City Council Meeting Agenda

Date: Monday, September 8, 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

READING OF LAND ACKNOWLEDGEMENT

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

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

4. **ADOPTION OF THE MINUTES**

4.1. Adoption of the Windsor City Council minutes of its meeting held July 28, 2025. **(SCM 242/2025)**

5. **NOTICE OF PROCLAMATIONS**

6. **COMMITTEE OF THE WHOLE**

7. **COMMUNICATIONS INFORMATION PACKAGE** (This includes both Correspondence and Communication Reports)

7.1. Correspondence 7.1.1. through 7.1.6. **(CMC 12/2025)**

7.2. 2025 Sale of Lands for Tax Arrears - City Wide **(C 110/2025)** – *Author: Angela Lonsbery, Manager, Revenue and Collections*

7.3. Update of Round 2 of the Arts, Culture and Heritage Fund 2025 – City Wide **(C 115/2025)** – *Author: Christopher Lawrence Menard, Supervisor, Community Programming – Cultural Affairs*

8. CONSENT AGENDA

8.1. Confirm and Ratify Report regarding Fireworks at Optimist Memorial Park – Ward 4 **(C 119/2025)** – *Author: Steve Vlachodimos, City Clerk/Licence Commissioner*

8.2. Support for Invest WindsorEssex (IWE) Application to the Trade-Impacted Communities Program (TICP) **(C 109/2025)** – *Author: John Aquino, Asset Coordinator*

8.3. New Multi-Residential Property Tax Subclass - City Wide **(C 111/2025)** – *Author: Angela Lonsbery, Manager, Revenue and Collections*

8.4. Applications for Tax Reductions under S. 357/358 of the Ontario Municipal Act 2001 - City Wide **(C 112/2025)** – *Author: Carolyn Nelson, Manager Property Valuation & Administration*

8.5. Tax Relief 2025 (for 2024 Taxes) - Extreme Poverty and/or Illness - City Wide **(C 113/2025)** – *Author: Carolyn Nelson, Manager Property Valuation & Administration*

CONSENT COMMITTEE REPORTS

8.6. Minutes of the Windsor Licensing Commission of its meeting held May 21, 2025 **(SCM 245/2025) (SCM 195/2025)**

8.7. Minutes of the Environment & Climate Change Advisory Committee of its meeting held May 22, 2025 **(SCM 246/2025) (SCM 214/2025)**

8.8. Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held June 3, 2025 **(SCM 247/2025) (SCM 216/2025)**

8.9. Minutes of the Transit Windsor Working Group of its meeting held May 27, 2025 **(SCM 248/2025) (SCM 232/2025)**

8.10. Waste Collection By-law Amendments – City Wide **(SCM 249/2025) (S 81/2025)** – *Author: Stuart Diotte, Coordinator of Environmental Services*

8.11. Response to CQ25-2024 – Illegal Car Rallies and Excessive Noise from Motor Vehicles – City Wide **(SCM 250/2025) (S 86/2025)** – *Author: Ian Day, Senior Manager Transportation*

8.12. Transit Windsor License Agreement with NextStar Energy Inc. - 10900 Twin Oaks Drive and 3455 Banwell Road **(SCM 251/2025) (S 92/2025)** – *Author: Stephan Habrun, Acting Executive Director, Transit Windsor*

8.13. Zoning Amendment - Z014-2025 [ZNG-7308] - 2121 Riverside Drive W- Ward 2 **(SCM 253/2025) (S 89/2025)** – *Author: Frank Garardo, Planner III - Policy & Special Studies*
Clerk's Note: Appendices D & J available at www.citywindsor.ca due to size

8.14. Zoning By-Law Amendment – Z015-25 (ZNG/7309) - 726 Josephine Avenue, Ward 2 **(SCM 254/2025) (S 90/2025)** – *Author: Diana Radulescu, Planner II - Development Review*

8.15. Official Plan Amendment 196 - Residential Corridor Designations **(SCM 255/2025) (S 90/2025)** – *Author: Frank Garardo, Planner III - Policy & Special Studies*

8.16. Minutes of the International Relations Committee of its meeting held May 21, 2025 **(SCM 257/2025) (SCM 237/2025)**

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

10. PRESENTATIONS AND DELEGATIONS

10.1. Windsor Symphony Orchestra - Impact Report (season overview)

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

11.1. Extension of the Services Agreement for Parking Enforcement with Canadian Corps of Commissionaires Ottawa Windsor Division - City Wide **(C 114/2025)** – *Author: Bill Kralovensky, Manager, Transportation Operations*

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 135-2025** - A BY-LAW TO AMEND BY-LAW 176-2024, BEING A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.88 METRE NORTH/SOUTH ALLEY AND THE 4.88 METRE EAST/WEST ALLEY NORTH OF CLAIRVIEW AVENUE, EAST OF DIEPPE STREET, SOUTH OF RIVERSIDE DRIVE EAST AND WEST OF GENEVIEVE AVENUE, CITY OF WINDSOR, authorized by CAO 146/2025, dated July 30, 2025.

13.2 **By-law 136-2025** - 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 152-2025, dated July 28, 2025.

13.3 **By-law 137-2025** - 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.

13.4 **By-law 138-2025** - A BY-LAW TO REPEAL BY-LAW NUMBER 6366, AS AMENDED BY BY-LAW 10277, BEING A BY-LAW RESPECTING THE TRANSPORTING, STORING, HANDLING AND USE OF EXPLOSIVES IN THE CITY OF WINDSOR, authorized by CR291/2025, dated July 14, 2025.

13.5 **By-law 139-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR324/2025, dated July 28, 2025.

13.6 **By-law 140-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR322/2025, dated July 28, 2025.

13.7 **By-law 141-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR323/2025, dated July 28, 2025.

13.8 **By-law 142-2025** - A BY-LAW TO REPEAL BY-LAW NUMBER 49-2018, AS AMENDED BY BY-LAW 58-2019, BEING A BY-LAW RESPECTING THE ISSUANCE OF VARIOUS PERMITS AND THE SCHEDULING OF INSPECTIONS IN THE CITY OF WINDSOR, authorized by CR292/2025, dated July 14, 2025.

13.9 **By-law 143-2025** - A BY-LAW RESPECTING THE ISSUANCE OF VARIOUS PERMITS AND THE SCHEDULING OF INSPECTIONS, authorized by CR292/2025, dated July 14, 2025.

13.10 **By-law 144-2025** - A BY-LAW TO AMEND BY-LAW NUMBER 15-2010 BEING A BY-LAW TO APPOINT CHIEF BUILDING OFFICIAL, DEPUTY CHIEF BUILDING OFFICIALS AND INSPECTORS TO ENFORCE THE BUILDING CODE ACT AND REGULATIONS IN WINDSOR, authorized by CR292/2025, dated July 14, 2025.

13.11 **By-law 145-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 9148 BEING A BY-LAW TO REGULATE TRAFFIC WITHIN THE LIMITS OF THE CITY OF WINDSOR, authorized by CAO166/2025, dated August 20, 2025.

13.12 **By-law 146-2025** - A BY-LAW TO REGULATE NUISANCE INDOOR AND OUTDOOR ILLUMINATION IN THE CITY OF WINDSOR, authorized by CR211/2025, dated May 26, 2025.

13.13 **By-law 147-2025** - A BY-LAW TO REPEAL BY-LAW NUMBER 9-2019, AS AMENDED BY BY-LAW 140-2020, BEING A BY-LAW ESTABLISHING STANDARDS FOR THE MAINTENANCE AND OCCUPANCY OF ALL PROPERTY IN THE CITY OF WINDSOR, authorized by CR245/2025, dated May 26, 2025.

13.14 **By-law 148-2025** - A BY-LAW TO ESTABLISH STANDARDS FOR THE MAINTENANCE AND OCCUPANCY OF ALL PROPERTY IN THE CITY OF WINDSOR, authorized by. CR245/2025, dated May 26, 2025.

13.15 **By-law 149-2025** - A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.69 METRE EAST/WEST ALLEY EAST OF CHURCH STREET, SOUTH OF TECUMSEH ROAD WEST, AND WEST OF DOUGALL AVENUE, CITY OF WINDSOR, authorized by CR400/2024, dated September 23, 2024.

13.16 **By-law 150-2025** - A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.69 METRE EAST/WEST ALLEY EAST OF CHURCH STREET, SOUTH OF TECUMSEH ROAD WEST AND WEST OF DOUGALL AVENUE, CITY OF WINDSOR, authorized by CR400/2024, dated September 23, 2024.

13.17 **By-law 151-2025** - A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 3.5 METRE NORTH/SOUTH ALLEY NORTH OF WYANDOTTE STREET EAST, EAST OF CLOVER STREET, SOUTH OF CLAIRVIEW AVENUE, AND WEST OF ADELAIDE AVENUE, CITY OF WINDSOR, authorized by CR402/2024, dated September 23, 2024.

13.18 **By-law 152-2025** - A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 3.5 METRE NORTH/SOUTH ALLEY NORTH OF WYANDOTTE STREET EAST, EAST OF CLOVER STREET, SOUTH OF CLAIRVIEW AVENUE, AND WEST OF ADELAIDE AVENUE, CITY OF WINDSOR, authorized by CR402/2024, dated September 23, 2024.

13.19 **By-law 153-2025** - A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 8TH DAY OF SEPTEMBER, 2025.

14. MOVE BACK INTO FORMAL SESSION

15. NOTICES OF MOTION

16. THIRD AND FINAL READING OF THE BY-LAWS

By-laws 135-2025 through 153-2025 inclusive

17. PETITIONS

18. QUESTION PERIOD

18.1. Summary of Outstanding Council Questions as of August 20, 2025 **(SCM 260/2025)**

18.2. Outstanding Council Directives as of September 8, 2025 **(SCM 261/2025)**

19. STATEMENTS BY MEMBERS

20. UPCOMING MEETINGS

Development & Heritage Standing Committee
Tuesday, September 2, 2025
4:30 p.m., Council Chambers

Community Services Standing Committee
Wednesday, September 3, 2025
9:00 a.m., Council Chambers

Committee of Management for Huron Lodge
Tuesday, September 9, 2025
2:00 p.m., Room 522b, 350 City Hall Square West

Environment & Climate Change Advisory Committee
Thursday, September 11, 2025
5:00 p.m., Room 140, 350 City Hall Square West

Windsor Accessibility Advisory Committee
Tuesday, September 16, 2025
10:00 a.m., via Zoom

Age Friendly Windsor Working Group
Wednesday, September 17, 2025
9:30 a.m., Location TBD

City Council Meeting
Monday, September 22, 2025
10:00 a.m., Council Chambers

21. ADJOURNMENT

Item No. 4.1

Committee Matters: SCM 242/2025

Subject: Adoption of the Windsor City Council minutes of its meeting held July 28, 2025.

City Council Meeting

Date: Monday, July 28, 2025
Time: 10:00 o'clock a.m.

Members Present:

Mayor
Mayor Drew Dilkens

Councillors
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

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 July 14, 2025

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Fred Francis

That the minutes of the Meeting of Council held July 14, 2025 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 235/2025

4.2. Adoption of the Special Meeting of Council - Strategic Planning Session minutes held July 14, 2025

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Fred Francis

That the minutes of the Special Meeting of Council – Strategic Planning Session held July 14, 2025 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 238/2025

5. NOTICE OF PROCLAMATIONS

None presented.

6. COMMITTEE OF THE WHOLE

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

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 131-2025 through 134-2025 (inclusive)
Carried.

7. COMMUNICATIONS INFORMATION PACKAGE

7.1. Correspondence Report for Monday, July 28, 2025

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

Decision Number: CR310/2025
That the following Communication Items 7.1.1 through 7.1.5 as set forth in the Council Agenda **BE REFERRED** as noted:

No.	Sender	Subject
7.1.1	City of Windsor / Roseland Golf Course	Notice of Public Open House to discuss the design concept for the Roseland Golf Course Clubhouse. Administrative Lead: Commissioner, Community Services SR/14629 Note & File
7.1.2	City Planner / Executive Director	Application for Zoning By-law Amendment, Windstar Homes Inc., 726 Josephine Avenue, to permit one new semi-detached dwelling as an additional permitted use, with increased maximum gross floor area, increased maximum lot coverage, and reduced rear yard setback.

No.	Sender	Subject
		Administrative Lead: City Planner Z/14992 Note & File
7.1.3	City Planner / Executive Director	Application for Zoning By-law Amendment, Agbaba Holdings Corp., 2121 Riverside Drive West, to permit a three and a half storey, 46-unit multi residential dwelling as a site-specific permitted use. Administrative Lead: City Planner Z/14993 Note & File
7.1.4	Committee of Adjustment	Applications to be heard by the Committee of Adjustment / Consent Authority, Thursday, August 7, 2025. Administrative Lead: City Planner Z2025 Note & File
7.1.5	Ontario Land Tribunal	Notice of Proceeding and Decision regarding Case No. OLT-24-000854, 3903 Kathleen Street, Devon Place Incorporated. Administrative Lead: City Solicitor City Planner Senior Legal Council Commissioner, Corporate Services Commissioner, Economic Development Z2025 Note & File

Carried.

Report Number: CMC 11/2025

7.2. Response to CQ 7-2021 – Corporate Commercial Vehicles and Related Procedures – City Wide

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

Decision Number: CR311/2025
That the report of the Occupational Health & Safety & Wellness Manager dated July 9, 2025 entitled "Response to CQ 7-2021 – Corporate Commercial Vehicles and Related Procedures – City Wide" **BE RECEIVED** for information; and further,

That City Council **RECEIVE FOR INFORMATION** the procedural changes noted in this report that enhance the Corporation's Driver Training Program.

Carried.

Report Number: CM 5/2025
Clerk's File: AL2025

8. CONSENT AGENDA

8.1. Windsor-Lakeshore Transmission Line Project - City Wide

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

Decision Number: CR315/2025
That Council **SUPPORT** in principle the ERO 025-0659 Supporting Critical Transmission Infrastructure in Southwestern Ontario – The Windsor to Lakeshore Transmission Project; and,

That Council **DELEGATE** the issuance of a letter of support to the Chief Administrative Officer, satisfactory in technical content to the Commissioner of Economic Development / Deputy Chief Administrative Officer; and,

That Council **DIRECT** Administration to submit the attached letter to the Environmental Registry of Ontario (ERO Posting #025-0659 – Supporting Critical Transmission Infrastructure in Southwestern Ontario – The Windsor to Lakeshore Transmission Project) by the comment deadline of August 15, 2025.
Carried.

Report Number: C 90/2025
Clerk's File: MU/14999

8.2. Windsor Canada Utilities Ltd. 1st Quarter 2025 Financial Statements - City Wide

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

Decision Number: CR316/2025
That City Council **RECEIVE** for information the Windsor Canada Utilities Ltd. 1st Quarter 2025 Financial Statements attached as Appendix A.
Carried.

Report Number: C 100/2025
Clerk's File: AF2025

8.3. Minutes of the meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held March 12, 2025

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

Decision Number: CR317/2025 CSSC 282
That the minutes of the Executive Committee and Board of Directors, Willistead Manor Inc. meetings held March 12, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 209/2025 & SCM 168/2025
Clerk's File: ACO2025

8.4. Minutes of the meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held April 9, 2025

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

Decision Number: CR318/2025 CSSC 283
That the minutes of the Executive Committee and Board of Directors, Willistead Manor Inc. meetings held April 9, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 210/2025 & SCM 169/2025
Clerk's File: ACO2025

8.5. Report No. 122 of the Board of Directors Willistead Manor Inc. - 2024 Annual Report

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

Decision Number: CR319/2025 CSSC 284
That Report No. 122 of the Board of Directors Willistead Manor Inc. indicating:

That the Annual Report and Financial Statements on the affairs and operations of Willistead Manor Inc. for the year 2024, attached as Appendix A, BE ACCEPTED as presented; and,

That upon acceptance of the Willistead Manor Inc. 2024 Annual Report by City Council, copies BE FORWARDED to a list of appropriate parties as approved by the Board; and,

That in accordance with Sections 6 (c) of the *City of Windsor Act, 1981*, an amount of $61,657 BE PAID OVER to the City of Windsor Willistead Capital Restoration Reserve Fund.

BE APPROVED.
Carried.

Report Number: SCM 211/2025 & SCM 170/2025
Clerk's File: ACO2025

8.6. Report No. 123 of the Willistead Manor Inc. Board of Directors

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

Decision Number: CR320/2025 CSSC 285
That Report No. 123 of the Board of Directors, Willistead Manor Inc. indicating:

That the following person BE APPOINTED to the Board of Directors of Willistead Manor Inc. for a two year term ending August 17, 2027:

Frank Perissinotti
Michael A. Clark

BE APPROVED.
Carried.

Report Number: SCM 212/2025 & SCM 194/2025
Clerk's File: ACO2025

8.7. Notice of Intent to Partially Demolish a Heritage Listed Property – 711 Riverside Drive East, Commercial Building (Ward 4)

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

Decision Number: CR321/2025 DHSC 749
That the Notice of Intent to partially demolish 711 Riverside Drive East, Commercial Building, to remove the existing rear one-storey garage addition and construct a new two-storey addition in its place **BE RECEIVED.**
Carried.

Report Number: SCM 218/2025 & S 83/2025
Clerk's File: MBA/14987

8.8. Rezoning – 3880 Matchett Road - Z-007/25 ZNG/7292 - Ward 2

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

Decision Number: CR322/2025 DHSC 746
1. That Zoning By-law 8600 **BE AMENDED** by adding the following zoning exception to Section 91.10:

3. WEST SIDE OF MATCHETT ROAD, NORTH OF CHAPPELL AVENUE

For the land comprising PLAN 656 LOT 53 N PT LOT 54 (PIN 01259-0411), the following additional provisions shall apply:

a) *Gross Floor Area*: *maximum* 480 m^2

b) *Gross Floor Area* of more than 480 m^2 is prohibited

c) Notwithstanding Section 11.1.5.5 and Section 5.65.1, the *maximum front yard* depth shall be 6.0 m.

(ZDM 4; ZNG/7292); and,

2. That Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of PLAN 656 LOT 53 N PT LOT 54, (PIN 01259-0411), situated on the west side of Matchett Road, north of Chappell Avenue (3880 Matchett Road; Roll No. 050-480-04200) from RD1.2 to RD2.2x3.

Carried.

Report Number: SCM 219/2025 & S 75/2025
Clerk's File: Z/14570

8.9. ZBA Application for 4641 Malden Road, Z-010/25 [ZNG-7301], Ward 1

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

Decision Number: CR323/2025 DHSC 747
I. That Zoning By-law 8600 **BE AMENDED** by adding the following zoning exception to Section 91.10:

1. NORTHEAST CORNER OF HALLIDAY AVENUE AND MALDEN ROAD

For the lands comprising of Lots 88 to 92, Plan 972 (PIN 01262-1355 LT), the following additional provision shall apply:

a) For a *Single Unit Dwelling*, a central air conditioning system shall be provided.

[ZDM 5; ZNG/7301]; and,

II. That Zoning By-law 8600 **BE FURTHER AMENDED** by adding the following clause to Section 95.20:

(14) a) Submission of an Erosion and Sediment Control Plan and a Relocation and Monitoring Plan in accordance with the Environmental Evaluation Report prepared by Terrastory Environmental Consulting Inc., dated January 2, 2025, to the satisfaction of the City Planner.
[ZNG/7301]; and,

III. That Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Lots 88 to 92, Plan 972 (PIN 01262-1355 LT), situated at the northeast corner of Halliday Avenue and Malden Road from DRD1.1 to H(14)RD1.3x(1).

Carried.

Report Number: SCM 220/2025 & S 80/2025
Clerk's File: Z/14980

8.12. Closure of east/west alley located between Olive Road and Norman Road, Ward 8, SAA-7296

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

Decision Number: CR326/2025 DHSC 751

I. That the 7.62-metre-wide east/west alley located between Olive Road and Norman Road, and shown as Parts 1 & 2 on Drawing No. CC-1872 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure; and,

II. That the north half of the Subject Alley, shown as Part 1 on Drawing No. CC-1872, **BE CLOSED AND RETAINED** by The Corporation of the City of Windsor and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:

a. Easement, 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 the existing utility pole with guy wires and anchors supporting overhead utility lines.

b. Ontario Land Surveyor be directed to create a Part for the aforesaid easement per the instructions provided by Bell Canada through their comments included in the attached hereto Appendix "C"; and,

III. That the south half of the Subject Alley, shown as Part 2 on Drawing No. CC-1872, **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. Easement, 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 the existing utility pole with guy wires and anchors supporting overhead utility lines.

b. Ontario Land Surveyor be directed to create a Part for the aforesaid easement per the instructions provided by Bell Canada through their comments included in the attached hereto Appendix "C"; and,

IV. That Conveyance Cost **BE SET** as follows:

a. For alley conveyed to abutting lands zoned RD1.2, $1.00 plus HST (if applicable), deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor; and,

V. That The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1872; and,

VI. That The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s); and,

VII. 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; and,

VIII. That the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003.
Carried.

Report Number: SCM 223/2025 & S 76/2025
Clerk's File: SAA2025

8.13. Ford City CIP Application - 998 Drouillard Road - Ward 5

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

Decision Number: CR327/2025 DHSC 752

I. That the request for incentives under the *Ford City CIP* Financial Incentive Program made by Artcite Inc. (c/o: Erin Fyfe) (the "Applicant"), the tenant of the property located at 998 Drouillard Road, owned by 2727692 Ontario Inc. (c/o: Michael DiFazio) (the "Owner") **BE APPROVED**, for the following incentive programs:

i. *Retail Investment Grant* totalling a maximum amount of $15,000 for one (1) ground floor retail unit; and

ii. *Municipal Development Fees Grant Program* to a maximum amount of $1,000; and,

II. That funds in the maximum amount of $16,000 under the *Retail Investment Grant* and the *Municipal Development Fees Grant* Programs **BE TRANSFERRED** from the CIP Reserve Fund to the Ford City CIP Project (Project #7181046) once the work is completed; and,

III. That grants **BE PAID** to the Applicant upon completion of improvements to the interior of the property located at 998 Drouillard Road, through the Ford City CIP (Project #7181046) to the satisfaction of the City Planner and Chief Building Official; and,

IV. That for grants that have lapsed, all funds **BE UNCOMMITTED** and returned to CIP Reserve Fund 226 if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date; and,

V. That any unused portion of the CIP grants **BE RETURNED** to the CIP Reserve Fund 226.
Carried.

Report Number: SCM 224/2025 & S 84/2025
Clerk's File: Z/13251

8.14. Minutes of the Property Standards Committee of its meeting held May 20, 2025

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

Decision Number: CR328/2025 DHSC 753
That the minutes of the Property Standards Committee meeting held May 20, 2025 **BE RECEIVED** as presented.
Carried.

Report Number: SCM 225/2025 & SCM 196/2025

11.2. Surplus Declaration and Sale Authorization – 0 Betts Avenue (abutting 3085 Betts Avenue) – Ward 1

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

Decision Number: CR330/2025
I. That the following City of Windsor (the "City") vacant parcel of land **BE DECLARED** surplus:

Part of Vacant Lot:

- Municipal address: 0 Betts Avenue – vacant land situate on the west side of Betts Avenue, abutting 3085 Betts Avenue
- Legal Description: Lots 339 on Registered Plan 1023, subject to easement R1403237; Windsor; to be further described on a new reference plan to be registered
- Approximate Lot size: 16.4 feet (5 m) x irregular
- Approximate Lot area: 1,867.54sq ft (173.5 m^2)

Part Alley

- Municipal address: 0 Betts Avenue – closed alley situate on the west side of Betts Avenue abutting 0 Betts Avenue and 3085 Betts Avenue
- Legal Description: Alley on Registered Plan 1023 Sandwich West closed by R1401993 amended by R1409220 abutting lots 339 to 344 on Registered Plan 1023 except Parts 27 to 29 on Plan 12R-17882; subject to R1403237; Windsor; to be further described on a new reference plan to be registered
- Approximate Lot size: 93.49 feet (28.49m) x 7 feet (2.13m)
- Approximate Lot area: 654.43 sq ft (60.79m^2)

(the "Subject Parcels"); 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 as required.

Carried.

Report Number: C 103/2025
Clerk's File: APM2025

11.3. Surplus Declaration and Sale Authorization – 0 Wellington Avenue (abutting 1329 Wellington) – Ward 3

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

Decision Number: CR331/2025

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 m^2)

(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.

Carried.

Report Number: C 94/2025
Clerk's File: APM2025

11.4. RFP No. 41-25 – Front Loading Refuse Truck Replacement – City Wide

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

Decision Number: CR332/2025 CR297/2025

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.

Carried.

Report Number: C 87/2025
Clerk's File: SW2025

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

None requested.

10. PRESENTATIONS AND DELEGATIONS

7.3. Auditor General Report Regarding "Investigation Results Regarding Service Delivery" dated June 5, 2025

Christopher O'Connor, Auditor General

Christopher O'Connor, Auditor General appears before Council regarding the Administrative report dated June 5, 2025, entitled "Auditor General Report Regarding "Investigation Results Regarding Service Delivery" and is available for questions.

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

Decision Number: CR312/2025
That the memo from the Office of the Municipal Auditor General dated June 5, 2025 entitled "Auditor General Report Regarding Investigation Results Regarding Service Delivery" **BE RECEIVED** for information.
Carried.
Councillor Fred Francis was absent from the meeting when the vote was taken on this matter.

Report Number: SCM 229/2025
Clerk's File: AF/14508

7.4. Auditor General Investigation Results Regarding "Tendered Work Report" dated April 16, 2025

Christopher O'Connor, Auditor General

Christopher O'Connor, Auditor General appears before Council regarding the report dated April 16, 2025, entitled "Auditor General Investigation Results Regarding "Tendered Work Report" and is available for questions.

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

Decision Number: CR313/2025
That the report from the Office of the Municipal Auditor General dated April 16, 2025, entitled "Auditor General Investigation Results Regarding Tendered Work Report" **BE RECEIVED** for information.
Carried.
Councillor Fred Francis was absent from the meeting when the vote was taken on this matter.

Report Number: SCM 230/2025
Clerk's File: AF/14508

7.5. Auditor General Communication Regarding "Work Plan and Project Planning Approach" dated July 10, 2025

Christopher O'Connor, Auditor General

Christopher O'Connor, Auditor General appears before Council regarding the report dated July 10, 2025, entitled "Auditor General Communication Regarding Work Plan and Project Planning Approach" and is available for questions.

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

Decision Number: CR314/2025
That the memo from the Office of the Municipal Auditor General dated July 10, 2025 entitled "Auditor General Communication Regarding Work Plan and Project Planning Approach" **BE RECEIVED** for information.
Carried.
Councillor Fred Francis was absent from the meeting when the vote was taken on this matter.

Report Number: SCM 231/2025
Clerk's File: AF/14508

11.5. Auditor General Report Regarding "Comparator Research and Recommendations" dated June 25, 2025

Christopher O'Connor, Auditor General

Christopher O'Connor, Auditor General appears before Council regarding the report dated June 25, 2025, entitled "Auditor General Report Regarding Comparator Research and Recommendations" and is available for questions.

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

Decision Number: CR333/2025
That the report of the Auditor General dated June 25, 2025 entitled "Auditor General Report Regarding Comparator Research and Recommendations" **BE RECEIVED**; and,

That administration **BE DIRECTED** to work towards preparing a draft Auditor General By-law for Council's consideration.
Carried.
Councillor Fred Francis was absent from the meeting when the vote was taken on this matter.

Report Number: SCM 233/2025
Clerk's File: AF/14508

8.10. ZBA - 0 Randolph Ave - Z-008/25 ZNG/7297 - Ward 1

Andi Shallvari, Property Owner

Andi Shallvari, Property Owner appears before Council regarding the Administrative report dated June 2, 2025, entitled "ZBA - 0 Randolph Ave - Z-008/25 ZNG/7297 - Ward 1" and is available for questions.

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Ed Sleiman

Decision Number: CR324/2025 DHSC 748

I. That Zoning By-law 8600 **BE AMENDED** by adding the following zoning exception to Section 91.10:

2. EAST SIDE OF RANDOLPH AVENUE BETWEEN WEST GRAND BOULEVARD AND GRAND MARAIS ROAD WEST
For the lands comprising Lots 406 and 407, Plan 1295 and Part 1, Plan 12R29574, one *Semi-Detached Dwelling* shall be an additional permitted *main use*.
[ZDM 8; ZNG/7297]; and,

II. That Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Lots 406 and 407, Plan 1295 and Part 1, Plan 12R29574, situated on the east side of Randolph Ave, south of Grand Marais Road West, known municipally as 0 Randolph Avenue, from RD1.4 to RD1.4x(2).

Carried.
Councillor Fred Francis was absent from the meeting when the vote was taken on this matter.

Report Number: SCM 221/2025 & S 78/2025
Clerk's File: Z/14979

8.11. Community Improvement Plans – Extension and Rescindment of Grant Approvals (City Wide)

David Anstett, Property Owner

David Anstett, Property owner appears before Council regarding the Administration report dated May 12, 2025, entitled "Community Improvement Plans – Extension and Rescindment of Grant Approvals (City Wide)" and is available for questions.

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Angelo Marignani

Decision Number: CR325/2025 DHSC 750

I. That all approvals to participate in Community Improvement Plan Grant Programs granted by Council Resolutions listed in Appendix A **BE EXTENDED** to June 30, 2026 and that each grant approval **EXPIRE** and **BE RESCINDED** should the project not be completed or other terms of the grant not be satisfied to the satisfaction of the City Planner as of July 1, 2026**,** save and except 9082 Tecumseh Rd East – U-Haul **BE EXTENDED** until December 31, 2027 and grant approval **EXPIRE** and **BE RESCINDED** should the project not be completed or other terms of the grant not be satisfied to the satisfaction of the City Planner as of January 1, 2028; and,

II. Should CIP Grants identified in Appendix A expire as of July 1, 2026:

a. That any related funding allocated in the CIP Reserve (Fund 226) **BE UNENCUMBERED** and/or any related funding already transferred to a CIP capital project for these CIP Grants **BE RETURNED** to the CIP Reserve (Fund 226) and **UNENCUMBERED**.

b. That the approval for future tax increment grants **BE RESCINDED**; and,

III. That all approvals to participate in the Community Improvement Plan Grant Programs granted by Council Resolutions listed in Appendix B **BE RESCINDED,** save and except for the approval to participate in the Community Improvement Plan Grant program for the property located at 3239 Russel Street **BE EXTENDED** until December 31, 2026; and,

a. That funding in the amount of $399,501.18 **BE RETURNED** to the CIP Reserve (Fund 226) and **BE UNCOMITTED**;

b. That the approval for future tax increment grants **BE RESCINDED**, save and except for the approval to participate in the Community Improvement Plan Grant program for the property located at 3239 Russel Street **BE EXTENDED** until December 31, 2026; and,

IV. That all approvals to participate in the Brownfield Property Tax Assistance Program under the Brownfield Redevelopment Community Improvement Plans as listed in Appendix C **BE RESCINDED**; and,

V. That the length of the grant period for those items listed in Appendix C under the Brownfield Rehabilitation Grant Program **BE ADJUSTED**, if necessary, to ensure the total length of financial assistance is consistent with the original approvals.

Carried.

Report Number: SCM 222/2025 & S 73/2025
Clerk’s File: SPL2025

11.1. Municipal Flag Policy Update - City Wide

Megan Ball, Chapter Lead, Windsor-Essex, PFLAG Canada

Megan Ball, Chapter Lead, Windsor-Essex, PFLAG Canada appears before Council regarding the Administrative report dated May 14, 2025, entitled " Municipal Flag Policy Update - City Wide” and is available for questions.

Mel Lucier, Area Resident

Mel Lucier, area resident appears before Council regarding the Administrative report dated May 14, 2025, entitled "Municipal Flag Policy Update - City Wide” and expresses the importance of raising the pride flag for the queer community, for the diversity and for the symbolism that Windsor is a

safe space full of acceptance; and concludes by expressing gratitude for the hard work to respect diversity and representation for all groups in this city.

Derrick Biso, Director of Education & Operations, Trans Wellness Ontario

Derrick Biso, Director of Education & Operations, Trans Wellness Ontario appears before Council regarding the Administrative report dated May 14, 2025, entitled "Municipal Flag Policy Update - City Wide" and speaks in support of the administrative recommendation as it relates to being more aligned with other municipalities, such as Chatham-Kent, where the risk and reputation is mitigated through a more thorough process, rather than the elimination of the program and service to the community; and concludes by requesting clarification related to the word equity within the report as it relates to a lack of inclusion for all affected groups.

Rosanna DeMarco, Area Resident

Rosanna DeMarco, area resident appears before Council regarding the Administrative report dated May 14, 2025, entitled "Municipal Flag Policy Update - City Wide" and speaks in support of all flag raisings in the City of Windsor and asks that Council approve the request to allow all groups to submit applications to the program.

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Jim Morrison

Decision Number: CR329/2025 CR241/2025
That Council **APPROVE** the updated Flag Policy attached as Appendix A to the Additional Information Memo dated July 11, 2025.
Carried.

At the request of Councillor Fred Francis, a recorded vote is taken on this matter.

Aye votes: Councillors Renaldo Agostino, Mark McKenzie, Ed Sleiman, Jo-Anne Gignac, Gary Kaschak, Jim Morrison and Mayor Drew Dilkens.
Nay votes: Councillors Kieran McKenzie, Fred Francis and Angelo Marignani.
Abstain: None.
Absent: None.

Report Number: C 78/2025 & AI 18/2025
Clerk's File: GM2025

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

11.6. Banwell Road Project, Financing Strategy

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

Decision Number: CR334/2025
That CR253/2025 passed on June 9, 2025 be amended by **DELETING** item III 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,

SUBSTITUTING the following:

> That one or more of the Mayor, the City Treasurer, the CAO and the 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.

Carried.

Report Number: C 105/2025
Clerk's File: SW/9581

11.7. 2024 Windsor Essex Point in Time Count

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Fred Francis

Decision Number: CR335/2025
That the report of the Manager (Acting), Homelessness & Housing Support dated July 22, 2025 entitled "2024 Windsor Essex Point in Time Count" **BE RECEIVED** for information; and,

That administration **BE DIRECTED** to send a letter to all Provincial Ministries including, the Minister of Municipal Affairs and Housing, the Health Minister and the Minister of Education, local Members of Provincial Parliament (MPP's) and Members of Federal Parliament (MP's) regarding Windsor's concerns with the OrgCode 2024 Windsor-Essex Point in Time Count survey and report and request an immediate meeting to address these issues; and,

That administration **BE DIRECTED** to explore opportunities to obtain clearer language in order to gain additional background data surrounding homelessness that will allow the municipality to better direct funding for supports; and,

That Administration **BE DIRECTED** to obtain more data regarding the numbers of unhoused people migrating to the City from the surrounding municipalities and the municipalities' contributions to current available support programs.
Carried.

Report Number: C 106/2025
Clerk's File: GH/11710

12. CONSIDERATION OF COMMITTEE REPORTS

12.2. Report of the Special Meeting of Council - In Camera of its meeting held July 14, 2025

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

Decision Number: CR309/2025
That the report of the Special In-Camera meeting held July 14, 2025 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 239/2025
Clerk's File: ACO2025

12.3. Report of the Striking Committee of its meeting held July 14, 2025

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

Decision Number: CR336/2025
That the report of the Striking Committee of its meeting held July 14, 2025 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 240/2025
Clerk's File: ACO2025

13. BY-LAWS (First and Second Reading)

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Angelo Marignani

That the following By-laws No. 131-2025 through 134-2025 (inclusive) be introduced and read a first and second time:

13.1. **By-law 131-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR119/2025, dated April 14, 2025.

13.2. **By-law 132-2025** - A BY-LAW TO AUTHORIZE A CERTAIN NEW CAPITAL WORK OF THE CORPORATION OF THE CITY OF WINDSOR (THE "MUNICIPALITY"); TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO ONTARIO

INFRASTRUCTURE AND LANDS CORPORATION ("OILC") FOR FINANCING OF SUCH NEW CAPITAL WORK; TO AUTHORIZE TEMPORARY BORROWING FROM OILC TO MEET EXPENDITURES IN CONNECTION WITH SUCH CAPITAL WORK; AND TO AUTHORIZE LONG-TERM BORROWING FOR SUCH CAPITAL WORK THROUGH THE ISSUE OF DEBENTURES TO OILC, see Item 11.6.

13.3. **By-law 133-2025** – A BY-LAW TO AMEND BY-LAW NUMBER 392-2002, BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF FEES AND CHARGES, authorized by B3/2025, dated January 27, 2025.

13.4. **By-law 134-2025** - A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 28TH DAY OF JULY, 2025.

Carried.

14. MOVE BACK INTO FORMAL SESSION

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

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

None presented.

16. THIRD AND FINAL READING OF THE BY-LAWS

Moved by: Councillor Jim Morrison
Seconded by: Councillor Ed Sleiman

That the By-laws No. 131-2025 through 134-2025 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

None presented.

18. QUESTION PERIOD

None presented.

21. ADJOURNMENT

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

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 12:16 o'clock p.m.

_____ _____

Mayor City Clerk

Adopted by Council at its meeting held July 28, 2025 (CR309/2025)
SV/bm

SPECIAL MEETING OF COUNCIL – IN CAMERA
July 14, 2025

Meeting called to order at: 2:57 p.m.

Members in Attendance:

Mayor Drew Dilkens
Councillor Renaldo Agostino
Councillor Jo-Anne Gignac
Councillor Fred Francis
Councillor Gary Kaschak
Councillor Angelo Marignani
Councillor Kieran McKenzie
Councillor Jim Morrison
Councillor Ed Sleiman

Members Absent:

Councillor Mark McKenzie

Also in attendance:

Ray Mensour, Chief Administrative Officer
Jelena Payne, Commissioner. Economic Development/Deputy CAO
Andrew Daher, Commissioner, Corporate Services
David Simpson, Commissioner, Infrastructure Services/City Engineer
Janice Guthrie, Commissioner, Finance/City Treasurer
Michael Chantler, Commissioner, Community Services
Dana Paladino, Acting Commissioner, Human and Health Services
Wira Vendrasco, City Solicitor
Christopher Menard, Acting Mayor's Chief of Staff
Steve Vlachodimos, City Clerk
Anna Ciacelli, Deputy Clerk
Stephan Habrun, Acting Executive Director Transit Windsor (Item 2)
Jim Leether, Senior Manager Environmental Services (Item 4)
Brian Lima, Executive Director of Operations (Item 4)
Denise Wright, Manager of Real Estate Services (Item 6)
Joe Baker, Manager Land Development and Growth (Item 6)
Lorie Gregg, Deputy Treasurer Taxation (Item 7)
Alex Vucinic, Chief Information Officer/Executive Director IT (Item 7)

Kate Tracey, Senior Legal Counsel (Item 7)

Verbal Motion is presented by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac,
to move in Camera for discussion of the following item(s):

Item No.	Subject & Section - Pursuant to *Municipal Act*, 2001, as amended
1	Legal matter – litigation, advice subject to solicitor-client privilege – CQ 8-2025, Section 239(2)(e)(f)
2	Position/plan – agreement – approved at Environment Standing Committee – sitting as Transit Windsor Board at its meeting held June 25, 2025, Section 239(2)(k)
3	Personal matter – about an identifiable individual - naming, Section 239(2)(b)
4	Position/plan – agreement, Section 239(2)(k)
5	Property matter – disposition of land, Section 239(2)(c)
6	Property matter – acquisition of land, Section 239(2)(c)
7	Legal matter – potential litigation – advice subject to solicitor-client

privilege/security, Section 239(2)(a)(e)(f)

Motion Carried.

Declarations of Pecuniary Interest:

None declared.

Discussion on the items of business.

Verbal Motion is presented by Councillor Ed Sleiman, seconded by Councillor Renaldo Agostino,
to move back into public session.

Motion Carried.

Moved by Councillor Kieran McKenzie, seconded by Councillor Jim Morrison,
THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Council Meeting held July 14, 2025 directly to Council for consideration at the next Regular Meeting.

1. That the in-camera report from the Commissioner of Human and Health Services, Senior Legal Counsel, Commissioner of Corporate Services and Commissioner of Finance/City Treasurer respecting a legal matter, advice subject to solicitor-client privilege – C.Q. 8-2025 **BE RECEIVED FOR INFORMATION** and Administration **PROCEED** in accordance with the verbal instructions of Council.

2. That the confidential report from the Acting Executive Director of Transit Windsor, City Solicitor, Deputy Chief Administrative Officer/Commissioner Economic Development, Manager Performance Measurement and Business Case Development and Commissioner of Finance/City Treasurer respecting a position/plan – agreement **BE RECEIVED** and that the in-camera recommendation of the Environment, Transportation and Public Safety Standing Committee – In-camera, sitting as the Transit Windsor Board of Directors, of its meeting held June 25, 2025 **BE APPROVED**.

3. That the recommendation contained in the in-camera report from the Manager Development Revenue and Finance Administration, Executive Director Parks, Recreation and Facilities, Commissioner Community Services and Commissioner of Finance/City Treasurer respecting a personal matter – about an identifiable individual – naming **BE APPROVED.**

4. That the recommendation contained in the in-camera report from the Senior Manager Environmental Services, Acting Purchasing Manager, Executive Director Operations/Deputy City

Engineer, Commissioner Infrastructure Services/City Engineer, Deputy Treasurer Financial Planning, City Solicitor, Commissioner Corporate Services, Commissioner of Finance/City Treasurer respecting a position/plan - agreement **BE APPROVED.**

5. That the recommendation contained in the in-camera report from the Manager of Real Estate Services, Manager Transportation Operations, Executive Director Operations/Deputy City Engineer, Commissioner Infrastructure Services/City Engineer, Executive Director Parks, Recreation and Facilities, Chief Executive Officer Library Services and Culture, Commissioner Community Services, Deputy Chief Administrative Officer/Commissioner Economic Development, Manager Performance Measurement and Business Case Development and Commissioner of Finance/City Treasurer respecting a property matter – disposition of land **BE APPROVED.**

6. That the recommendation contained in the in-camera report from the Manager of Real Estate Services, City Solicitor, Commissioner Corporate Services, Executive Director Parks, Recreation and Facilities, Commissioner Community Services, Commissioner Infrastructure Services/City Engineer, Deputy Chief Administrative Officer/Commissioner Economic Development and Commissioner Finance/City Treasurer respecting a property matter – acquisition of land **BE APPROVED AS AMENDED.**

7. That the recommendation contained in the in-camera report from the Deputy Treasurer Taxation, Treasury and Financial Projects, Manager Strategic Operating Budget Development Control, Manager of Purchasing, Chief Information Officer/Acting Executive Director Information Technology, City Solicitor and Commissioner of Finance/City Treasurer respecting a legal matter – potential litigation – advice subject to solicitor-client privilege/security **BE APPROVED.**

Motion Carried.

Moved by Councillor Gary Kaschak, seconded by Councillor Angelo Marignani,
That the special meeting of council held July 14, 2025 BE ADJOURNED.
(Time: 3:40 p.m.)

Motion Carried.

Adopted by Council at its meeting held July 28, 2025 (CR336/2025)
SV/bm

REPORT OF THE STRIKING COMMITTEE
of its meeting held
July 14, 2025

Members in Attendance:

Mayor Drew Dilkens
Councillor Jo-Anne Gignac
Councillor Fred Francis
Councillor Angelo Marignani
Councillor Kieran McKenzie
Councillor Ed Sleiman
Councillor Jim Morrison
Councillor Renaldo Agostino
Councillor Gary Kaschak

Members Absent

Councillor Mark McKenzie

Also in attendance:

Ray Mensour, Chief Administrative Officer
Jelena Payne, Commissioner Economic Development/Deputy CAO
Andrew Daher, Commissioner, Corporate Services
David Simpson, Commissioner, Infrastructure Services/City Engineer
Janice Guthrie, Commissioner, Finance/City Treasurer
Michael Chantler, Commissioner Community Services
Dana Paladino, Acting Commissioner Human and Health Services
Steve Vlachodimos, City Clerk
Anna Ciacelli, Deputy Clerk
Wira Vendrasco, City Solicitor
Christopher Menard, Acting Mayor's Chief of Staff

Declarations of Pecuniary Interest:

None declared.

Your Committee submits the following recommendations:

(1) That the Councillor vacancy on the following Committees due to the resignation of former Councillor Fabio Costante **REMAIN VACANT** until after the Ward 2 By-election, at which time Council will consider filling the vacancy:

Community Services Standing Committee
Environment, Transportation and Public Safety Standing Committee
Windsor-Essex County Health Unit Board
Olde Sandwich Towne Business Improvement Area Board of Management

(2) That Councillor Gignac **BE APPOINTED** to the ***Property Standards Committee*** to fill the vacancy of former Councillor Fabio Costante, for the term expiring November 14, 2026 or until successors are appointed.

MAYOR

CITY CLERK

THE CITY OF WINDSOR ONTARIO, CANADA

Correspondence Report: CMC 12/2025

ATTACHMENTS

Subject: Correspondence Report for Monday, September 8, 2025 City Council Meeting

No.	Sender	Subject
7.1.1	City Planner / Executive Director	Application and Draft Plan of Subdivision/Condominium, Atwan Development Inc., 4470 North Service Road, for approval of a plan of condominium for three structures containing a combined total of 41 industrial units within an industrial plaza. Administrative Lead: City Planner Z/15007 Note & File
7.1.2	City Planner / Executive Director	Application for Zoning By-law Amendment, Peter Botros, 619 Cabana Road West, to permit construction of three new multiple dwellings with six units each, with reduced minimum lot width for each proposed building. Administrative Lead: City Planner Z/15008 Note & File
7.1.3	City Planner / Executive Director	Application for Zoning By-law Amendment, Andi Shallvari, 475-479 Cabana Road West, to permit construction of two townhouse dwellings with 6 units each. Administrative Lead: City Planner Z/15009 Note & File

No.	Sender	Subject
7.1.4	City Planner / Executive Director	Application for Zoning By-law Amendment, Orak Stucco, 1841 Longfellow Ave, to construct a two storey semi-detached dwelling with increased maximum gross floor area as a site-specific provision. Administrative Lead: City Planner Z/15011 Note & File
7.1.5	City Planner / Executive Director	Application for Zoning By-law Amendment, Preview Imaging Inc., 7900 Anchor Drive & 8100 Twin Oaks Drive, to add a site-specific provision to allow construction of a one to two storey addition to connect the existing two medical office buildings, and a one to two storey addition to part of the existing medical office building. Administrative Lead: City Planner Z/15010 Note & File
7.1.6	City Planner / Executive Director	Application for Zoning By-law Amendment, Sterling Ridge Residential Inc., 0 Salter Ave, to allow for the construction of a two storey, 8 unit Multiple Dwelling with a parking area. Administrative Lead: City Planner Z/15012 Note & File

THE CITY OF WINDSOR
ONTARIO, CANADA

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk

From: City Planner/Executive Director

Date: July 31, 2025

Subject: TRANSMITTAL OF NEW FILE
Our File Number: CDM 001/25 [CDM/7316]

RE: Application For: ( ) Zoning Amendment ( ) Official Plan Amendment
( ) Part Lot Control (X) Draft Plan of Subdivision/Condominium

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Applicant: ATWAN DEVELOPMENT INC.
Location: 4470 NORTH SERVICE ROAD
Description: Application for an exemption under Section 9(3) of The Condominium Act for approval of a plan of condominium for three structures containing a combined total of 41 industrial units within an industrial plaza. The applicant proposes a total of 100 vehicle parking spaces, 2 loading spaces, and 7 bicycle parking spaces.

The DRAFT PLAN OF CONDOMINIUM application submitted on JULY 1, 2025, by ATWAN DEVELOPMENT INC. for 4470 NORTH SERVICE ROAD was deemed complete on JULY 9, 2025.

Enclosures:

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

Neil Robertson, MCIP, RPP
City Planner/Executive Director

NR/nm

City of Windsor • 350 City Hall Square West, Suite 210 • Windsor, ON • N9A 6S1
Phone: 519-255-6543 Fax: 519-255-6680 Email: planningdept@citywindsor.ca
www.citywindsor.ca

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of
Economic Development

Neil Robertson, MCIP, RPP
City Planner/Executive Director

July 25, 2025

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

Dear Ms. Pillon-Abbs,

Re: DRAFT PLAN OF CONDOMINIUM APPLICATION

APPLICANT: ATWAN DEVELOPMENT INC.
LOCATION: 4470 NORTH SERVICE RD. E.
FILE NO.: CDM-001/25 [ZNG/7316]

This is to acknowledge receipt of the application for draft plan of condominium, which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided; therefore, the application was deemed COMPLETE on July 9, 2025 and processing has begun.

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 jnwaesei@citywindsor.ca.

Sincerely,

Justina Nwaesei
Senior Planner – Development Review

JN/nm

350 City Hall Square West ◆ Suite 210 ◆ Windsor, Ontario N9A 6S1
Email: planningdept@citywindsor.ca ◆ Tel: 519 255-6543 ◆ Fax: 519 255-6544

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of Economic Development
Planning & Development Services

SUBDIVISION/CONDOMINIUM APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

This application is valid for: Plan of Subdivision, Plan of Condominium, Condominium Conversion, Extension of Draft Approval, Amendment to Draft Approval, Final Approval & Registration, Amendment to Agreement, or Amalgamation of Condominium Corporation. Discuss with a staff Planner to determine what must be completed for the application type.

Section 1: Before submitting this application, you must complete both Stage 1 and Stage 2 of the Planning Consultation process.

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, registered owner, agent, and Ontario Land Surveyor. For a corporation, provide full corporate name. Include the full name of a contact person. For more than one person, corporation, or registered owner, use additional sheets.

Section 4: Indicate if you are resubmitting a previous or earlier plan and if yes, provide the file number.

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 if the plan is consistent with the Provincial Planning Statement and conforms to the City of Windsor Official Plan and the appropriate Zoning By-law. If an Official Plan Amendment and/or Zoning By-law Amendment is required, you must have already submitted those applications, or must submit them with this application, otherwise this application will be returned.

Section 7: Complete this section if you are applying for approval of a Plan of Condominium. New construction applies to buildings that were recently built, under construction, or not yet under construction. Conversion applies to existing buildings that contain residential rental units that are being converted to Condominium Status. To be considered for an exemption from Section 9(3) of the Condominium Act, you must formally request such exemption. Submit all the documents indicated in Section 7 with this application.

Section 8: Provide the number of lots, blocks, units or dwellings, the number of hectares, the density measured as units per hectare and the number of parking spaces for the proposed land use for all applications. For Plan of Condominium applications also provide the date of construction and the floor coverage in square metres.

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. Submit all required documents indicated in Section 10 with this application.

Section 11: Provide a description of the existing land use, buildings & infrastructure, vegetation, topography & drainage of the subject land or check the box beside "See Planning Rationale Report" if described in the report.

Section 12: Provide a description of what measures have been or will be taken to mitigate adverse environmental effects from the proposed development on the surrounding areas and from the surrounding areas on the proposed development or check the box beside "See Planning Rationale Report" if described in the report.

Section 13: Explain your proposed strategy for consulting with the public.

Section 14: Check the appropriate application fee box based on the consultation with a staff Planner.

Section 15: Print you name in full and sign the sworn declaration in the presence of a Commissioner for Taking Affidavits.

Schedules: Read, complete in full, and sign Schedules A & E.

Submit application form and supporting documents to Senior Steno Clerk, 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.

SUBDIVISION/CONDOMINIUM APPLICATION

PLAN REQUIREMENTS

A. NUMBER OF COPIES REQUIRED

The Planning Act, R.S.O. 1990, c. P.13, requires that copies of the draft plan as required by the Minister must accompany all applications.

A1. Submit six (6) full size paper copies of the draft plan; AND

A2. A digital copy of the CAD files of the draft plan in DWG, PDF, and JPG formats.

File names should be logical and clearly indicate the nature of the file and include either the SDN or CDM file number (SDN 000-00 or CDM 000-00) or the name of the applicant and site location.

For example, "SDN000-00 draft plan.dwg" or "Applicant Name-Site Location-Draft Plan.dwg".

If further copies are required, we will notify you. To submit drawings on an alternate device, please discuss with the assigned Planner.

B. DRAFT PLAN REQUIREMENTS

All plans and measurements must be in metric. Draft plans must be drawn to scale and indicate all items as required by Section 51(17) of the Planning Act and the City of Windsor as follows:

B1. Boundaries of the land to be subdivided, certified by an Ontario Land Surveyor, and based on NAD83, Zone 17.

B2. Locations, widths and names of proposed roads, streets, highways and rights-of-way within the proposed subdivision and existing roads, streets, highways, and rights-of-way abutting the proposed subdivision;

B3. On a small key plan, with a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which such land forms the whole or part;

B4. Purpose for which the proposed lots are to be used;

B5. Existing uses of all adjoining lands;

B6. Approximate dimensions and layout of the proposed lots and/or blocks;

B7. If any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;

B8. Natural and artificial features such as buildings or other structures or installations, railways and rail yards, highways, roads, streets and recreational trails, hydro lines and other public utilities, watercourses, drainage ditches, wetlands and wooded areas, archaeological or heritage features, and significant plant and wildlife habitat (including ESAs & ANSIs) within or adjacent to the land proposed to be subdivided;

B9. Availability and nature of domestic water supplies;

B10. Nature and porosity of the soil;

B11. Existing contours or elevations as may be required to determine the grade of the streets, roads and highways and the drainage of the land proposed to be subdivided;

B12. Municipal services available or are to be available to the land proposed to be subdivided;

B13. Nature and extent of any restrictions affecting the land proposed to be subdivided including restrictive covenants, easements, or the Airport Operating Area; and

B14. Floodplains, flood ways, flood prone areas, and flood elevations

C. CONDOMINIUM DRAFT PLAN REQUIREMENTS

In addition to the above requirements, draft plans proposing condominium ownership must include:

C1. Proposed exclusive use areas of the common element such as backyards and parking;

C2. Roadways and pedestrian access to proposed private units.

SUBDIVISION/CONDOMINIUM APPLICATION

APPLICATION PROCESSING

The applicant or their agent is responsible for researching and evaluating the site and the proposal to ensure that the development will conform to the interests of the health, safety, and welfare of existing and future residents, and for filling in the application and for supplying all documents necessary to constitute a complete application. Supporting studies must be conducted prior to the submission of the application. This information will used to review and assess the application

Section 51(24) of the Planning Act and Section 11.4.2.3 of the City of Windsor Official Plan list the criteria that are used in evaluating a draft plan. Where additional copies of the plan or supporting documents are subsequently requested by staff or review agencies, the applicant is responsible for supplying them at their cost

Timelines in the Planning Act have been suspended during the State of Emergency. 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. The application will be terminated without notice after 60 days of inactivity. Direct all questions about the application to the assigned Planner. The procedure generally encompasses the following steps:

1. Within 30 days of receiving this application, the City Planner, or their designate, will review the application to determine if it is or is not complete. If deemed incomplete, the application and supporting documents may be returned for completion, correction, or clarification, or the applicant may be requested to submit additional or revised supporting information. The City of Windsor reserves the right to require additional information during the processing of the application.
2. If ready to be deemed complete, payment options will be provided (fees are not refundable once payment has been processed), 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. Mandatory public notice of the DHSC meeting is advertised in the Windsor Star at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to all property owners and/or tenants within 120 metres of the subject land. The DHSC meeting is the public meeting required by the Planning Act. The staff report is provided to the applicant and DHSC members, and is made available to the public, 10 days before the DHSC meeting.
6. At the DHSC meeting, a staff planner may introduce the application and review the recommendation in the staff report. The applicant and other interested parties are given an opportunity to make verbal or written submissions. The DHSC may ask questions of the staff planner, the applicant and their representatives and any party that made verbal or written submissions. The DHSC may choose to recommend draft approval, denial or deferral of the application. It may also modify the recommendation of the Planning Department.
7. If recommended for draft approval or denial, the staff report and the minutes of the DHSC meeting are forwarded to City of Windsor Council for consideration at a future date. Planning staff have no control over the placement of an application on a Council Meeting agenda. Council Services will forward the date and time of the Council Meeting to the contacts in Section 3. Call 311 or contact Council Services at 519-255-6211 or clerks@citywindsor.ca
8. The City Council meeting, the applicant and the other parties may make verbal or written submissions. If the applicant concurs with the recommendation of DHSC, and there is no opposition to the application, Council may place the application on the Consent Agenda, a part of the Council meeting containing items that are grouped together and passed with one motion. Council may choose to draft approve, deny, or defer the application.
9. Applications may be referred, or the decision of Council may be appealed, to the Ontario Land Tribunal (OLT). Appeals are filed with Council Services. Contact Council Services at 519-255-6211 or clerks@citywindsor.ca
10. If City Council approves the draft plan and no appeals are received, an agreement is prepared for signature and registration on title.
11. The conditions of draft approval must be fulfilled prior to the expiry of draft approval. It is the responsibility of the property owner or applicant to obtain confirmation from agencies and departments that the conditions of draft approval have been fulfilled. Some agencies may require that a copy of the completed subdivision agreement be forwarded to them prior to notifying the City that the conditions have been fulfilled.

SUBDIVISION/CONDOMINIUM APPLICATION

FINAL APPROVAL & REGISTRATION REQUIREMENTS

When you are ready to obtain final approval and register the plan, the following must be submitted:

1. Fee for Final Approval & Registration – see Section 14 - Fees on page 13.
2. One (1) mylar copy of the plan to be registered.
3. Five (5) paper copies of the plan to be registered, one of which has the AOLS Plans Submission Form attached to it; and
4. One digital file transfer device containing geo-referenced CAD files of the plan to be registered.

OTHER INFORMATION

Read the staff report, draft approval, final approval, and agreements carefully and take note of all conditions and expiry dates in these documents. Planning legislation, regulations, fees, and processes are subject to change.

It is the responsibility of the property owner to be aware of all conditions and expiry dates.

Other municipal departments and external agencies may have their own requirements, fees and approvals in addition to the requirements, fees and approvals listed in this application.

The City of Windsor does not send reminders regarding conditions and expiry dates. It is the responsibility of the property owner to complete all conditions or obtain approval from City Council or the delegated approval authority to extend draft approval, prior to the expiry date.

When submitting an extension to draft approval, you must allow for sufficient time to process the application and to obtain approval of the extension. Submission, or acceptance, of an application for an extension to draft approval does not automatically extend the expiry date.

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

SUBDIVISION/CONDOMINIUM APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

Stage 2 of the Planning Consultation process must be completed before this application can be submitted.

Valid Planning Consultation Stage 2 Letter? NO ☒ YES ☐ File Number: PC-_____

Staff Use Only

_____ _____

Signature of Staff Planner Date of Consultation

☐ Jim Abbs ☐ Justina Nwaesei

☐ _____

2. REQUIRED SUPPORTING INFORMATION *(To be completed by a staff Planner)*

Refer to the Planning Consultation Stage 2 Lette for what supporting information must be submitted with the application. The City of Windsor reserves the right to require additional supporting information during the processing of the application. All documents submitted are made available for public review.

Unless otherwise indicated, for each document, provide one paper copy and one digital copy. Draft Plans shall be provided in DWG, PDF & JPG format. Other drawings shall be provided in letter size (8.5 by 11 inches) in JPG and PDF format. All other documents shall be provided in Word and PDF format. PDF documents shall be flattened with no layers.

If you are submitting a companion planning application (official plan or rezoning), you need only submit one set of the required supporting information. Include checked supporting information with this application:

☒ Deed and/or Offer to Purchase	☒ Topographic Plan of Survey	☒ Draft Plan (6 copies + digital Files)	☐ Conceptual Site Plan
☐ Structural Integrity Report	☐ Rent Roll	☐ Section 9(3) Exemption Request	☐ Approved Site Plan
☐ Planning Rationale Report	☐ Noise Study	☐ Vibration Study	☐ Site Plan Agreement
☐ Watershed/ Subwatershed Plan	☐ Master Drainage Plan	☐ Sanitary and/or Storm Sewer Study	☐ Building Permit
☐ Hydrogeological Report	☐ Servicing Option Report	☐ Stormwater Management Plan	☐ Micro-Climate Study
☐ Transportation Impact Study	☐ Transportation Impact Statement	☐ Environmental Evaluation Report	☐ Tree Inventory and Preservation Study
☐ Environmental Site Assessment	☐ Record of Site Condition (RSC)	☐ Lighting Study	☐ Market Impact Assessment
☐ Archaeological Assessment	☐ Built Heritage Impact Study	☐ Urban Design Study	☐ Guideline Plan
☐ Conservation Plan	Other Required Information: _____		

_____

SUBDIVISION/CONDOMINIUM APPLICATION

3. CONTACT INFORMATION

Provide in full the name of the applicant & contact person, registered owner, agent, & Ontario Land Surveyor and mailing address, phone & fax number and email address. If the case of 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 regarding the application will be with the Agent authorized by the Owner to file the application. If there is no Agent, all communication will be with the Applicant.

Applicant

Name: Atwan Developments Inc. Contact: John Atwan
Name of Contact Person

Address: 3549 Victoria Blvd

Address: Windsor, ON Postal Code: N9E 3L4

Phone: 519-999-4248 Fax: _____

Email: supremehomesgroup@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 (If applicable, complete Section A1 in Schedule A)

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

Address: 23669 Prince Albert Rd

Address: Chatham, ON Postal Code: N7M 5J7

Phone: 226-340-1232 Fax: _____

Email: tracey@pillonabbs.ca

Ontario Land Surveyor

Name: Verhaegen Contact: Roy A. Simone
Name of Contact Person

Address: 944 Ottawa St

Address: Windsor, ON Postal Code: N8X 2E1

Phone: 519-258-1772 Fax: _____

Email: rsimone@jdbarnes.com

SUBDIVISION/CONDOMINIUM APPLICATION

4. RESUBMISSION OF A PREVIOUS PLAN?

No ■ Yes ☐ Previous Plan/File No._____ Do Not Know ☐

5. SUBJECT LAND INFORMATION *(attach additional sheets as required)*

Municipal Address: 4470 NORTH SERVICE RD E

Legal Description: CON 2 PT LOT 108

Assessment Roll Number: 3739-070-305-00800-0000

Frontage (m): 97.22 m Depth (m): Irregular Area (sq m): 1.443 ha

Official Plan Designation: Industrial, Schedule D

Current Zoning: Manufacturing District 1.1 (MD1.1), Map 12

Existing Uses: Vacant

Previous Uses: Residential

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

None

Are there any easements or restrictive covenants affecting the subject land? No ■ Yes ☐

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

Is the subject land located in an area of high archaeological potential? No ■ Yes ☐

Will the plan permit development on land that has high archaeological potential? No ■ Yes ☐

If YES, submit: An Archaeological Assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) on the Ontario Heritage Act; and a Conservation Plan for any archaeological resources identified in the Archaeological Assessment.

Has the subject land ever been subject of: *(leave blank if unknown)*

An application for a plan of subdivision/condominium or consent? No ■ Yes ☐ File:_____

An application for a zoning by-law amendment or a minor variance? No ■ Yes ☐ File:_____

An application for approval of a site plan? No ☐ Yes ■ File: SPC-2025-01

A Minister's Zoning Order (Ontario Regulation)? No ■ Yes ☐ OR#:_____
Ontario Regulation

SUBDIVISION/CONDOMINIUM APPLICATION

6. PLANNING CONFORMITY

If an Official Plan Amendment and/or a Zoning By-law Amendment is required, Planning & Development Services must have received it or it must be submitted with this application, otherwise this application will be returned as incomplete.

Is the plan consistent with Provincial Planning Statement? No ☐ Yes ■

Does the plan conform to the Official Plan? No ☐ Yes ■

If No, you must submit a companion application for an Amendment to the Official Plan.

Does the plan comply with the Zoning By-law? No ☐ Yes ■

If No, you must submit a companion application for an Amendment to the Zoning By-law.

7. PLAN OF CONDOMINIUM INFORMATION

New Construction

Has the City approved a Site Plan? No ☐ Yes ☐ If Yes, attach the approved Site Plan.

Site Plan Agreement registered? No ☐ Yes ☐ If Yes, attach the Site Plan Agreement.

Has a Building Permit been issued? No ☐ Yes ☐ If Yes, attach the Building Permit.

Status of Building: Not Under Construction ☐ Under Construction ■ Completed ☐

Date Completed: _____

Are any units occupied? No ■ Yes ☐ If Yes, number of units: _____

Conversion of a Building Containing Residential Rental Units (Condominium Conversion)

Is this an application to convert a building containing residential units to condominium status?

No ☐ Yes ☐ If Yes, submit a Structural Integrity Report

Does the building contain any residential rental units?

No ☐ Yes ☐ If Yes, attach a Rent Roll with the names of all tenants, the rent paid by each tenant and their apartment number.

How many rental units are to be converted: _____ units

Are tenants willing to purchase units if converted to condominium?

No ☐ Yes ☐ If Yes, attach documentation signed by tenants. Do Not Know ☐

Exemption from Section 9(3) of the Condominium Act

Are you applying for an exemption pursuant to Section 9(3) of the Condominium Act?

No ☐ Yes ■ If Yes, attach a request for such exemption signed by the owner or agent.

SUBDIVISION/CONDOMINIUM APPLICATION

7. PROPOSED LAND USES

Indicate the intended uses of the land in the proposal. Complete this section in full.

All Applications						Condominium Only	
Proposed Use	Number of Lots or Blocks	Number of Units or Dwellings	Hectares (ha)	Density (units/ ha)	Number of Parking Spaces	Date of Construction	Floor Coverage
Detached Residential					*Condo Only*		
Semi-detached Residential					*Condo Only*		
Multiple Attached Residential							
Apartment Residential							
Seasonal Residential							
Mobile Home							
Other Residential							
Commercial							
Industrial		41			87+4+9=100	2025-06-11	6,197.0 m2
Institutional (specify)							
Park or Open Space							
Roads							
Other (specify) Entrance Areas	41						
TOTAL	41	41	1.443 ha	28.4/ha	100	---	6,197.0 m2

SUBDIVISION/CONDOMINIUM APPLICATION

9. ACCESS TO SUBJECT LAND

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

☐ Provincial Highway ■ Municipal Road ☐ 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 uses or to be used and provide the approximate distance 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 ☐ Other _____

☐ Privately owned & operated individual well ☐ Privately owned/operated communal well

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

■ Publicly owned & operated sanitary sewage system ☐ Other _____

☐ Privately owned & operated individual septic system ☐ Privately owned & operated communal septic system

Submit a Servicing Options Report and a Hydrogeological Report if any of the following apply:

a. More than five lots or units on privately owned & operated individual or communal wells;
b. Five or more lots or units on privately owned & operated individual or communal septic systems; or
c. Less than five lots or units on privately owned & 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;

Submit a Hydrogeological Report if the plan would permit development of less than five lots or units on privately owned & operated individual or communal septic systems, and 4,500 litres of effluent or less would be produced per day as a result of the development being completed.

Storm Drainage - Indicate whether storm drainage will be provided by:

■ Sewers ☐ Ditches ☐ Swales ☐ Other _____

SUBDIVISION/CONDOMINIUM APPLICATION

11. SITE APPRAISAL AND EVALUATION

Give a brief description of the existing land use, buildings and infrastructure, vegetation, topography and drainage of the subject land:

☐ See Planning Rationale Report

The subject lands are currently vacant. Proposed to development the subject land for industrial use. The proposed buildings will be used for industrial. The site has access to full municipal services. Access is from North Service Rd E. On-site parking is provided. SWM facilities are proposed.

12. MITIGATION OF ENVIRONMENTAL EFFECTS

What measures (such as buffering, berms, setbacks, barriers, etc.) have been or will be taken to mitigate adverse environmental effects (such as traffic, noise, odours, pollution of nearby water bodies, etc.) from the proposed development on the surrounding areas and to mitigate adverse effects from the surrounding areas on the proposed development? In agricultural areas, refer to the Agricultural Code of Practice.

Where potential adverse environmental effects (species-at-risk, wetland protection, floodplains, etc.) are foreseen, consultation with the Ministry of Natural Resources and Forestry, the Ministry of Environment, Conservation and Parks, and/or the Essex Region Conservation Authority is recommended.

☐ See Planning Rationale Report

Landscaped area is proposed. A retaining wall is proposed.

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 per the Planning Act)

☐ Open House ☐ Website ☐ Other

N/A

SUBDIVISION/CONDOMINIUM APPLICATION

14. FEES

The application type and applicable fees are identified in the Planning Consultation Stage 1 or Stage 2 Letter. Fees are subject to change. Payment options will be provided when the application is ready to be deemed complete.

☐ **Plan of Subdivision - Draft Approval**

Code 53007	Base Fee: _____ lots/blocks at $801.00 per lot/block		$	_____
Code 63024	GIS Fee	+	$	50.00
Code 25164	E-Permitting Fee	+	$	40.00
Code 53010	Legal Fee - Agreement Preparation	+	$	2,593.81
Code 53010	Legal Variable Fee: _____ lots/blocks at $50.00 per lot/block	+	$	_____
	Plan of Subdivision (Draft Approval) Fee	=	$	_____

☒ **Plan of Condominium - Draft Approval - New Building**

Code 53007	Base Fee: 41 lots/units at $217.00 per lot/unit		$	8,897.00
Code 63024	GIS Fee	+	$	50.00
Code 25164	E-Permitting Fee	+	$	40.00
Code 53010	Legal Fee – Agreement Preparation	+	$	2,036.04
Code 53010	Legal Variable Fee: 41 lots/units at $50.00 per lot/unit	+	$	2,050.00
	Plan of Condominium (Draft Approval) Fee	=	$	13,073.04

☐ **Condominium Conversion - Draft Approval - Existing Building**

Code 53000	Base Fee		$	8,870.00
Code 53007	Additional Fee per Unit: _____ units at $83.60 per unit	+	$	_____
Code 63024	GIS Fee	+	$	50.00
Code 25164	E-Permitting Fee	+	$	40.00
Code 53010	Legal Fee – Agreement Preparation	+	$	2,036.04
Code 53010	Legal Variable Fee: _____ units at $50.00 per unit	+	$	_____
	Condominium Conversion (Draft Approval) Fee	=	$	_____

A **Building Services Inspection Fee** for inspection and report preparation will be invoiced separately.
For additional information contact Building Services at 519-255-6267 or buildingdept@citywindsor.ca

SUBDIVISION/CONDOMINIUM APPLICATION

☐ **Plan of Subdivision/Condominium – Extension of Draft Approval**

Code 53035	Base Fee		$	3,899.00
Code 25164	E-Permitting Fee	+	$	40.00
	Extension of Draft Approval Fee:	=	$	3,939.00

☐ **Plan of Subdivision/Condominium – Amendment to Draft Approval**

Code 53007	Base Fee		$	4,269.85
Code 63024	GIS Fee	+	$	50.00
Code 25164	E-Permitting Fee	+	$	40.00
	Amendment to Draft Approval Fee	=	$	4,359.85

☐ **Plan of Subdivision/Condominium – Final Approval & Registration**

Payment of this fee is per registration and is required prior to final approval and registration of every draft approved Plan of Subdivision, Plan of Condominium, and Condominium Conversion.

Code 71130	Base Fee - Per Registration	=	$	608.50
Code 25164	E-Permitting Fee	+	$	40.00
	Amendment to Draft Approval Fee	=	$	648.50

☐ **Plan of Subdivision/Condominium – Amendment to Agreement**

Code 71102	Base Fee		$	3,569.20
Code 25164	E-Permitting Fee	+	$	40.00
Code 53010	Legal Services Fee - Agreement Preparation	+	$	1,018.03
	Amendment to Agreement Fee	=	$	4,627.23

☐ **Plan of Condominium – Amalgamation of Condominium Corporation**

Code 53009	Base Fee		$	2,181.60
Code 25164	E-Permitting Fee	+	$	40.00
	Amalgamation of Condominium Corporation Fee	=	$	2,221.60

Essex Region Conservation Authority (ERCA) Fee *Code 53023*

If the subject land is in the Limit of Regulated Area, an ERCA Fee may be added to the Fee above. The ERCA Fee is separate from any fees for a permit or clearance required by ERCA. The ERCA Fee Schedule is available here.

Renotification - This fee is applied when the applicant requests a deferral after notice of a public meeting has been given.

Code 53016	Renotification Fee	=	$	2,644.60

Engineering Review Fee - The Engineering Department will collect a fee equal to 4% of total municipal infrastructure construction costs excluding water, hydro, telecommunication, and gas infrastructure. The fee is payable when construction drawings are submitted to the City Engineer or their designate for signature. The total value of construction will be confirmed based on an estimate provided by the developer's Consulting Engineer. Contact: Patrick Winters, Manager of Development, Engineering, 519-255-6257 x6462 or pwinters@citywindsor.ca

SUBDIVISION/CONDOMINIUM APPLICATION

15. 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, Atwan Developments Inc., c/o John Atwan, solemnly declare that the information required under Schedule 1 to Ontario Regulation 544/06 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 _____ City of Windsor

Signature of Applicant — Location of Applicant at time of declaration

Sign in the presence of a Commissioner For Taking Affidavits

☒ 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 28th day of June, 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

COMPLETE SCHEDULES A & E IN FULL & SIGN

SUBDIVISION/CONDOMINIUM APPLICATION

SCHEDULE A – Authorizations & Acknowledgement

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, Atwan Developments Inc., c/o John Atwan,
name of registered owner

am the registered owner of the land that is subject of this application, and I authorize

Pillon Abbs Inc. to make this application on my behalf.
name of agent

X _____ June 28, 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, Atwan Developments Inc., c/o John Atwan, hereby authorize the members of 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 land 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 land that may be required as condition of approval. This is their authority for doing so.

X _____ June 28, 2025

Signature of Registered Owner — Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

SCHEDULE A – Authorizations & Acknowledgements - Continued

A3. Acknowledgements

Receipt & Review, Fees & Termination, Other Requirements & Expiry Dates, 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 and 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 other municipal departments and external agencies may have their own requirements, fees and approvals in addition to the requirements, fees and approvals described throughout this application form, in any staff reports, and in any agreements, and that it is my responsibility to read the staff report, draft approval, final approval and agreements and to note any expiry dates in any of these documents.

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 _____ June 28, 2025

Signature of Applicant or Agent — Date

END OF SCHEDULE A – COMPLETE SCHEDULE E ON NEXT PAGE

SUBDIVISION/CONDOMINIUM APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

☒ Residential ☐ Industrial ☐ Commercial ☐ Institutional

☐ Agricultural ☐ Parkland ☐ Vacant ☐ 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 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, please attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

SUBDIVISION/CONDOMINIUM APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire - Continued

Environmental Site Screening Questionnaire Acknowledgement Clause

I hereby acknowledge that it is my responsibility to ensure that I comply 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.

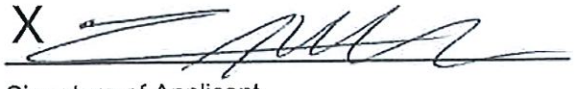
I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition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

Atwan Developments Inc., c/o John Atwan

Name of Applicant (print)

X 

Signature of Applicant

June 28, 2025

Date

Pillon Abbs Inc., c/o Tracey Pillon-Abbs

Name of Agent (print)

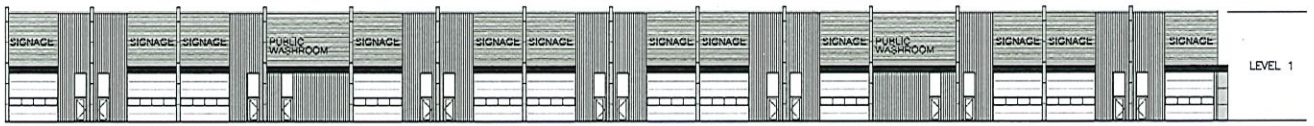
Signature of Agent

June 28, 2025

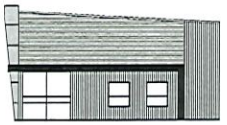
Date

END OF SCHEDULE E

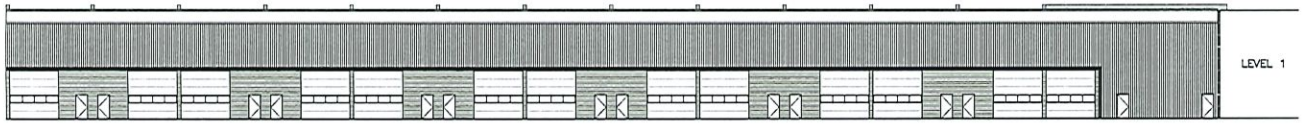
THIS IS THE LAST PAGE OF THE APPLICATION FORM



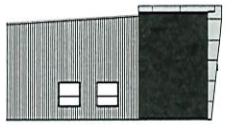
WEST ELEVATION
BUILDING 1
SCALE = 1:250



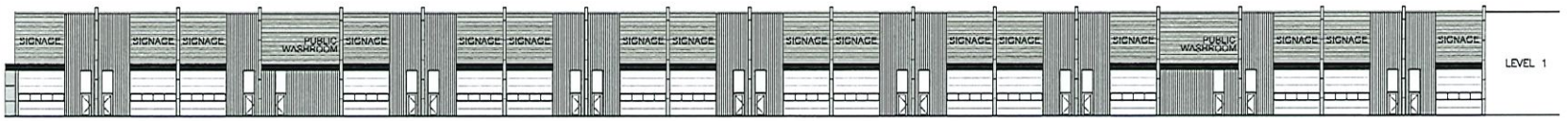
SOUTH ELEVATION
BUILDING 1
SCALE = 1:250



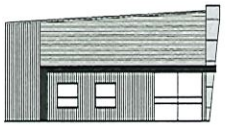
WEST ELEVATION
BUILDING 2
SCALE = 1:250



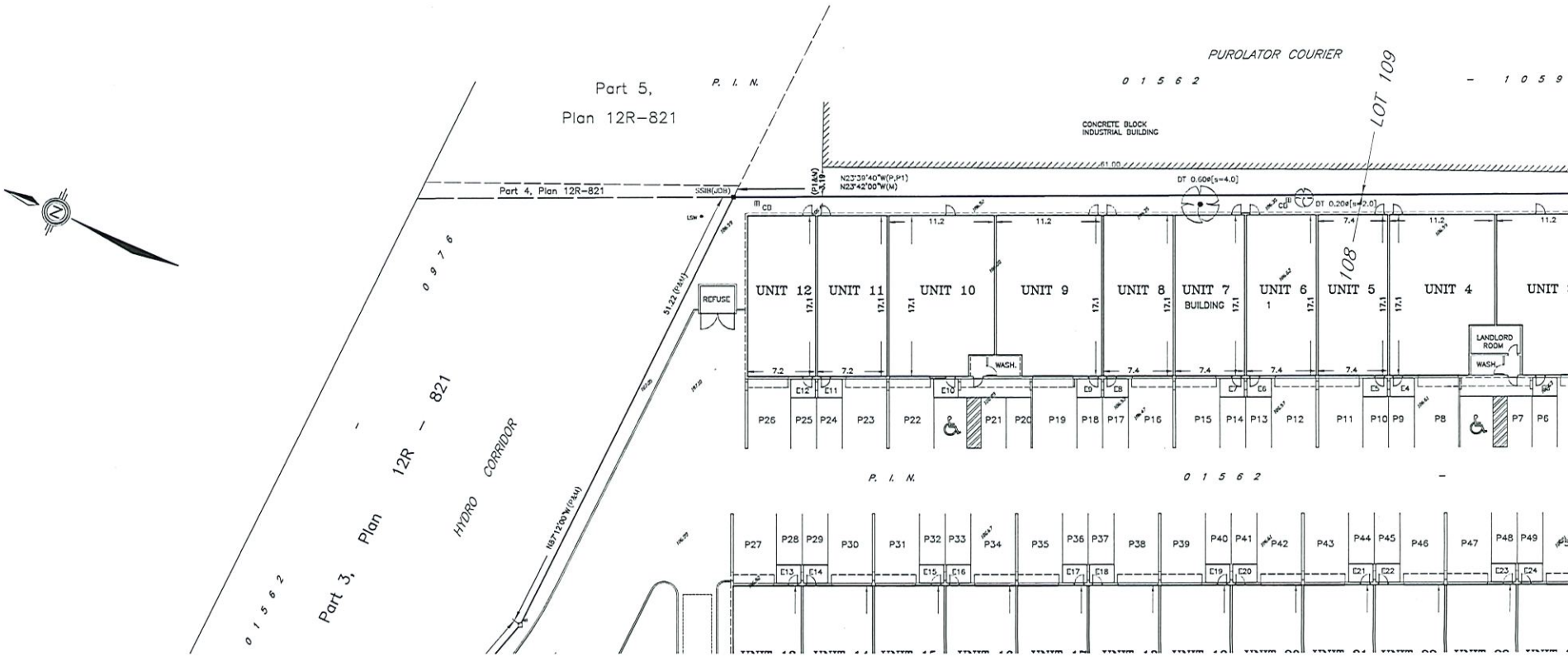
SOUTH ELEVATION
BUILDING 2
SCALE = 1:250



EAST ELEVATION
BUILDING 3
SCALE = 1:250



SOUTH ELEVATION
BUILDING 3
SCALE = 1:250



THE CITY OF WINDSOR
ONTARIO, CANADA

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk

From: City Planner/Executive Director

Date: July 31, 2025

Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-013/25 [ZNG/7307]

RE: Application For: (X) Zoning Amendment ( ) Official Plan Amendment
( ) Part Lot Control ( ) Draft Plan of Subdivision/Condominium

---

Applicant: PETER BOTROS
Location: 619 CABANA ROAD WEST
Description: Applicant is requesting to amend the current Residential District 1.4 (RD1.4) zone to a site-specific Residential District 2.2 (RD2.2) zone in order to permit construction of three new multiple dwellings with six units each for a total of eighteen dwelling units with reduced minimum lot width for each proposed building.

The ZONING BY-LAW AMENDMENT application submitted on MAY 16, 2025, by PETER BOTROS for 619 CABANA ROAD WEST was deemed complete on JUNE 30, 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

City of Windsor • 350 City Hall Square West, Suite 210 • Windsor, ON • N9A 6S1
Phone: 519-255-6543 Fax: 519-255-6680 Email: planningdept@citywindsor.ca
www.citywindsor.ca

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of
Economic Development

Neil Robertson, MCIP, RPP
City Planner/Executive Director

July 25, 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: PETER BOTROS
LOCATION: 619 CABANA RD. W.
FILE NO.: Z-013/25 [ZNG/7307]

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 June 30, 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 Review

DR/nm

350 City Hall Square West ◆ Suite 210 ◆ Windsor, Ontario N9A 6S1
Email: planningdept@citywindsor.ca ◆ Tel: 519 255-6543 ◆ Fax: 519 255-6544

THE CITY OF WINDSOR
ONTARIO, CANADA

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

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.

Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.

Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.

Section 4: Indicate if you are submitting other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.

Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.

Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.

Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.

Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.

Section 9: Indicate how the property is accessed. Check all boxes that apply.

Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.

Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.

Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.

Section 13: Explain your proposed strategy for consulting with the public with respect to the application.

Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.

Other: Read, complete in full, and sign Schedules A & E.

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

TYPE OF REZONING AMENDMENT

DATE RECEIVED STAMP

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

Minor Zoning Amendment:

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

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

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

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

1. The application is reviewed to ensure all prescribed and required information and the fee have been submitted. Within 30 days of the receipt of the application, you will be notified in writing that the application is deemed incomplete or complete.
2. If deemed incomplete, the application and fee will be returned. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. The DHSC meeting is the public meeting required by the Planning Act. Public notice of the DHSC meeting is advertised in the Windsor Star, a local newspaper, at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to property owners and/or tenants within 120 metres or more of the subject land.
6. 10 days prior to the DHSC meeting, the staff report is circulated to the applicant and DHSC members and made available to the public. All supporting documentation submitted by the applicant is available for review.
7. At the DHSC meeting, a staff planner may make a presentation. The applicant and other parties have an opportunity to provide verbal and/or written submissions. The DHSC may ask questions of staff, the applicant, agent, and other parties. The DHSC may decide to defer or recommend approval or denial of the application.
8. If deferred, the application along with any additional information or a new staff report will be considered at a future DHSC meeting. If recommended for approval or denial, the staff report, the minutes of the DHSC meeting, and the amending by-law are forwarded to City of Windsor Council for consideration at a future date. The applicant, agent and all interested parties will be notified by Council Services of the date, time, and location of the Council meeting. Call 311 or contact Council Services at 519-255-6211 or clerks@citywindsor.ca.
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-089/24

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 document shall be provided in Word and PDF format. **All PDF documents shall be flattened with no layers**.

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

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

Staff Use Only

☒ Deed or 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: Peter Botros Contact: c/o Ashraf Botros
Name of Contact Person

Address: 725 Newport Cres.,

Address: Windsor, ON Postal Code: N9E 4Z5

Phone: 519-791-7047 Fax:

Email: ashrafbotros@icloud.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 Pillon-Abbs, RPP
Name of Contact Person

Address: 23669 Prince Albert R.,

Address: Chatham, ON Postal Code: N7M 5J7

Phone: 226-340-1221 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 ☐

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

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address: 618 Cabana Road West
Windsor, ON

Legal Description: Part Lots 2, Plan 1478 Sandwich West as in R1276551, PIN 01289-1482 LT

Assessment Roll Number: ARN 37-39-080-100-10900

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

Frontage (m): 41.1 m Depth (m): 45.7 m Area (sq m): 1,991.6 m2

Official Plan Designation: 'Mixed Use Corridor', as shown on Schedule D: Land Use Plan

Current Zoning: Residential District 1.4 (RD1.4) category, Map 9

Existing Uses: Currently used for residential (1 single detached dwelling)
Dwelling has recently been demolished.

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:

None

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) category

to: Residential District 2.6 (RD2.6 category XXXXXXXXXXXXXXX RD2.2

Proposed uses of subject land: Proposed to use the subject lands for residential

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

Proposed to demolish the existing dwelling and construct 3 new multiple dwellings on 3 lots with a total of 6 units on each lot (18 new units total). ~~Two~~ accesses, ~~one~~ ONE being a shared access.

Why is this amendment or these amendments being requested?

ZBA is required to permit the proposed multiple dwellings. Relief is also required from certain provision (see attached PRR for details).

The ZBA will result in more housing in an existing area that has access to full municipal services.

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

Existing dwelling to be demolished.

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,

a) the boundaries and dimensions of the subject land;

b) the location, size, and type of all existing and proposed buildings and structures on the subject land, including their distance from the front lot line, rear lot line, and side lines;

c) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;

d) the current uses of all land that is adjacent to the subject land;

e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way;

f) if access to the subject land will be water only, the location of the parking and docking facilities to be used; and

g) the location and nature of any easement affecting the subject land.

12. APPLICATION FEE & OTHER FEES

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

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

APPLICATION FEE

Amendment Type	*Code*	☐ Minor Rezoning	■ Major Rezoning
Base Fee	*53001*	$4,347.00	$5,837.40
GIS Fee	*63024*	+ $50.00	+ $50.00
Essex Region Conservation Authority Fee	*53023*	+ $200.00	+ $300.00
Total Application Fee		**= $4,597.00**	**= $6,187.40**

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

OTHER FEES

Re-Notification/Deferral Fee *Code 53016* $2,258.40
Required when an applicant requests a deferral after notice of a public meeting has been given.

Legal Fee - Servicing Agreement *Code 63002* $597.64 plus $50 per unit, lot, or block
Required when the preparation of a servicing agreement is a condition of approval.

Removal of the Holding Symbol Application *Code 53001* $1,536.00
It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.

Ontario Land Tribunal (OLT) Appeal Fee $1,100.00
An appeal is made through Council Services (519-255-6211 or clerks@citywindsor.ca). Fees, forms, and processes are subject to change. Visit https://olt.gov.on.ca for additional information

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 held on April 25, 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, Peter Botros, 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 PETER Botros
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 December, 2024
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, Peter Botros, 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 PETER Botros — December 24, 2024

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, Peter Botros,

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 PETER Botros — December 24, 2024

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 PETER Botros — Signature of Applicant or Agent

December 24, 2024 — 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

☒ Residential ☐ Industrial ☐ Commercial ☐ Institutional

☐ Agricultural ☐ Parkland ☐ Vacant ☐ 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.

Peter Botros

Name of Applicant (print)

X PETER Botros

Signature of Applicant

December 24, 2024

Date

Tracey Pillon-Abbs

Name of Agent (print)

Signature of Agent

December 24, 2024

Date

END OF SCHEDULE E

ZONING BY-LAW AMENDMENT APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

Receipt and Assignment of Application

Date Received Stamp

This application has been assigned to:

- ☐ Adam Szymczak (AS)
- ☐ Brian Nagata (BN)
- ☐ Frank Garardo (FG)
- ☐ Tracy Tang (TT)
- ☐ Jim Abbs (JA)
- ☐ Justina Nwaesei (JN)
- ☐ Kevin Alexander (KA)
- ☐ Laura Strahl (LS)
- ☐ Simona Simion (SS)
- ☐ _____

Complete Application

This application is deemed complete on _____

Date

_____

Signature of Delegated Authority

- ☐ Neil Robertson, MCIP, RPP
  Manager of Urban Design
- ☐ Greg Atkinson, MCIP, RPP
  Manager of Development
- ☐ Thom Hunt, MCIP, RPP
  City Planner & Executive Director

Internal Information

Fee Paid: $_____ Receipt No: _____ Date: _____

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

NEW Zoning File No. ZNG/_____ Z-_____

Previous Zoning File No. ZNG/_____ Z-_____

Related OPA File No. OPA/_____ OPA _____

Other File Numbers:_____

Notes:_____

_____

THIS IS THE LAST PAGE OF THE APPLICATION FORM

THE CITY OF WINDSOR
ONTARIO, CANADA

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk

From: City Planner/Executive Director

Date: July 31, 2025

Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-012/25 [ZNG/7306]

RE: Application For: (X) Zoning Amendment ( ) Official Plan Amendment
( ) Part Lot Control ( ) Draft Plan of Subdivision/Condominium

---

Applicant: ANDI SHALLVARI
Location: 475-479 CABANA ROAD WEST
Description: Applicant is requesting to amend the current Residential District 1.4 (RD1.4) to permit construction of two townhouse dwellings with six units each for a total of twelve dwelling units.

The ZONING BY-LAW AMENDMENT application submitted on MAY 15, 2025, by ANDI SHALLVARI for 475-479 CABANA ROAD WEST was deemed complete on JUNE 12, 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

City of Windsor • 350 City Hall Square West, Suite 210 • Windsor, ON • N9A 6S1
Phone: 519-255-6543 Fax: 519-255-6680 Email: planningdept@citywindsor.ca
www.citywindsor.ca

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of
Economic Development

Neil Robertson, MCIP, RPP
City Planner/Executive Director

June 27, 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: 475-479 CABANA RD. W.
FILE NO.: Z-012/25 [ZNG/7306]

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 June 12, 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 fgarardo@citywindsor.ca.

Sincerely,

Frank Garardo
Planner III – Policy & Special Studies

FG/nm

350 City Hall Square West ◆ Suite 210 ◆ Windsor, Ontario N9A 6S1
Email: planningdept@citywindsor.ca ◆ Tel: 519 255-6543 ◆ Fax: 519 255-6544

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of Economic Development
Planning & Development Services

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.

Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.

Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.

Section 4: Indicate if you are submitting other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.

Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.

Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.

Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.

Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.

Section 9: Indicate how the property is accessed. Check all boxes that apply.

Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.

Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.

Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.

Section 13: Explain your proposed strategy for consulting with the public with respect to the application.

Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.

Other: Read, complete in full, and sign Schedules A & E.

Submit application form 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-026/2:

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: 519-965-1325 Fax: _____

Email: andi.shallvari@gmail.com

Registered Owner ☐ Same as Applicant

Name: BK Cornerstone Design Build Ltd Contact: _____ *Name of Contact Person*

Address: 13405 Desro Drive

Address: Tecumseh ON Postal Code: N9K 0B7

Phone: (519) 728-3664 Fax: _____

Email: gina@bkcornerstone.com

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

Name: Pillon Abbs Inc. Contact: c/o Tracey Pillon-Abbs, RPP *Name of Contact Person*

Address: 23669 Prince Albert Rd

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: 475 Cabana Road West and 479 Cabana Road West

Legal Description: PLAN 1478 E PT LOT 3

Assessment Roll Number: 3739-080-100-11200-0000

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

Frontage (m): 20.363 and 20.364 Depth (m): 47.92 and 48.039 Area (sq m): 1,007.6 and 1006.4

Official Plan Designation: 'Mixed Use Corridor', as shown on Schedule D: Land Use Plan

Current Zoning: Residential District 1.4 (RD1.4)
Map 9, By-law #8600

Existing Uses: Vacant

If known, the lengths of time that the existing uses have continued: 2023

Previous Uses: Residential

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

None

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: B-065/22

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 2.2 (RD2.2)

Proposed uses of subject land: Proposed to use the subject lands for residential

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

It is proposed to construct two (2) townhome dwellings (1 on each lot), each containing 3 resident

A total of 6 new residential dwelling units will be created.

Each unit will also have an Additional Dwelling Unit (ADU) for a total of 12 residential dwelling uni

A total of 15 parking spaces are proposed to be located at the rear of the Site.

Why is this amendment or these amendments being requested?

To provide for more housing through infilling and intensification.

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,

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*	☐ Minor Rezoning	■ 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 _____

As part of a public consultation strategy, in addition to the statutory public meeting, an informal electronic public open house was held with area residents and property owners on Wednesday, July 24, 2024, from 6:00 pm to 7:00 pm.

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 _____ City of Windsor

Signature of Applicant — Location of Applicant at time of declaration

Sign in the presence of a Commissioner For Taking Affidavits

■ 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 14th day of May, 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, BK Cornerstone Design Build Ltd, 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

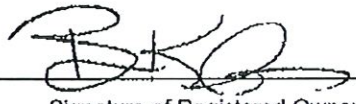
X May 14, 2025
Signature of Registered Owner — Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, BK Cornerstone Design Build Ltd,
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  May 14, 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 May 14, 2025

Signature of Applicant or Agent | 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

■ Residential	☐ Industrial	☐ Commercial	☐ Institutional
☐ Agricultural	☐ Parkland	☐ Vacant	☐ 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

May 14, 2025

Date

Pillon Abbs Inc.

Name of Agent (print)

Signature of Agent

May 14, 2025

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

THE CITY OF WINDSOR
ONTARIO, CANADA

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk

From: City Planner/Executive Director

Date: July 31, 2025

Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-017/25 [ZNG/7312]

RE: Application For: (X) Zoning Amendment ( ) Official Plan Amendment
( ) Part Lot Control ( ) Draft Plan of Subdivision/Condominium

---

Applicant: ORAK STUCCO
Location: 1841 LONGFELLOW AVENUE
Description: Applicant is requesting an amendment to Zoning By-law 8600 to construct a two storey semi-detached dwelling with an increased maximum gross floor area for a main building of 410 m^2 as a site-specific provision to the current Residential District 1.1 (RD1.1) zone.

The ZONING BY-LAW AMENDMENT application submitted on JUNE 2, 2025, by ORAK STUCCO for 1841 LONGFELLOW AVENUE was deemed complete on JUNE 13, 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

City of Windsor • 350 City Hall Square West, Suite 210 • Windsor, ON • N9A 6S1
Phone: 519-255-6543 Fax: 519-255-6680 Email: planningdept@citywindsor.ca
www.citywindsor.ca

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of
Economic Development

Neil Robertson, MCIP, RPP
City Planner/Executive Director

June 27, 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: ORAK STUCCO
LOCATION: 1841 LONGFELLOW AVE.
FILE NO.: Z-017/25 [ZNG/7312]

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 June 13, 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

Brian Nagata
Planner II – Development Review

BN/nm

350 City Hall Square West ◆ Suite 210 ◆ Windsor, Ontario N9A 6S1
Email: planningdept@citywindsor.ca ◆ Tel: 519 255-6543 ◆ Fax: 519 255-6544

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of Economic Development
Planning & Development Services

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.

Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.

Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.

Section 4: Indicate if you are submitting other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.

Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.

Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.

Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.

Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.

Section 9: Indicate how the property is accessed. Check all boxes that apply.

Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.

Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.

Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.

Section 13: Explain your proposed strategy for consulting with the public with respect to the application.

Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.

Other: Read, complete in full, and sign Schedules A & E.

Submit application form 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: Orak Stucco Contact: Deniz Orak
Name of Contact Person

Address: 2259 Rankin Ave.,

Address: Windsor, ON Postal Code: N9B 3V8

Phone: 519-995-4624 Fax:

Email: orakstucco@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 Pillon-Abbs, RPP
Name of Contact Person

Address: 23669 Prince Albert Rd.,

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: 1841 Longfellow Ave., Windsor

Legal Description: LT 139 PL 557 SANDWICH WEST; LT 140 PL 557 SANDWICH WEST; PT LT 138 PL 557 SANDWICH WEST AS IN SW59736; WINDSOR PT ALLEY PL 557 SANDWICH WEST CLOSED BY R1060870 AS IN R1373835; S/T R1373835E; WINDSOR

Assessment Roll Number: 080-580-01300

If known, the date the subject land was acquired by the current owner: 2019

Frontage (m): 18.34 m Depth (m): 35.8 m Area (sq m): 657.2 m2

Official Plan Designation: Residential, Schedule D, Land Ust

Current Zoning: Residential District 1.1 (RD1.1) category, as shown on Maps 4, 7 and 8

Existing Uses: Currently used for residential use

If known, the lengths of time that the existing uses have continued: 75 +

Previous Uses: Agriculture

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 1.1 (RD1.1)

to: Residential District 1.1 (RD1.1 - S.20(1)(XXX))

Proposed uses of subject land: Prposed to use the subject lands for residential

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

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

On site parking will be provided.

Why is this amendment or these amendments being requested?

The proposed amendment will allow intensification and infilling.

Relief is requested (see attached scoped PRR).

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

The existing single detached dwelling and an accessory structure to be demolished.

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,

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*	■ Minor Rezoning	☐ 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 August 29, 2024.

No residents or property owners attended the open house.

One email received.

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, Orak Stucco, 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 2nd day of June, 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, Orak Stucco, 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 June 2, 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, Orak Stucco,

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 June 2, 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.

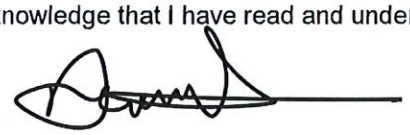
Additional information can be found at:

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 _____ June 2, 2025

Signature of Applicant or Agent | 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

☒ Residential ☐ Industrial ☐ Commercial ☐ Institutional
☐ Agricultural ☐ Parkland ☐ Vacant ☐ 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.

Orak Stucco

Name of Applicant (print)

X

Signature of Applicant

June 2, 2025

Date

Pillon Abbs Inc. c/o Tracey Pillon-Abbs, RPP

Name of Agent (print)

Signature of Agent

June 2, 2025

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

THE CITY OF WINDSOR
ONTARIO, CANADA

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk

From: City Planner/Executive Director

Date: July 31, 2025

Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-016/25 [ZNG/7310]

RE: Application For: (X) Zoning Amendment ( ) Official Plan Amendment
( ) Part Lot Control ( ) Draft Plan of Subdivision/Condominium

---

Applicant: PREVIEW IMAGING INC.
Location: 7900 ANCHOR DRIVE & 8100 TWIN OAKS DRIVE
Description: Applicant is requesting an amendment to Zoning By-law 8600 to change the zoning for the lands located on the northeast corner of Anchor Drive and Twin Oaks Drive, known municipally as 7900 Anchor Drive and 8100 Twin Oaks Drive to add a site-specific provision to allow for the construction of a one (1) to two (2) storey 441.8 m^2 addition to connect the existing two (2) Medical Office buildings, and a one (1) to two (2) storey 861.0 m^2 addition to part of the existing Medical Office building known municipally as 8100 Twin Oaks Drive with a reduction in the minimum number of required parking spaces from 244 to 102.

The ZONING BY-LAW AMENDMENT application submitted on MAY 29, 2025, by PREVIEW IMAGING INC. for 7900 ANCHOR DRIVE & 8100 TWIN OAKS DRIVE was deemed complete on JUNE 10, 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

City of Windsor • 350 City Hall Square West, Suite 210 • Windsor, ON • N9A 6S1
Phone: 519-255-6543 Fax: 519-255-6680 Email: planningdept@citywindsor.ca
www.citywindsor.ca

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of
Economic Development

Neil Robertson, MCIP, RPP
City Planner/Executive Director

June 27, 2025

ADA Inc., Architect
c/o Tony Chau & Jerry Kavanaugh
1670 Mercer St.
Windsor, ON N8X 3P7

Dear Mr. Chau & Mr. Kavanaugh,

Re: ZONING BY-LAW AMENDMENT APPLICATION

APPLICANT: PREVIEW IMAGING INC.
LOCATION: 7900 ANCHOR DR. & 8100 TWIN OAKS DR.
FILE NO.: Z-016/25 [ZNG/7310]

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 June 10, 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

Brian Nagata
Planner II – Development Review

BN/nm

350 City Hall Square West ◆ Suite 210 ◆ Windsor, Ontario N9A 6S1
Email: planningdept@citywindsor.ca ◆ Tel: 519 255-6543 ◆ Fax: 519 255-6544

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of
Economic Development
Planning & Development Services

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.

Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.

Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.

Section 4: Indicate if you are submitting other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.

Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.

Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.

Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.

Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.

Section 9: Indicate how the property is accessed. Check all boxes that apply.

Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.

Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.

Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.

Section 13: Explain your proposed strategy for consulting with the public with respect to the application.

Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.

Other: Read, complete in full, and sign Schedules A & E.

Submit application form 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: Preview Imaging Inc. Contact: Wendy Victory
Name of Contact Person

Address: 8100 Twin Oaks Drive

Address: Windsor, ON Postal Code: N8N 5C2

Phone: 519-996-1909 Fax: n/a

Email: wendy@drvictory.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: ADA Inc., Architect Contact: Tony Chau / Jerry Kavanaugh
Name of Contact Person

Address: 1670 Mercer St.

Address: Windsor, Ont Postal Code: N8X 3P7

Phone: 519-254-3430 ext. 224 Fax: 519-254-3642

Email: tchau@ada-architect.ca jkavanaugh@ada-architect.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: 7900 Anchor Drive and 8100 Twin Oaks Drive

Legal Description: 7900 Anchor Drive - CON 3; PT LOT 135; RP 12R22845; PARTS 2 & 3
8100 Twin Oaks Drive - CON 3; PT LOT 135; RP 12R22845 PARTS 1 & 4

Assessment Roll Number: 3739-070-650-01014-0000 (7900 Anchor Dr.)
3739-070-650-01012-0000 (8100 Twin Oaks Dr.)

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

Frontage (m): 56.7 Depth (m): 90.37 Area (sq m): 7,511.0

Official Plan Designation: Industrial

Current Zoning: MD2.4

Existing Uses: Medical offices

If known, the lengths of time that the existing uses have continued: 2006

Previous Uses: vacant land

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:

Windsor Utilities Commission easement on parts 3 &4, RP 12R-22845.

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- SPC-027/06

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: MD2.4

to: MD2.4

Proposed uses of subject land: Medical offices

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

Consolidate 2 properties into one. Renovate existing building; infill portion between buildings and join and add in partial second floor, enhance building facade. Parking layout unaffected. Requesting required parking to be as existing.

Why is this amendment or these amendments being requested?

See parking study for justification for relief of parking requirements.

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

☐ See Planning Rationale Report Expansion and updating existing medical use of development to provide specialized healthcare; expand fertility treatment not readily available in this area. See parking study for parking relief requirements. The expected demand would not exceed the current available parking spaces.

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

☐ See Planning Rationale Report No change in the official plan.

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,

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*	☐ Minor Rezoning	■ 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 See attached open house report that was held on March 5, 2025.

See attached open house report that was held on March 5, 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, Wendy Victory, 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.

Wendy Victory

Signature of Applicant

Sign in the presence of a Commissioner For Taking Affidavits

Windsor, ON

Location of Applicant at time of declaration

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

Declared before me Kjarrett at the city of Windsor

Signature of Commissioner *Location of Commissioner*

this 2 day of June, 2025.

day *month* *year*

PLACE AN IMPRINT OF YOUR STAMP BELOW

KELLY JESSICA JARRETT,
a Commissioner, etc., Province of Ontario,
for Architectural Design Associates Inc.,
Architect.
Expires May 22, 2027.

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, Wendy Victory, 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

ADA Inc., Architect - Tony Chau / Jerry Kavanaugh to make this application on my behalf.

Name of Agent

Signature of Registered Owner — March 31, 2025 — Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, Wendy Victory,

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.

Signature of Registered Owner — March 31, 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

March 31, 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

☐ Residential ☐ Industrial ■ Commercial ☐ Institutional

☐ Agricultural ☐ Parkland ☐ Vacant ☐ 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.

Wendy Victory

Name of Applicant (print)

Signature of Applicant

March 31, 2025

Date

Tony Chau

Name of Agent (print)

Signature of Agent

APRIL 2, 2025

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

THE CITY OF WINDSOR
ONTARIO, CANADA

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk

From: City Planner/Executive Director

Date: July 31, 2025

Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-009/25 [ZNG/7298]

RE: Application For: (X) Zoning Amendment ( ) Official Plan Amendment
( ) Part Lot Control ( ) Draft Plan of Subdivision/Condominium

---

Applicant: STERLING RIDGE RESIDENTIAL INC.
Location: 0 SALTER AVENUE
Description: Applicant is requesting an amendment to Zoning By-law 8600 to change the zoning for the subject lands from a Residential District 2.2 (RD2.2) zone to a site-specific Residential District 3.2 (RD3.2) zone to allow for the construction of a two (2) storey, eight (8) unit Multiple Dwelling with a parking area. The applicant is requesting a site-specific provision to obtain relief from the Multiple Dwelling and parking area provisions.

The ZONING BY-LAW AMENDMENT application submitted on APRIL 28, 2025, by STERLING RIDGE RESIDENTIAL INC. for 0 SALTER AVENUE was deemed complete on MAY 9, 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

City of Windsor • 350 City Hall Square West, Suite 210 • Windsor, ON • N9A 6S1
Phone: 519-255-6543 Fax: 519-255-6680 Email: planningdept@citywindsor.ca
www.citywindsor.ca

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of
Economic Development

Neil Robertson, MCIP, RPP
City Planner/Executive Director

June 27, 2025

HRK Realty Services Ltd.
c/o Harold Kersey
984 Glidden Ave.,
Windsor, ON N8S 2N7

Dear Mr. Harold Kersey,

Re: ZONING BY-LAW AMENDMENT APPLICATION

APPLICANT: STERLING RIDGE RESIDENTIAL INC.
LOCATION: 0 SALTER AVE.
FILE NO.: Z-009/25 [ZNG/7298]

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 9, 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

Brian Nagata
Planner II – Development Review

BN/nm

THE CITY OF WINDSOR
ONTARIO, CANADA

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

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.

Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.

Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.

Section 4: Indicate if you are submitting other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.

Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.

Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.

Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.

Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.

Section 9: Indicate how the property is accessed. Check all boxes that apply.

Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.

Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.

Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.

Section 13: Explain your proposed strategy for consulting with the public with respect to the application.

Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.

Other: Read, complete in full, and sign Schedules A & E.

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

TYPE OF REZONING AMENDMENT

DATE RECEIVED STAMP

The type of amendment is stated in the Stage 2 Consultation letter.
Minor Zoning Amendment:

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

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

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

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

1. The application is reviewed to ensure all prescribed and required information and the fee have been submitted. Within 30 days of the receipt of the application, you will be notified in writing that the application is deemed incomplete or complete.
2. If deemed incomplete, the application and fee will be returned. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. The DHSC meeting is the public meeting required by the Planning Act. Public notice of the DHSC meeting is advertised in the Windsor Star, a local newspaper, at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to property owners and/or tenants within 120 metres or more of the subject land.
6. 10 days prior to the DHSC meeting, the staff report is circulated to the applicant and DHSC members and made available to the public. All supporting documentation submitted by the applicant is available for review.
7. At the DHSC meeting, a staff planner may make a presentation. The applicant and other parties have an opportunity to provide verbal and/or written submissions. The DHSC may ask questions of staff, the applicant, agent, and other parties. The DHSC may decide to defer or recommend approval or denial of the application.
8. If deferred, the application along with any additional information or a new staff report will be considered at a future DHSC meeting. If recommended for approval or denial, the staff report, the minutes of the DHSC meeting, and the amending by-law are forwarded to City of Windsor Council for consideration at a future date. The applicant, agent and all interested parties will be notified by Council Services of the date, time, and location of the Council meeting. Call 311 or contact Council Services at 519-255-6211 or clerks@citywindsor.ca.
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 document shall be provided in Word and PDF format. **All PDF documents shall be flattened with no layers.**

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

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

Staff Use Only

☒ Deed or 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: Sterling Ridge Residential Inc. Contact: Mr. Alawi Altahhan
Name of Contact Person

Address: 6260 Westar Drive, Town of LaSalle

Address: _____ Postal Code: N9J 0B5

Phone: 519-978-3111 ext. 2544 Fax: N/A

Email: aaltahhan@sterlingridgegroup.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: HRK Realty Services Ltd. Contact: Harold Kersey
Name of Contact Person

Address: 984 Glidden Avenue, City of Windsor

Address: _____ Postal Code: N8S 2N7

Phone: 416-220-6903 Fax: N/A

Email: hkersey4@gmail.com

4. COMPANION APPLICATIONS

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address: Formerly 249 and 257 Salter Avenue (Now Demolished)

Legal Description: Lots 7 and 8, Registered Plan 380

Assessment Roll Number: Not Assigned

If known, the date the subject land was acquired by the current owner: MAy 16, 2024

Frontage (m): 23.77 Depth (m): 43.63 Area (sq m): 1,037.1

Official Plan Designation: Residential

Current Zoning: Residential District 2.2 (RD 2.2)

Existing Uses: vacant land

If known, the lengths of time that the existing uses have continued: circa 37 years

Previous Uses: single detached residences 249 and 257 Salter Avenue

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

None

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 2.2

to: Residential District 3.2 with certain regulations exceptions

Proposed uses of subject land: 2-storey 8-unit residential building

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

Request Residential 3.2 zone permitting Multiple dwellings.

Request a reduction in the minimum lot frontage (sub. 12.2.5.1) from 30 metres to 23.3 metres.

Table 24.20.5.1 request a reduction in the minimum required parking ratio from 1.25 to 1.12 spaces per unit.

According to Table 24.20.5.1 a total of 10 spaces are required and 9 spaces are proposed.

Why is this amendment or these amendments being requested?

The request is for the owner/developer to construct a 2-storey 8-unit apartment building to add to Windsor's needed housing supply.

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

Approximately one half of the property (Lot 7, RP 380) has an asphaltic surface. The asphalted area was previously used as excess parking for the commercial building at the northwest corner of University Avenue West and Salter Avenue.

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,

a) the boundaries and dimensions of the subject land;

b) the location, size, and type of all existing and proposed buildings and structures on the subject land, including their distance from the front lot line, rear lot line, and side lines;

c) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;

d) the current uses of all land that is adjacent to the subject land;

e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way;

f) if access to the subject land will be water only, the location of the parking and docking facilities to be used; and

g) the location and nature of any easement affecting the subject land.

12. APPLICATION FEE & OTHER FEES

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

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

APPLICATION FEE

Amendment Type	*Code*	☐ Minor Rezoning	☐ Major Rezoning
Base Fee	*53001*	$4,347.00	$5,837.40
GIS Fee	*63024*	+ $50.00	+ $50.00
Essex Region Conservation Authority Fee	*53023*	+ $200.00	+ $300.00
Total Application Fee		= **$4,597.00**	= **$6,187.40**

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

OTHER FEES

Re-Notification/Deferral Fee *Code 53016* $2,258.40
Required when an applicant requests a deferral after notice of a public meeting has been given.

Legal Fee - Servicing Agreement *Code 63002* $597.64 plus $50 per unit, lot, or block
Required when the preparation of a servicing agreement is a condition of approval.

Removal of the Holding Symbol Application *Code 53001* $1,536.00
It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.

Ontario Land Tribunal (OLT) Appeal Fee $1,100.00
An appeal is made through Council Services (519-255-6211 or clerks@citywindsor.ca). Fees, forms, and processes are subject to change. Visit https://olt.gov.on.ca for additional information

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 The owners held an Open House on March 22, 2025.

Notice of the Open House was disseminated to municiapal addresses provided by the City of Windsor.

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, Harold Kersey, 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.

Harold B Kersey

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 Hailey Kersey, Commissioner for taking oaths at the City of Windsor

Signature of Commissioner *Location of Commissioner*

this 15th day of April, 2025

day *month* *year*

PLACE AN IMPRINT OF YOUR STAMP BELOW

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, Sterling Ridge Residential Inc. (Att: Claudio Martini), 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

HRK Realty Services Ltd. (Att: Harold Kersey) to make this application on my behalf.
Name of Agent

Signature of Registered Owner — Date: April 25/25

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, Sterling Ridge Residential Inc.,
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.

Signature of Registered Owner — Date: April 25/25

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

Apr. 25/25

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

☒ Residential ☐ Industrial ☒ Commercial ☐ Institutional
☐ Agricultural ☐ Parkland ☐ Vacant ☐ Other_____

a) If previous use of the property is Industrial or Commercial, specify use:
Portion was asphalt parking area.

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.

Sterling Ridge Residential Inc. (Att: Claudio Martini)

Name of Applicant (print)

Signature of Applicant

April 25/25.

Date

HRK Realty Services Ltd. (Att: Harold Kersey)

Name of Agent (print)

Signature of Agent

April 25, 2025

Date

END OF SCHEDULE E

ZONING BY-LAW AMENDMENT APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

Receipt and Assignment of Application

Date Received Stamp

This application has been assigned to:

- ☐ Adam Szymczak (AS)
- ☐ Brian Nagata (BN)
- ☐ Frank Garardo (FG)
- ☐ Tracy Tang (TT)
- ☐ Jim Abbs (JA)
- ☐ Justina Nwaesei (JN)
- ☐ Kevin Alexander (KA)
- ☐ Laura Strahl (LS)
- ☐ Simona Simion (SS)
- ☐ _____

Complete Application

This application is deemed complete on _____

Date

_____

Signature of Delegated Authority

- ☐ Neil Robertson, MCIP, RPP
  Manager of Urban Design
- ☐ Greg Atkinson, MCIP, RPP
  Manager of Development
- ☐ Thom Hunt, MCIP, RPP
  City Planner & Executive Director

Internal Information

Fee Paid: $_____ Receipt No: _____ Date: _____

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

NEW Zoning File No. ZNG/_____ Z-_____

Previous Zoning File No. ZNG/_____ Z-_____

Related OPA File No. OPA/_____ OPA _____

Other File Numbers: _____

Notes: _____

_____

THIS IS THE LAST PAGE OF THE APPLICATION FORM

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 110/2025

Subject: 2025 Sale of Lands for Tax Arrears - City Wide

Reference:

Date to Council: September 8, 2025
Author: Angela Lonsbery
Manager, Revenue and Collections
519-255-6100 x6557
alonsbery@citywindsor.ca
Taxation & Financial Projects
Report Date: 8/8/2025
Clerk's File #: APM2025

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** this report regarding the planned 2025 Sale of Lands for Tax Arrears for information.

Executive Summary:

N/A

Background:

The Municipal Tax Sale Process

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

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

Pre-pandemic the number of accounts in arrears undergoing active collection activity historically ranged between 4,000 and 4,500; the reason being that as accounts are brought to conclusion (i.e., paid in full) a similar number of new accounts are falling into arrears. In

2020, collection timelines were placed on hold because of the emergency measures implemented by the Province and internal collection activity shifted focus to assist taxpayers who were faced with prioritizing the payment of their bills. Formal collection activity restarted in 2022, and Administration is systematically working through the accumulation of tax accounts in arrears which had grown to almost 6,500 as of December 31, 2024.

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

Year	Number of Registrations
2018	106
2019	56
2020	1
2021	4
2022	64
2023	48
2024	63

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

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

Advertising commences approximately six (6) weeks prior to each tax sale running for four (4) consecutive weeks in the Windsor Star and once in the Ontario Gazette. Any person(s) wanting to place a tender on a property are allowed to do so up until 3:00 p.m. on the date of sale. A fee of $250 plus HST will be charged to all persons who place a bid. This fee assists with the administrative costs associated with the opening and examination of the tender, the safekeeping of bids until the tender is opened and the return of unsuccessful tenders after the sale.

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

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

The purpose of this report is to provide information regarding the planned tax sale for 2025.

Discussion:

2025 Tax Sale Plan

As of August 11, 2025, there are a total of ninety-three (93) properties with a tax arrears lien registered on title. Of these properties, there are sixteen (16) properties where the one-year registration period has lapsed, and a formalized payment plan is not in place resulting in the properties being eligible for tax sale in 2025. Administration will be moving forward with the 2025 tax sale based upon the sixteen (16) eligible properties. These properties are detailed in a separate memo which has been marked Confidential on the basis that the actual properties will not become known publicly until such time as the properties are advertised. Historically, once notification of advertisement is sent to the property owner, it is estimated that at least 30 percent, and at times upwards to 50 percent, of those accounts will be paid in full. An additional number will likely be removed after advertisement.

Administration is planning to hold one tax sale prior to December 31, 2025, preliminarily set for mid-November.

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

Risk Analysis:

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

Property specific risks such as Crown liens, environmental concerns, and property standard compliance issues are considered prior to individual properties being recommended for sale. Properties that are sold are done “as is” meaning that any liens attached could remain and become the responsibility of the new owner. Any properties which do not sell could be vested to the City.

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

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The total outstanding taxes related to the properties which are being recommended to proceed to the 2025 tax sale is estimated to be approximately $374,000.

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

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

A fee of $1,000 will be charged to each tax account that is advertised for tax sale, a fee of $250 plus HST will be charged to all persons who place a bid and there is a $650 administration fee for each property that sells at the tax sale. These fees were introduced as part of the 2025 operating budget to assist in the recovery of costs associated with the tax sale activities including the payment of any excess funds to the Provincial Courts for distribution. Tender packages are available in electronic format on the City website and bidders can download and print these at no charge. Printed copies of the tender packages will be available at City Hall for a fee of $30 plus HST.

Consultations:

Jamelah Hersh – Senior Legal Counsel

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

Conclusion:

Administration is planning to hold one tax sale during 2025. Each of the property owners on title has been notified by Administration on several occasions and have not responded to our efforts to collect or have been unable to pay the outstanding balances. The number of properties proceeding to sale, may be reduced as owners or interested parties come forward and make payment to retain their property and/or other relevant facts are brought forward to Administration. Any properties, which remain unsold after the process, will be brought forward to City Council under vesting consideration.

Planning Act Matters:

N/A

Approvals:

Name	Title
Lorie Gregg	Deputy Treasurer – Taxation, Treasury and Financial Projects
Wira Vendrasco	City Solicitor
Lorie Gregg (for Janice Guthrie)	Commissioner of Finance and City Treasurer
Jelena Payne acting for Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 115/2025

Subject: Update of Round 2 of the Arts, Culture and Heritage Fund 2025 – City Wide

Reference:

Date to Council: September 8, 2025
Author: Christopher Lawrence Menard
Supervisor, Community Programming – Cultural Affairs
cmenard@citywindsor.ca
519-253-2300 x2752

Recreation and Culture
Report Date: 8/21/2025
Clerk's File #: AF/14854

To: Mayor and Members of City Council

Recommendation:

THAT the report from the Supervisor, Community Programming – Cultural Affairs regarding the update on Round 2 of funding of the Arts, Culture and Heritage Fund (ACHF) in 2025 **BE RECEIVED**.

Executive Summary:

N/A

Background:

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

Carried.

The 2022 Operating Budget approved by Council on December 13, 2021, included a recommendation that received Council support to increase funding for the Arts, Culture & Heritage Fund (ACHF) by $30,800 to a total of $118,000 annually, which represented a 35% increase in funding to the program. The recommendation indicated this increase would*: provide additional support for the growth of the creative community in Windsor.*

The ACHF provides an opportunity for creatives to experiment and excel, develop new skills, and broaden community arts engagement. The creative initiatives involve multiple artists. Program investments have a direct impact on the creative sector, and ripple effects on our creative economy, making arts, culture and heritage key ingredients to economic growth and diversification. This request is consistent within the Council approved Municipal Cultural Master Plan.

Carried.

Council approved the ACHF grant program as part of the 2025 budget process.

To date, since the program launch in 2014, and including this most recent funding round, the ACHF program has awarded $1,186,000 in grant funding to 496 individual arts, culture, and heritage projects in Windsor. This includes investments in 35 community arts-based projects, 78 visual arts projects, 66 literary arts projects, 92 performing arts projects, 127 musical arts projects, 66 film arts projects, and 32 heritage and culture projects. The program provides vital funding to exhibitions, events, workshops, sculptures, books, podcasts, poetry collections, concerts, theatre and dance productions, songwriting, music videos, films, festivals, multicultural celebrations, cultural exchanges, historic walking tours, and more.

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

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

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

Discussion:

The Application form for the Arts, Culture and Heritage Fund was posted on the City of Windsor's website and the targeted webpage (achfwindsor.ca) with the grant opening June 23, 2025, and closing July 18, 2025. All standard program promotion took place utilizing social media, e-blasts and e-newsletters, and sharing by cultural organizations including social media pages for the City of Windsor, Museum Windsor, and Mayor Drew Dilkens, as well as partner websites and social media pages including Arts Council Windsor & Region, Windsor-Essex Theatre Community, and Windsor Endowment for the Arts. A virtual public information session took place July 2, 2025, with City administration providing details of the program guidelines, eligibility criteria, application, and adjudication process. As with each previous funding round, all

applicants completed mandatory consultations by phone or email with a member of the Culture team to confirm applicant and project eligibility in advance of submission, and to receive support through the process. The ACHF application is electronic, with both an online application form and an online process for adjudication.

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

Each juror received a specific and unique login to allow them access to the online applications. Administration was able to monitor the jury's progress through the evaluation process, and answer questions as needed. The jury convened on July 30, 2025, to discuss the key objectives and priorities of the fund and to adjudicate the applications as a group to arrive at final funding decisions.

There was a long and fulsome conversation amongst the jurors to determine the final decision. At the close of the application round, Administration received forty-one eligible applications – thirty-three from individuals, and eight from organizations – totalling about $174,600 in requested funding. If the opportunity to fund all the requests were available, the total value of the projects would exceed approximately $565,700 demonstrating how grant funding leverages additional spending on culture and increases spin-off investment in culture within the community. There is $59,000 available for distribution in the second round of the ACHF in 2025.

The 2025 ACHF Jury consisted of:

- Dan MacDonald – returning juror; Arts writer (Upfront Magazine, ROOM Magazine); radio programmer (CJAM-FM, Hear + Now); radio host (The Dan MacDonald Show on AM800 CKLW); performing artist; published poet and author; event emcee (including City-led initiatives and events); arts educator; festival and event producer.

- Vincent Georgie – returning juror; Executive Director and Chief Programmer for WIFF Windsor International Film Festival for ten years; arts board member (WIFF, and Windsor Symphony Orchestra); administrator, programmer, educator; holds an MBA and PhD in Film Marketing; major film representative at events including TIFF, Cannes, Telluride, and invited attendee to the Academy Awards, Golden Globe Awards and Emmy Awards.

- Matthew Dumouchel – Past president of Windsor Light Music Theatre (recipient of the arts organization 2024 Windsor Mayor's Arts Award); actor; artist; small business owner; Director of Operations at the Windsor-Essex Chamber of Commerce.

- Peter Hrastovec – Windsor's current Poet Laureate; lawyer; artist; actor; author; Rotarian; board member; arts volunteer.

- Sheila Wisdom – Former City Councillor for City of Windsor; former Executive Director for the Windsor Symphony Orchestra; arts board member; arts volunteer.

Of their collective experience working as part of the ACHF Jury for both rounds of funding for 2025, the members' comments included:

"What we experienced was stellar teamwork of the highest order. They may be small in the grand scheme of things, but these [funding] decisions are impactful and will truly make a difference with a ripple effect in our arts community."

"We can be quite proud of the good work that was done [during adjudication] today. When clear mutual respect, candour and a united commitment to the best arts and culture possible in Windsor are the underlying culture of the group, only good things can come from that. I'm proud to have been part of this process."

"I was impressed by the quality and viability of several projects, including many rooted in meaningful community partnerships for the true benefit of a broad cross-section of the community".

"I would recommend that the City of Windsor consider a small pilot project that aims to support some degree of operating and admin needs of organizations. Furthermore, I also recommend the City of Windsor consider the opportunity for funds to be carried over to another round of applications, where appropriate."

"The strongest project applications demonstrated defensible public interest and credible community impact, tangible and meaningful partnerships, a cogent operational plan and budget, as well as realistic quality outcomes. "

"I commend the ACHF administrative leadership team on seeing through many good applications and certainly a large volume of applications. In your work with artists and community-based organizations in their applications, my recommendation here is that additional focus be placed on identifying and developing the best quality applications possible, even if that were to mean fewer applications overall."

The Jury recommendations to City admin at the end of adjudication included:

- Increasing the maximum funding amount for recipients in each round from $5,000 to $10,000;
- Updating eligibility requirements to allow successful and impactful individual projects to receive ACHF funding ongoingly, as adjudicated, with no cap on how many times a specific project can be funded;
- Considering an increase to the overall annual funding pool; and
- Permitting small community arts businesses, run by artists, to apply for funding.

The jury was pleased to be able to award grant funding to fifteen projects – twelve grants to individuals, and three grants to organizations in this funding round. Fourteen of the projects will receive their full funding request. Of the applicants in this round, thirteen were first-time applicants to the program, and three of those applicants were selected for funding. The jury selected a strong mix of projects across genres including the music, performing arts, storytelling, dance, film, visual arts, comedy, and some important projects supporting diversity, inclusivity, heritage and the celebration of humanity in our community.

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

Upon completion of their projects, applicants are required to submit a final report to the Culture office, outlining the impact of the project, both financially and within the creative community of Windsor. All final reports require the recipients to quantify the results of their project (the number of visitors, CDs sold, attendance, engagements, etc.). The final report also includes the final budget for the project confirming any revenues realized, copies of promotional materials, and the criteria they used to measure the success of their project in meeting their goals and how they believe the project affected the quality of life of our community.

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

Table 1: ACHF 2025 Round 2 Grant Funding Recipients

NAME	PROJECT	DESCRIPTION	ASK	AWARDED	VARIANCE
4th Wall Music	4th Wall Music: 2025-2026 Concert Series	Funding for artist fees for a chamber music series.	$5,000	$5,000	$0
Ken Amlin	Strange Tales of the South Shore	Funding for artist fees for post-production work for a local film anthology series.	$5,000	$5,000	$0
Walter Petrichyn	Ojibway National Urban Park film	Funding for artist fees, festival fees, etc. for a local documentary.	$5,000	$5,000	$0

Windsor Jewish Community Centre	Windsor Jewish Book Fair and Cultural Day	Funding for artist fees for a multicultural, multi-genre arts festival.	$5,000	$5,000	$0
Jennifer Willett	Cosmic Communities: A Bioart Workshop Series	Funding for artist fees, production and supplies for a visual art and bioart workshop series.	$5,000	$5,000	$0
Rebecca Goldstein	The Cosmos Between Us	Funding for artist fees and productions costs for an original music theatre production.	$5,000	$5,000	$0
John Strahl	3 Minutes	Funding for artist fees and production costs for a local short film.	$5,000	$5,000	$0
Gemma Eva Cunial	Wedding Smashers	Funding for artist fees and production costs for a local short film.	$4,825	$4,825	$0
Jill Moysiuk	Mom's Night Out with Mom Said Duck at the Capitol Theatre	Funding for artist fees, venue rental and production costs for a multi-genre performing arts production.	$5,000	$4,700	-$300
Black Kids in Action	Dreams, a Black History Month Production	Funding for artist fees, venue rental, and production costs for a live theatre production.	$4,100	$4,100	$0
Brianna DeSantis	Sonata Music Adventures in Concert	Funding for artist fees, venue rental, and production costs for a live music production.	$3,500	$3,500	$0
Sara Fontaine	The Broadway Bunch: One Night Only	Funding for artist fees for performers and musicians for a cabaret-style concert.	$2,500	$2,500	$0
Lindsay Marr	Mug Shots	Funding for artist fees, venue rental, marketing, and installation for a visual arts exhibition.	$1,872	$1,875	$3
Demetri Kalmantis	The Forgotten	Funding for artist fees, production, and distribution of a local graphic novel.	$1,500	$1,500	$0
Anthony Di Fazio	Bog Moss Second EP	Funding for recording, mixing and mastering of a local studio album.	$1,000	$1,000	$0
TOTALS			**$59,297**	**$59,000**	**$297**

Risk Analysis:

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

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

As part of the 2022 Budget approval, Council approved through Culture, an annual operating budget of $118,000 to distribute two rounds of funding of $59,000. No changes to this operating budget were considered in the 2025 Budget submission. Individual grants awarded through Round 2 of funding of the ACHF program are for a maximum of $5,000 per grant and total $59,000. Round 1 was completed on April 14, 2025 (CR114/2025), with $59,000 awarded. The ACHF budget is expected to be fully utilized in 2025

Consultations:

Emilie Dunnigan, Manager Development Revenue & Financial Administration

Conclusion:

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

The ACHF grant funding program continues to grow the arts, culture and heritage sector by providing small and impactful amounts of funding to help make culture happen now. The purpose of this fund – *Investing in the soul of our City by providing financial assistance to locally developed arts, culture and heritage projects that provide exciting, surprising, and meaningful opportunities to strengthen our creative community* – will continue to have an immediate impact on the creative community.

Planning Act Matters:

N/A

Approvals:

Name	Title
Carrie McCrindle	Manager, Financial Accounting
Michelle Staadegaard	Manager, Culture
Jen Knights	Executive Director, Culture
Michael Chantler	Commissioner, Community Services
Tony Ardovini	On behalf of Commissioner, Finance / City Treasurer
Jelena Payne acting for Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - ACHF Guidelines City of Windsor

Arts, Culture & Heritage Fund (ACHF)

Investing in the Soul of our City

PROGRAM GUIDELINES

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

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BACKGROUND INFORMATION

Mission for Culture in Windsor

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

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

The Community Strategic Plan

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

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

The Municipal Cultural Master Plan (MCMP)

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

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

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

GENERAL INFORMATION

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

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

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

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

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

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

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

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

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

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

ABOUT THE FUND

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

PROGRAM OBJECTIVES

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

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

KEY PRIORITIES OF THE ARTS, CULTURE & HERITAGE FUND

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

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

IMPORTANT DEFINITIONS

PROJECT

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

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

ART

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

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

CULTURE & HERITAGE

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

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

ELIGIBLE ORGANIZATIONS

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

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

ELIGIBLE INDIVIDUALS

To be eligible for consideration, the applicant must:

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

ELIGIBLE PROJECTS

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

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

Eligible Projects must:

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

INELIGIBLE PROJECTS & EXPENDITURES

Ineligible projects and expenditures for the ACHF include the following:

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

Please Note:

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

MAXIMUM FUNDING

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

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

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

APPLICATION PROCESS

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

APPLICATION FORMS

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

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

WHAT TO INCLUDE

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

HOW TO SUBMIT

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

Supporting Materials

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

APPLICATION CHECKLIST

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

Project Grants – For Organizations

- ☐ Completed Application
- ☐ Financial statement attachment
- ☐ Project budget attachment
- ☐ List of Board of Directors attachment -include names, positions, contact
- ☐ List of Management/Admin. -attachment includes names, positions
- ☐ Copy of Incorporation/Charitable Status Certificate attachment
- ☐ Supporting Materials (links, photos, documents)

Project Grants – For Individuals

- ☐ Complete Application
- ☐ Copies of 3 reference letters attachment
- ☐ Copy of curriculum vitae attachment
- ☐ Project budget attachment
- ☐ Supporting Materials attachment

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

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

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

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

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

APPLICATION ASSESSMENT PROCESS

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

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

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

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

SELECTION OF JURY

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

ROLE OF JURORS

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

CONFIDENTIALITY

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

CONFLICT OF INTEREST

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

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

DIRECT CONFLICT OF INTEREST

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

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

INDIRECT CONFLICT OF INTEREST

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

MANAGING CONFLICT OF INTEREST

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

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

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

THE ROLE OF CITY STAFF

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

JUDGING APPLICATIONS

ASSESSMENT CRITERIA FOR APPLICATIONS

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

Assessment Criteria for ACHF Project Grants will be based on:

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

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

RELEVANCE OF THE PROJECT

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

CONTRIBUTION AND IMPACT OF THE PROJECT

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

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

RESULTS & MEASUREMENTS

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

JUDGING APPLICATIONS cont.

FINANCIAL FEASIBILITY OF THE PROJECT

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

ORGANIZATIONAL CAPACITY

The Organization serving as lead applicant for the project funding:

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

FINAL JURY FUNDING DECISIONS

DECISION-MAKING PROCESS

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

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

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

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

FUNDING DECISIONS

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

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

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

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

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

FUNDING CONDITIONS & EXPECTATIONS

Funding Conditions

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

REPORTING

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

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

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

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 119/2025

Subject: Confirm and Ratify Report regarding Fireworks at Optimist Memorial Park – Ward 4

Reference:

Date to Council: September 8, 2025
Author: Steve Vlachodimos
City Clerk/Licence Commissioner
(519) 255-6100 ext. 6488
svlachodimos@citywindsor.ca
Council Services
Report Date: 8/26/2025
Clerk's File #: ACO2025

To: Mayor and Members of City Council

Recommendation:

That the results of the email poll authorized by Mayor Drew Dilkens on August 11, 2025 approving the following **BE CONFIRMED AND RATIFIED**:

> **THAT** City Council **APPROVE** the request from Jeff Sobocan on behalf of the Optimist Club of South Windsor to host a firework display at Optimist Memorial Park on August 30, 2025 (rain date August 31, 2025).

Executive Summary:

N/A.

Background:

Section 3.7 of Procedure By-law 98-2011 provides the following:

> *"Telephone and/or email polls of Members of Council shall be permitted only upon authorization by the Mayor or CAO, in emergency situations requiring Council direction where time does not permit holding a special meeting of Council and/or quorum of Council cannot physically convene to consider a matter. The results of a poll must be confirmed and ratified at the next public meeting of Council*".

Discussion:

Due to the time sensitive nature pertaining to fireworks at Optimist Memorial Park, the request to conduct an e-mail poll was granted by the Mayor and the Chief Administrative Officer.

An email poll regarding this matter was conducted by the City Clerk on August 11, 2025. The administrative recommendation was approved as presented, by all members of Council unanimously.

Risk Analysis:

The risk analysis is provided in the administrative report, attached as “Appendix A”.

Climate Change Risks

Climate Change Mitigation:

N/A.

Climate Change Adaptation:

N/A.

Financial Matters:

The financial matters are provided in the administrative report, attached as “Appendix A”.

Consultations:

N/A.

Conclusion:

It is recommended that the results of the email poll conducted on August 11, 2025 approving the above noted resolution be confirmed and ratified.

Planning Act Matters:

N/A.

Approvals:

Name	Title
Steve Vlachodimos	City Clerk/Licence Commissioner
Jelena Payne acting for Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A – Report C 107/2025 – Fireworks at Optimist Memorial Park – Ward 4

Subject: Fireworks at Optimist Memorial Park-Ward 4

Reference:

Date to Council: August 11, 2025
Author: Samantha Magalas
Assistant Manager, Recreation Services
smagalas@citywindsor.ca
519-253-2300x2730

Report Date: 8/6/2025
Clerk's File #: SR/15018

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the request from Jeff Sobocan on behalf of the Optimist Club of South Windsor to host a firework display at Optimist Memorial Park on August 30, 2025 (rain date August 31, 2025).

Executive Summary:

N/A

Background:

On July 23, 2025, the City of Windsor Special Events Department received an email from Jeff Sobocan on behalf of the Optimist Club of South Windsor. Mr. Sobocan is requesting permission to host a firework show on behalf of the Optimist Club of South Windsor at Optimist Memorial Park on August 30, 2025 (rain date August 31, 2025).

Discussion:

The City of Windsor's By- Law 136-2004 (Appendix A) is a by-law respecting the sale and the setting off of fireworks within the City of Windsor.

Section 6 of the By-Law speaks to the Display of Fireworks and specifically 6.3 notes that: "No display fireworks shall be permitted on any City property without first having obtained the approval of City Council as well as the required permit from the Chief Fire Official"

The request to display the fireworks is for Optimist Memorial Park which is City property. As such, in order for the show to proceed, City Council approval is required. Administration is seeking approval for this display so that Administration can provide Mr. Sobocan a permit to allow the show to proceed at the Optimist Memorial Park.

Risk Analysis:

Mr. Sobocan has followed the By-Law and requested approval from Windsor Fire & Rescue Service (WFRS). Appendix B shows the permit provided to Mr. Sobocan by WFRS. After obtaining the permit, the Parks department requested that fireworks would need to be set off from a trailer in the gravel parking lot as opposed to directly on the grass/turf to ensure there was no damage done to the field. WFRS conducted a site visit and based on the secondary plan of using a trailer, as opposed to firing from the ground, there are no objections to the event resulting from the site visit. The Executive Director of Parks, Recreation & Facilities is aware of the proposed location and has no concerns for the trees in the wooded areas surrounding the parks.

A site visit after the exact location of the trailer is determined may be necessary by WFRS and will have to be determined closer to, if not, on the day of the event.

The permit is in order pending final firework product approval which will be submitted to WFRS at a later date (closer to the event date). At any point, WFRS can opt to cancel the permit if they deem the display to be unsafe.

Mr. Sobocan has provided a Certificate of Insurance (COI) which will be vetted and approved by the City's Risk Department. The appropriate Park permit will not be provided until the COI is approved.

Mr. Sobocan and the Optimist Club of South Windsor will be required to provide notification to residents within the immediate area informing them of this display.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A)

Financial Matters:

The permit holder is responsible to pay for all fees associated with this event. The fee associated with the WFRS permit for display of fireworks is $360 plus HST but is subject to final arrangements with the applicant, as per the Chief Fire Prevention Officer. This fee will be due regardless of whether the event moves forward and revenue will be recorded within the Fire Prevention DeptID 0191310. The appropriate Park permit will be issued to the applicant pursuant to the User Fee Schedule by the Parks, Recreation and Facilities area once Council approval is received and the COI is approved by the Risk Department. Revenue will be recorded within the Community Programming & Development DeptID 0280016.

Consultations:

Windsor Fire & Rescue Service

Conclusion:

Administration is seeking City Council approval to proceed with providing a permit to Mr. Sobocan so the firework display can proceed on August 30, 2025 (rain date August 31, 2025).

Planning Act Matters:

N/A

Approvals:

Name	Title
Emilie Dunnigan	Mgr. Dev. Revenue & Fin. Admin
Wira Vendrasco	City Solicitor
Nada Tremblay	Manager, Community Programming
James Chacko	Executive Director of Parks, Recreation & Facilities
James Waffle	Fire Chief
Michael Chantler	Commissioner, Community Services
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - By-law 136-2004
2 Appendix B - Fire Works Permit - Optimist Club

B Y - L A W N U M B E R 136-2004

A BY-LAW RESPECTING THE SALE AND THE SETTING OFF OF FIREWORKS WITHIN THE CITY OF WINDSOR

Passed the 10th day of May, 2004.

WHEREAS it is deemed expedient to regulate the sale and setting off of fireworks in the City of Windsor;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

DEFINITIONS

1. In this by-law:

"Act" means the Explosives Act, Revised Statutes of Canada, 1985, Chapter E-17, and the Regulations enacted thereunder as amended from time to time or any Act and Regulations enacted in substitution therefore;

"Consumer firework" means an outdoor, low hazard, recreational firework that is classed as a Subdivision 1 of Division 2 of Class 7 Fireworks under the Act, and includes fireworks showers, fountains, golden rain, lawn lights, pin wheels, Roman candles, volcanoes, and sparklers but does not include Christmas crackers and caps for toy guns containing not in excess of twenty-five one-hundredths of a grain of explosive used per cap;

"Display firework" means an outdoor, high hazard, recreational firework that is classed as a Subdivision 2 of Division 2 of Class 7 Fireworks under the Act, and includes rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, bombardos, waterfalls, fountains, batteries, illumination, set pieces and pigeons but does not include firecrackers;

"Chief Fire Official" means the Chief of Windsor Fire and Rescue Services or his designate(s);

"Firecracker" means a pyrotechnic device that explodes when ignited and does not make any subsequent display or visible effect after the explosion, and includes those devices commonly known as Chinese firecrackers;

"Fireworks" means display fireworks, pyrotechnic special effects fireworks and consumer fireworks;

"Fireworks Supervisor" means a person who is an approved purchaser of display fireworks and who is qualified under the Act to supervise the discharge of display fireworks;

"Prohibited firework" includes but is not limited to cigarette loads or pings, exploding matches, sparkling matches, ammunition for miniature tie clip, cufflink or key chain pistols, auto alarms or jokers, cherry bombs, M-80 and silver salutes and flash crackers, throw down torpedoes and crackling balls, exploding golf balls, stink bombs and smoke bombs, tear gas pens and launchers, party poppers and table bombs, table rockets and battle sky rockets, fake firecrackers and other trick devices or practical jokes as included on the most recent list of prohibited fireworks as published from time to time under the Act and any fireworks not on the approved list of the Ministry of National Resources Explosives Branch as amended from time to time;

"Pyrotechnician" means a person who is certified under the Act as a Theatrical User, an Assistant, a Pyrotechnician or a Special Effects Pyrotechnician and is qualified to purchase and supervise the display of pyrotechnic special effect fireworks under the Act;

"Pyrotechnic special effect firework" means a high hazard firework that is classed as a Subdivision 5 of Division 2 of Class 7 Firework under the Act and that is used to produce a special pyrotechnic effect for indoor or outdoor performances and includes black powder bombs, bullet effect, flash, powder, air bursts, smoke compositions, gerbs, lances and wheels; and

"Sell" includes offer for sale, cause or permit to be sold and to possess for the purpose of sale and the words “selling” and “sold” have a similar meaning.

2. If any section, subsection or part thereof be declared illegal or *ultra vires*, such section, subsection or part shall be deemed to be severable and all other parts to be separate and independent.

SALE OF FIREWORKS AND FIRECRACKERS

3. (1) No person shall sell any firecrackers, except for displays as permitted by the Chief Fire Official under subsection 6(4).

(2) No person shall sell any prohibited fireworks.

(3) No person shall sell consumer fireworks except on the following days:

(a) Victoria Day, Canada Day, the Fourth of July, New Year’s Eve, and
(b) each of the ten business days immediately preceding Victoria Day and the Fourth of July, and the seven business days preceding New Year’s Eve.

(4) Every person in charge of a store shall ensure that fireworks displayed in store windows shall be mock samples only and not contain explosive composition.

DISCHARGE OF FIRECRACKERS AND PROHIBITED FIREWORKS

4. (1) No person shall discharge any firecrackers, except as per subsection 6(4) herein.

(2) No person shall discharge any prohibited fireworks.

CONSUMER FIREWORKS

5. (1) No person shall discharge consumer fireworks except on the following days:

(a) Victoria Day, or the day immediately preceding or following Victoria Day;
(b) The day preceding Canada Day and the following days up to and including the Fourth of July; and
(c) New Year’s Eve.

(2) A person eighteen (18) years of age or older may hold a display of consumer fireworks on any land belonging to him or her or on any other privately owned land where the owner thereof has given permission for such display or discharge of fireworks.

(3) No person shall discharge any consumer fireworks in such a manner as might create danger or constitute a nuisance to any person or property, or to do or cause or allow any unsafe act or omission at the time and place for the discharging of any fireworks.

(4) No person shall discharge any consumer fireworks in or into any building, doorway, or automobile.

(5) No person shall discharge any consumer fireworks in or on or into any highway, street, lane, square or other public place.

(6) No person under the age of eighteen (18) years shall discharge any consumer fireworks except under the direct supervision of and control of a person eighteen (18) years of age or over.

(7) No person being the parent or guardian of any person under the age of eighteen (18) years shall allow the person to discharge any consumer fireworks except when such parent or guardian or some other responsible person of eighteen (18) years of age or over is in direct supervision and control.

DISPLAY FIREWORKS

6. (1) No person or group of persons shall hold a display of display fireworks without first having obtained a permit to do so issued by the Chief Fire Official.

(2) No person or group of persons shall discharge any display fireworks, without first having obtained a permit issued by the Chief Fire Official authorizing the display of display fireworks.

(3) No display fireworks shall be permitted on any City property without first having obtained the approval of City Council as well as the required permit from the Chief Fire Official.

(4) No person or group shall hold a display of firecrackers without first having obtained a permit issued by the Chief Fire Official.

7. Every application for a permit shall be made to the Chief Fire Official a minimum of 30 days prior to the event when the proposed discharge of display fireworks is to occur.

8. Every application for a permit shall include:

(a) a description of the event including,
  (i) the date and time of the proposed discharge of display fireworks,
  (ii) the type and kind of display fireworks that may be discharged,
  (iii) the discharge techniques to be used,
  (iv) the manner and means of restraining unauthorized persons from attending too near the discharge site,
  (v) the manner in which unused display fireworks are to be disposed of, and
  (vi) the number of persons authorized to handle and discharge the display fireworks;

(b) a site plan providing a description of the discharge site to be used for the discharging of the display fireworks;

(c) a description of the fire emergency procedures;

(d) the name and address of the applicant and the sponsoring organization, if applicable;

(e) proof of certification of the applicant as a Fireworks Supervisor;

(f) proof of the consent of the owner of the property to the discharge of display fireworks in writing;

(g) a processing fee as noted in the City of Windsor fee structure.

(h) proof of insurance and indemnification in accordance with Sections 10 and 11; and

(i) such other information as required by the Chief Fire Official.

9. An applicant for a permit is, subject to the provisions of this by-law, entitled to be issued the permit, except where:

(a) the application is incomplete,

(b) the applicant is not a Fireworks Supervisor,

(c) the display is not being held under the auspices of an established club, association or group of persons, or

(d) there are reasonable grounds for belief that the holding of the display fireworks will result in a breach of this by-law or the Act.

INSURANCE

10. The applicant shall provide and maintain Commercial General Liability insurance subject to limits of not less than Five Million Dollars ($5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. Such insurance shall be in the name of the applicant and shall name the City of Windsor as an additional insured thereunder. Such insurance shall include permission to conduct displays of pyrotechnic special effects fireworks or display fireworks. Such insurance policy shall contain an endorsement to provide the City of Windsor with (30) days prior written notice of cancellation or of a material change that would diminish coverage, and a Certificate of Insurance evidencing such insurance coverage shall be provided to the City of Windsor prior to the issuance of a permit.

INDEMNIFICATION

11. The applicant shall indemnify and save harmless the City of Windsor from any and all claims, demands, causes of action, loss costs or damages that the City of Windsor may suffer, incur or be liable for resulting from the performance of the applicant as set out in the by-law whether with or without negligence on the part of the applicant, the applicant's employees, directors, contractors and agents.

CONDITIONS APPLYING TO PERMIT

12. The Chief Fire Official may issue permits for displays of fireworks on the conditions set forth in Section 13, and each such permit shall state the name of the sponsoring club, association or group, the purpose of the display, the place and date at which the same may be held, and the name of the person under whose supervision the display shall be held.

13. The following conditions shall apply to the holding of a display of display fireworks under a permit issued under this by-law:

(a) the permit is valid only for the display at the place and on the date or dates set forth in the permit,

(b) the display is not being held within one hundred and eighty-two metres (182m) of a nursing home, public hospital, home for the aged, any premises or place where explosives, gasoline, or other highly flammable substances are manufactured, sold or stored or within one hundred and eighty-two metres (182m) of a church or a public or separate secondary school or other school unless the consent of the owner or an agent or representative of the owner of such church or school is obtained,

(c) the permit holder shall supervise the display of display fireworks,

(d) the permit holder or his licensed designate shall discharge the display fireworks,

(e) every permit holder shall provide and maintain fully operational, fire extinguishing equipment ready for immediate use at each firing site,

(f) the permit holder shall comply at all times with the provisions of the Act, the Fire Protection and Prevention Act, 1997, and the Display Fireworks Manual published by Natural Resources Canada or any successor publication, and

(g) a demonstration of the display or portions of the display shall be conducted upon request of the Chief Fire Official.

14. No permit holder shall discharge display fireworks except in accordance with the conditions of the permit.

15. The permit holder holding the display of display fireworks shall ensure that all unused fireworks and all debris are removed.

PYROTECHNIC SPECIAL EFFECTS FIREWORKS

16. (1) No person or group of persons shall hold a display of pyrotechnic special effect fireworks in the City of Windsor without first having obtained a permit to do so issued by the Chief Fire Official.

(2) No person or group of persons shall discharge any pyrotechnic special effect fireworks in the City of Windsor, without first having obtained a permit issued by the Chief Fire Official authorizing the display of pyrotechnic special effect fireworks.

17. Every application for a permit pursuant to Section 16 shall be made to the Chief Fire Official a minimum of 30 days prior to the event where the proposed discharge of pyrotechnic special effect fireworks is to occur.

18. Every application for a permit shall include:

(a) a description of the event including,
  (i) a site plan of the facility and room capacity, the stage and the pyrotechnic special effect fireworks storage area,
  (ii) a list of all the pyrotechnic special effect fireworks to be employed,
  (iii) location of all pyrotechnic special effect fireworks,
  (iv) height, range of effect, fallout and duration of the display of pyrotechnic special effect fireworks,
  (v) sequence of firing,
  (vi) location of the audience and all exits, and
  (vii) date and time of the proposed event using pyrotechnic special effect fireworks;

(b) description of fire emergency procedures;

(c) name and address of the applicant and the sponsoring business or organization, if applicable;

(d) proof of certification of the applicant as a pyrotechnician;

(e) proof of insurance and indemnification in accordance with Sections 10 and 11 ;

(f) proof of consent of the owner of the property to the discharge of pyrotechnic special effect fireworks in writing if the applicant is not the owner of the property;

(g) a processing fee as noted in the City of Windsor fee structure ; and

(h) such other information as required by the Chief Fire Official.

19. An applicant for a permit is, subject to the provisions of this by-law, entitled to be issued the permit, except where:

(a) the application is incomplete,

(b) the applicant is not a pyrotechnician under the Act, or

(c) there are reasonable grounds for belief that the holding of the display fireworks will result in a breach of this by-law, or any law.

CONDITIONS APPLYING TO PERMIT

20. The Chief Fire Official may issue permits for displays of pyrotechnic special effect fireworks on the conditions set forth in Section 21 and each such permit shall state the name of the sponsoring business, club, association or group, the purpose of the display, the place and date at which the display may be held, and the name of the pyrotechnician under whose supervision the same shall be held.

21. The following conditions shall apply to the holding of a display of pyrotechnic special effect fireworks under a permit issued under this by-law:

(a) the permit is valid only for the display at the place and on the date or dates set forth in the permit,

(b) the permit holder shall supervise the display of pyrotechnic special effect fireworks,

(c) the permit holder shall discharge the pyrotechnic special effects fireworks,

(d) the permit holder shall provide and maintain fully operational, fire extinguishing equipment ready for immediate use,

(e) the permit holder shall comply at all times with the requirements of the Act and the Pyrotechnics Special Effects Manual published by Natural Resources Canada or any successor publication and,

(f) a demonstration of the display or portions of the display shall be conducted upon request of the Chief Fire Official.

22. No permit holder shall discharge pyrotechnic special effect fireworks except in accordance with the conditions of the permit.

23. The permit holder holding the display of pyrotechnic special effect fireworks shall ensure that all unused fireworks and all debris are removed.

GENERAL REQUIREMENT

24. Every holder of a display fireworks or pyrotechnic special effect fireworks permit shall produce his or her permit upon being so directed by the Chief Fire Official.

25. All permits granted by the Chief Fire Official may be revoked whenever, in his discretion, the holder of such permit is in non-compliance with its terms or he has concerns for the safety of the public.

OFFENCES AND PENALTIES

26. (1) Every person who contravenes any of the provisions of this by-law is guilty of an offence.

(2) Every person who is convicted of an offence under this by-law is liable to a fine as provided for in the Provincial Offenses Act, R.S.O. 1990, Chapter P.33.

REPEAL

27. By-Law number 2480 and all amending by-laws to By-law Number 2480 are hereby repealed.

28. This by-law may be referred to as the “Fireworks By-law”.

29. This by-law shall come into force and take effect on the day of the final passing thereof.

EDDIE FRANCIS, MAYOR

DEPUTY CLERK

First Reading - May 10, 2004
Second Reading - May 10, 2004
Third Reading - May 10, 2004

THE CITY OF WINDSOR
ONTARIO, CANADA

815 Goyeau Street
Windsor, ON N9A 1H7

Telephone:
(519) 253-6573

Fire Prevention Email:
fpinspectors@citywindsor.ca

FIRE & RESCUE SERVICES

DISPLAY FIREWORKS/PYROTECHNICS EVENT APPLICATION

Printed Name of Applicant	K&H Distributing
Mailing Address	11684 County Rd. 42, Tecumseh ON N8N 0G8
Telephone	519-979-2471
Email	jsobocan@khfireworks.ca
Fee for Pyrotechnics Event	**$360 + HST $406.80**
Pyro. Supervisor's Name	Victor Anber
Certificate Number	D002827
Class & Expiry Date	Display Supervisor w/ Endorsements - 2029-08-31
Company (if applicable)	K&H Distributing
Mailing Address	11684 County Rd. 42, Tecumseh ON N8N 0G8
Telephone	519-979-2471
Email	vanber@khfireworks.ca
Sponsoring Organization	Optimist Club of South Windsor
Mailing Address	2155 Windermere Rd, Windsor, ON N8W 2S5
Location of Event	Optimist Memorial Park, 1075 Ypres Ave, Windsor, ON
Date(s)	August 30, 2025 Rain Date: August 31, 2025
Proof of Insurance (5 million min.)	Certain U/W of Lloyds thru Totten Ins. PY240016 (attached)
Name of Insuring Agency	Purves Redmond Ltd.
Address of Insuring Agency	70 University Avenue, Suite 400, Toronto, ON M5J 2M4
Location of Secure Pyrotechnic Storage on Site	With crew - shipped from and returned to K&H Distributing
Method of Securing	Secured in vehcile until placed on field

Signature of Applicant: Jeff Sobocan

Date: July 17, 2025

PERMISSION OF CHIEF FIRE OFFICIAL

ATTACHMENTS & COMMENTS

Fee Attached $406.80	**YES**	**NO**	
Site Plan Attached	**YES**	**NO**	
Event Description Attached	**YES**	**NO**	
List of Pyrotechnic Product Being Utilized Attached	**YES**	**NO**	
ALL Pyrotechnicians Involved / Participating Certificates / Licenses Attached	**YES**	**NO**	
Copy of All Insurance Documents Attached	**YES**	**NO**	

Signature of Chief Fire Official: _____

Date: July 23/2025

Comments: Fee to be discussed As per COFO Castle's arrangement. List of product not attached, follow up required. Site visit will be completed today.
Received paperwork July 18/2025

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 109/2025

Subject: Support for Invest WindsorEssex (IWE) Application to the Trade-Impacted Communities Program (TICP) (CITY WIDE)

Reference:

Date to Council: September 8, 2025
Author: John Aquino
Asset Coordinator
519-255-6100 ext. 6667
jaquino@citywindsor.ca
Asset Planning
Report Date: 8/8/2025
Clerk's File #: GM/14960

To: Mayor and Members of City Council

Recommendation:

I. That City Council **SUPPORT** Invest WindsorEssex's (IWE) application to the Trade-Impacted Communities Program (TICP) Stream 2 grant; and,

II. THAT the Chief Administrative Officer **BE AUTHORIZED** to issue a letter of support to IWE for the submission of their application to the TICP Stream 2 grant; and,

III. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute a Memorandum of Understanding with IWE as required for the submission of their application to the TICP Stream 2 grant, including the in-kind and salary recovery details noted in the Financial Matters section of this report, satisfactory in technical content to the Commissioner, Economic Development, in legal form to the City Solicitor or designate and in financial content to the City Treasurer or designate; and,

IV. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign any agreements or documents arising as a result of IWE's successful application to the TICP Stream 2 grant, satisfactory in technical content to the Commissioner, Economic Development, in legal form to the City Solicitor or designate and in financial content to the City Treasurer or designate; and,

V. THAT in the event the grant application is not successful, **CONSIDER** the Memorandum of Understanding between IWE and the Corporation of the City of Windsor null and void.

Executive Summary:

N/A

Background:

In response to American tariffs on Canadian goods, Ontario has banned U.S. companies from participating in an estimated $30 billion worth of annual government procurement and has encouraged municipalities to align to this approach. The Trade-Impacted Communities Program (TICP) was introduced to help communities and local industries in Ontario navigate significant economic challenges caused by U.S. trade disruption. The program supports local projects that align with Ontario's key economic priorities:

- Economic resiliency: Projects that strengthen competitiveness and build local opportunities for economic growth;
- Supply-chain diversification: Projects that support Ontario's strategic priority sectors and their supply chains, including advanced manufacturing, automotive, life sciences, technology, critical minerals, forestry, and agri-food; and
- Trade partnerships: Projects that increase export and investment to reduce reliance on U.S. markets.

This program is divided into two funding streams:

Stream 1: Community economic development

Stream 2: Transformational projects

Stream 1 supports community projects that respond to U.S. trade disruption, including immediate resiliency measures, the development and implementation of local strategies, and efforts to diversify export markets, while Stream 2 supports large-scale, collaborative projects designed to grow and transform local clusters and industrial supply chains to bolster Ontario's competitiveness and economic resiliency.

The program will be delivered across the province and will prioritize projects not covered under other provincial programs. Projects must be undertaken and completed within a two-year period.

Joint project applications are encouraged for Stream 1 and **required** for Stream 2. For Stream 2 the relationship between the lead and supporting parties must be formalized in a memorandum of understanding (MOU) between parties and letters of support to be submitted at time of application submission. Preference will be given to projects that directly accelerate business growth and innovation, develop and deploy new made-in-Ontario technologies or processes, and align with provincial priorities, such as defense and housing.

Through this program, Stream 1 projects are eligible for funding of up to 100% of eligible costs ranging from $200,000 to $2 million per project. Stream 2 projects are

eligible for funding of up to 100% of eligible costs from $2 million to $10 million per project. While Stream 1 currently has a continuous intake, the deadline to submit an application to Stream 2 of this program is September 11, 2025.

Discussion:

During the June 9th meeting of Council, Administration drafted C 83/2025 Tariff Impact and Procurement Strategy and outlined that the Corporation of the City of Windsor (City) had launched a comprehensive strategy to address the impacts of tariffs locally:

Business Retention: Through its Economic Development Department, the City has supported local businesses, connecting them to federal and provincial programs, and maintaining close engagement with key foreign investment clients.

Coordinated Advocacy: The City is a member of the Economic and Trade Task Force with Invest WindsorEssex (IWE) and the Windsor-Essex Chamber of Commerce to monitor challenges, gather business intelligence, and align advocacy with higher levels of government.

Workforce Preparedness: Workforce support delivered through the Windsor Regional Employment Network (WREN), is preparing for potential layoffs and providing retraining and job placement services.

Trade diversification: Efforts include webinars and resources to help businesses expand beyond U.S. markets.

The report also outlined the details of Ontario's new $40 million Trade-Impacted Communities Program to fund local projects that strengthen supply chains, protect jobs, and enhance economic resilience and that IWE was exploring the opportunity for IWE to submit a single, comprehensive regional proposal that is cohesive, community-driven, and reflective of local needs.

Early conversations with IWE indicated an interest in focusing on Stream 2 and larger efforts aimed at economic diversification. Joint project applications are a requirement for eligibility under Stream 2. To maximize impact and ensure a coordinated response, Administration supports that IWE, as the region's lead economic development agency, take the lead in submitting an application to the TICP by bringing together parties from across Windsor-Essex to ensure a unified, coordinated approach that reflects the region's collective priorities and strengths. This collaborative, region-wide strategy is expected to significantly strengthen the chances of success under Stream 2 by demonstrating alignment, scale, and shared commitment. IWE has obtained confirmation from the following additional parties to provide letters of support and MOUs for the application: County of Essex, University of Windsor, St. Clair College, WindsorEssex Chamber of Commerce, WEtech Alliance, Workforce WindsorEssex, Ontario Aerospace Council, Canadian Tooling & Machining Association, and World Trade Centre – Toronto.

IWE has also approached the Ontario Greenhouse Vegetable Growers, Canadian Association of Moldmakers, Automate Canada, and at the time of writing this report, was awaiting confirmation of their participation.

With assistance from the TICP grant, IWE will collaborate with the City on the delivery of the Windsor-Essex Advanced Manufacturing and Automation Cluster Transformation (WE-AMACT) Program to mitigate the economic impact of U.S. trade disruptions through regional economic diversification and development of local supply chains in the Windsor-Essex area, particularly in the automotive sector. The initiative will help build resilience by expanding into new markets, attracting foreign direct investment (FDI), and unlocking opportunities in high-growth sectors such as aerospace, defense, agri-business, and clean technologies. This approach leverages IWE's mandate, strong business networks, and ability to represent multiple economic sectors and communities in a single, cohesive proposal, while the City remains an active supporting party in shaping project priorities and supporting implementation.

Administration is seeking Council approval for the provision of in-kind support services to IWE for the purposes of their application submission. If supported, the application will indicate that the City will provide the following in-kind services in support of the proposed project:

- Allocation of up to 50% of staff time, not exceeding $70,283 annually (including fringe benefits), of the Senior Economic Development Officer over a two-year period. This support aligns with the existing responsibilities outlined in the officer's job description and does not require work beyond the scope of their current role. Specifically, the officer's duties include a focus on business attraction, retention, and expansion, with efforts geared toward facilitating job creation and economic diversification. The role also involves providing strategic input to public agencies, cross-border partners, and regional economic development organizations such as IWE, Tourism Windsor Essex Pelee Island, Windsor-Essex Regional Chamber of Commerce, Workforce WindsorEssex, WEtech Alliance, post-secondary institutions, and internal service units of the City regarding the key responsibilities of the economic development portfolio.

- Provide support to eligible developments that meet approved requirements for development-ready (serviced) land at Windsor Airport, specifically for foreign direct investment (FDI) efforts targeting companies in diversified sectors such as medical devises and clean technologies.

- Build on existing strategic priorities outlined in the City's "Windsor Works" strategy, leveraging municipal resources and allocated supports to facilitate industry diversification and FDI attraction.

Additionally, should IWE be successful in their TICP application to receive their full financial ask, the City will receive funding for two positions in the economic development department that will directly contribute to the project, to be recoverable from IWE.

A summary of the WE-AMACT program, including program objectives and key activities, can be found in Appendix A – Executive Summary: Windsor-Essex Advanced Manufacturing and Automation Cluster Transformation.

Risk Analysis:

In the event IWE's application to the TICP is not successful, the program will not proceed as planned and the City's MOU would become null and void. There is additional risk that if the City does not provide the recommended support toward IWE's application to the TICP Stream 2 grant, this may impact the likelihood of a successful application. If IWE is unsuccessful, the scale and timeframe with which these grant activities could be completed would be drastically impacted given limited resources.

The risk of IWE not fulfilling their obligation to fully finance the proposed positions is low, as these positions will be dedicated solely for the purposes of aiding IWE with the TICP funded project. Confirmation from the grant provider was received confirming salaries dedicated to the delivery of the project fall under the eligible expenses of the TICP.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

As the in-kind contribution of City staff is expected to provide additional support to the overall application, no recoveries from the grant are expected for this contribution. Support to be provided by the Senior Economic Development Officer to this program reflects the primary job description of the employee. The maximum in-kind contribution of 50% of staff time, up to $70,283 annually (including fringe benefits), for a period of up to two years, is included in the Economic Development Office (0121151) operating budget.

In addition, the City will provide in-kind support to the application by contributing the previously completed work valued at approximately $330,000 to make the Windsor Airport property development-ready. This work was carried out under the direction of the Windsor Works Project (7202006). The City is not obligated to reserve specific lands for the program.

As previously noted, should IWE be successful in their application to the TICP, the City will recover up to $623,791 of incremental salaries for 2 positions in the economic development department, to be recoverable from IWE, subject to grant funding availability. If partial funding is received, staffing allocation and/or support provided to the grant project will be adjusted within existing budgets.

Consultations:

Cristina Melnik - Senior Economic Development Officer

Michael Okanlawon – Financial Planning Administrator

Joshua Meloche – Senior Legal Counsel

Wendy Stark – Director, Business Retention & Expansion, Invest WindsorEssex

Conclusion:

Administration recommends the in-kind support and contributions as identified above to the application by IWE to the TICP Stream 2 grant.

Planning Act Matters:

N/A

Approvals:

Name	Title
Natasha Gabbana	Senior Manager, Asset Planning
Emilie Dunnigan	Manager, Development Revenue & Financial Administration
Matthew Johnson	Executive Director, Economic Development & Climate Change
Wira Vendrasco	City Solicitor
Jelena Payne	Commissioner, Economic Development/Deputy CAO
Janice Guthrie	Commissioner, Finance and City Treasurer
Jelena Payne acting for Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Executive Summary: Windsor-Essex Advanced Manufacturing and Automation Cluster Transformation

Executive Summary: Windsor-Essex Advanced Manufacturing and Automation Cluster Transformation (WE-AMACT)

Windsor-Essex faces an urgent economic challenge: its deep reliance on U.S. trade, 96% of exports and 60% of local GDP, has left the region highly vulnerable to escalating trade disruptions, particularly in the automotive sector. With recent policy shifts and tariff threats, the region has experienced severe economic fallout, including the loss of over 11,000 jobs and a surge in unemployment to 11.2%, the highest in Canada. Manufacturing, which employs nearly one in five workers locally, has been hit hardest, revealing the structural fragility of a single-market dependency.

This project delivers a strategic, future-focused response to safeguard Windsor-Essex's economy by diversifying its export markets, expanding Canada-based supply chains, and building cross-sector capacity. Through a comprehensive suite of initiatives, including trade missions, certifications, technical training, market intelligence, and strategic planning, the project will equip local firms to grow beyond their current dependence and thrive in a shifting global economy.

Key activities include:

- **Certifications & Assessments**: Funding and support for ISO 9001, Controlled Goods, and other certifications to unlock access to aerospace, defense, and other high-growth sectors.
- **Export Market Diversification**: Delivering the Trade Accelerator Program to cohorts of Windsor-Essex firms to expand their global reach.
- **Trade Missions & FDI Tours**: Hosting inbound delegations aligned with Ontario's strategic sectors—clean tech, health, agri-food, and housing—to attract investment and forge new partnerships.
- **Educational Workshops & Procurement Events**: Training on standards, certifications, and government procurement to help firms become preferred suppliers.
- **B2B Networking & Industry Memberships**: Facilitating connections with new customers, trade show and conference attendance, and subsidizing memberships in key industry associations.
- **Strategic Planning & Marketing**: Engaging consultants to develop sector-specific strategies and marketing campaigns to promote Windsor-Essex's capabilities.
- **R&D Partnerships**: Supporting innovation through collaborations with post-secondary institutions.
- **Project Management**: Hiring dedicated staff to ensure successful execution, coordination, and reporting.

By targeting high-potential sectors such as aerospace, defense, agri-food, medical devices, and clean technologies, this project will reduce economic risk, foster innovation, and build a more resilient and diversified regional economy. Windsor-Essex will emerge stronger, less dependent, and better positioned to lead in a globally competitive landscape.

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 111/2025

Subject: New Multi-Residential Property Tax Subclass - City Wide

Reference:

Date to Council: September 8, 2025
Author: Angela Lonsbery
Manager, Revenue and Collections
519-255-6100 x6557
alonsbery@citywindsor.ca
Taxation & Financial Projects
Report Date: 8/8/2025
Clerk's File #: AF2025

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** this report regarding the Affordable Multi-Residential Subclass for information.

Executive Summary:

N/A

Background:

A significant portion of the rental housing within the City of Windsor is assessed and taxed under one of two main property tax classes: Multi-Residential or New Multi-Residential. Multi-Residential properties contain seven or more self-contained residential units. To be considered a self-contained unit, each unit must include a kitchen, a bathroom and a separate entrance. Multi-Residential building types include:

- Bachelorettes (converted single-family dwelling with seven or more self-contained units)
- Row housing with seven or more self-contained units under single ownership
- Low-rise multi-residential buildings (less than five storeys, typically without an elevator)
- Medium/high-rise multi-residential buildings (typically five or more storeys)

Housing types that may appear physically similar to a multi-residential property, but which are not classified as such include: dormitories, certain senior's residences and care homes.

The New Multi-Residential class was mandated by the Province beginning in April 2017, and inclusion in the New Multi-Residential class is time-sensitive in that only new, or newly expanded properties built or converted under building permits dated after April 2017, are included. This means that all newly built Multi-Residential properties are placed in the New Multi-Residential class based solely on the date of the building permit. Properties classified as New Multi-Residential are transitioned to the standard Multi-Residential class after 35 years.

There are currently 432 Multi-Residential properties and 20 New Multi-Residential properties in the City of Windsor. Assessed value of the Multi-Residential class totals $729,314,320 and the value of the New Multi-Residential class totals $56,244,800. Assessment values for both classes is determined in the same manner being based upon market rent.

The distribution of the tax levy is based upon ratios with the Residential tax class ratio set at 1.0. The current tax ratio for the New Multi-Residential class, as mandated by Provincial legislation, is 1.0 while the Multi-Residential class remains at the historic rate of 2.0. This results in the New Multi-Residential municipal tax rate being set equal to the Residential tax rate while the municipal tax rate for Multi-Residential is twice the Residential tax rate. There is no difference in the education tax rate for Multi-Residential and New Multi-Residential properties. The difference in tax ratios creates an inequity between the two tax classes. While options have been developed which attempts to reduce the tax ratio of the Multi-Residential tax class to 1.0, the results has been cost prohibitive on the basis that taxes for the residential tax class would dramatically increase.

In 2024, the Province granted municipalities the flexibility to offer an even lower tax rate for New Multi-Residential properties through the creation of a New Multi-Residential Municipal Discount subclass. The subclass would offer tax relief to all newly constructed multi-residential properties, regardless of affordability or tenancy profile resulting in the municipality having a three-tier multi-residential tax scheme where the only difference between the properties in each tier is the date on which the building permits were issued. Based on the indiscriminate nature of this subclass to date it has been Administration's recommendation to Council to not implement at the City of Windsor.

In 2025, the Province granted municipalities the ability to offer a lower tax rate for Affordable Rental Housing properties within the Multi-Residential or New Multi-Residential tax class by establishing an Affordable Rental Housing subclass. This subclass provides a more targeted and flexible policy tool because relief is available only to units meeting legislated affordability definitions and is subject to formal rent-restriction agreements. This subclass enables municipalities to offer direct support for affordable housing, whether in new developments or existing stock, and can be tailored to complement broader housing strategies.

This council report discusses the Affordable Rental Housing subclass in more detail.

Discussion:

The introduction of optional subclasses for affordable rental housing units, announced in Ontario's 2025 Budget offers targeted tax relief based exclusively on affordability. With this new tool municipalities can provide a municipal tax reduction of up to 35 percent for rental properties or individual units that form part of the municipality's formally recognized affordable housing stock.

To be eligible for the Affordable Rental Housing subclass the property owner must charge affordable rent and be party to a housing agreement or legal obligation under a) a Provincial or Federal Act and / or b) an agreement must be entered into with one of the following entities:

- The Provincial or Federal Government, or an agency of either;
- The municipality or a board of the municipality; or
- A service manager as defined in the Housing Services Act, 2011

The Affordable Rental Housing subclass may apply to subsets of a larger property or complex meaning the assessment classification of a single property may be split across class and subclass lines if some units meet the affordability criteria and others do not.

There is considerable flexibility with respect to both the application and tax treatment of the new Affordable Rental Housing subclass and City Council may choose to establish a subclass of Multi-Residential, New Multi-Residential or both. The discount factors must be established separately for each subclass and municipalities need not adopt the same discount factor for both subclasses. There is there is no reduction to the provincial education rates.

Municipalities wishing to implement an Affordable Rental Housing subclass for 2026 must pass a by-law on or before September 30, 2025. The decision to pass the by- law to create the Affordable Rental Housing subclass does not set the amount of discount afforded to the subclass, it only establishes the subclass. If the Affordable Rental Housing subclass is established Council would have the opportunity to set the discount rate individually for the Multi-Residential and New Multi-Residential classes in the range of 0 to 35 percent. While adopting the subclass does not automatically establish a discount rate, it may create an expectation with property owners that City Council will pass a discount rate.

At this time, the Municipal Property Assessment Corporation (MPAC) has not provided a clear process for reviewing and identifying properties eligible for inclusion in the Affordable Rental Housing subclass. Due to this lack of direction, it is challenging to accurately assess the division of administrative responsibilities between MPAC and municipal staff. Preliminary estimates suggest that a substantial portion of the administrative workload will fall to municipal resources. Anticipated areas of municipal involvement include:

- Review existing Multi-Residential and New Multi-Residential properties to identify qualifying properties
- Monitor additions and deletions of qualifying properties

- Correspond with MPAC and property owners
- Ensure formal agreements are in place
- Monitor rent thresholds
- Complete audits to ensure ongoing compliance

Additionally, because this program will be administered on an assessment subclass basis, property owners will have the ability to dispute assessment information by filing a Request for Reconsideration with MPAC and / or an appeal with the Assessment Review board. This may result in an added workload for appeal management.

The key arguments in favour of an Affordable Rental Housing subclass include:

Direct Alignment with Affordability: Relief is granted exclusively to units with proven affordability commitments. Eligibility is determined by legislated rent thresholds and formal housing agreements, ensuring tax policy supports broader social and housing objectives.

Targeted Application: This subclass can be applied to a specific subset of units that meet defined affordability criteria.

Modest Incentive Potential: While not expected to generate new builds that would not otherwise occur, the subclass might encourage landlords to adopt affordable operating models and may also promote unit-level affordability commitments within mixed-income buildings.

Support for Existing Affordable Stock: The subclass offers a way to reduce costs for existing affordable housing through lower property taxes.

Strategic Option to Address Tax Ratio Differential: The municipality can adjust subclass discounts to mitigate high Multi-Residential tax ratios without lowering the general class rate. For example, the 2.0 Multi-Residential ratio could be lowered by up to 35% (effective tax ratio of 1.3) for qualifying affordable housing units.

Key risks associated with the option of the sub-class are outlined below.

The new Affordable Rental Housing subclass is just one tool in the toolkit to incentivize affordable housing. It remains to be seen if a discount ranging from 0 to 35 percent of municipal property taxes would be sufficient incentive for developers to take advantage of the program.

Should City Council wish to establish the Affordable Rental Housing subclass for the 2026 tax year the following actions would be required:

- City Council would need to approve the addition of one permanent Senior Tax Analyst starting October 1, 2025, and,

- City Council would need to direct the City Solicitor to prepare and bring forward the corresponding by-law for approval at the September 22, 2025, meeting of Council.

Establishing the subclass now would provide City Council an opportunity to set a discount rate ranging from 0 to 35 percent for each of the Multi-Residential and New Multi-Residential property classes as part of the 2026 tax policy review.

Should City Council receive this report for information Administration will continue to monitor the application of the Affordable Rental Housing subclass. This approach allows time to observe implementation practices across other Ontario municipalities, gain clarity on MPAC's process for identifying eligible properties, and conduct a more thorough analysis of potential tax shift impacts on other property classes. Should more information become available Administration will bring this forward as part of future tax policy review reports.

Risk Analysis:

The authority to establish an Affordable Rental Housing subclass is a significant responsibility that must not be taken lightly. Any change to tax policy requires careful deliberation and a thorough assessment of multiple factors. If implemented hastily or without adequate consideration of long-term impacts, the decision could lead to unintended consequences.

The key risks of an Affordable Rental Housing subclass include:

Tax Shifting: Creating property subclasses allows for differentiated tax rates, which alters how the overall municipal levy is distributed. Introducing an Affordable Rental Housing subclass would reduce the tax burden on properties in the subclass but, since the total levy remains unchanged (zero-sum exercise), the difference would be redistributed, resulting in higher taxes for all other property classes. This means that homeowners in the residential tax class would see an increase in their tax rate in order to fund the decrease in the taxes charged to qualifying affordable units.

Administrative Burden: To qualify for the Affordable Rental Housing subclass, property owners must charge rents deemed affordable and be subject to a housing agreement or other legal obligation. MPAC has not provided a clear framework for reviewing or identifying qualifying properties, making it difficult to determine the division of responsibilities however it is anticipated that oversight of this program will require City resources to monitor compliance and assess property eligibility. Preliminary assessments indicate that at least one additional staff will be necessary to effectively manage the administrative workload of the subclass.

Provincial Constraints: Once a municipality establishes a subclass, there is a risk that the Province may impose conditions requiring its continued use.

Locally controlled incentives such as Community Improvement Plans may be preferable to provincial tools which can create lasting inequities in the distribution of property taxes.

Timing and Implementation: If Council were to approve the adoption of the Affordable Rental Housing subclass in September 2025 it is unknown as to whether qualifying units can be identified so that MPAC will have sufficient lead time to apply the classification changes before issuing the 2026 returned assessment roll, which is used to set property tax rates. MPAC generally stops the keying of any assessment changes in late October so as to provide municipalities with a returned roll in early December. Failure to include eligible properties in the returned roll would result in the properties being taxed under their original classification, requiring retroactive adjustments which would result in one-time funding being required from the annual provision for property tax write offs.

Administration has consulted with peer municipalities through various finance forums and discussions. At this time to our knowledge the City of Guelph and the Regional Municipality of Halton intend to pass Affordable Rental Housing by-laws by September 30, 2025, effective for the 2026 tax year. It is our understanding that the City of Toronto and the City of Mississauga are not moving forward with this subclass for the 2026 tax year.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Due to the increased administrative burden described earlier it is estimated that one additional Senior Tax Analyst would be required on a permanent basis if the Affordable Rental Housing subclass is established. The 2025 pro-rated cost estimate, assuming an October 1, 2025, start date would be $31,640 and would require funding from the Budget Stabilization Reserve. The ongoing annual cost of this position is estimated at $133,236 per year and would be included in the 2026 operating budget as a budget pressure.

Council is aware that once the municipal budget levy is established the distribution of the tax burden is a zero-sum exercise meaning that any relief provided to one class will be picked up by the others. Due to other legislative requirements ultimately, any discount provided to the Affordable Rental Housing subclass would result in the other tax classes, mainly the residential homeowner,

to make up the difference. In the absence of a comprehensive Multi-Residential and New Multi-Residential affordable housing inventory it is difficult to estimate the impact of this cost shift.

As noted earlier in the report, there is a high probability that MPAC will not have sufficient lead time to apply the classification changes to all eligible units before issuing the 2026 returned assessment roll meaning retroactive adjustments will likely be required and funded through the annual provision for property tax adjustments.

Consultations:

Peter Frise - Municipal Tax Equity Consultants (MTE) Ltd.

Kirk Whittal - Executive Director Housing and Children Services

Conclusion:

Municipalities intending to implement an Affordable Rental Housing subclass for the 2026 tax year must pass a by-law no later than September 30, 2025. Not passing a by-law by September 30, 2025 does not preclude the municipality from opting into the subclass at a date later than September 30, 2025, it just means that the subclass would not be effective until 2027 or later.

Planning Act Matters:

N/A

Approvals:

Name	Title
Lorie Gregg	Deputy Treasurer – Taxation, Treasury and Financial Projects
Wira Vendrasco	City Solicitor
Lorie Gregg (for Janice Guthrie)	Commissioner of Finance and City Treasurer
Jelena Payne acting for Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 112/2025

Subject: Applications for Tax Reductions under S. 357/358 of the Ontario Municipal Act 2001 - City Wide

Reference:

Date to Council: September 8, 2025
Author: Carolyn Nelson
Manager Property Valuation & Administration
(519) 255-6100 ext 6170
cnelson@citywindsor.ca
Taxation & Financial Projects
Report Date: 8/10/2025
Clerk's File #: AF2025

To: Mayor and Members of City Council

Recommendation:

THAT City Council **ACCEPT** Administration's recommendations with regards to approval of property tax relief for those applications for Tax Reduction, Cancellation and Refunds as outlined and included in Appendixes A through C; and,

THAT City Council **ACCEPT** the recommendation of the City Treasurer with regards to the write-off of taxes as outlined and included in Appendix D; and,

THAT City Council **SUPPORT** Administration's recommendation with regards to the denial of applications for Tax Reduction, Cancellation and Refund as outlined in Appendix E; and,

THAT the City Treasurer (or designate) **BE AUTHORIZED** to amend the City's Tax Master Collector's Roll for the 2018 through 2025 taxation years in the amount of $189,518 (including the education portion) as outlined in Appendix F.

Executive Summary:

N/A

Background:

An application under Section 357(1) of the Ontario Municipal Act, 2001 (the Act) to City Council may be made by any person and may be made at any time during the year in respect of which the application is made and until the last day of February in the following year for the cancellation, reduction or refund of taxes. Reasons for making an application include but are not limited to:

- a change event wherein the property is eligible to be reclassified in a different class which has a lower tax ratio and no supplementary assessment is made in respect to the changed event;

- property that has become exempt from taxation during the year or during the preceding year after the return of the assessment roll;

- building(s) that during the year or during the preceding year after the return of the assessment roll,

    1. was razed by fire, demolition or otherwise, or

    2. was damaged by fire, demolition or otherwise so as to render it substantially unusable for the purposes for which it was used immediately prior to the damage;

- an overcharge by reason of any gross or manifest error that is a clerical error, the transposition of figures, a typographical error or similar type of error, but not an error in making the assessment upon which the taxes have been levied; or

- for reason of repairs or renovations the property could not be used for its normal use for a period of at least three months during the year.

An application may also be made to the City Treasurer under Section 358(1) of the Act for the cancellation, reduction or refund of taxes levied in each or either of the two years preceding the year in which the application is made by any person who was overcharged by reason of any gross or Municipal Property Tax Assessment Corporation (MPAC) error in the preparation of the assessment roll that is clerical or factual in nature but not an error in judgment in assessing the property.

The Act indicates that City Council is required to render a decision in respect of all applications by September 30 of the year following the year in respect of which the application is made. However, upon receipt of an application, Administration undertakes a review to determine the validity of the reasons for the application and verification of effective dates. This process may preclude Administration from being able to present all applications within the prescribed deadline. If no decision is made or the applicant disagrees with the decision rendered, the applicant has the right to appeal to the Assessment Review Board.

Further, and as an additional item to this report, Section 354 of the Act provides for the write-off of taxes if, on the recommendation of the City Treasurer, the taxes are considered uncollectible.

Discussion:

The applications which have been finalized and included for approval are presented in the attached Appendices A through C for cancellation, reduction or refund of property taxes for the years 2023 to 2025. In addition to the applications brought forward under Section 357/358, the City Treasurer has deemed the property taxes listed on Appendix

D to be uncollectible and should be written off. Those recommended for denial are included in Appendix E. Appendix F summarizes the financial impact of those applications which are recommended for approval.

General details for each application are outlined in the attached appendices. Various applications presented within this report relate to properties affected by fire damage, demolition of structures as well as tax class changes from taxable to exempt. They represent properties within various autonomous neighbourhoods throughout the City, which are in various stages of redevelopment. As the redevelopment is completed, Administration will ensure that the MPAC is made aware so as to ensure that the timely return of new assessment values are provided for purposes of additional tax billings which will replace the taxes removed through this report.

Further information as to reasons for more significant tax reductions are described below.

Appendix A – S. 357/358 Residential Properties

As in previous years, the majority of applications received for residential properties were for demolitions of structures, usually resulting from fire.

Three (3) applications were for a tax class change from residential to exempt. Two (2) were for properties owned and operated by registered charities, and the other was for a property purchased in 2024 by the University of Windsor. MPAC reviewed the applications and determined that a tax class change to exempt was appropriate based on the use of the properties and eligibility per legislation contained in the Assessment Act.

Appendix B – S 357/358 Commercial/Industrial Properties

On September 28, 2024 the Sears building, formerly attached to Devonshire Mall, was demolished. The recommended 2024 tax reduction of $29,595 represents no change in value, only a change in tax class. Now that the building has been demolished, the parcel is used as a parking lot.

In late November 2023, a multi-use building located on the corner of Erie and Goyeau streets was demolished. A new commercial building was constructed on that site in 2024. An error was determined in the original assessment of the building by MPAC which is being corrected through the tax reduction process. The recommendation is a S357 tax reduction for 2024 and a S358 tax reduction for 2023, which are listed on both Appendices A and B as the original structure was classified both residential and commercial. In 2025, the property has been assessed fully commercial for the new building.

At the end of 2023, the owners of the property at the corner of Howard Ave and Tecumseh Rd severed the parcel into two (2) properties and sold the commercial vacant lot. The 2024 assessment did not pick up the severance, nor the change in tax vacant commercial tax class which is a much lower tax rate. Administration is recommending taxes be reduced for 2024 by $14,756 to reflect the correct assessment and tax classes.

Appendix C – City Owned Properties

In 2024, the City acquired properties as listed in Appendix C. These properties were purchased with the intention to be used for municipal purposes and as such the tax classification changed to exempt.

Appendix D – S.354 Uncollectable Amounts

The City Treasurer is recommending a total tax reduction of $37,366 under S. 354 of the Act with respect to tax years 2018-2025 for seven (7) properties. The first four (4) of these properties listed in Appendix D are explained in the P&C Memo.

$94 in unpaid taxes from 2022 owing on a historic parcel of land on Banwell Rd that has since been developed into three (3) 7-storey condominium buildings would have to be apportioned to each individual condominium unit. This amount is immaterial and would be too costly to apportion at this point.

0 Nottingham St is a small parcel of land that was discovered to have an ownership title error. The property actually belongs to the City, so taxes owing on the account from 2018 to 2024 ($479) should be written off.

0 Banwell Rd was found to be a parcel of land that lies outside of the City's boundaries and should not have been on the City's Assessment Roll. This has been confirmed by MPAC and removed from the roll going forward. Taxes owing on the account since 2021 ($400) should be written off.

Appendix E – Denied Applications

Applications received after the final day in February in the year following the tax year applied for, were rejected because they were not received by the deadline. Other applications were withdrawn by the applicants through the review process.

Two applications received for 255 Riverside Dr. W are being recommended for denial. The applications for the 2023 and 2024 tax years, requested that the tax class of the hotel property be changed from commercial (CT) to residential (RT) claiming that many of the hotel's suites had been repurposed to residential units to accommodate asylum seekers and their families. City staff obtained a copy of the contract between the hotel and Public Works and Government Services (PWGS) and Immigration Refugees and Citizen Canada (IRCC). MPAC reviewed all information provided and determined that the property was still a hotel per S 17(2)(a) of O. Reg. 282/98 in the Hotel Registration of Guests Act, and thus should be taxed as a commercial property.

Appendix F – Summary – Distribution of Tax Cancellations, Reductions or Refunds

Appendix F provides a breakdown of the total recommended tax reduction of $189,518 into Residential, Commercial/Industrial/Multi-residential, City-Owned, and S354 categories (Appendices A-D).

Risk Analysis:

As indicated above, applications for the cancellation, reduction or refund of taxes are legislated under the Act and City Council is required to render a decision by September 30th of the year following the year in respect of which the application is made.

However, upon receipt of the said applications, Administration undertakes the due diligence necessary to confirm the information contained in the application is accurate. The onus is on the applicant to provide evidentiary documentation to confirm effective dates, and the event causing the change of use or tax class. City staff often perform property inspections to confirm damage and/or renovations. Based on the information provided by the applicant, and gathered at inspection, a determination is made with respect to the recommendation for approval or denial of a Section 357/358 application. The applicant is notified of the recommendation to Council and is invited to attend the Council Meeting as a delegate.

An applicant may appeal the decision of City Council to the Assessment Review Board (ARB) by filing a notice of appeal with the registrar of the Board within 35 days after Council makes its decision. In the past six years (at least), the City has had only one property owner appeal the decision of their tax applications based on the methodology used to calculate the amount of their reduction.

Climate Change Risks

N/A

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

As outlined in Appendix F – Summary - Distribution of Tax Cancellations, Reductions, or Refunds, the total amount of taxes recommended to be cancelled herein is $189,518 with the municipal share being $162,846 and the education share being $26,671. As the tax relief relates to taxes levied in prior years, $128,740 was accrued in 2024 as a direct charge to the property tax write-off provision. There will be an impact of $34,106 to the current year operating budget representing the difference between the actual municipal portion of tax relief for 2024 and prior years, and the amount accrued in 2024. This difference will be funded from supplemental tax billing revenue received in the year unless alternative funding is available. The education share of the property tax relief provided in total will be recovered by way of a charge back to the Province.

Consultations:

The Municipal Property Assessment Corporation provides the City with the assessed values relating to the applications for tax adjustments and confirms that tax class change requests are indeed appropriate.

Conclusion:

Administration is generally in support of the applications brought forward by ratepayers for the requested tax relief. The reason for the two applications being denied have been provided.

Planning Act Matters:

N/A

Approvals:

Name	Title
Wira Vendrasco	City Solicitor
Lorie Gregg	Deputy Treasurer Taxation, Treasury & Financial Projects
Lorie Gregg	On behalf of the Commission of Finance & City Treasurer
Jelena Payne acting for Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

APPENDIX A
Residential Property Classes

2024						
Roll Number	Property Address	Amount of Assessment	Tax Class	Number of days in 2024 Affected by Application	Tax Reduction	Reason for Application
010-090-08700	2662-2682 Richmond St.	$ 148,755	RT	208	$ 1,718.50	Demo / Razed by Fire
030-030-05500	440 Langlois Ave	$ 68,000	RT	142	$ 536.31	Damaged by Fire
030-040-05301	892 Wyandotte St E	$ 282,900	RT	222	$ 3,488.19	Demo / Razed by Fire
040-290-07800	849 Victoria Ave	$ 201,000	RT	240	$ 2,679.30	Demo / Razed by Fire
040-350-00100	101-141 Erie St E	$ 161,000	RT	366	$ 3,272.82	Gross / Manifest Error
040-550-05200	1583 Pelissier St	$ 60,000	RT	136	$ 453.22	Damaged by Fire
050-080-02100	421 Partington Ave	$ 78,000	RT	175	$ 758.14	Demo / Razed by Fire
050-110-07700	352 California Ave	$ 140,000	RT>E	215	$ 1,671.79	Exempt
050-240-07400	731 Mill St	$ 53,000	RT	162	$ 476.88	Demolition
050-290-07100	732 Bridge Ave	$ 43,000	RT	257	$ 613.78	Demolition
060-160-02800	6396 Riverside Dr E	$ 22,000	RT	366	$ 447.22	Gross / Manifest Error
060-300-21400	1265 Lauzon Rd	$ 173,300	RT>E	19	$ 182.88	Exempt
060-460-19100	549 Jarvis Ave	$ 42,000	RT	279	$ 650.83	Demo / Razed by Fire
070-240-19000	3315 Woodward Blvd	$ 736,000	RT>E	265	$ 10,832.74	Exempt
070-580-06800	2580 Jos St Louis Ave	$ 155,105	RT	225	$ 1,938.31	Damaged by Fire
070-710-02800	1272 Abbey Crt	$ 61,000	RT	284	$ 962.19	Demo / Razed by Fire
080-090-09800	4284 Kennedy Dr E	$ 75,000	RT	261	$ 1,087.22	Demolition
080-370-16500	3113 Dougall Ave	$ 62,000	RT	53	$ 182.51	Demolition
080-370-16600	3129 Dougall Ave	$ 62,000	RT	112	$ 385.68	Demolition
080-510-00500	2136 Huron Church Rd	$ 119,800	RT	28	$ 186.31	Demolition
080-590-05000	2220 Dominion Blvd	$ 28,000	RT	366	$ 569.19	Demolition
	TOTAL				$ 33,094.01	

2023						
Roll Number	Property Address	Amount of Assessment	Tax Class	Number of days in 2023 Affected by Application	Tax Reduction	Reason for Application
040-350-00100	101-141 Erie St E	$ 161,000	RT	45	$ 385.01	Gross / Manifest Error
	TOTAL				$ 385.01	

TOTAL	$ 33,479.02

APPENDIX B
Commercial / Industrial / Multi-Residential Property Classes

2024						
Roll Number	Property Address	Amount of Assessment	Tax Class	Number of days in 2024 Affected by Application	Tax Reduction	Reason for Application
030-040-05301	892 Wyandotte St E	$ 115,100.00	CT>CX	222	$ 4,804.80	Demo / Razed By Fire
030-060-06601	714 Wyandotte St E Unit Front	$ 66,309.00	CT	366	$ 3,093.92	Damaged By Fire
030-190-07700	1033 Wyandotte St E	$ 15,000.00	CT	366	$ 209.97	Repairs / Reno's
030-250-06800	1117-1135 Erie St E	$ 45,000.00	CT	93	$ 533.52	Demo / Razed By Fire
030-470-12001	600-710 Tecumseh Rd E	$ 760,000.00	CT/DT/IT>CX	366	$ 14,755.99	Gross / Manifest Error
040-310-02801	985-993 Pelissier St	$ 37,000.00	MT	144	$ 569.57	Damaged By Fire
040-310-05900	841 Ouellette St	$ 19,000.00	CT/RT>CX	245	$ 1,393.80	Demolition
040-350-00100	101-141 Erie St E	$ 241,000.00	CT>CX	366	$ 35,303.99	Gross / Manifest Error
050-040-09500	1766 University Ave W	$ 43,000.00	MT	366	$ 1,682.42	Gross / Manifest Error
050-290-05700	844 Bridge Ave	$ 8,000.00	CT>RT	279	$ 736.17	Classification Change
060-300-21400	1265 Lauzon Rd	$ 193,700.00	CT>E	19	$ 469.18	Exempt
060-460-14900	1130 Jarvis Ave	$ 3,000.00	CT>RT	366	$ 78.99	Gross / Manifest Error
070-080-05400	3020-3060 Howard Ave	$ 5,900,000.00	CT/ST/CU/SU>GT	95	$ 29,595.29	Classification Change
080-032-04300	3535 Huntington Ave	$ 32,800.00	CT>RT	366	$ 863.66	Classification Change
080-510-00500	2136 Huron Church Rd	$ (162,000.00)	CT>CX	28	$ 11.77	Demolition
	TOTAL				$ 94,103.04	

2023						
Roll Number	Property Address	Amount of Assessment	Tax Class	Number of days in 2023 Affected by Application	Tax Reduction	Reason for Application
040-350-00100	101-141 Erie St E	$543,000>$241,000	CT>CX	45	$ 2,344.31	Gross / Manifest Error
050-040-09500	1766 University Ave W	$ 43,000.00	MT	40	$ 175.60	Gross / Manifest Error
060-460-14900	1130 Jarvis Ave	$ 3,000.00	CT>RT	365	$ 76.16	Gross / Manifest Error
	TOTAL				$ 2,596.07	

TOTAL TAX REDUCTION FOR COMMERCIAL/INDUSTRIAL/MULTI-RESIDENTIAL PROPERTIES	$ 96,699.11

APPENDIX C
CITY OWNED PROPERTIES

2024						
Roll Number	Property Address	Amount of Assessment	Tax Class	Number of days in 2024 Affected by Application	Tax Reduction	Reason for Application
040-010-03300	445 McDougall St	$ 92,000	CH>E	188	$ 2,402.81	City Purchase
040-350-03900	68 Giles Blvd E	$ 900,000	RT/CT>E	125	$ 13,603.64	City Purchase
070-720-01207	8787 McHugh St	$ 287,500	CT>E	122	$ 4,471.50	City Purchase
	TOTAL				$ 20,477.95	

2025						
Roll Number	Property Address	Amount of Assessment	Tax Class	Number of days in 2024 Affected by Application	Tax Reduction	Reason for Application
050 130 00600	3026 Sandwich St	$ 208,000	RT>E	168	$ 1,496.00	City Purchase
	TOTAL				$ 1,496.00	

TOTAL TAX REDUCTION FOR CITY OWNED PROPERTIES	$ 21,973.95

APPENDIX D
S.354 Uncollectible Accounts

2018-2025						
Roll Number	Property Address	Amount of Assessment	Tax Class	Number of Days/Years	Tax Reduction	Reason for Uncollectibility
070-170-01023	0 Kamloops St		RT>E	2018-2025	$ 8,068.82	Refer to P&C Memo
070-170-01030	0 Hallee Cres		RT>E	2018-2025	$ 22,846.22	Refer to P&C Memo
070-170-01033	0 Kamloops St		RT>E	2018-2025	$ 5,135.49	Refer to P&C Memo
070-170-01034	0 Kamloops St		RT>E	2019-2025	$ 342.74	Refer to P&C Memo
070-730-04362	1489 Banwell Rd	$ 1,000	RT>E	2022	$ 93.54	Unpaid taxes historic property
080-370-12450	0 Nottingham St	$ 2,900	RT>E	2018-2024 yrs	$ 479.01	Title error - City-owned
090-040-04600	0 Banwell Rd	$ 4,000	RT	2021-2024 yrs	$ 399.79	Property not within City's boundaries
	TOTAL				$ 37,365.61	

APPENDIX E
DENIED APPLICATIONS

2024			
Roll Number	**Property Address**	**Reason for Application**	**Reason for Denial**
040-040-00201	255 Riverside Dr W	Tax Class Change	Applied for tax class change to RT from CT as the hotel was repurposed as a residence for immigrants. Denied after review of the contract with PSGC - property is a hotel and should be classified at CT

2023			
Roll Number	**Property Address**	**Reason for Application**	**Reason for Denial**
040-040-00201	255 Riverside Dr W	Tax Class Change	Applied for tax class change to RT from CT as the hotel was repurposed as a residence for immigrants. Denied after review of the contract with PSGC - property is a hotel and should be classified at CT

APPENDIX F
Summary Tax Distribution

SUMMARY - DISTRIBUTION OF TAX CANCELLATION, REDUCTION OR REFUND

TAX CLASS RESIDENTIAL	TOTAL TAXES TO BE REFUNDED	MUNICIPAL	EDUCATION
2024 Residential - Appendix A	$ 33,094.01	$ 30,603.17	$ 2,490.84
2023 Residential - Appendix A	$ 385.01	$ 354.64	$ 30.37
Residential Property Tax Reduction	**$ 33,479.02**	**$ 30,957.81**	**$ 2,521.21**

TAX CLASS COMM / IND / MULTI-RES	TOTAL TAXES TO BE REFUNDED	MUNICIPAL	EDUCATION
2024 Commercial / Industrial / Multi-Res - Appendix B	$ 94,103.04	$ 76,691.70	$ 17,411.34
2023 Commercial / Industrial / Multi-Res - Appendix B	$ 2,596.07	$ 2,113.23	$ 482.84
Comm / Ind / Multi-Res Property Tax Reduction	**$ 96,699.11**	**$ 78,804.93**	**$ 17,894.18**

TAX CLASS CITY OWNED	TOTAL TAXES TO BE REFUNDED	MUNICIPAL	EDUCATION
2024 City Owned - Appendix C	$ 20,477.95	$ 17,133.55	$ 3,344.40
2025 City Owned - Appendix C	$ 1,496.00	$ 1,386.76	$ 109.24
City Owned Property Tax Reduction	**$ 21,973.95**	**$ 18,520.31**	**$ 3,453.64**

2018-2024 s.354 - UNCOLLECTIBLE AMOUNTS	TO BE REFUNDED	MUNICIPAL	EDUCATION
2018-2024 s.354 - Uncollectible Accounts - Appendix D	**$ 37,365.61**	**$ 34,563.19**	**$ 2,802.42**

TOTAL TO BE CANCELLED / REDUCED / REFUNDED	$ 189,517.69	$ 162,846.23	$ 26,671.46

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 113/2025

Subject: Tax Relief 2025 (for 2024 Taxes) - Extreme Poverty and/or Illness - City Wide

Reference:

Date to Council: September 8, 2025
Author: Carolyn Nelson
Manager Property Valuation & Administration
(519) 817-7036
cnelson@citywindsor.ca
Taxation & Financial Projects
Report Date: 8/10/2025
Clerk's File #: AF2025

To: Mayor and Members of City Council

Recommendation:

THAT City Council **ACCEPT** Administration's recommendation with regards to approval of five (5) applications for total tax relief of $10,905 (inclusive of education portion); and,

THAT City Council **SUPPORT** Administration's recommendation with regards to the denial of thirteen (13) applications for tax relief; and,

THAT City Council **ACCEPT** Administration's recommendation with regards to maintaining the home assessment value threshold at $168,000 for the 2026 Tax Relief Program – for 2025 taxes.

Executive Summary:

N/A

Background:

Property taxation provides municipalities with the necessary revenue required to fund annual operating and capital expenditures. The administration of property taxes is governed through Parts VIII (municipal taxation) through to Part XI (sale of land for tax arrears) under the Ontario Municipal Act, 2001 (the Act). Once property taxes are levied, there is the expectation that property owners will remit payments when due. There is limited availability for municipalities to provide tax relief to property owners namely:

- Section 319: Tax deferrals, Relief of Financial Hardship which provides for a full or partial tax deferral on increases in property taxes as a result of increases in property assessment valuation for 1998 and subsequent years. To qualify, an eligible property must be included in the residential property class and the

assessed owner (or spouse) must be a low-income senior or low-income person with disabilities.

- Section 357: Cancellation, Reduction or Refund of property taxes in the year following the year in respect of which the application is made to the City Treasurer. This section requires Council's approval on an annual basis for tax relief to property owners as a result of occurrences such as building demolitions, destruction of property caused by fire, changes to property tax class and/or the **inability to pay taxes because of sickness or extreme poverty.**

- Section 365: Cancellation, Reduction or Refund of property taxes which provides for tax relief on eligible properties where the taxes are considered to be unduly burdensome. Eligible properties are those that are within the residential, farm or managed forest classifications as determined by the Municipal Property Assessment Corporation (MPAC).

After a thorough review and public consultation process in 2010 Council approved the guidelines for the tax relief program under Section 357 (1) (d.1) of the Act to provide assistance to residential property owners who are unable to pay taxes because of sickness or extreme poverty (CR 356/2010). The guidelines were further refined in 2011 after the results of the first pilot year were reported on (EC 31/2011). Tax relief under Section 357 (1) (d.1) provides assistance to those identified as most in need based upon best practices and community consultation.

Discussion:

As stated above, a reduction or refund of property taxes can be provided for in the year following the year in respect of which the application is made to the City Treasurer. In other words, the applications being brought forward to Council are in regards to applications for relief from 2024 property taxes. While uptake for this program does not always result many applications, it is considered an important program to assist those residents who are in need of assistance. Through tax collection activities and responses to resident enquires for assistance, Administration will make referrals to the program and its requirements, however, the program is voluntary and subject to the applicant complying with the income and assessment verification requirements.

As it relates to the 2024 taxation year, a total of eighteen (18) applications were received by the filing deadline of February 28, 2025.

Applications and supporting documentation are first thoroughly reviewed by Finance Administration in accordance with established criteria:

- Total Income in the taxation year
- Amount of financial savings
- MPAC assessment of the property
- If applying under Sickness – prolonged sickness for at least 90 consecutive days

Initial recommendations of five (5) approvals and thirteen (13) denials were made based on results of Administration's review of the required information submitted. Applicants were then notified of Finance Administration's recommendation.

Those applicants which were recommended for denial are then afforded the opportunity to submit a request to the Property Tax Relief Internal Review Panel (PTRIRP), an internal review panel comprised of staff from the Social and Health Services Department, for a second review and independent recommendation. This year, no appeals were forwarded to the PTRIRP.

Impact of the Deferral of the Four-Year Reassessment Cycle – 2025 Tax Relief Program Administration

Prior to 2020, MPAC would update the assessment values of all properties every four years. New property values would be determined using current market values based on sales and/or income. If the updated value was higher, the increase would be phased in equally over four (4) consecutive years. If the updated value was lower, the new value would take effect in the first year.

The most recent update was scheduled for 2020 but was deferred due to the COVID-19 pandemic. To date, there has been no assessment update and no indication as to when the next one will be scheduled. Due to the number of years since the last update, and the significant change in market value that has affected a large portion of properties in Ontario, the Ministry of Finance is currently reviewing the property assessment process, considering all suggestions and input from the municipal working group. To date, no indication of when the next update, or new assessment process will occur.

As a result, the property values as assessed for 2020 remain unchanged to date. Since one of the criteria for eligibility of the tax relief program is the MPAC assessment value of the property in the year applied for, a maximum threshold value must be determined and approved by Council. The threshold value recommended is the average assessed value of residential properties in the city and is calculated and phased in every assessment update. In the previous assessment cycle affecting years 2017 through 2020, Council approved the home assessment value thresholds for the purpose of this tax relief program as follows:

Tax Year	Threshold
2017	$154,500
2018	$159,000
2019	$163,500
2020	$168,000

Since no change has occurred in the property assessment values from 2020 to 2025 due to the deferral of the assessment update by MPAC, Council has approved the same threshold value throughout these years. Administration is recommending that the home assessment value threshold remain $168,000 for the 2026 Tax Relief Program – relief

of 2025 taxes. Administration will bring back to Council recommended values for the next cycle once the next update has been completed.

Risk Analysis:

Applications for tax relief due to sickness and/or extreme poverty are allowed under Section 357 of the Act and therefore municipalities must have a mechanism in place to address these types of requests. The program currently offered by the City is specifically designed to provide temporary relief (maximum two years) to those property owners who qualify based upon the approved criteria. The program is voluntary however once an application has been made, the required documents to support the application must be submitted for review or the application will be noted as incomplete.

Should applicants not be satisfied by recommendations of Administration or the PTRIRP they have the right to attend Council to represent themselves. It should be noted that Council must make the final decision with respect to the approval/denial of these applications.

Climate Change Risks

N/A

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The results of the 2025 program (for 2024 tax relief) have been summarized in the chart below. Five (5) applicants are being recommended for approval. Of those approved, four (4) had been approved for tax relief in a prior year, making this their second and final year of tax relief under this program. Due to privacy concerns only general reasons for denial have been stated. Additional information has been provided by way of confidential memo.

Total Recommended for Approval 5	**Total**	**City Share**	**Education Share**
	$10,905	**$10,163**	**$742**
Total Recommended for Denial 13	**Reason for Denial**		
	Relief Received in 2 Prior Years 1		
	Incomplete Information 6		
	Savings/Assets Over Threshold 3		
	CVA of property > $168,000 3		

Based upon Administration's recommendation, total tax relief of $10,905 will be granted. The municipal portion is $10,163 (includes penalty relief related to 2024 taxes). The education portion of $742 will be recorded as a charge back to the Province. As the tax relief relates to taxes levied in 2024, $10,000 was accrued as a direct charge to the property tax write-off provision. There will be a slight impact on the current year operating budget in the amount of $163 representing the difference between the actual municipal portion of 2024 tax relief and the amount accrued. This should be offset by additional tax revenue for supplementary property assessment received from MPAC during the year.

Consultations:

N/A

Conclusion:

The property tax relief program's main objective continues to be a means of giving taxpayers temporary financial assistance for the established maximum period of two years, (consecutive or otherwise) during which they can consider their situation and make changes accordingly.

Application is voluntary and approval is subject to meeting the conditions of the program eligibility. Based upon the number of applications received and recommended for approval, this program, while resource intensive, reaches a small segment of ratepayers most in need, thus demonstrating the importance of the program within our community. Over the course of time in which the program has been available, approximately 207 residents have received either full or partial tax relief.

Planning Act Matters:

N/A

Approvals:

Name	Title
Wira Vendrasco	City Solicitor
Lorie Gregg	Deputy Treasurer Taxation, Treasury & Financial Projects
Lorie Gregg	On behalf of the Commissioner of Finance & City Treasurer
Jelena Payne acting for Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Committee Matters: SCM 245/2025

Subject: Minutes of the Windsor Licensing Commission of its meeting held May 21, 2025

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

Decision Number: **ETPS 1072**
THAT the minutes of the Windsor Licensing Commission meeting held May 21, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 195/2025

Clerk's Note:

1. Please refer to Item 7.1 from the Environment, Transportation & Public Safety Standing Committee held on July 30, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250730/-1/10572

Committee Matters: SCM 195/2025

Subject: Minutes of the Windsor Licensing Commission of its meeting held May 21, 2025

WINDSOR LICENSING COMMISSION

Meeting held May 21, 2025

A meeting of the Windsor Licensing Commission is held this day commencing at 9:30 o'clock a.m. in Room 522a, 350 City Hall Square West, there being present the following members:

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

Delegation in attendance:

Dr. Dante Capaldi, regarding **Item 7(a)**

Also present are the following resource personnel:

Steve Vlachodimos, City Clerk and Licence Commissioner
Craig Robertson, Manager Licensing & Enforcement and Deputy Licence Commissioner
David McGregor, Fire Prevention Officer
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 9;30 o'clock a.m. and the Windsor Licensing Commission considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Disclosure of Interest

Councillor Renaldo Agostino discloses an interest and abstains from voting on Item 7(b) being 1287678 Ontario Inc. o/a Turbo Espresso Lounge as he is a close friend and former associate of the applicant.

3. Adoption of the Minutes

Moved by Councillor Angelo Marignani, seconded by Sam Sinjari,

That the minutes of the meeting of the Windsor Licensing Commission held December 5, 2024 **BE ADOPTED** as presented.

Carried.

4. Requests for Deferrals, Referrals or Withdrawals

Craig Robertson reports there is a request to withdraw Item 7(c), applicant Patrick Kim, 2779590 Ontario Inc. o/a Harbour House. He advises that confirmation was received from the Fire Department that the applicant complied with the necessary deficiencies and requirements prior to the meeting. The Fire Department has approved the 2024 application and confirmed that the applicant came in to renew for 2025.

5. Communications

None.

6. Licence Transfers

None.

7. Applications/Hearings

7(a) 14048601 Canada Inc. o/a Cup or Cone

Craig Robertson advises that the applicant Khalifah Salah, 14048601 Canada Inc. o/a Cup or Cone is not present. He adds that the applicant has not responded to phone calls from the Fire Department or has reached out to Administration regarding the hearing.

Moved by Councillor Renaldo Agostino, seconded by Sam Sinjari,

That the Windsor Licensing Commission **REFUSE TO RENEW**, Hospitality Food Service licence, 24 034238 for 14048601 Canada Inc. o/a Cup or Cone, 4320 Howard Avenue, Windsor, ON N9G 1P4 285 submitted on July 26, 2024.

Carried.

7(b) 1287678 Ontario Inc. o/a Turbo Espresso Lounge

Dr. Dante Capaldi is present regarding the Entertainment Lounge licence (# 24 028779) for 1287678 Ontario Inc. o/a Turbo Espresso Lounge, 285 Ouellette Avenue, Windsor, Ontario.

David McGregor, Fire Prevention Officer is also present

Craig Robertson provides the chronology of events as it relates to the licence transfer request as follows:

- June 20, 2024, renewal was submitted for the Entertainment Lounge licence for 1287678 Ontario Inc. o/a Turbo Espresso Lounge.
- December 17, 2024, Fire Prevention Officer, David McGregor, conducted an initial fire inspection and observed various violations under the Ontario Fire Code.
- February 5 and February 26, 2025, Fire Prevention Officer, David McGregor attempted to contact the applicant for re-inspection.
- March 6, 2025, Fire Prevention Officer David McGregor attended for follow-up inspection, and noted that many of the deficiencies remained outstanding.
- April 1, 2025, Fire Prevention Officer, David McGregor spoke to the applicant advising re-inspection needed to be completed.
- April 7, 2025 – Licencing Office issues a refuse to renew letter stating the application has not satisfied the fire inspection requirement and to contact the Fire Prevention Office, David McGregor at Fire & Rescue Services to bring the fire inspection into compliance by no later than April 22, 2025.
- April 25, 2025, Applicant has not satisfied fire inspection requirement to date.

Craig Robertson advises Administration's position on the matter is that they have been operating since 2024 with fire deficiencies that have not been addressed or, verified that they have been corrected, and it is not in the public interest to continue with this application.

Dr. Dante Capaldi provides the following remarks:

- He advises that he is the owner of the building who allowed the operator to manage the building. He adds that he neglected the property
- There was no communication between this institution and his company.
- Requests that the licence be suspended for a period of time to allow him to complete the deficiencies according to the Order.
- He states that the Registered Letter sent to 285 Ouellette was never received.

Craig Robertson responds they are not revoking or suspending the licence as the licence has not been issued. He indicates that the applicant does not have a municipal business licence at this time. Direction is to refuse the 2024 application, to correct everything and then apply for the 2025 licence.

In response to a question asked by Dr. Dante Capaldi regarding if the operator can continue operating without a licence, Craig Robertson responds at this point they are operating without a licence, and they could be subject to fines or penalties. Craig Robertson states they typically do not hold up a business operation when an application has been submitted. He states the issue they have is that the Fire Department who have visited the property has noted deficiencies. He indicates there is no revocation or suspension of the licence; they are refusing to renew the 2024 licence application. By the Committee refusing to renew the licence, this will provide an opportunity to comply

with the Fire Code and to get the building up to standards. Following that, the licensee can apply for the 2025 licence as a new application.

Discussion ensues regarding notice and as the Licencing Department has no record of the current applicant's address, it is generally agreed that the applicant is requested to provide that information at the time of the application. Craig Robertson confirms that the mailing address on file is that of the business as provided by the applicant.

Councillor Angelo Marignani asks that David McGregor, Fire Prevention Officer provide an overview of the Fire Code deficiencies. It is noted there are nine violations.

Sam Sinjari questions if a deferral would be easier as the operator is not present. Craig Robertson responds that the licence is not issued to the operator; the licence is issued to the corporation. He adds there are two options – can take Administration's recommendation or to provide the applicant with additional time to correct the deficiencies within a prescribed deadline. Once corrected, would apply for their 2025 renewal with penalty.

Moved by Councillor Angelo Marignani, seconded by Sam Sinjari,
That **APPROVAL BE GIVEN** to allow the application for an Entertainment Lounge Licence at 285 Ouellette Avenue o/a Turbo Espresso Lounge to continue for 30 days and if compliance with the fire requirements has not been met, that the application would automatically **BE REFUSED** and,

If there is compliance, the applicant would **BE REQUIRED** to apply for the 2025 licence which would be subject to licence fees and penalties, and further,

That communication **BE IMPROVED** to ensure that all germane information is provided to the Licensing Department.

Carried.

Councillor Renaldo Agostino discloses an interest and abstains from voting on the matter.

7(c) 2779590 Ontario Inc. o/a Harbour House

This matter has been withdrawn as the applicant complied with the fire deficiencies.

8. Reports & Administrative Matters

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

Moved by Sam Sinjari, seconded by Councillor Renaldo Agostino,

That the report of the Deputy Licence Commissioner dated April 28, 2025 entitled "Expired Application(s) for Business Licence" **BE RECEIVED**.

Carried.

9. In Camera

No In Camera session is held.

10. Date of Next Meeting

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

11. Adjournment

There being no further business, the meeting is adjourned at 10:05 o'clock a.m.

Item No. 8.7

Committee Matters: SCM 246/2025

Subject: Minutes of the Environment & Climate Change Advisory Committee of its meeting held May 22, 2025

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

Decision Number: **ETPS 1073**
THAT the minutes of the Environment & Climate Change Advisory Committee meeting held May 22, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 214/2025

Clerk's Note:

1. Please refer to Item 7.2 from the Environment, Transportation & Public Safety Standing Committee held on July 30, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250730/-1/10572

Committee Matters: SCM 214/2025

Subject: Minutes of the Environment & Climate Change Advisory Committee of its meeting held May 22, 2025

ENVIRONMENT & CLIMATE CHANGE ADVISORY COMMITTEE (ECCAC)
Meeting held May 22, 2025

A meeting of the Environment & Climate Change Advisory Committee is held this day commencing at 5:30 o'clock p.m. in Room 204, 350 City Hall Square West, there being present the following members:

Councillor Kieran McKenzie, Chair
Councillor Angelo Marignani
Maria Boada
Frank Butler
Mike Fisher
Sandra Janzen

Regrets received from:

Jennifer Nantais

Guests in attendance:

Shane Potvin, Creative Director, Spotvin Design Co.
Kathy Roy
Phillippa von Zeigenweidt

Also present are the following resource personnel:

Matthew Johnson, Executive Director, Economic Development, Climate Change and Development
Amy Nevills, Environmental and Sustainability Intern Student
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 5:30 o'clock p.m. and the Committee considers the Agenda being Schedule A, attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Minutes

Moved by Councillor Angelo Marignani, seconded by Frank Butler,

That the minutes of the Environment & Climate Change Committee of its meeting held December 4, 2024, **BE ADOPTED** as presented.

Carried.

4. Business Items

4.5 ECCAC Logo Design

Shane Potvin, Spotvin Design Co. is present and provides the three logo concepts outlined in the Presentation entitled “LOGO Environment & climate Change Advisory Committee”, ***attached*** as Appendix “A”.

The Chair advises in 2024 operating budget dollars were allocated to create a new logo and design esthetic for the newly named Environment & Climate Change Advisory Committee.

Shane Potvin provides an overview of the three concepts as follows:

Concept 1 Icon graphic wrapped in a leaf with a water droplet to convey that the committee is trying to make a difference and to nurture the environment.

Concept 2 Still working with the hands in a different context and loosely looks like an eye and a leaf bringing attention to the environment.

Concept 3 – Simple graphics that includes the leaf working with the other concepts. The 3 leaves form the shape of a “w” as in Windsor and created a containment circle to tie it all in.

The Committee members review the concepts and provide their preferred design elements. The preferred designs are concepts 1 and 3.

Mike Fisher asks if this Committee is required to follow the City of Windsor’s brand standards for the new Logo. The Committee Coordinator to contact the Communication’s Department and to report back.

Mike Fisher asks if the next step is to choose one of the three concepts. The Chair responds it appears there is opportunity to potentially mix and match elements.

Moved by Sandra Janzen, seconded by Mike Fisher,

That the Presentation provided by Shane Potvin, Spotvin Design Co. regarding three concept designs for the Logo for the Environment and Climate Change Advisory Committee **BE RECEIVED.**

Carried.

4.1 Sustainable Neighbourhood Action Plan (SNAP) Overview and Report Update

Matthew Johnson, Executive Director, Economic Development, Climate Change and Development provides an overview of the Sandwich South SNAP document, ***attached*** as Appendix "A" as follows:

Project Background

Phase 1 – Establish a Shared Vision Understanding and Vision
Phase 2 – Developing the Strategies for Local Success
Phase 3 – Co-creating the Path Forward

The vision

When developed, Sandwich South will be the most sustainable and climate-oriented neighbourhood in Windsor. Its planning and development will provide a replicable model of sustainable community building for the City and surrounding region.

Potential Actions:

Theme #1 Natural Environment & Green Infrastructure
Theme #2 Green Jobs and Economy
Theme #3 Climate Leadership and Green Energy
Theme #4 Sustainable Transportation and Mobility
Theme #5 Community, Land use and Design

Implementation:

Making policy adjustments
Providing incentive programs
Creating partnerships
Promoting education
Establishing engagement forums

Immediate and Future Next Steps:

Council Confirmation
Submit Final Claim Form and Report
SSSNAP as a working document – Utilize SSNAP as guiding document to inform administrative efforts toward sustainable development in the study area.

The Chair suggests that this matter be discussed at the next meeting to determine if there is more specific direction that members of ECCAC want to offer. The challenge in this plan will be the implementation

Maria Boada expresses concern regarding the composition of the climate change specialists in the Economic Development & Climate Change Department and suggests going back to the original composition of 3 employees or to expand it.

Moved by Maria Boada, seconded by Councillor Angelo Marignani

That the recommendation of the Environment & Climate Change Advisory Committee for City Council to consider filling the vacancies within the Economic Development & Climate Change Department in order to facilitate the implementation of the Sustainable Neighbourhood Action Plan (SNAP). **BE APPROVED.**

Carried.

4.2 Environmental Assessment Process

Matthew Johnson states as part of the department, the environmental assessment reviews various projects that are received across different developments or investments in the city, provincially, federally, or internationally. In discussion with staff, in the past there was a process where members were provided the links to environmental registries to review environmental assessments that are out. He suggests reinstating this process where the links would be sent to ECCAC members to provide comment on their own.

Moved by Mike Fisher, seconded by Frank Butler,

That **APPROVAL BE GIVEN** for Matthew Johnson, Executive Director, Economic Development, Climate Change and Development to send assessment review links to members of the Environment & Climate Change Advisory Committee for review and comment.

Carried.

4.3 Earth Day Debrief

Matthew Johnson advises that the 2025 Earth Day was held on April 27, 2025, at Malden Park with over 1,000 attendees. The Opening Ceremony was conducted by Councillor Fabio Costante, with remarks provided by Councillor Jim Morrison. He adds that great feedback was provided by those in attendance. He notes that planning for the 2026 Earth Day event has commenced and asks ECCAC if there is interest in participating in the 2026 event. The Chair requests that a spot be held for ECCAC for the April 26, 2026, event.

Councillor Angelo Marignani remarks that 1,200 trees were planted at the Little River Basin sponsored by ERCA with over 400 in attendance.

Moved by Maria Boada, seconded by Mike Fisher,

That the update provided by Matthew Johnson regarding the 2025 Earth Day Event held at Malden Park **BE RECEIVED**.

Carried.

4.4 Committee Sponsorship/Partnership Opportunities

Matthew Johnson asks if ECCAC is interested in being an active sponsor of the Earth Day event. There is also another opportunity to be a sponsor for our community gardens which are operated across the city and run by volunteers. Oftentimes, there are expenses which include upgrading planting boxes or the need for hoses, etc. If there is interest, a fund could be developed for ECCAC, and individual gardens could apply for funds for planter boxes or whatever is required.

Frank Butler questions if the business community has been approached to fund the gardens. Matthew Johnson responds he is not aware if there are private sector sponsors, but this can be considered.

Discussion ensues regarding funding sources from the community for the community gardens.

4.6 Partnering on a Climate Change Workshop

The Chair advises that the initiative to invite various groups to hold a Mock Council session is still in progress.

4.7 Windsor International Film Festival (WIFF)

The Chair asks if the Committee is interested in supporting WIFF in 2025 with a donation of $2,000.

Moved by Councillor Angelo Marignani, seconded by Sandra Janzen,

That the discussion regarding the Community Sponsorship/Partnership Opportunities and the Windsor International Film Festival **BE REFERRED** to the next meeting of the Environment & Climate Change Advisory Committee for a larger budget discussion.

Carried.

5. Subcommittee Reports

5.1 City of Windsor Bird Team Subcommittee

Jennifer Nantais, Chair is not present, however, the document entitled “Update on behalf of the Bird Team Subcommittee is ***attached*** as Appendix “A”.

Councillor Angelo Marignani remarks there is an opportunity for ECCAC to partner with Tourism Windsor Essex Pelee Island as they have a birding pamphlet that identifies peek times to see various types of birds. He states that copies of the pamphlet will be provided at the next ECCAC meeting.

Moved by Maria Boada, seconded by Mike Fisher,

That the update on behalf of the Bird Team Subcommittee by Jennifer Nantais, Chair **BE RECEIVED.**

Carried.

5.2 Planning and Environment Subcommittee

Councillor Angelo Marignani, Chair advises there is no report at this time and adds there is a need for additional members as two members are no longer on the Subcommittee.

Councillor Kieran McKenzie, Chair suggests that the Planning and Environment Subcommittee review the recommendations of the Sustainable Neighbourhood Action Plan (SNAP) document.

Councillor Angelo Marignani remarks that there is concern with developments around Black Oak and suggests incorporating this with the trails.

Moved by Maria Boada, seconded by Sandra Janzen,

That the update provided by Councillor Angelo Marignani, Chair, Planning and Environment Subcommittee **BE RECEIVED.**

Carried.

5.3 Public Education and Engagement Subcommittee

Maria Boada, Acting Chair reports, that a “Climate Chat” in partnership with Windsor of Change will be held on June 18, 2025 at Rock Bottom Bar & Grill from 6:30 p.m. to 8:30 p.m.

Moved by Maria Boada, seconded by Councillor Angelo Marignani,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of $100 from the 2025 Operating Budget to support the event.

Carried.

Maria Boada requests that funding be provided to have a booth at Open Streets to be held on a date to be determined in September 2025.

Moved by Councillor Angelo Marignani, seconded by Maria Boada,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of $100 for a booth at the Open Streets event to be held in September 2025.

Carried.

5.4 Youth Subcommittee

Sandra Jansen volunteers to Chair the Youth Subcommittee.

5.5 Budget Committee

Frank Butler, Chair Budget Committee provides an overview of the Budget Subcommittee ***attached*** as Appendix “B”.

Moved by Councillor Angelo Marignani, seconded by Maria Boada,
That the update from the Budget Committee from Frank Butler, Chair **BE RECEIVED.**
Carried.

6. New Business

Maria Boada recommends asking City Council to consider adding 2 additional members to ECCAC in order to bring it back to a full complement of members.

The Chair responds that Council looked at the Striking Committee and has opted to keep the complement as it is, however, ECCAC could raise the issue to determine if Council would be amendable to adding more members.

Moved by Maria Boada, seconded by Councillor Angelo Marignani,
That City Council **BE REQUESTED** to consider adding additional members to the Environment & Climate Advisory Committee in order to bring the Committee back to its full complement as approved by City Council.
Carried.

CLERK’S NOTE: In review of the ECCAC Mandate, it stipulates the full complement will consist of nine (9) members of which two (2) members be City Councillors. As the current structure of ECCAC consists of 9 members, the foregoing motion is not required.

7. Date of Next Meeting

The next meeting will be held on Thursday, July 17, 2025 at 5:30 p.m. via Zoom video conference.

8. Adjournment

There being no further business, the meeting is adjourned at 7:34 o’clock p.m.

LOGO

Appendix A

Environment & Climate Change Advisory Committee

by Spotvin

ONE

Concept 1

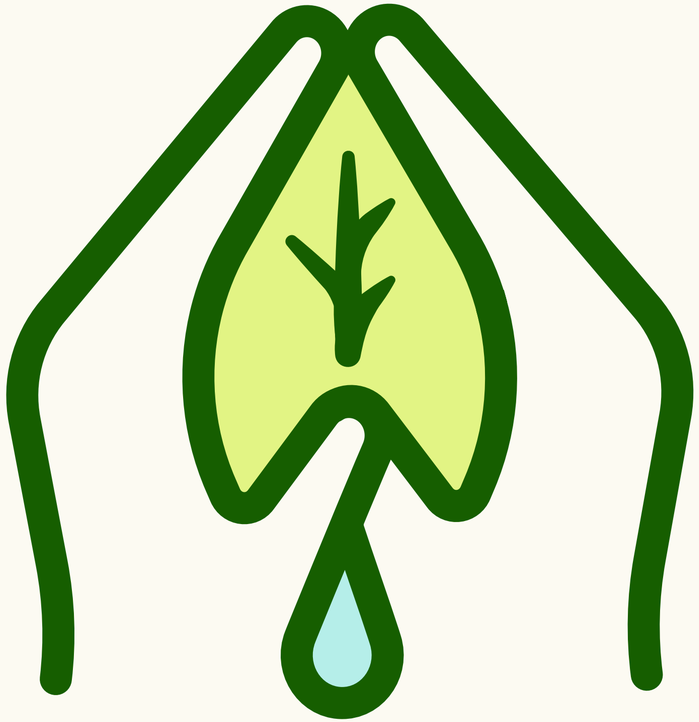
CITY OF WINDSOR

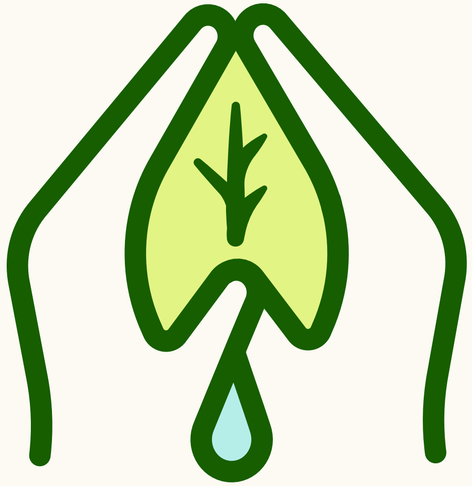
Environment & Climate Change Advisory Committee

CITY OF WINDSOR

Environment & Climate Change Advisory Committee

ENVIRONMENT & CLIMATE CHANGE
ADVISORY COMMITTEE





CITY OF WINDSOR

ECCAC

Environment & Climate Change Advisory Committee

CITY OF WINDSOR

Environment & Climate Change Advisory Committee

SOCIAL MEDIA

BANNER

APPAREL

TWO

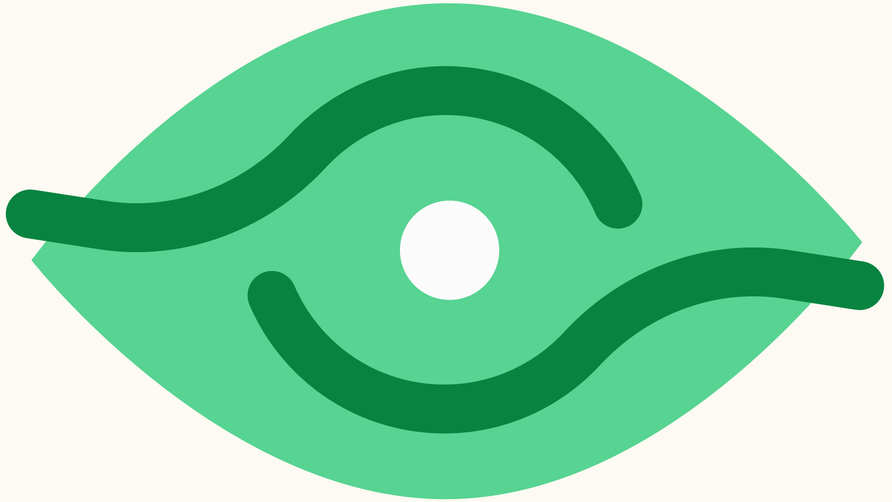
Concept 2

CITY OF WINDSOR

Environment & Climate Change Advisory Committee

CITY OF WINDSOR

Environment & Climate Change Advisory Committee



CITY OF WINDSOR

ECCAC

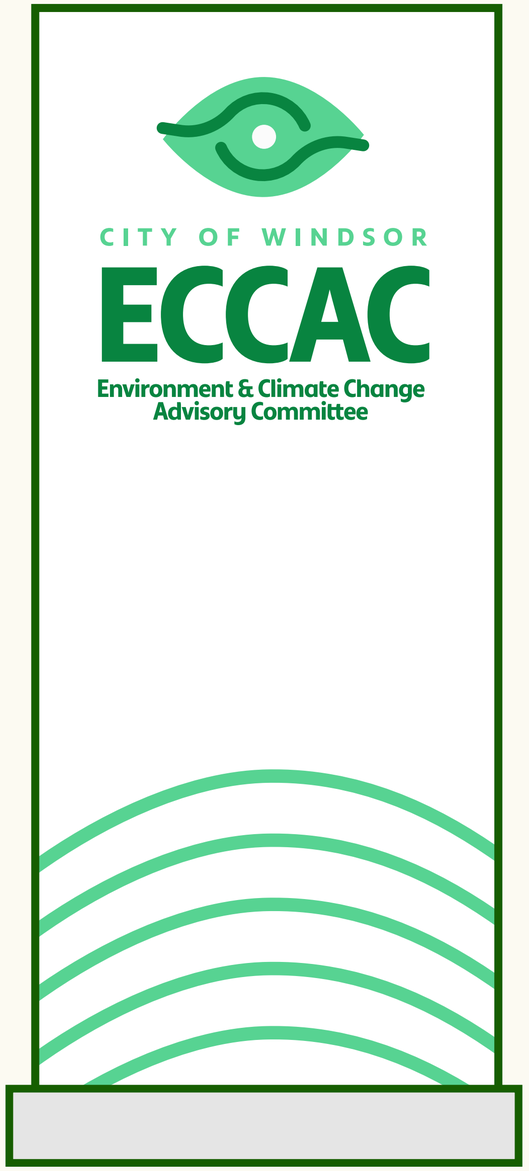
Environment & Climate Change Advisory Committee

CITY OF WINDSOR

Environment & Climate Change Advisory Committee

SOCIAL MEDIA

BANNER



APPAREL

THREE

Concept 3

CITY OF WINDSOR

Environment & Climate Change Advisory Committee

CITY OF WINDSOR

Environment & Climate Change Advisory Committee

CITY OF WINDSOR

ECCAC

Environment & Climate Change Advisory Committee

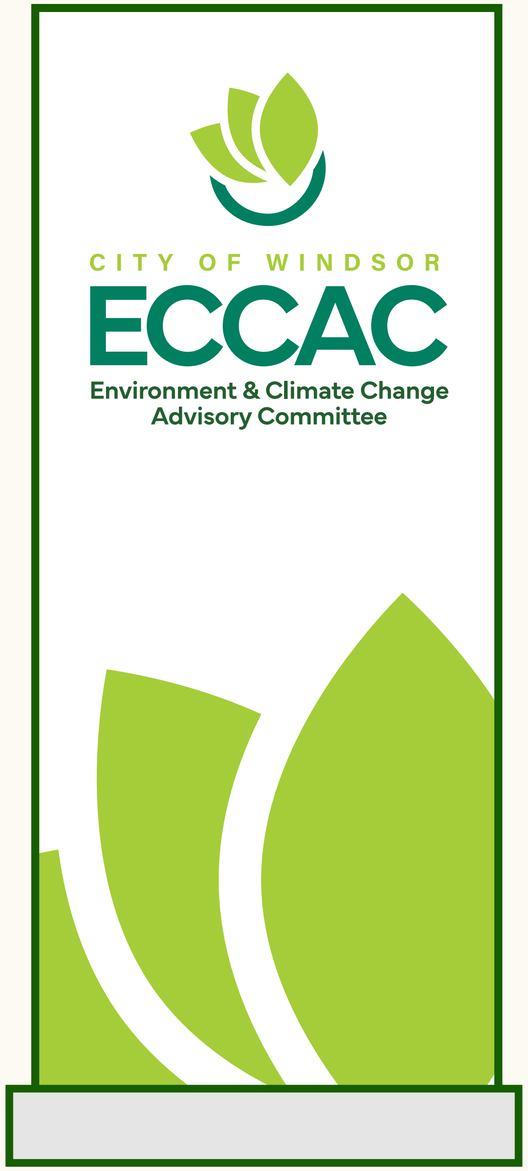
CITY OF WINDSOR

Environment & Climate Change Advisory Committee

SOCIAL MEDIA

BANNER

APPAREL



Thank you!

Appendix B

Update on behalf of the Bird Team Subcommittee:

The Bird Team has met three times since the last report. With recent staff changes at the City, the team has been working to confirm and fill key roles. Current positions include:

- Chair: Jennifer Nantais
- Municipal Representative, Natural Areas: Karen Alexander
- Alternate Municipal Representative, Natural Areas: Chris Hart
- Municipal Representative, Environmental Sustainability & Climate Change: Michelle Moxley-Peltier (Acting)
- Alternate Municipal Representative, Environmental Sustainability & Climate Change: *Vacant*
- Nature Canada Liaison: Suzanne Friemann
- Communications, Volunteer Recruitment & Onboarding: Suzanne Friemann, with support from students and volunteers as available
- Secretary: *Vacant*

The team continues to work on several key focus areas, including:

- Establishing a recurring meeting schedule to ensure consistent collaboration
- Researching bird-safe building requirements by reviewing policies from other municipalities and responding to community inquiries
- Exploring safe disposal processes for fishing tackle to help protect local wildlife

Recent Accomplishments:

- In December 2024, Windsor's Bird Friendly City certification was successfully renewed with Nature Canada
- In March, the Pelee Island Bird Observatory donated 20 multilingual birding backpacks to the Windsor Public Library
- In April, we had a presence at two major outreach events:
    - April 12 at the Jack Miner Wildlife Week event, engagement with over 50 attendees
    - April 27 Earth Day event, where more than 150 people visited our booth

World Migratory Bird Day Celebrations (May 1–11): This year's theme was Shared Spaces

- Both Windsor Public Library and Essex County Library branches received themed materials
- Four branches in Windsor and nine in Essex County created informative displays on migratory birds and local birding opportunities, including promotion of the birding backpacks
- On Wednesday, May 7, Dr. Dan Mennill presented *How Wild Birds Learn to Sing* at the Ojibway Nature Centre, with 20 attendees. A gift basket including Vortex binoculars and Atwood blend coffee was raffled off
- On Thursday, May 8, Gill Holmes gave an online Bird Talk on their work with Canadian Wildlife Service. This drew 25 participants
- On Saturday, an Open House at the Ojibway Nature Centre featured informational booths from PIBO, the Essex County Field Naturalists' Club, and the Purple Martin Group, with over 200 attendees and guided hikes.
- On Sunday, Dr. Mennill gave an encore talk on Pelee Island, attended by 40 people

Upcoming Activities:

- Development of a native plant garden on the University of Windsor campus, in collaboration with Birds Canada
- Support for two public viewing events to observe a chimney swift roosts. These events will aim to raise awareness about this unique urban species and recruit volunteers for ongoing monitoring efforts. Both will be free, fun, informative and open to all. Details for the upcoming one are:

> Chimney Swift Roost Watch & Talk
> Saturday, May 25, 2025, 8:00 PM
> 1646 Alexis Rd, Windsor (Back of building near Ford Test Track
> Join Gabriel Evans-Cook from Birds Canada for a brief talk on Chimney Swifts, their amazing migration, why they're declining, and how you can help through the SwiftWatch program.
> As dusk falls, we'll watch swifts swirl overhead and funnel into a chimney to roost – a truly unique and memorable sight!
> Bring a lawn chair, blanket, and snacks if you'd like.

Funding and Support:
As the Bird Team was unable to receive 2024 ECCAC funding, the team is currently exploring alternate opportunities to sustain and expand bird-friendly initiatives in support of the City's Bird Friendly status.

Appendix C

Budget Subcommittee Report May 2025

The subcommittee would like the following unfinished items brought back to ECCAC, namely:

- WPS to attend or comment on the 529 bike registry option to register local bikes
- Legal Dept update on steps to control unauthorized & misuse of Black Oak Heritage Park & the unauthorized trails.
  Note: Both items were agreed to @ Sept & Nov ECCAC mtgs.

Subcommittee chair noted contact of the Chair & cochair in regards to concerns on scheduling of Committee mtgs on Jan 30th. Feb 19th, & April 8th. On April 28th, the subcommittee chair spoke before Council in opposition to the Admin position in regards to Deep Energy Efficiency Retrofit Program (DEER-P).

With the recent posting of the SSNAP report, the subcommittee will review & assess the file & report back to ECCAC & work with any other subcommittee on the assessment to ensure all aspects of the project are considered.

The subcommittee will also move next to review of the DEER-R given the impact that components of the study can have on the City's long-term steps to address climate change & the urgent need for action.

Submitted by

Frank Butler, subcommittee chair

Item No. 8.8

Committee Matters: SCM 247/2025

Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held June 3, 2025

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

Decision Number: **ETPS 1074**
THAT the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board meeting held June 3, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 216/2025

Clerk's Note:

1. Please refer to Item 7.3 from the Environment, Transportation & Public Safety Standing Committee held on July 30, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250730/-1/10572

Committee Matters: SCM 216/2025

Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held June 3, 2025

Essex-Windsor Solid Waste Authority
Regular Board Meeting
MINUTES

Meeting Date: **Tuesday, June 3, 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
Michael Akpata	County of Essex
Rob Shepley	County of Essex
Gary Kaschak – Vice Chair	City of Windsor
Kieran McKenzie	City of Windsor
Mark 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
Brian Lima	Executive Director, Operations/Deputy City Engineer
Mark Spizzirri	Manager of Performance Management and Business Case Development

County of Essex Staff:

David Sundin	Solicitor/Interim 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
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 4:00 PM.

2. Motion to Move In-Camera

Moved by: Mark McKenzie
Seconded by: Hilda MacDonald
That the Board move into closed meeting pursuant to Section 239 (2) (f), (k) of the Municipal Act, 2001, as amended for the following reasons:

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

47-2025
Carried

Moved by Mark McKenzie
Seconded by Gary Kaschak
That the EWSWA Board **rise** from the Closed Meeting at 4:38 PM.

51-2025
Carried

3. Declaration of Pecuniary Interest

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

4. Approval of the Minutes

Moved by Kieran McKenzie
Seconded by Rob Shepley
That the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated May 6, 2025, be ***approved and adopted***.

52-2025
Carried

5. Business Arising from the Minutes

No items were raised for discussion.

6. Waste Diversion

A. Green Bin Program: Promotion & Education Plan Update – (Verbal Report)

The Manager of Waste Diversion provided an update on Campaign 3: "The Green Bins are Coming". Administration is working with the municipalities on finalizing communication to residents through various channels such as municipal arena boards, notification in water bills, digital displays, etc.

Authority staff will have a booth at the "Meet the Machine" event at the WFCU Centre on June 7th. Authority staff will also be attending local markets and other municipal events.

Authority staff have been working on the "kit" that will be inside the green bin/kitchen catcher when residents receive their bins. The "how to" guide is being finalized. The Authority has secured a sponsorship with Glad. Glad will be donating one 7L compostable bag that will go inside each kit and will provide a coupon for a future purchase. This will assist in reducing P&E costs.

The Chair asked if there were any questions.

Mark McKenzie asked about promotion and education with the local school boards.

The Manager of Waste Diversion stated that the Authority is working on a letter to request to schedule time in the upcoming school year. The plan is to visit schools as well as attending camps.

Discussion took place regarding attendance at other events such as City Ward meetings and partnership discussions with both the City and County or Essex Library.

There were no further questions.

Moved by Jim Morrison
Seconded by Michael Akpata
That the Board ***receive*** this verbal report as information.

53-2025
Carried

B. Circular Materials Single-Stream Recycling Update

The General Manager provided an update on the correspondence received from Circular Materials (CM), which was in response to the letter sent by the Authority's General Manager, Chair and Vice, regarding concerns stemming from the change from a dual-stream recycling system to a single-stream

recycling system effective January 1, 2026 for eligible sources in the City of Windsor and the seven County of Essex municipalities.

The General Manager noted concerns with CM's response. CM has reversed previous communication that residents would be allowed to use resident-owned carts alongside the carts that will be distributed by CM. CM has also indicated that residents would be required to hold on to excess material until the next collection day if material does not fit in the CM provided cart. Another concern is that the 95-gallon cart may be an accessibility issue for some residents due to the size and that no other option is offered.

Administration will be providing a response to CM regarding outstanding issues. Administration will also be requesting a meeting with the Resource Productivity and Recovery Authority (RPRA) regarding concerns on regulatory obligations. A meeting with Windsor-Tecumseh MPP Andrew Dowie has also been scheduled to discuss these concerns.

The Chair asked if there were any questions.

Mr. Morrison asked if there will be an opportunity to drop off excess cardboard at the Authority depots

The General Manager stated that it would be at the direction from the Board. She noted that CM offers a small compensation to provide convenience depots, approximately $100,000/year, to offset the costs at the depots. CM has indicated that they will look at those convenience depots later this year. If there are no changes, the cardboard would be accepted at the depot.

Moved by Gary Kaschak
Seconded by Rob Shepley
That the Board ***receive*** the report for information and direct Administration to report back on the outcomes of the meetings referenced in this report at a future meeting.

54-2025
Carried

7. Waste Disposal

A. Tender Award for the Supply and Service of One (1) Front End Wheel Loader

The Manager of Waste Disposal presented the report recommending the award of the tender for one new Front-End Wheel Loader, Model CAT 950-01GC, with a preventative maintenance contract and extended powertrain warranty to Toromont CAT. The loader will be used at the Regional Landfill (RL) as part of the waste diversion composting program and replace the 2014 Caterpillar 930K

Loader. The existing Loader will be utilized at the new Source Separated Transfer Station (SSO) for the Green Bin Program.

The public tender closed on May 22, 2025. Four bids were received with three submissions meeting all the requested specifications. Toromont CAT submitted the lowest tender bid price of $385,560 (excluding tax). Toromont's bid price included a preventative maintenance cost of $8.17 per hour and an extended powertrain warranty cost of $14,340.

The unfavourable variance of $32,320 which exceeds the $360,000 capital budget will be covered by the Waste Reduction Reserve. The preventative maintenance costs and extended warranty will be funded through operational budgets.

The Chair asked if there were any questions.

Mr. Morrison asked if there any issues on purchasing the equipment from China.

The Manager of Waste Disposal stated that there are no tariffs on the purchase of the loader.

Moved by Kieran McKenzie
Seconded by Rob Shepley

1. **That** the Board ***approve*** the purchase of one (1) Caterpillar Model 950 01GC, Front End Wheel Loader from Toromont CAT at a cost of $385,560.00 plus applicable taxes.

2. **That** the Board ***approve*** a 5-year, 8,500 hour (whichever comes first) preventative maintenance service contract at a pre-tax cost of $8.17 per hour for the Caterpillar 950 01GC Front End Wheel Loader as supplied by Toromont CAT.

3. **That** the Board ***approve*** the purchase of a 5-year, 8,500 hour (whichever comes first) Extended Powertrain Warranty at a pre-tax cost of $14,340.00 for the Caterpillar 950 01GC Front End Wheel Loader as supplied by Toromont CAT.

55-2025
Carried

B. Extension of Specialized Equipment Operators Contract

The Manager of Waste Disposal presented the report recommending the extension of the contract for specialized equipment operators at the Regional Landfill and Transfer Station #2 with 1869096 Ontario Limited, operating as Canadian Transfer, for the period January 1, 2026 to December 31, 2031 with

an extension option for a period of up to 2 years, at the Authority's discretion, under the existing terms and conditions.

Canadian Transfer has been providing excellent service since the contract began in 2016 with pricing increased only by Consumer Price Index (CPI) adjustments. Despite the CPI increases, the rates are still favourable compared to market trends.

There are no financial implications with regards to an extension of this contract.

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

Moved by Hilda MacDonald
Seconded by Mark McKenzie

That the Board ***approve*** the extension of the contract for the Supply of Specialized Equipment Operators at the Essex-Windsor Regional Landfill and Essex-Windsor Transfer Station 2 to 1869096 Ontario Limited, operating as Canadian Transfer, for the period of January 1, 2026 to December 31, 2031, with an extension option for a period of up to 2 years at the Authority's discretion, on the same terms and conditions contained in the existing contract, and that the Chair and General Manager be authorized to sign an Amendment to the existing contract to that effect..

56-2025
Carried

8. New Business

No items were raised for discussion.

9. Other Items

Mr. Kaschak introduced Brian Lima, the new Executive Director, Operations/Deputy City Engineer for the City of Windsor. He welcomed Mr. Lima to the Technical Staff Committee.

No items were raised for discussion.

10. By-Laws

A. By-Law 10-2025

Moved by Mark McKenzie
Seconded by Michael Akpata

That By-Law 10-2025, Being a By-Law to Authorize the Execution of Agreement between the Essex-Windsor Solid Waste Authority and Toromont CAT for the Supply of One (1) Front End Wheel Loader with Five (5) Year, 8,500-hour (whichever comes first) Preventative Maintenance Service Contract and purchase of 5-year, 8,500-hour (whichever comes first) Extended Powertrain Warranty.

57-2025
Carried

B. By-Law 11-2025

Moved by Mark McKenzie
Seconded by Michael Akpata
That By-Law 11-2025, Being a By-Law to Approve the Extension of the Contract for the Supply of Specialized Equipment Operators at the Essex-Windsor Regional Landfill and Essex-Windsor Transfer Station 2 to 1869096 Ontario Limited, operating as Canadian Transfer, for the period of January 1, 2026 to December 31, 2031, with an extension option for a period of up to 2 years at the Authority's discretion, and that the Chair and General Manager be authorized to sign an Amendment to the existing contract to that affect.

C. By-Law 12-2025

Moved by Mark McKenzie
Seconded by Michael Akpata
That By-Law 12-2025, 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 3rd day of June, 2025.

58-2025
Carried

11. Next Meeting Dates

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 Jim Morrison
Seconded by Mark McKenzie
THAT the Board stand **adjourned** at 5:16 PM.

59-2025
Carried

All of which is respectfully submitted.

Gary McNamara
Chair

Michelle Bishop
General Manager

Item No. 8.9

Committee Matters: SCM 248/2025

Subject: Minutes of the Transit Windsor Working Group of its meeting held May 27, 2025

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

Decision Number: **ETPS 1075**
THAT the minutes of the Transit Windsor Working Group meeting held May 27, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 232/2025

Clerk's Note:

1. Please refer to Item 7.4 from the Environment, Transportation & Public Safety Standing Committee held on July 30, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250730/-1/10572

Committee Matters: SCM 232/2025

Subject: Minutes of the Transit Windsor Working Group of its meeting held May 27, 2025

TRANSIT WINDSOR WORKING GROUP

Meeting held Tuesday, May 27, 2025

A meeting of the Transit Windsor Working Group is held tis day commencing at 2:30 o'clock p.m. in Room 522b, 350 City Hall Square West, there being present the following members:

Bernard Drouillard
Trevor Ramieri
Katie Stokes

Regrets received from:

Jaykumar Patel
Iain Sutcliffe

Also present are the following resource personnel:

Stephen Habrun, Acting Executive Director Transit Windsor
Jason Scott, Manager Transit Planning
Noel Mailloux, Project Manager, Economic Development
Karen Kadour, Committee Coordinator

1. Call to Order

Stephan Habrun, Chair calls the meeting to order at 2:32 o'clock p.m. and the Transit Windsor Working Group considers the Agenda being Schedule A, attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Minutes

Moved by Katie Stokes, seconded by Trevor Ramieri,

That the minutes of the Transit Windsor Working Group of its meeting held March 26, 2025 **BE ADOPTED** as presented.

Carried.

4. Business Items

4.1 Update on Tunnel Bus Service (Regular service and Special Events)

The Chair advises that the regular tunnel bus service will be ending on August 30, 2025, and adds that the Special Event service will be eliminated on or before December 20, 2025. He states that Transit Windsor will be providing official direction to the regular riders who use the tunnel bus.

4.2 Communication Plan for School Extras Elimination and Route Options for September 2025

The Chair reports that Transit Windsor will begin its school bus extra transition plan with the launch to be held on June 2, 2025. The four schools that have school extras include St Joseph Catholic High School, Riverside High School, Vincent Massey High School and Holy Names High School. He states that the Transit Windsor website will be updated with static pages showing routes and times available that are searchable by school. An in-person team will be available at the forementioned schools to provide direction to the students. A back-to-school campaign component will be provided.

Noel Mailloux, Project Manager, Economic Development remarks that they will create a welcome to Transit package for the students which will include safety tips, and a letter from Transit that says, “welcome to high school”. Post cards will be placed on the seats in the buses so the students will be aware that city staff will be on site.

The Chair refers to the following components of Item 4.2 which includes the following:

(b) Feedback/input on the plan
(c) Suggestions for bolstering confidence with parents and students
(d) Suggestions on how to promote the added benefits of the overall transit system.

In response to a question asked by Katie Stokes regarding what is meant by bolstering confidence in the students, Stephen Habrun responds that some parents who have students that use school extras are concerned about their children using public transit versus a dedicated service. Katie Stokes asks if data is available that exemplifies the safety of riding public transit.

The Chair reports that there are two areas in the city that are difficult to service which includes Devonshire Hights and Ducharme between 6th Concession and Walker Road.

Bernard Drouillard remarks that some municipalities were quite surprised to learn that Transit Windsor is still running school bus extras.

4.3 Vision/Focus for the Transit Windsor Working Group – Brainstorming and Discussion

Katie Stokes asks what the original purpose and intent was for the Transit Windsor Working Group.

Clerk's Note: The Mandate and Duties of the Transit Windsor Working Group are as follows:

Mandate

The Transit Windsor Working Group will provide advice on:

- Policies and procedures with respect to the operation of conventional transit services in Windsor
- The extent of service hours and days of operation
- Operational rules and regulations relating to transit services
- The Transit Windsor Working Group will act in an advisory role to the Environment, Transportation and Public Safety Standing Committee, City Council and Transit administration.
- To provide feedback and input on service development and improvements.

Duties and Responsibilities

- Review proposed service changes for feedback
- Make suggestions for future service improvements
- Provide feedback on current operations and fare policies and suggested changes for the same
- Provide feedback on customer-related policies/procedures

Stephen Habrun reports that the contract with the new vendor was recently approved which will allow for equipment to be installed on the buses. These validators will be mounted on the front of each bus. Phase 1 of this process is to transition the University of Windsor and St. Clair College over to that first transition followed by the City of Windsor pass holders. He adds that the current fare boxes will remain on the buses for a year or two.

Discussion ensues regarding the role of the Working Group and what is expected of them. The Chair advises that the minutes of the Transit Windsor Working Group are provided to the Environment and Transportation Public Safety Standing Committee and then to City Council.

5. Other Business

None.

6. Date of Next Meeting

The next meeting will be held on Wednesday, August 6, 2025, at 2:00 o’clock p.m. in a room to be determined.

7. Adjournment

There being no further business, the meeting is adjourned at 3:50 o’clock p.m.

Item No. 8.10

Committee Matters: SCM 249/2025

Subject: Waste Collection By-law Amendments – City Wide

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

Decision Number: **ETPS 1076**

I. THAT Waste Collection By-law 2-2006 **BE AMENDED** as listed and attached in Appendix "A" of this report (collectively, the "Amendments"); and further,

II. THAT the City Solicitor **BE DIRECTED** to prepare the necessary documents to amend By-law 2-2006.

Carried.

Report Number: S 81/2025
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 8.1 from the Environment, Transportation & Public Safety Standing Committee held on July 30, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250730/-1/10572

Subject: Waste Collection By-law Amendments – City Wide

Reference:

Date to Council: July 30, 2025
Author: Stuart Diotte,
Coordinator of Environmental Services
Sdiotte@citywindsor.ca
(519) 974-2277 Ext 3133

Public Works - Operations
Report Date: 6/4/2025
Clerk's File #: AB2025

To: Mayor and Members of City Council

Recommendation:

I. That Waste Collection By-law 2-2006 **BE AMENDED** as listed and attached in Appendix "A" of this report (collectively, the "Amendments"); and further,

II. That the City Solicitor **BE DIRECTED** to prepare the necessary documents to amend By-law 2-2006.

Background:

The Essex Windsor Solid Waste Authority (EWSWA) has scheduled food waste and organics collection to start in October 2025 in the City of Windsor. Currently, By-law Number 2-2006, being the City's Waste Collection and Disposal By-law, as amended (the "By-law"), only recognizes garbage, recyclable material and yard waste as collectable materials. The By-law was last amended on August 25, 2014, with By-law 148-2014.

Discussion:

The proposed Amendments to the By-law include new definitions and language related to Food Waste and Organics and Food Waste and Organics Containers. Additionally, existing definitions and language are modified to include Food Waste and Organics as a distinct collectable material.

The Amendments also propose changes to the By-law to enhance clarity and address other technological changes that have been implemented since the last amendments in 2014. A summary of the highlights of the Amendments is as follows:

Part 1.3 Definitions

- Food Waste and Organics Material means any materials the City has included in a recovery program as determined by the EWSWA.

- Food Waste and Organics Material Container means a container to place food waste and organics material in for storage and collection, as set out in Part 3 of this by-law.

Part 3 - Receptacles for Garbage, Recycling Material and Yard Waste

3.6 Food Waste and Organics Material Containers

- 3.6.1 Every owner and occupant shall place all food waste and organics material set out for collection in a food waste and organics material container as determined by the EWSWA.

- 3.6.2 Every owner and occupant shall prepare all food waste and organics material unmixed with any garbage, recyclable material, yard waste or non-collectable waste or it will be deemed non-collectable.

Part 4 - Collection Regulations for Garbage, Recyclable Material and Yard Waste

- 4.10 No person shall prepare or place waste for collection in such a way that it could present a safety hazard to another person, as determined by the Manager, or the material will be deemed non-collectable.

A comprehensive public engagement and education campaign has been launched by the EWSWA to communicate the new collection program to residents across the City of Windsor and County of Essex. The City of Windsor has also supported this communication with information in the annual Collection Calendar, pending updates to the City of Windsor website and by hosting public engagement events with the EWSWA.

Risk Analysis:

The City is required to start collecting food waste and organics in October, 2025. Without clear guidelines in place for implementation and operation of such new collection services, there may be public confusion. This risk is mitigated by implementing the Amendments. Without these changes, the City's ability to collect this material from residents may be limited.

Climate Change Risks:

Climate Change Mitigation
N/A

Climate Change Adaptation
N/A

Financial Matters:

There are no anticipated financial implications from the proposed amendments within this report to the By-law.

Consultations:

Rory Sturdy – Supervisor, By-Law Enforcement
Kate Tracey – Senior Legal Counsel
Jim Leether – Senior Manager of Environmental Services
Cathy Copot-Nepszy – Manager, Waste Diversion, Essex Windsor Solid Waste Authority
Cindy Becker – Financial Planning Administrator

Conclusion:

The Amendments are recommended by Administration to appropriately address the collection of food waste and organics materials in the By-law and improve clarity to the public on the new collection processes and materials.

Approvals:

Name	Title
Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Brian Lima	Executive Director of Operations and Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Wira Vendrasco	City Solicitor
Lorie Gregg	On behalf of Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administration Officer

Notifications:

N/A

Appendices:

Appendix A – Amendments to By-law 2-2006

Appendix A – By-law 2-2006 Amendments

New Food and Organics Material Language
Throughout the By-law the term “garbage, recyclable material and/or yard waste’ is used. Delete and replace these references with “garbage, recyclable material, **food waste and organics material** and/or yard waste”.

New Food and Organics Waste Definitions
Food Waste and Organics Material means any materials the City has included in a recovery program as determined by the EWSWA.

Food Waste and Organics Material Container means a container to place food waste and organics material in for storage and collection, as set out in Part 3 of this by-law. (Also referred to as Green Bin Container in EWSWA communications).

New Food and Organics Waste Parts
3.6 Food Waste and Organics Material Containers
3.6.1 Every owner and occupant shall place all food waste and organics material set out for collection in a food waste and organics material container as determined by the EWSWA.

3.6.2 Every owner and occupant shall prepare all food waste and organics material unmixed with any garbage, recyclable material, yard waste or non-collectable waste or it will be deemed non-collectable.

Housekeeping Items
New Definitions
By-law Enforcement Officers means a person appointed by By-law as a By-law Enforcement Officer in and for the City.

Commercial Establishment means a building in which the activities are primarily the buying and selling of merchandise or the provision of services.

Add a new subsection to Curbside definition:
iii) add semi colon after part iii)
iiii) in alleys, the edge of alley shoulder that is behind the dwelling unit, or commercial business.

Amendments to Definitions
Remove size specifics from Approved Roll-out cart definition:
Approved Roll-out cart means a ~~**90 gallon (340 litre)**~~ wheeled container compatible with lifting mechanisms as approved by the City ~~**that is available through a private contractor**~~.

Remove Residence from Curbside definition

Replace Refuse with Waste in Scavengedefinition
Scavenge means to sort through, pick over, interfere with, disturb, remove or scatter ~~refuse~~ **waste** or material that is set out for collection.

Add Food Waste and Organics to Waste Definition:
Waste means any garbage, recyclable materials, **food waste and organics** or yard waste intended for collection.

General Amendments
Add language related to placement and spacing of carts:
4.4 Placement of Roll-out Carts
Approved Roll-out Carts shall be placed, **30cm (1 foot) apart where possible**, with the lifting mechanism **and/or directional arrows** facing curbside or alleyway.

Add language to clarify only loose animal waste is non-collectable:
5.2 b) **loose** animal waste, manure or excrement, carcass of any animals;

Add language to clarify loose bags not inside containers are non-collectable:
5.2 p) garbage in loose plastic shopping/grocery bags or in ~~**plastic**~~ bags of any kind **that are not inside an approved container**; and

Update language to replace Refuse with Waste
7.5 No person shall place ~~refuse in a proper refuse~~ **waste in an approved** container that exceeds a greater height than two inches (2”) from the top thereof. (added B/L 156-2011, Sept. 6/11)

Add By-law Enforcement Officer to Part 8.3.1 and 8.3.2
8.3.1 Entry to Inspect
For the purposes of inspecting any land to determine compliance with the terms of this by-law, the Manager **or all By-law Enforcement Officers** may enter onto any public or private land.

8.3.2 Non-Obstruction of Manager
No person shall hinder or obstruct the Manager **or all By-law Enforcement Officers** in the enforcement of this by-law or from carrying out an inspection of land.”
(Sections 8.3, 8.3.1 and 8.3.2 added by B/L 8-2014, Jan. 20/14, effective March 1/14)(effective date changed by B/L 8-2014 to July 1/14)

Addition to Part 4

No person shall prepare or place waste for collection in such a way that it could present a safety hazard to another person, as determined by the Manager, or the material will be deemed non-collectable.

Addition to Part 4 (mirror the language of existing Part 3.5 but reference Part 4)
To address operational issues, the Manager may, in his/her sole discretion, exempt an Owner or Occupant from any part or parts of the provisions of Part 4 for a specified period of time.

Item No. 8.11

Committee Matters: SCM 250/2025

Subject: Response to CQ25-2024 – Illegal Car Rallies and Excessive Noise from Motor Vehicles – City Wide

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

Decision Number: **ETPS 1077**
THAT the report of the Senior Manager Transportation dated June 25, 2025 entitled "Response to CQ 25-2024 – "Illegal Car Rallies and Excessive Noise from Motor Vehicles-City Wide" **BE RECEIVED** by Council for information; and,

THAT administration **BE DIRECTED** to provide an update in early in Q1 of 2026 related to the data presented, including an analysis of the data from the implementation of initiatives in other municipalities, particularly Vaughan, Ontario, with consideration of enacting any administrative penalties that could be emulated if there is an ongoing need to address these issues in our community.
Carried.

Report Number: S 86/2025
Clerk's File: SP2025

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 8.2 from the Environment, Transportation & Public Safety Standing Committee held on July 30, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250730/-1/10572

Subject: Response to CQ 25-2024 – Illegal Car Rallies and Excessive Noise from Motor Vehicles – City Wide

Reference:

Date to Council: July 30, 2025
Author: Ian Day
Senior Manager Transportation
519-255-6247 x6053
iday@citywindsor.ca

Public Works - Operations
Report Date: 6/25/2025
Clerk's File #: SP2025

To: Mayor and Members of City Council

Recommendation:

THAT the report of the Senior Manager Transportation dated June 25, 2025 entitled "Response to CQ 25-2024 – "Illegal Car Rallies and Excessive Noise from Motor Vehicles-City Wide" **BE RECEIVED** by Council for information.

Background:

At the City Council meeting of April 22, 2024, Councillor Kieran McKenzie asked the following question:

> **CQ 17-2023**
> **"***Asks that given the significant public safety and public nuisance concerns raised in our community related to illegal car rallies and excessive noise from motor vehicles;*
>
> *That Administration analyze and report back to Council on all available tools for Council consideration including strengthening by-laws as well as investments in new technologies including camera and sound detection devices and other hardware that can help to address these reckless driving behaviours;*
>
> *And Further that Administration conduct a review of what other municipalities have implemented to address this concern and undertake this analysis in collaboration with Windsor Police Service and any other pertinent stakeholder.***"**

This report is in response to CQ 25-2024.

Discussion:

Illegal car rallies, also known as car meets or stunt driving events are unauthorized gatherings that involve vehicles engaging in dangerous activities like excessive noise, speeding and stunt driving, often on private property or public roads without permission.

These events can disrupt traffic, cause property damage, and pose a significant risk to participants and pedestrians. Municipalities across Ontario, including Windsor, have experienced a rise in public safety and nuisance concerns related to illegal car rallies, street racing, and excessive vehicle noise. These activities typically occur during evenings and weekends. Residents have expressed frustration over noise disruptions, threats to pedestrian safety, and limited enforcement capacity.

Under Section 172(1) of the Highway Traffic Act in Ontario there are many different driving actions that fall within the stunt driving category:

- 50 km/h or more over the speed limit where the limit is above 80 km/h.
- 40 km/h or more over the speed limit where the limit is 80 km/h or less.
- Driving at a speed of 150 km/h or more.
- Tire squealing, burnouts, with intention to cause some/all tires to lose traction.
- Cutting off another driver intentionally or driving too closely.
- Doing doughnuts, drifting, or driving a vehicle with the intention to spin.
- Not allowing other vehicles, cyclists, or pedestrians to pass, change directions, or have the right of way.
- Driving your vehicle while not in the driver's seat ("ghost riding the whip").
- Driving with a person in the trunk of your vehicle or an extra seat.
- Driving without regard to road conditions and driving circumstances.
- Popping wheelies or driving with the intention to lift some/all tires from the road.

City of Windsor Noise By-Law

By-law No. 6176, A By-law Respecting the Emission of Sounds, also known as the "Noise By-law" was amended in 2020 to address an increase in community complaints and concerns because of unnecessary noise caused by motor vehicles.

Section 2 (i) of the General Prohibitions states:

"*No person shall emit or cause or permit the emission of sound resulting from unnecessary motor vehicle noise, such as the sounding of a horn, revving of an engine, squealing of tires, banging, clanking or any like sound that is clearly audible at a point of reception.*Fines in Windsor are issued under Part 1 of the Provincial Offences Act. Set fines for the above listed offences are $250.00. The maximum fine associated with breaking the Noise By-law is $5,000.

The City relies on Windsor Police Service to enforce this specific regulation as municipal by-law enforcement officers do not have the authority to address "moving violations" or authority to enforce concerns prescribed under the *Ontario Highway Traffic Act.* Police will typically address these matters utilizing similar regulations under the provincial Act as the fines are significantly higher than those permitted under a municipal by-law.

In addition, car rallies and the nuisances that may surface from them occur in the evening hours, outside business operating hours for the City's By-law Enforcement Division. In most cases and if evidence allows, By-law Enforcement Officers will address stationary noise concerns only. This is often done days after the incident has occurred.

Licensing & Enforcement Administration is planning to complete a comprehensive review of the City's Noise By-law sometime in 2026 to address all types of noise, which may also include enhanced provisions for noise caused by motor vehicles.

Windsor Police

In the spring of 2024, the Windsor Police Service was made aware of regular street racing and drifting events held in industrial areas within the city. Videos from social media were publicly available and clearly demonstrated a safety issue for all in attendance.

Police resources were immediately assigned to these events, and a comprehensive strategy was implemented with enforcement and suppression as the goals. Although participants were persistent week after week, attempting to relocate and continue their events, the Windsor Police were able to successfully focus efforts and halt these events over a short period. For the first six months of 2025, the Windsor Police Service has received three (3) calls for service reporting a "car rally", but none have been founded.

Noise complaints are received regularly by the Windsor Police Service, varying from reports of loud groups to loud vehicles. Noise complaints in general are down 14.97%, year to date compared to 2024. Noise complaints involving traffic are down 50% in the same period.

In relation to enforcement, the Windsor Police Service has had a 50% increase in Unnecessary Noise provincial offence notices issued, a 71.43% increase in Unnecessary Noise Warnings, and a 25% increase in Stunt Driving charges, all year to date compared to 2024. These fall under the umbrella of noise complaints involving traffic.

The Windsor Police Service continues to connect and network with key stakeholders as part of the follow-through to our anti-vehicle noise strategy while prioritizing safety and quality of life issues in our community.

Enhanced Technologies – Noise Enforcement

Automated noise enforcement involves using technology like "noise cameras" to detect and ticket vehicles exceeding permitted noise levels. These systems, similar to speed cameras, automatically measure vehicle noise and issue fines to the registered owner. This approach aims to address excessive noise pollution from vehicles, particularly in urban areas. Automated noise enforcement in Ontario, specifically noise cameras, is a developing area with varying degrees of implementation and success among different municipalities. While some cities are actively exploring or implementing noise camera programs, others have faced challenges in reliability and legal frameworks. Presently in Ontario there on no legal means for automated noise enforcement. Ontario Regulation 355/22 outlines the administrative penalties (fines) for contraventions detected using camera systems. Currently the following contraventions are listed:

- Automated speed Enforcement System
- Red Light Camera System
- Automated Streetcar Enforcement System
- Automated School Bus Enforcement System

Several municipalities, like the City of Toronto (Toronto), are conducting pilot programs or testing different noise camera models to assess their effectiveness and reliability**.**

In consultation with Toronto Bylaw enforcement staff, they advised that automated noise radar is not yet reliable enough to be used as evidence in enforcing their noise bylaw but has done targeted enforcement of high-complaint areas for motorcyclists along with Toronto police, something that is planned to be expanded to include cars this summer.

The City of Edmonton also ran a pilot program with several phases between 2016 and 2020. The cost of equipment rental, installation, monitoring, maintenance, and software was approximately $192,000. Community Peace Officers were used to supplement police and had the authority to pull over vehicles to issue violations. The program is no longer in operation as it could not accurately determine offending vehicles. Edmonton continues relying on traditional enforcement methods, including on-the-spot tickets or witness statements until the Province of Alberta implements regulatory changes for automated noise enforcement.

Other Municipal Initiatives

Other municipalities such as Mississauga, Brampton, and Ottawa have started to implement enhanced enforcement measures, ranging from noise by-law updates and public education to advanced technologies. These strategies are designed to reduce disturbances, deter illegal activity, and improve community wellbeing.

Project E.R.A.S.E. (Eliminating Racing Activities on Streets Everywhere) is a multi-jurisdictional initiative involving the Toronto Police Service, Peel Regional Police, and the Ontario Provincial Police. The focus is combating street racing, stunt driving, and other dangerous driving behaviors. It involves police forces across the Greater Toronto Area (GTA) and other regions working together to enforce laws, educate the public, and deter these high-risk activities. The project aims to reduce injuries and fatalities on the roads caused by reckless driving.

Project Noisemaker is another traffic safety initiative undertaken by various police services across Ontario, including Peel Regional Police, Ottawa Police and Halton Regional Police, to address concerns about excessive noise from vehicles, street racing, and unsafe vehicle modifications. The project aims to reduce the number of vehicles with modified and loud exhaust systems on the roads and address aggressive driving and illegal street racing.

Project TORQUE (Targeting Operators, Rides and Equipment by Uniform Enforcement) was a Hamilton Police Service initiative to address community concerns about excessive noise, street racing, and dangerous driving. It was launched in June 2021 and finished August 31, 2021, with over 1,000 charges laid. The project focused on enforcing regulations related to loud mufflers, street racing, and other unsafe/illegal vehicle modifications.

Operation Silent Night was instituted by the City of Vaughan (Vaughan) to take a strong stance and prohibit unauthorized car rallies. Hosting or allowing an unauthorized car rally to take place on your property is prohibited in Vaughan and subject to fines and administrative penalties. Property owners are responsible for preventing unauthorized events from taking place on their property and reporting if any unauthorized events do occur. The City is working with local plaza owners to outline their role and responsibilities pertaining to the by-law, and how they can help deter unauthorized car rally events from taking place on their properties. Through this initiative, property owners will receive a letter from the City with detailed information. Property owners will also be able to download a sign template and install it at their property to educate residents that unauthorized car rallies are not allowed in Vaughan.

The City also possesses its own Noise By-law whereby a maximum fine in the amount of $5,000 could be imposed on any person who is causing, or permitting sound or noise to be emitted from a car rally or may receive an administrative penalty of $1,000 for a first offence (and $2,000 for any subsequent offence). As well, any person spectating, attending, or riding as a passenger in a motor vehicle at an unauthorized car rally may be fined up to $10,000 or may receive an administrative penalty of $500.

Additionally, Vaughan also introduced a Special Events By-law in 2024 to prohibit any participation in unauthorized car rallies, including:

- sponsoring, collecting money for, co-ordinating, advertising or hosting a car rally.
- spectating, attending, or bringing a vehicle to a car rally.
- driving or riding as a passenger in a motor vehicle at a car rally.
- stopping, slowing, or impeding the movement of traffic, including pedestrian traffic, because of a car rally.
- being a vendor at a car rally.

In support of Vaughan's efforts, York Regional Police can also issue administrative penalties of $1,000 for a first offence and $2,000 for any subsequent offence. Any person spectating, attending, or riding as a passenger in a motor vehicle at an unauthorized car rally may be fined up to $10,000 or may receive an administrative penalty of $500.

Next Steps

Review and amend Windsor's noise and nuisance by-laws to further update municipal best practices.

Expand collaboration between by-law enforcement and Windsor Police to implement joint patrols and enforcement blitzes in known hotspots.

Risk Analysis:

There is no risk in receiving this report for information.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

While there is no current budgetary impact to receiving this report for information, Administration will continue to monitor the potential success of various municipal pilot projects utilizing enhanced technologies for noise enforcement.

Despite the limited success found to date, this could change quickly with rapidly improving technologies. However; as previously mentioned, given there is currently no legal means for automated noise enforcement within the Province of Ontario, it makes it difficult for municipalities to apply such technologies. While the use of automated enforcement may be effective in levying administrative penalties (fines) for other infractions such as red light infractions, there has been limited success thus far with respect to noise enforcement through automated means.

Consultations:

Cindy Becker, Financial Planning Administrator – Public Works

Jason Crowley, Deputy Chief – Windsor Police Services

Craig Robertson, Manager of Licencing and Enforcement & Deputy Licence

Commissioner – Council Services

Conclusion:

Several Ontario municipalities have demonstrated the benefits of integrated enforcement models, real-time data collection, and collaborative police and by-law enforcement strategies. These approaches have enabled them to identify offenders, target hotspots, and engage residents.

Municipal by-laws enforcement tools may be outdated relative to the current scope of the issue. In Windsor, By-law officers are typically limited to stationary complaints, and police resources are constrained. Public calls for action continue to rise, and Council must evaluate how to adapt tools proven effective in peer municipalities.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager of Performance Measurement and Business Case Development
Brian Lima	Executive, Director of Operations/Deputy City Engineer
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:

Committee Matters: SCM 251/2025

Subject: Transit Windsor License Agreement with NextStar Energy Inc. - 10900 Twin Oaks Drive and 3455 Banwell Road

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

Decision Number: **TWB 17**
THAT the Environment, Transportation and Public Safety Standing Committee sitting as the Transit Windsor Board of Directors, and City Council:

I. **APPROVE** Transit Windsor entering into a license agreement with NextStar Energy Inc. in accordance with the following terms and conditions:

a. Transit Windsor will be granted non-exclusive access to the lands municipally known as 10900 Twin Oaks Drive and 3455 Banwell Road (collectively, the "Premises") in order to maintain its municipal transit service Route 250;

b. Transit Windsor will be granted exclusive use of the area identified in Appendix A attached hereto;

c. For a total annual cost of $1.00 (CAD), plus HST;

d. The term shall be a period of three (3) years, commencing upon execution of the license agreement (the "Term"); and,

e. Following the initial Term, the license agreement will renew automatically on a year-to-year basis, unless written notice is provided by either party no later than 30 days prior to the expiry of the then current term; and further,

II. **AUTHORIZE** the Acting Executive Director of Transit Windsor to sign the agreement, satisfactory in form to the City Solicitor, in technical content to the Deputy CAO/Commissioner, Economic Development, and financial content to the City Treasurer.

Carried.

Report Number: S 92/2025
Clerk's File: APM/14908

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors and Administration are the same.

2. Please refer to Item 9.1 from the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors held on July 30, 2025.

Subject: Transit Windsor License Agreement with NextStar Energy Inc. - 10900 Twin Oaks Drive and 3455 Banwell Road

Reference:

Date to Council: July 30, 2025
Author: Author: Stephan Habrun
Acting Executive Director, Transit Windsor
519-944-4141 ext. 2226
shabrun@citywindsor.ca

Co-Author: Kong Hem
Coordinator, Administration, Transit Windsor
519-944-4141 ext. 2241
khem@citywindsor.ca

Transit Windsor
Report Date: July 9, 2025
Clerk's File #: APM/14908

To: Mayor and Members of City Council

Recommendation:

THAT the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors, and City Council:

I. **APPROVE** Transit Windsor entering into a license agreement with NextStar Energy Inc. in accordance with the following terms and conditions:

a. Transit Windsor will be granted non-exclusive access to the lands municipally known as 10900 Twin Oaks Drive and 3455 Banwell Road (collectively, the "Premises") in order to maintain its municipal transit service Route 250;

b. Transit Windsor will be granted exclusive use of the area identified in Appendix A attached hereto;

c. For a total annual cost of $1.00 (CAD), plus HST;

d. The term shall be a period of three (3) years, commencing upon execution of the license agreement (the "Term"); and,

e. Following the initial Term, the license agreement will renew automatically on a year-to-year basis, unless written notice is provided by either party no later than 30 days prior to the expiry of the then current term; and further,

II. **AUTHORIZE** the Acting Executive Director of Transit Windsor to sign the agreement, satisfactory in form to the City Solicitor, in technical content to the Deputy CAO/Commissioner, Economic Development, and financial content to the City Treasurer.

Executive Summary:

N/A.

Background:

Subsequent to the Special Meeting of Council held on January 29, 2024, Mayoral Decision MB 05-2024 approved budget item number 2024-0280. This budget proposal introduced a new transit route, named Route 250, to serve the growing industrial areas of Rhodes, Twin Oaks, and the NextStar Industrial areas. Since Route 250 will travel onto the premises of the NextStar Battery Plant, this report is seeking approval to enter into a license agreement with NextStar Energy Inc. as detailed in the recommendations above.

Discussion:

Since the announcement and construction of the NextStar Battery Plant, along with the ongoing development of the Twin Oaks and Rhodes Industrial areas, there were increased demands from business owners and Transit Windsor riders for transit services to transport workers to these employment hubs. At the time that the Transit Master Plan was approved (2020), this area was designated as a potential On-Demand service zone due to low ridership and demand. However, due to the expected high employment levels at the NextStar Battery Plant, Transit Windsor determined that implementing a traditional fixed-route model would be the most effective plan. Transit Windsor proposed this budget issue in the 2024 operating budget to introduce a new Secondary Route, which would include segments of the existing Central 3 route. Route 250 links Devonshire Mall, the Transit Centre, and Tecumseh Mall, while also serving major employment areas adjacent to the E.C. Row Expressway, from Howard to Banwell.

The route operates Monday to Friday, with one bus departing from Devonshire Mall at 5:10 AM and one bus departing from Tecumseh Mall at 5:30 AM. Buses run on a 60-minute frequency until the last departure at 11:30 PM from Tecumseh Mall and Devonshire Mall. Please refer to Appendix A for the map and schedule for Route 250. The route will begin operating the week of August 31st, 2025.

Since Route 250 will enter the premises of the NextStar Battery Plant, an agreement has been drafted to ensure that both parties understand and abide by the requirements outlined in the attached agreement (Appendix A). The agreement outlines the terms and conditions under which Transit Windsor, referred to as the "Licensee," is granted non-exclusive access to the premises occupied by NextStar Energy Inc., identified as the "Head Tenant." Additionally, the agreement provides the Licensee with exclusive use of the area specified in Schedule "B".

Major provisions of this agreement include:

- Non-exclusive access to the premises and exclusive use of a designated area for passenger services.
- Transit Windsor is responsible for maintaining its signage and improvements and any new installations require written consent from NextStar.
- Transit Windsor must carry $5M in general and auto liability insurance, where NextStar is to be named as an additional insured.
- Transit Windsor indemnifies NextStar against all claims arising from its use of the premises.
- Either party can terminate upon default or with proper notice.
- NextStar can require changes to routes or pick-up/drop-off areas with 45 days' notice, or less in emergencies.

Risk Analysis:

If this report is not approved and there is no signed agreement, there is a risk that:

- If an incident or collision occurs involving the bus on these premises, it may be challenging to determine who is responsible for paying any resulting damages.
- The roles, responsibilities and expectations of each party may not be clearly defined, which could lead to misunderstandings and conflicts.
- Insurance coverage challenges may arise if a legal agreement is needed and one is not in place.
- It could be difficult to enforce any verbal commitments made between the two parties.

As such, having a legal agreement would help mitigate these risks and provide a clear framework for managing responsibilities and expectations.

Climate Change Risks

Climate Change Mitigation:

N/A.

Climate Change Adaptation:

N/A.

Financial Matters:

The annual cost of executing this agreement is $1.00 CAD, plus HST.

Transit Windsor does not anticipate any additional costs associated with the area outlined in Schedule “B”. A bus stop sign will be installed at a cost of $21.50, plus HST. There is no plan to install a bus shelter or place a bench at this stop.

These nominal costs will be funded from Transit’s operating budget.

Consultations:

Sandra Bradt – Executive Initiatives Coordinator, City of Windsor

Jason Scott – Manager, Transit Planning, Transit Windsor

Kate Tracey – Senior Legal Counsel, City of Windsor

Adam Maillet – Lease Administrator

Denise Wright, Manager, Real Estate Services

Poorvangi Raval – Financial Planning Administrator

Conclusion:

The proposed license agreement between Transit Windsor and NextStar Energy Inc. is crucial for launching Route 250, which will serve the growing employment areas in Rhodes, Twin Oaks, and the NextStar Industrial zones. This agreement clearly defines the roles and responsibilities of both parties, mitigating potential risks associated with transit operations on NextStar's premises.

Administration recommends that the Transit Windsor of Directors and City Council approve the recommendations as detailed within this report.

Planning Act Matters:

N/A.

Approvals:

Name	Title
Wira Vendrasco	City Solicitor
John Revell acting for Jelena Payne	Deputy CAO/Commissioner, Economic Development
Tony Ardovini	Deputy Treasurer, Financial Planning
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

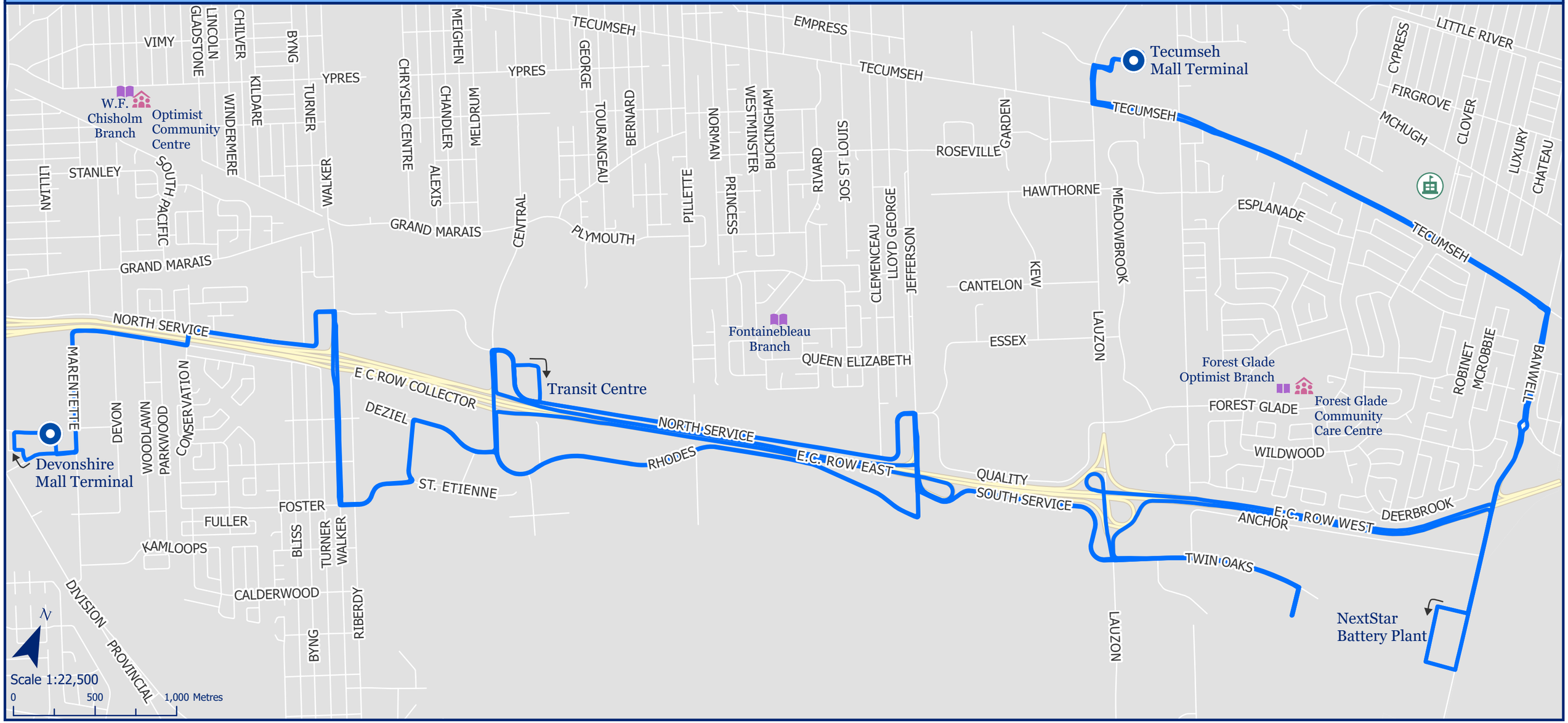
Name	Address	Email
Adam Mamunhi Production Planning Coordinator		

Appendices:

1 Appendix A - Schedule and Map of Route 250

Route 250

Transit Windsor 2025 Service Plan
August 31, 2025



Legend

- Route 250
- Transit Terminal
- Community Centre
- Library
- St. Joseph's Secondary School

Route 250 - Monday to Friday

Westbound -
Tecumseh Mall Terminal to NextStar Battery Plant to Transit Centre to Devonshire Mall Terminal

Eastbound -
Devonshire Mall Terminal to Transit Centre to Next Star Battery Plant to Tecumseh Mall Terminal

ROUTE 250

EASTBOUND

WEEKDAY

Devonshire Mall at Cineplex	E.C Row Ave at Conservation	Foster at Walker	Deziel at Central	North Service at Transit Centre	Twin Oaks at Anchor	NextStar	Tecumseh at Banwell	Tecumseh at Forest Glade	Tecumseh Mall Rear Entrance
5:10 AM	5:14 AM	5:21 AM	5:24 AM	5:33 AM	5:41 AM	5:50 AM	5:56 AM	5:59 AM	6:06 AM
6:30 AM	6:34 AM	6:41 AM	6:44 AM	6:53 AM	7:01 AM	7:10 AM	7:16 AM	7:19 AM	7:26 AM
7:30 AM	7:34 AM	7:41 AM	7:44 AM	7:53 AM	8:01 AM	8:10 AM	8:16 AM	8:19 AM	8:26 AM
8:30 AM	8:34 AM	8:41 AM	8:44 AM	8:53 AM	9:01 AM	9:10 AM	9:16 AM	9:19 AM	9:26 AM
9:30 AM	9:34 AM	9:41 AM	9:44 AM	9:53 AM	10:01 AM	10:10 AM	10:16 AM	10:19 AM	10:26 AM
10:30 AM	10:34 AM	10:41 AM	10:44 AM	10:53 AM	11:01 AM	11:10 AM	11:16 AM	11:19 AM	11:26 AM
11:30 AM	11:34 AM	11:41 AM	11:44 AM	11:53 AM	12:01 PM	12:10 PM	12:16 PM	12:19 PM	12:26 PM
12:30 PM	12:34 PM	12:41 PM	12:44 PM	12:53 PM	1:01 PM	1:10 PM	1:16 PM	1:19 PM	1:26 PM
1:30 PM	1:34 PM	1:41 PM	1:44 PM	1:53 PM	2:01 PM	2:10 PM	2:16 PM	2:19 PM	2:26 PM
2:30 PM	2:34 PM	2:41 PM	2:44 PM	2:53 PM	3:01 PM	3:10 PM	3:16 PM	3:19 PM	3:26 PM
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8:30 PM	8:34 PM	8:41 PM	8:44 PM	8:53 PM	9:01 PM	9:10 PM	9:16 PM	9:19 PM	9:26 PM
9:30 PM	9:34 PM	9:41 PM	9:44 PM	9:53 PM	10:01 PM	10:10 PM	10:16 PM	10:19 PM	10:26 PM
10:30 PM	10:34 PM	10:41 PM	10:44 PM	10:53 PM	11:01 PM	11:10 PM	11:16 PM	11:19 PM	11:26 PM

Tecumseh Mall Rear Entrance	Tecumseh at Forest Glade	Tecumseh at Banwell	NextStar	Twin Oaks at Anchor	Rhodes at Electricity	Transit Centre Front Entrance	Walker at Foster	North Service at Conservation	Devonshire Mall at Cineplex

WESTBOUND

5:30 AM	5:37 AM	5:40 AM	5:46 AM	5:52 AM	6:03 AM	6:12 AM	6:18 AM	6:23 AM	6:28 AM
6:30 AM	6:37 AM	6:40 AM	6:46 AM	6:52 AM	7:03 AM	7:12 AM	7:18 AM	7:23 AM	7:28 AM
7:30 AM	7:37 AM	7:40 AM	7:46 AM	7:52 AM	8:03 AM	8:12 AM	8:18 AM	8:23 AM	8:28 AM
8:30 AM	8:37 AM	8:40 AM	8:46 AM	8:52 AM	9:03 AM	9:12 AM	9:18 AM	9:23 AM	9:28 AM
9:30 AM	9:37 AM	9:40 AM	9:46 AM	9:52 AM	10:03 AM	10:12 AM	10:18 AM	10:23 AM	10:28 AM
10:30 AM	10:37 AM	10:40 AM	10:46 AM	10:52 AM	11:03 AM	11:12 AM	11:18 AM	11:23 AM	11:28 AM
11:30 AM	11:37 AM	11:40 AM	11:46 AM	11:52 AM	12:03 PM	12:12 PM	12:18 PM	12:23 PM	12:28 PM
12:30 PM	12:37 PM	12:40 PM	12:46 PM	12:52 PM	1:03 PM	1:12 PM	1:18 PM	1:23 PM	1:28 PM
1:30 PM	1:37 PM	1:40 PM	1:46 PM	1:52 PM	2:03 PM	2:12 PM	2:18 PM	2:23 PM	2:28 PM
2:30 PM	2:37 PM	2:40 PM	2:46 PM	2:52 PM	3:03 PM	3:12 PM	3:18 PM	3:23 PM	3:28 PM
3:30 PM	3:37 PM	3:40 PM	3:46 PM	3:52 PM	4:03 PM	4:12 PM	4:18 PM	4:23 PM	4:28 PM
4:30 PM	4:37 PM	4:40 PM	4:46 PM	4:52 PM	5:03 PM	5:12 PM	5:18 PM	5:23 PM	5:28 PM
5:30 PM	5:37 PM	5:40 PM	5:46 PM	5:52 PM	6:03 PM	6:12 PM	6:18 PM	6:23 PM	6:28 PM
6:30 PM	6:37 PM	6:40 PM	6:46 PM	6:52 PM	7:03 PM	7:12 PM	7:18 PM	7:23 PM	7:28 PM
7:30 PM	7:37 PM	7:40 PM	7:46 PM	7:52 PM	8:03 PM	8:12 PM	8:18 PM	8:23 PM	8:28 PM
8:30 PM	8:37 PM	8:40 PM	8:46 PM	8:52 PM	9:03 PM	9:12 PM	9:18 PM	9:23 PM	9:28 PM
9:30 PM	9:37 PM	9:40 PM	9:46 PM	9:52 PM	10:03 PM	10:12 PM	10:18 PM	10:23 PM	10:28 PM
10:30 PM	10:37 PM	10:40 PM	10:46 PM	10:52 PM	11:03 PM	11:12 PM	11:18 PM	11:23 PM	11:28 PM

Item No. 8.13

Committee Matters: SCM 253/2025

Subject: Zoning Amendment - Z014-2025 [ZNG-7308] - 2121 Riverside Drive W- Ward 2

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

Decision Number: **DHSC 754**
THAT the application to amend the City of Windsor Zoning by-law 8600 by changing the zoning on the lands of Part of Lot 1, Registered Plan 1163, Town of Sandwich as in R940402; City of Windsor, known municipally as 2121 Riverside Drive West from "Residential RD2.2 zone" to a site specific "Residential RD2.2 zone" to permit a multiple dwelling with 46 dwelling units **BE APPROVED.**
Carried.
Councillors Fred Francis and Jim Morrison voting nay.

Report Number: S 89/2025
Clerk's File: Z/14993

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are **NOT** the same.

2. Please refer to Item 7.1 from the Development & Heritage Standing Committee held on August 5, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250805/-1/10573

Subject: Zoning Amendment - Z014-2025 [ZNG-7308] - 2121 Riverside Drive W- Ward 2

Reference:

Date to Council: August 5, 2025
Author: Frank Garardo
Planner III - Policy & Special Studies
519-255-6543 (ext. 6446)
Planning & Building Services
fgarardo@citywindsor.ca
Planning & Building Services
Report Date: July 7, 2025
Clerk's File #: Z/14993

To: Mayor and Members of City Council

Recommendation:

THAT the application to amend the City of Windsor Zoning by-law 8600 by changing the zoning on the lands of Part of Lot 1, Registered Plan 1163, Town of Sandwich as in R940402; City of Windsor, known municipally as 2121 Riverside Drive West from "Residential RD2.2 zone" to a site specific "Residential RD2.2 zone" to permit a multiple dwelling with 46 dwelling units **BE DENIED.**

Executive Summary:

N/A

Background:

Application Information

Location:	2121 Riverside Drive West	**Ward**: 2	
Planning District:	Riverwest	**Zoning District Map**: 4	
Applicant/Owner:	Marko Agbaba	**Agent**: Jackie Lasalline	

Submitted Documents

Application Form, Conceptual Site Plan and Elevations, Topographic Survey, Sanitary and Stormwater Management Report, Planning Rationale Report, Traffic and Parking Impact Statement, Urban Design and Shadow Study. The complete submissions can be found at the following link: https://www.citywindsor.ca/residents/planning/land-

development/development-applications/current-development-applications/2121-riverside-drive-west

Proposal:

The applicant is requesting an amendment to Zoning By-law 8600 to change the zoning from Residential District 2.2 (RD2.2) to a site-specific Residential District 2.2 (RD2.2) to construct a three and half storey (3.5) multiple dwelling with forty six (46) dwelling units and twelve (12) on-site parking spaces.

The proposal includes several exemptions to the general provisions of the zoning by-law, including, an increase in residential density from a maximum of four (4) dwelling units to forty-six (46) dwelling units; an increase in building height from 9.0 metres to 11.7 metres (14 metres including mechanical equipment); a reduction in required parking spaces from 57 to 12; the elimination of loading spaces (from 1 to 0); rooftop amenity spaces; bicycle parking spaces located in a required yard, and relief from various parking area setback requirements. Vehicle access is proposed from Rankin Avenue.

The subject parcel is designated Residential on Schedule D: Land Use in the Official Plan and zoned RD2.2 under Zoning By-law 8600. The parcel has an area of 1247 m^2, with a frontage of 22.5 m and a depth of 59 m. It is currently occupied by a single dwelling unit that is proposed to be demolished.

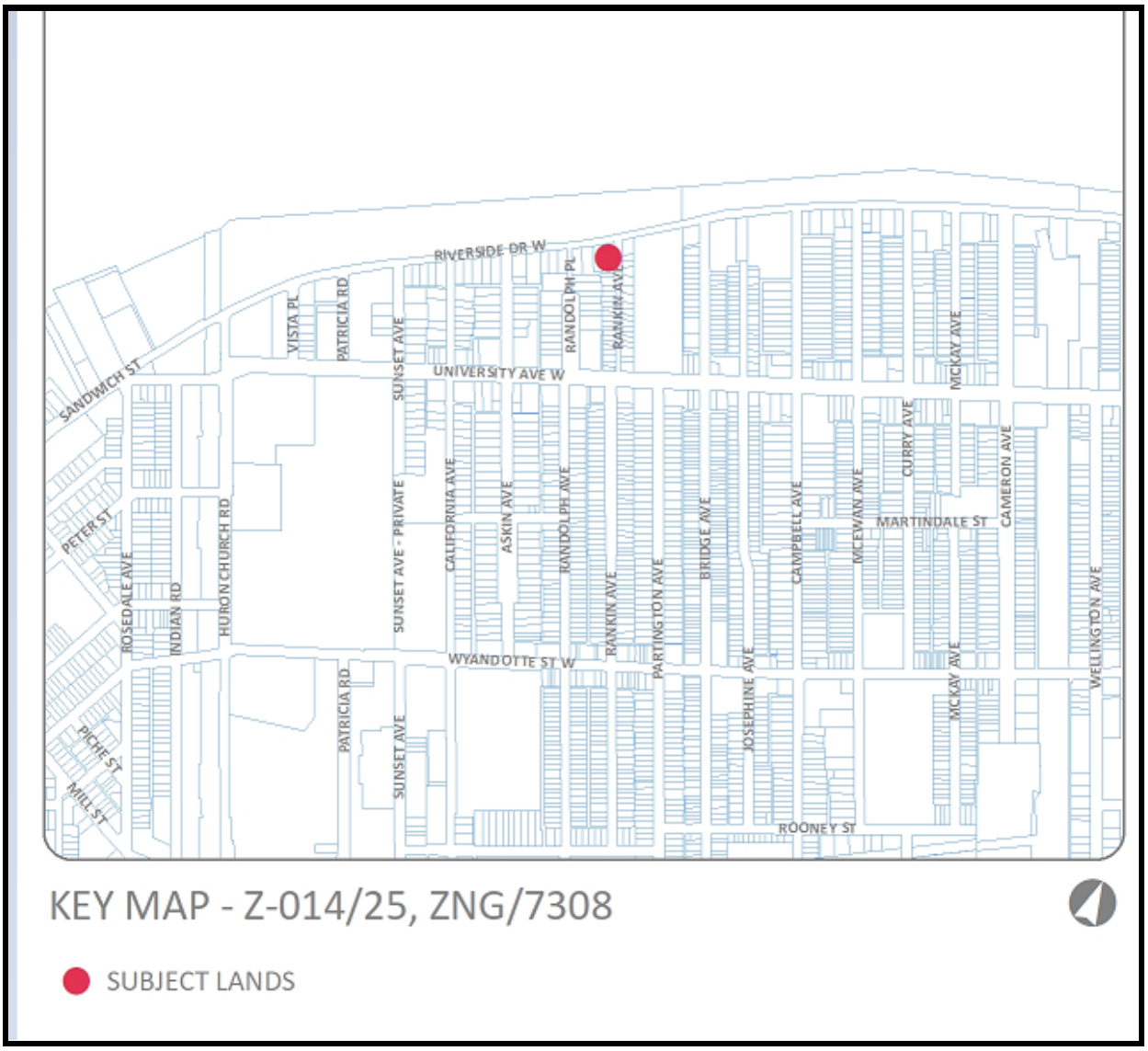
The current residential (RD2.2) zone permits detached, semi-detached, townhomes, and a multiple dwelling containing a maximum of four dwelling units.

The proposed development as presented is subject to site plan control.

Site Information

OFFICIAL PLAN	ZONING	CURRENT USE	PREVIOUS USE
Residential	Residential District 2.2 (RD2.2)	Existing Dwelling	Unknown
LOT FRONTAGE	**LOT DEPTH**	LOT AREA	**LOT SHAPE**
22.56 m	59 m	1247 m^2	Irregular
74 ft	190 ft	13422.6 sq. ft	
All measurements are provided by the applicant and are approximate.			

Figure 1: Key Map



Neighbourhood Description:

The subject parcel is located on the south side of Riverside Drive West, between Rankin Avenue and Askin Avenue. Site images are attached as Appendix B. The Planning Rational Report (PRR) attached as Appendix C contains further site images.

SURROUNDING LAND USE:

North: Riverside Drive West, Riverfront Parks, Riverfront Trail, and further north, the Detroit River.

East: Residential uses – low profile residential buildings, Park (Atkinson Pool), 3-storey multiple dwelling at 1933 Riverside Drive West

West: Residential uses-low profile

South: Residential uses**-** low profile

Riverside Drive West in this neighbourhood serves as the dividing line between the Central Riverfront park system on the north side and the developed area to the south.

Riverside Drive West is a two lane cross-section which travels east-west and has sidewalks on both sides of the street. There is no-on street parking on Riverside Drive West.

The Riverwest planning area consist of mainly low-profile residential uses with some medium density multiple dwellings. The University of Windsor is located 750 m to the West. Ernest Atkinson Park is located 25 m to the East.

MUNICIPAL INFRASTRUCTURE:

- The City's records show that there are municipal storm and sanitary sewers within the abutting roadways, available to service the subject land.
- The closest fire hydrant is located on Rankin Avenue approximately 5 m to the East.
- Street lights are located on the south side of Riverside Drive West.
- There are sidewalks on the south side of Riverside Drive West.
- The nearest bicycle network facilities are located on the Riverfront Trail System.
- There are multi-use trails along the north side of Riverside Dr. W. and within the waterfront parks.
- ENWIN has overhead power distribution wires in the subject area. ENWIN has provided further information and requirements for site plan control and construction phases of the proposal.
- The closest existing transit route to this property is located at the northwest corner of University Ave. W and Randolph Place. This bus stop is approximately 320 metres from this property falling within Transit Windsor's 400 metre walking distance guidelines to a bus stop. This will be maintained with Transit Windsor's City Council approved Transit Master Plan and the 2023 service plan.

Figure 2: Subject Parcel - Rezoning

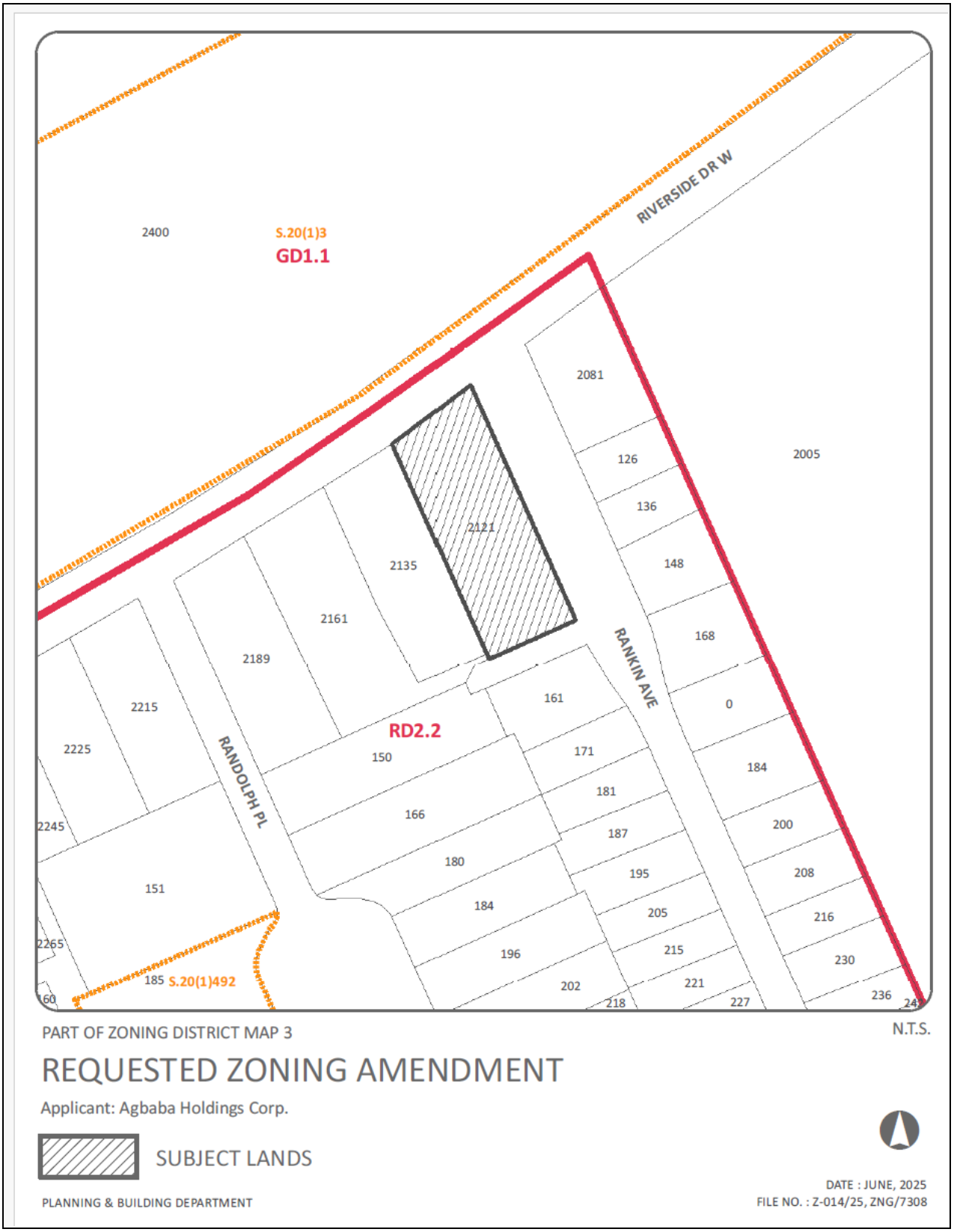


Figure 3: Neighbourhood Map

Discussion:

Planning Rationale Report

The Applicant submitted a Planning Rationale Report (PRR) (attached as Appendix C) prepared by a Registered Professional Planner as part of the complete Zoning By-law Amendment applications. While this report provided opinion that the proposed development was appropriate for the site, it focused on gentle intensification and the current provisions for low density residential.

The PRR did not fully discuss the impacts that the proposed high density multiple unit residential development and requested site exemptions would have on the current and future neighbourhood. For this reason, the Planning Department disagrees with the conclusion made in the Applicant's PRR.

Administration has provided suggestions for alternative forms of intensification on the subject parcel including townhomes with additional residential units or an alternative zoning category more contextually suitable for the site. The as-of-right RD 2.2 zoning framework would permit intensification through additional dwelling units, however not at the density and scale proposed in the PRR.

Provincial Planning Statement (PPS) 2024

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

The vision of the PPS focuses growth and development within urban settlement areas, that land use must be carefully managed to accommodate appropriate development to meet the full range of current and future needs, while achieving efficient development patterns. Planning authorities are encouraged to permit and facilitate a range of housing options, including residential intensification, to respond to current and future needs. Land use patterns should promote a mix of housing, including opportunities for infill and intensification that support a broad range of housing options. Specific Provincial Planning Statement that applies to housing and growth are summarized below.

2.2 Housing

Policy 2.2.1 states:

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

c) *promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and*

d) *requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.*

Policy 2.2.1(b)(2) states that: *all types of residential intensification, including the …., development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;*

2.3 Settlement Areas and Settlement Area Boundary Expansions

2.3.1 General Policies for Settlement Areas

2.3.1.1 - *Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.*

2.3.1.2 - *Land use patterns within settlement areas should be based on densities and a mix of land uses which:*

a) *efficiently use land and resources*,

b) *optimize existing and planned infrastructure and public service facilities*,

c) *support active transportation*,

d) *are transit-supportive, as appropriate*

2.3.1.3 - *Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.*

Official Plan policies continue to guide intensification to areas which optimize the existing municipal infrastructure and public service facilities, and avoid unnecessary land consumption.

A proposal to facilitate intensification and net increase in residential units is supported in principle, however the applicant's proposed zoning by-law amendment does not take into consideration the policy direction of the City of Windsor Official Plan and Zoning by-law provisions.

OFFICIAL PLAN (OP)

Municipal Official Plans are the most important vehicle for implementation of the Provincial Planning Statement and for achieving comprehensive, integrated and long-term planning objectives. The City of Windsor Official Plan provides policy direction and guidelines for land use and development within the City of Windsor. In reviewing the development proposal the following excerpts were taken into consideration. Relevant excerpts of the Official Plan has been attached as Appendix G.

A ***safe, caring and diverse community*** s3.2.1 encourages a range of housing types to ensure that people have an opportunity to live in their neighbourhoods as they pass through the various stages of their lives. "As the city grows, more housing opportunities will mean less sprawl onto agricultural and natural lands."

Land Use Designation: The site is designated "Residential" in Schedule D of City of Windsor Official Plan. The objectives and policies of the Residential land use

designation establish the framework for development decisions in Residential areas within the City of Windsor.

Permitted Uses: s. 6.3.2.1, OP Vol. 1. "*Uses permitted in the Residential land use designation identified on Schedule D: Land Use include LowProfile and Medium Profile dwelling units."*

Residential Land Use (chapter 6,* OP Vol*): The following objectives and policies establish the framework for development decisions in Residential areas.

Objective 6.3.1.1 supports a complementary range of housing forms and tenures in all neighbourhoods. Objective 6.3.1.2 seeks to promote compact neighbourhoods and balanced transportation systems. Objective 6.3.1.3 seeks to promote residential redevelopment, infill and intensification initiatives in appropriate locations in the City.

Objective 6.3.2.4 of the Official Plan outlines the locational criteria for residential development to be located in areas with access to collector or arterials roads, full municipal services can be provided, adequate community services and open spaces are available or are planned for, and public transportation service can be provided.

Objective 6.3.2.5 of the Official Plan outlines the evaluation criteria for zoning amendments in existing neighbourhood development patterns - to be i) compatible with the surrounding area, (ii) provided with adequate off street parking; (iii) capable of being provided with full municipal physical services and emergency services; and facilitating a gradual transition from Low Profile residential development to Medium and/or High profile development and vice versa, where appropriate.

Infill Development*, s.8.7.2.3 of OP Vol. 1:* The proposed infill residential development on the subject land is capable of being designed to function as an integral and complementary part of the existing residential development pattern.

Civic Way (*Chapter 8 OP Vol 1),* The City of Windsor Official Plan designates Riverside Drive East as *"Civic Way"* on Schedule G- Civic Image. Chapter 8 of the City of Windsor Official Plan provides design goals and objectives to "promote and present an attractive and unifying image of Windsor"

New Development s 8.7.2.1 Council will ensure that the design of new development:

a. is complementary to adjacent development in terms of its overall massing, orientation, setback and exterior design, particularly character, scale and appearance;
b. provides links with pedestrian, cycle, public transportation and road networks; and
c. maintains and enhances valued heritage resources and natural area features and functions.
d. Encourages the creation of attractive residential streetscapes through architectural design that reduces the visual dominance of front drive garages, consideration of rear lanes where appropriate, planting of street trees and incorporation of pedestrian scale amenities.

Redevelopments s.8.7.2.2 outlines the redevelopment goals of providing design which complementary to adjacent development, provides links with pedestrian, cycle, public transportation and road networks.

Infill Development s.8.7.2.3 Council will ensure that proposed development within an established neighbourhood is designed to function as an integral and complementary part of that area's existing development pattern by having regard for: (a) massing; (b) building height; (c) architectural proportion; (d) volumes of defined space; (e) lot size; (f) position relative to the road; (g) building area to site area ratios; (h) the pattern, scale and character of existing development; and,(i) exterior building appearance.

City of Windsor Intensification Guidelines *(Section 2.2.1 Site Orientation):* The Urban Design Guidelines for intensification in Windsor are a set of recommendations intended to guide development to achieve a desired level of prescribed quality for intensification.

"The relationship between buildings through placement on the lot is important to ensure a consistent neighbourhood 'feel' and to define and frame the street while imparting the sense of openness and enclosure". The objectives of the Urban Design Guidelines in directing the relationship of the building to lot lines are to:

- *Maintain consistent spacing between dwellings; and, Allow a measure of privacy between neighbours by providing space for light and landscaping.*
- *Consider building placement and siting on a property in relation to the street and the property's neighbours to reinforce the positive characteristics of the existing streetscape.*
- *Ensure the scale of Low Profile buildings is compatible and sensitively integrated with residential buildings in the immediate vicinity in terms of building mass, height, setbacks, orientation, privacy, landscaping, shadow casting, accessibility, and visual impact.*
- *Locate dwellings close to the street edge to frame the streetscapes, however, this will depend on the setbacks to houses on either side of the site.*
- *Maintain consistent front yard setbacks along the street. New development should have a set back equal to the predominant setback (70%+) on the street (+/- 1.0m), or a distance that is the average of those on either side of the development site (+/- 1.0m).*
- *Provide side yard setbacks that reflect those of adjacent homes, or are the average distance of those on either side of the development, in accordance with existing zoning standards, to a minimum of 1.2 metres. Front yard setback approaches.*
- *Consider rear yard privacy issues when extending a home towards the rear property line or building a new dwelling by:*
    - *Minimizing extensions beyond the adjacent dwellings rear wall;*
    - *Limit direct conflict with new windows on the side elevations with existing windows on the abutting building;*

- *Minimizing the location of second floor balconies on rear and side elevations or providing privacy screening on the side of the balcony; and,*
- *Providing fencing that effectively screens the rear amenity and minimizes its exposure to/from adjacent properties, where appropriate.*

Amendments Must Conform, s. 11.6.3.1 of OP Vol. 1: *"All amendments to the Zoning By-law(s) shall conform with this Plan"*.

The proposal as presented is not consistent with the policy direction of the City of Windsor Official Plan and the City of Windsor Intensification Guidelines as it relates to massing, building ratios, pattern, scale and character of existing development. Council adopted the City of Windsor intensification guidelines to provide recommendations to guide development to achieve a desired level of prescribed quality for intensification. Urban Design Guidelines address the relative height, massing and articulation of elements (buildings and landscapes), and their relationship to one another and to their surroundings. These 'qualitative' aspects of physical form work in combination with zoning parameters to lend shape and 'character' to a neighbourhood. More specifically, the proposed development does not provide adequate separations or take into context adjacent parcels. Furthermore the proposal is not consistent with the zoning provisions as it relates to proper site planning in regards to functionality, maneuverability, and pedestrian and vehicular standards.

Evaluation of Proposed Concept Plan

In consideration of the relevant Provincial Planning Statement, Official Plan policies and the City of Windsor Intensification Guidelines, the proposed concept plan features a 3.5-storey multi-unit residential building with a density of 375 units per net hectare. The proposed density and massing of the building, combined with the proximity to lower-density dwellings, warrant careful review to ensure appropriate transition, functionality, and compatibility with the surrounding neighbourhood.

Zoning By-Law:

The subject site is currently zoned Residential (RD2.2) in the City of Windsor Zoning By-law 8600. The current zoning permits detached, semi-detached, townhomes, and multiple dwellings up to a maximum of four units, as such the proposed development requires a Major Zoning By-law amendment to permit a multiple dwelling with 46 dwelling units as an additional permitted use. Relevant excerpts from Zoning By-law 8600 are attached as Appendix I.

The proposed development concept applies zoning provisions intended for low density, while simultaneously proposing a high-intensity land use that is inconsistent with those provisions. The multiple requested exemptions, while individually may appear supportable, cumulatively pose significant concerns regarding the overall functionality and compatibility of the site. Therefore, proposing a high density development in a low density residential zoning district would not be appropriate for the subject property. The proposed concept plan and associated zoning by-law amendment should include

appropriately tailored zoning regulations and a site configuration that reflects the characteristics and limitations of the subject lot. Planning staff do not support the requested site-specific regulations, as the collective impact of the proposed exemptions would result in an over-intensification of the lands.

Zoning Provision Analysis Table

Proposed Variances from the RD2.2 and City of Windsor Zoning by-law Provisions.

Provision	RD2.2 Requirements	Proposed	Comments
Permitted Building Type	One multiple dwelling containing a maximum of 4 dwelling units	One multiple dwelling containing 46 dwelling units	Exceeds permitted use under RD2.2. Administration does not concur with the Planning Rationale Report identifying a site specific RD2.2 low density zoning category, while increasing the use to a high density impact.
Building Height (max) (Sec. 11.2.5.4.4)	9.0 m	11.7 metres (habitable), 14.0 metres (including mechanical)	Exceeds height limit. Consider transition guidelines. The City of Windsor Zoning by-law permits heights in excess of three storeys in certain scenarios; however setbacks are tailored to meet adequate separations, amenity spaces, and site configurations.
Dwelling Unit Density	Max. 4 dwelling units	46 dwelling units	The proposed development, comprised of 46 dwelling units on site yields a density of 375 units per net hectare, significantly exceeds the City of Windsor Official Plans framework for residential intensification. This density level far surpasses not only the current RD2.2 zoning allowance of 25-35 units per net hectare, but also the thresholds typically associated with high-density residential development supported in the City Centre or Mixed Use Centres. High-density developments of this scale are generally located on substantially larger parcels of land. The proposed rezoning to a site-specific high-density designation introduces a level of intensification that is inconsistent with the

Provision	RD2.2 Requirements	Proposed	Comments
			existing planning framework and out of scale with the surrounding context. As such, the application represents a form of overdevelopment that conflicts with the City's Official Plan objectives and established zoning provisions.
Lot Size	540.0 square meters	1247 square meters	The RD2.2 lot size requirements are tailored to a maximum of four dwelling units. Comparable multi unit developments with similar lot sizes include 1933 Riverside Drive West, 1805 Riverside Drive West, 2220 University Ave W, with units ranging from 10-15 or just over 100 units per net hectare. Multiple-unit developments with over 200 units per net hectare include 275 Askin Ave, 260 Randolph Place, 140 Bridge Avenue, however each of these have characteristics of a lot size which is significantly larger than the subject parcel.
Front Yard Depth (min)	6.0 m	7.4 m	Although the proposal meets the front yard depth for low density development. The proposal includes an increase in built form which will be located much closer to the front yard then abutting properties. The City of Windsor Intensification Guidelines encourage a minimum front yard depth which represents the lot averaging between the adjacent buildings. The proposed front yard depth is not consistent with the guiding principles of the City of Windsor Intensification guidelines.
Side Yard Depth (min) (Sec. 11.2.5.4.7)	1.2 m	1.8 m	This setback applies to low density single, semis, and townhomes. Increased setbacks are typically required in the City of Windsor Zoning by-law for dwellings with four or more units. In this case the applicant has applied minimal setbacks which apply to low density zoning.

Provision	RD2.2 Requirements	Proposed	Comments
Parking Requirement (Sec. 24.20.5)	1.25 spaces/unit = 57 spaces	12 spaces	Deficient by 43 spaces. Not supported by Transportation Planning. The proposed number of parking is not adequate for the proposed development. Therefore, Transportation Planning is not in support of the proposed dramatic reduction in required parking.
Bike Parking	2 spaces	43 spaces	Any reduction to bicycle parking space size and locations are not supported. The bicycle parking spaces are located in a required side yard which create accessibility concerns and is not permitted by the Zoning By-law.
Loading Space (Sec. 24.40.1.5)	1 space	0 spaces	Loading spaces are required for multiple dwellings. The proposal identifies an increase of units, while removing loading spaces. This contributes to inadequate site accessibility.
Parking Space Setback (habitable window) (Sec. 25.5.20.1.6)	4.5 m	1.5 m	Not Supported. The proposal will include a significant increase in vehicular and pedestrian traffic while reducing separation between entrances, habitable windows and parking areas. This is a concern for site configuration and accessibility.
Parking Space Setback (alley)	0.9 m	0.0 m	The development includes an increase in vehicular movements. A parking area with more than 5 spots requires improvement to turning radii. A 0.9 m alley setback improves turning radii into parking areas.

City of Windsor Zoning Provisions and Site Context Comparison

The subject property is designated **"Residential"** in the Official Plan. While the inclusion of multi-unit dwellings may appear to align with intensification goals, the proposed development diverges significantly from the development standards typically applied to low density RD2.2 zoning provisions.

Neighbourhood Characteristics

Comparable multi-unit residential developments within the Riverwest Planning District are designated as RD3.1 under the Zoning By-law. The RD3.1 zone permits multiple dwellings subject to density calculations based on lot size and increase in separations. For example, the RD3.1 district would require a minimum lot area of 3,287 m^2 to accommodate a multiple dwelling with 46 units (the subject site is 1,247 m^2).

In general, multiple-unit dwellings outside the City Centre or Mixed Use Corridors are expected to provide greater setbacks to account for:

- Increased height,
- Amenity areas, refuse bin areas, and privacy concerns,
- Adequate separations and setbacks,
- Building mass and enhanced articulation to reduce the perception of bulk,
- Landscape buffering between lots,
- Streetscaping – design principles would encourage following established building lines,
- Designated parking areas and loading spaces,
- Pedestrian and vehicular movement, and
- Accessibility standards.

Summary of Key Planning Concerns

The proposal includes several zoning exemptions, including, an increase in residential density from a maximum of four (4) dwelling units to forty-six (46) dwelling units; an increase in building height from 9.0 metres to 11.7 metres (14 metres including mechanical equipment); a reduction in parking spaces from 57 to 12; the elimination of loading spaces (from 1 to 0); rooftop amenity spaces; and relief from various parking area setback requirements.

The combination of the proposed density and requested exemptions from the Zoning by-law results in a development that is over-intensified and inconsistent with transition to surrounding low-profile built forms. Despite the increased scale, and massing, the proposal does not sufficiently account for potential adverse impacts including:

- Parking Reduction is significant and not supported by Transportation Planning,
- Limited building maneuverability due to reduced setbacks,
- Conflicts with pedestrian access and bicycle movement,
- Lack of appropriate bicycle parking,
- Reduced separation distances between parking areas and habitable room windows,
- Neighbourhood Compatibility: While the project supports infill and intensification goals, it introduces a level of density (375 units per hectare) significantly exceeding typical neighbourhood ranges on an undersized parcel,

- Design and Massing: Proposing increased height and reduced setbacks may result in over intensification without adequate design mitigations. (i.e. established building lines),
- Parking Areas: The proposal situates parking adjacent to the alley, places bicycle parking near interior lot lines, and reduces the separation between habitable windows and parking areas. Given the increased density, this will contribute to land use conflicts due to strain on site functionality, including pedestrian safety and waste collection,
- The proposed density represents a substantial intensification beyond what is typically supported in neighbourhoods outside the City Centre. While intensification is supported in principle, the proposal should be revised to better reflect the lot patterns,
- Planning staff are not satisfied with the justification provided for the requested reductions in these regulations,
- The proposal includes forty six (46) self contained units, with minimal parking areas, lot line separations, and pedestrian maneuverability. The proposed built form would have impacts on current and future residents. The built form regulations are a critical component of building a healthy, safe environment for current and future residents.
- The proposal is not compatible as it would not coexist harmoniously with the surrounding area in terms of scale, massing, siting, orientation, setbacks, parking, and amenity areas. Compatible is most often referred to in Motisi v. Bernardi, 1987 CarswellOnt3719, (1987) O.M.B.D. No 2, 20 O.M.B.R. 129: *"Being compatible with is not the same thing as being the same as. Being compatible with is not even the same thing as being similar to. Being similar to implies having a resemblance to another thing; they are like one another, but not completely identical. Being Compatible with implies nothing more than being capable of existing together in harmony".*

Consultations:

Comments received from City departments, external agencies and members of the public on this application were taken into consideration when preparing this report. A record of the comments is included as Appendix K.

The applicant hosted an in-person public open house on July 31, 2024, at the Subject Parcel located at 2121 Riverside Drive West. Notice of the open house was issued to owners of properties within 200.0 metres of the subject property. The open house was attended by over (25) residents.

The Public Open House section of the Planning Justification Report summarizes the comments and questions raised at the open house.

Public Notice: Statutory notice was advertised in the Windsor Star, a local daily newspaper. A courtesy notice was mailed to property owners and residents within 200 metres of the subject property.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

In general, residential intensification minimizes the impact on the Community greenhouse gas emissions as these developments create complete communities and neighbourhoods while using currently available infrastructure such as sewers, sidewalks, and public transit.

Climate Change Adaptation:

The development proposal incorporates landscaping and building design elements to improve energy efficiency and increase resiliency of the development and surrounding area.

Financial Matters:

N/A

Planner's Opinion:

Based on the information presented in this report, the proposed Zoning By-law amendment is not consistent with the Provincial Planning Statement 2024 and does not conform to the policy direction of the City of Windsor Official Plan and Intensification Guidelines.

The proposed Multiple Dwelling represents a built form which is not consistent with the context of the lot characteristics of the subject site. Furthermore, the proposed zoning amendment includes a series of exemptions from the City of Windsor Zoning By-law, which when considered cumulatively, represent a significant departure from established planning standards.

Conclusion:

In principle, Planning staff are supportive of residential intensification on the subject lands. However such support would be contingent upon significant revisions to the proposed development, including a meaningful reduction in the overall density and massing.

As currently proposed, the development does not conform with the City of Windsor Official Plan, the City's Intensification Guidelines, or the applicable provisions of the Zoning By-Law 8600. The proposed development introduces a substantial increase in density and requests numerous exemptions from the Zoning By-law, that cumulatively would hinder the site functionality, reduce accessibility, and adversely impact current and future residents.

Planning staff are not satisfied with the rationale provided to justify the extent of relief requested from the Zoning By-law regulations. In Planning staff's opinion—much of the relief requested, if not all, would be unnecessary should the applicant redesign the proposed development (as suggested by Planning staff) to reduce the density and

massing of the building—and/or acquire additional lot area via consolidation with abutting lots.

Based on the above, Planning staff recommend that the application for Zoning By-Law Amendment be Denied.

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

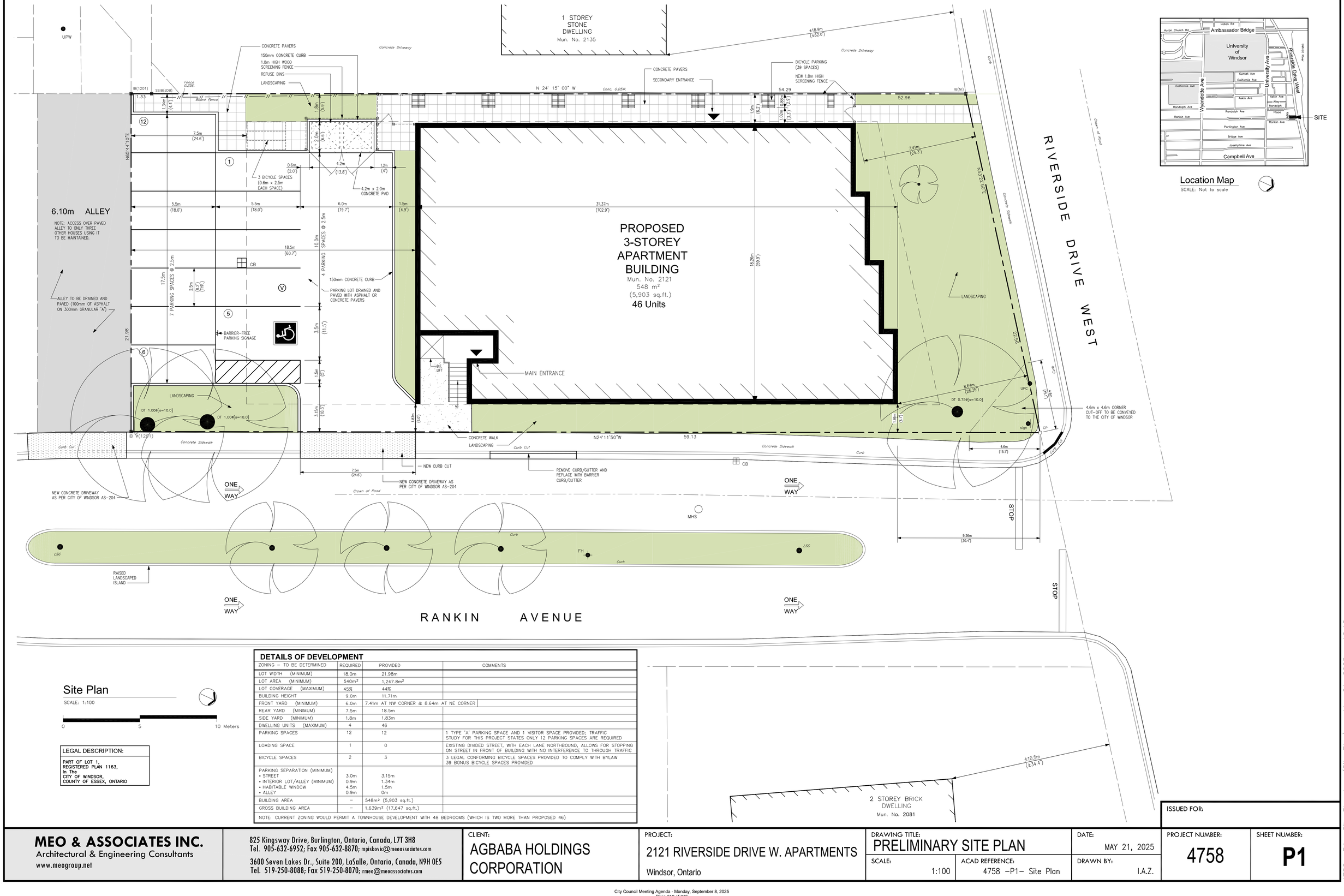
JP RM

Approvals:

Name	Title
Jim Abbs	Manager – Planning (Land Info & Special Projects) (A)
Jason Campigotto	Deputy City Planner – Growth (A)
Greg Atkinson	Deputy City Planner - Development
Wira Vendrasco	City Solicitor
Neil Robertson	City Planner
Matthew Johnson acting for Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Appendices:

1. Appendix A – Site Plan, Floor Plans and Elevations
2. Appendix A-1 – Conceptual Renderings
3. Appendix B – Site Images
4. Appendix C – Planning Rationale Report (PRR)
5. Appendix D – Traffic and Parking Impact Study—available at www.citywindsor.ca due to size
6. Appendix E – Storm Water Management (SWM) Functional Study
7. Appendix F – Sanitary Sewer Study
8. Appendix G – Excerpts from the Official Plan
9. Appendix H – Excerpts from the PPS2024
10. Appendix I – Excerpts from Zoning By-Law 8600
11. Appendix J - Urban Design and Heritage Study--available at www.citywindsor.ca due to size
12. Appendix K – Consultations



Site Plan

SCALE: 1:100

0 5 10 Meters

LEGAL DESCRIPTION:

PART OF LOT 1,
REGISTERED PLAN 1163,
In The
CITY OF WINDSOR,
COUNTY OF ESSEX, ONTARIO

DETAILS OF DEVELOPMENT

ZONING – TO BE DETERMINED	REQUIRED	PROVIDED	COMMENTS
LOT WIDTH (MINIMUM)	18.0m	21.98m	
LOT AREA (MINIMUM)	540m²	1,247.8m²	
LOT COVERAGE (MAXIMUM)	45%	44%	
BUILDING HEIGHT	9.0m	11.71m	
FRONT YARD (MINIMUM)	6.0m	7.41m AT NW CORNER & 8.64m AT NE CORNER	
REAR YARD (MINIMUM)	7.5m	18.5m	
SIDE YARD (MINIMUM)	1.8m	1.83m	
DWELLING UNITS (MAXIMUM)	4	46	
PARKING SPACES	12	12	1 TYPE 'A' PARKING SPACE AND 1 VISITOR SPACE PROVIDED; TRAFFIC STUDY FOR THIS PROJECT STATES ONLY 12 PARKING SPACES ARE REQUIRED
LOADING SPACE	1	0	EXISTING DIVIDED STREET, WITH EACH LANE NORTHBOUND, ALLOWS FOR STOPPING ON STREET IN FRONT OF BUILDING WITH NO INTERFERENCE TO THROUGH TRAFFIC
BICYCLE SPACES	2	3	3 LEGAL CONFORMING BICYCLE SPACES PROVIDED TO COMPLY WITH BYLAW 39 BONUS BICYCLE SPACES PROVIDED
PARKING SEPARATION (MINIMUM) • STREET • INTERIOR LOT/ALLEY (MINIMUM) • HABITABLE WINDOW • ALLEY	 3.0m 0.9m 4.5m 0.9m	 3.15m 1.34m 1.5m 0m	
BUILDING AREA	–	548m² (5,903 sq.ft.)	
GROSS BUILDING AREA	–	1,639m² (17,647 sq.ft.)	

NOTE: CURRENT ZONING WOULD PERMIT A TOWNHOUSE DEVELOPMENT WITH 48 BEDROOMS (WHICH IS TWO MORE THAN PROPOSED 46)

ISSUED FOR:

MEO & ASSOCIATES INC.
Architectural & Engineering Consultants
www.meogroup.net

825 Kingsway Drive, Burlington, Ontario, Canada, L7T 3H8
Tel. 905-632-6952; Fax 905-632-8870; mpiskovic@meoassociates.com

3600 Seven Lakes Dr., Suite 200, LaSalle, Ontario, Canada, N9H 0E5
Tel. 519-250-8088; Fax 519-250-8070; rmeo@meoassociates.com

CLIENT: AGBABA HOLDINGS CORPORATION

PROJECT: 2121 RIVERSIDE DRIVE W. APARTMENTS
Windsor, Ontario

DRAWING TITLE: PRELIMINARY SITE PLAN

SCALE: 1:100

ACAD REFERENCE: 4758 –P1– Site Plan

DATE: MAY 21, 2025

DRAWN BY: I.A.Z.

PROJECT NUMBER: 4758

SHEET NUMBER: P1

4758 –P1– Site Plan.dwg, (Site Plan) May 21, 2025 – 12:18pm

102'-11"
(31.37m)

59'-11"
(18.26m)

93'-11"
(28.36m)

Studio Unit B09 (469 sq.ft.)
13'-10.5" x 13'-10.25"
Bedroom 10'-8.5" x 8'
Bath 5' x 8'-8"
3'x3' W/D

Studio Unit B08 (431 sq.ft.)
13'-5" x 13'-11.75"
8' x 8'
Bath 5' x 8'-8"
3'x3' W/D

Studio Unit B07 (358 sq.ft.)
8'-2" x 13'-11.75"
8' x 8'
W/D
Bath 8'-7" x 8'-11.5"

Studio Unit B06 (345 sq.ft.)
8'-10.5" x 13'-10.25"
8'-8.5" x 8'
W/D 3'x3'
Bath 5' x 8'-8"

6'-8" x 7'-8.5"

Studio Unit B10 (385 sq.ft.)
11'-3.5" x 8'-10.5"
7'-11" x 7'-10"
W/D 3'x2'-11"
Bath 8'-6" x 5'

Studio Unit B11 (386 sq.ft.)
13'-3.5" x 8'-10.5"
7'-11" x 7'-10"
W/D 3'x2'-11"
Bath 8'-6" x 5'

5' x 8'-7.5"

Bath 8'-6" x 5
Bath 8'-6" x 5'
W/D 2'-11"x3'
W/D 2'-11"x3'

Studio Unit B05 (386 sq.ft.)
13'-3.5" x 8'-10.5"
7'-11" x 7'-10"

Studio Unit B04 (348 sq.ft.)
13'-3.5" x 8'-10.5"
7'-11" x 7'-10"

Stairwell #1
8'-0" x 15'-10.5"
UP

Stairwell #2
8'-0" x 15'-10.5"
UP

Electrical

Meter Room

Studio Unit B01 (317 sq.ft.)
8'-8" x 13'-11.75"
Bath 5'-6" x 8'-11.5"
W/D
6'-6" x 8'

Studio Unit B02 (348 sq.ft.)
8'-8.5" x 13'-11.75"
W/D 3'x3'
Bath 5' x 8'-8"
8'-8.5" x 8'

Studio Unit B103 (409 sq.ft.)
12'-3" x 13'-10.25"
Bath 5' x 8'-8"
W/D 3'x3'
8' x 8'

Basement Plan

SCALE: 1/8=1'-0"

Basement = 11 Units
AREA = 5,713 sq.ft. (531m²)

0 8' 16'

MEO & ASSOCIATES INC. Architectural & Engineering Consultants www.meogroup.net	825 Kingsway Drive, Burlington, Ontario, Canada, L7T 3H8 Tel. 905-632-6952; Fax 905-632-8870; mpiskovk@meoassociates.com 3600 Seven Lakes Dr., Suite 200, LaSalle, Ontario, Canada, N9H 0E5 Tel. 519-250-8088; Fax 519-250-8070; rmeo@meoassociates.com	CLIENT: AGBABA HOLDINGS CORPORATION	PROJECT: 2121 RIVERSIDE DRIVE W. APARTMENTS Windsor Ontario	DRAWING TITLE: BASEMENT PLAN SCALE: 1/8" = 1'-0" ACAD REFERENCE: 4758 -P2- Fl Plan	DATE: FEBRUARY 24, 2025 DRAWN BY: I.A.Z.	PROJECT NUMBER: 4758	SHEET NUMBER: P2

ISSUED FOR:

4758 -P2- Fl Plan.dwg, (B Plan) Feb 25, 2025 - 1:27pm

102'–11"
(31.37m)

59'–11"
(18.26m)

93'–11"
(28.36m)

Studio
Unit 109
(475 sq.ft.)
14'-0" x 13'-11.75"
Bedroom
10'-8.5" x 8'
Bath
5' x 8'-8"
3'x3'
W/D

Studio BF
Unit 108
(433 sq.ft.)
10'-8.5" x 13'-11.75"
9'-2" x 7'-11.25"
W/D
Bath
7'-8" x 8'-0"

Studio
Unit 107
(360 sq.ft.)
8'-3.5" x 13'-11.75"
8' x 8'
W/D
Bath
8'-7" x 8'-11.5"

Studio
Unit 106
(349 sq.ft.)
9'-0" x 13'-11.75"
8'-8.5" x 8'
W/D
3'x3'
Bath
5' x 8'-6"

6'-8" x 7'-10.5"

Studio BF
Unit 110
(382 sq.ft.)
11'-3.5" x 8'-8"
7'-3" x 8'-2"
W/D
Bath
8'-6" x 8'-4.5"

Studio BF
Unit 111
(349 sq.ft.)
11'-3.5" x 8'-8"
6'-11" x 8'-2"
W/D
Bath
8'-6" x 8'-4.5"

5' x 8'-3.5"

Bath
8'-4" x 8'-4.5"
W/D
Bath
8'-6" x 8'-4.5"
W/D

Stairwell #2
8'-0" x 16'-0"
DN
UP

Studio BF
Unit 105
(388 sq.ft.)
13'-3.5" x 8'-8"
7'-3" x 8'-2"

Studio BF
Unit 104
(340 sq.ft.)
10'-11.5" x 8'-8"
6'-11" x 8'-2"

Stairwell #1
8'-0" x 16'-0"
DN
UP

Vestibule
14'-0" x 7'-7.75"

Studio
Unit 101
(356 sq.ft.)
Bath
11'-2.5" x 7'-3.5"
7'-0" x 8'
W/D
8'-8.5" x 11'-7.75"

Studio BF
Unit 102
(349 sq.ft.)
Bath
8'-8.5" x 8'
W/D
8'-2" x 7'-7.25"
7'-4.5" x 13'-11.75"

Studio
Unit 103
(415 sq.ft.)
W/D
3'x3'
Bath
5' x 8'-6"
8' x 8'
12'-4.5" x 13'-11.75"

1st Floor Plan

SCALE: 1/8=1'–0"

1st Floor = 11 Units
AREA = 5,841 sq.ft. (543m²)

0 8' 16'

ISSUED FOR:

MEO & ASSOCIATES INC.
Architectural & Engineering Consultants
www.meogroup.net

825 Kingsway Drive, Burlington, Ontario, Canada, L7T 3H8
Tel. 905-632-6952; Fax 905-632-8870; mpiskevk@meoassociates.com

3600 Seven Lakes Dr., Suite 200, LaSalle, Ontario, Canada, N9H 0E5
Tel. 519-250-8088; Fax 519-250-8070; rmeo@meoassociates.com

CLIENT: AGBABA HOLDINGS CORPORATION	PROJECT: 2121 RIVERSIDE DRIVE W. APARTMENTS Windsor Ontario	DRAWING TITLE: 1st FLOOR PLAN	DATE: FEBRUARY 24, 2025	PROJECT NUMBER: 4758	SHEET NUMBER: P3
		SCALE: 1/8" = 1'–0"	ACAD REFERENCE: 4758 –P2– Fl Plan	DRAWN BY: I.A.Z.	

4758 –P2– Fl Plan.dwg, (1st Floor) Feb 24, 2025 – 3:33pm

102'-11"
(31.37m)

59'-11"
(18.26m)

14'-0" x 13'-11.75"
Studio
Unit 209/309
(475 sq.ft.)
Bedroom
10'-8.5" x 8'
Bath
5' x 8'-8"
3'x3'
W/D

13'-8.5" x 13'-11.75"
Studio
Unit 208/308
(433 sq.ft.)
8' x 8'
Bath
5' x 8'-8"
3'x3'
W/D

8'-3.5" x 13'-11.75"
Studio
Unit 207/307
(360 sq.ft.)
8' x 8'
W/D
Bath
8'-7" x 8'-11.5"

Studio
Unit 206/306
(349 sq.ft.)
9'-0" x 13'-11.75"
6'-8.5" x 8'
W/D
3'x3'
Bath
5' x 8'-6"

6'-8" x 8'-2.5"

Studio
Unit 210/310
(382 sq.ft.)
11'-3.5" x 9'
7'-11" x 7'-10"
W/D
3'x2'-11"
Bath
8'-6" x 5'

Studio
Unit 211/311
(388 sq.ft.)
13'-3.5" x 9'
7'-11" x 7'-10"
W/D
3'x2'-11"
Bath
8'-6" x 5'

5' x 8'-7.5"
Bath
8'-6" x 5
W/D
2'-11"x3'
Bath
8'-6" x 5'
W/D
2'-11"x3'

Stairwell #2
8'-0" x 16'-0"
DN
UP

Studio
Unit 205/305
(388 sq.ft.)
13'-3.5" x 9'
7'-11" x 7'-10"

Studio
Unit 204/304
(340 sq.ft.)
13'-3.5" x 9'
7'-11" x 7'-10"

Stairwell #1
8'-0" x 16'-0"
DN
UP

5' x 8'-7.5"

WR
5' x 8'-6"
3'x3'
W/D

9'-0" x 13'-11.75"
6'-8.5" x 8'
Studio
Unit 212/312
(349 sq.ft.)

Studio
Unit 201/301
(318 sq.ft.)
Bath
5'-6" x 8'-11.5"
6'-6" x 8'
W/D
8'-9.5" x 13'-11.75"

Studio
Unit 202/302
(349 sq.ft.)
W/D
3'x3'
Bath
5' x 8'-6"
6'-8.5" x 8'
8'-10" x 13'-11.75"

Studio
Unit 203/303
(415 sq.ft.)
W/D
3'x3'
Bath
5' x 8'-6"
8' x 8'
12'-4.5" x 13'-11.75"

93'-11"
(28.36m)

2nd & 3rd Floor Plan

SCALE: 1/8=1'-0"

2nd Floor = 12 Units
3rd Floor = 12 Units
AREA = 5,903 sq.ft. (548m²)

0 8' 16'

MEO & ASSOCIATES INC. Architectural & Engineering Consultants www.meogroup.net	825 Kingsway Drive, Burlington, Ontario, Canada, L7T 3H8 Tel. 905-632-6952; Fax 905-632-8870; mpiskevk@meoassociates.com 3600 Seven Lakes Dr., Suite 200, LaSalle, Ontario, Canada, N9H 0E5 Tel. 519-250-8088; Fax 519-250-8070; rmeo@meoassociates.com	CLIENT: AGBABA HOLDINGS CORPORATION	PROJECT: 2121 RIVERSIDE DRIVE W. APARTMENTS Windsor Ontario	DRAWING TITLE: 2nd & 3rd FLOOR PLAN SCALE: 1/8" = 1'-0" / ACAD REFERENCE: 4758 -P2- Fl Plan	DATE: FEBRUARY 24, 2025 DRAWN BY: I.A.Z.	PROJECT NUMBER: 4758	SHEET NUMBER: P4

ISSUED FOR:

4758 -P2- Fl Plan.dwg, (2nd & 3rd Floor) Feb 25, 2025 - 1:27pm

Roof Plan

SCALE: 1/8=1'–0" TERRACE ROOFTOP AREA = 1,287 sq.ft. (120m²)

0 8' 16'

ISSUED FOR:

MEO & ASSOCIATES INC.
Architectural & Engineering Consultants
www.meogroup.net

825 Kingsway Drive, Burlington, Ontario, Canada, L7T 3H8
Tel. 905-632-6952; Fax 905-632-8870; mpiskovic@meoassociates.com
3600 Seven Lakes Dr., Suite 200, LaSalle, Ontario, Canada, N9H 0E5
Tel. 519-250-8088; Fax 519-250-8070; rmeo@meoassociates.com

CLIENT:	PROJECT:	DRAWING TITLE:		DATE:	PROJECT NUMBER:	SHEET NUMBER:
AGBABA HOLDINGS CORPORATION	2121 RIVERSIDE DRIVE W. APARTMENTS Windsor Ontario	ROOF PLAN		FEBRUARY 24, 2025	4758	P5
		SCALE: 1/8" = 1'–0"	ACAD REFERENCE: 4758 –P2– Fl Plan	DRAWN BY: I.A.Z.		

4758 –P2– Fl Plan.dwg, (Roof Plan) Feb 24, 2025 – 3:34pm

East Elevation

SCALE: 1/8=1'-0"

ISSUED FOR:

MEO & ASSOCIATES INC. Architectural & Engineering Consultants www.meogroup.net	825 Kingsway Drive, Burlington, Ontario, Canada, L7T 3H8 Tel. 905-632-6952; Fax 905-632-8870; mpiskevk@meoassociates.com 3600 Seven Lakes Dr., Suite 200, LaSalle, Ontario, Canada, N9H 0E5 Tel. 519-250-8088; Fax 519-250-8070; rmeo@meoassociates.com	CLIENT: AGBABA HOLDINGS CORPORATION	PROJECT: 2121 RIVERSIDE DRIVE W. APARTMENTS Windsor Ontario	DRAWING TITLE: EAST ELEVATION SCALE: 1/8" = 1'-0" / ACAD REFERENCE: 4758 -P6- Elevs	DATE: FEBRUARY 24, 2025 DRAWN BY: I.A.Z.	PROJECT NUMBER: 4758	SHEET NUMBER: P6

4758 -P6- Elevs.dwg, (East Elevation) Feb 24, 2025 - 3:53pm

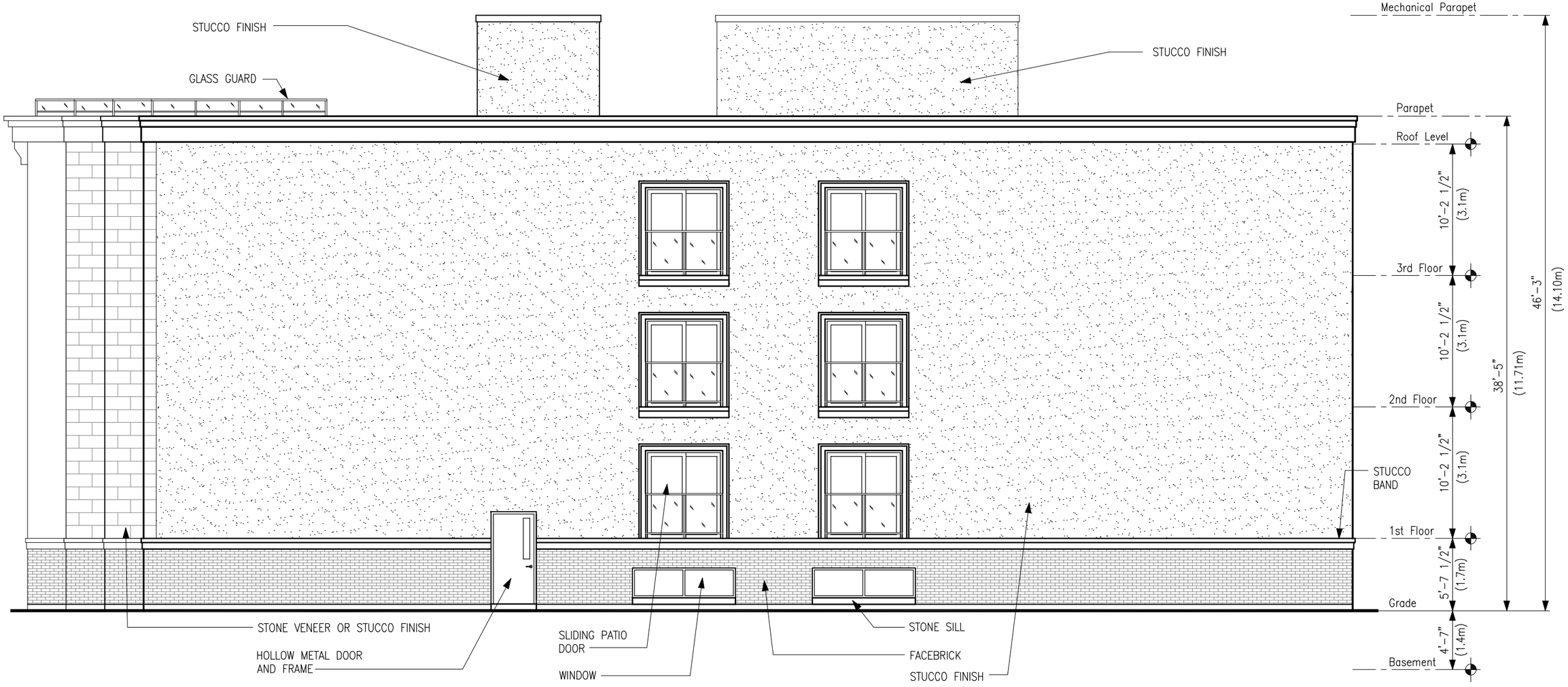
North Elevation

SCALE: 1/8=1'-0"

MEO & ASSOCIATES INC. Architectural & Engineering Consultants www.meogroup.net	825 Kingsway Drive, Burlington, Ontario, Canada, L7T 3H8 Tel. 905-632-6952; Fax 905-632-8870; mpiskovk@meoassociates.com 3600 Seven Lakes Dr., Suite 200, LaSalle, Ontario, Canada, N9H 0E5 Tel. 519-250-8088; Fax 519-250-8070; rmeo@meoassociates.com	CLIENT: AGBABA HOLDINGS CORPORATION	PROJECT: 2121 RIVERSIDE DRIVE W. APARTMENTS Windsor Ontario	DRAWING TITLE: NORTH ELEVATION	DATE: FEBRUARY 24, 2025	PROJECT NUMBER: 4758	SHEET NUMBER: P7
				SCALE: 1/8" = 1'-0"	ACAD REFERENCE: 4758 -P6- Elevs	DRAWN BY: I.A.Z.	

ISSUED FOR:

4758 -P6- Elevs.dwg, (North Elevation) Feb 24, 2025 - 3:26pm



West Elevation

SCALE: 1/8=1'-0"

ISSUED FOR:

MEO & ASSOCIATES INC. Architectural & Engineering Consultants www.meogroup.net	825 Kingsway Drive, Burlington, Ontario, Canada, L7T 3H8 Tel. 905-632-6952; Fax 905-632-8870; mpiskovk@meoassociates.com 3600 Seven Lakes Dr., Suite 200, LaSalle, Ontario, Canada, N9H 0E5 Tel. 519-250-8088; Fax 519-250-8070; rmeo@meoassociates.com	CLIENT: AGBABA HOLDINGS CORPORATION	PROJECT: 2121 RIVERSIDE DRIVE W. APARTMENTS Windsor Ontario	DRAWING TITLE: WEST ELEVATION SCALE: 1/8" = 1'-0" ACAD REFERENCE: 4758 -P6- Elevs	DATE: FEBRUARY 24, 2025 DRAWN BY: I.A.Z.	PROJECT NUMBER: 4758	SHEET NUMBER: P8

4758 -P6- Elevs.dwg, (West Elevation) Feb 24, 2025 - 3:55pm

South Elevation

SCALE: 1/8=1'-0"

MEO & ASSOCIATES INC.
Architectural & Engineering Consultants
www.meogroup.net

825 Kingsway Drive, Burlington, Ontario, Canada, L7T 3H8
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3600 Seven Lakes Dr., Suite 200, LaSalle, Ontario, Canada, N9H 0E5
Tel. 519-250-8088; Fax 519-250-8070; rmeo@meoassociates.com

CLIENT: AGBABA HOLDINGS CORPORATION

PROJECT: 2121 RIVERSIDE DRIVE W. APARTMENTS
Windsor Ontario

DRAWING TITLE: SOUTH ELEVATION
SCALE: 1/8" = 1'-0"
ACAD REFERENCE: 4758 -P6- Elevs
DATE: FEBRUARY 24, 2025
DRAWN BY: I.A.Z.

ISSUED FOR:

PROJECT NUMBER: 4758

SHEET NUMBER: P9

4758 -P6- Elevs.dwg, (South Elevation) Feb 24, 2025 - 3:28pm

APPENDIX "L"
Conceptual Renderings

Rankin Elevation

Riverside and Rankin Side Entrance

APPENDIX “L”
Conceptual Renderings

Riverside Drive West Elevation

APPENDIX “B”
Site Images

Image 1- Subject Parcel - 2121 Riverside Drive West

Image 2- Subject Parcel - 2121 Riverside Drive West (looking West from Riverside Dr W)

LASSALINE
PLANNING CONSULTANTS INC.

REPORT: **PLANNING RATIONALE REPORT (PRR)**

MUNICIPALITY: **CITY OF WINDSOR**

MUNICIPAL ADDRESS: 2121 RIVERSIDE DRIVE

DEVELOPMENT: ZONING BYLAW AMENDMENT (ZBA)

DATE: May 27, 2025

1632 County Road 31
St. Joachim, ON · N0R 1S0
C 519-563-8814· E jackie@lassalineplan.ca

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1.0 INTRODUCTION

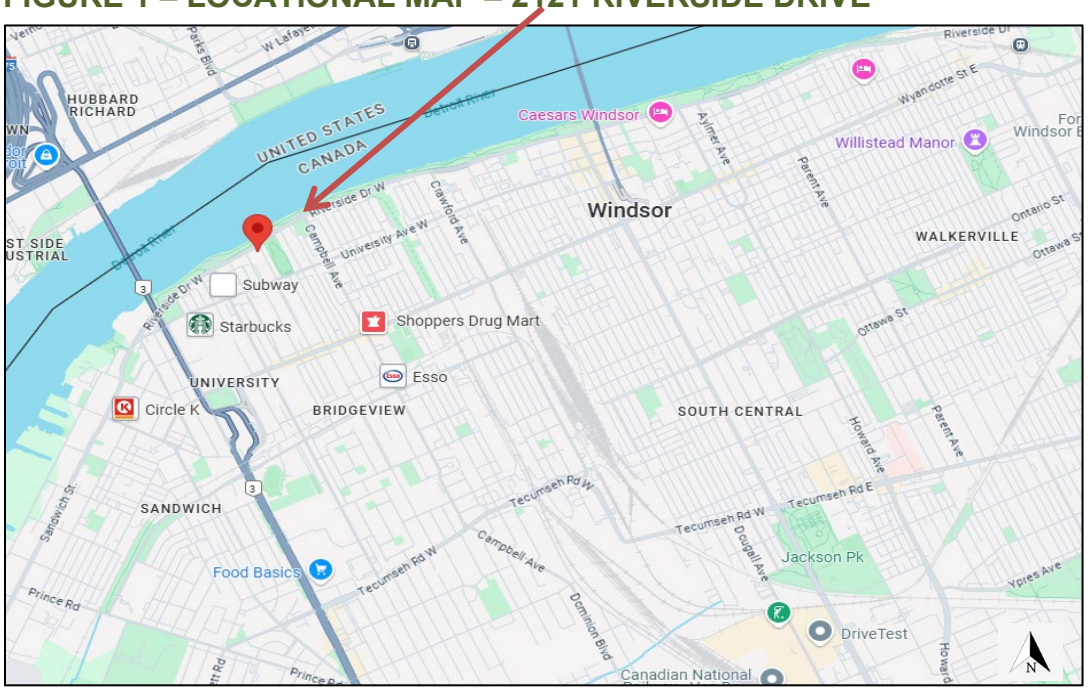
Lassaline Planning Consultants (LPC) has been retained to undertake a Planning Rationale Report (PRR) regarding the feasibility of a site specific Zoning By-law Amendment (ZBA) to support the development of the subject site for a new, low profile, 3 storey residential development.

Proposed is the redevelopment of the site known as 2121 RIVERSIDE DRIVE with a 3 storey 11.7 m (38 ft) height building, 46 residential units in a multi-unit dwelling and 12 parking spaces. The subject site is presently the site of one single, detached residence.

A pre-consultation was completed with the City of Windsor providing a Pre-consultation letter PC-050/23 dated January 31, 2024. Meo and Associates Inc have provided the design and architectural plans for the proposed development. The attached Planning Rationale Report (PRR) addresses the planning questions and provides rationale and support for the requested ZBA required to authorize the proposed development.

Jackie Lassaline, BA MCIP RPP, Lassaline Planning Consultants has prepared this planning rationale report to support, explain and justify the proposed development.

FIGURE 1 – LOCATIONAL MAP – 2121 RIVERSIDE DRIVE



1.1 PURPOSE OF THE ZBA

The subject lands are designated ‘Residential’ on Schedule D of the Official Plan. Comprehensive Zoning Bylaw 8600 zones the subject lands as ‘Residential District 2.2 (RD2.2)' for the subject lands.

To facilitate the proposed residential development, a site specific Zoning Bylaw Amendment (ZBA) is requested for the proposed 3 storey multiple unit residential building with 46 residential apartment units and 12 parking spaces.

With the neighbourhood zoned ‘Residential District 2.2 (RD2.2)', a zone that permits a multiple dwelling, it is recommended that the property remain under the (RD2.2) zone and site specific provisions be applied to allow for the 46 residential units.

1.2 PROPOSED ZBA APPLICATIONS

The Zoning Bylaw Amendment purports to address and provide special provisions under ‘Residential District 2.2 (RD2.2) zone for the following issues:

PERMITTED BUILDING AND DENSITY: One multiple dwelling with 46 dwelling units
BUILDING HEIGHT: 11.71 m
LOADING SPACES: 0 spaces
PARKING SPACE SETBACK WINDOW: 1.5 m
PARKING SPACE SETBACK ALLEY: 0.0m

Following approval by Council of the Zoning Bylaw Amendment (ZBA) application for Site Plan Approval will be required to authorize and facilitate the proposed development.

2.0 SITE AND SURROUNDING LAND USES

The subject lands are located at the corner of Riverside Drive West and Rankin Avenue in the City of Windsor. The lot is a large residential lot with one single, detached residence located on the property.

FIGURE 2 – SUBJECT SITE – 2121 RIVERSIDE DRIVE WEST

2.1 SURROUNDING LAND USES

The subject site is located within a neighbourhood with a mix of residential housing ages, mix of building tenure, mix of heights and densities. The neighbourhood is comprised of a mix of uses that include multiple unit dwelling buildings, commercial uses, major recreational uses, institutional uses, and single detached residences.

Across Riverside Drive is the City of Windsor Waterfront Trail with the Sculpture Park. To the west of the property is a municipal pool, soccer pitch and parkland.

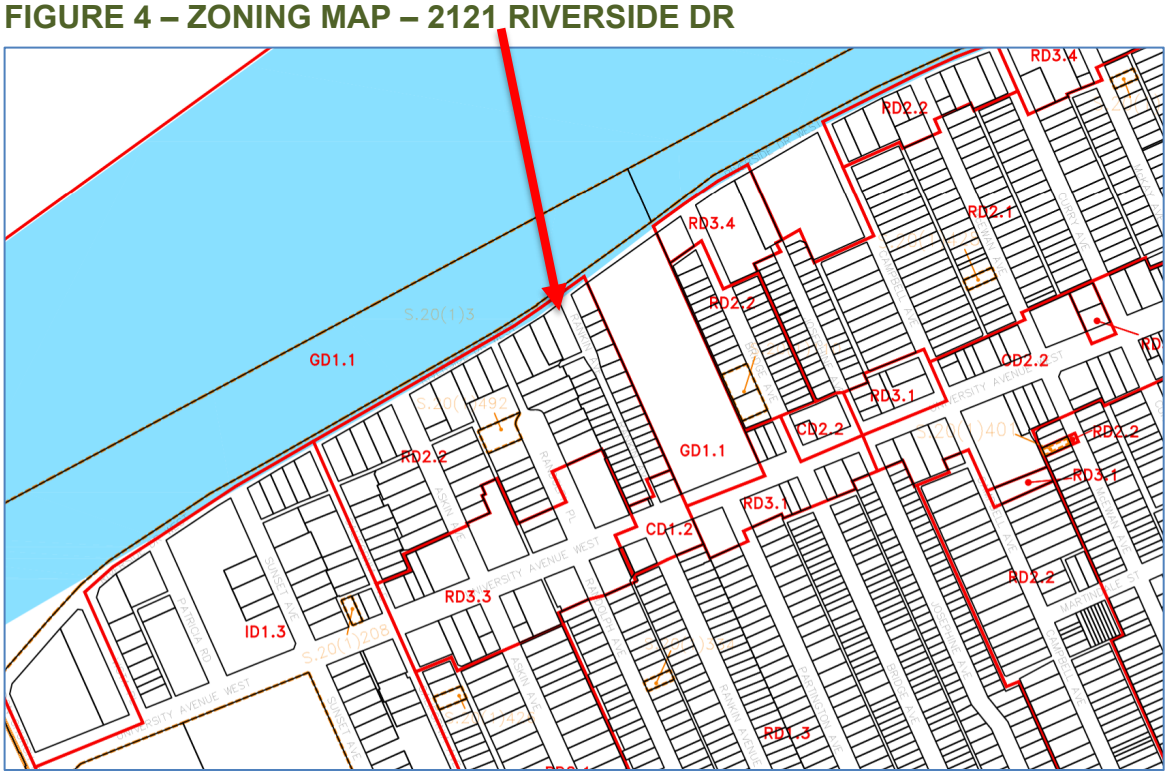
Within the block are commercial restaurants and stores geared for the neighbourhood. There are

The proposed development is situated in an already existing predominately residential neighbourhood with a mix of residential densities. There are also neighbourhood commercial (restaurants, commercial, etc) uses and the Riverside Trail that will facilitate active transportation by foot or bicycle along the municipal trail to the downtown core only a few blocks to the east and the university a few blocks to the west.

There are significant recreation, and active transportation uses within the neighbourhood including the riverfront trails along Detroit River directly across the street with a direct link to the University of Windsor only a few blocks to the west and the CBD a few blocks to the east. The waterfront trail provides for safe and quick access to the university for any students.

FIGURE 3 – NEIGHBOURHOOD MAP – 2121 RIVERSIDE DR.

FIGURE 4 – ZONING MAP – 2121 RIVERSIDE DR



The majority of the neighbourhood is zoned 'Residential District (RD2.2)'

a) North - 'Riverfront Trail' and Sculpture Park

b) East - immediately adjacent are existing residential uses that include low, medium and high profile residential multi-unit apartments and condos;
- Atkinson Park with a pool, soccer pitches and skating park;

c) South - existing uses that include low and medium profile residential multi-unit apartments and condos,

d) West - existing uses that include low and medium profile residential multi-unit apartments and condos,

From a planning perspective, it is my professional opinion that the proposed 3 storey, low profile multi-unit residential building is comparable to existing low, medium and high profile residential buildings within the neighbourhood and can be considered a compatible use and density with this neighbourhood mix of densities, heights and uses as a healthy community.

2.2 NEARBY AMENITIES

The Riverside trail and the Atkinson Park provide for significant parkland amenities in close proximity to the site for a healthy community. The trail provides quick and easy access to the downtown and to the univeristy.

There is local, neighbourhood commercial available within the close proximity. The downtown CBD is located within a couple blocks and within walking distance. Within the neighbourhood are some restuarants and dinners within walking distance from the site.

FIGURE 5 – SITE AERIAL 2121 RIVERSIDE DRIVE

2.3 LEGAL DESCRIPTION AND OWNERSHIP

The legal owners name is: Agbaba Holdings Corporation

Legal Description is: Part of Lot 1, Registered Plan 1163, Town of Sandwich as in R940402; City of Windsor. PIN SHEETS: 01230-0216 (LT)

2.4 SIZE AND SITE DIMENSION

The subject lands are a rectangular shape as a corner lot fronting on Riverside Drive West and an exterior side yard on Rankin Avenue. The lot has a frontage of approximately 22.5 m on Riverside Drive West and an area of 1,247.8 m².

2.5 TOPOGRAPHY, VEGETATION, AND PHYSICAL FEATURES OF THE SITE

The subject lands are generally flat with an existing residence and residential trees and shrubs on the property. Landscaping will be designed to provide screening and positive accentuate the new residential building.

There is an opened alley at the rear of the property providing access to parking for the subject lands as well as access to rear area parking for other properties. The alley provides for access from Rankin to a number of residential properties adjacent the alley, supporting the heritage character of the neighbourhood with parking to the rear of the residences. A request for closure of the alley is not supported since the alley is an integral access for the subject property as well as other residential properties and will support the heritage principal of parking in the rear of the heritage building.

FIGURE 6

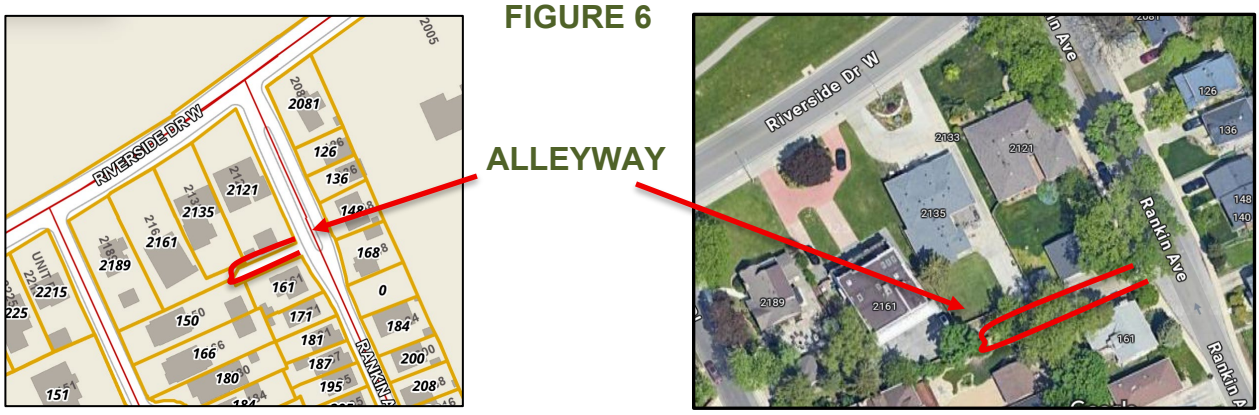
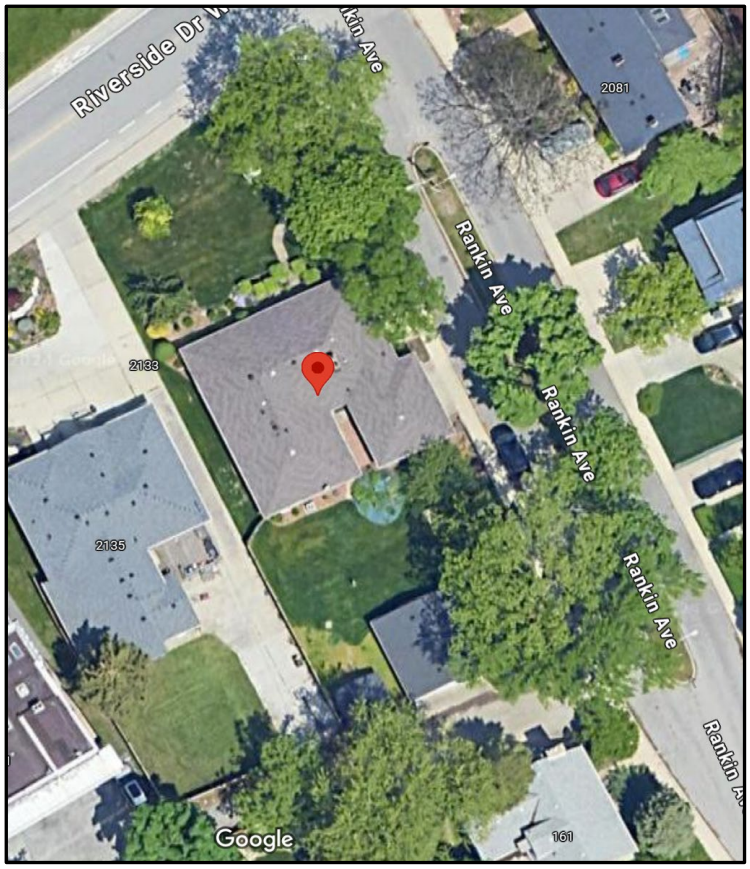


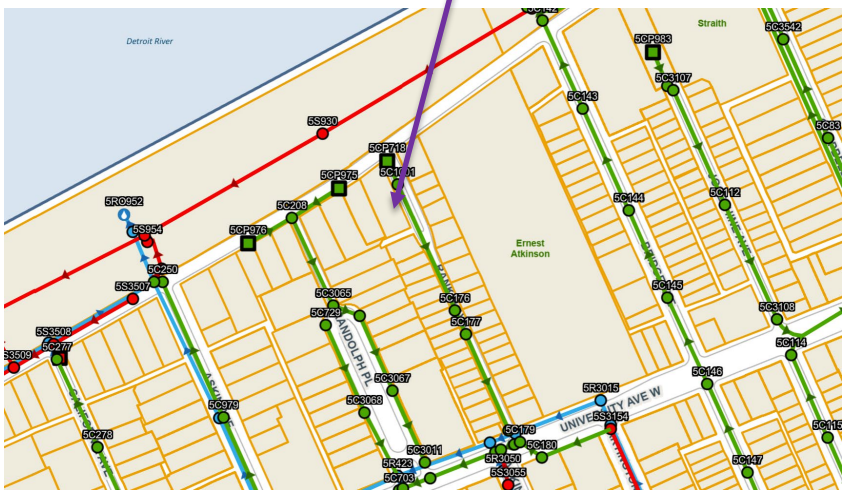
FIGURE 7 – SITE AERIAL 2121 RIVERSIDE DRIVE



2.6 MUNICIPAL SERVICES

The subject lands are serviced by combined municipal sanitary and stormwater sewers along Rankin Avenue.

FIGURE 8 – 2121 RIVERSIDE DRIVE WEST – SANITARY SEWER LINE



2.7 EXISTING ZONING AND PERMITTED USES:

The property is presently zoned 'Residential District (RD2.2)'. Alternatives permitted housing styles are provided in the (RD2.2) bylaw and specifically under 11.2.1 Permitted Uses of the (RD2.2) district.

City staff have recommended that the site be development for student housing with a **regulatory permitted** 4 unit townhouse. Through configuration of 3 units per townhouse, the regulations permit 12 residential units in total for the townhouses. Each unit will have 4 bedrooms in each unit for a total of 48 residential occupancy as permitted under the bylaw.

As an alternative, city staff recommended the site be developed for student housing with a regulatory permitted 4 dwelling units with 48 residential occupancy as **regulatory permitted** under the bylaw.

The townhouse style of housing is a permitted use in the RD2.2 district:

11.2.1 RD2.2 PERMITTED USES:

One Double Duplex Dwelling
One Duplex Dwelling
One Multiple Dwelling containing a maximum of four dwelling units
One Semi-Detached Dwelling
One Single Unit Dwelling
Townhome Dwelling
Any use accessory to any of the preceding uses

11.2.1.5 RD2.2 TOWNHOUSE REGULATIONS:

.1 Lot Width – minimum 20.0 m
.2 Lot Area – per dwelling unit – minimum 200.0 m2
.3 Lot Coverage – maximum 45.0%
.4 Main Building Height – maximum 9.0 m 11
.5 Front Yard Depth – minimum 6.0 m
.6 Rear Yard Depth – minimum 7.50 m
.7 Side Yard Width – minimum 1.20 m"

*"**TOWNHOME DWELLING** means one dwelling vertically divided into a row of three or more dwelling units attached by common interior walls, each wall having a minimum area above grade of 10.0 sq. m., and may include, where permitted by Section 5.99.80, additional dwelling units. A semi-detached dwelling is not a townhome dwelling."*

"5.99.80 SECOND UNITS / ADDITIONAL DWELLING UNITS

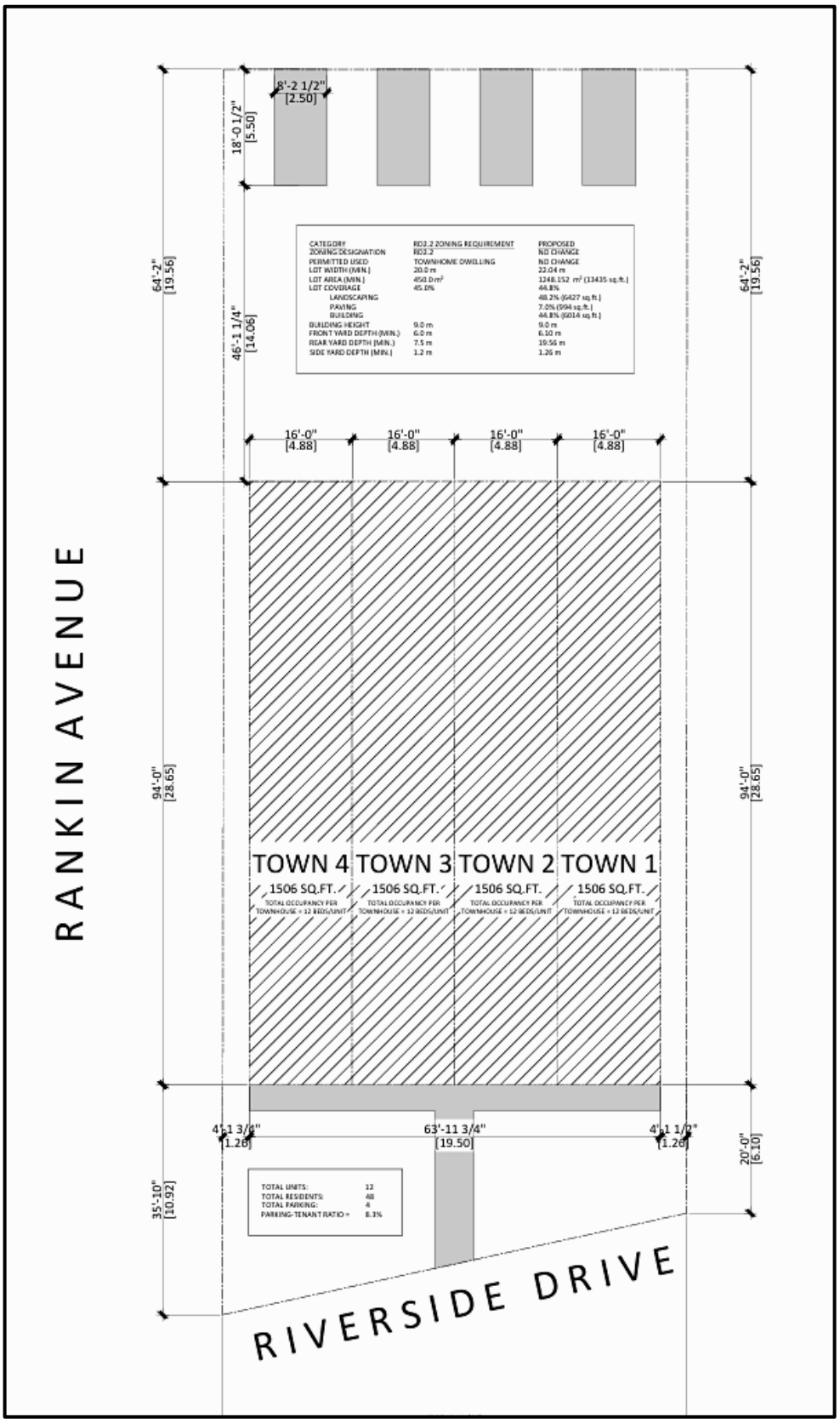
.1 ***For any*** *zoning district that permits a single unit dwelling, semi-detached dwelling, duplex dwelling, or* ***townhome dwelling****, the following additional provisions shall apply:*

.1 ***Additional Permitted Uses***

a) Two additional dwelling units shall be permitted on a parcel of urban residential land. This may be either:

i) ***Two additional dwelling units within the primary dwelling unit located in the main building****"*

FIGURE 9: DRAFT SITE PLAN FOR DEMONSTRATION PURPOSES ONLY



TOWNHOUSE BYLAW REVIEW			
REGULATIONS:	**RD2.2**	**SITE**	**COMPLIES**
LOT WIDTH (min)	20 m	22.04 m	**YES**
LOT AREA (min)	200 m2/unit 800 m min	1,248 m^2	**YES**
LOT COVERAGE (max)	50% with ADU	44.8 %	**YES**
BLDG HEIGHT (max)	9 m	9 m	**YES**
FRONT YARD (min)	6 m	6.1 m	**YES**
REAR YARD (min)	7.5 m	7.5 m	**YES**
SIDE YARD (min)	1.2 m	1.2 m	**YES**
PARKING SPACES	4 (1 space per townhouse lot)	4 spaces	**YES**

TOWNHOUSE VS MULTIPLE BUILDING COMPARISON		
REGULATIONS:	**MULTI-UNIT BLDG**	**TOWNHOUSE (x4)**
OCCUPANCY (density)	**46** Residents in individual Studio Apartments	4 residents in each unit 3 units in each townhouse unit 4 townhouse units **48 Residents Total**
Bathrooms	**46 bathrooms**	**48 bathrooms**
LOT COVERAGE (max)	44%	44.8 %
BLDG HEIGHT (max)	11.71 m (2.7 m variance)	9 m
FRONT YARD (min)	7.41 m (established bldg. line)	6.1 m (minimum setback)
REAR YARD (min)	18.5 m	7.5 m
SIDE YARD (min)	1.83 m	1.2 m
LOADING SPACES	0	0
PARKING SPACES	**12 spaces on site**	**4 spaces** (1 space on each lot)
BIKE PARKING	**3 legal** (+39 bonus = 42)	**0**
REZONING OR VARIANCE	**YES**	**NO**
SITE PLAN CONTROL	**YES**	**NO**
OPEN HOUSE REQUIRED	**YES**	**NO**

PERMITTED TOWNHOUSE OPTION:

(1) As permitted by regulations of the (RD2.2) district, four townhouse buildings that will result in 4 single, attached units and 8 ADU's for a total of 12 units constructed for 4 students in each unit. This would result in a total of 12 units, 48 bedrooms, and 48 bathrooms—**a greater residential density for the permitted townhouse development** than the proposed multiple dwelling, which houses 46 residents.

(2) Although unit count is lower, the permitted townhouse form accommodates **more residents**, and therefore, a higher **density of occupancy**. As noted above, the 4 townhouse units, each with 2 ADU's in each unit, for a total of 12 residential units will result in a larger footprint with 45% lot coverage (50% max with ADU's) of the 4 townhouse units and with more residents (48 beds) than the multiple unit building.

(3) The townhouse buildings are permitted up to 50% lot coverage, when including accessory dwelling units, which is higher than the proposed multiple dwelling's lot coverage of 44%. This results in a larger overall building envelope under the permitted townhouse scenario. The multi-unit building with 44.6% lot coverage will have a smaller footprint than the townhouse proposal.

(4) The townhouse built form allows for 1.2 m side yard setbacks and a 6 m front yard setback. In contrast, the proposed multiple unit dwelling provides more generous setbacks, with 1.83 metres on the sides (50% larger) and 7.5 metres in the front (25% larger), offering more green space and separation from Riverside Drive.

(5) The permitted townhouse will have to be set at the minimum front yard setback of 6 m to accommodate width for each unit while the new multiple unit building will respect the established building line at 7.41 m front yard setback, making the multiple unit building consistent with the neighbourhood.

(6) The townhouse units, under the regulatory bylaw, do not require any bicycle parking, whereas the proposed multiple dwelling includes 3 legal bike parking spaces and an additional 39 informal ones, providing a total of 42 spaces to support active transportation.

(7) The permitted **townhouse development** requires only one parking space per building, for a total of **4 parking spaces serving 48 residents at a ratio of 1 parking space for 12 tenants** or 8.3% parking-to-resident ratio. The proposed **multiple unit dwelling** building provides for **12 parking spaces serving 46 tenants**, including two with EV charging stations, resulting in a ratio of **1 parking space for 4 tenants** with a 26% parking-to-resident ratio.

(8) Additionally, under the permitted townhouse scenario, the City would be required to issue up to 24 on-street parking permits, whereas the proposed multi unit development is granted no on-street parking. This means the townhouse alternative would create a significant burden on neighbourhood parking, while the proposed multiple dwelling will have no such impact. A parking study prepared by Dillon Consulting has confirmed that 12 spaces are sufficient for the proposed student housing use.

(9) From a built form context there are no townhouse units within the neighbourhood of 2121 Riverside Dr: the built form of the 2.5 storey townhouse will be unique for the neighbourhood.

The townhouses will create an anomaly in the neighbourhood with the different massing and housing style than existing built form in the neighbourhood.

(10) A 2.5-storey townhouse form would introduce a built form that does not align with existing residential built form, massing or character within the neighbourhood.

(11) To the east, existing building forms transition from a duplex followed by a park, and then a **mix of low-rise and high-rise multiple unit buildings.** The proposed multiple dwelling building is more consistent with the evolving built form along within this neighbourhood of Riverside Drive.

(12) 2161 Riverside Drive (art deco building to the west) is a multi-unit building consistent in height with the proposed multiple unit building and are comparable in height, massing and footprint.

(13) The permitted townhouse option would not be subject to Site Plan Control. As such, the design could proceed with minimal municipal oversight and would be entirely at the discretion of the developer. By contrast, the proposed multiple unit dwelling is subject to full Site Plan Control and has been carefully designed to integrate with the surrounding heritage building context with features like parking sympathetic and compatible with the existing heritage buildings in the neighbourhood.

(14) As an example, the multi unit building's lower brick band mirrors the detailing of 2081 Riverside Drive, while the upper cladding and color palette reflect the materials used at 2135 Riverside Drive. This architectural approach has been positively received by nearby residents, with many describing the design as "breathtaking" and "a huge win for the street."

It is my professional opinion that the proposed multiple unit building is significantly more compatible and sympathetic to the existing built heritage environment and will be a positive infilling development.

3.0 DEVELOPMENT PROPOSAL

The subject lands known as 2121 Riverside Dr. West is presently designated as 'Residential' on the City of Windsor Official Plan, Schedule 'D' and is zoned as 'Residential District 2.2 (RD2.2)' in the Comprehensive Zoning Bylaw 8600 (CZB) for the City of Windsor.

FIGURE 10 – LOOKING NORTH AT RIVERSIDE PARK AND TRAIL

FIGURE 11 – LOOKING EAST ALONG RIVERSIDE DRIVE

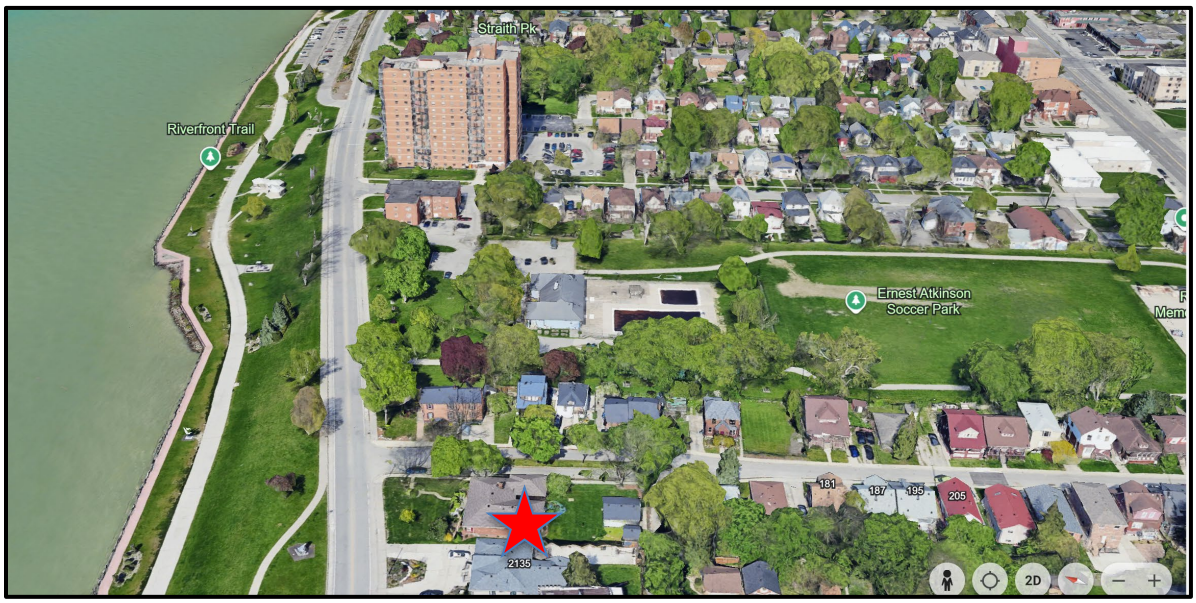
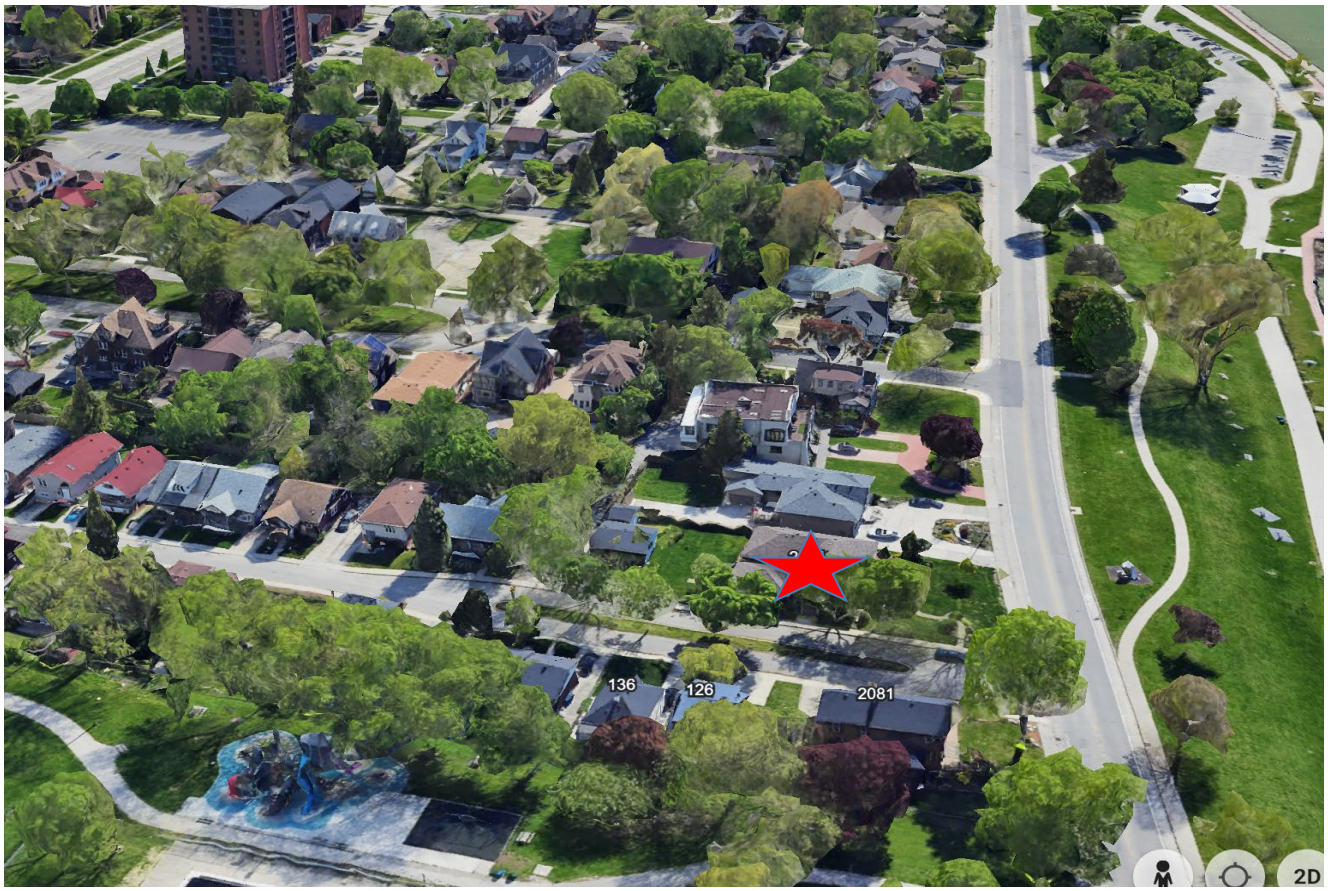


FIGURE 12 – LOOKING SOUTH ON RIVERSIDE

FIGURE 13 – LOOKING WEST ON RIVERSIDE



The OP allows for a Low or Medium Profile Residential building on the site. The Zoning Bylaw Amendment purports to maintain the existing ‘Residential District 2.2 (RD2.2)’ while applying new provisions to create a site specific ‘Residential District 2.2-# (RD2.2#)’ with following regulations:

PERMITTED BUILDING AND DENSITY: One multiple dwelling with 46 dwelling units
BUILDING HEIGHT: 11.71 m
LOADING SPACES: 0 spaces
PARKING SPACE SETBACK WINDOW: 1.5 m
PARKING SPACE SETBACK ALLEY: 0.0m

The above provisions being added to the (RD2.2) zone as site specific provisions will allow for the maintenance of a zone that exists for the neighbourhood while making minor adjustments through a ZBA to permit the residential development of a low storey multiple unit dwelling.

The main floor of the building will have a subtle entrance fronting on Rankin Ave with the entrance facing the street and not the interior side yards. There will be fencing between the new building and the adjacent land owner. Bike parking will be located between the residence and the privacy fence. On the top floor is a garden terrace including landscaping with a gathering place and amenity space available for all the tenants.

Each of the 46 residential units will be rental of studio apartment accommodation with unit areas of 29.5 m2 (317 ft2) to 40 m2 (431 ft2). The units are called studio apartments because of the small scale of the units as efficient suites. The studio units are perfect for one person but do not facilitate two people inhabiting the units therefore 46 units refers to 46 residents. These small units are geared towards university grad students who need privacy, quiet and affordable units. The building is considered Purpose Built Student Accommodations (PBSA) and the size of the units reflect the intended units.

As discussed in the urban design subsection below, the 46 units are defined as small units intended to support senior university students or young professionals with quick and easy access to downtown and the university utilizing the Riverfront Trail.

The provision of high quality, rental accomodation will provide alternative housing tenure and style while supporting young professionals or senior university students to afford reasonable, modern accommodations.

The building has been designed by Meo and Associates with a heritage sensitive profile building characteristics that is architecturally appealing, enhancing the vitality of the existing neighbourhood. Colours and materials have been duplicated from existing heritage buildings in the neighbourhood to provide for a compatible and heritage sensitive development. Please refer to elevations below.

The proposed buildings will have a compact residential form that will reduce the consumption of land and make efficient use of energy resources and existing municipal services while providing for modest intensification. The proposed 3 storey low profile building will be clustered with other low and medium profile residences buildings located in neighbourhood.

There are like and similar buildings with multiple storeys and other low and medium profile residential buildings within the immediate neighbourhood making the proposed building comparable and compatible with the neighbourhood.

The building is located adjacent to other 3 storey profile buildings and two storey buildings, like and similar building profiles providing for compatibility of the proposed building with the neighbourhood. The proposed 3 storey residential multiple dwelling will provide for a mix of housing styles and tenures required for a healthy community.

In accordance with Section 24.20.5 of the CZB, the provision of 12 parking spaces on site for students complies with the requirement for 12 parking spaces for student housing such as the proposed multiple unit building. The parking will support the use of municipal transit, the local trails and the walkable healthy community.

The subject site is located just 550m (6-7 minute walk) from the University of Windsor Campus to the west utilizing the multiple trail system of the Riverside Waterfront Trail. As well, the downtown core is located within a 7-10 minute walk to the east.

The housing proposed is considered student housing but will be in private ownership rather than student housing owned by the university. The student housing will provide small, studio apartments for single tenants in new, efficient, affordable accomodation. The housing will provide for alternative, affordable tenure and style to provide for student housing.

The building has been designed for university students and young professionals who do not have a car and want a nice, small apartment in close proximity to municipal transit; trails; the university and the downtown core. The style of housing is considered 'Purpose Built Student Accommodation (PBSA)' as small studio apartments with approximately 29 m^2 to 40 m^2 floor area with tenants who typically do not have cars.

Under Provision 24.20.5 in Bylaw 8600 provides for 1 parking space for each 4 beds within student housing. The building has 46 units that are small, studio units (no bedroom but open space) intended for 1 bed and 1 tenant each room. The recommended 12 parking spaces recommended by the bylaw for student housing is an appropriate direction for parking by students. The 11 parking spaces have been provided with 1 additional parking spaces for visitor parking.

Dillon Consulting, Traffic Engineer has provided positive support for the amount of student parking:

> *"The minimum number of parking spaces required for the site as per the City's Zoning By-law is 11 spaces. The subject site proposes 12 parking spaces, which meets the ZBL requirements."*

In support of the provision of reduced parking, should a tenant want additional parking, there is municipal parking lot available for permit parking within close proximity.

Provisions of the (RD2.2) zone front yard regulations allow for a minimum 6 m setback for the new building. This setback however will bring the building forward of the established building line of the existing residences. The front yard has therefore been set at 7.41 m to respect the front yard setback of the established building line.

There will be 12 parking spaces on site with access from the alley and Rankin Avenue while supporting the moderate intensification allowed by the comprehensive development of the site. Tenants will be provided with 42 bike parking spaces with the intent that the residents will use the available trail for transport to the university or to the downtown.

Should a tenant want a parking space, they can access the municipal parking lots within close proximity to the building.

The building can be considered compatible with other similar low and medium profile residential multi unit buildings within the neighbourhood.

In my professional opinion, the proposed development will be an attractive, pedestrian oriented building that will be an asset to the neighbourhood while providing for needed alternative housing for students or young professionals.

The University of Windsor has provided a letter, attached as Appendix A, with support for the housing. The University has identified a significant need for student housing with location of the building is optimum:

> *'The University of Windsor strongly believes that the city would benefit from additional housing inventory, especially those that bring a level of diversity, accessibility and affordability to the post secondary students who wish to reside in close proximity to the University's main campus.'*

The proposed multi-unit residential complex will promote active, healthy community with the excellent access to active transportation. The site is in close proximity to municipal transit and municipal trail system.

3.1 SITE PLAN PREPRARED BY MEO AND ASSOCIATES:

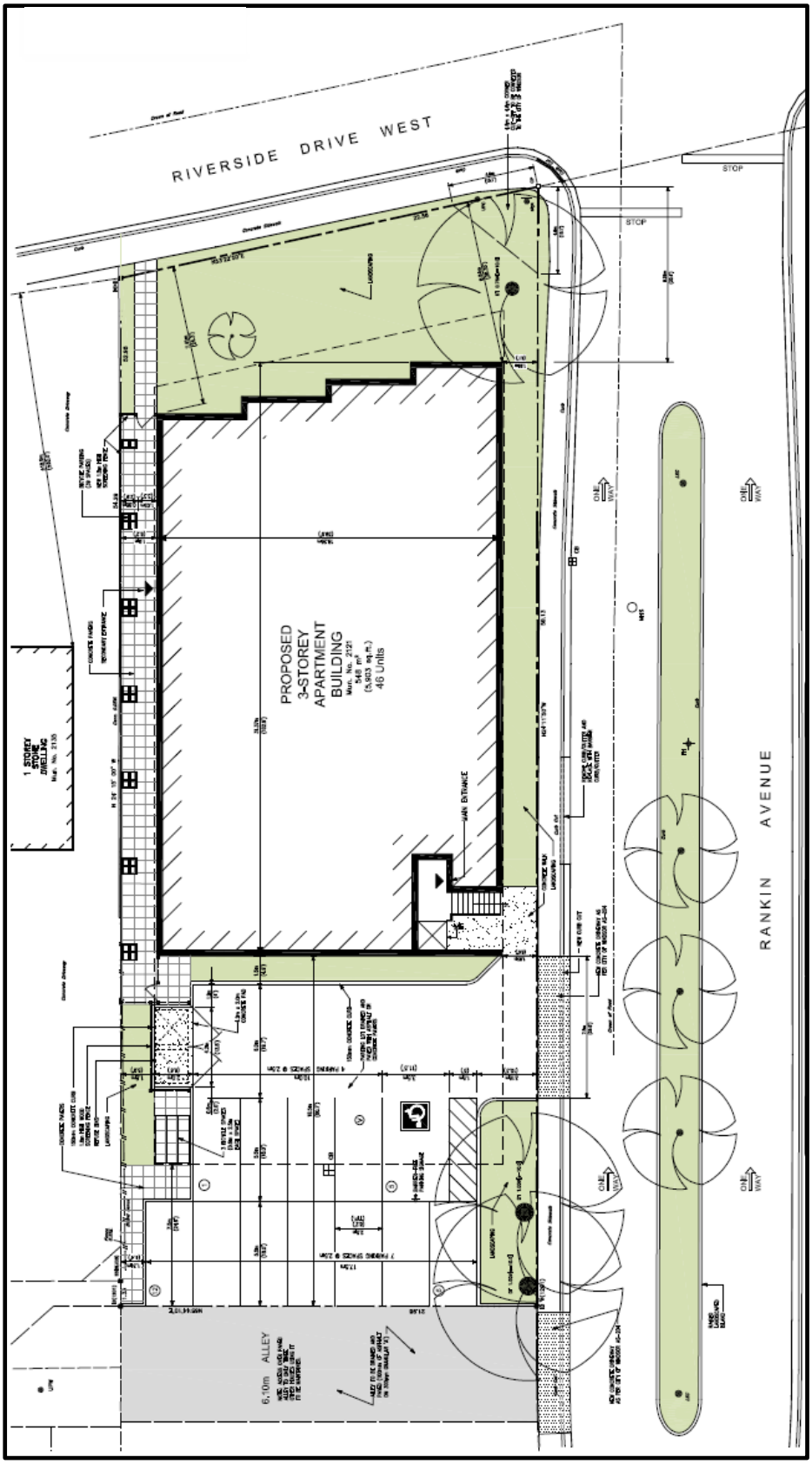


FIGURE 14:

2121 RIVERSIDE DR W.

SITE PLAN

3.2 BUILDING RENDERINGS

FIGURE 15 – NORTH EAST IMAGE

FIGURE 16 – NORTH ELEVATION IMAGE

FIGURE 17 – EAST IMAGE

3.3 LANDSCAPING

Greenspace is provided in the front yard and exterior side yard to ensure the building appears as residential and is compatible with the neighbourhood. The interior side yard will be comprised of decorative interlocking bricks to provide for hard surface landscaping. The roof will be provided as an amenity space with outdoor furniture to provide for use by the tenants.

Parking in the rear has been reduced by two spaces to save the two mature trees fronting on Rankin Blvd. This will ensure mature trees are preserved and maintain the viewscsape along Rankin Blvd.

There is significant parkland across Riverside Drive and within the block to the east is a significant municipal park with Atkinson Park that includes a pool, a skating rink, soccer pitch and green space.

3.4 PARKING

As indicated by Dillon Consulting in their Transportation Impact Study, university students and young professionals and as identified in the Purpose Built Student Accommodation (PBSA), tenants will typically not have cars.

Parking provisions of CZB 8600 for PBSA's requires 1 space for each 4 beds within the building of a PBSA which would result in 11 parking spaces as noted by Dillon. In this circumstance, the rooms have been designed as small studio units to accommodate 1 tenant (bed) per unit. As a one bed studio unit with 46 units in the building, the amount of parking required for the site is 11 spaces.

Dillon Consulting's Transportation Impact Study for the site at 2121 Riverside Drive and based on the floor plan and the intended tenants, provided positive support for 12 parking spaces. The site plan originally had 12 parking spaces proposed and has been revised to now accommodate a **proposed 12 parking spaces** provided to accommodate the CZB.

> *"The proposed development consists of a three (3) storey residential building featuring 46 units and a surface parking lot with 12 parking spaces. One vehicular access is proposed on Rankin Avenue for the site. It is located approximately 45 metres south of Riverside Drive West. Two entrances to the building are proposed, with one entrance proposed along Rankin Avenue (main building entrance) and another on the west side of the building (secondary building entrance), accessed via a concrete pathway that connects to Riverside Drive West.*
>
> *The proposed development is anticipated to generate 8 total person trips during the AM peak hour (3 inbound and 5 outbound) and 14 total person trips during the PM peak hour (8 inbound and 6 outbound). These forecasts reflect an estimated non-auto modal split of 22% for mature neighbourhoods, which is based on 2041 targets outlined in the City of Windsor's 2019 Active Transportation Master Plan.*
>
> *All study area intersections are projected to have acceptable levels of vehicular delay and queuing. All individual vehicle movements operate at LOS C or better. No critical movements have been identified. The proposed site driveway is projected to operate at an excellent level of service (LOS A), during both the AM and PM peak hours through to the 2031 horizon year.*

There are existing sidewalks and bicycle lanes on Riverside Drive West along the sites north frontage, which will not be modified as a result of the proposed development. The site plan proposes the introduction of a concrete walkway that would connect the western edge of the proposed building to the existing pedestrian sidewalk on Riverside Drive West. This would link pedestrians to the building's secondary entrance. Along Rankin Avenue, a sidewalk currently exists along the site's east frontage.

The minimum number of parking spaces required for the site as per the City's Zoning By-law is 11 spaces. The subject site proposes 12 parking spaces, which meets the ZBL requirements."

3.5 FLOOR PLANS

FIGURE 18 – 2nd and 3rd FLOOR PLAN

FIGURE 19 – 1st FLOOR PLAN

FIGURE 20 – BASEMENT PLAN

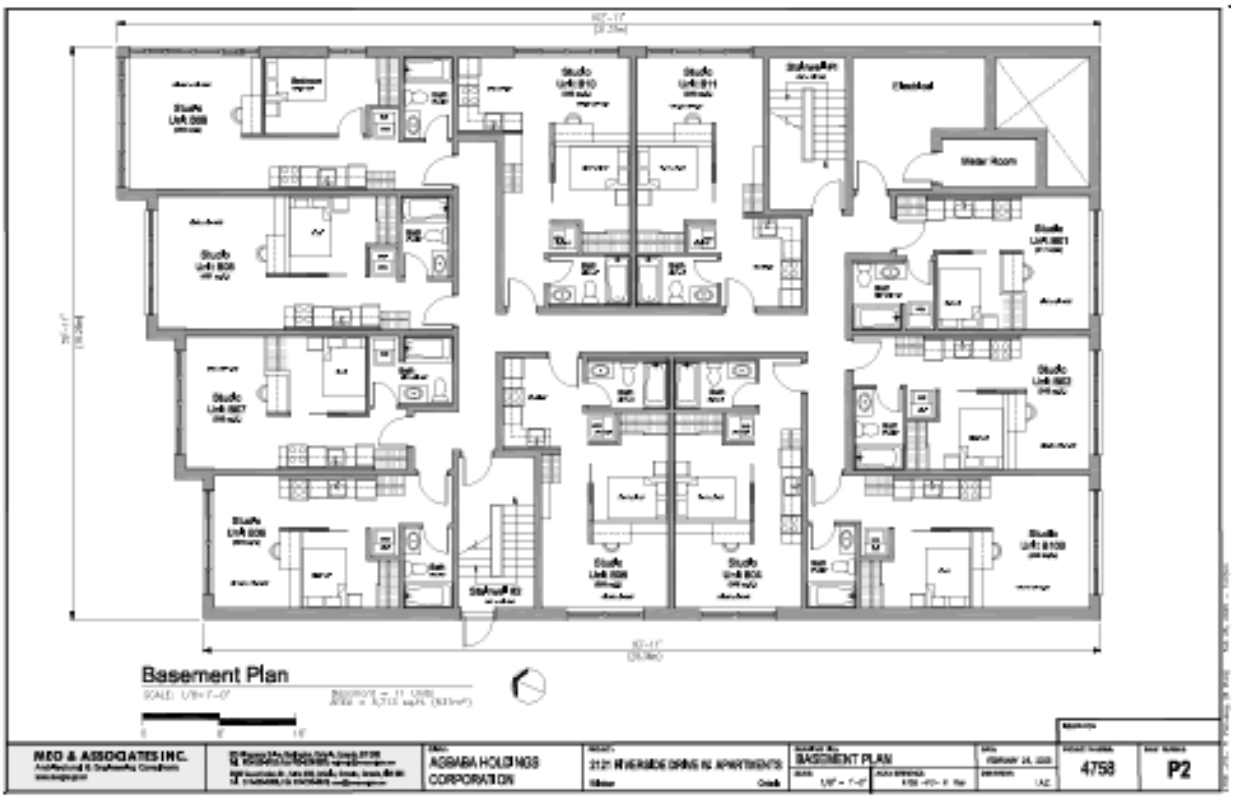


FIGURE 21 ROOF TOP TERRACE PLAN

3.6 FUNCTIONING SERVICING REPORT

Ralph Meo P.Eng. from Meo and Associates a local engineering firm completed a Functional Servicing Report dated September 25, 2024 with the following summary:

"3.0 Conclusions and Recommendations:

The existing 300 mm sanitary sewers have sufficient capacity to serve the proposed 46-unit apartment building at 2121 Riverside Drive, as well as the rest of the residences that drain into it.

The plumbing system for the proposed building should be installed and maintained as detailed herein, including backup power.

The allowable release rate for the Storm Water Management plan should be reduced by the sanitary flow emanating from the proposed apartment building (1.76 l/s reduction)."

3.7 STORMWATER MANAGEMENT REPORT

Ralph Meo P.Eng. from Meo and Associates a local engineering firm completed a Storm Water Management Report dated August 27, 2024 with the following summary

"Conclusion:

The proposed 46-unit apartment building at 2121 Riverside Drive can be provided with sufficient storm water detention storage, on site, and limit its discharge rate to the current 10.5 l/s.

It is my opinion that, if the proposed project is developed as proposed and described herein, it will not have a negative impact on the storm water drainage in this neighbourhood."

3.8 SHADOW STUDY

A Shadow Study was completed to visualize the new building and determine if there are any impacts on the neighbourhood. According to Michael Piskovic OAA, Meo and Associates, **letter dated April 10, 2024:**

"These drawings depict the annual range of shadows, with the longest shadows occurring in December and the shortest in June. Typically, March and September represent average conditions in terms of shadow length.

Regarding the impact on the surrounding single-family houses' rear yards (outdoor living spaces), the following observations can be made:

- **March 21 (Vernal Equinox)**
  - *2135 Riverside Dr. W.*: Minimal shadow is observed at the southeast corner of the house adjacent to the east property line between the hours of 8:00-10:00
  - *2081 Riverside Dr. W.:* Shadow is cast in the rear yard during the late afternoon at 18:00 hours

- **June 21 (Summer Solstice)**
  - *2135 Riverside Dr. W.*: Minimal shadow is observed at the southeast corner of the house adjacent to the east property line during the early morning hours

- **September 21 (Autumnal Equinox)**
  - *2135 Riverside Dr. W.*: Minimal shadow is observed at the southeast corner of the house adjacent to the east property line during the early morning hours

- *2081 Riverside Dr. W.:* Shadow is cast in the rear yard during the late afternoon at 18:00 hours
- *126 and 136 Rankin Ave.*: Shadow is cast in the rear yards during the late afternoon at 18:00 hours

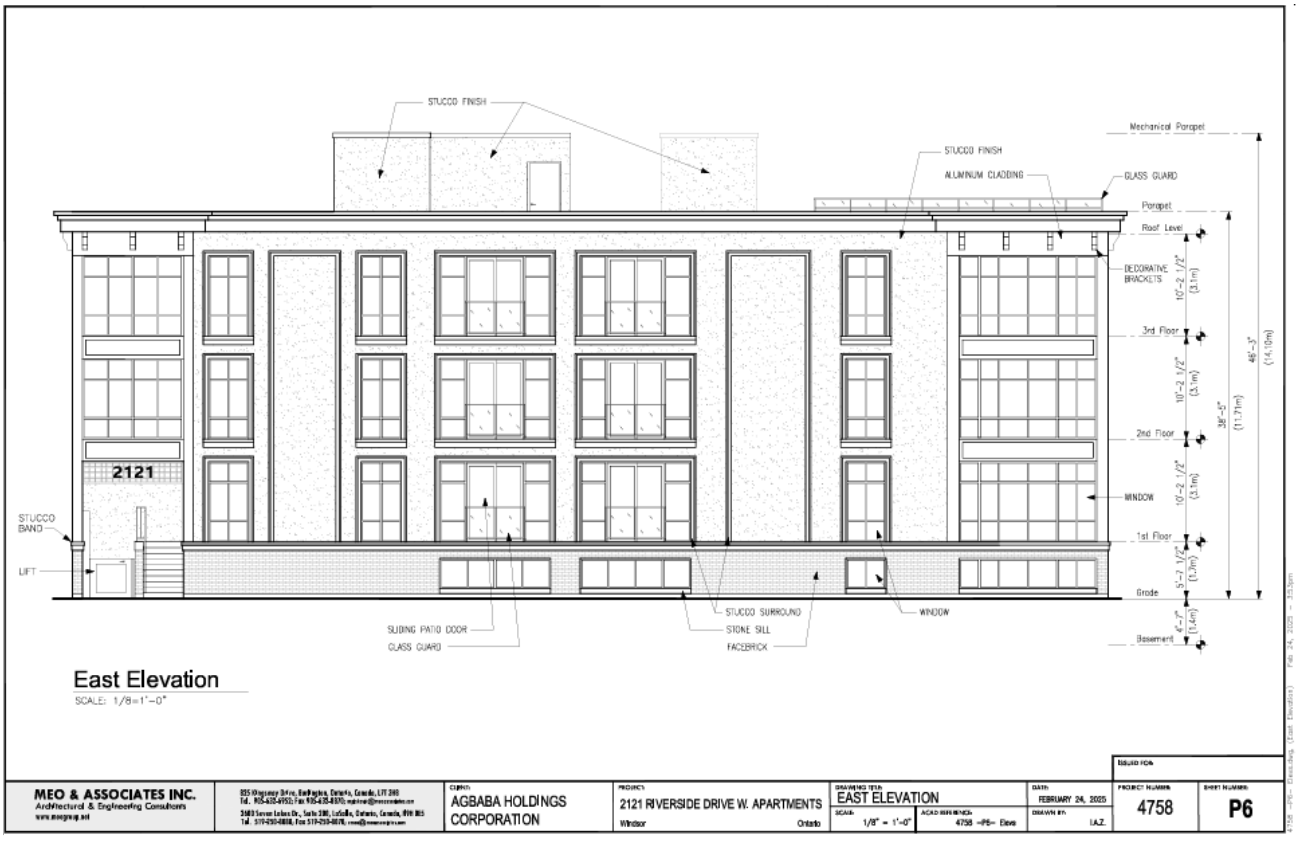
• **December 21 (Winter Solstice)**
- *2081 Riverside Dr. W.:* Shadow is cast in the rear yard after 15:00 hours
- *126 Rankin Ave.*: Shadow is cast in the rear yard after 14:30 hours.

Overall, the shadows generated by the proposed development are anticipated to have minimal impact on the neighbours' rear yards."

3.9 HERITAGE REVIEW

The building has been designed by Meo and Associates with a heritage sensitive profile building characteristics that is architecturally appealing, enhancing the vitality of the existing neighbourhood. Colours and materials have been duplicated from existing heritage buildings in the neighbourhood to provide for a compatible and heritage sensitive development. Please refer to elevations below.

FIGURE 22 – FRONT/EAST ELEVATION



The immediate neighbourhood is comprised of a mix of periods and age of existing housing and styles: arts and craft, 4 square, art deco, mansard dutch barn, Ontario cottages (modest homes), 1960's bungalow.

There were some Heritage features such as the following that are found in the neighbourhood that have been duplicated for this multiple residence building (see below);

1) banding around each floor;
2) Complex lights with multiple mutons and mullions;
3) Colour palette was used from the two existing residences adjacent to the property
4) Corbels and decorative roof features.

FIGURE 23 – BUILDING DESIGNATED UNDER HERITAGE ACT

In my professional opinion, the architect has provided a compatible and heritage sensitive building that will be well suited in the mix of heritage styles and periods of the neighbourhood.

3.10 OPEN HOUSE

An Open House was held on site with well over 25 people in attendance. There were a number of rendering perspectives; a floor plan for each floor; entrance and coloured drawings showing the height of the building relative to the neighbourhood residences on display for discussion and questions by attendees.

The Open House lasted for 2 hours with Ralph Meo, P. Eng from Meo and Associates; Michael Piskovic, Architect from Meo and Associates; the owner Marko Agbaba; myself; immediate neighbours, Frank Garardo, Senior Planner with the City of Windsor and Council Member Sleiman attending.

The 22 people from the neighbourhood who attended the Open House had a very positive response and discussion with the hosts. Once the plans were examined and discussed with the neighbours, there were no negative comments, and all the neighbours were excited for the development.

Please refer to attached Appendix A showing Open House notice and all comments received at the Open House and afterwards.

4.0 URBAN DESIGN REVIEW

The following is a design review based on Section 8.0 of the Official Plan policies that direct and govern how the built form and public space are complimentary:

Section 8.2 Image of Windsor

As discussed throughout this report, the proposed building has been designed to be heritage sympathetic and in height that is compatible and complimentary to neighbourhood buildings.

The building has been designed extensively for a bright and welcoming building for both the residents and for the viewscape and as a gateway building to Rankin Avenue. The new building has been designed to be a visual asset along the significant Riverside Drive.

Architectural design has been emphasized to provide for an aesthetic quality for the new units with the use of soft tones, complimentary lines and contrasting colours, and windows that provide a vibrancy for the building.

Section 8.3 Design for People

The entrance to the new building is from Rankin Avenue to minimize noise and impact on adjacent neighbour and the units do not have balconies allowing for privacy of units with the existing residents.

The building has been setback in compliance with the established building line to compliment the streetscape and view line of Riverside Drive.

Section 8.4 Pedestrian Access

There is sidewalk access to the west side of the building were there is 39 bike racks hidden behind the proposed privacy fence. The bike racks will provide for 3 in the rear yard adjacent an access door while an additional 39 spaces will be provided in the interior side yard with significant space remaining for a sidewalk access from Riverside Dr to the rear door of the building.

Services such as significant bike racks, pedestrian walkway and bike trail will provide for quick and easy access to the Riverside Trail system leading to the downtown core or to the University of Windsor.

The building has been brought closer to the side yard to allow for an emphasis on pedestrian access.

The entrance off of Rankin Avenue is highly visible from an aesthetics perspective as well as from a safety perspective

Section 8.5 Ecological Design

The rental units are small, efficient units that with the modest intensification provides for a high level of energy efficiency.

Parking is provided in compliance with the byaw for the proposed student accomodation. The rentals will be focused to senior university students with an emphasis is on the walkability and the use of the Riverside Trail to move between the downtown and the University of Windsor.

Section 8.6 Micro-climate

A shadow study was completed showing that there is very little impact on the neighbourhood due to the 3 storey building. This shows that there will be minimal climate impact on the neighbours with the construction.

Section 8.7 Built Form

The proposed building is sympathetic to the heritage built form of the neighbourhood. The proposed building displays heritage aspects that supports the infilling of the building within the mix of ages and built forms within the neighbourhood.

The design of the building has extensively used windows that establishes a bright built form that will provide for a bright vibrant unit for each of the tenants. The windows help to display the beautiful and complimentary colours, bright, built form of the building.

Section 8.8 Public Space

The roof top amenity space will provide for a quiet gathering space for the tenants.

The amenity space has been incorporated into the design of the building to create a positive outdoor experience for the tenants and to not impose on the neighbours. The elevation of the space is comparable with the arts and craft building to the west and the building immediately to the west is extensively tree covered and will have privacy with the wood bord fence on the property line.

Section 8.9 Views and Vistas

The rooftop amenity space has been integrated into the building design to emphasise the vista and view of the Detroit River and the Waterfront Riverside.

Section 8.10 Art in Public Spaces

There are no opportunities for art in public spaces however, landscaping and site amenities will ensure a high level of visual aesthetics.

Section 8.11 Streetscape

As noted in this report, the building has been staggered in setback at 8m, consistent with the established building line of the existing buildings. Maintaining the established building line ensures that the 1960’s bungalow, the arts and craft residence and the opposite corner 4 square are not hidden and that the heritage elements are complimented and not screened. The established building line ensures a complimentary and vibrant viewscape while the positive designed building supports the streetscape without detracting from the existing buildings.

Section 8.12 Safety

The design has taken into consideration safe ingress and egress with open entrances and other site characteristics such as eliminating hiding places on the property has used Crime Prevention through Environmental Design principles (CPTED) as a consideration.

Section 8.13 Lighting

Lighting will be provided to ensure the property is well lit for the pedestrian and the biker to ensure safety. Lighting treatments will be integrated at Site Plan Control to ensure compliance with Dark Sky policies. A photometric plan will be provided to ensure compliance during site plan review.

The proposed development will provide for a new, 3 storey multiple dwelling with 46 units along Riverside Drive. Based on the architectural drawings and the thoughtful proposal that has regard for significant architectural features that respect public space, the pedestrian, the neighbourhood, heritage aspects, it is my professional opinion that this Urban Design Brief demonstrates the conformity and compliance of the proposal with the urban design policies of the Official Plan for the City of Windsor. The conformity supports the ZBA and the ability to bring the high level designed proposal into fruition.

5.0 PROVINCIAL POLICY STATEMENT (PPS 2024)

The *Planning Act, R.S.O. 1990, c.P. 13*, as amended, requires that the Council of a local Municipality shall make decisions on development applications which are consistent with the Provincial Policy Statement (PPS 2024).

The PPS was issued by the Ministry of Municipal Affairs and Housing under the *Planning Act* and provides direction on matters of provincial interest primarily related to land use planning and development. The policies within the PPS apply province-wide and are an integral part of the Ontario's policy led planning system.

The PPS aims to encourage the wise use and management of land and other resources, promote the development of healthy and prosperous communities, protect public health and safety, and protect the natural environment. Specifically, the primary directives of the PPS include:

> ***"Section 2.1 Planning for People and Homes:***
>
> *1. Planning authorities should support the achievement of complete communities by:*
>
> *a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated childcare facilities, long term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;*
>
> *b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and*

COMMENT:

In my professional opinion, the requested ZBA will authorize the proposed development of the 46 studio multiple dwelling building that provides for alternative tenure and style. The development is consistent with providing for affordable, studio efficient apartment units for older university students and young professionals.

This development will create an efficient and effective, and appropriate land use suited and compatible with the existing mixed of tenure and style residential neighbourhood while providing for moderate intensification that in my professional opinion is consistent with the principal PPS policy.

c) *improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.*

COMMENT:
The proposed multi-unit building will provide for an alternative style and tenure of housing than the standard single detached residence. The ZBA will facilitate the provision of a variety and diversity of housing needed within a community to support a diversity of range for a viable, healthy community. The residential building will be developed with 46 studio units geared to students while providing for an alternative housing style and tenure than typically found within the City and is unique for the neighbourhood. The units have been designed as small studio apartments to allow for the senior university student that needs quiet and space without roomates while providing affordability as a single unit.

*"**Section 2.2 Housing policies**:*

1. *Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:*
   a) *establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs;*
   b) *permitting and facilitating:*
      1. *all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and*
      2. *all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;*
   c) *promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations."*

COMMENT:

The subject lands are located within the urban area of the settlement area within the City of Windsor. The ZBA authorizes an infilling residential development on site within a mixed of residential building ages, densities, and profiles within the neighbourhood. In my professional opinion, the proposed development will not result in the unnecessary expansion of the urban settlement area while supporting gentle intensification within the urban area adjacent to the CBD and within a few blocks of the university.

COMMENT:

The building is located within a neighbourhood providing services, significant recreational opportunities, on the Riverfront Trail and commodities within walking distance supporting alternative transportation than the use of the car.

There is a bus stop within a block to the building and fronts on the Riverside Trail, in my professional opinion, identifying the location as a walkable, biking area of the municipality. Supporting the use of the transit system and trail system supports the reduction of parking that in my professional opinion, makes the development consistent with the PPS.

There are employment opportunities within walking distance to the site, supporting the work/live initiative. There is bus service and trail service that will reduce the dependence on the vehicle while supporting walking, biking and healthy community initiatives of the Municipality and Province.

COMMENT:

In my professional opinion, the proposed development is an efficient and effective use of land, public service infrastructure and public transit and municipal trail infrastructure. The development is transit supportive and positive reduction of dependence on the personal vehicle.

The proposed development provides for alternative housing with a neighbourhood of comparable building height and density. The new development provides for alternative transportation and promotes active transportation. The multi-unit building design will promote energy efficiency in heating and cooling.

COMMENT:

The development of the subject lands supports, promotes and facilities an appropriate land use for the neighbourhood while allowing for an intensification of land use and providing needed small residential apartment units as alternative tenure and style of housing within that supports gentle intensification.

COMMENT:

In my professional opinion, the proposed ZBA will support the development of the site for an appropriate and effective use of residential use. The height is comparable and compatible with adjacent buildings and other buildings within the neighbourhood.

The parking has been established consistent with the Bylaw and under direction of the Dillon Parking Study for student housing. With close transit and the riverside trail, the new development will support the use of municipal transit and the trail system, providing for the efficient and effective use of the lands for gentle intensification. There is an EV charging station and significant bile parking with 42 spaces supporting a clean and energy efficient development.

In my professional opinion, the residential use is the most appropriate use for the site; is consistent with the neighbourhood; will provide for needed housing; supports energy efficiencies to reduce impact on a changing climate and is an effective and efficient use of an infilling lot.

COMMENT:

The proposal will allow for an appropriate level of intensification that is compatible and consistent with the existing neighbourhood.

In my professional opinion, the proposed ZBA will authorize the suitable and compatible residential development that will provide for alternative housing tenure and style while supporting appropriate and compatible intensification.

COMMENT:

In my professional opinion, the requested ZBA is consistent with the 2024 PPS by supporting the sound and efficient managed intensification and growth associated with the residential development of the land use for the subject site within the downtown core area of the City.

Providing for an ZBA policy and regulatory framework that support the development of these lands for a low profile residential multiple unit building as an infilling development compatible with the existing neighbourhood, that in my professional opinion supports the Healthy Community initiatives and is therefore consistent with the Provincial Policy Statements (PPS 2024).

6.0 CITY OF WINDSOR OFFICIAL PLAN

The subject lands are designated ‘Residential: Low and Medium profile’ in the City of Windsor Official Plan Schedule D and are zoned ‘Residential District 2.2 (RD2.2)’ in the City of Windsor Comprehensive Zoning By-Law (CZB) 8600. The lands are located at 2121 Riverside Drive at the corner of Rankin Avenue.

The owners are requesting a site-specific ZBA to facilitate the infill redevelopment of the subject lands as a low profile multiple unit dwelling with 3 storeys, 46 residential units, 11.71 m in height and with 12 parking spaces and 42 bike spaces. The following policies relate to the proposed development:

“3.2.1 Safe, Caring and Diverse Community

3.2.1.1 Windsorites want to be a part of neighbourhoods that meet their needs as places to live, shop and play. Each neighbourhood will have a central area that provides a focus for activities and is within a convenient walking distance. Here, people will find shops, jobs, neighbourhood based services, public places that are safe and inviting, and a place to meet with neighbours and join in community life. The neighbourhood centre will provide a variety of housing types for all ages and incomes.

3.2.1.2 Encouraging a range of housing types will ensure that people have an opportunity to live in their neighbourhoods as they pass through the various stages of their lives. Residents will have a voice in how this new housing fits within their neighbourhood. As the city grows, more housing opportunities will mean less sprawl onto agricultural and natural lands.

3.2.1.3 Windsor will keep much of what gives its existing neighbourhoods their character – trees and greenery, heritage structures and spaces, distinctive area identities, parks, and generally low profile development outside the City Centre. Around the neighbourhood centres, the existing character of the neighbourhood will be retained and enhanced. Newly developing areas will be planned to foster their own unique neighbourhood identities with a mixture of homes, amenities and services.

3.2.1.4 The design of buildings and spaces will respect and enhance the character of their surroundings, incorporating natural features and creating interesting and comfortable places. Streets, open spaces and the greenway system will serve as public amenities connecting and defining neighbourhoods and contributing to Windsor's image. New development in Windsor will accommodate the needs of pedestrians, cyclists and other recreational activities."

COMMENT:

The proposed development has been designed by architects with a high aesthetical standard; will be constructed of high-quality materials to a high standard of design that will contribute positively to the visual amenity and 'sense of place' in the neighbourhood; the site will be extensively landscaped; is located as a gateway into the neighbourhood; provides parking in compliance with the bylaw, provides for gentle intensification in the provision of 46 studio units, supports walkability connectivity and use of municipal transit and trail system, and in my professional opinion, conforms with the relevant policies of the Official Plan.

"3.3.2 Vibrant Economy

3.2.2.3 Revitalizing areas in need of improvement will improve Windsor, while protecting the community's investment in infrastructure and other services. Community improvement initiatives will strengthen neighbourhoods by providing new businesses, homes and public spaces and by creating unique opportunities for reinvestment in the community."

COMMENT:

The proposed ZBA will support the revitalization and rejuvenation of the neighbourhood by redeveloping the property with a new building that can be considered compatible with the neighbourhood while being sympathetic in design with the heritage neighbourhood, that in my professional opinion, conforms with the relevant OP policy.

The new residential multiple unit building will provide for 46 small units, providing for senior student and young professionals housing that is compact and alternative style and tenure than is efficient.

*"3.2.3 **Sustainable, Healthy Environment***

3.2.3.1 Windsor will work toward achieving a sustainable transportation system where all modes of transportation can play a more balanced role. The creation of mixed use and employment centres will allow businesses and services to be closer to homes and allow greater opportunities for walking, cycling and transit.

3.2.3.5 Windsor will encourage the design and construction of energy efficient buildings and landscapes to reduce air, water and land pollution and environmental impacts of energy production and consumption."

COMMENT:

In my professional opinion, the proposed development being adjacent to a significant trail system and within close proximity to transit supports the use of available public transit by increasing ridership along an existing main bus route and the use of the trail for a healthy community.

The proposal will support active transportation by increasing the residential density and by its design incorporating bike parking and sidewalks.

The gentle intensification of the building as single unit studios and parking reduction based on student accomodation, in my professional opinion, reduces land consumption and supports energy efficiency. Providing surplus bike parking encourages the use of the trails and the bus for the students and the young professionals conforms with the policies of the Official Plan encouraging energy conservation.

*"4.1 **Goals***

In keeping with the Vision and Mission Statements and the Principles set out in the Development Strategy, Council's healthy community goals are to achieve:

4.1.1 Windsor's full potential as a healthy and liveable city.

4.1.2 Harmony between human activities and natural systems.

4.1.3 A high quality of life in Windsor.

4.1.4 A strong sense of community throughout Windsor.

4.1.5 Community empowerment in municipal decision making.

4.1.6 Economic opportunities throughout Windsor.

4.1.7 A safe environment throughout Windsor.

4.1.8 A decision making process that balances environmental, economic and social considerations."

COMMENT:

In my professional opinion, the proposed ZBA successfully balances environmental, economic, and social considerations to add to the health and vitality of the City of Windsor.

With the building fronting Riverside Drive at the corner of Rankin Avenue, the building will be brought forward to the street and will have a street presence on a major arterial road in the area adjacent to the downtown area and within a few blocks to the university.

The ZBA will provide for a new building with alternative tenure and style with gentle intensification for alternative housing. The new housing provides for small units affordable by senior students and young professionals that want to access public transit and the Riverside Trail as alternative transportation.

The new architecturally designed building that is heritage supportive and compatible with the existing neighbourhood, economical for the students, supports public transit, provides for a positive addition to the neighbourhood, in my professional opinion conforms with relevant policies of the OP policies.

"4.2 Objectives

4.2.1.1 To consider community health in the planning and design of Windsor and its neighbourhoods.

4.2.1.2 To provide for activities and facilities which will foster an active lifestyle to improve community health.

4.2.1.3 To regularly monitor community health.

4.2.1.4 To protect against climate change and its possible adverse effects on human health, the physical environment, economy and quality of life.

4.2.1.5 To encourage a mix of housing types and services to allow people to remain in their neighbourhoods as they age.

4.2.1.6 To provide for pedestrian scale neighbourhood centres that serve the day-to-day needs of the local residents."

COMMENT:

The building has provided for pedestrian walkways, definition of amenity space on the roof, heritage sensitive, landscaping and other visually appealing aspects of the site resulting in high quality aesthetically appealing buildings and site.

The proposed development will provide for alternative housing and tenure by supporting diversification of the housing and providing a gentle intensification as a wise use of the lands. The development will support managed appropriate moderate intensification of residential land use.

The proposed development will support senior students and young professionals as a small unit with a focus on public transit and supportive of the trail system. The use of alternative and public transit will reduce the use of the personal car and will assist with the impact on climate change.

The proposed building will be designed to be visually appealing and landscaped extensively and can be considered compatible with the existing residential neighbourhood.

In my professional opinion, the proposed ZBA conforms with relevant policies of the Official Plan supporting residential development.

"4.2.1 Healthy and Liveable City – Planning & Design

4.2.1.1 To consider community health in the planning and design of Windsor and its neighbourhoods.

4.2.1.2 To provide for activities and facilities which will foster an active lifestyle to improve community health.

4.2.1.4 To protect against climate change and its possible adverse effects on human health, the physical environment, economy and quality of life.

4.2.1.5 To encourage a mix of housing types and services to allow people to remain in their neighbourhoods as they age.

4.2.1.6 To provide for pedestrian scale neighbourhood centres that serve the day-to-day needs of the local residents."

COMMENT:

In my professional opinion, the proposed ZBA supports a healthy and active lifestyle for its residents by supporting the walking, biking trail system and the transit system of the municipality.

The proposed development will provide for alternative housing and tenure by supporting diversification of the housing market with support of the ZBA that will accommodate alternative style and tenure.

COMMENT:

The requested ZBA will support a healthy lifestyle for residents by encouraging walking and cycling with its proximity to the University, the downtown core with goods and services that residents will need on a regular basis; near a bus transit system; adjacent to the Riverside Drive Trail system; and near the Atkinson Park.

The 46 residential units offers an alternative housing style and tenure that addresses the current housing crisis occurring in Windsor, evidenced by the historically low rental vacancy rate. The proposed development will provide needed stock of alternative housing and needed student housing in the form of small, efficient studio units.

In my professional opinion, the proposed development conforms with the healthy community initiative of the City of Windsor Official Plan policies.

"4.2.3 Quality of Life

***4.2.3.1** To encourage a mix of uses.*

***4.2.3.2** To encourage the location of basic goods and services floe to where people live and work.*

***4.2.3.3** To recognize the needs of the community in terms of shelter, support services, accessibility and mobility.*

COMMENT:
The proposed development is located in short distance to a municipal transit route and will support the use of the municipal bike trail system being so close to Riverside Dr. The residential apartment will provide for alternative housing style and tenure in a low profile, 3 storey building that is compatible in height and massing with the neighbourhood while being sensitive to the heritage of the neighbourhood. The multi-unit building will provide for small residential units that are supportive of senior university students who can afford a single rental unit but require privacy and quiet.

In my professional opinion the requested site-specific ZBA will conform with the ability to provide the neighbourhood and City alternative residential tenure and style of housing.

4.2.3.4 *To accommodate the appropriate range and mix of housing."*

"5.3.7.2 Atmospheric Air Quality Policies

Council will contribute to the reduction of air pollution by using the following land use planning approaches:

(a) increasing opportunities for non-automotive transportation modes including walking, cycling and public transportation in accordance with the Infrastructure chapter of this Plan;

(b) regulating development which has the potential to increase atmospheric pollution in accordance with the Land Use chapter of this Plan;

(c) improving energy conservation in accordance with the Urban Design chapter of this Plan;

(d) locating compatible residential, commercial and employment uses in a manner that reduces distance and vehicle trips as outlined in the Land Use chapter of this Plan."

COMMENT:
The location of the proposed residential building in close proximity to the downtown core, located in close proximity to a municipal bus route, is in close proximity to the trail system, and supports alternative methods of transportation. There are 42 bike racks and there is an EV Charging station, all supporting alternative transportation and providing for energy efficiencies in a changing climate.

With the provision of alternative housing style and tenure, there is parking for students who will be occupying the units and using municipal transit or using the municipal trails. in my professional opinion, the location and design of a proposed development that will provide for energy efficiencies, reduce carbon emissions by reducing the dependence on the vehicle and conforms with OP policies.

"6.1.14 Residential Intensification
To direct residential intensification to those areas of the City where transportation, municipal services, community facilities and goods and services are readily available."

COMMENT:
The proposed 3 storey building with 46 residential units provides for alternative housing style and tenure in close proximity to municipal transit and will be on full municipal services. The site has excellent access to transit and active transportation routes and many commercial amenities are available in the neighbourhood.

In my professional opinion, the proposed ZBA will allow for development as an appropriate addition of residential intensification to this mixed density residential neighbourhood and conforms with relevant policies of the OP for Windsor.

"6.2.1.2 Types of Development Profile
For the purpose of this Plan, Development Profile refers to the height of a building or structure. Accordingly, the following Development Profiles apply to all land use designations on Schedule D: Land Use unless specifically provided elsewhere in this Plan:

(a) Low Profile developments are buildings or structures generally no greater than three (3) storeys in height;

(b) Medium Profile developments are buildings or structures generally no greater than six (6) storeys in height, and;

(c) High Profile developments are buildings or structures generally no greater than fourteen (14) storeys in height."

COMMENT:

In my professional opinion, the proposed 3 storey residential building with 46 residential units is considered a low profile building, consistent and compatible with the mix of heights and tenures within the neighbourhood in my professional opinion.

"6.3.1 Residential: Range of Forms & Tenures

6.3.1.1 To support a complementary range of housing forms and tenures in all neighbourhoods.

6.3.1.2 To promote compact neighbourhoods which encourage a balanced transportation system.

6.3.1.3 To promote residential redevelopment, infill and intensification initiatives in locations in accordance with this plan.

6.3.1.5 To provide for complementary services and amenities which enhance the quality of residential areas."

COMMENT:

The proposal is a residential intensification and infill on a lot in a predominately residential neighbourhood. The construction of 46 high quality residential apartment units provides for an alterative style and tenure of housing that is needed within the City. The new building is an efficient and effective use of a small footprint of land. The units are considered small bachelor units that will be appealing to the senior university student that is looking for quiet and privacy or the young professional that works in the downtown area.

In my professional opinion, the proposed ZBA provides for a compact and efficient development that is well suited to the existing mixed-height and density neighbourhood, in conformity with the OP.

"6.3.2.1 Permitted Uses

Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low Profile, and Medium Profile dwelling units. High Profile Residential Buildings shall be directed to locate in the City Centre, Mixed Use Centres and Mixed-Use Corridors."

"6.3.2.4 Locational Criteria

Residential intensification shall be directed to the Mixed Use Nodes and areas in proximity to those Nodes. Within these areas Medium Profile buildings, up 4 storeys in height shall be permitted. These taller buildings shall be designed to provide a transition in height and massing from low-profile areas. New residential development and intensification shall be located where:

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

b) full municipal physical services can be provided;

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

d) public transportation service can be provided."

COMMENT:

The neighbourhood is comprised of a mix of densities, height and height profiles. The height of the proposed building is 3 storeys making the profile low consistent with the adjacent neighbours.

The building fronts an arterial road of Riverside Drive with high connectivity to other neighbourhoods and to the City Centre and the University of Windsor. The building is located on a corner lot providing for transition from the high profile buildings on Riverside Drive, the 3 storey residence at 2081; the 2 storey residence at 2135; and the 3 storey building at 2135 and 2161 Riverside Drive.

Water and sanitary services are available to the site without need for extension. The proposed development, with the ZBA, in my opinion will conform with the relevant policy of the Official Plan. There is significant parkland across Riverside Dr. with the Windsor Riverfront trail and the statue park as well as the Atkinson Park with a pool, soccer pitch and skating rink to the east of the property.

In my professional opinion, the new building meets the locational criteria of the OP for the establishment of residential intensification within an existing neighbourhood.

"6.3.2.5 Evaluation Criteria for a Neighbourhood Development Pattern

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

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

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

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

(iii) within a site of potential or known contamination;

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

(v) adjacent to heritage resources.

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

(c) In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas. In Mature Neighbourhoods as shown on Schedule A-1, compatible with the surrounding area, as noted above, and consistent with the streetscape, architectural style and materials, landscape character and setback between the buildings and streets;

(d) provided with adequate off street parking;

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

(f) facilitating a gradual transition from Low Profile residential development to Medium and/or High-Profile development and vice versa, where appropriate, in accordance with Design Guidelines approved by Council."

COMMENT:

The subject site, as discussed above, is an appropriate location for the inclusion of a new low profile residential building:

- The subject lands are not within a development constraint area or within a natural heritage area;
- The 46 residential rental apartments will provide for needed alternative housing with access to nearby university, commercial, restaurants, and businesses.
- The proposed development is compatible in size, scale and massing with the existing buildings in the neighbourhood.
- The Traffic Study has determined that the parking is in compliance with the CZB 8600 and sufficient for the site, supporting and encouraging the use of the trail for walking and biking.
- The site is serviced by municipal water and sewer and there is existing capacity available for the proposed development.

With the ZBA, the development, in my professional opinion, conforms with the policy of the OP.

"6.5.1.8 Objectives: Residential Intensification

To promote residential intensification with Medium and High-Profile buildings to meet the housing needs of the City in appropriate areas in proximity to municipal services, transit and employment areas."

COMMENT:

In my professional opinion the proposed 3 storey residential building satisfies the OP objective of residential intensification in an appropriate area with proximity to municipal services, transit, and employment opportunities.

"6.5.3.1 Permitted Uses

Uses permitted in the Mixed-Use Corridor land use designation are primarily retail, wholesale store (added by OPA 58, 24 07 2006) and service oriented uses and, to a lesser extent, office uses. Medium and High Profile residential uses either as stand-alone buildings or part of a commercial-residential mixed use buildings shall be throughout the Corridors."

COMMENT:
In my professional opinion, the proposed 3 storey, 46 unit residential building conforms to the permitted uses of the OP.

6.5.3.3 Street Presence

Council will encourage Mixed-Use Corridor development to provide a continuous street frontage and presence. Accordingly, development along a Mixed-Use Corridor shall be:

(a) no more than four storeys in height, except on lands at an intersection of any combination of the following roads: Class I Arterial Road, Class II Arterial Road, Class I Collector, or Class II Collector Road. The height of buildings shall generally not exceed the width of the road right-or-way abutting the development site; and

(b) Notwithstanding the identified maximum building height, the Council may consider additional height, where the Council is satisfied that the proposed height achieves compatible development, and where appropriate transitions to abutting lower scale development are established. 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. Permissions for taller buildings may be established through a site-specific Zoning By-law Amendment.

(c) encouraged to locate the buildings at the street frontage lot line with parking accommodated at the rear of the site."

COMMENT:

The proposed building will be located at the established building line along Riverside Drive and with a reduced street line to Rankin Avenue, creating a street presence and welcoming residential building. The building is low profile and compatible and consistent with the neighbourhood. The new building is sensitive and profiles heritage features that provides for compatibility with heritage buildings within the neighbourhood.

There are existing buildings in the neighbourhood of a similar size, scale, and massing to the proposed development. There are also other buildings in the neighbourhood with high profile, medium profile and low profiles. In my professional opinion, the requested 3 storey building is proposed for the appropriate location and will be compatible with the existing neighbourhood.

The site will be extensively landscaped and will have a roof top terrace providing amenity space for the building and for tenants.

In my professional opinion, the new building will be an attractive and appropriate addition to a pedestrian oriented, mixed-density neighbourhood.

"6.5.3.8 Design Guidelines

The following guidelines shall be considered when evaluating the proposed design of a Mixed-Use Corridor development:

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

(b) the provision of appropriate landscaping or other buffers to enhance:

(i) all parking lots, and outdoor loading and service areas; and

(ii) the separation between the use and adjacent sensitive uses, where appropriate;

(c) as a general rule, the height of buildings are consistent with the height of buildings which characterize the Mixed-Use Corridor. Where Council deems it desirable that higher profile development be permitted in an existing Mixed-Use Corridor, the development should be built at a human scale by utilizing one or both of the following measures:

(i) treatment of the lower floors of building(s) to provide continuity; and/or

(ii) setting back the upper floors of building(s) from the street to avoid overpowering effects at-grade;

(d) where possible, parking is located in the rear of the property to encourage continuous building facades adjacent to the street; and

(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) 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."

COMMENT:

The 3 storey building will be of a similar size and massing to buildings already existing within the neighbourhood. The building will be extensively landscaped to create an attractive street presence. Pedestrian entrances will be located at both the east and west sides of the building with the main access from Rankin Avenue.

In my professional opinion, the proposed development will be an attractive, pedestrian oriented building that will be an asset to the neighbourhood while providing for needed alternative housing and provide for a healthy mix of housing.

The proposed ZBA in my professional opinion, will conform with the intent of the Official Plan policies by providing for new residential building that is compatible to the existing neighbourhood.

"10.2.20.2 The Urban Design Brief should provide an analysis of the design rationale for the building, landscape, and site design elements of the proposed development and explain why the proposed development represents the optimum design solution. Discussion should consider the following:

i) How the design of the proposed development meets the intent of the City's applicable urban design guidelines and policies;

ii) How the design addresses existing site conditions and constraints such as lot size, grading, or natural heritage features;

iii) How the design of the proposed development integrates with the existing neighbourhood and enhances its function and aesthetics; and,

iv) How the design of the proposed development will influence and integrate with future development in the neighbourhood."

COMMENT:

The design of the proposed building is pedestrian oriented, with 2 pedestrian entrances on both the sides of the building. There will be 12 parking spaces, 42 bike parking spaces to encourage the use of bikes and the trail system directly across the street from the building. The proposed development will encourage future development with a pedestrian orientation by increasing the density of the neighbourhood in a manner that is supported and sustainable.

The orientation of the building provides for a positive streetscape and minimizes impact on the neighbourhood. There are no balconies and there will be a board fence separating the building from the neighbour.

In my professional opinion, the orientation provides for compatibility and sensitivity to the existing neighbourhood uses while providing for a pedestrian oriented, positive addition to the neighbourhood of an infill development, conforming with the principals of design.

"10.2.20.3 The Urban Design Brief should include a written description, plans, elevations, diagrams, and/or photographs to illustrate the design choices of the proposed development and site design. Depending on the scale of the development proposal explain how the applicable design considerations have been addressed:

i) Street and block pattern (e.g., connectivity, pedestrian access);
ii) Lot sizes;
iii) Building orientation and site layout;
iv) Built form, height, scale, and massing;
v) Building articulation and detailing;
vi) Building materials;
vii) Setbacks from adjacent properties and the street;
viii) Building step back (if applicable);
ix) Building transition to adjacent neighbourhoods;
x) Heritage considerations (if applicable);
xi) Location of parking (surface or underground), driveways, ramps, drop-off areas;
xii) Access to transit;
xiii) Bicycle parking/storage;

xiv) Location of servicing, garbage, organics, and recycling storage and collection, and loading areas;

xv) Streetscape elements (e.g., boulevard design, landscaping, street furniture, public art, signage, lighting, etc.); and,

xvi) On-site landscaping and buffering."

COMMENT:

The proposed low profile, 3 storey building will be located at the established building line along Riverside Dr and near the streetline at Rankin. There are pedestrian entrances on both the west and east sides of the building, which will connect with the paved sidewalks along Rankin Ave and Riverside Dr. A bike rack with 42 spaces along the interior of the building will promote cycling and a reduction of parking supports the student housing while ensuring the site is maintains tidiness.

The building is located across the street from the Riverside trail, is in close walking distance to municipal bus stops and to a major arterial road.The building will be compatible in size, scale, and massing with the existing neighbourhood.

In my professional opinion, the proposed multi-unit building is an attractive and environmentally responsible design that is compatible with its neighbourhood.

COMMENT:

The ZBA will support, in my professional opinion, needed alternative housing tenure and style as an infilling development within a mixed residential neighbourhood. **In my professional opinion, the requested ZBA will provide a regulatory framework for the proposed building and conforms with the relevant OP policies.**

COMMENT:

In my professional opinion, the requested site-specific ZBA conforms with the relevant policies of the Official Plan for the City of Windsor and based on the evaluation noted above, the new building and development conforms with relevant policies of the Official Plan for Windsor. The proposed development is consistent with the intent of the OP policies in the support of the establishment of sound, alternative housing in the city.

7.0 CITY OF WINDSOR ZONING BYLAW

The subject lands are zoned 'Residential District 2.2 (RD2.2)' in the City of Windsor CZB 8600. In order to use the lands for low profile residential purposes, a Zoning By-law Amendment (ZBA) is required to rezone the subject lands from 'Residential District 2.2 (RD2.2) to 'Residential District 2.2-# (RD2.2-#) under the City of Windsor Comprehensive Zoning By-law 8600 (CZB).

PROVISION	(RD2.2) PROVISIONS	PROPOSED
PERMITTED BUILDINGS	One Multiple Dwelling containing a maximum of four dwelling units	One Multiple Dwelling containing a maximum of 46 dwelling units
Lot frontage (min)	18 m	21.9 m
Lot area (min)	540 m2	1,247 m2
Building height (max) (11.2.5.4.4)	9.0 m	11.71 m
Lot Coverage (max)	45%	44%
Dwelling Unit Density (max)	4 UNITS	46 UNITS
Front yard depth (min)	6 m	7.41 m
Side yard width (min) (11.2.5.4.7(	1.8 m	1.83 m (east side yard)
Rear yard width (min)	7.5 m	18.5 m
Parking – Section 24.20.5 (University Student accomodation)	12 spaces	12 spaces
Bike Parking	2	3 spaces as required 39 bonus spaces
Loading Spaces (24.40.1.5)	1 space	0 space
Bike Parking Setback - Interior Side Yard (24.30.20.3.2)	1.8 m	1.8 m
Parking Space Setback - Interior Side Yard (25.5.20.1.3)	0.9 m	1.3 m
Parking Space Setback - Streetline (25.5.20.1.2)	3.0 m	3.15 m
Parking Space Setback - Habitable window (25.5.20.1.6)	4.5 m	1.5 m

Parking Space Setback - Alley (25.5.29.1.3	0.9 m	0.0 m
Access Lane Width into Parking Area (min)	3.5 m	3.75 m
Number of visitor Parking (24.22.1.1)	1	1
Refuse Bin not permitted in interior side yard (5.2.20.20)	1.8 m	1.8 m

The Zoning Bylaw Amendment purports to maintain the existing 'Residential District 2.2 (RD2.2)' while applying new provisions to create a site specific 'Residential District 2.2-# (RD2.2#)' with following minor adjustments for site specific regulations:

PERMITTED BUILDING AND DENSITY: One multiple dwelling with 46 dwelling units
BUILDING HEIGHT: 11.71 m
LOADING SPACES: 0 spaces
PARKING SPACE SETBACK WINDOW: 1.5 m
PARKING SPACE SETBACK ALLEY: 0.0m

The above provisions being added to the (RD2.2) zone as site specific provisions will allow for the maintenance of a zone that exists for the neighbourhood while making minor adjustments through a ZBA to permit the residential development of a low storey multiple unit dwelling.

The property is located within a mix of densities from low to very high residential density: there are also low profile, medium profile and high profile residential apartments within the neighbourhood. The building is located adjacent to other 3 storey profile buildings and two storey buildings, like and similar building profiles providing for compatibility of the proposed building with the neighbourhood.

The proposed 3 storey residential multiple dwelling with small, efficient studio units will provide for a mix of housing styles and tenures required for a healthy community.

As discussed in the urban design subsection above, the 46 units are defined as small studio units intended to support senior university students with quick and easy access to downtown and the university utilizing the Riverfront Trail.

> "**STUDENT RESIDENCE** means a dwelling operated and maintained by a college or a university and may include a common area, cooking facility or dining facility. A college student residence or university student residence is a student residence." (Bylaw 8600 Definition)

Parking has been provided consistent with the intent of the Student Housing provision of the Bylaw. compliance with the CZB and supports the use of municipal transit and the walkable healthy community. University students typically do not have cars. There are municipal parking lots within close proximity should the residents acquire a car and need parking. The front yard allows for a minimum 6 m setback for the new building. This building will be setback 7.41 m to respect the established front yard setback of the existing building line.

COMMENT:

After review and evaluation of the CZB for the City of Windsor, the proposed ZBA will allow the site development to comply with the 'Residential District 2.2 (RD2.2-#)´ site specific zone as student accomodation.

It is therefore my professional opinion that the requested ZBA to establish the (RD2.2-#) regulatory framework for the subject lands meets the intent of the CZB for the City of Windsor and the development will comply with the Bylaw 8600 once the ZBA is passed.

8.0 SUMMARY AND CONCLUSIONS

In my professional opinion, a Zoning Bylaw Amendment (ZBA) is required to change the permissible land use on the site to allow for a low profile residential multi-unit building at 3 storeys with 46 residential units.

The Zoning Bylaw Amendment purports to change the regulatory framework applied to the property from ‘Residential District 2.2 (RD2.2)’ to a new ‘Residential District 2.2-# (RD2.2-#)’ site specific zone.

The proposed building will provide for needed, alternative rental housing within walking distance to the downtown core area and to the University of Windsor accessing a municipal trail located in close proximity. The units are small studio units that support the senior university student looking for a separate residential unit while providing for affordability. The proposed building will have a compact residential form that will reduce the consumption of land and make efficient use of energy resources and existing municipal services while providing for modest intensification.

The proposed building height and density is compatible with the neighbourhood and will create a building style, design and height that is comparable and consistent with both existing and proposed residential apartment buildings in the neighbourhood.

The proposed residential apartment building will promote active, healthy community with the excellent access to commercial uses, institutional uses, numerous sports facilities, outdoor parks, and restaurants. The site is in close proximity to municipal transit and municipal trail system.

The proposed residential multi-unit dwelling building will provide for needed alternative housing supporting diversity in housing in the City. The ZBA will support the City’s residential policy initiatives by establishing a 46 unit residential apartment building that will provide alternative housing in Windsor. The ZBA will support the province and municipality’s initiative to provide for a residential development promoting a healthy, walkable community.

8.1 GOOD PLANNING

The new development is intended as a low profile residential development providing alternative housing tenure and style for a diverse housing option as an alternative to the single detached residence to the typical single detached residences found in Windsor.

The bylaw exceptions can be considered adjustments to facilitate mainly parking as determined consistent with the bylaw for student housing with 1 visitor parking space. The bylaw exceptions are looked at for their impact to the neighbourhood and in my professional opinion, can be considered minor and a positive addition and will not have a negative impact on the neighbourhood as examined through this report.

The proposed low profile, 3 storey (11.7 m) building with gentle density in my professional opinion, is compatible with the mixed residential profiles of the neighbourhood while providing for new, affordable housing for students. The development, in my professional opinion, will result in a positive addition in the established neighbourhood. The proposed new residential building will provide for a compatible development to other high and medium profile residential buildings on adjacent lands; will provide an aesthetically pleasing development; will assist with rejuvenating the neighbourhood; will provide for university students for small unit housing; and will provide for needed alternative residential housing tenure supporting the healthy diversification of housing accommodation in the City of Windsor.

In my professional opinion, the requested ZBA makes sound planning and the necessary amendment is supportable.

8.2 CONCLUSIONS

Given the foregoing assessment and my evaluation of the proposal in relation to the PPS 2020, the City of Windsor Official Plan and the Comprehensive Zoning By-law, in my professional opinion the proposed Zoning By-law Amendment (ZBA) is consistent with polices of the PPS, OP, and regulations found in the Zoning By-law.

In addition, it is my professional opinion that the proposed Zoning By-law Amendment (ZBA) is appropriate and desirable within this policy framework as it will facilitate development of the site while also implementing the proposals included in this Planning Justification Report dated November 28, 2024.

The proposal will comply with the Zoning Bylaw Amendment (ZBA) with the passing of the site specific ZBA by establishing a regulatory framework under the 'Residential District (RD2.2-#) zone. The ZBA provides a compatible residential rental apartment building and needed residential accommodation supporting a diversity of housing tenures and styles within the municipality and the neighbourhood.

In my professional opinion the requested ZBA:

1) is consistent with the policies of the 2024 Provincial Policy Statements;

2) conforms with the intent of the relevant policies of the City of Windsor Official Plan;

3) maintains the intent of City of Windsor CZB 8600 and when the ZBA is passed, it will establish the regulatory framework required for the development to comply with the CZB;

4) makes sound planning.

I hereby certify that this report was prepared by Jackie Lassaline RPP MCIP, a Registered Professional Planner within the meaning of the Ontario Professional Planners Institute Act, 1994.

Lassaline Planning Consultants Inc.

Jacqueline Lassaline

Jackie Lassaline BA MCIP RPP
Principal Planner

APPENDIX A – OPEN HOUSE COMMENTS

OPEN HOUSE NOTICE:

July 15 2024

RE: PUBLIC CONSULTATION MEETING
PROPOSED DEVELOPMENT – 2121 RIVERSIDE DRIVE

Dear Neighbouring Resident:

I am the owner of the property located at 2121 Riverside Drive (more specifically shown by the attached map). I am looking to develop this property with a beautifully designed 3 storey residential apartment building with 46 single, studio apartments within the building,

I am in the process of completing a Zoning Bylaw Amendment (ZBA) application, but prior to applying to the City of Windsor Planning Department, I would like to take the opportunity to meet with you to discuss the application. This meeting will give you the opportunity to review the proposal with my professionals and to address any questions you may have regarding the ZBA and share with me any feedback you may have regarding the planned development. My planner and I will gather your comments for consideration and incorporate them into the development where possible, feasible and appropriate.

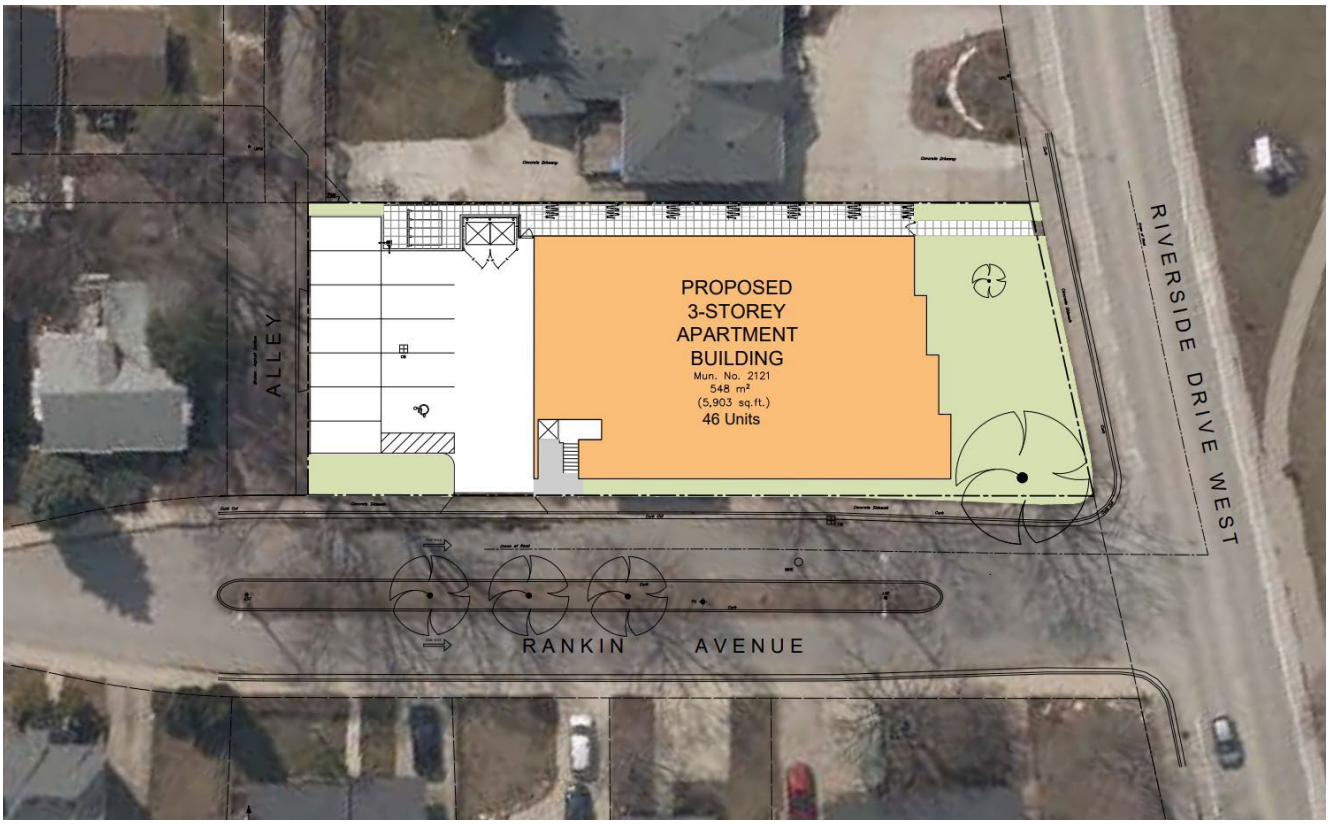
WHEN: Wednesday, July 31st between 5:00PM to 7:00PM
WHERE: 2121 Riverside Drive, Windsor

We encourage you to walk to the meeting being held in my home. If you require parking, please let me know in advance so we can ensure there are spaces available.

Please note this meeting is an informational meeting based on preliminary development plans, which may be altered prior to final submittal of the application to the City. However, these plans were developed to give you an understanding of the look and scale of this development. I look forward to discussing this proposal with you in detail.

If you are unable to attend the meeting in person, you may reach out to my **Planning Consultant, Jackie Lassaline: 519-563-8814 or** jackie@lassalineplan.ca

Sincerely,
Marko Agbaba
519-999-9425 or agbabaholdings@gmail.com


PROPOSED
3-STOREY
APARTMENT
BUILDING
Mun. No. 2121
548 m²
(5,903 sq.ft.)
46 Units
ALLEY
RIVERSIDE DRIVE WEST
RANKIN AVENUE

APPENDIX B – SHADOW STUDY

MEO & ASSOCIATES INC.

Architectural & Engineering Consultants, Project Managers

825 Kingsway Drive | Burlington, Ontario, Canada L7T 3H8 | tel 905-632-6952
web www.**meo***group*.net | e-mail mpiskovic@**meo***associates*.com | fax 905-632-8870

April 10, 2024

RE: SHADOW IMPACT STUDY
PROPOSED MULTI-FAMILY RESIDENTIAL BUILDING
2121 RIVERSIDE DR. W., WINDSOR, ONTARIO

Attention: Mr. Marko Agbaba

I am writing to provide further clarity regarding the potential shadow impact of the proposed development. For your reference, please consult our shadow study drawings which illustrate the projected shadow extents at various times throughout the day on the 21st of March, June, September and December.

These drawings depict the annual range of shadows, with the longest shadows occurring in December and the shortest in June. Typically, March and September represent average conditions in terms of shadow length.

Regarding the impact on the surrounding single-family houses' rear yards (outdoor living spaces), the following observations can be made:

- March 21
  - *2135 Riverside Dr. W.*: Minimal shadow is observed at the southeast corner of the house adjacent to the east property line between the hours of 8:00-10:00
  - *2081 Riverside Dr. W.:* Shadow is cast in the rear yard during the late afternoon at 18:00 hours

- June 21
  - *2135 Riverside Dr. W.*: Minimal shadow is observed at the southeast corner of the house adjacent to the east property line during the early morning hours

- September 21
  - *2135 Riverside Dr. W.*: Minimal shadow is observed at the southeast corner of the house adjacent to the east property line during the early morning hours
  - *2081 Riverside Dr. W.:* Shadow is cast in the rear yard during the late afternoon at 18:00 hours
  - *126 and 136 Rankin Ave.*: Shadow is cast in the rear yards during the late afternoon at 18:00 hours

- December 21
  - *2081 Riverside Dr. W.:* Shadow is cast in the rear yard after 15:00 hours
  - *126 Rankin Ave.*: Shadow is cast in the rear yard after 14:30 hours

Overall, the shadows generated by the proposed development are anticipated to have minimal impact on the neighbours' rear yards.

If you have any questions or require any additional information, please call or email me.

Yours Truly,

MEO & ASSOCIATES INC.

PER: Michael J. Piskovic, Architect, OAA

9:00

11:00

13:00

15:00

16:00

Shadow Study – 2121 Riverside Drive West

Meo & Associates Inc.

DECEMBER 21

8:00

10:00

12:00

14:00

16:00

18:00

Shadow Study – 2121 Riverside Drive West

JUNE 21

Meo & Associates Inc.

8:00

10:00

12:00

14:00

16:00

18:00

Shadow Study – 2121 Riverside Drive West

Meo & Associates Inc.

MARCH 21

8:00

10:00

12:00

14:00

16:00

18:00

Shadow Study – 2121 Riverside Drive West

SEPTEMBER 21

Meo & Associates Inc.

APPENDIX C - LETTER FROM THE UNIVERSITY OF WINDSOR

University of Windsor

Vice-President, Finance & Operations
Assumption Hall, Room 128
400 Huron Church Road
Windsor, Ontario N9C 2J9
T 519-253-3000 (x 2092)

March 6, 2025

City of Windsor
Development & Heritage Standing Committee
350 City Hall Square West
Windsor, Ontario N9A 6S1

Re: Proposed River Vista Project , 2121 Riverside Dr

Dear Sir/Madam:

We are pleased to learn of the intentions of the River Vista project regarding a proposed new housing construction on Riverside Drive.

The University of Windsor strongly believes that the city would benefit from additional housing inventory, especially those that bring a level of diversity, accessibility and affordability to the post-secondary students who wish to reside in close proximity to the University's main campus. Being a comprehensive University with student populations from Undergraduate to PhD, and drawing students from both locally and abroad, we have seen that students are demanding a wider variety of housing options, sizes and models that suit their particular needs. The University of Windsor is firmly committed to the continued increase of affordable housing in Windsor.

Undeniably, having quality, diverse and accessible housing inventory plays a key role in our community, and we would certainly be delighted to see these types of plans take shape to the benefit of both the University and broader Windsor-Essex communities.

Sincerely,

Gillian Heisz
Vice-President, Finance & Operations

CC: Charlie Simpkins, Director, Strategic Initiatives & Business Enterprise

MEO & ASSOCIATES INC.
Architectural & Engineering Consultants, Project Managers

3600 Seven Lakes Dr., Suite 200 | Lasalle, Ontario, Canada N9H 0E5 | tel 519-250-8088 | fax 519-250-8070
web www.meogroup.com | e-mail rmeo@meoassociates.com

RE: Proposed Apartment Building at 2121 Riverside Drive at Rankin Avenue, Windsor, Ontario

STORM WATER MANAGEMENT CONSIDERATIONS

Agbaba Holdings Corporation 2024-08-27

Via email only: agbabaholdings@gmail.com 4758 Agbaba 21

Attention: Marko Agbaba, president

Marko,

Further to your instructions, we have undertaken a functional review of storm water drainage and runoff management for the new 46-unit apartment building being proposed on the south side of Riverside Drive, west side of Rankin Avenue, with present municipal address of 2121 Riverside Drive, Windsor, Ontario.

1. Background

A 3-storey apartment building is proposed at 2121 Riverside Drive, generally as shown in Figure 1 – Proposed Enlarged Site Plan. As part of the rezoning development process, a functional review of storm water drainage and runoff management has been requested.

Mr. Juan Paramo, P.Eng., Development Engineer for the City of Windsor, has confirmed (via email of July 29, 2024) that the outlet for this new building is the existing 300 mm sewer on Rankin Avenue, in front of the site.

The only data available for the subject sewer is from the City's records, specifically Sheet F5 of the Sewer Atlas, which shows a 300 mm diameter sewer at 0.49% slope, resulting in a capacity of about 68 l/s. The sewer material is vitrified clay pipe; therefore, it is several decades old.

The type of land use in this neighbourhood is residential, with mostly single-family homes. Although there are no specific design records available from the City, it is reasonable to

assume that these sewers were designed according to the historical City of Windsor 1:5-Year IDF curve and a runoff coefficient of C=0.40.

2. Existing Conditions

Figure 2 shows the various surface areas of the existing site. Using the WERSMS runoff coefficients results in a composite C=0.42, which is very close to the historical assumed C=0.40.

Based on the City's historical 1:5-Year IDF curve, a time of concentration of 22 minutes and the C=0.40, the runoff from this site is calculated to be 10.5 l/s, which will be used as the allowable release rate, even for the 1:100-Year storm.

3. Post Development Conditions

Figure 3 shows the various surface areas after the site is developed. Using the WERSMS runoff coefficients results in a composite C=0.78.

This C will be reduced if the paved walkway and/or the parking lot will be surfaced with permeable pavers, however, until this is confirmed, we are considering the worst-case scenario.

Using the WERSMS 1:100-Year equation, a time of concentration of 22 minutes and the C=0.78, the developed runoff from this site is calculated to be 31.7 l/s.

Since the proposed project will result in an increase in impervious area and runoff, excess storm water emanating from this site will have to be detained, and released at a rate not to exceed 10.5 l/s.

Our preliminary estimate is that for a 1:100-Year storm, a storage volume of 47 cubic metres would be required.

4. Detention Storage Options

Figure 4 illustrates two options that could be employed, individually or jointly, to provide all of the required detention storage volume, and more:

Option 1 can store up to 48 cubic metres on the surface of the parking lot, with the water depth above the catch basin limited to 300 mm maximum.

Option 2 can store up to 48 cubic metres in the landscaped area at the front of the building, with the shallow depressed area limited to 0.61 m. This is envisioned as a terraced and

attractive green space that would be drained of all water after a storm, and thus normally be a “dry” area.

Which option (or combinations) is selected will be determined at the final design stage and prior to applying for a building permit. It is also noted that the project is subject to Site Plan Control.

Once the final Site Plan is confirmed, even if the storage volume ends up being larger than the 47 cubic metres estimated in this review, these two area would still be able to provide (and exceed) the increased detention volume.

Conclusion

The proposed 46-unit apartment building at 2121 Riverside Drive can be provided with sufficient storm water detention storage, on site, and limit its discharge rate to the current 10.5 l/s.

It is my opinion that, if the proposed project is developed as proposed and described herein, it will not have a negative impact on the storm water drainage in this neighbourhood.

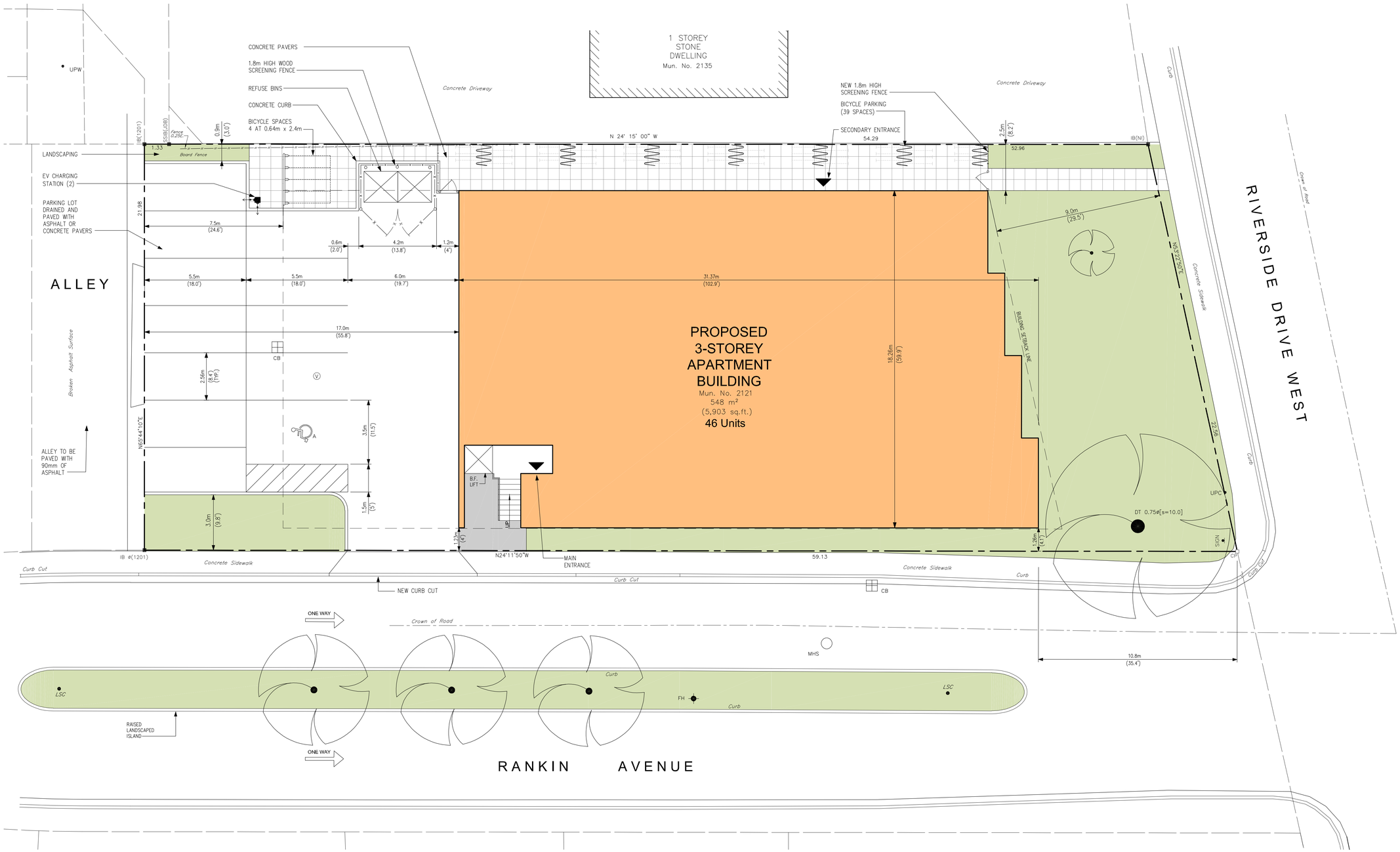
If you have any questions, or require any further information, please let us know.

Yours Truly,

MEO & ASSOCIATES INC.

PER: Raffaele Meo, P.Eng., P.E.

Enclosures: Figure 1 – Proposed Enlarged Site Plan
Figure 2 – Existing Conditions
Figure 3 – Proposed Conditions
Figure 4 – Proposed Conditions Storm Water Detention Storage

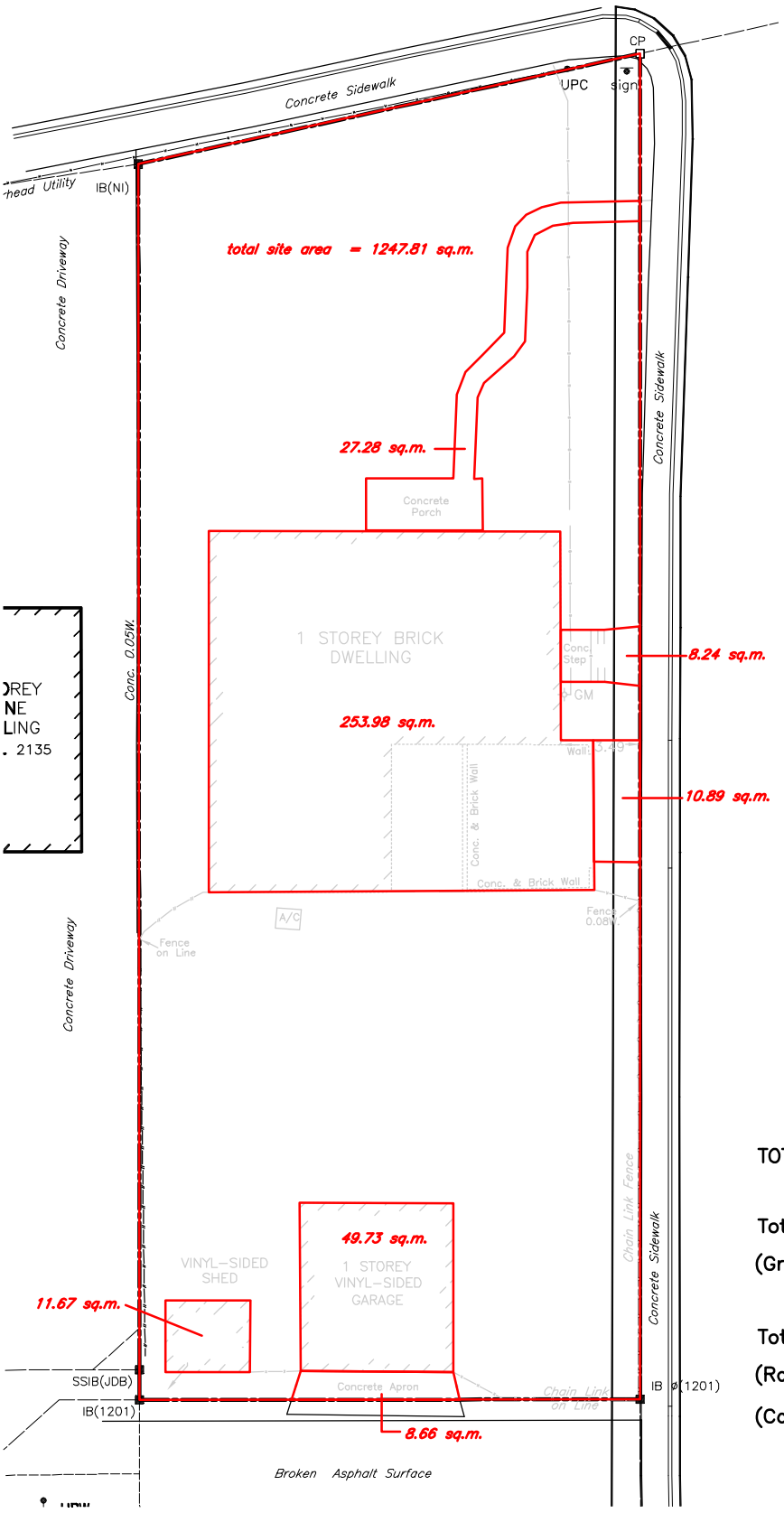


Site Plan

SCALE: 1:100

0 5 10 Meters

MEO & ASSOCIATES INC. Architectural & Engineering Consultants www.meogroup.net	DEVELOPER: AGBABA HOLDINGS CORPORATION	PROJECT: 2121 RIVERSIDE DRIVE W. APARTMENTS Windsor, Ontario	DRAWING TITLE: Enlarged Site Plan	SHEET NUMBER: P2



TOTAL SITE AREA = 1247.81 sq.m.

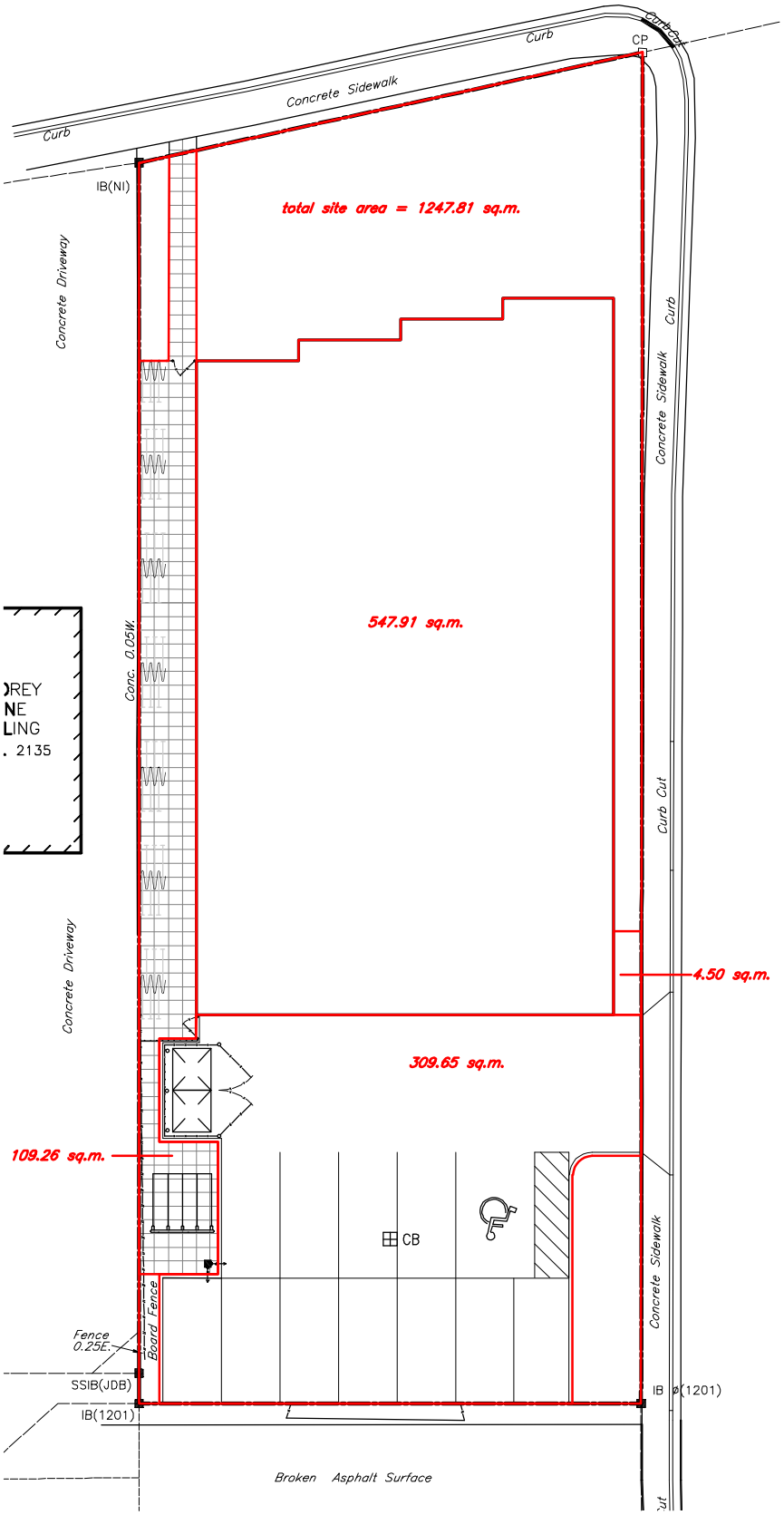
Total % Pervious = 70.3% (877.36sq.m.)
(Grass Area = 877.36 sq.m.)

Total % Impervious = 29.7% (370.45sq.m.)
(Roof Area = 315.38 sq.m.)
(Concrete Area = 55.07 sq.m.)

FIGURE 2: EXISTING CONDITIONS RUNOFF COEFFICIENT

PROJECT No:	AUTOCAD REF.:	SCALE:	
4758	4758 - Existing Conditions	N.T.S.	MEO & ASSOCIATES INC. Architectural & Engineering Consultants
	DATE: August 27, 2024		

4758 – Existing Conditions.dwg, (Layout1) Aug 27, 2024 – 12:29pm



C = 0.78

TOTAL SITE AREA = 1247.81 sq.m.

Total % Pervious = 22.2% (276.49sq.m.)

(Grass Area = 276.49 sq.m.)

Total % Impervious = 77.8% (971.32sq.m.)

(Roof Area = 547.91 sq.m.)

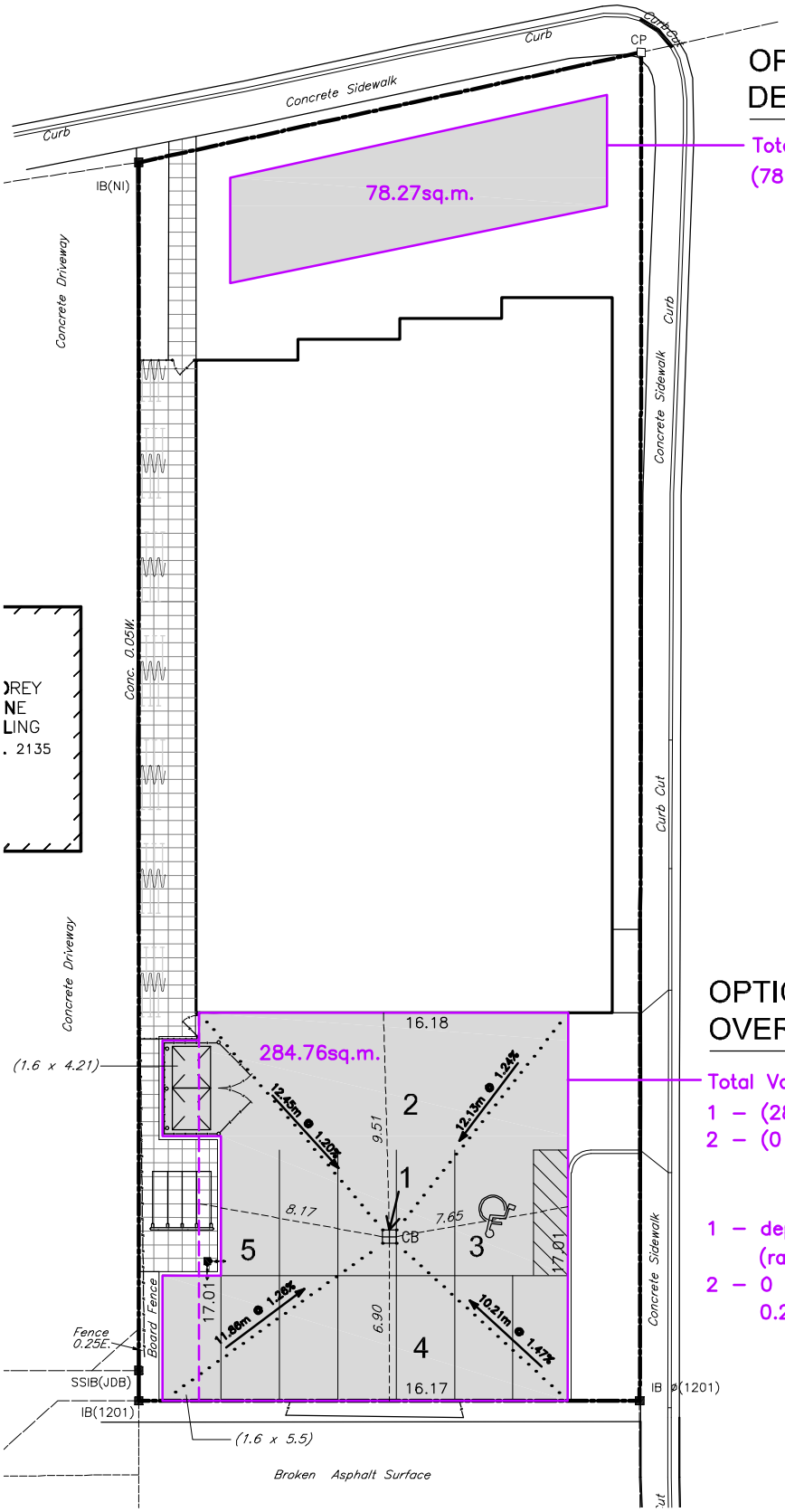
(Asphalt/Concrete Area = 314.15 sq.m.)

(Pavers Area = 109.26 sq.m.)

FIGURE 3: PROPOSED CONDITIONS RUNOFF COEFFICIENT

PROJECT No:	AUTOCAD REF.:	SCALE:	
4758	4758 - Proposed Conditions DATE: August 27, 2024	N.T.S.	MEO & ASSOCIATES INC. Architectural & Engineering Consultants

4758 – Proposed Conditions.dwg, (areas) Aug 27, 2024 12:29pm



OPTION 2:
DEPRESSED LANDSCAPED AREA

Total Volume = 47.74cu.m.
(78.27sq.m. x 0.61m)

OPTION 1:
OVER PARKING LOT

Total Volume = 47.64 cu.m.
1 – (284.76sq.m. x 0.10m = 28.48cu.m.)
2 – (0 at corners to 0.20m over CB= 19.16cu.m.)

1 – depth from top of asphalt to top of curb 0.10m
(raise at driveway and alley 0.10m)
2 – 0 at corners of parking lot
0.20m over catch basin

FIGURE 4: PROPOSED CONDITIONS - STORM WATER DETENTION STORAGE

PROJECT No:	AUTOCAD REF.:	SCALE:	
4758	4758 - Proposed Conditions	N.T.S.	MEO & ASSOCIATES INC. Architectural & Engineering Consultants
	DATE: August 27, 2024		

4758 – Proposed Conditions.dwg, (volumes) Aug 27, 2024 - 2:03pm

MEO & ASSOCIATES INC.
Architectural & Engineering Consultants, Project Managers

3600 Seven Lakes Dr., Suite 200 I Lasalle, Ontario, Canada N9H 0E5 I tel 519-250-8088 I fax 519-250-8070
web www.meogroup.com I e-mail rmeo@meoassociates.com

RE: Proposed Apartment Building at 2121 Riverside Drive at Rankin Avenue, Windsor, Ontario

SANITARY SEWER CAPACITY CHECK

Agbaba Holdings Corporation 2024-09-25

Via email only: agbabaholdings@gmail.com 4758 Agbaba 21

Attention: Marko Agbaba, president

Marko,

Further to your instructions, we have undertaken a review to confirm that sanitary sewer capacity exists for the new 46-unit apartment building being proposed on the south side of Riverside Drive, west side of Rankin Avenue, with present municipal address of 2121 Riverside Drive, Windsor, Ontario. This is our revised letter, to incorporate comments received from the City of Windsor

1.0 Sanitary Sewers Capacity Check

Mr. Juan Paramo, P.Eng., Development Engineer for the City of Windsor, has confirmed (email of July 29, 2024) that this new building will connect to the 300 mm sanitary sewer on Rankin Avenue, and that the infrastructure to be analysed is the 300 mm sewer on Rankin Avenue, from Riverside Drive to University Avenue.

The extend of the affected sanitary sewer drainage area is shown in attached Figure 1. It covers an overall area of 1.45 hectares.

The data available for the subject sewers is from the City's records, specifically Sheet F5 of the Sewer Atlas, partially reproduced in Figure 2. There are three relevant sewer runs in this block, from north to south:

Section 1 – 300 mm diameter sewer at 0.49% slope,
Section 2 - 300 mm diameter sewer at 0.27% slope,
Section 3 - 300 mm diameter sewer at 0.47% slope.

The type of land use is all residential, with single-family homes being predominant. A site review has resulted in the following dwelling count: 30 single homes; 3 semi-detached houses; one quadplex; for a total of 40 dwelling units (exclusive of the lot at 2121 Riverside Drive).

The Population Density is conservatively determined based on the following:

Single-family home	4 persons per house
Semi-detached home	4 persons per house
Quadplex apartment unit	2.5 persons per unit
2121 Riverside Drive	1.5 persons per unit

The proposed 46 new apartment units are studio units, geared to a single occupant. However, conservatively, we have allowed 1.5 persons per unit, to total 69.

This results in a total population of 223 persons in the study area.

The detailed calculations are summarized in the attached Table 1, using the standard City of Windsor criteria. The total sanitary flow from the proposed 46 apartments is 1.76 l/s.

With the proposed 46 apartment units contributing wastewater, the largest flow generated will be at the downstream end of the block, in Section 3, at about **6 litres/second**.

The three sections studied have capacity that varies from **50 to 68 litres/second**. This means that only about 9% of the pipe's capacity is utilized, therefore there is sufficient capacity available.

2.0 Wet Weather Flows Considerations

The existing 300 mm pipe is a combined sewer, draining both sanitary wastewater and rainfall runoff. The City of Windsor has provided the data in Table 2, which indicates that the maximum elevation of the Hydraulic Grade Line (HGL) is 184.15, for the 1:100-year storm, at 5RJ3682 (the junction where the subject 300 mm sewer on Rankin Avenue enters the 1200 mm storm sewer on University Avenue).

The attached Figure 3 shows how the new building's plumbing system will connect to the 300 mm sewer on Rankin, in front of the site. The plumbing from the first floor and above floors will flow by gravity directly to the sanitary sewer, with backflow valve installed. Obviously, no sewage can back up to the first floor (and above) elevations.

The basement floor elevation of 181.60 is 1.45 m above the 184.15 HGL elevation at 5RJ3682. The HGL is not likely to rise 1.45 m along Rankin, however, to be extra safe, the wastewater from the basement will not drain by direct gravity connection to the 300 mm sewer in the street, but it will be pumped up, to about 1.07 m above the street level, and then

continue by gravity to the 300 mm sewer. The sewage ejector pump will "lift" the wastewater only about 3 m, and it will have backup power.

The HGL would have to rise from 180.15 at 5RJ3682 to 183.70 (3.55 m) before the basement drainage would be negatively affected. However, since this is 1.07 m above the street level, it cannot happen: the water on the street would spill out overland to the Detroit River, even before it could reach the 183.00 grade around the proposed building.

Therefore, adequate provisions will be in place for the sanitary wastewater drainage from the building, even during heavy rainfall events.

The sanitary flow of 1.76 l/s is to be deducted from the allowable release rate when calculating the storage volume required by the Storm Water Management plan, which will be undertaken as part of the Site Plan Control for the proposed development.

3.0 Conclusions and Recommendations

The existing 300 mm sanitary sewers have sufficient capacity to serve the proposed 46-unit apartment building at 2121 Riverside Drive, as well as the rest of the residences that drain into it.

The plumbing system for the proposed building should be installed and maintained as detailed herein, including backup power.

The allowable release rate for the Storm Water Management plan should be reduced by the sanitary flow emanating from the proposed apartment building (1.76 l/s reduction).

If you have any questions, or require any further information, please let us know.

Yours Truly,

MEO & ASSOCIATES INC.

PER: Raffaele Meo, P.Eng., P.E.

Enclosures: Figure 1 – Study Area
Figure 2 – Sanitary Sewer Capacity
Figure 3 – Sewage Ejector Pump Discharge Above HGL
Table 1 – Sanitary Sewer Design Sheet
Table 2 – Hydraulic Grade Line at 5RJ3682

FIGURE 1
STUDY AREA (1.452 HA)

PROJECT No:	AUTOCAD REF.:	SCALE:	
4758	4758 - SSC - Figure 1.dwg	N.T.S.	MEO & ASSOCIATES INC. Architectural & Engineering Consultants
	DATE: AUGUST 15, 2024		

4758 –SSC– Figure 1.dwg, (Figure 1) Aug 15, 2024 – 4:47pm

FIGURE 2

SANITARY SEWER CAPACITY

PROJECT No:	AUTOCAD REF.:	SCALE:	
4758	4758 - SSC - Figure 2.dwg	N.T.S.	MEO & ASSOCIATES INC. Architectural & Engineering Consultants
	DATE: AUGUST 15, 2024		

4758 –SSC– Figure 2.dwg, (Figure 2) Aug 15, 2024 – 4:47pm

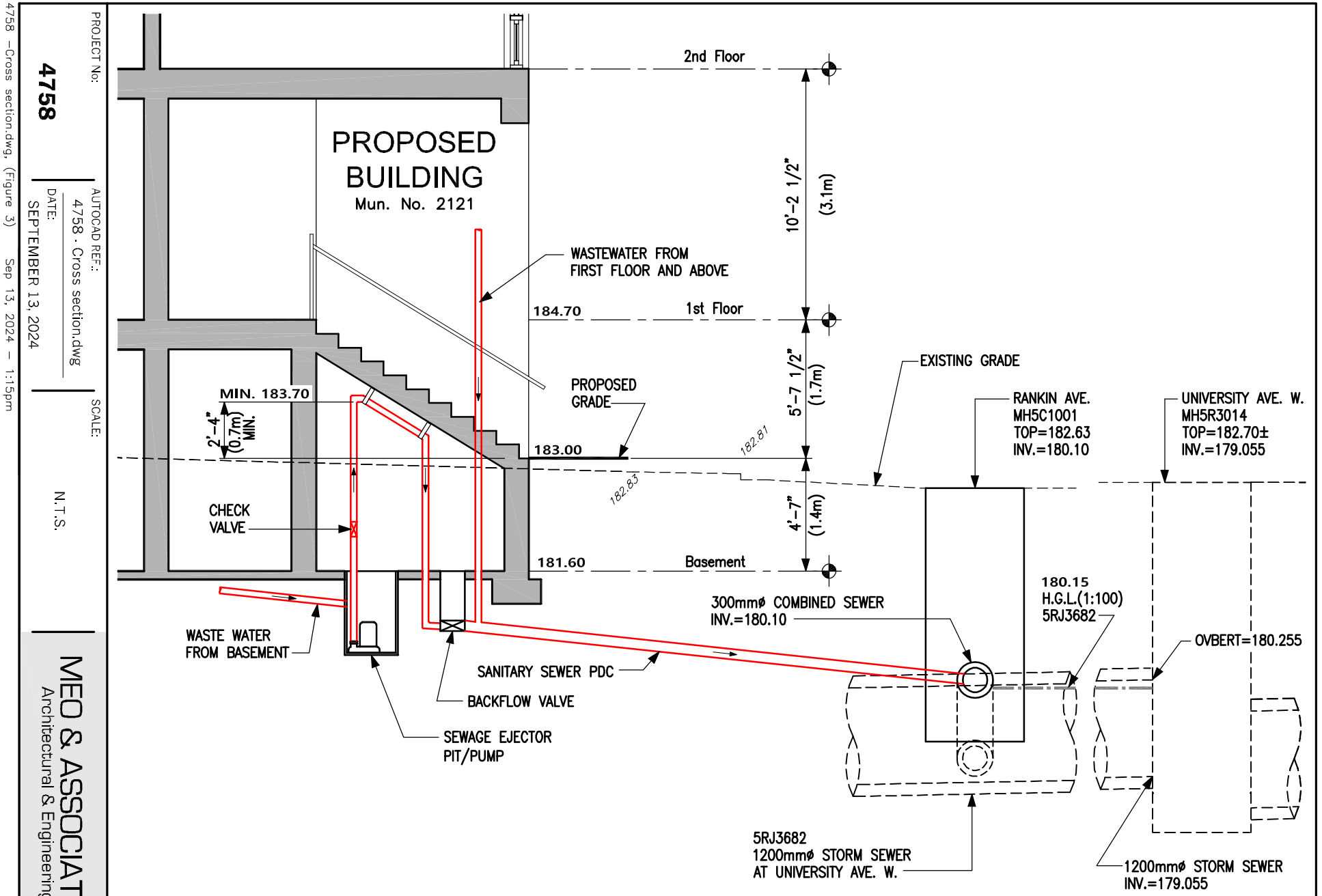


FIGURE 3

SEWAGE EJECTOR PUMP DISCHARGE ABOVE H.G.L.

(VIEW LOOKING NORTH – N.T.S.)

PROJECT No: 4758

AUTOCAD REF.: 4758 - Cross section.dwg

DATE: SEPTEMBER 13, 2024

SCALE: N.T.S.

MEO & ASSOCIATES INC.
Architectural & Engineering Consultants

4758 –Cross section.dwg, (Figure 3) Sep 13, 2024 – 1:15pm

Designed by: **R. Meo**

Checked by:

Filename: **4758 Sanitary Sewer Outlet Capacity.xls**

Project Name: **Apartment Buildings at 2121 Riverside Drive, Windsor ON**

Project Number: **4758**

M E O & A S S O C I A T E S I N C .

TABLE 1 - SANITARY SEWER DESIGN SHEET

City of Windsor, County of Essex

Manning's n= **0.013**

Date is 2024-08-15

Location	From M.H.	To M.H.	Area Hectare	Density per/Ha.	Popul.	Cummu. Area(Ha.)	Cummu. Popul.	Peak Factor	Sewage Fl(L/s)	Infilt. Fl(L/s)	Total Fl(L/s)	Slope (%)	Pipe D(mm)	Capacity (L/s)	Vel. (m/s)	**Capacity Used, %**
Section 1	5C1001	5C176				0.00		6.00	0.00	0.00	0.00	0.49%	300	67.69	0.96	
Section 2	5C176	5C177				0.00		6.00	0.00	0.00	0.00	0.27%	300	50.25	0.71	
Section 3	5C177	5C3013			223	1.45	**223**	6.00	5.63	0.23	**5.86**	0.47%	300	66.29	0.94	**9%**

THE 69 PERSONS FROM THE PROPOSED 46 APARTMENT UNITS ARE INCLUDED IN THE 223 POPULATION ABOVE

NOTES:

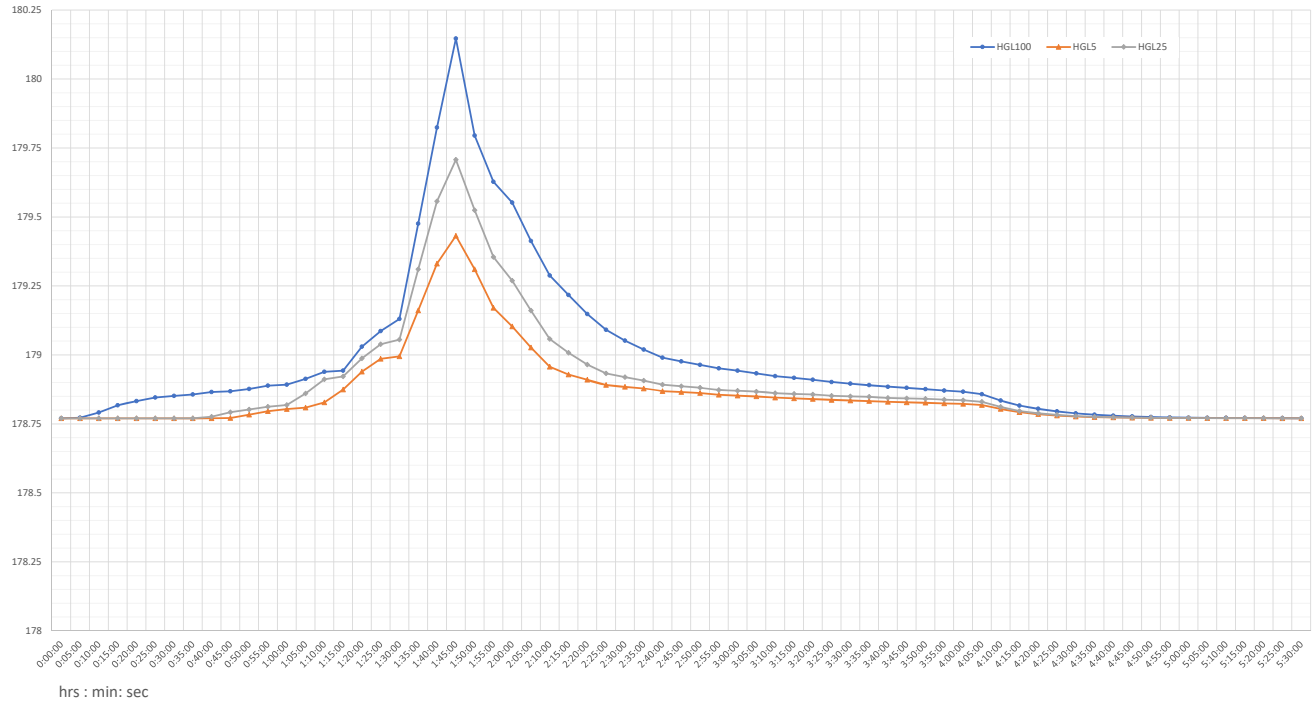
1) Average Daily Flow/capita = **0.0042** Litres/second
2) Infiltration Flow/hectare = **0.1560** Litres/second
3) Ultimate Flow Factor = **6.0** varies, Sec. 9.1.2.d) City of Windsor Development Manual
4) Desirable Minimum Velocity = **0.75** m/s
5) Population Density has been calculated using Figure 1 and based on occupancy of:

Per single family or semi-detached house= **4** persons / house

Per standard apartment unit= **2.5** persons / apartment

Per studio apartment unit= **1.5** persons / unit

TABLE 2 HYDRAULIC GRADE LINE (WATER LEVELS) AT MH 5RJ3682



APPENDIX "G"
Excerpts from Official Plan

6 Residential

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

PERMITTED USES 6.3.2.1 Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low Profile and Medium Profile dwelling units.

6.1 Goals

In keeping with the Strategic Directions, Council's land use goals are to achieve:

NEIGHBOURHOODS	6.1.1	Safe, caring and diverse neighbourhoods.
ENVIRONMENTALLY SUSTAINABLE	6.1.2	Environmentally sustainable urban development.
RESIDENTIAL	6.1.3	Housing suited to the needs of Windsor's residents.

6.3.1 Objectives

RANGE OF FORMS & TENURES	6.3.1.1	To support a complementary range of housing forms and tenures in all neighbourhoods.
NEIGHBOURHOODS	6.3.1.2	To promote compact neighbourhoods which encourage a balanced transportation system.
INTENSIFICATION, INFILL & REDEVELOPMENT	6.3.1.3	To promote residential redevelopment, infill and intensification initiatives in locations in accordance with this plan**. (Added by OPA159 - APPROVED July 11, 2022, B/L#100-2022)**
MAINTENANCE & REHABILITATION	6.3.1.4	To ensure that the existing housing stock is maintained and rehabilitated.
SERVICE & AMENITIES	6.3.1.5	To provide for complementary services and amenities which enhance the quality of residential areas.
HOME BASED OCCUPATIONS	6.3.1.6	To accommodate home based occupations.
SUFFICIENT LAND SUPPLY	6.3.1.7	To ensure that a sufficient land supply for residential and ancillary land uses is available to accommodate market demands over the 20 year period of this Plan.

LOCATIONAL CRITERIA 6.3.2.4 Residential development shall be located where:

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

b) full municipal physical services can be provided;

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

d) public transportation service can be provided.

8.7.1 Objectives

VARIED DEVELOPMENT PATTERN 8.7.1.1 To achieve a varied development pattern which supports and enhances the urban experience.

COMPLEMENTARY DESIGN 8.7.1.2 To achieve a complementary design relationship between new and existing development, while accommodating an evolution of urban design styles.

VISUAL INTEREST 8.7.1.3 To maximize the variety and visual appeal of building architecture.

ART AND LANDSCAPING 8.7.1.4 To integrate art and landscaping with the built form.

UNIQUE CHARACTER 8.7.1.5 To enhance the unique character of a district, neighbourhood, prominent building or grouping of buildings.

SIGNS 8.7.1.6 To ensure that signs respect and enhance the character of the area in which they are located.

8.7.1.7 To achieve external building designs that reflect high standards of character, appearance, design and sustainable design features.
(Added by OPA #66–11/05/07-B/L209-2007)

8.7.2 Policies

NEW DEVELOPMENT 8.7.2.1 Council will ensure that the design of new development:
(Added by OPA #66–11/05/07-B/L209-2007)

(a) is complementary to adjacent development in terms of its overall massing, orientation, setback and exterior design, particularly character, scale and appearance;
(Added by OPA #66–11/05/07-B/L209-2007)

(b) provides links with pedestrian, cycle, public transportation and road networks; and

(c) maintains and enhances valued heritage resources and natural area features and functions.

(d) Encourages the creation of attractive residential streetscapes through architectural design that reduces the visual dominance of front drive garages, consideration of rear lanes where appropriate, planting of street trees and incorporation of pedestrian scale amenities. **(added by OPA #60–05/07/07-B/L85-2007–OMB Decision/Order No.2667, 10/05/2007)**

REDEVELOPMENT AREAS 8.7.2.2 Council will ensure that the design of extensive areas of redevelopment achieves the following:

(a) provides a development pattern that support a range of uses and profiles;

(b) defines the perimeter of such an area by a distinct edge which may be formed by roads, elements of the Greenway System or other linear elements;

(c) contains activity centres or nodes which are designed to serve the area and which may be identified by one or more landmarks;

(d) provides transportation links to adjacent areas; and

(e) maintains and enhances valued historic development patterns or heritage resources.

(f) is complementary to adjacent development in terms of overall massing, orientation, setback and exterior design, particularly character, scale and appearance.
(Added by OPA #66–11/05/07-B/L209-2007)

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

(a) massing;

(b) building height;

(c) architectural proportion;

(d) volumes of defined space;

(e) lot size;

(f) position relative to the road; and

(g) building area to site area ratios.

(h) the pattern, scale and character of existing development; and,
(Added by OPA #66–11/05/07-B/L209-2007)

(i) exterior building appearance
(Added by OPA #66–11/05/07-B/L209-2007)

(j) Council adopted Design Guidelines that will assist in the design and review of applications for development in accordance with the policies noted above

TRANSITION IN BUILDING HEIGHTS 8.7.2.4 Council will ensure a transition among Very High, High, Medium and Low Profile developments through the application of such urban design measures as incremental changes in building height, massing, space separation or landscape buffer.

CONTINUOUS BUILDING FACADES 8.7.2.5 Council will require new development to support the creation of continuous building facades along Mainstreets through the street level presence of:

(a) community facilities, retail shops, and other frequently visited uses; and

(b) architectural features and elements which can be experienced by pedestrians.

APPEALING STREET FACADES 8.7.2.6 Council will encourage the buildings facades to be visually interesting through extensive use of street level entrances and windows. Functions which do not directly serve the public, such as loading bays and blank walls, should not be located directly facing the street.

11.6.3 Zoning By-law Amendment Policies

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

Appendix "H"

Excerpts from the Provincial Planning Statement (PPS) 2024

Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets. Ontario's settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available.

The vitality and regeneration of settlement areas is critical to the long-term economic prosperity of our communities. Development pressures and land use change will vary across Ontario. It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.

2.2 Housing

Policy 2.2.1 states:

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

c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and

d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.

Official Plan policies will continue to guide intensification to areas which optimize the existing municipal infrastructure and public service facilities, and avoid unnecessary land consumption.

Policy 2.2.1(b)(2) states that: *all types of residential intensification, including the …., development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;*

A supportive zoning amendment would focus on providing a range of housing and opportunities for net increase in residential units.

The proposed zoning by-law amendment would facilitate a net increase in residential units and provide a form of housing that is appropriate in terms of range and mix. In terms of supporting active transportation and transit, the site of the proposed zoning amendment is directly served by Transit Windsor.

2.3 Settlement Areas and Settlement Area Boundary Expansions

2.3.1 General Policies for Settlement Areas

2.3.1.1 - *Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.*

2.3.1.2 - *Land use patterns within settlement areas should be based on densities and a mix of land uses which:*

a) *efficiently use land and resources*,

b) *optimize existing and planned infrastructure and public service facilities*,

c) *support active transportation*,

d) *are transit-supportive, as appropriate*

2.3.1.3 - *Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.*

APPENDIX "I"
Excerpts from Zoning By-law 8600

11.2 RESIDENTIAL DISTRICT 2.2 (RD2.2)

11.2.1 PERMITTED USES

One Double Duplex Dwelling
One Duplex Dwelling
One *Multiple Dwelling* containing a maximum of four *dwelling units*
One *Semi-Detached Dwelling*
One Single Unit Dwelling
Townhome Dwelling
Any use accessory to any of the preceding uses

11.2.5 Provisions

.1 Duplex Dwelling
- .1 Lot Width – minimum 12.0 m
- .2 Lot Area – minimum 360.0 m^2
- .3 Lot Coverage – maximum 45.0%
- .4 Main Building Height – maximum 9.0 m
- .5 Front Yard Depth – minimum 6.0 m
- .6 Rear Yard Depth – minimum 7.50 m
- .7 Side Yard Width – minimum 1.20 m
- .10 Gross Floor Area – Main Building – maximum 400 m^2

.2 Semi-Detached Dwelling
- .1 Lot Width – minimum 15.0 m
- .2 Lot Area – minimum 450.0 m^2
- .3 Lot Coverage – maximum 45.0%
- .4 Main Building Height – maximum 9.0 m
- .5 Front Yard Depth – minimum 6.0 m
- .6 Rear Yard Depth – minimum 7.50 m
- .7 Side Yard Width – minimum 1.20 m
- .10 Gross Floor Area – Main Building– maximum 400 m^2

.3 Single Unit Dwelling
- .1 Lot Width – minimum 9.0 m
- .2 Lot Area – minimum 270.0 m^2
- .3 Lot Coverage – maximum 45.0%
- .4 Main Building Height – maximum 9.0 m
- .5 Front Yard Depth – minimum 6.0 m
- .6 Rear Yard Depth – minimum 7.50 m
- .7 Side Yard Width – minimum 1.20 m
- .10 Gross Floor Area – Main Building– maximum 400 m^2

.4 Double Duplex Dwelling or Multiple Dwelling
- .1 Lot Width – minimum 18.0 m
- .2 Lot Area – minimum 540.0 m^2
- .3 Lot Coverage – maximum 45.0%
- .4 Main Building Height – maximum 9.0 m
- .5 Front Yard Depth – minimum 6.0 m

.6 Rear Yard Depth – minimum 7.50 m
.7 Side Yard Width – minimum 1.80 m

.5 Townhome Dwelling
.1 Lot Width – minimum 20.0 m
.2 Lot Area – per *dwelling unit* – minimum 200.0 m^2
.3 Lot Coverage – maximum 45.0%
.4 Main Building Height – maximum 9.0 m
.5 Front Yard Depth – minimum 6.0 m
.6 Rear Yard Depth – minimum 7.50 m
.7 Side Yard Width – minimum 1.50 m
(AMENDED by B/L 101-2022, July 11, 2022)

APPENDIX "K"
Consultations

BUILDING ENGINEERING – MIRELLA ALLISON

The windows on the east elevation will need to meet 9.10.14.1. OBC. The maximum aggregate area of unprotected openings is 7.6% of the wall area.

The proposed setback and wall area on the east and west elevations triggers 1h non-combustible construction and non-combustible cladding.

TRANSIT WINDSOR – JASON SCOTT

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Transway 1C. The Transway 1C has a peak weekday frequency of 10 minutes. Transit Windsor's City Council approved 2023 service plan has the Transway 1C being replaced by a new primary route known as Route 110. Route 110 will be implemented in conjunction with the completion of Transit Windsor's new east end terminal. This is proposed to be completed sometime in 2026. Route 110 will also have a peak weekday frequency of 10 minutes. The closest existing transit route to this property is located on University at Randolph Northwest corner. This bus stop is approximately 320 metres from this property falling within Transit Windsor's 400 metre walking distance guidelines to a bus stop. This will be maintained with Transit Windsor's City Council approved Transit Master Plan and the 2023 service plan.

HERITAGE PLANNING – TRACY TANG

Heritage:
There is no apparent built heritage concern with this property.

Archaeology:
The subject property is located within the Archaeological Potential Zone (APZ) and Archaeologically Sensitive Area (ASA) (as per the recently adopted Windsor Archaeological Management Plan, 2024; OPA 181; and updated 2024 archaeological potential model OP Volume I Schedule C-1). A Stage 1 archaeological assessment and any further recommended assessments are required to be entered into the Ontario Public Register of Archaeological Reports to the satisfaction of the City of Windsor and the Ontario Ministry of Citizenship and Multiculturalism, prior to any additional land disturbances. A final copy of these relevant archaeological reports and GIS study area must be submitted to the City of Windsor.

WINDSOR FIRE – JOHN SMITH

At this stage, WFRS had no objections to proposed project located at 2121 Riverside Drive West.

ZONING COORDINATOR – CONNER O'ROURKE

Below is the zoning review summary for the above-mentioned property:

- **Current Zoning Designation:** Residential District 2.2
- **Proposed Zoning Designation:** Residential District 2.2 with site specific provisions

- **Existing Use**
    - Single unit dwelling – to be demolished

- **Proposed Use**
  - Multiple Dwelling with 46 Dwelling Units
  - Not permitted in current zoning district

- **Section 5 – General Provisions**
  - Complies

- **Section 11.2 – Residential District 2.2**
  - Minimum Lot Width:
    - 18.0m (Required)
    - 22.0m (Provided)
  - Minimum Lot Area:
    - 540.0m2 (Required)
    - 1250.0m2 (Provided)
  - Maximum Lot Coverage:
    - 45.0% (Required)
    - 44.0% (Provided)
  - Maximum Main Building Height: [11.2.5.4.4]
    - 9.0m (Required)
    - 11.7m (Provided)
  - Minimum Front Yard Depth:
    - 6.0m (Required)
    - 7.4m (Provided)
  - Minimum Rear Yard Depth:
    - 7.50m (Required)
    - 18.5m (Provided)
  - Minimum Side Yard Width:
    - 1.20m (Required)
    - 1.90m (Provided)

- **Section 24 – Parking, Loading and Stacking Provisions**
  - Required Number of Parking Spaces: [24.20.5.1]
    - 57 (Required)
    - 12 (Provided)
  - Minimum Size of Bicycle Parking Spaces: [24.30.10]
    - 0.6 metres by 2.5 metres (Required)
    - 0.3 metres by 0.4 metres (Provided)
  - Location of Bicycle Parking Spaces:
    - Each bicycle parking space shall be located in a manner which will not hamper the movement of persons or vehicles: [24.30.20.3]
      - When located on a walkway or sidewalk, each bicycle parking space shall be located a minimum of 2 m from a building entrance [24.30.20.3.1]
      - A bicycle parking space is prohibited within a required yard [24.30.20.3.2]
  - Required Number of Loading Spaces: [24.40.1.5]
    - 1 (Required)
    - 0 (Provided)

- **Section 25 – Parking Area Provisions**
  - Construction and Maintenance of Parking Area
    - A curb shall bound the perimeter of a parking area and shall separate a landscaped open space yard, landscaped open space island or parking area

separation from the parking area. [25.5.10.3] Any curb shall be constructed of poured in place concrete, shall be continuous and shall have a minimum width and height of 15.0 centimetres. [25.5.10.5]

- Parking area separation from a building wall containing a habitable room window and a habitable room window facing the parking area: [25.5.20.1.6]
  - 4.50m (Required)
  - 1.35m (Provided)

SITE PLAN CONTROL

The development proposal is subject to Site Plan Control pursuant to the Planning Act and City of Windsor By-law 1-2004. Where preceding development applications are required, inclusive of Official Plan and Zoning By-law Amendments, request for Site Plan Control Pre-Consultation Stage 1 may be made following completion of the requisite Development and Heritage Standing Committee meeting at https://ca.cloudpermit.com/login.

CANADA POST – BRUNO DESANDO

This development, as described, falls within our centralized mail policy.

I will specify the condition which I request to be added for Canada Post Corporation's purposes.

a) Canada Post's multi-unit policy, which requires that the owner/developer provide the centralized mail facility (front loading lockbox assembly or rear-loading mailroom [mandatory for 100 units or more]), at their own expense, will be in effect for buildings and complexes with a common lobby, common indoor or sheltered space.

Should the description of the project change, I would appreciate an update in order to assess the impact of the change on mail service.

If you have any questions or concerns regarding these conditions, please contact me. I appreciate the opportunity to comment on this project.

Lock-Box Assembly Requirements
The complete Canada Post Standards Manual for Builders & Developers can be downloaded at: https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual_en.pdf
Compartments Size
- Horizontal lock-box models used in mailrooms must have the following minimums:
o Residential compartments must be at least 12.5 x 13.5 cm
o Commercial compartments at least 13.5 x 30.5 cm
o Parcel compartments at least 30.5 x 30.5 cm
- Vertical lock-box models must have min comp size of 25 x 12.5 cm. (Most models are 40 x 12.7 cm)

Heights
- All lock-box assemblies must be installed in a manner that will not require the delivery employee to reach higher than 170cm or lower than 45cm when delivering to the equipment. With respect to horizontal lock-boxes, the limits above will likely mean that maximum number of compartments that can be included in each column of residential compartments would be eight

Rear-loading Lock-boxes
- Projects with more than 100 units are required to be serviced via a rear-loading lock-box assembly.

- There must be a width of at least 100cm of working space from the back of the boxes to the wall.
- A ledge under the bottom row of boxes is also recommended in rear-loading designs. This ledge is to be directly under the bottom row of boxes (no space between ledge and bottom of boxes) and must stick out at least 20cm from the back of the boxes.
- Mailroom door is required to provide a minimum 81cm opening
- Lighting should be at least 100 lux (measured 75 cm from floor)

Access
- All buildings where the lock-boxes are required to be serviced from inside the building are required to install a Canada Post Crown lock in the building intercom. The intercom is pre-fabricated with an internal housing for the lock. The lock can be obtained from the local deliver supervisor.
- If the building has more than 100 units, a rear-loading lock-box assembly will be installed. The door to the Canada Post delivery area must be fitted with a specific model of deadbolt. This is because Canada Post will supply a key cylinder made specifically for the Canada Post key that will fit inside the deadbolt purchased by the developer.

Numbering
- Compartments should be numbered vertically and left to right on the delivery side of the boxes

Grade-level Components
- If the development includes grade level retail or residential units, please take note that door-to-door delivery will not be provided to these units. Canada Post is happy to install a Community Mailbox to provide service to these units. Please coordinate a location with the Canada Post Delivery Planner for the area. If there is no room on the property for the Community Mailbox, service can be provided via another Community Mailbox in the area. Options to service the units from the tower (lobby) lock-boxes or via a front-loading lock box erected on the outside of the building can also be discussed with the Delivery Planner**.**

FORESTRY – MARC EDWARDS

The most recent Tree Inventory submitted by the developer claims the Silver Maple and Black Walnut trees are private. The Forestry Department still disputes this and has deemed them shared. Please read the Stage 2 review submitted April 17, 2025.

The Tree Canopy Recovery Cost for the Silver Maple and Black Walnut tree was estimated at $27, 315.60 and will need to be paid by the developer.

ENBRIDGE – SANDRO AVERSA

After reviewing the provided information, and consulting our mapping system, please note that Enbridge Gas has active infrastructure within the proposed area. A PDF drawing have been attached for reference.

Please Note:
1. The shown piping locations are approximate and for information purposes only
2. The drawings are not to scale
3. This drawing does not replace field locates. Please contact Ontario One Call for onsite locates prior to excavating, digging, etc

Enbridge Gas requires a minimum separation of 0.6m horizontal and 0.3m vertical from all our plant less than NPS 16 and a minimum separation 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines. For all pipelines (including vital pipelines), when drilling parallel

to the pipeline, a minimum horizontal clearance measured from the edge of the pipeline to the edge of the final bore hole of 1 m (3.3 ft) is required. Please ensure that this minimum separation requirement is maintained, and that the contractor obtains locates prior to performing any work and utilizes safe excavation practices while performing any work in the vicinity.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live.
- If during any job, any pipe is found that is not on the locate sheet and conflicts with your work, please call our emergency number (1-877-969-0999), and one of our Enbridge representatives will respond to determine if that plant is in fact live or dead.
- Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly.

Please contact me if you have any further questions or concerns.

TRANSPORTATION PLANNING – ELARA MEHRILOU

Land Conveyance

Not Applicable.

Corner Cut-Off

A corner cut-off of 4.6m x 4.6m is required at the corner of Riverside Dr W and Rankin Ave for a non-signalized intersection.

Sidewalk

Not Applicable.

Parking

Transportation Planning received and reviewed the section 6-Parking of the Transportation Impact Study, file No. 24-8291, conducted by Dillon Consulting, dated July 2024, hereinafter referred to as “Parking Study”. The City’s Transportation Department is not agreeable with the Parking Study findings for the following reasons:

- The proposed development is for a “MULTIPLE DWELLING” structure (see City of Windsor’s Zoning By-law 8600 definitions), containing 46 self-contained/individual Dwelling units. The proposed development does not fall under the “STUDENT RESIDENCE” definition of City of Windsor’s Zoning By-law 8600. Therefore, in accordance with the Zoning By-law 8600 (TABLE 24.20.5.1 – REQUIRED PARKING SPACES), the minimum parking requirement is 1.25 per dwelling unit (57 parking spaces.)
- Regardless of being on the proximity to the University of Windsor, the intention/assumption the development will be used/occupied by students, cannot be relied upon and/or regulated. Therefore, parking requirement 1 per 4 bed is in contravention of Zoning By-law 8600.
- Proponent must be aware the subject property is **not** eligible for residential parking permits on Rankin Ave. Furthermore, on-street parking is not allowed on Riverside Dr. W.
- The proposed number of parking is not adequate for the proposed development.

Therefore, Transportation Planning is not in support of the proposed dramatic reduction in required parking.

Transportation Impact Study

Transportation Planning received and reviewed the Transportation impact Study, conducted by Dillon Consulting, file No. 24-8291 dated July 2024.

Please note that the trip generation analysis should be based on **ITE Land Use Code 221 “Multifamily Housing (Mid-Rise)**”. ITE Land Use Code 225 “Off-Campus Student Apartment (Low-Rise)” is used in the Transportation Impact Study, conducted by Dillon Consulting.

Please refer to parking section (above) for the comments regarding the section 6 - Parking of this study.

Access

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

Exterior Path

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

Other Comments

It is recommended the applicant apply for the alley closure.

Should you have any further questions or concerns, please contact Ellie MehriLou, of this department at EMehrilou@citywindsor.ca.

RIGHT-OF-WAY – MARK SCHAFFHAUSER

Required Drawing Revisions:

1. **Sewer Connections** – All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.
    - Modify drawings to include all sewer connections and water services.
    - Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

Note that the proposed site plan included the removal of City owned trees. Please contact Forestry for removal fee's at foresty@citywindsor.ca

Special Provisions (to be included in Site Plan Control Agreement)
The following special provisions will be required prior to submitting a building permit application:

Site Plan Control Agreement – The applicant enter into an agreement with the City of Windsor for all requirements under the General Provisions of the Site Plan Control Agreement for the Engineering Department.

Alley Paving – The owner shall agree to drain and pave at his entire expense, the alley abutting the subject lands. The minimum acceptable cross-section will be 300 mm Granular "A" and 100 mm base and surface course asphalt in accordance with Standard City of Windsor Specifications, Selected Granular Base Course (S4) and Hot Mix, Hot Laid Asphaltic Concrete (S-10). The geometrics of the pavement shall comply with City of Windsor Standard Drawing AS-201. All work shall be to the satisfaction of the City Engineer.

Encroachment Agreement – The owner agrees to submit application for and execute an agreement with the Corporation for the proposed encroachments into the right-of-way (Alley Paving]) to the satisfaction of the City Engineer.

If you have any further questions or concerns, please contact Thomas Huynh, of this department at thuynh@citywindsor.ca

LANDSCAPE ARCHITECT – RYAN UPTON

As requested, the materials for the file titled above have been reviewed.

1. The applicant is required to provide a minimum 0.9m soft landscape buffer along the entire west and south property lines.

2. There are CPTED concerns on the west side of the building as there are minimal windows and doors on this side of the building. There are no sight lines into the bike parking area from the street or parking lot and further obstruction of sight created from the privacy fence to the west, gates and refuse enclosure. The area behind the refuse enclosure is also hidden from sight.

3. Please ensure that a 3m setback from the property line along Rankin Ave to the inside curb of the parking spaces is provided, per zoning by-law.

4. There is a concern with the Urban Design Study's suggestion that tenants can use the public parking across Riverside Dr, as this will take away available parking spaces for the general public to use visiting the park.

5. There is concern for adequate protection of the existing trees along the perimeter of the property. Efforts shall be made to protect these trees by providing an appropriate landscape buffer to protect the root zones and canopy. Given that the building has an expansive use of glass windows, trees will assist greatly in keeping building temperatures lower, creating less strain on utilities.

6. The applicant should be aware that trees that are removed will be required to be replaced at a diameter-for-diameter ratio. Given that the site does not provide adequate space for additional tree planting, cash-in-lieu may be accepted for potential tree planting in the public park located north of Riverside Dr W (subject to Parks and Forestry approval).

7. There may be an opportunity to explore a communal vegetable planting initiative for tenants on the rooftop amenity space.

8. Please ensure that the rooftop amenity has barrier free access.

If you have any questions or concerns, please feel free to contact me.

ENWIN
HYDRO ENGINEERING: Nillavon Balachandran
No Objection

Please be advised the current property is serviced overhead with 120/240 Volt service conductor from the southern limit

Please be advised on the southern limit of the East-West alley behind said property, ENWIN has overhead secondary distribution at 120/240 Volts.

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

WATER ENGINEERING: Bruce Ogg
ENWIN Water has no objections. The existing water service may have to be replaced to accommodate the proposed development.

URBAN DESIGN – SOPHIA DIBLASI

Pursuant to the application for a zoning by-law amendment **(Z14/2025 [ZNG7308])**, please note the following Urban Design comments:

Further refinement is necessary to ensure better alignment with Chapter 8 - Urban Design of the Official Plan. The proposal is not supported. A more deliberate integration of built form and massing is necessary to ensure compatibility with the surrounding neighbourhood.

From a public realm perspective, building frontages facing public roads should be designed as active, human-scaled façades. This includes the use of architectural detailing, fenestration, awnings, and other weather-protective elements that contribute to a walkable and engaging streetscape.

To promote environmental sustainability and compliance with Official Plan policies, the development should provide a minimum of 40% open green space.

Below is a reference to specific policies from the City of Windsor Intensification Guidelines and the City of Windsor Official Plan that have been highlighted for this proposal. This is not be a complete list. The tables below represent specific policies that are to be taken into account, and were the

guiding policies for the above recommendations.

The City of Windsor's Official Plan, Chapter 8 - Urban Design:

8.2.2.7 Development or Infrastructure Evaluation	Council will ensure that a proposed development or infrastructure undertaking enhances the image of Windsor, its districts and/or its neighbourhoods by complementing and contributing to: (a) the activity and character of the area; (Deleted by OPA #66–11/05/07-B/L209-2007) a. the activity of the area together with the character, scale, appearance and design features of existing buildings (Added by OPA #66–11/05/07-B/L209-2007) b. the landmarks in the area; c. the consistency and continuity of the area with its surroundings; d. the edges of the area; and
8.6.2.6 Skylight for Public Spaces	Council will maintain access to skylight in public spaces by controlling the height, setback and massing of a proposed development or infrastructure undertaking.
8.7.2.1 New Development	Council will ensure that the design of new development: a. is complementary to adjacent development in terms of its overall massing, orientation, setback and exterior design, particularly character, scale and appearance; b. provides links with pedestrian, cycle, public transportation and road networks; and c. maintains and enhances valued heritage resources and natural area features and functions. d. Encourages the creation of attractive residential streetscapes through architectural design that reduces the visual dominance of front drive garages, consideration of rear lanes where appropriate, planting of street trees and incorporation of pedestrian scale amenities.
8.7.2.3 Infill Development	Council will ensure that proposed development within an established neighbourhood is designed to function as an integral and complementary part of that area's existing development pattern by having regard for: (a) massing; (b) building height; (c) architectural proportion; (d) volumes of defined space; (e) lot size; (f) position relative to the road; and (g) building area to site area ratios. (h) the pattern, scale and character of existing development; and, (i) exterior building appearance
8.7.2.4 Transition in Building Height	Council will ensure a transition among Very High, High, Medium and Low Profile developments through the application of such urban design measures as incremental changes in building height, massing, space separation or landscape buffer
8.9.2.2 Protect Views & Vistas	Council will protect views and vistas of unique landmarks and features, particularly the City Centre skyline, Detroit River,

	Ambassador Bridge and Detroit skyline, to facilitate orientation and enhance the image of Windsor.
8.9.2.10 Views Along Roads	Council will protect significant views and vistas as seen from public rights-of-way and will ensure that significant views and vistas at the ends of roads and at “T” intersections are protected and enhanced.

The City of Windsor’s Intensification Guidelines:

2.2.4 Landscaping	1. Preserve existing mature trees where possible. The planting of new trees is encouraged to provide a continuous canopy over the street and to replace any canopy lost to new development. 2. Enhance the bio-resiliency of the area through planting of native, non-invasive trees and shrubs. 3. Include landscaped areas in front of buildings that provide a transition from private to public areas. A minimum of 50% of the front yard zone should include soft landscaping areas (nonpaved areas supporting grass, groundcovers, trees and/ or shrubs) 6. Maintain the green character of the front yards and avoid monotony of treatment over large extents of development. The front yards of units in a new townhouse development should have a coordinated landscape design that should include fences/hedges, and street trees in the boulevard
2.2.5 Materials	1. Ensure building materials reflect and complement the existing materials in the area and are high quality, durable, and easily maintained. 8. Traditional high quality building materials are encouraged. The traditional building materials utilized within each historic neighbourhood should be identified and are to be encouraged for new development.
2.3.2.1 Massing & Elevation Articulation	1. Design dwellings to have articulated elevations, especially those exposed to streets and open spaces. Articulated elevations might include changes in plane, projections, enhanced fenestration, highlighted entrances, complementary materials, among other architectural elements
2.4.1.1 Massing & Elevation Articulation	1. Building mass should be compatible with buildings in the immediate vicinity of the development. Generally, the building foot print should not exceed 35% of the lot area. In addition, 40% of the lot area should be dedicated to landscaped open space exclusive of parking facilities and driveways.
3.4.2 Low Profile Buildings	1. All Low Profile buildings shall demonstrate design excellence and compatibility with the surrounding context. Ensure architectural detailing, landscape treatments, colour, and building materials are representative of the highest quality possible.

Date: July 10, 2025

Kind Attention To,
The Development and Heritage Standing Committee
Corporation of the City of Windsor
350 City Hall Square West, Suite 210
Windsor, Ontario, N9A 6S1

Subject:

2121 Riverside Dr West Windsor N9B 1A8 – Zoning Application **File No:** Z-014/25 [ZNG/7308] – Neighbourhood Concerns

Respected Committee Members,

I am writing to formally express my significant concerns regarding the proposed development at 2121 Riverside Drive West, Windsor. I initially raised these concerns with the new property owner in August 2024 and have since reiterated them in multiple email correspondences with the City of Windsor Planning staff and the Ward 2 Councillor.

I remain firmly convinced that these concerns are both valid and critical, and I believe they must be addressed thoughtfully to prevent serious and lasting negative impacts on the surrounding community.

My primary concerns are as follows:

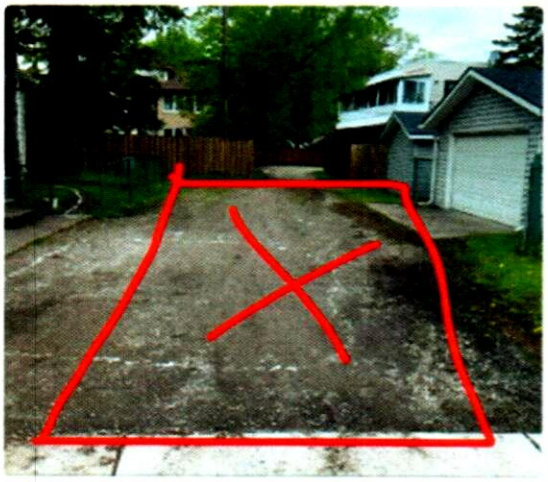
1. **Parking and Access Issues**
   The proposed 46-unit student residence includes parking provisions for only 10 to 12 units, which is grossly inadequate. This shortfall will almost certainly lead potential residents of the proposed development to park along private pathways on my adjacent properties, resulting in congestion, unauthorized use of private access, and significant inconvenience to my tenants.

   My affected properties are:
   - **2135 Riverside Dr W, Windsor, N9B 1A8**, which I own personally.
   - **2161 Riverside Dr W, Windsor, N9B 1A8**, owned through my company, RAE Investments Inc.

   Such issues not only disrupt daily life but also adversely affect the quality and value of these properties and other neighboring properties.

2. **Noise and Community Disruption**
   With an anticipated occupancy of 60–80 students, it is highly likely that frequent social gatherings and parties will lead to substantial noise disturbances. This would severely undermine the peaceful, family-oriented environment that current residents value and expect.

3. **Easement Rights and Legal Implications**
On May 2, 2025, I received a WhatsApp message from Mr. Marko Agbada, the current property owner, outlining the development proposal. A screen shot of the WhatsApp message is given below for your reference:



Hello Mr. Ratan! I hope you've been doing well.

I wanted to update you on a particular matter. The City of Windsor engineering department has attempted to REQUIRE the alley closure behind my property which of course would remove the ability for you to have any parking from the rear of your buildings.

I remember you telling me this was very important to you. Therefore, I fought them on this and instead offered to reconstruct the entire alley with new ashphalt in order for them to keep it open.

Please note, if the development is not approved for whatever reason, the most likely case is that the alley will be closed off.

For me, having the corner lot, the alley serves no benefit. However, I do know it is important to you so this proposal from my end to them is for you.

Wishing you the best!

I am particularly concerned about the requirements set forth by the City's Engineering Department. The titles of my properties, I believe, clearly stipulate easement rights to the rear of 2135 and 2161 Riverside Drive West, which must be fully respected in any development plans.

Beyond these specific issues, I believe it is imperative to preserve the distinctive residential character of Riverside Drive West. This neighborhood has long been defined by its quiet, welcoming atmosphere — a quality that would be irreversibly compromised by the introduction of a high-density student residence.

I urge the property owner and developer to engage in constructive dialogue and take proactive steps to mitigate these significant impacts. My intention is not to hinder progress but to ensure that any new development is thoughtfully integrated and aligns harmoniously with the existing community, preserving the character that residents deeply cherish.

Should these concerns not be adequately addressed, I will have no choice but to consider legal remedies to protect my rights, my properties, and the integrity of our neighborhood.

I trust that you will give this matter the serious attention it deserves. I would greatly appreciate a prompt response outlining how you intend to address these concerns.

Thank you for your understanding and cooperation.

Best regards,

Ratan Samuel
RAE Investments Inc.
461 Huntington Ridge Dr.,
Mississauga, Ontario L5R 0A9

Mobil: **647.534.4444 / 437.234.4444**
Email: **ratansamuel@raeinvestments.com**

From: Mike Cardinal < >
Sent: July 12, 2025 9:44 AM
To: clerks <clerks@citywindsor.ca>
Subject: DHSC file#-Z 014-25 Meeting August 5 2025

I met with the developers at a public information session at the property last year.

1. They plan on having high-end tenants with regular housekeeping included. They believe that will help curb any 'student residence' concerns. I think this is short sighted, simplistic and will definitely not be a lasting business policy for the building. When this promised practice is discontinued, we will be left with a 46 unit unsupervised student residence, and the social problems that entails.

2. I have decades of experience with legal student housing, and personally know its patterns and demographics well. This development's 12 parking spaces is woefully inadequate for 46 housing units. Street parking is already a problem in the university area and for many of Riverwest's homes without driveways. Street parking is not allowed on Riverside Drive. The side streets will not be able to handle the average number of cars for this level of occupancy, let alone visitors to the building.

3. The development is an interruption of the consistent row of homes from Atkinson Park to Canterbury College (designated by the City as Riverwest). The current zoning of RD 2.2 allows for double duplex development of all of these properties. RD 2.2 is dense enough while allowing for the neighbourhood environment to remain and thrive. That and the current ADU (Additional Dwelling Unit) rules certainly make it dense enough. The proposed development is an encroachment on the established neighbourhood

4. Does the DHSC know how this proposed development relates to the City's bylaws meant to protect the Riverside Drive parks, the Riverfront Vista Project, etc.?

For the above reasons, and more, the proposed development ought to be opposed by the Development and Heritage Standing Committee.

Respectfully submitted,
Mike Cardinal

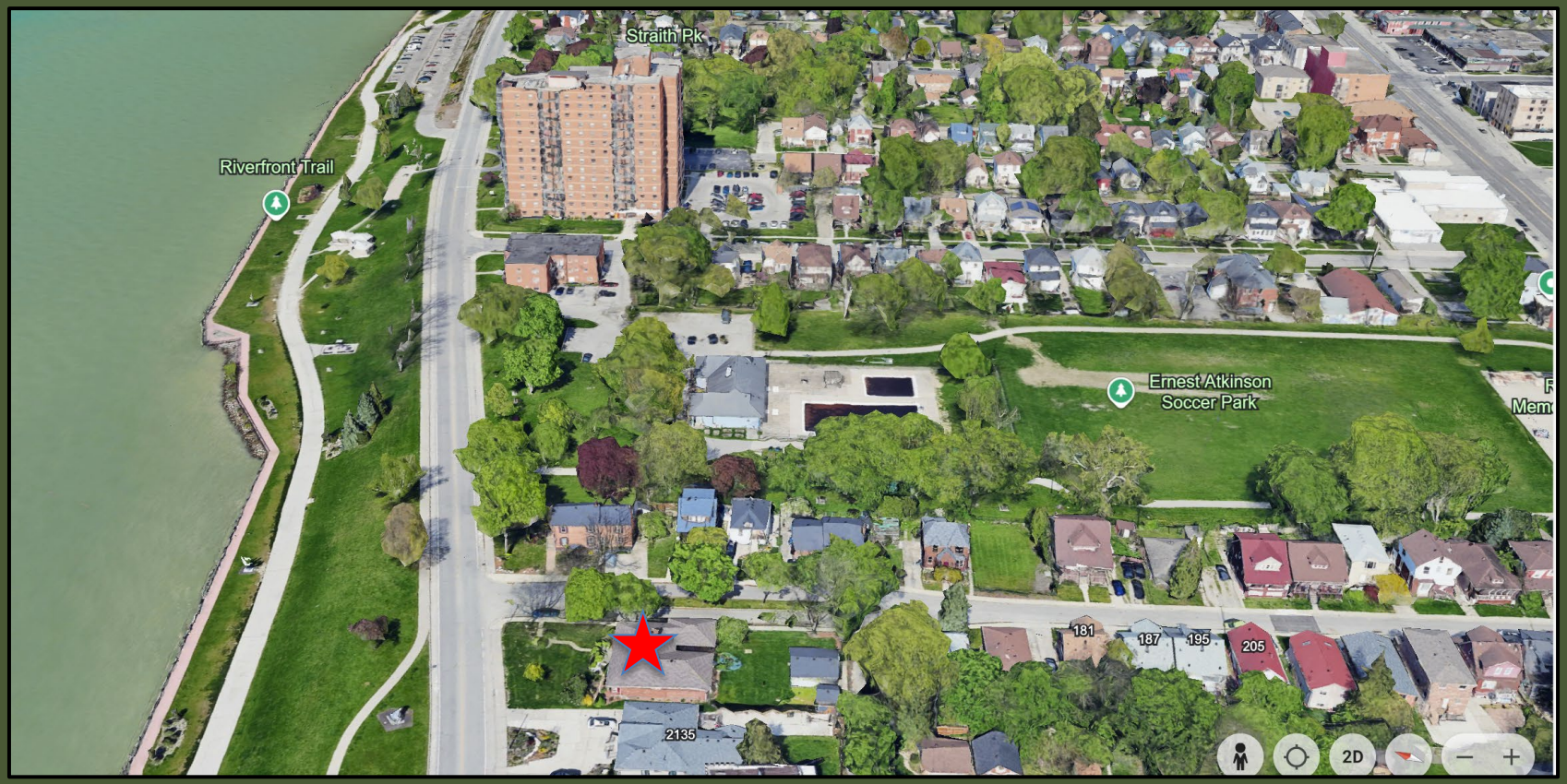
2121 RIVERSIDE DRIVE
Z014-2025

LASSALINE
PLANNING CONSULTANTS INC.

AERIAL OF SITE

LASSALINE
PLANNING CONSULTANTS INC.

RIVERSIDE DRIVE LOOKING EAST



LASSALINE
PLANNING CONSULTANTS INC.

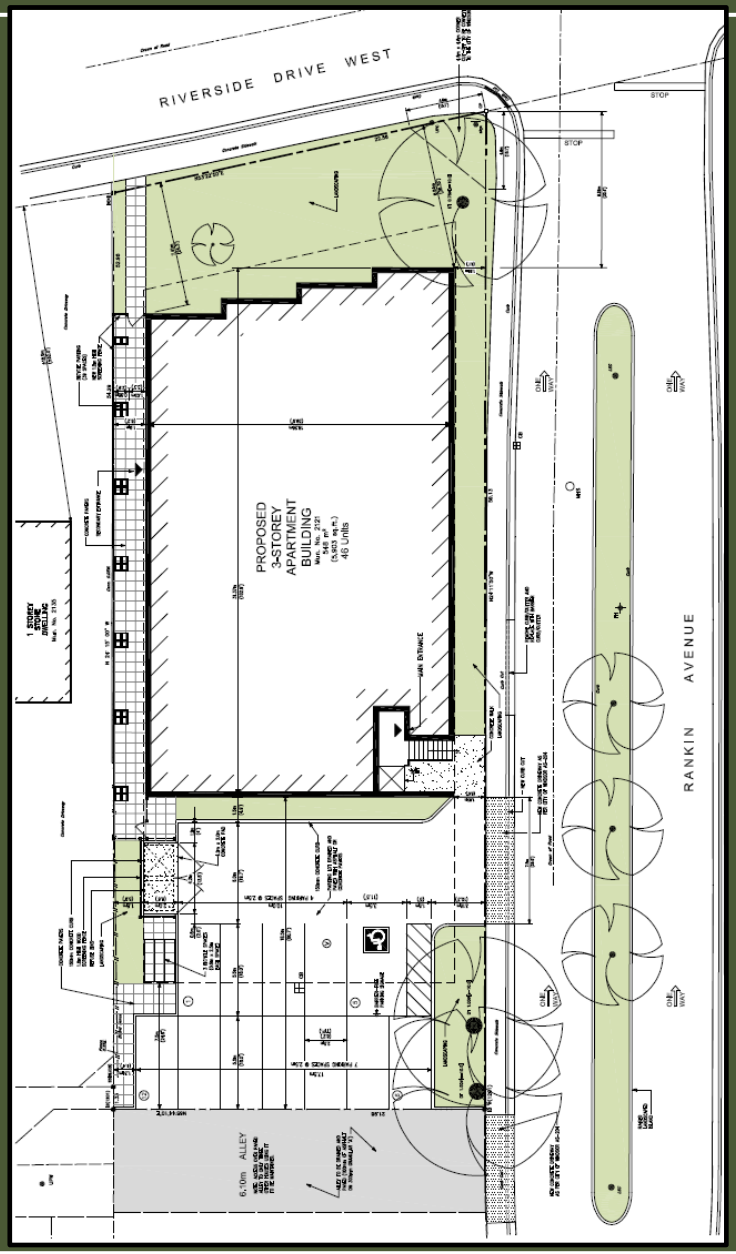
INTRODUCTION

ZBA APPLICATION:

- SITE SPECIFIC;
- 3 STOREY MULTIPLE UNIT RES. BLDG.;
- 46 INDIVIDUAL RESIDENTIAL UNITS
- 12 PARKING SPACES
- GEARED TO STUDENTS/PROFESSIONALS

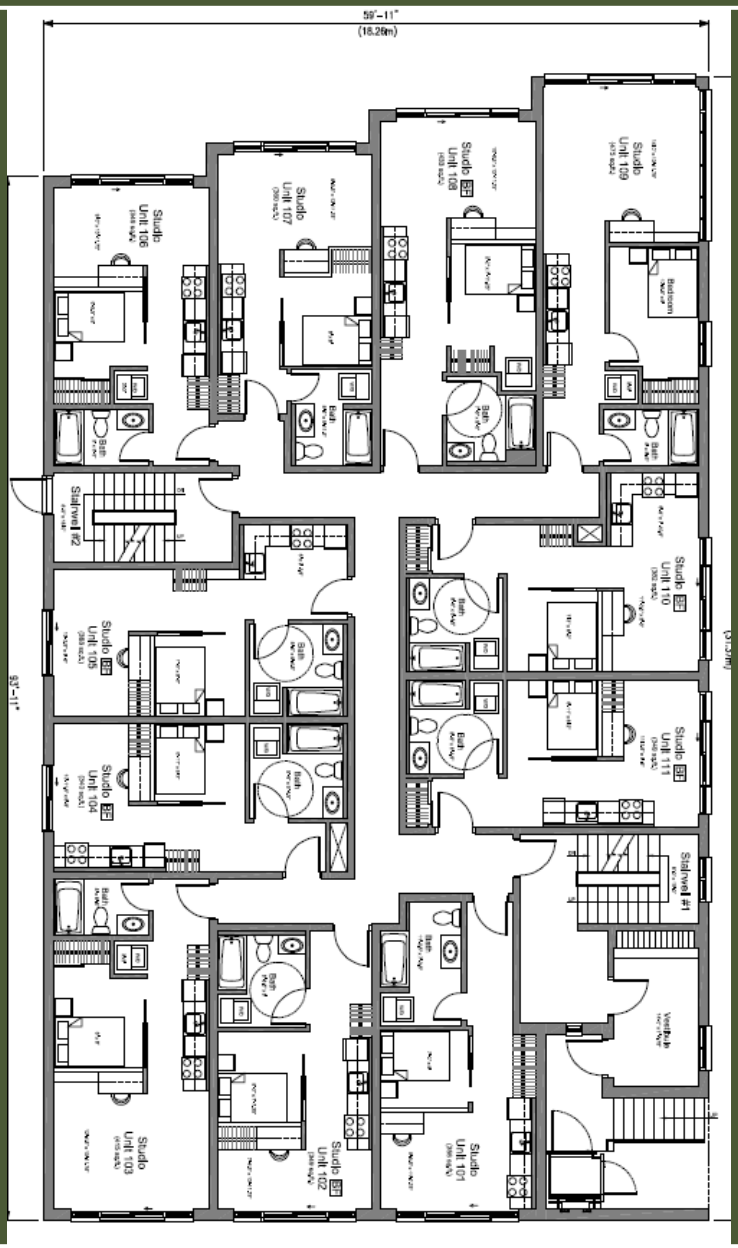
LASSALINE
PLANNING CONSULTANTS INC.

FIGURE 4 – AERIAL 1646 ALEXIS RD (2019) FORD TEST TRACK PARK



LASSALINE
PLANNING CONSULTANTS INC.

FIGURE 4 – AERIAL 1646 ALEXIS RD (2019) FORD TEST TRACK PARK



NORTH ELEVATION

LASSALINE PLANNING CONSULTANTS INC.

NORTH-EAST IMAGE

LASSALINE
PLANNING CONSULTANTS INC.

WEST IMAGE

LASSALINE
PLANNING CONSULTANTS INC.

HERITAGE REVIEW

FIGURE 4 – AERIAL 1646 ALEXIS RD (2019) FORD TEST TRACK PARK

TOWNHOUSE VS MULTIPLE BUILDING COMPARISON		
REGULATIONS:	**MULTI-UNIT BLDG**	**TOWNHOUSE (x4)**
OCCUPANCY (density)	**46** Residents in individual Studio Apartments	4 residents in each unit 3 units in each townhouse unit 4 townhouse units **48 Residents Total**
Bathrooms	**46 bathrooms**	**48 bathrooms**
LOT COVERAGE (max)	44%	44.8 %
BLDG HEIGHT (max)	11.71 m (2.7 m variance)	9 m
FRONT YARD (min)	7.41 m (established bldg. line)	6.1 m (minimum setback)
REAR YARD (min)	18.5 m	7.5 m
SIDE YARD (min)	1.83 m	1.2 m
LOADING SPACES	0	0
PARKING SPACES	**12 spaces on site**	**4 spaces** (1 space on each lot)
BIKE PARKING	**3 legal** (+39 bonus = 42)	**0**
REZONING OR VARIANCE	**YES**	**NO**
SITE PLAN CONTROL	**YES**	**NO**
OPEN HOUSE REQUIRED	**YES**	**NO**

LASSALINE PLANNING CONSULTANTS INC.

CONCLUSIONS

- CONSISTENT WITH PPS;
- CONFORMS WITH OP POLICIES;
- COMPLIES WITH BYLAW
- CAN BE CONSIDERED SOUND LAND USE

LASSALINE
PLANNING CONSULTANTS INC.

University of Windsor

Vice-President, Finance & Operations
Assumption Hall, Room 128
400 Huron Church Road
Windsor, Ontario N9C 2J9
T 519-253-3000 (x 2092)

March 6, 2025

City of Windsor
Development & Heritage Standing Committee
350 City Hall Square West
Windsor, Ontario N9A 6S1

Re: Proposed River Vista Project , 2121 Riverside Dr

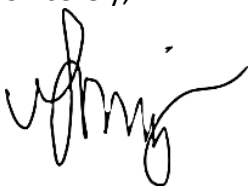
Dear Sir/Madam:

We are pleased to learn of the intentions of the River Vista project regarding a proposed new housing construction on Riverside Drive.

The University of Windsor strongly believes that the city would benefit from additional housing inventory, especially those that bring a level of diversity, accessibility and affordability to the post-secondary students who wish to reside in close proximity to the University's main campus. Being a comprehensive University with student populations from Undergraduate to PhD, and drawing students from both locally and abroad, we have seen that students are demanding a wider variety of housing options, sizes and models that suit their particular needs. The University of Windsor is firmly committed to the continued increase of affordable housing in Windsor.

Undeniably, having quality, diverse and accessible housing inventory plays a key role in our community, and we would certainly be delighted to see these types of plans take shape to the benefit of both the University and broader Windsor-Essex communities.

Sincerely,



Gillian Heisz
Vice-President, Finance & Operations

CC: Charlie Simpkins, Director, Strategic Initiatives & Business Enterprise

2121 Riverside – Townhouse Complex

4 Towns (+2 ADUS each)

12 Units – 48 Bedrooms + 48 Bathrooms

TOWNHOUSE BYLAW REVIEW			
REGULATIONS:	**RD2.2**	**SITE**	**COMPLIES**
LOT WIDTH (min)	20 m	22.04 m	**YES**
LOT AREA (min)	200 m2/unit 800 m min	1,248 m^2	**YES**
LOT COVERAGE (max)	50% with ADU	44.8 %	**YES**
BLDG HEIGHT (max)	9 m	9 m	**YES**
FRONT YARD (min)	6 m	6.1 m	**YES**
REAR YARD (min)	7.5 m	7.5 m	**YES**
SIDE YARD (min)	1.2 m	1.2 m	**YES**
PARKING SPACES	4 (1 space per townhouse lot)	4 spaces	**YES**

TOWNHOUSE VS MULTIPLE BUILDING COMPARISON		
REGULATIONS:	**MULTI-UNIT BLDG**	**TOWNHOUSE (x4)**
OCCUPANCY (density)	**46** Residents in individual Studio Apartments	4 residents in each unit 3 units in each townhouse unit 4 townhouse units **48 Residents Total**
Bathrooms	**46 bathrooms**	**48 bathrooms**
LOT COVERAGE (max)	44%	44.8 %
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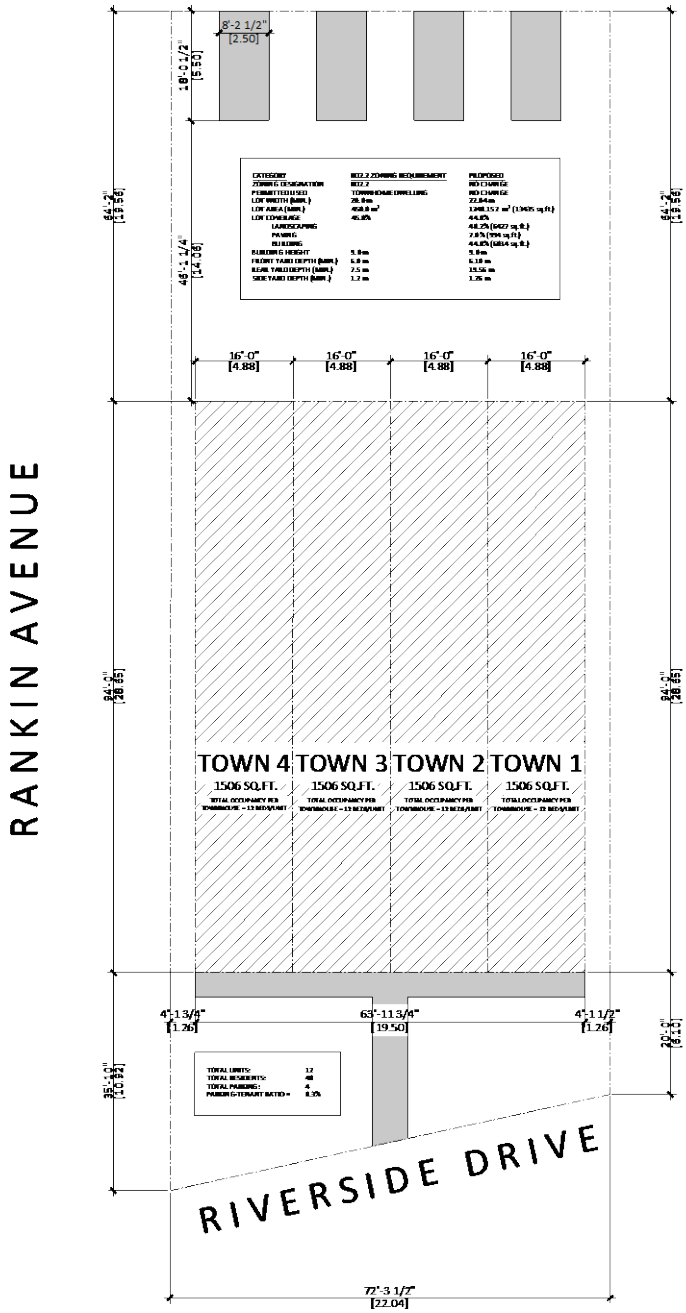
FRONT YARD (min)	7.41 m (established bldg. line)	6.1 m (minimum setback)
REAR YARD (min)	18.5 m	7.5 m
SIDE YARD (min)	1.83 m	1.2 m
LOADING SPACES	0	0
PARKING SPACES	**12 spaces on site**	**4 spaces** (1 space on each lot)
BIKE PARKING	**3 legal** (+39 bonus = 42)	**0**
REZONING OR VARIANCE	**YES**	**NO**
SITE PLAN CONTROL	**YES**	**NO**
OPEN HOUSE REQUIRED	**YES**	**NO**

Site Plan



client	AGBABA HOLDINGS CORPORATION	scale 1/16"=1'-0"
project	RIVERSIDE DRIVE TOWNHOME	drawn by SZ
drawing	SITE PLAN	checked by
date	MAY 2025	drawing no. A0

01 | 18MAY25 | ISSUED FOR REVIEW

cq design group 519.837.6241 | stza@cqdesign.com

Renderings

Sent: August 1, 2025 12:18
To: clerks <clerks@citywindsor.ca>
Subject: re: Z-014/25 Zoning By-Law Amendment – 2121 Riverside Dr.

To Whom It May Concern,
I am writing to express my concerns regarding the proposed 40-unit residential complex at 2121 Riverside Drive.

Please know that I do **not oppose development** in our neighbourhood, and I recognize the need for increased housing options in Windsor. However, I believe the proposed scale of this project will create undue strain on Rankin Avenue, and I respectfully ask that a smaller-scale building be considered.

My concerns are as follows:
1. Overpopulation and Density:
Although I understand the bylaw may limit each unit to one tenant, the reality is that many renters — particularly students — often have partners, friends, or roommates. This could easily result in 60–80 people living in a space designed for 40. This population density may exceed what our narrow infrastructure can handle.

2. Traffic and Street Safety:
Rankin Avenue is a one-way, narrow street that already struggles with traffic flow. Many drivers ignore the one-way rule, creating safety risks for pedestrians and residents. With the proposed complex making Rankin the main access point, this will significantly increase congestion, illegal driving, and stress on the road.

3. Snow Removal and Emergency Access:
During the winter, Rankin is often among the last streets to be plowed. With additional cars and residents, emergency access and snow removal will become even more difficult, potentially compromising safety and accessibility for all.

In summary, I respectfully request that the City and the developer consider **a smaller-scale development** that still adds value to the community without overwhelming existing infrastructure. We are not against development — just in favour of responsible, sustainable growth.

Sincerely,
Ann-Marie Athavale-Belanger / Sudhir Athavale

Item No. 8.14

Committee Matters: SCM 254/2025

Subject: Zoning By-Law Amendment – Z015-25 (ZNG/7309) - 726 Josephine Avenue, Ward 2

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

Decision Number: **DHSC 755**

I. THAT Zoning By-law 8600 **BE AMENDED** by adding the following zoning exception to Section 91.10:

4. EAST SIDE OF JOSEPHINE AVENUE, BETWEEN WYANDOTTE STREET WEST AND ROONEY STREET

For the lands comprising of the north Part Lot 18 and the south Part Lot 17, Registered Plan 1042, one *Semi-Detached Dwelling* shall be an additional permitted *main use,* and the following additional provisions shall apply to a *Semi-Detached Dwelling:*

a) *Lot Width:* *minimum* 12.5 m
b) *Lot Area:* *minimum* 410 m^2
c) *Lot Coverage:* *maximum* 48.0%
d) *Rear Yard* Depth*:* *minimum* 7.20 m
e) *Gross Floor Area:* *maximum* 460 m^2

[ZDM 3; ZNG/7309]

II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of the north Part Lot 18 and the south Part Lot 17, Registered Plan 1042, situated on the east side of Josephine Ave between Wyandotte Street West and Rooney Street, from RD1.3 to RD1.3x(4).

Carried.

Member Daniel Grenier discloses an interest and abstains from voting on this matter.

Report Number: S 91/2025
Clerk's File: Z/14992

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.

2. Please refer to Item 7.2 from the Development & Heritage Standing Committee held on August 5, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250805/-1/10573

Subject: Zoning By-Law Amendment – Z015-25 (ZNG/7309) – 726 Josephine Avenue, Ward 2

Reference:

Date to Council: August 5, 2025
Author: Diana Radulescu
Planner II - Development Review
519-255-6543 x6918
dradulescu@citywindsor.ca

Averil Parent
Planner II - Development Review
519-255-6543 x6397
aparent@citywindsor.ca

Planning & Building Services
Report Date: 7/9/2025
Clerk's File #: Z/14992

To: Mayor and Members of City Council

Recommendation:

I. THAT Zoning By-law 8600 **BE AMENDED** by adding the following zoning exception to Section 91.10:

4. EAST SIDE OF JOSEPHINE AVENUE, BETWEEN WYANDOTTE STREET WEST AND ROONEY STREET

For the lands comprising of the north Part Lot 18 and the south Part Lot 17, Registered Plan 1042, one *Semi-Detached Dwelling* shall be an additional permitted *main use,* and the following additional provisions shall apply to a *Semi-Detached Dwelling:*

a) *Lot Width: minimum* 12.5 m

b) *Lot Area: minimum* 410 m^2

c) *Lot Coverage: maximum* 48.0%

d) *Rear Yard* Depth*: minimum* 7.20 m

e) *Gross Floor Area: maximum* 460 m^2

[ZDM 3; ZNG/7309]

II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of the north Part Lot 18 and the south Part Lot 17, Registered Plan 1042, situated on the east side of Josephine Ave between Wyandotte Street West and Rooney Street, from RD1.3 to RD1.3x(4).

Executive Summary:

N/A

Background:

Application Information:

Municipal Address: 726 Josephine Avenue **Roll Number:** 050-300-01400

Ward: 2 **Planning District:** Riverwest **Zoning District Map**: 3

Applicant/Agent: Tracey Pillon-Abbs (Pillon-Abbs Inc.)

Owner: Ran Zhang c/o Windstar Homes Inc

Proposal:

The applicant requests a site-specific exception to the existing RD1.3 zone to permit the construction of a semi-detached dwelling with reduced minimum lot width from 15 m to 12.5 m, reduced minimum lot area from 450 m^2 to 410.4 m^2, increased maximum lot coverage from 45% to 47.9%, reduced rear yard setback from 7.5 m to 7.3 m and increased maximum Gross Floor Area from 400 m^2 to 460 m^2. A total of 4 units are proposed including 2 additional dwelling units (ADUs). A total of 2 parking spaces located within the front yard with access from Josephine Avenue are proposed. The applicant intends to sever in the future. The subject parcel is currently occupied by a single detached dwelling and an accessory building (detached garage) to be demolished. The applicant has submitted a conceptual site plan, elevations drawings and floor plans (Appendix A).

The development as proposed is not subject to Site Plan Control. All plans, elevations and renderings are conceptual and subject to change.

Site Information:

OFFICIAL PLAN	ZONING	CURRENT USE	PREVIOUS USE
Residential	Residential District 1.3 (RD1.3)	Single Unit Dwelling	N/A
LOT WIDTH	**LOT DEPTH**	**LOT AREA**	**LOT SHAPE**
12.5 m	32.8 m	410.4 m^2	Rectangular
All measurements are provided by the agent and are approximate.			

Figure 1: Key Map

Figure 2: Neighbourhood Map

NEIGHBOURHOOD MAP - Z-015/25, ZNG/7309

SUBJECT LANDS

Neighbourhood:

The subject parcel is located in a residential area consisting of low to medium density dwellings. See Appendix B for site images. The University of Windsor and Ambassador Bridge are major uses in the nearby area. A mix of commercial uses are located along Wyandotte Street to the north. There is nearby shopping in the form of plazas and malls, medical facilities, as well as employment, places of worship, and local amenities.

Windsor Fire Station Number 4 is located on the north side of College Avenue, west of California, approximately 1.1 km to the southwest. The City of Windsor Adie Knox Herman Recreation Complex and Wilson Park are located about 400 m to the northeast/southeast. The closest schools are Canada Benson Academy (315 m to the northeast), Assumption College Catholic Middle School (1.2 km to the southwest) and West Gate Public School (1 km to the south).

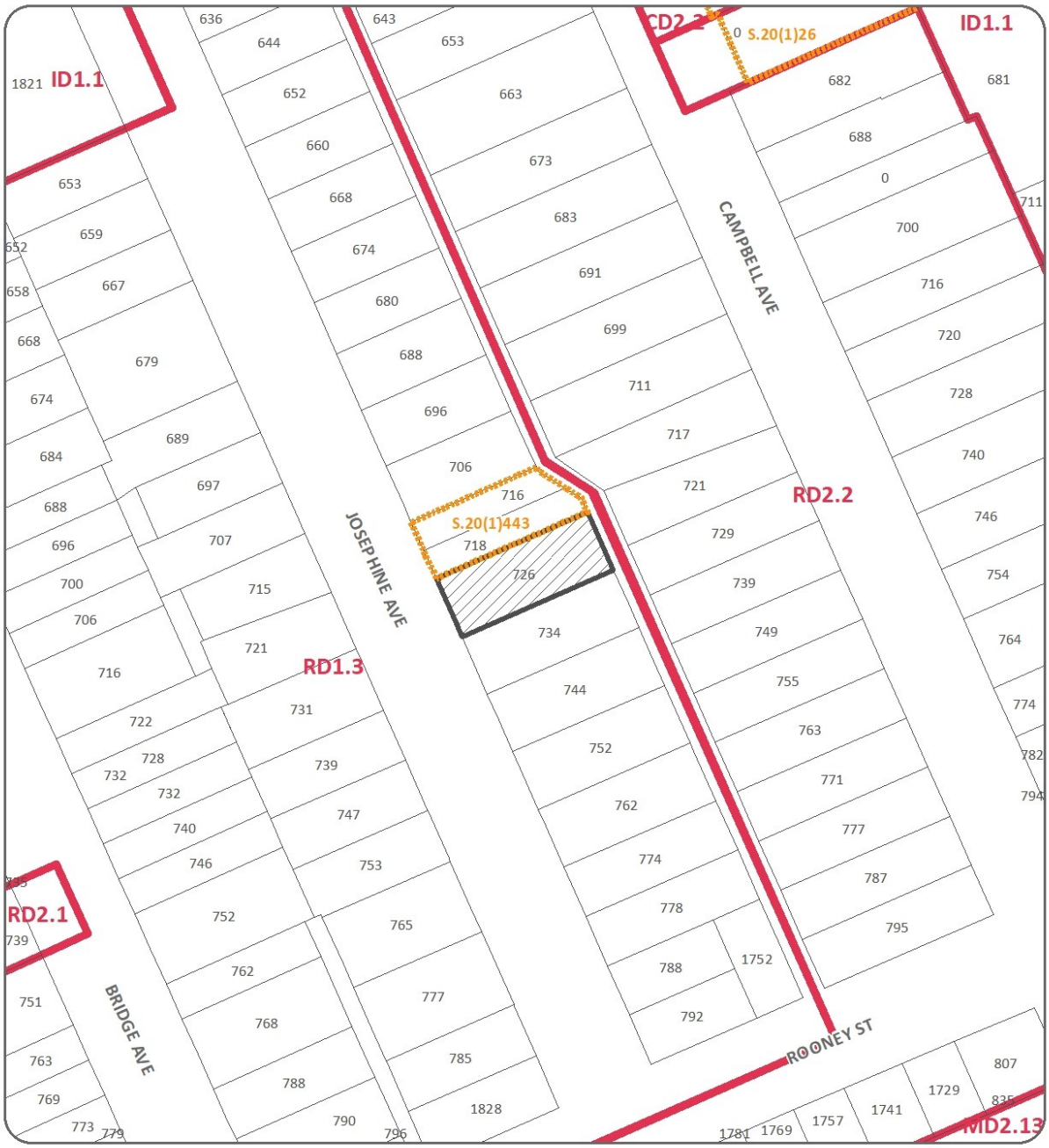
The nearest library is the Windsor Public Library's Bridgeview Branch 1.1 km to the south. The Canadian Pacific Railway is located approximately 180 m to the south.

Josephine Avenue is classified as a Local Road, with sidewalks on both sides of the street and alternating side on-street parking. *Schedule F: Roads and Bikeways* classifies Wyandotte Street West as a Class II Arterial Road and College Avenue as a Class I Collector Road. Active transportation is available in the form of sharrows on Wyandotte Street West. Josephine Avenue and Wyandotte Street West are noted as "high priorities" on the Proposed Bicycle Network in the Windsor Active Transportation Master Plan.

This area is served by Transit Windsor's Route 2 (Crosstown) and Route 115, providing access to downtown, St. Clair College and other key areas. The Crosstown 2 operates along Wyandotte Street West, approximately 270 m to the north with stops at Wyandotte and Campbell and Wyandotte and Bridge. This route has a peak weekday frequency of 10-15 minutes. Route 115 operates on Campbell Avenue with stops located about 300 m away at College Avenue and Wyandotte Street. This route has a peak weekday frequency of 20 minutes, increasing to 10 minutes with Transit Windsor's City Council approved 2025 Service Plan. These bus stops fall within Transit Windsor's 400 m walking distance guidelines to a bus stop. These services will be maintained with Transit Windsor's City Council approved Transit Master Plan.

A combined sewer is available in the Josephine Avenue right-of-way.

Figure 3: Subject Parcel – Rezoning



PART OF ZONING DISTRICT MAP 3

N.T.S.

REQUESTED ZONING AMENDMENT

Applicant: Windstar Homes Inc.

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : JUNE, 2025
FILE NO. : Z-015/25, ZNG/7309

Discussion:

Planning Rationale Report (Pillon Abbs Inc. – April 22, 2025)

The Planning Rationale Report (PRR), attached as Appendix C to S91/2025, notes that *"the proposed development will be limited to a 2 storey, low profile building, which is a compatible density for the site and the surrounding area."* and that *"the proposal represents a cost-effective development pattern that minimizes land consumption and servicing costs."* The PRR further notes that *"the proposal represents good planning as it addresses the need for the development of a parcel of land, which contributes to affordability and intensification requirements."*

The PRR concludes that "*that the proposed development is consistent with the PPS, conforms with the intent and purpose of the OP and ZBL and represents good planning*." The Planning Department generally concurs with the PRR.

Provincial Planning Statement (2024)

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

Policy 2.1.6 states that "*complete communities*" shall be supported by "*accommodating an appropriate range and mix of land uses, housing options,… and other uses to meet long-term needs*", "*improving accessibility for people of all ages and abilities*", and "*improving social equity and overall quality of life for people of all ages, abilities, and incomes*".

The proposed semi-detached dwelling will provide a form of housing that is appropriate in terms of the range and mix of the surrounding neighbourhood context. It represents an appropriate housing option that will meet long-term needs, and improves accessibility, social equity & overall quality of life for people of all ages, abilities, & incomes. The proposed amendment is consistent with Policy 2.1.6 of the PPS.

Policy 2.2 requires that an "*appropriate range and mix of housing options and densities*" be provided by "*permitting and facilitating…all housing options required to meet the social, health, economic and well-being requirements of current and future residents…and all types of residential intensification … development and introduction of new housing options within previously developed areas*". The modest increase in density supports efficient use of land and infrastructure as well as the use of active transportation.

Policy 2.3.1 provides general policies for settlement areas. Growth should be focused in the settlement area. Land use patterns should be based on the efficient use of land and resources, optimizing existing and planned infrastructure, support active transportation, and be transit supportive.

The proposed semi-detached dwelling represents a housing option that will meet the various requirements of current and future residents, is a type of residential intensification, and promotes the efficient use of land, resources, and infrastructure, and supports active transportation. Transit and active transportation are available and are

planned to be enhanced in the future. The proposed amendment is consistent with Policy 2.2 and Policy 2.3.1.

Policy 2.9 requires that the impacts of a changing climate and reduction in greenhouse gas emissions shall be supported with compact, transit-supportive, and complete communities, consider stormwater management systems, and promote active transportation.

The proposed semi-detached dwelling is a residential infill and intensification project, thereby not requiring settlement area expansion. It is a compact development with access to existing transit and active transportation and is located within an area that is serviced by municipal wastewater, stormwater and water services. The proposed amendment is consistent with Policy 2.9.

The proposed development of a semi-detached dwelling with 4 units represents an efficient development and land use pattern that will have no adverse impact on the financial well-being of the City of Windsor, land consumption and servicing costs, accommodates an appropriate range of residential uses, and optimizes existing investments in transit and infrastructure. There are no anticipated environmental or public health and safety concerns with the proposed use of land.

The agent indicates that the objectives of the PPS 2024 have been considered and have informed their professional planning opinion and concept design for the project site. These objectives are discussed in the PRR. Planning & Development Services generally concurs with this and is of the opinion that the proposed amendment to Zoning Bylaw 8600 is consistent with the PPS 2024.

City of Windsor Official Plan

The subject property is located within the Riverwest Planning District in *Schedule A – Planning Districts & Policy Areas* of Volume I.

The subject parcel has a Residential land use designation in *Schedule D – Land Use Plan*. Section 6.3.2.1 stipulates that low profile and medium profile dwelling units are permitted within the Residential land use designation. The proposed development of a semi-detached dwelling is classified as a Low Profile development under Section 6.2.1.2 (a) and is compatible and complementary with the surrounding land uses (Section 6.3.2.5 (c)). The development is of a scale that is compatible with the profile and uses of the surrounding neighbourhood. No deficiencies in municipal physical and emergency services have been identified (Section 6.3.2.5 (e)). The proposed rezoning conforms to the policies in Sections 6.3.2 of the Official Plan.

The Official Plan has policies that encourage redevelopment and intensification. Objective 6.3.1.1 supports a complementary range of housing forms and tenures in all neighbourhoods. Objective 6.3.1.2 seeks to promote compact neighbourhoods and balanced transportation systems. Objective 6.3.1.3 seeks to promote selective residential redevelopment, infill and intensification initiatives. The proposed low profile semi-detached dwelling represents a complementary and compact form of housing, redevelopment, and intensification that is located near active and public transportation. The proposed rezoning satisfies the objectives set out in Section 6.3.1 of the Official Plan.

The proposed amendment to Zoning By-law 8600 will conform to the general policy direction of the Official Plan. Planning and Development Services generally concurs with the Official Plan analysis in Section 5.1.2 of the PRR submitted by the Applicant.

Zoning By-Law 8600

The subject land is zoned Residential District 1.3 (RD1.3) which only permits an existing semi-detached dwelling (along with other permitted main uses). The applicant is requesting a rezoning to permit one new semi-detached dwelling as an additional permitted use.

As per the zoning by-law, additional dwelling units located south of the Detroit River, west of Cadillac Street or Henry Ford Centre Drive, north of Tecumseh Road and east of Prince road do not require a parking space. Providing two parking spaces for this proposal complies with the Zoning By-law.

The applicant has requested site specific exceptions for: a reduction in minimum lot width from 15.0 m to 12.5 m, a reduction in minimum lot area from 450 m^2 to 410.4 m^2, an increase in maximum lot coverage from 45% to 48%, and a reduction in the minimum rear yard setback from 7.50 m to 7.30 m. The zoning review conducted by Planning Staff identified a 7.26 m rear yard setback in the conceptual site plan, which is reflected in site specific exception d). The reductions in minimum lot width and minimum lot area are for the lot are as-existing. Planning Staff are of the opinion that the reduction in the rear yard setback will have no adverse impact on the proposed development or on surrounding uses. The increase in lot coverage is considered marginal and not out of proportion to existing parcels in the blockface. The recommendation includes provisions for the requested site specific provisions.

The applicant has also requested a site specific exception for an increased maximum gross floor area (GFA) of 460 m^2. The zoning review conducted by Planning Staff identified an estimated GFA of 546.7 m^2 based on the current design of the proposed additional dwelling unit in the basement. Section 5.99.80.5(c)2 of the Zoning By-law notes that for any additional dwelling unit, the GFA “shall include that portion of the main building located within a basement or cellar.” A redesign of the layout of the proposed dwelling units prior to the building permit stage would allow for the development to meet the proposed and recommended maximum GFA. Site specific provision (e) provides for a maximum GFA of 460 m^2.

The Applicant’s request for a change in zoning with site-specific provisions is supported in principle. Section 5.1.3 of the PRR outlines that the proposed development complies with all other applicable zoning provisions. Planning and Development Services is of the opinion that there are no adverse impacts as a result of the proposed development.

Site Plan Control

The proposed semi-detached dwelling is not subject to Site Plan Control.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

The subject land is located within an existing neighbourhood on existing municipal services, therefore reducing the impacts of climate change by locating within the existing built-up area. In general, residential intensification minimizes the impact on community greenhouse gas emissions as these developments create complete communities and neighbourhoods while using available infrastructure such as sewers, sidewalks, and public transit.

Climate Change Adaptation:

The new building 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 proposed development of a low-profile semi-detached dwelling provides an opportunity to increase resiliency for the development and surrounding area through supporting a complementary and compact form of housing, redevelopment, and intensification that is near existing and future transit and active transportation options.

Financial Matters:

N/A

Consultations:

Aaron Farough - Senior Legal Counsel, Legal & Real Estate

An Open House was held on February 25, 2025 where members of the public could attend either in person or online. Notification of this meeting was distributed to residents and property owners within 200m of the subject site. In addition to the Applicant, applicant representatives and City Staff, 1 resident attended the open house. Details of the Open House are summarized in Section 3.2 of the PRR.

Comments received from municipal departments and external agencies are attached as Appendix D. Statutory notice was advertised in the Windsor Star. A courtesy notice was mailed to property owners within 200m of the subject lands. Submitted documents were posted on the City of Windsor website.

Conclusion:

The *Planning Act* requires that a decision of Council in respect of the exercise of any authority that affects a planning matter, *"shall be consistent with"* Provincial Planning Statement 2024. Based on the supporting documents submitted by the Applicant and the analysis in this report, it is my opinion that the requested amendment to Zoning By-law 8600 is consistent with the PPS 2024 and is in conformity with the City of Windsor Official Plan.

The proposed amendment permits a semi-detached dwelling with four units which is compatible with existing uses in the surrounding neighbourhood. The proposed

development represents a modest increase in density and provides an opportunity for residential intensification, while also supporting a complementary form of housing located near multimodal transportation options.

The recommendation to amend Zoning By-law 8600 constitutes good planning. Staff recommend approval.

Planning Act Matters:

Diana Radulescu
Planner II – Development Review

Averil Parent
Planner II – Development Review

I concur with the above comments and opinion of the 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:

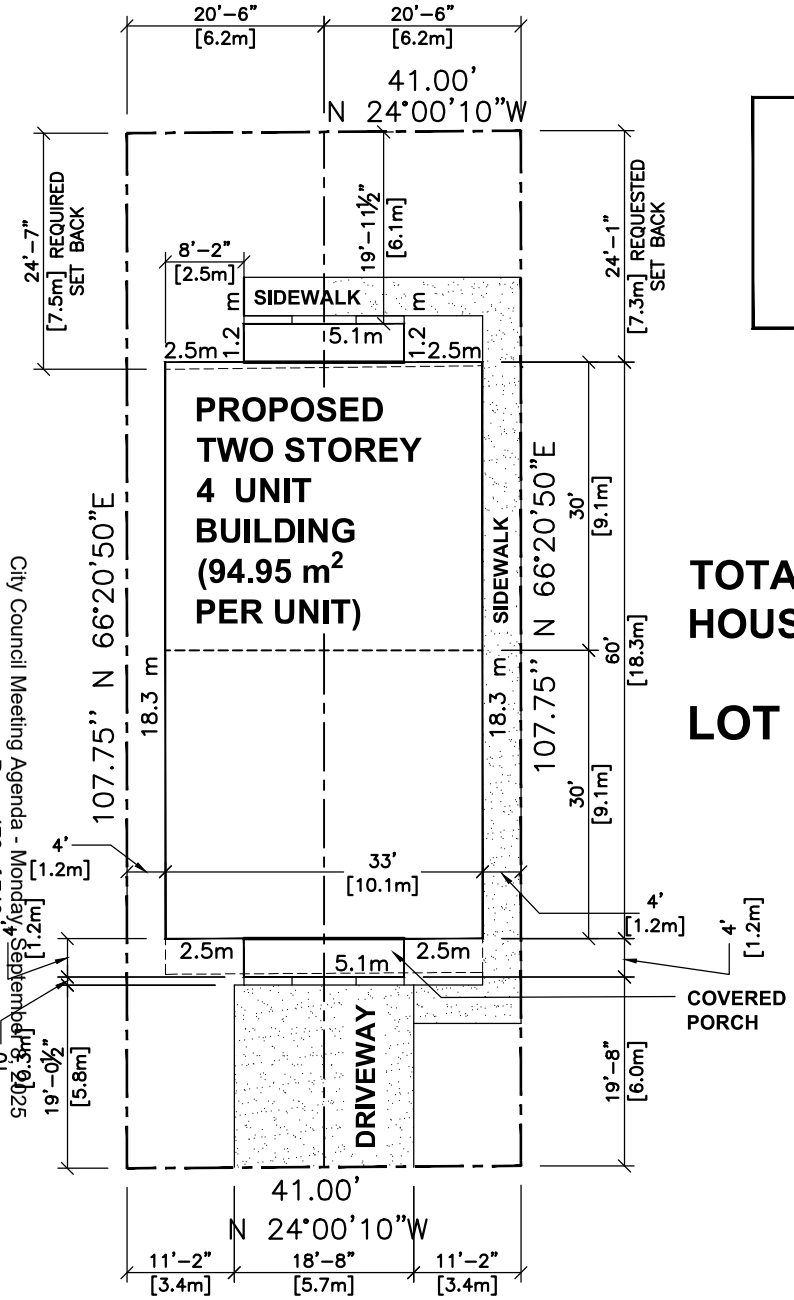
Name	Title
Greg Atkinson	Deputy City Planner - Development
Wira Vendrasco	City Solicitor
Neil Robertson	City Planner
Matthew Johnson acting for Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Conceptual Site Plan, Elevations, Floor Plans
2 Appendix B - Planning Rational Report
3 Appendix C - Site Photos
4 Appendix D - Consultation



726 JOSEPHINE AVE.

SITE PLAN
726 JOSEPHINE AVE.
CITY OF WINDSOR

TOTAL LOT AREA: *410.42 m^2 ±*
HOUSE AREA: *196.34 m^2*

LOT COVERAGE: *47.84 % ±*

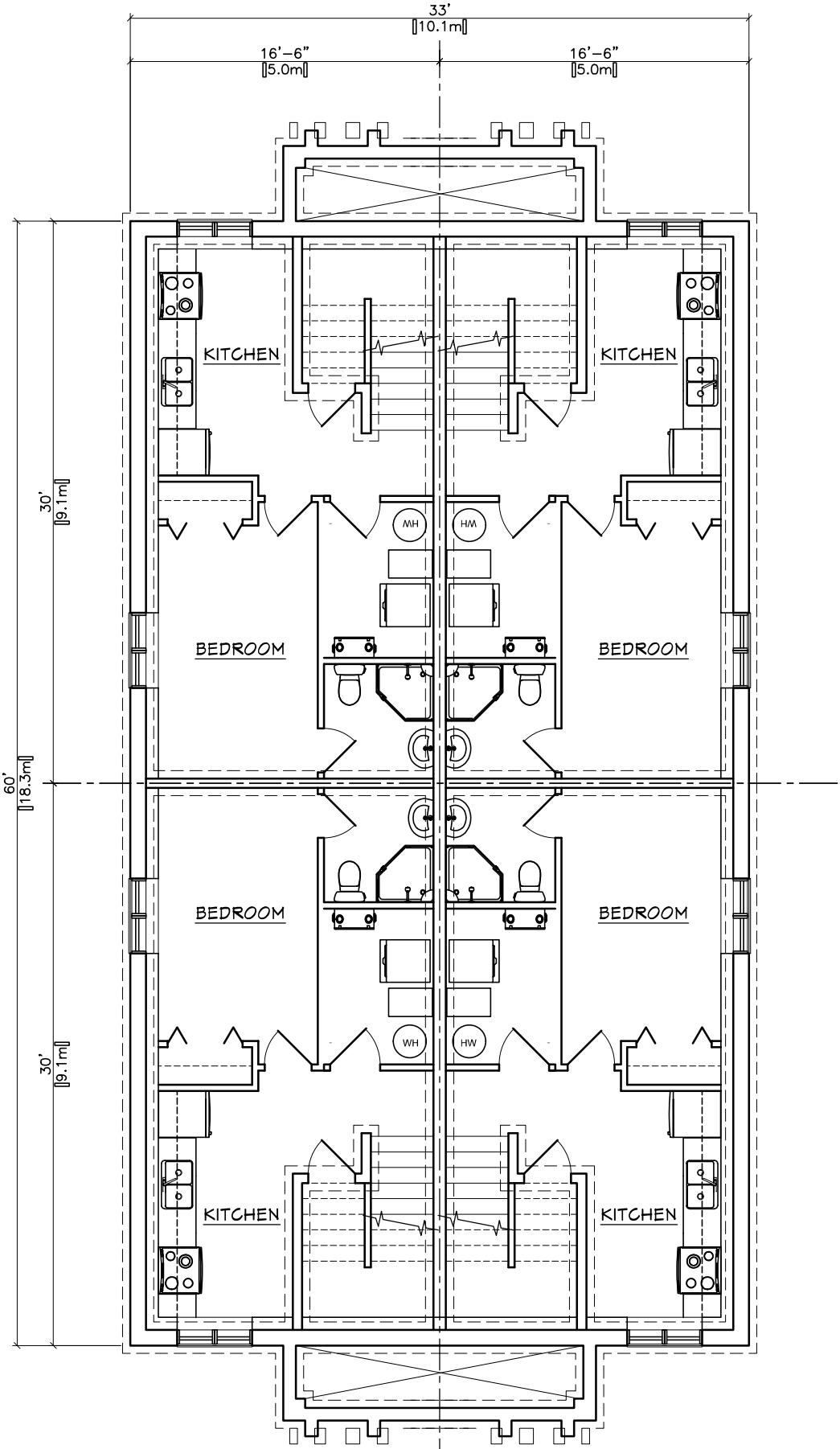
MATTHEWS design
6 – 2557 Dougall Ave, Suite 1600
WINDSOR ONTARIO, CANADA
N8X 1T5
(519) 915 – 3275
E-MAIL: cmatthewsdesignwindsor@gmail.com

BCIN 38359

DESIGNS © C.MATTHEWS DESIGN 2023

SITE PLAN–2

FOR: WINSTAR HOMES
DATE: JAN. 24/ 2024



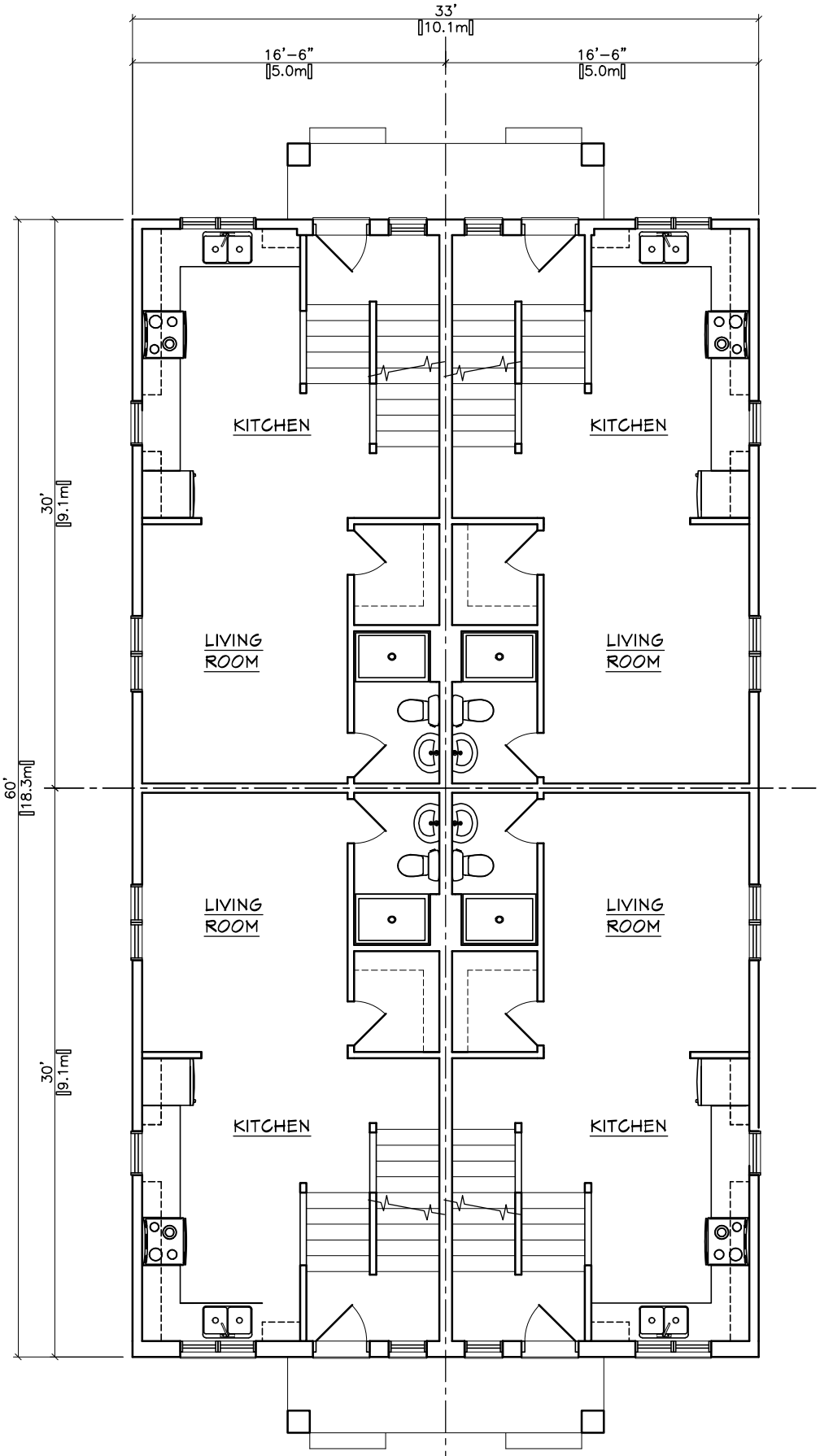
FOUNDATION PLAN

726 Josephine

Each unit: 45.98 square meter

4 units: 183.94 square meter

Winstar Homes Inc



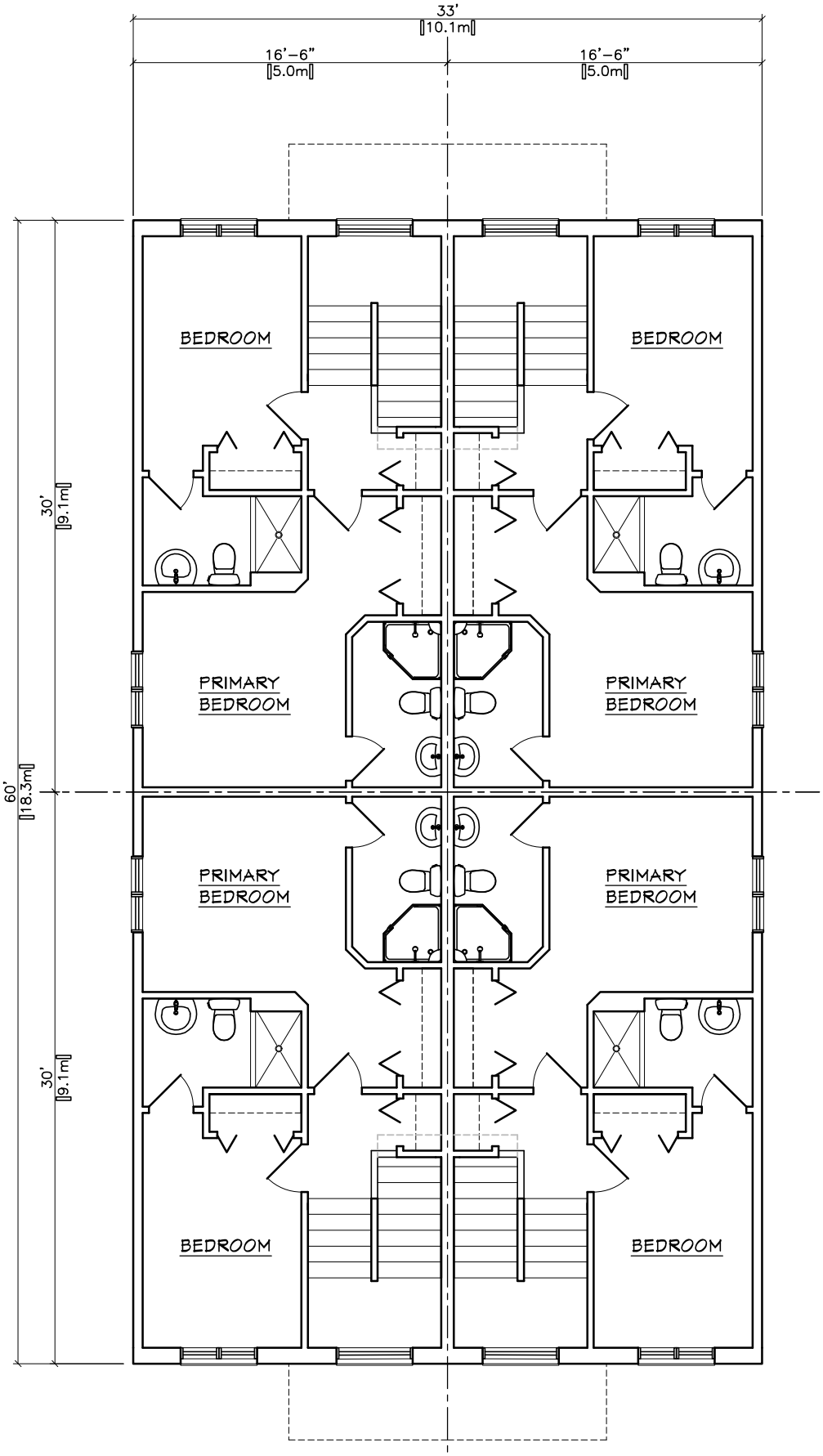
FIRST FLOOR PLAN

726 Josephine

Each unit: 45.98 square meter

4 units: 183.94 square meter

Winstar Homes Inc.



SECOND FLOOR PLAN

726 Josephine

Each unit: 45.98 square meter

4 units: 183.94 square meter

Winstar Homes Inc.

FRONT ELEVATION

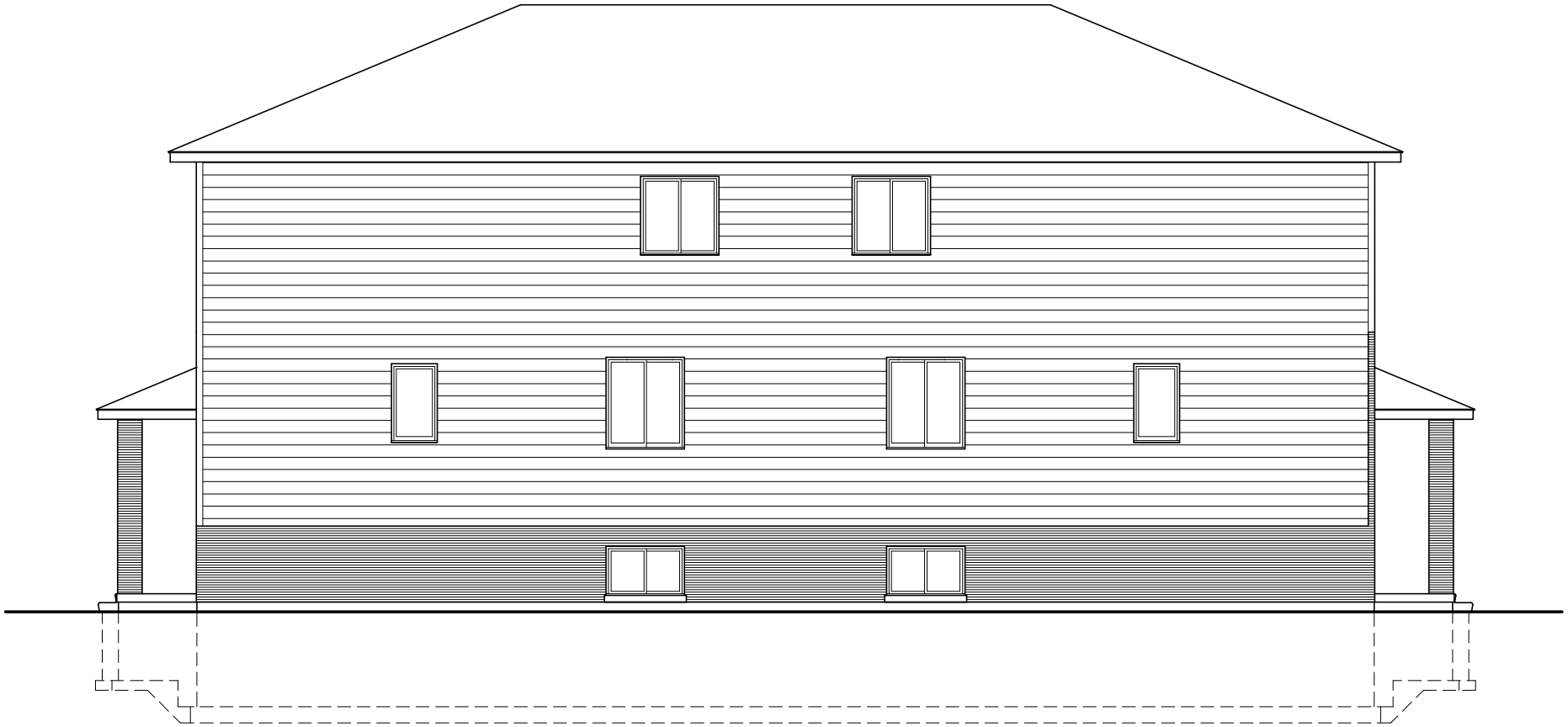
726 JOSEPHINE - DRAFT 1

JAN. 23 / 2025

REAR ELEVATION

726 JOSEPHINE - DRAFT 1

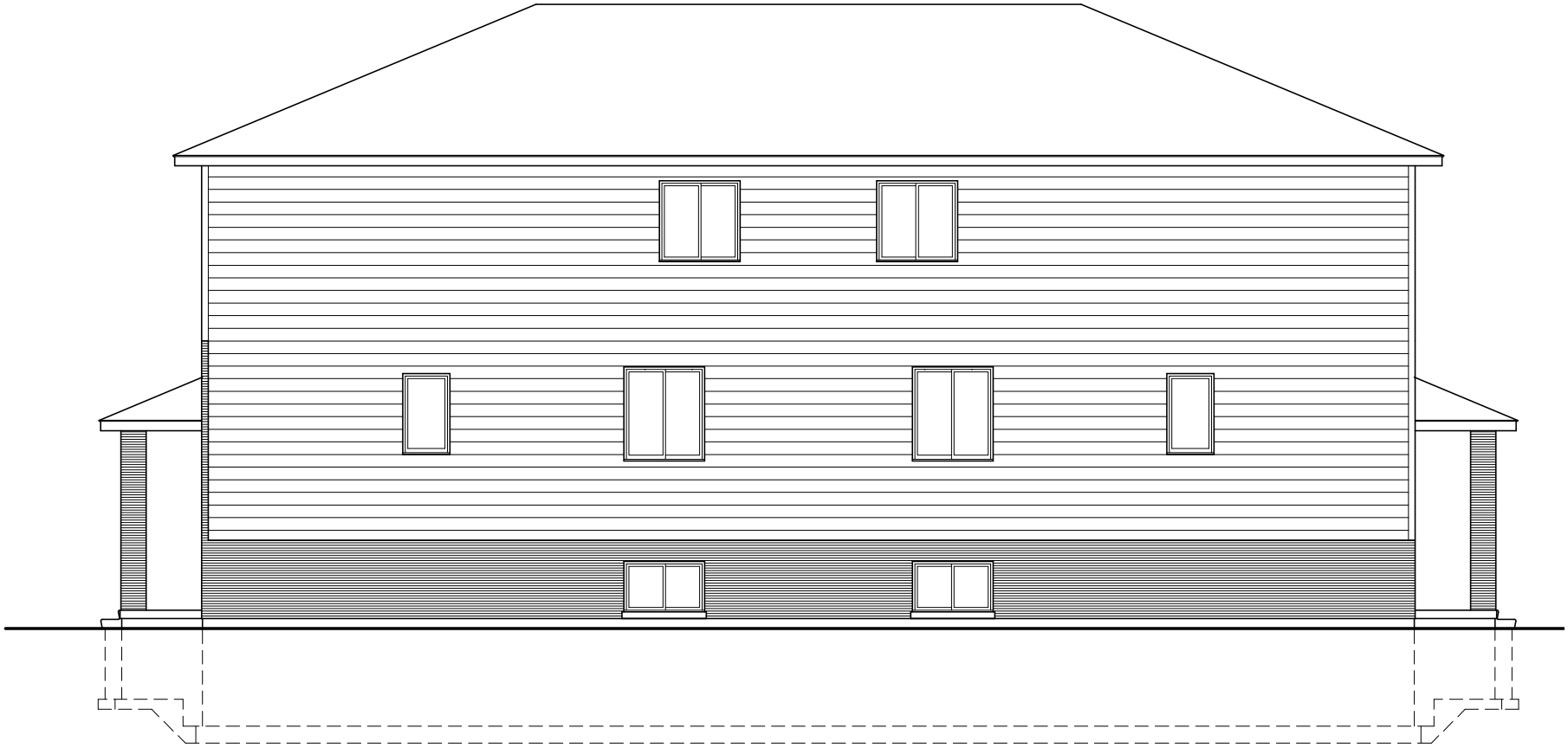
JAN. 23 / 2025



LEFT ELEVATION

726 JOSEPHINE - DRAFT 1

JAN. 23 / 2025



RIGHT ELEVATION

726 JOSEPHINE - DRAFT 1

JAN. 23 / 2025

PLANNING RATIONALE REPORT

ZONING BY-LAW AMENDMENT

PROPOSED RESIDENTIAL DEVELOPMENT

726 Josephine Avenue

Windsor, Ontario

April 22, 2025

Prepared by:

Tracey Pillon-Abbs, RPP
Principal Planner
Chatham, ON
226-340-1232
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1.0 INTRODUCTION

I have been retained by Windstar Homes Inc. on behalf of Ran Zhang (herein the “Applicant”) to provide a land use Planning Rationale Report (PRR) in support of a proposed residential development to be located at 726 Josephine Avenue (herein the “Site”) in the City of Windsor, Province of Ontario.

The Site, in Ward 2 (Riverwest Planning District), is made up of one interior parcel of land, which currently has a single detached dwelling and an accessory structure (to be demolished).

The Site is located on the east side of Josephine Avenue, north of Rooney Street and south of Wyandotte Street West.

It is proposed that the Site be redeveloped. Residential use is proposed to continue.

A new 2-storey semi-detached dwelling will be constructed with 2 additional dwelling units (1 in each semi-detached dwelling) for a total of 4 residential dwelling units.

A total of 2 parking spaces located within the front yard with access from Josephine Avenue are proposed.

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

The Site has access to full municipality services.

The tenure of each unit will be individually owned. The ADUs will be rented.

Pre-consultation (stage 1) was completed by the Applicant (City File #PC-118/24). Comments dated January 10, 2025, have been received and included in this PRR.

A site-specific Zoning By-law Amendment (ZBA) is required in support of the proposed development in addition to the required support studies.

Once the ZBA application has been approved, the Applicant will proceed with a building permit.

Once the common wall is located, the Applicant will then proceed with an application for Consent (CON) to create the lots.

The purpose of this report is to review the relevant land use documents, including the Provincial Planning Statement 2024 (PPS), the City of Windsor Official Plan (OP), and the City of Windsor Zoning By-law (ZBL).

This PRR will show that the proposed development is a suitable development, is consistent with the PPS, conforms to the intent and purpose of the OP and ZBL, and represents good planning.

2.0 SITE AND SURROUNDING LAND USES

2.1 Legal Description and Ownership

The Site, in Ward 2 (Riverwest Planning District), is made up of one interior parcel of land.

The Site is located on the east side of Josephine Avenue, north of Rooney Street and south of Wyandotte Street West (see the area in **yellow** on Figure 1a – Site Location).

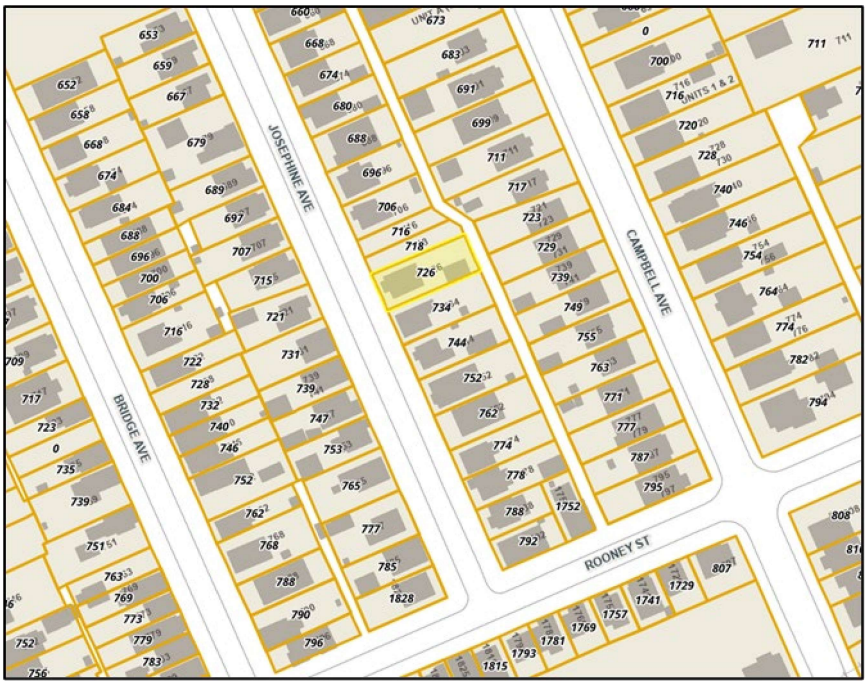


Figure 1a – Site Location (Source: Windsor GIS)

The Site is owned, locally known as and legally described as follows:

Address	Legal Description	PIN	ARN	Owner	Purchased Date
726 Josephine Avenue, City of Windsor, Province of Ontario	Part of Lots 17 and 18, Plan 1042, as in R317445; City of Windsor	01225-0205 (LT)	050-300-010400	Ran Zhang	2015

2.2 Physical Features of the Site

2.2.1 Size and Site Dimension

The Site, subject to the proposed development, is a rectangular-shaped lot and consists of a total area of 410.42 m2 (0.041 ha), with 12.5 m along Josephine Avenue and a depth of 32.84 m (see Figure 1b – Street View).

Figure 1b – Street View (Source: Pillon Abbs Inc.)

2.2.2 Existing Structures and Previous Use

The Site currently has a single detached dwelling and an accessory structure (to be demolished).

The previous use was residential.

2.2.3 Vegetation and Soil

The property currently has a mown lawn.

There are no trees located on the Site.

The soil is made up of Brookston Clay Loam (Bcl).

2.2.4 Topography and Drainage

The Site is generally level, and it is outside of the Essex Region Conservation Authority (ERCA) regulated area.

The Site is part of the Windsor Area drainage.

The Site is not part of any Source Water Protection Zones.

2.2.5 Other Physical Features

Fencing is located along a portion of the Site, owned by others.

2.2.6 Municipal Services

The property has access to municipal water, storm, and sanitary services.

Josephine is considered a local roadway.

There are streetlights and sidewalks (on both sides) along Josephine Avenue.

The Site has access to major roadways, including Wyandotte Street West, Huron Church Road and Tecumseh Road West.

On-street parking is permitted along Josephine Avenue, and the Site is close to nearby active transportation facilities.

The closest bus stop is located 230 m from the Site at the corner of Campbell Avenue and Rooney Street (Stop ID 1676, Bus #115).

2.2.7 Nearby Amenities

There are many schools, parks and libraries in close proximity to the Site.

The closest schools are Canada Benson Academy, Assumption College Catholic Middle School and West Gate Public School.

The closest parks are Wilson Park, Wellington Park, Curry Park and North Merritt Park.

There is nearby shopping in the form of plazas and malls, medical facilities, as well as employment, places of worship, and local amenities.

2.3 Surrounding Land Uses

Overall, the Site is located in an established area with residential uses.

There are several different lot frontages and lot areas of neighbouring properties.

A site visit was conducted on February 25, 2025, by Pillon Abbs Inc.

North – The lands directly to the north of the Site are used for residential use (see Photo 1 - North).

Photo 1 – North (Source: Pillon Abbs Inc.)

East – The lands directly to the east of the Site are used for residential use (rear yards) with frontage along Campbell Avenue (see Photo 2 – East).

Photo 2 – East (Source: Pillon Abbs Inc.)

South – The lands directly to the south of the Site are used for residential use (see Photo 3 - South).

Photo 3 – South (Source: Pillon Abbs Inc.)

West – The lands directly to the west of the Site are used for residential use (see Photo 4 – West).

Photo 4 – West (Source: Pillon Abbs Inc.)

3.0 PROPOSAL AND CONSULTATION

3.1 Development Proposal

The Site, in Ward 2 (Riverwest Planning District), is made up of one interior parcel of land, which currently has a single detached dwelling and an accessory structure (to be demolished).

The Site is located on the east side of Josephine Avenue, north of Rooney Street and south of Wyandotte Street West.

It is proposed to redevelop the Site. Residential use will continue.

A new 2-storey semi-detached dwelling will be constructed with 2 additional dwelling units (1 in each semi-detached dwelling) for a total of 4 residential dwelling units.

A concept plan has been prepared (see Figure 2a –Concept Plan).

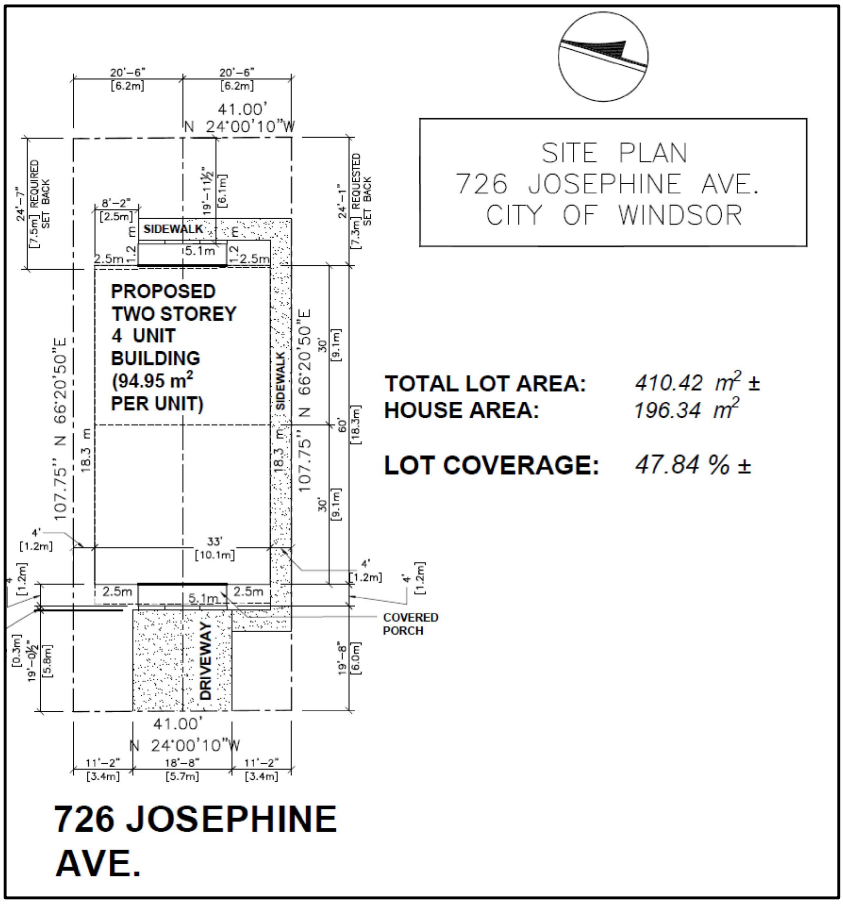


Figure 2a –Concept Plan

The Concept Plan is preliminary in order to illustrate how the Site can be developed.

The building will occupy a total of 196.34 m2 of the Site (47.84 % lot coverage).

Based on the lot size (0.041 ha) and the number of units (4), the proposed development will result in a gross residential density of 97.56 units per hectare (uph).

The proposed dwelling will face Josephine Avenue.

Elevations of the proposed building have been prepared (see Figure 2b – Elevations).

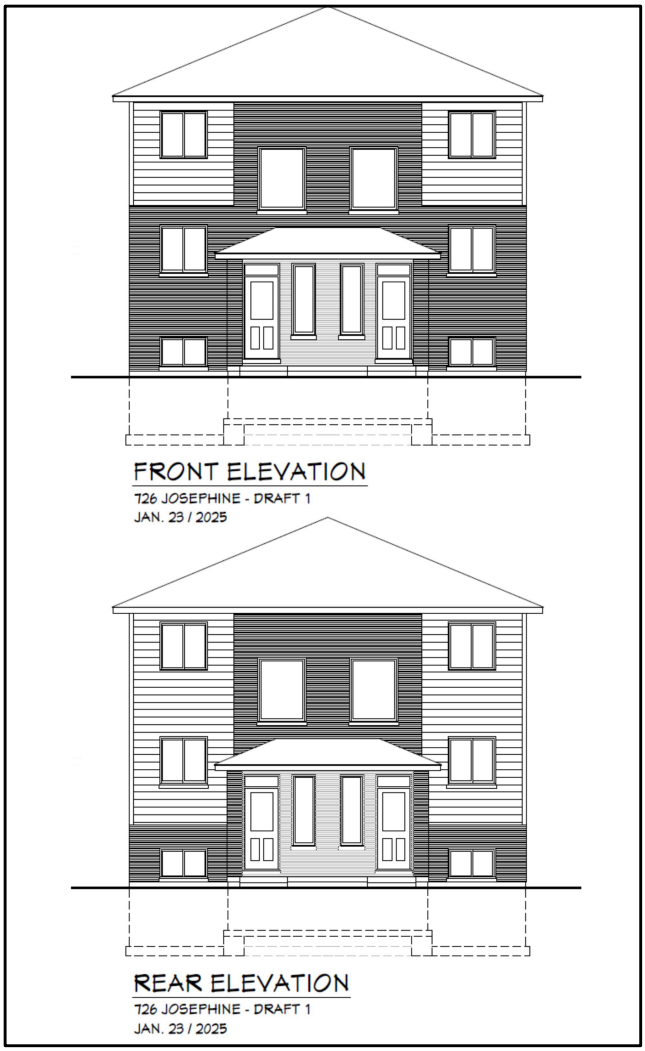


Figure 2b – Elevations

The elevations are preliminary in order to illustrate how the Site can be developed.

A total of 2 parking spaces located within the front yard with access from Josephine Avenue are proposed.

There are no garages proposed.

The proposed driveways will be paved.

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

The tenure of each unit will be individually owned. The ADUs will be rented. Each unit will have a total of 2 bedrooms.

Amenity areas, paved sidewalks and landscaping will be provided.

The Site has access to full municipality services.

3.2 Public Consultation Strategy

In addition to the statutory public meeting, the *Planning Act* requires that the Applicant submit a proposed strategy for public consultation with respect to an application as part of the complete application requirements.

As part of a public consultation strategy, in addition to the statutory public meeting, an informal hybrid (electronic and in person) public open house was held with area residents and property owners on Wednesday, February 25, 2025, from 6:00 pm to 7:00 pm at Adventure Bay Family Water Park, 401 Pitt St W, Windsor and via Zoom.

The open house provided members of the public with opportunities to review and comment on the proposed development.

A total of **300** owners and tenants were notified, which represents a **200 m** radius from the Site.

In addition to the applicant representatives and City Staff, 1 resident attended the open house in person.

The following is a summary of the comments and questions received, along with the responses provided.

Topic Item	Comments and Questions	Response
Students	There are too many student housing now. We do not need anymore housing. They should be spaced out more. They should be located on the other side of the bridge. They were told that there would only be student housing along University Ave.	The PPS has made it a goal to provide more housing. A mix of housing type is supported by the City OP policies.
Parking	Parking is bad now. This will make it worse.	On-site parking will be provided.

Topic Item	Comments and Questions	Response
Density	There are too many bedrooms. Families will not live hear.	Housing can be provided in different densities and tenures.
Alley	The alley is a mess.	This is not the responsibility of the Applicant.
Schools	Schools are closing. Families only want to live in South Windsor.	More housing would support local schools.
Construction	Too many construction trucks now. Too noisy. Just use the existing house and fix it up.	Construction will be subject to the City bylaws.
Economy	This is just to make money.	The purpose of the proposed development is to redevelop the Site and provide for more housing.
ADU	How are they permitted?	ADUs are permitted as of right, due to recent changes to the Planning Act. 6 total could be built as of right in an existing semi-detached dwelling. Only 4 total units are proposed.

4.0 APPLICATION AND STUDIES

Pre-consultation (stage 1) was completed by the Applicant (City File #PC-118/24). Comments dated January 10, 2025, have been received and included in this PRR.

The following explains the purpose of the application as well as a summary of the required support studies.

4.1 Zoning By-law Amendment

A site-specific Zoning By-law Amendment (ZBA) is required in support of the proposed development.

The current zoning of the Site, subject to development, is Residential District 1.3 (RD1.3) category, as shown on Map 4 of the City of Windsor Zoning By-law #8600.

It is proposed to further amend the existing zoning to a site specific Residential District 1.3 (RD1.3 - S.20(1)(XXX)) category to permit the proposed development of a new semi-detached dwelling.

Relief from certain regulations is also being requested.

The ZBA is detailed, and the justification is set out in Section 5.1.3 of this PRR.

4.2 Other Applications

Once the ZBA application has been approved, the Applicant will proceed with a building permit.

Once the common wall is located, the Applicant will then proceed with an application for Consent (CON) to create the lots.

The Site is not subject to Site Plan Control (SPC).

4.3 Supporting Studies

The following supporting studies have been identified as required as part of the application.

4.3.1 Archaeology

A Stage 1-2 Archaeological Assessment was prepared by AMICK Consultants Limited, dated April 4, 2025.

The purpose of the study was to determine any archaeological potential of the Site.

The study concluded that no archaeological resources were encountered and that no further assessment is warranted.

The draft report has been filed with the Ministry. A final report will be provided once Ministry clearance has been obtained.

5.0 PLANNING ANALYSIS

5.1 Policy and Regulatory Overview

5.1.1 Provincial Planning Statement

The Provincial Planning Statement, 2024 (PPS) provides policy direction on matters of provincial interest related to land use planning and development.

The PPS was issued under Section 3 of the Planning Act and came into effect on October 20, 2024.

The following provides a summary of the key policy considerations of the PPS as it relates to the proposed development.

PPS Policy #	Policy	Response
Chapter 1 - Vision	Ontario will increase the supply and mix of housing options, addressing the full range of housing affordability needs. Every community will build homes that respond to changing market needs and local demand. Providing a sufficient supply with the necessary mix of housing options will support a diverse and growing population and workforce, now and for many years to come.	The proposed development provides more housing.
Chapter 2.1.4 – Buildings Homes, Sustaining Strong and Competitive Communities	To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall: a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through	The proposed development will help provide for a new housing option and density to meet the needs of the City. Full municipal services are available.

PPS Policy #	Policy	Response
	lands which are designated and available for residential development; and b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans.	
2.1.6	Planning authorities should support the achievement of complete communities by: a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, long term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs; b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society;	The proposed development is consistent with the policy to achieve complete communities as the Site is located in an existing built up area. The proposed development will provide for more housing. The Site has access to transportation options, public service facilities, other institutional uses, and parks. Accessibility will be addressed at the time of the building permit.
2.2.1 - Housing	Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by: a) establishing and implementing minimum targets for the provision of	The proposed development is a new housing option for the area. The proposed development supports the City's housing targets. The needs of the residents can be accommodated as the

PPS Policy #	Policy	Response
	housing that is affordable to low and moderate income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs; b) permitting and facilitating: 1. all housing options required to meet the social, health, economic and well being requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and 2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3; c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and d) requiring transit-supportive development and prioritizing intensification, including	Site is located near local amenities. The Site offers an opportunity for intensification and infilling. The proposed density is appropriate for the Site. A total of 4 units would be permitted in the form of an **existing** semi-detached dwelling with additional dwelling units (ADUs) as of right. Residents will have access to nearby transit.

PPS Policy #	Policy	Response
	potential air rights development, in proximity to transit, including corridors and stations.	
2.3.1.1 – Settlement Area	Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.	The Site is located in an existing settlement area of the City of Windsor.
2.3.1.2	Land use patterns within settlement areas should be based on densities and a mix of land uses which: a) efficiently use land and resources; b) optimize existing and planned infrastructure and public service facilities; c) support active transportation; d) are transit-supportive, as appropriate.	The Site offers an opportunity for intensification. The total density of the proposed development is considered appropriate. The design and style of the proposed building will blend well with the scale and massing of the existing surrounding area. The proposed development is an efficient use of the Site. Residents will have immediate access to local amenities. Transit and active transportation are available in the area. The Site is located close to major roadways.
2.3.1.3	Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of	The proposed development provides an infill opportunity for an existing parcel of land. The Site was always intended for residential use.

PPS Policy #	Policy	Response
	housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.	The design of the proposed development will provide a compact form.
2.3.1.4	Planning authorities shall establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions.	The City has established targets. The proposed development will assist in meeting those targets as the Site is located in an existing built-up area and will add new residential housing.
2.3.1.6	Planning authorities should establish and implement phasing policies, where appropriate, to ensure that development within designated growth areas is orderly and aligns with the timely provision of the infrastructure and public service facilities.	The Site has access to existing infrastructure and nearby public service facilities.
Chapter 3.1.1 – Infrastructure and Facilities	Infrastructure and public service facilities shall be provided in an efficient manner while accommodating projected needs.	The proposed development has access to full municipal services. There are nearby public service facilities.
3.3.3 - Transportation	Planning authorities shall not permit development in planned corridors that could preclude or negatively affect the use of the corridor for the purpose(s) for which it was identified.	The proposed development will not have a negative impact on nearby transportation and infrastructure corridors.
3.6.2	Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the	The proposed development will be serviced by municipal sewer, water and storm, which is the preferred form of

PPS Policy #	Policy	Response
	environment and minimize potential risks to human health and safety. For clarity, municipal sewage services and municipal water services include both centralized servicing systems and decentralized servicing systems.	servicing for settlement areas.
4.1.1 – Natural Heritage	Natural features and areas shall be protected for the long term.	There are no natural heritage features that impact the Site.
4.2 - Water	Planning authorities shall protect, improve or restore the quality and quantity of water by: b) minimizing potential negative impacts, including cross-jurisdictional and cross-watershed impacts;	The Site is outside of the ERCA regulated area.
4.6.1 – Cultural Heritage and Archaeology	Protected heritage property, which may contain built heritage resources or cultural heritage landscapes, shall be conserved.	The required support studies have been completed and summarized in Section 4.3.1 of this PRR.
4.6.5 - Engagement	Planning authorities shall engage early with Indigenous communities and ensure their interests are considered when identifying, protecting and managing archaeological resources, built heritage resources and cultural heritage landscapes.	Engagement was included as part of the Archaeology assessment.
Chapter 5.1.1 – Protecting Public Health and Safety	Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not	There are no natural or human-made hazards that apply to this Site. There is no risk to the public.

PPS Policy #	Policy	Response
	create new or aggravate existing hazards.	

Therefore, the proposed development is consistent with the PPS and the Province's vision for long-term prosperity and social well-being.

5.1.2 Official Plan

The City of Windsor Official Plan (OP) was adopted by Council on October 25, 1999, approved in part by the Ministry of Municipal Affairs and Housing (MMAH) on March 28, 2000, and the remainder approved by the Ontario Municipal Board (OMB) on November 1, 2002. The office consolidation version is dated September 7, 2012.

The OP implements the PPS and establishes a policy framework to guide land use planning decisions related to development and the provision of infrastructure and community services throughout the City.

The current land use designation of the Site, subject to development, is 'Residential', as shown on Schedule D: Land Use of the City of Windsor Official Plan (see Figure 3 –OP).

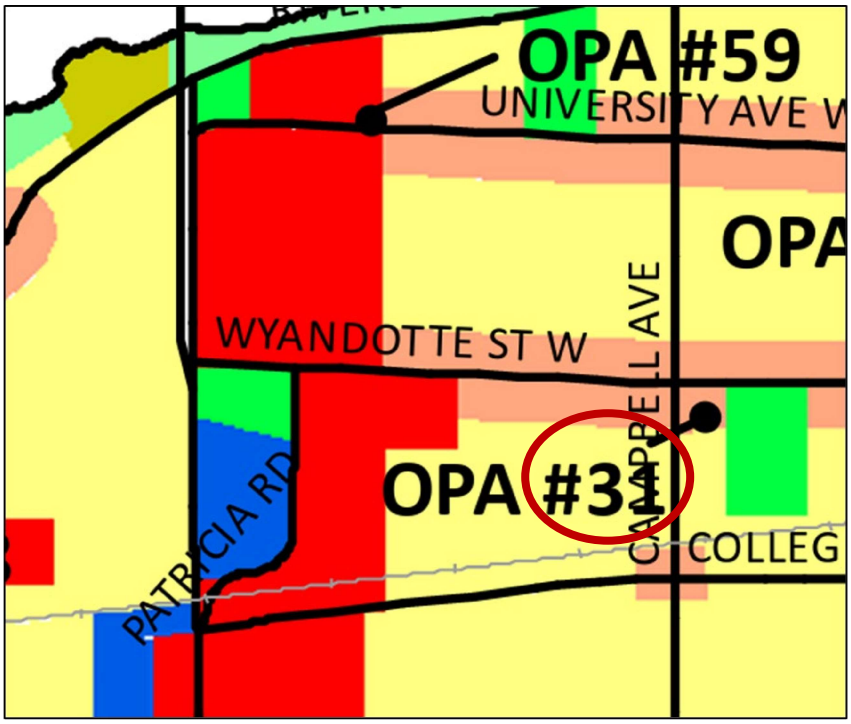


Figure 3 – OP

The Site is also subject to the following:

- Schedule C-1: Archaeological Potential – Located within an "Archaeological Potential Zone"
- Schedule F: Roads & Bikeways – located on a Local Residential road (Josephine Ave)
- Schedule F-1: Railways – located within 370 m of a railway

It is proposed that the Site be maintained under the same land use designation.

The following provides a summary of the key policy considerations of the OP as it relates to the proposed development.

OP Policy #	Policy	Response
3.2.1.2	Encouraging a range of housing types will ensure that people have an opportunity to live in their neighbourhoods as they pass through the various stages of their lives.	The proposed residential development supports one of the City's overall development strategies of providing for a range of housing types.
4.0 – Healthy Community	The implementing healthy community policies are interwoven throughout the remainder of the Plan, particularly within the Environment, Land Use, Infrastructure and Urban Design chapters, to ensure their consideration and application as a part of the planning process.	The proposed development will support the City's goal of promoting a healthy community in order to live, work, and play. The proposed development is close to nearby transit, employment, shopping, libraries, local amenities, and parks.
6.0 - Preamble	A healthy and livable city is one in which people can enjoy a vibrant economy and a sustainable healthy environment in safe, caring and diverse neighbourhoods. In order to ensure that Windsor is such a city, Council will manage development through an approach which balances environmental, social and economic considerations.	The proposed development supports the policy set out in the OP as it is suited for addressing the residential needs of the City. The Site is also located in an existing built up area where people can live, work and play.

OP Policy #	Policy	Response
6.1 - Goals	In keeping with the Strategic Directions, Council's land use goals are to achieve: 6.1.1 Safe, caring and diverse neighbourhoods. 6.1.3 Housing suited to the needs of Windsor's residents. 6.1.10 Pedestrian oriented clusters of residential, commercial, employment and institutional uses. 6.1.14 To direct residential intensification to those areas of the City where transportation, municipal services, community facilities and goods and services are readily available	The proposed development supports the goals set out in the OP. The proposed residential use will provide a new housing choice in an existing neighbourhood. The Site is pedestrian friendly and close to nearby amenities. Municipal services, transportation and community facilities are available.
6.2.1.2 - General Policies, Type of Development Profile	For the purpose of this Plan, Development Profile refers to the height of a building or structure. Accordingly, the following Development Profiles apply to all land use designations on Schedule D: Land Use unless specifically provided elsewhere in this Plan: (**a) Low Profile developments are buildings or structures generally no greater than three (3) storeys in height;** (b) Medium Profile developments are buildings or structures generally no greater than six (6) storeys in height; and (c) High Profile developments are buildings or structures generally no greater than fourteen (14) storeys in height.	The proposed development is considered low profile.

OP Policy #	Policy	Response
6.3.1.1 - Residential	To support a complementary range of housing forms and tenures in all neighbourhoods.	The proposed semi-detached will complement the existing neighbour. The height will be similar to a single detached dwelling.
6.3.1.2	To promote compact neighbourhoods which encourage a balanced transportation system.	The proposed development is close to major roadways.
6.3.1.3	To promote residential redevelopment, infill and intensification initiatives in locations in accordance with this plan.	The proposed development will provide for infilling and intensification.
6.3.2.1 – Permitted Uses	Uses permitted in the Residential land use designation identified on Schedule D: Land Use include **Low Profile,** and Medium Profile dwelling units. High Profile Residential Buildings shall be directed to locate in the City Centre, Mixed Use Centres and Mixed Use Corridors.	The proposed development is considered low profile. As of right, a total of 6 residential dwelling units are permitted in an **existing** semi-detached dwelling on any urban parcel of land. A 2 storey semi-detached dwelling will maintain the same maximum height as a single detached dwelling, which makes it very compatible with the neighbourhood.
6.3.2.3 – Types of Low Profile Housing	For the purposes of this Plan, Low Profile housing development is further classified as follows: (a) small scale forms: single detached, **semi-detached**, duplex and row and multiplexes with up to 8 units; and (b) large scale forms: buildings with more than 8 units.	Semi-detached dwellings, which are considered small-scale, are permitted.
6.3.2.4 – Locational Criteria	Residential intensification shall be directed to the Mixed Use Nodes and areas in	The Site is close to major roadways, has access to full municipal services, is close to

OP Policy #	Policy	Response
	proximity to those Nodes. Within these areas Medium Profile buildings, up to four (4) storeys in height shall be permitted. These taller buildings shall be designed to provide a transition in height and massing from low-profile areas. **New residential development and intensification shall be located where:** (a) There is access to a collector or arterial road; (b) Full municipal physical services can be provided; (c) Adequate community services and open spaces are available or are planned; and (d) Public transportation service can be provided.	nearby amenities and is close to transit.
6.3.2.5 – Evaluation Criteria (existing neighbourhood)	At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed residential development within an area having a Neighbourhood development pattern is: (a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses: (i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan; (ii) adjacent to sources of nuisance, such as noise, odour, vibration and dust; (iii) within a site of potential or known contamination; (iv) where traffic generation and	This PRR has evaluated the PPS in Section 5.1.1. There are no constraint areas that impact the Site. Support studies have been completed. There are no adjacent nuisances. There is no known contamination. Traffic generation is not expected to have any significant impact. There are no heritage resource concerns on or near the Site. There are no secondary plans that impact the Site.

OP Policy #	Policy	Response
	distribution is a provincial or municipal concern; and (v) adjacent to heritage resources. (b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area; (c) In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas. In Mature Neighbourhoods as shown on Schedule A-1, compatible with the surrounding area, as noted above, and consistent with the streetscape, architectural style and materials, landscape character and setback between the buildings and streets; (d) provided with adequate off street parking; (e) capable of being provided with full municipal physical services and emergency services; and (f) Facilitation a gradual transition from Low Profile residential development to Medium and/or High Profile development and vice versa, where appropriate, in accordance with Design Guidelines approved by Council.	The proposed development is compatible with the existing neighbourhood. **Existing** semi-detached dwellings are a permitted use. A **new** semi-detached dwelling is proposed. Minor relief from the RD1.3 is being requested. The Site is a large lot. The proposed building height will be similar to a single detached dwelling in height, massing and scale. The massing of the development has been carefully designed to emulate the scale of the existing structures and the surrounding context. The building will be oriented to face the roadway, similar to the existing built environment. Lot area and lot frontages in the area vary in size. The Site is capable of accommodating the proposed development in terms of scale, massing, height, and siting. The Site is not in a mature neighbourhood, as shown on Schedule A-1. Off-street parking is provided. On-street parking is also available, if required.

OP Policy #	Policy	Response
		Amenity areas and landscaping will be provided (front and rear of the Site). Full municipal and emergency services are available. No transition between uses is required as part of the building design.
7.0 - Infrastructure	The provision of proper infrastructure provides a safe, healthy and efficient living environment. In order to accommodate transportation and physical service needs in Windsor, Council is committed to ensuring that infrastructure is provided in a sustainable, orderly and coordinated fashion.	The proposed development is close to nearby transit, off a major roadway, and has access to full municipal services.
7.2.8.8 - Rail	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	The Site is located within 370 m of a railway. There were no noise or vibration study requirements.

OP Policy #	Policy	Response
	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.	
9.3.4.1 – Heritage Resources	Council will protect heritage resources by: (a) Requiring that development or infrastructure undertakings on lands containing potential archaeological resources avoid the destruction or alteration of these resources in Schedule C-1 Archaeological Potential; or where this is not possible, requiring the proponent to mitigate the impact to archaeological resources through documentation and removal in advance of land disturbances, in accordance with the Ontario Heritage Act and the policies contained within the Windsor Archaeological Management Plan.	The required support studies have been completed and summarized in Section 4.3.1 of this PRR. Engagement was also included.

Therefore, the proposed development will conform with the purpose and intent of the City of Windsor OP.

5.1.3 Zoning By-law

The City of Windsor Zoning By-law (ZBL) #8600 was passed by Council on July 8, 2002, and then a further Ontario Municipal Board (OMB) decision was issued on January 14, 2003.

A ZBL implements the PPS and the City OP by regulating the specific use of property and providing for its day-to-day administration.

The current zoning of the Site, subject to development, is Residential District 1.3 (RD1.3) category, as shown on Map 3 of the City of Windsor Zoning By-law #8600 (see Figures 4 – ZBL).

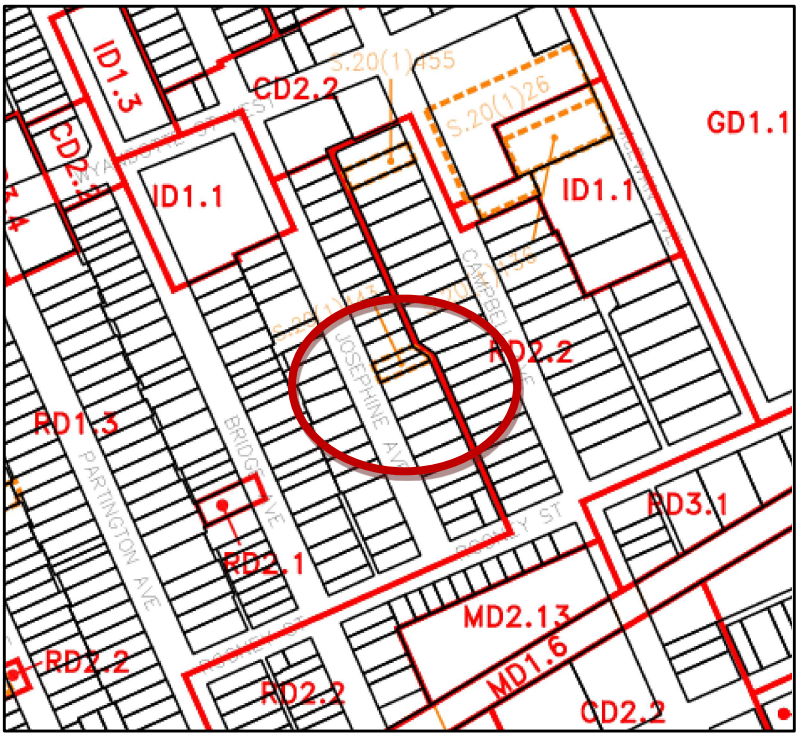


Figure 4 – ZBL

It is proposed to further amend the zoning to a site specific Residential District 1.3 (RD1.3 - S.20(1)(XXX)) category to permit the proposed development of a new semi-detached dwelling.

The proposed ADUs are as of right.

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

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

A review of the RD1.3 zone provisions, as set out in Section 10.3 of the ZBL is as follows:

Zone Regulations	Required RD1.3 Zone (Semi Detached Dwelling)	Proposed RD1.3 - S.20(1)(XXX) Zone	Compliance and/or Relief Requested with Justification
Permitted Uses	Existing Duplex Dwelling **Existing Semi-Detached Dwelling** One Single Unit Dwelling Any use accessory to the preceding uses	New semi-detached dwelling (total 2 residential dwelling units)	Subject to the ZBA. The Site is large enough to accommodate the proposed development. The RD1.3 zone is being obtained to ensure the proposed development is compatible with the neighbourhood, as the building envelopes will be similar to the current area zoning.
Additional Dwelling Units (Section 5.99.80.1)	For any zoning district that permits a single unit dwelling, **semi-detached dwelling**, duplex dwelling, or townhome dwelling, the following additional provisions shall apply: .1 Additional Permitted Uses **a) Two additional dwelling units shall be permitted on a parcel of urban residential land.** This may be either:	2 ADUs within each semi detached dwelling (total 2 units)	Complies Permitted as of right.

Zone Regulations	Required RD1.3 Zone (Semi Detached Dwelling)	Proposed RD1.3 - S.20(1)(XXX) Zone	Compliance and/or Relief Requested with Justification
	i. Two additional dwelling units within the primary dwelling unit located in the main building, or ii. One additional dwelling unit in the primary dwelling unit located in the main building and one additional dwelling unit in a building accessory to said dwelling.		
Lot Width – minimum	15.0 m	12.5 m	Relief required. A difference of 2.5 m is requested. Appropriate setbacks will be provided.
Lot Area – minimum	450.0 m2	410.42 m2	Relief required. A difference of 35.58 m2 is requested. Relief is considered minor. Appropriate setbacks will be provided.
Lot Coverage – maximum	45.0%	47.84 % (say 48%)	Relief required. A difference of 2.84 % is requested. Relief is considered minor. Appropriate setbacks will be provided.

Zone Regulations	Required RD1.3 Zone (Semi Detached Dwelling)	Proposed RD1.3 - S.20(1)(XXX) Zone	Compliance and/or Relief Requested with Justification
Main Building Height - maximum	9.0 m	9.0 m 2-storey	Complies
Front Yard Depth – minimum	6.0 m	6.0 m	Complies
Rear Yard Depth – minimum	7.50 m	7.3 m	Relief is required. A difference of 0.2 m is requested (for 1 corner of the proposed dwelling). Relief is considered minor.
Side Yard Width – minimum	1.20 m	North side – 1.2 m South side – 1.2 m	Complies
Gross Floor Area – Main Building – maximum	400 m2	460 m2	Relief is required. A difference of 60m2 is requested. Relief is considered minor. Relief will allow each unit to have 2 bedrooms. *GROSS FLOOR AREA – MAIN BUILDING means the* ***total combined floor area*** *in square metres of the main building on a lot, excluding the cellar of any building, measured from the outside face of the exterior walls of the main building.*

Zone Regulations	Required RD1.3 Zone (Semi Detached Dwelling)	Proposed RD1.3 - S.20(1)(XXX) Zone	Compliance and/or Relief Requested with Justification
Dwelling – Semi-Detached & Townhomes - Additional Provisions (Section 5.23.1)	For a dwelling unit in a semi-detached dwelling or in a townhome dwelling, a **door that opens to the rear yard** shall be located a minimum of 1.20 m from the centreline of the common wall between the dwelling units.	N/A – no door that opens to the rear yard	Complies
Dwelling – Semi-Detached & Townhomes - Additional Provisions (Section 5.23.5)	When a lot on which a semi-detached dwelling or townhome dwelling has been erected and is subsequently severed by a common interior lot line that separates the dwelling units, for each dwelling unit the following additional provisions shall apply: 1 Lot Width – minimum – equal to the width of the dwelling unit plus any exterior side yard **as existing at the time of the lot severance** 2 Lot Area – minimum **– as existing at the time**	TBD	Complies

Zone Regulations	Required RD1.3 Zone (Semi Detached Dwelling)	Proposed RD1.3 - S.20(1)(XXX) Zone	Compliance and/or Relief Requested with Justification
	of the lot severance 3 Lot Coverage – Total – maximum – 50% of lot area 7 An interior side yard shall not be required along the common interior lot line for that part of the dwelling unit lawfully existing at the time of the lot severance		
Parking Requirements Table 24.20.5.1 - minimum	Semi-detached - 1 for each dwelling unit = 2 ADU – exempt **TOTAL = 2**	2 (1 each lot)	Complies

Therefore, the proposed development will comply with the purpose and intent of the ZBL.

Further, the proposed development will comply with all zone provisions set out in the RD1.3 Zone except for the following, which require site-specific relief:

1. *Decrease the minimum lot width from 15.0 m to 12.5 m,*
2. *Decrease the minimum lot area from 450.0 m2 to 410.42 m2,*
3. *Increase the maximum lot coverage from 45.0 % to 48 %,*
4. *Decrease the minimum rear yard depth from 7.50 m to 7.3 m, and*
5. *Increase the maximum gross floor area of the main building from 400 m2 to 460 m2.*

6.0 SUMMARY AND CONCLUSION

6.1 Context and Site Suitability Summary

6.1.1 Site Suitability

The Site is ideally suited for residential development for the following reasons:

- The land area is sufficient to accommodate the proposed development,
- The Site is generally level,
- The Site will be able to accommodate municipal water, storm and sewer,
- There are no anticipated traffic or parking concerns, and
- The location of the proposed development is appropriate.

6.1.2 Compatibility of Design

The proposed development will be limited to a 2 storey, low profile building, which is a compatible density for the Site and with the surrounding area.

The proposed residential use will provide a new housing choice in an existing built-up area.

The Site is capable of accommodating the proposed development in terms of scale, massing, height, and siting.

A total of 4 units would be permitted in the form of an **existing** semi-detached dwelling with additional dwelling units (ADUs) as of right.

Parking (on site), amenity areas, and landscaping will be provided.

6.1.3 Good Planning

The proposal represents good planning as it addresses the need for the development of a parcel of land, which contributes to affordability and intensification requirements.

Residential use on the Site represents an efficient development pattern that optimizes the use of land.

6.1.4 Environment Impacts

The proposal does not have any negative impact on the natural environment.

6.1.5 Municipal Services Impacts

There will be no negative impacts on the municipal system as the proposed use will not add to the capacity in a significant way.

6.1.6 Social, Cultural, and Economic Conditions

The proposed development does not negatively affect the social environment as the Site is in close proximity to major transportation corridors and nearby amenities.

Infilling in an existing built-up area of the City contributes toward the goal of 'live, work and play' where citizens share a strong sense of belonging and a collective pride of place.

The proposed development promotes efficient development and land use patterns which sustains the financial well-being of the Municipality.

The proposal does not cause any public health and safety concerns.

The proposal represents a cost-effective development pattern that minimizes land consumption and servicing costs.

There will be no urban sprawl as the proposed development is within the existing settlement area and is an ideal infilling opportunity.

There are no cultural heritage resources that impact the Site.

6.2 Conclusion

In summary, it would be appropriate for the City of Windsor to approve the ZBA application to permit the proposed development on the Site.

This PRR has shown that the proposed development is consistent with the PPS, conforms with the intent and purpose of the OP and ZBL and represents good planning.

Planner's Certificate:

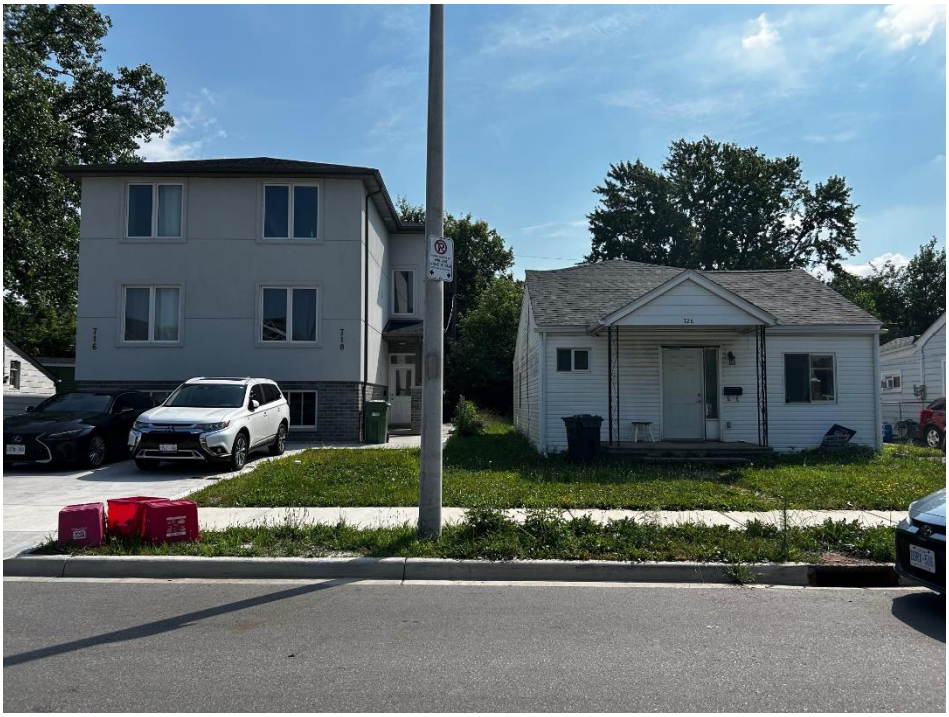
I hereby certify that this report was prepared by Tracey Pillon-Abbs, a Registered Professional Planner, within the meaning of the Ontario Professional Planners Institute Act, 1994.

Tracey Pillon-Abbs, RPP
Principal Planner

APPENDIX C – SITE PHOTOS

View of subject land (726 Josephine Avenue)

View opposite from the subject land



View of subject land with adjacent Semi-detached

View of Josephine Avenue (looking north)

View of Josephine Avenue (looking south)

APPENDIX D – CONSULTATION

CANADA POST – BRUNO DESANDO
Canada Post has no comments for the attached application.

ENVIRONMENTAL POLICY – KAREN ALEXANDER & AVERIL PARENT
Environmental Policy has no objections to this development.

The Applicant should also be notified of the following precautions:

1. Should Species at Risk or their habitat be found at any time on or adjacent to the site, cease activity immediately and contact MECP at SAROntario@ontario.ca for recommendations on next steps to prevent contravention of the Endangered Species Act (2007). The City of Windsor SAR hotline (519-816-5352) can also be used for relevant questions and concerns.
2. For a list of Species at Risk and other provincially tracked species with potential to be around the site, use the Natural Heritage Information Centre (NHIC) Make A Map tool, found at https://www.ontario.ca/page/make-natural-heritage-area-map
3. If trees or other vegetation (i.e., shrubs and unmaintained grasses) on/adjacent to the site are to be removed, damaged, or disturbed during the breeding bird season (April 1 – August 31), then sweeps for nesting birds should be conducted to prevent contravention of Migratory Bird Regulations (2022), the Migratory Birds Convention Act (1992), and section 7 of the Fish and Wildlife Conservation Act (1997). Visit https://www.canada.ca/en/environment-climate-change/services/avoiding-harm-migratory-birds/reduce-risk-migratory-birds.html for more information.
4. Beaver dams and dens of fur-bearing mammals are protected under section 8 of the Fish and Wildlife Conservation Act (1997) and are not to be damaged or destroyed without the proper authorization and/or license.
5. The City of Windsor is a Bird Friendly City. Bird Friendly Design is encouraged, particularly window collision mitigation. Options for integrating bird friendly design can be found here: www.birdsafe.ca and bird friendly guidelines can be found here: Bird-Friendly Guidelines – City of Toronto.

TRANSIT WINDSOR – JASON SCOTT
Transit Windsor has no objections to this development. The closest existing transit route to this property is with Route 115. Route 115 has an existing weekday peak frequency of 20 minutes. This will be increased to 10 minutes with Transit Windsor's City Council approved 2025 Service Plan. This change is proposed to be implemented in September 2025. The closest existing bus stop to this property is on Campbell at Rooney Northeast Corner. This bus stop is approximately 210 metres from this property falling within Transit Windsor's 400 metre walking distance guidelines to a bus stop. This will be maintained with Transit Windsor's City Council approved Transit Master Plan.

HERITAGE PLANNING – TRACY TANG
Heritage:
There is no apparent built heritage concern with this property.

Archaeology:
Archaeological Assessment Report Entitled "STAGE 1-2 ARCHAEOLOGICAL ASSESSMENT

726 Josephine Ave, City of Windsor, Ontario, Lot 69 Concession 1 Petite Cote, (Geographical Township of Sandwich), City of Windsor, County of Essex (AMICK Corporate Project #2025-814/MCM File #P038-1581-2025) ", Dated Apr 25, 2025, Filed with MCM on N/A, MCM Project Information Form Number P038-1581-2025, MCM File Number 0023196", has been entered into the Ontario Public Register of Archaeological Reports. Although the report recommends that no further archaeological assessment of the property is recommended, the applicant is still to note the following archaeological precautions.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Building Department, the City's Manager of Culture and Events, and the Ontario Ministry of Citizenship and Multiculturalism must be notified and confirm satisfaction of any archaeological requirements before work can recommence.
2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Citizenship and Multiculturalism and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Citizenship and Multiculturalism.

Contacts:
Windsor Planning & Building Department:
519-255-6543 x6179, ttang@citywindsor.ca, planningdept@citywindsor.ca
Windsor Manager of Culture and Events (A):
Michelle Staadegaard, (O) 519-253-2300x2726, (C) 519-816-0711,
mstaadegaard@citywindsor.ca
Ontario Ministry of Citizenship and Multiculturalism
Archaeology Programs Unit, 1-416-212-8886, Archaeology@ontario.ca
Windsor Police: 911
Ontario Ministry of Government & Consumer Services
A/Registrar of Burial Sites, War Graves, Abandoned Cemeteries and Cemetery Closures, 1-416-212-7499, Crystal.Forrest@ontario.ca

TRANSPORTATION PLANNING – ELARA MEHRILOU

Land Conveyance
Not Applicable

Corner Cut-Off
Not Applicable

Sidewalk
Not Applicable

Parking
All parking must comply with ZBL 8600; otherwise, a Parking Study is required.

Transportation Planning Impact Study
The additional density is anticipated to have minimal effect on the traffic. Therefore, TIS is not applicable.

Access

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

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

Other comments
Not Applicable.

Should you have any further questions or concerns, please contact Ellie MehriLou, of this department at EMehrilou@citywindsor.ca.

LANDSCAPE ARCHITECT – RYAN UPTON

As requested, the materials for the file titled above have been reviewed.

There are no objections or documents required from a Landscape Architecture perspective as it pertains to a Zoning By-law Amendment (ZBA).

If you have any questions or concerns, please feel free to contact me.

ZONING COORDINATOR – CONNER O'ROURKE

Below is the zoning review summary for the above-mentioned property

- **Current Zoning Designation**: RD1.3
- **Proposed Zoning Designation**: RD1.3 with site specific provision

- **Proposed Use**:
  - Semi-detached dwelling with 2 ADUs
  - Not permitted, site specific by-law amendment requested

- **Section 5 - General Provisions**
  - Complies

- **Section 10.3.5 – Residential District 1.3 Provisions**
  - Minimum Lot Width: [10.3.5.1]
    - 15.0m (Required)
    - 12.5m (Provided)
  - Minimum Lot Area: [10.3.5.2]
    - 450.0m2 (Required)
    - 410.4m2 (Provided)
  - Maximum Lot Coverage: [10.3.5.3]
    - 45.0% (Required)
    - 47.9% (Provided)
  - Maximum Main Building Height:
    - 9.0m (Required)
    - 8.2m (Provided)
  - Minimum Front Yard Depth:
    - 6.0m (Required)
    - 7.3m (Provided)
  - Minimum Rear Yard Depth: [10.3.5.6]
    - 7.50m (Required)

        - 7.26m (Provided)
    - Minimum Side Yard Width:
        - 1.20m (Required)
        - 1.20m (Provided)
    - Maximum Main Building Gross Floor Area: [10.3.5.10]
        - 400m2 (Required)
        - 546.7m2 (Provided)

- **Section 20 – Site Specific Zoning Exemptions:**
    - Not Applicable

- **Section 24 – Parking, Loading and Stacking Provisions:**
    - Complies

- **Section 25 – Parking Area Regulations:**
    - Not Applicable

FORESTRY – MARC EDWARDS

The Forestry Department have no issue with the Zoning Bylaw Amendment.

Forestry requests the opportunity to review future landscaping plans in order to provide comment and suggestion regarding new tree species selection, stock types and long -term tree care that would enhance tree survival, performance and aesthetics on-site and would maximize future on-site Tree Canopy and City-wide Tree Canopy Resilience.

RIGHT-OF-WAY – MARK SCHAFFHAUSER

Required Drawing Revisions:

1. **Driveway Approaches** – Do not conform to City of Windsor Standards, which must be constructed with straight flares and no raised curbs within the right-of-way.
    - Existing driveway to be removed, curb cut and boulevard restored as per best practice.
    - Modify as per Standard Engineering Drawing [AS-221 or AS-222].

2. **Sewer Connections** – All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.
    - Modify drawings to include all sewer connections and water services.
    - Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

Right-of-Way Permit Requirements

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

Driveway Approaches – The Owner further agrees that driveway approaches shall be constructed in such width and location as shall be approved by the City Engineer, with straight flare driveway approaches and no raised curbs within the right-of-way. The Owner shall have the option of constructing said driveway approaches as follows:

1. Residential Property
    a. Asphalt in accordance with City of Windsor Standard Drawing AS-221; or

b. Concrete in accordance with City of Windsor Standard Drawing AS-222

If you have any further questions or concerns, please contact Lea Marshall, of this department at lmarshall@citywindsor.ca

ENWIN

HYDRO ENGINEERING: Steve Zambito

No Objection, provided adequate clearances are achieved and maintained.
ENWIN has existing overhead pole lines along the east limits with 16,000 volt primary and 120/240 volt secondary hydro distribution.
ENWIN has existing streetlight poles with underground conductors along the west limits with 120/240 volt streetlight distribution.

The developer will be responsible to cover all costs associated with any relocation or removal of ENWIN poles, conductors, and down guys.
The developer will be responsible to cover all costs associated with the service relocation for 734 Josephine.

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

WATER ENGINEERING: Bruce Ogg

ENWIN Water has no objections. There is an existing 25mm water service to the current property. If 25mm is adequate for the north semi-detached building, then only a new water service for the south severed part of the lot would be required. If 25mm is not adequate, a new service for both lots would be required.

ENBRIDGE – SANDRO AVERSA

After reviewing the provided information, and consulting our mapping system, please note that Enbridge Gas has active infrastructure within the proposed area. A PDF drawing have been attached for reference.

Please Note:
1. The shown piping locations are approximate and for information purposes only
2. The drawings are not to scale
3. This drawing does not replace field locates. Please contact Ontario One Call for onsite locates prior to excavating, digging, etc

Enbridge Gas requires a minimum separation of 0.6m horizontal and 0.3m vertical from all our plant less than NPS 16 and a minimum separation 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines. For all pipelines (including vital pipelines), when drilling parallel to the pipeline, a minimum horizontal clearance measured from the edge of the pipeline to the edge of the final bore hole of 1 m (3.3 ft) is required. Please ensure that this minimum separation requirement is maintained, and that the contractor obtains locates prior to performing any work and utilizes safe excavation practices while performing any work in the vicinity.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live.
- If during any job, any pipe is found that is not on the locate sheet and conflicts with your work, please call our emergency number (1-877-969-0999), and one of our Enbridge representatives will respond to determine if that plant is in fact live or dead.
- Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly.

Please contact me if you have any further questions or concerns.

Item No. 8.15

Committee Matters: SCM 255/2025

Subject: Official Plan Amendment 196 - Residential Corridor Designations

Moved by: Councillor Fred Francis
Seconded by: Member Daniel Grenier

Decision Number: **DHSC 756**

1. THAT Official Plan Amendment 196 **BE APPROVED** and Volume 1: The Primary Plan of the City of Windsor Official Plan ("Official Plan") **BE AMENDED** as follows:

    - THAT Schedule D – Land Use of Volume 1: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by changing the land use designations of the subject lands from "Mixed Use Corridor" to "Residential Corridor" as shown on Appendix A.

Carried.
Councillors Kieran McKenzie and Angelo Marignani voting nay.

Report Number: S 90/2025
Clerk's File: Z/14994

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.

2. Please refer to Item 7.3 from the Development & Heritage Standing Committee held on August 5, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250805/-1/10573

Subject: Official Plan Amendment 196 - Residential Corridor Designations

Reference:

Date to Council: August 5, 2025
Author: Frank Garardo
Planner III Policy & Special Studies
(519) 255-6543 x 6446
fgarardo@citywindsor.ca

Planning & Building Services
Report Date: July 8, 2025
Clerk's File #: Z/14994

To: Mayor and Members of City Council

Recommendation:

1. THAT Official Plan Amendment 196 **BE APPROVED** and Volume 1: The Primary Plan of the City of Windsor Official Plan ("Official Plan") **BE AMENDED** as follows:

    - THAT Schedule D – Land Use of Volume 1: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by changing the land use designations of the subject lands from "Mixed Use Corridor" to 'Residential Corridor" as shown on Appendix A.

Background:

At the February 10, 2025 Council meeting; Council approved the following recommendation to review the existing intensification framework to include residential corridors as follows:

> *THAT administration **BE DIRECTED** to review and refine Windsor's existing intensification framework of mixed use centres, nodes and corridors to include residential corridors and identify all of the areas identified for intensification as Strategic Growth Areas in conformity with section 2.4.1 of the Provincial Planning Statement, 2024.*

The Provincial Planning Statement (PPS), 2024 is a streamlined province-wide land use planning policy framework that replaces the previous Provincial Policy Statement 2020, and A Place to Grow: Growth Plan for the Greater Golden Horseshoe 2019 (the Growth Plan), while building upon housing-supportive policies from both documents.

The City of Windsor Official Plan provides a framework to support growth and intensification to areas that can support it and where it is most appropriate – places that have access to transit, goods, services, and infrastructure. The Official Plan currently identifies 50 kilometers of mixed use corridors, 260 hectares of mixed use centres, and 137 hectares of mixed use nodes.

These areas were initially identified as "intensification priority areas" through OPA 159, which provided a uniform approach to intensification. While this approach provided a framework, it also recognized the need for flexibility by adopting the corresponding City of Windsor's Intensification/Design 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.

To further refine this approach, Council approved OPA 194 on May 26, 2025, introducing a new Residential Corridor land use designation. This new policy expanded on the intensification priority area policies, and introduced a new land use designation that focuses on residential intensification.

At the May 26, 2025 Council meeting, Council adopted the following recommendations concerning the advancement of a new Official Plan Policy:

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.*

The recommendations expanded on the intensification priority area policies, and introduced a new land use designation that encourages a broad range of housing options. The designation targets areas with access to transit, goods and services, infrastructure, etc., while taking into consideration the transition of built form to adjacent areas and key provisions within the City of Windsor Intensification/Design Guidelines.

The recommendations are in keeping with the City of Windsor's existing focus on intensification priority areas, reinforcing the City's ongoing efforts to promote development within corridors. As Provincial legislation and the City's intensification framework evolve, further Official Plan amendments can continue to be undertaken to expand on the existing growth strategy and intensification framework.

As an initial step, it was recommended that a refinement of previously identified "intensification priority areas" be undertaken. The candidate locations are situated within

predominately residential areas and have been identified to be designated as Residential Corridors.

Discussion:

Official Plan Amendment

The proposed Official Plan amendment designates the locations (shown on Appendix A) as Residential Corridor in the City of Windsor Official Plan. The Official Plan implements high-level policies for the areas listed below, with its objectives being further implemented through site-specific zoning by-law amendments, minor variances, site plan approvals, and/or a more detailed planning process (e.g. guideline plans).

The locations listed below are situated within predominately residential areas and are well-suited to accommodate additional housing. These locations were originally identified as "intensification priority areas" during the Official Plan amendment 159 process. The Residential Corridor land use designation builds upon the intensification framework and provides more detailed guidance based on the characteristics of the area.

Wyandotte Street East: Wyandotte Street East is currently designated as a mixed-use corridor which includes a variety of sections which include low density residential, medium density residential, mixed use, and commercial areas. The existing areas with low profile homes are ideal for contextually appropriate residential intensification with gradual transitions to the medium and higher density sections. The Residential designation only applies to the existing areas which have characteristics of existing low profile homes, excluding areas in vicinity to commercial and business improvement areas. These areas are located on Wyandotte Street East generally between: George Avenue and Ellrose Avenue; between Buckingham Road and Ford Boulevard; between Jefferson Blvd and Victor Drive (excluding mixed use node), and between Isabelle Place and Mathew Brady Boulevard.

Cabana Road West: Cabana Road West is currently designated as a mixed-use corridor which includes predominantly low profile residential development with existing lotting patterns resembling typical low density residential lots. A residential corridor designation would continue to encourage a net increase in residential units, with the additional policies in the residential corridor outlining the necessary transition requirements for the type and scale of development. The designation would generally apply on Cabana Road West; between Rankin Avenue and Dougall Avenue.

Lauzon Road: Lauzon Road, between Wyandotte St E and Little River Road, is currently designated a mixed-use corridor which includes predominantly low profile residential development with existing lotting patterns which resemble typical low density residential lots. A residential corridor designation would continue to encourage a net increase in residential units, with the additional policies outlining the necessary transition requirements for the type and scale of development. These areas are located on Lauzon Road generally between: North of Little River Road to Wyandotte Street E; excluding the mixed use node located at the Wyandotte Street East and Lauzon Road intersection.

Provincial Planning Statement (PPS) 2024

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

The vision of the PPS focuses growth and development within urban settlement areas, requires that land use be carefully managed to accommodate appropriate development to meet the full range of current and future needs, while achieving efficient development patterns. Planning authorities are encouraged to permit and facilitate a range of housing options, including residential intensification, to respond to current and future needs. Land use patterns should promote a mix of housing, including opportunities for infill and intensification that support a broad range of housing options. PPS 2024 requires Municipalities to identify Strategic Growth Areas, and encourage an appropriate type and scale of development within these areas.

2.3 Settlement Areas and Settlement Area Boundary Expansions

2.3.1 General Policies for Settlement Areas

1. *Settlement areas* shall be the focus of growth and development. Within *settlement areas*, growth should be focused in, where applicable, *strategic growth areas*, including *major transit station areas*.

2. Land use patterns within *settlement areas* should be based on densities and a mix of land uses which:

   a) efficiently use land and resources;
   b) optimize existing and planned *infrastructure* and *public service facilities*;
   c) support *active transportation*;
   d) are *transit-supportive*, as appropriate; and
   e) are *freight-supportive*.

3. Planning authorities shall support general *intensification* and *redevelopment* to support the achievement of *complete communities*, including by planning for a range and mix of *housing options* and prioritizing planning and investment in the necessary *infrastructure* and *public service facilities*.

2.4 Strategic Growth Areas

2.4.1 General Policies for Strategic Growth Areas

1. Planning authorities are encouraged to identify and focus growth and development in *strategic growth areas*.

2. To support the achievement of *complete communities*, a range and mix of *housing options*, *intensification* and more mixed-use development, *strategic growth areas* should be planned:
   to accommodate significant population and employment growth;
   as focal areas for education, commercial, recreational, and cultural uses;
   to accommodate and support the transit network and provide connection points for inter-and intra-regional transit; and
   to support *affordable*, accessible, and equitable housing.

3. Planning authorities should:

   a) prioritize planning and investment for *infrastructure* and *public service facilities* in *strategic growth areas*;
   b) identify the appropriate type and scale of development in *strategic growth areas* and the transition of built form to adjacent areas;
   c) permit *development* and *intensification* in *strategic growth areas* to support the achievement of *complete communities* and a *compact built form*;
   d) consider a student housing strategy when planning for *strategic growth areas*; and
   e) support *redevelopment* of commercially-designated retail lands (e.g., underutilized shopping malls and plazas), to support mixed-use residential.

2.4.3 Frequent Transit Corridors

1. Planning authorities shall plan for *intensification* on lands that are adjacent to existing and planned *frequent transit* corridors, where appropriate.

The proposed Official Plan amendment will permit intensification and a net increase of residential units in areas that are well connected to alternative modes of transportation. The amendment is consistent with PPS 2024.

Financial Matters:

There are no immediate financial implications with adoption of these recommendations. The implementation of the recommendations from this report and subsequent Zoning By-law Amendments will provide opportunity for more housing options in a fiscally responsible way.

Consultations:

A meeting of the Development & Heritage Standing Committee was held on May 05, 2025 to discuss the Background Report and preliminary direction coming from the recommendations. This meeting was advertised in the Windsor Star and open to the public.

In-person public engagement events were held at the Riverside Public Library and Capri Pizzeria Recreation Complex on Wednesday June 25, 2025 and Thursday June 26,

2025 respectively to present and consult the public on the draft Official Plan Amendment.

Additionally, a virtual public engagement session was held on Wednesday June 25, 2025 between the hours of 6:30-7:30pm. A summary of the Open House comments can be found in Appendix B.

Courtesy notice was provided to all residents located within 200m of the subject lands.

A lets talk-Windsor interactive site has been made available to invite the public to share further feedback, ideas, and questions on the proposed Official Plan amendment.

Statutory notice for OPA 196 was provided in the Windsor Star in accordance with the Planning Act.

Aaron Farough, Senior Legal Counsel, Legal Services & Real Estate

Conclusion:

This report has been prepared to provide further recommendations on designating certain areas as Residential Corridors in the Official Plan. The original report (S15/2025) included the policy framework for introducing a new land use policy designation within the City of Windsor Official Plan. This report recommends application of the Residential Corridor designation to lands identified in Appendix A. The proposed Residential Corridor designations will provide additional opportunities to create choice in housing types in areas that is transit supportive and efficiently uses land and resources, is consistent with PPS 2024. As such, the proposed OPA represents good planning.

Planning Act Matters:

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

Jason Campigotto
Deputy City Planner – Growth

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
Jim Abbs	Manager of Planning (Land Info & Special Projects)
Jason Campigotto	Deputy City Planner - Growth
Greg Atkinson	Deputy City Planner - Development
Wira Vendrasco	City Solicitor

Name	Title
Neil Robertson	City Planner
Matthew Johnson acting for Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Appendices:

1. Appendix A – Official Plan Amendment 196
2. Appendix B – Public Engagement Comments

AMENDMENT NO. 196

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. 196

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

The purpose of this amendment is to designate the subject areas as Residential Corridor on Schedule D: Land Use in the City of Windsor Official Plan.

2.0 LOCATION AND DESCRIPTION OF LANDS AFFECTED BY THE AMENDMENT

The candidate locations listed below are situated within predominately residential areas and are well-suited to accommodate additional housing. These areas benefit from direct access to public transit, bike lanes, and pedestrian walkways, making them strong candidates for Residential Corridor policies. These locations were originally identified as “intensification priority areas” during the Official Plan Amendment 159 process which implemented uniform policies across the City of Windsor, with the recognition that intensification should be tailored to the specific needs and characteristics of each area. The Residential Corridor land use designation builds upon the intensification framework and provides more detailed guidance based on the characteristics of the area.

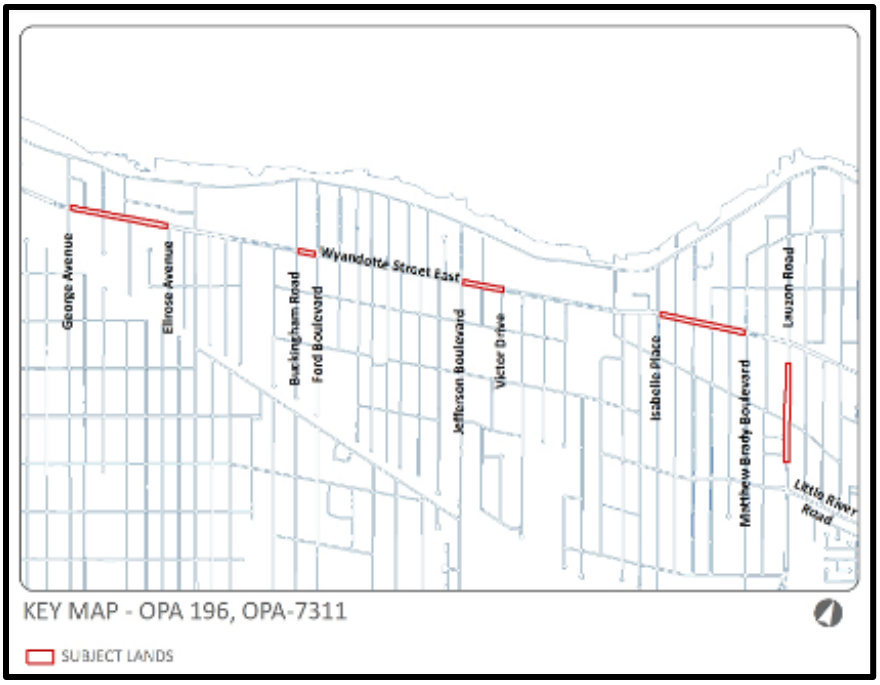
Wyandotte Street East: These areas are located on Wyandotte Street East generally between: George Avenue and Ellrose Avenue; between Buckingham Road and Ford Boulevard; between Jefferson Blvd and Victor Drive (excluding mixed use node), and between Isabelle Place and Mathew Brady Boulevard.

Cabana Road West: These areas are located on Cabana Road West generally between: Rankin Avenue and Dougall Avenue. The recommendation includes designating a new mixed use node at the intersection of Cabana and Dougall to provide for mixed uses and connectivity to residential intensification areas.

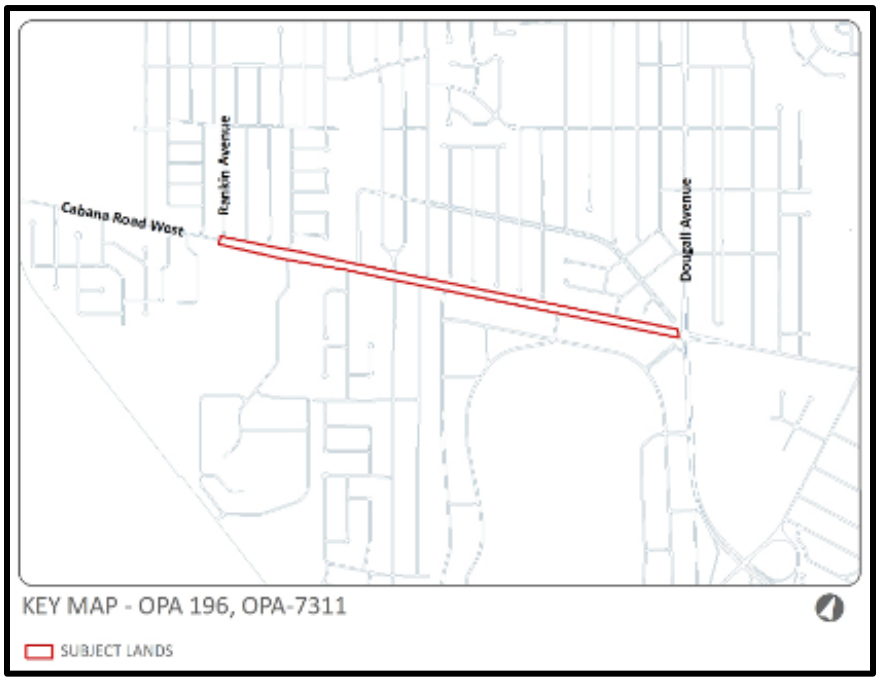
Lauzon Road: These areas are located on Lauzon Road generally between: North of Little River Road to Wyandotte Street E; excluding the mixed use node located at the Wyandotte Street East and Lauzon Road intersection.

Key Maps:

Wyandotte Street East and Lauzon Road Corridor:



Cabana Road West Corridor:



3.0 BACKGROUND

The proposed amendment provides an additional framework for “intensification priority areas” and designates the subject areas as – 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.

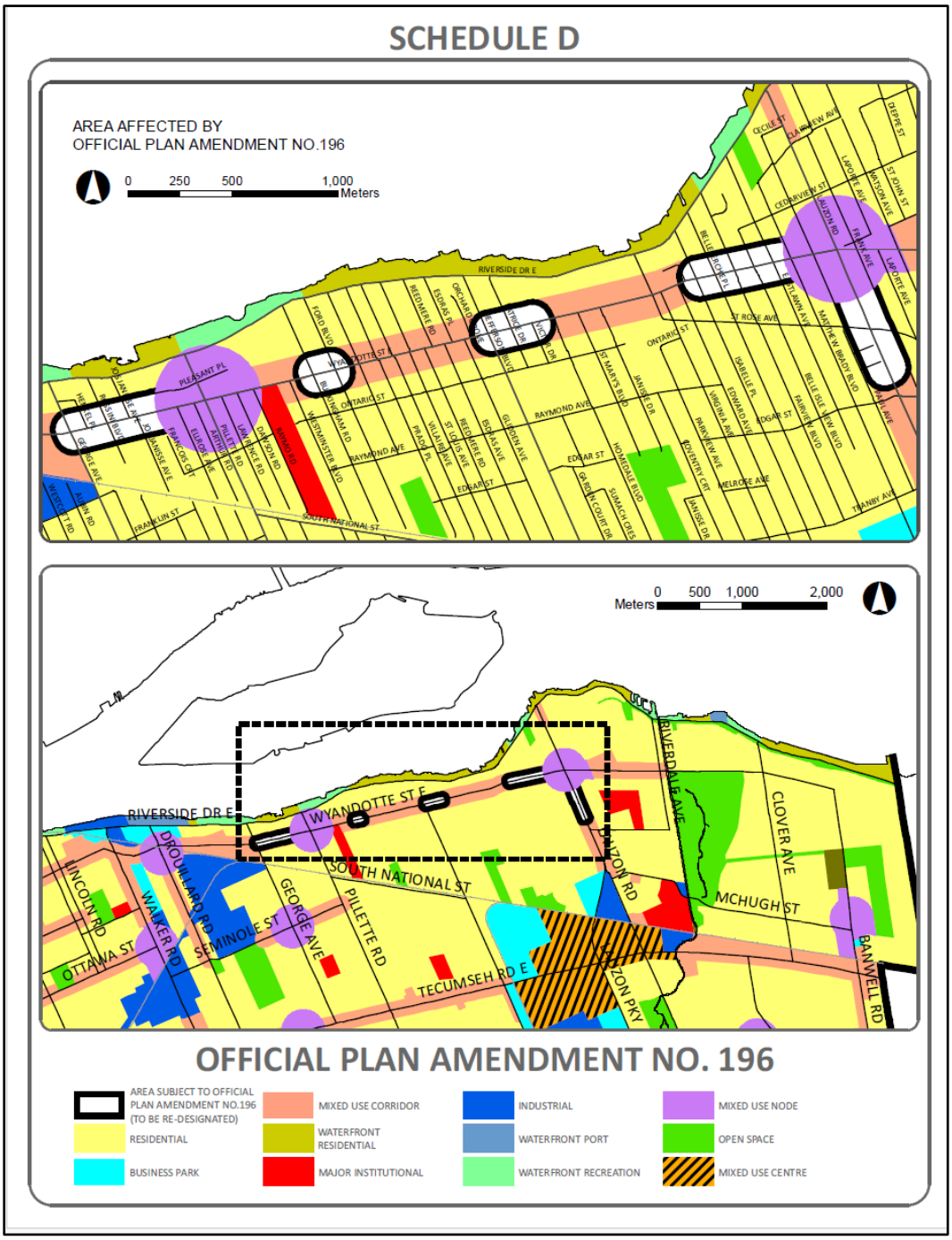
PART B: DETAILS OF THE AMENDMENT

1.0 The City of Windsor Official Plan is hereby amended as follows:

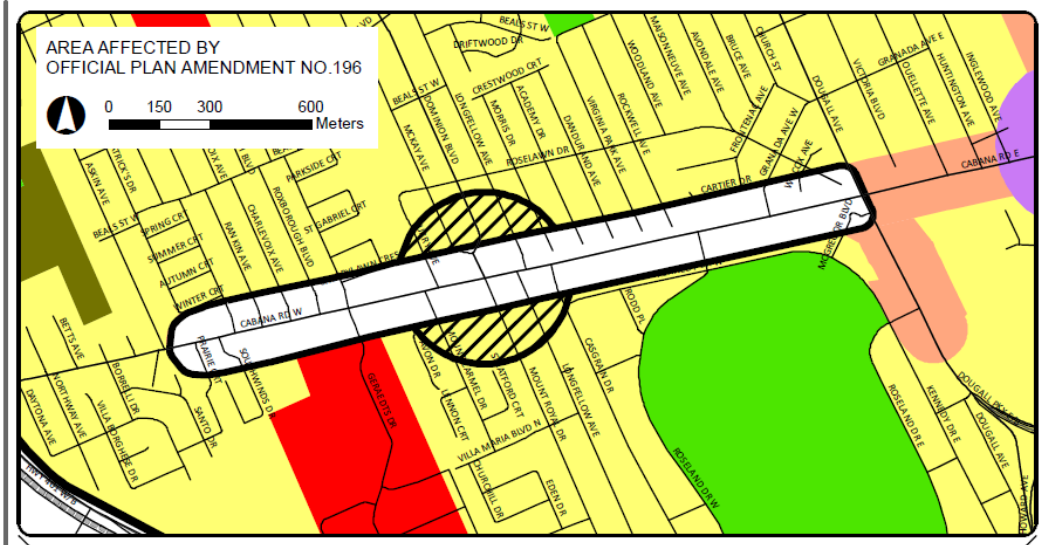
i. THAT Schedule “D” of Volume I: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by designating the subject areas as Residential Corridors.

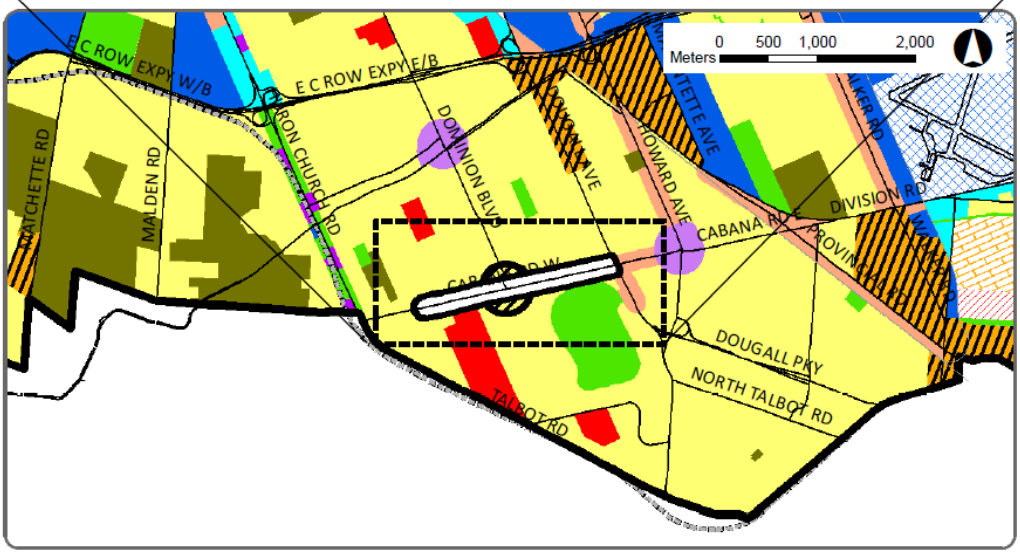
PART C: IMPLEMENTATION

1.0 The Official Plan Amendments would be implemented by making the referenced changes to the land use schedule in the City of Windsor Official Plan and Council passing of the required by-laws.


SCHEDULE D
AREA AFFECTED BY
OFFICIAL PLAN AMENDMENT NO.196
0 250 500 1,000 Meters
RIVERSIDE DR E
WYANDOTTE ST E
SOUTH NATIONAL ST
TECUMSEH RD E
OTTAWA ST
RIVERDALE AVE
CLOVER AVE
MCHUGH ST
BANWELL RD
0 500 1,000 2,000 Meters
OFFICIAL PLAN AMENDMENT NO. 196
AREA SUBJECT TO OFFICIAL PLAN AMENDMENT NO.196 (TO BE RE-DESIGNATED)
RESIDENTIAL
BUSINESS PARK
MIXED USE CORRIDOR
WATERFRONT RESIDENTIAL
MAJOR INSTITUTIONAL
INDUSTRIAL
WATERFRONT PORT
WATERFRONT RECREATION
MIXED USE NODE
OPEN SPACE
MIXED USE CENTRE

SCHEDULE D





OFFICIAL PLAN AMENDMENT NO. 196

- AREA SUBJECT TO OFFICIAL PLAN AMENDMENT NO.196 (TO BE RE-DESIGNATED)
- RESIDENTIAL
- BUSINESS PARK
- MIXED USE CORRIDOR
- WATERFRONT RESIDENTIAL
- MAJOR INSTITUTIONAL
- INDUSTRIAL
- WATERFRONT PORT
- WATERFRONT RECREATION
- MIXED USE NODE
- OPEN SPACE
- MIXED USE CENTRE

APPENDIX B – PUBLIC ENGAGEMENT COMMENTS

Overall Takeaways:

- **Parking and traffic** are major shared concerns
- There's **divided support** on intensification — many support new housing but want it done with proper infrastructure and design
- **Residential corridor** – some support was shown for the policy change
- **No Change** – some comments included keeping area "as is" (detached dwellings)
- **Mixed-use zoning** is seen by some as critical; who oppose its removal

<u>Wyandotte Street East and Lauzon Road Open House</u>

Location: Riverside Library Session

Date: June 25, 2025

Attendance: ~25 people

Forms submitted: 11

Key Comments:

- Lack of parking, especially given no-parking streets nearby (Wyandotte, Lauzon)
- Fear of tenant overflow parking onto residential streets
- Opposition to more apartment buildings; preference for preserving single-family homes and "village atmosphere"
- Worries that the proposal won't address affordability
- Concerns about traffic and the loss of traffic calming
- Opposition to removing mixed-use zoning — seen as reducing walkability and community vibrancy

Suggestions:

- Add more designated bike routes
- Ensure new developments include sufficient parking

- Emulate successful mixed-use areas like Walkerville and Ford City

Community Concerns:

- Pest control concerns in the neighbourhoods
- Wyandotte Street E traffic concerns
- Policing concerns – There is focus on downtown and not enough in other areas

Cabana Road West Open House

Location: Capri Recreational Complex Session

Date: June 26, 2025

Attendance: ~11 people

Forms submitted: 4

Key Comments:

- Concern with traffic impacts from higher-intensity housing
- Desire to preserve neighborhood character – no change to existing area (detached dwellings)
- General support for more housing along major roads like Cabana
- Concerns about removing mixed-use zoning — seen as counterproductive to housing density goals

Suggestions:

- Suggestion that the nearby college should provide more student housing

Jun 29/25

City of Windsor – Official Plan Land Use Policy Update

Public Comment Form

We want your feedback! Please share your thoughts on the land use policy directions presented today. Comments will help shape the next phase of the Official Plan update.

Contact Info

Name: [redacted]

Phone Number: [redacted]

Email: [redacted]

Postal Code: [redacted]

Questions

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

Traffic calming badly needed on Wyandotte E. Either through lane reductions, speed bumps, or cameras. It's like the Indie out there!

Additional comments:

How can these "residential corridors" be justified? It makes no sense to have new builds on property where viable residences already exist.
There are over 600 vacant and abandoned sites across the city badly in need of development. This should be the focus of City Hall's land use policy direction.

Return completed forms before you leave or email them to aquibell@citywindsor.ca

Visit our webpage https://letstalk.citywindsor.ca/official-plan-land-use-policy

City of Windsor – Official Plan Land Use Policy Update

Public Comment Form

We want your feedback! Please share your thoughts on the land use policy directions presented today. Comments will help shape the next phase of the Official Plan update.

Contact Info

Name: [redacted]

Phone Number:

Email: [redacted]

Postal Code: [redacted]

Questions

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

There's not enough parking already. Existing apartments have drug problems, rat issues and not enough parking. Don't want more apartment buildings.

Additional comments: If we already have apartment buildings why allow more? There's 15 apt buildings from Jefferson to Lauzon. Agree that fourplexes should not be allowed on residential streets and against adding more housing along Wyandotte if haven't fixed flooding, sewer, traffic and parking issues. The lots along Wyandotte aren't big enough to have enough parking and some side streets don't have any street parking which forces extra parking on the streets that do. Issue is affordability not a housing crisis.

Return completed forms before you leave or email them to aquibell@citywindsor.ca

Visit our webpage https://letstalk.citywindsor.ca/official-plan-land-use-policy

City of Windsor – Official Plan Land Use Policy Update

Public Comment Form

We want your feedback! Please share your thoughts on the land use policy directions presented today. Comments will help shape the next phase of the Official Plan update.

Contact Info

Name [redacted]

Phone Number: [redacted]

Email: [redacted]

Postal Code: [redacted]

Questions

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

- Keep Riverside single family homes as they are - to provide that village atmosphere. Limit height for all development, not just the corridor parts outlined in red on your map. and designated housing

Additional comments:

- Address speed on Wyandotte
- Address danger on Wyandotte
- Make sure any development cannot have any tenant parking on any nearby residential streets - Permit Parking? Enforcement?
- Make sure existing houses will not flood with additional infrastructure.
- Limit any additional businesses near Buckingham - Already a group home or such Community Living with too much traffic.
- Remember - just because Wyandotte has a bus route, doesn't mean new tenants won't have + use cars!

Return completed forms before you leave or email them to aquibell@citywindsor.ca

Visit our webpage https://letstalk.citywindsor.ca/official-plan-land-use-policy

City of Windsor – Official Plan Land Use Policy Update

Public Comment Form

We want your feedback! Please share your thoughts on the land use policy directions presented today. Comments will help shape the next phase of the Official Plan update.

Contact Info [redacted]

Name: [redacted]

Phone Number: [redacted]

Email: _____

Postal Code: [redacted]

Questions

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

- The traffic Control needs to be addressed with an increase in residential Bldgs.
More Police Patrol at corner lights
Too many people drive thru red lights + yellow lights
- more designated bike routes -

Additional comments:

It's a good idea to put limitations on the future residential Buildings - Population Increase needs to be considered for Parking ie: new Residential Bldgs. should have to provide Parking for each resident.

Return completed forms before you leave or email them to aquibell@citywindsor.ca

Visit our webpage https://letstalk.citywindsor.ca/official-plan-land-use-policy

City of Windsor – Official Plan Land Use Policy Update

Public Comment Form

We want your feedback! Please share your thoughts on the land use policy directions presented today. Comments will help shape the next phase of the Official Plan update.

Contact Info

Name: [redacted]

Phone Number: [redacted]

Email: [redacted]

Postal Code: [redacted]

Questions

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

Parking is vital as Wyandotte & Huron are no parking streets so any new living space need fully adequate space for parking residents + occasional guests

Additional comments:

Traffic in the Metro to Frasco or further east is often busy and late night or after midnight some stunt of careless driving – not continuous – but it is repetitive.

Return completed forms before you leave or email them to aquibell@citywindsor.ca

Visit our webpage https://letstalk.citywindsor.ca/official-plan-land-use-policy

City of Windsor – Official Plan Land Use Policy Update

Public Comment Form

We want your feedback! Please share your thoughts on the land use policy directions presented today. Comments will help shape the next phase of the Official Plan update.

Contact Info

Name: [redacted]

Phone Number: _____

Email: [redacted]

Postal Code: _____

Questions

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

Additional comments:

This is a terrible proposal
This area is already at capacity, and this will only add. traffic, parking problems and sewage problems.
It was described as "modest". it is anything but - and I hope it is rejected.

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Contact Info

Name: [redacted]

Phone Number: [redacted]

Email: [redacted]

Postal Code: [redacted]

Questions

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

Traffic calming! Wyandotte is Horrible for Traffic

Additional comments:

If Windsor truely wants to "intensify" housing, removing our mixed-use housing is the exact opposite of what should be done. Mixed-use can fit far more people than Single family or row houses. Removing our mixed use buildings removes communities and walking opportunities from an area of the city that desperatly needs it. We should be working towards creating more areas like Walkerville and Ford City. Creating community creates areas people actually want to live.

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Contact Info

Name: [redacted]

Phone Number: [redacted]

Email: [redacted]

Postal Code: [redacted]

Questions

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

MY QUESTIONS WERE ANSWERED

Additional comments:

KEEP US INFORMED AS OF ANY FURTHER DEVELOPMENT.

Return completed forms before you leave or email them to aquibell@citywindsor.ca

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Contact Info

Name: [redacted]

Phone Number: [redacted]

Email: [redacted]

Postal Code: [redacted]

Questions

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

Additional comments:

KEEP INFORMATION FLOWING.

Return completed forms before you leave or email them to aquibell@citywindsor.ca

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Contact Info

Name: [redacted]

Phone Number: [redacted]

Email: [redacted]

Postal Code: [redacted]

Questions

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

Additional comments:

info in future

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Contact Info

Name: [redacted]

Phone Number: [redacted]

Email: [redacted]

Postal Code: [redacted]

Questions

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

I understand currently it is mixed residential + commercial, however, instead of the proposal to erect 3 story apartments, why can't you change it to only single family homes as traffic on Wyandotte is horrendous.

Additional comments:

We can't even find a parking spot on our street on Esdras now and to turn onto Wyandotte takes up to 10 minutes. What can be done to fix the situation on Wyandotte? This proposal will make traffic even worse!

Return completed forms before you leave or email them to aquibell@citywindsor.ca

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City of Windsor – Official Plan Land Use Policy Update

Public Comment Form

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Contact Info

Name: [redacted]

Phone Number: [redacted]

Email: [redacted]

Postal Code: _____

Questions

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

_____

_____

_____

Additional comments:

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Contact Info

Name: [redacted]

Phone Number: [redacted]

Email: [redacted]

Postal Code: _____

Questions

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

I question how much mixed use proposals will actually be proposed. I also believe that the college should be asked to build more housing for their students.

Additional comments:

Windsor is a rapidly growing city. The city desperately needs more housing, especially with rising housing costs making it more and more difficult for young people to buy their first homes. I support more housing especially on a busy road like Cabana.

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City of Windsor – Official Plan Land Use Policy Update

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Contact Info

Name: [redacted]

Phone Number: [redacted]

Email: [redacted]

Postal Code: [redacted]

Questions

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

I would like you to consider traffic before allowing higher intensity dwellings are built. The buildings also have to fit the current character of the neighbourhood.

Additional comments:

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Contact Info

Name: [redacted]

Phone Number: [redacted]

Email: [redacted]

Postal Code: [redacted]

Questions

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

I disagree with the plan to remove mixed-use zoning corridor as mixed-use land use is the way to efficiently increase housing density. Having commercial properties nearby is one of the advantages of living in a dense neighborhood. thus limiting land use to only residential would be a step in a backwards direction.

Additional comments:

Please reconsider the policy, and plans to increase mixed-use zoning within the city.

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City of Windsor – Official Plan Land Use Policy Update

Public Comment Form

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Contact Info

Name: [redacted]

Phone Number: [redacted]

Email: [redacted]

Postal Code: [redacted]

~~**Questions**~~ Comments.

Do you have any concerns or specific neighbourhood priorities you'd like us to consider?

Great, residential corridor, not mixed use.

Additional comments:

Return completed forms before you leave or email them to aquibell@citywindsor.ca

Visit our webpage https://letstalk.citywindsor.ca/official-plan-land-use-policy

August 1, 2025

RE: Proposed Official Plan Amendment 196 (File OPA/7311): Residential Corridor Designation.

ATTN: Development and Heritage Standing Committee, Councillor Gignac and members of Council

We are writing regarding the Proposed Official Plan Amendment 196 (File OPA/7311): Residential Corridor Designation. We attended an In-Person Public Engagement session for the Wyandotte Street East and Lauzon Road Corridor in June, 2025. **We are STRONGLY OPPOSED to the proposed land use changes from Mixed-Use to Residential Use only. The current proposal will decrease the number of dwellings able to be built in our neighbourhood, limit accessibility to services and retail, and will inhibit growth of the existing BIA. Overall, this change will stunt the needed growth and progress of our neighbourhood.**

We are representing all working aged individuals and young families who have moved to Riverside for the convenience and culture afforded by living in a walkable BIA with surrounding services and grocery stores, accessible public transit, and the opportunity for more of those things to come to this area in the future. We also know that, as we age, easy access to these things will become even more important. We have all purchased homes in this area in the last decade as an investment in this type of community.

We know that there are some who wish to slow development and feel that more density is a problem. The truth that we all need to hear and understand is that our population is growing and lifestyles are changing. Young families are having a harder time to afford single dwelling homes and multiple cars. As well, life is becoming less affordable for retirees who benefit from living in areas close to services they need. Furthermore, bringing more people to the area will support the businesses who have invested in this neighborhood. The City can guide development purposefully and thoughtfully to maintain the characteristics of our neighbourhoods, while meeting the needs for growth.

Larger cities and older cities that have undergone centuries of growth understand the benefits of mixed-use neighborhoods. Mixed-use neighborhoods provide even more benefits beyond convenience and creating new jobs and enterprise opportunities closer to where people live. They also build a more connected community for social support that is needed for overall mental health, wellbeing and yes - even things like substance use and crime prevention. With increases in mental health issues, substance use issues, and crimes occurring in homes (i.e. abuses like IPV) as well as in the community, our growing

city needs to encourage the development of community spaces where neighbours have the opportunity to come together for support and safety.

Mixed-use (what we currently have) is exactly what we need to allow for both higher density housing, and businesses and services that are accessible. From what I understand, converting to a Residential Corridor will actually reduce the amount of housing able to be built. Residential Corridors may only have multi-family dwellings up to 3 stories, whereas Mixed-Use Corridors may have up to 4 stories. ANY building, anywhere in the city over 4 stories will CONTINUE to require an application and City of Windsor approval. Therefore, a mixed-use area will NOT automatically have high rise condos and apartments. But our growing city does need more housing. Allowing for one more story seems like a good compromise, especially given the benefit that mixed-use designation allows for convenient services and retail to exist in the same building.

We moved to Old Riverside BECAUSE of the mix of the BIA and commercial area with residential, so we can now walk to services and grocery stores. Wyandotte is, and always will be (as it should), a main, bustling street. The benefit to living on Wyandotte is that you have convenient access to services! Besides busy young families and working adults, it is very good for aging populations who wish to remain independent at home, but who are unable to travel far from home. Finally, our growing city does not have the infrastructure to support heavier traffic created when businesses are pushed away from residential areas.

We are extremely against the proposed change of zoning for large parts of Wyandotte from Mixed-Use to Residential only. It does not make sense from a city building and growth perspective, nor from a housing development perspective. It goes against the progress that the City is trying to make to best meet the needs of our growing community. We believe mixed-use is a complete win for residents and developers and it should stay as-is.

Thank you for your consideration.

Sincerely,

Melissa and Mark Trudell

Heather and Kevin Matte

Colin Luby

Item No. 8.16

Committee Matters: SCM 257/2025

Subject: Minutes of the International Relations Committee of its meeting held May 21, 2025

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

Decision Number: **DHSC 758**
THAT the minutes of the International Relations Committee meeting held May 21, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 237/2025
Clerk's File: MB2025

Clerk's Note:

1. Please refer to Item 12.1 from the Development & Heritage Standing Committee held on August 5, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250805/-1/10573

Committee Matters: SCM 237/2025

Subject: Minutes of the International Relations Committee of its meeting held May 21, 2025

INTERNATIONAL RELATIONS COMMITTEE

Meeting held May 21, 2025

A meeting of the International Relations Committee is held this day commencing at 3:30 o'clock p.m. in Room 522a, 350 City Hall Square West, there being present the following members:

Councillor Angelo Marignani, Chair
Councillor Renaldo Agostino
Councillor Fred Francis
Councillor Ed Sleiman
Lubna Barakat
Jerry Barycki
Saiful Bhuiyan
Ronnie Haidar (via Zoom)
L.T. Zhao (via Zoom)

Regrets received from:

William Ma

Also present are the following resource personnel:

Sandra Gebauer, Council Assistant
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 3:30 o'clock p.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Minutes

Moved by Councillor Ed Sleiman, seconded by Lubna Barakat,

That the minutes of the International Relations Committee of its meeting held January 30, 2025, **BE ADOPTED** as presented.

Carried.

4. Business Items

4.1 Delegation to Lublin, Poland and Mannheim, Germany – July 24-27, 2025 and the Letter from Mayor Dilkens to the Mayor of Lublin

Sandra Gebauer advises that the delegation to Lublin, Poland, led by Mayor Dilkens has been confirmed for July 24 – 27, 2025. The delegation will include the Mayor and two representatives from the International Relations Committee. She notes that there had been prior discussion about including Mannheim, Germany in this trip to commemorate the 45th anniversary of the twinning relationship. The Mayor's Office is currently preparing a letter to Mannheim to confirm. Discussion ensues regarding the two delegates that will accompany Mayor Dilkens.

Moved by Councillor Renaldo Agostino, seconded by Councillor Fred Francis,

That **APPROVAL BE GIVEN** for a delegation, led by Mayor Drew Dilkens, and including Councillor Angelo Marignani, Chair and Jerry Barycki, to travel to Lublin, Poland from July 24 – July 27, 2025, and to Mannheim, Germany, before the visit to Lublin, and further;

Should an additional delegate spot become available, a draw be held.

Carried.

Sandra Gebauer asks if other members are interested in going to Lublin and Mannheim. Ronnie Haidar, Saiful Bhuiyan, and Councillor Renaldo Agostino expressed interest in joining the delegation.

4.2 China Delegation – Verbal update

Sandra Gebauer advises that Changchun, China has regretfully cancelled their planned visit and will advise when their delegation will be able to visit the City of Windsor.

Moved by Councillor Fred Francis, seconded by Councillor Renaldo Agostino,

That the update regarding the cancellation of the Changchun, delegation's to visit the City of Windsor **BE RECEIVED** for information.

Carried.

4.3 Children's Art Exhibition

Sandra Gebauer reports that space has been confirmed at Devonshire Mall from October 6, 2025, to October 14, 2025, for the children's art display. She notes that Ronnie Haidar will be reaching out to the University of Windsor to explore the possibility of displaying the exhibit at one of their facilities such as the CAW Centre, the Toldo Lancers Centre or the School of Creative Arts.

The Chair remarks that this would be an additional venue to Devonshire Mall.

In response to a question asked by Ronnie Haidar regarding the number of days and hours per day, Sandra Gebauer responds that the Committee will accommodate whatever schedule the facility prefers. She adds that direction was provided at the last meeting to explore the University of Windsor, and Art Windsor Essex as additional exhibit locations. She states that Art Windsor Essex (formerly known as the Art Gallery of Windsor) is pleased to host the Children's Art Exhibition, however, due to space limitations, the exhibition may be held digitally.

Sandra Gebauer asks about a theme for 2025. The following ideas for a theme are proposed – Global Village, and Friendships from Neighborhoods to Nations. It is generally agreed that the theme for 2025 will be *"Friendships from Neighbourhoods to Nations".*

Moved by Saiful Bhuiyan, seconded by Councillor Ed Sleiman,

That the theme for the 2025 Children's Art Exhibition entitled "*Friendships from Neighbourhoods to Nations"* **BE APPROVED**, and further, that the Event **BE HELD** on October 6, 2025, to October 14, 2025 at Devonshire Mall, with dates at the University of Windsor, and Art Windsor Essex to be determined

Carried.

4.4 Arlington, Texas – Verbal Update

Sandra Gebauer advises at the last meeting, it was agreed to move forward with a Letter of Intent with Arlington, Texas, however, due to the recent tariff situation, the Mayor's Office has recommended pausing this action. This information was explained to Sheri Capehart from Arlington, who suggested moving forward with site visits. Councillor Fred Francis reiterates that there is a Twin City Policy, and politics should not enter into any decisions; it is about people to people.

Moved by Councillor Fred Francis, seconded by Jerry Barycki,

That Arlington, Texas **BE INFORMED** that the International Relations Committee is pausing all initiatives until further notice but remains optimistic that dialogue will resume in the near future.

Carried.

4.5 Fujisawa Misono Joaquin High School

The Chair advises that the students from the Fujisawa Misono Joaquin High School will be visiting the City of Windsor from July 22, 2025, to July 31, 2025.

Moved by Councillor Fred Francis, seconded by Jerry Barycki,

That **APPROVAL BE GIVEN** to an upset limit of $500 for the purchase of a cake and refreshments to celebrate the visit of the Fujisawa Misono Jogaquin High School students.

Carried.

4.6 Udine, Italy

The Chair advises that the 50th Anniversary of the twinning of Udine, Italy with the City of Windsor will occur in 2026. Sandra Gebauer indicates following the visit from the Udine group at the Fogolar Furlan in 2024, a representative from Udine contacted her to determine if something can be done in 2026 as they are looking to revive the relationship with the City of Windsor.

Moved by Councillor Fred Francis, seconded by Councillor Renaldo Agostino,

That the dialogue with our Twin City Udine, Italy **BE CONTINUED**.

Carried.

5. Communications

5.1 Changchun, China Ceramics Symposium

Sandra Gebauer suggests that this information be forwarded to Invest Windsor Essex or the Chamber of Commerce.

5.2 Gunsan Brews & Blues Festival

Sandra Gebauer remarks that the information for the Festival was received on May 9, 2025, with a deadline of May 13, 2025. She asked if an extension of time would be

considered but it was not agreeable to the facilitators of the event. She requested that the organizers in 2026 provide the date for the event in advance to allow for sufficient time to contact our local breweries to see if there is interest.

Councillor Renaldo Agostino asks if Canadian breweries are allowed to export alcohol to Gunsan. He suggests looking into the logistics of the AGCO. Sandra Gebauer will contact the AGCO to determine the logistics of exporting alcohol to Gunsan and will report back.

5.3 Polish Heritage Month

Jerry Barycki provides an overview of the Programme for the Polish Heritage Month.

5.4 Honorary Consulate of the Republic of Poland in Windsor

Jerry Barycki reports that the inauguration of this Consulate was held on March 13, 2025.

5.5 28th Annual Polish Canadian Business Dinner

Jerry Barycki advises that the 28th Annual Polish Canadian Business Dinner will be held on Friday, November 14, 2025, at the Giovanni Caboto Club, 2175 Parent Avenue.

Moved by Councillor Fred Francis, seconded by Councillor Renaldo Agostino,

That **APPROVAL BE GIVEN** to an expenditure in the upset limit of $960 to purchase a table of 8 at the 28th Annual Polish Canadian Business Dinner to be held on November 14, 2025, at the Giovanni Caboto Club.

Carried.

5.6 Letter from the Polish Canadian Business and Professional Association of Windsor to Mayor Zuk

This matter was received for information.

5.7 30th Anniversary of the Polish Canadian Business and Professional Association of Windsor and 25th Anniversary of the twinning of Windsor and Lublin

The Chair commends Jerry Barycki for recording the history of the Polish Windsor community. Jerry Barycki remarks that this is a great opportunity for members of the IRC to be seen.

6. New Business

L.T. Zhao reports that efforts to establish a sister school relationship between Tecumseh Vista Academy and Changchun Shiyi High School are ongoing, with continued communication between the two institutions.

7. Date of Next Meeting

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

8. Adjournment

There being no further business, the meeting is adjourned at 4:25 o'clock p.m.

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 114/2025

Subject: Extension of the Services Agreement for Parking Enforcement with Canadian Corps of Commissionaires Ottawa Windsor Division – City Wide

Reference:

Date to Council: September 8, 2025
Author: Bill Kralovensky
Manager, Transportation Operations
519-255-6247 Ext. 6103
bkralovensky@citywindsor.ca

Public Works - Operations
Report Date: 8/12/2025
Clerk's File #: ST/13323

To: Mayor and Members of City Council

Recommendation:

I. **THAT** City Council **APPROVE** the extension of the Services Agreement for Parking Enforcement for one (1) year to Canadian Corps of Commissionaires Ottawa Windsor Division as provided in the current contract at a cost of $758,221.20 **(**excluding HST) to be adjusted on January 1, 2026, by the inflationary factor as per the terms of the contract; and further,

II. **THAT** the CAO and City Clerk **BE AUTHORIZED TO EXECUTE** an extension to the agreement with Canadian Corps of Commissionaires Ottawa Windsor Division for the provision of parking enforcement services as per the Services Agreement for Parking Enforcement, at a cost of $758,221.20 (excluding HST) to be adjusted on January 1, 2026 by the inflationary factor as per the terms of the contract; satisfactory in form to the City Solicitor, in financial content to City Treasurer, and in technical content to the City Engineer; and further,

III. **THAT** City Council **SUPPORT** a total expenditure of $786,998 in 2026 (including inflationary factor and non-refundable tax); and, that the City Treasurer **BE DIRECTED** to bring forward a contractual expenditure increase of $59,272 as a priority budget increase as part of the 2026 budget process.

Executive Summary:

N/A

Background:

The Canadian Corps of Commissionaires – Ottawa-Windsor Division, here within to be noted as the Supplier, began performing parking enforcement for the City of Windsor on October 4, 2010. The original contract expired December 31, 2015. As per the contract, three (3) one (1) year extensions were mutually agreed upon and exercised.

The following (current) contract with the Supplier began on January 1, 2018, and expired on December 31, 2023, per tender No. 68-18, (See Appendix A). This contract also had an option for the parties to extend for up to three (3) subsequent terms of one (1) year each, subject to agreement on the service fee for any such renewal. This request represents the third of a possible three (3) one-year extensions of this contract, extending to December 31, 2026.

The 2010 contract was the first in which the City utilized an external supplier to perform the parking enforcement duties. At that time, the hourly billing rate was $26.36. The current 2025 hourly billing rate is $38.29 per hour and is a result of annual adjustments for contractual increases, prior contract extensions, and tendered submissions.

Discussion:

Administration from Parking Services began discussions with the current Supplier in early 2025 to gauge their interest in the final contract extension for 2026. Negotiations began at a rate greater than what is being proposed to Council in this report. The Supplier agreed to a 6% increase to the base service fee for 2026, subject also to the annual adjustment by the December Consumer Price Index (CPI) rate (Ontario All Items) which is predicted to be approximately 2% for December 2025, as per the contract agreement.

Administration recommends extending the current contract with the Supplier for a one-year term, January 1, 2026, through to December 31, 2026, for the following reasons:

- The contractor is proficient in the duties of the contract.
- Administration is satisfied with the level of service provided by the contractor and has no concerns going forward, even in decreased staff situations; and
- Potential cost savings by not going to market for an entire new contract.

Administration believes by keeping the price at the status quo base service fee rate (plus the supplier proposed addition) for the proposed one-year contract extension represents the best possible pricing available for continued uninterrupted service. A new Request-For-Proposal (RFP) to the vendor market would result in higher pricing as any new supplier would need to procure new equipment, staff etc. resulting in high start-up costs reflected in their submission. Administration feels that a new tendered rate would be higher than this based on comparator municipalities costs of the similar contracted services. The range of the replying comparators is a low of 11% less than our current rate, and to a high of 29% more than the current rate.

Risk Analysis:

If the existing contract were terminated at year-end 2025 resulting in the replacement of our current contractor because of a new RFP, there would be a considerable learning curve for the new contractor providing the service. As a result, short-term service levels would decrease and complaints from the public would increase. It is likely the level of service would take more than one year to reach current service levels, as a new contractor would need to become familiar with the nuances of enforcement within the City of Windsor. It is highly likely that revenues would be reduced during this learning period.

Additionally, Administration would also expect an increase in the number of officer errors as new officers learn unfamiliar processes resulting in a greater number of customer complaints and inconveniences. Lastly, it is likely that a new RFP would result in higher pricing as any new supplier would need to procure new equipment, staff etc. resulting in high start-up costs reflected in their submission.

Extending the current contract for an additional year mitigates the risk associated with service levels, a higher number of complaints from the public and businesses and potentially higher service level pricing.

There is also a risk that by not going to market now, the lowest price for the service will not be achieved. For the reasons noted above, Administration views this pricing risk as unlikely, therefore rates this as a minimal risk.

Climate Change Risks:

Climate Change Mitigation

N/A

Climate Change Adaptation

N/A

Financial Matters:

A 2026 contractual operating budget increase will be submitted for consideration during 2026 budget process to adjust the contracted services budget in Parking Enforcement as required for the additional contract costs related to this one (1) year extension and the estimated annual CPI adjustment required as stipulated in the current contract.

Parking Enforcement Contract Rate and Cost Summary

	Hours	Hourly Rate	Contract Amount
Current 2025 Contract	18,680	$38.29	$715,257.20
Proposed 2026 Contract	18,680	$40.59	$758,221.20
Difference = 2026 Contract Increase (6%)			$42,964.00
Add: Estimated CPI Increase (2%)			$15,164.42
Add: Incremental Increase in budgeted non-refundable HST			$1,142.79
Total 2026 Expected Budget Impact			**$59,271.21**

The current 2025 budget for Parking Enforcement is $727,726. As a result, a 2026 budget increase of $59,272 is required for the 2026 one (1) year extension effective January 1, 2026, based on December 31, 2025, CPI (all items) predicting a CPI rate of approximately 2 % +/- on December 31, 2025.

2025 Parking Enforcement Budget (inclusive of non-refundable HST)	$727,726
2026 Contractual Expenditure Increase	$59,272
2026 Parking Enforcement Budget (Recommended)	**$786,998**

The net revenues related to parking enforcement activities are credited to the operating fund and are an important non-taxation component of the overall operating budget. In the past five full years of the current model, 2020 through 2024, $5,324,862 in net revenues have been realized as illustrated in the table on the following page.

	2020	2021	2022	2023	2024
Net Revenue / (Expense)	$164,409	$629,258	$1,258,254	$1,254,955	$2,017,986

The sharp decline in years 2020 and 2021 were due to the COVID 19 pandemic.

Consultations:

Cindy Becker, Financial Planning Administrator – Public Works

Conclusion:

The Parking Enforcement contract contains an option for the City to extend the current service agreement for up to three (3) one (1) year periods. Administration recommends extending the contract for one-year, January 1, 2026, through December 31, 2026, for the above noted reasons.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager of Performance Measurements and Business Case Development
Ian Day	Senior Manager, Transportation
Dawn Lamontagne	Purchasing Manager (A)
Brian Lima	Executive Director of Operations and Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Wira Vendrasco	City Solicitor
Tony Ardovini	On behalf of Commissioner, Finance and City Treasurer
Jelena Payne acting for Ray Mensour	Chief Administrative Officer

Notifications:

N/A

Appendices:

Appendix A - City of Windsor - Parking Enforcement - RFT 68-18 - Extension Request - 08-22-25

THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY SOLICITOR

PURCHASING DIVISION

August 19, 2025

Company: Canadian Corps of Commissionaires – Ottawa Division
Email: mbellefleur@commissionaires-ottawa.on.ca
Attn: Matthew Bellefleur

REQUEST FOR CONTRACT EXTENSION: EXTENSION OPTION – 3 of 3

RFT 68-18, Parking Enforcement Services

The City of Windsor requests an extension of the legal agreement for the above services, for an additional term of January 1, 2026 – December 31, 2026, upon mutual agreement. There are no more extensions after this term..

Please acknowledge receipt of this request for "Extension Option", by signing and returning by email to rmalott@citywindsor.ca, as soon as possible.

Company Name: Commissionaires Ottawa (MB.)

Extension at current (2025) Pricing: (Circle) YES or (NO) 6% + CPI increase

Your Name (PRINTED): Matthew Bellefleur Signature: [signature] Date: August 21, 2025

NOTE: IF EXTENDING; FORWARD CURRENT INSURANCE AND W.S.I.B. CLEARANCE CERTIFICATE TO PURCHASING & RISK MANAGEMENT DIVISION AT FACSIMILE (519) 255-9891. FAX COVER PAGE MUST REFERENCE THIS ORDER NUMBER, AND BE SENT TO THE BUYER NAMED BELOW. APPROVAL BY RISK MANAGEMENT IS REQUIRED PRIOR TO COMMENCING ANY WORK. INSURANCE MUST BE SUBMITTED THEREAFTER SHOULD THE CONTRACT TERM EXCEED THE TERM OF THE INSURANCE COVERAGE. THE INSURED NAME ON THE POLICY MUST BE THE SAME NAME AS SUBMITTED IN RFQ, TENDER OR PROPOSAL. DIRECT ALL INSURANCE QUESTIONS TO THE RISK ANALYST AT (519) 255-6100, EXT. 1638.

All other terms and conditions remain the same.

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Ryan Malott
Senior Buyer

PURCHASING • Suite 403, 400 City Hall Square East, Windsor, Ontario N9A 7K6
PH: (519) 255-6272 • FAX: (519) 255-9891 • E-MAIL: purchasing@citywindsor.ca

BY-LAW NUMBER 135-2025

A BY-LAW TO AMEND BY-LAW 176-2024, BEING A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.88 METRE NORTH/SOUTH ALLEY AND THE 4.88 METRE EAST/WEST ALLEY NORTH OF CLAIRVIEW AVENUE, EAST OF DIEPPE STREET, SOUTH OF RIVERSIDE DRIVE EAST AND WEST OF GENEVIEVE AVENUE, CITY OF WINDSOR

Passed the 8th day of September, 2025.

WHEREAS it is deemed expedient to amend By-law 176-2024 adopted on the 9th day of December, 2024, and registered on title on December 12, 2024, as Instrument No. CE1210415 (the "By-law");

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. By **DELETING** paragraph 4 of the By-law in its entirety and inserting the following in its place:

> "4. That the lands described as Parts 5 to 10, Plan 12R29694, be conveyed to the abutting owners and that the conveyance cost be set in accordance with Council Resolution CR419/2023, as amended by CR463/2024."

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

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

SCHEDULE "A"
TO BY-LAW 135-2025

Alley Plan 1029, designated as Parts 1 to 10, Plan 12R29694; Windsor

Being all of PIN 01057-0304 (LT)

City of Windsor
County of Essex

Part Alley Plan 1029, and Block A, Plan 1029, designated as Parts 11 to 18, 21 and 23 to 32, Plan 12R29694; Windsor

Being all of PIN 01057-0305 (LT)

City of Windsor
County of Essex

Part Block A, Plan 1029, Riverside, designated as Parts 33 and 34, Plan 12R29694; Windsor

Being part of PIN 01057-0314 (LT)

City of Windsor
County of Essex

BY-LAW NUMBER 136-2025

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 8th day of September, 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:

APPENDIX "A"

ITEM	REGULATION	STREET	SIDE	FROM	TO	MONTHS
1	Schedule "F" No Stopping or Parking **ADD**	Rose St.	North side	Rivard Ave.	Jefferson Blvd.	At All Times
2	Schedule "F" No Stopping or Parking **ADD**	Jefferson Blvd.	East side	Canadian National Railway tracks	Edgar St	At All Times
3	Schedule "F" No Stopping or Parking **ADD**	Kamloops	North side	Calderwood	Marentette Ave.	At All Times

ITEM	REGULATION	STREET	SIDE	FROM	TO	PARKING ANGLE
4	Schedule “N” Angle Parking **ADD**	Brock St.	North Side	Sandwich St.	Peter St.	45°

2. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

BY-LAW NUMBER 137-2025

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 8th day of September, 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:

ITEM #	LOCATION	WORDING
1	Text Body Definitions **DELETE**	"**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 (**ADDED B/L 126-2016 AUG 22/16)**
2	Text Body Definitions **ADD**	"**Senior Manager, Transportation**" means the person who holds the position of Senior Manager, Transportation for the City (**ADDED B/L 126-2016 AUG 22/16)**
3	Text Body Definitions **DELETE**	**"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;

4	Text Body Definitions **ADD**	**"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;
5	Text Body Definitions **DELETE**	**"Parking Space"** means a portion of a Highway or a municipal or private Parking Lot that is designated for the parking of a vehicle;
6	Text Body Definitions **ADD**	**"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;
7	Text Body 10.5 **DELETE**	No licensed vehicle shall be parked in the same spot, upon any street or highway for longer than three (3) consecutive days.
8	Text Body 10.5 **ADD**	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.

By adding the following to Schedule “T”:

Schedule “T”

Lot No.	No. of Vehicles	Hours of Operation	Days of Operation
61	28	9am – 12am	Mon.. – Sat.
61	28	9am – 12am	Sunday
6	25	24 hours	7 days per week

By adding the following to Schedule “U”:

SCHEDULE “U”

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

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

Item No. 13.4

BY-LAW NUMBER 138-2025

A BY-LAW TO REPEAL BY-LAW NUMBER 6366, AS AMENDED BY BY-LAW 10277, BEING A BY-LAW RESPECTING THE TRANSPORTING, STORING, HANDLING AND USE OF EXPLOSIVES IN THE CITY OF WINDSOR
Authority No. CR291/2025

Passed the 8th day of September, 2025.

WHEREAS it is deemed expedient to repeal By-Law Number 6366, as amended by By-Law 10277, being a by-law respecting the transporting, storing, handling and use of explosives in the City of Windsor, passed the 22nd day of October, 1979;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That By-Law Number 6366, as amended by By-Law 10277, being a by-law respecting the transporting, storing, handling and use of explosives in the City of Windsor, is hereby repealed.

2. This by-law shall come into force and take effect on the day following the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

BY-LAW NUMBER 139-2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 8th day of September, 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 91.10 of said by-law is amended by adding the following paragraph:

2. EAST SIDE OF RANDOLPH AVENUE BETWEEN WEST GRAND BOULEVARD AND GRAND MARAIS ROAD WEST

For the lands comprising Lots 406 and 407, Plan 1295 and Part 1, Plan 12R29574, one *Semi-Detached Dwelling* shall be an additional permitted *main use*.

[ZDM 8; ZNG/7297]

2. Said by-law is further amended by amending the Zoning District Maps shown in Column 2 by changing the zoning symbol of the lands described in Column 3 from that shown in Column 5 to that shown in Column 6:

1. Item Number	2. Zoning District Map	3. Lands Affected	4. Official Plan Amendment Number	5. Current Zoning Symbol	6. New Zoning Symbol
1	8	Lots 406 and 407, Plan 1295 and Part 1, Plan 12R29574 (East side of Randolph Avenue between West Grand Boulevard and Grand Marais Road West; 0 Randolph Avenue; Roll No: 080-200-00202)	--	RD1.4	RD1.4x(2)

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

Item No. 13.6

BY-LAW NUMBER 140-2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 8th day of September, 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 91.10 of said by-law is amended by adding the following paragraph:

3. WEST SIDE OF MATCHETT ROAD, NORTH OF CHAPPELL AVENUE

For the land comprising PLAN 656 LOT 53 N PT LOT 54 (PIN 01259-0411), the following additional provisions shall apply:

a) *Gross Floor Area*: *maximum* 480 m^2

b) *Gross Floor Area* of more than 480 m^2 is prohibited

c) Notwithstanding Section 11.1.5.5 and Section 5.65.1, the *maximum front yard* depth shall be 6.0 m.

(ZDM 4; ZNG/7292)

2. That said by-law is further amended by amending the Zoning District Maps shown in Column 2 by changing the zoning symbol of the lands described in Column 3 from that shown in Column 5 to that shown in Column 6:

1. Item Number	2. Zoning District Map	3. Lands Affected	4. Official Plan Amendment Number	5. Current Zoning Symbol	6. New Zoning Symbol
1	4	PLAN 656 LOT 53 N PT LOT 54, (PIN 01259-0411) (west side of Matchett Road, north of Chappell Avenue; 3880 Matchett Road; Roll No. 050-480-04200)	- -	RD1.2	RD2.2x(3)

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

Item No. 13.7

BY-LAW NUMBER 141-2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 8th day of September, 2025.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That subsection 91.10 of Section 91, of said by-law, is amended by adding the following clause:

1. NORTHEAST CORNER OF HALLIDAY AVENUE AND MALDEN ROAD

For the lands comprising of Lots 88 to 92, Plan 972 (PIN 01262-1355 LT), the following additional provision shall apply:

a) For a *Single Unit Dwelling*, a central air conditioning system shall be provided.

[ZDM 5; ZNG/7301]

2. That said by-law is further amended by amending the Zoning District Maps shown in Column 2 by changing the zoning symbol of the lands described in Column 3 from that shown in Column 5 to that shown in Column 6:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol	6. New Zoning Symbol
1	5	Lots 88 to 92, Plan 972, PIN No. 01262-1355 LT (located on the northeast corner of Halliday Avenue and Malden Road)	N/A	DRD1.1	RD1.3x(1)

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

Item No. 13.8

BY-LAW NUMBER 142-2025

A BY-LAW TO REPEAL BY-LAW NUMBER 49-2018, AS AMENDED BY BY-LAW 58-2019, BEING A BY-LAW RESPECTING THE ISSUANCE OF VARIOUS PERMITS AND THE SCHEDULING OF INSPECTIONS IN THE CITY OF WINDSOR

Passed the 8th day of September, 2025.

WHEREAS it is deemed expedient to repeal By-Law Number 49-2019, as amended by By-Law 58-2019, being a by-law respecting the issuance of various permits and the scheduling of inspections in the City of Windsor, passed the 26th day of March 2018;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That By-Law Number 49-2019, as amended by By-Law 58-2019, being a by-law respecting the issuance of various permits and the scheduling of inspections in the City of Windsor, is hereby repealed.

2. This by-law shall come into force and take effect on the day following the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

Item No. 13.9

BY-LAW NUMBER 143-2025

A BY-LAW RESPECTING THE ISSUANCE OF VARIOUS PERMITS AND THE SCHEDULING OF INSPECTIONS

Passed the 8th day of September, 2025.

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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

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

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

Building Department
350 City Hall West 2nd Floor
Windsor, Ontario N9A 6S1
TEL: 519-255-6267
EMAIL: buildingdept@citywindsor.ca

Row	Class of Permit	Documents and Drawings Required
1	**New Construction – Residential Part 9 Buildings**	
	• Detached house • Semi-detached house • Row house • Duplex • Double duplex • Triplex • Fourplex • Multi-unit dwelling, (under 600 m^2)	**Documents** • 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 **Drawings** • Site Plan • Civil Drawings • Architectural Drawings • Structural Drawings • Engineered Products
2	**Construction – Residential Part 9 Buildings**	
	• Alterations • Additions • Accessory buildings • Basement renovations • Repairs • Deck • Porch • Replacement porch • Pool	**Documents** • 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) **Drawings** • Site Plan • Architectural Drawings • Structural Drawings • Engineered Products
3	**New Construction – Non-Residential and Other Residential not provided for in Row 1 or 2**	
	• New Buildings • Additions	**Documents** • 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 **Drawings** • 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**	
	• Alterations • Renovations • Repairs • Interior fit up	**Documents** • 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) **Drawings** • 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**	
	• 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	**Documents** • 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) **Drawings** • Site Plan • Architectural Drawings • Structural Drawings • HVAC Drawings • Plumbing Drawings • Fire Protection Drawings • Electrical Drawings
6	**Change of Use**	
	• When no construction required	**Documents** • Form B – Change of Use Application **Drawings** • 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**	
	• Demolition	**Documents** • 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) **Drawings** • Site Plan • Structural Drawings
8	**Partial Occupancy**	
	• Partial occupancy	**Documents** • Form C – Partial Occupancy Permit Application **Drawings** • Architectural Drawings (identifying area to be occupied)
9	**Tents**	
	• Small Tents (60 m^2 to less than 225 m^2 in aggregate ground area) • Large Tents (225 m^2 or larger in aggregate ground area)	**Documents** • Form A – Application for a Permit to Construct or Demolish • Form A.3 – Commitment to General Review by Architect and Engineers (for Large Tents) **Drawings** • 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

Building Department
350 City Hall West 2nd Floor
Windsor, Ontario N9A 6S1
TEL: 519-255-6267
EMAIL: buildingdept@citywindsor.ca

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:

1. 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.
2. Required information may be located or consolidated on other drawings rather than as specified in this schedule.
3. 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

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)

Partial Permit		
1	Partial Permit Fee	Regular fee for complete building -**Plus** $765.00 flat fee per permit

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 1st 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/altered 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.

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350 City Hall West 2nd Floor
Windsor, Ontario N9A 6S1
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EMAIL: buildingdept@citywindsor.ca

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).

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SCHEDULE 5
CODE OF CONDUCT FOR BUILDING OFFICIALS

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.

Item No. 13.10

BY-LAW NUMBER 144-2025

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 8th day of September, 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 "B" Code of Conduct for Building Officials attached thereto.
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

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

Item No. 13.11

BY-LAW NUMBER 145-2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 9148 BEING A BY-LAW TO REGULATE TRAFFIC WITHIN THE LIMITS OF THE CITY OF WINDSOR

Passed the 8th day of September,.2025.

WHEREAS By-law Number 9148, being a by-law to regulate traffic within the limits of the City of Windsor, was passed on the 28th day of September, 1987.

AND WHEREAS it is deemed expedient to amend By-law Number 9148.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That **BY-LAW NUMBER 9148** be and the same is hereby amended as follows:

By adding the following items to Schedule "E"

SCHEDULE "E"
One Way Streets

Highway	Area
Brock Street	Eastbound traffic only from Sandwich Street to Peter Street.

By adding the following items to Schedule “J”

SCHEDULE "J"

FORTY (40) KILOMETERS PER HOUR SPEED LIMIT

STREET	FROM	TO
Roseville Garden Drive	Jefferson Avenue	a point 525 meters east of Jefferson Ave.

2. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

BY-LAW NUMBER 146-2025

A BY-LAW TO REGULATE NUISANCE INDOOR AND OUTDOOR ILLUMINATION IN THE CITY OF WINDSOR

Passed the 8th day of September, 2025.

WHEREAS the Council of The Corporation of the City of Windsor has, pursuant to Section 129 of the *Municipal Act, 2001*, S.O. 2011, c. 25, the authority to pass by-laws to prohibit and regulate with respect to outdoor illumination;

AND WHEREAS, it is in the public interest to regulate nuisance indoor and outdoor illumination in the City of Windsor by adopting a by-law to prohibiting and regulating nuisance lighting;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

SECTION 1 TITLE

1.1 This By-law may be referred to as the “Nuisance Indoor and Outdoor Illumination By-law".

SECTION 2 DEFINITIONS

In this By-law:

ARCHITECTURAL LIGHTING means an Outdoor Luminaire, Fixture or light that is attached to the exterior of any building, structure, boathouse, dock, post or any other thing which is used to illuminate any part of a building, structure, boathouse, dock, post or any part of a Property.

BUBBLER LIGHT means an Outdoor Luminaire, or other light that is used to warn people about the location of open water in the winter months, mainly used in conjunction with a dock and/or boathouse.

CHIEF BUILDING OFFICIAL means the Chief Building Official of the City or his/her designate duly appointed by the Council and having jurisdiction for the enforcement of the *Building Code Act, 1992*.

CITY means The Corporation of the City of Windsor.

COUNCIL means the Council of the City.

DOCK LIGHT FIXTURE means an Outdoor Luminaire**,** or light that is used for the purposes of illuminating a dock which are affixed flat to the surface of the dock and are usually powered by using solar power and have a maximum output of 10 Lumens.

DIRECT LIGHT or DIRECT LIGHTING means light emitted directly from the Lamp or off of the reflector or Luminaire.

FESTIVE LIGHTING means strings of holiday lights, or internally lit inflatable or plastic decorations, or other lighting of holiday or seasonal decorations.

FIXTURE means the assembly that houses the Lamp or Lamps and can include all or some of the following parts: a housing, a mounting bracket or pole socket.

FLOOD LIGHT or SPOTLIGHT means any Fixture or Lamp that incorporates a reflector or a refractor to concentrate the light output into a directed beam in a particular direction.

FULL CUT OFF LIGHTING means a Fixture constructed in such a manner that all light emitted by the Fixture, either directly from the Lamp or a diffusing element, or indirectly by reflection or refraction from any part of the Luminaire, is projected below the horizontal.

GLARE means light emitting from any Outdoor Luminaire or other light, or reflection with an intensity great enough to reduce a viewer's ability to see, and in extreme cases causing momentary blindness.

INDIRECT LIGHTING means light that has been reflected or has scattered off other surfaces.

INDOOR LUMINAIRE means a complete lighting system, including a Lamp or Lamps and a Fixture placed within any building or any other structure which shall include Laser Source Light.

INSTALL or INSTALLING means the wiring, connecting, plugging in, turning on, placing, mounting or attaching any Fixture or Outdoor Luminaire on a Property.

LANDSCAPE LIGHTING means an Outdoor Luminaire which illuminates trees, shrubs, rocks or other landscape features, of which the output is not more than 350 Lumens and does not include a Pathway Light Fixture.

LAMP or LIGHTBULB means the component of an Outdoor Luminaire, Indoor Luminaire or any other type of Luminaire that produces the actual light.

LASER SOURCE LIGHT means light amplification by stimulated emission of radiation which produces a high intensity narrow beam of light.

LED LIGHTING means an electrical current that passes through a microchip, which illuminates a tiny light source and produces a visible light.

LIGHT TRESPASS means the shining of light produced by an Outdoor Luminaire that shines beyond the boundaries of the Property on which it is located which shall include Reflected Light.

LIGHT POLLUTION means the shining of light upwards into the sky above the horizontal plane of the Fixture caused by any of the following: Light Trespass, Glare, Direct Light, Reflected Light, or light from Fixtures that are not a full cut off Fixture.

LIGHTING INTENSITY STANDARDS STUDY means the City's Lighting Intensity Standards Study approved by CR228/2005, as amended.

LUMEN is the photometric unit of light output and the unit of measure used to quantify the amount of light produced by a Lamp or emitted from any Luminaire (as distinct from 'Watt,' a measure of power consumption).

LUMINAIRE means a complete lighting system, including a Lamp or Lamps enclosed in a housing complete with reflectors or refractors, etc.

LUX means a unit of illumination equal to the direct illumination on a surface that is everywhere one meter from a uniform point source of one candle intensity or equal to one Lumen per square meter.

MOTION-SENSOR ACTIVATED LIGHTING means lighting products equipped with a sensor that upon detecting activity will switch on the Luminaire and then switch it off again after an interval of no activity detection.

NUISANCE means any condition that is injurious to health, offensive to the senses, or an obstruction to the free use of Property, so as to interfere with the comfortable enjoyment of life or Property.

OFFICER means a Building By-law Officer who has been assigned the responsibility of administering and enforcing by-laws passed under Section 15.1 of the *Building Code Act, 1992*.

ORDER means a written direction issued pursuant to this by-law requiring compliance with the standards prescribed by this By-law, and “Orders” shall have a corresponding meaning.

OUTDOOR LUMINAIRE means an outdoor illuminating device, outdoor lighting, reflective surface, Lamp or similar device, permanently installed or portable, used for illumination, decoration or advertisement. Such devices shall include, but not limited to, lights used for:

(a) Architectural Lighting;
(b) Recreational areas;
(c) Parking lot lighting;
(d) Landscape Lighting;
(e) Signs (advertising or other);
(f) Product display area lighting; and
(g) Security lighting.

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.

PATHWAY LIGHT FIXTURE means a full cut off Fixture that is usually powered by solar power, battery power or wired, of which the output of each Fixture is not more than 20 Lumens and is no higher than 0.91 m (3 ft.) from current grade and for which the sole purpose is to illuminate an exterior pathway, walkway or stairway.

PERSON includes an individual, an Owner, occupant, agent, contractor, tenant, firm, proprietorship, partnership, association, syndicate, trustee, corporation, department, bureau or mortgagee.

PROPERTY means a building or structure or part of a building or structure and includes the lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, outbuildings, retaining walls, fences and erections thereon, whether heretofore or hereafter erected, and includes vacant land.

REFLECTED LIGHT means light redirected back into the sky off of surfaces that are being illuminated and does not include surfaces covered by non-man-made materials such as snow, ice, and water.

SPECIAL EVENT includes festivals, carnivals, entertainment or advertising, which includes, but is not limited to that which may require City approval for specific event components.

SPORT COURT means an outdoor area of land or non-roofed structure that is purpose built, intended to be permanent, and is capable of being used for sports or recreational activities, and other similar uses and is located on private property.

STROBE LIGHT or **STROBOSCOPIC LAMP** is a device used to produce regular flashes of light.

WATT or WATTAGE is a derived unit of power. The unit, "W" is defined as joule per second and can be used to express the rate of energy conversion to light with respect to time.

SECTION 3 ENFORCEMENT

3.1 The Chief Building Official shall administer this By-law as amended.

3.2 This By-law shall be enforced by the Chief Building Official and any Officer so designated by the Chief Building Official.

SECTION 4 GENERAL REGULATIONS

4.1 Full Cut Off Lighting requirements approved under a site plan control agreement must be compliant with the Lighting Intensity Standards Study.

4.2 Every Person must remove any lighting that does not comply with the full cut-off clause found in the Lighting Intensity Standards Study and all existing lighting must be maintained;

4.3 Every Person Installing an Outdoor Luminaire and/or an Indoor Luminaire within the boundaries of the City shall comply with the requirements of this By-law. If conflicts arise regarding control and maintenance of outdoor and indoor lighting, this By-law shall be the governing document.

4.4 Every Person Installing an Outdoor Luminaire shall be required to use completely shielded full cut off Fixtures, as identified but not limited to the examples in Schedule "A" attached hereto and forming part of this By-law.

SECTION 5 REGULATIONS

5.1 No Person shall Install or maintain on Property or permit to be Installed or maintained upon a Property, an Outdoor Luminaire that is not a full cut off Fixture.

5.2 No Person shall Install or maintain on Property or permit to be Installed or maintained upon a Property, an Outdoor Luminaire that creates Light Pollution.

5.3 No Person shall Install or maintain on Property or permit to be Installed or maintained upon a Property, an Outdoor Luminaire that creates Light Trespass.

5.4 No Person shall Install or maintain on Property or permit to be Installed or maintained upon a Property, a Laser Source Light or any similar high intensity light outside.

5.5 No Person shall Install or maintain on Property or permit to be Installed or maintained upon a Property, a Strobe Light or Stroboscopic Lamp outside.

5.6 No Person shall Install or maintain on Property or permit to be Installed or maintained upon a Property, an Indoor Luminaire in a manner that, in the opinion of the Officer, could be a Nuisance to any Person or is positioned in a way that would purposefully impact adjoining properties.

5.7 No Person shall leave Architectural Lighting or Landscape Lighting on between 11:00 p.m. to sunrise of the next day with the exception of the following:

(a) Dock Light Fixtures and Pathway Light Fixtures;

(b) a maximum of three (3) Outdoor Luminaires attached to the exterior of a boathouse; and

(c) any other Outdoor Luminaires necessary for the purposes of traversing the Property and which all such Luminaires are only on for a maximum period of one (1) hour.

5.8 No Person shall install or maintain on lands or permit to be installed or maintained upon a Property, an Outdoor Luminaire that creates Reflected Light.

5.9 No Person shall install or maintain on lands or permit to be installed or maintained upon a Property, any Festive Lighting in contravention of the requirements of this By-law;

5.10 No Person shall install or maintain on lands or permit to be installed or maintained upon a Property, any Bubbler Light in contravention of the requirements of this By-law;

5.11 No Person shall install or maintain on lands or permit to be installed or maintained upon a Property, an Outdoor Luminaire used for a Sport Court or outdoor recreational area that is not in compliance with the requirements of this By-law.

SECTION 6 NUISANCE

6.1 No Person shall cause a light Nuisance within the City without limiting the generality of the foregoing:

(a) The use of Laser Source Light, signal beacons, Flood Light, Spotlights, flashing lights any other similar high intensity Luminaire that projects light onto adjacent private Property is prohibited; notwithstanding the exemptions set out in Section 7.

(b) The use of strobe, twinkling, static or chasing lights for private purposes and for advertising or entertainment purposes on private Property is prohibited notwithstanding the exemptions set out in Section 7.

(c) No Direct Lighting or Indirect Lighting shall be used so that an unusual quantity or type of light creates a Glare or Light Trespass upon the land of others so as to be or to cause a Nuisance to the public generally or to others residing or carrying on a business or trade in the vicinity.

SECTION 7 EXEMPTIONS

7.1 The City is exempt from the requirements of this By-law.

7.2 Every Person who installs Festive Lighting shall be exempt from sections 5.1, 5.2, 5.3 and 5.4 and shall comply with the following conditions:

(a) all Lightbulbs shall be a maximum of either 10 Watts or 70 Lumens;

(b) all Festive Lighting is permitted to be operational between November 15 and January 15. Any other festive lighting will be at the discretion of the Chief Building Office or Deputy Chief Building Official; and

(c) Festive Lighting shall also be exempt from section 5.4 provided that all Laser Source Lighting is pointed directly onto a building of the Property in which the lights are located.

7.3 Every Person who installs or owns a Bubbler Light shall be exempt from sections 5.1, 5.2, 5.3 and 5.8 and shall comply with the following conditions:

(a) the light shall be blue in colour;

(b) the light shall be a solid colour;

(c) the light shall not flash or be intermittent at any time;

(d) if using a fluorescent light, the maximum Wattage shall be 13 Watts;

(e) if using an incandescent light, the maximum Wattage shall be 60 Watts;

(f) if using a LED Lighting, the maximum Wattage shall be 10 Watts; and

(g) all Bubbler Lights that existed prior to the passing of this By-law and were either a solid red or amber in colour, shall be exempt from section 7.3 until such time that the Lightbulb requires maintenance or needs to be replaced.

7.4 Vehicular lights and all temporary emergency lighting needed by the Fire and Police departments, or other emergency services shall be exempt from the requirements of this By-law.

7.5 South West Detention Centre.

7.6 Nothing in this by-law shall apply to navigational lighting systems at lighthouses and airports, or to airport lighting systems marking runways or taxiways. All radio, communications and navigation towers that require lights shall have dual lighting capabilities. For daytime, white Strobe Lights may be used, and for night-time, only red lights shall be used.

7.7 Lighting required through by-law enforcement or emergency services personnel.

7.8 Traffic control signals and devices.

7.9 Lighting in-compliance with the City of Windsor's Lighting Intensity Standards Study.

7.10 Dock Light Fixtures shall be exempt from section 5.1 of this By-law.

7.11 Motion-Sensor Activated Lighting may be left unshielded provided it is located in such a manner as to prevent Direct Lighting and Glare onto the properties of others, or into a public right of way, and provided the light is set to only go on when activated and to go off within two (2) minutes after activation has ceased, and the light shall not be triggered by activity off the Property.

7.12 The provisions of this By-law do not apply to any theatrical, film or television production approved by the City.

7.13 A contractor's identification light, provided it is located on the Property where the work is being performed and only during the period of such work, is exempt from the requirements of this By-law.

7.14 The provisions of this By-law do not apply to any of the Special Events, Sports Fields or other activities approved by Council.

SECTION 8 LIGHTING OF OUTDOOR SIGNS

8.1 No Person shall Install or maintain an Outdoor Luminaire on an outdoor sign that is not in compliance with the requirements of this By-law and the City of Windsor's Sign By-law, as amended.

SECTION 9 SPORT COURTS AND OUTDOOR RECREATIONAL AREAS

9.1 All Outdoor Luminaires permitted by this By-law may be used for lighting Sport Courts and other similar outdoor recreational areas, provided all of the following conditions are met:

(a) all Outdoor Luminaires used for a Sport Court or outdoor recreational areas on private Property shall be a full cut off Fixture;

(b) all Outdoor Luminaires and any other artificial lighting shall be turned off when the facility or area is not in use;

(c) all Outdoor Luminaires shall be a maximum of 8 metres in height from grade; and

(d) the maximum brightness for a Sport Court or outdoor recreational area shall be no more than 250 Lux.

SECTION 10 ORDERS

10.1 An Officer who finds a contravention of this By-law or an unsafe condition may make an Order directing compliance with this By-law and may require the Order to be carried out within such time as is specified in the Order.

10.2 The Order may be served on the Person whom the Officer believes is contravening the By-law, by:

(a) personal service;

(b) prepaid mail to the Person's address shown on the last revised assessment roll and may also be sent to the last address known to the City of the Owner if it differs from that on the assessment roll. In which case the Order shall be deemed to have been served on the fifth day after mailing;

(c) posting a copy of the Order on the Property; or

(d) any combination of the above as the Officer deems necessary.

10.3 Every Order delivered, sent or posted shall identify the Property by street number and name, and/or legal description.

10.4 Power of Entry re: Inspections

Pursuant to section 436 of the *Municipal Act, 2001*, the Chief Building Official or an Officer may enter on Property at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:

a) this By-law; and

b) an Order made under this By-law.

10.5 Inspection Powers

For the purposes of an inspection under this section, an Officer may:

a) require information from any Person concerning a matter related to the inspection; and

b) alone or in conjunction with a Person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

10.6 Inclusion

Every Order delivered, sent, posted or published shall specify that if the Owner defaults in doing the thing(s) required to be done under this By-law by the date specified in the Order, the Chief Building Official may take action to cause the City to do the thing(s) required to be done as specified in the Order and that the City may recover the costs of doing the thing(s) required to be done from the Owner and that the City may recover the costs by action or by adding the costs to the tax roll and collect them in the same manner as taxes.

10.7 Entry onto Property

Where the City proceeds with action under section 1112.1 of this By-law, the Chief Building Official or designate, or an agent appointed by the City may enter onto the Property accompanied by any Person(s) under his or her direction and with the appropriate equipment as required to bring the Property into compliance with this By-law.

SECTION 11 OFFENCES

11.1 Offence

Every Person who contravenes any of the provisions of this By-law is guilty of an offence and upon conviction is liable to a fine and any other penalties as provided for in the *Municipal Act, 2001*, as amended.

11.2 Where a Person has been convicted of an offence, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty imposed by this By-law, make an order prohibiting the continuation or repetition of the offence by the Person convicted.

SECTION 12 NON-COMPLIANCE WITH ORDER

12.1 If an Owner or Person, as the case may be, fails to comply with an Order issued under section 10.1, the Chief Building Official may take action to do the thing(s) required to be done as specified in the Order at the expense of the Owner or Person directed or required to comply with the Order.

12.2 Recovery of Expense

If the City takes action to do the thing(s) required to be done as specified in the Order, the costs of such action may be added to the tax roll and collected in the same manner as property taxes.

12.3 No Person shall hinder or obstruct, or attempt to hinder or obstruct;

(a) any Officer in the performance of a duty under this By-law; or

(b) employees or agents authorized to take action to do the thing(s) required to be done as specified in the Order.

SECTION 13 ADMINISTRATION FEES

13.1 Where an Order to Repair is issued pursuant to this by-law, a fee will be assessed to the Owners in accordance with the City of Windsor User Fee Schedule, as approved by Council.

SECTION 14 LIABILITY

14.1 Any Person installing or maintaining any Luminaire or illumination device on whose Property a Luminaire or illumination device is located, shall be liable for such light device. The City is hereby indemnified against all losses, damages, claims, actions, demands, suits, costs, and interest arising directly or indirectly from the erection, maintenance, removal or falling of such light device or part thereof and anything done in connection with the performance of, outside of, or contrary to this By-law and whether or not in accordance with the City's standards, inclusive of anything done on the public highway or other City or public Property.

SECTION 15 VALIDITY AND SEVERABILITY

15.1 In the event that any portion of this By-law shall be deemed to be invalid, illegal or unenforceable, it shall not affect the validity, legality or enforceability of any other portion of this by-law.

SECTION 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

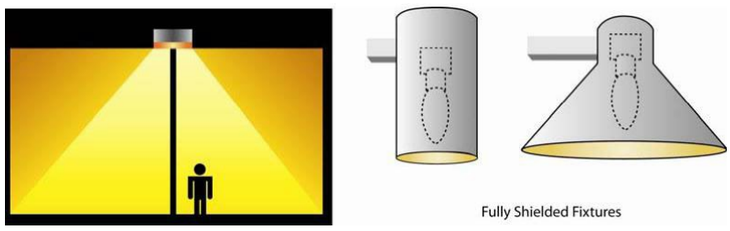
By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

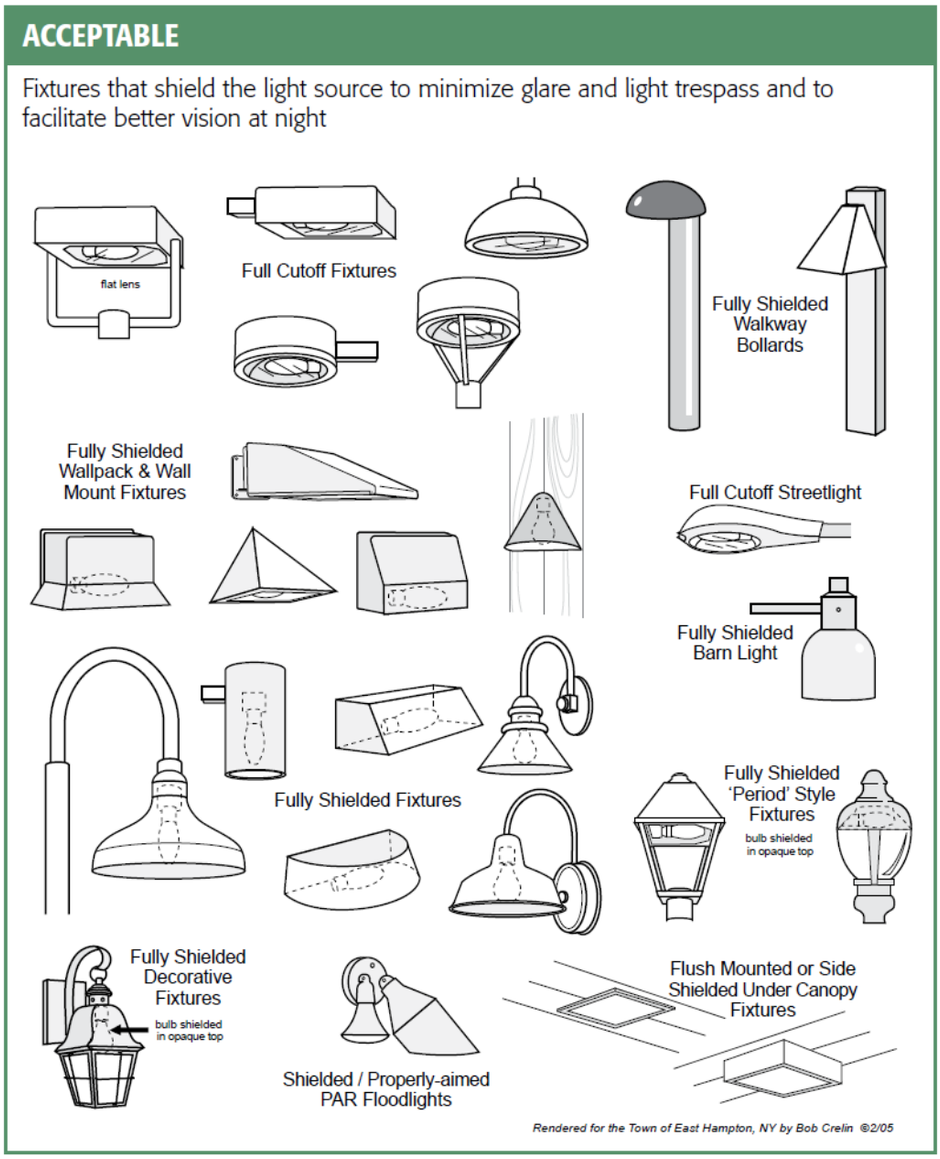
First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

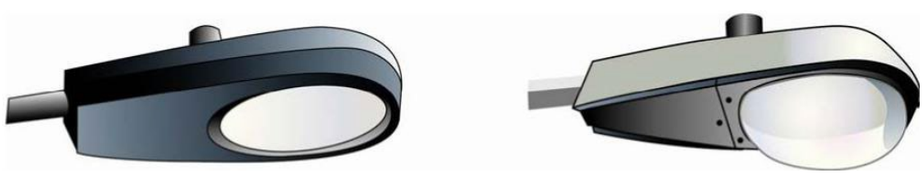
Schedule "A"

TO BY-LAW 146-2025

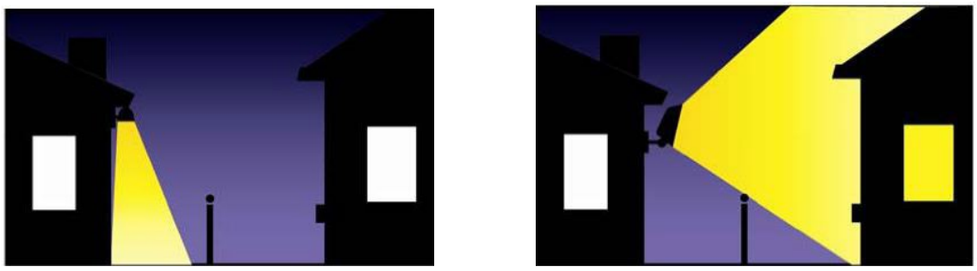
Examples of Full-Cut Off Fixtures



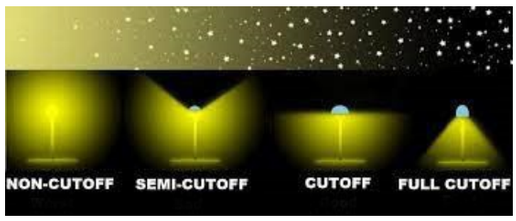




Flat lens cobra head Fixture (permitted) vs. Drop lens cobra head Fixture (prohibited)



Full Cut Off Fixture (permitted) vs. Outdoor Luminaire that creates Light Trespass (prohibited)



BY-LAW NUMBER 147-2025

A BY-LAW TO REPEAL BY-LAW NUMBER 9-2019, AS AMENDED BY BY-LAW 140-2020, BEING A BY-LAW ESTABLISHING STANDARDS FOR THE MAINTENANCE AND OCCUPANCY OF ALL PROPERTY IN THE CITY OF WINDSOR

Passed the 8th day of September, 2025.

WHEREAS it is deemed expedient to repeal By-Law Number 9-2019, as amended by By-Law 140-2020, being a by-law establishing standards for the maintenance and occupancy of all property in the City of Windsor, passed the 21st day of January, 2019;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That By-Law Number 9-2019, as amended by By-Law 140-2020, being a by-law establishing standards for the maintenance and occupancy of all property in the City of Windsor, is hereby repealed.

2. This by-law shall come into force and take effect on the day following the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

BY-LAW NUMBER 148-2025

A BY-LAW TO ESTABLISH STANDARDS FOR THE MAINTENANCE AND OCCUPANCY OF ALL PROPERTY IN THE CITY OF WINDSOR

Passed the 8th day of September, 2025.

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WHEREAS Section 15.1(3) of the *Building Code Act*, S.O. 1992, c. 23, as amended authorizes municipalities to enact by-laws prescribing standards for the maintenance and occupancy of all property within the municipality and for prohibiting the occupancy or use of such property that does not conform with the standards; and for requiring any property that does not conform with the standards to be repaired and maintained to conform with the standards as described herein or the site to be cleared of all buildings, structures, debris or refuse and the lands left in a graded and level condition;

AND WHEREAS the Official Plan for The Corporation of the City of Windsor includes provisions relating to property conditions as required by Section 15.1(3) of the *Building Code Act*, S. O. 1992, c. 23, as amended;

AND WHEREAS Section 35.3 of the Ontario Heritage Act, (OHA) R.S.O. 1990, c. 0.18 authorizes municipalities to pass by-laws to include minimum standards for the maintenance of heritage attributes or properties designated by the municipality under Section 29 or by the Minister under Section 34.5 OHA, and require property that has been so designated, that does not comply with the standards, to be repaired and maintained to conform with the standards;

AND WHEREAS Section 391 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, provides that Council may, by by-law, impose fees for services and activities provided or done by or on behalf of The Corporation of the City of Windsor;

AND WHEREAS it is deemed expedient to repeal By-law 9-2019 replace it with a new consolidated By-law;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

SECTION 1 SHORT TITLE

1.1 This by-law may be cited as the Property Standards By-law.

SECTION 2 DEFINITIONS

2.1 In this by-law:

ACCEPTABLE means:

(a) accepted by the Chief Building Official of the Corporation with respect to matters under the Building Code; or

(b) accepted by the Property Standards Officer with respect to the standards set out in this by-law.

ACCESSORY BUILDING means a completely detached building used for an accessory use of the lot.

ACT means the *Building Code Act*, S.O. 1992, c. 23, as amended or any successor thereof.

APPLIANCE means a device to convert fuel to energy and includes all components, controls, wiring and piping required as part of the device by the applicable standard referred to in the Building Code.

BARRIER-FREE means that a building and its facilities can be approached, entered and used by persons with physical or sensory disabilities.

BASEMENT means one or more storeys of a building located below the first storey.

BUILDING means a structure as defined in the Act.

BUILDING CODE means the Regulations made under the section 34 of the Act.

CELLAR means any part of a building where the vertical distance from the grade to the floor is greater than the vertical distance from the grade to the ceiling above.

CHIEF BUILDING OFFICIAL means the Chief Building Official or his/her designate duly appointed by the Council and having jurisdiction for the enforcement of the Act.

CITY means The Corporation of the City of Windsor.

COUNCIL means the Council of the City.

CITY CLERK means the person duly appointed as Clerk for the City.

CRAWLSPACE means an enclosed space between the underside of a floor assembly and the ground cover directly below, with a clearance of less than 1.8 metres in height.

DERELICT BUILDING shall mean:

(a) a building which has been left vacant and/or neglected by the owner for a period of 182 days or more; or

(b) a building damaged by fire, storm or other catastrophic event where, in the opinion of the Officer the building is beyond practical repair.

DUCT TYPE SMOKE DETECTOR means a device used to detect the presence of smoke in the airstream of ductwork sections of the HVAC air handling systems.

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.

DWELLING UNIT means a room or suite of rooms used by or designed to be used by one (1) or more individuals as an independent and separate housekeeping unit.

EXIT means that part of a means of egress, including doorways, that leads from the floor area it serves to a separate building, an open public thoroughfare or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare.

FLOOR AREA means the maximum area contained within the outside walls of a building or within the walls of a room, as the case may be.

GRADE means:

(a) The average elevation of the crown of that part of the street abutting the front lot line. Where the elevation of a point on a building located on the lot is equal to the grade elevation, that point is deemed to be “at grade”; and

(b) Grade for an *accessory building* means the average elevation of the finished surface of the ground adjacent to the accessory building.

GUARD means a protective barrier installed around openings in floor areas or on the open sides of a stairway, a landing, a balcony, a mezzanine, a gallery, a raised walkway, and other locations as required to prevent accidental falls from one level to another. Such barriers may or may not have openings through them.

HABITABLE ROOM a room within a dwelling that is designed, legally used, or able to be legally used for living, sleeping, cooking, or dining. A washroom/bathroom within a dwelling unit is a habitable room.

HERITAGE ATTRIBUTES means;

(a) The attributes or features of property, buildings or structures that contribute to the property’s cultural heritage value or interest that are defined or described or that can be reasonably inferred

i. In a by-law designating a property passed under section 29 of the *Ontario Heritage Act* and identified as heritage attributes, values, reasons for designation, or otherwise; and

ii. In a Minister’s order made under section 34.5 of the *Ontario Heritage Act* and identified as heritage attributes, values, reasons for designation or otherwise.

(b) The elements, features or building components including, roofs, walls, floors, retaining walls, foundations and independent interior structures and structural systems that hold up, support or protect the heritage values and attributes and without which the heritage values and attributes may be at risk.

HERITAGE PROPERTY means real property, and includes all buildings and structures thereon, in the City that:

(a) Has been designated by the City under section 29 of the *Ontario Heritage Act* or by the appropriate Minister under section 34.5 of the *Ontario Heritage Act*; or

(b) Is within a heritage conservation district pursuant to Part V of the *Ontario Heritage Act."*

INTERCEPTOR (GREASE & OIL) means a plumbing device designed to trap and separate grease, oil, and other non-soluble substances from wastewater before it enters the sewage system.

LOW-IMPACT DEVELOPMENT (LID) is a term that describes through land use planning and engineering design an approach to manage storm water as part of green on-site infrastructure.

MAINTAINED means to carry out any repairs, reconstruction, refinishing or replacement of any part or parts of the structure or building or appurtenances including heating and ventilation equipment required so they may properly perform the intended function.

MEANS OF EGRESS means a continuous path of travel provided by a doorway, hallway, corridor, exterior passageway, balcony, lobby, stair, ramp or other egress facility or combination thereof for the escape of persons from any point in a building floor area, room or contained open space to a public thoroughfare or other suitable open space and includes exit and access to exits.

MULTIPLE DWELLING means one (l) dwelling, other than a double duplex dwelling, attached dwelling or townhome dwelling, containing a minimum of three (3) dwelling units.

NEGLECT means the failure of a property owner to maintain the property in accordance with the standards set out in this by-law.

NON-RESIDENTIAL PROPERTY means a building or structure, or part of a building or structure not occupied in whole or in part for the purpose of human habitation, and includes the lands and premises appurtenant thereto and all outbuilding fences or erections thereon or therein.

OCCUPANT means any person or persons over the age of eighteen years in possession of the property.

OFFICER means a Property Standards Officer who has been assigned the responsibility of administering and enforcing by-laws passed under Section 15.1 of the Act.

ONTARIO BUILDING CODE (OBC) means the regulations made under section 34 of the Act.

ONTARIO HERITAGE ACT means the *Ontario Heritage Act*, R.S.O. 1990, c. 0.18 as amended.

ORDER means a written direction issued pursuant to the Act requiring compliance with the standards prescribed by this by-law, and "orders" shall have a corresponding meaning.

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 five (5) or more operable motor vehicles. An outdoor storage yard is not a parking area.

PARKING GARAGE/STRUCTURE (STORAGE GARAGE) means a building or part of a building that is intended for the storage or parking of motor vehicles and that contains no provision for the repair or servicing of motor vehicles.

PART IV HERITAGE PROPERTY means property designated under section 29 or 34.5 of the *Ontario Heritage Act.*

PERSON includes any individual, an owner, occupant, agent, contractor, tenant, firm, proprietorship, partnership, association, syndicate, trust, corporation, department, bureau or mortgagee.

PRIVATE SEWAGE CONNECTION means the part of a private sewer system which connects private property to a municipal sewer system and includes: the tee or tap into the municipal sewer, the entire lateral from the municipal sewer to 3 feet (1.0 metres) inside the building including the cleanout tee fitting, the riser and cap/cast iron cover or sampling manhole with cast iron frame and cover; but does not include storm drainage or storm connections.

PRIVATE SEWAGE SYSTEM means a system contained on private property consisting of a septic tank, treatment unit and/or leaching bed system servicing a building(s) located wholly within the boundaries of the lot or parcel of land.

PROPERTY means a building or structure or part of a building or structure and includes the lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, outbuildings, retaining walls, fences and erections thereon, whether heretofore or hereafter erected, and includes vacant land.

REAR YARD DRAIN means a drainage system located in the backyard of a property designed to collect and redirect excess rainwater.

REPAIR includes the provision of facilities, the making of additions or alterations or the taking of any other action that may be required to ensure that the property conforms to the standards established in this by-law to the satisfaction of the Officer.

RESIDENTIAL PROPERTY means a building or structure or part of a building or structure that is used or designed for use as a domestic establishment in which one or more persons usually sleep and prepare and serve meals, and includes the land and premises appurtenant thereto and all mobile buildings or structures, outbuildings, retaining walls, fences and erections thereon, whether heretofore or hereafter erected.

SAFE CONDITION means a condition that does not pose or constitute a hazard or risk to life, limb or health of any person on or about the property, and includes a structurally sound condition.

SERVICE ROOM means a room provided in a building to contain equipment associated with building services.

SEWAGE means any liquid waste containing animal, vegetable or mineral matter in suspension or solution, but does not include storm water.

SEWAGE SYSTEM means the City of Windsor's system of storm sewers, sanitary sewers and combined sewers, or a private sewage disposal system approved by the Chief Building Official within the City.

STOREY means that part of a building between any floor and the floor, ceiling or roof next above. Any part of a storey exceeding 4.0 metres in height is deemed to be an additional storey for each 4.0 metres, or fraction thereof, of such excess. A cellar and that part of a building located entirely within a sloping roof and having a ceiling height greater than 2.0 metres over a floor area less than 50.0 percent of the area of the floor next below, is not a storey.

STORM WATER means discharge from a surface as a result of rainfall, snow melt and snow fall.

STORM WATER MANAGEMENT SYSTEM means an infrastructure designed to manage the runoff of rainwater, including drains, pipes, detention basins, storage facilities and other components.

SUITE means a single room or series of rooms of complementary use, operated under a single tenancy, and includes dwelling units, boarding houses, rooming houses and dormitories as well as individual stores and individual or complementary rooms for business and personal services occupancies.

TSSA means Technical Standards and Safety Act, 2000, S.O. 2000, c. 16.

UNSAFE CONDITION means any condition that could be hazardous to the health or safety of any person authorized or unauthorized on or about the property.

USER FEE SCHEDULE BY-LAW means a by-law to establish and require the payment of fees and charges.

VACANT BUILDING shall mean a building which is neither used nor occupied by the owner or a tenant under a signed tenancy/lease agreement, for a period of more than 182 days.

WIRING means the installation of any wiring in or upon any land building, or premises from the point or points where electric power or energy is delivered therein or thereon by the supply authority or from the points where electric power or energy can be used therein or thereon by any electrical equipment and shall include the connection of any such wiring with any of the said equipment and any part of the wiring aforesaid and shall also include the maintenance, alteration, extension and repair of such wiring.

YARD means an open space, which is located on the same lot as a building or other structure and is unoccupied and unobstructed from ground to sky except for any encroachments not prohibited by the City Zoning By-law.

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.

SECTION 3 AUTHORITY

3.1 The Chief Building Official shall administer this by-law.

3.2 The Chief Building Official and appointed Officers are responsible for enforcing this by-law.

SECTION 4 PROPERTY STANDARDS COMMITTEE

4.1 For the purpose of this by-law, there is hereby established a Property Standards Committee which shall be composed of not fewer than three members, who shall remain in office at the pleasure of Council.

4.2 The Council of the City may appoint members of the Property Standards Committee, to coincide with the term of Council of the City. The members of the Property Standards Committee shall be paid such compensation as the Council may provide, and when a vacancy occurs in the membership of the Property Standards Committee, the vacancy shall forthwith be filled.

4.3 The members of the Property Standards Committee shall select one of themselves to act as chair, who shall preside at all meetings thereof. In case of the absence of the chair, the Property Standards Committee may appoint another member as acting chair.

4.4 A majority of the members of the Property Standards Committee shall constitute a quorum and the Property Standards Committee may adopt its own rules of procedure.

4.5 Any member of the Property Standards Committee may administer oaths.

4.6 The Property Standards Committee shall appoint a secretary who shall keep on file minutes and records of all applications and the decisions thereon, and all other official business of the Property Standards Committee, and Section 253 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, applies with necessary modifications to such documents.

4.7 The Property Standards Committee shall give notice or direct that notice be given of the hearing of an appeal to such person(s) as the Property Standards Committee considers advisable.

4.8 An owner who appeals an order shall pay the fee as outlined in the City of Windsor User Fee Schedule, as passed and amended by Council, from time to time, at the time the appeal is filed.

SECTION 5 STANDARDS

5.1 The standards for the maintenance and occupancy of property set out in this by-law, are adopted as the minimum standards for all property within the City.

5.2 STANDARDS FOR ALL PROPERTIES

5.2.1 Maintain Safe and Sanitary Condition

Every owner or occupant of a property shall maintain the property or part thereof they occupy or control in a clean, sanitary and safe condition in accordance with this by-law.

5.2.2 Tenant/Occupant Requirements for Floor, Wall, Ceiling & Fixtures

Every owner or occupant of a property shall maintain every floor, wall, ceiling and fixture, under his/her/its control in a clean, sanitary and safe condition.

5.2.3 **Storage of Garbage, Refuse, Appliances or Furniture in a Means of Egress**

Accumulations or storage of garbage, refuse, appliances or furniture by either the occupant or owner in a means of egress shall not be permitted.

5.2.4 **Structural**

Every part of a property shall be maintained in a structurally sound condition so as to be capable of sustaining its own weight, the loads due to the use and occupancy, and the loads imposed by natural causes such as wind, rain and snow as set out in the Building Code regulations made under Section 34 of the Act.

5.2.5 **Structural Engineer's Report**

Where, in the opinion of the Officer, there is doubt as to the structural condition or adequacy of the building or part thereof, the Officer may order that a building or structure or part thereof be examined by a professional engineer qualified to perform such inspections and licensed to practice as an engineer in Ontario, at the owner's expense, and that a written report, which may include drawings detailing recommended remedial work, be provided to the Officer.

5.2.6 **Foundations**

In every building or structure, the foundations, piers, posts or other similar supports shall be maintained in good repair and structurally sound. Where necessary, foundation walls shall be extended to a depth of 1,070 mm below finish grade, provided with subsoil drains at the footings, shored, waterproofed, and treated or repaired to prevent moisture penetration or footing settlement. Every foundation wall, basement, cellar or crawlspace shall be maintained so as to protect the building against deterioration, including that due to weather, water entry, dry rot, and infestation by rodents, vermin or insects. The perimeter of slab on grade type foundations shall be maintained to prevent rodent infestation.

5.2.7 **Exterior Walls**

All exterior walls shall be maintained in a watertight condition and in good repair so that they remain straight, level and plumbed (unless otherwise designed), presenting an appearance that is uniform and neat in the opinion of the Officer and free from any damaged, defective, unsecured or deteriorated materials and any conditions that may result in the infestation of rodents, vermin or insects. Appropriate measures shall be taken to remove any stains or other defacement occurring on the exposed finished exterior surfaces and, where necessary, to restore the surface and adjacent areas to, as near as possible, their appearance before the staining or defacement occurred.

5.2.8 **Exterior Doors & Windows**

Exterior doors, windows and skylights shall be maintained in good repair and weather tight. Rotted and defective doors, door frames, window frames, sashes and casings shall be renewed and defective door and window hardware, weather stripping, caulking and broken glass shall be replaced. Repairs to windows shall be i) reglazing, or refitting with panes of transparent glass; or ii) the use of other materials which are compatible in finish and colour with the remainder of the facade of the building on which the broken window

is located, provided such other material are of an appropriate thickness, have sufficient structural support, and are installed so that no broken glass is visible for the exterior of the building. Replace defective, damaged or missing hardware and locking devices: sash controls.

5.2.9 **Stairs, Porches, Landings, Loading docks, Balconies, Canopies, Awnings, Fire Escapes**

All stairs, porches, landings, loading docks, balconies, canopies, awnings, fire escapes together with any guard, balustrade, railing, screen or other appurtenance attached thereto shall be maintained in good repair and in a safe and structurally sound condition.

5.2.10 **Required Handrails or Guards at Stairs**

A handrail or guard shall be provided and maintained in good repair as follows:

i. at least one side of stairs less than 1 100 mm in width;

ii. two sides of stairs 1 100 mm in width or greater;

iii. two sides of a curved stair used as an exit;

iv. handrails are not required for stairs

(i) within dwelling units having not more than 2 risers; or

(ii) for exterior stairs having not more than 3 risers and serving not more than one dwelling unit.

v. only one handrail is required on exterior stairs having more than 3 risers provided such stairs serve not more than one dwelling unit;

vi. except as required in (b) & (c), one handrail may be provided centrally for stairs up to 2.4 m wide; and

vii. handrails shall have a maximum uniform height of 920 mm when measured vertically from a line drawn through the outside of the stair nosing and minimum uniform height of 800 mm.

5.2.11 **Height of Guards**

A guard shall be installed and maintained in good repair as follows:

(a) Except for the edges of the floor pits in repair garages and loading docks, every surface to which access is provided for other than maintenance purposes, including but not limited to exterior lands, porches, decks, balconies, mezzanines, galleries, raised walkways and roofs, shall be protected by a guard having a minimum height of 900 mm on each side which is not protected by a wall and where there is a difference in elevation to adjacent surfaces of more than 600 mm. Except that a guard of 710 mm minimum height is acceptable for exterior porches, decks and balconies where the vertical drop from the open side exceeds 600 mm but does not exceed 1 800 mm.

(b) Every exterior stair with more than 6 risers and every ramp shall be protected with guards on all open sides where the difference in elevation between the adjacent ground level and the stair or ramp exceeds 600 mm.

(c) When an interior stair has more than 2 risers, the side of the stair and the landing or floor level around the stairwell shall be enclosed by walls, or be protected by guards, except that a stair to an unfinished basement in a dwelling unit is permitted to have 1 unprotected side.

5.2.12 **Openings in Guards**

Guard – Openings

Guards for residential occupancies shall have no openings which would permit the passage of a spherical object having a diameter of 100 mm unless it can be shown that the location and size of such openings which exceed this limit does not represent a hazard.

Guards – Not to Facilitate Climbing

Guards around exterior balconies, porches and decks of buildings of residential occupancy shall be constructed and maintained not to facilitate climbing.

5.2.13 **Stair Requirements**

Stairs

(a) Stairs – Interior – Single Unit Dwelling

The stair tread rise and run for residential interior single dwelling unit shall not exceed the following unless existing acceptable to the Officer:

(i) Maximum rise 210 mm
(ii) Minimum tread 230 mm
(iii) Minimum run 200 mm
(iv) If run is less than 240 mm, a 25 mm nosing is required

(b) Stairs – Residential – Not Within

(i) Maximum rise 210 mm
(ii) Minimum tread 240 mm
(iii) Minimum run 212 mm
(iv) If run is less than 240 mm, a 25 mm nosing is required

(b) Stairs – Non-residential

(i) Rise minimum 125 mm, maximum 200 mm
(ii) Minimum run of 230 mm, must be uniform
(iii) If run is less than 240 mm, a 25 mm nosing is required
(iv) Existing winders of not more than 3 in 90 degrees and not more than 1 set between floors are permitted and where each tread is not less than 30 degrees and each tread is not greater than 45

(c) Stairs – Service Rooms – curved/spiral

Stairs may exceed the requirements in 1.13 (c) if serving only service rooms, service spaces and other rooms unused in industrial

occupancies serving equipment and machinery, or existing curved and spiral stairs in dwelling units acceptable to the officer.

5.2.14 **Roofs, Chimneys, Fascia, Soffit, Antennas, Solar Panels**

All roofs, including chimneys, stacks, masts, lightning arresters, antennas, fascia, soffits, flashings, solar panel and supports, and other roof structures shall be maintained in good repair, watertight and structurally sound condition. Such maintenance may include, but is not limited to: a) removal of loose, unsecured objects or materials b) keeping roofs and chimneys weather tight and free from leaks and/or defects.

5.2.15 **Eaves Troughs**

Water runoff from roof surfaces shall discharge into an eaves trough or gutter and thence to a downpipe, discharging directly to grade with an appropriate extension away from the building to prevent flooding, erosion and other nuisance to neighboring properties. Discharge into the municipal storm system may be permitted if approved or authorized by the City Engineer or Chief Building Official or his/her designate.

5.2.16 **Storm Water Management and Rear Yard Drain Maintenance**

Property owners must ensure the effective operation and maintenance of their rear yard drains and storm water management systems as designed, thereby protecting their property and the surrounding environment.

5.2.17 **Ventilation Systems**

All properties provided with designed mechanical ventilation systems shall operate the system on a continuous basis. The system controls, louvers and associated equipment shall be maintained in safe working order.

5.2.18 **Chimneys, Prefabricated Chimneys & Vents**

Every chimney, prefabricated chimney, smoke pipe, flue and gas vent in use or available for use in a building shall:

(a) be of a type listed for the appliance for which it is being used, properly secured, free from fire hazards and unsafe conditions;

(b) be maintained so as to prevent the escape of combustion gases into the building;

(c) be adequately supported as to maintain proper alignment;

(d) be kept clear of obstructions;

(e) be sealed at all joints or tightly sealed; and

(f) all deteriorated and/or loose masonry shall be repaired.

5.2.19 **Fuel Burning Heating Equipment**

All fuel burning heating equipment shall:

(a) be connected to a chimney or flue, which vents to the exterior of the building;

(b) be furnished with an adequate supply of combustion air to ensure proper combustion of the appliance; and

(c) be maintained in a good state of repair and in a safe operating condition.

5.2.20 **Water Supply Premise Isolation**

All water supply cross connection devices specifically designated as "Premise isolation" or other testable devices located on the property shall be tested annually by a licensed tester at the expense of the owner or agent of the owner in accordance with the most recent edition of the CSA STANDARD listed in the Ontario Building Code for selection and installation of backflow preventers, proof of testing shall be provided upon request by the Officer.

5.2.21 **Sewage Discharge**

All sewage shall be discharged directly into the municipal sewage system where one is available. Where a municipal sewage system is not available, an alternate means of disposal, acceptable to the Officer, shall be used and maintained in good repair. The maintenance of a private sewage system shall include i) septic tanks ii) leaching beds iii) dry wells.

5.2.22 **Maintenance of Private Sewer Connections**

All private sewer connections must be maintained free from blockages, collapse or unacceptable conditions.

5.2.23 **Sewers: Properties Services By**

A property shall be deemed to be serviced by an available City sewer system if the sewer system is within 30.0 metres of any said property abutting municipal rights-of-way. In the event a City sewer system becomes available, the property owner will have one (1) year to connect to the available sewer and decommission the private sewage system per section 5.2.25. The availability of the sewer will be determined by the City Engineer.

5.2.24 **Backwater Valves**

Backwater valves installed on building drains must be maintained to provide an effective barrier to municipal backups.

5.2.25 **Decommissioning of Private Sewage System**

To decommission, septic tanks, treatment units, leaching beds or dry wells they shall be pumped dry and the contents disposed of at a suitable disposal site and a receipt of the disposal fee shall be submitted to the Officer. The tanks treatment units or dry wells shall be disposed of to the satisfaction of the Officer, cavities shall be filled with sand or other suitable material and the ground graded to match existing grades. Existing building drain(s) not being reused shall be removed from the foundation wall and the foundation wall shall be repaired and made impervious to water.

5.2.26 **Damaged Vacant Building**

A vacant building or structure damaged by fire, storm or other causes, shall be repaired to its original condition or demolished within 182 days of the issuance of an Order.

Until the necessary repair or demolition can be undertaken, the building or structure shall be supported and barricaded to avoid unauthorized entry, prevent fire hazards and prevent unsafe conditions.

5.2.27 **Damaged Building**

Every building damaged by fire, storm, or other unintended causes until repairs have been completed shall effectively:

(a) be protected against the further risk of fire, or unsafe conditions;

(b) be secured to prevent the entrance thereto of unauthorized persons; and

(c) have the exterior building envelope sealed with an appropriate material to protect the interior from rain, snow or other environmental elements that would cause the building to further deteriorate.

5.2.28 **Materials Used to Board Buildings**

All materials used to board vacant buildings damaged by fire, storm, or other unintended causes, shall be tight fitted plywood, composite panels or wood boards painted with an exterior grade paint so that the colour compliments the building's exterior elements and is acceptable to the Officer.

5.2.29 **Demolition of a Building**

Where a building or structure is demolished:

(a) the site shall be cleared of all rubbish, debris, refuse, masonry, lumber and other materials and left in a graded and leveled condition;

(b) unless new construction is to commence immediately on the same footings and/or foundation walls, the footings and foundations shall be removed unless authorized and described on the demolition permit by the Chief Building Official;

(c) only clean, inert, native material or granular material approved by the Chief Building Official shall be used as backfill;

(d) building rubble including but not limited to, broken bricks and concrete, shall not be acceptable as backfill material;

(e) building services such as gas, electrical and water lines, sewer lines, and other such services, shall be properly abandoned per the City Engineer's best engineering practice standards and the authority having jurisdiction; and

(f) the site shall be properly graded, grass seeded and otherwise restored to the satisfaction of the Officer to ensure that water will not pond on the site, or drain onto adjoining properties.

5.2.30 **Demolition of Part of a Building**

Where part of a building or structure has been demolished, the exterior walls of the remaining part of the building or structure shall comply with the requirements of this by-law and the walls shall be finished with a parge coat of cementitious mortar or otherwise treated with a protective coating to prevent the entry of water into the building and to present a neat and uniform appearance, in the opinion of the Officer, free from the outlines of partitions, stairs, doors, floors, signs and from areas of multi-coloured paint or wallpaper.

5.2.31 **Yard Rubbish, Debris**

All properties and every yard shall be kept clean and free from rubbish, brush or other debris and from objects or conditions, such as holes or excavations, that might create a fire hazard or unsafe conditions.

5.2.32 **Buffering and Screening Garbage Containers**

Where commercial, industrial or multi-residential on site garbage containers are visible from a residential property or from a public street, the area where the receptacles are being stored shall be buffered and screened from adjoining or nearby residential properties or public areas so as to minimize the effect of the nuisance in accordance with applicable municipal by-laws.

Without limiting the generality of the foregoing, such buffering and screening shall be acceptable to the Officer, and shall include the provision and maintenance of an effective system to cover, contain, screen and facilitate the collection and removal of waste materials and debris.

5.2.33 **Lighting & Walkways-Multiple Dwellings and Non-Residential**

Regarding yard conditions:

(a) In yards of multiple dwellings and non-residential properties, sufficient lighting of exterior property areas shall be provided to minimize any danger to persons using walkways;

(b) All exterior lighting standards and fixtures shall be kept in a safe condition, in working order, in good visual condition and must be compliant with the City's lighting by-law; and

(c) Walkways shall be maintained, resurfaced or re-graded as necessary to ensure a reasonably smooth, slip free and safe surface for pedestrian traffic.

5.2.34 **Water From Downspouts and Sumps**

The storm water run-off from all downspouts, sump pump discharges or impervious surfaces shall be designed and maintained so as to discharge water run-off away from the building and to prevent flooding, erosion and other nuisance to neighboring properties.

5.2.35 **Retaining Walls**

Retaining walls, signs and all structures appurtenant to a property shall be maintained in good repair, free from unsafe conditions including fire hazards and capable of safely performing the function for which they were designed.

5.2.36 **Sound Barriers**

Existing barriers and berms required for sound attenuation and train safety shall be maintained safe, plumb, unless designed otherwise and structurally sound.

5.2.37 **Parking Areas**

All parking areas shall be:

(a) entirely paved and maintained with a hard surface consisting of concrete, asphalt, paving brick or block or similar material acceptable to the Chief Building Official that is free from excessive cracks, pot holes, and delaminating;

(b) provided with an internal drainage system satisfactory to the Officer, which discharges into the municipal storm system as approved by the City Engineer's Office;

(c) provided with a minimum 150 mm in height curbs or curb stops secured to minimize the risk of vehicles damaging fences, lamp standards and other structures, and to restrict access to untraveled portions of City rights-of-way;

(d) provided with sufficient full-cut off lighting compliant with City's LISS Council Resolution 228/2005; and

(e) provided with visible markings and islands, to indicate parking spaces, ingress and egress routes.

Note: Parking areas using 'Low Impact Design' (*LID)* criteria that have been approved and constructed pursuant to the City's Site Plan Control by-law are exempt from section 5.2.37.

5.2.38 **Fire & Suppression Systems**

Fire detection systems, fire alarm systems, standpipe and sprinkler systems, where required, shall be maintained in working condition and records for the routine testing and maintenance of these systems shall be readily available for the Officer's review upon demand.

5.2.39 **Fire Separations**

The integrity of all required fire separations and associated smoke seals and fire stopping systems shall be maintained.

5.2.40 **Elevators, Hoists, Lifts, Moving Walkways & Escalators**

Elevators, hoists, lifts, moving walkways and escalators shall be maintained in working order and in accordance with the requirements of the TSS Act, 2000, S.O., 2000, c 16 as amended from time to time, and any regulations made there under. Including lighting fixtures, elevator buttons, floor indicators and ventilation fans. Routine testing and maintenance records of these systems shall be

readily available for the Officer's review upon demand. Repair of inoperable elevators shall be done as expeditiously as possible.

5.2.41 **Refuse Chute System**

Where a refuse chute system was originally provided in a multiple floor building, the system shall be maintained except that acceptable alternatives may be provided if facilities are readily accessible to occupants. Refuse chute systems, disposal rooms, containers and receptacles shall be washed down, disinfected and maintained as is necessary to be clean, odour free and in good working order and repair.

5.2.42 **Parking Garage & Parking Structures Requirements**

Parking garages and parking structures shall be:

(a) maintained in a clean, structurally sound, free from defects and safe condition;

(b) adequately ventilated at all times to provide (3.8L/s/m²) of floor area minimum if ventilated by mechanical means unless the system is controlled by a Carbon Monoxide detection system;

(c) the ventilation systems referenced in sentence (b) shall be maintained in proper working order, free from defects;

(d) where the officer has doubts to the effectiveness of the ventilation and/or carbon monoxide detection system, can at the owners expense order testing to confirm compliance with sentence (b);

(e) adequately lighted at all times, so that the number and arrangement of light fixtures is such as to provide an average level of illumination of at least 54 lux at floor level over the entire floor area with a minimum level of 11 lux at any location on the floor;

(f) equipped with wire screens or other suitable means of protection for lighting fixtures, so as to prevent accidental or malicious damage; and

(g) shall be provided with an effective fire separation and barrier to the passage of gas and exhaust fumes from any part of the parking garage into any other part of the building used or intended to be used for human occupancy.

5.2.43 **Barrier-free Buildings**

All existing barrier-free requirements shall be maintained in existing buildings required to be barrier-free.

5.2.44 **Barrier Free Buildings - Types of Classes**

The following types of classes of buildings and structures shall be upgraded to provide barrier free access at the principal entrance to the following buildings:

(a) medical and dental facilities with more than one (1) doctor;

(b) places of public assembly occupancy including schools, colleges, universities and places of instruction/training;

(c) banks and other financial institutions;

(d) restaurants with more than 60 seats;

(e) rest homes and lodging homes; and

(f) commercial occupancies including retail stores and offices, but limited to those that are more than three storeys in height or more–than six hundred square meters in floor area.

5.2.45 **Barrier Free Requirement Do Not Exceed the Standards**

Barrier free requirements shall not be required to exceed the standards contained in the Ontario Building Code.

5.2.46 **Accessibility to persons with Disabilities**

A requirement of Section 5.2.44 and 5.2.45 shall be deemed to be complied with if, in the opinion of the Officer, the building will provide accessibility to persons with disabilities, taking into consideration physical limitations in the design of the building that may make some upgrading impractical.

5.2.47 **Rodents, Vermin, Termites, Injurious Insects & Other Pests**

Every dwelling property owner, and every occupant in that part of a property that he or she controls, shall maintain the property free from rodents, vermin, termites, injurious insects and other pests, and from conditions which might encourage infestation by such pests. Methods used for exterminating rodents or insects or both shall be in accordance with the provisions of the Pesticides Act, R.S.O. 1990, Chapter P.11, as amended, and all regulations enacted pursuant thereto.

5.2.48 **Means of Egress/Exit**

Means of egress(s):

(a) Every dwelling shall have safe, continuous and unobstructed passage or means of egress from the interior of each dwelling unit contained therein to the exterior of the dwelling at or near street or grade level;

(b) Except as provided in sentence (c), every dwelling, containing dwelling units located other than on the first floor or the floor directly above the first floor, shall provide a second means of egress from such dwelling units to the exterior of the dwelling at or near grade level;

(c) A second means of egress shall not be required from any dwelling unit having a separate or self-contained means of egress to the exterior of the dwelling at or near grade level; and

(d) A required means of egress shall not pass through an attached or built-in garage or an enclosed part of another dwelling unit.

5.2.49 **Equipment**

All equipment, components and supplies or replacement equipment, components and supplies must be Canadian Standards Association approved or otherwise listed in a manner consistent with the Ontario Building Code as amended or other authority having jurisdiction.

5.2.50 **Building Used as Illegal Marijuana Grow Operations**

Buildings identified by police services as illegal marijuana grow operations will require the following:

(a) Mould Air Quality Report- at the owner's expense, a report prepared by a Certified Air Quality Assessment professional, trained and knowledgeable in this field, detailing mould spore samples and related air quality. The owner will undertake the appropriate remediation outlined in the report. The owner will also provide a follow-up report, at their own expense, which confirms that air quality levels consistent with a healthy environment have been attained at the premises, to the satisfaction of the Property Standards Officer;

(b) Structural Report - where the Officer has doubt as to the structural condition or adequacy of the property, the Officer may require compliance with section of 5.2.5 this by-law; and

(c) Electrical Report - where an Officer has reason to believe the building electrical system may pose an unsafe condition, may require at the owners expense the submission of an Electrical Safety Authority Clearance Certificate to the Officer.

5.3 **STANDARDS FOR NON-RESIDENTIAL PROPERTIES**

5.3.1 **Maintain Safe & Sanitary Conditions**

Every owner or occupant of a property shall maintain the property or part thereof they occupy or control as follows:

(a) in a clean, sanitary and safe condition, free from litter, garbage and debris, including such litter and garbage as may be left by customers or other members of the general public, and shall provide containers for the disposal of such litter or garbage; and

(b) free from objects or conditions which create fire hazard or unsafe conditions.

5.3.2 **Ventilation**

All non-residential properties shall be adequately ventilated by natural or mechanical means on a continuous basis, in a safe and working order and with regard to the operations carried on therein, to ensure that persons within the property are not exposed to conditions deleterious to their health or safety as described in the current edition of the American National Standards Institute/American Society of Heating. Refrigerating and Air Conditioning Engineers. (ASHRAE) Standard 62.1.

5.3.3 **Lighting**

In all parts of a non-residential building, a minimum level of illumination of 50 lux shall be provided and maintained which will adequately protect all persons within the building from unsafe conditions.

5.3.4 **Heating Systems**

All non-residential buildings, or parts thereof, normally heated, shall be provided with a heating system maintained in a safe and working

order, free from unsafe conditions or fire hazards and capable of supplying sufficient heat to maintain a minimum indoor temperature of 18° C during hours of occupancy.

5.3.5 **Boiler Space Heating**

Boiler space heating shall be provided with backflow prevention and annually tested in compliance with the most current CAN/CSA Standard "Manual for the Selection and Installation of Backflow Prevention Devices" listed in the Ontario Building Code. Test reports shall be provided to an Inspector upon request

5.3.6 **Plumbing Systems, Fixtures & Appliances**

Plumbing systems, fixtures and appliances in all non-residential buildings shall be maintained in good working order, free from cross-contamination potential, and free from leaks and defects.

5.3.7 **Grease Interceptors**

Where food is cooked processed or prepared for the pubic, all plumbing fixtures located in the wash-down area shall discharge through a grease interceptor which is maintained in accordance with the most current edition of CAN/CSA Standard "Maintenance of Grease Interceptors" listed in the Ontario Building Code.

5.3.8 **Interceptors (Grease & Oil)**

Interceptors shall be professionally designed, installed and maintained in accordance with the manufacture's design and maintenance guidelines or a recognized industry standard.

5.3.9 **Fume/Gas Separations**

In a building used in part for residential purposes, and in part for non-residential purposes, wherein noxious fumes, or gases are, or could be, present, all separations between the non-residential portion and the residential portion shall be of gas-tight construction and maintained in a good state of repair so as to effectively prevent the passage of noxious fumes, or gases through the separation.

5.4 **STANDARDS FOR RESIDENTIAL PROPERTIES**

5.4.1 **Cabinet, Cupboard, Shelf & Counter Top Condition**

Every cabinet, cupboard, shelf and counter top in a dwelling unit shall be maintained in a structurally sound condition, free from cracks and deterioration.

5.4.2 **Interior Cladding of Walls & Ceilings-Mould Air Quality Report**

Interior claddings of every wall and ceiling shall be maintained so as to be free of large holes, cracks, leaks, deteriorating material, visible mould and mildew, and loose material.

5.4.3 **Water Penetration Related to Mould**

Water penetration related to mould- Any condition in a building, including but not limited to water penetration, humidity or inadequate ventilation, which may relate to the creation and growth of mould, shall be repaired or removed. Mould Air Quality Report- If in the opinion of the Property Standards Officer, the mould accumulation is excessive so as to cause a health hazard, the owner will provide, at

the owner's expense, a report prepared by a Certified Air Quality Assessment professional, trained and knowledgeable in this field, detailing mould spore samples and related air quality. The owner will undertake the appropriate remediation outlined in the report. The owner will also provide a follow-up report, at their own expense, which confirms that air quality levels consistent with a healthy environment have been attained at the premises, to the satisfaction of the Property Standards Officer.

5.4.4 **Floors & Finished Flooring**

Floors and finished flooring (including carpeting) shall be maintained in a structurally sound condition and be free from of visible mould and–mildew, holes, cracks or other defects which may cause an unsafe condition or trip hazard.

5.4.5 **Window & Door Panel Maintenance**

Cracked and broken glass in door panels, missing screens, and missing windows shall be replaced with approved glass or similar materials. All operable windows and all doors shall be capable of being opened from the inside without the use of specialized tools and maintained in good repair. All materials referred to in this section shall be to the satisfaction of the Officer to provide an acceptable level of fire protection.

5.4.6 **Heating System**

Every dwelling and every dwelling unit shall be provided with a heating system maintained in a good state of repair and in safe operating condition capable of maintaining "adequate and suitable heat" specified in the City of Windsor Vital Services by-law. Room temperature shall be determined at any point in the room, for the purposes of this by-law "adequate and suitable" means that the minimum temperature of the air in the accommodation which is available to the tenant or lessee is 22 ºC. All common areas or internal entrance ways in a multiple dwelling shall be provided with heating systems capable of maintaining a minimum temperature of not less than 18 ºC.

5.4.7 **Heating Systems, Stoves, heating Appliances, Fireplaces, Chimneys, Pumps & Filtration Equipment**

Heating systems, including stoves, heating appliances, fireplaces, chimneys, fans, pumps and filtration equipment shall be maintained in a good state of repair and in a safely operable condition.

5.4.8 **Portable Heating Equipment**

No dwelling unit shall be equipped with portable heating equipment as the primary source of heat.

5.4.9 **Approved Heating Equipment**

Only heating equipment approved for use by a recognized standard testing authority shall be provided in a room used or intended for use for sleeping purposes.

5.4.10 **Parking Garage – Noxious Fumes**

Every parking/storage garage serving a residential use shall be provided with a fire separation (if required) and an effective barrier to the passage of gas and exhaust fumes from any part of the parking/storage garage into any other part of a dwelling unit or multiple dwelling used or intended to be used for human occupancy inclusive of doors between a parking garage and remainder of the building.

5.4.11 **Bathroom Facilities & Personal Privacy**

Unless specifically exempted under other governmental regulations, every dwelling and dwelling unit shall be provided with at least a water closet (toilet), a wash basin, a bath tub or shower, and a kitchen sink, all of which shall be maintained in good working order, free from cross-contamination potential, and free from leaks and defects. The water closet, wash basin, bath tub and/or shower shall be located within, and be accessible from within, the dwelling or dwelling unit and shall be located and equipped to afford privacy, secured from the inside and can be opened from outside the room in an emergency.

5.4.12 **Location of Toilet/Urinal**

No toilet or urinal shall be located in a room used for or intended to be used for sleeping or preparing, consuming or storing food.

5.4.13 **Hot/Cold Running Water**

Hot water at a temperature of at least 43 ºC , and cold running water shall be provided in a capacity that will produce a flow in the fixture that will flush the fixture and keep it in a sanitary condition.

5.4.14 **Plumbing, Including Drains, Water Supply Pipes, Water Closets and Other Plumbing Fixtures**

All plumbing, including drains, water supply pipes inside a building and outside a building, water closets, back water valves, and other plumbing fixtures shall be maintained in good working condition free of leaks and defects and all water pipes and appurtenances thereto shall be protected from freezing.

5.4.15 **Electrical Supply & Wiring**

Every dwelling and dwelling unit shall be wired for electricity and shall be connected to an approved electrical supply system.

The connection to the building and the system of circuits and outlets distributing the electrical supply within the building shall provide adequate capacity for the use and intended use of the building and such connections, circuits, wiring and outlets along with any fuses, circuit breakers and other appurtenances thereto shall be installed and maintained:

(a) In compliance with the respective requirements of the Electrical Safety Code and Building Code;

(b) In good working order and good repair; and

(c) In a safe condition.

5.4.16 **Voice Communication Section**

In multiple dwellings where a voice communications system between each dwelling unit and the front lobby and security locking and release facilities for the entrance, have been provided and are controlled from each dwelling unit, such facilities shall be maintained in good repair.

5.4.17 **Artificial Light**

Adequate artificial light shall be available at all times, in all habitable rooms, common areas, means of egress, exits and corridors.

5.4.18 **Windows & Window Lighting**

Every habitable room in a dwelling, except a kitchen, shall maintain an outside window or windows which shall be maintained in good repair, and which shall have a total light transmitting area of not less than five per cent (5%) of the floor area of the room for bedrooms, and not less than ten per cent (10%) of the floor area for all other habitable rooms.

5.4.19 **Window ventilation**

Every habitable room in a dwelling shall contain windows that are capable of being opened from the inside or vents providing a minimum unobstructed ventilation area to the outdoors of 0.14 square metres per occupant for sleeping areas, and a minimum of 0.28 square metres per occupant for all other habitable rooms. Every bathroom or water closet room shall contain windows capable of being opened from the inside, or vents, providing a minimum unobstructed ventilation area to the outdoors of 0.09 square metres; and every unfinished basement or cellar area shall contain said windows or vents providing a minimum unobstructed ventilation area to the outdoors equal to 0.2 per cent (0.2%) of the floor area.

5.4.20 **Ventilation (Mechanical)**

In lieu of the natural ventilation required by section 5.4.19, acceptable mechanical ventilation directly to the exterior shall be permissible. The system shall be capable of providing at least one (1) air change per hour for the room being served.

5.4.21 **Window Guards**

Every window in a leased dwelling unit that is located above the first storey of a multiple dwelling shall be equipped with an approved guard or a safety mechanism that would prevent any part of the window from opening greater than would permit the passage of a 100 mm diameter sphere. Such safety devices shall offer protection to the height of at least 1.07 m above the floor but shall not prevent the windows from being fully opened by an adult without the use of tools during an emergency.

5.4.22 **Ventilation in Laundry Room, Garbage Room, Boiler Room**

In dwellings, every laundry room, garbage room corridor, boiler room, storage garage and all parts of the building used by the tenants in common shall be adequately ventilated, and where a system of mechanical ventilation is used it shall be maintained in good working condition.

5.4.23 **Maximum Person Residing in a Dwelling**

The maximum number of persons residing in a dwelling unit shall not exceed one person for each 9 square metres of habitable room floor area.

5.4.24 **Minimum Floor Area for Sleeping**

A room used for sleeping purposes shall have a minimum floor area of 6 square metres and shall not be occupied by more than 1 person for each 4 square metres of floor area thereof.

5.4.25 **Ceiling Height for Habitable Rooms – Dwelling Unit**

(a) Minimum room height shall not be less than 1950 mm over the required floor area and in any location that would normally be used as a *means of egress;* or

(b) Minimum room height shall not be less than 2010 mm over at least 50% for the required floor area, provided that the floor having a clear height of less than 1400 mm shall not be considered in computing the required floor area.

(c) Minimum clear heights under beams and ducting shall be not less than 1850mm

(d) Sentence (a) or (c) shall be contiguous with the entry or entries to those rooms or spaces.

5.4.26 **Basement Requirements – Used as a Dwelling**

No basement or portion thereof shall be used as a dwelling unit or habitable rooms of a dwelling unit, unless it meets the following requirements:

(a) Basement ceiling heights comply with the requirements of section 5.4.25;

(b) Access to each habitable room shall be gained without passage through a furnace room, boiler room or storage room;

(c) In the calculations referred to in Section 5.4.18 provided that one-half of the total area of such windows is above the top of the window well. Where less than half the light transmitting area of a window is above the top of a window well, only that area of the window above the top of the window well may be counted in the calculations;

(d) The minimum required unobstructed ventilation area to the outdoors shall not be limited to the requirements of Section 5.4.19, if, in the opinion of the Officer, the location of windows that are capable of being opened or vents, providing such ventilation, is such as to create a poorly and inadequately ventilated room;

(e) Except where a door on the same level as the bedroom provides direct access to the exterior, every floor level containing a bedroom in a suite shall be provided with:

i) At least one window that can be opened from the inside without the use of tools; and

ii) At least one window shall, in every bedroom, provide an unobstructed open portion having a minimum area of .35 m2 with no dimension less than 380 mm.

(f) Each habitable room shall be separated from service rooms by a suitable fire separation in compliance with Ontario Building Code Regulations.

5.4.27 **Smoke Alarms**

Every dwelling unit shall be equipped with an approved smoke alarm(s) conforming to the current edition of the OBC regulations that shall be:

(a) Installed on every floor level in proximity of bedrooms and in conformance with the manufacturers' instructions or recommendations for installation;

(b) Clearly audible within sleeping areas even though the doors to the sleeping areas may be closed;

(c) Either wired directly into the electrical system without a disconnect switch, or be battery powered. Sufficient additional replacement batteries shall be maintained nearby at all times as replacements for the smoke alarm, should it be battery powered so that at any given time such smoke alarm may have its battery or batteries replaced as warranted in order to keep it fully operational; and

(d) Continuously operating, except during periods of unavoidable electrical power interruption or battery replacement, as the case may be.

5.4.28 **Carbon Monoxide Detectors**

Every dwelling unit that has fuel burning appliances, solid fuel burning appliances, or is attached to a storage garage, shall be equipped with a carbon monoxide detector conforming with the most current edition of CAN/CSA and US UL Standard as listed in the current Ontario Building Code regulations and shall be:

(a) Installed in conformance with Sentence (c) where a solid fuel-fired combustion appliance exists;

(b) Installed on or near the ceiling in each room in which there is installed a solid fuel-burning appliance;

(c) Permanently connected to an electrical circuit, and

i) shall have no disconnect switch between the over-current device and the carbon monoxide detector where practical;

ii) be wired so that its activation will activate all carbon monoxide detectors within the suite, where located within a suite of residential occupancy; and

iii) be equipped with an alarm that is audible within bedrooms when the intervening doors are closed, where located adjacent to a sleeping area.

(d) Plug-in types of detectors plugged into a duplex receptacle near the floor level are acceptable in locations where there may be a hardship complying with (a), (b) and (c) outlined above.

5.4.29 **Duct Type Smoke Detector**

Where there is more than one dwelling unit within a building that share one force air furnace, a duct type smoke detector shall be installed and maintained.

5.5 STANDARDS FOR VACANT PROPERTIES

5.5.1 General

In addition to the minimum standards for the maintenance and occupancy of property set out elsewhere in this by-law, the owner of a vacant building, shall:

(a) Ensure that all utilities serving a building damaged by fire or storm, which are not required for safety or security are properly disconnected or otherwise secured, to prevent damage to the building or adjoining property;

(b) Ensure all utilities serving a vacant building that is not damaged by fire or storm be connected to public utilities to ensure building HVAC and electrical systems are operational and in use to protect the building from deterioration;

(c) Ensure all fire protection and life safety systems serving a vacant building that is not damaged by fire or storm shall be maintained and operational per applicable standard(s);

(d) The boarding of building openings not damaged by fire, storm or other catastrophic event is prohibited; and

(e) Ensure that the property is kept free of rodents, vermin and other harmful pests and any conditions that would allow such pests to harbour in or about the building.

5.5.2 Additional Requirements for Vacant Non-Residential Buildings

The owner of every non-residential vacant building shall keep the property free of conditions that promote the infestation of birds.

5.5.3 Additional Requirements for Vacant Residential Buildings

Despite any other provision of this by-law, where in the opinion of the Officer a vacant residential property can be repaired, the building shall be repaired:

(a) As soon as is possible in a manner consistent with other parts of this by-law; and

(b) Maintained in a manner so as not to become, in the opinion of the Officer, a public nuisance.

5.5.4 Clearing and Leveling of Vacant Residential Buildings

Despite any other provision of this by-law an Officer may issue an order directing the owner to demolish a derelict or vacant residential building.

5.5.5 Clearing and Leveling of Vacant Non-Residential Buildings

Despite any other provision of this by-law an Officer may issue an order directing the owner to demolish a derelict or vacant non-residential building.

5.6 STANDARDS FOR HERITAGE PROPERTIES

5.6.1 General

In addition to the minimum standards for the maintenance and occupancy of property in the City as set out in this chapter, the owner or occupant of a Part IV Heritage Property or a Part V Heritage Property shall:

(a) Maintain, preserve and protect the heritage attributes so as to maintain the heritage character, visual and structural heritage integrity of the building or structure;

(b) Maintain the property in a manner that will ensure the protection and preservation of the heritage values and attributes; and

(c) Obtain a heritage permit from Council or where applicable Council's designate prior to performing work or causing work to be performed under this section of the by-law.

5.6.2 Repair of Heritage Attributes

Despite any other provision of this chapter, where a heritage attribute of a Part IV heritage property or a Part V heritage property can be repaired, the heritage attribute shall not be replaced and shall be repaired:

(a) In a manner that minimizes damage to the heritage values and attributes;

(b) In a manner that maintains the design, colour, texture, grain or other distinctive features of the heritage attribute;

(c) Using the same types of material as the original and in keeping with the design, colour, texture, grain and any other distinctive features of the original; and

(d) Where the same types of material as the original are no longer available, using alternative materials that replicate the design, colour, texture, grain or other distinctive features and appearance of the original material, if approved by Council or where applicable their designate.

5.6.3 Replacement of Heritage Attributes

Despite any other provision in this by-law, where a heritage attribute of a Part IV or V Heritage Property cannot be repaired, the heritage attribute shall be replaced:

(a) In such a manner as to replace the design, colour, texture, grain or other distinctive features and appearances of the heritage attribute, using the same types of materials as the original; and

(b) Where the same of materials as the original are no longer available, alternative types of materials that replicate the design, colour, texture, grain or other distinctive features of the original materials may be used, if approved by Council or where applicable their designate.

5.6.4 **Alteration or Demolition of Heritage Properties**

Despite any other provision of this by-law or the Act, no building or structure located on a Part IV or Part V Heritage Property may be altered, demolished, removed or relocated except in accordance with the *Ontario Heritage Act.*

5.6.5 **Vacant Heritage Properties**

Notwithstanding provisions for vacant buildings under this by-law:

(a) Where a Part IV or Part V Heritage Property remains vacant for a period of 90 days or more, the owner shall ensure that appropriate utilities serving the building are connected as required in order to provide, maintain and monitor proper heating and ventilation to prevent damage to the heritage attributes.

(b) The owner of a vacant Part IV or Part V Heritage Property shall protect the building and property against the risk of fire, storm, neglect, intentional damage or other damage by other causes by effectively preventing the entrance of the elements, unauthorized persons or the infestation of pests by boarding up and securing any openings to the building in the following manner:

(i) all boards shall be installed from the exterior and shall be fitted in a watertight manner and so that all exterior trim and cladding remains uncovered and undamaged by the boarding;

(ii) all boards shall be fastened securely in a manner that minimizes damage to the heritage attributes and the historic fabric, and is reversible;

(iii) all boards shall be painted in a manner to reflect panes of glass, frames and mullions that were to be found on the opening that is being boarded over or the panes of glass shall be painted in matt black and the window frames and mullions shall be painted in a colour that of the original opening;

(iv) all boards used for boarding and securing openings not located in a window or door opening shall be painted or otherwise treated so that the colour blends with the exterior of the building or structure.

(v) minimizing visual impact; and

(vi) no window, door or other opening on a Part IV heritage property or Part V heritage property shall be secured by brick or masonry units held in place by mortar unless a Heritage Alteration Permit is granted.

SECTION 6 CERTIFICATE OF COMPLIANCE

6.1 Following the inspection of property, the Officer may, or upon the request of the owner, shall where no building permit was required, issue to the owner a Certificate of Compliance if, in the Officer's opinion, the property is in compliance with the standards set out in this by-law.

6.2 Where the owner has made a written request for a Certificate of Compliance, all fees associated with the Order pursuant to the City of Windsor User Fees Schedule shall be paid prior to the issuance of the Certificate.

SECTION 7 PERMITS, AND ADMINISTRATION FEES

7.1 Where an Order to Repair is issued pursuant to this by-law, a fee will be assessed to the registered owners in accordance with the City of Windsor User Fee Schedule.

7.2 Every property owner who is issued an Order to Repair pursuant to this by-law shall obtain a building permit unless exempted in writing by the Chief Building Official.

SECTION 8 COMPLIANCE

8.1 All owners or occupants of property shall comply with the standards set out in this by-law and any Order to Repair that is final and binding.

8.2 All owners of property within the municipality that does not conform with the standards contained in this by-law shall repair and maintain such property to conform with the standards or clear the site of all buildings, structures, debris or refuse and leave the property in a graded and leveled condition, except where a demolition permit has been issued and remains in effect.

8.3 All repairs and maintenance of property shall be carried out with suitable and sufficient materials in a manner acceptable to the Officer.

8.4 All new construction or repairs shall conform to the most current addition of the Ontario Building Code and any other applicable legislation.

8.5 No person shall occupy any property if there are conditions which pose or constitute an undue or unreasonable hazard or risk to life, limb or health of any person in or about the property.

SECTION 9 ENFORCEMENT AND PENALTY

9.1 An owner or occupant who fails to comply with an Order is guilty of an offence under Section 36(1) of the Building Code Act, and is liable to a penalty or penalties as set out in Section 36 of the Building Code *Act*.

SECTION 10 VALIDITY AND SEVERABILITY

10.1 If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law, and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

10.2 Where a provision of this by-law conflicts with the provision of another by-law in force within the municipality, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.

SECTION 11 REPEAL AND TRANSITION

11.1 Except as provided by Section 11.2 hereof, By-law Number 9-2019, as amended by 140-2020, is hereby repealed.

11.2 Notwithstanding Section 11.1 hereof, the provisions of By-law Number 9-2019 as amended by 140-2020, shall continue to apply to any properties in respect of which an Order has been issued under the said by-law until such Order has been concluded.

SECTION 12 EFFECTIVE DATE

12.1 This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

BY-LAW NUMBER 149-2025

A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.69 METRE EAST/WEST ALLEY EAST OF CHURCH STREET, SOUTH OF TECUMSEH ROAD WEST, AND WEST OF DOUGALL AVENUE, CITY OF WINDSOR

Passed the 8th day of September, 2025.

WHEREAS the 4.69 metre portion of the east/west alley east of Church Street, south of Tecumseh Road West, and west of Dougall 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 4.69 metre portion of the east/west alley east of Church Street, south of Tecumseh Road West, and west of Dougall 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

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

SCHEDULE "A"
TO BY-LAW 149-2025

Part Alley, Plan 925, being Parts 1 to 6, inclusive, Plan 12R-30217

Being all of PIN 01315-0568 (LT)

City of Windsor
County of Essex

Item No. 13.16

BY-LAW NUMBER 150-2025

A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.69 METRE EAST/WEST ALLEY EAST OF CHURCH STREET, SOUTH OF TECUMSEH ROAD WEST AND WEST OF DOUGALL AVENUE, CITY OF WINDSOR

Passed the 8th day of September, 2025.

WHEREAS it is deemed expedient to close, stop up and convey the 4.69 metre portion of the east/west alley east of Church Street, south of Tecumseh Road West, and west of Dougall 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 4.69 metre portion of the east/west alley east of Church Street, south of Tecumseh Road West, and west of Dougall 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 CR400/2024, be registered prior to conveyance.

3. That the lands be conveyed to the abutting owners in **as is condition**, and that the conveyance cost be set as follows:

    a) For alley conveyed to abutting lands zoned CD2.1, $20.00 per square foot without easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor, and $10.00 per square foot with easements plus HST (if applicable) and 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 RD1.3, $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

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

SCHEDULE "A"
TO BY-LAW 150-2025

Part Alley, Plan 925, being Parts 1 to 6, inclusive, Plan 12R-30217

Being all of PIN 01315-0568 (LT)

City of Windsor
County of Essex

Item No. 13.17

BY-LAW NUMBER 151-2025

A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 3.5 METRE NORTH/SOUTH ALLEY NORTH OF WYANDOTTE STREET EAST, EAST OF CLOVER STREET, SOUTH OF CLAIRVIEW AVENUE, AND WEST OF ADELAIDE AVENUE, CITY OF WINDSOR

Passed the 8th day of September, 2025.

WHEREAS the 3.5 metre portion of the north/south alley north of Wyandotte Street East, east of Clover Street, south of Clairview Avenue, and west of Adelaide 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 3.5 metre portion of the north/south alley north of Wyandotte Street East, east of Clover Street, south of Clairview Avenue, and west of Adelaide 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

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

SCHEDULE "A"
TO BY-LAW 151-2025

Part Alley, Plan 1077, designated as Parts 2 to 26, Plan 12R-30219; Windsor

Being part of PIN 01596-0095 (LT)

City of Windsor
County of Essex

Item No. 13.18

BY-LAW NUMBER 152-2025

A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 3.5 METRE NORTH/SOUTH ALLEY NORTH OF WYANDOTTE STREET EAST, EAST OF CLOVER STREET, SOUTH OF CLAIRVIEW AVENUE, AND WEST OF ADELAIDE AVENUE, CITY OF WINDSOR

Passed the 8th day of September, 2025.

WHEREAS it is deemed expedient to close, stop up and convey the 3.5 metre portion of the north/south alley north of Wyandotte Street East, east of Clover Street, south of Clairview Avenue, and west of Adelaide 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 3.5 metre portion of the north/south alley north of Wyandotte Street East, east of Clover Street, south of Clairview Avenue, and west of Adelaide 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 CR402/2024, be registered prior to conveyance.

3. That the lands be conveyed in **as is condition,** to the abutting property owners.

4. That the conveyance cost be set as follows:

    a) For alley conveyed to abutting lands zoned RD1.2, $1.00 plus HST (if applicable), deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

5. That the Chief Administrative Officer and City Clerk be authorized and directed to execute on behalf of The Corporation of the City of Windsor and to seal with the seal thereof, any and all documents necessary to implement the foregoing; and that the transaction be completed electronically, for property where it is available, pursuant to By-law Number 366-2003, as amended from time to time.

6. 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

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

SCHEDULE "A"
TO BY-LAW 152-2025

Part Alley, Plan 1077, designated as Parts 2 to 26, Plan 12R-30219; Windsor

Being part of PIN 01596-0095 (LT)

City of Windsor
County of Essex

Item No. 13.19

BY-LAW NUMBER 153-2025

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 8TH DAY OF SEPTEMBER, 2025

Passed the 8th day of September, 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

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

Item No. 18.1

Council Questions: SCM 260/2025

Subject: Summary of Outstanding Council Questions as of August 20, 2025

As of August 20, 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 – 2
2021 – 1
2022 – 1
2023 – 5
2024 – 11
2025 – 13

2020

Total Outstanding: 2

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
McKenzie	Comm. Economic Development	**CQ 32-2020** 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. SRT2020 (December 7, 2020)	**Type of Response Required** -Written Report

2021

Total Outstanding: 1

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Kieran McKenzie	Comm. Corporate Services	**CQ 17-2021** 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. AB2021 & MH2021 18.1 (July 26, 2021)	**Type of Response Required** -Written Report

2022

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

2023

Total Outstanding: 5

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Kieran McKenzie	Comm. Economic Development	**CQ 1-2023** Asks that given Council's declaration of a Climate Change Emergency informing the need to address climate change through municipal policy frameworks; And further, given the energy capacity challenges and opportunities faced by our community over the short, medium and long term; That Administration report back to Council with proposals for Council consideration to create a Green Energy Community Energy Plan (CIP) with the goal of creating a favourable energy investment climate for sustainable energy proposals. ACOQ2023 (January 16, 2023)	**Type of Response Required** -Written Report
Kieran McKenzie	Comm. Economic Development (City Planner)	**CQ 5-2023** Given the significant housing crisis challenging municipalities across Canada, including the City of Windsor 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. And Whereas, the City of Windsor has already recognized the benefits of adding housing capacity through Additional Dwelling Units (ADUs) by enacting Planning Act amendments thereby eliminating some barriers to investment. That Administration report back with further options for Council to consider that would include a range of financial tools including (but not necessarily limited to) a targeted Community Improvement Plan or Grant program that would address industry challenges to help promote greater uptake of the opportunity to augment housing stock through investments in ADUs. SS2023 (February 13, 2023)	**Type of Response Required** -Written Report

Kieran McKenzie	Comm. Corporate Services (City Clerk)	**CQ 6-2023** That, given the City of Windsor's stated objective in Council's approved Diversity and Inclusion Initiative to: continually take steps to learn and grow as a community and to recognize that "diversity adds to our strength and creates an important opportunity for fostering understanding, acceptance and innovation", and, The City's publicly articulated commitment to an Agency, Board and Committee (ABC) appointments process that is transparent, fair and consistent; That Administration undertake a review of the city's appointment policy, including a comparison to processes and policies adopted in peer municipalities such as (but not limited to) London, Kitchener and Cambridge and report back with options for Council consideration in terms of best practices or improvements that can be made in the context of Equity, Diversity, Inclusion, Transparency and Accountability. ACO2023 (February 13, 2023)	**Type of Response Required** -Written Report
Angelo Marignani	Comm. Community Services	**CQ 10-2023** That Administration report back to City Council on a collaboration with Detroit City Council in creating a new International Freedom Festival. This world class civic event will promote international investment while improving the quality of life in our city. It will showcase our rich heritage and shared identity of our two cities. The focal point of this new annual festival will be the new Gordie Howe International Bridge, opening in 2024. There is more than a bridge that connects us and it is in our advantage to strengthen these connections. SR2023 (February 27, 2023)	**Type of Response Required** -Written Report
Jo-Anne Gignac	Comm. Economic Development	**CQ 33-2023** Asks that Administration report back with tools that we, as a municipality, have to protect areas of our city that we have designated or identified, such as historic districts, historic neighbourhoods or even roadways, such as the Riverside Vista, as developments and intensification occurs in order to ensure that these developments compliment these identified areas. ACO2023 (October 30, 2023)	**Type of Response Required** -Written Report

2024

Total Outstanding: 11

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Gary Kaschak	Chief Administrative Officer	**CQ 1-2024** 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. ACO2024 & GF2024 (January 15, 2024)	**Type of Response Required** -Written Report
Kieran McKenzie	Comm. Infrastructure Services	**CQ 25-2024** Asks that given the significant public safety and public nuisance concerns raised in our community related to illegal car rallies and excessive noise from motor vehicles; That Administration analyze and report back to Council on all available tools for Council consideration including strengthening bylaws as well as investments in new technologies including camera and sound detection devices and other hardware that can help to address these reckless driving behaviours; And Further that Administration conduct a review of what other municipalities have implemented to address this concern and undertake this analysis in collaboration with the Windsor Police Service and any other pertinent stakeholder. Carried. SP2024 & ACOQ2024 (April 22, 2024)	**Type of Response Required** -Written Report
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

2025

Total Outstanding: 13

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Fred Francis	Comm. Infrastructure Services	**CQ 1-2025** 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. ACOQ2025 & ST2025 (January 13, 2025)	**Type of Response Required** -Written Report
Kieran McKenzie	Comm. Infrastructure Services	**CQ 2-2025** 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. ACOQ2025 & ST2025 (January 13, 2025)	**Type of Response Required** -Written Report
Renaldo Agostino	Comm. Community & Corporate Services	**CQ 4-2025** 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 ACOQ2025 & SR2025 (February 10, 2025)	**Type of Response Required** -Written Report
Angelo Marignani	Comm. Community & Corporate Services	**CQ 5-2025** 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. ACOQ2025 (April 14, 2025)	**Type of Response Required** -Written Report

Renaldo Agostino	Comm. Human & Health Services	**CQ 6-2024** 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. 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. ACOQ2024 & SS2025 (April 14, 2025)	**Type of Response Required** -Written Report
Renaldo Agostino	Comm. Community Services	**CQ 7-2025** Our hearts go out to the Filipino community and the City of Vancouver following this weekend's senseless tragedy. 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. Given my background in managing street closures and public event logistics, I would also	**Type of Response Required** -Written Report

		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
Renaldo Agostino	Comm. Human & Health Services	**CQ 13-2025** Asks that as the landscape of social challenges continues to evolve, particularly with anticipated legislation such as Bill 6 and pending changes to federal laws, I am calling on our administration — including Health and Human Services, Community Housing, Parks and Recreation, and, certainly not limited to, the Windsor Police Service — to proactively develop a comprehensive strategy to address the growing concern of open-air drug use in our downtown core and across the city. This is a complex issue that demands coordinated and compassionate action. It affects residents, businesses, and vulnerable individuals alike. I believe it's time for a broader community conversation: What more can we all do — together — to respond to this challenge? ACOQ2025 & GM2025 (July 14, 2025)	**Type of Response Required** -Written Report
Renaldo Agostino	Comm. Infrastructure Services	**CQ 14-2025** Asks whereas the magnetic garbage cans have been a clear success with downtown businesses. I'd like us to offer similar support to downtown residents who are facing the same challenges. In particular, I'd like to request that administration explore the possibility of extending the *Curb The Trash* Pilot Program to the 800 and 900 blocks of Pelissier Street, from Elliott Street to Erie Street; and please include your findings and recommendations as part of the original project report when it is due. ACOQ2025 & SW2025 (July 14, 2025)	**Type of Response Required** -Written Report

Renaldo Agostino	Comm. Corporate Services	**CQ 15-2025** Asks that administration review the current bylaws and regulations concerning mobile food vendors and food trucks. The mobile food industry has evolved significantly in recent years, and I believe there may be opportunities to modernize our policies to better support these small businesses while continuing to meet the needs of the community. A review could help identify potential areas for increased flexibility and opportunity, such as operating locations, hours, permitting processes, or event participation. Supporting a thriving food truck sector could also enhance our local economy, increase access to diverse food options, and contribute to a vibrant public space. ACOQ2025 & AB2025 (July 14, 2025)	**Type of Response Required** -Written Report

/sg
as of August 20, 2025

Item No. 18.2

Council Directives: SCM 261/2025

Subject: Outstanding Council Directives as of September 8, 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.	
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;	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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.	
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;	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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.	
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;	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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.	
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	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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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.	
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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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.	
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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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,	
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,	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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	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: 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; 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,	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 22, 2024	B1/2024	C 9/2024	Economic Development	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: 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; andMixed Use Centres, ranging from 6 to 10+ storeys. 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;	
January 22, 2024	B1/2024	C 9/2024	Economic Development	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 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,	

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	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, ...	
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...	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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.	
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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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.	
May 27, 2024	CR236/2024	S 45/2024	Infrastructure Services	...That Council APPROVE the development of a new Ad Hoc Alley Standards Committee as outlined in the report with the deliverables to support Council's goal of developing and enforcing a set of alley standards as amended; and, That the Alley Standards Committee REVIEW and CONSIDER best practices to promote safety and security as an additional deliverable; and, That asset management plans BE INCLUDED in the analysis of activating those alley spaces; and, That administration BE DIRECTED to report back to Council on an annual basis.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
June 10, 2024	CR246/2024	C 58/2024	Community Services	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, ... That Administration BE REQUESTED to continue to review the potential to offset costs for this project by finding ways to secure revenue streams, including but not limited to, potential naming rights and other sponsorship opportunities.	
June 10, 2024	CR248/2024	C 64/2024	Finance	That Council SUPPORT the continuing development, implementation, and monitoring of the EMP to reduce the Corporation’s energy consumption and greenhouse gas emissions; and, That Administration REPORT BACK to Council on the development of a Corporate Energy Management Policy, once finalized.	
June 10, 2024	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,	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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 & Multicultralism dated May 27, 2024 regarding the changes made to the Ontario Heritage Act (OHA) as part of Bill 23, More Homes Built Faster Act, 2022 BE RECEIVED; and, That administration BE REQUESTED to report back to the Development & Heritage Standing Committee related to what the current resource capacities would yield, in terms of how far into the heritage list is practical to get through with the 2-year extension deadline.	
July 08, 2024	CR294/2024	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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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,	
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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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:	
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:	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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.	
January 27, 2025	B4/2025	C 163/2024	Chief Administrative Officer	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: - 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...	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 27, 2025	B12/2025	S 44/2024	Infrastructure Services	That the report of the Commissioner of Infrastructure Services dated November 10, 2023, entitled "Response to CQ 24-2023 Regarding Minimum Standards, Vendor Warranties, and Construction Policies for Road Repair, Sewer Infrastructure, and Road Rehab Projects - City Wide" BE RECEIVED for information and discussion; and, 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.	
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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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.	
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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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	That report "C 24/2025 – Strategies for Addressing Transportation and Transit Challenges in Twin Oaks Industrial Park ", BE RECEIVED for information; and, further, 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, 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, That Administration BE DIRECTED to bring forward an analysis as to whether or not pedestrian infrastructure can be implemented in the industrial park; and, That Administration BE DIRECTED to create an active transportation plan for access to the industrial park; and, 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.	

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.	
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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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.	
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	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, 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, 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	
May 26, 2025	CR218/2025	S 15/2025 AI 10/2025 SCM 140/2025 SCM 140/2025	Economic Development	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.	

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	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, 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, 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	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
May 26, 2025	CR238/2025	S 45/2025 SCM 160/2025	Corporate Services	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, 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, 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.	
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	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, 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, That the Transit Board RECOMMENDS that transit service continue to operate as a separate Corporate entity with its own Board exercising oversight.	
May 26, 2025	CR249/2025	C 82/2025	Health & Human Services	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, 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.	

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.	
July 14, 2025	CR282/2025	SCM 188/2025 8.9	Economic Development	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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 14, 2025	CR293/2025 ETPS 1071 Clauses VII & VIII	SCM 201/2025 & S 79/2025 8.20	Infrastructure Services	VII. That administration BE DIRECTED to report back with an updated truck traffic data report 12 months after the Gordie Howe Bridge has opened; and,VIII. That administration BE DIRECTED to report back to council with an analysis of the potential infrastructure impact of replacing the bridge on Riverside Drive East at Riverdale Avenue.	
July 14, 2025	CR295/2025	C 94/2025 11.2	Corporate Services	That the report of the Coordinator of Real Estate Services dated June 20, 2025 entitled “Surplus Declaration and Sale Authorization - 0 Wellington Avenue (abutting 1329 Wellington) – Ward 3” BE DEFERRED to a future City Council meeting to allow for consultation with the real estate department regarding concerns outlined in the report.	
July 14, 2025	CR297/2025	C 87/2025 11.4	Infrastructure Services	That the report of the Fleet Manager dated May 30, 2025 entitled “RFP No. 41-25 – Front Loading Refuse Truck Replacement –City Wide” BE DEFERRED to a future meeting of Council to consider the in-camera agenda item relating to this report.	
July 28, 2025	CR333/2025	SCM 233/2025 11.5	Chief Administrative Officer	That the report of the Auditor General dated June 25, 2025 entitled "Auditor General Report Regarding Comparator Research and Recommendations” BE RECEIVED; and, That administration BE DIRECTED to work towards preparing a draft Auditor General By-law for Council’s consideration.	

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.