City Council Meeting Agenda

Date: Monday, September 22, 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**

5. **NOTICE OF PROCLAMATIONS**

Proclamations

"Legion Week" – September 21 to 27, 2025
"British Home Children's Day" – September 28, 2025
"International Day of the Girl" – October 11, 2025

Flag Raising Ceremony

"Legion Week" – September 22, 2025
"Franco-Ontarian Day" – September 25, 2025
"International Day of the Girl" – October 10, 2025

Illumination

"Franco-Ontarian Day" – September 25, 2025
"British Home Children's Day" – September 28, 2025

6. **COMMITTEE OF THE WHOLE**

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

7.1. Correspondence Item 7.1.1. **(CMC 13/2025)**

7.2. Response to CR356/2023 Green Bin Communication Plan – City Wide **(C 116/2025)** *Author: Stuart Diotte, Manager, Waste Collection Contracts, Environmental Services – Public Works Operations*

7.3. Response to Inquiry Regarding Infrastructure Related Strategies to Discourage Unsafe Behaviours in the Public Roadway – City Wide **(C 120/2025)** *Author: Rob Slater, Executive Initiatives Coordinator*

7.4. Delegation of Authority Semi-Annual Summary Report for Period January 1, 2025 to June 30, 2025 (City Wide) **(C 127/2025)** *Author: Pina Ciotoli, Executive Administrative Assistant*

8. CONSENT AGENDA

8.1. Windsor-Canada Utilities Ltd. – Annual General Meeting – City Wide **(C 130/2025)** *Author: Joshua Meloche, Senior Legal Counsel*
Clerk's Note: Appendix B available at www.citywindsor.ca due to size

CONSENT COMMITTEE REPORTS

8.2. City of Windsor Urban Forest Management Plan (UFMP) and Response to CQ 14-2022 **(SCM 213/2025) (S 82/2025)** *Author: Yemi Adeyeye, City Forester/Manager, Forestry & Natural Areas*

Clerk's Note: Appendix A & B available at www.citywindsor.ca due to size; and, Administration is providing the ***attached*** additional information memo **(AI 22/2025)** *Author: Yemi Adeyeye, City Forester/Manager, Forestry & Natural Areas*

8.3. Response to CQ32-2020: Regarding Tree Protection and Replacement Policies - City Wide **(SCM 256/2025) (S 88/2025)** *Author: Frank Garardo, Planner III - Policy & Special Studies*

Clerk's Note: See Item 8.2 Appendix A & B, available at www.citywindsor.ca due to size.

8.4. Zoning By-law Amendment Application for 7900 Anchor Drive & 8100 Twin Oaks Drive, Z-016/25 [ZNG-7310], Ward 9 **(SCM 276/2025) (S 98/2025)** *Author: Brian Nagata, Planner II - Development Review*

8.5. Zoning By-law Amendment Application for 0 & 1841 Longfellow Avenue, Z-017/25 [ZNG-7312], Ward 10 **(SCM 277/2025) (S 99/2025)** *Author: Brian Nagata, Planner II - Development Review*

8.6. ZBA Application for 0 Salter Avenue, Z-009/25 [ZNG-7298], Ward 3 **(SCM 278/2025) (S 100/2025)** *Author: Brian Nagata, Planner II - Development Review*

8.7. Approval of a Plan of Condominium with Exemption under Section 9(3) of the Condominium Act, 4470 North Service Road East; File No.: CDM 001-25 [CDM-7316]; Ward 5 **(SCM 279/2025) (S 97/2025)** *Author: Justina Nwaesei, Senior Planner - Development*

8.8. Request to Extend MRLA's Consulting Services to Stage 2 of the Walkerville HCD - Ward 4 **(SCM 275/2025) (S 104/2025)** *Author: Tracy Tang, Planner III - Heritage (Acting)*

8.9. Response to CQ 28-2024 – Downtown Residential Parking Requirements **(SCM 282/2025) (C 85/2025)** *Author: Adam Szymczak, Senior Planner - Development*

8.10. Brownfield CIP Application - 844 Bridge Ave - Ward 2 **(SCM 283/2025) (S 94/2025)** *Author: Simona Simion, Planner III - Economic Development (Acting)*

8.11. Demolition Application subject to Demolition Control - 1968 George Ave - Ward 5 **(SCM 284/2025) (S 95/2025)** *Author: Simona Simion, Planner III - Economic Development (Acting)*

8.12. Downtown CIP - 257 Wyandotte St E - Ward 3 **(SCM 285/2025) (S 101/2025)** *Author: Simona Simion, Planner III - Economic Development (Acting)*

8.13. Downtown CIP - 423-437 Ouellette Ave - Ward 3 **(SCM 280/2025) (S 102/2025)** *Author: Simona Simion, Planner III - Economic Development (Acting)*

8.14. Part Closure of north/south alley located between Brant Street and Wyandotte Street East, Ward 4, SAA-7198 **(SCM 281/2025) (SCM 190/2025) (S 70/2025) (AI 16/2025)** *Author: Brian Nagata, Planner II - Development Review*

Clerk's Note: Administration is providing the ***attached*** additional information memo **(AI 21/2025)** *Author: Brian Nagata, Planner II - Development Review*

8.15. Windsor-Essex Regional Affordable Housing Strategy 2025 Report - City Wide **(SCM 267/2025) (S 107/2025)** *Author: Diane Wilson, Manager Social and Affordable Housing*

Clerk's Note: Appendix A, B & C available at www.citywindsor.ca due to size.

8.16. Minutes of the Age Friendly Windsor Working Group of its meeting held May 14, 2025 **(SCM 268/2025) (SCM 198/2025)**

8.17. Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., Held June 12, 2025 **(SCM 269/2025) (SCM 226/2025)**

8.18. Minutes of the Windsor Essex Regional Community Safety and Well-Being Plan's Regional Systems Leadership Table of its meeting held March 12, 2025 **(SCM 270/2025) (SCM 241/2025)**

8.19. Temporary Exhibition Look Again! Outside! Extension and Expansion - City Wide **(SCM 271/2025) (S 105/2025)** *Author: Michelle Staadegaard, Manager, Culture & Events*

8.20. 2024 Pathway to Potential (P2P) Annual Impact Report Update **(SCM 272/2025) (C 75/2025)** *Author: Charmaine Valbuena, Social Planning Coordinator*

8.21. Windsor Regional Employment Network (WREN) Update **(SCM 273/2025) (C 102/2025)** *Author: Tanya Antoniw, Executive Director, Employment & Social Services*

8.22. Response to CQ 6-2025 re: Good Neighbour Policy Exploration – City Wide **(SCM 274/2025) (S 106/2025)** *Author: Kelly Goz, Manager, Homelessness & Housing Support (Acting)*

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

10. PRESENTATIONS AND DELEGATIONS

10.1. Windsor Symphony Orchestra - Annual Update

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

11.1. 2025 Second Quarter Operating Budget Variance Report **(C 104/2025)** *Author: Janice Guthrie, Commissioner of Finance & City Treasurer*

11.2. 2026 Capital Budget Pre-Approval - City Wide **(C 122/2025)** *Author: Fahd Mikhael, Manager of Design*

11.3. Banwell Road/E.C. Row Expressway Interchange and Corridor Improvements - Noise Bylaw (6716) Exemption - Ward 7 **(C 123/2025)** *Author: Patrick E. Robitaille, Project Administrator*

11.4. Abandonment of the Pillette No. 1 Drain (Grand Marais Branch Drain) – Ward 5 **(C 124/2025)** *Author: Tom Graziano, Engineer III / Drainage Superintendent*

11.5. Pass By-Law for Parent Outlet Drain Abandonment – Ward 7 **(C 125/2025)** *Author: Tom Graziano, Engineer III / Drainage Superintendent*

11.6. Pass By-Law for Repair and Improvement of the Dawson Drain – Ward 9 **(C 126/2025)** *Author: Tom Graziano, Engineer III / Drainage Superintendent*

11.7. Roseland Golf Clubhouse - Demolition and Redevelopment - Ward 1 **(C 129/2025)** *Author: Karl Muegge, Project Coordinator*

11.8. Surplus Declaration and Sale Authorization – 0 Chappus Street (abutting 1775 Chappus Street) – Ward 1 **(C 131/2025)** *Author: Stephanie Allen Santos, Coordinator of Real Estate Services*

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 154-2025** - A BY-LAW TO PROVIDE THAT PART-LOT CONTROL SHALL NOT APPLY TO CERTAIN LAND THAT IS WITHIN PLAN 972 IN THE CITY OF WINDSOR, authorized by by-law 139-2013, dated August 26, 2013.

13.2 **By-law 155-2025** - A BY-LAW TO PROVIDE THAT PART-LOT CONTROL SHALL NOT APPLY TO CERTAIN LAND THAT IS WITHIN PLAN 1472 IN THE CITY OF WINDSOR, authorized by by-law 139-2013, dated August 26, 2013.

13.3 **By-law 156-2025** - A PROVISIONAL BY-LAW TO ABANDON THE PILLETTE NO. 1 DRAIN (GRAND MARAIS BRANCH DRAIN) IN THE CITY OF WINDSOR, see Item 11.4.

13.4 **By-law 157-2025** - A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 22ND DAY OF SEPTEMBER, 2025.

14. MOVE BACK INTO FORMAL SESSION

15. NOTICES OF MOTION

15.1. Moved by: Councillor Angelo Marignani
Seconded by: _____

WHEREAS on February 21, 2025, the 2025 Budget process was finalized which included a tax levy reduction as a result of the naturalization of parkland; and further,

WHEREAS Martinique Park was identified as one of the city parks which would be subject to naturalization;

THERFORE BE IT RESOLVED THAT Administration **BE DIRECTED** to reverse the decision to naturalize Martinique Park as part of the 2026 Operating Budget process for consideration.

16. THIRD AND FINAL READING OF THE BY-LAWS

By-law 154-2025, 155-2025, and 157-2025

16.1 **By-law 119-2025** - A BY-LAW TO PROVIDE FOR A DRAINAGE WORKS IN THE CITY OF WINDSOR IN THE DAWSON DRAIN, see Item 11.6.

16.2 **By-law 120-2025** - A BY-LAW TO ABANDON THE PARENT OUTLET DRAIN, see Item 11.5.

Clerk's Note: By-laws 119-2025 and 120-2025 were inadvertently not differentiated for first and second readings at a previous meeting. As such, a clerk's correction has been made as part of the public record and the 3rd reading is now coming forward for the September 22, 2025, meeting of City Council.

17. PETITIONS

18. QUESTION PERIOD

19. STATEMENTS BY MEMBERS

20. UPCOMING MEETINGS

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

Transit Windsor Working Group
Wednesday, September 24, 2025
9:30 a.m., Room 522b, 350 City Hall Square West

Environment, Transportation, and Public Safety Standing Committee
Wednesday, September 24, 2025
4:30 p.m., Council Chambers

Environment, Transportation, and Public Safety Standing Committee
Sitting as the Transit Windsor Board of Directors
Wednesday, September 24, 2025
Immediately following the Environment, Transportation & Public Safety Standing Committee meeting, Room 139, 350 City Hall Square West

Community Services Standing Committee
Wednesday, October 1, 2025
9:00 a.m., Council Chambers

Development & Heritage Standing Committee
Monday, October 6, 2025
4:30 p.m., Council Chambers

Active Transportation Expert Panel
Wednesday, October 8, 2025
2:30 p.m., Board Room, 1266 McDougall Avenue

City Council Meeting
Monday, October 20, 2025
10:00 a.m., Council Chambers

21. ADJOURNMENT

THE CITY OF WINDSOR ONTARIO, CANADA

Correspondence Report: CMC 13/2025

ATTACHMENTS

Subject: Correspondence Report for Monday, September 22, 2025 City Council Meeting

No.	Sender	Subject
7.1.1	Deputy City Planner	Application for Zoning By-law Amendment, Epic Properties Ltd. Partnership, 4325-4455 Cabana Road East, to amend the Industrial Zone (M1) as an additional permitted used to construct a power generation facility with a gross floor are of 1875 m^2. Administrative Lead: City Planner Z/15030 Note & File

THE CITY OF WINDSOR
ONTARIO, CANADA

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk

From: Deputy City Planner

Date: September 5, 2025

Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-018/25 [ZNG/7315]

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

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Applicant: EPIC PROPERTIES LTD. PARTNERSHIP
Location: 4325-4455 CABANA ROAD EAST
Description: Applicant is requesting an amendment to Zoning By-law 85-18 to amend the Industrial Zone (M1) as an additional permitted use to construct a power generation facility with a gross floor area of 1875 m^2.

The ZONING BY-LAW AMENDMENT application submitted on JUNE 30, 2025, by EPIC PROPERTIES LTD. PARTNERSHIP for 4325-4455 CABANA ROAD EAST was deemed complete on July 22, 2025.

Enclosures:

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

Greg Atkinson, MCIP, RPP
Deputy City Planner

GA/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: EPIC PROPERTIES LIMITED PARTNERSHIP
LOCATION: 4325-4455 CABANA RD. E.
FILE NO.: Z-018/25 [ZNG/7315]

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 July 22, 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 aszymczak@citywindsor.ca.

Sincerely,

Adam Szymczak
Senior Planner – Development Review

AS/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-056/25

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: Epic Properties Limited Partnership Contact: John Cervini
Name of Contact Person

Address: 324 Elmgrove Drive

Address: Windsor, ON Postal Code: N8N 3S4

Phone: 519-796-4476 Fax: _____

Email: john.cervini@fulfillholdings.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 Road

Address: Chatham, ON Postal Code: _____

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: 4325-4445 Cabana Road East (County Road 42), Windsor, ON

Legal Description: Con 7; PT Gore Lot 17; RP 12R8108; Parts 4; 5; 7 & 8; Pt Parts 1 to 3; 6 & 9; RP 12R28421; Parts 4 to 6

Assessment Roll Number: 090-010-04950-0000

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

Frontage (m): 192.5 m Depth (m): Irregular Area (sq m): 78,652 m2

Official Plan Designation: Schedule D – Land Use: Business Park

Current Zoning: ZONING BY-LAW 85-18: Industrial Zone (M1), Map T12

Existing Uses: The Site currently has several existing industrial buildings.

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

Previous Uses: The previous use of the Site is 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: Industrial Zone (M1) category

to: site specific Industrial Zone (M1-XX) category

Proposed uses of subject land: to permit the proposed power generation facility as an additional permitted use.

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

It is proposed that a new 1,875 m2 building for a power generation facility be constructed. The proposed development includes a new loading space and 10 new parking spaces. Access to the Site will be from the existing driveways.

Why is this amendment or these amendments being requested?

To great electricity to be distributed to consumers through a grid, powering homes, businesses, and industries.

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

All existing buildings are to remain.

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

The proposed building will be located between 2 existing buildings.

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 hybrid public open house was held with area residents and property owners (200 m radius) on Tuesday, May 27, 2025, from 6:00 pm to 7:00 pm. There were no one who attended.

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, John Cervini, 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 27th 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, John Cervini, 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 27, 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, John Cervini,
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 27, 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 27, 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:
Current industrial, and previous unknown.

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.

Epic Properties Limited Partnership c/o John Cervini

Name of Applicant (print)

X

Signature of Applicant

June 27, 2025

Date

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

Name of Agent (print)

Signature of Agent

June 27, 2025

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

Subject: Response to CR356/2023 Green Bin Communication Plan – City Wide

Reference:

Date to Council: September 22, 2025
Author: Stuart Diotte,
Manager, Waste Collection Contracts
Environmental Services – Public Works Operations
sdiotte@citywindsor.ca
(519) 974-2277 Ext 3133

Public Works - Operations
Report Date: 8/25/2025
Clerk's File #: EI/14640

To: Mayor and Members of City Council

Recommendation:

I. That report "Response to CR356/2023 Green Bin Communication Plan" **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

CR 356/2023 directed administration to 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.

Discussion:

The Essex-Windsor Solid Waste Authority (EWSWA) is implementing a Regional Food and Organic Waste Management Program (Green Bin Program). The City of Windsor is included in Phase 1 of the program and scheduled to start Green Bin collection on October 21, 2025. The City of Windsor will be also switching to bi-weekly residential waste collection when the Green Bin collection commences.

Green Bin Program Community Promotion and Education

EWSWA's Promotion & Education (P&E) Plan for the 2025 Green Bin Program Launch is shown in Appendix A. This report details key messages, communication campaigns and strategies to support the campaigns. Staff from Environmental Services and 311 are working together with EWSWA on implementing the P&E plan. Residents are encouraged to download the Recycle Coach app, as notifications regarding the program will be sent via the app.

EWSWA's delivery of the green bins commenced in last month across Windsor and will continue through September, 2025. As part of these deliveries, a kitchen catcher, sample compostable bag and how-to guide (refer to Appendix B) was included inside each green bin. The delivery schedule is available on the EWSWA's website (www.ewswa.org.)

Attached as Appendix C is a Green Bin frequently asked questions fact sheet prepared by EWSWA.

Biweekly Residential Waste Collection Community Outreach

As noted, the launch of weekly green bin collection will be accompanied by the City's change to biweekly garbage collection. This change will serve to boost green bin program participation as well as in curbside recycling in a manner that preserves landfill space for waste that can't be recycled or composed (landfill waste diversion), saves natural resources and reduces landfill greenhouse gas emissions.
Where EWSWA has not had the resources to commit to public events within Windsor, the City's Environmental Services Division has attended and provided information and education to residents and will continue to do so until the end of 2025. That said, EWSWA has been receiving questions from the media and residents on all municipal waste collection programs, including the City's change to biweekly garbage that is approaching, and redirecting such queries to the City.

Environmental Services has initiated community education within the City in a number of ways including radio (i.e. Experts on Call), social media, news interviews and website updates. In addition, approximately 85,000 households across the City received print materials in March, 2025 through annual waste collection calendars which included highlights about the upcoming biweekly garbage collection program change. Further, the City will be utilizing EWSWA's Recycle Coach app as another tool to notify residents of the program change.

As part of the start-up for the biweekly garbage collection program, Environmental Services staff will continue to work closely with the collection contractor as well as monitor 311 calls to identify any areas of the City that may require additional education or information. It is recognized that the collection contractor will be utilizing in-route AI software technology to monitor areas where set outs are non-acceptable. This combined monitoring work includes physically visiting homes to provide direct education where/if needed.

Risk Analysis:

Should the existing communication plan prove not sufficient, additional promotion and education strategies will be considered and implemented as required.

Climate Change Risks:

Climate Change Mitigation

N/A

Climate Change Adaptation

N/A

Financial Matters:

In 2019, the EWSWA Board created the Waste Reduction Reserve with a balance of $2 million to fund one-time Green Bin program launch costs including equipment, promotion & education and temporary labour. The intended use of the reserve was to aid in funding the roll-out costs of the new provincially mandated program. The Green Bin promotion and education plan will be funded from this reserve. Other ongoing program costs will be detailed in the 2026 EWSWA budget.

Consultations:

Cathy Copot-Nepszy – Manager, Waste Diversion, Essex Windsor Solid Waste Authority

Conclusion:

Green bin and garbage waste collection initiatives were developed as part of a social marketing strategy to inform, persuade, influence, motivate, reinforce, or change behaviours toward improved waste reduction. The transition to bi-weekly collection will be monitored by staff and information gathered will be used to formulate future strategies to encourage the use of the new weekly Green Bin program and ensure residents are following the bi-weekly residential waste collection program.

Approvals:

Name	Title
Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Jim Leether	Senior Manager, Environmental Services
David Simpson	Commissioner, Infrastructure Services and City Engineer
Tony Ardovini	On behalf of Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

N/A

Appendices:

Appendix A - Promotion & Education (P&E) Plan for the 2025 Green Bin Program Launch

Appendix B – Green Bin How-To Guide

Appendix C – Green Bin FAQ Sheet

Essex-Windsor Solid Waste Authority
Administrative Report

December 16, 2024

To:	**The Chair and Board of the Essex-Windsor Solid Waste Authority**
From:	**Catharine Copot-Nepszy, Manager of Waste Diversion**
Meeting Date:	**Tuesday, January 07, 2025**
Subject:	**Promotion & Education (P&E) Plan for the 2025 Green Bin Program Launch**

Purpose

The purpose of this report is to provide the Authority Board with an update on the Promotion and Education (P&E) Program Plan for 2025 that Administration developed to prepare Essex-Windsor for the Green Bin Program launch the week of October 21, 2025.

Background

In April 2018, Ontario announced its Food and Organic Waste Policy Statement which provides direction to provincial ministries, municipalities, and the waste management sector to increase waste reduction and resource recovery of food and organic waste. As a result of this direction, the Authority will be implementing a Regional Food and Organic Waste Management Program (Green Bin Program) in 2025 as directed by both the City of Windsor and the County of Essex. This initiative is key to extending the lifespan of the Essex-Windsor Regional Landfill as it will divert food and organic waste out of the residential garbage stream which is currently made up of approximately 48% food waste and organic materials.

The Green Bin Program is scheduled to launch Phase 1 municipalities the week of October 21, 2025 and Phase 2 municipalities are scheduled to launch in fall 2026.

To prepare the residents of Essex-Windsor for the 2025 launch of the Green Bin Program, Administration has been working with Mr. Tim Stewart a marketing consultant from Jump Marketing, and its local municipal partners to finalize a comprehensive P&E Plan for the Phase 1 launch. This comprehensive plan will

inform, engage, and connect local residents and partners to the launch of the Green Bin Program. The approach taken was created by benchmarking other municipalities (e.g., City of London, County of Simcoe, City of Peterborough) who also used P&E Plans to launch community-wide Green Bin Programs. Through many in-person and virtual meetings with municipalities, Administration was able to gather lessons learned from these municipalities and incorporate this best practice into the development of a plan that is tailored specifically to its knowledge of what would be effective in Essex-Windsor. As this plan has now been finalized, Administration feels that it is timely to share this plan with the members of the Board, so that they know what to expect in 2025.

Discussion

Successful uptake of the Green Bin Program relies on a major shift in behaviour of the residents of Essex-Windsor (Region) as they will now need to put their food and organic waste in the Green Bin (*the other bin*) and not the garbage. While this is not a complicated change and has been successfully done in many municipalities in Ontario, it is still a change in what residents in this region have been accustomed to for many decades. Other than normalizing the diversion of food and organic waste, some of the main goals identified in this P&E Plan include: building awareness of the program, conveying its benefits and information on how to use the program successfully, strategic partnerships to increase reach and decrease costs, etc.

Target audiences have been identified as being homeowners/renters and families/occupants of single-family households in order to support regulatory requirements in Phase 1. K-12 students and regional stakeholders were also included as they will be key to increasing the visibility and engagement of this new program.

Key Messages

Many key messages were developed through collaboration and will be instrumental to the success of the Green Bin program. They will form the basis of the information communicated to constituents to effectively position the importance of diverting food waste and organics through the Green Bin Program. These are some of the key messages identified in the P&E Plan:

1. Diverting food waste and organics helps extend the life of the Essex-Windsor Regional Landfill, a key regional asset.
2. Food waste separation and diversion is easier than you think.
3. Green Bin Programming promotes Essex-Windsor as a forward-thinking municipal Region that is environmentally conscious.

4. The Green Bin Program promotes a circular economy by conserving natural resources and contributing to healthier soil.
5. Phase 1 residents will be receiving an EWSWA Green Bin and Kitchen Catcher - delivered to their household!

2025 Communication Campaigns

To ensure that identified goals are met, the following five (5) campaigns were developed to align with key milestones during the launch of the Green Bin Program.

Campaign 1: Grow Green in 2025

This campaign will be initiated with the reveal of the new EWSWA Logo and how EWSWA is going green in 2025. This will invite residents and partners to grow green with the EWSWA in 2025 and tease residents with the launch of the new Green Bin program. Messaging will share key milestones (e.g., Bin delivery, Collection start), where to get information (e.g., www.ewswa.org, EWSWA socials, Recycle Coach app), and what municipalities are Phase 1 and Phase 2, so that they know what to expect in 2025. This campaign will start in the first quarter (Q1) and will be initiated with the 2025 calendar mail-out to households in Q1.

Campaign 2: Grow Green with the Green Team

The Green Team, a group of diverse Green Superheroes selected to help engage residents in the program and lighten the conversation around the program will be launched at the annual Earth Day event. The focus of this campaign is to engage residents in the new program and provide key facts and tips about diverting food waste and organics and the upcoming Green Bin Program. This will start in the second quarter (Q2) and its messaging will carry through to launch through ads and many identified community events and pop-ups that Authority staff will attend.

Campaign 3: Bin Roll-out

The key message here is that the "Bins are coming!" and how to know when your Green Bin Kit is getting delivered to your household. A key objective will be to inform/remind residents that they should NOT use their Green Bin until the launch date, and that their Green Bin is tied to their household, not the resident (i.e., if they move, the Green Bin should stay behind at the house and who to contact if they arrive at a new house and there is no Bin). Tips on how to use your Green Bin Kit and what to expect will be included in this campaign that begins in the third quarter (Q3).

Campaign 4: Green Bin Launch: "How to be ready"

The key message is that the Green Bin Collection Program starts the week of October 21st for Phase 1 municipalities! This campaign will prepare residents for the program launch by providing information that they need to "know" to be ready for their first collection (e.g., collection day, acceptable materials, proper set-out of the Bin). This campaign will run from Q3-Q4 and will engage and reach residents through the "secret shopper" program, virtual open houses, pop-ups at local municipal facilities/events, etc. More critically, residents will be encouraged to download the Recycle Coach app to stay abreast of any program launch changes or information. The EWSWA website and its social platforms will also be promoted to connect residents to information and how they can become a Green Superhero and join the Green Team.

Campaign 5: How Are We Doing?/Prep for Winter

Campaign 5 will give feedback on Green Bin participation & opportunities to improve participation and/or usage of the program. As winter poses different challenges for Green Bin Program users, tips will be shared so that residents can "Stay Green" all year. This campaign will run in the fourth quarter (Q4) of 2025 and potentially into Q1 of 2026 for Phase 1 municipalities.

Strategies to Support Campaigns

A variety of media and events will be used to deliver key messages to target audiences (specific dates to be determined). As success has been realized with past major programs (e.g., no plastic bags, blue box transition) using: radio, newsprint, calendars, EnviroTips, social media (posts & ads), and online ads, these strategies will be used across many campaigns in 2025. As a result of how this new program will change residential set out of their waste, this typical approach will be augmented at key milestones with: billboard ads, bus ads, bus bench ads, etc. Since residents seek and value information from their municipalities, the Authority will look for opportunities with its municipal partners and other organizations (e.g., post-secondary) to publish campaigns/messaging in an attempt to further reach and engage residents.

Finally, as the Essex-Windsor population is diverse, the Authority will translate some key documents and messaging to prevalent languages in the region through available partnerships.

To further increase reach with Essex-Windsor residents, the EWSWA will also host media events, perform many Facebook Live pop-ups (e.g., cart roll-out, program launch), and attend signature municipal partner events at key points in 2025. Some examples of these events may include: Earth Day (Q2), Facebook Live

events by staff (Q2, Q3, Q4), signature municipal events (e.g., Belle River Sunsplash, Essex Fun Fest, LaSalle Strawberry Festival, Tecumseh Corn Festival) (Q2, Q3), etc.

Finally, a variety of P&E resources and materials were also included in the plan and will include many of the following: 2025-26 Municipal Calendars, displays, videos, media ads, Green Bin Kit materials, compliancy stickers (e.g., Oops and Gold Star), Facebook Live program, incentives, resources (e.g., FAQs) in multiple languages, etc.

The Green Team

From a creative standpoint, the strategy is to make messaging interesting and appealing to a wide range of constituents by using a fun, light-hearted approach that will help drive interest and engagement. The theme of the Green Bin Program is centered around the new slogan (Food Waste Is Too Good To Waste – Green Bin It!) which will be delivered using animated "spokespeople" (EWSWA staff) called The Green Team. These "Green Superheroes" will further be animated by graphic "Green Superheroes" which will be found throughout campaigns to deliver key messages and tell an ongoing story about the benefits of using the Green Bin to encourage residents to join "The Green Team".

In the Appendices of this report, you will find some of the communication notices that have been designed to communicate important messages at key milestones in the 2025 launch. These are ads that will be published in the 2025 calendar for both Phase 1 and Phase 2 municipalities to keep residents informed of what is happening in their communities around the Green Bin Program. They will form the basis for the 2025 campaigns outlined above in order to meet the objectives defined in the P&E Plan.

Financial Implications

There are no direct or immediate financial implications associated with this report as the cost to develop and roll out this P&E Plan for the Green Bin Program was included in the 2024 Operational Plan and Budget. The actual implementation costs of this plan are included in the Green Bin portion of the 2025 Operational Plan and Budget.

Recommendation

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

Submitted By



Catharine Copot-Nepszy, Manager of Waste Diversion

Attachment(s): Green Bin Program Communications/P&E Plan November 2024

Figure 1. Graphic display of the five campaigns that are scheduled at key milestones in 2025 for the Green Bin Program launch.

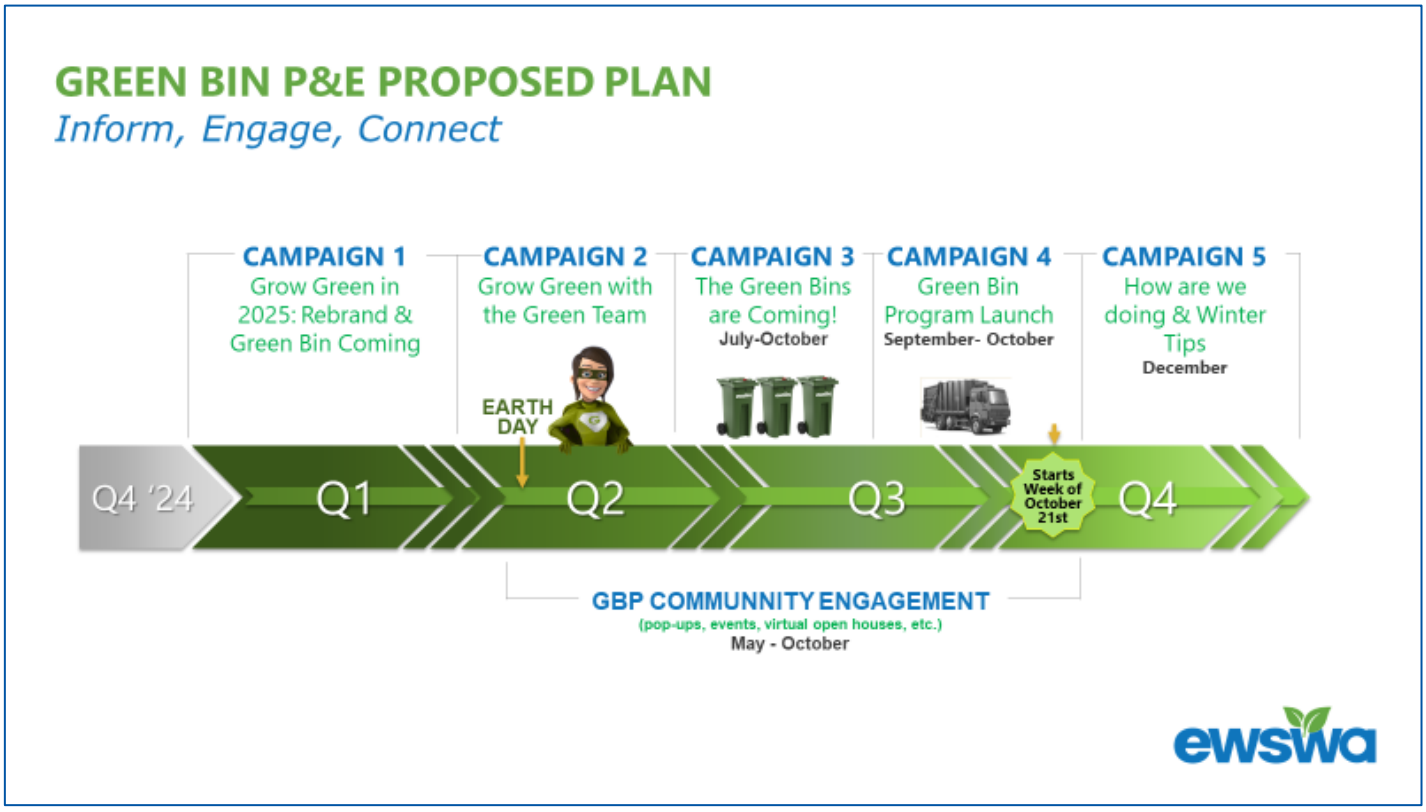


Figure 2. Ad that will be found in Q2 of the 2025-26 Municipal Calendars for Phase 1 municipalities to kick off the Green Bin Program and the Green Team.



Figure 3. Ad that will be found in Q3 of the 2025-26 Municipal Calendars to provide notice that the Cart Rollout is starting (Phase 1 municipalities).



Figure 4. Ads that will be found in Q4 of the 2025-26 Municipal Calendars to prepare residents for the launch of the Green Bin Program and then give them tips on how to "Stay Green" all year round (Phase 1 municipalities).





Figure 5. Sample ads that will be found in Phase 2 municipal calendars to provide them with details on the launch of their Green Bin Program to keep them informed while Phase 1 is launching.





Green Bin Program
COMMUNICATIONS/P&E PLAN

November 2024

ESSEX-WINDSOR SOLID WASTE AUTHORITY

EWSWA Green Bin Program
Communications Plan (Promotion & Education)
November 2024

BACKGROUND AND OVERVIEW

In April 2018, Ontario announced its Food and Organic Waste Policy Statement. It provides direction to provincial ministries, municipalities, and the waste management sector to increase waste reduction and resource recovery of food and organic waste.

Essex-Windsor will be implementing its Regional Food and Organic Waste Management Program (Green Bin Program) in 2025. This initiative will be instrumental in diverting food and organic waste away from the Essex-Windsor Regional Landfill. The Green Bin Program is scheduled to launch Phase 1 in the fall of 2025 and Phase 2 in the fall of 2026. It will be a key focus for EWSWA moving forward.

In preparation for the launch of this program, the EWSWA has been actively engaged in developing the required Source Separated Organics (SSO) transfer stations to support the delivery and consolidation of collected SSO from identified municipalities. Contracts for the weekly curbside collection of SSO materials have recently been finalized with third-party service providers, as well as the manufacture/distribution of Green Bins to households.

The delivery of a Green Bin Kit to each household will occur within approximately 10 weeks of the start of collection services for Phase 1 and within 5 weeks of Phase 2 start. Each package will include items such as a Bin, kitchen catcher, program information and resources including program instruction and potentially a Green Bin collection calendar for Phase 1 municipalities.

Implementation of the Green Bin Program must usher in a major shift in behaviour for residents of Essex-Windsor (“Region”). To help ensure a successful and well-received launch, a Promotion and Education program will begin in January 2025 alongside a re-launch of the EWSWA brand. The annual Earth Day event in 2025 will be another key milestone to speak to the Green Bin program; messaging on this new program will continue through to the launch of the Green Bin Program and beyond.

PROGRAM COMMUNICATION GOALS

- Build awareness of the Green Bin Program.
- Convey program benefits to engage residents and stakeholders (municipal and community partners).
- Encourage adoption/participation.
- Convey key aspects of the EWSWA brand.
- Leverage partnerships to increase reach.
- Increase digital presence and reach.
- Normalize the diversion of food waste so the Region prioritizes being “GREEN.”

TARGET AUDIENCES

Residents of Essex-Windsor

The first audience consists of homeowners/renters, and families/occupants living with them in single-family households; all genders, cultures, incomes and education levels.

This is the primary target of the campaign because of regulatory requirements. There is a significant need to educate the public at large about the benefits of food waste recycling and lay the groundwork for widespread adoption and participation in the Green Bin program.

The Next Generation

K-12 students in Essex-Windsor and their teachers form a future audience. Information will be put together for teachers to effectively educate their students on why the Green Bin program is important. It will also be key to also engage students through community events and pop-ups.

Regional Stakeholders

Beyond residents and students, there are various other stakeholders who need to be considered in Communications/P&E efforts. These include members of the EWSWA Board of Directors, as well as mayors, councillors and administrators from the eight municipalities, as well as other strategic partners (post-secondary, etc.).

Most of these interested parties will be communicated primarily through in-person meetings, events and other ongoing business activities. They will also receive

individual communications as residents, so no specific communications programs need to be developed for these groups.

CAMPAIGN SLOGAN

A contest was held in the spring of 2024 to solicit suggestions for a slogan to guide the rollout of the Green Bin Program.

Residents of Essex-Windsor were invited to submit their ideas, and 288 submissions were received. The winning entry (below) was chosen by the residents of the Region through a public "vote off."

Food Waste is Too Good to Waste. Green Bin It!

This slogan will appear on www.ewswa.org, in various advertising, social media posts, marketing/P&E literature, etc. as the Green Bin Program is launched and rolled out to the community.

KEY MESSAGES (GREEN BIN PROGRAM)

The following key messages are central to the success of the Green Bin program. They form the basis of the information to be communicated to constituents to effectively position the purpose and benefits of diverting food waste and organics using the Green Bin Program.

Note that these messages represent the core ideas supporting the communications plan. They are not necessarily meant to be used verbatim but rather reformulated into marketing messages that convey the same thought but are constructed to suit the specific medium in which they are used.

1. **Diverting food waste and organics is good for the environment**. *It reduces methane emissions and enhances soil health.*

2. **Diverting food waste and organics helps extend the life of the Essex-Windsor Regional Landfill, a key regional asset.** *Food scraps make up a significant portion (48%) of residential curbside collected waste. Diverting them reduces the amount of waste that ends up in the Essex-Windsor Regional Landfill, helping extend its lifespan and community impact, as well as avoiding the exceptionally high costs associated with establishing a new landfill site.*

3. **Food waste separation and diversion is easier than you think**. *As with many things in life, it quickly becomes a normal part of daily routine. The Authority has lots of tips to help make it easy to use the Green Bin, it's just the other bin. You will be surprised at what can actually go in the Green Bin (acceptable materials).*

4. **Reducing food waste saves money.** *The average Canadian household can save around $1,300 annually by reducing food waste. (National Zero Waste Council, 2022)*

5. **Green Bin Programming promotes Essex-Windsor as a forward-thinking municipal Region that is environmentally conscious.** *Forward-thinking regions attract investors and support economic growth. The new Green Bin program will position Essex-Windsor as an accountable leader that responsibly manages food waste in an environmentally sound and effective manner - like other municipalities in Ontario and around the world that have had success with their programs for decades.*

6. **The Green Bin Program promotes a circular economy by conserving natural resources and contributing to healthier soil.** *Anaerobic digestion will be used in the short term to process Essex-Windsor's food waste and other organics. This process will in turn create a natural energy resource (i.e., electrical, thermal and water) and a nutrient-rich liquid fertilizer (digestate) that helps farmers make healthier soil for the next crops.*

7. **Food waste recycling programs promote community engagement.** *The Green Bin program can bring the community together by fostering a sense of shared responsibility for the environment - especially important in an agriculturally-rich region such as Essex-Windsor.*

8. **Residents will be receiving an EWSWA Green Bin and Kitchen Catcher - delivered to their household!** *It's important for residents to know when they'll get theirs, how to use/care for it properly, and who to call for maintenance service. Key point: the EWSWA Green Bins are the only allowable receptacles for food waste and other organics as they are specially designed to be compatible with automated collection vehicles. Specific details will be*

available at www.ewswa.org. Remember to continue to use your yard waste collection program for leaf and yard waste materials.

COMMUNICATION CAMPAIGNS (P&E)

The Green Bin Program will be rolled out in 2025, supported by the following five campaigns.

Campaign #1: Align with Rebrand: Growing Green in 2025

Theme: We're Growing Green in 2025! The Green Bin program is coming soon.

Media: Radio ads, social media (posts & ads), online ads, Google AdWords, calendars

Timing: Q1, 2025

The Authority is *Growing Green in 2025!* The first campaign will align with the reveal of the new EWSWA Logo and how EWSWA is going green in 2025. It will give the public an overview of the new Green Bin Program - its purpose, its benefits, and expected timelines.

Key points are:

- New Green Bins will be delivered in Q3-Q4 of 2025 to Phase 1 municipality households (Windsor, LaSalle, Tecumseh, Lakeshore and Essex) and
- Starting in the fall of 2026 for Phase 2 municipalities (Amherstburg, Kingsville and Leamington).
- Detailed Green Bin kit distribution information will become available through Recycle Coach, www.ewswa.org and socials closer to the distribution date.

From a creative standpoint, the campaign will tease the audience about the arrival of the Green Bins by introducing the program's special "characters" (The Green Team – Green Superheroes).

The campaign will encourage residents to download the EWSWA Recycle Coach app (available for Apple and Android smartphones) and follow the EWSWA on Facebook, Instagram and X to get more information on food waste recycling and how to join the Green Team!

Campaign #2: Grow Green with the Green Team
"Did You Know? Debunking the Myths of Recycling Food Waste."

Theme: The Green Team arrives on Earth Day (EWSWA Staff). The focus will be to engage residents in the new program and provide key facts and tips about diverting food waste and other organics and the upcoming Green Bin Program.

Media: Radio ads, social media (posts & ads), Google AdWords

Timing: Q2, 2025

The EWSWA will officially launch the Green Bin program on Earth Day with a media release. The EWSWA booth will host a Green Team interactive display where residents can take a selfie/picture as a Food Waste Hero, receive information about diverting food waste and other organics in the Green Bin, and participate in various activities and challenges. Throughout the following months, details will be provided about the timing of other events, key food waste facts, and tips about using the Green Bin to help prepare residents for this new way of recycling.

One key imperative message is to let residents know that they do not need to buy a bin, as one will be provided for them and delivered to their home, along with a starter kitchen catcher and instructions.

Messages will also be developed to debunk myths surrounding food waste recycling, promote its benefits and communicate best practices. Discussion on Green Bin and Kitchen Catcher design and features to minimize odours and pests, as well as the Kitchen Catcher being dishwasher safe will be had.

Again, residents will be encouraged to download the Recycle Coach App. The EWSWA website and its social platforms will be shared to connect residents to more information and to show them how they can be a Green Superhero and join the Green Team.

Campaign #3: Bin Roll Out

Theme: Bins are coming! Watch for it.
Tips on how to use your Green Bin Kit and what to expect.

Media: Newspaper ads, radio ads, social media (posts & ads), billboards, bus ads, bus bench ads, Google AdWords, etc.

Timing: Q3, 2025

Delivery of Green Bin kits will commence in Q3. Messaging will inform residents about when to expect their bins, remind them that a bin will be delivered to each single-family household, and provide more details on proper use. A QR code will direct people to www.ewswa.org for full program details.

A key objective will be to inform/remind residents that they should NOT use their Green Bin until the launch date, and that their Green Bin is tied to their household, not the resident (i.e., if they move, the Green Bin should stay behind at the house and who to contact if they arrive at a new one and there is no bin). Information will also highlight the importance of using the EWSWA Green Bin only in order to receive collection, as well as what to do if Bin maintenance is needed.

This campaign will tease about the "secret shopper" program and how residents can win prizes. During this time, the EWSWA will continue to reach residents through local events/pop-ups.

Residents will again be encouraged to download the Recycle Coach app. The EWSWA website and its social platforms will be shared to connect residents to information and how they can be a Green Superhero and join the Green Team.

Campaign #4: **Green Bin Launch: "How to be ready"**

Theme: Green Bin Collection Program starts the week of October 21st!
Food waste is too good to waste. Green bin it!

Media: Social media (posts & ads), billboards, bus ads, bus bench ads, Google AdWords, ads (online, print and radio)

Timing: Q3-Q4, 2025

This campaign will get residents ready for the week of October 21st when collection begins for Phase 1. It will share information on the important things to know, including:

- know your collection schedule;
- know the acceptable materials;
- know how to prepare for your first collection;
- know how to use the Green bin kit to reduce odour and pests;
- know what a compostable bag looks like;
- know what time to/how to set out your Green Bin;
- know who to contact for support;
- know what the "OOPS" or Gold Star stickers mean.

This campaign will tease about the “secret shopper” program and how residents can win prizes. During this time, the EWSWA will host virtual open houses and continue to reach residents through local events/pop-ups.

More critically, residents will be encouraged to download the Recycle Coach app to stay abreast of any program launch changes/info. The EWSWA website and its social platforms will be shared to connect residents to information and how they can be a Green Superhero and join the Green Team.

Campaign #5: How Are We Doing?/Prep for Winter

Theme: Give feedback on Green Bin participation & opportunities to improve participation/usage. Tips for managing food waste in winter.

Media: Radio, social media (posts & ads), Google AdWords

Timing: Q4, 2025

Winter poses some different challenges for Green Bin Program users. In Q4, the EWSWA will help its residents prepare for the cold weather with tips on how to use their Green Bin in winter - how to put items in the Bin, where to store the Bin, and how to set it out when snow hits.

Messaging will also circulate feedback to residents on what’s working well, what’s not, and how they can improve their Green Bin practices and be a Green Superhero.

Residents will be reminded to download the Recycle Coach app to stay abreast of any program launch changes/info. The EWSWA website and its social platforms will be shared to connect residents to information and how they can be a Green Superhero.

KEY EVENTS

A variety of media and events will be used to deliver key messages to target audiences (specific dates to be determined). The EWSWA will host media events and piggyback on municipal partner events throughout the Region at key points in 2025.

- Earth Day (Q2)
- Facebook Live events by staff (Q2, Q3, Q4)

- Municipal Events (e.g., LaSalle Strawberry, Tecumseh CornFest, YQG Expo) (Q2, Q3)
- Virtual Open House (Q3, Q4)
- “Secret Shopper” Program (Q3, Q4)

P&E SUPPORT MATERIALS

Various P&E support materials will need to be developed for the execution of campaigns and events. These include (but are not limited to) the following:

- 2025-26 Municipal Calendars
- Signage
- Tent backdrop
- FAQ resources for events, municipal leaders, mailouts, e-promotions
- Videos
- Advertisements (radio, online, print)
- Green Bin Program roll-out stickers and kit materials
- FB Live programming/schedule/tracking
- Incentives - giveaways to engage participation and share Green Bin messaging
- Staff Merchandise- Green Team (hats, golf shirts, etc.)
- New display materials (Pull-up Banners, two-sided wave flag, teardrop flag, pop-up counter w/ graphics, ground display, whirlwind display, update spinning wheel, Green Team cut-out display)
- Educational information package (for schools and workplaces)
- Materials for the “Secret Shopper” program
- Primary multi-language translation of key resources to increase engagement (per StatsCan)
- Post-secondary partnership campaign to increase reach to students, improve participation and drive program engagement

CREATIVE THEME

From a creative standpoint, the strategy is to make messaging interesting and appealing to a wide range of constituents by using a fun, light-hearted approach that will help drive interest and engagement. It will also be unique to the EWSWA, and something that residents and stakeholders will come to associate with the Green Bin program.

The theme is centered around the Green Bin program slogan (Food Waste Is Too Good To Waste – Green Bin It!) and will be delivered using animated "spokespeople" (EWSWA staff) called **The Green Team**. These "Green Superheroes" will deliver key campaign messages and tell an ongoing story about the benefits of using the Green Bin.



Ads, social media posts, marketing collateral, website content, event signage and other P&E materials will be developed using The Green Team concept.

BUDGET

To extend the effective marketing spend for the Regional Green Bin program, the EWSWA will embrace and leverage partnerships from both the public and private

sectors. These partnerships may include municipal partners, post-secondary institutions, etc. Leveraging the assistance of local leaders and other ambassadors will help increase reach and ensure the effective delivery of key messages.

From a media point of view, digital/social media will be a focus of the campaigns. These platforms are cost-effective (especially when compared to traditional media) and can provide broad reach/geo-target areas, as well as deliver messaging effectively.

DRAFT P&E/Communications Budget (by Media/Activity)

ITEM	AMOUNT	
Radio	$	29,500
Newspaper	$	11,500
Social media/online ads	$	21,500
Billboards/bench ads	$	80,000
Subtotal - MEDIA BUY	**$**	**142,500**
Video Production	$	8,000
Household Mailout-EnviroTips	$	22,500
Educational Resources	$	8,000
Stakeholder Events	$	19,250
Incentive-Engagement	$	9,000
Display/Promotion	$	19,500
Municipal-Bus ads	$	22,500
Municipal-Ads/display	$	30,250
Contingency	$	15,000
Subtotal - OTHER	**$**	**154,000**
TOTAL P&E Campaign	**$**	**296,500**

“GREEN BIN IT”

A HOW-TO GUIDE FOR YOUR FOOD WASTE

ESSEX-WINDSOR SOLID WASTE AUTHORITY

By putting food waste in the Green Bin, you can reduce your garbage *by up to 50%!* Your efforts will help create renewable energy and fertilizer for next year’s crops, and reduce greenhouse gases that come from landfilling organic materials (food waste).

This “How-To” guide will help you get on your way to becoming a Green Superhero!

Members of The Green Team

Eugene *Colleen*



For your collection schedule, check your municipal calendar, download the Recycle Coach app, or visit **www.ewswa.org**

ewswa

www.ewswa.org

Stay up-to-date. Download the Recycle Coach app.

recycle coach

Google play | Download on the App Store



Measuring Success (not judging)

To help you become a Green Superhero, **Gold Star** or **OOPS!** stickers may be placed on your Green Bin to let you know how you’re doing. Staff and special cameras on collection trucks will monitor your success with setting out *only* acceptable materials, and using proper bin set-out **(see reverse for P-P-S method)**. A big *“thumbs up”* if you receive a Gold Star - it means you’re a **Green Superhero!**



OOPS! = We noticed something wrong



Gold Star = You’re a Green Superhero



GREEN BIN REPAIR/REQUEST PROGRAM

For broken Green Bins, wheels, lids, axles or locks, contact:

- City of Windsor: **Call 311**
- County of Essex: **Call 1-800-563-3377, or**
- Online portal at **www.ewswa.org**

** exceptions apply*

Important: The Green Bin is the property of the EWSWA and is to be used only for the Green Bin program. **DO NOT USE** for other collection programs such as garbage, yard waste, etc.

Your Green Bin is registered to your address. **If you move, the Green Bin should remain at this address as warranty and repair issues are tracked.**

ewswa

EWSWAorg
ewswarecycles
@ewswa

For Customer Service Support:

- City of Windsor: Call 311
- County of Essex : Call 1-800-563-3377
- **www.ewswa.org**

DUE TO AUTOMATED COLLECTION, ONLY THE EWSWA GREEN BIN CAN BE USED FOR YOUR FOOD WASTE.

GREEN BIN YOUR FOOD WASTE!

It’s as easy as 1-2-3



1. **Line your Kitchen Catcher** *(optional)*
   - Fill with food waste and organics
   Kitchen Catcher is for inside use only; not for curbside collection
2. **Tie the liner when full and place in Green Bin**
3. **Set the Green Bin out for weekly collection using the Park-Point-Space method** *(see reverse)*

Compostable bags are not all equal. Look for reputable brands and check for expiry dates.
***Tip:** Store them in a cool, dry place.*

Stay green all year! Visit **www.ewswa.org** for seasonal tips.

Tips To Get You Started

Use the Green Bin a week before collection begins!

Set-Up Matters

- Set Kitchen Catcher in a handy spot or repurpose your kitchen garbage
- Consider using a compostable liner to be tidy
- Position Green Bin somewhere convenient for use

For Easy Daily Use

- Before cooking, set your Kitchen Catcher on the counter
- For fats/oils/grease (FOG), cool in a paper cup to solidify, or freeze until collection
- Empty your Kitchen Catcher regularly
- Clean bins often—your Kitchen Catcher is dishwasher safe!
- Keep all lids closed when not in use

Pro Tip: Set out for weekly collection even if bin isn’t full.



Stay up-to-date by downloading the Recycle Coach app

recycle coach

Special Green Bin “Gravity Lock”

Click lid to lock it. Turn key to open it.

- This **Gravity Lock** opens lid automatically when tipped by the collection truck
- When closing the lid, listen for the “click” to confirm that it’s properly shut and locked
- To open, turn key to the right



Do not try to remove or cut off the attached key - it’s part of the lock design!

What’s In Your Green Bin Kit?

- 120L Green Bin - made in Canada!
  (Be sure to write your address in the space provided)
- 10L Kitchen Catcher
- A sample compostable bag
- This How-To Guide, and more.

Missing something? Contact the EWSWA at **1-800-563-3377**

This document is available in alternate format upon request.

Green Bin Program

Acceptable Materials

YES - the materials below can go in your Green Bin.

FOOD WASTE

COOKED / RAW / BONES / SHELLS / PEELS / RINDS



Fruits / Vegetables



Meat / Poultry / Seafood / Bones



Dairy Products / Yogurt / Bu tter / Cheese



Bread / Cereal / Pasta / Noodles / Rice



Eggs / Eggshells





Baked Goods / Candy



Dry Baking Ingredients / Herbs / Spices



Nuts / Seeds / Lentils / Beans



Coffee Filters / Grounds / Paper Tea Bags



Fats / Oils / Grease (FOG)

OTHER ORGANICS

FOOD-SOILED PAPER PRODUCTS



Soiled Food Paper Packaging / Pizza Boxes / Paper Egg Cartons / Paper Trays / Wooden Utensils / Toothpicks



Dryer Lint



House Plants (no pots)



Pet Food



Hair / Pet Hair & Fur

Fats, oils and grease (FOG) should never be poured down the sink/ drain. Instead put these materials into a paper cup and let solidify or freeze prior to placing in the Green Bin.



LINERS

(COMPOSTABLE ONLY)



Example of compostable liners. Look for high-quality, reputable brands.

You can use compostable liners with these certification logos to line your Kitchen Catcher and/or Green Bin:

BPI COMPOSTABLE
FOR COLLECTION IN MUNICIPAL PROGRAMS, WHERE APPROVED.
POUR LA COLLECTE DANS LES PROGRAMMES MUNICIPAUX, OÙ APPROUVÉS. CERT #0000000

COMPOSTABLE
www.compostable.info

NO!

These items are NOT acceptable in the Green Bin.



Yard Waste



Kitty Litter / Pet Waste





Cans / Glass / Styrofoam™ Plastic Containers



Chemical-Soiled Paper Towels (bleach or cleaners)



Stickers (off fruit/veg)



Cigarettes



Plastic Utensils



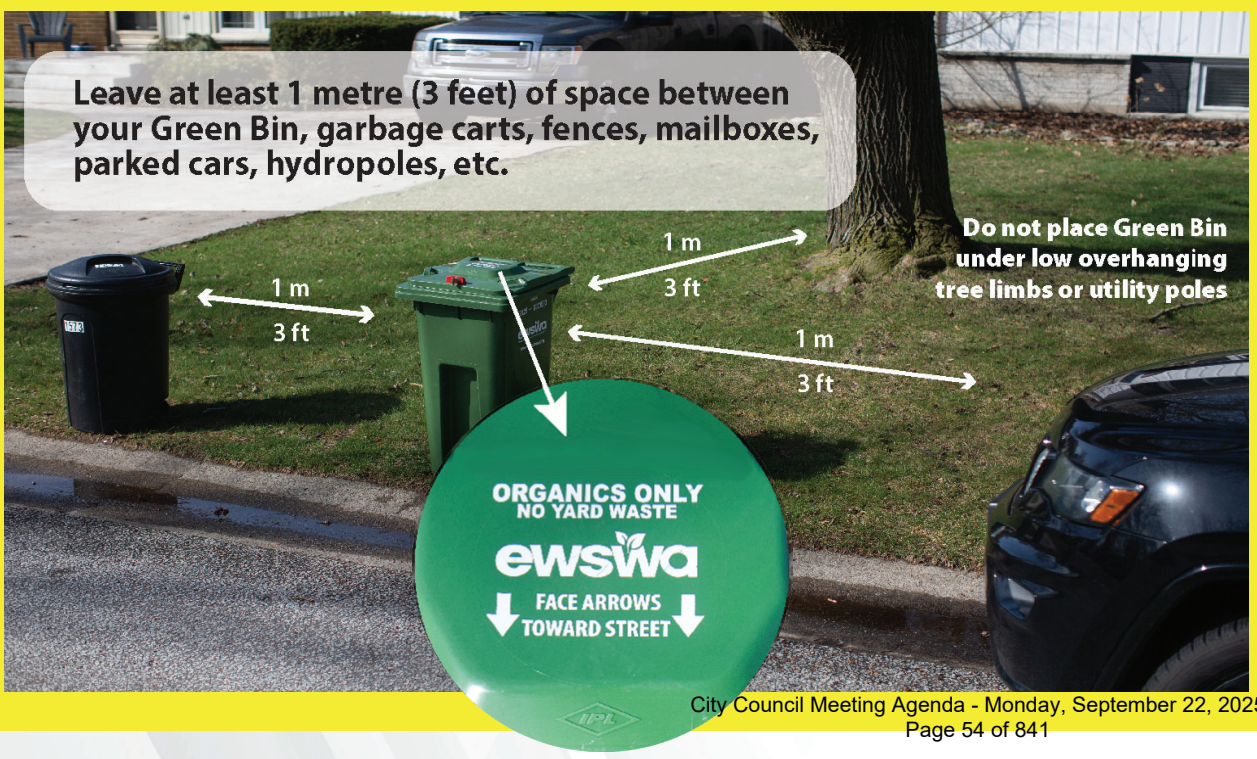




Diapers /Sanitary Products / Wipes

For a detailed list of acceptable and unacceptable materials, visit **www.ewswa.org**

Green Bin Set-Out Matters!



Park-Point-Space

It is critical that your Green Bin is set-out properly. Be sure to use the Point-Park-Space (P-P-S) method:

- **PARK** the Green Bin about 30cm (1ft) behind the curb
- **POINT** the arrows on the Green Bin to the street
- **SPACE** the Green Bin at least 1 metre apart from other carts, cars, structures, etc.



GREEN BIN PROGRAM

FREQUENTLY ASKED QUESTIONS (FAQs)

Why is the EWSWA launching a new Green Bin Program?

The EWSWA has been directed by the City of Windsor and the County of Essex to launch a "**Green Bin Program"** for regional food waste and organics in all eight municipalities to comply with provincial legislation. Based on the 2022-23 residential curbside waste audit, the average household garbage set-out contains **48% food and organic waste.** This valuable resource should be kept out of the landfill.

What is a Green Bin Program?

It is a residential curbside collection program that is used by many municipalities across Ontario to successfully keep food waste and organics out of the landfill. The Green Bin will be **collected weekly** helping to reduce odours and increase participation, making it easier to keep food waste and organics out of the landfill. This approach makes the choice easy as: **Food Waste Is Too Good To Waste- Green Bin It!**

Who will participate in the Green Bin Program?

Single-family homes and multi-family homes (those with less than seven units that meet program collection requirements) will be included in this program. **Residents do not need to register!** Homes that currently receive curbside garbage collection will automatically receive a Green Bin.

What are the benefits of the Green Bin Program for the Region and its residents?

- Increase the Region's stagnant diversion rate of 30-35%.
- Save taxpayers money by reducing garbage by half.
- Extend the lifespan of the only active Essex-Windsor Regional Landfill, avoiding the high costs of a new one.
- Reduce methane emissions by keeping food waste and organics out of our only landfill.
- Program end-product (fertilizer) helps grow new crops naturally for you and generations to come.
- Strengthen the Region's reputation as forward-thinking, attracting investors and supporting economic growth.
- Foster a shared sense of environmental responsibility, which supports this agriculturally-rich Region.

When will collection services begin?

The Green Bin Program will launch in two Phases to align with existing municipal waste contracts.

- **Phase 1:** Essex, Lakeshore, LaSalle, Tecumseh and Windsor - collection begins the week of October 21, 2025.
- **Phase 2:** Amherstburg, Kingsville, and Leamington - collection will start in fall 2026.

Will I need to buy a Green Bin?

No, you will not need to buy a Green Bin - a Green Bin Kit will be delivered to your home. A Green Bin Kit includes:

- 120L Green Bin with gravity lock
- 7L Kitchen Catcher
- Sample compostable bag
- Program instructions

Deliveries to Phase 1 households will begin in July 2025 and take three months to complete. Download the free Recycle Coach app for delivery updates.

How do I store the food waste and organics in my kitchen?

Residents will be supplied with a 7 L Kitchen Catcher to make the collection of food waste and organics convenient in the kitchen. The Kitchen Catcher can be lined with a compostable bag (similar to your kitchen garbage). When the container is full, or when needed, empty the contents into your Green Bin. The Kitchen Catcher features a stay-open lid for one-handed operation and can be washed by hand or in the dishwasher.

What is a gravity lock?

A gravity lock is a special locking mechanism that supports automated collection programs. More importantly, it keeps the Green Bin securely closed to prevent pests from accessing the contents. The lock automatically releases when the Green Bin is lifted and tipped by the collection truck, allowing the contents to be emptied; thereby avoiding manual collection.

How do I properly set-out the Green Bin for collection?

Green Bins are emptied using a mechanical arm on the collection truck, which is an efficient touch-free system that helps to improve worker safety. The mechanical arm only functions when you follow these set-out requirements:

1. **PARK** the bin about 30 cm (1ft) from the curb
2. **POINT** the arrows on the Bin to the street
3. **SPACE** the bin at least 1 metre from other carts or structures

What do I do if I have issues with my Green Bin?

The EWSWA will provide bin maintenance services, which is typical with Green Bin programs across Ontario.
More information will provided in the Green Bin Kit that is delivered to your household.

What materials are acceptable in the Green Bin Program?

Like other programs (Blue Box, etc.), **only Acceptable Materials** can be put in the Green Bin so that the end-product (e.g., fertilizer) is valuable for use.

Food Waste (All expired/wasted food scraps, peels, rinds):

- Meat, fruits, vegetables, bones, shells, dairy products, baked goods (bread, cake, muffins), dry goods (pasta, beans, etc.)
- Cooking oils, fresh spices, herbs

Organic Items:

- Wooden utensils/sticks
- Facial tissues, paper towels/plates/bags
- Animal and human hair
- Compostable bag liners/packaging

Why should I put my food waste in the Green Bin?

Green Bin materials will be processed by Seacliff Energy Corporation in Leamington, producing renewable energy such as: electricity sold to grid and thermal energy to heat a local greenhouse, and fertilizer for local farms. By using the Green Bin, you contribute to a circular economy and support agricultural sustainability!

What is my weekly collection schedule?

Your 2025 municipal calendar will contain this information as well as information is posted on **www.ewswa.org**

What can I do if I don't have the Green Bin Program (multi-residential building or Phase 2 municipalities)?

Food is a valuable resource and should not be wasted. In absence of a Green Bin Program, residents can purchase composters/digesters at local Home Hardware stores. Visit **www.ewswa.org** for solutions to keep food waste and organics out of the landfill.

Grow Green With Us!



Green Bin Program Resources

Download the free Recycle Coach App:
Available at the Apple Store & Google Play

Green Bin Acceptable Materials:
https://www.ewswa.org/curbside-collection/green-bin/

Sign-up on for the free EWSWA e-newsletter:
https://www.ewswa.org/subscribe/

Ontario Food and Organic Waste Policy Statement:
https://www.ontario.ca/page/food-and-organic-waste-policy-statement

Scan for more info.

@ewswa
ewswarecycles
EWSWAorg
E-Newsletter (via website)
www.ewswa.org
ask@ewswa.org
1-800-563-3377

Subject: Response to Inquiry Regarding Infrastructure Related Strategies to Discourage Unsafe Behaviours in the Public Roadway – City Wide

Reference:

Date to Council: September 22, 2025
Author: Rob Slater
Executive Initiatives Coordinator
rslater@citywindsor.ca
519-255-6247 Ext 6029

Office of the City Engineer
Report Date: 8/26/2025
Clerk's File #: SW2025

To: Mayor and Members of City Council

Recommendation:

THAT Report C 120/2025, "Response to Inquiry Regarding Infrastructure Related Strategies to Discourage Unsafe Behaviours in the Public Roadway", **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

Report SCM 287/20233, entitled "Response to Council Decision ETPS 942 – Options for Addressing Panhandling" was received by Council on November 27, 2023. Part of Council's direction (CR471/2023 ETPS 965 ETPS 942) on the matter was:

> *"THAT Administration **REPORT BACK** with infrastructure related strategies to discourage unsafe behaviours in the public roadway".*

This report is provided in response to Council's direction.

Discussion:

Infrastructure Considerations - Panhandling

While it is acknowledged that panhandling sometimes occurs with individuals standing on pedestrian medians on municipal roadways, it's important to recognize that these medians are vital for pedestrian safety.

In Ontario, the purpose of a median on roadways is primarily for safety and traffic management. Medians separate opposing lanes of traffic, reducing the risk of head-on collisions. Additionally, medians can facilitate turning movements by providing designated left-turn lanes and reduce overall traffic conflicts.

Without medians, pedestrians would be forced to navigate multiple lanes of traffic without a safe stopping point, significantly increasing the risk of accidents, injuries, and fatalities. Medians are a critical part of roadway infrastructure and their removal cannot be considered.

Unsafe Behaviour on Municipal Roadways – Panhandling

The *Safe Streets Act, 1999* (the "Act") aims to address aggressive solicitation and unsafe behaviour on public streets in Ontario. As defined under section 1 of the Act, to *solicit* "means to request, in person, the immediate provision of money or another item of value, regardless of whether consideration is offered or provided in return, using the spoken, written, or printed word, a gesture or other means".

This legislation was enacted in response to growing concerns over certain behaviours perceived as intimidating or dangerous to the public. Certain sections of the Act prohibiting panhandling have since been struck down by the Ontario Superior Court of Justice by its 2024 decision in *Fair Change v. His Majesty the King in Right of Ontario*.

Specifically, section 3(2) of the Act, as amended by the *Fair Change* decision, now only prohibits the following solicitation of a captive audience:

(2) No person shall,

> (f) While on a roadway, solicit a person who is in or on a stopped, standing, or parked vehicle.

Section 3(3) of the Act goes on to outline that the prohibition under section 3(2)(f) does not apply to the following fundraising activities:

> 1. They are conducted by a charitable organization registered under the *Income Tax Act* (Canada) on a roadway where the maximum speed limit is 50 kilometres per hour.
> 2. They are permitted by a by-law of the municipality in which the activities are conducted.

Unsafe behaviours, such as the dangerous panhandling described in subsection 3(2)(f) of the *Act* and noted above, can pose a significant risk to both pedestrians and motorists and continues to be prohibited in Ontario.

Alternative Supports – Panhandling

Addressing the above noted dangerous solicitation requires a multi-faceted approach that prioritizes enforcement and social services supports over infrastructure changes.

To that end, the City of Windsor has developed a range of residential and non-residential programs to meet the needs of individuals who are experiencing homelessness or at risk of homelessness. These include emergency shelters, the Homelessness and Housing Help Hub (H4), homelessness outreach workers, supportive housing facilities, and other homelessness prevention programs funded through municipal, provincial and federal funding allocations. The City continues to focus on building community capacity to reduce the number of individuals experiencing homelessness and to better support those in need.

The public plays a crucial role in keeping roadways safe. Anyone who observes unsafe behaviours on the road, including actions that put pedestrians or drivers at risk, is encouraged to report them to Windsor Police. Prompt reporting allows Windsor Police to assess and address safety concerns, helping to ensure a safer environment for all road users.

Risk Analysis:

Removing or restricting access to medians in an effort to prevent individuals from soliciting from others in vehicles while standing on the median of a roadway may inadvertently endanger the general public. Without these medians, pedestrians would be forced to cross multiple lanes of traffic without a safe place to pause, increasing the risk of accidents.

Climate Change Risks:

Climate Change Mitigation

N/A

Climate Change Adaptation

N/A

Financial Matters:

Medians remain an essential component of roadway design for safety and traffic operations and are not proposed for removal or modification. Enforcement of unsafe behaviours and the delivery of homelessness supports continues to be managed within existing approved budgets.

Consultations:

Ian Day, Senior Manager, Transportation
Jennifer Tanner, Manager, Homelessness and Housing Support
Craig Robertson, Manager, Licensing and Enforcement /Deputy Licence Commissioner
Kate Tracey, Senior Legal Counsel
Jason Campigotto, Deputy City Planner – Growth
Jason Crowley, Deputy Chief, Operations – WPS

Conclusion:

Medians are a critical component of roadway design that serve an essential safety function and cannot be altered or removed as a means to deter panhandling. While concerns regarding unsafe behaviours in the roadway are valid, the Act, as amended by the *Fair Change* decision, already contains prohibitions on unsafe solicitations and establishes enforcement tools to address solicitation that poses risks to the public. The most effective strategy lies in enforcement of existing legislation in combination with the City's ongoing investment in homelessness prevention and support programs, rather than through changes to infrastructure.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager, Performance Reporting and Business Case Development
Brian Lima	Executive Director, Operations / Deputy City Engineer

Name	Title
Dana Paladino	Commissioner, Human and Health Services
David Simpson	Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: Delegation of Authority Semi-Annual Summary Report for Period January 1, 2025 to June 30, 2025 (City Wide)

Reference:

Date to Council: September 22, 2025
Author: Pina Ciotoli
Chief Administrative Office
(519) 255-6100 x6311
pciotoli@citywindsor.ca
CAO Office
Report Date: 9/4/2025
Clerk's File #: AS/7748

To: Mayor and Members of City Council

Recommendation:

THAT Report C 127/2025 "Delegation of Authority Semi-Annual Summary Report for Period January 1, 2025 to June 30, 2025" **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

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

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

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

Discussion:

Reporting Results for January 1, 2025 to June 30, 2025

During the above noted time-period, a total of 207 reports were processed under "Delegation of Authority". The top three (3) types of DOA reports approved between January 1, 2025 to June 30, 2025 were:

- 81 reports authorized by the Purchasing By-law (39.1%),
- 42 reports pertaining to City as Lessor; Grantor; Grantee (20.3%); and
- 27 reports pertaining to CAO By-Law (13.0%).

A summary listing all approved administrative reports under delegated authority during January 1, 2025 to June 30, 2025 is attached for City Council's review (Appendix A).

Also attached for this time period, is a spreadsheet outlining the report types approved for each Ward (Appendix B).

Risk Analysis:

The level of corporate risk is minimized by virtue of the Chief Administrative Officer By-law 149-2024, the Delegation of Authority By-law 208-2008, and the Purchasing By-law 93-2012 which clearly outline approval and spending limits. Items outside the authority of these by-laws are not approved by Administration without a Council Resolution to do so. The $150,000 limit for CAO approval of expenditures as set out in the Purchasing By-law exists as one example of ongoing risk mitigation for the Corporation.

It is noted that with a previously approved amendment to the Purchasing By-law, the CAO may approve a requisition and make an award of a Request for Tender (RFT) greater than $150,000 provided the funds have been included in the Council-approved Operating Budget or Capital Budget, and the RFT Response does not exceed that approved budget. Administration in the CAO's Office review each report to ensure if the value is in excess of $150,000 that the departmental Financial Planning Advisor has included the relevant Council Resolution or Budget Resolution number. This does not include Requests for Proposals (RFPs) which still require City Council approval for amounts greater than $150,000.

In alignment with Council's direction, decision number CR261/2025, from the June 9, 2025 Council meeting and the Tariff Procurement Mitigation Strategy report, the CAO Office, in coordination with the Purchasing Department, has implemented an oversight process to monitor and mitigate purchases with tariff implications. As part of this approach, all CAO and CAOP reports must include a justification for any purchase with tariff implications. Administration is required to clearly outline the nature of the purchase, its country of origin, and demonstrate that no Canadian vendor can supply the product.

Furthermore, the expectation and direction across all departments is to prioritize Canadian vendors. Lastly, the Purchasing Department plays a critical role by vetting proposed purchases, consulting with departments, and challenging any procurement that may unnecessarily incur tariff costs.

This proactive strategy ensures fiscal responsibility and supports Canadian sourcing, while maintaining transparency and accountability in procurement practices.

Climate Change Risks:

Climate Change Mitigation

N/A

Climate Change Adaptation

N/A

Financial Matters:

While some delegation of authority items have financial matters, the semi-annual report is a summary of CAO Reports approved during a specified timeframe and, therefore; this report does not contain any financial matters for consideration.

Consultations:

Jennifer Musson, Purchasing Supervisor (A)

Conclusion:

This report, for the period of January 1, 2025 to June 30, 2025, is provided to City Council to fulfill an ongoing commitment to submit a summary report outlining items approved under delegated authority as a means of monitoring all matters approved under the Delegation of Authority By-law.

Planning Act Matters:

N/A

Approvals:

Name	Title
Larissa McCorkell	Senior Manager of Administration / Executive Assistant to the Chief Administrative Officer
Michael Chantler	Commissioner, Community Services
Andrew Daher	Commissioner, Corporate Services
David Simpson	Commissioner, Infrastructure Services and City Engineer
Dana Paladino	Commissioner, Human and Health Services (A)
Jelena Payne	Deputy CAO / Commissioner, Economic Development
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Name	Address	Email

Appendices:

1 Appendix A - Listing of Reports under Delegation of Authority Jan-Jun 2025
2 Appendix B - Spreadsheet by Type and Ward Jan-Jun 2025

APPENDIX A

Listing of Reports Approved under Delegation of Authority
January 1, 2025 – June 30, 2025

Ward 1

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 14/2025	Appointment of Management at Levee Inc as Drainage Engineer to prepare Engineer's report for improvements to Cahill Drain Financials: N/A	Approved January 21, 2025	Appointment of Drainage Engineer	David Simpson
CAOP 17/2025	Agreement between City and Vince Ferro Construction Ltd for building envelope repairs at Huron Lodge Long Term Care Type: Tender 14-25 Financials: $1,117,527 excluding HST (CR393/2023)	Approved March 10, 2025	Purchasing By-Law	David Simpson
CAOP 37/2025	Agreement between City and Rorison Electric Ltd for Lake Trail Drive streetlighting upgrades Type: RFT 30-25 Financials: $235,733 excluding HST (CR166/2021)	Approved April 9, 2025	Purchasing By-Law	David Simpson
CAOP 54/2025	Agreement between City and Gabriella Van Mackelberg for hairdresser/barber services on-site to Huron Lodge residents Term: 3 years Type: Exempt from Purchasing By-law 93-2012 Financials: $30,000 annually excluding HST	Approved April 24, 2025	Purchasing By-Law	Andrew Daher
CAOP 74/2025	Agreement between City and Piera Con Enterprises Inc for full reconstruction of concrete panels on Broadway St Type: RFT 68-25 Financials: $424, 474 excluding HST (B4/2025)	Approved June 10, 2025	Purchasing By-Law	David Simpson
CAO 92/2025	Lease Agreement: George Durocher and Sons Inc Location: Windsor Biosolids Processing Facility, 4365 Sandwich St Term: May 1, 2025 - April 30, 2026 Financial Revenue: $2,100 excluding HST	Approved May 15, 2025	City as Lessor; Grantor: Grantee	Andrew Daher

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 97/2025	Consent to Enter: Rorison Electric Ltd Location: Lake Como Park South, Trail Park, 4300 Southwood Lakes Blvd Term: May 5, 2025 to no later than September 26, 2025 Financials: N/A	Approved May 22, 2025	City as Lessor; Grantor: Grantee	Andrew Daher
CAO 132/2025	Lease Agreement: CAW Local 200 Computer for Kids Location: 4150 Sandwich St Term: July 1, 2025 - June 30, 2026 Financial Revenue: $16,780.80/annually excluding HST	Approved June 25, 2025	City as Lessor; Grantor: Grantee	Andrew Daher

Ward 2

CAO#	Description	Status	Delegation of Authority Item	CLT
CAOP 11/2025	Agreement between City and Sterling Ridge Utilities Inc for Riverfront Trial Lighting (phase two) Type: Tender 16-25 Financials: $282,290.50 excluding HST (CR394/2023)	Approved February 14, 2025	Purchasing By-Law	Ray Mensour
CAO 34/2025	Lease Agreement: Windsor Athletic Association Location: Mic Mac Park Term: March 1, 2025 - February 28, 2026 Financial Revenue: $1/annually excluding HST	Approved March 7, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAO 47/2025	Lease Agreement: Windsor Athletic Association Location: Malden Park Yard, Matchette Rd Term: March 1, 2025 - February 28, 2026 Financial Revenue: $1830/annually excluding HST	Approved April 1, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAOP 48/2025	Agreement between City and Image Masonry Ltd for concrete repairs at Lou Romano Water Reclamation Plant Type: RFT 45-25 Financials: $444,600 excluding HST (B6/2021; B28/2022; B5/2023; B28/2024; B4/2025)	Approved April 30, 2025	Purchasing By-Law	David Simpson

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 55/2025	Amendment to Alley Closing By-law 10463 Financials: N/A	Approved May 16, 2025	By-Law Amendments	Jelena Payne
CAO 60/2025	License Agreement: Windsor Minor Football Association Location: Mic Mac Park Term: April 1, 2025 - March 31, 2026 Financial Revenue: $1,870.50/annually excluding HST	Approved April 10, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAOP 69/2025	Agreement between City and D'Amore Construction (2000) Ltd for McEwan Ave Rehabilitation Project Type: RFT 25-25 Financials: $2,608,888.80 excluding HST (B4/2025)	Approved May 21, 2025	Purchasing By-Law	David Simpson
CAOP 78/2025	Agreement between City and Sentrimax Centrifuges (NE) Ltd for repairs for Centrifuge 1 at Lou Romano Water Reclamation Plant Type: Sole Source Financials: $178,804.07 excluding HST (B28/2021, B5/2023, B28/2024, B4/2025)	Approved June 25, 2025	Purchasing By-Law	David Simpson
CAO 79/2025	Consent to Enter: Canadian Transit Company Location: 4285 Industrial Dr Term: April 27, 2025 Financials: N/A	Approved April 23, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAO 84/2025	Lease Agreement: 1000347085 Ontario Inc Location: Legacy Beacon Concession, 780 Riverside Dr W Term: April 1, 2025 to March 31, 2030 Financial Revenue: $8,816.40/annually excluding HST	Approved April 30, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAOP 85/2025	Agreement between City and Piera Con Enterprises Inc. to rehabilitate the parking lot and pave parking stalls at Mic Mac Park Type: RFT 74-25 Financials: $218,934.80 excluding HST (CR331/2022)	Approved June 24, 2025	Purchasing By-Law	Michael Chantler
CAO 96/2025	Lease Agreement: Big Brothers Big Sisters Windsor Essex Locations: Mackenzie Hall, 3277 Sandwich St, Room 30 and Studio 2 Term: May 1, 2025 - April 30, 2026 Financial Revenue: $28,978.20 excluding HST	Approved May 12, 2025	City as Lessor; Grantor: Grantee	Andrew Daher

Ward 3

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 272/2024	License Agreement: FlixBus Inc Location: Windsor International Transit Facility bus bay, 300 Chatham St W Term: December 1, 2024 to November 30, 2025 Financial Revenue: $25 USD per departure	Approved January 15, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAOP 1/2025	Agreement between City and Metal Strut Solutions Inc for Catwalk Safety Upgrades at The Capitol Theatre Type: Sole Source Financials: $352,000 excluding HST (B28/2024)	Approved January 22, 2025	Purchasing By-Law	David Simpson
CAOP 8/2025	Agreement between City and Victor Stanley, LLC for permanent outdoor furniture, benches, waste receptacles at Legacy Beacon facility Type: Sole Source Financials: $163,358.91 excluding HST (CR476/2021)	Approved January 30, 2025	Purchasing By-Law	David Simpson
CAO 10/2025	License Agreement: Windsor Aquatic Club Location: Windsor International Aquatic and Training Centre, 401 Pitt St W, Rm 232 Term: February 1, 2025 to January 31, 2026 Financial Revenue: $1,163.64/annually excluding HST	Approved February 3, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAOP 10/2025	Agreement between City and Cunningham Sheet Metal (Windsor) Ltd for Dieppe Gardens Lookout Area Railings to remove and install new guardrails and stair handrails between Ferry St and Church St Type: RFQ JS-012325-01 Financials: $107,505 excluding HST	Approved February 13, 2025	Purchasing By-Law	Ray Mensour
CAO 11/2025	License Agreement: Windsor Essex Swim Team Inc Location: Windsor International Aquatic and Training Centre, 401 Pitt St W, Rm 231 Term: February 1, 2025 to January 31,	Approved February 3, 2025	City as Lessor; Grantor: Grantee	Dana Paladino

CAO#	Description	Status	Delegation of Authority Item	CLT
	2026 Financial Revenue: $1,163.64/annually excluding HST			
CAO 13/2025	Agreement between City and Postmedia Network Inc on behalf of The Windsor Star for promotional print advertising in-kind sponsorship for Bright Lights Windsor Term: November 29, 2024 - January 7, 2025 Financials: $1,500 excluding HST	Approved January 21, 2025	Administrative Matters (delegated by CR232/2012)	Ray Mensour
CAO 15/2025	Grant Application: Bloomberg Asphalt Art Initiative Financials: N/A	Approved January 30, 2025	Grant Application	Janice Guthrie
CAOP 16/2025	Agreement between City and Cinnema Stage Inc for replacement of existing sound system at Windsor International Family & Aquatic Complex Type: Sole Source Financials: $161,642.02 excluding HST (B4/2025)	Approved March 5, 2025	Purchasing By-Law	Ray Mensour
CAOP 19/2025	Agreement between City and Archon Architects Inc for detailed design and contract administration Type: RFP 17-25 Financials: $174,000 excluding HST (B28/2024)	Approved March 10, 2025	Purchasing By-Law	David Simpson
CAOP 30/2025	Agreement between City and 2198433 Ontario Limited o/a Accent Roofing & Siding for roof replacement at 1266 McDougall Ave Type: RFT 40-25 Financials: $323,010 excluding HST (B4/2025)	Approved April 8, 2025	Purchasing By-Law	Ray Mensour
CAO 37/2025	Agreement amendment between City and The Canadian Museum of History for "Hockey" to be displayed in Chimczuk Museum Term: January 27, 2025 - May 23, 2025 Financials: $45,118 excluding HST	Approved March 7, 2025	Administrative Matters (delegated by CR232/2012)	Ray Mensour
CAOP 44/2025	Agreement between City and Archon Architects Inc for detailed design and contract administrations for Public Works Renovations Project	Approved April 22, 2025	Purchasing By-Law	David Simpson

CAO#	Description	Status	Delegation of Authority Item	CLT
	Type: RFP 36-25 Financials: $88,620 excluding HST			
CAO 49/2025	Letter of Support: Art Windsor Essex for in-kind financial contribution to annual operating and capital facility maintenance costs Financials: N/A	Approved March 13, 2025	Letter of Support	Ray Mensour
CAOP 52/2025	Agreement between City and Stanley LLC and Landscape Forms Inc for seasonal outdoor furniture at City Hall Ice Rink Type: Sole Source Financials: $186,790.89 excluding HST (CR 510/2022)	Approved April 23, 2025	Purchasing By-Law	David Simpson
CAO 53/2025	Amendment to Street Closing By-law 95-2023 Financials: N/A	Approved May 16, 2025	By-Law Amendments	Jelena Payne
CAO 64/2025	Grant Application: MADD Canada (Windsor-Essex) Mothers Against Drunk Driving to receive funding for Dieppe Gardens Park Project Financials: N/A	Approved April 1, 2025	Grant Application	Ray Mensour
CAO 65/2025	P&C: Property Matter Financials: N/A	Approved April 4, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAOP 72/2025	Agreement between City and Rorison Electric Ltd to construct and install pathway lighting at Dieppe Gardens Park Type: RFT 60-25 Financials: $133,401 excluding HST	Approved June 5, 2025	Purchasing By-Law	David Simpson
CAO 77/2025	Consent to Enter: Arbor Memorial Inc Location: 68 Giles Blvd E Term: April 22, 2025 - May 16, 2025 Financials: N/A	Approved April 22, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAOP 77/2025	Agreement between City and Konnectsys Inc for replacement of BAS controllers Type: Sole Source Financials: $149,970 + $20,000 contingency excluding HST	Approved June 12, 2025	Purchasing By-Law	David Simpson

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 81/2025	Lease Agreement: Windsor Lawn Bowling Club Location: 2 Memorial Dr Term: April 1, 2025 - March 31, 2030 Financials: $1/annually excluding HST	Approved April 30, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAOP 84/2025	Agreement between City and Cunningham Sheet Metal (Windsor) Ltd. to supply and install new stainless steel guard railings and hand railings at Dieppe Gardens Lookout Area Type: RFQ JS-012325-01 Financials: $111,079 excluding HST	Approved June 25, 2025	Purchasing By-Law	Michael Chantler
CAO 101/2025	Grant Application: Enbridge Fueling Futures - Vibrant Communities Stream for 2025 Live at the Square project Financials: N/A	Approved May 8, 2025	Grant Application	Janice Guthrie
CAO 112/2025	Grant Application: Canadian Tire Jumpstart Community Development Grant for Gear Up & Go, Super Saturdays, Inclusive Gymnastics and Safe Swim projects Financials: N/A	Approved June 2, 2025	Grant Application	Janice Guthrie
CAO 118/2025	Consent to Enter: D'Amore Construction (2000) Ltd Location: 339 Crawford Ave Term: June 9, 2025 - December 31, 2025 Financials: N/A	Approved June 18, 2025	City as Lessor; Grantor: Grantee	Andrew Daher
CAO 131/2025	Agreement between City and Research Casting International (RCI) for Carnivorous Dinosaur Exhibit at Chimczuk Museum Term: October 24, 2026 - January 17, 2027 Financials: $26,700 excluding HST	Approved June 24, 2025	Administrative Matters (delegated by CR232/2012)	Michael Chantler

Ward 4

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 32/2025	Consent to Enter: Windsor Police Service Board Location: 874 Giles Blvd E Term: February 27, March 26, March 27, April 1 and consecutive	Approved March 26, 2025	City as Lessor; Grantor: Grantee	Dana Paladino

CAO#	Description	Status	Delegation of Authority Item	CLT
	Wednesdays beginning April 2, 2025 to December 17, 2025 Financials: N/A			
CAO 122/2025	Consent to Enter: Christopher Andrew Mailloux-Beal, Sole Proprietor of Westcott Concrete Location: 1075 Ypres Ave (Optimist Memorial Park) Term: June 13, 2025 - June 30, 2025 Financials: N/A	Approved June 18, 2025	City as Lessor; Grantor: Grantee	Andrew Daher

Ward 5

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 281/2024	Amendment to Alley Closing By-Law 9361 Financials: N/A	Approved January 22, 2025	By-Law Amendments	Jelena Payne
CAO 4/2025	Lease Agreement: Michelle DiNardo Location: Gino & Liz Marcus Community Complex, 1168 Drouillard Rd, Unit 19 Term: January 1, 2025 - December 31, 2025 Financial Revenue: $2,491.48/annually excluding HST	Approved January 28, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAO 17/2025	Lease Agreement: South Asian Centre of Windsor Location: Gino & Liz Community Complex, 1168 Drouillard Rd, Unit 6 Term: February 1, 2025 to January 31, 2026 Financial Revenue: $2,475.20/annually excluding HST	Approved February 3, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAO 24/2025	Amendment to Alley Closing By-Law 240-2004 Financials: N/A	Approved February 27, 2025	By-Law Amendments	Dana Paladino
CAO 29/2025	License Agreement: L'Union Culturelle Des Franco-Ontariennes Windsor-Essex et Kent Location: Constable John Atkinson Memorial Community Centre, 4270 Alice St, Room B, C	Approved March 5, 2025	City as Lessor; Grantor: Grantee	Dana Paladino

CAO#	Description	Status	Delegation of Authority Item	CLT
	Term: March 1, 2025 - February 28, 2026 Financial Revenue: $10,373.16/annually excluding HST			
CAO 30/2025	License Agreement: L'Union Culturelle Des Franco-Ontariennes Windsor-Essex et Kent Location: Constable John Atkinson Memorial Community Centre, 4270 Alice St, Room A Term: March 1, 2025 - February 28, 2026 Financial Revenue: $5,565/annually excluding HST	Approved March 10, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAO 40/2025	Lease Agreement: Learn Educate Advance Develop Initiative Location: Gino & Liz Marcus Community Complex, 1168 Drouillard Rd, Unit 17 Term: March 1, 2025 - February 28, 2026 Financial Revenue: $9,783.27/annually excluding HST	Approved March 7, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAO 41/2025	Lease Agreement: Essex County Practitioner-LED Clinic Location: Gino & Liz Marcus Community Complex, 1168 Drouillard Rd, Units 7, 14, 15 Term: March 1, 2025 - February 28, 2026 Financial Revenue: $20,879.88/annually excluding HST	Approved March 7, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAOP 53/2025	Agreement between City and TELUS for Enrollment Agreement for Corporate Purchasing Group - Telus Internet of Things Services for Transit Windsor Type: Sole Source Financials: N/A	Approved May 6, 2025	Purchasing By-Law	Jelena Payne
CAO 57/2025	Lease Agreement: Yoruba Heritage Community Organization of Windsor Essex Location: Gino & Liz Marcus Community Complex, 1168 Drouillard Rd, Unit 11 Term: April 1, 2025 - March 31, 2026 Financial Revenue: $2,982.84/annually excluding HST	Approved April 2, 2025	City as Lessor; Grantor: Grantee	Dana Paladino

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 59/2025	Lease Agreement: MS Canada Location: Gino & Liz Marcus Community Complex, 1168 Drouillard Rd, Unit 5B Term: April 1, 2025 - March 31, 2026 Financial Revenue: $2,070.18/annually excluding HST	Approved April 10, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAO 70/2025	Consent to Enter: Discovery Landscaping Inc Location: 1247 Drouillard Rd Term: May 1, 2025 - May 31, 2025 Financials: N/A	Approved April 24, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAOP 70/2025	Agreement between City and SheaRock Construction Group Inc for St. Luke Rd Rehabilitation Project Type: RFT 03-25 Financials: $4,144,000 excluding HST (B4/2025)	Approved May 26, 2025	Purchasing By-Law	David Simpson
CAOP 83/2025	Agreement between City and Mill-Am Corporation for Cold Milling & Asphalt Paving Type: RFT 70-25 Financials: $2,028,310 excluding HST (B28/2024, B4/2025)	Approved June 24, 2025	Purchasing By-Law	David Simpson

Ward 6

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 285/2024	Amendment to Alley Closing By-Law 2667 Financials: N/A	Approved January 22, 2025	By-Law Amendments	Jelena Payne
CAO 286/2024	Lease Agreement: Rogers Communications Inc Location: Miracle Park, 6755 Wyandotte St E Term: December 1, 2024 - November 30, 2029 Financial Revenue: $18,500/annually excluding HST	Approved January 28, 2025	City as Lessor; Grantor: Grantee	Dana Paladino

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 75/2025	Lease Agreement: Centre for Seniors Windsor Location: 1st Floor, 8787 McHugh St, WFCU Centre Term: April 1, 2025 - March 31, 2028 Financial Revenue: $41,939.40/annually excluding HST	Approved April 17, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAO 93/2025	Lease Agreement: Kenneth Edward Jones o/a Cooleez Ice Cream Parlour Location: Reaume Park Term: May 1, 2025 - April 30, 2026 Financial Revenue: $7,440 excluding HST	Approved May 8, 2025	City as Lessor; Grantor: Grantee	Andrew Daher

Ward 7

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 267/2024	Agreement between City and Ministry of Natural Resources and Forestry to complete work for East Marsh Pumping Station DMAF Project Financials: N/A	Approved January 29, 2025	Administrative Matters (delegated by CR232/2012)	David Simpson
CAO 291/2024	Correcting Deed: 2940 Stillmeadow Rd Financials: $1,752 excluding HST	Approved January 3, 2025	Administrative Matters (formerly CR 1413/87)	Dana Paladino
CAOP 22/2025	Agreement between City and North South Environmental Inc for Little River Corridor Natural Areas Management Plan Type: RFP 104-24 Financials: $74,798 excluding HST	Approved April 1, 2025	Purchasing By-Law	Ray Mensour
CAO 38/2025	P&C: Property Matter Financials: N/A	Approved February 27, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAO 54/2025	Amendment to Alley Closing By-law 2445 Financials: N/A	Approved May 16, 2025	By-Law Amendments	Jelena Payne

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 76/2025	Consent to Enter: Essex County Field Naturalists Club Location: Ojibway Prairie Complex Term: April 14, 2025 - December 31, 2025 Financials: N/A	Approved April 23, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAOP 90/2025	Agreement between City and Front Construction Industries Inc to design, fabricate and install new timber bridge on Peche Island Type: RFT 72-25 Financials: $228,635 excluding HST (MD08/2025)	Approved June 28, 2025	Purchasing By-Law	Michael Chantler
CAO 95/2025	Consent to Enter: 2831716 Ontario Ltd Location: Ganatchio Trail - Little River Extension, abutting eastern border of 432 Sand Point Crt Term: April 30, 2025 - May 16, 2025 Financials: N/A	Approved May 8, 2025	City as Lessor; Grantor: Grantee	Andrew Daher

Ward 8

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 25/2025	License Agreement: College Boreal d'Arts Appliques et de Technologie Location: Derwent Park Term: February 1, 2025 - January 31, 2030 Financial Revenue: $1/annually excluding HST	Approved March 5, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAOP 29/2025	Agreement between City and Gillett Roofing Inc for completion of roof replacement at 2885 Kew Dr Type: RFT 38-25 Financials: $183,500 excluding HST (B4/2025)	Approved April 8, 2025	Purchasing By-Law	Ray Mensour
CAO 35/2025	Consent to Enter: Chippewas of the Thames First Nation Location: 7310 Tecumseh Rd E Term: March 3, 2025 - March 20, 2025 Financials: N/A	Approved March 4, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAOP 38/2025	Agreement between City and Enwin Utilities Ltd for new hydro service connection at Derwin Park Cricket Field, 7925 Forest Glade Dr Type: Exempt from Purchasing By-law	Approved April 3, 2025	Purchasing By-Law	Ray Mensour

CAO#	Description	Status	Delegation of Authority Item	CLT
	93-2012 Financials: N/A			
CAO 86/2025	Consent to Enter: College Boreal d'Arts Appliques et de Technologie Location: 7515 Forest Glade Dr Term: April 17, 2025 and expires upon the registration of Easement 1 and Easement 2 Financials: $200 + $5,750 excluding HST	Approved April 30, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAO 99/2025	Renewal of Noise By-law 6716 to permit operation of construction equipment to complete Lauzon Parkway concrete pavement from Hawthorne Dr to Cantelon Dr Financials: N/A	Approved May 6, 2025	Noise By-law Exemption	David Simpson

Ward 9

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 23/2025	Lease Agreement: Fiera Enhanced Private Debt Fund LP Location: 3499 Wheelton Dr Term: April 5, 2023 - April, 2072 (40-year term plus 49-year renewal term) Financials: N/A	Approved February 7, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAO 45/2025	Consent to Enter: Enbridge Gas Inc Location: 3200 Cabana Rd E Term: March 17, 2025 - September 30, 2025 Financials: N/A	Approved March 26, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAOP 55/2025	Agreement between City and JCS Construction Inc for reconstruction of Hayes Rd and Commercial Dr Type: RFT 33-25 Financials: $776,079.50 excluding HST (B4/2025)	Approved May 1, 2025	Purchasing By-Law	David Simpson
CAOP 59/2025	Agreement between City and Dillon Consulting Ltd to prepare playbook for operation of City's excess soils reuse site and engineering services Type: Sole Source Financials: $307,450 excluding HST (CR146/2025)	Approved May 21, 2025	Purchasing By-Law	David Simpson

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 62/2025	Agreement between City and Enbridge Gas Inc for permanent utility easement for natural gas infrastructure Location: 3200 Cabana Rd E Financial Revenue: $271.47 excluding HST plus document registration of $84.23 plus Sheriff's Certificate of $13	Approved March 28, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAOP 71/2025	Agreement between City and Dillon Consulting Ltd for servicing of airport industrial lands Type: RFP 09-25 Financials: $868,387 excluding HST (B4/2025)	Approved June 3, 2025	Purchasing By-Law	David Simpson
CAO 105/2025	Correcting Deed: Part of County Rd 42 Financials: $84.23 + $13 excluding HST	Approved May 20, 2025	Administrative Matters (formerly CR 1413/87)	Andrew Daher
CAO 124/2025	Agreement between City and Windsor Utilities Commission for permanent utility easement for existing trunk watermain Location: 3200 Cabana Rd E Financial Revenue: $1 excluding HST	Approved June 24, 2025	City as Lessor; Grantor: Grantee	Andrew Daher

Ward 10

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 278/2024	Amendment to Alley Closing By-law 58-1999 Financials: N/A	Approved January 28, 2025	By-Law Amendments	Dana Paladino
CAO 48/2025	Consent to Enter: Enbridge Gas Inc Location: 0 Walker Rd Term: March 17, 2025 - October 31, 2025 Financials: N/A	Approved April 11, 2025	City as Lessor; Grantor: Grantee	Dana Paladino
CAO 100/2025	Consent to Enter: Peter Anthony Designs Location: Peter Anthony Designs Inc, 2700 Ouellette Ave Term: May 20, 2025 - August 15, 2025 Financials: N/A	Approved May 16, 2025	City as Lessor; Grantor: Grantee	Andrew Daher

Combined

CAO#	Description	Status	Delegation of Authority Item	CLT
CAOP 9/2025	Agreement between City and Front Construction Industries Inc for rehabilitation of structure 152-EC Row Expressway at Little River Drain Type: RFT 2-25 Financials: $1,480,480 excluding HST (B5/2023) Wards: 7, 9	Approved February 6, 2025	Purchasing By-Law	David Simpson
CAOP 18/2025	Agreement between City and Landmark Engineers Inc to include scope change to Grand Marais Drain Improvements Project Type: Sole Source Financials: $437,000 excluding HST (CR219/2021) Wards: 9, 10	Approved March 28, 2025	Purchasing By-Law	David Simpson
CAO 20/2025	Grant Application: Canadian Tire Jumpstart Community Development Grant for Inclusively Teen Camp, EmpowerHER Sports Camp, and Windsor's Supervised Park Program (SUPIE) Financials: N/A Wards: 3, 5, 6	Approved January 30, 2025	Grant Application	Janice Guthrie
CAOP 20/2025	Agreement between City and GIP Paving Inc for Cold Milling & Asphalt Paving of E.C. Row Expressway ramps at Dougall Ave, Central Ave, Jefferson Ave, and Lauzon Pkwy Type: Tender 19-25 Financials: $2,096,400 excluding HST (B5/2023) Wards: 7, 8, 10	Approved March 10, 2025	Purchasing By-Law	David Simpson
CAO 42/2025	Agreement between City and 2025 Mobile Vendor of Food Zone Term: January 1, 2025 - December 31, 2025 Financial Revenue: $4,350 excluding HST Ward: 3, 4, 7	Approved March 7, 2025	Vending Zone Agreement	Dana Paladino
CAOP 86/2025	Agreement between City and Piera Con Enterprises Inc for Rehabilitation of Huron Church Rd pavement and hard surfaces from Industrial Dr to Pool Ave Type: RFT 81-25 Financials: $2,197,003.91 excluding	Approved June 24, 2025	Purchasing By-Law	David Simpson

CAO#	Description	Status	Delegation of Authority Item	CLT
	HST (CR468/2024) Ward: 2, 10			
CAO 104/2025	Grant Application: National Bank Play Your Court Program for tennis court rehabilitation for Bellewood Park and Garry Dugal Park Wards: 5, 10 Financials: N/A	Approved May 16, 2025	Grant Application	Janice Guthrie
CAO 128/2025	Special Event Road Closure of various streets and municipal parking lots to public vehicular traffic for the Ford Fireworks and inclusive of Noise By-law Exemption and Amendments to the Parking By-law Term: June 23, 2025 from 6pm-2am Financials: N/A Wards: 3, 4	Approved June 19, 2025	Special Event/Road Closure	Michael Chantler

City Wide

CAO#	Description	Status	Delegation of Authority Item	CLT
CAOP 157-2024	Agreement between City and Infor Canada for renewing support and maintenance for Infor IPS (Hansen) web services software for three (3) years Type: Sole Source Financials: $11,025.54 excluding HST	Approved February 24, 2025	Purchasing By-Law	Dana Paladino
CAOP 164/2024	Agreement between City and BGL Contractors Corp for UV disinfection system upgrade Type: RFT 139-24 Financials: $1,986,200 excluding HST (B5/2023; B28/2024)	Approved February 3, 2025	Purchasing By-Law	David Simpson
CAOP 170/2024	Agreement between City and Commercial Truck Equipment Co for purchase and delivery of one (1) new, unused Larue D40 Snow Blower Attachment Type: Sole Source Financials: $237,000 excluding HST (B5/2023; CR394/2023)	Approved January 7, 2025	Purchasing By-Law	David Simpson

CAO#	Description	Status	Delegation of Authority Item	CLT
CAOP 171/2024	Agreement between City and Microsoft Canada Inc and Insight Canada Inc for purchase of Microsoft-related software subscriptions Type: Sole Source Financials: $1,625,000 excluding HST (Microsoft Canada Inc), $200,000 excluding HST (Insight Canada Inc) (B27/2021)	Approved February 24, 2025	Purchasing By-Law	Dana Paladino
CAO 274/2024	P&C: Personnel Matter Financials: N/A	Approved January 24, 2025	CAO By-Law	Andrew Daher
CAO 279/2024	Agreement between City and The Corporation of Municipality of Chatham-Kent for Cross Jurisdictional support for families eligible for fee subsidy and require access to child care Financials: N/A	Approved January 8, 2025	Administrative Matters (delegated by CR232/2012)	Andrew Daher
CAO 280/2024	Grant Application: Invasive Species Action Fund (ISAF) Financials: N/A	Approved January 14, 2025	Grant Application	Janice Guthrie
CAO 283/2024	Agreement between City and CPA Ontario for enrollment in Pre-Approved Program route and allocation of required resources for program implementation Financials: N/A	Approved January 6, 2025	Administrative Matters (delegated by CR232/2012)	Janice Guthrie
CAOP 2/2025	Agreement between City and Deloitte LLP for Commodity Tax Consulting Services Type: Sole Source Financials: $50,000 excluding HST	Approved January 30, 2025	Purchasing By-Law	Janice Guthrie
CAO 3/2025	Agreement between City and Ministry of Children, Community and Social Services to receive relevant data regarding social assistance recipients Financials: N/A	Approved January 8, 2025	Administrative Matters (delegated by CR232/2012)	Andrew Daher

CAO#	Description	Status	Delegation of Authority Item	CLT
CAOP 3/2025	Agreement between City and Chemtrade Chemicals Canada Ltd, SNF Canada Ltd, Brenntag Canada Inc, Kemira Water Solutions Canada Inc, KIK Holdco Company Inc for chemical requirements Type: RFT 129-24, 130-24, 131-24, 132-24, 133-24, 134-24, and 135-24 Financials: $4,610,470 excluding HST (B28/2024)	Approved February 6, 2025	Purchasing By-Law	David Simpson
CAO 5/2025	Grant Application: Invasive Phragmites Control Fund (IPCF) Financials: N/A	Approved February 5, 2025	Grant Application	Janice Guthrie
CAOP 5/2025	Agreement between City and Municipal Tax Equity Consultants, Municipal Tax Advisory Group, MTAG Paralegal Professional Corporation an iLookAbout Inc for Property Tax Policy and Assessment Advisory Services, and use of Tax Analytics, Reporting, and Appeal Management Software Type: Sole Source Financials: $400,000 (B27/2024)	Approved February 6, 2025	Purchasing By-Law	Janice Guthrie
CAO 6/2025	Agreement between City and LiveBarn for live stream camera installation and maintenance in arenas Financials: N/A	Approved January 16, 2025	Administrative Matters (delegated by CR232/2012)	Ray Mensour
CAOP 6/2025	Agreement between City and Amico Infrastructures Inc, D'Amore Construction (2000) Ltd, Danruss Contracting Inc, Rudak Excavating Inc, Shearock Construction Group Inc for emergency sewer repair Type: RFT 137-24 Financials: $5,720,000 excluding HST (B28/2024, B27/2024)	Approved February 4, 2025	Purchasing By-Law	David Simpson
CAO 7/2025	P&C: Personnel Matter Financials: N/A	Approved March 6, 2025	CAO By-Law	David Simpson
CAOP 7/2025	Agreement between City and Goodreau Tree Care, Green Tree Professional Tree Service Inc and Neuheimer Tree Care & Consulting Inc for area tree trimming Type: RFT 109-24 Financials: $1,678,375 excluding HST (B55/2020)	Approved January 28, 2025	Purchasing By-Law	Ray Mensour

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 9/2025	P&C: Personnel Matter Financials: N/A	Approved January 16, 2025	CAO By-Law	Jelena Payne
CAOP 12/2025	Agreement between City and DiPonti Paving Inc, GIP Paving Inc, Riverside Paving & Trucking Ltd for utility cut restoration and asphalt repairs Type: RFT 11-25 Financials: $4,746,035 excluding HST (B27/2024, B28/2024)	Approved February 24, 2025	Purchasing By-Law	David Simpson
CAOP 14/2025	Agreement between City and Piera Con Enterprise Inc, Giorgi Bros, Amico Infrastructures Inc, Villa Construction Ltd, J.C.S. Construction Inc, Danruss Contracting Inc for Utility Cut Restoration and Concrete Repairs Type: RFT 10-25 Financials: $8,550,235 excluding HST (MD08/2025)	Approved February 24, 2025	Purchasing By-Law	David Simpson
CAOP 15/2025	Agreement between City and Mercer (Canada) Ltd for Transit Windsor Pension Wind-up Consulting Services Type: Sole Source Financials: $350,000 excluding HST (CR445/2023)	Approved March 14, 2025	Purchasing By-Law	Janice Guthrie
CAO 16/2025	Grant Application: Trans Canada Trail (TCT) Planting for Tomorrow Program (PTP) Financials: N/A	Approved February 6, 2025	Grant Application	Janice Guthrie
CAO 18/2025	Letter of Support: ProsperUs Submission to Province of Ontario 2025 Budget Consultations Financials: N/A	Approved January 24, 2025	Letter of Support	Andrew Daher
CAO 19/2025	Agreement between City and Windsor Family Credit Union to open high interest bank account Financials: N/A	Approved January 28, 2025	Establishment of New Bank Account	Janice Guthrie
CAOP 21/2025	Agreement between City and Rapid Sewer Data Corp for zoom cam sewer inspection Type: Tender 29-25 Financials: $974,154.50 excluding HST (B28/2024)	Approved March 7, 2025	Purchasing By-Law	David Simpson
CAO 22/2025	Letter of Support: University of Windsor-Great Lakes Institute for Environmental Research for Great Lakes Freshwater Ecosystem Initiative	Approved February 6, 2025	Letter of Support	Janice Guthrie

CAO#	Description	Status	Delegation of Authority Item	CLT
	Financials: $11,321 excluding HST in kind support			
CAOP 23/2024	Agreement between City and Mill-Am Corporation for supply of hot mix asphalt Type: RFT 22-25 Financials: $100,000 excluding HST	Approved March 18, 2025	Purchasing By-Law	David Simpson
CAOP 24/2025	Agreement between City and Ennis Paint Canada ULC for 2025 supply and delivery of traffic paint Type: RFT 33-24 Financials: $309,851.40 excluding HST (B3/2025)	Approved March 19, 2025	Purchasing By-Law	David Simpson
CAOP 25/2025	Agreement between City and Ebert Tree Farm (2006) Ltd for tree planting services in 2025 Type: RFT 37-20 Financials: $442,500 excluding HST (MD08/2025)	Approved March 26, 2025	Purchasing By-Law	Ray Mensour
CAO 27/2025	Agreement between City and Minister of Community Safety and Correctional Services for one (1) year extension for Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE)/Hazardous Materials and Light Urban Search & Rescue Program Financials: N/A	Approved February 25, 2025	Administrative Matters (delegated by CR232/2012)	Ray Mensour
CAOP 27/2025	Agreement between City and 8231281 Canada Inc o/a Mental Health Innovations Consulting (MHI) for workplace peer to peer support program Type: RFP 105-23 Financials: $300,000 excluding HST (CR208/2021)	Approved April 10, 2025	Purchasing By-Law	Dana Paladino
CAOP 28/2025	Agreement between City and A.E. Belmont Inc, Alite Road Patching & Road Work Inc, Danruss Contracting Inc, DiPonti Paving Inc, Fuller Construction (1986) Inc, Piera Con Enterprise Inc, Sterling Ridge Infrastructure Inc, Tac Group Inc, 538203 Ontario Limited o/a Villa Construction Ltd for construction equipment rental Type: RFT 21-25	Approved April 3, 2025	Purchasing By-Law	David Simpson

CAO#	Description	Status	Delegation of Authority Item	CLT
	Financials: $6,924,161 (B3/2025; B4/2025)			
CAO 31/2025	Agreement between City and Windsor Detroit Bridge Authority and Everbridge Inc for purchase and use of Mass Notification System Financials: $32,561.86 excluding HST	Approved March 4, 2025	Administrative Matters (delegated by CR232/2012)	Ray Mensour
CAOP 31/2025	Agreement between City and Microsoft Enterprise Services Work Order for problem resolution support and support assistance Financials: $69,085.75 excluding HST	Approved March 26, 2025	Purchasing By-Law	Dana Paladino
CAOP 32/2025	Agreement between City and Victory Ford for two (2) new, unused 2024 Ford E-Series Cutaway Vans Type: Sole Source Financials: $150,039 excluding HST (B5/2023, CR394/2023)	Approved April 7, 2025	Purchasing By-Law	David Simpson
CAO 33/2025	Agreement between City and KPMG LLP to provide tax compliance and general tax advisory services Financials: between $5,000 and $8,000 excluding HST	Approved February 26, 2025	Administrative Matters (delegated by CR232/2012)	Janice Guthrie
CAOP 33/2025	Agreement between City and M.E. Andrews and Associates Limited for trunk sewer inspections Type: RFT 9-24 Financials: $563,360 excluding HST (B28/2024)	Approved April 8, 2025	Purchasing By-Law	David Simpson
CAOP 34/2025	Agreement between City and Haller Mechanical Contractors Inc, R.W. Fowler Plumbing & Repairs Ltd and Vollmer Inc for plumbing maintenance and repair services at various City facilities on as needed basis Type: RFT 35-25 Financials: up to $300,000 excluding HST (B28/2024)	Approved April 2, 2025	Purchasing By-Law	Ray Mensour
CAOP 35/2025	Agreements between City and successful proponents selected for Engineering, Consulting and Design Services Roster less than $100,000 excluding HST Type: RFP 102-23 Financials: N/A	Approved April 3, 2025	Purchasing By-Law	Dana Paladino

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 36/2025	Status Report: Compliance with Applicable Laws and Regulations 2024 Q3-Q4 Financials: N/A	Approved March 12, 2025	Administrative Matters (delegated by CR232/2012)	Janice Guthrie
CAOP 36/2025	Agreement between City and Lucier Glove & Safety Products Inc for Screen Printing of City Logo on high visibility safety clothing Type: RFP 100-21 Financials: $125,603.48 excluding HST	Approved April 7, 2025	Purchasing By-Law	David Simpson
CAO 39/2025	Agreement between City and Ministry of Sport for Ontario After School Transfer Payment Financials: $456,440 excluding HST (MD155/2011)	Approved February 28, 2025	Administrative Matters (delegated by CR232/2012)	Ray Mensour
CAOP 39/2025	Agreement between City and Dutchmaster Nurseries Ltd for Tree Nursery Stock for 2025 tree planting Type: RFT 54-25 Financials: $741,294.50 excluding HST (MD 08/2025)	Approved April 3, 2025	Purchasing By-Law	Ray Mensour
CAOP 40/2025	Agreement between City and Alite Road Patching & Road Work Inc for spray injection patching Type: RFT 39-25 Financials: $392,288.80 excluding HST (B4/2025)	Approved April 8, 2025	Purchasing By-Law	David Simpson
CAOP 41/2025	Agreement between City and Teranet Inc to sign end user agreement Type: Sole Source Financials: $200,700 excluding HST (B3/2025)	Approved April 16, 2025	Purchasing By-Law	David Simpson
CAOP 42/2025	Agreement between City and Turner Landscaping for landscape maintenance, grass cutting/snow removal and salting service Type: RFQ JS-050123 Financials: $104,142 excluding HST	Approved April 10, 2025	Purchasing By-Law	Ray Mensour
CAO 43/2025	P&C: Personnel Matter Financials: N/A	Approved March 7, 2025	CAO By-Law	Dana Paladino
CAOP 43/2025	Agreement between City and Joe Meloche Ford for purchase and delivery of two (2) new, unused 2025 SRW SuperCab 4Wheel Drive, Ford F350 and accessories Type: RFT 51-25 Financials: $183,618 excluding HST (B28/2024)	Approved April 10, 2025	Purchasing By-Law	David Simpson

CAO#	Description	Status	Delegation of Authority Item	CLT
CAOP 45/2025	Agreement between City and Dillon Consulting Ltd for construction inspection and administration services for construction of East Marsh Pumping Station upgrades Type: RFP 14-21 Financials: $571,450 excluding HST (CR 380/2018)	Approved April 24, 2025	Purchasing By-Law	David Simpson
CAO 46/2025	P&C: Personnel Matter Financials: N/A	Approved March 11, 2025	CAO By-Law	Michael Chantler
CAOP 46/2025	Agreement between City and J. Santarossa & Sons Ltd and Tilbury Concrete Inc for ready mix concrete Type: Sole Source Financials: upset limit of $200,000 excluding HST for both contractors (B3/2025)	Approved April 22, 2025	Purchasing By-Law	David Simpson
CAOP 49/2025	Agreement between City and Amico Infrastructures Inc for construction of concrete sidewalks, curb and gutter at various locations Type: RFT 55-25 Financials: $1,680,105 excluding HST (CR 248/2019; B4/2025)	Approved April 23, 2025	Purchasing By-Law	David Simpson
CAO 50/2025	Agreement between City and Ontario Health, formerly Erie St. Clair Local Health Integration Network, for amending Long-Term Care Home Service Accountability Agreement (LSAA) Term: March 31, 2025 - March 31, 2026 Financials: N/A	Approved March 12, 2025	Administrative Matters (delegated by CR232/2012)	Andrew Daher
CAOP 50/2025	P&C: Property Matter Financials: N/A	Approved April 22, 2025	Purchasing By-Law	Dana Paladino
CAO 51/2025	P&C: Personnel Matter Financials: N/A	Approved March 14, 2025	CAO By-Law	David Simpson
CAO 52/2025	P&C: Personnel Matter Financials: N/A	Approved May 1, 2025	CAO By-Law	David Simpson
CAO 56/2025	P&C: Personnel Matter Financials: N/A	Approved April 3, 2025	CAO By-Law	Andrew Daher
CAOP 57/2025	Agreement between City and 1866885 Ontario Ltd o/a Quality Turf for Tree Watering Services Type: RFT 56-25 Financials: $1,658,852 excluding HST (MD08/2025)	Approved May 1, 2025	Purchasing By-Law	Michael Chantler

CAO#	Description	Status	Delegation of Authority Item	CLT
CAOP 58/2025	Agreement between City and GIP Paving Inc for Cold Milling & Asphalt Paving Type: RFT 48-25 Financials: $2,498,460 excluding HST (B4/2025)	Approved May 8, 2025	Purchasing By-Law	David Simpson
CAOP 60/2025	Agreement between City and The Canadian Centre for Diversity and Inclusion for obtaining three (3) year subscription for access to learning content and materials Type: Small Purchase Order Financials: $4,000/year excluding HST	Approved May 28, 2025	Purchasing By-Law	Dana Paladino
CAO 61/2025	P&C: Personnel Matter Financials: N/A	Approved April 3, 2025	CAO By-Law	Dana Paladino
CAOP 61/2025	Agreement between City and Fine Line Markings Inc for crack sealing of asphalt pavements at various locations Type: RFT 26-25 Financials: $183,506.93 excluding HST (B4/2025)	Approved May 16, 2025	Purchasing By-Law	David Simpson
CAOP 62/2025	Agreement between City and Spectralite/Signoplus for supply and delivery of Traffic Sign Blanks-Non-Painted Type: RFT 62-25 Financials: $167,396.25 excluding HST (MD08/2025)	Approved June 18, 2025	Purchasing By-Law	David Simpson
CAO 63/2025	P&C: Personnel Matter Financials: N/A	Approved April 15, 2025	CAO By-Law	Andrew Daher
CAOP 63/2025	Agreement between City and Prevost A Division Volvo Group Canada for purchase of fifteen (15) driver shields Type: Sole Source Financials: $132,567.75 excluding HST	Approved June 10, 2025	Purchasing By-Law	Jelena Payne
CAOP 64/2025	Agreement between City and Piera Con Enterprise Inc for completing concrete panel repairs Type: RFT 8-25 Financials: $682,095 excluding HST (B4/2025)	Approved May 21, 2025	Purchasing By-Law	David Simpson
CAO 66/2025	P&C: Personnel Matter Financials: N/A	Approved April 2, 2025	CAO By-Law	Dana Paladino

CAO#	Description	Status	Delegation of Authority Item	CLT
CAOP 66/2025	Agreement between City and Oxford Dodge Chrysler (1992) Ltd for purchase of twelve (12) new, unused 2025 Dodge Grand Caravan SXT minivans Type: RFT 75-25 Financials: $585,504 excluding HST (B4/2025; B28/2024)	Approved May 28, 2025	Purchasing By-Law	David Simpson
CAO 67/2025	Amendment to Traffic By-law 9148 Financials: N/A	Approved April 10, 2025	By-Law Amendments	David Simpson
CAOP 67/2025	Agreement between City and Nasci Trucking Ltd o/a Nasci Construction Services Ltd for manhole casting leveling at various locations Type: RFT 63-25 Financials: $151,815 excluding HST (B3/2025)	Approved May 29, 2025	Purchasing By-Law	David Simpson
CAO 68/2025	P&C: Personnel Matter Financials: N/A	Approved April 4, 2025	CAO By-Law	David Simpson
CAOP 68/2025	Agreement between City and Electrical Safety Authority to conduct electrical inspections Type: Sole Source Financials: $67,164 excluding HST	Approved June 2, 205	Purchasing By-Law	Andrew Daher
CAO 69/2025	P&C: Personnel Matter Financials: N/A	Approved April 16, 2025	CAO By-Law	Jelena Payne
CAO 71/2025	P&C: Personnel Matter Financials: N/A	Approved April 22, 2025	CAO By-Law	David Simpson
CAOP 73/2025	Agreement between and Poirier Electric Ltd for Streetlight Pole Replacement Type: RFT 49-25 Financials: $159,858 excluding HST (MD08/2025)	Approved June 10, 2025	Purchasing By-Law	David Simpson
CAO 74/2025	Grant Application: All Risk Municipal Grant-Investing in Municipal Risk Resiliency Financials: N/A	Approved April 23, 2025	Grant Application	Janice Guthrie
CAOP 75/2025	Agreement between City and Provincial Chrysler for 3 new, unused 2025 Dodge Tradesman Type: RFT 77-25 Financials: $173,386.50 excluding HST (B28/2024, B4/2025)	Approved June 24, 2025	Purchasing By-Law	David Simpson

CAO#	Description	Status	Delegation of Authority Item	CLT
CAOP 76/2025	Agreement between City and Finch Chevrolet Cadillac Buick GMC Ltd. for three new, unused, 2026 Chevrolet Silverado Pickups Type: RFT 83-25 Financials: $165,057 excluding HST (B5/2023, B28/2024, B4/2025)	Approved June 25, 2025	Purchasing By-Law	David Simpson
CAO 78/2025	P&C: Personnel Matter Financials: N/A	Approved June 5, 2025	CAO By-Law	Dana Paladino
CAOP 79/2025	Agreement between City and successful proponents for IT Professional Services Roster Type: RFP 78-23 Financials: N/A	Approved June 24, 2025	Purchasing By-Law	Andrew Daher
CAO 80/2025	Vendor Discount: Specsavers Devonshire Mall Optical Inc Financials: N/A	Approved April 15, 2025	Vendor Discount	Joe Mancina
CAO 82/2025	2025 West Nile Larviciding and Mosquito Monitoring Program Financials: Windsor-Essex County Health Unit will submit application to Ministry of Health requesting 70% of total cost of proposal for 2025 ($49,000 allocated in Environmental Sustainability & Climate Change Department's 2025 Operating Budget)	Approved April 15, 2025	West Nile Larviciding Requirements	Jelena Payne
CAO 83/2025	Agreement between City and The Corporation of the Town of Tecumseh (Tecumseh Fire Rescue Services) for use of training facilities to conduct fire training exercises Financials: N/A	Approved April 23, 2025	Administrative Matters (delegated by CR232/2012)	Ray Mensour
CAO 85/2025	Letter of Support: Appointment of Fire Chief James Waffle as Essex County Fire Co-ordinator and Deputy Fire Chief Daemon Hart as Essex County Alternate Fire Co-ordinator Financials: N/A	Approved April 23, 2025	Letter of Support	Ray Mensour
CAO 87/2025	Agreement Addendum between City and inContact, Inc (NICE) for cloud-based customer service solutions Financials: $14,300 excluding HST	Approved May 9, 2025	Administrative Matters (delegated by CR232/2012)	Andrew Daher
CAO 89/2025	P&C: Personnel Matter Financials: N/A	Approved April 30, 2025	CAO By-Law	Andrew Daher
CAO 90/2025	Amendment of Traffic By-law 9148 Financials: N/A	Approved April 30, 2025	By-Law Amendments	David Simpson

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 91/2025	P&C: Personnel Matter Financials: N/A	Approved April 29, 2025	CAO By-Law	Ray Mensour
CAO 94/2025	P&C: Personnel Matter Financials: N/A	Approved May 26, 2025	CAO By-Law	Jelena Payne
CAO 102/2025	P&C: Personnel Matter Financials: N/A	Approved May 5, 2025	CAO By-Law	Janice Guthrie
CAO 103/2025	P&C: Personnel Matter Financials: N/A	Approved May 9, 2025	CAO By-Law	Janice Guthrie
CAO 106/2025	P&C: Personnel Matter Financials: N/A	Approved May 14, 2025	CAO By-Law	Janice Guthrie
CAO 108/2025	P&C: Personnel Matter Financials: N/A	Approved May 14, 2025	CAO By-Law	Michael Chantler
CAO 109/2025	Amendment of Parking By-law 9023 Financials: N/A	Approved May 28, 2025	By-Law Amendments	David Simpson
CAO 111/2025	Agreement between City and Peoples Trust Company to release trademark "It's About You" Financials: N/A	Approved June 10, 2025	Administrative Matters (delegated by CR232/2012)	Andrew Daher
CAO 113/2025	P&C: Personnel Matter Financials: N/A	Approved May 27, 2025	CAO By-Law	Michael Chantler
CAO 114/2025	P&C: Personnel Matter Financials: N/A	Approved June 9, 2025	CAO By-Law	David Simpson
CAO 115/2025	Vendor Discount: Bird Canada Financials: N/A	Approved June 2, 2025	Vendor Discount	Ray Mensour
CAO 116/2025	Grant Application: Independent Electricity System Operator (IESO) 2025-2036 Electricity Demand Side Management Framework - Expanded Energy Management Program Financials: N/A	Approved June 19, 2025	Grant Application	Janice Guthrie
CAO 119/2025	Agreement between City and EnWin Utilities Ltd to participate in Ontario's Industrial Conservation Initiative and agreement between City and Statistics Canada's Electricity Supply and Disposition Surveys Financials: N/A	Approved June 19, 2025	Administrative Matters (delegated by CR232/2012)	Janice Guthrie
CAO 120/2025	P&C: Personnel Matter Financials: N/A	Approved June 5, 2025	CAO By-Law	Andrew Daher
CAO 121/2025	P&C: Personnel Matter Financials: N/A	Approved June 11, 2025	CAO By-Law	Jelena Payne

CAO#	Description	Status	Delegation of Authority Item	CLT
CAO 125/2025	Agreement between City and Health Canada for surveillance initiative Financials: N/A	Approved June 24, 2025	Administrative Matters (delegated by CR232/2012)	David Simpson
CAO 127/2025	P&C: Personnel Matter Financials: N/A	Approved June 19, 2025	CAO By-Law	Dana Paladino
CAO 129/2025	Amendment of Parking By-law 9023 Financials: N/A	Approved June 25, 2025	By-Law Amendments	David Simpson
CAO 133/2025	P&C: Personnel Matter Financials: N/A	Approved June 19, 2025	CAO By-Law	David Simpson
CAO 135/2025	Letter of Support: Grant application for Ford City Community Garden Financials: N/A	Approved June 24, 2025	Letter of Support	Jelena Payne

APPENDIX B

Spreadsheet by Type and Ward

For Period January 1, 2025 to June 30, 2025

Delegation of Authority Item	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward6	Ward 7	Ward 8	Ward 9	Ward 10	City Wide	Combined	Grand Total
Administrative Matters (delegated by CR232/2012)	0	0	3	0	0	0	1	0	0	0	15	0	19
Administrative Matters (formerly CR 1413/87)	0	0	0	0	0	0	1	0	1	0	0	0	2
Appointment of Drainage Engineer	1	0	0	0	0	0	0	0	0	0	0	0	1
By-Law Amendments	0	1	1	0	2	1	1	0	0	1	4	0	11
CAO By-Law	0	0	0	0	0	0	0	0	0	0	28	0	28
City as Lessor; Grantor: Grantee	3	6	7	2	9	3	3	3	4	2	0	0	42
Establishment of New Bank Account	0	0	0	0	0	0	0	0	0	0	1	0	1
Grant Application	0	0	4	0	0	0	0	0	0	0	5	2	11
Letter of Support	0	0	1	0	0	0	0	0	0	0	4	0	5
Noise By-law Exemption	0	0	0	0	0	0	0	1	0	0	0	0	1
Purchasing By-Law	4	5	11	0	3	0	2	2	3	0	47	4	81
Special Event/Road Closure	0	0	0	0	0	0	0	0	0	0	0	1	1
Vending Zone Agreement	0	0	0	0	0	0	0	0	0	0	0	1	1
Vendor Discount	0	0	0	0	0	0	0	0	0	0	2	0	2
West Nile Larviciding Requirements	0	0	0	0	0	0	0	0	0	0	1	0	1
Grand Total	**8**	**12**	**27**	**2**	**14**	**4**	**8**	**6**	**8**	**3**	**107**	**8**	**207**

The following reports are P&C and not detailed in this report:

- Most of the reports categorized as “CAO By-Law” relating to personnel matters approved under By-law 218-2002 and By-law 149-2024 (September 23, 2024): CAO 7/2025, CAO 9/2025, CAO 43/2025, CAO 46/2025, CAO 51/2025, CAO 52/2025, CAO 56/2025, CAO 61/2025, CAO 63/2025, CAO 66/2025, CAO 68/2025, CAO 69/2025, CAO 71/2025, CAO 78/2025, CAO 89/2025, CAO 91/2025, CAO 102/2025, CAO 103/2025, CAO 106/2025, CAO 108/2025, CAO 113/2025, CAO 114/2025, CAO 120/2025, CAO 121/2025, CAO 127/2025, CAO 133/2025
- Most of the reports categorized as “Legal Matters” relate to property transactions, City as Lessor/Grantor/Grantee, Purchasing By-Law or Administrative Matters (delegated by CR232/2012): CAO 38/2025, CAOP 50/2025, CAO 65/2025

Subject: Windsor Canada Utilities Ltd. – Annual General Meeting – City Wide

Reference:

Date to Council: September 22, 2025
Author: Joshua Meloche
Senior Legal Counsel
519-255-6100 ext 6704
jmeloche@citywindsor.ca
Legal Services, Real Estate & Risk Management
Report Date: 9/5/2025
Clerk's File #: MU2025

To: Mayor and Members of City Council

Recommendation:

I. That Council, as representative of The Corporation of the City of Windsor (the "City") as the sole shareholder of Windsor Canada Utilities Ltd. ("WCUL") **APPROVE** the resolutions presented by WCUL; and,

II. That the Mayor **BE AUTHORIZED** to execute the shareholder's resolutions on behalf of the City, in accordance with Council direction, with respect to all matters presented herein by WCUL for the year 2024.

Executive Summary:

N/A

Background:

WCUL is the sole shareholder of the EnWin group of companies (EnWin Utilities Ltd., EnWin Energy Ltd.). The City, in turn, is the sole shareholder of WCUL. As a corporation subject to the Ontario Business Corporations Act ("OBCA"), WCUL is required to obtain certain shareholder resolutions from the City on an annual basis. This can be done by way of meeting, or in writing.

As the sole shareholder, the City (represented by City Council) must appoint someone to execute the resolutions in accordance with its direction. Therefore, this report seeks that Council approve the resolutions presented by WCUL, and further that it appoints the Mayor to execute the resolutions on behalf of the City.

Discussion:

The resolutions to be presented on an annual basis are prescribed by the legislation and are limited to:

(a) Approval of minutes of prior AGMs (if any);
(b) Receipt of financial statements;
(c) Appointment of directors; and
(d) Appointment of auditors.

These resolutions are essentially corporate housekeeping, save and except that WCUL requests that the sole shareholder: i.) confirm the amendment to By-law No. 1 which at its meeting of November 27, 2024 the WCUL Board of Directors approved amendments to introduce term limits for its Directors; and ii.) appoint Mr. Kevin Laforet to its Board of Directors for a three (3) year term based on the recommendation of the Board's Nomination Committee.

Enclosed in this report is a redline version of By-law No. 1 referenced above evidencing the proposed amendments.

It is Administration's opinion that it is appropriate to approve the resolutions presented.

In addition to the resolutions specifically noted above, WCUL has presented an additional housekeeping resolution intended to ensure that the WCUL minute book is properly up to date. In the interests of thoroughness, counsel for WCUL has proposed a resolution that would ensure all prior necessary resolutions are properly ratified. These resolutions would include but are not limited to:

- passing of financial statements;
- appointment of auditors; and,
- appointment of directors.

Administration is comfortable recommending acceptance of this resolution because:

- all prior WCUL financial statements have been placed before Council;
- WCUL has always been required to utilize the same auditors as the City and has done so; and,
- all directors have been appointed through the City's processes.

Risk Analysis:

As the sole shareholder of WCUL, the City must fulfill its obligations under the OBCA and address the resolutions presented by WCUL.

Approval of the resolutions pose little to no risk to the City as the City remains involved and is aware with respect to the operations of WCUL.

Approval of the housekeeping resolution will ensure that all prior necessary actions have been properly approved and ratified, thereby bringing the corporate minute books up to date.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There are no financial ramifications to accepting the resolutions presented by WCUL.

Consultations:

N/A

Conclusion:

The resolutions presented by WCUL are essentially corporate housekeeping and it is appropriate to approve them. It is necessary to appoint a signatory to represent the City for that purpose.

Planning Act Matters:

N/A

Approvals:

Name	Title
Steve Vlachodimos	City Clerk/Licence Commissioner
Wira Vendrasco	City Solicitor
Andrew Daher	Commissioner, Corporate Services
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Letter to Steve Vlachodimos, City Clerk dated August 19, 2025 attaching draft resolutions and financial statements
2 Appendix A – Draft Resolutions for Shareholder Approval
3 Appendix B – Windsor Canada Utilities Ltd. 2024 Report – available at www.citywindsor.ca due to size
4 Appendix C – Redline of By-law No. 1

August 19, 2025

Mayor Dilkens and City Council
c/o Steve Vlachodimos, City Clerk and Licence Commissioner
Corporation of the City of Windsor
350 City Hall Square
Windsor, ON N8A 6S1

Dear Mr. Vlachodimos,

RE: Windsor Canada Utilities Ltd. - Annual General Meeting

I am writing on behalf of the Board of Directors of Windsor Canada Utilities Ltd. ("WCU"), which wishes to conduct its 2024 Annual General Meeting ("AGM") in accordance with the Ontario *Business Corporation Act* ("*OBCA*").

Management and available representatives of the WCU Board of Directors, together with available representatives of its subsidiary companies, are willing to attend the City Council meeting of September 22, 2025 to provide the 2024 Annual Report and respond to questions. An additional item in this year's AGM is an amended By-law No. 1. At its meeting of November 27, 2024 the Board of Directors of WCU approved amendments to By-law No. 1 to introduce term limits for Directors. In accordance with s. 116(2) of the *OBCA*, the amendments to By-law No. 1 require confirmation by the shareholder.

As done in previous years, I am recommending using written and signed resolutions in lieu of a meeting in conducting the AGM, pursuant to s. 104(1) of the *OBCA*. Thus, a representative would need to be appointed to vote on behalf of the shareholder, and such appointee would cast the shareholder's vote by signing the written resolutions.

To this end, I formally request that City Council, by way of a City Council resolution, designate a representative to vote on behalf of the shareholder. In previous years, Mayor Dilkens was designated by City Council to act as the shareholder's representative.

I have attached the general form of the resolutions that the shareholder or its representative will be asked to approve. In this regard, I ask that City Council authorise their designate to approve and sign these resolutions. We propose that such designation and authorization occur at or before the City Council meeting of September 22, 2025.

To further support this request, attached is the WCU 2024 Annual Report and 2024 Audited Consolidated Financial Statements, which include the financial results of ENWIN Utilities Ltd. and ENWIN Energy Ltd.

Please contact me if you have any questions about this submission, and I look forward to receiving your confirmation of the date this proposed agenda item will be heard by City Council.

Sincerely,



Paul Gleason
Chief Risk Officer & Corporate Secretary
Windsor Canada Utilities Ltd.

c.c.: Mr. Garry Rossi, President & CEO, Windsor Canada Utilities Ltd.
Mayor Drew Dilkens, Chair, Windsor Canada Utilities Ltd. and ENWIN Energy Ltd.
Andrea Orr, Chair, ENWIN Utilities Ltd.

att.: **Appendix A**: Draft resolutions for shareholder approval

Appendix B: 2024 Annual Report and 2024 Audited Consolidated Financial Statements, Windsor Canada Utilities Ltd.

Appendix C: By-law No. 1 of Windsor Canada Utilities Ltd. as amended by the Board of Directors November 27, 2024 [redline version].

APPENDIX A

RESOLUTION OF THE SOLE SHAREHOLDER OF WINDSOR CANADA UTILITIES LTD.

The undersigned, being the sole shareholder of Windsor Canada Utilities Ltd. (the "**Corporation**"), acting pursuant to s. 104 of the *Business Corporations Act*, R.S.O. 1990, c.B.16, as amended (the "***Act***") by its signature hereby passes the following resolutions:

NOW THEREFORE BE IT RESOLVED THAT:

1. Windsor Canada Utilities Ltd. 2024 Audited Consolidated Financial Statements

THAT the Windsor Canada Utilities Ltd. Audited Consolidated Financial Statements and report of the Auditor, KPMG LLP, for the period ending December 31, 2024, BE RECEIVED AND ACCEPTED.

2. Appointment of Auditors for 2025

THAT the audit firm selected and named by City Council as auditors of the Corporation of the City of Windsor, KPMG LLP, BE APPOINTED as the auditors of Windsor Canada Utilities Ltd. for the 2025 fiscal year end at such remuneration as may be fixed by the Windsor Canada Utilities Ltd. Board of Directors;

AND THAT the Windsor Canada Utilities Ltd. Board of Directors BE AUTHORIZED to fix the remuneration payable to the audit firm selected as auditors of Windsor Canada Utilities Ltd. for the 2025 fiscal year end.

3. Election of Board of Directors

THAT, as recommended by the Board of Directors of Windsor Canada Utilities Ltd., the following Directors of the Board of Directors of Windsor Canada Utilities Ltd. BE ELECTED as follows:

- Mr. Kevin Laforet (3-year term)

4. Confirmation of Amendments to By-law

THAT, in accordance with s. 116(2) of the *Business Corporations Act, R.S.O. 1990, c. B.16*, the amendments to By-law No. 1 approved by the Directors of Windsor Canada Utilities Ltd. on November 27, 2024 are hereby CONFIRMED.

5. Confirmation of Proceedings

THAT all the by-laws, resolutions, contracts, proceedings, elections and appointments, enacted, passed, made or taken by the shareholders, directors or officers of the Corporation, at any time during the fiscal year beginning January 1, 2024 and ending December 31, 2024 (hereinafter collectively called "the corporate proceedings") as the same are set forth or referred to in the minutes of the shareholders and the directors for the Corporation and in the other records of the corporate proceedings, and all acts and proceedings taken by the directors, officers, agents or employees of the Corporation under the authority of or pursuant to any of the corporate proceedings BE RATIFIED AND CONFIRMED with the effect stated in such corporate proceedings;

AND THAT, insofar as any such corporate proceeding shall not have been validly enacted, passed, sanctioned, confirmed, authorized or made, such corporate proceedings shall BE RATIFIED AND CONFIRMED with retroactive effect, and in all other respects with the effect stated in the minutes and records of the Corporation.

The undersigned, being the sole shareholder of the Corporation, hereby approves and consents to the above resolutions as evidenced by the signature of the shareholder's authorized representative set out below.

SIGNED AND DATED at Windsor, Ontario as of the_____ day of _____, 2025.

THE CORPORATION OF THE CITY OF WINDSOR

_____

By:

Its:

I have the authority to bind the corporation.

BY-LAW N0. 1

A by-law relating generally to the conduct of the business and affairs of

WINDSOR CANADA UTILITIES LTD.

(herein called the "Corporation")

CONTENTS

1. Interpretation
2. Directors
3. Meetings of Directors
4. Remuneration and Indemnification
5. Officers
6. Meetings of Shareholders
7. Shares
8. Dividends
9. Financial Year
10. Notices
11. Execution of Documents
12. Borrowing and Securities
13. Effective Date
14. Repeal

BE IT ENACTED as a by-law of the Corporation as follows:

1. INTERPRETATION

1.01 In this by-law and all other by-laws and resolutions of the Corporation, unless the context otherwise requires:

(a) "Act" means the *Business Corporations Act* (Ontario) together with the Regulations made pursuant thereto and any statute or regulations that may be substituted therefor, as amended from time to time;

(b) "articles" means the articles of incorporation of the Corporation as amended or restated from time to time;

(c) "board" means the board of directors of the Corporation;

(d) "by-laws" means this by-law and all other by-laws of the Corporation as amended from time to time, and from time to time in force and effect;

(e) "Corporation" means this Corporation;

(f) "meeting of shareholders" means any meeting of shareholders, whether annual or special; and "special meeting of shareholders" means a special meeting of all shareholders entitled to vote at an annual meeting of shareholders and a meeting of any class or classes of shareholders entitled to vote on the question at issue;

(g) "person" includes an individual, sole proprietorship, partnership, unincorporated association, unincorporated syndicate, unincorporated organization, trust, body corporate, and a natural person in the capacity as trustee, executor, administrator, or other legal representative;

(h) "recorded address" means, in the case of a shareholder, the shareholder's address as recorded in the shareholders' register; and, in the case of joint shareholders, the address appearing in the shareholders' register in respect of such joint holding or the first address so appearing if there are more than one; and, in the case of a director, officer, auditor or member of a committee of the board, the person's latest address recorded in the records of the Corporation; and,

(i) "shareholder declaration" shall have the meaning ascribed under the Act to a unanimous shareholder agreement where the person who is the registered holder of all the issued shares of a corporation makes a written declaration that restricts in whole or in part the powers of the directors to manage or supervise the management of the business and affairs of a corporation; and, where there is more than one shareholder, it shall mean "unanimous shareholder agreement" and shall have the meaning ascribed to such term under the Act.

1.02 In this by-law where the context requires, words importing the singular include the plural and vice versa and words importing gender include the masculine, feminine and neuter genders.

1.03 Save as aforesaid, all the words and terms appearing in this by-law shall have the same definition and application as in the Act.

2. DIRECTORS

2.01 Powers - Subject to any shareholder declaration, the business and affairs of the Corporation shall be managed or supervised by a board of directors. Until changed in accordance with the Act, the board shall consist of not fewer than the minimum number and not more than the maximum number of directors provided for by the shareholder.

2.02 Resident Canadians - Except where the Corporation is a non-resident Corporation, a majority of the directors shall be resident Canadians but where the Corporation has only one or two directors, that director or one of the two directors, as the case may be, shall be a resident Canadian.

2.03 Qualifications - No person shall be qualified for election as a director if the person is less than 18 years of age; if the person is of unsound mind and has been so found by a court in Canada or elsewhere; if the person is not an individual; or if the person has the status of a bankrupt.

2.04 Election and Term - The election of directors shall take place at the first meeting of shareholders and at each succeeding annual meeting at which an election of directors is required. The directors shall hold office for an expressly stated term, which shall expire not later than the close of the third annual meeting of shareholders following the election. A director not elected for an expressly stated term ceases to hold office at the close of the first annual meeting of shareholders following the director's election. Incumbent directors, if qualified, shall be eligible for re-election subject to the limits set out in section 2.06. If an election of directors is not held at the proper time, the incumbent directors shall continue in office until their successors are elected.

2.05 Staggered Terms - The directors shall be elected and shall retire in rotation in accordance with the following procedure. At the meeting of shareholders next following the coming into force of this by-law,

(a) every director who is also the head or a member of the Council of the Corporation of the City of Windsor (collectively "Directors from Council") shall be elected to hold office for a term of one (1) year each and may be re-elected for a term of three (3) years such that the election and re-election reflects the full Council term of four (4) years while preserving compliance with the Act;

(b) from among the directors who are not Directors from Council, one (1) director shall be elected to hold office for a term of three (3) years and may be re-elected for one (1) or more terms of three (3) years subject to the limits set out in section 2.06;

(c) from among the directors who are not Directors from Council, one (1) director shall be elected to hold office for a term of two (2) years and may be re-elected for one (1) or more terms of three (3) years subject to the limits set out in section 2.06;

(d) from among the directors who are not Directors from Council, one (1) director shall be elected to hold office for a term of one (1) years and may be re-elected for one (1) or more terms of three (3) years subject to the limits set out in section 2.06; and,

(e) where more than or less than three (3) directors who are not Directors from Council are elected, those directors shall be elected in sequence according to clauses (b) then (c) then (d) in a repeating pattern until each director has been elected.

Subsequently at each annual meeting of shareholders, directors shall be elected to fill the positions of those directors whose term of office has expired. Each director so elected who is a Director from Council shall hold office for a term of one (1) year and may be re-elected for a term of three (3) years to reflect a full Council term. Each director so elected who is not a Director from Council shall hold office for a term of three (3) years. Each director may be re-elected for one (1) or more terms ~~of three (3) years~~ subject to the limits set out in section 2.06.

2.06 Term Limits – directors who are not Directors from Council may serve up to three (3) consecutive terms on the Corporation's board of directors. Directors who are Directors from Council may serve up to four (4) consecutive terms on the Corporation's board of directors, reflecting up to two (2) full Council terms, with the exception of the Mayor of the Corporation of the City of Windsor who is not subject to any term limits. When a director reaches their term limit, they will be disqualified from serving as a director once their current term ends and their successor is elected or appointed. A director that has reached their term limit may continue to serve as a director if the shareholder, acting reasonably, is unable to elect or appoint a qualified successor. For clarity, nothing in this section limits or prohibits a director that has reached their term limit from becoming a director for the Corporation's affiliates or related entities, and it does not prohibit a director that has reached their term limit from becoming a director for the Corporation again provided there is a break in their service for a duration of at least one (1) term.

~~2.06~~2.07 Resignation - A director who is not named in the articles may resign from office upon giving a written resignation to the Corporation and such resignation becomes effective when received by the Corporation or at the time specified in the resignation, whichever is later. A director named in the articles shall not be permitted to resign as a director unless at the time the resignation is to become effective a successor is elected or appointed.

~~2.07~~2.08 Removal - Subject to the provisions of the Act, the shareholders may, by ordinary resolution passed at a meeting of shareholders, remove any director or directors from office before the expiration of the director's or directors' respective terms and may, by a majority of the votes cast at the meeting, elect any person in place of the director or directors for the remainder of a term.

~~2.08~~2.09 Vacation of Office - A director ceases to hold office when the director dies, resigns, is removed from office by the shareholders, or becomes disqualified to serve as a director.

~~2.09~~2.010 Vacancies - Subject to the provisions of the Act, where a vacancy occurs on the board, a quorum of the directors then in office may appoint a person to fill the vacancy for the remainder of the term. If there is not a quorum of directors or if there has been a failure to elect the number of directors required by the articles or in the case of a variable board as required by special resolution, the directors then in office shall forthwith call a special meeting of shareholders to fill the vacancy and, if they fail to call a meeting or if there are no directors then in office, the meeting may be called by any shareholder.

3. MEETINGS OF DIRECTORS

3.01 Place of Meetings - Meetings of the board may be held at any place within or outside Ontario and it shall not be necessary that, in any financial year of the Corporation, a majority of the meetings of the board be held at a place within Canada.

3.02 Meetings by Telephone - Where all the directors present at or participating in the meeting have consented thereto, any director may participate in a meeting of the board or of a committee of the board by means of conference telephone, electronic or other communication facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously and a director participating in such a meeting by such means is deemed for the purposes of the Act and these by-laws to be present at the meeting. If a majority of the directors participating in such a meeting are then in Canada, the meeting shall be deemed to have been held in Canada.

3.03 Calling of Meetings - Meetings of the board shall be held from time to time at such place, at such time and on such day as the chair of the board or the vice-chair of the board or any two directors may determine, and the secretary shall call meetings when directed or authorized by the chair of the board or by the vice-chair of the board or by any two directors. Notice of every meeting so called shall be given to each director not less than 48 hours (excluding any part of a Sunday and of a holiday as defined by the *Interpretation Act* (Ontario)) before the time when the meeting is to be held, except that no notice of meeting shall be necessary if all the directors are present or if those absent have waived notice of or otherwise signified their consent to the holding of such meeting. A notice of a meeting of directors need not specify the purpose of or the business to be transacted at the meeting except where the Act requires such purpose or business to be specified. Notice of the time and place of each meeting of directors shall also be publicized in the manner directed by the board from time to time and as set forth in any shareholder direction.

3.04 Regular Meetings - The board may appoint a day or days in any month or months for regular meetings at a place and hour to be named. A copy of any resolution of the board fixing the place and time of regular meetings of the board shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meetings except where the Act requires the purpose thereof or the business to be transacted thereat to be specified.

3.05 First Meeting of New Board - Each newly elected board may without notice hold its first meeting immediately following a meeting of shareholders at which such board is elected, provided that a quorum of directors is present.

3.06 Quorum - Where the Corporation has fewer than three directors, all directors must be present at any meeting of directors to constitute a quorum. Subject to the articles or by-laws of the Corporation, a majority of the number of directors without an interest set out in 3.11 or minimum number of directors required by the articles constitutes a quorum at any meeting of directors but in no case shall a quorum be less than two-fifths of the number of directors without an interest set out in 3.11 or less than the minimum number of directors, as the case may be.

3.07 Resident Canadians - Directors shall not transact business at a meeting of the board unless a majority of the directors present are resident Canadians or, where the Corporation has fewer than three directors, one of the directors present is a resident Canadian. However, directors may transact business at a meeting of the board where a majority of resident Canadian directors is not present if

(a) a resident Canadian director who is unable to be present approves in writing or by telephone or other communications facilities the business transacted at the meeting; and

(b) a majority of resident Canadian directors would have been present had the director been present at the meeting.

3.08 Chair of a Meeting - The chair of a meeting of the board shall be the first mentioned of such of the following directors who is present at the meeting:

(a) Chair of the Board; or

(b) Vice-Chair of the Board.

If no such chair of the board or vice-chair of the board is present, the directors present shall choose one
of their number to be chair of the meeting. Provided the line of succession set out above is followed, the chair of the board and vice-chair of the board may ask any other director present to serve as chair of a meeting of the board.

3.09 Votes to Govern - At all meetings of the board, every question shall be decided by a majority of the votes cast on the question.

3.010 No Casting Vote - In the case of an equality of votes on any question at a meeting of the board, the chair of the meeting shall not be entitled to a second casting vote.

3.011 Disclosure of Interests in Contracts - Every director or officer of the Corporation who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation, or is a director or officer of or has a material interest in any person who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation, shall disclose in writing to the Corporation or request to have entered in the minutes of the meeting of directors the nature and extent of the director's interest at the time and in the manner required by the Act. A director interested in a contract shall not attend any part of a meeting of directors during which the contract or transaction is discussed and shall not vote on any resolution to approve the contract or transaction except as provided by the Act. An officer interested in a contract shall not authorize or recommend same except as provided by the Act.

3.012 Resolution in Lieu of Meeting - A resolution in writing, signed by all the directors entitled to vote on that resolution at a meeting of directors or committee of directors, is as valid as it had been passed at a meeting of directors or committee of directors. A copy of every such resolution shall be kept with the minutes of the proceedings of the directors or committee of directors.

3.013 Delegation - Directors may appoint from their number a managing director who is a resident Canadian or a committee of directors and delegate to such managing director or committee any of the powers of the directors. If the directors appoint a committee of directors, a majority of the members of the committee must be resident Canadians. Unless otherwise determined by the board and subject to the Act, each committee shall have the power to fix its quorum at not less than a majority of its members, to elect its chair of the committee, and to regulate its procedure.

4. REMUNERATION AND INDEMNIFICATION

4.01 Remuneration - Subject to the provisions of the Act, the articles, and the by-laws of the Corporation or any shareholder declaration, the board may fix the remuneration of the directors. The Corporation shall notify the shareholders of the remuneration amounts when the remuneration is first fixed and subsequently fixed for the directors and for the directors of any subsidiary. Nothing contained herein shall preclude any director from serving the Corporation in any other capacity and receiving remuneration therefor. In addition, directors shall be paid such sums in respect of their out-of-pocket expenses incurred in attending board, committee or shareholders' meetings or otherwise in respect of the performance by them of their duties as the board may from time to time determine.

4.02 Limitation of Liability - Every director and officer of the Corporation, in exercising power and discharging duties, shall act honestly and in good faith with a view to the best interests of the Corporation, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Subject to the foregoing, no director or officer shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense

happening to the Corporation through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency, or tortious acts of any person with whom any of the monies, securities or effects of the Corporation shall be deposited, or for any loss occasioned by any error of judgment or oversight on the director or officer's part, or for any other loss, damage or misfortune whatever, which shall happen in the execution of the duties of the director or officer's office or in relation thereto, unless the same are occasioned by the willful neglect or default of the director or officer; provided that nothing herein shall relieve any director or officer from the duty to act in accordance with the Act or from liability for any breach thereof.

4.03 Indemnity of Directors and Officers - Subject to the provisions of the Act, the Corporation shall indemnify a director or officer of the Corporation, a former director or officer of the Corporation, or a person who acts or acted at the Corporation's request as a director or officer of a body corporate of which the Corporation is or was a shareholder or creditor, and the heirs and legal representatives of the director or officer, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by the director or officer in respect of any civil, criminal or administrative action or proceeding to which the director or officer is made a party by reason of being or having been a director or officer of such Corporation or body corporate if

(a) the director or officer acted honestly and in good faith with a view to the best interests of the Corporation and exercised the care, diligence and skill that a reasonably prudent person would have exercise in comparable circumstances; and

(b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the director or officer had reasonable grounds for believing that the conduct was lawful.

4.04 Insurance - Subject to the limitations contained in the Act, the Corporation may purchase and maintain such insurance for the benefit of its directors and officers as such, as the board may from time to time determine.

5. OFFICERS

5.01 Appointment - Subject to the provisions of the Act, the articles or any shareholder declaration, the board may from time to time appoint a president, one or more vice-presidents (to which title may be added words indicating seniority or function), a secretary, a treasurer and such other officers as the board may determine. The board may specify the duties of and, in accordance with this by-law and subject to the provisions of the Act, delegate to such officers powers to manage the business and affairs of the Corporation. Save for the chair of the board, an officer may but need not be a director and one person may hold more than one office.

5.02 Term. Remuneration and Removal - The terms of employment and remuneration of all officers elected or appointed by the board (including the president) may be determined from time to time by resolution of the board. The fact that any officer or employee is a director or shareholder of the Corporation shall not disqualify such officer or employee from receiving such remuneration as may be determined. All officers, in the absence of agreement to the contrary, shall be subject to removal by resolution of the board at any time with or without cause.

5.03 Chair of the Board - The board may from time to time also appoint a chair of the board who shall be a director. If appointed, the board may assign to the chair of the board so appointed any of the powers and duties that are by any provisions of this by-law capable of being assigned to the president; and the chair of the board shall, subject to the provisions of the Act, have such other powers and duties as the board may specify. During the absence or disability of the chair of the board, the chair of the board's duties shall be performed and the chair of the board's powers exercised by the vice-chair of the board if a vice-chair of the board has been appointed by the board.

5.04 President - The board may from time to time appoint a president. The president shall be the chief executive officer of the Corporation and, subject to the authority of the board and any shareholder declaration, shall have the general supervision of the business and affairs of the Corporation and the president shall have such other powers and duties as the board may specify.

5.05 Vice-President - The board may from time to time appoint one or more vice-presidents. A vice president so appointed shall have such powers and such duties as the board or the chief executive officer may prescribe. During the absence or disability of the president, the president's powers may be exercised and the president's duties may be discharged by the vice-president, or if there are more than one, by an available vice-president in order of seniority as such seniority is determined from time to time by the board.

5.06 Secretary - The board may from time to time appoint a secretary. The secretary shall attend all meetings of the directors, shareholders and committees of the board and shall enter or cause to be entered in books kept for that purpose, minutes of all proceedings at such meetings; the secretary shall give, or cause to be given, when instructed, notices required to be given to shareholders, directors, auditors and members of committees; the secretary shall be the custodian of the stamp or mechanical device generally used for affixing the corporate seal of the Corporation and of all books, papers, records, documents and other instruments belonging to the Corporation; and the secretary shall perform such other duties as may from time to time be prescribed by the board.

5.07 Treasurer - The board may from time to time appoint a treasurer. The treasurer shall keep, or cause to be kept, proper accounting records as required by the Act; the treasurer shall deposit, or cause to be deposited, all monies received by the Corporation in the Corporation's bank account; the treasurer shall, under the direction of the board, supervise the safekeeping of securities and the disbursement of the funds of the Corporation; the treasurer shall render to the board, whenever required, an account of all the transactions as treasurer and of the financial position of the Corporation; and the treasurer shall perform such other duties as may from time to time be prescribed by the board.

5.08 Other Officers - The duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the board requires of them.

5.09 Variation of Duties - From time to time and subject to the provisions of the Act, the board may vary, add to or limit the powers and duties of any officer.

5.010 Agents and Attorneys - The board shall have power from time to time to appoint agents or attorneys for the Corporation in or outside of Ontario with such powers of management or otherwise (including the power to sub-delegate) as may be thought fit.

5.011 Fidelity Bonds - The board may require such officers, employees and agents of the Corporation, as it deems advisable, to furnish bonds for the faithful performance of their duties, in such form and with such surety as the board may from time to time prescribe.

5.012 Conflict of Interest - An officer shall disclose the officer's interest in any material contract or transaction or proposed material contract or transaction with the Corporation in accordance with Section 3.11 herein.

6. MEETINGS OF SHAREHOLDERS

6.01 Annual Meetings - Subject to Section 6.16 herein, the directors shall call the first annual meeting of shareholders not later than eighteen months after the Corporation comes into existence and, subsequently, not later than fifteen months after holding the last preceding

annual meeting. The annual meeting of shareholders of the Corporation shall be held at such time and on such day in each year as the board may from time to time determine, for the purposes of receiving the reports and statements required by the Act to be laid before the annual meeting, electing directors, appointing auditors, and for the transaction of such other business as may properly be brought before the meeting.

6.02 Special Meetings - The board may at any time call a special meeting of shareholders for the transaction of any business which may properly be brought before such meeting of shareholders. All business transacted at an annual meeting of shareholders, except consideration of the financial statements, auditor's report, election of directors and reappointment of the incumbent auditor, is deemed to be special business.

6.03 Place of Meetings - Meetings of shareholders shall be held at the registered office of the Corporation, or at such other place within or outside of Ontario as the board from time to time determines.

6.04 Notice of Meetings - Notice of the time and place of each meeting of shareholders shall be sent not less than 10 days and not more than 50 days before the date of the meeting to the auditor of the Corporation, to each director, and to each person whose name appears on the records of the Corporation at the close of business on the day next preceding the giving of the notice as a shareholder entitled to vote at the meeting. Notice of a special meeting of shareholders shall state:

(a) the nature of the business to be transacted at the meeting in sufficient detail to permit the shareholders to form a reasoned judgment thereon; and

(b) the text of any special resolution or by-law to be submitted to the meeting.

A shareholder and any other person entitled to attend a meeting of shareholders may in any manner and at any time waive notice of or otherwise consent to a meeting of shareholders.

Notice of the time and place of each meeting of shareholders shall also be publicized in the manner directed by the board from time to time and as set forth in any shareholder direction.

6.05 Persons Entitled To Be Present - The only persons entitled to attend a meeting of shareholders shall be those entitled to vote thereat, the directors and the auditor of the Corporation and others who although not entitled to vote are entitled or required under any provision of the Act, shareholder declaration or by-laws of the Corporation to be present at the meeting. Any other persons may be admitted only on the invitation of the chair of the meeting or with the consent of the meeting.

6.06 Quorum - Subject to the provisions of the Act, the holders of a majority of the shares entitled to vote at a meeting of shareholders present in person or by proxy constitute a quorum for the transaction of business at any meeting of shareholders.

6.07 One-Shareholder Meeting - If the Corporation has only one shareholder, or only one holder of any class or series of shares, the shareholder present in person or by proxy constitutes a meeting.

6.08 Right to Vote - At any meeting of shareholders, unless the articles otherwise provide, each share of the Corporation entitles the holder thereof to one vote at a meeting of shareholders, subject to the provisions of the Act.

6.09 Joint Shareholders - Where two or more persons hold the same share or shares jointly, any one of such persons present at a meeting of shareholders may in the absence of the other vote the

shares but, if two or more of such persons who are present in person or by proxy, vote, they shall vote as one on the shares jointly held by them.

6.010 Proxies - Every shareholder entitled to vote at a meeting of shareholders may, by means of a proxy, appoint a proxy holder or one or more alternate proxy holders who are not required to be shareholders to attend and act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by the proxy. A proxy shall be in writing and executed by the shareholder or by the shareholder's attorney authorized in writing and shall conform with the requirements of the Act. The board may by resolution fix a time not exceeding 48 hours, excluding Saturdays and holidays, preceding any meeting or adjourned meeting of shareholders, before which time proxies to be used at that meeting must be deposited with the Corporation or any agent thereof, and any period of time so fixed shall be specified in the notice calling the meeting. A proxy shall be acted upon only if, prior to the time so specified, it shall have been deposited with the Corporation or an agent thereof specified in such notice or, where no time is specified in such notice, the proxy has been received by the secretary of the Corporation or by the chair of the meeting or any adjournment thereof prior to the time of voting.

6.011 Scrutineers - At each meeting of shareholders one or more scrutineers may be appointed by a resolution of the meeting or by the chair of the meeting with the consent of the meeting to serve at the meeting. Such scrutineers need not be shareholders of the Corporation.

6.012 Votes to Govern - Subject to the provisions of the Act, the articles and the by-laws of the Corporation or any shareholder declaration, all questions proposed for the consideration of the shareholders at a meeting shall be decided by a majority of the votes cast thereon. In case of an equality of votes either on a show of hands or on a poll, the chair of the meeting shall not be entitled to a second or casting vote.

6.013 Show of Hands - Subject to the provisions of the Act, at all meetings of shareholders every question shall be decided by a show of hands unless a ballot thereon be required by the chair of the meeting or be demanded by a shareholder or proxyholder present and entitled to vote. Upon a show of hands, every person present and entitled to vote has one vote regardless of the number of shares such person represents. After a show of hands has been taken upon any question, the chair of the meeting may require, or any shareholder or proxyholder present and entitled to vote may demand, a ballot thereon. Whenever a vote by show of hands shall have been taken upon a question, unless a ballot thereon be so required or demanded, a declaration by the chair of the meeting that the vote upon the question has been carried or carried by a particular majority or not carried and an entry to that effect in the minutes of the meeting shall be prima facie evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the question. The result of the vote so taken and declared shall be the decision of the Corporation on the question. A demand for a ballot may be withdrawn at any time prior to the taking of the ballot.

6.014 Ballots - If a ballot is required by the chair of the meeting or is demanded and the demand is not withdrawn, a ballot upon the question shall be taken in such manner as the chair of the meeting directs.

6.015 Chair of Meeting of Shareholders – The chair of a meeting of shareholders shall be, if there is one shareholder, the person serving at the time as chair of the shareholder board (or such person acting in that capacity irrespective of title) unless another person is nominated by the shareholder in which case the nominee of the shareholder shall be the chair of the meeting of shareholders, and if there be more than one shareholder, then the nominee of all shareholders, failing which the shareholders in attendance at the meeting shall appoint a pro-tern chair of the meeting of shareholders from among the persons in attendance.

6.016 Adjournment - The chair of a meeting of shareholders may, with the consent of the meeting and subject to such conditions as the meeting may decide, adjourn the meeting from time to time and from place to place, and may, in the same way, terminate the meeting.

6.017 Resolution in Lieu of Meeting - Except where a written statement with respect to the subject matter of the resolution is submitted by a director or the auditors in accordance with the Act,

(a) a resolution in writing signed by all the shareholders entitled to vote on that resolution at a meeting of shareholders is as valid as if it had been passed at a meeting of the shareholders; and

(b) a resolution in writing dealing with any matter required by the Act to be dealt with at a meeting of shareholders, and signed by all the shareholders entitled to vote at that meeting, satisfies all the requirements of the Act relating to that meeting of shareholders .

Any resolution in writing may be signed in counterparts and if signed as of any date shall be deemed to have been passed on such date.

7. SHARES

7.01 Allotment - Subject to the provisions of the Act, the articles and any shareholder declaration, the board may from time to time allot or grant options to purchase the whole or any party of the authorized and unissued shares of the Corporation at such time and to such persons and for such consideration as the board shall determine, provided that no share shall be issued until it is fully paid as provided by the Act.

7.02 Lien for Indebtedness - Subject to the provisions of the Act, the Corporation shall have a lien on shares registered in the name of a shareholder indebted to the Corporation. Such lien may be enforced, subject to any other provision of the articles and to any shareholder declaration, by the sale of the shares thereby affected or by any other action, suit, remedy or proceeding authorized or permitted by law or by equity and, pending such enforcement, the Corporation may refuse to register a transfer of the whole or any part of such shares.

7.03 Share Certificates - Every holder of one or more shares of the Corporation is entitled, at the holder's option, to a share certificate, or to a non-transferable written acknowledgment of the holder's right to obtain a share certificate, stating the number and class or a series of shares held by the holder as shown on the records of the Corporation. Share certificates and acknowledgments of a shareholder's right to a share certificate shall be in such form as the board shall from time to time approve. Any share certificate shall be signed in accordance with Section 11.01 herein and need not be under the corporate seal.

7.04 Replacement of Share Certificates - Subject to the provisions of the Act, the directors may by resolution prescribe, either generally or in a particular case, the conditions upon which a new share certificate may be issued to replace a share certificate which has been defaced, lost, stolen or destroyed.

7.05 Transfer Agent and Registrar - The board may from time to time appoint a registrar to maintain the securities register and a transfer agent to maintain the register of transfers and may also appoint one or more branch registrars to maintain branch security registers and one or more branch transfer agents to maintain branch registers of transfers, but one person may be appointed both registrar and transfer agent. The board may at any time terminate any such appointment.

7.06 Joint Shareholders - If two or more persons are registered as joint holders of any share, the Corporation shall not be bound to issue more than one certificate in respect thereof, and

delivery of such certificate to one of such persons shall be sufficient delivery to all of them. Any one of such persons may give effectual receipts for the certificate issued in respect thereof or for any dividends, bonus, return of capital or other money payable or warrant issuable in respect of such share.

8. DIVIDENDS

8.01 Declaration - Subject to the provisions of the Act, the articles and to any shareholder declaration, the board may declare and the Corporation may pay dividends to the shareholders according to their respective rights and interests in the Corporation. Dividends may be paid by issuing fully paid shares of the Corporation or options or rights to acquire fully paid shares of the Corporation or, subject to the provisions of the Act, may be paid in money or property.

8.02 Payment - A dividend payable in cash shall be paid by cheque drawn on the Corporation's bankers or one of them to the order of each registered holder of shares of the class in respect of which it has been declared, and mailed by ordinary mail postage prepaid to such registered holder at the recorded address of the holder, unless such holder otherwise directs. In the case of joint holders, the cheque shall, unless such joint holders otherwise direct, be made payable to the order of all of such joint holders and mailed to them at their recorded addresses. The mailing of such cheque as aforesaid shall satisfy and discharge all liability for the dividend to the extent of the sum represented thereby plus the amount of any tax which the Corporation is required to and does withhold, unless such cheque be not paid on due presentation.

8.03 Record Date for Dividends and Rights - The board may fix in advance a date preceding by not more than 50 clear days the date for the payment of any dividend or the making of any distribution or for the issue of any warrant or other evidence of right to acquire securities of the Corporation, as a record date for the determination of the persons entitled to receive payment of such dividend or distribution or to receive such right. In every such case only the persons who are holders of record of the relevant shares at the close of business on the date so fixed shall be entitled to receive payment of such dividend or distribution or to receive such right. Notice of any such record date fixed by the board, the record date for the determination of the persons entitled to receive payment of such dividend or distribution or to receive right shall be the close of business on the day on which the board passes the resolution relating thereto.

8.04 Non-Receipt of Cheque - In the event of the non-receipt of any cheque for a dividend by the person to whom it is so sent as aforesaid, the Corporation shall issue to such person a replacement cheque for a like amount on such terms as to indemnity, reimbursement of expenses and evidence of non-receipt and of title as the board may from time to time prescribe, whether generally or in a particular case.

9. FINANCIAL YEAR

9.01 Financial year - The financial year of the Corporation shall end on the 31st day of December in each year, until changed by a resolution of the board.

10. NOTICES

10.01 Methods of Giving Notice - Any notice, communication or other document required by the Act, the regulations, the articles or the by-laws to be given by the Corporation to a shareholder, director, officer, or auditor or member of a committee of the board of the Corporation under any provision of the Act, the articles or by-laws or otherwise shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered to the person's recorded address

or if mailed to such person at the person's recorded address by prepaid ordinary mail or if sent to the person at the person's recorded address by any means of any prepaid transmitted or recorded communication. A notice so delivered shall be deemed to have been given when it is delivered personally or delivered to the recorded address as aforesaid; a notice so mailed shall be deemed to have been received on the fifth day after mailing; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The secretary may change or cause to be changed the recorded address of any shareholder, director, officer or auditor of the Corporation in accordance with any information believed by the secretary to be reliable. The recorded address of a director shall be the latest address of the director as shown in the records of the Corporation or in the most recent notice filed under the *Corporations Information Act* (Ontario), whichever is the more current.

10.02 Computation of Time - In computing the date when notice must be given under any provision requiring a specified number of days' notice of any meeting or other event, "day" means a clear day and a period of days shall be deemed to commence on the day following the event that began the period and shall be deemed to terminate at midnight of the last day of the period except that if the last day of the period falls on a Sunday or holiday the period shall terminate at midnight of the day next following that is not a Sunday or holiday.

10.03 Omissions and Errors - The accidental omission to give any notice to any shareholder, director, officer or auditor, or the non-receipt of any notice by any shareholder, director, officer or auditor or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

10.04 Notice to Joint Shareholders - All notices with respect to any shares registered in more than one name may, if more than one address appears on the records of the Corporation in respect of such joint holding, be given to such joint shareholders at the first address so appearing, and notice so given shall be sufficient notice to all the holders of such shares.

10.05 Persons Entitled by Death or Operation of Law - Every person who by operation of law, by transfer or the death of a shareholder or otherwise becomes entitled to shares is bound by every notice in respect of such shares which has been duly given to the registered holder from whom such person derives title prior to the person's name and address being entered on the records of the Corporation (whether such notice was given before or after the happening of the event upon which the person became so entitled) and prior to the person furnishing to the Corporation the proof of authority or evidence of entitlement prescribed by the Act.

10.06 Waiver of Notice - Any shareholder (or duly appointed proxy), director, officer or auditor may waive any notice or abridge the time required for any notice required to be given under any provision of the Act, the articles or by-laws of the Corporation or otherwise, and such waiver or abridgement, whether given before or after the meeting or other event of which notice is required to be given, shall cure any default in the giving or in the time of such notice, as the case may be. Any such waiver or abridgement shall be in writing except a waiver of notice of a meeting of shareholders or of the board or a committee of the board which may be given in any manner.

10.07 Signatures to Notices - The signatures to any notice to be given by the Corporation may be written, stamped, typewritten or printed or partly written, stamped, typewritten or printed.

11. EXECUTION OF DOCUMENTS

11.01 Execution of Instruments - Deeds, transfers, assignments, contracts, obligations and other documents requiring execution by the Corporation may, subject to any shareholder declaration, be signed by any two officers. All contract or documents so signed shall be binding upon the Corporation without further authorization or formality. However, the board may direct from time to time the manner in which, and the person or persons, by whom any particular contract or document or class of contracts or documents may or shall be signed. Any officer of the Corporation may affix the seal, if any, of the Corporation to any contract or document, and may certify a copy of any resolution or of any by-law or contract or document of the Corporation to be true copy thereof. Subject to the provision of this by-law relative to share certificates and to the Act, and if authorized by the board, the corporate seal, if any, of the Corporation and the signature of any signing officer may mechanically or electronically reproduced upon any contracts or documents of the Corporation. Any such facsimile signature shall bind the Corporation notwithstanding that any signing officer whose signature is so reproduced may have ceased to hold office at the date of delivery or issue of such contracts or documents. The term "contracts or documents" shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property (real or personal, immovable or movable, legal or equitable), leases, agreements, releases, receipts and discharges for the payment of money, share certificates and other securities, warrants and all instruments in writing.

11.02 Execution in Counterpart - Any articles, notice, resolution, requisition, statement or other document required or permitted to be executed by more than one person may be executed in several documents of like form, each if which is executed by all persons required or permitted, as the case may be, to do so , shall be deemed to constitute one document and to bear date as of the date of execution thereof by the last such person.

11.03 Exercise of Corporation's Voting Rights - Except as otherwise directed by the board, the persons authorized to sign contracts or documents on behalf of the Corporation may execute and deliver instruments of proxy and may arrange for the issuance of voting certificates or other evidence of the right to exercise the voting rights attaching to any securities held by the Corporation and such instruments, certificates or other evidence shall be in favour of such person as may be determined by the signing officers. However, the board may direct from time to time the manner in which and the person by whom any particular voting rights may or shall be exercised.

11.04 Seal - Any person authorized to sign any document may affix the corporate seal thereto.

12. BORROWING AND SECURITIES

12.01 Borrowing Power - Without limiting the borrowing powers of the Corporation as set forth in the Act, but subject to the articles and any shareholder direction, the board may from time to time on behalf of the Corporation, without authorization of the shareholders:

(a) Borrow money on the credit of the Corporation;

(b) Issue, reissue, sell or pledge bonds, debentures, notes or other evidences of indebtedness or guarantee of the Corporation, whether secured or unsecured;

(c) To the extent permitted by the Act, give a guarantee on behalf of the Corporation to secure performance of any present or future indebtedness liability or obligation or any person; and,

(d) Mortgage, hypothecate, pledge or otherwise create a security interest in all or any currently owned or subsequently acquired real or personal, movable or immovable, property of the Corporation including book debts, rights, powers, franchises and undertakings, to secure any such bonds, debentures, notes or other evidences of

indebtedness or guarantee or any other present of future indebtedness, liability or obligation of the Corporation.

12.02 No Limitation - Nothing in this section limits or restricts the borrowing of money by the Corporation on bills of exchange or promissory notes made, drawn, accepted, or endorsed by or on behalf of the Corporation.

12.03 Banking Arrangements - The Banking business of the Corporation shall be transacted with such banks, trust companies or other persons as the board may designate from time to time subject to any shareholder declaration, and all such banking business shall be transacted on behalf of the Corporation by such persons and to such extent as the board may determine from time to time.

12.04 Delegation - The board may from time to time delegate to a committee of the board, a director or an officer of the Corporation or any other person as may be designate by the board all or any of the powers conferred on the board by by-law or by the Act, and consistent with any shareholder declaration, to such extent and in such manner as the board may determine at the time of each such delegation.

13. EFFECTIVE DATE

13.01 Effective Date - This by-law shall come into force when enacted by the directors, subject to the provisions of the Act.

14. REPEAL

14.01 Repeal - Upon this by-law coming into force, prior existing By-law Number 1 of the Corporation and amendments thereto are repealed, provided that such repeal shall not affect the previous operation of such by-law and amendments so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under the validity of any contract or agreement made pursuant to any such by-law and amendments prior to repeal.

ENACTED by the board the **27th** day of **November 2024**.

Chair
(Drew Dilkens)

President & CEO
(Garry Rossi)

CONFIRMED by the shareholder the **22nd** day of **September 2025**.

Chair
(Drew Dilkens)

Secretary
(Paul Gleason)

Committee Matters: SCM 213/2025

Subject: City of Windsor Urban Forest Management Plan (UFMP) and Response to CQ 14-2022

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 286**
THAT the report of the City Forester/Manager, Forestry & Natural Areas dated June 11, 2025 entitled "City of Windsor Urban Forest Management Plan (UFMP) – the Key Findings and Directions Report and the Strategic Action Plan" **BE RECEIVED** for information; and further,

THAT City Council **ENDORSE** the UFMP – Strategic Action Plan as the guiding document for managing Windsor's urban forests for the twenty-year period as shown in Appendix A of this report; and further,

THAT Council **RECEIVE** the response to CQ 14-2022 for information; and further,

THAT the City Treasurer **BE DIRECTED** to consider funding for the Urban Forest Management Plan as part of a future capital budget development process; and further,

THAT Administration **BE DIRECTED** to continue planting trees in the City Rights-of-Way at the sole discretion of the City Forester; and,

THAT Administration **BE DIRECTED** to include information outlining risk management, costs and requirements on the City and private homeowners should trees on private property be designated through a private tree protection by-law; and that the information **BE BROUGHT FORWARD** as the report proceeds to Council for their consideration.
Carried.

Report Number: S 82/2025
Clerk's File: SRT2025

Clerk's Note:

1. The recommendation of the Community Services Standing Committee and Administration are **NOT** the same.

2. Please refer to Item 8.1 from the Community Services Standing Committee held on July 2, 2025

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250702/-1/10565

Subject: City of Windsor Urban Forest Management Plan (UFMP) and Response to CQ 14-2022

Reference:

Date to Council: July 2, 2025
Author: Yemi Adeyeye
City Forester/Manager, Forestry & Natural Areas
(519) 253-2300x2760
yadeyeye@citywindsor.ca
Park, Recreation and Facilities

Parks
Report Date: 6/11/2025
Clerk's File #: SRT2025

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** the report titled City of Windsor Urban Forest Management Plan (UFMP) – the Key Findings and Directions Report and the Strategic Action Plan for information; and further,

THAT City Council **ENDORSE** the UFMP – Strategic Action Plan as the guiding document for managing Windsor's urban forests for the twenty-year period as shown in Appendix A of this report; and further,

THAT Council **RECEIVE** the response to CQ 14-2022 for information; and further,

THAT the City Treasurer **BE DIRECTED** to consider funding for the Urban Forest Management Plan as part of a future capital budget development process; and further,

THAT Administration **BE DIRECTED** to continue planting trees in the City Rights-of-Way at the sole discretion of the City Forester.

Executive Summary:

N/A

Background:

As part of its strategy to enhance Urban Forest Management in Windsor, City Council approved Capital Project 7131021 which allowed Administration to initiate preventative tree management actions, such as the Area Tree Trimming program and an update of the Tree Inventory Database, utilizing funds from this capital project. Under RFP 199-

18, Urban Forest Innovations Inc. (UFI) conducted a Tree Inventory Assessment and Canopy Cover Study for the City, which was completed in 2020. Following this study, City Council approved the creation of Windsor's first Urban Forestry Management Plan, aimed at identifying the approach, guiding principles, and actions necessary for the protection and enhancement of Windsor's urban forests. Through CAOP 1/2021, Council awarded UFI the contract to assist the Forestry division in developing this strategic document.

UFI, in consultation with the City Forester, created the Urban Forestry Management Plan (UFMP), which consists of two main components: the Key Findings and Directions Report, and the Strategic Action Plan. The former serves to inform the latter.

The Key Findings and Directions Report was developed following extensive consultations, including public information sessions and feedback collection via online platforms. Key stakeholder groups, including residents and environmental agencies, have been engaged to ensure the report and plan captures diverse opinions and interests in the community. The report evaluates the current state of Windsor's urban forest, highlighting both the strengths and weaknesses of the City's urban forest management strategies. Additionally, the report identifies significant challenges facing Windsor's urban forest and examines relevant best practices in urban forestry for potential adoption by the City, its partners, and the wider community. Ultimately, it outlines thirty-seven (37) strategic directions that inform the Strategic Action Plan, offering guidance for the UFMP's vision, guiding principles, goals, objectives, and action items. The Strategic Action Plan is a 20-year plan is divided into four management periods:

- Management Period 1 (2025-2030),
- Management Period 2 (2030-2035),
- Management Period 3 (2035-2040), and
- Management Period 4 (2040-2045).

This report provides a summary of the key components of the Strategic Action Plan needed for the Council's information and direction.

Furthermore, this report responds to a Council Question that relates to the development of the UFMP.

On August 08, 2022, Councillor Costante asked the following question (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"

Discussion:

Value of Urban Forest in Windsor

Windsor's urban forest provides the community with approximately $60 million in total benefits, or approximately $30 in services and benefits for every $1 spent on the City's urban forest management program. These figures do not include other tangible and intangible values, such as tree replacement cost, wildlife habitat, beautification,

improved health and wellbeing, and many others, which may be worth many millions more every year and provide immense quality-of-life benefits to Windsor's residents and visitors. Similarly, as reported in the 2025 Asset Management Plan (AMP), City-owned trees in Windsor are worth about $397 million.

The UFMP Vision Statement

The UFMP is a Strategic 20-year Action Plan that establishes long-term vision, guiding principles, goals, objectives, and targets for the urban forest citywide. The UFMP outlines strategic action items to help Windsor, and its partners maintain, protect, and enhance Windsor's urban forest. It also includes strategies to engage a wider range of partners and community members in urban forest stewardship on public and private lands. In total, the UFMP includes 62 Action Items to be implemented by various City departments, external agencies, local partners, and Windsor residents over the next 20 years and beyond.

The UFMP's vision for Windsor's urban forest is:

A mature canopy of Carolinian and other native tree species covers Windsor. Young and old trees grow side-by-side in parks, forests, and neighbourhoods across the city. Like our community, our trees are healthy, safe, diverse, and beautiful.

We recognize, cherish, and protect the many benefits that trees provide to the whole community. We continue to develop our understanding and work to nurture, enhance, and protect the urban forest for the present and future residents of Windsor, whether they be people, animals, or trees themselves.

Urban Forest Guiding Principles in Windsor

The following nine guiding principles have shaped the development of the Windsor UFMP and are intended to guide future decisions, programs, and actions that may affect Windsor's urban forest:

1. The urban forest must be recognized as essential municipal infrastructure that enhances quality of life.
2. Success requires collaboration, engagement, and resources.
3. Urban forestry is more than planting and pruning.
4. Tree protection should be preferred over tree replacement.
5. All residents deserve equitable access to the urban forest.
6. A diverse urban forest is a stronger urban forest.
7. Windsor's urban forest is a Carolinian forest.
8. To support climate resilience, the urban forest must be climate resilient too.
9. Urban forest management should be proactive, responsive, adaptive, and innovative.

UFMP Themes, Goals and Action Items

Windsor's vision for its urban forest will be realized through the pursuit and achievement of the UFMP's five goals. Each goal is related to an urban forest theme identified in the Key Findings and Directions report and actualised through action items that will be implemented within the 20-year planning horizon as summarised below:

Urban Forestry Themes	UFMP Goals and Objectives	Action Items
Windsor's **urban forest**	Know more about Windsor's urban forest 1.1 Collect and maintain high-quality urban forest data 1.2 Integrate urban forest data with asset management frameworks 1.3 Monitor Windsor's urban forest and its management	7
Maintaining Windsor's urban forest	Maintain a healthy, safe, and functional urban forest 2.1 Enhance and expand urban forest governance structures 2.2 Strengthen program capacity to delivery key urban forestry services in accordance with best practices 2.3 Proactively manage tree-related risk 2.4 Enhance capacity to respond to threats to the urban forest	20
Growing Windsor's urban forest	Replenish, expand, and enhance Windsor's urban forest 3.1 Increase tree canopy cover citywide and at smaller scales 3.2 Improve tree establishment outcomes 3.3 Promote urban forest resilience and ecological function 3.4 Pursue urban forest equity for all community members	14
Protecting Windsor's urban forest	Protect Windsor's urban forest 4.1 Improve tree protection outcomes through the planning process 4.2 Improve tree protection outcomes outside the planning process	9
Partnerships in Windsor's urban	Engage everyone in Windsor's urban forest 5.1 Promote community awareness of the urban	12

forest	forest 5.2 Support community and partner engagement in urban forest stewardship.	

The strategic framework outlined on Pages 36 to 114 of Appendix A details 62 action items aligned with five goals, specifying timeframes, implementation leaders, partners, and anticipated resource requirements. An implementation summary table is provided on Pages 116 to 127.

The urban forestry themes identified above draw attention to the importance of ensuring that the overall tree coverage across Windsor is not diminished. The UFMP recommends the City should identify trees as essential green infrastructure. A challenge related to this is that the Forestry Division does not currently fully utilize Possible Planting Areas (PPAs) on City property, because Forestry, as a practice, has honored refusal requests of the abutting residents to not plant trees in city rights-of-way adjacent to the residents' properties. The most prevailing reason for residents' complaints is linked to clean-ups associated with tree droppings. Proactive best practices adopted by municipalities like Hamilton and Tecumseh include Council directives that authorize tree planting in city rights-of-way at the City's discretion. By obtaining a similar directive from City Council, City Administration will be able to address the declining tree canopy cover resulting from development pressures in Windsor, enhance the City's applications for tree planting grants that require confirmation that trees will be planted in low canopy areas, and support the Forestry Division's efforts to prioritize tree planting in areas identified as having high urban heat island indexes. Additionally, it will complement incentives such as the Stormwater Financing Tree Planting program, which aims to promote tree establishment on privately-owned lands.

Response to CQ 14-2022

Concerning CQ 14-2022, s. 10(2) of the Forestry Act states "Every tree whose trunk is growing on the boundary between adjoining lands is the common property of the owners of the adjoining lands." The plain meaning of this section has been confirmed by case law. In other words, a tree's ownership—whether public or private—is determined by the position of its trunk in relation to the boundary line. In 2019/2020, the Forestry Division conducted a tree inventory that included a mapping analysis by the Geomatics team. This analysis utilized survey data and registered plans, including 12M and 12R plans, to establish clear property lines.

Beginning in 2020, the GIS-based updated tree inventory provided greater clarity regarding trees near property lines. The previous practice of maintaining privately owned trees close to these lines was stopped, as it required resources that were not available, resulting in significant additional costs for the City that were neither sustainable nor fair to all residents. Private tree maintenance also hindered the Forestry Division's ability to maintain City-owned trees effectively. Consequently, residents who had benefited from free tree maintenance pre-2020 discovered that the trees in question were privately owned. To address this, the Forestry Division has offered where possible,

a one-year free maintenance service to residents upon notification of a change in ownership. After this period, the resident becomes responsible for all maintenance and liabilities associated with the tree. If a resident wishes to contest the ownership status or seeks further investigation after providing evidence from the EIS map, the City requires them to submit a certified survey showing the measurement from their home to the property line and street curb.

As a result of the tree inventory, some trees were found to straddle the property line, meaning portions of the tree are located on both City and private property. The Forestry Division continues to maintain these shared trees. The development process of the Urban Forest Management Plan (UFMP) highlighted the need to establish better standards for recognizing shared ownership of trees. Action Item 2.1.5 within the UFMP Strategic Action Plan instructs the City to create a boundary/shared tree policy following trends in other comparable cities.

Risk Analysis:

There is no risk to approving this plan. Administration is not seeking any funding at this time but if the plan is approved by Council, it will become the guiding document for Urban Forest Management in Windsor for the next 20 years and as funding becomes available.

Climate Change Risks

Climate Change Mitigation:

Climate Change Adaptation:

The Climate Change Adaptation Plan 2020 for the City of Windsor outlines nine action items under three key objectives that relate to natural areas and the urban forest. Many of the UFMP's action items build upon the direction established in the Adaptation Plan by providing more detailed action item implementation guidance, and linkages between the UFMP and the Climate Change Adaptation Plan actions are identified where appropriate. UFMP action item implementation will therefore directly support the Adaptation Plan's vision of creating a more resilient city and minimizing climate risks for the benefit of the community's health, environment, and economy. Where applicable, related City of Windsor Climate Change Adaptation Plan (2020) actions are also referenced in the UFMP to support climate action, mitigation, adaptation, and community resilience.

Financial Matters:

The anticipated capital funding requirements identified within the 20-year Urban Forestry Management Plan (UFMP) are listed below:

Management Periods	Years	Expense

Management Period 1	2025-2030	$4,555,000
Management Period 2	2030-2035	$5,045,000
Management Period 3	2035-2040	$2,230,000
Management Period 4	2040-2045	$1,430,000
TOTAL ESTIMATED PROJECT COSTS		$13,260,000

*All pricing includes a contingency.

Cost associated with each of the phases are based upon high-level estimates using 2024 pricing. There is no capital budget funding allocated to the proposed UFMP – Strategic Action Plan within the 2025 10-year Capital Plan. Should City Council wish to proceed with some or all phases for the project plan, additional capital funding of up to $9,600,000 would need to be included as part of the 2026 10-year capital plan for consideration. The remaining balance of $3,660,000 would be brought forward as part of future capital budgets which are outside the 10-year plan. It should be noted that accommodating this funding request would require further analysis by Administration and could involve the delaying, eliminating, or reducing scale/scope of other projects.

Consultations:

Erika Benson - Financial Planning Administrator – Parks

Mike Dennis - Manager, Strategic Capital Budget Development &Control

Jason Campigotto - Deputy City Planner – Growth

Kevin Alexander - Planner III - Special Projects

Michelle Moxley-Peltier – CEP Project Administrator – Economic Development & Climate Change

Conclusion:

The UFMP is a Strategic 20-year Action Plan that establishes long-term vision, guiding principles, goals, objectives, and targets for the urban forest citywide. The UFMP outlines strategic action items to help Windsor, and its partners maintain, protect, and enhance Windsor's urban forest.

Planning Act Matters:

N/A

Approvals:

Name	Title
Emilie Dunnigan	Manager, Development Revenue and Financial Administration
Wira Vendrasco	City Solicitor
James Chacko	Executive Director of Parks, Recreation & Facilities
Michael Chantler	Commissioner, Community Services
Jelena Payne	Commissioner, Economic Development / Deputy CAO
Janice Guthrie	Commissioner, Finance/City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix A – City of Windsor Urban Forest Management Plan (UFMP) - Strategic Action Plan (Available at www.citywindsor.ca due to size)

Appendix B – City of Windsor Urban Forest Management Plan (UFMP) - Key Findings and Direction Report – (Available at www.citywindsor.ca due to size)

Subject: Additional Information memo to S82/2025 regarding Risk Management, Costs, and Requirements for the Private Tree Protection By-law – City of Windsor, Ontario

Reference:

Date to Council: September 22, 2025
Author: Yemi Adeyeye
City Forester/Manager, Forestry & Natural Areas
(519) 253-2300x2760
yadeyeye@citywindsor.ca
Park, Recreation and Facilities

Parks
Report Date: 9/5/2025
Clerk's File #: SRT2025

To: Mayor and Members of City Council

Additional Information:

1.0 INTRODUCTION

The Urban Forest Management Plan (UFMP), which includes the Key Findings and Directions Report along with the Strategic Action Plan, was reviewed by the Community Services Standing Committee on July 2, 2025, through Council Report S 82/2025. The committee approved the main administrative recommendations and adopted an additional motion from Councillor Gignac, as follows:

THAT Administration BE DIRECTED to include information outlining risk management, costs and requirements on the City and private homeowners should trees on private property be designated through a private tree protection by-law; and that the information BE BROUGHT FORWARD as the report proceeds to Council for their consideration.

This Additional Information memo is provided in response to this motion as the UFMP report proceeds to Council.

2.0 RISK MANAGEMENT OF PRIVATE TREE PROTECTION BY-LAW

Risk management is an important component in developing a private tree protection by-law, as it involves potential liabilities for both the City and private homeowners.

2.1 Risk Management for the City

If the City passes a private tree protection by-law, it will be incumbent on the City to enforce such a by-law, establish a permitting process for tree removal, provide

inspections and respond to non-compliance. To mitigate this risk, the City will need to balance the goals of an urban forest with property rights and establish clear, well-defined regulations to limit exposure to liability or court challenges.

2.2 Risk Management for the Homeowners

Homeowners face their own set of risks. Homeowners will continue to have ongoing duty of care if a tree on their property causes damage or injury. They may incur costs for permit applications, for replacement trees, and consulting arborists. Depending on the scope of the private tree by-law, non-compliance with permit requirements or engaging in unauthorized removal or pruning can lead to fines, penalties, or orders to replace or replant trees. Additionally, restrictions imposed by the by-law might limit homeowners' routine maintenance or development activities, potentially affecting property value and flexibility.

2.3 Risk Mitigation

Public education initiatives will be essential to emphasize the importance of proper tree preservation and to provide guidance on safe maintenance practices.

3.0 REQUIREMENTS FOR HOMEOWNERS

Homeowners seeking to work on protected trees will be required to adhere to a permitting process. This often involves submitting an application for activities such as pruning, trimming, or removal, accompanied by detailed assessments from certified arborists. These assessments would explain the necessity and scope of the work, helping authorities evaluate and approve requests. Permits issued will specify conditions under which the work can proceed, including appropriate seasons, methods, and requirements for replacement planting.

Restrictions are also crucial to protect the health and ecological value of protected trees. Generally, pruning or removal without prior approval is prohibited. If removal is unauthorized, homeowners may be prosecuted for contravening the by-law and may be required to plant replacement trees, preferably native and drought-tolerant species, to preserve the urban canopy and ecological benefits. Adherence to the above requirements may result in extra costs for the homeowners.

4.0 COST IMPLICATIONS OF PRIVATE TREE PROTECTION BY-LAW

4.1 Costs to the City

According to the 2020 Urban Tree Canopy Assessment Report, 58% of Windsor's urban forest is situated on private lands. Having such a significant portion of the urban canopy on private property has important implications for the city.

On the one hand, the absence of a private tree protection bylaw results in a lack of enforceable standards for safeguarding existing trees on private lands, increasing the risk of unregulated removal and loss of canopy cover. This can undermine the city's urban forest management goals, as private land development, landscaping, or neglect may lead to premature tree removal, which directly contradicts the City's efforts aimed at canopy enhancement through planting programs on city-managed lands. Moreover,

without enforceable protections, the city faces increased costs associated with retroactive tree replacement, stormwater management, and urban heat island mitigation—services that healthy urban trees provide. The loss of canopy on private lands can also reduce habitat connectivity, negatively impact biodiversity, and diminish the overall ecological resilience of Windsor's urban environment.

On the other hand, implementing a private tree by-law requires substantial administrative resources. These include staffing requirements for managing applications, processing permits, conducting inspections, maintaining thorough records, and enforcing compliance. Such administrative expenses are fundamental to ensuring the by-law functions effectively and fairly. In addition, the City may incur legal expenses related to litigation or appeals stemming from disputes over restrictions. Assessment and monitoring represent another significant cost factor. Hiring qualified staff to evaluate trees, monitor ongoing compliance, and provide expert testimony as needed ensures that decision-making is based on sound arboricultural principles. These assessments are crucial to balancing environmental benefits with development needs.

Ongoing training and capacity building for enforcement staff and arborists are also necessary to maintain consistent enforcement practices and adapt to evolving regulations. To facilitate resident understanding and compliance, education and outreach programs are vital. These could include informational materials, workshops, and outreach campaigns that explain the purpose of the by-law and guide residents on proper tree management practices. Additionally, establishing a hotline or support center can provide residents with an accessible way to ask questions or report violations, fostering a cooperative effort to protect urban trees and promote responsible stewardship. These will result in additional costs for the City.

4.2 Potential for revenue and cost recovery

While implementing a private tree by-law involves various costs for the City, these expenses can be effectively managed through fee structures and revenue recovery mechanisms. The City can offset costs through permit fees, especially if these fees reflect the true value of lost trees and the resources needed for enforcement. As shown through assessment of comparable-sized municipalities in Ontario, identifying minimum tree sizes to be regulated and instituting permitting requirements is an option, following examples from Burlington, Kitchener, London, Markham among others (see pg. 32, 69 and 70 of the UFMP Key Findings and Directions Report). Investment in thoughtful planning and transparent fee policies can ensure that the by-law promotes responsible tree stewardship while remaining financially viable for the City.

4.3 Financial Matters for the City

This section is developed with the assumption that all trees on private lands (58% of canopy cover) are to be regulatorily protected.

The chart below outlines the anticipated financial implications associated with the potential implementation of a Private Tree Protection By-law. These costs are based on the best available information at this stage and reflect estimates related to staffing, equipment, training, communications, and operational support necessary to administer and enforce the by-law effectively. The total estimated one-time implementation cost is

approximately $588,268, with ongoing annual operating costs projected at approximately $1,568,217. These figures include provisions for additional Forestry staff (arborists, inspectors, and support roles), customer service representatives, system development, public outreach and communications, equipment, and legal and administrative support.

These costs are preliminary and are intended to provide a general understanding of the potential financial requirements. If Council directs Administration to move forward with a Private Tree Protection By-law, more detailed financial modeling would be undertaken during the development of the final implementation strategy. This would include a refined estimate of costs based on the final scope of the by-law, permitting structure, service delivery model, and enforcement mechanisms. It is also anticipated that, in order to ensure that the cost of this program does not impact the property tax levy paid by all residents, all costs would need to be offset through a user fee model, including permit fees and fines, as well as potential funding from grants or environmental programs. These revenue opportunities would be further explored in future phases of development.

ANTICIPATED COSTS BY CATEGORY	FTE	ONE-TIME COSTS	ANNUAL COSTS
FORESTRY			
Staffing / Benefits	9		1,173,059
Vehicles 3 trucks and a car			84,064
Training & Capacity Building		2,000	19,100
System Development/Management • Tree inventory on private land ($250,000 one-time consulting organization)		250,000	
Equipment, computers, GPS, resistograph, drones (thick cover on private lot)		20,000	
Total Forestry	**9**	**$272,000**	**$1,276,223**
CUSTOMER SERVICE 311			
Staffing / Benefits	3	$296,268	$291,994
Advertising		$20,000	

Total Customer Services	**3**	**$316,268**	**$291,994**
TOTAL ESTIMATED COST COMBINED	**12**	**$588,268**	**$1,568,217**

Consultations:

Erika Benson - Financial Planning Administrator – Parks
Jason Campigotto - Deputy City Planner – Growth
Ryan Upton – Landscape Architect – Planning and Building Services
Josie Gaultieri - Financial Planning Administrator, Planning and Building Services
Kate Tracey – Senior Legal Counsel
Michelle Moxley-Peltier – CEP Project Administrator, Economic Devt. & Climate Change
Carrie MacInnes – Mgr. Customer Contact Centre
Michael Janisse – Snr. Mgr. Communications, Public Relations, & Customer Service (A)
Craig Robertson - Manager of Licensing and Enforcement & Deputy Licence Commissioner

Conclusion:

This report outlines the risks and administrative costs associated with implementing a private tree protection bylaw, as well as the potential losses resulting from not having one. Private tree protection bylaw can be tailored to include specific categories of tree protection based on the Council's desired scope.

Approvals:

Name	Title
Emilie Dunnigan	Mgr., Development Revenue & Financial Administration
Wira Vendrasco	City Solicitor
Jamie Scott	Executive Director of Parks, Recreation & Facilities (A)
Michael Chantler	Commissioner, Community Services
Jelena Payne	Commissioner, Economic Development / Deputy CAO
Janice Guthrie	Commissioner, Finance/City Treasurer
Ray Mensour	Chief Administrative Officer

Appendices:

Committee Matters: SCM 256/2025

Subject: Response to CQ32-2020: Regarding Tree Protection and Replacement Policies - City Wide

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

Decision Number: **DHSC 757**
THAT the report of the Planner III Policy & Special Studies dated July 7, 2025 entitled "Response to CQ32-2020: Regarding Tree Protection and Replacement Policies – City Wide" as it relates to the City of Windsor's land development by-laws **BE RECEIVED** for information.
Carried.

Report Number: S 88/2025
Clerk's File: SRT2025

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.

2. Please refer to Item 11.1 from the Development & Heritage Standing Committee held on August 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

Council Report: S 88/2025

Subject: Response to CQ32-2020: Regarding Tree Protection and Replacement Policies – City Wide

Reference:

Date to Council: August 5, 2025
Authors: Frank Garardo
Planner III Policy & Special Studies
(519) 255-6543 x6446
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Ryan Gardiner Upton,
Landscape Architect
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Planning and Building Services
Report Date: 7/7/2025
Clerk's File #: SRT2025

To: Mayor and Members of City Council

Recommendation:

THAT Report S88/2025 responding to Council question CQ 32-2020 on tree protection and replacement policies as it relates to the City of Windsor's land development by-laws **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

This report has been prepared in response to Council Question CQ 32-2020 and Council Resolution CR88/2022, which requested a review of the City of Windsor's current tree protection and replacement policies as they relate to land development by-laws as well as related options for a regulatory framework to ensure overall tree coverage across the community is not diminished. CQ 32-2020 requested:

> *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.

This question was originally addressed through Council Report C 142/2021, presented on February 28, 2022.

At that meeting, Council Resolution CR88/2022 directed that the matter be referred back to Administration as follows:

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.

Discussion:

As outlined in Council Report C 142/2021, the preservation of trees and natural heritage areas on private properties outside of provincially legislated, federally regulated areas, or where Species at Risk (SAR) are present is guided by a range of municipal best practices and policy documents. These include the Official Plan, the *Planning Act*, the Landscape Manual for Development the Climate Change Adaptation Plan, and the Environmental Master Plan. Collectively, these documents contain policies that emphasize the importance of tree preservation and, where retention is not feasible, recommend or require tree replacement and replanting strategies. Implementation of these policies occurs primarily through *Planning Act* applications such as Site Plan Control and Subdivision Agreements, as enabled by the *Planning Act*. These processes require developers to submit landscape plans, conduct tree inventories, and adhere to planting standards outlined in the City's Landscape Manual for Development. Both Site Plan and Subdivision Agreements also require developers to provide financial securities to ensure compliance with approved plans, including the survival or replacement of preserved trees.

While the City enforces tree protection on public lands through Parks By-law 131-2019 and Trees on Highways By-law 135-2004, there is currently no tree preservation by-law for private properties.

The Parks, Recreation and Facilities Department is currently undertaking an Urban Forest Management Plan (UFMP), which introduces a long-term strategic roadmap that guides how the City manages, protects, and grows its urban forest. This includes all the trees in parks and open space, along streets, in natural areas, and potentially on private

property. The objectives of the UFMP report both supports the current protocol and suggests implementation of various tree protection strategies including, but not limited to, consideration of enacting a private tree by-law.

Under the *Municipal Act*, municipalities have the authority to regulate the alteration and removal to prevent injury or destruction of trees, including those on private lands. Similarly, the *Planning Act* and Provincial Policy Statement (PPS) guide local land use planning and support the protection of natural heritage features. These frameworks are complemented by environmental legislation such as the *Endangered Species Act*.

The following information is provided in response to a request for further details on regulatory frameworks that support the preservation and enhancement of tree coverage across the city due to new development on private lands.

TREE PROTECTION WITHIN THE PLANNING PROCESS

Tree protection and replacement measures are currently implemented through the development application review process under the authority of the *Planning Act,* rather than through a stand-alone tree protection by-law. These measures are enforced on a caliper-per-caliper basis and secured through legal conditions embedded within Site Plan Control and Subdivision Agreements.

Key Components:

- **Policy Integration:** Existing protocols through the site plan control and subdivision development application review process incorporate tree protection and replacement requirements as part of the approval conditions.
- **Submission Requirement:** Applicants must submit a Tree Inventory and Preservation Plan (TIPP) prepared by a qualified professional as part of a complete application submission.
- **Interdepartmental Review:** Forestry and Planning staff review TIPP submissions and provide formal direction regarding tree retention, removal, and compensation requirements.
- **Site-Specific Flexibility:** Tree replacement requirements are evaluated on a case-by-case basis in accordance with the City's Landscape Manual, typically calculated on a caliper-per-caliper basis. On-site tree replacement is incorporated into the required landscape plan.
- **Legal Enforceability:** Obligations related to tree protection and replacement are secured through development agreements, including provision of irrevocable performance securities, with enforceable legal remedies in cases of non-compliance.
- **Applicant Guidance:** Pre-consultation processes and supporting documentation provide early clarity to applicants regarding tree preservation and compensation expectations.

- **Cash-in-Lieu Provisions:** Where on-site replacement cannot be achieved, developers are required to provide cash-in-lieu contributions to the satisfaction of the City Forester and/or Landscape Architect, prior to landscape clearance.

Advantages:

- Aligns with established *Planning Act* tools, such as Site Plan Control and Subdivision Agreements.
- Enables a legislative and transparent framework for review.
- Requires the submission of Tree Preservation and Landscape Plans, facilitating comprehensive review of tree canopy impacts and opportunities for on-site mitigation.
- Allows the City to collect financial securities to ensure compliance with approved landscape and tree preservation plans.
- Prioritizing on-site canopy recovery (typically measured by caliper)
    - Developers are first required to attempt on-site tree replacement before resorting to a cash-in-lieu payment.
    - If the site cannot accommodate the required number of replacement trees, the cash-in-lieu fee ensures that lost canopy is compensated elsewhere through municipal reforestation projects.
- Encourages the incorporation of sustainable design practices by applicants.
- Reduces post-approval disputes by establishing compensation expectations prior to permit issuance.

Disadvantages

- Limited Scope:
    - Can only be applied to applicable planning act applications.
    - Does not provide tree protection for developments that do not require planning act applications or meet site plan control requirements (i.e. residential developments under 10 units).
- Valuation Challenges
    - Accurately appraising a tree is complex and varies by species, size, location, and condition.
- Pre-Emptive Tree Removal Risk
    - Trees can be removed before a Tree Inventory and Preservation Plan (TIPP) is requested, bypassing preservation and the intent of the TIPP process.
- The Landscape Manual is used on a site-by-site basis and does not consider the broader City tree canopy coverage.

TREE PROTECTION OUTSIDE OF THE PLANNING PROCESS

The Urban Forest Management Plan (UFMP), consisting of the Key Findings and Directions Report and Strategic Action Plan, was considered by the Community Services Standing Committee on July 2nd, 2025 through Council Report S 82/2025.

Decision Number CSSC 286 moved the recommendations of administration and added the following recommendation of Councillor Gignac, to be addressed by Parks, Recreation and Facilities at such time that the S 82/2025 report is brought forward to Council for consideration:

> *THAT Administration BE DIRECTED to include information outlining risk management, costs and requirements on the City and private homeowners should trees on private property be designated through a private tree protection by-law; and that the information BE BROUGHT FORWARD as the report proceeds to Council for their consideration.*

Section 7. Protecting Windsor's Urban Forest of the UFMP Key Findings and Direction Report (Appendix B) and *Goal 4. Protect Windsor's Urban Forest of the UFMP Strategic Action Plan* (Appendix C), identify directions for protecting Windsor's urban forest and objectives, including action items, to improve tree protection outcomes outside of the planning process. Specifically, the UFMP Strategic Action Plan identifies the following:

- Action 4.2.1 – Develop a 'Tree Declaration' system for non-planning applications.
- Action 4.2.3 – Strengthen protection of privately-owned trees. Implementation guidance associated with this action item includes enactment of a private tree by-law.

Risk Analysis:

Tree Protection within the Planning Process

There are no new or unforeseen risks associated with the current tree protection approach within the planning process, as this protocol is already embedded in standard development review practices. However, existing operational risks include potential delays in reviewing Tree Inventory and Preservation Plans (TIPP) and Landscape Plans to ensure compliance with tree replacement requirements, the need for internal staff resources to assess and calculate appropriate cash-in-lieu contributions, and the time required to complete post-construction inspections to confirm implementation of approved plans. An additional risk involves the pre-emptive removal of trees from development sites prior to the submission of formal applications, which may undermine the intent of preservation requirements.

Tree Protection outside of the Planning Process

Pursuant to Decision Number CSSC 286, risk analysis associated with tree protection action items outside of the planning process will be addressed by Parks, Recreation and Facilities at such time that the S 82/2025 report is brought forward to Council for consideration.

Climate Change Risks

Climate Change Mitigation:

Trees provide many benefits, including greenhouse gas mitigation benefits. A well-maintained urban forest can sequester carbon.

Climate Change Adaptation:

Trees and vegetation are intrinsic to the impacts of Climate Change as found throughout the City of Windsor's Climate Change Adaptation Plan and the City of Windsor's Environmental Master Plan. Protection of existing tree canopies and increasing tree plantings are primary recommendations of the City's Urban Heat Island Study and the two thermal comfort studies (e.g. parks and downtown). While acceptance of this report in itself will not have any climate change risks, any actions related to preservation and new tree plantings will have a positive impact.

Financial Matters:

Tree Protection within the Planning Process

There are no financial implications associated with presenting this information on regulatory frameworks, nor is there any additional financial implication associated with current tree protection measures within the planning process.

Tree Protection outside of the Planning Process

Pursuant to Decision Number CSSC 286, financial matters associated with tree protection action items outside of the planning process will be addressed by Parks, Recreation and Facilities at such time that the S 82/2025 report is brought forward to Council for consideration.

Consultations:

Yemi Adeyeye - City Forester/Manager of Forestry & Natural Areas
James Chacko - Executive Director of Parks, Recreation & Facilities
Aaron Farough - Senior Legal Counsel, Legal Services & Real Estate

Conclusion:

This report has been prepared in response to Council Question CQ32-2020 and Council Resolution CR88/2022. It outlines the current protocols in place for tree protection and replacement, which are implemented through the development review process on a caliper-per-caliper basis. In addition, the report identifies supplementary strategies available for Council's consideration that may further support the enhancement and expansion of the urban tree canopy across the City.

Approvals:

Name	Title
James Abbs	Manager of Planning - Growth
Jason Campigotto	Deputy City Planner- Growth
Wira Vendrasco	City Solicitor
Neil Robertson	City Planner/Executive Director, Planning & Development Services
Matthew Johnson acting for Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Appendices:

Appendix A – Council Report S 82/2025 - City of Windsor Urban Forest Management Plan (UFMP) and response to CQ14-2022

Appendix B – City of Windsor Urban Forest Management Plan (UFMP) Strategic Action Plan (Available at www.citywindsor.ca due to size) (See Appendix A of Item 8.2 - Report S 82/2025)

Appendix C – City of Windsor Urban Forest Management Plan (UFMP) Key Findings and Direction Report – (Available at www.citywindsor.ca due to size) (See Appendix B of Item 8.2 - Report S 82/2025)

Subject: City of Windsor Urban Forest Management Plan (UFMP) and Response to CQ 14-2022

Reference:

Date to Council: July 2, 2025
Author: Yemi Adeyeye
City Forester/Manager, Forestry & Natural Areas
(519) 253-2300x2760
yadeyeye@citywindsor.ca
Park, Recreation and Facilities

Parks
Report Date: 6/11/2025
Clerk's File #: SRT2025

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** the report titled City of Windsor Urban Forest Management Plan (UFMP) – the Key Findings and Directions Report and the Strategic Action Plan for information; and further,

THAT City Council **ENDORSE** the UFMP – Strategic Action Plan as the guiding document for managing Windsor's urban forests for the twenty-year period as shown in Appendix A of this report; and further,

THAT Council **RECEIVE** the response to CQ 14-2022 for information; and further,

THAT the City Treasurer **BE DIRECTED** to consider funding for the Urban Forest Management Plan as part of a future capital budget development process; and further,

THAT Administration **BE DIRECTED** to continue planting trees in the City Rights-of-Way at the sole discretion of the City Forester.

Executive Summary:

N/A

Background:

As part of its strategy to enhance Urban Forest Management in Windsor, City Council approved Capital Project 7131021 which allowed Administration to initiate preventative tree management actions, such as the Area Tree Trimming program and an update of the Tree Inventory Database, utilizing funds from this capital project. Under RFP 199-

18, Urban Forest Innovations Inc. (UFI) conducted a Tree Inventory Assessment and Canopy Cover Study for the City, which was completed in 2020. Following this study, City Council approved the creation of Windsor's first Urban Forestry Management Plan, aimed at identifying the approach, guiding principles, and actions necessary for the protection and enhancement of Windsor's urban forests. Through CAOP 1/2021, Council awarded UFI the contract to assist the Forestry division in developing this strategic document.

UFI, in consultation with the City Forester, created the Urban Forestry Management Plan (UFMP), which consists of two main components: the Key Findings and Directions Report, and the Strategic Action Plan. The former serves to inform the latter.

The Key Findings and Directions Report was developed following extensive consultations, including public information sessions and feedback collection via online platforms. Key stakeholder groups, including residents and environmental agencies, have been engaged to ensure the report and plan captures diverse opinions and interests in the community. The report evaluates the current state of Windsor's urban forest, highlighting both the strengths and weaknesses of the City's urban forest management strategies. Additionally, the report identifies significant challenges facing Windsor's urban forest and examines relevant best practices in urban forestry for potential adoption by the City, its partners, and the wider community. Ultimately, it outlines thirty-seven (37) strategic directions that inform the Strategic Action Plan, offering guidance for the UFMP's vision, guiding principles, goals, objectives, and action items. The Strategic Action Plan is a 20-year plan is divided into four management periods:

- Management Period 1 (2025-2030),
- Management Period 2 (2030-2035),
- Management Period 3 (2035-2040), and
- Management Period 4 (2040-2045).

This report provides a summary of the key components of the Strategic Action Plan needed for the Council's information and direction.

Furthermore, this report responds to a Council Question that relates to the development of the UFMP.

On August 08, 2022, Councillor Costante asked the following question (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"

Discussion:

Value of Urban Forest in Windsor

Windsor's urban forest provides the community with approximately $60 million in total benefits, or approximately $30 in services and benefits for every $1 spent on the City's urban forest management program. These figures do not include other tangible and intangible values, such as tree replacement cost, wildlife habitat, beautification,

improved health and wellbeing, and many others, which may be worth many millions more every year and provide immense quality-of-life benefits to Windsor's residents and visitors. Similarly, as reported in the 2025 Asset Management Plan (AMP), City-owned trees in Windsor are worth about $397 million.

The UFMP Vision Statement

The UFMP is a Strategic 20-year Action Plan that establishes long-term vision, guiding principles, goals, objectives, and targets for the urban forest citywide. The UFMP outlines strategic action items to help Windsor, and its partners maintain, protect, and enhance Windsor's urban forest. It also includes strategies to engage a wider range of partners and community members in urban forest stewardship on public and private lands. In total, the UFMP includes 62 Action Items to be implemented by various City departments, external agencies, local partners, and Windsor residents over the next 20 years and beyond.

The UFMP's vision for Windsor's urban forest is:

A mature canopy of Carolinian and other native tree species covers Windsor. Young and old trees grow side-by-side in parks, forests, and neighbourhoods across the city. Like our community, our trees are healthy, safe, diverse, and beautiful.

We recognize, cherish, and protect the many benefits that trees provide to the whole community. We continue to develop our understanding and work to nurture, enhance, and protect the urban forest for the present and future residents of Windsor, whether they be people, animals, or trees themselves.

Urban Forest Guiding Principles in Windsor

The following nine guiding principles have shaped the development of the Windsor UFMP and are intended to guide future decisions, programs, and actions that may affect Windsor's urban forest:

1. The urban forest must be recognized as essential municipal infrastructure that enhances quality of life.
2. Success requires collaboration, engagement, and resources.
3. Urban forestry is more than planting and pruning.
4. Tree protection should be preferred over tree replacement.
5. All residents deserve equitable access to the urban forest.
6. A diverse urban forest is a stronger urban forest.
7. Windsor's urban forest is a Carolinian forest.
8. To support climate resilience, the urban forest must be climate resilient too.
9. Urban forest management should be proactive, responsive, adaptive, and innovative.

UFMP Themes, Goals and Action Items

Windsor's vision for its urban forest will be realized through the pursuit and achievement of the UFMP's five goals. Each goal is related to an urban forest theme identified in the Key Findings and Directions report and actualised through action items that will be implemented within the 20-year planning horizon as summarised below:

Urban Forestry Themes	UFMP Goals and Objectives	Action Items
Windsor's **urban forest**	Know more about Windsor's urban forest 1.1 Collect and maintain high-quality urban forest data 1.2 Integrate urban forest data with asset management frameworks 1.3 Monitor Windsor's urban forest and its management	7
Maintaining Windsor's urban forest	Maintain a healthy, safe, and functional urban forest 2.1 Enhance and expand urban forest governance structures 2.2 Strengthen program capacity to delivery key urban forestry services in accordance with best practices 2.3 Proactively manage tree-related risk 2.4 Enhance capacity to respond to threats to the urban forest	20
Growing Windsor's urban forest	Replenish, expand, and enhance Windsor's urban forest 3.1 Increase tree canopy cover citywide and at smaller scales 3.2 Improve tree establishment outcomes 3.3 Promote urban forest resilience and ecological function 3.4 Pursue urban forest equity for all community members	14
Protecting Windsor's urban forest	Protect Windsor's urban forest 4.1 Improve tree protection outcomes through the planning process 4.2 Improve tree protection outcomes outside the planning process	9
Partnerships in Windsor's urban	Engage everyone in Windsor's urban forest 5.1 Promote community awareness of the urban	12

forest	forest 5.2 Support community and partner engagement in urban forest stewardship.	

The strategic framework outlined on Pages 36 to 114 of Appendix A details 62 action items aligned with five goals, specifying timeframes, implementation leaders, partners, and anticipated resource requirements. An implementation summary table is provided on Pages 116 to 127.

The urban forestry themes identified above draw attention to the importance of ensuring that the overall tree coverage across Windsor is not diminished. The UFMP recommends the City should identify trees as essential green infrastructure. A challenge related to this is that the Forestry Division does not currently fully utilize Possible Planting Areas (PPAs) on City property, because Forestry, as a practice, has honored refusal requests of the abutting residents to not plant trees in city rights-of-way adjacent to the residents' properties. The most prevailing reason for residents' complaints is linked to clean-ups associated with tree droppings. Proactive best practices adopted by municipalities like Hamilton and Tecumseh include Council directives that authorize tree planting in city rights-of-way at the City's discretion. By obtaining a similar directive from City Council, City Administration will be able to address the declining tree canopy cover resulting from development pressures in Windsor, enhance the City's applications for tree planting grants that require confirmation that trees will be planted in low canopy areas, and support the Forestry Division's efforts to prioritize tree planting in areas identified as having high urban heat island indexes. Additionally, it will complement incentives such as the Stormwater Financing Tree Planting program, which aims to promote tree establishment on privately-owned lands.

Response to CQ 14-2022

Concerning CQ 14-2022, s. 10(2) of the Forestry Act states "Every tree whose trunk is growing on the boundary between adjoining lands is the common property of the owners of the adjoining lands." The plain meaning of this section has been confirmed by case law. In other words, a tree's ownership—whether public or private—is determined by the position of its trunk in relation to the boundary line. In 2019/2020, the Forestry Division conducted a tree inventory that included a mapping analysis by the Geomatics team. This analysis utilized survey data and registered plans, including 12M and 12R plans, to establish clear property lines.

Beginning in 2020, the GIS-based updated tree inventory provided greater clarity regarding trees near property lines. The previous practice of maintaining privately owned trees close to these lines was stopped, as it required resources that were not available, resulting in significant additional costs for the City that were neither sustainable nor fair to all residents. Private tree maintenance also hindered the Forestry Division's ability to maintain City-owned trees effectively. Consequently, residents who had benefited from free tree maintenance pre-2020 discovered that the trees in question were privately owned. To address this, the Forestry Division has offered where possible,

a one-year free maintenance service to residents upon notification of a change in ownership. After this period, the resident becomes responsible for all maintenance and liabilities associated with the tree. If a resident wishes to contest the ownership status or seeks further investigation after providing evidence from the EIS map, the City requires them to submit a certified survey showing the measurement from their home to the property line and street curb.

As a result of the tree inventory, some trees were found to straddle the property line, meaning portions of the tree are located on both City and private property. The Forestry Division continues to maintain these shared trees. The development process of the Urban Forest Management Plan (UFMP) highlighted the need to establish better standards for recognizing shared ownership of trees. Action Item 2.1.5 within the UFMP Strategic Action Plan instructs the City to create a boundary/shared tree policy following trends in other comparable cities.

Risk Analysis:

There is no risk to approving this plan. Administration is not seeking any funding at this time but if the plan is approved by Council, it will become the guiding document for Urban Forest Management in Windsor for the next 20 years and as funding becomes available.

Climate Change Risks

Climate Change Mitigation:

Climate Change Adaptation:

The Climate Change Adaptation Plan 2020 for the City of Windsor outlines nine action items under three key objectives that relate to natural areas and the urban forest. Many of the UFMP's action items build upon the direction established in the Adaptation Plan by providing more detailed action item implementation guidance, and linkages between the UFMP and the Climate Change Adaptation Plan actions are identified where appropriate. UFMP action item implementation will therefore directly support the Adaptation Plan's vision of creating a more resilient city and minimizing climate risks for the benefit of the community's health, environment, and economy. Where applicable, related City of Windsor Climate Change Adaptation Plan (2020) actions are also referenced in the UFMP to support climate action, mitigation, adaptation, and community resilience.

Financial Matters:

The anticipated capital funding requirements identified within the 20-year Urban Forestry Management Plan (UFMP) are listed below:

Management Periods	Years	Expense

Management Period 1	2025-2030	$4,555,000
Management Period 2	2030-2035	$5,045,000
Management Period 3	2035-2040	$2,230,000
Management Period 4	2040-2045	$1,430,000
TOTAL ESTIMATED PROJECT COSTS		$13,260,000

*All pricing includes a contingency.

Cost associated with each of the phases are based upon high-level estimates using 2024 pricing. There is no capital budget funding allocated to the proposed UFMP – Strategic Action Plan within the 2025 10-year Capital Plan. Should City Council wish to proceed with some or all phases for the project plan, additional capital funding of up to $9,600,000 would need to be included as part of the 2026 10-year capital plan for consideration. The remaining balance of $3,660,000 would be brought forward as part of future capital budgets which are outside the 10-year plan. It should be noted that accommodating this funding request would require further analysis by Administration and could involve the delaying, eliminating, or reducing scale/scope of other projects.

Consultations:

Erika Benson - Financial Planning Administrator – Parks

Mike Dennis - Manager, Strategic Capital Budget Development &Control

Jason Campigotto - Deputy City Planner – Growth

Kevin Alexander - Planner III - Special Projects

Michelle Moxley-Peltier – CEP Project Administrator – Economic Development & Climate Change

Conclusion:

The UFMP is a Strategic 20-year Action Plan that establishes long-term vision, guiding principles, goals, objectives, and targets for the urban forest citywide. The UFMP outlines strategic action items to help Windsor, and its partners maintain, protect, and enhance Windsor's urban forest.

Planning Act Matters:

N/A

Approvals:

Name	Title
Emilie Dunnigan	Manager, Development Revenue and Financial Administration
Wira Vendrasco	City Solicitor
James Chacko	Executive Director of Parks, Recreation & Facilities
Michael Chantler	Commissioner, Community Services
Jelena Payne	Commissioner, Economic Development / Deputy CAO
Janice Guthrie	Commissioner, Finance/City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix A – City of Windsor Urban Forest Management Plan (UFMP) - Strategic Action Plan (Available at www.citywindsor.ca due to size)

Appendix B – City of Windsor Urban Forest Management Plan (UFMP) - Key Findings and Direction Report – (Available at www.citywindsor.ca due to size)

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 276/2025

Subject: Zoning By-law Amendment Application for 7900 Anchor Drive & 8100 Twin Oaks Drive, Z-016/25 [ZNG-7310], Ward 9

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

Decision Number: **DHSC 759**

I. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of Parts 1 to 4, Plan 12R-22845 (PIN 01408-2002 & 01408-2003) known municipally as 7900 Anchor Drive and 8100 Twin Oaks Drive (Roll No. 070-650-01014 & 070-650-01012), situated at the northeast corner of Anchor Drive and Twin Oaks Drive, by deleting and replacing Section 20(1)209 as follows:

209. NORTHEAST CORNER OF ANCHOR DRIVE AND TWIN OAKS DRIVE

For the lands comprising Parts 1 to 4, Plan 12R-22845 (PIN 01408-2002 & 01408-2003), the following additional provisions shall apply:

a) Notwithstanding Section 24.20.5, for a *Medical Office* having a *maximum gross floor area* of 3,300.0 m^2, a *minimum* of 102 *parking spaces* shall be provided.

[ZDM 15; ZNG/7310]; and,

II. THAT, at the discretion of the City Planner, Deputy City Planner, or Site Plan Approval Officer, the following **BE SUBMITTED** with an application for Site Plan Approval:

a. Parking Study, prepared by R.C. Spencer Associates Inc. Consulting Engineers, dated January 2025; and,

III. THAT the Site Plan Approval Officer **BE DIRECTED** to incorporate the following, subject to any updated information, into an approved site plan and executed and registered site plan agreement:

a. Prior to the issuance of a construction permit, the Owner agrees to submit application for and execute an agreement with the Corporation for the proposed encroachments into the right-of-way (encroaching sign on Anchor Drive) to the satisfaction of the City Engineer.

b. Prior to the issuance of a construction permit, the Owner shall include the City of Windsor within the sewer easement agreement of Part 3 and Part 4 in Plan 12R-22845 to convey to the Corporation this easement for the purposes of construction and/or maintenance of the existing sewer; and,

IV. THAT the Site Plan Approval Officer **CONSIDER** the following matter in an approved site plan and/or executed and registered site plan agreement:

a. Prior to the issuance of a construction permit, the Owner agrees to follow all drainage and flood proofing recommendations that the Essex Region Conservation Authority (ERCA) may have with respect to the subject land, based on final approval by the City Engineer. If applicable, the Owner will obtain all necessary permits from ERCA with respect to the drainage works on the subject lands.

Carried.

Report Number: S 98/2025
Clerk's File: ZB/15010

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.

2. Please refer to Item 7.1 from the Development & Heritage Standing Committee held on September 2, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250902/-1/10576

Subject: Zoning By-law Amendment Application for 7900 Anchor Drive & 8100 Twin Oaks Drive, Z-016/25 [ZNG-7310], Ward 9

Reference:

Date to Council: September 2, 2025
Author: Brian Nagata, MCIP, RPP
Planner II - Development Review
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: July 25, 2025
Clerk's File #: ZB/15010

To: Mayor and Members of City Council

Recommendation:

I. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of Parts 1 to 4, Plan 12R-22845 (PIN 01408-2002 & 01408-2003) known municipally as 7900 Anchor Drive and 8100 Twin Oaks Drive (Roll No. 070-650-01014 & 070-650-01012), situated at the northeast corner of Anchor Drive and Twin Oaks Drive, by deleting and replacing Section 20(1)209 as follows:

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[ZDM 15; ZNG/7310]

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a. Prior to the issuance of a construction permit, the Owner agrees to submit application for and execute an agreement with the Corporation for the proposed encroachments into the right-of-way (encroaching sign on Anchor Drive) to the satisfaction of the City Engineer.
b. Prior to the issuance of a construction permit, the Owner shall include the City of Windsor within the sewer easement agreement of Part 3 and Part 4 in Plan 12R-22845 to convey to the Corporation this easement for the purposes of construction and/or maintenance of the existing sewer.

IV. THAT the Site Plan Approval Officer **CONSIDER** the following matter in an approved site plan and/or executed and registered site plan agreement:

a. Prior to the issuance of a construction permit, the Owner agrees to follow all drainage and flood proofing recommendations that the Essex Region Conservation Authority (ERCA) may have with respect to the subject land, based on final approval by the City Engineer. If applicable, the Owner will obtain all necessary permits from ERCA with respect to the drainage works on the subject lands.

Executive Summary:

N/A

Background:

Application Information:

Location:	7900 Anchor Drive 8100 Twin Oaks Drive (Part of Lot 135, Concession 3, and Parts 2 & 3, Plan 12R-22845; Roll No. 070-650-01014; PIN No. 01408-2002 LT) (Part of Lot 135, Concession 3, and Parts 1 & 4, Plan 12R-22845; Roll No. 070-650-01012; PIN No. 01408-2003 LT) The aforesaid properties have merged on title to form one property.
Ward:	9
Planning District:	Forest Glade
Zoning District Map:	15
Owner:	Preview Imaging Inc. (Wendy Victory)
Applicant:	Same as Owner
Authorized Agent:	ADA Inc., Architect (Jerry Kavanaugh & Tony Chau)

Proposal:

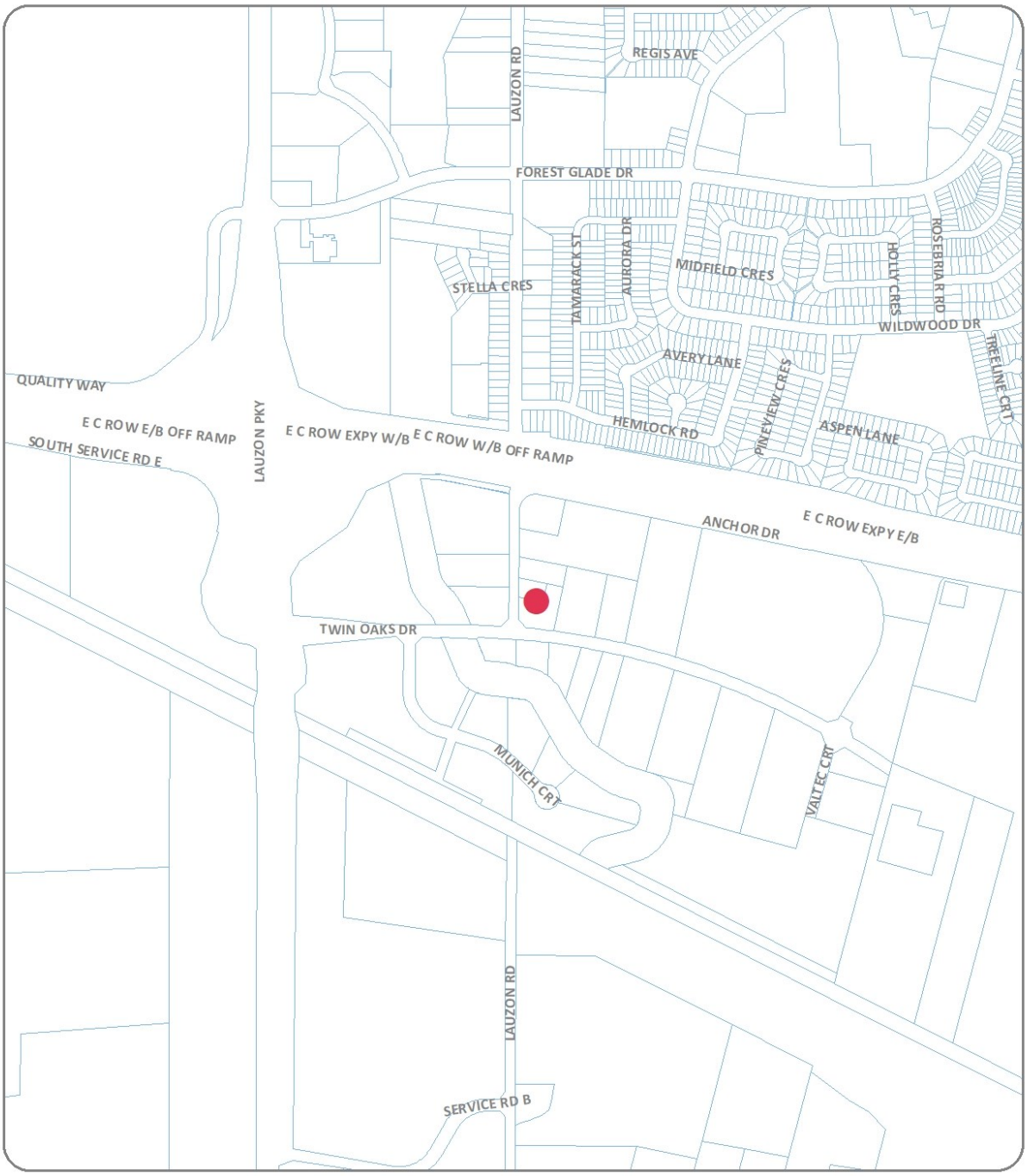
The applicant is requesting an amendment to Zoning By-law 8600 to change the zoning for the lands located on the northeast corner of Anchor Drive and Twin Oaks Drive, known municipally as 7900 Anchor Drive and 8100 Twin Oaks Drive (the "Subject Property") to add a site-specific provision to allow for 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 required parking spaces from 244 to 102.

Submitted Information: Conceptual Site Plan (See Appendix A), Deed, Open House Report (See Appendix I), Parking Study (See Appendix G), Renderings (See Appendix H) and Zoning By-law Amendment Application Form

Site Information:

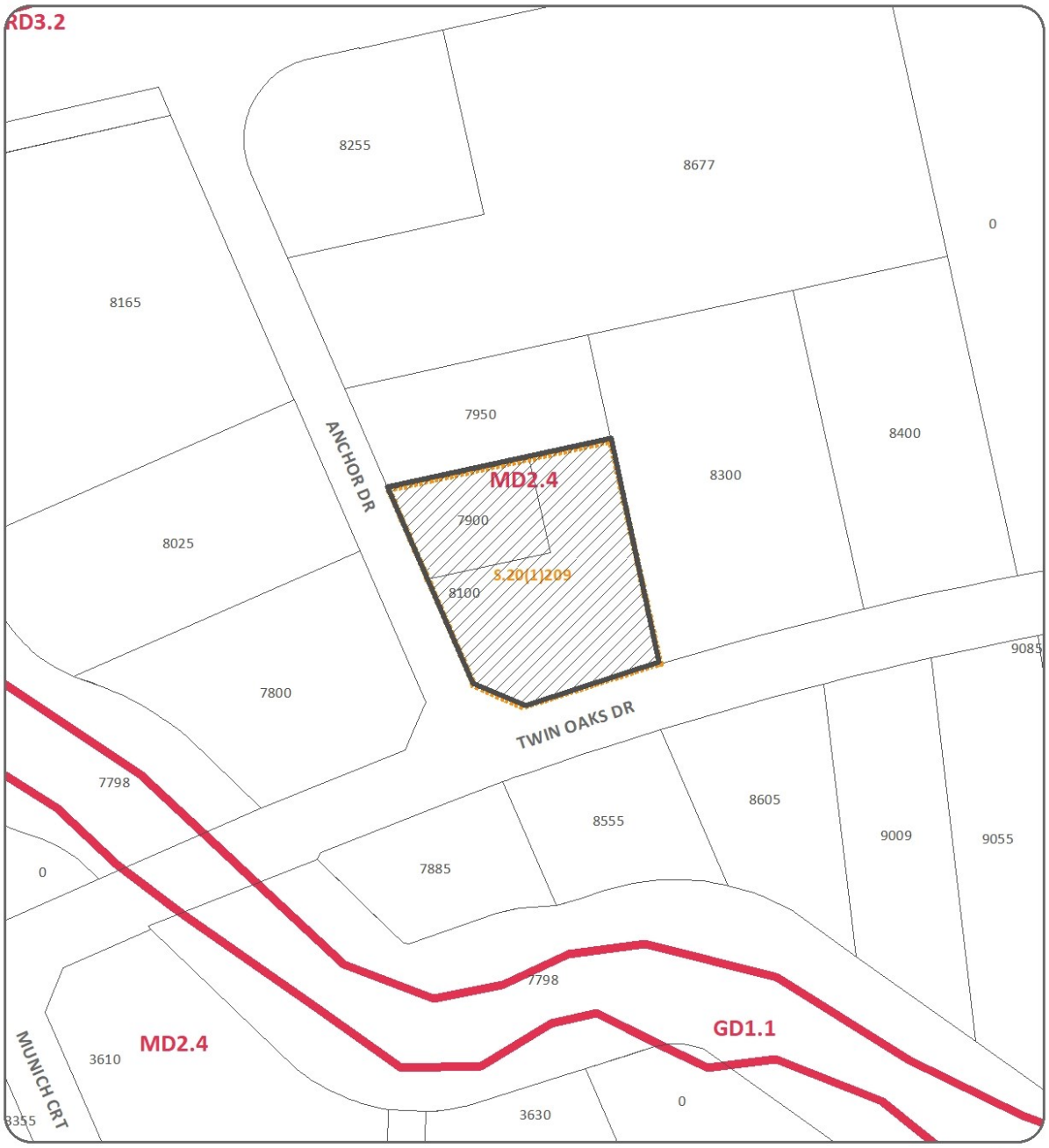
Official Plan	Zoning	Current Use	Previous Use
Industrial	Manufacturing District 2.4 (MD2.4) Site-specific provision S.20(1)209	Medical Office	Twin Oaks Golf & Country Club Agricultural (prior)
Lot Width	**Lot Depth**	**Lot Area**	**Lot Shape**
56.7 m	Irregular	7,511.0 m^2	Irregular
All measurements are based on Reference Plan 12R-22845			

The Subject Property contains two (2) one (1) storey Medical Office buildings with a shared parking area having 102 parking spaces. The existing development was approved through Site Plan Control file SPC-027/06. The Medical Office building known as 7900 Anchor Drive was approved as a two (2) unit commercial building. The Medical Office building known as 8100 Twin Oaks Drive was approved as a ten (10) unit commercial building. The original intention was for the Subject Property to operate as a Major Commercial Centre. The Subject Property is located within the Twin Oaks Business Park.



KEY MAP - Z-016/25, ZNG/7310

SUBJECT LANDS



PART OF ZONING DISTRICT MAP 15

N.T.S.

REQUESTED ZONING AMENDMENT

Applicant: Preview Imaging Inc.

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : JUNE, 2025
FILE NO. : Z-016/25, ZNG/7310



NEIGHBOURHOOD MAP - Z-016/25, ZNG/7310

SUBJECT LANDS

Neighbourhood Characteristics:

The subject property is located on the southern side of the Forest Glade neighbourhood. The Forest Glade neighbourhood constitutes the area north of the Canadian Pacific Railway corridor and Town of Tecumseh, east of Jefferson Boulevard (north of the Canadian National Railway's east/west corridor), south of the Via Rail corridor and west of the Town of Tecumseh.

Surrounding Land Uses:

North:

- Business Offices
- E. C. Row Expressway
- Manufacturing Facility

East:

- Manufacturing Facilities

South:

- Little River
- Manufacturing Facilities

West:

- Business Offices
- Lauzon Parkway
- Little River
- Manufacturing Facility

Municipal Infrastructure:

- Anchor Dive is classified as a local road, which has a two-lane cross section with curbs and gutters, and streetlights on the east side.
- Sanitary sewer is located within the Anchor Drive right-of-way.
- Sanitary sewer, storm sewer and watermain are located within the Twin Oaks Drive right-of-way.
- Storm sewer and watermain are located within an easement on the Subject Property between the Anchor Drive right-of-way and the parking area.
- Twin Oaks Drive is classified as a Class I Collector Road, which has a two-lane cross section with curbs and gutters, and streetlights on the south side.

Discussion:

The Provincial Planning Statement, 2024 (PPS) provides policy direction on matters of provincial interest related to land use planning and development and sets the policy foundation for regulating the development and use of land province-wide, helping

achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians.

The following policies of the PPS are considered relevant in discussing provincial interests related to this amendment:

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities

2.1 Planning for People and Homes

Policy 2.1.6 states:

Planning authorities should support the achievement of complete communities by:

b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and

a. Compliance with the Barrier-Free Design requirements of the *Ontario Building Code* and accessibility requirements under *Ontario Regulation 191/11 Integrated Accessibility Standards* to the *Accessibility for Ontarians with Disabilities Act, 2005* will be addressed through the Building Permit application process.

2.3 Settlement Areas and Settlement Area Boundary Expansions

2.3.1 General Policies for Settlement Areas

Policy 2.3.1.1 states:

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 Subject Property is located within a Settlement area.

2.8 Employment

2.8.1 Supporting a Modern Economy

Policy 2.8.1.1 states:

Planning authorities shall promote economic development and competitiveness by:

d) encouraging intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities; and

a. This amendment will allow for the development of the Subject Property at a higher density through the expansion of the existing Medical Office use (intensification).

One or more of the responses provided to the policies of PPS Chapter 2 and/or the Official Plan referenced herein also speak to the following relevant PPS Policies:

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities	
2.3 Settlement Areas and Settlement Area Boundary Expansions	
2.3.1 General Policies for Settlement Areas	
Policy 2.3.1.2 (*Land use patterns within settlement areas should be based on densities and a mix of land uses which:*)	Sub Policies a) (*efficiently use land and resources*)
2.9 Energy Conservation, Air Quality and Climate Change	
Policy 2.9.1 (*Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate through approaches that:*)	Sub Policy a) (*support the achievement of compact, transit-supportive, and complete communities*)
Chapter 3: Infrastructure and Facilities	
3.6 Sewage, Water and Stormwater	
Policy 3.6.2 (*Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. For clarity, municipal sewage services and municipal water services include both centralized servicing systems and decentralized servicing systems*)	

Official Plan

Relevant excerpts from Volume I of the Official Plan are attached as Appendix C. The following policies from these excerpts are considered relevant in discussing this amendment's conformity with the Official Plan.

Table 1 - Volume I Schedules

Schedule	Designation
Schedule A - Planning Districts & Policy Areas	Forest Glade
Schedule A-1 - Special Policy Areas	N/A
Schedule B - Greenway System	Linkage and Recreationway (proximity)

Schedule C - Development Constraints	Floodplain Area (proximity)
Schedule C-1 - Archaeological Potential	Archaeological Potential Zone
Schedule D - Land Use	Industrial
Schedule E - City Centre Planning District	N/A
Schedule F - Roads & Bikeways	Class I Collector Road (Twin Oaks Drive)
Schedule F-1 - Railways	N/A
Schedule G - Civic Image	N/A
Schedule H - Baseplan Development Phasing	N/A
Schedule J - Urban Structure Plan	Regional Employment Centre
Schedule K - Source Water Protection Areas	Intake Protection Zone 3

Volume I

Chapter 3 - Development Strategy

3.3 - Urban Structure Plan

This amendment complies with the following applicable key policy direction for managing the structural elements within the municipality.

3.3.1 - Nodes

3.3.1.2 - Major Activity Centres

3.3.1.2(c) - Regional Employment Centres

Regional Employment Centres are a type of Major Activity Centre where a large number of jobs are located. This type of node typically serves as a location for the large scale manufacturing or distribution of goods. Additionally, retail, office and personal service uses may be established as ancillary uses.

Chapter 6 - Land Use:

6.1 Goals

This amendment complies with the following applicable land use goal:

- *The retention and expansion of Windsor's employment base.* (Goal 6.1.4)

6.4 Employment

6.4.1 Objectives

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

- *To ensure that employment uses are developed in a manner which are compatible with other land uses.* (Objective 6.4.1.3)

6.4.2 General Policies

Site Plan Control

Council shall require all development within areas designated as Industrial and Business Park to be subject to site plan control, with the exception of Public Open Space uses. (Policy 6.4.2.4)

- The proposed development will require an amendment to Site Plan Control file SPC-027/06.

6.4.3 Industrial Policies

Evaluation Criteria

At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed industrial development is: (Policy 6.4.3.4)

- *(a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:*
    - *(i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan;*
        - The subject property is located within proximity to a Floodplain Area.
            - The owner must obtain a permit from the Essex Region Conservation Authority (ERCA) prior to undertaking any construction or site alteration on the Subject Property.
            - The issuance of an ERCA permit is a prerequisite to the issuance of a Building Permit for any construction on the Subject Property.
    - *(iii) where traffic generation and distribution is a provincial or municipal concern; and*
        - The Transportation Planning Department did not identify any concerns with traffic generation and distribution.
        - The proposed development does not include any changes to the existing 102 space parking area.
        - On-street parking is not permitted on Anchor Drive or Twin Oaks Drive.
- *(d) provided with adequate off-street parking;*

- The applicant submitted a Parking Study, prepared by R.C. Spencer Associates Inc. Consulting Engineers, dated January 2025, in support of their requested reduction in required parking spaces from 244 to 102.
- The Parking Study was deemed to be acceptable by the Transportation Planning Department, via Liaison dated May 14, 2025.

- *(e) compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and landscaped areas; and*

    - The proposed development will not change the height, siting, orientation or setbacks of the existing Medical Office buildings.
    - The proposed development will result in minor changes to the scale and massing of the existing Medical Office buildings.
    - The proposed development does not include any changes to the existing 102 space parking area.
    - The proposed development will require minor changes to the landscaped areas, which will be addressed through the Site Plan Control process.

Design Guidelines

The following guidelines shall be considered when evaluating the proposed design of an Industrial development: (Policy 6.4.3.5)

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

    - Refer to the responses provided to Official Plan Policies 6.4.3.4 (e) and 8.7.2.6 herein.

Chapter 8 - Urban Design:

8.7 Built Form

8.7.2 Policies

Appealing Street Facades

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. (Policy 8.7.2.6)

- The applicant has submitted Renderings (See Appendix H) illustrating proposed changes to the exterior of the existing Medical Office buildings to be completed in conjunction with the proposed development.
- The Renderings comply with this policy direction.
- Please note that on November 28, 2022, Bill 23, *More Homes Built Faster Act*, amended Subsections (4) and (4.1) of Section 41 Site Plan Control Area of the *Planning Act* by providing that exterior design is no longer a matter that is subject to Site Plan Control.

Chapter 11 - Tools:

Land use compatibility throughout Windsor is an implementation goal to be achieved when administering a planning tool under this Chapter. Compatibility between land uses is also an objective of the Zoning By-law Amendment planning tool (Policy 11.6.1.2).

- Land use compatibility was considered as part of the evaluation of the applicable Official Plan and PPS policies referenced herein.

Policy 11.6.3.3 states:

- *When considering applications for Zoning By-law amendments, Council shall consider the policies of this Plan and will, without limiting the generality of the foregoing, consider such matters as the following:*
    - *(a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II: Secondary Plans & Special Policy Areas and other relevant standards and guidelines;*
    - *(b) Relevant support studies;*
    - *(c) The comments and recommendations from municipal staff and circularized agencies;*
    - *(d) Relevant provincial legislation, policies and appropriate guidelines; and*
    - *(e) The ramifications of the decision on the use of adjacent or similar lands.*
        - This amendment is not anticipated to have any ramifications on the use of adjacent or similar lands.

The aforesaid matters were considered as part of the evaluation of the applicable Official Plan and PPS policies referenced herein.

Zoning By-Law

Relevant excerpts from Zoning By-law 8600 are *attached* as Appendix D.

The Subject Property is within a MD2.4, site-specific provision S.20(1)209 zone of Zoning By-law 8600, which permits a Medical Office use.

The applicant is requesting an amendment to Zoning By-law 8600 to add a site-specific provision to allow for a reduction in the minimum number of parking spaces required for a Medical Office having a maximum gross floor area (GFA) of 3,300.0 m^2 from 244 to 102 to accommodate the proposed development.

The applicant's request has been considered and is supported in this report.

Administration is recommending that site-specific provision S.20(1)209 be amended in the following manner to support the proposed development:

- Deletion of the following existing provision:

- "For the lands comprising Parts 1 to 4 inclusive, Plan 12R-22845, Part of Lot 135, Concession 3, located on the northeast corner of Anchor Drive and Twin Oaks Drive, a *restaurant*, not to exceed 185.8 m² in *gross floor area*, a *retail store*, *bake shop*, *personal service shop*, *day nursery*, *club and health studio*, shall be additional permitted uses."

  [ZDM 15] (B/L 57-2007 Apr 10/2007)

  - This provision was added through Zoning By-law Amendment file Z-026/06 by amending By-law 57-2007 to accommodate the development approved through Site Plan Control file SPC-027/06.
  - This provision does not apply to the current or proposed development.
  - The Industrial land use designation does not permit a retail store, bake shop, personal service shop or day nursery uses.
  - The MD2.4 zoning does not permit a restaurant, retail store, bake shop, personal service shop, day nursery, club or health studio uses.

- Addition of the following provision:

  209. NORTHEAST CORNER OF ANCHOR DRIVE AND TWIN OAKS DRIVE

  For the lands comprising Parts 1 to 4, Plan 12R-22845 (PIN 01408-2002 & 01408-2003), the following additional provisions shall apply:

  a) Notwithstanding Section 24.20.5, for a *Medical Office* having a *maximum gross floor area* of 3,300.0 m^2, a *minimum* of 102 *parking spaces* shall be provided.

     [ZDM 15; ZNG/7310]

Administration is recommending the inclusion of a maximum GFA for a Medical Office to require a Minor Variance or Zoning By-law Amendment to be obtained for any additional relief resulting from a subsequent increase to the GFA.

No other zoning deficiencies have been identified or supported.

A draft amending by-law is attached as Appendix F. Subsection 24 (1) of the *Planning Act*, R.S.O. 1990, c. P.13., prohibits a by-law from being passed that does not conform with the Official Plan. As discussed through the Official Plan section herein, the proposed amendment conforms to the applicable policies of the Official Plan.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

N/A

Consultations:

Comments received from City Departments, external agencies and members of the public on this application were taken into consideration when preparing this report. A record of the comments is included as Appendix E herein.

There are no objections to the proposed amendment.

The applicant hosted an in-person public open house on March 6, 2025, at Victory Reproductive Care (8100 Twin Oaks Drive). 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 one (1) area business owner. The applicant provided an Open House Report (See Appendix I) including a summary of the comments provided by the area business owner. The comments were taken into consideration when preparing this report.

Public Notice: Statutory notice was advertised in the Windsor Star, a local daily newspaper. A courtesy notice was mailed to property owners and residents within 200 metres of the subject property.

Conclusion:

The *Planning Act* requires that a decision of Council in respect of the exercise of any authority that affects a planning matter, “shall be consistent with the” *Provincial Planning Statement 2024*. The recommended zoning amendment has been evaluated for consistency with the *Provincial Planning Statement 2024* and conformity with the policies of the City of Windsor Official Plan.

The recommended Zoning By-law amendment is consistent the PPS, conforms with the policy direction of the City of Windsor Official Plan, is compatible with existing and permitted uses in the surrounding neighbourhood and constitutes good planning.

Planning Act Matters:



Brian Nagata, MCIP, RPP
Planner III - Development (A)

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 Professional Planner and have reviewed as a Corporate Team Leader

JP RM

Approvals:

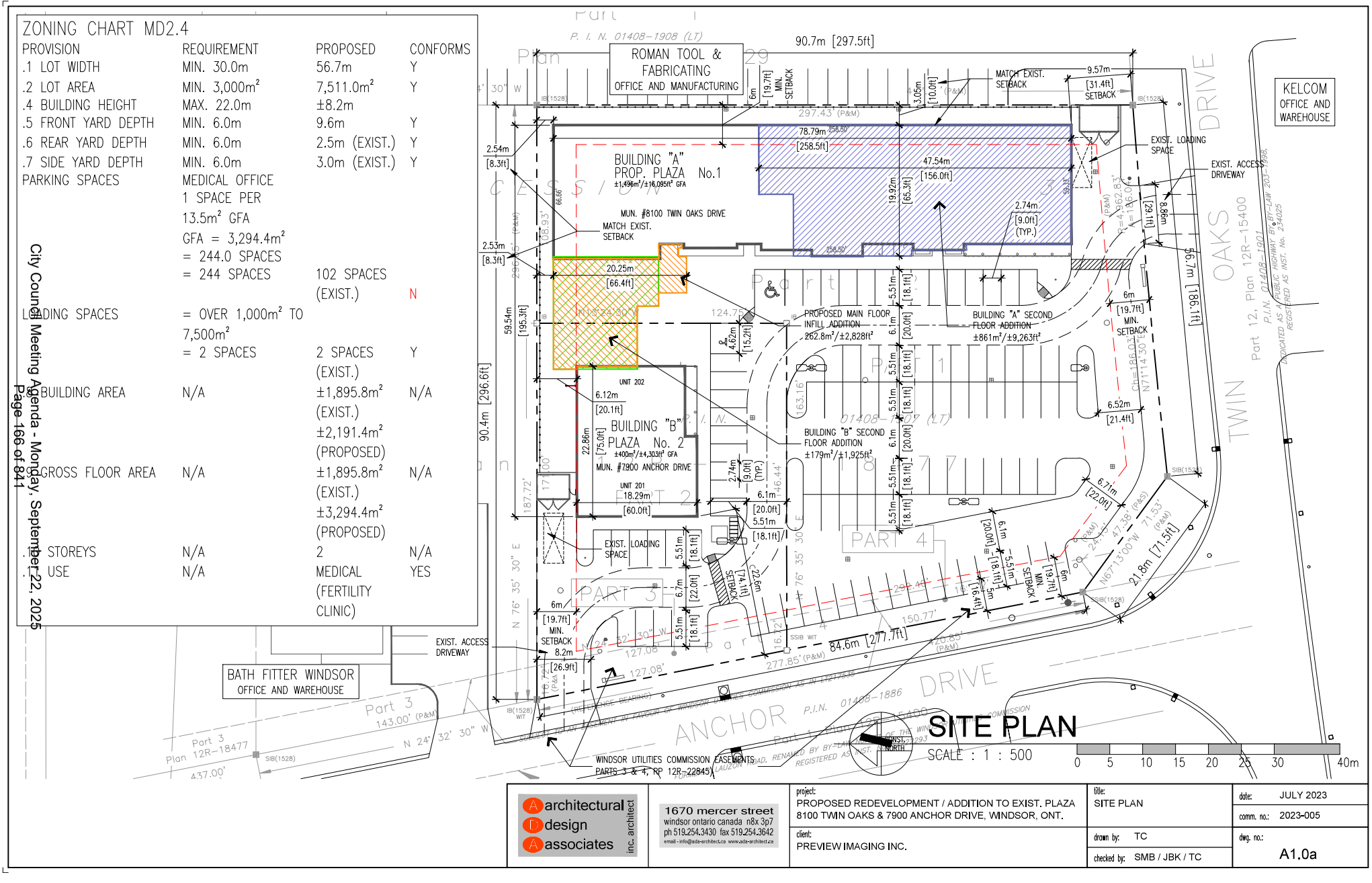
Name	Title
Brian Nagata	Planner III - Development (A)
Greg Atkinson	Deputy City Planner - Development
Neil Robertson	City Planner
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administration Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Conceptual Site Plan
2 Appendix B - Site Images
3 Appendix C - Excerpts from Official Plan Volume I
4 Appendix D - Excerpts from Zoning By-law 8600
5 Appendix E - Consultations
6 Appendix F - Draft Amending By-law
7 Appendix G - Parking Study
8 Appendix H - Renderings
9 Appendix I - Open House Report



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ph 519.254.3430 fax 519.254.3642
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project: PROPOSED REDEVELOPMENT / ADDITION TO EXIST. PLAZA 8100 TWIN OAKS & 7900 ANCHOR DRIVE, WINDSOR, ONT.
client: PREVIEW IMAGING INC.
title: SITE PLAN
drawn by: TC
checked by: SMB / JBK / TC
date: JULY 2023
comm. no.: 2023-005
dwg. no.: A1.0a

APPENDIX “B”
Site Photos (Google Street View - November 2023)



Figure 1 - Looking northeast towards subject property from intersection of Anchor Drive & Twin Oaks Drive

APPENDIX "C"
Excerpts from Official Plan Volume I

3. Development Strategy

3.3 Urban Structure Plan

3.3.1 Nodes

MAJOR ACTIVITY CENTRES

3.3.1.2 Major Activity Centres are second in the hierarchy of nodes in Windsor. The following comprise Windsor"s Major Activity Centres:

(a) Regional Commercial Centres;
(b) Regional Institutional Centres;
(c) Regional Employment Centres; and
(d) Regional Open Space System.

These types of nodes are considered to be sub-regional in the context of Windsor and were originally planned as single-use facilities that have evolved into multi-use urban areas with a variety of densities. Typically, these nodes are currently or have the potential to be important destinations within the regional public transit network. Future residential development and redevelopment at Major Activity Centres should be medium (30 units per net hectare) to high-density (80+ units per net hectare). Residential intensification is desired at or near Major Activity Centres. Development surrounding these locations will be subject to the preparation of a Secondary Plan or plan of subdivision.

(c) Regional Employment Centres

Regional Employment Centres are a type of Major Activity Centre where a large number of jobs are located. This type of node typically serves as a location for the large scale manufacturing or distribution of goods. Additionally, retail, office and personal service uses may be established as ancillary uses.

6. Land Use

6.1 Goals

In keeping with the Strategic Directions, Council's land use goals are to achieve:

EMPLOYMENT

6.1.4 The retention and expansion of Windsor's employment base.

6.4 Employment

Employment lands provide the main locations for business and industrial activities. In order to strengthen Windsor's economy, meet the land and infrastructure needs of employment activities and address concerns over compatibility, employment land uses are provided under two designations on Schedule D as either Industrial or Business Park.
The following objectives and policies establish the framework for development decisions in Employment areas.

6.4.1 Objectives

COMPATIBLE DEVELOPMENT

6.4.1.3 To ensure that employment uses are developed in a manner which are compatible with other land uses.

6.4.2 General Policies

SITE PLAN CONTROL

6.4.2.4 Council shall require all development within areas designated as Industrial and Business Park to be subject to site plan control, with the exception of Public Open Space uses.

6.4.3 Industrial Policies

The Industrial land use designation provides for a broad range of industrial uses which, because of their physical and operational characteristics, are more appropriately clustered together and separated from sensitive land uses. This designation is also applied to certain older industrial areas of Windsor where such a separation may not have been achieved.

ANCILLARY USES 6.4.3.2 In addition to the uses permitted above, Council may also permit the following ancillary uses in areas designated as Industrial on Schedule D: Land Use without requiring an amendment to this Plan:

(a) Open Space uses;

(b) convenience stores and restaurants provided that:

(i) by their size the uses are designed to serve the employees in the Industrial area; and

(ii) the evaluation criteria of policy 6.5.3.7 are satisfied.

(c) adult entertainment parlours provided that:

(i) such uses are a minimum of 150 metres from lands used or zoned for residential, institutional or open space purposes; and

(ii) the evaluation criteria of policy 6.5.3.7 are satisfied, with the exception of the requirement that the proponent demonstrate that market impacts on other commercial areas is acceptable.

(d) Motor vehicle sales; club; athletic or sports facility; wholesale store; the sale of goods produced by an industrial use and accessory thereto; retail sale of building supplies and materials, home improvement products, nursery products. **(amended by OPA #22 – 07/16/02)**

EVALUATION CRITERIA 6.4.3.4 At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed industrial development is:

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

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

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

(d) provided with adequate off-street parking; and

(e) compatible with the surrounding area in terms of siting, orientation, setbacks, parking and landscaped areas.

DESIGN GUIDELINES

6.4.3.5 The following guidelines shall be considered when evaluating the proposed design of an Industrial development:

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

8. Urban Design

8.7 Built Form

8.7.2 Policies

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. Tools

11.6 Zoning

11.6.1 Objectives

COMPATIBLE USES

11.6.1.2 To ensure compatibility between land uses.

11.6.3 Zoning By-law Amendment Policies

EVALUATION CRITERIA

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

(a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II:

(b) Relevant support studies;

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

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

(e) The ramifications of the decision on the use of adjacent or similar lands.

APPENDIX "D"
Excerpts from Zoning By-law 8600

SECTION 19 - MANUFACTURING DISTRICTS 2. (MD2.)

(B/L 11096 Jul 20/1992; B/L 33-2001 Oct 23/2001 OMB Order 1716 PL010233; B/L 370-2001 Nov 15/2001; B/L 363-2002 Dec 31/2002; B/L 142-2006 Aug 24/2006; B/L 31-2013 Mar 28/2013; B/L 48-2014 Apr 15/2014; B/L 169/2018 Nov 19/2018; BL 54-2021 May 4/2021)

19.4 MANUFACTURING DISTRICT 2.4 (MD2.4)

19.4.1 PERMITTED USES

Industrial Use
Ambulance Service
Business Office
Food Catering Service
Medical Office
Micro-Brewery
Self-Storage Facility
Sports Facility
Wholesale Store

For the lands delineated by a broken black line and shown as Blocks A, B, D, and K in Schedule 'A' to B/L 10221, 20.1 the following shall be an additional permitted use: *Child Care Centre; Club; Exhibition Hall; Health Studio; Hotel*.

For the lands designated as Block 'B' on Schedule 'A' to B/L 12476, the following shall be an additional permitted use: *Motor Vehicle Dealership*

For the lands designated as Block 'C' on Schedule 'A' to B/L 12476, the following shall be an additional permitted use: *Bake Shop; Child Care Centre; Personal Service Shop; Restaurant; Retail Store; Service Station;*

Any use accessory to any permitted use, including the following uses in combination with any permitted *Industrial Use*: *Caretaker's Residence; Child Care Centre; Retail Store*.

19.4.3 PROHIBITED USES

Aggregate Storage Facility
Animal Processing Facility
Automobile Collision Shop
Automobile Detailing Service
Automobile Repair Garage
Batching Plant
Bulk Storage Facility
Distillation Plant
Food Processing Facility
Manufacturing Heavy
Milling Facility
Motor Vehicle Salvage Operation
Pit
Primary Metals Plant
Quarry
Repair Shop - Heavy
Salvage Operation

Outdoor processing or outdoor storage of the following: bone, bottles, non-metallic mineral, ore, rag, rubber, salvage material, scrap metal, or scrap paper

19.4.5 PROVISIONS

.1	Lot Width – minimum	30.0 m
.2	Lot Area – minimum	3,000.0 m^2
.4	Building Height – maximum	22.0 m
.5	Front Yard Depth – minimum	6.0 m
.6	Rear Yard Depth – minimum	
	From a *rear lot line* that abuts a *street*	6.0 m
.7	Side Yard Width – minimum	
	From a *side lot line* that abuts a *street*	6.0 m
.10	Gross Floor Area – maximum	
	a) For each *Bake Shop, Personal Service Shop, Restaurant*, or *Retail Store* as a *main use*	250.0 m^2
	b) For a *Retail Store* that is an *accessory use*, the *gross floor area* of the *Retail Store* shall not exceed 20% of the *gross floor area* of the *main building* or 15% of the *lot area*, whichever is lesser	
.50	Manufacturing, packaging, processing, repairing, or servicing activities undertaken for any permitted use shall occur entirely within a fully enclosed *building*.	

SECTION 20 - SPECIFIC ZONING EXCEPTIONS IN CERTAIN AREAS

(B/L 227-2002 Aug 12/2002, PL020829 OMB Orders 1013 and 1011 Jul 24/2003, OMB Order 1067 Aug 1/2003)

(1) SITE SPECIFIC PROVISIONS

209. For the lands comprising Parts 1 to 4 inclusive, Plan 12R-22845, Part of Lot 135, concession 3, located on the northeast corner of Anchor Drive and Twin Oaks Drive, a restaurant, not to exceed 185.8 m² in gross floor area, a retail store, bake shop, personal service shop, day nursery, club and health studio, shall be additional permitted uses.

[ZDM 15] **(ADDED by B/L 57-2007, May 8, 2007)**

APPENDIX "E"
Consultations

CALDWELL FIRST NATION COMMUNITY

No comments provided

ENGINEERING - DEVELOPMENT

We have reviewed the subject Rezoning application and have the following comments:

Sewers The site may be serviced by a 600mm sanitary sewer and a 1200mm sewer located within Anchor Drive right-of-way and a 600mm sanitary sewer and a 2100mm sewer located within Twin Oaks Drive right-of-way. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

A sanitary sampling manhole may be required on any new sanitary connection at the property line to the satisfaction of the City Engineer, if one does not already exist.

Sewer Easement Prior to the issuance of a construction permit, the owner shall include the City of Windsor within the sewer easement agreement of Part 3 and Part 4 in 12R-22845 to convey to the Corporation this easement for the purposes of construction and/or maintenance of the existing sewer.

Proper Agreement for Access &/or Services The owner agrees to enter into a reciprocal agreement with the abutting property owners for access and services.

In summary we have no objection to the proposed development.

If you have any further questions or concerns, please contact Jaegar King, of this department at jking@citywindsor.ca.

[Daniel Lopez - Development Engineer]

ENGINEERING - R.O.W.

Required Drawing Revisions:

1. Encroachment Agreement – There are existing items encroaching into the right-of-way, which require either removal or an encroachment agreement to legalize said items.

    a. Modify drawings to remove encroaching items or identify that an encroachment agreement with the City of Windsor will be required for the encroaching sign on Anchor Dr.

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.

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 encroaching sign on Anchor Dr. to the satisfaction of the City Engineer.

ERCA Requirements – The owner(s) further agrees to follow all drainage and flood proofing recommendations of the Essex Region Conservation Authority (ERCA) may have with respect to the subject land, based on final approval by the City Engineer. If applicable, the Owner will obtain all necessary permits from ERCA with respect to the drainage works on the subject lands.

Proper Agreement for Access – The owner agrees to enter into a reciprocal agreement with the abutting property owners for access and services.

If you have any further questions or concerns, please contact Thomas Huynh, of this department at thuynh@citywindsor.ca.

[Mark Schaffhauser - Manager of Right-of-Way]

ENWIN UTILITIES LTD. - HYDRO ENGINEERING

Comments to Stage 1 Planning Consultation Application - PC-027/23 (October 5, 2023)

No Objection to addition to existing plaza.

Please note the following distribution and services:

- Overhead double 27.6kV circuit primary distribution pole line and associated down guy wires/ anchors adjacent to the West limit of the property.
- Three Underground 27.6kV circuit primary cable distribution running along Anchor Dr and along the above noted properties.
- Overhead 120v street light duplex, adjacent to the West limit of the property.
- Overhead 600/347V Secondary quadruplex distribution, adjacent to the West limit of the property.
- Overhead 27.6kV primary distribution pole line and associated down guy wires/ anchors across the street to the South of the above noted address.
- Overhead 120V street light duplex across the street to the South of the above noted address.
- Overhead 600/347V Secondary quadruplex distribution across the street to the South of the above noted address.

- Overhead 600/347V secondary quadruplex service attached to the private pole on the Northwest corner of the above noted property.
- Overhead 600/347V secondary quadruplex service attached to the private pole on the Southeast corner of the above noted property.

*Proposed buildings and/or building additions must have adequate clearance requirements from all hydro distribution and services.

We recommend referring to the Occupational Health and Safety Act for minimum safe limits of approach during construction and the Ontario Building Code for adequate clearance requirements for New Buildings and/or Building Additions.

[Tia McCloskey - Hydro Engineering Technologist]

ENWIN UTILITIES LTD. - WATER ENGINEERING

Comments to Stage 1 Planning Consultation Application - PC-027/23 (October 5, 2023)

Water Engineering has no objections.

[Bruce Ogg - Water Project Review Officer]

ESSEX REGION CONSERVATION AREA (ERCA)

The City of Windsor has received a request for pre-consultation comments to rezone the subject property to allow for the construction of a one (1) to two (2) storey 421.0 m2 addition to connect the existing two (2) Medical Office buildings, and a 649.0 m2 2nd floor addition to part of the existing Medical Office building known municipally as 8100 Twin Oaks Drive. The following pre-consultation comments are provided in response to our review of PC-027-23.

NATURAL HAZARDS AND REGULATORY RESPONSIBILITIES UNDER THE CONSERVATION AUTHORITIES ACT, O. REG 686/21, PPS

The following comments reflect ERCA's role in protecting people and property from the threats of natural hazards and regulating development hazards lands under Section 28 of the *Conservation Authorities Act*.

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the *Conservation Authorities Act* (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Little River Drain. The property owner will be required to obtain a Permit from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the *Conservation Authorities Act*.

Our office has reviewed the proposal and has no concerns relating to the quantity and quality of runoff in the downstream watercourse due to the proposed development on this site.

[Alicia Good, - Watershed Planner]

FORESTRY

No comments provided

PARKS DESIGN & DEVELOPMENT

No comments provided

PLANNING DEPARTMENT - HERITAGE

Comments to Stage 1 Planning Consultation Application - PC-027/23 (December 13, 2024)

There is no apparent built heritage concern with this property.

The property is located within an Archaeological Potential Zone (APZ). However, the proposed additions are on top of lands that have been previously disturbed, and thus an archaeological assessment is not requested at this time. Nevertheless, the Applicant should be notified of the following archaeological precaution.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Building Department, the City's Manager of Culture and Events, and the Ontario Ministry of Citizenship and Multiculturalism must be notified and confirm satisfaction of any archaeological requirements before work can recommence.
2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Citizenship and Multiculturalism and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Citizenship and Multiculturalism.

Contacts:

Windsor Planning & Building Department:
519-255-6543 x6179, 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

[Tracey Tang - Heritage Planner]

PLANNING DEPARTMENT - LANDSCAPE ARCHITECT

No additional studies required from a landscape architectural or urban design perspective as this site has already been developed and the proposal is for infill. From a site plan control perspective, the proposed development will remove some of the existing landscape area previously approved through that process. The owner is to confirm that the minimum landscape requirements are still being met and provide replacement/compensation to the satisfaction of the City's Landscape Architect/Sr Urban Designer.

[Stefan Fediuk - Landscape Architect / Acting Senior Urban Designer]

PLANNING DEPARTMENT - 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.

[Brian Velocci - Site Plan Approval Officer]

TRANSPORTATION PLANNING

Comments to Stage 1 Planning Consultation Application - PC-027/23 (December 15, 2024)

Parking Study

All parking must comply with ZBL 8600 otherwise a parking study will be required. As per ZBL the property requires 219 parking spaces, 3 Type B parking spaces, and 7 bicycle parking spaces. Revised site plan must clearly indicate proposed spaces. Please see the Parking Study Scope below.

Parking Study Scope:

The purpose/scope of the parking study, prepared by a qualified transportation consultant, is to indicate that the supply given will meet the demand required for the proposed use of the development. This should include justification on the deviation from the by-law requirements. The study may include a survey of parking demand at similar proxy sites and/or review from published sources for justification. Furthermore, this study can include changes/measures from the developer that can be implemented to result in a decrease in parking demand on the site. Overall, the applicant must demonstrate through the parking study that reduced parking standards will not negatively impact the parking supply in the area or result in spill-over parking in adjacent areas.

[Elara Mehrilou - Transportation Planner I]

WALPOLE ISLAND FIRST NATION

No comments provided

WINDSOR POLICE SERVICE

No comments provided

APPENDIX "F"
Draft Amending By-law

B Y - L A W N U M B E R -2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the day of , 2025.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

1. That subsection 1 of Section 20, of said by-law, is amended by deleting and replacing clause 209 with the following clause:

209. NORTHEAST CORNER OF ANCHOR DRIVE AND TWIN OAKS DRIVE

For the lands comprising of Parts 1 to 4, Plan 12R-22845, PIN No. 01408-2002 LT and PIN No. 01408-2003 LT, the following shall apply:

a) Notwithstanding Section 24.20.5, for a *Medical Office* having a *maximum gross floor area* of 3,300.0 m^2, a *minimum* of 102 *parking spaces* shall be provided.

[ZDM 15; ZNG/7310]

DREW DILKENS, MAYOR

CLERK

First Reading - , 2025

Second Reading - , 2025

Third Reading - , 2025

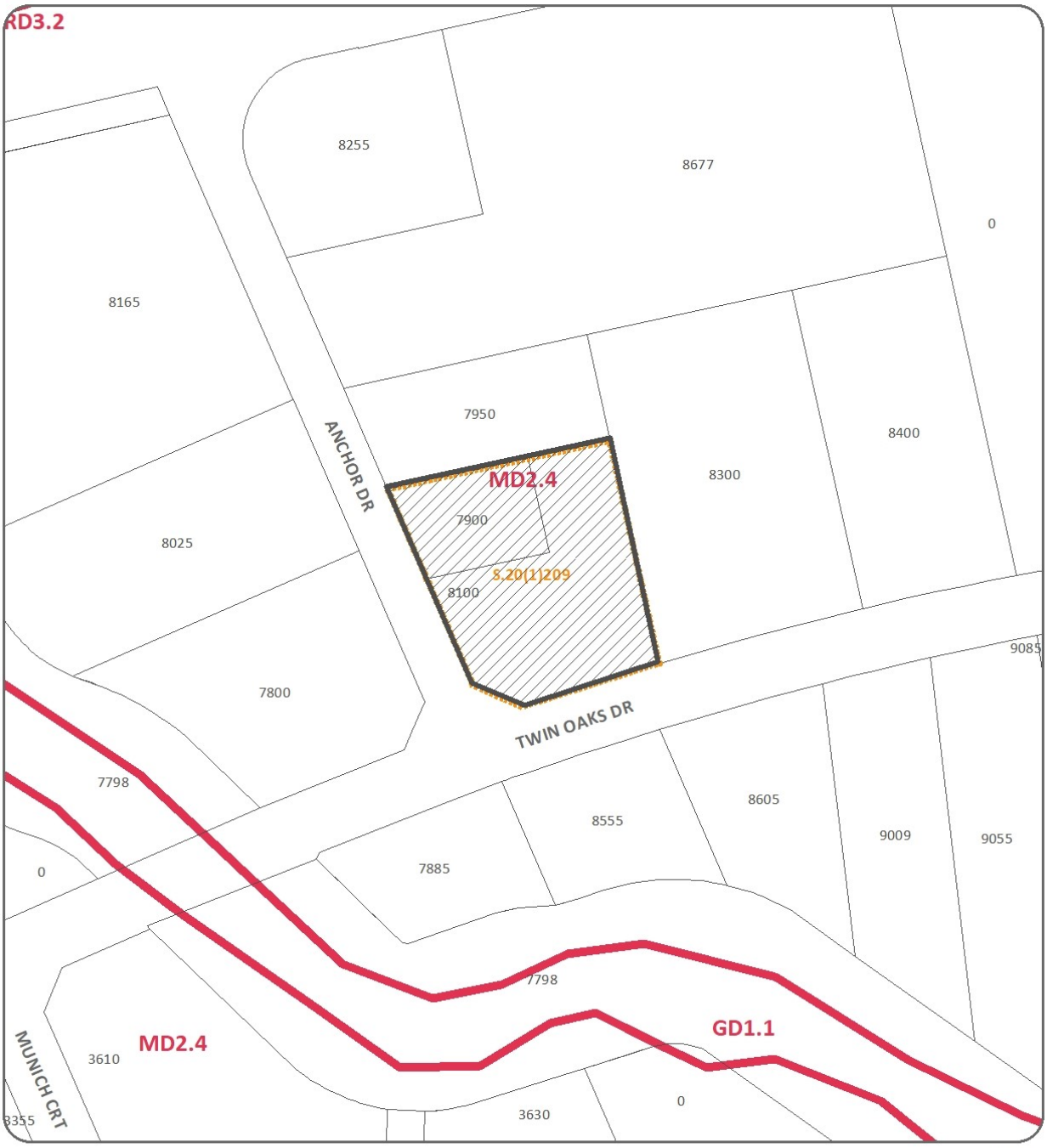
SCHEDULE 2

1. By-law _____ has the following purpose and effect:

   To amend the zoning of the lands located on the northeast corner of Anchor Drive and Twin Oaks Drive, legally described as Parts 1 to 4, Plan 12R-22845, PIN 01408-2002 LT and PIN 01408-2003 LT, so as to permit 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.

   The amending by-law maintains the MD2.4 zoning on the subject land and deletes and replaces special zoning provision S.20(1)209. permitting a Medical Office having a maximum gross floor area of 3,300.0 m^2 a reduction in minimum required parking spaces from 244 to 102.

2. Key map showing the location of the lands to which By-law _____applies.



PART OF ZONING DISTRICT MAP 15

N.T.S.

SCHEDULE 2

Applicant: Preview Imaging Inc.

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : JUNE, 2025
FILE NO. : Z-016/25, ZNG/7310

8100 TWIN OAKS DRIVE
MEDICAL DEVELOPMENT
WINDSOR, ON

PARKING STUDY

Prepared by:

RC SPENCER ASSOCIATES INC.
Consulting Engineers
Windsor: 800 University Avenue W. - Windsor ON N9A 5R9
Leamington: 18 Talbot Street W. - Leamington ON N8H 1M4
Chatham-Kent: 49 Raleigh Street - Chatham ON N7M 2M6

File No.: 25-1718 January 2025

8100 TWIN OAKS DRIVE MEDICAL DEVELOPMENT, WINDSOR, ON

PARKING STUDY (JANUARY 2025)

Table of Contents

Introduction and Background 1

ITE Parking Generation Manual vs. Windsor Bylaw Requirements 1

Summary and Conclusions 2

Appendix A – Site Plan

Appendix B – ITE Parking Generation References

- Medical-Dental Office Building - Standalone
    - Per 1000 sq. ft. GFA

INTRODUCTION AND BACKGROUND

An addition is proposed for an existing medical plaza located at 8100 Twin Oaks Drive, in Windsor, Ontario. The subject property is located on the northeast corner of Twin Oaks Drive and Anchor Drive, south of the EC Row Expressway and east of Lauzon Road (County Road 117). Twin Oaks Drive is accessed via the arterial Lauzon Road.

The developer is proposing an infilling to the first floor (between the two existing buildings and two second floor additions). The existing building is comprised of 20,398 sq. ft. of medical offices; the proposed additions will add another 14,016 sq. ft. of additional medical offices. The complete facility will be approximately 34,414 sq. ft. in medical office area. The development is to be supplemented by the existing 102 parking spaces. The site plan is provided in **Appendix A**.

Current uses for the building include some separate tenant uses, which will no longer be the case; the expanded development will house one tenant for the entire building and site. Due to this change to a highly specialized medical use, patient access to the facility will be by appointment only (not a walk-in clinic); a very limited number of clients will be seen throughout normal business hours.

The City's zoning bylaw requires one parking space per 145 sq. ft. (13.5 sq. m.) of medical office space; this means that the medical facility requires a total of 244 parking spaces. The developer plans to retain the existing 102 parking spaces for the development. Since a variance is required to address the shortfall of 142 parking spaces, the anticipated peak parking demand needs to be evaluated with respect to the existing on-site parking supply and the existing parking demand for the current facility. Transportation Planning has indicated that they will accept the proposal if a parking study can sufficiently justify the reduction in required parking spaces. Therefore, the purpose of this study is to evaluate the anticipated peak parking demand versus the proposed on-site parking supply.

ITE PARKING GENERATION MANUAL VS. WINDSOR BYLAW REQUIREMENTS

The Institute of Transportation Engineers (ITE) Parking Generation Manual (6th Edition) reports parking demand studies and statistics from various land uses across North America. For a medical-dental office building (Land Use Code 720), which includes one or more tenants that provide diagnoses and outpatient care on a routine basis, parking demand can be estimated per 1,000 sq. ft. of gross floor area (GFA). As referenced in **Appendix B**, the ITE's average rate of 2.63 spaces per 1,000 sq. ft. GFA indicates a peak demand of 91 parked vehicles upon full build-out; however, the fitted curve equation indicates that 82 parking spaces is sufficient.

According to the ITE, the existing facility requires a minimum of 54 parking spaces, and the addition will require an additional 37 spaces; therefore, based on the provided metrics, it is the engineers' opinion that the theoretical peak parking demand should not exceed the proposed on-site parking supply of 102 spaces. A potential surplus of 11 to 20 spaces may be observed post-buildout.

To be as accurate a possible, a parking utilization study of the existing facilities was conducted. Although the client base, number of tenants, and medical purpose of the facility will be changing, it was determined that this exercise could provide context-specific information regarding the future parking demands (relative to the current demands). Hourly counts were performed on 14 January 2025 to determine the current peak parking demand. The following table indicates the parking supply / demand for a regular weekday.

TABLE 1: PARKING UTILIZATION STUDY - 8100 TWIN OAKS DRIVE, WINDSOR, ON

Date: 14 January 2025

Scenario	8100 Twin Oaks Drive, Windsor																				
	Parking Type																				Total
	General (G): 100 Accessible (A): 2																				102
	8:00 a.m.		9:00 a.m.		10:00 a.m.		11:00 a.m.		12:00 p.m.		1:00 p.m.		2:00 p.m.		3:00 p.m.		4:00 p.m.		5:00 p.m.		Max % Usage
	G	A	G	A	G	A	G	A	G	A	G	A	G	A	G	A	G	A	G	A	
Weekday	14	0	36	1	41	1	38	0	40	0	24	0	35	0	39	1	33	1	19	0	41.18%

At 10:00am, maximum utilization was observed for the current facility; a total of 42 vehicles utilized the parking lot, occupying about 41% of the existing 102 parking spaces (and leaving a minimum of 60 spaces unoccupied throughout the day). This observed demand is 12 vehicles less than the ITE Parking Generation Manual's estimate of 54 required spaces for the existing square footage. Also, only one of the two accessible spaces was occupied at any given time. Accordingly, an excess of 60 or more available spaces should more than satisfy the demands for the medical addition (which requires at least 37 spaces).

Although Windsor Transit Route 518X passes through the EC Row Expressway and Lauzon Road interchange, there are no stops within 1 km of the site; therefore, it is unlikely that any patients would utilize public transportation to attend the site. Likewise, no active transportation facilities (sidewalks and dedicated bicycle lanes) are provided within the study area. There are no residences in this commercial / industrial area, and no on-street parking is permitted on Twin Oaks Drive or Anchor Drive.

Inc conclusion, it is the engineers' opinion that the 102 existing on-site parking spaces will sufficiently accommodate the peak parking demand generated by the post-buildout conditions.

SUMMARY AND CONCLUSIONS

An addition is proposed for an existing medical plaza located at 8100 Twin Oaks Drive, in Windsor, Ontario. The subject property is located on the northeast corner of Twin Oaks Drive and Anchor Drive, south of the EC Row Expressway and east of Lauzon Road (County Road 117). Twin Oaks Drive is accessed via the arterial Lauzon Road.

The developer is proposing an infilling to the first floor (between the two existing buildings and two second floor additions). The complete facility will accommodate approximately 34,414 sq. ft. of medical office area; the developer proposed that the post-buildout peak parking demand be supplemented by the existing 102 parking spaces.

The City's zoning bylaw requires one parking space per 145 sq. ft. (13.5 sq. m.) of medical office space; the ITE Parking Generation Manual (6th Edition) references suggest that a minimum parking supply of 82 or 91 spaces could accommodate the subject development's full build-out. Based on a supplementary on-site parking utilization study, a maximum of 42 spaces, or about 41% of the existing parking supply, was utilized at any given time throughout a normal weekday (leaving a minimum of 60 vacant spaces).

Accordingly, it is the engineers' opinion that the 102 existing on-site parking spaces will sufficiently accommodate the peak parking demand generated by the current and proposed medical office facilities.

All of which is respectfully submitted,

RC Spencer Associates Inc.

Aaron D. Blata, M.Eng., P.Eng., PTOE, RSP1
Consulting Engineer, Road Safety Professional &
Professional Traffic Operations Engineer
Associate / Leamington Office Manager

Richard C. Spencer, M.A.Sc., P.Eng., PE
Consulting Engineer &
Fellow ITE Member
President / Windsor Office Manager



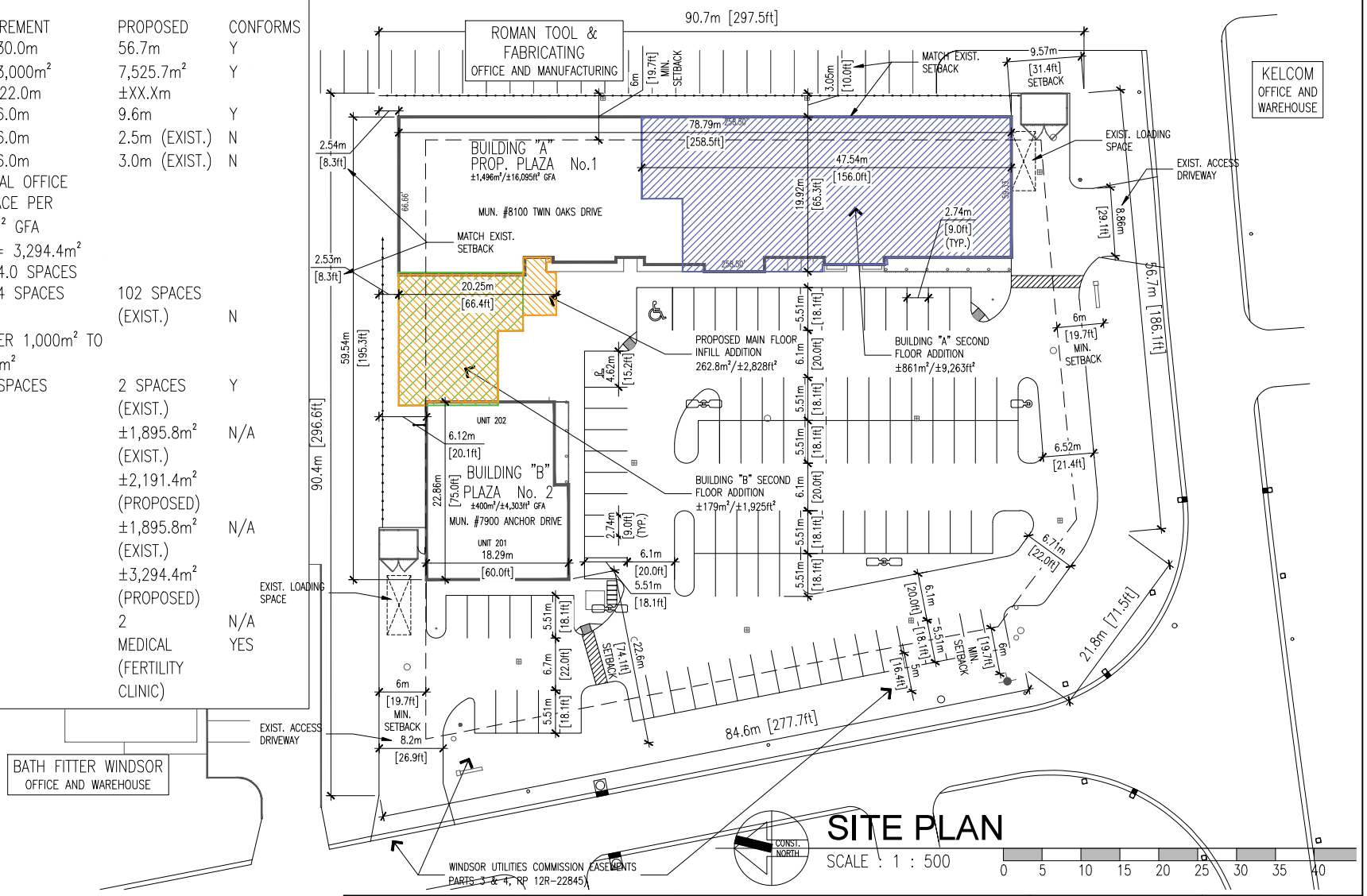


Appendix A

SITE PLAN

ZONING CHART MD2.4

PROVISION	REQUIREMENT	PROPOSED	CONFORMS
.1 LOT WIDTH	MIN. 30.0m	56.7m	Y
.2 LOT AREA	MIN. 3,000m²	7,525.7m²	Y
.4 BUILDING HEIGHT	MAX. 22.0m	±XX.Xm	
.5 FRONT YARD DEPTH	MIN. 6.0m	9.6m	Y
.6 REAR YARD DEPTH	MIN. 6.0m	2.5m (EXIST.)	N
.7 SIDE YARD DEPTH	MIN. 6.0m	3.0m (EXIST.)	N
PARKING SPACES	MEDICAL OFFICE 1 SPACE PER 13.5m² GFA GFA = 3,294.4m² = 244.0 SPACES		
	= 244 SPACES	102 SPACES (EXIST.)	N
LOADING SPACES	= OVER 1,000m² TO 7,500m²		
	= 2 SPACES	2 SPACES (EXIST.)	Y
BUILDING AREA	N/A	±1,895.8m² (EXIST.) ±2,191.4m² (PROPOSED)	N/A
GROSS FLOOR AREA	N/A	±1,895.8m² (EXIST.) ±3,294.4m² (PROPOSED)	N/A
STOREYS	N/A	2	N/A
USE	N/A	MEDICAL (FERTILITY CLINIC)	YES



SITE PLAN

SCALE : 1 : 500

0 5 10 15 20 25 30 35 40

architectural design associates inc. architect
1670 mercer street
windsor ontario canada n8x 3p7
ph 519.254.3430 fax 519.254.3642
email - info@ada-architect.ca www.ada-architect.ca

project: PROPOSED REDEVELOPMENT / ADDITION TO EXIST. PLAZA
8100 TWIN OAKS & 7900 ANCHOR DRIVE, WINDSOR, ONT.

client: PREVIEW IMAGING INC.

title: SITE PLAN

drawn by: TC

checked by: SMB / JBK / TC

date: JULY 2023

comm. no.: 2023-005

dwg. no.: A1.0a

Appendix B

ITE PARKING GENERATION MANUAL – 6TH EDITION REFERENCES

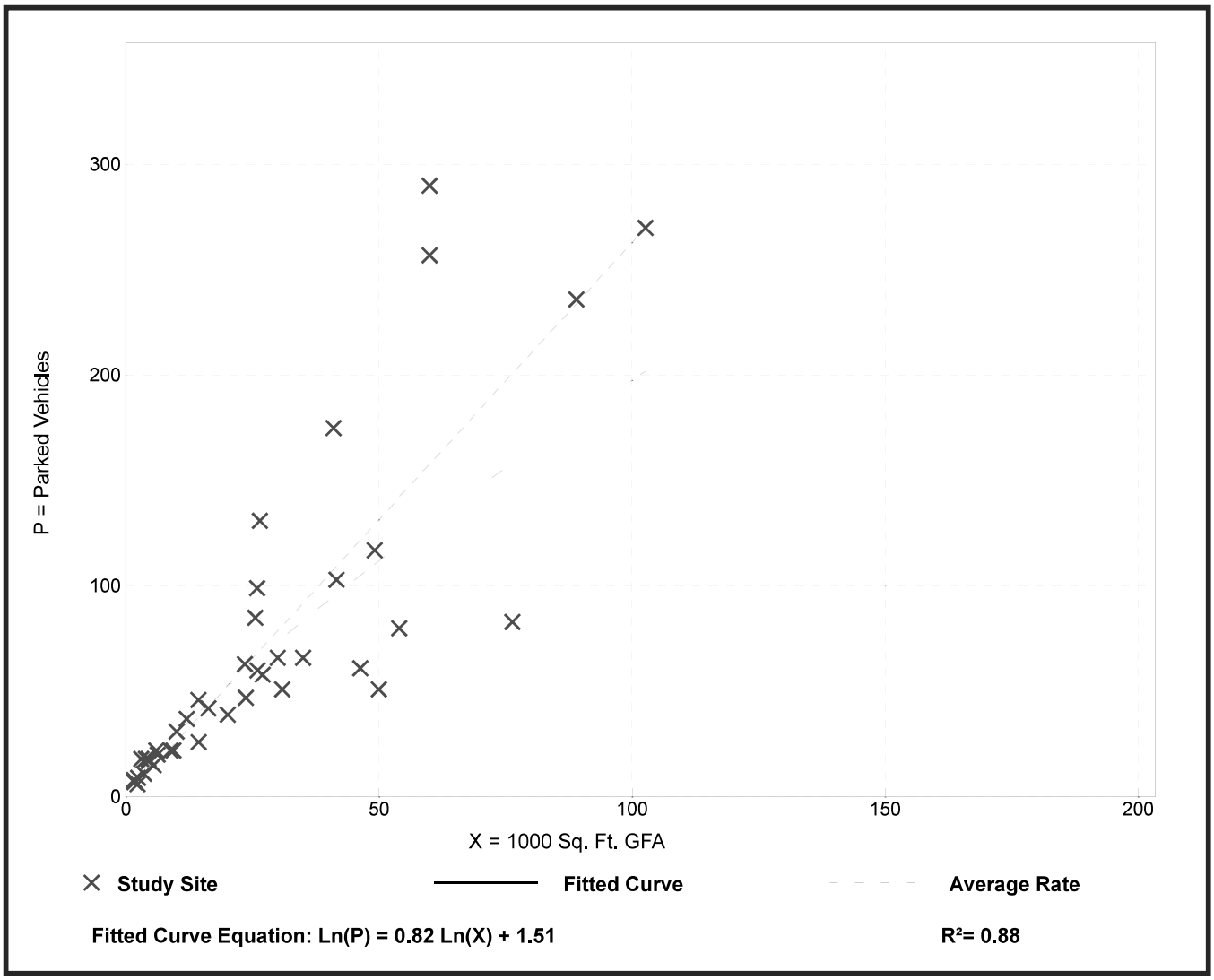
Medical-Dental Office Building - Standalone
(720)

Peak Period Parking Demand vs: **1000 Sq. Ft. GFA**
On a: **Weekday (Monday - Friday)**
Setting/Location: **General Urban/Suburban**
Number of Studies: 41
Avg. 1000 Sq. Ft. GFA: 27

Peak Period Parking Demand per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
2.63	1.02 - 5.97	2.38 / 4.28	2.28 - 2.98	1.15 (44%)

Data Plot and Equation



Parking Generation Manual, 6th Edition ● Institute of Transportation Engineers

Proposed Site Development Trip Generation and Distribution

Project: 8100 Twin Oaks Medical Centre Addition

Site: Windsor, Ontario

ITE Peak Period Parking Demand collected on a: Weekday

Assumed Land Use (1): Medical-Dental Office Building - ITE No. 720

Peak Period Parking Demand vs.: 1,000 Sq. Ft. GFA

Weekday: 2.63 = Average Rate

Assumed Land Use (1): Medical-Dental Office Building - ITE No. 720		
	1,000 Sq. Ft. GFA	**Parking Required**
Weekday	14.016	37

Proposed Site Development Trip Generation and Distribution

Project: 8100 Twin Oaks Medical Centre Existing Buildings

Site: Windsor, Ontario

ITE Peak Period Parking Demand collected on a: Weekday

Assumed Land Use (1): Medical-Dental Office Building - ITE No. 720

Peak Period Parking Demand vs.: 1,000 Sq. Ft. GFA

Weekday: 2.63 = Average Rate

Assumed Land Use (1): Medical-Dental Office Building - ITE No. 720		
	1,000 Sq. Ft. GFA	**Parking Required**
Weekday	20.398	54




VRC
Victory Reproductive Care


VRC
Victory Reproductive Care


VRC
Victory Reproductive Care


VRC
Valley Recovering Care





architectural design associates inc. architect
1670 Mercer St.
Windsor | Ontario
N8X 3P7
Tel 519.254.3430
ada-architect.ca

April 2, 2025

Open House Report

Re: Stage 2 Planning Consultation Application
(7900 Anchor Drive / 8100 Twin Oaks Drive)
Applicant – Preview Imaging Inc.

To Whom it May Concern:

Architectural Design Associates Inc. Architect (ADA) was retained to organize a public open house in preparation for the submission of a Stage 2 Planning Consultation Application (PC2), on behalf of the Applicant, Preview Imaging Inc. (Wendy Victory).

The open house was held at 8100 Twin Oaks Drive Howard Avenue), at the subject site. The open house was held between 5:30PM and 7:00PM on Wednesday, March 6th, 2025. A copy of the notice provided to nearby property owners can be found in **Appendix A**. The sign-in sheet provided for nearby property owners can be found in **Appendix B**. Also in attendance were the following:

- Wendy Victory – Business Manager and Applicant
- Dr. Rahi Victory – OBGYN, Reproductive Endocrinology and Infertility Specialist
- Mara Menard – Office Manager, Preview Imaging
- Tony Chau – ADA Representative
- Alexandra Scott – ADA Representative
- Brian Ngata – City of Windsor Representative

During the open house, conceptual architectural packages and enlarged display boards were available for nearby property owners to review. A copy of the conceptual packages can be found in **Appendix C**. Additionally, copies of the parking study prepared for this application were available for nearby property owners to review. A copy of this report can be found in **Appendix D**.

Summary of Comments

Neighbouring property owners were mostly concerned with a single item (not related to this application):

a) Vehicle access into Twin Oak Business Park
   - Concern: Frank Abbruzzese, CEO and President of Alphakor Group located at 7800 Twin Oaks Drive, expressed concern and frustration of the closure of The service road that ran parallel to the south side of EC Row that connected to

Banwell Road. The closure of this road results in a single access road, Twin Oaks Drive to Lauzon Parkway. This causes heavy traffic issues at certain times of the day, i.e. when businesses close for the day or shift changes occurs resulting in long wait times to enter and exit the business park.

Response: The City of Windsor is aware of this situation and studying the area for possible improvements to alleviate the issues identified by businesses and the public in the Twin Oaks Business Park.

As the clientele that would be travelling to the property will be coming for very specific and specialized obstetrics and fertility treatments by appointment only during business hours, it is not anticipated that this development will add to the existing traffic issues at peak times. This will not be a drop-in clinic for general medical treatment and therefore will not increase traffic volume to the business park.

Should you have any questions on the above or the enclosed, please do not hesitate to contact us.

Written by:



Tony Chau
Senior Project Manager

Wednesday, March 5th, 2025

RE: PUBLIC CONSULTATION MEETING

PROPOSED RE-DEVELOPMENT – 8100 Twin Oaks Drive and 7900 Anchor Drive

Dear Neighboring Property Owner or Resident:

I am the owner of the properties located at 8100 Twin Oaks Drive and 7900 Anchor Drive, bounded by Twin Oaks Drive and Anchor Drive (more specifically shown by the attached map).

I am looking to consolidate the two properties into a single property, as well as construct a new addition to join the two existing buildings. Additionally, I plan to construct second storeys in both of the existing buildings to better service existing and future businesses.

This property is currently zoned as Manufacturing District 2.4; I am proposing that this zoning designation be maintained, but with the addition of a site-specific provision to approve the existing number of parking spaces, accessible spaces, loading spaces, and total gross floor area of the development (existing and new).

As such, I am in the process of completing a Zoning Bylaw Amendment (ZBA) application; prior to applying to the City of Windsor Planning Department, I would like to take the opportunity to share the proposal in more detail with you.

The purpose of this meeting is to provide a discussion for the applicant and surrounding property owners/residents to review the proposal and to identify any issues so that they may be considered before a ZBA application is submitted to the City. This meeting gives you the opportunity to share with me any concerns or feedback regarding the planned development. My architectural team and I will gather your comments for consideration and incorporate them into the development where possible, feasible and appropriate.

You are invited to attend the meeting on:

Wednesday, March 5th, 2025 between 5:30PM and 7:00PM, at 8100 Twin Oaks Drive

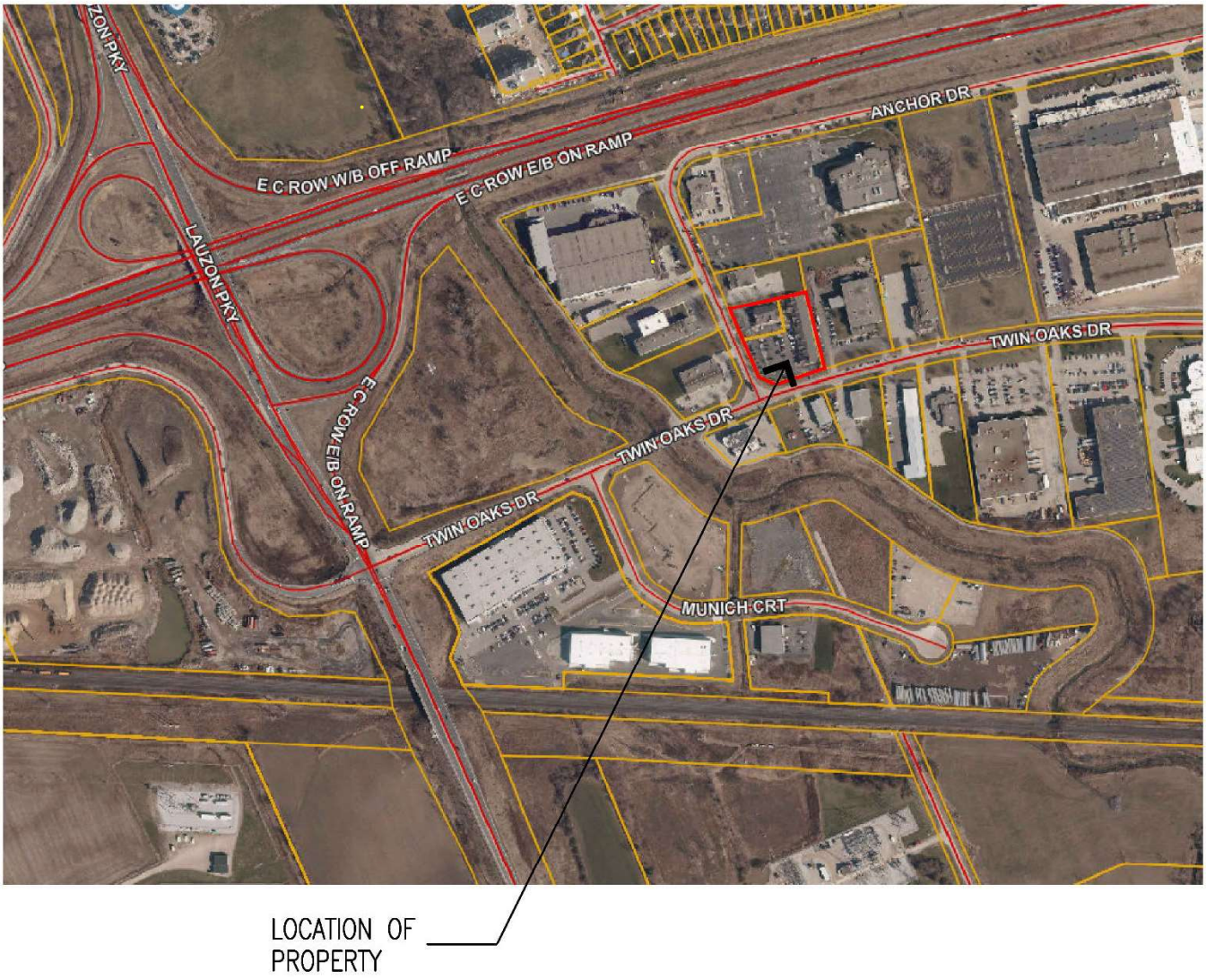
Please note this meeting will be an informational meeting based on preliminary development plans, which may be altered prior to final submittal of the application to the City. However, these plans were developed to give the public a realistic understanding of the look and scale of this development. I look forward to discussing this proposal with you in detail. Complimentary refreshments will also be provided.

Sincerely,

Wendy Victory

Preview Imaging Inc.

Location Map



Appendix B: Open House Sign-In Sheet

7900 ANCHOR DRIVE & 8100 TWIN OAKS DRIVE.

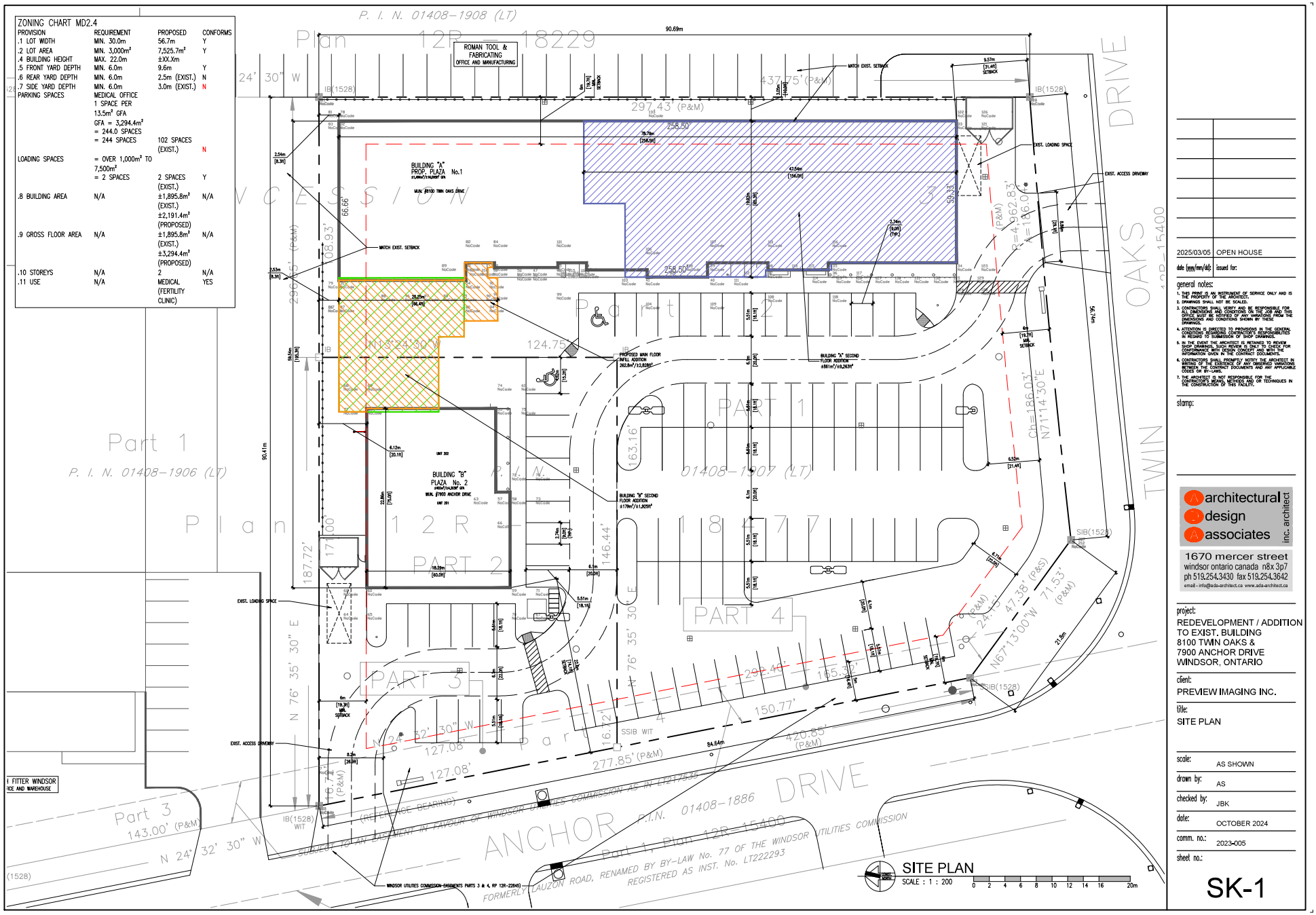
architectural design associates inc. architect
1670 Mercer St.
Windsor | Ontario
N8X 3P7
Tel 519.254.3430
ada-architect.ca

Public Consultation Sign-in Sheet

Date: MARCH 5/2025 5:30-7:00PM

Address	Name(s)		Sign-In
8165 ANCHOR DR	ANOBILE ENTERPRISES CORP		
8165 ANCHOR DR	ALLIANCE ANCHOR MANAGEMENT I		
9055 TWIN OAKS DR	WINDSOR REALTY CO INC		
7800 TWIN OAKES DR	1583949 ONTARIO INC	FRANK ABBRUZZESE	
6555 MALDEN RD	MARIAN EMMA MORRONE		
8555 TWIN OAKS DR	MASSE DEVELOPMENT INC		
12411 JASPER	ECOTEMP MANUFACTURING INC		
8677 ANCHOR DR P O BOX 1606	GREEN SHIELD CANADA		
3235 ELECTRICITY DR UNIT D	A D E DEVELOPMENT & LEASING COR		
271 RUSSELL WOODS DR	13285880 CANADA INC		
150 EXETER RD 22	CURRIECO HOLDINGS INC		
8300 TWIN OAKS DR	1839550 ONTARIO INC		
6800 CINTAS BLVD	CINTAS CANADA LIMITED		
8605 TWIN OAKS DR	KELNET INC		
310 CROFT DR SUITE 100	ECO WORKSPACE INC		
8100 TWIN OAKS DR	PREVIEW IMAGING INC		
5355 BRENDAN LANE	2470051 ONTARIO INC		
2351 CLEARWATER AVE	2448899 ONTARIO INC.		
8677 ANCHOR DR	GREEN SHIELD CANADA		
1929 SHAWNEE RD	1974464 ONTARIO LIMITED		

Appendix C: Conceptual Architectural Package



2025/03/05 | OPEN HOUSE

dde (yyy/mm/dd): | issued for:

general notes:

1. THIS PRINT IS AN INSTRUMENT OF SERVICE ONLY AND IS THE PROPERTY OF THE ARCHITECT.
2. DRAWINGS SHALL NOT BE SCALED.
3. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND THIS OFFICE MUST BE NOTIFIED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN BY THESE DRAWINGS.
4. ATTENTION IS DIRECTED TO PROVISIONS IN THE GENERAL CONDITIONS REGARDING CONTRACTOR'S RESPONSIBILITIES IN REGARD TO SUBMISSION OF SHOP DRAWINGS.
5. IN THE EVENT THE ARCHITECT IS RETAINED TO REVIEW SHOP DRAWINGS, SUCH REVIEW SHALL ONLY BE FOR CONFORMANCE WITH THE DESIGN CONCEPT AND FOR INFORMATION GIVEN IN THE CONTRACT DOCUMENTS.
6. CONTRACTORS SHALL REPORT TO THE ARCHITECT IN WRITING OF THE EXISTENCE OF ANY CONFLICTS/DISCREPANCIES BETWEEN THE CONTRACT DOCUMENTS AND ANY APPLICABLE CODES OR BY–LAWS.
7. THE ARCHITECT IS NOT RESPONSIBLE FOR THE CONTRACTOR'S MEANS, METHODS AND OR TECHNIQUES IN THE CONSTRUCTION OF THIS FACILITY.

stamp:

architectural design associates inc. architect
1670 mercer street
windsor ontario canada n8x 3p7
ph 519.254.3430 fax 519.254.3642
email - info@ada-architect.ca www.ada-architect.ca

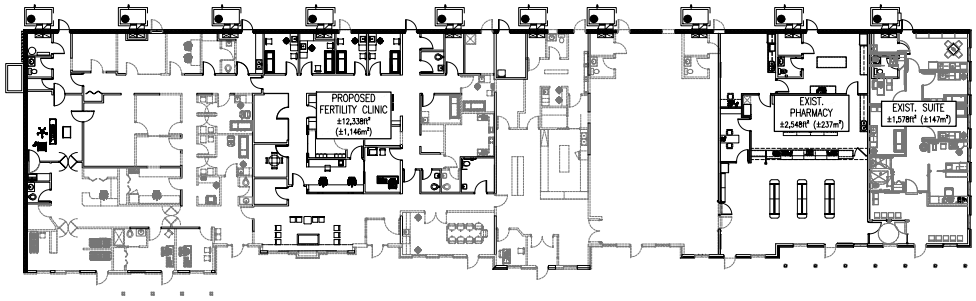
project:
REDEVELOPMENT / ADDITION TO EXIST. BUILDING
8100 TWIN OAKS & 7900 ANCHOR DRIVE
WINDSOR, ONTARIO

client:
PREVIEW IMAGING INC.

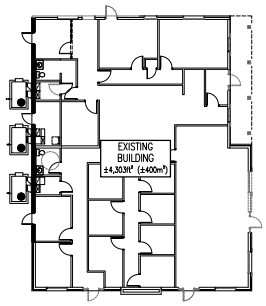
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SITE PLAN

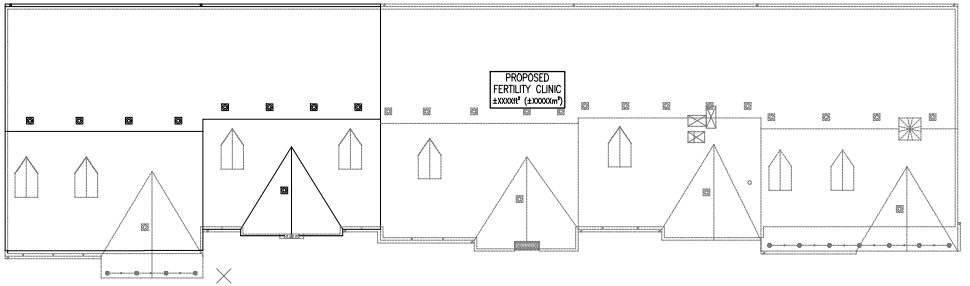
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checked by: JBK
date: OCTOBER 2024
comm. no.: 2023-005
sheet no.:

SK-1



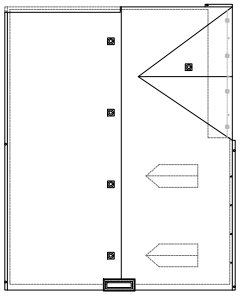
PROPOSED
FERTILITY CLINIC
±2,840ft² (±264m²)





PROPOSED
FERTILITY CLINIC
±XXXXft² (±XXXXXm²)

FLOOR PLAN
SCALE : 1/16" = 1'-0" 0 4 8 16 24 48 FEET



FLOOR PLAN
SCALE : 1/16" = 1'-0" 0 4 8 16 24 48 FEET

XXXX/XX/XX	XXXXX

date (yyyy/mm/dd): issued for:

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stamp:

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windsor ontario canada n8x 3p7
ph 519.254.3430 fax 519.254.3642
email - info@ada-architect.ca www.ada-architect.ca

project:
REDEVELOPMENT / ADDITION TO EXIST. BUILDING
8100 TWIN OAKS &
7900 ANCHOR DRIVE
WINDSOR, ONTARIO

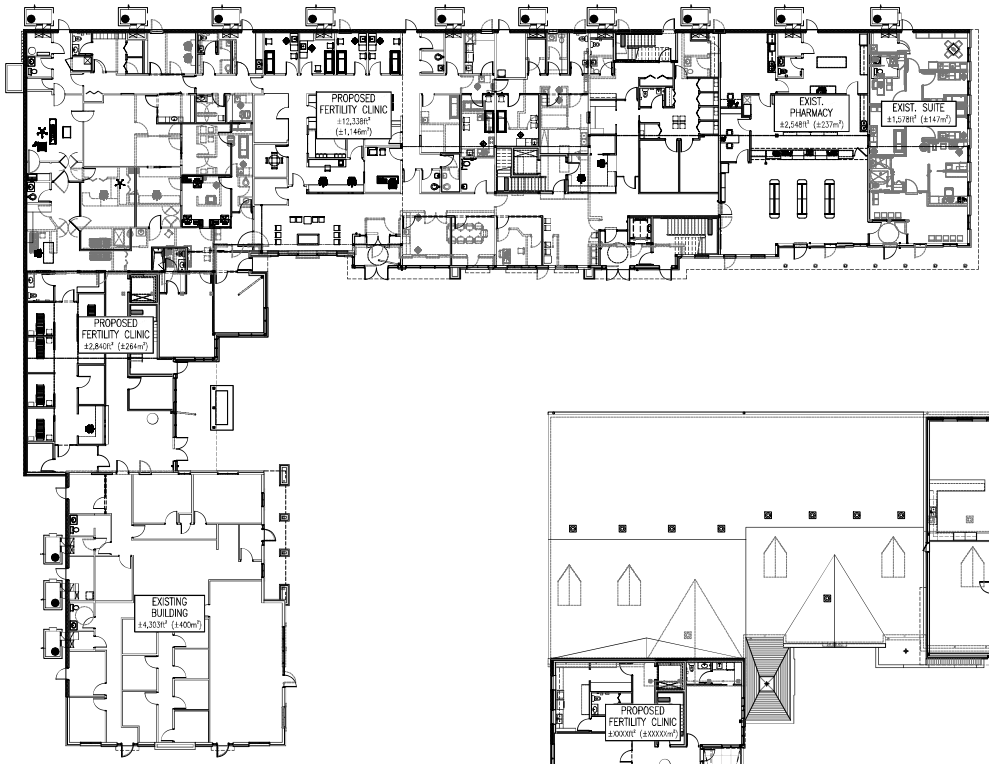
client:
PREVIEW IMAGING INC.

title:
EXISTING FLOOR PLANS

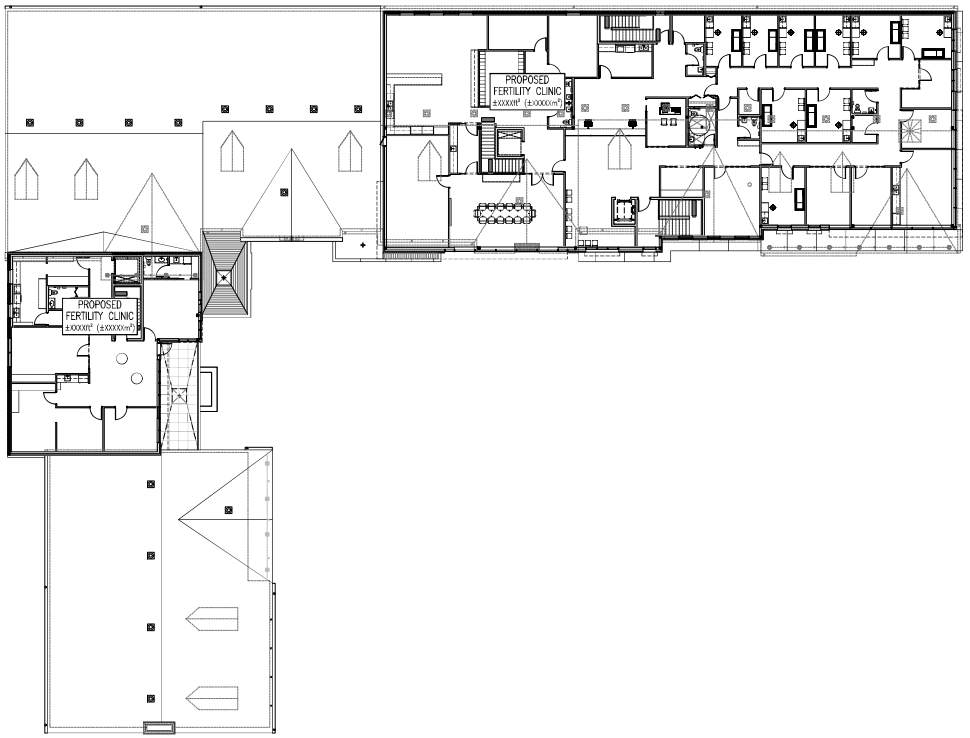
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checked by:	JBK
date:	OCTOBER 2024
comm. no.:	2023-005

sheet no.:

SK-2



FLOOR PLAN
SCALE : 1/16" = 1'-0" 0 4 8 16 24 48 FEET



FLOOR PLAN
SCALE : 1/16" = 1'-0" 0 4 8 16 24 48 FEET

XXXX/XX/XX	XXXXX
date (yyyy/mm/dd):	issued for:

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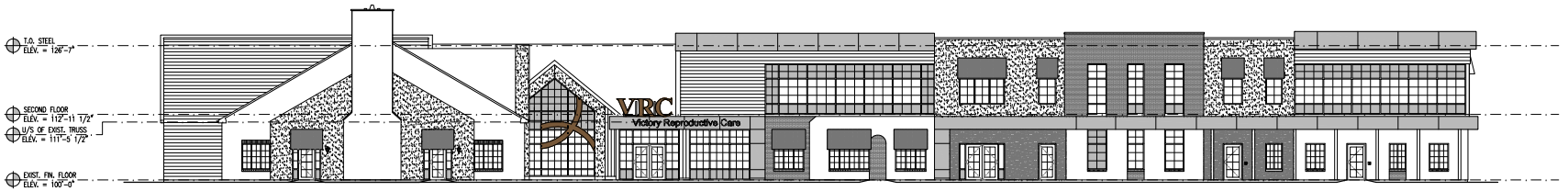
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title:
PROPOSED FLOOR PLANS

scale:	AS SHOWN
drawn by:	AS
checked by:	JBK
date:	OCTOBER 2024
comm. no.:	2023-005

sheet no.:

SK-3



WEST ELEVATION
SCALE : 3/32" = 1'-0" 0 2 4 8 16 32 FEET



EAST ELEVATION
SCALE : 3/32" = 1'-0" 0 2 4 8 16 32 FEET



SOUTH ELEVATION
SCALE : 3/32" = 1'-0" 0 2 4 8 16 32 FEET

XXXX/XX/XX	XXXXX
date (yyy/mm/dd):	issued for:

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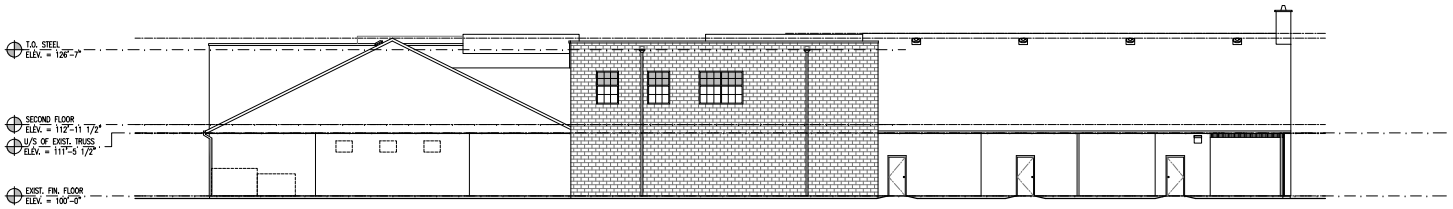
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REDEVELOPMENT / ADDITION TO EXIST. BUILDING
8100 TWIN OAKS &
7900 ANCHOR DRIVE
WINDSOR, ONTARIO

client:
PREVIEW IMAGING INC.

title:
ELEVATIONS

scale:	AS SHOWN
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date:	OCTOBER 2024
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sheet no.:	SK-4



NORTH ELEVATION
SCALE : 3/32" = 1'-0" 0 2 4 8 16 32 FEET



PARTIAL WEST ELEVATION
SCALE : 3/32" = 1'-0" 0 2 4 8 16 32 FEET

PARTIAL SOUTH ELEVATION
SCALE : 3/32" = 1'-0" 0 2 4 8 16 32 FEET

PARTIAL EAST ELEVATION
SCALE : 3/32" = 1'-0" 0 2 4 8 16 32 FEET

XXXX/XX/XX | XXXXX
date (yyyy/mm/dd): | issued for:

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title:
ELEVATIONS

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drawn by: AS
checked by: JBK
date: OCTOBER 2024
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sheet no.:

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XXXXXXXXX	XXXXX
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WINDSOR, ONTARIO

client:
PREVIEW IMAGING INC.

title:
RENDERS

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checked by:	JBK
date:	OCTOBER 2024
comm. no.:	2023-005
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date (yyyy/mm/dd):	issued for:

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client:
PREVIEW IMAGING INC.

title:
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scale:	AS SHOWN
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date:	OCTOBER 2024
comm. no.:	2023-005
sheet no.:	

SK-7

Appendix D: Parking Study

8100 TWIN OAKS DRIVE
MEDICAL DEVELOPMENT
WINDSOR, ON

PARKING STUDY

Prepared by:

RC SPENCER ASSOCIATES INC.
Consulting Engineers
Windsor: 800 University Avenue W. - Windsor ON N9A 5R9
Leamington: 18 Talbot Street W. - Leamington ON N8H 1M4
Chatham-Kent: 49 Raleigh Street - Chatham ON N7M 2M6

File No.: 25-1718 January 2025

8100 TWIN OAKS DRIVE MEDICAL DEVELOPMENT, WINDSOR, ON

PARKING STUDY (JANUARY 2025)

Table of Contents

Introduction and Background 1

ITE Parking Generation Manual vs. Windsor Bylaw Requirements 1

Summary and Conclusions 2

Appendix A – Site Plan

Appendix B – ITE Parking Generation References

- Medical-Dental Office Building - Standalone
    - Per 1000 sq. ft. GFA

INTRODUCTION AND BACKGROUND

An addition is proposed for an existing medical plaza located at 8100 Twin Oaks Drive, in Windsor, Ontario. The subject property is located on the northeast corner of Twin Oaks Drive and Anchor Drive, south of the EC Row Expressway and east of Lauzon Road (County Road 117). Twin Oaks Drive is accessed via the arterial Lauzon Road.

The developer is proposing an infilling to the first floor (between the two existing buildings and two second floor additions). The existing building is comprised of 20,398 sq. ft. of medical offices; the proposed additions will add another 14,016 sq. ft. of additional medical offices. The complete facility will be approximately 34,414 sq. ft. in medical office area. The development is to be supplemented by the existing 102 parking spaces. The site plan is provided in **Appendix A**.

Current uses for the building include some separate tenant uses, which will no longer be the case; the expanded development will house one tenant for the entire building and site. Due to this change to a highly specialized medical use, patient access to the facility will be by appointment only (not a walk-in clinic); a very limited number of clients will be seen throughout normal business hours.

The City's zoning bylaw requires one parking space per 145 sq. ft. (13.5 sq. m.) of medical office space; this means that the medical facility requires a total of 244 parking spaces. The developer plans to retain the existing 102 parking spaces for the development. Since a variance is required to address the shortfall of 142 parking spaces, the anticipated peak parking demand needs to be evaluated with respect to the existing on-site parking supply and the existing parking demand for the current facility. Transportation Planning has indicated that they will accept the proposal if a parking study can sufficiently justify the reduction in required parking spaces. Therefore, the purpose of this study is to evaluate the anticipated peak parking demand versus the proposed on-site parking supply.

ITE PARKING GENERATION MANUAL VS. WINDSOR BYLAW REQUIREMENTS

The Institute of Transportation Engineers (ITE) Parking Generation Manual (6th Edition) reports parking demand studies and statistics from various land uses across North America. For a medical-dental office building (Land Use Code 720), which includes one or more tenants that provide diagnoses and outpatient care on a routine basis, parking demand can be estimated per 1,000 sq. ft. of gross floor area (GFA). As referenced in **Appendix B**, the ITE's average rate of 2.63 spaces per 1,000 sq. ft. GFA indicates a peak demand of 91 parked vehicles upon full build-out; however, the fitted curve equation indicates that 82 parking spaces is sufficient.

According to the ITE, the existing facility requires a minimum of 54 parking spaces, and the addition will require an additional 37 spaces; therefore, based on the provided metrics, it is the engineers' opinion that the theoretical peak parking demand should not exceed the proposed on-site parking supply of 102 spaces. A potential surplus of 11 to 20 spaces may be observed post-buildout.

To be as accurate a possible, a parking utilization study of the existing facilities was conducted. Although the client base, number of tenants, and medical purpose of the facility will be changing, it was determined that this exercise could provide context-specific information regarding the future parking demands (relative to the current demands). Hourly counts were performed on 14 January 2025 to determine the current peak parking demand. The following table indicates the parking supply / demand for a regular weekday.

TABLE 1: PARKING UTILIZATION STUDY - 8100 TWIN OAKS DRIVE, WINDSOR, ON

Date: 14 January 2025

Scenario	8100 Twin Oaks Drive, Windsor																				
	Parking Type																				Total
	General (G): 100 Accessible (A): 2																				102
	8:00 a.m.		9:00 a.m.		10:00 a.m.		11:00 a.m.		12:00 p.m.		1:00 p.m.		2:00 p.m.		3:00 p.m.		4:00 p.m.		5:00 p.m.		Max % Usage
	G	A	G	A	G	A	G	A	G	A	G	A	G	A	G	A	G	A	G	A	
Weekday	14	0	36	1	41	1	38	0	40	0	24	0	35	0	39	1	33	1	19	0	41.18%

At 10:00am, maximum utilization was observed for the current facility; a total of 42 vehicles utilized the parking lot, occupying about 41% of the existing 102 parking spaces (and leaving a minimum of 60 spaces unoccupied throughout the day). This observed demand is 12 vehicles less than the ITE Parking Generation Manual's estimate of 54 required spaces for the existing square footage. Also, only one of the two accessible spaces was occupied at any given time. Accordingly, an excess of 60 or more available spaces should more than satisfy the demands for the medical addition (which requires at least 37 spaces).

Although Windsor Transit Route 518X passes through the EC Row Expressway and Lauzon Road interchange, there are no stops within 1 km of the site; therefore, it is unlikely that any patients would utilize public transportation to attend the site. Likewise, no active transportation facilities (sidewalks and dedicated bicycle lanes) are provided within the study area. There are no residences in this commercial / industrial area, and no on-street parking is permitted on Twin Oaks Drive or Anchor Drive.

Inc conclusion, it is the engineers' opinion that the 102 existing on-site parking spaces will sufficiently accommodate the peak parking demand generated by the post-buildout conditions.

SUMMARY AND CONCLUSIONS

An addition is proposed for an existing medical plaza located at 8100 Twin Oaks Drive, in Windsor, Ontario. The subject property is located on the northeast corner of Twin Oaks Drive and Anchor Drive, south of the EC Row Expressway and east of Lauzon Road (County Road 117). Twin Oaks Drive is accessed via the arterial Lauzon Road.

The developer is proposing an infilling to the first floor (between the two existing buildings and two second floor additions). The complete facility will accommodate approximately 34,414 sq. ft. of medical office area; the developer proposed that the post-buildout peak parking demand be supplemented by the existing 102 parking spaces.

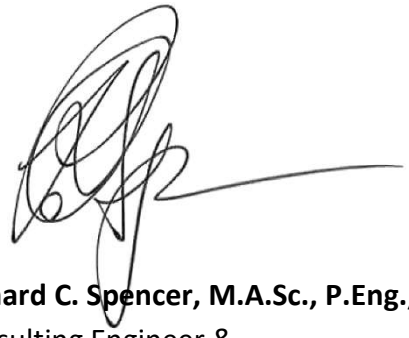
The City's zoning bylaw requires one parking space per 145 sq. ft. (13.5 sq. m.) of medical office space; the ITE Parking Generation Manual (6th Edition) references suggest that a minimum parking supply of 82 or 91 spaces could accommodate the subject development's full build-out. Based on a supplementary on-site parking utilization study, a maximum of 42 spaces, or about 41% of the existing parking supply, was utilized at any given time throughout a normal weekday (leaving a minimum of 60 vacant spaces).

Accordingly, it is the engineers' opinion that the 102 existing on-site parking spaces will sufficiently accommodate the peak parking demand generated by the current and proposed medical office facilities.

All of which is respectfully submitted,

RC Spencer Associates Inc.





Aaron D. Blata, M.Eng., P.Eng., PTOE, RSP1
Consulting Engineer, Road Safety Professional &
Professional Traffic Operations Engineer
Associate / Leamington Office Manager

Richard C. Spencer, M.A.Sc., P.Eng., PE
Consulting Engineer &
Fellow ITE Member
President / Windsor Office Manager



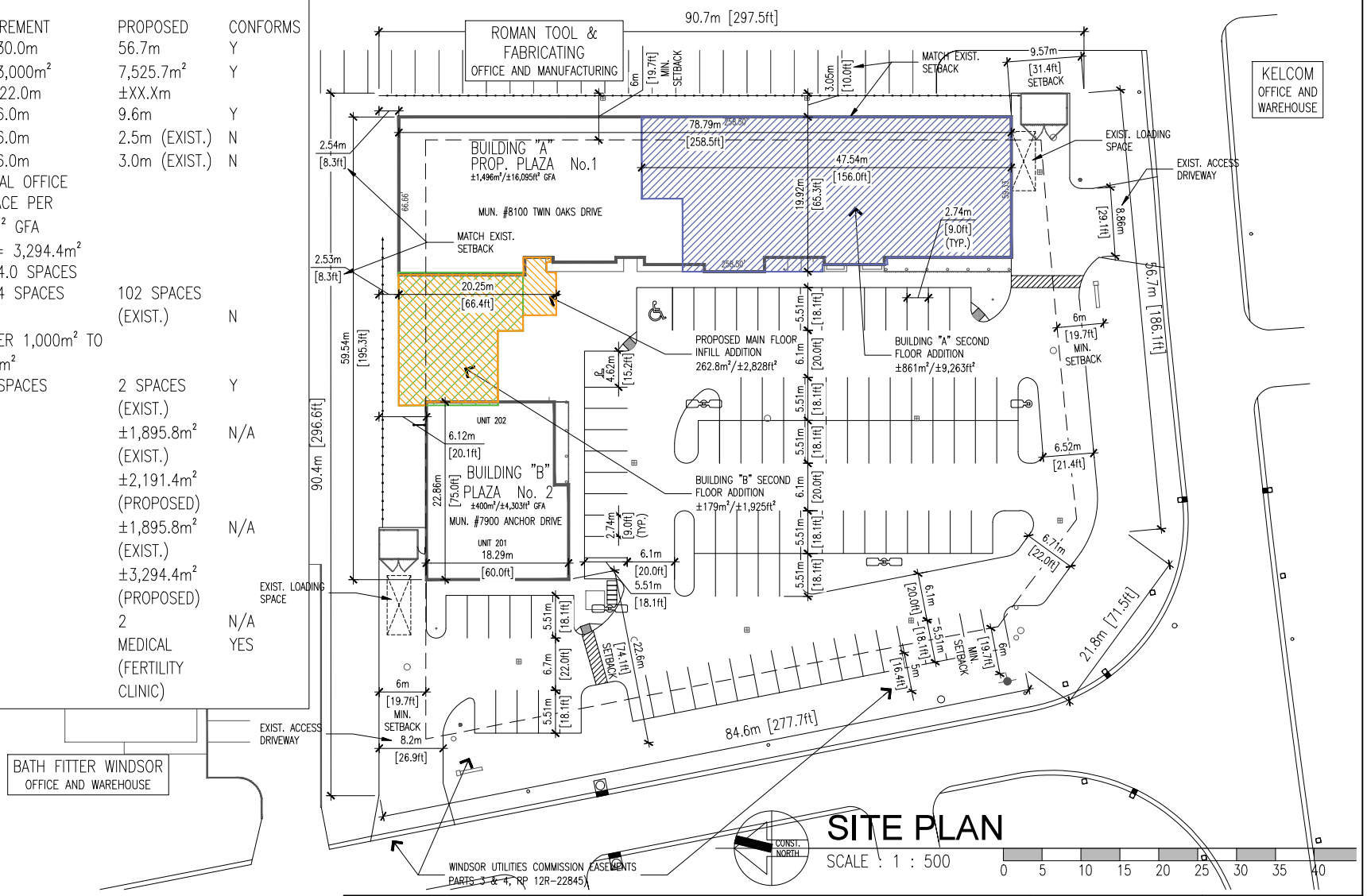


Appendix A

SITE PLAN

ZONING CHART MD2.4

PROVISION	REQUIREMENT	PROPOSED	CONFORMS
.1 LOT WIDTH	MIN. 30.0m	56.7m	Y
.2 LOT AREA	MIN. 3,000m²	7,525.7m²	Y
.4 BUILDING HEIGHT	MAX. 22.0m	±XX.Xm	
.5 FRONT YARD DEPTH	MIN. 6.0m	9.6m	Y
.6 REAR YARD DEPTH	MIN. 6.0m	2.5m (EXIST.)	N
.7 SIDE YARD DEPTH	MIN. 6.0m	3.0m (EXIST.)	N
PARKING SPACES	MEDICAL OFFICE 1 SPACE PER 13.5m² GFA GFA = 3,294.4m² = 244.0 SPACES		
	= 244 SPACES	102 SPACES (EXIST.)	N
LOADING SPACES	= OVER 1,000m² TO 7,500m²		
	= 2 SPACES	2 SPACES (EXIST.)	Y
BUILDING AREA	N/A	±1,895.8m² (EXIST.) ±2,191.4m² (PROPOSED)	N/A
GROSS FLOOR AREA	N/A	±1,895.8m² (EXIST.) ±3,294.4m² (PROPOSED)	N/A
. STOREYS	N/A	2	N/A
. USE	N/A	MEDICAL (FERTILITY CLINIC)	YES



SITE PLAN

SCALE : 1 : 500

0 5 10 15 20 25 30 35 40

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ph 519.254.3430 fax 519.254.3642
email - info@ada-architect.ca www.ada-architect.ca

project: PROPOSED REDEVELOPMENT / ADDITION TO EXIST. PLAZA
8100 TWIN OAKS & 7900 ANCHOR DRIVE, WINDSOR, ONT.

client: PREVIEW IMAGING INC.

title: SITE PLAN

drawn by: TC

checked by: SMB / JBK / TC

date: JULY 2023

comm. no.: 2023-005

dwg. no.: A1.0a

Appendix B

ITE PARKING GENERATION MANUAL – 6TH EDITION REFERENCES

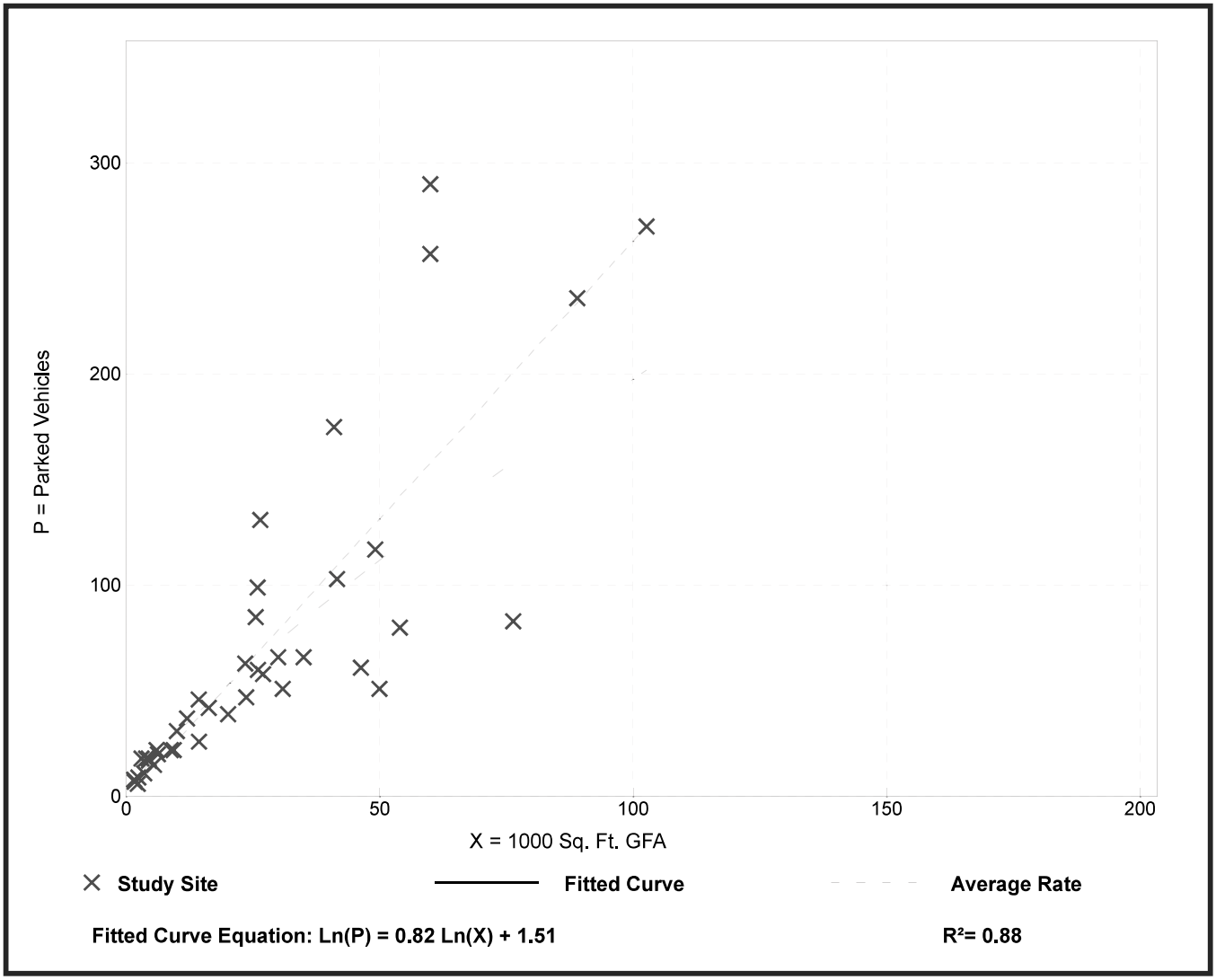
Medical-Dental Office Building - Standalone
(720)

Peak Period Parking Demand vs: **1000 Sq. Ft. GFA**
On a: **Weekday (Monday - Friday)**
Setting/Location: **General Urban/Suburban**
Number of Studies: 41
Avg. 1000 Sq. Ft. GFA: 27

Peak Period Parking Demand per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
2.63	1.02 - 5.97	2.38 / 4.28	2.28 - 2.98	1.15 (44%)

Data Plot and Equation



Parking Generation Manual, 6th Edition ● Institute of Transportation Engineers

Proposed Site Development Trip Generation and Distribution

Project: 8100 Twin Oaks Medical Centre Addition

Site: Windsor, Ontario

ITE Peak Period Parking Demand collected on a: Weekday

Assumed Land Use (1): Medical-Dental Office Building - ITE No. 720

Peak Period Parking Demand vs.: 1,000 Sq. Ft. GFA

Weekday: 2.63 = Average Rate

Assumed Land Use (1): Medical-Dental Office Building - ITE No. 720		
	1,000 Sq. Ft. GFA	**Parking Required**
Weekday	14.016	37

Proposed Site Development Trip Generation and Distribution

Project: 8100 Twin Oaks Medical Centre Existing Buildings

Site: Windsor, Ontario

ITE Peak Period Parking Demand collected on a: Weekday

Assumed Land Use (1): Medical-Dental Office Building - ITE No. 720

Peak Period Parking Demand vs.: 1,000 Sq. Ft. GFA

Weekday: 2.63 = Average Rate

Assumed Land Use (1): Medical-Dental Office Building - ITE No. 720		
	1,000 Sq. Ft. GFA	**Parking Required**
Weekday	20.398	54

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 277/2025

Subject: Zoning By-law Amendment Application for 0 & 1841 Longfellow Avenue, Z-017/25 [ZNG-7312], Ward 10

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

Decision Number: **DHSC 760**

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

5. WEST SIDE OF LONGFELLOW AVENUE BETWEEN ARCADIA STREET AND CALUMET STREET

For the lands comprising of Part of Lot 138, Lots 139 & 140, and Part of Closed Alley, Plan 557 (PIN 01313-1596 LT & 01313-1597 LT), a *Semi-Detached Dwelling* shall be an additional permitted *main use* and shall be subject to the *Semi-Detached Dwelling* provisions of Section 10.1.5, save and except that the *maximum gross floor area* shall be 410 m^2.

[ZDM 4, 7 & 8; ZNG/7312]; and,

II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Part of Lot 138, Lots 139 & 140, and Part of Closed Alley, Plan 557 (PIN 01313-1596 LT & PIN 01313-1597 LT), situated at the west side of Longfellow Avenue between Arcadia Street and Calumet Street from RD1.1 to RD1.1x(5).

Carried.

Report Number: S 99/2025
Clerk's File: ZB/15011

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 September 2, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250902/-1/10576

Subject: Zoning By-law Amendment Application for 0 & 1841 Longfellow Avenue, Z-017/25 [ZNG-7312], Ward 10

Reference:

Date to Council: September 2, 2025
Author: Brian Nagata, MCIP, RPP
Planner II - Development Review
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: July 25, 2025
Clerk's File #: ZB/15011

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:

5. WEST SIDE OF LONGFELLOW AVENUE BETWEEN ARCADIA STREET AND CALUMET STREET

For the lands comprising of Part of Lot 138, Lots 139 & 140, and Part of Closed Alley, Plan 557 (PIN 01313-1596 LT & 01313-1597 LT), a *Semi-Detached Dwelling* shall be an additional permitted *main use* and shall be subject to the *Semi-Detached Dwelling* provisions of Section 10.1.5, save and except that the *maximum gross floor area* shall be 410 m^2.

[ZDM 4, 7 & 8; ZNG/7312]

II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Part of Lot 138, Lots 139 & 140, and Part of Closed Alley, Plan 557 (PIN 01313-1596 LT & PIN 01313-1597 LT), situated at the west side of Longfellow Avenue between Arcadia Street and Calumet Street from RD1.1 to RD1.1x(5).

Executive Summary: N/A

Background:

Application Information:

Location: 0 Longfellow Avenue

1841 Longfellow Avenue

(Part of Closed Alley, Plan 557; Roll No. 080-580-01401; PIN No. 01313-1597 LT)

(Part of Lot 138 and Lots 139 & 140, Plan 557; Roll No. 080-580-01300; PIN No. 01313-1596 LT)

The aforesaid properties have merged on title to form one property.

Ward: 10
Planning District: South Cameron
Secondary Plan: South Cameron Secondary Plan
Zoning District Maps: 4, 7 & 8
Owner: Mehmet Deniz Orak
Applicant: Same as Owner
Authorized Agent: Pillon Abbs Inc. (Tracey Pillon-Abbs)

Proposal:

The applicant is requesting an amendment to Zoning By-law 8600 to change the zoning for the lands located on the west side of Longfellow Avenue between Arcadia Street and Calumet Street, known municipally as 0 & 1841 Longfellow Avenue (the Subject Property), to add a site-specific provision to allow for the construction of a two (2) storey Semi-Detached Dwelling with an increased maximum gross floor area for a main building of 410 m^2.

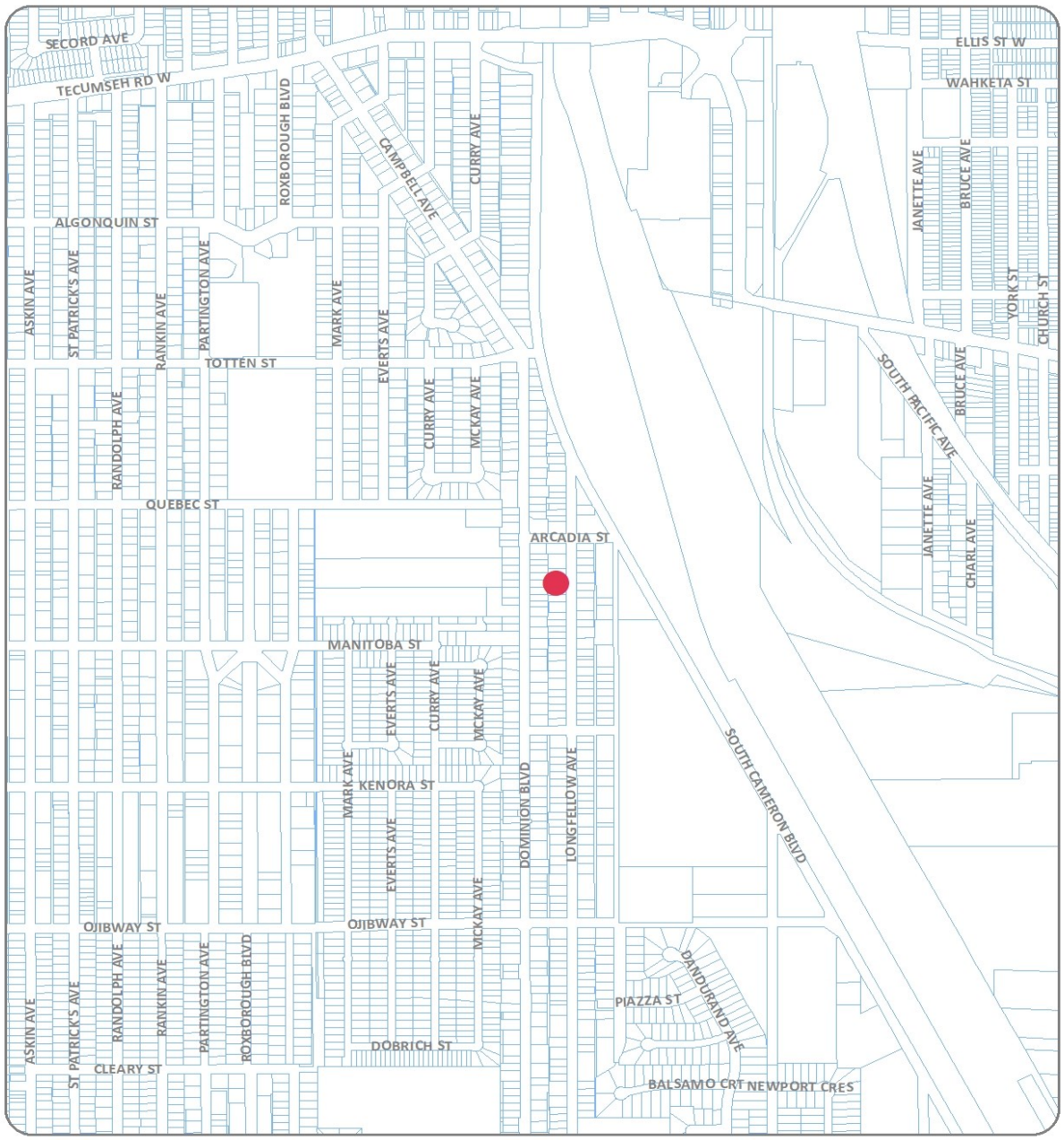
Submitted Information: Conceptual Plans (See Appendix A), Deeds, Draft Reference Plan (See Appendix H), Noise Assessment (See Appendix I), Planning Rationale Report (See Appendix J) and Zoning By-law Amendment Application

Site Information:

Official Plan	Zoning	Current Use	Previous Use
Residential Low Profile Residential (South Cameron Secondary Plan)	Residential District 1.1 (RD1.1)	Single Unit Dwelling	Agricultural
Lot Width	**Lot Depth**	**Lot Area**	**Lot Shape**
18.3 m	35.8 m	657.2 m^2	Rectangular
All measurements are based on Draft Reference Plan, prepared by Verhaegen Land Surveyors, dated October 23, 2023			

The Subject Property contains a one (1) storey Single Unit Dwelling and a detached rear garage with a concrete driveway off Longfellow Avenue. The remainder of the

Subject Property is maintained as landscaped open space. The Single Unit Dwelling and detached garage are to be demolished.



KEY MAP - Z-017/25, ZNG/7312

SUBJECT LANDS



PART OF ZONING DISTRICT MAPS 4, 7, 8

N.T.S.

REQUESTED ZONING AMENDMENT

Applicant:Orak Stucco

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : JUNE, 2025
FILE NO. : Z-017/25, ZNG/7312



NEIGHBOURHOOD MAP - Z-017/25, ZNG/7312

SUBJECT LANDS

Neighbourhood Characteristics:

The Subject Property is located on the eastern side of the South Cameron neighbourhood. The South Cameron neighbourhood constitutes the area north of E. C. Row Expressway, east of Huron Church Road, south of Tecumseh Road West and west of the Canadian Pacific Railway rail yard.

Surrounding Land Uses:

North:

- Contractor's Office
- Low density residential
- Superior Park

East:

- Canadian Pacific Railway rail yard
- Contractor's Office
- Low density residential

South:

- Low density residential
- South Cameron Woodlot Park
- Virginia Park

West:

- Low density residential

Municipal Infrastructure:

- Longfellow Avenue is classified as a local road, which has a two-lane rural cross section with no streetlights. There is a sidewalk on the west side of the street.
- Roadside ditches, sanitary sewer and watermain are located within the Longfellow Avenue right-of-way.

Discussion:

The Provincial Planning Statement, 2024 (PPS) provides policy direction on matters of provincial interest related to land use planning and development and sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians.

The following policies of the PPS are considered relevant in discussing provincial interests related to this amendment:

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities

2.1 Planning for People and Homes

Policy 2.1.6 states:

Planning authorities should support the achievement of complete communities by:

a) accommodating an appropriate range and mix of land uses, housing options…to meet long-term needs;

a. This amendment will allow for the construction of one (1) Semi-Detached Dwelling, further diversifying the range and mix of housing options available in the South Cameron neighbourhood.

b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and

a. Compliance with the Barrier-Free Design requirements of the *Ontario Building Code* and accessibility requirements under *Ontario Regulation 191/11 Integrated Accessibility Standards* to the *Accessibility for Ontarians with Disabilities Act, 2005* will be addressed through the Building Permit application process.

2.2 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:

b) permitting and facilitating:

1. *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;*

i. Refer to the response provided to PPS Policy 2.2.1c) herein.

c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and

1. This amendment will allow for the redevelopment of the Subject Property at a higher density (intensification), optimizing existing municipal infrastructure and public service facilities, and avoiding unnecessary land consumption.

i. The Subject Property is serviced by municipal electrical, sanitary, storm and water services.

ii. There are community centres, public libraries and schools within proximity to the Subject Property.

d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.

1. This amendment will allow for the redevelopment of the Subject Property at a higher density (intensification).
2. This factor, in conjunction with the Subject Property being within walking distance of transit stops for Transit Route 115 constitutes a transit-supportive development.

    i. 400.0 metres is typically used as an acceptable walking distance to a transit stop.
    ii. This is reflected within Transit Windsor's 2019 Transit Master Plan and the City of Windsor's Active Transportation Master Plan.

2.3 Settlement Areas and Settlement Area Boundary Expansions

2.3.1 General Policies for Settlement Areas

Policy 2.3.1.1 states:

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 Subject Property is located within a Settlement area.

One or more of the responses provided to the policies of PPS Chapter 2 and/or the Official Plan referenced herein also speak to the following relevant PPS Policies:

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities	
2.3 Settlement Areas and Settlement Area Boundary Expansions	
2.3.1 General Policies for Settlement Areas	
Policy 2.3.1.2 (*Land use patterns within settlement areas should be based on densities and a mix of land uses which:*)	Sub Policies a) (*efficiently use land and resources*), b) (*optimize existing and planned infrastructure and public service facilities*), d) (*are transit-supportive, as appropriate*)
Policy 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…)	
2.9 Energy Conservation, Air Quality and Climate Change	
Policy 2.9.1 (*Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate through approaches that:*)	Sub Policy a) (*support the achievement of compact, transit-supportive, and complete communities*)
Chapter 3: Infrastructure and Facilities	
3.4 Airports, Rail and Marine Facilities	
Policy 3.4.1 (*Planning for land uses in the vicinity of airports, rail facilities and marine facilities shall be undertaken so that:*)	Sub Policies a) (*their long-term operation and economic role is protected*) and b) (*airports, rail facilities and marine facilities, and sensitive land uses are appropriately designed, buffered and/or separated from each other, in accordance with policy 3.5.*)
3.6 Sewage, Water and Stormwater	
Policy 3.6.2 (*Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. For clarity, municipal sewage services and municipal water services include both centralized servicing systems and decentralized servicing systems*)	

Official Plan

Relevant excerpts from Volume I of the Official Plan are attached as Appendix C. The following policies from these excerpts are considered relevant in discussing this amendment's conformity with the Official Plan.

Table 1 - Volume I Schedules

Schedule	Designation
Schedule A - Planning Districts & Policy Areas	South Cameron Planning District South Cameron Secondary Plan
Schedule A-1 - Special Policy Areas	N/A
Schedule B - Greenway System	N/A

Schedule C - Development Constraints	300.0 metres of a Rail Yard
Schedule C-1 - Archaeological Potential	N/A
Schedule D - Land Use	Residential
Schedule E - City Centre Planning District	N/A
Schedule F - Roads & Bikeways	Refer to Schedule SC-2 - Road Network of the South Cameron Secondary Plan
Schedule F-1 - Railways	300.0 metres of a Rail Yard
Schedule G - Civic Image	N/A
Schedule H - Baseplan Development Phasing	N/A
Schedule J - Urban Structure Plan	N/A
Schedule K – Source Water Protection Areas	N/A

Table 2 - Volume II South Cameron Secondary Plan Schedules

Schedule	Designation
Schedule SC-1 - Development Concept	Low Profile Residential
Schedule SC-2 - Road Network	Local Road (Longfellow Avenue)
Schedule SC-3 - Noise Control Areas	Rail Yard Warning Clause Required Residential Development Requires Noise Study
Schedule SC-4 - Action Areas	Potential One-Way Traffic Scheme

Volume I

Chapter 3 - Development Strategy

This amendment complies with the following applicable key policy direction for managing growth consistent with the Vision of the City of Windsor Community Strategic Plan.

3.2 - Growth Concept

3.2.1 - Safe, Caring and Diverse Communities

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 (Policy 3.2.1.2).

Chapter 6 - Land Use:

6.1 Goals

This amendment complies with the following applicable land use goals:

- *Safe, caring and diverse neighbourhoods.* (Goal 6.1.1)
- *Housing suited to the needs of Windsor's residents.* (Goal 6.1.3)
- *To direct residential intensification to those areas of the City where transportation, municipal services, community facilities and goods and services are readily available.* (Goal 6.1.14)

6.3 Residential

6.3.1 Objectives

The amendment complies with the following applicable Residential land use objectives:

- *To support a complementary range of housing forms and tenures in all neighbourhoods.* (Objective 6.3.1.1)
- *To promote compact neighbourhoods which encourage a balanced transportation system.* (Objective 6.3.1.2)
- *To promote residential redevelopment, infill and intensification initiatives in locations in accordance with this plan.* (Objective 6.3.1.3)

6.3.2 Policies

Permitted Uses

Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low Profile, and Medium Profile dwelling units. (Policy 6.3.2.1)

- A Semi-Detached Dwelling is classified as a Low-Profile dwelling unit.

Types of Low-Profile Housing

For the purposes of this Plan, Low Profile housing development is further classified as follows: (Policy 6.3.2.3)

- *(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.*

Locational Criteria

New residential development and intensification shall be located where: (Policy 6.3.2.4)

- *(a) There is access to a collector or arterial road;*

- The subject property is located within approximately 175.0 metres of South Cameron Boulevard, a Class I Collector Road.

- *(b) Full municipal physical services can be provided;*
    - Refer to the response provided to PPS Policy 2.2.1.c) herein.
- *(c) Adequate community services and open spaces are available or are planned; and*
    - Refer to the response provided to PPS Policy 2.2.1.c) herein and the Surrounding Land Uses section herein.
- *(d) Public transportation service can be provided.*
    - Refer to the response provided to PPS Policy 2.2.1.d) herein.

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: (Policy 6.3.2.5)

- *(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;*
        - The subject property is located within 300.0 metres of a Canadian Pacific Railway rail yard
            - Refer to response to Official Plan policy 7.2.8.9 herein.
    - *(ii) adjacent to sources of nuisance, such as noise, odour, vibration and dust;*
        - The subject property is located within 300.0 metres of a Canadian Pacific Railway rail yard
            - Refer to response to Official Plan policy 7.2.8.9 herein.
    - *(iv) where traffic generation and distribution is a provincial or municipal concern; and*
        - The Transportation Planning Department did not identify any concerns with traffic generation and distribution.
- *(b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area;*

- The Subject Property is located within the South Cameron Planning Area.
- Refer to the responses provided to the applicable South Cameron Secondary Plan policies listed under Volume II hereafter.

- *(c) In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas.*

    - This amendment will allow for a development that is compatible with the established built environment found within the block and surrounding neighbourhood.
    - The Planning Department undertook a detailed analysis of the lots and buildings contained within the block and surrounding neighbourhood, focusing on a variety of different factors. The purpose of the analysis was to determine if a development permitted through this amendment will be compatible with the established built environment within the block and surrounding neighbourhood. The data collected through this analysis is included in the table *attached* hereto as Appendix G.
    - The analysis found the block and surrounding neighbourhood to have a diverse built environment, resulting from a buildout occurring over a period of 11 decades.

- *(d) provided with adequate off street parking;*

    - The proposed development will accommodate the required number of parking spaces onsite.

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

    - Refer to the response provided to PPS Policy 2.2.1.c) herein for details on the municipal physical services available to the subject property.
    - The subject property is served by Essex-Windsor EMS, Windsor Fire & Rescue Services (Fire Hall No. 5) & Windsor Police Service.

Chapter 7 - Infrastructure:

7.2 Transportation System

7.2.8 Rail Transportation Policies

Development Adjacent to a Rail Yard

Council shall protect designated rail yards from incompatible development. Accordingly, development adjacent to a Rail Yard designated on Schedule C: Development Constraint Areas will be subject to the following: (Policy 7.2.8.9)

- Refer to the response provided to South Cameron Secondary Plan policies 4.7.1.9 & 4.7.10.2 herein.

Chapter 11 - Tools:

Land use compatibility throughout Windsor is an implementation goal to be achieved when administering a planning tool under this Chapter. Compatibility between land uses is also an objective of the Zoning By-law Amendment planning tool (Policy 11.6.1.2).

- Land use compatibility was considered as part of the evaluation of the applicable Official Plan and PPS policies referenced herein.

Policy 11.6.3.3 states:

- *When considering applications for Zoning By-law amendments, Council shall consider the policies of this Plan and will, without limiting the generality of the foregoing, consider such matters as the following:*
    - *(a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II: Secondary Plans & Special Policy Areas and other relevant standards and guidelines;*
    - *(b) Relevant support studies;*
    - *(c) The comments and recommendations from municipal staff and circularized agencies;*
    - *(d) Relevant provincial legislation, policies and appropriate guidelines; and*
    - *(e) The ramifications of the decision on the use of adjacent or similar lands.*
        - This amendment is not anticipated to have any ramifications on the use of adjacent or similar lands.

The aforesaid matters were considered as part of the evaluation of the applicable Official Plan and PPS policies referenced herein.

Volume II

Chapter 4 - South Cameron Planning Area:

4.5 Goals

The amendment complies with the following applicable South Cameron Planning Area goals:

- *Promote land use patterns, residential densities and building forms that make efficient use of existing resources, services and infrastructure.* (Goal 4.5.1)
- *Facilitate noise reduction in development and protect residents from unacceptable levels of noise.* (Goal 4.5.5)

4.7 Policies

Based upon the background analysis, public input, and consultants' studies, a development concept was prepared (refer to Schedule SC-1: Development Concept). The intent of this secondary plan is to achieve the previously described goals and

objectives, establish a land use pattern and set out policies to guide future development.

4.7.1 Residential

This secondary plan provides primarily for residential development which complements the development that has already occurred within this planning district. In this regard, residential development will be primarily low profile with limited provision for medium and high profile housing to afford a variety of choices in housing forms.

Residential areas are allocated to allow safe and convenient access to parks, schools and major roads leading to commercial facilities and employment areas.

4.7.1.4 Low Profile Residential Defined

For the purpose of this secondary plan, Low Profile Residential development comprise single detached and semi-detached dwellings only.

4.7.1.9 Schedule Sc-3: Noise Control Conditions

Noise abatement shall be required to be incorporated in zoning by-laws, and/or site plan agreements in areas as shown on Schedule SC-3: Noise Control Areas as follows:

- *(d) No building permits for new dwelling units or other sensitive land uses shall be issued by the Commissioner of Planning and Building Services in Area "E" on Schedule SC-3: Noise Control Areas, Area "E" being composed of all residentially designated land within 1000 metres of the Van de Water Rail Yard, unless the following warning clause is included in all agreements of purchase, lease and sale is registered on title:*

  RAIL YARD WARNING CLAUSE

  All persons intending to acquire an interest in the real property by purchase or lease are advised of the proximity of the Canadian National Railway's Yards, which operate on a 24-hour basis. It is possible that the rail yard operations may cause disturbance and may be altered or expanded which could affect the living environment of the residents despite the inclusion of any noise and vibration attenuating measures in the design of the outdoor amenity area(s) and individual dwelling(s). Residents are advised that further mitigation cannot be expected and Canadian National Railways will not be responsible for any complaints or claims arising from use of such facilities and/or operations. (amended by OMB order 1485 – 11/01/2002)

    - Warning Clauses are no longer permitted to be registered on title.

4.7.10 Environment

…Noise pollution from surrounding roads and railway tracks is a serious problem and appropriate measures are required.

4.7.10.2 Noise Study

The Noise Study shall identify all noise sources affecting the subject lands (e.g. industrial uses, Windsor Airport, major roads and railway tracks) and assess their impact and recommend noise abatement measures for the proposed residential developments.

- An Acoustic Assessment Report (Noise Study), prepared by Akoustik Engineering Limited, dated December 6, 2024, *attached* hereto as Appendix I, was completed to assess the transportation noise impacts from the nearby roads and railways.
- The Noise Study concluded that the predicted noise levels do not exceed the limits set by the Ontario Ministry of the Environment, Conservation and Parks

4.10.4 Zoning By-law Amendments

4.10.4.1 Zoning Amendments

Amendments to Zoning By-law 3072 will be considered having regard to the development policies for the South Cameron Planning District established by this secondary plan.

- Zoning By-law 3072 has been repealed and replaced by Zoning By-law 8600.

4.10.4.2 Initiation

Zoning amendments will normally be considered when applications are received from property owners (or their authorized agents) within this planning district. This does not, however, preclude the Corporation of the City of Windsor from initiating amendments to Zoning By-law 3072 where the amendments are perceived to be in the interest of good planning.

- Zoning By-law 3072 has been repealed and replaced by Zoning By-law 8600.

4.10.6 Interim Traffic Control Measures

4.10.6.1 Interim Traffic Control Measures

To relieve the traffic pressure on Dominion, a one way street system along Dominion and Longfellow with possible intersection improvements at Totten/Campbell Street will be investigated as an interim measure in consultation with residents.

- The investigation of interim traffic control measures will be conducted independently from Zoning by-law Amendments.

Zoning By-Law

Relevant excerpts from Zoning By-law 8600 are *attached* as Appendix D.

The subject property is within a RD1.1 zone of Zoning By-law 8600, which does not permit a Semi-Detached Dwelling use.

The applicant is requesting an amendment to Zoning By-law 8600 to add a site-specific provision to allow for the construction of a two (2) storey Semi-Detached Dwelling with an increased maximum gross floor area for a main building of 410 m^2.

The applicant has submitted a Planning Rationale Report (PRR) in support of the requested amendment. The PRR has been considered and is supported in this report.

No other zoning deficiencies have been identified or supported.

A draft amending by-law is attached as Appendix F. Subsection 24 (1) of the *Planning Act*, R.S.O. 1990, c. P.13., prohibits a by-law from being passed that does not conform with the Official Plan. As discussed through the Official Plan section herein, the proposed amendment conforms to the applicable policies of the Official Plan.

Risk Analysis: N/A

Climate Change Risks

Climate Change Mitigation:

Residential intensification minimizes the impact on the community greenhouse gas emissions. Development within existing communities and neighbourhoods while using currently available infrastructure such as sewers, sidewalks, and public transit helps to mitigate development impact. Situating development in areas with access to active transportation and transit increases the likelihood of residents utilizing various non-vehicular means of utilitarian transportation which collectively reduced the amount of greenhouse gas emissions within the City of Windsor.

Climate Change Adaptation: N/A

Financial Matters: N/A

Consultations:

Comments received from City Departments, external agencies and members of the public on this application were taken into consideration when preparing this report. A record of the comments is included as Appendix E herein.

There are no objections to the proposed amendment.

The applicant hosted a virtual public open house on August 29, 2024, via Zoom. 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 one (1) resident. Comments from the residents of 1763 Longfellow Avenue objecting to the proposed amendment were received by email on August 18, 2024. The stated reasons for the objection are listed below:

- *"There is a nice little home at 1841 Longfellow Avenue already and we see no need to build another oversized monster in this area."*

    - The Single Unit Dwelling and Semi-Detached Dwelling Provisions under the RD1.1 zone are identical.
    - The applicant is requesting a 2.5% increase in the Gross Floor Area - main building - maximum provision for a Semi-Detached Dwelling from 400 m^2 to 410 m^2.

- *"We were promised that there would be no four unit dwellings built in existing neighbourhoods, a zoning change will certainly change that."*

    - The applicant is proposing a Semi-Detached Dwelling.

Comments received were taken into consideration when preparing this report.

Public Notice: Statutory notice was advertised in the Windsor Star, a local daily newspaper. A courtesy notice was mailed to property owners and residents within 200 metres of the subject property.

Conclusion:

The *Planning Act* requires that a decision of Council in respect of the exercise of any authority that affects a planning matter, "shall be consistent with the" *Provincial Planning Statement 2024*. The recommended zoning amendment has been evaluated for consistency with the *Provincial Planning Statement 2024* and conformity with the policies of the City of Windsor Official Plan.

The recommended Zoning By-law amendment is consistent the PPS, conforms with the policy direction of the City of Windsor Official Plan, is compatible with existing and permitted uses in the surrounding neighbourhood and constitutes good planning.

Planning Act Matters:

Brian Nagata

BRIAN NAGATA REGISTERED PROFESSIONAL PLANNER R.P.P.

Brian Nagata, MCIP, RPP
Planner III - Development (A)

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 Professional Planner and have reviewed as a Corporate Team Leader

JP RM

Approvals:

Name	Title
Greg Atkinson	Deputy City Planner - Development
Neil Robertson	City Planner
Aaron Farough	Senior Legal Counsel
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administration Officer

Notifications: N/A

Appendices:

1 Appendix A - Conceptual Plans
2 Appendix B - Site Images
3 Appendix C - Excerpts from Official Plan
4 Appendix D - Excerpts from Zoning By-law 8600
5 Appendix E - Consultations
6 Appendix F - Draft Amending By-law
7 Appendix G - Zoning Analysis
8 Appendix H - Draft Reference Plan
9 Appendix I - Noise Assessment
10 Appendix J - Planning Rationale Report

General:
Site plan generated is based upon municipal zoning information as obtained from the local building department where the project is to be constructed. Concept Studio Designs will not be responsible for determining other restrictions that are applied to the property (ie. easements, restrictive covanents etc.).

Upon receipt of the building permit, Concept Studio Designs is to be notified immediately, by the permit holder, of any issues or concerns the building department has noted on the permit set. If not notified, Concept Studio Designs is not responsible for any associated costs or damages.

Engineered shop drawings, for any "manufactured component" forming part of the building (ie. engineered roof trusses, engineered floor joist, timbers etc.), must be submitted to Concept Studio Designs for review and written approval. If engineered shop drawings are not submitted and approved, Concept Studio Designs is not responsible for any associated costs or damages.

Materials or construction procedures with are prohibited by law or shall cause a harmful effect to the natural environment or to the health of any person on the site during construction and/or during occupancy shall not be used in this project.

All trades shall conform with all the applicable federal, provincial & local codes, rules and regulations. In case of conflict, the most stringent requirement shall apply.

This building has been designed in accordance with the OBC 2012. A copy of the code book should be retained by the builder/general contractor for reference by the site construction personal. All construction shall conform to all requirements of the currant code.

Mechanical system design is by the mechanical contractor. Design and installation shall comply with parts 6, 9 and all other applicable parts of the OBC 2012

Plumbing systems design is by others. Design and installation shall comply with parts 7, 9 and all other applicable parts of the OBC 2012

These notes are for general reference only, where conflicts exist between these notes and current codes the more stringent requirements shall prevail.

Do not scale drawings; use printed dimensions only. If any discrepancy occurs, notify the designer and/or owner immediately for direction.

Soils:
When soil test are not provided, the soil bearing capacity is assumed to be 3000psf. Bearing material shall be dense sand or dence till. If any other materials or lower bearing capacity are encountered notify the architect /engineer for re-evaluation of footing size.

Sump Pumps:
Provide sump pumps in basements if recommended by soil engineer or as required by local code official.

Foundation Notes:
All foundations and footings have been designed based on a minimum soil bearing capacity of 3,000 p.s.f.

Compressive strength of concrete after 28 days shall be at least 32 MPa for a garage and carport floors and all exterior flatwork. All concrete used for garage and carport floors and exterior steps shall have air entrainment of 5% to 8%.
Concrete work and placement shall conform to the latest specification of C.R.S.I. and A.C.I.

Compressive strength of concrete after 28 days shall be at least 20 MPa for foundation walls.

Minimum footing depth shall be 4'-0" below finished grade.

Remove all fill and organic materials from areas to receive floor slabs. Prepare areas per soils engineer's recommendation.

All reinforcing bars, dowels, and ties shall conform to A.S.T.M A615 Grade 60. Reinforcing steel shall be continuous and shall have minimum 36 bar diameter lap, unless shown or noted. All reinforcing bars shall be deformed.

Provide temporary bracing as required to insure the stability of the structure until the permanent framing is in place.

All block shall be type N-1; mortar is to be type "N"; horizontal wire reinforcing shall be at 16" o.c. in all masonry walls.

Provide sill plate anchor bolts at 6'-0" o.c. (max.) and 12" from end of sill plates. Anchor bolts shall be ½" diameter (min.) and shall extend 15" (min.) into grouted concrete block or 8" (min.) into poured in place concrete footing or 8" into grouted concrete block plus into poured in place concrete footing.

Provide 24" rigid insulation at all perimeter slab on grade conditions. See drawings for thickness.

Waterproof all brick, block and poured concrete walls at any below grade conditions unless directed otherwise by the soils engineer.

Provide 6 mil vapor barrier under all concrete slab on grade conditions and at all attached garage area concrete slabs.

All poured concrete walls to be backfilled with sandy type soil and be well braced until concrete is thoroughly cured and additional weight of the building is in place. Do not use frozen material for backfill.

Loading Conditions:

	Live load	Dead load	Total
Floor habitable	40	15	55 p.s.f.
floor with marble, granite or other hard finish material on			
concrete bed,	40	35	75 p.s.f.
Roof load		25	25 p.s.f.
Roof pitched or flat	30	15	45 p.s.f.
Roof with ballust	30	25	55 p.s.f.

(Note): All floors were designed to a total load of 50 p.s.f. If a hard finish material in a grout bed is to be installed or other special loading conditions are anticipated consult designer for a structural analysis of the condition.

Trusses:
Floor truss manufacturer shall design and provide trusses to have a maximum deflection of 3/8" for spans greater than 16'-0" and 1/480 for spans under 16'-0".

Truss manufacturer shall be responsible for all truss designs including girders, hangers, bearing seats and anchors for trusses.

Truss framing shown on plans is for general reference and to indicate bearing locations. Manufacturer shall notify designer if additional bearing points and/or walls are needed prior to fabrication and erection.

All roof trussing shall be braced per manufacturer's recommendations or as required on drawings.

Framing & Materials:
Studs (bearing walls): Spruce-pine-fir, kiln dried, No. 2 or better.

Studs (non-bearing walls): Spruce-pine-fir, kiln dried, stud grade or better.

Joists, rafters, and headers: Fiber bending stress 1250 PSI elasticity
Modulus 1,400,000 PSI or better.

Walll plates, non-structural blocking: Spruce-pine-fir, kiln dried, utility grade or better

Perimeter sill plates: Spruce-pine-fir, kiln dried, No. 2 or better.
Set perimeter sill plates on sill sealer.
Furring: Spruce-pine-fir, kiln dried, No.3 or better.

Use metal joist hangers only where joists hang from beams, walls or other supports. No joist angles allowed.
All structural hangers to be "Simpson" or approved equal

Floor Truss framing and TJI floor joist on drawings is designed for carpet, wood or ceramic tile floor finishes. If the floor material changes, notify the designer immediately for a structural redesign of the floor system to accommodate the dead load of the new floor material.
All micro lam beams are by Trus Joist MacMillan and are to be joined together per manufacturer printed specifications.

Provide 2 x 6 blocking at 16" o.c. between rim joist and header joist under all partitions parallel to floor framing direction. Provide solid bearing under all point load conditions to top of foundation wall on steel beam.to

Studs in all walls to be spaced 16" o.c. unless noted otherwise. All studs to be continuous from floor to upper floor or roof construction.

Bearing Walls:
Provide 2 x 4 solid blocking at 16" o.c. on 2 x 4 ledger boards between header joists (see drawings for size of member) under all in-line bearing partitions from floor above.

Provide solid blocking at all point load conditions continuous to solid bearing at headers or foundation.

Provide solid blocking at all bearing walls perpendicular to framing direction.

Wall framing:
Exterior wood framed walls over 9'-0" in height shall be of minimum 2 x 6 construction. All studs shall be continuous from floor to underside of floor or roof framing above.

All structural mullions to have minimum double stud construction continuous from floor to underside of floor or roof framing above. Window transom headers shall span between continuous studs with flush hanger brackets as required.

Provide continuous studs to underside of roof framing at all sloped ceiling conditions, (Balloon construction.)

Lower level (basement) exterior frame walls shall be minimum 2 x 6 framing at 16" o.c. with pressure treated base plate. Interior lower level bearing walls shall be 2 x 6 framing at 16" o.c.

Wall Sheathing
Provide structural grade OSB wall sheathing for lateral loading. When non-structural sheathing is used provide let-in diagonal wind bracing or other type of bracing at all exterior corners of structure.

Roofing:
Asphalt shingles shall not be installed on roof slopes below two units vertical in 12 units horizontal (2:12). Double-layer underlayment shall be required on roof slopes below four units vertical in 12 units horizontal (4:12). Single-layer underlayment is required on all other roof slopes. Asphalt shingles shall be secured to the roof with not less than four fasteners per strip shingle, or not less than two fasteners per individual shingle, Shingle headlap shall not be less than 2 inches (51mm).
Installation at valleys, use "cut valley" method.

Roof Penetrations:
All plumbing, mechanical vent stacks and furnace flues shall be offset to rear roof lines.
Flashing at all penetrations as required.

Attic Access:
A readily-accessible opening not less than 22" x 28" shall be provided to any attic area having a clear height of over 30".

Stairs:
All stairs shall conform to OBC section 9.8 for allowable riser height and tread depth. (Minimum 9 1/4" treads and maximum 7 7/8" risers in single family dwellings.)

Handrails shall be provided on at least one side of stairways of two (2) risers or more having a width of less than 44". Provide additional handrails as required by code on wider stairways.

Handrail to have a diameter size of 1 ¼" min, 2" max.

All handrails shall be located at a height of 34" min. and 38" max. above nose of tread. The size and shape of handrails shall conform to current code requirements.

Guard rail:
Balusters shall be spaced so that a sphere with a diameter of 4 inches cannot pass through the opening.

Top of railings shall be a minimum of 42" high above finished floor or nose of stair tread. The space below a guard rail shall be constructed such that a sphere with a diameter of 6 inches shall not be able to pass through any opening.

Doors:
All doors shall be 6' - 8" high unless noted otherwise.
Doors between house and garage to be solid core fire rated steel door with automatic closer.

Windows and Glazing:
A minimum of one (1) window in each sleeping area shall meet emergency egress requirements. Window contractor shall provide egress hardware necessary to allow windows to meet applicable egress requirements.

Provide flashing at all window head, jamb, and sill conditions.

Fixed glass sizes shown are for reference only. Glazing contractor shall field measure all rough openings for fixed glass prior to fabrication.

Operating sash are shown for basic sizing only. Final size for rough opening and glazing shall be per selected window manufacturer's standards.

Provide the appropriate safety glass (in accordance with all applicable building codes) for all hazardous locations listed below:
a) Glazing in ingress and egress doors except wired glass in required fire doors and jalousies.
b) Glazing in fixed sliding panels of sliding type doors (patio and mall type).
c) Glazing in storm doors.
d) Glazing in all unframed swinging doors.
e) Glazing in shower and bathtub doors and enclosures.
f) Glazing, operable or inoperable, adjacent to a door in all buildings and within the same plane as the door whose nearest vertical edge is within twelve (12) inches of the door in a closed position and whose bottom edge is less than sixty (60) inches above the floor or walking surface.
g) Glazing in fixed panels having a glazed area in excess of nine (9) square feet with lowest edge less than eighteen 18" inches above the finished floor or walking surface within thirty-six (36) inches of such glazing. In lieu of safety glazing such glazed panels may be protected with a horizontal member not less than one and one half (1 ½) inches in width when located between twenty-four (24) and thirty-six (36) inches above the walking surfaces.

Insulation:
Provide insulation as required to meet OBC 2012 Code

Provide 24" wide rigid insulation at all perimeter slab on grade conditions. See drawings for thickness.

Provide minimum 6" batt insulation at all bond conditions (R=22)

Provide minimum 3 ½" batt insulation around all skylight shafts (R=11)

Thermal batt and blanket insulation shall have a kraft faced vapor barrier.

Insulation shall be installed in such a manner as to allow free air flow from the soffit to the roof space.
Ventilation of concealed roof spaces shall be maintained.

Gypsum Board:
The garage shall be completely separated from the residence and its attic area by means of ½" gypsum board applied to the garage side.

Smoke Detectors:
Each sleeping area shall be provided with a minimum of one (1) smoke detector (local fire department approved and Underwriter's Laboratories listed and labeled) installed adjacent to the sleeping area. The smoke detector shall be installed in accordance with all applicable codes. Where more than one (1) detector is required to be installed within an individual dwelling unit, the detectors shall be wired in such a manner that the actuation of one (1) alarm will actuate all the alarms in the individual unit. At least one alarm shall be provided at each floor.

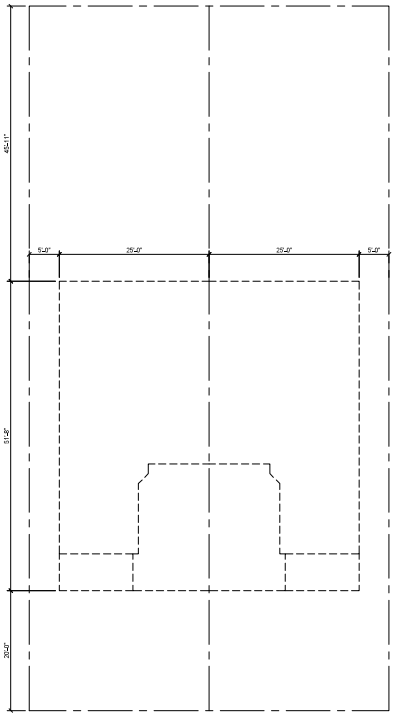
Electrical:
Electrical system design is by others. Design and installation shall comply to Ontario electrical safety code - current addition

Bedroom outlets - All Branch circuits that supplay 125 Volts, single phase, 15 and 20 amp outlets installed in dwelling units bedrooms shall be protected by an arc-fault circuit interrupter listed to provide protection of the entire branch circuit

Corridor and Stairway Lighting
Electrical contractor shall provide fixtures with adequate illumination to meet the required foor candle levels at first floor and stair treads per code

Contractor may provide additional fixtures not shown on plan to meet these requirements

The controls for activation of the stairway lighting shall be operable fromt he top and bottom of the stairway without traversing any step of the stair. All switches that control interior stairway lighting shall be illuminated switches (Controls)



LOT AREA	11,384
BUILDING FOOTPRINT (HOUSE, GARAGE, PORCH)	2,926 SQFT
LOT COVERAGE	25.7%

NOTE:
1) EXISTING TREES TO REMAIN & TO BE PROTECTED WITH BARRIER. DO NOT STOCKPILE SOIL GAINST OR ARROUND TREES. AVOID COMPACTION SOIL AROUND ROOT AREA OF TREES

2) FINAL GRADE SHALL BE SUCH SO THAT STORM WATER WILL NOT RUN-OFF ONTO ADJACENT PROPERTIES.

SITE PLAN
SCALE: 1/16" = 1'-0"

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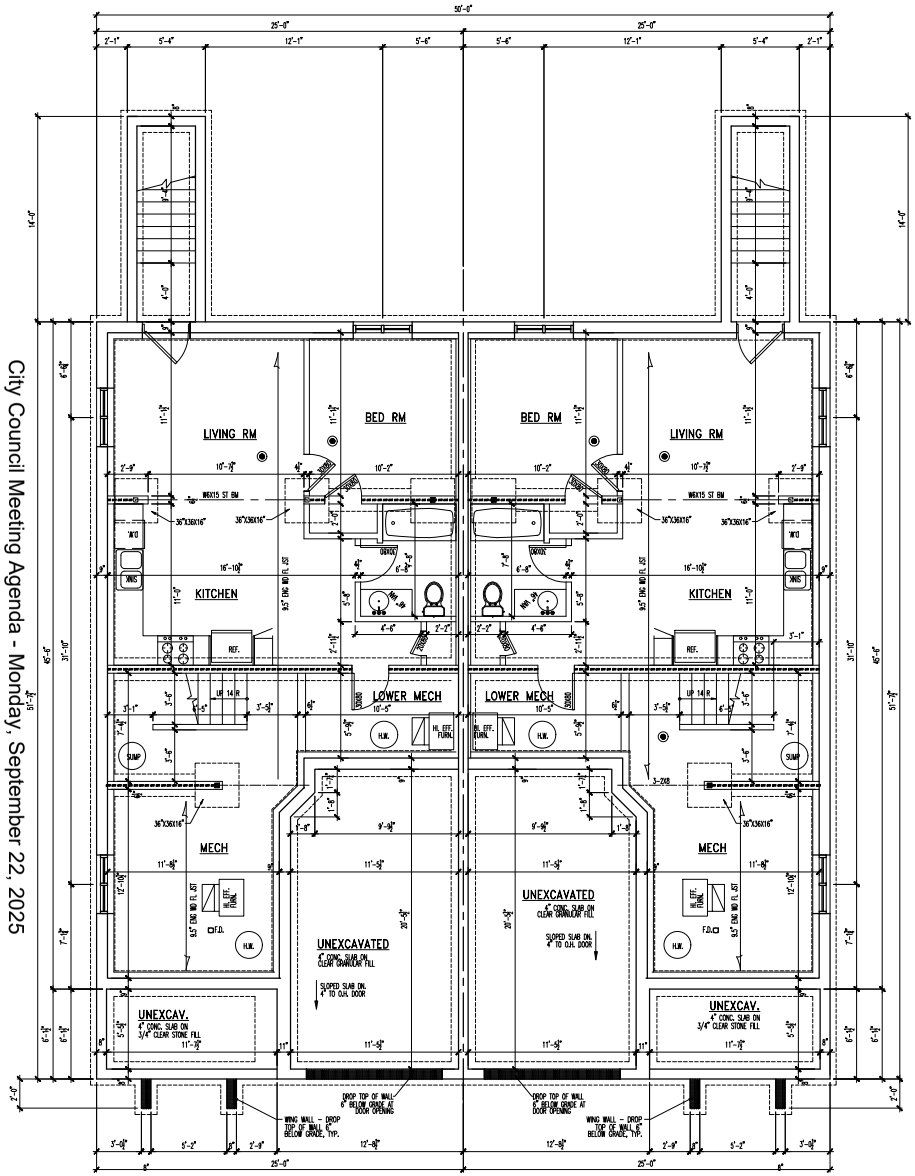
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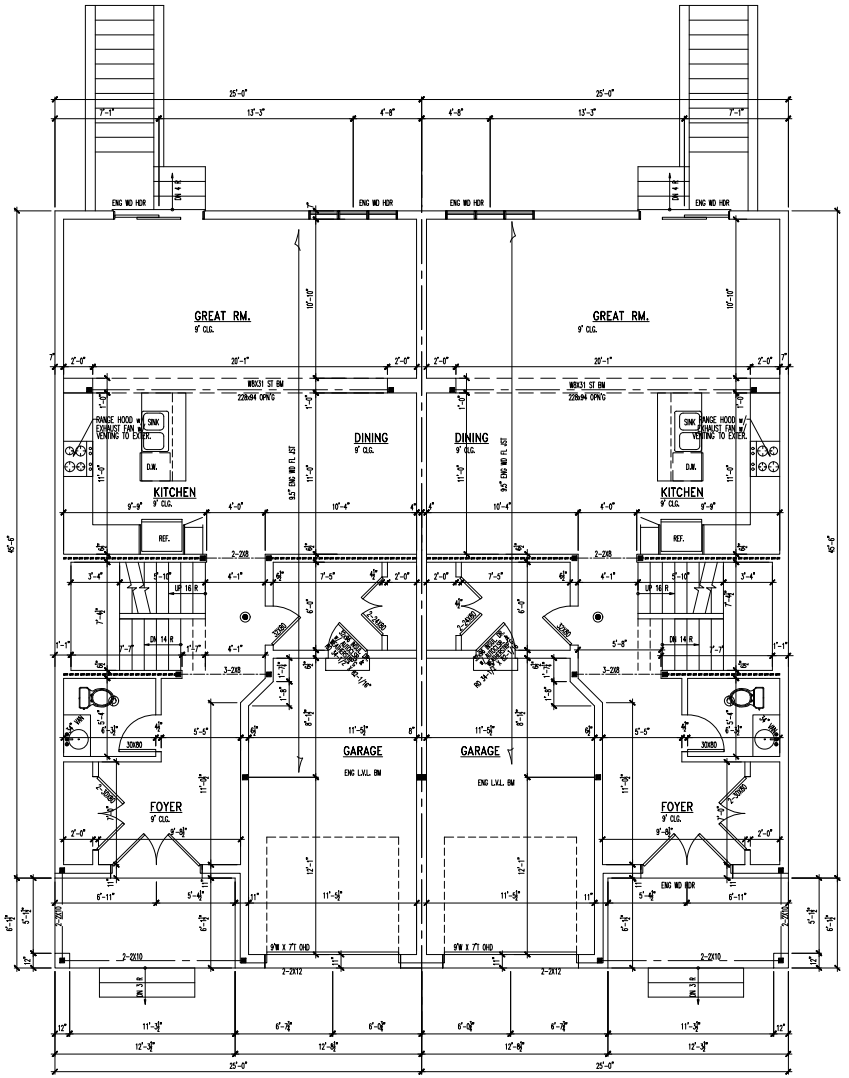
Project Name and Address
ORAK
NEW TOWNHOUSE
1941 LONGFELLOW, WINDSOR

Project Number: 23-015
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(C) Copyright Meeting Agenda Monday, September 12, 2022 6:00 PM
Page 252 of 841





FOUNDATION PLAN

SCALE: 1/4" = 1'-0"

UNIT "A"		UNIT "B"	
MAIN FLOOR AREA	= 964 SQ.FT.	MAIN FLOOR AREA	= 964 SQ.FT.
SECOND FLOOR AREA	= 980 SQ.FT.	SECOND FLOOR AREA	= 1,014 SQ.FT.
TOTAL AREA	= 1,944 SQ.FT.	TOTAL AREA	= 1,933 SQ.FT.
PORCH AREA	= 70 SQ.FT.	PORCH AREA	= 70 SQ.FT.
MAIN FL BASEMENT	= 250 SQ.FT.	MAIN FL BASEMENT	= 250 SQ.FT.
BASEMENT ADU AREA	= 525 SQ.FT.	BASEMENT ADU AREA	= 525 SQ.FT.
GARAGE AREA	= 250 SQ.FT.	GARAGE AREA	= 250 SQ.FT.

SMOKE & CO
EXHAUST FAN

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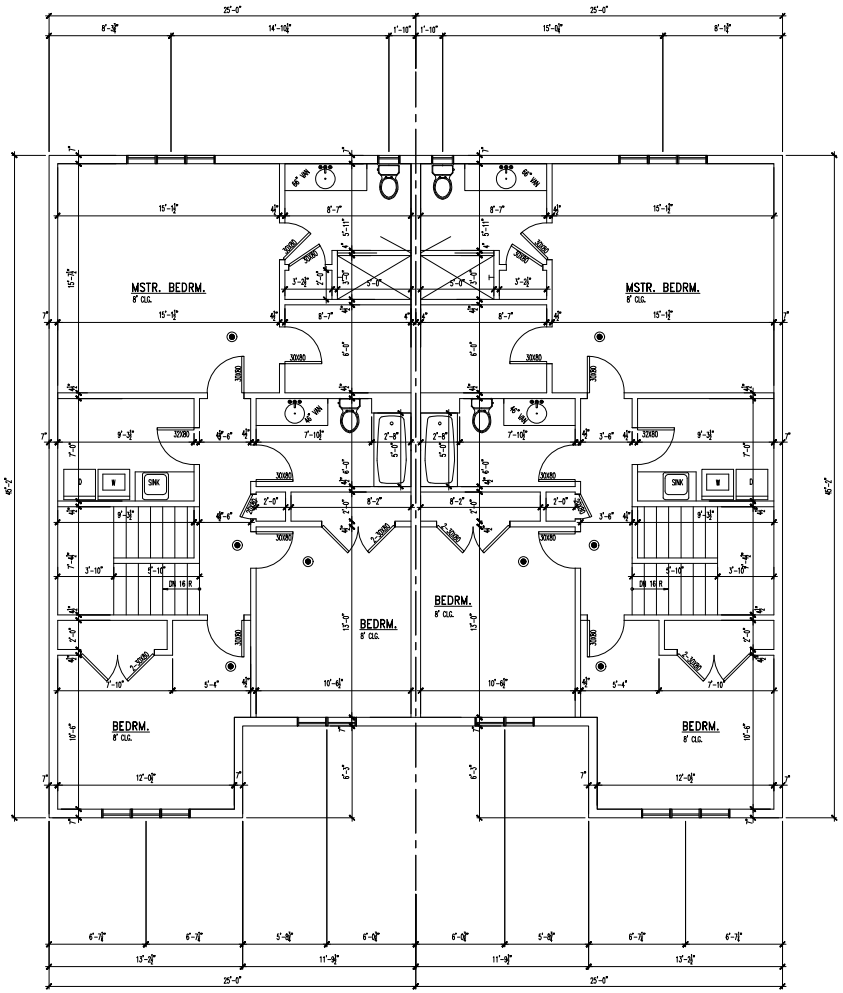
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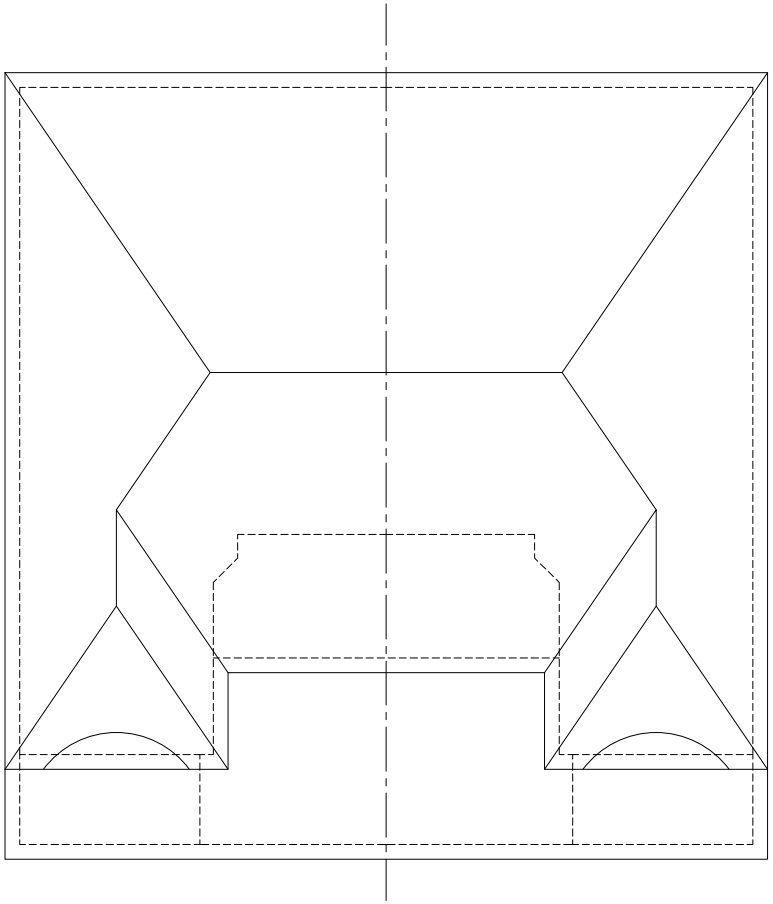
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MAIN FLOOR PLAN
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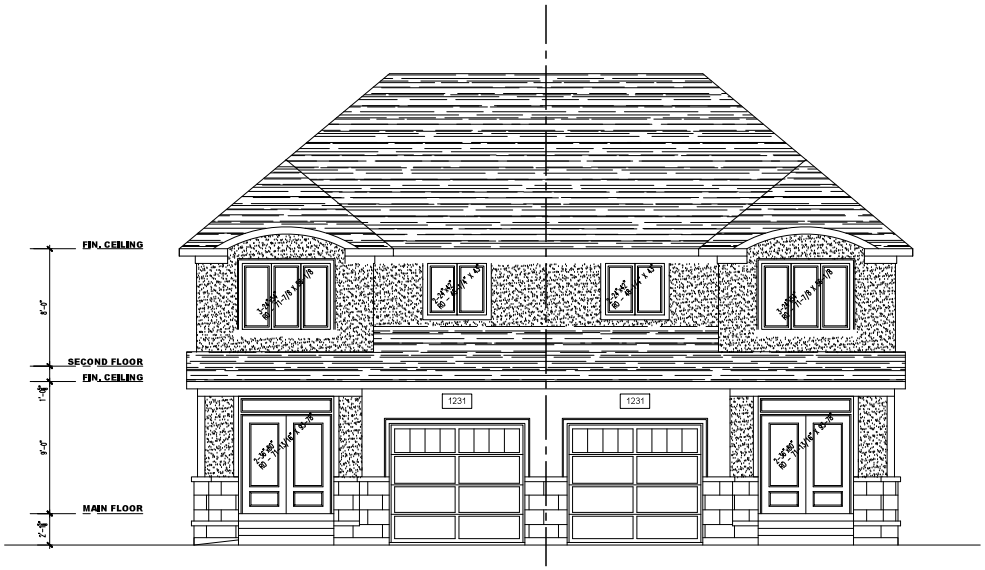
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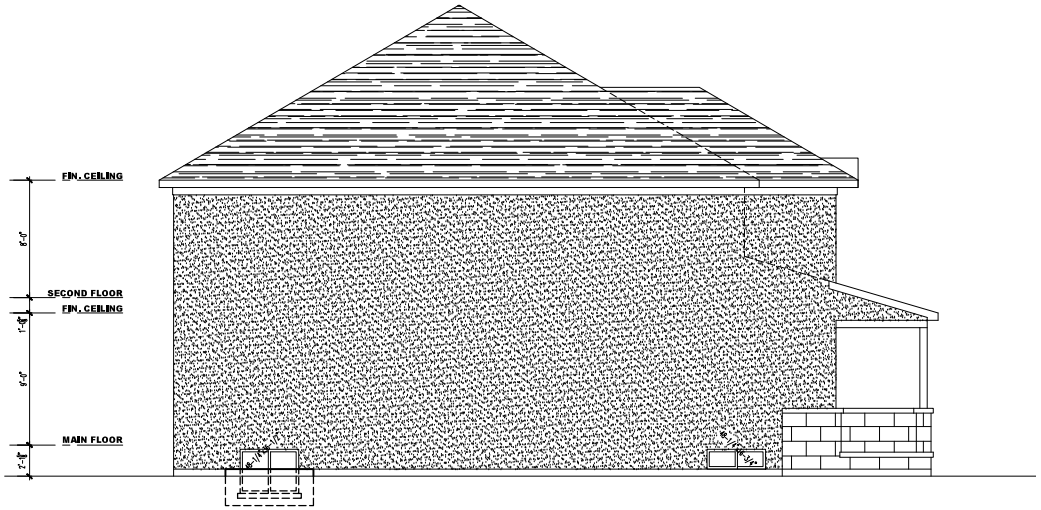
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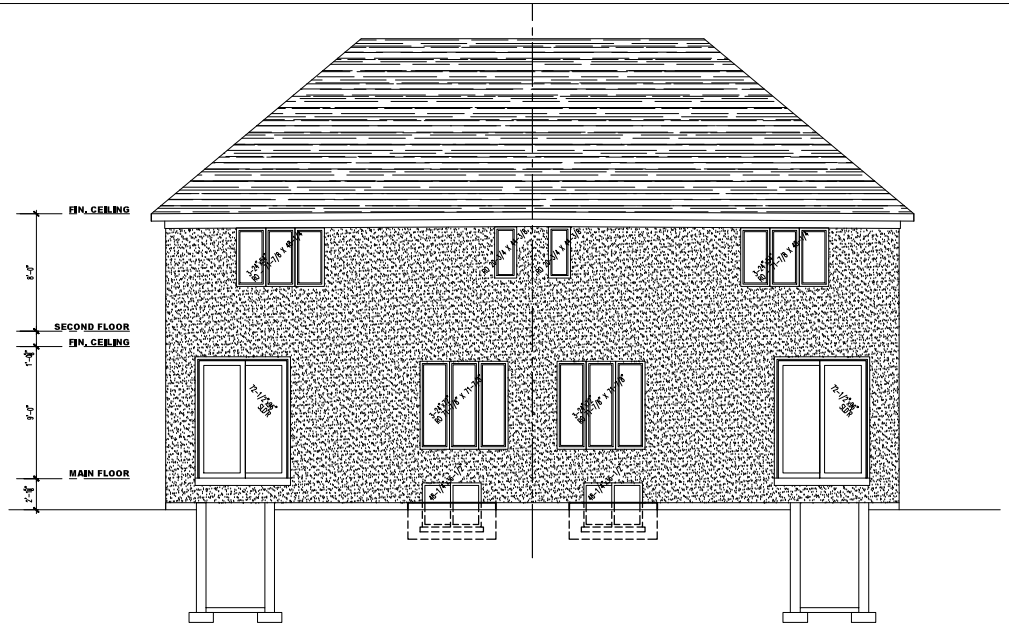
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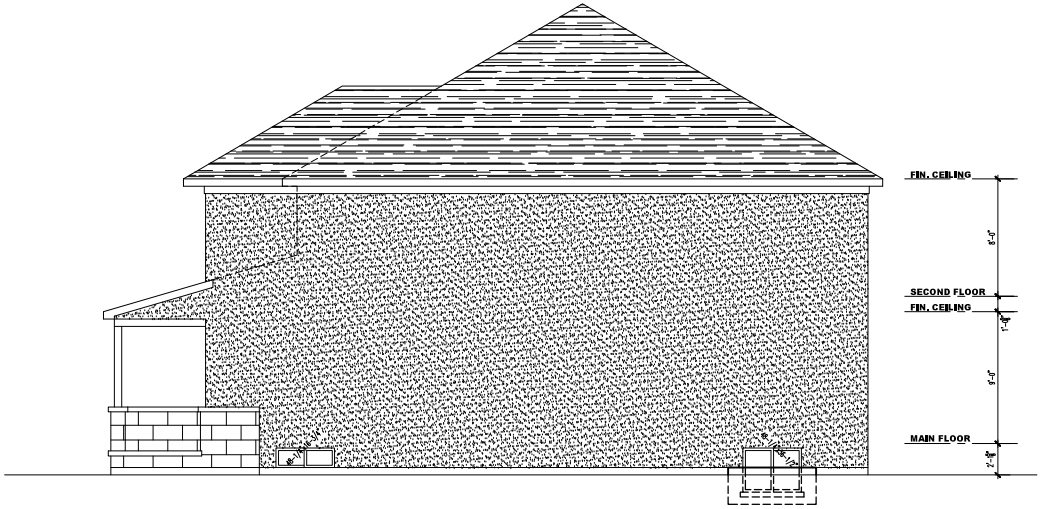
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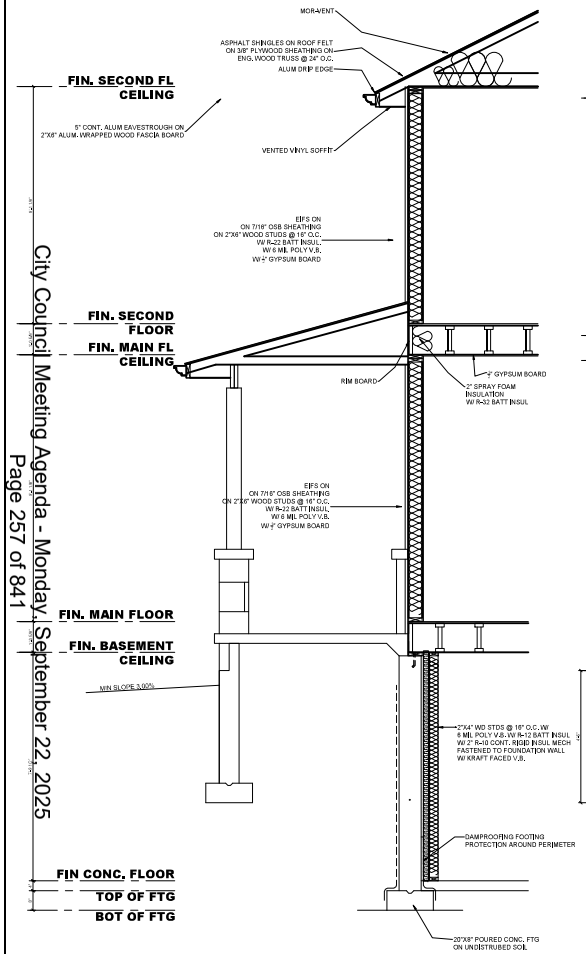
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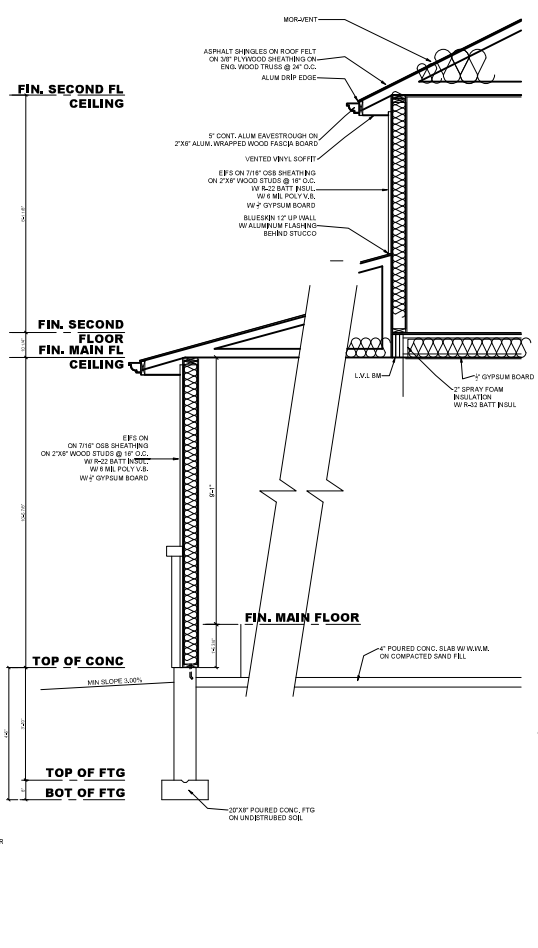
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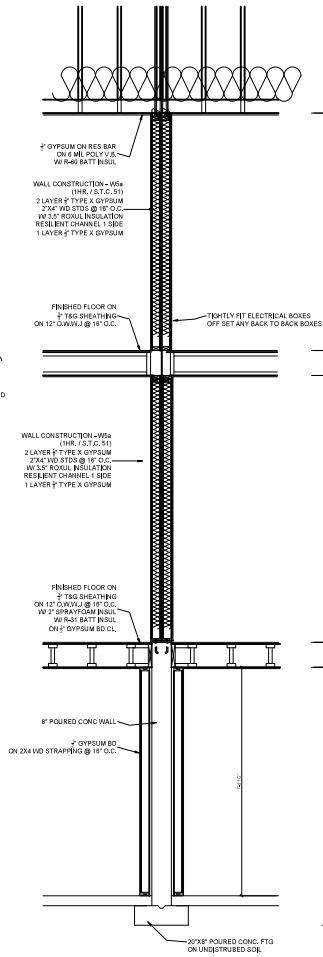
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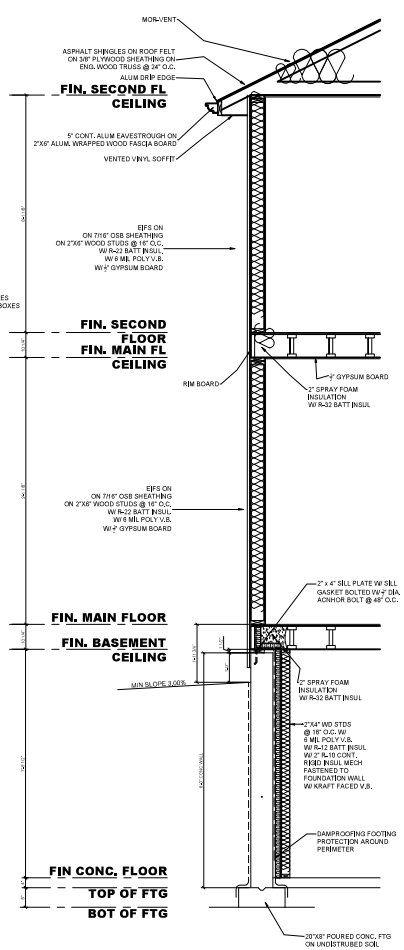
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SCALE: 1/2" = 1'-0"



4 A7 **DETAIL SECTION**
SCALE: 1/2" = 1'-0"



3 A7 **DETAIL SECTION**
SCALE: 1/2" = 1'-0"



4 A7 **DETAIL SECTION**
SCALE: 1/2" = 1'-0"

SECTIONS
SCALE: 1/4" = 1'-0"

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2985 DOUGALL AVE
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Project Name and Address
MASTER PLAN - 4 UNIT
NEW 24FT WIDE 4 UNIT
2 STOREY TOWN HOUSE
ESSEX, ON

Project Number
-

CAD DWG FILE
-

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C.S.

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C.S.

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APPENDIX “B”
Site Photos

(Google Street View - November 2023)



Figure 1 - Looking west towards subject property from Longfellow Avenue

APPENDIX "C"
Excerpts from Official Plan Volumes I & II

Volume I

3. Development Strategy

3.2 Growth Concept

3.2.1 Safe, Caring and Diverse Community

NEIGHBOURHOOD HOUSING VARIETY

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.

6. Land Use

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.

RESIDENTIAL

6.1.3 Housing suited to the needs of Windsor's residents.

RESIDENTIAL INTENSIFICATION

6.1.14 To direct residential intensification to those areas of the City where transportation, municipal services, community and goods and services are readily available. **(added by OPA #159 –APPROVED July 11, 2022, B/L# 100-2022)**

6.3 Residential

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 OPA#159 - APPROVED July 11, 2022, B/L#100-2022)**

6.3.2 Policies

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.

High Profile Residential Buildings shall be directed to locate in the City Centre, Mixed Use Centres and Mixed Use Corridors. **(Added by OPA #159 – APPROVED July 11, 2022 , B/L# 100-2022)**

TYPES OF LOW PROFILE HOUSING

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

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

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

LOCATIONAL CRITERIA

6.3.2.4 Residential intensification shall be directed to the Mixed Use Nodes and areas in proximity to those Nodes. Within these areas Medium Profile buildings, up to four (4) storeys in height shall be permitted. These taller buildings shall be designed to provide a transition in height and massing from low-profile areas.

New residential development and intensification shall be located where:

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

(b) Full municipal physical services can be provided;

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

(d) Public transportation service can be provided. **(Added by OPA #159 – APPROVED July 11, 2022, B/L# 100-2022)**

EVALUATION CRITERIA FOR A NEIGHBOURHOOD DEVELOPMENT PATTERN

6.3.2.5 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;

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

(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; **(Added by OPA #159 – APPROVED July 11 2022, B/L# 100-2022)**

(d) provided with adequate off street parking;

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

11. Tools

11.6 Zoning

11.6.1 Objectives

COMPATIBLE USES

11.6.1.2 To ensure compatibility between land uses.

11.6.3 Zoning By-law Amendment Policies

EVALUATION CRITERIA

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

(a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II:

(b) Relevant support studies;

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

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

(e) The ramifications of the decision on the use of adjacent or similar lands.

Volume II

4. South Cameron Planning Area

4.5 Goals

Based on the background analysis and input received at the public meetings, the following development goals are established.

EFFICIENT LAND USE

4.5.1 Promote land use patterns, residential densities and building forms that make efficient use of existing resources, services and infrastructure

NOISE PROTECTION

4.5.5 Facilitate noise reduction in development and protect residents from unacceptable levels of noise

4.7 Policies

Based upon the background analysis, public input, and consultants' studies, a development concept was prepared (refer to Schedule SC-1: Development Concept). The intent of this secondary plan is to achieve the previously described goals and objectives, establish a land use pattern and set out policies to guide future development.

4.7.1 Residential

This secondary plan provides primarily for residential development which complements the development that has already occurred within this planning district. In this regard, residential development will be primarily low profile with limited provision for medium and high profile housing to afford a variety of choices in housing forms.

Residential areas are allocated to allow safe and convenient access to parks, schools and major roads leading to commercial facilities and employment areas.

LOW PROFILE RESIDENTIAL DEFINED

4.7.1.4 For the purpose of this secondary plan, Low Profile Residential development comprise single detached and semi-detached dwellings only.

SCHEDULE SC-3: NOISE CONTROL CONDITIONS

4.7.1.9 Noise abatement shall be required to be incorporated in zoning by-laws, and/or site plan agreements in areas as shown on Schedule SC-3: Noise Control Areas as follows:

(d) No building permits for new dwelling units or other sensitive land uses shall be issued by the Commissioner of Planning and Building Services in Area “E” on Schedule SC-3: Noise Control Areas, Area “E” being composed of all residentially designated land within 1000 metres of the Van de Water Rail Yard, unless the following warning clause is included in all agreements of purchase, lease and sale is registered on title:

RAIL YARD WARNING CLAUSE

All persons intending to acquire an interest in the real property by purchase or lease are advised of the proximity of the Canadian National Railway's Yards, which operate on a 24-hour basis. It is possible that the rail yard operations may cause disturbance and may be altered or expanded which could affect the living environment of the residents despite the inclusion of any noise and vibration attenuating measures in the design of the outdoor amenity area(s) and individual dwelling(s). Residents are advised that further mitigation cannot be expected and Canadian National Railways will not be responsible for any complaints or claims arising from use of such facilities and/or operations. **(amended by OMB order 1485 – 11/01/2002)**

4.7.10 Environment

A community park/woodland in the centre of the district is intended for conservation. The area contains mature and successional deciduous woods. These woods should be protected and adjacent development is to be designed in accordance with the policies to protect and visually expose this feature.

Environmental Policy Areas B are designated in Volume I: The Primary Plan at several locations in the district. These areas are also wooded, however, because of their peripheral location, successional wooded character and/or narrow shape, some controlled development is permitted.

Noise pollution from surrounding roads and railway tracks is a serious problem and appropriate measures are required.

NOISE STUDY

4.7.10.2 The Noise Study shall identify all noise sources affecting the subject lands (e.g. industrial uses, Windsor Airport, major roads and railway tracks) and assess their impact and recommend noise abatement measures for the proposed residential developments.

4.10 Implementation

4.10.4 Zoning By-law Amendments

ZONING AMENDMENTS 4.10.4.1 Amendments to Zoning By-law 3072 will be considered having regard to the development policies for the South Cameron Planning District established by this secondary plan.

INITIATION 4.10.4.2 Zoning amendments will normally be considered when applications are received from property owners (or their authorized agents) within this planning district. This does not, however, preclude the Corporation of the City of Windsor from initiating amendments to Zoning By-law 3072 where the amendments are perceived to be in the interest of good planning.

4.10.6 Interim Traffic Control Measures

INTERIM TRAFFIC CONTROL MEASURES 4.10.6.1 To relieve the traffic pressure on Dominion, a one way street system along Dominion and Longfellow with possible intersection improvements at Totten/Campbell Street will be investigated as an interim measure in consultation with residents.

APPENDIX "D"
Excerpts from Zoning By-law 8600

SECTION 10 - RESIDENTIAL DISTRICTS 1. (RD1.)

(B/L 10358 Jul 16/1990; B/L 11093 Jul 20/1992; B/L 33-2001 Oct 23/2001 OMB Order 1716 PL010233; B/L 370-2001 Nov 15/2001; B/L 363-2002 Dec 31/2002; B/L 220-2002 Feb 24/2003; B/L 10-2004 Jan 12/2005, OMB Order 0055 PL040143; B/L 114-2016 Sep 19/2016; B/L 164-2017 Dec 7/2017; B/L 95-2019 Sep 27/2019; B/L 101-2022 Jul 11/2022; B/L 52-2024 Apr 22/2024)

10.1 RESIDENTIAL DISTRICT 1.1 (RD1.1)

10.1.1 PERMITTED USES

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

10.1.5 PROVISIONS

		Duplex Dwelling	Semi-Detached Dwelling	Single Unit Dwelling
.1	Lot Width – minimum	9.0 m	15.0 m	15.0 m
.2	Lot Area – minimum	360.0 m^2	450.0 m^2	450.0 m^2
.3	Lot Coverage – maximum	45.0%	45.0%	45.0%
.4	Main Building Height – maximum	9.0 m	9.0 m	9.0 m
.5	Front Yard Depth – minimum	6.0 m	6.0 m	6.0 m
.6	Rear Yard Depth – minimum	7.50 m	7.50 m	7.50 m
.7	Side Yard Width – minimum	1.20 m	1.20 m	1.20 m
.10	Gross Floor Area – main building – maximum	400 m^2	400 m^2	400 m^2

(B/L 101-2022 July 11/2022; B/L 52-2024 Apr 22/2024)

APPENDIX "E"
Consultations

CALDWELL FIRST NATION COMMUNITY

No comments provided

CANADIAN PACIFIC RAILWAY

No comments provided

ENGINEERING - DEVELOPMENT

We have reviewed the subject Rezoning application and have the following comments:

Sewers

The site may be serviced by a 250mm sanitary sewer and a ditch located within Longfellow Avenue right-of-way. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

Right of-Way

Longfellow Avenue is classified as Residential Road according to the Official Plan requiring a right-of-way width of 20.10m; the current right-of-way is 20.10m. Therefore, no conveyance is required currently.

In summary we have no objection to the proposed development, subject to the following requirements:

If you have any further questions or concerns, please contact Juan Florian, of this department at jflorian@citywindsor.ca.

[Juan Paramo - Development Engineer]

ENGINEERING - R.O.W.

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.
    - Modify as per Standard Engineering Drawing [AS-221/AS-222 and AS-209].
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

CCTV Sewer Inspection – The Owner further agrees to provide at its entire expense, and to the satisfaction of the City Engineer, a video inspection, of any existing connections proposed for reuse to ensure the suitability of the connection for use in accordance with City of Windsor Standard Specifications S-32 CCTV Sewer Inspection

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
    c. Driveway approach across culvert in accordance with City of Windsor Standard Drawing AS-209

Sewer Connections – The site is serviced by a 250mm sanitary sewer and a ditch located within the Longfellow Ave Street right-of-way. 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.

If you have any further questions or concerns, please contact Dan Perissinotti, of this department at dperissinotti@citywindsor.ca.

[Mark Schaffhauser - Technologist III]

ENWIN UTILITIES LTD. - HYDRO ENGINEERING

Comments to Stage 1 Planning Consultation Application - PC-012/24 (February 8, 2024)

No objection provided adequate clearances are achieved and maintained. Take note of ENWIN owned hydro poles carrying overhead primary and secondary conductors at the West edge of the property.

Be advised: The hydro poles carrying overhead primary and secondary conductors mentioned above may require relocation/removal or accommodations in design in order to maintain adequate clearance or to clear land for construction.

[Jeremy Allossery - Hydro Engineering Technologist]

ENWIN UTILITIES LTD. - WATER ENGINEERING

Comments to Stage 1 Planning Consultation Application - PC-012/24 (February 8, 2024)

Water Engineering has no objections. The existing water service is to be abandoned and upgraded for the new proposed development.

[Bruce Ogg - Water Project Review Officer]

FORESTRY

Comments to Stage 1 Planning Consultation Application - PC-012/24 (February 12, 2024)

Forestry has no assets on this property.

[Yemi Adeyeye - Manager of Forestry & Natural Areas]

NATURAL HERITAGE

Comments to Stage 1 Planning Consultation Application - PC-012/24 (February 12, 2024)

Natural Areas has no comments on this liaison.

[Karen Alexander - Naturalist & Outreach Coordinator]

PARKS DESIGN & DEVELOPMENT

Comments to Stage 1 Planning Consultation Application - PC-012/24 (February 12, 2024)

Parks D&D has no objection to this Liaison.

[Hoda Kameli - Landscape Architect]

PLANNING DEPARTMENT - HERITAGE

Comments to Stage 1 Planning Consultation Application - PC-012/24 (February 6, 2024)

The subject property is located within an area of high archaeological potential. However, the proposed development is on top of lands that have been previously disturbed, the subject property is a standard sized residential lot and the proposed development will not lead to an impact on the land greater than one residential building envelope. Nevertheless, the Applicant should be notified of the following archaeological precaution.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Building Department, the City's Manager of Culture and Events, and the Ontario Ministry of Citizenship and Multiculturalism must be notified and confirm satisfaction of any archaeological requirements before work can recommence.
2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site secured. The local police or coroner must be contacted to determine whether or not

the skeletal remains are human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Citizenship and Multiculturalism and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Citizenship and Multiculturalism.

Contacts:

Windsor Planning & Building Department:

519-255-6543 x6179, ktang@citywindsor.ca, 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

[Tracy Tang - Heritage Planner]

PLANNING DEPARTMENT - LANDSCAPE ARCHITECT

Comments to Stage 1 Planning Consultation Application - PC-012/24 (February 9, 2024)

No additional studies required from a landscape architectural or urban design perspective.

[Stefan Fediuk - Landscape Architect / Acting Senior Urban Designer]

TRANSPORTATION PLANNING

Comments to Stage 1 Planning Consultation Application - PC-012/24 (February 12, 2024)

No supporting information required

[Elara Mehrilou - Transportation Planner I]

WALPOLE ISLAND FIRST NATION

No comments provided

APPENDIX "F"
Draft Amending By-law

B Y - L A W N U M B E R -2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the day of , 2025.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

1. That subsection 91.10 of Section 91, of said by-law, is amended by adding the following clause:

5. WEST SIDE OF LONGFELLOW AVENUE BETWEEN ARCADIA STREET AND CALUMET STREET

For the lands comprising of Part of Lot 138, Lots 139 & 140, and Part of Closed Alley, Plan 557 (PIN 01313-1596 LT & 01313-1597 LT), a *Semi-Detached Dwelling* shall be an additional permitted *main use* and shall be subject to the *Semi-Detached Dwelling* provisions of Section 10.1.5, save and except that the *maximum gross floor area* shall be 410 m^2.

[ZDM 4, 7 & 8; ZNG/7312]

2. The said by-law is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of said by-law and made part thereof, so that the lands described in Column 3 are delineated by a broken line and further identified by the zoning symbol shown in Column 5:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Zoning Symbol	5. Zoning Symbol
1	4, 7 & 8	Part of Lot 138, Lots 139 & 140, and Part of Closed Alley, Plan 557, PIN 01313-1596 LT & 01313-1597 LT (located on the west side of Longfellow Avenue between Arcadia Street and Calumet Street)	RD1.1	RD1.1x(5)

DREW DILKENS, MAYOR

CLERK

First Reading - , 2025

Second Reading - , 2025

Third Reading - , 2025

SCHEDULE 2

1. By-law _____ has the following purpose and effect:

   To amend the zoning of the lands located on the west side of Longfellow Avenue between Arcadia Street and Calumet Street, legally described as Part of Lot 138, Lots 139 & 140, and Part of Closed Alley, Plan 557, PIN 01313-1596 LT and PIN 01313-1597 LT, so as to permit the development of a semi-detached dwelling on the subject land.

   The amending by-law maintains the RD1.1 zoning on the subject land and adds a special zoning provision permitting a semi-detached dwelling with an increased maximum gross floor area for a main building of 410 m^2.

2. Key map showing the location of the lands to which By-law _____applies.



PART OF ZONING DISTRICT MAPS 4, 7, 8

N.T.S.

SCHEDULE 2

Applicant:Orak Stucco

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : JUNE, 2025
FILE NO. : Z-017/25, ZNG/7312

APPENDIX "G"

Zoning Analysis (200 metre Catchment Area)

Municipal Address	Use	Age of Main Building	Lot Width (m) (Approximate)	Lot Area (m2) (Approximate)	Density (Approximate) (uph)	Density with ADU's (Approximate) (uph)
0 Dominion Boulevard	Vacant Land	N/A	15.2	510.8	19.6	58.7
1763 Longfellow Avenue	Single Unit Dwelling	1978	30.5	1,131.1	8.8	26.5
1772 Dominion Boulevard	Single Unit Dwelling	1998	15.2	511.4	19.6	58.7
1775 Longfellow Avenue	Single Unit Dwelling	1996	12.4	415.0	24.1	72.3
1777 Dominion Boulevard	Single Unit Dwelling	1938	57.9	1,866.4	5.4	16.1
1778 Dominion Boulevard	Single Unit Dwelling	1956	22.9	879.0	11.4	34.1
1781 Dominion Boulevard	Single Unit Dwelling	1999	15.2	510.9	19.6	58.7
1781 Longfellow Avenue	Single Unit Dwelling	1996	12.4	415.2	24.1	72.3
1782 Dominion Boulevard	Single Unit Dwelling	1996	15.2	511.2	19.6	58.7
1785 Dominion Boulevard	Single Unit Dwelling	1997	15.2	510.9	19.6	58.7
1785 Longfellow Avenue	Single Unit Dwelling	1996	12.4	475.7	21.0	63.1
1787 Dominion Boulevard	Single Unit Dwelling	1935	22.9	829.2	12.1	36.2
1787 Longfellow Avenue	Single Unit Dwelling	1996	12.4	415.9	24.0	72.1
1788 Dominion Boulevard	Single Unit Dwelling	1996	15.2	510.8	19.6	58.7
1788 Longfellow Avenue	Single Unit Dwelling	1935	8.6	737.9	13.6	40.7
1789 Longfellow Avenue	Single Unit Dwelling	1996	12.4	475.1	21.0	63.1
1791 Longfellow Avenue	Single Unit Dwelling	1996	12.4	461.1	21.7	65.1
1793 Longfellow Avenue	Single Unit Dwelling	1940	24.8	892.3	11.2	33.6
1794 Dominion Boulevard	Single Unit Dwelling	1996	12.5	491.1	20.4	61.1
1797 Dominion Boulevard	Single Unit Dwelling	1998	13.9	519.8	19.2	57.7
1798 Dominion Boulevard	Single Unit Dwelling	1940	32.7	1,115.2	9.0	26.9
1800 Longfellow Avenue	Single Unit Dwelling	1999	15.2	510.8	19.6	58.7
1801 Dominion Boulevard	Single Unit Dwelling	1998	13.9	519.8	19.2	57.7
1804 Dominion Boulevard	Single Unit Dwelling	1945	22.9	766.2	13.1	39.2
1805 Longfellow Avenue	Single Unit Dwelling	1998	22.9	870.7	11.5	34.5
1808 Dominion Boulevard	Single Unit Dwelling	2018	11.4	409.3	24.4	73.3
1808 Longfellow Avenue	Single Unit Dwelling	1999	15.2	510.8	19.6	58.7
1817 Longfellow Avenue	Single Unit Dwelling	1940	30.5	1,091.3	9.2	27.5
1818 Dominion Boulevard	Single Unit Dwelling	2018	11.4	409.2	24.4	73.3
1818 Longfellow Avenue	Single Unit Dwelling	1999	15.2	510.8	19.6	58.7
1819 Dominion Boulevard	Single Unit Dwelling	1935	22.9	766.3	13.0	39.1
1823 Dominion Boulevard	Single Unit Dwelling	2015	15.2	510.8	19.6	58.7
1828 Longfellow Avenue	Single Unit Dwelling	2000	15.2	510.8	19.6	58.7

APPENDIX "G"

Zoning Analysis (200 metre Catchment Area)

1829 Dominion Boulevard	Single Unit Dwelling	2017	15.2	510.7	19.6	58.7
1830 Dominion Boulevard	Single Unit Dwelling	1955	15.4	549.6	18.2	54.6
1831 Longfellow Avenue	Single Unit Dwelling	1925	22.9	818.5	12.2	36.7
1834 Dominion Boulevard	Single Unit Dwelling	2004	15.1	543.9	18.4	55.2
1835 Dominion Boulevard	Single Unit Dwelling	2016	15.2	511.0	19.6	58.7
1841 Dominion Boulevard	Vacant Land	N/A	15.2	511.0	19.6	58.7
1841 Longfellow Avenue	Single Unit Dwelling	1935	18.3	657.2	30.4	91.3
1842 Longfellow Avenue	Single Unit Dwelling	1954	22.9	818.3	12.2	36.7
1844 Dominion Boulevard	Single Unit Dwelling	1997	15.2	510.8	19.6	58.7
1844 Longfellow Avenue	Single Unit Dwelling	1999	14.6	523.8	19.1	57.3
1845 Alexandra Avenue	Single Unit Dwelling	1925	15.2	510.8	19.6	58.7
1845 Dominion Boulevard	Single Unit Dwelling	1958	22.9	766.3	13.1	39.2
1845 Longfellow Avenue	Single Unit Dwelling	1945	12.2	491.1	20.4	61.1
1847 Longfellow Avenue	Single Unit Dwelling	1996	13.7	491.1	20.4	61.1
1848 Dominion Boulevard	Single Unit Dwelling	1997	15.2	510.8	19.6	58.7
1849 Longfellow Avenue	Single Unit Dwelling	1996	22.9	766.2	13.1	39.2
1850 Longfellow Avenue	Single Unit Dwelling	1935	15.2	567.4	17.6	52.9
1854 Dominion Boulevard	Single Unit Dwelling	1999	13.4	466.1	21.5	64.4
1855 Dominion Boulevard	Single Unit Dwelling	1998	15.2	510.8	19.6	58.7
1858 Dominion Boulevard	Single Unit Dwelling	1999	13.4	466.1	21.5	64.4
1858 Longfellow Avenue	Single Unit Dwelling	1935	26.7	893.9	11.2	33.6
1867 Longfellow Avenue	Single Unit Dwelling	1997	15.2	563.1	17.8	53.3
1869 Dominion Boulevard	Single Unit Dwelling	1920	41.9	2,623.8	3.8	11.4
1870 Dominion Boulevard	Single Unit Dwelling	2019	19.0	680.4	14.7	44.1
1872 Longfellow Avenue	Single Unit Dwelling	2023	19.1	638.5	15.7	47.0
1878 Longfellow Avenue	Single Unit Dwelling	1935	15.2	510.8	19.6	58.7
1879 Dominion Boulevard	Single Unit Dwelling	2020	15.2	510.8	19.6	58.7
1880 Dominion Boulevard	Single Unit Dwelling	1950	22.9	766.2	13.1	39.2
1882 Dominion Boulevard	Single Unit Dwelling	1999	22.9	818.5	12.2	36.7
1885 Longfellow Avenue	Single Unit Dwelling	1997	13.7	522.4	19.1	57.4
1886 Dominion Boulevard	Single Unit Dwelling	1945	22.9	818.5	12.2	36.7
1887 Longfellow Avenue	Single Unit Dwelling	2020	12.2	440.0	22.7	68.2
1888 Longfellow Avenue	Single Unit Dwelling	1938	22.9	818.8	12.2	36.6
1889 Dominion Boulevard	Single Unit Dwelling	2021	15.2	510.8	19.6	58.7
1889 Longfellow Avenue	Single Unit Dwelling	2019	12.2	436.5	22.9	68.7
1890 Curry Avenue	Single Unit Dwelling	2015	15.5	552.5	18.1	54.3
1890 McKay Avenue	Single Unit Dwelling	2017	Cul-de-sac	557.9	17.9	53.8
1891 McKay Avenue	Single Unit Dwelling	2017	15.5	552.5	18.1	54.3
1896 McKay Avenue	Single Unit Dwelling	2016	Cul-de-sac	475.2	21.0	63.1

APPENDIX "G"

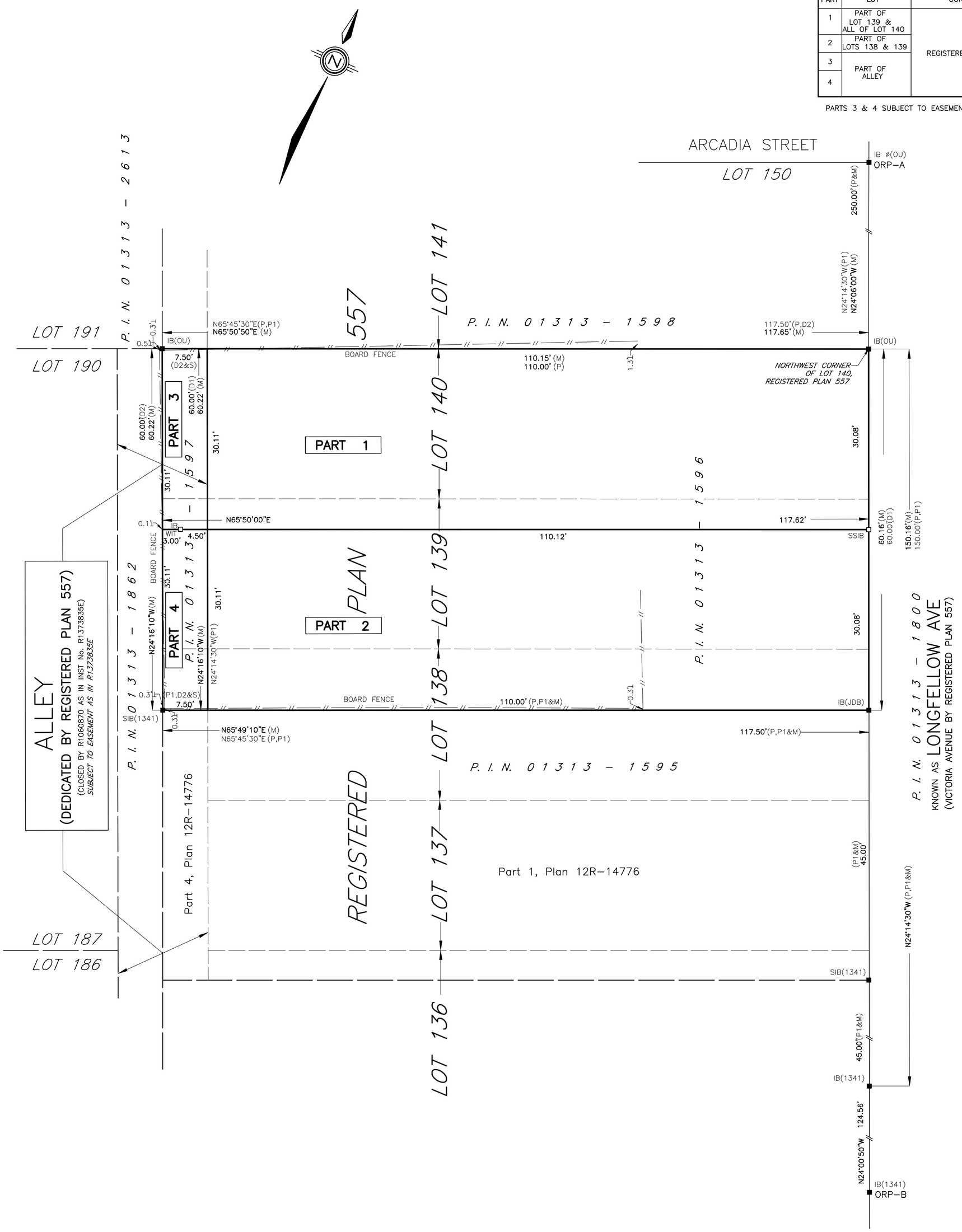
Zoning Analysis (200 metre Catchment Area)

1898 Longfellow Avenue	Single Unit Dwelling	1930	22.9	766.2	13.1	39.2
1901 Longfellow Avenue	Single Unit Dwelling	1996	15.2	510.8	19.6	58.7
1903 Dominion Boulevard	Single Unit Dwelling	1959	30.5	3,211.8	3.1	9.3
1909 Dominion Boulevard	Single Unit Dwelling	2016	14.8	496.4	20.1	60.4
1909 McKay Avenue	Single Unit Dwelling	2015	18.3	561.1	17.8	53.5
1911 Dominion Boulevard	Vacant Land	N/A	12.6	419.4	23.8	71.5
1911 Longfellow Avenue	Single Unit Dwelling	1930	15.2	545.7	18.3	55.0
1915 Dominion Boulevard	Single Unit Dwelling	2000	22.6	759.5	13.2	39.5
1916 Longfellow Avenue	Single Unit Dwelling	1996	15.2	510.8	19.6	58.7
1917 Dominion Boulevard	Single Unit Dwelling	2024	22.0	747.9	13.4	40.1
1919 Dominion Boulevard	Single Unit Dwelling	2024	13.5	450.9	22.2	66.5
1921 Longfellow Avenue	Single Unit Dwelling	1940	16.8	600.3	16.7	50.0
1922 Longfellow Avenue	Single Unit Dwelling	1935	7.6	255.4	39.2	117.5
1928 McKay Avenue	Single Unit Dwelling	2012	Cul-de-sac	424.5	23.6	70.7
1929 Longfellow Avenue	Single Unit Dwelling	1940	21.3	763.8	13.1	39.3
1930 Dominion Boulevard	Single Unit Dwelling	1970	30.5	1,021.7	9.8	29.4
1930 Longfellow Avenue	Single Unit Dwelling	1996	15.2	510.8	19.6	58.7
1932 McKay Avenue	Single Unit Dwelling	2012	Cul-de-sac	435.8	22.9	68.8
1936 Longfellow Avenue	Single Unit Dwelling	1935	12.2	590.0	16.9	50.8
1936 McKay Avenue	Single Unit Dwelling	2012	Cul-de-sac	506.3	19.8	59.3
1937 Longfellow Avenue	Single Unit Dwelling	1996	15.2	545.7	18.3	55.0
1940 Dominion Boulevard	Single Unit Dwelling	1958	22.9	818.5	12.2	36.7
1940 Longfellow Avenue	Single Unit Dwelling	1947	12.1	431.6	23.2	69.5
1940 McKay Avenue	Single Unit Dwelling	2011	Cul-de-sac	854.1	11.7	35.1
1942 Longfellow Avenue	Single Unit Dwelling	1948	15.2	510.8	19.6	58.7
1944 McKay Avenue	Single Unit Dwelling	2012	Cul-de-sac	557.7	17.9	53.8
1947 Longfellow Avenue	Single Unit Dwelling	2002	22.9	818.5	12.2	36.7
1948 McKay Avenue	Single Unit Dwelling	2011	Cul-de-sac	661.9	15.1	45.3
1950 Dominion Boulevard	Single Unit Dwelling	1957	22.9	818.5	12.2	36.7
Average			18.1	662.1	17.5	52.6
Subject Property						
High						
Low						

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.	AREA
1	PART OF LOT 139 & ALL OF LOT 140	REGISTERED PLAN 557	ALL OF 01313–1596	3310.0 Sq.F
2	PART OF LOTS 138 & 139			3312.0 Sq.F
3	PART OF ALLEY		ALL OF 01313–1597	226.0 Sq.F
4				226.0 Sq.F

PARTS 3 & 4 SUBJECT TO EASEMENT AS IN R1373835E



PLAN OF SURVEY
OF
PART OF LOT 138
AND
LOTS 139 AND 140
AND
PART OF ALLEY
REGISTERED PLAN 557
GEOGRAPHIC TOWNSHIP OF SANDWICH WEST
NOW IN THE
CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO
VERHAEGEN LAND SURVEYORS, A DIVISION OF J.D. BARNES LTD.

SCALE : 1"=10'

FEET
0 5.0 10.0 20.0 30.0 50.0

THE INTENDED PLOT SIZE OF THIS PLAN IS 24" IN WIDTH BY 24" IN HEIGHT WHEN PLOTTED AT A SCALE OF 1"=10'

"IMPERIAL" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048

INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17 NAD83 (CSRS) (2010.0).
COORDINATES TO URBAN ACCURACY PER SECTION 14 (2) OF O.REG 216/10.

POINT ID	NORTHING	EASTING
ORP–A	15366959.13'	1089223.36'
ORP–B	15366480.33'	1089437.74'

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE–ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

FOR BEARING COMPARISONS THE FOLLOWING ROTATIONS WERE APPLIED TO CONVERT TO GRID BEARINGS	
PLAN	CLOCKWISE ROTATION
P	03°45'30"
P1	00°53'00"

LEGEND AND NOTES

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS)(2010.0).

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999924

ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.
SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
SSIB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
IB DENOTES 16mm X 16mm X 0.61m IRON BAR
IB ø DENOTES 19mm diameter X 0.61m ROUND IRON BAR
CC DENOTES CUT–CROSS
CP DENOTES 5mm X 50mm STEEL PIN
PB DENOTES PLASTIC BAR
■ DENOTES SURVEY MONUMENT FOUND
□ DENOTES SURVEY MONUMENT SET AND MARKED JDB
WIT. DENOTES WITNESS ⊥ DENOTES PERPENDICULAR
(S) DENOTES SET (M) DENOTES MEASURED
ORP DENOTES OBSERVED REFERENCE POINT
ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11(4) OF O.REG. 525/91.
(NI) DENOTES NOT IDENTIFIABLE (OU) DENOTES ORIGIN UNKNOWN
(S/P) DENOTES SET PROPORTIONALLY
(1744) DENOTES VERHAEGEN SURVEYORS INC., O.L.S.
(JDB) DENOTES J.D. BARNES LIMITED, O.L.S.
(1341) DENOTES RICHARD W. MURRAY, O.L.S.
(P) DENOTES REGISTERED PLAN 557
(P1) DENOTES PLAN 12R–14776
(D1) DENOTES INST. No. SW59736
(D2) DENOTES INST. No. R1373835

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 5th, DAY OF OCTOBER, 2023

DATE OCTOBER 23, 2023

ALEC S. MANTHA
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 2209490

VERHAEGEN LAND SURVEYORS
SURVEYING MAPPING GIS
A DIVISION OF J.D. BARNES LTD.
944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
SP	KH/AM	23–47–525

CAD File: 23–47–525–00.dwg
CAD Date: October 26, 2023 2:19 PM
File: E–557–13

64cm x 0.4 (25.0 mm²)
64cm x 25.0 w(4.3 ft²)

akoustik engineering limited

138 Angstrom Cres.
Amherstburg, ON N9V 3S3
Phone: (519)903-7193
Fax: (800) 241-9149

December 06, 2024

Attention: Mr. Deniz Orak
1841 Longfellow Ave.
Windsor, ON N9B 3J5
E: orakstucco@hotmail.com

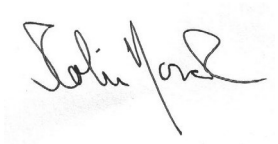
Re: Acoustic Assessment for the Proposed Residential Development – 1841 Longfellow Avenue, City of Windsor, Ontario.

Dear Mr. Orak,

Please find enclosed an acoustic assessment report submitted to you for the proposed residential development located at 1841 Longfellow Avenue, in the City of Windsor. This assessment pertains to the transportation noise impacts from the nearby roads and railways which are located near to the proposed site.

I trust that the enclosed information meets your requirements. Please do not hesitate to contact me if you have any questions.

Sincerely,



Colin Novak PhD, PEng

Noise Assessment for the Proposed Residential Development at 1841 Longfellow Avenue,

City of Windsor



Attention: Mr. Deniz Orak
1841 Longfellow Ave.
Windsor, ON N9B 3J5
E: orakstucco@hotmail.com

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Statement of Liability

Akoustik Engineering Limited prepared this report for Mr. Deniz Orak. The material in it reflects Dr. Helen Ule's and Dr. Colin Novak's judgement considering the information available to them and Akoustik Engineering Limited at the time of the measurements and report preparation, under the stated test conditions. Any use that a Third Party makes of this report, or any reliance on decisions made based on it, is the responsibility of such Third Parties. Akoustik Engineering Limited accepts no responsibility for damages, if any, suffered by any Third Party resulting from decisions made or actions based on this report.

Introduction

This report is an acoustic assessment for the proposed residential development located at 1841 Longfellow Avenue, in the City of Windsor. The proposed development is a single lot with a proposed two-storey semi-detached building comprised of 2 residential units (Part 1 and Part 2). This assessment pertains to the environmental noise impact from the nearby roads and railways. An illustration of the geographical area with the proposed development location identified, as well as the proposed development plan is given in Appendix A: Site Location. A zoning map of the area is provided in Appendix B.

The expected noise impacts from the roads and rail have been predicted using the Ministry of the Environment, Conservation and Parks (MECP) prediction software STAMSON and are based on available traffic volumes, which have been projected 10 years forward. Given that the road and rail noise occur during all periods of a 24-hour day, as defined by the applicable Noise Pollution Control document NPC-300, the assessment has been carried out for the entire 24-hour period. All assumptions used for the calculations given in this report are detailed in Appendix C. Any recommended abatement measures, if required, to control noise are included in this report.

Identification of Noise Sources

The proposed development lot is bordered by industrial district and holding manufacturing district lands to the north, and residential lands to the east, south and west of the property. The MECP typical specifications for the identification of existing or future major sources of noise impact (road and stationary) on a development is whether they are within 500 metres of the site; rail lines are considered if they are within 300 meters.

Three roadway sources of noise have been identified to possibly produce an impact on the proposed development. These are Longfellow Avenue, Dominion Boulevard and South Cameron Boulevard.

The proposed development is located within Area “E” of the South Cameron Planning Area with Area “E” being composed of all residentially designated land within 1000 m of the Van de Water Rail Yard. For this development, the nearest section of the Canadian National Railway’s Van de Water Rail Yard where shunt activity may occur is more than 500 m from the nearest property line of the residential lot but within the 1000 m radius. Observations conducted at the site concluded that there are no audible noise impacts from the rail yard activities, especially given the nearby roadway noise and other sources of community noise given the other very nearby residential homes. There is also a CN rail line which runs parallel to South Cameron Boulevard leading to the rail tunnel that goes under the Detroit River to the USA. This rail line is approximately 300 meters from the proposed residential site and is also evaluated for noise impacts in this study.

Given that the land of the proposed development falls outside the Windsor International Airport’s NEF/NEP 25 contours, no consideration for aircraft noise is warranted. There are no other significant sources of noise or vibration, including sources of stationary noise, which are expected to have an impact on the proposed development.

Ministry of the Environment and Climate Change Noise Criteria

Transportation Sources

In accordance with the MECP Guideline NPC-300, the following sound level limits for residential developments of Class 2 have been set and are shown for roadway and rail noise in Table 1 and 2 below respectively. Select pages from the NPC-300 guideline have been included in Appendix D: NPC-300 Reference Pages for reference. The proposed development is classified as a Class 2 area, given that the region exhibits features of both a Class 1 and a Class 3 area, based on the environmental noise characteristics. It is worth noting that when the sound level limits presented in Table 1 and 2 are exceeded, noise control abatement is required.

Table 1: Ministry of the Environment, Conservation and Parks Noise Criteria for Roadway Noise

Location	Daytime L_{eq} [dBA]	Nighttime L_{eq} [dBA]
Outdoor Living Area (OLA)	55	--
Plane of Window (Indoor)	55 (45)	50 (40)

Table 2: Ministry of the Environment, Conservation and Parks Noise Criteria for Rail Noise

Location	Daytime L_{eq} [dBA]	Nighttime L_{eq} [dBA]
Outdoor Living Area (OLA)	55	--
Plane of Window (Indoor)	55 (40)	50 (35)

From Table 1 and 2, daytime refers to the period from 07:00 to 23:00 and nighttime refers to the period from 23:00 to 07:00 hours. An outdoor living area (OLA) refers to a location such as a patio, yard, or barbeque area. In this case the OLA is taken at the rear of the proposed development.

The limits presented in Table 1 and 2 are the limits before noise control measures are required. The noise level limit in an OLA may be exceeded by up to 5 dBA if proper warning clauses are inserted in the titles, deeds, and any tenancy agreements relating to the property and only after barriers or other noise control measures have been found to be impractical or unfeasible. A noise attenuation barrier is required to protect the OLA and bring the sound level down to 55 dBA in the OLA if the noise level exceeds 60 dBA. Only in cases where the required noise control measures are not feasible for technical, economic or administrative reasons would an excess above the limit (55 dBA) be acceptable with the appropriate warning clause; in this situation, any excess above the noise limit will not be deemed acceptable if it exceeds 5 dB.

The guideline also recommends the provision for the installation of central air conditioning when the noise level outside the plane of a window exceeds 55 dBA for the daytime or 50 dBA for the nighttime. If the noise level exceeds 65 dBA for the daytime or 60 dBA for the nighttime, the installation of central air conditioning should be implemented. Further, building components including exterior walls, windows and doors should be designed to have sufficient Sound Transmission Class (STC) ratings to meet the indoor noise guidelines.

Noise Source Data

Road traffic volume data was obtained from the City of Windsor in the form of annual average daily traffic (AADT) volumes. The projected road traffic volumes along with the breakdown of vehicle types are given in Appendix E: Road Traffic Volume Data. Also, given in Appendix E are the distances between the representative receptor locations and the roadway sources of noise that are used as input data to the noise prediction software.

A conservative approach was taken to use the most up to date traffic volumes, which are given in Appendix E. A 2.0% growth rate was used for all considered roadways to represent the future traffic volume for 2034. The split between the day and night traffic volumes is assumed to be 90%-day and 10%-night, which is consistent with the modelling protocol for municipal roadways.

CN Freight traffic was provided by the Canadian National Railway. The rail traffic data was projected 10 years into the future using a 2.5% increase per annum. As such, the predicted noise levels given in this report are for future traffic volumes. The CN freight traffic information is included in Appendix F. The impact from whistle noise was not included in the building component calculation model since there are no surface rail crossings within 300 m of the site.

Identification of the Representative Receptor Locations

Upon examination of the layout for the proposed residential development, 3 locations within the nearest receptor (Part 1) were evaluated for noise impacts as well as one outdoor living area. A basement room, main floor great room and second floor bedroom were evaluated as these represent the worst-case residential unit façades for the building due to their proximity and orientation to the roads and railway. These are identified as POR1A (west/rear facing façade; main floor; nearest to Dominion Boulevard), POR1B (north facing façade; basement; nearest to the railway and Longfellow Avenue and South Cameron Boulevard roadways), POR1C (east facing façade; second floor; nearest to the railway and Longfellow Avenue and South Cameron Boulevard roadways), and an OLA (west facing in rear of yard).

Assessment Approach for Transportation Noise (Road and Rail)

The predicted sound levels from the nearby road traffic have been determined through the application of the MECP noise prediction software STAMSON 5.0. All input data pertaining to the lot layout parameters was based on the layout plan provided at the time of the study, as shown in Appendix A: Site Location. The input data used to calculate the predicted sound level exposures for the selected units impacted by the road traffic noise, and the resulting outputs, are given in Appendix G: Noise Model Printout.

The acoustic propagation model used to predict the noise levels at the representative residential units was developed to determine the noise impacts and extent of the noise control measures required (if any). The MECP requires the calculation of the noise impacts at the outdoor living area (OLA) and plane of window of the dwellings, in this case the residential sleeping quarters.

Evaluation of Road and Rail line Sources (Calculated)

Given that the road traffic (Dominion Boulevard, Longfellow Avenue and South Cameron Boulevard) and rail traffic (nearby CN rail line) occurs during all periods of a 24-hour day, as defined by the applicable MECP's Noise Pollution Control documents (NPC-300), the assessment has been carried out for the entire 24-hour period. The input data used to calculate the predicted sound level exposures for the selected receptors impacted by the road and rail traffic noise, and the resulting outputs, are given in Appendix G: Noise Model Printout.

The predicted noise level impacts for the daytime and nighttime periods at the representative receptors with no control measures are given in Table 3. From this table, it is seen that the MECP noise limits for transportation noise identified in Table 1 and 2 are not exceeded at the receptor during either the daytime or nighttime periods, and therefore no abatement for roadway and railway noise impacts at the proposed development is required.

Table 3: Predicted Road and Rail Noise Levels – with No Abatement

POR ID	Daytime Period LAeq (dBA)	Nighttime Period LAeq (dBA)
POR1A (2.1 m)	50	43
POR1B (5.2 m)	54	48
POR1C (0.3 m)	49	44
OLA (1.5 m)	51	N/A

*red text denotes exceedance

Transportation Noise Source (Calculated) Summary

The modeled road and railway noise is shown to comply with the MECP NPC-300 guidelines. The noted rail noise as from the nearby CN line to the rail tunnel. The impacts from this rail line are included in the modelled assessment discussed in the previous section. The model does not include any impacts from the rail yard, these are considered in the subsequent sections.

Assessment Approach for Residential Use in Proximity to Freight Rail Shunting Yards

The main area of activity at the Van de Water rail yard is approximately 560 m to the east from the proposed residential lot. During the multiple site visits and noise monitoring period, observations conducted at the site concluded that there are no audible noise impacts from the distant rail yard activities, especially given the ambient noise from the much closer roadways and other sources of residential community noise. These include bird noise, siren noise, local vehicles (and honking), construction noise and very occasional and faint noise from distant trains during the evaluation period. These observations and conclusion were reinforced from a review of noise recordings collected at the proposed site over a period of 119 hours on August 21 to 26, 2024. The purpose of the site noise monitoring was to assess any impacts from the Van de Water rail yard.

Evaluation of Rail Yard Sources (Measured)

According to the Guidelines for New Development in Proximity to Railway Operations document which was prepared for the Federation of Canadian Municipalities and the Railway Association of Canada, the sound level limit at a point of reception expressed in terms of the one-hour equivalent sound level (Leq) or logarithmic mean impulse sound level (L_{LM}) is shown in Table 4 below.

Table 4: Noise Criteria for Residential Uses in Proximity to Freight Rail Shunting Yards

Time of Day	ONE HOUR Leq (dBA) or L_{LM} (dBAI) – Class 2 Area
07:00-19:00	50
19:00-23:00	45
23:00-07:00	45

The potential noise impacts from the adjacent rail activities were evaluated using 119 hours of continuous noise monitoring data which was carried out at the proposed development property. Two summary tables showing the maximum, minimum and average one-hour Equivalent Sound Level (Leq) and Logarithmic Mean Impulse Sound Level (L_{LM}) are shown in Tables 5 and 6 respectively. It should be noted that the measured noise levels also include noise contributions from the nearby feeder roadways, and therefore are conservative. The resulting measured noise data is given in Appendix H. Any hourly periods with unacceptable weather including winds exceeding 15 km/h, periods of precipitation and humidity above 90% are identified and excluded from the analysis. For all periods having a measured exceedance of the MECP exclusion limits, the recorded sound files were listened to. From these, it was found that the overages were caused by other natural (birds/insects) and environmental sounds including traffic, sirens, home construction (hammering and sawing), lawnmowers, etc. The was very little, rail noise detected other than a few faint and very distant train sounds. Photos of the noise monitor equipment setup are given in Appendix I: Photographs of Noise Measurement Location. Details pertaining to the measurement instrumentation is given in Appendix J.

Table 5: Measured One-Hour Equivalent Sound Level (Leq[dBA])

Period	Max (dBA)	Min (dBA)	Average (dBA)
Daytime	60	52	56
Evening	57	49	52
Nighttime	53	41	47

*red text denotes exceedance

Table 6: Measured One-Hour Equivalent Sound Level (L_{LM}[dBAI])

Period	Max (dBA)	Min (dBA)	Average (dBA)
Daytime	67	52	58
Evening	66	50	54
Nighttime	54	42	48

*red text denotes exceedance

Rail Yard Noise Results (Measured) Summary

From inspection of the data given in Tables 5 and 6, it is found that the measured sound levels exceed the limits given in Table 4. The measured noise levels (Leq) which were collected to evaluate any impacts from the rail yard have maximum hourly levels between 53 and 60 dBA for all periods of the day which exceed the guidelines. However, the source of noise were found to be from natural sources of noise, including birds and construction noise and not noise from rail activity at the Van de Water rail yard.

Impulsive Noise – Rail Yard

Given the proximity of the proposed development to the rail yard, impulsive noise measurements were also conducted in order to evaluate the potential impacts from activities including train coupling/uncoupling and stretching. Approximately 3.5 hours of onsite measurements were conducted at the proposed development location on September 3, 2024, from 09:00 to 12:30. During this period, no impulsive noise was heard originating from the nearby railyard. This is likely due to the large distance between the proposed building site and the nearest section of the rail yard (approximately 530-metres).

Results and Noise Control Requirements

The following section is a summary and assessment of the modeled results for the representative units.

Road Noise

As specified by the MECP Environmental Noise Guideline NPC-300, the outdoor and indoor sound level limits (based on one-hour LA_{eq} values) at a residence for road traffic noise are categorized into three (3) limits, based on the type of space assessed. The document also specifies the recommended noise control measures, if required, that should be followed for the OLA, plane of a window (ventilation requirements) and the indoor living area (building components) noise assessments. Select pages from the NPC-300 guideline are given in Appendix D: NPC-300 Reference Pages, which includes the warning clauses and other requirements based on the predicted noise levels.

Notes taken from NPC-300 (where applicable):

Note A: Noise control measures may be applied to reduce the sound level to 55 dBA. If measures are not provided, prospective purchasers or tenants should be informed of potential noise problems by a warning clause Type A.

Note B: Noise control measures should be implemented to reduce the level to 55 dBA. Only in cases where the required noise control measures are not feasible for technical, economic or administrative reasons would an excess above the limit (55 dBA) be acceptable with a warning clause Type B.

Note C: The dwelling should be designed with a provision for the installation of central air conditioning in the future, at the occupant's discretion. Warning clause Type C is also recommended.

Note D: Installation of central air conditioning should be implemented with a warning clause Type D. In addition, building components including windows, walls and doors, where applicable, should be designed so that the indoor sound levels comply with the sound level limits in Table C-2.

Note E: Building components including windows, walls and doors, where applicable, need to be designed so that the indoor sound levels comply with the sound level limits in Table C-2. The acoustical performance of the building components (windows, doors and walls) needs to be specified.

For all buildings and units that are applicable to Note E, it is recommended that the building plans be inspected and approved by a qualified acoustical engineer prior to the issuance of a building permit to ensure that the proposed building materials and design comply with the noise control requirements.

If required, the following warning clauses are to be implemented in all development agreements, offers to Purchase, and agreements of Purchase or Sale or Lease of each dwelling unit:

Warning Clause(s) (where applicable):

Type A: “Purchasers/tenants are advised that sound levels due to increasing road traffic and rail traffic may occasionally interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of the Environment, Conservation and Parks.”

Type B: "Purchasers/tenants are advised that despite the inclusion of noise control features in the development and within the building units, sound levels due to increasing road traffic and rail traffic may on occasions interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of the Environment, Conservation and Parks."

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

Type D: “This dwelling unit has been equipped with central air conditioning in order to allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment, Conservation and Parks. Air conditioning units are to be installed in a noise insensitive area.”

Rail Noise

Due to the proximity of the proposed development to the Canadian National Railway’s Van de Water Rail Yard near South Cameron Blvd., the following warning clause must be included in all development agreements, offers to purchase, and agreements of purchase or sale or lease of each dwelling within 1000 metres of the site.

Warning Clause:

All persons intending to acquire an interest in the real property by purchase or lease are advised of the proximity of the Canadian National Railway's Yards, which operate on a 24-hour basis. It is possible that the rail yard operations may cause disturbance and may be altered or expanded which could affect the living environment of the residents despite the inclusion of any noise and vibration attenuating measures in the design of the outdoor amenity area(s) and individual dwelling(s). Residents are advised that further investigation cannot be expected, and Canadian National Railways will not be responsible for any complaints or claims arising from use of such facilities and/or operations. (amended by OMB order 1485-11/01/2002)

Combined Results Summary

Table 7 summarizes the required warning clauses and building requirements for all residential units within the proposed development. It is required that any necessary warning clauses be implemented in all development agreements, offers to Purchase, and agreements of Purchase or Sale or Lease as identified in Table 7.

Table 7: Summary of Warning Clauses and Building Component Requirements

Lot(s)	Noise Barrier Requirement (Y/N)	Warning Clause(s)	Building Component Requirement(s)	Ventilation Requirement(s)
Part 1 and Part 2	N/A	Canadian National Railway's Van de Water Rail Yard	Minimum Building Code	N/A

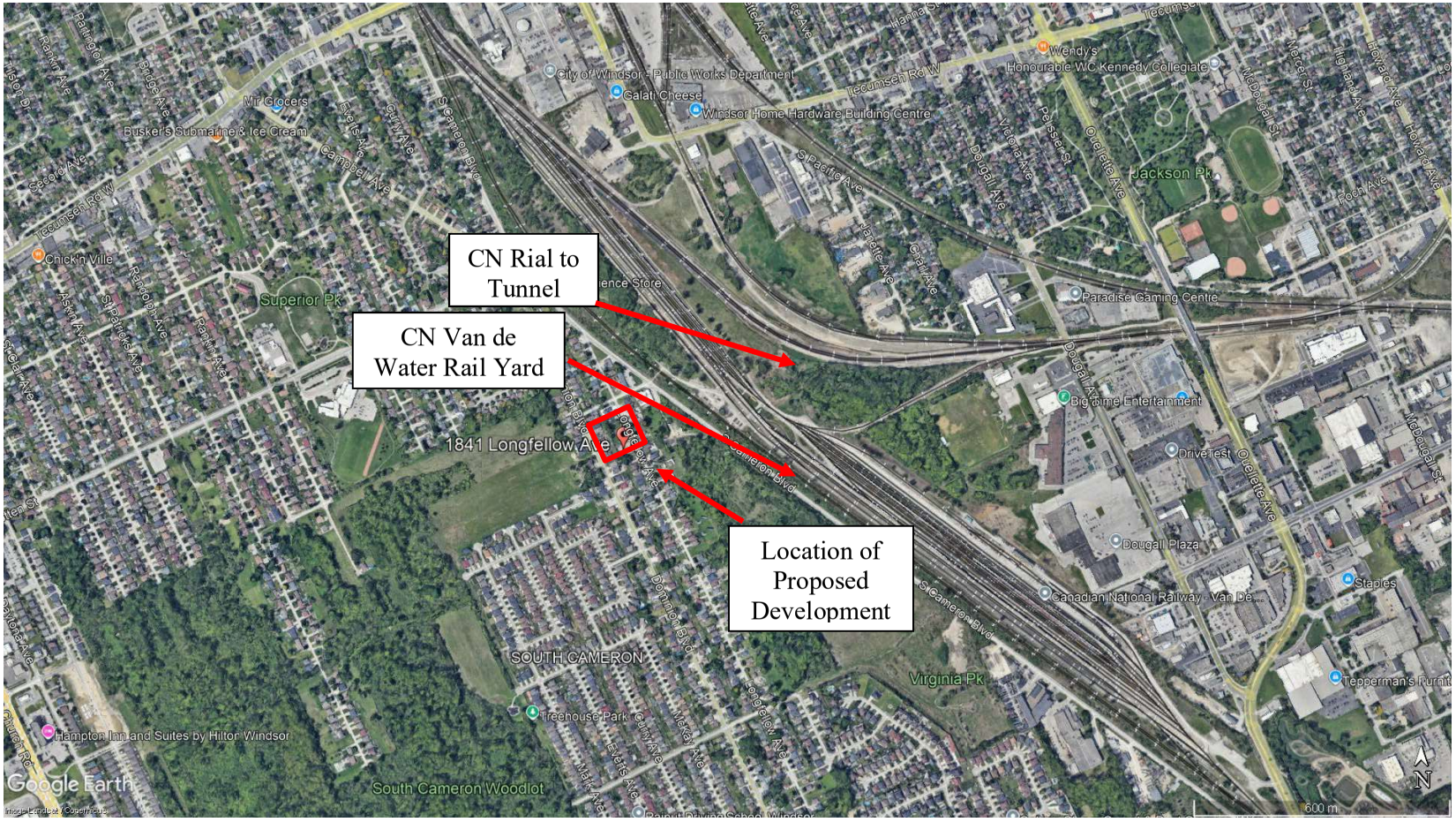
Conclusion

A noise impact assessment was conducted for the proposed two unit/two storey residential development located at 1841 Longfellow Avenue, in the City of Windsor. For this, Longfellow Avenue, Dominion Boulevard and South Cameron Boulevard were considered as potential contributing roadway sources of noise. The Canadian National Railway's Van de Water Rail Yard and the rail line connecting to the Windsor-Detroit rail tunnel were also considered. It is shown in this report that the predicted noise levels do not exceed the limits set by the Ontario Ministry of the Environment, Conservation and Parks. As such, it is recommended that the development be given approval with the understanding that the stated warning clause will be implemented in all development agreements, offers to purchase and agreements of purchase or sale or lease of each dwelling unit.

For akoustik engineering limited		
	Prepared by: **Helen Ule, Ph.D., PEng**	**Reviewed by:** **Colin Novak, Ph.D., PEng**

LICENSED PROFESSIONAL ENGINEER
H. J. ULE
100138148
PROVINCE OF ONTARIO

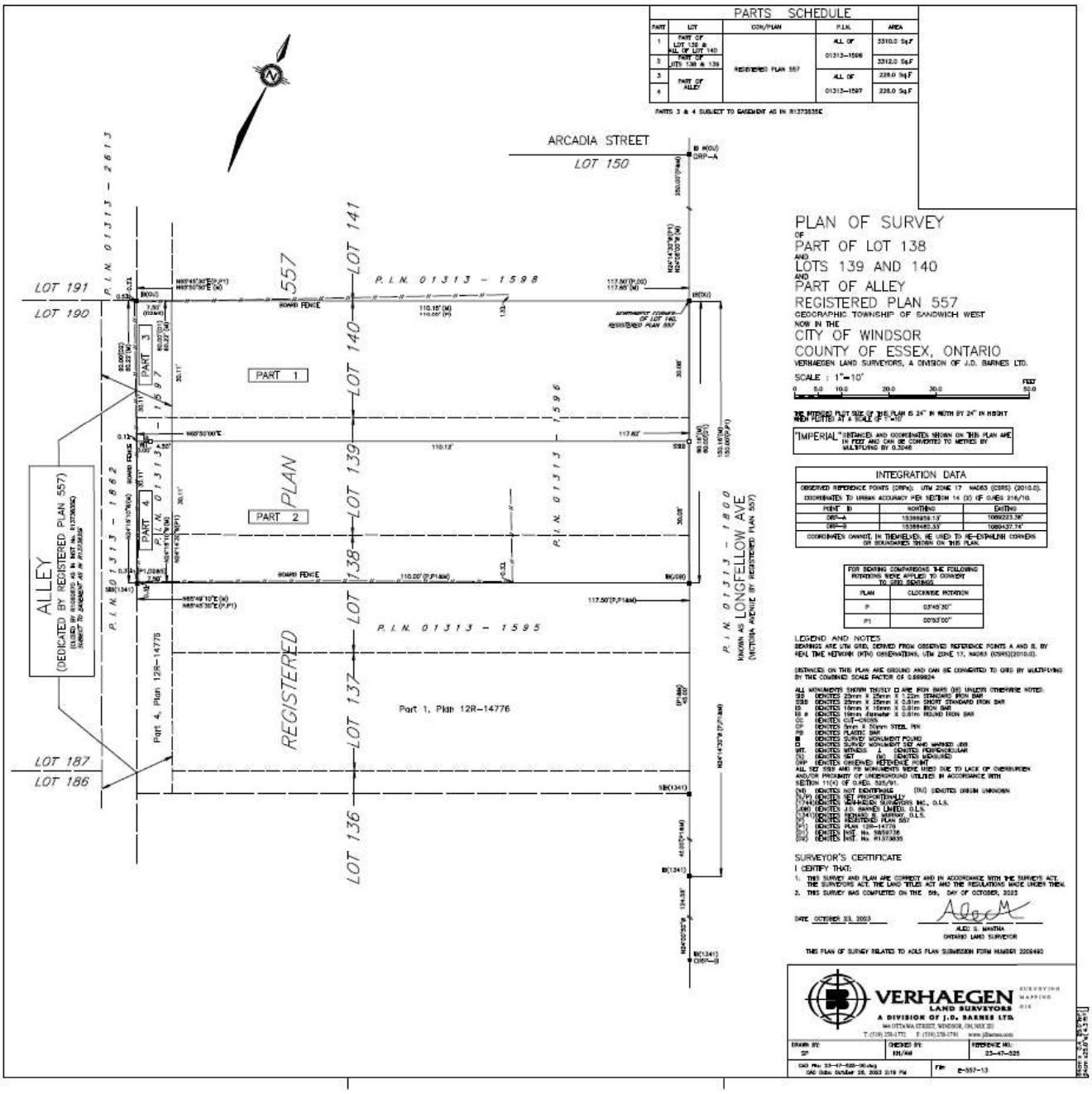
Appendix A: Site Location



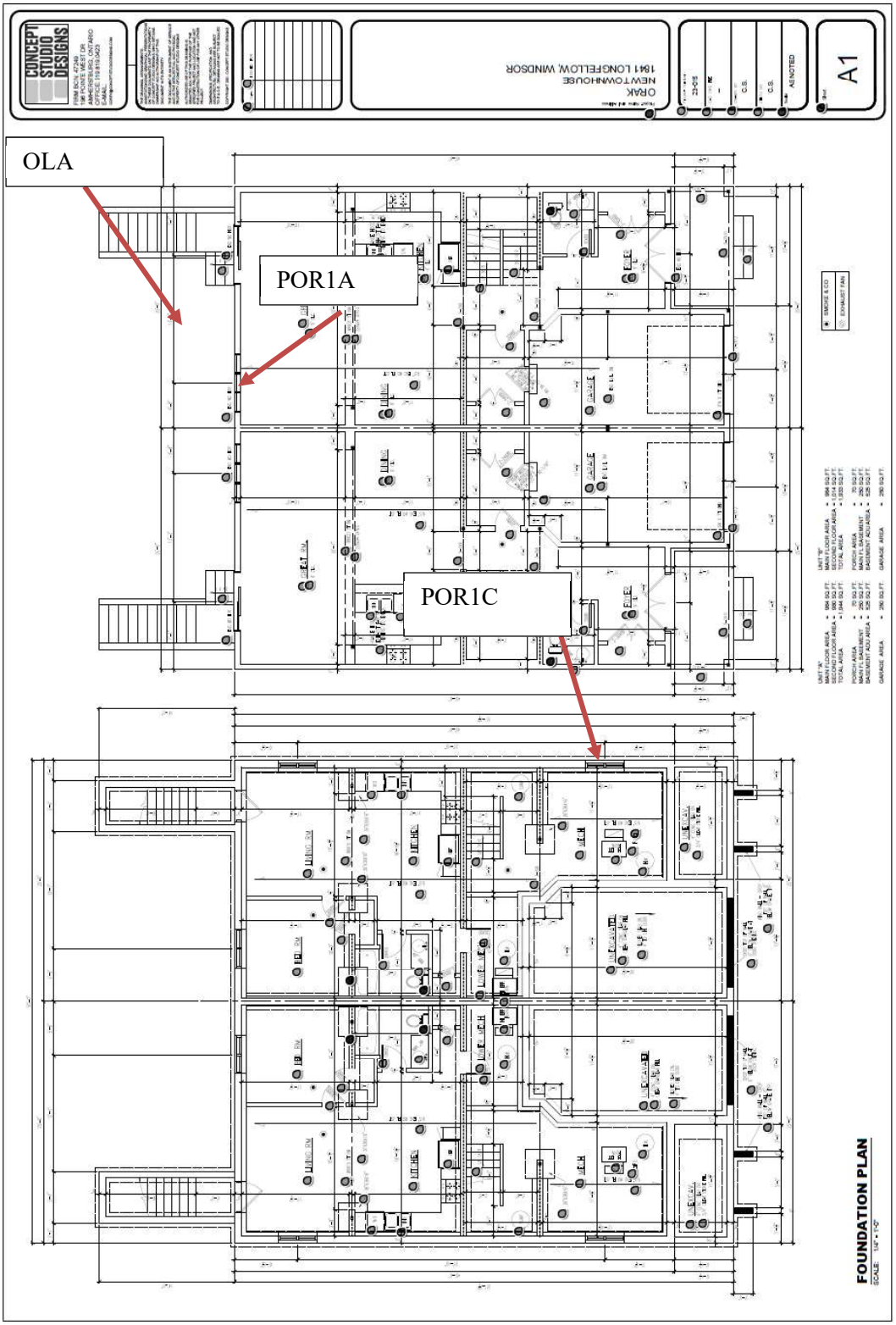
A 1: General Location of Proposed Development and Nearby Surrounding Area including Road and Rail Sources of Noise



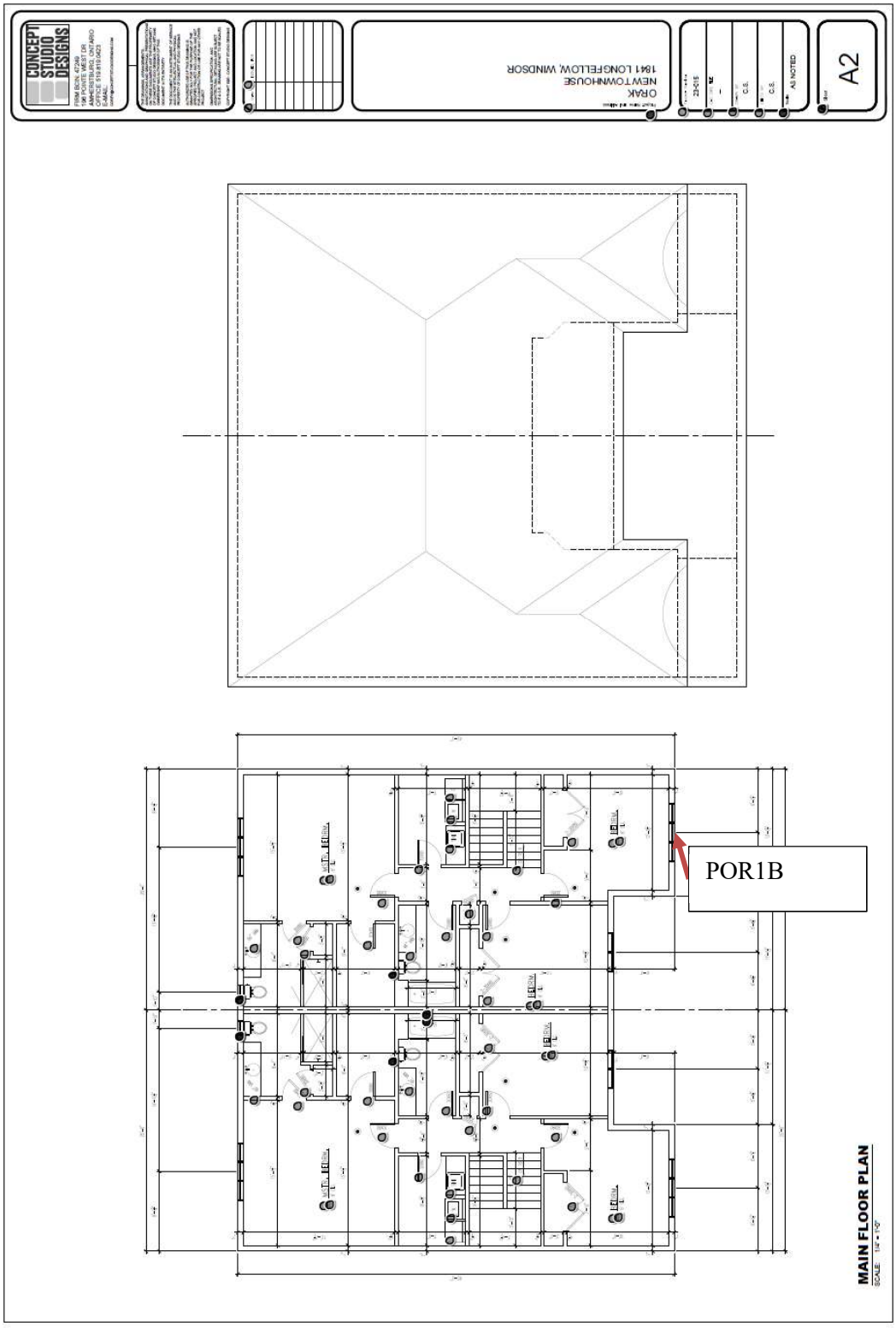
A 2:Proposed Development Site showing detailed Surrounding Area Features including Roadway Sources of Noise



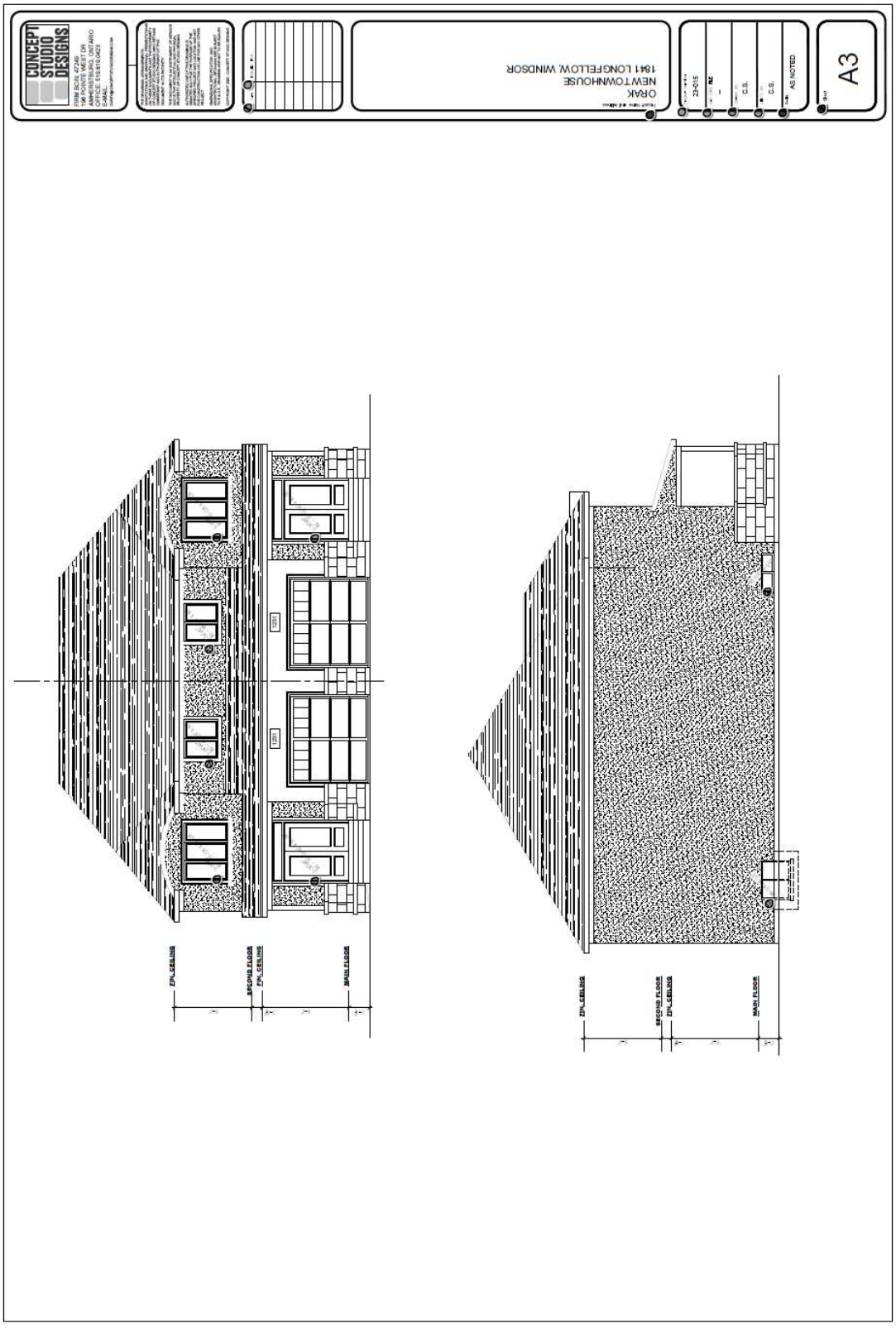
A 3: Proposed Development Site Survey



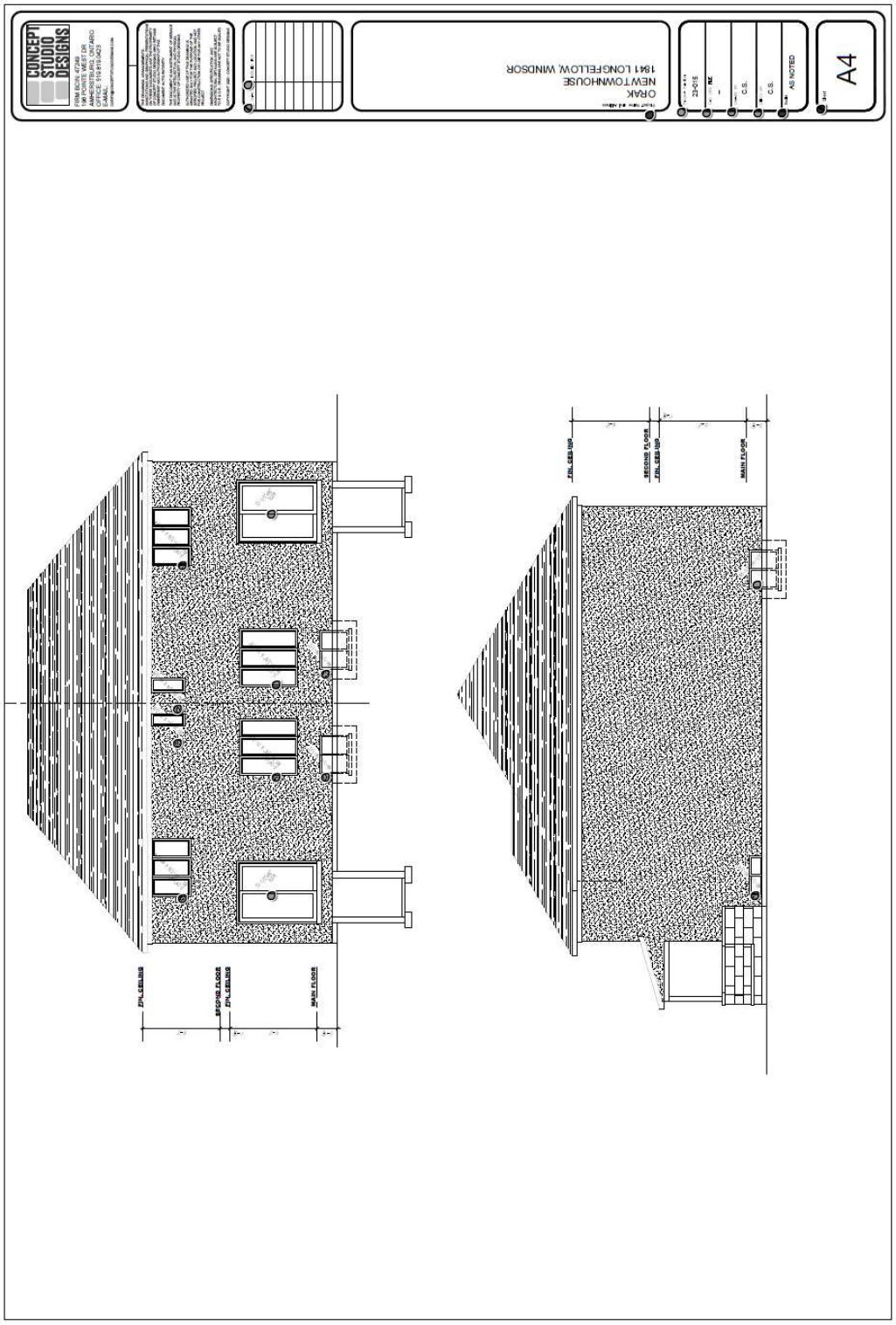
A 4: Proposed Development Site Plan



A 5: Proposed Development Floor Plan with Representative PORs Identified

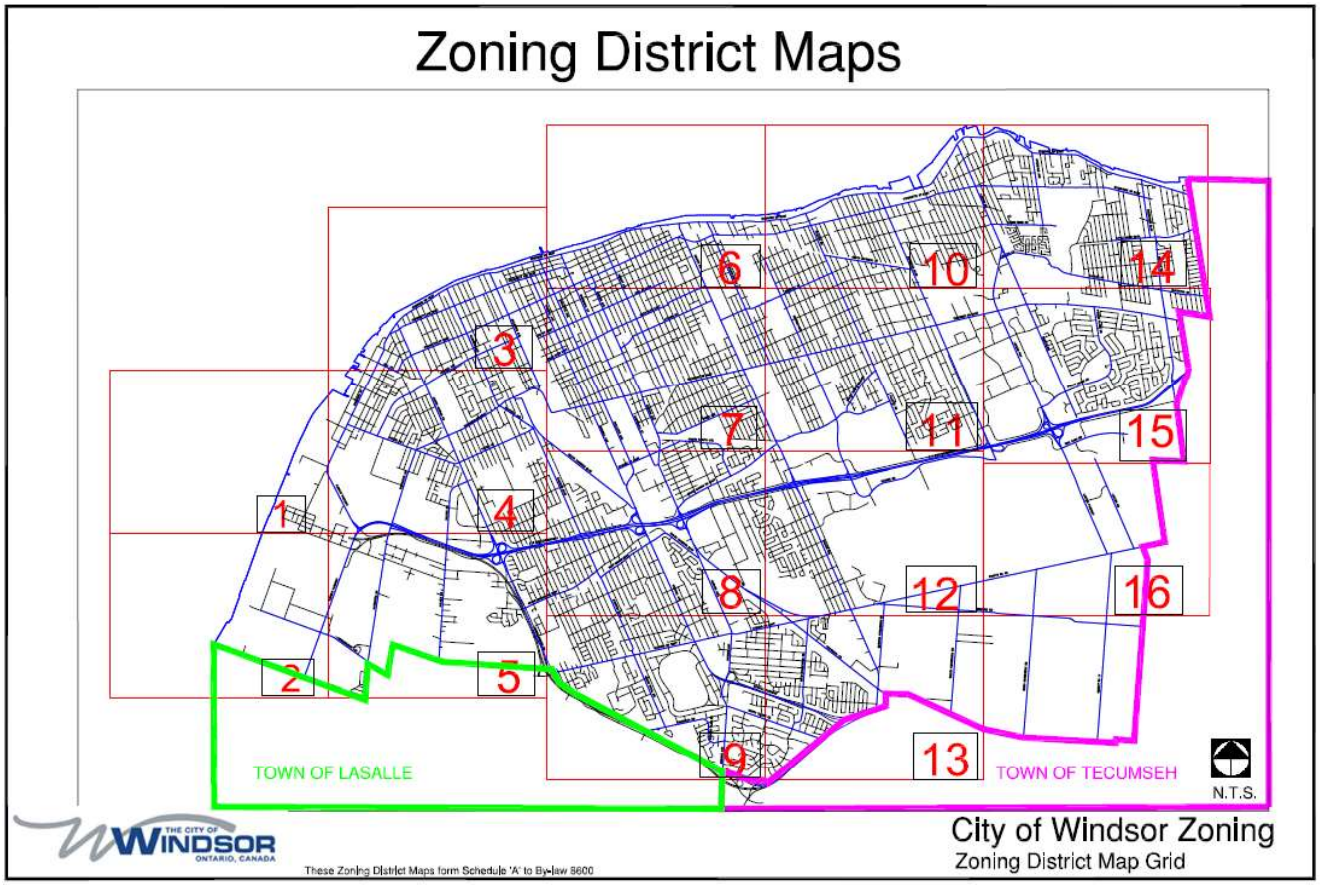


A 6: Proposed Development Elevation Drawings (East and South)

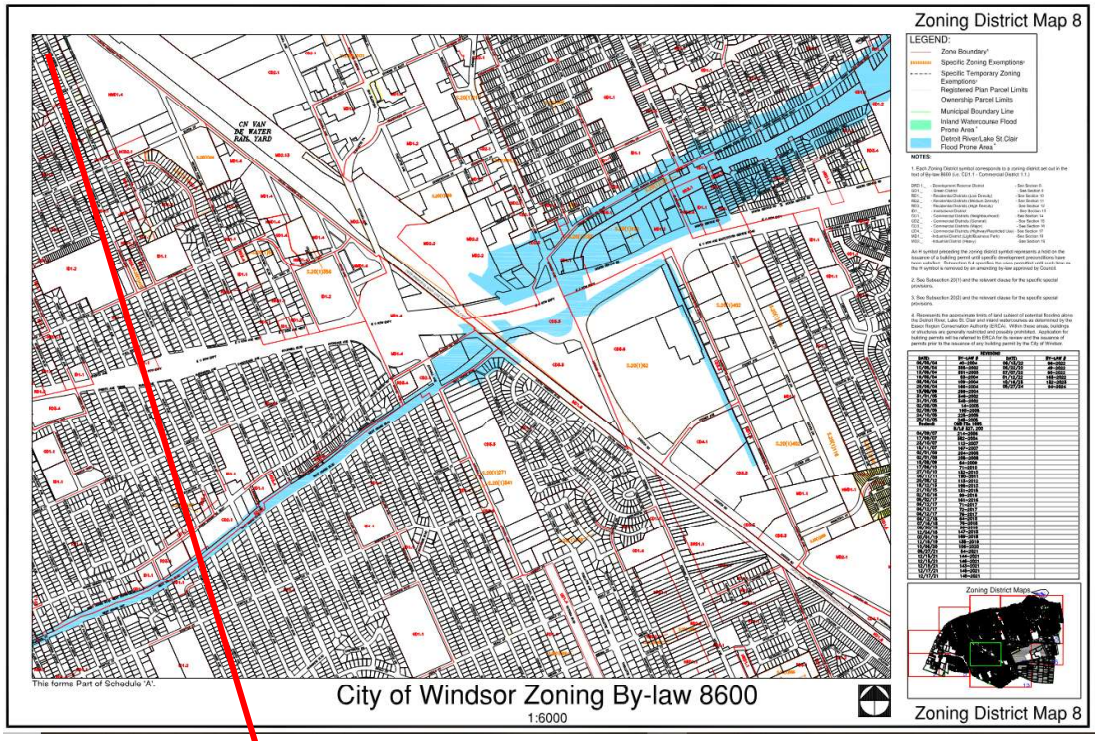


A 7: Proposed Development Elevation Drawings (West and North)

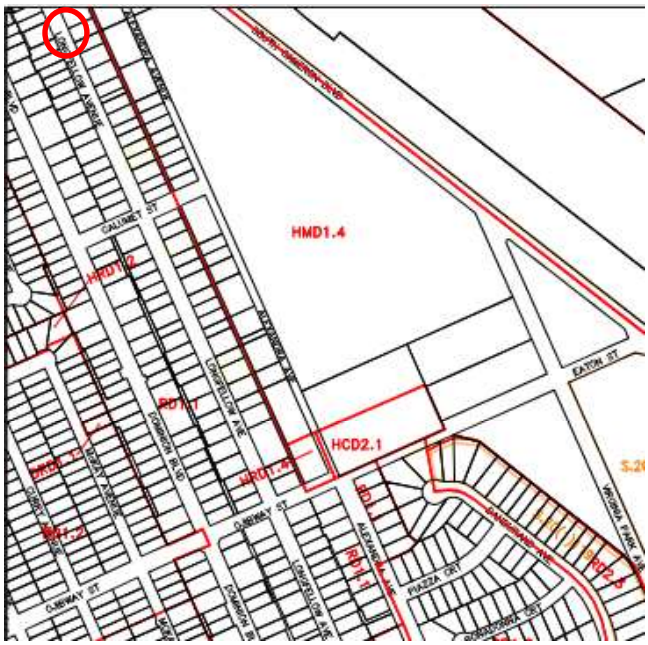
Appendix B: Land-use Zoning Map of Area



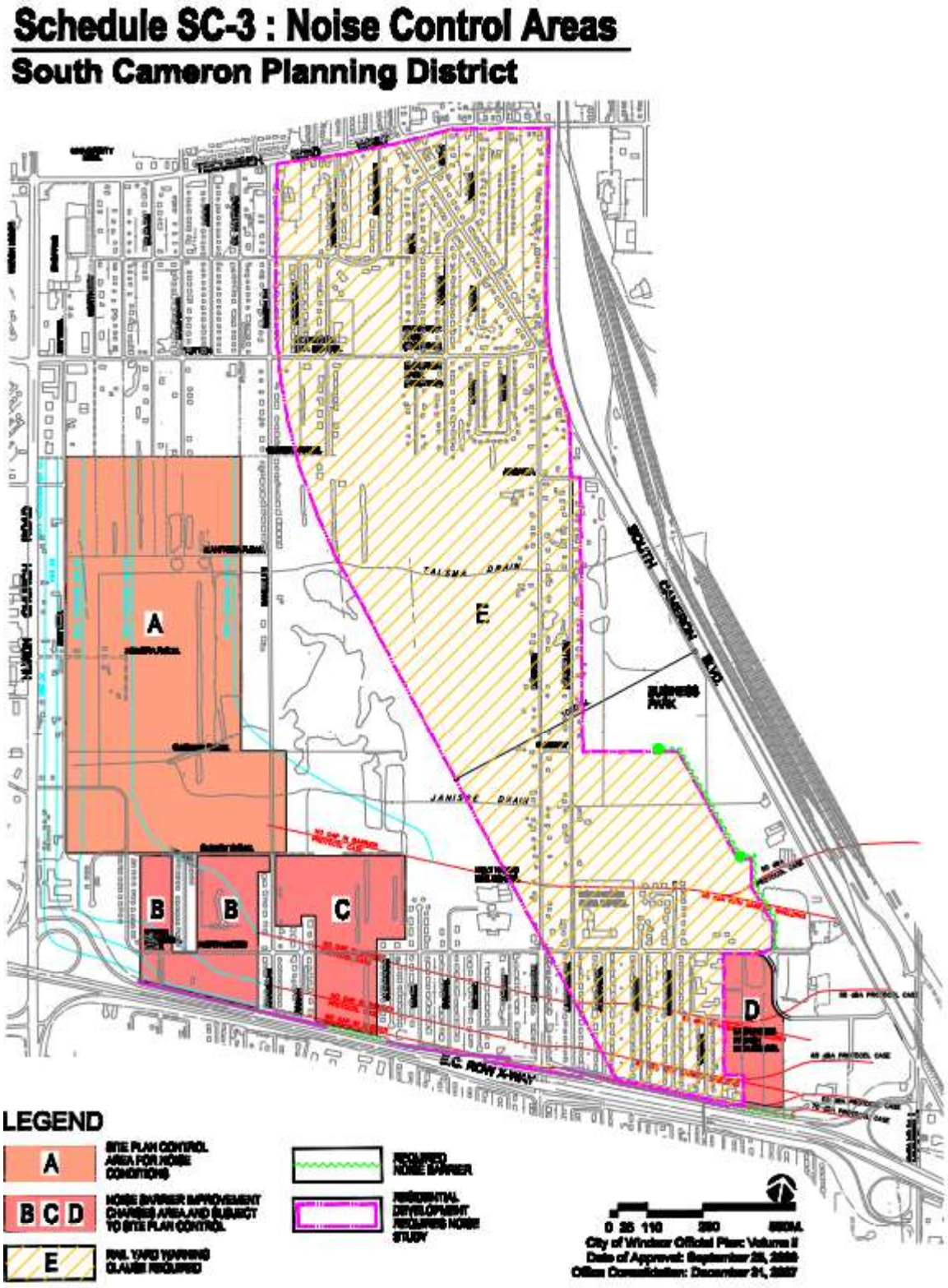
B 1: City of Windsor Zoning – Zoning District Map Grid



B 2: City of Windsor Zoning Map #8



B 3: City of Windsor Zoning Map #8, site location



B 4: South Cameron Planning District, RE: Canadian National Railway's Van de Water Rail Yard

Appendix C: Report and Model Assumptions

ROAD:

- Traffic counts (AADT) provided by Mike Spagnuolo, City of Windsor
- Traffic volumes projected to 2034
- Historical roadway data:
    - Longfellow (North of Northwood):
        - 2011 1,400
        - 2034 2,208 (projected)
    - South Cameron (South of Tecumseh):
        - 2015 3,500
        - 2034 5,099 (projected)
    - Dominion (South of Totten):
        - 2013 14,700
        - 2034 22,280 (projected)
- 90% of traffic during day period and 10% during night period
- Distribution:
    - Longfellow: 98% cars, 2% medium trucks, 0% heavy trucks
    - South Cameron: 95% cars, 2.5% medium trucks, 2.5% heavy trucks
    - Dominion: 95% cars, 2.5% medium trucks, 2.5% heavy trucks
- Growth rate of 2.0% assumed
- 2034 Road Volume
    - Longfellow (North of Northwood):
        - Cars – 1,947 day, 216 night
        - Commercial –
            - Medium – 40 day, 4 night
            - Heavy – 0 day, 0 night
    - South Cameron (South of Tecumseh):
        - Cars – 4,360 day, 484 night
        - Commercial –
            - Medium – 115 day, 13 night
            - Heavy – 115 day, 13 night
    - Dominion (South of Totten):
        - Cars – 19,050 day, 2,117 night
        - Commercial –
            - Medium – 501 day, 56 night
            - Heavy – 501 day, 56 night
- Speeds:
    - Tecumseh Road West – 50 km/h
    - Campbell Avenue – 50 km/h
    - South Cameron Boulevard – 50 km/h

General:

- Model is 16 hour day, 8 hour night

Heights, Angles and Distances:

POR	Floor	Height (m)	Longfellow	
			Angle	Distance (m)
1A	1	2.1	N/A	N/A
1B	2	5.2	-90-90	15
1C	-1	0.3	-90-0	18.5
OLA	1	1.5	-90-0	31.2

POR	Floor	Height (m)	South Cameron	
			Angle	Distance (m)
1A	1	2.1	N/A	N/A
1B	2	5.2	-90-90	143
1C	-1	0.3	-90-0	147
OLA	1	1.5	-90-0	159.7

POR	Floor	Height (m)	Dominion	
			Angle	Distance (m)
1A	1	2.1	-90-90	59.7
1B	2	5.2	N/A	N/A
1C	-1	0.3	30-40	69.4
OLA	1	1.5	-90-90	56.7

POR	Floor	Height (m)	Rail	
			Angle	Distance (m)
1A	1	2.1	N/A	N/A
1B	2	5.2	-90-90	288
1C	-1	0.3	-90-0	292
OLA	1	1.5	-90-0	304.7

Appendix D: NPC-300 Reference Pages

L_{eq} (8). For complete description on assessing road traffic impacts, refer to ORNAMENT. Other traffic noise prediction models have been and are being developed by various authorities and may be adopted from time to time for use in Ontario by the MOE.

In order to be consistent with MOE guidelines, the sound level should be assessed in an OLA, such as a rear yard or a patio, and in indoor living areas, such as bedrooms and living rooms. Where the noise impact exceeds the applicable sound level limits, mitigation measures such as site planning, architectural design, noise barriers, building envelope elements (windows, exterior walls, doors) with upgraded sound isolation performance and/or central air conditioning may be required. Noise control measures are not required if the sound level estimated in the OLA is 55 dBA or less during the daytime and 50 dBA or less in the plane of bedroom windows during either daytime or nighttime.

C3.2.2 Daytime Outdoor Sound Level Limit

Table C-1 gives the equivalent sound level (L_{eq}) limit for designated OLAs. The limit applies to the entire daytime period from 07:00 to 23:00.

Table C-1
Sound Level Limit for Outdoor Living Areas
Road and Rail

Time Period	L_{eq} (16) (dBA)
16-hour, 07:00 – 23:00	55

C3.2.3 Indoor Sound Level Limits

Table C-2 gives the equivalent sound level (L_{eq}) limits and the applicable time periods for the indicated types of indoor spaces. The specified indoor sound level limits are maxima and apply to the indicated indoor spaces with windows and doors closed.

Table C-2
Indoor Sound Level Limits
Road and Rail

Type of Space	Time Period	L_{eq} (dBA)	
		Road	Rail
Living/dining, den areas of residences, hospitals, nursing homes, schools, daycare centres, etc.	07:00 – 23:00	45	40
Living/dining, den areas of residences, hospitals, nursing homes, etc. (except schools or daycare centres)	23:00 – 07:00	45	40
Sleeping quarters	07:00 – 23:00	45	40

D 1: Daytime Outdoor and Daytime/Nighttime Indoor Sound Level Limits

the emissions are not required to be included with the overall noise assessment of a stationary source facility.

In addition, sound level limits do not apply to emergency equipment operating in emergency situations.

C4.5.4 Sound Level Limits for Layover Sites

The sound level limit for noise from a layover site in any hour, expressed in terms of the One-Hour Equivalent Sound Level (L_{eq}) is the higher of either 55 dBA or the background sound level.

C5 Noise Impact Assessment – Multiple Sources

Impulse sources, non-impulse sources and emergency equipment are to be analyzed separately. Where there are multiple, non-impulse sources at a stationary source, the noise assessment should be based on the combined effect of all sources comprising the stationary source, added together on an energy basis.

C6 Noise Impact Assessment – Supplementary Noise Limits

Indoor limits for transportation sources applicable to noise sensitive land uses are specified in Table C-2 and Table C-4. Table C-9 and Table C-10 are expanded versions of Table C-2 and Table C-4, and present guidelines for acceptable indoor sound levels that are extended to land uses and developments which are not normally considered noise sensitive. The specified values are maximum sound levels and apply to the indicated indoor spaces with the windows and doors closed. The sound level limits in Table C-9 and Table C-10 are presented as information, for good-practice design objectives.

Table C-9
Supplementary Indoor Sound Level Limits
Road and Rail

Type of Space	Time Period	L_{eq} (Time Period) (dBA)	
		Road	Rail
General offices, reception areas, retail stores, etc.	16 hours between 07:00 – 23:00	50	45
Living/dining areas of residences, hospitals, schools, nursing/retirement homes, daycare centres, theatres, places of worship, libraries, individual or semi-private offices, conference rooms, reading rooms, etc.	16 hours between 07:00 – 23:00	45	40
Sleeping quarters of hotels/motels	8 hours between 23:00 – 07:00	45	40
Sleeping quarters of residences, hospitals, nursing/retirement homes, etc.	8 hours between 23:00 – 07:00	40	35

D 2: Noise Impact Assessment – Supplementary Noise Limits

Table C-10
Supplementary Indoor Aircraft Noise Limits
(Applicable over 24-hour period)

Type of Space	Indoor NEF/NEP*
General offices, reception areas, retail stores, etc.	15
Individual or semi-private offices, conference rooms, etc.	10
Living/dining areas of residences, sleeping quarters of hotels/motels, theatres, libraries, schools, daycare centres, places of worship, etc.	5
Sleeping quarters of residences, hospitals, nursing/retirement homes, etc.	0

* The indoor NEF/NEP values listed in Table C-10 are not obtained from NEF/NEP contour maps. The values are representative of the indoor sound levels and are used as assessment criteria for the evaluation of acoustical insulation requirements.

C7 Noise Control Measures

The following sections provide MOE guidance for appropriate noise control measures. These sections constitute requirements that are applied to MOE approvals for stationary sources. This information is also provided as guidance which land use planning authorities may consider adopting.

The definition in Part A describes the various types and application of noise control measures. All the noise control measures described in the definition are appropriate to address the impact of noise of transportation sources (road, rail and aircraft) on planned sensitive land uses. Only some of the noise control measures described in the definition are appropriate to address the noise impact of stationary sources on planned sensitive land uses.

C7.1 Road Noise Control Measures

C7.1.1 Outdoor Living Areas

If the 16-Hour Equivalent Sound Level, L_{eq} (16) in the OLA is greater than 55 dBA and less than or equal to 60 dBA, noise control measures may be applied to reduce the sound level to 55 dBA. If measures are not provided, prospective purchasers or tenants should be informed of potential noise problems by a warning clause Type A.

If the 16-Hour Equivalent Sound Level, L_{eq} (16) in the OLA is greater than 60 dBA, noise control measures should be implemented to reduce the level to 55 dBA. Only in cases where the required noise control measures are not feasible for technical, economic or administrative reasons would an excess above the limit (55 dBA) be acceptable with a warning clause Type B. In the above situations, any excess above the limit will not be acceptable if it exceeds 5 dBA.

D 3: Noise Control Measures – Road Noise Control Measures

C7.1.2 Plane of a Window – Ventilation Requirements

C7.1.2.1 Daytime Period, 07:00 – 23:00 Hours

Noise control measures may not be required if the L_{eq} (16) daytime sound level in the plane of a bedroom or living/dining room window is less than or equal to 55 dBA. If the sound level in the plane of a bedroom or living/dining room window is greater than 55 dBA and less than or equal to 65 dBA, the dwelling should be designed with a provision for the installation of central air conditioning in the future, at the occupant's discretion. Warning clause Type C is also recommended.

If the daytime sound level in the plane of a bedroom or living/dining room window is greater than 65 dBA, installation of central air conditioning should be implemented with a warning clause Type D. In addition, building components including windows, walls and doors, where applicable, should be designed so that the indoor sound levels comply with the sound level limits in Table C-2. The location and installation of the outdoor air conditioning device should comply with sound level limits of Publication NPC-216, Reference [32], and guidelines contained in Environmental Noise Guidelines for Installation of Residential Air Conditioning Devices, Reference [6], or should comply with other criteria specified by the municipality.

C7.1.2.2 Nighttime Period, 23:00 – 07:00 Hours

Noise control measures may not be required if the L_{eq} (8) nighttime sound level in the plane of a bedroom or living/dining room window is less than or equal to 50 dBA. If the sound level in the plane of a bedroom or living/dining room window is greater than 50 dBA and less than or equal to 60 dBA, the dwelling should be designed with a provision for the installation of central air conditioning in the future, at the occupant's discretion. Warning clause Type C is also recommended.

If the nighttime sound level in the plane of a bedroom or living/dining room window is greater than 60 dBA, installation of central air conditioning should be implemented, with a warning clause Type D. In addition, building components including windows, walls and doors, where applicable, should be designed so that the indoor sound levels comply with the sound level limits in Table C-2. The location and installation of the outdoor air conditioning device should comply with sound level limits of Publication NPC-216, Reference [32], and guidelines contained in Environmental Noise Guidelines for Installation of Residential Air Conditioning Devices, Reference [6], or should comply with other criteria specified by the municipality.

C7.1.3 Indoor Living Areas – Building Components

If the nighttime sound level outside the bedroom or living/dining room windows exceeds 60 dBA or the daytime sound level outside the bedroom or living/dining area windows exceeds 65 dBA, building components including windows, walls and doors, where applicable, should be designed so that the indoor sound levels comply with the

D 4: Noise Control Measures – Road Noise Control Measures (Continued)

In Class 4 areas, where windows for noise sensitive spaces are assumed to be closed, the use of central air conditioning may be acceptable if it forms an essential part of the overall building designs.

C7.9 Verification of Noise Control Measures

It is recommended that the implementation of noise control measures be verified by qualified individuals with experience in environmental acoustics.

C8 Warning Clauses

The use of warning clauses or easements in respect of noise are recommended when circumstances warrant. Noise warning clauses may be used to warn of potential annoyance due to an existing source of noise and/or to warn of excesses above the sound level limits. Direction on the use of warning clauses should be included in agreements that are registered on title to the lands in question. The warning clauses would be included in agreements of Offers of Purchase and Sale, lease/rental agreements and condominium declarations. Alternatively, the use of easements in respect of noise may be appropriate in some circumstances. Additional guidance on the use of noise warning clauses is provided in Section C7.1.1, Section C7.1.2.1, Section C7.1.2.2, Section C7.3 and Section C7.4.

C8.1 Transportation Sources

The following warning clauses may be used individually or in combination:

TYPE A: (see Section C7.1.1)

> "Purchasers/tenants are advised that sound levels due to increasing road traffic (rail traffic) (air traffic) may occasionally interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of the Environment."

TYPE B: (see Section C7.1.1 and Section C7.4)

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

TYPE C: (see Section C7.1.2.1, Section C7.1.2.2 and Section C7.4)

> "This dwelling unit has been designed with the provision for adding central air conditioning at the occupant's discretion. Installation of

D 5: Noise Control Measures – Warning Clauses

central air conditioning by the occupant in low and medium density developments will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment."

TYPE D: (see Section C7.1.2.1, Section C7.1.2.2 and Section C7.4)

"This dwelling unit has been supplied with a central air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment."

C8.2 Stationary Sources

It is not acceptable to use warning clauses in place of physical noise control measures to identify an excess over the MOE sound level limits. Warning clause (Type E) for stationary sources may identify a potential concern due to the proximity of the facility but it is not acceptable to justify exceeding the sound level limits.

TYPE E: (see Section C7.6)

"Purchasers/tenants are advised that due to the proximity of the adjacent industry (facility) (utility), noise from the industry (facility) (utility) may at times be audible."

C8.3 Class 4 Area Notification

TYPE F: (see Section B9.2 and Section C4.4.2)

"Purchasers/tenants are advised that sound levels due to the adjacent industry (facility) (utility) are required to comply with sound level limits that are protective of indoor areas and are based on the assumption that windows and exterior doors are closed. This dwelling unit has been supplied with a ventilation/air conditioning system which will allow windows and exterior doors to remain closed."

D 6: Noise Control Measures – Warning Clauses (Continued)

Appendix E: Road Traffic Volume Data

E 1: Predicted Road Traffic

Year	Road	Location	AADT
2011	Longfellow	North of Northwood	1,400
2015	South Cameron	South of Tecumseh	3,500
2013	Dominion	South of Totten	14,700
2034	Longfellow	North of Northwood	2,208
2034	South Cameron	South of Tecumseh	5,099
2034	Dominion	South of Totten	22,280

E 2: Predicted Hourly Traffic Volumes per Period and Breakdown of Cars, Medium Trucks and Heavy Trucks – Longfellow

Period	Hourly Traffic Volume (Vehicles/hr)	Auto Traffic Volume (Vehicles/hr)	Medium Truck Traffic Volume (Vehicles/hr)	Heavy Truck Traffic Volume (Vehicles/hr)
Day	124	122	3	0
Night	28	27	1	0

*Note: the above count does not meet the minimum 40 vph requirement. The traffic was increased by 50% at nighttime to achieve the minimum vehicle requirement.

E 3: Predicted Hourly Traffic Volumes per Period and Breakdown of Cars, Medium Trucks and Heavy Trucks – South Cameron

Period	Hourly Traffic Volume (Vehicles/hr)	Auto Traffic Volume (Vehicles/hr)	Medium Truck Traffic Volume (Vehicles/hr)	Heavy Truck Traffic Volume (Vehicles/hr)
Day	287	273	7	7
Night	64	61	2	2

E 4: Predicted Hourly Traffic Volumes per Period and Breakdown of Cars, Medium Trucks and Heavy Trucks – Dominion

Period	Hourly Traffic Volume (Vehicles/hr)	Auto Traffic Volume (Vehicles/hr)	Medium Truck Traffic Volume (Vehicles/hr)	Heavy Truck Traffic Volume (Vehicles/hr)
Day	1,253	1,190	31	31
Night	279	265	7	7

Appendix F: Rail Traffic Volume Data

F 1: CN Rail Train Volume Data Modelled for 2034

	Number of Trains (way freight)	Max Speed (km/h)	Number of Locomotive per Train	Number of Cars per Train	Engine Type
Day	2.62	16	4	25	Diesel
Night	0	16	0	0	Diesel

Date: 2024/05/13 Project Number: CAS-224.60 - Tecumseh Road West, Windsor ON

Dear Helen:

Re: Train Traffic Data – CN Caso Subdivision near Tecumseh Road West in Windsor, ON

The following is provided in response to Helen's 2024/04/12 request for information regarding rail traffic in the vicinity of Cabana Road East in Windsor ON at approximately Mile 224.60 on CN's Caso Subdivision.

Typical daily traffic volumes are recorded below. However, traffic volumes may fluctuate due to overall economic conditions, varying traffic demands, weather conditions, track maintenance programs, statutory holidays and traffic detours that when required may be heavy although temporary. For the purpose of noise and vibration reports, train volumes must be escalated by 2.5% per annum for a 10-year period.

Typical daily traffic volumes at this site location are as follows:

***Maximum train speed is given in Miles per Hour**

	0700-2300			
Type of Train	Volumes	Max.Consist	Max. Speed	Max. Power
Freight	0	140	10	4
Way Freight	2	25	10	4
Passenger	0	10	10	2

	2300-0700			
Type of Train	Volumes	Max.Consist	Max. Speed	Max. Power
Freight	0	140	10	4
Way Freight	0	25	10	4
Passenger	0	10	10	2

The volumes recorded reflect westbound and eastbound freight and passenger operations on CN's Caso Subdivision.

Except where anti-whistling bylaws are in effect, engine-warning whistles and bells are normally sounded at all at-grade crossings. There are three (3) crossings in the immediate vicinity of the study area at Mile 221.80 Howard Avenue, Mile 225 College Ave 225.27 Essex Terminal. Anti-whistling bylaws are not in effect at this crossing. Please note that engine-warning whistles may be sounded in cases of emergency, as a safety and or warning precaution at station locations and pedestrian crossings and occasionally for operating requirements.

With respect to equipment restrictions, the gross weight of the heaviest permissible car is 286,000 lbs.

The double mainline track is considered to be continuously welded rail throughout the study area. The presence of four switches located at Mile 224.48, 224.56, 224.60 and 224.66 and may exacerbate the noise and vibration caused by train movements.

F 3: CN Rail Traffic Response Letter – Page 1

The Canadian National Railway continues to be strongly opposed to locating developments near railway facilities and rights-of-way due to potential safety and environmental conflicts. Development adjacent to the Railway Right-of-Way is not appropriate without sound impact mitigation measures to reduce the incompatibility. For confirmation of the applicable rail noise, vibration and safety standards, Adjacent Development, Canadian National Railway Properties at Proximity@cn.ca should be contacted directly.

I trust the above information will satisfy your current request.

Sincerely,

Sarangan Srikanth

Sarangan Srikanth
Officer Public Works
sarangan.srikanth@cn.ca

F 4: CN Rail Traffic Response Letter – Page 2

Appendix G: Noise Model Printouts

```
STAMSON 5.0        NORMAL REPORT        Date: 06-12-2024 17:57:21
MINISTRY OF ENVIRONMENT AND ENERGY / NOISE ASSESSMENT

Filename: POR1B.te             Time Period: Day/Night 16/8 hours
Description: POR1B


Rail data, segment # 1: CN (day/night)
-------------------------------------
Train            ! Trains      ! Speed !# loc !# Cars! Eng  !Cont
Type             !             !(km/h) !/Train!/Train! type !weld
-----------------+-------------+-------+------+------+------+----
  1.             !   2.6/0.0   !  16.0 !  4.0 ! 25.0 !Diesel! Yes

Data for Segment # 1: CN (day/night)
-------------------------------------
Angle1   Angle2           : -90.00 deg   90.00 deg
Wood depth                :      0       (No woods.)
No of house rows          :      0 / 0
Surface                   :      1       (Absorptive ground surface)
Receiver source distance  : 288.00 / 288.00 m
Receiver height           :   5.20 / 5.20   m
Topography                :      1       (Flat/gentle slope; no barrier)
No Whistle
Reference angle           :   0.00

Results segment # 1: CN (day)
------------------------------

LOCOMOTIVE (0.00 + 39.69 + 0.00) = 39.69 dBA
Angle1 Angle2  Alpha RefLeq  D.Adj  F.Adj  W.Adj  H.Adj  B.Adj SubLeq
-------------------------------------------------------------------------
   -90     90   0.47  59.73 -18.92  -1.13   0.00   0.00   0.00  39.69
-------------------------------------------------------------------------

WHEEL (0.00 + 20.96 + 0.00) = 20.96 dBA
Angle1 Angle2  Alpha RefLeq  D.Adj  F.Adj  W.Adj  H.Adj  B.Adj SubLeq
-------------------------------------------------------------------------
   -90     90   0.58  42.54 -20.26  -1.32   0.00   0.00   0.00  20.96
-------------------------------------------------------------------------

Segment Leq : 39.75 dBA

Total Leq All Segments: 39.75 dBA
```

Results segment # 1: CN (night)

LOCOMOTIVE (0.00 + -20.04 + 0.00) = 0.00 dBA

Angle1	Angle2	Alpha	RefLeq	D.Adj	F.Adj	W.Adj	H.Adj	B.Adj	SubLeq
-90	90	0.47	0.00	-18.92	-1.13	0.00	0.00	0.00	-20.04

WHEEL (0.00 + -21.58 + 0.00) = 0.00 dBA

Angle1	Angle2	Alpha	RefLeq	D.Adj	F.Adj	W.Adj	H.Adj	B.Adj	SubLeq
-90	90	0.58	0.00	-20.26	-1.32	0.00	0.00	0.00	-21.58

Segment Leq : 0.00 dBA

Total Leq All Segments: 0.00 dBA

Road data, segment # 1: Longfellow (day/night)

Car traffic volume	1947/324	veh/TimePeriod
Medium truck volume	40/6	veh/TimePeriod
Heavy truck volume	0/0	veh/TimePeriod
Posted speed limit	50 km/h	
Road gradient	0 %	
Road pavement	1 (Typical asphalt or concrete)	

Data for Segment # 1: Longfellow (day/night)

Angle1 Angle2	-90.00 deg	90.00 deg
Wood depth	0	(No woods.)
No of house rows	0 / 0	
Surface	1	(Absorptive ground surface)
Receiver source distance	15.00 / 15.00	m
Receiver height	5.20 / 5.20	m
Topography	1	(Flat/gentle slope; no barrier)
Reference angle	0.00	

```
Road data, segment # 2: S Cameron (day/night)
-----------------------------------------
Car traffic volume  :  4360/484   veh/TimePeriod
Medium truck volume :   115/13    veh/TimePeriod
Heavy truck volume  :   115/13    veh/TimePeriod
Posted speed limit  :    50 km/h
Road gradient       :     0 %
Road pavement       :     1 (Typical asphalt or concrete)

Data for Segment # 2: S Cameron (day/night)
-----------------------------------------
Angle1   Angle2           : -90.00 deg   90.00 deg
Wood depth                :      0       (No woods.)
No of house rows          :      0 / 0
Surface                   :      1       (Absorptive ground surface)
Receiver source distance  : 143.00 / 143.00 m
Receiver height           :   5.20 / 5.20   m
Topography                :      1       (Flat/gentle slope; no barrier)
Reference angle           :   0.00

Results segment # 1: Longfellow (day)
-----------------------------------

Source height = 0.50 m

ROAD (0.00 + 52.78 + 0.00) = 52.78 dBA
Angle1 Angle2  Alpha RefLeq  P.Adj  D.Adj  F.Adj  W.Adj  H.Adj  B.Adj
SubLeq
-------------------------------------------------------------------------
--
   -90     90   0.58  54.10   0.00   0.00  -1.32   0.00   0.00   0.00
52.78
-------------------------------------------------------------------------
--

Segment Leq : 52.78 dBA

Results segment # 2: S Cameron (day)
-----------------------------------

Source height = 1.26 m

ROAD (0.00 + 44.76 + 0.00) = 44.76 dBA
Angle1 Angle2  Alpha RefLeq  P.Adj  D.Adj  F.Adj  W.Adj  H.Adj  B.Adj
SubLeq
-------------------------------------------------------------------------
--
   -90     90   0.56  61.28   0.00 -15.24  -1.28   0.00   0.00   0.00
44.76
-------------------------------------------------------------------------
--
```

```
Segment Leq : 44.76 dBA

Total Leq All Segments: 53.42 dBA

Page 4

Results segment # 1: Longfellow (night)
---------------------------------------

Source height = 0.50 m

ROAD (0.00 + 47.90 + 0.00) = 47.90 dBA
Angle1 Angle2  Alpha RefLeq  P.Adj  D.Adj  F.Adj  W.Adj  H.Adj  B.Adj
SubLeq
-------------------------------------------------------------------------
--
   -90     90   0.58  49.22   0.00   0.00  -1.32   0.00   0.00   0.00
47.90
-------------------------------------------------------------------------
--

Segment Leq : 47.90 dBA

Results segment # 2: S Cameron (night)
---------------------------------------

Source height = 1.26 m

ROAD (0.00 + 38.28 + 0.00) = 38.28 dBA
Angle1 Angle2  Alpha RefLeq  P.Adj  D.Adj  F.Adj  W.Adj  H.Adj  B.Adj
SubLeq
-------------------------------------------------------------------------
--
   -90     90   0.56  54.80   0.00 -15.24  -1.28   0.00   0.00   0.00
38.28
-------------------------------------------------------------------------
--

Segment Leq : 38.28 dBA

Total Leq All Segments: 48.35 dBA



TOTAL Leq FROM ALL SOURCES (DAY): 53.60
                           (NIGHT): 48.35
```

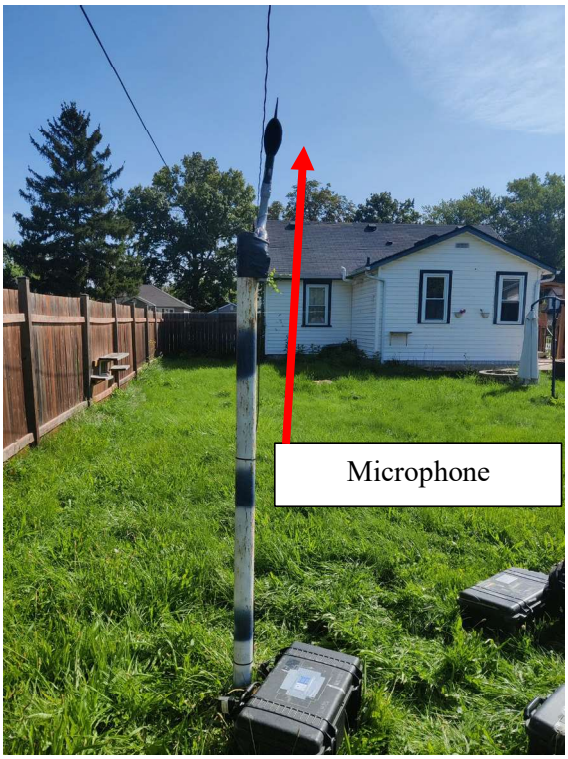
Appendix H: Measured Noise Data

Start Time	LAleq	LAeq	Temp (°F)	Rel Hum (%)	Wind Spd (mph)	Weather	Period	Noise Limit (dB)	Comments
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2024-08-21 13:00	70	69	68 °F	52 %	10 mph	Mostly Cloudy	Daytime	50	
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2024-08-21 14:00	54	53	72 °F	43 %	13 mph	Fair	Daytime	50	
2024-08-21 15:00	54	53	72 °F	46 %	12 mph	Mostly Cloudy	Daytime	50	
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

2024-08-25 13:00	59	56	83 °F	93 %	5 mph	Mostly Cloudy	Daytime	50	traffic, a/c unit?, dog barking, power tool, distant train,
2024-08-25 14:00	59	56	84 °F	93 %	5 mph	Fair	Daytime	50	Traffic, constant tonal hum, power tools, hammer,
2024-08-25 15:00	59	56	84 °F	93 %	7 mph	Mostly Cloudy	Daytime	50	Traffic, constant tonal hum, talking,
2024-08-25 16:00	54	53	80 °F	70 %	10 mph	Mostly Cloudy	Daytime	50	
2024-08-25 17:00	54	53	84 °F	70 %	10 mph	Partly Cloudy	Daytime	50	
2024-08-25 18:00	54	53	83 °F	73 %	5 mph	Fair	Daytime	50	traffic, constant tonal hum, talking, hammering, power tools, lawnmower
2024-08-25 19:00	53	51	77 °F	84 %	5 mph	Fair	Evening	48	traffic, constant tonal hum, gate opening, power tool, yelling,
2024-08-25 20:00	52	51	74 °F	93 %	0 mph	Fair	Evening	47	constant tonal hum, traffic, talking, power tool, children,
2024-08-25 21:00	55	54	72 °F	94 %	6 mph	Partly Cloudy	Evening	45	crickets, constant tonal hum, traffic,
2024-08-25 22:00	56	55	72 °F	94 %	5 mph	Fair	Evening	45	crickets, constant tonal hum, traffic,
2024-08-25 23:00	56	55	72 °F	94 %	2 mph	Mist	Nighttime	45	crickets, contant tonall hum, traffic, a/c unit?, talking,
2024-08-26 0:00	57	56	70 °F	100 %	3 mph	Mist	Nighttime	45	Crickets, traffic, a/c unit?, distant train
2024-08-26 1:00	57	56	68 °F	100 %	2 mph	Fog	Nighttime	45	A/c unit?, crickets, traffic,
2024-08-26 2:00	57	56	68 °F	100 %	3 mph	Fog	Nighttime	45	crickets, traffic, constant tonal hum
2024-08-26 3:00	56	55	66 °F	100 %	0 mph	Fog	Nighttime	45	crickets, traffic, constant tonal hum, a/c unit?,
2024-08-26 4:00	55	54	68 °F	100 %	2 mph	Fog	Nighttime	45	crickets, traffic, constant tonal hum, train moving?
2024-08-26 5:00	54	53	68 °F	100 %	3 mph	Mist	Nighttime	45	crickets, traffic, constant tonal hum, truck reverse beeps,
2024-08-26 6:00	53	53	68 °F	100 %	6 mph	Mist	Nighttime	45	traffic, crickets, constant tonal hum, gate opening, coughing,
2024-08-26 7:00	55	55	72 °F	100 %	2 mph	Fair	Daytime	50	traffic, crickets, constant tonal hum, birds, sirens, garbage truck,
2024-08-26 8:00	58	56	77 °F	83 %	5 mph	Fair	Daytime	50	garbage truck, traffic, dog barking, birds, a/c unit?, constant hum
2024-08-26 9:00	60	59	82 °F	83 %	7 mph	Fair	Daytime	50	constant hum, traffic, garbage truck, distant train,

High Humidity (>90%)
High Wind (>15 km/h; 9.32 mph)
Rain
Exceedance

Appendix I: Photographs of Noise Measurement Location



65

I 3: Microphone and Sound Level Meter



65

I 2: Site Measurement Location

Appendix J: Measurement Equipment List

The following is the list of equipment used to perform the noise measurements:

Type 4231 Brüel & Kjær Acoustic Calibrator	Serial No. 2588643
Type 4952 Brüel & Kjær Outdoor Microphone	Serial No. 2766539
Type 2250 Brüel & Kjær Sound Level Meter	Serial No. 2763480

All measurement systems were checked for calibration before and after the measurement period and were found to be within the acceptable calibration limits. The battery levels also remained within the acceptable levels during the measuring period.

It is also worth noting that the meteorological conditions were measured before and after the measurement period and were found to be within the limits set by the MECP.

SCOPED
PLANNING RATIONALE REPORT

ZONING BY-LAW AMENDMENT
PROPOSED RESIDENTIAL DEVELOPMENT

1841 Longfellow Avenue

Windsor, Ontario

June 2, 2025

Prepared by:

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1.0 INTRODUCTION

I have been retained by Deniz Orak (herein the “Applicant”) to provide a scoped land use Planning Rationale Report (PRR) in support of a proposed residential development to be located at 1841 Longfellow Avenue (herein the “Site”) in the City of Windsor, Province of Ontario.

The Site, in Ward 10 (South Cameron 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 west side of Longfellow Avenue, north of Ojibway Street and south of Arcadia Street.

It is proposed that the Site be redeveloped for residential purposes.

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

No Additional Dwelling Units (ADUs) are proposed.

Parking will be located in private garages for each unit as well as on paved driveways. A total of 2 parking spaces per unit is proposed for a total of 4.

The Site has access to full municipality services.

Pre-consultation (stage 1) was completed by the Applicant (City File #PC-012/24). Comments dated February 14, 2024, have been received and included in this scoped PRR.

Pre-submission (stage 2) was completed by the Applicant (City File #PC-008/25). Comments dated June 2, 2025, have been received and included in this scoped PRR.

A site-specific Zoning By-law Amendment (ZBA) is required in support of the proposed development in addition to the required support studies.

A future application for Consent (CON) will be made to sever along the common wall.

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) as it pertains to the ZBA application.

This scoped 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 10 (South Cameron Planning District), is made up of one interior parcel of land.

The Site is located on the west side of Longfellow Avenue, north of Ojibway Street and south of Arcadia Street (see the area outlined in **red** on Figure 1 – Site Location).

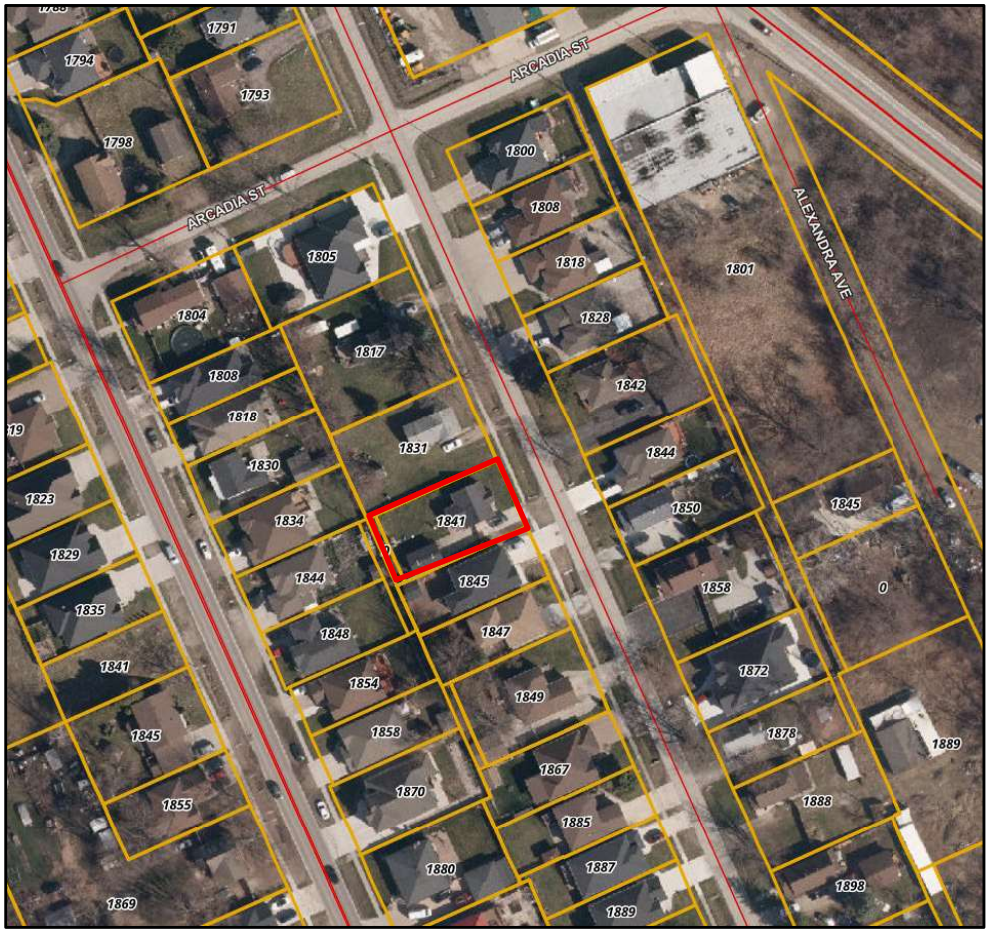


Figure 1 – Site Location (Source: Windsor GIS)

The Site is owned, locally known as and legally described as follows:

Address	Legal Description	PIN	ARN	Owner	Purchased Date
1841 Longfellow Ave	LT 139 PL 557 SANDWICH WEST; LT 140 PL 557 SANDWICH WEST; PT LT 138 PL 557 SANDWICH WEST AS IN SW59736; WINDSOR	01313-1596 (LT)	080-580-01300	ORAK, MEHMET DENIZ	2019
0 Longfellow Ave	PT ALLEY PL 557 SANDWICH WEST CLOSED BY R1060870 AS IN R1373835; S/T R1373835E; WINDSOR	01313-1597 (LT)	080-580-01401	ORAK, MEHMET DENIZ	2019

2.2 Physical Features of the Site

2.2.1 Size and Site Dimension

The Site, subject to the proposed development, consists of a total area of 657.2 m2, with 18.34 m along Longfellow Avenue and a depth of 35.8 m.

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 agriculture.

2.2.3 Vegetation

The property currently has a mown lawn.

2.2.4 Topography

The Site is generally level, and it is outside of the Essex Region Conservation Authority (ERCA) regulated area.

2.2.5 Other Physical Features

Fencing is located along a portion of the Site.

2.2.6 Municipal Services

The Site has access to municipal water, storm, and sanitary services.

Transit is also available. The Site is close to major roadways.

2.2.7 Nearby Amenities

There are many schools, parks, places of worship and libraries in close proximity to the Site.

There is nearby shopping in the form of plazas and malls, medical facilities, as well as employment, and local amenities.

2.3 Surrounding Land Uses

Overall, the Site is located in an established area with residential uses.

There are residential uses on the north, south, east and west of the Site.

There are several different lot frontages and lot areas of neighbouring properties.

3.0 PROPOSAL AND CONSULTATION

3.1 Development Proposal

The Site, in Ward 10 (South Cameron 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).

It is proposed that the Site be redeveloped for residential purposes

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

No Additional Dwelling Units (ADUs) are proposed.

A concept plan has been prepared (see Figure 2a –Concept Plan).

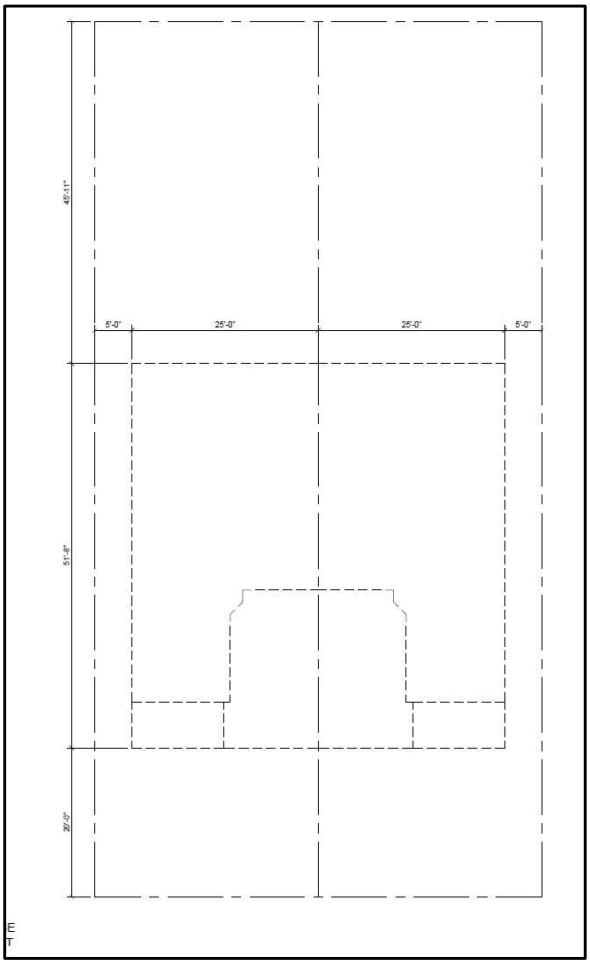


Figure 2a –Concept Plan

The proposed semi-detached dwelling will have a gross floor area (GFA) of 408.7 m2 with 240.0 m2 total lot coverage at 36.5 % of the total lot area.

Elevations of the proposed building have been prepared (see Figure 2b – Elevations).



Figure 2b – Elevations

Parking will be located in private garages for each unit as well as on paved driveways. A total of 2 parking spaces per unit is proposed for a total of 4.

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 electronic public open house was held with area residents and property owners on August 29, 2024.

The open house provided members of the public **120 m** radius of the Site with opportunities to review and comment on the proposed development.

No residents or property owners attended the open house.

A formal objection was received from the residents of 1763 Longfellow Avenue, via August 18, 2024, email.

4.0 APPLICATION AND STUDIES

Pre-consultation (stage 1) was completed by the Applicant (City File #PC-012/24). Comments dated February 14, 2024, have been received and included in this scoped PRR.

Pre-submission (stage 2) was completed by the Applicant (City File #PC-008/25). Comments dated June 2, 2025, have been received and included in this scoped 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 1.1 (RD1.1) category, as shown on Maps 4, 7 and 8 of the City of Windsor Zoning By-law #8600.

It is proposed to further amend the existing zoning to a site specific Residential District 1.1 (RD1.1 - S.20(1)(XXX)) category to permit the proposed development of a new semi-detached dwelling.

Further, the proposed development will comply with all zone provisions set out in the RD1.1 Zone, with the exception of the following relief being requested.:

1. *Increase the maximum gross floor area for the main building from 400 m2 to 410 m2.*

The ZBA is detailed, and the justification is set out in Section 5.1.3 of this scoped PRR.

4.2 Other Applications

Once the ZBA application has been approved, the Applicant will proceed with a building permit.

A future application for Consent (CON) will be made to sever along the common wall.

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 Noise

An Acoustic Assessment was prepared by Akoustik Engineering Limited, dated December 6, 2024.

The purpose of the study was to assess the impact of transportation noise from nearby roads and railways located near the Site.

It was concluded that the predicted noise levels do not exceed the limits set by the Ministry.

It was recommended that the development be given approval with the understanding that a warning clause be used.

The Applicant is currently in the process of having the warning clause registered on title, if required.

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 gentle intensification and infilling. The proposed density is appropriate for the Site. 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.
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 gentle 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 is 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 housing options and	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
	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 environment and minimize	The proposed development will be serviced by municipal sewer, water and storm, which is the preferred form of servicing for settlement areas.

PPS Policy #	Policy	Response
	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.	
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.
Chapter 5.1.1 – Protecting Public Health and Safety	Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.	There are no natural or human-made hazards that apply to this Site. There is no risk to the public.

Therefore, the proposed development is consistent with the PPS 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.

The Site is also subject to the following:

- Schedule A: South Cameron Planning District and South Cameron Secondary Plan
- Schedule C: Development Constraint – 300.0 m of a rail yard
- Schedule C-1: Archaeological Constraints – High Potential
- Schedule F-1: Railways – located within 370 m of a railway
- Schedule SC-1: Development Concept – low profile residential
- Schedule SC-2: Road Network – Local Road (Longfellow Ave)
- Schedule SC-3: Noise Control Area - Rail Yard Warning Clause and Noise Study for Residential Development
- Schedule SC-4: Action Areas - Local Road (namely Longfellow Ave) identified for a Potential One-Way Traffic Scheme

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
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	The proposed development is considered low profile.

OP Policy #	Policy	Response
	structures generally no greater than fourteen (14) storeys in height.	
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 Site 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. 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 proximity to those Nodes. Within these areas Medium Profile buildings, up to four (4) storeys in height	The Site is close to major roadways, has access to full municipal services, is close to nearby amenities and is close to transit.

OP Policy #	Policy	Response
	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.	
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 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	This scoped PRR has evaluated the PPS in Section 5.1.1. There are no constraint areas or nuisances that impact the Site. Support studies have been completed as they pertain to noise and are summarized in Section 4.3.1 of this scoped PRR. 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. The proposed development is compatible with the existing neighbourhood.

OP Policy #	Policy	Response
	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.	**Existing** semi-detached dwellings are a permitted use. A **new** semi-detached dwelling is proposed. No relief from the RD1.1 is being requested, except for a minor increase in GFA. 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.
7.2.8.9 – Development Adjacent to a **Rail Yard**	Council shall protect designated rail yards from incompatible development. Accordingly, development adjacent to a Rail Yard designated on Schedule C: Development Constraint Areas will be subject to the following: (a) New residential development and other new sensitive land uses, which require a rezoning (exclusive of a zoning by-law consolidation), plan of subdivision or plan of condominium are not permitted within 300 metres of a designated Rail Yard; (b) All proponents of new residential development and other new sensitive land uses, located between 300 and 1000 metres of a designated Rail Yard (exclusive of the George Avenue Rail Yard unless required by the City), which	The Site is located within 370 m of a railway. The required noise study was completed and summarized in Section 4.3.1 of this scoped PRR. It was recommended that the development be given approval with the understanding that a warning clause be used.

OP Policy #	Policy	Response
	require a rezoning (exclusive of a zoning by-law consolidation), plan of subdivision or plan of condominium shall complete a noise study to support the proposal, an, if the need for mitigation measures is determined by this study, shall identify and recommend appropriate mitigation measures, in accordance with the procedural policies in this Official Plan; (c) All proponents of new development within 75 metres of a designated Rail Yard shall complete a vibration study to support the proposal, and, if the need for mitigation measures is determined by the study, shall identify and recommend appropriate mitigation measures, in accordance with the procedural policies in this Official Plan; (d) All proponents of new residential development and other sensitive land uses, within 1000 metres of a designated Rail Yard, which requires a rezoning (exclusive of a zoning by-law consolidation), plan of subdivision or plan of condominium will consult with the appropriate railway company prior to the finalization of any noise and/or vibration abatement study required y this Official Plan; and (e) All proponents of new development abutting a rail yard, which require a rezoning (exclusive of a zoning by-law consolidation), plan of subdivisions, plan of condominium or site plan approval, shall incorporate	

OP Policy #	Policy	Response
	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 subject property is located within an area of high archaeological potential. However, the proposed development is on top of lands that have been previously disturbed, the subject property is a standard sized residential lot, and the proposed development will not lead to an impact on the land greater than one residential building envelope. No further studies were required.
Chapter 4.7.1.4 - South Camerson Secondary Plan, Permitted Uses	For the purpose of this secondary plan, Low Profile Residential development comprise single detached and **semi-detached dwellings** only.	Semi-detached dwelling is proposed.

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 1.1 (RD1.1) category, as shown on Maps 4, 7 and 8 of the City of Windsor Zoning By-law #8600.

It is proposed to further amend the zoning to a site specific Residential District 1.1 (RD1.1 - S.20(1)(XXX)) category to permit the proposed development of a new semi-detached dwelling.

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.*

A review of the RD1.1 zone provisions, as set out in Section 10.1 of the ZBL is as follows:

Zone Regulations	**Required RD1.1 Zone**	**Proposed RD1.1 - 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 RD1.1 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.
Lot Width – minimum	15.0 m	18.34 m	Complies
Lot Area – minimum	450.0 m2	657.2 m2	Complies
Lot Coverage – maximum	45.0%	36.5 % 240.0 m2 / 657.2 m2	Complies
Main Building Height - maximum	9.0 m	6.7 m 2-storey	Complies
Front Yard Depth – minimum	6.0 m	6.1 m	Complies

Zone Regulations	Required RD1.1 Zone	Proposed RD1.1 - S.20(1)(XXX) Zone	Compliance and/or Relief Requested with Justification
Rear Yard Depth – minimum	7.50 m	14.0 m	Complies
Side Yard Width – minimum	1.20 m	North side – 1.52 m South side – 1.52 m	Complies
Gross Floor Area – Main Building – maximum	400 m2	408.7 m2 (say 410 m2)	Relief requested. An increase of 10 m2 is required. Relief is considered minor. Relief will allow each unit to be 15.748 m (51'-8") x 15.24 (50'-0") in size.
Parking Requirements Table 24.20.5.1 - minimum	Semi-detached - 1 for each dwelling unit = 2 **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 RD1.1 Zone, with the exception of the following relief being requested.:

1. *Increase the maximum gross floor area for the main building from 400 m2 to 410 m2.*

6.0 SUMMARY AND CONCLUSION

6.1 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,
- There are no noise 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.

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 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 scoped 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



THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 278/2025

Subject: ZBA Application for 0 Salter Avenue, Z-009/25 [ZNG-7298], Ward 3

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

Decision Number: **DHSC 761**

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

6. WEST SIDE OF SALTER AVENUE, NORTH OF UNIVERSITY AVENUE WEST

For the lands comprising Lots 7 & 8, Plan 380 (PIN 01196-0469), a *Multiple Dwelling* shall be subject to the following additional provisions:

a) *Front Yard* Depth: *minimum* 5.50 m

b) *Side Yard* Width: *minimum* 1.80 m

c) *Dwelling Units*: *maximum* 8

d) Notwithstanding clause .6 of Table 25.5.20.1, the *minimum* separation of a *parking area* from a *building* wall containing a *habitable room window* or containing both a main pedestrian entrance and a *habitable room window* facing the *parking area* where the *building* is located on the same *lot* as the *parking area* shall be 3.75 m.

[ZDM 3; ZNG/7298]; and,

II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Lots 7 & 8, Plan 380 (PIN 01196-0469), situated on the west side of Salter Avenue, north of University Avenue West, from RD2.2 to RD3.1x(6).

Carried.

Report Number: S 100/2025
Clerk's File: ZB/15012

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 September 2, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250902/-1/10576

Subject: ZBA Application for 0 Salter Avenue, Z-009/25 [ZNG-7298], Ward 3

Reference:

Date to Council: September 2, 2025
Author: Brian Nagata, MCIP, RPP
Planner II - Development Review
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: July 25, 2025
Clerk's File #: ZB/15012

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:

6. WEST SIDE OF SALTER AVENUE, NORTH OF UNIVERSITY AVENUE WEST

For the lands comprising Lots 7 & 8, Plan 380 (PIN 01196-0469), a *Multiple Dwelling* shall be subject to the following additional provisions:

a) *Front Yard* Depth: *minimum* 5.50 m

b) *Side Yard* Width: *minimum* 1.80 m

c) *Dwelling Units*: *maximum* 8

d) Notwithstanding clause .6 of Table 25.5.20.1, the *minimum* separation of a *parking area* from a *building* wall containing a *habitable room window* or containing both a main pedestrian entrance and a *habitable room window* facing the *parking area* where the *building* is located on the same *lot* as the *parking area* shall be 3.75 m.

[ZDM 3; ZNG/7298]

II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Lots 7 & 8, Plan 380 (PIN 01196-0469), situated on the west side of Salter Avenue, north of University Avenue West, from RD2.2 to RD3.1x(6).

Executive Summary:

N/A

Background:

Application Information:

Location:	0 Salter Avenue (Lots 7 & 8, Plan 380; Roll No. 040-110-08154; PIN No. 01196-0469 LT)
Ward:	3
Planning District:	River West
Zoning District Map:	3
Owner:	Sterling Ridge Residential Inc. (Alawi Altahhan)
Applicant:	Same as Owner
Authorized Agent:	HRK Realty Services Ltd. (Hal Kersey)

Proposal:

The applicant is requesting an amendment to Zoning By-law 8600 to change the zoning for the lands located on the west side of Salter Avenue north of University Avenue West, known municipally as 0 Salter Avenue (the "Subject Property"), to allow for the construction of a two (2) storey, eight (8) unit Multiple Dwelling with a ten (10) space parking area at the rear of the Multiple Dwelling building having access off the alley, as attached in Appendix A.

The applicant's original proposal at the time of their Zoning By-law Amendment submission included a front yard parking area accessed off Salter Avenue with the Multiple Dwelling pushed back behind the parking. The Planning Department found the site layout to be nonconforming with applicable Streetscape policies under the Urban Design chapter of the Official Plan (i.e. parking areas in the front yard of low profile housing are discouraged).

The applicant subsequently submitted a revised Conceptual Site Plan, attached as Appendix A, addressing all of the Planning Department's concerns with the original submission. The revised Conceptual Site Plan also resolved the non-compliances identified under the requested site-specific provision.

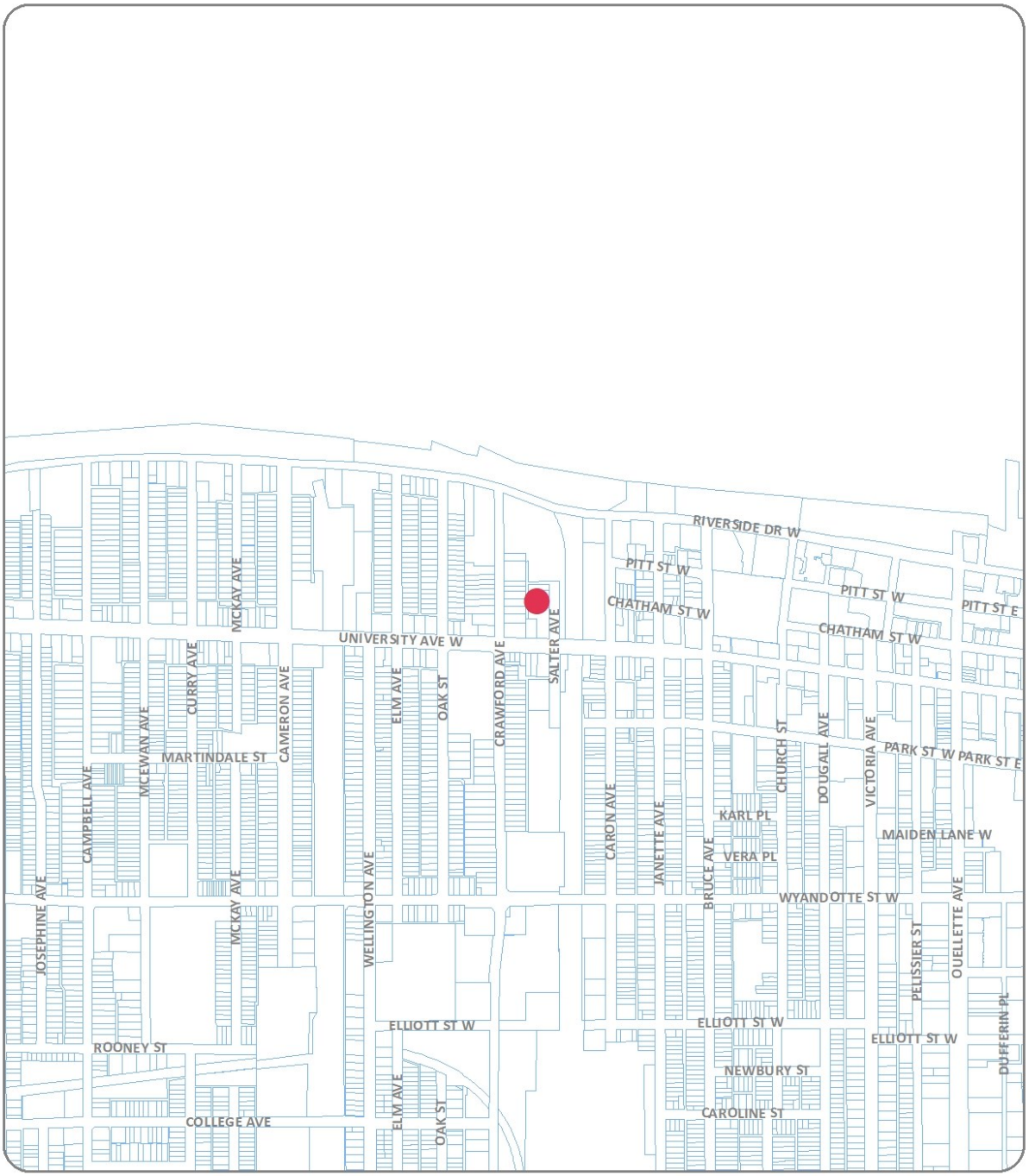
Submitted Information: Conceptual Site Plan (See Appendix A), Deed, Parking Study (See Appendix G), Planning Rationale Report (See Appendix H), Stage 1 Archaeological Background Study and Stage 2 Archaeological Property Assessment (See Appendix I), Stormwater Management Report (See Appendix J) and Zoning By-law Amendment Application Form.

Site Information:

Official Plan	Zoning	Current Use	Previous Use
Residential	Residential District 2.2 (RD2.2)	Parking Area (Lot 7, Plan 380) Vacant Land (Lot 8, Plan 380)	Single Unit Dwellings (Lot 7, Plan 380) (Demolished between 1983 and 1987) (Lot 8, Plan 380) (Demolished in 1994)
Lot Width	**Lot Depth**	**Lot Area**	**Lot Shape**
23.8 m	42.8 m	1,018.6 m^2	Rectangular
All measurements are based on Registered Plan of Subdivision No. 380			

The south half of the Subject Property (Lot 7, Plan 380) contains a parking area serving the abutting business offices at 800 University Avenue West. The north half of the Subject Property (Lot 8, Plan 380) is maintained as landscaped open space consisting of manicured lawn with mature trees and shrubs.

The parking arrangement between the owner of the Subject Property and the abutting property is a civil matter. Notwithstanding, it should be noted that the removal will not result in 800 University Avenue West being non-compliant with the parking requirements of Zoning By-law 8600.



KEY MAP - Z-009/25, ZNG/7298

SUBJECT LANDS



PART OF ZONING DISTRICT MAP 3

N.T.S.

REQUESTED ZONING AMENDMENT

Applicant: Sterling Ridge Residential Inc.

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : MAY, 2025
FILE NO. : Z-009/25, ZNG/7298



NEIGHBOURHOOD MAP - Z-009/25, ZNG/7298

SUBJECT LANDS

Neighbourhood Characteristics:

The Subject Property is located on the eastern side of the River West neighbourhood. The River West neighbourhood constitutes the area north of Tecumseh Road West, east of Huron Church Road, south of the Detroit River and west of the Canadian Pacific Railway corridor (north of Wyandotte Street West and south of Erie Street West) and Janette Avenue (between Wyandotte Street West and Erie Street West).

Surrounding Land Uses:

North:

- Devonshire Retirement Residences
- Former Canadian Broadcasting Corporation (CBC) station
- Legacy Park
- Low density residential

East:

- Former Canadian Pacific Railway corridor
- Municipal Parking Lot 23

South:

- Business offices
- Gas station
- Low density residential
- Medium density residential
- Retail store
- Take-out restaurant
- Warehouse

West:

- Low density residential

Municipal Infrastructure:

- Salter Avenue is classified as a local road, which has a two-lane cross section with curbs and gutters on both sides, and streetlights on the east side and a sidewalk on the west side.
- Combined sewer and watermain are located within the Salter Avenue right-of-way.

Discussion:

The Provincial Planning Statement, 2024 (PPS) provides policy direction on matters of provincial interest related to land use planning and development and sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians.

The following policies of the PPS are considered relevant in discussing provincial interests related to this amendment:

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities

2.1 Planning for People and Homes

Policy 2.1.6 states:

Planning authorities should support the achievement of complete communities by:

a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, longterm care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;

a. This amendment will allow for the construction of a multiple dwelling, further diversifying the range and mix of housing options available in the River West neighbourhood.

b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and

a. Compliance with the Barrier-Free Design requirements of the *Ontario Building Code* and accessibility requirements under *Ontario Regulation 191/11 Integrated Accessibility Standards* to the *Accessibility for Ontarians with Disabilities Act, 2005* will be addressed through the Building Permit application process.

c) improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.

a. This amendment will allow for another housing option for individuals who wish to live or remain within the River West neighbourhood.

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*

a. This amendment will allow for the redevelopment of the Subject Property at a higher density (intensification), optimizing existing municipal infrastructure and public service facilities, and avoiding unnecessary land consumption.

i. The Subject Property is serviced by municipal combined sanitary/storm sewer, electrical and water services.
ii. There are community centres, a public library and schools within proximity to the Subject Property.
iii. The former Canadian Pacific Railway corridor is identified as a Recreationway on Schedule B: Greenway System to the Official Plan.
iv. Crawford Avenue is identified as a Proposed Recreationway on Schedule B: Greenway System to the Official Plan.

d) *requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.*

a. This amendment will allow for the redevelopment of the Subject Property at a higher density (intensification).
b. This factor, in conjunction with the Subject Property being within walking distance of eastbound and westbound transit stops for the Transway 1C bus route on University Avenue West constitutes a transit-supportive development.

i. 400.0 metres is typically used as an acceptable walking distance to a transit stop.
ii. This is reflected within Transit Windsor's 2019 Transit Master Plan and the City of Windsor's Active Transportation Master Plan.

Chapter 4: Wise Use and Management of Resources

4.6 Cultural Heritage and Archaeology

Policy 4.6.2 states:

Planning authorities shall not permit development and site alteration on lands containing

archaeological resources or areas of archaeological potential unless the significant archaeological resources have been conserved.

a) A Stage 1 Archaeological Background Study and Stage 2 Archaeological Property Assessment ("Archaeological Assessment") were completed for the Subject Property and entered into the Ontario Public Register of Archaeological Reports with the Ministry of Citizenship and Multiculturalism.
b) The Archaeological Assessment has been deemed acceptable by Heritage Planning.

One or more of the responses provided to the policies of PPS Chapter 2 and/or the Official Plan referenced herein also speak to the following relevant PPS Policies:

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities	
2.2 Housing	
Policy 2.2.1 - *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:*	**Sub Policy b)** *permitting and facilitating:* ***2.*** *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	
Policy 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.*	
Policy 2.3.1.2 - *Land use patterns within settlement areas should be based on densities and a mix of land uses which:*	**Sub Policies 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*
Policy 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…	
2.9 Energy Conservation, Air Quality and Climate Change	
Policy 2.9.1 - *Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate through approaches that:*	**Sub Policy a)** *support the achievement of compact, transit-supportive, and complete communities*
Chapter 3: Infrastructure and Facilities	
3.6 Sewage, Water and Stormwater	
Policy 3.6.2 - *Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. For clarity, municipal sewage services and municipal water services include both centralized servicing systems and decentralized servicing systems*	

Official Plan

Relevant excerpts from Volume I of the Official Plan are attached as Appendix C. The following policies from these excerpts are considered relevant in discussing this amendment's conformity with the Official Plan.

Table 1 - Volume I Schedules

Schedule	Designation
Schedule A - Planning Districts & Policy Areas	River West
Schedule A-1 - Special Policy Areas	N/A
Schedule B - Greenway System	Recreationway (between Salter Avenue and Caron Avenue)
Schedule C - Development Constraints	N/A
Schedule C-1 - Archaeological Potential	Archaeological Potential Zone
Schedule D - Land Use	Residential

Schedule E - City Centre Planning District	N/A
Schedule F - Roads & Bikeways	N/A
Schedule F-1 - Railways	300 metres of Rail Corridor (Canadian Pacific Railway)
Schedule G - Civic Image	N/A
Schedule H - Baseplan Development Phasing	N/A
Schedule J - Urban Structure Plan	Growth Centre
Schedule K - Source Water Protection Areas	N/A

Volume I

Chapter 3 - Development Strategy

This amendment complies with the following applicable key policy direction for managing growth consistent with the Vision of the City of Windsor Community Strategic Plan.

3.2 - Growth Concept

3.2.1 - Safe, Caring and Diverse Communities

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 (Policy 3.2.1.2).

Chapter 6 - Land Use:

6.1 Goals

This amendment complies with the following applicable land use goals:

- *Safe, caring and diverse neighbourhoods.* (Goal 6.1.1)
- *Housing suited to the needs of Windsor's residents.* (Goal 6.1.3)
- *To direct residential intensification to those areas of the City where transportation, municipal services, community facilities and goods and services are readily available.* (Goal 6.1.14)

6.3 Residential

6.3.1 Objectives

The amendment complies with the following applicable Residential land use objectives:

- *To support a complementary range of housing forms and tenures in all neighbourhoods.* (Objective 6.3.1.1)
- *To promote compact neighbourhoods which encourage a balanced transportation system.* (Objective 6.3.1.2)

6.3.2 Policies

Permitted Uses

Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low Profile, and Medium Profile dwelling units. (Policy 6.3.2.1)

- A two (2) storey, eight (8) unit Multiple Dwelling is classified as a Low-Profile dwelling.

Types of Low-Profile Housing

For the purposes of this Plan, Low Profile housing development is further classified as follows: (Policy 6.3.2.3)

- *(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.*

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 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: (Policy 6.3.2.4)

- *(a) There is access to a collector or arterial road;*
    - The subject property is located within approximately 55.0 metres of University Avenue West, a Class II Arterial Road.
- *(b) Full municipal physical services can be provided;*
    - Refer to the response provided to PPS Policy 2.2.1.c) herein.
- *(c) Adequate community services and open spaces are available or are planned; and*
    - Refer to the response provided to PPS Policy 2.2.1.c) and the Surrounding Land Uses section herein.
- *(d) Public transportation service can be provided.*

- Refer to the response provided to PPS Policy 2.2.1.d) herein.

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: (Policy 6.3.2.5)

- *(a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:*
    - *(iv) where traffic generation and distribution is a provincial or municipal concern; and*
        - The Transportation Planning Department, through their comments to this application, did not identify any concerns with traffic generation and distribution associated with this amendment.
- *(c) In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas.*
    - This amendment will allow for a development that is compatible with the established built environment found within the block and surrounding neighbourhood.
- *(d) provided with adequate off-street parking; and*
    - The proposed development will accommodate the required number of parking spaces onsite.
- *(e) capable of being provided with full municipal physical services and emergency services; and*
    - Refer to the response provided to PPS Policy 2.2.1.c) herein for details on the municipal physical services available to the subject property.
    - The subject property is served by Essex-Windsor EMS, Windsor Fire & Rescue Services (Fire Hall No. 4) & Windsor Police Service.

Chapter 9 - Heritage Conservation:

9.3 Policies

9.3.7 Heritage Resources and Planning Initiatives

Archaeological Assessment

Council will integrate heritage conservation into the development and infrastructure approval process by: (Policy 9.3.7.1)

- *(a) An archaeological assessment is required as part of a complete application for all development or site alteration application, including municipal projects, if it*

is determined using the archaeological management plan potential mapping that any part of a potential development area possesses archaeological potential or known archaeological resources as set out in Schedule C-1 Archaeological Potential…

- Refer to the response provided to PPS Policy 4.6.2. herein.

Chapter 11 - Tools:

Land use compatibility throughout Windsor is an implementation goal to be achieved when administering a planning tool under this Chapter. Compatibility between land uses is also an objective of the Zoning By-law Amendment planning tool (Policy 11.6.1.2).

- Land use compatibility was considered as part of the evaluation of the applicable Official Plan and PPS policies referenced herein.

Policy 11.6.3.3 states:

- *When considering applications for Zoning By-law amendments, Council shall consider the policies of this Plan and will, without limiting the generality of the foregoing, consider such matters as the following:*
  - *(a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II: Secondary Plans & Special Policy Areas and other relevant standards and guidelines;*
  - *(b) Relevant support studies;*
  - *(c) The comments and recommendations from municipal staff and circularized agencies;*
  - *(d) Relevant provincial legislation, policies and appropriate guidelines; and*
  - *(e) The ramifications of the decision on the use of adjacent or similar lands.*
    - This amendment is not anticipated to have any ramifications on the use of adjacent or similar lands.

The aforesaid matters were considered as part of the evaluation of the applicable Official Plan and PPS policies referenced herein.

Zoning By-Law

Relevant excerpts from Zoning By-law 8600 are *attached* as Appendix D.

The subject property is within a RD2.2 zone of Zoning By-law 8600, which does not permit a Multiple Dwelling use with more than four (4) dwelling units.

The applicant is requesting an amendment to Zoning By-law 8600 to change the zoning to a site-specific RD3.2 zone to allow for the construction of a two (2) storey, eight (8) unit Multiple Dwelling with a ten (10) space rear parking area having access off the alley.

The revised Conceptual Site Plan resolved the non-compliances identified under the requested site-specific provision.

The applicant has submitted a Planning Rationale Report (PRR) in support of the requested amendment. The PRR has been considered and is supported in part.

The Planning Department supports the amendment to allow a Multiple Dwelling containing a maximum of eight (8) dwelling units.

The Planning Department does not support the requested RD3.2 zoning district as it is intended for higher density, larger scale residential developments on properties having a minimum lot frontage of 30.0 metres.

The Planning Department is alternatively recommending a Residential District 3.1 (RD3.1) zone in conjunction with the following recommended site-specific provisions:

- Reduction in minimum front yard depth from 6.0 metres to 5.5 metres
    - This allows the Multiple Dwelling to be built in line with the main wall of the Single Unit Dwelling at 241 Salter Avenue, as suggested by the Planning Department.
- Reduction in minimum parking area separation from a building wall containing a habitable room window from 4.50 metres to 3.75 metres for any portion of a parking area occupied by an access aisle or a parking aisle.
    - This allows for a bump out at the east end of the parking area for vehicles backing out of the easterly two spaces
    - This also accommodates the access aisle for the Type A Accessible Parking Space.
        - This consequently allows for the required ten (10) parking spaces to be provided onsite.
- Reduction in the minimum side yard width where a habitable room window of any dwelling unit faces a side lot line from 6.00 metres to 1.80 metres.
    - The extent of the massing and scale of a Multiple Dwelling that can be achieved under the recommended site-specific RD3.1 zoning district is smaller than that which can be achieved under the RD2.2 zoning district.
        - The RD2.2 zoning district permits a greater maximum lot coverage for a Multiple Dwelling.

No other zoning deficiencies have been identified or supported.

Recommending a more suitable zoning district is typically discussed as part of the review of the Planning Rationale Report during the Planning Consultation Stage 2 Application. The applicant elected to skip the Stage 2 Application, which is why the

recommendations of this report differ from what was requested in the Zoning By-law Amendment Application.

A draft amending by-law is attached as Appendix F. Subsection 24 (1) of the *Planning Act*, R.S.O. 1990, c. P.13., prohibits a by-law from being passed that does not conform with the Official Plan. As discussed through the Official Plan section herein, the proposed amendment conforms to the applicable policies of the Official Plan.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

The proposed dwelling units implement *Environmental Master Plan* Objective C1: Encourage in-fill and higher density in existing built areas. Intensification minimizes the impact on the community greenhouse gas emissions. Development within existing communities and neighbourhoods while using currently available infrastructure such as sewers, sidewalks, and public transit helps to mitigate development impact. Situating development in areas with access to active transportation and transit increases the likelihood of residents utilizing various non-vehicular means of utilitarian transportation which collectively reduces the amount of greenhouse gas emissions within the City of Windsor.

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.

Financial Matters:

N/A

Consultations:

Comments received from City Departments, external agencies and members of the public on this application were taken into consideration when preparing this report. A record of the comments is included as Appendix E herein.

There are no objections to the proposed amendment.

The applicant hosted an in-person public open house on March 22, 2025, at the Quality Inn & Suites Downtown. 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 six (6) residents.

Section 9.0 of the PRR: Supporting Study Findings: Open House states that *"the owner of 241 Salter Avenue expressed concern regarding potential privacy invasion where the owners advised that balconies are oriented to the east and west thus providing minimal views onto the neighbouring properties. The parties agreed that windows facing the adjacent property is unavoidable as they are required to facilitate habitable rooms within the proposed dwelling units."*

The RD2.2 zoning does not prohibit a dwelling from having balconies or habitable room windows from facing the side lot lines. The RD2.2 zoning has a smaller minimum side yard setback from that being proposed. The RD3.1 zoning permits one (1) additional metre in maximum main building height.

No other correspondence has been received from neighbouring businesses, property owners or residents as of the time of writing this report.

Comments received were taken into consideration when preparing this report.

Public Notice: Statutory notice was advertised in the Windsor Star, a local daily newspaper. A courtesy notice was mailed to property owners and residents within 200 metres of the subject property.

Conclusion:

The *Planning Act* requires that a decision of Council in respect of the exercise of any authority that affects a planning matter, "shall be consistent with the" *Provincial Planning Statement 2024*. The recommended zoning amendment has been evaluated for consistency with the *Provincial Planning Statement 2024* and conformity with the policies of the City of Windsor Official Plan.

The recommended Zoning By-law amendment is consistent with the PPS, conforms with the policy direction of the City of Windsor Official Plan, is compatible with existing and permitted uses in the surrounding neighbourhood and constitutes good planning.

Planning Act Matters:

Brian Nagata

BRIAN NAGATA REGISTERED PROFESSIONAL PLANNER R.P.P.

Brian Nagata, MCIP, RPP
Planner III - Development (A)

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 Professional Planner and have reviewed as a Corporate Team Leader

JP RM

Approvals:

Name	Title
Brian Nagata	Planner III - Development (A)
Greg Atkinson	Deputy City Planner - Development
Neil Robertson	City Planner
Aaron Farough	Senior Legal Counsel
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administration Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Conceptual Site Plan
2 Appendix B - Site Images
3 Appendix C - Excerpts from Official Plan
4 Appendix D - Excerpts from Zoning By-law 8600
5 Appendix E - Consultations
6 Appendix F - Draft Amending By-law
7 Appendix G - Parking Study
8 Appendix H - Planning Rationale Report
9 Appendix I - Stage 1 & 2 Archaeological Assessment
10 Appendix J - Stormwater Management Report

ZONING CHART - ZONING BY-LAW 8600					
No.	**DESCRIPTION**	**REQUIRED**	**PROVIDED**	**BY-LAW REF.**	**ADDITIONAL NOTES**
1.	ZONING CLASSIFICATION	RD3.2	RD3.2	12.2	
2.	PERMITTED USE	MULTIPLE DWELLING	MULTIPLE DWELLING	12.2.1	
3.	MINIMUM LOT AREA	540m² + (85m² x 4 Units)= 880.0m² a) For the first 4 dwelling units = 540m² b) For each 15 dwelling units = 85m²/unit	998.0 m²	12.2.5.2	
4.	MINIMUM LOT FRONTAGE	30.0 m	23.3 m	12.2.5.1	EXISTING FRONTAGE OF 2 LOTS
5.	SETBACK - FRONT YARD	N/A	5.5m	N/A	NOT REQUIRED IN ZONING REG.
6.	SETBACK - SIDE YARD	N/A	1.8m	N/A	NOT REQUIRED IN ZONING REG.
7.	SETBACK - REAR YARD	N/A	18.96m	N/A	NOT REQUIRED IN ZONING REG.
8.	LOT COVERAGE	35% (Max.)	33.1%	12.2.5.3	
9.	LANDSCAPED OPEN SPACE YARD	35% (Min.)	40.3%	12.2.5.8	
10.	BUILDING HEIGHT	18.0 m	7.96m	12.2.5.4	THE VERTICAL DISTANCE BETWEEN THE GRADE AND THE MIDPOINT BETWEEN THE LOWEST EAVE AND THE HIGHEST POINT OF THE ROOF
11.	DWELLING UNIT DENSITY	150 UNITS/Ha = 15 UNITS Max	8 UNITS	12.2.5.13	
12.	B.F. PARKING SPACE - SIZE	MIN. WIDTH 3.5m (11.5ft) (TYPE 'A') MIN. LENGTH 5.5m (18.0ft)	MIN. WIDTH 3.5m (11.5ft) (TYPE 'A') MIN. LENGTH 5.5m (18.0ft)	24.24.10	
13.	B.F. PARKING SPACE - COUNT	1 TYPE 'A'	1 TYPE 'A'	24.24.1	
14.	PARKING SPACE - SIZE	MIN. WIDTH 2.5m (8.2ft) MIN. LENGTH 5.5m (18.0ft)	MIN. WIDTH 2.5m (8.2ft) MIN. LENGTH 5.5m (18.0ft)	24.20.10	
15.	PARKING SPACE - COUNT	Multiple Dwelling containing a min. of 5 dwelling units- 1.25 for each dwelling unit : 8 units x 1.25 = 10	9 = 1 B.F. = 10 parking slots	24.20.5.1	SEE PARKING LOT SUMMARY

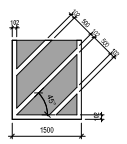
SITE LEGEND

LANDSCAPING (SEE LANDSCAPE DRAWINGS)
CONCRETE SURFACE
BARRIER FREE BUILDING ENTRANCE
ASPHALT SURFACE
NEW BUILDING COVERAGE
BUILDING ENTRANCE
EXISTING BUILDING COVERAGE
PROPERTY LINE
PROPERTY LINE

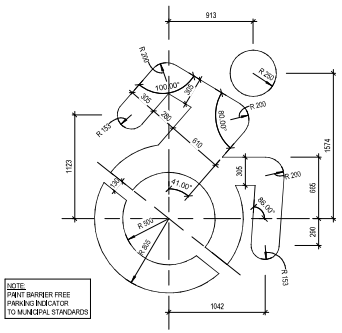
B.F. - "BARRIER FREE PARKING" SIGN
F.R. - "FIRE-ROUTE - NO PARKING" SIGN
B.D.O. - "BUS DROP OFF ZONE" SIGN
S.S. - "STOP" SIGN

REFER TO PLAN FOR LOCATION OF ALL SIGNAGE (REVIEW w/ ARCHITECT PRIOR TO FINAL PLACEMENT)

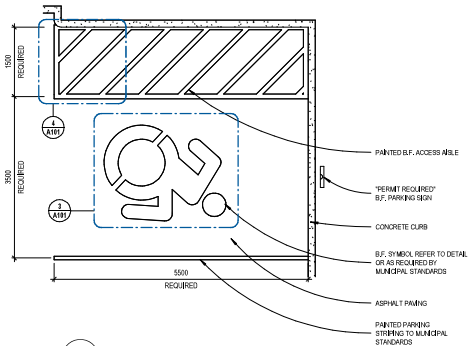
NOTES:
1. REFER TO CIVIL DRAWINGS FOR ALL PAVEMENT MATERIAL PROFILES AND BASE MATERIALS
2. REFER TO LANDSCAPE PLAN FOR LANDSCAPE INFORMATION.
3. REFER TO CIVIL DRAWINGS FOR ALL PROPOSED GRADES.
4. ALL CONCRETE APRONS AT EXTERIOR DOOR OPENINGS TO MEET FLUSH (BARRIER FREE).
5. PROVIDE BARRIER FREE CURB DROPS WHERE SIDEWALKS MEET ASPHALT PAVEMENT.



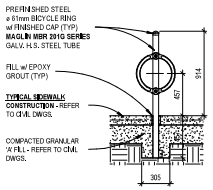
4 / A101 **TYP. DIAGONAL LINE MARKINGS**
SCALE: 1 : 50



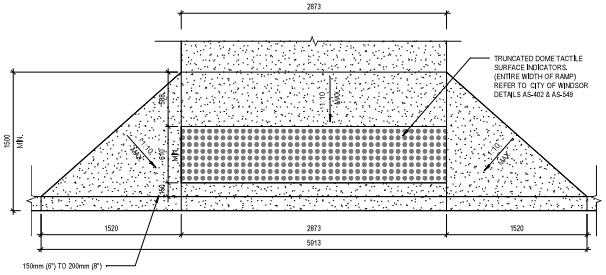
3 / A101 **TYP. BARRIER FREE PARKING DESIGNATION**
SCALE: 1 : 25



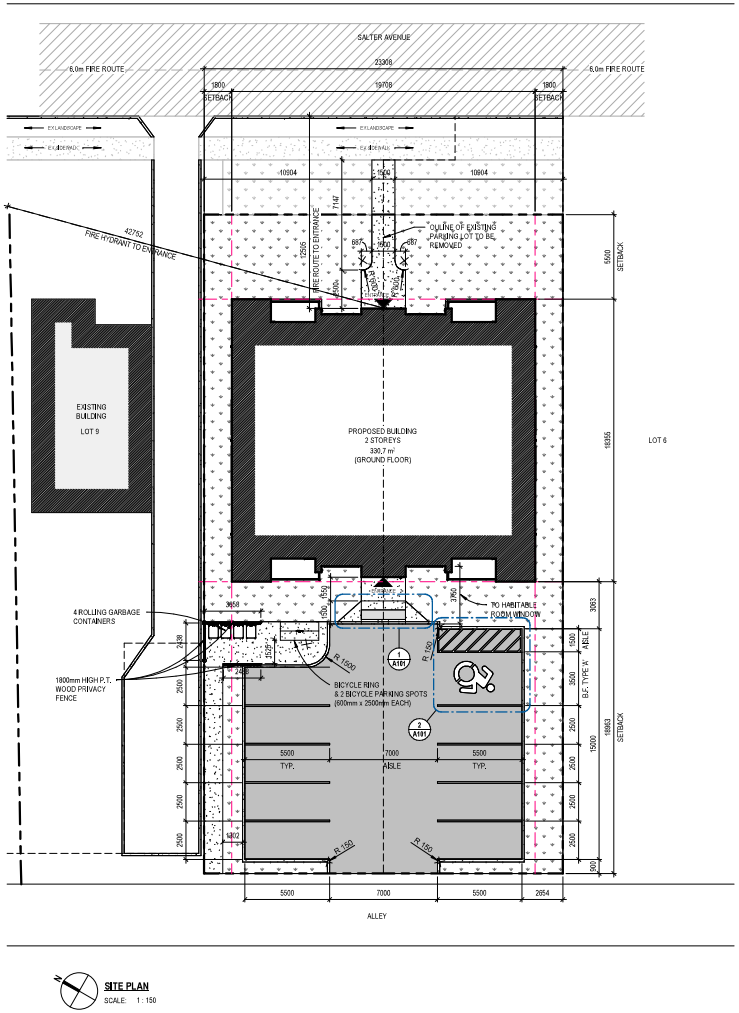
2 / A101 **TYP. BARRIER FREE PARKING WITH ACCESS AISLE**
SCALE: 1 : 50



5 **TYP. BICYCLE RING DETAIL**
SCALE: 1 : 25



1 / A101 **TYP. PLAN DETAIL AT SIDEWALK DROP CURB RAMP**
SCALE: 1 : 25



SITE PLAN
SCALE: 1 : 150

architectura a+e
180 Ouellette Street West
Windsor, ON N9A 1B6
519.256.1800

This drawing is not to be used for construction unless it is countersigned by the Project Architect

Issued For (TYP.) (MM/DD)
Issued for Stage 2 Pre-Submission 2024.11.26

Revision Schedule
No. | Description | Date

SHEET NAME
ARCHITECTURAL SITE PLAN

Sterling Ridge Residential Inc
0 SALTER AVENUE
0 SALTER AVE, WINDSOR, ONTARIO

Drawn By: AJ | Checked By: AJ
Project No: 2527
Sheet No: **A101**

C:\Users\aiatt\Documents_REVIT - LOCAL FILES\2527 - Salter Ave - Residential - 8 units\2527 ARCH_aiatt%25NM.rvt
8/8/2025 9:46:22 AM
THIS DRAWING SHEET IS IN SCALE INCHES. IT IS RECOMMENDED THAT ANY REPRODUCTION, ELECTRONIC OR OTHERWISE BE TO THE SAME SHEET SIZE TO ENSURE THE ACCURACY OF DRAWING SCALES DEPICTED ON THIS SHEET. THE DRAWING IS NOT TO BE SCALED - USE FIGURED DIMENSIONS ONLY.
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APPENDIX "B"
Site Photos

(Google Street View - December 2020)



Figure 1 - Looking west towards subject property from Salter Avenue (241 Salter Avenue on right)

APPENDIX "C"
Excerpts from Official Plan Volume I

3. Development Strategy

3.2 Growth Concept

3.2.1 Safe, Caring and Diverse Community

NEIGHBOURHOOD HOUSING VARIETY

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.

6. Land Use

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.

RESIDENTIAL

6.1.3 Housing suited to the needs of Windsor's residents.

RESIDENTIAL INTENSIFICATION

6.1.14 To direct residential intensification to those areas of the City where transportation, municipal services, community and goods and services are readily available. **(added by OPA #159 –APPROVED July 11, 2022, B/L# 100-2022)**

6.3 Residential

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.

6.3.2 Policies

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.

High Profile Residential Buildings shall be directed to locate in the City Centre, Mixed Use Centres and Mixed Use Corridors. **(Added by OPA #159 – APPROVED July 11, 2022 , B/L# 100-2022)**

TYPES OF LOW PROFILE HOUSING

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

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

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

LOCATIONAL CRITERIA

6.3.2.4 Residential intensification shall be directed to the Mixed Use Nodes and areas in proximity to those Nodes. Within these areas Medium Profile buildings, up to four (4) storeys in height shall be permitted. These taller buildings shall be designed to provide a transition in height and massing from low-profile areas.

New residential development and intensification shall be located where:

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

(b) Full municipal physical services can be provided;

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

(d) Public transportation service can be provided. **(Added by OPA #159 – APPROVED July 11, 2022, B/L# 100-2022)**

EVALUATION CRITERIA FOR A NEIGHBOURHOOD DEVELOPMENT PATTERN

6.3.2.5 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:

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

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

(d) provided with adequate off street parking;

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

9 Heritage Conservation

9.3 Policies

9.3.7 Heritage Resources and Planning Initiatives

ARCHAEOLOGICAL ASSESSMENT

9.3.7.1 Council will integrate heritage conservation into the development and infrastructure approval process by:

(a) An archaeological assessment is required as part of a complete application for all development or site alteration application, including municipal projects, if it is determined using the archaeological management plan potential mapping that any part of a potential development area possesses archaeological potential or known archaeological resources as set out in Schedule C-1 Archaeological Potential. Projects involving in-water works may require a marine archaeological assessment if so determined using the Criteria for Evaluating Marine Archaeological Potential checklist published by the Archaeology Program Unit, MCM.

Archaeological assessments shall be undertaken to the appropriate stage of assessment by a consultant archaeologist in compliance with provincial requirements and standards.

All archaeological assessments reports shall be provided to the Archaeology Program Unit, Ministry of Citizenship and Multiculturalism in accordance with the Ontario Heritage Act. The assessment report shall be provided to the City of Windsor for comment to ensure that the scope is adequate and consistent with the conservation objectives of the WAMP. A copy of the Ministry review letter will be provided to the City by the licensed archaeologist who completed the assessment or the proponent. The City will maintain copies of all reports and review letters for information purposes.

Where archaeological resources are documented and found to be Indigenous in origin, a copy of the assessment report shall be provided by the consultant to the appropriate Indigenous communities.

Where Stage 3 or Stage 4 archaeological assessments are undertaken on Indigenous archaeological resources, the consultant archaeologist shall engage with appropriate Indigenous communities in accordance with Ministry Standards and Guidelines for Consultant Archaeologists; **(Added by OPA #181– September 09, 2024– By law 139-2024)**

11. Tools

11.6 Zoning

11.6.1 Objectives

COMPATIBLE USES

11.6.1.2 To ensure compatibility between land uses.

11.6.3 Zoning By-law Amendment Policies

EVALUATION CRITERIA

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

(a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II:

(b) Relevant support studies;

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

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

(e) The ramifications of the decision on the use of adjacent or similar lands.

APPENDIX "D"
Excerpts from Zoning By-law 8600

SECTION 11 - RESIDENTIAL DISTRICTS 2. (RD2.)

[ZNG/5270]

(B/L 10358 Jul 16/1990; B/L 11093 Jul 20/1992; B/L 12651 Feb 25/1997, Approved by OMB Order R960323; B/L 169-2001 Jun 1/2001; B/L 33-2001 Oct 23/2001, OMB Decision/Order No. 1716 Case No. PL010233; B/L 370-2001 Nov 15/2001; B/L 363-2002 Dec 31/2002; B/L 142-2006 Aug 24, 2006 ; B/L 114-2016 Sep 19/2016; B/L 164- 2017 Dec 7/2017; B/L 52-2024 Apr 22/2024)

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	1.20 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	1.20 m

(B/L 101-2022 Jul 11/2022; B/L 52-2024 Apr 22/2024)

SECTION 12 - RESIDENTIAL DISTRICTS 3. (RD3.)

(B/L 9057, Jul 7/1987; B/L 9100, Aug 17/1987; B/L 9545, OMB. Order R880673, Apr 20/1990 Amended Jan 8/1991; B/L 11093, Jul 20/1992; OMB Order R940355 Oct 3/1995; B/L 11876, OMB Order R940356 Sep 11/1995; B/L 13079, Oct 3/1997; B/L 162-1998, Jun 24/1998; B/L 211-1999, Aug 31/1999; B/L 33-2001, Oct 23/2001, OMB Decision/Order No. 1716 Case No. PL010233;B/L 443-2001, Jan 2/2002; B/L 363-2002, Dec 31/2002; B/L 23-2004, Feb 19/2004; B/L 401-2004, Jan 7/2005; B/L 90-2009, Jul 27/2009; B/L 113-2009, Aug 11/2009; B/L 129-2012, Oct 2/2012; B/L 31-2013, Mar 28/2013) [ZNG/2930; ZNG/5270] B/L 164-2017, Dec. 7/2017; B/L 95-2019, Sept. 27/2019

12.1 RESIDENTIAL DISTRICT 3.1 (RD3.1)

12.1.1 PERMITTED USES

Double Duplex Dwelling
Duplex Dwelling
Lodging House
Multiple Dwelling
Religious Residence
Residential Care Facility
Semi-Detached Dwelling
Single Unit Dwelling (*Existing*)
Townhome Dwelling
Any use accessory to any of the preceding uses

12.1.5 PROVISIONS

.1	Lot Frontage – minimum	18.0 m
.2	Lot Area – minimum	
	For a *corner lot* having a minimum frontage of 30.0 m on each of the *exterior lot lines*:	
	a) For the first 5 *dwelling units*	540.0 m^2
	b) For each additional *dwelling unit*	67.0 m^2 per unit
	For any other *lot*:	
	c) For the first 4 *dwelling units*	540.0 m^2
	d) For each additional *dwelling unit*	85.0 m^2 per unit
.3	Lot Coverage – maximum	35.0%
.4	Main Building Height – maximum	
	Corner Lot	14.0 m
	Interior Lot	10.0 m
.5	Front Yard Depth – minimum	6.0 m
.6	Rear Yard Depth – minimum	7.50 m
.7	Side Yard Width – minimum	
	a) Where a *habitable room window* of any *dwelling unit* faces a *side lot line*	6.0 m
	b) Any other side yard	3.0 m
.8	Landscaped Open Space Yard – minimum	35.0% of *lot area*

.50 A *Lodging House* for the accommodation of 10 persons or less, and any use accessory thereto, shall comply with the *Single Unit Dwelling* provisions of Section 10.1.5 and further, the whole of the *building* shall be used for a *Lodging House*, including any *accessory use*. [ZNG/5630]

(AMENDED by B/L 95-2019, Sept. 27/2019)

.55 A *Double Duplex Dwelling*, *Duplex Dwelling*, *Multiple Dwelling* having a maximum of 4 *dwelling units*, *Semi-Detached Dwelling* or *Townhome Dwelling*, or an addition to an *existing Single Unit Dwelling,* and any use accessory thereto, shall comply with the provisions of Section 11.2.5.

SECTION 25 - PARKING AREA PROVISIONS

(Amended by: B/L 9057, Jul 7/1987; B/L 12429, Jan 8/1996; B/L 33-2001, Oct 23/2001, OMB Order No. 1716, OMB Case No. PL010233; B/L 370-2001, Nov 15/2001; B/L 167-2003, Jun 27/2003; B/L 167-2003, Jun 27/2003; B/L 132-2011, Aug 5/2011; B/L 53-2012, Jun 1/2012) [ZNG/4249]; B/L 18-2015, March 4, 2015

25.5.20 PARKING AREA SEPARATION

.1 A parking area separation shall be provided as shown in Table 25.5.20.1:

TABLE 25.5.20.1 – PARKING AREA SEPARATION

PARKING AREA FROM		MINIMUM SEPARATION
.1	Huron Church Road between the south limit of College Avenue and the north limit of the EC Row Expressway	10.00 m
	Save and except for Parts 4 and 5, Plan 12R-12366 and Part Lots 1346 to 1360, Part Lot 1820 and Part Block A, Registered Plan 1059 (situated on the west side of Huron Church Road, north of Tecumseh Road West)	3.00 m
.2	Any other street	3.00 m
.3	An interior lot line or alley	0.90 m
.4	A rear lot line on a lot located in a Commercial District 3.9	10.00 m
.5	A building wall in which is located a main pedestrian entrance facing the parking area	2.00 m
.6	A building wall containing a habitable room window or containing both a main pedestrian entrance and a habitable room window facing the parking area where the building is located on the same lot as the parking area	4.50 m

.5 The area forming the parking area separation shall be maintained exclusively as a landscaped open space yard.

APPENDIX "E"
Consultations

CALDWELL FIRST NATION COMMUNITY

No comments provided

ENGINEERING - DEVELOPMENT

We have reviewed the subject Rezoning application and have the following comments:

Sewers

The site may be serviced by a 375mm combined sewer located within Salter Avenue right-of-way. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

The maximum distance between the storm and sanitary manholes at the property line exceed the maximum separation distance of 1.5m. Please update the servicing plan.

Furthermore, the length of the wyed section, projected to the property line, is greater than 1.5m (5 ft.), the applicant may be required to enter into an Encroachment Agreement for the connection.

Installation of a backwater valve or similar apparatus is recommended on any connections to the municipal combined sewer.

Please see City of Windsor AS-566 and BP1.1.1 for further reference.

The applicant will be required to submit, prior to the issuance of permits, a stormwater management plan in accordance with Windsor Essex Region Stormwater Management Standards Manual, restricting stormwater runoff to pre development levels. This will include, at a minimum:

- Submission of stormwater management review fee,
- Stormwater management report stamped by a professional engineer
- Site servicing drawings stamped by a professional engineer
- Stormwater management check list (see link below)

For more information of SWM requirements, visit: link

https://essexregionconservation.ca/wp-content/uploads/2018/12/WE-Region-SWM-Standards-Manual.pdf.

https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Checklist-Rational-Method.pdf

In summary we have no objection to the proposed development, subject to the following requirements:

If you have any further questions or concerns, please contact Juan Florian, of this department at jflorian@citywindsor.ca.

[Juan Paramo - Development Engineer]

ENGINEERING - R.O.W.

July 21, 2025

There may be some confusion here, this alley is a gravel alley maintained by the City. We do not maintain the grass portion to the north (see below). If the current policies do not permit the front yard parking, they have a couple of options:

- Redesign the layout so they have a laneway at the side of the building to access the rear parking area (preferred).
- Use the layout that was submitted with parking off of the alley.

It is a very slippery slope if we permit parking off of an unmaintained alley as it then becomes a new asset in our portfolio in which to maintain in perpetuity. Funding for alley maintenance is extremely limited, and any additions would put a strain on an already unsustainable asset.



[Roberta Harrison - Senior Manager Contracts FS Maintenance]

May 26, 2025

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.

    a. Modify as per Standard Engineering Drawing AS-204.

2. **Sewer Connections**:

    a. Connections to combined sewers must adhere to Best Practice BP1.1.1
    b. Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

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.

If you have any further questions or concerns, please contact Dan Perissinotti, of this department at dperissinotti@citywindsor.ca.

[Mark Schaffhauser - Technologist III]

Comments to Stage 1 Planning Consultation Application - PC-063/24 (June 10, 2024)

No, Public Works doesn't' support the proposed paving and draining of the alley. The parking lot should front Salter Avenue, or they can adjust their building design.

[Adam Pillon - Manager of Right-of-Way]

ENWIN UTILITIES LTD. - HYDRO ENGINEERING

Comments to Stage 1 Planning Consultation Application - PC-063/24 (June 18, 2024)

No Objection

Please note the following distribution and services:

- Overhead 27.6kV primary distribution pole line and associated down guy wires/anchors across the street to the East of the above noted property.
- Overhead 120v street light duplex, across the street to the East of the above noted property.
- Existing 120/240V secondary overhead transformer bank and distribution adjacent to the West limit of the property
- Overhead 16kV primary distribution pole line and associated down guy wires/anchors adjacent to the Southwest corner of the property
- Overhead 120/240V secondary triplex distribution pole line adjacent to the West limit of the property
- Overhead 120/240V secondary triplex servicing multiple properties in the area.
- *Proposed buildings and/or building additions must have adequate clearance requirements from all hydro distribution and services.

We recommend referring to the Occupational Health and Safety Act for minimum safe limits of approach during construction and the Ontario Building Code for adequate clearance requirements for New Buildings and/or Building Additions.

[Tia McCloskey - Hydro Engineering Technologist]

ENWIN UTILITIES LTD. - WATER ENGINEERING

Comments to Stage 1 Planning Consultation Application - PC-063/24 (June 18, 2024)

ENWIN Water has no objections.

[Bruce Ogg - Water Project Review Officer]

FORESTRY

Comments to Stage 1 Planning Consultation Application - PC-063/24 (June 14, 2024)

There are NO City trees on this property.

There are Private trees on this lot: Several mid-sized conifers and a hedge row of Cedar bordering lot 241 Slater to the North side.

Forestry requests an inventory of the trees to be removed from this site: species, condition and size (diameter).

Forestry requests details for a Canopy loss replacement/compensation plan.

Forestry Requests details for any landscape planning that would include new tree planting to compensate for on-site canopy losses during development.

[Yemi Adeyeye - Manager of Forestry & Natural Areas]

NATURAL AREAS

Comments to Stage 1 Planning Consultation Application - PC-063/24 (June 14, 2024)

No harming active bird nests (Migratory Bird Act); appears some large trees will be coming down. E4

[Karen Alexander - Naturalist & Outreach Coordinator]

PLANNING DEPARTMENT - HERITAGE

Comments to Stage 1 Planning Consultation Application - PC-063/24 (July 4, 2024)

However, it appears the conceptual site plan of the proposal would not have a negative impact on the adjacent heritage property at 274 Crawford Avenue. Therefore, a Heritage Impact Assessment is not required at this time.

Archaeology

The subject property is located within an area of high archaeological potential. 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.

[Kristina Tang - Heritage Planner]

PLANNING DEPARTMENT - POLICY

Comments to Stage 1 Planning Consultation Application - PC-063/24 (July 4, 2024)

The subject property is within the Downtown Windsor Community Improvement Plan (Downtown CIP) boundary, therefore applicable projects can apply for grants under the Downtown CIP.

The Downtown CIP offers financial incentives for commercial/mixed use building façade improvements, new residential unit creation and building/property improvements under a number of programs. The City's website contains an overview of the programs, program guide for applying, application form, and the CIP document. Please contact Laura Strahl (lstrahl@citywindsor.ca) for more information on how to apply.

Downtown CIP applications are reviewed to ensure high quality investment in buildings/property to enhance downtown Windsor. We encourage the use of long lasting material (brick or stone instead of a building entirely covered in EIFS or siding), a design that fits in with the context of the neighbourhood and colours and architectural features that enhance the neighbourhood. I'm happy to comment on early site plans and elevations.

[Laura Diotte - Manager Planning (Development Applications)]

TRANSPORTATION PLANNING

Land Conveyance

Not Applicable.

Corner Cut-Off

Not Applicable.

Sidewalk

Not Applicable

Parking

Transportation Planning received and reviewed Parking Study file No. 25-1747 dated March 2025 conducted by RC Spencer Association Inc.

- Parking study contains some mistakes. However, considering the negligible proposed reduction on the ratio 1:125 vs 1.25 by ZBL and low risk to the area due to lack of impact, Transportation Planning can accept the requested reduction.

Transportation Impact Study

The additional density is anticipated to have insignificant 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.

- Raised curbs are not permitted within the right-of-way.

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.

[Elara Mehrilou - Transportation Planner I]

WALPOLE ISLAND FIRST NATION

No comments provided

APPENDIX "F"
Draft Amending By-law

B Y - L A W N U M B E R -2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the day of , 2025.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

1. That subsection 91.10 of Section 91, of said by-law, is amended by adding the following clause:

6. WEST SIDE OF SALTER AVENUE, NORTH OF UNIVERSITY AVENUE WEST

For the lands comprising Lots 7 & 8, Plan 380 (PIN 01196-0469), a *Multiple Dwelling* shall be subject to the following additional provisions:

a) *Front Yard* Depth: *minimum* 5.50 m
b) *Side Yard* Width: *minimum* 1.80 m
c) *Dwelling Units*: *maximum* 8
d) Notwithstanding clause .6 of Table 25.5.20.1, the *minimum* separation of a *parking area* from a *building* wall containing a *habitable room window* or containing both a main pedestrian entrance and a *habitable room window* facing the parking area where the *building* is located on the same *lot* as the *parking area* shall be 3.75 m.

[ZDM 3; ZNG/7298]

2. The said by-law is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of said by-law and made part thereof, so that the lands described in Column 3 are delineated by a broken line and further identified by the zoning symbol shown in Column 5:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Zoning Symbol	5. Zoning Symbol
1	3	Lots 7 & 8, Plan 380, PIN 01196-0469 LT (located on the west side of Salter Avenue, north of University Avenue West)	RD2.2	RD3.1x(6)

DREW DILKENS, MAYOR

CLERK

First Reading - , 2025

Second Reading - , 2025

Third Reading - , 2025

SCHEDULE 2

1. By-law _____ has the following purpose and effect:

   To amend the zoning of the lands located on the west side of Salter Avenue, north of University Avenue West, legally described as Lots 7 & 8, Plan 380, PIN 01196-0469 LT, so as to permit the development of a two storey, eight unit multiple dwelling on the subject land.

   The amending by-law changes the RD2.2 zoning on the subject land to a RD3.1 zoning and adds a special zoning provision permitting a multiple dwelling with a reduced minimum front yard depth of 5.50 metres, reduced side yard width of 1.80 metres, maximum of eight dwelling units and reduced minimum parking area separation from a building wall containing a habitable room window or containing both a main pedestrian entrance and a habitable room window facing the parking area where the building is located on the same lot as the parking area of 3.75 m.

2. Key map showing the location of the lands to which By-law _____applies.



PART OF ZONING DISTRICT MAP 3

N.T.S.

SCHEDULE 2

Applicant: Sterling Ridge Residential Inc.

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : MAY, 2025
FILE NO. : Z-009/25, ZNG/7298

SALTER AVENUE RESIDENTIAL DEVELOPMENT

WINDSOR, ON

PARKING STUDY

Prepared by:

RC SPENCER ASSOCIATES INC.
Consulting Engineers
Windsor: 800 University Avenue W. - Windsor ON N9A 5R9
Leamington: 18 Talbot Street W. - Leamington ON N8H 1M4
Chatham-Kent: 49 Raleigh Street - Chatham ON N7M 2M6

File No.: 25-1747 March 2025

SALTER AVENUE RESIDENTIAL DEVELOPMENT, WINDSOR, ON

PARKING STUDY (MARCH 2025)

Table of Contents

Introduction and Background 1

ITE Parking Generation Manual vs. Windsor Bylaw Requirements 1

Summary and Conclusions 3

Appendix A – Site Plan

Appendix B – ITE Parking Generation References

- Multifamily Housing (Low-Rise)
    - Per Dwelling Unit

INTRODUCTION AND BACKGROUND

A low-rise residential apartment building is proposed for a lot located at 0 Salter Avenue, in Windsor, Ontario. The subject parcel includes a vacant lot and a recently obtained portion of the parking area serving 800 University Avenue West. The subject property is located on the west side of Salter Avenue, north of University Avenue West. University Avenue West is an arterial roadway that starts at Sandwich Street west of Highway 3 (Huron Church Road) and continues east to Pierre Avenue. Salter Avenue is a 275m long north / south local road which crosses University Avenue and cul-de-sacs at both ends; “No Exit” signs are posted on each leg. This development is proposed for construction in a single phase and is to be serviced via access from Salter Avenue.

The developer is proposing a 2-storey residential building comprised of 16 bedrooms within 8 dwelling units. Four units are to be included on each floor. The units are small, approximately 670 sq. ft. each. The development is to be supplemented by 9 vehicle parking spaces (including one accessible space) and 12 bicycle parking spaces (for a total of 21 spaces). The site plan is provided in **Appendix A**.

The City’s zoning bylaw (minimum 1.25 parking spaces per unit) requires at least 10 spaces for the 8 units. Per ZBL 8600, a multi-dwelling Building with 8 dwelling units requires a minimum of 10 standard spaces (including 1 type A accessible parking space and 2 bike parking spaces). Accordingly, a variance is required for the shortfall of 1 vehicle parking space. Therefore, the purpose of this study is to evaluate the anticipated peak parking demand versus the proposed on-site parking supply.

ITE PARKING GENERATION MANUAL VS. WINDSOR BYLAW REQUIREMENTS

The Institute of Transportation Engineers (ITE) Parking Generation Manual (6th Edition) reports parking demand studies and statistics from various land uses across North America. For a multifamily low-rise residential development (Land Use Code 220), parking demand can be estimated based on the number of dwelling units (according to the number of bedrooms in the building). References are provided in **Appendix B**. For a low-rise building in a “General Urban / Suburban” area, 10 spaces are required. However, the subject location could be considered a “Dense Multi-Use Urban” area, which is defined as a fully developed area (or nearly so), with diverse and interacting complementary land uses, good pedestrian connectivity, and convenient and frequent transit. This land use mix typically includes office, retail, residential, and often entertainment, hotel, and other commercial uses. The residential uses are typically multifamily or single-family on lots no larger than ¼ acre; on-street parking is typically provided.

The ITE's average rate for 2+ bedrooms (per dwelling unit) suggests that a minimum parking supply of 8 parking spaces should sufficiently accommodate the peak parking demand for a low-rise building in a dense multi-use urban area. Although the development will have a shortfall of one vehicle parking space if the general urban / suburban land use is assigned, the developer is providing 10 more bicycle parking spaces than required. Based on the provided metrics, the theoretical peak parking demand may not exceed the proposed on-site parking supply. Therefore, it is the engineers' opinion that the 9 proposed on-site vehicle parking spaces and the additional 12 proposed bicycle parking spaces should sufficiently accommodate the peak parking demand generated by the 8-unit low-rise residential building.

Although the proposed parking supply could sufficiently accommodate the peak parking demand on its own, transit and active transportation options were also evaluated. Currently, Windsor Transit provides two Route 1C stops within approximately 200m of the site, with one at the intersection of Crawford Avenue at University Avenue West and another at the intersection of Caron Avenue at University Avenue West; this route travels past Salter Avenue. Additional transit routes are provided in the area. The below Windsor Transit map depicts the routes around the site; the site is identified with a red box, and the bus station is encircled:



Windsor Transit Area Routes

Active transportation facilities are also provided within the study area; sidewalks are provided on the west side of Salter Avenue and on both sides of University Avenue West, and dedicated bicycle lanes are provided on both sides of University Avenue West. The developer is proposing 12 on-site bicycle parking spaces to supplement the vehicle parking (which is 10 more than the City's required 2 bicycle spaces).

Several destinations are also located within walking / bicycling distance of the development (like fast-food venues and commercial establishments, etc.), so walking and / or cycling transportation modes are likely. Therefore, due to the anticipated modal split, it is the engineers' opinion that the proposed on-site parking supply should adequately accommodate the subject development's peak parking demand.

Finally, it should also be noted that on-street parking is permitted on the east side of Salter Avenue, between the subject site location and the cul-de-sac to the north. Parking is permitted on both sides of University Avenue but is limited to two hours during the daytime hours (9 AM to 6 PM); this surplus on-street parking supply could sufficiently accommodate any occasional visitor parking demand.

Realistically, the proposed parking supply is in keeping with current sustainability policies intended to encourage non-auto modes of travel, particularly within built-out and mature neighbourhoods. Furthermore, by limiting the availability of on-site vehicle parking and by providing bicycle parking equal to one space per unit, the developer is being proactive in encouraging an increased modal split for the subject area.

Therefore, based on these area transportation considerations, it is the engineers' opinion that the proposed development's parking supply (of 9 on-site surface parking spaces and 12 bicycle spaces) should adequately accommodate the subject development's peak parking demand.

SUMMARY AND CONCLUSIONS

A low-rise residential apartment building is proposed for a lot located at 0 Salter Avenue, in Windsor, Ontario. The subject parcel includes a vacant lot and a recently obtained portion of the parking area serving 800 University Avenue West. The subject property is located on the west side of Salter Avenue, north of University Avenue West. This development is proposed for construction in a single phase and is to be serviced via access from Salter Avenue.

The developer is proposing a 3-storey residential building comprised of 8 dwelling units. The development is to be supplemented by 9 vehicle parking spaces (including one accessible space) and 12 bicycle parking spaces.

The City's zoning bylaw (minimum 1.25 parking spaces per unit) requires 10 vehicle parking spaces and 2 bicycle spaces for the 8 units; the ITE Parking Generation Manual (6th Edition) references suggest that a minimum parking supply of 8 to 10 spaces should accommodate the subject development's 8 units. Furthermore, the proposed development is close to existing active transportation facilities and reliable transit options; on-street parking is also permitted on Salter Avenue. Therefore, it is anticipated that the site's modal split will further reduce the peak parking demand.

Accordingly, it is the engineers' opinion that the proposed on-site parking supply of 9 vehicle parking spaces and 12 bicycle parking spaces should adequately accommodate the peak parking demand generated by the subject (8-unit) low-rise residential development proposal.

All of which is respectfully submitted,

RC Spencer Associates Inc.

Aaron D. Blata, M.Eng., P.Eng., PTOE, RSP1
Consulting Engineer, Road Safety
Professional Traffic Operations Engineer
Associate / Leamington Office Manager

LICENSED PROFESSIONAL ENGINEER
A. D. BLATA
100216750
11 MAR 2025
PROVINCE OF ONTARIO

Richard C. Spencer, M.A.Sc., P.Eng., PE
Professional & Consulting Engineer &
Fellow ITE Member
President / Windsor Office Manager

LICENSED PROFESSIONAL ENGINEER
R.C. SPENCER
43858018
11 MAR 2025
PROVINCE OF ONTARIO

Appendix A

SITE PLAN

SITE DATA MATRIX

BUILDING INFORMATION		ZONING DATA	REQUIRED	PROVIDED
BUILDING CLASSIFICATION	Group C, 3.2.2.47	MINIMUM LOT AREA	880.0 m²	998.0 m²
FACING STREET(S)	1	MINIMUM LOT FRONTAGE	18.0 m	23.3 m
PRINCIPAL ENTRY	SEE PLAN	MINIMUM LOT DEPTH	N/A	42.8 m
PRIMARY FIREFIGHTER'S ENTRY	SEE PLAN	**SETBACKS**		
BARRIER FREE ENTRY	SEE PLAN	FRONT YARD	N/A	6.0m
		INTERIOR SIDE YARD	N/A	1.2m
BUILDING AREA		EXTERIOR SIDE YARD	N/A	N/A
FIRST FLOOR (FOOTPRINT)	3299.8 SF / 306.5 SM	REAR YARD	N/A	7.5m
SECOND FLOOR	3299.3 SF / 302.8 SM			
TOTAL BUILDING	6598.9 SF / 609.3 SM	MAX. LOT COVERAGE	35%	30.7%
		LANDSCAPE OPEN SPACE	35%	44.8%
SITE INFORMATION				
CURRENT ZONING	RD2.2 - RESIDENTIAL DISTRICT 2.2	MAX. BUILDING HEIGHT	9.0 m	11.0 m
PROPOSED USE	RD3.2 - RESIDENTIAL DISTRICT 3.2 - MULTIPLE DWELLINGS	**PARKING LOT SUMMARY**		
		PARKING	10	9
		BARRIER FREE	1	1
		LOADING SPACES	0	0
		BICYCLE SPACES	0	12

LEGEND

- LANDSCAPING (SEE LANDSCAPE DRAWINGS)
- CONCRETE SURFACE
- ASPHALT SURFACE
- NEW BUILDING COVERAGE
- EXISTING BUILDING COVERAGE
- PROPERTY LINE
- PROPERTY LINE

B.F. - "BARRIER FREE PARKING" SIGN
F.R. - "FIRE-ROUTE - NO PARKING" SIGN
B.D.O. - "BUS DROP OFF ZONE" SIGN
S.S. - "STOP" SIGN

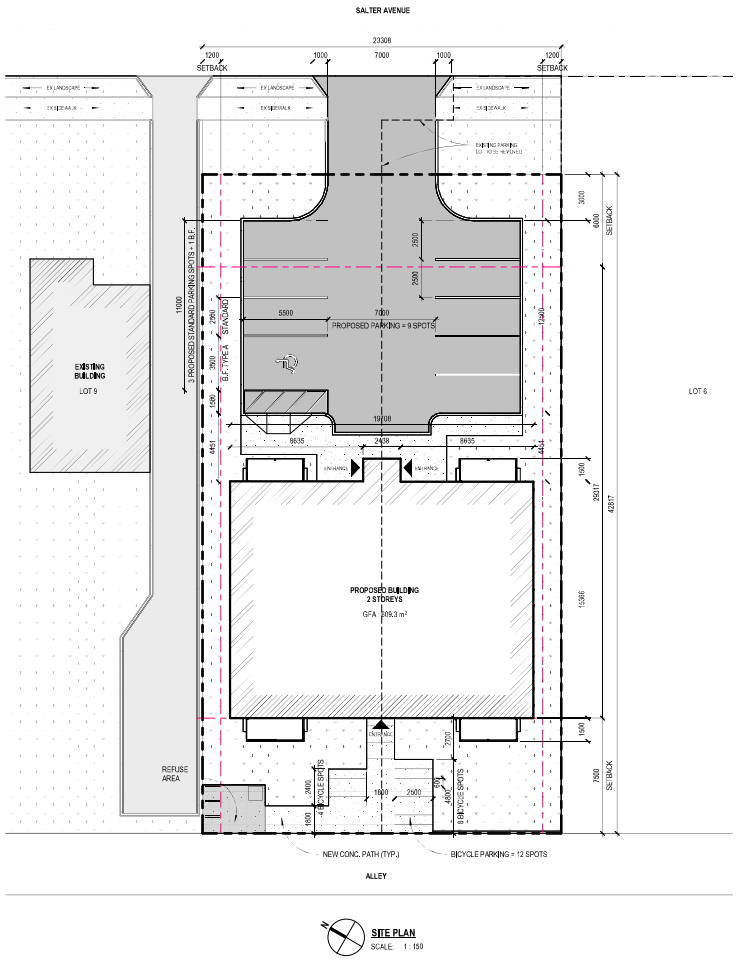
REFER TO PLAN FOR LOCATION OF ALL SIGNAGE (REVIEW w/ ARCHITECT PRIOR TO FINAL PLACEMENT)

NOTES:
1. REFER TO CIVIL DRAWINGS FOR ALL PAVEMENT MATERIAL PROFILES AND BASE MATERIALS
2. REFER TO LANDSCAPE PLAN FOR LANDSCAPE INFORMATION.
3. REFER TO CIVIL DRAWINGS FOR ALL PROPOSED GRADES.
4. ALL CONCRETE APRONS AT EXTERIOR DOOR OPENINGS TO MEET FLUSH (BARRIER FREE).
5. PROVIDE BARRIER FREE CURB DROPS WHERE SIDEWALKS MEET ASPHALT PAVEMENT.

NOTES:
- REFUSE IS STORED OUTSIDE OF BUILDING IN HERBY-CURBY BINS
- MAIL ROOM IS DESIGNED TO BE UNDER THE STAIRS OF THE GROUND FLOOR

ZONING CHART - *(RESIDENTIAL DISTRICT 3.2 (RD3.2) MULTIPLE DWELLING)*

No.	DESCRIPTION	REQUIRED	PROVIDED	BY-LAW REF.	ADDITIONAL NOTES
1.	ZONING CLASSIFICATION	RD3.2	RD3.2	12.2	
2.	PERMITTED USE	MULTIPLE DWELLING	MULTIPLE DWELLING	12.2.1	
3.	MINIMUM LOT AREA	540 m² + (85m² x 4 Units)= 880.0m² (if 4 dwelling units + 540m² if 5 or more To dwelling units + 85m²/unit)	998.0 m²	12.2.5.2	
4.	MINIMUM LOT FRONTAGE	30.0 m	23.3 m	12.2.5.1	EXISTING FRONTAGE OF 2 LOTS
5.	SETBACK - FRONT YARD	N/A	6.0m	N/A	NOT REQUIRED IN ZONING REG.
6.	SETBACK - SIDE YARD	N/A	1.2m	N/A	NOT REQUIRED IN ZONING REG.
7.	SETBACK - REAR YARD	N/A	7.5m	N/A	NOT REQUIRED IN ZONING REG.
8.	LOT COVERAGE	35% (Max.)	30.7%	12.2.5.3	
9.	LANDSCAPED AREA	35% (Min.)	44.8%	12.2.5.8	
10.	BUILDING HEIGHT	18.0 m	7.3m	12.2.5.4	THE VERTICAL MID-POINT DISTANCE BETWEEN THE LOWEST EAVE AND THE HIGHEST POINT OF THE ROOF
11.	DWELLING UNIT DENSITY	150 UNITS/Ha = 15 UNITS Max	8 UNITS		
12.	PARKING SPACE - SIZE	MIN. WIDTH 2.5m (8.2ft)	MIN. WIDTH 2.5m (8.2ft)	24.20.10	
		MIN. LENGTH 5.5m (18.0ft)	MIN. LENGTH 5.5m (18.0ft)		
13.	PARKING SPACE - COUNT	N/A	SEE PARKING LOT SUMMARY		SEE PARKING LOT SUMMARY



SITE PLAN
SCALE: 1 : 150

City Council Meeting Agenda - Monday, September 22, 2025
Page 401 of 841

architectura a+e
180 Ouellette Street 2nd Floor
Windsor, ON N9A 1A6
519.256.3300

This drawing is not to be used for construction unless it is countersigned by the Project Architect

Issued For (YYYY.MM.DD)
Issued for Stage 2 Pre-Submission — 2024.11.26

Revision Schedule
No. | Description | Date

SHEET NAME
ARCHITECTURAL SITE PLAN

Name of Client as Applicable
0 SALTER AVENUE
Street Address: Windsor, Ontario XXX XXX

Drawn By: HR
Checked By: DA
Project No: 2445
Sheet No: **A101**

2025-09-15 10:30 PM C:\REVIT LOCAL FILES\2445 HRICH_ahernHR.rvt

Appendix B

ITE PARKING GENERATION MANUAL – 6TH EDITION REFERENCES

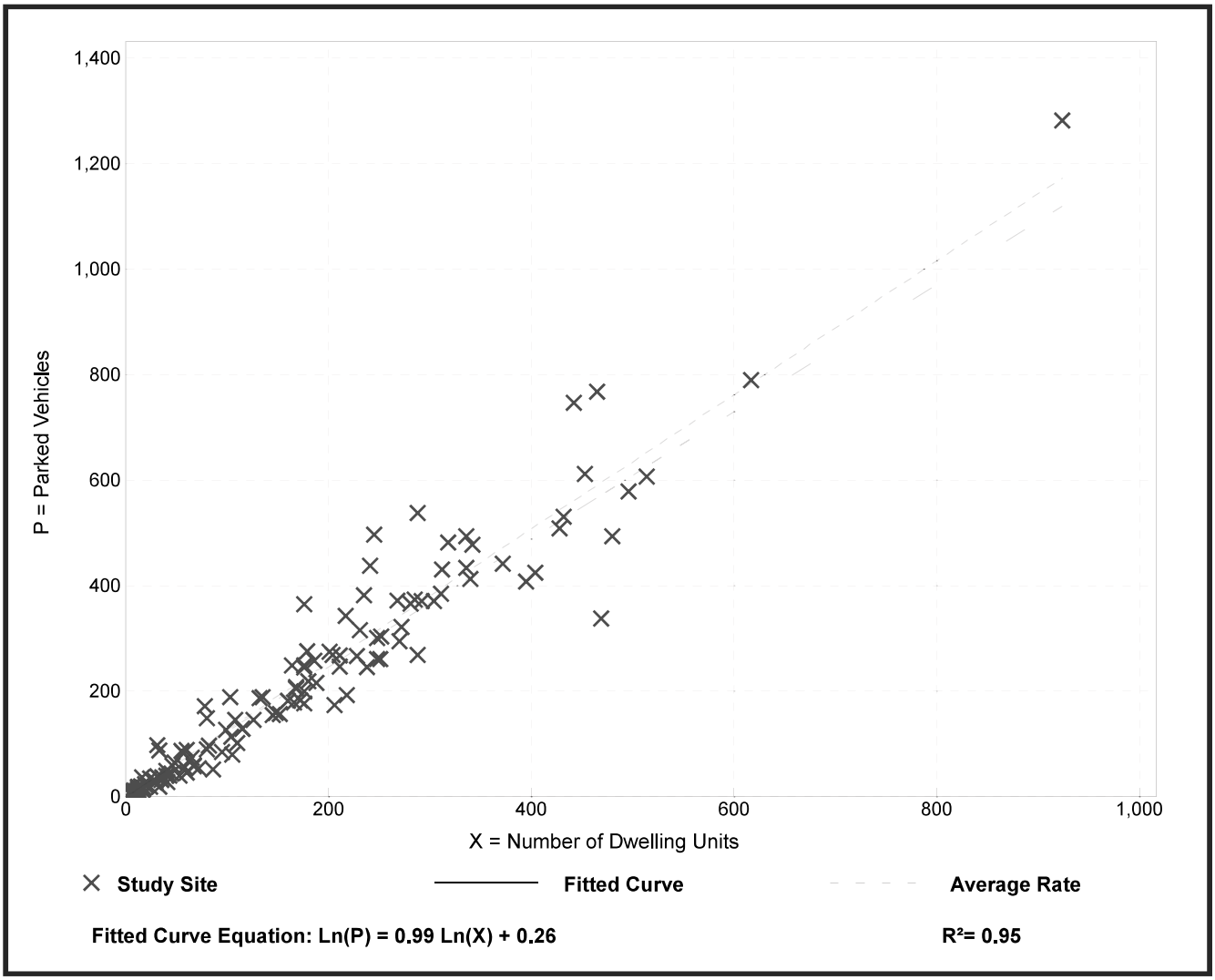
Multifamily Housing - 2+ BR (Low-Rise) - Not Close to Rail Transit
(220)

Peak Period Parking Demand vs:	**Dwelling Units**
On a:	**Weekday (Monday - Friday)**
Setting/Location:	**General Urban/Suburban**
Number of Studies:	143
Avg. Num. of Dwelling Units:	154

Peak Period Parking Demand per Dwelling Unit

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
1.27	0.58 - 3.16	1.07 / 1.59	1.22 - 1.32	0.29 (23%)

Data Plot and Equation



Parking Generation Manual, 6th Edition ● Institute of Transportation Engineers

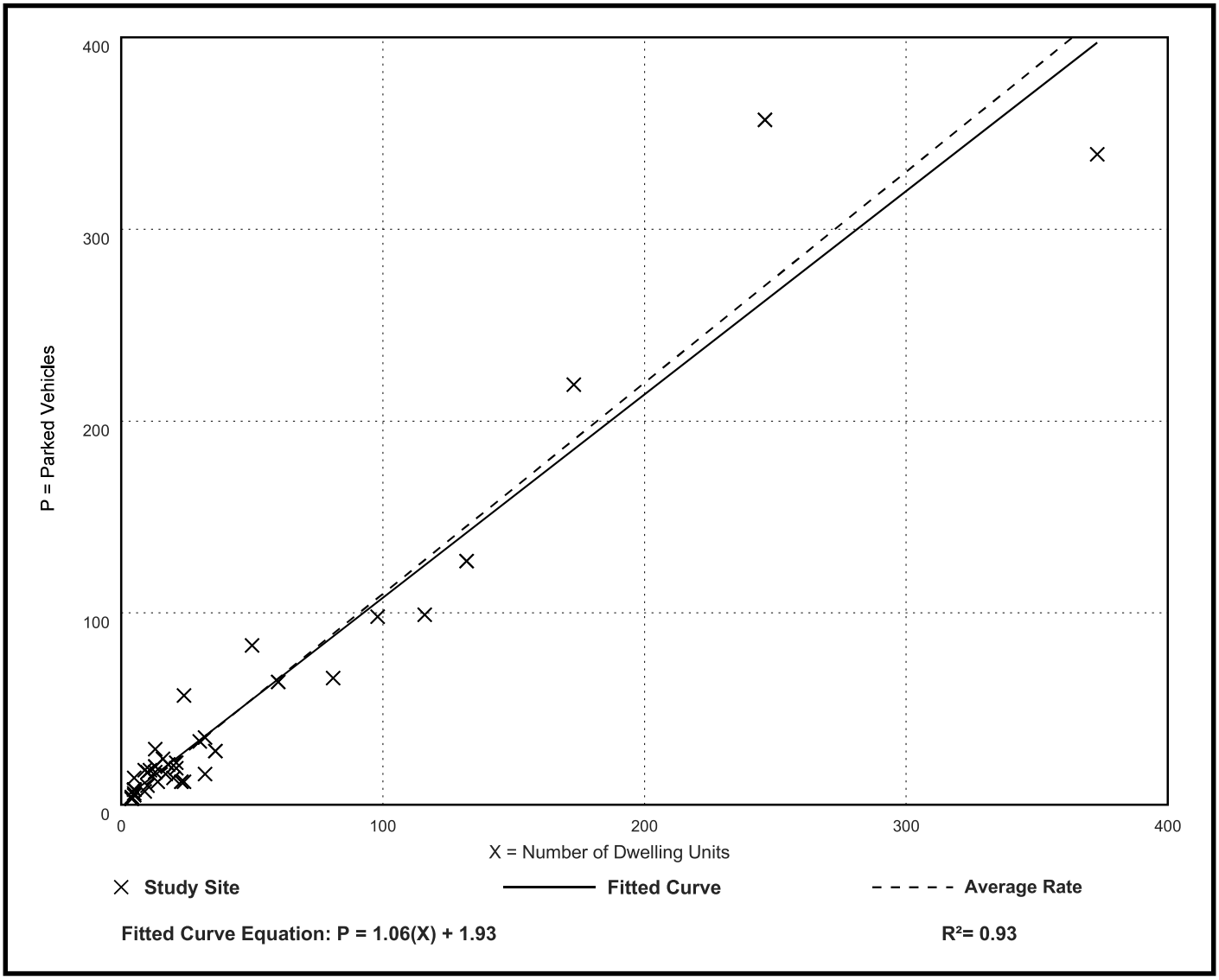
Multifamily Housing - 2+ BR (Low-Rise) Not Close to Rail Transit (220)

Peak Period Parking Demand vs: **Dwelling Units**
On a: **Weekday (Monday - Friday)**
Setting/Location: **Dense Multi-Use Urban**
Number of Studies: 39
Avg. Num. of Dwelling Units: 46

Peak Period Parking Demand per Dwelling Unit

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
1.10	0.50 - 2.80	0.95 / 1.66	0.99 - 1.21	0.35 (32%)

Data Plot and Equation



PLANNING RATIONALE REPORT

Lots 7 & 8, RP 380, West Side of Salter Avenue, Windsor, Ontario

Abstract

This Planning Rationale Report is in support of a zoning amendment application for re-development of the property described as Lots 7 & 8 on Registered Plan 380, located on the west side of Salter Avenue north of University Avenue West in the City of Windsor.

Date: December 17, 2024 (Rev. 2 April 25, 2025)

HRK Realty Services Ltd.

[redacted]

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1.0 Description of the Proposal

Sterling Ridge Residential Inc., a Windsor based landowner proposes to redevelop two residential lots located on the west side of Salter Avenue north of University Avenue West to accommodate eight (8) dwelling units within a multiple dwelling building.

The lands are described as Lots 7 and 8, on Registered Plan 380, in the City of Windsor, herein referred to as the "Subject Property".

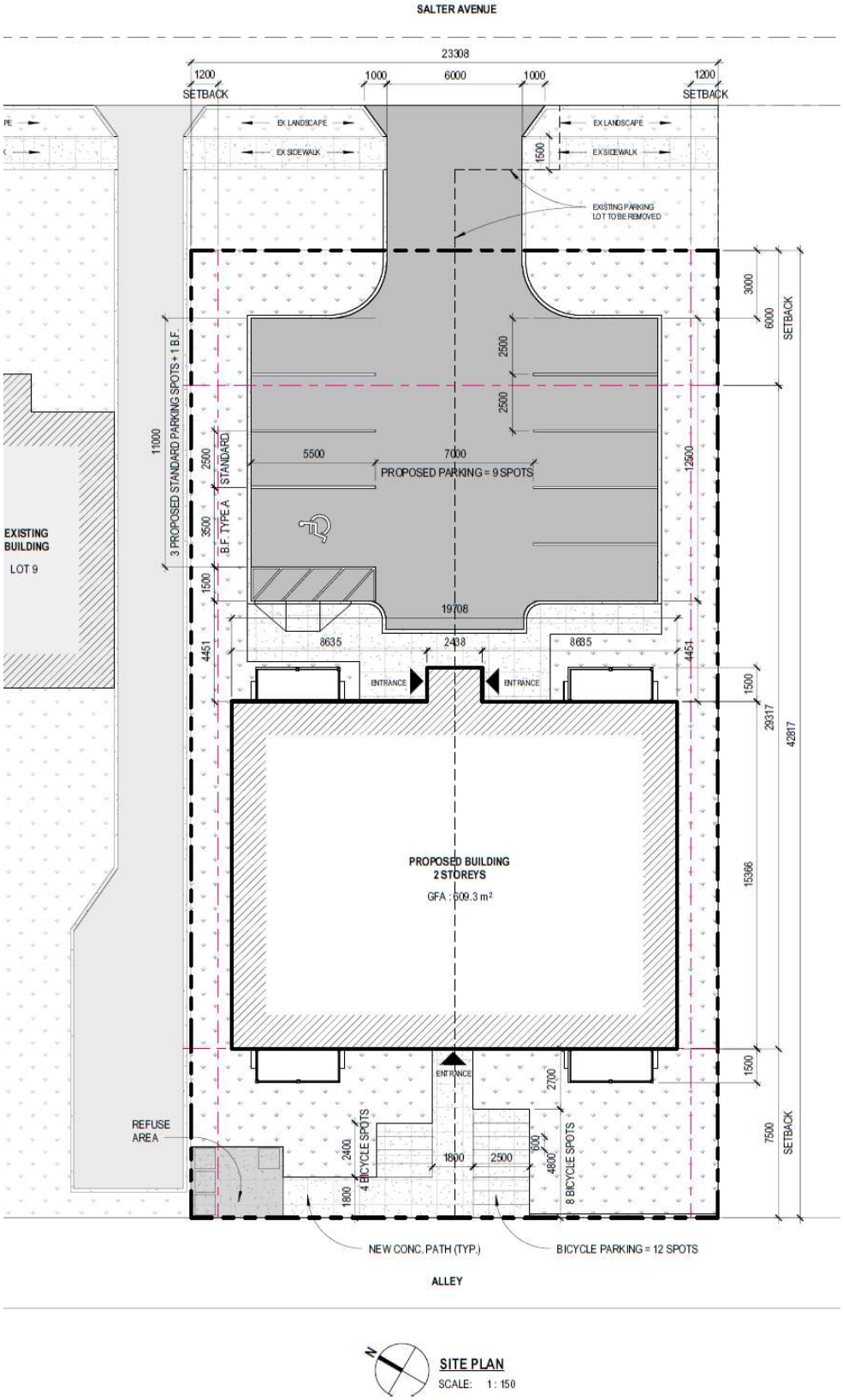
According to Registered Plan 380, the Subject Lands have 23.77 metres of frontage on the west side of Salter Avenue and have an area of 1,018.6 square metres (10,964.1 sf) and are located on the west side of Salter Avenue (refer to Figure 1).

Pre-consultation with City of Windsor planners informs that a zoning by-law amendment to a site-specific zoning category is required to permit the proposed redevelop of the Subject Property for multiple dwelling housing units.

Figure 1 - Location Plan



Figure 2 – Conceptual Site Plan



2.0 History of the Property

The Subject Property was acquired by its current owner Sterling Ridge Residential Inc. on May 16, 2024.

The following historical Information was provided by the City of Windsor.

Lot 7, Registered Plan 380 previously contained a single detached dwelling known municipally as 257 Salter Avenue which was demolished sometime between 1983 and 1987.

Lot 8, Registered Plan 380 previously contained a single detached dwelling known municipally as 249 Salter Avenue which was demolished in 1994 (demolition permit 94-074183).

To the knowledge of the current owner the Subject Lands have always been designated Residential in the City's Official Plan and an RD2.2 zone category according to City of Windsor Zoning By-law 8600.

3.0 Physical Features of the Subject Lands

Structures

The Subject Property is void of any buildings or vertical structures. Lot 7, RP 380 being the south half of the property contains an asphaltic parking area.

Vegetation

Lot 8, RP 380 being the north half of the parcel is manicured grass area. The is a coniferous bush line on the north side of Lot 8. Additionally, there are mature coniferous tress in the rear (west) portion of Lot 8.

Topography

The Subject Property is generally level.

Other Physical Features

There is a concrete public sidewalk east side of the property on Salter Avenue.

Surrounding Land Uses

North of the Subject Lands is a 1 ½ storey frame single detached home being municipal number 2411 1Salter Avenue.

South of the Subject Property is an asphalt parking lot that serves the commercial buildings fronting on University Avenue West.

East of the Subject Property on the opposite side of Salter Avenue is a former railway corridor.

West of the Subject Property is a public alley with residential homes on the other side of the alley that front onto Crawford Avenue.

4.0 Planning Policy Documents

On November 28, 2022, the Ontario provincial government passed Bill 23 More Homes, Built Faster: Ontario's Housing Supply Action Plan 2022–2023 to address Ontario's housing crisis. The government has committed to getting 1.5 million homes built over the next 10 years.

More Homes, Built Faster is part of a strong foundation on which 1.5 million homes can be built over the next 10 years – in partnership with municipalities, the private sector, not-for-profits and the federal government.

On June 6, 2024, Bill 185 Cutting Red Tape to Build More Homes Act received Royal Assent.

The Ontario government provides that housing will remain a key focus and they will continue to take action: so young people can afford a starter home and students can focus on their studies rather than next month's rent; so newcomers can find a home in a welcoming community; so seniors can downsize in neighbourhoods they love; and so all Ontarians can find the home that best meets their needs and budget.

The proposed development of 8 dwelling units on the Subject Property will contribute to addressing Ontario's stated needed housing supply.

4.1 Provincial Planning Statement, 2024

The Provincial Planning Statement (PPS) provides policy direction on matters of a provincial interest related to land use planning and development. The PPS provides for appropriate development while protecting resources of a provincial interest, public health and safety, and the quality of the natural and built environments. The PPS supports improved land use planning and management, which contributes to a more effective and efficient land use planning system.

The policies of the PPS are complemented by locally generated policies regarding matters of municipal interest. Provincial plans and municipal official plans provide a framework for comprehensive, integrated, place based and long-term planning that supports and integrates the principles of strong communities, a clean and healthy environment and economic growth, for the long term.

The PPS requires that land use planning decisions made by municipalities, planning boards, the province, or a commission or agency must be consistent with the Provincial Planning Statement. The vision of the PPS is long term prosperity and social well-being of Ontario that depends on planning for strong, sustainable, and resilient communities

for people of all ages, a clean and healthy environment, and a strong and competitive economy.

The PPS provides that 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.

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.

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities.

2.1 Planning for People and Homes

2.1.6. Planning authorities should support the achievement of complete communities by:

a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated childcare facilities, long term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs.

This proposed 8-unit development contributes to providing a range and mix of land uses.

b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and

This proposed 8-unit development will provide accessibility for both young and more mature people who may not be able to manage typical single detached homes.

c) improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.

This proposal will assist in improving the quality of life for future inhabitants as the product will provide new modern housing available to people of all ages and Abilities.

2.2 Housing

2.2.1 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:

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

This proposal is in keeping with the policy to promote increased density, thus making efficient use of infrastructure and public services.

d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.

This proposal is supported by public transit with major bus routes along nearby University Avenue West. The property is also within walking distance to Transit Windsor's main hub with bus routes traveling to many parts of the City.

The Subject Property is within a Settlement Area in keeping with PPS subsection 2.3.1.1.

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;
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.

This proposal to construct an 8-unit multiple dwelling complies with the above PPS land use planning policies (2.3.1.2 and 2.3.1.3) within settlement areas.

The proposal for 8 dwelling units on the Subject Property is in keeping with the policies of the PPS. The proposal proposes housing that responds to market needs and local demand. The proposal represents an efficient use of land as it represents intensification making efficient use of existing local infrastructure. This development proposal represents cost-effective development through optimization of transit and minimizes land consumption and servicing costs.

Given that the proposal for 8 residential dwelling units on the Subject Property is in keeping with many aspects of the PPS, and does not offend any aspect of the PPS, municipal approval of the proposal is consistent with the PPS.

4.2 City of Windsor Official Plan

The subject property is in the "River West" planning district according to Schedule "A" Planning Districts & Policy Areas map attached to the Official Plan for the City of Windsor.

The City's development strategy provided in Section 3 of the Official plan in part includes: *"the policies of this Plan are directed toward accommodating the projected growth through practical and efficient land use management strategies that promote a compact pattern of development and balanced transportation system. Compatible residential, commercial and employment growth will be directed to appropriate locations within existing and planned neighbourhoods to reduce development and infrastructure costs and provide opportunities to live, work and shop in proximity. This concept will enable Windsor to continue its growth and foster a vibrant economy, while ensuring a safe, caring, and diverse community and a sustainable, healthy environment".*

The Neighbourhood Housing Variety policy 3.2.1.2 provides*: "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."*

The Subject Property is designated "Residential" according to Schedule "D" Land Use map attached to the Official Plan for the City of Windsor.

Official Plan subsection 6.1.14 regarding residential intensification reads: *To direct residential intensification to those areas of the city where transportation, municipal services, community facilities and goods and services are readily available.*

The proposal to develop the lands for 8 multiple dwellings in an area that has access to public transportation and has readily available municipal services.

Objectives for Residential development in the OP include:

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.

6.3.2.3 For the purposes of this Plan, Low Profile housing development is further classified as follows: (a) small scale forms: single detached, semi-detached, duplex and row and multiplexes with up to 8 units.

Locational Criteria 6.3.2.4 New residential development and intensification shall be located where:

(a) there is access to a collector or arterial road. Nearby University Avenue West which is a designated Class II Arterial Road according to Schedule "F" Roads and Bikeways plan attached to the OP.

(b) full municipal physical services can be provided. Full municipal services are available to the Subject Lands.

(c) adequate community services and open spaces are available or are planned; and there are ample community services and open spaces near the Subject Lands. Public parkland along the Detroit River is near the Subject Property.

(d) public transportation service can be provided. The Subject Lands are near a Primary Route according to the Transit Windsor system map.

The location of the subject property meets all 4 above locational criteria as noted.

According to Residential OP policy 6.3.2.5 evaluation criteria for a neighbourhood development pattern the proponent shall demonstrate that a proposed residential development within an area having a neighbourhood development pattern is, among other things:

(c) In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas. The proposed 2-storey 8-unit residential building is in keeping with similar building types within 200 metres of the property. Most of the residential buildings within a 200-metre radius of the property are 2 storeys with a mix of single detached, semi-detached, duplexes and double duplexes. There are several taller buildings within the 200-metre radius ranging from 3 to 16 storey structures. Examples include:

- 211 Crawford Avenue, 3.5 storeys, 16 residential units.
- 685 University Avenue West 3 storeys, multiple units.
- 360 Caron Avenue, 9 storeys, multiple units.
- 333 Caron Avenue, 3.5 storeys, multiple units.
- 343 Caron Avenue, 2.5 storeys, multiple units.
- 120 Caron Avenue, 16 storeys, multiple units.

(d) provided with adequate off-street parking. The proposed development includes 9 on-site vehicular parking spaces being 1 space less that the City's requirement of 10 spaces.

(e) capable of being provided with full municipal services. Full municipal services are available to the Subject Lands.

(f) facilitating a gradual transition from Low Profile residential development to Medium/or High-profile development and vice versa, where appropriate, in accordance with Design Guidelines approved by Council. The proposed 2 storey 8-unit residential building is defined as Low Profile in the City of Windsor Official Plan.

According to Schedule "B" Greenways System map attached to the Official Plan for the City of Windsor, there is a designated Recreationway on University Avenue West between Salter Avenue and Caron Avenue.

The subject property is designated "High Potential" according to Schedule "C-1" Development Constraint Areas Archaeological Potential map attached to the Official Plan for the City of Windsor. Accordingly, the proponent obtained a Stage 1 & 2 Archaeological Assessment, Bluestone Research 2004 Ltd., dated August 16, 2024.

The analysis and conclusions in the archaeological report state: "*The Stage 1 and Stage 2 archaeological assessment was carried out in accordance with the MCM's Standard's and Guidelines for Consultant Archaeologist's Government of Ontario 2011). The assessment consisted of a test pit survey at 5 metre intervals for approximately 50% of the study area. No archaeological resources were identified. As no archaeological resources were found on the study area (249 and 257 Salter Avenue, Ontario (Historic Lot 76), Windsor, County of Essex, Ontario), no further archaeological assessment is required.*

Urban Design Review

Section 8.7.2 Policies of the Official Plan for Urban Design provides policy direction with the following objectives:

"8.7.1.1 Built Form
To achieve a varied development pattern which supports and enhances the urban experience.

8.7.1.2 COMPLEMENTARY DESIGN
To achieve a complementary design relationship between new and existing development, while accommodating an evolution of urban design styles.

8.7.1.3 VISUAL INTEREST
To maximize the variety and visual appeal of building architecture.

8.7.1.5 UNIQUE CHARACTER
To enhance the unique character of a district, neighbourhood, prominent building or grouping of buildings."

The proposed 2 storey 8 unit building at the Subject Property has been designed to comply with the urban design review policies of the City's Official Plan, thus is compatible with buildings in the neighbourhood.

The commitment to the Community's Strategic Plan is centred around four interrelated pillars:

1. Our Economy: Cultivated and Competitive.
2. Our Society: Diverse and Caring.
3. Our Environment: Clean & Efficient; and
4. Our government: Responsive & Responsible.

The proposal to develop a 2 storey 8 dwelling unit residential building on the Subject Property is consistent with the Community's Strategic Plan as it contributes positively to the local economy, provides for alternative housing types, provides new development at current building standards, and permits the City in achieving its committed contribution to needed housing.

The proposal to develop a 2 storey 8 dwelling unit residential building on the Subject Property complies with the goals, objectives, and policies of the City of Windsor Official Plan. Therefore, no Official Plan Amendment is required for this development proposal

City of Windsor Intensification Guidelines June 2022

A desire of the provincial government is the delivery of a broader mix of housing types, including housing that is more affordable than the traditional housing stock.

Among the City's intensification priority areas is new development in "stable and mature neighbourhoods".

The guidelines note that in many of Windsor's neighbourhoods there is a diversity of building forms, housing types, streetscapes, and landscape features. Diversity is an element to be celebrated as a defining factor within each of these neighbourhoods. The proposed 2-storey 8-unit building adds to the diversity of housing options in the mature neighbourhood.

The exterior building materials employing a combination of brick, stone and metal siding are in keeping with building materials used on other buildings in the area.

The original intention was to set the building off the front property line consistent with the setback of the homes to the north with the parking are in the rear. However, City

staff advised that they will not support a development having its parking access off the alley. Therefore, an increased front yard setback is necessary to provide on-site parking for residents and visitors.

A general guideline is to "*ensure new development is compatible with adjacent and neighbouring development by siting and massing new buildings to avoid undue adverse impacts on adjacent properties particularly in regard to adequate privacy conditions for residential buildings and their outdoor amenity areas"*.

The proposed 2-storey 8-unit building has been designed so that units primarily face the street or to the alley at the rear thus not facing directly into the residential property adjacent to the north of the property. The front of the proposed building being setback circa the rear of the home adjacent to the north (241 Salter Avenue) will have minimal impact to the rooftop solar panels on the south face of the roof of the home at 241 Salter Avenue.

The majority of the City's Intensification Guidelines support the proposed 2-storey 8-unit building on the Subject Property.

5.0 Zoning By-law

The subject property is in the Residential District 2.2 (RD2.2) zoning category in City of Windsor Comprehensive Zoning By-law 8600. The RD2.2 zone category permits:

- One Duplex Dwelling
- One Semi-Detached Dwelling
- One single unit dwelling

The proposal to develop a 2 storey 8 unit building on the Subject property does not comply with the building regulations of the RD2.2 zone, therefore a zoning by-law amendment is required to facilitate the proposal.

We propose a site-specific zoning by-law amendment based on the Residential District 3.2 (RD3.2) zone category will be the basis of an application. The RD3.2 zone category permits a Multiple Dwelling. The provisions in subsection 12.2.5 would require an amendment to the minimum lot frontage in subsection 12.2.5.1 from the required 30 metres to 23.3 metres. Additionally, the following amendments to portions of Zoning By-law 8600 are required to facilitate this proposal:

- Table 24.20.5.1 requires 10 parking spaces whereas 9 are proposed.
- Section 24.26.5 parking spaces are prohibited in a required front yard.
- Section 24.28.1.3.1 proposed paved area in the required front yard slightly exceeds the maximum allowed 50% by approximately 5%.
- Section 24.30.20.3.2 bicycle parking spaces are prohibited in a required yard, and the proposal is for them to be in the rear yard setback.

6.0 Site Suitability

The site is ideally suited to be developed for a 2 storey 8-unit multiple dwelling building with on-site parking for the following reasons:

- The land area is sufficient to accommodate the proposed development.
- The intensification of the Subject Property is in keeping with the need for apartment units to meet the needs of intended future users.
- The property is generally level which is conducive to easy vehicular movements.
- The property is fully serviced which provides for drainage through the municipal system.
- There are no natural or man-made impediments to construction.
- There are no identified environmental concerns from the proposed use of the property.
- The property is within walking distance to local shopping, a public library, banks, and active and passive public recreation areas.

7.0 Compatibility

The City of Windsor Intensification Guidelines June 2022 define compatibility as"

"Compatible development means development that may not necessarily be the same or similar to the existing buildings in the vicinity, but, nonetheless, enhances an established community and coexists with existing development without causing any undue adverse impact on surrounding properties."

Essentially, the City's Intensification Guidelines endorse development that will coexist without undue, adverse impact on surrounding properties. The proposed 2-storey 8-unit building has been designed so that units primarily fact the street or to the alley at the rear thus not facing directly into the residential property adjacent to the north of the property.

The proposed 2 storey 8- unit multiple dwelling development is compatible with the surrounding area in terms of scale, massing, and height. The Official Plan defines the proposed development as Low Profile which is in keeping with other structures in the surrounding neighbourhood. There are several similar situations with 2 storey buildings adjacent to single storey residences in the surrounding neighbourhood.

8.0 Good Planning

The proposal represents good planning for the following reasons:

- The proposal will contribute positively to Windsor's needed rental housing stock.
- The development represents efficient use of land in a compact form that minimizes land consumption and makes efficient use of existing public services.
- The development is transit supportive providing the opportunity for future residents to make optimum use of nearby public transit.
- The development contributes to the provision of an appropriate mix of housing options for Windsor residents.
- The location in an established residential neighbourhood gives future residents ample opportunity to access nearby community amenities.
- The proposed development meets the City's locational requirements: being on local roads; on full municipal services; adequate community services; and proximity to public transit.

The fact that the proposal is supported by both provincial and municipal planning policy, and the site is suitable for the intended use on several criteria attests to the fact that the proposal represents good planning.

9.0 Supporting Study Findings

Stage 1 & 2 Archaeological Assessment, Bluestone Research 2004 Ltd., dated August 16, 2024. The analysis and conclusions in the archaeological report state:

"*The Stage 1 and Stage 2 archaeological assessment was carried out in accordance with the MCM's Standard's and Guidelines for Consultant Archaeologist's Government of Ontario 2011). The assessment consisted of a test pit survey at 5 metre intervals for approximately 50% of the study area. No archaeological resources were identified. As no archaeological resources were found on the study area (249 and 257 Salter Avenue, Ontario (Historic Lot 76), Windsor, County of Essex, Ontario), no further archaeological assessment is required.*

Parking Study prepared by RC Spencer Associates Inc. dated March 2025 concludes:

"Accordingly, it is the engineer's opinion that the proposed on-site parking supply of 9 vehicle parking spaces and 12 bicycle parking spaces should adequately accommodate the peak parking demand generated by the subject (8-unit) low-rise residential development proposal."

Open House

The proponent organized and held an open house on Saturday March 22, 2025, from 1:pm to 3:pm at the Quality Inn & Suites Downtown (675 Goyeau St., Windsor). The

purpose of the open house was to introduce the project to the public and obtain feedback. Display boards depicting the site and building design were on display.

The open house was attended by two representatives of the owner, the owner's planning consultant, and two representatives from the City's Planning Department who were on hand to observe.

A total of six members of the public attended the open house, all signed into the event, however no comment sheets were filled out and left at the open house, and to date none have been received by any other form of communication.

The owner of the property adjacent to the north (241 Salter Avenue) attended the open house, as did the owner of the property of the home at 235 Salter Avenue being immediately north of 241 Salter Avenue.

Discussions with the two owners of homes on Salter Avenue focused on anticipated timing of the project and any potential impacts to the adjacent property. The owner at 241 Salter Avenue expressed concern regarding potential privacy invasion where the owners advised that balconies are oriented to the east and west thus providing minimal views onto the neighbouring properties. The parties agreed that windows facing the adjacent property is unavoidable as they are required to facilitate habitable rooms within the proposed dwelling units.

A copy of the open house sign-in sheet is attached as Appendix "A" to this report.

10 Conclusion

The proposal to develop the Subject Property for a 2 storey 8-unit residential building with limited on-site parking at this infill location within an established residential neighbourhood should be supported and approved by the City of Windsor for the following reasons:

- Is consistent with the Provincial Planning Statement 2024.
- meets the intent and purpose of applicable City Official Plan policies.
- is in keeping with the Community Strategic Plan that supports the local economy.
- the site is physically suitable to the proposed use.
- the proposed low-profile building is compatible with the surrounding neighbourhood and will contribute to the acute need for housing in Windsor.
- does not impact the private use and enjoyment of neighbouring properties.
- will not have any negative natural environment impacts.
- will not have any negative impacts on municipal services; and,
- will have a favourable positive impact on the City's economic environment.

For the above reasons, it is appropriate for the City of Windsor to approve a Zoning By-law Amendment application to permit eight (8) dwelling units within a multiple dwelling building on the subject property.

HRK REALTY SERVICES LTD.

Harold R Kersey
_____

Date: April 25, 2025

Harold R. Kersey, RPP

APPENDIX "A"

SIGN-IN SHEET FROM MARCH 22, 2025 OPEN HOUSE

OPEN HOUSE
0 SALTER AVENUE, CITY OF WINDSOR
SIGN-IN ATTENDANCE RECORD

NAME	ADDRESS	PHONE	EMAIL ADDRESS
Wendy Dupont	378 Crawford	226 787 2281	pbart. rogeco
[illegible]	378 CRAWFORD	519 992 7557	
* Marco Tonin	235 Salter Ave	647-669-1201	
* RICHARD DESJARDINS	241 SALTER	647 501 0813	
BRIAN TOPPE	245 CRAWFORD	519-252-5173	
E CRAWLEY	354 CRAWFORD	519-977-7041	

Stage 1 Archaeological Background Study and Stage 2 Archaeological Property Assessment at 249 and 257 Salter Avenue, Windsor, County of Essex, Ontario

Submitted to

Sterling Ridge Residential Inc.
6260 Westar Drive,
Windsor, Ontario, N9J 0B5

and

Ministry of Citizenship and Multiculturalism

Prepared by

Bluestone Research 2004 Ltd.

Report Type: Original
Archaeological License Number Allan Morton P229,
PIF P229-0155-2024

16 August 2024

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Executive Summary

Bluestone Research 2004 Ltd. was retained by HRK Realty Services Ltd. to complete a Stage 1 Archaeological Background Study and Stage 2 Archaeological Property Assessment at 249 and 257 Salter Avenue, Ontario (Historic Lot 76), Windsor, County of Essex, Ontario in advance of development. The study area measures approximately 0.14 hectares in size.

In accordance with Section 1.3.1 of the Ministry of Citizenship and Multiculturalism (MCM) 2011 *Standards and Guidelines for Consultant Archaeologists* (Government of Ontario 2011), the Stage 1 archaeological assessment at 249 and 257 Salter Avenue determined that the study area exhibits potential for the identification and recovery of archaeological resources and a Stage 2 archaeological assessment was recommended.

The Stage 2 assessment was conducted on 02 August 2024 under archaeological consulting license P229 issued to Allan Morton, of Bluestone by the MCM. Of the approximate total area of 1,000 square metres, 500 square metres was disturbed by a parking lot. The assessment consisted of a test pit survey at 5 metre intervals for approximately 50% of the study area. No archaeological resources were identified during the Stage 2 archaeological assessment of the study area.

The MCM is asked to review the results presented and accept this report into the Ontario Public Register of Archaeological Reports.

Project Personnel

Licensed Archaeologist:	Allan Morton, PhD (P229)
Project Manager:	Allan Morton, PhD (P229)
Licensed Field Director:	Allan Morton, PhD (P229)
Field Technicians:	Gavin Morton, Christopher Thompson, Linsy Sheppard
Report Writer:	Allan Morton, PhD (P229) Gavin Morton
Senior Review:	Marie Morton, MA (P188)

Acknowledgements;

Proponent Contact:	Hal Kersey, HRK Realty Services Ltd.
Ministry of Citizenship and Multiculturalism:	Robert von Bitter, Archaeological Sites Database Coordinator

1.0 PROJECT CONTEXT

1.1 DEVELOPMENT CONTEXT

Bluestone Research was retained by HRK Realty Services Ltd. to complete a Stage 1 Archaeological Background Study and Stage 2 Archaeological Property Assessment at 249 and 257 Salter Avenue, Ontario (Historic Lot 76), Windsor, County of Essex, Ontario in advance of development. The study area measures approximately 0.1 hectares (1,000 square metres) in size.

Permission to enter the study area and document archaeological resources was provided by Hal Kersey, HRK Realty Services Ltd.

1.1.1 Objectives

In compliance with the provincial standards and guidelines set out in the MCM 2011 *Standards and Guidelines for Consultant Archaeologists* (Government of Ontario 2011), the objectives of the Stage 1 Archaeological Overview/Background Study are as follows:

- To provide information about the study area's geography, history, previous archaeological fieldwork, and current land conditions;
- To evaluate in detail the study area's archaeological potential which will support recommendations for Stage 2 survey for all or parts of the property; and
- To recommend appropriate strategies for Stage 2 survey.

To meet these objectives Bluestone archaeologists employed the following research strategies:

- A review of relevant archaeological, historic and environmental literature pertaining to the study area;
- A review of the land use history, including pertinent historic maps;
- An examination of the Ontario Archaeological Sites Database (ASDB) to determine the presence of known archaeological sites in and around the project area.

The objective of the Stage 2 assessment was to provide an overview of archaeological resources on the property and to determine whether any of the resources might be archaeological sites with cultural heritage value or interest and to provide specific direction for the protection, management and/or recovery of these resources. In compliance with the provincial standards and guidelines set out in the MCM's 2011

Standards and Guidelines for Consultant Archaeologists (Government of Ontario 2011), the objectives of the Stage 2 Property Assessment are as follows:

- To document all archaeological resources within the study area;
- To determine whether the study area contains archaeological resources requiring further assessment; and
- To recommend appropriate Stage 3 assessment strategies for archaeological sites identified.

1.2 HISTORICAL CONTEXT

The study area consists of approximately 0.1 hectares of manicured lawn and parking lot.

Pre and early Post-contact Aboriginal Resources

Our knowledge of past First Peoples settlement and land use in Simcoe County is incomplete. Nonetheless, using province-wide (MCCR 1997) and region-specific archaeological data, a generalized cultural chronology for native settlement in the area can be proposed. The following paragraphs provide a basic textual summary of the known general cultural trends and a tabular summary appears in Table 1.

The Paleoindian Period

The first human populations to inhabit Ontario came to the region between 12,000 and 10,000 years ago, coincident with the end of the last period of glaciation. Climate and environmental conditions were significantly different then they are today; local environs would not have been welcoming to anything but short-term settlement. Termed Paleoindians by archaeologists, Ontario first peoples would have crossed the landscape in small groups (i.e., bands or family units) searching for food, particularly migratory game species. In the area, caribou may have provided the staple of the Paleoindian diet, supplemented by wild plants, small game, birds and fish. Given the low density of populations on the landscape at this time and their mobile nature, Paleoindian sites are small and ephemeral. They are usually identified by the presence of fluted projectile points and other finely made stone tools.

Table 1: Cultural Chronology for Native Settlement within Ontario County

Period			Time Range (circa)	Diagnostic Features	Complexes
Paleoindian	Early		9000 – 8400 B.C.	fluted projectile points	Gainey, Barnes, Crowfield
	Late		8400 – 8000 B.C.	non-fluted and lanceolate points	Holcombe, Hi-Lo, Lanceolate
Archaic	Early		8000 – 6000 B.C.	serrated, notched, bifurcate base points	Nettling, Bifurcate Base Horizon
	Middle		6000 – 2500 B.C.	stemmed, side & corner notched points	Brewerton, Otter Creek, Stanly/Neville
	Late		2000 – 1800 B.C.	narrow points	Lamoka
			1800 – 1500 B.C.	broad points	Genesee, Adder Orchard, Perkiomen
			1500 – 1100 B.C.	small points	Crawford Knoll
	Terminal		1100 – 850 B.C.	first true cemeteries	Hind
Woodland	Early		800 – 400 B.C.	expanding stemmed points, Vinette pottery	Meadowood
	Middle		400 B.C. – A.D. 600	thick coiled pottery, notched rims; cord marked	Couture
	Late	Western Basin	A.D. 600 – 900	Wayne ware, vertical cord marked ceramics	Riviere au Vase-Algonquin
			A.D. 900 – 1200	first corn; ceramics with multiple band impressions	Young- Algonquin
			A.D. 1200 – 1400	longhouses; bag shaped pots, ribbed paddle	Springwells-Algonquin
			A.D 1400-1600	villages with earthworks; Parker Festoon pots	Wolf- Algonquin
Contact		Aboriginal	A.D. 1600 – 1700	early historic native settlements	Neutral Huron, Odawa, Wenro
		Euro-Canadian	A.D. 1700-1760	fur trade, missionization, early military establishments	French
			A.D. 1760-1900	Military establishments, pioneer settlement	British colonials, UELs

Archaic

The archaeological record of early native life in Southern Ontario indicates a change in lifeways beginning circa 10,000 years ago at the start of what archaeologists call the Archaic Period. The Archaic populations are better known than their Paleoindian

predecessors, with numerous sites found throughout the area. The characteristic projectile points of early Archaic populations appear similar in some respects to early varieties and are likely a continuation of early trends. Archaic populations continued to rely heavily on game, particularly caribou, but diversified their diet and exploitation patterns with changing environmental conditions. A seasonal pattern of warm season riverine or lakeshore settlements and interior cold weather occupations has been documented in the archaeological record. Since the large cold weather mammal species that formed the basis of the Paleoindian subsistence pattern became extinct or moved northward with the onset of warmer climate, Archaic populations had a more varied diet, exploiting a range of plant, bird, mammal and fish species. Reliance on specific food resources like fish, deer and nuts becomes more pronounced through time and the presence of more hospitable environs and resource abundance led to the expansion of band and family sizes. In the archaeological record, this is evident in the presence of larger sites and aggregation camps, where several families or bands would come together in times of resource abundance. The change to more preferable environmental circumstances led to a rise in population density. As a result, Archaic sites are more abundant than those from the earlier period. Artifacts typical of these occupations include a variety of stemmed and notched projectile points, chipped stone scrapers, ground stone tools (e.g. celts, adzes) and ornaments (e.g. bannerstones, gorgets), bifaces or tool blanks, animal bone and waste flakes, a by-product of the tool making process.

Woodland Period

Significant changes in cultural and environmental patterns are witnessed in the Woodland Period (circa 950 B.C to historic times). The coniferous forests of earlier times were replaced by stands of mixed and deciduous species. Occupations became increasingly more permanent in this period, culminating in major semi-permanent villages by 1,000 years ago. Archaeologically, the most significant changes by Woodland times are the appearance of artifacts manufactured from modeled clay and the construction of house structures. The Woodland Period is often defined by the occurrence of pottery, storage facilities and residential areas similar to those that define the incipient agricultural or Neolithic period in Europe. The earliest pottery was rather crudely made by the coiling method and house structures were simple enclosures.

Iroquoian Period

The primary Late Woodland occupants of the area were the Neutral Nation, an Iroquoian speaking population described by European missionaries. Like other known Iroquoian groups including the Huron (Wendat) and Petun, the Neutral practiced a system of intensive horticulture based on three primary subsistence crops (corn, beans and squash). Neutral villages incorporated a number of longhouses, multi-family dwellings that contained several families related through the female line. The Jesuit Relations describe several Neutral centers in existence in the 17th century, including a number of sites where missions were later established. While precontact Neutral sites may be identified by a predominance of well-made pottery decorated with various simple and geometric motifs, triangular stone projectile points, clay pipes and ground stone implements, sites post-dating European contact are recognized through the appearance of various items of European manufacture. The latter include materials acquired by trade (e.g., glass beads, copper/brass kettles, iron axes, knives and other metal implements) in addition to the personal items of European visitors and Jesuit priests (e.g., finger rings, stoneware, rosaries, glassware). The Neutral were dispersed and their population decimated by the arrival of epidemic European diseases and inter-tribal warfare.

1.2.1 Historic Euro-Canadian Resources

249 and 257 Salter Avenue are currently located on Lots 8 and 9 in the County of Essex, Windsor, Ontario. The historic lot number is Lot 76, Concession 2, Essex County, Windsor, Ontario. The land registry records for historic Lot 76 could not be located. However, in a historic patent plan, the owner of Lot 76 can be identified as A. Benetan. Nobody with the surname “Benetan” could be located in any 19th century Canadian census records.

1.3 ARCHAEOLOGICAL CONTEXT

The study area consists of approximately 0.05 hectares of manicured grass area and 0.05 hectares of an asphalt covered parking lot. There are several trees on the west side of the grassy area, and a line of bushes borders the grass on the north side. The study area is bordered by Salter Avenue to the east, another parking lot to the south, a public lane to the west, and a residence to the north.

1.3.1 The Natural Environment

The subject property is located in the St. Clair Clay Plains physiographic region of southern Ontario (Chapman and Putnam 1984). The area lies between 575 and 700 feet above sea level. The Essex County Plain is essentially a till plain overlying the Cincinnati arch, which is a low swell in the bedrock of the area. The surface drainage of the plain is nearly all northward to Lake St. Clair. According to the researchers, the prevailing soil type is Brookston clay loam, a dark-surfaced gleisolic soil developed under a swamp forest of elm, black and white ash, silver maple, and other moisture-loving trees. Numerous undrained areas where peat and muck have accumulated. Most of the Essex Plain is imperfectly drained – so much so that drainage ditches and tile underdrains have been installed to improve conditions and enable agriculture.

The soil survey of Essex County categorizes the soil in the study area as Brookston clay loam. This soil is dark clay loam over mottled and blue-grey gritty clay and clay loam with few stones. The Ac horizon is 6-8 inches of dark grey brown clay; medium granular structure; sticky when wet; almost stone free. The GA_2 horizon is 6 inches of grey drab clay with yellow brown mottlings; fine to medium nuciform structure; sticky when wet. The G_1 horizon is 18 inches of grey clay with yellow brown mottling and a coarse blocky structure. Horizon G_2 is 6- inches of grey to light grey clay; mottling less intense than in G_1 with very coarse blocky to massive structure. The C horizon is a heavy calcareous clay till; grey to light grey in colour. It is gritty and contains shale and limestone fragments. (Caldwell and Morwick 1949: 35)

This soil is considered as being poorly drained. Poorly-drained soils are not considered suitable for pre-contact Aboriginal agriculture.

Potable water is the single most important resource for any extended human occupation or settlement and since water sources in southwestern Ontario have remained relatively stable over time, proximity to drinkable water is regarded as a useful index for the evaluation of archaeological site potential. In fact, distance to water is one of the most commonly used variables for predictive modeling of archaeological site location in Ontario. The closest potable water source is the Detroit River located 240 metres to the north.

1.3.2 Previously Known Archaeological Sites and Surveys

In order to compile an inventory of archaeological resources, the registered archaeological site records kept by the MCM were consulted. In Ontario, information concerning archaeological sites stored in the archaeological sites database is maintained by the MCM. This database contains archaeological sites registered according to the Borden system. Under the Borden system, Canada is divided into grid blocks based on latitude and longitude. A Borden Block is approximately 13 kilometres east to west and approximately 18.5 kilometres north to south. Each Borden Block is referenced by a four-letter designator and sites within a block are numbered sequentially as they are found. The study area under review is within Borden Block AbHs.

Information concerning specific site locations is protected by provincial policy, and is not fully subject to the *Freedom of Information and Protection of Privacy Act*. The release of such information in the past has led to looting or various forms of illegally conducted site destruction. Confidentiality extends to all media capable of conveying location, including maps, drawings, or textual descriptions of a site location. The MCM will provide information concerning site location to the party or an agent of the party holding title to a property, or to a licensed archaeologist with relevant cultural resource management interests.

An examination of the archaeological sites database (ASDB) has shown that there are four archaeological sites registered within a one-kilometre radius of the study area (Sites Data Search, 01 August 2024; Government Ontario n.d.). Table 2 summarizes the registered archaeological sites within one-kilometre of the study area. The listed sites do not fall within the study area.

Table 2: Registered Archaeological Sites within One Kilometre of the Study Area

Borden Number	Site Name	Time Period	Affinity	Site Type	Current Development Review Status
AbHs-90	Windsor CPR Station	Post-Contact	Euro-Canadian	Railway	Further CHVI
AbHs-15	-	Post-Contact	Euro-Canadian	House, Midden, Settlement	-
AbHs-14	-	Post-Contact	Euro-Canadian, French	House, Military	Further CHVI
AbHs-13	-	Post-Contact	Euro-Canadian	Depot, Railway	-

1.3.3 Summary of Past Archaeological Investigations within 50m

There have been no documented archaeological investigations within 50 metres of the subject property. It should be noted that the Ministry of Citizenship and Multiculturalism currently does not provide an inventory of archaeological assessments carried out within 50 metres of a property, so a complete inventory of assessments on lands adjacent to the subject property cannot be provided.

1.3.4 Archaeological Potential

Archaeological potential is established by determining the likelihood that archaeological resources may be present on a subject property. Bluestone applied archaeological potential criteria commonly used by MCM (Government of Ontario 2011) to determine areas of archaeological potential within the region under study. These variables include proximity to previously identified archaeological sites, distance to various types of water sources, soil texture and drainage, glacial geomorphology, elevated topography and the general topographic variability of the area.

Distance to modern or ancient water sources is generally accepted as the most important determinant of past human settlement patterns and, considered alone, may result in a determination of archaeological potential. However, any combination of two or more other criteria, such as well-drained soils or topographic variability, may also indicate archaeological potential. Finally, extensive land disturbance can eradicate archaeological potential (Wilson and Horne 1995).

Recommendations

As discussed above, distance to water is an essential factor in archaeological potential modeling. When evaluating distance to water it is important to distinguish between water and shoreline, as well as natural and artificial water sources, as these features affect sites locations and types to varying degrees. The MCM categorizes water sources in the following manner:

- Primary water sources: lakes, rivers, streams, creeks;
- Secondary water sources: intermittent streams and creeks, springs, marshes and swamps;
- Past water sources: glacial lake shorelines, relic river or stream channels, cobble beaches, shorelines of drained lakes or marshes; and
- Accessible or inaccessible shorelines: high bluffs, swamp or marshy lake edges, sandbars stretching into marsh.

The closest potable water source is the Detroit River located 240 metres to the north. Soil texture can be an important determinant of past settlement, usually in combination with other factors such as topography. As indicated previously, the soils within the study area are poorly-drained. These soils are not considered suitable for pre-contact Aboriginal agriculture.

An examination of the ASDB has shown that there are four archaeological sites registered within a one-kilometer radius of the study area; and they are not located within the study area.

For Euro-Canadian sites, archaeological potential can be extended to areas of early Euro-Canadian settlement, including places of military or pioneer settlements; early transportation routes; and properties listed on the municipal register or designated under the *Ontario Heritage Act* or property that local histories or informants have identified with possible historical events. The historic mapping demonstrates that the study area and its environs were occupied by Euro-Canadian settlers by the mid 19th century. Much of the established road system and agricultural settlement from that time is still visible today.

When the above-listed criteria are applied to the study area, the archaeological potential for pre-contact Aboriginal, post-contact Aboriginal, and Euro-Canadian sites is deemed to be high. Thus, in accordance with Section 1.3.1 of the MCM' 2011 *Standards and*

Guidelines for Consultant Archaeologists (Government of Ontario 2011), the Stage 1 archaeological assessment of the study area has determined that it has potential for the identification and recovery of archaeological resources and a Stage 2 archaeological assessment is recommended.

2.0 FIELD METHODS

The Stage 2 assessment was conducted on 02 August 2024 under archaeological consulting license P229 issued to Allan Morton, of Bluestone by the MCM. Of the approximate total area of 1,000 square metres, 500 square metres was disturbed by a asphalt parking lot. The assessment consisted of a test pit survey at 5 metre intervals for approximately 50% of the study area. Each test pit was approximately 30 centimeters in diameter and excavated five centimeters into sterile subsoil. The soils and test pits were then examined for stratigraphy, cultural features, or evidence of fill. All soil was screened through six millimeter (mm) mesh hardware cloth to facilitate the recovery of small artifacts and then used to backfill the pit. The shovel test pits would have been excavated to within 1 metre of structures.

Inspection of the asphalt parking lot indicated a well-structured surface that was free from pot holes and vehicle-worn undulations that would result from improper installation. The solid surface indicates that during construction, topsoil would have been removed, a gravel layer laid down and compacted, followed by the asphalt layer. The asphalt section therefore has no archaeological potential.

Figure 11 provides an illustration of the Stage 2 assessment strategies. Photograph locations and directions are shown in Figure 12. No further archaeological methods were employed since no artifacts were recovered during the test pit survey.

During the Stage 2 survey, assessment conditions were appropriate for fieldwork and at no time were the field, weather, or lighting conditions detrimental to the recovery of archaeological material (Table 3). Test pitting at 5-meter intervals was employed throughout the area of archaeological potential illustrated in Figure 8. Photos 1 to 8 confirm that field conditions met the requirements for a Stage 2 archaeological

assessment, as per the MCM 2011 *Standards and Guidelines for Consultant Archaeologists* (Section 7.8.6 Standard 1a; Government of Ontario 2011).

Table 3: Field and Weather Conditions

Date	Activity	Weather	Field Conditions
02 August 2024	Test Pit survey	Warm sunny	Dry Soil

3.0 RECORD OF FINDS

The Stage 2 archaeological assessment was conducted employing the methods described in Section 2.0. An inventory of the documentary record generated by fieldwork is provided in Table 4 below. No archaeological resources were identified during the Stage 2 archaeological assessment of the study area.

Table 4: Inventory of Documentary Record

Document Type	Current Location of Document Type	Additional Comments
1 Page of field notes	Bluestone office, York Region	In original field book and photocopied in project file
1 Hand drawn map	Bluestone office, York Region	In original field book and photocopied in project file
1 map provided by Client	Bluestone office, York Region	Hard and digital copies in project file
Digital photographs	Bluestone office, York Region	Stored digitally in project file

4.0 ANALYSIS AND CONCLUSIONS

The Stage 1 and Stage 2 archaeological assessment was carried out in accordance with the MCM's *Standard's and Guidelines for Consultant Archaeologist's* Government of Ontario 2011). The assessment consisted of a test pit survey at 5 metre intervals for approximately 50% of the study area. No archaeological resources were identified. As no archaeological resources were found on the study area (249 and 257 Salter Avenue, Ontario (Historic Lot 76), Windsor, County of Essex, Ontario), no further archaeological assessment is required.

5.0 RECOMMENDATIONS

The assessment consisted of a test pit survey at 5 metre intervals for approximately 50% of the study area. No archaeological resources were identified on the subject property. As no archaeological resources were found on the study area, no further archaeological assessment of the property (249 and 257 Salter Avenue, Ontario (Historic Lot 76), Windsor, County of Essex, Ontario) is required.

Notwithstanding the results and recommendations presented in this study, Bluestone Research notes that no archaeological assessment, no matter how thorough or carefully completed, can necessarily predict, account for, or identify every form of isolated or deeply buried archaeological deposit. In the event that archaeological remains are found during subsequent construction activities, the consultant archaeologist, approval authority, and the Cultural Programs Unit of the MCM should be immediately notified.

6.0 ADVICE ON COMPLIANCE WITH LEGISLATION

This report is submitted to the Ministry of Citizenship and Multiculturalism as a condition of licensing in accordance with Part VI of the *Ontario Heritage Act*, R.S.O. 1990, c 0.18. The report is reviewed to ensure that it complies with the standards and guidelines that are issued by the Minister, and that the archaeological fieldwork and report recommendations ensure the conservation, protection and preservation of the cultural heritage of Ontario. When all matters relating to archaeological sites within the project area of a severance proposal have been addressed to the satisfaction of the MCM, a letter will be issued by the ministry stating that there are no further concerns with regard to alterations to archaeological sites by the proposed severance.

It is an offence under Sections 48 and 69 of the *Ontario Heritage Act* for any party other than a licensed archaeologist to make any alteration to a known archaeological site or to remove any artifact or other physical evidence of past human use or activity from the site, until such time as a licensed archaeologist has completed fieldwork on the site, submitted a report to the Minister stating that the site has no further cultural heritage value or interest, and the report has been filed in the Ontario Public Register of Archaeological Reports referred to in Section 65.1 of the *Ontario Heritage Act*.

Should previously undocumented archaeological resources be discovered, they may be a new archaeological site and therefore subject to Section 48(1) of the *Ontario Heritage Act*. The proponent or person discovering the archaeological resources must cease alteration of the site immediately and engage a licensed consultant archaeologist to carry out archaeological fieldwork, in compliance with Section 48(1) of the *Ontario Heritage Act*.

The *Cemeteries Act*, R.S.O. 1990 c. C.4 and the *Funeral, Burial and Cremation Services Act*, 2002, S.O. 2002, c.33 (when proclaimed in force) require that any person discovering human remains must notify the police or coroner and the Registrar of Cemeteries at the Ministry of Consumer Services.

Archaeological sites recommended for further archaeological fieldwork or protection remain subject to Section 48(1) of the *Ontario Heritage Act* and may not be altered, or have artifacts removed from them, except by a person holding an archaeological license.

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Maps

8.0 IMAGES

8.1 PHOTOGRAPHS

Maps



Plate 1: Northwest corner of study area. Location assessed by shovel test pit survey in 5-metre intervals. View to the south.



Plate 2: Centre of study area showing parking lot. View to the south.

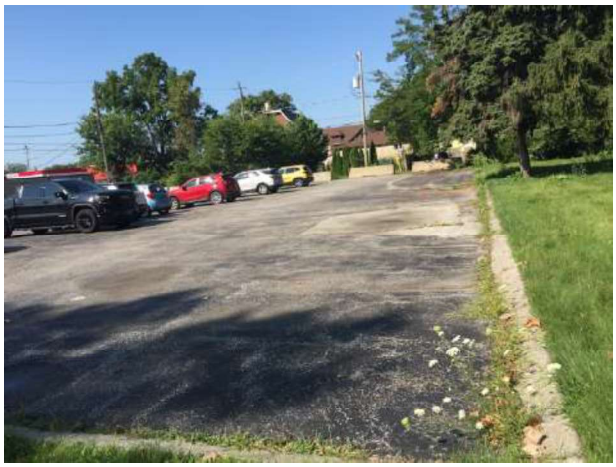


Plate 3: East centre of study area adjacent to Salter Avenue showing parking lot on left and manicured grass area on right. Grassed assessed by shovel test pit survey in 5-metre intervals. View to the west.

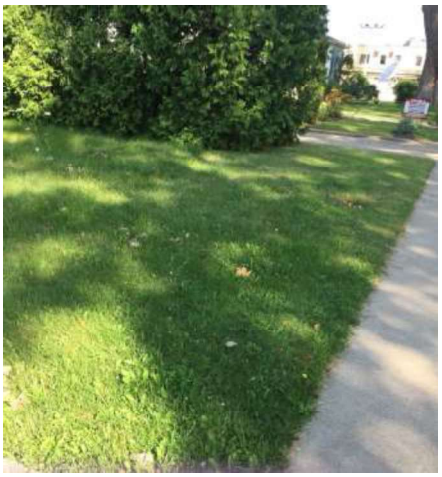


Plate 4: East centre of study area adjacent to Salter Avenue manicured grass area. Grassed assessed by shovel test pit survey in 5-metre intervals. View to the northwest.

Maps



Plate 5: East centre of study area adjacent to Salter Avenue manicured grass area. Grassed assessed by shovel test pit survey in 5-metre intervals. View to the west.



Plate 6: Centre of study area adjacent to Salter Avenue manicured grass area. Grassed assessed by shovel test pit survey in 5-metre intervals. View to the northwest.



Plate 7: West centre of study area. Location assessed by shovel test pit survey in 5-metre intervals. View to the east.



Plate 8: Typical shovel test pit in centre of grassed area.

9.0 MAPS

All maps will follow on succeeding pages.

Maps

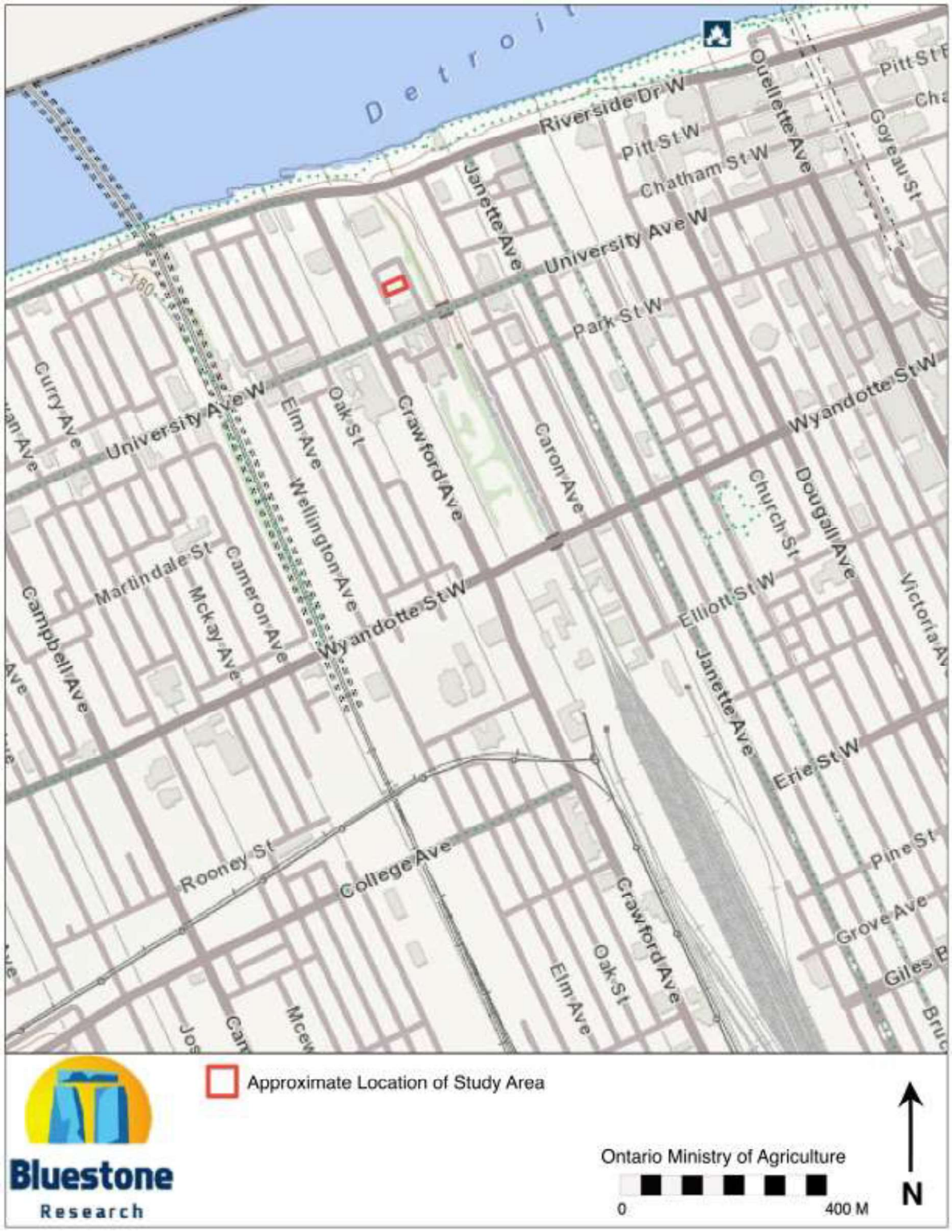


Figure 1: Topographic Map of Study Area

Maps

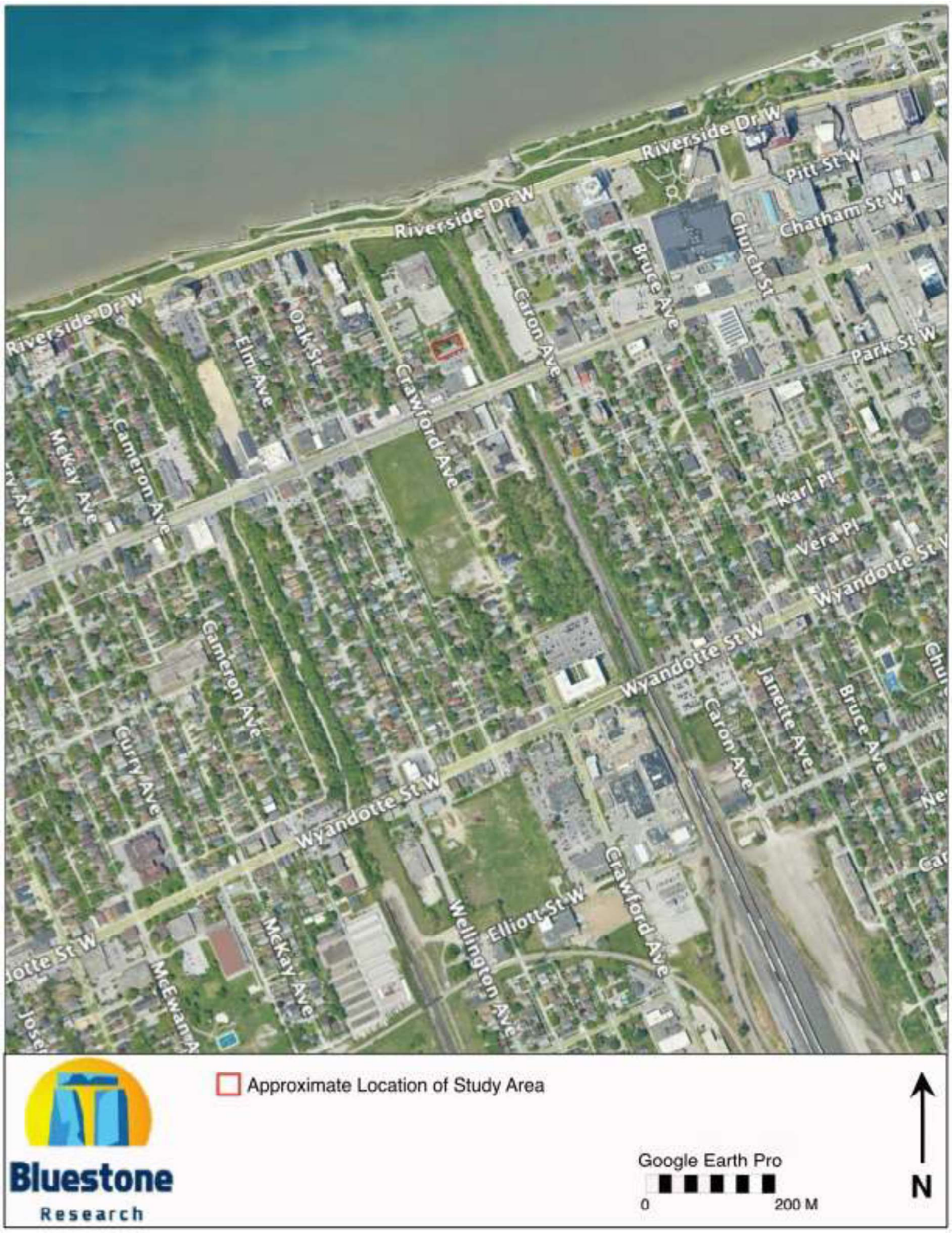


Figure 2: Study Area Location



Figure 3: Study Area, Detailed

Maps

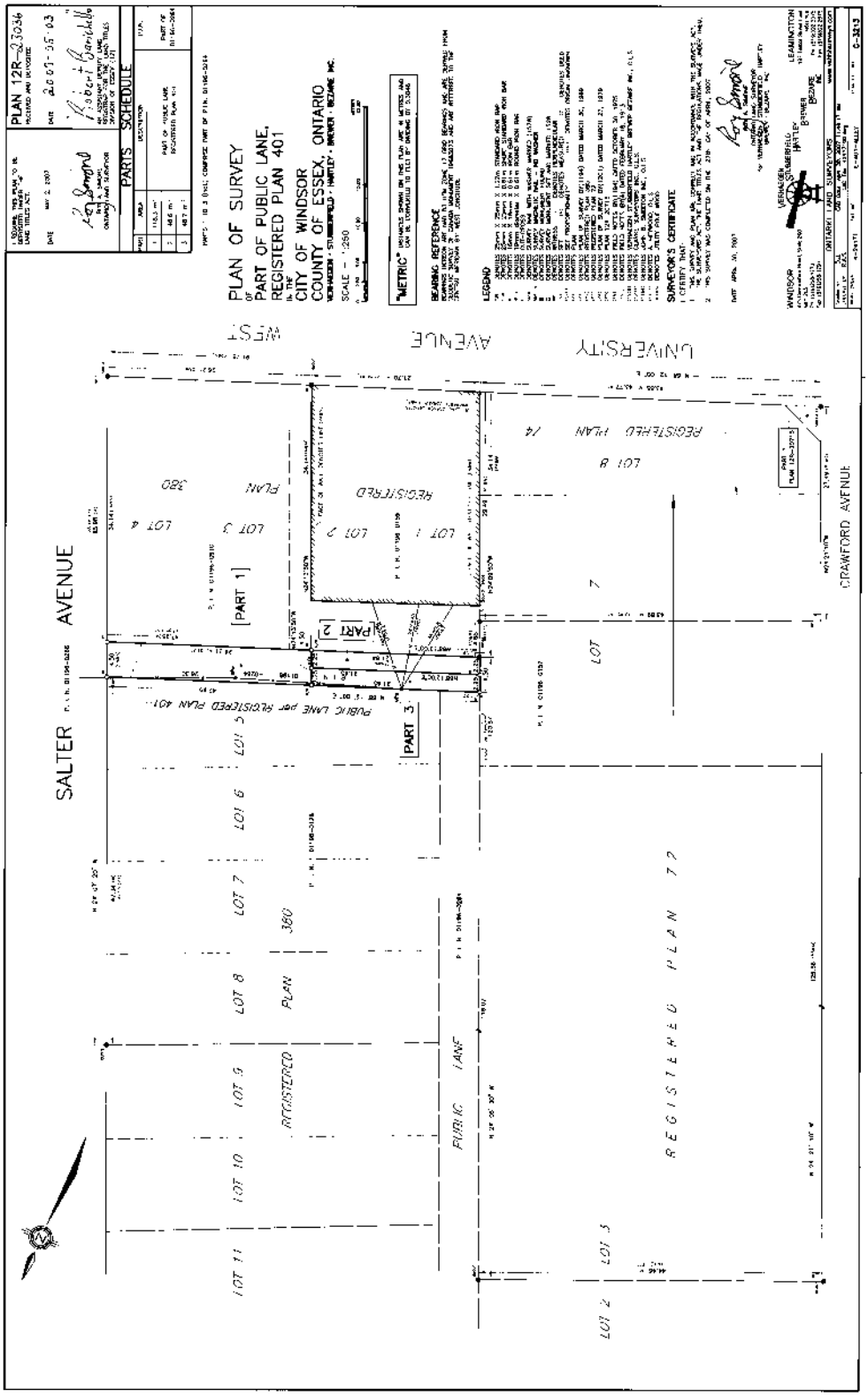


Figure 4: Legal Plan (Proponent)

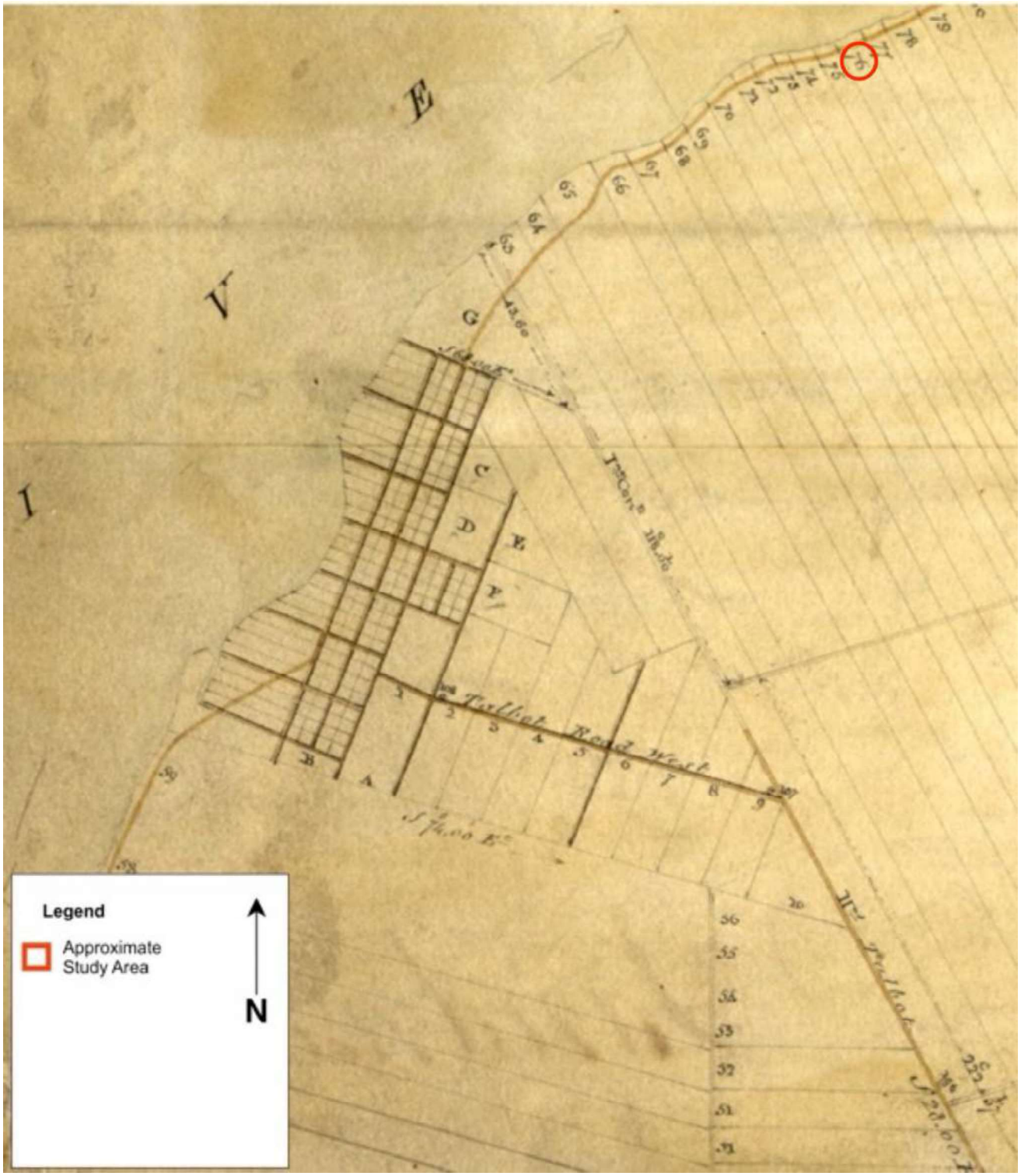


Figure 5: McNiff Survey, 1798

Maps

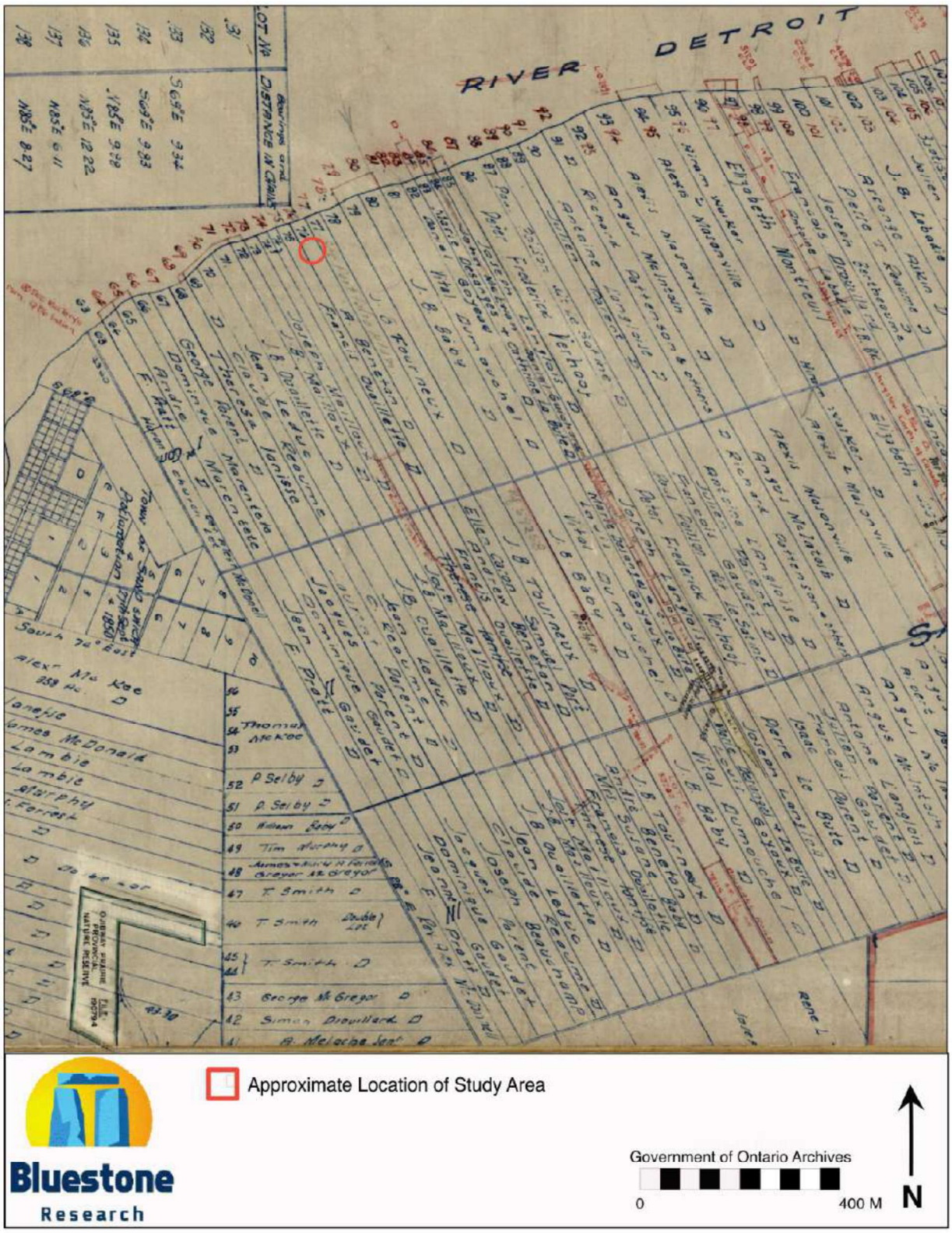


Figure 6: Patent Plan

Maps

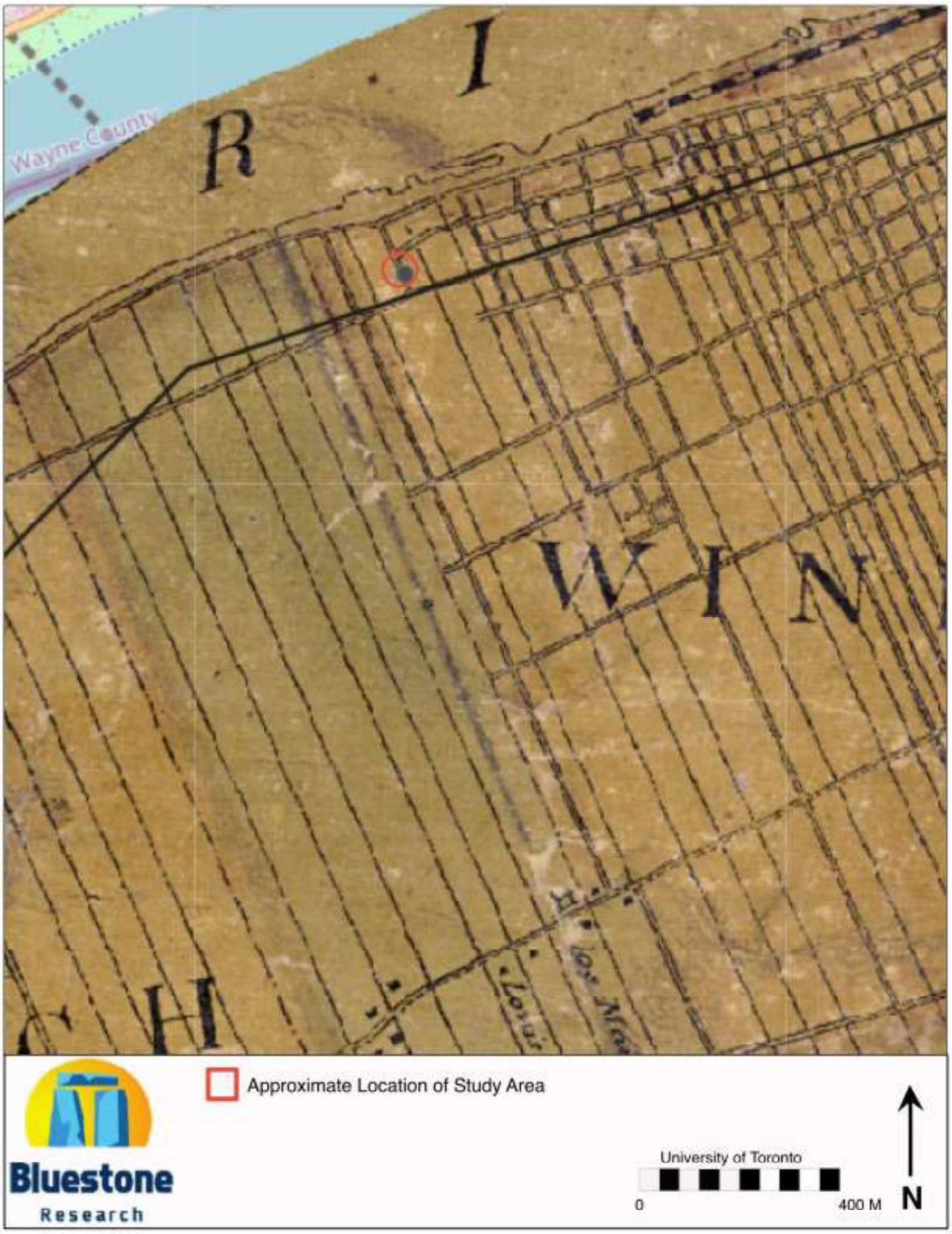


Figure 7: Historic Map of Essex County, 1860

Maps

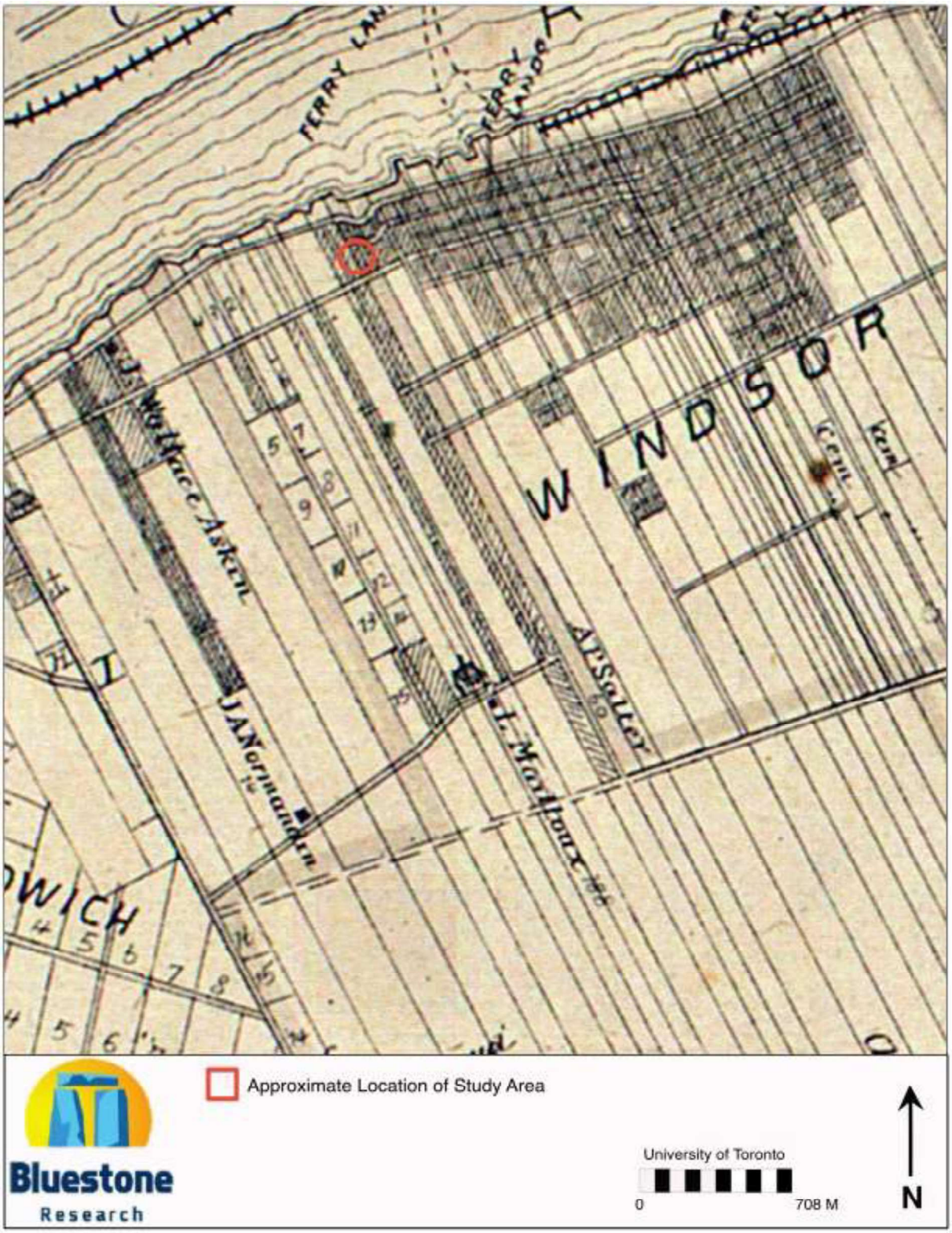


Figure 8: Illustrated Historical Atlas of Essex County, 1881



Figure 9: Air Photograph 1949



Figure 10: Air Photograph 1952

Maps

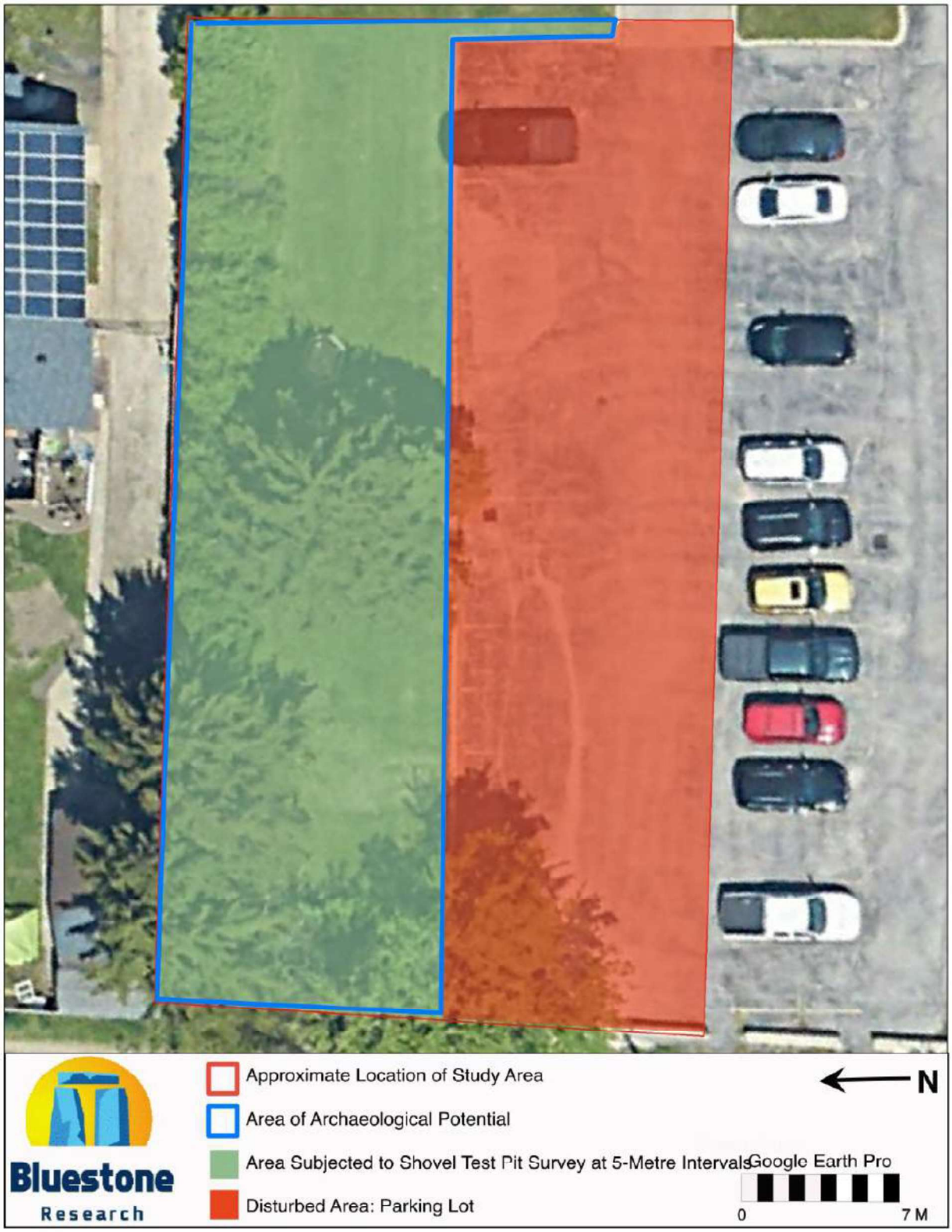


Figure 11: Assessment Strategies

Maps



Figure 12: Photograph Locations

Lots 7 & 8 Salter Avenue, Windsor

STORMWATER MANAGEMENT REPORT

City of Windsor
Ontario

8 April 2025





Submitted by:
RC Spencer Associates Inc.

File No.: 25-1748

RC SPENCER ASSOCIATES INC.
Consulting Engineers

PRE-DEVELOPMENT STORMWATER CONDITIONS

This report provides a stormwater management plan for the proposed apartment building located at Lots 7 and 8 Salter Avenue in the City of Windsor. The 0.102 ha development will consist of a 0.031 ha building, 0.039 ha paved area and 0.032 ha landscape area. The pre-developed site is two residential lots consisting of 0.052 ha landscape area (lot 7) and 0.050 ha paved area (lot 8). The existing catchbasin is connected to a private drain connection located on Lot 8. There is no existing private drain connection servicing Lot 7 that we know of.

The existing private drain connection will be replaced and outlet into the existing 380x500mm combined sewer located in Salter Avenue via a wye connection as per City of Windsor detail AS-566. The release rate of 9 L/s represents the 2-year pre-developed flowrate, which was calculated using the Rational Method. Pre-developed and post-developed time of concentration was based off of Graph 3.2.2.6 – Maximum Inlet Times of the Windsor/Essex Region Stormwater Management Standards Manual. The soil in this area is characterized as Brookston Clay Loam (Hydraulic Soil Group 'D') as identified by the Essex Region Conservation Authority Soils Map.

The storm sewers within the development are designed to convey the 5-year storm event with the entire site being restricted to a 2-year pre-developed flowrate. The storm sewers are upsized to mitigate surface ponding during minor storm events. The required detention storage is met by providing sufficient volume in the form of pavement surfaces, sewer pipes, manholes and catchbasins.

The recommended storm water management (SWM) plan was selected to minimize the hydrological impacts of the proposed site development on the existing drainage system and to protect the quality of receiving waters in the most effective way.

DESIGN STORM

The design storms used for calculating the pre-developed flow and sizing the storm sewers are the 1:2-year and 1:5-year rainfall events. The equations for the storm curves as per the Windsor/Essex Region Stormwater Management Standards Manual are follows:

Minor storm (2-Year): $I\ (cm/hr) = \frac{85.4}{(T+7.0)^{0.818}}$

Minor storm (5-Year): $I\ (cm/hr) = \frac{125.9}{(T+8.8)^{0.838}}$

where

I is the rainfall intensity and
T is the time in minutes (measured relative to the start of the storm event)

The parameters in this equation are based on 66 years of historical rainfall data from the Windsor Airport Station.

POST-DEVELOPMENT STORMWATER CONDITIONS

A new storm drainage system servicing the development is designed to deliver stormwater flow to the existing combined sewer located on Salter Avenue. The storm sewer system for this development is designed to accommodate the entire site.

The peak post-developed storm water flow for the 1:2-year event is calculated to be 12 L/s (0.012 m^3/s). This development is required to be restricted to 9 L/s (0.009 m^3/s) as required by the City of Windsor. The restricted release rate will be achieved by installing a 60 mm diameter Tempest Low to Moderate Flow (LMF) Inlet Control Device in the outlet pipe of Manhole 1.

The outlet restriction results in the need to provide additional on-site storage. Storage required for the 2-year, 5-year and 100-year events is determined to be 3 m^3, 7 m^3 and 19 m^3 respectively. The total storage available provided on site was calculated to be 41 m^3. The maximum depth of water that can be stored in the parking area is 250mm at catchbasin 1. Table 1 summarizes the stormwater management data below.

Table 1 – Stormwater Detention Summary Table

Storm Event	Post-Development Release Rate (m^3/s)	Restricted Release Rate (m^3/s)	Storage Required (m^3)	Water Level (m)
2-Year	0.012	0.009	3	182.758
5-Year	0.015	0.009	7	183.467
100-Year	0.025	0.009	19	183.856

As shown in Table 1, the site was designed to contain the full range of storm events restricted to the 2-year pre-developed flowrate. Furthermore, the 100-Year ponding elevation (183.856) is 394 mm lower than the finished floor elevation (184.250). Storms beyond the 100-Year event that exceed the storage provided will spill onto Salter Avenue, away from the proposed building.

ATTACHMENTS

Please reference the attached calculations and specifications in support of this Report.

LOTS 7 & 8 SALTER AVENUE, WINDSOR **8 April 2025**

STORMWATER MANAGEMENT PLAN **25-1748**

STORM DETENTION CALCULATIONS

$$I = \frac{85.4}{(T+7.0)^{0.818}}$$

T = Time in min.

I = Intensity (cm/hr)

Q= Aci/36

Q= m^3/sec

i= cm/hr

Total Area (A) = 0.102 Ha

Pre-Developed Conditions (2-Year Storm Event):

Grassed =	0.052	Ha	==>	C =	0.20
Gravel =	0.000	Ha	==>	C =	0.70
Paved =	0.050	Ha	==>	C =	0.95
Rooftop =	0.000	Ha	==>	C =	0.95
				AC_{TOTAL}=	0.058

T_c = 20 min. ==> i = 5.76 cm/hr

$Q_{EX} = A \times C_{AVG} \times i / 36$ = 0.009 m^3/sec

Proposed Conditions (2-Year Storm Event):

Grassed =	0.032	Ha	==>	C =	0.20
Gravel =	0.000	Ha	==>	C =	0.70
Paved =	0.039	Ha	==>	C =	0.95
Rooftop =	0.031	Ha	==>	C =	0.95
				AC_{TOTAL}=	0.073

T_c = 20 min. ==> i = 5.76 cm/hr

$Q_{NEW} = A \times C_{AVG} \times i / 36$ = 0.012 m^3/sec

$Q_{NEW} > Q_{EX}$ Storm Detention Required

STORM WATER DETENTION CALCULATIONS **(1:2 YEAR STORM)**

PRE-DEVELOPED CONDITIONS

AREA (Total) 0.102 Ha
COEFFICIENT 0.57
INTENSITY 5.76 cm/hr $I = 85.4 \times (T+7.0)^{-0.818}$

$Q_{EX} = A \times C_{AVG} \times i / 36 =$ 0.009 m^3/sec

PROPOSED CONDITIONS

AREA (Total) 0.102 Ha
COEFFICIENT 0.71
INTENSITY 5.76 cm/hr $I = 85.4 \times (T+7.0)^{-0.818}$

$Q_{NEW} = A \times C_{AVG} \times i / 36 =$ 0.012 m^3/sec

DESIGN CRITERIA

STORM FREQUENCY:	1:2	YEARS
TOTAL AREA:	0.102	Ha
RELEASE Q:	0.009	m^3/sec
TIME (Tc):	20	min.
PEAK Q:	0.012	m^3/sec
AC:	0.073	

TIME (Tc) (min)	**INTENSITY** (cm/hr)	**PEAK Q** (m^3/s)	**VOLUME** (m^3)	**RELEASE VOLUME** (m^3)	**STORAGE** (m^3)
5	11.19	0.006	2	3	0
10	8.41	0.009	5	6	0
15	6.81	0.010	9	8	1
20	5.76	0.012	14	11	3
25	5.01	0.010	15	14	1
30	4.45	0.009	16	17	0
35	4.01	0.008	17	19	0
40	3.66	0.007	18	22	0
45	3.37	0.007	18	25	0
50	3.13	0.006	19	28	0
55	2.92	0.006	20	31	0
60	2.74	0.006	20	33	0

THEREFORE, MAXIMUM STORAGE REQUIRED IS **3** CUBIC METRES

STORM WATER DETENTION CALCULATIONS **(1:5 YEAR STORM)**

PRE-DEVELOPED CONDITIONS

AREA (Total) 0.102 Ha
COEFFICIENT 0.57
INTENSITY 7.53 cm/hr $I = 125.9 \times (T+8.8)^{-0.838}$

$Q_{EX} = A \times C_{AVG} \times i / 36 =$ 0.012 m^3/sec

PROPOSED CONDITIONS

AREA (Total) 0.102 Ha
COEFFICIENT 0.71
INTENSITY 7.53 cm/hr $I = 125.9 \times (T+8.8)^{-0.838}$

$Q_{NEW} = A \times C_{AVG} \times i / 36 =$ 0.015 m^3/sec

DESIGN CRITERIA

STORM FREQUENCY:	1:5	YEARS
TOTAL AREA:	0.102	Ha
RELEASE Q:	0.009	m^3/sec
TIME (Tc):	20	min.
PEAK Q:	0.015	m^3/sec
AC:	0.073	

TIME (Tc) (min)	**INTENSITY** (cm/hr)	**PEAK Q** (m^3/s)	**VOLUME** (m^3)	**RELEASE VOLUME** (m^3)	**STORAGE** (m^3)
5	13.96	0.007	2	3	0
10	10.77	0.011	7	6	1
15	8.84	0.013	12	8	4
20	7.53	0.015	18	11	7
25	6.59	0.013	20	14	6
30	5.87	0.012	21	17	5
35	5.30	0.011	23	19	3
40	4.84	0.010	24	22	1
45	4.46	0.009	24	25	0
50	4.14	0.008	25	28	0
55	3.87	0.008	26	31	0
60	3.63	0.007	26	33	0

THEREFORE, MAXIMUM STORAGE REQUIRED IS **7** CUBIC METRES

STORM WATER DETENTION CALCULATIONS **(1:100 YEAR STORM)**

PRE-DEVELOPED CONDITIONS

AREA (Total) 0.102 Ha
COEFFICIENT 0.57
INTENSITY 12.35 cm/hr $I = 237.5 \times (T+11.0)^{-0.861}$

$Q_{EX} = A \times C_{AVG} \times i / 36 =$ 0.020 m^3/sec

PROPOSED CONDITIONS

AREA (Total) 0.102 Ha
COEFFICIENT 0.71
INTENSITY 12.35 cm/hr $I = 237.5 \times (T+11.0)^{-0.861}$

$Q_{NEW} = A \times C_{AVG} \times i / 36 =$ 0.025 m^3/sec

DESIGN CRITERIA

STORM FREQUENCY:	1:100	YEARS
TOTAL AREA:	0.102	Ha
RELEASE Q:	0.009	m^3/sec
TIME (Tc):	20	min.
PEAK Q:	0.025	m^3/sec
AC:	0.073	

TIME (Tc) (min)	**INTENSITY** (cm/hr)	**PEAK Q** (m^3/s)	**VOLUME** (m^3)	**RELEASE VOLUME** (m^3)	**STORAGE** (m^3)
5	21.82	0.011	3	3	1
10	17.27	0.017	10	6	5
15	14.37	0.022	20	8	11
20	12.35	0.025	30	11	19
25	10.86	0.022	33	14	19
30	9.71	0.020	35	17	19
35	8.79	0.018	37	19	18
40	8.04	0.016	39	22	17
45	7.42	0.015	41	25	16
50	6.89	0.014	42	28	14
55	6.44	0.013	43	31	12
60	6.05	0.012	44	33	11

THEREFORE, MAXIMUM STORAGE REQUIRED IS **19** CUBIC METRES

STORAGE VOLUME CALCULATIONS

Storage provided in sewers

Catch Basins: (3 CBs 0.6m x 0.6m x 1.2m deep avg.)

$3 \times 0.6^2 \times 1.2 =$ 1.3 m³

Manholes: (1 MH 1.2m dia. x 1.5m deep)

$1 \times 3.14 \times 0.6^2 \times 1.5 =$ 1.7 m³

Pipes: (30.6m - 450mm dia.)

$3.14 \times 0.225^2 \times 30.6 =$ 4.9 m³

Subtotal in sewers = 7.9 m³

Storage provided on pavement surface

Parking Lot: Tributary to CB2 33.2 m³ *(250mm Depth)*

Subtotal in pavement storage = 33.2 m³

Storage required for 100-year event	**19**	**m³**	
Total Storage Provided	**41**	**m³**	**OK!**

RESTRICTION OPENING CALCULATIONS

ORIFICE PLATE CALCULATIONS @ MH1

$Q = C_d A(2gH)^{0.5}$

$Q =$ 0.009 m^3/s

$C_d =$ 0.6

$g =$ 9.81

$H =$ 183.856 - 182.530

1.326 m

$0.009 = 0.6\ A\ (2 \times 9.81 \times 1.326)^{0.5}$

$A =$ 0.003 m^2

$D =$ 0.062 m

Therefore, a 60mm diameter LMF Tempest Inlet Control Device shall be installed in MH1 to restrict the release rate to 9 L/s at the 100-Year water level.

Note: Inlet control device used for restriction rather than plate for maintenance purposes.

STORM SEWER DESIGN CHART - METRIC UNITS

PROJECT: LOTS 7 & 8 SALTER AVENUE, WINDSOR - STORMWATER MANAGEMENT PLAN
PROJECT NO. 25-1748
DATE: 8 APRIL 2025

DESIGN CRITERIA

STORM CURVE: 5 YEAR - C.O.W.
ENTRY TIME: 20 MINUTES
MIN. VELOCITY: 0.76m/s
MAX. VELOCITY: 3.0m/s

C FACTORS: GRASS - 0.20
GRAVEL - 0.60
PAVED/ROOF - 0.95
n FACTOR: 0.013

LOCATION		AREA		A X C				RAINFALL INTENSITY			Q	SEWER DESIGN									
FROM	TO	AREA ha	TOTAL AREA ha	RUNOFF COEFF. "C"	INCR. AXC	TOTAL LAT. AXC	TOTAL SEWER AXC	FLOW SECT.	TIME ACCUM.	INTEN-SITY cm/HR	REQ'D cms	PIPE DIA.	SLOPE %	CAP. cms	VEL. m/s	LENGTH m	FLOW TIME MINS.	STOR-AGE CM	INV. U.S.	INV. D.S.	FALL IN SEWER
CB3	CB2	0.10	0.10	0.71	0.072	0.000	0.072	0.22	20.00	7.53	0.015	0.450	0.20	0.127	0.80	10.8	0.22	1.7	182.580	182.560	0.020
CB2	CB1	0.00	0.10	0.71	0.000	0.072	0.072	0.22	20.22	7.49	0.015	0.450	0.20	0.127	0.80	10.8	0.22	1.7	182.550	182.530	0.020
CB1	MH1	0.00	0.10	0.71	0.000	0.072	0.072	0.19	20.41	7.45	0.015	0.450	0.20	0.127	0.80	9.0	0.19	1.4	182.520	182.500	0.020

LOTS 7 & 8 SALTER AVENUE, WINDSOR **File No.: 25-1748**
STORMWATER MANAGEMENT PLAN **8 APRIL 2025**
Storage Volume Calculations

Elevation (m)	Pond	Storm Sewer Storage	Manhole & CB Storage	Pavement Surface Storage	**TOTAL**
182.50	0.0	0.0	0.0	0.0	**0.0**
182.60	0.0	1.0	0.2	0.0	**1.1**
182.70	0.0	2.0	0.4	0.0	**2.3**
182.80	0.0	2.9	0.6	0.0	**3.5**
182.90	0.0	3.9	0.8	0.0	**4.8**
183.00	0.0	4.9	1.1	0.0	**6.0**
183.10	0.0	4.9	1.3	0.0	**6.2**
183.20	0.0	4.9	1.5	0.0	**6.4**
183.30	0.0	4.9	1.7	0.0	**6.6**
183.40	0.0	4.9	1.9	0.0	**6.8**
183.50	0.0	4.9	2.2	0.0	**7.1**
183.60	0.0	4.9	2.4	0.0	**7.3**
183.70	0.0	4.9	2.6	0.0	**7.5**
183.75	0.0	4.9	2.7	0.4	**8.0**
183.80	0.0	4.9	2.8	2.9	**10.6**
183.85	0.0	4.9	2.9	10.0	**17.8**
183.90	0.0	4.9	3.0	20.9	**28.8**
183.95	0.0	4.9	3.0	33.2	**41.1**

2-YR STORAGE
Elevation= 182.758m
Req. Storage= $3m^3$

5-YR STORAGE
Elevation= 183.467m
Req. Storage= $7m^3$

100-YR STORAGE
Elevation= 183.856m
Req. Storage= $19m^3$

Stormwater Management Submission Requirements

Rational Method

For sites under 2 hectares, the following information must be included in the stormwater management submission from the Engineering Consultant on behalf of the Developer and shall be completed in accordance with the **Windsor/Essex Region Stormwater Standards Manual**, including any addendums issued thereafter. Additionally, the submission shall adhere to the City of Windsor's **Standard Specifications** & **Engineering Best Practices**. **Stormwater management review fees** will be collected with the SWM plan submission for review by the City.

Please Note: This checklist **does not apply** to the following circumstances and the Stormwater Management Submission Requirements - **Modeling Method** must be referenced for further information.

1. Site area is greater than 2 ha
2. Time of concentration exceeds two times the appropriate maximum inlet time per graph 3.2.2.6 within the Windsor/Essex Region Stormwater Standards Manual
3. Modeling Method has been used

Total Site Area:	**1020 m^2**	**Total Number of Drainage Areas**	**1**

DRAINAGE AREA

Sites with multiple drainage areas must include Appendix A

EXISTING			PROPOSED		
Area	Area (m^2)	Runoff Coefficient (C - Value)	Area	Area (m^2)	Runoff Coefficient (C - Value)
Grassed	520	0.2	Grassed	320	0.2
Gravel	0	0.7	Gravel	0	0.7
Paved	500	0.95	Paved	390	0.95
Rooftop	0	0.95	Rooftop	310	0.95
Total	**1020**	**0.57**	**Total**	**1020**	**0.71**

Soil Type:	Brookston Clay Loam	Time of Concentration (T):	20 min
Orifice Type:	Inlet Control Device	Orifice Diameter (if applicable):	60 mm

*Pre-development runoff (Q_{pre})	9 L/Sec	Post-development runoff (Q_{post})	12 L/Sec
5-year required storage	7 m^3	100-year required storage	19 m^3

Check all boxes to confirm information has been provided within the submission:

STORMWATER MANAGEMENT REPORT		
1. Storage design chart, indicating:		
☑ Time	☑ Intensity	
☑ Maximum Required Storage	☑ Maximum Provided Storage	
☑ Maximum Controlled Peak Outflow (Q_{peak})		
2. Intensity values indicating:		
☑ IDF values	☑ Formula & breakdown of calculations	
3. Storage volume calculations:		
☑ Peak storage	☑ Individual calculations for each storage structure (pipes, catchbasins, etc.)	
4. Site is located within the ERCA regulated area	☐ Yes (contact ERCA)	☑ No
5. *Combined sewer, roadside ditch or municipal drain outlet	☑ Yes (restrict to 2 year predevelopment flow)	☐ No
Please Note: Sanitary flows must be taken into consideration when determining the allowable release rate for any development that outlets to a municipal combined sewer		

STORMWATER MANAGEMENT REPORT - CONTINUED	
☑ 5 year storage calculations ☑ The first 32mm are stored exclusively underground ☑ Surface ponding does not exceed maximum depth of 300mm	
☑ 100 year storage calculations ☑ Surface ponding does not exceed maximum depth of 300mm	
Flow restriction calculations complete with:	
☑ Calculation formula	☑ Orifice Specifications
Please Note: Minimum orifice plate size - 76mm x 76mm (3" x 3") or 100mm dia. (4" dia.)	

DRAWINGS
SITE SERVICING
☐ Drainage/catchment areas (size, elevations, etc.)
☐ All proposed and existing connections to municipal sewers and watermains. o All redundant connections to be abandoned as per Best Practice BP1.3.3 o Wye connections to combined sewers as per Best Practice BP1.1.1 o Windsor Utilities Commission (WUC) approval is required for any water works
☐ Sanitary sampling manhole (non residential only) o In accordance with Best Practice BP1.1.2
☐ Existing and new pipe information, including the diameter, slope, material & intended use (storm, sanitary, water, etc.)
☐ Any quantity and/or quality control measures identified with the model number
☐ Location, elevation and description of all catchbasins, manholes, underground storage units and any other structures, labelled existing or new
☐ Dimensions of all driveways at the property line and curb line o Straight flares, with no raised curbs in the ROW as per AS-204 o If the subject site fronts a rural cross section, AS-203 may be acceptable o Ditch fills and culverts in accordance with AS-209A and Best Practice BP3.3.3
☐ Poles, pedestals and other vertical obstructions within the right-of-way (if applicable)
☐ Any removals within the right-of-way, including encroachments, sidewalks/leadwalks and redundant driveway approaches
☐ Property lines, including any required land conveyances
LOT GRADING
☑ Existing and proposed elevations, drainage areas, surface ponding, with maximum depths (5 & 100 year ponding elevations)
☑ All catchbasins, manholes, underground storage units and any other structures, labelled existing or new

ADDITIONAL INFORMATION

Committee Matters: SCM 279/2025

Subject: Approval of a Plan of Condominium with Exemption under Section 9(3) of the Condominium Act, 4470 North Service Road East; File No.: CDM 001-25 [CDM-7316]; Ward 5

Moved by: Councillor Angelo Marignani
Seconded by: Member Anthony Arbour

Decision Number: **DHSC 762**
THAT the application of Atwan Development Inc. for an exemption under Section 9(3) of The *Condominium Act* for approval of a plan of condominium (Standard Condominium), comprised of a total of 41 industrial units within three new structures under construction as shown on the attached Map Nos. CDM-001/25-1, CDM-001/25-2, CDM-001/25-3, and CDM-001/25-4, on a parcel legally described as Part of Lot 108, Concession 2, (PIN 01562-1055 LT), located on the north side of North Service Road East ROW, west of Pillette Road, **BE APPROVED** for a period of three (3) years.
Carried.

Report Number: S 97/2025
Clerk's File: ZP/15007

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.

2. Please refer to Item 7.4 from the Development & Heritage Standing Committee held on September 2, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250902/-1/10576

Subject: Approval of a Plan of Condominium with Exemption under Section 9(3) of the Condominium Act, 4470 North Service Road East; File No.: CDM 001-25 [CDM-7316]; Ward 5

Reference:

Date to Council: September 2, 2025
Author: Justina Nwaesei, MCIP, RPP
Senior Planner - Development
519-255-6543, ext. 6165
jnwaesei@citywindsor.ca

Planning & Building Services
Report Date: 7/24/2025
Clerk's File #: ZP/15007

To: Mayor and Members of City Council

Recommendation:

THAT the application of Atwan Development Inc. for an exemption under Section 9(3) of The Condominium Act for approval of a plan of condominium (Standard Condominium), comprised of a total of 41 industrial units within three new structures under construction as shown on the attached Map Nos. CDM-001/25-1, CDM-001/25-2, CDM-001/25-3, and CDM-001/25-4, on a parcel legally described as Part of Lot 108, Concession 2, (PIN 01562-1055 LT), located on the north side of North Service Road East ROW, west of Pillette Road, **BE APPROVED** for a period of three (3) years.

Executive Summary:

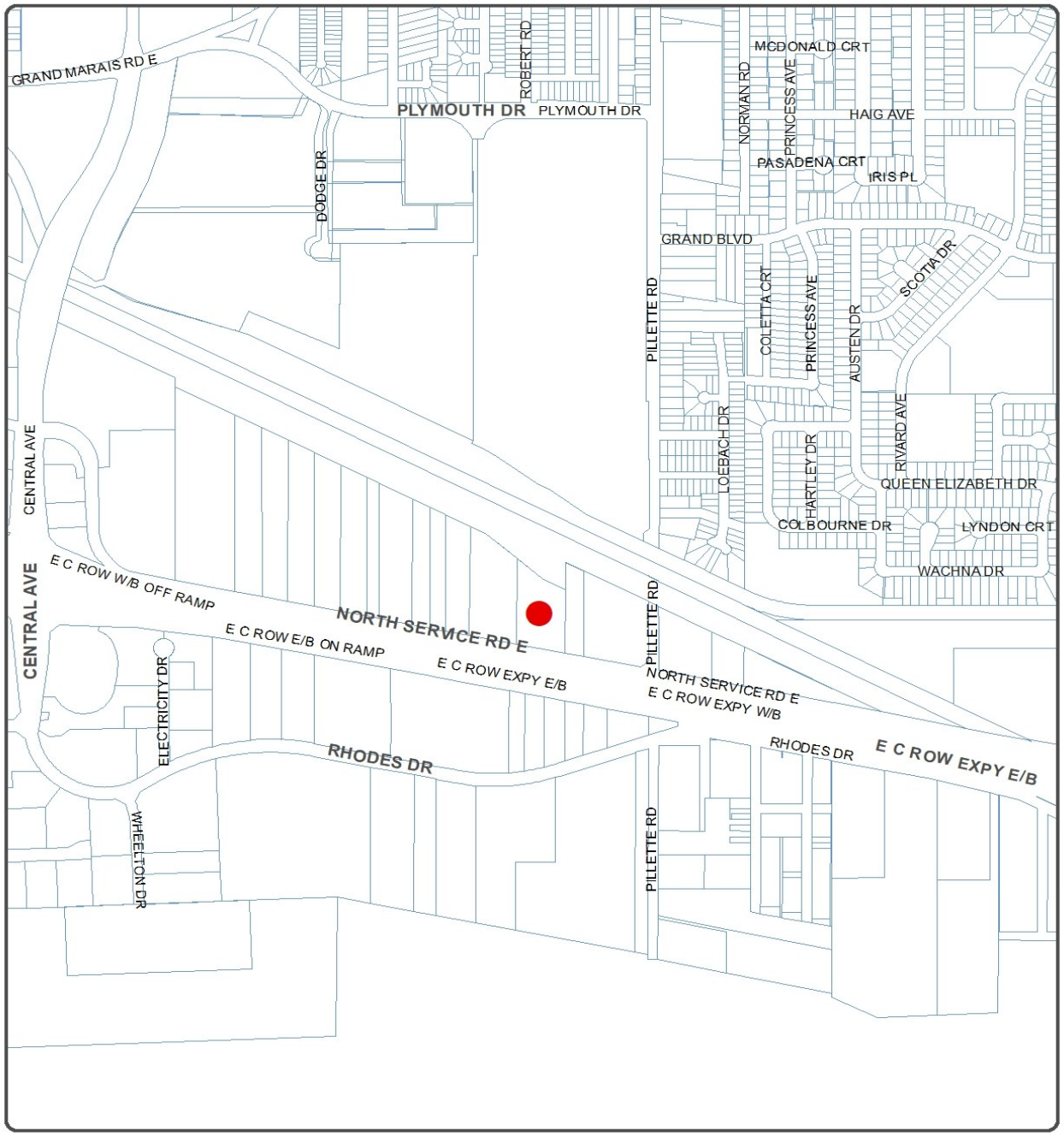
N/A

Background:

Application Information:

Location: 4470 North Service Road east (north side of North Service Road east ROW, west of Pillette Road)
Ward: 5 **Planning District:** Walker Farm **ZDM:** 12
Applicant & Owner: Atwan Development Inc. (John Atwan)
Authorized Agent: Pillon Abbs Inc. (Tracey Pillon-Abbs)
Ontario Land Surveyor: Verhaegen Land Surveyors (Roy A. Simone)

Location / Key map:



KEY MAP - CDM-001/25, CDM-7316

SUBJECT LANDS

Proposal:

The applicant is applying for an exemption under Section 9(3) of *The Condominium Act* for approval of a plan of condominium for three structures containing a total of 41 industrial units. One structure (Building 1) contains 12 industrial units, the next structure (Building 2) contains 13 industrial units, and the third structure (Building 3) contains 16 industrial units.

The subject site has received Site Plan Approval (File No. SPC-2025-01) with an Agreement registered on title as Instrument Number CE1224410, on April 8, 2025. The site plan approval, dated January 21, 2025, referred to as Schedule A on the registered Agreement, permits a combined total of 41 industrial units in three structures within an industrial plaza, and contains a total of 100 vehicle parking spaces (includes 4 Accessible parking spaces), 2 loading spaces and 7 bicycle parking spaces.

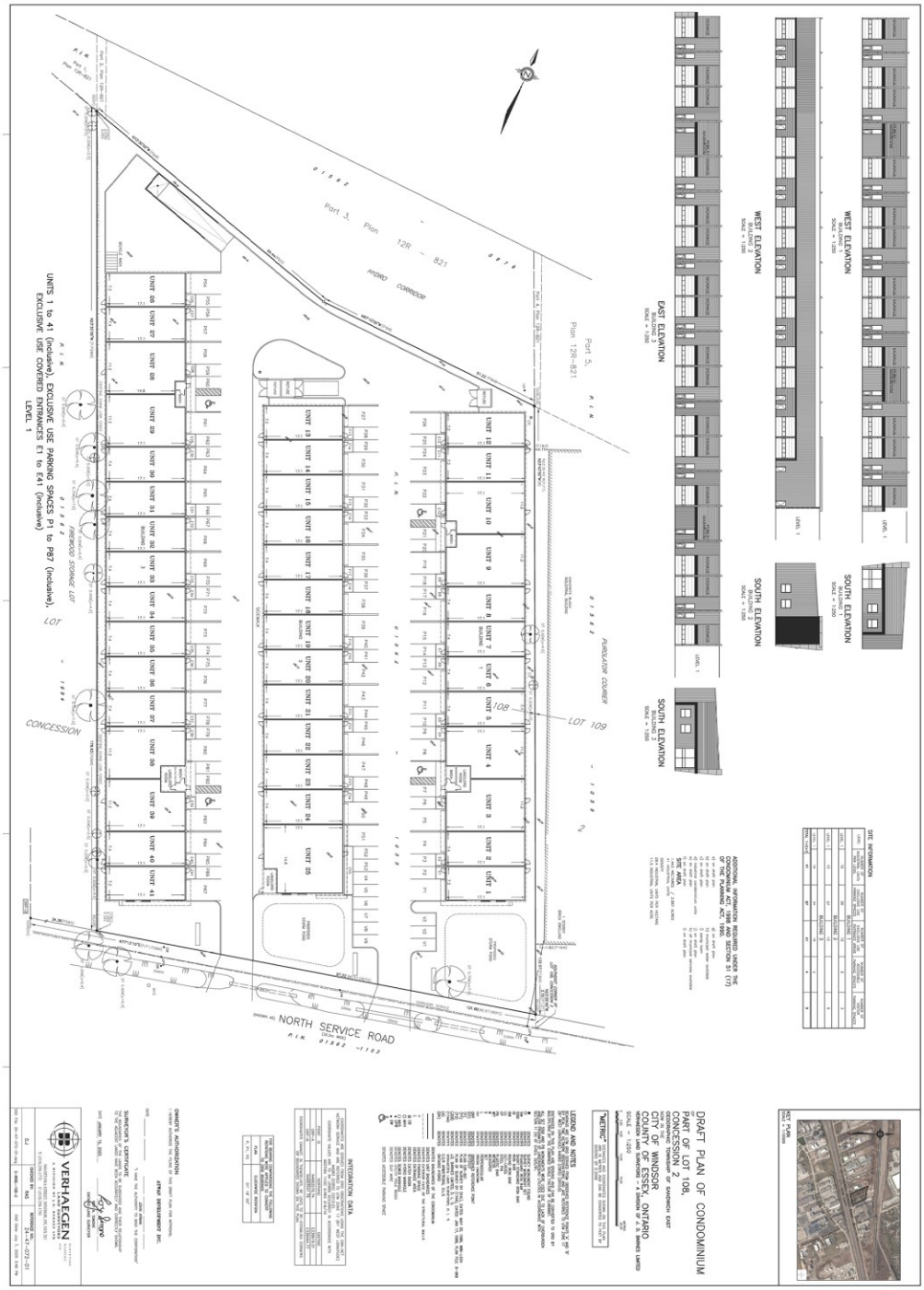
The site plan control agreement covers a range of municipal and agency requirements to be completed by the owner, including items such as

- installation of sampling manholes,
- provision of the following:
    a) curbs & gutters,
    b) storm detention scheme,
    c) landscaping, fencing, parking,
    d) parkland conveyance,
    e) lighting, and
    f) performance security,

    mostly required prior to the issuance of a construction permit.

Plan of Condominium:

(See CDM-001/25 Maps on the next pages)



PLAN OF CONDOMINIUM

APPLICANT: ATWAN DEVELOPMENT INC.

ADDRESS: 4470 NORTH SERVICE ROAD EAST

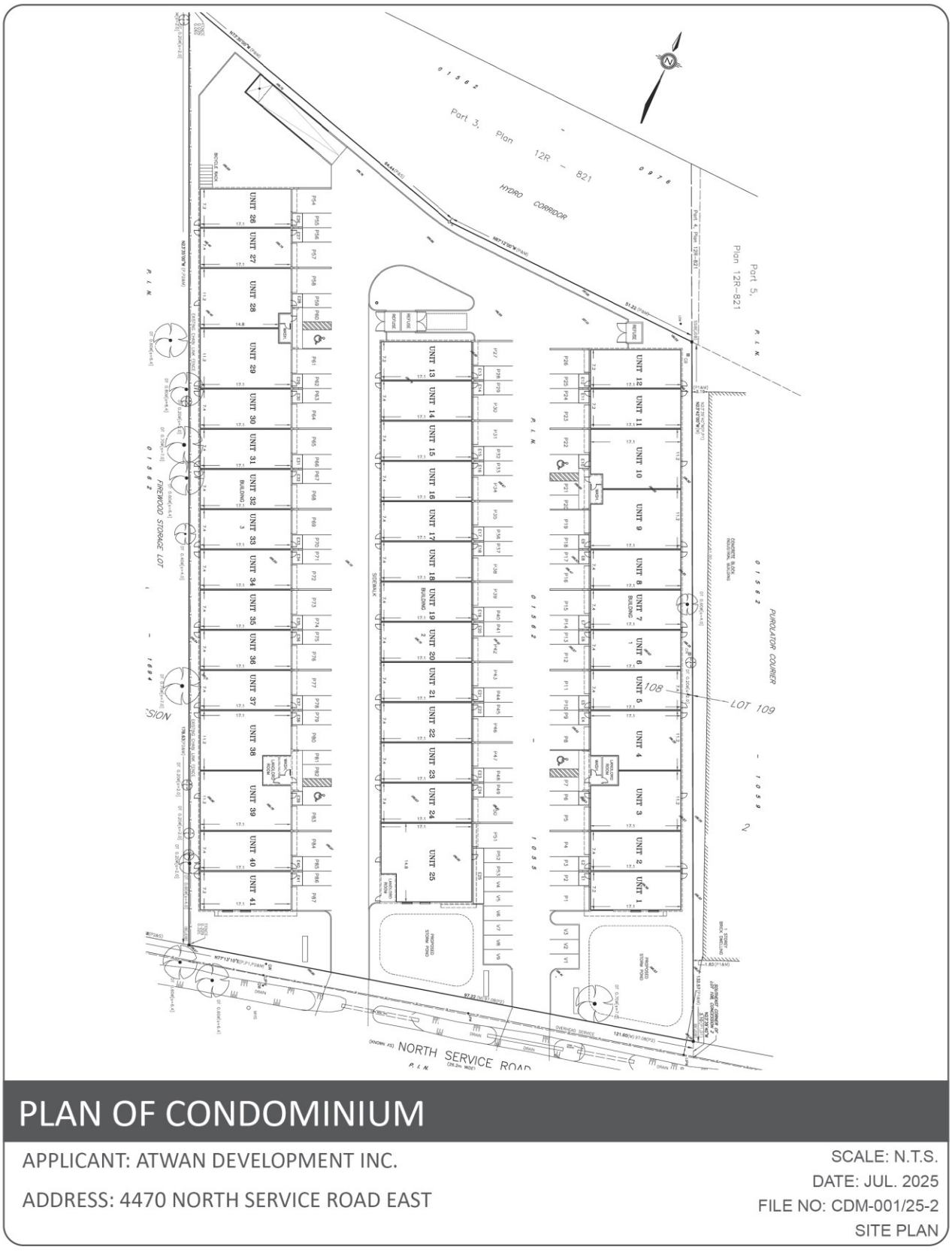
SCALE: N.T.S.

DATE: JUL. 2025

FILE NO: CDM-001/25-1

OVERALL PLAN

MAP No. CDM-001/25-1



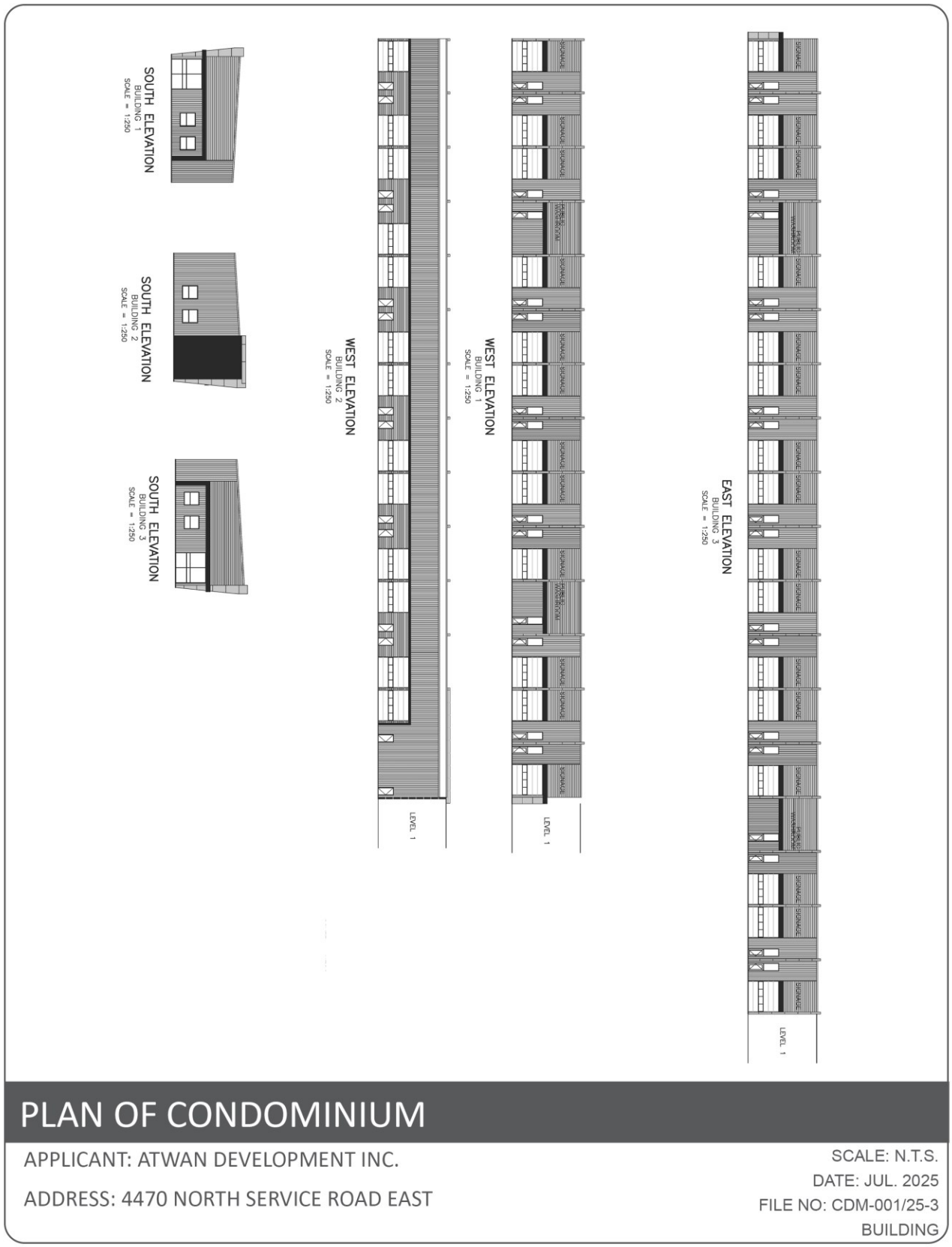
PLAN OF CONDOMINIUM

APPLICANT: ATWAN DEVELOPMENT INC.

ADDRESS: 4470 NORTH SERVICE ROAD EAST

SCALE: N.T.S.
DATE: JUL. 2025
FILE NO: CDM-001/25-2
SITE PLAN

MAP No. CDM-001/25-2



MAP No. CDM-001/25-3

DRAFT PLAN OF CONDOMINIUM

OF

PART OF LOT 108, CONCESSION 2

GEOGRAPHIC TOWNSHIP OF SANDWICH EAST

NOW IN THE

CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO

VERHAEGEN LAND SURVEYORS – A DIVISION OF J. D. BARNES LIMITED

SCALE = 1:250

METRES

0 2.50 5.00 10.00 15.00 25.00

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048



KEY PLAN

LEGEND AND NOTES

BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS 'A' AND 'B' BY REAL TIME NETWORK OBSERVATIONS AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0).

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999897.

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.

■	DENOTES	SURVEY MONUMENT FOUND
□	DENOTES	SURVEY MONUMENT SET
SIB	DENOTES	STANDARD IRON BAR
SSIB	DENOTES	SHORT STANDARD IRON BAR
IB	DENOTES	IRON BAR
IBø	DENOTES	ROUND IRON BAR
CC	DENOTES	CUT–CROSS
CP	DENOTES	STEEL PIN
PB	DENOTES	PLASTIC BAR
WIT	DENOTES	WITNESS
M	DENOTES	MEASURED
S	DENOTES	SET
⊥	DENOTES	PERPENDICULAR
OU	DENOTES	ORIGIN UNKNOWN
ORP	DENOTES	OBSERVED REFERENCE POINT
(D1)	DENOTES	R173707
(P)	DENOTES	PLAN 12R–821
(P1)	DENOTES	PLAN OF SURVEY BY (KVL), DATED: MAY 30, 1986, W86–L524
(P2)	DENOTES	PLAN OF SURVEY BY (1744), DATED: JAN 17, 1989, PLAN FILE: B–989
(JDB)	DENOTES	J.D. BARNES LIMITED, O. L. S.
(1744)	DENOTES	VERHAEGEN LAND SURVEYORS, O. L. S.
(A)	DENOTES	C.G.R ARMSTRONG, O.L.S.
(OH)	DENOTES	ONTARIO HYDRO
———	DENOTES	BAUNDARIES OF THE CONDOMINIUM
———	DENOTES	UNIT BAUNDARIES
– – – – – –	DENOTES	EXTERIOR FACE OF THE STRUCTURAL WALLS
P	DENOTES	PARKING SPACE
E	DENOTES	ENTRANCE AREA
⊞ CB	DENOTES	CATCH BASIN
○ MHH	DENOTES	HYDRO MANHOLE
○ MHS	DENOTES	SEWER MANHOLE
• UPW	DENOTES	UTILITY POLE WOOD
• GW	DENOTES	GUY WIRE
♿	DENOTES	ACCESSIBLE PARKING SPACE

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN–NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0).
COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP–A	N4683576.74	E338619.01
ORP–B	N4683541.76	E338464.77

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE–ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

FOR BEARING COMPARISONS THE FOLLOWING ROTATIONS WERE APPLIED TO CONVERT TO GRID BEARINGS

PLAN	CLOCKWISE ROTATION
P, P1, P2	01° 18' 00"

ADDITIONAL INFORMATION REQUIRED UNDER THE CONDOMINIUM ACT, 1998 AND SECTION 51 (17) OF THE PLANNING ACT, 1990.

a) on draft plan
b) on draft plan
c) on draft plan
d) industrial condominium units
e) on draft plan
f) on draft plan
g) on draft plan
h) municipal water available
i) sandy loam
j) on draft plan
k) all municipal services available
l) on draft plan

SITE AREA

1.443 HECTARES / 3.567 ACRES
41 INDUSTRIAL UNITS

DENSITY
28.4 INDUSTRIAL UNITS PER HECTARE
11.5 INDUSTRIAL UNITS PER ACRE

SITE INFORMATION

LEVEL	NUMBER OF INDUSTRIAL UNITS PER LEVEL	NUMBER OF EXCLUSIVE USE PARKING SPACES	NUMBER OF EXCLUSIVE USE ENTRANCE AREAS	NUMBER OF ACCESSIBLE PARKING SPACES	NUMBER OF VISITOR PARKING SPACES
BUILDING 1					
LEVEL 1	12	26	12	2	3
BUILDING 2					
LEVEL 1	13	27	13		6
BUILDING 3					
LEVEL 1	16	34	16	2	
TOTAL 1+2+3	41	87	41	4	9

OWNER'S AUTHORIZATION

I HEREBY AUTHORIZE THE FILING OF THIS DRAFT PLAN FOR APPROVAL.

ATWAN DEVELOPMENT INC.

DATE _____ _____

_____ _____ _____ _____

JOHN ATWAN
"I HAVE THE AUTHORITY TO BIND THE CORPORATION"

SURVEYOR'S CERTIFICATE

THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS HAVE BEEN ACCURATELY AND CORRECTLY SHOWN.

DATE JANUARY 15, 2025

Roy Simone

ROY A. SIMONE
ONTARIO LAND SURVEYOR

VERHAEGEN LAND SURVEYORS
SURVEYING MAPPING GIS
A DIVISION OF J.D. BARNES LTD.
944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
T: (519) 258-1772 F: (519) 258-1791

D.J	CHECKED BY: RAS	REFERENCE NO.: 24–47–072–01
CAD File: 24–47–072–01.dwg	E–WIND.–108–2	CAD Date: July 7, 2025 3:46 PM

PLAN OF CONDOMINIUM

APPLICANT: ATWAN DEVELOPMENT INC.

ADDRESS: 4470 NORTH SERVICE ROAD EAST

SCALE: N.T.S.
DATE: JUL. 2025
FILE NO: CDM-001/25-4
SITE INFORMATION

MAP No. CDM-001/25-4

Site Information:

Official Plan	Zoning & ZDM	Current Use(s)	*Previous Use(s)*
INDUSTRIAL	MANUFACTURING DISTRICT 1.1 (MD1.1) ZDM12	Industrial Plaza (under construction)	Residential (Single Unit dwelling)
Frontage	**Depth**	**Area**	**Shape**
97.22m	irregular	1.443 ha	Irregular
Note: All measurements are taken from the draft Plan			



AERIAL MAP - CDM-001/25, CDM-7316

SUBJECT LANDS

Neighbourhood Characteristics:

The ***surrounding land uses*** consist of industrial uses.

North: Ontario Hydro Network abuts the northerly limit of the subject land. Next north is a rail yard belonging to the Canadian Pacific Railway and the Canadian National Railway Company.

East: Industrial uses on abutting land and land next east. Pillette Rd ROW is further east.

West: Industrial uses on abutting land and lands further west.

South: North Service Road ROW abuts the south limit of the subject land. Next south is the E. C. ROW Expressway.

Municipal Infrastructure:

Municipal sanitary sewer, drainage ditches, watermains, hydro poles and overhead conductors are available in the subject area. North Service Road East is classified as a Class 1 Collector Road. Public transit is available via the Central 3 buses, which operate weekdays only.

The nearest transit bus stop is on the north side of the North Service Road ROW, 36 m distance measured from the east limit of the subject land.

Discussion:

Planning Analysis:

Statutory Regulations:

Under Section 9 of The Condominium Act, an owner may request approval of a plan of condominium subject to Section 51 of The Planning Act (subdivisions). As such, the usual approval process for plans of subdivision is invoked, i.e. review by municipal and provincial agencies, draft plan approval, a condominium agreement and final registration.

The Condominium Act also provides that owners can be exempted from the above-mentioned Planning Act provision if the approval authority (i.e. the City of Windsor) is of the opinion that "such exemption is appropriate in the circumstances". The reasons for exemptions are not specified, but usually applicants can be exempted if the following conditions are satisfied:

(i) that all municipal requirements and conditions have been addressed (for example by an approved application for rezoning and/or site plan control); and
(ii) that the building(s) is suitable for a condominium by virtue of design and amenities.

The proposed condominium complies with the above conditions.

Official Plan:

Employment lands provide the main locations for business and industrial activities. Employment land uses are provided under two designations on Schedule D as either Industrial or Business Park.

The subject property is designated “Industrial” on Schedule "D" - Land Use, City of Windsor Official Plan. The Industrial land use designation provides for a broad range of industrial uses which, because of their physical and operational characteristics, are more appropriately clustered together and separated from sensitive land uses.

The City of Windsor has policies in the Official Plan (s.11.5.2.8) for approval of a plan of condominium with exemption under Section 9 of the Condominium Act. Applications for exemptions may be considered by Council if:

(a) Residential building is constructed or a building permit for its construction has been issued;

(b) the development has received site plan control approval; and

(c) the development does not contain any occupied residential rental units.

Conditions a & c above do not apply to a non-residential condominium. The proposed industrial condominium complies with the applicable condition (b); a Site Plan Approval was granted on January 21, 2025, for the subject development. Although condition (a) does not apply, it is important to note that a building Permit was issued on Jun 11, 2025, for Building #1. See, also, attached Appendices A, B, and C to this report.

Zoning By-Law:

The property is currently zoned Manufacturing District 1.1 by Zoning By-law 8600. The industrial building (under construction) on the property is permitted in the MD1.1 zoning category. Permit 2025-018842 was issued in June 2025 for the construction of Building #1 and the building is under construction. See Site photos attached as Appendix B to this report.

Site Plan Control Approval:

January 21, 2025: The proposed development on the subject lands received Site Plan Control Approval. A site plan agreement was subsequently executed.

April 8, 2025: Site Plan Control Agreement was registered on title as instrument number CE1224410.

Building Permit(s):

Permit 2025 023040 – Issued April 30, 2025 - *Demolish 92 M2 Existing Single Family Dwelling, Clean, Clear and Level Site*.

Permit 2025-018842 – Issued Jun 11, 2025 – *Construct new Industrial Plaza Building (Building #1), Property Site Services …*

Permit 2025-018878 (Not issued yet) - Application to *construct new Industrial Plaza Building (Building 2) as per approved Plans …*

Building Permit 2025-018900 (Not issued yet) - Application for *Industrial Park, Flex Spaces*.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

N/A

Consultations:

1. DEPARTMENT AND AGENCIES

Municipal and agency requirements have been addressed and implemented through the site plan control approval process for File SPC-2025-01, and the registration of a site plan agreement on title. The SPC Agreement was registered as Instrument Number CE1224410, on April 8, 2025.

2. PUBLIC NOTICE

No public notification is required where exemptions are requested, and the development is properly zoned for the permitted use. Nevertheless, notice was published in the Windsor Star.

Conclusion:

The application has been processed and evaluated with regards to both *The Planning Act* and *The Condominium Act*, as well as the City of Windsor Official Plan, and is in conformity with the zoning regulations and the City of Windsor Official Plan. Municipal requirements regarding this development have been addressed in the site plan control agreement. Furthermore, the draft plan of condominium is consistent with the approved site plan (File No. SPC-2025-01) with a stamped approval date of January 21, 2025.

It is recommended that this application for approval be exempted from Section 51 of The Planning Act (per Section 9(3) of The Condominium Act). This means that, upon completion (or nearing completion) of construction of the buildings, the owner can proceed directly to registration following submission of an approved final plan of condominium.

Planning Staff recommend approval of the draft Plan for a period of 3 years.

Planning Act Matters:

Justina Nwaesei, MCIP, RPP
Senior Planner - Development

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**
Greg Atkinson	Deputy City Planner – Development
Neil Robertson	City Planner
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	**Address**	**Email**

Appendices:

1 Appendix A, Condo Exemption Letter (dated June 28, 2025)
2 Appendix B, Site Photos (taken July 22, 2025)
3 Appendix C, Approved Site Plan & elevations (approval date, January 21, 2025)

Pillon Abbs Inc.
LAND USE PLANNING CONSULTANT

23669 Prince Albert Road
Chatham, ON N7M 5J7
tracey@pillonabbs.ca
www.pillonabbs.ca
226-340-1232

June 28, 2025

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

Re: 4470 North Service Road East, Condominium Application, Request for Section 9(3) Exemption

Dear Sir/Madam,

On behalf of the owner of the above-noted property, this is a form request for an exemption pursuant to Section 9(3) of the Condominium Act.

Specifically, the request is to grant an exemption from Sections 51 and 51.1 of the Planning Act for a condominium application.

All development matters have already been addressed through previous approvals under the Planning Act (such as site plan control), and no further approval conditions are required.

Please do not hesitate to contact me if you require any further information

Yours Truly,

Tracey Pillon-Abbs, RPP
Principal Planner

FILE 2025-20

APPENDIX B – SITE PHOTOS (taken July 22, 2025)



View of Subject Site



Partial view of the subject site showing construction activities on the east limit of the subject land, next to the Purolator building on the abutting property.

APPENDIX B – SITE PHOTOS (taken July 22, 2025)



More partial views of the subject site showing construction activities on the east limit of the subject land, next to the Purolator Building on the abutting property.



SITE DATA : SITE ZONING : MD1.*		
	REQUIRED	PROPOSED
a. LOT AREA	–	14,432.5 m²
b. LOT FRONTAGE	–	97.2 m
c. BUILDING AREA	–	6,197.0 m²
d. BLDG LOT COVERAGE	–	42.9 %
e. BUILDING GROSS FLOOR AREA	–	6,197.0 m²
f. BUILDING HEIGHT	–	10.2 m
g. BUILDING SETBACKS		
FRONT – SOUTH	5.0 m	6.6 m
REAR – NORTH	–	1.9 m
SIDE YARD – EAST	–	1.8 m
SIDE YARD – WEST	–	1.8 m
h. NO. OF PARKING SPACES: INDUSTRIAL USES NOT SPECIFICALLY LISTED: 1 SPACE PER 46m2 FIRST 2,700m2 = 2,506/ 45 = 60 SPACES; 1 SPACE PER 180m2 REMAINDER = (3503-2,700)/ 180 = 20 SPACES		
TOTAL	80 SPACES	100 SPACES
i. NO. OF ACCESSIBLE PARKING SPACES: 25 TO 100 SPACES; TYPE 'A' @ 2%	2 SPACES	2 SPACES
TYPE 'B' @ 2%	2 SPACES	2 SPACES
j. NO. OF LOADING SPACES: G.F.A. 1,000m² TO 7,500 m²; SIZE – 3.5m X 7.3m X 4.5m	2 SPACE	2 SPACE
k. NO. OF BICYCLE PARKING SPACE: 20 OR MORE	7 SPACES	7 SPACES
l. PAVED AREA: CONCRETE	–	5,881.2 m² / 38.6 %
m. LANDSCAPED AREA: PAVED		396.8 m²
SOFT		2,261.8 m²
TOTAL		2,258.2 m²
CONCRETE	MIN. 15 %	16.3 %
n. LINEAR CONCRETE CURB	–	262.7 m

LEGEND

NEW WALKWAY

LANDSCAPED AREA

PAINTED ASPHALT

8" SPLIT FACE CONC. BLOCK WALL @ 3'-0" HIGH w/ 3-No. JOINT REINF. EVERY SECOND COURSE & 15M #30 BAR AT 4'-0" O.C. IN GROUTED CORES, TYP.

5 1/4" VINYL BOARDS SCREWED TO ANGLE FRAME

15M VERT. BARS AT 4'-0" O.C. IN GROUTED CORES, TYP.

6"x 4'-0" HIGH PAINTED CONC. FILLED TUBE BOLLARD IN 12"ø CONC. SONOTUBE

PAINTED C10 x 15.3 WELDED TO POSTS 9'-6" ABOVE SLAB

1/2" EXPANSION JOINT AT PERIMETER, TYP.

3/4"ø BENT BAR WELDED TO STEEL FRAME

8"ø CONC. FILLED STEEL TUBE BOLLARD @ 7'-4" HIGH ON POURED CONC. FOUNDATION

6" POURED CONC. SLAB w/ CHG-6/6 x M.W.M. (10-GPF)- ON MIN. 1.7" COMP. GRN. 'I' FILL SLOPE TO FRONT

5 1/4" VINYL BOARDS SCREWED TO ANGLE FRAME

L2 x 2 x 3/16" PERIMETER FRAME PAINTED

L2 x 2 x 3/16" BRACING PAINTED

4" POURED CONC. CAP W/ 1-1/2" DRIP EDGE

PROVIDE SOLID P.T. BLOCKING ON BACKSIDE OF DOOR FOR SHOP INV.

8"ø CONC. FILLED STEEL TUBE BOLARD @ 7'-4" HIGH ON POURED CONC. FOUNDATION

2'-0" WIDE X 8" THK. FOOTING w/ 3-15M CONT BOTTOM BARS, TYP.

8"ø CONC. FILLED STEEL TUBE BOLLARD @ 7'-4" HIGH ON POURED CONC. FOUNDATION

8" SPLIT FACE CONC. BLOCK WALL @ 8'-0" HIGH w/ 3-No. JOINT REINF. EVERY SECOND COURSE & 15M VERT. BAR AT 4'-0" O.C. IN GROUTED CORES, TYP.

8" THK. CONCRETE FOUNDATION WALL w/ 1-15M TOP CONT. BAR & 15M VERT. BARS w/ 10" HOOK TO FOOTING AT 4'-0" O/C, TYP.

PEDESTRIAN CROSSING ABLTE

DETECTABLE WARNING SURFACE

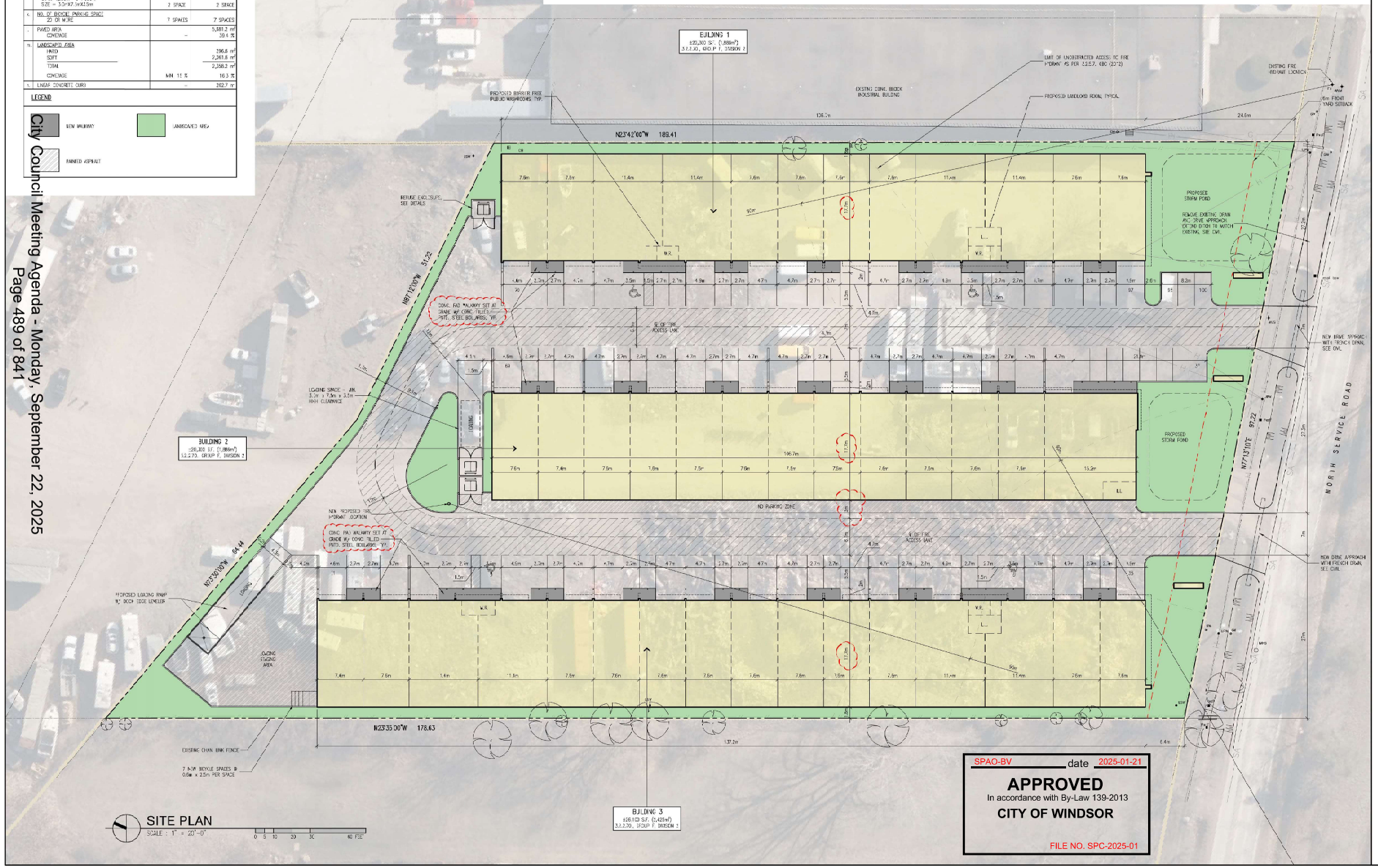
DEPRESSED SLAB W/ NON-SLIP SET PER OBC & AODA REQUIREMENTS

TYPICAL REFUSE PLAN
SCALE : 3/16" = 1'-0"

REFUSE FRONT ELEVATION
SCALE : 3/16" = 1'-0"

REFUSE SIDE ELEVATION
SCALE : 3/16" = 1'-0"

TYPICAL CURB RAMP PLAN
SCALE : 3/16" = 1'-0"



SITE PLAN
SCALE : 1" = 20'-0"
0 5 10 20 30 60 FEET

SPAO-BV date 2025-01-21

APPROVED
In accordance with By-Law 139-2013
CITY OF WINDSOR

FILE NO. SPC-2025-01

2024/10/23	SPC STAGE 2, REV. 1
2024/07/12	SPC STAGE 2
2024/03/22	SPC PRE-CONSULT

date (yyy/mm/dd) issued for:

general notes:

1. THIS PRINT IS AN INSTRUMENT OF SERVICE ONLY AND IS THE PROPERTY OF THE ARCHITECT.
2. DRAWINGS SHALL NOT BE SCALED.
3. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB. ANY DISCREPANCIES SHALL BE REPORTED TO THE ARCHITECT BEFORE THE COMMENCEMENT OF WORK INVOLVED. THE ARCHITECT IS NOT RESPONSIBLE FOR ANY DIMENSIONS AND CONDITIONS SHOWN BY THESE DRAWINGS.
4. ATTENTION IS DIRECTED TO PROVISION IN THE GENERAL CONDITIONS OF THE CONTRACT FOR ARBITRATION AS APPLICABLE IN REGARD TO INTERPRETATION OF THESE DRAWINGS.
5. IN THE EVENT THE ARCHITECT IS REQUIRED TO REVIEW SHOP DRAWINGS, SUCH REVIEW IS ONLY FOR GENERAL CONFORMANCE WITH THE DESIGN CONCEPT OF THE PROJECT AND GENERAL COMPLIANCE WITH THE INFORMATION GIVEN IN THE CONTRACT DOCUMENTS.
6. CONTRACTORS SHALL PROMPTLY NOTIFY THE ARCHITECT IN WRITING OF THE EXISTENCE OF ANY FOUNDED OBSTRUCTIONS, DISCREPANCIES OR OMISSIONS YOU ARE RESPONSIBLE FOR.
7. THE ARCHITECT IS NOT RESPONSIBLE FOR THE CONTRACTOR'S MEANS, METHODS AND OF TECHNIQUES IN THE CONSTRUCTION OF THIS FACILITY.

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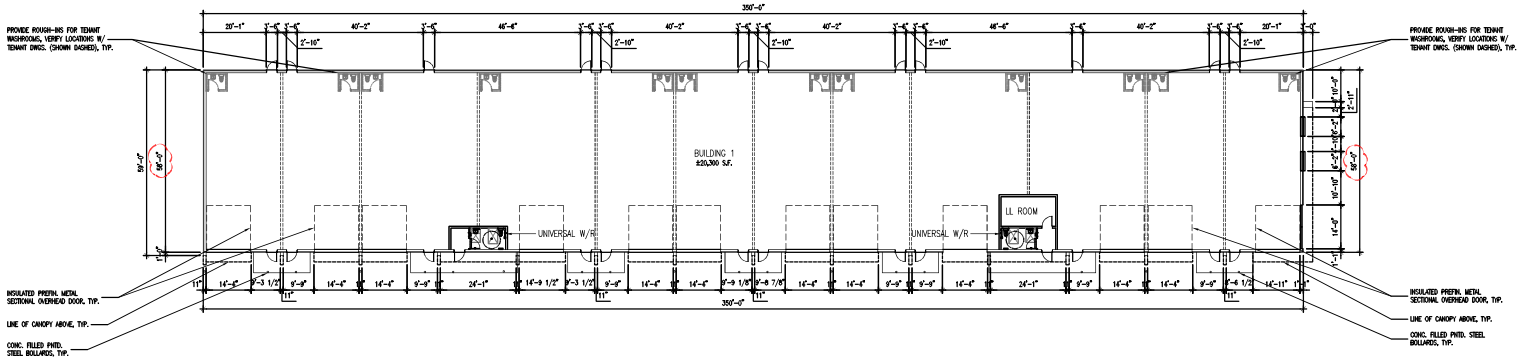
architectural design associates inc. architect
1670 mercer street
windsor ontario canada n8x 3p7
p: 519.254.3430 fax 519.254.3642
e-mail - info@ada-architect.ca www.ada-architect.ca

project:
PROPOSED INDUSTRIAL FLEX SPACE
NORTH SERVICE ROAD
WINDSOR, ON

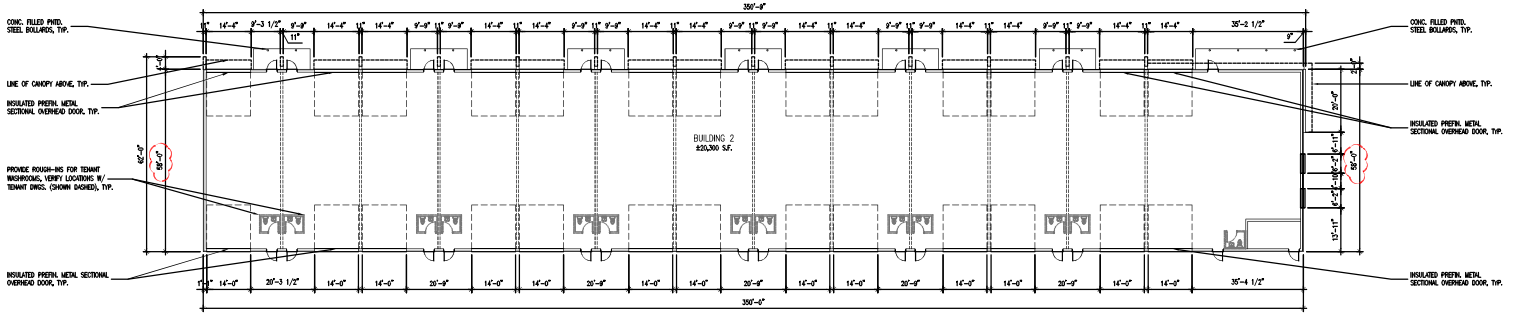
client:
SUPREME HOMES GROUP

title:
SITE PLAN

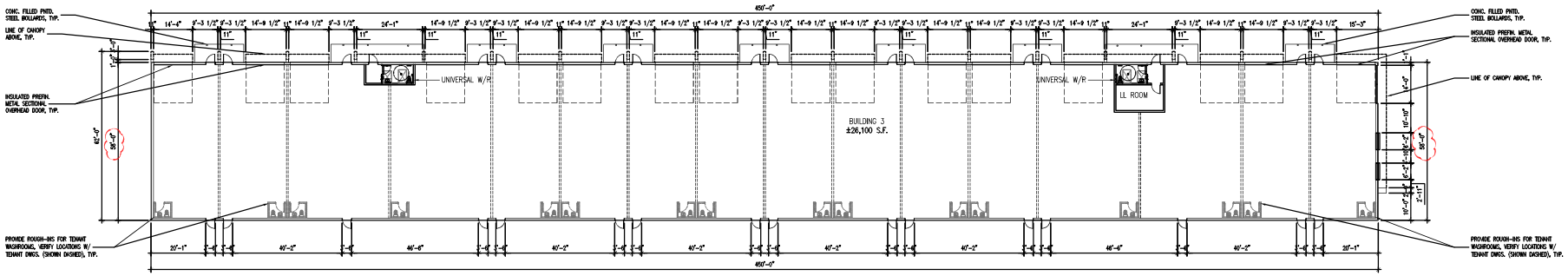
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drawn by:	JT, TK, JM
checked by:	JBK
date:	FEBRUARY 2024
comm. no:	2024-049
sheet no.:	A1.0



BUILDING 1: FLOOR PLAN
SCALE : 1/16" = 1'-0"



BUILDING 2: FLOOR PLAN
SCALE : 1/16" = 1'-0"



BUILDING 3: FLOOR PLAN
SCALE : 1/16" = 1'-0"

2024/10/23 SPC STAGE 2, REV. 1
2024/07/02 SPC STAGE 2
date (yyyy/mm/dd) issued for:

general notes:

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3. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND THIS OFFICE SHALL BE INFORMED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN BY THESE DRAWINGS.
4. ATTENTION IS DIRECTED TO PROVISIONS IN THE GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION FOR DISPUTES IN REGARD TO SUBMISSION OF SHOP DRAWINGS.
5. IN THE EVENT THE ARCHITECT IS REQUIRED TO REVIEW SHOP DRAWINGS, SUCH REVIEW IS ONLY TO CHECK FOR CONFORMANCE WITH THE DESIGN CONCEPT AND THE CONTRACT DOCUMENTS.
6. CONTRACTORS SHALL PROMPTLY NOTIFY THE ARCHITECT IN WRITING OF ANY CONFLICT, OMISSION OR DISCREPANCY FOUND IN THE CONTRACT DOCUMENTS AND ANY APPLICABLE CODES OR BY-LAWS.
7. THE ARCHITECT IS NOT RESPONSIBLE FOR THE CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES OR SAFETY PRECAUTIONS AND PROGRAMS IN THE CONSTRUCTION OF THIS FACILITY.

stamp:

architectural design associates inc. architects
1670 mercer street
windsor ontario canada n8x 3p7
ph 519.254.3430 fax 519.254.3642
email - info@adaarchitects.com www.adaarchitects.ca

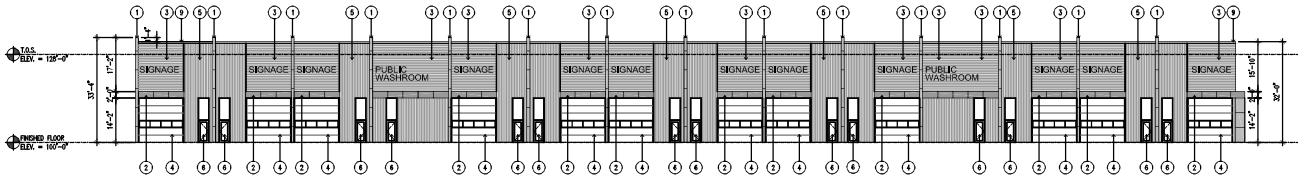
project:
PROPOSED INDUSTRIAL FLEX SPACE
NORTH SERVICE ROAD
WINDSOR, ON

client:
SUPREME HOMES GROUP

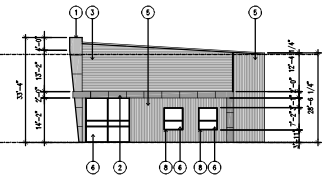
title:
FLOOR PLANS

scale: AS SHOWN
drawn by: JT, TK, DM
checked by: JBK
date: FEBRUARY, 2024
comm. no.: 2024-049
sheet no.:

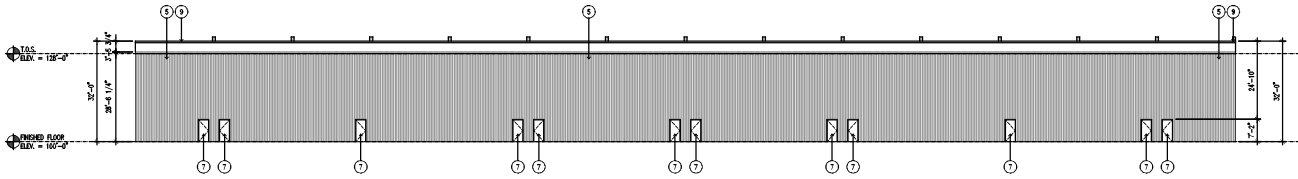
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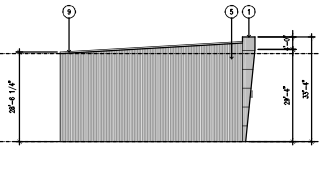
BUILDING 1: WEST ELEVATION
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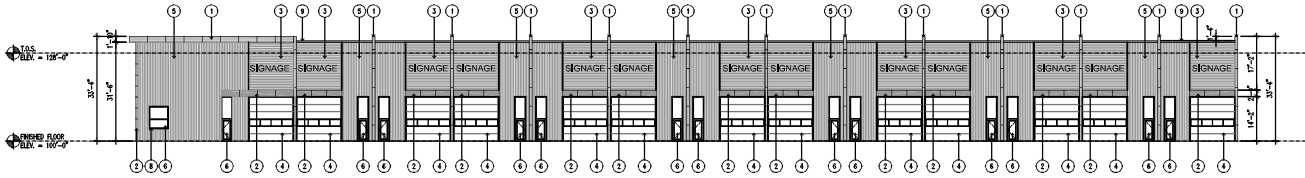
BUILDING 1: SOUTH ELEVATION
SCALE : 1/16" = 1'-0"



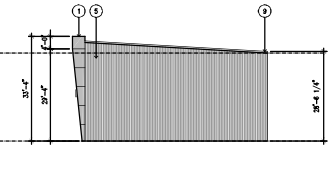
BUILDING 1: EAST ELEVATION
SCALE : 1/16" = 1'-0"



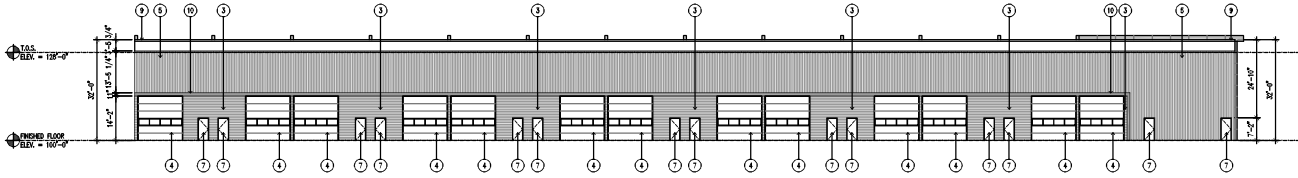
BUILDING 1: NORTH ELEVATION
SCALE : 1/16" = 1'-0"



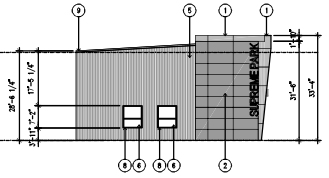
BUILDING 2: EAST ELEVATION
SCALE : 1/16" = 1'-0"



BUILDING 2: NORTH ELEVATION
SCALE : 1/16" = 1'-0"



BUILDING 2: WEST ELEVATION
SCALE : 1/16" = 1'-0"



BUILDING 2: SOUTH ELEVATION
SCALE : 1/16" = 1'-0"

SPAO-BV date 2025-01-21

APPROVED
In accordance with By-Law 139-2013
CITY OF WINDSOR

FILE NO. SPC-2025-01

EXTERIOR FINISH SCHEDULE

IDEN. NO.	FINISH DESCRIPTION	PRODUCT	SIZE	COLOUR	NOTE
1	ALUMINUM COMPOSITE METAL PANEL SYSTEM (ACM)	APOLIC OR EQUAL	-	-	-
2	ALUMINUM COMPOSITE METAL PANEL SYSTEM (ACM)	APOLIC OR EQUAL	-	-	-
3	METAL SIDING ON INSULATED METAL PANEL (FACADE SYSTEM)	WOWEST	-	-	HORIZONTAL
4	INSULATED PREFIN. METAL SECTIONAL OVERHEAD DOOR	-	-	-	-
5	INSULATED METAL PANEL	WOWEST	-	-	VERTICAL
6	ALUM. CURTAIN WALL GLAZING SYSTEM	-	-	-	-
7	PNTD. INSULATED METAL DOORS AND FRAMES	-	-	-	-
8	HOT-DIPPED GALVANIZED STEEL WINDOW BOX	-	-	-	-
9	METAL FLASHING	WOWEST	-	-	-
10	PAINTED METAL SIDING	-	-	-	-

2024/07/02 | SPC STAGE 2
date (yyyy/mm/dd) | issued for:

general notes:

1. THIS DRAWING IS AN INSTRUMENT OF SERVICE ONLY AND IS THE PROPERTY OF THE UNDERSIGNED.
2. DRAWINGS SHALL NOT BE SCALED.
3. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB. ANY DISCREPANCIES SHALL BE REPORTED TO THE UNDERSIGNED BEFORE PROCEEDING WITH THE WORK INVOLVED AND CONSISTENCY SHOWN BY THESE DRAWINGS.
4. ATTENTION IS DIRECTED TO PROVISIONS IN THE GENERAL CONDITIONS OF THE CONTRACT FOR SUBMISSION AND APPROVAL OR REVISION OF SUBMISSION OF SHOP DRAWINGS.
5. IN THE EVENT THE ARCHITECT IS RETAINED TO REVIEW SHOP DRAWINGS, SUCH REVIEW IS ONLY TO CHECK FOR CONFORMANCE WITH THE DESIGN CONCEPT AND THE INFORMATION CONTAINED IN THE CONTRACT DOCUMENTS.
6. CONTRACTORS SHALL STRICTLY NOTIFY THE ARCHITECT IN WRITING OF THE EXISTENCE OF ANY VARIATIONS, DISCREPANCIES OR CONFLICTS BETWEEN AND WITHIN CONTRACT DOCUMENTS AND ANY APPLICABLE CODES OR BY-LAWS.
7. THE ARCHITECT IS NOT RESPONSIBLE FOR THE CONSTRUCTION, MEANS, METHODS AND OR TECHNIQUES IN THE CONSTRUCTION OF THIS FACILITY.

stamp:

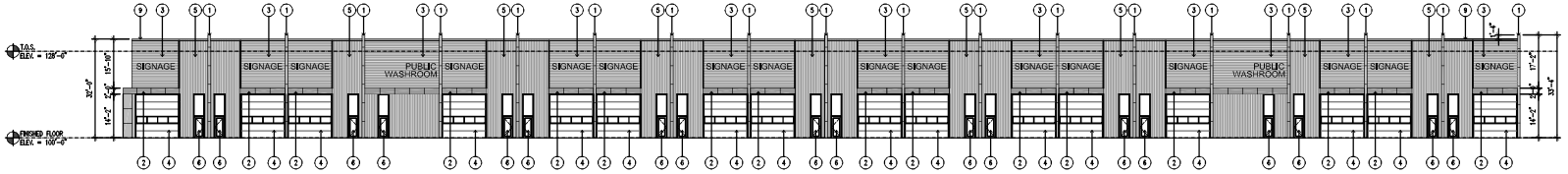
architectural design associates inc. architect
1670 mercer street
windsor ontario canada n8x 3p7
ph 519.254.3430 fax 519.254.3642
email - info@adaarchitects.com www.adaarchitects.ca

project:
PROPOSED INDUSTRIAL FLEX SPACE
NORTH SERVICE ROAD
WINDSOR, ON

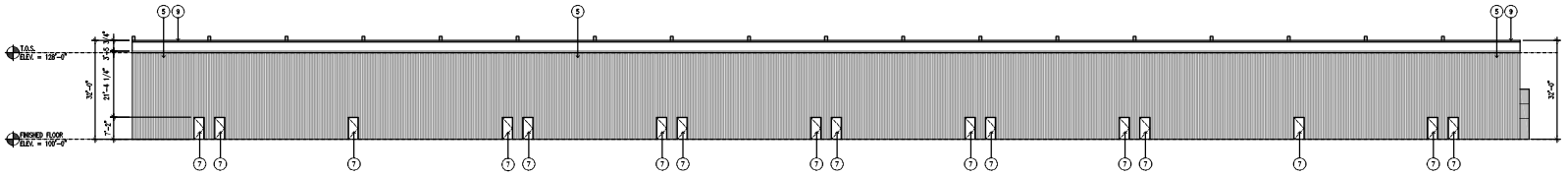
client:
SUPREME HOMES GROUP

title:
ELEVATIONS
BUILDING 1 & 2

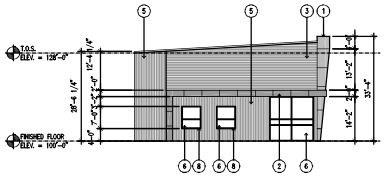
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drawn by: JT, TK, DM
checked by: JBK
date: FEBRUARY, 2024
comm. no.: 2024-049
sheet no.: A3.1



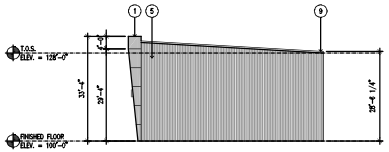
BUILDING 3: EAST ELEVATION
SCALE : 1/16" = 1'-0"



BUILDING 3: WEST ELEVATION
SCALE : 1/16" = 1'-0"



BUILDING 3: SOUTH ELEVATION
SCALE : 1/16" = 1'-0"



BUILDING 3: NORTH ELEVATION
SCALE : 1/16" = 1'-0"

EXTERIOR FINISH SCHEDULE

IDENT. NO.	FINISH DESCRIPTION	PRODUCT	SIZE	COLOUR	NOTE
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2	ALUMINUM COMPOSITE METAL PANEL SYSTEM (ACM)	APOLLIC OR EQUAL	–	–	–
3	METAL SIDING OH INSULATED METAL PANEL (FACADE SYSTEM)	VICWEST	–	–	HORIZONTAL
4	INSULATED PREFNL METAL SECTIONAL OVERHEAD DOOR	–	–	–	–
5	INSULATED METAL PANEL	VICWEST	–	–	VERTICAL
6	ALUM. CURTAIN WALL GLAZING SYSTEM	–	–	–	–
7	PNTD. INSULATED METAL DOORS AND FRAMES	–	–	–	–
8	HOT-DIPPED GALVANIZED STEEL WINDOW BOX	–	–	–	–
9	METAL FLASHING	VICWEST	–	–	–
10	PAINTED METAL SIDING	–	–	–	–

SPAO-BV date 2025-01-21
APPROVED
In accordance with By-Law 139-2013
CITY OF WINDSOR
FILE NO. SPC-2025-01

2024/07/02 | SPC STAGE 2
date (yyyy/mm/dd) issued for:

general notes:

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5. IN THE EVENT THE ARCHITECT IS RETAINED TO REVIEW SHOP DRAWINGS, IT IS UNDERSTOOD THAT HE IS NOT RESPONSIBLE FOR ANY DIMENSIONS WHICH ARE NOT CORRECT OR FOR CONSTRUCTION WHICH IS NOT IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
6. CONTRACTORS SHALL PROMPTLY NOTIFY THE ARCHITECT IN WRITING OF ANY DEVIATIONS BY ANY TRADES OR SUBTRADES FROM THE REQUIREMENTS OF THE CONTRACT DOCUMENTS AND ANY APPLICABLE CODES OR BY-LAWS.
7. THE ARCHITECT IS NOT RESPONSIBLE FOR THE CONSTRUCTION MEANS, METHODS, TECHNIQUES OR SEQUENCES IN THE CONSTRUCTION OF THIS FACILITY.

stamp:

architectural design associates inc. architect
1670 mercer street
windsor ontario canada n8x 3p7
ph 519.254.3430 fax 519.254.3642
email - info@jabarchitects.com www.jabarchitects.ca

project:
PROPOSED INDUSTRIAL
FLEX SPACE
NORTH SERVICE ROAD
WINDSOR, ON

client:
SUPREME HOMES GROUP

title:
ELEVATIONS
BUILDING 3

scale: AS SHOWN
drawn by: JT, TK, DM
checked by: JBK
date: FEBRUARY, 2024
comm. no.: 2024-049
sheet no.:
A3.2

Committee Matters: SCM 275/2025

Subject: Request to Extend MRLA's Consulting Services to Stage 2 of the Walkerville HCD - Ward 4

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

Decision Number: **DHSC 763**

I. THAT Council **APPROVE** the request to extend the sole source award to M. R. Letourneau and Associates Inc. for Stage 2 of the Walkerville Heritage Conservation District (HCD) Plan & Guidelines for the sum of $120,000 (excluding HST); and,

II. THAT the Purchasing Manager **BE AUTHORIZED** to amend Contract P.O. CO7042 to M. R. Letourneau and Associates Inc. for an additional $120,000 (excluding HST) to a revised upset limit of $208,400 for the provision of undertaking the Walkerville Heritage Conservation District (HCD) Plan & Guidelines; satisfactory in financial content to the City Treasurer, and in technical content to the Deputy CAO/Commissioner of Economic Development.

Carried.

Report Number: S 104/2025
Clerk's File: MBA/1700

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.

2. Please refer to Item 10.1 from the Development & Heritage Standing Committee held on September 2, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250902/-1/10576

Subject: Request to Extend MRLA's Consulting Services to Stage 2 of the Walkerville HCD – Ward 4

Reference:

Date to Council: September 2, 2025
Author: Tracy Tang, MCIP, RPP
Planner III - Heritage (A)
Email: ttang@citywindsor.ca
Phone: 519-255-6543 X 6179
Planning & Building Services
Report Date: 8/8/2025
Clerk's File #: MBA/1700

To: Mayor and Members of City Council

Recommendation:

I. **THAT** Council **APPROVE** the request to extend the sole source award to M. R. Letourneau and Associates Inc. for Stage 2 of the Walkerville Heritage Conservation District (HCD) Plan & Guidelines for the sum of $120,000 (excluding HST); and,

II. **THAT** the Purchasing Manager **BE AUTHORIZED** to amend Contract P.O. CO7042 to M. R. Letourneau and Associates Inc. for an additional $120,000 (excluding HST) to a revised upset limit of $208,400 for the provision of undertaking the Walkerville Heritage Conservation District (HCD) Plan & Guidelines; satisfactory in financial content to the City Treasurer, and in technical content to the Deputy CAO/Commissioner of Economic Development.

Executive Summary: N/A

Background:

On July 8, 2019, City Council directed Administration to proceed with implementation of the Walkerville Heritage Conservation District Study (the "Walkerville HCD Study") (CR 334/2019). Subsequently, project updates were received and available funds were approved by City Council on January 18, 2021 (CR 32/2021). The pursuit of the Walkerville HCD Study was further endorsed by City Council through the approval of the recommendations from the Walkerville Districting Plan on July 25, 2022 (CR330/2022) which included references to the Walkerville HCD Study, as well as the approval of seven strategies in response to Provincial Bill 23's requirement for municipalities to evaluate their municipal heritage registers on September 5, 2023 (CR 366/2023).

For the Walkerville HCD Study (Stage 1) project, the sole source of Dr. Marcus R. Letourneau and Dr. Carl Bray of M. R. Letourneau and Associates Inc. (MRLA) as heritage consultants was requested due to MRLA's previous heritage ground-laying work conducted in the Walkerville Theming & Districting Plan (2019) as heritage sub-consultants. As part of the scope of work on the Walkerville Theming & Districting Plan, MRLA conducted detailed historical research, gained contextual familiarity with Walkerville and Windsor-Essex as a whole, and were instrumental in the execution of well-received public engagement events. Due to MRLA'S cost estimate amount of $88,400 (excluding HST) for the Walkerville HCD Study (Stage 1) works, CAO approval through a CAOP report was not required. MRLA was successfully awarded the Contract PO CO7042 (Sole Source Request ID 2520, Order Date October 11, 2023) to assist City Staff in developing the Walkerville HCD Study (Stage 1).

MRLA worked closely with City Staff through the entirety of the Walkerville HCD Study (Stage 1) project. MRLA presented the Walkerville HCD Study project kick-off to Development & Heritage Standing Committee (DHSC) on December 4, 2023, which was received by City Council on January 15, 2024 (CR 21/2024). They were essential in the successful facilitation of two in-person public engagement events held at Willistead Manor, thoughtfully educating and answering questions of the attendees. MRLA attended the May 5, 2025 DHSC meeting as heritage consultants and assisted City Staff in answering questions from the Heritage Committee. On May 26, 2025 City Council received the completed final Walkerville HCD Study Report. Through CR 219/2025 it approved the adoption of the six recommendations within the report, and directed Administration to proceed with the Walkerville HCD Plan & Guidelines (Stage 2) and allocate appropriate funds to execute Stage 2 of the project. Upon issuance of the Council Resolutions, MRLA's contract as heritage consultants for the Walkerville HCD Study project (Stage 1) was completed.

Discussion:

Walkerville HCD Plan & Guidelines (Stage 2) Project:

The Walkerville HCD Plan & Guidelines (Stage 2) project is a continuation of the Walkerville HCD Study (Stage 1) project. The Walkerville HCD Plan & Guidelines (Stage 2) will formalize the Statement of Cultural Heritage Value or Interest of the HCD based on the draft Statement within the Study as well as the historical research and findings of the Study. The Stage 2 project scope of work will also involve preparation of design guidelines to help manage changes within the HCD, which are heavily based on the physical neighbourhood context, property inventory, and site visits assessed and analyzed during Stage 1.

MRLA has prepared a scope of work, timeline matrix, and cost estimate for the Walkerville HCD Plan & Guidelines, which will include the following tasks:

- Content for and facilitation of in-person public consultation sessions and meetings;
- Content for and facilitation of hybrid or virtual internal and external stakeholder engagement and outreach;
- In-person site visit(s) and orientation for new project team members;
- Drafting of the HCD Plan & Guidelines documents, including but not limited to:
    - the plan rationale and Statement of Cultural Heritage Value or Interest;

    - recommendations for policy updates to the Official Plan and Zoning By-law;
    - development and design guidelines;
    - an implementation process;
    - supporting graphics and maps
- Review of the heritage property inventory, and completion of the public realm inventory
- Presentation of the final Plan & Guidelines to the DHSC and City Council

Sole Source Rationale:

The sole source request for MRLA's retention as heritage consultants on the Walkerville HCD Plan & Guidelines (Stage 2) is due to their professional expertise and experience in working on HCDs across Ontario, as well as their specific familiarity with the Walkerville HCD project and effective execution of Stage 1. MRLA's continuity on the Walkerville HCD Plan & Guidelines (Stage 2) project will ensure efficiency and consistency in the final deliverables as the Stage 2 project scope of work is heavily based on the analysis and findings within the Stage 1 project. The City has verified the expertise, capacity, and ability of MRLA to complete this additional scope of work:

a) Professional expertise and experience:
Marcus Letourneau brings over 20 years of professional heritage experience to the project, is both a Registered Professional Planner (MCIP, RPP) and Professional Member of the Canadian Association of Heritage Professionals (CAHP), and has held Senior Heritage Planner positions in both the private and public sectors. Carl Bray brings over 40 years of professional heritage experience to the project, is also a MCIP, RPP, and CAHP, in addition to being an urban designer and landscape architect (OALA, CSLA), and has completed Cultural Heritage Resource Inventories and Evaluations and Heritage Conservation District Studies and Plans for over 30 villages, towns, and cities across Ontario.

b) Familiarity with the Walkerville HCD Project:

Through their past 6 years of involvement in projects for the City, namely the Walkerville Theming & Districting Plan and the Walkerville HCD Study (Stage 1), MRLA has developed a strong understanding of the Walkerville neighbourhood, has built relationships and rapport with the local residents, stakeholders, internal staff, and the Heritage Committee, has collaboratively and effectively worked together with City Staff, and has successfully delivered and executed the Stage 1 works within budget as agreed on their contract.

Risk Analysis:

A change in supplier (heritage consultant) for the execution of the Walkerville HCD Plan & Guidelines (Stage 2), or the initiation of a Request for Proposal (RFP) to retain a new consultant, would result in substantial delays and additional costs for the City due to:

- Postponements in the start and completion of the project.

- The need for City staff to train, orient, and allow sufficient time for a new consultant to become familiar with Stage 1 deliverables and Stage 2 expectations.
- Potential inconsistencies in the Stage 2 deliverables, which are heavily dependent on and derived from Stage 1 work.

No other heritage consultant possesses the same level of project familiarity, local context, or expertise as MRLA. Sole-sourcing MRLA would ensure the efficient and effective execution of Stage 2, supporting the successful protection of over 300 Listed (non-designated) heritage properties in Walkerville. This is particularly critical given the Province's Bill 23 requirement that all Listed (non-designated) heritage properties on the Municipal Heritage Register be designated by January 1, 2027, or risk losing protection.

Climate Change Risks

Climate Change Mitigation: N/A

Climate Change Adaptation: N/A

Financial Matters:

There are no tariff-related implications associated with the recommendations of this report. The recent imposition of tariffs by the United States on Canadian goods does not apply, as M. R. Letourneau and Associates Inc. is a Canadian vendor performing a service.

Contract Information:

Contracting Party:	M. R. Letourneau and Associates Inc.
	706 Front Road, Kingston, ON K7M 4L5
Contact Person:	Marcus Letourneau
	1-613-331-0988
	marcus@mrletourneauassociates.ca
Amount of Contract:	$120,000 (excluding HST)
Project ID #:	7141014 (Heritage Conservation District Study)

Method of Contract Award:

Contract is being awarded as a result of a Sole Source Procurement.

Section 111.e – ii of Purchasing Bylaw 93-2012 applies where a non-competitive direct Award of Contract may be used to purchase Deliverables with the prior approval of the Purchasing Manager for additional Deliverables by the original Supplier of Goods or Services that were not included in the initial procurement, if a change of Supplier for such additional Goods or Services would cause significant inconvenience or substantial duplication of costs for the City, applies.

An exemption from the acquisition methods of the Purchasing By-Law does not apply.

Approvals Required for Purchase and Contract:

Authority for Approval of Purchase: City Council

Section 140.b. of Purchasing By-law 93-2012 applies. The amendment is greater than 50% of the original Purchase Price and the CAO did not approve the original award of Stage 1 as the Purchase Price was $88,400 (excluding HST) and did not require CAO approval. In accordance with Section 140. b. of Purchasing By-law 93-2012, the CAO does not have the authority to approve the amendment for Stage 2, as it is quoted at $120,000 (excluding HST) which exceeds 50% of the original Purchase Price.

FPA Comments confirming Budgetary Funding:

The Financial Planning Administrator (FPA) for the Planning, Building, & Economic Development Department has confirmed that the upset limit of $120,000 (excluding HST) recommended for this project as described in this report is available within Capital Project # 7141014 (Heritage Conservation District Study). There is approximately $285,090 in currently available funds left in the Capital Project. Any anticipated costs beyond the upset limit would be brought forward for further approval.

Consultations:

Heritage Planning staff discussed the details of the scope of work, timeline matrix, and cost estimate with Marcus Letourneau and Carl Bray of MRLA. Heritage Planning staff consulted with Dawn Lamontagne, Purchasing Manager (A) in the Purchasing & Risk Management Department, and Josie Gualtieri, Financial Planning Administrator for the Planning, Building, & Economic Development Department in the preparation of this report.

Conclusion:

Administration recommends that City Council approve the sole source award to MRLA for Stage 2 of the Walkerville Heritage Conservation District (HCD) Plan & Guidelines for the sum of $120,000 (excluding HST). Amending the Stage 1 Contract P.O. CO7042 for the sole source of MRLA to allow them to continue being the heritage consultants for the Stage 2 project will ensure high quality deliverables, efficiency, and consistency compared to undertaking the RFP process to retain a new heritage consultant for the Stage 2 project.

Planning Act Matters: N/A

Approvals:

Name	Title
Emilie Dunnigan	Manager, Development Revenue & Financial Administration
Jason Campigotto	Deputy City Planner – Growth (A)

Name	Title
Dawn Lamontagne	Purchasing Manager (A)
Neil Robertson	City Planner
Wira Vendrasco	City Solicitor
Jelena Payne	Deputy CAO/Commissioner of Economic Development
Dan Seguin	On behalf of the Commissioner of Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix 'A' – Sole Source Request ID 2999

Request Details

General Information

Status: **Purchasing Approved**

Id

2999

Subject

Heritage Consultants for the Walkerville Heritage Conservation District Plan & Guidelines (Stage 2)

Description of Deliverable Being Purchased

Preparation of the Walkerville Heritage Conservation District (HCD) Plan & Guidelines (known as Stage 2), including public consultation sessions, stakeholder engagement and outreach, site visit(s), drafting of the Plan & Guidelines documents including illustrations, recommending policy updates to the Official Plan and Zoning By-law, and developing an implementation process.

Vendor Name

M.R. Letourneau and Associates Inc. (MRLA)

Department

City Planner

Department Manager

Campigotto, Jason

Buyer

Wu, Floria

Total Order $ (Exclude Tax)

120,000.00

P.O. / C.O. Number

Order Date

Vendor's Quote

Walkerville HCD Plan and Guidelines Proposal - DRAFT July 25 2025.pdf (/Uploads/cac78819-f949-4810-9965-61e4e2587282.pdf)

A sole source is requested because:

- [x] (e) For additional Deliverables by the original Supplier of Goods or Services that were not included in the initial procurement, if a change of Supplier for such additional Goods or Services:
  - [x] (e - ii) Would cause significant inconvenience or substantial duplication of costs for the City

Sole source is requested due to M.R. Letourneau and Associates Inc. (MRLA)'s previous heritage ground-laying work conducted in the Walkerville Theming & Districting Plan (2019) as heritage sub-consultants. The Walkerville Theming & Districting Plan informed components of the Walkerville Heritage Conservation District Study project through the heavy historical research, contextual familiarity, and well-received public engagement. MRLA was retained through sole source for the Walkerville HCD Study project (known as Stage 1) in September 2023, and completed the project in May 2025. Given MRLA's familiarity with the project and their effective execution of Stage 1, their continuity through to Stage 2 Plan & Guidelines will ensure efficiency and consistency in delivering the Walkerville HCD Plan & Guidelines. A change in supplier for the services would cause significant inconvenience and additional costs for the City, as any other heritage consultant would not have the level of project familiarity, locational/contextual exposure, or expertise that MRLA offers.

Notes

Created by: Lamontagne, Dawn
Created on: 8/8/2025 12:13:34 PM
Council Approval Required via Council Report (in progress) in accordance with Section 140.b. of Purchasing Bylaw 93-2012.

Created by: Tang, Tracy
Created on: 8/1/2025 2:03:02 PM
I did not know which Buyer to select so I selected Jennifer Musson who my colleague worked with on their purchase order.

Transaction Log

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 282/2025

Subject: Response to CQ 28-2024 – Downtown Residential Parking Requirements

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

Decision Number: **DHSC 764**
THAT the report of the Senior Planner – Development dated May 28, 2025 entitled "Response to CQ 28-2024 – Downtown Residential Parking Requirements" **BE RECEIVED** for information.
Carried.

Report Number: C 85/2025
Clerk's File: ST2025

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.

2. Please refer to Item 11.1 from the Development & Heritage Standing Committee held on September 2, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250902/-1/10576

Subject: Response to CQ 28-2024 – Downtown Residential Parking Requirements

Reference:

Date to Council: September 2, 2025
Author: Adam Szymczak, MCIP, RPP
Senior Planner - Development
519-255-6543 x6250
aszymczak@citywindsor.ca

Planning & Building Services
Report Date: 5/28/2025
Clerk's File #: ST2025

To: Mayor and Members of City Council

Recommendation:

THAT Report C 85/2025 responding to Council question CQ 28-2024 regarding parking requirements in the downtown **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

On May 13, 2024, Councillor Augostino asked (CQ 28-2024) that:

> "Administration report back to examine the opportunities to eliminate or reduce parking requirements for new residential developments in the downtown core."

Discussion:

Schedule 'C' to Zoning By-law 8600 delineates the Central Business District (CBD) (see Appendix A). The CBD and the Downtown Windsor Business Improvement Area (DWBIA) are similar in area, with the main difference being the exclusion of the Caron / Detroit River / Bruce / University Avenue West area from the DWBIA.

The purpose of delineating the CBD is to allow for reduced minimum parking requirements for specific uses within the CBD (Section 24.20.1). This recognizes that the CBD differs from the rest of the city in terms of building scale, height, and form, availability of off-site public and private parking areas and garages, walkability, and access to alternate transportation such as public transit.

Table 24.20.1.1 (see Appendix B) lists Dwelling Units in any type of Dwelling or Combined Use Building and specific commercial uses in the CBD as having a reduced

or zero parking requirement. For any type of dwelling unit in the CBD, the minimum parking rate is zero parking spaces for the first six dwelling units and one parking space for each additional dwelling unit.

For a Multiple Dwelling or Dwelling Units in a Combined Use Building, this is a reduction from 1.25 parking spaces per dwelling unit. For example, a Multiple Dwelling with 20 dwelling units requires 14 parking spaces in the CBD versus 25 parking spaces elsewhere in the city.

Zoning By-law 8600 provides further relief in terms of insufficient parking citywide and in terms of a change of use in the CBD. Section 24.10.15.1 states that if an existing building has insufficient parking, that deficiency does not have to be made up prior to the construction of any addition or any change in use. The purpose of this provision is to not penalize a property owner for the deficiency if they choose to expand or change the use in the existing building.

Further, for an existing building in the CBD, Section 24.10.15.5 exempts a change from an existing use to any use listed in Table 24.20.1.1 (Required Parking Spaces – Central Business District) from having to provide additional parking spaces. This provision recognizes that increasing the amount of on-site parking is unlikely to happen due to physical limitations such as buildings occupying the whole lot, and that for commercial uses, alternative parking is available in off-site public parking lots and garages.

If a proponent of a residential development cannot satisfy the minimum parking requirement, Administration will require a Parking Study to justify the reduction in required parking. This ensures that each development is assessed based on the characteristics (size of units, number of bedrooms, mix of commercial and residential uses, etc.) of the development, the impact of the reduction on parking demand in the surrounding area, and the availability of alternative transportation, among other matters.

Based on staff and public feedback, Council has approved revisions to the parking provisions that Staff have justified from a land use perspective. However, the parking space provisions in Section 24 have not been subject to comprehensive review in over 25 years. A comprehensive review of city-wide parking provisions, supply, and demand is preferable to ensure fairness and consistency in any recommended revisions. However, this will require Planning & Development to develop a work program that is subject to budgetary approval and that will take some time to complete. Another option is a scoped review limited to all Business Improvement Areas (BIAs), which would include the DWBIA, or limited to just the CBD/DWBIA. The scoped review could be completed sooner but still requires a work program and budgetary approval.

In the absence of a review of parking supply and demand, there is limited opportunity to eliminate or reduce parking requirements for new residential developments in the CBD. Potential interim amendments include eliminating the provision of visitor parking in the CBD given the availability of public parking lots and garages available to visitors, increasing the dwelling unit threshold at which the reduced parking rate applies, and expanding the boundary of the CBD. Planning & Development must justify any proposed revisions, which would be subject to public notification, consideration by the Development and Heritage Standing Committee (DHSC), and Council approval.

Risk Analysis:

The report is for information purposes only and is low risk.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

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

Consultations:

None.

Conclusion:

Zoning By-law 8600 has reduced parking requirements for residential uses in the Central Business District and exempts developments from existing deficiencies in required parking spaces. A comprehensive or scoped review of parking requirements is a medium-term solution that requires a work program and budgetary approval. There is an opportunity in the interim to eliminate or reduce some parking requirements for new residential developments in the CBD via a housekeeping amendment. Planning & Development Services recommends that Council receive this report for information.

Approvals:

Name	Title
Laura Diotte acting for Greg Atkinson	Deputy City Planner – Development (A)
Neil Robertson	City Planner
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Janice Guthrie	Commissioner, Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

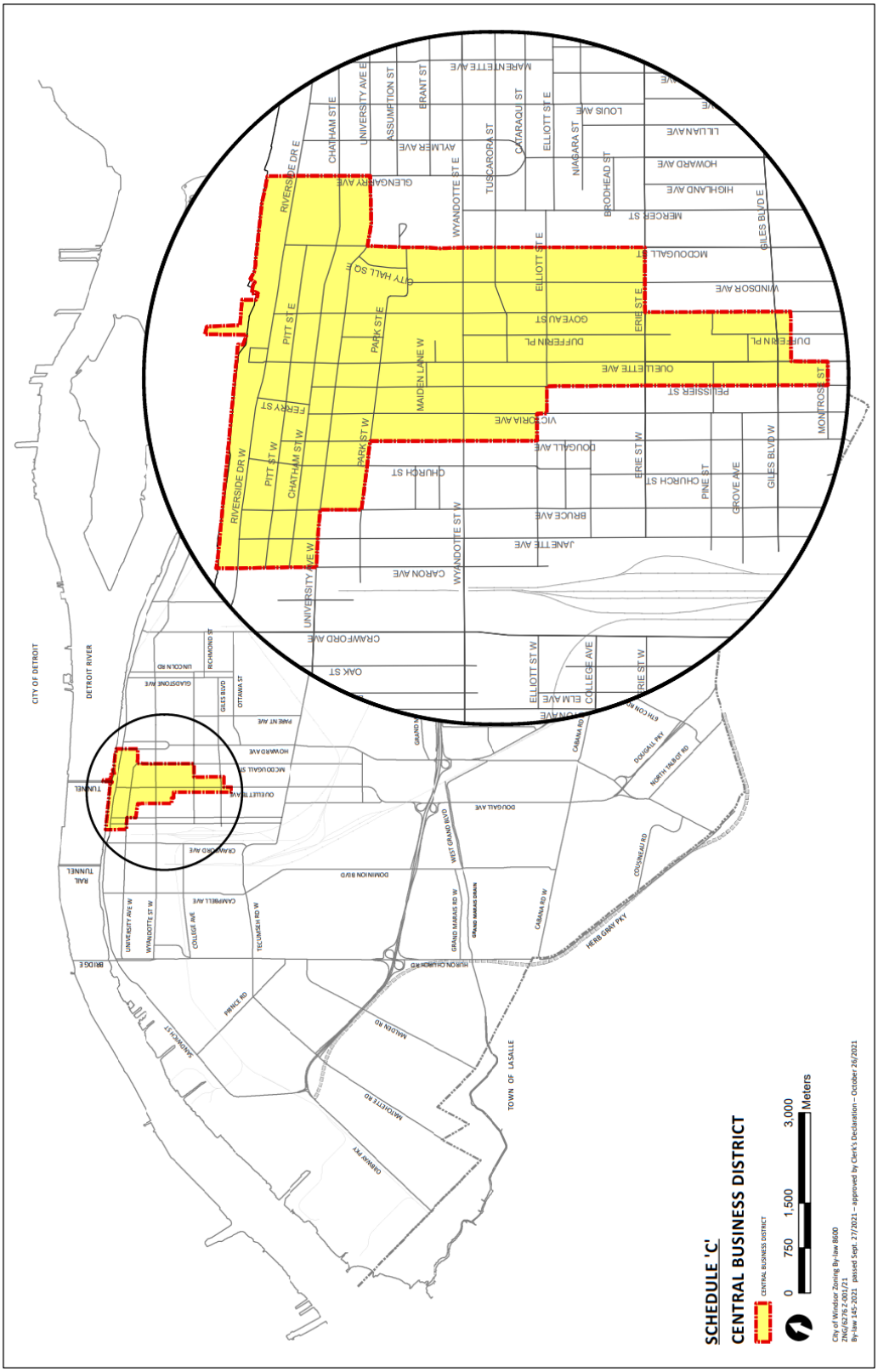
Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Central Business District
2 Appendix B - Table 24.20.1.1

APPENDIX A – SCHEDULE 'C' – CENTRAL BUSINESS DISTRICT



APPENDIX B – ZONING BY-LAW 8600 – TABLE 24.20.1.1

TABLE 24.20.1.1 – REQUIRED PARKING SPACES CENTRAL BUSINESS DISTRICT	
USE	**PARKING RATE – MINIMUM**
Bake Shop	0
Business Office	0
Commercial School	0
Convenience Store	0
Dwelling Unit (in any type of *dwelling* or a *combined use building*)	None for the first six dwelling units AND 1 for each additional dwelling unit
Entertainment Lounge	None for the first 90 m² GFA AND 1 for each additional 15 m² GFA
Farmers' Market	0
Food Convenience Store	0
Food Outlet – Take-out	0
Games Arcade	0
Health Studio	0
Hotel	1 for each of the first 60 guest rooms AND 1 for each additional 6 guest rooms
Medical Office	0
Micro-Brewery	None for the first 90 m² GFA AND 1 for each additional 45 m² GFA
Outdoor Market	0
Pawnshop	0
Personal Service Shop	0
Pharmacy	0
Professional Studio	0
Repair Shop – Light	0
Residential Care Facility	1 for each 8 beds
Restaurant	None for the first 90 m² GFA AND 1 for each additional 15 m² GFA
Retail Store	0
Veterinary Office	0
All other uses not listed above	Section 24.20.5 shall apply

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 283/2025

Subject: Brownfield CIP Application - 844 Bridge Ave - Ward 2

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

Decision Number: **DHSC 765**

I. THAT the request made by 15847796 Canada Inc. to participate in the Environmental Site Assessment Grant Program **BE APPROVED** for the completion of a proposed Phase II Environmental Site Assessment Study and Remediation Work Plan for the property located at 844 Bridge Ave pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan; and,

II. THAT the City Treasurer **BE AUTHORIZED** to issue payment up to a maximum of $14,377.50 based upon the completion and submission of a Phase II Environmental Site Assessment Study completed in a form acceptable to the City Planner and City Solicitor; and,

III. THAT the grant funds in the amount of $14,377.50 under the Environmental Site Assessment Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to Brownfield Strategy Remediation (Project #7069003) when the eligible work is completed to the satisfaction of the City Planner; and,

IV. THAT should the proposed Phase II Environmental Site Assessment Study and Remedial Work Plan not be completed within two (2) years of Council approval, the approval **BE RESCINDED** and the funds be uncommitted and made available for other applications.

Carried.

Report Number: S 94/2025
Clerk's File: Z/15019

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.

2. Please refer to Item 11.2 from the Development & Heritage Standing Committee held on September 2, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250902/-1/10576

Subject: Brownfield CIP Application - 844 Bridge Ave - Ward 2

Reference:

Date to Council: September 2, 2025
Author: Simona Simion, Planner III - Economic Development (A)
ssimion@citywindsor.ca
519-255-6543 x 6397

Planning & Building Services
Report Date: 7/21/2025
Clerk's File #: Z/15019

To: Mayor and Members of City Council

Recommendation:

I. THAT the request made by 15847796 Canada Inc. to participate in the Environmental Site Assessment Grant Program **BE APPROVED** for the completion of a proposed Phase II Environmental Site Assessment Study and Remediation Work Plan for the property located at 844 Bridge Ave pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan;

II. THAT the City Treasurer **BE AUTHORIZED** to issue payment up to a maximum of $14,377.50 based upon the completion and submission of a Phase II Environmental Site Assessment Study completed in a form acceptable to the City Planner and City Solicitor;

III. THAT the grant funds in the amount of $14,377.50 under the Environmental Site Assessment Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to Brownfield Strategy Remediation (Project #7069003) when the eligible work is completed to the satisfaction of the City Planner;

IV. THAT should the proposed Phase II Environmental Site Assessment Study and Remedial Work Plan not be completed within two (2) years of Council approval, the approval **BE RESCINDED** and the funds be uncommitted and made available for other applications.

Executive Summary:

N/A

Background:

Brownfield Redevelopment Community Improvement Plan (CIP)

Brownfield sites are properties that may be contaminated due to previous industrial or commercial uses such as a manufacturing facility or gas station. City Council approved a Brownfield Redevelopment CIP at its April 19, 2010 meeting for the purpose of encouraging the study, clean-up, and redevelopment of contaminated properties. The approval of the CIP was the result of nearly five years of study and consultation, which began in October 2005.

Importance of Brownfield Redevelopment

Historically, there has been little interest in redeveloping brownfield sites due to the uncertainty surrounding the extent of contamination and the potential cost of clean-up. The Brownfield Redevelopment CIP was adopted in 2010 and provides financial incentives to undertake the necessary studies and remedial work necessary to redevelop brownfield sites and reduce the potential negative impacts to the City's environment and neighbourhoods.

The benefits associated with brownfield redevelopment go far beyond the boundaries of the property. For example, they are often strategically located within existing built-up areas of the City where services and other infrastructure, such as roads, schools, community facilities and public transit are already available, therefore additional infrastructure costs are not incurred to service these areas. The redevelopment of these sites also removes the negative stigma often associated with brownfield properties, which increases the value of the subject property and adjacent properties.

Site Background

The subject site consists of one property parcel located on the east side of Bridge Ave in the block between Rooney St and College Ave. The property is 371.69 sq m or 0.037 hectares (0.09 acres) in size and rectangular shaped. It is currently consisting of vacant land. The site is designated Residential on Official Plan Schedule D: Land Use, and is zoned Residential District RD2.2, which permits a range of residential uses.

As per the Phase 1 Environmental Assessment, historical records indicate that the subject site was first developed in 1935 when it was occupied by Bell Ice Co. for industrial use. Based on the Phase 1 completed by Sertas, several past and present potentially contaminated activities were identified both on the site and within study area. A number of potentially contaminating activities (PCAs) have been identified on-site and within 250 metres of the subject property, raising concerns regarding potential soil and groundwater contamination. The contaminating activities conducted on site and on adjacent properties include the use of underground storage tanks, rail infrastructure,

and documented spills. Based on the findings of the Phase 1 ESA, a Phase 2 ESA is required prior to filing a Record of Site Condition (RSC).

The owner intends to redevelop the property to construct a duplex with an additional dwelling unit in the basement. Since the property is proposed to be redeveloped from industrial use to a more sensitive residential use, a Record of Site Condition (RSC) is required under Ontario Regulation 153/04.

The owner has submitted a grant application and will be incurring eligible Phase II ESA costs and, should the application be approved, would receive the grant payment.

Discussion:

Environmental Site Assessment Grant Program

The ESA Grant Program offers a matching grant to property owners of brownfield sites to conduct environmental studies that provide information on the type and extent of contamination and potential remediation costs. The program offers 50% of the cost of an eligible study up to a maximum of $15,000.

The applicant proposes to redevelop 844 Bridge Ave for residential use, and requires a Phase II ESA study as part of their application for a Record of Site Condition (RSC). The applicant has completed a Phase I ESA, which identifies areas of potential environmental concern, and recommends that a Phase II ESA study be completed to assess the existing soil and groundwater conditions at the site to determine the extent of any contamination. Upon completion, the City would retain a copy of the final Phase II ESA study report.

CIP Goals

Administration is supportive of the application as it meets all of the eligibility requirements specified within the Brownfield Redevelopment CIP. The proposed study of the subject site also supports the following CIP goals:

- To promote the remediation, rehabilitation, adaptive re-use and redevelopment of brownfield sites throughout the City of Windsor in a fiscally responsible and sustainable manner over the long term;
- Improve the physical and visual quality of brownfield sites;
- Improve environmental health and public safety;
- Provide opportunities for new housing, employment uses, and commercial uses;
- Increase tax assessment and property tax revenues;

- Promote Smart Growth, including the reduction of urban sprawl and its related costs;
- Increase community awareness of the economic, environmental and social benefits of brownfield redevelopment; and
- Utilize public sector investment to leverage significant private sector investment in brownfield remediation, rehabilitation, adaptive re-use, and redevelopment.

Policy Support

The study of brownfield sites to support clean up and redevelopment is supported by policies within the 2024 Provincial Planning Statement, the City's Official Plan and the City's Environmental Master Plan.

Risk Analysis:

As with all brownfield sites, there is a degree of risk associated with the potential presence of contamination. The proposed Phase II ESA study will assist in mitigating the above noted risk by confirming the presence and extent of any contamination. It may also provide an estimated cost for remediation and establish next steps in the remediation process, if required.

Climate Change Risks

Climate Change Mitigation:

The proposed residential redevelopment is supported by the Environmental Master Plan action item, which encourages use of the Brownfields Redevelopment Strategy.

Climate Change Adaptation:

Redevelopment of the property may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process.

Financial Matters:

The cost estimate (excluding applicable HST) for completing the proposed Phase II ESA study is $28,755. If approved, the maximum grant would total $14,377.50. Should the actual costs of the study be less than what has been estimated, the grant payments would be based on the lower amount.

If approved, the grant would be paid from the Brownfield Strategy Remediation Fund (Project #7069003). The funds would be transferred from CIP reserve fund 226 for payment when the eligible study is complete. The current uncommitted balance of the CIP reserve fund is $300,057.34; however, this balance does not account for other CIP grant requests that are currently being considered by the standing committee or have been endorsed by the standing committee and are not yet approved by City Council.

Consultations:

The development and approval of the Brownfield Redevelopment CIP was subject to extensive stakeholder and public consultation, which sought input from a wide range of stakeholders and internal City departments.

Planning staff have consulted with the applicant's agent from Sertas Group prior to accepting the application for the Environmental Study Grant program. Greg Atkinson, Manager of Planning Development; Josie Gualtieri, Financial Planning Administrator, Finance Department; and Kate Tracey, Senior Legal Counsel, Legal Department were consulted in the preparation of this report.

Conclusion:

Administration recommends Council approve the request from 15847796 Canada Inc. to participate in the Environmental Site Assessment Grant Program. In the opinion of planning staff, the proposed study conforms to the Brownfield Redevelopment CIP and assists the City in the achievement of a number of the CIP goals.

Planning Act Matters:

N/A

Approvals:

Name	Title
James Abbs	Manager, Planning – Growth (A)
Jason Campigotto	Deputy City Planner – Growth (A)
Emilie Dunnigan	Manager, Development Revenue & Financial Administration
Kate Tracey	Senior Legal Counsel, Legal Services & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Dan Seguin	On behalf of the Commissioner, Finance and City

Name	Title
	Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Location Map



APPLICANT : 15847796 CANADA INC.

ADDRESS : 844 BRIDGE AVENUE

SUBJECT LANDS

Committee Matters: SCM 284/2025

Subject: Demolition Application subject to Demolition Control - 1968 George Ave - Ward 5

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

Decision Number: **DHSC 766**

I. THAT the Chief Building Official **BE AUTHORIZED** to issue a demolition permit for the residential dwelling located at 1968 George Ave to facilitate redevelopment of the property; and,

II. THAT the Chief Building Official **BE DIRECTED** to require, as a condition of the demolition permit, that:

a. Redevelopment be substantially complete within two years of demolition permit issuance; and

b. If redevelopment, including construction of a new building, is not substantially complete within two years of the commencement of demolition the maximum fee ($20,000) shall be entered on the collectors roll of the property; and,

III. THAT the City Solicitor **BE DIRECTED** to register a notice of Condition II of this report in the land registry office against the property.

Carried.

Report Number: S 95/2025
Clerk's File: SW2025

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.

2. Please refer to Item 11.3 from the Development & Heritage Standing Committee held on September 2, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250902/-1/10576

Subject: Demolition Application subject to Demolition Control - 1968 George Ave - Ward 5

Reference:

Date to Council: September 2, 2025
Author: Simona Simion, MCIP RPP
Planner III - Economic Development (A)
(519) 255-6543 x. 6449
ssimion@citywindsor.ca

Planning & Building Services
Report Date: 7/22/2025
Clerk's File #: SW2025

To: Mayor and Members of City Council

Recommendation:

I. THAT the Chief Building Official **BE AUTHORIZED** to issue a demolition permit for the residential dwelling located at 1968 George Ave to facilitate redevelopment of the property; and,

II. THAT the Chief Building Official **BE DIRECTED** to require, as a condition of the demolition permit, that:

   a. Redevelopment be substantially complete within two years of demolition permit issuance; and

   b. If redevelopment, including construction of a new building, is not substantially complete within two years of the commencement of demolition the maximum fee ($20,000) shall be entered on the collectors roll of the property; and

III. THAT the City Solicitor **BE DIRECTED** to register a notice of Condition II of this report in the land registry office against the property.

Executive Summary:

N/A

Background:

Following a two-year interim control by-law study, a suite of new policies and regulations were approved by Council on August 28, 2017, that aims to prevent demolition of buildings along the City's traditional commercial streets for use as surface

parking.

The new Official Plan policies and zoning by-law regulations apply within the City's Business Improvement Areas and other mainstreet areas such as Tecumseh Rd E from Westcott Rd to Rossini Blvd. The policies apply to new or expanded parking areas (i.e. creation of 5 or more parking spaces) and generally:

- Prohibit new and expanded off-street parking areas abutting traditional commercial streets;
- Require new and expanded off-street parking areas to be located behind buildings;
- Permit rezoning of residential properties within 75 metres of traditional commercial streets for off-street parking use subject to criteria;
- Prohibit new vehicle access from traditional commercial streets where access from a side street or alley exists; and
- Require screening and landscaping of parking areas.

Demolition Control By-law 131-2017 was also approved by Council to encourage orderly development and prevent speculative demolition of residential dwellings in the vicinity of traditional commercial streets. The subject property falls within the area covered by By-law 131-2017. The property is designated for Residential use in the City's Official Plan and zoned Residential District 2.1 (RD2.1), which permits a range of low-density dwelling types. The applicant plans to develop two (2) single unit dwellings. The applicant was approved by the Committee of Adjustment for a severance (with conditions) and a minor variance for reduced lot area.

Discussion:

The City has received plans to redevelop the property located at 1968 George Ave (see Appendix 1). The owner (Portnov Properties Inc.) proposes to demolish the existing single unit dwelling and accessory building and replace it with two single unit dwellings (See Appendix 2).

Demolition Control By-law 131-2017 applies to properties containing a residential dwelling unit located within 100 metres (328 feet) of traditional commercial streets, which includes properties north and south of Tecumseh Rd E (See Appendix 3). The By-law prohibits demolition of any residential property in the demolition control area unless a permit is issued by City Council.

The By-law allows Council to attach a condition to a demolition permit requiring redevelopment to be substantially completed within a specified timeframe (i.e. must be at least two years from demolition permit issuance). As authorized by Section 33 (7) of the Planning Act , R.S,O, 1990, c. P.13, paragraph 7 (b) of the By-law states "that, on failure to complete the new building within the time specified in the permit issued, the

Clerk shall be entitled to enter on the collectors roll, to be collected in like manner as municipal taxes, such sum of money as may be determined by Council but not in any case to exceed the sum of twenty thousand dollars ($20,000) for each dwelling unit contained in the residential property in respect of which the demolition permit is issued, and such sum shall, until payment thereof, of a line or charge upon the land in respect of which the permit to demolish the residential property is issued."

The subject property contains a one-storey, 93.7 square metre (1009 square foot), detached dwelling constructed in approximately 1941. The property also contains a detached accessory building (garage) 42 square metre (452 square foot) built in 1956 and a shed 5 square metre (53 square foot) (See Appendix 4).

The property is 507.15 square metres in size (i.e. 18.29m x 26.98 m). The property is not listed on the Municipal Heritage Register. The proposed drawings shows two single unit dwellings that conforms to the Official Plan and Zoning By-law (Committee of Adjustment minor variance application A-54/25 approved July 10, 2025; severance application B-46/25 approved with conditions such as site servicing, permits for work within the right of way, and demolition of existing structures).

Risk Analysis:

There is little risk associated with approval of the requested demolition. The owner has demonstrated there is a redevelopment plan for the property and is expected to construct new dwellings within the two-year time frame set out in the recommendations section.

If the new dwellings are not substantially complete within two years of demolition permit issuance a fee in an amount up to $20,000 will be added to the tax roll of the property in accordance with paragraph 7(b) the By-law and Section 33(7) of the Planning Act..

Financial Matters:

The current assessed value of the property is $109,000 and annual municipal tax levy is $2,288 (municipal only $2,117). The assessment is anticipated to increase once the new dwelling is constructed however no estimate is currently available to quantify the impact on property tax.

Should the redevelopment not be substantially completed within two (2) years, a fee in an amount up to $20,000 will be added to the collectors roll of the property and be recorded as revenue with the Development Applications (DeptID 0153510) department..

Consultations:

Staff from the Finance Department (Josie Gualtieri, Angela Lonsbery), Taxation/Treasury

Department (Jose Mejalli), and Legal Department (Aaron Farough has been consulted in the preparation of this report.

Conclusion:

The demolition of the existing residential dwelling and commercial building located at 1968 George Ave will facilitate the construction of two single unit dwellings, which is a more efficient use of the property. The proposed redevelopment conforms to the Zoning By-law, constitutes orderly development, and the requested demolition is not considered speculative.

It is recommended that Council authorize the Chief Building Official to issue a demolition permit and that a condition be imposed requiring the redevelopment to be substantially complete within two years of demolition permit issuance.

Planning Act Matters:

N/A

Approvals:

Name	Title
James Abbs	Manager, Planning – Growth (A)
Jason Campigotto	Deputy City Planner – Growth (A)
John Revell	Chief Building Official
Emilie Dunnigan	Manager Development Revenue & Financial Administration
Kate Tracey	Senior Legal Council, Legal & Real Estate Services
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Dan Seguin	On behalf of the Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Location Map
2 Redevelopment Plan

3 Demolition Control By-law Map
4 Site Photo



APPLICANT : PORTNOV PROPERTIES INC

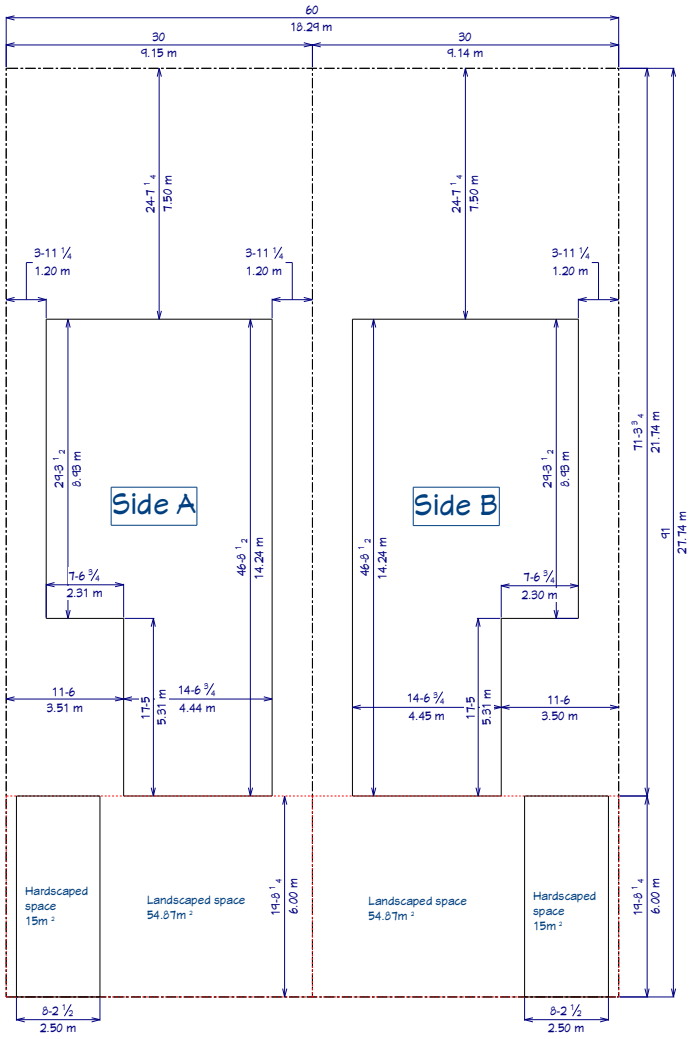
ADDRESS : 1968 GEORGE AVENUE

SUBJECT LANDS SEVERED LANDS

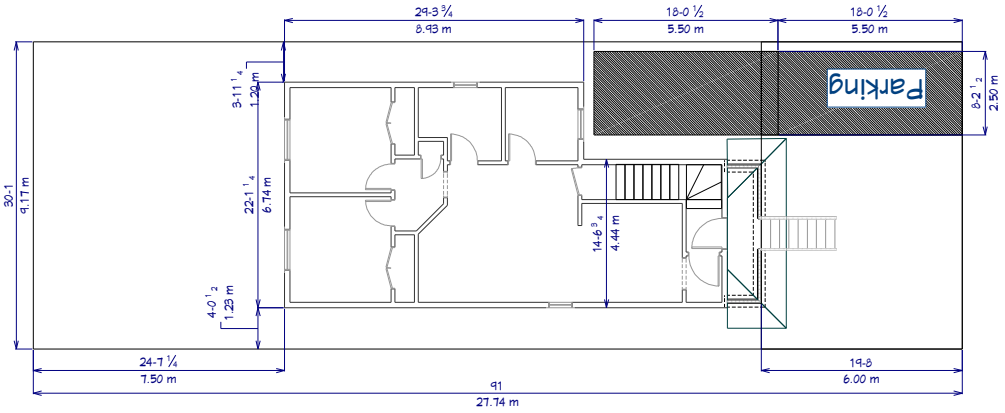
PLANNING AND BUILDING DEPARTMENT



Site plan for current lot to be severed



Site plan for each lot after severance



REVISION TABLE

NUMBER	DATE	REVISED BY	DESCRIPTION

SHEET TITLE: SHEET TITLE

PROJECT DESCRIPTION:

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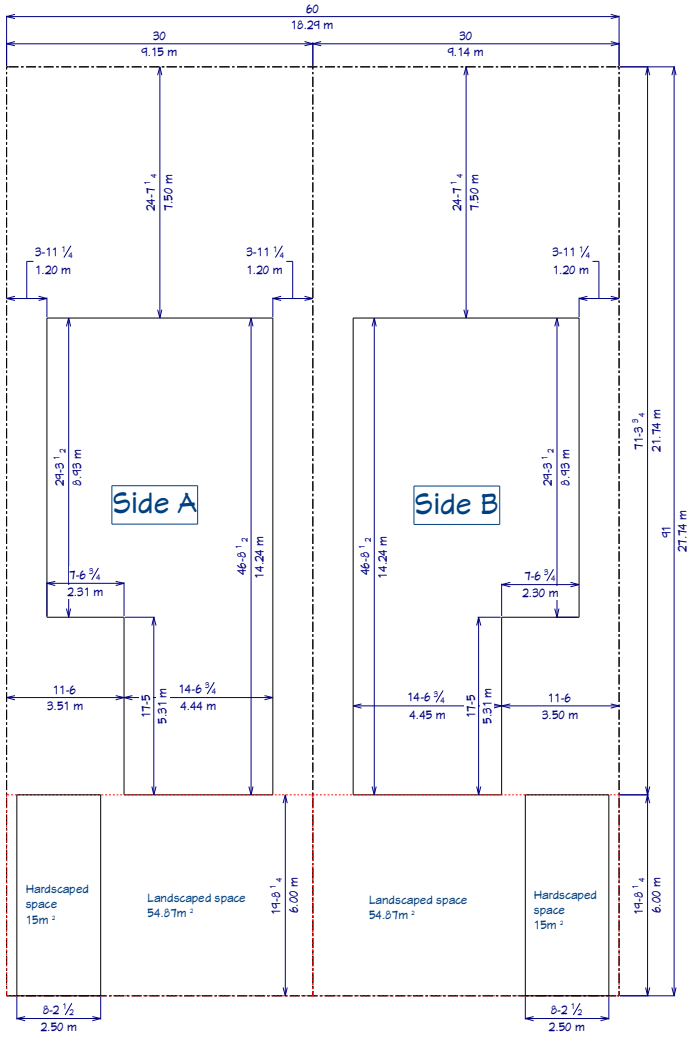
DATE: 2025-05-08

SCALE:

SHEET: P-1



E1 EXTERIOR ELEVATION FRONT
1 M = 50 M



DETAILS OF DEVELOPMENT		**1968 George** (Single Family with 2 ADU's)		
Zoning - RD2.1	Required	Provided	Comments	Variance required
Lot Width (Min)	9.0m	9.17m		No
Lot Area (Min)	270m^2	254.38m^2		Yes
Lot Coverage (Max)	45.00%	33.00%		No
Building Height (Max)	10.0m	8m		No
Front Yard (Min)	6.0m	6m		No
Rear Yard (Min)	7.5m	7.5m		No
Side Yard (Min)	1.2m	1.2m		No
Dwelling Units Side A	1+2ADU	3		No
Dwelling Units Side B	1+2ADU	3		No
Gross Floor Area Side A	400m^2	251.43m^2		No
Gross Floor Area Side B	400m^2	251.43m^2		No
Parking Spaces Side A	2	2		No
Parking Spaces Side B	2	2		No
Landscaped front yard Space Side A		54.87m^2		No
Landscaped front yard Space Side B		54.87m^2		No
Hardscaped front yard Side A (Max)	50%	27%		No
Hardscaped front yard Side B (Max)	50%	27%		No
Building Area Side A (Total Footprint Max)	121.5m^2	83.81m^2		No
Building Area Side B (Total Footprint Max)	121.5m^2	83.81m^2		No

REVISION TABLE
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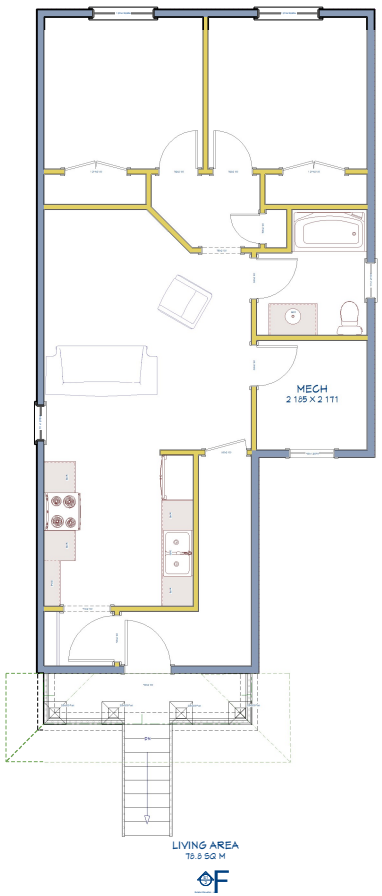
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2025-05-08

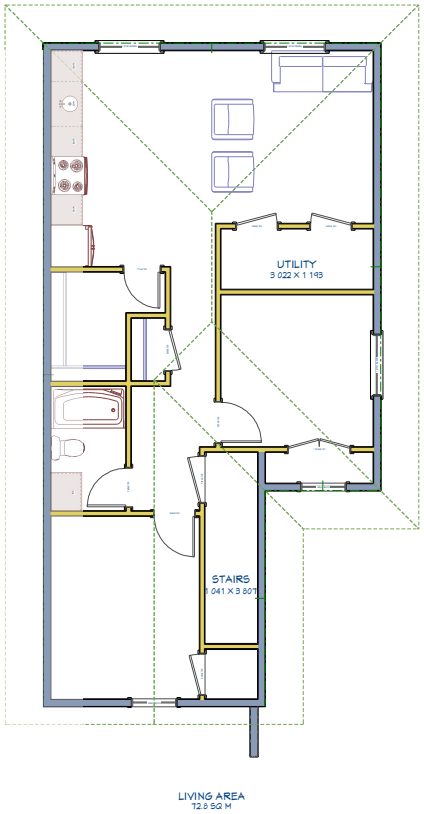
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SHEET:

Typical main floor layout



Typical second floor layout



REVISION TABLE
NUMBER | DATE | REVISED BY | DESCRIPTION

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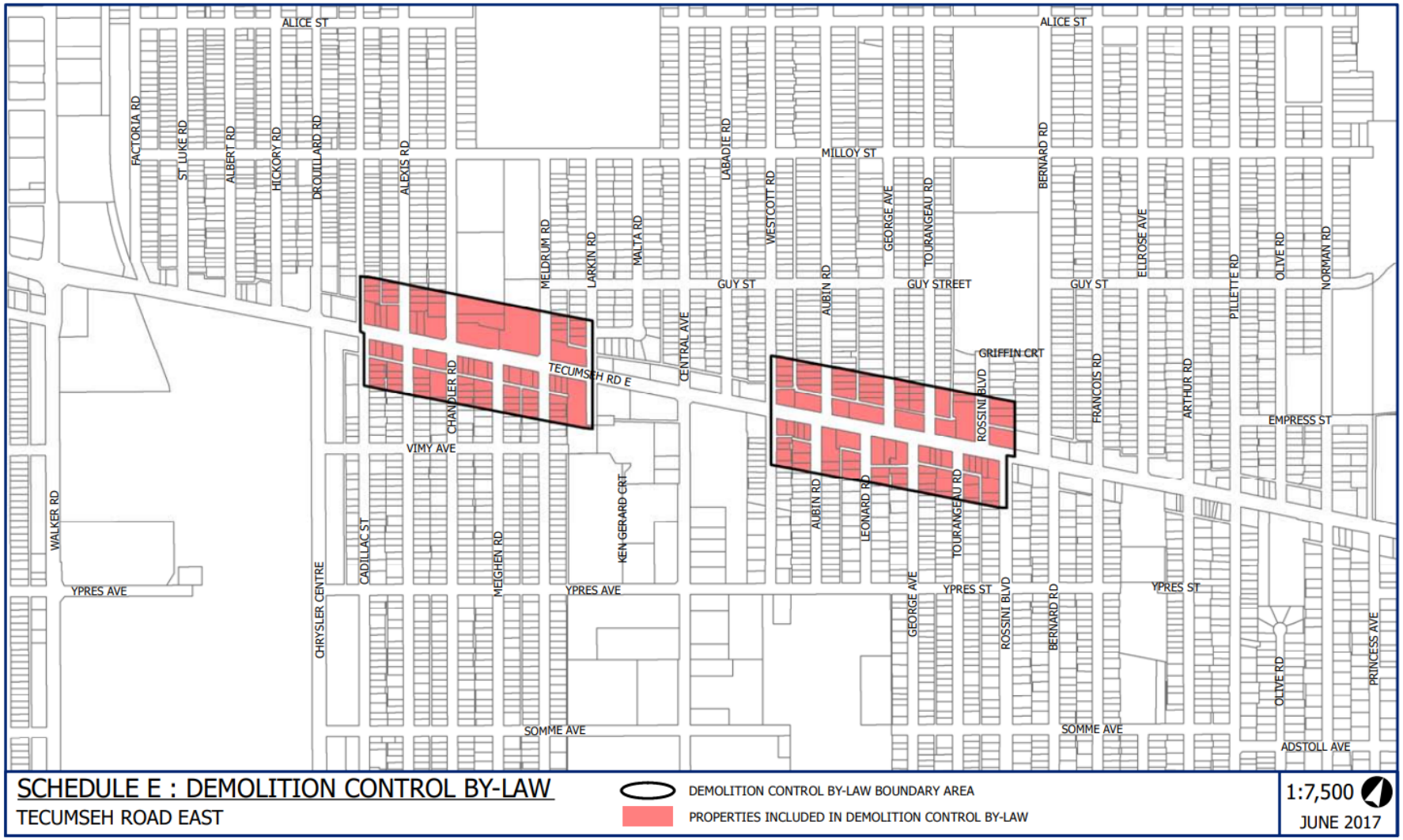
PROJECT DESCRIPTION:

DRAWINGS PROVIDED BY:

DATE:
2025-05-08

SCALE:

SHEET:



SCHEDULE E : DEMOLITION CONTROL BY-LAW

TECUMSEH ROAD EAST

DEMOLITION CONTROL BY-LAW BOUNDARY AREA

PROPERTIES INCLUDED IN DEMOLITION CONTROL BY-LAW

1:7,500

JUNE 2017



Committee Matters: SCM 285/2025

Subject: Downtown CIP - 257 Wyandotte St E - Ward 3

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

Decision Number: **DHSC 767**

I. THAT the request made by Ali Seblini (applicant and owner) for Yasmeen Properties Inc. for the proposed development at 257 Wyandotte St E. to participate in:

a) The Commercial/Mixed Use Building Facade Improvement Program **BE APPROVED** for 50% of the eligible costs of the facade improvements, to a maximum of $30,000; and,

b) The Retail Investment Grant Program **BE APPROVED** for 50% of the eligible costs per retail unit to a maximum of $15,000; and,

c) The Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for the lesser of 100% of the municipal portion of the tax increment resulting from the proposed development for five (5) years, plus an additional five (5) years as a Catalyst Project, or eligible costs, in accordance with the Downtown Windsor Enhancement Strategy and Community Improvement Plan to the satisfaction of the City Planner; and,

II. THAT Administration **BE DIRECTED** to prepare the Grant Agreement(s) between the City of Windsor and Yasmeen Properties Inc. to implement all grant programs in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications; and,

III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreement(s) in content satisfactory to the City Planner, in financial content to the satisfaction of the City Treasurer and in form satisfactory to the City Solicitor; and,

IV. THAT the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by applicant within one (1) year following Council approval. The City Planner may extend the deadline for up to one (1) year upon request from the applicant; and,

V. THAT Grant funds up to $45,000 under the Downtown Windsor Enhancement Strategy and Community Improvement Plan **BE TRANSFERRED** from the CIP Reserve Fund 226 to the Downtown Windsor Enhancement Strategy and Community Improvement Plan Project 7011022 when work is completed to the satisfaction of the City Planner; and,

VI. THAT the City Treasurer **BE AUTHORIZED** to issue payment up to $45,000 for grants from the Downtown Windsor Enhancement Strategy and Community Improvement Plan Project 7011022 for 257 Wyandotte St E to Yasmeen Properties Inc. upon completion of facade and retail improvements subject to the satisfaction of the City Planner and Chief Building Official; and,

VII. THAT for the Commercial/Mixed Use Building Facade Improvement and Retail Investment grants that have lapsed, that 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,

VIII. THAT any unused portion of the CIP grants **BE RETURNED** to the CIP Reserve Fund 226.

Carried.

Report Number: S 101/2025
Clerk's File: Z/15020

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.

2. Please refer to Item 11.4 from the Development & Heritage Standing Committee held on September 2, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250902/-1/10576

Subject: Downtown CIP - 257 Wyandotte St E - Ward 3

Reference:

Date to Council: September 2, 2025
Author: Simona Simion, Planner III
Economic Development (A)
519-255-6543 ext. 6449
ssimion@citywindsor.ca

Planning & Building Services
Report Date: 8/1/2025
Clerk's File #: Z/15020

To: Mayor and Members of City Council

Recommendation:

I. That the request made by Ali Seblini (applicant and owner) for Yasmeen Properties Inc. for the proposed development at 257 Wyandotte St E. to participate in:

a) The Commercial/Mixed Use Building Facade Improvement Program **BE APPROVED** for 50% of the eligible costs of the facade improvements, to a maximum of $30,000; and

b) The Retail Investment Grant Program **BE APPROVED** for 50% of the eligible costs per retail unit to a maximum of $15,000; and

c) The Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for the lesser of 100% of the municipal portion of the tax increment resulting from the proposed development for five (5) years, plus an additional five (5) years as a Catalyst Project, or eligible costs, in accordance with the Downtown Windsor Enhancement Strategy and Community Improvement Plan to the satisfaction of the City Planner; and

II. THAT Administration **BE DIRECTED** to prepare the Grant Agreement(s) between the City of Windsor and Yasmeen Properties Inc. to implement all grant programs in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community

Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications; and

III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreement(s) in content satisfactory to the City Planner, in financial content to the satisfaction of the City Treasurer and in form satisfactory to the City Solicitor; and

IV. THAT the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by applicant within one (1) year following Council approval. The City Planner may extend the deadline for up to one (1) year upon request from the applicant; and

V. THAT Grant funds up to $45,000 under the Downtown Windsor Enhancement Strategy and Community Improvement Plan **BE TRANSFERRED** from the CIP Reserve Fund 226 to the Downtown Windsor Enhancement Strategy and Community Improvement Plan Project 7011022 when work is completed to the satisfaction of the City Planner; and

VI. THAT the City Treasurer **BE AUTHORIZED** to issue payment up to $45,000 for grants from the Downtown Windsor Enhancement Strategy and Community Improvement Plan Project 7011022 for 257 Wyandotte St E to Yasmeen Properties Inc. upon completion of facade and retail improvements subject to the satisfaction of the City Planner and Chief Building Official.

VII. THAT for the Commercial/Mixed Use Building Facade Improvement and Retail Investment grants that have lapsed, that 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;

VIII. THAT any unused portion of the CIP grants **BE RETURNED** to the CIP Reserve Fund 226.

Executive Summary: N/A

Owner: Yasmeen Properties Inc. (principal owner Ali Seblini)

Background:

The Downtown Windsor Enhancement Strategy and Community Improvement Plan (Downtown CIP) was approved by City Council on September 29, 2017 and an adopting by-law was passed by City Council on October 16, 2017.

The Downtown CIP provides financial incentives to encourage new residential development, retail investment, facade improvements, and building/property improvements.

Yasmeen Properties Inc., owner of the property located at 257 Wyandotte St E (see Appendix A – Location Map and Appendix B – Current Building Photographs), has applied for financial incentives under the following programs: Commercial/Mixed Use Building Facade Improvement Program, Retail Investment Grant Program, and Building/Property Improvement Tax Increment Grant Program.

The existing one storey commercial building on the property is currently vacant. The previous use of the building was a flooring shop.

The applicant proposes a new retail area including cafe, retail bakery, roasted nuts, and snack section within the existing footprint. The parking area will be reconfigured. The proposed interior work is described in the application as follows: wall will be a combination of roman travertine and wood and all countertop with leathered black granite with two sitting sections. The Downtown CIP provides grants to the physical improvement of the building according to the Community Improvement Plan provisions. All new electrical, mechanical and lighting fixtures are being proposed as well as a roof top patio.

Commercial/Mixed Use Building Facade Improvement Program

This program aims to increase the visual attractiveness of the downtown through the redesign, renovation or restoration of commercial and mixed-use building facades within the CIP area. This program offers a grant, whereby property owners, tenants and/or assignees will be eligible to receive 50% of the eligible costs of the facade improvements, up to $20,000 per property. Where a building is located on a corner property and façade improvements are proposed on two sides of the building, the project can qualify for an additional $10,000 towards eligible costs of the façade improvements.

Retail Investment Grant Program

Renovating and/or creating retail units on the ground floor (provided the space was vacant for six months at the time of application and the new or refurbished retail units have direct access from the adjacent street). This program offers a grant up to 50% of eligible costs for improvements to a maximum amount of $15,000 per retail unit in a building. The applicant proposes to create one new retail unit in a building that has been vacant for more than six months.

Building/Property Improvement Tax Increment Grant Program

This program is intended to provide economic incentive for the development, rehabilitation and redevelopment of properties in Downtown Windsor. The program provides an annual grant equal to the lesser of 100% of the increase in municipal property taxes or eligible project costs for five (5) years, after the project is completed and reassessed to help offset the costs of rehabilitating and redeveloping properties, as long as such development results in an increase in the assessment and therefore an increase in property taxes. Grants are only paid after completion of a development and subject to meeting all the requirements within the Downtown Windsor Enhancement

Strategy and Community Improvement Plan. Additionally, there is a possibility of a five (5) year extension of the grant period, for a total of ten (10) years as a Catalyst Project in accordance with the Downtown Windsor Enhancement Strategy and Community Improvement Plan. Staff have reviewed the proposal and determined it does meet the definition of a Catalyst Project, therefore the application qualifies for a five (5) year grant extension period.

The base rate from which the grant is calculated is the total amount of municipal taxes payable in the calendar year that City Council approves the financial incentives for the eligible works.

The proposed improvement to the building is expected to increase the assessed value and therefore increase municipal taxes. This project qualifies for the Building/Property Improvement Tax Increment Grant and the Financial Matters section of this report discusses the estimated grant amount.

Discussion:

The applicant proposes a new retail area, cafe, and retail bakery within the existing footprint. The parking area will be reconfigured to accommodate the exterior and interior renovations. The Downtown CIP provides grants to the physical improvement of the building according to the Community Improvement Plan provisions.

Commercial/Mixed Use Building Facade Improvement Program

The applicant is proposing to renovate the facades (Wyandotte St E and McDougall Ave; see Appendix C – Proposed Facades Improvements) of the existing one storey building by:

- installing new clear windows,
- aluminum trims install,
- covering facade with flexible roman travertine stone,
- new back lit bronze signs.

The applicant's estimated eligible costs for facade improvements are $115,000.

Staff recommend approval of the matching grant for this property towards eligible costs for 50% (maximum $30,000) for the property, provided it meets the provisions of the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

Retail Investment Grant Program

Improvements are proposed to the interior of the building to create a bakery.

Staff recommend approval of the matching grant for this property towards eligible costs for 50% to a maximum of $15,000 per retail unit, provided it meets the provisions of the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

Building/Property Improvement Tax Increment Grant Program

The current 2025 assessment value of the subject property located at 257 Wyandotte St E is $959,000. The owner currently pays annual total property taxes of $45,953 of which the municipal portion is $37,514 and is expecting to invest approximately $500,000 on interior and exterior improvements to the building. However, some of the proposed costs which will be incurred, although eligible for purposes of the application, may not result in a direct increase in assessment value. In other words, the grant is calculated and paid, not on the post-project value or projections made in this report, but on the actual post-development value assessment, as determined by the Municipal Property Assessment Corporation (MPAC) after project completion. Administration has estimated the post-redevelopment property value assessment based on the drawings and information provided to be $1,539,300. The grant will however be based upon the actual tax increment once the assessment has been determined by MPAC.

Catalyst Project Review

Council may, at its sole discretion, approve the additional five-year extension of the Building/Property Tax Increment Grant Program, as recommended by Staff. This recommendation is based on the proposed project meeting the criteria for a Catalyst Project as defined in the Downtown Community Improvement Plan (CIP).The applicant must meet three of the seven criteria in the Catalyst Project definition. The applicant meets the following three criteria:

- Will result in a significant increase in land value that results in increased municipal assessment of 20% or more;

  Justification: The proposed development is expected to result in approximately 50% increase in assessed value, which exceeds the minimum threshold of 20%. This represents a substantial enhancement to the municipal tax base.

- Sends a message of neighbourhood progress and stability;

  Justification: the project features a high-quality design that will positively influence the surrounding area, contributing to a sense of progress and long-term stability.

- Meets three or more of the stated CIP objectives of this CIP:

  - Increase the number of people choosing to live in downtown Windsor by supporting the creation of range of desirable residential units and the amenities necessary to support day-today living in the downtown core;

    Justification: The proposed bakery represents an essential amenity in the downtown core.

  - Encourage property improvements that contribute to a vibrant and healthy downtown core and authentic sense of place;

    Justification: the architectural details—both interior and exterior—are contextually appropriate and contribute to the area's character.

- Facilitate the development the downtown's vacant buildings and land that have the potential for higher order uses; and,

  Justification: Facilitates the redevelopment of a currently vacant building (formerly Hi! Neighbour flooring shop).

- Support investment and development that results in an increase in property assessment and grows the municipal tax base over the long-term.

  Reference: See Financial Matters section of the report for details regarding property assessment and growth of municipal tax

Staff recommend that the project described in the application be designated as a Catalyst Project, as it meets the required criteria, and therefore be granted a five-year extension under the Building/Property Tax Increment Grant Program. Upon project completion, Staff will confirm if the project was executed as per plan and meet the Catalyst Project criteria in accordance with the Downtown Windsor Enhancement Strategy and Community Improvement Plan. If the project does not meet the definition of a Catalyst Project, then the grant will only be provided for a five (5) year period.

Risk Analysis:

There is low risk associated with the approval of the subject Downtown CIP grant applications. An agreement between the City and applicant will be prepared to ensure all program requirements and provisions of the Downtown Windsor Enhancement Strategy and Community Improvement are met. The Grants will only be paid after the work is complete to the satisfaction of the City Planner. As it relates to the Building/Property Improvement Tax Increment Grant Program, annual grants are paid after annual property taxes are paid in full.

Climate Change Risks

Climate Change Mitigation:

Designated as Mixed Use in Schedule E: City Centre Planning District of the City of Windsor's Official Plan, the subject property is located in a neighbourhood where revitalization is strongly encouraged. The utilization of an existing building in an existing neighbourhood promotes energy efficiency, eliminating the need for new development to occur on greenfield sites.

Climate Change Adaptation: N/A

Financial Matters:

On February 22, 2021, Council approved the 2021 budget, which included a new reserve fund for all active CIPs in the City. As CIP grant applications are approved, the approved grant amount will be regarded as committed in the CIP Reserve Fund 226, until the grant is ready to be paid out. The current uncommitted balance of the CIP

reserve fund is $300,057. However, this balance does not account for other CIP grant requests that are currently being considered by the Development & Heritage Standing Committee/City Council Standing Committee or have been endorsed by the Standing Committee and are not yet approved by City Council.

As per the application and two quotes received by the owner, the total project cost for the exterior and interior renovation at 257 Wyandotte St. E. is estimated to be $500,000.

If approved, a maximum of $30,000 for the Commercial/Mixed Use Building Facade Improvement Program and a maximum of $15,000 for the Retail Investment Grant Program funds will be transferred from the CIP Reserve Fund 226 to the Downtown Windsor Enhancement Strategy and Community Improvement Plan project 7011022 once the work is completed to the satisfaction of the City Planner, and the grant is ready to be paid out.

Building/Property Improvement Tax Increment Grant Program

When the CIP application was filed in 2025, the assessment value of this property was $959,000. The post-development assessment value is estimated to be $1,539,300. For illustrative purposes, the table below identifies the estimated annual CIP grant to be $22,700, which is equal to 100% of the increase in the municipal portion of property taxes. The estimated total amount of the grant over ten (10) years, assuming the completed project meet the eligibility criteria for a Catalyst Project, is $227,000, which is less than eligible project costs. The total estimate grant of $272,000 (including the Commercial/Mixed Use Building Façade Improvement Grant and the Retail Investment Grant Program) represents 54% of the total project costs ($500,000).

Estimated Revitalization Tax Increment Grant for 257 Wyandotte St. E			
Annual Pre-Development Taxes (Municipal Portion Only)	**Estimated Annual Post-Development Taxes (Municipal Portion Only)**	**Estimated Annual Increase in Taxes (Municipal Portion Only)**	**Estimated Annual Tax Increment Grant**
$37,514	$60,214	$22,700	$22,700

Because the Grant Program does not cancel taxes, the applicant must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre and post-development municipal taxes. The City will retain the amount of pre-development (base) municipal taxes throughout the lifespan of the grant program of $37,514 per annum; however, will be foregoing any incremental property taxes, estimated to be $22,700 per annum to a maximum of 10 years if determined to be a Catalyst Project that could otherwise be used to offset future budget pressures. After completion of the grant program, the City will collect the full value of the municipal taxes (estimated to be $60,214 annually).

Consultations:

The City of Windsor's Downtown Windsor Community Improvement Plan was subject to stakeholder and public consultation as part of the approval process, including public meetings, a statutory public meeting and circulation among internal City staff and the province.

Planning staff have consulted with the applicant prior to accepting the application for the Downtown CIP grants. Josie Gualtieri, Financial Planning Administrator, Carolyn Nelson, Manager Property Valuations & Admin and Michael Dennis, Manager, Strategic Capital Budget Development & Control were consulted with respect to the grant application within Downtown CIP.

Conclusion:

Administration recommends that City Council approve the application made by Yasmeen Properties Inc., owner of the property 257 Wyandotte St E, to participate in the Commercial/Mixed Use Building Facade Improvement Program, Retail Investment Grant Program, and Building/Property Improvement Tax Increment Grant Program under the Downtown Windsor CIP.

Approvals:

Name	Title
James Abbs	Manager, Planning – Land Info & Special Projects (A)
Jason Campigotto	Deputy City Planner – Growth (A)
Emilie Dunnigan	Manager Development Revenue & Financial Administration
Lorie Gregg	Deputy Treasurer, Taxation, Treasury & Financial Projects
Kate Tracey	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Dan Seguin	On behalf of the Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Location Map

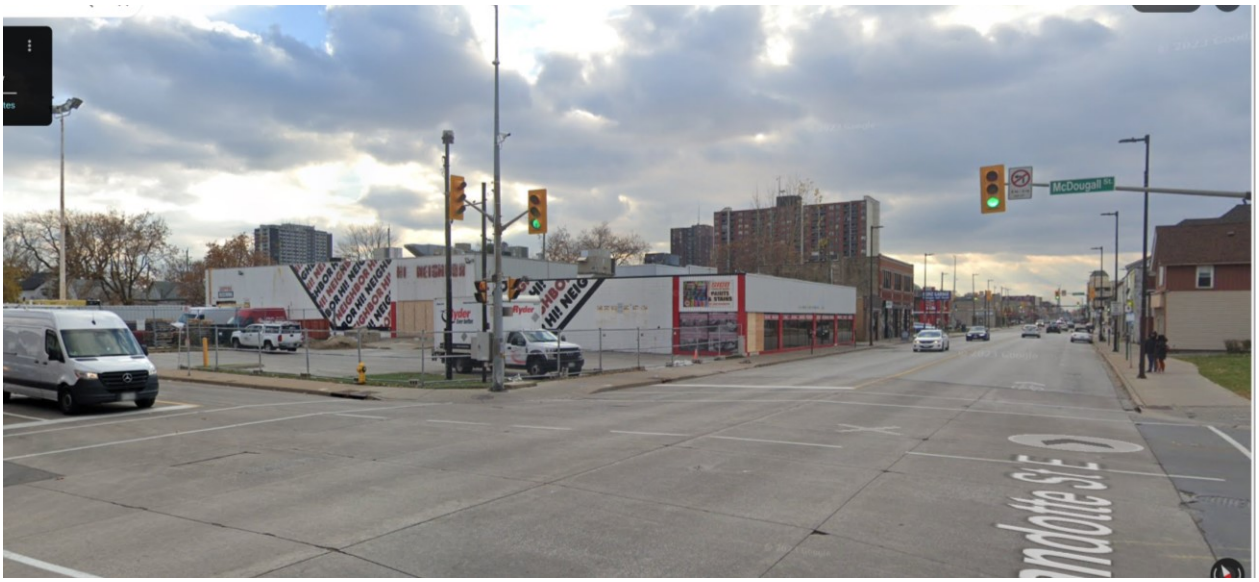
2 Appendix B - Existing Building
3 Appendix C - Proposed Facade Improvements
4 Appendix D - Proposed Interior Renovations



LOCATION MAP : 257 WYANDOTTE STREET EAST

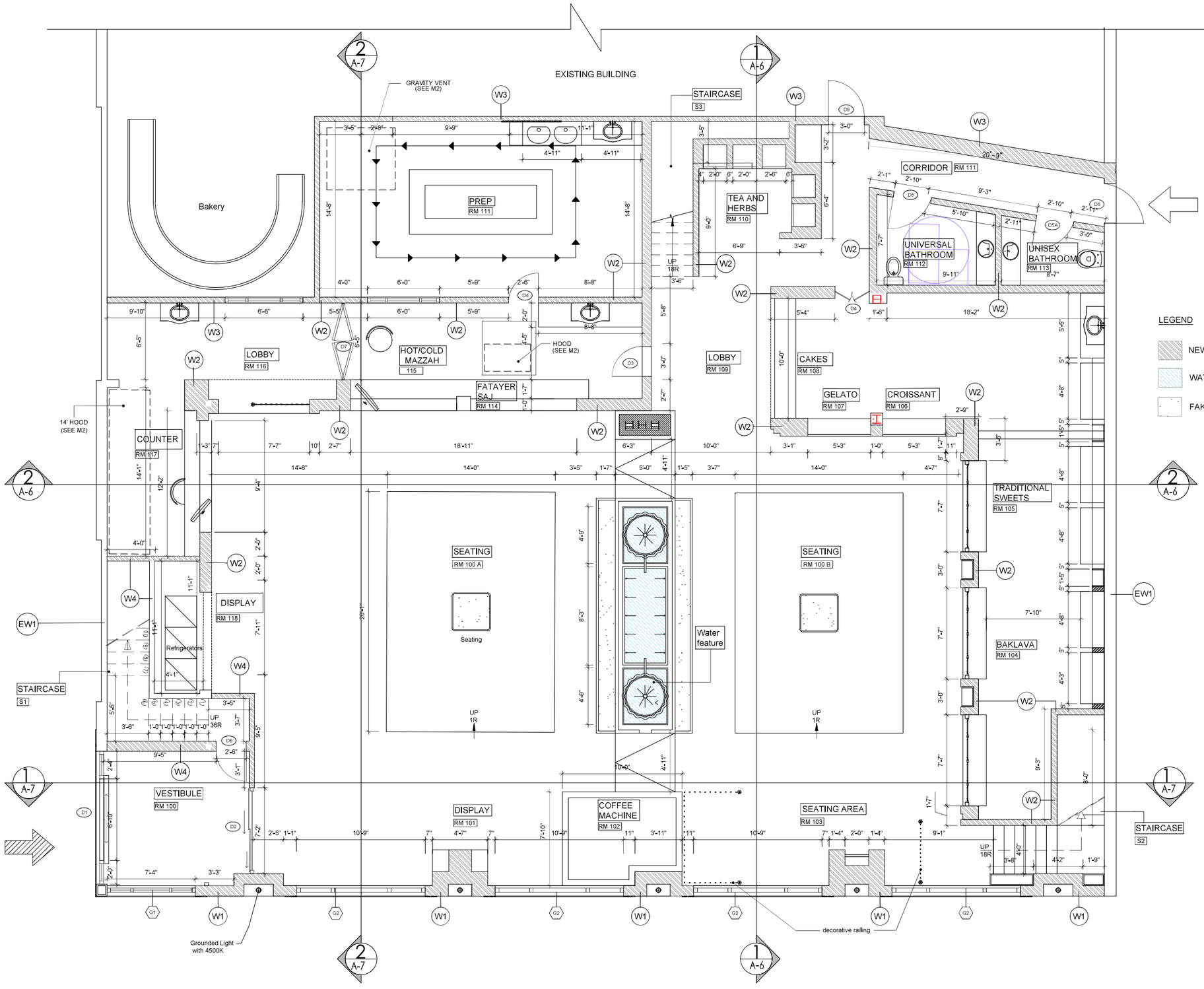
SUBJECT PROPERTY

0 5 10 20 30 Meters


McDougall St

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1 A-2 PROPOSED FIRST FLOOR PLAN
1/4"=1'-0"

MMA Architect Inc.
850 OUELLETTE AVENUE
WINDSOR, ON. N9A 4M9 (519) 973-9044
Email: smiller@mma-architect.com

NuFusion & ASSOCIATES

GENERAL NOTES:

1) DO NOT SCALE DRAWINGS.

2) VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS AS REQUIRED PRIOR TO BIDDING AND COMMENCEMENT OF WORK.

3) COORDINATE ARCHITECTURAL, STRUCTURAL, MECHANICAL AND ELECTRICAL DRAWINGS PRIOR TO COMMENCEMENT OF WORK.

4) SHOULD ANY CONFLICTS AND/OR DISCREPANCIES ARISE, NOTIFY THE ARCHITECT / ENGINEER IMMEDIATELY, IN WRITING PRIOR TO PROCEEDING WITH ANY WORK.

5) ALL WORK SHALL COMPLY OR EXCEED THE REQUIREMENTS OF THE ONTARIO BUILDING CODE, FIRE CODE, PLUMBING CODE, ELECTRICAL CODE AND LOCAL BY-LAWS.

6) ROOF DRAWINGS TO BE STAMPED BY PROFESSIONAL ENGINEER.

DATE	NO.	ISSUED FOR
04 JUN'25		PERMIT APPLICATION
30 MAY'25		CLIENT REVIEW

The Architect noted above has exercised responsible control with respect to design activities. The architect's seal number is the architect's BCDN.

PROJECT

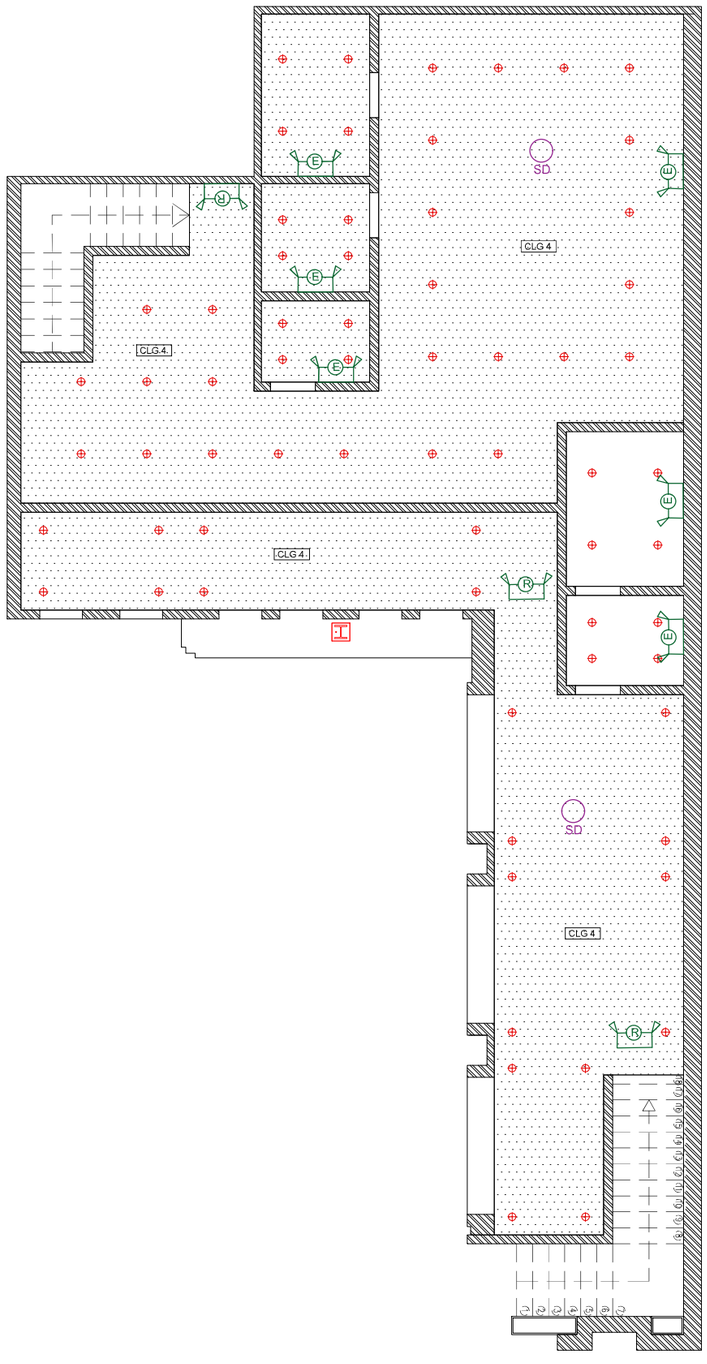
YASMEEN BAKERY RETAIL AREA

257 WYNDOTTE ST E.
WINDSOR, ONTARIO

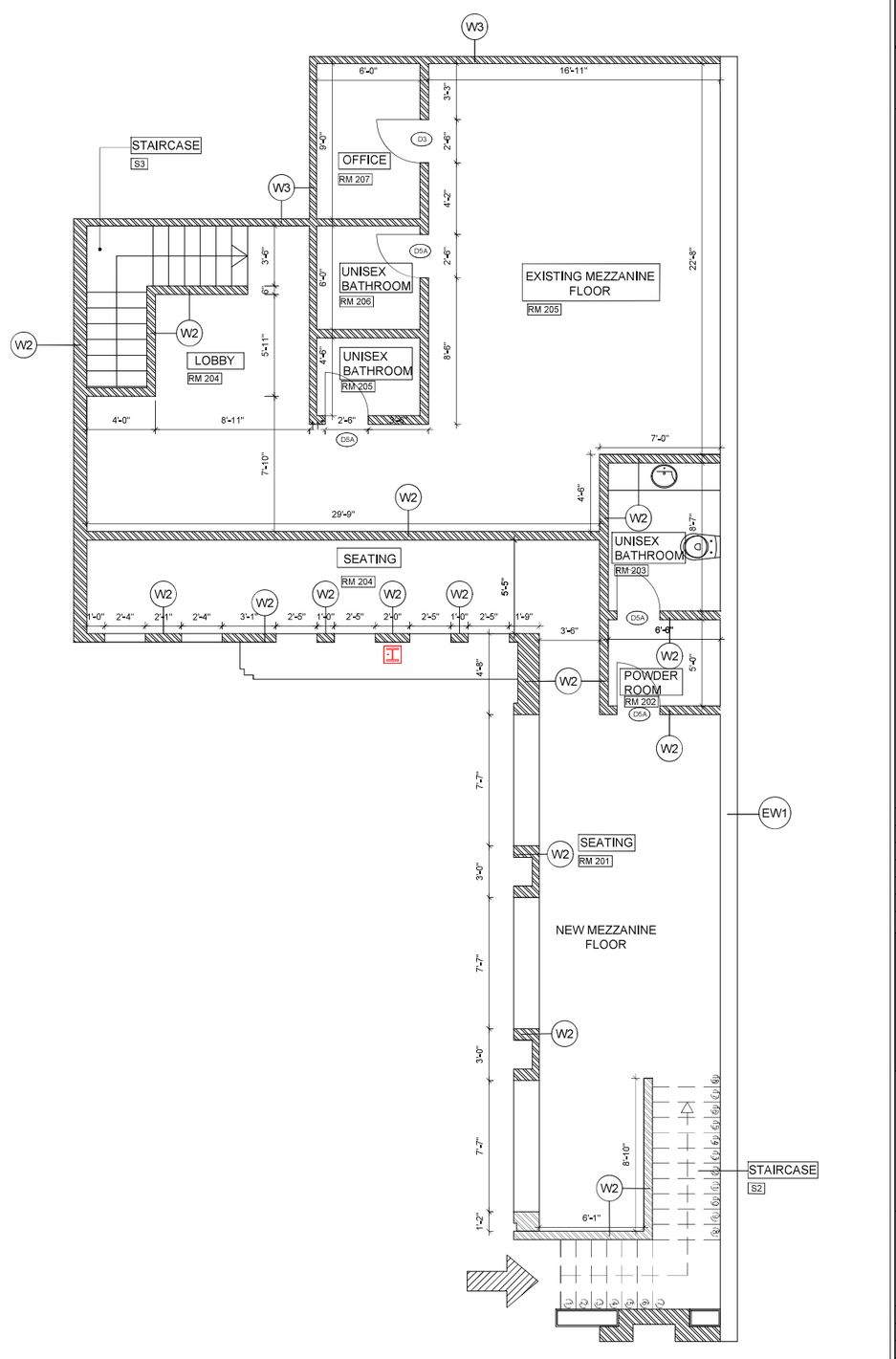
DWG. TITLE
PROPOSED FIRST FLOOR PLAN

DATE	: MAY 2025
SCALE	: AS NOTED
DESIGNED BY	: NS
DRAWN BY	: NS
CHECKED BY	: SM/AP
APPROVED BY	: SM
PROJECT NO.	: 25-114
DWG. NO.	A-2

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1 A-2 PROPOSED MEZ REFLECTED CEILING PLAN
3/32"=1'-0"



1 A-2 PROPOSED MEZ FLOOR PLAN
3/32"=1'-0"

MMA
Architect Inc.
850 OUELLETTE AVENUE
WINDSOR, ON. N9A 4M9 (519) 973-9044
Email: smiller@mma-architect.com

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DATE	NO.	ISSUED FOR
04 JUN'25		PERMIT APPLICATION
30 MAY'25		CLIENT REVIEW

ONTARIO ASSOCIATION OF ARCHITECTS
STUART MILLER
LICENCE 4273

The Architect noted above has exercised responsible control with respect to design activities. The architect's seal number is the architect's BCIN.

PROJECT
YASMEEN BAKERY
RETAIL AREA

257 WYNDOTTE ST E.
WINDSOR, ONTARIO

DWG. TITLE
MEZZANINE

DATE	: MAY 2025
SCALE	: AS NOTED
DESIGNED BY	: NS
DRAWN BY	: NS
CHECKED BY	: SM/AP
APPROVED BY	: SM
PROJECT NO.	: 25-114
DWG. NO.	A-3

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LEGEND: RCP, LIGHTING AND LIFE SAFETY

SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
	R35 mm Recessed Light Device		Pendant Light
	SIGNS BACKLIT H=7'-2"		Track light Device
	Gypsum Board		FLOOR LIGHT DEVICE
E	EMERGENCY LIGHT BATTERY POWERED		COMBINED BATTERY POWERED EMERGENCY LIGHT , WITH EXIT SIGN
R	COMBINED BATTERY POWERED EMERGENCY LIGHT , WITH RUNNING MAN SIGN	SD	SMOKE DETECTOR

MMA
Architect Inc.
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Email: smiller@mma-architect.com

C:\Users\vidal\Desktop\YASMEEN BAKERY\FSF Images\2502_rcp_SFRCP_1401.dwg

DATE	NO.	ISSUED FOR
04 JUN'25		PERMIT APPLICATION
30 MAY'25		CLIENT REVIEW

The Architect noted above has exercised responsible control with respect to design activities. The architect's seal number is the architect's BCIN.

PROJECT

YASMEEN BAKERY
RETAIL AREA

257 WYNDOTTE ST E.
WINDSOR, ONTARIO

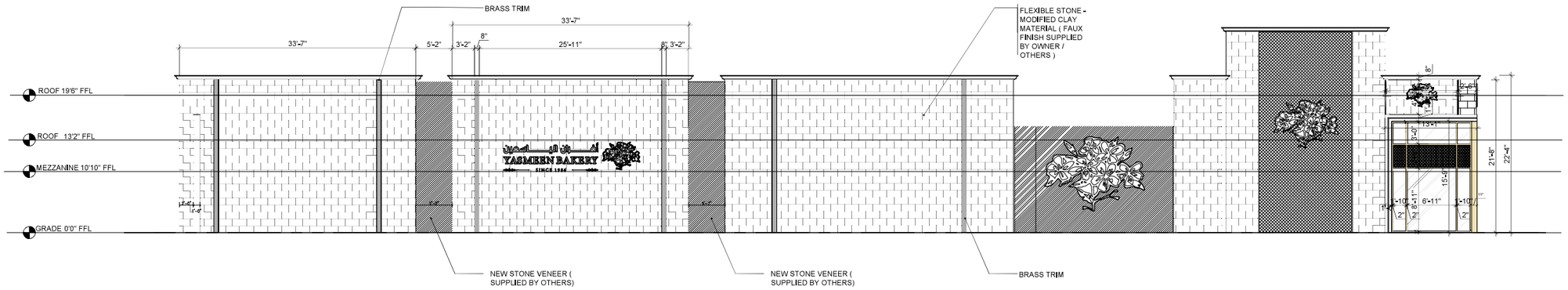
DWG. TITLE

FIRST FLOOR REFLECTED CEILING PLAN

DATE	: MAY 2025
SCALE	: AS NOTED
DESIGNED BY	: NS
DRAWN BY	: NS
CHECKED BY	: SM/AP
APPROVED BY	: SM
PROJECT NO.	: 25-114
DWG. NO.	A-4

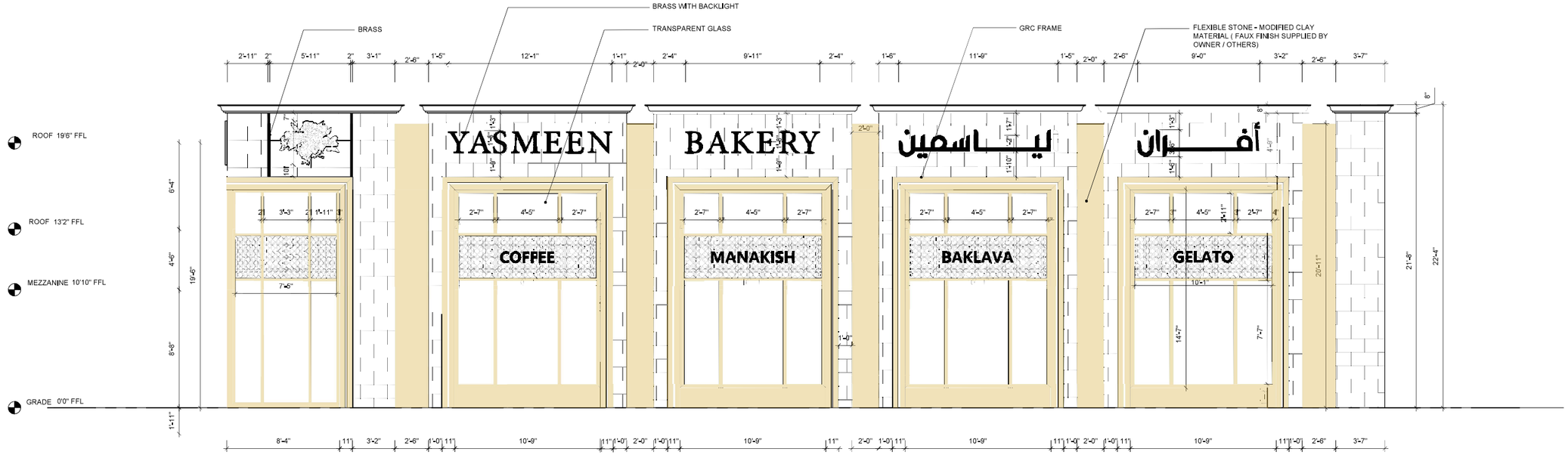
1 A-7 PROPOSED FIRST FLOOR RELECTED CEILING PLAN
3/32"=1'-0"

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2 / A-5 PROPOSED SIDE (EAST) ELEVATION

1/8"=1'-0"



1 / A-5 1/4"=1'-0"

MMA
Architect Inc.
850 OUELLETTE AVENUE
WINDSOR, ON. N9A 4M9 (519) 973-9044
Email: smiller@mma-architect.com

C:\Users\vitish1\Desktop\YASMEEN BAKERY-FSF Images\2022_229830_CP3C273e8016.png

DATE	NO.	ISSUED FOR
04 JUN'25		PERMIT APPLICATION
30 MAY'25		CLIENT REVIEW

The Architect noted above has exercised responsible control with respect to design activities. The architect's seal number is the architect's BCIN.

PROJECT

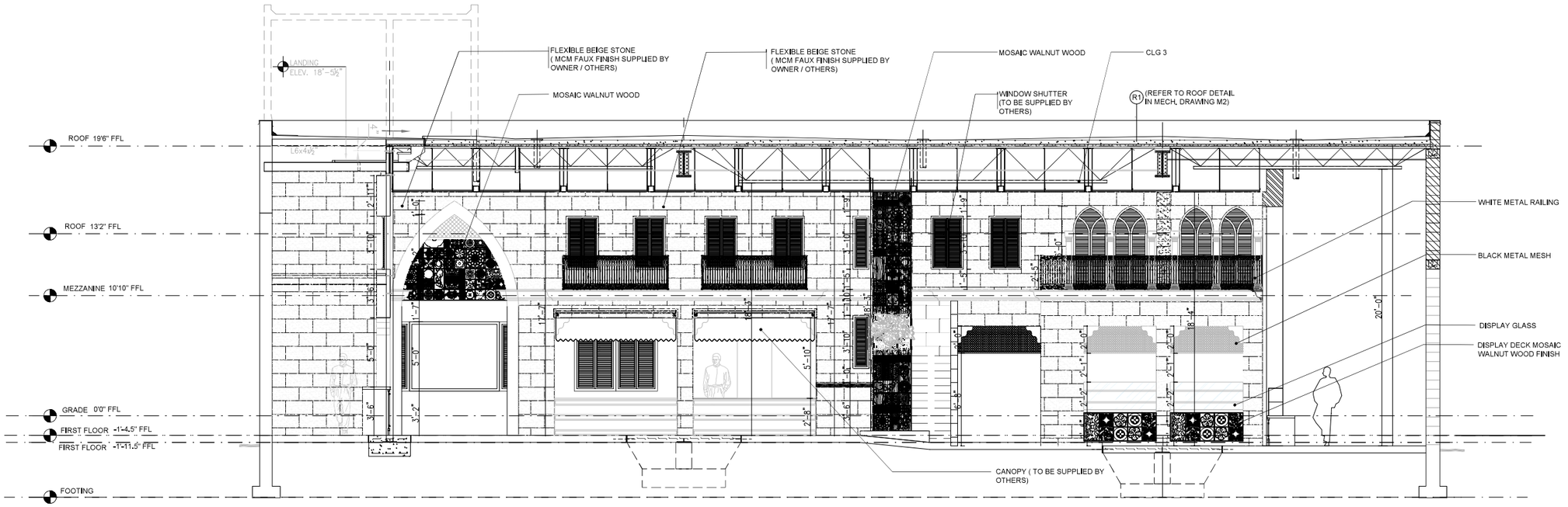
YASMEEN BAKERY RETAIL AREA

257 WYNDOTTE ST E.
WINDSOR, ONTARIO

DWG. TITLE

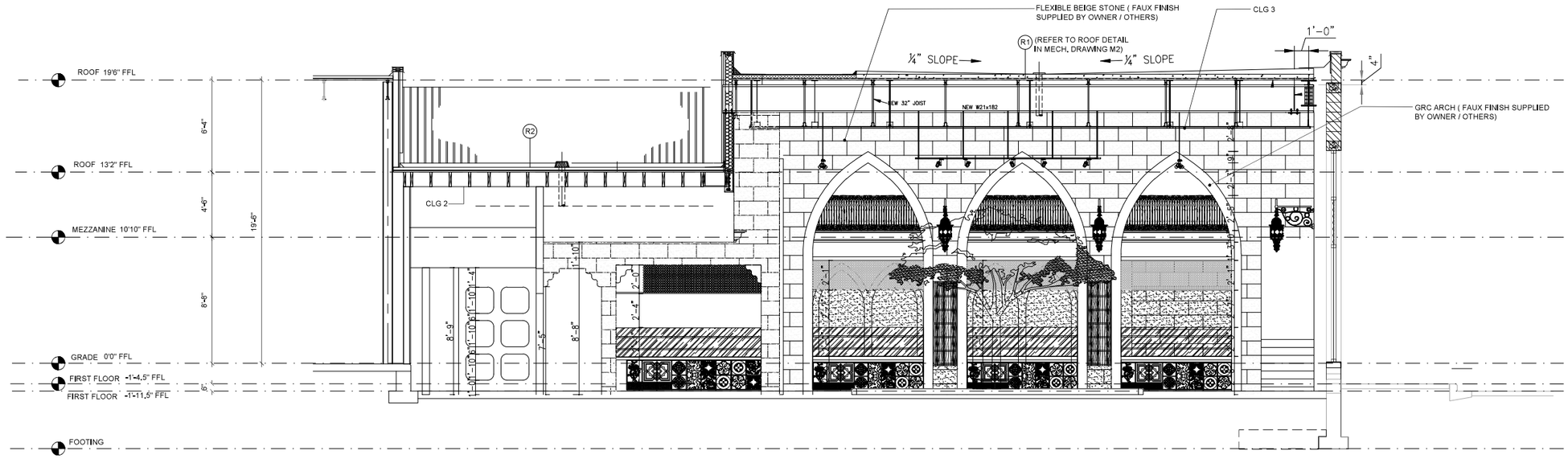
NORTH AND EAST ELEVATIONS

DATE	: MAY 2025
SCALE	: AS NOTED
DESIGNED BY	: NS
DRAWN BY	: NS
CHECKED BY	: SM/AP
APPROVED BY	: SM
PROJECT NO.	: 25-114
DWG. NO.	A-5



2 A-5 PROPOSED SECTIONAL ELEVATION

3/32"=1'-0"



1 A-5 PROPOSED SECTIONAL ELEVATION

3/32"=1'-0"

MMA
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WINDSOR, ON, N9A 4M9 (519) 973-9044
Email: smiller@mma-architect.com

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DATE	NO.	ISSUED FOR
04 JUN'25		PERMIT APPLIACTION
30 MAY'25		CLIENT REVIEW

ONTARIO ASSOCIATION OF ARCHITECTS
STEWART MILLER
LICENCE 4275

The Architect noted above has exercised responsible control with respect to design activities. The architect's seal number is the architect's BCIN.

PROJECT

YASMEEN BAKERY RETAIL AREA

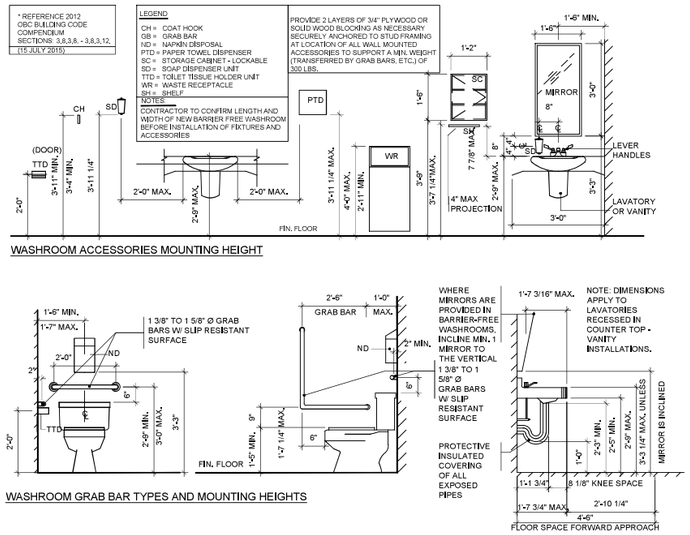
257 WYNDOTTE ST E.
WINDSOR, ONTARIO

DWG. TITLE

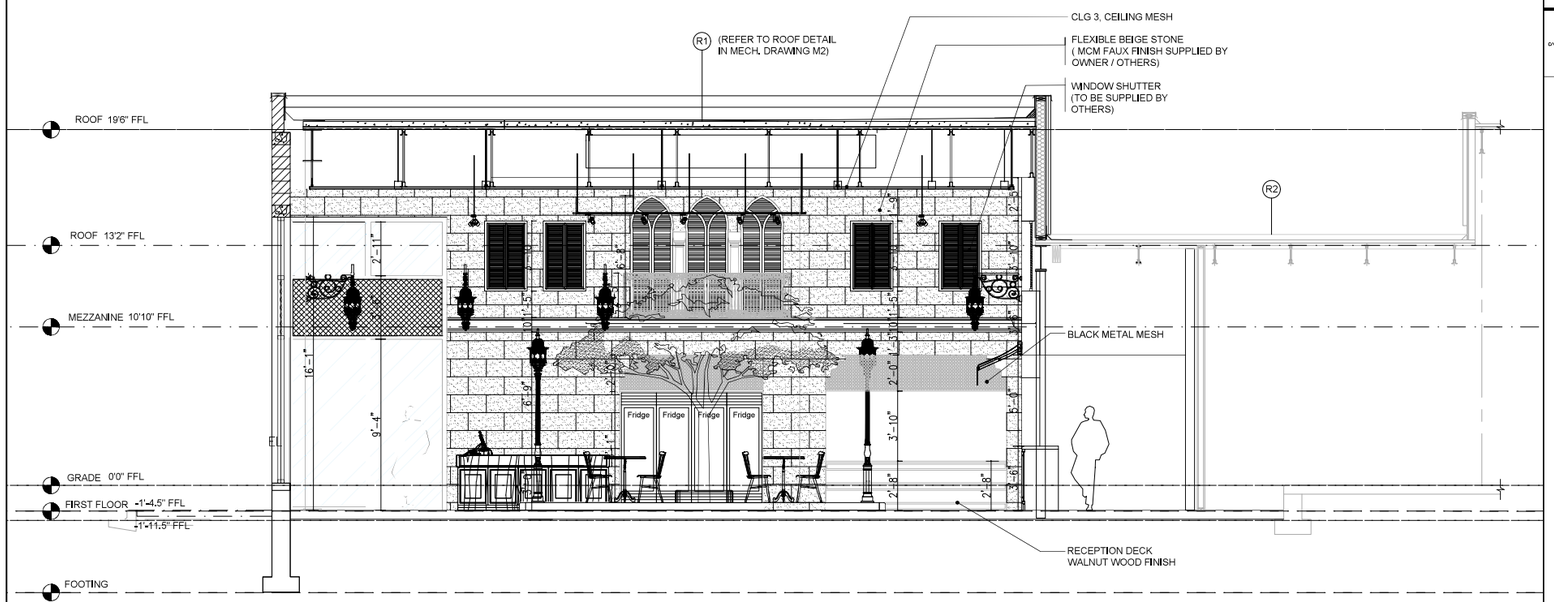
PROPOSED SECTIONAL ELEVATIONS

DATE	: MAY 2025
SCALE	: AS NOTED
DESIGNED BY	: NS
DRAWN BY	: NS
CHECKED BY	: SM/AP
APPROVED BY	: SM
PROJECT NO.	: 25-114
DWG. NO.	A-6

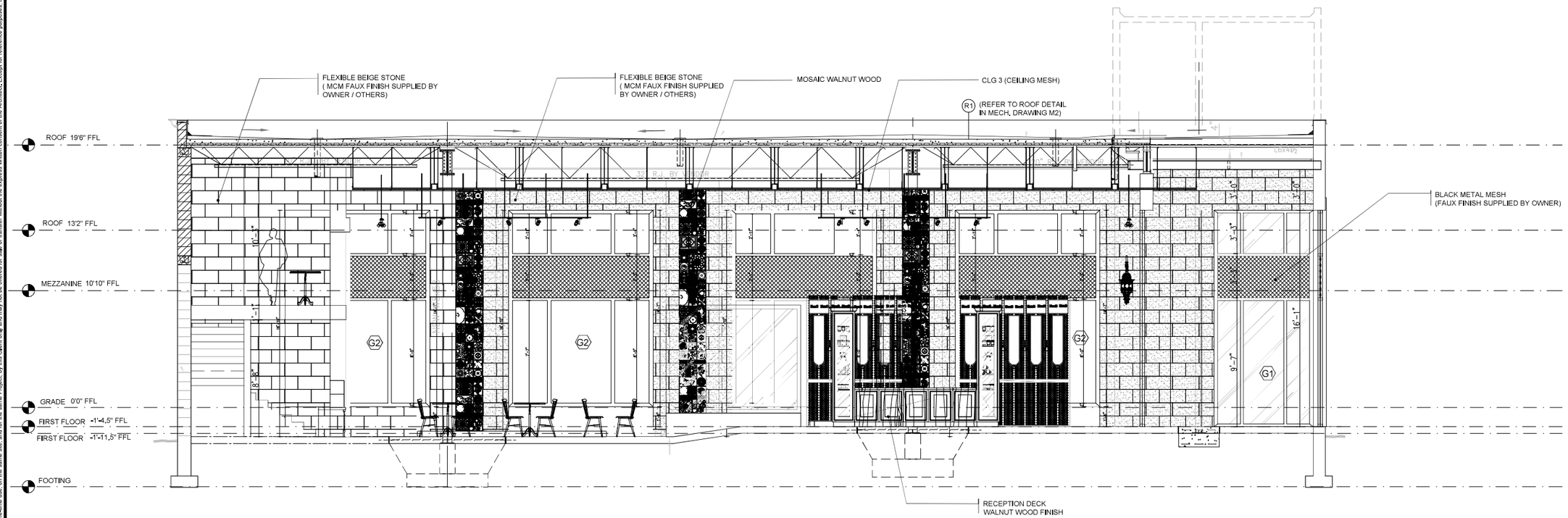
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3 A-7 UNIVERSAL BATHROOM DETAILS
3/32"=1'-0"



2 A-7 PRPOSED SECTIONAL ELEVATION
3/32"=1'-0"



1 A-7 PROPSED SECTIONAL ELEVATION
3/32"=1'-0"

MMA
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WINDSOR, ON, N9A 4M9 (519) 973-9044
Email: smiller@mma-architect.com

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DATE	NO.	ISSUED FOR
04 JUN'25		PERMIT APPLICATION
30 MAY'25		CLIENT REVIEW

The Architect noted above has exercised responsible control with respect to design activities. The architect's seal number is the architect's BCDN.

PROJECT

YASMEEN BAKERY
RETAIL AREA

257 WYNDOTTE ST E.
WINDSOR, ONTARIO

DWG. TITLE

PROPOSED SECTIONAL ELEVATION

DATE	: MAY 2025
SCALE	: AS NOTED
DESIGNED BY	: NS
DRAWN BY	: NS
CHECKED BY	: SM/AP
APPROVED BY	: SM
PROJECT NO.	: 25-114
DWG. NO.	A-7

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YASMEEN BAKERY

WORLD FUTURE ARCHITECTURE

FACADE

WORLD FUTURE ARCHITECTURE


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YASMEEN BAKERY
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YASMEEN BAKERY
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BATHROOM

WORLD FUTURE ARCHITECTURE





Thank You

WORLD FUTURE ARCHITECTURE

Committee Matters: SCM 280/2025

Subject: Downtown CIP - 423-437 Ouellette Ave - Ward 3

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

Decision Number: **DHSC 768**

I. THAT the request made by 2424718 Ontario Limited (Owner) for the proposed development at 423-437 Ouellette Avenue to participate in:

a. The Upper Storey Residential Conversion Grant Program **BE APPROVED** for $5,000 for every new residential unit created on the upper storey of an existing mixed-use building (8 new dwelling units to be created), up to a maximum of $40,000 towards eligible costs pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,

b. The Commercial/Mixed Use Building Facade Improvement Grant Program **BE APPROVED** for a 50% matching grant to a maximum of $20,000 towards eligible costs for the façade improvements as shown and described in Appendix B to Report S 102/2025 pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,

c. The Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for the lesser of 100% of the municipal portion of the tax increment resulting from the proposed development for five (5) years in accordance with the Downtown Windsor Enhancement Strategy and Community Improvement Plan, or eligible costs; and,

II. THAT Administration **BE DIRECTED** to prepare the Grant Agreement(s) between the City of Windsor and 2424718 Ontario Limited (Owner) to implement all grant programs in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications; and,

III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreement(s) in content satisfactory to the City Planner, in financial content to the satisfaction of the City Treasurer and in form satisfactory to the City Solicitor; and,

IV. THAT Grant funds up to $40,000 under the Upper Storey Residential Conversion Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to the Downtown Windsor Enhancement Strategy and Community Improvement Plan Project 7011022 when work is completed to the satisfaction of the City Planner; and,

V. THAT Grant funds up to $20,000 under the Commercial/Mixed Use Building Facade Improvement Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to the Downtown Windsor Enhancement Strategy and Community Improvement Plan Project 7011022 when work is completed to the satisfaction of the City Planner; and,

VI. THAT the City Treasurer BE **AUTHORIZED** to issue payment up to $60,000 for grants from the Downtown Windsor Enhancement Strategy and Community Improvement Plan Project 7011022 for 257 Wyandotte St E to 2424718 Ontario Limited (Owner) upon completion subject to the satisfaction of the City Planner and Chief Building Official; and,

VII. THAT the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by applicant within one (1) year following Council approval. The City Planner may extend the deadline for up to one (1) year upon request from the applicant; and,

VIII. THAT the Upper Storey Residential Conversion Grant and the Commercial/Mixed Use Building Facade Improvement Grant approved **SHALL LAPSE** and **BE UNCOMMITTED** and returned to CIP Reserve Fund 226 if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.

Carried.

Report Number: S 102/2025
Clerk's File: Z/15021

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.

2. Please refer to Item 11.5 from the Development & Heritage Standing Committee held on September 2, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250902/-1/10576

Subject: Downtown CIP - 423-437 Ouellette Avenue - Ward 3

Reference:

Date to Council: September 2, 2025
Author: Simona Simion, MCIP, RPP
Planner III Economic Development (A)
519-255-6543 ext. 6449
ssimion@citywindsor.ca

Planning & Building Services
Report Date: 8/1/2025
Clerk's File #: Z/15021

To: Mayor and Members of City Council

Recommendation:

I. THAT the request made by 2424718 Ontario Limited (Owner) for the proposed development at 423-437 Ouellette Avenue to participate in:

a. The Upper Storey Residential Conversion Grant Program **BE APPROVED** for $5,000 for every new residential unit created on the upper storey of an existing mixed-use building (8 new dwelling units to be created), up to a maximum of $40,000 towards eligible costs pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,

b. The Commercial/Mixed Use Building Facade Improvement Grant Program **BE APPROVED** for a 50% matching grant to a maximum of $20,000 towards eligible costs for the façade improvements as shown and described in Appendix B to Report S 102/2025 pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,

c. The Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for the lesser of 100% of the municipal portion of the tax increment resulting from the proposed development for five (5) years in accordance with the Downtown Windsor Enhancement Strategy and Community Improvement Plan, or eligible costs;

II. THAT Administration **BE DIRECTED** to prepare the Grant Agreement(s) between the City of Windsor and 2424718 Ontario Limited (Owner) to implement all grant programs in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications; and

III. **THAT** the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreement(s) in content satisfactory to the City Planner, in financial content to the satisfaction of the City Treasurer and in form satisfactory to the City Solicitor; and

IV. THAT Grant funds up to $40,000 under the Upper Storey Residential Conversion Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to the Downtown Windsor Enhancement Strategy and Community Improvement Plan Project 7011022 when work is completed to the satisfaction of the City Planner; and

V. THAT Grant funds up to $20,000 under the Commercial/Mixed Use Building Facade Improvement Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to the Downtown Windsor Enhancement Strategy and Community Improvement Plan Project 7011022 when work is completed to the satisfaction of the City Planner; and

VI. THAT the City Treasurer BE **AUTHORIZED** to issue payment up to $60,000 for grants from the Downtown Windsor Enhancement Strategy and Community Improvement Plan Project 7011022 for 257 Wyandotte St E to 2424718 Ontario Limited (Owner) upon completion subject to the satisfaction of the City Planner and Chief Building Official.

VII. THAT the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by applicant within one (1) year following Council approval. The City Planner may extend the deadline for up to one (1) year upon request from the applicant; and

VIII. **THAT** the Upper Storey Residential Conversion Grant and the Commercial/Mixed Use Building Facade Improvement Grant approved **SHALL LAPSE** and **BE UNCOMMITTED** and returned to CIP Reserve Fund 226 if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date;

Executive Summary:

N/A

Background:

The Downtown Windsor Enhancement Strategy and Community Improvement Plan (Downtown CIP) was adopted by City Council on September 29, 2017, and an adopting by-law was passed by City Council on October 16, 2017.

The Downtown CIP provides financial incentives to encourage new residential development, retail investment, facade improvements, and building/property improvements.

2424718 Ontario Limited (Owner) has applied for the Upper Storey Residential Conversion Grant Program, the Commercial/Mixed Use Building Facade Improvement Grant Program, and the Building/Property Improvement Tax Increment Grant Program under the Downtown CIP for the properties located at 423-437 Ouellette Avenue (as shown on Appendix A).

The existing two (2) storey building at 423-437 Ouellette Avenue contains ground floor commercial and one (1) storey of existing vacant space. The ground floor commercial of the subject building includes the following uses: hair salon, restaurant, and vacant space.

The owner is currently seeking to complete all interior and facade improvements. The most recent application for the subject property was submitted on June 27, 2025, the proposed improvements were reviewed internally and are consistent with the requirements of the CIP program.

Applicant Information:

Owner/Applicant: 2424718 Ontario Limited
Principle Owner of 2424718 Ontario Limited: Magda Nawar

Discussion:

Upper Storey Residential Conversion Grant Program

The program is aimed at attracting new investment and interest in converting currently non-residential vacant or underutilized upper storey space to residential units by providing a financial incentive that will be targeted at the costs of converting the space to new residential units. It is intended to stimulate the creation of new residential units on the upper storeys of existing mixed-use buildings. Program details: a minimum of two (2) new residential units must be created above the first (i.e. ground) floor of the building; the program is not eligible for reoccupying any unit or space that was already configured or used for residential use; inspections of the building to review its condition and the proposed conversion plans may be required.

The Upper Storey Residential Conversion Grant Program would allow the owners of 423-437 Ouellette Avenue to receive $5,000 for every new residential unit created on the upper storey of their existing mixed-use building.

As per Appendix D, eight (8) new dwelling units will be created on the upper floor of an existing mixed-use building which will allow the owners to receive up to $40,000 in grant funding.

Commercial/Mixed Use Building Facade Improvement Grant Program

This program is intended to encourage the redesign, renovation or restoration of commercial and mixed-use building facades in Downtown Windsor by providing a financial incentive to offset some of the costs associated with the improvement of commercial facades.

The program will consist of a grant whereby property owners will be eligible to receive a grant for 50% of the eligible costs of the facade improvements, up to a maximum of $20,000. Where facade improvements are proposed on a corner building, an additional $10,000 in grant funds can be applied for. The subject property is not a corner property.

Appendix B contains a rendering of the proposed facade improvements along with product specifications and Appendix C contains photographs of the current building. The owner's estimated eligible costs for facade improvements are $66,180, and as a result the project would qualify for the maximum grant allowed of $20,000.

Building/Property Improvement Tax Increment Grant Program

This program is intended to provide economic incentive for the development, rehabilitation and redevelopment of properties in Downtown Windsor. The program provides an annual grant equal to the lesser of 100% of the increase in municipal property taxes or eligible costs for five (5) years after the project is completed and reassessed, as long as such development results in an increase in the assessment and therefore an increase in property taxes. Additionally, there is a possibility of a five (5) year extension of the grant period, for a total of ten (10) years, if the project is considered a Catalyst Project. Staff have reviewed the proposal and determined it does not meet the definition of a Catalyst Project, therefore it only qualifies for a five (5) year grant period.

Grants are only paid after completion of a development and subject to meeting all the requirements within the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

The 2025 assessment value of the subject property located at 423-437 Ouellette Avenue is $685,000. The owner currently pays annual total property taxes of $34,318, of which the municipal portion is $25,783. The applicant estimates that the interior renovations to create 8 dwelling units on the second floor ($534,375) and exterior

façade renovations ($66,180) total approximately $600,555 of investment into the property. However, some of the proposed costs which will be incurred, although eligible for purposes of the application, may not result in a direct increase in assessment value. In other words, the grant is calculated and paid, not on the post-project value or projections made in this report, but on the actual post-development value assessment, as determined by the Municipal Property Assessment Corporation (MPAC) after project completion. Administration has estimated the post-redevelopment property value assessment based on the drawings and information provided to be $1,145,600. The grant will however be based upon the actual tax increment once the assessment has been determined by MPAC.

Risk Analysis:

There is low risk associated with the approval of the subject Downtown CIP grant applications. An agreement between the City and applicant will be prepared to ensure all program requirements and provisions of the Downtown Windsor Enhancement Strategy and Community Improvement are met. The Grants will only be paid after the work is complete to the satisfaction of the City Planner. As it relates to the Building/Property Improvement Tax Increment Grant Program, annual grants are paid after annual property taxes are paid in full.

Financial Matters:

On February 22, 2021, Council approved the 2021 budget, which included a new reserve fund for all active CIPs in the City. As CIP grant applications are approved, the approved grant amount will be regarded as committed in the CIP Reserve Fund 226, until the grant is ready to be paid out. The current uncommitted balance of the CIP reserve fund is $300,057. However, this balance does not account for other CIP grant requests that are currently being considered by the Development & Heritage Standing Committee/City Council Standing Committee or have been endorsed by the Standing Committee and are not yet approved by City Council.

If approved, a maximum of $40,000 for the Upper Storey Residential Conversion Grant program and a maximum of $20,000 Commercial/Mixed Use Building Façade Improvement Grant Program funds will be transferred from the CIP Reserve Fund 226 to the Downtown Windsor Enhancement Strategy and Community Improvement Plan project 7011022 once the work is completed to the satisfaction of the City Planner, and the grant is ready to be paid out.

Building/Property Improvement Tax Increment Grant Program

The assessment value of this property as of 2025 is $685,000. The post-development assessment value is estimated to be $1,145,600. For illustrative purposes, the table below identifies the estimated annual CIP grant to be $8,946, which is equal to 100% of

the increase in the municipal portion of property taxes. The estimated total amount of the grant over five (5) years is $44,730 (lesser than eligible costs). The applicant estimates that the interior renovations to create 8 dwelling units on the second floor ($534,375) and exterior façade renovations ($66,180) total approximately $600,555 in investment into property including the interior fit up for the tenants. The estimate grant over five years ($44,730) represents 7.5% of the investment into the property.

Estimated Revitalization Tax Increment Grant for 427-437 Ouellette Ave.			
Annual Pre-Development Taxes (Municipal Portion Only)	**Estimated Annual Post-Development Taxes (Municipal Portion Only)**	**Estimated Annual Increase in Taxes (Municipal Portion Only)**	**Estimated Annual Tax Increment Grant**
$25,783	$34,729	$8,946	$8,946

The tax assessment year is 2025.

Because the Grant Program does not cancel taxes, the owner must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre and post-development municipal taxes. The City will retain the amount of pre-development (base) municipal taxes throughout the lifespan of the grant program of $25,783 per annum; however, will be foregoing any incremental property taxes, of $8,946 per annum to a maximum of 5 years that could otherwise be used to offset future budget pressures. After completion of the grant program, the City will collect the full value of the municipal taxes ($34,729 annually).

Consultations:

The Downtown CIP was subject to stakeholder and public consultation as part of the approval process, including public meetings, a statutory public meeting and circulation among internal City staff and the Province.

Planning staff have consulted with the owner prior to accepting the application. Staff from the Planning and Building Division were consulted in the preparation of this report. Additionally, the following staff were consulted in the preparation of this report:

Josie Gualtieri, Financial Planning Admin.

Carolyn Nelson, Manager of Property Valuations and Admin.

Conclusion:

Staff recommends that the application for the Upper Storey Residential Conversion Grant Program, the Commercial/Mixed Use Building Facade Improvement Grant Program and the Building/Property Improvement Tax Increment Grant be approved.

Planning Act Matters:

N/A

Approvals:

Name	Title
James Abbs	Manager, Land Info & Special Projects (A)
Jason Campigotto	Deputy City Planner – Growth (A)
Emilie Dunnigan	Manager Development Revenue & Financial Administration
Lorie Gregg	Deputy Treasurer, Taxation, Treasury & Financial Projects
Kate Tracey	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Dan Seguin	ON behalf of the Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Location Map
2 Appendix B - Proposed Facade Improvements
3 Appendix C - Current Photograph
4 Appendix D - Preliminary Floor Plan



LOCATION MAP : 423-437 OUELLETTE AVENUE

SUBJECT PROPERTY

0 5 10 20 30 Meters

429 Ouellette Ave – Material Specification

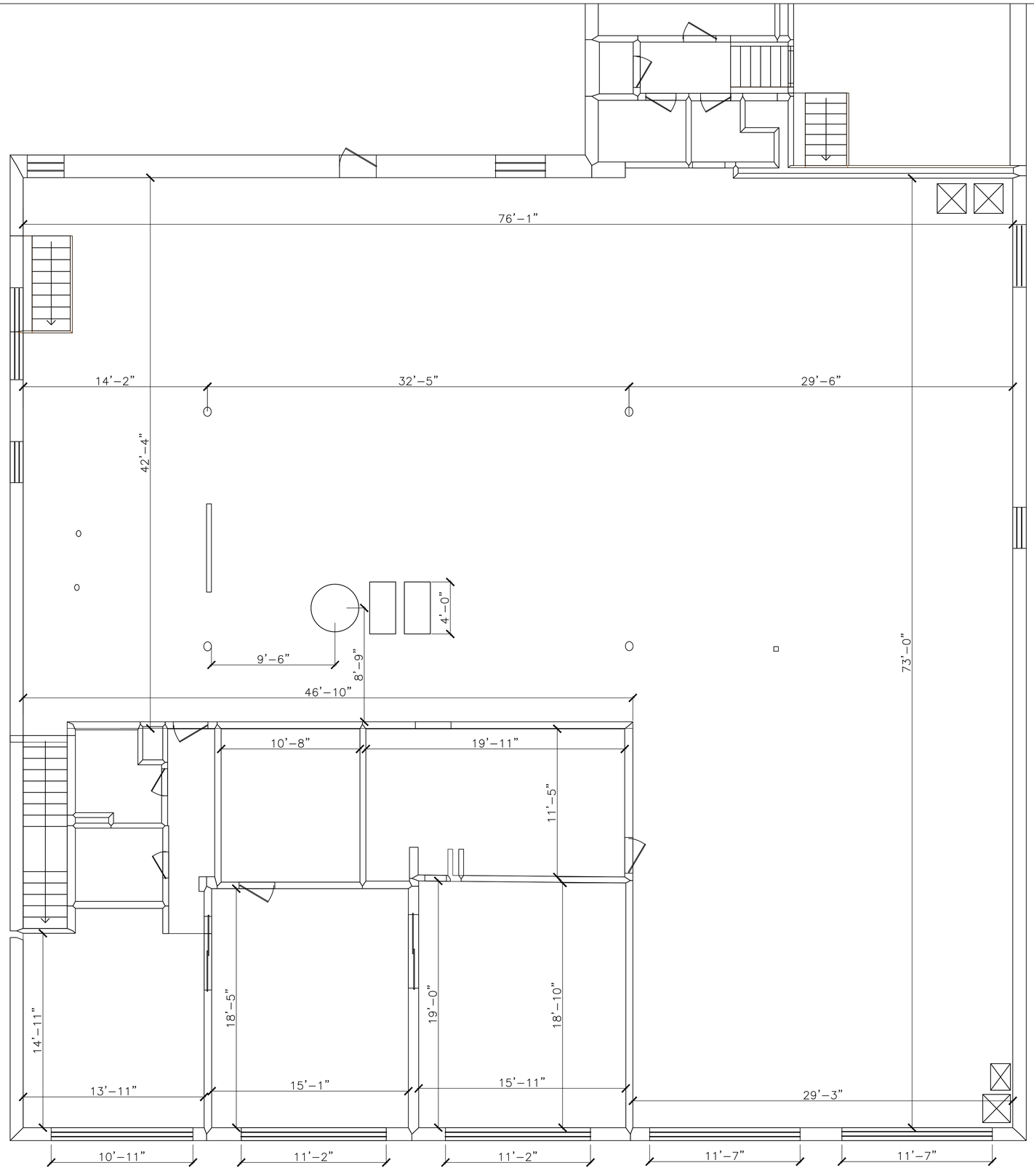
Proposal Photo:



429 Ouellette Ave – Material Specification

Reference #	Product Photo	Product Name	Product Colour	Application
1	Bright White QC28783	Lockboard Board & Batten Panel	Bright White QC28783	Re-clad 2nd floor exterior
2	Black QC28262	Lockboard Board & Batten Panel	Black QC28262	Re-clad transition between 1st and 2nd floor
3		BEHR Masonry, Stucco & Brick Paint	Flat, Deep Base	Paint all existing brick, aluminum, etc. on 1st floor exterior


YOUSSEF



VIJAY
VASANTGADKAR
ARCHITECT INC.

1614 LESPERANCE ROAD,
SUITE #8A TECUMSEH, ONT.
N8N 1Y3
Tel. (519) 988-1858

APR 12/24	REVIEW
DATE	ISSUED FOR

A. DETAIL NO.
B. LOCATION SHEET
C. DETAILED ON

- ALL DIMENSIONS TO BE CHECKED AND VERIFIED ON THE JOB SITE.
- ANY AND ALL DISCREPANCIES TO BE REPORTED TO THE ARCH. / ENGINEER.
- ALL DRAWINGS REMAIN THE PROPERTY OF THE ARCHITECT.
- DO NOT SCALE DRAWINGS.

PROJECT NAME AND LOCATION:

PROPOSED DWELLING UNITS AT
429 OUELLETTE AVE
WINDSOR ON

CLIENT:

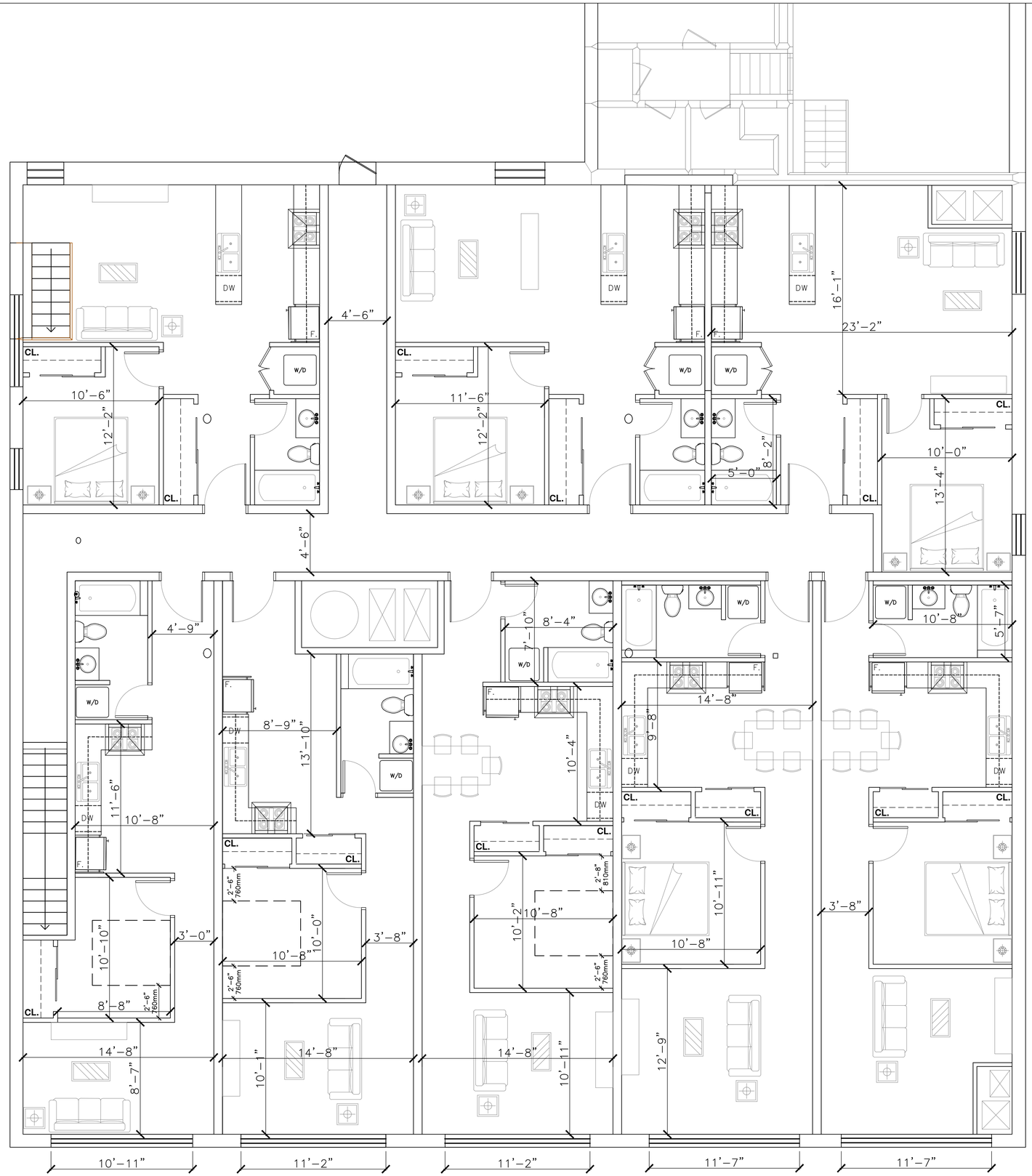
DRAWING

EXISTING FLOOR PLAN

PROJECT NUMBER	2417
SCALE:	AS DRAWN
DATE:	APRIL 2024
DRAWN BY	A.R.
CHECKED BY	V.V.

DRAWING NO.

A-1



VIJAY
VASANTGADKAR
ARCHITECT INC.

1614 LESPERANCE ROAD,
SUITE #8A TECUMSEH, ONT.
N8N 1Y3
Tel. (519) 988–1858

APR 12/24	REVIEW
DATE	ISSUED FOR

A. DETAIL NO.
B. LOCATION SHEET
C. DETAILED ON

- ALL DIMENSIONS TO BE CHECKED AND VERIFIED ON THE JOB SITE.
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- DO NOT SCALE DRAWINGS.

PROJECT NAME AND LOCATION:

PROPOSED DWELLING UNITS AT
429 OUELLETTE AVE
WINDSOR ON

CLIENT:

DRAWING

PROPOSED FLOOR PLAN

PROJECT NUMBER	2417
SCALE:	AS DRAWN
DATE:	APRIL 2024
DRAWN BY	A.R.
CHECKED BY	V.V.

DRAWING NO.

A-2

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 281/2025

Subject: Part Closure of north/south alley located between Brant Street and Wyandotte Street East, Ward 4, SAA-7198

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

Decision Number: **DHSC 769** CR286/2025 DHSC 744

I. That the 33.83 metre portion of the 4.57-metre-wide north/south alley located between Brant Street and Wyandotte Street East, and shown on Drawing No. CC-1855 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure; and,

II. That the Subject Alley **BE CLOSED AND CONVEYED** in as is condition to the owner (the "Owner") of the abutting property known municipally as 1850 & 1862 Wyandotte Street East, legally described as Part of Lots 4 & 5 and Block E, Plan 211, and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:

a. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:

i. Bell Canada to accommodate existing infrastructure;
ii. Enbridge Gas Inc. to accommodate existing underground infrastructure;
iii. ENWIN Utilities Ltd. to accommodate existing pole, anchors and overhead plant;
iv. Managed Network System Inc. (MNSi.) to accommodate existing aerial infrastructure; and
v. The Corporation of the City of Windsor to accommodate existing 1,125.0 millimetre brick combined sewer with catch basin.

b. Payment of the survey cost associated with the closure of the Subject Alley by the Owner; and,

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

a. For alley conveyed to abutting lands zoned CD2.1 at $10.00 per square foot with easements plus HST (if applicable); and,

IV. That The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1855; and,

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

VI. That The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor; and,

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

Carried.
Councillor Angelo Marignani voting nay.

Report Number: SCM 190/2025, S 70/2025, AI 16/2025 & AI 21/2025
Clerk's File: SAA2025

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.

2. Please refer to Item 11.6 from the Development & Heritage Standing Committee held on September 2, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250902/-1/10576

Committee Matters: SCM 190/2025

Subject: Part Closure of north/south alley located between Brant Street and Wyandotte Street East, Ward 4, SAA-7198

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

Decision Number: **DHSC 744**

I. THAT the 33.83 metre portion of the 4.57-metre-wide north/south alley located between Brant Street and Wyandotte Street East, and shown on Drawing No. CC-1855 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure.

II. THAT the Subject Alley **BE CLOSED AND CONVEYED** in **as is condition** to the owner (the "Owner") of the abutting property known municipally as 1850 & 1862 Wyandotte Street East, legally described as Part of Lots 4 & 5 and Block E, Plan 211, and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:

a. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:

i. Bell Canada to accommodate existing infrastructure;
ii. Enbridge Gas Inc. to accommodate existing underground infrastructure;
iii. ENWIN Utilities Ltd. to accommodate existing pole, anchors and overhead plant;
iv. Managed Network System Inc. (MNSi.) to accommodate existing aerial infrastructure; and
v. The Corporation of the City of Windsor to accommodate existing 1,125.0 millimetre brick combined sewer with catch basin.

b. Payment of the survey cost associated with the closure of the Subject Alley by the Owner.

III. THAT Conveyance Cost **BE SET** as follows:

a. For alley conveyed to abutting lands zoned CD2.1 at $10.00 per square foot with easements plus HST (if applicable).

IV. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1855.

V. THAT The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

VI. THAT The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor.

VII. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003

Carried.

Report Number: S 70/2025
Clerk's File: SAA2025

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.

2. Please refer to Item 11.3 from the Development & Heritage Standing Committee held on June 2, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250602/-1/10559

Subject: Part Closure of north/south alley located between Brant Street and Wyandotte Street East, Ward 4, SAA-7198

Reference:

Date to Council: June 2, 2025
Author: Brian Nagata, MCIP, RPP
Planner II - Development Review
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: May 8, 2025
Clerk's File #: SAA2025

To: Mayor and Members of City Council

Recommendation:

I. THAT the 33.83 metre portion of the 4.57-metre-wide north/south alley located between Brant Street and Wyandotte Street East, and shown on Drawing No. CC-1855 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure.

II. THAT the Subject Alley **BE CLOSED AND CONVEYED** in **as is condition** to the owner (the "Owner") of the abutting property known municipally as 1850 & 1862 Wyandotte Street East, legally described as Part of Lots 4 & 5 and Block E, Plan 211, and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:

a. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:

i. Bell Canada to accommodate existing infrastructure;
ii. Enbridge Gas Inc. to accommodate existing underground infrastructure;
iii. ENWIN Utilities Ltd. to accommodate existing pole, anchors and overhead plant;
iv. Managed Network System Inc. (MNSi.) to accommodate existing aerial infrastructure; and
v. The Corporation of the City of Windsor to accommodate existing 1,125.0 millimetre brick combined sewer with catch basin.

b. Payment of the survey cost associated with the closure of the Subject Alley by the Owner.

III. THAT Conveyance Cost **BE SET** as follows:

a. For alley conveyed to abutting lands zoned CD2.1 at $10.00 per square foot with easements plus HST (if applicable).

IV. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1855.

V. THAT The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

VI. THAT The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor.

VII. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003

Executive Summary:

N/A

Background:

The applicant, Vito Maggio Holdings Inc., owner of the property known municipally as 1850 & 1862 Wyandotte Street East (the "Subject Property"), applied to close the 30.48 metre portion of the 4.57-metre-wide north/south alley located between Brant Street and Wyandotte Street East, and shown as Part 1 on Drawing No. CC-1855 attached hereto as Appendix "A", and also shown on the aerial photo attached hereto as Appendix "B".

The applicant also owns the remaining two properties that abut the portion of the north/south alley being requested for closure, known municipally as 1840 Wyandotte Street East and 1880 Wyandotte Street East. Additionally, the applicant owns one of the six properties that abuts the portion of the north/south alley not being requested for closure, known municipally as 549 Kildare Road.

The applicant wishes to close the alley for the purpose of establishing an outdoor patio for the restaurant operating out of the west main floor unit of the two storey combined use building located on the Subject Property.

The Planning Department investigated the possibility of closing the full north/south alley and the intersecting east/west alley off Chilver Road. The Planning Department determined that the portion of the north/south alley not being requested for closure (save and except that portion shown as Part 2 on Drawing No. CC-1855 attached hereto as Appendix "A") and the intersecting east/west alley off Chilver Road are indispensable for the following reason:

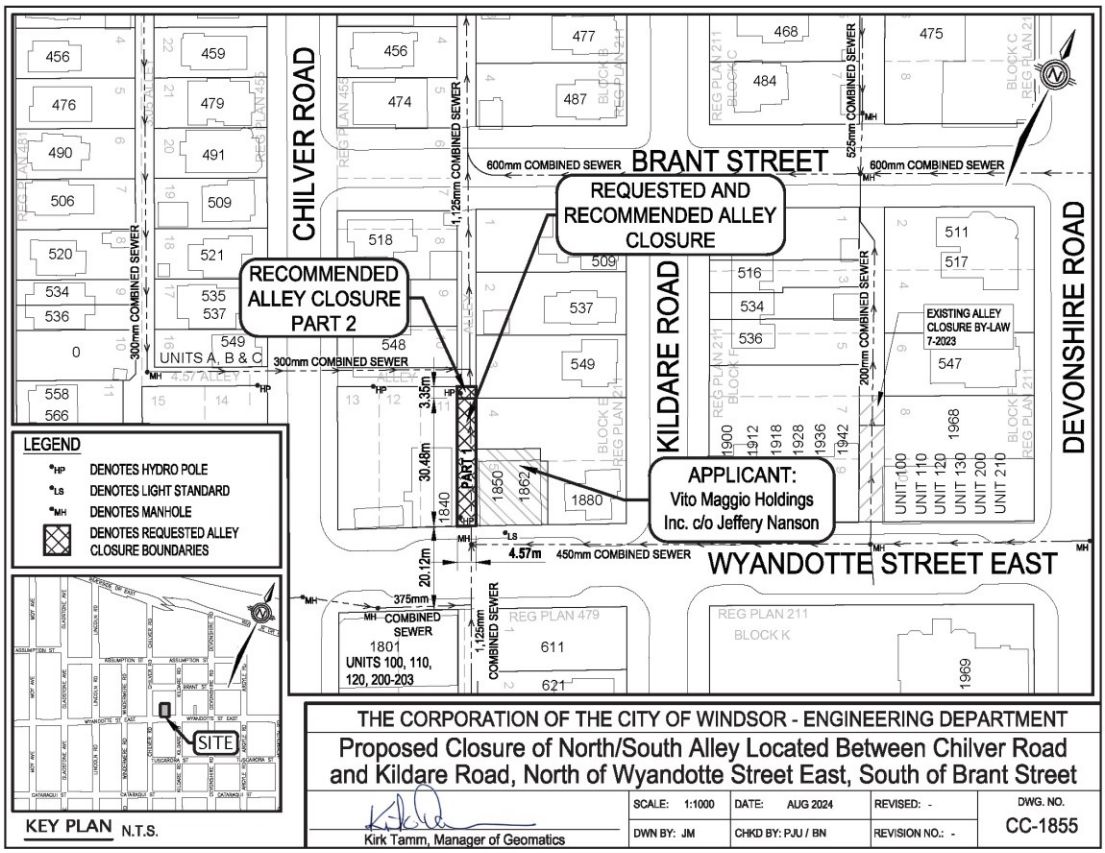
1. The alleys serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive.

a. Four of the five abutting properties not owned by the Applicant have a rear parking area or garage off the alley with insufficient lot width for a side drive.

The north/south alley shown as Parts 1 & 2 on Drawing No. CC-1855 attached hereto as Appendix "A" is hereinafter referred to as the "Subject Alley".

The Subject Alley is maintained and composed primarily of asphalt and concrete. The Subject Alley contains a combined sewer with a catch basin, curb cut off Wyandotte Street East, underground gas line and utility poles with guy wires and anchors supporting overhead hydro and utility lines.

The Subject Alley was established by Registered Plan of Subdivision No. 211, registered on September 8, 1879, and Registered Plan of Subdivision No. 455, registered on October 27, 1896.



Discussion:

The decision to recommend closure of a street or alley is derived from the City's *Classification of Alleys and Suitability for Closure* guideline document (the document), attached hereto as Appendix "E". The document includes the following four classifications of alleys based on their usefulness and provides the following corresponding criteria for determining their suitability for closure. The use of the document is referenced under Part I of CR146/2005.

Classification of Public Right-of-Ways

1. Alley that is indispensable.
    a. Does the alley serve commercial properties?
        i. The Subject Alley does not serve any commercial properties.
    b. Does the alley serve properties fronting on heavily traveled streets i.e. major arterial routes?
        i. The Subject Alley does not serve properties fronting on heavily traveled streets.
    c. Does the alley contain sewers, and must the alley remain accessible for servicing?
        i. The Subject Alley contains a 1,125.0 millimetre brick combined sewer.
    d. Does the alley serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive?
        i. The Subject Alley does not serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive.
    e. Does the alley contain Fire Department connections that are deemed to be necessary for firefighting access?
        i. The Subject Alley does not contain any Fire Department connections.
2. Alley that, have some usefulness, are nevertheless dispensable and may or may not be a complete liability.
    a. The Engineering - Right-of-Way Department has indicated that the Subject Alley is indispensable due to the combined sewer therein, however, will not object to its closure on the condition that an easement be granted in favour of the City to maintain the combined sewer therein.
3. Alleys that appear to serve no useful purpose, either now, or anticipated. Such alleys are in residential areas and locations where generally the lots are wide enough for side drives, or those alleys abutting parks and other parcels of land that do not require any servicing from the alley. Remnant or stub-end streets which are dead-ended and do not serve as access to other streets.
    a. The Engineering - Right-of-Way Department has indicated that the Subject Alley is indispensable due to the combined sewer therein, however, will not object to its closure on the condition that an easement be granted in favour of the City to maintain the combined sewer therein.

4. Alley lying in Holding zones and other similar undeveloped areas where the alley system is clearly obsolete and has never been developed, but where the City needs to keep its options open until new area plans are prepared and development is imminent.

    a. The Subject Alley does not lie within a Holding zone or similar undeveloped area.

Suitability for Closing

1. Indispensable alley should not be closed, conveyed, reduced or otherwise jeopardized through minority interests unless a suitable substitute alley is opened in lieu thereof.
2. Alleys having some usefulness should be considered for closing only upon request of abutting owners rather than by encouragement of the City.
3. Alleys that serve no useful purpose should be closed if at all possible, and in fact the owners abutting thereon should be encouraged to accept conveyance.
4. Alleys that are clearly obsolete should not be closed unless there is a municipal need or specific development proposals acceptable to the City are submitted.

Based on the above, the Planning Department deems the Subject Alley “indispensable”.

Notwithstanding the Subject being deemed indispensable, the Planning Department is recommending that it be closed and conveyed in **as is condition** to the owner of the subject property for the following reasons:

- The aforesaid factor that deems the Subject Alley indispensable will be addressed through the granting of the aforementioned easement in favour of the City to maintain the combined sewer therein.
- The applicant owns all of the properties abutting the Subject Alley.

Administration recommendation that, upon closure, the owner of the subject property be given a chance to acquire the Subject Alley. Hence the recommendation is to close and convey the Subject Alley in **as is condition** to the owner of the subject property, which is contrary to the standard manner of conveyance of offering abutting properties first right to acquire their half of the Subject Alley.

Risk Analysis:

The recommended closure will divest the City of associated liability risks and maintenance costs. The recommended closure poses no known risk to City.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The rate for an alley conveyed to abutting lands zoned CD2.1 is assessed at $10.00 per square foot with easements plus HST (if applicable). For this application the cost of purchasing the subject alley would be approximately $5,073.

The applicant will also be responsible for the survey cost associated with this alley closure, which is estimated to be $5,000.00. The Planning Department will contract the survey of the Subject Alley and will issue an invoice to the applicant to recover all related costs.

Approval of the Recommendations outlined on this report will have no impact on the approved 2025 operating and capital budgets.

Consultations:

Consultations were held with Municipal Departments and Utility Companies, which resulted in the information found in attached hereto as Appendix "C".

Notice of this application was issued to property owners abutting the alley by regular mail, with no objections being received as of the date of writing this report.

Notice of Development & Heritage Standing Committee meeting and Council meeting are published in the Windsor Star prior to each of the meetings. In addition, notice of each of the public meetings will be mailed to the abutting/affected property owners prior to the meetings.

The Financial Services Department was consulted on the financial matters associated with this report.

Conclusion:

The Planning Department recommends closure of the Subject Alley shown on attached Appendix "A", subject to easements in favour of Bell Canada, Enbridge Gas Inc., ENWIN Utilities Ltd., Managed Network System Inc. (MNSi.) and The Corporation of the City of Windsor as in Recommendation II of this report.

The closed Subject Alley is to be conveyed in **as is condition** to the owner of the subject property as in Recommendation II of this report.

Planning Act Matters:

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

Greg Atkinson, MCIP, RPP
Deputy City Planner - Development

Neil Robertson, MCIP, RPP
City Planner

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

JP *RM*

Approvals:

Name	Title
Brian Nagata	Planner II - Development Review
Greg Atkinson	Deputy City Planner - Development
Neil Robertson	City Planner
Emilie Dunnigan	Manager of Development Revenue & Financial Administration
Jamelah Hersh	Senior Legal Counsel, Legal & Real Estate
Janice Guthrie	Commissioner, Finance & City Treasurer
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administration Officer

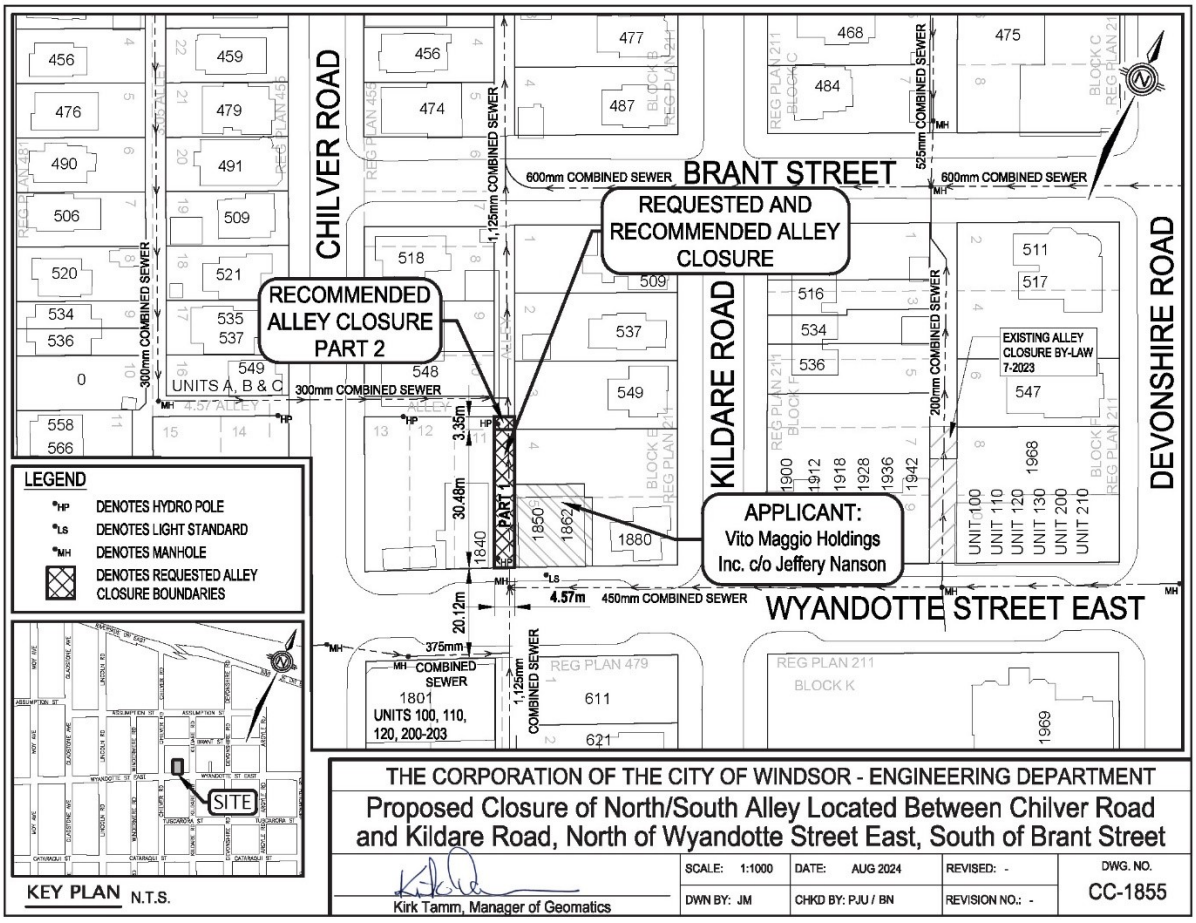
Notifications:

Name	Address	Email

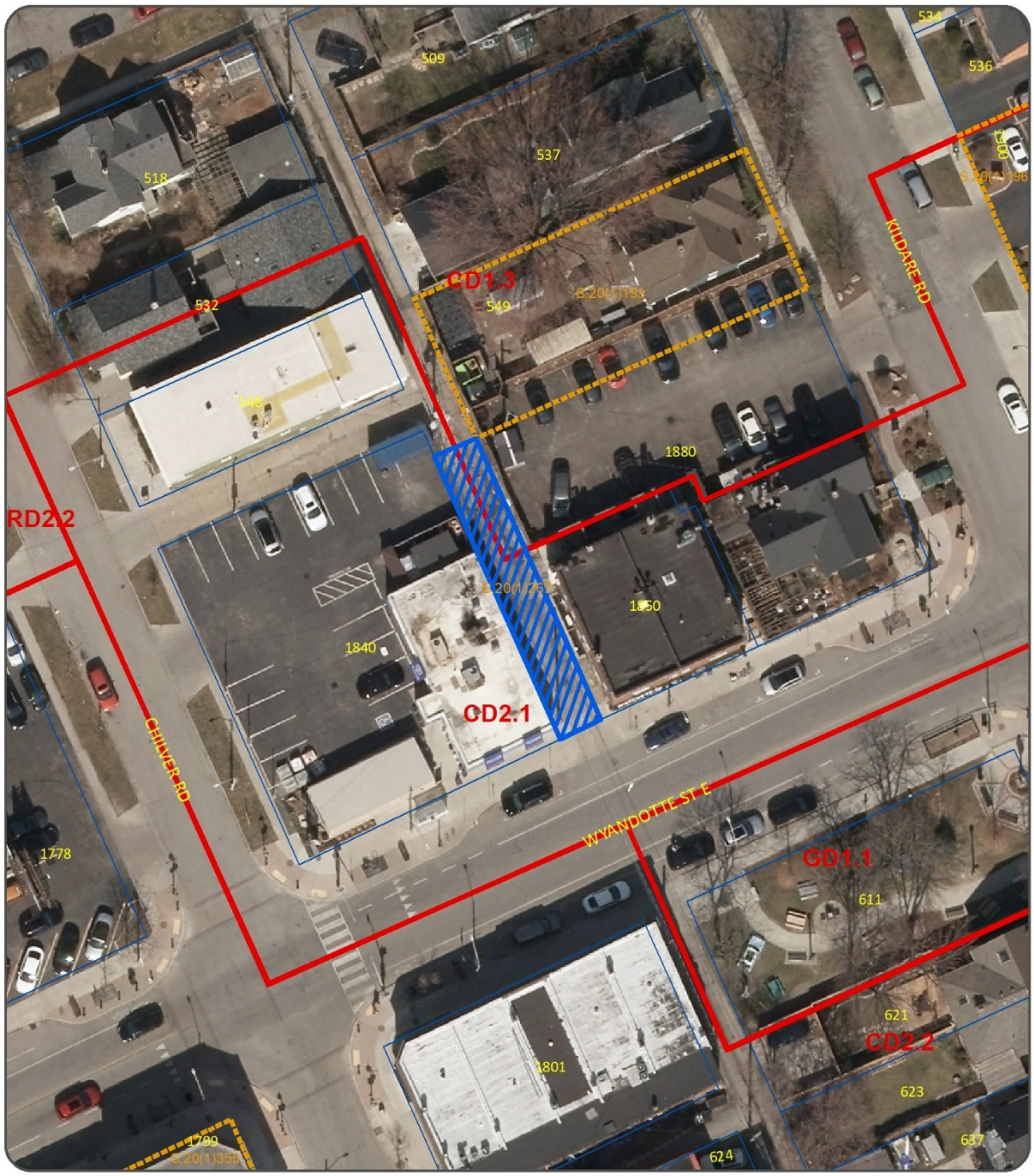
Appendices:

1 Appendix A - Drawing No. CC-1855
2 Appendix B - EIS Drawing - Aerial Photo
3 Appendix C - Consultations with Municipal Departments & Utility Companies
4 Appendix D - Site Photos
5 Appendix E - Classification of Alleys and Suitability for Closure

APPENDIX "A"
Drawing No. CC-1855



APPENDIX "B"
EIS Drawing - Aerial Photo



STREET & ALLEY CLOSING (SAA/7198)

1:500

APPLICANT : VITO MAGGIO HOLDINGS INC. (VIA JEFF NANSON)

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: JUNE, 2024

APPENDIX "C"
Consultations with Municipal Departments and Utility Companies

BELL CANADA

No comments provided

COGECO CONNEXION INC.

No comments provided

ENBRIDGE GAS INC.

After reviewing the provided drawing at 1850 Wyandotte St E and consulting our mapping system, please note that Enbridge Gas has active infrastructure in the proposed area. A PDF drawing has been attached for reference.

Please Note:

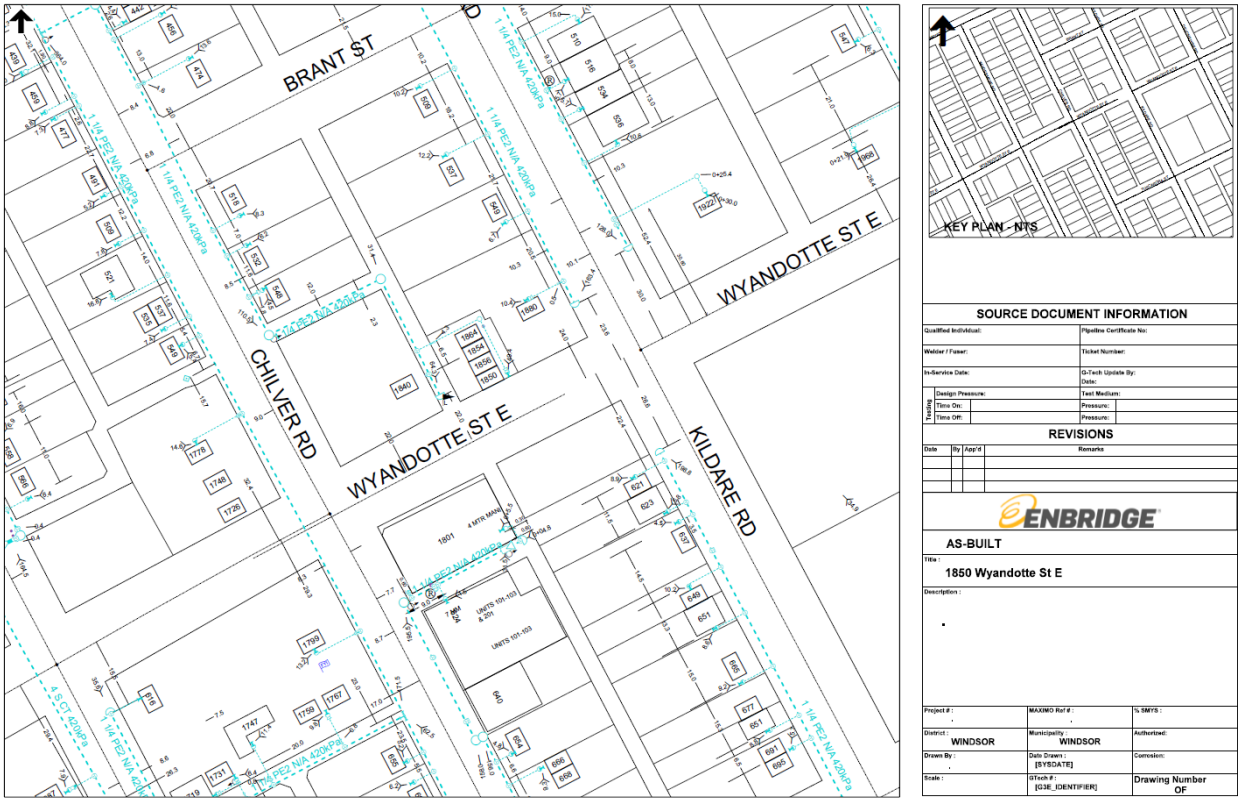
1. The shown piping locations are approximate and for information purposes only
2. The drawings are not to scale
3. This drawing does not replace field locates. Please contact Ontario One Call for onsite locates prior to excavating, digging, etc.

Enbridge Gas requires a minimum separation of 0.6 m horizontal and 0.3 m vertical from all of our plant less than NPS 16 and a minimum separation 1.0 m horizontal and 0.6 m vertical between any CER-regulated and vital pipelines. For all pipelines (including vital pipelines), when drilling parallel to the pipeline, a minimum horizontal clearance measured from the edge of the pipeline to the edge of the final bore hole of 1 m (3.3 ft) is required. Please ensure that this minimum separation requirement is maintained, and that the contractor obtains locates prior to performing any work and utilizes safe excavation practices while performing any work in the vicinity.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live
- If during the course of any job, any pipe is found that is not on the locate sheet and is in conflict with your work, please call our emergency number (1-877-969-0999), and one of our Union Gas representatives will respond to determine if that plant is in fact live or dead
- Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly

[Jose Dellosa - Drafter Estimator]



ENGINEERING (DEVELOPMENT & ROW)

The proposed closure is approx. 4.6 m wide and 30.80 m long and is made of concrete. Engineering requests that the closure area be revised to extend to the northern property line of 1840 Wyandotte Street East.

A combined sewer runs through the alley. There is a catchbasin within the proposed closure area. If the alley is closed, the catchbasin will become private property and must be maintained in good working order by the property owner to provide drainage for the open alley. If the closure is approved, a sewer easement will be required for the full width of the alley.

There are hydro poles, guy wires, and overhead wires located within the alley; an easement will also be required for utilities.

There is a driveway approach at the south end of the subject closure. Should the abutting owners use this access, they will be required to obtain a permit to maintain the approach as per AS-204 for the commercial properties. The driveway approach to the alley will be the responsibility of the city to remove in the future when funds exist. Access to adjacent properties to the north will be maintained through the east/ west alley off Chilver Rd.

This alley is deemed indispensable by CR146/2005, and there are concerns with the closure application however, in this situation the Public Works Department will not

oppose the closure application subject to the easement and catch basin maintenance requirements.

[Adam Pillon - Manager of Right-of-Way]

ENGINEERING (OPERATIONS)

No comments provided

ENVIRONMENTAL SERVICES

We do collect garbage in this alley, north of the requested closure. However, there are only a few stops so the collector can back down the alley to collect them. Furthermore, effective April 1st, 2025 we will no longer collect garbage in this alley. There are no objections from Environmental Services. I would simply ask that I be notified when the application is approved so that I can communicate with our collector.

[Anne-Marie Albidone - Manager, Environmental Services]

ENWIN UTILITIES LTD. (HYDRO)

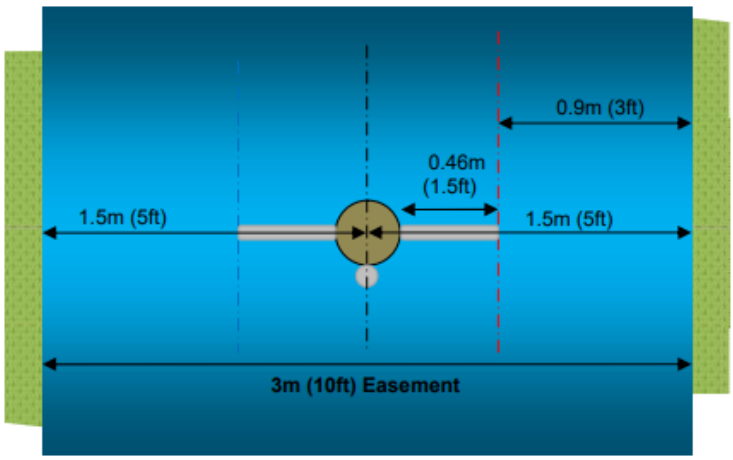
No objection provided existing ENWIN infrastructure and anchors are not impacted.

If no open alley exists, ENWIN will require a minimum 3 m wide easement (1.5 m each side of the pole line) to accommodate the pole, anchors and existing overhead plant.

Also, please note communications may also require easements (i.e.: Bell, Cogeco)

[Jeremy Allossery - Hydro Engineering Technologist]

Overhead Line
A 3m (10ft) Easement is required for a straight pole line 1.5m (5ft) (on each side)
This takes into consideration a 0.3m (1ft) pole diameter, 0.46m (1.5ft) primary insulator, and 0.9m (3ft) clearance from any nearby structure.
See top view representation below:



ENWIN UTILITIES LTD. (WATER)

ENWIN Water has no objections.

[Bruce Ogg - Water Project Review Officer]

LEGAL & REAL ESTATE SERVICES

Alley abutting lands zoned CD2.1, conveyance price:

$20/square foot without easements / $10/square foot with easements, plus HST if applicable.

Deed and survey costs in addition to conveyance price.

[Stephanie Santos - Coordinator Real Estate Services]

MANAGED NETWORK SYSTEM INC. (MNSi)

MNSi will require an Aerial Easement through the subject properties please

[Dave Hartleib - Outside Plant Manager]

PARKS

No comments provided

PLANNING (DEVELOPMENT)

No comments provided

PLANNING (HERITAGE)

The subject property is within the Walkerville Heritage Area, where City of Windsor Official Plan policy 9.3.5.1 (a)(ii) states development should be of compatible height, massing, scale, setback and architectural style. Any materials to be proposed for the closure/patio will need to be of higher quality and reflective of the heritage components (e.g. any fencing, walls, etc.). Some components for consideration:

- Signage will need to be of a character that portrays the area through scale, colour, fonts and imagery (aside from any corporate logos).
- If using masonry posts, brick and stonework need to match and be complimentary to that of the Walkerville heritage context.
- Metalwork furnishings are to be complementary in style and colour to the metal site furnishings of the Walkerville heritage context.

Please contact Heritage Planning Staff if you have any further questions: Tracy Tang (ttang@citywindsor.ca) or Kristina Tang (ktang@citywindsor.ca)

[Tracy Tang - Planner III - Economic Development]

PLANNING (LANDSCAPE)

The proposed closure will alter but not limit the flow of traffic to the properties north of the subject closure. Based on the objectives of the Walkerville Districting plan, the proposed closure is encouraged for providing vibrancy within the community. Therefore, there are no objections from an urban design or landscape architectural perspective.

I have cc'd the heritage planners to provide detail as to any detailed requirements from heritage perspective for any permanent of temporary structures (i.e. café fencing) that may be used to complete the closure.

[Stefan Fediuk - Planner III - Senior Urban Designer]

ROGERS

No comments provided

TELECON (TELUS)

TELUS has no infrastructure between Pavement Centerline & ROW line on the same side as the proposal.

Consent expires six (6) months from approval date. If the location of your proposed design changes, it will be necessary to re-apply.

REMINDERS: You are required to contact TELUS for route locates prior to digging/construction.

You must hand trench to expose TELUS' infrastructure at all locations, pressurized water technology (Hydro-Vacuuming) is not permitted as alternate form of hand trenching.

Please contact TELUS 72hrs prior to construction to witness hand trenching at all locations indicated (1-800-593-5558)

Network Infrastructure Protection & Awareness

[Frederic Sua - Design Specialist II - Access Engineering]

TRANSPORTATION PLANNING

Transportation Planning has no objections to the proposed alley closure.

[Elara Mehrilou - Transportation Planner I]

APPENDIX "D"
Site Photos (Google Street View - November 2023)



Figure 1 - Looking north towards alley from Wyandotte St E (1850 Wyandotte St E on right)



Figure 2 - Looking north towards alley from Wyandotte St E (1850 Wyandotte St E on right)

APPENDIX "E"
Classification of Alleys and Suitability for Closure

Classification of Public Rights-of-Ways:

Currently streets and alleys fall into four classifications on the basis of their usefulness:

1. Alleys that are indispensable. These would be alleys serving commercial properties and properties fronting on heavily traveled streets i.e. major arterial routes and alleys which contain sewers and must remain accessible for servicing; alleys or streets which serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive; and, alleys which contain Fire Department connections that are deemed to be necessary for firefighting access.
2. Alleys that, have some usefulness, are nevertheless dispensable and may or may not be a complete liability.
3. Alleys that appear to serve no useful purpose, either now, or anticipated. Such alleys are in residential areas and locations where generally the lots are wide enough for side drives, or those alleys abutting parks and other parcels of land that do not require any servicing from the alley. Remnant or stub-end streets which are dead-ended and do not serve as access to other streets.
4. Alleys lying in Holding zones and other similar undeveloped areas where the alley system is clearly obsolete and has never been developed, but where the City needs to keep its options open until new area plans are prepared and development is imminent.

Suitability for Closing:

Following are the criteria and suitability for closing alleys in each of the above classifications:

1. Indispensable alleys should not be closed, conveyed, reduced or otherwise jeopardized through minority interests unless a suitable substitute alley is opened in lieu thereof. They are essential from the viewpoint of fire protection, police protection, emergency services (i.e. ambulance) and loading or unloading of goods, refuse collection, servicing of blocked sewers and utility services. Without such alleys, the above noted services would at least be more costly if not impossible to complete or adequately access; and would noticeably interfere with street traffic, thereby reducing the access capacity of the adjacent arterial, collector, or street for business.
2. Alleys having some usefulness should be considered for closing only upon request of abutting owners rather than by encouragement of the City.
3. Alleys that serve no useful purpose should be closed if at all possible, and in fact the owners abutting thereon should be encouraged to accept conveyance.
4. Alleys that are clearly obsolete should not be closed unless there is a municipal need or specific development proposals acceptable to the City are submitted.

Subject: Additional Information Memo to Council Report No. S 70/2025

Reference:

Date to Council: July 14, 2025
Author: Brian Nagata, MCIP, RPP
Planner II - Development Review
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: June 6, 2025
Clerk's File #: SAA2025

To: Mayor and Members of City Council

Additional Information:

The Development & Heritage Standing Committee (DHSC) at their June 2, 2025 meeting considered Council Report No. S 70/2025 concerning the closure of the 33.83 metre southerly portion of the 4.57-metre-wide north/south alley located between Brant Street and Wyandotte Street East (the "Subject Alley"). DHSC moved Administration's recommendation to close and convey the Subject Alley to the applicant, Vito Maggio Holdings Inc., owner of the abutting property known municipally as 1850 & 1862 Wyandotte Street East.

In preparing Council Report No. S 70/2025, it was believed that the applicant owned all four properties abutting the Subject Alley, hence the recommendation to close and convey the Subject Alley to the applicant.

During the applicant's delegation it was determined that they only own the easterly three abutting properties. Notwithstanding this oversight, it should be noted that the owner of the westerly abutting property, known municipally as 1840 Wyandotte Street East was notified of the closure of the Subject Alley by regular mail in September 2024 and of the DHSC meeting by regular mail prior to the meeting. No correspondence has been received from the owner of 1840 Wyandotte Street East to date. It should also be noted that any new buildings or structures constructed on 1840 Wyandotte Street East will need to be setback approximately 3.00 metres from the Subject Alley due to the overhead hydro lines running therein along its westerly boundary. Consequently, Administration has no concerns with the recommendation as moved by DHSC proceeding to Council.

Approvals:

Name	Title
Brian Nagata	Planner II - Development Review
Greg Atkinson	Deputy City Planner - Development
Neil Robertson	City Planner
Jamelah Hersh	Senior Legal Counsel
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administration Officer

Appendices:

N/A

Subject: Additional Information Memo to Council Report No. S 70/2025

Reference:

Date to Council: September 2, 2025
Author: Brian Nagata, MCIP, RPP
Planner III - Development Review (A)
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: August 20, 2025
Clerk's File #: SAA2025

To: Mayor and Members of City Council

Additional Information:

Council at its July 14, 2025, meeting considered and approved Council Report No. S 70/2025 concerning the closure and conveyance of the 33.83 metre southerly portion of the 4.57-metre-wide north/south alley located between Brant Street and Wyandotte Street East (the "Subject Alley") to the applicant, Vito Maggio Holdings Inc., owner of the abutting properties known municipally as 549 Kildare Road, 1850 & 1862 Wyandotte Street East and 1880 Wyandotte Street East, to facilitate the construction of a patio for the restaurant at 1850 Wyandotte Street

On August 8, 2025, the owner of the abutting property, 1840 Wyandotte Street East, submitted a formal objection to the closure of the Subject Alley via email. The owner claimed that they did not receive the Notice of Application or Notice of Public Meeting, as the reason for not submitting a formal objection before Council approved the closure of the Subject Alley.

The Planning Department confirmed that a **Notice of Application** was issued to property owners abutting the alley on September 10, 2024, via regular mail. This Notice of Application advises abutting property owners that *"You will receive further notification of the date, time, and location of this public meeting from the Council Services Department, along with a copy of the report being submitted and instructions on being listed as a delegation to this meeting if you choose."*

The Planning Department has since confirmed with Council Services that a **Notice of Public Meeting** was not issued to the owner of 1840 Wyandotte Street East, due to a clerical error.

The subject report has been placed on the Development and Heritage Standing Committee agenda because of this new information and to allow the owner of 1840 Wyandotte Street East to speak to the matter.

In response to the abutting owner's objections, the Planning Department offers the following:

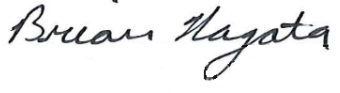
- The property at 1840 Wyandotte Street East is currently vacant following a fire in 2022 and no development plans have been submitted to the City of Windsor Planning Department.
- The property at 1840 Wyandotte Street East has opportunity for alley access from the east/west alley that runs along the northern property line and access off Chilver Road along the western property line.

The Planning Department was further advised that the owner of 1840 Wyandotte Street East is now requesting that the Council Decision (CR286/2025) be amended to allow them to purchase the west half of the Subject Alley. The applicant of the alley closure, Vito Maggio Holdings Inc., has indicated that their proposed use of the Subject Alley is for outdoor dining for the restaurant at 1850 Wyandotte Street East, therefore have asked to purchase the entire width of the Subject Alley. The western portion of the Subject Alley contains utility poles with overhead hydro and utility lines. EnWin Utilities Ltd. has requested a 3.0 metre wide easement (measured 1.5 metres from each side of the overhead hydro lines) that would prohibit any buildings or structures within the western portion of the alley. Subsection 3.1.19. Above Ground Electrical Conductors of the Ontario Building Code requires a building to be setback a minimum of 3.0 to 5.0 metres from either side of the overhead hydro lines, depending on the voltage of the lines. This means that any new building or structure at 1840 Wyandotte Street East will need to be setback at least 3.0 metres from the Subject Alley to comply with the Ontario Building Code regulation.

The Planning Department has reviewed the abutting owner's objections and request to purchase half the alley. The Planning Department is not recommending any changes to CR286/2025. Although it is our practice to offer half the width of alleys to all affected abutting owners, the Street and Alley Closing Policy does not require same. In this instance and for the reasons outlined above, we are conveying the full width of the Subject Alley in a manner deemed appropriate by the City Planner, as called for in CR286/2025.

CR286/2025 approved the closure and conveyance of the Subject Alley to Vito Maggio Holdings Inc. conditionally on their payment of the full survey cost. Typically the City pays the survey cost upfront and then the cost is divided up between the abutting land owners. In this case, as a sole party is receiving the entire closed alley, the full cost of the survey is to be invoiced to the applicant Vito Maggio Holdings Inc., which he had agreed to. The survey has been completed and the invoice will be sent to the applicant.

Municipal Act Matters:



Brian Nagata, MCIP, RPP
Planner III - Development (A)

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

Laura Diotte, MCIP, RPP
Deputy City Planner - Development (A)

Neil Robertson, MCIP, RPP
City Planner

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

JP *RM*

Approvals:

Name	Title
Brian Nagata	Planner III - Development Review (A)
Laura Diotte	Deputy City Planner - Development (A)
Neil Robertson	City Planner
Emilie Dunnigan	Manager of Development Revenue & Financial Administration
Jamelah Hersh	Senior Legal Counsel, Legal & Real Estate
Janice Guthrie	Commissioner, Finance & City Treasurer
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

N/A

Appendices:

N/A

Item No. 8.15

Committee Matters: SCM 267/2025

Subject: Windsor-Essex Regional Affordable Housing Strategy 2025 Report - City Wide

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

Decision Number: **CSSC 287**
THAT the report of the Manager Social and Affordable Housing and Coordinator of Housing Administration & Development dated August 18, 2025 entitled "Windsor-Essex Regional Affordable Housing Strategy 2025 Report - City Wide" **BE RECEIVED**.
Carried.

Report Number: S 107/2025
Clerk's File: GH/11710

Clerk's Note:

1. The recommendation of the Community Services Standing Committee and Administration are the same.

2. Please refer to Item 6.1 from the Community Services Standing Committee held on September 3, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250903/-1/10577

Subject: Windsor-Essex Regional Affordable Housing Strategy 2025 Report - City Wide

Reference:

Date to Council: September 3, 2025
Author: Diane Wilson
Manager Social and Affordable Housing diwilson@citywindsor.ca
519-255-5200 ext. 5192

Shelly Lucier
Coordinator of Housing Administration & Development
shlucier@citywindsor.ca
519-252-5200 ext. 5153
Housing and Children's Services
Report Date: 8/18/2025
Clerk's File #: GH/11710

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** the Windsor-Essex Regional Affordable Housing Strategy 2025 report from the Manager of Social and Affordable Housing and the Coordinator of Housing Administration and Development**.**

Executive Summary:

N/A

Background:

In September 2021, Essex County Council passed a resolution to request Windsor City Council's support for the immediate commencement of discussions on the development of a Regional Affordable Housing Strategy (RAHS), including funding responsibilities.

On November 1, 2021, City Council directed administration to engage the County to establish an approach needed to develop an effective regional plan (CR482/2021).

On November 27, 2023, City Council Awarded RFP82-23, Regional Affordable Housing Strategy Consultant to SHS, Inc. For the provision of consulting services related to the development and delivery of a Regional Affordable Housing Strategy CR494/2023.

Discussion:

In July 2023, Housing Services issued the Request for Proposal (RFP) to retain the services of a consultant experienced in providing and evaluating the housing needs in Windsor Essex. SHS Consulting Inc. (SHS) was the successful proponent and was hired to develop the RAHS.

Stakeholders throughout Windsor Essex County contributed their input and feedback to the development of the strategy including residents, members of the public, community organizations, City and County Council members and municipal staff. This feedback was received through consultations and opportunities including a resident survey, on-line feedback forms, Town Hall community meetings, focus groups and individual interviews.

To provide a holistic report, SHS split the project up into three components – a Regional Housing Needs Assessment (HNA), a Local Municipal Profile, and the Regional Affordable Housing Strategy.

THE HOUSING NEEDS ASSESSMENT

The HNA outlines the current state of housing for each regional municipality and the community and affordable housing needs throughout the region. It acts as a background document to inform the strategic direction of the RAHS.

The HNA identified the following Key Insights:

Key Insights	
Insight #1	**There is a need to stimulate an increase in the supply of purpose- built housing.**
Insight #2	**There is a need for more affordable housing across a broad range of income levels.**
Insight#3	**There is a need for a greater variety of housing options to reflect changing household structures and growth patterns.**
Insight#4	**There is a need for more community housing options, including supportive and accessible units.**
Insight#5	**There is a need to improve access to permanent housing and related supports for those experiencing housing instability.**

Additionally, the Key Takeaways detailed in the Housing Needs Assessment are as follows:

- Almost all the renter households in core housing need were facing affordability issues, renter households in Windsor-Essex were more likely to be living in unsuitable housing. This indicates a lack of affordable options in the rental market that may be forcing these households into smaller dwellings than the household may require.
- Maintaining an aging housing stock will need to be considered to avoid the loss of affordable housing stock, particularly much needed renter housing stock, in the region.
- The lack of supply of bachelor and three or more-bedroom units in municipalities outside of Windsor likely means that low or moderate-income households will not be able to access the primary rental market affordably.
- Recent development trends indicate a shift towards more apartment dwellings, a dwelling type that has been associated with rental housing and may indicate an opportunity to grow the stock of purpose-built rental units in Windsor-Essex.

The HNA considers housing "affordable" if it costs less than 30% of a household's before-tax income. Many people believe the term "affordable housing" refers only to rental housing that is subsidized by the government, which is more broadly defined as "Deeply Affordable".

According to the HNA, Windsor-Essex is projected to require approximately 56,000 new housing units by 2035, broken down as follows:

City of Windsor

- Over 40,840 total new housing units
- Approximately 4,084 units, or 10% of new units, should be Deeply Affordable
- Approximately 6,126 units, or 15% of new units should be Affordable Rental Units

County of Essex

- Over 15,000 total new housing units across
- Approximately 750 units, or 5% of new units, should be Deeply Affordable units
- Approximately 2,250 units, or 15% of new units, should be Affordable Rental unit

The RAHS considered these insights and takeaways from the HNA, and they informed the basis of the RAHS.

ANALYSIS OF DEVELOPMENT POTENTIAL

See corresponding P&C memo

REGIONAL AFFORDABLE HOUSING STRATEGY

The RAHS provides a roadmap and best practice on how to address housing needs identified in the HNA. It is the culminating report to the study and provides an action plan for the City and County to meet the community and affordable housing needs.

The findings of the RAHS point to significant and growing pressures involving housing, including:

- As the population of the region is projected to grow, the demand for housing, especially among renters, is expected to continue to grow;
- Homeownership is increasingly out of reach for most households;
- Low and moderate income households face limited affordable housing options;
- Rates of core housing need and housing unaffordability continue to rise;
- The number of people experiencing or at risk of homelessness is increasing;
- Community housing unit waitlists are long and growing; and
- In addition to these housing pressures, the lack of coordination between upper levels of government, combined with limited and inconsistent funding commitments, makes it difficult for local governments to implement strategies, fill gaps, and provide the supports needed to meet current and future housing needs.

The RAHS focuses on affordability, availability, and suitability across all demographics and highlights the key gaps in the housing continuum.

The RAHS outlines a strategy framework with three (3) pillars of focus for housing in Windsor- Essex. Each pillar is then broken down into various strategies and each strategy has associated action items. There are a total of 26 actions items to address key housing challenges.

The table below outlines the Pillars, Strategies and some recommended action items that have been provided regionally for implementation and consideration, many of which are either under development or have been implemented and remain a priority for the region. (For reference the full Strategy Framework can be found beginning on page 19 through to page 56 of the RAHS) Appendix A.

Strategy Framework		
Pillar #1 – Stimulating a Future-Focused Range of Housing Options	**Pillar #2 – Igniting a Thriving Housing Sector**	**Pillar #3 – Improving Housing Conditions for Those in Greatest Need**
Strategies: • **Encourage the development of purpose-built and affordable housing rental housing across Windsor-Essex** • **Support the development of housing**	**Strategies:** • **Promote capacity-building efforts to support the community housing sector** • **Support the development of new housing** • **Maintain and improve**	**Strategies:** • **Ensure access to emergency shelter spaces and supports for people experiencing homelessness** • **Promote secure and habitable housing**

options for all life stages	**the existing community**	**for renters**
• **Promote the development of a diverse range of housing forms**	**and affordable housing stock**	• **Enhance settlement services and access to resources for people**
Action Example: • **1.1 Explore and identify surplus lands and infill development opportunities to provide at low cost for affordable purpose-built rental housing development** • **2.1 Support the development of accessible housing models that enable seniors and older adults to age in place, such as co-housing and assisted living** • **3.3 Explore and promote innovative housing solutions through pre-approved housing designs and modular housing developments to increase housing supply**	**Action Example:** • **4.3 Equip community housing providers with knowledge of policies, funding opportunities, and best practices through targeted education initiatives** • **5.4 Pilot partnership development with hospitals and community health care programs to develop supportive housing for people experiencing homelessness**	**Action Example:** • **7.1 Partner with the local municipalities to improve access to emergency shelters and supports** • **8.1 Identify existing rental assistance programs and encourage enhancements to service delivery**

Many of the recommended action items are already underway within the City and or County. The following strategies and projects highlight how Housing Services is currently meeting some of the recommended actions and strategies:

Pillar 1: Stimulating a Future-Focused Range of Housing Options

The City of Windsor, as Service Manager through the Housing Services Department, continues to work to increase the affordable housing supply by creating new units across Windsor-Essex. These units have been created with the support of funding from federal, provincial and municipal sources. Since 2019, 264 units have been created in both the City and the County. This was achieved through various program funding sources, which total approximately $48.3M. Market units are not included in the above total. The 264 new unit rents are calculated at 30% of gross annual household income or 80% of Average Market Rent (AMR). Other initiatives to stimulate housing options are being conducted through the City of Windsor Economic Development Department and Housing Solutions Made for Windsor (HSMFW). Units under these initiatives are not reflected in the numbers above.

Action 1.1: Explore and identify surplus lands and infill development opportunities to provide at low cost for affordable purpose-built rental housing development

This action involves exploring and identifying surplus municipal lands and infill development opportunities that can be offered at low cost to developers committed to constructing affordable rental housing.

The City of Windsor has already taken steps through the HSMFW initiative, identifying municipal lands suitable for potential housing development. A site analysis report, attached to the P&C memo, outlines underutilized lands for affordable housing developments across the region and provides a foundation for leveraging municipal assets to address rental housing shortages by utilizing underutilized lands.

Action 2.1 Support the development of accessible housing models that enable seniors and older adults to age in place, such as co-housing and assisted living

Ensuring seniors and older adults can remain in their communities as they age is essential for fostering inclusion and addressing evolving needs in Windsor and Essex County. Windsor- Essex has supported various accessible housing initiatives through organizations such as: Assisted Living Southwestern Ontario (ALSO), Community Living Essex County (CLEC) and others. Building on these efforts, this action focuses on advancing diverse housing models tailored to the needs of aging residents.

Action 3.3 Explore and promote innovative housing solutions through pre-approved housing designs and modular housing developments to increase housing supply

Modular housing developments have been created across Windsor Essex. These housing units are affordable and are rented at 30% of a household income or 80% of the average market rent for Windsor Essex. An example of modular homes built in the County is The Bridge in Leamington.

Pillar 2 Igniting a Thriving Housing Sector: Maintain and improve the existing community and affordable housing stock

Maintaining and improving the existing stock of community housing is important to ensuring that residents can continue to access these homes. Regular maintenance and/or renovation of this housing stock helps ensure community housing remains safe and livable for the long-term. The City of Windsor continues to make social housing repairs a priority across Windsor and Essex County. There are 32 providers in the portfolio that have received funding to keep units in good repair. These repairs have been funded through upper levels of government funding. Notably, Windsor-Essex has some of the oldest social housing stock in Ontario, with many developments older than 40 years. A breakdown of repairs completed from 2023 to 2025 are as follows:

- 2023-2024 $1.9M in funding was allocated to repair 744 units
- 2024-2025 $4M in funding was allocated to repair 844 units

- Other repairs are being completed by the Social Housing Providers through capital reserves and;
- Windsor Essex Community Housing Corporation (CHC) was allocated $170M for the Repair and Renew project with $90M from Canada Mortgages and Housing Corporation, $3.6M from CHC, and $76.4M from the City and County.

Action 4.3 Equip community housing providers with knowledge of policies, funding opportunities, and best practices through targeted education initiatives

Social and community housing providers and their boards are provided with various opportunities for training and development. These opportunities cover training related to the work that they do, inclusive of policy updates, funding opportunities and best practices.

Training has been provided by partners like Ontario Non-Profit Housing Association (ONPHA), Cooperative Housing Federation of Canada (CHF Canada), Canada Mortgages and Housing Corporation (CMHC), Enbridge, etc and includes but was not limited to the following topics:

- Governance training;
- Rent Geared to Income calculation training
- Energy grant funding opportunities
- Mental Health First Aid

Pillar 3 Improving Housing Access for Those in Greatest Need

Action 8.1 Identify existing rental assistance programs and encourage enhancements to service delivery.

Rental assistance programs in Windsor-Essex are important to improve housing security for renters and prevent homelessness. Programs such as the Emergency Rent Assistance (ERA) program assist with rental arrears and the first and last month's rent for individuals exiting homelessness. In April 2024 – March 2025 period, approximately $3.5 million was utilized for the ERA program and funded through all funding sources.

In addition, the Windsor Essex Housing Benefit (WEHB) program, is designed to increase rental affordability by providing benefits to households to bridge affordability in the rental market. Similarly, the Canada-Ontario Housing Benefit (COHB) provides direct financial support to eligible households, helping them access and maintain housing in the private rental market. In April 2024 - March 2025, 168 renter households were assisted through the COHB ($892,782), and in 2024, there were 19 new households which were assisted through WEHB ($635,183).

NEXT STEPS

The RAHS provides a shared framework to guide how the City of Windsor, the

County of Essex and its municipal partners can address housing needs across the region. It sets out clear areas of focus and coordinated actions aimed at improving housing affordability, expanding access, and increasing the range of housing options available to residents now and in the years ahead. By working in partnership with the non-profit, private sector, and the broader community, Windsor-Essex can take meaningful steps to support a more diverse, inclusive, and resilient housing system. However, there are challenges in addressing all the recommendations. These challenges range from funding and resource availability to jurisdictional and legislative constraints. Accordingly, **administration recommends that this report be received for information,** and that the RAHS be used as a guide and reference in the continual work that is being undertaken to address housing needs.

The City of Windsor is moving in the right direction as it relates to housing, but there are additional items that can be actioned based on the RAHS recommendations. Administration proposes that the following goals guide its workplan over the course of the next 1 to 3 years:

Short term goals (1-2 years)

- The reintroduction of a tenant / landlord education program. Housing Services will seek out partnerships to facilitate the creation and delivery of this. (Action 8.1)
- Continue to advocate for and leverage upper level of government funding and grant opportunities (Action 7.2)
- Provide community housing providers with knowledge of policies, funding opportunities, and best practices through targeted education initiative (Action 4.3)
- Collaboration with internal City departments to determine shared goals and responsibilities, processes and efficiencies (Action 4.2)
- Consider including key elements of the RAHS into the Housing and Homelessness Master Plan 5-year review

Mid-term goals (2 - 2.5 years)

- Develop an accessible information database to support community housing providers and facilitate housing development (Action 4.1)
- Explore and promote innovative housing solutions through pre-approved housing designs and modular housing developments to increase housing supply (Action 3.3)

Long term goals (2.5 - 3 years)

- Enable cross-sector partnership projects to create mixed-use housing that integrates supportive services and community amenities (Action 4.4)

Administration will bring forward an update to council outlining progress on these goals in alignment with the HHMP update.

Future reports will address investments in housing. There is an outstanding CQ put forward by Councillor Kieran McKenzie *directing that Administration prepares a comparative analysis of the Affordable Housing frameworks and incentives that are in place in comparable municipalities. To the extent that data is available the analysis should consider all forms of affordable housing and the composition of the affordable housing marketplace in the communities analyzed*. It is intended that this report will return to Council in the fall of 2025.

Risk Analysis:

The RAHS highlights action items and best practices that can help address the region's housing crisis. There is a risk that economic conditions such as tariffs, government funding levels, and competing priorities make actioning parts of the RAHS impractical or significantly delayed. Administration will consider this risk and set out appropriate measures to mitigate when implementing any solutions, if required.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There is limited available funding to address the future housing priorities in the community. The funding available in the City of Windsor 2025 ten-year capital plan is noted below.

Table 1

Housing City Capital Ten Year Plan Year 2025-2034	
Project	**Amount**
CHC Repair and Renewal Project	$35.8 M
CHC Capital Improvement	$16.5 M
City Housing Reserve Fund (F216)	$13.1 M
Total Ten-Year Plan	$65.4 M

No additional funds are being requested to implement the RAHS. The Housing Services department will continue to access federal and/or provincial funding opportunities as they become available. Future reports will be brought forward

should additional funding be required to implement any particular action item that was not previously approved in the respective municipal budget.

Consultations:

Kate Tracey, Senior Legal Counsel
Nancy Jaekel, Financial Planning Administrator
SHS Inc. o/a SHS Consulting
Kelly Goz, Manager, Homelessness & Housing Support (A)

Conclusion:

The goal of the RAHS is to inform housing policy and related programs, outline investment and economic impact in residential development and other steps required to make meaningful change in addressing current and emerging housing needs in Windsor-Essex. The RAHS identifies the needs and gaps across the entire housing continuum including both market and non-market housing along with solid recommendations for action.

The RAHS will be used to inform housing solutions across the housing continuum, while outlining considerations for the planning and/or development of housing across the Windsor-Essex Region.

Planning Act Matters:

N/A

Approvals:

Name	Title
Linda Higgins	Manager, Intergovernmental Funding – Employment, Social and Health Services
Kirk Whittal	Executive Director, Housing and Children's Services
Tony Ardovini on behalf of Janice Guthrie	Acting, Commissioner, Finance and City Treasurer
Dana Paladino	Commissioner, Human and Health Services
Jelena Payne acting for Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
Notification list in Agenda.net		

Appendices:

Appendix A - Windsor Essex Regional Affordable Housing Strategy (available at www.citywindsor.ca due to size)
Appendix B - Windsor Essex Regional Housing Needs Assessment (available at www.citywindsor.ca due to size)

Appendix C - Windsor Essex RAHS - Local Municipal Profiles (available at www.citywindsor.ca due to size)

Committee Matters: SCM 268/2025

Subject: Minutes of the Age Friendly Windsor Working Group of its meeting held May 14, 2025

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

Decision Number: **CSSC 288**
THAT the minutes of the Age Friendly Windsor Working Group meeting held May 14, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 198/2025
Clerk's File: MB2025

Clerk's Note:

1. Please refer to Item 7.1 from the Community Services Standing Committee held on September 3, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250903/-1/10577

Committee Matters: SCM 198/2025

Subject: Minutes of the Age Friendly Windsor Working Group of its meeting held May 14, 2025

AGE-FRIENDLY WINDSOR WORKING GROUP (AFWWG)
Meeting held May 14, 2025

A meeting of the Age Friendly Windsor Working Group is held this day commencing at 9:30 o'clock a.m. in Room 522b, there being present the following members:

Larry Duffield
Andrea Grimes
Cindy Matchett
Roxanne Tellier
Tom Wilson

Regrets received from:

Gerald Corriveau

Also present are the following resource personnel:

Kara Kristoff, Chair and Supervisor Community Programming
Christina Ritorto, Client Support & Staff Development Coordinator
Karen Kadour, Committee Coordinator

1. Call to Order

Kara Kristoff, Chair calls the meeting to order at 9:30 o'clock a.m. and the Working Group considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Cindy Matchett, seconded by Tom Wilson,
That the minutes of the meeting of the Age Friendly Windsor Working Group held January 31, 2025, **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1(a) Transit Windsor

At the direction of the Working Group at its meeting held January 31, 2025, the questions posed by the Working Group in ***italics*** and the answers provided by Transit Windsor are as follows:

- ***Are percentages noted in population and age groups of those who use Transit Windsor derived from those who have bus passes vs. bus rides.***
    - It is a combination of all the fare categories so cash, tickets, and passes.
- ***If a Transit user swipes their bus pass, can Transit Windsor collect the data of who is riding and how often.***
    - Transit Windsor would be able to track a specific bus pass, but it would be generalized so if it's a senior pass for example, it would be pass 0001 which was used 5 times last month.
- ***Is there a bus that can bring people to Sand Point Beach during the summer months?***
    - As part of Transit Windsor, City Council approved the 2023 service plan; a new local route will be introduced, Route 345, that will provide new transit service to Sandpoint beach throughout the entire year. This is proposed to be implemented in 2026 in conjunction with the completion of the new east end terminal.
    -
- ***The Working Group asked how the 6% senior ridership is calculated.***
    - It is the amount of ridership that falls under the senior category divided by the total amount of ridership that Transit Windsor collected in all categories. In 2024, 587,823 rides fell under the senior category out of 9,671,728 representing 6%.

Larry Duffield expresses concern that the 6% senior ridership is low and asks if there are comparative ridership statistics for other like-size communities. Christina Ritorto responds that this information reflects the statistics for only those that hold a senior card. She adds there may be seniors that ride the bus, but this is not being captured as they do not possess a senior card.

Larry Duffield requests that a City Councillor be added to the membership of the Age-Friendly Working Group.

Clerk's Note: The composition of the membership of the Age-Friendly Working Group as approved by City Council is as follows:

The Age-Friendly Windsor Working Group will consist of 8 members, including six community members and two City administration (one from Recreation and one from Parks). ***No City Councillor will sit on the Age-Friendly Windsor Working Group.***

Moved by Larry Duffield, seconded by Andrea Grimes,
That a member of City Council **BE INVITED** to attend a future meeting of the Age Friendly Windsor Working Group as a guest regarding city senior services.
Carried.

(b) June Events

Larry Duffield suggests hosting a flag raising, and to do a proclamation in celebration of "June is Senior's Month".

Clerk's Note: As of April 2024, Flag Raising, Proclamation and Illumination applications are not currently being accepted while the city undertakes a review of the processes and to make changes to the policy.

June is Recreation and Parks Months

The Chair refers to the Calendar of Events and programming that provides awareness to the importance of recreation and our parks. She asks for feedback on initiatives that would fall under parks and recreation. Roxanne Tellier suggests inviting seniors to be involved with children. The Chair responds that there are senior groups that come to the day camps and interact with the kids.

Andrea Grimes expresses concern with how events are marketed by the city and questions how communications are provided through the mainstream media. The Chair advises that she will contact Communications regarding their process and will report back at the next meeting.

(c) Community Engagement Event Planning

The Chair reports that Frank Fazio, CySAT Security Inc. is willing once again to participate in the community speaker series in the Fall 2025. Tom Wilson suggests recording the session.

The Chair recalls that a discussion was held at the January 31, 2025 meeting regarding holding a community speaker series with a representative from Transit Windsor. This would afford an opportunity to bring more awareness of how to apply for a transit

card, bus routes and any questions posed by the public relating to transit. She indicates they are awaiting confirmation from Transit Windsor.

Roxanne Tellier suggests partnering with Your TV (free service) to hold the community speaker series and adds she will investigate this and will report back. The Chair suggests using community spaces to get the word out about these topics.

Tom Wilson remarks that advertising should be done in May for events occurring in June.

(d) Website Discussion

Christina Ritorto advises that information can be added to the Age Friendly Windsor Working Group webpage. The Chair suggests establishing a subcommittee to put together this calendar; to be forwarded to the Chair who will update the calendar. The webpage will be separate from the Council/committee pages. This webpage is designed to create awareness about local events for seniors regarding resources that they can use in the community. The group will look into creating a survey from the AFWWG and a newsletter to share on the webpage. *Members of the subcommittee includes Roxane Tellier, Tom Wilson and Cindy Matchett.*

(e) Council Question Discussion

- What are the current challenges faced by seniors in our community?
- Specific areas of concern include public parks, public transit and utility costs.

Comments provided by the Working Group are as follows:

- Issues with Transit Windsor includes the cost of bus tickets, and the routes
- Public parks – There are concerns that if a person falls, that some emergency blue light poles are out of service.
- Lighting in parks
- Walking paths in parks
- People with mobility scooters – Paved trails to ensure ease in entering and leaving the park
- Public access to washrooms
- Handicap parking
- In terms of utility costs, what kind of input can this committee provide

5. Roundtable Updates

The Chair asks the members if there are any roundtable updates to share with the group. The following comments are provided:

World Health Organization (WHO) – The Chair advises they now have access to the password used by the previous Seniors Advisory Committee. They reached out to the WHO regarding next steps but have not received a response.
Larry Duffield is pleased that the Chair will be reaching out to the Ontario Age Friendly Community Network
Larry Duffield – CARP and the Federal Retirees organized an election town hall on April 23, 2025. The CARP Annual General Manager will be held on June 18, 2025.
On April 1, 2025, Larry Duffield was selected to be on the National Seniors Council.
Tom Wilson advises that Life After Fifty will host a Better Living Day Workshop to be held on June 19, 2025, which includes learning new skills and undertaking information sessions such as cyber security. Also, there will be a Health & Wellness Expo in September 2025.
Christina Ritorto states that on May 25, 2025, a Jazz Concert will be held at Mackenzie Hall at 2:00 p.m. An unveiling of the archway next to the building prior to the Jazz Concert at 1:30 p.m.
The Chair discusses June is Recreation and Parks Month calendar from the Recreation Department. Many free activities available, as well as paid drop-in activities. Calendar will be shared with the group.

6. Summary of Action Items

Transit Windsor – follow-up questions
Follow-up with the Communications Department
Add events to June is Recreation and Parks Month calendar
“Have your say about Community Safety and Wellbeing in Windsor-Essex” link to be sent to the Working Group

7. Date of Next Meeting

The next meeting will be held on September 17, 2025 at 9:30 a.m.

8. Adjournment

There being no further business, the meeting is adjourned at 11:33 o’clock a.m.

Committee Matters: SCM 269/2025

Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., Held June 12, 2025

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

Decision Number: **CSSC 289**
THAT the minutes of the Executive Committee and Board of Directors, Willistead Manor Inc. meeting held June 12, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 226/2025
Clerk's File: MB2025

Clerk's Note:

1. Please refer to Item 7.2 from the Community Services Standing Committee held on September 3, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250903/-1/10577

Committee Matters: SCM 226/2025

Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., Held June 12, 2025

A meeting of the **Executive Committee Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:00 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn, Chair
J. Evans
C. Gaudette
R. Gauthier

Regrets:

J. Evans
A. Abu-Zahra

Also in attendance are the following Resource Personnel:

D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls
C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:03 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by R. Gauthier, seconded by C. Gaudette,
That the minutes of the Executive Committee Board of Directors Willistead Manor Inc. meeting held May 15, 2025, 2025, **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

4. REPORTS

4.1 Chairperson

D. Sanborn informs the Committee members that Art in the Park, which was held on June 7th and 8th, 2025 was very well attended and is looking forward to hearing whether attendance records were once again broken.

D. Sanborn also notes that information regarding the candidates interviewed for positions on the board of Directors has been shared with board members, advising them that these candidates will be recommended at today's board meeting.

4.2 Administration

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator provides the following updates:

Facilities Updates:

- Manor Elevator Replacement: The tender for the new elevator closed on June 6th, 2025 and a contractor has now been selected. The Facilities Department is working through the regular approval process with Purchasing. They will propose a timeline soon, but we will have to see how it fits withing the Manor's existing schedule.
- Perimeter Fence and Pillar Repairs: Although funding for the fence repair/refinish will be available in 2029, Facilities, Engineering and Special Projects are working to address the priority pillars now. There are a total of 50 pillars on the list and the contractor stabilized the worst cases before Art in the Park. The pillars are being stabilized, some will need to be fully disassembled and re-built. The project is currently out for tender, and it closes on June 20th. The project includes repair and refinishes for the South and West gate. Though the weather will have an impact, they are hoping to finish this before the winter season.

Culture & Events Updates:

- The July Summer Tours will take place on July 2, 6, 9, 13, 20, 23 and 30.
- The 5th Annual High Tea & Garden Party will be held on Sunday July 27, with three sittings.
- Art in the Park went very well, however the final numbers are not yet in.

D. Sanborn inquires about the pillar repairs. C. Menard explains that some of the pillars will need to be fully disassembled and rebuilt, while others will only require patchwork.

C. Menard also provides an update on staffing related to the custodian position.

4.3 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls provides the following current account balances:

- Operating Account -- $27,997.
- Savings Account -- $16,842.
- Furnishings Trust -- $18,962.

5. NEW BUSINESS

None.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be on Thursday, September 11, 2025.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:31 o’clock p.m.

_____
CHAIRPERSON

_____
EXECUTIVE SECRETARY

A meeting of the **Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:30 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn – Chair
MJ. Dettinger
C. Gaudette
R. Gauthier
D. Langstone
E. Morasset

Regrets from Board Members:

J. Evans
A. Abu-Zahra

Also in attendance are the following resource personnel:

D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls
C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the Board Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:39 o'clock p.m. and the Board considers the Agenda being Schedule "A" attached hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by R. Gauthier, seconded by C. Gaudette,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held May 15, 2025, **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. CHAIRPERSON'S REPORT

D. Sanborn informs the Board members that the annual Art in the Park event, held June 7th and 8th, was very successful, however attendance numbers have not yet been released.

D. Sanborn informs the Board members that the Executive Committee has conducted interviews with two candidates as part of the recruitment process for the Board positions. Following the interviews, the Executive Committee unanimously agreed that both individuals would be valuable additions to the board. The Chair formally recommends both candidates for appointment on behalf of the Executive Committee.

Moved by C. Gaudette, seconded by R. Gauthier,
That the following individuals **BE APPOINTED** to the Board of Directors, Willistead Manor Inc. for the term ending August 17, 2027:

Michael A. Clark
Frank Perissinotti

Carried.

5. REPORTS

5.1 Management

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator provides the following updates:

Facilities Updates:

- Manor Elevator Replacement: The tender for the new elevator closed on June 6th, 2025, and a contractor has now been selected. A proposed timeline will be provided soon but will need to be coordinated with the Manor's existing schedule.
- Perimeter Fence and Pillar Repairs: Although funding for the fence repair/refinish will be available in 2029, Facilities, Engineering and Special Projects are working to address the priority pillars now. There are a total of 50 pillars on the list and the worst ones were stabilized by the contractor prior to Art in the Park. All pillars are being stabilized, some will need to be fully disassembled and re-built, while others will only require patchwork. The project is currently out for tender, and it closes on June 20th. The project includes repair and refinishes for the South and West gates. The hope is to have this project completed before the winter season.

Culture & Events Updates:

- The July Summer Tours will take place on July 2, 6, 9, 13, 20, 23 and 30.
- The 5th Annual High Tea & Garden Party will be held on Sunday July 27, with three sittings.

- Art in the Park went very well, however the final numbers have not yet been reported.

5.2 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls provides the following current account balances:

- Operating Account -- $27,997.
- Savings Account -- $16,842.
- Furnishings Trust -- $18,962.

D. Seguin confirms that all year-end transfers have been complete and that the payment for the AGM has not yet been deducted.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

R. Gauthier informs the Board members that he, along with D. Sanborn, C. Gaudette and E. Morasset, met at the Manor. D. Sanborn delivered the artwork donated by Rita Sanborn, and the portrait was hung using existing nails. Mary Walker's portrait was rehung higher, one painting was decommissioned and others were moved to new locations. The group then visited the third floor, where they found several noteworthy items, including an original invitation to the Manor's opening on October 4, 1981, a photograph of Harrington Walker, a book from 1929, which included most of the Walker men and some interesting blueprints.

E. Morasset indicates that while at the Manor, she noticed the walls were extremely sticky, which she believes may be the finish reacting with atmospheric moisture.

C. Menard notes that he has also observed the walls becoming sticky for a couple of weeks at various times of the year and indicates that the same mixture has been used on the walls for over 20 years, under the direction of the Heritage and Facilities departments, and this practice has never changed. He suggests connecting E. Morasset with the Heritage Planner and the Facilities Supervisor to discuss options for assessing and addressing the issue.

C. Menard also notes that the seams in the green wallpaper in the Library have developed gaps in a few spots. E. Morasset will examine this the next time she is in the Manor.

6.4 Friends of Willistead (FOW)

None.

6.5 Education

None.

6.6 Historical

None.

6.7 Event Planning

None.

7. NEW BUSINESS

None.

8. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, September 11, 2025 at 4:30 o'clock p.m.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:31 o'clock p.m.

_____
CHAIRPERSON

_____
EXECUTIVE SECRETARY

Committee Matters: SCM 270/2025

Subject: Minutes of the Windsor Essex Regional Community Safety and Well-Being Plan's Regional Systems Leadership Table of its meeting held March 12, 2025

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

Decision Number: **CSSC 290**
THAT the minutes of the Windsor Essex Regional Community Safety and Well-Being Plan's Regional Systems Leadership Table meeting held March 12, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 241/2025
Clerk's File: MB2025

Clerk's Note:

1. Please refer to Item 7.3 from the Community Services Standing Committee held on September 3, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250903/-1/10577

Committee Matters: SCM 241/2025

Subject: Minutes of the Windsor Essex Regional Community Safety and Well-Being Plan's Regional Systems Leadership Table of its meeting held March 12, 2025.

MEETING OF THE
WINDSOR ESSEX REGIONAL COMMUNITY SAFETY AND WELL-BEING
SYSTEMS LEADERSHIP TABLE

MEETING MINUTES

WEDNESDAY, MARCH 12TH, 2025; 9:00AM TO 10:00AM

VISION: *"A COMMUNITY WHERE EVERYONE FEELS SAFE, HAS A SENSE OF BELONGING, EQUITABLE ACCESS TO SERVICES AND OPPORTUNITIES, AND CAN HAVE THEIR NEEDS MET ACROSS WINDSOR AND ESSEX COUNTY"*

In Attendance
Co-Chairs
Andrew Daher, David Sundin
Members
Debi Croucher, Brian Cyncora, Karel DeGraaf, Jeanie Diamond-Francis, Ciara Holmes, Kate Gibb, Wendi Nicholson, Jamie Smith (on behalf of Mark Loucas), Jason Woods
Project Team
Amanda Alchin, Stephen Lynn, Michelle Oake, Finalba Pirrone

Regrets
Members
Kevin Blondin, Eric Nadalin, Bill Marra, Carolyn Warkentin

Agenda Item	Highlights	Action/Update

Call to Order	**1.1 Welcome**
	• Co-Chair, David Sundin, Director, Legislative & Legal Services, County of Essex, welcomed members.
	• The new members of the Regional Systems Leadership Table (RSLT), who represent the WERCSWB Plan's Enhanced Sector Network and Persons with Lived Experience, were welcomed and introduced:
	  ○ Debi Croucher
	  ○ Brian Cyncora
	  ○ Kate Gibb
	  ○ Wendi Nicholson
	1.2 Establish Quorum and Call to Order
	• 9 members were present, establishing quorum.
	• The meeting was called to order at 9:02 am.
	1.3 Approval of Today's Agenda
	Moved by: Brian Cyncora
	Seconded by: Andrew Daher
	• The Meeting Agenda for March 12, 2025 was approved.
	Carried.	

	1.4 Declaration of Conflicts of Interest • N/A **1.5 Approval of December 11th, 2024 Meeting Minutes** Moved by: Andrew Daher Seconded by: Jeanie Diamond-Francis • The December 11, 2024 Meeting Minutes were approved. Carried.	
Matters of Discussion	**2.1 Progress Updates: Ongoing WERCSWB Projects** **2.1.1 Community Investment Fund** • The RSLT was provided with a high-level overview of the Plan, its four priorities, and funding streams. • There have been seven Neighbourhood Safety & Crime Prevention Walks that are funded by the Community Investment Fund: Essex – June 2022, Harrow – August 2022, Leamington – September 2022, Windsor – November 2023, LaSalle – November 2024, Amherstburg – November 2024, and Colchester – November 2024. • There will be two more Neighbourhood Safety & Crime Prevention Walks, in June 2025, in Kingsville and Lakeshore. **2.1.2 Building Safer Communities Fund (BSCF)** • Funded by the BSCF, the Regional Crime Prevention Council hosted a Youth Symposium*, Empowering Voices: Youth Leading Change* on February 26, 2025 at St. Clair College Centre for the Arts • This event was highly successful, and positive feedback was received: ▪ 70+ attendees from grades 7 to 10 across 11 schools ▪ 21 service provider booths ▪ 2 keynote speakers, including the CEO of Windsor Express Basketball Team and a player on the team ▪ 3 workshops focused on online safety, youth mental health, and healthy relationships • The next *Empowering Voices: Youth Leading Change* Youth Symposium will occur on April 2, 2025 from 10:00 am to 1:30 pm at the Canadian Transportation Museum & Heritage Village in Kingsville. **2.1.3 Substance Supports in Neighbourhoods Accessed through Police Partnerships (SSNAPP)** • SSNAPP fulfills the third priority of the Plan, Mental Health & Substance-Use Supports, specifically Goals 5 and 6. • Since SSNAPP's grant ends March 31, 2025, SSNAPPS Project Team is concluding its activities. • The project has been very successful. Some accomplishments include: ▪ 1100+ Neighbourhood Safety Plans distributed, targeting four high priority postal codes (N9A, N8W, N8X, N8Y) ▪ 24 training workshops, training 820 service providers on de-escalation and substance use/trauma supports	

	▪ 11 community engagement events, with 500+ attendees ▪ Success of the Nurse and Police Team in addressing calls and diverting individuals from emergency departments • There was discussion as to whether SSNAPP activities will continue beyond March 2025. **2.2 WERCSWB Plan Wrap-Up (2022-2026)** • A timeline for the end of the 2022-2026 WERCSWB Plan was proposed: ○ **March 31, 2025:** Wrap-up activities ○ **May 26, 2025:** Present Progress Report & Next Steps for 2026-2029 Plan to City Council ○ **June 18, 2025:** Present Progress Report & Next Steps for 2026-2029 Plan to County Council • The WERCSWB Plan activities that have been completed were discussed. • It was noted that there are some activities that are still on-going and/or incomplete and may be carried over to the 2026-2029 WERCSWB Plan. **2.3 WERCSWB Plan Revision (2026-2029)** • A timeline for the revision of the WERCSWB Plan, covering 2026-2029, was proposed: ○ **April 2025:** Completion of an environmental scan report ○ **May and June 2025:** Community engagement ○ **June and July 2025:** Data analysis and draft development of 2026-2029 WERCSWB Plan's priorities, goals, and implementation activities • The RSLT's involvement in reviewing and approving the 2026-2029 WERCSWB Plan was also outlined: ○ **March 12, 2025** [RSLT Meeting]: RSLT to confirm the strategy for WERCSWB Plan Revision ○ **June 11, 2025** [RSLT Meeting]: RSLT to review efforts and proposal of revised WERCSWB Plan ○ **September 3, 2025:** RSLT to review revised WERCSWB Plan and provide feedback ○ **September 10, 2025** [RSLT Meeting]: Edits will be discussed and adopted Moved by: Brian Cyncora Seconded by: Debi Croucher • The timelines and action items proposed in Items 2.2 and 2.3 were approved. Carried.	
Unfinished Business	**3.1 Future Funding Opportunities** • Potential future funding opportunities, including National Crime Prevention Strategy (NCPS) and Community Safety and Policing (CSP) grants, were discussed.	
New Business / Round Table Discussion	**4.1 Good News** • After an informal 'audit' by our Public Safety Canada's BSCF Program Officer in October 2024, which included a service provider site-visit and showed our programming in	

	action, additional funding was offered to support ongoing programs through the fiscal year.
	
	4.2 New CSPA Legislation
	• The Ontario Government passed a motion in November 2024 that changes legislation as it relates to CSWB Plans.
	• Some of these changes affect the composition of RSLT membership.
	• A discussion ensued on how to engage/re-engage members to meet the following requirements:
	  ○ "2. A person who represents an entity that provides educational services in the municipality."
	  ○ "5. A person who represents an entity that provides custodial services to children or youth in the municipality, if there is such an entity."
	  ○ "7. A person who represents the police service board or, if there is no police service board, the commander of the detachment of the Ontario Provincial Police that provides policing in the area or his or her delegate."
		ACTIONS
		• The Project Lead will connect with the required community members to ensure RSLT membership meets the legislative requirements for the revised Plan.

Adjournment	**5.1 Next Quarterly Meetings**
	• Dates will be added to calendars post-meeting:
	  ○ June 11, 2025 (Virtual: 9:00 am – 10:00 am)
	  ○ September 10, 2025 (Virtual: 9:00 am – 10:00 am)
	  ○ December 10, 2025 (Virtual: 9:00 am – 10:00 am)
	
	5.2 Meeting Adjourned
	• Prior to concluding the meeting, Co-Chair, David Sundin, Director, Legislative & Legal Services, County of Essex, congratulated the other Co-Chair, Andrew Daher, Commissioner, Human & Health Services, City of Windsor, on his new position as Commissioner, Corporate Services, effective May 1, 2025.
	• Dana Paladino will be taking over the RSLT Co-Chair position in May 2025, as the new Commissioner, Human & Health Services.
	• The meeting was adjourned at 9:59 am.	

Committee Matters: SCM 271/2025

Subject: Temporary Exhibition Look Again! Outside! Extension and Expansion - City Wide

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

Decision Number: **CSSC 291**
THAT the request from the Art Gallery of Windsor (AGW, currently operating as Art Windsor-Essex AWE) to extend the *Look Again! Outside!* temporary exhibition of up to twenty-four (24) reproduction paintings in frames in the Fall of 2025 for a period of up to ONE YEAR **BE APPROVED**; and further,

THAT the request from the AGW to relocate one (1) of these framed reproduction paintings currently displayed in Paterson Park, Sandwich Towne to Fontainebleau Library for a period of up to one year **BE APPROVED**; and further,

THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute a Consent to Enter Agreement for the Art Gallery of Windsor to allow its employees, agents and contractors (collectively "AGW") to enter Willistead Park (the "Consent Lands") for the purpose of installing and maintaining two new reproduction paintings (the "Works") to be located to the Consent Lands approved as to form and content by the City Solicitor, and in content by the Executive Director, Culture, and the Executive Director, Parks, Recreation and Facilities including the following terms:

(i) The term of the agreement shall be for a period of up to one (1) year, commencing in the Fall of 2025;

(ii) The cost for the Consent to Enter Agreement will be granted for nominal consideration of $1.00;

(iii) AGW will be responsible for ensuring there is no damage to the Consent Lands and, upon termination of the Consent to Enter Agreement, any disturbance of the Consent Lands resulting from AGW's carrying out of its Works will be restored by AGW at its own cost to the satisfaction of the Executive Director, Parks, Recreation and Facilities, or designate;

(iv) AGW will be required to provide the City with indemnification and require proof of insurance with the following minimal coverage, satisfactory to the City: $5,000,000 Commercial General Liability coverage, with "The Corporation of the City of Windsor" listed as an additional insured and cross-liability coverage and 30 days' notice of cancellation. The coverage must not exclude the Consent Lands and must specifically acknowledge the Consent Lands are included on the proof of insurance. The City reserves the right to amend, restate and/or supplement the above requirements as determined by the City's Risk and Insurance Department from time to time; and,

THAT City Council **AUTHORIZE** the waiver of fees of up to $7,641.00 for the permit to extend the total twenty-seven (27) temporary art displays, as well as the refundable indemnity fee; and further,

THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign an agreement with the AGW for the installation of the artworks in the City Right-of-Way, including the Consent Lands, for a period of up to one year beginning in the Fall of 2025, approved in legal form by the City Solicitor or designate, in financial content by the City Treasurer or designate and in technical content by the Manager of Right-of-Way and the Executive Director, Culture, and the Executive Director, Parks, Recreation and Facilities.
Carried.

Report Number: S 105/2025
Clerk's File: SR/13926

Clerk's Note:

1. The recommendation of the Community Services Standing Committee and Administration are the same.

2. Please refer to Item 8.1 from the Community Services Standing Committee held on September 3, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250903/-1/10577

Subject: Temporary Exhibition Look Again! Outside! Extension and Expansion - City Wide

Reference:

Date to Council: September 3, 2025
Author: Michelle Staadegaard
Manager, Culture
mstaadegaard@citywindsor.ca
519 253-2300 ext. 2726

Recreation and Culture
Report Date: 8/15/2025
Clerk's File #: SR/13926

To: Mayor and Members of City Council

Recommendation:

THAT the request from the Art Gallery of Windsor (AGW, currently operating as Art Windsor-Essex AWE) to extend the *Look Again! Outside!* temporary exhibition of up to twenty-four (24) reproduction paintings in frames in the Fall of 2025 for a period of up to ONE YEAR **BE APPROVED**; and further,

THAT the request from the AGW to relocate one (1) of these framed reproduction paintings currently displayed in Paterson Park, Sandwich Towne to Fontainebleau Library for a period of up to one year **BE APPROVED**; and further,

THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute a Consent to Enter Agreement for the Art Gallery of Windsor to allow its employees, agents and contractors (collectively "**AGW**") to enter Willistead Park (the "**Consent Lands**") for the purpose of installing and maintaining two new reproduction paintings (the "**Works**") to be located to the Consent Lands approved as to form and content by the City Solicitor, and in content by the Executive Director, Culture, and the Executive Director, Parks, Recreation and Facilities including the following terms:

(i) The term of the agreement shall be for a period of up to one (1) year, commencing in the Fall of 2025;
(ii) The cost for the Consent to Enter Agreement will be granted for nominal consideration of $1.00;
(iii) AGW will be responsible for ensuring there is no damage to the Consent Lands and, upon termination of the Consent to Enter Agreement, any disturbance of the Consent Lands resulting from AGW's carrying out of its Works will be restored by AGW at its own cost to the satisfaction of the Executive Director, Parks, Recreation and Facilities, or designate;

(iv) AGW will be required to provide the City with indemnification and require proof of insurance with the following minimal coverage, satisfactory to the City: $5,000,000 Commercial General Liability coverage, with "The Corporation of the City of Windsor" listed as an additional insured and cross-liability coverage and 30 days' notice of cancellation. The coverage must not exclude the Consent Lands and must specifically acknowledge the Consent Lands are included on the proof of insurance. The City reserves the right to amend, restate and/or supplement the above requirements as determined by the City's Risk and Insurance Department from time to time.

THAT City Council **AUTHORIZE** the waiver of fees of up to $7,641.00 for the permit to extend the total twenty-seven (27) temporary art displays, as well as the refundable indemnity fee; and further,

THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign an agreement with the AGW for the installation of the artworks in the City Right-of-Way, including the Consent Lands, for a period of up to ONE YEAR beginning in the Fall of 2025, approved in legal form by the City Solicitor or designate, in financial content by the City Treasurer or designate and in technical content by the Manager of Right-of-Way and the Executive Director, Culture, and the Executive Director, Parks, Recreation and Facilities.

Executive Summary:

N/A

Background:

On September 11, 2020, The AGW submitted a request to install eight (8) temporary reproduction artworks in frames in Windsor's downtown core. This was approved by Council on November 9, 2020 (CR545/2020).

In 2021, the AGW launched *Look Again! Outside!* in downtown Windsor, placing reproductions of artworks from the AGW collection directly in the community. These reproduction artworks in frames were placed within the Right-of-Way and permit fees were waived in support of the initiative. By all accounts, the project was a success.

On September 15, 2022, the AGW submitted a request to expand the temporary art exhibition into all Business Improvement Areas (BIAs) across Windsor to further enhance cultural vibrancy throughout neighbourhoods across the community. The total number of artworks currently displayed in the project is twenty-four (24). With some of the reproduction artworks being displayed in the Sandwich Heritage Conservation District, the request went through the Development & Heritage Standing Committee, and received the committee's endorsement. This request was approved by Council on December 12, 2022 (C 207/2022).

In spring of 2025, the AGW submitted a request via email to extend the display period on all twenty-four (24) pieces for one additional year – until the end of Fall 2026, to

relocate some of the existing installations, and add two new artworks to keep the installations fresh.

Discussion:

The Art Gallery of Windsor (AGW) is a non-profit art gallery focused on presenting the visual arts of Canada. The AGW was formed on October 1, 1943, and incorporated on June 8, 1944, with the mandate of serving the Southwestern Ontario region and the international border community of Windsor, Ontario, Canada and Detroit, Michigan, USA. In the years since then, the gallery has become a pillar cultural institution situated in a premium and purpose-built downtown riverfront location in Windsor overlooking the Detroit River and downtown skyline. The AGW shares this City-owned building with Museum Windsor's Chimczuk Museum. The AGW has a long and well-respected position within the cultural community.

Over the years, AGW has actively engaged in projects and initiatives to transform into a community-centered gallery for the 21st century. As part of their strategic plan, they are striving to make the works in their collection relevant, accessible, and compelling to diverse and evolving audiences. *Look Again! Outside!* brings artworks out of the vault and into the streets and neighbourhoods. These reproductions are installed in selected sites for a period of at least one year. Installation and removal are handled by the AGW.

Since the project launched in Windsor, there have been successful iterations and editions of *Look Again! Outside!* at St. Clair College's main campus in Windsor, as well as in neighbouring Amherstburg with support from community donors and partners.

For the Windsor edition of this project, the AGW approached the City of Windsor and all BIAs to ensure a smooth planning and installation process. All parties remain enthusiastic in their support of this innovative project.

For this project and its City of Windsor locations, the following requirements, established through previous approvals, remain in place:

- Permits are required for each installation.
- Each installation will be located within the Right-of-Way or within the approved location within the consent lands.
- Installations will be located on sidewalks or pre-existing cement pads, using the guidelines provided by the Manager of Right-of-Way.
- The AGW will be flexible on the locations in order to respect sightlines for traffic and pedestrian traffic moving through the spaces.
- The AGW project lead is required to coordinate with the City's Planning and Building Department for coordination with decorative streetscape elements within BIAs, and to consider relevant policies and guidelines (e.g. in Heritage Conservation District, Heritage and Community Improvement Program areas).
- The City's Culture staff serve as liaisons between the AGW and the City's Planning and Building Department, Heritage Planner, and members of the Parks

department to ensure the installations continue to meet requirements, and to assist the AGW in responding to any evolving requirements for installations sites.

- Any request for expansion of the number of artworks or extension of the display timeframe must be submitted to Administration for consideration by Council.

As Willistead Park is a City-owned park, a right-of-way permit cannot be used for the installation of the two (2) reproduction artworks within the park. Should the recommendations be approved, the City will enter into a Consent to Enter Agreement with the AGW, to ensure the AGW can access the Consent Lands to complete its Works. The AGW will be responsible for repairing any damage to the Consent Lands that may result from their Works, at its own cost and to the satisfaction of the Executive Director, Parks, Recreation and Facilities.

The AGW has requested that fees be waived for the current one-year duration of the project – until the end of 2026.

Risk Analysis:

Community Impact Risks: The creative community of Windsor has welcomed the temporary art exhibitions that have been placed into the downtown core and throughout neighbourhoods across the city in the past. These community members view the installations as further evidence of the support that Council is directing towards the arts, culture, and heritage community in Windsor.

Risks relative to Willistead Park: Risk Management indicates that the City's risk increases when allowing third parties to access City owned land. In order to manage this risk, the AGW will be required to indemnify the City in the event of a loss and will be required to provide proof of liability insurance coverage for incidents arising from its use of the Consent Lands.

Other Risks: The Public Art Policy supports temporary art installations with the City of Windsor. The AGW provided an insurance certificate to the City of Windsor at the start of the exhibition that is satisfactory to our Risk Management department. The AGW will maintain that certificate of insurance in good standing throughout the duration of the exhibition. The AGW will also be responsible for all copyright costs, reproduction costs, framing and framing costs, installation costs, as well as all costs associated with the repair, maintenance, and removal of the exhibition at the end of the project. The installation/exhibit must at all times meet with the approval of the City of Windsor.

Climate Change Risks:

Climate Change Mitigation

N/A

Climate Change Adaptation

N/A

Financial Matters:

Permit Fees:

The permit fee to install one (1) sign (framed reproduction artwork) within the right-of-way is $283.00. The request to install all twenty-seven (27) framed reproduction artworks will result in a total waiver of fee request of $7,641.00. Administration also recommends that, consistent with the prior 2021 and 2022 agreements, the refundable indemnity fee of $2,000 for all locations be waived. There are no direct costs to the City to enter into the Consent to Enter Agreement relative to Willistead Park and the operating budget impact of waiving the fees is limited to the loss of permit revenues.

As discussed in the original report to Council on December 12, 2022, (C 207/2022), the request for the waiver of fees does not specifically meet the City's policy requirements in two key areas: first, the condition that the AGW is not a registered charity as recognized by Canada Revenue Agency; and second, that the timing of the request being made does not fall within the 90-day requirement for requests of waiver of fees.

However, the organization has a history of delivering effective exhibitions and programming that are impactful and supportive of the creative community in Windsor. In addition, the City's Public Art Policy supports the temporary exhibition of art within our public spaces, and the social and community benefits outweigh the nominal cost of the waiver of fees. As such, Administration once again supports the provision of the waiver of fees in this circumstance.

Consent Agreement:

The cost to grant the one-year Consent to Enter Agreement is a nominal consideration of $1.00.

In addition, AGW is responsible for ensuring that there is no damage to the Consent Lands and that any disturbance to the Consent Lands will be restored by AGW at its own expense, to the satisfaction of the Executive Director, Parks, Recreation and Facilities.

Accordingly, the approval of the Consent Agreement has no financial impact to the operating budget of the Culture and Event department.

Right of Way

At the completion of the agreement AWE shall remove and restore locations at their expense within 60 days notice from the City.

All work to be completed to City standard and to the satisfaction of the Commissioner of Infrastructure Services.

Consultations:

Kathy Buis, Financial Planning Administrator
Mark Spizziri, Manager, Performance Measurement and Business Case Development
Kevin Alexander, City Planner, Special Projects

Tracy Tang, Heritage Planner
Hoda Kameli, Landscape Architect
Adam Pillon, Manager, Right of Way
Dave Nicholls, Manager, Parks Operations
Aaron Farough, Senior Legal Counsel, Legal and Real Estate
Denise Wright, Manager of Real Estate Services

Conclusion:

Through continuation of this successful and impactful Art Gallery of Windsor project, a public art installation, with twenty-seven (27) individual displays will remain available for the community to enjoy twenty-four hours a day, seven days a week in neighbourhoods across the city. This is an excellent complement to the City of Windsor's existing collection of contemporary public art. The City of Windsor, through Council, has made a significant contribution to the cultural fabric of the community and continues working to develop cultural hubs throughout the BIAs. This initiative also encourages residents and visitors to take advantage of the opportunity to get outside and explore, which is of significant benefit to the collective well-being, both physical and mental, of all community members. This temporary public art installation will also continue to support and enhance opportunities within the creative community, and beyond to celebrate Windsor's rich arts, culture and heritage assets, stories, and experiences.

Planning Act Matters:

N/A

Approvals:

Name	Title
Carrie McCrindle	Manager of Financial Accounting
Michelle Staadegaard	Manager, Culture
Wira Vendrasco	City Solicitor
Jen Knights	Executive Director, Culture
Jamie Scott	Executive Director, Parks, Recreation and Facilities(A)
Michael Chantler	Commissioner, Community Services
David Simpson	Commissioner, Infrastructure Services and City Engineer
Dan Seguin	On behalf of the Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

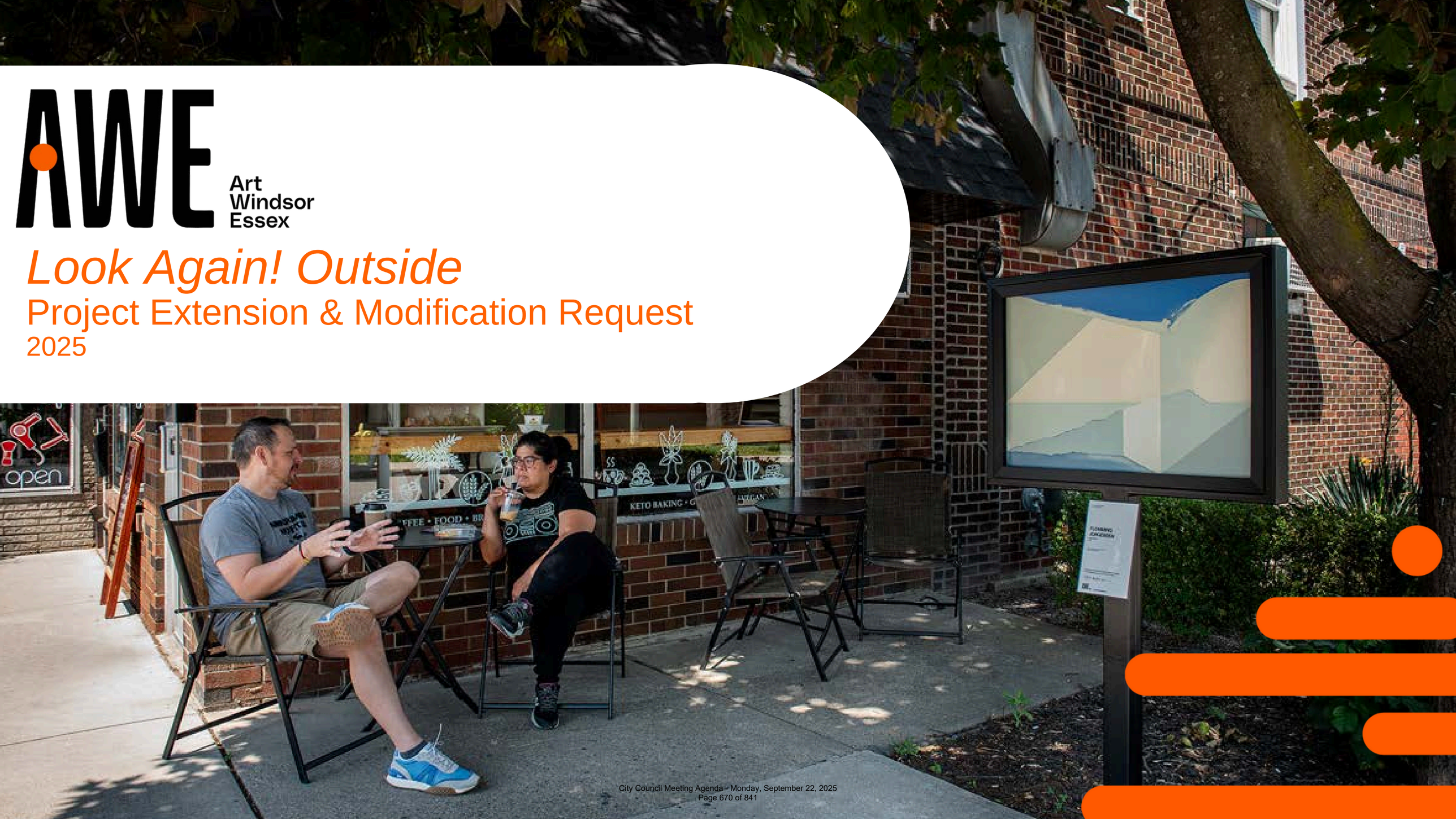
1 Appendix A - City of Windsor AWE Look Again Spring 2025

AWE
Art
Windsor
Essex

Look Again! Outside

Project Extension & Modification Request

2025



Look Again! Outside
Project History

In 2021 AWE launched *Look Again! Outside* in Downtown Windsor, placing reproductions of artworks from the Art Windsor-Essex collection directly in the community. The success of that project inspired the expansion to every BIA area in Windsor, **currently there are 30 reproductions installed across the Windsor BIA areas.** Reproductions have been in place since June 2023 and we are hoping to extend permissions, add two new reproductions, and modify some installations and locations.

Look Again! Outside has become a signature offering from Art Windsor-Essex. ***Extending the project to new areas of the city will strengthen engagement and provide access to artworks from AWE's collection in unexpected locations.***

AWE's collection is home to over 4,000 artworks, *Look Again!: Outside* allows us to connect works from the collection directly to neighbourhoods. We have selected works that can inspire conversations in an informal, public environment.

We are seeking permission and the waiving of fees to renew 24 sites, relocate 1 reproduction to a new site, and install two new reproductions in Willistead Park.

Photographs in this document are copyright Frank Piccollo for AWE unless otherwise noted.

Renewals:

Uptown Ottawa Street - 6
Via Italia - 3
Walkerville - 3
Ford City - All - 2
Pillette Village - 1
Olde Riverside - All - 2
Olde Sandwich Towne - 3*
Downtown Windsor - 4

Total renewals: 24

*one reproduction is located on Port of Windsor land and is not included in this package.

Renewals

Reproduction Title	Artist	Location	Closest Address
Portrait of Alice and Louise Cummings	James Kerr-Lawson	Pelissier Street, near University Ave	101 University Ave W, Windsor, ON N9A 5P4
Figures Sunning	Pegi Nicol McLeod	Ferry Street between Pitt Street and Chatham Street	167 Ferry St, Windsor, ON N9A 0C5
Sphincter Moment	Colette Urban	Windsor International Transit centre, Pitt Street between Dougall and Church	300 Chatham St W, Windsor, ON N9A 0A8
Tunnel to Detroit	Charles McGee	Maiden Lane West, near Pelissier	504 Pelissier St, Windsor, ON N9A 4L1
View of Sandwich, December 1879, Windsor, Ontario, 1896	Frederick Verner	Sandwich Street, near Detroit Street North Side	3118 Sandwich St., Windsor, ON N9C 1A6
Untitled (Ship at Harbour), date unknown	Fritz Brandtner	Mill Park	90 Mill St, Windsor, ON N9C 0C9
Vision, (from the Jerusalem Series), ca1976	Daphne Odjig	Sandwich and Mill	301 Mill St, Windsor, ON N9C 2R3

Renewals

Reproduction Title	Artist	Location	Closest Address
Chameleon #6, 1980	Adèle Duck	Wyandotte and Devonshire Rd	415 Devonshire Rd, Windsor, ON N8Y 2L5
Willistead Gatehouse	Thomas Roach	Wyandotte St E and Gladstone (south side bench area)	1506 Wyandotte St E, Windsor, ON N9A 3L2
Self-Portrait	Tony Mosna	Wyandotte St E at Kildare	621 Kildare Rd, Windsor, ON N8Y 3G8
Boats on the Beach, Positano, 1957	Kenneth Saltmarche	Erie Street, Community Garden	1063 Erie St E, Windsor, ON N9A 3Z2
Night, Positano, 1955	Kenneth Saltmarche	Erie Street, Between Marentette and Elsemere	830 Erie St E, Windsor, ON N9A 3Y4
Italian Hill Town	Kenneth Saltmarche	Erie Street between Between Louis Ave and Marentette Ave	731 Erie St E, Windsor, ON N9A 3Y3

Renewals

Reproduction Title	Artist	Location	Closest Address
From Milos, 1974	Fleming Jorgensen	(Ottawa and Moy.) 1384 Ottawa St, Windsor, ON N8X 2E8	(Ottawa and Moy.) 1384 Ottawa St, Windsor, ON N8X 2E8
Blue Line (Sightlines), 2000	Wanda Koop	Ottawa Street and Pierre Ave	1214 Ottawa St, Windsor, ON N8X 2E5
Purple Mountain, 1985	Louise Chance-BAXTER&	Ottawa St (South side near Lincoln)	1567 Ottawa St, Windsor, ON N8X 2G3
Spruce Tree on a Gray Day, ca1910-1928	Mary Wrinch	Ottawa St (South side near Hall)	1285 Ottawa St, Windsor, ON N8X 2E5
Untitled, 1971	Shirley Wiitasalo	Ottawa St. (South side btwn Hall & Pierre)	1255 Ottawa St, Windsor, ON N8X 2E5
Expedition Fiord - Northwest Territories	David Craig	1445 Ottawa St, Windsor, ON N8X 2G1	1445 Ottawa St, Windsor, ON N8X 2G1

Renewals

Reproduction Title	Artist	Location	Closest Address
Nymphs and Faun	Phillip Surrey	Drouillard Rd near Whelpton	1025 Drouillard Dr, Windsor, ON N8Y 2P9
Observer 3	Carl Beam	Drouillard Rd near Gino Marcus Civic Centre	1168 Drouillard Rd, Windsor, ON N8Y 2R1
Umiakjuak, 1980	Pudlo Pudlat	Wyandotte St. E (near Parado Place)	5455 Wyandotte St E, Windsor, ON N8S 1L8
Regatta, Date Unknown	Aimee Giffin	Wyandotte St. E (near Esdras, south side)	5975 Wyandotte St E, Windsor, ON N8S 1M9
Artifact #1, 1969	Marian Scott	Wyandotte St E Between Pillette Ave and Lawrence Ave, north side	4810 Wyandotte St E, Windsor, ON N8Y 1H7

Total # of renewals requested: 24

Relocations

Reproduction Title	Artist	Current Location	Proposed New Location
Untitled (panel for the Cleary Auditorium), 1959-1960	Kenneth Saltmarche	Paterson Park (Sandwich)	Ward 8 - Fontainebleu Library, 3030 Rivard Avenue

total # of relocations: 1

New Reproductions

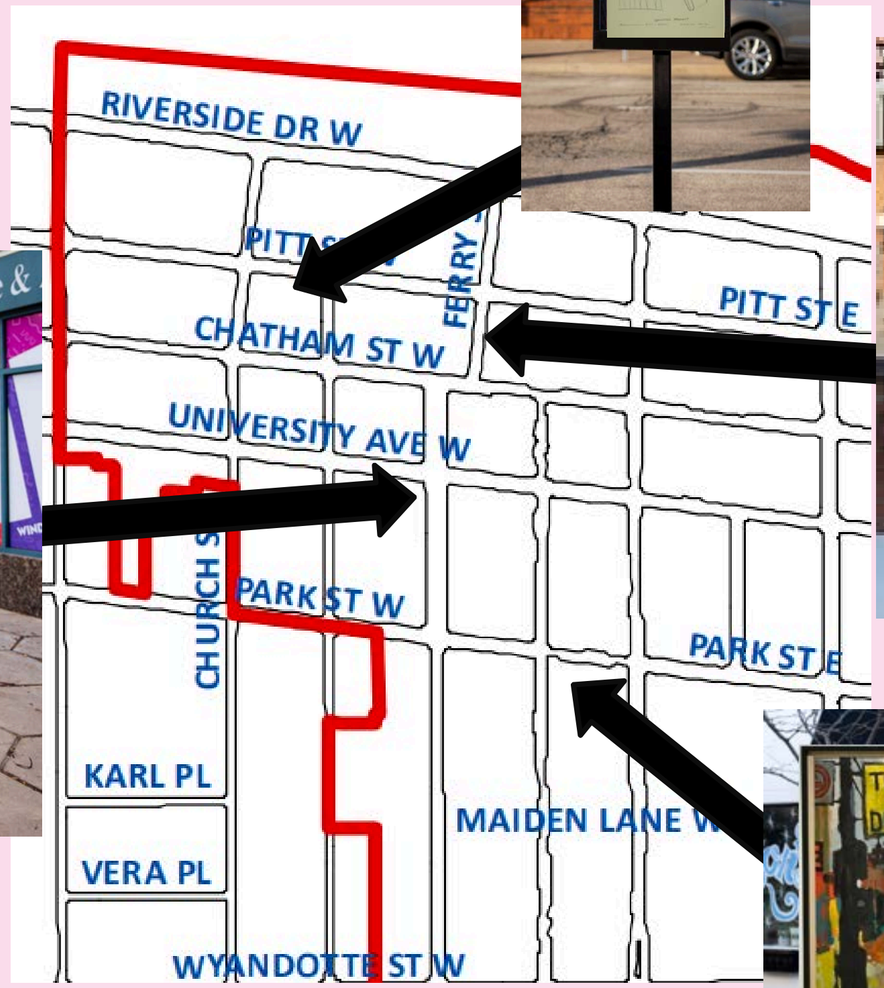
Reproduction Title	Artist	Proposed Location
Green Reflections, 1960	Kazuo Nakamura	Willistead Park
Golden Days	Francis Petrus Paulus	Willistead Park

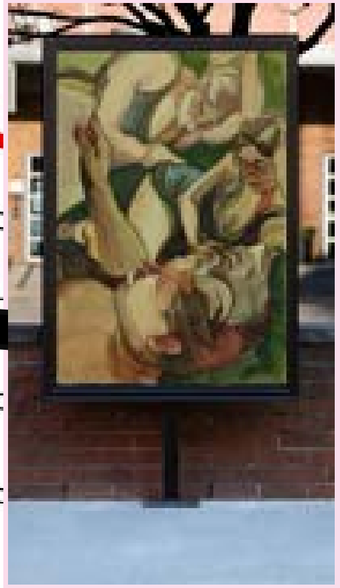
total # of new reproductions: 2

Downtown Windsor Map



Colette Urban, *Sphincter Moment,* 2002, conte and oil pastel on paper, 76cm x57cm, Gift of the Estate of Colette Urban, 2015, 2015.031





Pegi Nicol, Figures Sunning, c1934, watercolour and charcoal on paper,146cmx102cm(enlarged), Gift of Dr. and Mrs. Charles Comfort, 1976, 1976.026

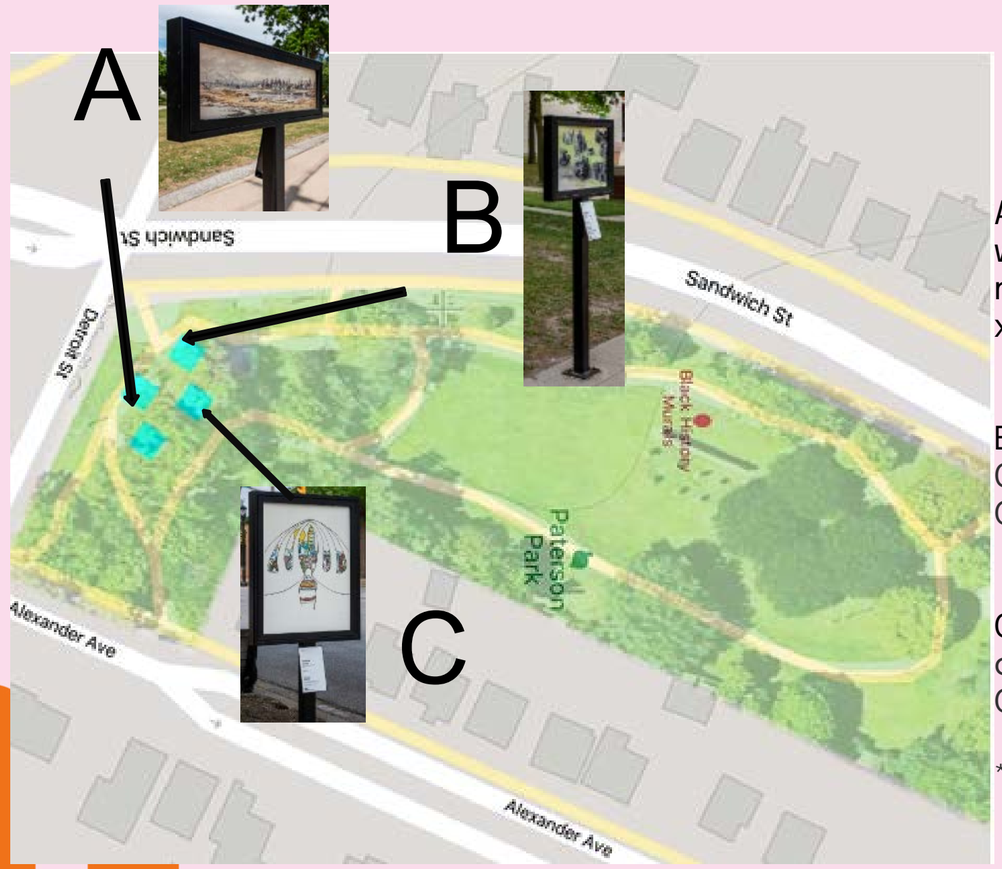
James Kerr-Lawson, *Portrait of Alice and Louise Cummings,* c1885, oil on canvas, 56.0 cm x 69.0 cm Gift of Mr. and Mrs. William N. Tepperman, 1978, 1978.031 **(Renewing Permission)**





Charles McGee, *Tunnel to Detroit,* 1965, acrylic on board, 102cm x 76cm, Gift of J.D. Geller, 1965, 1965.025 **(NEW reproduction)**

Olde Sandwich Towne - Paterson Park



A. Frederick Verner, View of Sandwich, December 1879 1879 watercolour over graphite on paper Gift of W.T. Grant in memory of his wife Janet B. Grant, 1980 size C, drawer C 10 5 1/2 x 18 7/8 1980.017

B. Eleanor Bond, Study after Protective Communities in an Aging City, 1998-2000, oil on board, 41.0 cm x 57.0 cm
Gift of the artist, 2001, 2001.009

C. Daphne Odjig, Vision, (from the Jerusalem Series), not dated, ca. 1976, Serigraph on Arches paper, 156/250, 74.5 cm x 55.5 cm
Gift of Philip Gevik, 2017, 2017.023

*One reproduction is on private property at Queen's Dock.

Via Italia Map

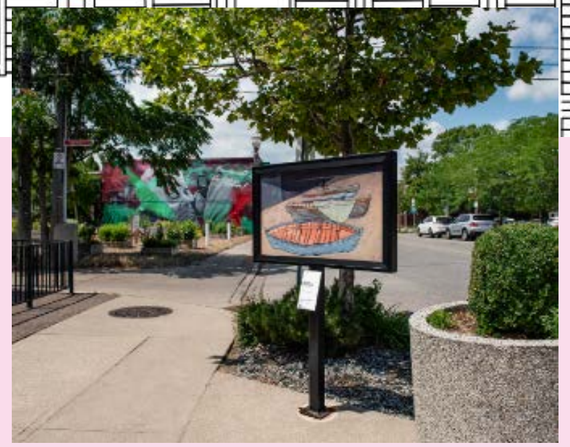


Kenneth Saltmarche, Night, Positano 1955
oil on masonite Gift of George and Marjorie Robarts, 2017 18B, 13” x 9 ½”



Kenneth Saltmarche, *Italian Hill Town,* 1954, ink and wash on paper, 26cm x 33cm, Gift of the Director's Fund, 1965, 1965.018





Kenneth Saltmarche, Boats on the Beach, Positano, 1957
22.8”x40”, oil on Masonite
Ann and Richard Drulard Memorial Purchase Award, 18th Annual Essex County, 1958.014

Walkerville Map



Thomas Roach, Willistead Gatehouse, 1928, oil on board, 28 cm x 33 cm
Gift of Mrs. Thomas Roach to the Windsor Art Association, 1950, 1950.004



Adèle Duck, Chameleon #6, 1980, acrylic on canvas, 140.0 cm x 112.0 cm
Gift of the Director's Fund, 1980, 1980.042





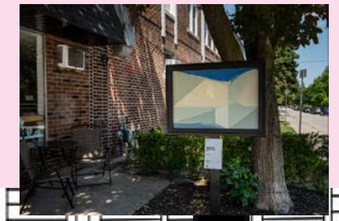
Tony Mosna, Self-Portrait, 1982
28”x35”, Ink on Paper
Gift of Douglas Bedard, 2000, 2000.013

Ottawa Street Map

Wanda Koop, Blue Line (Sightlines), 2000, acrylic on canvas, 112.0 cm x 145.0 cm
Gift of G. Hartman, Toronto, 2006, 2006.008

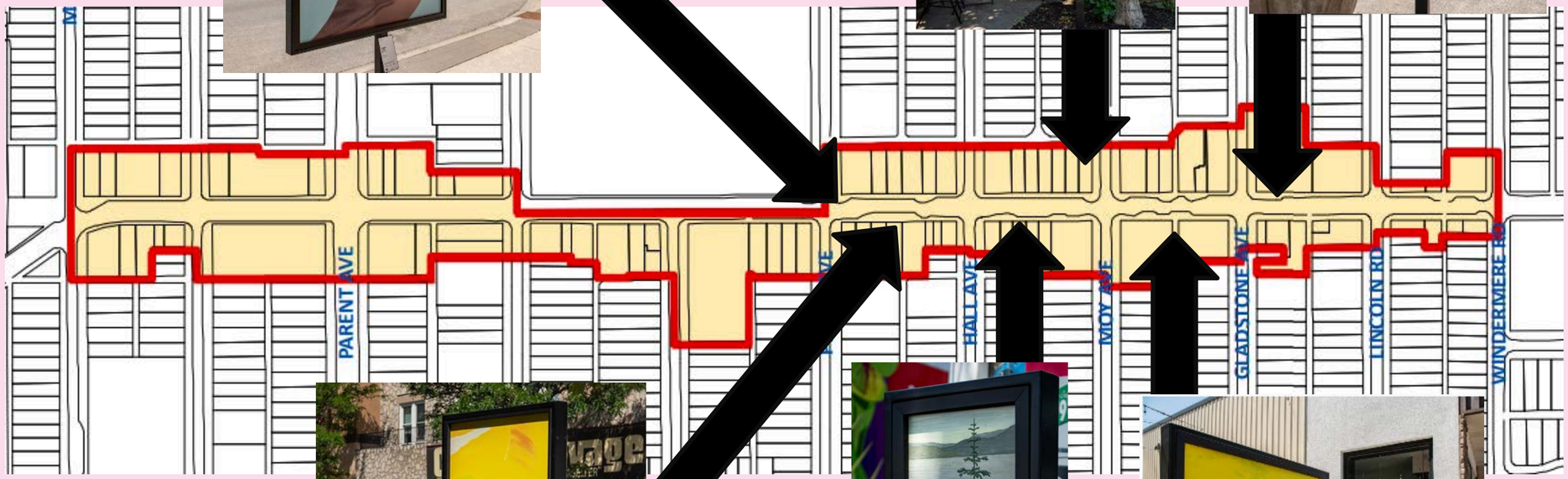


Fleming Jorgensen, From Milos, 1974, colour serigraph on paper, 11/20, 57.0 cm x 73.0 cm, Gift of the artist, 1978, 1978.015



Louise Chance-BAXTER&, Purple Mountain, 1985, acrylic on cotton, 61.0 cm x 91.5 cm, Gift of the Lois K. Smedick Estate, 2018 , 2018.007







Shirley Wiitasalo, Untitled, 1971, oil on canvas, 60 cm x 60 cm
Gift of Carmen and Claire Colangelo, 20[illegible]
2022.103



Mary Wrinch, Spruce Tree on a Gray Day, ca. 1910-28, oil on board, 25.0 cm x 31.0 cm
Gift of The Gordon Conn - Mary E. Wrinch Trust, 1970, 1970.002



David Craig, Expedition Fiord - Northwest Territories, 1991, chromogenic print
Gift of the artist, 1999, 1999.025

Olde Riverside Map



Pudlo Pudlat, *Umiakjuak*, 1980, colour stonecut and stencil on paper, 35/50, 62.0 cm x 85.0 cm
Gift of the Director's Fund, 1980, 1980.064

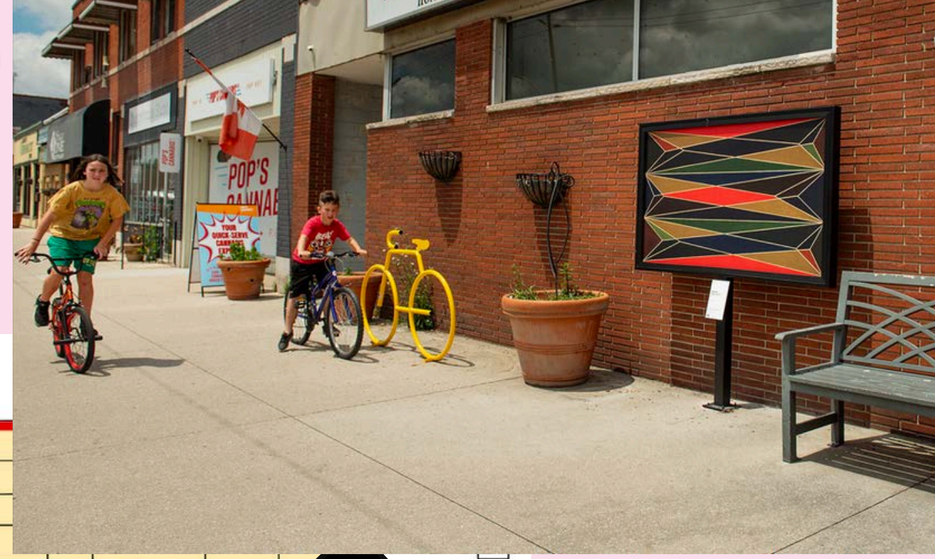


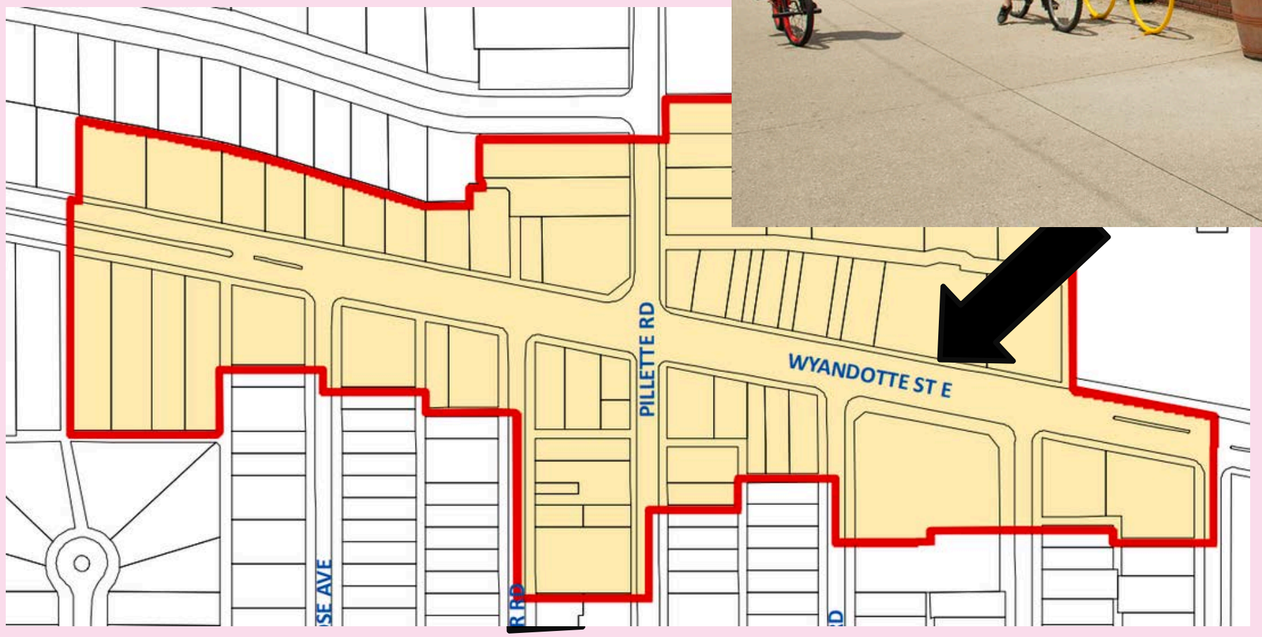


Aimee Giffin, *Regatta,* date unknown oil on masonite Ann and Richard Drulard Memorial Purchase Award, 20th Annual Essex County Artists Exhibition, 1960 20B 19 11/16 x 33 1/16 1960.009
NOTE: The orientation of this installation was changed 90degrees to be parallel to the street

Pillette Village Map

Marian Scott, *Artifact #1*, 1969, oil on canvas, 92.0 cm x 148.0 cm
Gift of the Toronto Dominion Bank, 1993, 1993.016





New *Look Again! Outside* Locations for 2025

Willistead Park

Locations to be selected by city staff to adhere to all requirements



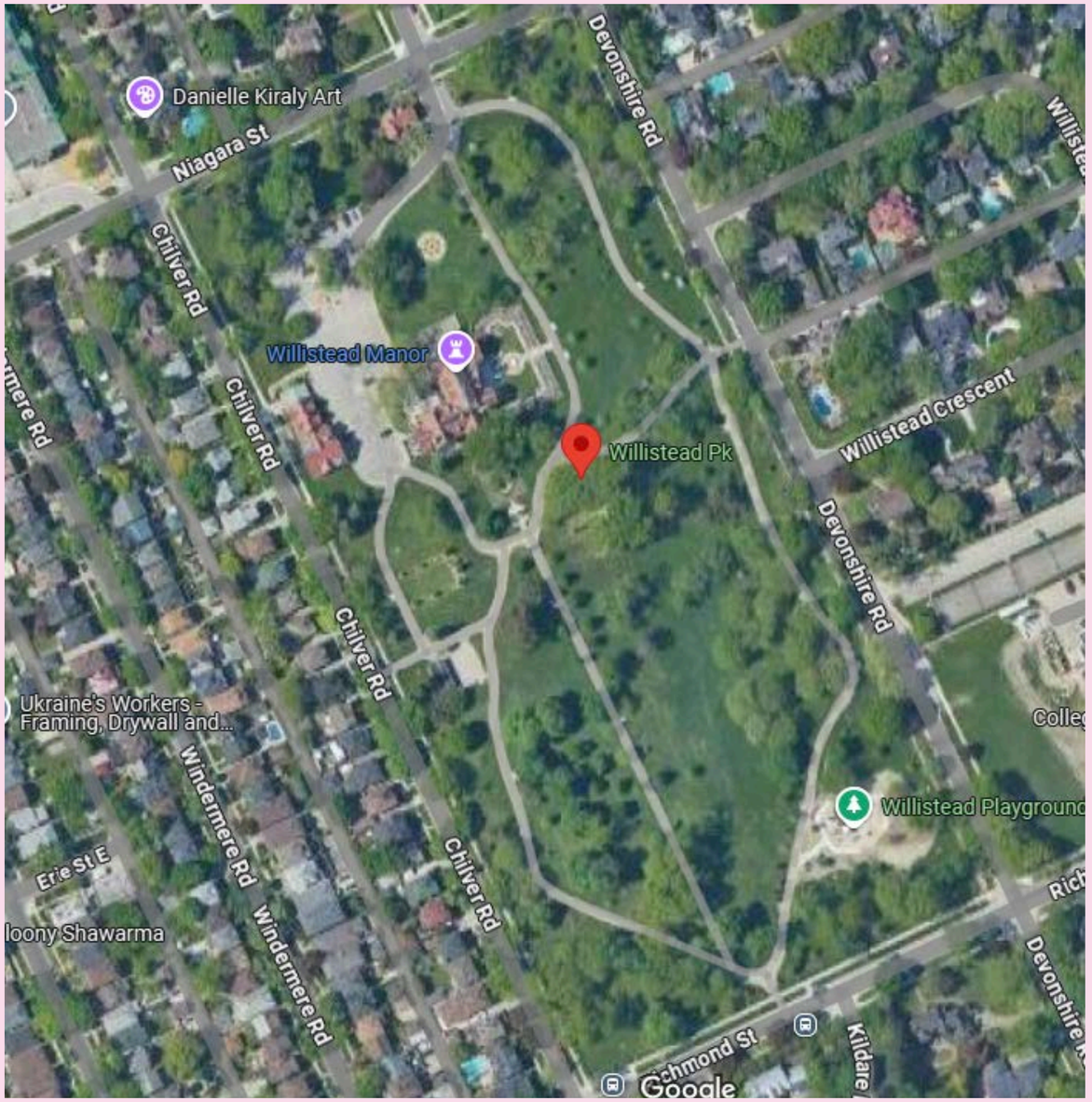
Green Reflections, 1960

Kazuo Nakamura
18 7/8 x 24
Gift of Catherine Healey, 2003



Golden Days, undated

Francis Petrus Paulus
16 1/8 x 20 1/16
Bequest of Mrs. Marie Paulus Anneke, 1974



Willistead Park - Artwork Selections

Though there is little documentation to suggest a direct linkage between Francis Petrus Paulus the artist and the Walker family, the histories of both are so intertwined that it can be said that the development of WIllistead Manor as a public space, as well as the development of Art Windsor-Essex would have looked very different without him.

Francis Petrus Paulus (1862-1933) was a Detroit Artist and art educator. He co-founded The Detroit Art Academy and taught at the Detroit Art Museum (now the Detroit Institute of Arts). This work was created during one of the times he spent in the medieval city of Bruges in Belgium. In many of his works, he explores the romance of medeival towns, where labour – and all elements of living were organized around the production of local goods. Much in the same way that Hiram Walker guided the creation of Walkerville. Albert Kahn, the architect of Willistead Manor found influence in traditional European building styles, including Medieval architecture after which many of the Manor's elements are modeled.

The nephew of Francis Petrus Paulus, Eugene S J Paulus was an academic, who for a time held a post at Assumption College in Windsor where he worked closely with students, and introduced them to cultural experiences at Cranbrook in Detroit and with the newly opened Art Gallery at Willistead

Though E S J Paulus moved on from Windsor, he did form a connection with the art gallery's first Director, Kenneth Saltmarche and kept in touch as the gallery developed. Paulus became an important donor to the gallery, giving several pieces of Walker jewellery including tied pins and a watch fob to the gallery in 1956 which had come into his possession after they had been given to his guardian. His sister, bequeathed Golden Days to the gallery in the year the gallery moved to its first home on Riverside Drive in 1975. She also donated works to be sold so the gallery could fulfill the community's vision of a collection that would delight and inspire Windsor for generations.

Willistead Park - Artwork Selections

It is through the building of the collection that the gallery has been able to acquire works that present new perspectives and ideas to the community.
The inclusion of Green Reflections, by Kazuo Nakamura which was painted at a crucial time in development of the gallery exemplifies the vision the leaders, supporters and volunteers had for the gallery – to collect and present artworks by significant artists.

"Born in 1929, Kazuo Nakamura was a founding member of Painters Eleven, an Ontario based group of abstract artists inspired by other Canadian landscape painters and were active between 1953-1960. Nakamura distinguished himself from the other painters in the group due to his simplistic abstractions and precision. Nakamura was born in Vancouver, British Columbia, and during World War II he was imprisoned in Tashme, a Japanese internment camp. After the war, Nakamura moved to Toronto and attended the Central Technical School from 1948-51.
Using a constrained pallet and drawing inspiration from Hungarian-born photographer László Moholy-Nagy as well as fellow Painters Eleven group members like Jock Macdonald, Nakamura explored science, time, and spatial perspectives through his abstracted paintings. Through his experimental techniques he explored the perception of beauty and the social positioning of artists in society. He believed that there was a universal pattern in life that created beauty in everything, including Tashme where he was imprisoned."
-Dianne Klein for Cowley Abbott

In bringing reproductions of these works to Willistead Park we are honouring the beginnings of the gallery, and the vision we still hold near – to be embedded in the cultural life of the City of Windsor and offer novel ideas and perspectives to community members through exhibitions and programs.

Ward 8 Proposed relocation

Fontainebleau Library - 3030 Rivard Ave
With support from Ward 8 Councillor Gary Kaschak

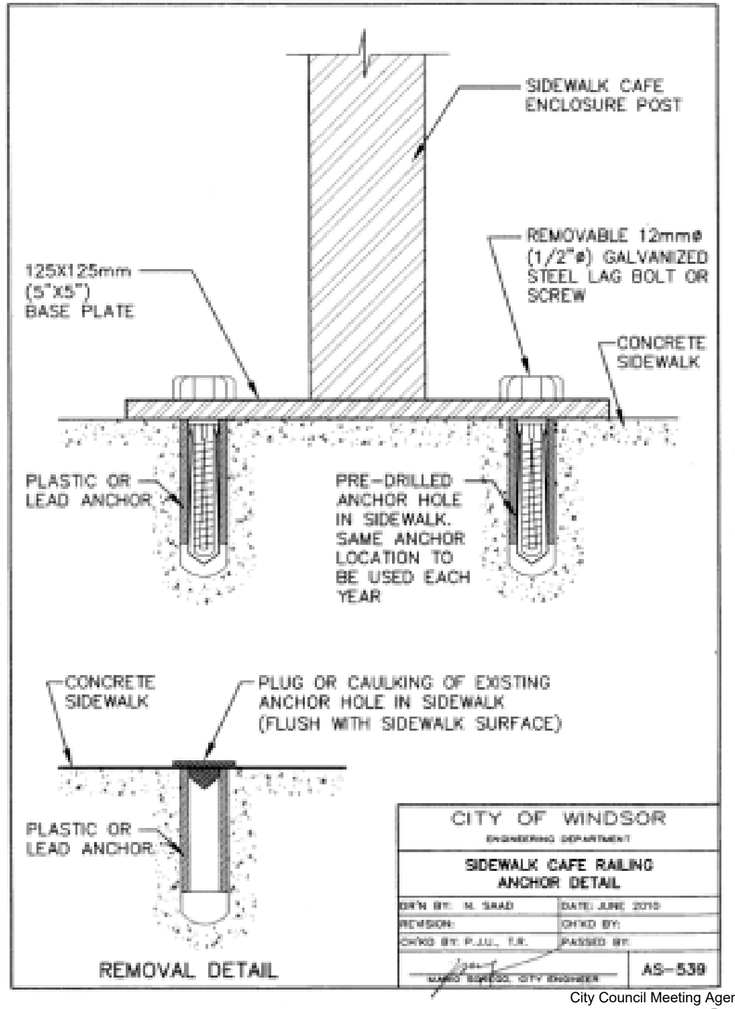




Kenneth Saltmarche
Untitled (panel for the Cleary Auditorium), 1959-1960,
oil and gold leaf on masonite,
Gift of the Cleary International Centre,
1993, 1993.024

Current reproduction location:
Paterson Park

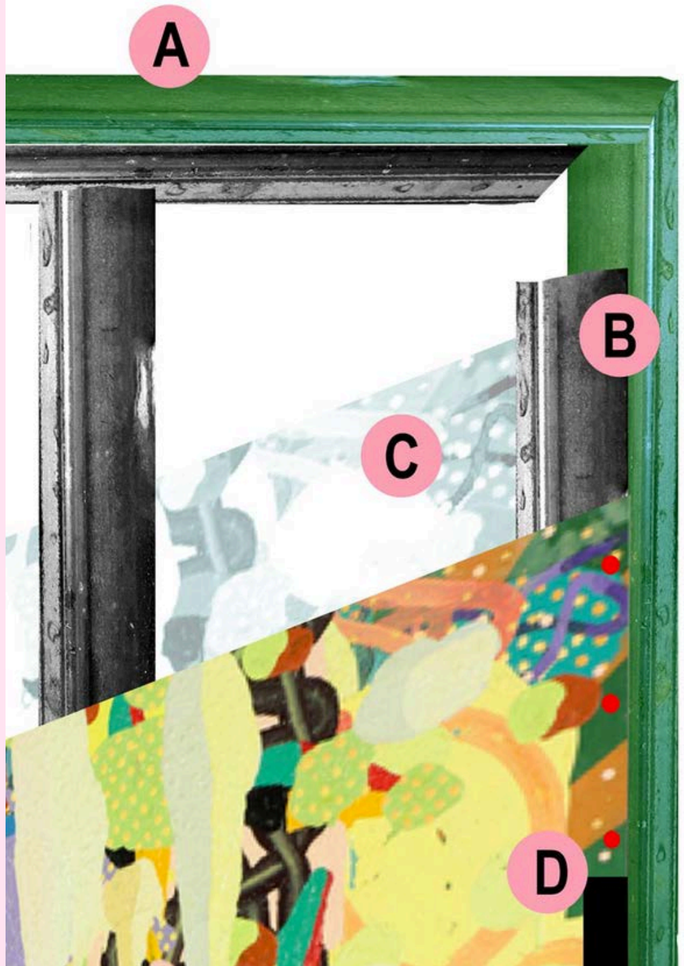
Installation Details:



AWE is happy to receive suggestions from City staff about the appropriate locations for installations provided they are visible and accessible to the public.

Fabrication & Materials:

Reproductions are printed on outdoor quality 3M vinyl, and mounted on rigid alupanel. The frames are made from steel, and finished in high-quality, weatherproof paint.



Frame Construction:
(cutaways for detail)

A. Exterior (green for contrast) and Interior frames constructed from steel. Larger works also have vertical supports on the interior frame.

B. Interior frame provides additional strength and mounting surface for the prints.

C. Images are mounted and secured to interior frame

D. Hardware is concealed with channel of black plastic, also sealing work from weather.

Look Again! Outside

Emily McKibbon
Head of Collections & Exhibitions
emckibbon@artwindsoressex.ca
519.977.0013

Nadja Pelkey
Digital Initiatives & Partnerships Coordinator
npelkey@artwindsoressex.ca
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401 Riverside Drive
www.artwindsoressex.ca

Item No. 8.20

Committee Matters: SCM 272/2025

Subject: 2024 Pathway to Potential (P2P) Annual Impact Report Update

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

Decision Number: **CSSC 292**
THAT the report of the Social Planning Coordinator dated May 13, 2025 entitled "2024 Pathway to Potential (P2P) Annual Impact Report" **BE RECEIVED** for information purposes.
Carried.

Report Number: C 75/2025
Clerk's File: SS/10488

Clerk's Note:

1. The recommendation of the Community Services Standing Committee and Administration are the same.

2. Please refer to Item 8.2 from the Community Services Standing Committee held on September 3, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250903/-1/10577

Subject: 2024 Pathway to Potential (P2P) Annual Impact Report Update

Reference:

Date to Council: September 3, 2025
Author: Charmaine Valbuena
Social Planning Coordinator
Email: cvalbuena@citywindsor.ca
Telephone: (519) 255-5200 ext. 5302

Report Date: 5/13/2025
Clerk's File #: SS/10488

To: Mayor and Members of City Council

Recommendation:

THAT the 2024 Pathway to Potential (P2P) Annual Impact Report to the community **BE RECEIVED** for information purposes.

Background:

In April 2024, City Council unanimously approved the adoption and implementation of the Pathway to Potential: Windsor-Essex Poverty Reduction Strategy 2024 - 2028 (CR 122/2024). The strategy's vision, which is "Windsor-Essex County is a thriving community, where residents have access to resources and opportunities to reach their full potential" is supported by 3 goals:

1. Strengthening Priority Neighbourhoods
2. Advancing Affordable Regional Programs
3. Measuring Regional Impact

Since its adoption, City Administration has been implementing activities on behalf of the City of Windsor and County of Essex to achieve the goals and priorities within the P2P strategy.

As an action item and deliverable within the P2P strategy, City Administration will:

- Develop and present Annual Impact Report for City and County Council approvals.

Attached is a copy of the 2024 P2P Annual Impact Report to be received for information purposes. This represents the first annual report, issued pursuant to the priorities within the P2P strategy.

Discussion:

The attached report is intended to highlight various accomplishments and challenges faced through 2024, and to provide a framework for items to be addressed moving forward into 2025.

The 2024 P2P Annual Impact Report includes the following highlights:

- Development of a neighbourhood selection process to inform the identification of priority neighbourhoods within the Windsor-Essex region;
- Identification of five at-risk and priority Windsor-Essex neighbourhoods for P2P social investments between 2025 and 2028;
- Development of the Neighbourhoods Program framework;
- Launch of a RFP process to identify Service Providers to deliver the Neighbourhoods Program in identified at-risk and priority Windsor-Essex neighbourhoods;
- Increased demand and utilization for the Affordable Pass Program and 90% Recreation Discount throughout Windsor-Essex County.
- Established a new partnership with the Town of Amherstburg to deliver the Recreation Assistance Program and provide affordable recreation, cultural and artistic opportunities to Amherstburg residents living in low-income.
- Continued collaboration with municipal and community partners to advance affordable programs and services to Windsor-Essex residents living in low-income through the Recreation Assistance Program and Affordable Pass Program.

During the 2025 budget process, the increase in demand for Pathway to Potential's Affordable Pass Program was brought forward as a recommended budget issue (Budget Issue #2025-0187) and an increase of $400,000 towards the Affordable Pass Program was approved through MD 08-2025. Amongst identified priorities for 2025, further investigation will be conducted on feasible solutions that advance affordable transportation for Windsor residents living in low-income households.

Priorities for 2025:

- Enter into a service agreement with each selected Service Provider for the Neighbourhoods Program.
- Launch the Neighbourhoods Program in the five identified at-risk and priority Windsor-Essex neighbourhoods;
- Develop and establish the Regional Neighbourhood Council;
- Expand the Affordable Pass Program in Windsor and throughout Essex County;

- Adopt the Market Basket Measure as the income-testing measure for the 90% Recreation Discount and Affordable Pass Program;
- Develop and implement coordinated access and common assessment tools for Windsor-Essex residents living in low-income to reduce barriers to accessing P2P services and programs;
- Explore the development of a regional Affordability Package in collaboration with the City of Windsor Information Technology Department, Windsor-Essex municipalities and other community stakeholders.
- Develop and launch Citizen Quality of Life Surveys.

Risk Analysis:

Risks were identified in the original report at the outset of projects. No further risks have been identified.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

All priorities within the Pathway to Potential strategy are funded within the approved municipal budget for the respective year. The total 2024 approved budget for programming and administration of the Pathway to Potential program was $2,191,322 through discretionary contributions by the City and County as shown below:

Municipality	2024 Pathway to Potential Budget
City of Windsor	$1,521,768
County of Essex	$669,554
Total Funds	$2,191,322

Consultations:

Jennifer House, Financial Planning Administrator

Conclusion:

Poverty has no single cause and different groups face different barriers to economic self-sufficiency. The Pathway to Potential strategy is a focused effort that leverages community collaboration, focuses on citizens and adopts best practices for combating poverty. Between 2024 and 2028, Human & Health Services will dedicate efforts to delivering on the goals and initiatives outlined in the Pathway to Potential strategy including strengthening priority neighbourhoods, advancing affordable regional programs and measuring regional impact. Through a focused approach, Pathway to Potential is committed to improving the quality of life for those living with poverty in Windsor-Essex County.

Planning Act Matters:

N/A

Approvals:

Name	Title
Charmaine Valbuena	Coordinator Social Planning
Stephen Lynn	Manager Social Policy & Planning
Linda Higgins	Manager Intergovernmental Funding
Dana Paladino	Commissioner Human & Health Services
Dan Seguin	On behalf of the Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

2024 Pathway to Potential Annual Impact Report



PATHWAY TO POTENTIAL

ANNUAL IMPACT REPORT

2024

PATHWAYTOPOTENTIAL.CA

FUNDING PROVIDED BY

PATHWAY TO POTENTIAL

County of Essex

THE CITY OF WINDSOR ONTARIO, CANADA

P2P COMMUNITY IMPACT

County of Essex

THE CITY OF WINDSOR ONTARIO, CANADA

AMHERSTBURG • ESSEX • KINGSVILLE • LAKESHORE • LASALLE • LEAMINGTON • TECUMSEH • WINDSOR



VISION

Windsor-Essex County is a thriving community, where residents have access to resources and opportunities to reach their full potential.

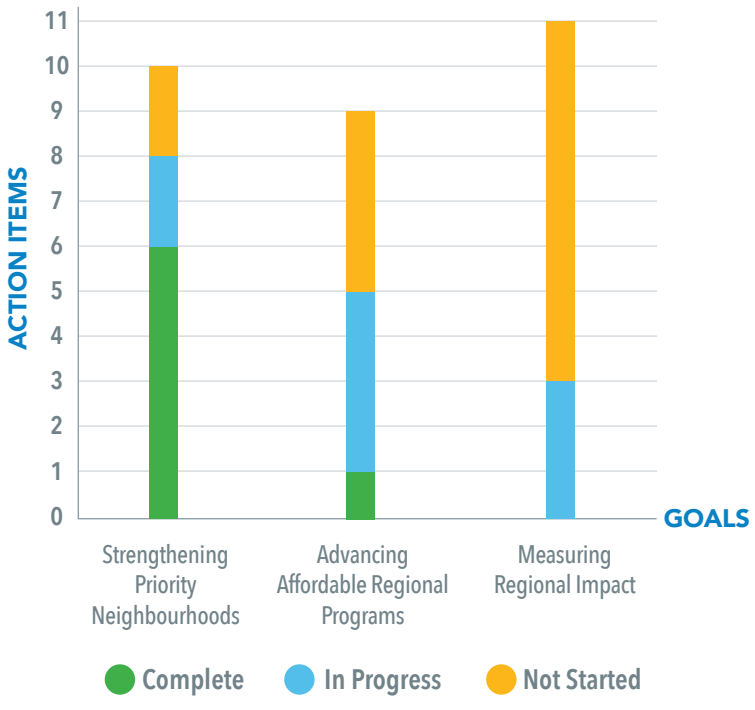
MISSION

Through a collective and citizen-centered approach, Pathway to Potential aims to improve the quality of life for Windsor-Essex individuals and families living with poverty by fostering a collective sense of pride and belonging to the community, increasing access to affordable services and supports, and enhancing collaboration across the regional community.

VALUES

Equity, Collaboration, Compassion, Inclusivity and Citizen-Centered.

COMMUNITY PROGRESS WITH STRATEGIC PRIORITIES



REFLECTING ON THE PAST YEAR



In Spring 2024, the City of Windsor and County of Essex Councils unanimously adopted the Pathway to Potential: Windsor-Essex Poverty Reduction Strategy 2024-2028 ("P2P strategy"), reaffirming their commitment to addressing poverty collaboratively in the region. Access to resources and affordability remained significant challenges in 2024, with challenges like the housing crisis, increasing costs of essential needs, and mental health struggles creating barriers for residents striving to improve their quality of life and engage with their communities. Additionally, changes to the Ontario Works Act in 2024 led to a growing need for affordable transportation options among Windsor-Essex residents living in low-income and looking for work.

The past year saw significant change, transition, and growth as the Pathway to Potential (P2P) strategy was implemented. The strategy made key social investments in vital regional programs, including the Affordable Pass Program, Recreation Assistance Program, and the newly developed Neighbourhoods Program. Efforts throughout the year were centered on building a strong foundation for P2P teams, programs, and partners to effectively respond to local challenges. This included the development of governance frameworks to guide P2P programs, leveraging technology to enhance citizen-centered service delivery, and renewing P2P's identity to reflect a unified vision.

This report reflects on the key achievements and progress made in the past year, aligning with the Pathway to Potential (P2P) strategy's objectives of strengthening priority neighborhoods, advancing affordable regional programs, and measuring regional impact. It emphasizes the successful partnerships with Windsor-Essex teams that have made a significant impact on the local community. These collaborations have helped make the region more affordable for low-income residents, reduce barriers to critical services, and create more opportunities for individuals experiencing poverty to engage in community life.

The City of Windsor's Human & Health Services Department expresses gratitude for the partnerships and the dedication of staff, volunteers, and municipal and community agencies that contributed to the success of the P2P strategy's first year. As the strategy moves forward, it remains committed to fostering meaningful social investments and partnerships that enhance the quality of life for Windsor-Essex residents in need.

WHERE WE ARE AT

Not Started | In Progress | Complete | Deliverables

GOAL	INITIATIVE	ACTION ITEM/DELIVERABLE
1 STRENGTHENING PRIORITY NEIGHBOURHOODS	**1.** IDENTIFY PRIORITY NEIGHBOURHOODS.	Engage with partners to define and identify neighbourhoods. Develop criteria for priority neighbourhoods. Develop and publish neighbourhood profiles for selected neighbourhoods. **Neighbourhood Selection Process Report** **Published Neighbourhood Profiles of Selected Neighbourhoods**
	2. DEVELOP A FRAMEWORK FOR NEIGHBOURHOOD STRENGTHENING.	Develop a framework for Pathway to Potential and selected priority neighbourhoods. Develop a Program Implementation Guide for the Neighbourhoods Program. **Neighbourhood Program Implementation Guide**
	3. LAUNCH AND SUPPORT NEIGHBOURHOODS PROGRAM	Launch Request for Proposals (RFP) to select Neighbourhood Lead (s) for identified priority neighbourhoods within Windsor-Essex County. Enter into multi-year service agreement with selected partners. Lead agencies to develop multi-year neighbourhood action plans for their respective neighbourhoods in consultation with residents, external stakeholders and other municipal departments. **Request for Proposals (RFP)** **Pathway to Potential Multi-Year Service Contracts** **Neighbourhood Action Plans**
	4. ESTABLISH REGIONAL NEIGHBOURHOOD COUNCIL	Develop and implement a Communities of Practice Framework. **Communities of Practice Framework**
2 ADVANCING AFFORDABLE REGIONAL PROGRAMS	**5.** ESTABLISH A CITIZEN-CENTERED APPROACH TO THE DELIVERY OF PATHWAY TO POTENTIAL-FUNDED PROGRAMS.	Develop Program Implementation Guides for the Affordable Pass Program and Affordable Recreation Program. Provide training supports and resources for staff delivering Pathway to Potential-funded programs. Update Pathway to Potential program eligibility requirements for the Affordable Pass Program and Affordable Recreation Program. Investigate opportunities to reduce barriers to accessing services by leveraging technology and streamlining processes. **Program Implementation Guides for the Affordable Pass Program and Affordable Recreation Program** **Program Eligibility Criteria for the Affordable Pass Program and Affordable Recreation Program** **Online Application Forms for the Affordable Pass Program and Affordable Recreation Program** **Citizen Quality of Life Surveys**

GOAL 2 CONTINUED ON NEXT PAGE

WHERE WE ARE AT

Not Started | In Progress | Complete | Deliverables

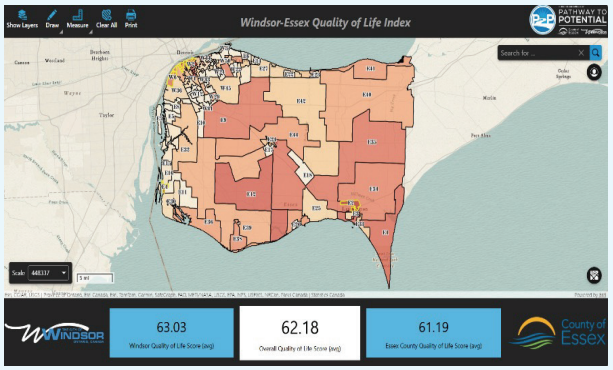
GOAL	INITIATIVE	ACTION ITEM/DELIVERABLE
2 ADVANCING AFFORDABLE REGIONAL PROGRAMS	**6.** INCREASE AWARENESS OF REGIONAL AFFORDABILITY PROGRAMS AVAILABLE FOR WINDSOR-ESSEX INDIVIDUALS AND FAMILIES LIVING WITH POVERTY.	Implement a marketing strategy for promoting Pathway to Potential-funded programs and initiatives. Facilitate learning opportunities aimed at raising awareness on poverty and available programs for Windsor-Essex individuals and families living with poverty. Seek opportunities with Indigenous leader for increasing access to affordable services and programs for regional Indigenous communities. Explore the development of a regional Affordability Package, which may include a bundle of services and programs provided by local municipalities for Windsor-Essex individuals and families living with poverty. Expanded network of formal partnerships and collaborators inside and outside of Windsor-Essex County. **Feasibility report for Regional Affordability Package** **Annual P2P Events Calendar** **Refreshed P2P website** **Increased availability of P2P information in top languages** **Increased number of referrals & direct online traffic to P2P resources & supports**
	7. EXPAND THE TRANSIT AFFORDABLE PASS PROGRAM THROUGHOUT THE WINDSOR-ESSEX REGION.	Explore opportunities to expand subsidized bus passes throughout the County of Essex. **Feasibility Report for the Affordable Pass Program Expansion**
3 MEASURING REGIONAL IMPACT	**8.** ADOPT THE GOVERNMENT OF CANADA'S QUALITY OF LIFE FRAMEWORK FOR MEASURING IMPACT.	Identify performance indicators that measure outcomes of Pathway to Potential-funded programs in alignment with the QoL framework. Develop and implement a Data Quality Assurance Procedure. Develop a Data Collection Toolkit for Pathway to Potential partners. Develop and present annual impact report for City and County Council approvals.
	9. ESTABLISH A GOVERNANCE FRAMEWORK FOR COLLECTING AND MANAGING DATA GENERATED FROM PATHWAY TO POTENTIAL-FUNDED PROGRAMS AND INITIATIVES.	Identify and define the roles between Pathway to Potential and its program partners in relation to the reporting and data management process. Develop tools and resources to support program reporting and data management. Develop policies and procedures that support the governance framework. Explore partnership with Windsor-Essex County Health Unit (WECHU) to establish a joint "committee" with Windsor-Essex County In-Motion. **Pathway to Potential Data Governance Framework**
	10. ESTABLISH A POLICY & RESEARCH RESOURCE COMMITTEE	Develop and implement a project selection process for Pathway to Potential. Identify committee members that would support Pathway to Potential research initiatives. Perform research and evaluation on poverty-related issues identified by Pathway to Potential, Human & Health Services Department, City and County Councils and other key stakeholders. **Memorandum of Understanding with Policy & Research Resource Committee Members** **Policy & Research Resource Committee Terms of Reference** **Published Reports on Pathway to Potential's Virtual Library**

GOAL #1
STRENGTHENING PRIORITY NEIGHBOURHOODS



Identify Priority Neighbourhoods

To better understand priority neighbourhoods across Windsor-Essex, the Windsor-Essex Quality of Life Index was developed. The index reflects a data-driven and evidence-based approach to informing areas across Windsor-Essex with the greatest needs. It evaluates the quality of life of Windsor-Essex neighbourhoods across a spectrum of domains, including prosperity, health, environment, society and good governance. **The Windsor-Essex Quality of Life Index was used to inform the selection of Windsor-Essex neighbourhoods in need of social investments.**



- ☑ Partnered with the City of Windsor Geomatics Department to develop the index.
- ☑ Held 20 community consultations, focus groups and 1:1 interviews with residents, subject-matter experts and practitioners to define the criteria for evaluating Windsor-Essex neighbourhoods.

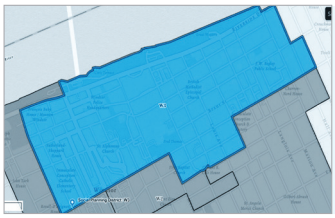
"The Geomatics Department won a Customer Service Award for their support with the development of the Windsor-Essex Quality of Life Index.

- Created new geographic 'neighbourhood' boundaries called Social Planning Districts (SPDs) to support the P2P Neighbourhoods Program. SPDs generally follow natural geographic boundaries, consist of smaller neighbourhoods experiencing similar quality of life and have population sizes between 1,500 and 7,500. 52 SPDs were identified in Windsor and 45 SPDs were identified across Essex County.
- Identified five at-risk and priority SPDs across Windsor-Essex for social investments through the P2P Neighbourhoods Program.

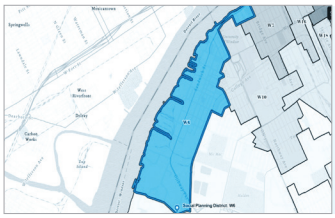
SOCIAL PLANNING DISTRICTS



Social Planning District: W5 (Ward 3)
Neighbourhood Classification: Priority
Municipality: City of Windsor



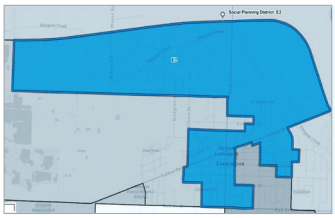
Social Planning District: W3 (Ward 3)
Neighbourhood Classification: Priority
Municipality: City of Windsor



Social Planning District: W6 (Ward 2)
Neighbourhood Classification: At-Risk
Municipality: City of Windsor



Social Planning District: E4
Neighbourhood Classification: Priority
Municipality: Town of Amherstburg



Social Planning District: E2
Neighbourhood Classification: Priority
Municipality: Municipality of Leamington



Develop Framework for Neighbourhood Strengthening.

Rooted in national best practices, a governing framework for the P2P Neighbourhoods Program was developed. The P2P Neighbourhoods Program is a resident-focused program that makes social investments in at-risk and priority neighbourhoods across Windsor-Essex. The program adopts a Connected Community Approach, which focuses on a framework of principles and practices for unlocking the potential of individuals and communities through meaningful connections. Through investing in priority neighbourhoods, the P2P Neighbourhoods Program aims to build resilient neighbourhoods and improve residents' quality of life through activating resources, empowering residents and generating social capital.

- ☑ Performed research on more than 15 national and international best practices in neighbourhood development.
- ☑ Developed the P2P Neighbourhoods Program Implementation Guide which reflects the procedures and governing framework of the P2P Neighbourhoods Program.

Launch and support Neighbourhoods Program.

In Fall 2024, a Request for Proposals (RFP) process was launched for Neighbourhood Leads to deliver the P2P Neighbourhoods Program in each identified Social Planning District.



GOAL #2

ADVANCING AFFORDABLE REGIONAL PROGRAMS



Establish a citizen - centered approach to the delivery of Pathway to Potential-funded programs.

The Affordable Pass Program and **Recreation Assistance Program** are programs aligned with the P2P strategy and aim to advance affordability for low-income residents across Windsor-Essex. The programs are delivered in partnership with municipal Recreation and Transit Departments across Windsor-Essex County.



2024 focused on building a strong foundation for advancing affordable regional programs. Efforts were dedicated to setting program standards, developing a resource inventory and streamlining processes, with the goals of empowering frontline teams, building awareness and celebrating the strengths of local partnerships. Efforts that were undertaken aimed to forge connections with evidence-informed best practices and reflect P2P's values of equity, collaboration, compassion, inclusivity and citizen-centered.

- ☑ Developed Program Implementation Guides for the Recreation Assistance Program and Affordable Pass Program. The guides define the goals, objectives and governing frameworks of both programs.
  - Convened municipal Recreation and Transit leaders in 4 collaborative sessions focused on developing local best practices in delivering the Recreation Assistance Program and Affordable Pass Program.
  - Performed research on national best practices with similar affordable programs.
  - Established an Appeals Process and Third-Party Endorsement Process to enhance equitable access to affordable programs.
- ☑ In response to the growing need in affordable transportation within the Windsor-Essex region, the Affordable Pass Program experienced an increase of 211% in demand. Through accessing affordable public transit, **4,310** low-income residents across Windsor-Essex improved their mobility to participate in employment and training opportunities, attend medical appointments and participate in leisure activities.

☑ Streamlined the Recreation Assistance Program's funding streams to offer a continuum of recreational, cultural and artistic opportunities for low-income residents:

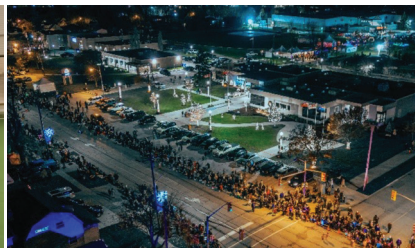
- **90% Recreation Discount:** Offers discounted rates for eligible low-income residents to access recreational, cultural and artistic programming.
- **Targeted Initiatives:** One-time initiatives that increase access to recreational opportunities for targeted priority populations or communities.
- **Universal Programming:** Events and initiatives that can be universally accessed by residents without a user fee.
  - **4,678** low-income residents increased their access to quality recreational, cultural and artistic programming.
  - **16,229** residents 'dropped in' in 40 community events and recreation activities such as swimming, skating and walking.
  - **2,008** residents participated in 12 targeted initiatives that increased their access to recreational amenities, physical activity and social interaction.



Source: City of Windsor



Source: Town of Amherstburg



Source: Town of Tecumseh



Source: Town of LaSalle

TOGETHER, WE CAN ACCOMPLISH MORE

Play in the Park Series *was organized by the Town of Kingsville and was a free community program that prioritizes youth and families in high-priority neighbourhoods in Kingsville. The program provided universal access and an opportunity for participants to play, learn new skills and build memories while staying active and connected with others within their community.*

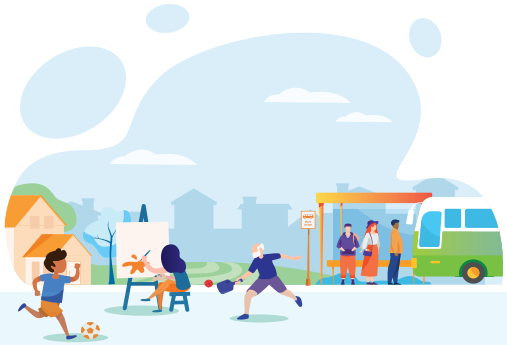
Throughout 2024, the **After School Program** *was offered by the City of Windsor with funding through an Ontario Grant, and support through Pathway to Potential. The program was available at zero cost for school-aged students between kindergarten and grade 8 living in low-income households. The program provided participants with homework assistance, crafts, active programming, literacy centers, career days and daily nutritious snacks. The program was offered at Adie Knox Herman Recreation Complex, Capri Pizzeria Recreation Complex, Forest Glade Community Centre, Gino and Liz Marcus Community Complex and Windsor Water World.*

REFLECTING ON OUR IMPACT

"The 90% Recreation Discount has been an amazing program that has supported my son to learn a skill he wouldn't be able to access otherwise - Thank you!" ***- Essex County resident***

"We received very positive feedback from the community about [Family Turf Time] and after just a few trial sessions we had multiple requests to continue it on a weekly basis. Families felt it was a positive way to get out together on a weekend and engage in activities that didn't involve screen time." ***- Town of Amherstburg staff***

"We moved to Kingsville from Windsor in March 2023. My daughter started JK in September 2023 and this is her first summer school break. She is hopeful of meeting new friends. I have to work, so our quality of life will be dramatically improved with these programs available to us, which we would otherwise not be able to afford." ***- Kingsville resident***



Increase awareness of regional affordability programs available for Windsor-Essex individuals and families living with poverty.

Throughout 2024, a comprehensive renewal of P2P's image was undertaken to reflect with its renewed vision and ongoing commitment to improving the lives of Windsor-Essex residents experiencing poverty. Efforts focused on modernizing and unifying P2P's visual identity and communications. Key efforts included the development of resources that present a cohesive and consistent image, reinforcing P2P's mission and values.

- ☑ The P2P logo was updated to symbolically reflect P2P's evolution and renewed direction, while remaining rooted in its long-standing commitment to improving the lives of Windsor-Essex residents experiencing poverty. The refreshed design also honours the vital partnership between the County of Essex and City of Windsor, united in their shared mission to enhance quality of life throughout the region.
- ☑ Developed a resource inventory of **30** new creative assets for P2P and its programs, each designed to reflect the shared vision of Windsor-Essex County as a thriving community where residents have access to the resources and opportunities needed to reach their full potential.
- ☑ Engaged **425** residents and social services professionals on P2P programs through presentations, workshops and community events.
- ☑ Distributed **500** information materials in multiple languages to community members across Windsor-Essex.
- ☑ Established new partnership with the Town of Amhertsburg to deliver the Recreation Assistance Program for low-income residents in Amherstburg.
- ☑ Established **67** local partnerships with recreation and cultural organizations through the Recreation Assistance Program's Third Party Partnerships. Through the partnerships Windsor-Essex residents living in low-income increased their access across **14** recreation and culture activities.
- ☑ "Our Warm Home" artwork by local artist Sherry Tu was commissioned through P2P and celebrates P2P's impact and partnerships. Throughout 2024, the artwork visited the Windsor International Aquatic Training Centre, Transit Windsor and Vollmer Recreation Complex.

Our Warm Home received national recognition by Tamarack Institute as an example of local community collaboration.





Expand the Transit Affordable Pass Program throughout the Windsor-Essex region.

Feedback from the Leamington community highlighted a need for more affordable transportation options through the Municipality of Leamington's LTGO On-Demand transit service. In Fall 2024, Pathway to Potential staff, in collaboration with the Municipality, initiated exploratory conversations to expand the Affordable Pass Program (APP) to LTGO. As a result, plans were developed to launch the APP for LTGO in 2025.

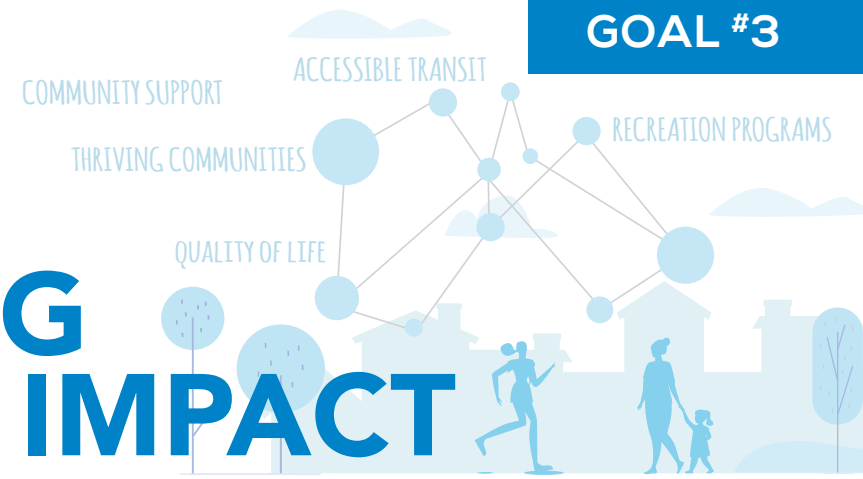




ADVANCING AFFORDABILITY ACROSS WINDSOR-ESSEX

Source: Municipality of Lakeshore

Source: Transit Windsor



GOAL #3

MEASURING REGIONAL IMPACT

With a continued focus on building a strong foundation, work planned for the year ahead is dedicated to strengthening accountable, data- and evidence-based decision-making. To support P2P's third goal - measuring regional impact - 2025 implementation plans are designed to build capacities necessary to support responsive, data-informed solutions that address the evolving needs of Windsor-Essex residents experiencing poverty, while continuing to advance accountability and measuring impact. These plans aim to strengthen coordination, improve access to services and ensure that interventions are guided by timely, relevant data and the lived experiences of the community.

2025 IMPLEMENTATION PLANS THAT ADVANCE MEASURING REGIONAL IMPACT:

- **Identify performance indicators that measure outcomes of P2P-funded programs in alignment with the Quality of Life framework:** Identify measurable outcomes that align with P2P's goals and the broader Quality of Life framework.

- **Develop and present annual impact reports for City and County Council approvals:** Create a comprehensive annual impact report that evaluates the effectiveness of P2P-funded programs and initiatives from the previous year.

- **Identify and define the roles between Pathway to Potential and its program partners in relation to the reporting and data management process:** Establish clear roles and responsibilities between Pathway to Potential and its program partners concerning the reporting and data management processes. This collaboration will ensure consistent data collection, analysis and reporting practices across all programs.

- **Develop tools and resources to support program reporting and data management:** Create and implement standardized tools and resources that assist program partners in effective reporting and data management. These resources will facilitate the collection of consistent data, aiding in the evaluation of program outcomes and identification of areas in need.

FUNDING PROVIDED BY

P2P

PATHWAY TO POTENTIAL

County of Essex

The City of Windsor Ontario, Canada

PATHWAYTOPOTENTIAL.CA

Committee Matters: SCM 273/2025

Subject: Windsor Regional Employment Network (WREN) Update

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

Decision Number: **CSSC 293**
THAT the report of the Executive Director, Employment & Social Services and Manager, Integrated Employment Services dated July 10, 2025 entitled "Windsor Regional Employment Network (WREN) Update" **BE RECEIVED** for information.
Carried.

Report Number: C 102/2025
Clerk's File: SS2025

Clerk's Note:

1. The recommendation of the Community Services Standing Committee and Administration are the same.

2. Please refer to Item 8.3 from the Community Services Standing Committee held on September 3, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250903/-1/10577

Subject: Windsor Regional Employment Network (WREN) Update

Reference:

Date to Council: September 3, 2025
Author: Tanya Antoniw
Executive Director, Employment & Social Services
tantoniw@citywindsor.ca

and

Myles Soulliere
Manager, Integrated Employment Services
mlsoulliere@citywindsor.ca
Employment and Social Services
Report Date: 7/10/2025
Clerk's File #: SS2025

To: Mayor and Members of City Council

Recommendation:

THAT this report **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

The Corporation of the City of Windsor entered into an agreement with the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) effective February 1, 2023 to become the Service System Manager (SSM) for Employment Ontario Integrated Employment Services in the Windsor-Sarnia catchment area. The Windsor-Sarnia catchment area includes Windsor-Essex, Chatham-Kent and Sarnia Lambton. In December 2022, the Corporation of the City of Windsor entered into a Consortium Agreement with Workforce WindsorEssex as Consortium partner for the SSM to assist with the implementation of the Integrated Employment Services (IES) model in the catchment area. This initiative has been titled the Windsor Regional Employment Network (WREN). The WREN offices are located at 171 Goyeau. From February 2023 until January 1, 2024, the WREN team worked with existing Service Providers in the network to transition to the IES model through a Service Innovation Planning Process. The full IES model was launched on January 1, 2024.

Discussion:

Throughout 2024, as the Windsor Regional Employment Network (WREN) launched into the IES model, the WREN had contracts with approximately 20 Service Providers across the Catchment Area. These 20 Service Providers employ approximately 220 staff that offer services at over 80 locations ensuring accessibility to Employment Services for job seekers in under-served or rural areas.

Key Performance Indicators

In the agreements with Service Providers, there are key performance indicators that as Service Providers and a network, the WREN was required to achieve. Through the hard work and innovative service delivery models, the WREN and the Service Providers were able to achieve success within the first 15 months of the IES model, including:

- Completing Employment Action Plans for over 17,000 individuals
- Approximately 4,300 Social Assistance clients completed Employment Action Plans with Employment Ontario Service Providers.
- Approximately 4,250 individuals secured employment. Of those individuals that secured employment:
    - The average number of hours worked per week is approximately 32 hours
    - The average hourly wage earned is approximately $20.00 per hour

In addition to the outcomes above, the WREN and Service Providers also surpassed the target outcomes for serving clients who identify as members of a priority population. The priority populations include, Ontario Disability Support Program clients, Clients with Disabilities, Francophone clients, Indigenous clients, youth clients with higher support needs, newcomer clients and racialized clients.

The WREN and Service Providers also provided supports to employers in hiring individuals. The WREN and Service Providers facilitated over 30 job fairs. In addition, the WREN, acting as the one-point-of-contact, and in collaboration with Economic Development organizations, has facilitated employer connections to our Service Providers including coordinating job interviews with local employers. One such example yielded over 30 clients gaining employment at one employer.

During the IES period the Service Provider network approved over 12,500 transactions of Employment Related Funding Supports to approximately 5,600 unique clients. These Employment Related Funding Supports provided funding for a variety of job seeker supports including assistance with transportation, work clothing, tools, job placements, etc.

Strengthening Network Capacity

The Service Providers in the network have extensive experience offering Employment Services to clients. To support the transformation to the new model, the WREN facilitated a number of training opportunities to Service Provider staff including, Jobs Portal Training, Training on Ministry-Retained Programs, Indigenous Cultural Competency & Cultural Safety Training, Cultural Competency Training, Motivational Interviewing Training, Training regarding supporting Stream C clients, Job developer training, etc.

One of the key components of the new model is to encourage referrals from Ontario Works (OW) and the Ontario Disability Support Program (ODSP). To strengthen the connections between the partners and increase referrals, the WREN provided funding to each of the Consolidated Municipal Service Managers (CMSM) for Ontario Works to host professional development events. These events occurred in March 2025 and were well received by attendees.

Technology
An additional requirement of the SSM was to provide a case management technology program for Service Providers. As Consortium Partner, Workforce WindsorEssex developed a technology solution, the Jobs Portal that has been rolled out to all Service Providers and clients. The Jobs Portal provides Service Providers with the tools to case manage their clients, connect job seekers to posted jobs via skill matching as well as a resume and cover letter builder within the tool. The Jobs Portal also provides Key Performance Indicators Dashboards for staff throughout the organizations to monitor outcomes of the program. The development of the Jobs Portal has been iterative, with developments being released tied directly to feedback received from Service Providers.

Marketing & Outreach
Through the course of the initiative, Workforce WindsorEssex has led the marketing efforts to promote the services available through the WREN. This marketing campaign has included the use of social media, development of videos, advertisements in local movie theatres, billboards, radio advertisements, etc. Workforce WindsorEssex will continue the marketing efforts based on the formats that are yielding the best results. Workforce WindsorEssex also worked to develop standard templates for Service Providers to use when creating marketing materials. These templates have been pre-approved by the Ministry to be in accordance with the Visual Identity Guidelines.

The entire WREN team is active in the various communities participating in events that provide opportunities to connect with job seekers and employers to promote the services of the WREN and the Service Providers. Connections have been made with economic development and other community organizations to support employment related activities throughout the catchment. Workforce WindsorEssex also leads the implementation of committees or working groups to support the work of the WREN. These committees include: the Community Advisory Board, the IT Committee, the Employment Service Provider Advisory Committee as well as the Job Developer Table. The WREN team has also presented at several provincial conferences including First Work's Amplify & Futures Conferences as well as the OMSSA Policy Conference.

Impact of Tariffs

The WREN is closely monitoring the impact of tariffs on employment within the catchment area. The WREN has also been in regular contact with MLITSD to share local insight as well as discuss any potential programming or policy changes to support communities in response to the tariffs. The WREN has developed information for employers who may be experiencing workforce adjustments related to tariffs about the services and supports of the WREN. The WREN has also hired a coordinator to lead employer engagement throughout the catchment area as well as to meet with

employers who may be experiencing workforce adjustments to offer employment services to potentially affected employees.

Risk Analysis:

The work and required outcomes of the WREN is dictated by the Transfer Payment Agreement with the Ministry of Labour, Immigration, Training and Skills Development. The WREN team meets regularly throughout each month with Ministry representatives to review performance and completion of required activities. There is low risk that the required outcomes would not be achieved through the work of the WREN team based on work plans and the Transfer Payment Agreements the City of Windsor has with the Service Provider Network. The Coordinators, Quality Assurance and Program Support meet regularly with Service Providers to review performance as well as expenditures.

Climate Change Risks

Climate Change Mitigation:

To facilitate the work across the catchment area, travel from Windsor to Chatham-Kent and Sarnia-Lambton as well as other areas in the Province is regularly required. To enhance efficiency, working with the Fleet department, the WREN has been assigned a plug-in Hybrid Pacifica to use regularly to complete the required travel.

Hybrid vehicles contribute lower emissions than a standard internal combustion engine vehicle. The plug-in hybrid electric vehicles can run in electric-only mode until the battery needs to be recharged. When operating in electric-only mode, there are no tailpipe emissions.

Climate Change Adaptation:

N/A

Financial Matters:

As noted in Council Report S100/2022, the Employment and Social Services Department of the City of Windsor has secured funding from the MLITSD for planning, designing, coordinating, and delivering employment services and programs in Windsor-Essex, Chatham-Kent and Sarnia-Lambton catchment area. The funding fully covers all expenses of the program. No municipal contributions are required to support this program.

Consultations:

Justin Falconer, Workforce WindsorEssex

Kelsey Santarossa, Workforce WindsorEssex

Lynn Glasier, Financial Planning Administrator

Linda Higgins, Manager, Intergovernmental Employment, Social & Health Services

Jamelah Hersh, Senior Legal Counsel

Angela Marazita, Senior Manager, Fleet

Conclusion:

The first full fiscal year of Integrated Employment Services under the leadership of the WREN in the Windsor-Essex, Chatham-Kent and Sarnia-Lambton Catchment Area was successful. The WREN is looking forward to the future years in achieving positive outcomes for job seekers in the catchment area.

Planning Act Matters:

N/A

Approvals:

Name	Title
Linda Higgins	Manager, Intergovernmental Employment, Social & Health Services
Dana Paladino	Commissioner, Human & Health Services
Dan Seguin	On behalf of the Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Committee Matters: SCM 274/2025

Subject: Response to CQ 6-2025 re: Good Neighbour Policy Exploration – City Wide

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

Decision Number: **CSSC 294**
THAT the report of the Manager, Homelessness & Housing Support (Acting) dated August 18, 2025 entitled "Response to CQ 6-2025 re: Good Neighbour Policy Exploration– City Wide" **BE RECEIVED** for information; and,

THAT administration **BE DIRECTED** to develop a Good Neighbour Policy as part of the Housing and Homelessness Master Plan review.
Carried.

Report Number: S 106/2025
Clerk's File: SS2025

Clerk's Note:

1. The recommendation of the Community Services Standing Committee and Administration are **NOT** the same.

2. Please refer to Item 8.4 from the Community Services Standing Committee held on September 3, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250903/-1/10577

Subject: Response to CQ 6-2025 re: Good Neighbour Policy Exploration – City Wide

Reference:

Date to Council: September 3, 2025
Author: Kelly Goz
Manager, Homelessness & Housing Support (A)
Housing & Children's Services
Kgoz@citywindsor.ca
519-255-5200 ext. 5362
Housing and Children's Services
Report Date: 8/18/2025
Clerk's File #: SS2025

To: Mayor and Members of City Council

Recommendation:

THAT the report on *Good Neighbour Policy Exploration* in response to CQ 6-2025 **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

This report is a response to CQ 6-2025 where Councillor Agostino 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."* Further Councillor Agostino asks, *"In addition, I would like to see the City review zoning policies that impact where support services are allowed to operate."*

Good Neighbour Policies (GNP), also known as Good Neighbour Plans are often developed to reduce stigma and integrate affordable, social and emergency housing into communities. This can be completed by fostering a safe and respectful process to address various community concerns while outlining principles of shared responsibility to formalize the goodwill and positive working relationship between all parties for the benefit of all neighbours in a community. GNP's also enable municipalities to have a mechanism to engage with the broader community and provide a proactive solution-focused framework for community members, social service organizations, stakeholders and businesses to meet. It allows for the identification of common goals and builds community.

Discussion:

Common themes are of a GNP assume that all parties have general basic rights including, but not limited to:

- The right to feel safe and welcome;
- The right to quiet enjoyment of their properties and public spaces; and
- The right to access community resources, services and public facilities to meet their needs.

GNPs should ensure they are created through authentic community engagement to ensure they meet the needs of all participants including those who may be negatively impacted by its creation and implementation. An ideal GNP should have the following features:

- Promote proactive, timely, and solution-focussed discussion;
- Provide a common framework for reasonable expectations of a good neighbour; and
- Include a formal, standardized complaint process that includes a point of contact for the complainant, a clear list of questions to be answered by the complainant, the steps taken once the complaint is received, and next steps.

Some municipalities have explored the creation of a Community Liaison Committee (CLC) to inform and direct the GNP development and creation, and to facilitate ongoing communication and collaboration between congregate living facilities/support service providers, and the surrounding community. It typically includes representatives from the providers, local residents, businesses, city staff, and other stakeholders, as applicable. The primary goal of a CLC is to build mutual understanding, address community concerns as they arise, and support the successful integration of the congregate living/support service into the neighbourhood. CLCs act as a bridge between these establishments and community, provide an appropriate forum to raise and resolve concerns, and meet regularly to monitor shelter operations and community impact.

In order to gain further information on how GNPs and CLCs operate in different communities, Administration conducted both a jurisdictional scan as well as submitted a request for information to Ontario municipalities through the Ontario Municipal Social Service Association (OMSSA). Through these, it became apparent that both GNPs and CLCs varied in their orientation, focus and scope; each reflecting different local priorities, capacities, and approaches to implementation.

To support clarity and comparison, the findings have been organized into two distinct tables found in Appendix A:

Table 1: Municipal Good Neighbour Policies, Bylaws, and Guides

Table 1 outlines city-led initiatives that aim to promote respectful neighbourhood relations, mitigate nuisance, and enhance community well-being. These include formal bylaws, voluntary agreements, and educational guides. Enforcement mechanisms vary: some initiatives are embedded in municipal regulation and carry legal authority, while others rely on voluntary compliance, education, and community engagement. Timmins

is included here due to its council-directed, city-led process involving broad public participation. Most listed in this category focus on providing communities with information on existing applicable by-laws (ex. Noise by-law, Property Standards by-law, etc.)

Table 2: Community-Based Good Neighbour Agreements

Table 2 highlights voluntary agreements developed by community organizations and service providers to foster respectful relationships between supportive housing programs and surrounding neighbourhoods. These agreements typically include shared expectations, issue resolution processes, and points of contact. Of those reviewed, they are not legally binding or enforced through municipal regulation. These types of agreements tend to align with the desirable features of a GNP as noted above.

Should Council wish to further explore implementation of some type of GNP, it may be most effective to take a hybrid approach – a Council approved policy such as Abbotsford's, encouraging entering into Good Neighbour Agreements with specific types of service providers. The Good Neighbour Agreements with service providers would align with the community-based Good Neighbour Agreements seen in Table 2.

In conducting the jurisdictional scan, no municipalities that were identified had implemented CLCs. These are a newer concept that communities are looking to implement and have been recommended as a best practice by the Canadian Shelter Transformation Network.

As GNPs are often rooted in community development, should Council direct Administration to create either a Good Neighbour Policy or Good Neighbour Plan; that it be explored to be added and/or embedded into existing strategic documents such as the Windsor Essex Regional Community Safety and Well-Being Plan (the Plan) or the 10-year Housing and Homelessness Master Plan (HHMP). Both the GNP and the Plan have shared objectives to enhance community safety and well-being through representation and inclusion, community engagement and collective action. The HHMP strives to improve the housing outcomes for residents in Windsor and Essex County. The Plan is currently undergoing a renewal process and scheduled to return to Council in late 2025 for adoption, additionally, the HHMP is also under review and will be completed in late spring 2026. Should Council direct administration to develop a GNP, Administration, during its development, will consider whether it best be placed into the Plan or HHMP, as there would be greater capacity for its potential implementation working with stakeholders through existing committee structures. Administration would then report back to Council for formal adoption of the GNP.

Locating "Support Services" - Zoning Implications

Support services are not specifically identified as a use and may include a number of different defined uses. These various uses are generally located in areas where Commercial and Institutional uses are also located. As such, support services for clients of a shelter can be in various zone categories in areas found all around the city.

Risk Analysis:

Implementing a GNP may inadvertently place disproportionate responsibility on affordable, social, and emergency housing providers, rather than promoting shared accountability across the broader community, including residents, businesses, and other stakeholders.

Given that many services referenced in GNPs are delivered regionally, meaningful consultation with the County of Essex, its municipalities, and the community is essential if a GNP is with one such service provider. This process should also assess whether enforcement mechanisms are necessary, which may require amendments to existing municipal by-laws.

As the Service Manager, the City of Windsor may consider integrating GNP elements into Funding Service Agreements in collaboration with the County. Legal and contractual implications must be reviewed, particularly in cases where providers fail to comply with policy requirements. Non-compliance may result in funding reductions or termination of agreements.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There are no financial risks with receiving this report. Should Council direct Administration to pursue the development of a GNP, Administration would report back on any additional resources required for consultation and subsequent implementation.

Consultations:

Valerie Panou, Executive Initiatives Coordinator (A)

Stephen Lynn, Manager Social Policy & Planning

Jennifer Tanner, Manager of Homelessness and Housing Support

Diane Wilson, Manager, Affordable and Social Housing

Kirk Whittal, Executive Director, Housing & Children's Services

Greg Atkinson, Deputy City Planner, Development

Laura Diotte, Manager, Planning

Nancy Jaekel, Financial Planning Administrator

Michael Davis, Financial Planning Administrator

Linda Higgins, Manager, Intergovernmental Subsidies

Michelle Oake, Project Manager, Human and Health Services

Craig Robertson, Manager, Licensing & Enforcement, Deputy Licensing Commissioner

Grant Martin, Network Coordinator, Canadian Shelter Transformation Network, Canadian Alliance to End Homelessness

Conclusion:

This report aims to answer CQ 6-2025 and lays out the various options for Council's consideration should they chose to proceed with Administration completing consultation to adopt a GNP regionally.

Planning Act Matters:

N/A

Approvals:

Name	Title
Dana Paladino	Commissioner, Human and Health Services
Dan Seguin	On behalf of the Commissioner, Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
See notification list		

Appendices:

1 Appendix A - Good Neighbour Policy Municipal Comparators
2 Appendix B - 2025CR133

Appendix A

Table 1: Municipal Good Neighbour Policies, Bylaws, and Guides

Community	Type	Scope	Voluntary or Enforced
Abbotsford, British Columbia	Policy	Good Neighbour Agreement Policy (C001-11) (2014) is designed to ensure activities are provided in a manner that mitigates nuisance and disruptive behaviour within their vicinity and promotes positive behaviour in the community.	Voluntary agreement and is entered into under good faith by all parties Non-compliance with the terms may be brought forward to Council's attention
Kamloops, British Columbia	Bylaw	Good Neighbour Bylaw No. 49-1 is designed to regulate, prohibit, and impose requirements in relation to the protection and enhancement of the well-being of the city, including, without limitation, in relation to nuisances, disturbances, and other objectionable situations, as well as in relation to noise, vibrations, and any other matter that is liable to disturb the quiet, rest, enjoyment, comfort, or convenience of individuals or the public.	Enforced through Bylaw
Calgary, Alberta	Agreement	Good Neighbour Agreement - Calgary is designed to promotes integration of care facilities. Assists to work with the community and care facility provider to promote integration and mitigate community concerns.	Voluntary The City of Calgary does not enforce the agreement
Saskatoon, Saskatchewan	Guide	City of Saskatoon Good Neighbour Guide provides an overview of Saskatoon's by-laws, standards and regulations to ensure neighbourhoods remain safe, clean and beautiful.	Informational (Voluntary)
Regina, Saskatchewan	Guide	Reginas-Good-Neighbour-Guide.pdf provides an overview of Regina municipal bylaws that govern city neighbourhoods.	Informational (Voluntary)
Ottawa, Ontario	Guide	The Good Neighbours Guide - Infill Construction provides resources on how to avoid common complaints and concerns and how to resolve issues that come up when infill	Informational (Voluntary)

		construction happens and disruptions are occurring within an established neighbourhood.	
Toronto, Ontario	Guide	Toronto Good Neighbour Guide is intended for property owners, builders, and contractors starting a construction project in an established neighbourhood, and for neighbours in the area. The guide outlines requirements and best practices for residential infill construction, as well as communication tips to help everyone involved move smoothly through the project.	Informational (Voluntary)
Timmins, Ontario	Review Process	A request to complete the Living Space Relocation Review was initiated by Timmins City Council following the June 22, 2023, Town Hall on Community Safety. The Living Space Relocation Review was a participatory process open to all. From September 2023 through to the end of February 2024 and brought hundreds of people and dozens of organizations together to respond to the request from Timmins City Council that options for the relocation of the emergency shelter out of residential and commercial zones be considered.	Informational (Voluntary)
Kingston, Ontario	Guide & Bylaw	Kingston Good Neighbour Guide developed in 2019, outlines expectations for property maintenance, noise control, and respectful communication. This guide is used to support both residential and business relationships and was created as a companion resource to the Community Standards By-law, which was approved in November 2023 and came into effect on May 1, 2024.	Enforced (with voluntary education-first approach) Informal notices and community engagement before formal penalties
Markham, Ontario	Handbook	Good Neighbour Handbook - 2024 provides residents with clear standards around waste management, parking, noise, and property upkeep. It also includes tools for reporting concerns and encourages community participation through digital platforms. The handbook is part of a broader strategy to foster civic responsibility and neighbourhood pride.	Informational (Voluntary)

Welland, Ontario	Guide	Welland's Good Neighbour Guide focuses on property standards and enforcement. The guide is used to support community cohesion and reduce complaints. Covers waste, parking, noise, and civic engagement.	Enforced It allows the city to intervene when properties fall below acceptable conditions and outlines the responsibilities of property owners to maintain cleanliness and safety.
Windsor, Ontario	Public Outreach	Per Decision Number **CR156/2025 ETPS 1049,** the By-law Enforcement Division (Council Services) has started to implement some department initiatives that pertain to public outreach exercises by providing education, insight and helpful hints to remain compliant with the City's various by-laws. Feedback thus far has been positive from residents, and the Division has seen an increased willingness from residents to voluntarily comply.	Informational, Officers request voluntary compliance. Enforcement is utilized for matters that are an immediate health and safety issue or identified as a repeated offence

Table 2: Community-Based Good Neighbour Agreements

Organization	Type	Scope	Voluntary or Enforced
Homeless Leadership Coalition, Oregon	Plan	The Homeless Leadership Coalition, who serves as Central Oregon's Continuum of Care, along with community stakeholders developed a Good Neighbour Agreement that aims at addressing neighbour concerns that could arise through new implementations of resources and supports for those experiencing homelessness within the community.	Voluntary
George Spady Society, Holyrod Supportive Housing - Edmonton	Agreement	A Good Neighbour Plan (GNP) Statement of Operations has been created as it specifically relates to the George Spady Society Holyrood Supportive Housing building. It outlines the shared commitments of the service provider and the surrounding community. This identifies a point of contact for the community should they have concerns, as well as an issue resolution process. The GNP outlines shared rights and responsibilities.	Voluntary
LIFT Community Support Services, British Columbia	Agreement	LIFT Community Services, requires all participants to sign a Supportive Housing Good Neighbour Agreement which outlines appropriate behaviours and expectations to be a respective neighbour and positively contribute to the safety and security of the wider community.	Voluntary

THE CITY OF WINDSOR
ONTARIO, CANADA

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City Council
Decision
Monday, April 14, 2025

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

Decision Number: CR133/2025
That the following Council Question by Councillor Renaldo Agostino **BE APPROVED,** and that Administration **BE DIRECTED** to proceed with the necessary actions to respond to the Council Question in the form of a written report, consistent with Council's instructions, and in accordance with Section 17.1 of the Procedure By-law 98-2011, as amended:

CQ 6-2024:
Assigned to: Commissioner, Human & Health Services

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.
Carried.

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Mayor Drew Dilkens and Councillor Jo-Anne Gignac were absent from the meeting when the vote was taken on this matter.

Report Number: SCM 97/2025
Clerk's File: ACOQ2025 & SS2025 18.4

Anna Ciacelli
Deputy City Clerk
April 24, 2025

Department Distribution

Will Foot	Council Assistant
Sandra Gebauer	Council Assistant
Wira Vendrasco	City Solicitor
Andrew Daher	Commissioner, Human & Health Services
Jelena Payne	Commissioner, Economic Development Deputy Chief Administrative Officer
David Simpson	Commissioner of Infrastructure Services and City Engineer
Ray Mensour	Commissioner, Community & Corporate Services
Janice Guthrie	Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

Subject: 2025 Second Quarter Operating Budget Variance Report – City Wide

Reference:

Date to Council: September 22, 2025
Author: Janice Guthrie
Commissioner of Finance & City Treasurer
519-255-6100 Ext. 6271
jguthrie@citywindsor.ca

City Treasurer
Report Date: 7/11/2025
Clerk's File #: AF/14854

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE FOR INFORMATION** the 2025 2nd Quarter Operating Budget Variance Report.

Executive Summary:

N/A

Background:

Annual operating budgets are required to be tabled for consideration prior to February 1 of each year and traditionally are based on the best available information and trends at that time. Key inputs to the operating budget include professional estimates, the current legislative environment, macroeconomic trends (such as currency fluctuations, commodity prices, unemployment figures, and business investment), and other relevant local information available. Inflationary pressures related to municipal expenditures and services, which can be very different from general consumer price increases, continue to place significant pressures on service budgets at the time budgets are developed and approval as well as during the fiscal year.

Due to the seasonal nature of some municipal operations, it is very difficult to accurately predict the financial position at year end. However, there are matters which may arise that should be highlighted and monitored so as to proactively address and implement any mitigation measures that must be taken. This report highlights to City Council those

matters which have been brought to the forefront as of Q2 which will require mitigation and alternative funding sources so as to ensure that the year end position for 2025 aligns with the overall approved budget. Mitigation strategies have been actioned that help to offset some of the pressures. Additional updates will be presented to City Council in future quarterly and year end reports.

Discussion:

General Considerations

The financial position of the Corporation in any given year can be directly impacted by uncontrollable factors such as weather conditions, unemployment rates, fuel and utility costs, interest rates, settlement of litigation brought against the City in addition to general inflationary pressures.

Council will recall that the 2025 Budget included various provisions and estimates that were risked based. In other words, revenue projections were based upon best case scenarios while some estimates for expenditures were very conservative.

Following the adoption and approval of the 2025 Budget, the announcement of US tariffs and restrictions on International Students has added further pressure on anticipated expenditures and revenues. Planned revenues have not materialized and costs of service delivery have increased.

This report provides City Council with high level pressures which are projected to impact the year end operating position. Material fluctuations in addition to those identified as the projected variances provided as at 2nd quarter could still occur in the wake of significant unforeseen events.

Municipal Levy

As at Q2, Administration has identified approximately $7.7 million in unrealized revenues and unanticipated expenditures primarily in the following departments:

Fire & Rescue	$1,585,000
Transit Windsor	$3,468,000
Windsor Police Service	$2,575,000

The increase in net expenditures are directly related to anticipated shortfall in revenues due to economic conditions as well as staffing, sick leave (inclusive of WSIB claims) and overtime costs. External tax enquiries and related revenues have declined as the real estate market has some what leveled off. Increased external investigations as a result of employee complaints continue to be brought forward despite enhanced efforts targeted at improving employee moral. A projected shortfall in Transit bus revenue from post secondary student services will materialize in 2025 however this shortfall will be mitigated as part of successful renegotiated fee structures which are anticipated to take effect in the latter part of this year. Paid medical leave, which extends through 2025 for Transit employees, will also be eliminated following this year.

Offsetting the increased expenditures are one-time recoveries from various Agencies. These recoveries related to expenditures which were not required to be funded as part of the City's contribution to services in 2024 and were identified subsequent to the 2024 year end close. This amount was not considered material to the finalization of the 2024 Consolidated Financial Statements. The Agencies include the Windsor Essex Health Unit, Emergency Medical Services and Handi Transit.

While some mitigating measures have been actioned to address the pressures noted above, to ensure that the 2025 year end financial position is appropriately managed, Administration will continue to monitor both positive and negative variances within other operating departments to mitigate any unanticipated events which may materially change the projections as currently provided. Mitigation strategies as outlined below will be utilized to maximize available funding while maintaining service levels across the Corporation. Administration will also seek alternative funding sources which are non-levy related through the balance of the year.

One Time Funding Approved in 2025 Budget

The final approval of the 2025 Budget included approximately $6.8 million in one-time funding from the Budget Stabilization Reserve (BSR), capital and other sources. It is important to note that these recoveries will only be made if, in the opinion of the City Treasurer, a transfer is required. Based on the current Q2 projections, approximately $4.2 million of the total one-time funding has been included in the variance projections leaving a projected balance of approximately $2.6 million to be retained within the reserve for unexpected or unanticipated events which may occur prior to the end of the year. Further to this, an annual provision of $2.4 million has been set aside which if not required can be transferred to the BSR or used to balance the final year end position. Use of the BSR is not recommended at this time as this would result in draw upon a reserve that is necessary should a material unforeseen event occur.

Mitigating Measures

A number of mitigation strategies have been identified and will be applied as needed to help manage the City's final year-end financial position. At present, all departments have been requested to consider the need to fill positions prior to undertaking a recruitment. In addition, departments have been directed to closely monitor and restrict discretionary spending to help reduce overall pressures and offset the projected corporate variance. Further to this, Administration may consider the utilization of all or a portion of funding which had been previously committed to capital projects and which is no longer required as a result of receiving Provincial funding of $5.2 million from the Building Faster Fund support of housing development.

Beyond these measures, the Administration may need to consider further options if required which may include limiting or deferring planned transfers to various reserve funds.

These measures will support Administration's efforts in balancing the overall year-end position such that additional draws from existing reserves are not required.

Other Non-Tax Levy Variance

In addition to the Municipal levy variance, other non-tax levy variances are estimated to result in a $1.5 million net surplus. Included in this amount are the following which will be transferred to/from the noted Reserves; On-Off Street Parking Reserve $0.3 million deficit, and the Building Permit Reserve $1.8 million surplus. The transfer to the Building Reserve is a legislative requirement and cannot be utilized to offset the tax levy pressures.

Risk Analysis:

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

1. Current macro and micro economic conditions such as fuel costs, changes to local unemployment rates, volatility of energy costs, commodity prices and interest rates, as well as supply and demand for products and services. Although Consumer Price Index rates have been decreasing in 2025 (currently at 2.1%), inflationary factors which affect municipal expenditures continue to remain high and will continue to impact City costs going forward.
2. Seasonal variability with respect to revenues (e.g. recreation fees) and expenses (e.g. winter control & storm damage) could impact current year end projections.
3. Continued increase in staffing costs due to factors such as sick leave replacement, modified duties (particularly in mandated or 24/7 operational areas), WSIB, joint job evaluation or other arbitration decisions, and health benefit usage (Green Shield) may require additional funding. Some of these costs may be covered by corporate provisions/reserves.
4. Potential increase to unavoidable expenditures such as emergency repairs and maintenance, related purchases of materials and supplies, legal expenses, streetlight maintenance, etc.
5. The significant use of estimates, historical knowledge and judgement in developing budget and projecting actual expenses for the year implies that actual year-end revenues and expenditures may differ significantly from quarterly projections.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

As at Q2, Administration has highlighted the significant factors which are projected to impact the 2025 year-end operating results.

Included in Appendix A are a list of relevant operational and economic statistics (extracted from various sources) as background information and is depicted graphically for the current quarter, along with each of the preceding nine years for ease of reference and comparison purposes. These statistics help inform the 2025 year end projections.

Consultations:

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

Conclusion:

Administration is projecting additional pressures on the 2025 year end operating results of $7.7 million. Administration will continue to monitor expenditures and revenues to the end of the year with a vision to mitigate any final deficit that may result.

A surplus as it relates to other funding from non-tax levy sources of approximately $1.5 million is projected however as noted, any surplus or deficit within these other funding sources must be retained within the specified reserve. Administration will continue to monitor the year-end projections inclusive of mitigation measures that may be required.

Planning Act Matters:

N/A

Approvals:

Name	Title
Tony Ardovini	Deputy Treasurer – Financial Planning
Janice Guthrie	Commissioner of Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications

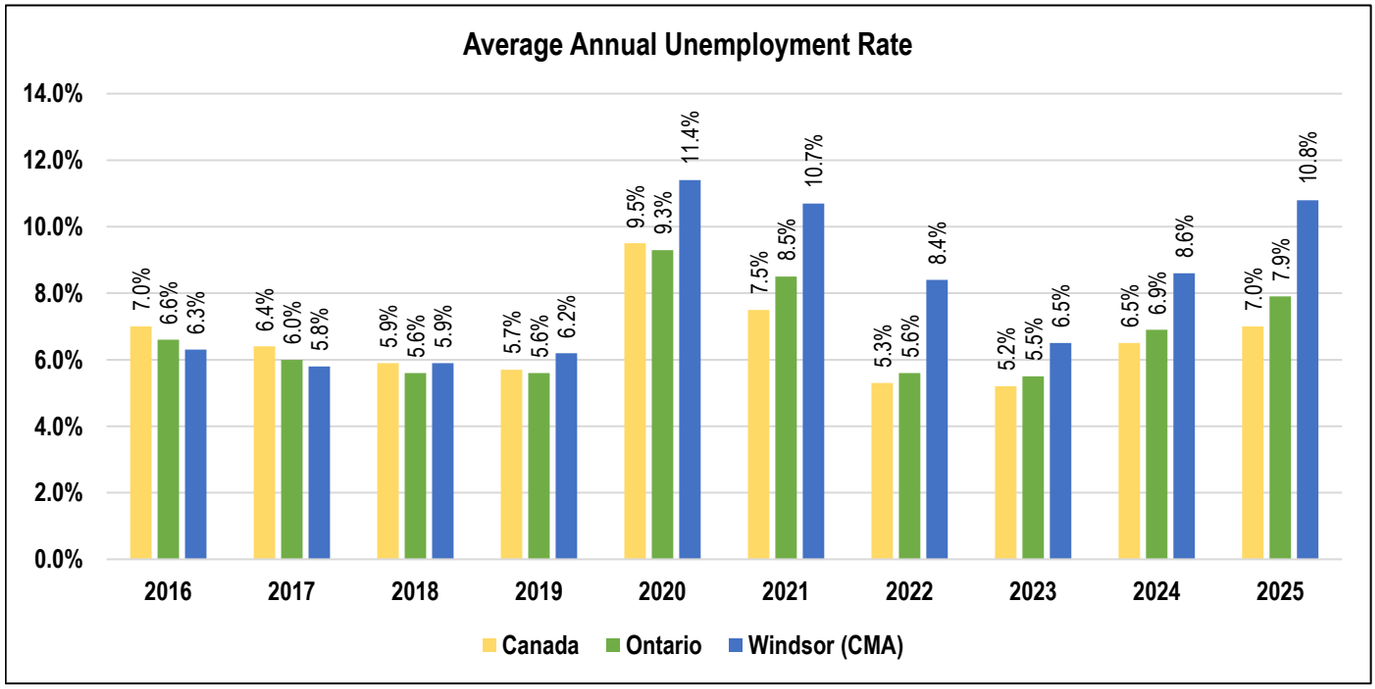
Name	Address	Email

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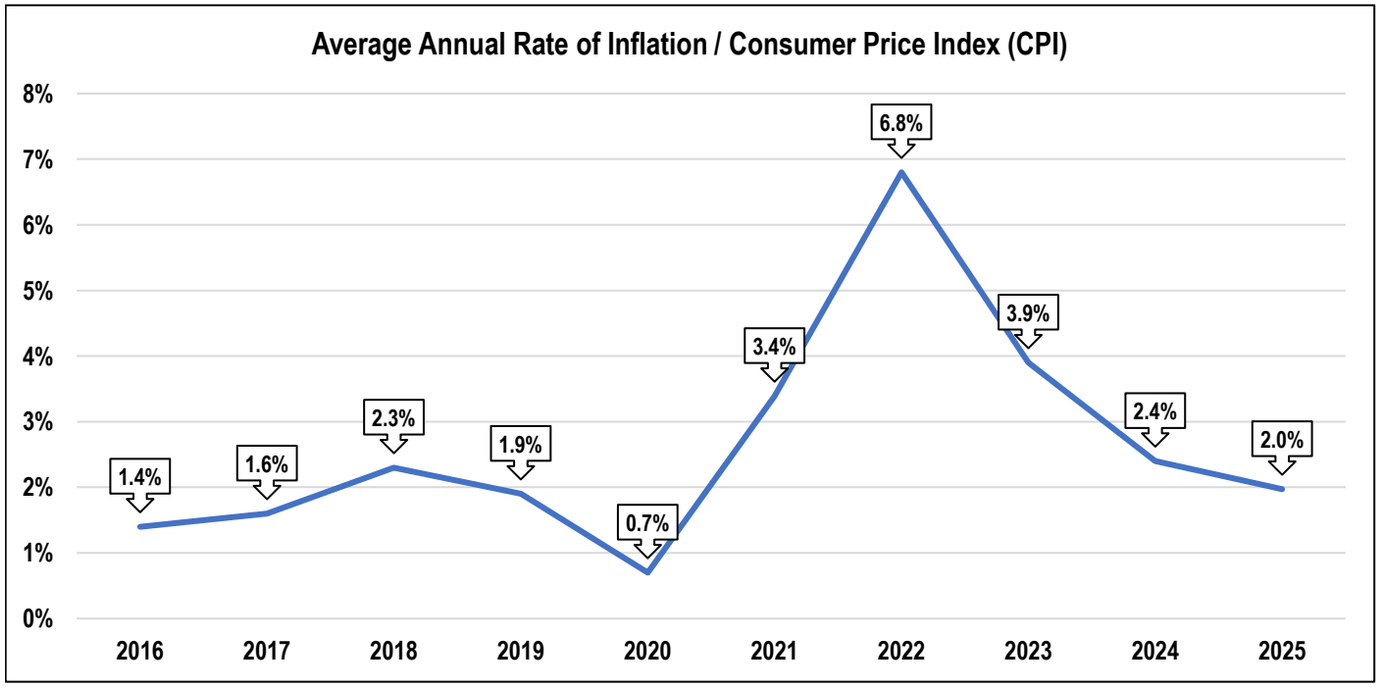
Appendices:

1 Appendix A - 2025 Operational & Economic Statistics

ECONOMIC STATISTICS

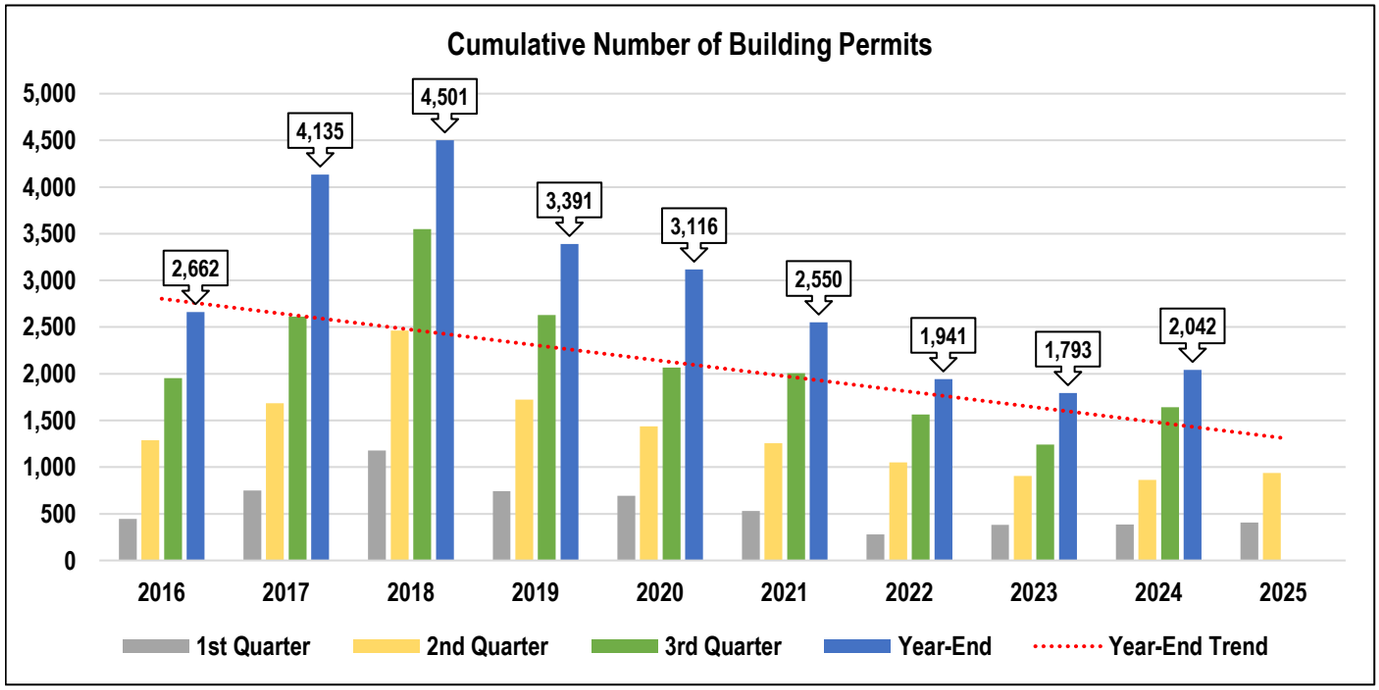


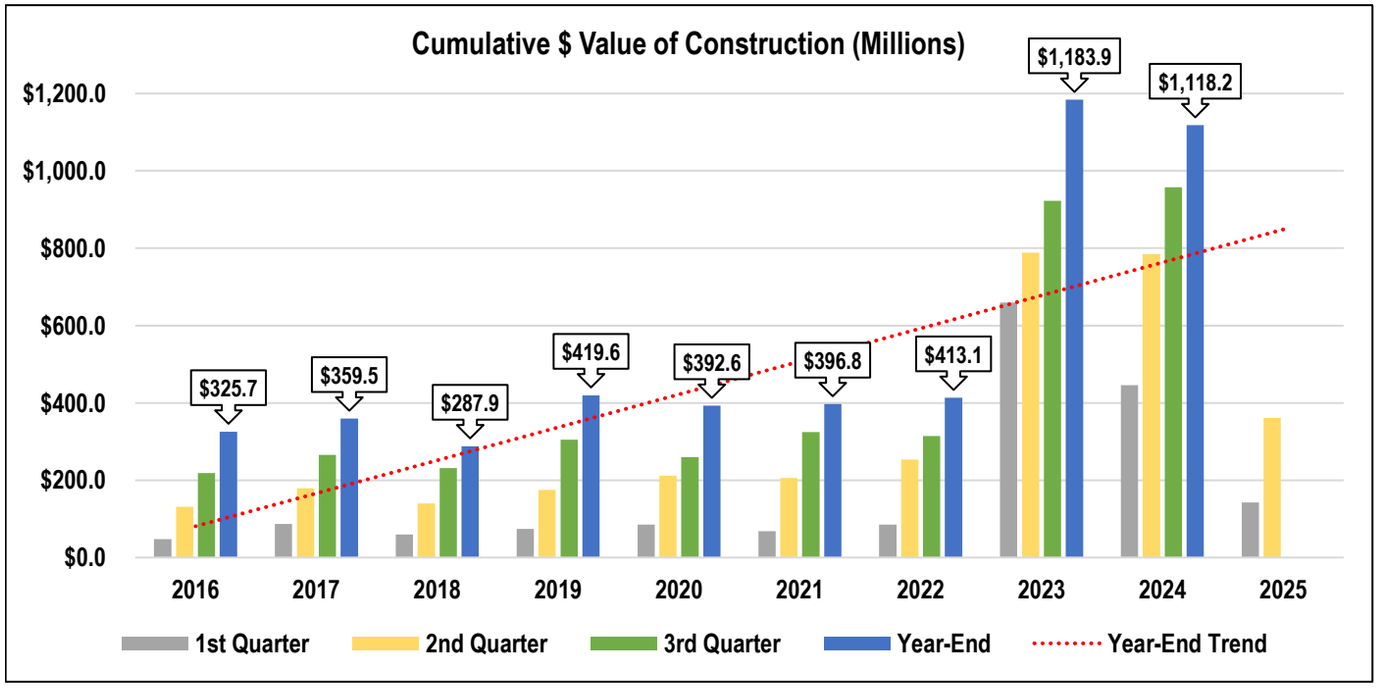
Source: Statistics Canada (3-Month Moving Average, Unadjusted)



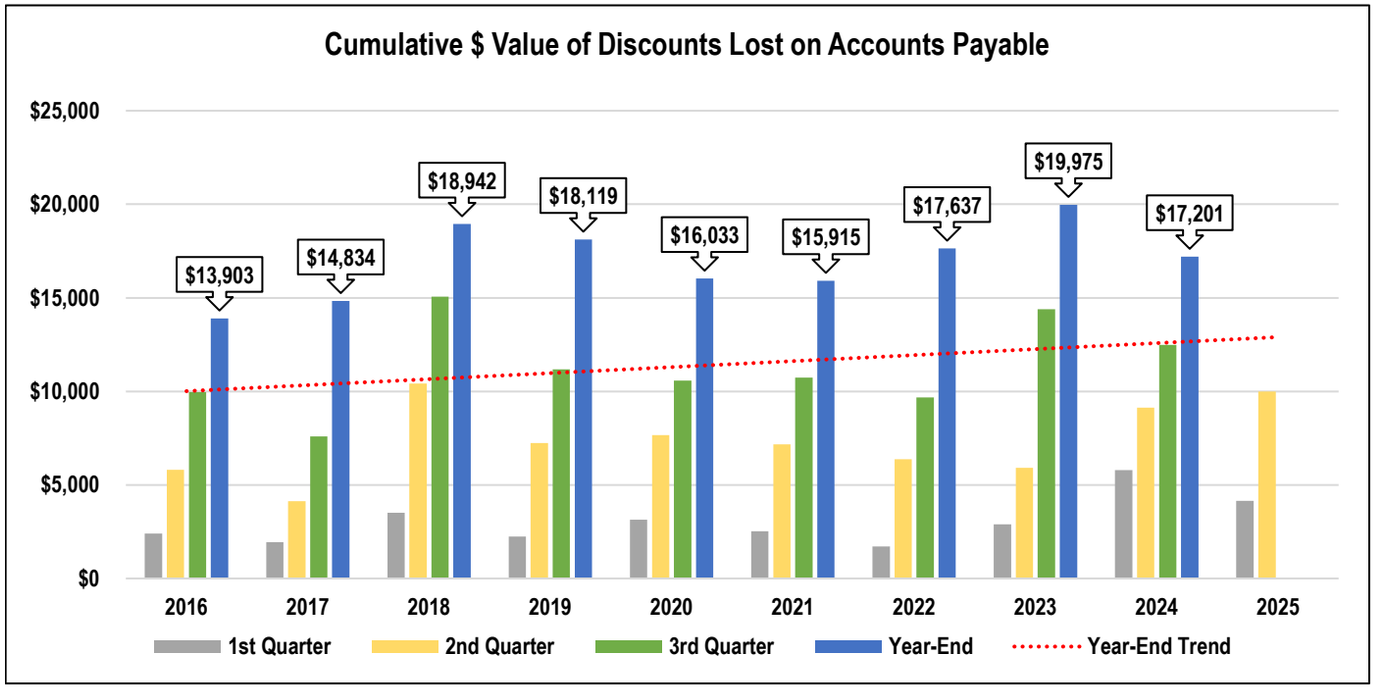
Source: Statistics Canada (All Items, Unadjusted)

BUILDING SERVICES

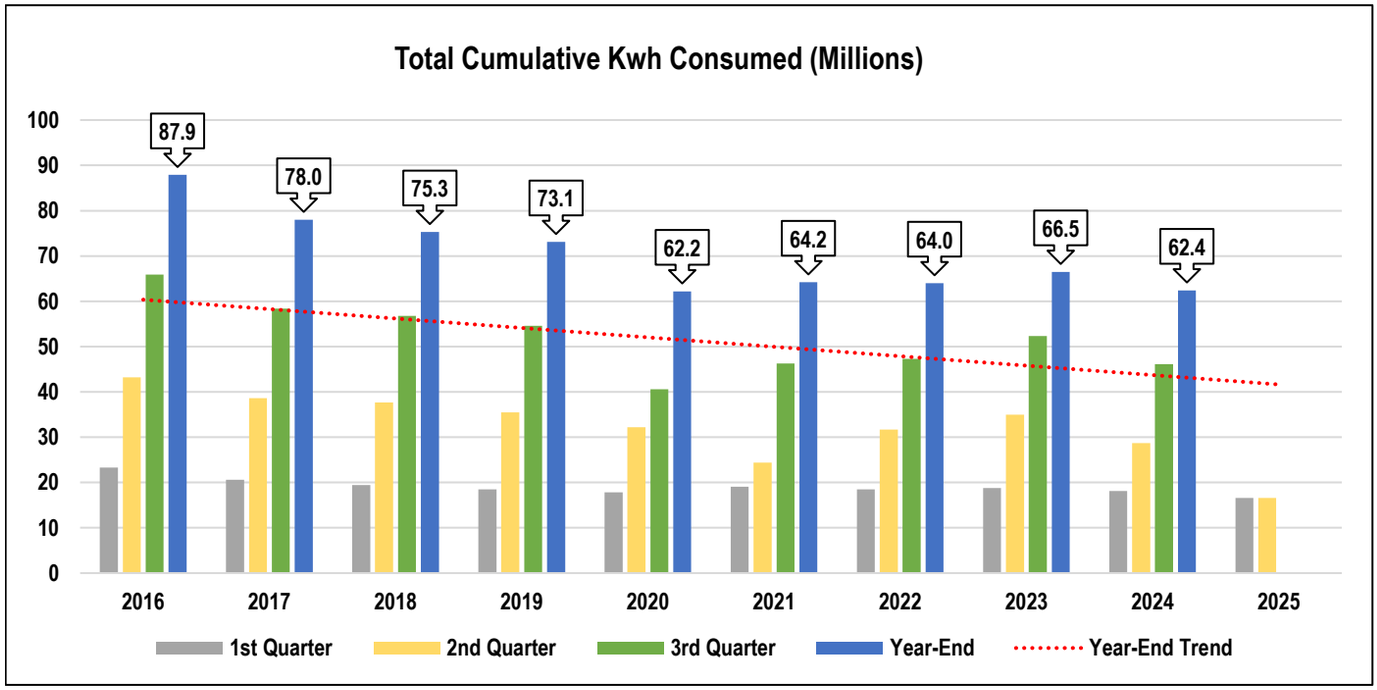




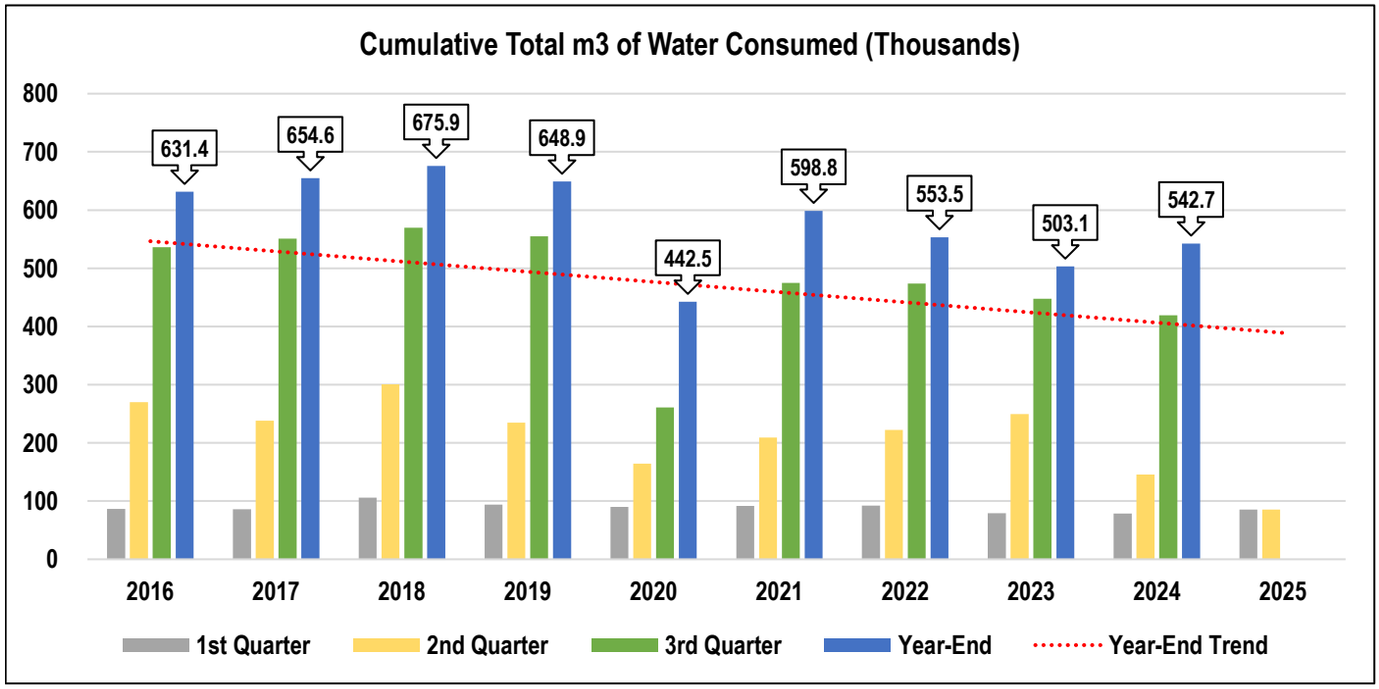
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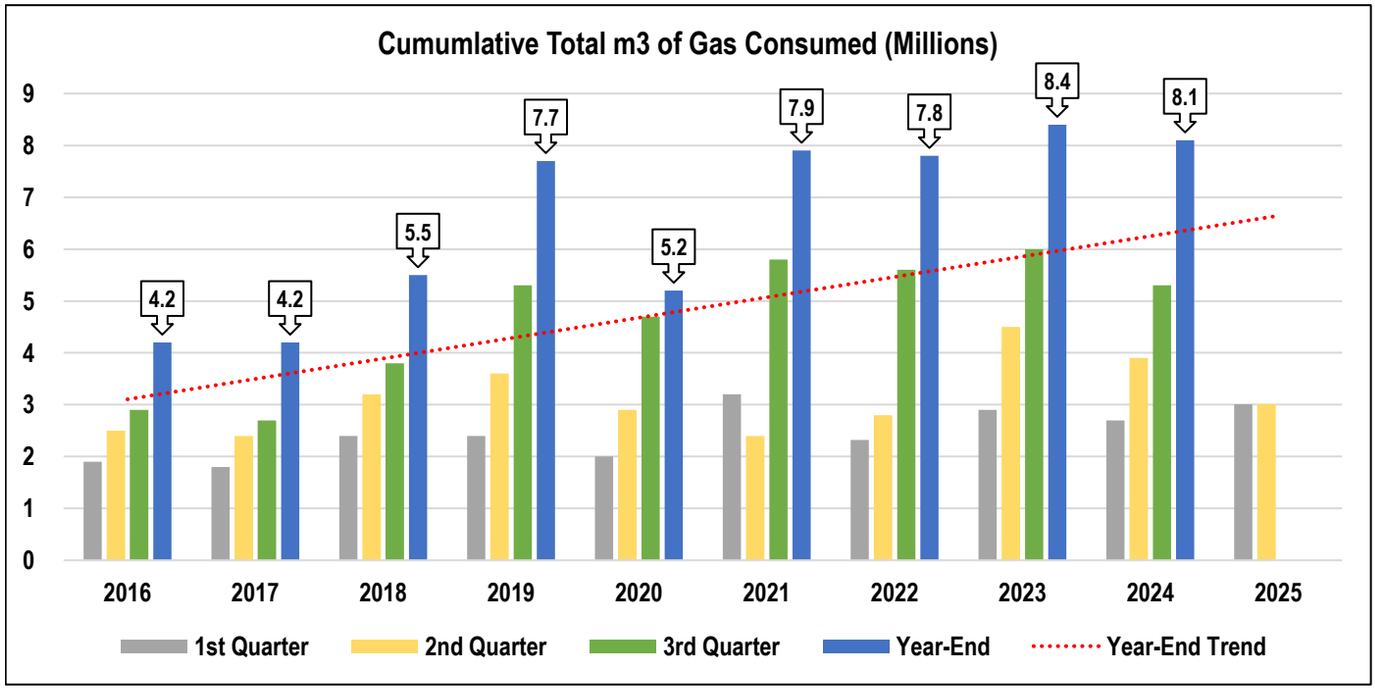


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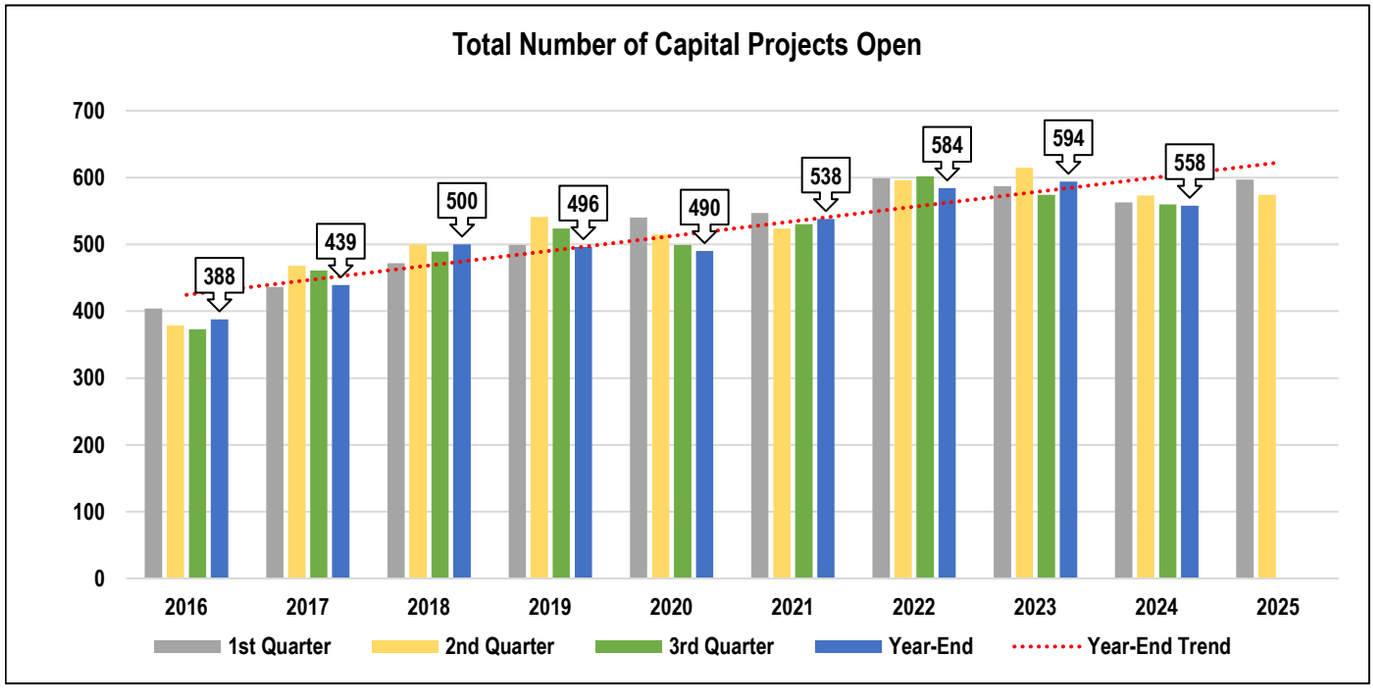


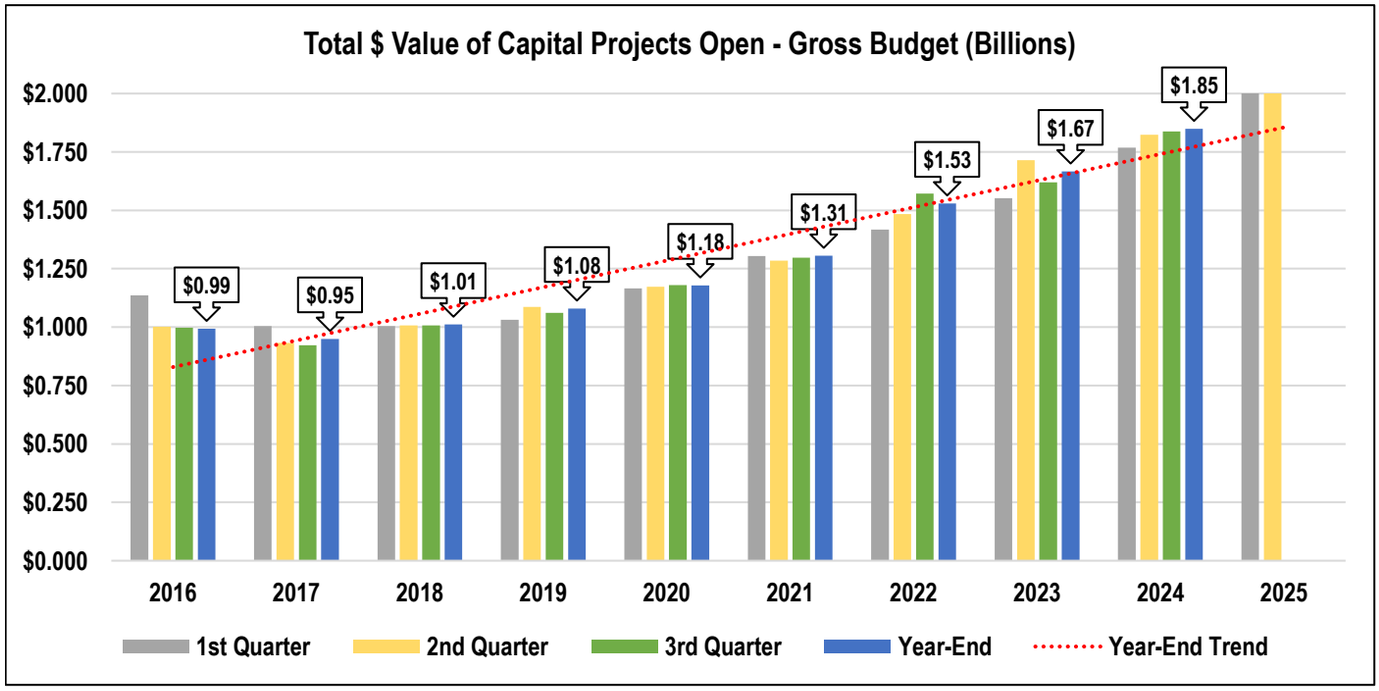
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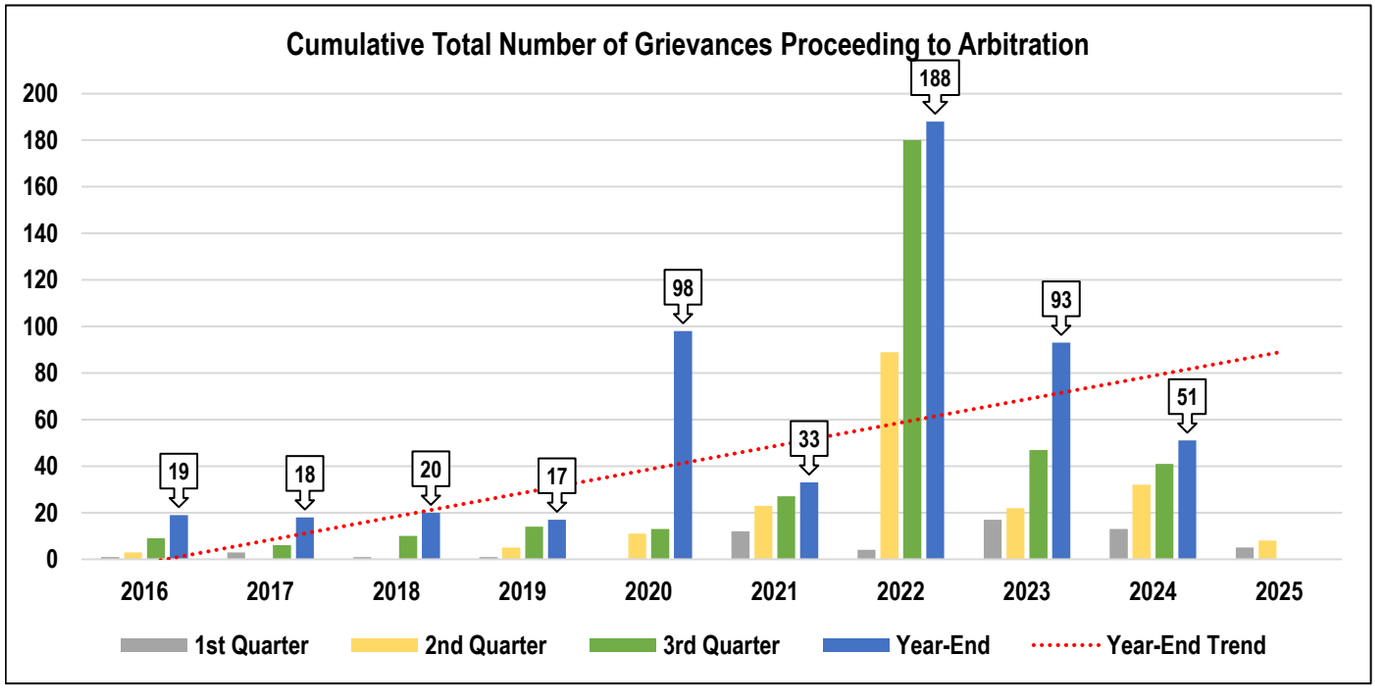


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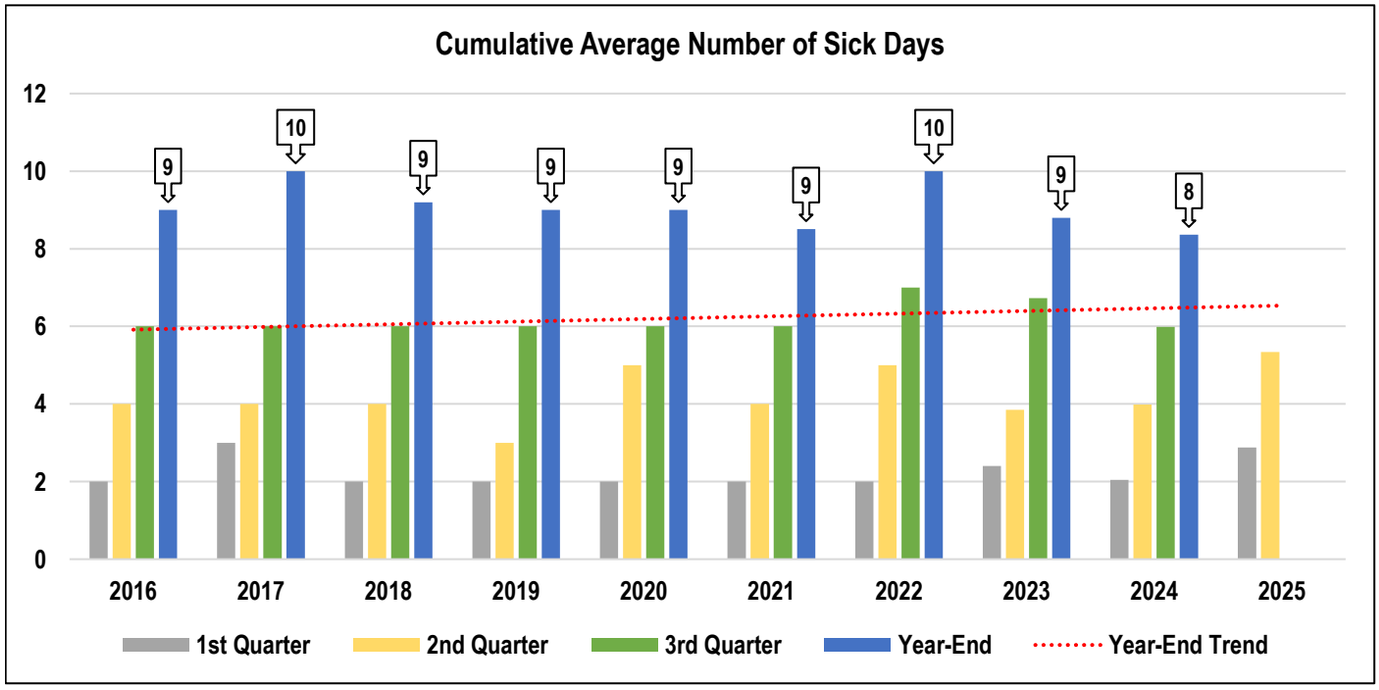




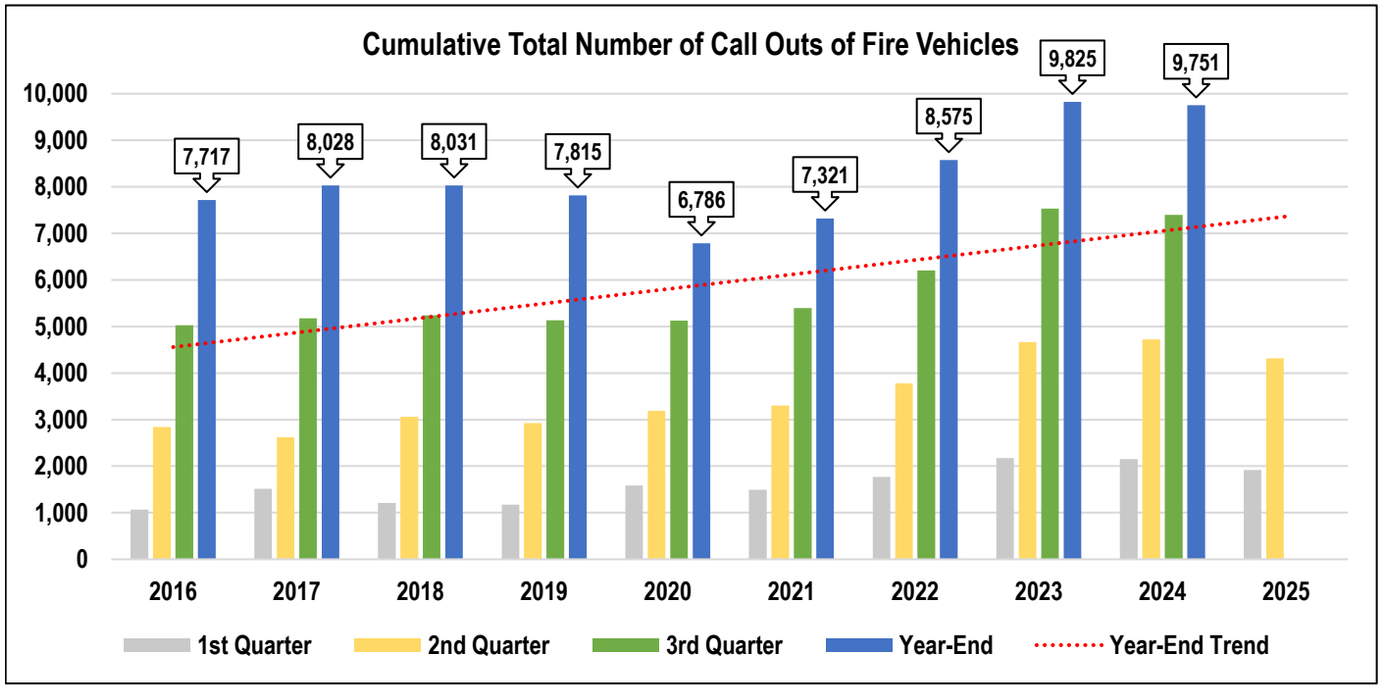
HUMAN RESOURCES



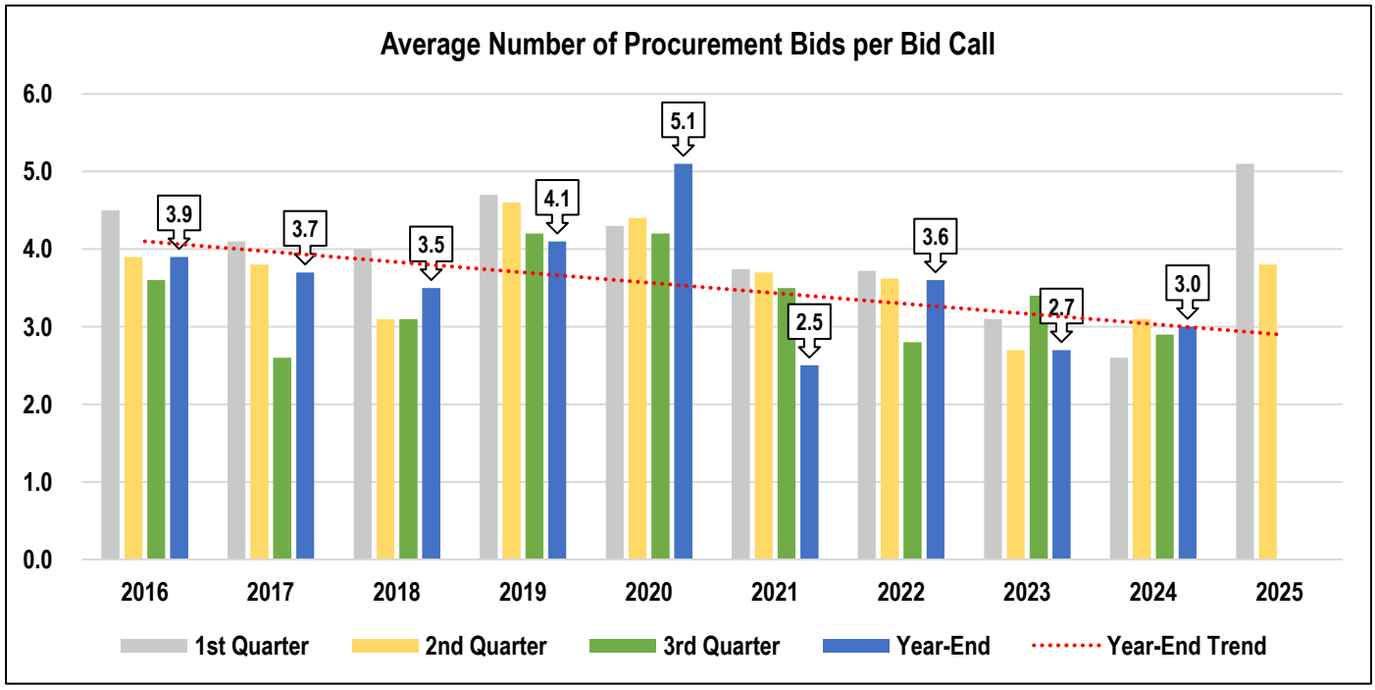
Note: In 2020, 64 of 98 grievances are attributed to Transit Windsor.



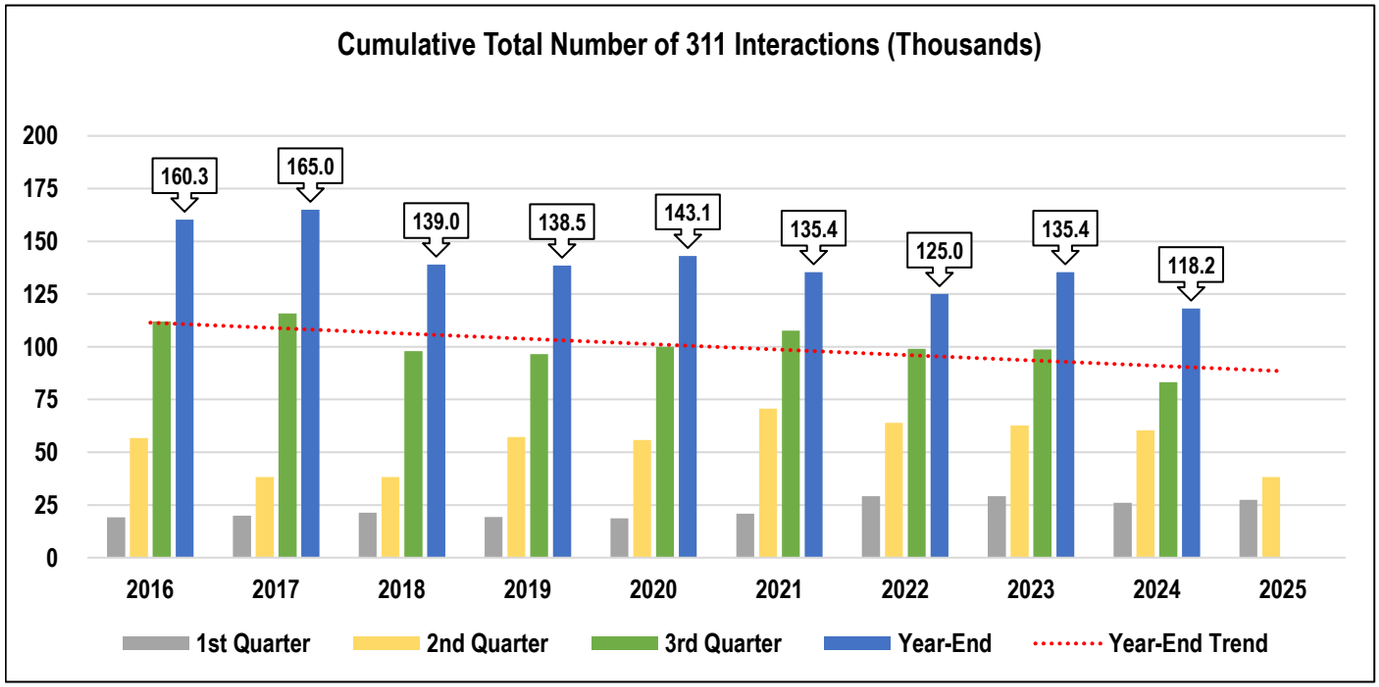
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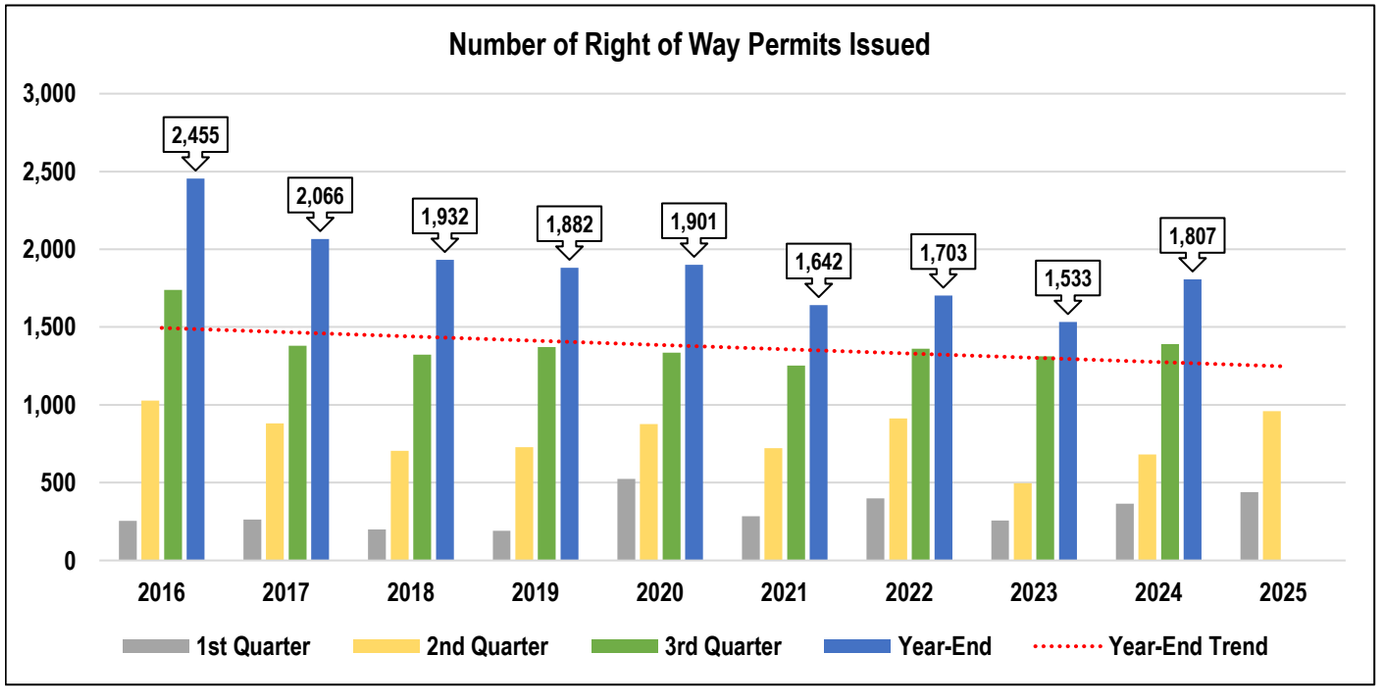
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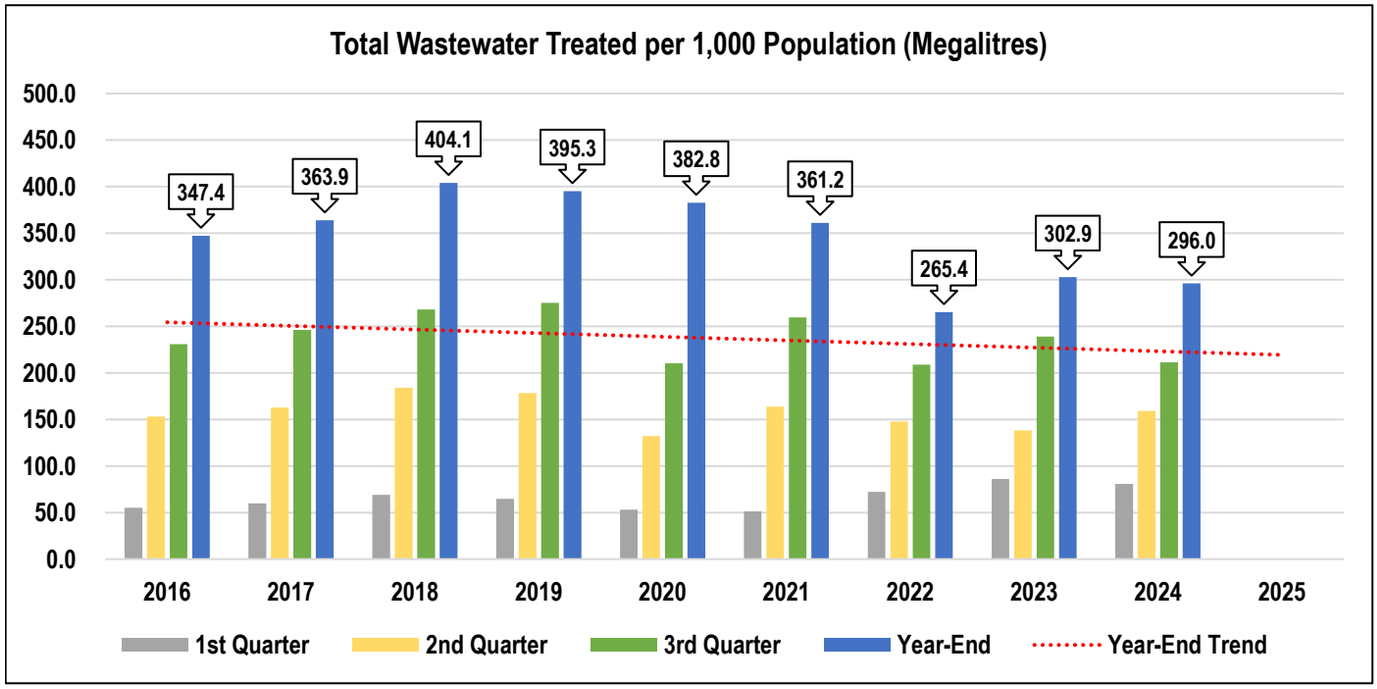
COMMUNICATIONS & CUSTOMER SERVICE



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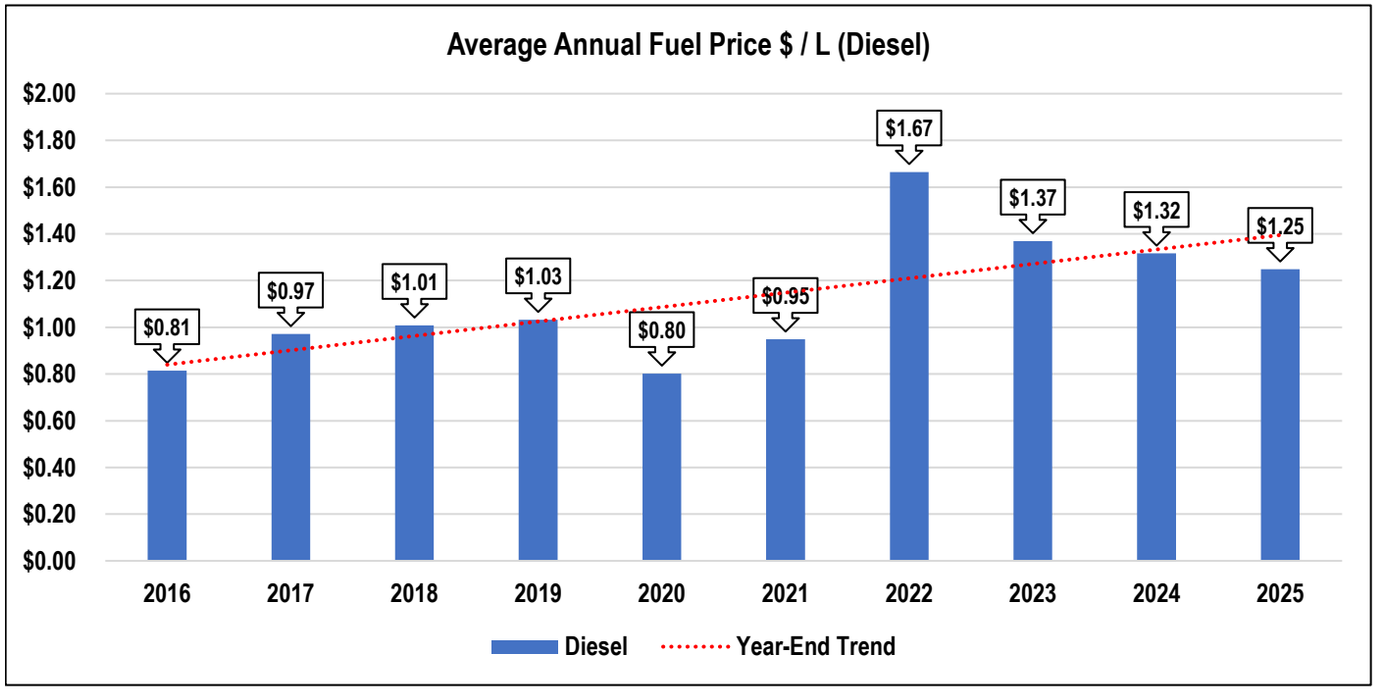


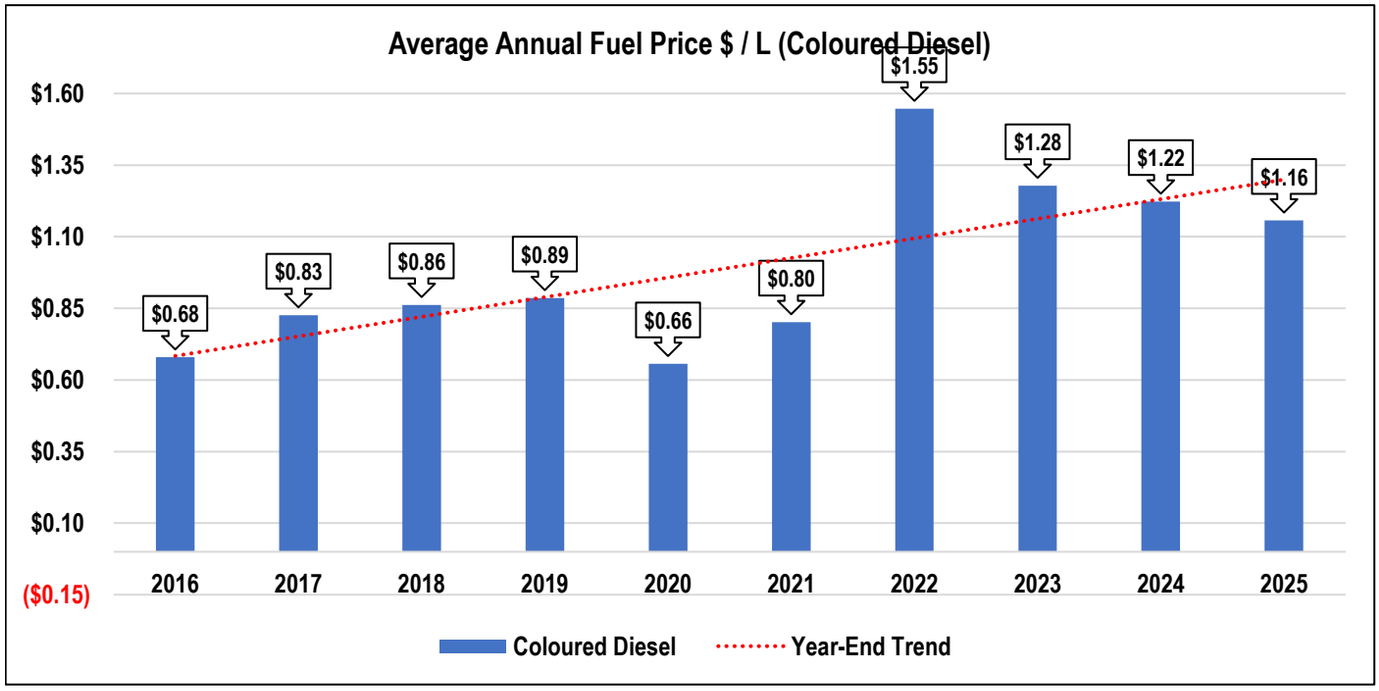
POLLUTION CONTROL



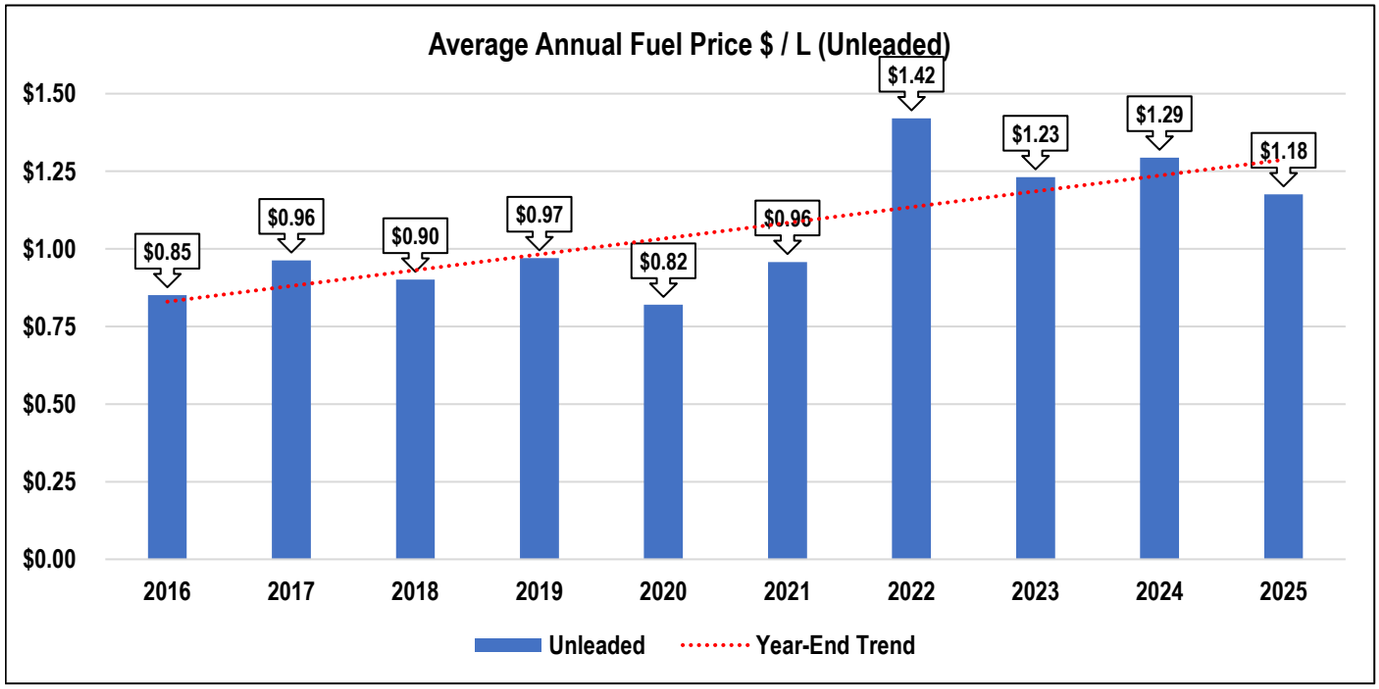
Fluctuations are partially due to changes in precipitation patterns as additional water is treated during heavy storms due to combined sewers.

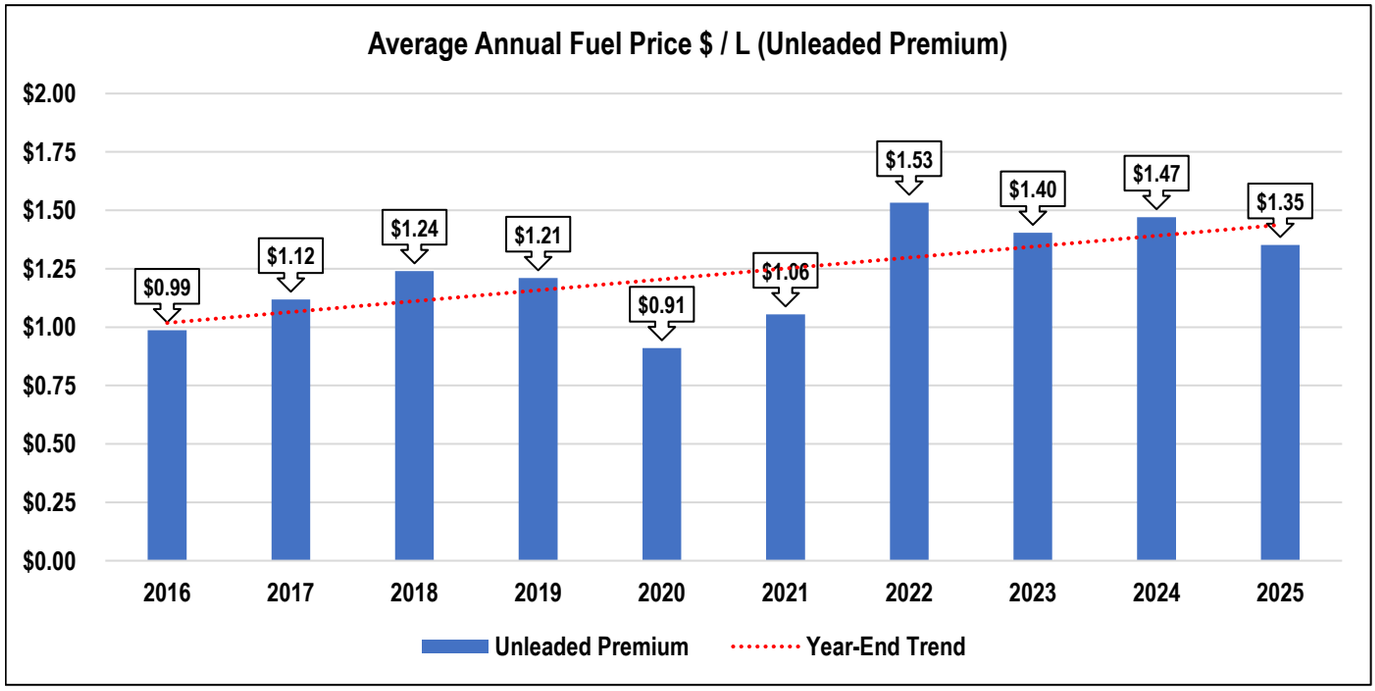
PUBLIC WORKS



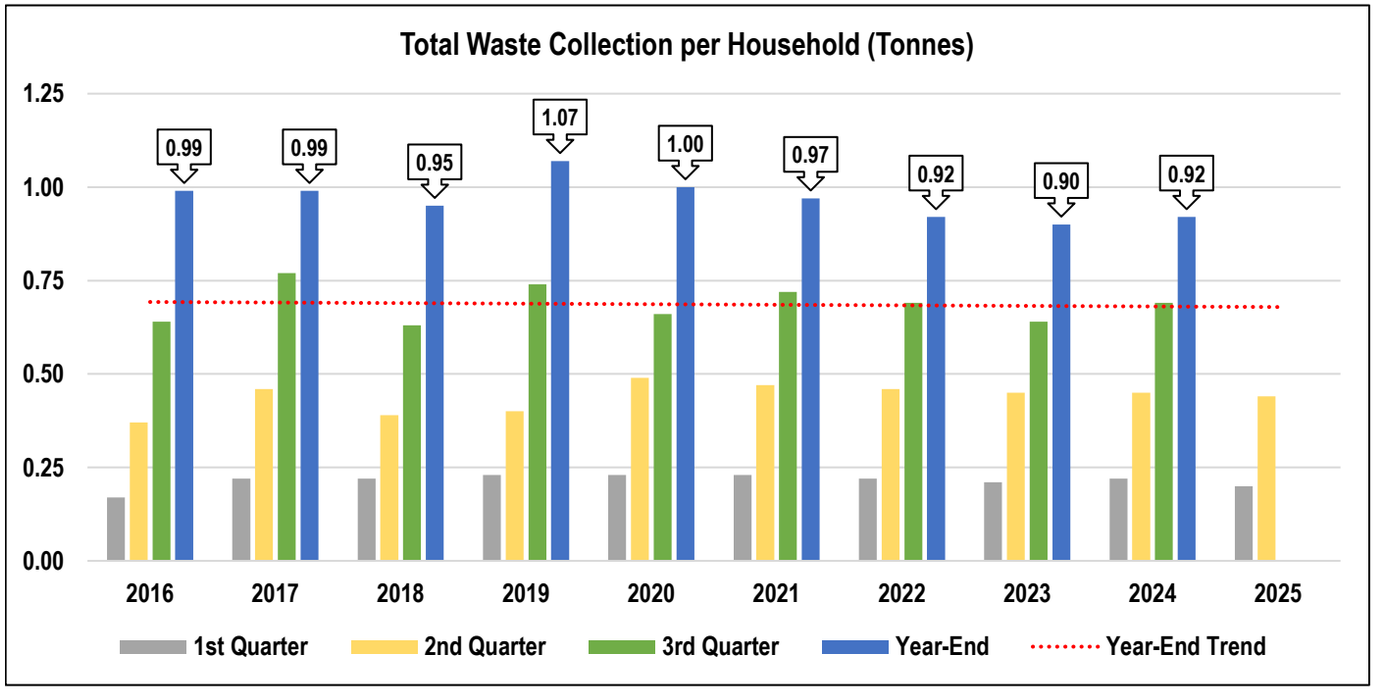


PUBLIC WORKS

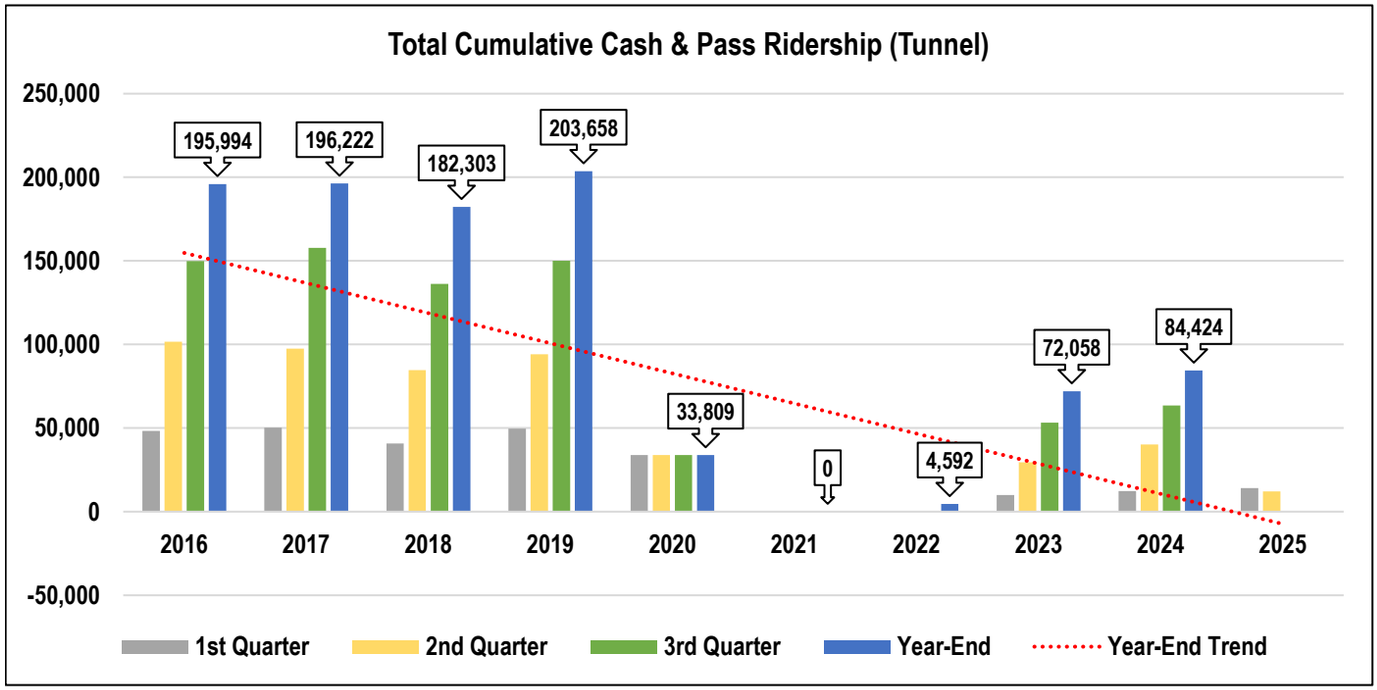


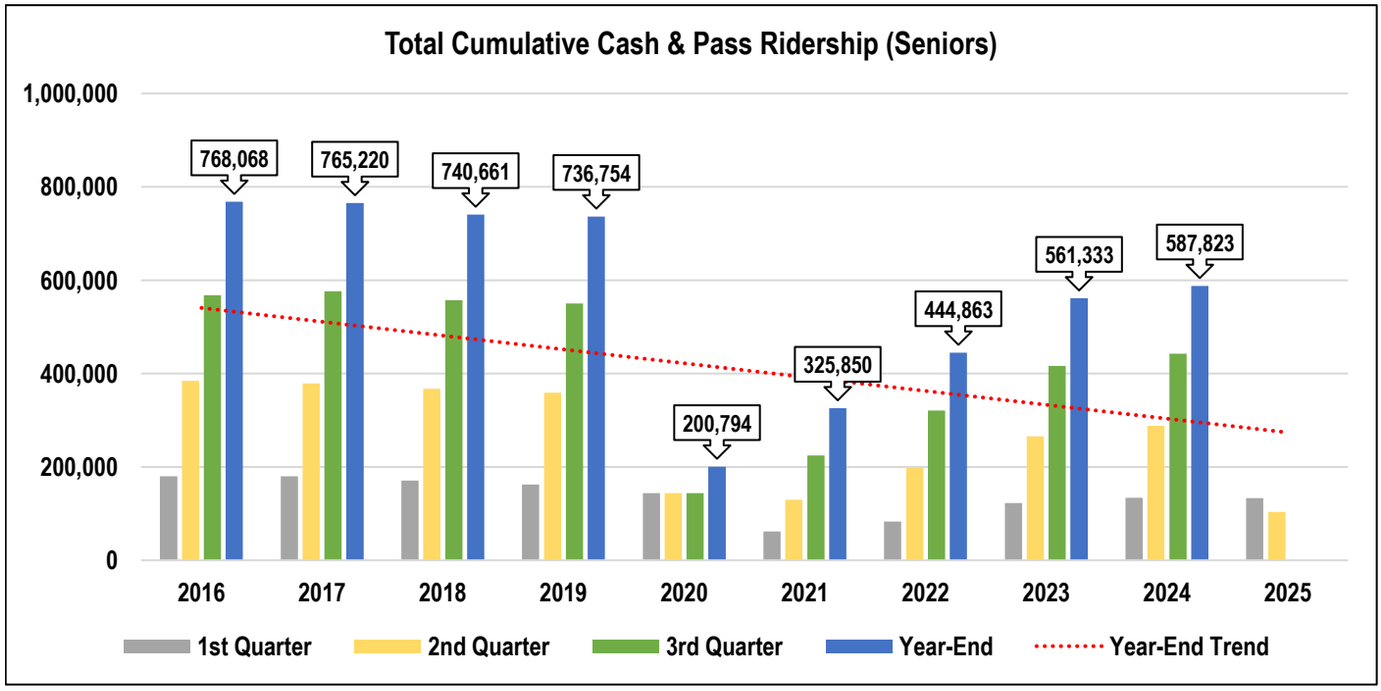


PUBLIC WORKS

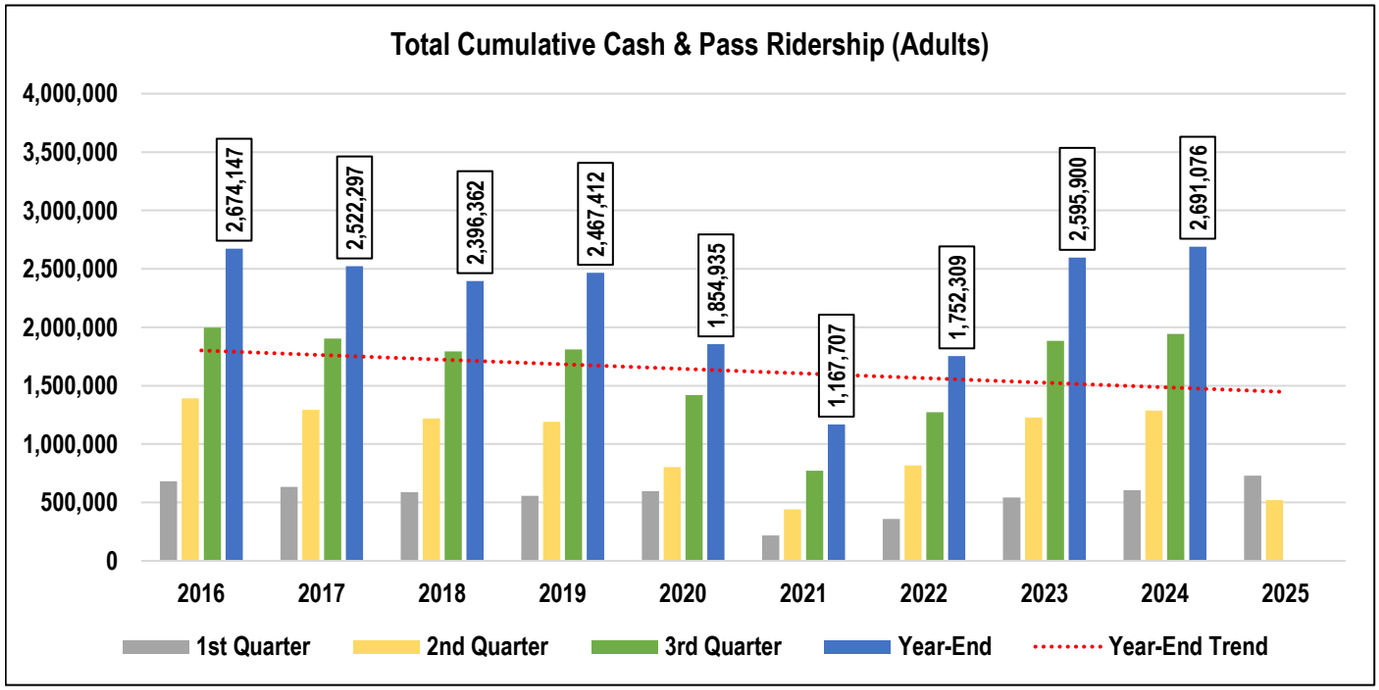


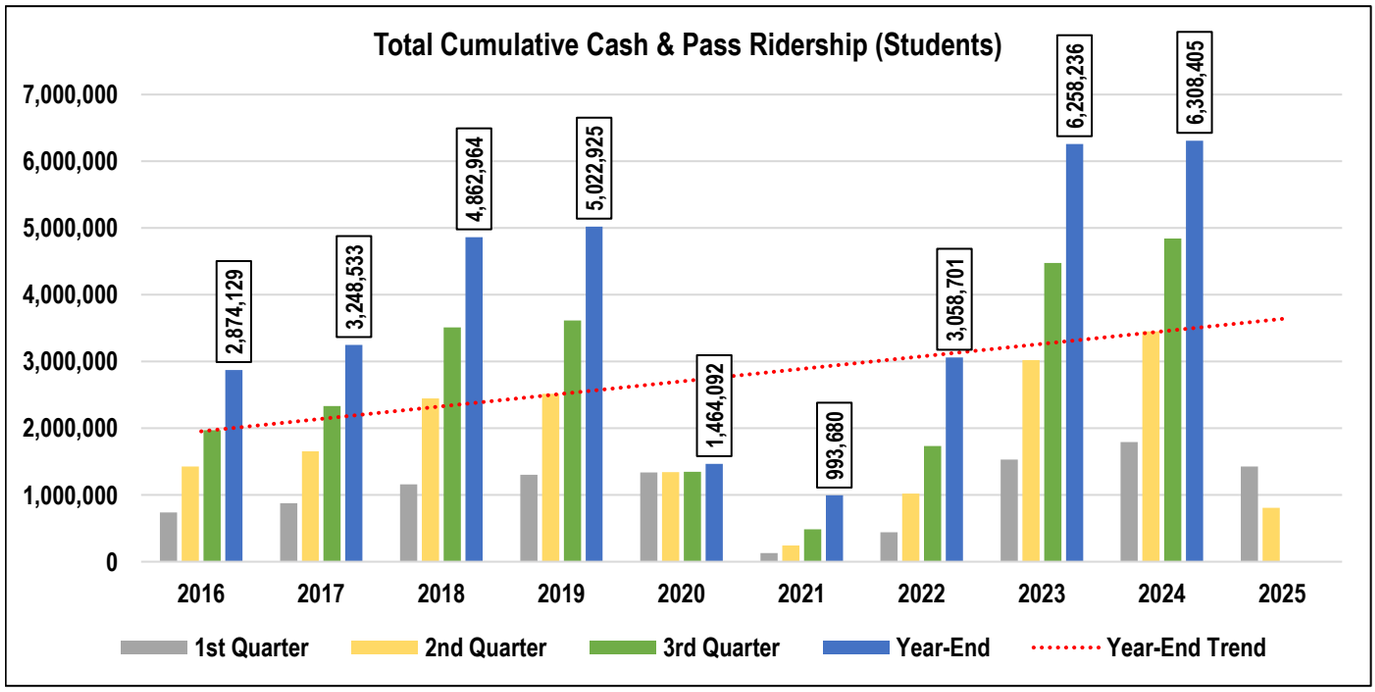
TRANSIT WINDSOR



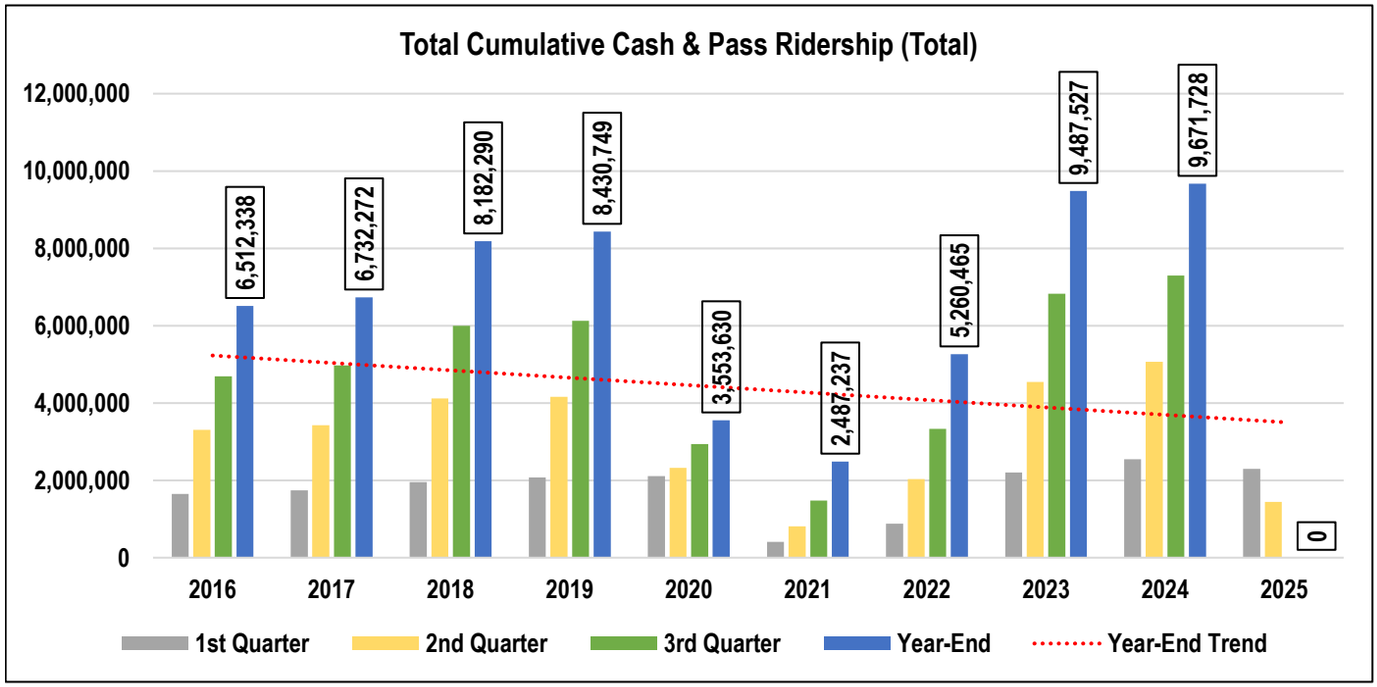


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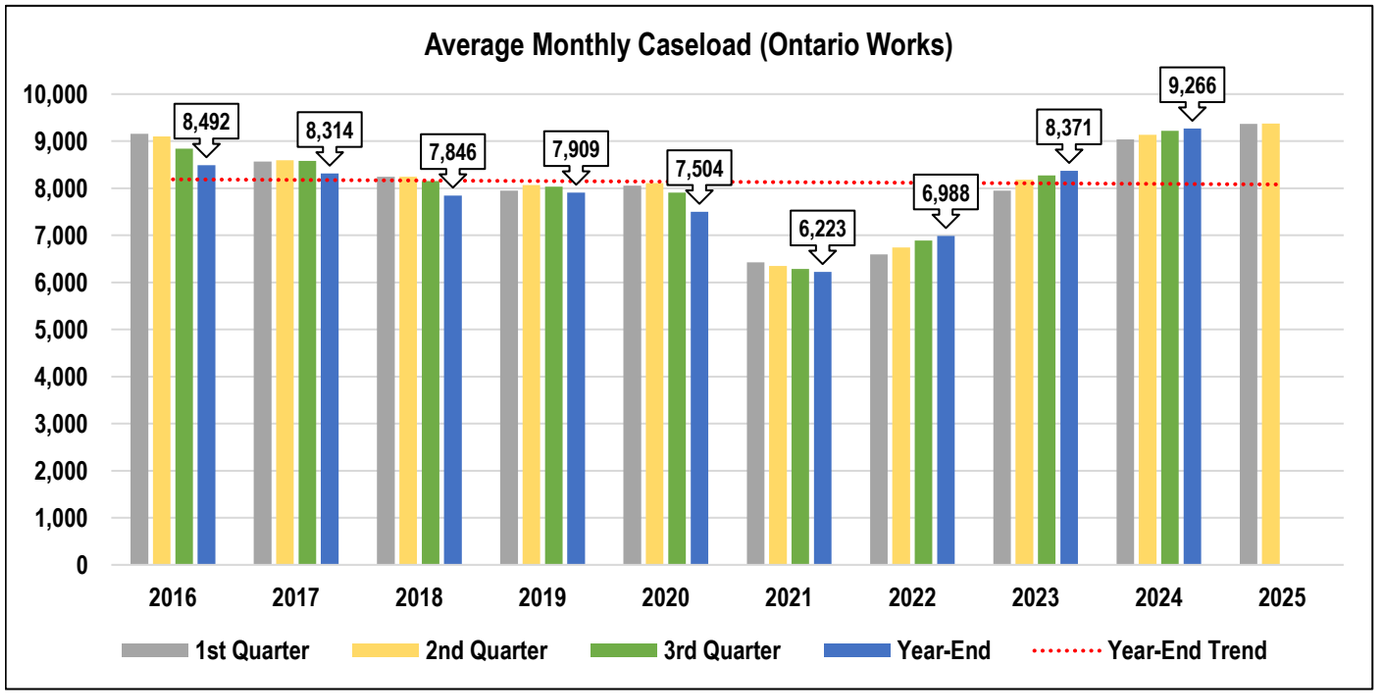


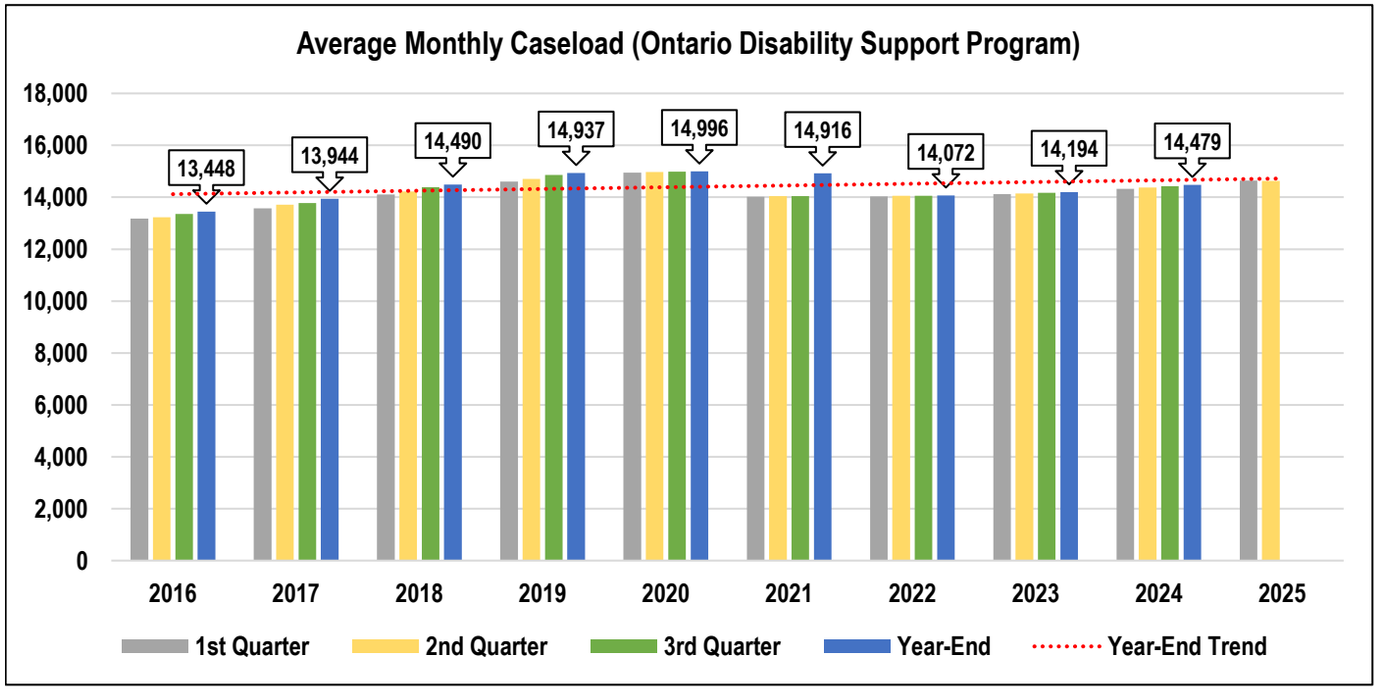


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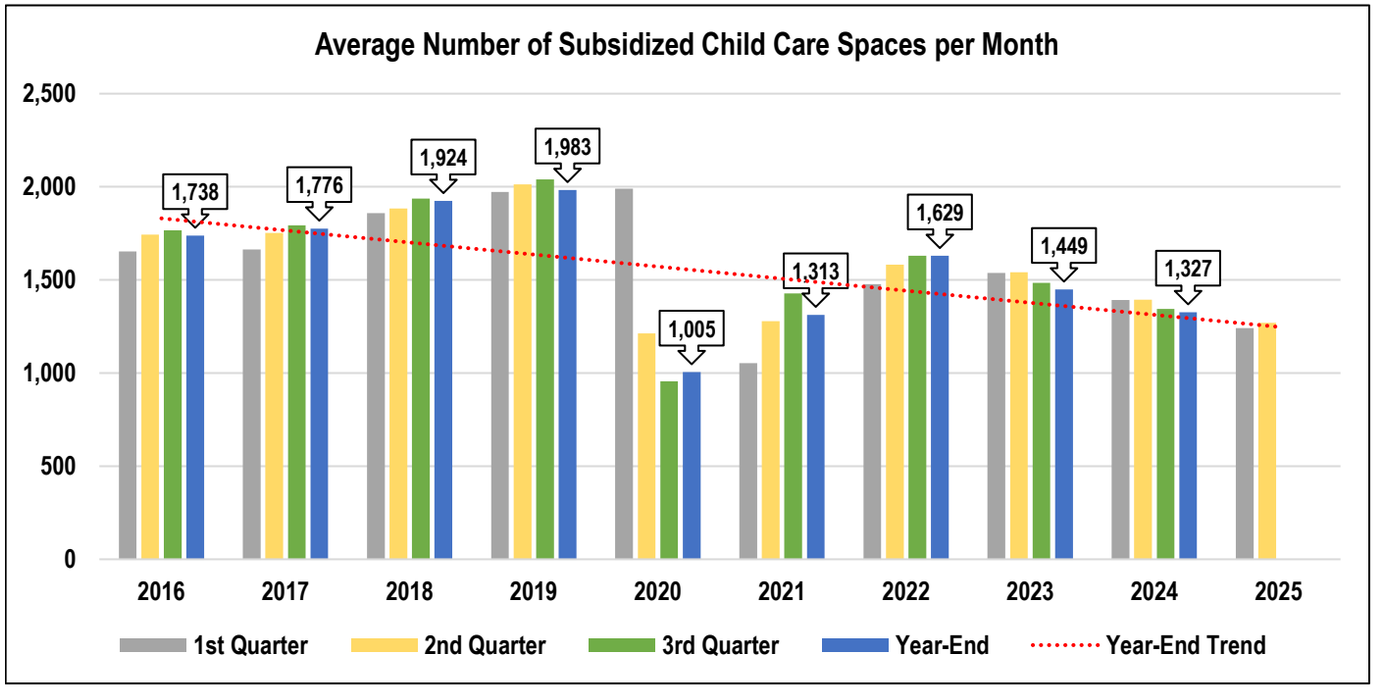


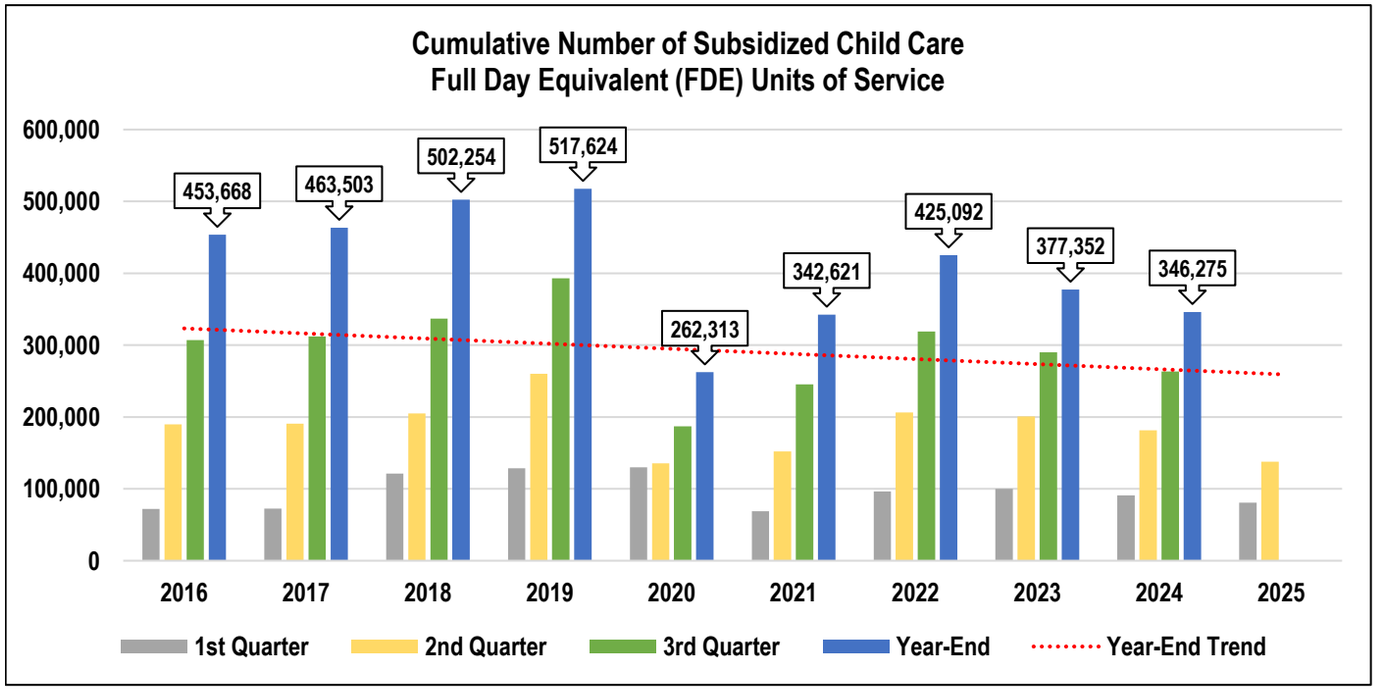
EMPLOYMENT & SOCIAL SERVICES



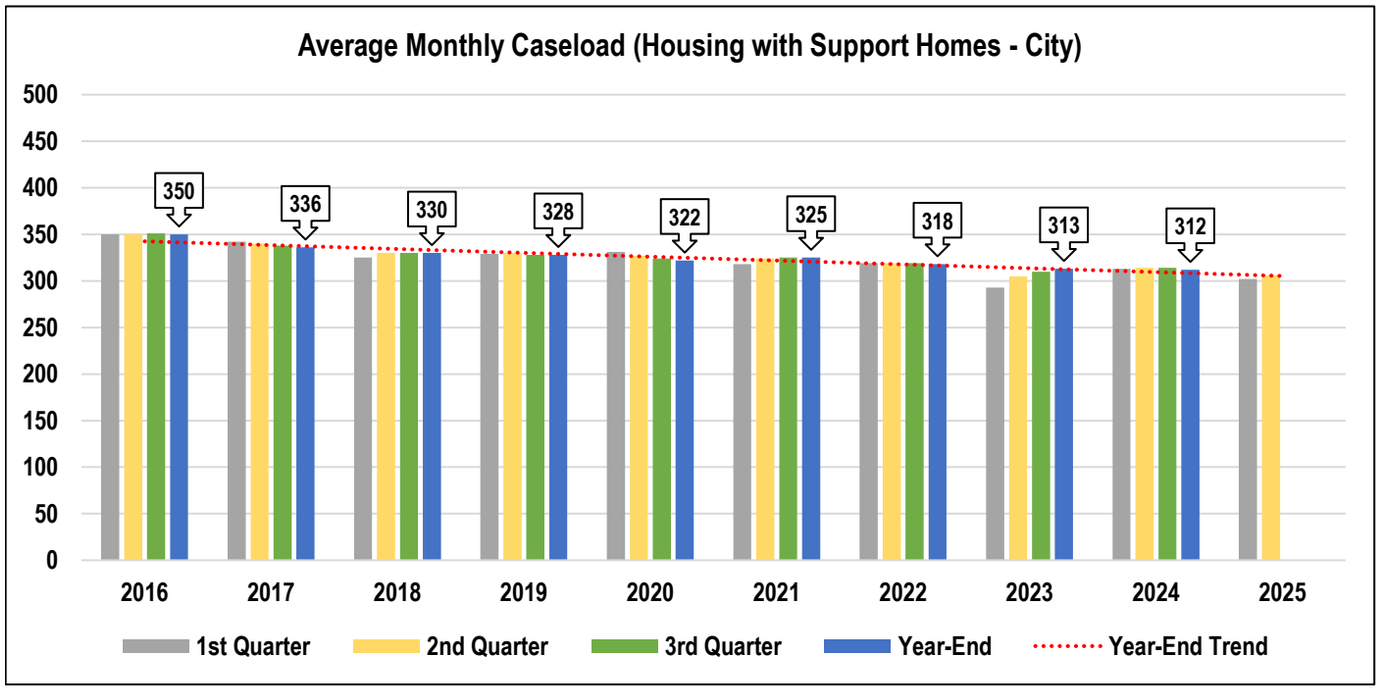


HOUSING & CHILDREN SERVICES

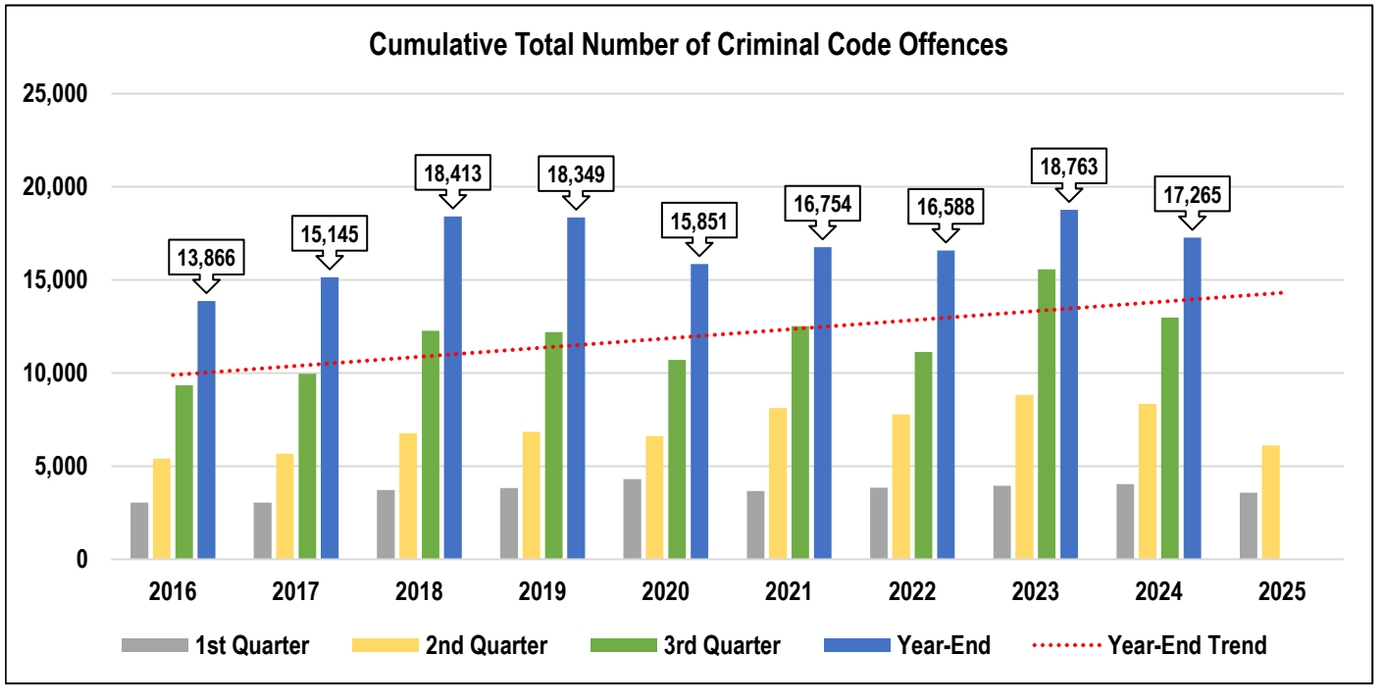




HOUSING & CHILDREN SERVICES



WINDSOR POLICE SERVICES



Subject: 2026 Capital Budget Pre-Approval - City Wide

Reference:

Date to Council: September 22, 2025
Author: Fahd Mikhael
Manager of Design
(519) 255-6257 Ext. 6734
fmikhael@citywindsor.ca
Design – Engineering
Report Date: 8/29/2025
Clerk's File #: AF/15032

To: Mayor and Members of City Council

Recommendation:

I. Whereas on February 21, 2025, the 10-year Capital Budget was deemed approved via Mayoral Decision MD08-2025 and subsequently, as a result of the requests outlined in this report, and in order for projects which span beyond 2025 capital funding currently approved to be able to proceed in an efficient and effective manner, be it further resolved that the City Treasurer **BE DIRECTED** to effect the following pre-commitments of funding previously approved in principle in the 2025 10-year Capital Budget:

a. Pre-commitments totalling $14,070,000 in 2026 funding for the projects detailed in Appendix A; and,

b. The pre-commitment of $454,000 in 2026 funding from Wastewater Sewer Surcharge (Fund 153), $4,846,000 in 2027 funding, comprised of $2,423,000 in Wastewater Sewer Surcharge (Fund 153) funding and $2,423,000 in Stormwater Sewer Surcharge (Fund 234) funding, and $3,250,000 in 2028 funding, comprised of $1,625,000 in Wastewater Sewer Surcharge (Fund 153) funding and $1,625,000 in Stormwater Sewer Surcharge (Fund 234) funding for the Ford Boulevard Sewer Rehabilitation Project from Reginald Street to Coronation Avenue (ECP-035-07 – City Wide Sewer Rehabilitation Program); and,

c. Pre-commitments totalling $3,220,539 in 2026, 2027 and 2028 Service Sustainability Investment (Fund 221) funding for the Public Works Building Improvement Project (PFO-010-21); and,

d. Pre-commitments totalling $1,779,240 in 2026, 2027, 2028 and 2029 Service Sustainability Investment (Fund 221) funding for Streetlight Pole Replacement program (OPS-001-21); and,

e. Pre-commitments totalling $4,077,460 in 2026, 2027 and 2028 Service Sustainability Investment (Fund 221) funding for City-Wide Streetlight Pole Rehabilitation and Relocations (ECP-001-07); and,

II. Whereas on February 21, 2025 the 2025 Capital Budget was deemed approved via Mayoral Decision MD08-2025 and subsequently City Council **SUPPORTS** an expenditure(s) of $990,000 which are legislatively required under the CSPA, that the City Treasurer **BE DIRECTED TO** allocate $990,000 in currently available unallocated Pay-As-You-Go funding (Fund 169) to the Community Safety and Policing Act project, POL-001-25; and further,

III. THAT City Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the above projects, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in form to the City Solicitor, in financial content to the City Treasurer and in technical content to the respective Executive Director; and further,

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

V. THAT the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders or amendments to Purchase Orders as may be required to affect the recommendations noted above, subject to all specifications being satisfactory in financial content to the City Treasurer, and in technical content to the respective Executive Director; and further,

VI. THAT Administration **BE AUTHORIZED** to use available funds within the project budget for any amendment(s) or change requirement(s)/directive(s) and additional documents relating to executed agreement(s), pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer, and in technical content to the respective Executive Director; and further,

VII. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to City Treasurer, in legal form to the City Solicitor; and in technical content to the respective Executive Director; and further,

VIII. THAT Administration **BE AUTHORIZED** to issue any change order(s) for any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to City Treasurer, and in technical content to the respective Executive Director.

Executive Summary:

N/A

Background:

In the fall of each year, Administration brings forward a report requesting pre-commitment of capital budget funding for specific projects that have been approved in principle for funding for the upcoming years. Early endorsement to proceed with these capital projects by City Council, in advance of the completion of the annual capital budget process, allows for:

(i) The City to maximize the number of competitive bids, thus reducing the cost to the City; and,

(ii) Various engineering and ministry approvals to be completed earlier; and,

(iii) Construction to be completed during the best weather, reducing construction time costs, City exposure to claims and ensuring completion within the construction season; and,

(iv) Preliminary works such as conceptual design, detailed design, site investigations, utility relocations and land acquisition to proceed in advance of total funding being available for construction for large complex projects that are funded over multiple years; and,

(v) Award of tender and construction for large, complex projects to proceed in advance of total funding being available where it is beneficial for such projects to proceed as soon as possible and where such benefits outweigh the potential impacts of financing charges on the overall project budget.

Discussion:

Administration is submitting this pre-commitment report in order to allow preliminary works, tendering and construction of projects in a timely manner.

2026 Road & Sewer Infrastructure and Parks and Facilities Projects:

The various sewer, road, and parks projects identified in Appendix “A” are planned for construction during the 2026 construction season. In order to start this work as soon as possible, tendering in the fall/winter of 2025 will allow for work to commence early in spring 2026. Pre-commitment of this funding will afford Administration the ability to further spread out the sewer and road work projects planned each year considering the impacts of detours and available resources. For 2026, the recommended projects include both road and sewer construction projects, and parks and facilities projects, set

out in Appendix “A” from which a pre-commitment requirement of $14,070,000 has been recommended.

Other Road and Sewer Infrastructure:

City Wide Sewer Rehabilitation Program, ECP-035-07 – Ford Boulevard from Reginald to Coronation, is planned for construction in 2026. Pre-commitment of funding in the years 2026 - 2028 will allow the project to be tendered in the fall of 2025, taking advantage of the competitive bidding.

Public Works Building Improvements:

Public Works Building Improvement Project, PFO-010-21, is a necessary undertaking to ensure reliability of the Advanced Traffic Management System (ATMS) and carry out approved upgrades at 68 Chatham Street East, 1266 McDougall Street, and 1269 Mercer Street as per the 2025 Budget. Pre-commitment of funding in the years 2026-2028 will allow award of the construction contracts to move forward proactively to ensure reliability of the system moving forward. Tendering of the project is anticipated in the fall 2025 with completion by end of 2026.

Streetlight Infrastructure Upgrades:

The Transportation Planning division is undertaking two Streetlight Infrastructure Upgrades initiatives - The Streetlight Pole Replacement Program, OPS-001-21 and the City-Wide Streetlight Pole Rehabilitation and Relocations, ECP-001-07 to address aging and deteriorated assets across key corridors. OPS-001-21 focuses on replacing over 200 deteriorated streetlight poles in the Walkerville and South-Central Windsor areas, while ECP-001-07 targets the EC Row Expressway corridor from Dougall Avenue to Walker Road, involving comprehensive upgrades to wiring, conduits, concrete bases, mast arms, controller boxes, and poles. Pre-commitment of funding for OPS-001-21 in the years 2026–2029 and for ECP-001-07 in the years 2026–2028 will enable both projects to be tendered in late 2025, allowing for early contractor engagement and efficient scheduling. Construction is expected to begin early 2026 and reach substantial completion by the end of 2027.

The pre-commitments of funding discussed above includes, but are not limited to, construction, engineering, project management, inspection, contract administration and internal staff time.

Community Safety and Policing Act:

The Community Safety and Policing Act (CSPA) was introduced in 2019. In late December 2023, the Regulations began to take shape but were subject to several amendments throughout 2024, with the Act coming into effect on April 1, 2024. Included in the Regulations were several amendments that will require significant investments, including equipment requirements, from every police service across the province. Windsor Police Services has requested funding in the amount of $990,000 to commence the procurement process to meet the legislative requirements. Should City

Council endorse the required purchases, currently available and unallocated funding is available within the Pay As You Go Fund which can be transferred to the project, POL-001-25, so that work can start immediately. Windsor Police Service is currently not in compliance with existing legislative requirements. Notably, the necessary equipment is classified as an enhancement to officer safety, directly impacting compliance with the Occupational Health and Safety Act mandates. Furthermore, it is crucial to recognize the considerable risk posed to the organization should an incident occur where this essential equipment is either unavailable or not provided to our personnel.

Risk Analysis:

If pre-approval is not granted, the noted 2026 infrastructure capital works will not be awarded until after the Capital Budget is approved which has the potential for increased costs to the project due to inflation, vendor availability and delays in the start of construction. Funding to support the CSPA purchases will support legislative compliance

Financial Risks

As the volume of construction has increased in recent years, more competitive pricing can be achieved early in the bidding season before the vendors have secured enough work to keep their crews busy through the construction season. Tender pricing will be higher after market saturation has been achieved as companies will have to hire additional workers and/or pay premiums for overtime.

Pre-commitment and acceleration of projects prior to receipt of full funding may result in financing charges being applied to the project. In some cases, this risk is acceptable compared to the risks associated with not completing the project earlier. For example, where safety risks are present, further deterioration of the asset is likely or failure to complete the project by a specific date may impact other projects.

Timing Risks

Tendering projects in the fall/winter allows for work to start as early as weather allows and may result in more competitive bids. This can mitigate against increased costs resulting from winter protection of concrete, risks to product quality resulting from laying of asphalt out of specified temperatures and costs/impacts to property owners related to portions of the work being deferred to the following construction year.

Climate Change Risk:

Climate Change Mitigation

The recommendations of this report will not materially impact climate change mitigation. Construction will result in GHG emissions that are accounted for within the Community GHG emissions inventory. Construction emissions in general will be partially offset by improved drivability and functionality of the infrastructure.

Climate Change Adaptation

The life and service levels of roads, sewer, and park infrastructure may be impacted by a number of climate variables including temperature extremes and precipitation. Sewer and drainage work should assist in maintaining these assets in good working condition during significant precipitation. Maintaining these assets in good/excellent condition increases the resiliency of the infrastructure.

Financial Matters:

Financial matters related to the projects which require pre-commitment of funds has been outlined in the discussion and risk section. The pre-commitment of funds will require the use of working capital reserve monies until such time as the funding is received. Administration supports the pre-commitment of funds so as to take advantage of current pricing and tendering of projects which may extend beyond the current year. All efforts will be made to ensure the timing of expenditures aligns with incoming cashflows to maximize value.

Consultations:

Kathy Buis – Financial Planning Administrator – Engineering

JP Lovecky – Financial Planning Administrator – Corporate Projects

Cindy Becker – Financial Planning Administrator – Public Works

Erika Benson – Financial Planning Administrator – Parks

Natasha Gabbana – Senior Manager of Asset Planning

Tony Ardovini – Deputy Treasurer Financial Planning

Linda Mancina – Manager of Administration – Infrastructure Services

Dawn Lamontagne – Purchasing Manager (A)

Colleen Middaugh – Manager of Corporate Projects

Robert Shelton – Supervisor Assets and Facilities Projects

Jason Pillon – Project Coordinator

Patrick Winters – Manager of Development

Ian Wilson – Stormwater and Wastewater Engineer

Charles Hartford – Manager of Right of Way and Field Services

Juan Florian – Manager of Contracts (A)

Angela Marazita – Senior Manager of Fleet

Wadah Al-Yassiri – Manager of Parks Development

Prem Patel – Manager of Transportation Planning and Design

Ian Day – Senior Manager of Transportation

Mark Spizzirri - Manager, Performance Measurement and Business Case Development

Deputy Karel DeGraaf – Windsor Police Service

Conclusion:

In order to take advantage of competitive pricing for 2026 projects it is recommended that Council approve the pre-commitment of $14,070,000 in 2026 project funding as identified in Appendix A and other project funding available for pre-commitment in the 5-year window as identified in this report. It if further recommended that funding be approved to support the requirements of the Windsor Police Service under the CPSA to ensure legislative compliance. The recommended projects are the result of an extensive review of the best projects for pre-commitment balanced with the goal of approving the bulk of capital projects as part of the annual budget deliberations.

Planning Act Matters:

N/A

Approvals:

Name	Title
Michael Dennis	Manager, Strategic Capital Budget Development and Control
Jamie Scott	Executive Director of Parks, Recreation and Facilities (A)
Brian Lima	Executive Director of Operations and Deputy City Engineer
Stacey McGuire	Executive Director of Engineering and Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Michael Chantler	Commissioner, Community Services
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Name	Address	Email
Chris Manzon EnWin Utilities - Water		

Appendices:

1 Appendix 'A' - 2026 Capital Budget Pre-Approval Report

APPENDIX "A"

Priority Tender Capital Budget Submission (2026)
Total Pre-Approvals of $14,070,000

2026 Capital Budget Pre-Approval – Engineering

Sewer Related recommended 2026 Pre-Approval of **$10,920,000**

STREET	AMOUNT	FUNDING SOURCE	QUESTICA ID
*City Wide Sewer Rehabilitation Program	$6,565,000	Wastewater Sewer Surcharge Fund 153 /	ECP-035-07
	$4,355,000	Stormwater Sewer Surcharge Fund 234	

** Use of pre-approved funding will allow design and/or tender to proceed on the most viable project available with prioritization considering the activation of works by coordinating with utilities. This will allow for synergies in resources and funding.*

2026 Capital Budget Pre-Approval – Public Works Operations

Road Rehabilitation recommended 2026 Pre-Approval of **$2,550,000**

STREET	FROM	TO	AMOUNT	FUNDING SOURCE	QUESTICA ID
Caron Avenue	Wyandotte St. W	Elliott St. W	$2,550,000	Canada Community Building Fund 176	OPS-001-07
Giles Blvd E	McDougall St	Parent Ave			
College Ave	Lena Ave	Brock St			
Windsor Ave	Giles Blvd E	Shepherd St E			

2026 Capital Budget Pre-Approval – Parks and Facilities

Parks and Facilities recommended 2026 Pre-Approval of **$600,000**

PROJECT	AMOUNT	FUNDING SOURCE	QUESTICA ID
Park Lighting Replacement	$100,000	Service Sustainability Investment (Fund 221)	PFO-003-19
Park Bench Replacement	$50,000	Service Sustainability Investment (Fund 221)	PFO-010-20
Park Trails Capital Rehabilitation Program	$450,000	Service Sustainability Investment (Fund 221) $300,000 Parks Acquisition Funding (Fund 151) $150,000	PFO-012-12

Subject: Banwell Road/E.C. Row Expressway Interchange and Corridor Improvements - Noise Bylaw (6716) Exemption – Ward 7

Reference:

Date to Council: September 22, 2025
Author: Patrick E. Robitaille
Project Administrator
(519) 255-6100 Ext. 6675
probitaille@citywindsor.ca
Corporate Projects – Engineering
Report Date: 8/29/2025
Clerk's File #: SW/9581

To: Mayor and Members of City Council

Recommendation:

I. That the following exemption request to the Noise By-law 6716 (as amended), **BE GRANTED**, to permit the operation of construction equipment required to complete work along E.C. Row near the intersection of Banwell Road.

a. Specific exemption request:
Construction during the noise by-law prohibited time between 8:00 p.m. through 6:00 a.m. to complete construction works along E.C. Row near the Banwell Road intersection.

b. Scope of Exemption:
The completion of construction along E.C. Row near the Banwell Road intersection.

c. Duration of Exemption:
The request is made for a cumulative total of three (3) weekends (Friday through Sunday) during the months of October and tentatively November 2025 with the option of renewal to be approved by the CAO through Delegation of Authority report.

Executive Summary:

N/A

Background:

On July 22, 2024, City Council approved, through CR338/2024, the Banwell Road/E.C. Row Interchange and Corridor Improvements Capital Works Project (the Project). The Project includes two (2) different components. 'Component 1' of the Project involves the construction of a new Banwell Road overpass and interchange at E.C. Row Expressway, watermain, storm sewer system, pavement, lighting and a multi-use trail system.

'Component 2' of the Project involves the widening of Banwell Road from a two (2) lane rural to six (6) lane urban cross section from approximately Mulberry Drive over E.C. Row Expressway to Intersection Road where it will taper to four (4) lanes crossing the CPKC railway crossing to merge with widened works currently under construction by the County of Essex. 'Component 2' also includes a new intersection for access to the Nextstar site as well as the future Tecumseh Hamlet secondary planning area, watermain, storm sewer systems, stormwater management, multi-use trail, pavement and lighting.

At the meeting of June 9, 2025, Council approved (CR253/2025) the project Financial Strategy to move ahead to award the low bidder GIP Paving Inc. who was subsequently awarded on June 23, 2025. Construction on the project began in September 2025.

Discussion:

Noise By-Law 6716 includes the following prohibitions as per Table 3-1: "The operation of any equipment in connection with construction within a Prohibited Period of Time of 8:00 p.m. to 6:00 a.m."

The Contractor requested an exemption to the Noise By-Law 6716 to permit the operation of construction equipment required to complete required work along E.C. Row near the Banwell Road intersection.

These works are proposed over the weekend continuing throughout the night and early morning hours to expedite completion and minimize disruption to traffic by avoiding peak traffic conditions.

The following tentative weekends and lane closure have been identified and planned in 2025:

- October 3-5 (E.C. ROW WB lane closure)
- October 17-19 (E.C. ROW EB lane closure)
- October 24-26 (Contingency weekend for inclement weather)

The proposed schedule is currently dependent upon completion of species-at-risk mitigation requirements currently being undertaken by the City and may be subject to postponement into November 2025.

No additional impacts to properties are foreseen other than the potential noise impacts.

Risk Analysis:

Not approving the Noise By-Law exemption may result in increased traffic congestion to undertake these works during peak traffic conditions.

Climate Change Risks:

Climate Change Mitigation

Extending construction hours under Windsor's Noise By-law can positively impact climate mitigation by allowing more efficient project scheduling, reducing equipment mobilization, and avoiding peak traffic periods, leading to reduced idling, lower fuel consumption, and fewer emissions for commuters. However, if not managed with low-emission practices, longer operating hours may increase overall fossil fuel use and air pollution, especially from diesel-powered machinery.

Climate Change Adaptation:

Extending construction working times can positively support climate adaptation by accelerating the delivery of infrastructure that mitigates flooding, reduces urban heat, and improves water management. Faster project completion also reduces exposure to extreme weather, helping maintain timelines and resource efficiency. However, longer construction hours may worsen air quality if diesel-powered equipment is used extensively and increase risks to water quality through runoff if erosion controls are not maintained.

Financial Matters:

No additional costs are anticipated related to this work and therefore should not alter or result in a change to the approved contract value.

Consultations:

Kathy Buis, Financial Planning Administrator

Ian Day, Senior Manager, Transportation

Michelle Moxley-Peltier, CEP Project Administrator

Michael Dennis, Manager, Strategic Capital Budget Development & Control

Ankit Italiya, Traffic Technician

Conclusion:

If approved, the Contractor will undertake these works over three (3) weekends during the months of October and November 2025.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Colleen Middaugh	Manager, Corporate Projects
Stacey McGuire	Executive Director of Engineering / Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
Chris Patten		
Kendra Dupuis		

Appendices:

N/A

Subject: Abandonment of the Pillette No. 1 Drain (Grand Marais Branch Drain) – Ward 5

Reference:

Date to Council: September 22, 2025
Author: Tom Graziano
Engineer III / Drainage Superintendent
(519) 255-6257 Ext. 6490
tgraziano@citywindsor.ca

Engineering
Report Date: 9/3/2025
Clerk's File #:

To: Mayor and Members of City Council

Recommendation:

I. That Council pass a provisional by-law under Section 84 of the Drainage Act, R.S.O. 1990, c. D.17, to proceed with the abandonment of the Grand Marais Branch Drain (formerly the Pillette No. 1 Drain), as initiated under Section 82, by giving first and second readings to Provisional By-law ___-2025 in accordance with Section 45 of the Drainage Act.

Executive Summary:

N/A

Background:

The Pillette No. 1 Drain is a municipal drain and is located on City of Windsor property within the upper Grand Marais watershed. It serves as the storm outlet for the lands between Central Avenue and Pillette Road, from Grand Marais Road to Plymouth Road. The Pillette No. 1 Drain has been enclosed over the years from Tourangeau Road to Pillette Road, with an open section remaining from the Central Pond just east of Central Avenue, to just west of Tourangeau Road.

On February 26, 2024, Council initiated the abandonment of the Grand Marais Branch Drain, also known as the Pillette No. 1 Drain, under Section 84 of the Drainage Act through CR77/2024. On March 6, 2024, notices were issued to affected property owners, providing ten days to notify the clerk if they require an engineer's report for the proposed abandonment. A request was received, and Landmark Engineers Inc. was appointed under Section 84(3) through CAO 266/2024.

Discussion:

The engineer's report titled, "Grand Marais Branch Drain Abandonment Under Section 84(3) of the Drainage Act" and dated August 1, 2025, has been completed and does not recommend against the abandonment. A copy of the report is attached.

The report includes no assessments, allowances, or compensation. Therefore, a Court of Revision meeting is not required.

Following passage of the provisional by-law, a copy will be mailed to all affected property owners, along with notice of their right to appeal to the Agriculture, Food and Rural Affairs Tribunal within. 40 days of the mailing date. If no appeals are received, Council may proceed with the third and final reading of the by-law.

Risk Analysis:

A minor risk associated with the abandonment of the drain is that, once it is no longer classified as a municipal drain under the *Drainage Act*, certain maintenance protocols and streamlined approval processes will no longer apply. These protocols were established to facilitate approvals from agencies such as the Essex Region Conservation Authority (ERCA) and to satisfy requirements under the Fisheries Act and the Ontario Endangered Species Act.

However, this is offset by the benefit that the City will no longer be required to follow the rigorous procedural framework of the Drainage Act for future improvements or modifications to the drain. This will provide greater flexibility and efficiency in managing the infrastructure as part of the City's broader stormwater system.

Climate Change Risks

Climate Change Mitigation:

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

Climate Change Adaptation:

Future significant storms are likely to occur again and could lead to further instances of flooding within the City. While there will always be the risk of flooding, the risk can be mitigated by taking steps to reduce the amount of storm water entering into the sewer system. Drain improvements will improve the conveyance capacity of the system, reducing the potential risk of property damage to residents.

Financial Matters:

In accordance with the *City of Windsor Act, 1968*, the City has historically funded municipal drain maintenance through either the general tax levy or the sewer surcharge levy, depending on location. Following its abandonment under the *Drainage Act*, the Grand Marais Branch Drain (Pillette No. 1 Drain) will no longer be subject to the provisions of either the *Drainage Act* or the *City of Windsor Act, 1968*. However, the drain will continue to function as part of the City's municipal stormwater infrastructure and be maintained accordingly.

The only costs to be incurred are the cost of a survey in the amount of $6,850 and the engineer's report in the amount of $19,232.60, for a total of $26,082.60 (excl. HST). This amount will be charged to capital project ID 7086004 - Municipal Drains Program - Drainage Reports and Assessments. There is approximately $1.16 million in available funding in this project currently, which is sufficient to cover the costs noted in this report.

Consultations:

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

Roberta Harrison, Manager, Maintenance Operations

Conclusion:

Administration recommends that Council pass the provisional by-law to abandon the Grand Marais Branch Drain (Pillette No. 1 Drain) in the City of Windsor, in accordance with Section 84(5) of the *Drainage Act*

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager of Performance Measurement and Business Case Development
Patrick Winters	Manager of Development
Stacey McGuire	Executive Director of Engineering / Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
Essex Region Conservation Authority, Attn: James Bryant		

Appendices:

1 Engineer's Report - Grand Marais Branch Drain Abandonment

Landmark
Engineers Inc.

August 1, 2025 Project No.: 24-036

City of Windsor
310-350 City Hall Square West
Windsor, ON N9A 6S1

Re: Grand Marais Branch Drain Abandonment
Under Section 84 (3) of the Drainage Act

Dear Mayor and Council:

Pursuant to instructions received from the City's Drainage Superintendent, Mr. Tom Graziano, we have completed our assessment into the proposed abandonment of the Grand Marais Branch Drain and are pleased to provide our report thereon.

Background

On October 14, 2019, Landmark issued a report entitled "Drainage Report for the Grand Marais Drain City of Windsor – County of Essex", which defined the Grand Marais Drain within the City of Windsor. Included in the report was a recommendation to abandon the Pillette No. 1 Drain and to establish the Grand Marais Branch Drain in its place. We understand that that report was adopted by bylaw.

At this time, we understand that the City wishes to proceed with abandonment of the Grand Marais Branch Drain – the segment of drain that extends from Plymouth Drive to Tourangeau Avenue. The balance of this report addresses the warrants for its abandonment.

Usual Basis of Assessment

The Drainage Act is very clear with regard to the usual circumstances under which a municipal drain would be abandoned, more specifically:

- The drain may have been physically removed by storm sewers due to development
- The drain is sufficiently old, undersized or out of repair

2280 Ambassador Drive
Windsor, Ontario
Canada
N9C 4E4

Phone:
(519) 972-8052
Fax:
(519) 972-8644

www.landmarkengineers.ca

Professional Engineers
Ontario

- The drain cannot be maintained to the standards of the original engineer's report
- The Drain has been built over or destroyed
- The drain no longer serves a useful purpose
- Property owners are unwilling to invest in improvements or assessment schedule updates to the drain (Section 76 or 78)

We note that none of the foregoing circumstances apply to the proposed abandonment. Rather the City has identified that the designation of "municipal drain" may limit flexibility for future infrastructure planning and coordination. As such the City is seeking to streamline its approach while maintaining the same level of service. We note that the entire segment of drain to be abandoned lies on either City owned lands, or lands over which the City has secured right-of-way.

In accordance with Section 84(2) of the *Act*, the City issued a notice to potentially affected residence of its intention to abandon the Pillette No. 1 Drain, and a request for preparation of a report under Section 84(3) was received from the owners of 2746 Cappelletto Road. A copy of the request is appended heret. The City subsequently appointed Landmark Engineers Inc. to prepare a report on the matter.

On-Site Meeting

An on-site meeting was held on May 22nd. A copy of the notice and minutes of the meeting are attached hereto, and a summary of the meeting is provided below.

It was emphasized that the proposed abandonment would not have any immediate effect on the drain. Mr. Graziano expressed the City's commitment to continuing to maintain the drain. Some attendees expressed their objection to the proposed abandonment, without indicating a clear reason.

Summary of Assessment

As noted, none of the usual reasons for abandonment are applicable to the City's intention to abandon the Grand Marais Branch Drain. More specifically, the subject segment of drain is remnant from the Pillette Drain No. 1, and continues to function in the intended manner. It was incorporated into a report that was adopted by the City for the Grand Marais Drain in 2019, renamed then as the Grand Marais Branch Drain. Following a review of current practices and infrastructure needs, the City has determined that continued maintenance under the drainage Act is no longer necessary or beneficial for this segment of drain.

We note that the City had originally sent out the notice under Section 84(2) of the *Act*, mistakenly referring to the subject segment of the drain as the Pillette Drain No. 1. This is of no consequence to the present undertaking, since the outcome would have been exactly the same – request under Section 84(3) for preparation of this engineer's report. This report addresses the request that was received.

Regarding our assessment of the appropriateness for abandonment of the drain, we note the following:

- The subject segment of drain continues to serve its intended purpose. It conveys stormwater from upstream land parcels and is sized appropriately for the intended function. The drain has experienced significant overgrowth along the drain banks and therefore would benefit from a substantial clearing and grubbing of trees and woody vegetation pursuant to the maintenance recommendations provided in the 2019 report for the Grand Marais Drain.
- Abandonment of the drain would not change anything in terms of service or maintenance of the drain. Due to the manner in which the City implements the *Drainage Act* in terms of assessments, the cost to maintain the drain would continue to be borne by the City's general tax levy, rather than the direct beneficiaries of the maintenance works. If the drain is abandoned under the *Act*, the obligation for the City to maintain the drain would not change. Rather than undertaking maintenance under the Act, maintenance would be undertaken under the Municipal Act, which authorizes municipalities to provide, manage and maintain such systems.
- Abandonment of the drain will not physically alter the existing drain. It will remain functional and in place, with future maintenance being undertaken by the City under the provisions of the *Municipal Act* in lieu of the *Drainage Act*. We would recommend that the drain be maintained in accordance with the recommendations provided in our aforementioned report entitled "Drainage Report for the Grand Marais Drain City of Windsor – County of Essex".
- A significant aspect of the *Drainage Act* is the authority it grants to municipalities to trespass on private property. We note that the City owns or controls (through easements) all lands associated with the drain. Therefore, the *Drainage Act* is not required to secure access for future maintenance or improvements of the drain segment.
- While the Municipal Act does not impose a statutory duty to maintain stormwater infrastructure, it authorizes municipalities to provide, manage, and maintain such systems. This authority is supported by legislation such as the OWRA, EPA, Planning Act, and Conservation Authorities Act. If the drain is abandoned, it would be the City's intention to maintain the drain under this alternative legislation. Local by-laws reinforce the City's role in managing and funding stormwater infrastructure, including Sewer Use By-law 11446, Stormwater Service Charge By-law 171-2024, Wastewater Service Charge By-law 172-2024, and the City's Stormwater Management Requirements.

Adverse consequences of abandoning the drain under the *Drainage Act*:

There are two potential disadvantages to removing the Municipal Drain designation.

One concerns the lost ability of the drainage community to directly petition the City under the *Drainage Act* to undertake improvements and repairs, when the drainage community feels such works are warranted. As noted, the City maintains the same ability to undertake repairs or improvements when the City deems works are warranted, in the same manner that the City has the ability to maintain its storm sewer system within its jurisdiction.

The second disadvantage concerns the regulatory approval process. A principal reasons that the City commissioned the 2019 Grand Marais Drain report was to simplify the approval process for future works from a natural heritage perspective. For example, improvements along the drain that had been undertaken in 2012 and 2014 were subjected to very rigorous approval process in terms of habitat impacts. In comparison, projects undertaken under the *Drainage Act* were subject to registration of the project by the proponent, in lieu of seeking authorization with the MNRF. Abandonment of the segment of drain may subject any future improvements or maintenance works to more rigorous environmental review under such legislation as the provincial *Endangered Species Act,* and potentially the federal *Fisheries Act*. We understand that the City remains committed to maintaining the drain and will continue to navigate applicable regulatory requirements as it does for other infrastructure projects.

Cost Estimate

No physical works are associated with the subject drain abandonment and therefore there are no associated costs, except for the cost of this report. The total engineering fees associated with this undertaking, related to attendance at the onsite meeting and preparation of this report total **$19,232.60** all of which shall be assessed to the City of Windsor pursuant to CR388/2007.

.

Conclusion

Our assessment revealed that the usual criteria for abandonment of a drain is not realized with the subject segment of drain. Notwithstanding, if the City prefers to abandon the drain, it can do so without compromising any of the significant interests of the drainage community, or significant aspects of the *Drainage Act*. It is proposed that the segment of drain will remain unaffected and that future maintenance would be undertaken by the City under alternative legislation such as the City's Sewer Use By-law 11446, Stormwater Service Charge By-law 171-2024, Wastewater Service Charge By-law 172-2024, and the City's Stormwater Management Requirements.

If you have any questions or concerns regarding this proposal, please do not hesitate to call.

Yours truly,

Landmark Engineers Inc.



Daniel M. Krutsch, P.Eng.
Encl.

Ontario

Ministry of Agriculture, Food and Rural Affairs

Notice that Report of Engineer is Required for the Proposed Abandonment of a Drain

Drainage Act, R.S.O. 1990, c. D.17, subs. 84(3)

To: The Clerk of the Corporation of the City of Windsor

In response to your Notice of Abandonment of Drainage Works for the Pillette No.1 Drain (Name of drain)

drain dated 2024/03/22 (Date (yyyy/mm/dd)) **, I/we hereby require a report of an engineer to be made on the proposed abandonment of the above mentioned drainage works or part thereof.**

Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description
2746 Cappelletto Road

Ward or Geographic Township	Parcel Roll Number
Ward 5	070-420-09029-0000

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name

and corporate position of the authorized officer. Only the owner(s) of the property may require an Engineer's Report.

Partnership

Partnership (Each partner in the partnership must complete this section).

Name (Last Name, First Name)	Signature	Date (yyyy/mm/dd)
Liszewski, Derrick		2024/03/22
Liszewski, Amanda		2024/03/22

Enter the mailing address and primary contact information of primary property owner below:

Last Name	First Name	Middle Initial
Liszewski	Derrick	M

Mailing Address

Unit Number	Street/Road Number	Street/Road Name	PO Box
na	2746	Cappelletto Rd.	

City/Town	Province	Postal Code
Windsor	Ontario	N8W 5N1

Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)
519 974-7382	226 344-1845	dliszewski@gmail.com

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THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of Infrastructure Services / City Engineer

May 7, 2025

TO: All Property Owners Affected

RE: NOTICE OF ON-SITE MEETING FOR THE ABANDONMENT OF DRAINAGE WORKS
Grand Marais Branch Drain (Pillette No. 1 Drain) – Pillette Road to Grand Marais Drain

Take notice that the Council of the City of Windsor, in accordance with section 84(2) of the *Drainage Act*, has decided to abandon the subject drainage works. In accordance with section 84(3) of the *Drainage Act*, an affected property owner has requested that an engineer's report be prepared to examine the drainage works and report recommendations as to the proposed abandonment. The City of Windsor has appointed the engineering firm of Landmark Engineers as represented by Dan Krutsch, P. Eng, to prepare the report.

In accordance with section 9(1) of the *Drainage Act*, you as an owner of property affected, are requested to attend an on-site meeting with the appointed engineer to examine the area and site of the proposed abandonment of the drainage works.

The meeting will take place:

Date	Time	Location
Thursday, May 22, 2025	**10:00 a.m.**	**Vacant Property at Intersection of Tourangeau Rd and Anthony Court 350**

If you do not attend the meeting, it will proceed in your absence. If you are affected, you will continue to receive notifications as required by the *Drainage Act.*

Should you have any questions or concerns regarding the proposed abandonment of the drainage works please do not hesitate to contact Tom Graziano, Drainage Superintendent at (519) 255-6100, Extension 6490 or via email at TGraziano@citywindsor.ca.

Tom Graziano
Drainage Superintendent

TG/sl

Attachments: Previous Notice of Abandonment of Drainage works dated March 6, 2024

Cc: Ward 5 Councillor Ed Sleiman
Commissioner of Infrastructure/City Engineer, Attn: David Simpson
Executive Director of Engineering/Deputy City Engineer, Attn: Stacey McGuire
Manager Engineering Development, Attn: Patrick Winters
City Clerk, Attn: Steve Vlachodimos
PW Operations, Attn: Phong Nguy
PW Operations, Attn: Roberta Harrison
Landmark Engineers, Attn: Dan Krutsch

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of Infrastructure Services / City Engineer

March 6, 2024

Dear Property Owner:

Re: NOTICE OF ABANDONMENT OF DRAINAGE WORKS
Pillette No. 1 Drain – Pillette Road to Grand Marais Drain (East of Central Avenue)

Take notice that the Council of the Corporation of the City of Windsor, in accordance with section 84(2) of the Drainage Act, has decided upon its own initiative, to abandon the subject drainage works.

Abandonment of the drainage works means that the Pillette No. 1 Drain will no longer be deemed a Municipal Drain under the Drainage Act. The City of Windsor will no longer have the opportunity to assess costs related to repairs or maintenance of the drainage works directly to individual property owners who benefit from said improvements, or any other provisions of the Drainage Act. **The drainage works will continue to exist and function, and the City of Windsor will continue to maintain the enclosed and open sections of the drainage works after it has been abandoned.** The change in classification of the drainage works will have no functional impact to residents or their properties.

Recipients have ten days from the date this notice was sent to notify the Clerk's Office (clerks@citywindsor.ca) that you require the report of an engineer to be made on this proposed abandonment. A copy of the form "Notice that Report of Engineer is required for the Proposed Abandonment of a Drain" is available at the municipal office or online at https://forms.mgcs.gov.on.ca/en/dataset/003-0201 .

If after ten days an engineer's report has not been requested, the municipality intends to pass a by-law abandoning the drainage works.

Should you have any questions or concerns regarding the proposed abandonment of the drainage works please do not hesitate to contact Tom Graziano, Drainage Superintendent at (519) 255-6100, Extension 6490 or via email at TGraziano@citywindsor.ca.

Sincerely,

Anna Ciacelli
Deputy City Clerk

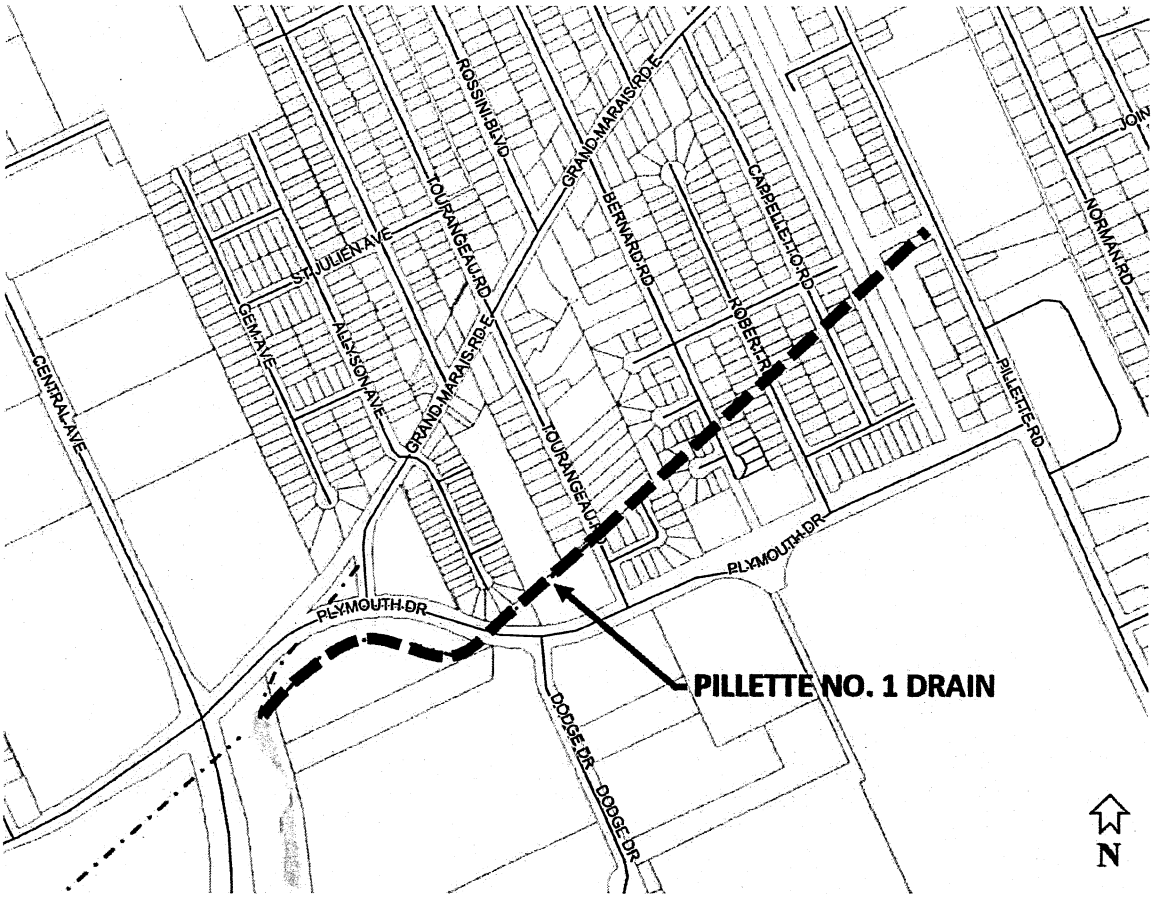
TG/sl

Attachments: Map of Location of the Subject Drainage Works

cc: Ward 5 Councillor Ed Sleiman
Supervisor Council Services/Deputy City Clerk, Attn: Anna Ciacelli
311 Contact Centre
Commissioner of Infrastructure/City Engineer, Attn: Mark Winterton
Executive Director of Engineering, Attn: Stacey McGuire
City Solicitor, Attn: Wira Vendrasco
Manager Engineering Development, Attn: Patrick Winters
Drainage Superintendent, Attn: Tom Graziano
PW Operations, Attn: Phong Nguy
PW Operations, Attn: Roberta Harrison
Engineering Geomatics, Attn: Carter Day

Map of Location of the Subject Drainage Works

Pillette No. 1 Municipal Drain
Pillette Road to Grand Marais Drain (East of Central Avenue)



Record of On-Site Meeting
Grand Marais Branch Drain Abandonment
City of Windsor

Date:	22 May 2025
Time:	10:00 a.m.
Location:	Tourangeau Road (South of Drain) Windsor, Ontario
Attendance:	Maria Patrick – 2646 Robert Rd Robert Davis – 2688 Tourangeau Rd Bruce Pickering – 2726 Tourangeau Rd Olawasean Sotannde – 2714 Robert Road Daniel Garneau – 2639 Bernard Rd. Bill Boucas – 2681 Bernard Rd. T. Ballentine – 2710 Cappelletto Rd. V. Rezler – 2758 Cappelletto Rd. K. Abbas – 2669 Robert Rd Christine Stengel – 2687 Bernard Rd. Igor Dzaic – 4112 Anthony Crt Tom Graziano – City of Windsor Dan Krutsch – Landmark Engineers Inc.

The following is a general summary of the items discussed at the above-noted meeting.

Item

1.0 Review Agenda and Highlight Purpose of Meeting

The purpose of the meeting was reviewed. The meeting intent was to provide information to all property owners and stakeholders in an open forum and obtain feedback on the proposed abandonment of the Grand Marais Branch Drain. Convening of an on-site meeting is prescribed under Section 9(1) of the *Act* for this purpose.

2.0 Present Brief History and Background

Some relevant history was provided. A report under the *Drainage Act* was filed in 2019, which established The Grand Marais Branch Drain and effectively abandoned the Pilette No. 1 Drain. The current undertaking has been initiated by the City to abandon the Grand Marais Branch Drain. If abandoned, the drain will no longer be maintained under the Drainage Act, but instead it will be deemed infrastructure under the Municipal Act. No physical changes or alterations to the open drain are proposed at this time. If maintenance or improvements are

proposed in the future, then the works would be undertaken by the City under the Municipal Act.

3.0 Discussions

Attendees asked what is happening on the vacant lands west of the properties that front Tourangeau Rd. Neither Mr. Graziano nor Mr. Krutsch had any knowledge of the particulars of any proposal for the site.

Concerns were expressed with regard to the overgrown condition of the open channel. Most of the residents present expressed interest in seeing the drain cleaned.

One resident expressed concern with the historic disposal of excavated material adjacent to the drain. It was expressed by Mr. Krutsch that if the drain ever required excavation, excavated material would probably be trucked away from the site.

Bill Boucas objected to the proposed drain abandonment. Other attendees were not sure whether to oppose or consent to the abandonment. Mr. Krutsch explained that when the City mailed out the notice to residents, someone requested preparation of a report under Section 84(3) of the *Act*.

Messrs. Krutsch and Graziano expressed that abandonment of the drain under the Act will not have any immediate effect on the drain or properties that drain to it. Abandonment will change the way that approvals are undertaken. Some of the changes would make the process of maintenance simpler and some may make it more difficult (e.g., Endangered Species Act compliance).

The meeting was adjourned at approximately 11:30 a.m.

This meeting summary was prepared by Mr. Daniel M. Krutsch, P.Eng.

Subject: Pass By-Law for Parent Outlet Drain Abandonment – Ward 7

Reference:

Date to Council: September 22, 2025
Author: Tom Graziano
Engineer III / Drainage Superintendent
(519) 255-6257 Ext. 6490
tgraziano@citywindsor.ca

Engineering
Report Date: 9/3/2025
Clerk's File #: AB2025

To: Mayor and Members of City Council

Recommendation:

I. That Council **GIVE 3rd READING** to Provisional By-law 120-2025 which adopted the Drainage Report prepared by Dillon Consulting Ltd., dated June 19, 2025 (attached), for the abandonment of the Parent Outlet Drain in accordance with Section 58 of the Drainage Act, R.S.O 1990, by **PASSING** By-law ____-2025.

Executive Summary:

N/A

Background:

The Parent Outlet Drain is a municipal drain originally constructed under a by-law enacted pursuant to the Drainage Act or its predecessor legislation. The drain services part of the east Riverside area, extending from the Via Rail line north to the Detroit River, and from approximately Luxury Avenue eastward to the City boundary with the Town of Tecumseh. Over time, much of the drain has been enclosed and integrated into the municipal storm sewer system.

On April 19, 2024, the City received a formal request under Section 78 of the Drainage Act from the property owner (1027458 Ontario Inc.) to improve the drain for properties located on the west side of Banwell Road, between Firgrove Drive and the Via Rail line (Roll Nos. 070-730-04279, 070-730-04280, 070-730-13375, and 070-730-13317).

At the City Council Meeting of July 14, 2025, Council considered the Drainage Report for the abandonment of the drain. Council Resolution CR296/2025 approved the first

and second readings of Provisional By-law 120-2025, and the Drainage Report was adopted in accordance with Section 45 of the Drainage Act.

Discussion:

In accordance with Section 46 of the Drainage Act, copies of the Provisional By-law and Notice of the Court of Revision meeting scheduled for August 19, 2025, were sent to all affected property owners listed in the Schedule of Assessment. The notice informed each property owner of their right to appeal their assessment and/or allowances to a Court of Revision, by filing notice with the City Clerk no later than 10 days prior to the first sitting of the Court of Revision. Notices of appeal or objection were not filed with the City Clerk within the prescribed time and the schedule of assessment was confirmed at the Court of Revision.

Risk Analysis:

There are currently no identified risks to the Corporation in adopting the recommendation. A lack of adoption of the report, however, would risk the construction timelines for the project and limit the ability for the project to proceed according to the expected schedule.

Climate Change Risks

Climate Change Mitigation:

The recommendation does not materially impact upon Climate Change Mitigation.

Climate Change Adaptation:

The recommendation does not materially impact upon Climate Change Adaptation.

Financial Matters:

The proposed improvements are considered a special benefit to the requesting properties, and the owner will be responsible for all costs associated with the preparation of the drainage report, the abandonment process, and the enclosure of the drain. There are no financial obligations or impacts to the City as a result of this project.

Consultations:

Kathy Buis, Financial Planning Administrator

Aaron Farough, Senior Legal Counsel

Conclusion:

Administration recommends that City Council give third and final reading to pass the by-law to adopt the Drainage Report for the Abandonment of the Parent Outlet Drain, dated June 19, 2025, approving the abandonment of the drainage works in accordance with the *Drainage Act.*

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager of Performance Measurement and Business Case Development
Patrick Winters	Manager of Development
Stacey McGuire	Executive Director of Engineering / Deputy City Engineer
David Simpson	Commissioner, Infrastructure and City Engineer
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
Essex Region Conservation Authority, Attn: James Bryant		

Appendices:

1 Drainage Report for the Abandonment of the Parent Outlet Drain

DRAINAGE REPORT
FOR THE

PARTIAL ABANDONMENT
OF THE
PARENT OUTLET DRAIN

IN THE
CITY OF WINDSOR

DILLON CONSULTING

FINAL
19 JUNE 2025
OLIVER E. T. MOIR, P.ENG.
FILE No. 22-5144

File No. 22-5144

Corporation of the City of Windsor
Engineering – Design and Development
350 City Hall Square, Suite 310
Windsor, Ontario
N9A 6S1

DILLON CONSULTING

10 Fifth Street South
Chatham, Ontario
Canada
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519.354.7802

Drainage Report for the PARTIAL ABANDONMENT OF THE PARENT OUTLET DRAIN In the City of Windsor

Mayor and Council:

Instructions

Council appointed Dillon Consulting Limited under Section 78 of the Drainage Act on 20 September 2024 to prepare a report for improvements to the Parent Outlet Drain. The purpose of the appointment is to investigate abandonment of the Parent Outlet Drain to accommodate a land development project and make recommendations for its abandonment thereon.

The owner of the property Roll Nos. 070-730-04279, 070-730-04280, 070-730-13375 and 070-730-13317 (1027458 Ontario Inc.) is proposing the development of said parcels for residential use (hereafter referred to as the 'development'). The development area fronts Banwell Road and is located north of a VIA Rail corridor and south of Firgrove Drive.

Watershed Description

Historically, the Parent Outlet Drain comprised primarily of an open channel with enclosed sections and served over 225 hectares of agricultural lands. The drain commenced as an open drain at the north limit of the Tecumseh Road East right-of-way. The drain flowed downstream in a northerly direction for approximately 970 metres where it turned easterly to the line between Lots 149 & 150, Concession 1. The drain then turned northerly to its outlet into Lake St. Clair.

The Parent Relief Drain was constructed prior to 1944 as a relief system for the Parent Outlet Drain. The drain commences at the confluence with the Parent Outlet Drain and flows downstream in a westerly direction, finding outlet to the Little River Drain.

The Parent Outlet Drain and its watershed have since been heavily modified through urbanization. Surrounding lands have since been developed into municipal roadways, residential lands and commercial lands – all of which have stormwater servicing from municipal sewers and do not drain to the Parent Outlet Drain.

The drain as it exists today commences as an enclosed section at the upstream end at Tecumseh Road East. This section flows northerly for approximately 145 metres before discharging into the Parent Relief Drain where drainage flows have been entirely diverted.

Dillon Consulting Limited

A concrete block wall was constructed along the north bank of the Parent Relief Drain, cutting off any flows from the Parent Outlet Drain from continuing northerly.

The remaining portions of the Parent Outlet Drain north of the Parent Relief Drain continues in a northerly direction for 167 metres as a 1200 mm diameter concrete pipe, before continuing as an open drain. The remaining sections of open drain have been segmented by new roads and the drainage has been intercepted by municipal sewers underneath McHugh Street and Banwell Road.

Drain History

The recent history of Engineers' reports for the Parent Outlet Drain follows:

- **1 May 1952 by C. G. Russell Armstrong, P.Eng.:** This report recommended the construction of a new open drain referred to as the West Branch of the Parent Outlet Drain. The drain commenced at the line between Lots 140 & 141, Concession 1 within the Tecumseh Road right-of-way and discharged to the upstream end of the Parent Outlet Drain.
- **16 September 1944 by C. G. Russell Armstrong, P.Eng.:** This report recommended cleaning and improvement to the Parent Outlet Drain commencing from the north end of the concrete pipe enclosure underneath VIA Rail to its outlet into Lake St. Clair.

Other relevant documentation reviewed as part of this investigation includes:

- **September 2004 by Stantec Inc.:** Issued for Construction drawings illustrating the enclosure of the portion of Parent Outlet Drain between Tecumseh Road East and the Parent Relief Drain with a 1345 mm x 2110 mm concrete elliptical pipe.
- **4 May 2023 by Dillon Consulting Limited: Little River Watershed Floodline Mapping – Final Hydraulic Report**: Report providing analysis results for the Little River Flood Study. The study delineates the watershed boundary and floodplain elevations for the 100-year storm event.
- **April 2023 by Dillon Consulting Limited: Banwell and McHugh Mixed Use Developments, Stormwater Management Brief:** Report outlining the stormwater management strategy for the development.

On-Site Meeting

We conducted an on-site meeting on 10 October 2024. A record of the meeting is provided in Schedule 'A', which is appended hereto.

Survey & Existing Conditions

Our survey and examination of the Parent Outlet Drain was carried out in February 2025. The survey included portions of the Parent Relief Drain within the VIA rail corridor, as well as the Parent Outlet Drain from the Parent Relief Drain, downstream to where the drain turns easterly and is intercepted by the Banwell Road municipal sewer. A CCTV sewer inspection was completed on the enclosed portion of drain underneath the VIA Rail corridor and existing berm to locate any potential lateral drain connections.

Design Considerations

For consideration of the abandonment of the Parent Outlet Drain north of the Parent Relief Drain for this report, the drain must no longer serve a useful purpose to the lands or roads. Removal of the drain must not adversely impact affected landowners. We have investigated existing site conditions and reviewed available drainage history and regional flood studies to assess the current use of the drain. We found the following:

- The upstream end of the subject portion of drain has been blocked to flows by a concrete block wall along the north bank of the Parent Relief Drain. A steel plate is fixed to the upstream face of the pipe, further preventing flows from entering the pipe.
- The VIA Rail corridor serves as a watershed boundary of the Little River Drain according to the Little River Floodplain Study. The Parent Outlet Drain north of VIA Rail is hydraulically disconnected from the Parent Relief Drain.
- Drainage for the VIA Rail corridor south of the railway is served by the Parent Relief Drain. Stormwater from the north side of the railway does not appear to have a defined outlet. An overland flow route that generally flows around the east side of the berm and to Banwell Road is apparent in review of topographic survey and available digital elevation models.
- Survey and sewer inspections did not encounter lateral drainage connections to the existing open or closed sections of the drain.
- The open portion of the drain south of McHugh Street has been intercepted by a municipal sewer via a ditch inlet catchbasin (DICB) within the McHugh Street right-of-way.
- The open portion of drain south of the unopened portion of Leathorne Street is suspected to continue to drain northerly based on previous drainage reports, however no culvert under Leathorne Street was found.
- The open portion of drain north of the unopened portion of Leathorne Street has been intercepted by a municipal sewer within the Banwell Road right-of-way.
- Banwell Road, McHugh Street, and residential lands abutting the development are serviced my municipal storm sewers.
- The development's drainage plans collect runoff and is to outlet to existing municipal sewers.

Through review of the available documentation and existing site conditions as described above, we found that abandonment of the Parent Outlet Drain does not adversely affect surrounding lands or roads.

Grading within the development lands and implementation of on-site stormwater management controls are to be completed as part of the detailed design of the site.

Recommendations

Following abandonment of a municipal drain, the remaining infrastructure may be left in the care of the landowner which the drain resides. It also may be decommissioned through infilling or removal activities, so the drain does not become a future liability due to deteriorating infrastructure.

In our considered opinion, the drain no longer serves a useful purpose in its current state and may be safely abandoned as it does not provide outlet to upstream lands. We recommend the Parent Outlet Drain from Station 0+000 to Station 0+827 as shown on the Drawings attached herein be abandoned under Section 19 of the Drainage Act. Drainage for the lands will be provided for by the development, and discharge via a stormwater management facility to municipal sewers.

The portion of open drain from Station 0+000 to Station 0+060 shall remain in the care of the owner of property Roll No. 070-730-13300. The drain only serves said property. The portion of open drain that exist between Station 0+060 to Station 0+661 shall remain in the care of the owner of development lands. The drain is proposed to be filled in as part of development works.

Following infilling of the drain through property Roll No. 070-730-13317, we recommend the drain be terminated with stone erosion protection. These works are expected to be incorporated as part of the detailed design of the development works and are not included in the scope of works herein.

The portion of closed drain between Station 0+661 and Station 0+773, being 112 metres of 1200 mm diameter concrete pipe is recommended to be removed and disposed of off-site. Voids left from the removal are to be formed in the shape of a temporary swale until construction of the development infills the swale.

The portion of closed drain between Station 0+773 and Station 0+827 being the portion of 1200 mm diameter concrete pipe underneath an existing berm and the VIA Rail corridor is recommended to be filled with flowable fill to prevent potential damages from a future pipe failure/collapse.

The inlet of the closed drain is recommended to be backfilled and regraded. The north bank of the Parent Relief Drain is to be restored.

Allowances

No allowances under Section 29 for land used or Section 30 for damages have been provided. Any lands disturbed by construction are to be restored as part of the work. No Schedule 'B' for allowances is appended hereto.

Cost Estimate

Based on our review of the history, the information obtained during the site meeting and our examination and analysis of the survey data, we recommend that the Parent Outlet Drain be abandoned following the works as described below:

Item	Description	Amount
1.	Brushing within the alignment of the work area, including trimming and/or removal of existing trees as required, to accommodate the drainage works. Debris to remain onsite in location to be approved by the landowner.	$2,600.00

Item	Description	Amount
2.	Removal of existing 1200 mm diameter concrete pipe from Station 0+661 to Station 0+773 (approximately 112 lineal meters) including disposal off-site. Work to include forming of temporary swale over alignment of removed pipe with new void space.	$20,500.00
3.	**Provisional:** Hydro-seeding of temporary swale banks (approximately 1,200 m^2). To be completed if development works are not scheduled immediately after drainage works.	$6,000.00
4.	Bottom clean out of section of the Parent Relief Drain adjacent to restoration area (approximately 12 m^3), including trucking to development lands. Material to be spread and levelled within development lands, at a location approved by the landowner.	$500.00
5.	Remove and dispose of top row of concrete block wall. Remainder of block wall to remain in place.	$1,500.00
6.	Backfill portion of restoration area with clean native material (approximately 55 m^3) in maximum 250 mm lifts and compaction to 95% standard proctor density. This work includes supply and placement of topsoil (minimum 100 mm thickness), fine-graded and seeded.	$1,400.00
7.	Fill existing 1200 mm diameter concrete pipe between Station 0+773 and Station 0+827 with flowable non-shrink fill (approximately 65 m^3).	$23,400.00
8.	Supply and install stone erosion protection along northerly Parent Relief Drain bank adjacent to restoration area, minimum 300 mm thickness, c/w filter fabric underlay (approximately 30 m^2).	$2,900.00
9.	Temporary silt control measures during construction.	$1,000.00
10.	Coordination with VIA Rail, including arrangement of flagging and adherence to VIA Rail safety requirements. **Note:** Works shall be completed under, and in accordance with access agreement between Project Owner and VIA Rail. The Contractor is responsible for the costs associated with hiring flagmen for the duration of the works.	$8,000.00
	SUB-TOTAL	$67,800.00
11.	Survey & preparation of report.	$35,000.00
12.	ERCA application review and permit fee.	$800.00
13.	VIA Rail application review and permit fee.	$12,000.00
	TOTAL ESTIMATE	**$115,600.00**

The estimate provided in this report was prepared according to current materials and installation prices as of the date of this report. In the event of delays from the time of filing of the report by the Engineer to the time of tendering the work, it is understood that the estimate of cost is subject to inflation. The rate of inflation shall be calculated using the Consumer Price Index applied to the cost of construction from the date of the report to the date of tendering.

Assessment of Costs

The individual assessments are comprised of three (3) assessment components:

i. Benefit (*advantages relating to the betterment of lands, roads, buildings, or other structures resulting from the improvement to the drain).*

ii. Outlet Liability *(part of cost required to provide outlet for lands and roads).*

iii. Special Benefit *(additional work or feature that may not affect function of the drain).*

We have assessed the estimated costs against the affected lands and roads as listed in Schedule 'C' under "Value of Special Benefit", "Value of Benefit" and "Value of Outlet." Since there is only one Special Benefit, Schedule 'D' for details of the Value of Special Benefit is not provided herein.

Assessment Rationale for Special Benefit Assessments

Being that requested drainage works are for the purposes of allowing more efficient land use and development, the sole benefit is to the owner of the development. We have therefore assessed 100% of the costs against lands within the development as a benefit assessment. Being that the development consists of four parcels, the assessment has been split based on area in the proportions below:

- Roll No. 070-730-04279 (51%)
- Roll No. 070-730-04280 (12%)
- Roll No. 070-730-13317 (20%
- Roll No. 070-730-13375 (17%)

Utilities

It may become necessary to temporarily or permanently relocate utilities that may conflict with the construction recommended under this report. In accordance with Section 26 of the Drainage Act, we assess any relocation cost against the public utility having jurisdiction. Under Section 69 of the Drainage Act, the public utility is at liberty to do the work with its own forces, but if it should not exercise this option within a reasonable time, the Municipality will arrange to have this work completed and the costs will be charged to the appropriate public utility.

Future Maintenance

Following abandonment of a municipal drain, the responsibility of any remaining infrastructure becomes the responsibility of the owner of lands which said infrastructure resides. This includes the cost of future repair, maintenance, and/or removal.

The open ditch between Station 0+000 and Station 0+060 shall become the sole responsibility of the property Roll No. 070-730-13300.

VIA Rail shall become responsible for the portion of filled pipe within the rail corridor. Similarly, property Roll No. 070-730-04279 shall be responsible for the portion of filled pipe within said property.

Schedule E is not required or included herein.

Drawings and Specifications

Attached to this report is Schedule 'F', which are Specifications setting out the details of the recommended works and Schedule 'G' which represent the drawings that are attached to this report.

Page 1 of 2 – **Overall Plan**

Page 2 of 2 – Bank Restoration Details

Approvals

The construction and/or improvement to a drainage works, including repair and maintenance activities, and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced by the proposed works. Prior to any construction or maintenance works, the Municipality or proponent designated on the Municipality's behalf shall obtain all required approvals/permits and confirm any construction limitations including timing windows, mitigation/off-setting measures, standard practices or any other limitations related to in-stream works.

Respectfully submitted,

DILLON CONSULTING LIMITED



Oliver E. T. Moir, P.Eng.

OEM:jao:lld

Meeting Summary

Subject: Parent Outlet Drain – Onsite Meeting
Date: 10 October 2025, 10am
Location: 11400 Tecumseh Road East
Our File: 22-5144

Attendees

Paul Charbachi	VIA Rail
Tom Graziano	City of Windsor
Kyle Edmunds	Dillon Consulting Limited
Oliver Moir	Dillon Consulting Limited

Notes

Item	Discussion	Action by
1.	Existing Conditions Discussion The Parent Outlet Drain drains from south to north and crosses the VIA Rail corridor east of Banwell Road (1200mm dia. concrete pipe crossing). The drain historically served agricultural lands, however the watershed has since been urbanized and redirected to local sewers and away from the Parent Outlet Drain. A concrete headwall and steel plate has been installed on the upstream end of the culvert (origin/construction date unknown), and appears to separate flows from the Parent Relief Drain. The Parent Relief Drain flows to the Little River Drain to the west. North of the rail corridor, the Parent Outlet Drain is an open channel. The open channel is intercepted by local sewers.	INFO
2.	Proposed Development Discussion The owner of lands to the north of the rail corridor and west of Banwell wishes to develop a residential subdivision which would require the abandonment or enclosure of the Parent Outlet Drain. Abandonment is preferred. The circumstances that may justify abandonment and infilling of the Parent Outlet Drain are as follows: 1. That the culvert under the railway does not provide a relief outlet to the Parent Relief Drain - as determined through review of the Little River Floodplain Mapping. 2. That a CCTV sewer inspection show no lateral connections serving as drainage for the rail corridor.	INFO
3.	VIA Rail Comments: Advised that railways seldom ever rely on piped drainage. However, VIA Rail requires the developer to sign a waiver of liability should the drain be abandoned and VIA loses the drainage outlet.	

Item	Discussion	Action by
	Not opposed to drain abandonment or improvements. Recommendations just need to be justified through hydrological analysis, etc. VIA Rail does not have any request for drainage improvement for their corridor at this location. VIA Rail to coordinate that the Parent Relief Drain be brushed to assist with survey.	INFO
4.	Next Steps:	
	Dillon will proceed with review of CCTV from the downstream end and review available data on existing conditions for recommendations of action	INFO

Errors and/or Omissions

These minutes were prepared by Oliver Moir, who should be notified of any errors and/or omissions.

"SCHEDULE C"
SCHEDULE OF ASSESSMENT
PARTIAL ABANDONEMENT OF THE PARENT OUTLET DRAIN
CITY OF WINDSOR

PRIVATELY-OWNED - AGRICULTURAL LANDS

Roll No.	Con.	Description	Area Affected (Acres)	Area Affected (Ha.)	Owner	Special Benefit	Benefit	Outlet	Total Assessment
070-730-04279	1	Pt. Lot 143 & Pt. Lot 144	10.63	4.30	1027458 Ontario Inc.	$58,548.88	$0.00	$0.00	$58,548.88
070-730-04280	1	Pt. Lot 143 & Pt. Lot 144	2.62	1.06	1027458 Ontario Inc.	$14,432.98	$0.00	$0.00	$14,432.98
070-730-13317	1	Pt. Lot 143 & Pt. Lot 144	4.13	1.67	1027458 Ontario Inc.	$22,738.75	$0.00	$0.00	$22,738.75
070-730-13375	1	Pt. Lot 143 & Pt. Lot 144	3.61	1.46	1027458 Ontario Inc.	$19,879.39	$0.00	$0.00	$19,879.39
Total on Privately-Owned - Agricultural Lands						$115,600.00	$0.00	$0.00	$115,600.00
TOTAL ASSESSMENT						**$115,600.00**	**$0.00**	**$0.00**	**$115,600.00**

	(Acres)	(Ha.)
Total Area:	**20.99**	**8.49**

"SCHEDULE F"
DRAINAGE REPORT FOR THE
PARTIAL ABANDONMENT OF THE
PARENT OUTLET DRAIN
IN THE CITY OF WINDSOR

SPECIAL PROVISIONS - GENERAL

1.0 GENERAL SPECIFICATIONS

The General Specifications attached hereto is part of "Schedule F." It also forms part of this specification and is to be read with it, but where there is a difference between the requirements of the General Specifications and those of the Special Provisions which follow, the Special Provisions will take precedence.

2.0 DESCRIPTION OF WORK

The work to be carried out under this Contract includes, but is not limited to, the supply of all **labour, equipment, and materials** to complete the following items:

- Brushing within the alignment of the work area, including trimming and/or removal of existing trees as required, to accommodate the drainage works. Debris to remain onsite in location to be approved by the landowner.
- Removal of existing 1200 mm diameter concrete pipe from Station 0+661 to Station 0+773 (approximately 112 lineal meters) including disposal off-site. Work to include forming of temporary swale over alignment of removed pipe with new void space.
- **Provisional:** Hydro-seeding of temporary swale banks (approximately 1,200 m^2). To be completed if development works are not scheduled immediately after drainage works.
- Bottom clean out of section of the Parent Relief Drain adjacent to restoration area (approximately 12 m^3), including trucking to development lands. Material to be spread and levelled within development lands, at a location approved by the landowner.
- Remove and dispose of top row of concrete block wall. Remainder of block wall to remain in place.
- Backfill portion of restoration area with clean native material (approximately 55 m^3) in maximum 250 mm lifts and compaction to 95% standard proctor density. This work includes supply and placement of topsoil (minimum 100 mm thickness), fine-graded and seeded.
- Fill existing 1200 mm diameter concrete pipe between Station 0+773 and Station 0+827 with flowable non-shrink fill (approximately 65 m^3).
- Supply and install stone erosion protection along northerly Parent Relief Drain bank adjacent to restoration area, minimum 300 mm thickness, c/w filter fabric underlay (approximately 30 m^2).

- Temporary silt control measures during construction.
- Coordination with VIA Rail, including arrangement of flagging and adherence to VIA Rail safety requirements. **Note:** Works shall be completed in under, and in accordance with access agreement between Project Owner and VIA Rail.

3.0 ACCESS TO THE WORK

Access to the drain shall be from the Banwell Road and McHugh Street rights-of-way and VIA Rail right-of-way. Through traffic must be maintained at all times, along municipal roads unless otherwise approved by the appropriate Road Authority, and in accordance with the General Specifications.

The Contractor is required to abide by VIA Rail's health and safety requirements to access the drain along the rail corridor. The Contractor is responsible for coordinating flagging and must notify VIA Rail prior to access. **Costs associated with flagging shall be paid for by the Contractor to the Project Owner. No additional payment will be made for flagging.** The Contractor shall operate equipment following direction of on-site flagging personnel, including following work stoppage if necessary.

All road areas, curbs, grass lawn areas and fence lines disturbed shall be restored at the Contractor's expense. The Contractor shall make his/her own arrangements for any additional access for his/her convenience.

4.0 WORKING AREA FOR CONSTRUCTION

The working area shall be restricted to the VIA Rail corridor and the development lands for management of excavated materials. For removal of the concrete pipe, the working corridor shall be 15 metres centered over the pipe.

Any damages to lands and/or roads from the Contractor's work shall be rectified to pre-existing conditions at his/her expense.

SPECIAL PROVISIONS – OPEN DRAIN

5.0 EXCAVATION OF EXCAVATED MATERIALS

5.1 Excavation of Existing Drain Channel

In all cases, the Contractor shall use the benchmarks to establish the proposed grade. However, for convenience, the drawings provide the approximate depth from the surface of the ground and from the existing drain bottom to the proposed grades. **THE CONTRACTOR SHALL NOT EXCAVATE DEEPER THAN THE GRADELINES SHOWN ON THE DRAWINGS**. Should over-excavation of the drain bank occur, the Contractor will **not** be permitted to repair with native material packed into place by the excavator and reshaped. Should over-excavation occur, the Contractor will be required to have a bank repair detail engineered by a Professional Engineer (hired by the Contractor), to ensure long term stability of the bank is maintained. Such repairs shall be subject to approval by the Engineer and will be at no extra cost to the item.

All excavated material shall be trucked and spread and levelled within property Roll No. 070-730-04279 in accordance with Section 5.2 & 5.3. Excavated material shall not be placed on dykes, in ditches, tiles or depressions intended to conduct water into the drain.

Seeding of the disturbed drain banks shall be completed immediately following drain construction and as specified in Section 10.0.

Except on cultivated lands, that Contractor shall seed ALL disturbed areas, including all spoils and any exposed soil resulting from construction.

All excavation work shall be done in such a manner as to not harm any vegetation or trees, not identified in this report or by the Drainage Superintendent for clearing. Any damages to trees or vegetation caused by the Contractors work shall be rectified to the satisfaction of the Drainage Superintendent.

The Contractor shall exercise caution around existing tile inlets and shall confirm with the property owners that all tiles have been located and tile ends repaired as specified.

5.2 Levelling of Excavated Materials

Excavated drain materials shall be spread to a depth not to exceed 300 mm, unless specified otherwise on the drawings. The material shall be sufficiently levelled to allow further working by agricultural implements. All stones and other debris removed from the drain, which may interfere with agricultural implements, shall be disposed of off-site. Excavated material shall not be placed on dykes, in ditches, tiles or depressions intended to conduct water into a drain.

5.3 Trucking of Excavated Materials

The Contractor shall be solely responsible for acquiring all permits required for the dump site for excavated material to be trucked off-site. The Contractor shall restore any such areas which are damaged by his operations immediately with topsoil and seed in accordance with Section 10.0 & 11.0. The Contractor will be held liable for damages to roads, sodded areas and gardens, resulting from his non-compliance with these Specifications.

6.0 STONE EROSION PROTECTION (SEP)

The Contractor shall supply and install the required quantities of graded stone rip-rap erosion protection materials where specified. All stone to be used for erosion protection shall be 150 - 300 mm clear **quarried rock** or OPSS 1001 placed over a non-woven filter fabric Terrafix 270R or approved equivalent. **Concrete riprap will not be permitted.**

The minimum thickness requirement of the erosion stone layer is 300 mm with no portion of the filter fabric to be exposed.

7.0 ABANDONMENT AND REMOVAL OF ENCLOSED DRAIN

7.1 General

For removal, OPSS.PROV 510 shall apply and govern except as amended or extended herein. For unshrinkable backfill, OPSS.MUNI 1359 shall apply and govern except as amended or extended herein.

7.2 Scope

This Special Provision specifies how the existing enclosed section of drain, will be treated when abandoned as part of the specified works.

7.3 Flowable Fill Material

Flowable fill material can be either a flowable unshrinkable backfill or a flowable grouting material. Flowable unshrinkable fill requirements shall be as per OPSS.MUNI.1359 with a 28-day maximum compressive strength of 5 MPa.

7.4 Construction

The Contractor shall completely remove the existing 1200 mm diameter pipe between Station 0+661 to Station 0+773 and dispose of off-site. Following removal, the Contractor shall collapse the walls of the trench and form a temporary swale with side slopes no steeper than 2:1 (H: V). The swale shall have positive drainage, flowing northerly to the existing open ditch. If required, the Contractor shall seed the drain banks in accordance with Section 10.0.

The Contractor shall infill the 1200 mm concrete pipe between Station 0+773 and Station 0+827 as outlined on the drawings appended hereto. Prior to commencing work, the Contractor shall seal and secure all active inlets and outlets to prevent water ingress during the infilling process. The Contractor shall employ a flowable fill to facilitate ease of placement and future demolition if needed.

The Contractor shall take all necessary precautions to ensure that the sewers/leads are identified, and all live connections are reconnected to the new sewer system as required, including dye testing, etc., as may be necessary to satisfy the Project Owner that all connections have been identified and reconnected. Should other means of locating connections prove unsuccessful, CCTV inspection of the sewers may be required as approved by the Engineer.

7.5 Submissions

The Contractor shall submit to the Project Owner at least two weeks prior to commencement of the abandonment work, the following:

1. A detailed abandonment plan to include the limits of abandonment of the existing enclosed section, identification of all maintenance hole structures to be abandoned, identification of all services to be abandoned.
2. A detailed work plan describing the proposed approach, methodology and staging for the abandonment works.
3. The proposed flowable fill material for review and approval prior to use.
4. Confirmation in writing that all inspections for the proposed abandonment sewer were reviewed and that all connections, services and mainline sewers have been identified on the abandonment plan.

8.0 TOPSOIL AND FINE GRADING

City of Windsor Standard Specifications S-34 shall apply and govern except as amended or extended herein.

Scope of work to include the supply, installation and fine grading of minimum 100 mm thick topsoil for restoration, including but not limited to the preparation for the placement of seed/sod and boulevard restoration. The Contractor shall note that Ontario Regulation 406/19 is in effect and any soil imported to the project area shall meet the Table 3.1 Full Depth Excess Soil Quality Standards (ESQS) in a Non-Potable Ground Water Condition and Residential/Parkland/Institutional Property Use.

9.0 HYDRAULIC SEED AND MULCH FOR BOULEVARD RESTORATION

9.1 General

City of Windsor Standard Specifications S-15 and OPSS Form 572 shall apply and govern except as amended or extended herein.

9.2 Scope of Work

Seed bags shall bear the label of the supplier indicating the content by species, grade and mass. Fertilizer shall be free from lumps and in bags bearing the label of the manufacturer, indicating mass and analysis.

Seeding and mulching shall be a one step process in which the seed, fertilizer and hydraulic mulch are applied simultaneously in a water slurry via the hydraulic seeder/mulcher. The materials shall be added to the supply tank while it is being loaded with water. The materials shall be thoroughly mixed into a homogeneous water slurry and shall be distributed uniformly over the surface. The materials shall be measured by mass or by a mass-calibrated volume measurement, acceptable to the Engineer. The hydraulic seeder/mulcher shall be equipped with mechanical agitation equipment capable of mixing the material into a homogenous state until applied. The discharge pumps and gun nozzles shall be capable of applying the material uniformly.

The Contractor shall monitor the placed seed and water the seeded areas as required to promote proper germination and growth. Any weed growth evident prior to establishment of grass shall be removed at the Contractor's expense. The Contractor will be required to submit his seed mixture design for approval prior to seeding.

Watering shall include any additional traffic controls required during the regular waterings.

The hydraulic seeding shall be deemed "Completed by the Contractor" when the seed has established in all areas to the satisfaction of the Engineer. Re-seeding and/or other methods required to establish the grass will be given consideration to achieve the end result, and the costs shall be incidental to the works.

10.0 HYDRAULIC SEEDING OF DRAIN & SWALE BANKS

All disturbed drain banks and new swale banks shall be hydraulic mulch seeded as specified herein. The existing ground surface to be seeded shall be loosened to a depth of 25 mm and shall be rendered uniformly loose for that 25 mm depth. The surface shall be predominantly fine and free from weeds and other unwanted vegetation. All other loose surface litter shall be removed and disposed of.

Hydraulic mulch shall consist of finely ground cellulose pulp derived from recycled newsprint and shall be dyed green. Its fiber consistency shall be approximately 60% fine fiber with the balance being paper particles, 40% of which shall be a diameter of 3 mm minimum and 6 mm maximum. Hydraulic mulch shall be applied at 2,000 kg per 10,000 m². Clean water shall be applied at 42,700 liters per 10,000 m².

Seeding and mulching shall be a one step process in which the seed, fertilizer and hydraulic mulch are applied simultaneously in a water slurry via the hydraulic seeder/mulcher. The materials shall be added to the supply tank while it is being loaded with water. The materials shall be thoroughly mixed into a homogeneous water slurry and shall be distributed uniformly over the prepared surface. The materials shall be measured by mass or by a mass-calibrated volume measurement, acceptable to the Drainage Superintendent.

The hydraulic seeder/mulcher shall be equipped with mechanical agitation equipment capable of mixing the materials into a homogenous state until applied. The discharge pumps and gun nozzles shall be capable of applying the material uniformly.

Grass seed shall be Canada No. 1 grass seed mixture meeting the requirements of a Waterway Slough Mixture as supplied by Growmark or approved equal, as follows:

Creeping Red Fescue	*20%*
Meadow Fescue	*30%*
Tall Fescue	*30%*
Timothy	*10%*
White Clover	*10%*

Bags shall bear the label of the supplier indicating the content by species, grade and mass. Seed shall be applied at a rate of 200 kg per 10,000 m².

Fertilizer shall be 8-32-16 applied at 350 kg per 10,000 m². It shall be in granular form, dry, free from lumps and in bags bearing the label of the manufacturer, indicating mass and analysis.

The hydraulic seeding shall be deemed "Completed by the Contractor" when the seed has established in all areas to the satisfaction of the Engineer. Re-seeding and/or other methods required to establish the grass will be given consideration to achieve the end result and the costs shall be incidental to the works.

11.0 TEMPORARY SILT CONTROL

The Contractor shall implement temporary erosion and sediment control measures through the course of the drainage works in accordance with OPSS.MUNI 805. Silt fences shall be installed within drains downstream of the works. The measures shall be maintained in working order throughout the duration of the contract and removed upon completion of the works.

GENERAL SPECIFICATIONS

1.0 AGREEMENT AND GENERAL CONDITIONS

The part of the Specifications headed "Special Provisions" which is attached hereto forms part of this Specification and is to be read with it. Where there is any difference between the requirements of this General Specification and those of the Special Provisions, the Special Provisions shall govern.

Where the word "Drainage Superintendent" is used in this specification, it shall mean the person or persons appointed by the Council of the Municipality having jurisdiction to superintend the work.

Tenders will be received, and contracts awarded only in the form of a lump sum contract for the completion of the whole work or of specified sections thereof. The Tenderer agrees to enter into a formal contract with the Municipality upon acceptance of the tender. The General Conditions of the contract and Form of Agreement shall be those of the Stipulated Price Contract CCDC2-Engineers, 1994 or the most recent revision of this document.

2.0 EXAMINATION OF SITE, PLANS AND SPECIFICATIONS

Each tenderer must visit the site and review the plans and specifications before submitting his/her tender and must satisfy himself/herself as to the extent of the work and local conditions to be met during the construction. Claims made at any time after submission of his/her tender that there was any misunderstanding of the terms and conditions of the contract relating to site conditions, will not be allowed. The Contractor will be at liberty, before bidding to examine any data in the possession of the Municipality or of the Engineer.

The quantities shown or indicated on the drawings or in the report are estimates only and are for the sole purpose of indicating to the tenderers the general magnitude of the work. The tenderer is responsible for checking the quantities for accuracy prior to submitting his/her tender.

3.0 MAINTENANCE PERIOD

The successful Tenderer shall guarantee the work for a period of one (1) year from the date of acceptance thereof from deficiencies that, in the opinion of the Engineer, were caused by faulty workmanship or materials. The successful Tenderer shall, at his/her own expense, make good and repair deficiencies and every part thereof, all to the satisfaction of the Engineer. Should the successful Tenderer for any cause, fail to do so, then the Municipality may do so and employ such other person or persons as the Engineer may deem proper to make such repairs or do such work, and the whole costs, charges and expense so incurred may be deducted from any amount due to the Tenderer or may be collected otherwise by the Municipality from the Tenderer.

4.0 GENERAL CO-ORDINATION

The Contractor shall be responsible for the coordination between the working forces of other organizations and utility companies in connection with this work. The Contractor shall have no cause of action against the Municipality or the Engineer for delays based on the allegation that the site of the work was not made available to him by the Municipality or the Engineer by reason of the acts, omissions, misfeasance or non-feasance of other organizations or utility companies engaged in other work.

5.0 RESPONSIBILITY FOR DAMAGES TO UTILITIES

The Contractor shall note that overhead and underground utilities such as hydro, gas, telephone and water are not necessarily shown on the drawings. It is the Contractor's responsibility to contact utility companies for information regarding utilities, to exercise the necessary care in construction operations and to take other precautions to safeguard the utilities from damage.

All work on or adjacent to any utility, pipeline, railway, etc., is to be carried out in accordance with the requirements of the utility, pipeline, railway, or other, as the case may be, and its specifications for such work are to be followed as if they were part of this specification. The Contractor will be liable for any damage to utilities.

6.0 CONTRACTOR'S LIABILITY

The Contractor, his/her agents and all workmen or persons under his/her control including sub-contractors, shall use due care that no person or property is injured and that no rights are infringed in the prosecution of the work. The Contractor shall be solely responsible for all damages, by whomsoever claimable, in respect to any injury to persons or property of whatever description and in respect of any infringement of any right, privilege or easement whatever, occasioned in the carrying on of the work, or by any neglect on the Contractor's part.

The Contractor shall indemnify and hold harmless the Municipality and the Engineer, their agents and employees from and against claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or attributable to the Contractor's performance of the contract.

7.0 PROPERTY BARS AND SURVEY MONUMENTS

The Contractor shall be responsible for marking and protecting all property bars and survey monuments during construction. All missing, disturbed or damaged property bars and survey monuments shall be replaced at the Contractor's expense, by an Ontario Land Surveyor.

8.0 MAINTENANCE OF FLOW

The Contractor shall, at his/her own cost and expense, permanently provide for and maintain the flow of all drains, ditches and water courses that may be encountered during the progress of the work.

9.0 ONTARIO PROVINCIAL STANDARDS

Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD) shall apply and govern at all times unless otherwise amended or extended in these Specifications or on the Drawing. Access to the electronic version of the Ontario Provincial Standards is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to http://www.mto.gov.on.ca/english/transrd/. Under the title Technical Manuals is a link to the Ontario Provincial Standards. Users require Adobe Acrobat to view all pdf files.

10.0 APPROVALS, PERMITS AND NOTICES

The construction of the works and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced in this Contract. The Contractor shall obtain all approvals and permits and notify the affected authorities when carrying out work in the vicinity of any public utility, power, underground cables, railways, etc.

11.0 SUBLETTING

The Contractor shall keep the work under his/her personal control, and shall not assign, transfer, or sublet any portion without first obtaining the written consent of the Municipality.

12.0 TIME OF COMPLETION

The Contractor shall complete all work on or before the date fixed at the time of tendering. The Contractor will be held liable for any damages or expenses occasioned by his/her failure to complete the work on time and for any expenses of inspection, superintending, re-tendering or re-surveying, due to their neglect or failure to carry out the work in a timely manner.

13.0 TRAFFIC CONTROL

The Contractor will be required to control vehicular and pedestrian traffic along roads at all times and shall, at his/her own expense, provide for placing and maintaining such barricades, signs, flags, lights and flag persons as may be required to ensure public safety. The Contractor will be solely responsible for controlling traffic and shall appoint a representative to maintain the signs and warning lights at night, on weekends and holidays and at all other times that work is not in progress. All traffic control during construction shall be strictly in accordance with the **Occupational Health and Safety Act** and the current version of the **Ontario Traffic Manuals**. Access to the electronic version of the **Ontario Traffic Manual** is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to http://www.mto.gov.on.ca/english/transrd/, click on "Library Catalogue," under the "Title," enter "Ontario Traffic Manual" as the search. Open the applicable "Manual(s)" by choosing the "Access Key," once open look for the "Attachment," click the pdf file. Users require Adobe Acrobat to view all pdf files.

Contractors are reminded of the requirements of the Occupational Health and Safety Act pertaining to Traffic Protection Plans for workers and Traffic Control Plan for Public Safety.

14.0 SITE CLEANUP AND RESTORATION

As part of the work and upon completion, the Contractor shall remove and dispose of, off-site any loose timber, logs, stumps, large stones, rubber tires, cinder blocks or other debris from the drain bottom and from the side slopes. Where the construction works cross a lawn, the Contractor shall take extreme care to avoid damaging the lawn, shrubs and trees encountered. Upon completion of the work, the Contractor shall completely restore the area by the placement and fine grading of topsoil and seeding or sodding the area as specified by the Engineer or Drainage Superintendent.

15.0 UTILITY RELOCATION WORKS

In accordance with Section 26 of the Drainage Act, if utilities are encountered during the installation of the drainage works that conflict with the placement of the new culvert, the operating utility company shall relocate the utility at their own costs. The Contractor however will be responsible to co-ordinate these required relocations (if any) and their co-ordination work shall be considered incidental to the drainage works.

16.0 FINAL INSPECTION

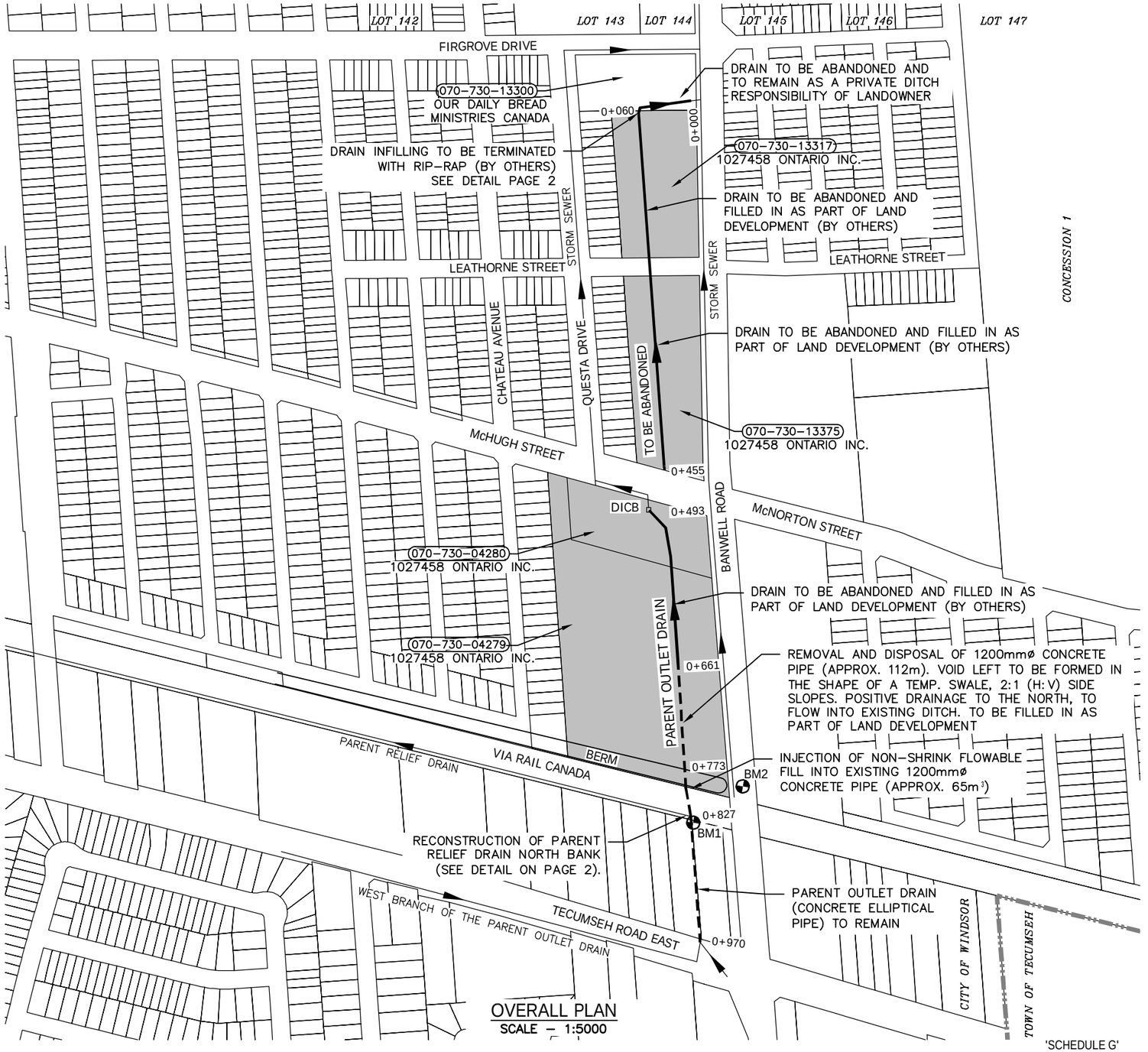
All work shall be carried out to the satisfaction of the Drainage Superintendent for the Municipality, in compliance with the specifications, drawings and the Drainage Act. Upon completion of the project, the work will be inspected by the Engineer and the Drainage Superintendent.

Any deficiencies noted during the final inspection shall be immediately rectified by the Contractor.

Final inspection will be made by the Engineer within 20 days after the Drainage Superintendent has received notice in writing from the Contractor that the work is completed, or as soon thereafter as weather conditions permit.

17.0 FISHERIES CONCERNS

Standard practices to be followed to minimize disruption to fish habitat include embedment of the culvert a minimum 10% below grade, constructing the work 'in the dry' and cutting only trees necessary to do the work (no clear-cutting). No in-water work is to occur during the timing window unless otherwise approved by the appropriate authorities.



OVERALL PLAN
SCALE – 1:5000

'SCHEDULE G'

LEGEND

- PARENT OUTLET DRAIN (OPEN DRAIN)
- PARENT OUTLET DRAIN (CLOSED DRAIN)
- OTHER DRAINS
- LOCAL BENCHMARK
- PROPOSED DEVELOPMENT LANDS

SITE BENCHMARKS

BM1 – CUT IN CONCRETE LIGHT STANDARD WITHIN ROAD MEDIAN APPROX 29m NORTH OF RAILWAY.
ELEVATION=180.46m

BM2 – TOP OF CONCRETE BLOCK WALL OVERTOP PARENT OUTLET DRAIN ELLIPTICAL PIPE OUTLET
ELEVATION=178.73m

NOTE: CONTRACTOR TO VERIFY BENCHMARK PRIOR TO CONSTRUCTION.

CONTRACTOR SHALL ARRANGE TO HAVE ALL UTILITY LOCATES COMPLETED ONSITE PRIOR TO ANY EXCAVATION WORK. DILLON CONSULTING LIMITED DOES NOT GUARANTEE THE ACCURACY OF THE EXISTING UTILITIES SHOWN ON THE DRAWINGS.

LICENSED PROFESSIONAL ENGINEER
O. E. T. MOIR
100505851
2025/06/19
PROVINCE OF ONTARIO

Conditions of Use

Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.

Do not scale dimensions from drawing.

Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.

No.	ISSUE/REVISION	DATE	BY
3	FINAL REPORT SUBMISSION	JUN 19/25	OEM
2	2ND CLIENT REVIEW	MAY 23/25	OEM
1	CLIENT REVIEW	APR. 10/25	OEM

DESIGN OEM	REVIEWED BY VJH
DRAWN SAE	CHECKED BY LRO
DATE June 19, 2025	
SCALE AS SHOWN	

DILLON CONSULTING

PROJECT NO. 22-5144

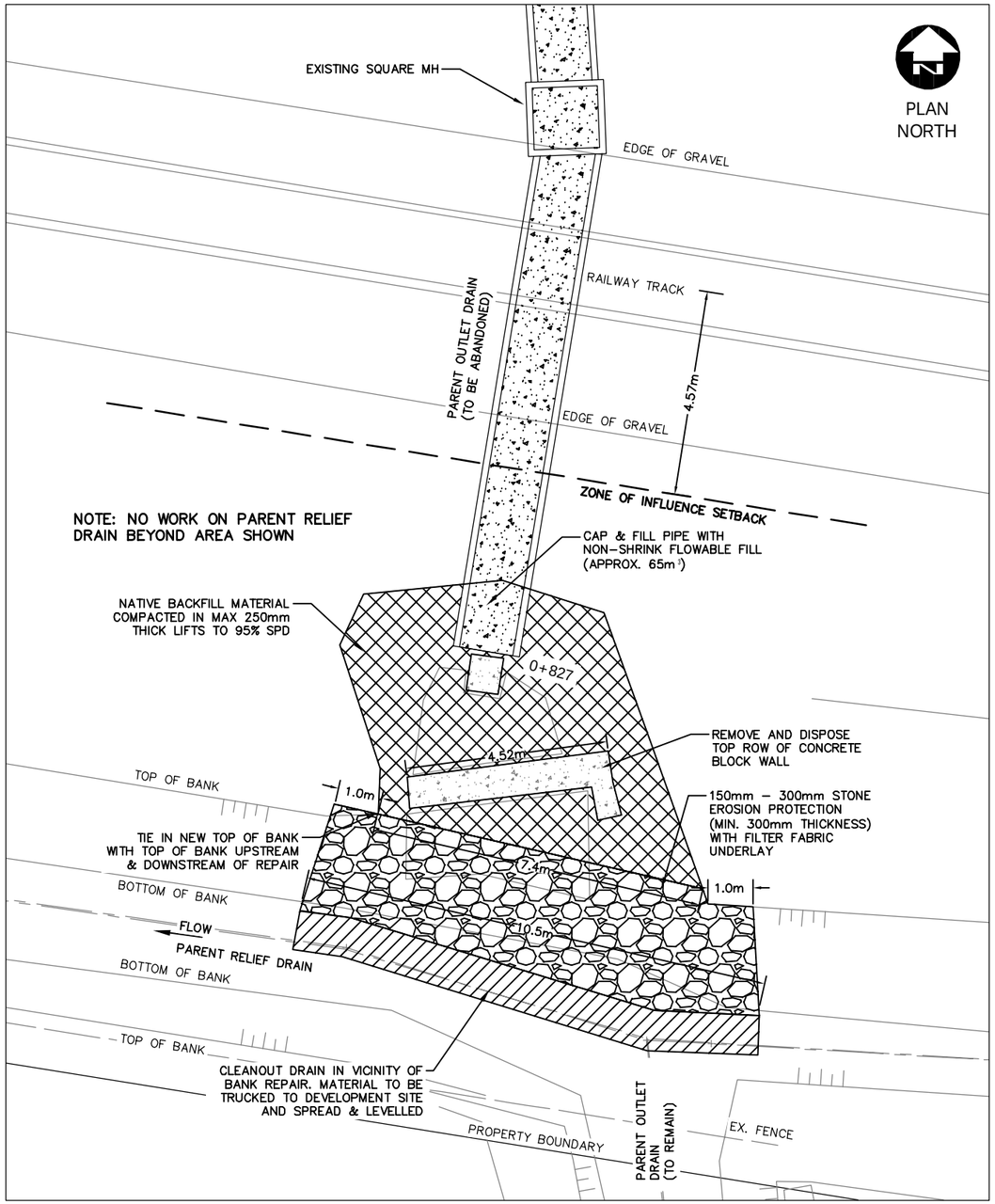
DRAWING SCALES BASED ON A 11" X 17" SHEET

Drainage Report for the
PARENT OUTLET DRAIN
City of Windsor

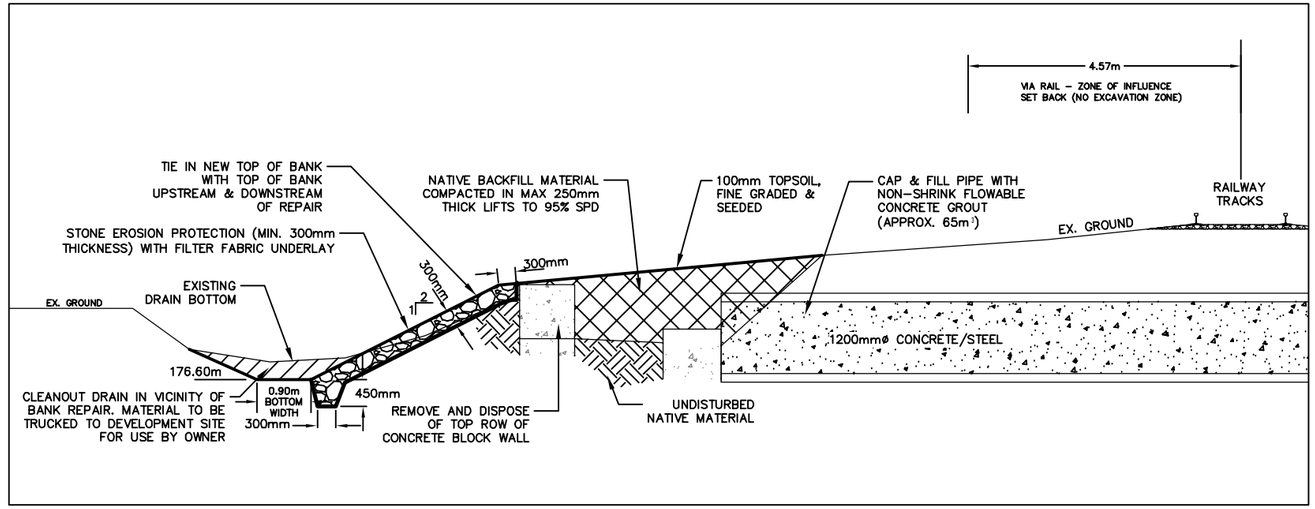
SHEET TITLE
OVERALL PLAN

PAGE NO. 1 of 2

Jun 16, 2025 – 10:11am C:\pw working directory\projects 2022\dillon_33jo\d0115082\225144-03-CON DRN Parent Outlet Drain.dwg

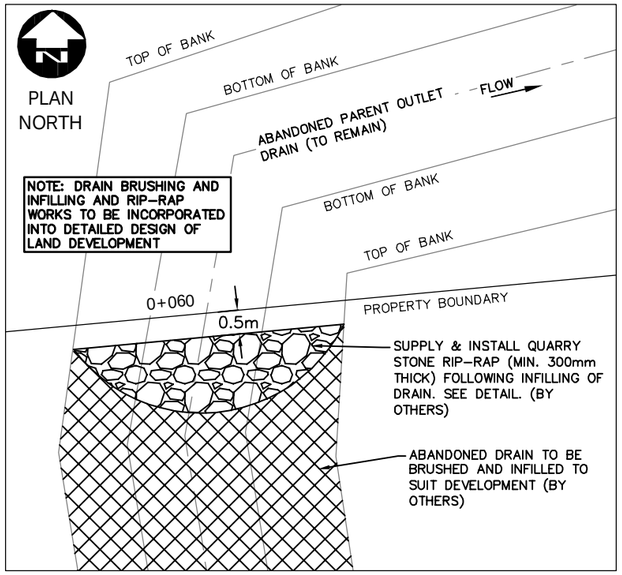


DRAIN BANK REPAIR DETAIL PLAN
SCALE–1:125

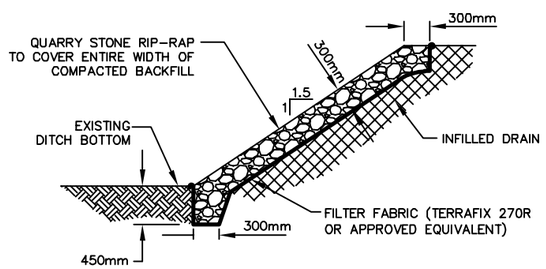


DRAIN BANK REPAIR DETAIL
SCALE–1:100

NOTES:
1. CONTRACTOR RESPONSIBLE FOR COORDINATING ACCESS TO VIA RAIL CORRIDOR AND ARRANGING FLAGGING. CONTRACTOR MUST FOLLOW ANY AND ALL SAFETY REQUIREMENTS SET BY VIA RAIL.
2. TO WORK ON AND NEAR VIA RAIL CANADA'S RIGHT–OF–WAY, CONTRACTOR SHOULD FOLLOW INSTRUCTIONS STIPULATED IN 'VIA RAIL CANADA CONTRACTOR SAFETY GUIDELINES'.
3. THE DISPOSAL, REUSE, TRANSPORTATION, STORAGE AND MANAGEMENT OF SOIL, CRUSHED ROCK AND EXCESS SOIL EACH AS DEFINED BY ONTARIO REGULATION 406/19: ON–SITE EXCESS SOIL MANAGEMENT (O.REG. 406/19), SHALL COMPLY WITH O.REG. 406/19 AND ALL APPLICABLE LAWS. MATERIAL PROPOSED TO BE IMPORTED, EXPORTED, STORED OR PROCESSED MUST BE APPROVED BY THE OWNER PRIOR TO CONSTRUCTION COMMENCING. SOILS IMPORTED MUST MEET THE APPLICABLE EXCESS SOIL QUALITY STANDARDS FOR THE PROPOSED LAND USE FROM THE RULES FOR SOIL MANAGEMENT AND EXCESS SOIL QUALITY STANDARDS (MECP, 2024; AS AMENDED).
4. TEMPORARY SEDIMENT AND EROSION CONTROLS TO BE IMPLEMENTED PRIOR TO COMMENCEMENT. CONTRACTOR SHALL INSPECT AND MAINTAIN CONTROLS IN GOOD CONDITION THROUGHOUT THE DURATION OF THE CONTRACT. CONTROLS TO BE REMOVED AND DISPOSED OF UPON COMPLETION OF THE WORKS.
5. VIA RAIL CANADA: 3 PLACE VILLE MARIE, SUITE 500 MONTREAL, QUEBEC, H3B 2C9 CONTACT – (514) 871–6000
6. PARENT RELIEF DRAIN BANK REPAIR DESIGN PARAMETERS:
   - 6.1. DESIGN FLOW: 5.18m³/s
   - 6.2. DESIGN FLOW VELOCITY 0.89m/s



INFILLED DITCH TERMINATION DETAIL PLAN
SCALE–1:125



TYPICAL RIP RAP DETAIL - INFILLED DITCH
SCALE–NTS

'SCHEDULE G'

LICENSED PROFESSIONAL ENGINEER
O. E. T. MOIR
100505851
2025/06/19
PROVINCE OF ONTARIO

Conditions of Use

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1	CLIENT REVIEW	APR. 10/25	OEM

DESIGN	REVIEWED BY
OEM	VJH
DRAWN	CHECKED BY
SAE	LRO
DATE	June 19, 2025
SCALE	AS SHOWN

DILLON CONSULTING

PROJECT NO. 22-5144

DRAWING SCALES BASED ON A 11" X 17" SHEET

Drainage Report for the
PARENT OUTLET DRAIN
City of Windsor

SHEET TITLE
BANK RESTORATION DETAILS

PAGE NO. 2 of 2

Jun 16, 2025 – 10:09am C:\pw working directory\projects 2022\dillon_33jpo\d0115082\225144-00-Measurement PARENT DRAIN.dwg

Subject: Pass By-Law for Repair and Improvement of the Dawson Drain – Ward 9

Reference:

Date to Council: September 22, 2025
Author: Tom Graziano
Engineer III / Drainage Superintendent
(519) 255-6257 Ext. 6490
tgraziano@citywindsor.ca

Engineering
Report Date: 9/3/2025
Clerk's File #: AB2025

To: Mayor and Members of City Council

Recommendation:

I. That Council **GIVE 3rd READING** to Provisional By-law 119-2025 (attached) which adopted the Engineer's Drainage Report completed by WSP Canada Limited, dated April 14, 2025, for the Repair and Improvement to the Dawson Drain in accordance with Section 58 of the Drainage Act, R.S.O 1990, by **PASSING** By-law ____-2025.

Executive Summary:

N/A

Background:

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

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

At the City Council Meeting of July 14, 2025, Council considered the Drainage Report for the Repair and Improvement to the drain. Council Resolution CR280/2025 approved the first and second readings of Provisional By-law 119-2025, and the Drainage Report was adopted in accordance with Section 45 of the Drainage Act.

Discussion:

In accordance with Section 46 of the Drainage Act, copies of the Provisional By-law and Notice of the Court of Revision meeting scheduled for August 19, 2025, were sent to all affected property owners listed in the Schedule of Assessment. The notice informed each property owner of their right to appeal their assessment and/or allowances to a Court of Revision, by filing notice with the City Clerk no later than 10 days prior to the first sitting of the Court of Revision. Notices of appeal or objection were not filed with the City Clerk within the prescribed time and the schedule of assessment was confirmed at the Court of Revision.

Risk Analysis:

There are currently no identified risks to the Corporation in adopting the recommendation. A lack of adoption of the report, however, would risk the construction timelines for the project and limit the ability for the project to proceed according to the expected schedule.

Climate Change Risks

Climate Change Mitigation:

The recommendation does not materially impact upon Climate Change Mitigation.

Climate Change Adaptation:

The recommendation does not materially impact upon Climate Change Adaptation.

Financial Matters:

All costs associated with the repair and improvements to the Dawson Drain will be assessed to the Corporation of the City of Windsor, in accordance with Council Resolution CR388/2007. Exceptions may apply to portions of the work identified by the consulting engineer as a Special Benefit under the Drainage Act.

Construction expenses will be charged to Capital Project ID 7242002 – Municipal Drains – Rehabilitation Implementation and Construction. The engineer's report estimates the total cost of the proposed works at $583,680.00 (excluding HST).

Following completion of the works outlined in this report, approximately $2.6 million in funding will remain available. These funds are intended to support engineering reports and assessments for various municipal drains across the city over the next ten years.

Based on the nature of the proposed work, the risk of cost escalation due to potential tariffs on materials is considered minimal.

Consultations:

Kathy Buis, Financial Planning Administrator

Michael Dennis, Manager, Strategic Capital Budget Development and Control

Aaron Farough, Senior Legal Counsel

Conclusion:

Administration recommends that City Council give third and final reading to pass the by-law to adopt the Engineer's Drainage Report for repairs and improvements to be made to the Dawson Drain in the City of Windsor, dated April 14, 2025, authorizing the construction of the drainage works in accordance with Section 58 of the *Drainage Act*

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager of Performance Measurement and Business Case Development
Patrick Winters	Manager of Development
Stacey McGuire	Executive Director of Engineering / Deputy City Engineer
David Simpson	Commissioner, Infrastructure and City Engineer
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
Essex Region Conservation Authority, Attn: James Bryant		

Appendices:

1 Provisional By-law 119-2025 – Dawson Drain

BY-LAW NUMBER 119-2025

A BY-LAW TO PROVIDE FOR A DRAINAGE WORKS IN THE CITY OF WINDSOR IN THE DAWSON DRAIN

Passed the 14th day of July, 2025.

WHEREAS the Council of The Corporation of the City of Windsor has procured a report under section 78 of the *Drainage Act,* R.S.O. 1990 for the improvement of the Dawson Drain;

AND WHEREAS the Engineer's Report dated May 14, 2025, has been authored by WSP Canada Ltd and the attached report forms part of this by-law;

AND WHEREAS the report has been filed with the Clerk and considered by Council;

AND WHEREAS the estimated total cost of the drainage work as outlined in the Engineer's Report is $383,680.00;

AND WHEREAS $383,680.00 is the amount to be contributed by the City of Windsor for the drainage works;

AND WHEREAS the Engineer's Report includes an allowance of $200,000, provided to a property owner for land taken pursuant to Section 29 of the *Drainage Act*, R.S.O. 1990, which is in addition to the estimated total cost of the drainage works;

AND WHEREAS the Council of The Corporation of the City of Windsor is of the opinion that the repair and improvement of the Dawson Drain is desirable;

THEREFORE, the Council of The Corporation of the City of Windsor, pursuant to the provisions of Section 45 of the *Drainage Act*, R.S.O. 1990, hereby enacts as follows:

1. **THAT** the Engineer's Drainage Report for improvements to the Dawson Drain as prepared by WSP Canada Limited, dated May 14, 2025, which is attached hereto as Schedule "A", is hereby adopted and the drainage works as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith.

2. **THAT** the costs for ongoing maintenance of the Dawson Drain shall be assessed to landowners in accordance with the schedule of assessment included in the Engineer's Report.

3. **THAT** this by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on July 14, 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 – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

Subject: Roseland Golf Clubhouse - Demolition and Redevelopment - Ward 1

Reference:

Date to Council: September 22, 2025
Author: Karl Muegge
Project Coordinator
(519) 255-6100 Ext. 6656
kmuegee@citywindsor.ca
Corporate Projects – Engineering
Report Date: 9/5/2025
Clerk's File #: SR/14629

To: Mayor and Members of City Council

Recommendation:

I. THAT Council **APPROVE** the award of Prequalification / Tender 84-25 for the Roseland Golf – Servicing Redistribution and Clubhouse Decommissioning and Demolition, to the low bidder Sterling Ridge General Contracting Inc. in the amount of $2,533,874.50 (excluding taxes); and further,

II. THAT the CAO and City Clerk **BE AUTHORIZED** to execute an agreement with the low bidder Sterling Ridge General Contracting Inc. in the amount of $2,533,874.50 (excluding taxes), satisfactory in form to the City Solicitor, in financial content to the City Treasurer and technical content to the Commissioner of Community Services and the City Engineer; and further,

III. Whereas on February 21, 2025, the 2025 Capital Budget was deemed approved via Mayoral Decision MD08-2025, and City Council subsequently **SUPPORT** an expenditure up to $3,235,000 for purposes of the Roseland Golf Clubhouse project; that the City Treasurer **BE DIRECTED** to effect the a pre-commitment of funding in the amount of 1,335,000 in approved in principle 2026 Pay as You Go funding (Fund 169) from the Roseland / Little River Golf Courses Asset Replacement / Improvement project, RGC-001-18, for immediate use; and further,

IV. THAT City Council **ENDORSE** the proposed Clubhouse Redevelopment Conceptual Design Vision, dated July 2025 (attached as Appendix A); and further,

V. THAT City Council **PRE-APPROVE** and **AWARD** any further procurement(s) as may be required related to the Roseland Golf – Service Redistribution and Clubhouse Decommissioning and Demolition Project (the Project, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012, as amended; satisfactory in form to the City Solicitor, in financial content to the City Treasurer and technical content to the Commissioner of Community Services and the City Engineer; and further,

VI. THAT the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to effect the recommendations related to the Project, and amend any purchase orders as may be required, subject to the purchase orders and amendments thereto being within approved budget amounts and all specifications being satisfactory in financial content to the City Treasurer and in technical content to the Commissioner of Community Services and the City Engineer; and further;

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

VIII. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any amendment(s) to any required documentation/agreement(s) as may be required for the Project, provided that the amendment(s) are within approved budget amounts, satisfactory in form to the City Solicitor, in financial content to the City Treasurer and technical content to the Commissioner of Community Services and the City Engineer; and further,

IX. THAT Administration **BE AUTHORIZED** to use available funds within the Project budget for any amendment(s) or change requirement(s)/directive(s) and additional documents relating to executed agreement(s), pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the Commissioner of Community Services and the City Engineer.

Executive Summary:

N/A

Background:

Based on an internal audit recommendation, Roseland Golf Club Limited ("Roseland") retained the services of an international golf course consulting firm, Global Golf Advisors GGA Partners ("GGA"), to develop a Strategic Business Plan (the "Plan"). The Plan was completed in 2020. As part of the resultant findings of the Plan, it was recommended to undertake a Clubhouse Feasibility Study ("Study") and build a smaller footprint Clubhouse located closer to the pro-shop.

GGA is an international consulting firm and trusted advisors to many of the world's most successful golf courses, private clubs, resorts, and residential communities. GGA's global team of experienced professionals leverage in-depth business intelligence and proprietary global data to deliver impactful strategic solutions and lasting success.

In late 2020, Roseland further engaged GGA to support the development of the Study. As part of this Study, a community survey was facilitated to the public to determine the current satisfaction level as well as wishes for Roseland. In general, the survey results indicated the community is generally very satisfied with the golf course itself, but unsatisfied with the event, patio, and restaurant amenities. The Study confirmed the recommendations to demolish the current clubhouse and construct a new clubhouse.

Administration presented GGA's findings to City Council (C44/2023) on April 3, 2023, resulting in council decision B14/2023, which directed Administration to bring back options regarding the redevelopment of the site and to undertake public consultation.

At the meeting on August 8, 2023 (C116/2023, CR337/2023), City Council reconfirmed the direction for Administration to undertake the development of conceptual drawings with public consultation and report back with options for Council's consideration regarding the redevelopment of the Roseland clubhouse and site.

In March 2024, Mayor Dilkens and City Council announced their commitment to build more housing units in light of the Province of Ontario's mandate for the City to create 13,000 new homes by 2031 and the endorsement of the Housing Solutions Made for Windsor (HSMFW) Plan. One of the approaches of the HSMFW Plan is to optimize the use of City-owned properties to achieve housing targets. The Roseland golf course, particularly the portion of land on which the existing club house and parking lot are situated, was one of the municipal properties identified with development potential.

On December 9, 2024 by CR518/2024, Council further directed Administration to continue to undertake all of the necessary steps in connection with the Roseland Golf Course, which included undertaking the Project.

This report is in response to Council's direction, and will highlight:

A. The outcome of the recent Prequalification / Tender 84-25 for the Project, including the proposed next steps, along with the plan for establishing temporary facilities for Roseland Staff, and,

B. The proposed Roseland Golf Clubhouse Redevelopment Concept, which was developed under the guidance of GGA, and is reflective of current (2025) golf industry trends.

Discussion:

Site Servicing Redistribution, Clubhouse Decommissioning and Demolition

Roseland intends to continue operations throughout the duration of the demolition of the existing clubhouse, and future construction of a new clubhouse facility. Critical site amenities such as the maintenance building, Pro-shop building, Half-way Hut (Snack) building, pumphouse, parking lot & site lighting, are to remain operational. Given that many of the utility services provided to these supporting amenities are routed through the existing clubhouse, the redistribution of the affected site services will need to take place prior to any demolition activities.

Dillon Consulting Limited ("Dillon") was retained to provide the required engineering, tender document preparation, and contract administration for the site servicing, decommissioning and demolition works. Prequalification/Tender 84-25 for the noted works was issued earlier this summer. There were fifteen companies who were document takers of Prequalification/Tender 84-25, three companies provided submissions in response to the solicitation and two companies prequalified. The results of the bids received from the two prequalified construction companies are shown in the Financial Matters section. Administration recommends that the project be awarded to the low bidder - Sterling Ridge General Contracting Inc. ("Sterling Ridge").

It is anticipated that Sterling Ridge will commence the service redistribution and clubhouse demolition work in October/November 2025, near the end of the golf season, and will be substantially completed prior to the 2026 golf operations. This scheduling will minimize disruption to the regular season of golf activities.

The contents of the existing Roseland facility have been reviewed, and items being salvaged for future use by Roseland staff will be removed from the facility and stored appropriately. Items of historical significance and/or sports memorabilia have been set aside for Museum Windsor, the Windsor Essex County Sports Hall of Fame, and the Curling Community.

Temporary facilities will also be required to support the Roseland golf operations during this period. Such facilities include temporary offices, refrigerated storage, dry storage space, and related temporary utility services.

New Clubhouse Redevelopment Concept Design and Public Consultation

Building on the foundation provided within the 2020 and 2021 GGA reports, and community survey, the Roseland Board of Directors recently re-engaged GGA to verify and update previous recommendations to account for any changing industry trends since Covid-19.

Based on the current (2025) trends identified by GGA (attached as Appendix B), a new vision for the clubhouse design was proposed, as follows:

- Increased focus on golfing and the golf course.
- One-storey clubhouse building (approximately 5,500 sq ft).
- Building oriented towards the golf course and preserved practice green.
- Covered outdoor patio space with durable, premium outdoor furniture for dining, fire tables, etc.
- Kitchen and indoor bar area for 'grab-and-go' style food and beverage service, with tables & seating area.
- Public washrooms easily accessible from outdoor patio and golf course.
- Donald Ross Brand Identification – memorabilia/artwork integrated throughout public spaces.
- Administrative spaces, including boardroom, offices, storage, etc.
- Site improvements including "bag drop area" near main entrance of the clubhouse.

The City recognizes the importance of incorporating current golfing trends into the design and construction of this future golf course amenity. Archon Architects Incorporated ("Archon") was retained by the City to create conceptual design drawings and develop design specification based on this new vision and GGA's guidance. The Roseland Board of Directors endorsed GGA's new vision for the future clubhouse in March 2025 and subsequently endorsed the proposed design concept developed by Archon in May 2025.

In response to Mayoral direction, a Public Open House was held on Thursday July 31, 2025, at the Roseland golf clubhouse facility. Notification of the Public Open House was posted on the City's website and social media accounts. A media release was issued on Monday, July 14, 2025, and invitations were sent to those on the Roseland Project distribution list, as well as property owners in the area surrounding the Roseland site. This provided the community with an opportunity to learn more about the proposed clubhouse design concept, to engage with project team members, to ask questions and to provide in-person feedback.

Those interested were also invited to participate in an online feedback survey to gather additional community feedback on the proposed redevelopment of the clubhouse. Survey responses were accepted from July 31 until August 15, 2025. Over 80 community members attended the open house, and a total of 295 people responded to the on-line survey.

Next Steps:

Administration will continue to move the Roseland Clubhouse project forward in accordance with direction from Council in CR518/2024, with the final remaining step being the issuance of an Expression of Interest (EOI) for construction of a new clubhouse and residential development. Such solicitation will be issued by the City as a Prequalification/EOI, which is anticipated for release in fall of 2025.

Further, and as per the established process for EOIs under the Housing Solutions Made for Windsor initiative, all survey results related to the Roseland Golf Clubhouse redevelopment will be brought back to Council as part of a future Prequalification/EOI report on the results of the solicitation process. By including the survey results in the Prequalification/EOI solicitation up front, it ensures that resident and stakeholder perspectives are fully integrated into the redevelopment process, providing potential Respondents with clear guidance on community priorities to consider in their submissions.

In parallel, Administration will proceed with the demolition and decommissioning phase (pending council approval), including the relocation of utilities, temporary office and storage facilities, and other necessary preparations. These steps will ensure that golf operations continue uninterrupted while laying the foundation for the next stage of redevelopment.

Risk Analysis:

Demolition of Existing Clubhouse –

- Based on available information and the condition of the existing clubhouse building at Roseland, there exists a potential for emergency capital repairs while the building is still in limited use. If this scenario presents itself, Administration will assess if minor temporary repairs are warranted, or if the early deployment of temporary facilities are a more appropriate measure to address the issue.
- In the interest of reducing disruption to golf operations, this work should be timed to span primarily over the off-season months. If the necessary planning and approval steps to facilitate the decommissioning and demolition of the building are delayed, this could result in an adverse effect on seasonal public use of the course. Such delays could also result in continued utility, maintenance, and security costs related to this mostly vacant building.

Endorsement of New Clubhouse Conceptual Design -

- If the conceptual design option for the Clubhouse Redevelopment is not supported, this will have an impact on future release of an Expression of Interest related to the Clubhouse Redevelopment.
- Delays in moving forward towards development of a new clubhouse, is likely to have a reputational effect on the course venue, limit opportunities to attract future business, and challenge the operational sustainability of the Club. Such delays will also increase the ongoing costs of providing temporary facilities to support Roseland Golf operations until such time that a new Clubhouse is in service.

Climate Change Risks:

Climate Change Mitigation

Constructing energy-efficient new buildings is essential for meeting greenhouse gas (GHG) reduction targets. Buildings have long lifespans, and their energy performance directly influences emissions over decades. Designing for efficiency from the start reduces energy use, lowers reliance on fossil fuels, and avoids the need for costly retrofits later.

Each inefficient building built today increases the emissions burden, forcing other sectors like transportation, waste, and water to compensate. Prioritizing efficiency in new construction is not just smart planning; it's a critical step toward meaningful climate mitigation and achieving stated GHG goals.

Climate Change Adaptation

Integrating energy efficiency into climate adaptation strategies strengthens community resilience while supporting broader climate goals. By designing buildings with improved energy efficiency, communities become less vulnerable to energy supply disruptions caused by extreme weather events, which are becoming more frequent due to climate change. Additionally, energy-efficient buildings offer enhanced indoor comfort and safety during temperature extremes, contributing to public health and well-being. Furthermore, reducing energy demand through efficiency measures facilitates the adoption of renewable energy sources, promoting long-term sustainability and a smoother transition to cleaner energy systems.

Financial Matters:

The results of the bids received from the two prequalified construction companies are shown as follows:

Vendors	Tender Amount (excluding taxes)
Oscar Construction Company Limited	$2,714,515.00
Sterling Ridge General Contracting Inc.	$2,636,182.00

The low bidder is Sterling Ridge General Contracting Inc. ("Sterling Ridge") at a total price of $2,636,182.00 (excluding taxes). This amount exceeds the budget currently available in the approved Capital Budget for Roseland/Little River Golf Courses Asset Replacement/Improvements (RGC-001-18, 7184003), which is intended to support the ongoing efforts of planning towards a clubhouse replacement.

In accordance with Section 110(c) of the Purchasing By-law, City Administration is permitted to engage in negotiations if the lowest compliant bid exceeds the available budget and it is impractical to recall the solicitation. Accordingly, Administration

immediately began negotiations with the low bidder to work towards arriving at a lower price. Value engineering evaluations were completed. A total cost reduction of $102,307.50 (excluding taxes) was achieved by a reduction in scope for asphalt restoration, and revisions to backfill materials, and related placement. The accepted changes maintain the intended outcome of the Prequalification/RFT, as was originally envisioned. There were no items identified by the contractor of being subject to a tariff.

The budget estimate breakdown required to complete the demolition phase of this project, based on the negotiated changes, is shown below:

Item	Estimate (including NRT)
Prequalification/RFT 84-25 - Site Servicing, Decommission, Demolition Costs	$ 2,578,476
Professional Fees, Utility Infrastructure/Connections, Temporary Facilities, Permits, Contingency, Building Content Disposition, Moving, Interim Financing Charges, etc.	$656,524
Total Project Budget Estimate	**$ 3,235,000**

The Roseland / Little River Golf Courses Asset Replacement/Improvements Capital Project (RGC-001-18, 7184003) currently has available funding of approximately $1,900,000.. Administration is recommending that $1,335,000 of the $2,759,384 in 2026 Pay-As-You-Go funding (Fund 169), approved in principle as part of the 2025 Capital Budget in RGC-001-18, be pre-committed and made available for immediate use. A summary of the funding sources is provided in the table below:

Item	Amount
Currently Available Funding (RGC-001-18, 7184003)	$ 1,900,000
Pre-Commitment of 2026 Pay as You Go, Fund 169 (RGC-001-18)	$ 1,335,000
Total Funding	**$ 3,235,000**

Operating Impacts

The clubhouse building has been closed to the golfing public since the beginning of the Pandemic. It currently produces no direct revenue, with only expenses resulting from its continued maintenance and operation. Depending on timing of the demolition, there may be a minimal loss of golf attendance revenue. Any such losses are expected to be largely offset by a reduction in building related operating costs.

Consultations:

David Deluzio - Roseland Golf Club
Bernadette Andary – Corporate Projects
Joe Baker - Economic Development
Sonia Bajaj - Economic Development
Michelle Moxley-Peltier - Economic Development and Climate Change
Natasha Gabbana - Asset Planning
Emilie Dunnigan - Financial Planning
Mark Spizzirri - Financial Planning
JP Lovecky - Financial Planning
Kate Tracey - Legal and Real Estate
Dan Seguin - Financial Accounting

Conclusion:

The decommissioning and demolition of the existing clubhouse building is the next critical step in accommodating the well-defined strategic goals established for the Roseland Golf Club operations. Administration recommends entering into a contract with Sterling Ridge at a total price of $2,533,874.50 (excluding taxes) to undertake this work and will continue to explore cost saving opportunities throughout the life of the Project.

Planning Act Matters:

N/A

Approvals:

Name	Title
Dawn Lamontagne	Manager of Purchasing (A)
Colleen Middaugh	Manager of Corporate Projects
Stacey McGuire	Executive Director of Engineering and Deputy City Engineer
David Simpson	Commissioner, Infrastructure and City Engineer
Michael Chantler	Commissioner, Community Services
Jelena Payne	Deputy CAO and Commissioner of Economic Development
Wira Vendrasco	City Solicitor
Michael Dennis	Manager, Strategic Capital Budget Development and Control
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
Roseland Board of Directors		
Dave Deluzio PGA of Canada General Manager & Head Golf Professional, Roseland Golf Club		
Stephen Johnston, GGA Partners Inc.		
List provided to Clerks Office		

Appendices:

1 Appendix 'A' - Clubhouse Redevelopment Conceptual Design Vision (3 pages)
2 Appendix 'B' - GGA Letter (1 page)

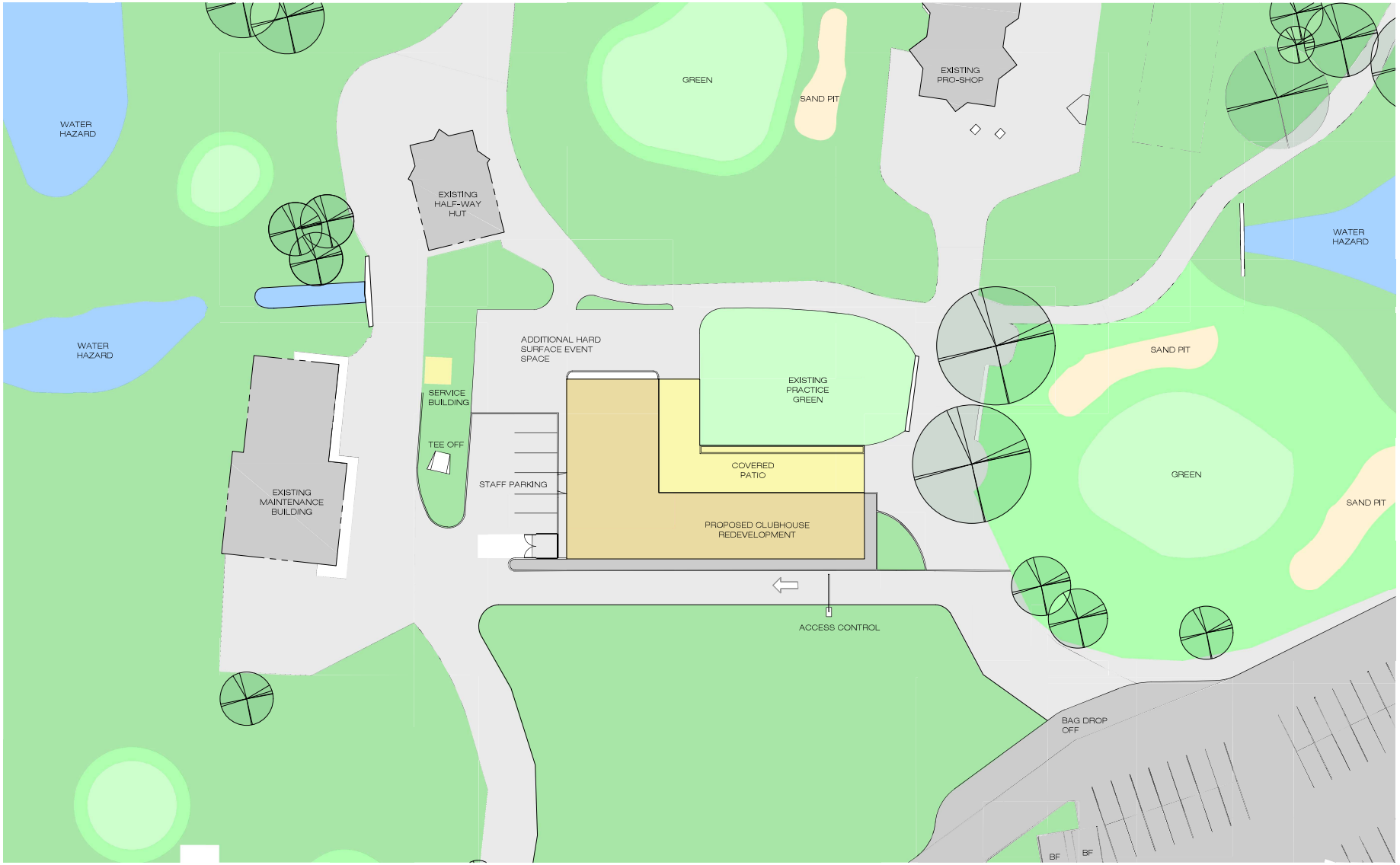
SITE PLAN CONCEPT - AERIAL VIEW



SITE OVERLAY
SCALE: 1"=40'-0"

Archon architects incorporated

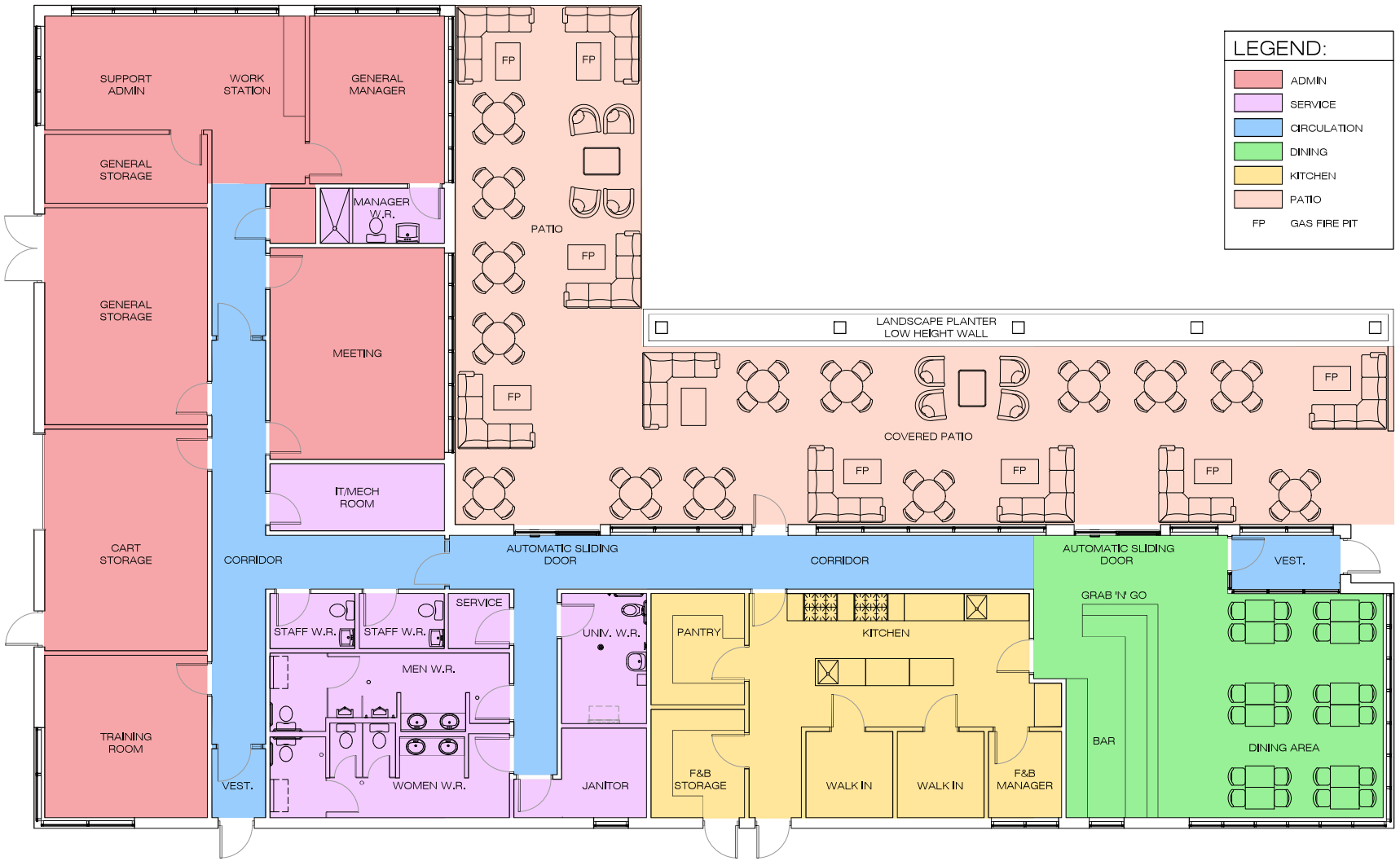
SITE PLAN CONCEPT



SITE PLAN
SCALE: 1"=40'-0"

Archon architects incorporated

FLOOR PLAN CONCEPT



FLOOR PLAN
SCALE: N.T.S.

Archon architects incorporated

APPENDIX 'A' - Clubhouse Redevelopment Conceptual Design Vision
Page 3 of 3

August 25, 2025

Subject: Recommendations for Roseland Golf Clubhouse

As part of our ongoing review of Roseland Golf Club's operational model, I've examined comparable facilities and industry trends to identify opportunities for improved financial sustainability and user experience. One of the most impactful areas is the size and function of the clubhouse.

Key Observations & Recommendations:

1. **Clubhouse Size and Financial Impact:**
   Historically, large clubhouses have contributed significantly to operating losses, particularly in public and semi-private golf environments. Downsizing the clubhouse to a more efficient footprint can reduce overhead while still meeting golfer needs.

2. **Align with Post-COVID Golfer Preferences**
   Industry data shows a clear shift in golfer behavior post-pandemic:

   1. **Outdoor social spaces** are preferred over formal indoor dining.
   2. **Quick-service food and beverage** options are more popular than, and are outperforming, traditional full-service restaurants in golf settings.
   3. Golfers value **efficiency and convenience**, especially during peak season.

   A smaller clubhouse with a patio and streamlined food and beverage service aligns with these expectations and supports a more sustainable operating model.

Case Study – Ballantrae Golf Club:
Ballantrae, an upscale public course designed by Doug Carrick, operates with a clubhouse of approximately 10,000 sq ft (includes full size pro shop and residents locker room) —comparable to Roseland. They average 35,000 rounds annually with a green fee of approximately $100 including cart.

> *John McLellan, Ballantrae's operator, shared the following insight:*
>
> *"Early in my career as general manager at Oshawa Golf Club and The Board of Trade Golf Club I learned that large clubhouses contributed significantly to operating losses. As the current operator of Ballantrae Golf Club we downsized the clubhouse to include a small restaurant with an outside patio. This clubhouse is very efficient and has met the needs of all our golfers after COVID who enjoy the outdoors and are looking for quick F&B experience."*

Conclusion:
I recommend the City explore a downsized clubhouse concept for Roseland that prioritizes efficiency, outdoor amenities, and a simplified food and beverage offering. This approach is consistent with industry trends and has proven successful at comparable facilities.

Stephen Johnston, CPA, CA
Founding Partner
GGA Partners Inc.
416-616-1307
stephen.johnston@ggapartners.com

Subject: Surplus Declaration and Sale Authorization – 0 Chappus Street (abutting 1775 Chappus Street) – Ward 1

Reference:

Date to Council: September 22, 2025
Author: Stephanie Allen Santos
Coordinator of Real Estate Services
519-255-6100 ext.6420
ssantos@citywindsor.ca
Legal – Real Estate Services
Report Date: September 5, 2025
Clerk's File #: APM2025

To: Mayor and Members of City Council

Recommendation:

I. THAT the following City of Windsor (the "**City**") vacant parcel of land **BE DECLARED** surplus:

- Municipal address: **0 Chappus Street** – vacant land situate on the south side of Chappus Street, west of 1775 Chappus Street;
- Legal Description: Lot 252 on Registered Plan 560 Sandwich West; Windsor
- Approximate Lot size: 25.10 feet (7.65 m) x 105.42 feet (32.13 m)
- Approximate Lot area: 2,646.04 sq ft (245.79 m^2)

(the "**Subject Parcel**"); and further,

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, if required.

Executive Summary:

N/A

Background:

The City owns the Subject Parcel located on the south side of Chappus Street, west of 1775 Chappus Street. The property is legally described as Lot 252 on Registered Plan 560; Windsor as shown on the aerial diagram attached as Appendix A.

By-Law 52-2014, as amended, establishes a policy for the disposal of Land. Section 4.1.3 of Schedule "A" attached to By-Law 52-2014, as amended, requires that City-owned lands be declared surplus and that Administration seek authority to sell the lands.

Discussion:

Administration was contacted by the owners of 1775 Chappus Street, the abutting property to the east of the Subject Parcel, who inquired about purchasing the Subject Parcel along with the alley abutting their property to the south. The portion of the Subject Parcel proposed to be sold will not be large enough to develop on its own, rather will be consolidated with their existing lot for possible future development. Should the Recommendation be approved, the only possible buyer for the Subject Parcel would be the abutting owner to the east.

The Subject Parcel was circulated to determine whether there is a municipal use for same. No municipal use for the Subject Parcel was identified, however, in consultation with Parks, they communicated with Parks Canada to dispose of the Subject Parcel, due to its proximity to the proposed National Urban Park boundary. Parks Canada has advised that it has no concerns with the disposition of the Subject Parcel.

The City's Land Disposal Policy ("LDP") outlines the process for the sale of land which is not viable. Section 5.3.1.3 of the LDP states:

> 5.3.1.3 Land, which is not Viable Land and which cannot be rendered Viable Land by means of consent under the Planning Act may be sold directly to the abutting property owner(s) for lot consolidation purposes at the value established by City Real Estate Staff taking into consideration all relevant factors, but in any event for no less than on a cost-recovery basis. If more than one abutting property owner wishes to acquire the Land City Real Estate Staff will contact the abutting owners to determine whether a consensus can be arrived at in splitting the Land amongst interested abutting owners.

Should the Recommendations be approved, Real Estate Services staff will obtain an independent appraisal to establish the value of the Subject Parcel. Should Administration successfully negotiate a sale of the Subject Parcel, a report will be brought to Council or under Delegation of Authority, as appropriate, seeking authority to sell the Subject Parcel.

Risk Analysis:

Should the Subject Parcel remain in the City's possession, there will continue to be ongoing costs for maintenance. Also, keeping the Subject Parcel creates and opportunity for potential liability should someone be injured on the land. Selling the Subject Parcel will remove any associated liability issues and maintenance costs for the City and allow for consolidation with the abutting residential property.

Climate Change Risks:

Climate Change Mitigation

Declaring the Subject Parcel surplus does not pose a climate change risk.

Climate Change Adaptation

Climate change considerations will be reviewed during the development process in the event of any future redevelopment.

Financial Matters:

N/A

Consultations:

Marc DiDomenico, Project Administrator, Engineering
Jamelah Hersh, Senior Legal Counsel

Conclusion:

Declaring the Subject Parcel surplus and authorizing the Manager of Real Estate Services to negotiate for the sale of the property, will allow for the orderly disposition of the land for market value that is not otherwise required for any municipal purpose.

Planning Act Matters:

N/A

Approvals:

Name	Title
Denise Wright	Manager of Real Estate Services
Wira Vendrasco	City Solicitor
Andrew Daher	Commissioner, Corporate Services
Jamie Scott	Executive Director, Parks, Recreation and Facilities (A)
Michael Chantler	Commissioner, Community Services
Colleen Middaugh	Manager, Corporate Projects
David Simpson	Commissioner, Infrastructure Services and City Engineer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Aerial Image of Subject Parcel

Appendix A

Aerial Image of Subject Parcel



BY-LAW NUMBER 154-2025

A BY-LAW TO PROVIDE THAT PART-LOT CONTROL SHALL NOT APPLY TO CERTAIN LAND THAT IS WITHIN PLAN 972 IN THE CITY OF WINDSOR

Passed the 22nd day of September, 2025.

WHEREAS the *Planning Act, R.S.O. 1990, Chapter P.13*, as amended, provides that part-lot control shall apply where land is within a plan of subdivision registered before or after the coming into force of the Act.

AND WHEREAS subsection 7 of Section 50 of the said *Planning Act* provides that the council of a municipality may by by-law provide that part-lot control does not apply to land that is within such registered plan or plans of subdivision or parts thereof as is or are designated in the by-law and where the by-law is passed part-lot control as described in subsection 5 of Section 50, ceases to apply to such land.

AND WHEREAS it is deemed desirable that the provisions of the said subsection 5 of Section 50 of the *Planning Act* shall not apply to certain land that is within ***PLAN 972*** in the City of Windsor.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That the provisions of subsection 5 of Section 50 of the *Planning Act, R.S.O. 1990, Chapter P.13*, do not apply to that part of the land that is within ***PLAN 972*****,** as described in Schedule "A" attached hereto and forming part of this by-law.

2. This by-law is repealed on September 22, 2028.

3. This by-law shall come into force and take effect after the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on September 22, 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 22, 2025
Second Reading – September 22, 2025
Third Reading – September 22, 2025

SCHEDULE "A"
TO BY-LAW 154-2025

LT 88 PL 972 SANDWICH WEST; LT 89 PL 972 SANDWICH WEST; LT 90 PL 972 SANDWICH WEST; LT 91 PL 972 SANDWICH WEST; LT 92 PL 972 SANDWICH WEST; WINDSOR
Part of PIN 01262-1355 (LT)
4641 Malden Road, Windsor

BY-LAW NUMBER 155-2025

A BY-LAW TO PROVIDE THAT PART-LOT CONTROL SHALL NOT APPLY TO CERTAIN LAND THAT IS WITHIN PLAN 1472 IN THE CITY OF WINDSOR

Passed the 22nd day of September, 2025.

WHEREAS the *Planning Act, R.S.O. 1990, Chapter P.13*, as amended, provides that part-lot control shall apply where land is within a plan of subdivision registered before or after the coming into force of the Act.

AND WHEREAS subsection 7 of Section 50 of the said *Planning Act* provides that the council of a municipality may by by-law provide that part-lot control does not apply to land that is within such registered plan or plans of subdivision or parts thereof as is or are designated in the by-law and where the by-law is passed part-lot control as described in subsection 5 of Section 50, ceases to apply to such land.

AND WHEREAS it is deemed desirable that the provisions of the said subsection 5 of Section 50 of the *Planning Act* shall not apply to certain land that is within ***PLAN 1472*** in the City of Windsor.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That the provisions of subsection 5 of Section 50 of the *Planning Act, R.S.O. 1990, Chapter P.13*, do not apply to that part of the land that is within ***PLAN 1472*****,** as described in Schedule "A" attached hereto and forming part of this by-law.

2. This by-law is repealed on September 22, 2028.

3. This by-law shall come into force and take effect after the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on September 22, 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 22, 2025
Second Reading – September 22, 2025
Third Reading – September 22, 2025

SCHEDULE "A"
TO BY-LAW 155-2025

PT BLK 'D' PL 1472 DESIGNATED AS PTS 6, 7 12R23189, T/W EASE OVER PTS 6, 7, ON 12R23377 AS IN CE423214 TOGETHER WITH AN EASEMENT OVER PART 3 PL 12R23377 AS IN CE436077 TOGETHER WITH AN EASEMENT OVER PT 4 12R23377 AS IN CE681019 TOGETHER WITH AN EASEMENT OVER PT 2 12R23377 AS IN CE780176 TOGETHER WITH AN EASEMENT OVER PT 1 12R23377 AS IN CE781289 CITY OF WINDSOR
Part of PIN 01597-3266 (LT)
Wyandotte Street East, Windsor

PT BLK "D" PL 1472 DESIGNATED AS PTS 17-22 PL 12R23189; T/W EASE OVER PT 12 PL 12R23377 AS IN CE354079, T/W EASE OVER PL 10 PL 12R23377 AS IN CE358134, T/W EASE OVER PT 9 PL 12R23377 AS INCE354089, T/W EASE OVER PT 13 PL 12R23377 AS IN CE358126, T/W EASE OVER PT 11 PL12R23377 AS IN CE357753, T/W EASE OVER PT 8 PL 12R23377 AS IN CE358207 AS IN CE423214 TOG/W AN EASE OVER PT 3 12R23377 AS IN CE436077; TOG/W AN EASE OVER PART 15 PL 12R23377 AS IN CE500242 TOGETHER WITH AN EASEMENT OVER PT 4 12R23377 AS IN CE681019 TOGETHER WITH AN EASEMENT OVER PT 2 12R23377 AS IN CE780176 TOGETHER WITH AN EASEMENT OVER PT 1 12R23377 AS IN CE781289 TOGETHER WITH AN EASEMENT OVER PT 16 12R23377 AS IN CE781669 CITY OF WINDSOR
Part of PIN 01597-3775 (LT)
Wyandotte Street East, Windsor

BY-LAW NUMBER 156-2025

A BY-LAW TO ABANDON THE PILLETTE NO. 1 DRAIN (GRAND MARAIS BRANCH DRAIN) IN THE CITY OF WINDSOR

Passed the 22nd day of September, 2025.

WHEREAS the Council of The Corporation of the City of Windsor initiated the abandonment of the Grand Marais Branch Drain (formerly known as the Pillette No. 1 Drain) under Section 82 of the *Drainage Act*;

AND WHEREAS notice of the proposed abandonment was provided to affected property owners in accordance with Section 84(2) of the *Drainage Act;*

AND WHEREAS a request for an engineer's report was received, and Landmark Engineers Inc. was appointed under Section 84(3) to examine the drainage works and prepare a report;

AND WHEREAS the engineer's report dated August 1, 2025, entitled *"Grand Marais Branch Drain Abandonment Under Section 84(3) of the Drainage Act"*, has been submitted to Council and does not recommend against the abandonment of the drain;

AND WHEREAS the engineer's report does not include any assessments, allowances, or compensation to affected property owners;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. **THAT** the Grand Marais Branch Drain (Pillette No. 1 Drain) is hereby abandoned in accordance with Section 84(5) of the *Drainage Act*.

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 22, 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 22, 2025
Second Reading – September 22, 2025
Third Reading –

BY-LAW NUMBER 157-2024

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 22ND DAY OF SEPTEMBER

Passed the 22nd 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 22, 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 22, 2025
Second Reading – September 22, 2025
Third Reading – September 22, 2025

BY-LAW NUMBER 119-2025

A BY-LAW TO PROVIDE FOR A DRAINAGE WORKS IN THE CITY OF WINDSOR IN THE DAWSON DRAIN

Passed the 22nd day of September, 2025.

WHEREAS the Council of The Corporation of the City of Windsor has procured a report under section 78 of the *Drainage Act,* R.S.O. 1990 for the improvement of the Dawson Drain;

AND WHEREAS the Engineer's Report dated May 14, 2025, has been authored by WSP Canada Ltd and the attached report forms part of this by-law*;*

AND WHEREAS the report has been filed with the Clerk and considered by Council;

AND WHEREAS the estimated total cost of the drainage work as outlined in the Engineer's Report is $383,680.00;

AND WHEREAS $383,680.00 is the amount to be contributed by the City of Windsor for the drainage works;

AND WHEREAS the Engineer's Report includes an allowance of $200,000, provided to a property owner for land taken pursuant to Section 29 of the *Drainage Act*, R.S.O. 1990, which is in addition to the estimated total cost of the drainage works;

AND WHEREAS the Council of The Corporation of the City of Windsor is of the opinion that the repair and improvement of the Dawson Drain is desirable;

THEREFORE, the Council of The Corporation of the City of Windsor, pursuant to the provisions of Section 45 of the *Drainage Act*, R.S.O. 1990, hereby enacts as follows:

1. **THAT** the Engineer's Drainage Report for improvements to the Dawson Drain as prepared by WSP Canada Limited, dated May 14, 2025, which is attached hereto as Schedule "A", is hereby adopted and the drainage works as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith.

2. **THAT** the costs for ongoing maintenance of the Dawson Drain shall be assessed to landowners in accordance with the schedule of assessment included in the Engineer's Report.

3. **THAT** this by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – September 22, 2025

BY-LAW NUMBER 120-2025

A BY-LAW TO ABANDON THE PARENT OUTLET DRAIN

Passed the 22nd day of September, 2025.

WHEREAS the Parent Outlet Drain was constructed under the authority of the Drainage Act;

AND WHEREAS an engineer's report for the Partial Abandonment of the Parent Outlet Drain, dated June 19, 2025, prepared by Dillon Consulting Limited, recommends the abandonment of the said drainage works under Section 19 of the Drainage Act, *R.S.O. 1990, c. D.17*;

AND WHEREAS the report has been filed with the Clerk and considered by Council;

AND WHEREAS the Council of The Corporation of the City of Windsor is of the opinion that the abandonment of the Parent Outlet Drain is desirable;

THEREFORE, the Council of The Corporation of the City of Windsor, pursuant to the provisions of Section 45 of the Drainage Act, R.S.O. 1990, hereby enacts as follows:

1. **THAT** the drainage works known as the Parent Outlet Drain are hereby abandoned in accordance with Section 19 of the Drainage Act, R.S.O. 1990, c. D.17.

2. **THAT** the cost of said drainage works in the amount of $115,600.00 shall be borne by the property owner (1027458 Ontario Inc.) in accordance with the Schedule of Assessment in the Engineer's Drainage Report.

3. **THAT** this by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – September 22, 2025