City Council Meeting Agenda

Date: Monday, October 20, 2025
Time: 10:00 o'clock a.m.

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

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

MEMBERS:

Mayor Drew Dilkens

Ward 1 – Councillor Fred Francis

Ward 2 - Vacant

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 5 - Councillor Ed Sleiman

Ward 6 - Councillor Jo-Anne Gignac

Ward 7 - Councillor Angelo Marignani

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison

ORDER OF BUSINESS

Item #	Item Description
1.	**ORDER OF BUSINESS**

2. **CALL TO ORDER** - Playing of the National Anthem

READING OF LAND ACKNOWLEDGEMENT

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

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

4. **ADOPTION OF THE MINUTES**

4.1. Adoption of the Windsor City Council minutes of its meeting held September 22, 2025 **(SCM 300/2025)**

5. **NOTICE OF PROCLAMATIONS**

Proclamations

"Foster Parent Appreciation Week" – October 19 to 25, 2025
"Child Care Worker and Early Childhood Educator Appreciation Day" – October 21, 2025

"**Flag Raising Ceremony**

"Lebanese Heritage Month" – November 3, 2025

Illuminations

"National Disability Employment Awareness Month" – October 16, 2025
"Lebanese Heritage Month" – November 3 to November 5, 2025

6. COMMITTEE OF THE WHOLE

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

7.1 Correspondence 7.1.1. through 7.1.7. **(CMC 14/2025)**

7.2. Ad hoc Committee of Council - City Wide **(C 118/2025)** *Author: Luigi Congi, Executive Initiatives Coordinator*

7.3. Audited Consolidated Financial Statements for Windsor Business Improvement Areas for 2024 -Wards 2, 3, 4, 5 & 6 **(C 128/2025)** *Author: Cristina Stanis, Senior Tax Analyst*

8. CONSENT AGENDA

8.1. 2025 Municipally Significant Event Status, Ward 3 **(C 135/2025)** *Author: Samantha Magalas, Assistant Manager, Recreation Programming*

8.2. Municipal Support Resolution - Independent Electricity System Operator (IESO) Long Term 2 (LT2) RFP, Riverside Cogen LP - Ward 4 **(C 132/2025)** *Author: Branislava Cesljarov, Supervisor, Environmental Sustainability and Climate Change*

8.3. Municipal Support Resolution - Independent Electricity System Operator (IESO) Long Term 2 (LT2) RFP, ABP Power Specialties Ltd. - Ward 9 **(C 117/2025)** *Author: Branislava Cesljarov, Supervisor, Environmental Sustainability and Climate Change*

CONSENT COMMITTEE REPORTS

8.4. Rezoning Application - 4325-4445 Cabana Rd E - Z-018/25 [ZNG/7315] - Ward 9 **(SCM 319/2025) (S 109/2025)** *Author: Adam Szymczak, Senior Planner - Development*

8.5. ZBA Application - 619 Cabana Rd W - Z013-2025 [ZNG/7307] - Ward 1 **(SCM 318/2025) (C 108/2025)** *Author: Frank Garardo, Planner III – Policy & Special Studies*

8.6. Joy Road Sanitary Sewer - Oversizing - Ward 9 **(SCM 320/2025) (S 117/2025)** *Author: Shannon Mills, Technologist III*

8.7. Part Closure of east/west alley located between Seventh Street and Eighth Street, SAA-7320 - Ward 1 **(SCM 321/2025) (S 115/2025)** *Author: Brian Nagata, Planner II - Development Review*

8.8. Minutes of the International Relations Committee of its meeting held September 5, 2025 **(SCM 322/2025) (SCM 293/2025)**

8.9. Report No. 59 of the International Relations Committee **(SCM 323/2025)** **(SCM 297/2025)**

8.10. Minutes of the Active Transportation Expert Panel of its meeting held June 12, 2025 **(SCM 301/2025) (SCM 236/2025)**

8.11. Minutes of the Environment & Climate Change Advisory Committee of its meeting held July 17, 2025 **(SCM 302/2025) (SCM 262/2025)**

8.12. Minutes of the Transit Windsor Working Group of its meeting held August 13, 2025 **(SCM 303/2025) (SCM 286/2025)**

8.13. Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held July 9, 2025 **(SCM 304/2025) (SCM 289/2025)**

8.14. Diaper Disposal Program Alternatives – City Wide **(SCM 305/2025) (S 110/2025)**
Clerk's Note: Administration is providing the ***attached*** additional information memo **(AI 23/2025)** *Author: Jim Leether, Senior Manager, Environmental Services*

8.15. Response to CR11/2025, CQ 1-2025 and CQ 2-2025 - Traffic Impact Analysis of Greenfield and Infill Developments – City Wide **(SCM 306/2025) (S 112/2025)** *Author: Chris Gerardi, Engineer II*

8.16. Response to CQ 45-2024 – Traffic Flow Status – City Wide **(SCM 307/2025)** **(S 113/2025)** *Author: Ian Day, Senior Manager, Transportation*

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

10. PRESENTATIONS AND DELEGATIONS

10.1. Auditor General Communication Regarding: 2026 Budgetary & Governance Scenarios Considered; 2026 Work Plan Proposal; and 2026 Risk Assessment **(SCM 316/2025)**

10.2. Auditor General Follow-Up on July 28, 2025 Report – Auditor General Report Regarding Comparator Research and Recommendations (Standards, Budget, Allocation) **(SCM 312/2025)**

10.3. Auditor General Follow-Up on July 28, 2025 Report – Auditor General Report Regarding Comparator Research and Recommendations (Fraud & Waste Governance and Policy) **(SCM 313/2025)**

10.4. Auditor General Report Regarding Council's Alignment with IIA Essential Conditions **(SCM 314/2025)**

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

11.1. A By-Law to Establish the Mandate and Responsibilities of the Auditor General - City Wide **(C 133/2025)** *Author: Luigi Congi, Executive Initiatives Coordinator*

11.2. Connecting Links Program Intake 2026-2027 Grant Funding - Huron Church Road - City Wide **(C 134/2025)** *Author: Wayne Roy, Asset Coordinator*

11.3. Proposed Partial Expropriation of 378 Brock Street (Parking Lot) - Ward 2 **(C 136/2025)** *Author: Aaron Farough, Senior Legal Counsel*

11.4. Surplus Declaration and Sale Authorization – 3026 Sandwich Street – Ward 2 **(C 137/2025)** *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 158-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR355/2025, dated September 8, 2025.

13.2 **By-law 159-2025** - A BY-LAW TO ADOPT AMENDMENT NO. 196 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR, authorized by CR356/2025, dated September 8, 2025.

13.3 **By-law 160-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR374/2025, dated September 22, 2025.

13.4 **By-law 161-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR372/2025, dated September 22, 2025.

13.5 **By-law 162-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR373/2025, dated September 22, 2025.

13.6 **By-law 163-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR354/2025, dated September 8, 2025.

13.7 **By-law 164-2025** - A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.80 METRE NORTH/SOUTH ALLEY SOUTH OF MILLEN STREET, EAST OF LENA AVENUE, AND WEST OF HARRISON AVENUE, CITY OF WINDSOR, authorized by CR403/2024, dated September 23, 2024.

13.8 **By-law 165-2025** - A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.80 METRE NORTH/SOUTH ALLEY SOUTH OF MILLEN STREET, EAST OF LENA AVENUE, AND WEST OF HARRISON AVENUE, CITY OF WINDSOR, authorized by CR403/2024, dated September 23, 2024.

13.9 **By-law 166-2025** - A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.27 METRE EAST/WEST ALLEY EAST OF THOMPSON BOULEVARD, SOUTH OF WYANDOTTE STREET EAST, AND WEST OF PRADO PLACE, CITY OF WINDSOR, authorized by CR230/2025, dated May 26, 2025.

13.10 **By-law 167-2025** - A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.27 METRE EAST/WEST ALLEY EAST OF THOMPSON BOULEVARD, SOUTH OF WYANDOTTE STREET EAST, AND WEST OF PRADO PLACE, CITY OF WINDSOR, authorized by CR230/2025, dated May 26, 2025.

13.11 **By-law 168-2025** - A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.60 METRE NORTH/SOUTH ALLEY NORTH OF WYANDOTTE STREET EAST, EAST OF CHILVER ROAD, SOUTH OF BRANT STREET AND WEST OF KILDARE ROAD, CITY OF WINDSOR, authorized by CR286/2025, dated July 14, 2025.

13.12 **By-law 169-2025** - A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.60 METRE NORTH/SOUTH ALLEY NORTH OF WYANDOTTE STREET EAST, EAST OF CHILVER ROAD, SOUTH OF BRANT STREET AND WEST OF KILDARE ROAD, CITY OF WINDSOR, authorized by CR286/2025, dated July 14, 2025.

13.13 **By-law 170-2025** - A BY-LAW TO EXPROPRIATE CERTAIN LANDS FOR THE PURPOSE OF MAINTAINING ACCESS TO THE ENTRANCE OF MACKENZIE HALL, see Item 11.3.

13.14 **By-law 171-2025** - A BY-LAW TO PROHIBIT VEHICULAR ACCESS TO THE EMERGENCY ACCESS BETWEEN PARKWOOD AVENUE TO KAMLOOMPS STREET EXCEPT FOR PEDESTRIANS, BICYCLES, UTILITIES OR AUTHORIZED EMERGENCY VEHICLES, authorized by CR210/2015, dated November 2, 2015.

13.15 **By-law 172-2025** - A BY-LAW TO ESTABLISH THE POSITION AND DUTIES OF THE AUDITOR GENERAL OF THE CITY OF WINDSOR, see Item 11.1.

13.16 **By-law 173-2025** - A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 20TH DAY OF OCTOBER, 2025.

14. MOVE BACK INTO FORMAL SESSION

15. NOTICES OF MOTION

16. THIRD AND FINAL READING OF THE BY-LAWS

By-laws 158-2025 through 173-2025 inclusive

17. PETITIONS

18. QUESTION PERIOD

18.1. Summary of Outstanding Council Questions as of October 10, 2025 **(SCM 324/2025)**

18.2. Outstanding Council Directives as of September 22, 2025 **(SCM 317/2025)**

19. STATEMENTS BY MEMBERS

20. UPCOMING MEETINGS

Community Public Art Working Group
Tuesday, October 21, 2025
5:00 p.m., via Zoom

Windsor Licensing Commission
Wednesday, October 29, 2025
9:30 a.m., Room 140, 350 City Hall Square West

Environment, Transportation, and Public Safety Standing Committee
Wednesday, October 29, 2025
4:30 p.m., Council Chambers

Environment, Transportation, and Public Safety Standing Committee
Sitting as the Transit Windsor Board of Directors
Wednesday, October 29, 2025
Immediately following the Environment, Transportation & Public Safety Standing Committee meeting, Room 139, 350 City Hall Square West

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

Community Services Standing Committee
Wednesday, November 5, 2025
9:00 a.m., Council Chambers

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

21. ADJOURNMENT

Item No. 4.1

Committee Matters: SCM 300/2025

Subject: Adoption of the Windsor City Council minutes of its meeting held September 22, 2025

CITY OF WINDSOR MINUTES 09/22/2025

City Council Meeting

Date: Monday, September 22, 2025
Time: 10:00 o'clock a.m.

Members Present:

Mayor Drew Dilkens

Councillors
Ward 1 – Councillor Fred Francis
Ward 2 – Vacant
Ward 3 – Councillor Renaldo Agostino
Ward 4 – Councillor Mark McKenzie
Ward 5 – Councillor Ed Sleiman
Ward 6 – Councillor Jo-Anne Gignac (Acting Chair)
Ward 7 – Councillor Angelo Marignani
Ward 8 – Councillor Gary Kaschak
Ward 9 – Councillor Kieran McKenzie
Ward 10 – Councillor Jim Morrison

Clerk's Note: Mayor Drew Dilkens participated via video conference (Zoom), in accordance with Procedure By-law 98-2011, as amended, which allows for electronic participation.

1. ORDER OF BUSINESS

2. CALL TO ORDER

Following the playing of the Canadian National Anthem and reading of the Land Acknowledgement, the Acting Chair calls the meeting to order at 10:00 o'clock a.m.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

4. ADOPTION OF THE MINUTES

4.1. Adoption of the Windsor City Council minutes of its meeting held September 8, 2025

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

That the minutes of the Meeting of Council held September 8, 2025 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 295/2025

5. NOTICE OF PROCLAMATIONS

Proclamations

"Legion Week" – September 21 to 27, 2025
"British Home Children's Day" – September 28, 2025
"Healthy Workplace Month" – October 2025
"National Disability Employment Awareness Month" – October 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

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

That Council do now rise and move into Committee of the Whole with the Acting Chair presiding for the purpose of dealing with:
(a) communication items;
(b) consent agenda;
(c) hearing requests for deferrals, referrals and/or withdrawals of any items of business;
(d) hearing presentations and delegations;
(e) consideration of business items;
(f) consideration of Committee reports:
(g) Report of Special In-Camera Meeting or other Committee as may be held prior to Council (if scheduled); and,
(h) consideration of by-laws 119-2025 through 120-2025 and154-2025 through 157-2025
Carried.

7. COMMUNICATIONS INFORMATION PACKAGE

7.1. Correspondence Report for Monday, September 22, 2025 City Council Meeting

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

Decision Number: CR366/2025
That the following Communication Items 7.1.1 through 7.1.4 as set forth in the Council Agenda **BE REFERRED** as noted, and that Item 7.3 be considered at the request for deferral section of the 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

No.	Sender	Subject
7.1.2	Committee of Adjustment	Applications to be heard by the Committee of Adjustment/Consent Authority on Thursday, October 2, 2025. Administrative Lead: City Planner Z2025 Note & File
7.1.3	Essex-Windsor Solid Waste Authority (EWSWA)	Resolution of EWSWA Board – Green Bin Program Promotion and Education Administrative Lead: Commissioner, Infrastructure Services & City Engineer EI2025 Note & File
7.1.4	Essex-Windsor Solid Waste Authority (EWSWA)	Resolution of EWSWA Board - Circular Materials Response Re: Single-Stream Recycling Administrative Lead: Commissioner, Infrastructure Services & City Engineer EI2025 Note & File

Carried.

Report Number: CMC 13/2025

7.2. Response to CR356/2023 Green Bin Communication Plan – City Wide

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

Decision Number: CR367/2025
That the report of the Manager, Waste Collection Contracts dated August 25, 2025 entitled "Response to CR356/2023 Green Bin Communication Plan – City Wide" **BE RECEIVED** for information.
Carried.

Report Number: C 116/2025
Clerk's File: EI/14640

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

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

Decision Number: CR369/2025
That the report of the Executive Administrative Assistant dated September 4, 2025 entitled "Delegation of Authority Semi-Annual Summary Report for Period January 1, 2025 to June 30, 2025 (City Wide)" **BE RECEIVED** for information.
Carried.

Report Number: C 127/2025
Clerk's File: AS/7748

8. CONSENT AGENDA

8.1. Windsor Canada Utilities Ltd. – Annual General Meeting – City Wide

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

Decision Number: CR404/2025
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.
Carried.

Report Number: C 130/2025
Clerk's File: MU2025

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

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

Decision Number: CR370/2025 CSSC 286
That the report of the Community Services Standing Committee of its meeting held July 2, 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.
Carried.

Report Number: SCM 213/2025, S 82/2025 & AI 22/2025
Clerk's File: SRT2025

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

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

Decision Number: CR371/2025 DHSC 757
That the report of the Development & Heritage Standing Committee of its meeting held August 5, 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: SCM 256/2025 & S 88/2025
Clerk's File: SRT2025

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

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

Decision Number: CR372/2025 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: SCM 276/2025 & S 98/2025
Clerk's File: ZB/15010

8.5. Zoning By-law Amendment Application for 0 & 1841 Longfellow Avenue, Z-017/25 [ZNG-7312], Ward 10

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

Decision Number: CR373/2025 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: SCM 277/2025 & S 99/2025
Clerk's File: ZB/15011

8.6. ZBA Application for 0 Salter Avenue, Z-009/25 [ZNG-7298], Ward 3

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

Decision Number: CR374/2025 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: SCM 278/2025 & S 100/2025
Clerk's File: ZB/15012

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

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

Decision Number: CR375/2025 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: SCM 279/2025 & S 97/2025
Clerk's File: ZP/15007

8.8. Request to Extend MRLA's Consulting Services to Stage 2 of the Walkerville HCD - Ward 4

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

Decision Number: CR376/2025 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: SCM 275/2025 & S 104/2025
Clerk's File: MBA/1700

8.9. Response to CQ 28-2024 – Downtown Residential Parking Requirements

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

Decision Number: CR377/2025 DHSC 764
That the report of the Development & Heritage Standing Committee of its meeting held September 2, 2025 entitled "Response to CQ 28-2024 – Downtown Residential Parking Requirements" **BE RECEIVED** for information.
Carried.

Report Number: SCM 282/2025 & C 85/2025
Clerk's File: ST2025

8.10. Brownfield CIP Application - 844 Bridge Ave - Ward 2

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

Decision Number: CR378/2025 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: SCM 283/2025 & S 94/2025
Clerk's File: Z/15019

8.11. Demolition Application Subject to Demolition Control - 1968 George Ave - Ward 5

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

Decision Number: CR379/2025 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: SCM 284/2025 & S 95/2025
Clerk's File: SW2025

8.12. Downtown CIP - 257 Wyandotte St E - Ward 3

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

Decision Number: CR380/2025 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: SCM 285/2025 & S 101/2025
Clerk's File: Z/15020

8.13. Downtown CIP - 423-437 Ouellette Ave - Ward 3

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

Decision Number: CR381/2025 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: SCM 280/2025 & S 102/2025
Clerk's File: Z/15021

8.16. Minutes of the Age Friendly Windsor Working Group of its meeting held May 14, 2025

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

Decision Number: CR384/2025 CSSC 288
That the minutes of the Age Friendly Windsor Working Group meeting held May 14, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 268/2025 & SCM 198/2025
Clerk's File: MB2025

8.17. Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., Held June 12, 2025

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

Decision Number: CR385/2025 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 269/2025 & SCM 226/2025
Clerk's File: MB2025

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

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

Decision Number: CR386/2025 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 270/2025 & SCM 241/2025
Clerk's File: MB2025

8.20. 2024 Pathway to Potential (P2P) Annual Impact Report Update

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

Decision Number: CR388/2025 CSSC 292
That the report of the Community Services Standing Committee of its meeting held September 3, 2025 entitled "2024 Pathway to Potential (P2P) Annual Impact Report" **BE RECEIVED** for information purposes.
Carried.

Report Number: SCM 272/2025 & C 75/2025
Clerk's File: SS/10488

8.21. Windsor Regional Employment Network (WREN) Update

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

Decision Number: CR389/2025 CSSC 293
That the report of the Community Services Standing Committee of its meeting held September 3, 2025 entitled "Windsor Regional Employment Network (WREN) Update" **BE RECEIVED** for information.
Carried.

Report Number: SCM 273/2025 & C 102/2025
Clerk's File: SS2025

11.2. 2026 Capital Budget Pre-Approval - City Wide

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

Decision Number: CR393/2025

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.

Carried.

Report Number: C 122/2025
Clerk's File: AF/15032

11.3. Banwell Road/E.C. Row Expressway Interchange and Corridor Improvements - Noise Bylaw (6716) Exemption – Ward 7

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

Decision Number: CR394/2025

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.

Carried.

Report Number: C 123/2025
Clerk's File: SW/9581

11.4. Abandonment of the Pillette No. 1 Drain (Grand Marais Branch Drain) – Ward 5

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

Decision Number: CR395/2025

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 156-2025 in accordance with Section 45 of the *Drainage Act.*

Carried.

Report Number: C 124/2025
Clerk's File: SW2025

11.5. Pass By-Law for Parent Outlet Drain Abandonment – Ward 7

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

Decision Number: CR396/2025

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 120-2025.

Carried.

Report Number: C 125/2025
Clerk's File: AB2025

11.6. Pass By-Law for Repair and Improvement of the Dawson Drain – Ward 9

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

Decision Number: CR397/2025

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 119-2025.

Carried.

Report Number: C 126/2025
Clerk's File: AB2025

11.8. Surplus Declaration and Sale Authorization – 0 Chappus Street (abutting 1775 Chappus Street) – Ward 1

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

Decision Number: CR399/2025

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.

Carried.

Report Number: C 131/2025
Clerk's File: APM2025

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

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

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

Decision Number: CR368/2025
That the report of the Executive Initiatives Coordinator dated August 26, 2025 entitled "Response to Inquiry Regarding Infrastructure Related Strategies to Discourage Unsafe Behaviours in the Public Roadway – City Wide" **BE DEFERRED** to a future meeting of Council to allow for further discussion.
Carried.

Report Number: C 120/2025
Clerk's File: SW2025

10. PRESENTATIONS AND DELEGATIONS

10.1. Windsor Symphony Orchestra – Annual Update

Deborah Severs, Chair of the Board of Directors, and Lillian Scheirich, Concertmaster, Windsor Symphony Orchestra

Deborah Severs, Chair of the Board of Directors, and Lillian Scheirich, Concertmaster, Windsor Symphony Orchestra appear before City Council regarding the Windsor Symphony Orchestra's Annual Update and acknowledge the passing of Maestro Robert Franz, celebrate his work and

artistic vision for the Windsor Symphony Orchestra; highlight the success of the programming to date; provide an overview of the upcoming programming for the remainder of the year; and conclude by providing an update on the Capitol Theatre rental bookings; brief overview of the budget and leadership of the board of directors including the administrative team, musicians, donors, sponsors and volunteers; and indicate that the formal process for the search for a new music director will begin soon.

Moved by: Councillor Ed Sleiman
Seconded by: Councillor Gary Kaschak

Decision Number: CR391/2025
That the presentation by the Chair of the Board of Directors and the Concertmaster, Windsor Symphony Orchestra regarding Windsor Symphony Orchestra – Annual Update **BE RECEIVED**.
Carried.

Clerk's File: ACO2025

8.15. Windsor-Essex Regional Affordable Housing Strategy 2025 Report - City Wide

Ed Starr, Partner and Matt Pipe, Manager of Housing Policy and Research, SHS Consulting

Ed Starr, Partner and Matt Pipe Manager of Housing Policy and Research, SHS Consulting appear before City Council regarding the administrative report dated, August 18, 2025, entitled "Windsor-Essex Regional Affordable Housing Strategy 2025 Report - City Wide" and provide a brief overview of the Regional Affordable Housing Strategy including Project Background; Key Components: Regional Housing Needs Assessment and Local Community Profiles, Housing Demand, Housing Supply, Housing Affordability; Regional Affordable Housing Strategy; County of Essex – Emerging Trends; Sustained Population Growth and Aging Population; Diversifying Household Sizes and Gradual Shifts in Tenure; Gaps in the Supply of Non-Market; Historically Homogenous Housing Stock; Emerging Growth in Higher-Density and Rental Development; Affordability Challenges Affecting Low- and Moderate-Income Households; Homeownership has Become Out of Reach; Key Housing Needs Assessment Findings; Key Housing Challenges to Address; Social Housing – Subsidized; Affordable Housing - Affordable to low- and moderate-income households; Key Housing Insights; Moving from Challenges to Opportunities; Strategy Framework, Strategic Pillars, Goals, Focus Areas, Strategies, Actions, Charting a Path Forward; Moving from Challenges to Opportunities; Strategy Framework; Advancing the Strategy; and conclude by providing Next Steps including identifying challenges and implementing strategies to address these challenges.

Sasha Dhillon, Head of Real Estate and Developments, Excellent Service Group

Sasha Dhillon, Head of Real Estate and Developments, Excellent Service Group appears before City Council and expresses concern with the recommendation in the administrative report dated, August 18, 2025, entitled "Windsor-Essex Regional Affordable Housing Strategy 2025 Report - City Wide", specifically related to the timeline of the implementation of the Regional Affordable Housing Strategy;

and concludes by identifying the lack of actionable items as identified in the report and highlights that the policies and procedures currently in place limit the interest of developers from a financial perspective.

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

That the report of the Community Services Standing Committee of its meeting held September 3, 2025 entitled "Windsor-Essex Regional Affordable Housing Strategy 2025 Report - City Wide" BE ENDORSED on the condition of cooperation with the Federal and Provincial levels of government as well as the County of Essex.

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

At the request of Councillor Ed Sleiman, a recorded vote is taken on this matter.

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

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

Decision Number: CR383/2025 CSSC 287
That the report of the Community Services Standing Committee of its meeting held September 3, 2025 entitled "Windsor-Essex Regional Affordable Housing Strategy 2025 Report - City Wide" **BE RECEIVED.**
Carried.
Councillors Kieran McKenzie and Jim Morrison voting nay.

Report Number: SCM 267/2025 & S 107/2025
Clerk's File: GH/11710

8.19. Temporary Exhibition Look Again! Outside! Extension and Expansion - City Wide

Jennifer Matotek, Executive Director, Art Windsor-Essex

Jennifer Matotek, Executive Director, Art Windsor-Essex appears before City Council regarding the administrative report dated, August 15, 2025, entitled "Temporary Exhibition Look Again! Outside! Extension and Expansion - City Wide" and thanks City Council for the past and ongoing support of the Gallery; and concludes by providing a brief overview of the number of visitors, exhibitions,

programming, awards, recognitions, collaborations with organizations, and events; and highlights plans for the ongoing displays of art reproductions.

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

Decision Number: CR387/2025 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.
Councillor Jim Morrison was absent from the meeting when the vote was taken on this matter.

Report Number: SCM 271/2025 & S 105/2025
Clerk's File: SR/13926

8.22. Response to CQ 6-2025 re: Good Neighbour Policy Exploration – City Wide

Mark Dutka, Property Owner

Mark Dutka, Property owner appears before City Council regarding the administrative report dated, August 18, 2025, entitled "Response to CQ 6-2025 re: Good Neighbour Policy Exploration – City Wide" and expresses concern related to the current state of his neighbourhood and the lack of responsibility from neighbouring property owners, ongoing drug use, fighting, the use of weapons, and overall lack of enforcement as it presents challenges for his establishment.

Paul Synnott, Area Resident

Paul Synnott, Area resident appears before City Council regarding the administrative report dated, August 18, 2025, entitled "Response to CQ 6-2025 re: Good Neighbour Policy Exploration – City Wide" and urges City Council to move forward with the Administrative recommendation as the neighbourhood is in crisis; residents are choosing to leave the area, selling to out-of-town landlords, leaving vacant houses; and concludes by citing concerns with drug users 24 hours a day and do not respect people or property, issues with violence; and urges City Council to have open discussions to find ways to support each other and find solutions to address these challenges.

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

Decision Number: CR390/2025 CSSC 294
That the report of the Community Services Standing Committee of its meeting held September 3, 2025 entitled "Response to CQ 6-2025 re: Good Neighbour Policy Exploration– City Wide" **BE RECEIVED** for information; and,

That administration **BE DIRECTED** to immediatedly develop a Good Neighbour Program as part of the Housing and Homelessness Master Plan and to provide options to Council for their consideration.
Carried.

Report Number: SCM 274/2025 & S 106/2025
Clerk's File: SS2025

8.14. Part Closure of north/south alley located between Brant Street and Wyandotte Street East, Ward 4, SAA-7198

Jeffrey Nanson, Mousseau, Deluca, McPherson, Prince LLP, on behalf of the Applicant Vito Maggio Holdings Inc.

Jeffrey Nanson, Mousseau, Deluca, McPherson, Prince LLP, on behalf of the Applicant, Vito Maggio Holdings Inc., appears before City Council regarding the administrative report dated, July 22, 2025, entitled "Part Closure of north/south alley located between Brant Street and Wyandotte Street East, Ward 4, SAA-7198" and provides an overview of the applicant's plan for the alley and advises that strategies for the business to reduce or minimize the nuisance of garbage have been discussed and communicated to neighbouring properties; and concludes by requesting that Council approve the application to allow a patio to be constructed therein.

Patrick Clark, CLP Law, Agent on behalf of 1912944 Ontario Ltd.

Patrick Clark, CLP Law, Agent on behalf of 1912944 Ontario Ltd., appears before City Council and expresses concern with the recommendation in the administrative report dated, July 22, 2025, entitled "Part Closure of north/south alley located between Brant Street and Wyandotte Street East, Ward 4, SAA-7198" related to his client not being notified of the previous meeting; and concludes by advising that his client was in the process of planning a development for the subject property and a zoning application is pending with the City of Windsor; and requests that the standard alley closure practice be followed to allow abutting property owners an opportunity to purchase their share of the alley.

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

Decision Number: CR382/2025 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.

Report Number: SCM 281/2025, SCM 190/2025, S 70/2025, AI 16/2025 & AI 21/2025
Clerk's File: SAA2025

11.7. Roseland Golf Clubhouse - Demolition and Redevelopment - Ward 1

Stephen Johnston, Founding Partner GGA Partners Inc.

Stephen Johnston, Founding Partner GGA Partners Inc. appears before City Council regarding the administrative report dated, September 5, 2025, entitled "Roseland Golf Clubhouse - Demolition and Redevelopment - Ward 1" and is available for questions.

Sandeepp Sampath Kumar, Area Resident

Sandeepp Sampath Kumar, Area Resident appears before City Council regarding the administrative report dated, September 5, 2025, entitled "Roseland Golf Clubhouse - Demolition and Redevelopment - Ward 1" and is available for questions.

Catherine Archer, Area Resident

Catherine Archer appears before City Council and expresses concern with recommendation in the administrative report dated, September 5, 2025, entitled “Roseland Golf Clubhouse - Demolition and Redevelopment - Ward 1” as it relates to the lack of transparency from the City of Windsor during public open house regarding the potential of a residential development on the property; and concludes by indicating that the removal of the heritage designation on this property is currently being challenged with the Ontario Land Tribunal (OLT) and is pending; she recommends that only the demolition of the clubhouse should be approved today, not the potential site servicing and redistribution for the purpose of future building and requests that this report be deferred until the OLT challenge is resolved.

Acting Chair Councillor Jo-Anne Gignac leaves the meeting at 1:59 o’clock p.m. and Councillor Mark McKenzie assumes the chair.

Acting Chair Councillor Jo-Anne Gignac returns to the meeting at 2:04 o’clock p.m. and Councillor Mark McKenzie returns to his seat at the Council Table.

Moved by: Councillor Jim Morrison
Seconded by: Councillor Gary Kaschak

Decision Number: CR398/2025

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.

Carried.

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

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

Report Number: C 129/2025
Clerk's File: SR/14629

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

11.1. 2025 Second Quarter Operating Budget Variance Report – City Wide

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

Decision Number: CR392/2025
That the report of the Commissioner of Finance & City Treasurer dated July 11, 2025 entitled "2025 Second Quarter Operating Budget Variance Report – City Wide" **BE RECEIVED** for information.
Carried.

Report Number: C 104/2025
Clerk's File: AF/14854

12. CONSIDERATION OF COMMITTEE REPORTS

12.2. Report of the Special Meeting of Council – In-Camera of its meeting held September 8, 2025

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

Decision Number: CR365/2025
That the report of the Special In-Camera meeting held September 8, 2025 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 290/2025
Clerk's File: ACO2025

12.3. Report of the In-Camera Striking Committee of its meeting held September 8, 2025

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

Decision Number: CR400/2025
That the report of the In-Camera Striking Committee of its meeting held September 8, 2025 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 291/2025
Clerk's File: ACO2025

12.4. Report of the Striking Committee of its meeting held September 8, 2025

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

Decision Number: CR401/2025
That the report of the Striking Committee of its meeting held September 8, 2025 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 292/2025
Clerk's File: ACO2025

13. BY-LAWS (First and Second Reading)

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

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.

Carried.

14. MOVE BACK INTO FORMAL SESSION

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

That the Committee of the Whole does now rise and report to Council respecting the business items considered by the Committee:
1) Communication Items (as amended)
2) Consent Agenda (as amended)
3) Items Deferred Items Referred
4) Consideration of the Balance of Business Items (as amended)
5) Committee Reports (as presented)
6) By-laws given first and second readings (as presented)
Carried.

15. NOTICES OF MOTION

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

Decision Number: CR402/2025
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.

At the request of Councillor Angelo Marignani, a recorded vote is taken on this matter.

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

Clerk’s File: AF/14854 & AF/15032

16. THIRD AND FINAL READING OF THE BY-LAWS

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

That the By-laws No. 119-20225, 120-2025, 154-2025, 155-2025 and 157-2025 having been read a first and second time be now read a third time and finally passed and that the Mayor and Clerk **BE AUTHORIZED** to sign and seal the same notwithstanding any contrary provision of the Council.
Carried.

17. PETITIONS

None presented.

18. QUESTION PERIOD

18.1 CQ 19-2025

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

Decision Number: CR403/2025
That the following Council Question by Councillor Angelo Marignani **BE APPROVED,** and that Administration **BE DIRECTED** to proceed with the necessary actions to respond to the Council Question in the form of a written report, consistent with Council's instructions, and in accordance with Section 17.1 of the Procedure By-law 98-2011, as amended:

CQ 19-2025:
Assigned to: Commissioner, Community Services

Asks that Administration report back with details on the development of a comprehensive management plan for Peche Island natural area, with an explicit mandate to:

1. Engage the Community and key stakeholders in a transparent and inclusive consultation process,
2. Evaluate and recommend appropriate recreational activities that are compatible with the island's ecological sensitivity and preservation goals,
3. Include timelines and resource requirements.

Carried.

Clerk's File: ACOQ2025 & SR2025

21. ADJOURNMENT

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

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

Accordingly, the meeting is adjourned at 3:54 o'clock p.m.

_____ _____

Mayor City Clerk

Adopted by Council at its meeting held September 8, 2025 (CR365/2025)
SV/bm

SPECIAL MEETING OF COUNCIL – IN CAMERA
September 8, 2025

Meeting called to order at: 1:27 p.m.

Members in Attendance:

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

Also in attendance:

Ray Mensour, Chief Administrative Officer
Jelena Payne, Commissioner. Economic Development/Deputy CAO (Items 1-4)
Wira Vendrasco, Acting Commissioner, Corporate Services(Items 1-4)
David Simpson, Commissioner, Infrastructure Services/City Engineer (Items 1-4)
Janice Guthrie, Commissioner, Finance/City Treasurer (Items1-4)
Michael Chantler, Commissioner, Community Services (Items 1-4)
Dana Paladino, Acting Commissioner, Human and Health Services (Items 1-4)
Christopher Menard, Acting Mayor's Chief of Staff (Items 1-4)
Steve Vlachodimos, City Clerk
Anna Ciacelli, Deputy Clerk (Items 1-4)

Verbal Motion is presented by Councillor Ed Sleiman, seconded by Councillor Mark McKenzie,

that Rule 3.3 (c) of the *Procedure By-law, 98-2011,* BE WAIVED to add the following Agenda items:

4. Personal Matter – about identifiable individual(s)
5. Personal Matter – about identifiable individual(s).

Motion Carried.

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

Item No.	Subject & Section - Pursuant to *Municipal Act*, 2001, as amended
1	Property matter – expropriation, Section 239(2)(c)
2	Personal matter – about an identifiable individual(s), Section 239(2)(b)
3	Personal matter – labour negotiations, Section 239(2)(d)
4	Personal matter – about identifiable individual(s), Section 239(2)(b) – VERBAL – ADDED
5	Personal matter – about identifiable individual(s), Section 239(2)(b) – VERBAL – ADDED

Motion Carried.

Declarations of Pecuniary Interest:

None declared.

Discussion on the items of business.

All members of Administration, with the exception of the Chief Administrative Officer and the City Clerk, depart the meeting at 1:30 p.m. and return at 2:05 p.m.

Verbal Motion is presented by Councillor Fred Francis, seconded by Councillor Kieran McKenzie,
to move back into public session.

Motion Carried.

Moved by Councillor Fred Francis, seconded by Councillor Jim Morrison,
THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Council Meeting held September 8, 2025 directly to Council for consideration at the next Regular Meeting.

1. That the recommendation contained in the in-camera report from the City Solicitor, Commissioner of Corporate Services, Executive Director of Engineering/Deputy City Engineer, Commissioner of Infrastructure Services, Capital Budget Development and Control and Commissioner of Finance/City Treasurer respecting a property matter - expropriation **BE APPROVED**.

2. That the recommendation contained in the in-camera report from the Manager of Culture, Executive Director of Culture, Commissioner of Community Services, Manager of Financial Accounting and Commissioner of Finance/City Treasurer respecting a personal matter – about an identifiable individual(s) **BE APPROVED**.

3. That the recommendation contained in the in-camera report from the Executive Director of Human Resources, City Solicitor, Commissioner of Corporate Services, Commissioner of Economic Development/Deputy CAO and Commissioner of Finance/City Treasurer respecting a personal matter – labour negotiations **BE APPROVED.**

4. That the confidential verbal update from Mayor Drew Dilkens regarding a personal matter about an identifiable individual(s) **BE RECEIVED** and that the recommendation presented **BE APPROVED**.

5. That the confidential verbal updated from Mayor Drew Dilkens and the Chief Administrative Officer regarding a personal matter about an identifiable individual(s) **BE RECEIVED**.

Motion Carried.

Moved by Councillor Renaldo Agostino, seconded by Councillor Gary Kaschak,
That the special meeting of council held September 8, 2025 BE ADJOURNED.
(Time: 2:06 p.m.)

Motion Carried.

Adopted by Council at its meeting held September 8, 2025 (CR400/2025)
SV/bm

STRIKING COMMITTEE – IN CAMERA
September 8, 2025

Meeting called to order at: 2:06 p.m.

Members in Attendance:

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

Also in attendance:

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

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

Item No.	Subject & Section - Pursuant to *Municipal Act*, 2001, as amended
1	Personal matter – about identifiable individual(s) – appointment of member to the Windsor Utilities Commission, Section 239(2)(b)

Motion Carried.

Declarations of Pecuniary Interest:

None declared.

Discussion on the items of business.

Verbal Motion is presented by Councillor Jo-Anne Gignac, seconded by Councillor Angelo Marignani,
to moved back into public session.
Motion Carried.

Moved by Councillor Ed Sleiman, seconded by Councillor Renaldo Agostino,
THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Striking Committee Meeting held September 8, 2025 directly to Council for consideration at the next Regular Public Meeting or Special meeting of Council.

1. That the confidential discussions regarding the appointment of a member to the ***Windsor Utilities Commission*** **BE RECEIVED.** (see open report of the Striking Committee).

Moved by Councillor Fred Francis, seconded by Councillor Jim Morrison
That the special Striking Committee meeting held September 8, 2025 BE ADJOURNED. (Time: 2:07 p.m.)
Motion Carried.

Adopted by Council at its meeting held September 8, 2025 (CR401/2025)
SV/bm
Windsor, Ontario, September 22, 2025

REPORT OF THE STRIKING COMMITTEE
of its meeting held
September 8, 2025

Members in Attendance:

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

Also in attendance:

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

Declarations of Pecuniary Interest:

None declared.

Your Committee submits the following recommendation:

(1) That Mario Sonego **BE REAPPOINTED** to the Windsor Utilities Commission for the term commencing January 16, 2026 and ending January 19, 2030.

MAYOR

CITY CLERK

Item No. 7.1

THE CITY OF WINDSOR ONTARIO, CANADA

Correspondence Report: CMC 14/2025

ATTACHMENTS

Subject: Correspondence Report for Monday, October 20, 2025 City Council Meeting

No.	Sender	Subject
7.1.1	The Border Mayors Alliance	Summer 2025 Report – Border Communities Under Shifting Trade Relationships Administrative Lead: Mayor's Office GM/14960 Note & File
7.1.2	Ontario Land Tribunal (OLT)	Letter from the Ontario Land Tribunal in reference to Case OLT-25-000707, an appeal regarding an amendment to the City of Windsor Heritage By-law 281-2003. Administrative Lead: City Solicitor MBA/6075 Note & File
7.1.3	Deputy City Planner	Application for Zoning By-law Amendment, City of Windsor, 1730 Olive Road, to propose rezoning of the south part of Kinsmen Norman Road Park and north half of abutting 7.62-metre-wide closed east/west alley from Green District 1.1 (GD1.1) to Residential District 1.2 (RD1.2) to allow for the creation of six (6) single unit dwelling lots. Administrative Lead: City Planner Z/15041 Note & File

7.1.4	Deputy City Planner	Application for Zoning By-law Amendment, Yumus Orak, 520 Grand Marais Road West, to rezone the subject property from Residential District 1.4 (RD1.4) to Residential District 1.2 (RD1.2) to facilitate the division of the residential parcel into two lots. Administrative Lead: City Planner Z/15040 Note & File
7.1.5	Deputy City Planner	Application for Zoning By-law Amendment, CK Mechanical Heating & Cooling Inc., 3858-3868 Peter Street, to rezone the subject property from the existing Development Reserve District 1.1 (DRD1.1) to Manufacturing District 1.2 (MD1.2) to construct a one-storey warehouse on the subject land. Administrative Lead: City Planner Z/15042 Note & File
7.1.6	Deputy City Planner	Application for Zoning By-law Amendment, Farhi Holdings Corp., 0 Spitfire Way, to add a Zoning Exception to allow a Multiple Dwelling as an additional permitted use, to allow dwelling units on a ground floor in a combined use building, and allow a maximum building height of 28m. Administrative Lead: City Planner Z/15039 Note & File
7.1.7	Deputy City Planner	Application for Zoning By-law Amendment, Larlyn Holdings Inc., 2525 Annie Street, to rezone the subject property by adding a site specific provision to allow for the conversion of and addition to the existing two (2) storey vacant commercial building to establish a Combined Use Building. Administrative Lead: City Planner Z/15043 Note & File

BORDER MAYORS ALLIANCE

BORDER COMMUNITIES UNDER SHIFTING TRADE RELATIONSHIPS

Understanding the unique needs of border communities within the shifting Canada-U.S. relationship.

Summer 2025



BORDER MAYORS ALLIANCE

THE BORDER MAYORS ALLIANCE

The Border Mayors Alliance (BMA) is a coalition of municipal leaders representing nearly 40 communities along the Canada–U.S. border. United by a shared commitment to economic resilience and cross-border collaboration, the BMA advocates for the unique needs of border municipalities, particularly in relation to trade, tariffs, and the movement of people and goods across borders and between nations. Through coordinated action, strategic policy engagement, and knowledge sharing, the BMA works to safeguard local economies, promote community well-being, and strengthen the longstanding relationship between Canada and the United States.

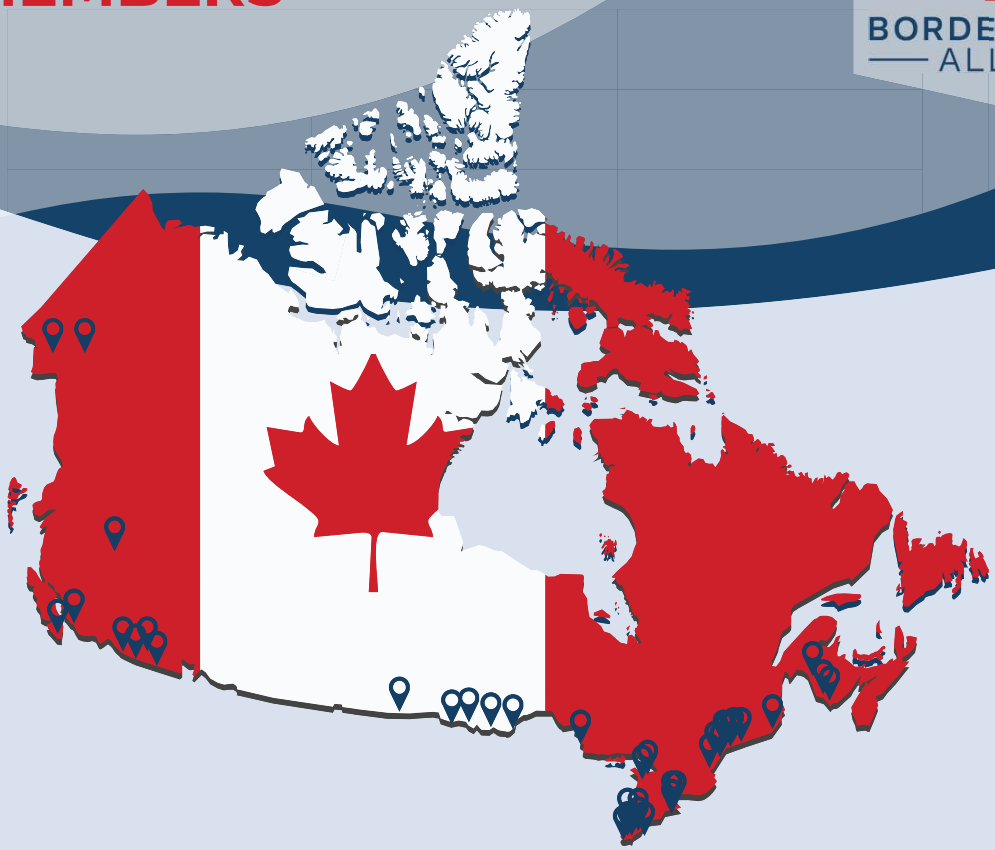
Following a series of in-depth roundtables with its members, the BMA has prepared this document to highlight key themes and critical insights that reflect the experiences and perspectives of municipal leaders along the border. These discussions have brought to light pressing challenges, particularly the deep economic interdependence between Canadian border communities and their American counterparts.

This report captures key themes emerging from these conversations, including the impact of tariffs and trade policy, the essential role of tourism, and the need to support the stability and growth of local businesses. These insights point to an urgent need for strategic collaboration, targeted infrastructure investments, robust border security, and thoughtful policy interventions to ensure the long-term resilience and prosperity of border communities.



MEMBERS

BORDER MAYORS ALLIANCE



Marianne Alto
Victoria, BC

Co-Chair Drew Dilkens,
Windsor, ON

Hilda MacDonald
Leamington, ON

Wayne Redekop
Fort Erie, ON

Tracey Bailey
Lakeshore, ON

Jim Diodati
Niagara Falls, ON

Allan MacEachern,
St. Stephen, NB

Dennis Rogers
Kingsville, ON

Sherry Bondy
Essex, ON

Deborah Ewald
Rainy River, ON

Harvey Matthews
Campobello Island, NB

Corinna Smith-Gatcke,
Leeds and the Thousand Islands, ON

Ken Boshcoff
Thunder Bay, ON

Rob Ferguson
Atikokan, ON

Lachlan McDonald
South Glengarry, ON

Matthew Shoemaker
Sault St. Marie, ON

Mike Bradley
Sarnia, ON

Judy Greenwood-Speers, Frontenac Islands, ON

Gary McNamara,
Tecumseh, ON

Jody Stone
Stanstead, QC

Jason Broad
South Dundas, ON

Andrew Hallikas
Fort Frances, ON

Crystal Meloche
LaSalle, ON

Diane Strand
Haines Junction, YK

Kirk Cameron
Whitehorse, YT

Bev Hand
Point Edward, ON

Sue McKortoff
Osoyoos, BC

Justin Towndale
Cornwall, ON

Darrin Canniff
Chatham-Kent, ON

Colleen Jones
Trail, BC

Cathy Miller
Pelee Island, ON

Matt Wren
Brockville, ON

Dave Carlson
Emerson-Franklin, MB

Trina Jones
Woodstock, NB

Janice Morrison
Nelson, BC

Gary Zalepa
Niagara on the Lake, ON

Arnold DeBoon
Creston, BC

Co-Chair Brenda Locke
Surrey, BC

Michael Prue
Amherstburg, ON

Simon Yu
Prince George, BC

BORDER MAYORS ALLIANCE

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KEY THEMES

BORDER MAYORS ALLIANCE

Insights:

Border communities in Canada are vital economic engines whose prosperity and security are directly tied to the integrity and efficiency of our shared border with the United States. These regions are not only sites of local trade, but embody a nuanced and deeply rooted interdependence that extends well beyond simple economic transactions. Positioned at the crossroads of national identity and cross-border necessity, these communities navigate a complex relationship shaped by geography, history, and shared economic interests. Border communities depend on the seamless movement of goods, services, people, and ideas. Ensuring resilient infrastructure, smart border security, and stable bilateral coordination is not optional; it is an economic and national security imperative.

These municipalities occupy a distinctive position where they must simultaneously maintain their Canadian identity while fostering essential relationships with counterparts in the U.S. This balancing act becomes particularly challenging when federal tensions arise.

- **Canada-U.S. Economic Interdependence:** The economic relationship between border communities is significant and multifaceted, encompassing trade, manufacturing, energy and tourism across the border. These interconnected economies foster strong, mutually-beneficial ties and create partnerships that span both sides of the border.

- **Border Community Identity:** There is a strong emphasis on the unique position of border towns, which maintain both national identity and cross-border relationships with counterparts at all levels of government.

- **Political Tensions vs. People-to-People Relations:** There is a distinction between political tensions with the U.S. administration, and the day-to-day relationships among citizens, businesses, and the binational workforce and economies.

- **Tourism and Cultural Exchange:** The exchange of visitors between Canadian and U.S. destinations underscores the social interconnectedness between the two nations. The favourable exchange rate of the U.S. dollar in Canada enhances tourism appeal, encouraging cross-border travel and spending, thereby enriching cultural ties and economic activity.

BORDER MAYORS ALLIANCE

"Our two nations have never faced a circumstance that so profoundly threatens our shared economy and poses such devastating impacts on our countries, cities, and families."

-Mayor Drew Dilkens
Windsor, ON

"The introduction of these tariffs threatens to disrupt vital supply chains impacting cities and communities across the country, and therefore demands a Canada-first approach."

-Mayor Brenda Locke
Surrey, BC

"We're feeling the pain and we're on the front line - we do not want to be left behind."

-Mayor Mike Bradley
Sarnia, ON



RISKS & AREAS OF OPPORTUNITY

BORDER MAYORS ALLIANCE

Insights:

Border municipalities are highly susceptible to fluctuations in cross-border trade dynamics, making them vulnerable to U.S. policy changes and economic shifts. The imposition of high tariffs threatens local business competitiveness and employment, while the unequal trade relationship leaves Canada at a disadvantage should bilateral relations sour.

As a critical economic pillar, tourism has faced instability due to uncertainty in the Canada-U.S. bilateral trade relations, necessitating sustained relationship maintenance and potential shifts in market focus. Furthermore, logistical challenges, including inadequate infrastructure and border restrictions, pose significant barriers to efficient supply chains and economic continuity.

- **Economic Vulnerability:** The strong economic ties between local economies and the U.S. through integrated supply chains and cross-border trade mean that any policy changes or economic shifts in the U.S. can immediately destabilize local industries. This reliance puts thousands of jobs at risk and threatens regional economic stability.

- **Tariff Impacts:** High tariffs not only increase costs but also reduce the competitiveness of local businesses. These impacts can lead to widespread job losses and significant economic hardship for communities dependent on cross-border trade.

- **Investment Uncertainty:** Ongoing uncertainty in Canada-U.S. relations prompts investors to delay or abandon plans to invest in Canadian communities. This hesitation often leaves lasting impacts on future investment, economic growth, and long-term sustainability, as capital may ultimately be diverted elsewhere.

- **Tourism Dependency:** Restrictions on cross-border travel pose a serious threat to the economic stability of tourism-dependent border communities, with ripple effects that can lead to lasting business closures, job losses, and regional economic decline. These impacts are measurable risks to Canada's economic resilience and competitiveness given the enduring importance of Canada–U.S. bilateral trade. At the same time, evolving travel patterns, including shifts toward increased east-to-west domestic movement, demand a coordinated and forward-looking response.

- **Logistical Challenges:** Infrastructure inadequacies and border restrictions can disrupt supply chains and hinder economic flow. Any lapse in border security or mobility infrastructure weakens not only local economies but the broader economic and national interest.


BORDER MAYORS
ALLIANCE
$6.6
BILLION
in daily Canada-U.S. trade that is supporting jobs on both sides of the border.
in Canadian dollars. Source: Data from Statistics Canada 2025

STRENGTHS & AREAS OF CONFIDENCE

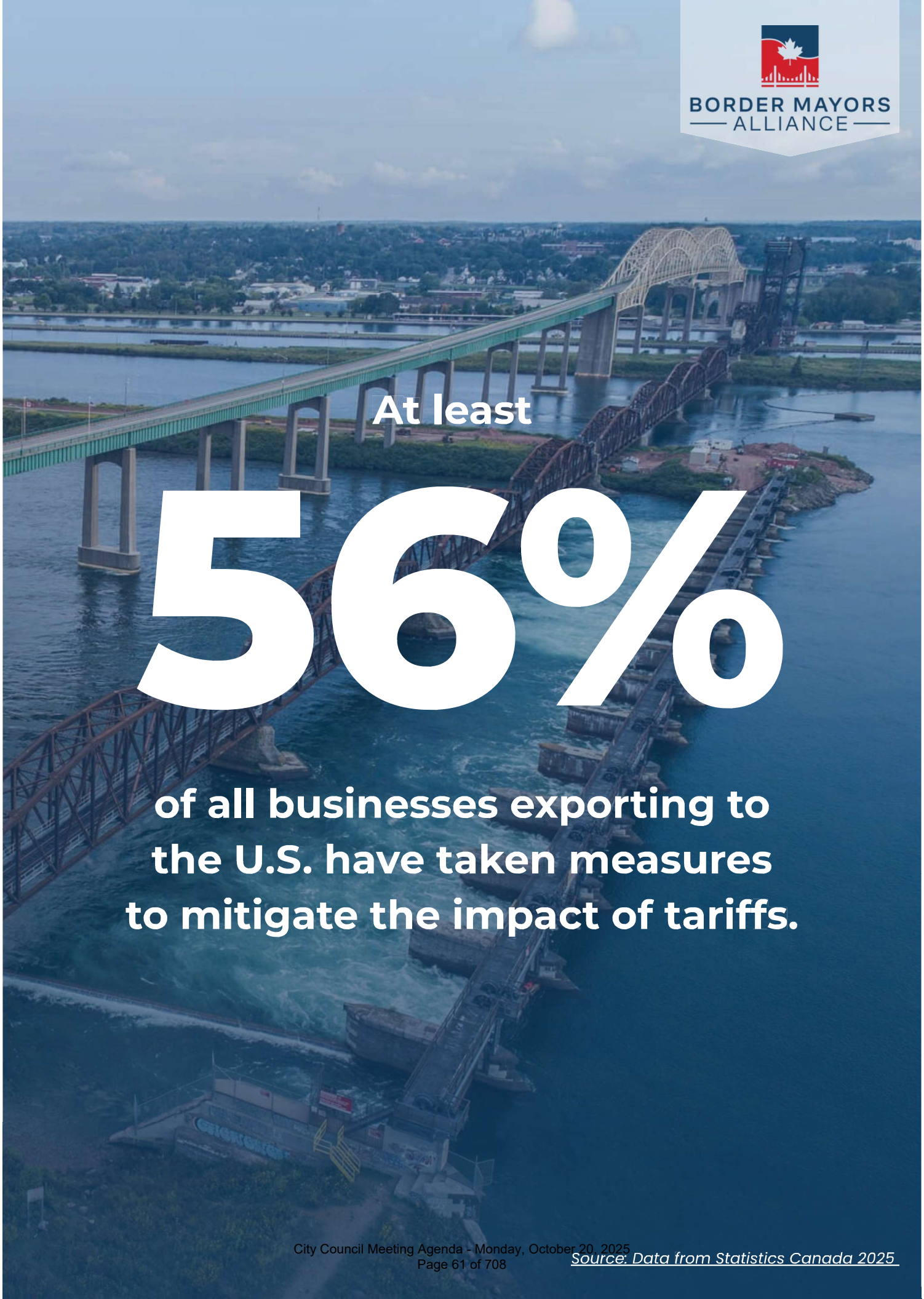
BORDER MAYORS ALLIANCE

Insights:

The inherent strengths of border municipalities lie in their dynamic, trade-driven economies and their openness to tourism, which together provide a strong foundation for economic growth and cross-border collaboration. Sometimes only a 10-minute drive away, the strategic proximity of these communities to the U.S. presents significant economic engagement opportunities. Additionally, the unique tourism appeal, bolstered by natural attractions and the strong U.S. dollar, positions these areas as compelling destinations for visitors from the U.S., contingent upon positive public sentiment towards Canada.

The partnerships among municipalities, characterized by open dialogue and shared best practices, enhances their ability to adapt and thrive in a dynamic economic landscape.

- **Community Resilience:** Strong community ties and local leadership provide a foundation for navigating challenges collaboratively.
- **Proximity to U.S. Markets:** Immediate access to the U.S. market fuels trade and economic growth, driving $3.6 billion in daily cross-border commerce and sustaining millions of jobs on both sides of the border.
- **Tourism Appeal:** Distinct local attractions and natural landscapes support domestic tourism and stimulate economic activity. A strong U.S. dollar also enhances Canada's appeal to visitors from south of the border, provided overall public sentiment toward Canada remains positive.
- **Potential for Partnership and Collaboration:** Strong cross-border partnerships are a strategic asset that amplify municipal influence in both Washington and Ottawa, enabling local leaders to shape decisions that directly impact border security, trade, and regional economic stability. The active engagement of U.S. mayors with BMA members underscores the shared economic stakes on both sides of the border — and the risks of sidelining municipal voices in national policy conversations.



Source: Data from Statistics Canada 2025

GOALS

Insights:

Economic diversification is imperative for reducing overreliance on cross-border trade, and a deliberate pivot toward east-to-west trade relationships that include border communities presents a wealth of new opportunities for sustainable growth. To realize this vision, the BMA is proactively positioning itself within both provincial and federal dialogues, shaping the future of interprovincial and intra-North American trade policy. Bolstering domestic tourism and sustaining Canada's appeal as a premier destination for U.S. travelers, even amid rising geopolitical tensions, are vital to safeguarding economic resilience.

The collective expertise of the BMA stands as an indispensable asset in forging a robust, mutually advantageous trade landscape. By serving as a trusted advisor to provincial and federal governments, the BMA can catalyze strategic investments in infrastructure and transportation, investments essential for optimizing cross-border trade and streamlining logistics. Coupled with stakeholder engagement, these initiatives will amplify municipal collaboration and advocacy, facilitating cross-border commerce and the removal of trade barriers. This will ultimately strengthen cross-border ties, bolstering Canada's competitive position on the global stage.

- **Economic Diversification and Enhanced Infrastructure**: Mitigate economic dependency on cross-border trade by fostering the growth of emerging industries and sectors, while exploring opportunities of an east-to-west trade relationship. Invest in modernizing transportation networks and border facilities to enable more efficient trade flows and streamlined logistics.

- **A Seat at the Table:** Securing engagements with provincial and federal leaders, and ensuring the mayors are consulted as part of discussions on policy items regarding both interprovincial trade and intra-North American trade.

- **Tourism Growth:** Increase domestic tourism and support local businesses to ensure economic stability. Additionally, messaging across the border that Canada is welcoming and open to visitors from the U.S., despite a rise in tensions.

- **Knowledge Sharing:** The BMA is a collective of municipal leaders who are experts on their respective trading points and borders. In addition to sharing among themselves, the BMA and its respective mayors serve as a valuable source of knowledge and expertise for both provincial and federal governments.

- **Stakeholder Engagement:** Strengthen collaboration among municipalities and involve stakeholders in decision-making processes. We advocate explicitly for removing tariffs on critical binational sectors like agriculture, auto, energy, steel, and aluminum.

DRIVERS

BORDER MAYORS ALLIANCE

Insights:

The BMA is driven by government policies, shifting relations, tourism trends and community collaboration. Government policies on trade and tariffs are pivotal in shaping local economic landscapes, while diplomatic relations with the U.S. directly influence trade dynamics and opportunities. Tourism trends, marked by changes in travel patterns and demand, play a critical role in the viability of local businesses. Effective community collaboration, both inter-municipal and inter-provincial, is essential for strategic planning and resource optimization. Amid these factors, many BMA communities are experiencing a growing loss of trade and jobs, underscoring the urgent need for coordinated action and long-term economic planning.

To elevate the BMA, it is imperative to include U.S. counterparts in discussions. Expanding the alliance to incorporate key U.S. mayors builds a unified front, enhancing cross-border collaboration and mutual benefits. Moreover, partnering with influential associations such as the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), the Union of B.C. Municipalities (UBCM) and the United States Conference of Mayors (USCM) will further strengthen representation across all levels of government, ensuring that BMA messages and priorities are amplified and sustained in both national and binational policy discussions.

- **Policy Changes:** Government policies on trade and tariffs significantly influence local economies.
- **Cross-Border Relations:** Diplomatic relations with the U.S. impact trade dynamics and economic opportunities.
- **Tourism Trends:** Fluctuations in travel patterns and tourism demand affect local business viability.
- **Community Collaboration:** The effectiveness of inter-municipal/inter-provincial collaboration drives strategic planning and resource sharing.
- **Seeking the Inclusion of U.S. Mayors:** For every benefit that is listed here, the U.S. counterparts are often seeking the same. In bolstering the BMA and its domestic impact, seeking expansion with U.S. mayors to align with the Alliance could support ongoing advocacy efforts with a united front.

MEDIA COVERAGE

BORDER MAYORS ALLIANCE

In news media, the **Border Mayors Alliance** has been beyond successful, with coverage across both Canadian and American outlets.

Coverage from **55** Outlets



103.8M
Total Estimated Reach

Data from January - July 2025

MEDIA HIGHLIGHTS

BORDER MAYORS ALLIANCE

346k Reach

July 16, 2025

Cornwall Mayor Justin Townsdale on CBC's *All in a Day* Radio discusses the positive impacts the BMA has had on his community

12M Reach

May 6, 2025

CTV News broadcast covers the Border Mayors Alliance's preferred outcomes for the Prime Minister's meeting with President Trump



12.6M Reach



Jan 24, 2025

CTV News announces Windsor-Essex mayors join national alliance against Trump tariffs

Data from January - July 2025

OUTREACH INITIATIVES

BORDER MAYORS ALLIANCE

In response to rising economic uncertainty and national-level tensions, Canadian border mayors have proactively engaged their U.S. counterparts to preserve and strengthen local partnerships. These efforts have included **bilateral meetings, joint declarations, and coordinated letter campaigns to state and federal officials**, actions that emphasize shared interests and elevate municipal voices on both sides of the border.



Mayor Dilkens has undertaken a comprehensive outreach tour across the U.S. Midwest, meeting with over a dozen American mayors in key cities including Detroit, Lansing, and Ann Arbor. These meetings have centered on auto sector concerns, workforce integration, and shared economic threats. Through in-person diplomacy and joint appearances at policy summits and roundtables, Mayor Dilkens has amplified the message that local leaders are essential stewards of the Canada–U.S. relationship.

Updated July 2025

OUTREACH INITIATIVES

BORDER MAYORS ALLIANCE



In Cornwall, Mayor Towndale has joined with his counterpart in Massena, NY to initiate advocacy targeting U.S. state legislators and congressional representatives. These cross-border delegations have resulted in productive meetings, council-to-council exchanges, and media engagement that highlight the mutual impact of tariff policies and diminished cross-border travel. The symbolic and practical power of municipal leaders standing together, across national lines, has opened doors and fostered goodwill even amidst broader political friction.

These outreach initiatives underscore a key BMA principle: while federal policy may fluctuate, community-level trust and cooperation can be preserved through direct engagement. U.S. mayors share many of the same economic concerns — and by deepening cross-border municipal ties, the BMA is building a more resilient, locally grounded foundation for long-term trade and community stability.

Updated July 2025

KEY ACTIONS AND OUTCOMES

BORDER MAYORS ALLIANCE

- Mayor Dilkens has led targeted diplomatic outreach to over 15 American cities, engaging mayors on trade and tariff issues.
- Participation in U.S. and Canadian policy forums, including USCM and FCM events, has reinforced the importance of local voices in national trade discussions.
- U.S. mayors have expressed support for BMA's advocacy principles, underscoring the opportunity to expand the Alliance into a more binational coalition.
- Mayor Diodati of Niagara Falls joined Canada's Premiers & Prime Minister Mark Carney for a meaningful meeting of the minds, strategizing and uniting against tariffs and collaborating on shared priorities.





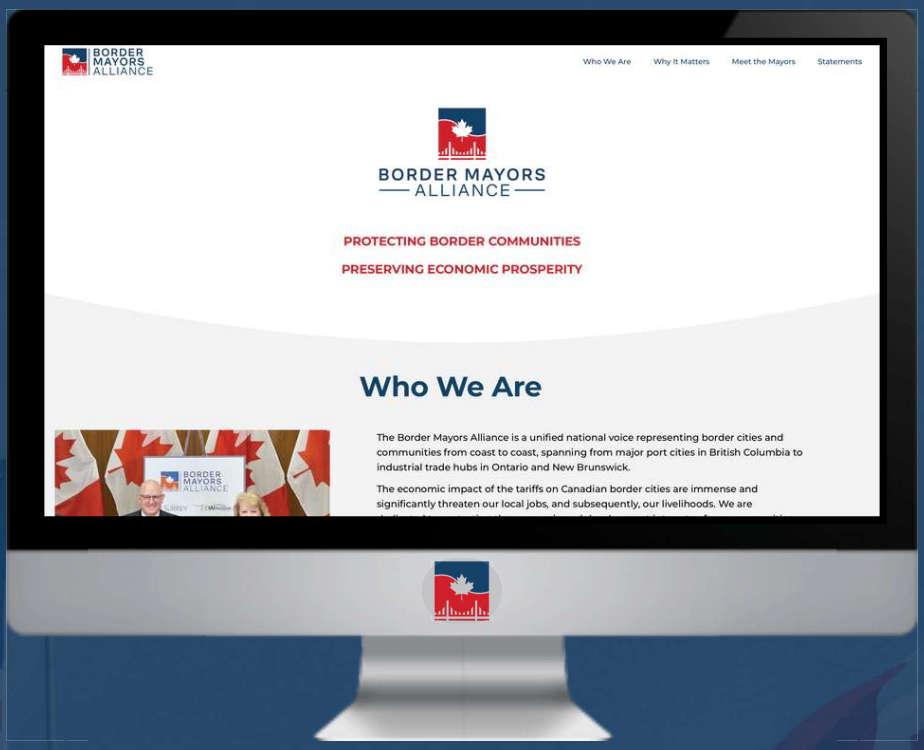






Updated July 2025

BORDER MAYORS ALLIANCE



FIND US ONLINE

media@bordermayors.ca **info@bordermayors.ca**



Ontario Land Tribunal

655 Bay Street, Suite 1500
Toronto ON M5G 1E5
Telephone: (416) 212-6349
Toll Free: 1-866-448-2248
Website: olt.gov.on.ca

Tribunal ontarien de l'aménagement du territoire

655 rue Bay, suite 1500
Toronto ON M5G 1E5
Téléphone: (416) 212-6349
Sans Frais: 1-866-448-2248
Site Web: olt.gov.on.ca

Ontario

Date: September 25, 2025

Christopher Krupa
3991 Roseland Drive East
Windsor, ON N9G 1Y5
Email: ckruba@toldoco.com

Re:	OLT Case Number:	OLT-25-000707
	Municipality/Upper Tier:	Windsor/Essex County
	Subject Property Address:	455 Kennedy Drive West
	Reference Number:	Heritage By-Law 281-2003

On September 18, 2025, the Ontario Land Tribunal received your appeal regarding an amendment to the City of Windsor Heritage By-Law 281-2003. This appeal was brought forward under section 30.1(10) of the *Ontario Heritage Act* which states.

> "If the owner of the property objects to the amending by-law, the owner may appeal to the Tribunal by giving the Tribunal and the clerk of the municipality, within 30 days after the date of the notice under subparagraph 1 ii of subsection (9), a notice of appeal setting out the objection to the by-law and the reasons in support of the objection, accompanied by the fee charged by the Tribunal."

Administrative screening is conducted under Rule 15.1 of the Tribunal's Rules of Practice and Procedures, which states:

> **15.1 Administrative Screening** The Tribunal shall conduct administrative screening of matters initiated with the Tribunal to identify whether:
>
> a. the matter has been submitted to the Tribunal within the statutory filing period;
>
> b. the matter has been submitted to the Tribunal in accordance with any statutory requirements; and
>
> c. the matter has been initiated in accordance with the provisions of any applicable Rule.

> Where the Tribunal finds that the documents filed to initiate the proceeding are incomplete, filed without the required fee, or are otherwise not in compliance with these Rules, the Tribunal may decide not to process the documents. The Tribunal shall notify the party who has commenced the proceeding of the deficiency, and, if applicable, shall provide the party with a date by which they may respond to the deficiency.

After conducting an administrative screening of this appeal, the Tribunal has determined that you do not meet the statutory requirements to bring forward an appeal under this section as you are not the subject property owner. Accordingly, the Tribunal is not accepting your appeal for processing.

A refund of any payments associated with the Tribunal's Appeal Fee will be returned accordingly. The refund will be in the amount of the appeal filing fee processed by the Tribunal. A refund cheque will be mailed separately to you within 10-15 business days.

Questions concerning this letter can be directed to the following:

Email: OLT.General.Inquiry@ontario.ca

Phone: (416) 212-6349 or Toll free 1-(866) 448-2248

Yours truly,

"Matthew D.J. Bryan"

Matthew D.J. Bryan

Registrar/Acting Director
Ontario Land Tribunal

c.c.
Aaron Farough, afarough@citywindsor.ca

THE CITY OF WINDSOR
ONTARIO, CANADA

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk

From: Deputy City Planner

Date: October 3, 2025

Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-025/25 [ZNG/7329]

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

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Applicant: CITY OF WINDSOR
Location: 1730 OLIVE ROAD
Description: The applicant proposes to rezone the south part of Kinsmen Norman Road Park and north half of abutting 7.62-metre-wide closed east/west alley from Green District 1.1 (GD1.1) to Residential District 1.2 (RD1.2) to allow for the creation of six (6) single unit dwelling lots.

The applicant is specifically proposing to create three (3) serviced 12.0-metre-wide lots off Olive Road and Norman Road. The lots will be sold to a developer, with the intention that they each be developed with a single unit dwelling.

The ZONING BY-LAW AMENDMENT application submitted on SEPTEMBER 24, 2025, by CITY OF WINDSOR for 1730 OLIVE ROAD was deemed complete on October 1, 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

October 3, 2025

Dillon Consulting Ltd.
c/o Amy Farkas
1 Riverside Dr. W. 12th Floor
Windsor, ON N8W 5K8

Dear Ms. Farkas,

Re: ZONING BY-LAW AMENDMENT APPLICATION

APPLICANT: CITY OF WINDSOR
LOCATION: 1730 OLIVE RD.
FILE NO.: Z-025/25 [ZNG/7329]

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 October 1, 2025.

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

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

Sincerely,

Brian Nagata

Brian Nagata
Planner III – Development Review

BN/nm

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

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of
Economic Development
Planning & Development Services

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

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

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

Staff Use Only

_____ _____

Signature of Staff Planner Date of Consultation

☐ Jim Abbs	☐ Kevin Alexander	☐ Tracy Tang	☐ Frank Garardo
☐ Brian Nagata	☐ Justina Nwaesei	☐ Simona Simion	☐ Laura Strahl
☐ Adam Szymczak	☐ _____		

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

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

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

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

Staff Use Only

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

ZONING BY-LAW AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

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

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

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

Applicant

Name: City of Windsor Contact: Joe Baker (Economic Development)
Name of Contact Person

Address: 350 City Hall Square West, Suite 410D, Windsor, Ontario

Address: _____ Postal Code: N9A 6S1

Phone: 519-255-6267 ext. 6459 Fax: 519-255-1861

Email: jbaker@citywindsor.ca

Registered Owner ☐ Same as Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

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

Name: Dillon Consulting Limited Contact: Amy Farkas
Name of Contact Person

Address: 1 Riverside Dr. W, 12th Floor, Windsor, ON

Address: _____ Postal Code: N8W5K8

Phone: 519.948.5000 ext 3205 Fax: _____

Email: afarkas@dillon.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: 1730 Olive Road, Windsor, Ontario N8Y 4N1

Legal Description: Plan 1063, Lots 309 to 319, Lots 431 to 441; PT Lots 320, 430 & PT Closed Alley

Assessment Roll Number: 010-450-06200

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

Frontage (m): 36.0 Depth (m): 67.8 Area (sq m): 2,430

Official Plan Designation: Residential

Current Zoning: Green District 1.1 (GD1.1)

Existing Uses: Public Park (Kinsmen Norman Road Park)

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

Previous Uses: Agricultural

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

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

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

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

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

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: Green District 1.1 (GD1.1)

to: Residential District 1.2 (RD1.2)

Proposed uses of subject land: Residential

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

The rezoning of the subject site from Green District 1.1 (GD1.1) to Residential District 1.2 (RD1.2) will allow for six (6) future single detached dwellings to be constructed on six (6) individually subdivided lots. The remaining portion of the park will be retained as public open space.

Why is this amendment or these amendments being requested?

The amendment is being requested to facilitate the development of new residential lots while ensuring that a portion of the land remains as public parkland. Additionally, funds from the sale of the rezoned lots will be used to enhance the retained park area, improving community amenities.

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

☑ See Planning Rationale Report

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

☑ See Planning Rationale Report

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

☐ See Planning Rationale Report ☐ See Official Plan Amendment

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

☑ NO Continue to Section 8

☐ YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.

☐ See attached Existing Plan or Sketch of Subject Land

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

☐ NO Continue to Section 9

☑ YES Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.

☑ See attached concept plan

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

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

☑ Municipal Road ☐ Provincial Highway ☐ Another public road or a right-of-way

☐ Water - If access to the subject land is by water only, describe the parking and docking facilities used or to be used and provide the approximate distance in metric of these facilities from the subject land and the nearest public road:

_____

_____

_____

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

☑ Publicly owned & operated piped water system

☐ Privately owned & operated individual well

☐ Privately owned & operated communal well

☐ Other _____

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

☑ Publicly owned & operated sanitary sewage system

☐ Privately owned & operated individual septic system - See Note below

☐ Privately owned & operated communal septic system - See Note below

☐ Other _____

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

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

☑ Sewers ☐ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

a) the boundaries and dimensions of the subject land;

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

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

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

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

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

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

12. APPLICATION FEE & OTHER FEES

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

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

APPLICATION FEE

Amendment Type	*Code*	☐ Minor Rezoning	☑ Major Rezoning
Base Fee	*53001*	$2,323.50	$3,120.10
GIS Fee	*63024*	+ $50.00	+ $50.00
E-Permitting Fee	*25164*	+ $40.00	+ $40.00
Total City of Windsor Fees		= **$2,413.50**	= **$3,210.10**

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

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

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

Renotification Fee *Code 53016* $2,644.60
Required when an applicant requests a deferral after notice of a public meeting has been given.

Legal Fee - Servicing Agreement *Code 63002* $709.52.64 plus $50 per unit, lot, or block
Required when the preparation of a servicing agreement is a condition of approval.

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

☐ Open House ☐ Website ☑ Other _____

A Public Open House was held on June 26th, 2025. This Open House was both in person and virtual. There was also a dedicated project email with a two week comment period following the Open House. Refer to the Engagement Summary for additional details regarding the Open House and the public comments received.

14. SWORN DECLARATION OF APPLICANT

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

I, The Corporation of the City of Windsor, 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.

G. J. Ba
Signature of Applicant

Sign in the presence of a Commissioner For Taking Affidavits

City of Windsor
Location of Applicant at time of declaration

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

Declared before me N McMullin at the City of Windsor

Signature of Commissioner *Location of Commissioner*

this 26 day of Sept, 2025

day *month* *year*

PLACE AN IMPRINT OF YOUR STAMP BELOW

Natasha Olia McMullin, a Commissioner, etc.,
Province of Ontario, for the Corporation of the City of Windsor.
Expires September 6, 2028.

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, The Corporation of the City of Windsor, 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

Dillon Consulting Limited c/o Amy Farkas to make this application on my behalf.
Name of Agent

G.J. Ba — September 26, 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, The Corporation of the City of Windsor,
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.

G.J. Ba — September 26, 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:

G. J. Ba

Signature of Applicant or Agent

September 26, 2025

Date

END OF SCHEDULE A

COMPLETE SCHEDULE E ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

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

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

_____

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

☐ Yes ☑ No ☐ Unknown

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

☐ Yes ☑ No ☐ Unknown

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

☐ Yes ☑ No ☐ Unknown

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

☐ Yes ☑ No ☐ Unknown

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

☐ Yes ☐ No ☑ Unknown

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

☐ Yes ☑ No ☐ Unknown

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

☐ Yes ☑ No ☐ Unknown

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

☐ Yes ☑ No ☐ Unknown

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

☐ Yes ☑ No ☐ Unknown

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

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

SCHEDULE E CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E - *CONTINUED*

Acknowledgement Clause

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

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

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

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

The Corporation of the City of Windsor

Name of Applicant (print)

Signature of Applicant

September 26, 2025

Date

Dillon Consulting Limited c/o Amy Farkas

Name of Agent (print)

Signature of Agent

September 23, 2025

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

THE CITY OF WINDSOR
ONTARIO, CANADA

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk

From: Deputy City Planner

Date: October 3, 2025

Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-021/25 [ZNG/7323]

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

---

Applicant: YUMUS ORAK
Location: 520 GRAND MARAIS ROAD WEST
Description: Applicant is requesting an amendment to Zoning By-law 8600 to rezone the subject property from Residential District 1.4 (RD1.4) to Residential District 1.2 (RD1.2) to facilitate the division of the residential parcel into two lots. The parcel is designated Residential on Schedule D: Land Use in the Official Plan, has a lot area of 743m2, and a lot frontage of 25 m along Grand Marais Rd W.

The ZONING BY-LAW AMENDMENT application submitted on SEPTEMBER 2, 2025, by YUMUS ORAK for 520 GRAND MARAIS ROAD WEST was deemed complete on September 26, 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

October 3, 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: YUMUS ORAK
LOCATION: 520 GRAND MARAIS RD. W.
FILE NO.: Z-021/25 [ZNG/7323]

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 September 26, 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 aparent@citywindsor.ca.

Sincerely,

Averil Parent
Planner II – Development Review

AP/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-009/25

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: Yumus Orak Contact: c/o Deniz Orak
Name of Contact Person

Address: 2263 Longfellow Ave

Address: Windsor, ON Postal Code: N9B 3P6

Phone: 519-995-4624 Fax:

Email: orakstucco@hotmail.com

Registered Owner ☒ Same as Applicant

Name: Contact:
Name of Contact Person

Address:

Address: Postal Code:

Phone: Fax:

Email:

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

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

Address: 23669 Prince Albert Rd.,

Address: Chatham, ON Postal Code: N7M 5J7

Phone: 226-340-1232 Fax:

Email: tracey@pillonabbs.ca

4. COMPANION APPLICATIONS

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address: 520 Grand Marais Road West

Legal Description: PT LT 78 CON 3 SANDWICH WEST AS IN R1261841; WINDSOR
01311-1112 (LT)

Assessment Roll Number: 080-380-05700

If known, the date the subject land was acquired by the current owner: 2023

Frontage (m): 25.07m (Grand Marais) Depth (m): 30.48m (Bruce Ave) Area (sq m): 743 m2

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

Current Zoning: Residential District 1.4 (RD1.4) category, as shown on Map 8

Existing Uses: Currently being used for residential use

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

Previous Uses: agriculture

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

None

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

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

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

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

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: Residential District 1.4 (RD1.4) category, as shown on Map 8

to: Residential District 1.2 (RD1.2 - S.20(1)(XXX))

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

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

The purpose of the ZBA is to change the zoning to permit a single unit dwelling, on a smaller lot.

The site will be severed after the ZBA in approved.

Why is this amendment or these amendments being requested?

This will allow for infilling and more housing in the existing built up area.

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

■ See Planning Rationale Report

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

■ See Planning Rationale Report

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

■ See Planning Rationale Report ☐ See Official Plan Amendment

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

☐ NO Continue to Section 8

☒ YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.

☒ See attached Existing Plan or Sketch of Subject Land

Existing dwelling and accessory structure (garage) to remain.

Deck and steel shed to be removed.

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

☐ NO Continue to Section 9

☒ YES Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.

☒ See attached concept plan

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

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

☒ Municipal Road ☐ Provincial Highway ☐ Another public road or a right-of-way

☐ Water - If access to the subject land is by water only, describe the parking and docking facilities used or to be used and provide the approximate distance in metric of these facilities from the subject land and the nearest public road:

_____

_____

_____

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

☒ Publicly owned & operated piped water system

☐ Privately owned & operated individual well

☐ Privately owned & operated communal well

☐ Other _____

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

☒ Publicly owned & operated sanitary sewage system

☐ Privately owned & operated individual septic system - See Note below

☐ Privately owned & operated communal septic system - See Note below

☐ Other _____

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

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

☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

a) the boundaries and dimensions of the subject land;

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

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

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

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

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

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

12. APPLICATION FEE & OTHER FEES

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

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

APPLICATION FEE

Amendment Type	*Code*	■ Minor Rezoning	☐ Major Rezoning
Base Fee	*53001*	$2,323.50	$3,120.10
GIS Fee	*63024*	+ $50.00	+ $50.00
E-Permitting Fee	*25164*	+ $40.00	+ $40.00
Total City of Windsor Fees		= **$2,413.50**	= **$3,210.10**

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

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

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

Renotification Fee *Code 53016* $2,644.60
Required when an applicant requests a deferral after notice of a public meeting has been given.

Legal Fee - Servicing Agreement *Code 63002* $709.52.64 plus $50 per unit, lot, or block
Required when the preparation of a servicing agreement is a condition of approval.

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

■ Open House ■ Website ☐ Other _____

An informal electronic public open house was held with area residents and property owners on August 29, 2024 from 5:00 pm to 6:00 pm.

14. SWORN DECLARATION OF APPLICANT

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

I, Yunus Orak, 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 Yunus Orak

Signature of Applicant

Sign in the presence of a Commissioner For Taking Affidavits

June 3, 2025

Location of Applicant at time of declaration

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

Declared before me _____ at the Municipality of Chatham-Kent

Signature of Commissioner *Location of Commissioner*

this 3rd day of June, 2025

day *month* *year*

PLACE AN IMPRINT OF YOUR STAMP BELOW

READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements

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

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

I, Yunus Orak, 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. c/o Tracey Pillon-Abbs, RPP to make this application on my behalf.

Name of Agent

X _____ June 3, 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, Yunus Orak,

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 3, 2025

Signature of Registered Owner — Date

If Corporation – I have authority to bind the corporation

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

SCHEDULE A CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - *Continued*

A3. Acknowledgements

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

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

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

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

Species at Risk

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

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

Additional information can be found at:

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

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

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

X 

Signature of Applicant or Agent

June 3, 2025

Date

END OF SCHEDULE A

COMPLETE SCHEDULE E ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

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

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

_____

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

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

SCHEDULE E CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E - *CONTINUED*

Acknowledgement Clause

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

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

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

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

Yunus Orak

Name of Applicant (print)

X 

Signature of Applicant

June 3, 2025

Date

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

Name of Agent (print)

Signature of Agent

June 3, 2025

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

THE CITY OF WINDSOR
ONTARIO, CANADA

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk

From: Deputy City Planner

Date: October 3, 2025

Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-023/25 [ZNG/7327]

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

---

Applicant: CK MECHANICAL HEATING & COOLING INC.
Location: 3858-3868 PETER STREET
Description: Applicant is requesting an amendment to Zoning By-law 8600 to rezone the subject property from the existing Development Reserve District 1.1 (DRD1.1) to Manufacturing District 1.2 (MD1.2) to construct a one-storey warehouse on the subject land. The warehouse is proposed to have a GFA of 637 m2 and to be used for storage. Nine parking spaces are proposed in front of the building.

The ZONING BY-LAW AMENDMENT application submitted on SEPTEMBER 9, 2025, by CK MECHANICAL HEATING & COOLING INC. for 3858-3868 PETER STREET was deemed complete on September 24, 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

October 3, 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: CK MECHANICAL HEATING & COOLING INC.
LOCATION: 3858-3868 PETER STREET
FILE NO.: Z-023/25 [ZNG/7327]

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 September 24, 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 aparent@citywindsor.ca.

Sincerely,

Averil Parent
Planner II – Development Review

AP/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-032/25

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: CK MECHANICAL HEATING & COOLING INC. Contact: Jason Curtis
Name of Contact Person

Address: 3846 Peter Street

Address: Windsor, ON Postal Code: N9C 1K2

Phone: 519-967-2585 Fax:

Email: jason@ckmechanical.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: 3858-3868 Peter Street, Windsor, ON

Legal Description: LT 27 W/S OF PETER ST PL 40 TOWN OF SANDWICH; PT LT 28 W/S OF PETER ST PL 40 TOWN OF SANDWICH AS IN R1354326; WINDSOR, PIN 01258-0188 LT

Assessment Roll Number: 050-170-14800 and 050-170-1480-0030

If known, the date the subject land was acquired by the current owner: 2022

Frontage (m): 22.05 m Depth (m): 63.80 m Area (sq m): 1,406.79 m2

Official Plan Designation: "Industrial" according to Schedule "D" Land Use

Current Zoning: Development Reserve District 1.1 (DRD1.1) category

Map 4, By-law #8600

Existing Uses: Residential (single detached dwelling and garage to be removed)

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

Previous Uses: Residential

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

None

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

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

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

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

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: Development Reserve District 1.1 (DRD1.1)

to: Manufacturing District 1.2 (MD1.2 - S.20(1)(XXX))

Proposed uses of subject land: Proposed to use the subject lands for manufacturing.

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

It is proposed to construct a new one storey 871.43 m2 (9,380 ft2) warehouse on the Site.

A total of 9 parking spaces is proposed to be located within the front yard with access from Peter Street.

The Site has access to full municipal services.

Why is this amendment or these amendments being requested?

This amendment is required to permit the proposed use and allow for relief (see PRR for details).

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

☒ See Planning Rationale Report

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

☒ See Planning Rationale Report

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

☒ See Planning Rationale Report ☐ See Official Plan Amendment

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

☐ NO Continue to Section 8

☒ YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.

☐ See attached Existing Plan or Sketch of Subject Land

Existing single detached dwelling and garage are in poor condition and are proposed to be removed.

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

☐ NO Continue to Section 9

☒ YES Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.

☒ See attached concept plan

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

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

☒ Municipal Road ☐ Provincial Highway ☐ Another public road or a right-of-way

☐ Water - If access to the subject land is by water only, describe the parking and docking facilities used or to be used and provide the approximate distance in metric of these facilities from the subject land and the nearest public road:

_____

_____

_____

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

☒ Publicly owned & operated piped water system

☐ Privately owned & operated individual well

☐ Privately owned & operated communal well

☐ Other _____

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

☒ Publicly owned & operated sanitary sewage system

☐ Privately owned & operated individual septic system - See Note below

☐ Privately owned & operated communal septic system - See Note below

☐ Other _____

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

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

☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

a) the boundaries and dimensions of the subject land;

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

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

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

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

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

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

12. APPLICATION FEE & OTHER FEES

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

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

APPLICATION FEE

Amendment Type	*Code*	■ Minor Rezoning	☐ Major Rezoning
Base Fee	*53001*	$2,323.50	$3,120.10
GIS Fee	*63024*	+ $50.00	+ $50.00
E-Permitting Fee	*25164*	+ $40.00	+ $40.00
Total City of Windsor Fees		**= $2,413.50**	**= $3,210.10**

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

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

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

Renotification Fee *Code 53016* $2,644.60
Required when an applicant requests a deferral after notice of a public meeting has been given.

Legal Fee - Servicing Agreement *Code 63002* $709.52.64 plus $50 per unit, lot, or block
Required when the preparation of a servicing agreement is a condition of approval.

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

☒ Open House ☒ Website ☐ Other _____

As part of a public consultation strategy, in addition to the statutory public meeting, an informal electronic public open house was held with area residents and property owners on Tuesday, April 22, 2025, from 6:00 pm to 7:00 pm.

No one attended and no emails or phone calls were received.

14. SWORN DECLARATION OF APPLICANT

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

I, Jason Curtis, 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 4th day of September, 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, Jason Curtis, 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 _____ September 4, 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, Jason Curtis,
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 _____ September 4, 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 _____ September 4, 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

- [x] Residential
- [ ] Industrial
- [ ] Commercial
- [ ] Institutional
- [ ] Agricultural
- [ ] Parkland
- [ ] Vacant
- [ ] Other_____

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

_____

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

- [ ] Yes
- [x] 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
- [x] No
- [ ] Unknown

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

- [ ] Yes
- [x] No
- [ ] Unknown

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

- [ ] Yes
- [x] 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
- [x] No
- [ ] Unknown

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

- [ ] Yes
- [x] 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
- [x] 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
- [x] 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
- [x] 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.

Jason Curtis

Name of Applicant (print)

X

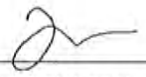
Signature of Applicant

September 4, 2025

Date

Tracey Pillon-Abbs, RPP, Pillon Abbs Inc.

Name of Agent (print)



Signature of Agent

September 4, 2025

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

THE CITY OF WINDSOR
ONTARIO, CANADA

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk

From: Deputy City Planner

Date: October 3, 2025

Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-020/25 [ZNG/7318]

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

---

Applicant: FARHI HOLDINGS CORP.
Location: 0 SPITFIRE WAY
Description: Applicant is requesting an amendment to Zoning By-law 8600 by adding a Zoning Exception to allow a Multiple Dwelling as an additional permitted use, to allow dwelling units on a ground floor in a combined use building, and allow a maximum building height of 28 m.

The ZONING BY-LAW AMENDMENT application submitted on AUGUST 8, 2025, by FARHI HOLDINGS CORP. for 0 SPITFIRE WAY was deemed complete on September 9, 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

October 3, 2025

Dillon Consulting Ltd.
c/o Amy Farkas
1 Riverside Dr. W.
Windsor, ON N9A 5K3

Dear Ms. Farkas,

Re: ZONING BY-LAW AMENDMENT APPLICATION

APPLICANT: FARHI HOLDINGS CORP.
LOCATION: 0 SPITFIRE WAY
FILE NO.: Z-020/25 ZNG/7318

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 September 9, 2025.

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

If you have any questions, email me at 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

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

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

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

Staff Use Only

_____ _____

Signature of Staff Planner Date of Consultation

☐ Jim Abbs	☐ Kevin Alexander	☐ Tracy Tang	☐ Frank Garardo
☐ Brian Nagata	☐ Justina Nwaesei	☐ Simona Simion	☐ Laura Strahl
☐ Adam Szymczak	☐ _____		

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

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

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

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

Staff Use Only

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

ZONING BY-LAW AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

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

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

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

Applicant

Name: Farhi Holdings Corporation Contact: Jim Bujouves
Name of Contact Person

Address: 484 Richmond Street

Address: Suite 200, London, Ontario Postal Code: N6A 3E6

Phone: 519-852-8245 Fax:

Email: jimb@fhc.ca

Registered Owner ☒ Same as Applicant

Name: Contact:
Name of Contact Person

Address:

Address: Postal Code:

Phone: Fax:

Email:

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

Name: Dillon Consulting Limited Contact: Amy Farkas
Name of Contact Person

Address: 1 Riverside Drive West

Address: 12th Floor Postal Code: N9A 5K3

Phone: (519) 948-5000 ext 3205 Fax:

Email: afarkas@dillon.ca

4. COMPANION APPLICATIONS

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address: 0 Spitfire Way

Legal Description: Sandwich East Concession 1; Part Lot 128; Plan 12R28654; Part of Part 1

Assessment Roll Number: 3739-070-720-00107-0000

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

Frontage (m): 94.18 (Lauzon Rd.) Depth (m): Irregular Area (sq m): 19,959.00

Official Plan Designation: Mixed Use Corridor

Current Zoning: Commercial District 2.2 (CD2.2)

Existing Uses: Vacant

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

Previous Uses: Industrial

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

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

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

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

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

An application for an amendment to a Zoning By-law: NO ☐ YES ☒ File: Z-004/19 [ZNG/5772]

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

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

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: Commercial District 2.2 (CD2.2)

to: Site-specific Commercial District 2.2 (CD2.2)

Proposed uses of subject land: Mixed Use (Residential and Commercial)

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

The site is currently zoned Commercial District 2.2 (CD2.2). A site-specific Commercial District 2.2 (CD2.2) zone is being sought to increase the maximum building height from 14 m to **28 m**, dwelling units on a ground floor in a combined use building as an additional permitted use (notwithstanding Section 15.2.5.15), and a multiple dwelling as an additional permitted use.

Why is this amendment or these amendments being requested?

To permit the construction of two (2) 6-storey combined use buildings with total of 122 dwelling units, and 180m^2 of ground floor commercial space as proposed (refer to the Conceptual Site Plan, dated July 2025).

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

☒ See Planning Rationale Report

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

☒ See Planning Rationale Report

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

☐ See Planning Rationale Report ☐ See Official Plan Amendment

N/A

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

☒ NO Continue to Section 8

☐ YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.

☐ See attached Existing Plan or Sketch of Subject Land

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

☐ NO Continue to Section 9

☒ YES Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.

☒ See attached concept plan

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

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

☒ Municipal Road ☐ Provincial Highway ☐ Another public road or a right-of-way

☐ Water - If access to the subject land is by water only, describe the parking and docking facilities used or to be used and provide the approximate distance in metric of these facilities from the subject land and the nearest public road:

_____

_____

_____

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 A Public Open House was held on September 28th, 2023. Please refer to the Engagement Summary in Appendix A of the Planning Justification Report.

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, Amy Farkas of Dillon Consulting Limited, 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.

Amy Farkas

Signature of Applicant

Sign in the presence of a Commissioner For Taking Affidavits

Dillon Consulting Limited, Windsor,ON

Location of Applicant at time of declaration

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

Declared before me _____ at the Dillon Consulting Limited in the City of Windsor

Signature of Commissioner *Location of Commissioner*

this 31 day of July, 20 25

day *month* *year*

PLACE AN IMPRINT OF YOUR STAMP BELOW

MELANIE ANNE MUIR,
a Commissioner, etc., Province of Ontario,
for Dillon Consulting Limited.
Expires May 16, 2028.

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, Jim Bujouves c/o Farhi Holdings Corporation, 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

Amy Farkas c/o Dillon Consulting Limited to make this application on my behalf.
Name of Agent



Signature of Registered Owner

July 30, 2025
Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, Jim Bujouves c/o Farhi Holdings Corporation,
Name of Registered Owner

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



Signature of Registered Owner

July 30, 2025
Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - *Continued*

A3. Acknowledgements

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

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

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

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

Species at Risk

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

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

Additional information can be found at:

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

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

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



Signature of Applicant or Agent

July 30, 2025

Date

END OF SCHEDULE A

COMPLETE SCHEDULE E ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

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

a) If previous use of the property is Industrial or Commercial, specify use:
Industrial, a Record of Site Condition was obtained in 2021

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 Lands were remediated as per RSC #227723

** 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.

Jim Bujouves c/o Farhi Holdings Corporation

Name of Applicant (print)



Signature of Applicant

July 30, 2025

Date

Amy Farkas c/o Dillon Consulting Limited

Name of Agent (print)



Signature of Agent

July 30, 2025

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

THE CITY OF WINDSOR
ONTARIO, CANADA

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk

From: Deputy City Planner

Date: October 3, 2025

Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-024/25 [ZNG/7328]

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

---

Applicant: LARLYN HOLDINGS INC.
Location: 2525 ANNIE STREET
Description: The applicant proposes to rezone the subject property by adding a site-specific provision to allow for the conversion of and addition to the existing two (2) storey vacant commercial building to establish a Combined Use Building containing a Business Office and 13 Multiple Dwelling Units, with a new seven (7) space rear parking area in addition to the existing front yard parking area.

The ZONING BY-LAW AMENDMENT application submitted on SEPTEMBER 9, 2025, by LARLYN HOLDINGS INC. for 2525 ANNIE STREET was deemed complete on September 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

October 3, 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: LARLYN HOLDINGS INC.
LOCATION: 2525 ANNIE STREET
FILE NO.: Z-024/25 [ZNG/7328]

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 September 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 bnagata@citywindsor.ca.

Sincerely,

Brian Nagata

Brian Nagata
Planner III – Development Review

BN/nm

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

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of
Economic Development
Planning & Development Services

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

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

Has the Planning Consultation Stage 2 Application been completed? NO ☐ YES ■ File Number: PC-064/25

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: Larlyn Holdings Inc. Contact: Larry Holmes
Name of Contact Person

Address: 540 Wharncliffe Road South

Address: London, ON Postal Code: N6J 2N4

Phone: 519-266-3305 Fax:

Email: lrholmes@larlyn.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: N7M 5J7

Phone: 226-340-1232 Fax:

Email: tracey@pillonabbs.ca

4. COMPANION APPLICATIONS

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address: 2525 Annie Street, Windsor, ON

Legal Description: PT ROSE AV PL 1151 SANDWICH EAST CLOSED BY R963716 AS IN R1023061; S/T R1017560E; WINDSOR PT ROSE AVE (CLOSED BY R844364) PL 1151 WINDSOR, PT 1 PL 12R18901 T/W R.O.W. OVER PTS 2 & 3 PL 12R18901 AS IN LT326049

Assessment Roll Number: 3739-070-770-00700-0000

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

Frontage (m): 20.1 m Depth (m): irregular Area (sq m): 1,491.7 m2

Official Plan Designation: Residential, Schedule D - Land Use

Current Zoning: "Commercial District 3.3 (CD3.3)" on Map 15

Existing Uses: Currently a vacant commercial building

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

Previous Uses: outdoor storage tard/gravel parking area from at least 1966 to 1983 (Part 1, 12R-18901)

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- 065/86, 033/82

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

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: "Commercial District 3.3 (CD3.3)"

to: "Commercial District 3.3 -XX (CD3.3-XX)"

Proposed uses of subject land: The Applicant is proposing to develop the Site for mixed use (residential and commercial).

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

It is proposed that a renovation and addition to the existing building be constructed. A total of 13 residential units are proposed, with one 33.63 m2 commercial unit for a business office.

The residential units are proposed to be located on the first and second floors, and the commercial unit on the first floor.

The proposed building will be 2 storeys in height. There is existing parking on site for 10 vehicles.

Why is this amendment or these amendments being requested?

The purpose of the amendment is to provide more housing through intensification while retaining some commercial use.

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

■ See Planning Rationale Report

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

■ See Planning Rationale Report

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

■ See Planning Rationale Report ☐ See Official Plan Amendment

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

☐ NO Continue to Section 8

☒ YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.

☒ See attached Existing Plan or Sketch of Subject Land

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

☐ NO Continue to Section 9

☒ YES Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.

☒ See attached concept plan

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

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

☐ Municipal Road ☐ Provincial Highway ☐ Another public road or a right-of-way

☐ Water - If access to the subject land is by water only, describe the parking and docking facilities used or to be used and provide the approximate distance in metric of these facilities from the subject land and the nearest public road:

_____

_____

_____

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

☒ Publicly owned & operated piped water system

☐ Privately owned & operated individual well

☐ Privately owned & operated communal well

☐ Other _____

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

☒ Publicly owned & operated sanitary sewage system

☐ Privately owned & operated individual septic system - See Note below

☐ Privately owned & operated communal septic system - See Note below

☐ Other _____

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

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

☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

a) the boundaries and dimensions of the subject land;

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

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

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

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

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

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

12. APPLICATION FEE & OTHER FEES

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

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

APPLICATION FEE

Amendment Type	*Code*	☐ Minor Rezoning	■ Major Rezoning
Base Fee	*53001*	$2,323.50	$3,120.10
GIS Fee	*63024*	+ $50.00	+ $50.00
E-Permitting Fee	*25164*	+ $40.00	+ $40.00
Total City of Windsor Fees		= **$2,413.50**	= **$3,210.10**

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

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

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

Renotification Fee *Code 53016* $2,644.60
Required when an applicant requests a deferral after notice of a public meeting has been given.

Legal Fee - Servicing Agreement *Code 63002* $709.52.64 plus $50 per unit, lot, or block
Required when the preparation of a servicing agreement is a condition of approval.

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

☒ Open House ☒ Website ☐ Other _____

A hybrid open house was held by the Applicant.

14. SWORN DECLARATION OF APPLICANT

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

I, Larry Holmes, 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 London

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 5th day of September, 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, Larry Holmes, 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 _____ September 5, 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, Larry Holmes,

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 _____ September 5, 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  September 5, 2025

Signature of Applicant or Agent | Date

END OF SCHEDULE A

COMPLETE SCHEDULE E ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

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

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

_____

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

☐ Yes ■ No ☐ Unknown

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

☐ Yes ■ No ☐ Unknown

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

☐ Yes ■ No ☐ Unknown

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

☐ Yes ■ No ☐ Unknown

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

☐ Yes ■ No ☐ Unknown

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

☐ Yes ■ No ☐ Unknown

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

☐ Yes ■ No ☐ Unknown

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

☐ Yes ■ No ☐ Unknown

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

☐ Yes ■ No ☐ Unknown

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

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

SCHEDULE E CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E - *CONTINUED*

Acknowledgement Clause

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

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

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

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

Larry Holmes

Name of Applicant (print)

X 

Signature of Applicant

September 5, 2025

Date

Tracey Pillon-Abbs, RPP

Name of Agent (print)



Signature of Agent

September 5, 2025

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

Subject: Ad hoc Committee of Council - City Wide

Reference:

Date to Council: September 22, 2025
Author: Luigi Congi
Executive Initiatives Coordinator
519-255-6100 ext6136
lcongi@citywindsor.ca
City Treasurer
Report Date: 8/25/2025
Clerk's File #: AF/14508

To: Mayor and Members of City Council

Recommendation:

That the report of the Executive Initiatives Coordinator titled "Options for an Ad hoc Committee of Council" – City Wide" **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

Part XII Section 418 of the *Ontario Municipal Act, 2001* and Ontario Regulation 438/97, as amended, provides criteria and investment guidelines that allow municipalities to adopt policies related to the placement of monies which are not required immediately in securities prescribed by the Regulation. The *Ontario Municipal Act, 2001* also states that the City Treasurer is responsible for ensuring compliance with financial regulations particularly in areas such as investment practices, debt management, and financial reporting. Specifically, the Treasurer must ensure that all financial activities adhere to the rules set out in the Act and any applicable regulations, including those under Section 418. Specifically, Section 418 of the *Ontario Municipal Act, 2001* indicates, that the City Treasurer prepares and presents an investment report containing details such as the types of investments held, their performance, and any inconsistencies with the municipality's investment policies or goals, to council at least once per fiscal year, or as requested by Council.

It should be noted that Section 418 of the Act does permit municipalities to adopt a prudent investor standard essentially granting the ability to invest money that is not required immediately in any security so long as it is prudent in the circumstance. The Act under section 418.1 outlines specific guidelines that should be taken under consideration before exercising such an option. These guidelines pertain to such things

as eligibility funding thresholds either by the City or through agreements with other municipalities, delegating investment powers to an investment board independent of Members of Council or municipal staff, adoption of an investment policy and plan, and acknowledgement that the authorizing by-law cannot be revoked without regulation.

On May 26, 2025, Councillor Jim Morrison moved the following directive, supported by Councillor Kieran McKenzie through CR209/2025:

- That Administration BE DIRECTED to report back to Council with recommendations regarding the creation of a low-cost ad hoc committee to include 3-5 councillors, with support of the City Treasurer to review the Investment Policy, including section 3.2.7 of that policy – "portfolio limits and individual limits", and the recommendations that have been brought forward by the Auditor General; and,

- That Administration BE DIRECTED to report back with recommendations for Council to review the findings of the ad hoc committee's effectiveness to decide if it should become a permanent committee of Council.

The purpose of the report is to address the first directive and advises City Council of the governance frameworks available to municipalities for managing investment activities.

Discussion:

Administration executes the City's investment strategy in full compliance with the *Municipal Act, 2001* (s.418, Part VIII) and Ontario Regulation 438/97. The investment strategy is further governed by the City's approved Investment Policy which provides clarity and direction for investment objectives, goals, and the selection and placement of managed funds. As such, all investments are restricted to eligible securities as prescribed under the Regulation, while adhering to creditworthiness standards, and diversification requirements. The City also adheres to the governing policy objectives, ensuring that funds are managed with due diligence, care, and long-term financial stewardship. Operating in this manner assures that Administration functions in accordance with the mandates and governance framework set forth by Council. This is further articulated in the annual investment compliance reports presented to Council in accordance with the Regulation. To date there has been no occurrences of non-compliance to be reported. Administration adheres to statutory reporting requirements by providing Council an annual investment compliance report. The report is prepared through analysis of market conditions relevant to volatility and sector performance, assessment of the interest rate environment on federal policies, and broader economic conditions. By adhering to the endorsed Investment Policy and Council direction, Administration's investment strategy ensures access to cash balances when required while yielding the highest rate of return where possible.

On May 26, 2025, Council received the City's Auditor General report titled "Investment Practices Auditor General Complaint Investigation". The report presented the results of an investigation into compliance with the City's investment policies, with particular attention to the Windsor-Essex Hospital Investment Portfolio. The Auditor General

concluded that the allegations were unsubstantiated. The report also offered recommendations for improvement regarding transparency, which will be addressed in future annual investment reports.

Should Council wish to establish an ad hoc committee, the following structure will facilitate effective communication and timely decision making.

- The ad hoc committee shall select a Chair from their members.
- The ad hoc committee will meet at the call of the Chair.
- The majority of members, including the Chair, shall constitute quorum.
- Request information as required from the City Treasurer.
- Request the participation of any employee in the ad hoc committee's meetings.
- Council Services will provide administrative support for the scheduling of meetings and distribution of agendas and meeting documentation.

It is important to note that this approach will require support from internal resources within both Finance and the City Clerks' office and its implementation will need to be considered in the context of existing priorities and resource implications.

As previously stated, as an alternative approach the Act does permit municipalities to adopt a prudent investor standard but not without adhering to the following guidelines:

- On the day of passing a by-law, a municipality must individually meet the prescribed financial qualifications or have entered into an agreement with one or more municipalities that collectively meet the financial qualifications. The minimum financial conditions are at least $100 million in money or investment available and not required immediately or at least $50 million in net financial assets. If a municipality does not meet the criteria individually it may join with other municipalities to band together for purposes of meeting the eligibility criteria.

- A governance framework is required to be established whereby an Investment Board or Joint Investment Board, as the case may be, is created and delegated full control and charge of day-to-day management of the investment portfolio. The Board, being a municipal services board and governed by Council's Investment Policy, must develop and maintain an investment plan that sets out how investments would be carried out. Council would appoint Board members however other than the City Treasurer, Officers, employees and members of Council cannot be members of the Board. Annual reporting with the policy and plan is the responsibility of the Board.

- Following adoption of the prudent investor standard by any municipality the municipal by-law cannot be revoked without a regulation of the Minister. Hence a move to the prudent investor standard represents a permanent change in the governance of the City's investments.

Aside from the significant governance framework requirements, there is further complexity and cost with respect to legal involvement, administrative overhead, board member compensation and compliance reporting, all of which can impact potential

benefits. For these reasons, Administration does not recommend the adoption of a prudent investor framework for municipal investments.

Risk Analysis:

Under the current governance framework, Administration is responsible for investment activities, ensuring compliance with the *Municipal Act* and the Investment Policy. Administration is able to strategically place available funds in investments with terms that align with cashflow requirements, short and long-term. Furthermore, the current framework permits Administration to pivot quickly should a more immediate cashflow requirement arise, without the need to draw on short term borrowing and incurring financing charges.

Under the Prudent Investor governance model, funds not required immediately by the municipality are managed and controlled by an Investment Board or Joint Investment Board (JIB). Once a municipality passes a by-law to establish the Prudent Investment Standard, it cannot revoke that, without a regulation of the Minister. Funds invested are subject to market volatility resulting that can result in gains or losses, realized or unrealized, depending upon the timing of long-term funding requirements.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Currently, the City of Windsor's General Investment Portfolio is approximately $457 million. As indicated above, the investment portfolio is governed in accordance with the legislation and Investment Policy which serves to achieve four primary objectives: i) Legality of investments; ii) Preservation of capital; iii) Maintenance of liquidity; and iv) Competitive rate of return.

The City's current investments are largely placed in guaranteed investment certificates which ensures that the principal investment is protected. A call for competitive rates is made for any new placement of funds. To maximize investment yields, where possible within the compliance limits, the highest quote is awarded the investment. As an additional measure of precaution, where the highest quote exceeds current compliance limits, a request for a guarantee of the principal is required.

Given that the principal investment is fully guaranteed, the decision as to where to place funds rests with the quote provided by financial institutions. As indicated in previous reports, credit unions have historically had greater flexibility in providing higher rates of return than Schedule I banks. By placing funds with the institution having the better yield benefits the municipality and ratepayers.

For illustrative purposes, the impact of a change in interest rate on the overall General Investment Portfolio of 0.5%, with all other factors remaining consistent, would be $2,285,000. If the change were 1.0%, the impact of the change would be $4,570,000. By restricting the investment of funds in an institution that provides the best rate of return ultimately results in foregone investment income which can only be made up through additional reliance on the property tax base and property taxes for funding of municipal services.

The current governance framework allows Administration to place investments that comply with the *Municipal Act* and our Investment Policy, preserve the value of the invested capital and maintain liquidity, while maximizing our overall rates of return.

Consultations:

Christopher O'Conner, Risk Savy - Auditor General

The following is commentary provided by the Auditor General:

"The AG recommendations were directed to Administration to enhance transparency and risk oversight in investment practices, and Administration has accepted those.

On Ad Hoc Committee

If Council chooses to establish a Committee of Council regarding investments, from an Auditor General perspective its value would be in focusing on governance — ensuring policies remain clear, current, and consistently applied — and in monitoring policy adherence at a governance level. It should not become transactional in reviewing individual investment decisions, authorizing investments permitted under the policy, nor meet so frequently that it risks displacing Administration's responsibilities. A Council committee is best positioned to govern, set policy, and monitor policy compliance at a high level, while the Office of the AG provides independent assurance on compliance and risk.

On Joint Investment Board (Prudent Investor Standard)

With respect to the Prudent Investor Standard and a potential Joint Investment Board (JIB), the Auditor General observed that this represents a fundamental change in governance, with day-to-day investment decision-making delegated to the Board. Before Council considers such a shift, it should ensure that the total cost/benefit impact is fully assessed — including potential increased investment earnings (and the viability thereof), increased risk exposure, and additional operating costs to support the JIB framework (legal, administrative, compliance, Board operations, and advisory expenses). Another key consideration is the requirement to recruit independent Board members with appropriate expertise (as Councillors and Administration cannot serve), with appointment terms set in the by-law to balance continuity with renewal.

Conclusion:

Administration is not recommending any changes to the City's framework to govern investment activities, including the Investment Policy. On an annual basis, Administration will continue to review the Investment Policy taking into consideration

prevailing economic conditions and interest rates and make recommendations to maximize the City's return on investment, mitigate risk and maintain compliance with the Municipal Act.

Planning Act Matters:

N/A

Approvals:

Name	Title
Steve Vlachodimos	City Clerk
Andrew Daher	Commissioner, Corporate Services
Lorie Gregg	On behalf of Commissioner, Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Ad hoc Committee of Council

Terms of Reference

1.0 Mandate

As previously outlined by CR209/2025;

- *The ad hoc committee will be responsible to review the Investment Policy, including section 3.2.7 of that policy – "portfolio limits and individual limits", and the recommendations that have been brought forward by the Auditor General.*

2.0 Roles and Responsibilities

The roles and responsibilities of the ad hoc committee could include:

- *Provide recommendations on changes to the Investment Policy.*
- *Provide a recommendation with regards to the effectiveness of the ad hoc committee and potential future direction.*
- *Engage the City Treasurer to solicit guidance on the feasibility and implementation of proposed recommendations.*

3.0 Membership

- *The membership of the ad hoc committee shall consist of a minimum of three (3) to a maximum of five (5) Members of Council appointed by Council.*

4.0 Authority and Reporting

The following will facilitate effective communication and timely decision making.

- *The ad hoc committee shall select a Chair from their members.*
- *The ad hoc committee will meet at the call of the Chair.*
- *The majority of members, including the Chair, shall constitute quorum.*
- *Request information as required from the City Treasurer.*
- *Request the participation of any employee in the ad hoc committee's meetings.*
- *Council Services will provide administrative support for the scheduling of meetings. and distribution of agendas and meeting documentation.*

5.0 Budget

In an effort to minimize direct costs, it is anticipated that the ad hoc committee's meeting will take place during regular operating hours of the City. Although minimal, consequential costs are anticipated with respect to providing resources that support the administration and coordination of scheduling meetings.

Subject: Audited Consolidated Financial Statements for Windsor Business Improvement Areas for 2024 -Wards 2, 3, 4, 5 & 6

Reference:

Date to Council: October 20, 2025
Author: Cristina Stanis
Senior Tax Analyst
519-255 6100 Ext. 6929
cstanis@citywindsor.ca
Taxation & Financial Projects
Report Date: 9/5/2025
Clerk's File #: MI2025

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** for information the 2024 Audited Financial Statement for each of the nine (9) Business Improvement Area Boards being Downtown Windsor, Via Italia (Erie Street), Olde Riverside Town Centre, Olde Sandwich Towne, Walkerville District, Ottawa Street, Pillette Village, Ford City and Wyandotte Towne as presented in Appendices A through I, in accordance with the Business Improvement Area Governance By-Law 49-2023.

Executive Summary:

N/A

Background:

Presently, there are nine (9) Business Improvement Areas (BIA) within the City of Windsor. They include:

1. Downtown Windsor (DWBIA)
2. Via Italia – Erie Street (Via Italia)
3. Olde Riverside Town Centre (Riverside)
4. Olde Sandwich Towne (Sandwich)
5. Walkerville District (Walkerville)
6. Ottawa Street (Ottawa)
7. Pillette Village (Pillette)
8. Wyandotte Town Centre (Wyandotte)
9. Ford City (Ford)

Sections 204 to 215 of the *Ontario Municipal Act, 2001* (the Act), provide the regulatory framework for the establishment and operation of BIAs. Section 204(1) of the Act provides that local municipalities may designate an area as an improvement area and may establish a Board of Management:

a) To oversee the improvement, beautification and maintenance of municipally owned land, buildings, and structures in the area beyond that provided at the expense of the municipality generally; and

b) To promote the area as a business or shopping area

In 2023, the City of Windsor established the Governance By-Law 49-2023 (the By-Law) to create a uniform governance structure for all the BIA Boards of Management in the City of Windsor. In accordance with Schedule C, Section III, Annual Financial Statements, of the By-Law, the audited financial statements are required to be presented in conjunction with the annual report to Council.

Discussion:

Schedule C, Section III, Annual Financial Statements of the By-Law, requires that the audited consolidated financial statements for the BIAs be presented to Council annually. The consolidated financial statements of the BIAs are comprised of:

- the consolidated statement of financial position;
- the consolidated statement of operations and accumulated surplus (deficit);
- the consolidated statement of changes in net financial assets;
- the consolidated statement of cash flows;
- and the notes to the financial statements, including a summary of significant accounting policies;

(Hereinafter referred to as the consolidated financial statements).

This report includes the consolidated financial statements for the BIAs for the year ended December 31, 2024 (Appendix A to I). The consolidated financial statements of the Olde Sandwich Towne BIA are in a draft state and are awaiting final approval by their Board of Management. No material changes are expected from the approval process, and it is anticipated that an unmodified audit opinion will be issued by KPMG on this.

The audited consolidated financial statements of the BIAs for the year ended December 31, 2024, were audited by KPMG LLP, who issued unmodified audit opinions on account of each of the consolidated financial statements of the BIAs, except for the Olde Sandwich Towne BIA. As indicated above, it is anticipated that an unmodified audit opinion will be issued for the Olde Sandwich Towne BIA.

The following discussion provides an analytical review of the consolidated financial statements of the BIAs for the year ended December 31, 2024, with comparisons to the

prior year, as it relates to the consolidated statement of financial position, and budget, as it relates to the consolidated statement of operations and surplus.

Furthermore, and in accordance with Schedule C, Part IV Reserve Funds of the By-Law, “At no time shall the general operating reserve reach a level that exceeds the annual year’s levy. Should the general operating reserve reach a level that is in excess of this maximum amount, the Board is required to develop a plan that will expend the funds with said plan being presented as part of the annual budget submission for approval by Council.” The following discussion will also identify whether the BIAs are in compliance with this provision of the By-Law and outline the BIAs plan to bring themselves into compliance with this provision.

Downtown Windsor Business Improvement Area (DWBIA) – Appendix A

Consolidated Statement of Financial Position

Total financial assets as at December 31, 2024, decreased $233,975 from 2023 (2024 - $404,391; 2023 - $638,366). Notable changes include:

- A decrease in Cash by $22,962 (2024 - $236,888; 2023 - $259,850). For further information, refer to the Consolidated Statement of Cash Flows.
- A decrease in Accounts receivable by $232,347 (2024 - $112,689; 2023 - $345,036).
- An increase in Due from the City of Windsor of $21,334 from 2023 (2024 - $54,814; 2023 - $33,480). Year-end balances for the Due from the City of Windsor financial caption reflects an amount equivalent to five percent (5%) of the BIA levy budget for the current year plus or minus any levy increases or decreases from reassessment transactions captured during the second part of the year through the Supplementary/ Omitted assessment process.

Total financial liabilities at December 31, 2024, decreased $57,854 from 2023 (2024 - $30,395; 2023 - $88,249).

Total non-financial assets as at December 31, 2024, decreased $25,425 from 2023 (2024 - $54,264; 2023 - $79,689). Tangible capital assets represent the largest component of non-financial assets. The decrease in tangible capital assets of $20,291 relates to the annual amortization expense.

Consolidated Statement of Operations and Accumulated Surplus

Total revenue for 2024 amounted to $970,439, an increase of $49,339 as compared to the budget of $921,100. Notable differences include:

- Total Members’ Levy Revenue for 2024 was $781,377, an increase of $16,827 as compared to the budget of $764,550. The increase resulted from additional assessment of properties in the DWBIA area identified during the Supplementary/Omitted billing assessment process.

- Total Grant revenue for 2024 was $56,672 compared to the budget of $70,000, a decrease of $13,328.
- Total Miscellaneous revenue for 2024 was $69,806, an increase of $34,056 as compared to the budget of $35,750. The increase is attributed to higher than anticipated revenue collected from sponsorship and cost recoveries.
- Total Farmer's Market revenue for 2024 was $61,166, an increase of $10,366 as compared to the budget of $50,800. The increase reflects the growing vendor and community participation.

Total expenses for 2024 amounted to $1,171,985, an increase of $250,885 as compared to the budget of $921,100. Notable differences include:

- Total Marketing and events expenses for 2024 were $380,306, an increase of $87,956 as compared to the budget of $292,350. The increase is primarily attributed to the larger number of events that the BIA chose to offer. The BIA made a strategic decision to invest in an expanded events calendar, generating strong returns in terms of attendance, vibrancy and business activity. Each event attracted audiences, generated positive media coverage and strengthened downtown Windsor's reputation as a regional destination. Highlights of the 2024 program include:
    - NFL Draft Party
    - Euro & Copa Block Party
    - Rock'n Wrestling Weekend
    - Fall in Love Weekend
    - Zombie Walk & Parade
    - Ouellette Car Cruise & Block Party
    - Canada Day Parade & Arts Fair
    - Beach Bash Volleyball Tournament
    - Dog Days of Summer
    - Art Alley Techno Block Party
    - Santa Claus Parade & Holiday Market
    - Stanley Cup Playoff & NHL Finals Watch Parties
- Total Grants expenses for 2024 were $54,910, an increase of $54,910 from budget.
- Total Salaries and wages expenses for 2024 were $228,378, a $40,878 increase as compared to the budget of $187,500. The increase is primarily due to additional staff time required to execute the expanded events calendar.
- Total Development expenses for 2024 were $30,304, a $25,304 increase as compared to the budget of $5,000.
- Total Communication expenses for 2024 were $31,698, an increase of $8,648 as compared to the budget of $23,050. The increase is primarily related to the need to promote a larger number of initiatives. The BIA also incurred higher expenses for meetings and travel.

At December 31, 2024, the DWBIA has an accumulated surplus of $428,260, a decrease of $201,546 from 2023 (2023 - $629,806). The accumulated surplus is comprised of two components: Investment in Tangible Capital Assets and the Reserve for Future Development (Reserve). The Reserve was $414,641 at December 31, 2024, a decrease of $181,255 from 2023 (2023 - $595,896). The Reserve balance exceeds

the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law.

Via Italia – Erie Street BIA– Appendix B

The Statement of Financial Position

Total financial assets as at December 31, 2024, were $99,400, a decrease of $5,270 from 2023 (2023 - $104,670). Notable changes include:

- A decrease in Cash of $14,742 (2024 - $48,888; 2023 - $63,630). For further information, refer to the Consolidated Statement of Cash Flows.
- An increase in Commodity taxes receivable of $9,770 (2024 - $42,423; 2023 - $32,653).
- A decrease in the Prepaid expenses balance by $298 (2024 - $1,839; 2023 - $2,137).

Financial liabilities at December 31, 2024, were $1,500, an increase of $1,500 from 2023. Financial liabilities are comprised of Accounts payable and accrued liabilities. The year-over-year variance is attributed to the timing of payments.

Statement of Operations and Accumulated Surplus

Total revenue for 2024 amounted to $124,614, a decrease of $386 as compared to the budget of $125,000. Notable differences include:

- The Members' levy of $124,590 represents a $410 decrease as compared to the budget of $125,000.
- Miscellaneous revenue of $24 was earned in 2024. This is comprised of investment income.

Total expenses for 2024 amounted to $131,384, an increase of $6,384 as compared to the budget of $125,000. Notable differences include:

- Total Advertising and promotion expenses were $17,569, an increase of $4,269 as compared to the budget of $13,300. The increase is related to refunds that were issued to advertisers for marketing initiatives they had paid for and that were later cancelled.
- Audit and accounting expenses were $1,700, a decrease of $1,700 as compared to the budget of $3,400. This is primarily due to the fact that the services provided by the bookkeeper were free of charge.
- Donations were $850, an increase of $150 as compared to the budget of $700. The increase is attributed to an additional donation of $150 to Maryvale.
- Insurance expenses were $3,976, a decrease of $524 as compared to the budget of $4,500. The increase is attributed to lower insurance premium for 2024.

- Office and administration expenses were $29,372, an increase of $18,836 as compared to the budget of $10,536. This increase is attributed to $12,000 in expenses related to tree trimming, regular maintenance, signage repair, lighting upgrades, utility pole banners classified as Street improvements for budget purposes, being allocated to Office and administration expenses for financial statement purposes. Similarly, $4,500 in staffing, street closure, permit and vendor support expenses classified as Special events for budget purposes were presented under Office and administration expenses for financial statement purposes.
- Total Special events expenses were $44,505, a decrease of $4,495 as compared to the budget of $49,000. The decrease is attributed to the fact that $4,500 in staffing, street closure, permit and vendor support expenses were classified as Special events for budget purposes but presented under the Office and administration cost for financial statement purposes, as noted in the discussion above.
- Total Street improvement expenses were $2,649, a decrease of $10,915 as compared to the budget of $13,564. As noted in the discussion above $12,000 in expenses were classified as Street improvements for budget purposes but presented under the Office and administration expenses for financial statement purposes. These expenses were related to tree trimming, regular maintenance, signage repair, lightning upgrades and utility pole banners.

At December 31, 2024, the Via Italia BIA has an accumulated surplus of $97,900, a decrease of $6,770 from 2023 (2023 - $104,670). The accumulated surplus exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law. The BIA has submitted a plan for the use of the reserve. The BIA is planning to use the reserve to create a new community event, invest in beautification and safety projects along Erie Street and enhance the marketing efforts in order to drive traffic and visibility for local businesses. These initiatives will help keep the district vibrant, welcoming and thriving.

Olde Riverside Town Centre BIA – Appendix C

Consolidated Financial Position December 31, 2024

Total financial assets as at December 31, 2024, increased $11,805 from 2023 (2024 - $47,676; 2023 - $35,871). Notable changes include:

- An increase in Cash of $ $11,726 (2024 - $40,657; 2023 - $28,931). For further information, refer to the Consolidated Statement of Cash Flows.

Total financial liabilities as at December 31, 2024, remained the same as in 2023 (2024 - $2,000; 2023 - $2,000). Financial liabilities are comprised of Accounts payable and accrued liabilities.

Consolidated Statement of Operations and Accumulated Surplus

Total revenue for the Riverside BIA was $75,192, an increase of $192 as compared to the budget of $75,000. Revenue relates to the Members' levy.

Total expenses for 2024 were $63,387, a decrease of $11,613 compared to the budget of $75,000. Notable changes include:

- Administration expenses were $14,516, an increase of $1,766, as compared to the budget of $12,750. The increase is primarily attributed to the coordinator position that was allocated more hours.
- Advertising and promotion expenses were $19,658, an increase of $7,658, as compared to the budget of $12,000. The increase is attributed to the fact that expenses related to the promotion of events were classified as Events expenses for budget purposes but presented under Advertising and promotion for financial statement purposes.
- Audit expenses were $2,487, an increase of $237, as compared to the budget of $2,250. The increase is attributed to higher than anticipated expenses related to the audit.
- Donations were $nil, a decrease of $1,000, as compared to the budget of $1,000.
- Special events expenses were $6,948, a decrease of $5,552 as compared to the budget of $12,500. As noted in the discussion above, a large part of expenses related to the promotion of events were classified as Special events for budget purposes but presented under Advertising and promotion expenses for financial statement purposes.
- Office expenses were $50, a decrease of $450 as compared to the budget of $500.
- Street beautification expenses were $17,566, a decrease of $13,934, as compared to the budget of $31,500.
- Website expenses were $268, a decrease of $232, as compared to the budget of $500.

At December 31, 2024, the Riverside BIA has an accumulated surplus of $45,676, an increase of $11,805 from 2023 (2023 - $33,871). The accumulated surplus exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law. The BIA has submitted a plan for the use of the reserve. The reserve will be used to fund the replacement of the streetlights in the district. The current streetlights are approaching the end of their lifespan. The BIA is in the process of obtaining quotes from multiple suppliers for the project. The goal is to replace the streetlights while preserving the distinctive, historically inspired aesthetic of the existing lanterns. The BIA is planning to complete this project in 2026.

Olde Sandwich Towne BIA – Appendix D

At the time of writing this report, an analytical review of the consolidated financial statements had not yet been provided by the BIA. The below paragraphs offer a summary of the notable differences identified.

Consolidated Statement of Financial Position December 31, 2024

Total financial assets as at December 31, 2024, have increased $8,734 as compared to 2023 (2024 - $317,516; 2023 - $308,782). Notable changes include:

- A decrease in Cash of $2,631 (2024 - $292,274; 2023 - $294,905). For further information, refer to the Consolidated Statement of Cash Flows.
- An increase in the HST receivable of $11,365 (2024 - $21,887; 2023 - $10,522).

Total financial liabilities as at December 31, 2024, were $12,158, an increase of $11,028, as compared to 2023 (2023 - $1,130). The financial liabilities relate primarily to Accounts payable and accrued liabilities.

Consolidated Statement of Operations and Accumulated Surplus

Total revenue for 2024 for the Sandwith BIA was $115,407, a small increase of $1,307 compared to the budget of $114,100. Revenue is comprised of $67,100 from Members' levy, $47,600 in Grants and $707 in Donations and other income.

Total expenses for 2024 were $117,701, a decrease of $166,782 as compared to the budget of $284,483. Notable changes include:

- Administration expenses were $64,543, an increase of $9,092 as compared to the budget of $55,451.
- Advertising expenses were $15,137, a decrease of $1,863 as compared to the budget of $17,000.
- Audit and accounting expenses were $1,700, an increase of $500 as compared to the budget of $1,200.
- Decorative expenses were $8,533, a decrease of $116,967 as compared to the budget of $125,500.
- Events expenses were $25,771, a decrease of $57,661 as compared to the budget of $83,432.

At December 31, 2024, the Sandwich BIA has an accumulated surplus of $305,358, a decrease of $2,294 from 2023 (2023 - $307,652). The accumulated surplus exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law. As per the BIA's 2025 budget, the reserve funds should be used during the current fiscal year. The funds will be used to build a pergola, purchase and install seasonal decorations, create murals and beautification planning for the BIA. Part of the reserve will also be used for advertising and marketing initiatives and to fund some of the events within the BIA such as the St. Patrick's Day event, a spring event and a Halloween event.

Walkerville District BIA– Appendix E

Consolidated Statement of Financial Position December 31, 2024

Total financial assets as at December 31, 2024, have decreased $15,907 as compared to 2023 (2024 - $48,223; 2023 - $64,130). Notable changes include:

- A decrease in Cash of $20,909 (2024 - $35,936; 2023 - $56,845). For further information, refer to the Consolidated Statement of Cash Flows.
- An increase in Accounts receivable of $750 (2024 - $1,750; 2023 - $1,000).
- An increase in the HST receivable of $4,628 (2024 - $7,787; 2023 - $3,159).
- A decrease in the Due from the City of Windsor of $376 (2024 - $2,750; 2023 - $3,126). The higher balance as at December 31, 2023, was the result of increased levy in that year due to the reassessment captured during the Supplementary/Omitted Assessment.

Total financial liabilities as at December 31, 2024, were $3,758, a small increase of $120, as compared to 2023 (2023 - $3,638). The financial liabilities relate primarily to Accounts payable and accrued liabilities.

Total non-financial assets balance as at December 31, 2024, is nill, a decrease of $1,318 from 2023 (2023 - $1,318). In 2023, non-financial assets represented prepaid expenses of the Walkerville BIA.

Consolidated Statement of Operations and Accumulated Surplus

Total revenue for 2024 for the Walkerville BIA was $72,044, an increase of $4,945 compared to the budget of $67,099. Notable changes include:

- Increase in Member's levy of $1,605 as compared to the budget of $55,000.
- Increase in Sponsorships and other fundraising of $3,340 as compared to budget of $10,600. The increase is associated with sponsorship and other revenue generated from the Taste of Walkerville event added in 2024 but not budgeted.

Total expenses for 2024 were $89,389, an increase of $22,290 as compared to the budget of $67,099. Notable changes include:

- Audit and accounting expenses were $1,700, a decrease of $200 as compared to the budget of $1,900. The decrease is attributed to lower than anticipated expenses related to the audit.
- Communication expenses were $5,840, an increase of $3,340 as compared to the budget of $2,500. The increase is primarily attributed to $4,500 in web development expenses that were not budgeted for.
- Events and meeting expenses were $39,135, an increase of $15,696 as compared to the budget of $23,439. The increase is related to the Taste of Walkerville event that was not budgeted for. The event was very successful.

- Security costs were $12,540, an increase of $3,060 as compared to the budget of $9,480. The increase is associated with an additional month of security expenses recorded in the calendar year and an increased number of patrols.
- Street up-keep expenses were $10,744, an increase of $1,264 as compared to the budget of $9,480. The increase is primarily attributed to the purchase of outdoor planters from the City.

At December 31, 2023, the Walkerville BIA has an accumulated surplus of $44,465, a decrease of $17,345 from 2023 (2023 - $61,810). The accumulated surplus exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law. The BIA has hired a consultant to complete a strategic plan to ensure responsible use of available reserve funds.

Ottawa Street BIA– Appendix F

Consolidated Statement of Financial Position December 31, 2024

Total financial assets as at December 31, 2024, of $54,045, a decrease of $10,822 as compared to 2023 (2023 - $64,867). Notable changes include:

- A decrease in Cash of $14,505 from 2023 (2024 - $23,180; 2023 - $37,685). For further information, refer to the Consolidated Statement of Cash Flows.
- An increase in Commodity taxes receivable of $3,378 from 2023 (2024 - $26,180; 2023 - $22,802). The BIA has not applied for an HST return in four years. The amount represents the total for the years 2021 to 2024. A return for all the mentioned years was filed in 2025.
- An increase in Other receivables by $357 (2024 - $1,087; 2023 - $730).

Total non-financial assets as at December 31, 2024, of $3,289, is consistent with 2023 (2023 - $3,106). Non-financial assets represent prepaid expenses.

Consolidated Statement of Operations and Accumulated Surplus 2024

Total revenue for 2024 for the Ottawa BIA was $74,414, an increase of $2,449 as compared to the budget of $71,965. The increase is primarily attributed to the receipt of indemnity payments of $2,000 and $449 in vendor fees.

Total expenses for 2024 were $85,053, a decrease of $8,697, as compared to the budget of $93,750. Notable changes include:

- Administration expenses were $6,000, a decrease of $5,450 as compared to the budget of $11,450. The decrease is attributed to the fact that the street cleaner-related expenses were classified as Administration expenses for budget purposes but presented under Street beautification costs for financial statement purposes.

- Bank charges were $198, a decrease of $102 as compared to the budget of $300. The reduction is attributed to a better deal negotiated with the bank regarding the fees charged.

- Insurance expenses were $4,768, an increase of $1,268 as compared to the budget of $3,500. The increase is associated with higher insurance costs.
- Miscellaneous expenses were $4,655, an increase of $1,255 as compared to the budget of $3,400. The increase in costs is associated with office expenses.
- Promotions and advertising expenses were $14,357, a decrease of $6,043 as compared to the budget of $20,400. The reduction is attributed to better deals negotiated for advertising and promotional services.
- Special events expenses were $21,508, an increase of $2,508 as compared to the budget of $19,000. The increase in cost is associated with additional holiday events that were organized by the BIA.
- Utilities expenses were $944, a decrease of $156 as compared to the budget of $1,100. The reduction is attributed to new energy-saving lights used by the BIA.

At December 31, 2024, the Ottawa BIA has an accumulated surplus of $57,334, a decrease of $10,639 from 2023 (2023 - $67,973). The accumulated surplus exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law. The BIA has submitted a plan for the use of the reserve. The BIA is planning to use the reserve to purchase banners and new garbage cans.

Pillette Village BIA – Appendix G

Consolidated Statement of Financial Position December 31, 2024

Total financial assets as at December 31, 2024, were $24,563, a $315 increase from 2023 (2023 - $24,248). Notable changes include:

- An increase in Cash of $731 from 2023 (2024 - $20,732; 2023 - $20,001). For additional information refer to the Consolidated Statement of Cash Flows.
- A decrease in the Due from the City of Windsor of $511 (2024 - $2,000; 2023 - $2,511). The higher balance as at December 31, 2023, was the result of increased levy in that year due to the reassessment captured during the Supplementary/Omitted assessment process.

Total financial liabilities as at December 31, 2024, were $2,400, and are consistent with 2023 (2023 - $2,030). Financial liabilities consist of Accounts payable and accrued liabilities. The small increase is the result of increases in pricing for maintenance and other vendors used towards the end of the year.

Consolidated Statement of Operations and Accumulated Surplus

For 2024, total revenue for the Pilette BIA was $40,494, and is consistent with the budget of $40,000. The Members' levy represents the Pilette BIA's primary revenue stream.

Total expenses for 2024 were $40,549, very close in line to the budget of $40,000. Notable changes include:

- Advertising and promotion expenses were $5,827, a decrease of $2,123 as compared to the budget of $7950. Less money was spent on advertising due to lack of a second event and opportunities to promote the area due to turn over of businesses.
- Audit and accounting expenses were $2,638, an increase of $938 as compared to the budget of $1,700. Fees were increased by MJB Bookkeeping and KPMG.
- Events expense were $2,077, a decrease of $1,423 as compared to the budget of $3,500. The decrease is primarily attributed to the downsizing of the Street Sales event and the cancellation of the second event.

At December 31, 2024, the Pilette BIA has an accumulated surplus of $22,163, a small decrease of $55 from 2023 (2023 - $22,218). The accumulated surplus exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law. The BIA has submitted a plan for the use of the reserve. The BIA is planning to use the reserve to increase its marketing efforts and create a new event starting with 2025, the Pillette Village Fair. The event requires first-time funds to cover supplies, initial marketing design and other costs. Any remaining funds will be used towards the replacement of the water cart used by the BIA.

Ford City BIA– Appendix H

Consolidated Statement of Financial Position December 31, 2024

Total financial assets as at December 31, 2024, were $39,245, a $2,892 increase from 2023 (2023 - $36,353). Notable changes include:

- An increase in Cash of $3,804 (2024 - $35,859; 2023- $32,055). For additional information, refer to the Consolidated Statement of Cash Flows.
- A decrease in the Due from the City of Windsor of $912 (2024 - $1,886; 2023- $2,798). Year-end balances for the Due from the City of Windsor account reflect an amount equivalent to 5% of the BIA levy budget for the current year plus or minus any levy increases or decreases from reassessment transactions captured during the second part of the year through Supplementary/ Omitted assessment process.

Total financial liabilities as at December 31, 2024, were $2,100, and have remained consistent with 2023 (2023 - $2,000). Financial liabilities are comprised of Accounts payable and accrued liabilities.

Consolidated Statement of Operations and Accumulated Surplus

Total revenue for 2024 for the Ford BIA was $56,377, an increase of $11,277 compared to the budget of $45,100. Notable changes include:

- Increase in Members' levy of $1,600 as compared to the budget of $30,000 resulting from higher than budgeted membership in the BIA area.
- Increase in Vendor fees and sponsorships of $9,639 as compared to the budget of $15,100. This increase resulted from a higher than anticipated revenue from vendor fees relating to the Ford City Flea and Dropped on Drouillard events.

Total expenses for 2024 for the Ford BIA were $53,585, higher by $765 compared to the budget of $52,820. Notable changes include:

- Administration expenses are $21,246, an increase of $6,166 from the budget of $15,080. Of that, $3,000 of the increase is related to planning and organizing fees that were accounted for budget purposes under Events. The remaining difference is made up of membership and storage fees.
- Audit expenses are $2,287, an increase of $687 compared to the budget of $1,600. The increase is primarily attributed to the increase in the KPMG fees.
- Beautification and maintenance expenses are $2,423, a decrease of $3,847 compared to the budget of $6,270. The decrease is primarily related to the fact that the budget included expenses that were eliminated or postponed such as streetscaping and the purchase of an additional Lot Shop.
- Event expenses were $24,606, a decrease of $2,894 compared to the budget of $27,500. The decrease is related to planning and organizing fees that were accounted for budget purposes under Events but accounted for financial statement purposes under the Administration costs.

At December 31, 2024, the Ford BIA has an accumulated surplus of $37,145, an increase of $2,792 from 2023 (2023 - $34,353). The accumulated surplus exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law. The BIA has submitted a plan for the use of the reserve. Part of the reserve will be used to fund a new marketing initiative within the BIA, the Ford City Flash, a printed quarterly newsletter, highlighting the people, places and events within the neighbourhood. This initiative will be carried on in 2025-2026. The reserve will also be used towards streetscaping and outdoor furniture, two bike racks have already been purchased in 2025 using reserve funds and other beautification efforts such as watering services, street cleaning, and floral arrangements are also required. In addition to this, the Ford BIA is known for its large-scale events such as Dropped on Drouillard and with the rise in material and services costs, reserve funds will be used for events such as the Dropped on Drouillard and Ford City Flea. The BIA is also working with Drygoods Gallery and Artcite Inc. and is looking at starting a micro grant program to invite artists to fill in the gaps of the neighbourhood with art installations and activations. The goal is to have a pilot program launched and tested during Dropped on Drouillard 2025.

Wyandotte Town Centre BIA – Appendix I

Consolidated Statement of Financial Position December 31, 2024

Total financial assets as at December 31, 2024, were $195,207, a $21,577 decrease from 2023 (2023 - $216,784). Notable changes include:

- An increase in Cash of $21,028 (2024 - $190,507; 2023- $169,479). For additional information, refer to the Consolidated Statement of Cash Flows.
- A decrease in the Due from the City of Windsor of $42,605 (2024 - $4,700; 2023- $47,305). Year-end balances for the Due from the City of Windsor account reflect an amount equivalent to 5% of the BIA levy budget for the current year plus or minus any levy increases or decreases from reassessment transactions captured during the second part of the year through Supplementary/ Omitted assessment process. In addition, the previous amount Due from the City of Windsor included holdbacks of installments for 2022 and 2023 due to the delay in receiving the audited consolidated financial statements of the Wyandotte BIA.

Total financial liabilities as at December 31, 2024, were $1,700, and have remained consistent with 2023 (2023 - $1,700). Financial liabilities are comprised of Accounts payable.

Consolidated Statement of Operations and Accumulated Surplus

Total revenue for 2024 for the Wyandotte BIA was $94,812, and increase of $812 over the budget of $94,000. Revenue is comprised of $94,676 from Members' levy, $129 in Interest and other income.

Total expenses for 2024 for the Wyandotte BIA were $116,389, an increase of $22,389 compared to the budget of $94,000. The BIA decided to allocate funding toward professional security services to create a safer environment on Wyandotte Street. As a result, the BIA significantly reduced most of the other expenses in order to allocate sufficient funds for this initiative. Notable changes include:

- Advertising and promotions expenses are $3,158, a decrease of $5,592 from the budget of $8,750.
- Audit and legal expenses are $3,616, a decrease of $2,384 compared to the budget of $6,000.
- Events expenses are $4,713, a decrease of $5,287 compared to the budget of $10,000.
- Insurance expenses were $2,131, an increase of $731 compared to the budget of $1,400.
- Street and cleaning expenses were $49,732, an increase of $12,232 compared to the budget of $37,500.
- Rent expenses are $847, a decrease of $2,653 compared to the budget of $3,500.

- Repairs and maintenance expenses were $10,807, an increase of $6,807 compared to the budget of $4,000.

- Security expenses were $20,259, an increase of $20,259 compared to the budget of $nil. As noted above, the BIA decided to allocate funding toward professional security services to create a safer environment on Wyandotte Street.

- Utilities expenses are $945, a decrease of $305 compared to the budget of $1,250.

At December 31, 2024, the Wyandotte Towne BIA has an accumulated surplus of $193,507, a decrease of $21,577 from 2023 (2023 - $215,084). The Reserve balance exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law. The BIA has submitted a plan for the use of the reserve. The BIA is planning to use the reserve for beautification projects such as the purchase an installation of benches, garbage containers, installation of new lighting and enhancements to the streetscape.

Risk Analysis:

There is nominal risk associated with the consolidated financial statements of the BIAs. The audited consolidated financial statements of the BIAs for the years ended December 31, 2024, were audited by KPMG LLP, who issued unmodified audit opinions on account of eight (8) of the nine (9) of the consolidated financial statements of the BIAs. The consolidated financial statements of the Olde Sandwich Towne BIA are in a draft state and are awaiting final approval by the Board of Management. No material changes are expected from the approval process, and it is anticipated that an unmodified audit opinion will be issued by KPMG.

To mitigate risk of non-compliance with the Governance By-Law, Administration is providing virtual learning modules to the Boards of Management of the BIAs (to be released in mid-October 2025). These learning modules will be focused on the governance and financial aspects of the Governance By-Law, to assist Boards of Management in understanding their fiduciary responsibly and to facilitate compliance with the requirements. Additionally, health and safety training will also be provided. Lastly, Administration will provide an opportunity for Boards of Management to ask follow-up questions regarding training materials via email or at a virtual session in the latter part of November 2025.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Members' levy

On an annual basis, the BIAs are provided an interim payment on account of the City of Windsor levy of 50% of the prior year's approved levy upon receipt of a current year Board approved budget. A final payment in the amount of the current year's approved City of Windsor levy less any interim payment, is paid upon receipt of the prior year's audited financial statements. A hold back of 5% of the current year's levy will be retained by the City and released at the end of each fiscal year upon conclusion of the Supplementary and Omitted assessment process.

Annual Financial Statements

The By-Law, Schedule C, Financial Accountability Requirements, requires the following as it relates to the Annual Financial Statements:

i) The Board is responsible to ensure that the financial information relating to each fiscal year end is provided to the auditors in a timely manner but no later than ninety days following the fiscal year end.

ii) Audited financial statements are required to be presented in conjunction with the annual report to Council.

Administration confirms that the BIAs have complied with the requirement of providing audited consolidated financial statements.

Reserve Funds

The By-Law, Schedule C, Financial Accountability Requirements, requires the following as it relates to Reserve Funds:

i) Any levy that is collected and not used in a current year shall be placed in a general operating reserve to be used in a subsequent year at the discretion of the Board. Expenditures from the reserve must be compliant with the Municipal Act and aligned with those that would typically be undertaken by the BIA. Where possible use of the reserve as a funding source is included in a budget submission the funding must be clearly identified as coming from the general operating reserve.

ii) At no time shall the general operating reserve reach a level that exceeds 25% of the annual year's levy. Should the general operating reserve reach a level that is more than this maximum amount, the Board is required to develop a plan that will expend the funds with said plan being presented as part of the annual budget submission for approval by Council. The excess funds shall be included as a revenue source in the annual operating budget for the year in which the funds will be spent in accordance with the plan.

iii) The Board may provide in its annual budget the establishment and maintenance of a specific purpose reserve fund to be used for special projects and or initiatives. Funds which are placed into these special purpose reserves must be used for the intended purpose. Reuse/redirection of funds previously set aside requires the approval of Council.

iv) A separate schedule of transactions made from either the general operating and specific purpose reserve from the preceding year shall be included a document in the annual financial statements.

All BIAs being reported on within this report are outside of compliance with provision ii), namely, that the general operating reserve exceeds 25% of the levy. Administration will continue to work with the BIAs on the plans to utilize the funds to bring them into compliance with this financial accountability requirement.

Consultations:

DWBIA

Ford City BIA

Via Italia BIA

Olde Riverside Town Centre BIA

Olde Sandwich Towne BIA

Walkerville District BIA

Ottawa Street BIA

Pillette Village BIA

Wyandotte Towne Centre BIA

Conclusion:

The information and appendices to this report are submitted to City Council to address the requirements of Schedule C, Financial Accountability Requirements, Section III, Annual Financial Statements, of the By-Law.

Planning Act Matters:

N/A

Approvals:

Name	Title
Lorie Gregg	Deputy Treasurer Taxation, Treasury & Financial Projects
Lorie Gregg	On behalf of Commissioner Finance & City Treasurer
Ray Mensour	CAO

Notifications:

Name	Address	Email
DWBIA		

Name	Address	Email
Via Italia BIA		
Ford City BIA		
Olde Riverside Town Centre BIA		
Olde Sandwich Towne BIA		
Ottawa Street BIA		
Pillette Village BIA		
Walkerville District BIA		
Wyandotte Town Centre BIA		

Appendices:

Appendix A – Downtown Windsor BIA 2024 Financial Statements

Appendix B - Via Italia BIA 2024 Financial Statements

Appendix C - Olde Riverside Town Centre BIA 2024 Financial Statements

Appendix D - Olde Sandwich Towne BIA 2024 Financial Statements

Appendix E - Walkerville District BIA 2024 Financial Statements

Appendix F - Ottawa Street BIA 2024 Financial Statements

Appendix G - Pillette Village BIA 2024 Financial Statements

Appendix H - Ford City BIA 2024 Financial Statements

Appendix I – Wyandotte Towne Centre BIA 2024 Financial Statements

Consolidated Financial Statements of

DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

And Independent Auditor's Report thereon

Year ended December 31, 2024

KPMG LLP
618 Greenwood Centre
3200 Deziel Drive
Windsor, ON N8W 5K8
Canada
Telephone 519 251 3500
Fax 519 251 3530

INDEPENDENT AUDITOR'S REPORT

To the Board Members, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

Opinion

We have audited the accompanying consolidated financial statements of Downtown Windsor Business Improvement Association (the Entity) which comprise of:

- the consolidated statement of financial position as at December 31, 2024
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes and schedule to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2024, and its consolidated results of operations and accumulated surplus, its consolidated changes in net financial assets, and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the ***"Auditor's Responsibilities for the Audit of the Financial Statements"*** section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity’s financial reporting process.

Auditor’s Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor’s report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor’s report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the group as a basis for forming an opinion on the group financial statements. We are responsible for the direction, supervision and review of the audit work performed for the purposes of the group audit. We remain solely responsible for our audit opinion.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

September 9, 2025

DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Consolidated Statement of Financial Position

December 31, 2024, with comparative information for 2023

	2024	2023
Financial assets:		
Cash and cash equivalents	$ 236,888	$ 259,850
Accounts receivable	112,689	345,036
Due from City of Windsor	54,814	33,480
	404,391	638,366
Financial liabilities:		
Accounts payable and accrued liabilities	30,395	88,249
Net financial assets	373,996	550,117
Non-financial assets:		
Tangible capital assets (note 2)	49,363	69,654
Prepaid expenses	4,901	10,035
	54,264	79,689
Commitments (note 4)		
Accumulated surplus (note 3)	$ 428,260	$ 629,806

See accompanying notes to consolidated financial statements.

On behalf of the Board:

_____ Director

_____ Director

DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	2024 Budget	2024 Actual	2023 Actual
Revenue:			
Members' levy	$ 764,550	$ 781,377	$ 717,608
Grants	70,000	56,672	297,754
Miscellaneous	35,750	69,806	87,306
Farmer's Market	50,800	61,166	53,984
Interest	-	1,418	908
	921,100	970,439	1,157,560
Expenses:			
Marketing and events	292,350	380,306	322,877
Grant expenses	-	54,910	292,373
Salaries and wages	187,500	228,378	192,220
Clean and safe	180,500	172,657	103,180
Administrative (schedule)	100,200	102,738	151,309
Development	5,000	30,304	22,029
Infrastructure	132,500	131,895	20,408
Communications	23,050	31,698	26,233
Other expenses	-	39,099	5,814
	921,100	1,171,985	1,136,443
Annual surplus (deficit)	-	(201,546)	21,117
Accumulated surplus, beginning of year	629,806	629,806	608,689
Accumulated surplus, end of year	$ 629,806	$ 428,260	$ 629,806

See accompanying notes to consolidated financial statements.

DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2024, with comparative information for 2023

		2024		2023
Annual surplus (deficit)	$	(201,546)	$	21,117
Acquisition of tangible capital assets		-		-
Amortization of tangible capital assets		20,291		22,923
Disposition of prepaid expenses		10,035		7,435
Acquisition of prepaid expenses		(4,901)		(10,035)
Change in net financial assets		(176,121)		41,440
Net financial assets, beginning of year		550,117		508,677
Net financial assets, end of year	$	373,996	$	550,117

See accompanying notes to consolidated financial statements.

DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Consolidated Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	$ (201,546)	$ 21,117
Amortization of tangible capital assets	20,291	22,923
Decrease (increase) in accounts receivable	232,347	(179,634)
Increase in due from City of Windsor	(21,334)	(10,629)
Decrease (increase) in prepaid expenses	5,134	(2,600)
Decrease in accounts payable and accrued liabilities	(57,854)	(27,912)
	(22,962)	(176,735)
Decrease in cash and cash equivalents	(22,962)	(176,735)
Cash and cash equivalents, beginning of year	259,850	436,585
Cash and cash equivalents, end of year	$ 236,888	$ 259,850

See accompanying notes to consolidated financial statements.

DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Notes to Consolidated Financial Statements

Year ended December 31, 2024

The Board of Management of the Downtown Windsor Business Improvement Association (the "Association") is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the area as well as designated by the Council of the Corporation of the City of Windsor and the promotion of this area for business and shopping. The Association is exempt from paying income tax under Section 149 of the Income Tax Act.

1. Significant accounting policies:

The consolidated financial statements are the representations of management and are prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

(a) Basis of presentation:

These consolidated financial statements reflect the assets, liabilities, revenue and expenses of the revenue fund and the reserve. All interfund assets and liabilities and revenue and expenses have been eliminated. These consolidated financial statements include Downtown Windsor Business Revitalization Association, an entity under common control with the Association.

(b) Basis of accounting:

The Association maintains its accounts on an accrual basis. Under this basis, revenue is accounted for in the period in which the transactions or events occur that give rise to the revenue. Expenses are accounted for in the period the goods and services are acquired.

(c) Cash and cash equivalents:

Cash and cash equivalents include cash and short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.

(d) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

Tangible capital assets:

Tangible capital assets are recorded at cost.

1. Significant accounting policies (continued):

(d) Non-financial assets (continued):

Tangible capital assets (continued):

Amortization is calculated on a straight-line basis over an assets expected useful life. Residual values are assumed to be zero.

Asset classification	Useful life (years)
Computer hardware	3
Furniture and fixtures	5
Equipment	10
Leasehold improvements	Term of lease

(e) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure in contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Significant items subject to such estimates and assumptions include the valuation of accounts receivable and the carrying value of tangible capital assets. Actual results could differ from those estimates.

2. Tangible capital assets:

Cost	2023	Additions	Disposals	2024
Computer hardware	$ 23,059	$ –	$ –	$ 23,059
Furniture and fixtures	88,591	–	–	88,591
Equipment	9,569	–	–	9,569
Leasehold improvements	46,062	–	–	46,062
Total	$ 167,281	$ –	$ –	$ 167,281

Accumulated amortization	2023	Disposals	Amortization expense	2024
Computer hardware	$ 22,381	$ –	$ 452	$ 22,833
Furniture and fixtures	53,062	–	12,302	65,364
Equipment	2,837	–	957	3,794
Leasehold improvements	19,347	–	6,580	25,927
Total	$ 97,627	$ –	$ 20,291	$ 117,918

Net book value	2023	2024
Computer hardware	$ 678	$ 226
Furniture and fixtures	35,529	23,227
Equipment	6,732	5,775
Leasehold improvements	26,715	20,135
Total	$ 69,654	$ 49,363

3. Accumulated surplus:

Accumulated surplus consists of individual funds' surplus as follows:

	2024	2023
Surplus:		
Invested in tangible capital assets	$ 13,619	$ 33,910
Reserve for future development	414,641	595,896
Total surplus	$ 428,260	$ 629,806

4. Commitments:

(i) On November 1, 2020, the Association entered into a lease agreement for premises located on 484 Pelissier Street for a fifteen-month period commencing November 1, 2020, at a monthly rate of $1,800. The lease provides the Association with the option to extend the lease for 5 additional twelve-month terms at a rental rate of $2,000 per month for the period commencing February 1, 2022 through January 31, 2023, and $2,200 per month for the periods following.

(ii) In May of 2012, the Association pledged $50,000 to the St. Clair College MediaPlex Campus for façade improvements to be paid in annual contributions of $5,000. At December 31, 2023, $30,000 of the pledge remained unpaid.

DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Consolidated Schedule of Administrative Expenses

Year ended December 31, 2024, with comparative information for 2023

	2024 Budget	2024 Actual	2023 Actual
Rent	$ 37,500	$ 30,697	$ 32,049
Legal and audit	37,000	13,937	65,029
Amortization	-	20,291	22,923
Insurance	11,000	19,765	11,481
Office equipment	10,000	4,634	9,995
Utilities	-	4,160	5,303
Telephone	-	-	-
Office supplies	2,700	6,289	2,738
Bank charges	1,500	1,600	1,791
Bad debts	-	976	-
Postage	500	389	-
	$ 100,200	$ 102,738	$ 151,309

Financial Statements of

VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

And Independent Auditor's Report thereon

Year ended December 31, 2024

KPMG LLP
618 Greenwood Centre
3200 Deziel Drive
Windsor, ON N8W 5K8
Canada
Telephone 519 251 3500
Fax 519 251 3530

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

Opinion

We have audited the financial statements of the VIA Italia – Erie Street Business Improvement Association (the "BIA"), which comprise:

- the statement of financial position as at December 31, 2024
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and the notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Via Italia – Erie Street Business Improvement Area as at December 31, 2024, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the **"*Auditor's Responsibilities for the Audit of the Financial Statements*"** section of our auditor's report.

We are independent of the BIA in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.

Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the BIA's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the BIA or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the BIA's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the BIA's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the BIA's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the BIA's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

September 18, 2025

VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

Statement of Financial Position

December 31, 2024, with comparative information for 2023

	2024	2023
Financial Assets		
Cash	$ 48,888	$ 63,630
Commodity taxes receivable	42,423	32,653
Due from City of Windsor	6,250	6,250
Prepaid expenses	1,839	2,137
	99,400	104,670
Financial Liabilities		
Accounts payable and accrued liabilities	1,500	-
Net financial assets	97,900	104,670
Accumulated surplus (note 3)	$ 97,900	$ 104,670

See accompanying notes to financial statements.

On behalf of the Board:

_____ Director

_____ Director

VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

Statement of Operations and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	2024 Budget	2024 Actual	2023 Actual
Revenue:			
City of Windsor levy	$ 125,000	$ 124,590	$ 125,528
Investment income	-	24	57
Miscellaneous revenue	-	-	64,759
	125,000	124,614	190,344
Expenses:			
Advertising and promotion	13,300	17,569	48,062
Audit and accounting	3,400	1,700	5,000
Donations	700	850	700
Insurance	4,500	3,976	3,672
Office and administration	10,536	29,372	19,163
Special events	49,000	44,505	92,130
Street improvements	13,564	2,649	6,731
Wages	30,000	30,763	7,851
	125,000	131,384	183,309
Annual surplus (deficit)	-	(6,770)	7,035
Accumulated surplus, beginning of year	104,670	104,670	97,635
Accumulated surplus, end of year	$ 104,670	$ 97,900	$ 104,670

See accompanying notes to financial statements.

VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

Statement of Changes in Net Financial Assets

Year ended December 31, 2024, with comparative information for 2023

		2024		2023
Annual surplus (deficit)	$	(6,770)	$	7,035
Change in net financial assets		(6,770)		7,035
Net financial assets, beginning of year		104,670		97,635
Net financial assets, end of year	$	97,900	$	104,670

See accompanying notes to financial statements.

VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	$ (6,770)	$ 7,035
Decrease in due from City of Windsor	-	55,640
Increase in commodity taxes receivable	(9,770)	(11,161)
Decrease (increase) in prepaid expense	298	(159)
Increase (decrease) in accounts payable and accrued liabilities	1,500	(13,079)
	(14,742)	38,276
Increase (decrease) in cash	(14,742)	38,276
Cash, beginning of year	63,630	25,354
Cash, end of year	$ 48,888	$ 63,630

See accompanying notes to financial statements.

VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

Notes to Financial Statements

Year ended December 31, 2024

1. Description of business:

The Board of Management of the Via Italia - Erie Street Business Improvement Area is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

2. Significant accounting policies:

The financial statements are the representations of management and have been prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

(a) Basis of presentation:

These financial statements reflect the assets, liabilities, revenue and expenditures of the revenue fund and the reserve.

(b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Via Italia - Erie Street Business Improvement Area follows the fund basis of accounting.

(ii) Within the framework of the fund basis of accounting, the Via Italia - Erie Street Business Improvement Area maintains its accounts on an accrual basis.

(c) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

(d) Use of estimates:

The preparation of the financial statements in conformity with accounting standards established by the Public Sector Accounting Board requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

3. Accumulated surplus:

Accumulated surplus consists of individual fund balances and reserves as follows:

	2024	2023
Reserve:		
Future development	$ 97,900	$ 104,670
	$ 97,900	$ 104,670

Consolidated Financial Statements of

OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

And Independent Auditor's Report thereon

Year ended December 31, 2024

KPMG LLP
618 Greenwood Centre
3200 Deziel Drive
Windsor, ON N8W 5K8
Canada
Telephone 519 251 3500
Fax 519 251 3530

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

Opinion

We have audited the consolidated financial statements of the Corporation of the Olde Riverside Business Improvement Area ("the Entity"), which comprise:

- the consolidated statement of financial position as at December 31, 2024
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2024, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the ***"Auditor's Responsibilities for the Audit of the Financial Statements"*** section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.

Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the City's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada
July 11, 2025

OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Financial Position

December 31, 2024, with comparative information for 2023

		2024		2023
Financial assets				
Cash and cash equivalents	$	40,657	$	28,931
Due from City of Windsor		3,750		3,750
Accounts receivable		3,269		3,190
		47,676		35,871
Financial liabilities				
Accounts payable and accrued liabilities		2,000		2,000
Net assets		45,676		33,871
Accumulated surplus (note 3)	$	45,676	$	33,871

See accompanying notes to consolidated financial statements.

On behalf of the Board:

_____ Director

_____ Director

OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	2024 Budget	2024 Actual	2023 Actual
Revenue:			
Members' levy	$ 75,000	$ 75,192	$ 75,618
Expenses:			
Administration	12,750	14,516	6,687
Advertising and promotion	12,000	19,658	5,315
Audit costs	2,250	2,487	2,635
Donations	1,000	-	-
Events	12,500	6,948	16,118
Insurance	2,000	1,894	1,869
Office	500	50	4,017
Riverside Dollars promotion	-	-	240
Street beautification	31,500	17,566	13,737
Website	500	268	891
	75,000	63,387	51,509
Annual surplus	-	11,805	24,109
Accumulated surplus, beginning of year	33,871	33,871	9,762
Accumulated surplus, end of year	$ 33,871	$ 45,676	$ 33,871

See accompanying notes to consolidated financial statements.

OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Changes in Net Assets

Year ended December 31, 2024, with comparative information for 2023

		2024		2023
Annual surplus	$	11,805	$	24,109
Net assets, beginning of year		33,871		9,762
Net assets, end of year	$	45,676	$	33,871

See accompanying notes to consolidated financial statements.

OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Cash provided by (used in):		
Operations:		
Annual surplus	$ 11,805	$ 24,109
Decrease (increase) in accounts receivable	(79)	2,360
Decrease in accounts payable and accrued liabilities	-	(10,178)
	11,726	16,291
Financing:		
Repayment of long-term debt	-	(7,500)
Increase in cash and cash equivalents	11,726	8,791
Cash and cash equivalents, beginning of year	28,931	20,140
Cash and cash equivalents, end of year	$ 40,657	$ 28,931

See accompanying notes to consolidated financial statements.

OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

Notes to Consolidated Financial Statements

Year ended December 31, 2024

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1. Description of business:

The Board of Management of the Olde Riverside Business Improvement Area ("Improvement Area") is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

2. Significant accounting policies:

The consolidated financial statements are the representations of management and are prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

(a) Basis of presentation:

The consolidated financial statements reflect the assets, liabilities, revenue and expenses of the revenue fund.

(b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Improvement Area follows the fund basis of accounting.

(ii) The Improvement Area maintains its accounts on an accrual basis. Under this basis, revenue is accounted for in the period in which the transactions or events occur that give rise to the revenue. Expenses are accounted for in the period the goods and services are acquired.

(c) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

2. Significant accounting policies (continued):

(d) Use of estimates:

The preparation of the consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure in contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

3. Accumulated surplus:

	2024	2023
Reserve funds:		
Future development	$ 45,676	$ 33,871
	$ 45,676	$ 33,871

Consolidated Financial Statements of

OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

And Independent Auditor's Report thereon

Year ended December 31, 2024

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INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

Opinion

We have audited the consolidated financial statements of the Olde Sandwich Towne Business Association Improvement Area (Improvement Area), which comprise:

- the consolidated statement of financial position as at December 31, 2024
- the consolidated statements of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Improvement Area as at December 31, 2024, and its consolidated results of operations, its consolidated changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the **"*Auditor's Responsibilities for the Audit of the Financial Statements*"** section of our auditor's report.

We are independent of the Improvement Area in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Improvement Area's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Improvement Area or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Improvement Area's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Improvement Area's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

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- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Improvement Area's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Improvement Area's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

Date

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OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

Consolidated Statement of Financial Position

December 31, 2024, with comparative information for 2023

	2024	2023
Financial assets		
Cash	$ 292,274	$ 294,905
HST receivable	21,887	10,522
Due from the City of Windsor	3,355	3,355
	317,516	308,782
Financial liabilities		
Accounts payable and accrued liabilities	12,158	1,130
Net financial assets	305,358	307,652
Accumulated surplus (note 3)	$ 305,358	$ 307,652

See accompanying notes to consolidated financial statements.

On behalf of the Board:

_____ Director

_____ Director

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OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	2024 Budget	2024 Actual	2023 Actual
Revenue:			
Members' levy	$ 67,100	$ 67,100	$ 67,511
Grants	47,000	47,600	250,000
Donations and other income	-	707	2,199
	114,100	115,407	319,710
Expenses:			
Administration	55,451	64,543	28,571
Advertising	17,000	15,137	10,535
Audit and accounting costs	1,200	1,700	2,325
Decorative costs	125,500	8,533	14,788
Events	83,432	25,771	49,429
Insurance	1,900	2,017	1,866
	284,483	117,701	107,514
Annual surplus (deficit)	(170,383)	(2,294)	212,196
Accumulated surplus, beginning of year	307,652	307,652	95,456
Accumulated surplus, end of year	$ 137,269	$ 305,358	$ 307,652

See accompanying notes to consolidated financial statements.

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OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2024, with comparative information for 2023

		2024		2023
Annual surplus (deficit)	$	(2,294)	$	212,196
Change in net financial assets		(2,294)		212,196
Net financial assets, beginning of year		307,652		95,456
Net financial assets, end of year	$	305,358	$	307,652

See accompanying notes to consolidated financial statements.

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OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

Consolidated Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	$ (2,294)	$ 212,196
Decrease (increase) in due from City of Windsor	-	29,346
Increase in HST receivable	(11,365)	(4,467)
Increase (decrease) in accounts payable and accrued liabilities	11,028	(1,130)
	(2,631)	235,945
Increase (decrease) in cash	(2,631)	235,945
Cash, beginning of year	294,905	58,960
Cash, end of year	$ 292,274	$ 294,905

See accompanying notes to consolidated financial statements.

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OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

Notes to Consolidated Financial Statements

Year ended December 31, 2024

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1. Description of business:

The Board of Management of the Olde Sandwich Towne Business Association Improvement Area (the "Improvement Area") is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

2. Significant accounting policies:

The consolidated financial statements are the representations of management and have been prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

(a) Basis of presentation:

The consolidated financial statements reflect the assets, liabilities, revenue and expenditures of the revenue fund and the reserve fund.

(b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Improvement Area follows the fund basis of accounting.

(ii) The Improvement Area maintains its accounts on an accrual basis. Under this basis, revenue is accounted for in the period in which the transactions or events occur that give rise to the revenue. Expenses are accounted for in the period the goods and services are acquired.

(c) Use of estimates:

The preparation of the consolidated financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

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OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

Notes to Consolidated Financial Statements

Year ended December 31, 2024

3. Accumulated surplus:

Accumulated surplus consists of individual fund balances and reserves as follows:

	2024	2023
Reserve:		
Future development	$ 83,081	$ 132,975
Bridging North America	222,277	174,677
	$ 305,358	$ 307,652

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Consolidated Financial Statements of

WALKERVILLE BUSINESS IMPROVEMENT AREA

And Independent Auditor's Report thereon

Year ended December 31, 2024

KPMG LLP
618 Greenwood Centre
3200 Deziel Drive
Windsor, ON N8W 5K8
Canada
Telephone 519 251 3500
Fax 519 251 3530

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

Opinion

We have audited the consolidated financial statements of the Walkerville Business Improvement Area (the BIA), which comprise:

- the consolidated statement of financial position as at December 31, 2024
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the BIA as at December 31, 2024, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the **"*Auditor's Responsibilities for the Audit of the Financial Statements*"** section of our auditor's report.

We are independent of the BIA in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.

Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the BIA's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the BIA or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the BIA's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the BIA's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the BIA's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the BIA's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

June 17, 2025

WALKERVILLE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Financial Position

December 31, 2024, with comparative information for 2023

	2024	2023
Financial assets		
Cash	$ 35,936	$ 56,845
Due from City of Windsor	2,750	3,126
Accounts receivable	1,750	1,000
HST receivable	7,787	3,159
	48,223	64,130
Financial liabilities		
Accounts payable and accrued liabilities	3,758	3,638
Net financial assets	44,465	60,492
Non-financial assets		
Prepaid expenses	-	1,318
Accumulated surplus (note 3)	$ 44,465	$ 61,810

See accompanying notes to consolidated financial statements.

On behalf of the Board:

_____ Director

_____ Director

WALKERVILLE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	2024 Budget	2024 Actual	2023 Actual
Revenue:			
Members' levy	$ 55,000	$ 56,605	$ 56,984
Sponsorships and other fundraising	10,600	13,940	11,855
Interest and miscellaneous	1,499	1,499	7
	67,099	72,044	68,846
Expenses:			
Administration	18,767	17,907	13,070
Audit and accounting fees	1,900	1,700	1,331
Bank charges	33	33	33
Communication	2,500	5,840	2,963
Events and meetings	23,439	39,135	23,499
Insurance	1,500	1,490	1,438
Security	9,480	12,540	2,337
Street upkeep	9,480	10,744	8,185
	67,099	89,389	52,856
Annual (deficit) surplus	-	(17,345)	15,990
Accumulated surplus, beginning of year	61,810	61,810	45,820
Accumulated surplus, end of year	$ 61,810	$ 44,465	$ 61,810

See accompanying notes to consolidated financial statements.

WALKERVILLE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2024, with comparative information for 2023

		2024		2023
Annual (deficit) surplus	$	(17,345)	$	15,990
Disposition of prepaid expenses		1,318		2,382
Acquisition of prepaid expenses		-		(1,318)
Change in net financial assets		(16,027)		17,054
Net financial assets, beginning of year		60,492		43,438
Net financial assets, end of year	$	44,465	$	60,492

See accompanying notes to consolidated financial statements.

WALKERVILLE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

		2024		2023
Cash provided by (used in):				
Operations:				
Annual (deficit) surplus	$	(17,345)	$	15,990
Decrease in due from City of Windsor		376		5,160
Increase in accounts receivable		(750)		-
(Increase) decrease in HST receivable		(4,628)		6,742
Increase (decrease) in accounts payable and accrued liabilities		120		(12,146)
Decrease in prepaid expenses		1,318		1,064
(Decrease) increase in cash		(20,909)		16,810
Cash, beginning of year		56,845		40,035
Cash, end of year	$	35,936	$	56,845

See accompanying notes to consolidated financial statements.

WALKERVILLE BUSINESS IMPROVEMENT AREA

Notes to Consolidated Financial Statements

Year ended December 31, 2024

1. Description of business:

The Board of Management of the Walkerville Business Improvement Area is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

2. Significant accounting policies:

The consolidated financial statements are the representations of management and have been prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

(a) Basis of presentation:

The consolidated financial statements reflect the assets, liabilities, revenue and expenses of the revenue fund and reserve fund.

(b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Walkerville Business Improvement Area follows the fund basis of accounting.

(ii) Within the framework of the fund basis of accounting, the Walkerville Business Improvement Area maintains its accounts on an accrual basis.

(c) Use of estimates:

The preparation of the consolidated financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

3. Accumulated surplus:

Accumulated surplus consists of individual fund balances and reserves as follows:

	2024	2023
Reserve:		
Future development	$ 44,465	$ 61,810

Consolidated Financial Statements of

OTTAWA STREET BUSINESS IMPROVEMENT AREA

And Independent Auditor's Report thereon

Year ended December 31, 2024

KPMG LLP
618 Greenwood Centre
3200 Deziel Drive
Windsor, ON N8W 5K8
Canada
Telephone 519 251 3500
Fax 519 251 3530

INDEPENDENT AUDITOR'S REPORT

To the Board Members, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

Opinion

We have audited the accompanying consolidated financial statements of Ottawa Street Business Improvement Association (the Entity) which comprise of:

- the consolidated statement of financial position as at December 31, 2024
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2024, and its consolidated results of operations and accumulated surplus and its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the ***"Auditor's Responsibilities for the Audit of the Financial Statements"*** section of our Auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.

Responsibilities of Management for the Financial Statements and Those Charged with Governance

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient audit evidence regarding the financial information of the entities or business activities within the Group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

May 27, 2025

OTTAWA STREET BUSINESS IMPROVEMENT AREA

Consolidated Statement of Financial Position

December 31, 2024, with comparative information for 2023

		2024		2023
Financial Assets				
Current assets:				
Cash	$	23,180	$	37,685
Due from City of Windsor		3,598		3,650
Commodity taxes receivable		26,180		22,802
Other receivables		1,087		730
		54,045		64,867
Net financial assets		54,045		64,867
Non-Financial Assets				
Prepaid expenses		3,289		3,106
Accumulated surplus (note 4)	$	57,334	$	67,973

See accompanying notes to consolidated financial statements.

On behalf of the Board:

_____ Director

_____ Director

OTTAWA STREET BUSINESS IMPROVEMENT AREA

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	2024 Budget	2024 Actual	2023 Actual
Revenue:			
Members' levy	$ 71,965	$ 71,965	$ 72,016
Other	-	2,449	48,009
	71,965	74,414	120,025
Expenses:			
Administration (note 3)	11,450	6,000	6,366
Audit costs	1,600	1,700	1,500
Bank charges	300	198	307
Insurance	3,500	4,768	3,955
Miscellaneous	3,400	4,655	9,146
Promotion and advertising	20,400	14,357	17,559
Special events	19,000	21,508	17,985
Street beautification	33,000	30,923	73,156
Utilities	1,100	944	1,274
	93,750	85,053	131,248
Annual deficit	(21,785)	(10,639)	(11,223)
Accumulated surplus, beginning of year	67,973	67,973	79,196
Accumulated surplus, end of year	$ 46,188	$ 57,334	$ 67,973

See accompanying notes to consolidated financial statements.

OTTAWA STREET BUSINESS IMPROVEMENT AREA

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2024, with comparative information for 2023

		2024		2023
Annual deficit	$	(10,639)	$	(11,223)
Disposition of prepaid expenses		3,106		2,579
Acquisition of prepaid expenses		(3,289)		(3,106)
Change in net financial assets		(10,822)		(11,750)
Net financial assets, beginning of year		64,867		76,617
Net financial assets, end of year	$	54,045	$	64,867

See accompanying notes to consolidated financial statements.

OTTAWA STREET BUSINESS IMPROVEMENT AREA

Consolidated Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

		2024		2023
Cash provided by (used in):				
Operations:				
Annual deficit	$	(10,639)	$	(11,223)
Decrease in due from City of Windsor		52		88
Increase in commodity taxes receivable		(3,378)		(11,272)
Increase in other receivables		(357)		(730)
Increase in prepaid expenses		(183)		(527)
		(14,505)		(23,664)
Decrease in cash		(14,505)		(23,664)
Cash, beginning of year		37,685		61,349
Cash, end of year	$	23,180	$	37,685

See accompanying notes to consolidated financial statements.

OTTAWA STREET BUSINESS IMPROVEMENT AREA

Notes to Consolidated Financial Statements

Year ended December 31, 2024

1. Description of business:

The Board of Management of the Ottawa Street Business Improvement Area is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

2. Significant accounting policies:

The consolidated financial statements are the representations of management and have been prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

(a) Basis of presentation:

These consolidated financial statements reflect the assets, liabilities, revenue and expenditures of the revenue fund and the reserve fund.

(b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Ottawa Street Improvement Area follows the fund basis of accounting.

(ii) Within the framework of the fund basis of accounting, the Ottawa Street Business Improvement Area maintains its accounts on an accrual basis.

(c) Use of estimates:

The preparation of the consolidated financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

3. Related party transactions:

A total of $5,500 (2023 - $6,000) was paid to a member of the Board of Management for providing consulting services.

4. Accumulated surplus:

	2024	2023
Reserve funds:		
Future development	$ 57,334	$ 67,973

Consolidated Financial Statements of

PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

And Independent Auditor's Report thereon

Year ended December 31, 2024

KPMG LLP
618 Greenwood Centre
3200 Deziel Drive
Windsor, ON N8W 5K8
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Telephone 519 251 3500
Fax 519 251 3530

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

Opinion

We have audited the consolidated financial statements of the Pillette Village Business Improvement Area (the Improvement Area), which comprise:

- the consolidated statement of financial position as at December 31, 2024
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Improvement Area as at December 31, 2024, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the **"*Auditor's Responsibilities for the Audit of the Financial Statements*"** section of our auditor's report.

We are independent of the Improvement Area in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.

Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Improvement Area's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Improvement Area or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Improvement Area's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Improvement Area's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Improvement Area's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Improvement Area's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

May 27, 2025

PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Financial Position

December 31, 2024, with comparative information for 2023

	2024	2023
Financial assets		
Cash	$ 20,732	$ 20,001
HST receivable	1,831	1,736
Due from City of Windsor	2,000	2,511
	24,563	24,248
Financial liabilities		
Accounts payable and accrued liabilities	2,400	2,030
Net financial assets	22,163	22,218
Accumulated surplus (note 3)	$ 22,163	$ 22,218

See accompanying notes to consolidated financial statements.

On behalf of the Board:

_____ Director

_____ Director

PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	2024 Budget	2024 Actual	2023 Actual
Revenue:			
Members' levy	$ 40,000	$ 40,494	$ 40,511
Expenses:			
Administration	9,900	9,617	9,800
Advertising and promotion	7,950	5,827	7,244
Audit and accounting fees	1,700	2,638	2,483
Beautification	14,989	14,917	66,015
Events	3,500	2,077	-
Insurance	1,961	2,063	1,960
Miscellaneous	-	3,410	305
	40,000	40,549	87,807
Annual deficit	-	(55)	(47,296)
Accumulated surplus, beginning of year	22,218	22,218	69,514
Accumulated surplus, end of year	$ 22,218	$ 22,163	$ 22,218

See accompanying notes to consolidated financial statements.

PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2024, with comparative information for 2023

		2024		2023
Annual deficit	$	(55)	$	(47,296)
Change in net financial assets		(55)		(47,296)
Net financial assets, beginning of year		22,218		69,514
Net financial assets, end of year	$	22,163	$	22,218

See accompanying notes to consolidated financial statements.

PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Cash provided by (used in):		
Operations:		
Annual deficit	$ (55)	$ (47,296)
(Increase) decrease in HST receivable	(95)	65
Decrease (increase) in due from City of Windsor	511	(511)
Increase (decrease) in accounts payable and accruals	370	(626)
	731	(48,368)
Increase (decrease) in cash	731	(48,368)
Cash, beginning of year	20,001	68,369
Cash, end of year	$ 20,732	$ 20,001

See accompanying notes to consolidated financial statements.

PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

Notes to Consolidated Financial Statements

Year ended December 31, 2024

1. Description of business:

The Board of Management of the Pillette Village Business Improvement Area is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

2. Significant accounting policies:

The consolidated financial statements are the representations of management and have been prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

(a) Basis of presentation:

The consolidated financial statements reflect the assets, liabilities, revenue and expenditures of the revenue fund and the reserve fund.

(b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Pillette Village Improvement Area follows the fund basis of accounting.

(ii) Within the framework of the fund basis of accounting, the Pillette Village Business Improvement Area maintains its accounts on an accrual basis.

(c) Use of estimates:

The preparation of the consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

3. Accumulated surplus:

	2024	2023
Reserve funds:		
Future development	$ 22,163	$ 22,218

Consolidated Financial Statements of

FORD CITY BUSINESS IMPROVEMENT AREA

And Independent Auditor's Report thereon

Year ended December 31, 2024

KPMG LLP
618 Greenwood Centre
3200 Deziel Drive
Windsor, ON N8W 5K8
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Telephone 519 251 3500
Fax 519 251 3530

INDEPENDENT AUDITOR'S REPORT

To the Board Members, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

Opinion

We have audited the accompanying consolidated financial statements of Ford City Business Improvement Area (the Entity) which comprise of:

- the consolidated statement of financial position as at December 31, 2024
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2024, and its consolidated results of operations and accumulated surplus and its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the ***"Auditor's Responsibilities for the Audit of the Financial Statements"*** section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity’s financial reporting process.

Auditor’s Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor’s report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor’s report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

March 4, 2025

FORD CITY BUSINESS IMPROVEMENT AREA

Consolidated Statement of Financial Position

December 31, 2024, with comparative information for 2023

		2024		2023
Financial assets				
Cash	$	35,859	$	32,055
Due from City of Windsor		1,500		1,500
HST receivable		1,886		2,798
		39,245		36,353
Financial liabilities				
Accounts payable and accrued liabilities		2,100		2,000
Net financial assets		37,145		34,353
Accumulated surplus (note 3)	$	37,145	$	34,353

See accompanying notes to consolidated financial statements.

On behalf of the Board:

_____ Director

_____ Director

FORD CITY BUSINESS IMPROVEMENT AREA

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	2024 Budget	2024 Actual	2023 Actual
Revenue:			
City of Windsor levy	$ 30,000	$ 31,600	$ 32,000
Vendor fees and sponsorships	15,100	24,739	15,850
Interest	-	38	41
	45,100	56,377	47,891
Expenses:			
Administration	15,080	21,246	14,629
Advertising	100	696	1,401
Audit costs	1,600	2,287	2,533
Bank charges and interest	50	107	78
Beautification and maintenance	6,270	2,423	11,849
Donations	200	200	-
Events	27,500	24,606	22,810
Insurance	2,000	2,020	2,000
	52,800	53,585	55,300
Annual surplus (deficit)	(7,700)	2,792	(7,409)
Accumulated surplus, beginning of year	34,353	34,353	41,762
Accumulated surplus, end of year	$ 26,653	$ 37,145	$ 34,353

See accompanying notes to consolidated financial statements.

FORD CITY BUSINESS IMPROVEMENT AREA

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2024, with comparative information for 2023

		2024		2023
Annual surplus (deficit)	$	2,792	$	(7,409)
Net financial assets, beginning of year		34,353		41,762
Net financial assets, end of year	$	37,145	$	34,353

See accompanying notes to consolidated financial statements.

FORD CITY BUSINESS IMPROVEMENT AREA

Consolidated Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

		2024		2023
Cash provided by (used in):				
Operations:				
Annual surplus (deficit)	$	2,792	$	(7,409)
Decrease in due from City of Windsor		-		1,600
Decrease in HST receivable		912		780
Increase in accounts payable		100		378
		3,804		(4,651)
Increase (decrease) in cash		3,804		(4,651)
Cash, beginning of year		32,055		36,706
Cash, end of year	$	35,859	$	32,055

See accompanying notes to consolidated financial statements.

1. Description of business:

The Board of Management of the Ford City Business Improvement Area ("Improvement Area") is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

2. Significant accounting policies:

The consolidated financial statements are the representations of management and are prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

(a) Basis of presentation:

The consolidated financial statements reflect the assets, liabilities, revenue and expenses of the revenue fund.

(b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Improvement Area follows the fund basis of accounting.

(ii) The Improvement Area maintains its accounts on an accrual basis. Under this basis, revenue is accounted for in the period in which the transactions or events occur that give rise to the revenue. Expenses are accounted for in the period the goods and services are acquired.

(c) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

(d) Use of estimates:

The preparation of the consolidated financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure in contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

3. Accumulated surplus:

Accumulated surplus consists of individual funds' balances as follows:

	2024	2023
Surplus:		
Future development reserve	$ 37,395	$ 34,603
Other	(250)	(250)
Total surplus	$ 37,145	$ 34,353

Consolidated Financial Statements of

WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

And Independent Auditor's Report thereon

Year ended December 31, 2024

KPMG LLP
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3200 Deziel Drive
Windsor, ON N8W 5K8
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Telephone 519 251 3500
Fax 519 251 3530

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

Opinion

We have audited the consolidated financial statements of the Wyandotte Towne Centre Business Improvement Area (the "Entity") which comprise:

- the consolidated statement of financial position as at December 31, 2024
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2024, and its consolidated results of operations, its consolidated changes in its net financial assets, and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the **"*Auditor's Responsibilities for the Audit of the Financial Statements*"** section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient audit evidence regarding the financial information of the entities or business activities within the Group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada
October 2, 2025

WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Financial Position

December 31, 2024, with comparative information for 2023

		2024		2023
Financial Assets				
Cash	$	190,507	$	169,479
Due from City of Windsor		4,700		47,305
		195,207		216,784
Financial Liabilities				
Accounts payable		1,700		1,700
Net financial assets		193,507		215,084
Accumulated surplus (note 3)	$	193,507	$	215,084

See accompanying notes to consolidated financial statements.

On behalf of the Board:

_____ Director

_____ Director

WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	2024 Budget	2024 Actual	2023 Actual
Revenue:			
Members' levy	$ 94,000	$ 94,676	$ 94,305
Interest	-	129	7,042
Other	-	7	207
	94,000	94,812	101,554
Expenses:			
Advertising and promotions	8,750	3,158	24,699
Audit and legal	6,000	3,616	1,700
Events	10,000	4,713	37,788
Insurance	1,400	2,131	1,533
Office expenses	21,600	20,181	9,574
Street cleaning and improvements	37,500	49,732	-
Rent	3,500	847	2,826
Repairs and maintenance	4,000	10,807	16,620
Security	-	20,259	14,369
Utilities	1,250	945	1,160
	94,000	116,389	110,269
Annual deficit	-	(21,577)	(8,715)
Accumulated surplus, beginning of year	223,799	215,084	223,799
Accumulated surplus, end of year	$ 223,799	$ 193,507	$ 215,084

See accompanying notes to consolidated financial statements.

WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2024, with comparative information for 2023

		2024		2023
Annual deficit	$	(21,577)	$	(8,715)
Change in net financial assets		(21,577)		(8,715)
Net financial assets, beginning of year		215,084		223,799
Net financial assets, end of year	$	193,507	$	215,084

See accompanying notes to consolidated financial statements.

WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Cash provided by (used in):		
Operations:		
Annual deficit	$ (21,577)	$ (8,715)
Decrease (increase) in due from City of Windsor	42,605	(42,605)
Decrease in accounts payable	-	(10,300)
	21,028	(61,620)
Increase (decrease) in cash	21,028	(61,620)
Cash, beginning of year	169,479	231,099
Cash, end of year	$ 190,507	$ 169,479

See accompanying notes to consolidated financial statements.

1. Description of business:

The Board of Management of the Wyandotte Towne Centre Business Improvement Area (the "Improvement Area") is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

2. Significant accounting policies:

The consolidated financial statements are the representations of management and are prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

(a) Basis of presentation:

These consolidated financial statements reflect the assets, liabilities, revenue and expenses of the revenue fund and the reserve fund.

(b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Improvement Area follows the fund basis of accounting.

(ii) The Improvement Area maintains its accounts on an accrual basis. Under this basis, revenue is accounted for in the period in which the transactions or events occur that give rise to the revenue. Expenses are accounted for in the period the goods and services are acquired.

(c) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

(d) Use of estimates:

The preparation of the consolidated financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure in contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

3. Accumulated surplus:

	2024	2023
Reserve funds:		
Future development	$ 193,507	$ 215,084

Subject: 2025 Municipally Significant Event Status, Ward 3

Reference:

Date to Council: October 20, 2025
Author: Samantha Magalas
Assistant Manager, Recreation Programming
519-253-2300 ext. 2730
smagalas@citywindsor.ca

Recreation and Culture
Report Date: 10/2/2025
Clerk's File #: SR2025

To: Mayor and Members of City Council

Recommendation:

THAT the request from; Downtown Windsor BIA for approval of designation as 'municipally significant' for the purpose of applying for their Special Occasions Permit – Public Event **BE APPROVED** by City Council subject to the terms and conditions of the Special Event Agreement with the City; and further,

THAT City Council **APPROVE** the following proposed significant event date for 2025:

Thursday November 27, 2025

- DWBIA Football Event (Road Closure, Ouellette Ave between University Ave W and Park St. and Park St. W between Ouellette Ave and Pelissier St. and the first floor of the Pelissier Street Parking Garage located at 388 Pelissier St.

Executive Summary:

N/A

Background:

The Alcohol and Gaming Commission of Ontario (AGCO) administers the Special Occasion Permit (SOP) program, which allows for the sale, service and in most cases consumption of liquor on special occasions, such as cash bars at weddings or private receptions, as well as larger scale events that are open to the public, such as charity fundraisers.

A Special Occasion Permit (SOP) is required any time liquor is sold or served anywhere other than in a licensed establishment or a private place. SOPs are for occasional, special events only, and not for personal profit or running an ongoing business.

AGCO defines a Public Event as an event that is advertised to the public to attend. These events can be advertised and fundraising and/or profit from the sale of liquor at the event is permitted.

Public Event permits can be issued for events of "municipal significance".

An event of municipal significance requires a designation by the municipality in which the event will take place. SOP applications for a municipally significant public event must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant. Requests for municipal significance must be requested on an annual basis.

Discussion:

Previously, Council approved 15 events as "municipally significant" at its meetings of Monday April 14, 2025, as per CR129/2025. Administration has received this additional request for November 27, 2025.

The event listed has received no objection from either Administration or the Special Events Resources Team (SERT). Administration has consulted with the local AGCO representatives (included as part of SERT), who did not object to the event applying for "municipal significance" status noted in this report.

The event organizers will be required to enter into an agreement with the Corporation to the extent similar to the other festivals and events that currently are presented at other City of Windsor municipal locations, including indemnifying the City of Windsor from liability associated with the event.

Administration notes that the designation of an event as "municipally significant" can be delegated to a municipal official, pursuant to Section 3 of the Ontario Special Occasion Permit Guide. Council could direct Administration to include this item in the next round of Delegation of Authority Bylaw updates, along with the requirement to notify Council when the designations are provided.

Risk Analysis:

There is a significant risk that if the event noted in this report is not approved for Significant Event Status designation, they will not get approval for an SOP by the AGCO.

The consumption of alcohol within the festival/event site will occur at these events if they are granted an SOP. The applicant will be required to provide the required insurance. All liquor services will adhere to the AGCO regulations and the Municipal Alcohol Policy, which provides information that covers requirements for Smart Service staffing resources. These factors will mitigate the risk factor to the Corporation.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

In accordance with the Community Programming Department's special event permit process and the 2025 User Fee Schedule, the applicant will be invoiced for the Special Occasions Permit Request to Council User Fee, along with any applicable rental fees for City-owned property.

Consultations:

SERT (Special Events Resource Team)
Erika Benson, FPA, Parks

Conclusion:

The City of Windsor recognizes the importance of special events and festivals enhancing the quality of life, tourism, culture, recreation, and education, not all of which would be possible without the invaluable services of volunteers, community groups, and sponsors that add their support and skills to enhancing the community events.

Planning Act Matters:

N/A

Approvals:

Name	Title
Tony Ardovini	On behalf of Manager Dev. Revenue & Fin. Admin.
Nada Tremblay	Manager, Recreation Programming
Wira Vendrasco	City Solicitor
Jamie Scott	Executive Director – Parks, Recreation, & Facilities (A)
Michael Chantler	Commissioner, Community Services
Dan Seguin	On behalf of Commissioner, Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: Municipal Support Resolution - Independent Electricity System Operator (IESO) Long Term 2 (LT2) RFP, Riverside Cogen LP - Ward 4

Reference:

Date to Council: October 20, 2025
Author: Branislava Cesljarov
Supervisor, Environmental Sustainability and Climate Change
519-255-6100 ext. 6127
bcesljarov@citywindsor.ca

Michelle Moxley-Peltier
CEP Project Administrator
519-255-6100 ext. 6109
mmoxleypeltier@citywindsor.ca

Economic Development & Innovation
Report Date: 9/8/2025
Clerk's File #: EI/14519

To: Mayor and Members of City Council

Recommendation:

I. THAT City Council **SUPPORT** the submission of a Proposal by Riverside Cogen LP. for the Long-Term Capacity Services Project under the IESO LT2 RFP, with the understanding that the Municipal Support Resolution is provided solely for the purpose of satisfying the mandatory requirements of Section 4.2(c)(iii) of the LT2(c-1) RFP, and shall not be construed as any other form of approval or endorsement by the City of Windsor in relation to the Proposal or the Long-Term Capacity Services Project; and,

II. THAT City Council **ACKNOWLEDGE** that the Proponent has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Capacity Services Project to the satisfaction of the Municipality**;** and,

III. THAT the Mayor **BE AUTHORIZED** to sign the Municipal Support Resolution Letter for Riverside Cogen LP. on behalf of City Council, satisfactory in technical content to the Commissioner of Economic Development and Innovation, and Innovation, financial content to the City Treasurer, and legal content to the City Solicitor**.**

Executive Summary:

N/A.

Background:

The Independent Electricity System Operator (IESO) helps keep Ontario's electricity system running smoothly. It manages the power grid day-to-day, plans for future energy needs, encourages conservation, and works with communities and businesses to support energy goals. To make sure there's enough electricity in the years ahead, especially by 2029 and beyond, the IESO is launching a major program to bring in new energy projects.

This program, called the Long Term 2 (LT2) Request for Proposals (RFP), is the largest competitive electricity procurement Ontario's history. The goal is to secure enough projects to produce **14 terawatt-hours (TWh)** of electricity each year and **1,600 megawatts (MW)** of new capacity to the grid. To do this, IESO will accept project proposals in several rounds over the next few years, each round targeting specific timelines and energy needs. Table 1 provides a summary of the expected in-service dates and targets.

Table 1: LT2 Procurement Windows In-Service

LT2 Procurement In-Service Dates	Energy Target (TWh)	Capacity Target (MW)
Window 1 – May 1, 2030	**3**	**600**
Window 2 – May 1, 2031	**1-3**	**400**
Window 3 – May 1, 2032	**2-4**	**300**
Window 4 – May 1, 2033	**2-4**	**300**

Windsor City Council has consistently deliberated on and supported energy-based initiatives that align with greenhouse gas reduction targets, energy security, and economic development, while ensuring these priorities are balanced against accessibility, reliability, environmental impact, impact to residents, and public safety.

Discussion:

The LT2 RFP is open to many types of energy projects because Ontario needs a mix of solutions to keep the electricity system reliable. For the first round of proposals, eligible projects include wind, solar, bioenergy, battery storage, combined heat and power, hydroelectric, and natural gas. All projects must be newly built, at least 1 megawatt in size, and ready to start operating by May 1, 2030 or earlier. Projects that are selected will receive a 20-year contract. To apply, companies must submit their proposals by October 18, 2025 (for energy projects) or December 16, 2025 (for capacity projects). One key requirement is that they must get a **Municipal Support Resolution (MSR)** from the local municipality **before** submitting their application.

Riverside Cogen LP.

Riverside Cogen LP. is proposing a 23 MW (maximum) natural gas combined cycle heat and power (CHP) facility under Capacity (C-1) stream at 2072 Riverside Dr. E., Windsor. The Riverside Cogen Combined Cycle Heat and Power (CHP) Plant project is cited on Hiram Walker's property, is zoned GD1.1 and MD2.1 under Zoning By-Law 8600, which permits a power generation facility. A virtual **community meeting** is scheduled for **October 2, 2025**, where the project consultant will present the proposed project and gather community feedback.

Technology: Combined Cycle Heat and Power (CHP) Plant

Combined Heat and Power (CHP), or cogeneration systems, produce electricity while capturing and reusing the heat that would otherwise be wasted, making them highly efficient, often reaching total system efficiencies of 60–80%. These systems typically run on fuels like natural gas or biogas and are ideal for facilities with steady heat and power needs, such as hospitals, universities, and industrial plants.

Riverside Cogen LP is proposing a CHP project to the IESO that includes a Combustion Gas Turbine Generator (GTG) with a capacity of either 15 MW or 23 MW, supplying electricity to the grid under the LT2 contract. The project also features a Heat Recovery Steam Generator (HRSG) with supplementary firing to produce steam for Hiram Walker's facility, outside the LT2 contract. By integrating heat recovery and co-locating with a facility that can use the thermal output, the project supports energy efficiency and helps reduce greenhouse gas emissions.

Administrative Recommendation

Council Report C 141/2023 (Agenda Item C 141/2023, November 27, 2023), recommended that Municipal Support Resolutions not be provided for non-storage installations as part of the IESO LT1 RFP submission. At that time, Council's decision reflected concerns about transmission limitations, regulatory uncertainty, and the climate impact of natural gas generation. Since then, both provincial and federal policy landscapes have evolved significantly. The federal government finalized the Clean Electricity Regulations in December 2024, establishing a net-zero grid target by 2035 while allowing flexibility for small-scale natural gas generators and providing substantial funding to support energy investments. More recently, Prime Minister Mark Carney has announced a new federal approach that balances clean energy investments with expanded support for conventional resources, including natural gas, and has launched a Major Projects Office to fast-track approvals for nationally significant energy projects. The federal stance now recognizes the ongoing need for natural gas to ensure reliability during peak periods and emergencies, and exempts small generators from the strictest emissions limits, while also signaling openness to regulatory reforms that support energy reliability and competitiveness. At the same time, provincially, the IESO's LT2 procurement stream has expanded transmission capacity and clarified municipal engagement requirements, while Windsor's electricity demand has accelerated due to major industrial growth.

While supporting new natural gas generation does increase local greenhouse gas emissions in the short term, this decision reflects a pragmatic balance between immediate reliability needs and long-term climate goals. Many Ontario municipalities, such as Toronto, Hamilton, and Brampton, have faced similar challenges and have temporarily supported natural gas or hybrid projects to prevent outages and support economic growth, while continuing to invest in renewables and energy efficiency for the future. In light of these changes, Administration recommends Council support the current proposal, reflecting a pragmatic response to new regulatory certainty, increased funding opportunities, and the urgent need to secure local energy reliability and economic competitiveness.

Administration recommends that the proposed Riverside Cogen LP Combined Cycle Heat and Power (CHP) Plant project be allowed to move forward in the IESO LT2 RFP process with support from the City of Windsor in the form of a signed MSR. The MSR should be made available to Riverside Cogen LP. no later than December 8, 2025, to provide adequate time for the applicant to submit to IESO. The MSR will not supersede requirements under the Municipal Planning Act or other laws and regulations set by the municipality

Risk Analysis:

CHP units are built to meet Ontario and Canadian electrical and gas codes, but their fire safety risks are more complex due to high temperatures and integrated heat recovery systems. The project will include fire and gas detection protocols with automatic alarms and emergency call-outs. A fire safety plan will be developed during site commissioning in collaboration with Windsor Fire and Rescue Services.

CHP units can produce significant sound from turbines, engines, and exhaust systems, especially when installed outdoors or without acoustic enclosures. As part of the site plan approval process, a noise study may be required to confirm that sound levels remain within acceptable limits.

The property 2072 Riverside Dr. E. has heritage components on the property, requiring the entire property parcel to be considered at the same heritage designation. A heritage permit may be required as part of the site plan approval process to ensure that heritage requirements are met.

The proposed project would add 23 MW of electricity generation to Windsor's local grid. While this won't dramatically change the overall health of the transmission system, it does help meet growing local demand, especially during peak times. The IESO has confirmed that more opportunities for renewable energy projects (like wind and solar) will be available in future rounds of the LT2 procurement. However, until major transmission upgrades are completed, such as the Sarnia to Chatham line (2028), Longwoods to Lakeshore (2030), and Lakeshore to Windsor (TBD), larger and more diverse clean energy projects may not be feasible. Supporting this project now helps bridge the gap while the system is being strengthened for future investments..

The issuance of a Municipal Support Resolution depends largely on the information provided by the proponent at the time of request. If the project scope changes significantly—such as alterations to containment, buildings, or technology—

municipalities may face risks, as the IESO has advised that support cannot be withdrawn once granted. However, Legal Services has informed Administration that conditional language may be included in the MSR letter, stating that support could be rescinded if the project deviates materially from the scope presented. While the IESO discourages such contingencies, there is no explicit rule prohibiting them. Including this clause provides the City with a safeguard to ensure alignment with planning policies and community expectations. MSR resolutions can not be revoked once a procurement is awarded.

Ontario's electricity system is touted as one of the cleanest in North America due to its supply mix of renewable and non-emitting sources. Increasing reliance on natural gas generation to ensure system resiliency and reliability is viewed negatively across the province. Although natural gas generation does improve system resiliency and reliability, it has been suggested that other technologies can also address issues of resiliency and reliability without increasing GHG emissions.

Climate Change Risks

Climate Change Mitigation:

In Council Report C 222/2022, City Council recognized that natural gas generation could increase greenhouse gas emissions and make it harder for Windsor to meet its climate goals. At the time, Council supported a natural gas project at an existing site as a temporary solution to help address local energy shortages, while balancing climate action, energy reliability, and economic development, key priorities in the City's Community Energy Plan.

In December 2024, the federal government introduced the Clean Electricity Regulations (CER) to help Canada move toward a net-zero electricity grid by 2050. These rules apply to large gas-fired generators over 25 megawatts that are connected to the broader North American grid. Starting in 2035, new generators of that size must meet strict emissions limits. Smaller projects, like the one proposed here, are exempt from these limits, even though natural gas generation typically produces much higher emissions than the federal standard.

The proposed project is a new installation with a potential 20-year contract, meaning it could operate until around 2050. While small generators aren't required to include energy-saving features like heat recovery, connecting them to nearby facilities that can use the waste heat would help improve efficiency and reduce emissions. This kind of integration could make the project more environmentally responsible while still meeting local energy needs.

Climate Change Adaptation:

New local generation capability may result in reduced outages during extreme weather events, and improve restoration timelines when outages occur. Additional natural gas generation provides additional resources to meet the demands of extreme temperature events with increased capability to meet increased demands for human comfort (i.e. heating and air conditioning), reducing the potential for rotating blackouts to stabilize the grid.

Financial Matters:

There are no financial costs associated with the issuance of the municipal support resolution

Consultations:

- Aaron Farough – Senior Legal Council, Legal & Real Estate
- Kareem Kurdi –Site Plan Approval Officer, Planning and Development Services
- Michael Okanlawon – FPA, Financial Planning
- John Smith - Acting Fire Prevention Officer, Windsor Fire & Rescue Services
- Tracy Tang – Planner III – Heritage (Acting), City Planner

Conclusion:

Proponents applying for IESO contracts have been qualified by the IESO and require a municipal support resolution be included in their proposal submissions (due December 16, 2025) to qualify for further consideration.

Administration recommends City Council APPROVE the issuance of a Municipal Support Resolution to: Riverside Cogen LP.

Planning Act Matters:

N/A

Approvals:

Name	Title
Matthew Johnson	Executive Director, Economic Development & Climate Change
Wira Vendrasco	City Solicitor
Jelena Payne	Deputy CAO / Commissioner of Economic Development
Tony Ardovini	On behalf of Manager, Development Revenue & Financial Administration
Dan Seguin	On behalf of Commissioner of Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
Matthew Lensink		

Name	Address	Email
Martin Lensink		

Appendices:

LT2 C1-20250627-PF-MS100-Evidence-of-Municipal-Support

This page sets out the instructions for completing the Prescribed Form: Evidence of Municipal Support (Capacity).

All capitalized terms used in these instructions and the Prescribed Form: Evidence of Municipal Support (Capacity), unless otherwise stated, have the meanings ascribed to them in the LT2(c-1) RFP.

INSTRUCTIONS APPLICABLE TO ALL PRESCRIBED FORMS:

a. The first page of a Prescribed Form should be marked with the name of the Long-Term Capacity Services Project that is the subject of the Proposal. The Proponent should use the name given to the Long-Term Capacity Services Project in the Prescribed Form: Proponent Information, Declarations and Workbook (Capacity).

b. This instruction page is not required to be submitted as part of the completed Prescribed Form.

c. The Prescribed Form is required to be submitted electronically via email to the IESO at LT2.RFP@ieso.ca.

d. Information provided in each Prescribed Form should be consistent with the information provided in the Proposal.

e. Where the Prescribed Form has multiple pages, the pages of the Prescribed Form should be kept together in the Proposal in sequential order.

f. Where a blank field for a section/page reference is provided in a Prescribed Form, enter the section/page reference of the Proposal where the substantiating evidence for that particular item can be found.

g. Apart from the completion of any blanks, drop down lists, check boxes or similar uncompleted information in a Prescribed Form, no amendments may be made to the wording of a Prescribed Form.

h. Each Prescribed Form must be completed in its entirety. Fields marked <if applicable> must be completed if applicable to the Proposal. If not applicable, they should be marked " Not Applicable".

i. If a signature is required for a Prescribed Form, the Prescribed Form must be signed by a person with authority to bind the Proponent. The Prescribed Form may be printed, signed and scanned, or may be signed digitally through Adobe (Digital ID, or Fill and Sign), Apple Preview or DocuSign.

j. With the exception of this instruction page, instructions within a Prescribed Form will be enclosed in brackets.

INSTRUCTIONS SPECIFIC TO THIS PRESCRIBED FORM: EVIDENCE OF MUNICIPAL SUPPORT (CAPACITY)

k. To meet the mandatory requirements of Section 4.2(c) of the LT2(c-1) RFP, where the Project Site is proposed to be located in whole or in part on Municipal Project Lands, a Proponent is to complete and submit in the Proposal a) the main body of this Prescribed Form and b) a copy of the applicable Municipal Support Confirmation, as indicated in Section 3, from each Local Municipality with authority over the Municipal Project Lands.

l. Where the Municipal Support Confirmation is in the form of a Municipal Resolution in Support of Proposal Submission, such resolution must be dated no earlier than seven (7) months prior to the RFP Effective Date.

m. Where the Municipal Support Confirmation is in the form of a Blanket Municipal Support Resolution together with a Blanket MS Confirmation Letter, such Blanket MS Confirmation Letter must be dated no earlier than seven (7) months prior to the RFP Effective Date.

n. A copy of the Municipal Support Confirmation must be provided in Exhibit B.

o. Councils of Local Municipalities have the option of using the form of Municipal Resolution in Support of Proposal Submission provided Exhibit A, should they so choose. An alternative to the Municipal Resolution in Support of Proposal Submission is a Blanket Municipal Support Resolution provided together with a Blanket MS Confirmation Letter.

p. A Municipal Support Confirmation is not required if the Project Site of the Long-Term Capacity Services Project is located wholly on Indigenous Lands, Crown lands managed by the Ministry of Natural Resources and located outside of Municipal Project Lands, Unincorporated Territory, or any combination thereof.

GUIDANCE FOR MUNICIPALITIES:

The IESO is undertaking the LT2(c-1) RFP to competitively procure year-round energy generation services, on a Contract Capacity basis from New Build Electricity generating facilities equal to or larger than one (1) MW registered or able to become registered in the *IESO-administered markets*.

Should a Local Municipality wish to support the submission of a Proposal for a particular Long-Term Capacity Services Project, a group of Long-Term Capacity Services Projects, or one or more particular technology types, they must either pass a Municipal Resolution in Support of Proposal Submission (project-specific) or a Blanket Municipal Support Resolution. In the case of a Blanket Municipal Support Resolution, a Blanket MS Confirmation Letter (project-specific), containing the same project-specific information and statements as set out in template Municipal Resolution in Support of Proposal Submission, must be provided together with the Blanket Municipal Support Resolution.

Local Municipalities are encouraged to use the template Municipal Resolution in Support of Proposal Submission in Exhibit A. Should a Local Municipality wish to develop its own resolution, the resolution must:

(A) identify:

(i) the Unique Project ID of the Long-Term Capacity Services Project (if applicable/known)
(ii) the name of the Long-Term Capacity Services Project
(iii) the name of the Proponent
(iv) the generation technology type of the Long-Term Capacity Services Project
(v) the maximum potential Contract Capacity of the Long-Term Capacity Services Project (which may not exceed the largest Contract Capacity ultimately provided in the Prescribed Form: Proponent Information, Declarations and Workbook (Capacity) in respect of the Long-Term Capacity Services Project); and
(vi) the Property Identification Number (PIN), municipal address, legal description or GPS coordinates of the Municipal Project Lands; and

(B) confirm that the Proponent has, no later than sixty (60) days prior to the Proposal Submission Deadline, delivered a Pre-Engagement Confirmation Notice to an applicable Local Body Administrator in respect of the Local Municipality that includes the information above, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available, and a sample of a Pre-Engagement Confirmation Notice has been provided in Exhibit C for your convenience; and

(C) state:

(i) that the Local Municipality supports the submission of a Proposal for the Long-Term Capacity Services Project located on the applicable Municipal Project Lands. The statement in such resolution may be qualified as being solely for the purposes of satisfying the mandatory requirements under Section 4.2(c) of the LT2(c-1) RFP, and does not supersede any applicable permits or approvals under applicable Laws and Regulations that may be required for a particular Long-Term Capacity Services Project;

(ii) that that the Proponent has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Capacity Services Project to the satisfaction of the Municipality;

(iii) whether or not the Municipal Project Lands are designated as Prime Agricultural Areas as set out in the Local Municipality's Official Plan as of the date of the resolution; and

(iv) if the Municipal Project Lands are designated as Prime Agricultural Areas:
(a) the Municipal Project Lands are not designated as Specialty Crop Areas;
(b) the Long-Term Capacity Services Project is not a Non-Rooftop Solar Project;
(c) the Proponent has satisfied the AIA Component One Requirement to the satisfaction of the Local Municipality; and
(d) if the Proponent is selected as a Selected Proponent under the LT2(c-1) RFP, the Local Municipality will engage in good faith with the Selected Proponent to enable the Selected Proponent to complete the AIA Components Two and Three Requirement.

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Capitalized terms not defined herein have the meanings ascribed to them in the LT2(c-1) RFP.

Section 1 – Information of the Proponent and the Long-Term Capacity Services Project

a.	Unique Project ID of the Long-Term Capacity Services Project: *<input Unique Project ID>*	
b.	Name of the Long-Term Capacity Services Project: *<input name of the Long-Term Capacity Services Project>*	
c.	Legal name of the Proponent: *<input legal name of the Proponent>*	
d.	Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of Properties included in the Municipal Project Lands: *<input PIN(s) (if a PIN is not available, use Municipal Address or legal description) or GPS coordinates, if applicable>*	
e.	Name(s) of all Local Municipalities with authority over the Municipal Project Lands: *<input name of the Local Municipality(ies)>*	Local Municipality 1: Local Municipality 2 (if applicable):

Section 2 – Pre-Engagement Confirmation Notice

a.	A Pre-Engagement Confirmation Notice has been delivered to all Local Municipalities with authority over the Municipal Project Lands in accordance with Section 2.1(c)(iii) of the LT2(c-1) RFP:	☐ Yes, a Pre-Engagement Confirmation Notice was delivered to Local Municipality 1 named above in Section 1(e) no later than sixty (60) days prior to the Proposal Submission Deadline AND (if applicable) ☐ Yes, a Pre-Engagement Confirmation Notice was delivered to Local Municipality 2 named above in Section 1(e) no later than sixty (60) days prior to the Proposal Submission Deadline

Section 3 – Municipal Support Confirmation

a.	The form of Municipal Support Confirmation used for Local Municipality 1 named above in Section 1(e), attached in Exhibit B, which has not been revoked, amended or supplemented in any material respect as of the date hereof, is:	○ A Municipal Resolution in Support of Proposal Submission dated no earlier than seven (7) months prior to the RFP Effective Date OR ○ A Blanket Municipal Support Resolution with a Blanket MS Confirmation Letter dated no earlier than seven (7) months prior to the RFP Effective Date
b.	The form of Municipal Support Confirmation used for Local Municipality 2 (if applicable) named above in Section 1(e), attached in Exhibit B, which has not been revoked, amended or supplemented in any material respect as of the date hereof, is:	○ A Municipal Resolution in Support of Proposal Submission dated no earlier than seven (7) months prior to the RFP Effective Date OR ○ A Blanket Municipal Support Resolution with a Blanket MS Confirmation Letter dated no earlier than seven (7) months prior to the RFP Effective Date

I hereby confirm that I am an individual with the authority to bind the Proponent and that, if applicable, by signing this form using electronic signature, I agree to the content, terms and conditions set out in the document on behalf of the Proponent.

PROPONENT NAME: _____

Per: _____

Print Name:

Print Title:

(I have authority to bind the Proponent)

Date Signed:

EXHIBIT A
FORM OF MUNICIPAL RESOLUTION IN SUPPORT OF PROPOSAL SUBMISSION

Resolution NO: _____ Date: _____

[Note: The Municipal Resolution in Support of Proposal Submission must not be dated earlier than seven (7) months prior to the RFP Effective Date.]

WHEREAS:

1. The Proponent is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals ("**LT2(c-1) RFP**") issued by the Independent Electricity System Operator ("**IESO**").

2. Capitalized terms not defined herein have the meanings ascribed to them in the LT2(c-1) RFP.

3. The Proponent has delivered, no later than sixty (60) days prior to the Proposal Submission Deadline, a Pre-Engagement Confirmation Notice to an applicable Local Body Administrator in respect of the Municipal Project Lands that includes the details outlined in the table below, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available.

Unique Project ID of the Long-Term Capacity Services Project (if available): *<input Unique Project ID>*	
Legal name of the Proponent: *<input legal name of the Proponent>*	
Name of the Long-Term Capacity Services Project: *<input name of the Long-Term Capacity Services Project>*	
Technology of the Long-Term Capacity Services Project: *<input technology of the Long-Term Capacity Services Project>*	

Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW): *<input the maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW)>*	
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands: *<input the applicable description>* (the "**Municipal Project Lands**")	

4. Pursuant to the LT2(c-1) RFP, if the Long-Term Capacity Services Project is proposed to be located in whole or in part on Municipal Project Lands, the Proposal must include Municipal Support Confirmation which may be in the form of a Municipal Resolution in Support of Proposal Submission;

NOW THEREFORE BE IT RESOLVED THAT:

5. The council of *<insert name of Municipality>* _____ supports the submission of a Proposal for the Long-Term Capacity Services Project located on the Municipal Project Lands.

6. This resolution's sole purpose is to satisfy the mandatory requirements of Section 4.2(c)(iii) of the LT2(c-1) RFP and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Capacity Services Project or for any other purpose.

7. The Proponent has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Capacity Services Project to the satisfaction of the Municipality.

8. The Municipal Project Lands *<does/does not>* _____ include lands designated as Prime Agricultural Areas in the *<insert name of Municipality>* _____'s Official Plan.

9. Where the Municipal Project Lands does include lands designated as Prime Agricultural Areas in the *<insert name of Municipality>* _____'s Official Plan as of the date of this resolution:
    a. The Municipal Project Lands are not designated as Specialty Crop Areas;

b. The Long-Term Energy Project is not a Non-Rooftop Solar Project;
c. The Proponent has satisfied the AIA Component One Requirement to the satisfaction of the Local Municipality; and
   If the Proponent is selected as a Selected Proponent under the LT2(c-1) RFP, the council of *<insert name of Municipality>* _____ will engage in good faith with the Selected Proponent to enable the Selected Proponent to complete the AIA Components Two and Three Requirement

DULY RESOLVED BY THE LOCAL MUNICIPALITY

on the ____ day of _____, 20____

<Signature lines for elected representatives. At least one signature is required.>

EXHIBIT B
MUNICIPAL SUPPORT CONFIRMATION

Note: Attach the Municipal Support Confirmation (i.e., Municipal Resolution in Support of Proposal Submission or a Blanket Municipal Support Resolution with a Blanket MS Confirmation Letter).

EXHIBIT C
SAMPLE OF PRE-ENGAGEMENT CONFIRMATION NOTICE

Date: _____

Re: Pre-Engagement Confirmation Notice under the LT2(e-1) RFP

Dear *<insert name of the Local Body Administrator>* _____,

The Proponent (defined below) is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals ("**LT2(c-1) RFP**") issued by the Independent Electricity System Operator ("**IESO**").

We, the Proponent intend to submit a Proposal under the LT2(c-1) RFP and seek to confirm applicable land-use details in relation to the Municipal Project Lands identified below.

Unique Project ID of the Long-Term Capacity Services Project (if available): *<input Unique Project ID>*	
Legal name of the Proponent: *<input legal name of the Proponent>*	
Name of the Long-Term Capacity Services Project: *<input name of the Long-Term Capacity Services Project>*	
Technology of the Long-Term Capacity Services Project: *<input technology of the Long-Term Capacity Services Project>*	
Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW): *<input the maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW)>*	
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands: *<input the applicable description>* (the "**Municipal Project Lands**")	

We intend to undertake community engagement in respect of the Long-Term Capacity Services Project and appreciate your confirming the applicable land-use details in relation to the Municipal Project Lands. *[Note: Consider detailing planned engagement events, if known.]*

We will be happy to coordinate with you and receive your feedback in respect of our planned engagements.

PROPONENT NAME: _____

Per: _____

Print Name:

Print Title:

(I have authority to bind the Proponent)

Date Signed:

Subject: Municipal Support Resolution - Independent Electricity System Operator (IESO) Long Term 2 (LT2) RFP, ABP Power Specialties Ltd. - Ward 9

Reference:

Date to Council: October 20, 2025
Author: Branislava Cesljarov
Supervisor, Environmental Sustainability & Climate Change
519-255-6100 ext. 6127
bcesljarov@citywindsor.ca

Co-Author: Michelle Moxley-Peltier
Community Energy Plan Project Administrator
519-255-6100 ext. 6109
Economic Development & Innovation
Report Date: 8/25/2025
Clerk's File #: EI/14519

To: Mayor and Members of City Council

Recommendation:

I. THAT City Council **SUPPORT** the submission of a Proposal by ABP Power Specialties Ltd. for the Long-Term Capacity Services Project under the IESO LT2 RFP, with the understanding that the Municipal Support Resolution is provided solely for the purpose of satisfying the mandatory requirements of Section 4.2(c)(iii) of the LT2(c-1) RFP, and shall not be construed as any other form of approval or endorsement by the City of Windsor in relation to the Proposal or the Long-Term Capacity Services Project; and,

II. THAT City Council **ACKNOWLEDGE** that the Proponent has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Capacity Services Project to the satisfaction of the Municipality; and,

III. THAT the Mayor **BE AUTHORIZED** to sign the Municipal Support Resolution Letter for ABP Power Specialties Ltd. on behalf of City Council, satisfactory in technical content to the Commissioner of Economic Development and Innovation, financial content to the City Treasurer, and legal content to the City Solicitor.

Executive Summary:

N/A.

Background:

The Independent Electricity System Operator (IESO) helps keep Ontario's electricity system running smoothly. It manages the power grid day-to-day, plans for future energy needs, encourages conservation, and works with communities and businesses to support energy goals. To make sure there's enough electricity in the years ahead, especially by 2029 and beyond, the IESO is launching a major program to bring in new energy projects.

This program, called the Long Term 2 (LT2) Request for Proposals (RFP), is the largest competitive electricity procurement Ontario's history. The goal is to secure enough projects to produce **14 terawatt-hours (TWh)** of electricity each year and **1,600 megawatts (MW)** of new capacity to the grid. To do this, IESO will accept project proposals in several rounds over the next few years, each round targeting specific timelines and energy needs. Table 1 provides a summary of the expected in-service dates and targets.

Table 1: LT2 Procurement Windows In-Service

LT2 Procurement In-Service Dates	Energy Target (TWh)	Capacity Target (MW)
Window 1 – May 1, 2030	**3**	**600**
Window 2 – May 1, 2031	**1-3**	**400**
Window 3 – May 1, 2032	**2-4**	**300**
Window 4 – May 1, 2033	**2-4**	**300**

Windsor City Council has consistently deliberated on and supported energy-based initiatives that align with greenhouse gas reduction targets, energy security, and economic development, while ensuring these priorities are balanced against accessibility, reliability, environmental impact, impact to residents, and public safety.

Discussion:

The LT2 RFP will take an "all of the above" approach to resource eligibility as a variety of resource types are required to ensure the ongoing reliability of Ontario's electricity system. For the first LT2 RFP proposal submission window, resources that are eligible to participate include, but are not limited to, wind, solar, bioenergy, energy storage, combined heat and power facilities, hydroelectric, and natural gas. These resources must be New Build resources that are 1 MW or greater and capable of achieving commercial operation by May 1, 2030, or earlier. Resources that are successful in the RFP evaluation process will be awarded a 20-year contract term. Proponents interested in participating in the IESO's LT2 RFP (Window 1) must submit their applications by October 18, 2025, for Energy Stream and December 16, 2025, for Capacity Stream. A key requirement is obtaining a **Municipal Support Resolution**

(MSR) from all municipalities where the proposed project will be located **prior** to submission.

ABP Power Specialties Ltd.

ABP Power Specialties Ltd. is proposing a 6 MW natural gas power generation facility under the Capacity (C-1) stream at 4325–4445 Cabana Rd E., Windsor. The Airport Power LT2 project builds on a similar 6 MW proposal submitted in 2023. The site, part of an industrial plaza is undergoing a zoning amendment (Z-018/25 ZNG/4315 – Epic Properties Ltd. Partnership) to permit a Power Generation Facility as an additional permitted use in Zoning By-law 85-18. The site will be enclosed and include a medium-voltage substation and cogeneration facility. As part of the zoning amendment process, a **public open house** was held in-person and virtually on **May 27, 2025**. No residents or property owners attended the open house. Comments were received from Windsor International Airport noting that submissions be made to both Transport Canada and NAV Canada. Planning and Development Services is recommending approval of the zoning amendment (Report S 109/2025). The Development and Heritage Standing Committee (DHSC) will consider the zoning amendment on October 6, 2025. Council will consider the zoning amendment at a future Council meeting.

Technology: Containerized Power Generation modules

The project will use containerized power generation units – compact, self-contained systems that are easy to install and maintain. These units meet all safety and building code requirements in Ontario and Canada and include built-in fire and gas detection systems for added protection. They will run on natural gas and release heat and exhaust through a radiator system that vents to the outside air. While these units can be equipped with heat recovery systems to improve energy efficiency, that feature is not included in this proposal. Even without heat recovery, the technology offers a practical and flexible way to support local energy needs.

ABP Power Specialties Ltd. proposes to install two (2) containerized power generation units on site without buildings. Each unit is equipped with a natural gas turbine, a quieter, cleaner solution not involving fluids.

Administrative Recommendation

Council Report C 141/2023 (Agenda Item C 141/2023, November 27, 2023), recommended that Municipal Support Resolutions not be provided for non-storage installations as part of the IESO LT1 RFP submission. At that time, Council's decision reflected concerns about transmission limitations, regulatory uncertainty, and the climate impact of natural gas generation. Since then, both provincial and federal policy landscapes have evolved significantly. The federal government finalized the Clean Electricity Regulations in December 2024, establishing a net-zero grid target by 2035 while allowing flexibility for small-scale natural gas generators and providing substantial funding to support energy investments. More recently, Prime Minister Mark Carney has announced a new federal approach that balances clean energy investments with expanded support for conventional resources, including natural gas, and has launched a Major Projects Office to fast-track approvals for nationally significant energy projects. The federal stance now recognizes the ongoing need for natural gas to ensure reliability

during peak periods and emergencies, and exempts small generators from the strictest emissions limits, while also signaling openness to regulatory reforms that support energy reliability and competitiveness. At the same time, provincially, the IESO's LT2 procurement stream has expanded transmission capacity and clarified municipal engagement requirements, while Windsor's electricity demand has accelerated due to major industrial growth.

While supporting new natural gas generation does increase local greenhouse gas emissions in the short term, this decision reflects a pragmatic balance between immediate reliability needs and long-term climate goals. Many Ontario municipalities, such as Toronto, Hamilton, and Brampton, have faced similar challenges and have temporarily supported natural gas or hybrid projects to prevent outages and support economic growth, while continuing to invest in renewables and energy efficiency for the future. In light of these changes, Administration recommends Council support the current proposal, reflecting a pragmatic response to new regulatory certainty, increased funding opportunities, and the urgent need to secure local energy reliability and economic competitiveness.

Administration recommends that the proposed Airport Power LT2 project be allowed to move forward in the IESO LT2 RFP process with support from the City of Windsor in the form of a signed MSR. The MSR should be made available to ABP Power Specialties Ltd. no later than December 8, 2025, to provide adequate time for the applicant to submit to IESO. The MSR will not supersede requirements under the municipal planning act.

Risk Analysis:

The containerized power generation units are manufactured to meet electrical and gas codes applicable in Ontario and Canada. The project will include protocols for fire and gas detection with automatic alarms and call outs. As part of site commissioning, a fire safety plan will need to be developed in collaboration with Windsor Fire and Rescue Services.

Each containerized power generator will be housed in a self-contained container and installed within a fenced area. The exhaust system for each unit, including integrated sound mufflers, will be mounted externally and vented to atmosphere. While any energy infrastructure can raise concerns about noise, careful site selection and modern design features help minimize potential impacts, particularly in residential or sensitive areas. As part of the site plan approval process, a noise study will be required to confirm that sound levels remain within acceptable limits, ensuring compliance with provincial standards.

The proposed site selected by ABP Power Specialties Ltd. is currently zoned Industrial (M1) under Zoning By-Law 85-18. A Zoning By-law Amendment (ZBA) is currently underway to revise the permitted uses to allow for a power generation facility.

The proposed project would add 6 megawatts of electricity generation to Windsor's local grid, about a 1% increase in capacity. While this won't dramatically change the overall health of the transmission system, it does help meet growing local demand, especially

during peak times. The IESO has confirmed that more opportunities for renewable energy projects (like wind and solar) will be available in future rounds of the LT2 procurement. However, until major transmission upgrades are completed, such as the Sarnia to Chatham line (2028), Longwoods to Lakeshore (2030), and Lakeshore to Windsor (TBD), larger and more diverse clean energy projects may not be feasible. Supporting this project now helps bridge the gap while the system is being strengthened for future investments.

The issuance of a Municipal Support Resolution depends largely on the information provided by the proponent at the time of request. If project scopes change significantly, such as alterations to containment, buildings, or technology, municipalities may face risks, as the IESO has advised that support cannot be withdrawn once granted. However, Legal Services has informed Administration that conditional language may be included in the MSR letter, stating that support could be rescinded if the project deviates materially from the scope presented. While the IESO discourages such contingencies, there is no explicit rule prohibiting them. Including this clause provides the City with a safeguard to ensure alignment with planning policies and community expectations. MSR cannot be revoked once a procurement is awarded.

Ontario's electricity system is widely recognized for its clean energy mix, and any increase in natural gas generation can raise concerns among residents and stakeholders. However, small-scale natural gas projects like this one are increasingly being viewed as transitional solutions to support grid reliability during peak demand and extreme weather events. When paired with strong community engagement and transparency, these projects can help maintain public trust while enabling the city to meet immediate energy needs.

While the proposed technology differs from traditional applications in the region (e.g., greenhouse cogeneration), containerized natural gas units offer a flexible and scalable solution for localized energy generation. Their exemption from federal Clean Electricity Regulations reflects their limited environmental footprint relative to larger facilities. To ensure responsible growth, Windsor can use this opportunity to establish clear planning guidelines and safeguards for future proposals, balancing innovation with community and environmental considerations.

Climate Change Risks

Climate Change Mitigation:

In Council Report C 222/2022, City Council recognized that natural gas generation could increase greenhouse gas emissions and make it harder for Windsor to meet its climate goals. At the time, Council supported a natural gas project at an existing site as a temporary solution to help address local energy shortages, while balancing climate action, energy reliability, and economic development—key priorities in the City's Community Energy Plan.

Since then, the federal government introduced the Clean Electricity Regulations (CER) in December 2024 to help Canada move toward a net-zero electricity grid by 2050. These rules apply to large gas-fired generators over 25 megawatts, but smaller projects

like the one proposed here are exempt. While these smaller generators don't have to meet the same emissions limits, they still play a role in keeping the grid stable during peak demand or emergencies. The proposed project would operate under a 20-year contract, which means natural gas use could continue into the late 2040s. Although there are no federal requirements for small generators to include energy-saving features like heat recovery, connecting them to nearby facilities that can use the waste heat would help improve efficiency and reduce emissions.

Climate Change Adaptation:

New local generation capability may result in reduced outages during extreme weather events and improve restoration timelines when outages occur. Additional natural gas generation provides additional resources to meet the demands of extreme temperature events with increased capability to meet increased demands for human comfort (i.e. heating and air conditioning), reducing the potential for rotating blackouts to stabilize the grid

Financial Matters:

There are no financial costs associated with the issuance of the municipal support resolution

Consultations:

- Kareem Kurdi –Site Plan Approval Officer, Planning and Development Services
- Joshua Meloche – Senior Legal Counsel, Legal & Real Estate Services
- Michael Okanlawon – FPA, Financial Planning
- John Smith - Acting Fire Prevention Officer, Windsor Fire & Rescue Services
- Adam Szymczak – Senior Planner – Development, Planning and Development Services

Conclusion:

Proponents applying for IESO contracts have been qualified by the IESO and require a municipal support resolution be included in their proposal submissions (due December 16, 2025) to qualify for further consideration.

Administration recommends City Council APPROVE the issuance of a Municipal Support Resolution to: ABP Power Specialties Ltd.

Planning Act Matters:

N/A

Approvals:

Name	Title
Matthew Johnson	Executive Director, Economic Development & Climate Change
Wira Vendrasco	City Solicitor
Jelena Payne	Deputy CAO / Commissioner of Economic Development and Innovation
Tony Ardovini	On behalf of Manager, Development Revenue & Financial Administration
Dan Seguin	On behalf of Commissioner of Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
John Cervini		

Appendices:

1 LT2 RFP-Evidence-of-Municipal-Support

This page sets out the instructions for completing the Prescribed Form: Evidence of Municipal Support (Capacity).

All capitalized terms used in these instructions and the Prescribed Form: Evidence of Municipal Support (Capacity), unless otherwise stated, have the meanings ascribed to them in the LT2(c-1) RFP.

INSTRUCTIONS APPLICABLE TO ALL PRESCRIBED FORMS:

a. The first page of a Prescribed Form should be marked with the name of the Long-Term Capacity Services Project that is the subject of the Proposal. The Proponent should use the name given to the Long-Term Capacity Services Project in the Prescribed Form: Proponent Information, Declarations and Workbook (Capacity).

b. This instruction page is not required to be submitted as part of the completed Prescribed Form.

c. The Prescribed Form is required to be submitted electronically via email to the IESO at LT2.RFP@ieso.ca.

d. Information provided in each Prescribed Form should be consistent with the information provided in the Proposal.

e. Where the Prescribed Form has multiple pages, the pages of the Prescribed Form should be kept together in the Proposal in sequential order.

f. Where a blank field for a section/page reference is provided in a Prescribed Form, enter the section/page reference of the Proposal where the substantiating evidence for that particular item can be found.

g. Apart from the completion of any blanks, drop down lists, check boxes or similar uncompleted information in a Prescribed Form, no amendments may be made to the wording of a Prescribed Form.

h. Each Prescribed Form must be completed in its entirety. Fields marked <if applicable> must be completed if applicable to the Proposal. If not applicable, they should be marked " Not Applicable".

i. If a signature is required for a Prescribed Form, the Prescribed Form must be signed by a person with authority to bind the Proponent. The Prescribed Form may be printed, signed and scanned, or may be signed digitally through Adobe (Digital ID, or Fill and Sign), Apple Preview or DocuSign.

j. With the exception of this instruction page, instructions within a Prescribed Form will be enclosed in brackets.

INSTRUCTIONS SPECIFIC TO THIS PRESCRIBED FORM: EVIDENCE OF MUNICIPAL SUPPORT (CAPACITY)

k. To meet the mandatory requirements of Section 4.2(c) of the LT2(c-1) RFP, where the Project Site is proposed to be located in whole or in part on Municipal Project Lands, a Proponent is to complete and submit in the Proposal a) the main body of this Prescribed Form and b) a copy of the applicable Municipal Support Confirmation, as indicated in Section 3, from each Local Municipality with authority over the Municipal Project Lands.

l. Where the Municipal Support Confirmation is in the form of a Municipal Resolution in Support of Proposal Submission, such resolution must be dated no earlier than seven (7) months prior to the RFP Effective Date.

m. Where the Municipal Support Confirmation is in the form of a Blanket Municipal Support Resolution together with a Blanket MS Confirmation Letter, such Blanket MS Confirmation Letter must be dated no earlier than seven (7) months prior to the RFP Effective Date.

n. A copy of the Municipal Support Confirmation must be provided in Exhibit B.

o. Councils of Local Municipalities have the option of using the form of Municipal Resolution in Support of Proposal Submission provided Exhibit A, should they so choose. An alternative to the Municipal Resolution in Support of Proposal Submission is a Blanket Municipal Support Resolution provided together with a Blanket MS Confirmation Letter.

p. A Municipal Support Confirmation is not required if the Project Site of the Long-Term Capacity Services Project is located wholly on Indigenous Lands, Crown lands managed by the Ministry of Natural Resources and located outside of Municipal Project Lands, Unincorporated Territory, or any combination thereof.

GUIDANCE FOR MUNICIPALITIES:

The IESO is undertaking the LT2(c-1) RFP to competitively procure year-round energy generation services, on a Contract Capacity basis from New Build Electricity generating facilities equal to or larger than one (1) MW registered or able to become registered in the *IESO-administered markets*.

Should a Local Municipality wish to support the submission of a Proposal for a particular Long-Term Capacity Services Project, a group of Long-Term Capacity Services Projects, or one or more particular technology types, they must either pass a Municipal Resolution in Support of Proposal Submission (project-specific) or a Blanket Municipal Support Resolution. In the case of a Blanket Municipal Support Resolution, a Blanket MS Confirmation Letter (project-specific), containing the same project-specific information and statements as set out in template Municipal Resolution in Support of Proposal Submission, must be provided together with the Blanket Municipal Support Resolution.

Local Municipalities are encouraged to use the template Municipal Resolution in Support of Proposal Submission in Exhibit A. Should a Local Municipality wish to develop its own resolution, the resolution must:

(A) identify:

(i) the Unique Project ID of the Long-Term Capacity Services Project (if applicable/known)
(ii) the name of the Long-Term Capacity Services Project
(iii) the name of the Proponent
(iv) the generation technology type of the Long-Term Capacity Services Project
(v) the maximum potential Contract Capacity of the Long-Term Capacity Services Project (which may not exceed the largest Contract Capacity ultimately provided in the Prescribed Form: Proponent Information, Declarations and Workbook (Capacity) in respect of the Long-Term Capacity Services Project); and
(vi) the Property Identification Number (PIN), municipal address, legal description or GPS coordinates of the Municipal Project Lands; and

(B) confirm that the Proponent has, no later than sixty (60) days prior to the Proposal Submission Deadline, delivered a Pre-Engagement Confirmation Notice to an applicable Local Body Administrator in respect of the Local Municipality that includes the information above, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available, and a sample of a Pre-Engagement Confirmation Notice has been provided in Exhibit C for your convenience; and

(C) state:

(i) that the Local Municipality supports the submission of a Proposal for the Long-Term Capacity Services Project located on the applicable Municipal Project Lands. The statement in such resolution may be qualified as being solely for the purposes of satisfying the mandatory requirements under Section 4.2(c) of the LT2(c-1) RFP, and does not supersede any applicable permits or approvals under applicable Laws and Regulations that may be required for a particular Long-Term Capacity Services Project;

(ii) that that the Proponent has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Capacity Services Project to the satisfaction of the Municipality;

(iii) whether or not the Municipal Project Lands are designated as Prime Agricultural Areas as set out in the Local Municipality's Official Plan as of the date of the resolution; and

(iv) if the Municipal Project Lands are designated as Prime Agricultural Areas:
(a) the Municipal Project Lands are not designated as Specialty Crop Areas;
(b) the Long-Term Capacity Services Project is not a Non-Rooftop Solar Project;
(c) the Proponent has satisfied the AIA Component One Requirement to the satisfaction of the Local Municipality; and
(d) if the Proponent is selected as a Selected Proponent under the LT2(c-1) RFP, the Local Municipality will engage in good faith with the Selected Proponent to enable the Selected Proponent to complete the AIA Components Two and Three Requirement.

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Capitalized terms not defined herein have the meanings ascribed to them in the LT2(c-1) RFP.

Section 1 – Information of the Proponent and the Long-Term Capacity Services Project

a.	Unique Project ID of the Long-Term Capacity Services Project: *<input Unique Project ID>*	
b.	Name of the Long-Term Capacity Services Project: *<input name of the Long-Term Capacity Services Project>*	
c.	Legal name of the Proponent: *<input legal name of the Proponent>*	
d.	Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of Properties included in the Municipal Project Lands: *<input PIN(s) (if a PIN is not available, use Municipal Address or legal description) or GPS coordinates, if applicable>*	
e.	Name(s) of all Local Municipalities with authority over the Municipal Project Lands: *<input name of the Local Municipality(ies)>*	Local Municipality 1: Local Municipality 2 (if applicable):

Section 2 – Pre-Engagement Confirmation Notice

a.	A Pre-Engagement Confirmation Notice has been delivered to all Local Municipalities with authority over the Municipal Project Lands in accordance with Section 2.1(c)(iii) of the LT2(c-1) RFP:	☐ Yes, a Pre-Engagement Confirmation Notice was delivered to Local Municipality 1 named above in Section 1(e) no later than sixty (60) days prior to the Proposal Submission Deadline AND (if applicable) ☐ Yes, a Pre-Engagement Confirmation Notice was delivered to Local Municipality 2 named above in Section 1(e) no later than sixty (60) days prior to the Proposal Submission Deadline

Section 3 – Municipal Support Confirmation

a.	The form of Municipal Support Confirmation used for Local Municipality 1 named above in Section 1(e), attached in Exhibit B, which has not been revoked, amended or supplemented in any material respect as of the date hereof, is:	○ A Municipal Resolution in Support of Proposal Submission dated no earlier than seven (7) months prior to the RFP Effective Date OR ○ A Blanket Municipal Support Resolution with a Blanket MS Confirmation Letter dated no earlier than seven (7) months prior to the RFP Effective Date
b.	The form of Municipal Support Confirmation used for Local Municipality 2 (if applicable) named above in Section 1(e), attached in Exhibit B, which has not been revoked, amended or supplemented in any material respect as of the date hereof, is:	○ A Municipal Resolution in Support of Proposal Submission dated no earlier than seven (7) months prior to the RFP Effective Date OR ○ A Blanket Municipal Support Resolution with a Blanket MS Confirmation Letter dated no earlier than seven (7) months prior to the RFP Effective Date

I hereby confirm that I am an individual with the authority to bind the Proponent and that, if applicable, by signing this form using electronic signature, I agree to the content, terms and conditions set out in the document on behalf of the Proponent.

PROPONENT NAME: _____

Per: _____

Print Name:

Print Title:

(I have authority to bind the Proponent)

Date Signed:

EXHIBIT A
FORM OF MUNICIPAL RESOLUTION IN SUPPORT OF PROPOSAL SUBMISSION

Resolution NO: _____ Date: _____

[Note: The Municipal Resolution in Support of Proposal Submission must not be dated earlier than seven (7) months prior to the RFP Effective Date.]

WHEREAS:

1. The Proponent is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals ("**LT2(c-1) RFP**") issued by the Independent Electricity System Operator ("**IESO**").

2. Capitalized terms not defined herein have the meanings ascribed to them in the LT2(c-1) RFP.

3. The Proponent has delivered, no later than sixty (60) days prior to the Proposal Submission Deadline, a Pre-Engagement Confirmation Notice to an applicable Local Body Administrator in respect of the Municipal Project Lands that includes the details outlined in the table below, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available.

Unique Project ID of the Long-Term Capacity Services Project (if available): *<input Unique Project ID>*	
Legal name of the Proponent: *<input legal name of the Proponent>*	
Name of the Long-Term Capacity Services Project: *<input name of the Long-Term Capacity Services Project>*	
Technology of the Long-Term Capacity Services Project: *<input technology of the Long-Term Capacity Services Project>*	

Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW): *<input the maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW)>*	
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands: *<input the applicable description>* (the "**Municipal Project Lands**")	

4. Pursuant to the LT2(c-1) RFP, if the Long-Term Capacity Services Project is proposed to be located in whole or in part on Municipal Project Lands, the Proposal must include Municipal Support Confirmation which may be in the form of a Municipal Resolution in Support of Proposal Submission;

NOW THEREFORE BE IT RESOLVED THAT:

5. The council of *<insert name of Municipality>* _____ supports the submission of a Proposal for the Long-Term Capacity Services Project located on the Municipal Project Lands.

6. This resolution's sole purpose is to satisfy the mandatory requirements of Section 4.2(c)(iii) of the LT2(c-1) RFP and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Capacity Services Project or for any other purpose.

7. The Proponent has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Capacity Services Project to the satisfaction of the Municipality.

8. The Municipal Project Lands *<does/does not>* _____ include lands designated as Prime Agricultural Areas in the *<insert name of Municipality>* _____'s Official Plan.

9. Where the Municipal Project Lands does include lands designated as Prime Agricultural Areas in the *<insert name of Municipality>* _____'s Official Plan as of the date of this resolution:
    a. The Municipal Project Lands are not designated as Specialty Crop Areas;

b. The Long-Term Energy Project is not a Non-Rooftop Solar Project;
c. The Proponent has satisfied the AIA Component One Requirement to the satisfaction of the Local Municipality; and
   If the Proponent is selected as a Selected Proponent under the LT2(c-1) RFP, the council of *<insert name of Municipality>* _____
   will engage in good faith with the Selected Proponent to enable the Selected Proponent to complete the AIA Components Two and Three Requirement

DULY RESOLVED BY THE LOCAL MUNICIPALITY

on the ____ day of _____, 20____

<Signature lines for elected representatives. At least one signature is required.>

EXHIBIT B
MUNICIPAL SUPPORT CONFIRMATION

Note: Attach the Municipal Support Confirmation (i.e., Municipal Resolution in Support of Proposal Submission or a Blanket Municipal Support Resolution with a Blanket MS Confirmation Letter).

EXHIBIT C
SAMPLE OF PRE-ENGAGEMENT CONFIRMATION NOTICE

Date: _____

Re: Pre-Engagement Confirmation Notice under the LT2(e-1) RFP

Dear *<insert name of the Local Body Administrator>* _____,

The Proponent (defined below) is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals ("**LT2(c-1) RFP**") issued by the Independent Electricity System Operator ("**IESO**").

We, the Proponent intend to submit a Proposal under the LT2(c-1) RFP and seek to confirm applicable land-use details in relation to the Municipal Project Lands identified below.

Unique Project ID of the Long-Term Capacity Services Project (if available): *<input Unique Project ID>*	
Legal name of the Proponent: *<input legal name of the Proponent>*	
Name of the Long-Term Capacity Services Project: *<input name of the Long-Term Capacity Services Project>*	
Technology of the Long-Term Capacity Services Project: *<input technology of the Long-Term Capacity Services Project>*	
Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW): *<input the maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW)>*	
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands: *<input the applicable description>* (the "**Municipal Project Lands**")	

We intend to undertake community engagement in respect of the Long-Term Capacity Services Project and appreciate your confirming the applicable land-use details in relation to the Municipal Project Lands. *[Note: Consider detailing planned engagement events, if known.]*

We will be happy to coordinate with you and receive your feedback in respect of our planned engagements.

PROPONENT NAME: _____

Per: _____

Print Name:

Print Title:

(I have authority to bind the Proponent)

Date Signed:

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 319/2025

Subject: Rezoning Application - 4325-4445 Cabana Rd E - Z-018/25 [ZNG/7315] - Ward 9

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

Decision Number: **DHSC 771**

1. That Zoning By-law 85-18 **BE AMENDED** by renumbering paragraph 3.101b to 3.101c and paragraph 3.101a to 3.101b and by adding the following new definition to Section 3:

   3.101a **POWER GENERATION FACILITY** is an industrial activity and means premises used to generate electricity and may include a power distribution station or a transformer station.

   [ZNG/7315]

2. THAT Zoning By-law 85-18 **BE FURTHER AMENDED** by adding the following defined area to Section 14:

   14.3.17 Defined Area M1-17 as shown on Zoning Map T12 of this By-law.

   a) Permitted Uses

      1) All uses permitted in the Industrial (M1) zone save and except a dwelling or dwelling unit.

      2) *Power Generation Facility*.

   b) Permitted Buildings and Other Structures

      No building or structures shall be used or erected in Defined Area M1-17 except for the following purposes:

      1) buildings and structures for the permitted uses.

      2) accessory buildings and structures for the permitted uses.

   c) Other Requirements

      1) The regulations of subsection 14.1.3 to 14.2.4 and all other applicable regulations shall apply to any use permitted in subsection 14.3.17 a).

   (ZNG/7315)

3. THAT Zoning By-law 85-18 **BE FURTHER AMENDED** by changing the zoning of 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; PIN 75235-0176, situated at the southwest corner of Cabana Road East and 8th Concession Road (4325-4445 Cabana Road East; Roll No. 090-010-04950) from M1 to M1-17.

4. THAT, when Site Plan Control is applicable:

   A. The following additional materials **BE SUBMITTED** with an application for site plan approval, and **BE SUBJECT** to the satisfaction of the City Planner, Deputy City Planner, or Site Plan Approval Officer :

      1) A noise study.

      2) A copy of the confirmation email from Transport Canada that an Aeronautical Assessment Form (AAF) has been submitted to Transport Canada.

      3) Confirmation of submission of a Land Use Form to the NAV CANADA Land Use Web Submission Portal.

   B. The Site Plan Approval Officer **BE DIRECTED** to incorporate the following into an approved site plan and an executed and registered site plan agreement:

      1) Any noise mitigation measures identified in a Noise Study, subject to the approval of the Site Plan Approval Officer.

      2) Provision of Transport Canada's determination regarding the proposed Power Generation Facility to the satisfaction of the City Planner, Deputy City Planner, or Site Plan Approval Officer.

      3) Provision of NAV CANADA's assessment of the proposed Power Generation Facility to the satisfaction of the City Planner, Deputy City Planner, or Site Plan Approval Officer.

Carried.

Report Number: S 109/2025
Clerk's File: Z/15030

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 October 6, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251007/-1/10584

Subject: Rezoning Application – 4325-4445 Cabana Rd E - Z-018/25 ZNG/7315 - Ward 9

Reference:

Date to Council: October 6, 2025
Author: Adam Szymczak, MCIP, RPP
Senior Planner - Development
519-255-6543 x6250
aszymczak@citywindsor.ca

Planning & Building Services
Report Date: 8/27/2025
Clerk's File #: Z/15030

To: Mayor and Members of City Council

Recommendation:

1. That Zoning By-law 85-18 **BE AMENDED** by renumbering paragraph 3.101b to 3.101c and paragraph 3.101a to 3.101b and by adding the following new definition to Section 3:

   3.101a **POWER GENERATION FACILITY** is an industrial activity and means premises used to generate electricity and may include a power distribution station or a transformer station.

   [ZNG/7315]

2. THAT Zoning By-law 85-18 **BE FURTHER AMENDED** by adding the following defined area to Section 14:

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      1) All uses permitted in the Industrial (M1) zone save and except a dwelling or dwelling unit.

      2) *Power Generation Facility*.

   b) Permitted Buildings and Other Structures

      No building or structures shall be used or erected in Defined Area M1-17 except for the following purposes:

      1) buildings and structures for the permitted uses.

      2) accessory buildings and structures for the permitted uses.

   c) Other Requirements

1) The regulations of subsection 14.1.3 to 14.2.4 and all other applicable regulations shall apply to any use permitted in subsection 14.3.17 a).

(ZNG/7315)

3. THAT Zoning By-law 85-18 **BE FURTHER AMENDED** by changing the zoning of 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; PIN 75235-0176, situated at the southwest corner of Cabana Road East and 8th Concession Road (4325-4445 Cabana Road East; Roll No. 090-010-04950) from M1 to M1-17.

4. THAT, when Site Plan Control is applicable:

   A. The following additional materials **BE SUBMITTED** with an application for site plan approval, and **BE SUBJECT** to the satisfaction of the City Planner, Deputy City Planner, or Site Plan Approval Officer :

      1) A noise study.

      2) A copy of the confirmation email from Transport Canada that an Aeronautical Assessment Form (AAF) has been submitted to Transport Canada.

      3) Confirmation of submission of a Land Use Form to the NAV CANADA Land Use Web Submission Portal.

   B. The Site Plan Approval Officer **BE DIRECTED** to incorporate the following into an approved site plan and an executed and registered site plan agreement:

      1) Any noise mitigation measures identified in a Noise Study, subject to the approval of the Site Plan Approval Officer.

      2) Provision of Transport Canada's determination regarding the proposed Power Generation Facility to the satisfaction of the City Planner, Deputy City Planner, or Site Plan Approval Officer.

      3) Provision of NAV CANADA's assessment of the proposed Power Generation Facility to the satisfaction of the City Planner, Deputy City Planner, or Site Plan Approval Officer.

Executive Summary:

N/A

Background:

Application Information

Location: 4325-4445 Cabana Road East (formerly County Road 42); southwest corner of Cabana Road East and 8th Concession Road

Ward: 9 **Planning District:** Sandwich South **Zoning Map**: T12

Applicant/Owner: Epic Properties Limited Partnership

Agent: Pillon Abbs Inc. (Tracey Pillon-Abbs, RPP)

Proposal: Construct a 1,875 m² power generation facility, with no additional buildings or expansions. To facilitate this, an amendment to Zoning By-law 85-18 is requested to permit a power generation facility as an additional use within the Industrial Zone (M1). No other zoning exceptions are being sought.

Applicant Submissions: All documents are available **online**.

Application - Zoning By-law Amendment
Concept Plans (attached as Appendix A to Report S 109/2025)
Open House Documents (Notice, Display Items, Presentation)
Plan of Survey
Planning Rationale Report (PRR)
Species at Risk Study
Transportation Memo

Site Information:

OFFICIAL PLAN	ZONING	CURRENT USE	PREVIOUS USE
Business Park	Industrial Zone (M1)	Industrial	Unknown
LOT FRONTAGE CABANA ROAD	**LOT FRONTAGE 8TH CONCESSION**	**LOT AREA**	**LOT SHAPE**
~182.6 m	~396.3 m	78,652 m^2	Irregular

Neighbourhood: Section 2.0 in the PRR provides an overview and photos of the site and the surrounding land uses.

Cabana Road East and Baseline Road are a Class II Arterial Road and, 8th Concession Road is a Class II Collector Road. All three roads have a two-lane rural cross section with storm ditches or swales and no curbs and sidewalks.

Figure 1: Key Map

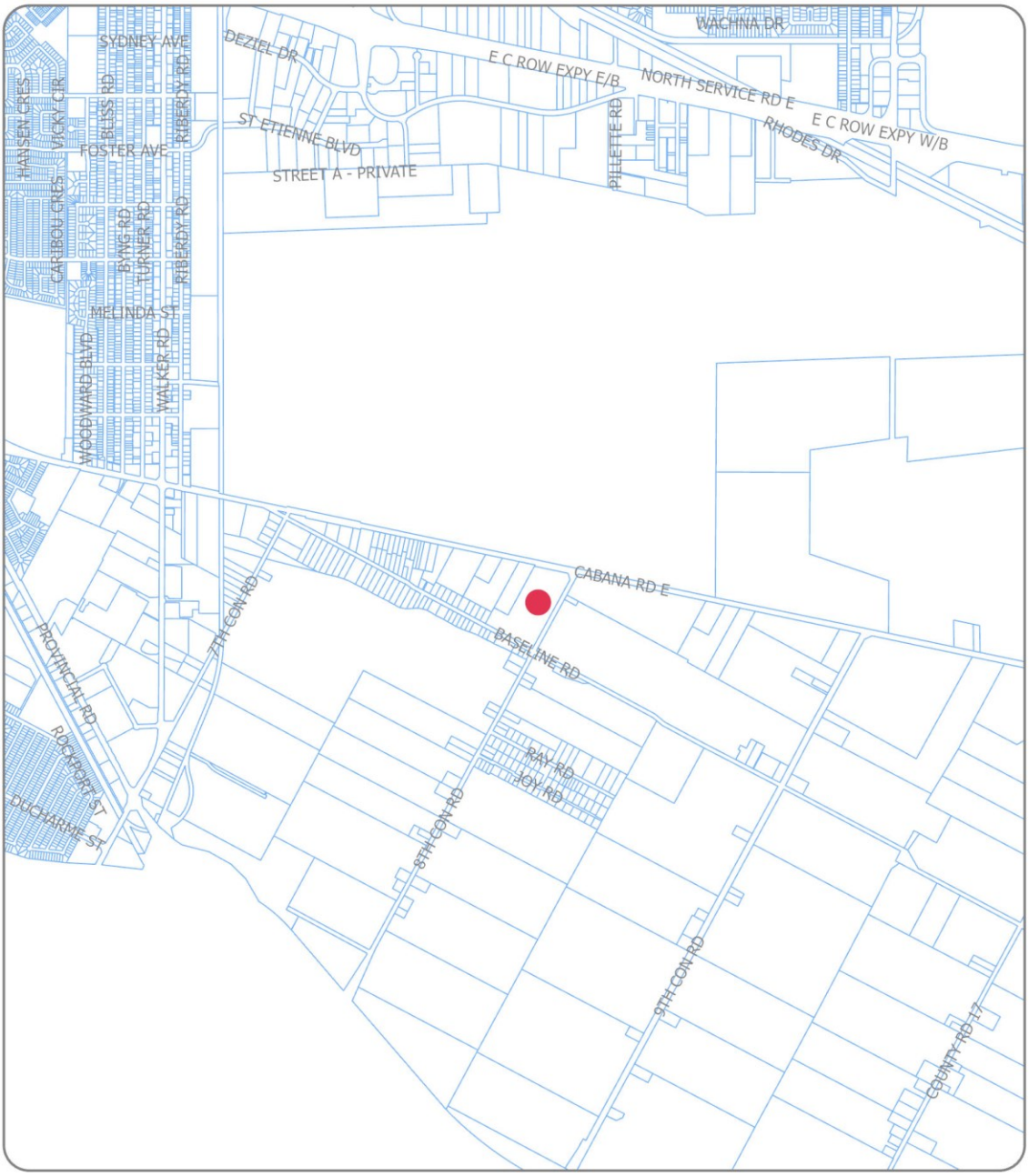


Figure 2: Subject Parcel - Rezoning

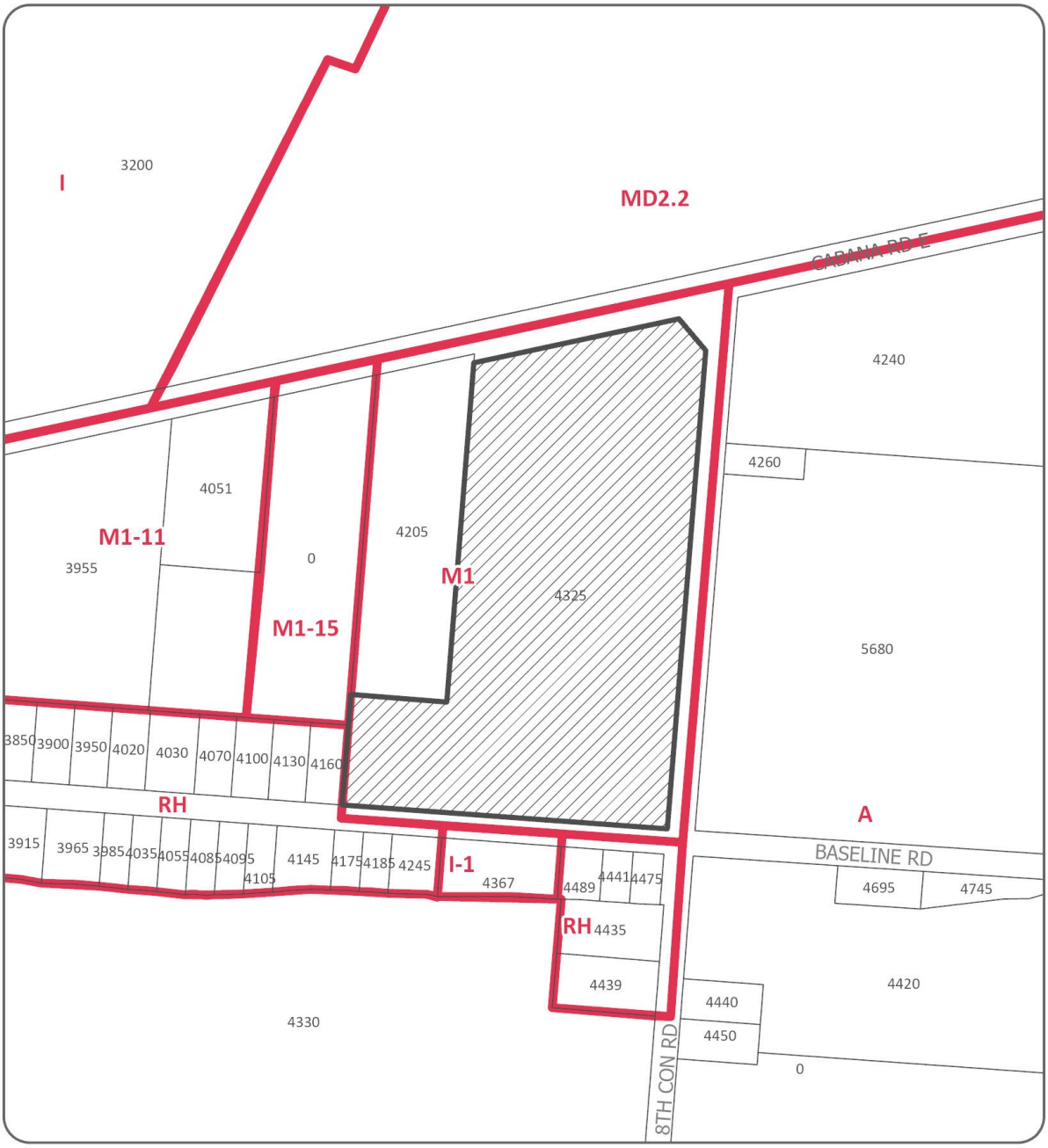


Figure 3: Neighborhood Map



Discussion:

Planning Rationale Report (PRR) (Pillon Abbs Inc., June 27, 2025)

Section 3.1 of the PRR notes that the proposed facility will operate remotely, with no full-time staff. Daily operations are expected to last 1–2 hours, and scheduled maintenance will occur biannually for one week. A sample elevation is provided in Figure 2b (page 11).

Section 6.1 states the site is well-suited for industrial use, with access to municipal water, stormwater, and sanitary services. The proposed development is compatible in terms of scale, massing, height, and siting. No public health or safety concerns have been identified, and the development is described as efficient and land optimized.

Section 6.2 concludes that the proposal is consistent with the Provincial Policy Statement (PPS), aligns with the Official Plan (OP) and Zoning By-law (ZBL), and represents good planning. Planning and Development Services concurs with the PRR's analysis and conclusions.

Species at Risk Study (MTE, June 17, 2025)

The study notes that the Area of Work is undeveloped and primarily populated by non-native and invasive species. No Species at Risk (SAR), suitable SAR habitats, or features such as trees, rock piles, or structures that could support SAR (e.g., bats, Red-headed Woodpecker, snakes, or Chimney Swift) were observed during the site visit.

The report concludes that no Species at Risk (SAR) or potential SAR habitat are expected within or near the Area of Work. If activities remain within the defined area, the proposed development is not anticipated to negatively impact SAR or contravene the Endangered Species Act, 2007.

Provincial Planning Statement 2024 (PPS 2024):

The Provincial Policy Statement (PPS) 2024 outlines land use planning priorities across Ontario, and all municipal decisions must be consistent with its policies. Section 5.1.1 of the Planning Rationale Report (PRR) analyzes applicable PPS 2024 policies, noting that the proposed development is located within an existing settlement area and supports efficient land use. The PRR concludes that the proposal is consistent with the PPS 2024. Planning and Development Services concurs with this analysis and confirms that the proposed amendment to Zoning By-law 8600 aligns with the PPS 2024.

Official Plan (OP):

The parcel has a designation of "Business Park" on Schedule D: Land Use in the Official Plan. Section 5.1.2 in the PRR submitted by the Applicant has a review and analysis of appropriate Official Plan policies. The PRR states that the proposed development is compatible with other land uses within the business park and surrounding area, will be subject to site plan control, and that no development constraints have been noted. Windsor International Airport noted that parcel is in proximity to the Airport and the approach to Runway 30 and subject to Airport Zoning Regulations (AZR). The Applicant must consult with Transport Canada and NAV Canada. City of Windsor Planning and Development Services concurs with the analysis in the PRR and that the proposed amendment to Zoning By-law 8600 conforms to the general policy direction of the OP.

Zoning By-Law 85-18:

The M1 zone permits a range of industrial and commercial uses, including automobile body repair shop, automobile repair garage, welding shop, metal fabricating, repair depots, tool and die companies, and a transport terminal. The proposed M1-17 zoning is appropriate. The proposed development must comply with all zoning provisions such as maximum lot coverage and maximum building height.

Site Plan Control (SPC):

The development as proposed is subject to Site Plan Control. All requirements and recommendation of municipal departments and external agencies, including the Essex Region Conservation Authority (ERCA), are best handled during the Site Plan Control process. Recommendation 4 requires the submission of a noise study and clearances or assessments from Transport Canada and NAV CANADA.

Municipal Support Resolution:

The Independent Electricity System Operator (IESO) keeps Ontario's electricity system running smoothly. It manages the power grid day-to-day, plans for future energy needs, encourages conservation, and works with communities and businesses to support energy goals. To ensure sufficient electricity in the years ahead—especially 2029 and beyond—the IESO is launching a program to create new energy projects.

This program, called the Long Term 2 (LT2) Request for Proposals (RFP), is the largest electricity procurement in Ontario's history. The goal is to secure enough projects to produce 14 terawatt-hours of electricity each year and add 1,600 megawatts of new capacity to the grid. To do this, the IESO will accept project proposals in several rounds over the next few years, with each round targeting specific timelines and energy needs.

The LT2 process is separate from the requested zoning amendment. Approval of the zoning amendment does not constitute approval of the LT2 application, or vice-a-versa.

Michelle Moxley-Peltier, Community Energy Plan Project Administrator, confirms that the Applicant is pursuing a Municipal Support Resolution as part of the LT2 program. Staff are drafting Report C 117-2025 for Council consideration that, will among other things, recommend that Council support the submission for the Long-Term Capacity Services Project under the IESO LT2 RFP, with the understanding that the Municipal Support Resolution is provided solely for the purpose of satisfying the mandatory requirements of Section 4.2(c)(iii) of the LT2(c-1) RFP, and shall not be construed as any other form of approval or endorsement by the City of Windsor in relation to the Proposal or the Long-Term Capacity Services Project.

Report C 117-2025 provides detailed information about the proposed Power Generation Facility and the IESO LT2 process.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

The proposed power generation facility implements Environmental Master Plan Objective C1: which encourages in-fill in existing built areas. Infill development minimizes the impact on community greenhouse gas emissions as these developments make use of existing serviced land and infrastructure.

Climate Change Adaptation:

The proposed power generation facility offers an opportunity to increase resiliency for the development and surrounding area by supporting a complementary and compact form of development. New construction is required to meet the current provisions of the Building Code, which will be implemented through the building permit process.

Financial Matters:

N/A

Consultations:

An in-person and virtual public open house was held on May 27, from 6 pm to 7 pm. Section 3.2 in the PRR summarizes any comments received at the public open house and the Applicant's response to them. Comments from municipal departments and external agencies are summarized in Appendix B.

On August 18, 2025, Caldwell First Nation expressed intent to comment on the application, requested all submitted documents, and inquired about any required provincial approvals. Planning staff responded the same day, providing a link to the documents on the City's website, clarifying that an Environmental Impact Statement was not required during Stage 1 of the Planning Consultation, and noting that provincial approvals fall outside the scope of this application.

On August 19, 2025, Michelle Moxley-Peltier, CEP Project Administrator, confirmed to Caldwell First Nation that the Applicant is pursuing a Municipal Support Resolution as part of the IESO LT2 RFP process.

Per the Planning Act, statutory notice was advertised in the Windsor Star, a local newspaper.

Conclusion:

Based on the documents submitted by the Applicant and the analysis in this report, it is my opinion that the recommended amendment to Zoning By-law 85-18 is consistent with the PPS 2024 and is in conformity with the Official Plan. The proposed amendment will permit a use, a power generation facility, that is compatible with existing and permitted uses in the surrounding area and will be subject to further review at Site Plan Control. The recommendation to amend Zoning By-law 8600 constitutes good planning.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Greg Atkinson, MCIP, RPP
Deputy City Planner - Development

Neil Robertson, MCIP, RPP
City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP RM

I am not a registered Planner and have reviewed as the Executive Director of Economic Development and Climate Change

MJ

Approvals:

Name	**Title**
Greg Atkinson	Deputy City Planner – Development
Neil Robertson	City Planner
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
Matthew Johnson	Executive Director, Economic Development and Climate Change
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	**Address**	**Email**

Appendices:

1 Appendix A - Concept Plans
2 Appendix B - Consultations

PROPOSED POWER GENERATION BUILDING

FOR

EPIC PROPERTIES LIMITED PARTNERSHIP

Location: 4325-4445 COUNTY ROAD 42, WINDSOR, ONTARIO

LIST OF DRAWINGS

CIVIL / LANDSCAPING		ARCHITECTURAL	
C1.2	SITE PLAN	A1.1	FLOOR PLAN
		A3.1	BUILDING ELEVATIONS

LICENSED PROFESSIONAL ENGINEER
MAY 14 2025
M. E. McCLOSKEY
PROVINCE OF ONTARIO

ITEM	ONTARIO 2012 BUILDING CODE DATA MATRIX PARTS 3 or 9			OBC Reference References are to Division B unless noted [A] for Division A or [C] for Division C	
1	PROJECT DESCRIPTION	☒ NEW ☐ ADDITION ☐ CHANGE OF USE ☐ ALTERATION	☐ PART 11 11.1 to 11.4	☒ PART 3 1.1.2.[A]	☐ PART 9 1.1.2.[A] & 9.10.1.3
2	MAJOR OCCUPANCY(S)	LOW HAZARD INDUSTRIAL (F3) – POWER PLANT		3.1.2.1.(1)	9.10.2
3	BUILDING AREA (m2)	1,486		1.4.1.2.[A]	1.4.1.2.[A]
4	GROSS AREA (m2)	1,486		1.4.1.2.[A]	1.4.1.2.[A]
5	NUMBER OF STOREYS	ABOVE GRADE ONE BELOW GRADE ZERO		1.4.1.2.[A]&3.2.1.1.	1.4.1.2.[A]& 9.10.4
6	NUMBER OF STREETS / FIREFIGHTER ACCESS	ONE		3.2.2.10 & 3.2.5.	9.10.20.
7	BUILDING CLASSIFICATION	3.2.2.82 GROUP F, DIVISION 3, 1 STOREY, ANY AREA, LOW FIRE LOAD OCCUPANCY		3.2.2.20. – .83	9.10.2.
8	SPRINKLER SYSTEM PROPOSED	☒ NOT REQUIRED			
9	STANDPIPE REQUIRED	☐ YES ☒ NO		3.2.9.	N/A
10	FIRE ALARM REQUIRED	☐ YES ☒ NO		3.2.4	9.10.18.
11	WATER SERVICE – SUPPLY IS ADEQUATE	☒ YES ☐ NO		3.2.5.7.	N/A
12	HIGH BUILDING	☐ YES ☒ NO		3.2.6	N/A
13	CONSTRUCTION RESTRICTIONS ACTUAL CONSTRUCTION	☐ COMBUSTIBLE PERMITTED ☒ NON–COMBUSTIBLE REQUIRED ☐ COMBUSTIBLE ☒ NON–COMBUSTIBLE ☐ BOTH		3.2.2.20. – .83	9.10.6
14	MEZZANINE(S) AREA (m2)	N/A		3.2.1.1.(3)–(8)	9.10.4.1
15	OCCUPANT LOAD BASED ON TOTAL OCCUPANT LOAD	☐ m2 PER PERSON ☒ DESIGN OF BUILDING = 1 PERSON, PART–TIME		3.1.17.1	9.9.1.3
16	BARRIER FREE DESIGN	☒ YES ☐ NO (EXPLAIN)		3.8	9.5.2
17	HAZARDOUS SUBSTANCES	☐ YES ☒ NO		3.3.1.2. &3.3.1.19.	9.10.1.3.(4)
18	REQUIRED FIRE RESISTANCE RATING (FRR)	HORIZONTAL ASSEMBLIES FRR (HOURS)	LISTED DESIGN NO: OR DESCRIPTION (SB–2)	3.2.2.20. – .83 & 3.2.1.4.	9.10.8 9.10.9
		FLOORS	N/A		
		ROOF	N/A		
		MEZZANINE	N/A		
		FRR OF SUPPORTING MEMBERS	LISTED DESIGN NO: OR DESCRIPTION (SB–2)		
		FLOORS	N/A		
		ROOF	N/A		
		MEZZANINE	N/A		
19	SPATIAL SEPARATION – CONSTRUCTION OF EXTERIOR WALL			3.2.3	9.10.14

WALL	AREA OF EBF(m2)	L.D. (m)	L/H or H/L	PERMITTED MAX. % of OPENINGS	PROPOSED % of OPENINGS	FRR (HOURS)	LISTED DESIGN OR DESCRIPTION	COMBUSTIBLE CONSTR.	COMBUSTIBLE CLADDING	NOTE:
BLDG 300 SOUTH	260	21	9.9	100				☐ YES ☒ NO	☐ YES ☒ NO	NOTE.2
BLDG 400 NORTH	240	22.5	9.2	100				☐ YES ☒ NO	☐ YES ☒ NO	NOTE.2
NORTH	285	2.8	9.4	9	–	1 HR	–	☐ YES ☒ NO	☐ YES ☒ NO	NOTE.2
SOUTH	285	1.3	9.4	51	–	45 min	–	☐ YES ☒ NO	☐ YES ☒ NO	NOTE.2
EAST	200	16	3.1	80	0	45 min	–	☐ YES ☒ NO	☐ YES ☒ NO	NOTE.1
WEST	200	>20	3.1	100				☐ YES ☒ NO	☐ YES ☒ NO	

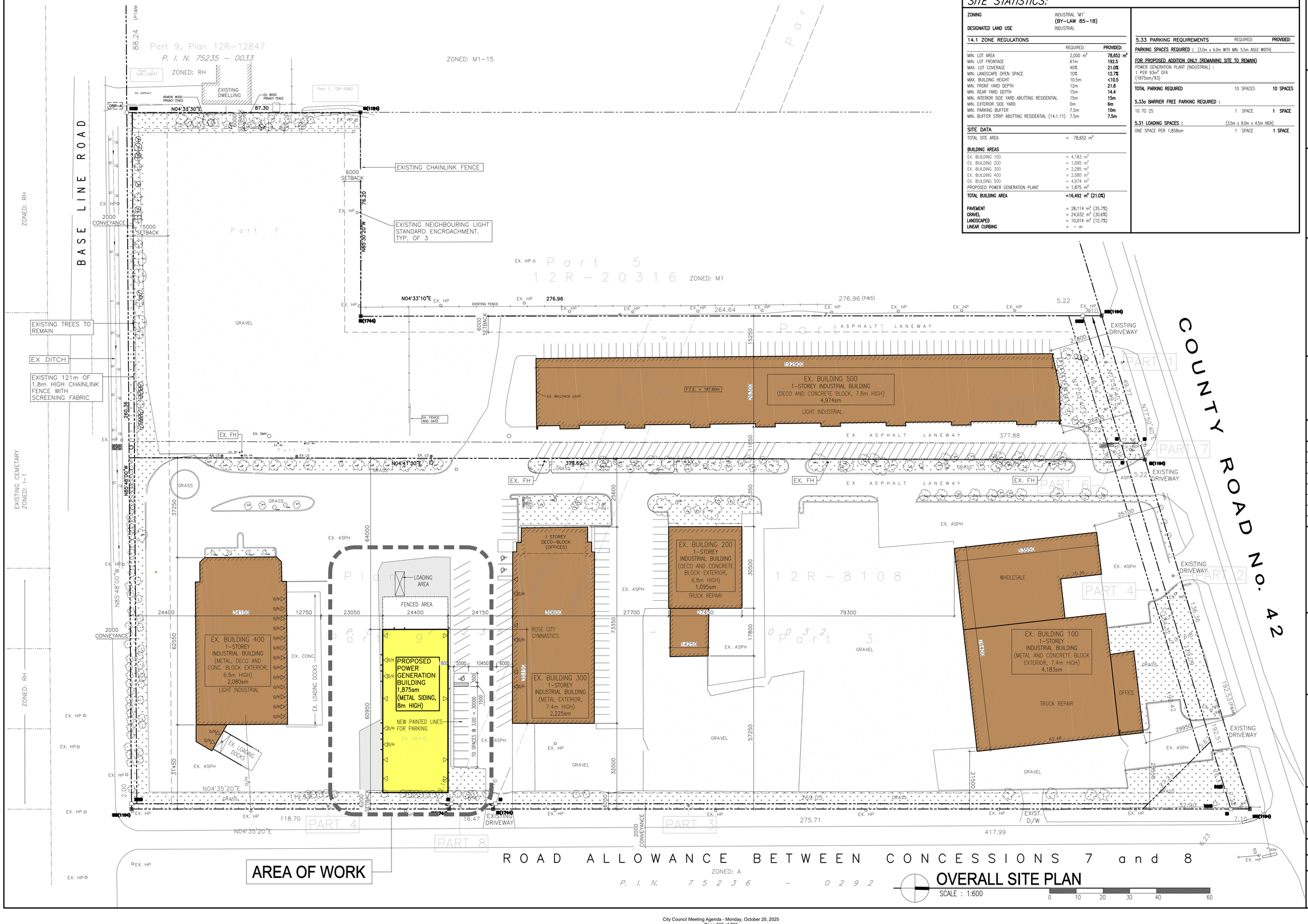
NOTE 1 – EAST WALL LIMITING DISTANCE MEASURED TO CENTERLINE OF CONCESSION 8 ROAD
NOTE 2 –35m OF THE EXPOSED BUILDING FACES THE OPPOSING BUILDING

20	PLUMBING FACILITIES	PER 3.7.4.9 PLUMBING FIXTURES FOR INDUSTRIAL OCCUPANCIES OCCUPANT LOAD 1 REQUIRED FACILITIES 1 PROVIDED FACILITIES 1 UNIVERSAL	3.7 N/A

CIVIL - ARCHITECTURAL
- STRUCTURAL
ENGINEER

d.c. mccloskey engineering ltd.
200–5745 wyandotte street east, windsor, ontario n8s 1m6 phone (519) 977 6800

14/05/25	ZONING BYLAW AMENDMENT
date	Issued for:



SITE STATISTICS:

ZONING	INDUSTRIAL 'M1' (BY-LAW 85-18)
DESIGNATED LAND USE	INDUSTRIAL

14.1 ZONE REGULATIONS

	REQUIRED:	PROVIDED:
MIN. LOT AREA	2,000 m^2	78,652 m^2
MIN. LOT FRONTAGE	61m	192.5
MAX. LOT COVERAGE	40%	21.0%
MIN. LANDSCAPE OPEN SPACE	10%	12.7%
MAX. BUILDING HEIGHT	10.5m	<10.5
MIN. FRONT YARD DEPTH	12m	21.8
MIN. REAR YARD DEPTH	15m	14.4
MIN. INTERIOR SIDE YARD ABUTTING RESIDENTIAL	15m	15m
MIN. EXTERIOR SIDE YARD	0m	6m
MIN. PARKING BUFFER	7.5m	10m
MIN. BUFFER STRIP ABUTTING RESIDENTIAL (14.1.11)	7.5m	7.5m

SITE DATA

TOTAL SITE AREA	= 78,652 m^2

BUILDING AREAS

EX. BUILDING 100	= 4,183 m^2
EX. BUILDING 200	= 1,095 m^2
EX. BUILDING 300	= 2,285 m^2
EX. BUILDING 400	= 2,080 m^2
EX. BUILDING 500	= 4,974 m^2
PROPOSED POWER GENERATION PLANT	= 1,875 m^2
TOTAL BUILDING AREA	**=16,492 m^2 (21.0%)**
PAVEMENT	= 28,114 m^2 (35.7%)
GRAVEL	= 24,032 m^2 (30.6%)
LANDSCAPED	= 10,014 m^2 (12.7%)
LINEAR CURBING	= – m

5.33 PARKING REQUIREMENTS

	REQUIRED:	PROVIDED:
PARKING SPACES REQUIRED : (3.0m x 6.0m WITH MIN. 5.5m AISLE WIDTH)		
FOR PROPOSED ADDITION ONLY (REMAINING SITE TO REMAIN)		
POWER GENERATION PLANT (INDUSTRIAL) : 1 PER 93m^2 GFA (1875sm/93)		
TOTAL PARKING REQUIRED	10 SPACES	**10 SPACES**
5.33a BARRIER FREE PARKING REQUIRED :		
10 TO 25	1 SPACE	**1 SPACE**
5.31 LOADING SPACES : (3.5m x 9.0m x 4.5m HIGH)		
ONE SPACE PER 1,858sm	1 SPACE	**1 SPACE**

d.c. mccloskey engineering ltd.
200-5745 wyandotte street east, windsor, ontario n8x 1m6 tel (519) 977 6800

LICENSED PROFESSIONAL ENGINEER
MAY 14 2025
M. E. McCLOSKEY
PROVINCE OF ONTARIO

general notes:

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DETAIL NUMBER
LOCATION SHEET | DETAIL SHEET

DATE (dd/mm/yy)	ISSUED FOR
13/11/23	PRE-CONSULTATION
28/04/25	REVISED FOR STAGE 1
14/05/25	ZONING BYLAW AMENDMENT

PROJECT

BUILDING ADDITIONS AT EXISTING INDUSTRIAL DEVELOPMENT

4325–4445 COUNTY ROAD 42
WINDSOR, ONTARIO

CLIENT

EPIC PROPERTIES LIMITED PARTNERSHIP

DRAWING TITLE

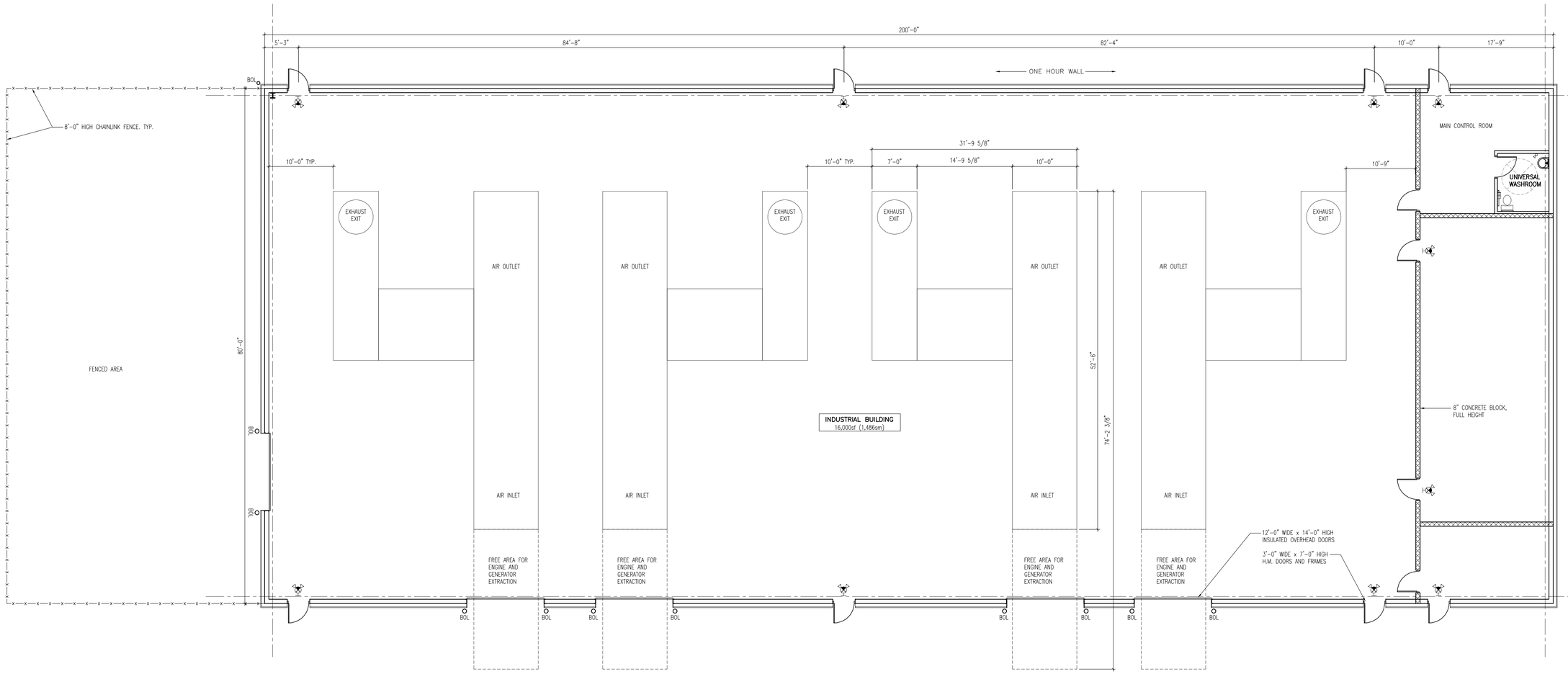
OVERALL SITE PLAN

DATE :	OCT 2023
SCALE :	AS NOTED
DRAWN BY :	JLD
CHECKED BY :	MEM
PROJECT FILE NO.	M23-259
DRAWING NO.	C1.2

FIRE ALARM LEGEND

	WALL / CLG. MOUNTED EXIT SIGN W/ BATTERY BACK UP EMERGENCY LIGHTS
	WALL / CLG. MOUNTED EXIT SIGN W/ BATTERY BACK UP EMERGENCY LIGHTS & DIRECTIONAL ARROWS
	WALL / CLG. MOUNTED EMERGENCY LIGHTS C/W BATTERY BACK UP
	WALL / CLG. MOUNTED EMERGENCY LIGHTS REMOTE HEAD LOCATION
F.E.	FIRE EXTINGUISHER

* SEE ELECTRICAL DRAWINGS FOR ADDITIONAL LIFE SAFETY REQUIREMENTS



FLOOR PLAN

SCALE : 1/8" = 1'-0"

0 2 4 8 12 24 FEET

SB-10 ZONE 5 (TABLE 5.5-5) :

ELEMENT	REQUIRED	PROVIDED
ROOF	R35ci	R35ci
WALLS (STEEL)	R13 + R12ci	R26
FOUNDATION WALLS	R15ci VERT	R15ci VERT
SLAB ON GRADE	R15 x 48" HOR.	R15 x 48" HOR.

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DETAIL NUMBER
LOCATION SHEET | DETAIL SHEET

DATE (dd/mm/yy)	ISSUED FOR
14/05/25	ZONING BYLAW AMENDMENT

PROJECT

BUILDING ADDITIONS AT EXISTING INDUSTRIAL DEVELOPMENT

4325-4445 COUNTY ROAD 42
WINDSOR, ONTARIO

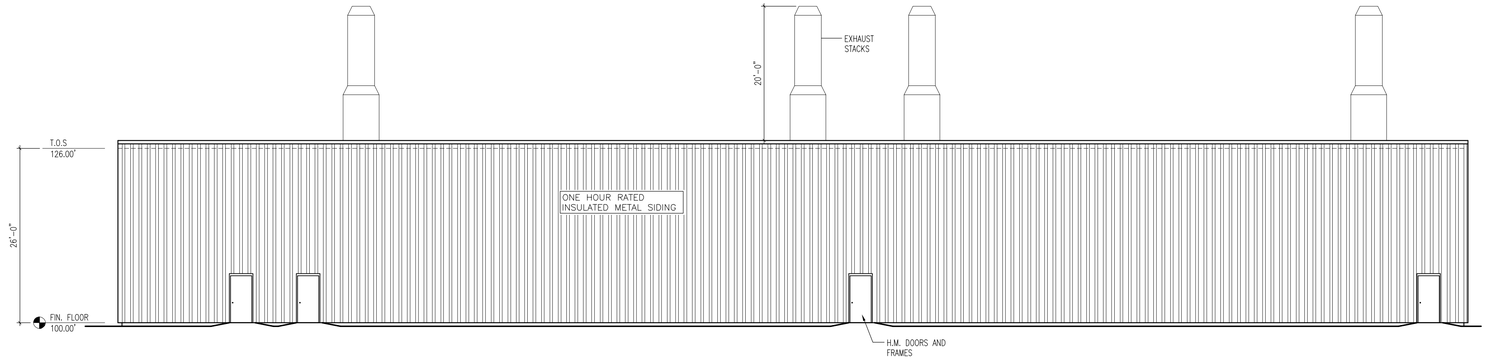
CLIENT

EPIC PROPERTIES LIMITED PARTNERSHIP

DRAWING TITLE

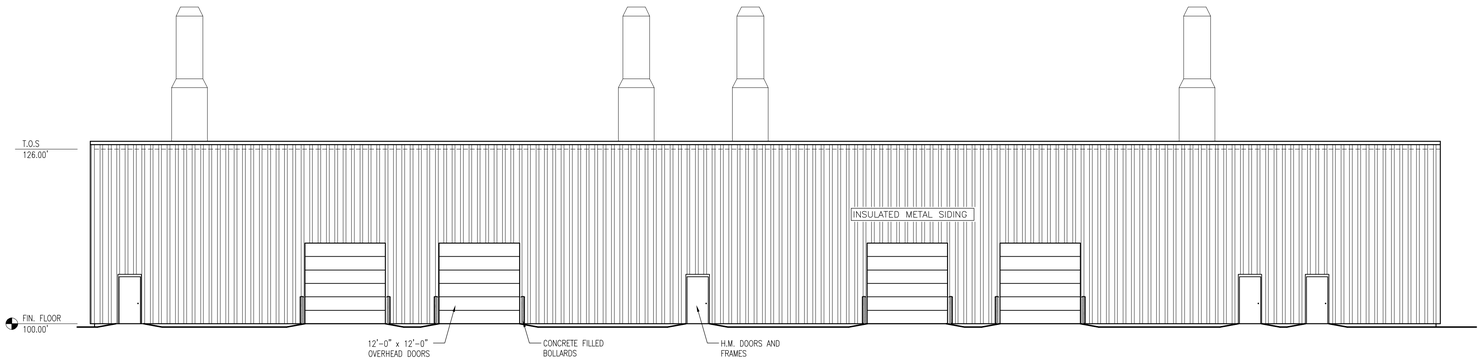
OVERALL FLOOR PLAN

DATE :	MAY 2025
SCALE :	AS NOTED
DRAWN BY :	JLD
CHECKED BY :	MEM
PROJECT FILE NO.	M23-259
DRAWING NO.	A1.1



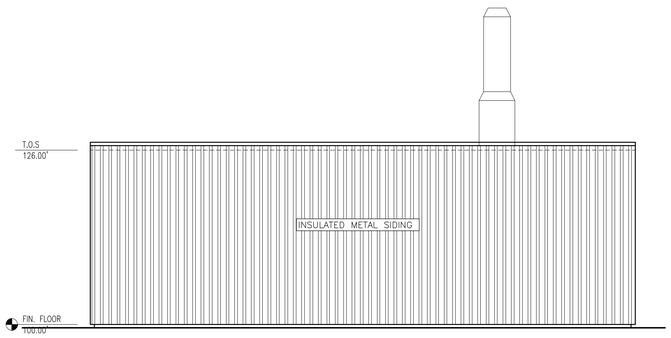
NORTH BUILDING ELEVATION

SCALE : 3/32" = 1'-0"



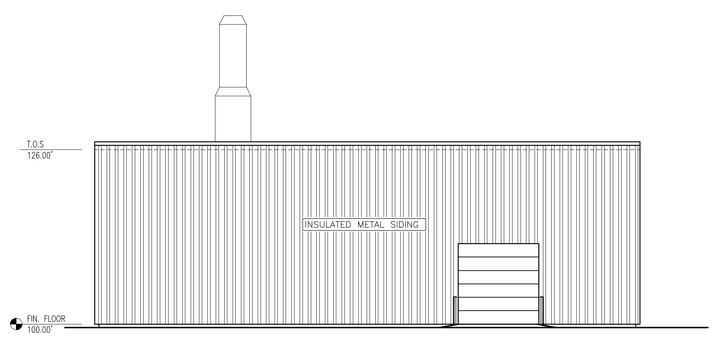
SOUTH BUILDING ELEVATION

SCALE : 3/32" = 1'-0"



EAST BUILDING ELEVATION

SCALE : 3/32" = 1'-0"



WEST BUILDING ELEVATION

SCALE : 3/32" = 1'-0"

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LOCATION SHEET | DETAIL SHEET

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14/05/25	ZONING BYLAW AMENDMENT

PROJECT

BUILDING ADDITIONS AT EXISTING INDUSTRIAL DEVELOPMENT

4325-4445 COUNTY ROAD 42
WINDSOR, ONTARIO

CLIENT

EPIC PROPERTIES LIMITED PARTNERSHIP

DRAWING TITLE

BUILDING ELEVATIONS

DATE :	MAY 2025
SCALE :	AS NOTED
DRAWN BY :	JLD
CHECKED BY :	MEM
PROJECT FILE NO.	M23-259

DRAWING NO.

A3.1

APPENDIX B: CONSULTATION

CITY OF WINDSOR: ENGINEERING: DEVELOPMENT: ROB PERISSINOTTI

Sewers: The site is serviced by the 375mm PVC sanitary sewer which was installed by the owners under a servicing agreement with the City in 2017. Storm servicing is provided by a combination of the ditch on the west side of 8th Concession Road, as well as the Baseline Road Drain. Stormwater management shall be submitted in accordance with the Windsor Essex Stormwater Management Standards Manual for the portion of the site being modified. The new connection proposed to the ditch shall be installed in accordance with City of Windsor Engineering Best Practice B.P.1.3.2 – Storm Connections to Roadside Ditches and Municipal Drains. The drain is regulated by the Conservation Authority, and as such ERCA clearance is required.

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.

Prior to permit issuance, the applicant must submit a stormwater management plan in accordance with the Windsor-Essex Region Stormwater Management Standards Manual, ensuring runoff is restricted to predevelopment levels. The plan must include, at minimum:

- Submission of stormwater management review fee,
- Stormwater management report stamped by a professional engineer
- Site servicing drawings stamped by a professional engineer
- Stormwater management check list (see link below)

For more information of SWM requirements, visit: link

https://essexregionconservation.ca/wp-content/uploads/2018/12/WE-Region-SWM-Standards-Manual.pdf.

https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Checklist-Rational-Method.pdf

Right-of-Way: Several land conveyances and an easement along the County Road 42 frontage of this site are identified under the County Road 42 Portion of the Lauzon Parkway Environmental Assessment, as well as schedule X of the official plan. These property requirements are specified under S-1 and S-2 of the servicing agreement which has been registered on title. the owners have been working with the City to satisfy these items The Lauzon Parkway Environmental Assessment also identifies the removal of the easterly most driveway access from this site. Further discussion between the owners and the City are required regarding this item. The driveway may be able to stay until such a time as the upgrades established under the EA are constructed.

Additionally, prior to the issuance of a construction permit, the owner(s) shall agree to gratuitously convey to the Corporation, land sufficient to create ROW width as specified in the Sandwich South Master Servicing Plan on 8th concession Rd. This conveyance shall be along the entire 8th Concession Rd. frontage of the subject lands. The property acquisition and easement would be required to accommodate the proposed future road widening and proposed relocated underground infrastructure and utilities.

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 and/or clearances from ERCA with respect to the drainage works on the subject lands.

In summary we have no objection to the proposed development. If you have any further questions or concerns, please contact Rob Perissinotti at rperissinotti@citywindsor.ca

CITY OF WINDSOR: ENGINEERING: TRANSPORTATION PLANNING: ELARA MEHRILOU

Land Conveyance: In reference to approved Lauzon Parkway Environmental Assessment, land conveyance is required if it is not already retained.

Corner Cut-Off: In reference to approved Lauzon Parkway Environmental Assessment, corner cut-off is required if it is not already retained.

Parking: All parking must comply with ZBL 8600.

Transportation Planning Impact Study: We have received and reviewed the Proposed Power Generation Building Traffic Memorandum, Project No. M23-259A, prepared by D.C. McCloskey Engineering Limited and dated May 6, 2025 (hereinafter referred to as the "Memo"). Following our review, we advise that the Transportation Department has no comments regarding the contents of the Memo.

Access: All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.

- In reference to approved Lauzon Parkway Environmental Assessment, the nearest existing access to Cabana Road East and Eighth Concession Road intersection is subject to closure, effective immediately.
- Following the construction of the future roundabout at the intersection of Cabana Road East and Eighth Concession, the nearest access point to the roundabout should be restricted to right-in/right-out movements only. Due to its proximity to the roundabout and the associated safety concerns, left-turn movements at this access should be prohibited to mitigate potential hazards.

Exterior Path : All new exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

Should you have any further questions or concerns, please contact Ellie MehriLou at EMehrilou@citywindsor.ca.

CITY OF WINDSOR: ENVIRONMENTAL POLICY: KAREN ALEXANDER & AVERIL PARENT

Environmental Policy staff have no objections. To uphold the City's commitment to Natural Heritage during development, the following measures apply:

1. Should Species at Risk or their habitat be found at any time on or adjacent to the site, cease activity immediately and contact MECP at SAROntario@ontario.ca for recommendations on next steps to prevent contravention of the Endangered Species Act (2007). The City of Windsor SAR hotline (519-816-5352) can also be used for relevant questions and concerns.

2. For a list of Species at Risk and other provincially tracked species with potential to be around the site, use the Natural Heritage Information Centre (NHIC) Make A Map tool, found at https://www.ontario.ca/page/make-natural-heritage-area-map
3. If trees or other vegetation (i.e., shrubs and unmaintained grasses) on/adjacent to the site are to be removed, damaged, or disturbed during the breeding bird season (April 1 – August 31), then sweeps for nesting birds should be conducted to prevent contravention of Migratory Bird Regulations (2022), the Migratory Birds Convention Act (1992), and section 7 of the Fish and Wildlife Conservation Act (1997). Visit https://www.canada.ca/en/environment-climate-change/services/avoiding-harm-migratory-birds/reduce-risk-migratory-birds.html for more information.
4. Beaver dams and dens of fur-bearing mammals are protected under section 8 of the Fish and Wildlife Conservation Act (1997) and are not to be damaged or destroyed without the proper authorization and/or license.
5. The City of Windsor is a Bird Friendly City. Bird Friendly Design is encouraged, particularly window collision mitigation. Options for integrating bird friendly design can be found here: www.birdsafe.ca and bird friendly guidelines can be found here: Bird-Friendly Guidelines – City of Toronto.

CITY OF WINDSOR: PLANNING & DEVELOPMENT SERVICES: HERITAGE PLANNER: TRACY TANG

There is no identified built heritage concern associated with the property, and it is not located within an Archaeological Potential Zone (APZ). However, the following archaeological precaution should be noted.

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 with any archaeological requirements before work can be restarted.
2. If human remains are discovered during construction, all work must stop immediately, and the area secured. Local police or the coroner must be contacted to determine if the remains are human and part of a crime scene. If necessary, they will notify the appropriate provincial ministries, and work may only resume once clearance is provided by the Ministry of Citizenship and Multiculturalism.

Contacts: Windsor Police: 911

Windsor Planning & Development Services 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

Ontario Ministry of Public and Business Service Delivery and Procurement, Registrar of Burial Sites, War Graves, Abandoned Cemeteries and Cemetery Closures: Ian Hember, 1-437-244-9840, Ian.hember@ontario.ca

APPENDIX B: CONSULTATION

CITY OF WINDSOR: PLANNING & DEVELOPMENT SERVICES: SITE PLAN CONTROL

The development proposal is subject to Site Plan Control pursuant to the Planning Act and City of Windsor By-law 1-2004. Where preceding development applications are required, inclusive of Official Plan and Zoning By-law Amendments, request for Site Plan Control Pre-Consultation Stage 1 may be made following completion of the requisite Development and Heritage Standing Committee meeting at https://ca.cloudpermit.com/login

CITY OF WINDSOR: PLANNING & DEVELOPMENT SERVICES: LANDSCAPE ARCHITECT: RYAN UPTON

As requested, the materials for the file titled above have been reviewed. There are no objections or documents required from a Landscape Architecture perspective as it pertains to a Zoning By-law Amendment (ZBA).

CITY OF WINDSOR: PLANNING & DEVELOPMENT SERVICES: ZONING COORDINATOR: STEFAN PAVLICA

Zoning: Current: Industrial Zone (M1); **Proposed:** Industrial Zone (M1-XX)

Existing Use: Existing Commercial and Industrial facilities/buildings

Proposed Use: Power Generation Facility - **Not Permitted**

Section 5 – General Provisions:

- 5.3 – Street Frontage Required: As Existing; Complies
- 5.24 – Landscaped Open Space: Complies
- 5.31 – Loading Spaces: Complies
- 5.32 – Standards for Loading Spaces: Complies
- 5.33 – Parking Requirements: Required 21; Provided 22; Complies
- 5.33b – Required Number of Type A Accessible Parking Spaces: 1; Provided: 1
- 5.33b – Required Number of Type B Accessible Parking Spaces: 0; Provided: 0
- 5.33c – Size of Accessible Parking Space: 3.5 m by 5.5 m; Provided: 3.5 m by 5.5 m
- 5.33d – Access Aisles: complies
- 5.33e – Curb Cut or Ramp for Accessible Parking Space: **Does Not Comply**
- 5.34 – Standard for Parking Areas: Complies
- 5.42 – Unlawful Uses: complies
- 5.44 – Special Height Regulations – Windsor Airport:
  - Proposed Building Height = 46 feet or 14.02m; Spot elevation on site = 187.68m
  - 187.68m ASL + 14.02m = 201.7m: Proposed building is between the 200m ASL – 205m ASL zone from the Windsor Airport Master Plan

Section 14 – Industrial Zone (M1) Regulations:

- Minimum Lot Area [14.1.3]: Required: 2,000 m2; Provided: 76,923.0m2
- Minimum Lot Frontage [14.1.3]:
  - a) on a County Road: 61m (Required); 166m (Provided)

  - b) on all other roads: 30m (Required); 166m (Provided)
- Maximum Lot Coverage [14.1.5]: Required: 40%; Provided: 21%
- Minimum Landscaped Open Space [14.1.6]: 10% (Required); 12% (Provided)
- Maximum Building Height [14.1.7]: 10.5m (Required); 7.9m (Provided)
- Minimum Front Yard Depth [14.1.8]: 12.0m (Required); As Existing – 18.3m (Provided)
- Minimum Side Yard Width [14.1.9]: c) all other cases: 6.0m (Required); 6.2m (Provided)
- Minimum Rear Yard Depth [14.1.10]: c) all other cases: 7.5m (Required); 93.8m (Provided)
- Buffer Strip [14.1.11]: 7.5m (Required); N/A (Provided)
- Outdoor Storage [14.1.13] e): The maximum height for permitted outside storage (except for machinery, equipment and trucks that are stored as single units at grade) shall not exceed 5 metres: Complies
- Outside Lighting Facilities [14.1.14]: Illuminated signs and exterior lighting installed on a lot to illuminate parking areas, driveways, loading areas, buildings or outside storage areas shall be so arranged as to direct light away from abutting lots and adjacent residential uses: **To Be Determined**
- Performance Standards [14.1.15]:
  - a) No dirt, dust or particulate matter shall be discharged into the air: **To Be Determined**
  - b) No noise shall exceed 60 dBA (decibels) during the day or 50 dBA at night at the boundaries of the lot provided that short intermittent noise peaks are permitted: **To Be Determined**
  - c) No toxic, obnoxious or corrosive fumes or gases shall be emitted**: To Be Determined**
  - d) No odours shall be perceptible at the lot boundaries: **To Be Determined**

ENWIN: WATER ENGINEERING: Bruce Ogg

ENWIN Water has no objections.

ESSEX REGION CONSERVATION AUTHORITY (ERCA): ALICIA GOOD

NATURAL HAZARDS AND REGULATORY RESPONSIBILITIES UNDER THE CONSERVATION AUTHORITIES ACT. O. REG 686/21

The following comments reflect ERCA’s role in protecting people and property from the threats of natural hazards and regulating development hazards lands under Section 28 of the Conservation Authorities Act.

The above noted lands are subject to our Regulation under the Conservation Authorities Act (Ontario Regulation No. 41/24). The parcel falls within the regulated area of the North Townline Drain and Baseline Road Drain. The property owner will be required to obtain an authorization 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.

In addition, the subject property may lie wholly or partially within the Event Based Area (EBA) of the Essex Region Source Protection Plan, which came into effect October 1, 2015. The Source Protection Plan was developed to provide measures to protect Essex Region's municipal drinking water sources. As a result of these policies, new projects in these areas may require approval by the Essex Region Risk Management Official (RMO) to ensure that appropriate actions are taken to mitigate any potential drinking water threats. Should your proposal require the installation of fuel storage on the site, please contact the RMO to ensure the handling and storage of fuel will not pose a significant risk to local sources of municipal drinking water. The Essex Region's Risk Management Official can be reached by email at riskmanagement@erca.org. If a Risk Management Plan has previously been negotiated on this property, it will be the responsibility of the new owner to contact the Essex Region Risk Management Official to establish an updated Risk Management Plan. For any questions regarding Source Water Protection and the applicable source protection plan policies that may apply to the site, please contact the Essex Region Risk Management Official.

We request the City of Windsor collect the ERCA fee of $400 per line item 30 of the 2025 ERCA Fee schedule for this application.

We note that this development is within the Study Area of the Upper Little River Master Plan Environmental Assessment and should be designed accordingly. Additionally, this site is subject to appropriate setbacks from the top of bank of the natural hazards.

FINAL RECOMMENDATION

Our office has no objection to Z 018-25 [ZNG-7315]. Please continue to circulate our office with future Planning Act applications for this site, such as Application for Site Plan Control, as we may have further comments to provide regarding stormwater management or other natural hazard matters.

WINDSOR AIRPORT: LUKE VAN DER MARK

Due to the proximity to the airport and the approach to Runway 30, these lands are subject to Airport Zoning Regulations (AZR). Please refer to the links below for further guidance:

Transport Canada – Aeronautical Assessment Form (AAF)

https://tc.canada.ca/en/aviation/general-operating-flight-rules/marking-lighting-obstacles-air-navigation#toc3

NAV Canada – Land Use Form

https://www.navcanada.ca/en/aeronautical-information/land-use-program.aspx

If you have any questions or require assistance, please let me know

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 318/2025

Subject: ZBA Application - 619 Cabana Rd W - Z013-2025 [ZNG/7307] - Ward 1

Moved by: Councillor Kieran McKenzie
Seconded by: Member Anthony Arbour

Decision Number: **DHSC 770**

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

x. SOUTH SIDE OF CABANA ROAD WEST, BETWEEN DOUGALL AVENUE AND MCGRAW AVENUE

For the lands comprising of the west Part Lot 5, Registered Plan 1478, a M*ultiple Dwelling* containing up to 6 dwelling *units* shall be an additional permitted *main use,* and the following additional provisions shall apply to a *Multiple Dwelling* containing up to 6 *dwelling units:*

a)	*Lot Width: minimum*	15.0 m
b)	*Lot Area: minimum*	540 m^2
c)	*Lot Coverage: maximum*	35.0%
d)	*Building height: maximum*	9.0 m
e)	*Front Yard* Depth: *minimum* / *maximum*	6.0 m / 7.0 m
f)	*Rear Yard* Depth for *main building: minimum*	20.0 m
g)	*Side Yard* Width: *minimum*	1.20 m

h) In any *required front yard*, a *parking space* is prohibited.

i) Notwithstanding Section 25.5.20.1.5, the *minimum* parking area separation from a *building* wall in which is located a main pedestrian entrance facing the *parking area* shall be 1.5 m.

j) A *screening fence* with a *minimum* height of 1.8 m shall be provided along the south *lot line*.

k) A landscaped area with a minimum width of 2.0 m shall be provided abutting the south *lot line*.

l) A minimum of 50% of the north exterior wall elevation shall be covered in masonry, brick or any combination thereof. A minimum of 35% of east and west exterior wall elevations shall be covered in masonry, brick or any combination thereof.

[ZDM 9; ZNG/7307]

II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of the west Part Lot 5, Registered Plan 1478, situated on the south side of Cabana Road West between Dougall Avenue and McGraw Avenue, from RD1.4 to RD1.4x(x).

III. THAT when Site Plan Control is applicable:

A. Prior to the submission of an application for site plan approval, at the discretion of the City Planner, Deputy City Planner, or Site Plan Approval Officer:

1. Those documents submitted in support of the application for amendment to the Zoning By-law 8600 **BE UPDATED** to reflect the site plan for which approval is being sought, and any comments from municipal departments and external agencies included in Appendix D

Carried.
Councillor Fred Francis voting nay.

Report Number: C 108/2025
Clerk's Filer: ZB/15008

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 October 6, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251007/-1/10584

Subject: ZBA Application – 619 Cabana Rd W Z 013-25 (ZNG/7307) - Ward 1

Reference:

Date to Council: October 6, 2025
Author: Frank Garardo, *MCIP, RPP*
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Planning & Building Services
Report Date: 8/6/2025
Clerk's File #: ZB/15008

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:

x. SOUTH SIDE OF CABANA ROAD WEST, BETWEEN DOUGALL AVENUE AND MCGRAW AVENUE

For the lands comprising of the west Part Lot 5, Registered Plan 1478, a M*ultiple Dwelling* containing up to 6 dwelling *units* shall be an additional permitted *main use,* and the following additional provisions shall apply to a *Multiple Dwelling* containing up to 6 *dwelling units:*

a) *Lot Width: minimum*	15.0 m
b) *Lot Area: minimum*	540 m^2
c) *Lot Coverage: maximum*	35.0%
d) *Building height: maximum*	9.0 m
e) *Front Yard* Depth: *minimum / maximum*	6.0 m / 7.0 m
f) *Rear Yard* Depth for *main building: minimum*	20.0 m
g) *Side Yard* Width: *minimum*	1.20 m
h) In any *required front yard*, a *parking space* is prohibited.	

i) Notwithstanding Section 25.5.20.1.5, the *minimum* parking area separation from a *building* wall in which is located a main pedestrian entrance facing the *parking area* shall be 1.5 m.

j) A *screening fence* with a *minimum* height of 1.8 m shall be provided along the south *lot line*.

k) A landscaped area with a minimum width of 2.0 m shall be provided abutting the south *lot line*.

l) A minimum of 50% of the north exterior wall elevation shall be covered in masonry, brick or any combination thereof. A minimum of 35% of east and west exterior wall elevations shall be covered in masonry, brick or any combination thereof.

[ZDM 9; ZNG/7307]

II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of the west Part Lot 5, Registered Plan 1478, situated on the south side of Cabana Road West between Dougall Avenue and McGraw Avenue, from RD1.4 to RD1.4x(x).

III. THAT when Site Plan Control is applicable:

A. Prior to the submission of an application for site plan approval, at the discretion of the City Planner, Deputy City Planner, or Site Plan Approval Officer:

1. Those documents submitted in support of the application for amendment to the Zoning By-law 8600 **BE UPDATED** to reflect the site plan for which approval is being sought, and any comments from municipal departments and external agencies included in Appendix D.

Executive Summary:

N/A

Background:

Application Information

Municipal Address: 619 Cabana Rd W **Roll Number:** 080-100-10900

Ward: 1 **Planning District:** Roseland **Zoning District Map**: 9

Applicant/Agent: Tracey Pillon-Abbs (Pillon-Abbs Inc.)

Owner: Peter Botros

Proposal:

The applicant proposes to construct three buildings with six dwelling units each for a total of 18 dwelling units. The proposed buildings will be 9 m in height (3-storeys). On-site parking for a total of 26 spaces is proposed to be shared by all buildings and located at the rear of the Site. Parking will include marked visitor and barrier free spaces. A total of 9 bicycle parking spaces are proposed.

The applicant requests to amend the current RD1.4 zone to a site-specific zone RD2.2 in order to permit a multiple dwelling with 5 or more dwelling units with reduced minimum lot width for each proposed building.

The subject property is vacant. It previously contained a single detached residential dwelling with attached garage and in-ground outdoor pool.

The development as proposed is subject to Site Plan Control. All plans and elevations are conceptual and subject to change.

Site Information

OFFICIAL PLAN	ZONING	CURRENT USE	PREVIOUS USE
Residential	Residential District 1.4 (RD1.4)	Vacant	Residential
LOT WIDTH	**LOT DEPTH**	**LOT AREA**	**LOT SHAPE**
43.5 m	45.7 m	1,991.6m2	Rectangular
All measurements are provided by the agent and are approximate.			

Figure 1: Key Map

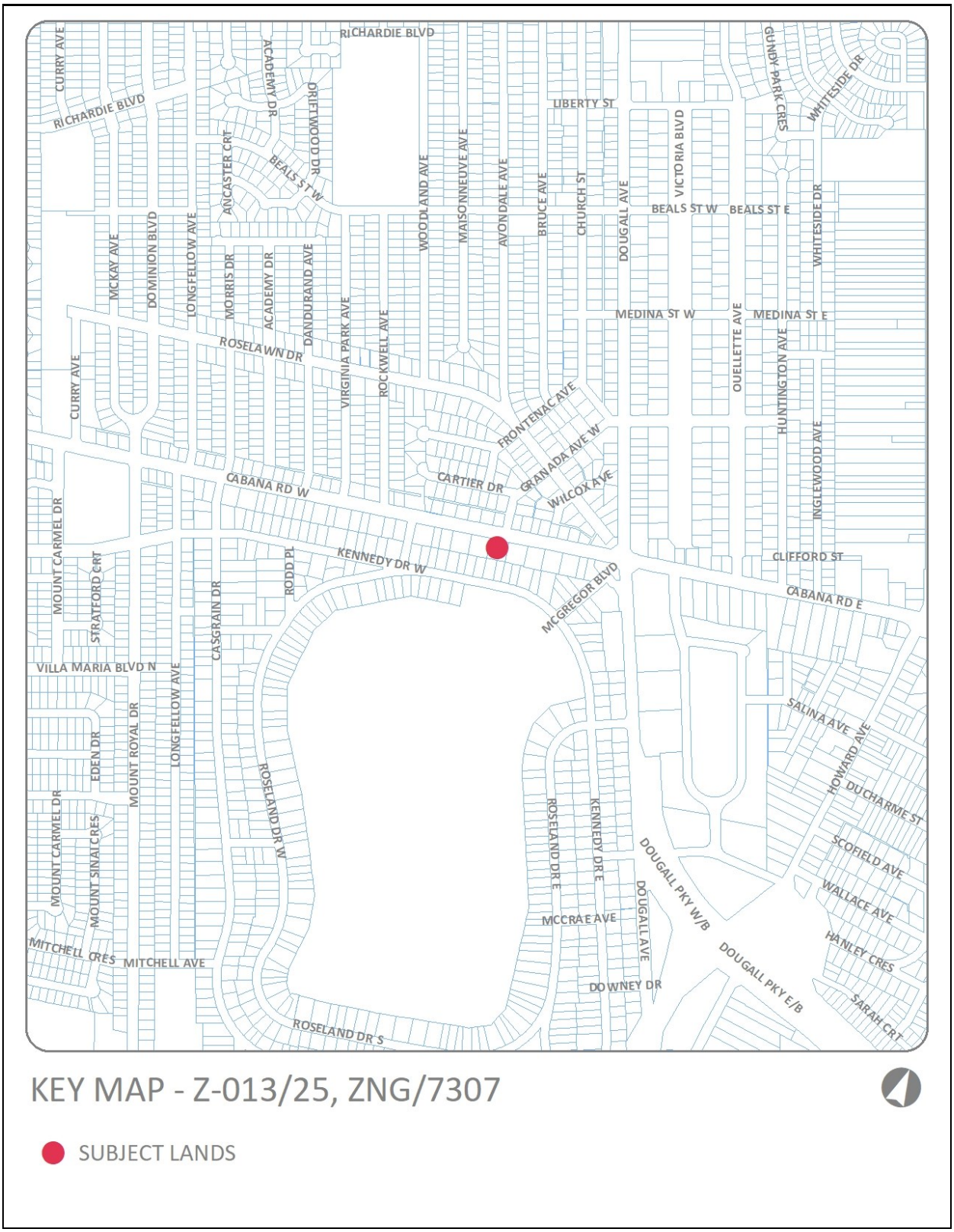


Figure 2: Neighbourhood Map



Neighbourhood:

Section 2.0 in the PRR provides an overview and photos of the site and the surrounding land uses. Appendix B includes site images.

The subject parcel is located in a residential area consisting of low to medium density dwellings. A mix of commercial uses are located along Dougall Ave to the east. There is nearby shopping in the form of plazas and malls, medical facilities, as well as employment, places of worship, and local amenities.

There are several educational opportunities nearby including Roseland Public School, Southwood Public School, St. Gabriel Catholic Elementary School and École élémentaire Louise-Charron. Parks and recreational opportunities exist near the subject parcel including Roseland Golf and Curling Club, Capri Pizzeria Recreation Complex, Central Park, Curry Park and Avon Court Park.

Major institutional uses include the St Clair College campus located to the southwest.

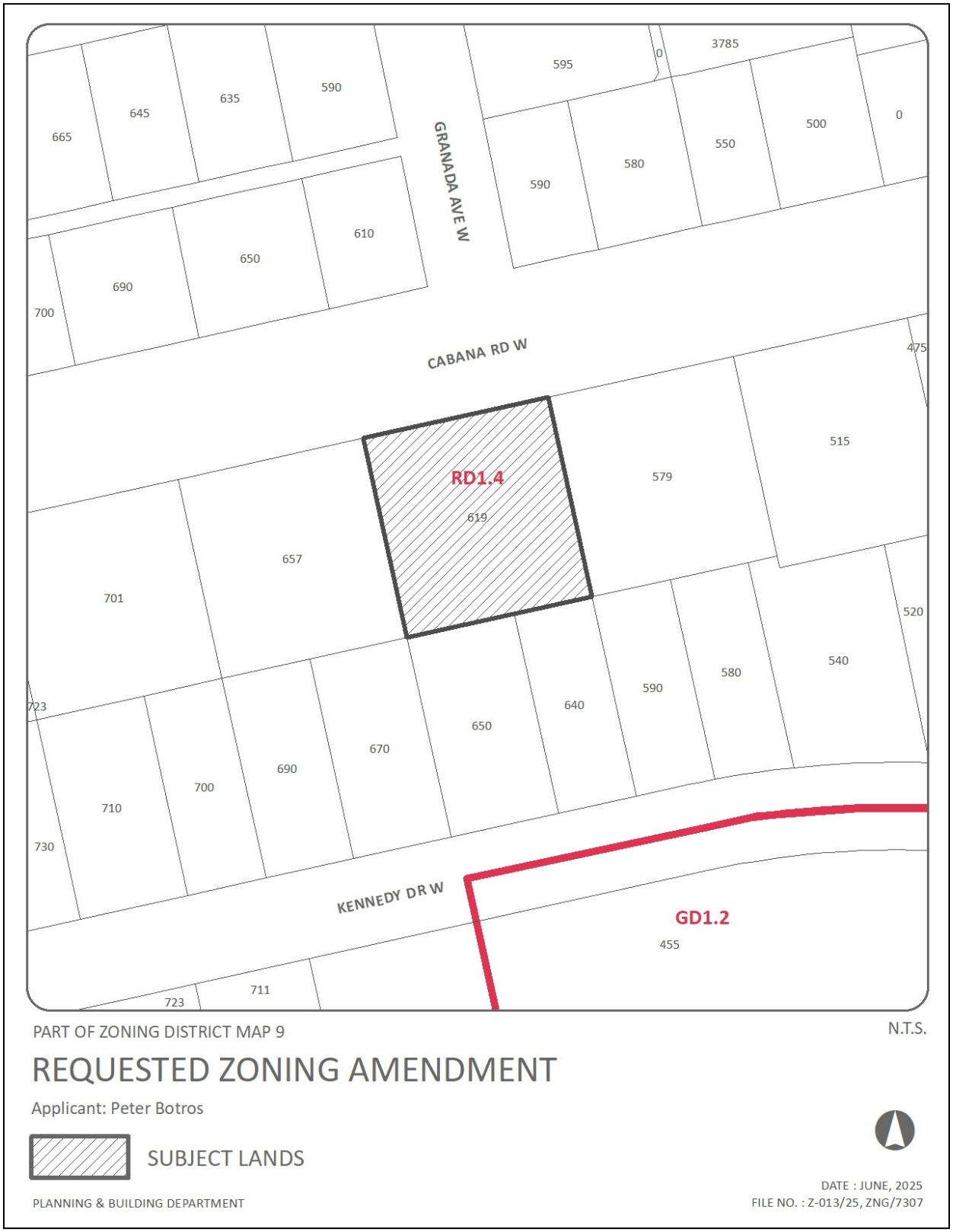
The nearest library is the Windsor Public Library's Budimir Branch 2 km to the north.

Cabana Rd W is classified as a Class I Arterial Road as per *Schedule F: Roads and Bikeways*, with sidewalks on both sides of the street and no on-street parking. Active transportation is available in the form of buffered bike lanes on Cabana Rd W.

This area is served by Transit Windsor's South Windsor 7 route, which operates with a peak weekday frequency of 30 minutes. As part of Transit Windsor's City Council approved 2025 Service Plan, the South Windsor 7 route will be replaced by a new secondary route known as Route 240. Route 240 will have a peak weekday frequency of 30 minutes and is proposed to be implemented September 2025. The closest existing bus stop to this property is located on Cabana at Grenada southeast corner. This bus stop is approximately 110 metres from this property falling within Transit Windsor's 400 metre walking distance guidelines to a bus stop. This will be maintained with Route 240 and Transit Windsor's City Council approved Transit Master Plan.

The subject site is serviced by a 250mm sanitary sewer and a 1200mm sewer located within the Cabana Road West Street right-of-way.

Figure 3: Subject Parcel – Rezoning



Discussion:

All application materials are available on the City of Windsor website.

Planning Rationale Report (Pillon Abbs Inc. – June 18, 2025)

The Planning Rationale Report (PRR), attached as Appendix C notes that *"The proposed development has been designed to be compatible with the existing built-up area."* and "will help diversify housing options in the surrounding neighbourhood". that *"the proposal represents an efficient development pattern that optimizes the use of land."* The PRR further notes that *"the proposal represents good planning as it addresses the need for the City to provide infilling, which contributes to a new housing choice and intensification requirements set out in the PPS and the OP."*

The PRR concludes that "*that the proposed development is consistent with the PPS, conforms with the intent and purpose of the OP and ZBL and represents good planning*." The Planning Department generally concurs with the PRR.

Urban Design Study (Oakview Land Use Planning – May 16, 2025)

The Urban Design Study notes that *"the development is positioned on the lot in such a way to be sensitive to the existing low-profile development to the east and west to minimize impact on privacy and maintain an increased buffer from the development to the South along Kennedy."* and further that *"enhanced landscaping and screening on all sides of the development to safeguard privacy and visual impact and present a positive visual impact along the Cabana Road streetscape."*

The Study notes that *"the proposal is encouraged to implement the design recommendations outline in the Design Prospective section, including entrance position or design, roof line, stairs and accessibility."* These design recommendations will be determined at Site Plan Control.

Transportation Impact Statement (RC Spencer Associates Inc – May 15, 2025)

The Traffic Impact Statement was reviewed by the City of Windsor Transportation Planning department. It was noted that, other than the requested change of location access onto Cabana Rd W (noted in Appendix D – Consultation Comments), the Transportation Planning department did not identify any major concerns with the development as proposed.

Stormwater Management Study Report (Haddad Morgan & Associates Ltd. – May 8, 2025)

The Stormwater Management Study Report was reviewed by the City of Windsor Engineering department and it was noted that the report demonstrates that the stormwater flows from the three proposed buildings will be restricted to the predevelopment flow rate and that no adverse impacts are expected on the surrounding areas resulting from the proposed development (see Appendix D).

Tree Survey and Preservation Plan (Bezaire Partners – June 2024)

The Tree Survey noted that there are five trees in poor condition, one tree in fair condition and ten trees that are in good condition. The Tree Survey recommended

removing the thirteen trees in fair, poor and good condition for the proposed development. A landscape plan will be a requirement of Site Plan Control.

Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) provides direction on matters of provincial interest related to land use planning and development and sets the policy foundation for regulating the development and use of land in Ontario.

Policy 2.2 requires that an "*appropriate range and mix of housing options and densities*" be provided by "*permitting and facilitating…all housing options required to meet the social, health, economic and well-being requirements of current and future residents…and all types of residential intensification … development and introduction of new housing options within previously developed areas*".

Policy 2.3.1 provides general policies for settlement areas. Growth should be focused in the settlement area. Land use patterns should be based on the efficient use of land and resources, optimizing existing and planned infrastructure, support active transportation, and be transit supportive.

Policy 2.4.1 provides general policies for Strategic Growth Areas including corridors; Planning *authorities are encouraged to identify and focus growth and development in strategic growth areas*. Planning authorities should: *prioritize planning and investment for infrastructure and public service facilities in strategic growth areas; identify the appropriate type and scale of development in strategic growth areas and the transition of built form to adjacent areas; permit development and intensification in strategic growth areas to support the achievement of complete communities and a compact built form;*

The proposed multi-unit dwellings represents a housing option that will meet the various requirements of current and future residents, is a type of residential intensification, and promotes the efficient use of land, resources, and infrastructure, and supports active transportation. The proposed amendment will provide for intensification in a strategic growth area while acknowledging appropriate type and scale. The proposed amendment is consistent with Policy 2.2, Policy 2.3.1 and Policy 2.4.1

The agent indicates that the objectives of the PPS 2024 have been considered and have provided their professional planning opinion and concept design for the project site. These objectives are discussed in the PRR. Planning & Development Services generally concurs with this and is of the opinion that the proposed amendment to Zoning Bylaw 8600 is consistent with the PPS 2024.

City of Windsor Official Plan

The subject property is located within the Roseland Planning District in *Schedule A – Planning Districts & Policy Areas* of Volume I and located within the "Mixed Use Corridor" designation in *Schedule D – Land Use Plan*. The following policies information is considered relevant in discussing this amendment's conformity with the Official Plan

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)

The proposed zoning amendment will provide for residential intensification to an area in the City where transportation, municipal services, community facilities and goods and services are readily available.

6.5.3 Mixed Use Corridor

Council will encourage Mixed-Use Corridor development to provide a continuous street frontage and presence. Accordingly, development along a Mixed-Use Corridor shall be: (Policy 6.5.3.3)

- *(a) no more than four storeys in height, except on lands at an intersection of any combination of the following roads: Class I Arterial Road, Class II Arterial Road, Class I Collector Road, or Class II Collector Road. The height of buildings shall generally not exceed the width of the road right-of-way abutting the development site;*

- *(c) Encouraged to locate the buildings at the street frontage lot line with parking accommodated at the rear of the site.*

The proposal will be a multiple dwelling at three storeys in height and parking will be accommodated at the rear of the site.

On September 8, 2025, Council approved Official Plan Amendment (OPA) 196 to revise the land use designation along Cabana Road West (from Rankin Avenue to Dougall Avenue) from Mixed Use Corridor to Residential Corridor, while establishing a Mixed Use Node at the intersection of Cabana Road and Dougall Avenue. At the time this report was written, the Official Plan land use designation change had not yet received final approval. However, staff have reviewed the proposed changes against the recommended policies and confirms the proposal conforms with these policies.

Neighbourhood Involvement

Council will encourage the improvement of areas designated as Mixed-Use Corridor Commercial Corridor to be undertaken in consultation with the surrounding neighbourhood. (Policy 6.5.3.11)

Pre-consultation for this amendment occurred prior to the Planning Department requiring applicants to host an open house for neighbouring property owners.

Design Guidelines

The following guidelines shall be considered when evaluating the proposed design of a Mixed Use Corridor development (Policy 6.5.3.8):

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

(b) the provision of appropriate landscaping or other buffers to enhance:

(i) all parking lots, and outdoor loading and service areas; and

(ii) the separation between the use and adjacent sensitive uses, where appropriate;

Chapter 8: Urban Design

Council will ensure that proposed development within an established neighbourhood is designed to function as an integral and complementary part of that area's existing development pattern by having regard for: (a) massing; (b) building height; (c) architectural proportion; (d) volumes of defined space; (e) lot size; (f) position relative to the road; (g) building area to site area ratios (Policy 8.7.2.3).

The proposed multiple dwelling represents a complementary and compact form of housing, redevelopment, and intensification that is located near active and public transportation. Public consultation was taken into consideration and the proposed zoning amendment will permit an increase in density, while providing adequate transition between abutting properties using an appropriate amount of setbacks and buffering (ie screening and landscaping).

The proposed amendment to Zoning By-law 8600 will conform to the general policy direction of the Official Plan. Planning and Development Services generally concurs with the Official Plan analysis in Section 5.1.2 of the PRR submitted by the Applicant.

Zoning By-Law 8600

The subject land is zoned Residential District 1.4 (RD1.4) which does not include a multiple dwelling as a permitted use. The applicant is requesting a rezoning to Residential District 2.2 (RD2.2) in order to permit a multiple dwelling as an additional permitted use with reduced lot width for each of the three proposed buildings (to facilitate a future severance).

The Applicant's request for a change in zoning to RD 2.2 with site-specific provisions is supported in principle. However, Planning Staff recommend to maintain the existing RD1.4 zone and add a site-specific exception that allows the development to proceed as proposed. Below is a discussion of relevant additional provisions.

Zoning Regulations:

Minimum Lot Width and Area: Site specific provision a) provides for a reduced lot width that would facilitate future severances for each multiple dwelling (subject to Committee of Adjustment approval). This provision also ensures that a maximum of three buildings with up to 6 units are built on the subject land. Site specific provision b)

stipulates a minimum lot area that would facilitate the proposed development and potential future severances.

Building Height: The proposed zoning amendment would permit three-storey multiple dwellings and is consistent in height to what is permitted within the abutting low-profile land use designations.

Setbacks: The proposal will ensure the buildings are located closer to Cabana and provide for adequate separation from abutting parcels. Furthermore, to assist with landscaping, and building separations, administration is recommending a screening fence and landscape buffer to be located along the South property line. The proposed zoning setbacks are consistent to the current permitted setbacks on the subject and surrounding low-profile parcels.

Parking Provisions: The development has provided 26 parking spaces, including 3 barrier free spaces for the proposed 18 residential units. The current zoning provisions for the subject parcel would require a minimum of one (1.25) parking spaces per dwelling unit for a multiple dwelling. The proposal will comply to all parking standards. Site specific provision h) prohibits parking in the front yard, thereby situating the multiple dwellings closer to the street. Site specific provision i) ensures that parking area separation from a building wall with a main pedestrian entrance meets Accessibility for Ontarians with Disabilities Act (AODA) standards.

Section 5.1.3 of the PRR outlines that the proposed development complies with all other applicable zoning provisions. Planning and Development Services is of the opinion that there are no adverse impacts as a result of the proposed development.

Site Plan Control

The proposed multiple dwellings are subject to Site Plan Control.

Consultations:

A virtual Open House was held on April 25, 2024. Notification of this meeting was distributed to residents and property owners within 200m of the subject site. In addition to the Applicant, applicant representatives and City Staff, 27 residents attended the Open House. Details of the Open House are summarized in Section 3.2 of the PRR.

Comments received from municipal departments and external agencies are attached as Appendix D. Statutory notice was advertised in the Windsor Star. A courtesy notice was mailed to property owners within 200m of the subject lands. Submitted documents were posted on the City of Windsor website.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

The subject land is located within an existing neighbourhood on existing municipal services, therefore reducing the impacts of climate change by locating within the

existing built-up area. In general, residential intensification minimizes the impact on community greenhouse gas emissions as these developments create complete communities and neighbourhoods while using available infrastructure such as sewers, sidewalks, and public transit.

Climate Change Adaptation:

The new building may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process. The proposed development of three multiple dwellings provides an opportunity to increase resiliency for the development and surrounding area through supporting a complementary and compact form of housing, redevelopment, and intensification that is near existing and future transit and active transportation options.

Financial Matters:

N/A

Conclusion:

The *Planning Act* requires that a decision of Council in respect of the exercise of any authority that affects a planning matter, *"shall be consistent with"* Provincial Planning Statement 2024. Based on the supporting documents submitted by the Applicant and the analysis in this report, it is our opinion that the requested amendment to Zoning By-law 8600 is consistent with the PPS 2024 and is in conformity with the City of Windsor Official Plan.

The proposed amendment permits three multiple dwellings with up to 6 units each which is compatible with low profile residential uses in the surrounding neighbourhood, as well as planning policies. The proposed development represents a modest increase in density and provides an opportunity for residential intensification, while also supporting a complementary form of housing located near multimodal transportation options.

The recommendation to amend Zoning By-law 8600 constitutes good planning. Staff recommend approval.

Planning Act Matters:

Frank Garardo MCIP, RPP
Planner III – Policy & Special Projects

Diana Radulescu
Planner II – Development Review

I concur with the above comments and opinion of the Professional Planners.

Laura Diotte, MCIP, RPP
Manager of Development Applications

Neil Robertson, MCIP, RPP
City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP RM

Approvals:

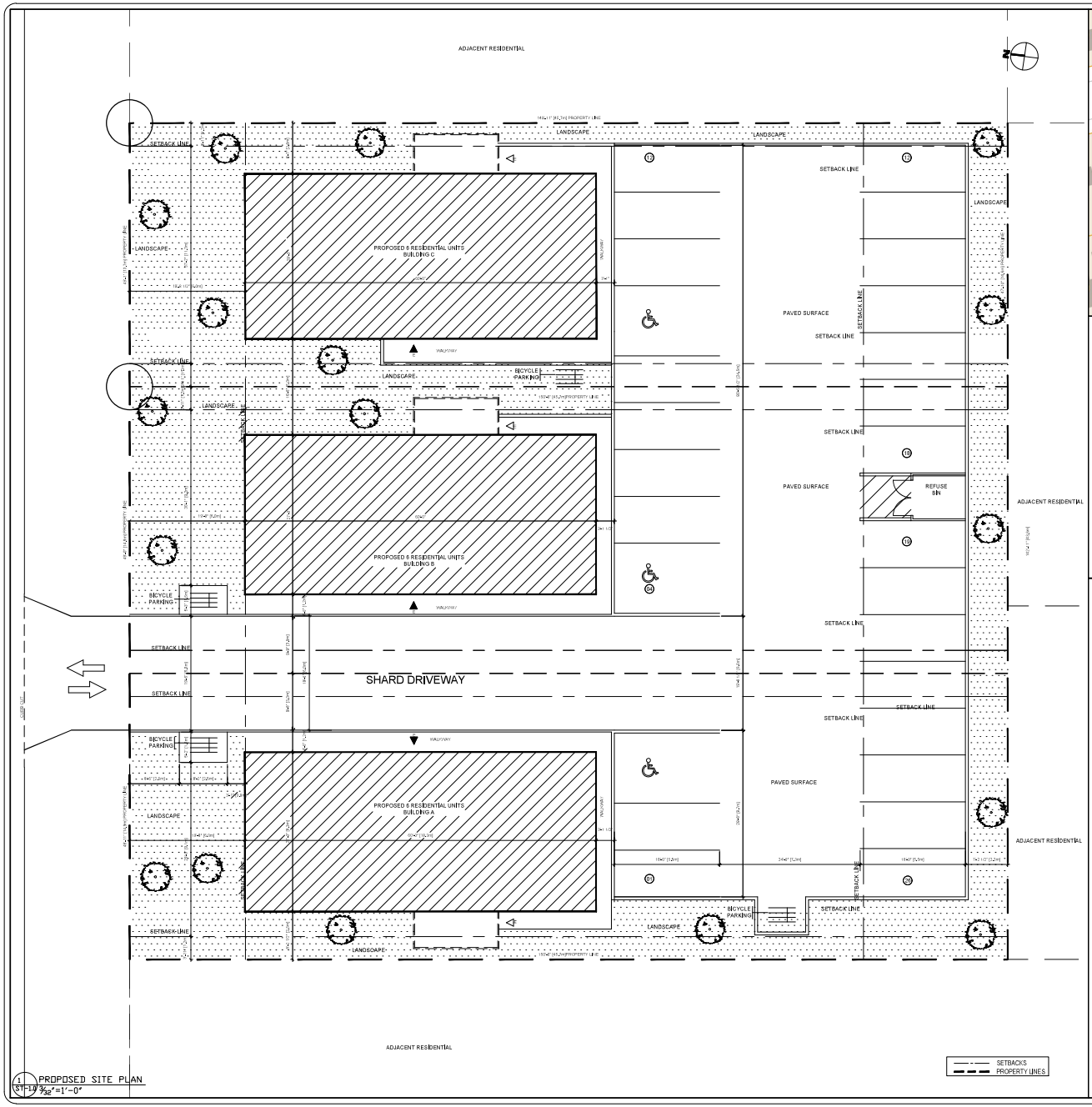
Name	Title
Laura Diotte	Deputy City Planner – Development (A)
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

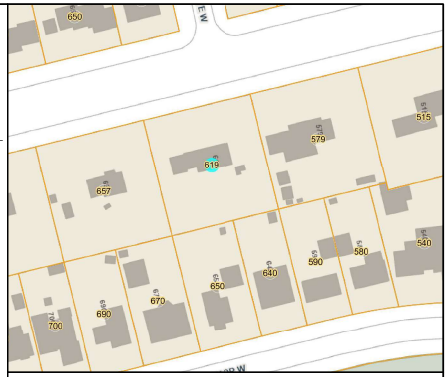
Name	Address	Email

Appendices:

1. Appendix A – Conceptual Site Plan, Elevations, Floor Plans
2. Appendix B – Site Images
3. Appendix C – Planning Rationale Report
4. Appendix D – Consultations



1 PROPOSED SITE PLAN
ST-1.0 3/32"=1'-0"



PROPOSED ZONING RD2.2

CLASSIFICATION OF BUILDING
Group C, UP TO 4 STORYS NONCOMBUSTIBLE CONSTRUCTION

AREA (BUILD UP AREA)

BUILDING A	1st-3th FLOORS @	1,700 sqft	
	SUBTOTAL (3 FLOORS)		5,100 sq.f
BUILDING B	1st-3th FLOORS @	1,650 sqft	
	SUBTOTAL (3 FLOORS)		4,950 sq.f
BUILDING C	1st-3th FLOORS @	1,650 sqft	
	SUBTOTAL (3 FLOORS)		4,950 sq.f
TOTAL FOR ALL FLOORS			15,000 sqft

COVERAGE 23%
LANDSCAPE OPEN 26,3%

ESTIMATE UNIT PER BUILDING

BUILDING A (3STOREYS) SUB - TOTAL	6 UNITS
BUILDING B (3 STOREYS) SUB- TOTAL	6 UNITS
BUILDING C (3 STOREYS) SUB- TOTAL	6 UNITS
TOTAL	18 UNITS

REQUIRED PARKING
(2,5m X5,5m) 18 X1,25 = 22 PARKING SPACE EACH BUILDING
ACCESSIBLE PARKING TYPE A 1 EACH BUILDING

Item	Site Data Matrix 3 Lots						OBC Reference
1	Project Description: 619 CABANA RD W ON Canada			X New Addition Alteration Change of Use			Part 3 X Part 9 Part 11
2	Zoning Proposed :	Residential District RD2.2					
3	Existing Land Use:	Residential Unit					
4	Major Occupancy(s):	Residential Units					
5	Building Classification:	3.2.2.44. Group C, up to 4 Storeys (each building)					
6	Site Area		Building Area (3 BULDING)		Gross Area (3 BULDING)		
	Existing:	1,991.6sq.m	Existing:	0.0 sq.m	Existing:	0.0 sq.m	
	Proposed:	0.0 sq.m	Proposed:	454.5 sq.m	Proposed:	1,393.5 sq.m	
	Total:	1,991.6sq.m	Total (3 buildings) :	454.5sq.m	Total (3 building):	1,393.5 sq.m	
7	Lot Coverage		Minimum Lot Width		Building Height		
	Maximum:	45%	Required:	18m	Maximum:	9 m	
	Provided:	23%	Provided:	Lot (A) 14.9m Lot (B) 14.9m Lot (C) 13.7m	Provided:	9 m	
8	Minimum Front Yard Depth		Minimum Rear yard Depth		Minimum Side Yard Depth		
	Required:	6 m	Required:	7.5m	Required:	1.2m	
	Provided:	6 m	Provided:	PROVIDED	Provided:	1.2m	
9	Parking		Bicycle Spaces		Loading Spaces		
	Use Classification:	1.25 /per unit	Existing:	0	Existing:	0	
	Existing:	0	Proposed:	9	Proposed:	0	
	Proposed:	26	Required:	3	Required:	0	
	Required:	22	Total:	9	Total:	0	
	Total:	26					
10	Landscaped Area		Curbing Length		Screening Fence Length		
	Existing:	N/A	Existing:	0.0	Existing:	0.0	
	Proposed:	N/A	Proposed:	49m EACH	Proposed:	122m EACH	
	Total:	N/A	Total:	147m	Total:	366 m	

Should archaeological deposits be found during construction activities, all work in the area must stop immediately and the City's Manager of Cultural Affairs and the Ontario Ministry of Tourism, Culture and Sport must be notified, and clearance given by the Ministry.
In the event that human remains are encountered during construction, 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 Ontario Ministry of Tourism, Culture and Sport and the Registrar of the Cemeteries Regulation Unit of the Ministry of Consumer Services must then be notified, and clearance be given by the Ministry of Tourism,
Culture and Sport.
A building shall not be located beneath existing above ground electrical conductors. Where a building is to be constructed in proximity to above ground electrical conductors, horizontal clearances

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The Architect noted above has exercised responsible control with respect to design activities. The Architect's Seal Number is the Architect's BCIN.

PROJECT TITLE

RESIDENTIAL UNITS
619 CABANA RD W. WINDSOR, ON

DRAWING TITLE

PROPOSED SITE PLAN
OPTION 1

NOTE

KEY PLAN

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.

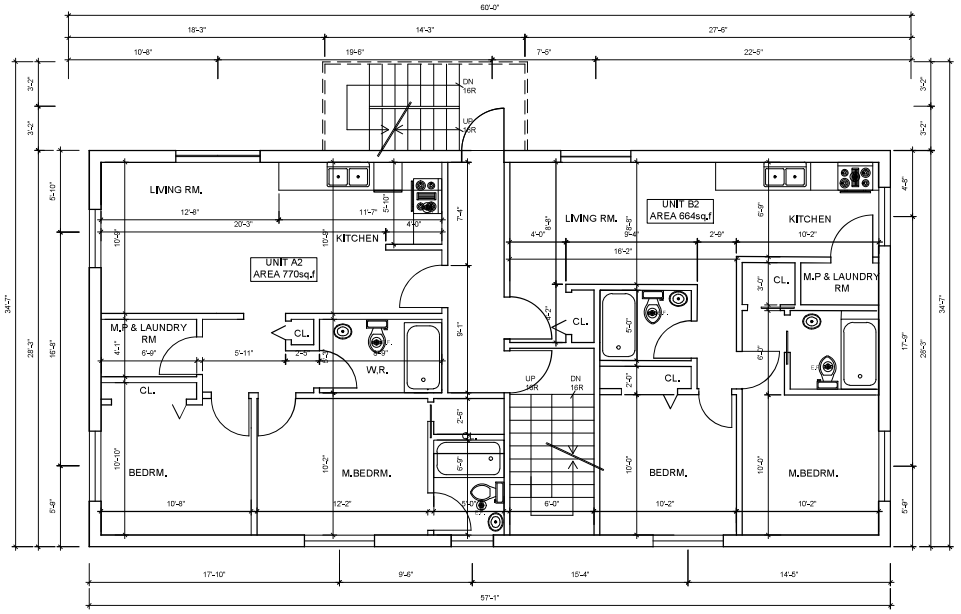
REVISION RECORD

#	DESCRIPTION	DATE
1	CLIENT REVIEW	2024-04-02
2	CLIENT REVIEW	2024-05-31
3	CLIENT REVIEW	2025-02-20
4	CLIENT REVIEW	2025-06-12

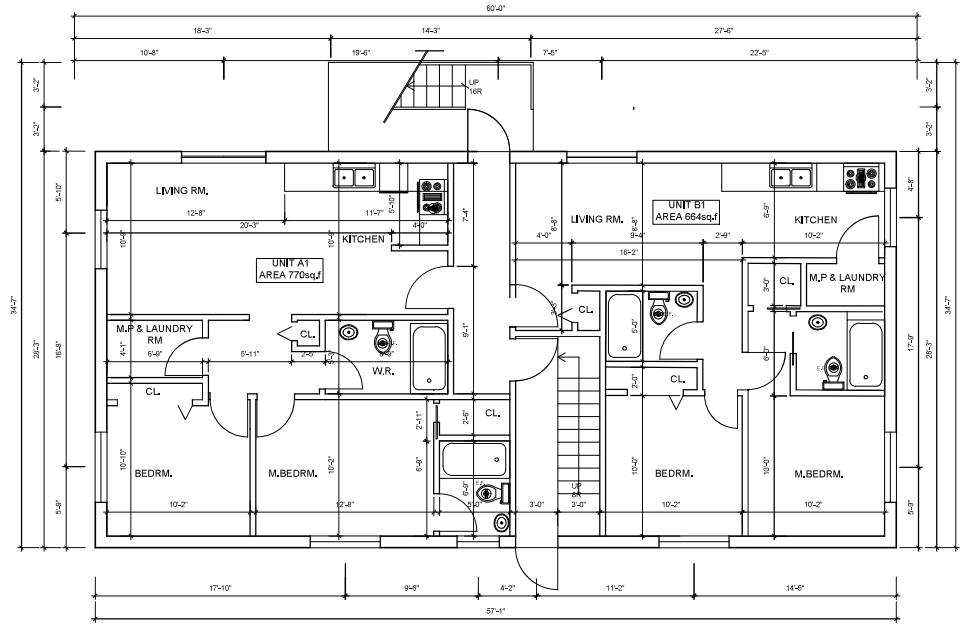
PROJECT NOTE

PROJECT NUMBER	23-017
DATE	2022-01-10
DRAWN BY	M.H.
CHECKED BY	M.H.
APPROVED BY	M.H.
SHEET SIZE	ARCH D (24" x 36")
SHEET NUMBER	ST-1.0
SCALE	AS NOTED

DO NOT SCALE DRAWING



2 SECOND FLOOR
A-2.0 1/4"=1'-0"



1 FIRST FLOOR
A-2.0 1/4"=1'-0"

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PROJECT TITLE

RESIDENTIAL UNITS
619 CABANA RD
WINDSOR, ON

DRAWING TITLE

FIRST AND SECOND FLOOR PLANS

NOTE

KEY PLAN

GENERAL NOTES:
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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.

REVISION RECORD

#	DESCRIPTION	DATE
1	CLIENT REVIEW	2024-03-14
2	CLIENT REVIEW	2025-02-20
3	CLIENT REVIEW	2025-06-12

PROJECT NOTE

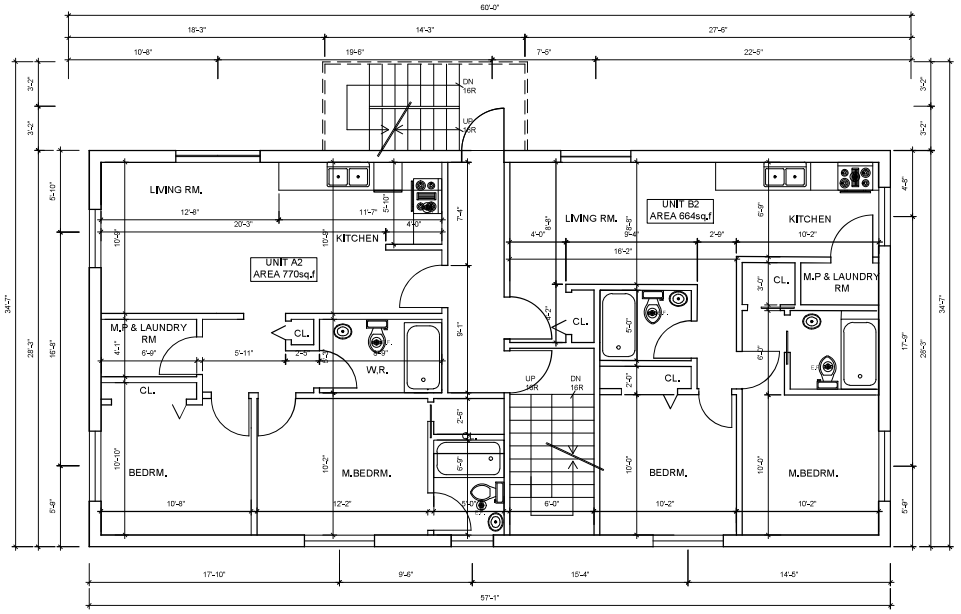
PROJECT NUMBER	24-007
DATE	2024-02
DRAWN BY	M.H.
CHECKED BY	M.H.
APPROVED BY	M.H.

SHEET SIZE
ARCH D (24" x 36")

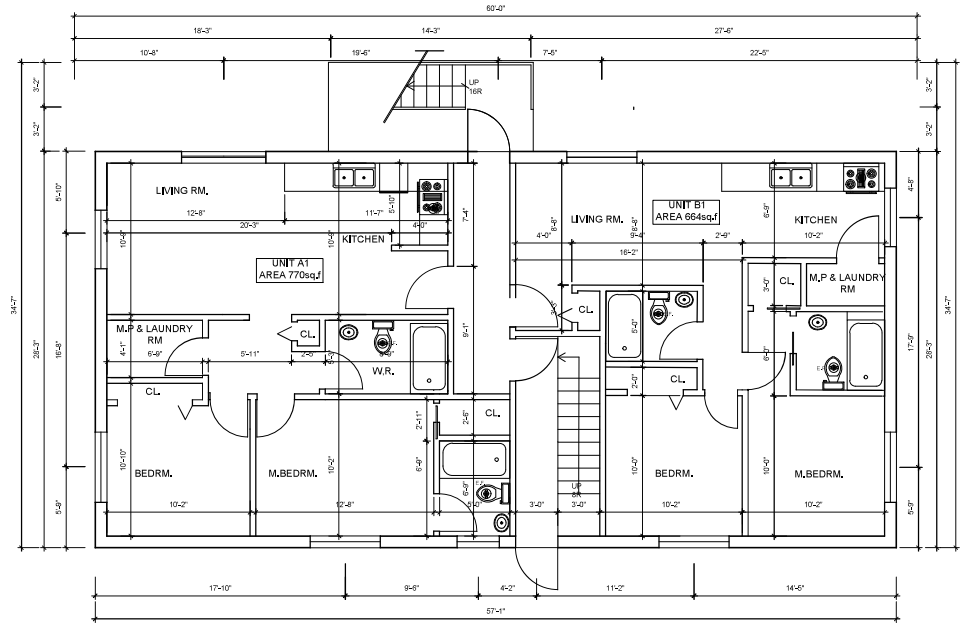
SHEET NUMBER
A-1.0

SCALE AS NOTED

DO NOT SCALE DRAWING



2 SECOND FLOOR
A-2.0 1/4"=1'-0"



1 FIRST FLOOR
A-2.0 1/4"=1'-0"

AVANT GROUP INCORPORATION
850 OUELETTE AVE, WINDSOR, ON, N9A 4M9
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Website: https://raindropsconcepts.com

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The Architect noted above has exercised responsible control with respect to design activities. The Architect's Seal Number is the Architect's BCIN.

PROJECT TITLE

RESIDENTIAL UNITS
619 CABANA RD
WINDSOR, ON

DRAWING TITLE

FIRST AND SECOND FLOOR PLANS

NOTE

KEY PLAN

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 ARCHETECTURAL, STRUCTURAL, MECHANICAL, AND ELECTRICAL DRAWINGS PRIOR TO COMMENCEMENT OF WORK.

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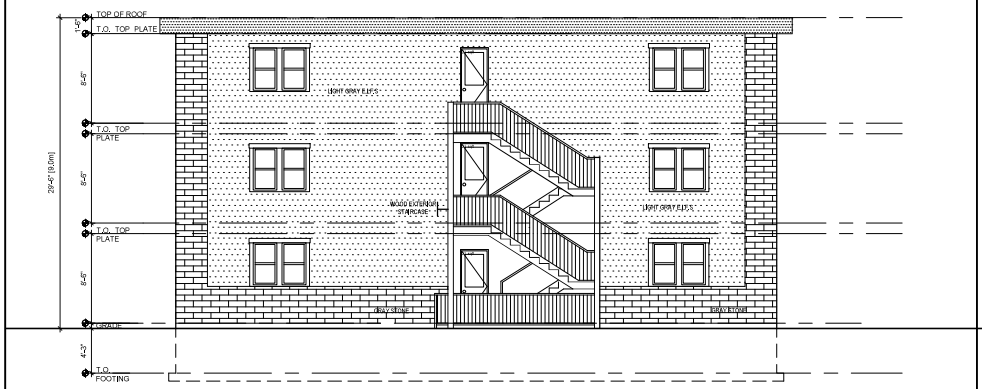
PROJECT NUMBER	24-007
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DRAWN BY	M.H.
CHECKED BY	M.H.
APPROVED BY	M.H.

SHEET SIZE
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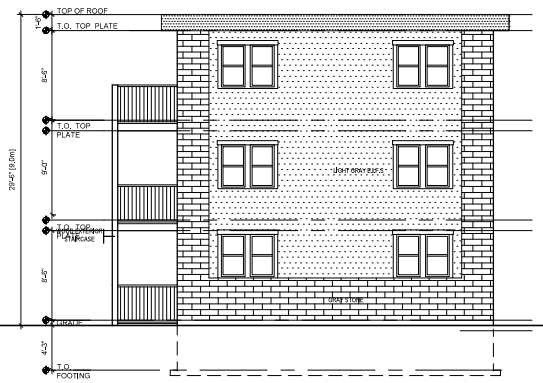
SHEET NUMBER
A-1.0

SCALE AS NOTED

DO NOT SCALE DRAWING



4 REAR ELEVATION
A-3.0 3/16"=1'-0"



3 SIDE ELEVATION
A-3.0 3/16"=1'-0"



1 FRONT ELEVATION
A-3.0 3/16"=1'-0"



2 SIDE ELEVATION
A-3.0 3/16"=1'-0"

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PROJECT TITLE

RESIDENTIAL UNITS
619 CABANA RD
WINDSOR, ON

DRAWING TITLE

ELEVATIONS

NOTE

KEY PLAN

GENERAL NOTES:
1. DO NOT SCALE DRAWINGS

2. VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS AS REQUIRED PRIOR TO BIDDING AND COMMENCEMENT OF WORK.

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DATE	2024-02
DRAWN BY	M.H.
CHECKED BY	M.H.
APPROVED BY	M.H.

SHEET SIZE
ARCH D (24" x 36")

SHEET NUMBER
A-3.0

SCALE AS NOTED

DO NOT SCALE DRAWING

Appendix B – Site Images





PLANNING RATIONALE REPORT

ZONING BY-LAW AMENDMENT

PROPOSED RESIDENTIAL DEVELOPMENT

619 Cabana Road West,
Windsor, Ontario

June 18, 2025

Prepared by:

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1.0 INTRODUCTION

I have been retained by Peter Botros (herein the "Applicant") to provide a land use Planning Rationale Report (PRR) in support of a proposed development located at 619 Cabana Road West (herein the "Site") in the City of Windsor, Province of Ontario.

The Site is made up of one (1) parcel of land in Ward 1 in the Roseland Planning District.

The Site had a single detached dwelling, which has now been demolished.

It is proposed that the Site will be developed for residential purposes.

It is proposed to construct 3 new multiple dwellings with 6 residential units each for a total of 18 dwelling units.

Each dwelling will be located on its own lot.

The proposed buildings will be 3 storeys in height.

On-site parking for a total of 26 spaces is proposed to be shared by all buildings.

A total of 1 access is proposed from Cabana Road West, to be shared.

The Site has access to full municipal services.

Pre-consultation (stage 1) was completed by the Applicant. Comments dated March 22, 2024 (City File #PC-022/24) were received and have been incorporated into this PRR.

Pre-submission (stage 2) was completed by the Applicant. Comments dated November 1, 2024 (City File #PC-089/24) were received and have been incorporated into this PRR.

An application for a Zoning By-law Amendment (ZBA) is required in order to permit the proposed multiple dwellings, along with support studies.

Once the ZBA has been approved and prior to a building permit being issued for any construction or site alterations, the Applicant will proceed with a severance application to split the lots into 3 parcels of land. Easements will also be required.

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 PRR will show that the proposed development is suitable, consistent with the PPS, conforms to the intent and purpose of the OP and ZBL, and represents good planning.

2.0 SITE AND SURROUNDING LAND USES

2.1 Description of Site and Ownership

The Site has been owned by Peter Botros (et al) since 2024. It is made up of one (1) square-shaped interior parcel of land located on the south side of Cabana Road West, west of Dougall Avenue and east of McGraw Avenue (see the area in red on Figure 1a – Site Location).

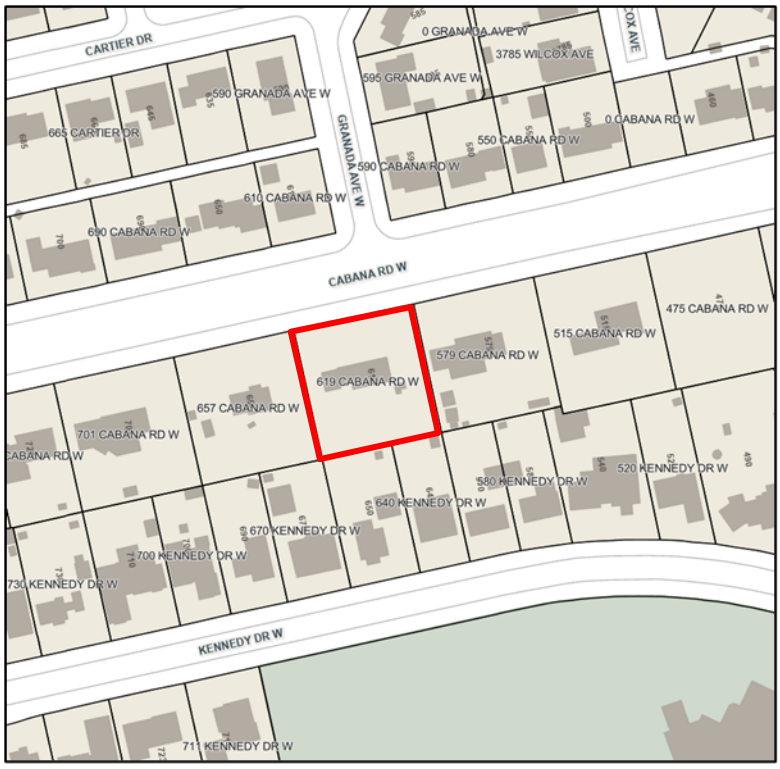


Figure 1a – Site Location (Source: City of Windsor GIS)

The Site is locally known as 619 Cabana Road West and is legally described as Part Lots 2, Plan 1478 Sandwich West, as in R1276551, PIN 01289-1482 LT (ARN 37-39-080-100-10900).

2.2 Physical Features of the Site

2.2.1 Size and Site Dimension

The entire Site, subject to the proposed development, consists of a total area of 1,991.6 m2 (0.199 ha), with a total lot width of 43.5 m along Cabana Road West and a lot depth of 45.7 m.

2.2.2 Existing Structures and Previous Use

The Site recently had a single detached dwelling, which has now been removed (see Figure 1b – Site Street View).



Figure 1b – Site Street View, dwelling has now been removed (Source: Pillon Abbs Inc.)

The single detached dwelling (recently removed) was constructed in approximately 1951. The previous use of the Site is unknown.

2.2.3 Vegetation

The Site has an existing grassed area.

There are some mature trees located on the Site.

2.2.4 Topography, Drainage and Soil

The Site is flat, with a portion within the regulated area of the Essex Region Conservation Authority (ERCA).

The Site is part of the Turkey Creek subwatershed drainage area.

The Site is impacted by Source Water Protection and is within an Event Based Area (EBA).

The soil is made up of Brookstone Clay Sand – Spot Phase (B-s).

2.2.5 Other Physical Features

There is an existing vehicle driveway with access to Cabana Road West.

There is currently a pool and accessory structure in the rear yard of the Site.

There is fencing along the portions of the Site boundary.

2.2.6 Municipal Services

The property has access to municipal water, storm and sanitary services.

Cabana Road West is an east/west Class I Arterial Road.

There is no on-street parking along Cabana Road West.

There are streetlights, bike lanes and sidewalks.

Fire hydrants are located in the area.

The Site has access to transit with the closest bus stop located directly across the street from the Site (71 m), Stop ID: 1540 (Bus #7).

The Site is in close proximity to major transportation corridors, including Dougall Avenue Hwy 3, and Hwy 401.

2.2.7 Nearby Amenities

There are several schools nearby, including Roseland Public School, Southwood Public School and St. Gabriel Catholic Elementary School.

There are many parks and recreation opportunities in close proximity to the Site, including Roseland Golf and Curling Club, Central Park, Curry Park and Avon Court Park.

The nearest library is the Budimir Public Library.

There is nearby shopping in the form of plazas and malls, as well as employment, places of worship and local amenities.

2.3 Surrounding Land Uses

Overall, the Site is located in a residential area within an existing built up area in Ward 1 in the Roseland Planning District.

A site visit was undertaken on March 26, 2024. Photos were taken by Pillon Abbs Inc.

North – The lands directly north of the Site are used for residential use, with access from Cabana Road West (see Photo 1 - North).



Photo 1 – North (Source Pillon Abbs Inc.)

South – The lands directly south of the Site are used for residential use, with access from Kennedy Drive West (see Photo 2 - South).



Photo 2 – South (Sources Google Street View)

East – The lands east of the Site (beyond the alley) are used for residential use, with access from Cabana Road West (see Photos 3 - East).





Photos 3 – East (Source Pillon Abbs Inc.)

West – The lands west of the Site are used for residential l use, with access from Cabana Road West (see Photos 4 - West).





Photos 4 – West (Source Pillon Abbs Inc.)

3.0 PROPOSAL AND CONSULTATION

3.1 Development Proposal

The Site had a single detached dwelling, which has now been demolished.

It is proposed that the Site will be developed for residential purposes.

It is proposed to construct 3 new multiple dwellings with 6 residential units each for a total of 18 dwelling units.

A Concept Plan has been prepared (see Figure 2a – Concept Plan).

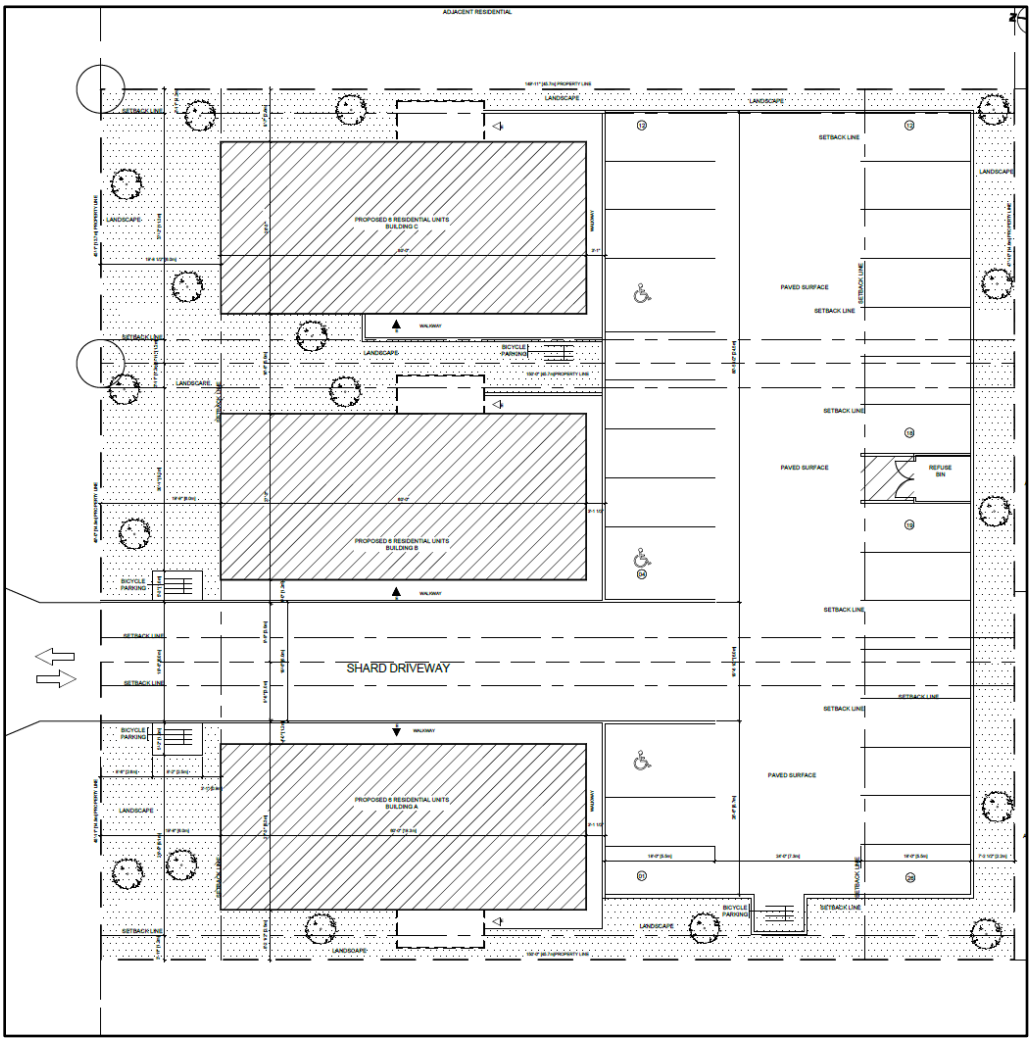


Figure 2a – Concept Plan

The concept plan illustrates a preliminary proposal.

Based on the size of the Site (0.199 ha), and the number of proposed residential units (18), the proposed gross density will be 90.45 units per hectare (uph).

Each dwelling will be located on its own lot.

The tenure of the units is proposed to be rental.

The proposed buildings will be 9.0 m in height (3-storeys).

Each building area will have the following gross floor area (GFA):

Building A – 696.77 m2
Building B – 557.42 m2
Building C – 557.42 m2

Elevations have been provided (see Figure 2b – Elevations).



Figure 2b – Elevations

The elevations illustrate a conceptual design of the proposed buildings, which is preliminary.

On-site parking for a total of 26 spaces is proposed to be shared by all buildings and located at the rear of the Site.

Parking will include marked visitor and barrier free spaces.

A total of 9 bicycle parking spaces are proposed.

A total of 1 access is proposed from Cabana Road West, to be shared.

Easements will be required to facilitate the shared parking and access.

Professional landscaping will be provided in the front, rear and sides of the proposed buildings.

Amenity areas will be provided, including private balconies and shared communal outdoor seating spaces.

Paved sidewalks and parking areas will be provided. There will be pedestrian connections from the municipal sidewalk to the building entrances.

Fencing will be provided along the east, west and south sides of the Site.

Waste management (garbage and recycling) will be brought to a fenced outdoor refuse located at the rear of the property.

The Site will be serviced with full municipal services, including water, storm and sewer.

3.2 Public Consultation Strategy

In addition to the statutory public meeting, the *Planning Act* requires that the Applicant submit a proposed strategy for public consultation with respect to an application as part of the complete application requirements.

As part of a public consultation strategy, in addition to the statutory public meeting, an informal electronic public open house was held with area residents (120 m radius) and property owners on Thursday, April 25, 2024, from 6:00 pm to 7:00 pm.

A total of 49 notices were mailed out.

The notice provides the following information:

It is proposed to demolish the existing dwelling and construct 3 new buildings with 6 dwelling units each for a total of 18 dwelling units. On-site parking for 7 spaces is proposed for each building and will be located at the rear. A total of 3 accesses are proposed from Cabana Road West

The open house provided members of the public with opportunities to review and comment on the proposed development.

In addition to the City of Windsor staff and the applicant representatives, a total of 27 people attended.

Emails were also received.

The following is a summary of the comments and responses from the public open houses:

Topic Item	Comments and Questions	Response
Concept Plan	We personally find this proposal both offensive and insulting. We cannot support any aspect of this proposal.	Residential use on the Site represents an efficient development pattern that optimizes the use of land.
Neighbourhood	Blatant disrespect for existing surrounding neighbours. The destruction of the uniqueness of and quality of single family homes along this Cabana Corridor.	The Site will provide for a new housing choice in an existing built-up area.
Building Size and Placement	The sheer size and placement of proposed buildings on the lot. This is considered high density (profile). Parking should be located in front, and the building moved. Duplex or 4-plex would be a better option. This is just cramming housing.	The proposed height is 3 storeys, which is considered medium profile. The proposed height is appropriate for the Site. The building will be located close to the road in order to increase the rear yard setback from abutting residential uses.
Traffic	The inundation of a minimum of 21 vehicles flooding Cabana road and impacting egress and ingress to surrounding properties. Traffic is already bad in the area.	Cabana Road can accommodate the traffic. A TIS memo is required.
Access	3 new driveways are too many.	Each driveway access will service each lot (3 in total).

Topic Item	Comments and Questions	Response
		Access can be reduced to 2.
Parking	There is not enough parking proposed. 21 cars are too many.	The intent is to comply with the City's minimum parking requirements.
Flooding	There will be a negative impact on drainage (this is a flood plain). Our insurance rates will go up. There is a very high water table in the area. Grass and trees will be removed.	The Site is subject to ERCA permits. A SWM report is required.
Density	If each unit had 3 bedrooms – there would be up to 72 people. Too large. The Mayor does not support 4 units.	The number of bedrooms is yet to be determined. The proposed dwellings are considered medium profile.
OPA 159	How can we stop it/repeal it? It is not approved for this area yet. Did the planning dept support the OPA? The area was not intended for medium or high density mixed use development.	OPA 159 has been approved by Council and is currently in effect. The OPA changed the land use designation along Cabana Road West to 'Mixed Use Corridor". Intended for areas that are designed for vehicle oriented uses. Accommodates for high density/intensity development, while maintaining a broad mix of land uses. Permitted uses include commercial **and medium** and high profile residential uses either as a stand alone building or part of a commercial residential mixed use building.

Topic Item	Comments and Questions	Response
		Must provide a street frontage and presence. Encourage to locate the building at the street frontage lot line with parking accommodated at the rear of the Site.
Tenure	Will these be rentals? If they are, they will not be affordable.	The proposed tenure of the units will be rental. The intent is to make the units affordable.
Noise	The development will cause more noise in the area. The neighbourhood is currently peaceful and quiet.	Noise from the proposed development is not anticipated to be an issue.
Alternative Location	Move the development to another neighbourhood. I could be located downtown.	The PPS and City OP encourage a mix of housing choices.
Zoning	The current zoning is low-density and should remain the same.	The proposed development is considered medium profile (density).
Compatibility	This is not a compatible development. The neighbourhood is all single detached dwellings. There are 22 single detached dwellings along Cabana Road now. This is a pristine area and will destroy the properties. The neighbourhood has been established and should not be changed. The backyards are like parks. The City did not intend for this type of development.	The proposed development has been designed to be compatible with the existing built-up area. The proposed development is a medium profile form of development which incorporates sufficient setbacks to allow for appropriate landscaping and buffering. The Site is capable of accommodating the proposed development in terms of scale, massing, height and siting.

Topic Item	Comments and Questions	Response
	We will have to move but cannot replace what we have now somewhere else in the city.	
Investments	These must be out-of-town developers. They do not respect the area. Sheer greed. Stay away from Roseland.	The developer is local.
Privacy	There will be a loss of privacy.	The building is proposed to be located closer to the roadway, which will allow an increase in rear yard setback from abutting residential uses.
Lighting	This will be an issue.	Lighting will be controlled and not shine on abutting parcels of land.
Veterans	This area was gifted to veterans. This is an insult to them. This will create tension. The lot sizes are considered heritage.	Noted.
Setbacks	What are the setbacks of the neighbouring properties?	Information was not available.
Property Values	They will decrease.	Not a planning issue.
SPC	Why does SPC not apply?	Only developments with more than 10 units are subject to SPC.
Precedence	This will set precedence.	Cabana Road West is an area in transition.

4.0 APPLICATIONS AND STUDIES

Pre-consultation (stage 1) was completed by the Applicant. Comments dated March 22, 2024 (City File #PC-022/24) were received and have been incorporated into this PRR.

Pre-submission (stage 2) was completed by the Applicant. Comments dated November 1, 2024 (City File #PC-089/24) were received and have been incorporated into this PRR.

The proposed development requires an application for a Zoning By-law Amendment (ZBA) along with required support studies.

The following explains the purpose of the application and other required approvals, as well as a summary of the required support studies.

4.1 Zoning By-Law Amendment

A site specific Zoning By-law Amendment (ZBA) is required to permit the proposed development.

The zoning for the Site is proposed to be changed from Residential District 1.4 (RD1.4) category to a site specific Residential District 2.2 (RD2.2 - S.20(1)(XXX)) category, as shown on Map 9 of the City of Windsor Zoning By-law (ZBL).

In addition to the change in zoning for the permitted use of a multiple dwelling with 5 or more dwelling units, the proposed development will comply with all zone provisions set out in the RD2.2 Zone, except relief is required from certain provisions.

The ZBA is detailed, and the justification is set out in Section 5.1.3 of this PRR.

4.2 Other Applications

Once the ZBA has been approved and prior to a building permit being issued for any construction or site alterations, the Applicant will proceed with a severance application to split the lots into 3 parcels of land.

The final design of the proposed development will be provided at the time of the building permit.

The proposed development is not subject to Site Plan Control (SPC).

4.3 Supporting Studies

The following studies have been prepared to support the application.

4.3.1 Traffic

A Traffic Impact Statement (TIS) was prepared by RC Spencer Associates, Consulting Engineers, dated August 14, 2024, and further revised on May 15, 2025.

The purpose of the report was to address the proposed development's impact on traffic operations.

The TIS assessed 24 units; however, only 18 are proposed.

A sight line analysis was also completed for the Site access.

There were no concerns with the number of accesses to the proposed development.

The report concluded that the proposed development will not adversely impact traffic operations and that there are sufficient sight distances for safe egress from the Site.

4.3.2 Storm

A Stormwater Management Study (SWM) was prepared by Haddad Morgan & Associates Ltd Consulting Engineers, dated June 3, 2024, and further updated on May 8, 2025.

The purpose of the report was to provide stormwater management for the proposed development based on City of Windsor guidelines.

The SWM assessed 24 units; however, only 18 are proposed.

The report does not indicate any concerns.

4.3.3 Trees

A Tree Survey and Preservation Plan was prepared by Bezaire Partners, dated June 14, 2024.

The purpose of the plan was to investigate existing tree vegetation to determine how protection and enhancement can coincide with the proposed development.

A total of 16 trees were identified. A total of 3 trees are to remain.

4.3.4 Design

An Urban Design Study (UDS) was prepared by Oakview Land Use Planning, dated May 16, 2025.

The purpose of the report was to assess the design and layout of the 3 proposed multiple dwellings.

The UDS assessed 24 units; however, only 18 are proposed.

The report specifically addressed the details of the development and how it can be positively integrated into the existing area.

The report concluded that the proposed development can be compatible and conform to the overall vision set out in the OP with the recommended design, such as consideration for entrance position or design, roof line, stairs and accessibility.

It was also recommended that landscaping and screening on all sides of the Site be incorporated into the final design of the proposed development.

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, providing for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environments.

The PPS was issued under Section 3 of the Planning Act and came into effect on October 20, 2024, and decisions affecting planning matters shall be consistent with policy statements issued under the Act.

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 in the City of Windsor.
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	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
	minimum of 15 years through lands which are designated and available for residential development; and b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans.	
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. There are nearby amenities available. The proposed development will provide for more housing in an existing built up area where there are existing municipal services. The Site has access to transportation, public service facilities, other institutional uses, libraries and parks. Accessibility of the residential units will be addressed at the time of a building permit.
2.2.1 - Housing	Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by: a) establishing and implementing minimum	The proposed development is a new housing choice for the area. The proposed development supports the City's targets to provide for more housing.

PPS Policy #	Policy	Response
	targets for the provision of housing that is affordable to low and moderate income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs; b) permitting and facilitating: 1. all housing options required to meet the social, health, economic and 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	The needs of the residents can be accommodated as the Site is located near local amenities. The Site offers an opportunity for intensification and infilling of an underutilized parcel of land. The proposed density is appropriate for the Site. Residents will have access to nearby transit and active transportation. The Site is pedestrian friendly. The Site was always intended for residential use. The City has identified Cabana Road West as an area that could transition into higher density.

PPS Policy #	Policy	Response
	intensification, including potential air rights development, in proximity to transit, including corridors and stations.	
2.3.1.1 – Settlement Area	Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.	The Site is located in an existing settlement area of the City of Windsor.
2.3.1.2	Land use patterns within settlement areas should be based on densities and a mix of land uses which: a) efficiently use land and resources; b) optimize existing and planned infrastructure and public service facilities; c) support active transportation; d) are transit-supportive, as appropriate.	The Site offers an opportunity for intensification and infilling. The parcel of land is a large property. The design and style of the proposed building will blend well with the scale and massing of the existing surrounding area. It takes into consideration the transition between land uses. The proposed use will buffer the existing residential uses from abutting residential uses with the use of fencing and landscaping. Residents will have immediate access to local amenities. Transit and active transportation are available close by. The Site is located close to major roadways.

PPS Policy #	Policy	Response
		The Site is pedestrian friendly.
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.	The Site offers an opportunity for intensification and infilling. The proposed development is on an underutilized parcel of land. The Site was always intended for residential use. The design of the proposed development has provided a compact form while respecting its surroundings. It is good planning to build up and not out.
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 housing to the area.
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, which is the preferred servicing option. There are nearby public service facilities.

PPS Policy #	Policy	Response
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. A TIS memo has been prepared and summarized in Section 4.3.1 of this PRR.
3.6.2	Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. For clarity, municipal sewage services and municipal water services include both centralized servicing systems and decentralized servicing systems.	The proposed development will be serviced by municipal sewer, water and storm, which is the preferred form of servicing for settlement areas. A SWM has been provided and summarized in Section 4.3.2 of this PRR.
4.1.1 – Natural Heritage	Natural features and areas shall be protected for the long term.	There are no natural heritage features that impact the Site. A TIPP has been provided and summarized in Section 4.3.3 of this PRR.
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;	No water issues are anticipated.
Chapter 5.1.1 – Protecting Public Health and Safety	Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not	There are no natural or human-made hazards that apply to this Site. There is no risk to the public.

PPS Policy #	Policy	Response
	create new or aggravate existing hazards.	ERCA permits will be obtained.

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. 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 Site is part of the Roseland West Planning Area, as shown on Schedule A: Planning Districts & Policy Areas.

The current land use designation of the Site, subject to development, is 'Mixed Use Corridor', as shown on Schedule D: Land Use Plan of the City of Windsor Official Plan (see Figure 3 –OP).



Figure 3 – OP

The Site is also subject to the following:

- Schedule B: Greenway System – Located to the north of a Community Park
- Schedule C: Development Constraint Areas: Located partly within a floodplain area
- Schedule C-1: Development Constraint Areas: Archaeological Potential – Designated within "Low Archaeological Potential"
- Schedule F: Roads & Bikeways – Cabana Rd W is a Class I Arterial Road and contains a bike lane

The following provides a summary of the key policy considerations of the OP as it relates to the proposed development.

OP Policy #	Policy	Response
3.1	The planning of Windsor's future is guided by the following vision taken from Dream Dare Do – The City of Windsor Community Strategic Plan: "Windsor is a quality city full of history and potential, with a diverse culture, a durable economy, and a healthy environment where citizens share a strong sense of belonging and a collective pride of place."	The proposed development will support the City's economy by providing new residential uses in an existing built-up area. Overall, the Site is in an existing settlement area. The Site has access to area commercial, institutional, and residential uses.
3.2 – Growth Concept	Mixed use developments will be encouraged with strong pedestrian orientations and to support public transit. 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 proposed development provides a use that supports pedestrian orientations and public transit due to its location in an existing built-up area.
3.2.3.1	Windsor will work toward achieving a sustainable transportation system where all modes of transportation can play a more balanced role.	The intent is to construct multiple dwellings in an existing built-up area.

OP Policy #	Policy	Response
	The creation of mixed use and employment centres will allow businesses and services to be closer to homes and allow greater opportunities for walking, cycling and transit.	This allows residents to easily access amenities, employment and public transit.
4.0 – Healthy Community	The implementing healthy community policies are interwoven throughout the remainder of the Plan, particularly within the Environment, Land Use, Infrastructure and Urban Design chapters, to ensure their consideration and application as a part of the planning process.	The proposed development will support the City's goal of promoting a healthy community in order to live, work, and play. The proposed development is close to nearby transit, employment, shopping, local amenities, and parks/trails.
6.0 - Preamble	A healthy and livable city is one in which people can enjoy a vibrant economy and a sustainable healthy environment in safe, caring and diverse neighbourhoods. In order to ensure that Windsor is such a city, Council will manage development through an approach which balances environmental, social and economic considerations.	The proposed development supports the policy set out in the OP as it is suited for addressing the residential needs of the City.
6.1 - Goals	In keeping with the Strategic Directions, Council's land use goals are to achieve: 6.1.1 Safe, caring and diverse neighbourhoods. 6.1.3 Housing suited to the needs of Windsor's residents. 6.1.10 Pedestrian oriented clusters of residential, commercial, employment and institutional uses.	The proposed development supports the goals set out in the OP as it provides for the development of a parcel of land which will create more housing.

OP Policy #	Policy	Response
6.2.1.2 – General Policies, Types of Development Profile	For the purpose of this Plan, Development Profile refers to the height of a building or structure. Accordingly, the following Development Profiles apply to all land use designations on Schedule D: Land Use unless specifically provided elsewhere in this Plan: (a) Low Profile developments are buildings or structures generally no greater than three (3) storeys in height; **(b) Medium Profile developments are buildings or structures generally no greater than six (6) storeys in height; and** (c) High Profile developments are buildings or structures generally no greater than fourteen (14) storeys in height.	Due to the proposed height of the buildings, the proposed development is considered **a medium profile residential** development as it is proposed to have 3 storeys, but is not greater than 6 storeys. The proposed height is appropriate for the Site and will enhance the streetscape. The building will be located close to the road in order to increase the rear yard setback from abutting residential uses and to provide for parking at the rear of the proposed buildings.
6.5.3.1 – Mixed Use Corridor	Uses permitted in the Mixed Use Corridor land use designation are primarily retail, wholesale store and service oriented uses and, to a lesser extent, office uses. Medium and High Profile residential uses either as standalone buildings or part of a commercial-residential mixed use buildings shall be throughout the Corridors.	Medium profile is proposed based on the size of the Site. The proposed zoning is being brought to a zone that will permit an increase in density compared to what is currently permitted. The development will be designed with a pedestrian orientation and foster a distinctive and attractive area identity. The design will address compatibility. It will take into consideration a transition between abutting properties

OP Policy #	Policy	Response
		using an appropriate amount of setbacks and buffering (ie screening and landscaping).
6.5.3.3 - Street Presence	Council will encourage Mixed-Use Corridor development to provide a continuous street frontage and presence. Accordingly, development along a Mixed-Use Corridor shall be: a**) no more than four storeys in height, except on lands at an intersection of any combination of the following roads:** Class I Arterial Road, Class II Arterial Road, Class I Collector, or Class II Collector Road. The height of buildings shall generally not exceed the width of the road right-of-way abutting the development site; and b) Notwithstanding the identified maximum building height, the Council may consider additional height, where the Council is satisfied that the proposed height achieves compatible development, and where appropriate transitions to abutting lower scale development are established. Appropriate transitions may be achieved through the implementation of regulatory techniques including, but not limited to new height limitations, enhanced building setbacks and step backs, enhanced landscape buffers and planting requirements and/or the implementation of an angular plane. Permissions for taller buildings	The proposed buildings will face Cabana Road West. The street-facing façade will be designed to be visually appealing and well-articulated. The proposed height of each building will be 3 storeys. Parking is to be located at the rear of the proposed buildings in order to provide the minimum requirements. The final design will address compatibility. Landscaped areas will be incorporated in the front of buildings to create a smooth transition from private to public spaces.

OP Policy #	Policy	Response
	may be established through a site specific Zoning Bylaw Amendment. c) encouraged to locate the buildings at the street frontage lot line with parking accommodated at the rear of the Site.	
6.5.3.4 – Infill & Consolidations	Council shall promote the infilling and consolidation of existing Mixed Use Corridors.	The proposed residential use buildings are a form of infill development. The Site is an interior lot. The City's Intensification Guidelines have been reviewed. The final design of the buildings will be addressed as part of the building permit. An UDS has been prepared and summarized in Section 4.3.4 of this PRR.
6.5.3.6 – Location Criteria	Mixed Use Corridor development shall be located where: (a) there is access to **Class I** or Class II Arterial Roads or Class I Collector Roads; (b) full municipal physical services can be provided; and (c) commercial related traffic can be directed away from residential areas.	Access will only be from Cabana Road West, which is a Class 1 road. Full municipal services are available, which is the preferred type of servicing. All traffic will use Cabana Road West.
6.5.3.7 – Evaluation Criteria	At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed commercial development is: (a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies	This PRR has addressed the provisions of the OP and provincial legislation. There are no development constraint areas. Support studies have been provided to address traffic, parking, and services.

OP Policy #	Policy	Response
	for uses: (i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan; (ii) within a site of potential or known contamination; (iii) where traffic generation and distribution is a provincial or municipal concern; and (iv) adjacent to sensitive land uses and/or heritage resources. (b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area; (c) capable of being provided with full municipal physical services and emergency services; (d) provided with adequate off-street parking; (e) compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and landscaped areas; and (f) acceptable in terms of the proposal's market impacts on other commercial areas (see Procedures chapter).	There are no secondary plans that impact the Site. The proposed development will include pedestrian connections, landscaping, and amenity space. Amenity space is provided, including outdoor seating areas. The proposed scale and massing do not cause any negative impact on the enjoyment of abutting properties (ie shadow). The proposed multiple dwellings will provide an appropriate transition between abutting properties, including an appropriate amount of setbacks. Parking is provided at the rear of the proposed dwellings. Landscaped areas will be incorporated in the front of buildings to create a smooth transition from private to public spaces.
6.5.3.8 – Design Guidelines	The following guidelines shall be considered when evaluating the proposed design of a Mixed Use Corridor development: (a) the ability to achieve the associated policies as outlined in the Urban Design chapter of this Plan; (b) the provision of appropriate landscaping or other buffers to enhance: (i)	An UDS has been provided and summarized in Section 4.3.4 of this PRR. The design and style of the proposed buildings will blend well with the scale and massing of the surrounding area.

OP Policy #	Policy	Response
	all parking lots, and outdoor loading and service areas; and (ii) the separation between the use and adjacent sensitive uses, where appropriate; (c) as a general rule, the height of buildings are consistent with the height of buildings which characterize the Mixed Use Corridor. Where Council deems it desirable that higher profile development be permitted in an existing Mixed Corridor, the development should be built at a human scale by utilizing one or both of the following measures: (i) treatment of the lower floors of building(s) to provide continuity; and/or (ii) setting back the upper floors of building(s) from the street to avoid overpowering effects at-grade; (d) where possible, parking is located in the rear of the property to encourage continuous building facades adjacent to the street; (e) measures are taken in site design which provide for ease of access for pedestrians between the public sidewalk and building main entrances in a manner which is distinguishable from access provided for vehicles; and (f) Council will adopt Design Guidelines that will assist in the design and review of development applications in a manner that will ensure implementation of these policies.	The majority of the lands surrounding the Site are residential. The proposed residential use will provide a new housing choice. The Site will have pedestrian connections. There will be a landscaped area and screening along the west property line to buffer the driveway from the neighbouring property. The buildings will face Cabana Road West. There are access points for each building from Cabana Road West, one with shared access. Parking will be located at the rear of the Site. The proposed buildings will be brought close to the roadway, allowing an increase in rear yard setback. The proposed development will blend with the existing character of the surrounding area.
7.0 - Infrastructure	The provision of proper infrastructure provides a safe,	The proposed development is close to nearby transit, off a

OP Policy #	Policy	Response
	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.	major roadway, and has access to full municipal services.
8.1 – Urban Design	A memorable, attractive and liveable city is one where people feel comfortable and are inspired by their surroundings. The physical systems and built form of the city are also designed to protect, maintain and improve the quality of life for present and future generations by integrating the principles of sustainability and place making. In order for Windsor to be such a city, Council is committed to urban design principles that enhance the enjoyment and image of Windsor and its people.	The final design of the proposed buildings will be addressed as part of the building permit. The City's Intensification Guidelines have been reviewed. The final design of the buildings will incorporate a transition between properties. The area is in transition. An UDS has been prepared and summarized in Section 4.3.4 of this PRR.
8.7.2.3 – Built Form, infill development	Council will ensure that proposed development within an established neighbourhood is designed to function as an integral and complementary part of that area's existing development pattern by having regard for: (a) massing; (b) building height; (c) architectural proportion; (d) volumes of defined space; (e) lot size; (f) position relative to the road; (g) building area to site area ratios;	The proposed development will be a natural integration of the established area. The proposed buildings will provide an appropriate transition. **Massing** – the proposed buildings will be limited to 3 storeys, which will blend well with the medium profile scale and massing of the existing surrounding area. **Building height** – there are no impacts on privacy or shadowing on abutting

OP Policy #	Policy	Response
	(h) the pattern, scale and character of existing development; (i) exterior building appearance; and (j) Council adopted Design Guidelines that will assist in the design and review of applications for development in accordance with the policies noted above	properties based on the proposed building height and location of the buildings on the Site. Buffering and screening can be proposed. **Architectural proportion** – the proposed visual effect of the relationship of the proposed development will blend well with the immediate area. The design will enhance the streetscape along the roadway. **Volume of defined space** – the proposed design and layout of the development includes appropriate setbacks and lot coverage. The parking area will be constructed according to city standards and provide appropriate separation. **Lot size** – the existing Site is appropriate for the proposed development. It allows for on-site parking, fire routes, sidewalks, amenity space, and landscaping. **Building area** – appropriate lot coverage is proposed. The proposed buildings will not negatively impact the private use and enjoyment of area residents. **Pattern, scale, and character –** the style of development will blend well with the scale and massing of the existing medium profile

OP Policy #	Policy	Response
		surrounding area. The street-facing façade will be designed to be visually appealing and well-articulated. **Exterior building appearance** – the proposed buildings will be designed professionally and be aesthetically pleasing. The building's access will be clear and visible from the street for effective wayfinding. **Intensification Guidelines** – transition can be achieved through buffering that will include landscaping where the transition is most sensitive and additional setbacks.

Therefore, the proposed development will conform with the purpose and intent of the City of Windsor OP, and an amendment is not required.

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.

According to Map 9 attached to the ZBL, the Site is currently zoned Residential District 1.4 (RD1.4) category (see Figure 4 – Zoning).

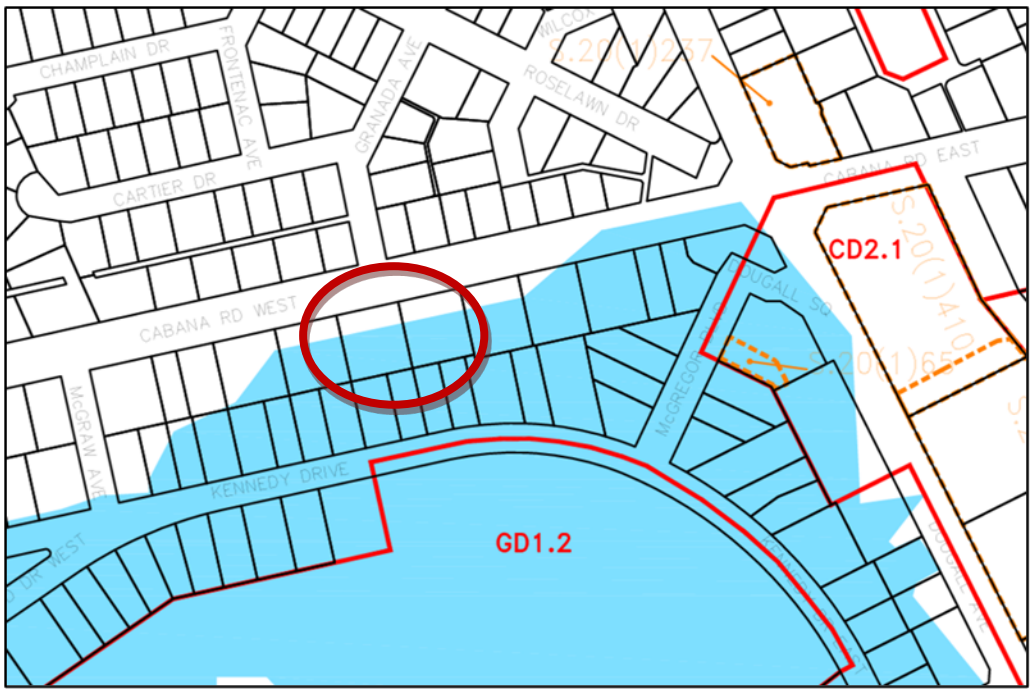


Figure 4 –Zoning

The zoning for the Site is proposed to be changed to a site specific Residential District 2.2 (RD2.2 - S.20(1)(XXX)) category as shown on Map 9 of the City of Windsor Zoning By-Law (ZBL) in order to permit a multiple dwelling with 5 or more dwelling units.

> *MULTIPLE DWELLING means one dwelling containing a minimum of three dwelling units. A double duplex dwelling, semi-detached dwelling, stacked dwelling, or townhome dwelling is not a multiple dwelling.*

A review of the RD2.2 zone provisions, as set out in Section 11.2.5.4 of the ZBL, is as follows:

Zone Regulations	Required RD 2.2 Zone (Multiple Dwelling)	Proposed Lot/Building A	Proposed Lot/Building B	Proposed Lot/Building C	Compliance and/or Relief Requested with Justification
Permitted Uses	One Double Duplex Dwelling One Duplex Dwelling One **Multiple Dwelling**	Multiple dwelling with 5 or more dwelling units	Multiple dwelling with 5 or more dwelling units	Multiple dwelling with 5 or more dwelling units	A zoning amendment is required to permit the proposed development

Zone Regulations	Required RD 2.2 Zone (Multiple Dwelling)	Proposed Lot/Building A	Proposed Lot/Building B	Proposed Lot/Building C	Compliance and/or Relief Requested with Justification
	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				It is proposed to add Multiple dwelling with 5 or more dwelling units as an additional permitted use.
Min. Lot Width	18.0 m	14.9 m	14.9 m	13.7 m	Relief is required for each lot (say 13 m). Relief is considered minor. The proposed lots' width varies in size. The development is an efficient use of the proposed lots. Lot coverage can be complied with.
Min. Lot Area	540.0 m2	14.9 m x 45.7 m = 680.93 m2	14.9 m x 45.7 m = 680.93 m2	13.7 m x 45.7 m = 626.09 m2	Complies

Zone Regulations	Required RD 2.2 Zone (Multiple Dwelling)	Proposed Lot/Building A	Proposed Lot/Building B	Proposed Lot/Building C	Compliance and/or Relief Requested with Justification
Max. Lot Coverage	45.0%	Lot – 680.93 m2 Building – 157.38 m2 = 23.13%	Lot – 680.93 m2 Building – 157.38 m2 = 23.13%	Lot – 626.09 m2 Building – 157.38 m2 = 25.14%	Complies
Max. Main Building Height	9.0 m	9.0 m	9.0 m	9.0 m	Complies
Min. Front Yard Depth	6.0 m	6 m	6 m	6 m	Complies
Min. Rear Yard Depth	7.50 m	20.5 m	20.5 m	20.5 m	Complies
Min. Side Yard	1.20 m	East side – 2.5 m West side - 2.5 m	East side – 2.5 m West side - 2.5 m	East side – 2.5 m West side - 2.5 m	Complies
Min. Parking Spaces Required (Table 24.20.5.1)	Multiple Dwelling containing a minimum of 5 Dwelling units = 1.25 for each dwelling unit **1.25x6= 7.5 (1 lot)** **OR** **1.25 x18=22.5 (total, 22 rounded down)**	26	26	26	Comply

Zone Regulations	Required RD 2.2 Zone (Multiple Dwelling)	Proposed Lot/Building A	Proposed Lot/Building B	Proposed Lot/Building C	Compliance and/or Relief Requested with Justification
Visitor Parking – minimum 24.22.1	15 percent of parking spaces shall be marked as visitor parking – 1 each lot	TBD	TBD	TBD	Shall Comply
Accessible Parking Spaces - minimum 24.24.1	1 to 25 = 1 Type A space	3	3	3	Complies
Bicycle Parking Spaces - minimum 24.30.1.1	1 to 9 - 0	3	3	3	Complies
Loading Spaces Required – minimum 24.40.1	1,000 m² or less = 0	0	0	0	Complies
Parking Area Separation - minimum 25.5.20	.2 any other street – 3.00 m	>3.00 m	>3.00 m	>3.00 m	Complies
	.3 an interior lot line or alley – 0.90 m	2.13 m	2.13 m	2.13 m	Complies
	.5 A building wall in which is located a main pedestrian entrance facing the parking area – 2.0 m	>2.0 m	>2.0 m	>2.0 m	Complies

Zone Regulations	Required RD 2.2 Zone (Multiple Dwelling)	Proposed Lot/Building A	Proposed Lot/Building B	Proposed Lot/Building C	Compliance and/or Relief Requested with Justification
	.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	TBD	TBD	TBD	Shall Comply

Therefore, the proposed development will conform to the purpose and intent of the City of Windsor ZBL.

In addition to the change in zoning for the permitted use of a multiple dwelling with 5 or more dwelling units as an additional permitted use, the proposed development will comply with all zone provisions set out in the RD2.2 Zone except for the following, which requires site specific relief:

1. *Decrease the minimum lot width from 18.0 m to 13 m.*

6.0 SUMMARY AND CONCLUSION

6.1 Context and Site Suitability Summary

6.1.1 Site Suitability

The Site is ideally suited for residential development for the following reasons:

- The land area is sufficient to accommodate the proposed development,
- The Site is generally level, which is conducive to easy vehicular movements,
- The Site will be able to accommodate municipal water, storm and sewer systems,
- There are no anticipated traffic or parking concerns,
- There are no natural heritage concerns,
- There are no cultural heritage concerns,
- There are no hazards, and
- The location of the proposed development is appropriate.

6.1.2 Compatibility of Design

The proposed development has been designed to be compatible with the existing built-up area.

The proposed development is a medium profile form of development which incorporates sufficient setbacks to allow for appropriate landscaping and buffering.

The Site is capable of accommodating the proposed development in terms of scale, massing, height and siting.

The proposed height is appropriate for the Site. The building will be located close to the road in order to increase the rear yard setback from abutting residential uses.

The proposed development will be designed to address compatibility.

The proposed development will help diversify housing options in the surrounding neighbourhood and will help supply the housing units that are needed in the area.

6.1.3 Good Planning

The proposal represents good planning as it addresses the need for the City to provide infilling, which contributes to a new housing choice and intensification requirements set out in the PPS and the OP.

Residential use on the Site represents an efficient development pattern that optimizes the use of land.

It is good planning to build up and not out.

The proposed development will not change lotting or street patterns in the area.

The street-facing façade will be designed to be visually appealing and well-articulated.

6.1.4 Natural Environment Impacts

The proposal does not have any negative natural environmental impacts.

6.1.5 Municipal Services Impacts

Full municipal services are available, which is the preferred form for development.

There are no parking or traffic concerns.

6.1.6 Social, Heritage and/or Economic Conditions

The proposed development does not negatively affect the social environment as the Site is in close proximity to major transportation corridors, transit, open space and community amenities.

Infilling in an existing built-up area of the City contributes toward the goal of 'live, work and play' where citizens share a strong sense of belonging and a collective pride of place.

The 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.

Based on the Site area, the proposed development will result in a total gross density, which is appropriate for the area.

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 Council for the City of Windsor to approve the ZBA to permit the proposed development on the Site.

This PRR has shown that the proposed development is consistent with the PPS, conforms with the intent and purpose of the OP and ZBL and represents good planning.

Planner's Certificate:

I hereby certify that this report was prepared by Tracey Pillon-Abbs, a Registered Professional Planner, within the meaning of the Ontario Professional Planners Institute Act, 1994.



Tracey Pillon-Abbs, RPP
Principal Planner

APPENDIX D – CONSULTATION

ENVIRONMENTAL SERVICES
Follow up with Jim Leether on their official comments (see email in Comments folder)

BUILDING ENGINEER – MIRELLA ALLISON
At 1.2 m side yard setbacks, 1h noncombustible construction and noncombustible cladding is required.

The windows on the side elevations will need to meet 9.10.14.1. OBC.

HERITAGE PLANNING – TRACY TANG
There is no apparent built heritage concern with this property, and it is not located within an Archaeological Potential Zone (APZ). 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 & Development Services 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 & Development Services 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 Public and Business Service Delivery and Procurement
Registrar of Burial Sites, War Graves, Abandoned Cemeteries and Cemetery Closures:
Ian Hember, 1-437-244-9840, Ian.hember@ontario.ca

CANADA POST – BRUNO DESANDO
This development, as described, falls within our centralized mail policy.

I will specify the condition which I request to be added for Canada Post Corporation's purposes.

a) Canada Post's multi-unit policy, which requires that the owner/developer provide the centralized mail facility (front loading lockbox assembly or rear-loading mailroom [mandatory for 100 units or more]), at their own expense, will be in effect for buildings and complexes with a common lobby, common indoor or sheltered space.

Should the description of the project change, I would appreciate an update in order to assess the impact of the change on mail service.

If you have any questions or concerns regarding these conditions, please contact me. I appreciate the opportunity to comment on this project.

Lock-Box Assembly Requirements
The complete Canada Post Standards Manual for Builders & Developers can be downloaded at: https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual_en.pdf
Compartments Size
- Horizontal lock-box models used in mailrooms must have the following minimums:
o Residential compartments must be at least 12.5 x 13.5 cm
o Commercial compartments at least 13.5 x 30.5 cm
o Parcel compartments at least 30.5 x 30.5 cm
- Vertical lock-box models must have min comp size of 25 x 12.5 cm. (Most models are 40 x 12.7 cm)

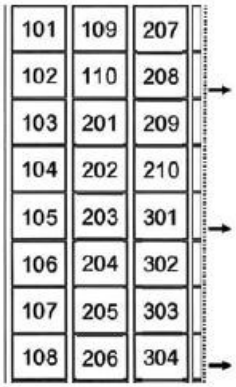
Heights
- All lock-box assemblies must be installed in a manner that will not require the delivery employee to reach higher than 170cm or lower than 45cm when delivering to the equipment. With respect to horizontal lock-boxes, the limits above will likely mean that maximum number of compartments that can be included in each column of residential compartments would be eight

Rear-loading Lock-boxes
- Projects with more than 100 units are required to be serviced via a rear-loading lock-box assembly.
- There must be a width of at least 100cm of working space from the back of the boxes to the wall.
- A ledge under the bottom row of boxes is also recommended in rear-loading designs. This ledge is to be directly under the bottom row of boxes (no space between ledge and bottom of boxes) and must stick out at least 20cm from the back of the boxes.
- Mailroom door is required to provide a minimum 81cm opening
- Lighting should be at least 100 lux (measured 75 cm from floor)

Access
- All buildings where the lock-boxes are required to be serviced from inside the building are required to install a Canada Post Crown lock in the building intercom. The intercom is pre-fabricated with an internal housing for the lock. The lock can be obtained from the local deliver supervisor.
- If the building has more than 100 units, a rear-loading lock-box assembly will be installed. The door to the Canada Post delivery area must be fitted with a specific model of deadbolt. This is because Canada Post will supply a key cylinder made specifically for the Canada Post key that will fit inside the deadbolt purchased by the developer.

Numbering

- Compartments should be numbered vertically and left to right on the delivery side of the boxes



Grade-level Components

- If the development includes grade level retail or residential units, please take note that door-to-door delivery will not be provided to these units. Canada Post is happy to install a Community Mailbox to provide service to these units. Please coordinate a location with the Canada Post Delivery Planner for the area. If there is no room on the property for the Community Mailbox, service can be provided via another Community Mailbox in the area. Options to service the units from the tower (lobby) lock-boxes or via a front-loading lock box erected on the outside of the building can also be discussed with the Delivery Planner.

TRANSIT WINDSOR – JASON SCOTT

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the South Windsor 7. The South Windsor 7 has a peak weekday frequency of 30 minutes. As part of Transit Windsor's City Council approved 2025 Service Plan, the South Windsor 7 route will be replaced by a new secondary route known as Route 240. Route 240 will have a peak weekday frequency of 30 minutes and is proposed to be implemented September 2025. The closest existing bus stop to this property is located on Cabana at Grenada southeast corner. This bus stop is approximately 110 metres from this property falling within Transit Windsor's 400 metre walking distance guidelines to a bus stop. This will be maintained with Route 240 and Transit Windsor's City Council approved Transit Master Plan.

ENVIRONMENTAL POLICY – KAREN ALEXANDER & AVERIL PARENT

Environmental Policy staff advises that the development proposal is anticipated to have no negative impact on ecological features, areas, and functions. To maintain high regard for Natural Heritage in the City during development, the following applies:

1. Should Species at Risk or their habitat be found at any time on or adjacent to the site, cease activity immediately and contact MECP at SAROntario@ontario.ca for recommendations on next steps to prevent contravention of the Endangered Species Act (2007). The City of Windsor SAR hotline (519-816-5352) can also be used for relevant questions and concerns.
2. For a list of Species at Risk and other provincially tracked species with potential to be around the site, use the Natural Heritage Information Centre (NHIC) Make A Map tool, found at https://www.ontario.ca/page/make-natural-heritage-area-map
3. If trees or other vegetation (i.e., shrubs and unmaintained grasses) on/adjacent to the site are to be removed, damaged, or disturbed during the breeding bird season (April 1 – August 31), then sweeps for nesting birds should be conducted to prevent contravention

of Migratory Bird Regulations (2022), the Migratory Birds Convention Act (1992), and section 7 of the Fish and Wildlife Conservation Act (1997). Visit https://www.canada.ca/en/environment-climate-change/services/avoiding-harm-migratory-birds/reduce-risk-migratory-birds.html for more information.

4. Beaver dams and dens of fur-bearing mammals are protected under section 8 of the Fish and Wildlife Conservation Act (1997) and are not to be damaged or destroyed without the proper authorization and/or license.
5. The City of Windsor is a Bird Friendly City. Bird Friendly Design is encouraged, particularly window collision mitigation. Options for integrating bird friendly design can be found here: www.birdsafe.ca and bird friendly guidelines can be found here: Bird-Friendly Guidelines – City of Toronto.

ERCA – ALICIA GOOD

The City of Windsor has received Application for Zoning By-law Amendment Z 013-25 [ZNG-7307] for the above noted subject property.

The applicant proposes to construct three buildings with six dwelling units each for a total of 18 dwelling units. The proposed buildings will be 9 m in height (3-storeys). On-site parking for a total of 26 spaces is proposed to be shared by all buildings and located at the rear of the Site. Parking will include marked visitor and barrier free spaces. A total of 9 bicycle parking spaces are proposed. The applicant requests to amend the current RD1.4 zone to a site-specific zone RD2.2 in order to permit a multiple dwelling with 5 or more dwelling units with reduced minimum lot width for each proposed building. The subject property contained a single detached residential dwelling with attached garage and in-ground outdoor pool – which have been demolished. All plans, elevations and renderings are conceptual and subject to change. The development as it is currently proposed is subject to Site Plan Control. However, the applicant intends to sever each building on its own parcel of land. In this case, the proposal would not subject to Site Plan Control.

Our office previously provided Stage 1 comments for PC-22-24 and Stage 2 comments for PC-89-24.

NATURAL HAZARDS AND REGULATORY RESPONSIBILITIES UNDER THE CONSERVATION AUTHORITIES ACT.
O. REG 686/21

The following comments reflect ERCA's role in protecting people and property from the threats of natural hazards and regulating development hazards lands under Section 28 of the Conservation Authorities Act.

The above noted lands are subject to our Regulation under the Conservation Authorities Act (Ontario Regulation No. 41/24). The parcel falls within the regulated area of the Lennon Drain. The property owner will be required to obtain an approval from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act.

ERCA has concerns with the potential impact to the quantity and quality of runoff in the downstream watercourse due to the proposed development on this site. ERCA recommends that both the quantity and quality of excess runoff be adequately controlled to avoid any adverse impacts to the downstream watercourse. We further recommend that this analysis be completed to the satisfaction of the Municipality. We do not require further consultation on this file with respect to excess runoff from the proposed development.

FINAL RECOMMENDATION

Our office has no objection to Zoning By-law Amendment Z 013-25 [ZNG-7307]. As noted above, the property owner will be required to obtain an approval from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act. Further, our office requests that a stormwater management plan be designed and implemented to the satisfaction of the Municipality. We do not require further circulation of this file with respect to stormwater management.

TRANSPORTATION PLANNING – ELARA MEHRILOU

Land Conveyance
Not Applicable

Corner Cut-Off
Not Applicable

Sidewalk
Not Applicable

Parking
All parking must comply with ZBL 8600.

- There is a discrepancy between the number of parking spaces indicated in the proposal—26 spaces—and the number shown on the site plan, which indicates 27 spaces.
- If the property is not severed, a minimum of one Type A and one Type B accessible parking space, four bicycle parking spaces, and one loading space, are required.
- If property is severed, each lot/building requires seven parking spaces including one Type A accessible parking space.

Transportation Planning Impact Study
We have received and reviewed the Traffic Impact Statement for 619 Cabana Road West, Windsor (File No. 25-1781), prepared by RC Spencer Associates Inc. and dated May 15, 2025. We do not have major concerns other than the location of the proposed access. Please refer to the Access Section below.

Access
All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.

- The proposed access location does not meet TAC's minimum distance requirements. The access must be aligned with Granda Ave.
- The proposed driveway must be 7-9 metres total at the property line (minimum 3.5m/lane, maximum 4.5m/lane) with a maximum 1 metre flare on each side.

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.

ENBRIDGE – SANDRO AVERSA

After reviewing the provided information, and consulting our mapping system, please note that Enbridge Gas has active infrastructure within the proposed area. A PDF drawing have been attached for reference.

Please Note:

1. The shown piping locations are approximate and for information purposes only
2. The drawings are not to scale
3. This drawing does not replace field locates. Please contact Ontario One Call for onsite locates prior to excavating, digging, etc.

Enbridge Gas requires a minimum separation of 0.6m horizontal and 0.3m vertical from all our plant less than NPS 16 and a minimum separation 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines. For all pipelines (including vital pipelines), when drilling parallel to the pipeline, a minimum horizontal clearance measured from the edge of the pipeline to the edge of the final bore hole of 1 m (3.3 ft) is required. Please ensure that this minimum separation requirement is maintained, and that the contractor obtains locates prior to performing any work and utilizes safe excavation practices while performing any work in the vicinity.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live.
- If during any job, any pipe is found that is not on the locate sheet and conflicts with your work, please call our emergency number (1-877-969-0999), and one of our Enbridge representatives will respond to determine if that plant is in fact live or dead.
- Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly.



ZONING COORDINATOR – STEFAN PAVLICA

Below is the zoning review summary for the *above-mentioned property*; circulated on July 2nd, 2025:

- **Current Zoning Designation**: Residential District 1.4 (RD1.4)
- **Proposed Zoning Designation**: Residential District 2.2 (RD2.2) with site-specific zoning

- **Existing Use [as per historical Building Permit(s) / Planning Act Applications(s)]**:
    - Single Unit Dwelling

- **Proposed Use**:
    - Three (3) Multiple Dwelling(s) with six (6) dwelling units in building
        - Not Permitted

- **Section 5 – General Provisions**:
    - Encroachment into a Yard [5.30.10]:
        - .37 – Deck – part of a *deck* having a floor height of 1.20m or more above the *ground*:
            - iii) minimum separation from *side lot line*:
                - 1.20m (Required)
                    - minimum *side yard width* required by the zoning district
                - 0.55m (Provided)
        - .76 – Steps – having a height of greater than 0.30m above the *ground*:
            - ii) minimum separation from any *lot line*:
                - 1.20m (Required)
                - 0.55m (Provided)

    - All other *Section 5 – General Provisions* comply or are not applicable

- **Section 11.2.5.4 – Residential District 2.2 – Double Duplex or Multiple Dwelling containing a maximum of four dwelling units**: does not comply (i.e. proposing six units)

    - Minimum Lot Width [11.2.5.4.1]:
        - 18.0m (Required)
        - 43.5m (Provided)
    - Minimum Lot Area [11.2.5.4.2]:
        - 540.0m2 (Required)
        - 1,991.6m2 (Provided)
    - Minimum Lot Coverage [11.2.5.4.3]:
        - 45.0% (Required)
        - 24.5% (Provided)
    - Maximum Main Building Height [11.2.5.4.4]:
        - 9.0m (Required)
        - 9.0m (Provided)
    - Minimum Front Yard Depth [11.2.5.4.5]:
        - 6.0m (Required)
        - 6.0m (Provided)
    - Minimum Rear Yard Depth [11.2.5.4.6]:
        - 7.50m (Required)
        - 21.42m (Provided)
    - Minimum Side Yard Depth [11.2.5.4.7]:

        - 1.20m (Required)
        - 2.50m (Provided)

- **Section 20 – Site Specific Zoning Exemptions**:
    - Not Applicable

- **Section 24 – Parking, Loading, and Stacking Provisions**:
    - Minimum Size of Parking Space [24.20.10.1]:
        - 2.5 metres by 5.5 metres (Required)
        - 2.4 metres by 5.5 metres (Provided)
    - Required Number of Visitor Parking Spaces [24.22.10.1]:
        - 3 (Required)
        - 0 (Provided)
    - Access Aisle [24.24.15]:
        - An access aisle, that is the space between or beside accessible parking spaces that allows persons with disabilities to get in and out their vehicles, shall be provided for all accessible parking spaces
    - Curb Cut or Ramp for Accessible Parking Space [24.24.20]:
        - Where a parking area is bounded by perimeter curbing which separates the principal pedestrian entrance of a building from the parking area, there shall be provided and maintained at least one curb cut or ramp
    - Location of Bicycle Parking Spaces [24.30.20.2]:
        - Each bicycle parking space shall be paved and maintained with a hard surface consisting of paving brick or block, asphalt, concrete or any combination thereof

    - All other *Section 24 – Parking, Loading and Stacking Provisions* comply or are not applicable

- **Section 25 – Parking Area Regulations**:
    - Parking Area Separation from a building wall in which is located a main pedestrian entrance facing the parking area [Table 25.5.20.1.5]:
        - 2.00m (Required)
        - 1.04m (Provided)
    - 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:
        - 4.50m (Required)
        - 0.80m (Provided)
    - Access Area [25.5.30.4]:
        - 7.00m – minimum (Required)
        - 5.93m (Provided)

    - All other *Section 25 – Parking Area Provisions* comply or are not applicable

URBAN DESIGN – SOPHIA DIBLASI

Pursuant to the application for a zoning by-law amendment **(Z 013-25 [ZNG-7307])**, please note the following Urban Design comments:

The design lacks contextual sensitivity and visual interest. A residential-style roof is encouraged to better reflect neighbourhood character. Façade articulation (e.g., projections, varied planes,

and enhanced windows) should be incorporated to improve streetscape compatibility, in line with Section 2.3.2 of the Intensification Guidelines and Official Plan Section 8.7.1.3.

The building should also provide pedestrian-scaled elements, including protection from the elements (e.g., awnings or canopies) as encouraged in Section 8.6.2.1, and active frontages with street-level windows and entrances per Section 8.7.2.6 of the Official Plan.

Further, the proposal should include high-quality materials such as brick or stone, with changes in material occurring at logical transition points, as per Section 2.2.5 of the Intensification Guidelines.

RIGHT-OF-WAY – MARK SCHAFFHAUSER

Required Drawing Revisions:

1. **Driveway Approaches** – Do not conform to City of Windsor Standards, which must be constructed with straight flares and no raised curbs within the right-of-way.
    - Modify as per Standard Engineering Drawing AS-222. Identify municipal sidewalk on drawings and redundant curb cuts.

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 the associated mainline sewers/water mains, municipal catch basins and manholes.
    - Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.
    - If property is not severed; only one sewer connection will be permitted.

3. **City Forester** - Contact City Forester for trees within Right-of-Way

Right-of-Way Permit Requirements

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. Concrete in accordance with City of Windsor Standard Drawing AS-222

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.

Sewer Connections – The site is serviced by a 250mm sanitary sewer and a 1200mm sewer located within the Cabana Road West 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 and the associated mainline sewers/ watermains.
- Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

Proper Agreement for Access &/or Services – The owner agrees to enter into a reciprocal agreement with the abutting property owners for access.

If you have any further questions or concerns, please contact Andrew Boroski, of this department at aboroski@citywindsor.ca

DEVELOPMENT ENGINEERING – ROB PERISSINOTTI

Review Comments:

4. **Site Servicing** - The site may be serviced by a 250mm sanitary sewer and a 1200mm storm sewer located within Cabana Road West right-of-way.

   If possible existing connections should be utilized. All existing and proposed storm, sanitary and water services must be identified on the servicing plan, as well as the associated mainline sewers/water mains and redundant connections. Any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

5. **Stormwater Management** - A Stormwater Management Report, by Haddad Morgan and Associates, has been received and reviewed. The report demonstrates that the stormwater flows from the three individual sites will be restricted to the predevelopment flow rate and the no adverse impacts are expected on the surrounding areas resulting from the proposed development.

   The Stormwater Management Report has been deemed acceptable, and the proposed stormwater strategy is supported by the Engineering Development department.

6. **Driveway Approaches** – Driveway should be relocated between Building B and Building C to better align with the Granada Ave W intersection.

7. **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 the associated mainline sewers/water mains, municipal catch basins and manholes.
   - Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

Special Provisions (Required Prior to Issuance of Building Permits):

In addition to the general provisions outlined in the SPC agreement, the following special provisions will be required prior to a building permit application:

1. **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.

2. **Proper Agreement for Access &/or Services** – The owner agrees to enter into a reciprocal agreement amongst the three (3) owners of the proposed new properties, for access and servicing.

If you have any further questions or concerns, please contact Rob Perissinotti, of this department at rperissinotti@citywindsor.ca

SITE PLAN CONTROL

Site Plan Control will be required for this Proposal. The proposal will be one property at the time of SPC and Permit application, and therefore is considered 'development'. In a brief review of the Site Plan and Floor Plans provided, several zoning deficiencies have been noted that will have a significant impact on the site design:

A parking area separation required between the collector aisle and adjacent accessible spaces.
A parking area separation of 4.5m from a building wall with a habitable room window is required.
Accessible spaces require access aisles and ramps to pathways.
Pathways are required to be AODA compliant.
Refuse bins are not permitted in a required yard.
Bicycle spaces are also not permitted in required yards.
Fire Escape requires 1.2m separation from a side lot line.
Please note, this has not been a comprehensive zoning review. There may be other items that are not in compliance.

ENWIN

HYDRO ENGINEERING: Tia McCloskey

No Objection provided clearances are maintained from our distribution infrastructure.
Please note the following distribution and services:
-Overhead double run of 27kV primary distribution pole line and associated down guy wires/anchors at the north side of Cabana Rd W.
- Overhead 120/240V Secondary Triplex distribution on the north side of Cabana Rd W.
- Overhead 120/240V secondary Triplex servicing 657 and 579 Cabana Rd W.
- Streetlight and service distribution poles on at the front of the above noted address, in the right of way.
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.

WATER ENGINEERING: Bruce Ogg

ENWIN Water has no objections. The existing 25mm water service will need to be upgraded to accommodate the proposed development.

FORESTRY – MITCHELL SCHINKEL

The Forestry Department has no issue with this Zoning By-Law Amendment Application.

After reviewing the private trees to be removed, the Tree Canopy Recovery cost was estimated at $60,374.48. Forestry will defer the decision on this Cost Recovery to the City of Windsor Planning Department.

Forestry requests the opportunity to review future landscaping plans in order to provide comment and suggestion regarding new tree species selection, stock types and long -term tree care that would enhance tree survival, performance and aesthetics on-site and would maximize future on-site Tree Canopy and City-wide Tree Canopy Resilience.

LANDSCAPE ARCHITECT – RYAN UPTON

As requested, the materials for the file titled above have been reviewed.

There are no objections or documents required from a Landscape Architecture perspective as it pertains to a Zoning By-law Amendment (ZBA)

At the Site Plan Control stage, the Applicant will be required to submit:

1. A Landscape Plan prepared by an OALA Landscape Architect
2. A Photometric Plan and Light Fixture Data Sheets prepared by a qualified Lighting Engineer or Consultant

If you have any questions or concerns, please feel free to contact me.

Item No. 8.6

Committee Matters: SCM 320/2025

Subject: Joy Road Sanitary Sewer - Oversizing - Ward 9

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

Decision Number: **DHSC 772**

I. That Council **APPROVE** $35,773.54 (inclusive of HST) to be paid to Brouwer Enterprises Inc. as the City of Windsor's portion of the sanitary sewer oversizing costs for the Joy Road Sanitary Sewer Development to be funded from the Project ID #7035119 – New Infrastructure Development; and further,

II. That Council **APPROVE** an extension of the standard one-year compliance period to a total of three years for the property owners of lands municipally known as 4610, 4635, and 4650 Joy Road, to meet the requirements of the Property Standards By-law 9-2019, Schedule A, section 1.21. The extended compliance period shall begin on the date the City issues a formal notice to the property owners requiring connection to the sanitary sewer.

Carried.

Report Number: S 117/2025
Clerk's File: SL2025

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 October 6, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251007/-1/10584

Subject: Joy Road Sanitary Sewer - Oversizing – Ward 10

Reference:

Date to Council: October 6, 2025
Author: Shannon Mills
Technologist III
(519) 255-6100 ext. 6635
smills@citywindsor.ca

Development – Engineering
Report Date: 9/17/2025
Clerk's File #: SL2025

To: Mayor and Members of City Council

Recommendation:

I. That Council **APPROVE** $35,773.54 (inclusive of HST) to be paid to Brouwer Enterprises Inc. as the City of Windsor's portion of the sanitary sewer oversizing costs for the Joy Road Sanitary Sewer Development to be funded from the Project ID #7035119 – New Infrastructure Development; and further,

II. That Council **APPROVE** an extension of the standard one-year compliance period to a total of three years for the property owners of lands municipally known as 4610, 4635, and 4650 Joy Road, to meet the requirements of the Property Standards By-law 9-2019, Schedule A, section 1.21. The extended compliance period shall begin on the date the City issues a formal notice to the property owners requiring connection to the sanitary sewer.

Executive Summary:

N/A

Background:

In 2019 the property owner of 4620 8th Concession Road applied to the Committee of Adjustment to sever their property into four (4) lots (Application numbers: B-057/19, B-058/19, B-059/19). Approval was granted based on the requirement to obtain an Official Plan Amendment to allow septic systems to be installed.

In 2021 a sanitary sewer was constructed by Brouwer Enterprises Inc. ("Developer") on Joy Road, east of the 8th Concession Road to service the resulting lots being 4605,

4615 and 4625 Joy Road in accordance with the City of Windsor's General Servicing Conditions under a Special Permit issued by the Office of the Commissioner of Infrastructure Services. Drawing C-3873 (Appendix A) shows the location of the new sewer. Servicing was completed and paid for by the Developer in accordance with City standards, with all drawings were reviewed and approved by the City of Windsor prior to construction. The sewer infrastructure is now ready to be assumed, as all permit conditions have been met to the satisfaction of the City Engineer.

Existing properties on Joy Road are on septic systems as no municipal sanitary sewer was available at the time homes were built. City staff required the Developer to oversize the new sanitary sewer in order to allow for its future easterly extension to service the entire street. As a result of the City's direction the Developer was required to install a 450mm diameter sanitary sewer as opposed to a 250mm diameter sewer, which is what would be required solely for the development. The developer is seeking payment from the City for the costs incurred to oversize the sewer.

In 2023, the construction of a sanitary sewer and private drain connections on Joy Road, from its eastern limit to the eastern extent of the sewer constructed by the Developer was approved (CR232/2023) as shown in the attached Appendix C (C-3709), as a local improvement under the provisions of O. Reg. 586/06 under the *Municipal Act*, and that Notice of Intention to pass Local Improvement Charges By-Law be given to the public and affected owners, including the intention to apply to the Ontario Land Tribunal under section 8 of O. Reg. 586/06 for approval to undertake the work as a local improvement. Such notice was subsequently given, and it is now Administration's intention to apply to the Ontario Land Tribunal accordingly.

Discussion:

Oversizing

It is standard practice to compensate Developers when the City requires oversized services in order to service lands owned by others. This is detailed in the City of Windsor's Development Manual 2015, Section 1.7, Oversizing.

In January 2024, McCloskey Engineering, the Developer's Consulting Engineer submitted a proposal for cost sharing. Final oversizing costs have been negotiated and agreed upon by City staff (Appendix B). The City recommends payment to Brouwer Enterprises Inc. for cost sharing related to the sanitary sewer oversizing costs for the Joy Road Sanitary Sewer Development to be funded from Project ID #7035119 – New Infrastructure Development. Final assumption of the sewer and oversizing payment will be made to the Developer immediately following Council approval.

Local Improvement

The sanitary sewer extension along Joy Road has resulted in three (3) privately owned properties municipally known as 4610, 4635, and 4650 Joy Road gaining access to the new infrastructure as they are within 30 meters of the new sanitary sewer. In accordance with Property Standards By-law 9-2019, Schedule A, Section 1.21, these properties will be required to connect to the sanitary sewer system within one year of being issued notice by the City and pay the associated servicing charges. These properties are part of the City-initiated Local Improvement project for the installation of

sanitary sewer infrastructure along Joy Road approved by CR232/2023. Although the outcome of the Ontario Land Tribunal is not yet known, connecting through the Local Improvement process is likely to be more cost-effective for the affected property owners due to economies of scale.

If the Local Improvement construction project proceeds, private drain connections would be installed by the City's contractor and local improvement flat rate charges applied through the local improvement process.

If the Local Improvement construction project does not move forward; however, the property owners will be issued a notice requiring decommissioning of their septic system and connection to the Developer's sanitary sewer. In this case the property owner would be required to pay the full cost of tapping the sewer, installing the private drain connection and associated road repair expenses. Additionally, 4635 and 4650 Joy Road would need to enter into encroachment agreements to extend a private drain connection from their frontage to the existing sewer - resulting in further costs that would be avoided under the Local Improvement process. Therefore, to allow time for the Local Improvement to proceed, staff is recommending a three-year extension to the requirements of Property Standards By-law 9-2019.

Risk Analysis:

There is minimal risk to the City. Prior to permitting the Developer was notified that any cost sharing work for oversizing of services conducted by the Developer prior to Council approval would be at the Developer's entire expense and risk. The proposed cost sharing is based on actual construction costs.

Any extension of timelines to connect beyond the one (1) year requirement under By-law 9-2019 carries an increased risk that the owners of 4610, 4635, and 4650 Joy Road may change prior to the servicing fees being paid in full. The City is not involved in purchase and sale transactions during the sale of a property. If the seller does not notify the buyer that Septic Changeover is required and that sanitary servicing charges are pending, the buyer may not be aware of the significant costs they must incur. This risk should be considered when granting exceptions to By-law 9-2019.

Climate Change Risks:

Climate Change Mitigation

This report is administrative in nature and does not include any risks related to Climate Change mitigation.

Climate Change Adaptation

This report is administrative in nature and does not include any risks related to Climate Change Adaptation.

Financial Matters:

The City's share for oversizing/servicing costs is $35,773.54 (inclusive of HST). There is sufficient funding available in the project budget 7035119 - New Infrastructure Development to cover the costs outlined in this report. There will be approximately $1.26 million in available funding after this payment.

Consultations:

Kathy Buis – Financial Planning Administrator
Robert Perissinotti – Development Engineer
Adam Mourad – Engineer III, Design Standards Lead
Michael Dennis – Manager, Strategic Capital Budget Development and Control
Aaron Farough – Senior Legal Counsel

Conclusion:

Administration is recommending approval for payment to Brouwer Enterprises Inc. in the amount of $35,773.54 (inclusive of HST) for the oversizing charges for the Joy Road Sanitary Sewer Development. Payment to be funded from Project ID #7035119 - New Infrastructure Development.

Planning Act Matters:

N/A

Approvals:

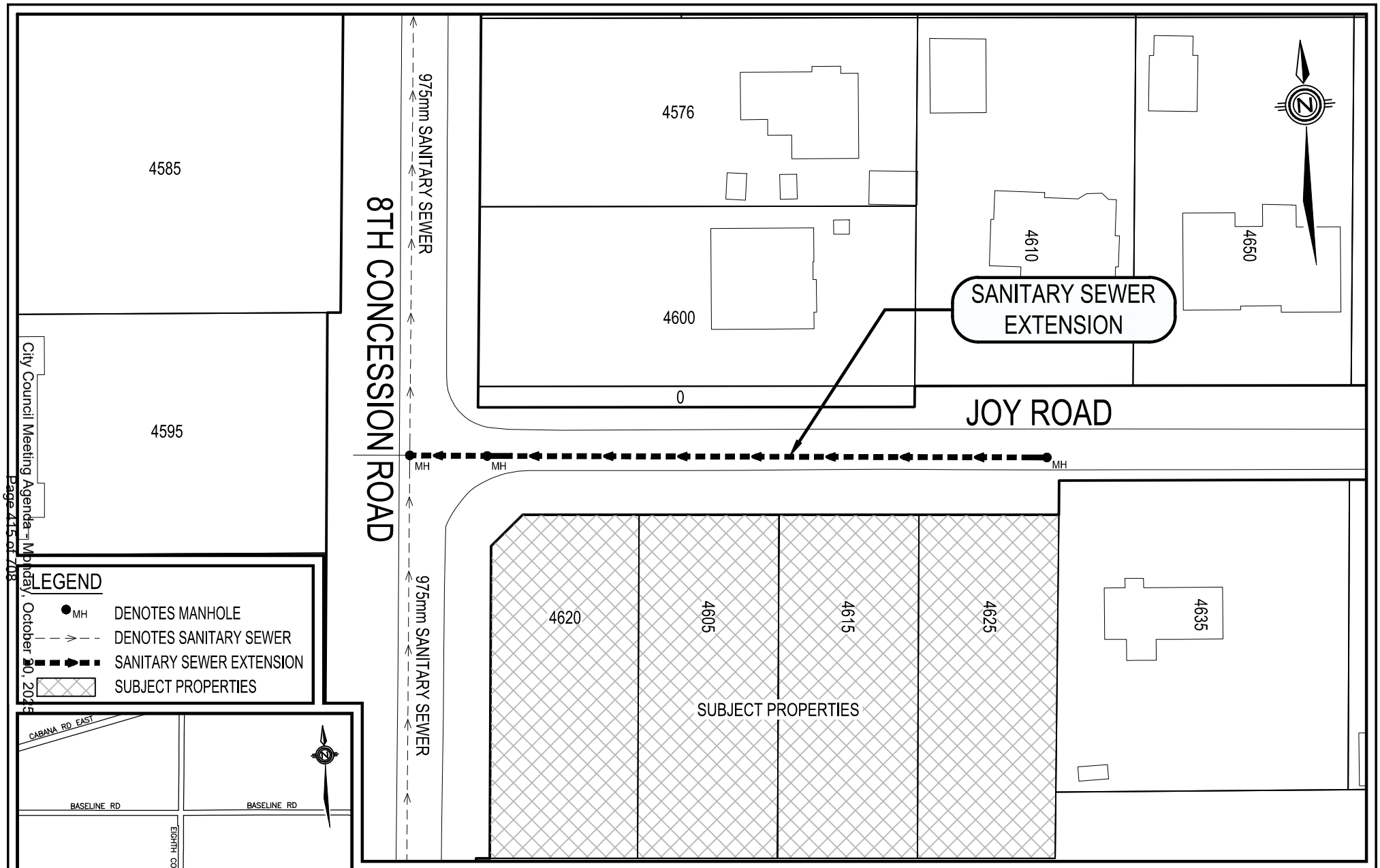
Name	Title
Patrick Winters	Manager of Development
Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Stacey McGuire	Executive Director of Engineering and Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
Ward 8 Councillor Gary Kaschak		
Brouwer Enterprises Inc.		
D.C. McCloskey Engineering Ltd. c/o Mark McCloskey		
List provided to Clerks office		

Appendices:

1 C-3873
2 Oversizing Cost Proposal
3 C-3709



KEY PLAN N.T.S.

THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT

Sanitary Sewer Extension on Joy Road East of 8th Concession Road

Kirk Tamm, Manager of Geomatics

SCALE: 1:750	DATE: MAY 2025	REVISED: -	DWG. NO. C-3873
DWN BY: JM	CHKD BY: PJU / SM	REVISION NO.: -	

Corporation of the City of Windsor
Engineering Department
350 City Hall Square, West
Windsor, ON N9A 6S1

06 January 2024
Project No. M19-337
REVISED 30 July 2025

Attention: Rob Perissinotti, P.Eng.
Development Engineer

Re: Cost Sharing Agreement for the Joy Road Sanitary Sewer

A proposal has been prepared for the cost sharing of the construction and engineering design fees for the Joy Road sanitary sewer extension to be reviewed and agreed upon between the Corporation of the City of Windsor (City of Windsor) and Brouwer Enterprises Inc (Brouwer).

Joy Road Sanitary Servicing Project Details:

1. Serviced lots for Brouwer: 4
2. Total Joy Road frontage serviced by sanitary sewer: 2 sides of street x 278 feet street length = 556 feet
3. Brouwer frontage: 278 feet
4. 83m of 450mm (18") diameter PVC sanitary sewer

The project total cost consists of the work completed by Shearock Construction Group Inc. and the Engineering Design and Construction Review Services completed by D.C. McCloskey Engineering Ltd. The attached table is a summary of the construction and engineering design costs, referencing the Shearock Construction Group Inc. invoices dated 31 July 2021 and 21 August 2024, and D.C. McCloskey Engineering Ltd. invoice dated 23 July 2021 for the design, and second invoice dated 06 January 2025 for the preparation of this agreement.

The installation of this sanitary sewer provides equal benefit to Brouwer and the City of Windsor based on lot frontage, and therefore I recommend items 1 and 3 through 11 on the attached table be equally shared. The minimum sanitary sewer size according to the City of Windsor is 250mm, and this 450mm sanitary sewer extension has been over-sized to service the properties east of the Brouwer lots. The estimated cost for each size of pipe, including excavation and backfill, is $475.00 and $650.00 per meter of 250mm and 450mm pipe, respectively. The oversizing charge to be paid by the City of Windsor is calculated as:

($650.00 - $475.00) x 83m = $14,525.00

Additional asphalt paving due to increase depth required for sewer to service entire road is $16,063.73.

The City of Windsor cost for the Joy Road asphalt and sewer over-sizing is summarized below:

• Oversized Pipe ($650.00 - $475.00) x 83m		$14,525.00
• Additional asphalt paving due to increased depth		$16,063.75
	Subtotal	$30,588.75
• City's share of engineering & construction administration (15%)		$ 4,588.31
• HST on construction administration (13%)		$ 596.48
	Total City Cost	$35,773.54

The total price to be paid by the City of Windsor is $35,773.54.

I trust the above meets your requirements. If you have any question regarding the above, please contact our office.

Yours truly,
D.C. McCLOSKEY ENGINEERING LTD.

LICENSED PROFESSIONAL ENGINEER
JUL 30 2025
M.E. McCLOSKEY
PROVINCE OF ONTARIO

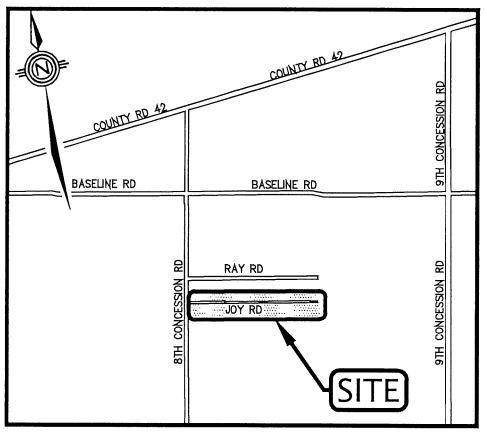
Mark E. McCloskey, P. Eng.

MEM/kj

Attachments: Cost Sharing Summary
SheaRock Construction Group Inc. Invoice No. 1296
SheaRock Construction Group Inc. Invoice No. 2350
D.C. McCloskey Engineering Ltd. Invoice No. M19-337-3
D.C. McCloskey Engineering Ltd. Invoice No. M19-337-4

CC: Brouwer Enterprises Inc.





KEY PLAN N.T.S.

LEGEND

- MH MAN HOLE
- CB STORM CATCH BASIN
- FULL FRONTAGE ASSESSMENT
- PROPOSED SANITARY SEWER

THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT

Proposed Construction Of A Sanitary Sewer For Joy Road East Of 8th Concession Road Under Local Improvements

Kirk Tamm, Manager of Geomatics

SCALE: 1:3000	DATE: JANUARY 23	REVISED:	DWG. NO. C-3709
DWN BY: GP	CHKD BY: PJU / IQ	REVISION NO.:	

Committee Matters: SCM 321/2025

Subject: Part Closure of east/west alley located between Seventh Street and Eighth Street, SAA-7320 - Ward 1

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

Decision Number: **DHSC 773**

I. THAT the 125.0 metre portion of the 4.57-metre-wide east/west alley, located between Seventh Street and Eighth Street, and shown on Drawing No. CC-1873 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure;

II. THAT the portion of the Subject Alley shown as Part 1 on Drawing No. CC-1873 **BE CLOSED AND CONVEYED** in as is condition to the abutting property owners and as necessary, in a manner deemed appropriate by the City Planner;

III. THAT the portion of the Subject Alley shown as Part 2 on Drawing No. CC-1873 **BE CLOSED AND RETAINED** by The Corporation of the City of Windsor and as necessary, in a manner deemed appropriate by the City Planner;

IV. THAT Conveyance Cost **BE SET** as follows in accordance with CR106/2003, as amended by CR427/2003 & CR182/2005:

a. For alley conveyed to abutting lands zoned RD1.1, $1.00 plus HST, deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor;

V. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1873;

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

VII. THAT The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor; and,

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

Carried.

Report Number: S 115/2025
Clerk's File: SAA2025

Clerk's Note:

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

2. Please refer to Item 11.2 from the Development & Heritage Standing Committee held on October 6, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251007/-1/10584

Subject: Part Closure of east/west alley located between Seventh Street and Eighth Street, SAA-7320 - Ward 1

Reference:

Date to Council: October 6, 2025
Author: Brian Nagata, MCIP, RPP
Planner III - Development (A)
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: September 9, 2025
Clerk's File #: SAA2025

To: Mayor and Members of City Council

Recommendation:

I. THAT the 125.0 metre portion of the 4.57-metre-wide east/west alley, located between Seventh Street and Eighth Street, and shown on Drawing No. CC-1873 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure;

II. THAT the portion of the Subject Alley shown as Part 1 on Drawing No. CC-1873 **BE CLOSED AND CONVEYED** in as is condition to the abutting property owners and as necessary, in a manner deemed appropriate by the City Planner;

III. THAT the portion of the Subject Alley shown as Part 2 on Drawing No. CC-1873 **BE CLOSED AND RETAINED** by The Corporation of the City of Windsor and as necessary, in a manner deemed appropriate by the City Planner;

IV. THAT Conveyance Cost **BE SET** as follows in accordance with CR106/2003, as amended by CR427/2003 & CR182/2005:

a. For alley conveyed to abutting lands zoned RD1.1, $1.00 plus HST, deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor;

V. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1873;

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

VII. THAT The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor; and,

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

Executive Summary:

N/A



STREET & ALLEY CLOSING (SAA/7320)

1:1,000

APPLICANT : KAREMA ELGHAFAZ

REQUESTED & RECOMMENDED CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: AUGUST, 2025

Background:

The applicant, Karema El-Ghafaz, owner of the property known municipally as 3140 Fazio Drive (the "Subject Property"), applied to close the 125.0 metre portion of the 4.57-metre-wide east/west alley, located between Seventh Street and Eighth Street (the "Subject Alley"), and shown on Drawing No. CC-1873 attached hereto as Appendix "A", and also shown on the aerial photo attached hereto as Appendix "B".

The applicant wishes to close the Subject Alley for the purpose of purchasing the abutting portion as a lot addition to address their privacy fence that encroaches therein. After submitting the alley closure application, the applicant has cleared the encroachment violations on the Subject Alley, however they still wish to proceed with the alley closure process to purchase the abutting portion as a lot addition.

The Subject Alley is unmaintained and composed primarily of grass and natural vegetation. The Subject Alley has been encroached on over the years by abutting properties with buildings, landscaping and structures. There are no Encroachment Agreements on record for the use of the Subject Alley.

The remainder of the east/west alley was closed by By-law 88-2021, passed on June 7, 2021, and registered on June 29, 2021.

The Subject Alley was established by Registered Plan of Subdivision No. 904, registered on November 26, 1919.

Discussion:

The criteria for evaluating applications to close a street or alley is included as part of the City's *Street & Alley Closing Policy* (the "Policy") as amended from time to time by Council Resolution.

The Policy provides four classifications that a street or alley will fall under and corresponding direction pertaining to its suitability for closing. The classifications with corresponding suitability for closure are referenced under CR146/2005, summarized in Table 1 below and attached hereto as Appendix "E".

Table 1 - Classification & Suitability for Closing a Street or Alley

Classification	Suitability for Closing
Indispensable	Should not be closed
Have some usefulness	Should be considered for closing only upon request of abutting owners rather than by encouragement of the City
Appear to serve no useful purpose, either now or anticipated	Should be closed if at all possible
Lying in Holding zones and other similar undeveloped areas	Should not be closed unless there is a municipal need or specific development proposals acceptable to the City are submitted

The Planning Department deems the Subject Alley “dispensable”, as it appears to serve no useful purpose, either now or anticipated, and supports the requested closure.

It is our recommendation that, upon closure, the abutting 14 property owners be given the chance to acquire the portion of the Subject Alley shown as Part 1 in the manner described in the Recommendation section herein. Hence the recommendation is to close and convey Part 1 in **as is condition** to the abutting property owners, which is the standard manner of conveyance.

Additionally, the City will provide abutting property owners with the opportunity to purchase the full width of Part 1. This is to remain consistent with CR458/2020, which closed the remainder of the east/west alley, and based on the fact that the City owns all but one of the properties abutting Part 1 to the south. This does not apply to the portion of Part 1, abutting the privately owned 0 Gratiot Street, highlighted in Figure 1 below.



Figure 1 - 0 Gratiot Street

We also recommend that, upon closure, The Corporation of The City of Windsor retain the portion of the Subject Alley shown as Part 2 in the manner described in the Recommendation section herein. Hence the recommendation is to close and retain Part 2. The Parks Department intends to consolidate Part 2 with the abutting City owned lands making up part of the Spring Garden Natural Area.

Risk Analysis:

The recommended closure will divest the City of associated liability risks and maintenance costs. The recommended closure poses no known risk to the City.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The rate for an alley conveyed to abutting lands zoned RD1.1 is assessed at $1.00 plus HST, deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

The survey cost is estimated at $7,500.00 and will be funded by Capital Project 7145002. Should this report be approved, all available funds in Capital Project 7145002 for 2025 will be fully committed. Alternative funding will need to be identified prior to any additional alley closures request being considered for the remaining of 2025 or deferred until the 2026 budget is approved.

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 first-class mail on August 29, 2025, 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", as in Recommendations II & III of this report.

The portion of the closed Subject Alley shown as Part 1 on Drawing No. CC-1873 is to be conveyed in **as is condition** to the abutting property owners as in Recommendation II report.

The portion of the closed Subject Alley shown as Part 2 on Drawing No. CC-1873 is to be retained by The Corporation of The City of Windsor as in Recommendation III of this report.

Municipal Act Matters:

Brian Nagata

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
Manager - Planning (Development Applications)

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)
Laura Diotte	Manager - Planning (Development Applications)
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

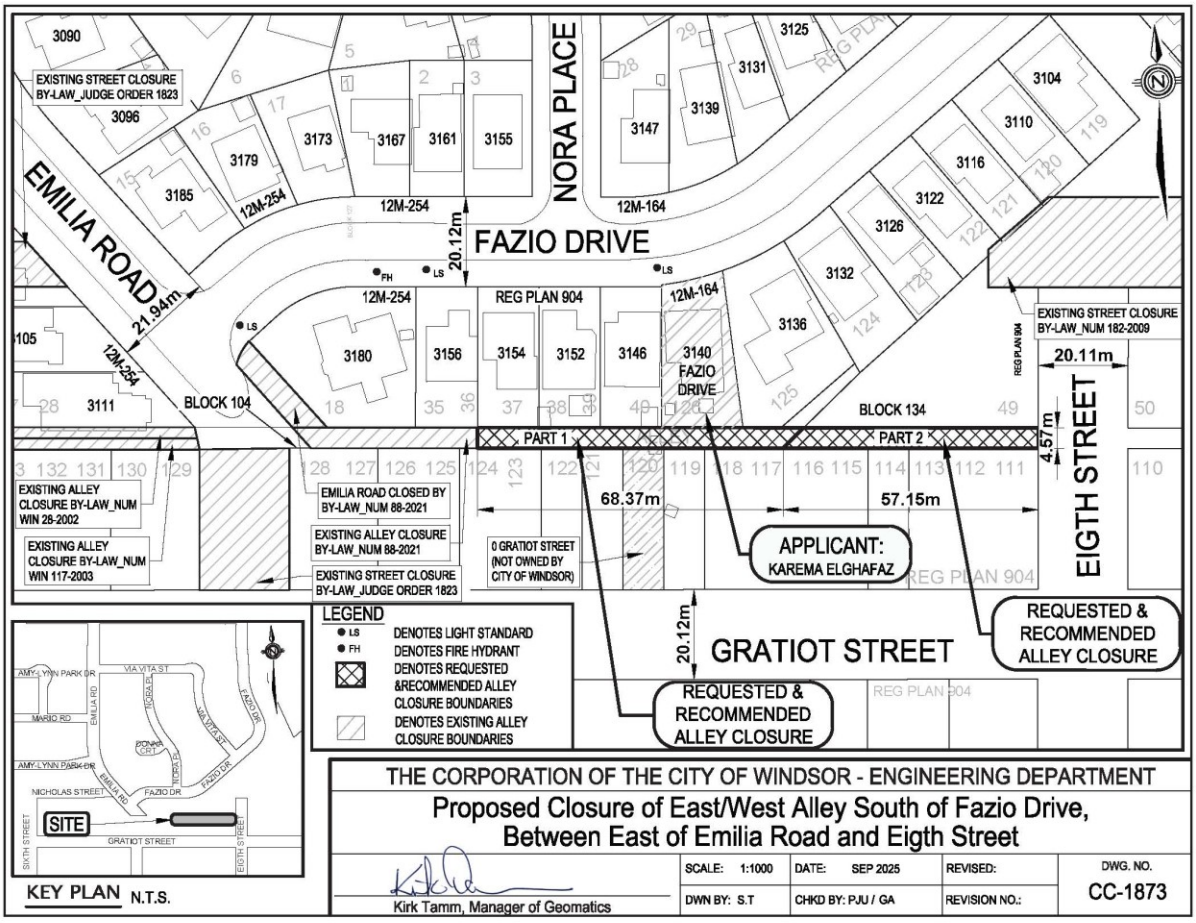
Notifications:

The Planning Department provided the Clerks Department with mailing labels for Notice of Development & Heritage Standing Committee on September 4, 2025, via email.

Appendices:

1 Appendix A - Drawing No. CC-1873
2 Appendix B - EIS Drawing - Aerial Photo
3 Appendix C - Consultations w Municipal Departments & Utility Companies
4 Appendix D - Site Photos
5 Appendix E - Classification of Alleys and Suitability for Closure

APPENDIX "A"
Drawing No. CC-1873



APPENDIX "B"
EIS Drawing - Aerial Photo



STREET & ALLEY CLOSING (SAA/7320)

1:1,000

APPLICANT : KAREMA ELGHAFAZ

REQUESTED & RECOMMENDED CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: AUGUST, 2025

APPENDIX “C”
Consultations with Municipal Departments and Utility Companies

BELL CANADA

No comments provided

COGECO CONNEXION INC.

No comments provided

ENBRIDGE GAS INC.

No comments provided

ENGINEERING (DEVELOPMENT & ROW)

Part of the proposed alley closure has already been implemented. 3156 Fazio Drive and 3180 Fazio Drive are closed according to EIS.

Minus the space from the previously mentioned addresses, the alley closure measures approximately 75 m in length and 5 m in width in consideration of the drain positioned next to the properties.

There are several encroachments along the alley.

We have no objections to this closure.

[Ethan Hernandez - Development Engineering Co-op Student]

ENGINEERING (OPERATIONS)

No comments provided

ENVIRONMENTAL SERVICES

No comments provided

ENWIN UTILITIES LTD. (HYDRO)

No Objection

[Jerry Raniwsky - Senior Hydro Engineering Technologist]

ENWIN UTILITIES LTD. (WATER)

ENWIN Water has no objections

[Bruce Ogg - Water Project Review Officer]

LEGAL & REAL ESTATE SERVICES

No comments provided

MANAGED NETWORK SYSTEM INC. (MNSi)

MNSi does not require any Easements through the area of this closure.

[Dave Hartleib - Outside Plant Manager]

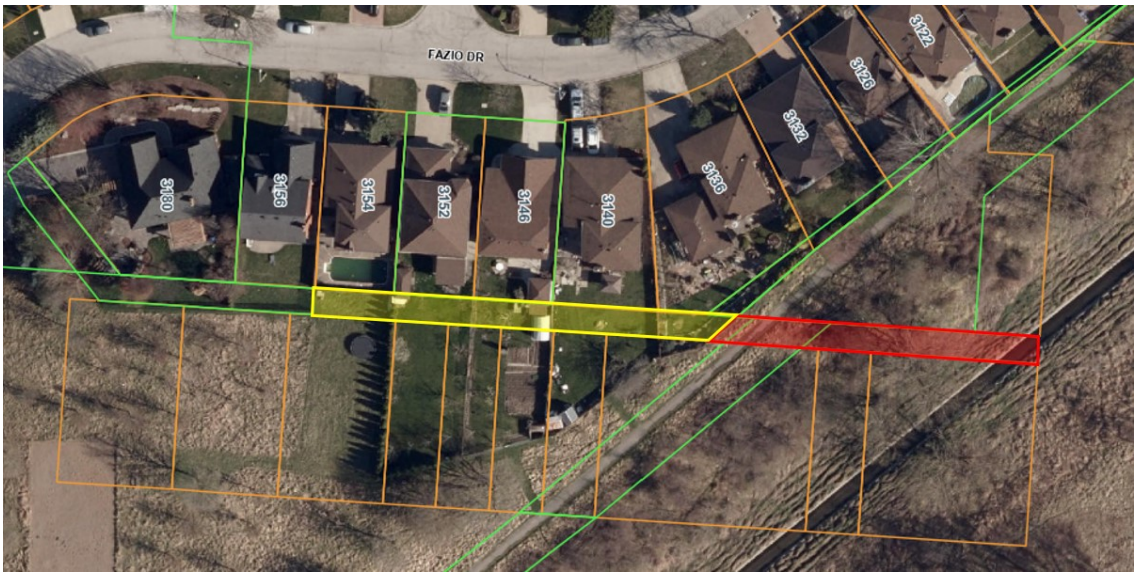
PARKS

The Parks Development has no comments to this alley closure application.

[Hoda Kameli - Landscape Architect]

For consideration:

The portion of the alley furthest west (green outline) was previously closed and entirely conveyed to the adjacent landowners. Should we consider not retaining any portion of the alley so our park boundary lines up straight to the creek? Then any city parcels south of the alley get restored to prairie habitat once these folks vacate.



[Karen Alexander - Naturalist & Outreach Coordinator]

PLANNING (LANDSCAPE)

As requested, the Street & Alley Closure application has been reviewed and there are no objections or concerns from a landscape architectural perspective.

[Ryan Upton - Landscape Architect]

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.

[Frederic Sua - Design Specialist II - Access Engineering]

TRAFFIC OPERATIONS

The alleyway shown is not required for vehicles or pedestrian access. The alley system is cut off by a missing link behind Property 3136 and would not be useful to the general public if left open. No objections with closing the entire alley system as shown.

[Ankit Italiya - Traffic Technician]

TRANSPORTATION PLANNING

Transportation Planning has no objections to the proposed alley/street closure.

[Elara Mehrilou - Transportation Planner I]

WINDSOR FIRE

No comments provided

WINDSOR POLICE

The Windsor Police Service has no concerns or objections with this particular application for closure. The end result from this will not inhibit our ability to provide emergency police response or other general service delivery and incident response capability to the affected/abutting properties.

[Barry Horrobin - Director of Planning & Physical Resources]

APPENDIX “D”
Site Photos (Google Street View - June 2025)



Figure 1 - Looking east towards alley from Fazio Drive (3180 Fazio Drive on left)

APPENDIX "E"

Criteria for Evaluating Applications to Close a Street or Alley

Classifications:

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.

Item No. 8.8

Committee Matters: SCM 322/2025

Subject: Minutes of the International Relations Committee of its meeting held September 5, 2025

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

Decision Number: **DHSC 774**
THAT the minutes of the International Relations Committee meeting held September 5, 2025 **BE RECEIVED** as presented
Carried.

Report Number: SCM 293/2025

Clerk's Note:

1. Please refer to Item 12.1 from the Development & Heritage Standing Committee held on October 6, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251007/-1/10584

Committee Matters: SCM 293/2025

Subject: Minutes of the International Relations Committee of its meeting held September 5, 2025

INTERNATIONAL RELATIONS COMMITTEE

Meeting held September 5, 2025

A meeting of the International Relations Committee is held this day commencing at 1:30 o'clock p.m. in Room 139, 350 City Hall Square West, there being present the following members:

Councillor Angelo Marignani, Chair
Councillor Renaldo Agostino
Councillor Fred Francis
Councillor Ed Sleiman
Lubna Barakat (via Zoom)
Jerry Barycki
Ronnie Haidar (via Zoom)

Regrets received from:

L.T. Zhao

Also present are the following resource personnel:

Sandra Gebauer, Council Assistant
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 1:35 o'clock p.m. and the Committee considers the Agenda being Schedule:" A", attached hereto, matters which are dealt with as follows:

2. Declarations of Conflict

None disclosed.

3. Minutes

Moved by Councillor Fred Francis, seconded by Councillor Renaldo Agostino,

That the minutes of the International Relations Committee of its meeting held May 21, 2025, **BE ADOPTED** as presented.

Carried.

4. Business Items

4.1 Draft Agreement with the Kupiansk City Military Administration (Kharkiv Region, Ukraine)

In response to a question asked by Councillor Fred Francis regarding how this agreement differentiates from a Sister City Agreement, Sandra Gebauer explains this is a symbolic agreement with no lasting commitments and is meant to show our support with the City of Ukraine and the City of Windsor.

Moved by Councillor Fred Francis, seconded by Councillor Renaldo Agostino,
That the agreement with the Kupiansk City Military Administration (Kharkiv Region, Ukraine) **BE APPROVED**.
Carried.

4.2 Recent visit of the Chair and Jerry Barycki to our Sister Cities Mannheim, Germany and Lublin, Poland

The Chair provides the following remarks relating to the recent visit to Mannheim, Germany and Lublin, Poland:

- The City of Mannheim demonstrated interest in collaboration with the City of Windsor in terms of our environmental department, academics and sports teams.
- There was a meeting with the Mayor of the City of Mannheim, and an exchange of gifts along with a presentation in front of their Council.
- The places that they visited highlighted where Mannheim and Europe are moving in the tech sector and the social sector. They also saw the repurposing of old industrial areas into new factories and facilities.
- The City of Mannheim is interested in further developing their relationship with the City of Windsor, i.e. academic student exchange.

Jerry Barycki provides an overview of the recent visit to Lublin, Poland as follows:

- The City of Mannheim and Lublin are both keen in understanding the political situation and are eager to work on these areas.
- The City of Lublin is very active in terms of culture.
- The City of Lublin opened the doors to Ukraine and organized centres to help the people.
- The business centre in Lublin was impressive along with the airport which accommodates very large aircraft.

The Chair notes that the City of Mannheim is keen on developing collaborations that are in tune with the City of Windsor's industry and education along with sports. He adds that the City of Lublin is more focused on the war due to being on the main gateway to Europe. He remarks that the City of Lublin was impressive in terms of their academics.

Ronnie Haidar advises that the University of Windsor has a student exchange program with the University of Mannheim. He adds that he will be representing the University of Windsor at the the European Conference of Argumentation to be held in two weeks in Warsaw, Poland.

Moved by Councillor Ed Sleiman, seconded by Councillor Renaldo Agostino,

That the update regarding the recent visit to Mannheim, Germany and Lublin, Poland by Councillor Angelo Marignani, Chair and Jerry Barycki **BE RECEIVED.**

Carried.

4.3 Children's Art Exhibition

Sandra Gebauer advises that the Children's Art Exhibition will be displayed at Devonshire Mall from October 6, 2025, to October 13, 2025. This will be followed by a display at Art Windsor Essex; however, the dates have not been confirmed. The Media Release for calls for local participation will be sent out today. She adds that this information will also be shared with the school boards.

5. Confirm and Ratify E-mail Poll

Sandra Gebauer advises that this will be first step in exploring a Friendship City relationship with Arlington, Texas. She remarks that the City of Arlington is eager to welcome a delegation from the City of Windsor to visit possibly in October 2025. The City of Arlington has also requested representation from Economic Development and Tourism. She notes Arlington is also interested in the City of Windsor's environmental process and initiatives as well as representation from education, i.e. University of Windsor and St. Clair College.

In response to a question asked by Councillor Ed Sleiman, regarding the industries in Arlington, the Chair responds they have automotive (General Motors) and is located next to two large metropolises - Dallas and Fort Worth, Texas.

Councillor Fred Francis advises that the World Cup will be held in the summer of 2026 to be hosted by Mexico, Canada and the United States and one of the venues will be Arlington, Texas. This is an opportunity to welcome the world and countries that host some of our Sister Cities.

The Chair suggests October 16, 17 and 18 as possible dates to visit Arlington. Discussion ensues regarding representation from the City of Windsor and other organizations along with those who will attend from the IRC.

In response to a question asked by the Chair regarding if any members wish to be part of the delegation going to Arlington, Councillor Renaldo Agostino, Ronnie Haidar and the Chair respond affirmatively. It is also suggested that an invitation be extended to

Mayor Dilkens; a representative from Invest Windsor Essex as well as a staff representative from the city for a total delegation of 6.

That the results of the e-mail poll conducted on July 2, 2025 approving the following recommendation **BE CONFIRMED AND RATIFIED:**

Moved by Councillor Fred Francis, seconded by Councillor Renald Agostino,

That the International Relations Committee **MOVE FORWARD** with scheduling reciprocal site visits with Arlington, Texas, as a starting point for exploring a potential partnership; and,

That the delegations **INCLUDE** representation from the Committee as well as representation from Tourism and Economic Development; and,

That the Committee **APPROVE** a budget in the upset amount of $15,000 to support costs associated with both the incoming and outgoing delegations.

Carried.

6. Communications

6.1 Letter to Mayor Drew Dilkens regarding the release of “A look at Hirska Community: Recommendations for Occupied Territories”

Moved by Councillor Fred Francis, seconded by Councillor Renaldo Agostino,
That the letter to Mayor Drew Dilkens regarding the release of “A look at Hirska Community: Recommendations for Occupied Territories” **BE RECEIVED.**
Carried.

6.2 Letter to Mayor Kang, Im June from Mayor Dilkens inviting a delegation from Gunsan, South Korea to visit the City of Windsor

Sandra Gebauer advises that a cancellation notice was received from Gunsan, South Korea and adds that the visit to the City of Windsor will be rescheduled.

Moved by Councillor Fred Francis, seconded by Councillor Renaldo Agostino,
That the letter to Mayor Kang, Im June from Mayor Dilkens inviting a delegation from Gunsan, South Korea to visit the City of Windsor **BE RECEIVED**.
Carried.

6.3 Letter to Mayor Christian Specht, Stadt Mannheim from Mayor Dilkens thanking Mannheim for accepting the delegation from the City of Windsor

Moved by Councillor Fred Francis, seconded by Councillor Ed Sleiman,
That the letter to Mayor Christian Specht, Stadt Mannheim from Mayor Dilkens thanking Mannheim for accepting the delegation from the City of Windsor **BE RECEIVED.**

Carried.

6.4 Polish Heritage Month in Canada – Pictorial Report

Jerry Barycki advises that a celebration and flag raising for the Polish Heritage Month was held in front of Holy Trinity Parish, with many people sharing in this special occasion. He states that the 25th Anniversary of Lublin/Windsor was proudly displayed at City Hall and he expresses his appreciation to the city.

Moved by Councillor Ed Sleiman, seconded by Councillor Fred Francis,
That the update by Jerry Barycki regarding Polish Heritage Month in Canada **BE RECEIVED.**
Carried.

7. New Business

The Chair advises that he received a call from the Masonic Lodge of Windsor who stated that there are Masonic Lodges located in our twin cities. He asks if the IRC would be interested in having an association with Masonic Lodge. Councillor Renaldo Agostino responds that the IRC represents everyone, and all groups and it may not be good policy.

Jerry Barycki refers to Invest Windsor Essex and proposes inviting representatives to a meeting of the IRC for a discussion on how they support international relations and trade. The Chair asks if Gordon Orr, CEO of Tourism Windsor Essex, Pelee Island and CEO Invest Windsor Essex can be invited to attend the next IRC meeting to discuss collaborations economically with our Twin Cities and what strategies can be deployed. It is generally agreed that Gordon Orr will be invited to attend the next meeting of the IRC.

8. Date of Next Meeting

The next meeting will be held on a date to be determined in November 2025.

9. Adjournment

There being no further business, the meeting is adjourned at 2:30 p.m.

Item No. 8.9

Committee Matters: SCM 323/2025

Subject: Report No. 59 of the International Relations Committee

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

Decision Number: **DHSC 775**
THAT Report No. 59 of the International Relations Committee indicating:

That the results of the e-mail poll conducted on July 2, 2025 approving the following recommendation BE CONFIRMED AND RATIFIED:

That the International Relations Committee MOVE FORWARD with scheduling reciprocal site visits with Arlington, Texas, as a starting point for exploring a potential partnership; and,

That the delegations INCLUDE representation from the Committee as well as representation from Tourism and Economic Development; and,

That the Committee APPROVE a budget in the upset amount of $15,000 to support costs associated with both the incoming and outgoing delegations.

BE APPROVED.
Carried.

Report Number: SCM 297/2025

Clerk's Note:

1. Please refer to Item 12.2 from the Development & Heritage Standing Committee held on October 6, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251007/-1/10584

Committee Matters: SCM 297/2025

Subject: Report No. 59 of the International Relations Committee

REPORT NO. 59
of the
INTERNATIONAL RELATIONS COMMITTEE
Meeting held September 5, 2025

Present: Councillor Angelo Marignani, Chair
Councillor Renaldo Agostino
Councillor Fred Francis
Councillor Ed Sleiman
Lubna Barakat (via Zoom)
Jerry Barycki
Ronnie Haidar (via Zoom)

Your Committee submits the following recommendation:

Moved by Councillor Fred Francis, seconded by Councillor Renaldo Agostino,

That the results of the e-mail poll conducted on July 2, 2025 approving the following recommendation **BE CONFIRMED AND RATIFIED:**

That the International Relations Committee **MOVE FORWARD** with scheduling reciprocal site visits with Arlington, Texas, as a starting point for exploring a potential partnership; and,

That the delegations **INCLUDE** representation from the Committee as well as representation from Tourism and Economic Development; and,

That the Committee **APPROVE** a budget in the upset amount of $15,000 to support costs associated with both the incoming and outgoing delegations.
Carried.

Item No. 8.10

Committee Matters: SCM 301/2025

Subject: Minutes of the Active Transportation Expert Panel of its meeting held June 12, 2025

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

Decision Number: **ETPS 1078**
THAT the minutes of the Active Transportation Expert Panel meeting held June 12, 2025 **BE RECEIVED**.Carried.

Report Number: SCM 236/2025
Clerk's File: MB2025

Clerk's Note:

1. Please refer to Item 7.1 from the Environment, Transportation & Public Safety Standing Committee held on September 24, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250925/-1/10582

Committee Matters: SCM 236/2025

Subject: Minutes of the Active Transportation Expert Panel of its meeting held June 12, 2025

Active Transportation Expert Panel
Meeting held June 12, 2025

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

Dr. Paul Henshaw
Teena Ireland
Wayne Lessard

Regrets received from:

Jocelyn Nikita
James Sommerdyk

Also present are the following resource personnel:

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

1. Call to Order

The Chair calls the meeting to order at 3:02 o'clock p.m. and the Expert Panel considers the Agenda being Schedule attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Dr. Paul Henshaw, seconded by Teena Ireland,
That the minutes of the Active Transportation Expert Panel of its meeting held April 10, 2025, **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1(a) Review of the Active Transportation Expert Panel Mandate

The Chair provides the Mandate as follows:

- The shift to an Expert Panel will foster a conducive environment for informal idea exchange: facilitate in-depth discussions and will provide an opportunity for collaborative engagement and enable the Expert Panel to collectively develop and refine ideas.
- The Expert Panel will address all modes of active transportation, rather than predominantly focusing on bicycling and walking.
- This inclusive approach will ensure that all perspectives and transportation methods are adequately represented, resulting in a well-rounded and holistic strategy for promoting active transportation.

Dr. Paul Henshaw advises at the first meeting of the Expert Panel, he asked a former Senior Manager to explain the Mandate. She responded that the role of the Expert Panel is to provide advice on the implementation of the Master Plan. Dr. Henshaw assumed that this explanation implies infrastructure.

The Chair remarks that the implementation of the Master Plan outlines not only infrastructure improvements, but it also outlines education, promotion and other areas.

Moved by Dr. Paul Henshaw, seconded by Tiina Ireland,
That the review of the Mandate of the Active Transportation Expert Panel as provided by the Chair **BE RECEIVED.**
Carried.

Ian Day remarks that if members wish to bring a matter forward; this is part of the forum to bring forward to discuss. He suggests not looking at this from a cycling perspective but through walking, carpooling, etc. as the input is invaluable. The Chair states that a summary of new initiatives can be provided at every meeting.

Wayne Lessard expresses concern that the membership of the Expert Panel currently only has 5 members when the Mandate stipulates that the number of members on the Expert Panel is seven (7). The Chair responds that the Striking Committee of Council determined the number of members to be on the Expert Panel is six (6).

Clerk's Note: As a member recently resigned, Council decided to leave the position vacant for the remainder of the term which leaves the number of members as five (5).

4.1(b) Update by the Active Transport Export Panel (ATEP) Subcommittee

Dr. Paul Henshaw refers to the document entitled "Possible ATEP-funded Initiatives". He reviews the following initiatives, pros, cons and cost as follows:

- ***Initiatives***
- Sponsor ATEP members to attend provincial conferences, i.e. Bike Summit
- Provide bike parking at the fireworks
- Support the Downtown Windsor Community Collaborative
- Survey – Where are bikes in conflict with pedestrians
- Safety Village transportation for schools
- Videos – How motorists, pedestrians, and cyclists should use active transportation infrastructure

The Chair indicates there are many organizations that have free webinars and lower cost webinars, i.e. Association of Pedestrian and Bicycle Professionals. A list of additional resources will be e-mailed to the Expert Panel.

Dr. Paul Henshaw indicates that few volunteers were available to assist at the Bike to Fireworks event held in 2024. He proposes contracting the work for the Bike to Fireworks event to Bike Windsor Essex at a cost of $500. It is generally agreed to defer the logistics for the Bike to Fireworks event to the Spring 2026.

In terms of the Downtown Windsor Community Collaborative, Dr. Paul Henshaw reports that this organization provides free bikes for vulnerable population. Where they would use the money is to equip youth bikes or could purchase locks for the bikes.

Dr. Paul Henshaw suggests doing an online survey at a potential low cost that asks cyclists questions such as where do you see bottlenecks, or dangerous intersections.

Dr. Paul Henshaw remarks that the Safety Village promotes safe riding for youth which encourages youth to ride their bikes.

Dr. Paul Henshaw asks if motorists, pedestrians and cyclists know how to use active transportation infrastructure. He suggests that videos could assist motorists, pedestrians and cyclists and proposes that a summer job be created for a student to make

the videos. The Chair adds that the City of Windsor has a Communications Department that could assist in the creation of the videos. She will contact communications to determine if this is feasible along with posting the videos on social media.

Moved by Dr. Paul Henshaw, seconded by Wayne Lessard,

That the consensus to defer the Bike to Fireworks 2025 initiative **BE APPROVED** and further, that a discussion regarding Bike to Fireworks in 2026 **BE HELD** at the spring meeting of the Active Transportation Expert Panel.

Carried.

Moved by Dr. Paul Henshaw, seconded by Wayne Lessard,

That **APPROVAL BE GIVEN to** inviting a representative from Bike Windsor Essex to the next meeting to present initiatives that could potentially be supported by the Active Transportation Expert Panel.

Carried.

4.1(c) ATMP Biennial Update Report & proposed Regional Receipt of Feedback

The Chair advises that the ATMP Biennial Update Report went to the Environment, Transportation & Public Safety Standing Committee and will be going to City Council on July 14, 2025. She remarks there are 114 action items within the report and requests that the ATEP review the document and provide feedback. She further invites members to attend the July 14, 2025, Council meeting.

4.3 New Business

Dr. Paul Henshaw indicates that the City of Windsor is assessed as a “Bronze Cycling Friendly City”. The Chair responds that she has a document from Share the Road that provides information on how to move forward to the next level (silver). She advises that the foregoing document will be provided for the next meeting.

5. Date of Next Meeting

The next meeting will be held on Tuesday, September 9, 2025, at 2:30 p.m. in a room to be determined.

6. Adjournment

There being no further business, the meeting is adjourned at 4:16 o’clock p.m.

Item No. 8.11

Committee Matters: SCM 302/2025

Subject: Minutes of the Environment & Climate Change Advisory Committee of its meeting held July 17, 2025

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

Decision Number: **ETPS 1079**
THAT the minutes of the Environment & Climate Change Advisory Committee meeting held July 17, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 262/2025
Clerk's File: MB2025

Clerk's Note:

1. Please refer to Item 7.2 from the Environment, Transportation & Public Safety Standing Committee held on September 24, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250925/-1/10582

Committee Matters: SCM 262/2025

Subject: Minutes of the Environment & Climate Change Advisory Committee of its meeting held July 17, 2025

ENVIRONMENT & CLIMATE CHANGE ADVISORY COMMITTEE (ECCAC)

Meeting held July 17, 2025

A meeting of the Environment & Climate Change Advisory Committee is held this day commencing at 5:30 o'clock p.m. via Zoom video conference, there being present the following members:

Councillor Angelo Marignani, Acting Chair
Maria Boada
Frank Butler
Mike Fisher
Sandra Janzen
Masoumeh Mazandarani
Jennifer Nantais
Michael Schneider

Regrets received from:

Councillor Kieran McKenzie

Guests in attendance:

Michael Janisse, Senior Manager Communications
Philippa von Zeigenweidt

Also present are the following resource personnel:

Matthew Johnson, Executive Director, Economic Development, Climate Change and Development
Brana Cesljarov, Supervisor
Michelle Moxley-Peltier, CEP Project Administrator
Amy Nevills, Environmental and Sustainability Intern Student
Karen Kadour, Committee Coordinator

1. Call to Order

Councillor Angelo Marignani, Acting Chair calls the meeting to order at 5:31 o'clock p.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Minutes

Moved by Sandra Janzen, seconded by Mike Fisher,
That the minutes of the Environment & Climate Change Advisory Committee of its meeting held May 22, 2025, **BE ADOPTED** as presented.
Carried.

5. Subcommittee Reports

5.1 City of Windsor Bird Team Subcommittee

Jennifer Nantais, Chair, City of Windsor Bird Team Subcommittee provides the following highlights of her report:

- The Bird Team holds quarterly meetings – one meeting for every season (or as needed)
- The agenda for the meeting held recently included reflections on the World Migratory Bird Day Celebration.
- Suggests the Earth Day Committee take on the planning of the World Migratory Bird Day Celebration under the banner of a spring festival planning committee.
- How to incorporate zero waste events because plastic reduction is an important part of what Nature Canada measures toward our progress.
- Discussion was held regarding gathering data on where the wetlands are within the area. The City of Windsor does not have wording to protect wetlands in the Official Plan.
- Talked about the Canada Goose Management Plan as people have been questioning what is being done regarding the Canada Geese and how they are being managed.
- Bird friendly policies

Frank Butler expresses concern that aggressive female cardinals are smashing into his windows. Jennifer Nantais responds they are developing some resources to share this information as this is not just a problem for businesses and windows. She adds if there is tree coverage, the bird is seeing reflected in the window those trees and they also see their own reflection. So, territorial birds like cardinals will fight that other bird for territory. She indicates there are bird friendly window treatments which folks can get for free at Earth Day.

In response to a question asked by Maria Boada regarding if funding is needed by the Bird Team Subcommittee, Jennifer Nantais responds she will bring an ask for funding to the next meeting.

The Acting Chair reports with the closing of Sand Point Beach and the erection of a fence, he states that all the geese and swans and birds are now between the fence and the shoreline because of the protection by the fence. Jennifer Nantais responds that this shows that birds will use the space if they need it.

5.3 Public Education & Engagement

Maria Boada, Acting Chair provides the highlights of her report as follows:

- Had a successful engagement at Rock Bottom Bar & Grill with 30 to 40 people in attendance.
- It was a space for folks to network and information was provided relating to the climate stripes and how they are getting warmer and warmer. It is a visual representation of the temperature changes that we are experiencing with climate change.
- Had bingo cards to encourage people to think about ways they can green their own life.
- Information was provided relating to the role of the Environment & Climate Change Advisory Committee.
- People were encouraged to write on a whiteboard what they would like the city to do in terms of the environment.
- An event entitled “A Climate Picnic” will be held at Optimist Park which will feature outdoor games which will include trivia regarding the Environmental Master Plan, the Adaptation Plan, and the SNAP Plan. It will be held on July 18, 2025, from 6:30 p.m. to 8:30 p.m.

Maria Boada remarks that the Subcommittee would like to continue holding these events on a monthly or bi-monthly basis. She asks if a budget can be provided for the remainder of the year to assist in costs associated with the events.

Moved by Maria Boada, seconded by Sandra Janzen,
That **APPROVAL BE GIVEN** to providing an upset limit of $400 to the Public Education and Engagement Subcommittee for expenses incurred at the upcoming events with a proviso not to exceed $100 per event.
Carried.

5.5 Budget Subcommittee

Frank Butler, Chair provides the highlights of his report as follows:

- The Budget Subcommittee met twice on June 3 and July 4, 2025. The main discussions included the SNAP report as a whole and determining portion of the

full report to be reviewed & commented on. A draft report to ECCAC is targeted for mid-August & prior to a Sept full committee meeting.

- Several interrelated subjects such as the Hospital location and impact to report area and transportation considerations were discussed. There is a focus on the Green Initiatives component of SSNAP and is a focus of the subcommittee's review and future recommendations. These and other considerations will have financial consideration for the City's future budget & progress on the environmental front.
- In addition, he attended the following environmental meetings of importance to ECCAC:
- Planning & Environment subcommittee, June 17th, 25
- Urban Forest Master Plan (UFMP), Social Services Committee July 2, 2025 (moved with recommendations prior to council referral)
- Radio nuclides discussion, July 14, '2025, Can Nuclear Safety Commission, CELA & other environmental NGOs.
- These subjects should be of interest to ECCAC given our mandate and the UFMP should be noted for input, if possible, prior to Council decision making.
- Waiting for the Legal Department to provide comments on the Black Oak Heritage Park.
-

Councillor Angelo Marignani, Acting Chair notes that Maria Boada asked the question "what would you like to see the city do", and questions what response was received from the participants at her event. Maria Boada responds the remarks included funding transit, implementing the action plans that the city has, kickstarting loans or incentives for getting rentals for solar panels on residences, working with stakeholders to expand Ojibway Natural Urban Park; be serious about public transportation; use cars less; building a nuclear power plant, commit to increasing the city's tree coverage, need more long term energy solutions; increase funding for climate projects.

Michelle Moxley-Peltier asks Maria Boada if the participant indicated which City Plan that they want the city to implement as there are several plans. Maria Boada responds it was plans in general.

4.1 Sustainable Neighbourhood Action Plan (SNAP)

Matthew Johnson, Matthew Johnson, Executive Director, Economic Development, Climate Change and Development advises that SNAP refers to creating a Sustainable Neighbourhood Action Plan for Sandwich South lands. In terms of follow-up from the May 22, 2025, ECCAC meeting, he is looking for any feedback or recommendations that came from the presentation that was provided. He indicates that Michael Janisse, Senior Manager Communications is present and states if there are events where they may be a potential link or sync with for example the Earth Day event, that assistance can be provided.
He remarks there are numerous materials in their storage locker which can be made available to Maria Boada for her events.

Moved by Michael Schneider, seconded by Frank Butler,

That the reports of the Environment and Climate Change Subcommittee **BE RECEIVED.**

Carried.

4.3 New ECCAC Logo

Michael Janisse advises that a question was asked whether the new logo or this Committee should follow the branding standards or visual identity standards for the City of Windsor. He responds that the City has a Corporate Visual Identify Standards Guide and the recommendation put forward is that we work together on the development of this logo so that it aligns well with some of our current visual identity standards.

The Acting Chair asks of the three options that were provided is there a “winner” that has been selected. Michael Janisse advises his assumption is that the options were concepts for the Committee’s consideration and indicates he would like an opportunity to review the logos with his Corporate Communications Team. He indicates there can be challenges depending on if the logo is vertical or horizontal and how does this blend in with the city logo. He remarks that a review of the logos will require two weeks to review the options. He adds that the new logo is subject to a review by the Chief Administrative Officer.

4.2 Windsor International Film Festival (WIFF)

Maria Boada remarks that the sponsorship for WIFF for 2025 has been provided through the 2025 Operating Budget.

6. New Business

Mike Fisher refers to the Parks Department Naturalization of City Parks and asks for information in order to provide education and support. The Chair remarks that one direction the city will be taking is QR codes that will be placed on signs to provides the reasoning behind naturalization. Another direction was to collaborate with the Health Unit as there is a concern with tick infestation and a count will be undertaken. Michelle Moxley-Peltier advises that this could be education for homeowners or could provide examples from neighbouring municipalities. Matthew Johnson Indicates if the ECCAC is in support of these areas, that a motion can be put forward. Mike Fisher asks if the Parks Department has information on this matter and if this information can be provided. The Acting Chair to contact James Chacko, Executive Director of Parks for this information.

7. Date of Next Meeting

The next meeting will be held on September 11, 2025 at 5:30 p.m. in a room to be determined.

8. Adjournment

There being no further business, the meeting is adjourned at 6:39 o'clock p.m.

Committee Matters: SCM 303/2025

Subject: Minutes of the Transit Windsor Working Group of its meeting held August 13, 2025

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

Decision Number: **ETPS 1080**
THAT the minutes of the Transit Windsor Working Group meeting held August 13, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 286/2025
Clerk's File: MB2025

Clerk's Note:

1. Please refer to Item 7.3 from the Environment, Transportation & Public Safety Standing Committee held on September 24, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250925/-1/10582

Committee Matters: SCM 286/2025

Subject: Minutes of the Transit Windsor Working Group of its meeting held August 13, 2025

TRANSIT WINDSOR WORKING GROUP

Meeting held Wednesday, August 13, 2025

A meeting of the Transit Windsor Working Group is held this day commencing at 2:00 o'clock p.m. in Room 522b, 350 City Hall Square West, there being present the following members:

Bernard Drouillard
Trevor Ramieri
Katie Stokes
Iain Sutcliffe

Regrets received from:

Jaykumar Patel

Also present are the following resource personnel:

Stephan Habrun, Acting Executive Director Transit Windsor
Jason Scott, Manager Transit Planning
Lisa Holmes, Council Agenda Coordinator
Christina Vacheresse, Council Resolutions Coordinator

1. Call to Order

Stephan Habrun, Chair calls the meeting to order at 2:04 o'clock p.m. and the Transit Windsor Working Group considers the Agenda being Schedule A, attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Minutes

Moved by Stephan Habrun, seconded by Trevor Ramieri,

That the minutes of the Transit Windsor Working Group of its meeting held May 27, 2025, **BE ADOPTED** as presented.

Carried.

4. Business Items

4.1 Terminals Update

The Chair reports that construction at the East Windsor Transit Terminal is underway and will include a new driver facility and platform. Further to this, construction at the West Windsor Transit Terminal has been delayed allowing for further discussions regarding work staging to take place. The intention is to keep this terminal fully operational during the project to minimize disruption to existing service routes.

4.2 Garage Renovation Updates

The Chair informs that a tender for Garage Renovations is tentatively scheduled to be issued in the fall of 2025 and, pending approval, construction is projected to begin in the winter of 2026. Current site plan discussions are taking place regarding the addition of new parking lots to allow for the relocation of staff parking prior to the commencement of new infrastructure.

4.3 Fall Service Change Preparations

The Chair advises that communications regarding new bus routes and service hours have been circulated to the community throughout the year in anticipation of Fall Service Changes. Future notices are scheduled to be delivered in the upcoming weeks to ensure a smooth transition when the new services launch in September.

The Chair informs that additional measures have been implemented to ease the transition from the current service delivery to fall service changes. On August 13, 2025, Transit Windsor staff are hosting an open house at the Downtown Windsor Transit Terminal to answer questions of regular riders and provide further information regarding the new bus routes. Staff will also attend high school orientation sessions throughout August to provide support for students transitioning from school bus extras to public transit. The Chair also states that staff will be on site at both the Downtown Windsor Transit Terminal and St. Clair College on September 2, 2025, to answer any passenger questions and connect them to the appropriate transfer routes.

The Chair reminds members of the Transit Windsor Working Group that the regular tunnel bus service will be ending on August 30, 2025, and adds that the Special Event service will be eliminated on or before December 20, 2025.

4.4 Creating a Refresher Training Program for Bus Operators

The Chair discloses that administration is developing a “Driver Refresher Training Program” that will be mandatory for all bus drivers to complete on three-to-five-year intervals. The curriculum will incorporate topics such as defensive driving training, policy and procedure review and updates, customer service standards, and non-violent conflict resolution. The Chair states that the goal of this program is to ensure that bus drivers remain current and compliant with service delivery standards and adds that the target implementation of this program is projected to occur in 2026.

Trevor Ramieri inquires whether consideration has been given to the inclusion of mental health first aid training as part of the program. The Chair responds that staff are exploring options to implement this as part of the curriculum, however, it would require consultation and approval from the City of Windsor’s Human Resources and Legal departments prior to inception.

4.5 Ridership Update

The Chair provides a brief introduction of the City of Windsor’s ridership statistics to date in 2025 and states that all transit stations have reported an overall decline in ridership compared to previous years. This trend correlates with the reduced acceptance rate of new international students in university and college programs and is comparable with data reported from other municipalities across Canada.

Jason Scott, Manager Transit Planning furthers these sentiments and informs the Transit Windsor Working group that overall ridership has reduced by 13% since 2024. However, he notes an encouraging rise in the average ridership of adults and youth and confirms that senior ridership has remained consistent with 2024 statistics. Katie Stokes asks if administration can provide a specific percentage to reflect the increase of adult and youth ridership. Jason Scott, Manager Transit Planning responds that this demographic has increased by 5 to 10% since 2024.

Katie Stokes inquires whether any of the ridership statistics presented are available to the public. The Chair responds that the information is provided quarterly at Council and Standing Committee meetings.

5. Other Business

Katie Stokes requests that administration provide an update on the status of the new Transit Windsor Fare System. The Chair responds that the City has begun drafting an RFP to recruit potential vendors, receive product cost estimates and labour fees for the installation of new fare systems. He states that current projections suggest the process may commence in early 2026.

Trevor Ramieri inquires if students will continue to be issued physical bus cards in the fall of 2025 and whether they will be required to surrender them in the winter should bus passes become electronic. The Chair responds that at this time all students will be issued a 12-month student bus card in alignment with current practices. Any changes to the process will first be negotiated with SRC, UWSA and OPUSS. Once an agreement has been reached, the results will be promptly communicated to students.

Katie Stokes inquires whether any of this information will be published online for members of the community to access. The Chair responds that any information regarding new processes will be communicated to residents once it is approved and scheduled to be rolled out as part of service delivery.

Conversation ensues regarding new signage and high school student ridership across Windsor and the opportunities it provides to increase overall ridership across all public transit routes. Discussion then takes place regarding the addition of new transit lines and the positive effects it will have on service delivery during peak operation periods.

6. Date of Next Meeting

The next meeting will be held on Wednesday, September 24, 2025, at 2:00 o’clock p.m. in a room to be determined.

7. Adjournment

There being no further business, the meeting is adjourned at 2:29 o’clock p.m.

Item No. 8.13

Committee Matters: SCM 304/2025

Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held July 9, 2025

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

Decision Number: **ETPS 1081**
THAT the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) meeting held July 9, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 289/2025
Clerk's File: MB2025

Clerk's Note:

1. Please refer to Item 7.4 from the Environment, Transportation & Public Safety Standing Committee held on September 24, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250925/-1/10582

Committee Matters: SCM 289/2025

Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held July 9, 2025

Essex-Windsor Solid Waste Authority
Regular Board Meeting
MINUTES

Meeting Date: **Wednesday, July 9, 2025**

Time: **4:00 PM**

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

Attendance

Board Members:

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

EWSWA Staff:

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

City of Windsor Staff:

Tony Ardovini	Deputy Treasurer Financial Planning
Jim Leether	Manager of Environmental Services
Brian Lima	Executive Director, Operations/Deputy City Engineer

County of Essex Staff:

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

Absent:

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

1. Call to Order

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

2. Motion to Move In-Camera

Moved by Rob Shepley
Seconded by Kirk Walstedt
That the Board move into closed meeting pursuant to Section 239 (2) (f), (k) of the Municipal Act, 2001, as amended for the following reasons:

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

60-2025
Carried

Moved by Kirk Walstedt
Seconded by Jim Morrison
That the EWSWA Board **rise** from the Closed Meeting at 4:09 PM.

63-2025
Carried

3. Declaration of Pecuniary Interest

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

4. Approval of the Minutes

Moved by Hilda MacDonald
Seconded by Gary Kaschak
That the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated June 3, 2025, be ***approved and adopted***.

64-2025
Carried

5. Business Arising from the Minutes

No items were raised for discussion.

6. Correspondence

A. June 26, 2025 e-mail from Charles O'Hara – Director, Resource Recovery Policy Branch Environmental Policy Division, Ministry of the Environment, Conservation and Parks Re: Proposed Amendments to the Resource Recovery and Circular Economy Act, 2016 and Planning for Small IC&I Collection

Moved by Hilda MacDonald
Seconded by Kieran McKenzie

- **That** the Board ***receive*** the correspondence as information.

65-2025
Carried

7. Delegations

A. Brent Langille, B.Sc., P.Geo., QP_{ESA}, Senior Technical Director / Principal, RWDI
Presentation - Regional Landfill: Leachate Management

Mr. Langille was in attendance to present the Regional Landfill: Leachate Management presentation. The General Manager noted that some of the same information is also contained in the report related to Agenda Item 8A.

Upon conclusion of the presentation, discussion took place regarding the current status of leachate management, the impact of greenhouse vines on leachate management and the financial implications of a permanent leachate treatment plant.

Further, discussion took place regarding the timeline for construction and Ministry of the Environment approvals.

8. Waste Disposal

A. Regional Landfill Reverse Osmosis Leachate Treatment Plant Status and Next Steps

In conjunction with the presentation, the purpose of the report was to provide the Board with information regarding the Reverse Osmosis (RO) Leachate Treatment Pilot Plant operation and recommendations for next steps. The report provided details of efforts made to date with regard to long-term permeate management and provided recommendations for next steps towards a long-term full-scale facility.

Moved by Rob Shepley
Seconded by Kieran McKenzie

- **That** the Board ***receive*** the information contained in this report.
- **That** the Board ***approve*** proceeding with the permeate polishing pilot study in collaboration with Rochem Americas Inc.
- **That** the Board ***approve*** proceeding with a Concentrate Management Plan.
- **That** the Board ***direct*** Administration to report back with a procurement strategy for the development of a long-term leachate management facility.
- **Brent left at 5:18 pm**

66-2025
Carried

9. Waste Diversion

A. 2025 Green Bin Program: Promotion & Education (P&E) Update

The Manager of Waste Diversion provided a Green Bin Program P&E update. To ensure consistent messaging, she recommended that the Board direct Administration to provide a Green Bin Program Campaign Summary to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities so that the document would be placed on Council agendas as correspondence.

Delivery of the Green Bins will commence the week of July 21, 2025 to approximately 120,000 single-family homes across the Essex-Windsor Region and will continue through early October. The delivery schedule is available on the Authority's website, www.ewswa.org. Residents are encouraged to download the Recycle Coach app, as notifications regarding the program will be sent via the app.

Authority staff have been meeting with all municipal partners regarding the launch of the Green Bin program. Authority staff have also been actively attending various events throughout the region.

The Chair asked if there were any questions.

Kieran McKenzie commented that the campaign has been very effective and commended Administration on a job well done.

Mr. Morrison also commented that the campaign has been a very comprehensive program.

Mr. Kaschak commended the team and is proud to have been a part of the social media rollout event today.

Moved by Gary Kaschak
Seconded by Rob Shepley

- **That** the Board ***receive*** this report as information.
- **That** the Board ***direct*** Authority Administration to provide a Green Bin Program: Campaign Summary, as applicable to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities.

67-2025
Carried

10. Finance & Administration

A. 2025-2026 EWSWA Insurance

The Manager of Finance provided the Board an update on the Authority's comprehensive insurance program renewal for the period of July 1, 2025 to June 30, 2026.

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

Moved by Kirk Walstedt
Seconded by Hilda MacDonald
That the Board ***receive*** this report as information.

68-2025
Carried

B. 2025 Six-Month Update – IC&I Tipping Fee & Tonnage

The Manager of Finance provided an update on the 2025 Industrial, Commercial and Institutional (IC&I) six-month tipping fee revenue and tonnages, as the 2025 Budget is anticipated to be negatively impacted due to the reduction in tonnage of greenhouse vines. He noted that Administration will continue to monitor and provide an update at a future meeting.

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

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

69-2025
Carried

C. Procurement Policy EW-008 Revision

The Manager of Finance stated that the purpose of the report was to recommend that the existing Procurement Policy EW-008 ("Policy") be revised to include sections and wording that clarify and strengthen the Authority's legal

position when procuring for Goods and Services and when disposing of surplus assets. The revision also includes the adoption of a "Buy Canadian" policy.

The Chair asked if there were any questions.

Mr. Morrison asked how much the Authority procures from the United States (US) and if there are significant purchases that will have to be made from the United States.

The General Manager stated that the Authority procures most services locally, but some operating materials are purchased from US vendors due to lack of availability or cost. She provided examples of previous purchases from the US. She stated that for some items, it may be possible to obtain the products from within Canada. However, it will be difficult to purchase specialized or heavy equipment in Canada, as there are no Canadian companies with manufacturing facilities within Canada.

There were no further questions.

Moved by Jim Morrison
Seconded by Rob Shepley
That the Board ***approve*** the revised Procurement Policy EW-008.

70-2025
Carried

11. New Business

No items were raised for discussion.

12. Other Items

The General Manager acknowledged that Project Manager, Madison Mantha, has resigned as she is relocating to Guelph. She noted that Ms. Mantha assisted with the wind-up of the Blue Box program, roll out of the Green Bin Program as well as other projects. She thanked Ms. Mantha for all of her contributions.

Ms. Mantha thanked everyone for the acknowledgment and noted that there is so much opportunity for this region.

On behalf of the Board, the Chair wished Ms. Mantha all the best.

13. By-Laws

A. By-Law 13-2025

Moved by Gary Kaschak
Seconded by Hilda MacDonald
That By-Law 13-2025, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be **adopted** this 9th day of July, 2025.

71-2025
Carried

14. Next Meeting Dates

Wednesday, August 13, 2025
Wednesday, September 10, 2025
Tuesday, October 7, 2025
Tuesday, November 4, 2025
Tuesday, December 2, 2025

15. Adjournment

Moved by Rob Shepley
Seconded by Kirk Walstedt
THAT the Board stand **adjourned** at 5:41 PM.

72-2025
Carried

All of which is respectfully submitted.



Gary McNamara
Chair



Michelle Bishop
General Manager

Item No. 8.14

Committee Matters: SCM 305/2025

Subject: Diaper Disposal Program Alternatives – City Wide

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

Decision Number: **ETPS 1082**

i. THAT the report of the Senior Manager, Environmental Services dated September 2, 2025 entitled "Diaper Disposal Program Alternatives – City Wide" **BE RECEIVED** for information; and,

ii. THAT administration **BE DIRECTED** to implement Option 2 "Free Diaper Disposal at Public Depot-Off Depot" as outlined in the administrative report; and,

iii. THAT administration **BE DIRECTED** to implement a pilot project for Option 4 "Contracted Bi-Weekly Diaper Curbside Collection" for the remainder of 2025 and 2026 as outlined in the administrative report; and,

iv. THAT administration **BE DIRECTED** to report back at the completion of the pilot project to provide outcomes and recommendations moving forward; and,

v. THAT administration **BE DIRECTED** to provide additional information regarding a potential funding source for implementing Option 2 “Free Diaper Disposal at Public Depot-Off Depot” and a pilot project for Option 4 “Contracted Bi-Weekly Diaper Curbside Collection” when this report proceeds to Council for their consideration.

Carried.

Report Number: S 110/2025
Clerk’s File: El/14640

Clerk’s Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are **NOT** the same.

2. Please refer to Item 8.1 from the Environment, Transportation & Public Safety Standing Committee held on September 24, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250925/-1/10582

Subject: Diaper Disposal Program Alternatives – City Wide

Reference:

Date to Council: September 24, 2025
Author: Jim Leether
Senior Manager, Environmental Services
(519) 974-2277 ext. 3123
Jleether@citywindsor.ca
Public Works - Operations
Report Date: 9/2/2025
Clerk's File #: El/14640

To: Mayor and Members of City Council

Recommendation:

i. THAT Report S 110/2025 "Diaper Disposal Program Alternatives" be **RECEIVED** for information.

Executive Summary:

N/A

Background:

At its September 9th, 2023, meeting, Council directed CR356/2023:

"That Administration **BE DIRECTED** to implement a free program for diaper disposal drop off and/or pickup".

This direction was made with the knowledge of the approved Regional Green Bin Organics Program that is to be implemented in October of 2025. Diapers and other incontinence items have been deemed as non-acceptable material under this new program and would not qualify for weekly collection under the new Green Bin Program, meaning residents with these items would need to hold and store them to be placed out with their regular waste collection that occurs on a bi-weekly schedule.

A review of diaper waste management practices in other municipalities showed that various approaches have been utilized to manage similar transitions, including curbside collection, drop-off depots, and access to transfer stations. Each of these options carries varying cost implications, all of which may contribute to increases in the overall tax levy. It was also noted that most municipalities do not offer any supplementary services, and residents typically rely on the regular waste stream for collection.

Discussion:

Four potential Diaper Collection Program alternatives were evaluated that encompass different levels of service:

1. *No Diaper Program/*Service *Offering*. Residents would be responsible for retaining diaper waste until their scheduled bi-weekly waste collection service, or alternatively, dispose of it at the Public Drop-Off Depot, subject to applicable fees.

2. *Free Diaper Disposal at Public Depot–Off Depot*. This alternative would require the City of Windsor to enter into an agreement with the Essex-Windsor Solid Waste Authority (EWSWA) to permit city residents to drop-off diaper waste at the Public Drop-Off Depot located at 3540 North Service Road E., Windsor, ON, at no cost to the resident. While this option would allow for free public disposal; a nominal processing and handling fee would be incurred by the City. By diverting diaper waste from curbside collection to the Depot, this approach may result in a reduction of curbside tonnage charges to the City, potentially creating a cost neutral solution. It is possible that some residents may be challenged in transporting their diaper waste to the Depot.

3. *City of Windsor Led Bi-Weekly Diaper Curbside Collection*. This alternative would require the City to hire one additional full-time, unionized Waste Collection Operator and utilize existing, fully funded equipment to provide alternating bi-weekly curbside collection of diaper waste, separate from the regular bi-weekly waste collection schedule. Additional costs associated with this option would include disposal tonnage fees for potential overtime expense for existing clerical staff, who may experience increased workloads due to program administration. Residents would be required to register for the program through 311 and meet defined eligibility criteria to participate.

4. *Contracted Bi-Weekly Diaper Curbside Collection*. Miller Waste Systems, the City of Windsor's existing curbside waste collection contracted service provider for waste, yard waste, and organic collection, has provided an informal quote to deliver a diaper-specific curbside collection service identical to that detailed in Alternative #3. If approved, this service could be negotiated and incorporated into the City's current waste collection contract with Miller Waste Systems. Residents would be required to register for the program through 311 and meet specific eligibility criteria to participate.

While evaluating potential level of service level alternatives, Administration also reviewed similar programs implemented by other municipalities across Ontario. Findings indicated that although such programs were initially utilized following the transition to bi-weekly waste collection, participation rates declined significantly within a few years as residents adapted their waste disposal habits to align with the new bi-weekly collection schedule.

Research also indicated that similar programs typically accommodated not only diapers, but also other incontinence products used by individuals of all ages. These items were found to integrate seamlessly into existing waste management programs without placing additional strain on operations.

It is also important to note that any type of diaper collection performed outside the regular garbage waste stream would still result in this material be directed to landfill. As such, this should not be classified as a diversion program since the items of topic are not readily recyclable or suitable for diversion.

Risk Analysis:

The new costs associated with implementing service Alternatives 3 and 4 are not currently accounted for within the approved forecast budget.

Climate Change Risks:

Climate Change Mitigation

Offering a diaper disposal collection program in Windsor, whether through a drop-off depot or bi-weekly curbside pickup in addition to regular garbage collection poses climate mitigation risks primarily due to the potential increase in greenhouse gas emissions from specialized collection routes.

Climate Change Adaptation

In the absence of weekly collection, residents may resort to improper disposal methods that pose risks to Windsor's climate adaptation efforts. Diapers discarded inappropriately can clog sewer systems, increasing the likelihood of flooding during heavy rainfall events.

Financial Matters:

A financial summary of the four potential diaper collection program alternatives is shown in Table 1.

Alternatives 1 and 2 present the most viable opportunities for a cost-neutral approach. Alternative 1 requires no additional action or expenditure. Alternative 2 has the potential to be cost-neutral, as residents who choose to deliver diaper waste directly to the Public Drop-Off Depot would reduce curbside tonnage collected by the City. This reduction could offset the processing fees incurred at the depot, thereby minimizing or eliminating net budgetary impact to the City. Alternatives 3 and 4 serve to be the most cost intensive service options.

Table 1: Overview of Diaper Waste Management Alternatives

Alternatives	Description	Estimated Annual Cost	Notes
Alternative 1	Status quo; no new services or costs	$0	No budgetary impact.
Alternative 2	Free public depot drop-off	$0	Expected to be budget neutral due to curbside collection tonnage decrease offsetting minor costs.
Alternative 3	City-led collection services	$158,882	Total includes wages, admin overtime, disposal, and $37,048 in cost associated with fleet maintenance and future capital replacement
Alternative 4 (Min)	Contractor services (832 hours/year @ $92.81/hr.)	$93,843 *	Total includes contractor, disposal, and admin overtime costs; assumes minimum service level
Alternative 4 (Max)	Contractor services (2080 hours/year @ $92.81/hr.)	$228,058 *	Total includes contractor, disposal, and admin overtime costs; assumes maximum service level

* Subject to annual adjustments in the Consumer Price Index and fuel costs.

Currently, there is no funding available to support Alternatives 3 or 4. Should such alternative collection program be implemented, funding would need to be identified in addition to the funding already committed for the mandated Green Bin Organics Program.

Consultations:

Essex Windsor Solid Waste Authority

City of Ottawa

Region of Niagara

Region of Waterloo

Region of Peel

Cindy Becker, Financial Planning Administrator- Public Works Operations

Michelle Moxleypeltier, CEP Project Administrator – Economic Development and Climate Change

Conclusion:

As there is currently no budget allocated to support this program, Administration recommends that no additional services be provided (Alternative 1). This recommendation is linked to the Residential Green Bin Organic Program and the City of Windsor transition to bi-weekly waste collection.

Approvals:

Name	Title
Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Angela Marazita	Senior Manager, Fleet
Brian Lima	Executive Director, Operations / Deputy City Engineer
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:

N/A

Subject: Diaper Disposal Program Alternatives – City Wide

Reference:

Date to Council: October 20, 2025
Author: Jim Leether
Senior Manager, Environmental Services
(519) 974-2277 ext. 3123
jleether@citywindsor.ca
Public Works - Operations
Report Date: 9/25/2025
Clerk's File #: EI/14640

To: Mayor and Members of City Council

Additional Information:

On September 24, 2025, the Environmental, Transportation and Public Safety Standing Committee received Report S 110/2025 and moved the following:

I. THAT the report of the Senior Manager, Environmental Services dated September 2, 2025, entitled "Diaper Disposal Program Alternatives – City Wide" be **RECEIVED** for information; and,

II. THAT administration **BE DIRECTED** to implement Option 2 "Free Diaper Disposal at Public Depot-Off Depot" as outlined in the administrative report; and,

III. THAT administration **BE DIRECTED** to implement a pilot project for Option 4 "Contracted Bi-Weekly Diaper Curbside Collection" for the remainder of 2025 and 2026 as outlined in the administrative report; and,

IV. THAT administration **BE DIRECTED** to report back at the completion of the pilot project to provide outcomes and recommendations moving forward; and,

V. THAT administration **BE DIRECTED** to provide additional information regarding a potential funding source for implementing Option 2 "Free Diaper Disposal at Public Depot-Off Depot" and a pilot project for Option 4 "Contracted Bi-Weekly Diaper Curbside Collection" when this report proceeds to Council for their consideration.

This report serves to address the supplemental information requested.

Free Public Drop-off Depot

Costs associated with Option #2 are already covered in the residential tipping fees associated with regular bi-weekly garbage collection. This is due to the tonnage already being accounted for in the 2025 budget and proposed 2026 budget. Administrative and support staff already exist, are fully budgeted and can incorporate such additional duties without issue.

As such, Option #2 should be deemed as fully budget neutral given costs are either incurred to collect such materials at curbside (source) or manage the same materials at the City's waste drop off area. Option #2 will require minimal effort to implement and would be available for residents to use immediately when bi-weekly waste collection starts on October 21, 2025.

To ensure Option #2 remains a cost neutral budget item, a diaper drop off area is proposed at the Environmental Services Operations (3540 North Service Rd.). Residents seeking free drop off of diaper materials will be required to check into the central Operations office where staff will take details like the homeowners address to ensure it is a Windsor resident using this program. Consistent with other municipal program best practices, resident drop off will be limited to one clear or translucent bag (to ensure contents can be verified), which will be accepted and disposed at no additional cost.

Signage will be installed at the Operations facility and a communication plan that includes use of City's social media and an update to the City's Environmental Services web page will be rolled out detailing how to access the drop off option with rules of this option clearly outlined. In addition, 311 call staff will be briefed and prepared to communicate this option if residents call in. Staff will also provide helpful tips and education to residents using this service on proper preparation of waste materials, in hopes of helping residents better utilize the regular bi-weekly curbside waste pick up.

Providing this drop off option at the City's Environmental Services building will negate the need for an agreement with the Essex Windsor Solid Waste Authority (EWSWA) to use the Public Drop Off Depot, which would result in additional costs to the resident as well as increase traffic levels that are already high at the depot.

Contractor-led Curbside Collection

Option #4 would have Miller Waste Systems provide curbside diaper collection on the opposite week of a residents regular bi-weekly waste collection, meaning a resident can dispose of their diapers in the regular waste stream on their scheduled bi-weekly waste collection and then make use of this separate diaper collection program the following week when there would be no regular waste pick up.

The program would be implemented as follows:

- Resident will contact 311 to sign up, similar to the ongoing bulk collection program.
- Resident will provide specific information needed to administer the program, including their full name, address and contact information including an email if possible (having an email will allow the department to directly communicate any updates on the program as it proceeds or communicate any issues encountered during collection).
- Resident will be provided information about the program from the 311 call centre, including rules for set out (more information on program rules below) and generate a specific Customer Service Request that will be assigned to the Environmental Services Department.
- Resident will be signed up for the entirety of the pilot project, there will be no need to call back unless cancelling the service.
- A staff member from the Environmental Services Department will receive the Customer Service Request and contact the resident that has signed up to confirm they have been approved for the program and provide the resident with their first date of collection as well as review program rules for collection and answer any other questions the resident may have.

Once the department receives the initial Customer Service Request from the 311 call centre, it should be able to confirm the resident's collection status within two regular business days and have the address added to collection routes.

The rules for participation in the program are:

- Collection will still adhere to By-Law 2-2006 and rules surrounding hard sided containers, set out times and weight limits.
- Once residents are confirmed for the program they will be allowed to set out one additional clear or translucent bag on the non-garbage collection week and place the bag in an approved hard sided container. This will help prevent rodents from ripping open bags and ensure resident's privacy is respected.
- If a resident uses a black bag, collection will not occur. An attempt will be made to help educate the resident to ensure collection can continue.
- If material is present in the bag that is not approved for this program, collection will not occur. Once again, an attempt will be made to help educate the resident to ensure collection can continue.
- Material that is approved for collection in this program is limited to diapers (regardless of the age of the user) and incontinence items like pads and liners.
- If a resident fails to put out items for three consecutive collections, they will be removed from the collection schedule to reduce unnecessary driving and emissions.

For Option #4, the Environmental Services Department would implement a communications strategy that includes but is not limited to:

- Program details highlighted on City of Windsor website.
- Use of City of Windsor social media outlets to promote the program.
- Utilizing media releases to enhance public knowledge of the program.
- Preparing the 311 call centre to provide details and direction to residents who call with questions about the program.

To properly prepare for this program and allow for adequate time to promote and education the public about the details of the program, Administration would seek to negotiate a January 6, 2026, implementation start date with Miller Waste. The Environmental Services Department will track several metrics of the program including participation numbers, tonnage and several other items that will be useful for the overall evaluation of this pilot project and report back to Council with this information.

Odor and Nuisance Issues

Local stores and online retailers readily sell items that can assist residents with both diaper storage and odor abatement, (i.e.) Diaper Genies, multi layer or extra thick disposal bags and deodorized bags. It is possible that some residents may choose not to utilize these options and neighbours may become frustrated with potential odors or other nuisance items such as insects or wildlife being attracted to the odors.

There is also the risk that residents will attempt to use this program to continue weekly waste collection (i.e. adding other waste materials into the diaper collection) causing the department to constantly educate and remove people from the program that are not participating properly, this could lead to frustration and complaints.

Financial Considerations

The minimum quote provided by Miller Waste Systems includes four hours of collection daily during regular collection days. There remains risk that this may not be enough time to complete the registered calls that are set up for the diaper collection program. Administration cautions that four hours may be an underestimate and that collection could reasonable take anywhere from four to eight hours daily, which is more in line with other services the City provides that require a call in collection. (i.e. Residential Bulk Collection Program).

As outlined in report S110/2025, the estimated annual cost range for Option #4 is a minimum of $93,843 to a maximum of $228,058. The estimated costs for this alternative include contractor disposal at four and eight hours daily respectively, along with administrative overtime costs.

Furthermore, no direct funding source currently exists for Option #4. Should City Council support the enhanced service, it is recommended that the City Treasurer be directed to consider funding options for this alternative as part of the 2026 operating budget.

Approvals:

Name	**Title**
Mark Spizzirri	Manager of Performance Measurement and Business Development
David Simpson	Commissioner, Infrastructure Services and City Engineer
Andrew Daher	Commissioner, Corporate Services
Dan Seguin	On behalf of Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	**Address**	**Email**

Appendices:

N/A

Item No. 8.15

Committee Matters: SCM 306/2025

Subject: Response to CR11/2025, CQ 1-2025 and CQ 2-2025 - Traffic Impact Analysis of Greenfield and Infill Developments – City Wide

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

Decision Number: **ETPS 1083**

I. THAT report of the Engineer II dated September 2, 2025 entitled "Response to CR11/2025, CQ 1-2025 and CQ 2-2025 - Traffic Impact Analysis of Greenfield and Infill Developments – City Wide" **BE RECEIVED** for information.

Carried.

Report Number: S 112/2025
Clerk's File: ST2025

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.

2. Please refer to Item 8.3 from the Environment, Transportation & Public Safety Standing Committee held on September 24, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250925/-1/10582

Subject: Response to CR11/2025, CQ 1-2025 and CQ 2-2025 - Traffic Impact Analysis of Greenfield and Infill Developments – City Wide

Reference:

Date to Council: September 24, 2025
Author: Chris Gerardi
Engineer II
519-255-6100 ext. 6830
cgerardi@citywindsor.ca

Public Works - Operations
Report Date: 9/2/2025
Clerk's File #: ST2025

To: Mayor and Members of City Council

Recommendation:

I. That report "Response to CR11/2025, CQ 1-2025 and CQ 2-2025 - Traffic Impact Analysis of Greenfield and Infill Developments" **BE RECEIVED** for information.

Executive summary:

N/A

Background:

At the City Council Meeting on January 13, 2025, the following direction was given through CR11/2025 DHSC 676:

*That administration **BE DIRECTED** to increase the scope in evaluating the traffic impacts of infill developments and to look at ways to recuperate the funding required through development charges or through the application process.*

Report Number: S 152/2024 SCM 367/2024
Clerk's File: Z/14848 8.9

Two Council Questions (CQ) were also raised at that meeting:

- ***CQ 1-2025:** Requested a report on the creation of a policy for reviewing traffic flow and impacts in areas with substantial new residential development, including cost recovery options.*

- ***CQ 2-2025:*** *Requested a report on the cost to the city of conducting Traffic Impact Analyses for private developments, and whether existing fee structures sufficiently recover those costs.*

This report responds to CR11/2025, CQ 1-2025 and CQ 2-2025.

As part of a Planning Act application, developers are required by City Administration to submit a Transportation/Traffic Impact Study (TIS) if the proposed development could adversely affect the City's transportation network as determined by staff. The purpose of a TIS is to assess the impact of a development proposal on the surrounding traffic, transit, cycling, and pedestrian systems, ensuring the project supports safe, efficient, and sustainable mobility.

The TIS also helps to determine whether infrastructure upgrades are needed and ensures developers contribute to mitigating any negative traffic impacts. For infill developments, which are typically surrounded by existing infrastructure, traffic improvements are generally limited to entrance/egress upgrades, such as turn lanes or, and for larger developments, possibly traffic signal installation or upgrades if present.

The policy that outlines the TIS requirements is drawn from the City of Windsor's Official Plan, and within it contains a Terms of Reference for Transportation Impact Studies (Appendix A). To further support preparation of a TIS, the City also provides its Transportation Impact Study Guidelines (Appendix B) via website access to fundamentally ensure that the TIS identifies all impacts resulting from a proposed development.

A TIS also incorporates known pre-existing and/or future issues that may exist in areas surrounding the site-specific proposed development location. Applicants are specifically required to coordinate with the involved City planner to determine if there are any other known development proposals in the area. If there are proposed developments in the nearby area, the traffic volumes generated by these developments must be accounted for in the TIS analysis. For example, if three developments are proposed along the same corridor, the second development must consider the traffic from the first, and the third must account for traffic from both the first and second developments. While the goal of a TIS is to understand the impact of the specific development, cumulative effects are considered.

When assessing intersections, staff typically request a conservative scenario that accounts for long-term background growth. While a specific development may contribute only a small portion of total traffic, the TIS may still identify the need for infrastructure improvements. It's important to recognize that background traffic growth can originate from anywhere — not just from nearby developments. This is particularly true for arterial roads, which serve not only Windsor but also facilitate traffic from neighbouring municipalities. Windsor is experiencing city-wide growth, and development across Essex County continues to increase also, cumulatively contributing to regional traffic volumes.

The cost and preparation of a TIS is the sole responsibility of the developer. Typically, the need for a TIS is identified early in the development application process. Changes to

a development, during the application process, can introduce new transportation concerns warranting further study revisions. Preparation of a TIS may also be more appropriate at later stages of the planning process once the development concept is more fully formed. Transportation staff may require revisions to the TIS either due to changes to the development proposal or because it is deemed incomplete.

Planning and Development Services may allow applications to proceed to a stage of the development process that requires council approval before a final TIS is submitted. In such cases, a satisfactory TIS and implementation of any recommended improvements become conditions of either Site Plan or Development Approval.

Discussion:

TIS Guideline Update

A comprehensive review of Windsor's Terms of Reference for Transportation Impact Studies and the Transportation Impact Study Guidelines has been completed. Windsor's traffic impact practices were benchmarked against those of Hamilton, Ottawa, Sarnia, and London. All comparator municipalities utilize TIS Guidelines, which are considered an industry standard.

The resulting update consolidates industry standards and maintains consistency with respect to the City's accepted methodologies and parameters. These updates include:

- Clarifying deliverables and submission standards;
- Adapting to new software and file formats;
- Updating references and key Plan application (e.g., Active Transportation Master Plan); and
- TIS requirement condition for any an infill development in an existing residential area where additional traffic can worsen existing conditions.

Windsor's Official Plan's Terms of Reference for Transportation Impact Studies is being proposed o refer directly to the Transportation Impact Guidelines; officially tying these two documents together. Staff recommend that traffic impact requirements in Windsor continue to be governed by a guideline rather than a formal policy. This approach provides the flexibility to address the varying scope and complexity of TIS requirements on a case-by-case basis.

As the City advances its traffic management and safety efforts, including planned updates to the Transportation Master Plan and Vision Zero strategy, further revisions to the TIS Guidelines may be necessary in future.

Traffic Projections

Development applications are reviewed by administration in accordance with the policy direction of the Provincial Planning Statement, the City of Windsor Official Plan and TIS guidelines. One of the key evaluation criteria is the compatibility of the proposal with the surrounding area, which implicitly includes consideration of potential traffic impacts.

Administration will now include traffic projections in rezoning reports—especially for infill developments. These projections will compare:

- Traffic generated under current zoning.; and
- Traffic generated under the proposed development.

For example, increasing a multi-unit residential development from 100 to 120 units may only add a few additional peak-hour vehicular trips—often considered negligible. Further, in many cases, switching from commercial to residential use can reduce traffic volumes. Similarly, redeveloping former institutional sites (e.g., schools) into multi-residential units may also lower traffic impacts.

This practice will help Council better understand the implications of zoning changes, particularly in established neighbourhoods.

Risk Analysis:

There are no risks related to receiving this report.

Climate Change Risks:

Climate Change Mitigation

Improving traffic flow and reducing congestion on Windsor's roads can significantly lower greenhouse gas emissions. By minimizing vehicle idling and encouraging the use of sustainable transportation options, such as public transit, cycling, and walking, the city can enhance air quality and contribute to climate change mitigation.

Climate Change Adaptation

The City's Climate Change Adaptation Plan encourages increase resiliency through improved infrastructure planning, including traffic systems to reduce vulnerability to climate impacts. All new transportation infrastructure provided by the developer is required to comply with City standards, including those related to stormwater management.

Financial Matters:

As per the City's Official Plan, the cost of preparing a TIS is the responsibility of the developer. City Transportation staff determines whether a TIS is required for a proposed development. If so, City staff are responsible for defining the TIS scope including, but not limited to, the analysis of any other known development proposals and/or pre-existing traffic constraints in the area. City staff also review submitted TIS reports, verify their validity, compliance with the City's TIS Guidelines and manage any necessary revisions. In some cases, multiple rounds of review and resubmission may be required.

Development applications are subject to standard application fees. The scoping/review of TIS submissions and related traffic projections is carried out by in-house staff. Specifically, two positions in Transportation (Transportation Planner I, Development Review Technician) perform this activity and are sufficiently offset through the recovery of associated development application fees.

Consultations:

Cindy Becker	Financial Planning Administrator – Public Works
Ray Sayyadi	Transportation Planning Engineer
Elara Mehrilou	Transportation Planner I
Michelle Moxley-Peltier	CEP Project Administrator, Environmental Sustainability and Climate Change
Adam Szymczak	Planner III – Development
Frank Garardo	Planner III – Policy and Special Studies
Jason Campigotto	Deputy City Planner – Growth
Greg Atkinson	Deputy City Planner – Development
Neil Robertson	City Planner/ Executive Director Planning and Development Services

Conclusion:

The updated Transportation Impact Study (TIS) Guidelines reflect current best practices, align with peer municipalities, and directly responds to Council's direction to enhance the evaluation of infill development impacts. By formally linking the Terms of Reference with the Guidelines, clarifying submission standards and with the introduction of a new trigger requiring the preparation of a TIS in support of infill developments, the City is better equipped to manage growth while maintaining a safe and efficient multi modal transportation network.

The cost of preparing a TIS remains the sole responsibility of the developer, who must retain a qualified professional engineer. Transportation will continue to define the scope required of each study based on the uniqueness of the proposed development.

Planning Act Matters:

N/A

Approvals:

Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Prem Patel	Senior Manager, Transportation (A)
Brian Lima	Executive Director, Operations / Deputy City Engineer
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 - OP TOR Transportation Impact Study
Appendix B - Transportation Impact Study Guidelines

Transportation Impact Study and/or Transportation Impact Statement

Purpose:

The purpose of these studies is to identify the transportation network improvements and on-site design elements necessary to accommodate additional vehicle, cyclist, pedestrian, and transit traffic and parking the proposed development will generate and ensure its impact on adjacent land uses is safe and acceptable;

All Transportation Impact Studies and Transportation Statements must be prepared in accordance with the City of Windsor Transportation Impact Study Guidelines, which outlines detailed technical requirements, thresholds, methodologies, and formatting standards.

Where a Transportation Impact Study is required, such study shall:

1. Include the collection and projection of traffic related data from the nearby and adjacent road network based on existing and future conditions;

2. Assess trip generation, assignment, and distribution from the proposed development as well as existing, permitted, and proposed developments within the Study Area to a horizon year directed by the City during the pre-application process;

3. Assess street and intersection capacity and queuing including current and projected operational deficiencies that may arise as a result of growth from background traffic, future conditions and traffic generated by the proposed development;

4. Describe and recommend measures required to achieve the transportation goals, objectives and policies set out in the Transportation Chapter of this Plan and the City's capital projections included in the Development Charges By-law;

5. Describe and recommend specific site design practices, including Transportation Demand Management measures, to ensure priority is given to sustainable modes of transportation over vehicle use;

6. Employ Transportation Association of Canada and other applicable guidelines regarding driveway access design, location, throat length and function;

7. Describe the final outcome that will be achieved by the transportation network with the proposed development and associated improvements to the network to the defined planning horizon;

8. Describe how the proposal will promote development patterns that will generate positive impacts on transportation;

9. Ensure that driveway, loading and vehicular and bicycle parking requirements are provided and suitably located in the development;

10. Ensure that facilities are provided for ease and safety of pedestrian movement through the

development including, but not limited to, walkways, pedestrian crossings, and overpasses/underpasses; and

11. Evaluate the proportion of development that is in proximity to existing or planned transit stops along transit routes.

12. Names and sections of technical guidelines used, and assumptions made, shall be attached to the study.

Qualifications:

A Transportation Impact Study must be completed by a professional transportation engineer certified to practice in Ontario, to the satisfaction of the City.

Transportation Impact Study Guidelines

1 Introduction

The Corporation of the City of Windsor, in accordance with Windsor's Official Plan, has set out goals of growing business and allowing responsible development while also protecting infrastructure and ensuring that transportation is efficient, convenient, and meets the needs of all citizens. A principal factor in achieving these goals is identifying, planning for, and where necessary mitigating the impacts of development on the transportation network and on the people who rely on it. For these reasons, a Transportation Impact Study (TIS) is required for development applications that have the potential to adversely affect the transportation network in the City of Windsor. For the purposes of this document the terms Traffic Impact Study and Transportation Impact Assessment can be used interchangeably with Transportation Impact Study.

This document provides guidelines for the preparation of TIS in support of development applications. They are intended to address most applications; however, situations not envisioned by these regulations may occur, as may extraordinary developments or conditions. Therefore, the City of Windsor retains the right to vary these requirements at its discretion.

1.1 Public Record

All TIS reports submitted to the City will become part of the public record. Information from these reports may be included in reports to Council or other public documents or shared with other municipalities or agencies, and excerpts from the study reports may be shared with other applicants or consultants to allow other transportation impact studies to accurately reflect the anticipated traffic due to area developments.

2 General Requirements

2.1 Details Not Addressed

For any details not addressed in these guidelines, proper professional practice based on established standards and methodologies shall be followed. Consultants are required to confirm unaddressed details with Transportation staff before beginning the study.

2.2 Need for a Transportation Impact Study

A TIS may be required if any of the following conditions are met:

- The proposed development is anticipated to generate 100 auto trips or more in the peak hour of traffic for the development.
- The proposal includes a new access on or connection to an arterial road.
- The proposal includes a new access or connection at any location were stopping or turning sight distance standards (based on the standards and methodologies given in the Transportation Association of Canada *Geometric Design Manual*) are not met.
- The proposal includes the closure of an existing through road.

- Site generated traffic associated with the proposed development will result in an intersection or driveway turning movement becoming critical (see definition below) or will make operations for a critical movement worse. A critical movement is defined as follows:
    - All intersections
        - Any movement where the 95th percentile queue exceeds available storage.
    - Unsignalized intersections
        - Any movement with level of service “E” or worse.
    - Signalized intersections
        - Any movement with level of service “F.”
        - Through movements and shared through/turning movements: any movement with v/c of 0.85 or higher.
        - Exclusive turning movements: any movement with v/c of 1.0 or higher.
- The proposal is an infill development in an existing residential area where additional traffic can worsen existing conditions.

2.3 Transportation Statement (Limited Scope Study)

For some applications, the need for a transportation impact study may be based only a single factor or a limited number of factors. In these cases, a limited scope *transportation statement* dealing with the specific areas of concern identified may be required in rather than a full TIS. Transportation Statement are also often referred to as memos.

Typically, a Transportation Statement is requested when the triggering factor is not related to the proposed development’s trip generation. Some examples are:

- To confirm the expected trip generation is low.
- To supplement a previously submitted Transportation Impact Study
- Road safety concerns
- Where the sole factor triggering factors are related to the site entrance; such as a sightline distance deficiency.

The City of Windsor, at its sole discretion, will determine whether a transportation statement will be sufficient, as well as the specific scope for the transportation statement.

2.4 Qualifications to Carry Out a Transportation Impact Study

A TIS must be prepared by or under the supervision of a Professional Engineer (or Limited Engineering Licence holder practicing within the limits of his/her licence) licensed in the Province of Ontario with experience and expertise in the field of transportation and traffic engineering and the preparation of traffic impact studies, who must stamp, sign, and date the report, and take professional responsibility for the work.

A transportation statement (limited scope study) must be prepared by or under the supervision of an individual with experience and expertise in the field of transportation and traffic engineering and the preparation of traffic impact studies, who must sign and date the transportation statement, and take professional responsibility for the work. If the scope of the transportation statement includes elements that constitute *the practice of professional engineering* (as defined by the

Professional Engineers Act), then this individual must also be a Professional Engineer (or Limited Engineering Licence holder practicing within the limits of his/her licence) licensed in the Province of Ontario, and the transportation statement must be stamped.

2.5 Study Updates

An updated analysis to confirm that the findings of the original TIS are still valid will be required for any development that does not proceed within 3 years of the original study date.

3 Transportation Impact Study Requirements

3.1 Study Area

The study area will include:

- All site accesses (in cases where the subject development is an individual site) or all proposed connections to the existing road network (in cases where the subject development is a subdivision)
- All intersections where site traffic will increase the volume for a movement by 5% or more
- All intersections where site traffic will cause a movement to become critical (as defined in Section 2.1) or will cause operations for an already critical movement to worsen

Consultants are required to confirm the study area with Transportation staff before beginning the study.

3.2 Horizon Year(s) / Scenarios

For smaller developments (i.e. generating less than 500 peak hour, peak direction trips) that are built in a single phase, typical analysis scenarios are as follows:

- Existing Conditions (current year)
- Future Background Conditions (current year + 5 years)
- Future Total Traffic Conditions (current year + 5 years)

For developments built over more than one phase, the TIS should be phased based. Particularly If access to the site will vary between phases (e.g. if some accesses or auxiliary lanes will not be built until later phases, or if an access that will be ultimately signalized will operate under stop control in an interim phase), then an interim analysis (both background and total traffic conditions) should be performed for each phase. Consultants shall confirm phase based TIS requirements with transportation staff.

When a significant delay is anticipated for completion of the proposal. the TIS shall address the anticipated date of operation and operational year plus horizon year(s).

For larger developments (i.e. generating 500 peak hour, peak direction trips or more), horizon years should be determined in consultation with Transportation staff.

Under certain circumstances induced demand might need to be consider at the direction of Transportation Planning Staff.

3.3 Time Periods

In all cases, the time periods selected for analysis shall include the hour of the week in which the impact of development traffic on traffic operations is greatest. Typical analysis periods are given in the table below:

Land Use Category	Weekday AM Peak Hour	Weekday PM Peak Hour	Saturday Peak Hour	Other – See Notes
Residential	X	X		
Commercial – Retail	X	X	X	
Recreation / Amusement/ parking complex		X	X	e.g. movie theatres, batting cages, golf courses. In addition to typical peak hour, consider if peak use time falls out of typical daily peak hours in the adjacent streets.
Commercial – Office	X	X		
Restaurant	Note	X	X	Include weekday AM if open in this period.
Industrial	X	X		
Elementary or Secondary School	X	X		In addition to typical peak hour, consider if peak use time falls out of typical daily peak hours in the adjacent streets.
College, University, or Vocational School	X	X		
Place of Worship	Note	Note	Note	Analyze peak hour on main day of worship. If a significant amount of traffic (i.e. enough that the criteria in Section 2.1 are met) is associated with other events throughout the week, also analyze other identified peaks.

Multi-use developments shall be analyzed for all periods noted for each of the proposed land uses. Alternately, the analysis time periods for multi-use developments may be established based on discussions between the consultant and Transportation Planning staff.

The analysis peak hours for types of land uses not identified should be established based on discussions between the consultant and Transportation Planning staff.

3.4 Background Traffic

3.4.1 Background Growth & Other Area Developments

Transportation staff shall be consulted to confirm background growth assumptions and other area developments to include in background traffic.

- Data older than 3 years should not be used in the analysis
- Growth rate cannot be applied on year 2020 and year 2021 data because of covid-19 pandemic.

Coordinate with the involved planner to determine if there are any other known development proposals in the area. If there are proposed developments in the nearby area, the traffic generated by these developments must be accounted for in the TIS analysis.

3.4.2 Transportation Network Changes

Where information is available (e.g. future road improvement planned in the 5-year capital plan), the analysis shall consider planned network changes in the study area in addition to the current situation when application.

If possible, any proposed improvements to address background conditions shall be in accordance with relevant official documents (e.g. the Official Plan and Secondary Plans, a relevant Transportation Master Plan, or environmental assessments for any proposed area projects). If improvements that are not in keeping with official documents/plans are proposed, these must be clearly identified and justified.

3.5 Site Generated Traffic

3.5.1 Trip Generation

Estimates of trip generation for the proposed development should follow the procedures in the most recent version of the *ITE Trip Generation Manual.*

If the *ITE Trip Generation Manual* does not contain a suitable land use. A survey of a similar local facility or first principles approach can be used. Confirm with Transportation to determine an acceptable method for projecting trip generation.

3.5.2 Modal Split

Justification shall be given for any modal split adjustments to the trip generation rates from established sources. Mode shares targets should be incorporated as assumed for this area per the Active Transportation Master Plan (pg. 35 of report). It should be noted that trip generation rates in the ITE *Trip Generation Manual* are for vehicle trips specifically and in most cases already reflect a typical degree of non-auto modal split. Any further decreases to the auto mode share

should be justified by explaining how the mode share will be achieved (e.g. transportation demand management measures, active transportation, and transit).

3.5.3 Trip Distribution

Trip distribution estimates should be based on market studies, origin-destination surveys, or transportation planning models where available. In cases where these sources are not available, trip distribution estimates should be developed in accordance with good engineering practice and site observations.

4 Evaluation of Impacts

4.1 Capacity Analysis at Intersections & Accesses

Analysis will be done using a software package employing Highway Capacity Manual methodology; Synchro/SimTraffic is preferred. The consultant may elect other software such as Arcady, Sidra for specific capacity analysis assignments such as roundabouts.

4.1.1 Values for Analysis

- **Bus blockages**: bus blockages should be entered in accordance with the current transit schedule and the location of transit stops. If increased transit frequency is proposed for future, or if new transit stop locations are proposed, this should be reflected in future scenarios.
- **Lane widths**: lane widths used for analysis should be the actual existing or proposed lane widths, as appropriate.
- **Lost time**: in versions of Synchro or HCS where lost time is specified, lost time should normally be equal to the sum of the amber and all-red times. In versions with a lost time adjustment, the lost time adjustment should normally be zero. Any other approaches for lost time should be justified.
- **Peak hour factor**: the observed peak hour factor obtained from count data should be used for analysis. Normally, the intersection peak hour factor should be used for all movements; however, if the peaking characteristics for a leg or movement are significantly different from those of the intersection, the leg or movement peak hour factor should be used as appropriate. If the peaking characteristics of site traffic are significantly different from those of the surrounding road network, an adjustment to the peak hour factor for total traffic conditions may be appropriate; justification for such adjustments should be provided in the report.
- **Pedestrian calls**: for each approach, pedestrian calls should be equal to the number of pedestrians crossing in the peak hour, up to a maximum of one call every cycle. Analyze LPI where higher number of crossing pedestrian is expected.
- **Right turn on red (RTOR)**: RTOR should only be used for exclusive turning lanes. RTOR should be disabled when right turns are made from a shared lane.
- **Saturation flow rate**: use of saturation flow rates above the Synchro default should be justified with a saturation flow study.

- **Storage lane lengths**: when determining storage lane lengths, the taper should not be considered part of the storage length.
- **Truck Percentage**: the observed truck / heavy vehicle percentage for each movement should be used. If the development will generate a significant number of truck trips, future traffic scenarios should include adjustments to truck percentages to reflect increased truck volumes.

All values not addressed specifically above (e.g. link speed, grade, adjacent parking lanes) must reflect actual conditions, either existing or proposed.

4.1.2 Signal Timings

Existing traffic signal timings shall be used for analysis unless unsatisfactory operations will result, in which case any assumed modifications to existing timings must be clearly identified in the report. New or modified signal timings shall be in accordance with City of Windsor guidelines; Transportation Planning should be consulted to confirm that proposed timings will be acceptable.

The City of Windsor's philosophy is to coordinate the signal timings along corridors, including crossing arterials. Proposed changes to signal timings (or proposed new signals) at one intersection along an arterial should consider the need for coordination along the corridor, as well as the need to provide a high level of capacity and good arterial level of service along the corridor. The consultant is to coordinate with City staff to obtain the latest signal timing plan. The consultant is to submit all original simulation files particularly when a signalized intersection is analyzed and/or modification to existing timing plan is proposed

4.2 Acceptable vs. Unacceptable Conditions

Criteria for acceptable vs. unacceptable conditions may vary depending on factors such as:

- Surrounding environment (e.g. urban core vs. suburban/rural fringe)
- Availability of non-auto modes to access the site
- Existing deficiencies in the study area
- For temporary conditions, the duration of an impact

Transportation staff shall be consulted to determine the appropriate criteria for a given development.

Sight distance shall be analyzed at all accesses and deficiencies shall be considered unacceptable in all cases regardless of duration.

4.3 Traffic Calming

For new residential subdivisions, The City of Windsor requires that the site plans shall not encourage cut-through traffic. The Site plans shall have inherent safety and traffic calming tools. If the above condition cannot be met for new residential the report must identify how the City of Windsor Traffic Calming Policy requirements for new developments will be met.

4.4 Non-Auto Modes

The report shall provide a discussion of impacts to non-auto modes, including identifying pedestrian and cyclist connections to the surrounding network and pedestrian and cyclist linkages between the site and transit stops. Discussion should be provided with respect to the Active Transportation Master Plan as it relates to the development (for instance, by confirming that proposed connections in a new subdivision adhere to the requirements of *Ontario Traffic Manuals* (Book 15 and Book 18 specifically).

Where appropriate active transportation facilities (sidewalk, cycle tracks, multi-use trails/paths) do not exists, corresponding non-auto modes shall not be considered. Where active transportation as a non-auto mode of travel is considered in the analysis, the consultant shall review the immediate surrounding area, address deficiencies and evaluate required improvements including safe road crossings.

4.5 Safety Analysis

4.5.1 Sight Distance

A sight distance review shall be carried out for any new accesses and for any existing accesses where a sight distance deficiency has been identified. Turning and stopping sight distance requirements in the Transportation Association of Canada *Geometric Design Manual* shall be used for evaluation.

4.5.2 Collision Review

If the proposed development has the potential to impact a high collision location, a collision review may be required, including a forecast of the effect that the proposed development will have on collisions in the study area. Transportation Planning staff should be consulted to determine whether any high collision locations have been identified in the study area.

4.6 Warrants

When determining the need for off-site modifications, warrants that have been established or adopted by the City of Windsor should be used as applicable, such as:

- All-way stops: City of Windsor all-way stop warrant (*Ontario Traffic Manual Book 5*).
- Intersection signalization: *Ontario Traffic Manual Book 12 – Signals* (note: the City of Windsor does not use the 4-hour warrant as justification for signals)
- Traffic calming: City of Windsor traffic calming policy

The list above is not exhaustive, and the applicable warrants may change from time to time. If needed, Transportation staff can be consulted for guidance as to what warrants are currently in effect.

For the following items, the warrants given in the most recent version of the Ontario Ministry of Transportation *Geometric Design Standards for Ontario Highway*s and *Transportation Associate*

of Canada Guidelines have not been officially adopted by the City of Windsor, but are considered by City staff to reflect good professional practice:

- Right turn storage lanes
- Left turn storage lanes
- Acceleration and deceleration lanes/tapers

For off-site modifications relating to items under the authority of other agencies (e.g. railway crossings or provincial highways), these agencies shall be consulted as necessary for their applicable warrants and standards.

It should be noted that the meeting of a warrant does not guarantee that a particular off-site modification will be constructed at a particular time or at all. When (or whether) changes to the transportation network may made can be dictated by factors such as budget, coordination with other works, prioritization against other projects, available land, compatibility with other planned changes, community needs, and other concerns.

5 Parking

Typically, the adequacy of parking supply is not analyzed as part of a TIS unless the applicant has proposed a variance from the parking requirement in the zoning by-law. If the need for a parking study has been identified (either by the consultant or by City staff), this can be documented as part of the TIS report or provided as a separate document.

Parking Study – Scope/Definition

A parking study shall be prepared by a qualified transportation consultant; the document shall show that the supply given will meet the parking demands of the proposed development. This must include justification for 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. The study will include measures that the developer can implement to decrease parking demand on the site. The parking study should not consider the number of bedrooms in their analysis as the City of Windsor measures parking rate based on the number of units.

The applicant must show through the parking study that reduced parking standards will not negatively affect the parking supply in the area or result in spillover parking in adjacent areas. If a study refers to available on-street parking a field count must be conducted to confirm the availability of on-street parking at peaking times.

6 Documentation

A traffic impact study report will include at least the following information:

- Professional details

  - Name(s) of the report author(s)
  - Name, seal and signature of the person(s) taking professional responsibility for the report contents
- Development characteristics
  - Precise location identification (municipal address if available, or lot & concession)
  - Proposed land use type(s)
  - Existing Official Plan and zoning by-law designations for the site (and proposed designations, if an OP or zoning amendment is proposed for the development)
  - Development size for each land use type/building/etc. (site area, gross floor area, gross leasable area, number of employees/dwelling units, etc. as appropriate)
  - Anticipated date of opening
  - Anticipated hours of operation (if applicable)
  - Location and type of accesses, clearly distinguishing between existing and proposed accesses and noting the movements permitted
  - Development phasing (including the above details for each phase)
- A site plan for the proposed development, showing the full right-of-way width of all adjacent roads and streets, including any existing entrances opposite the proposed development and any transit stops on adjacent roads
- General study details
  - Horizon years
  - Time periods analyzed
  - Study area map
- Trip generation, distribution, and assignment assumptions
- Volume diagrams showing all peak hours analysed:
  - Existing traffic
  - For each horizon year:
    - Future background traffic
    - New site trips
    - Pass-by trips (if the development will experience pass-by traffic)
    - Future total trips
- Analysis Details
  - For each scenario:
    - Lane configurations at all intersections analysed
    - Level of service, volume to capacity ratio, and delay for all movements (except free-flow movements at unsignalized intersections) at all intersections analysed
    - Identification of all critical movements along with proposed mitigation measures (if applicable)
  - Non-auto modes discussion
  - Traffic calming discussion (if applicable)
  - Summary of the sight distance review (if applicable)
  - Collision review (if applicable)
- Conclusions

- An overall statement of whether the transportation network can or cannot accommodate the development, along with:
    - Details of the mitigation measures and network improvements required to accommodate the development.
    - Details of any special restrictions on the development (e.g. limits on types of tenant or hours of operation) required for the network to be able to accommodate the development.
- Speak to any concerns identified in the scope of work. (if applicable)
- Concise, written in an executive summary style, and structured to stand alone for easy consumption.

- Appendices
    - Traffic count data (The counting files in original format as well as in spreadsheet must be forwarded to Transportation Planning department)
    - Operational analysis reports.
    - Warrant worksheets (if applicable).
    - Referenced pages from ITE, TAC and other manuals need to be included in report.
    - Synchro/Sim Traffic simulation files (and other software were applicable) must be forwarded to Transportation Planning department.

Item No. 8.16

Committee Matters: SCM 307/2025

Subject: Response to CQ 45-2024 – Traffic Flow Status – City Wide

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

Decision Number: **ETPS 1084**

I. THAT the report of the Senior Manager, Transportation dated September 2, 2025 entitled "Response to CQ 45-2024 – Traffic Flow Status – City Wide" **BE RECEIVED** by Council for information; and,

II. THAT administration **BE DIRECTED** to implement the following topics as outlined in Table 1 – Congestion Management and Traffic Flow Costs detailed in the administrative report:
   a. Corridor Studies
   b. Congestion Management Plan (CMP)
   c. Wyandotte St. East ATMS Expansion
   d. Tecumseh Road East ATMS Expansion

III. THAT administration **BE DIRECTED** to allocate the funding that is currently available in the 2026 budget in account OPS-008-20 Traffic Signal Upgrades and Replacements (7209000) to support this work so that the work can commence in 2025.

Carried.

Report Number: S 113/2025
Clerk's File: ST2025

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are **NOT** the same.

2. Please refer to Item 8.4 from the Environment, Transportation & Public Safety Standing Committee held on September 24, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250925/-1/10582

Subject: Response to CQ 45-2024 – Traffic Flow Status – City Wide

Reference:

Date to Council: September 24, 2025
Author: Ian Day
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Public Works - Operations
Report Date: 9/2/2025
Clerk's File #: ST2025

To: Mayor and Members of City Council

Recommendation:

I. THAT the report in response to CQ 45-2024 – "Traffic Flow Status" **BE RECEIVED** by Council for information.

Executive Summary:

N/A

Background:

On Monday, October 28, 2024, Councillor Fred Francis asked the following Council Question - **CQ 45-2024:**

Asks that Administration provide a traffic flow status report for City Council's review. This report should identify if changes, reviews, or updates need to be made to the current Transportation Master Plan. Also, the report should identify any problematic trends or patterns that have been seen regarding traffic flow throughout the city.

Traffic Congestion Pressures:

Ongoing population and employment growth in the Windsor-Essex region has increased overall travel demand, placing greater strain on the transportation system. Windsor experiences daily traffic flow patterns like most cities, with morning (6:30-8:30 a.m.) and afternoon (4:00-7:00 p.m.) peak hours. Major arterial roads (Appendix A) like Wyandotte Street, Tecumseh Road, Dougall Avenue and Walker Road are subject to heavy traffic.

Traffic flow is also significantly impacted by high volumes of commercial and passenger border traffic, which contributes to congestion and presents economic and safety

concerns. Major construction projects can significantly impact traffic flow, necessitating the implementation of temporary detour routes and adjustments to signal timing.

Congestion arises when the demand for travel exceeds the capacity of roadways, transit vehicles, or other transportation infrastructure. Typical causes of congestion include:

- Bottlenecks at intersections, interchanges, and other locations where traffic signals, merging lanes, or special events disrupt the normal flow of traffic.
- Severe weather (heavy rain or snow) reduce visibility and road safety.
- Temporary reductions in roadway capacity, including construction zones and maintenance activities.
- Traffic incidents, such as crashes or breakdowns, which either partially block roadways or cause passing motorists to slow down

Discussion:

Approximately 60% of traffic congestion is non-recurring, caused by occasional disruptions such as motor vehicle collisions, severe weather, construction zones, poor signal timing and special events. The remaining 40% recurring congestion typically results from consistent traffic flow bottlenecks in the transportation network particularly during peak-hour demand periods.

Identification of Traffic Congestion and Flow Patterns

Recent observations and preliminary data analysis indicate that traffic flow and congestion issues are present across most of Windsor's arterial corridors. Staff identify key contributors to congestion such as high traffic volumes, limited capacity (Volume-to-Capacity: V/C), motor vehicle collision incidents, or inefficient traffic management. Combined with collision data, this information is integrated into the City's Traffic Engineering Software (TES) to manage travel time queries along arterial corridors, undertake road capacity calculations, analyze travel delay patterns and obtain a comprehensive understanding of regional traffic dynamics.

Real-time data from sources, like GPS and traffic sensors, assists to identify congested areas and differentiate between recurring and non-recurrent congestion. The City has installed cameras at 151 of its 292 signalized intersections to monitor traffic conditions and uses Advanced Traffic Management System (ATMS) adaptive signal timing software on three key arterial roads to dynamically adjust light cycles based on real-time traffic conditions which allow for immediate adjustments to signal timing. Further, Transit Windsor's priority system leverages GPS technology to monitor buses in real time. This system integrates with the City's ATMS to enable intelligent signal timing adjustments in order to maintain bus schedules and reduce idle time at intersections.

Congestion Analysis Case Study – Dougall Avenue

The City completed a comprehensive corridor review of Dougall Avenue, spanning from Tecumseh Road to Norfolk Avenue in 2025. This corridor had previously been equipped with ATMS adaptive signal programming due to consistently high traffic volumes and significant vehicle stacking, particularly between Eugenie Street and West Grand Boulevard.

While the adaptive signal program along this corridor has improved traffic flow, concerns remain about whether the corridor is operating at peak efficiency. Additional review within this corridor was further informed by a combination of field observations, CCTV footage, and detailed data analysis, including:

- Base signal timing plans;
- Adaptive timings plans;
- Turning movement counts;
- HITS (Highway Incident Tracking System) reports;
- Time-Space Diagrams;
- Adaptive system settings; and,
- Pedestrian conflict timing data.

The review identified key issues and explored other potential improvements pertaining to adjustments to adaptive signal settings, updates to base signal timing, modifications to time of-day program, and infrastructure enhancements. The recommended improvements are noted below:

Short-Term (Within 1 Year)

- Upgrade all detection along the corridor with modern technology.
- Prioritize through movements on the main street; reduce side street movements and left turns from the main corridor.
- Allow the ATMS to adjust signal timing plans more frequently than the current 10-minute intervals.
- Update base signal timing plans to better align with consistent changes made by the adaptive system.
- Implement ATMS alarms to notify staff of issues such as stuck pedestrian push buttons or malfunctioning detection zones on arterial roads.

Medium-Term (2-3 Years)

- Standardize the speed limit along the corridor to 50 km per hour and retime signal coordination accordingly.
- Install blank-out signs to alert drivers of upcoming delays.
- Add additional count stations (at South Cameron and the EC Row Expressway on/off ramps.

Long-Term

- Reconfigure the interchange ramps infrastructure at EC Row Expressway to improve traffic flow and safety.

Traffic Congestion Management Approaches

i) Corridor Analyses

Based on the success of the Dougall Avenue corridor case study, Administration recommends conducting additional corridor studies in 2026 along the following primary arterial routes:

- Wyandotte Road East - from Ouellette Ave to Banwell
- Howard Avenue – from Cabana Road East to Tecumseh Road East
- Tecumseh Road - from Ouellette Avenue to Banwell Road
- Walker Road - from Wyandotte Street East to City Limits

ii) Technology Enhancements

Expansion of the City's ATMS adaptive signal programming along key corridors (i.e., Wyandotte Street from Parent Avenue to Lauzon Road, Tecumseh Road from Jefferson Boulevard to Yolanda Street) has the potential to significantly reduce congestion and improve traffic flow along these corridors.

As well, the Transportation Division has begun upgrading vehicle detection systems throughout the City to thermal units and will pilot a LiDAR-based detection system in early 2026 with Fortran Technologies, supporting more accurate and responsive traffic management.

In addition, staff have been evaluating three cloud-based traffic data platforms which use GPS data from vehicles to deliver real-time insights into traffic speed, volume and travel times. Staff are currently in the procurement phase for a preferred cloud-based traffic data platform that will support more responsive and informed traffic issue management decisions.

iii) Congestion Management Plan (CMP)

Congestion management is a systematic approach to addressing short term congestion and is reviewed at a City-Wide level. Congestion management involves implementing a combination of objective and performance based strategies to reduce traffic volumes and improve flow.

A CMP provides a mechanism for municipalities to ensure their roadway investment decisions are made with a clear focus on desired outcomes that are aligned with the plan using a data-driven analysis approach, and may include strategies such as:

- Construction management techniques to minimize disruption during infrastructure projects;
- Targeted methods to promote active and alternative transportation, such as walking, cycling, and carpooling,
- Efforts to increase transit use, improving accessibility and reliability;
- Alternative route planning to help residents avoid congested areas; and,
- Deployment of ATMS, including the use of artificial intelligence to optimize traffic flow and system performance.

Outcomes and recommendations from completed or planned corridor studies serve as key inputs to the CMP.

iv) Transportation Master Plan

A Transportation Master Plan (TMP) is a strategic, long-term planning document that guides the development of a municipality's transportation network. It encompasses all modes of travel and supports infrastructure, policy, and land use decisions aligned with

principles of equity, sustainability, safety, and accessibility. The TMP is informed by technical analysis, stakeholder engagement, and alignment with municipal and provincial policy frameworks.

The City of Windsor's current TMP, established jointly with the County of Essex, has not been updated since it was developed in 2005. Given the significant evolution in Windsor's transportation landscape and regional growth, the existing plan and its supporting model are no longer adequate to meet today's needs, particularly the shift toward multimodal mobility.

The TMP evaluates current and projected traffic volumes and defines requirements for infrastructure elements such as infrastructure improvements (i.e., road widening, interchanges), traffic controls (i.e. signals, stop signs), lane configurations, transit stop locations, traffic calming measures and transportation demand management strategies.

The noted corridor studies of key arterial routes and the development of the City-wide CMP would serve as a foundational input for the TMP

Risk Analysis:

There are no risks associated with receiving this report.

Climate Change Risks

Climate Change Mitigation:

Congestion management plays a vital role in reducing greenhouse gas (GHG) emissions by minimizing vehicle idling and frequent acceleration, two major contributors to air pollution. By improving traffic flow and reducing delays, these strategies help lower fuel consumption and emissions. Effective congestion management approaches include promoting public transit and active transportation, enhancing traffic signal timing for smoother vehicle movement, and supporting a transition to zero-emission vehicles.

Climate Change Adaptation:

Effective congestion management supports Windsor's commitment to sustainability and climate resilience. By implementing green infrastructure to manage stormwater, reduce urban heat islands, and applying a climate lens to infrastructure planning for long-term resilience, these efforts contribute to cleaner air, reduced reliance on fossil fuels, and more livable environments.

Financial Matters:

The estimated cost to complete the corridor studies and develop a city-wide CMP is $290,000. Should Council choose to direct administration to proceed, sufficient approved in principle funding is available in the 2026 budget under OPS-008-20 Traffic Signal Upgrades and Replacements (7209000) to support this work and would need to be pre-committed if work were to commence in 2025.

Extending the ATMS along Wyandotte Street from Parent Avenue to Lauzon Road will cover 16 intersections and is expected to take approximately two years to complete. The estimated cost for implementation is $616,000. There is sufficient approved in principle funding in OPS-010-07 Advanced Traffic Management System (ATMS) Capitol Software/ Hardware Upgrades (7003326) to complete this project should council direct administration to proceed in 2026-2027. These funds would also need to be pre-committed if work were to commence in 2025.

Expansion of the ATMS along Tecumseh Road East from Jefferson Boulevard to Yolanda Street is estimated to cost $269,500 and would be included in the 2028 capital budget of OPS-010-07 Advanced Traffic Management System (ATMS) Capitol Software/ Hardware Upgrades (7003326). There is sufficient approved in principle funding in the project, however these funds would need to be pre-committed if work were to commence at any point earlier than 2028.

Developing a TMP is typically a three-year process, contingent on budget, scope, and the complexity of the Terms of Reference. The estimated cost is approximately $1,500,000 and would be added as a future budget request. This funding is not included in the current budget and given the magnitude of the request, a delay, reduction of scope, cancelling one or more projects, or an increase in the budget may be required to accommodate this request.

A complete costing breakdown of all enhancements discussed in this report is summarized in Table 1.

Table 1 – Congestion Management and Traffic Flow Costs

Topic	Item	Cost (HST not included)
Corridor Studies	Wyandotte Street East Howard Avenue Tecumseh Road East Walker Road	$ 45,000 $ 30,000 $ 50,000 $ 40,000
Congestion Management Plan (CMP)	City-wide Assessment	$125,000
Wyandotte Street East ATMS Expansion	Intersections hardware cost - 16 @ $31,000 each	$496,000
	Intersections software licence cost - 16 @ $7500 each	$120,000
Tecumseh Road East ATMS Expansion	Intersections hardware cost - 7@ $31,000 each	$217,000
	Intersections software licence cost -7 @ $7500	$52,500
Transportation Master Plan (TMP)	City-wide Assessment	$1,500,000

Consultations:

Shawna Boakes, Senior Design Engineer, PBX Engineering

Stephen Habrun, Director, Operations and Planning, Transit Windsor (A)

Michelle Moxley-Peltier, CEP Project Administrator, Economic Development and Climate Change

Prem Patel, Manager, Transportation Planning and Design

Cindy Becker, Financial Planning Administrator, Financial Planning

Mike Dennis, Manager, Strategic Capital Budget Development & Control

Conclusion:

The completion of corridor studies along Windsor's main arterial roads, combined with the development of a city-wide CMP, will allow for a structured framework for identifying congested areas in the city, analyzing root causes, evaluating potential strategies, and implementing targeted solutions. This process is cyclical, and data driven, involving continuous monitoring, evaluation, and refinement of strategies to ensure sustained improvements in traffic flow and performance of the transportation network. The CMP would ultimately serve as a critical foundation to a new future City-wide TMP.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Brian Lima	Executive Director, Operations and Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Tony Ardovini	On behalf of Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

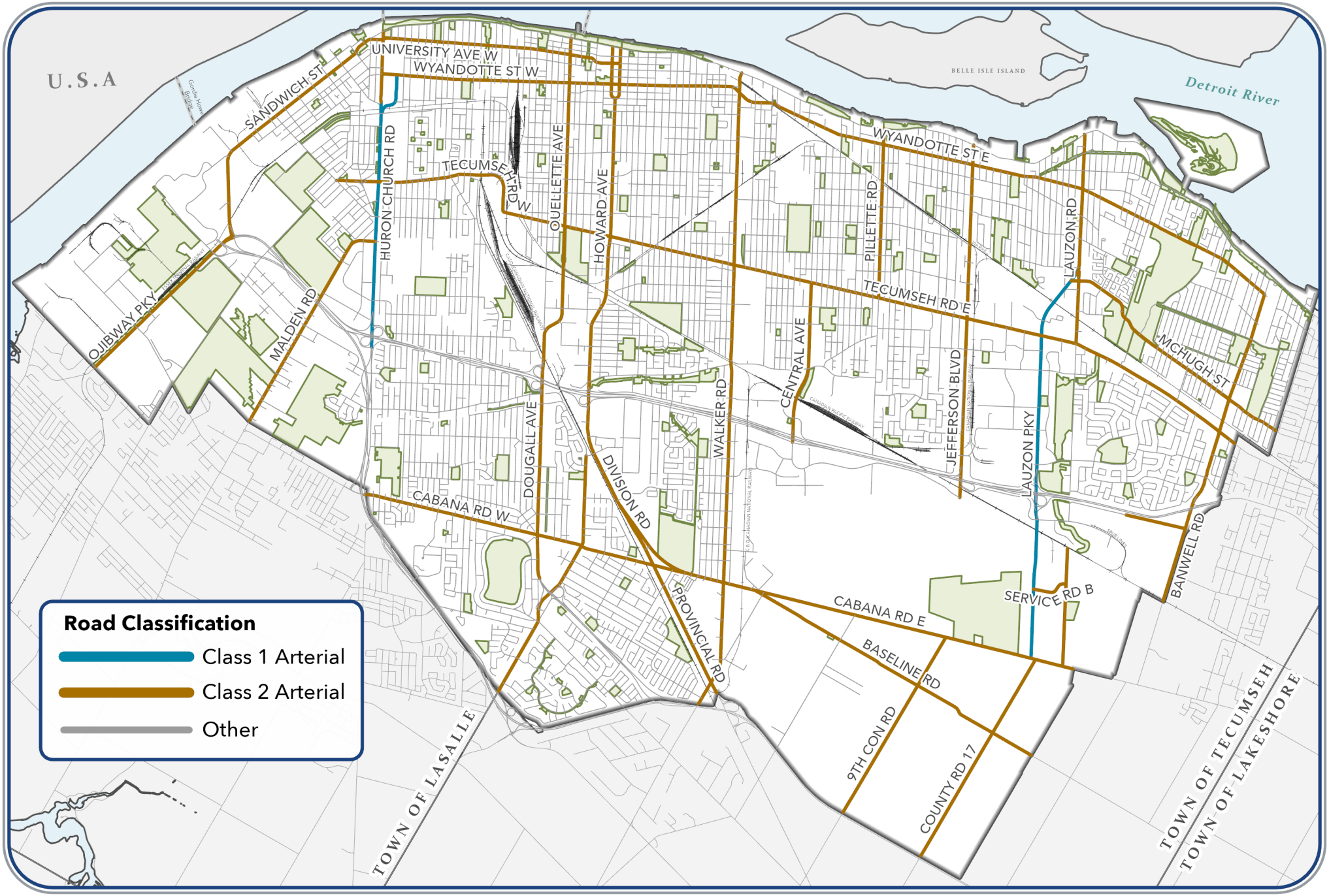
Notifications:

N/A

Appendices:

Appendix A: Arterial Road Map

Windsor Arterial Road Network



THE CITY OF WINDSOR
ONTARIO, CANADA

GEOMATICS
ENGINEERING DEPARTMENT
CITY OF WINDSOR

Created by Engineering - Geomatics

0 0.75 1.5 3 4.5 6 km

August 2025

E535

Committee Matters: SCM 316/2025

Subject: Auditor General Communication Regarding: 2026 Budgetary & Governance Scenarios Considered; 2026 Work Plan Proposal; and 2026 Risk Assessment

Auditor General Recommendations for Council's Consideration:

THAT the reports from the Office of the Municipal Auditor General dated September 5, 2025 titled "Auditor General Communication Regarding: 2026 Budgetary & Governance Scenarios Considered; 2026 Work Plan Proposal; 2026 Risk Assessment" **BE APPROVED** as follows:

Option A – Modified 2026 Scenario (One-Time Adjustment):

1. That Council **APPROVE** the Modified 2026 Scenario as the Auditor General's 2026 Work Plan; and,
2. That Council **ACKNOWLEDGE AND ACCEPT** the risks, limitations, and constraints disclosed in the Work Plan, including the absence of project coverage and continued mandate impairment under professional standards; and,
3. That Council **REFER** the one-time budgetary increase of $75,000 to the City Treasurer for inclusion in the 2026 operating budget process.

OR

Option B – Constrained 2026 Scenario (Status Quo):

1. That Council **APPROVE** the Constrained 2026 Scenario as the Auditor General's 2026 Work Plan under the existing $300,000 envelope; and,
2. That Council **ACKNOWLEDGE AND ACCEPT** the risks, limitations, and constraints disclosed in the Work Plan, including the absence of project coverage and continued mandate impairment under professional standards.

Office of the Auditor General
The Corporation of the City of Windsor
September 5, 2025

Mayor and Members of Council
The Corporation of the City of Windsor

Subject: Auditor General Communication Regarding: 2026 Budgetary & Governance Scenarios Considered

Mayor Dilkens and Members of Council,

In accordance with the Auditor General Charter and the Municipal Act, I am submitting three companion reports for Council's consideration:

1. **Auditor General Report Regarding 2026 Risk Assessment**– Presents the Auditor General's independent evaluation of the City's risk universe. It identifies high-priority areas for assurance coverage over 2026–2028, including housing and homelessness, police overtime, cybersecurity, procurement, and conflict of interest. This is an unconstrained view of *what **should** be done*.

2. **Auditor General 2026 Work Plan Proposal** – Sets out *what **can** be done* under the in-force contract of 1,200 hours ($300,000). The constrained plan shows that no projects can be undertaken in 2026–2028, follow-up validation is deferred, and investigation backlogs force multi-year deferrals of new complaints. A **Modified 2026 Scenario** is also presented, where a one-time $75,000 adjustment (~300 hours) would restore 2026 core deliverables (follow-up validation and contingency reserve) and clear the investigations backlog, though projects remain deferred.

3. **Auditor General Communication Regarding 2026 Budgetary & Governance Scenarios Considered** – Outlines ten options for future governance and resourcing of the Auditor General function. These range from full benchmark funding to continued impairment or dissolution. This report provides the comparative context of *what could be done* at different funding levels for 2026 and beyond.

Within the constraints of the current contract, the Auditor General recommends that Council:

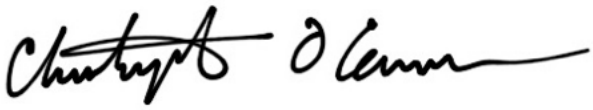
1. **Approve the Modified 2026 Scenario (One-Time Adjustment)** as the Auditor General's proposed 2026 Work Plan;

2. **Acknowledge and accept the risks, limitations, and constraints** disclosed in the Work Plan, including the absence of audit project coverage and continued mandate impairment under professional standards; and

3. **Refer the $75,000 budgetary increase to the City Treasurer** for inclusion in the City's 2026 budget process.

This direction would stabilize the core function for 2026 by funding the investigation backlog, restoring follow-up validation and contingency capacity, and modestly reducing non-compliance with professional standards, while leaving longer-term budgetary decisions for future Council deliberations.

Respectfully submitted,



Christopher O'Connor
Auditor General
The Corporation of the City of Windsor

Auditor General
2026 Work Plan Proposal

Report

08.31.2025
—

Office of the Municipal Auditor General,
The Corporation of the City of Windsor

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Executive Summary

The 2026 Auditor General Work Plan is presented in accordance with the Auditor General Charter, the in-force professional services contract, and the International Internal Audit Standards.

Council is asked to decide between a constrained baseline plan and a modified one-time adjustment scenario. Both options result in mandate impairment; with added one-time funds the modified option partially restores core capacity for 2026 by funding follow-up validation, a contingency reserve, and clearing the investigation backlog.

Both scenarios are presented in accordance with the Auditor General Charter and contract requirements, with mandatory disclosures of resource limitations and scope impairments under the International Internal Audit Standards.

Resource Context

- The contract provides 1,200 hours annually ($300,000).
- Core obligations have grown structurally by over +500 hours annually since 2019 due to:
    - Professional Standards compliance (+315 hours)
    - Fraud & Waste Hotline administration (+182 hours)
- Core activities now consume virtually the entire envelope, leaving no discretionary capacity.
- Section 8 - Compliance Crosswalk provides insight into the Charter, contract and standards requirements and alignment.

Constrained Plan (Baseline)
Under the current contract envelope:

- **Statutory AG Mandate Effort** - 51.5%
    - Governance, Standards & Compliance - 51.5%
    - Risk BasedProject Reviews - 0%
- **Supplemental AG Mandate Effort** - 48.5%
- No audit projects will be delivered in 2026–2028.
- No Management Action Plan Validation for a third consecutive year (2024–2026).
- Pending investigations (~290 hrs) consumes all remaining capacity; new complaints received Aug 2025–Dec 2027 will be deferred until 2028, when only 2–3 cases can be addressed.
- Audit coverage across the universe is <0.01% in 2026, effectively zero.

Modified 2026 Scenario (One-Time Adjustment)

Council may consider a one-time increase of **$75,000**. This would:

- **Statutory AG Mandate Effort** - 56.6%
    - Governance, Standards & Compliance - 56.6%
    - Risk Based Project Reviews - 0%
- **Supplemental AG Mandate Effort**- 42.4%
- Clear the 2026 investigation backlog and allow new complaints to be investigated in-year.
- Restore follow-up validation (175 hrs) and the unallocated reserve (120 hrs).
- Stabilize the function for 2026 and reduce non-compliance with professional standards.
- No audit projects will be delivered in 2026–2028.

Key Implications

- **Constrained Plan** → Council accepts that core and investigative obligations are delivered, but **projects, follow-up, and contingency are absent**, leaving mandate impairment and scope limitation in effect.
- **Modified 2026 Scenario** → Council accepts that core and investigative obligations are delivered, with follow-up and contingency restored, but **projects remain absent**, leaving mandate impairment in effect.
- Council accepts that both of the proposed work plans are **non-compliant** with the Charter and contract expectations.
- This report includes formal disclosure, in accordance with Standards 4.1, 8.2, and 9.3 of the IIA Global Internal Audit Standards (2024), of areas where the Auditor General function is not in full conformance due to resource constraints, contractual boundaries, and supplemental mandate responsibilities. Receipt of this report by Council fulfills the requirement that the governing body be informed of such conditions and their potential impact on independence, coverage, and overall mandate delivery.
- These disclosures are made to ensure transparency and to satisfy the Standards' requirement that such matters be discussed with and communicated to the governing body. Council may note these conditions for awareness and determine whether any corrective action or resourcing adjustment is warranted.

Overview of Proposed Work Plan Coverage

Category / Activity	2026 Constrained	Modified 2026 Scenario
Core Activities		
Auditor General Function	✅	✅
Annual Quality Self-Assessment & Reporting	✅	✅
Management Relationship & Performance Reporting	✅	✅
AG Executive Leadership Development	✅	✅
Annual Risk Assessment & Work Plan Update	✅	✅
Fraud & Waste Hotline Administration	✅	✅
Management Action Plan Follow-Up	❌	✅
Governance & Emerging Issues Reserve (Unallocated)	❌	✅
Investigations	⚠️	✅
Projects	❌	❌

1. Context & Authority

The Office of the Auditor General operates under a framework established by legislation, Council-approved governance instruments, contractual arrangements, and professional standards. Together, these define the mandate, independence, and resource boundaries within which this Work Plan has been developed.

Statutory AG Mandate
The Municipal Act, 2001 (s.223.19–223.24) authorizes the City of Windsor to appoint an Auditor General who is independent of Administration and reports directly to Council. The Act requires the Auditor General to carry out responsibilities in an **independent manner** and report directly to the Council. The Auditor General is empowered to conduct examinations of the stewardship of public funds and achievement of value for money in municipal operations. To carry out these responsibilities, the Auditor General has the authority to access records, require information, and conduct examinations of municipal operations.

This statutory foundation supports the AG's role in governance, standards compliance, annual risk-based planning, and delivery of audit projects.

Supplemental AG Mandate
In 2013 Council directed that inbound allegations related to fraud, waste and misuse be administered, directed and investigated (as required) by Internal Audit, and subsequently by Internal Audit under the direction of the Auditor General. This is a discretionary decision and is not a requirement of the AG under the Municipal Act. The practice is common with Municipalities that have an AG.

This discretionary accountability supports the AG's role in strengthening governance and public trust by providing Council and residents with an independent channel for the review of concerns.

Auditor General Charter (2025)
The AG Charter consolidates the **Statutory AG Mandate** and the **Discretionary AG Mandate** Council approved an updated Auditor General Charter on February 24, 2025. The Charter defines the **purpose, scope, authority, accountability, and responsibilities** of the Office. It requires that:

- A rolling three-year risk-based Work Plan be developed and submitted to Council for approval.
- Each year's plan must be implemented as approved, with any significant deviations reported back to Council.
- The Auditor General maintain independence and objectivity, while ensuring coverage of governance, risk management, and control processes.
- A formal follow-up process be maintained to validate the implementation of management action plans.

- Resource limitations or restrictions on scope, communications, or access must be reported to Council.

Contractual Obligations
The in-force contract, as amended and assigned to Risk Savvy Ltd. effective January 1, 2023, establishes the resourcing parameters of this Work Plan:

- **Annual budget** of $300,000 with **1,200 hours available** in 2026.
- **Core activities** (risk assessment, quality assurance, governance functions, hotline administration, quarterly and annual reporting, follow-up) are mandatory.
- At least **one audit project and findings validation** are expected annually, unless Council is advised otherwise.
- Investigations are mandatory and may pre-empt planned projects; any such changes must be disclosed to Council.
- Council may authorize **additional services** at $200/hour, subject to a $60,000 cap per major project.

Professional Standards
This Work Plan has been developed in accordance with the **IIA Global Internal Audit Standards (2025)**. Standards 2030 (Resource Adequacy) and 2600 (Acceptance of Risk) require that:

- Resource limitations that prevent full adherence to the approved Charter or Work Plan be disclosed to Council.
- Council consciously accept any reductions in coverage or provides additional resources to maintain conformance.

Section 8 - Compliance Crosswalk provides insight into the Charter, contract and standards requirements and alignment and compliance therewith.

2. Core Activities (Non-Discretionary)

Core activities are those functions that **the Municipal Act mandates, the Auditor General Charter, professional standards, or the in-force contract**. They must be performed each year, regardless of the remaining capacity for discretionary projects.

These include professional standards compliance, quality assurance, relationship management, leadership development, hotline administration, risk assessment updates, and follow-up on prior audit findings.

Under the constrained $300,000 (1,200-hour) contract envelope, these obligations consume nearly all available capacity:

- Professional standards compliance has increased by approximately **+315 hours** with the introduction of the 2025 Standards.
- Fraud & Waste Hotline administration has grown by approximately **+182 hours** since 2019.
- Together, these structural increases have displaced other core elements, forcing reductions to follow-up validation and the unallocated reserve.

Constrained Allocation (Baseline):

- Auditor General Function – 185 hrs
- Annual Quality Self-Assessment & Reporting – 120 hrs
- Management Relationship & Performance Reporting – 120 hrs
- AG Executive Leadership Development – 100 hrs
- Annual Risk Assessment & Work Plan Update – 80 hrs
- Fraud & Waste Hotline Administration – 292 hrs
- Management Action Plan Follow-Up – 0 **hrs (deferred)**
- Unallocated Reserve – **13 hrs (significantly consumed)**
- **Subtotal: 910 hrs (within 1,200 hrs envelope, but core reduced below intended levels)**

This baseline results in **sustained deferral of follow-up validation (2024–2026)** and elimination of contingency capacity, creating mandate impairment and non-compliance with Standards 8.2, 10.1, and 12.1.

Modified 2026 Scenario (One-Time Adjustment)

If Council were to approve a one-time increase of **$75,000 for the Modified 2026 Scenario (One-Time Adjustment) (Modified 2026 Scenario),** the Office could restore core to the intended levels while also meeting pending investigative obligations.

Modified 2026 Scenarios Allocation:

- Auditor General Function – 185 hrs
- Annual Quality Self-Assessment & Reporting – 120 hrs
- Management Relationship & Performance Reporting – 120 hrs
- AG Executive Leadership Development – 100 hrs
- Annual Risk Assessment & Work Plan Update – 80 hrs
- Fraud & Waste Hotline Administration – 292 hrs
- Management Action Plan Follow-Up – **175 hrs (restored)**
- Unallocated Reserve – **126 hrs (restored)**
- **Subtotal: 1,200 hrs**

Comparison of Outcomes

Category	Constrained (No Adjustment)	Modified 2025 Scenario
Follow-up validation	Cancelled (2024–2026)	Restored (175 hrs in 2026)
Unallocated reserve	Consumed (0 hrs)	Restored (120 hrs)
Standards compliance	Non-conformance with Standards 8.2, 10.1, 12.1	Restored for core obligations
Total core effort	897 hrs (reduced)	1,202 hrs (fully restored)

3. Investigations

Investigations are a **mandatory function** of the Auditor General, as mandated by both the contract and the Auditor General Charter. The Office operates the **Concerned Citizen and Employee Hotline**, which requires intake, triage, and reporting of allegations. When matters appear to have merit, the Auditor General has explicit authority under the contract and Charter to **stop, delay, or postpone audit projects to redirect resources to investigations**.

Pending investigations include matters related to Conflict of Interest, Employment Concerns, Procurement Practices, Traffic Violation, and Parking Ticket Practices, together estimated at approximately 290 hours of AG effort.

With core activities already consuming ~1,192 hours, this creates a **net deficit of ~282 hours** under the existing $300,000 (1,200-hour) contract envelope. To accommodate the pending investigations within this constraint:

- Follow-up validation is cancelled for the third consecutive year (2024–2026).
- The unallocated reserve is fully consumed (reduced from 120 hours to 0).
- New complaints received August 2025 through December 2027 will be deferred until 2028, when only 2–3 cases could realistically be addressed.

This baseline plan therefore results in sustained non-compliance with the Auditor General Charter and International Internal Audit Standards, particularly Standards 8.2 (Mandate Impairment), 12.1 (Follow-Up), and 2600 (Scope Limitation).

Modified 2026 Scenario

If Council were to approve a one-time increase of **$75,000 (~350 to 400 hours)**, investigative work could be delivered without displacing core activities.

- The **pending investigations (~290 hrs)** would be cleared in 2026.
- **At least two (2) new complaints in 2026** could be addressed in-year rather than deferred to 2028.
- **Core programs restored:** follow-up validation (175 hrs) and unallocated reserve (120 hrs) are preserved at intended levels.

This adjustment would not create ongoing project capacity, but it would **stabilize the function for 2026** and prevent further erosion of compliance with the Auditor General Charter and professional standards.

Comparison of Outcomes

Category	Constrained (No Adjustment)	Modified 2026 Scenario
Pending Investigation	Cleared in 2026	Cleared in 2026
New complaints (2026–2027)	Deferred to 2028	At least two (2) addressed in 2026
Follow-up validation	Cancelled (2024–2026)	Restored (175 hrs in 2026)
Unallocated reserve	Consumed (0 hrs)	Restored (120 hrs)
Compliance impact	Non-conformance with Standards 8.2, 9.3, 12.1, 2030, 2600	Partially restored; no projects, but core + investigations covered

4. Planned Projects and Deferrals

The Auditor General's Charter and the in-force contract anticipate the delivery of **at least one new audit project annually, in addition to systematic follow-up on management action plans**. The 2026 Risk Assessment identified several high-priority areas for potential audit coverag (see accompanying report: Auditor General Report Regarding 2026 Risk Assessment**)**.

Resource Reality in 2026

- After accounting for core activities (1,192 hours), only **~8 hours remain** for discretionary coverage.
- The current pending investigations (290 hours) not only consumes this remainder but creates a **net deficit of ~282 hours**.

Resulting Deferrals

Given these constraints:

- **No new audit project can be initiated in 2026** within the contracted 1,200-hour limit.
- All identified risk-based projects are formally **deferred to future years** and included in the rolling three-year view of the risk universe for transparency.

Implications

The deferral of these projects represents a **departure from the contract and the Auditor General Charter**, which anticipate at least one project, plus systematic follow-up, annually. This limitation is disclosed in accordance with IIA Standards 2030 (Resource Adequacy) and 2600 (Scope Limitations).

The deferred projects are detailed in the companion Auditor General Report Regarding 2026 Risk Assessment, while the Auditor General Communicaiton Regarding 2026 Budgetary & Governance Scenarios Considered outlines options for restoring capacity in future years.

5. Rolling Three-Year Work Plan

The Auditor General Charter requires a rolling three-year risk-based Work Plan. This provides Council with visibility into intended coverage, as well as the impact of current resource constraints.

Category / Activity	2026 Constrained	Modified 2026 Scenario	2027	2028
Core Activities				
Auditor General Function	185 hrs	185 hrs	185 hrs	185 hrs
Annual Quality Self-Assessment & Reporting	120 hrs	120 hrs	120 hrs	120 hrs
Management Relationship & Performance Reporting	120 hrs	120 hrs	120 hrs	120 hrs
AG Executive Leadership Development	100 hrs	100 hrs	100 hrs	100 hrs
Annual Risk Assessment & Work Plan Update	80 hrs	80 hrs	80 hrs	80 hrs
Fraud & Waste Hotline Administration	292 hrs	292 hrs	292 hrs	292 hrs
Management Action Plan Follow-Up	0 hrs[2]	175 hrs	250 hrs[3]	150 hrs → 0 hrs[4]
Governance & Emerging Issues Reserve (Unallocated)	13 hrs[1]	128 hrs	120 hrs → 0 hrs[1]	120 hrs → 0 hrs[1]
Subtotal Core	**910 hrs**	**1,200 hrs**	**1,147 hrs**	**1,167 hrs**
Investigations	**290 hrs**	**375 hrs**	**None**	**203 hrs**
Projects	**None**	**None**	**None**	**None**
Total	**1,200 hrs**	**1,575 hrs**	**1,150 hrs**	**1,100 hrs**

Reference notes:

1 - Reserve allocated proactively to cover annual deficit. Little to no cushion remaining.

2 - Given the investigation listing to be completed, the Management Action Plan Follow-Up has been postponed for an additional year (2024 and 2025 findings yet to be validated).

3 - Forecasted hours for the 2027 Management Action Plan Follow-Up increased as work will need to cover 3 years of findings raised.

4 - Given the lack of capacity to investigate complaints in 2027, the Management Action Plan Follow-Up is expected to be postponed for 2028 (2027 findings would then have yet to be validated).

Narrative

- The **one-time $75k Modified 2026 Scenario adjustment would only affect 2026**; 2027–2028 constraints remain unchanged unless further resources are added.

- **2026**: Core obligations (1,192 hrs) plus pending investigations (290 hrs) create a deficit of ~282 hours, resulting in:
    - Allocation of Governance & Emerging Issues Reserve (Unallocated) to Investigations, as well as
    - Cancellation and allocation of Management Action Plan Follow-Up to Investigations.

  No projects can be delivered. Follow-up is deferred, with only a listing of outstanding findings provided. New investigations received between August 1, 2025 and December 31, 2026, will be deferred to 2028 for investigation.

- **2027**: Even assuming no new investigations, expanded follow-up work (250 hrs) [covering 2024-2026] pushes core demand to 1,147 hrs, essentially consuming the full 1,150 hr envelope. No project capacity is available, and the unallocated reserve is fully consumed to balance the shortfall.

- **2028**: With follow-up demand declining to ~150 hrs, core requirements are 1,167 hrs against a total of 1,100 hrs. After drawing on the unallocated reserve, ~53 hrs remain, but not enough to undertake a project. No new projects can be initiated, though a small reserve is retained for emerging risks.

Implications

- For three consecutive years (2026–2028), the Office will be unable to deliver **any new audit projects**, contrary to the expectations outlined in the contract and the Auditor General Charter.

- Follow-up validation work is increasingly at risk of delay, which compounds future efforts as unresolved findings accumulate.

- Investigations, when required, will further strain the already limited capacity.

- Unless Council amends expectations or provides additional resources, **the risk universe will continue to grow while audit coverage remains at zero.**

This rolling plan shows that even with the Modified 2026 Scenario, there is no project capacity through 2028.

6. Plan Constraints & Assumptions

The 2026 Work Plan has been prepared in accordance with the Auditor General Charter, the in-force contract, and the International Internal Audit Standards (2025). While the methodology and project selection process remain risk-based, the Office's capacity to deliver is subject to significant constraints.

Two structural changes—new professional standards and expanded hotline administration—now consume nearly the entire annual envelope. These, combined with investigation demands, mean projects and follow-up cannot be delivered.

Structural Increases in Core Obligations

- **Professional Standards Compliance**: Implementation of the 2025 IIA Standards has added **~315 hours annually** to core requirements, including expanded quality assurance, documentation, and disclosure activities.

- **Hotline Administration**: As noted for the last four years, the annual effort to manage the Fraud & Waste Hotline has grown given the volume complexity, follow-up/clarity requirements, alternative routing ,and analysis efforts for assessing atheneed for an investigation. Hotline administration has grown by 182 hours annually since 2019, reflecting higher volume, complexity, and follow-up requirements.

- **Management Action Plan Validation**: The number of outstanding recommendations requiring validation continues to expand the longer follow-up activities are delayed.

Together, these increases consume nearly the entire annual envelope, leaving virtually no capacity for investigative or discretionary coverage.

Investigations Deferral Timeline

- **2026**: All residual hours are consumed by the pending investigations of 290 hours. New complaints received after **August 1, 2025,** cannot be addressed in 2026.

- **2027**: Expanded follow-up (250 hrs) and core activities consume the full 1,150-hour envelope. Even assuming no new investigations in 2027, there is **no investigative capacity**. Complaints received from August 1, 2025, through December 31, 2027, are therefore deferred until 2028 for consideration.

- **2028**: Core requirements still exceed available hours, leaving only a modest reserve (~53 hrs). If this reserve is used and the 2028 Management Action Plan Validation deferred, there is capacity for **1–3 potential investigations at most**, depending on complexity. Larger or additional cases will again be deferred.

Effect on Projects

- The contract and Auditor General Charter anticipate the delivery of at least **one new audit project annually, along with systematic follow-up of prior findings**.

    - Due to the growth in core obligations and the existing pending investigations, **all projects are deferred for 2026–2028**.

    - Due to the current pending investigations and the potential need for future investigation efforts, the **2026 and 2028 Management Action Plan Validation reviews are deferred.**

- These two qualifications represent a **departure from both the contract and the Charter**, disclosed to Council in accordance with IIA Standards 2030 (Resource Adequacy) and 2600 (Scope Limitations).

Mandate Balance

- The Auditor General's statutory responsibilities under the *Municipal Act, 2001* require independent assurance on the stewardship of public funds and achievement of value for money. Since 2013, Council has also assigned responsibility for the Fraud & Waste Hotline to the Auditor General. While this discretionary mandate is common in municipalities with an Auditor General, its growth has been significant: from less than 10% of the annual plan in 2013 to approximately 48.5% in 2026.

- As a result, Hotline responsibilities now displace statutory project reviews and standards-based activities. New allegations after August 1, 2026, cannot be considered without cancelling core statutory obligations or deferring matters until 2027–2028. Approval of this Work Plan therefore constitutes Council's explicit acceptance that the discretionary Hotline mandate takes precedence over the statutory audit project mandate for 2026 with further implications for 2027.

Assumptions for 2026–2028

- The resource envelope remains at 1,200 hours in 2026, 1,150 hours in 2027, and 1,100 hours in 2028.

- Investigations are mandatory but will be deferred as required to future years due to lack of capacity.

- Projects identified in the risk assessment are valid but carried forward in the rolling three-year view.

- **Complaints received between August 1, 2025, and December 31, 2027, will not be investigated until 2028**, and even then, only 2–3 small matters can realistically be addressed.

Approval of this Work Plan by Council constitutes formal acceptance that the Auditor General Charter mandate cannot be fulfilled under current resources, consistent with IIA Standards 2030 and 2600.

7. Deliverables for 2026

Despite the resource limitations outlined in Sections 3–6, the Office of the Auditor General will continue to fulfill its mandate to the fullest extent possible within the contractual envelope. The following deliverables will be provided in 2026:

Even under constrained resources, the Office of the Auditor General will continue to provide several key deliverables. However, important elements of the mandate are deferred.

What Council Will Receive in 2026 (Constrained Plan)

Core Deliverables

- **Quarterly Written Updates** (January, April, July, October) summarizing work completed, investigations, and follow-up listings.
- **Semi-Annual Appearances before Council** (spring and fall) to discuss progress and emerging issues.
- **Annual Report** consolidating 2026 activities, results, and disclosures.
- **Annual Risk Assessment and 2027 Work Plan Update.**
- **Annual Quality Self-Assessment** in accordance with IIA Standards.
- **Listing of Outstanding Findings** where management action plans remain unvalidated.
- **Aggregate Hotline Reporting** – included in quarterly updates.

Investigaiton Delvierables

- **Investigation Reports** for backlog cases and any new complaints addressed in 2026 (or listed if deferred).
- **Listing of Deferred Investigations** (complaints received Aug 2025–Dec 2027 deferred to 2028).

Deferred Deliverables

- **No Audit Projects** – All eight risk-based projects identified in the Risk Assessment are deferred through at least 2028.

- **No Follow-Up Validation** – Independent testing of management's corrective actions is deferred for the third consecutive year (2024–2026).

- **No Emerging Issues Coverage** – The Governance & Emerging Issues reserve is fully consumed, leaving no contingency for unplanned work.

Modified 2026 Scenario

If Council approves the one-time $75,000 adjustment, the Office can restore core deliverables that are otherwise absent. In this scenario, Council would also receive:

- **Management Action Plan Follow-Up Validation** – Independent testing of corrective actions would resume in 2026.

- **Unallocated Reserve Restored** – Top up of contingency capacity available to address emerging issues.

- **Timely Investigation Coverage** – The 290-hour backlog of pending investigations would be cleared in 2026, and at least two new complaints could be addressed in-year rather than deferred until 2028.

Even under this modified approach, **no new audit projects would be undertaken in 2026**, but the adjustment would stabilize the function, prevent further non-compliance with professional standards, and provide Council with a fuller set of core deliverables.

Key Implications

Under the Constrained Plan, Council approval of this Work Plan therefore represents formal acceptance that:

- Core and investigative obligations will be delivered, **but**

- **Audit projects, follow-up validation, and contingency capacity are absent**, leaving mandate impairment and scope limitation in effect.

Under the Modified 2026 Scenario, Council approval of this Work Plan therefore represents formal acceptance that:

- Core and investigative obligations will be delivered, **but**

- **Audit projects are absent**, leaving the mandate impairment and scope limitation in effect.

8. Compliance Crosswalk

The following table summarizes areas of compliance and non-compliance between the in-force contract, the Auditor General Charter, and the proposed 2026 Work Plan.

Requirement	Source	Expectation	2026 Reality	Compliance Status
Annual Risk-Based Work Plan	Contract; Charter; IIA Standards	Develop and submit a rolling 3-year risk-based Work Plan for Council approval.	2026 Risk Assessment & rolling plan (2026–2028) prepared.	✅ Compliant
Quarterly Reporting	Contract	Provide quarterly written updates (Jan, Apr, Jul, Oct).	Quarterly written updates planned.	✅ Compliant
Semi-Annual Presentations	Contract	Appear before Council at least 2x annually.	Semi-annual presentations included.	✅ Compliant
Fraud & Waste Hotline	Contract; Charter	Operate hotline; triage, track, and report calls.	Hotline administration (292 hrs) delivered; pending investigations addressed.	✅ Compliant
Investigations	Contract; Charter	Redirect resources from projects to investigations where warranted; report to Council.	Investigations are prioritized; pending the investigaitons (290 hours) will be addressed. New allegations deferred to 2027.	⚠️ Partially compliant (timeliness gap) (✅ Resolved in Modifed 2026 Scenario)

Requirement	Source	Expectation	2026 Reality	Compliance Status
Follow-Up of Findings	Contract; Charter; IIA Standards	Systematic validation of management action plans annually.	Validation fieldwork deferred; only listing of outstanding findings provided.	❌ Non-compliant (✅ Resolved in Modifed 2026 Scenario)
At Least One Audit Project Per Year	Contract; Charter	Deliver ≥1 project annually, in addition to follow-up.	All eight Option 1 projects deferred.	❌ Non-compliant
Quality Assurance Program	Contract; Charter; IIA Standards	Maintain QAIP; conduct annual self-assessment.	Annual self-assessment (120 hrs) included.	✅ Compliant
Disclosure of Resource Adequacy	Charter; IIA Standards	Disclose when resources are insufficient; report scope limitations.	Disclosure included in 2026 Work Plan.	✅ Compliant

Key Observations

- **Compliant**: Risk-based planning, quarterly reporting, semi-annual Council appearances, hotline operation, pending investigations, QAIP, disclosure.
  Partially Compliant: Investigations — while pending investigaitons will be addressed, new allegations (Aug 2025–Dec 2026) will not be investigated until 2027. The Modfieid 2026 Scenario would resolve this.
- **Non-Compliant**:
  - **Management Action Plan Validation** – deferred to 2027, only listings provided in 2026 and 2028. The Modfieid 2026 Scenario would resolve this.
  - **Audit Projects** – no new projects in 2026, 2027, 2028

9. IIA Standards Disclosures

In accordance with the IIA Global Internal Audit Standards (2024), specifically Standards 4.1 and 12.1 and Domain III – Governing the Internal Audit Function, the Auditor General is required to disclose to Council any conditions that may limit full conformance with the Standards or affect the effectiveness of the internal audit function. This report therefore communicates such considerations for Council's awareness and record. Council's receipt of this report satisfies the Standards' requirement that these matters be discussed and disclosed to the governing body

The following disclosures are made in accordance with the International Internal Audit Standards (effective January 2025). These highlight areas where the Office of the Auditor General cannot fully comply due to structural constraints, scope limitations, or resource constraints. They are reported against three major categories:

1. Material Disclosures Required

2. Essential Conditions (Domain III – Governing the Internal Audit Function).

3. Disclosures against Standards.

Receipt of this report by Council satisfies the Standards' requirement that such matters be formally discussed with, and disclosed to, the governing body.

Council may note these limitations for awareness and determine whether any corrective or budgetary actions are warranted as part of its oversight of the Auditor General function.

A. Material Disclosures Required - Mandate Impairment

The in-force contract sets a limitation on office efforts and requires delivery of at least one audit project annually, plus systematic follow-up of prior findings, in addition to core activities. Even if this minimum were achieved, the resulting assurance coverage would represent **less than 0.025% of the City's audit universe** — far below municipal benchmarks and insufficient to demonstrate reasonable coverage under the Auditor General Charter.

In practice, the Office is unable to deliver either an audit project or follow-up validation in 2026 due to structural increases in professional standards compliance (+315 hrs), hotline administration (+182 hrs), and the pending investigations (290 hrs).

This reflects a **multi-year pattern of impairment**:

- Since 2020, the Office has had the the capacity to deliver only five audit projects.
- To facilitate capacity constraints, the Management Action Plan Validation review has also been deferred for three consecutive years (2024–2026).

Accordingly, the Auditor General's ability to fully exercise the approved mandate is materially impaired, and this impairment is formally disclosed to Council in accordance with Standard 8.2.

B - Essential Conditions (Domain III)

Essential Condition (2024 IIA)	Expectation	Disclosure / Current Status	Reference to Detailed Section Below
EC 1 – Mandate & Authority	Council-approved charter defines authority, access, and scope.	Charter exists; however, the contract structure and hours limit the delivery of minimum coverage.	9.1 Mandate Impairment (p. 20)
EC 2 – Organizational Independence & Objectivity	CAE reports functionally to the board; free from undue influence.	Reporting line maintained; perception risk due to administrative budget routing.	9.2 Organizational Independence (p. 22)
EC 3 – Resources	Function is sufficiently resourced to meet obligations.	Current 1,200-hour envelope is below the minimal benchmark → material impairment.	9.3 Resourcing of Function (p. 23)
EC 4 – Board Support	Board actively supports and protects IA independence.	Council review of the AG budget is pending; no evidence of access restrictions has been found.	9.3 Resourcing of Function (p. 23)
EC - 6 - Board Relationship with AG	Council and AG meet periodically without senior management present.	s. 239 of the *Municipal Act, 2001*, Council may only meet in-camera where the subject matter falls within specific legislative exceptions	7.1 Private Sessions with Counciul (p.21)

C - Disclosures Against Standards

S7.1 / EC6 – Private Sessions with Council

The *IIA Global Internal Audit Standards (2024)* — Standard 7.1 (Organizational Independence) requires that the governing body meet periodically with the Auditor General without senior

management present. Under s. 239 of the *Municipal Act, 2001*, Council may only meet in-camera where the subject matter falls within specific legislative exceptions (e.g., litigation, solicitor-client privilege, labour relations, or identifiable individuals). Because Auditor-General briefings do not independently qualify as closed-meeting exceptions, full conformance with this requirement is not possible. This constitutes a structural, statutory limitation rather than a governance or operational deficiency.

S8.3 Organizational Independence

The Auditor General reports directly to Council, which retains final approval authority over the Auditor General's budget and work plan. However:

- Administration reviews and recommends on any budget request before it is presented to Council; and
- The Auditor General's budget is currently embedded within a City department under a Commissioner's portfolio, rather than presented as a standalone line item.

These factors create a perception of influence by Administration over Auditor General resources. While no impairment to operational independence has been identified, this perception risk is formally disclosed in accordance with Standard 8.3.

S9.1 – Governance, Risk, and Control

The planning process incorporated review of risks, stakeholder perspectives, and City operations. However, the City's Enterprise Risk Management governance, risk appetite, and control frameworks are still maturing, limiting a full demonstration of conformance with this Standard.

S9.3 – Audit Plan Coverage

The 2026 Work Plan provides assurance coverage for less than 0.01% of the City's audit universe — effectively zero.

From 2020 through 2026, total audit coverage has averaged well below 1% of the audit universe annually. This level of coverage is far below generally accepted municipal benchmarks and constitutes a material limitation in scope coverage under Standard 9.3.

S9.4 – Coordination

Coordination has been undertaken with the City's Enterprise Risk Management function, and alignment with the external auditor will occur once the plan is finalized to avoid duplication. No other compliance assurance functions exist at the City.

S9.5 – Risk Acceptance

Several high-risk areas remain deferred or uncovered through 2028 due to budgetary and resourcing constraints. In accordance with Standard 9.5, this constitutes a formal acceptance of risk by the Council, as communicated herein.

S10.1 – Contingency Capacity

The Governance & Emerging Issues Reserve is intended to provide contingency capacity for unplanned risks, consistent with both the Auditor General Charter and IIA Standards. Best practice benchmarks suggest contingency capacity of at least 10% of total hours.

In 2026, the reserve is set below this benchmark and is significantly consumed by the pending investigations. As a result, responsiveness to emerging risks will be severely limited, and in some cases non-existent.

This represents a limitation in the Office's ability to fulfill its Charter responsibility to provide timely assurance and advice on significant developments in governance, risk, and control.

S12.1 – Follow-Up

No independent validation of management action plans was conducted in 2024 or 2025, and validation is also deferred in 2026. Only a listing of unresolved findings will be provided. This represents non-conformance with Standard 12.1. Continued deferral increases the future effort required to complete this work.

S2030 – Resource Adequacy

The 1,200-hour contractual envelope is insufficient to deliver both contractual and Charter expectations. Structural increases in core obligations (+315 hours for professional standards, +182 hours for hotline) and investigative demands leave no capacity for additional projects.

S2600 – Acceptance of Risk

- No projects will be undertaken between 2026 and 2028.
- Follow-up validation is deferred for three consecutive years (2024–2026).
- New investigations received between August 1, 2025 and December 31, 2027, will be deferred to 2028, when only 2–3 can realistically be addressed.

Auditor General
2026 Risk Assessment

Report

08.31.2025
—

Office of the Municipal Auditor General,
The Corporation of the City of Windsor

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Executive Summary

The 2025–2026 risk assessment was conducted to identify the areas of highest priority for independent assurance. The assessment considered the City's full audit universe, applying risk factors such as financial exposure, service impact, compliance requirements, governance maturity, and audit history. Input was obtained from Council, Administration, the Fraud & Waste Hotline, and public concerns.

Key Outcomes

- **Housing and Homelessness** emerged as the single highest-risk area, with significant concerns about data reliability, resource adequacy, and oversight of Windsor Essex Community Housing Corporation.
- **Community Safety** risks were identified in Police overtime and scheduling, Fire & Rescue staffing, and workforce planning.
- **Cybersecurity** governance and third-party/cloud reliance represent growing citywide exposures.
- **Procurement and Conflict of Interest** controls continue to surface through Hotline complaints and prior investigations.
- Other high-risk themes include **Transit modernization, Ontario Works, Parks and Recreation facilities, Children's Services, and major infrastructure investments** such as sewer and coastal flood protection.

Priority Projects
Based on these outcomes, twelve projects were identified as the highest priorities for audit coverage over the next three years. These include:

- Homelessness data reliability and resource capacity
- Police overtime and scheduling
- Cybersecurity governance and ABC cyber resilience
- Procurement compliance and conflict of interest controls
- Transit Master Plan implementation
- Ontario Works case management and benefits administration
- Fire & Rescue overtime and deployment
- Parks & Recreation capital and maintenance
- WECHC governance and maintenance practices

- Sewer and coastal flood protection program
- Children's Services delivery and funding
- Workforce planning and talent management

Considerations

These projects represent the risk-based roadmap for 2026–2028. However, as documented in the companion Work Plan, available resources are insufficient to initiate any new project work in 2026–2028. All projects are therefore deferred until additional resources are provided or expectations are modified.

Conclusion

The risk assessment demonstrates a significant assurance gap between the City's risk profile and the Auditor General's available capacity. By approving the Work Plan, Council will be formally accepting the deferral of these high-priority risks.

1. Introduction

The Auditor General is mandated under the Municipal Act and the Auditor General Charter to prepare a **risk-based audit plan** each year. The first step in this process is an **annual risk assessment** of the City's programs, services, and related entities.

The purpose of the risk assessment is to:

- Identify high-priority areas where independent assurance would provide the greatest value to Council and the community.
- Consider risks across the City's operations, including financial, operational, compliance, governance, and reputational exposures.
- Incorporate perspectives from Council, Administration, the Fraud & Waste Hotline, and the broader public.
- Provide the foundation for a **multi-year rolling audit plan** that aligns with professional standards.

This Risk Assessment Report presents the methodology, key outcomes, and priority projects identified through the 2025–2026 risk assessment process.

2. Methodology

The risk assessment was conducted using a structured framework consistent with the Auditor General Charter and the International Internal Audit Standards (2025). The process included the following steps:

1. **Audit Universe Definition**
    - The audit universe consists of the City's programs, services, departments, agencies, boards, and commissions (ABCs).
    - Each auditable entity was identified and grouped by service area and function.
2. **Risk Factors**
   Each entity was assessed against a common set of risk factors from the AG's perepective, including:
    - **Financial Exposure** – budget size, complexity of funding, revenue sensitivity.
    - **Public Impact** – level of community visibility, service reach, reputational risk.
    - **Compliance and Legal Risk** – exposure to regulatory or legislative requirements.
    - **Governance and Control** – maturity of oversight structures, history of audit findings.
    - **Change and Complexity** – pace of change, technology reliance, system integrations.
    - **Prior Audit Coverage** – extent and timing/proximity of prior assurance work.
3. **Stakeholder Input**
    - **Council Input** – perspectives obtained from Council members on priority areas of concern via survey.
    - **Administration Input** – discussions with senior leaders on emerging risks and operational challenges via survey.
    - **Fraud & Waste Hotline Themes** – recurring complaint categories and trends.
    - **Community and Public Concerns** – key issues raised in public forums and local media.
    - **Integration with Enterprise Risk Management (ERM)** In preparing this risk assessment, the Auditor General considered whether the City's Enterprise Risk Management (ERM) framework could be leveraged to inform audit priorities. While coordination with ERM is ongoing, the program is still in development. It

does not yet provide a comprehensive risk universe or risk assessment that can be fully relied upon for audit planning purposes. As the ERM framework matures, it is expected to become a more significant input into future risk assessments.

4. **Scoring and Prioritization**
    - Entities were rated on each risk factor and assigned an overall risk score.
    - The Auditor General reviewed scores, and judgment was applied as needed.
    - A ranking of high, medium, and low risk entities was developed.
5. **Project Identification**
    - From the high-risk entities, specific audit projects were scoped that would provide timely and impactful assurance.

3. Risk Assessment Outcomes

Independence of Risk Assessment
This risk assessment reflects the Auditor General's independent evaluation of the City's risk universe. It may differ from the views of Administration. Administration's assessment often focuses on risks actively being managed and may conclude those risks are under control. The Auditor General, in contrast, must also consider areas where high-impact risks exist regardless of management's assessment, including where independent assurance is necessary to validate that controls are effective. This ensures that both risks requiring additional attention and risks where controls are assumed to be strong are subject to appropriate oversight.

The Auditor General must consider both **inherent risks** (the potential impact if controls fail) and **residual risks** (the impact after management's controls are applied). Administration may focus on residual risk and conclude that an area is well controlled. The Auditor General, however, must also weigh the inherent risk and the need for independent validation, particularly where high-impact risks exist. This difference in perspective explains why the Auditor General's assessment may highlight areas that Administration considers adequately managed.

Risk Assessment
The 2025–2026 risk assessment identified several areas of elevated risk across the City's operations. These areas were consistently rated highest across multiple risk factors, including financial exposure, complexity, change, public visibility, and lack of recent audit coverage.

High-Risk Areas

- **Housing and Homelessness**
    - Home, Together Housing & Homelessness Plan
    - Housing Services
    - Windsor Essex Community Housing Corporation
- **Employment & Social Supports**
    - Employment & Training Services
    - Ontario Works
- **Transit & Mobility**
    - Transit Master Plan
    - Transit Windsor
- **Community Safety & Services**
    - Fire & Rescue Services
    - Parks & Facilities

- **Children & Human Services**
    - Housing & Children Services
    - Employment & Social Services

Emerging / Thematic Risks

- **Cybersecurity & IT Infrastructure** – increasing reliance on third-party systems and cloud services creates elevated risk of service disruption and data loss.
- **Procurement & Conflict of Interest** – consistent themes from Fraud & Waste Hotline complaints and prior investigations.
- **Workforce & Talent Risk** – challenges with overtime (Police), workforce capacity (Housing), and turnover in key service areas.

Observations

- Many of the highest-risk entities have **never been audited** or were last audited more than five years ago.
- Major initiatives, such as **Housing, Transit, and Climate Resilience projects,** are considered high-risk due to their scale, complexity, and public impact.
- Themes identified through the **Fraud & Waste Hotline** (procurement, conflicts of interest, employment concerns) align closely with high-risk areas in the universe.
- Overall, the **assurance gap is widening**: only a fraction of these high-risk areas can realistically be covered given current resourcing.

4. 2026-2028 Priority Audit Projects

Use of External Reports
In developing project priorities, the Auditor General also considered the role of third-party reports. Where external assurance providers or regulators have issued reports that independently assess the effectiveness of City operations, those may be considered in determining audit coverage. However, there is a distinction between reports where a third party is engaged to support Administration in delivering its programs (consulting or advisory work) versus reports that provide an independent opinion on Administration's performance. Only the latter can be relied upon by the Auditor General in determining whether an area has received sufficient assurance. Other reports are valid inputs, but do not replace some level of independent assurance.

Projects
Based on the risk assessment outcomes, the following projects were identified as high-risk and key priorities for assurance coverage. These projects align with the areas of significant risk, where audit work would provide the most value to Council and the community.

Housing and Homelessness

- **Homelessness Data & Count Reliability Audit**
  - Assess the accuracy and reliability of the By-Names List, Point-in-Time counts, and related reporting.
  - Directly responds to identified risks in the City's Housing & Homelessness Plan and Housing Services.

- **Homelessness Resource & Capacity Stress Test**
  - Evaluate whether resources (funding, shelter capacity, supportive housing) are sufficient to meet community needs.
  - Addresses risks around sustainability and service delivery effectiveness.

- **Windsor Essex Community Housing Corporation – Governance & Maintenance Practices**
  - Review of oversight, asset management, and maintenance scheduling.
  - Responds to risks of aging housing stock, maintenance backlogs, and governance challenges.

Community Safety & Workforce

- **Police Overtime, Scheduling & Budget Variance Audit**
  - Examine drivers of overtime, scheduling practices, and controls over police staffing.

  - Linked to ongoing financial pressure and sustainability risks in Police Services.

- **Fire & Rescue Services – Overtime and Deployment**
  - Review overtime usage, deployment efficiency, and scheduling controls.
  - Similar risks to policing, with financial and service delivery implications.

- **Workforce Planning & Talent Management**
  - Assess recruitment, retention, turnover, and succession planning across the City.
  - Addresses risks of workforce capacity, service continuity, and talent management.

Cybersecurity & Technology

- **Cybersecurity Governance & Vendor/Cloud Oversight**
  - Review governance of cybersecurity across the City, including oversight of third-party and cloud providers.
  - Responds to growing cybersecurity risks identified as a citywide exposure.

- **Cybersecurity Review at a Selected Agency, Board, or Commission (ABC)**
  - Test readiness and cyber resilience at one high-impact external entity.
  - Responds to growing cybersecurity risks identified as a citywide exposure.

Procurement & Integrity

- **Procurement Compliance – Sole Source & Emergency Purchases**
  - Assess compliance with policies for non-competitive and emergency procurements.
  - Responds directly to Fraud & Waste Hotline themes and prior investigative findings.

- **Conflict of Interest Controls**
  - Test the adequacy of processes for disclosure, monitoring, and enforcement of conflict-of-interest requirements.
  - Addresses risks highlighted in Hotline complaints and prior AG investigations.

Transit & Infrastructure

- **Transit Master Plan Implementation**
  - Provide assurance over progress, funding, and delivery of transit modernization.

- Responds to risks of large-scale capital investment, funding gaps, and service delivery pressures.

- **Sewer & Coastal Flood Protection Program**
  - Assurance over climate resilience investments and large-scale capital projects.
  - Addresses environmental, financial, and service continuity risks.

Social Supports & Children's Services

- **Ontario Works Case Management & Benefits Administration**
  - Assess compliance with provincial rules, fraud prevention controls, and service delivery effectiveness.

- **Children's Services Program Delivery & Funding**
  - Oversight of childcare funding, regulatory compliance, and program accessibility.
  - Both projects address compliance and service delivery risks in provincially cost-shared programs.

These priorities are documented here for transparency. The companion 2026 Work Plan sets out what can realistically be delivered within the current resource envelope.

5. Considerations for Planning

The eight projects identified in Section 4 represent the areas of highest risk and the greatest potential value from assurance coverage. However, the ability to deliver these projects is dependent on available resources and contractual limitations.

Contractual Resource Envelope

- The current contract provides **1,200 hours annually** (equivalent to $300,000 in fees).
- Core activities and mandatory obligations (professional standards compliance, hotline administration, relationship management, risk assessment updates) consume **over 1,100 hours each year**.
- Investigations arising from the Fraud & Waste Hotline are mandatory and typically consume the remaining capacity.

Resulting Constraints

- **Audit project coverage is effectively displaced** by core and investigative demands.
- In 2026, no project work can be initiated.
- In 2027 and 2028, core obligations continue to exceed the annual resource envelope, leaving no realistic project capacity.

Risk Universe Impact

- While the risk assessment identifies eight high-priority projects, the **Work Plan defers all of them** until additional resources are provided or expectations are modified.
- The deferral of these projects means that **high-risk areas remain unaudited through 2028**, including housing/homelessness programs, police overtime, cybersecurity, procurement, and conflict of interest controls.

Standards Disclosure

- Under the International Internal Audit Standards, this represents both a **mandate impairment (Standard 8.2)** and a **scope limitation (Standard 2600)**.
- By approving the Work Plan, **Council formally accepts the risk** associated with deferral of these high-priority projects.

Appendix A – Summary of Mayor, Council and Corporate Leadership Team Survey Considerations

Mayor and Council Considerations Noted in Survey Responses

Council Input Survey

To inform the 2026 Risk Assessment and Work Plan, a survey was issued to all members of Council, including the Mayor. Two responses were received (17% response rate). While limited, these responses offer valuable insights into areas of perceived risk and governance priorities.

Key Themes from Responses:

- High-risk functions identified included cybersecurity/IT, capital planning & infrastructure, and policing.
- Areas where risk exposure was believed to have increased included capital spending pressures and demands for policing.
- Reputational risks were noted around governance transparency, spending initiatives, and police trust.
- Good governance was associated with transparent procurement, complaint handling, and visible Council decision-making.
- Strategic initiatives flagged included capital budget spending and stormwater financing.
- When asked about resource trade-offs, respondents indicated they would be most willing to defer professional standards reviews or follow-up activities before frontline audits or investigations.
- An acceptable timeframe for completing investigations was considered to be 6–18 months, depending on the complexity.

How These Inputs Are Addressed in the 2026 Work Plan:

Theme Identified	How is it reflected in the 2026 Plan
Cybersecurity / IT	Listed as a deferred project ("Cybersecurity Reviews of ABCs") for future years.
Capital Planning & Infrastructure	Related audit ("Capital Project Management") appears on the deferred list.
Policing	Directly addressed through the Police Overtime, Scheduling & Budget Variance Audit (13% of plan).
Governance / Transparency	Supported through Governance & Emerging Issues Reserve, Fraud & Waste Hotline, and Investigations (≈30% of plan).
Complaint Handling	Covered structurally by the Fraud & Waste Hotline, Investigations, and Management Action Plan Validation.
Strategic Initiatives (Capital, Stormwater)	Not included explicitly in 2026 but linked to deferred audits (Capital Project Management, Infrastructure).
Resource Trade-Offs	While respondents would defer professional standards reviews, the plan retains Annual Quality Self-Assessment and Management Action Plan Validation to maintain professional conformance.
Investigation Timelines	Resources for investigations (~17% of plan) are consistent with expectations of completion within 6–18 months. However, new complaints received between August 2025 and June 2026 will likely extend completion timelines for those cases beyond this threshold, as investigative demand may exceed planned reserve capacity.

Limitations:
The survey results reflect the views of only two members of Council and should therefore be considered directional input only. Nonetheless, these insights were mapped to the Auditor General's independent risk assessment, reinforcing several areas already included in the 2026 plan and identifying other areas for consideration in future years.

Corporate Leadership Considerations Noted in Survey Responses

Overall Indication:

- **Top Risks Identified:** Infrastructure sustainability, local economic instability, and cybersecurity were cited as primary corporate-wide risks.
- **Organizational Change:** Significant staffing turnover and administrative process adjustments were noted as increasing oversight challenges.
- **Control Environment:** Most areas described internal controls as established or partially documented, with few departments identifying major auditability challenges. Where system limitations exist, workarounds are in place.
- **Major Initiatives:** Areas such as the Home, Together Housing & Homelessness Plan, Transit Master Plan, Sewer and Coastal Flood Protection, and Windsor Works were highlighted, though most were assessed as having only partially documented or inconsistent controls.
- **Audit Value Opportunities:** Transit Windsor (specifically the maintenance garage and storage room) was identified as an area where audit coverage could add value.

Influence on Risk Assessment & Work Plan:

- Confirms alignment between management concerns and audit risk assessment focus areas (e.g., infrastructure, IT/cybersecurity, economic pressures).
- Signals that recent staffing and reporting changes may elevate risk in governance, compliance, and efficiency — suggesting targeted audit or advisory projects.
- Reinforces the need for coverage in corporate procurement, policy oversight, and major initiatives with weaker control maturity (e.g., housing/homelessness, climate/energy, transit).
- Specific input on Transit Windsor supports considering it as a near-term candidate for audit work.

Addressed / Considered in the Work Plan:

- Prioritization of high-risk domains (infrastructure, IT/cybersecurity, major initiatives) within the limited audit hours available.
- Integration of organizational change factors into risk weighting when selecting projects.
- Possible scoping of an audit project at Transit Windsor or related operational areas in the 2026–2027 cycle.

- Disclosure to Council that despite survey alignment, current budget resources constrain coverage to <5% of the audit universe, requiring deferral of many noted areas to later years.

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 312/2025

Subject: Auditor General Follow-Up on July 28, 2025 Report – Auditor General Report Regarding Comparator Research and Recommendations (Standards, Budget, Allocation)

Auditor General Recommendations for Council's Consideration:

THAT the report from the Office of the Municipal Auditor General dated October 1, 2025 titled "Auditor General Follow-Up on July 28, 2025 Report – Auditor General Report Regarding Comparator Research and Recommendations (Standards, Budget, Allocation)" **BE APPROVED** as follows:

1. Professional Standards

   That Council **DIRECT** the Auditor General to operate in accordance with the Global Internal Audit Standards (IIA), and that future resource planning reflect training, quality assurance, and engagement time requirements necessary to maintain compliance.

2. Budget Process (Update Only)

   That Council **RECEIVE FOR INFORMATION** the update on the Auditor General budget process, noting that independence considerations remain under review pending completion of the draft Auditor General By-law.

3. Hotline Resource Allocation

   Option A – Auditor General's Recommendation:

   That Council **DIRECT** the Auditor General to reserve a minimum percentage of annual resources for the Fraud and Waste Hotline, as outlined in the Revised Allocation Framework appended to this report;

   OR

   Option B – Administration's Recommendation:

   That Council **ACKNOWLEDGE** Administration's position that resource allocations for the Fraud and Waste Hotline should remain within the Auditor General's annual Work Plan process, without establishing fixed percentage thresholds.

Auditor General Follow-up on July 28, 2025 Report - Auditor General Report Regarding Comparator Research and Recommendations (Standards, Budget, Allocation)

Report

10.01.2025

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Office of the Municipal Auditor General,

The Corporation of the City of Windsor

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Executive Summary

Context

On July 28, 2025, Council considered the Auditor General's *Comparator Research and Recommendations Report* (dated June 25, 2025). At that meeting, Council adopted a direction to draft an Auditor General By-law, but four additional recommendations were discussed without being formally included in the resolution.

This follow-up report addresses three of those recommendations:

- **Professional Standards** – a straightforward confirmation of adherence to Global Internal Audit Standards.
- **Budget Process** – an update for information only, given 2026 timelines; independence concerns remain until resolved in the By-law.
- **Hotline Resource Allocation** – revised allocation framework based on planning experience and comparator practices.

The fourth outstanding item – **Governance of the Fraud and Waste Hotline** – is presented under a separate stand-alone report given the substantive policy updates since July.

Recommendations:

That City Council:

1. **Professional Standards**
   DIRECT the Auditor General to operate in accordance with the Global Internal Audit Standards (IIA), and that future resource planning reflect training, quality assurance, and engagement time requirements.

2. **Budget Process (Update Only)**
   RECEIVE FOR INFORMATION the update on the Auditor General budget process, noting that independence concerns remain until addressed in the draft Auditor General By-law.

3. **Hotline Resource Allocation**
   DIRECT the Auditor General to reserve a minimum percentage of annual resources for analysis and investigation of allegations received through the Fraud and Waste Hotline, as outlined in the Revised Allocation Framework.

Background

At its July 28, 2025 meeting, City Council adopted the following resolution (CR333/2025):

> "That the report of the Auditor General dated June 25, 2025 entitled *Auditor General Report Regarding Comparator Research and Recommendations* BE RECEIVED; and,
> That Administration BE DIRECTED to work towards preparing a draft Auditor General By-law for Council's consideration."

While Council discussed and expressed support for other elements of the Auditor General's recommendations, no formal direction was provided on four items. This follow-up report brings forward three (Professional Standards, Budget Process, Hotline Resource Allocation) of those items for confirmation or information.

Discussion

1. Professional Standards

- The *June 25, 2025 Auditor General Report Regarding Comparator Research and Recommendations* recommended that Council formally endorse adherence to recognized professional standards (IIA Global Internal Audit Standards, GAGAS, or CAS).
- At its July 28, 2025 meeting, Council directed Administration to prepare a draft Auditor General By-law. The direction did not explicitly include professional standards.
- The draft By-law will not embed standards directly, but will instead leave this matter to Council's separate direction.
- All comparator municipalities formally reference professional standards.
- Formal endorsement ensures credibility, compliance with international practice, and defensibility of findings.
- The Auditor General currently (and historically) aligns practice with the IIA Global Internal Audit Standards.
- Council endorsement will formalize this direction and ensure that resource planning reflects the training, quality assurance, and time required to comply with these standards.

- Comparator municipalities use IIA, GAGAS, or CAS frameworks; IIA is the most widely adopted for municipal audit functions.

- The IIA Global Internal Audit Standards appear to be the most viable for the City of Windsor.

  Administration Comments: Administration has considered the professional standards for inclusion into the draft By-Law to establish the position and duties of the Auditor General of the City of Windsor

2. Budget Process (Update Only)

- The *June 25, 2025 Auditor General Report Regarding Comparator Research and Recommendations* discussed presenting the AG operating budget as a distinct operating department (separate line item) and outlined the magnitude of other comparators and the floor considerations some municipalities had.

- The Auditor General's 2026 budget is currently embedded within an administrative departmental line.

- The draft By-law under development will require the Auditor General to submit a proposed budget through the City's overall budget process, consistent with current practice.

- Several reports, already before Council (in this agenda package) have highlighted the constraints and risks associated with the current budget, contract model, and limited resources.

- These issues will require future Council discussion and direction, but given timelines for the 2026 budget and by-law drafting, no change further changes are viable at this stage.

  Administration Comments: Administration has considered the AG budget process for inclusion into the draft By-Law to establish the position and duties of the Auditor General of the City of Windsor

3. Hotline Resource Allocation

- The *June 25, 2025 Auditor General Report Regarding Comparator Research and Recommendations* recommended that Council adopt a tiered allocation model, reserving a minimum percentage of the Auditor General's annual resources for Hotline analysis and investigations.

- On July 28, 2025, Council discussed the proposal but did not provide formal direction.

- Hotline volume and complexity have grown, often displacing planned audit work.
- Comparator municipalities reserve a set percentage of AG resources for hotline work.

Updates Since July

- The original percentage tiers were based on comparator research and high-level modeling.
- Since then, planning for the 2026 Work Plan has provided real experience with case intake, triage, and investigation resource demands. The previously proposed allocations are included in Appendix A for ease of reference.
- As a result, the tiers have been revised to better reflect the actual effort allocation required.

Revised Allocation Framework

Budget	Minimum Percentage for Fraud and Waste Hotline Allocation
$300,000 to $450,000	47.0%
$450,001 to $600,00	34.0%
$600,001 to $750,000	25.0%
$750,001 to $900,000	20.0%
$900,001 to $1,050,000	17%
Above $1,050,001	14.5%

Unused allocations will be reported in the Annual Report and may be redirected to planned work. Overages will reduce available capacity for other audit projects.

Administration Comments: Administration recommends that resource allocations should remain as part of the AG workplan

Appendix A - Prior Allocation Framework

The following table outlines the percentages for allocation in the June 25, 2025 report for reference.

Percentage Categories per Auditor General Department Budget:

Budget	**Minimum Percentage for Fraud and Waste Hotline Allocation**
$300,000 to $400,000	47.0%
$400,001 to $500,00	38.5%
$500,001 to $775,500	30.0%
Above $775,501	22.5%

Committee Matters: SCM 313/2025

Subject: Auditor General Follow-Up on July 28, 2025 Report – Auditor General Report Regarding Comparator Research and Recommendations (Fraud & Waste Governance and Policy)

Auditor General Recommendations for Council's Consideration:

THAT the report from the Office of the Municipal Auditor General dated October 1, 2025 titled "Auditor General Follow-Up on July 28, 2025 Report – Auditor General Report Regarding Comparator Research and Recommendations (Fraud & Waste Governance and Policy)" **BE APPROVED** as follows:

THAT City Council **DIRECT** that:

1. The "Concerned Citizen and Employee Hotline" **BE REBRANDED** as the Fraud and Waste Hotline to more accurately reflect its purpose;
2. Oversight and responsibility for the Fraud and Waste Hotline **BE FORMALLY ASSIGNED** to the Auditor General;
3. The currently approved "Concerned Citizen and Employee Hotline Protocol" **BE REPEALED AND REPLACED** by the attached Fraud and Waste Hotline Policy (Appendix A); and
4. The Auditor General **BE AUTHORIZED** to develop and implement operational protocols to support the administration and investigation of matters under the Fraud and Waste Hotline Policy.

Auditor General Follow-up on July 28, 2025 Report - Auditor General Report Regarding Comparator Research and Recommendations (Fraud & Waste Governance and Policy)

Report

10.01.2025

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Office of the Municipal Auditor General,

The Corporation of the City of Windsor

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Executive Summary

Context

On July 28, 2025, Council considered the *Auditor General's Comparator Research and Recommendations Report*. While Council directed Administration to draft an Auditor General By-law, no formal direction was provided on the Hotline recommendation.

This follow-up report seeks Council's approval to rebrand the Hotline, clarify governance, and adopt a modernized Fraud and Waste Hotline Policy, which incorporates updates since July based on recent complaint handling and comparator research.

Recommendations:

That City Council DIRECT that:

1. The "Concerned Citizen and Employee Hotline" be rebranded as the Fraud and Waste Hotline to more accurately reflect its purpose.

2. Oversight and responsibility for the Fraud and Waste Hotline be formally assigned to the Auditor General.

3. The currently approved "Concerned Citizen and Employee Hotline Protocol" be repealed and replaced by the attached Fraud and Waste Hotline Policy (Appendix A).

4. The Auditor General be authorized to develop and implement operational protocols to support administration and investigation under the Fraud and Waste Hotline Policy.

Background

At its July 28, 2025 meeting, City Council adopted the following resolution (CR333/2025):

> "That the report of the Auditor General dated June 25, 2025 entitled *Auditor General Report Regarding Comparator Research and Recommendations* BE RECEIVED; and,
> That Administration BE DIRECTED to work towards preparing a draft Auditor General By-law for Council's consideration."

While Council discussed and expressed support for other elements of the Auditor General's recommendations, no formal direction was provided on four items. This follow-up report brings forward one (Fraud and Waste Governance and Policy) of those items for confirmation or information.

The City currently operates a "Concerned Citizen and Employee Hotline" (CCEHP).

In July, the Auditor General recommended rebranding as a Fraud and Waste Hotline, assigning oversight to the AG, and adopting a new policy framework.

Council discussed the proposal but did not pass a formal motion.

Since July, several complaints have revealed limitations in the current protocol, particularly around anonymity and escalation pathways.

Discussion

Rationale for Policy Update

The City's current "Concerned Citizen and Employee Hotline" has provided a reporting channel for concerns of misconduct, fraud, and waste. However, its current framework has limitations. The title is overly broad, oversight responsibilities are not formally embedded in Council policy, and anonymity protections are inconsistent when reports are routed through Administration.

The *June 25, 2025 Auditor General Report Regarding Comparator Research and Recommendations* recommended that Council formally rebrand the hotline as a Fraud and Waste Hotline, assign oversight to the AG, and adopt a new policy framework. The revised policy was included in the report.

Since July 2025, further complaints and additional comparator research have underscored the need to strengthen governance, independence, and clarity.

Key Enhancements in the Proposed Policy

The updated **Fraud and Waste Hotline Policy** (Appendix A) modernizes Windsor's approach and brings it in line with leading municipal practices by:

- **Rebranding the Hotline** to clearly signal its focus on fraud and waste, while retaining wrongdoing as applicable allegations for consideration.
- **Formally assigning oversight to the Auditor General**, ensuring impartiality and independence.
- **Establishing two reporting options** – confidential (identity held only by the Auditor General) and anonymous (no identity required, but sufficient details must be provided).
- **Formalizes a structured triage model** to ensure that all submissions are addressed consistently and appropriately.
- **Strengthening protections against reprisal**, including clear escalation to Council where senior management may be implicated.

Benefits of the Proposed Framework

Adopting the updated policy will:

- Increase public trust and awareness by clarifying the program's scope and purpose.
- Align Windsor's practices with comparator municipalities such as Toronto, Ottawa, and Hamilton.
- Reinforce Council's commitment to independence, transparency, and accountability.
- Provide operational flexibility for the Auditor General to administer investigations while ensuring Council retains governance oversight.

Note on Appendix A:
Appendix A presents the Fraud and Waste Hotline Policy in tracked-change format.

- Red text indicates new additions since the July 28, 2025 draft.
- ~~Strikethrough~~ text indicates removals or clarifications made to refine the policy.
- Unmarked text reflects content consistent with the July draft.

A clean version of the policy, incorporating all changes, will be prepared upon Council's final approval.

APPENDIX A - Fraud and Waste Hotline Policy

THE CORPORATION OF THE CITY OF WINDSOR
POLICY

Service Area: Accountability and Transparency
Policy No.:
Department: Office of the Auditor General
Approval Date: [Insert Date]
Division: Accountability and Transparency
Approved By: [Insert Authority]
Effective Date: [Insert Date]
Subject: Fraud and Waste Hotline Policy
Procedure Ref.:
Review Date:
Pages:
Prepared By: Christopher O'Connor, Auditor General for the Corporation of the City of Windsor

1. POLICY

1.1 The City of Windsor is committed to the highest standards of integrity and accountability in public service.

1.2 This policy establishes a consistent, transparent protocol for receiving, assessing, investigating, and reporting allegations of fraud, waste, misuse of City assets or serious wrongdoing through the Fraud and Waste Hotlinen ("Hotline") or similar mechanisms.

1.3 The Auditor General shall oversee all aspects of the process to ensure that allegations are evaluated fairly, confidentially, and in alignment with the Auditor General's mandate under the Municipal Act and applicable by-laws and policies.

1.4 Internal Resolution First, with Safe Exceptions. Employees are encouraged to raise workplace concerns through existing internal channels (e.g., supervisor, next-level management, Human Resources) wherever appropriate. However, where internal escalation is not feasible or safe—such as when there is a reasonable risk of reprisal, the concern involves the employee's management chain, evidence may be at risk, or prior attempts have

failed—the Fraud and Waste Hotline remains an independent channel for confidential or anonymous reporting.

2. PURPOSE

2.1 To provide clear guidance on the processing of allegations related to fraud, waste, misuse of resources, or serious wrongdoing.

2.2 To reinforce public confidence in the accountability mechanisms of the City.

2.3 To establish minimum submission standards and delineate jurisdictional boundaries.

2.4 To clarify the relationship between internal reporting mechanisms and the Hotline: internal channels are encouraged for routine workplace issues, while the Hotline provides an independent, protected avenue for suspected fraud, waste, misuse of assets, serious wrongdoing, or where internal escalation is inappropriate or unsafe.

3. SCOPE

3.1 This policy applies to all allegations received by or routed through the Office of the Auditor General (OAG), under the Concerned Citizen/Employee Hotline or similar means. This policy applies regardless of whether internal channels have been used.

3.2 It supplements but does not override the City's Fraud and Misuse of Assets Policy.

3.3 It applies to City employees, management, Administration and contractors, unless redirected per Section 3.4.

3.4 The ~~CCEH Process~~ Hotline does **not** apply to allegations associated with the following areas:

- The Mayor, City Councillors, or political staff (refer to the Integrity Commissioner)
- Windsor Essex County Health Unit
- Essex Region Conservation Authority
- Local Boards (unless opt-in approved)
- Municipally Controlled Corporations

- Grant recipients
- Committee of Adjustment
- Windsor Public Library and its Board
- Windsor Police Services Board

3.5 Allegations outside the Auditor General's jurisdiction shall be redirected as follows:

- Elected officials → Integrity Commissioner
- All other areas → Finance Executive Initiatives Coordinator or other designated contact for referral

4. REQUIRED INFORMATION FOR SUBMISSION

~~4.1 All allegations must include:~~

~~a) Reporter's full name~~

~~b) Two contact methods (email and phone preferred)~~

~~c) Confirmation as to being a citizen or taxpayer of Windsor (or a representative thereof)~~

~~d) Nature of the allegation with description~~

~~e) Verifiable evidence or a corroborating witness (written or interview follow-up required)~~

~~f) List of evidence and willingness to provide it~~

~~g) Identification of the functional area of concern~~

~~h) Summary of prior escalation attempts (if any)~~

4.1 Reports may be submitted in one of two ways:

(a) Confidential Reports – Reporter provides name and at least one method of contact. This information is retained confidentially within the OAG only and is not disclosed to Administration, City Council, or other parties, except with the reporter's written consent or where legally required. Confidential allegations allows the OAG to seek clarification, request evidence, and provide feedback while preserving anonymity outside the OAG.

(b) Anonymous Reports – Reporter provides no identifying information. Anonymous allegations must contain sufficient factual particulars (e.g., dates, records, witnesses,

transactions). Allegations lacking sufficient detail will be logged and closed without investigation, though they may be retained in the OAG for reference or trend analysis.

4.2 Allegations similar to a prior complaint within the past 12 months will not be re-investigated unless new, relevant information is submitted.

5. INTAKE AND REPORTING

5.1 Employee Reporting Pathways: Employees are encouraged to use internal channels first unless:

- the concern involves their supervisor/management chain or senior officials;
- there is a reasonable concern of reprisal;
- time sensitivity or evidence preservation concerns exist; or
- prior internal efforts have not resolved the concern.
  In these circumstances, employees may report confidentially or anonymously to the Hotline.

5.~~1~~2 Allegations may be submitted via:

- Online form
- Email
- Phone
- Mail

~~Anonymous submissions are accepted; however, allegations that require clarification and do not receive a response will not be pursued further by management, the Auditor General, or the Administrator.~~

Anonymous submissions are accepted, but if sufficient factual particulars are not provided, the report will be logged and closed as “Insufficient Information to Action” within the OAG.

6. ANONYMITY PROTOCOLS

6.1 Reporters are able to submit allegations either confidentially or anonymously.

6.1.1 **Confidential Reports** – Identity is known only to the Auditor General and designated OAG staff. This permits confidential follow-up while maintaining anonymity outside the OAG.

6.1.2 **Anonymous Reports** – Identity is not known to the OAG. These reports are assessed solely on intake information. If insufficient, they are logged and closed within the OAG.

6.1~~1~~2 Allegations are treated as anonymous outside the Office of the Auditor General unless waived by the reporter in writing. Only the original reporter may waive anonymity and must do so in writing or via an email directly to the Auditor General.

~~6.2 Anonymity limits the investigation's scope in some cases.~~

6.3 When routed to Administration ~~management~~, anonymity is assumed unless the reporter responds within 5 business days to a clarification request.

6.4 Preserving anonymity may limit the scope of the investigation, increase effort to safeguard identity, or, in some cases, make identification likely based on known issues.

6.5 Choosing any internal pathway does not waive the right to later submit a confidential or anonymous report to the Auditor General.

7. ADMINISTRATION AND INVESTIGATION

7.1 To support the effective and consistent operation of the Hotline, the Auditor General shall develop, implement, and maintain internal procedures, practices, and tools for the intake, triage, investigation, and resolution of allegations. These procedures shall be designed to:

- Ensure fair, timely, and risk-informed responses to submissions;
- Preserve confidentiality and procedural integrity;
- Comply with applicable professional standards and relevant municipal policies.

7.2 The Auditor General shall review and update these procedures as necessary and may communicate process changes or summary trends to City Council through annual work plan reporting or performance updates, where appropriate**.**

7.3 The Auditor General shall assign each report to one of four categories:

7.3.1 **AG Investigation:** High-risk/systemic/senior official matters. OAG conducts the investigation.

7.3.2 **Administration Investigation with AG Oversight:** Employee/operational matters. Administration investigates under AG oversight and any specifications and reports

back to the AG. The AG reviews the approach and Administration assessment and reports the approach and outcomes to the Council.

7.3.3 **Referral Without Oversight:** Valid but out-of-scope matters (e.g., service complaints, HR grievances). Referred to Administration and logged by OAG.

7.3.4 **Insufficient Information to Action**: Allegations lacking sufficient particulars, including anonymous reports without follow-up. Logged and retained by OAG only.

7.4 Confidential Reports – Allow OAG to request clarification or evidence directly.

7.5 Anonymous Reports – Stand only on details provided; allegations with insufficient details will default to 7.3.4. Insufficient Information to Action.

8. INVESTIGATION REFUSAL CRITERIA

The Auditor General may refuse or terminate investigations if:

- There is insufficient ground or no basis
- The matter is frivolous or vexatious
- Continued investigation serves no purpose
- Another process is more appropriate

All refusals, closures, and 7.3.4 Insufficient Information to Action determinations must be documented, with rationale retained by the OAG.

9. ENFORCEMENT AND AUTHORITY

9.1 The Auditor General has full discretion on the handling of allegations and reports, including referring, investigating, or dismissing.

9.2 Investigations involving the OAG will be directed to City Council.

10. CONFIDENTIALITY AND REPORTING

10.1 All allegations and submissions are confidential under MFIPPA.

10.2 The OAG and its staff must maintain strict confidentiality except where disclosure is legally authorized.

11. REPRISAL AND PROTECTION

11.1 Retaliation for submitting a good-faith allegation is prohibited and subject to discipline.

11.2 ~~All alleged reprisals shall be investigated urgently~~ All alleged reprisals shall be investigated by the Auditor General. Where Administration is implicated, the matter shall be escalated to the CAO or Council.

12. FALSE ALLEGATIONS

Allegations made in bad faith or with malicious intent may result in disciplinary action, including termination.

13. DISCIPLINARY AND LEGAL ACTION

If allegations are substantiated:

- The City shall take disciplinary action in accordance with relevant laws and policies.
- Losses may be recovered through legal means.

14. REPORTING TO City Council

14.1 The Auditor General may report investigation results to City Council.

14.2 An annual report will be submitted to City Council, including:

- Complaint volumes
- Allegation types
- Substantiation rates
- Emerging trends

14.3 Public summaries may be issued, protecting identities.

15. POLICY REVIEW

15.1 The Auditor General shall review this policy annually.

15.2 Revisions will be presented to City Council and, where appropriate.

16. DEFINITIONS

Administration Investigation with Auditor General Oversight: Allegations involving operational or employee-level matters. Administration conducts the investigation under terms established by the Auditor General and reports results back to the OAG for review.

Allegation: A clearly articulated claim or assertion that an event or action has occurred which has not yet been proven as true.

Anonymous Allegation: An allegation submitted to the Fraud and Waste Hotline without any identifying information about the individual submitting it. Anonymous allegations must include sufficient factual particulars (e.g., dates, records, witnesses, transactions) to permit assessment. Where insufficient information is provided, the allegation will be logged and closed without investigation, though it may be retained within the Office of the Auditor General for reference or trend analysis.~~The identity of the reporter is not disclosed.~~

Auditor General Investigation: Allegations requiring independent oversight due to seriousness, systemic impact, or involvement of senior officials. These matters are investigated directly by the Office of the Auditor General.

City Assets: All tangible and intangible resources owned by the City, including financial, physical, digital assets, and work time. For further information, see Section 5.2.1 of the City's Fraud and Misuse of Assets Policy.

Complaint/Report: A submission made through the Hotline alleging fraud, waste, misuse, or serious wrongdoing.

Confidential: Information obtained as a result of a report or investigation is not discussed, disclosed, or otherwise shared, both internal and external to the City, unless required by law. All information shared, within the City, as part of the investigation is restricted to a “need to know” basis.

Confidential Allegation: An allegation submitted to the Fraud and Waste Hotline in which the individual provides their name and at least one method of contact. This information is retained confidentially within the Office of the Auditor General for the Corporation of the City of Windsor only and is not disclosed to Administration, City Council, or any other party, except with the

individual's written consent or where legally required. Confidential allegations allow the Auditor General to request clarification or evidence while preserving anonymity outside the OAG.

Dispositions: The final classification of how an allegation was addressed, including: substantiated, partially substantiated, unsubstantiated, insufficient information, accurate but compliant, or redirected.

Fraud: Any act involving deceit or concealment intended to gain improper access to or misuse of City assets. Includes forgery, misappropriation, false claims, bribery, and computer misuse. For further information, see Section 5.2.2 of the City's Fraud and Misuse of Assets Policy.

Frivolous: The contents of the report are not serious, lacking merit or factual basis.

Insufficient Information to Action: Allegations lacking sufficient factual particulars to proceed. These are logged and retained within the OAG for reference and trend analysis but are not advanced further unless additional information is received.

Internal Channels: Existing organizational pathways for employee concerns, including immediate supervisor, next-level management, and Human Resources.

Misappropriation: Illegal or unauthorized use of another's property or funds for personal gain or other improper purpose. For further information, see Section 5.2.3 of the City's Fraud and Misuse of Assets Policy.

Misuse: Broader than fraud; includes unethical actions, neglect of duties, abuse of authority, bribes, and significant waste. For further information, see Section 5.2.4 of the City's Fraud and Misuse of Assets Policy.

Person(s): Inclusive term covering employees, agents, intermediaries, and the public. For further information, see Section 5.2.5 of the City's Fraud and Misuse of Assets Policy.

Referral Without Oversight: Allegations valid and sufficiently detailed but outside the OAG's mandate (e.g., service complaints, HR grievances, Integrity Commissioner). The OAG refers such matters to the appropriate body without oversight but retains a record.

Reprisal: Any act of retaliation, threat, harassment, or adverse employment consequence taken against an employee who makes a good-faith allegation through the Fraud and Waste Hotline. Reprisals are investigated by the Auditor General, with escalation to the CAO or City Council if management is implicated.

Reporter: An individual who submits an allegation or concern.

Reporting Party: The person(s) who submits a Fraud and Waste Hotline report.

Respondent: The person(s) who is alleged to have engaged in acts of fraud, waste or serious wrongdoing.

Retaliation: Adverse action taken against a person for reporting or cooperating with an investigation.

Reprisal: A negative action or threat made by an employee, toward the following:

A reporter who has submitted a report of fraud, waste, or serious wrongdoing.

A witness who has provided information or participated in the investigation of a fraud, waste, or serious wrongdoing.

A respondent of an alleged fraud, waste, or serious wrongdoing.

Serious Wrongdoing: Behaviour that significantly impacts service quality, violates public trust, or breaches legal or ethical standards.

Significant Fraud: Determined by CFO & City Treasurer or CAO (if CFO implicated), using professional judgment. For further information, see Section 5.2.6 of the City's Fraud and Misuse of Assets Policy.

Substantiated: A finding that one or more elements of a report were verified through evidence.

Suspicion: A reasonable belief that a policy violation is taking place. For further information, see Section 5.2.7 of the City's Fraud and Misuse of Assets Policy.

Unauthorized: Lacking official permission to act or omit an action, whether formally granted or covered by policy. For further information, see Section 5.2.8 of the City's Fraud and Misuse of Assets Policy.

Vexatious: The report was submitted with malicious intent, or on the basis of improper motives, with the intent to harass, embarrass, or defame the respondent.

Waste: Inefficient, careless, or unnecessary use of City resources.

Witness: A City employee, or other individual, who observed the allegation(s) firsthand.

For further information, refer to **Section 5.2.1 and 5.2.2 of the City's Fraud and Misuse of Assets Policy**.

17. RELATED POLICIES AND GOVERNANCE FRAMEWORK

- City of Windsor Fraud and Misuse of Assets Policy
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

- Municipal Act, 2001 (Sections 223.19–223.23)
- Auditor General By-law
- Auditor General Charter
- Records Retention By-law
- Purchasing By-law
- Code of Ethics & Conflict of Interest Policy
- Collective Agreements
- Standards of Employee Deportment Policy
- Workplace Harassment and Violence Policies

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 314/2025

Subject: Auditor General Report Regarding Council's Alignment with IIA Essential Conditions

Auditor General Recommendation for Council's Consideration:

THAT the report from the Office of the Municipal Auditor General dated August 31st, 2025 titled "Auditor General Report Regarding Council's Alignment with IIA Essential Conditions" **BE RECEIVED** for information.

Auditor General Report Regarding Council's Alignment with IIA Essential Conditions

Report

08.31.2025

—

Office of the Municipal Auditor General,

The Corporation of the City of Windsor

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Essential Conditions of Governance[1]

This section outlines the Institute of Internal Auditors' (IIA) *Essential Conditions*—non-negotiable governance and management supports that must be in place for an Auditor General function to fully comply with the 2024 *Global Internal Audit Standards*. These conditions are embedded within **Domain III: Governing the Internal Audit Function** and are critical to the independence, authority, and effectiveness of the Auditor General's work.

As the **Board equivalent** under these Standards, the City Council holds specific responsibilities for ensuring the conditions are met. Many of these requirements cannot be fulfilled by the Auditor General alone—they require active oversight, sponsorship, and collaboration by Council and senior leadership. This section provides the benchmark against which current practices have been assessed in the following pages.

What Are the IIA's Essential Conditions?

The Essential Conditions are a set of mandatory activities and supports provided by the City Council, or Audit Committee, and Senior Management that are necessary to enable a fully effective internal audit or Auditor General function. They are designed to ensure a strong foundation, enabling the function to fulfill its purpose of providing independent, risk-based, and objective assurance, advice, insight, and foresight.

These conditions include, but are not limited to:

1. **Council Authorization of the Internal Audit Mandate** – Approving and safeguarding the Auditor General's charter, scope, and authority.

2. **Ensuring Organizational Independence** – Maintaining reporting relationships and structures that protect the Auditor General from undue influence and conflicts of interest.

3. **Oversight of the Auditor General's Function** – Engaging in regular interaction, reviewing and approving plans, budgets, and resources, and ensuring quality assurance processes are in place.

4. **Unrestricted Access** – Supporting operational arrangements that allow the Auditor General access to all necessary data, records, information, personnel, and locations.

5. **Active Support from Senior Leadership** – Collaborating with administration to operationalize the conditions and ensure ongoing compliance with professional standards.

Council's Role in Meeting the Essential Conditions

As the governing body, Council's responsibilities in fulfilling these conditions include:

[1] The Institute of Internal Auditors. (2024). *Global Internal Audit Standards*. Domain III: Governing the Internal Audit Function. Retrieved August 13, 2025, from https://www.theiia.org/en/standards/2024-global-internal-audit-standards/

- **Visible Sponsorship** – Championing the Auditor General function publicly and internally to reinforce its mandate and independence.
- **Mandate and Resourcing Decisions** – Approving the Auditor General's charter, work plan, budget, and resource allocations.
- **Direct Engagement** – Meeting regularly and privately with the Auditor General to discuss sensitive matters without senior management present.
- **Governance and Risk Oversight** – Seeking integrated, organization-wide perspectives on governance, risk management, and control effectiveness.
- **Quality Assurance Commitment** – Ensuring external quality assessments are conducted at least once every five years by independent, qualified assessors, with results reported directly to Council.

Assessment of the Essential Conditions of Governance

The following assessment evaluates City Council's alignment with the IIA's Essential Conditions as outlined in **Domain III: Governing the Internal Audit Function** of the *Global Internal Audit Standards*.

Each Essential Condition reflects a governance responsibility where Council, as the Board-equivalent under the Standards, has a direct or shared role in ensuring compliance.

Rating System:

- ✅ **Met** – Current practice meets the Essential Condition, or existing plans in place are expected to meet the requirement.
- 🔎 **Focus Area** – Partial or non-compliance with the Essential Condition. These are linked to findings and risks in the "Essential Condition Non-Compliance Risks and Recommendations" section.
- NA – Not applicable to the City's current governance structure or mandate.

Council's Role in the Assessment:
Each numbered Essential Condition in the table:

- Describes a specific governance expectation under the Standards.
- Indicates whether Council's current practice fulfills the expectation.
- Where a 🔎 appears, it signals that Council action or procedural adjustment is required to close a compliance gap.
- The "Finding Reference/Note" column links directly to numbered findings in the later section, allowing Council to easily connect the observed gap to the related risk and recommendation.

Using this Assessment:
This table should be read as both a compliance checklist and a governance improvement tool. It not only documents current alignment with the Standards but also highlights areas where Council can strengthen:

- Oversight and sponsorship of the Auditor General's work
- Access, independence, and resource safeguards
- Integration of governance, risk, and control oversight
- Commitment to quality assurance and external validation

Essential Elements Assessment - City Council

#	Essential Condition	Assessment	Finding Reference/Note
1	Discuss with the chief audit executive and senior management the appropriate authority, role, and responsibilities of the internal audit function.	✅	
2	Approve the internal audit charter, which includes the internal audit mandate and the scope and types of internal audit services.	✅	
3	Discuss with the chief audit executive and senior management other topics that should be included in the internal audit charter to enable an effective internal audit function.	✅	
4	Approve the internal audit charter.	✅	
5	Review the internal audit charter with the chief audit executive to consider changes affecting the organization, such as the employment of a new chief audit executive or changes in the type, severity, and interdependencies of risks to the organization.	✅	
6	Champion the internal audit function to enable it to fulfill the Purpose of Internal Auditing and pursue its strategy and objectives.	✅	
7	Work with senior management to enable the internal audit function’s unrestricted access to the data, records, information, personnel, and physical properties necessary to fulfill the internal audit mandate.	✅	
8	Support the chief audit executive through regular, direct communications.	✅	

#	Essential Condition	Assessment	Finding Reference/Note
9	Demonstrate support by:		
9a	– Specifying that the chief audit executive reports to a level within the organization that allows the internal audit function to fulfill the internal audit mandate.	✅	-
9b	– Approving the internal audit charter, internal audit plan, budget, and resource plan.	✅	
9c	– Making appropriate inquiries of senior management and the chief audit executive to determine whether any restrictions on the internal audit function's scope, access, authority, or resources limit the function's ability to carry out its responsibilities effectively.	✅	
9d	– Meeting periodically with the chief audit executive in sessions without senior management present.	🔎	Finding #1 – Private sessions with Auditor General
10	Establish a direct reporting relationship with the chief audit executive and the internal audit function to enable the internal audit function to fulfill its mandate.	✅	
11	Authorize the appointment and removal of the chief audit executive.	✅	
12	Provide input to senior management to support the performance evaluation and remuneration of the chief audit executive.	✅	
13	Provide the chief audit executive with opportunities to discuss significant and sensitive matters with the board, including meetings without senior management present.	🔎	Finding #1 – Private sessions with Auditor General
14	Review the requirements necessary for the chief audit executive to manage the internal audit function, as described in Domain IV: Managing the Internal Audit Function.	🔎	Finding #2 – Resourcing of Auditor General function
15	Approve the chief audit executive's roles and responsibilities and identify the necessary	✅	

#	Essential Condition	Assessment	Finding Reference/Note
	qualifications, experience, and competencies to carry out these roles and responsibilities.		
16	Engage with senior management to appoint a chief audit executive with the qualifications and competencies necessary to manage the internal audit function effectively and ensure the quality performance of internal audit services.	✅	
17	Communicate with the chief audit executive to understand how the internal audit function is fulfilling its mandate.	✅	
18	Communicate the board's perspective on the organization's strategies, objectives, and risks to assist the chief audit executive with determining internal audit priorities.	✅	
19	Set expectations with the chief audit executive for:	✅	
20	– The frequency with which the board wants to receive communications from the chief audit executive.	✅	
20a	– The criteria for determining which issues should be escalated to the board, such as significant risks that exceed the board's risk tolerance.	✅	
20b	– The process for escalating matters of importance to the board.	✅	
20c	Gain an understanding of the effectiveness of the organization's governance, risk management, and control processes based on the results of internal audit engagements and discussions with senior management.	🔎	Finding #3 - Integrated GRC understanding

#	Essential Condition	Assessment	Finding Reference/Note
21	Discuss with the chief audit executive disagreements with senior management or other stakeholders and provide support as necessary to enable the chief audit executive to perform the responsibilities outlined in the internal audit mandate.	✅	
22	Collaborate with senior management to provide the internal audit function with sufficient resources to fulfill the internal audit mandate and achieve the internal audit plan.	✅	
23	Discuss with the chief audit executive, at least annually, the sufficiency, both in numbers and capabilities, of internal audit resources to fulfill the internal audit mandate and achieve the internal audit plan.	🔎	Finding #2 – Resourcing of Auditor General function
24	Consider the impact of insufficient resources on the internal audit mandate and plan.	🔎	Finding #2 – Resourcing of Auditor General function
25	Engage with senior management and the chief audit executive on remedying the situation if the resources are determined to be insufficient.	✅	
26	Discuss with the chief audit executive the quality assurance and improvement program, as outlined in Domain IV: Managing the Internal Audit Function.	✅	
27	Approve the internal audit function's performance objectives at least annually. (See also Standard 12.2 Performance Management.)	✅	
28	Assess the effectiveness and efficiency of the internal audit function. Such an assessment includes:	✅	
29	– Reviewing the internal audit function's performance objectives, including its conformance with the	✅	

#	Essential Condition	Assessment	Finding Reference/Note
	Standards, laws and regulations; ability to meet the internal audit mandate; and progress towards completion of the internal audit plan.		
29a	– Considering the results of the internal audit function's quality assurance and improvement program.	✅	
29b	– Determining the extent to which the internal audit function's performance objectives are being met.	✅	
29c	Discuss with the chief audit executive the plans to have an external quality assessment of the internal audit function conducted by an independent, qualified assessor or assessment team.	✅	
30	Collaborate with senior management and the chief audit executive to determine the scope and frequency of the external quality assessment.	✅	
31	Consider the responsibilities and regulatory requirements of the internal audit function and the chief audit executive, as described in the internal audit charter, when defining the scope of the external quality assessment.	🔎	Finding #4 – External Quality Assessment governance
32	Review and approve the chief audit executive's plan for the performance of an external quality assessment. Such approval should cover, at a minimum:	🔎	Finding #4 – External Quality Assessment governance
33	– The scope and frequency of assessments.	NA	Finding #4 – External Quality Assessment governance
33a	– The competencies and independence of the external assessor or assessment team.	NA	Finding #4 – External Quality Assessment governance

#	Essential Condition	Assessment	Finding Reference/Note
33b	– The rationale for choosing to conduct a self-assessment with independent validation instead of an external quality assessment.	NA	Finding #4 – External Quality Assessment governance
33c	Require receipt of the complete results of the external quality assessment or self-assessment with independent validation directly from the assessor.	NA	Finding #4 – External Quality Assessment governance
34	Review and approve the chief audit executive's action plans to address identified deficiencies and opportunities for improvement, if applicable.	NA	Finding #4 – External Quality Assessment governance
35	Approve a timeline for completion of the action plans and monitor the chief audit executive's progress.	NA	Finding #4 – External Quality Assessment governance

Essential Condition Non-Compliance Risks and Recommendations

1. Private sessions with the Auditor General

Finding:
The IIA Essential Conditions require that Council meet periodically with the Auditor General without senior management present. The Municipal Act requires that all meetings of Council with quorum be open to the public unless the subject matter falls within the exceptions in s.239. As confirmed by the City Clerk, sessions with the Auditor General alone do not independently qualify as an exception unless the subject matter meets one of the legislative grounds (e.g. litigation, solicitor-client privilege, labour relations, identifiable individuals).

Risk:
Without private sessions, Council's ability to receive candid, unfiltered perspectives on sensitive governance or risk matters may be constrained. This creates a compliance gap with IIA Standards 1111 and 2050.

Options Considered:

- **Option 1 – Council Direction (Full Alignment Attempt):**
  Council could seek to maximize alignment with the Essential Condition within the legislative framework by:
    - Using existing closed-meeting exceptions under s.239 when an Auditor General briefing legitimately qualifies (e.g. fraud/waste investigations may fall under litigation, solicitor-client advice, or identifiable individual exceptions).
    - Considering whether certain Auditor General briefings may be structured as education or training sessions under s.239(3.1), where no decision-making occurs.
    - Documenting, in Council's procedures, that where no legislative exception applies, private AG briefings cannot be held — and that this represents a structural compliance limitation imposed by statute.

  For this option to apply Coucil would need to direct the Clerk and Solicitor to develop a protocol for when and how AG briefings can properly be scheduled under s.239. Any residual compliance gap should be explicitly disclosed in the Auditor General's annual report to Council in line with IIA Standards.

- **Option 2 – Annual Disclosure (Structural Limitation):**
  Alternatively, Council could acknowledge that this is a statutory limitation which cannot be fully resolved. In this approach, the Auditor General would disclose the limitation annually through the Auditor General's Work Plan and Quality Assurance and Improvement Program (QAIP) reporting, noting any efforts to maximize alignment using education/training provisions or

existing s.239 grounds where appropriate. This ensures transparency and compliance with professional standards, while recognizing that the gap is imposed by statute.

Recommendation:
In consultation with Administration, Option 2 will be followed unless Council directs otherwise.
The Auditor General will disclose this statutory limitation annually through the Work Plan, Quality Assurance and Improvement Program (QAIP) review, and Annual Performance Review.
Council's receipt of these reports will fulfill the IIA requirement that the governing body be informed of and discuss any non-conformance.

This limitation arises solely from statutory provisions of the *Municipal Act, 2001* and therefore represents a **structural compliance exception** rather than a governance or operational deficiency.

Comments from Administration:
Administration has previously shared with the Auditor General the legislative requirements for proceeding in-camera. Matters meeting the criteria should be submitted in accordance with the timelines set by the City Clerk's office.

2. Resourcing of Auditor General's function

Finding:
The current Auditor General budget has remained at $300,000 since 2013, despite inflationary increases, expanded scope, increasing hotline administration, higher volumes of investigations and expanded professional standards requirements. Comparative research shows that Windsor invests less than half the average percentage of its operating budget in the Auditor General function relative to peer municipalities, and the absolute funding is the second lowest among comparators. This funding level has reduced the capacity to conduct proactive, risk-based performance and compliance audits, limiting work plan flexibility. Retrospective cost build-up corroborates this analysis as well.

Risk:
Persistent under-resourcing risks the non-completion of planned audit work, reduced coverage of high-risk areas, an inability to meet demands for emerging issues, and diminished alignment with IIA Standard 2030. It may also impact the City's ability to demonstrate effective independent assurance to stakeholders.

Recommendation:
Council should determine the desired depth and breadth of mandate coverage for the Auditor General function. The budget has been flat-lined since 2013, resulting in an effective reduction in scope and effort as responsibilities expanded.

Council now faces a governance choice on two horizons:

1. Short-Term (2026 Workplan Approval)

- **Constrained Plan**: Approve the baseline 2026 Work Plan under the current $300,000 envelope, with no projects, deferred follow-up, and investigations backlogged. This represents formal acceptance of mandate impairment and scope limitations.
- **Modified 2026 Scenario:** Approve a one-time $75,000 increase for 2026. This restores follow-up validation for 2026, contingency capacity in year, and clears the investigation backlog, but still provides no project capacity.

2. Mid-Term (Future of the AG Role)

- **Retain and Restore:** Commit to a phased path toward benchmark resourcing (a significant cost increase). This will be presented in an upcoming report to Council.
- **Dissolve:** Determine to discontinue the Auditor General function and develop an alternative assurance model and an independent hotline arrangement.
- **Request Further Analysis:** If Council is not ready to decide now, direct Administration, in consultation with the Auditor General, to return with additional information to support a decision between restoration and dissolution before July 2026.

The **2026 Risk Assessment & Work Plan Proposal** (separate agenda item) illustrates the immediate implications of the short-term choice, while the **Future Direction for Auditor General as an Officer** (future agenda item) frames the structural decision Council must make by 2026.

Comments from Administration:
Administration has advised the Auditor General with a proposed process that will bring forward the Auditor General's work plan and budget request on an annual basis. Recommendations or directions from City Council will be incorporated into the annual operating budget development process in a manner that is similar to all other external budget requests, for example Agencies, Boards, and Committees (ABC).

3. Integrated GRC understanding

Finding:
The IIA Essential Conditions require that Council receive an integrated view of governance, risk management, and control (GRC) effectiveness. At the City of Windsor, risk awareness and management do occur in practice:

- Risks are identified and discussed through Council and CAO reports, budget deliberations, and Corporate Leadership Team (CLT) discussions.
- Administration responds in real time to “hot topic” risks such as tariffs, procurement constraints, and budget pressures.
- Risk mitigation controls have been implemented in key areas, such as business continuity planning across multiple departments.

However, these processes remain largely ad hoc and undocumented. At present:

- There is no consolidated enterprise-wide risk register.
- Risk appetite is discussed at the CLT but is not documented or formally approved by Council.
- Risks are typically identified on a "top-of-mind" basis, rather than through a systematic methodology (COSO, ISO 31000, etc.).
- Risk ownership and monitoring are decentralized and not reported to Council in an integrated way.

Due to these limitations, the Auditor General cannot rely solely on ERM outputs as a comprehensive risk universe and must develop an independent risk assessment to ensure coverage of material risks.

Risk:
Without a consolidated enterprise risk register or a Council-approved risk appetite statement, Council's visibility of the City's risk profile is fragmented. This creates governance risks, including:

- Council's inability to formally review, challenge, or approve the City's risk appetite and tolerance.
- Reduced ability to see whether significant risks are being proactively managed or only addressed once escalated.
- A compliance gap with IIA Standard 2060, which requires the Chief Audit Executive to report on governance, risk management, and control effectiveness.
- The Auditor General's work plan alignment with the City's enterprise risk profile is necessarily partial, limiting Council's assurance over the highest risks.

Recommendation:
Council should determine the desired depth of integration between ERM and the Auditor General's risk assessment and direct Administration to formalize ERM processes accordingly. Specifically considering items such as:

- Update the City's ERM policy and establish a consolidated, enterprise-wide risk register.
- Document and present risk appetite/tolerance for Council review, challenge, and approval.
- Require that ERM outputs be shared annually with both Council and the Auditor General to inform the risk-based audit plan.
- Direct the Auditor General to provide an annual Governance, Risk, and Control (GRC) briefing that synthesizes:
    - Administration's ERM outputs,
    - Key audit themes and residual risks, and
    - Management's responses to high-priority issues.

Until ERM reaches maturity, the Auditor General will continue to maintain an independent risk universe to ensure material risks not captured by ERM are addressed in the annual work plan.

Comments from Administration:
Administration acknowledges a review of the existing Enterprise Risk Management (ERM) policy is required and that process is currently underway. Furthermore, as part of the City's ongoing Business Continuity Plan (BCP) initiative, the Corporation has successfully completed nine (9) Business Impact Assessments across various departments in collaboration with our BCP partner, Deloitte, with one currently taking place. BCP is a strategic approach to ensuring the continuity of essential services during disruptive events, and Business Impact Assessments are a key tool in identifying critical functions, assessing the potential impact of service interruptions, and uncovering operational risks. These assessments also inform the development of targeted mitigation strategies to strengthen organizational resilience and safeguard public service delivery. Building on the success of this initial phase, a Request for Proposal (RFP) is planned to be issued to engage an additional consultant to support the second wave of BCP efforts, expanding the reach of Business Impact Assessments throughout the Corporation.

Furthermore, in referencing the Auditor General's 2023 Management Action Plan Validation report dated June 30, 2024 the City's assessed rating was "Well Controlled". The rating indicates that 100% of the audit recommendations due to be implemented in the current period were completed and as of the time of this report there were no outstanding audit recommendations. Administration remains committed to maintaining an ongoing and collaborative dialogue with the Auditor General to review annual conditions impacting municipal operations, as well as to assess and address the associated risks in a timely and informed manner. These efforts are considered complementary to the formal ERM policy framework, reinforcing the City's broader risk management objectives as the policy continues to evolve.

4. External Quality Assessment Governance

Finding:
While the Auditor General's office plans to conduct its first independent External Quality Assessment (EQA) in 2029, the scope, frequency, assessor qualifications, and reporting requirements are not yet embedded in the City's Auditor General by-law or other formal governance instruments.

Risk:
Without these governance elements embedded in formal policy, there is a risk that the EQA could be delayed, the scope could be narrowed, or assessor independence compromised. This creates a compliance gap with IIA Standards 1312 and 1320 and could undermine public confidence in the objectivity and quality of the Auditor General's function.

Recommendation:
The Auditor General will inform management of the suggestion to include the EQA requirement in the Auditor General by-law, specifying:

- Minimum five-year frequency
- Scope requirements aligned with IIA Standards
- Assessor qualifications and independence criteria
- Requirement for direct reporting of results to Council

If the EQA elements are not included as a requirement in the Auditor General by-law, the Auditor General will then instead consider alternate governance mechanisms, including:

1. Council Resolution/Directive establishing the requirement;
2. Amendment to the Auditor General Charter to incorporate the requirement;
3. Inclusion in the Auditor General's Contract/Engagement Terms; or
4. Multi-Year Work Plan Commitment approved by Council.

These alternatives aim to provide similar assurance of compliance with professional standards, though with varying levels of permanence and enforceability.

Comments from Administration:
Administration supports the inclusion of an External Quality Assessment as part of the Auditor General annual plan.

Subject: A By-Law to Establish the Mandate and Responsibilities of the Auditor General - City Wide

Reference:

Date to Council: October 20, 2025
Author: Luigi Congi
Executive Initiatives Coordinator
519-255-6100 ext6136
lcongi@citywindsor.ca
City Treasurer
Report Date: 9/8/2025
Clerk's File #: AB2025 AF/14508

To: Mayor and Members of City Council

Recommendation:

THAT Council **PASS** the By-law XXX-2025 to establish the Authority, Responsibilities, and Independence of the Office of the Auditor General.

Executive Summary:

N/A

Background:

The City has had an evolving approach to oversight and audit accountability over the past two decades. Through these iterations the audit function underwent several refinements ultimately leading to the establishment of the Office of the Auditor General (AG) in 2019, reporting directly to Council.

Since that time, the (AG) has carried out independent reviews, audit work plans, and hotline investigations, ensuring alignment with audit standards and Council's accountability expectations.

While the City has had an AG since 2019, the Office currently operates without a governing by-law. Research presented to Council on July 28, 2025, through the report of the AG titled "General Comparator Research and Recommendations" confirmed that the majority of comparable municipalities had codified their AG functions through local by-laws or municipal charters.

On July 28, 2025 by CR333/2025, Council directed Administration to prepare a draft AG by-law for Council's consideration. The draft by-law is attached to this report.

Discussion:

Administration worked closely with the AG in preparing the draft By-law, incorporating the recommendations presented in the AG's July 2025 report on comparator research and governance. This collaborative approach ensures that the By-law reflects both operational realities at the City and the independence safeguards required to support the Auditor General's function.

Administration reviewed the Auditor General by-laws from the municipalities of Ottawa, Sudbury, Toronto, and Hamilton found in the AG's research to determine best practices. These comparators provided important guidance in the areas of appointment and removal processes, term of office, reporting relationships, budgetary independence, and work plan authority. It was determined that a governing by-law for the AG will achieve the following:

1. Reinforces the AG's reporting relationship directly to Council.
2. Reinforces the independence, mandate, and responsibilities of the Office of the Auditor General.
3. Demonstrates Council's commitment to accountability and effective governance.
4. Aligns the City with best practices among peer municipalities.
5. Supports adherence to the Global Internal Audit Standards, ensuring quality and credibility.

The draft by-law also contains a limitation period of 10 years, after which the AG has no responsibility to investigate complaints received on Hotline, unless the AG requests that an investigation be undertaken and Council specifically approves the same. The reasons for this are set out in the attached P&C memo for Council.

Risk Analysis:

Operating without a formal Auditor General By-law that codifies the appointment, removal, term of office, budget independence, and work plan authority may leave the AG vulnerable to real or perceived political influence. This could undermine public trust and limit the AG's ability to provide objective oversight.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

While the draft by-law indicates that the Auditor General's budget will appear as a distinct line item in the City's operating budget, the existing budget process will remain

unchanged, in recognition of the Mayor's statutory responsibilities. In accordance with municipal budget legislation, the Mayor is required to propose a budget prior to February 1st. Council retains the authority to pass resolutions within the timeframe prescribed by legislation. The Mayor may exercise the right to veto such amendments, and Council may subsequently override the Mayor's veto, as permitted by the legislation.

Consultations:

Christopher O'Connor, Risk Savvy - Auditor General

Conclusion:

Passing of the Auditor General By-law provides a structured balance, consistent with comparator municipalities, enhancing the independence and effectiveness of the Auditor General, and strengthens public confidence in the stewardship of municipal resources.

Planning Act Matters:

N/A

Approvals:

Name	Title
Wira Vendrasco	City Solicitor
Steve Vlachodimos	City Clerk
Andrew Daher	Commissioner, Corporate Services
Lorie Gregg	On behalf of Commissioner, Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix A: Draft Auditor General By-Law

BY-LAW NUMBER -2025

A BY-LAW TO ESTABLISH THE POSITION AND DUTIES OF THE AUDITOR GENERAL OF THE CITY OF WINDSOR

Passed the day of September, 2025.

WHEREAS the Council of the City of Windsor wishes to establish the position of Auditor General and to define certain duties and responsibilities of the Auditor General.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

Definition

1. In this by-law, “Auditor General” means the Auditor General of the City of Windsor.

Establishment of the Position of Auditor General

2. The Position of Auditor General is hereby established for the purposes of Part V.1 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended (*Municipal Act*), with the statutory duties and functions as set out Part V.1 of the *Municipal Act* and this by-law.

Appointment or removal of Auditor General

3. The appointment of a person to the position of Auditor General may be made by Council by a simple majority vote.

4. The appointment of a person to the position of Auditor General may be suspended or revoked only by a two-thirds majority of all Members of Council.

5. The selection process for an Auditor General shall be conducted by an external recruitment firm.

6. Appointment of an Auditor General shall be recommended to Council by a Committee of Council, appointed by the Mayor and chaired by the Mayor.

7. The Auditor General shall be appointed for a term to be determined by Council and shall specify the terms and conditions of such appointment.

8. The Auditor General shall possess qualifications and experience sufficient to ensure compliance with professional standards endorsed by Council.

9. Audits shall be conducted in accordance with either: a) The International Standards for the Professional Practice of Internal Auditing (IIA Standards); or b) Generally Accepted Government Auditing Standards (GAGAS), as determined by the Auditor General at the outset of the Auditor General's term of appointment and to be complied with during the term of appointment. The Auditor General is granted discretion to select other professional standards for specific projects where the Auditor General deems those standards more appropriate to the nature of the project; such project determinations do not supersede the overall standards for the office or function

Accountability and Independence

10. The Auditor General shall report to the Council.

11. The office of the Auditor General shall be independent of the City Administration.

Responsibilities

12. The Auditor General shall be responsible for assisting Council in holding itself and its administrators accountable for the quality of stewardship over public funds and for the achievement of value for money in municipal operations.

13. The Auditor General shall be responsible for carrying out financial (excluding attest), compliance, and performance audits of:

    a) all programs, activities, and functions of all City departments and agencies, and of the offices of the Mayor and Members of Council.
    b) local boards of the City as defined in part V.1 of the Municipal Act,
    c) municipally controlled corporations as defined in the Municipal Act,
    d) grant recipients as defined in part V.1 of the Municipal Act, and

    any other agencies, boards commissions and corporations as Council may from time to time create or identify.

14. At the request of Council the Auditor General may conduct financial (excluding attest), compliance, and performance audits of appropriate organizations that have an agreement with the City that contains provisions for an audit by the City.

15. The Auditor General shall perform such other duties respecting audit matters as may be assigned by Council.

Annual Audit Plan

16. In each year the Auditor General shall submit an annual audit plan to City Council.

17. No deletions or amendments to the annual audit plan shall be made except by the Auditor General.

18. Despite s.16, Council may add to the annual audit plan by two-thirds vote of all Members of Council.

Reporting

19. The Auditor General shall report annually to Council on the activities of their office and the discharge of their duties.

20. The Auditor General may, as directed by Council, or at his or her discretion, report on a more frequent basis to Council.

Access to Information

21. In accordance with subsection 223.20(2) of the *Municipal Act,* the Auditor General is entitled to have free access to all books, accounts, financial records, electronic data processing records, reports, files, and all other papers, things, or property belonging to, or used by the City, a local board, a municipally-controlled corporation, or a grant-recipient, as the case may

be, that the Auditor General believes to be necessary to perform his or her duties under this by-law.

Fraud & Waste Investigations

22. The Auditor General shall be responsible for the administration of the Fraud and Waste Hotline relating to any suspected acts of fraud or waste in accordance with the Fraud and Misuse of Assets Policy, and the Auditor General shall establish such protocols and procedures that are necessary for the conduct of such investigations.

23. The Auditor General will have no responsibility to consider matters reported to the Fraud and Waste Hotline that occurred 10 years or more prior to the reporting thereof, unless the Auditor General so requests and Council specifically approves.

Office of the Auditor General

24. The Auditor General is authorized to establish the Office of the Auditor General including managerial hierarchy and administrative policies and procedures.

25. The Auditor General is authorized to appoint, promote, demote, suspend, and dismiss, subject to any personnel polices adopted by Council, all employees of the Office of the Auditor General.

26. The Auditor General is authorized to review the performance of personnel within the Office of the Auditor General subject to any personnel policies applicable to employees of the City.

27. The Auditor General is authorized to retain the services of any individual or corporation for purposes related to the operation of the Office of the Auditor General and execute all agreements and contracts required for the provision of such services.

Annual Budget

28. The Auditor General shall submit the annual budget request for the following year for consideration and recommendation to Council by September 30th to be included in the City's budget process.

Immunity and Confidentiality

29. The Auditor General and any person acting under his or her instructions shall be subject to the duty of confidentiality provided in section 223.22 of the *Municipal Act, 2001, S.O 2001*, c.25, as amended.

30. Neither the Auditor General nor any person acting under the instructions of the Auditor General is a competent or compellable witness in a civil proceeding in connection with anything done under Part V.1 of the *Municipal Act, 2001, c.25* as amended or of this by-law.

Role Clarification

31. The Auditor General shall perform his or her responsibilities under this by-law in an independent manner separate from the Integrity Commissioner and Ombudsman.

32. 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 - , 2022
Second Reading - , 2022
Third Reading - , 2022

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 134/2025

Subject: Connecting Links Program Intake 2026-2027 Grant Funding - Huron Church Road - City Wide

Reference:

Date to Council: October 20, 2025
Author: Wayne Roy
Asset Coordinator
wroy@citywindsor.ca
519-255-6100 ext. 6481
Asset Planning

Asset Planning
Report Date: 9/22/2025
Clerk's File #: SW/12414

To: Mayor and Members of City Council

Recommendation:

I. THAT City Council **APPROVE** an application to the Connecting Links 2026-2027 Program for the full reconstruction of Huron Church Road between Tecumseh Road West to Girardot Street inclusive of the Tecumseh Road intersection, provided the necessary expenditure is also supported as outlined in Recommendation 3 below; and further,

II. THAT the Chief Administrative Officer **BE AUTHORIZED** to sign any documents required to submit an application to the Connecting Links 2026-2027 Program subject to the documents being satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer, or designates; and further,

III. THAT City Council **SUPPORT** an additional expenditure of $4,711,696 to allow for an application to the Connecting Links 2026-2027 Program, and that the City Treasurer **BE DIRECTED** to affect the following transfers which total $531,335 representing the City's share of total estimated project cost to the Connecting Links – Intake #11 project, 7252003, with all funding deemed placeholder funding until such time that the City is successful in being awarded the Grant:

a) The transfer of $479,842 in currently available Service Sustainability funding, Fund 221, from the 2025 Road Rehabilitation project, 7251000; and,

b) The transfer of $51,493 in currently available Service Sustainability funding, Fund 221, from the Traffic Signal Upgrade and Replacement project, 7209000

IV. THAT in the event the City receives written confirmation on the Grant funding being awarded to the City, that the following additional Recommendations be approved:

a) THAT the CFO/City Treasurer **BE DIRECTED** to make available for immediate use the identified placeholders totalling $531,335 from the Connecting Links Intake 11 project; and,

b) THAT the Chief Administrative Officer and City Clerk, or the Mayor as required, **BE AUTHORIZED** to take any such action and to sign any agreements, declarations or approvals and any such documents required resulting from receiving grant funding approval for the Connecting Links Program, subject to such documents being satisfactory in form to the City Solicitor, in financial content to the City Treasurer and in technical content to the City Engineer, or designates; and,

c) THAT the Chief Administrative Officer **BE AUTHORIZED** to delegate signing of all claims, progress reports and applicable schedules and other such documents as may be required as part of receiving funding from the grant provider to the Executive Director, Operations or designate, subject to financial content approval from the area's Financial Planning Manager; and,

d) THAT Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the grant awarded project, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendments thereto; satisfactory in financial content to the City Treasurer, and in technical content to the City Engineer, or designates; and,

e) THAT the Purchasing Manager BE **AUTHORIZED** to issue Purchase Orders as may be required to affect the recommendation noted above, subject to all specification being satisfactory in technical content to the City Engineer and financial content to the City Treasurer, or designates.

V. THAT in the event that the City is not successful in its application to the Connecting Links Program 2026-2027, that the identified placeholder funding **BE RETURNED** to its original funding sources, the 2025 Road Rehabilitation project, 7251000, and the Traffic Signal Upgrade and Replacement project, 7209000.

Executive Summary:

N/A

Background:

Through the Connecting Links program, Ontario is helping municipalities repair their connecting links. The City of Windsor has one road, Huron Church Road, which is

formally designated as a connecting link under section 21 of the *Public Transportation and Highway Improvement Act,* R.S.O. 1900, c. P. 50 as amended.

"Connecting links are municipal roads that connect two ends of a provincial highway through a community or to an international or interprovincial border crossing. These are critical roadways that serve provincial and municipal interests, as they carry long-distance provincial highway traffic moving through communities, as well as local traffic within the community." *Source: Ministry of Transportation (MTO) Connecting Links Program Guide.*

The Corporation of the City Windsor has received funding from the Connecting Links program since 2018 resulting in over $13.2M in grant funding. In August 2025, Administration received notification that the MTO was accepting applications for new projects to be submitted to the 2026-2027 Connecting Links Program (Intake #11).

The Connecting Links Program 2026-27 application submission is to be submitted by November 13, 2025 and notification of funding decisions is expected to be received by early 2026. Upon receiving notification of project approval from the MTO, municipalities can begin the tendering process and incur project costs starting April 1, 2026. The program will fund up to 90% of total eligible project costs, to a maximum of $5M per road project and up to $7M per bridge project. Projects must be completed by the end the province's fiscal year 2028-2029. The MTO will prioritize projects that best meet the objectives of the Connecting Links Program, addressing critical and urgent connecting link needs first. Funding decisions will take into consideration the MTO prioritization of the submitted projects, regional connecting links needs and available budget in any year.

Funding will be provided on a milestone payment approach:

- Milestone 1 - Award of First Contact: 50% before June 30, 2026.
- Milestone 2 - Substantial Completion: 35% of awarded funding by December 31 of the fiscal year of substantial completion.
- Milestone 3 – Final Report: 15% of awarded funding by March 8 the year after substantial completion.

Discussion:

The City's proposed project submission is for the full hard surface reconstruction of Huron Church Road between Tecumseh Road West and Girardot Street, this includes the entire intersection of Tecumseh Road West and Huron Church Road. This section of road is constantly impacted by the volume of heavy commercial truck traffic which has adversely affected the road and expedited the deterioration. The work will consist of a full road pavement replacement, with sidewalk and curb repairs. The project also includes a full upgrade of the traffic signals at the Huron Church Road and Girardot Street intersection.

The project is expected to reach substantial complete by end of 2027, subject to the timing of grant approval notification.

This application has a requirement to supply confirmation of various asset management practices and information. As this has become a common requirement for recent senior levels of government funding, the City continues to be in a strong position to meet grant requirements due to strong, readily available asset management information.

Further, as per the funding guidelines, should the City's application to the Connecting Links Program be approved for funding, the head of Council is required to execute the agreement. Thus, the recommendation to allow for this has been provided as a Recommendation in this Council Report.

Risk Analysis:

There is minimal risk in applying to this funding program. If awarded funding this project will have appropriate staff assigned to it.

Climate Change Risks:

Climate Change Mitigation

There is no impact to the City's GHG emissions inventory as a result of this grant application. Construction will result in GHG emissions that are accounted for within the Community GHG emissions inventory. Construction emissions in general will be offset by improved drivability and functionality of the infrastructure.

Climate Change Adaptation

There is no climate change adaptation risk associated with this grant application. The life and service levels of road infrastructure may be impacted by a number of climate variables including temperature extremes and precipitation. Maintaining roads in good/excellent condition increases the resiliency of the infrastructure and the road user.

Financial Matters:

The financial information provided below has been calculated based on the City receiving 90% of eligible costs. The City will be responsible for funding 10% of the eligible costs, and 100% of the ineligible. The City's total funding responsibility is estimated to be $531,335. Construction work would be substantially complete in 2027.

Administration recommends funding the City's portion of this project using available uncommitted funding in the 2025 Road Rehabilitation project, 7251000, along with available uncommitted funds remaining in the Traffic Signal Upgrade and Replacement Project 7209000, as outlined below:

Funding Source	Funding Source
Connecting Links 11 Grant Funding	4,180,361
Rehabilitation project OPS-001-07	479,842
Traffic Signal Upgrade and Replacement Project, 7209000	51,493
Total Net Costs (Excluding HST Rebate)	4,711,696

The funding for the road rehabilitation work, project 7251000, was approved in the 2025 10-year capital budget. The funding from the Traffic Signal Upgrade and Replacement

project (project # 7209000) is existing funding. Both projects have sufficient funds available funding to accommodate the proposed transfers. Based on current estimates and favourable tender pricing experienced so far, no reprioritization of the 2025 Road Rehab project is expected.

All capital programs, on an ongoing annual basis, are reassessed and where necessary, funding and/or projects are realigned based on new information and/or opportunities presented, which may affect project prioritization. Administration has reviewed and determined the opportunity to potentially leverage the grant funding to complete the project outlined in this report is a priority, and as such, Administration recommends the use of a portion of funding from the above noted projects to fund the City's portion of the overall project costs.

Consultations:

Juan Florian – (A) Manager of Contracts, Operations
Dan Durocher - Technologist 1 - Operations
Prem Patel – Manager of Transportation Planning and Design
Cindy Becker – Financial Planning Administrator – Infrastructure Services
Kathy Roeder – Financial Planning Administrator – Contracts, Field Services, Maintenance and Fleet
Mike Dennis – Manager, Strategic Capital Budget Development & Control
Joshua Meloche – Senior Legal Counsel

Conclusion:

Huron Church Road is a vital corridor in the City of Windsor. If the City is successful with this application for the available Connecting Links funding it would provide the necessary funds needed to upgrade this section of roadway. Administration recommends that City Council approve the submission of this project for the current Connecting Links Program.

Planning Act Matters:

N/A

Approvals:

Name	Title
Natasha Gabbana	Senior Manager Asset Planning
Mark Spizzirri	Manager, Performance Measurement and Business Case Analysis
Wira Vendrasco	City Solicitor
David Simpson	Commissioner, Infrastructure Services and City Engineer
Natasha Gabbana	On behalf of Commissioner, Finance and City Treasurer

Name	Title
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: Proposed Partial Expropriation of 378 Brock Street (Parking Lot) - Ward 2

Reference:

Date to Council: October 20, 2025
Author: Aaron Farough
Senior Legal Counsel
519- 255-6100 x 6850
afarough@citywindsor.ca
Legal Services, Real Estate & Risk Management
Report Date: 10/3/2025
Clerk's File #: APM2025

To: Mayor and Members of City Council

Recommendation:

I. THAT City Council, as approving authority under the Expropriations Act (the "Act"), **APPROVE** the expropriation of the fee simple interest of the property described in Appendix "A" attached hereto, for the purposes of maintaining access to the entrance of MacKenzie Hall; and further,

II. THAT City Council **PASS** By-law to Expropriate _____ attached as Appendix "C".

Executive Summary:

N/A

Background:

378 Brock Street is located immediately to the south of the City-Owned Mackenzie Hall. The configuration of Mackenzie Hall requires anyone who is accessing the building at the southern entrance, which includes the only wheelchair-accessible ramp, to enter from the parking lot of 378 Brock Street. A portion of the Mackenzie Hall access ramp also appears to encroach on to the lands of 378 Brock Street.

The acquisition of the lands identified in Appendix "A" for consolidation with the existing Mackenzie Hall property would allow the City to ensure continued access to Mackenzie Hall for members of the public with various accessibility needs as well as resolve the encroachment of its ramp onto the neighbouring lands. The City currently leases the parking lot of 378 Brock Street from its owner, to serve as parking for Mackenzie Hall.

City Council authorized the City Solicitor to commence the process for the expropriation of the lands described on Appendix “A”, which are also shown in the reference plan attached as Appendix “B”.

Discussion:

In expropriation cases Council sits as an “approving authority” and has broad discretion on whether to approve or reject a proposed expropriation. The approving authority shall:

(a) approve the proposed expropriation;

(b) not approve the proposed expropriation; or

(c) approve the proposed expropriation with such modifications as the approving authority considers proper, as long as the modifications do not affect the lands of a registered owner who was not a party to the hearing

Where there has been a Hearing of Necessity, the Act also requires the approving authority to consider a report of the Tribunal and give reasons for its decision. Statutory notices were published and served and no request for a Hearing of Necessity was received.

The registered owner of the property is identified in Land Registry records as 2552870 Ontario Inc.

Corporate Administrator Disclosure

2552870 Ontario Inc.

- Dalwinder Singh Mann, Director and Secretary
- Kuldeep Kaur Mann, Director
- Manohar Singh Mann, Director

Risk Analysis:

Without these lands, access to the Mackenzie Hall south entrance could be restricted by the adjacent property owner in the future and the ramp to the building would continue to encroach on the neighbouring property.

Climate Change Risks:

Climate Change Mitigation

N/A

Climate Change Adaptation

N/A

Financial Matters:

An Independent appraisal has been obtained by Administration in order to determine the fair market value to assist with negotiating for the fee simple acquisitions required. If expropriation is approved, an updated appraisal will be required.

Acquisition costs would be funded from the Corporate Heritage Property Maintenance project, 7249000.

Consultations:

Denise Wright – Manager, Real Estate Services
Rosa Maria Scalia – Financial Planning Administrator
Tracy Ou, Financial Planning Administrator
Jamie Scott – Executive Director, Parks, Recreation and Facilities (A)
JP Lovecky – Financial Planning Administrator

Conclusion:

Acting as the approving authority, City Council may make whatever decision it feels appropriate. Expropriating the subject lands would provide the City continued access to Mackenzie Hall and resolve the existing encroachment of the ramp. If Council desires to proceed with the taking, wording has been provided in the Recommendation and the accompanying by-law can be passed.

Approvals:

Name	Title
Aaron Farough	Senior Legal Counsel
Wira Vendrasco	City Solicitor
Andrew Daher	Commissioner, Corporate Services
Michael Chantler	Commissioner, Community Services
David Simpson	Commissioner, Infrastructure Services and City Engineer
Michael Dennis	Manager, Strategic Capital Budget Development and Control
Dan Seguin	On behalf of Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix A Legal Description of the Lands to be Expropriated
Appendix B Reference Plan 12R30183
Appendix C Proposed Expropriation By-law

APPENDIX “A”

Owner	Municipal Address	Lands to be Expropriated	Type of Acquisition
2552870 Ontario Inc.	378 Brock Street	Part 1 on Plan 12R-30183 being Part of PIN 01236-0390 And Part 2 on Plan 12R-30183 being part of PIN 01236-0225	Fee Simple

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	4685183.14	328822.04
ORP-B	4685099.64	328921.93
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

THE RESULTANT TIE BETWEEN ORP-A AND ORP-B IS N50°06'10"W, 130.20

PARTS SCHEDULE

PART	LOT	PLAN	P.I.N.	AREA
1	PART OF LOT 8 (EAST SIDE OF BEDFORD STREET NOW SANDWICH STREET)	REGISTERED PLAN 40	PART OF 01236-0390	135.8 sq m
2			PART OF 01236-0225	3.9 sq m

PLAN 12R-30183

Received and deposited

July 21st, 2025

Hezekiah David

Representative for the Land Registrar for the Land Titles Division of Essex (No.12)

PLAN OF SURVEY
OF
PART OF LOT 8
EAST SIDE OF BEDFORD STREET NOW SANDWICH STREET
REGISTERED PLAN 40
IN THE
CITY OF WINDSOR
COUNTY OF ESSEX

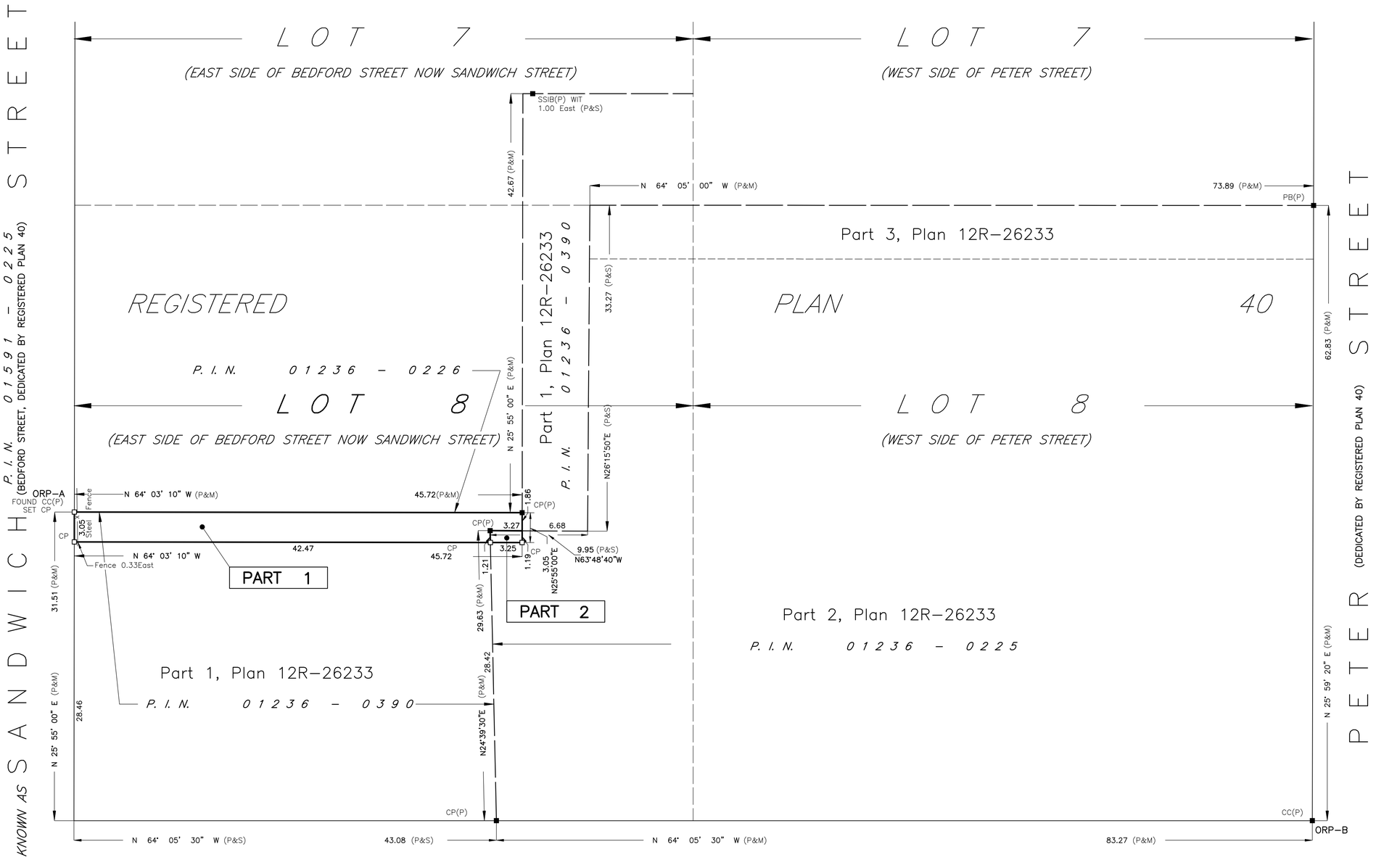
VERHAEGEN LAND SURVEYORS, A DIVISION OF J.D. BARNES LTD.

SCALE = 1:250

METRES 0 2.50 5.00 10.00 15.00 25.00

THE INTENDED PLOT SIZE OF THIS PLAN IS 762mm IN WIDTH BY 609mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:250

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048



BROCK (DEDICATED BY REGISTERED PLAN 40) STREET

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 0.999937

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11(4) OF O.REG. 525/91.

ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.

SIB	DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
SSIB	DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
IB	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 CONCRETE 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 (D) DENOTES INST. No.
ORP	DENOTES OBSERVED REFERENCE POINT
(NI)	DENOTES NOT IDENTIFIABLE (OU) DENOTES ORIGIN UNKNOWN
(PROP)	DENOTES PROPORTION (CALC) DENOTES CALCULATED
(P)	DENOTES PLAN 12R-26233
(1744)	DENOTES VERHAEGEN SURVEYORS INC., O.L.S.
(JDB)	DENOTES J.D. BARNES LIMITED, O.L.S.

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 **23rd.** DAY OF **JUNE, 2025.**

DATE JULY 8, 2025.

ROY A. SIMONE
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-107653

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.:
CMM	R.A.S.	25-47-248-00

CAD File: 25-47-248-00.dwg
CAD Date: July 9, 2025 10:14 AM

File: E-40-E/S BEDFORD-0

29cm x 0.5 [24.0 m²]
54cm x 30.0 m² [5.4 ft²]

B Y - L A W N U M B E R -2025

A BY-LAW TO EXPROPRIATE CERTAIN LANDS FOR THE PURPOSE OF MAINTAINING ACCESS TO THE ENTRANCE OF MACKENZIE HALL

Passed the day of , 2025.

WHEREAS in accordance with the provisions of the *Expropriations Act*, R.S.O. 1990, c. E.26, an application was submitted to City Council as approving authority, for approval to expropriate the interests in property identified on Schedule "A" attached hereto (the "**Lands**") for the purpose of maintaining access to the entrance of the municipal building known as MacKenzie Hall in the City of Windsor.

AND WHERAS notice of such application was published and served on the registered owners of the Lands in accordance with the *Expropriations Act*;

AND WHEREAS no request for a hearing of necessity was received pursuant to the *Expropriations Act*.

AND WHEREAS the Council of the Corporation of the City of Windsor, as approving authority, at its meeting held on October 20, 2025, has approved the application to expropriate the Lands and has given leave to introduce and enact this by-law.

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

1. The expropriation of the Lands for the purpose of maintaining access to the entrance of the MacKenzie Hall is approved by the Council of The Corporation of the City of Windsor, as approving authority, and the Chief Administrative Officer and City Clerk and their respective designates are hereby authorized to execute a Certificate of Approval pursuant to the *Expropriations Act*.

2. The expropriation of the Lands for the purpose of maintaining access to the entrance of the MacKenzie Hall is authorized by the Council of The Corporation of the City of Windsor as expropriating authority and the Chief Administrative Officer and City Clerk and their respective designates are hereby authorized to execute the necessary plan of expropriation pursuant to the *Expropriations Act*;

3. The City Solicitor and designates, are hereby authorized to prepare, execute, serve, and file, as necessary, all other documents required to complete the expropriation and give effect to this bylaw, and to make an offer of compensation under section 25 of the *Expropriations Act* and issue payment accordingly.

DREW DILKENS, MAYOR

STEVE VLACHODIMOS, CLERK

First Reading - , 2025
Second Reading - , 2025
Third Reading - , 2025

APPENDIX A

Fee Simple Interest in the following properties:

Part 1 on Plan 12R-30183 being Part of PIN 01236-0390
Part 2 on Plan 12R-30183 being part of PIN 01236-0225

Subject: Surplus Declaration and Sale Authorization – 3026 Sandwich Street – Ward 2

Reference:

Date to Council: October 20, 2025
Author: Stephanie Allen Santos
Coordinator of Real Estate Services
519-255-6100 ext. 6420
ssantos@citywindsor.ca
Legal Services, Real Estate & Risk Management
Report Date: 10/3/2025
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: 3026 Sandwich Street – improved residential property situate on the north side of Sandwich Street;
- Legal Description: Part Lot 12, Registered Plan 410; designated as Part 1 on a Reference Plan of Survey to be Registered, Windsor
- Approximate Lot size: 50 feet (15.24 m) x 150 feet (45.72 m) x 49.41 feet (15.06 m) x 157.28 feet (47.94 m)
- Approximate Lot area: 7,579.44 sq ft (704.14 m^2)

(the "Subject Parcel"); and,

II. THAT the Manager of Real Estate Services **BE AUTHORIZED** to offer the Subject Parcel for sale at a price to be determined by the Manager of Real Estate Services commensurate with an independent appraisal.

Executive Summary:

N/A

Background:

The City recently acquired the Subject Parcel located on the north side of Sandwich Street, for the purpose of consolidating part of the waterfront lands with McKee Park to the west. Additional information on the acquisition of the Subject Parcel can be found in the P & C Memo entitled "Update – 3026 Sandwich Street". The intention was to

thereafter sell the residential dwelling on the remaining portion of the lands at market value on the Multiple Listing Service ("MLS"). The property is legally described as Lot 12 on Registered Plan 410 Town of Sandwich, designated as Part 1 on a draft reference plan to be registered, as shown on the aerial diagram attached as Appendix A and draft survey attached as Appendix B.

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:

At its In-Camera meeting on September 23, 2024 and by CR436/2024, City Council gave Administration direction relating to the acquisition of the Subject Parcel. Administration submitted an Agreement of Purchase and Sale, conditional upon the City obtaining satisfactory Phase I and Phase II Environmental Site Assessments, with the intention of severing off the residential portion of the Subject Parcel in the future and selling to offset some of the costs of acquisition.

Since taking ownership of the lands, a new survey has been ordered to sever off approximately 150 feet (45.72 m) with the residential building to be sold on the Multiple Listing Service ("MLS"), while the remaining 50 feet (15.24 m) x 443.7 feet (135.23 m) or 21,605.76 square feet (2,008.24 m²) will be retained for consolidation with McKee Park to the west and also the City owned lands to the east.

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 an orderly sale of the Subject Parcel.

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:

Dave Nicholls, Manager, Parks Operations
Jamelah Hersh, Senior Legal Counsel

Conclusion:

Declaring the Subject Parcel surplus and authorizing the Manager of Real Estate Services to negotiate for the sale of the property, will allow for the orderly disposition of the land for market value that is not otherwise required for any municipal purpose.

Approvals:

Name	Title
Denise Wright	Manager of Real Estate Services
Wira Vendrasco	City Solicitor
Andrew Daher	Commissioner, Corporate Services
Jamie Scott	Executive Director, Parks, Recreation and Facilities (A)
Michael Chantler	Commissioner, Community Services
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

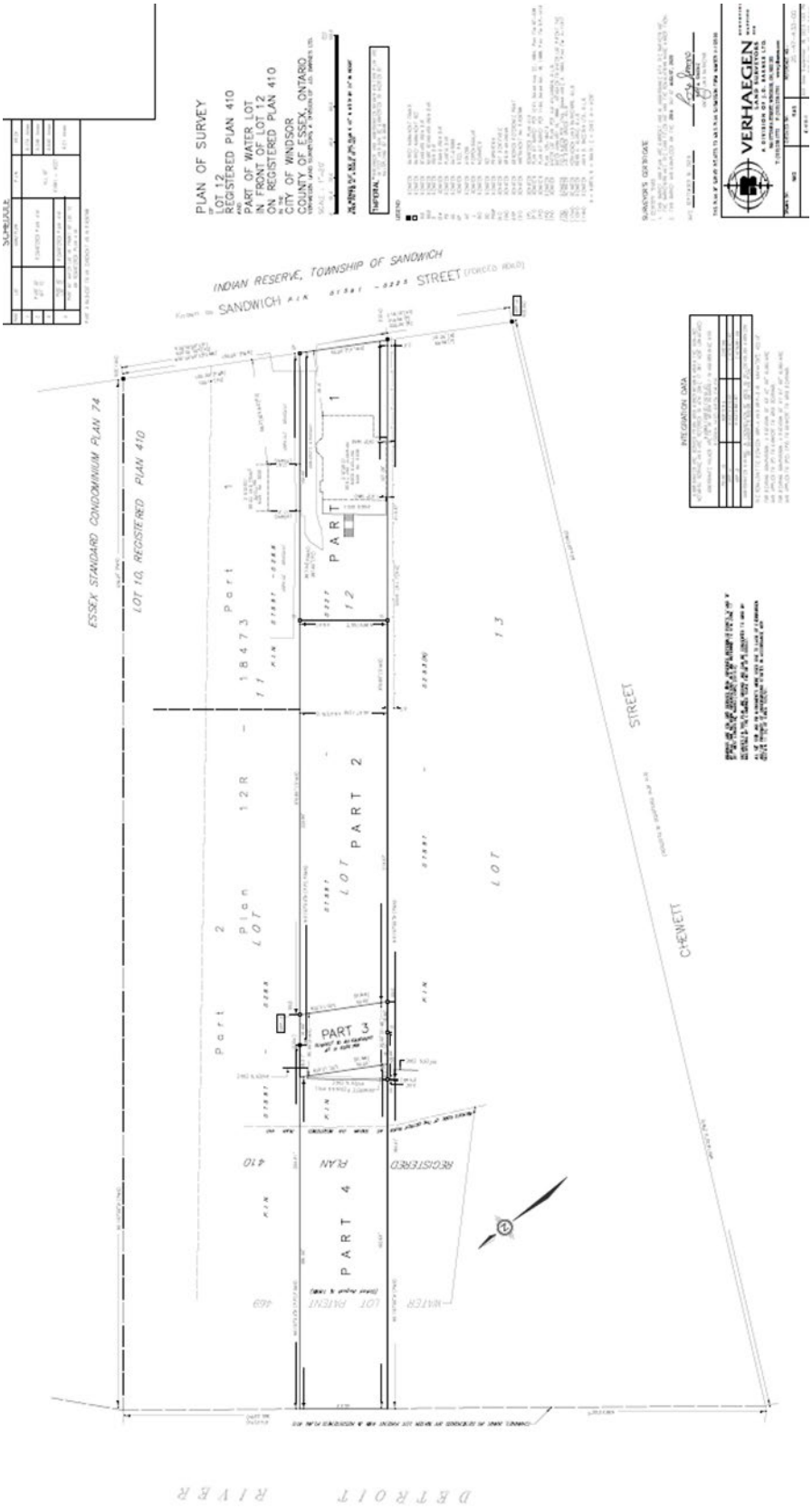
Appendices:

Appendix A Aerial Image of Subject Parcel
Appendix B Draft Survey to be Registered

Appendix A
Aerial Image of Subject Parcel



Appendix B
Draft Survey to be Registered



BY-LAW NUMBER 158-2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 20th day of October, 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 said by-law, is amended by adding the following paragraph:

4. EAST SIDE OF JOSEPHINE AVENUE, BETWEEN WYANDOTTE STREET WEST AND ROONEY STREET

For the lands comprising of the north Part Lot 18 and the south Part Lot 17, Registered Plan 1042, one *Semi-Detached Dwelling* shall be an additional permitted *main use,* and the following additional provisions shall apply to a *Semi-Detached Dwelling:*

a) *Lot Width: minimum* 12.5 m
b) *Lot Area: minimum* 410 m^2
c) *Lot Coverage: maximum* 48.0%
d) *Rear Yard* Depth*: minimum* 7.20 m
e) *Gross Floor Area: maximum* 460 m^2

[ZDM 3; ZNG/7309]

2. That said by-law is further amended by amending the Zoning District Maps shown in Column 2 by changing the zoning symbol of the lands described in Column 3 from that shown in Column 5 to that shown in Column 6:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol	6. New Zoning Symbol
1	3	The north Part Lot 18 and the south Part Lot 17, Registered Plan 1042 (east side of Josephine Avenue, between Wyandotte Street West and Rooney Street; 726 Josephine Avenue; Roll No. 050-300-01400)	N/A	RD1.3	RD1.3x(4)

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

BY-LAW NUMBER 159-2025

A BY-LAW TO ADOPT AMENDMENT NO. 196 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR

Passed the 20th day of October, 2025..

WHEREAS pursuant to the provisions of Section 17(1) of the *Planning Act,* R.S.O. 1990, c. P.13 as amended, the Minister of Municipal Affairs and Housing (Minister) is the approval authority in respect of the approval of a plan as an official plan.

AND WHEREAS Section 17(9) of the said *Planning Act* provides that the Minister may by order exempt a proposed official plan amendment from his approval under Section 17(1) of the said Act.

AND WHEREAS pursuant to the provisions of Ontario Regulation 525/97 all amendments to the official plan of the City of Windsor commenced after January 19, 1998 are exempt from the approval of the said Minister.

THEREFORE the Council of the Corporation of the City of Windsor in accordance with the provisions of the said *Planning Act* hereby enacts as follows:

1. That Amendment No. 196 to the Official Plan of the City of Windsor, attached hereto, is hereby adopted.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

AMENDMENT NO. 196

TO THE OFFICIAL PLAN

CITY OF WINDSOR

Part B (Details of the Amendment) contained in the following text of the City of Windsor Official Plan constitute Amendment No. 196

Also included, but not constituting part of the Amendment are Part A (Basis); Part C (Implementation)

This Official Plan Amendment contains the following Parts:

Part A: Basis

Part B: Details of the Amendment

Part C: Implementation

PART A: BASIS

1.0 PURPOSE

The purpose of this amendment is to designate the subject areas as Residential Corridor on Schedule D: Land Use in the City of Windsor Official Plan.

2.0 LOCATION AND DESCRIPTION OF LANDS AFFECTED BY THE AMENDMENT

The candidate locations listed below are situated within predominately residential areas and are well-suited to accommodate additional housing. These areas benefit from direct access to public transit, bike lanes, and pedestrian walkways, making them strong candidates for Residential Corridor policies. These locations were originally identified as “intensification priority areas” during the Official Plan amendment 159 process which implemented uniform policies across the City of Windsor, with the recognition that intensification should be tailored to the specific needs and characteristics of each area. The Residential Corridor land use designation builds upon the intensification framework and provides more detailed guidance based on the characteristics of the area.

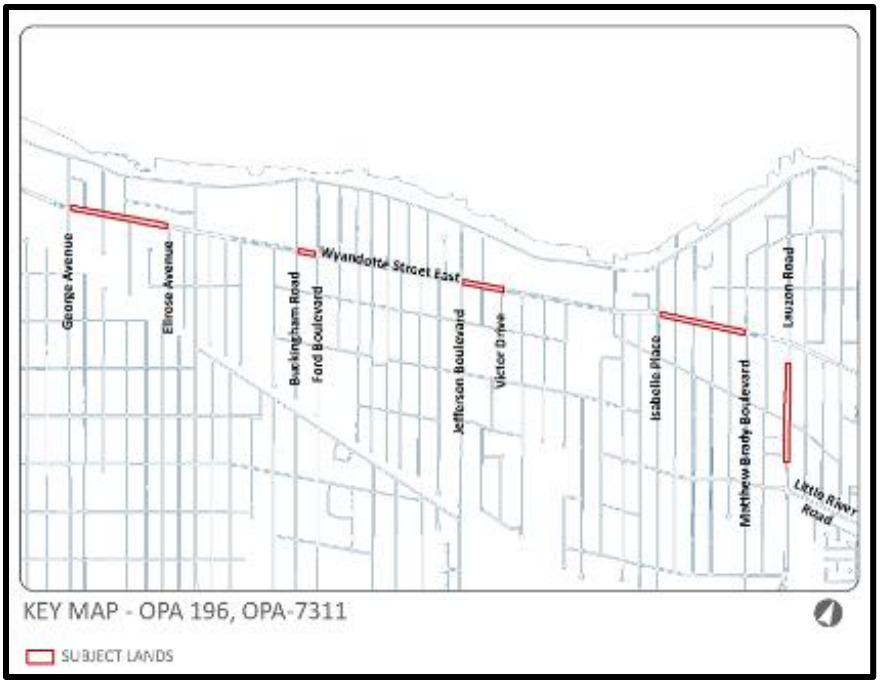
Wyandotte Street East: These areas are located on Wyandotte Street East generally between: George Avenue and Ellrose Avenue; between Buckingham Road and Ford Boulevard; between Jefferson Blvd and Victor Drive (excluding mixed use node), and between Isabelle Place and Mathew Brady Boulevard.

Cabana Road West: These areas are located on Cabana Road West generally between: Rankin Avenue and Dougall Avenue. The recommendation includes designating a new mixed use node at the intersection of Cabana and Dougall to provide for mixed uses and connectivity to residential intensification areas.

Lauzon Road:. These areas are located on Lauzon Road generally between: North of Little River Road to Wyandotte Street E; excluding the mixed use node located at the Wyandotte Street East and Lauzon Road intersection.

Key Maps:

Wyandotte Street East and Lauzon Road Corridor:



Cabana Road West Corridor:



3.0 BACKGROUND

The proposed amendment provides an additional framework for “intensification priority areas” and designates the subject areas as – Residential Corridors. The Residential Corridor Land Use Designation serves as a key policy tool to facilitate a gradual transition between high-intensity Mixed-Use Nodes and Corridors and established lower-density residential neighborhoods. Through well-defined policies, it enables a balanced approach to growth by introducing housing types, such as townhomes, stacked dwellings, and low to mid-rise apartments, in strategically located corridors.

PART B: DETAILS OF THE AMENDMENT

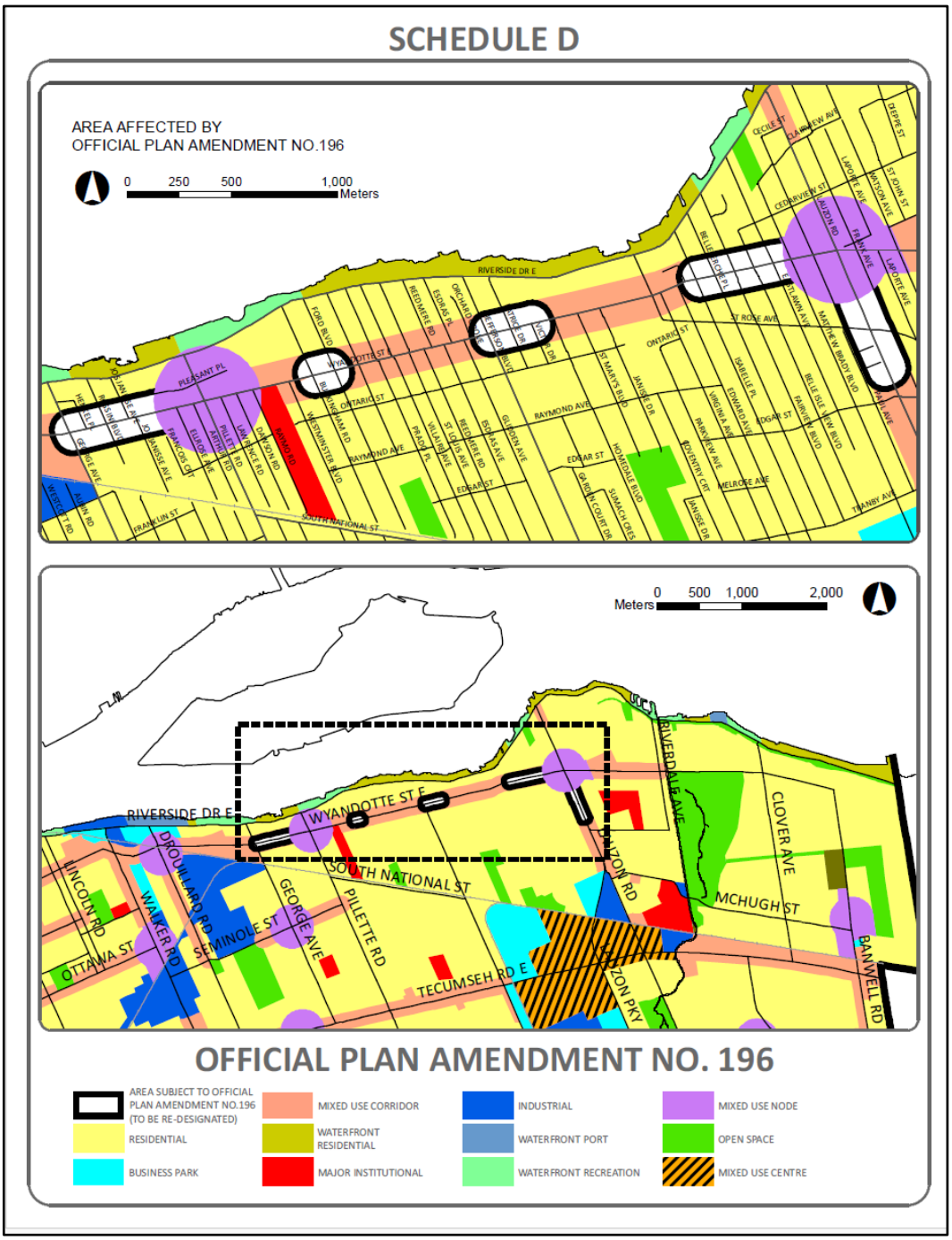
1.0 The City of Windsor Official Plan is hereby amended as follows:

i. THAT Schedule “D” of Volume I: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by designating the subject areas identified on Appendix ‘A as Residential Corridors.

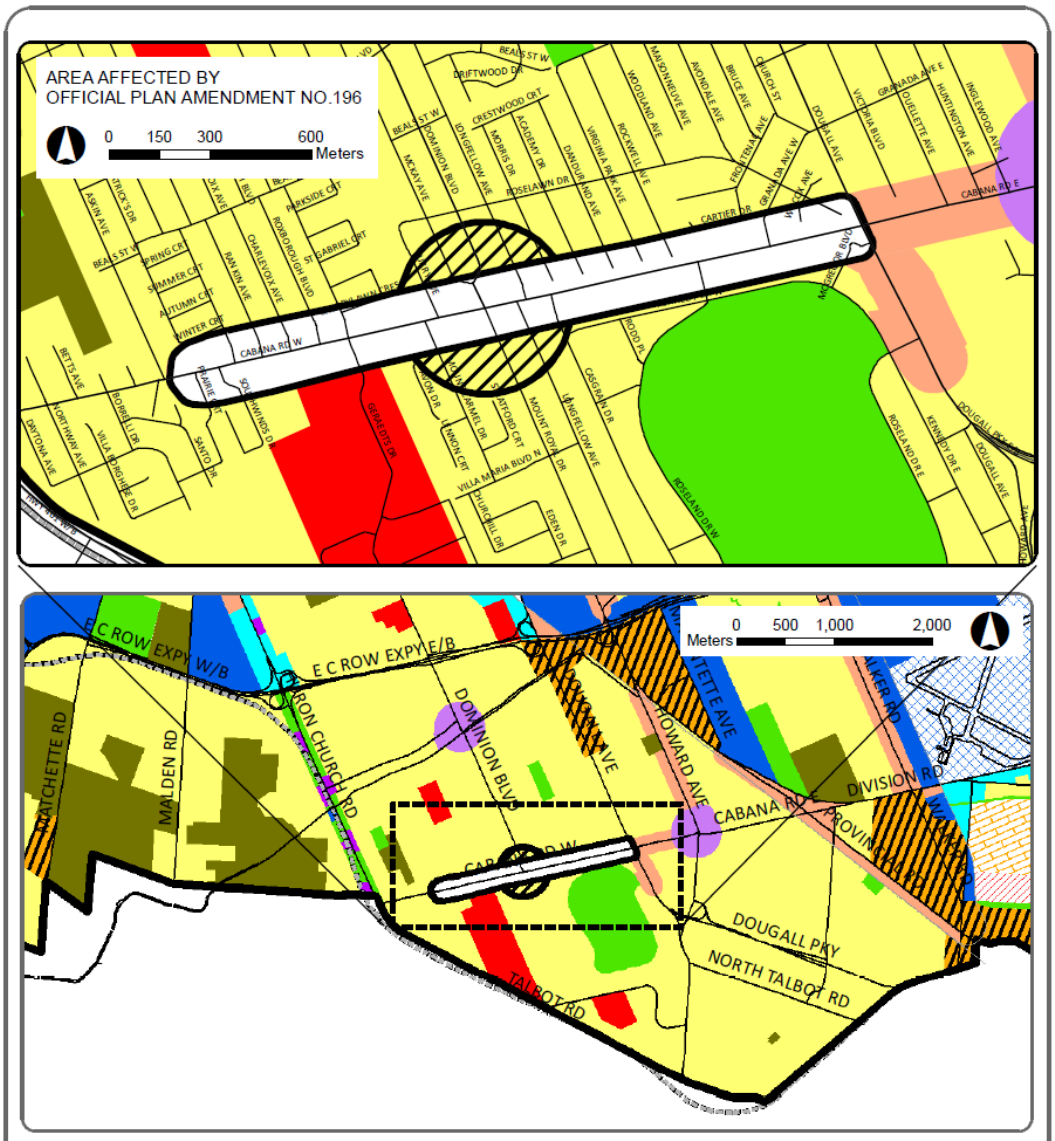
PART C: IMPLEMENTATION

1.0 The Official Plan Amendments would be implemented by making the referenced changes to the land use schedule in the City of Windsor Official Plan and Council passing of the required by-laws.

Appendix A (Schedules)



SCHEDULE D



OFFICIAL PLAN AMENDMENT NO. 196

- AREA SUBJECT TO OFFICIAL PLAN AMENDMENT NO.196 (TO BE RE-DESIGNATED)
- RESIDENTIAL
- BUSINESS PARK
- MIXED USE CORRIDOR
- WATERFRONT RESIDENTIAL
- MAJOR INSTITUTIONAL
- INDUSTRIAL
- WATERFRONT PORT
- WATERFRONT RECREATION
- MIXED USE NODE
- OPEN SPACE
- MIXED USE CENTRE

Appendix B (Results of Public Consultation)

August 5, 2025, Minutes of the Development & Heritage Standing Committee, as the statutory public meeting under the Planning Act

7. *PLANNING ACT* MATTERS

7.3. Official Plan Amendment 196 - Residential Corridor Designations

Frank Garardo (author), Planner III Policy & Special Studies, is available for questions.

Melissa Trudell (area resident) states a letter was submitted with signatures of her own and additional residents in opposition to the Official Plan Amendment (OPA) to change the lands from mixed use zoning to residential single-family homes only in the Wyandotte Corridor. Ms. Trudell has concerns that the corridor should have higher density as it will reduce and limit access to amenities and would stunt the growth and progress in the neighbourhood. This amendment goes against achieving the City's goals of mixed-use corridors to create walkable communities, and states that there are no reasons to support this change.

Councillor Francis inquires whether the Cabana Corridor is being converted from mixed use to residential zoning and seeks clarification that commercial lands will remain as commercial. Mr. Garardo agrees and states that the business improvement areas were excluded, a high-level policy allows areas within 100 metres of business areas, continuous opportunity to expand within the existing commercial areas, but do so in an orderly manner.

Councillor Francis inquires if this is based on the feedback received from residents and whether opinions were considered to put forward this recommendation. Mr. Garardo states that yes, open houses were conducted and all opinions were considered. Mr. Garardo states that when locations were reviewed with OPA 159 and gave information regarding why certain areas were chosen.

Councillor Marignani seeks clarification on the area of the Wyandotte Corridor. Mr. Garardo states that small sections along Wyandotte Street, and states that areas in between are designated under traditional commercial street and mixed-use corridors that are subject to certain high-level policies and framework.

Councillor Marignani inquires if City Council could change direction if they see that it would benefit the community. Mr. Garardo agrees and states that any

development proposal would still come forward and the context would be reviewed and provide the support from Administration.

Councillor Kieran McKenzie inquires why if we wanted to create intensification corridors why would we preclude the idea of mixed use when another aspect that would promote higher levels of intensification. Mr. Garardo states that these policies still promote intensification but provide more framework based on the context and lotting patterns and provides clarity on the types of proposals administration would deem viable/supportable.

Councillor Kieran McKenzie inquires if someone where to purchase a parcel of land to create a ten-storey building in the Wyandotte Corridor that is highlighted as a residential corridor, and whether a restaurant could be situated on the main floor. Mr. Garardo states that it would not be permitted but the policy provides an opportunity to review development proposals contextually under the policy framework. If the proposal was in an orderly manner from expansion of other commercial centres then it would be reviewed to see if it would be viable.

Councillor Kieran McKenzie states that residents prefer mixed use corridors and inquires how Administration would respond to their preferences. Mr. Garardo states that there are only small sections of the Corridor and does not hinder the opportunity for mixed use and commercial development within a walkable distance in an orderly manner. Mr. Campigotto states that the intent of the framework is to incentivize residential intensity in an area with current residential built form and commercial built form where it already exists.

Councillor Kieran McKenzie inquires how much effect does the federal housing initiatives and policies have on the initiative to develop residential corridors. Mr. Campigotto states he does not have an answer to that.

Moved by: Councillor Fred Francis
Seconded by: Member Daniel Grenier

Decision Number: **DHSC 756**

1. THAT Official Plan Amendment 196 **BE APPROVED** and Volume 1: The Primary Plan of the City of Windsor Official Plan (“Official Plan”) **BE AMENDED** as follows:

    - THAT Schedule D – Land Use of Volume 1: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by changing the

land use designations of the subject lands from “Mixed Use Corridor” to “Residential Corridor” as shown on Appendix A.

Carried.
Councillors Kieran McKenzie and Angelo Marignani voting nay.

Report Number: S 90/2025
Clerk’s File: Z/14994

CITY OF WINDSOR COUNCIL MEETING:

A meeting of City Council was held on September 8, 2025 at which time the recommendation of the Development & Heritage Standing Committee and the Staff Report S 90/2025 were considered. Council approved the recommendation of DHSC:

City Council Decision
Monday, September 8, 2025

8.15. Official Plan Amendment 196 - Residential Corridor Designations

Mark Lalovich, Chair, Housing Affordability Taskforce, Windsor-Essex County Association of Realtors
Mark Lalovich, Chair, Housing Affordability Taskforce, Windsor-Essex County Association of Realtors appears before City Council regarding the administrative report dated July 8, 2025, entitled “Official Plan Amendment 196 - Residential Corridor Designations” and speaks in support of the Administrative recommendation in the report as it relates to making room for more missing-middle housing types needed in our communities; access to transit, infrastructure, and community amenities; accommodate gentle density without overwhelming existing neighbourhoods; and concludes by suggesting that progressing towards housing targets allows our city to be competitive in the coming years and he encourages Administration to look to expand the approach more broadly across the 50 km of mixed-use corridors already identified in the official plan; and that the City look to provide targeted development charge relief for projects in designated growth areas.

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

Decision Number: CR356/2025 DHSC 756
1. That Official Plan Amendment 196 **BE APPROVED** and Volume 1: The Primary Plan of the City of Windsor Official Plan (“Official Plan”) **BE AMENDED** as follows:

• That Schedule D – Land Use of Volume 1: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by changing the land use designations of the subject lands from “Mixed Use Corridor” to “Residential Corridor” as shown on Appendix A.

Carried.

Report Number: SCM 255/2025 & S 90/2025
Clerk’s File: Z/14994

BY-LAW NUMBER 160-2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW

Passed the 20th day of October, 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

CITY CLERK

By signing this by-law on October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

BY-LAW NUMBER 161-2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 20th day of October, 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

CITY CLERK

By signing this by-law on October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

BY-LAW NUMBER 162-2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 20th of October, 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

CITY CLERK

By signing this by-law on October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

BY-LAW NUMBER 163-2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW

Passed the 20th day of October, 2025.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March 1986, as heretofore amended:

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That Section 91.10 of said by-law, is amended by adding the following paragraph:

9. SOUTH SIDE OF RIVERSIDE DRIVE WEST, BETWEEN RANKIN AVENUE AND RANDOLPH PLACE

For the lands comprising of Part of Lot 1, Registered Plan 1163, Town of Sandwich as in R940402; City of Windsor, a *Multiple Dwelling* shall be an additional permitted *main use* and shall be subject to the following additional provisions:

a)	*Lot Width*: *minimum*:	20.0 m
b)	*Lot Area*: *minimum*:	1,200 m^2
c)	Lot *Coverage*: *maximum*:	45.0%
d)	*Building Height*: *Main Building*: *maximum*:	11.80 m

e) *Main Building* height greater than 11.80 m is prohibited.

f)	*Front Yard* Depth: *minimum*:	7.40 m
g)	*Side Yard* Width: *minimum*:	1.80 m
h)	*Rear Yard* Depth: *minimum*:	7.50 m
i)	*Dwelling Units*: *maximum*:	46

j) Notwithstanding Section 5.35.1, a fixture or structure listed in Table 5.35.1 may extend above the *main building* by a maximum of 2.40 m.

k) Notwithstanding Section 24.20.5.1, a *minimum* of 12 *parking spaces* shall be provided.

l) Section 24.40 shall not apply.

m) Notwithstanding Section 25.5.1.5, a *refuse bin* may be located within a *parking area* and shall be fully screened by a *screening fence* having a *minimum* height of 1.80 m and shall not hamper the movement or prevent the safe operation of a *motor vehicle* utilizing the *parking area*.

n) Clause .3 in Table 25.5.20.1 shall not apply to the alley.

o) Notwithstanding Clauses .5 and .6 in Table 25.5.20.1, where a *building* is located on the same *lot* as the *parking area*, for a building wall containing a *habitable room window*, a main pedestrian entrance facing the *parking area*, or containing both a *habitable room window* and main pedestrian entrance facing the *parking area*, the minimum *parking area* separation from that building wall shall be 1.5 m.

p) Excluding any fixture or structure extending above the *main building*:

a) A *minimum* of 50% of the north exterior wall elevation shall be covered in glazing, and a *minimum o*f 30% shall be covered in masonry, face brick or a combination thereof.

b) A *minimum* of 35% of the east exterior wall elevation shall be covered in glazing, and a *minimum* of 5% shall be covered in masonry, face brick or a combination thereof.

c) A *minimum* of 40% of the south exterior wall elevation shall be covered in glazing, and a minimum of 5% shall be covered in masonry, face brick or a combination thereof.

q) *HVAC Systems* inclusive of *portable air conditioning system, mini split-system air-conditioner, and window air conditioner, or similar heating and cooling equipment*, shall not be visible on the North and East façade.

r) Direct vehicular access from Riverside Drive West is prohibited.

[ZDM 4; ZNG/7308]

2. That said by-law is further amended by amending the Zoning District Maps shown in Column 2 by changing the zoning symbol of the lands described in Column 3 from that shown in Column 5 to that shown in Column 6:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol	6. New Zoning Symbol
1	4	Part of Lot 1, Registered Plan 1163, Town of Sandwich as in R940402; City of Windsor, (South side of Riverside Dr W, between Rankin Avenue & Randolph Avenue, 2121 Riverside Dr W; Roll No. 050-090-06900)	N/A	RD2.2	RD2.2(9)

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

BY-LAW NUMBER 164-2025

A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.80 METRE NORTH/SOUTH ALLEY SOUTH OF MILLEN STREET, EAST OF LENA AVENUE, AND WEST OF HARRISON AVENUE, CITY OF WINDSOR

Passed the 20th day of October, 2025.

WHEREAS the 4.80 metre portion of the north/south alley south of Millen Street, east of Lena Avenue, and west of Harrison Avenue, City of Windsor, more particularly described in Schedule "A" hereto annexed, is assumed for subsequent closure;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That the 4.80 metre portion of the north/south alley south of Millen Street, east of Lena Avenue, and west of Harrison Avenue, City of Windsor, more particularly described in Schedule "A" hereto annexed and forming part of this by-law, be and the same is hereby assumed for subsequent closure.

2. That this by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

SCHEDULE "A"
TO BY-LAW 164-2025

Part Alley, Registered Plan 1092, designated as Parts 1 to 4 (inclusive), Plan 12R-30239; Part Alley, Registered Plan 1075 and Registered Plan 1092, designated as Part 5, Plan 12R-30239; Part Alley, Registered Plan 1075, designated as Parts 6 to 10 (inclusive), Plan 12R-30239; Part Alley, Registered Plan 1075 and Part Lane, Registered Plan 1208, designated as Parts 11 to 15 (inclusive), Plan 12R-30239; Part Alley, Registered Plan 1075 and Registered Plan 1092, Part Lane, Registered Plan 1208, designated as Part 16, Plan 12R-30239; Part Alley, Registered Plan 1092, Part Lane, Registered Plan 1208, designated as Parts 17 to 20 (inclusive), Plan 12R-30239; City of Windsor

Being all of PIN 01239-0556 (LT)

City of Windsor
County of Essex

BY-LAW NUMBER 165-2025

A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.80 METRE NORTH/SOUTH ALLEY SOUTH OF MILLEN STREET, EAST OF LENA AVENUE, AND WEST OF HARRISON AVENUE, CITY OF WINDSOR

Passed the 20th day of October, 2025.

WHEREAS it is deemed expedient to close, stop up and convey the 4.80 metre portion of the north/south alley south of Millen Street, east of Lena Avenue, and west of Harrison Avenue, City of Windsor, more particularly described in Schedule "A" attached hereto;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That the 4.80 metre portion of the north/south alley south of Millen Street, east of Lena Avenue, and west of Harrison Avenue, City of Windsor, more particularly described in Schedule “A” attached hereto and forming part of this by-law, be and the same is hereby closed and stopped up.

2. That any required easements pursuant to Council Resolution CR403/2024, be registered prior to conveyance.

3. That the lands be conveyed to the abutting owners in **as is condition**, and that the conveyance cost be set as follows:

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

4. That the Chief Administrative Officer and City Clerk be authorized and directed to execute on behalf of The Corporation of the City of Windsor and to seal with the seal thereof, any and all documents necessary to implement the foregoing; and that the transaction be completed electronically, for property where it is available, pursuant to By-law Number 366-2003, as amended from time to time.

5. This by-law shall come into force and take effect the day upon which it is registered in the Land Registry Office for the County of Essex (No. 12).

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

SCHEDULE "A"
TO BY-LAW 165-2025

Part Alley, Registered Plan 1092, designated as Parts 1 to 4 (inclusive), Plan 12R-30239; Part Alley, Registered Plan 1075 and Registered Plan 1092, designated as Part 5, Plan 12R-30239; Part Alley, Registered Plan 1075, designated as Parts 6 to 10 (inclusive), Plan 12R-30239; Part Alley, Registered Plan 1075 and Part Lane, Registered Plan 1208, designated as Parts 11 to 15 (inclusive), Plan 12R-30239; Part Alley, Registered Plan 1075 and Registered Plan 1092, Part Lane, Registered Plan 1208, designated as Part 16, Plan 12R-30239; Part Alley, Registered Plan 1092, Part Lane, Registered Plan 1208, designated as Parts 17 to 20 (inclusive), Plan 12R-30239; City of Windsor

Being all of PIN 01239-0556 (LT)

City of Windsor
County of Essex

BY-LAW NUMBER 166-2025

A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.27 METRE EAST/WEST ALLEY EAST OF THOMPSON BOULEVARD, SOUTH OF WYANDOTTE STREET EAST, AND WEST OF PRADO PLACE, CITY OF WINDSOR

Passed the 20th day of October, 2025.

WHEREAS the 4.27 metre portion of the east/west alley, east of Thompson Boulevard, south of Wyandotte Street East, and west of Prado Place, City of Windsor, more particularly described in Schedule "A" hereto annexed, is assumed for subsequent closure;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That the 4.27 metre portion of the east/west alley, east of Thompson Boulevard, south of Wyandotte Street East, and west of Prado Place, City of Windsor, more particularly described in Schedule "A" hereto annexed and forming part of this by-law, be and the same is hereby assumed for subsequent closure.

2. That this by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

SCHEDULE "A"
TO BY-LAW 166-2025

Part Alley, Registered Plan 1173, designated as Parts 1, 2, 3, 4, 7, 8, 9 and 10, Plan 12R-30248; Part Alley, Registered Plan 841, designated as Parts 5, 6 and 11, Plan 12R-30248; Windsor

Being all of PIN 01084-0518 (LT)

City of Windsor
County of Essex

BY-LAW NUMBER 167-2025

A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.27 METRE EAST/WEST ALLEY EAST OF THOMPSON BOULEVARD, SOUTH OF WYANDOTTE STREET EAST, AND WEST OF PRADO PLACE, CITY OF WINDSOR

Passed the 20th day of October, 2025.

WHEREAS it is deemed expedient to close, stop up and convey the 4.27 metre portion of the east/west alley, east of Thompson Boulevard, south of Wyandotte Street East, and west of Prado Place, City of Windsor, more particularly described in Schedule "A" attached hereto;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That the 4.27 metre portion of the east/west alley, east of Thompson Boulevard, south of Wyandotte Street East, and west of Prado Place, City of Windsor, more particularly described in Schedule “A” attached hereto and forming part of this by-law, be and the same is hereby closed and stopped up.

2. That any required easements pursuant to Council Resolution CR230/2025, be registered prior to conveyance.

3. That the lands be conveyed to the abutting owners in **as is condition.**

4. That the conveyance cost be set as follows:

    a) For alley conveyed to abutting lands zoned CD2.2, $20.00 per square foot without easements plus HST (if applicable) and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor, and $10.00 per square foot with easements plus HST (if applicable) and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

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

5. That the Chief Administrative Officer and City Clerk be authorized and directed to execute on behalf of The Corporation of the City of Windsor and to seal with the seal thereof, any and all documents necessary to implement the foregoing; and that the transaction be completed electronically, for property where it is available, pursuant to By-law Number 366-2003, as amended from time to time.

6. This by-law shall come into force and take effect the day upon which it is registered in the Land Registry Office for the County of Essex (No. 12).

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

SCHEDULE "A"
TO BY-LAW 167-2025

Part Alley, Registered Plan 1173, designated as Parts 1, 2, 3, 4, 7, 8, 9 and 10, Plan 12R-30248; Part Alley, Registered Plan 841, designated as Parts 5, 6 and 11, Plan 12R-30248; Windsor

Being all of PIN 01084-0518 (LT)

City of Windsor
County of Essex

Item No. 13.11

BY-LAW NUMBER 168-2025

A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.60 METRE NORTH/SOUTH ALLEY NORTH OF WYANDOTTE STREET EAST, EAST OF CHILVER ROAD, SOUTH OF BRANT STREET AND WEST OF KILDARE ROAD, CITY OF WINDSOR

Passed the 20th day of October, 2025.

WHEREAS the 4.60 metre portion of the north/south alley north of Wyandotte Street East, east of Chilver Road, south of Brant Street and west of Kildare Road, City of Windsor, more particularly described in Schedule "A" hereto annexed, is assumed for subsequent closure;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That the 4.60 metre portion of the north/south alley north of Wyandotte Street East, east of Chilver Road, south of Brant Street and west of Kildare Road, City of Windsor, more particularly described in Schedule "A" hereto annexed and forming part of this by-law, be and the same is hereby assumed for subsequent closure.

2. That this by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

SCHEDULE "A"
TO BY-LAW 168-2025

Part Alley, Registered Plan 455, Part Alley, Registered Plan 211, designated as Parts 1, 3 and 5, Plan 12R-30240; Windsor

Part Alley, Registered Plan 455, designated as Parts 2, 4 and 6, Plan 12R-30240; Windsor

Being part of PIN 01134-0234 (LT)

City of Windsor
County of Essex

BY-LAW NUMBER 169-2025

A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.60 METRE NORTH/SOUTH ALLEY NORTH OF WYANDOTTE STREET EAST, EAST OF CHILVER ROAD, SOUTH OF BRANT STREET AND WEST OF KILDARE ROAD, CITY OF WINDSOR

Passed the 20th day of October, 2025.

WHEREAS it is deemed expedient to close, stop up and convey the 4.60 metre portion of the north/south alley north of Wyandotte Street East, east of Chilver Road, south of Brant Street and west of Kildare Road, City of Windsor, more particularly described in Schedule "A" attached hereto;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That the 4.60 metre portion of the north/south alley north of Wyandotte Street East, east of Chilver Road, south of Brant Street and west of Kildare Road, City of Windsor, more particularly described in Schedule “A” attached hereto and forming part of this by-law, be and the same is hereby closed and stopped up.

2. That any required easements pursuant to Council Resolution CR286/2025, be registered prior to conveyance.

3. That the lands be conveyed in **as is condition** to 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. Payment of the survey cost associated with the closure of the subject Alley by the Owner.

4. That the 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).

5. That the Chief Administrative Officer and City Clerk be authorized and directed to execute on behalf of The Corporation of the City of Windsor and to seal with the seal thereof, any and all documents necessary to implement the foregoing; and that the transaction be completed electronically, for property where it is available, pursuant to By-law Number 366-2003, as amended from time to time.

6. This by-law shall come into force and take effect the day upon which it is registered in the Land Registry Office for the County of Essex (No. 12).

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

SCHEDULE "A"
TO BY-LAW 169-2025

Part Alley, Registered Plan 455, Part Alley, Registered Plan 211, designated as Parts 1, 3 and 5, Plan 12R-30240; Windsor

Part Alley, Registered Plan 455, designated as Parts 2, 4 and 6, Plan 12R-30240; Windsor

Being part of PIN 01134-0234 (LT)

City of Windsor
County of Essex

Item No. 13.13

BY-LAW NUMBER 170-2025

A BY-LAW TO EXPROPRIATE CERTAIN LANDS FOR THE PURPOSE OF MAINTAINING ACCESS TO THE ENTRANCE OF MACKENZIE HALL

Passed the 20th day of October, 2025.

WHEREAS in accordance with the provisions of the *Expropriations Act*, R.S.O. 1990, c. E.26, an application was submitted to City Council as approving authority, for approval to expropriate the interests in property identified on Schedule "A" attached hereto (the "**Lands**") for the purpose of maintaining access to the entrance of the municipal building known as MacKenzie Hall in the City of Windsor.

AND WHEREAS notice of such application was published and served on the registered owners of the Lands in accordance with the *Expropriations Act*;

AND WHEREAS no request for a hearing of necessity was received pursuant to the *Expropriations Act*.

AND WHEREAS the Council of the Corporation of the City of Windsor, as approving authority, at its meeting held on October 20, 2025, has approved the application to expropriate the Lands and has given leave to introduce and enact this by-law.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. The expropriation of the Lands for the purpose of maintaining access to the entrance of the MacKenzie Hall is approved by the Council of The Corporation of the City of Windsor, as approving authority, and the Chief Administrative Officer and City Clerk and their respective designates are hereby authorized to execute a Certificate of Approval pursuant to the *Expropriations Act*.

2. The expropriation of the Lands for the purpose of maintaining access to the entrance of the MacKenzie Hall is authorized by the Council of The Corporation of the City of Windsor as expropriating authority and the Chief Administrative Officer and City Clerk and their respective designates are hereby authorized to execute the necessary plan of expropriation pursuant to the *Expropriations Act*;

3. The City Solicitor and designates, are hereby authorized to prepare, execute, serve, and file, as necessary, all other documents required to complete the expropriation and give effect to this bylaw, and to make an offer of compensation under section 25 of the *Expropriations Act* and issue payment accordingly.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

APPENDIX A
TO BY-LAW 170-2025

Fee Simple Interest in the following properties:

Part 1 on Plan 12R-30183 being Part of PIN 01236-0390
Part 2 on Plan 12R-30183 being part of PIN 01236-0225

BY-LAW NUMBER 171-2025

A BY-LAW TO PROHIBIT VEHICULAR ACCESS TO THE EMERGENCY ACCESS BETWEEN PARKWOOD AVENUE TO KAMLOOMPS STREET EXCEPT FOR PEDESTRIANS, BICYCLES, UTILITIES OR AUTHORIZED EMERGENCY VEHICLES

Passed the 20th day of October, 2025.

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25, section 10(1) empowers a municipality to pass by-laws necessary or desirable for the public;

AND WHEREAS the Council of the City of Windsor considers it necessary to designate the 8 meter wide block of land located between Parkwood Avenue and Kamloops Street, described as Block 13 12M-631 as a route restricted to authorize emergency vehicles;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

PART 1 – SHORT TITLE

1.01 This by-law may be cited as "The By-Law to Prohibit Vehicular Access to an Emergency Access located between Parkwood Avenue and Kamloops Street"

PART 2 – DEFINITIONS

2.01 In this by-law the following terms have the meanings as ascribed to them:

(a) "authorized emergency vehicle" means fire vehicles or equipment operated by Windsor Fire and Rescue Services, police vehicles or equipment operated by Windsor Police Services, and ambulances or equipment operated under the authority of the *Ambulance Act,* RSO 1990 C A14, while either responding to an emergency call or being used to transport persons and/or emergency response personnel in an emergency situation, or during the course of their regular duties;

(b) "bicycle" includes a tricycle, a unicycle and a power-assisted bicycle but does not include a motor assisted bicycle ("bicyclette") as defined under section 1(1) of the *Highway Traffic Act*, RSO 1990 C H8;

(c) "Emergency Access" means the 8 meter wide block of land from Parkwood Avenue to Kamloops Street described as Block 13 12M-631, and composed of the 6 meter wide asphalt pavement with semi-mountable concrete curbs, and the 1.5 meter concrete sidewalk along the east limit of Block 13 12M-634 including the 3 meter by 3 meter paved corner cut-off at Kamloops Street;

(d) "*Highway Traffic Act*" means the Highway Traffic Act, RSO 1990, C H8, as amended;

(e) "*Provincial Offences Act*" means the Provincial Offences Act, RSO 1990, C P33, as amended;

(f) "vehicle" means a motor vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle and any vehicle drawn, propelled or driven by any kind of power, including muscle power, but does not include a motorized snow vehicle or street car as defined under section 1(1) of the *Highway Traffic Act,* RSO 1990 C H8.

PART 3 – PROHIBITION

3.01 The 8 meter wide block of land from Parkwood Avenue to Kamloops Street, described as Block 13 12M-631 is hereby designated as Emergency Access.

3.02 No person shall leave upon, move or operate any vehicle over the Emergency Access which is not an authorized emergency vehicle.

3.03 Despite section 3.02 of this by-law, this prohibition does not apply to pedestrians, bicycles, authorized emergency vehicles, and municipal utilities or vehicles otherwise authorized by the Corporation of the City of Windsor to conduct works in and around the Emergency Access.

PART 4 – PENALTY

4.01 Every person who contravenes any of the provisions of this by-law is guilty of an offence and shall, upon conviction thereof, pay a fine of Three Hundred Dollars ($300.00) for a first offence and for a subsequent offence, in accordance with the provisions of the *Provincial Offences Act*, as amended from time to time, exclusive of costs, and every such fine is recoverable under the provisions of the *Provincial Offences Act*.

PART 5 – VEHICLE TOWING

5.01 In addition to any other penalty provided for in this by-law, a member of the Windsor Police Services or a by-law enforcement office for the Corporation of the City of Windsor may, where a vehicle that is not an emergency access vehicle is left in contravention of this by-law, cause the vehicle to be removed from the Emergency Access and impounded as defined by the *Highway Traffic Act*.

5.02 All costs and charges incurred for removing, caring for and storing any vehicle removed pursuant to clause 5.01 shall be a lien upon the vehicle, which lien may be enforced in the manner provided for by the *Repair and Storage Liens Act*, RSO 1990, C R 25, as amended.

PART 6 – COMING INTO FORCE AND EFFECT

6.01 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 October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

BY-LAW NUMBER 172-2025

A BY-LAW TO ESTABLISH THE POSITION AND DUTIES OF THE AUDITOR GENERAL OF THE CITY OF WINDSOR

Passed the 20th day of October, 2025.

WHEREAS the Council of the City of Windsor wishes to establish the position of Auditor General and to define certain duties and responsibilities of the Auditor General.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

Definition

1. In this by-law, “Auditor General” means the Auditor General of the City of Windsor.

Establishment of the Position of Auditor General

2. The Position of Auditor General is hereby established for the purposes of Part V.1 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended (*Municipal Act*), with the statutory duties and functions as set out Part V.1 of the *Municipal Act* and this by-law.

Appointment or removal of Auditor General

3. The appointment of a person to the position of Auditor General may be made by Council by a simple majority vote.

4. The appointment of a person to the position of Auditor General may be suspended or revoked only by a two-thirds majority of all Members of Council.

5. The selection process for an Auditor General shall be conducted by an external recruitment firm.

6. Appointment of an Auditor General shall be recommended to Council by a Committee of Council, appointed by the Mayor and chaired by the Mayor.

7. The Auditor General shall be appointed for a term to be determined by Council and shall specify the terms and conditions of such appointment.

8. The Auditor General shall possess qualifications and experience sufficient to ensure compliance with professional standards endorsed by Council.

9. Audits shall be conducted in accordance with either: a) The International Standards for the Professional Practice of Internal Auditing (IIA Standards); or b) Generally Accepted Government Auditing Standards (GAGAS), as determined by the Auditor General at the outset of the Auditor General's term of appointment and to be complied with during the term of appointment. The Auditor General is granted discretion to select other professional standards for specific projects where the Auditor General deems those standards more appropriate to the nature of the project; such project determinations do not supersede the overall standards for the office or function

Accountability and Independence

10. The Auditor General shall report to the Council.

11. The office of the Auditor General shall be independent of the City Administration.

Responsibilities

12. The Auditor General shall be responsible for assisting Council in holding itself and its administrators accountable for the quality of stewardship over public funds and for the achievement of value for money in municipal operations.

13. The Auditor General shall be responsible for carrying out financial (excluding attest), compliance, and performance audits of:

    a) all programs, activities, and functions of all City departments and agencies, and of the offices of the Mayor and Members of Council.
    b) local boards of the City as defined in part V.1 of the Municipal Act,
    c) municipally controlled corporations as defined in the Municipal Act,
    d) grant recipients as defined in part V.1 of the Municipal Act, and

    any other agencies, boards commissions and corporations as Council may from time to time create or identify.

14. At the request of Council the Auditor General may conduct financial (excluding attest), compliance, and performance audits of appropriate organizations that have an agreement with the City that contains provisions for an audit by the City.

15. The Auditor General shall perform such other duties respecting audit matters as may be assigned by Council.

Annual Audit Plan

16. In each year the Auditor General shall submit an annual audit plan to City Council.

17. No deletions or amendments to the annual audit plan shall be made except by the Auditor General.

18. Despite s.16, Council may add to the annual audit plan by two-thirds vote of all Members of Council.

Reporting

19. The Auditor General shall report annually to Council on the activities of their office and the discharge of their duties.

20. The Auditor General may, as directed by Council, or at his or her discretion, report on a more frequent basis to Council.

Access to Information

21. In accordance with subsection 223.20(2) of the *Municipal Act,* the Auditor General is entitled to have free access to all books, accounts, financial records, electronic data processing records, reports, files, and all other papers, things, or property belonging to, or used by the City, a local board, a municipally-controlled corporation, or a grant-recipient, as the case may be, that the Auditor General believes to be necessary to perform his or her duties under this by-law.

Fraud & Waste Investigations

22. The Auditor General shall be responsible for the administration of the Fraud and Waste Hotline relating to any suspected acts of fraud or waste in accordance with the Fraud and Misuse of Assets Policy, and the Auditor General shall establish such protocols and procedures that are necessary for the conduct of such investigations.

23. The Auditor General will have no responsibility to consider matters reported to the Fraud and Waste Hotline that occurred 10 years or more prior to the reporting thereof, unless the Auditor General so requests and Council specifically approves.

Office of the Auditor General

24. The Auditor General is authorized to establish the Office of the Auditor General including managerial hierarchy and administrative policies and procedures.

25. The Auditor General is authorized to appoint, promote, demote, suspend, and dismiss, subject to any personnel polices adopted by Council, all employees of the Office of the Auditor General.

26. The Auditor General is authorized to review the performance of personnel within the Office of the Auditor General subject to any personnel policies applicable to employees of the City.

27. The Auditor General is authorized to retain the services of any individual or corporation for purposes related to the operation of the Office of the Auditor General and execute all agreements and contracts required for the provision of such services.

Annual Budget

28. The Auditor General shall submit the annual budget request for the following year for consideration and recommendation to Council by September 30th to be included in the City's budget process.

Immunity and Confidentiality

29. The Auditor General and any person acting under his or her instructions shall be subject to the duty of confidentiality provided in section 223.22 of the *Municipal Act, 2001, S.O 2001*, c.25, as amended.

30. Neither the Auditor General nor any person acting under the instructions of the Auditor General is a competent or compellable witness in a civil proceeding in connection with anything done under Part V.1 of the *Municipal Act, 2001, c.25* as amended or of this by-law.

Role Clarification

31. The Auditor General shall perform his or her responsibilities under this by-law in an independent manner separate from the Integrity Commissioner and Ombudsman.

32. 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 October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

Item No. 13.16

BY-LAW NUMBER 173-2025

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 20TH DAY OF OCTOBER, 2025

Passed the 20th day of October, 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 October 20, 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 – October 20, 2025
Second Reading – October 20, 2025
Third Reading – October 20, 2025

Item No. 18.1

Council Questions: SCM 324/2025

Subject: Summary of Outstanding Council Questions as of October 10, 2025

Outstanding Council Questions List

Meeting Date	CQ #	Status	Council Member	Department	Question
2020-02-03	CQ 4-2020	Outstanding	Kieran McKenzie	Comm. Human & Health Services and Comm. Economic Development	That Administration prepare a comparative analysis of the Affordable Housing frameworks and incentives that are in place in comparable municipalities. To the extent that the data is available the analysis should consider all forms of affordable housing and the composition of the affordable housing marketplace in the communities analyzed.
2021-07-26	CQ 17-2021	Outstanding	Kieran McKenzie	Comm. Corporate Services	Asks that, to promote greater public safety for all people, that Administration work to develop a by-law for Council consideration to provide the City of Windsor with additional tools within the licensing framework for enforcement agencies to address unsafe and illicit activity in hotels and motels across the community that create dangerous and undesirable situations for motel guests, neighbours, and community members alike. The bylaw development process should include consultation process with industry stakeholders and social service providers, social agencies and health providers from
2023-01-16	CQ1-2023	Outstanding	Kieran McKenzie	Comm. Economic Development	Asks that given Council's declaration of a Climate Change Emergency informing the need to address climate change through municipal policy frameworks; And further, given the energy capacity challenges and opportunities faced by our community over the short, medium and long term; That Administration report back to Council with proposals for Council consideration to create a Green Energy Community Energy
2023-02-13	CQ5-2023	Outstanding	Kieran McKenzie	Comm. Economic Development	Given the significant housing crisis challenging municipalities across Canada, including the City of Windsor And noting, the objective stated by the Government of Ontario to add 1.5 Million home across the province over the next 10 years, including 13,000 in our Community. And Whereas, the City of Windsor has already recognized the benefits of adding housing capacity through Additional Dwelling Units (ADUs) by enacting Planning Act amendments thereby eliminating some barriers to investment. That Administration report back with further options for Council to consider that would include a range of financial tools including (but not necessarily limited to) a targeted Community Improvement Plan or Grant program that would address industry challenges to help

Meeting Date	CQ #	Status	Council Member	Department	Question
2023-02-13	CQ6-2023	Outstanding	Kieran McKenzie	Comm. Legal & Legislative Services	That, given the City of Windsor's stated objective in Council's approved Diversity and Inclusion Initiative to: continually take steps to learn and grow as a community and to recognize that "diversity adds to our strength and creates an important opportunity for fostering understanding, acceptance and innovation", and, The City's publicly articulated commitment to an Agency, Board and Committee (ABC) appointments process that is transparent, fair and consistent; That Administration undertake a review of the city's appointment policy, including a comparison to processes and policies adopted in peer municipalities such as (but not limited to) London, Kitchener
2023-02-27	CQ10-2023	Outstanding	Angelo Marignani	Comm. Community Services	That Administration report back to City Council on a collaboration with Detroit City Council in creating a new International Freedom Festival. This world class civic event will promote international investment while improving the quality of life in our city. It will showcase our rich heritage and shared identity of our two cities. The focal point of this new annual festival will be the new Gordie Howe International Bridge, opening in 2024. There is more than a bridge
2023-10-30	CQ33-2023	Outstanding	Jo-Anne Gignac	Comm. Economic Development	Asks that Administration report back with tools that we, as a municipality, have to protect areas of our city that we have designated or identified, such as historic districts, historic neighbourhoods or even roadways, such as the Riverside Vista, as developments and intensification occurs in order to ensure that
2024-01-15	CQ1-2024	Outstanding	Gary Kaschak	CAO	Asking that Administration provide a comprehensive report regarding all of the activities, situations, interactions & ramifications involved that occur within our Municipality from having the two current Federal border crossings & soon to be 3 located in our City. All financials, use of City employees & monies involved with Windsor hosting these Federal border crossings are required to be
2024-07-08	CQ32-2024	Outstanding	Kieran McKenzie	Comm. Economic Development	Asks that Administration report back on options that will help address scenarios where tenants in rental accommodations in the City of Windsor may be at risk for heat exposure in their dwelling
2024-07-08	CQ33-2024	Outstanding	Renaldo Agostino	Comm. Economic Development	Asks that given over the past month, our downtown has unfortunately seen some long-standing businesses leave their location due to landlord/tenant issues including earlier eviction then may be necessary. Acknowledging that administration is currently undergoing a review of all CIPs, I ask that when the final report comes back, it includes a review of potential CIP options that could

Meeting Date	CQ #	Status	Council Member	Department	Question
2024-09-09	CQ37-2024	Outstanding	Gary Kaschak	Comm. Community & Corporate Services	Asks that Administration prepare a report for City Council outlining what it would entail from an Administrative & Financial standpoint to potentially have the similar 'Supie Program' at one Park in all 10 Wards starting in the spring/summer of 2026. The Councillor along
2024-09-09	CQ38-2024	Outstanding	Renaldo Agostino	Comm. Economic Development & Comm. Infrastructure	Asks that Administration examine the existing sign bylaw to include provisions for temporary graffiti, applied by paint or power washed to create a reverse graffiti look on municipal sidewalks. Additionally, request the administration allows WIFF to install temporary graffiti on the municipal sidewalks under a right-of-way permit from October
2024-09-09	CQ40-2024	Outstanding	Kieran McKenzie	Comm. Community & Corporate	Asks that Administration report back on the open data frameworks we have at the City of Windsor and report back on best practices observed in comparable communities across Ontario.
2024-09-23	CQ42-2024	Outstanding	Fred Francis	Comm. Human & Health Services	Asks that Administration report back to City Council with respect to options for homelessness, specifically the logistics and costs for creating tiny home villages, similar as to what has been done in other Ontario cities. This report should also include any pros and cons of doing so, based on best practices and testimonials from the
2024-09-23	CQ45-2024	Outstanding	Fred Francis	Comm. Infrastructure Services	Asks that Administration provide a traffic flow status report for City Council’s review. This report should identify if changes, reviews, or updates need to be made to the current Transportation Master Plan. Also, the report should identify any problematic trends or patterns
2024-10-28	CQ46-2024	Outstanding	Fred Francis	Comm. Community & Corporate Services	Asks that Administration provide a report pertaining to the use of Artificial Intelligence software within City business and operations. What is our plan to utilize AI within the City business and operations? How are other cities and different levels of government
2024-12-09	CQ1-2025	Outstanding	Fred Francis	Comm. Infrastructure Services	Asks that Administration report back to City Council regarding the creation of a policy that reviews traffic flow and potential traffic impact on areas of the city experiencing new and/or substantial residential development, and the cost recovery methods of doing
2025-01-13	CQ2-2025	Outstanding	Kieran McKenzie	Comm. Infrastructure Services	Asks that Administration report back on the costs of the city undertaking Traffic Impact Analysis of private development, and whether the current fee structures are sufficient to fully recover costs associated with development that requires this level of
2025-02-10	CQ4-2025	Outstanding	Renaldo Agostino	Comm. Community & Corporate Services	With the extension of H4 at Water World, it is clear that downtown has lost its community centre. With that being said, I would like administration to investigate partnerships with organizations like the Boys and Girls Club of Canada to open a youth community centre in the core. What would the process be to get a Boys and Girls Club in

Meeting Date	CQ #	Status	Council Member	Department	Question
2025-04-14	CQ5-2025	Outstanding	Angelo Marignani	Comm. Community & Corporate Services	Asks that given the increasing senior population in Windsor and concerns raised regarding the cost of living for our seniors, could administration provide a report outlining current challenges faced by seniors in our area and potential strategies to mitigate them. Areas of concern are public parks, public transit, utility costs to improve
2025-04-28	CQ7-2025	Outstanding	Renaldo Agostino	Comm. Community Services	Our hearts go out to the Filipino community and the City of Vancouver following this weekend's senseless tragedy. In light of this incident, and drawing from my experience hosting similar events, I ask that administration conduct a review of our current event safety planning policies. Specifically, I would like the review to include a risk assessment process for all of our public event spaces. Given my background in managing street closures and public event
2025-05-12	CQ10-2025	Outstanding	Renaldo Agostino	Comm. Community	Asks that Administration review our arts funding model, post-Covid. We can see the arts community struggling – what can we do to
2025-05-26	CQ11-2025	Outstanding	Fred Francis	Comm. Community Services	Asks that Administration please provide to City Council a status report regarding the establishment of an Ojibway National Urban Park and the involvement of both the Federal and Provincial
2025-05-26	CQ12-2025	Outstanding	Gary Kaschak	Comm. Infrastructure Services	As we are seeing more, anywhere from 8 to 12 individuals living in a single residence, with each person having their own vehicle, and in some cases using and parking commercial vehicles on city streets also, it has caused a strain to the on-street parking availability and system. Asks that Administration provide a report with options to alleviate the above situations, and in that report, can Administration also advise of the potential of a City By-law allowing, for example, only 4, 5, or 6 vehicles maximum at a residence. Any vehicles over and above a number that Administration and City Council choose
2025-07-14	CQ13-2025	Outstanding	Renaldo Agostino	Comm. Human & Health Services	Asks that as the landscape of social challenges continues to evolve, particularly with anticipated legislation such as Bill 6 and pending changes to federal laws, I am calling on our administration — including Health and Human Services, Community Housing, Parks and Recreation, and, certainly not limited to, the Windsor Police Service — to proactively develop a comprehensive strategy to address the growing concern of open-air drug use in our downtown core and across the city. This is a complex issue that demands coordinated and compassionate action. It affects residents, businesses, and

Meeting Date	CQ #	Status	Council Member	Department	Question
2025-07-14	CQ15-2025	Outstanding	Renaldo Agostino	Comm. Corporate Services	Asks that administration review the current bylaws and regulations concerning mobile food vendors and food trucks. The mobile food industry has evolved significantly in recent years, and I believe there may be opportunities to modernize our policies to better support these small businesses while continuing to meet the needs of the community. A review could help identify potential areas for increased flexibility and opportunity, such as operating locations, hours, permitting processes, or event participation. Supporting a thriving food truck sector could also enhance our local economy,
2025-09-08	CQ16-2025	Outstanding	Angelo Marignani	Comm. Infrastructure Services	Countdown timers on traffic signals improve safety for pedestrian and drivers. Asks Administration what can we do as a city to incorporate this safety tool, such as new construction retrofit programs or funding allotments with a dedicated budget and asks Administration to report back regarding a feasibility study on the
2025-09-08	CQ17-2025	Outstanding	Renaldo Agostino	Comm. Corporate Services	Residents and business owners in the downtown core have recently reported troubling and violent incidents occurring near both existing and newly opened pharmacies that operate as methadone clinics, Asks that Administration be directed to conduct the following research and report back to inform Council's understanding of how other jurisdictions manage access to methadone treatment while addressing community impacts: 1. The number of methadone (opioid therapy) clinics operating in each comparable Ontario municipality, including those located in downtown areas; 2. Any special considerations, zoning provisions, licensing requirements, by-laws, or moratoriums associated with methadone clinics in those municipalities; 3. The process and regulatory framework required to open a methadone clinic, including the roles of municipal, provincial, and federal authorities; 4. Municipal by-laws or other tools, if any, that require review of proposed clinic locations prior to opening; 5. Regulations or notification requirements in place to inform nearby

Meeting Date	CQ #	Status	Council Member	Department	Question
2025-09-08	CQ18-2025	Outstanding	Renaldo Agostino	Comm. Infrastructure Services	Asks that due to the growing concern regarding the operation of electric motorcycles, scooters, and similar vehicles that are not licensed by municipalities or the province, with these vehicles increasingly being operated at high speeds on city streets, sidewalks, and trails, creating safety hazards for pedestrians, cyclists, and other road users and increasing the risk to public safety; Administration be directed to prepare a report outlining: 1. The current regulatory framework governing electric motorcycles, scooters, crotch rockets and similar vehicles at the municipal and provincial levels 2. The enforcement tools presently available to municipalities, and any limitations that exist; 3. Best practices or approaches from comparable Ontario municipalities in addressing these vehicles; 4. Recommendations for advocacy to the Province of Ontario, including potential legislative or regulatory changes, to ensure municipalities are equipped to regulate and enforce the safe use of
2025-09-22	CQ19-2025	Outstanding	Angelo Marignani	Comm. Community Services	Asks that Administration report back with details on the development of a comprehensive management plan for Peche Island natural area, with an explicit mandate to: 1. Engage the Community and key stakeholders in a transparent and inclusive consultation process, 2. Evaluate and recommend appropriate recreational activities that are compatible with the island's ecological sensitivity and preservation goals,

Item No. 18.2

Committee Matters: SCM 317/2025

Subject: Outstanding Council Directives as of September 22, 2025

Title	Resolution	Report No.	Portfolio	Action	Notes
December 17, 2012	CR293/2012	16287	Corporate Services	That the report of the City Planner dated November 21, 2012 entitled "Exemption from Sandwich Demolition Control By-law 20-2007 — 508, 520, 540, 556, 570, 590, 604, 612, 615, 622, 623, 631, 639, 646, 663, 670, 673, 686, 704, 710, 718, 724, 730, 738, 744, 750, 753, 758-760, 759, 765, 764, 769, 772, 777, 778, 781, 784, and 790 Indian Road, 812 and 862 Mill Street, and 764, 770, 780 and 788 Rosedale Avenue" BE DEFERRED as requested by the Canadian Transit Company, to allow for further discussions with administration on this matter.	Report remains deferred as per City Solicitor.
August 24, 2015	CR159/2015	17893	Corporate Services	That City Council APPROVE the award of the Workforce Management Solution RFP 69-14 to the successful proponent, WorkForce Software; and... That the final FTE staffing changes reductions and resultant project savings and completions, BE REPORTED to City Council as part of or prior to the 2018 budget process.	
March 26, 2018	CR155/2018	C 52/2018	Economic Development	THAT City Council APPROVE all required expenditures to complete the deliverables of the demolition and development of 6700 Raymond Avenue, as per CR366/2017, and… That once the tender results are known that a report be submitted to City Council relative to the award of the contract and identifying a funding source for any projected funding shortfalls that may arise.	
September 17, 2018	CR503/2018	S 122/2018	Community Services	That the report of the Manager Parks Development, dated July 20, 2018, responding to CQ27-2017 regarding first responders signage for parks, BE RECEIVED for information; and,... That Administration BE DIRECTED to develop a wayfinding standards policy based on the results of the Little River Corridor wayfinding signage and markers, as a pilot project, to be brought to City Council for approval.	
April 01, 2019	B8/2019	C 226/2018	Finance	That City Council RECEIVE the 2019 Capital Budget 7-Year Plan documents reflective of approx. $845.104 M in total funding; and… That Administration BE DIRECTED to REPORT BACK to Council regarding the infrastructure deficit and a high-level plan to address it;	
February 04, 2019	CR35/2019	C 11/2019	Finance	That City Council APPROVE, as per the requirements of the Leadership Asset Management Program (LAMP), the use of the tools and guidelines for Triple bottom line plus (TBL+), Whole life-cycle (WLC) and Business Case Evaluation (BCE) as developed through the LAMP grant and approved by the Asset Planning Steering Committee; and… That Administration BE DIRECTED to prepare a report for Council's consideration on methods that could be used to accelerate the process for implementation.	

March 25, 2019	CR120/2019	C 43/2019	Corporate Services	That the report of the City Treasurer regarding the Mayor, Councillors and Appointees 2018 Statement of Remuneration and Expenses BE RECEIVED for information; and further,... That Administration BE DIRECTED to prepare a report for Council's consideration on a process that would allow all members of Council to access conference materials and summary notes for information purposes, from those Councillors that attend conferences.	
July 08, 2019	CR322/2019	C 68/2019	Economic Development	That a vacant building registry NOT BE IMPLEMENTED at this time and the vacant building initiative (VBD) BE EXTENDED to July 2020; and… That administration BE DIRECTED to report back in 2020 for a more fulsome breakdown of statistics including types of orders issued, which were successful, which were complied with, and that the report ALSO INCLUDE options for a vacant building registry that expressly includes the topic of access, cost recovery, identification, highest fees possible under the law and the shortest timelines.	
November 09, 2020	CR553/2020	S 53/2020	Economic Development	That Administration BE REQUESTED to give notice of intention to designate the property located at 436 Askin Ave...and, That Administration REPORT BACK to Council regarding initiation of a Heritage Conservation District Area Study for this area; and, that the report include suggestions related to potential boundaries, optional designation of a Heritage Conservation District Study Area Bylaw, timing of the study and funding considerations.	In queue; to be started once Walkerville HCDS is completed.
November 23, 2020	CR588/2020	C 221/2020	Infrastructure Services	That Council ENDORSE the establishment of a Mandatory Downspout Disconnection Zone for the area bounded by Norfolk St. to the North, Dougall Ave/Howard Avenue to the East and the Herb Grey Parkway to the West and South; and, That a Mandatory Downspout Disconnection Pilot Project, the boundaries to be determined by the City Engineer, BE UNDERTAKEN within the Mandatory Downspout Disconnection Zone with an upset limit of $250,000 funded by Project ID#7199004 – Sewer Master Plan Implementation Project; and, That the results of the Mandatory Downspout Disconnection Pilot Project BE COMMUNICATED to Council once sufficient data is available;	

December 07, 2020	CR616/2020	C 54/2020	Finance	...That City Council INDICATES ITS INTENT that the future excess capacity identified in the Development Charges Background Study, dated November 5, 2020, prepared by Hemson Consulting Ltd., shall be paid for by development charges or other similar charges; ... That administration BE DIRECTED to report back at a high level on the economic impact and any perceived impacts on development if Council were to revisit eliminating the industrial exemption.
March 29, 2021	CR119/2021	C 220/2020 & C 32/2021	Chief Administrative Officer	That the update from the Senior Manager of Facilities on the Corporate Security Plan and Risk Assessment BE RECEIVED; and further, That City Council APPROVE the hiring of one Temporary Coordinator of Security Services at an estimated cost at $122,314 to be charged to the Budget Stabilization Reserve, for the development of Corporate security policies, protocols, and a draft implementation plan with options for a centralized Security Division, with a report back to City Council at the 2022 Budget deliberations.
May 03, 2021	CR179/2021	C 51/2021	Corporate Services	That the report of the Senior Legal Counsel and Student-at-Law dated April 9, 2021 entitled “Response to CR591/2020 – Cannabis Odour” BE DEFERRED to allow for a further report once the enforceability of the Town of Leamington’s Cannabis Regulation By-law is considered by the Superior Court of Justice and the Normal Farm Practices Protection Board, and that the report also include possible enforcement options that would be available for Council’s consideration.
May 17, 2021	CR213/2021	CMC 8/2021	Economic Development	That the correspondence from Paul Mullins on behalf of Assumption Parish dated April 23, 2021 requesting support from the City of Windsor to be recognized by Parks Canada as a Nationally Significant Historic Site, BE REFERRED to administration for review and a report back to Council for consideration, specifically as it would pertain to the ramifications designation would have on city property.
July 26, 2021	CR363/2021	S 71/2021	Economic Development	That Report No. S 71/2021 updating City Council on the use and implementation of the Brownfield Redevelopment Community Improvement Plan (CIP) and tabling issues to be addressed as part of the CIP update BE RECEIVED for information; and, That the City Planner BE DIRECTED to consult with stakeholders regarding potential changes to the Brownfield Redevelopment CIP outlined in Report No. S 71/2021 and prepare any necessary CIP amendments for Council’s consideration.

September 27, 2021	CR387/2021	C 116/2021	Finance	…That City Council SUPPORT the following actions with regards to the development and implementation of an enhanced investment strategy: That Administration BE AUTHORIZED to prepare a Request for Proposal (RFP) for Investment Advisory services; and further, That Administration BE DIRECTED to explore alternative options to traditional financial instruments to maximize overall investment returns for the City; and further, That Administration BE AUTHORIZED to prepare an Expression of Interest (EOI) to seek interest in the development of an in- house solution for managing current and projected cash flows more efficiently through the use of technology; and further, That Administration BE DIRECTED to report back to City Council the results of the above noted actions.	
October 04, 2021	CR429/2021	S 41/2020 & AI 7/2021 & AI 10/2021	Economic Development	That the report of the Senior Planner – Policy and Special Studies dated February 27, 2021 entitled “Closure of Part of Dodsworth Street, Between Kay Street and Malden Road, Between 5168 and 5180 Malden Road - Applicant: T. Fasan - SAS/5917 - Ward 1” BE REFERRED back to administration to allow administration the opportunity to work with the Applicant to come to an amenable resolution for everyone involved.	
February 28, 2022	CR88/2022	C 142/2021	Community Services	That the report of the Landscape Architect dated September 23, 2021 entitled "Response to CQ 32-2020: Tree Protection and Replacement Policies Related to Development – City Wide" BE REFERRED back to Administration; and further, That Administration REPORT BACK to Council to provide information related to options for a regulatory framework to ensure overall tree coverage across the community is not diminished due to the new development of private lands by requiring the replacement of trees removed on a caliper per caliper basis as deemed appropriate by the City Forester and City Planner.	Aiming for April SC
April 11, 2022	CR150/2022	S 29/2022	Infrastructure Services	That Administration BE AUTHORIZED to initiate a Home Flood Protection Program on a pilot basis; and further, That Administration REPORT BACK to City Council on completion of the pilot program.	
April 25, 2022	CR184/2022	S 39/2022	Community Services	That the report of the Manager of Culture & Events dated March 15, 2022 entitled "City of Windsor Lancaster Bomber FM 212 Progress Report 2019-2021 – Ward 3" BE RECEIVED for information; and further, That Administration BE DIRECTED to report to City Council regarding a fundraising strategy, a plan for assembly of the aircraft, and options to display the aircraft to the public once the assembly portion has been completed.	

May 09, 2022	CR222/2022		Corporate Services	That Administration BE DIRECTED to bring back a report before the next winter season, on possible ways that we can address the large gap between the demand for Snow Angels and the number of residents that are assisted. Options should include, but not be limited to improving our recruiting efforts of volunteers and/or providing the service with a set fee or no fee.
September 06, 2022	CR374/2022	S 76/2022	Infrastructure Services	That Administration BE REQUESTED to report back to a future meeting of Council to provide a review of the Speed Hump Policy and options to approve the same.
September 06, 2022	CR399/2022	C 150/2022	Health & Human Services	That the report of the Coordinator of Housing Administration and Development regarding the Social Services Relief Fund ("SSRF") Phase 5 Windsor Essex Community Housing Corporation Capital Project BE RECEIVED for information, and, … That the Executive Director of Housing and Children's Services or their designate REPORT to City Council on the outcome of the capital developments;
November 28, 2022	CR501/2022	C 191/2022	Economic Development	That City Council RECEIVE the Investing in Canada Infrastructure Plan (ICIP) Grant Application report dated November 17, 2022, along with the report from IBI Group titled "Transit Windsor Garage Feasibility Study" dated October 28, 2021 provided in Schedule A; and further, … That given the dramatically higher cost estimate for the Transit Garage emanating from the detailed study recently completed by the IBI Group, City Council DIRECT Administration to re-evaluate the Transit Windsor Master Plan to determine how to best achieve the goals of the Master Plan and report back to Council as part of the Transit Master Plan Implementation Project update.
April 03, 2023	B29/2023	C 26/2023	Finance	That Administration BE DIRECTED to report back with regards to the University Avenue West Project # (ECP-14-07) road reconstruction, with information related to Potential Funding or other options that can be utilized to complete the entire road reconstruction, without affecting the current Capital Budget allocations;
January 16, 2023	CR8/2023	C 222/2022	Economic Development	That Administration REPORT BACK with a supplemental report providing details on emerging technologies and strategies related to decarbonization of the electrical grid;
February 27, 2023	CR106/2023	C 18/2023	Finance	That City Council DIRECT Administration to monitor operations subsequent to the changes implemented as a result of Bill 109, and provide reports on any cross-departmental impacts with recommendations to address those impacts; … That Administration BE DIRECTED to track all variances and local costs that are required to put the legislation into effect, and that the information BE FORWARDED to a future meeting of Council.

February 27, 2023	CR107/2023	C 19/2023	Finance	That report C 19/2023 regarding the More Homes Built Faster Act – Bill 23 BE RECEIVED for information; and further, … That Administration BE DIRECTED to track all variances and local costs that are required to put the legislation into effect, and that the information BE FORWARDED to a future meeting of Council.
August 08, 2023	CR316/2023	C 107/2023	Community Services	That administration BE REQUESTED to report back with statistics related to open air burning.
September 05, 2023	CR356/2023	C 120/2023	Infrastructure Services	That Council APPROVE bi-weekly garbage collection, weekly organic collection, and bi- weekly leaf and yard waste collection from April until November, and that this service level BE IMPLEMENTED with the next waste collection contract expected to begin in 2025; and, That Administration BE DIRECTED to report back to Council the results of the collection tender(s) and any additional costs related to the new SSO program, once available;
September 05, 2023	CR356/2023	C 120/2023	Infrastructure Services	That administration REPORT BACK to Council regarding the implementation of a comprehensive communication plan and process which includes community partners including post secondary institutions and communication mediums for residents who may not speak English.
September 05, 2023	CR359/2023	C 69/2023 & S 82/2023 & AI 12/2023	Infrastructure Services	That Administration BE DIRECTED to issue a Request for Proposal for curbside garbage collection and optional bidding for alley garbage collection in the alleys that garbage collection is being provided currently; and, That Administration BE DIRECTED to report back to Council the results of the collection Request for Proposal and any additional costs related to the new SSO program, once available;
September 05, 2023	CR359/2023	C 69/2023 & S 82/2023 & AI 12/2023	Infrastructure Services	That administration BE DIRECTED to provide a report during the 2024 budget deliberation process for a plan to increase funding for alley maintenance for paved alleys.
October 16, 2023	CR429/2023		Economic Development	That the petition presented by Councillor Kieran McKenzie on behalf of residents of Windsor asking for an increase in buses during peak hours and a review of bus schedules BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Commissioner, Infrastructure Services and the Executive Director of Transit Windsor for the purpose of an examination of the requested works or undertakings, and that this be tabled as part of the public record.

October 30, 2023	CR433/2023	S 118/2023	Health & Human Services	That the report of the Manager, Homelessness and Housing Support in response to CQ 20- 2023 Feasibility of Expanding Outreach Services and 311 Operating Hours BE RECEIVED for information; and, … That City Council DIRECT Administration to report back to Council with more data and information about the impact of recent improvements to the Homelessness Street Outreach team's schedule and after-hours homelessness response initiated through 311, before deciding if further expansion is needed;
October 30, 2023	CR433/2023	S 118/2023	Health & Human Services	That administration BE REQUESTED to report back to the Community Services Standing Committee, as to how the City will attempt to draw the various organizations together in an effort to collaborate and capitalize on the programs that they are prepared to offer.
October 30, 2023	CR447/2023		Economic Development	That the petition presented by Councillor Fred Francis on behalf of concerned citizens requesting a public consultation regarding Transit Windsor Proposed Route 330 BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Executive Director of Transit Windsor for the purpose of an examination of the requested works or undertakings.
November 27, 2023	CR461/2023	C 168/2023	Economic Development	That the report from the Senior Economic Development Officer requesting a Letter of Support for intercity passenger rail service BE RECEIVED FOR INFORMATION; and further, That City Council ENDORSE a Letter of Support from the Mayor to the Minister of Transport supporting the proposed Amtrak- VIA Rail Intercity Passenger Rail Connection; and further, That City Council AUTHORIZE Administration to represent the City of Windsor at future stakeholder meetings for this project; and further, That Administration BE DIRECTED to report status updates to City Council as soon as is practical.
November 27, 2023	CR471/2023	S 31/2023	Infrastructure Services	That the report of the Manager of Homelessness and Housing Support and the Deputy Licence Commissioner, dated July 24, 2023 entitled "Response to Council Decision ETPS 942 – Options for Addressing Panhandling - City Wide" submitted in response to direction provided through Council Decision ETPS 942 BE RECEIVED for information; and, That Administration REPORT BACK with infrastructure related strategies to discourage unsafe behaviours in the public roadway.
November 27, 2023	CR491/2023	C 141/2023	Finance	That City Council SUPPORT the Administrative recommendation to not provide Municipal Support Resolutions at this time for non-storage installations as part of the IESO LT1 RFP submission; and That Administration BE DIRECTED to report back to Council in the event that either of the two projects identified in this report receive an IESO contract award for further consideration for municipal support.

November 27, 2023	CR493/2023	C 94/2023	Finance	That administration BE REQUESTED to report back to council after one year of the vacant home tax program being in place to provide information related to the effectiveness and/or opportunities for improvement including the possibility of a repeat offender fee.
January 22, 2024	B1/2024	C 9/2024	Economic Development	That Administration BE DIRECTED to develop a Community Improvement Plan and associated financial incentives that will facilitate and support the construction of attainable and affordable residential units; and further,
January 22, 2024	B1/2024	C 9/2024	Economic Development	That Administration BE DIRECTED to adopt a single technology for providing a digital portal for development services (services provided by the Building, Planning and Right of Way departments) to improve business processes, streamline approvals, and improve customer access to services and information; and further,
January 22, 2024	B1/2024	C 9/2024	Corporate Services	That Administration BE DIRECTED to review the existing Disposal of Land policy and propose amendments that support the disposition of municipally owned properties to facilitate housing projects, including student housing; and further,
January 22, 2024	B1/2024	C 9/2024	Corporate Services	That Administration BE DIRECTED to prepare a policy to advance the strategic acquisition of property that supports and facilitates the development of new attainable and affordable housing, including student housing; and further,
January 22, 2024	B1/2024	C 9/2024	Economic Development	That Administration BE DIRECTED to begin the process to create a Green Development Standards Community Improvement Plan that will provide guidance and financial incentives for sustainable development projects.
January 22, 2024	B1/2024	C 9/2024	Economic Development	That Administration BE DIRECTED to prepare Official Plan policies and criteria for reducing the minimum parking requirements for medium and high-density affordable purpose-built rental housing projects; and further,
January 22, 2024	B1/2024	C 9/2024	Economic Development	That City Council REAFFIRM its support for increasing the supply of "missing middle" housing, and in order to achieve the targeted number of units directs Administration to: a. Prepare a report for Council's consideration identifying areas of the city currently zoned for single detached; semi-detached and townhouses where four units as-of right can be supported subject to lot sizes, the availability of supporting infrastructure, servicing capacity, and access to transit, and public engagement, and further; b. That City Council commit to a minimum of four units as-of right on serviced residential lots for all properties identified as "Mixed Use Corridor" and "Mixed Use Node" in the City's Official Plan; and further,

January 22, 2024	B1/2024	C 9/2024	Economic Development	That City Council REAFFIRM its support of targeted intensification by increasing the supply of medium to high density housing options, and in order to achieve the targeted number of units directs Administration to: a. prepare Official Plan and Zoning By-law Amendments permitting increased densities and building heights of 4 storeys or greater for all properties identified as "Mixed Use Corridor", "Mixed Use Node" and "Mixed Use Centre" in the City's Official Plan, including targeted height permissions of:Mixed Use Corridors, ranging from 4 to 8 storeys;Mixed Use Nodes, ranging from 4 to 8 storeys; andMixed Use Centres, ranging from 6 to 10+ storeys. b. prepare Zoning By-law Amendments permitting medium residential development with building heights ranging from 4 to 6 storeys for specific areas of the city designated as "residential" in the City's Official Plan, subject to lot sizes, the availability of supporting infrastructure, servicing capacity, and access to transit;
January 22, 2024	B1/2024	C 9/2024	Economic Development	c. work with the University of Windsor and St. Clair College to increase density and create opportunities for student housing on and in close proximity to their campuses; and d. work with the University of Windsor and St. Clair College to identify land to allow for the development of additional residential units; and further,
January 29, 2024	B11/2024	C 188/2023	Economic Development	That administration BE DIRECTED to engage with St. Clair College administration and the administration at the University of Windsor to discuss possible ongoing partnerships related to funding for Transit Services in the City of Windsor.
January 29, 2024	B12/2024	C 188/2023	Economic Development	That administration BE REQUESTED to report back to Council related to the impact to transit revenues if the proposed transit fare increase being contemplated were not applied to individuals who qualified for the affordable pass program.
January 29, 2024	B17/2024	C 188/2023	Community Services	That with regard to "Summer Drop-In Recreation Program in Parks" that the amount of up to $20,000 BE APPROVED for another year of programming in Mitchell Park; and, ... That administration BE REQUESTED to report back on adding additional parks and explore potential funding from community partnerships for Council’s consideration.
January 29, 2024	B18/2024	C 188/2023	Finance	That the following recommended motion by Councillor Francis from the January 29, 2024—Special Meeting of Council BE DEFERRED to a future meeting of Council: That administration BE DIRECTED to provide 10% efficiencies as opposed to 5% efficiencies as part of the 2025 Budget preparation process for Council’s consideration.

January 29, 2024	B19/2024	C 188/2023	Economic Development	That with regard to "New Service: Route 250 (Rhodes/Twin Oaks/NextStar Industrial)" that administration BE DIRECTED to report back on the participation or arrangement to assist with transit funding by other municipalities or corporations; and, That administration BE DIRECTED to explore opportunities across the community for sponsors to assist with transit funding.
January 15, 2024	CR38/2024	S 159/2023	Community Services	That the report of the Community Services Standing Committee of its meeting held December 6, 2023 entitled "Response to CQ Regarding the Dog Park Policy – City Wide" BE REFERRED back to administration to provide a report which includes information regarding municipalities that have smaller dog parks in residential areas and how they have achieved the same.
February 26, 2024	CR81/2024	S 168/2023	Economic Development	That the report of the Community Energy Plan Administrator dated December 19, 2023 regarding the Energy and Poverty Pillar (EAPP) Report Requirement from the Global Covenant of Mayors for Climate and Energy BE RECEIVED for information; and, ... That Administration BE DIRECTED to report back to Council with the finalized Energy Access and Poverty Assessment, Targets, and Plan.
March 18, 2024	CR127/2024	C 33/2024	Finance	III. That subject to written confirmation from the grant provider that the City's application has been successful, Administration REPORT BACK to Council regarding the proposed financing strategy required to carry out this project and execute the Agreement.
April 22, 2024	CR153/2024	S 31/2024	Health & Human Services	That this updated report from the Coordinator, Housing Administration & Policy and the Social Housing Analyst dated February 16, 2024 entitled "Rent Supplement Program Expiries and Mitigation Update - City Wide" BE RECEIVED; and further, ... That the Executive Director, Housing & Children's Services REPORT BACK on the outcome of the expiring rent supplement and any other mitigation strategies post completion; and, ...
April 22, 2024	CR155/2024	S 30/2024	Health & Human Services	That this report of the Acting Manager, Homelessness & Housing Support dated February 16, 2024 entitled "Legislated Five Year Review of the 10-year Housing and Homelessness Master Plan, 2024" BE ACCEPTED; and further,... That the Executive Director of Housing and Children's Services or their designate ENSURES the updated Windsor Essex 10- year Housing and Homelessness Master Plan aligns with the direction set by the Ministry of Municipal Affairs and Housing, addresses local needs and, REPORT BACK to Council to present the updated plan; and further...

April 22, 2024	CR158/2024	SCM 75/2024	Economic Development	That the verbal update to Municipal Heritage Register: Strategies in response to Provincial Bill 23 provided by the Heritage Planner BE RECEIVED; and, That the Heritage Planner BE DIRECTED to report back to a future Development & Heritage Standing Committee meeting on the viability of a bylaw for Council consideration aimed at protecting existing Municipal Heritage assets beyond the Province's 2024 deadline; and that should a bylaw be determined viable, TO PROPOSE within the response appropriate language and to report back prior to the Provincial deadline elapsing.
April 22, 2024	CR165/2024	S 169/2023	Economic Development	That the report of the Community Energy Plan Administrator dated February 19, 2024 entitled "Community and Corporate Greenhouse Gas Emissions and Energy Monitoring Report – 2022 – City Wide" BE FORWARDED to the Environment & Climate Change Advisory Committee for their review and comment.
April 22, 2024	CR166/2024	S 33/2024	Economic Development	That the report of the Environment Sustainability Coordinator dated March 7, 2024 entitled "Windsor's 2023 Report On the State of the Environment" BE FORWARDED to the Environment & Climate Change Advisory Committee for their review and comment.
May 27, 2024	CR207/2024	CMC 8/2024 7.1.2	Corporate Services	That the letter from Assisted Living Southwestern Ontario dated April 29, 2024, regarding Short-Term Rental Licensing for 11636 Riverside Drive East - Request for Exemption BE RECEIVED for information; and, That administration BE DIRECTED to report back with information related to the possibility of a By-law amendment or exemptions regarding the Short-Term Rental License By- Law, and that this information include considerations for community services providers, not for profit (NFP) groups and other organizations that are looking to provide this service in addition to other services.
May 27, 2024	CR236/2024	S 45/2024	Infrastructure Services	...That Council APPROVE the development of a new Ad Hoc Alley Standards Committee as outlined in the report with the deliverables to support Council's goal of developing and enforcing a set of alley standards as amended; and, That the Alley Standards Committee REVIEW and CONSIDER best practices to promote safety and security as an additional deliverable; and, That asset management plans BE INCLUDED in the analysis of activating those alley spaces; and, That administration BE DIRECTED to report back to Council on an annual basis.

June 10, 2024	CR246/2024	C 58/2024	Community Services	That Council APPROVE the award of RFT 46- 24, City Hall Square Ice Rink to the low bidder Oscar Construction Company Limited for the amount of $11,742,255 (excluding HST); and further, ... That Administration BE REQUESTED to continue to review the potential to offset costs for this project by finding ways to secure revenue streams, including but not limited to, potential naming rights and other sponsorship opportunities.
June 10, 2024	CR248/2024	C 64/2024	Finance	That Council SUPPORT the continuing development, implementation, and monitoring of the EMP to reduce the Corporation's energy consumption and greenhouse gas emissions; and, That Administration REPORT BACK to Council on the development of a Corporate Energy Management Policy, once finalized.
June 10, 2024	CR263/2024	S 64/2024	Infrastructure Services	That based on the content and discussion of this Report, City Council DIRECT Administration to develop a "Policy for Municipal Electric Vehicle (EV) Charging Stations"; and,
June 10, 2024	CR263/2024	S 64/2024	Infrastructure Services	That City Administration PROVIDE SUPPORTS for the installation of privately-owned EV Charging Infrastructure for residential, commercial, and municipally-owned properties through: a. The support and facilitation of third-party ownership of EV charging infrastructure in municipally-owned parking lots and garages on municipally-owned properties; and, b. Exploring amendments to the Zoning By- law for new residential development; and, c. Exploring amendments to Zoning By-law for new multi-residential and non-residential development; and,
June 10, 2024	CR263/2024	S 64/2024	Infrastructure Services	That administration BE REQUESTED to report back with information related to a fee model and enforcement options for not moving vehicles from the charging station after being fully charged.
July 08, 2024	CR284/2024	C 72/2024	Finance	That administration BE DIRECTED to request a clarification letter from AMO in terms of moving forward regarding the Built Canada Fund and what it is going to cover, and how sustainable it is for municipalities moving forward.
July 08, 2024	CR286/2024	SCM 181/2024	Economic Development	That the letter from the Ministry of Citizenship & Multiculturalism dated May 27, 2024 regarding the changes made to the Ontario Heritage Act (OHA) as part of Bill 23, More Homes Built Faster Act, 2022 BE RECEIVED; and, That administration BE REQUESTED to report back to the Development & Heritage Standing Committee related to what the current resource capacities would yield, in terms of how far into the heritage list is practical to get through with the 2-year extension deadline.

July 08, 2024	CR294/2024	C 73/2024	Finance	That City Council APPROVE the proposed pilot project in partnership with a third-party owner-operator to assess the requirements of public-private partnerships and expanding electric vehicle charging station infrastructure; and, That the Chief Administrative Officer and City Clerk BE AUTHORIZED to enter into an agreement with the partnership herein described as FLO-TELUS for the installation of electric vehicle charging stations at the locations detailed in this report, ... and, That City Council DIRECT Administration to return with the preliminary results of the pilot project after one year of operation to describe the feasibility of the public-private partnership model for expanding electric vehicle infrastructure.
July 08, 2024	CR302/2024	CMC 10/2024 7.1.5	Community Services	That the report of the Director, Technology Services, Windsor Police Services dated June 19, 2024 responding to Council Question CQ 31-2023 regarding installation of CCTV- enabled emergency police call boxes in public areas BE RECEIVED for information; and, That Administration BE DIRECTED to report back to Council regarding developing a privacy impact study and the cost involved.
July 22, 2024	CR319/2024	S 75/2024	Infrastructure Services	That the report of the Manager, Environmental Services dated June 10, 2024 entitled "Response to CQ 20-2024 Bulk Collection Program in BIAs" BE RECEIVED for information; and, That Council APPROVE the inclusion of commercial businesses within BIAs in the existing Bulk Collection Program on a one- year pilot program beginning in the fall of 2024; and, That Administration REPORT the results of the pilot project to Council in the fall of 2025; and, That Administration BE DIRECTED to report back regarding the feasibility of expanding the bulk item pick up program into non BIA commercial districts during the final analysis or at any time within the pilot project timeline.
July 22, 2024	CR325/2024	S 22/2024	Economic Development	That Volume 1: The Primary Plan of the City of Windsor Official Plan BE AMENDED ...; and, That Administration continue to give consideration to matters which could further assist with streamlining the development approval process and REPORT BACK on any options or parameters regarding the delegation of authority to Administration.
July 22, 2024	CR333/2024	S 15/2024 & S 16/2024 & AI 13/2024	Economic Development	That Council DIRECT Administration to DEVELOP Corporate Procedures to implement the Windsor Archaeological Management Plan (WAMP); and further, That Administration BE DIRECTED to undertake a search for an appropriate location to study, curate, store and display significant archaeological resources resulting from future archaeological investigations within the municipal limits of Windsor and report back to City Council on options which may be available should a future need arise; and further,...

July 22, 2024	CR333/2024	S 15/2024 & S 16/2024 & AI 13/2024	Economic Development	That administration BE REQUESTED to report back with an update related to the implementation of the Windsor Archaeological Management Plan prior to the end of 2024;...
September 09, 2024	CR356/2024	C 101/2024	Finance	... That in the event the City receives written confirmation from Housing, Infrastructure and Communities Canada (HICC) that the Expression of Interest (EOI) submitted has been approved, Administration REPORT BACK to Council with all required information necessary to submit a Capital Plan Application (stage 2) to the Canada Public Transit Fund (CPTF) – Baseline Funding stream.
September 09, 2024	CR364/2024	S 94/2024	Infrastructure Services	...That administration BE DIRECTED to meet with the school boards through the City & School Board Liaison Committee regarding alternatives to the Kiss and Ride Program and their pilot project at Queen Victoria School currently being discussed; ...
September 23, 2024	CR390/2024	CMC 13/2024 7.1.2	Infrastructure Services	That the communication from the Town of Tecumseh dated September 4, 2024 regarding a "Notice of Public Meeting for Proposed Official Plan Amendment to incorporate the Tecumseh Hamlet Secondary Plan into the Tecumseh Official Plan" BE RECEIVED for information; and, That Administration BE DIRECTED to report back on the impact of the services that the city provides to neighbouring municipalities in terms of potable water and sewage, and whether or not we will be required to increase the numbers that we are currently providing to them.
September 23, 2024	CR414/2024	S 107/2024 & AI 19/2024	Community Services	That the administrative report dated August 16, 2024 and the Additional Information Memo entitled "Response to CQ 3/2024 Geese Management - City Wide" BE RECEIVED for information; and, That the City Treasurer BE DIRECTED to bring forward a $30,000 budget issue as part of the 2025 budget process for consideration; and, That subject to approval of this request in the 2025 budget, that Administration BE DIRECTED to work with a Goose Management Company on egg/nest removal at the seven (7) locations identified within this report; and further, That Administration BE DIRECTED to apply for any required permits with the Canadian Wildlife Service for the removal of eggs/nests; and further, That Administration BE DIRECTED to report the results to Council after a one-year trial is completed.
September 23, 2024	CR429/2024	S 66/2024	Infrastructure Services	That Administration BE DIRECTED to bring forward a capital infrastructure investment plan identified in the Environmental Assessment along the 6th Concession and North Talbot corridor in the 2025 capital budget.

October 28, 2024	CR477/2024		Infrastructure Services	That the petition presented by Councillor Ed Sleiman on behalf of Parkwood Manor regarding the safety concerns at the intersection of Central Avenue & Temple Drive BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Commissioner, Infrastructure Services & City Engineer for the purpose of an examination of the requested works or undertakings.
October 28, 2024	CR478/2024		Infrastructure Services	That the petition presented by Councillor Ed Sleiman on behalf of the residents on Erskine Street regarding parking and traffic concerns BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Commissioner, Infrastructure Services & City Engineer for the purpose of an examination of the requested works or undertakings.
October 28, 2024	CR481/2024		Economic Development	That administration BE DIRECTED to write a letter to the Provincial Government and Members of Provincial Parliament to encourage more consultation with municipalities on matters of planning & development before legislation is enacted; and, ...That administration BE DIRECTED to report back for further consideration of initiatives or suggestions from council;
November 25, 2024	CR489/2024	C 95/2024	Corporate Services	...That administration BE DIRECTED to report back to Council at the end of 2023 on the impact of changing the Council meeting start time to 10:00 o'clock a.m.; and, that the information INCLUDE public, council, and administration consultations.
November 25, 2024	CR491/2024	S 144/2024	Infrastructure Services	That the report of the Acting Senior Manager of Traffic and Parking dated October 15, 2024, entitled "Response to CQ 14-2023 – Use of Rumble Strips in an Urban Environment – City Wide" BE RECEIVED for information; and, That administration BE DIRECTED to include information related to rumble strips in the coming report related to traffic calming.
November 25, 2024	CR498/2024	C 128/2024	Finance	That as it relates to Phases 1 & 2 of the Corporate LED Lighting Conversion City Wide project that City Council ENDORSE the project change orders as described in Appendix A: LED Project Change Orders, Phases 1 and 2; and, ...That Administration to BE DIRECTED to assess the opportunity for annual utility cost savings at the Windsor Airport (YQG) with the intention of adding YQG facilities to the project scope as an additional project phase.
November 25, 2024	CR507/2024	C 140/2024	Infrastructure Services	I. That City Council RECEIVE the International Charles Brooks Memorial Peace Fountain Replacement Project update outlined in this report; and further, II. That City Council DIRECT Administration to MOVE FORWARD with Option 1: Floating Fountain design, outlined in the body of this report; and further, ...IX. That Administration BE DIRECTED to report back to Council regarding the old fountain and next steps moving forward; and further,

November 25, 2024	CR507/2024	C 140/2024	Corporate Services	That Administration BE DIRECTED to establish a committee with working members of the local CAW and the Brooks family to establish September 21st as an International Peace Day.
December 09, 2024	CR529/2024	CM 12/2024	Economic Development	That the Sandwich South: Sustainable Neighbourhood Action Plan Summary Report (Appendix A) BE PROVIDED to the Environment and Climate Change Advisory Committee; and,
December 09, 2024	CR529/2024	CM 12/2024	Economic Development	That Administration BE DIRECTED to report back to Council with an implementation plan that considers the action items and the variety of factors that can affect the timeline of the implementation; and,That administration BE DIRECTED to report back regarding the previous council direction related to the Net Zero Neighbourhood Policy regarding the Sandwich South lands as a component of the report on the implementation plan.
December 09, 2024	CR537/2024	C 161/2024	Health & Human Services	That City Council ENDORSE the recommended temporary emergency shelter winter initiatives proposed in this report provided all expenses can be funded under the Reaching Home incremental funding allocation for the 2024 – 2025 fiscal year; and further, ... That Administration BE DIRECTED to urgently REPORT BACK to Council with recommendations should the need in the community surpass current service levels with respect to shelter from the cold.
December 09, 2024	CR538/2024	241209_15-01	Corporate Services	That consideration of the following Notice of Motion introduced by Councillor Mark McKenzie at the December 9, 2024 meeting of Council, BE REFERRED back to administration for a report back to a future meeting of Council to allow for additional information related to the bail system, criminal code, and charter rights:
December 09, 2024	CR539/2024	241209_15-02	Health & Human Services	That consideration of the following Notice of Motion introduced by Councillor Kieran McKenzie at the December 9, 2024 meeting of Council, BE REFERRED back to administration for a thorough report back to a future meeting of Council regarding the implications of supporting AMO's recommendations and the implications of using the notwithstanding clause and to allow for consultation with stakeholders:
December 09, 2024	CR541/2024		Corporate Services	That the Clerk's Office BE DIRECTED to invite members of parliament to attend a meeting with Council to have discussions regarding a number of concerns, including legislation surrounding housing and homelessness and how it impacts our municipality; and further, That Council DIRECT any additional agenda items for this meeting to the clerk's office for consideration. That Council PROVIDE Administration with any Agenda Items they would like to see on the upcoming meeting Agenda for the meeting with the Provincial Government Representatives.

January 27, 2025	B4/2025	C 163/2024	Chief Administrative Officer	That Administration BE DIRECTED to report back to Council with a comprehensive financing strategy, inclusive of opportunities and risks, prior to award of tender for the following major growth and development works: - Lauzon Parkway/Cabana Rd. East (formerly CR42) - Lauzon Parkway Extension to 401 - Airport Employment Lands Servicing - Banwell/EC Row Interchange and Banwell Corridor Improvements (C 79/2025 CR253/2025) - East Riverside Planning District Improvements - Forest Glade North Secondary Plan Servicing Requirements; and...
January 27, 2025	B12/2025	S 44/2024	Infrastructure Services	That the report of the Commissioner of Infrastructure Services dated November 10, 2023, entitled "Response to CQ 24-2023 Regarding Minimum Standards, Vendor Warranties, and Construction Policies for Road Repair, Sewer Infrastructure, and Road Rehab Projects - City Wide" BE RECEIVED for information and discussion; and, That administration BE REQUESTED to conduct a thorough review of the 2025/2026 projects to determine whether there may be an opportunity to adopt an expedited schedule, including working off hours and weekends, especially on the main thoroughfares.
January 27, 2025	B17/2025	C 166/2024	Community Services	That Council ENDORSE the Sandpoint Beach Master Plan as shown in Appendix A of this report; and further, That the City Treasurer BE DIRECTED to consider funding for the Sandpoint Beach Master Plan as part of a future capital budget development process; and further, That administration BE DIRECTED to implement the Sandpoint Beach Master Plan in three major phases: relocation, trees, and amenities; and further, That administration BE DIRECTED to investigate grant, sponsorship, and partnership opportunities with alternative funding sources.
January 13, 2025	CR7/2025	S 116/2024	Infrastructure Services	I. That the additional information memo of the Transportation Planning Coordinator dated January 10, 2025, entitled "Additional Information re: Report S 116/2024 - Response to CQ 7-2024 – Funding or Phase 1 Conversion Study" BE RECEIVED for information; and, II. That administration BE DIRECTED to implement the Conversion Study funded from the Environmental Study Capital Project 7086010, and that the study include 11 streets including Lincoln and Gladstone in Ward 4 as opposed to the 9 indicated in Report S116/2024; and, III. That administration BE DIRECTED to report back to Council with the findings of the initial Phase 1 analysis and seek approval to proceed, or not, with Phases 2 and 3 accordingly.

January 13, 2025	CR23/2025	S 130/2024	Corporate Services	That Council DIRECT administration to review the updated Facility Accessibility Design Standards proposed by the WAAC Facility Accessibility Design Subcommittee and report back to Council for final approval.
January 13, 2025	CR27/2025	C 143/2024	Health & Human Services	That the report of the Manager, Social Policy & Planning, dated November 15, 2024, entitled "Strategy to Promote Alternatives to Payday Loans - City Wide" BE RECEIVED for information, and, That administration BE DIRECTED to engage with community stakeholders to investigate the possibilities of a partnership for the communications and public outreach campaign that was discussed and agreed upon at the committee level and REPORT BACK to Council.
January 13, 2025	CR30/2025	S 166/2024	Health & Human Services	That the report of the Social Housing Analyst, and the Coordinator, Housing Administration & Policy, dated November 18, 2024, entitled "Social Housing – End of Mortgage (EOM) and Negotiation of Service Agreements with Housing Providers – City Wide" BE RECEIVED; and, That administration BE DIRECTED to report back on opportunities for consolidation among social housing providers to realize efficiencies to better serve tenants.
February 10, 2025	CR53/2025	C 24/2025	Infrastructure Services	That report "C 24/2025 – Strategies for Addressing Transportation and Transit Challenges in Twin Oaks Industrial Park ", BE RECEIVED for information; and, further, That Administration BE DIRECTED to engage a transportation consultant at a cost of $44,500 (excluding HST), funded from the Environmental Study Capital Project 7086010 to identify potential improvements (short-term and long-term) to enhance access to Twin Oaks and report back to Council with the findings of the same; and further, That Transit Windsor BE APPROVED to implement a temporary route adjustment to the Lauzon 10 to provide transit service to the Twin Oaks area until Route 250 is implemented; and further, That Administration BE DIRECTED to bring forward an analysis as to whether or not pedestrian infrastructure can be implemented in the industrial park; and, That Administration BE DIRECTED to create an active transportation plan for access to the industrial park; and, That Administration CONTINUE TO ENGAGE landowners in the industrial park around the opportunity to provide temporary access to either parking lots or private service roads that could accommodate public transit.

February 10, 2025	CR78/2025	C 22/2025	Community Services	That the report of the Executive Initiative Coordinator, Community Services dated January 23, 2025, entitled "RFP Update - Jackson Park Feasibility Study - Ward 3" BE DEFERRED to a future Council meeting to allow for the residents that are a part of the "save the bandshell" initiative an opportunity to consult with administration with regards to what is being recommended.	
February 24, 2025	CR86/2025	CMC 4/2025	Chief Administrative Officer	That the correspondence from the Association of Municipalities of Ontario (AMO) regarding Policy Update—Action on Tariffs and trade dated February 11, 2025, BE RECEIVED; and, That Administration BE DIRECTED to report back on the impact that the potential implementation of bilateral tariffs between the United States and Canada may have, and to assess the risks along with any opportunities that exist within that context; and that the issue of inter-provincial tariffs BE RECEIVED as well.	
February 24, 2025	CR102/2025	SCM 58/2025	Chief Administrative Officer	VII. That Administration BE DIRECTED to report back to Council on a framework, terms of reference, and costs associated with the creation of an audit Committee of Council, in consultation with appropriate stakeholders including the Auditor General.	
April 14, 2025	CR108/2025		Infrastructure Services	6. That Administration PROVIDE a report back to Council after two years of ASE implementation to summarize program effectiveness, budget, etc.; and further, 7. That Council DIRECT Administration to update the existing RLC Violation Processing Services Agreement with the City of Toronto for the operation and cost sharing of their municipal JPC (which currently processing violations and issuing tickets using POA framework) to an AP system which will process violation penalties and issuing penalty orders; and further, ...	
April 14, 2025	CR138/2025		Chief Administrative Officer	c. That, subject receiving notification that the City's Capital Plan (Stage 2) Application to the Housing, Infrastructure and Communities Canada (HICC) - Canada Public Transit Fund (CPTF) – Baseline Funding Stream has been approved, that Administration REPORT BACK on the status of the Application, the approved Capital Plan projects, and the required funding commitments to support the City's matching funding requirements, inclusive of any pre- commitment of funds.	
April 28, 2025	CR146/2025		Infrastructure Services	That Administration BE DIRECTED to submit an updated plan and associated funding strategy (full cost recovery and/or cost avoidance) for the operation of the Reuse Site beyond December 31, 2025 to be submitted for consideration as part of a future report to Council.	Complete: July 4, 2025 Meeting of Council CR279/2025 ETPS 1063
April 28, 2025	CR173/2025		Infrastructure Services	That Administration BE DIRECTED to report back on the potential options to address public safety challenges in the Twin Oaks Industrial Park by creating emergency access to EC Row Ave. in consultation with appropriate Emergency Service providers and other appropriate stakeholders.	

April 28, 2025	CR177/2025		Infrastructure Services	That Administration BE DIRECTED to report back to Council on the impact of creating a unique category of combined residential and agricultural properties that recognizes the lower level of stormwater runoff being pushed into the system; and, That Administration BE DIRECTED to report back on a regular basis regarding the impact of the new fee system and septic charges, as it relates to potentially being imbedded into existing property tax charges; and,
April 28, 2025	CR181/2025		Corporate Services	That City Council RECEIVE the report of the Manager, Licensing & Enforcement/Deputy Licence Commissioner dated February 25, 2025 entitled "Residential Rental Licensing Pilot Study Preliminary Results" for information. That City Council PLACE Residential Rental Licensing By-law 14-2023 IN ABEYANCE. That City Council DIRECT Administration to REPORT BACK with options for alternative residential rental housing regulation program models.
May 12, 2025	CR188/2025	C 22/2025	Community Services	That the report of the Executive Initiatives Coordinator, Community Services, dated January 23, 2025 entitled “RFP Update - Jackson Park Feasibility Study - Ward 3” BE DEFERRED to the May 26, 2025 City Council meeting to allow for further information to be considered.
May 26, 2025	CR209/2025	C 54/2025	Finance	That the report of the Executive Initiatives Coordinator dated April 9, 2025 entitled “The Role of an Audit Committee – A Municipal Framework – City Wide” BE RECEIVED for information; and, That Administration BE DIRECTED to report back to Council with recommendations regarding the creation of a low-cost ad hoc committee to include 3-5 councillors, with support of the City Treasurer to review the Investment Policy, including section 3.2.7 of that policy – “portfolio limits and individual limits”, and the recommendations that have been brought forward by the Auditor General; and, That Administration BE DIRECTED to report back with recommendations for Council to review the findings of the ad hoc committee’s effectiveness to decide if it should become a permanent committee of Council

May 26, 2025	CR218/2025	S 15/2025 AI 10/2025 SCM 140/2025 SCM 140/2025	Economic Development	1. That Official Plan Amendment 194 BE APPROVED and Volume 1: The Primary Plan of the City of Windsor Official Plan ("Official Plan") BE AMENDED as follows: •Chapter 6: Land Use of the Official Plan IS AMENDED by adding section 6.3.3 Residential Corridors as shown on Appendix A of this Report. 2. That administration BE DIRECTED to hold further public consultation on the candidate areas for Residential Corridor designations. 3. That administration BRING BACK Official Plan amendments to designate the candidate areas as Residential Corridors.
May 26, 2025	CR219/2025 Clause III	S 6/2025 SCM 141/2025	Economic Development	III. That Administration BE DIRECTED to report back with information related to forming of a committee or working group for the next phase of the Heritage Conservation District Study, based on the Consultant's best practices.
May 26, 2025	CR237/2025	S 63/2025 SCM 159/2025	Health & Human Services	That the report of the Manager of Homelessness and Housing Support dated April 17, 2025 entitled "Response to CR 433/2023 re: Homelessness Outreach Updates" which provides an update on the homelessness outreach program and related data from 311 BE RECEIVED; and further, That City Council RECEIVE an update as to how the Administration will attempt to draw the various organizations together to collaborate and capitalize on the programs that they are prepared to offer; and, That administration BE DIRECTED to collaborate with service providers including other organizations that provide outreach services in the area as well as the Strengthen the Core initiative to collect and include data in their update report back to Council
May 26, 2025	CR238/2025	S 45/2025 SCM 160/2025	Corporate Services	That the report of the Executive Initiatives Coordinator, Community Services, dated March 21, 2025, entitled "Response to Directive on Dog Park Policy - City Wide" BE RECEIVED; and, That administration BE DIRECTED to report back to the Community Services Standing Committee with amendments to the dog park policy to mirror the framework utilized by the City of Toronto and the City of Mississauga; and, That administration BE DIRECTED to investigate whether a portion of the revenue collected from dog licensing could be used to provide additional funding for dog parks.

May 26, 2025	CR241/2025	C 78/2025	Corporate Services	That the report of the Corporate Policy Coordinator dated May 14, 2025, entitled “Municipal Flag Policy Update - City Wide” BE DEFERRED to future meeting of City Council to allow for the review of Provincial and Federal Flag raising policies and concerns that have been brought forward.
May 26, 2025	CR247/2025	C 22/2025 AI 11/2025	Community Services	That the report of the Executive Initiative Coordinator, Community Services dated January 23, 2025, entitled “RFP Update - Jackson Park Feasibility Study - Ward 3” BE DEFERRED until such time as Council has sufficient clarity on the future of the Windsor Stadium property and has had the chance to engage the public on the matter.
May 26, 2025	CR248/2025	S 52/2025 SCM 138/2025	Economic Development	That the report of the Executive Director of Transit Windsor dated April 10, 2025, entitled “Response to instructional Memo TWB 13/2025 Transit Windsor Governance Structure, Roles and Responsibilities - City Wide” BE RECEIVED; and, That administration BE DIRECTED to report back on governance models for Transit Windsor for Council consideration, including an analysis of governance frameworks in comparable municipalities across Ontario; and, That the Transit Board RECOMMENDS that transit service continue to operate as a separate Corporate entity with its own Board exercising oversight.
May 26, 2025	CR249/2025	C 82/2025	Health & Human Services	That the report of the Manager, Homelessness and Housing Support and the Executive Initiatives Coordinator dated May 21, 2025 entitled “Response to CQ 9-2025 - Housing Hub Feasibility Study – Review of 2km Radius, Location of Emergency Shelters and Comparable Municipalities” BE RECEIVED for information; and further, That administration BE DIRECTED to consider and evaluate sights across the City, expanding the search for H4 beyond the 2km radius, and REPORT BACK the findings for Council’s consideration.
June 9, 2025	CR258/2025	S 150/2023 & AI 15/2024	Infrastructure Services	That Council APPROVE Option A -Ward 4 Front Yard Parking two-year Pilot Program, excluding the Walkerville Heritage Area bound by Walker Road to the east, Ottawa Street to the south, Lincoln Road to the west and Riverside Drive to the north; and further, That Administration BE DIRECTED to report back within the two-year Pilot Program with information that includes amendments to current additional dwelling unit (ADU) policies.

June 9, 2025	CR263/2025	Notice of Motion	Community Services	That Administration BE DIRECTED to immediately close Sandpoint Beach Park to the public until the Coroner's report has been completed; and, That Administration BE DIRECTED to bring back the Sandpoint Beach Park Master Plan to a future City Council meeting for further discussion on a safe proposal for the community moving forward.
July 14, 2025	CR282/2025	SCM 188/2025 8.9	Economic Development	That the verbal update provided by the Commissioner, Economic Development, Deputy Chief Administrative Officer regarding the School Bus Extra Transition Plan BE RECEIVED; and, That Administration BE DIRECTED to report back with options for Council to consider regarding an analysis of potential service enhancements or possible new routes for East/West routes through the Southeast corridors of the City.
July 14, 2025	CR293/2025 ETPS 1071 Clauses VII & VIII	SCM 201/2025 & S 79/2025 8.20	Infrastructure Services	VII. That administration BE DIRECTED to report back with an updated truck traffic data report 12 months after the Gordie Howe Bridge has opened; and,VIII. That administration BE DIRECTED to report back to council with an analysis of the potential infrastructure impact of replacing the bridge on Riverside Drive East at Riverdale Avenue.
July 14, 2025	CR295/2025	C 94/2025 11.2	Corporate Services	That the report of the Coordinator of Real Estate Services dated June 20, 2025 entitled "Surplus Declaration and Sale Authorization - 0 Wellington Avenue (abutting 1329 Wellington) – Ward 3" BE DEFERRED to a future City Council meeting to allow for consultation with the real estate department regarding concerns outlined in the report.
July 14, 2025	CR297/2025	C 87/2025 11.4	Infrastructure Services	That the report of the Fleet Manager dated May 30, 2025 entitled "RFP No. 41-25 – Front Loading Refuse Truck Replacement –City Wide" BE DEFERRED to a future meeting of Council to consider the in-camera agenda item relating to this report.
July 28, 2025	CR333/2025	SCM 233/2025 11.5	Chief Administrative Officer	That the report of the Auditor General dated June 25, 2025 entitled "Auditor General Report Regarding Comparator Research and Recommendations" BE RECEIVED; and, That administration BE DIRECTED to work towards preparing a draft Auditor General By-law for Council's consideration.

Sept 8, 2025	CR352/2025 ETPS 1077	SCM 250/2025 & S 86/2025 8.11	Infrastructure Services	That the report of the Environment, Transportation & Public Safety Standing Committee of its meeting held July 30, 2025 entitled “Response to CQ 25-2024 – “Illegal Car Rallies and Excessive Noise from Motor Vehicles-City Wide” BE RECEIVED by Council for information; and, That administration BE DIRECTED to provide an update in early in Q1 of 2026 related to the data presented, including an analysis of the data from the implementation of initiatives in other municipalities, particularly Vaughan, Ontario, with consideration of enacting any administrative penalties that could be emulated if there is an ongoing need to address these issues in our community.
Sept 8, 2025	CR358/2025 Clause III	C 114/2025 11.1	Finance	III. That City Council SUPPORT a total expenditure of $786,998 in 2026 (including inflationary factor and non-refundable tax); and, that the City Treasurer BE DIRECTED to bring forward a contractual expenditure increase of $59,272 as a priority budget increase as part of the 2026 budget process.
Sept 22, 2025	CR368/2025	C 120/2025 7.3	Infrastructure Services	That the report of the Executive Initiatives Coordinator dated August 26, 2025 entitled “Response to Inquiry Regarding Infrastructure Related Strategies to Discourage Unsafe Behaviours in the Public Roadway – City Wide” BE DEFERRED to a future meeting of Council to allow for further discussion.
Sept 22, 2025	CR390/2025 CSSC 294	SCM 274/2025 & S 106/2025 8.22	Health & Human Services	That the report of the Community Services Standing Committee of its meeting held September 3, 2025 entitled "Response to CQ 6-2025 re: Good Neighbour Policy Exploration– City Wide" BE RECEIVED for information; and, That administration BE DIRECTED to immediatedly develop a Good Neighbour Program as part of the Housing and Homelessness Master Plan and to provide options to Council for their consideration.
Clerk's Note: The listing of items prior to January 1, 2011 should not be considered complete at this point in time. Clerk’s Note: This summary chart is not intended to replace the actual minutes of all proceedings.				