

City Council Meeting Agenda

Date: Monday, November 10, 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 – Councillor Frazier Fathers

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 5 - Councillor Ed Sleiman

Ward 6 - Councillor Jo-Anne Gignac

Ward 7 - Councillor Angelo Marignani

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison

ORDER OF BUSINESS

Item #	Item Description
1.	ORDER OF BUSINESS

2.	CALL TO ORDER - Playing of the National Anthem
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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
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4.	ADOPTION OF THE MINUTES
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4.1.	Adoption of the Windsor City Council minutes of its meeting held October 20, 2025 (SCM 334/2025)
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5.	NOTICE OF PROCLAMATIONS
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6.	COMMITTEE OF THE WHOLE
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7.	COMMUNICATIONS INFORMATION PACKAGE (This includes both Correspondence and Communication Reports)
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7.1.	Correspondence 7.1.1 through 7.1.12 (CMC 15/2025)
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8.	CONSENT AGENDA
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8.1.	South Windsor Primary Cycling Network Improvements – Ward 9 (C 145/2025) <i>Author: Ian Day, Senior Manager of Transportation</i>
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9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

10. PRESENTATIONS (10 MINUTES)

- 10.1. Windsor Firefighters – Sparky’s 2025 Toy Drive

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

- 11.1. By-Law for the Abandonment of the Pillette No. 1 Drain (Grand Marais Branch Drain) - Ward 5 **(C 140/2025)** *Author: Tom Graziano, Engineer III/Drainage Superintendent*

- 11.2. Proposed Partial Expropriation of Various Lands Required for the Cabana Road East Improvements from 9th Concession to Eastern City Limits - Ward 9 **(C143/2025)** *Author: Aaron Farough, Senior Legal Counsel*

Clerk’s Note: This item must remain as a Regular Business item as Council would be the approving authority under the *Expropriation Act*.

- 11.3. 2025 Development Charges Study & Bylaw Update - City Wide **(C141/2025)** *Author: Tony Ardovini, Deputy Treasurer - Financial Planning*

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)
- 12.2. Minutes of the Development Charges Task Force of its meeting held September 25, 2025 **(SCM 329/2025)**
- 12.3. Report No. 2 of the Development Charges Task Force of its meeting held September 25, 2025 **(SCM 330/2025)**
- 12.4. Report of the Special Meeting of Council – In-Camera of its meeting held October 20, 2025 **(SCM 331/2025)**
- 12.5. Report of the In-Camera Striking Committee of its meeting held October 20, 2025 **(SCM 332/2025)**
- 12.6. Report of the Striking Committee of its meeting held October 20, 2025 **(SCM 333/2025)**

13. BY-LAWS (First and Second Reading)

- 13.1. **By-law 174-2025** - A BY-LAW TO AMEND BY-LAW NUMBER 1-2021, BEING A BY-LAW TO IMPOSE DEVELOPMENT CHARGES, see Item 11.3.
- 13.2. **By-law 175-2025** - A BY-LAW TO AMEND BY-LAW NUMBER 85-18 CITED AS THE "TOWNSHIP OF SANDWICH SOUTH COMPREHENSIVE ZONING BY-LAW", authorized by CR413/2025 dated October 10, 2025.
- 13.3. **By-law 176-2025** - A BY-LAW TO EXPROPRIATE CERTAIN LANDS IN CONNECTION WITH CABANA ROAD EAST (FORMERLY COUNTY ROAD 42) IMPROVEMENTS FROM 9TH CONCESSION ROAD TO THE EASTERN CITY LIMITS, see Item 11.2.
- 13.4. **By-law 177-2025** - A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 10TH DAY OF NOVEMBER, 2025.

14. MOVE BACK INTO FORMAL SESSION

15. NOTICES OF MOTION

16. THIRD AND FINAL READING OF THE BY-LAWS

By-law 156-2025, 174-2025 through 177-2025 inclusive

- 16.1 **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 11.1.

17. PETITIONS

18. QUESTION PERIOD

19. STATEMENTS BY MEMBERS

20. UPCOMING MEETINGS

Development & Heritage Standing Committee
Monday, November 3, 2025
4:30 p.m., Council Chambers

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

Windsor Accessibility Advisory Committee
Thursday, November 13, 2025
10:00 a.m., via Zoom video conference

Age Friendly Windsor Working Group
Friday, November 14, 2025
9:30 a.m., Room 140, 350 City Hall Square West

Transit Windsor Working Group
Wednesday, November 19, 2025
9:30 a.m., Room 522a, 350 City Hall Square West

City Council Meeting
Monday, November 24, 2025
10:00 a.m., Council Chambers

21. ADJOURNMENT



Committee Matters: SCM 334/2025

Subject: Adoption of the Windsor City Council minutes of its meeting held October 20, 2025

City Council Meeting

Date: Monday, October 20, 2025

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

Members Present:

Mayor

Mayor Drew Dilkens

Councillors

Ward 1 – Councillor Fred Francis

Ward 2 – Vacant

Ward 3 – Councillor Renaldo Agostino

Ward 4 – Councillor Mark McKenzie

Ward 5 – Councillor Ed Sleiman

Ward 6 – Councillor Jo-Anne Gignac

Ward 7 – Councillor Angelo Marignani

Ward 8 – Councillor Gary Kaschak

Ward 9 – Councillor Kieran McKenzie

Ward 10 – Councillor Jim Morrison

1. ORDER OF BUSINESS

2. CALL TO ORDER

Following the playing of the Canadian National Anthem and reading of the Land Acknowledgement, the Mayor calls the meeting to order at 10:02 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 22, 2025

Moved by: Councillor Angelo Marignani

Seconded by: Councillor Kieran McKenzie

That the minutes of the Meeting of Council held September 22, 2025 **BE ADOPTED** as presented.
Carried.

Report Number: 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

"Hungarian Heritage Month" – October 22, 2025

"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

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Jim Morrison

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

- (a) communication items;
 - (b) consent agenda;
 - (c) hearing requests for deferrals, referrals and/or withdrawals of any items of business;
 - (d) hearing presentations and delegations;
 - (e) consideration of business items;
 - (f) consideration of Committee reports:
 - (g) Report of Special In-Camera Meeting or other Committee as may be held prior to Council (if scheduled); and
 - (h) consideration of by-laws 158-2025 through 173-2025 (inclusive)
- Carried.

7. COMMUNICATIONS INFORMATION PACKAGE

7.1. Correspondence Report for Monday, October 20, 2025 City Council Meeting

Moved by: Councillor Ed Sleiman

Seconded by: Councillor Renaldo Agostino

Decision Number: CR406/2025

That the following Communication Items 7.1.2 through 7.1.8 as set forth in the Council Agenda **BE REFERRED** as noted; and that Item 7.1.1 be dealt with as follows:

7.1.1. Summer 2025 Report – Border Communities Under Shifting Trade Relationships

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Gary Kaschak

Decision Number: CR407/2025

That Council **ENDORSE** the report from the Border Mayors Alliance dated Summer 2025 entitled Border Communities Under Shifting Trade Relationships; and **COMMIT** to working in partnership with the Border Mayors Alliance as it relates to the impact of tariffs to the manufacturing sector across Canada and specifically in the City of Windsor; and,

That Administration **BE DIRECTED** to bring forward any further relevant, reports, correspondence or advocacy initiatives for Council's consideration, analysis and potential endorsement.
Carried.

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.

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No.	Sender	Subject
		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
7.1.8	Ontario Land Tribunal (OLT)	Letter from the Ontario Land Tribunal in reference to Case OLT-25-000503, an appeal regarding Minor Variance and Consent for 2439 Norman Road. Administrative Lead: City Solicitor Z2025 Note & File

Carried.

Report Number: CMC 14/2025

7.2. Ad hoc Committee of Council - City Wide

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

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That the report of the Executive Initiatives Coordinator dated August 25, 2025 entitled "Ad hoc Committee of Council - City Wide" BE DEFERRED to a future City Council meeting to allow for delegations.

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

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

Nay votes: Councillors Jo-Anne Gignac, Renaldo Agostino, Jim Morrison, Ed Sleiman and Mark McKenzie.

Abstain: None.

Absent: None.

Mover: Councillor Ed Sleiman

Seconder: Councillor Renaldo Agostino

Decision Number: CR408/2025

That the report of the Executive Initiatives Coordinator dated August 25, 2025 entitled "Options for an Ad hoc Committee of Council" – City Wide" **BE RECEIVED** for information.

Carried.

Councillor Kieran McKenzie voting nay.

Report Number: C 118/2025

Clerk's File: AF/14508

7.3. Audited Consolidated Financial Statements for Windsor Business Improvement Areas for 2024 -Wards 2, 3, 4, 5 & 6

Moved by: Councillor Ed Sleiman

Seconded by: Councillor Renaldo Agostino

Decision Number: CR409/2025

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.

Carried.

Report Number: C 128/2025

Clerk's File: MI2025

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8. CONSENT AGENDA

8.1. 2025 Municipally Significant Event Status, Ward 3

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR410/2025

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.

Carried.

Report Number: C 135/2025

Clerk's File: SR2025

8.2. Municipal Support Resolution - Independent Electricity System Operator (IESO) Long Term 2 (LT2) RFP, Riverside Cogen LP - Ward 4

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR411/2025

- 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.

Carried.

Report Number: C 132/2025
Clerk's File: EI/14519

8.4. Rezoning Application - 4325-4445 Cabana Rd E - Z-018/25 [ZNG/7315] - Ward 9

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR413/2025 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]; and,

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); and,

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;

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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; and,

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: SCM 319/2025 & S 109/2025

Clerk's File: Z/15030

8.6. Joy Road Sanitary Sewer - Oversizing - Ward 9

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR414/2025 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: SCM 320/2025 & S 117/2025

Clerk's File: SL2025

8.7. 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 Jo-Anne Gignac

Decision Number: CR415/2025 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; and,
- 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; and,
- 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; and,
- 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; and,
- V. That The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1873; and,
- VI. That The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s); and,
- VII. That The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor; and,

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

Report Number: SCM 321/2025 & S 115/2025
Clerk's File: SAA2025

8.8. Minutes of the International Relations Committee of its meeting held September 5, 2025

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

Decision Number: CR416/2025 DHSC 774

That the minutes of the International Relations Committee meeting held September 5, 2025 **BE RECEIVED** as presented.
Carried.

Report Number: SCM 322/2025 & SCM 293/2025
Clerk's File: MB2025

8.9. Report No. 59 of the International Relations Committee

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

Decision Number: CR417/2025 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 323/2025 & SCM 297/2025
Clerk's File: MB2025

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8.10. Minutes of the Active Transportation Expert Panel of its meeting held June 12, 2025

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR418/2025 ETPS 1078

That the minutes of the Active Transportation Expert Panel meeting held June 12, 2025 **BE RECEIVED**.

Carried.

Report Number: SCM 301/2025 & SCM 236/2025

Clerk's File: MB2025

8.11. Minutes of the Environment & Climate Change Advisory Committee of its meeting held July 17, 2025

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR419/2025 ETPS 1079

That the minutes of the Environment & Climate Change Advisory Committee meeting held July 17, 2025 **BE RECEIVED**.

Carried.

Report Number: SCM 302/2025 & SCM 262/2025

Clerk's File: MB2025

8.12. Minutes of the Transit Windsor Working Group of its meeting held August 13, 2025

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR420/2025 ETPS 1080

That the minutes of the Transit Windsor Working Group meeting held August 13, 2025 **BE RECEIVED**.

Carried.

Report Number: SCM 303/2025 & SCM 286/2025

Clerk's File: MB2025

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

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR421/2025 ETPS 1081

That the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) meeting held July 9, 2025

BE RECEIVED.

Carried.

Report Number: SCM 304/2025 & SCM 289/2025

Clerk's File: MB2025

8.14. Diaper Disposal Program Alternatives – City Wide

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR422/2025 ETPS 1082

- i. That the report of the Environment, Transportation & Public Safety Standing Committee of its meeting held September 24, 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.

Carried.

Report Number: SCM 305/2025, S 110/2025 & AI 23/2025

Clerk's File: EI/14640

8.15. Response to CR11/2025, CQ 1-2025 and CQ 2-2025 - Traffic Impact Analysis of Greenfield and Infill Developments – City Wide

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

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Decision Number: CR423/2025 ETPS 1083

- I. That report of the Environment, Transportation & Public Safety Standing Committee of its meeting held September 24, 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: SCM 306/2025 & S 112/2025

Clerk's File: ST2025

11.2. Connecting Links Program Intake 2026-2027 Grant Funding - Huron Church Road - City Wide

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR430/2025

- 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; and,
- 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; and,

- 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.

Carried.

Report Number: C 134/2025
Clerk's File: SW/12414

11.4. Surplus Declaration and Sale Authorization – 3026 Sandwich Street – Ward 2

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

Decision Number: CR432/2025

- 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 m²) (the “Subject Parcel”); and,

- II. That the Manager of Real Estate Services **BE AUTHORIZED** to offer the Subject Parcel for sale at a price to be determined by the Manager of Real Estate Services commensurate with an independent appraisal.

Carried.

Report Number: C 137/2025
Clerk's File: APM2025

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

None requested.

10. PRESENTATIONS AND DELEGATIONS

10.1. Auditor General Communication Regarding: 2026 Budgetary & Governance Scenarios Considered; 2026 Work Plan Proposal; and 2026 Risk Assessment

Christopher O'Connor, The Corporation of the City of Windsor's Auditor General

Christopher O'Connor, The Corporation of the City of Windsor's Auditor General appears before City Council regarding the report entitled “Auditor General Communication Regarding: 2026 Budgetary & Governance Scenarios Considered; 2026 Work Plan Proposal; and 2026 Risk Assessment” and provides a brief overview of the work plan and recommends a modified scenario for 2026, providing specific details about the Audit Universe and Risk Assessment Approach; Definition; Risk Factors Assessed; Stakeholder Input; Integration with Enterprise Risk Management framework; Scoring & Prioritization; Project Identification; Outcomes; Key High-Risk Areas; Considerations; Effort Allocation; Statutory Responsibilities; Supplemental Responsibilities; and concludes by providing an overview of the 2026 Proposed Work Plan; outlines the Modified 2026 Scenario; the Constrained Plan; Rolling 3-Year Work Plan; Investigations and Disclosure to Council.

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Fred Francis

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That the reports from the Office of the Municipal Auditor General dated September 5, 2025 entitled "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.

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

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

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

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

Abstain: None.

Absent: None.

Moved by: Councillor Jo-Anne Gignac

Seconded by: Councillor Mark McKenzie

Decision Number: CR425/2025

That the reports from the Office of the Municipal Auditor General dated September 5, 2025 entitled "Auditor General Communication Regarding: 2026 Budgetary & Governance Scenarios Considered; 2026 Work Plan Proposal; 2026 Risk Assessment" **BE APPROVED** as follows:

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.

Carried.

Councillors Fred Francis, Kieran McKenzie, Angelo Marignani, and Gary Kaschak voting nay.

Report Number: SCM 316/2025

Clerk's File: AF/14508

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

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Angelo Marignani

Decision Number: CR426/2025

That the report from the Office of the Municipal Auditor General dated October 1, 2025 entitled “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; and,

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; and,

3. Hotline Resource Allocation

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.

Carried.

Report Number: SCM 312/2025

Clerk’s File: AF/14508

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

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Gary Kaschak

Decision Number: CR427/2025

That the report from the Office of the Municipal Auditor General dated October 1, 2025 entitled “Auditor General Follow-Up on July 28, 2025 Report – Auditor General Report Regarding

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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.

Carried.

Report Number: SCM 313/2025
Clerk's File: AF/14508

10.4. Auditor General Report Regarding Council's Alignment with IIA Essential Conditions

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Jim Morrison

Decision Number: CR428/2025

That the report from the Office of the Municipal Auditor General dated August 31st, 2025 entitled "Auditor General Report Regarding Council's Alignment with IIA Essential Conditions" **BE RECEIVED** for information.

Carried.

Report Number: SCM 314/2025
Clerk's File: AF/14508

8.5. ZBA Application - 619 Cabana Rd W - Z013-2025 [ZNG/7307] - Ward 1

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

Tracey Pillon-Abbs, Principal Planner, Pillon Abbs Inc. appears before City Council regarding the Administrative report dated August 6, 2025, entitled "ZBA Application - 619 Cabana Rd W - Z013-2025 [ZNG/7307] - Ward 1" and is available for questions.

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Anna Lanoszka, Area Resident

Anna Lanoszka, area resident appears before City Council and expresses concern with the recommendation in the Administrative report dated August 6, 2025, entitled “ZBA Application - 619 Cabana Rd W - Z013-2025 [ZNG/7307] - Ward 1” as it relates to the size of the proposed development, uncontrolled intensification, privacy, noise and an influx of similar types of housing that will impact the character of the neighbourhood.

Dan Coccimiglio, Area Resident

Dan Coccimiglio, area resident appears before City Council and expresses concern with the recommendation in the Administrative report dated August 6, 2025, entitled “ZBA Application - 619 Cabana Rd W - Z013-2025 [ZNG/7307] - Ward 1” as it relates to over intensification, significant reductions of minimum lot widths and lot area coverage, and issues with zoning provisions; and concludes by suggesting the proposed development is not consistent with the PPS 2024 and the City of Windsor Official Plan, he requests that the application be denied and that the developer redesign the proposal for future consideration.

Moved by: Councillor Fred Francis

Seconded by: Councillor Ed Sleiman

That the report of the Development and Heritage Standing Committee dated August 6, 2025 entitled, “ZBA Application – 619 Cabana Rd W Z 013-25 (ZNG/7307) - Ward 1” BE DENIED.

The motion is **put** and is **lost** due to an equality of votes.

Aye votes: Councillors Fred Francis, Ed Sleiman, Mark McKenzie, Gary Kashack and Mayor Drew Dilkens.

Nay votes: Councillors Kieran McKenzie, Jim Morrison, Renaldo Agostino, Jo-Anne Gignac, and Angelo Marignani.

Absent: None.

Abstain: None.

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Renaldo Agostino

- 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 *Multiple 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 m²
- 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]; and,

- 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

The motion is **put** and is **lost** due to an equality of votes.

Aye votes: Councillors Angelo Marignani, Jo-Anne Gignac, Renaldo Agostino, Jim Morrison, and Kieran McKenzie.

Nay votes: Councillors Fred Francis, Ed Sleiman, Mark McKenzie, Gary Kashack and Mayor Drew Dilkens.

Absent: None.

Abstain: None.

Clerk's Note: No action was taken as Council refused or failed to make a decision regarding the application.

Report Number: SCM 318/2025 & C 108/2025
Clerk's File: ZB/15008

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

11.1. A By-Law to Establish the Mandate and Responsibilities of the Auditor General - City Wide

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Fred Francis

Decision Number: CR429/2025

That Council **PASS** By-law 172-2025 to establish the Authority, Responsibilities, and Independence of the Office of the Auditor General.

Carried.

Report Number: C 133/2025
Clerk's File: AB2025 & AF/14508

11.3. Proposed Partial Expropriation of 378 Brock Street (Parking Lot) - Ward 2

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR431/2025

- 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 170-2025 to Expropriate.
Carried.

Report Number: C 136/2025
Clerk's File: APM2025

8.16. Response to CQ 45-2024 – Traffic Flow Status – City Wide

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

Decision Number: CR424/2025 ETPS 1084

- I. That the report of the Environment, Transportation & Public Safety Standing Committee of its meeting held September 24, 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: SCM 307/2025 & S 113/2025
Clerk's File: ST2025

8.3. Municipal Support Resolution - Independent Electricity System Operator (IESO) Long Term 2 (LT2) RFP, ABP Power Specialties Ltd. - Ward 9

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

Decision Number: CR412/2025

- 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

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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.

Carried.

Report Number: C 117/2025

Clerk's File: EI/14519

12. CONSIDERATION OF COMMITTEE REPORTS

12.2. Report of the Special Meeting of Council – In-Camera of its meeting held September 22, 2025

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Mark McKenzie

Decision Number: CR405/2025

That the report of the Special In-Camera meeting held September 22, 2025 **BE ADOPTED** as presented.

Carried.

Report Number: SCM 327/2025

Clerk's File: ACO2025

13. BY-LAWS (First and Second Reading)

Moved by: Councillor Jim Morrison

Seconded by: Councillor Ed Sleiman

That the following By-laws No. 158-2025 through 173-2025 (inclusive) be introduced and read a first and second time:

- 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.

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- 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.

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- 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.

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

None presented.

16. THIRD AND FINAL READING OF THE BY-LAWS

Moved by: Councillor Jo-Anne Gignac

Seconded by: Councillor Gary Kaschak

That the By-laws No. 158-2025 through 173-2025 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

18.3. CQ 20-2025

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

Decision Number: CR433/2025

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

CQ 20-2025:

Assigned to: Deputy Chief Administrative Officer / Commissioner of Economic Development

Asks that given the uncertainty in the automotive and manufacturing sector as it relates to bilateral trade and integrated supply chains impacting workers and businesses in Windsor Essex, Administration be directed to engage Invest Windsor Essex and other regional Economic Development partners, including, but not limited to, the Regional Chambers of Commerce and the County of Essex, to identify Tariff related risk to the regional manufacturing sector and through this engagement recommend an appropriate advocacy strategy and policy recommendations for consideration to help mitigate the impacts to our regional economy, jobs and investment.

Carried.

Clerk's File: ACOQ2025 & GM/14960

21. ADJOURNMENT

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

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

Accordingly, the meeting is adjourned at 2:10 o'clock p.m.

Mayor

City Clerk

Adopted by Council at its meeting held September 22, 2025 (CR405/2025)
SV/bm

SPECIAL MEETING OF COUNCIL – IN CAMERA
September 22, 2025

Meeting called to order at: 4:05 p.m.

Members in Attendance:

Mayor Drew Dilkens (virtually)
Councillor Renaldo Agostino
Councillor Jo-Anne Gignac (Acting Chair)
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
Andrew Daher, Commissioner, Corporate Services
Janice Guthrie, Commissioner, Finance/City Treasurer
Michael Chantler, Commissioner, Community Services
Dana Paladino, Acting Commissioner, Human and Health Services
Wira Vendrasco, City Solicitor
Christopher Menard, Acting Mayor's Chief of Staff
Steve Vlachodimos, City Clerk
Anna Ciacelli, Deputy Clerk

Verbal Motion is presented by Councillor Mark McKenzie, seconded by Councillor Ed Sleiman,
to move in Camera for discussion of the following item(s), adding Item 2:

Item No.	Subject & Section - Pursuant to <i>Municipal Act</i> , 2001, as amended
1	Property matter – sale of land, Section 239(2)(c)
2	Legal matter, advice subject to solicitor-client privilege – reconsideration of matter from July 28, 2025 in-camera, Section 239(2)(f) - ADDED

Motion Carried.

Declarations of Pecuniary Interest:

None declared.

Discussion on the items of business.

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

Motion Carried.

Moved by Councillor Fred Francis, seconded by Councillor Mark McKenzie, THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Council Meeting held September 22, 2025 directly to Council for consideration at the next Regular Meeting.

1. That the recommendation contained in the in-camera report from the Manager of Real Estate Services, City Solicitor, Commissioner Corporate Services, Manager Operating Budget and Control and Commissioner of Finance/City Treasurer respecting a property matter – sale of land **BE APPROVED.**

Motion Carried.

Verbal Motion is presented by Councillor Kieran McKenzie, seconded by Councillor Angelo Marignani,

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that Rule 3.3 (c) of the *Procedure By-law, 98-2011*, BE WAIVED to allow for, the reconsideration without prior notice of an in-camera decision made on July 28, 2025 respecting a legal matter – advice subject to solicitor-client privilege.

The motion is put and is lost as 2/3 majority not attained.

In favour: Councillors Kieran McKenzie and Jim Morrison

Opposed: Councillors Fred Francis, Renaldo Agostino, Mark McKenzie, Ed Sleiman, Jo-Anne Gignac, Angelo Marignani, Gary Kaschak and Mayor Drew Dilkens.

2. That the verbal discussion regarding the reconsideration of an item from the July 28, 2025 in-camera meeting of Council respecting a legal matter – advice subject to solicitor-client privilege **BE NOTED AND FILED**.

Motion Carried.

Moved by Councillor Kieran McKenzie, seconded by Councillor Mark McKenzie,

That the special meeting of council held September 22, 2025 BE ADJOURNED.

(Time: 4:22 p.m.)

Motion Carried.



Correspondence Report: CMC 15/2025

ATTACHMENTS

Subject: Correspondence Report for Monday, November 10, 2025 City Council Meeting

No.	Sender	Subject
7.1.1	Ministry of the Environment, Conservation and Parks (MECP)	Letter regarding proposed changes to the <i>Clean Water Act</i> to accelerate and improve protections for Ontario's drinking water sources. Administrative Lead: Commissioner, Infrastructure Services & City Engineer EI/10108 Note & File
7.1.2	County of Essex	Notice of Public Information Centre regarding the County of Essex Transportation Master Plan Administrative Lead: Commissioner, Infrastructure Services & City Engineer MT2025 Note & File
7.1.3	Essex Region Conservation Authority (ERCA)	Letter regarding changes to Municipal Representation for the Essex Region Source Protection Committee. Administrative Lead: Commissioner, Infrastructure Services & City Engineer EI/10108 Council Direction Requested, otherwise Note & File

No.	Sender	Subject
7.1.4	Principles <i>Integrity</i>	Integrity Commissioner's Report for the City of Windsor, covering the period from January 1, 2022, to August 31, 2025. Administrative Lead: City Clerk GM/14895 Note & File
7.1.5	Deputy City Planner	Application for Zoning By-law Amendment, Agbaba Holdings Corp., 1913, 1925, 1948 Devonshire Court., to construct a townhouse dwelling as an additional permitted use, with increased lot coverage for ADUs Administrative Lead: City Planner Z/15049 Note & File
7.1.6	Deputy City Planner	Application for Zoning By-law Amendment, Peltier Developments Inc., 1744 Norman Road, to permit the construction of one multiple dwelling with nine residential units and associated parking spaces. Administrative Lead: City Planner Z/15050 Note & File
7.1.7	Deputy City Planner	Application for Zoning By-law Amendment, Jasmeen Dhillon, 3185, 3187, 3189 & 3191 McRobbie Road, to permit a semi-detached dwelling as an additional permitted use, proposing two, two-storey semi-detached dwellings on each lot. Administrative Lead: City Planner Z/15051 Note & File

7.1.8	Deputy City Planner	Application for Zoning By-law Amendment, Petcon Realty Group Inc., 4276 Roseland Drive East, to demolish the existing buildings and construct two semi-detached dwellings and four townhome dwellings having a maximum building height of 9.0m and a total of 16 dwelling units. Administrative Lead: City Planner Z/15052 Note & File
7.1.9	Deputy City Planner	Application for Zoning By-law Amendment, Hausology Inc., 3503 Byng Road, to allow for the construction of a two-storey, six-unit multiple dwelling with a rear parking area containing six parking spaces and a driveway off Lappan Avenue. Administrative Lead: City Planner Z/15054 Note & File
7.1.10	Deputy City Planner	Application for Zoning By-law Amendment, Deniz Orak, 3220 Church Street, to allow for the creation of a new lot with a reduced minimum lot width and lot area for the construction of a new two-storey, Single Unit Dwelling. Administrative Lead: City Planner Z/15055 Note & File
7.1.11	Deputy City Planner	Application for Zoning By-law Amendment, Raymax Construction Inc., 3025 Rivard Avenue, to allow for the construction of a two storey, eight unit multiple dwelling with a nine-space parking area. Administrative Lead: City Planner Z/15057 Note & File

7.1.12	Committee of Adjustment	Applications to be heard by the Committee of Adjustment/Consent Authority, Thursday, November 13, 2025. Administrative Lead: City Planner Z2025 Note & File
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Proposal to accelerate and improve protections for Ontario's drinking water sources

From: protection, source (MECP)

Sent: October 20, 2025 4:37 PM

Subject: Proposal to accelerate and improve protections for Ontario's drinking water sources

Greetings,

The Ministry of the Environment, Conservation and Parks (MECP) is committed to ensuring that future and existing sources of drinking water are protected from contamination and depletion through the Clean Water Act, 2006 (CWA).

Source protection plans and their amendments are necessary to safeguard Ontario's sources of drinking water. However, after implementing the Act for 20 years, the ministry has determined that the processes in place to develop and amend these plans are lengthy and unnecessarily complex

To remove redundancies and accelerate protections for drinking water sources, MECP is proposing changes to the CWA and related regulations. We're sharing this information to invite your input on the proposal. The legislation has been introduced in the house and the legislative proposal notice is now posted for comment on the Environmental Registry under registry number 025-1060 until November 19, 2025. In addition, the Ministry is also consulting on a regulatory proposal under registry number 025-1104 until December 4, 2025.

The proposed changes would maintain a high standard of protection for drinking water sources, while:

- o Allowing local source protection authorities to approve certain routine updates to source protection plans.
- o Allowing additional minor types of plan amendments (such as modifications that are administrative in nature) to proceed without approval or consultation.
- o Setting clear timelines for approval by the Minister of source protection plan amendments.
- o Simplifying consultation requirements on plan amendments while ensuring the right people are engaged at the right time.
- o Enabling the use of new drinking water sources (such as wells and intakes) faster where protections are already in place.
- o Changing how policies affecting "prescribed instruments" (such as permits and licences are used to manage risks to drinking water.

You can submit comments on this proposal through the Environmental Registry at ero.ontario.ca, ERO Notice 025-1060 for the legislative proposal and ERO Notice 025-1104 for the regulatory proposal, or by emailing us directly at source.protection@ontario.ca.

We also invite you to participate in an online information session where ministry staff will present an overview of the proposal and will be available to answer questions. Two sessions will be held on:

- November 5, 2025 at 10am
- November 12, 2025 at 1:30pm

To register for either of these sessions, please email source.protection@ontario.ca with the subject line “CWA Information Session,” and indicate your preferred session. We’ll reply with details on how to join.

Thank you for your continued support for the protection of Ontario’s sources of drinking water.

Sincerely,

Kirsten 

Kirsten Service (she/her)

Director, Conservation and Source Protection Branch | Land and Water Division
Ministry of Environment, Conservation and Parks
705-987-5144 | kirsten.service@ontario.ca



Taking pride in strengthening Ontario, its places and its people

Please note: As part of providing [accessible customer service](#), if you have any accommodation needs, require communication supports, or alternate formats please let me know.



County of Essex Transportation Master Plan Notice of Public Information Centre No. 3

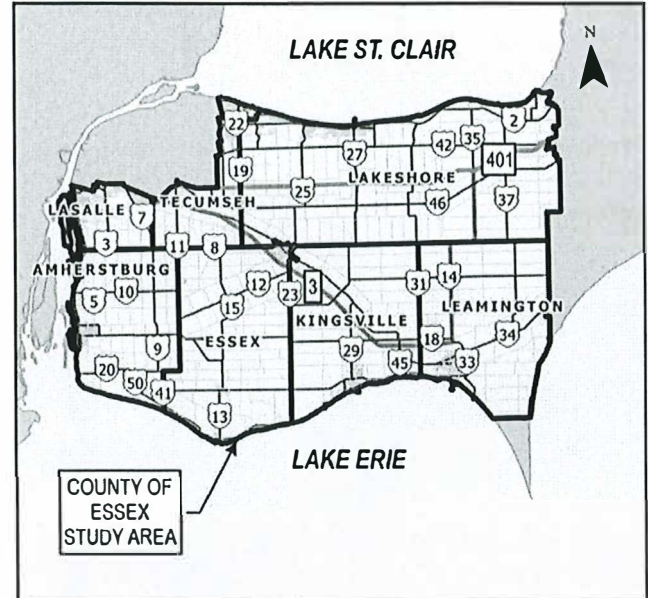
The Study

The County of Essex (the County) is conducting a Transportation Master Plan (TMP) study to identify a long-term transportation vision and strategy to achieve the County's objectives for safe, efficient movement of people and goods, and to address current needs and anticipated growth in the County by 2051. The TMP will be carried out under Master Plan Approach 1, in accordance with Phases 1 and 2 of the Municipal Class Environmental Assessment (MCEA) process (Municipal Engineers Association, February 2024).

Public Information Centre No. 3

You are invited to attend the Public Information Centre to provide your input. The County and its Consultant (R.J. Burnside & Associates Limited) will be present to discuss the study and answer your questions in a drop-in format. Additional information is available at:

<https://www.countyofessex.ca/TransportationMasterPlan/> or by scanning the QR Code.



Date: Thursday, November 13, 2025
Time: Session 1: 1:00 p.m. to 3:00 p.m.
 Session 2: 5:00 p.m. to 8:00 p.m.
Location: Third Floor, Lobby Area
 The County of Essex Administration Building
 360 Fairview Avenue West, Essex ON N8M 1Y3

To submit a comment or question, or if you would like to be added to the Project Contact List to receive future project notices, please contact:

Jerry Behl, P.Eng., PMP, PTOE, RSP1
 Manager, Transportation Planning
 & Development
 County of Essex
 360 Fairview Avenue West
 Essex ON N8M 1Y6
 E-mail: JBehl@countyofessex.ca

Alvaro L. Almuina, P.Eng., M.Eng., PMP, DCE
 Consultant Project Manager
 R.J. Burnside & Associates Limited
 128 Wellington Street West Unit 301
 Barrie ON L4N 8J6
 Tel: 1-800-265-9662 ext. 4383
 E-mail: Alvaro.Almuina@rjburnside.com



Notice of Collection: Personal information is collected under the authority of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Environmental Assessment Act* and all other relevant legislation, will be used to assist in making a decision on this matter. All personal information (as defined by MFIPPA), including (but not limited to) names, addresses, opinions, and comments collected will be made available for public disclosure to members of the public, at the meeting, through requests, and through the County of Essex website. Questions regarding the collection, use, and disclosure of this personal information may be directed to the Director, Legislative and Community Services / Clerk by email Clerks@countyofessex.ca or by phone, by calling 519-776-6441 ext. 1335.

This Notice first issued October 29, 2025.



Essex Region Conservation

the place for life

kstammler@erca.org

519-981-4184

F.519.776.8688

360 Fairview Avenue West

Suite 311, Essex, ON N8M 1Y6

21 October 2025

Town of Amherstburg

Town of Essex

Town of Kingsville

Town of LaSalle

Municipality of Leamington

Municipality of Lakeshore

Township of Pelee

Town of Tecumseh

City of Windsor

Attention: Municipal Council Clerks (for distribution)

Re: Essex Region Source Protection Committee – Municipal Representation

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

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

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

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

Kevin Webb, who has represented the City of Windsor since 2021 announced his retirement in the fall of 2025. Taryn Azzopardi, Environmental Compliance, has been selected by the City of Windsor as their new representative on the SPC. Mr. Webb has been a valued member of the SPC and will be missed. We look forward to working with the newly selected member.

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

- **Taryn Azzopardi, City of Windsor** expected appointment date: February 12, 2026; term of appointment: 5 years

Responses in the form of Council Resolutions are kindly requested by **December 22, 2025**. The Essex Region Source Protection Authority is tentatively scheduled to address this matter at their meeting on February 12, 2026.

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

Sincerely,



Katie Stammer, PhD
Water Quality Scientist and Source Water Project Manager
Essex Region Conservation Authority

September 8, 2025

Integrity Commissioner's Periodic Report
City of Windsor

The purpose of an Integrity Commissioner's periodic report is to provide the public with the opportunity to understand the ethical well-being of the Municipality's elected and appointed officials through the lens of our activities. Principles *Integrity* is pleased to submit this report, covering the period from January 1, 2022, the beginning of our tenure as Integrity Commissioner for the City of Windsor, through August 31, 2025.

About Us:

Principles *Integrity* is a partnership focused on accountability and governance matters for municipalities. Principles *Integrity* currently serves as Integrity Commissioner (and as Lobbyist Registrar/Closed Meeting Investigator/Municipal Ombudsman for some clients) in over 60 Ontario municipalities and other public bodies.

The Role of Integrity Commissioner, Generally:

An Integrity Commissioner's statutory role is to carry out, in an independent manner, the following functions:

- Advice on ethical policy development
- Education on matters relating to ethical behaviour
- Providing on request, advice and opinions to Council, members of Council and members of Local Boards
- Providing a mechanism to receive inquiries (often referred to as 'complaints') which allege a breach of ethical responsibilities
- Resolving complaints informally, where appropriate, and
- Investigating, reporting and making recommendations to Council on those complaints that cannot be resolved informally, while being guided by Council's codes, policies and protocols.

This might contrast with the popular yet incorrect view that the role of the Integrity Commissioner is primarily to hold elected officials to account; to investigate alleged transgressions and to recommend 'punishment'. The better view is that Integrity Commissioners serve as an independent resource, coach, and guide, focused on enhancing the municipality's ethical culture.

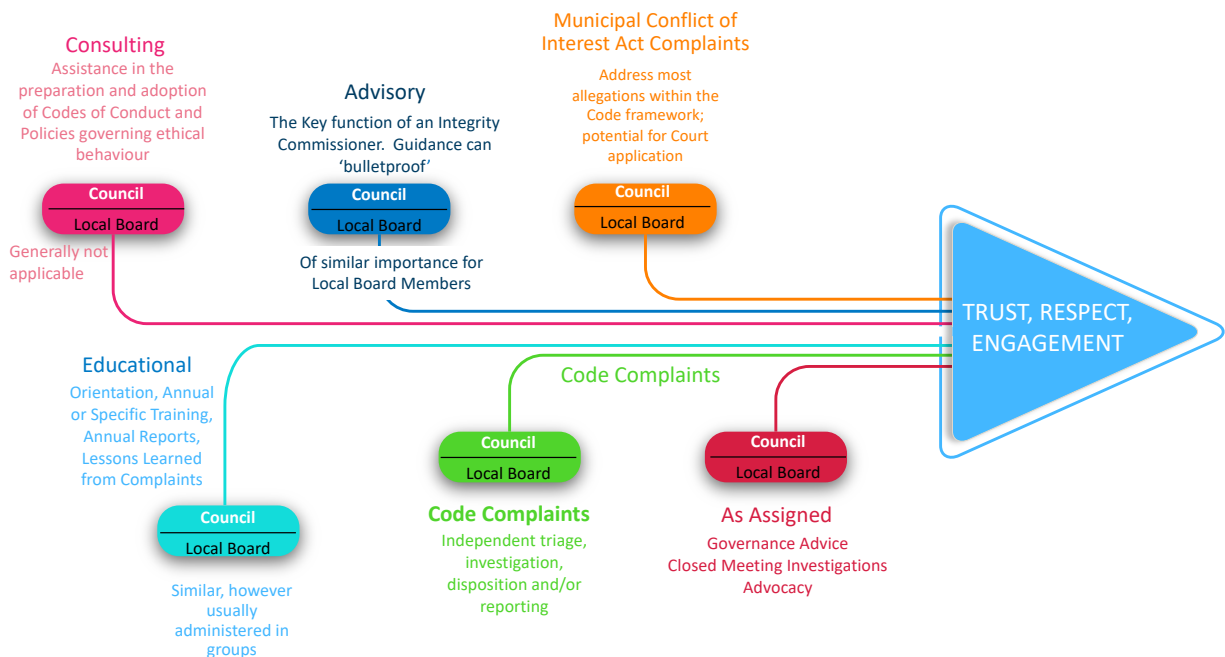
The operating philosophy of Principles *Integrity* recites this perspective. We believe there is one overarching objective for a municipality in appointing an Integrity Commissioner, and that is to raise the public's perception that its elected and appointed officials conduct themselves with integrity:

Principles *Integrity*

The perception that a community's elected representatives are operating with integrity is the glue which sustains local democracy. We live in a time when citizens are skeptical of their elected representatives at all levels. The overarching objective in appointing an Integrity Commissioner is to ensure the existence of robust and effective policies, procedures, and mechanisms that enhance the citizen's perception that their Council (and local boards) meet established ethical standards and where they do not, there exists a review mechanism that serves the public interest.

The practical effect of achieving this objective is an increase in trust, respect and engagement in local and upper tier affairs.

In carrying out our broad functions, the role falls into two principal areas. 'Municipal Act' functions, focused on codes of conduct and other policies relating to ethical behaviour, and 'MCIA' or *Municipal Conflict of Interest Act* functions. From an activity perspective, an Integrity Commissioner's role can be depicted this way:



The emphasis of Principles *Integrity* is to help municipalities enhance their ethical foundations and reputations through the drafting of effective codes of conduct and other policies governing ethical behaviour, to provide meaningful education related to such policies, and to provide pragmatic binding advice to Members seeking clarification on ethical issues. As noted in the graphic, we believe that the support we give to Members of Council increases the public's perception of them, which in turn leads to greater trust, respect and engagement.

Because the development of policy and the provision of education and advice is not in every case a full solution, the broad role of the Integrity Commissioner includes the function of

seeking and facilitating resolutions when allegations of ethical transgressions are made, and, where it is appropriate and in the public interest to do so, conducting and reporting on formal investigations. This in our view is best seen as a residual and not primary role.

Confidentiality:

Much of the work of an Integrity Commissioner is done under a cloak of confidentiality. While in most cases secrecy is required by statute, the promise of confidentiality also encourages full disclosure by the people who engage with us. We maintain the discretion to release confidential information when it is necessary to do so for the purposes of a public report, but those disclosures would be limited and rare.

City of Windsor Activity:

During the period covered by this report, we have been engaged in a moderate level of activity as Integrity Commissioner for the City of Windsor which subdivides roughly into three categories:

1. Policy Development and Education

During the period covered by this report we were not required to provide updates to policies for the Municipality. An orientation training session for Council was held on January 30, 2023.

2. Advice

The advice function of the Integrity Commissioner is available to all Members of Council and where applicable their staff and Members of local boards on matters relating to the code of conduct, the *Municipal Conflict of Interest Act* and any other matter touching upon the ethical conduct of Members. Advice provided by the Integrity Commissioner is confidential and independent, and where all the relevant facts are disclosed, is binding upon the Integrity Commissioner.

Our advice is typically provided in a short Advice Memorandum which confirms all relevant facts and provides with clarity our analysis and a recommended course of action.

During the period covered by this report, we responded to twelve (12) such requests for advice.

3. Complaint Investigation and Resolution

Our approach to reviewing complaints starts with a determination as to whether an inquiry to us is within our jurisdiction, is beyond a trifling matter, is not either frivolous or vexatious, and importantly, whether in its totality it is in the public interest to pursue. We always look to the possibility of informal resolution in favour of formal investigation and reporting. Once a formal investigation is commenced, the opportunity to seek informal resolution is not abandoned.

Where we are able to resolve a matter without concluding a formal investigation, our

Principles *Integrity*

practice is to provide a written explanation in the form of a Disposition Letter to the complainant to close the matter. Often the respondent Member is involved in preliminary fact-finding and will also be provided with a summary of the disposition.

Where formal investigations commence, they are conducted under the tenets of procedural fairness and Members are confidentially provided with the name of the Complainant when that information is necessary to enable them to respond to the allegations raised.

During the period covered by this report, we received twelve (12) complaints. Eleven (11) of these complaints were able to be resolved without a report to Council, while the investigation of the remaining complaint is ongoing.

Observations from across Ontario

With due regard to our obligation to maintain confidentiality, this report enables us to identify learning opportunities gleaned from our experience in municipalities across Ontario.

Disclosure of confidential information from closed meeting sessions

There have been some examples where elected or appointed officials fail to recognize the serious implications of disclosing confidential information, particularly information learned of through attendance in closed session.

A Member's obligation to maintain confidentiality is clear. They may not unilaterally decide to share confidential information, even if they believe the information should be publicly disclosed. This extends to releasing information even to their own legal counsel to obtain a 'second opinion'.

We treat this breach of ethical responsibility as breach of a cardinal rule, and if an allegation in this regard is proved to be true, it tends to attract a recommended sanction at the upper end of the prescribed range. Left unchecked, a confidentiality breach undermines not only Council's interests on the matter subject to the breach, but destroys the trust required of elected officials, and the staff that support them, to ensure that all relevant, and sensitive, information required to support the deliberation on a matter is freely supplied.

Non-disparagement

An area of prominence continues to be the failure of some Members of Council to adhere to rules against disparagement. Members of Council are entitled to, and indeed expected to, disagree on all manner of issues. However, one of the cornerstones to democracy must be the recognition that different opinions and perspectives are to be respected, and disagreement should not devolve into disrespect, disparagement and name-calling.

Disrespectful interactions and/treatment of others can fall along a continuum which may manifest as occasional incivility and micro-aggressions, but when unchecked can culminate in bullying and harassment. Members of Council should be mindful to treat each other, staff and the public with appropriate respect and professionalism at all times.

Principles *Integrity*

Some Members of Council hold a view that they are entitled to freely express their opinion, even if that includes disparagement of others, and so long as they share it via personal email, and not on the municipal server, they are not constrained by any rules around decorum. This is incorrect. Members are bound by the Code provisions of respectful and non-disparaging communication, whether sharing views on their own email, social media, or elsewhere.

Participation in social media discussions lends its own opportunity for attracting Code of Conduct complaints alleging disparagement. Members should be mindful that comments can be used or amplified in ways that bring municipal integrity into disrepute. It is important that Members be careful, accurate, and non-disparaging even as they attempt to offer what they see as a fair critique of municipal policy and actions. Municipal policy is advanced through the deliberations of Council and so wherever possible the focus should be on facilitating a discussion ‘in the Chamber’, and not in internet channels, so the general public, staff, and Council colleagues, can participate in the mechanisms through which a variety of important interests can be balanced and distilled into Council decisions made through democratic process.

Regardless of the medium, regardless of the intended audience, and regardless of motive, we have observed several instances where Members of Council in municipalities around the province have been found to have breached ethical standards by saying or recording things they have come to regret.

Recognizing and avoiding conflicts of interest

Recognizing and appropriately avoiding conflicts of interest when they might arise is the topic of most advice requests we receive. As confirmed by the Collingwood Judicial Inquiry (November 2020) there can be a complex array of circumstances that can give rise to conflicts of interest, including those that though not covered by the *Municipal Conflict of Interest Act*, are nevertheless covered by the common law

In any event, obtaining clear and reliable advice from the Integrity Commissioner can help avoid costly and time-consuming investigations if there is any uncertainty about the application of the Rule.

Staying in your lane

One area of concern that continues to arise relates to members of Council overstepping their role, attempting to ‘take the reins’ to fix a constituent’s problem, or directing staff how to do their job. Members of Council serve an important role in putting constituents in touch with appropriate staff, and leading them to established processes, but it is important to strike the correct balance between guiding constituents and becoming their personal advocate.

It continues to be the case that elected officials attempt to inject themselves in quasi-judicial matters such as by-law enforcement, or with respect to insurance claims. While it is important for Council to retain an oversight role and have the ability to monitor how its by-laws and programs affect the community, file-level interference by individual elected officials must be

avoided.

Stronger Mayor Powers

On April 9, 2025, the Government of Ontario announced plans to expand Strong Mayor Powers to a further 169 municipalities. These changes are effective May 1, 2025. In municipalities subject to ‘stronger mayor powers’¹ the question arises as to whether a mayor with those powers can give direction to staff beyond the specific circumstances mentioned in the Act (essentially to carry out ‘Mayoral Decisions’ authorized by the Act, or to direct that staff conduct research and provide advice).

For non-‘stronger mayors’ and for stronger mayors exceeding their jurisdiction, inappropriate interference arises because of a misinterpretation of the *Municipal Act* provision which identifies the role of the Head of Council as ‘Chief Executive Officer’. This provision has led to confusion and, occasionally, overreach by Heads of Council in erroneously perceiving a role in leading the municipality’s administration. Elected officials – even Heads of Council – have no role in the day-to-day administration of municipal government unless specifically authorized by statute.

Failing to recognize this, stepping outside of their proper role as elected officials to ‘take the reins’ of administration, undermines staff and can be perceived as interfering with management. This overstepping of the proper role by Members, even Mayors, must be recognized as inappropriate under the Code of Conduct and the Council-Staff Relations Policy, both mandated under the *Municipal Act*.

As always, obtaining clear and reliable advice can help avoid a costly and time-consuming investigation.

Provincial Review of Code of Conduct/Integrity Commissioner System

In December 2024, proposed amendments to the Municipal Act were introduced by the province in the form of Bill 241, titled ‘*An Act to amend the City of Toronto Act, 2006 and the Municipal Act, 2001 in relation to codes of conduct*’. After the last provincial election that Bill was been replaced by Bill 9 of the same name (the short title of the proposed legislation is now “Municipal Accountability Act, 2025”). The Standing Committee on Heritage, Infrastructure and Cultural Policy conducted hearings at several locations in the province, with its work becoming completed on August 26th when the Bill was sent to the House with only minor amendments.

Principles *Integrity* made oral submissions on the Bill and also coordinated the written submission by MICO, the Municipal Integrity Commissioners of Ontario. Disappointingly, to this point in time, the province has not engaged in any meaningful consultations on the Bill,

¹ The recent amendments to the *Municipal Act* which provide designated mayors to make unilateral decisions with respect to municipal organization and prescribed provincial interests is neither indicative of non-designated mayors being ‘weak’, nor representative of the extensive powers American ‘strong mayors’ have, particularly in light of the role partisan politics plays in electing administrators there.

including with those of us who have pragmatic experience in the field and who can, and have, offered suggestions for improvement.

Code of Conduct development for various municipalities has been paused because Bills 241/9 contemplate a universal code of conduct for all municipalities in Ontario. No detail has been provided with respect to the form or content of such a code, nor to the future role of the Integrity Commissioner of Ontario in developing training or in otherwise influencing the approach municipal integrity commissioners are to take in serving their client municipalities.²

What the Bill does specify is a mechanism to remove elected officials from office should a municipal integrity commissioner find after a complaint investigation:

1. The member has contravened the code of conduct.
2. The contravention is of a serious nature.
3. The member's conduct that is the subject of the inquiry has resulted in harm to the health, safety or well-being of any person.
4. The penalties set out in subsection 223.4 (5) [reprimand or suspension of pay] are insufficient to address the contravention or to ensure that the contravention is not repeated.

If such is the case, the municipal integrity commissioner will refer the matter to the Integrity Commissioner of Ontario who will conduct their own inquiry. Upon the completion of that inquiry the Integrity Commissioner of Ontario, if they agree the above criteria have been met, will report to the respective municipal council with a recommendation that the elected official be removed from office. Council must vote unanimously (the respondent elected official cannot vote and is not counted) in order to cause the member's seat to become vacant.

In our view the mechanism set out in the Bill is lengthy, uncertain and expensive, and does not adequately deal with what might be done to achieve course correction while the process is underway, nor at the conclusion of a non-unanimous Council vote should the Integrity Commissioner of Ontario recommend that removal from office is appropriate.

Regrettably the Bill represents a virtually single-minded approach to remedying the deficiencies of the current system by focusing primarily on mechanisms leading to removal from office. It is hoped that there will be more fulsome consultations, including with practicing municipal integrity commissioners, prior to any further legislative action.

Conclusion:

We look forward to working with Members of Council to ensure a strong ethical framework. We embrace the opportunity to elevate Members' familiarity with their obligations under the Code and to respond to emerging issues. As always, we welcome Members' questions and look forward to continuing to serve as your Integrity Commissioner.

² It should be noted that the Integrity Commissioner of Ontario does not currently have any role in the administration of municipal code of conduct/integrity commissioner matters.

Principles *Integrity*

It has been a privilege to assist you in your work by providing advice about the Code of Conduct and in resolving complaints. We recognize that public service is not easy and the ethical issues that arise can be challenging. The public rightly demands the highest standard from those who serve them, and we congratulate Council for its aspirational objective to strive to meet that standard.

Finally, we wish to thank the Clerk and the Chief Administrative Officer for their professionalism and assistance where required. Although an Integrity Commissioner is not part of the administrative hierarchy, the work of our office depends on the facilitation of access to information and policy in order to carry out the mandate. To the extent required, this was done willingly and efficiently by the staff of the municipality.

PLANNING AND DEVELOPMENT SERVICES

Memo

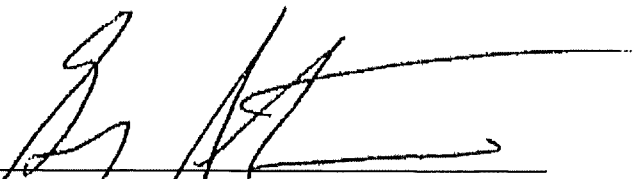
To: City Clerk
From: Deputy City Planner
Date: October 27, 2025
Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-027/25 [ZNG/7331]
RE: Application For: (X) Zoning Amendment () Official Plan Amendment
() Part Lot Control () Draft Plan of Subdivision/Condominium

Applicant: AGBABA HOLDINGS CORP.
Location: 1913, 1925, 1948 DEVONSHIRE CRT.
Description: Applicant is requesting an amendment to Zoning By-law 8600 construct a townhouse dwelling as an additional permitted use, to allow increase in lot coverage from 50% to 54.16% for the whole lot and 14% for the ADUs, allowing for attached ADUs in an accessory building by eliminating side yard setback and increasing the maximum building height of the Accessory Building from 8.0 m to 9.0 m, reducing the front yard setback from 6 m to 3.39 m, and decreasing the minimum building setback from 2.62 m to 2.44 m from the lot line abutting Kildare and 1.89 m to 1.66 m from the midpoint of the corner radius.

The ZONING BY-LAW AMENDMENT application submitted on SEPTEMBER 15, 2025, by AGBABA HOLDINGS CORP. for 1913, 1925, 1948 DEVONSHIRE CRT. was deemed complete on October 8, 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

October 24, 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: AGBABA HOLDINGS CORPORATION
LOCATION: 1913, 1925, 1949 DEVONSHIRE COURT
FILE NO.: Z-027/25 [ZNG/7331]

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 8, 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



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-060/25

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: AGBABA HOLDINGS CORPORATION Contact: Marko Agbaba
Name of Contact Person

Address: 2121 Riverside Dr W

Address: Windsor, ON Postal Code: N9B 1A8

Phone: 519-999-9425 Fax: _____

Email: agbabaholdings@gmail.com

Registered Owner ☒ Same as Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

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

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

Address: 23669 Prince Albert Rd

Address: Chatham, ON Postal Code: N7M 5J7

Phone: 226-340-1232 Fax: _____

Email: tracey@pillonabbs.ca

4. COMPANION APPLICATIONS

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address

1913, 1925, 1949 DEVONSHIRE RD

Legal Description

Lots 84, 85, 86, 87 on Plan 684

Assessment Roll Number

020-220-03901, 020-220-03903, 020-220-03906

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

2024

Frontage (m)

35.05 m Kildare Rd

Depth (m)

46.33 m Devonshire Crt

Area (sq m)

2,149.67 m2

Official Plan Designation

"Residential" according to Schedule "D – "Land Use"

Current Zoning

"Residential District 1.1 (RD1.1)" on Map 7

Existing Uses

Currently vacant land

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

2016

Previous Uses

Previously institutional use (church and hall)

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:

ZNG/6571 Z-034/21

An application for approval of a Site Plan:

NO ☐

YES ☐

SPC-

A Minister's Zoning Order (Ontario Regulation):

NO ☐

YES ☐

OR#:

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: "Residential District 1.1 (RD1.1)"
to: "Residential District 1.1 (RD1.1- S.20(1)XXX)"
Proposed uses of subject land: Proposed to use the subject lands for residential purposes.

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

One new 2-storey townhome with 8 dwelling units is proposed. Each unit will be severed along the common wall.

Each townhome dwelling will also have 2 Additional Dwelling Units (ADU). One ADU is located in the main dwelling, and one ADU is located in a detached structure (rear of the lot).

The proposed development will result in a total of 24 new residential dwelling units.

Why is this amendment or these amendments being requested?

The purpose of the application is to change the type of dwelling to townhomes in support of providing more housing.

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 _____

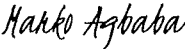
A hybrid open house was held by the Applicant on April 23, 2025,

14. SWORN DECLARATION OF APPLICANT

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

I, Marko Agbaba, 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

Authenticsign


Signature of Applicant

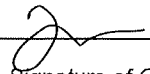
*Sign in the presence of a Commissioner
For Taking Affidavits*

City of Windsor

Location of Applicant at time of declaration

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

Declared before me _____ at the Municipality of Chatham-Kent


Signature of Commissioner

Location of Commissioner

this 5th day of September, 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, Marko Agbaba, 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 
 Signature of Registered Owner

September 5, 2025

Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, Marko Agbaba,
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 
 Signature of Registered Owner

September 5, 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:

X

Authenticsign
Hakko Agbaba

Signature of Applicant or Agent

September 5, 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.

Marko Agbaba

Name of Applicant (print)

X

Authentication
Marko Agbaba

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

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk
From: Deputy City Planner
Date: October 27, 2025
Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-028/25 [ZNG/7332]
RE: Application For: (X) Zoning Amendment () Official Plan Amendment
() Part Lot Control () Draft Plan of Subdivision/Condominium

Applicant: PELTIER DEVELOPMENTS INC.
Location: 1744 NORMAN RD.
Description: Applicant proposes to amend Zoning By-law 8600 by changing the zoning of the subject land from RD1.2 to RD2.5, to permit the construction of one multiple dwelling with 9 residential units and associated parking spaces on the subject site. The applicant also requests site-specific provisions to allow reduction in the minimum required front yard width and parking area separation from a building wall with habitable room window.

The ZONING BY-LAW AMENDMENT application submitted on OCTOBER 2, 2025, by PELTIER DEVELOPMENTS INC. for 1744 NORMAN RD. was deemed complete on October 20, 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

October 24, 2025

Lassaline Planning Consultants
c/o Jackie Lassaline
PO Box 52
1632 County Rd. 32
St. Joachim, ON N0R 1S0

Dear Ms. Lassaline,

Re: ZONING BY-LAW AMENDMENT APPLICATION

APPLICANT: LASSALINE PLANNING CONSULTANTS
OWNER: PELTIER DEVELOPMENTS INC.
LOCATION: 1744 NORMAN RD.
FILE NO.: Z-028/25 [ZNG/7332]

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 20, 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 jnwaesei@citywindsor.ca.

Sincerely,



Justina Nwaesei
Senior Planner – Development Review

JN/nm

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

- Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.
- Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E.

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

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

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

Staff Use Only

Signature of Staff Planner		Date of Consultation	
☐ Jim Abbs	☐ Kevin Alexander	☐ Tracy Tang	☐ Frank Garardo
☐ Brian Nagata	☐ Justina Nwaesei	☐ Simona Simion	☐ Laura Strahl
☐ Adam Szymczak	☐ _____		

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

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

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

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

Staff Use Only

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

ZONING BY-LAW AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

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

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

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

Applicant

Name: Lassaline Planning Consultants Contact: Jackie Lassaline
Name of Contact Person

Address: P.O. Box 52, 1632 County Road 32, St. Joachim ON N0R 1S0

Address: _____ Postal Code: _____

Phone: 519-563-8814 Fax: _____

Email: jackie@lassalineplan.ca

Registered Owner ☐ Same as Applicant

Name: Peltier Developments Inc. Contact: Jennifer Peltier
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: Lassaline Planning Consultants Contact: Jackie Lassaline
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

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 1744 Norman Road
Lot 2 Plan 1360 Ford City; Lot 3 Plan 1360 Ford City; Lot 108 Plan 1360 Ford City; Lot 109 Plan 1360 Ford City;
Legal Description Pt Alley Plan 1360 Ford City Closed by R1154245; Part Princess Ave Plan 1360 Ford City closed by R890038
as in R1182802 except the easement therein; subject to R1181748E; Windsor
Assessment Roll Number PIN: 01113-0449 (LT)

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

Frontage (m) 21.3 m Depth (m) _____ Area (sq m) 1,618 m2

Official Plan Designation 'Residential'

Current Zoning 'Residential District 1.2 (RD1.2)'

Existing Uses residential

If known, the lengths of time that the existing uses have continued: 80 +/-

Previous Uses _____

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:

a servicing easement under the closed right of way

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 1.2 (RD1.2)'

to: site specific 'Residential District 2.5 (RD2.5)'

Proposed uses of subject land: residential: multi-unit residential building

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

Proposed is a 9 unit residential building with the following site specific provisions:

i) Front Yard Depth - 4.9 m and ii) Parking Location - 1.5 m

Why is this amendment or these amendments being requested?

A site-specific ZBA is requested to change the applicable regulatory framework from the 'Residential District 1.2 (RD1.2)' to 'Residential District 2.5 (RD2.5)' to establish a regulatory framework to allow for the 2.5 storey (8.8 m), 9 unit multi-unit dwelling and associated 12 parking spaces. The building will be moved to the front of the property in keeping with the front yard setbacks of the neighbourhood and will provide parking behind the building.

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 _____

An open house was held March 22, 2024 with a positive turn out and feedback from the neighbours.

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, Lassaline Planning Consultants c/o Jackie Lassaline, 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.

Jacqueline Lassaline

Signature of Applicant

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

Municipality of Lakeshore

Location of Applicant at time of declaration

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

Declared before me

[Signature]

Signature of Commissioner

at the

City of Windsor

Location of Commissioner

this 30th day of September, 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

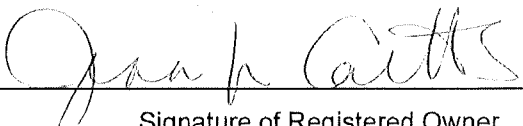
A1. Authorization of Registered Owner for Agent to Make the Application

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, Peltier Developments Inc. (c/o Jennifer Coutts), 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

Lassaline Planning Consultants c/o Jackie Lassaline to make this application on my behalf.
Name of Agent


Signature of Registered Owner

September 30, 2025

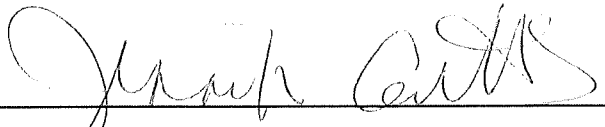
Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, Peltier Developments Inc. (c/o Jennifer Coutts),
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

September 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.

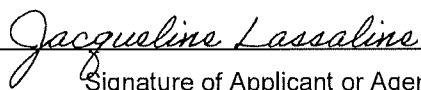
Additional information can be found at:

<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

September 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:

- 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.

Lassaline Planning Consultants c/o Jackie Lassaline

Name of Applicant (print)

Jacqueline Lassaline
Signature of Applicant

September 30, 2025
Date

Name of Agent (print)

Signature of Agent

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk
From: Deputy City Planner
Date: October 27, 2025
Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-029/25 [ZNG/7333]
RE: Application For: (X) Zoning Amendment () Official Plan Amendment
() Part Lot Control () Draft Plan of Subdivision/Condominium

Applicant: JASMEEN DHILLON

Location: 3185, 3187, 3189 & 3191 MCROBBIE RD.

Description: Applicant is requesting an amendment to Zoning By-law 8600 to rezone the subject property from Residential District 1.1 (RD1.1) to Residential District 2.2 (RD2.2) to permit a semi-detached dwelling as an additional permitted use. The applicant proposes to construct two, two-storey semi-detached dwellings on each lot. Each semi would contain one dwelling unit on each side, for a total of 4 dwelling units over the two lots. The semi-detached dwellings will be severed along the common wall. Two parking spaces are proposed for each dwelling unit (8 in total). Site specific exceptions are requested for reduced minimum lot width (14.2 m) and an increased maximum garage width of 71% (60% is required per section 5.11.5).

The ZONING BY-LAW AMENDMENT application submitted on OCTOBER 1, 2025, by JASMEEN DHILLON for 3185, 3187, 3189 & 3191 MCROBBIE RD. was deemed complete on October 10, 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

October 24, 2025

Jasmeen Dhillon
940 Chateau Ave.
Windsor, ON N8P 0E6

Dear Ms. Dhillon,

Re: ZONING BY-LAW AMENDMENT APPLICATION

APPLICANT: JASMEEN DHILLON

LOCATION: 3185, 3187, 3189 & 3195 MCROBBIE RD.

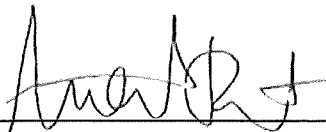
FILE NO.: Z-029/25 [ZNG/7333]

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 10, 2025.

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

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

Sincerely,



Averil Parent
Planner II – Development Review

AP/nm

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

- Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.
- Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E.

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

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

Has the Planning Consultation Stage 2 Application been completed? NO ☐ YES ☒ File Number: PC- 073/25

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: Jasmeen Dhillon Contact: Jasmeen Dhillon
Address: 940 Chateau Avenue Name of Contact Person
Address: _____ Postal Code: N8P0E6
Phone: 647-967-7473 Fax: _____
Email: erjasmeen7@gmail.com

Registered Owner ☒ Same as Applicant

Name: _____ Contact: _____
Address: _____ Name of Contact Person
Address: _____ Postal Code: _____
Phone: _____ Fax: _____
Email: _____

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

Name: _____ Contact: _____
Address: _____ Name of Contact Person
Address: _____ Postal Code: _____
Phone: _____ Fax: _____
Email: _____

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

3185/3187 & 3189/3191 McRobbie Road,
MAP → MA-2232

Legal
Description

PLAN 1597 Part 2, 3 & 5.

Assessment
Roll Number

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

Frontage (m) 14.2m (each lot) Depth (m) 39.624m Area (sq m) 520.55m² (each lot)

Official Plan
Designation

Current
Zoning

RD 1.1

Existing Uses

At present it is vacant lot. Recently severed by
previous owner and sold to me after severance.

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

Previous Uses

Vacant land.

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

N/A.

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

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

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

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

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: RD1.1
to: RD2.2

Proposed uses of subject land: I am proposing to construct 2, 2-storey semi-detached dwellings on each lot (Part 2 & Part 3 and 5) on 12R 29955. Each semi-detached dwelling would contain one dwelling unit each side, for total 4 dwelling units over 2 lots. 2 parking spaces are proposed for each dwelling, (total 8 parking).
Describe the nature and extent of the amendment(s) being requested:

A Rezoning RD 2.2 is requested to permit semi-detached dwelling as an additional permitted main use. Site specific exceptions are requested for reduced min lot width (14.2 m) and an increased max. garage width of 71% (60% is required as per section 5.11.5)
Why is this amendment or these amendments being requested? To accommodate semi-detach dwelling.

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

☒ See Planning Rationale Report PRR - McRobbie Road ZBA - Revision date 08072025. PDF

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

☒ See Planning Rationale Report PRR - McRobbie Road ZBA - Revision date 08072025. PDF

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

NA

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

25014-3185 and 3187 (lot 2) McRobbie - Semi-ZBA Revision 06 April 2025
25036-3189 and 3191 (lot 3 & 5) McRobbie - Semi-ZBA Revision
06 Aug 2025. PDF

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

Same as above.

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

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

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

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

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

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

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

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

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

- ☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

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

12. APPLICATION FEE & OTHER FEES

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

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

APPLICATION FEE

Amendment Type	Code	☒ 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 _____

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



Signature of Applicant

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



Location of Applicant at time of declaration

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

Declared before me _____ at the _____

Signature of Commissioner

Location of Commissioner

this 07th day of 08, 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, Jasmeen Shillon, 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

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


Signature of Registered Owner

7th August 2025
Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, Jasmeen Shillon,
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

7th August 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.

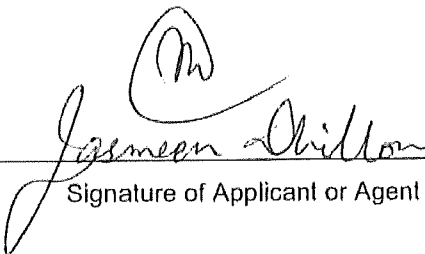
Additional information can be found at:

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

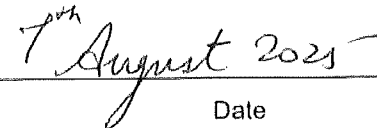
or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

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



Signature of Applicant or Agent



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

SCHEDULE E - CONTINUED

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.

Date _____

THIS IS THE LAST PAGE OF THE APPLICATION FORM

PLANNING AND DEVELOPMENT SERVICES

Memo

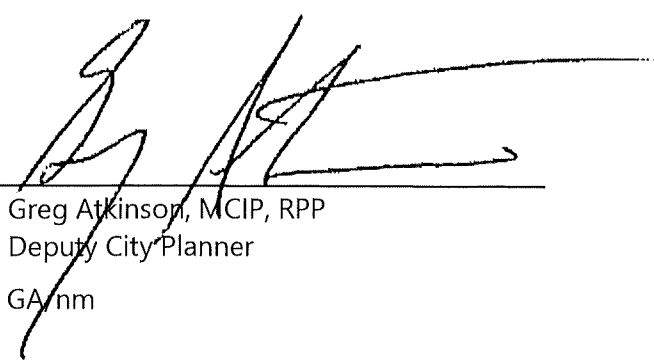
To: City Clerk
From: Deputy City Planner
Date: October 27, 2025
Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-030/25 [ZNG/7334]
RE: Application For: (X) Zoning Amendment () Official Plan Amendment
() Part Lot Control () Draft Plan of Subdivision/Condominium

Applicant: PETCON REALTY GP INC.
Location: 4276 ROSELAND DR. E.
Description: Applicant is requesting an amendment to Zoning By-law 8600 to demolish the existing buildings and construct two Semi-detached Dwellings and four Townhome Dwellings having a maximum building height of 9.0 m and a total of 16 dwelling units (4 Semi-Detached Dwelling Units and 12 Townhome Dwelling Units). Each dwelling unit will have an attached garage and a driveway. The Applicant is requesting an amendment to Zoning By-law 8600 changing the zoning from ID1.1 to Residential District 2.2 (RD2.2) and adding a Zoning Exception to allow the development as proposed.

The ZONING BY-LAW AMENDMENT application submitted on SEPTEMBER 24, 2025, by PETCON REALTY GP INC. for 4276 ROSELAND DR. E. was deemed complete on October 8, 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

October 24, 2025

Petcon Realty GP Inc.
c/o Davide Petretta
2504 Binder Cres.
Oldcastle, ON N0R 1L0

Dear Mr. Petretta,

Re: ZONING BY-LAW AMENDMENT APPLICATION

APPLICANT: PETCON REALTY GP INC.

LOCATION: 4276 ROSELAND DR. E.

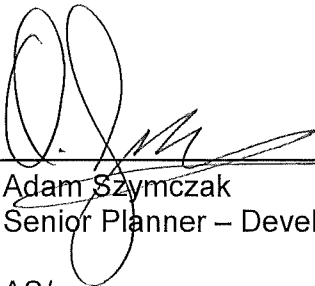
FILE NO.: Z-030/25 [ZNG/7334]

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 8, 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

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-079-25

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: Petcon Realty GP Inc. Contact: Davide M. Petretta
Name of Contact Person
Address: 2504 Binder Crescent
Address: Oldcastle, Ontario Postal Code: N0R1L0
Phone: 519-737-1292 Fax: 519-737-7007
Email: dpetretta@petcon.net

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: _____ Contact: _____
Name of Contact Person
Address: _____
Address: _____ Postal Code: _____
Phone: _____ Fax: _____
Email: _____

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	4276 Roseland Drive East, Windsor, ON				
Legal Description	BLK D PL 1241 SANDWICH WEST; WINDSOR				
Assessment Roll Number	3739- 080-090-06100				
If known, the date the subject land was acquired by the current owner:	04-10-2025				
Frontage (m)	123.62	Depth (m)	133.44	Area (sq m)	5066.7
Official Plan Designation	Residential				
Current Zoning	ID1.1 (Industrial District 1.1)				
Existing Uses	Vacant Church (Institutional)				
If known, the lengths of time that the existing uses have continued:	73 Years				
Previous Uses	NA				

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

NA

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: ID1.1
to: RD2.2

Proposed uses of subject land: The development of two semi-detached buildings providing four residential units and four townhouse buildings contributing twelve additional units, for a total of sixteen freehold residential dwellings

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

Change of zoning from ID1.1 to RD 2.2 to allow for the development of 16 freehold residential dwelling units, inclusive of a variance for 'Lot Coverage - maximum' as currently defined in Section 11.2.5 of Zoning By-law 8600 from 45% to 51%.

Why is this amendment or these amendments being requested?

To increase housing supply through gentle intensification compatible with the surrounding neighborhood while complying with the Provincial Policy Statement and Windsor Official Plan and meeting the intent of Windsor's Housing and Intensification strategies.

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

St. James Anglican Church - est. 1951

Floor Area - 706sm Height - 9.38m Side Yard - 8.9m Rear Yard - 8.5m Front Yard - 14.5m

Single Family Dwelling - constructed 1951

Floor Area - 170sm Height - 9.38m Side Yard - 11.3m Rear Yard - 11.5m Front Yard - 8.2m

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

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

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

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

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

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

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

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

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

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

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

- ☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

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

12. APPLICATION FEE & OTHER FEES

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

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

APPLICATION FEE

Amendment Type	Code	☐ 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 _____

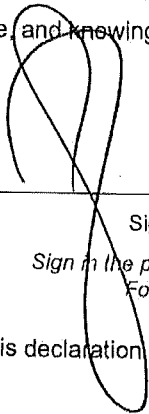
Open House - May 7, 2025 @ 6:30pm

Required Public Consultation - July 8, 2025 @ 6:00pm

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



Signature of Applicant

Sign in the presence of a Commissioner
For Taking Affidavits

Town of Tecumseh

Location of Applicant at time of declaration

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

Declared before me Penny Ouellette at the Town of Tecumseh

Signature of Commissioner

Location of Commissioner

this 23rd day of September, 2025
day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW

Penny Ann Carol Ouellette,
a Commissioner, etc.,
Province of Ontario, for
Petretta Construction Inc.
and its associated companies.
Expires September 12, 2025.

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, _____, 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

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

Signature of Registered Owner

Date

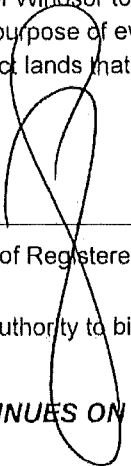
If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, Davide M. Petretta

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

September 23, 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.

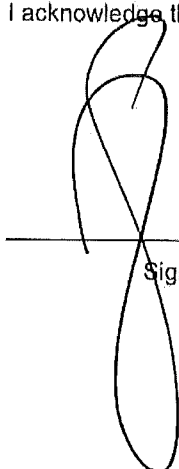
Additional information can be found at:

<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

September 23, 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.

Davide M. Petretta

Name of Applicant (print)



Signature of Applicant

September 23, 2025

Date

Name of Agent (print)

Signature of Agent

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk

From: Deputy City Planner

Date: October 28, 2025

Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-019/25 [ZNG/7317]

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

Applicant: HAUSOLOGY INC.

Location: 3503 BYNG RD.

Description: Applicant is requesting an amendment to Zoning By-law 8600 to allow for the construction of a two-storey, six-unit Multiple Dwelling with a rear parking area containing six parking spaces and a driveway off Lappan Avenue. The Applicant is requesting an amendment to Zoning By-law 8600 changing the zoning from Residential District 1.1 (RD1.1) to Residential District 3.1 (RD3.1) with a zoning exception to allow the development as proposed.

The ZONING BY-LAW AMENDMENT application submitted on AUGUST 5, 2025, by HAUSOLOGY INC. for 3503 BYNG RD. was deemed complete on August 15, 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~~

August 29, 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

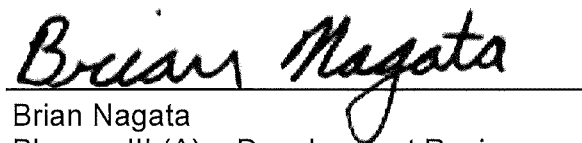
APPLICANT: HAUSOLOGY INC.
LOCATION: 3503 BYNG RD.
FILE NO.: Z-019/25 [ZNG/7317]

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 August 15, 2025.

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

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

Sincerely,



Brian Nagata
Planner III (A) – Development Review

BN/nm



ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

- Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.
- Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E.

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

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

Has the Planning Consultation Stage 2 Application been completed? NO [] YES [x] File Number: PC-036/25

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: Hausology Inc. Contact: Daniel Grenier
Name of Contact Person
Address: 380 Manning Rd
Address: Tecumseh, ON Postal Code: N8N 4W5
Phone: 226-777-5551 Fax:
Email: daniel@perealestatesolutions.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	3503 Byng Road, Windsor, ON N8W 3H7
Legal Description	LT 110 PL 1215 SANDWICH EAST; LT 111 PL 1215 SANDWICH EAST; WINDSOR
Assessment Roll Number	PART OF ALLEY PLAN 1215 SANDWICH EAST, PART 2, PLAN 12R27297 AS CLOSED BY BY-LAW CE840737; SUBJECT TO AN EASEMENT AS IN CE840738; SUBJECT TO AN EASEMENT AS IN CE840739; SUBJECT TO; AN EASEMENT AS IN CE840740; SUBJECT TO AN EASEMENT IN GROSS AS IN CE840741; CITY OF WINDSOR
	070-250-06200

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

Frontage (m)	21.34 m (Byng Rd)	Depth (m)	30.48 m (Lappan ave)	Area (sq m)	674.75 m2
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Official Plan Designation	"Residential" according to Schedule "D – "Land Use"
---------------------------	---

Current Zoning	"Residential District 1.1 (RD1.1)" on Map 12 on Map 12
----------------	--

Existing Uses	Currently being used for residential (single detached dwelling)
---------------	---

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:		
Easement is in the alley for utilities		

If known, has the subject land ever been subject of: (leave blank if unknown)		
An application for a Plan of Subdivision or Consent:	NO ☐	YES ☐ File: _____
An application for an amendment to a Zoning By-law:	NO ☐	YES ☐ File: _____
An application for approval of a Site Plan:	NO ☐	YES ☐ SPC- _____
A Minister's Zoning Order (Ontario Regulation):	NO ☐	YES ☐ OR#: _____

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: "Residential District 1.1 (RD1.1)"
to: Residential District 3.1 (RD 3.1- S.20(1)XXX)
Proposed uses of subject land: Proposed to use the subject lands for residential (multiple dwelling)

Describe the nature and extent of the amendment(s) being requested:
Proposed to change the zoning to permit a proposed
2-storey (with basement) multiple dwelling with a total of 6 residential dwelling units.
It is proposed to demolish the existing dwelling.
On site parking for 6 spaces is proposed, with access from Lappan Ave.

Why is this amendment or these amendments being requested?
The reason for the amendment is to permit a new multiple dwelling on lands
which are serviced by full municipal infrastructure. The result will allow for more
housing in an existing settlement 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

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

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

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

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

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

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

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

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

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

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

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

- ☒ Sewers
- ☐ Ditches
- ☐ Swales
- ☐ Other

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

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

12. APPLICATION FEE & OTHER FEES

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

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

APPLICATION FEE

Amendment Type	Code	☒ 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.		

☒ Open House ☒ Website ☐ Other _____
informal in person and electronic public open house was held with area residents and property owners on December 16, 2024,
from 6:00 pm to 7:00 pm at St. David and St. Mark Church, 3401 Byng Road, Windsor and via Zoom.

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements

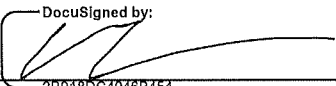
A1. Authorization of Registered Owner for Agent to Make the Application

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, Daniel Grenier, 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

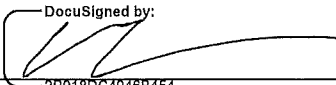
X  July 30, 2025
DocuSigned by:
2B918DC4946B454...
 Signature of Registered Owner Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, Daniel Grenier,
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  July 30, 2025
DocuSigned by:
2B918DC4946B454...
 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.

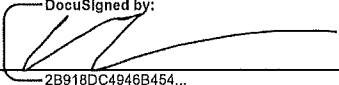
Additional information can be found at:

<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 DocuSigned by:  2B918DC4946B454...	July 30, 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.

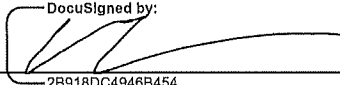
I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition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

Daniel Grenier

Name of Applicant (print)

X 
Signature of Applicant

July 30, 2025

Date

Tracey Pilon-Abbs

Name of Agent (print)


Signature of Agent

July 30, 2025

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk
From: Deputy City Planner
Date: October 28, 2025
Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-022/25 [ZNG/7326]
RE: Application For: (X) Zoning Amendment () Official Plan Amendment
() Part Lot Control () Draft Plan of Subdivision/Condominium

Applicant: DENIZ ORAK
Location: 3220 CHURCH ST.
Description: Applicant is requesting an amendment to Zoning By-law 8600 to allow for the creation of a new lot with a reduced minimum lot width and lot area for the construction of a new two-storey, Single Unit Dwelling. The Applicant is requesting an amendment to Zoning By-law 8600 by adding a zoning exception to the Residential District 1.4 (RD1.4) zoning to allow the development as proposed.

The ZONING BY-LAW AMENDMENT application submitted on SEPTEMBER 5, 2025, by DENIZ ORAK for 3220 CHURCH ST. was deemed complete on October 6, 2025.

Enclosures:

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



Greg Atkinson, M.C.I.P., R.P.P.
Deputy City Planner
GA/nm

October 24, 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: DENIZ ORAK
LOCATION: 3220 CHURCH ST.
FILE NO.: Z-022/25 [ZNG/7326]

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 6, 2025.

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

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

Sincerely,



Brian Nagata
Senior Planner – Development Review (A)

BN/nm

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

- Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.
- Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E.

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

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

Has the Planning Consultation Stage 2 Application been completed? NO ☐ YES ☒ File Number: PC-067/25

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: Deniz Orak Contact: _____
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: Halit Orak Contact: _____
Name of Contact Person

Address: 3220 Church Street

Address: Windsor, ON Postal Code: N9E 1V4

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 3220 Church Street
Windsor, ON

Legal Description LT 91 PL 1248 SANDWICH WEST; PT LT 90 PL 1248 SANDWICH WEST AS IN R901993; WINDSOR
PT LT 92, PL 1248 (CLOSED BY 99723) DESIGNATED AS PTS 1 & 2, PL 12R21376, WINDSOR; S/T EASE OVER PT 2, PL 12R21376 AS IN CE99884

Assessment Roll Number 080-300-03175

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

Frontage (m) 11.5 m (width along Church St) Depth (m) 28.47 m (along Norfolk Street) Area (sq m) 343.1 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
City of Windsor Zoning By-law #8600

Existing Uses Currently being used for residential with an existing single detached dwelling.

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

Previous Uses The previous use is the vacant portion of the Site.

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:

easement shown as Part 2, Plan 12R-21376 for Bell Canada, EnWin Powerlines Limited, and Cogeco Cable Systems Inc.

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

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

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

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

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

A new lot will be created and a new 2 storey, single unit dwelling will be constructed on the north side of the Site.

The existing single detached dwelling will remain.

Access to the Site will be from Church Street with a proposed paved driveway.

A private garage is proposed. A total of 2 parking spaces is proposed.

Why is this amendment or these amendments being requested?

The purpose of the amendment is to create more housing through infill and intensification within an existing settlement area.

The ZBA will allow for a new dwelling on a smaller lot.

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

☒ See Planning Rationale Report

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

☒ See Planning Rationale Report

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

☒ See Planning Rationale Report

☐ See Official Plan Amendment

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

- ☐ NO Continue to Section 8
- ☒ YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.
- ☒ See attached Existing Plan or Sketch of Subject Land

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

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

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

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

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

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

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

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

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

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

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

- ☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

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

12. APPLICATION FEE & OTHER FEES

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

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

APPLICATION FEE

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

Essex Region Conservation Authority (ERCA) Fee Code 53023

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

☒ Open House ☒ Website ☐ Other _____

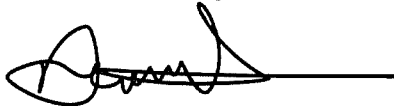
An informal hybrid (in-person and online) public open house was held with area residents and property owners on June 23, 2025.

3 residents attended the open house in person, and there were no residents who attended online

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, Deniz 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

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 19th day of August, 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, Halit 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. to make this application on my behalf.

Name of Agent

X



August 19, 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, Halit 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



August 19, 2029

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.

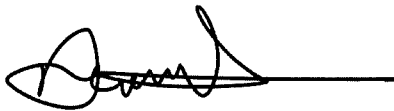
Additional information can be found at:

<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

August 19, 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.

Deniz Orak

Name of Applicant (print)

X



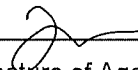
Signature of Applicant

August 19, 2025

Date

Tracey Pilon-Abbs

Name of Agent (print)



Signature of Agent

August 19, 2025

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk
From: Deputy City Planner
Date: October 27, 2025
Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-032/25 [ZNG/7337]
RE: Application For: (X) Zoning Amendment () Official Plan Amendment
() Part Lot Control () Draft Plan of Subdivision/Condominium

Applicant: RAYMAX CONSTRUCTION INC.

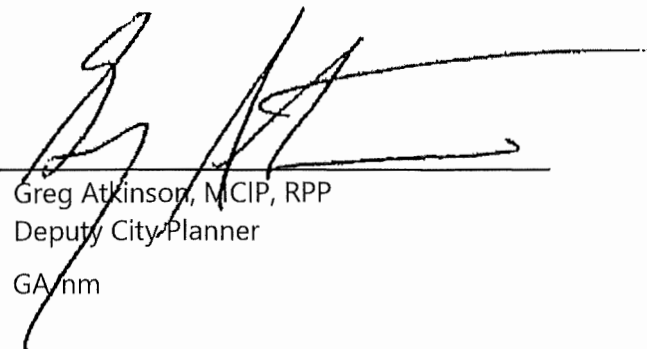
Location: 3025 RIVARD AVE.

Description: Applicant is requesting an amendment to Zoning By-law 8600 to allow for the construction of a two storey, eight (8) unit Multiple Dwelling with a nine-space parking area. The Applicant is requesting an amendment to Zoning By-law 8600 changing the zoning from Residential District 1.1 (RD1.1) to Residential District 3.1 (RD3.1) with a zoning exception to allow the development as proposed.

The ZONING BY-LAW AMENDMENT application submitted on OCTOBER 14, 2025, by RAYMAX CONSTRUCTION INC. for 3025 RIVARD AVE. was deemed complete on October 20, 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

October 24, 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: RAYMAX CONSTRUCTION LTD.

LOCATION: 3025 RIVARD AVE.

FILE NO.: Z-032/25 [ZNG/7337]

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 20, 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
Senior Planner – Development Review (A)

BN/nm

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

- Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.
- Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E.

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

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

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

Staff Use Only

Signature of Staff Planner

Date of Consultation

- | | | | |
|--|--|--|--|
| ☐ 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: Raymax Construction Ltd. Contact: Tony Azar
Name of Contact Person

Address: 12714 Riverside Drive East

Address: Tecumseh, ON Postal Code: N8N 1A3

Phone: 519 995 9800 Fax: _____

Email: tonyazar333@gmail.com

Registered Owner ☒ Same as Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

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

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

Address: 23669 Prince Albert 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 3025 Rivard Avenue
Windsor, ON

Legal Description PT BLK E PL 1636 WINDSOR DESIGNATED AS PART 1 ON PLAN 12R-21843; CITY OF WINDSOR
BLK E PL 1636 WINDSOR BEING PTS 1 & 2 12R17820; S/T R411272; CITY OF WINDSOR

Assessment Roll Number 070-440-14501

If known, the date the subject land was acquired by the current owner: 2025

Frontage (m) 18.29 m Depth (m) irregular Area (sq m) 1,511.8 m2

Official Plan Designation "Residential" according to Schedule "D – "Land Use"

Current Zoning zoned "Residential District 1.1 (RD1.1)" on Map 11 of By-Law 8600

Existing Uses Currently vacant parcel of land

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

Previous Uses The previous use was vacant land for an institutional use
(outdoor greenspace for a place of worship).

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:

existing easement [Part 1, Plan 12R-17820 (Bell Canada)]

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

An application for a Plan of Subdivision or Consent: NO ☐ YES ☒ File: B-018-25

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: "Residential District 1.1 (RD1.1)"
to: site-specific Residential District 3.1 (RD 3.1- S.20(1)XXX)
Proposed uses of subject land: The Applicant intends to develop the Site for residential use.

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

It is proposed to construct a new 2-storey multiple dwelling with a total of 8 residential dwelling units.

On-site parking for 9 spaces is proposed, located in front of the proposed building, with access from Rivard Avenue.

The tenure of the units will be rentals.

Why is this amendment or these amendments being requested?

The purpose of the amendment is to permit more housing as part of intensification and infilling.

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

☒ See Planning Rationale Report

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

☒ See Planning Rationale Report

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

☒ See Planning Rationale Report

☐ See Official Plan Amendment

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

- ☒ NO Continue to Section 8
- ☐ YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.
- ☐ See attached Existing Plan or Sketch of Subject Land

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

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

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

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

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

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

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

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

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

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

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

- ☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

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

12. APPLICATION FEE & OTHER FEES

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

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

APPLICATION FEE

Amendment Type	Code	☒ 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 in person and electronic public open house was held with

area residents and property owners on June 4, 2025, from 6:00 pm to 7:00 pm at the Ambassador Community Church, 3033 Rivard Ave,

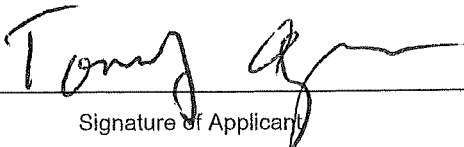
Windsor and via Zoom.

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

X



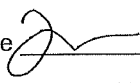
Signature of Applicant

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

Town of Tecumseh

Location of Applicant at time of declaration

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

Declared before me  at the Municipality of Chatham-Kent

Signature of Commissioner

Location of Commissioner

this 2nd day of October, 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

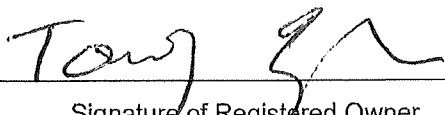
A1. Authorization of Registered Owner for Agent to Make the Application

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, Tony Azar, 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 
Signature of Registered Owner

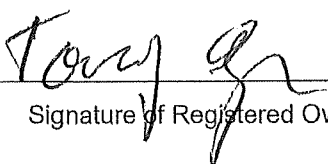
October 2, 2025
Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, Tony Azar,
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 
Signature of Registered Owner

October 2, 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:

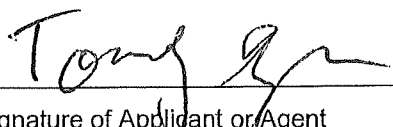
<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

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

X


Signature of Applicant or Agent

October 2, 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

COMMITTEE OF ADJUSTMENT/CONSENT AUTHORITY AGENDA RECORD

PLEASE BE ADVISED THIS MEETING IS CONDUCTED ELECTRONICALLY.

The following applications are scheduled to be heard electronically by the Committee of Adjustment/Consent Authority on Thursday, November 13, 2025 in the order stated below commencing at 3:30 PM or shortly thereafter.

ITEM	FILE #	APPLICANT	LOCATION	REQUEST
1	B-049/25	MOHAMMAD NASERIAN, SARA ETEMAD RAD	940 COUSINEAU RD	CONSENT: Creation of two(2) new lots.
2	A-061/25	VALDORA HOMES INC	732 BRIDGE AVE	RELIEF: Proposed single unit dwelling with attached additional dwelling unit requesting relief for reduced minimum lot width and minimum lot area.
3	A-081/25	NIRANJAN SWAIN, SOUBHAGYA LAXMI SAHOO	2490 GEORGE AVE	RELIEF: Proposed single unit dwelling requesting relief for reduced minimum lot width and lot area, and increased maximum front yard paving and surfacing in a residential district.
4	A-082/25	ZOHEROCK WILLIAMS, ELOUISE WILLIAMS	1010 BRUCE AVE	RELIEF: Proposed detached ADU requesting relief for increased maximum gross floor area.
5	A-083/25	IYAD AL ASI	306 FOCH AVE	RELIEF: Requesting relief for decreased minimum lot area for the retained lot.
6	B-057/25	IYAD AL ASI	306 FOCH AVE	CONSENT: Consent to create a new lot fronting Foch Ave.
7	A-085/25	1000278790 ONTARIO LTD	4617 HOWARD AVE	RELIEF: Requesting relief for decreased minimum lot width.
8	B-058/25	1000278790 ONTARIO LTD	4617 HOWARD AVE	CONSENT: Consent to create a new lot fronting Howard Ave.
9	A-088/25	USMANI ASSETS HOLDING CORP.	460 FRONTENAC AVE	RELIEF: Requesting relief for a decrease in minimum lot width.
10	B-059/25	SAMANA HOMES INC.	2142 DAYTONA AVE	CONSENT: Consent to create a new lot for a semi-detached dwelling.

11	A-84/25	SATVINDER KAUR	3398 RIBERDY RD		RELIEF: Requesting relief for a decrease minimum lot width and area.

In addition, if you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed applications, you must make a written request to the Committee of Adjustment at the address shown below with the specific file number. Please email requests to COAdjustment@citywindsor.ca . **NOTE:** To access the Agenda Record, Comments for the upcoming meeting, and past Committee of Adjustment Minutes, please visit our website at: [Committee of Adjustment Meeting Agenda \(citywindsor.ca\)](http://Committee of Adjustment Meeting Agenda (citywindsor.ca))

Subject: South Windsor Primary Cycling Network Improvements – Ward 9

Reference:

Date to Council: November 10, 2025

Author: Ian Day

Senior Manager of Transportation

519-255-6247 ext. 6053

iday@citywindsor.ca

Public Works - Operations

Report Date: 10/23/2025

Clerk's File #: SW/15056

To: Mayor and Members of City Council

Recommendation:

- I. **THAT** City Council **APPROVE** the Contract Purchase Order with ENWIN Utilities Inc. for the Multi Use Trail (MUT) Installation on Sydney Avenue and Marentette Avenue at a total cost of \$379,719 (including non-refundable HST); and further,
- II. **THAT** the Purchasing Manager **BE AUTHORIZED** to issue a Contract Purchase Order with ENWIN Utilities Ltd – Water Utilities Commission for the purpose of installation of the MUT, to an upset limit of \$379,719 (including non-refundable HST), satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer.

Executive Summary:

N/A

Background:

A connectivity gap currently exists within the City's Regional Cycling Network from the western terminus of E.C ROW Avenue East, south along Devon Drive, west along Sydney Avenue, south along Marentette Avenue and west along Sydney Avenue to Division Road (refer to Appendix A).

Enhancements are proposed (i.e. multi-use path, bike sharrows, dedicated intersection crossings) to address this connectivity gap in the Regional Cycling Network (primary route) in South Windsor. This proposed enhanced segment will connect into new cycling infrastructure that is being constructed along Sydney Avenue (as part of the current Howard Avenue/Division Road construction project) and integrate into the existing network to the west at South Cameron Boulevard.

In addition to the City led project improvements to Howard Avenue/Division Road, ENWIN is concurrently undertaking a water feeder main construction project within the above noted limits (the “ENWIN Project”).

Discussion:

Administration proposes utilizing a portion of its remaining uncommitted 2025 Bikeways Development budget for the installation of a Multi Use Trail (MUT) along Sydney Ave (Division Road to Marentette Avenue) and on Marentette Avenue (both North and South sides of Sydney Avenue) as well as bike sharrow painting and signage along Sydney Avenue (Marentette Avenue to Devon Drive) and on Devon Drive (Sydney Avenue to EC Row Avenue East) (refer to Appendix B).

Based on the escalating cost of labour, materials, traffic control, mobilization and demobilization as well as the current climate in the construction industry, it is deemed the most efficient and cost-effective option to integrate MUT installation in conjunction with the ENWIN Project. As ENWIN’s contractor is currently on site with traffic control in place there would be a substantive savings of mobilization, demobilization and traffic control costs, not to mention cost avoidance of removing new asphalt surface and reinstating the same if this MUT work were to be undertaken by another contractor in a separate standalone project.

In addition to the proposed work to be added to the ENWIN project, the Transportation Maintenance Division will be undertaking the installation of bike sharrows on Sydney Avenue (Marentette Avenue to Devon Drive) and on Devon Drive (Sydney Avenue to EC Row Avenue East), along with installing dedicated PXOs at high traffic intersection areas at Sydney Avenue/Marentette Ave and Devon Drive/EC Row Avenue East as an additional safety enhancement to cyclists and pedestrians.

In addressing this connectivity gap, approximately 13 km of cycling infrastructure would be made contiguous from California Avenue (at Grand Marais Road West) to Lauzon Parkway (at Forest Glade Drive) along this primary east-west cycling network spine. Regional Cycling Network Map is included in Appendix A.

In accordance with Schedule A to Bylaw 93-2012 – Exemptions, Utility or Rail Works Services where the public utility or the railway, as the case may be, carries out works at the behest of the City it is exempt from the application of Purchasing Bylaw 93-2012. As a result, an RFP for a contractor is not necessary given ENWIN’s contractor is able to perform the work on the City’s behalf as they are currently undertaking a major construction project within the noted area.

Climate Change Risks:

Climate Change Mitigation

Shifting to more active forms of transportation assists in the reduction of air pollution, traffic congestion, and associated greenhouse gas emissions.

Climate Change Adaptation

As climate change presents more global and local threats, active transportation provides an alternative and affordable mode of travel, where other methods of travel may not be available.

Financial Matters:

An annual allotment of funding is approved under the capital budget for Bikeway Development Projects, OPS-014-07.

As shown in the table below, the total cost to carry out the MUT installation under this project is approximately \$379,719 (including non-refundable HST) which includes the main construction, a contingency allowance and applicable ENWIN administrative fees. There are no direct tariff impacts to the pricing of materials for this job per confirmation received from ENWIN.

Summary of Costs and Funding:		
Project Costs:		
Construction Costs (including contingency)	\$	365,835
ENWIN non-refundable HST Cost	\$	6,439
ENWIN Administrative Fee (2%)	\$	7,445
Total Project Costs	\$	379,719
Project Funding:		
Bikeway Development Project 7111031	\$	379,719
Total Project Funding	\$	379,719

In addition to the MUT installation costs noted above, the estimated cost to install PXOs, sharrows and associated signage and pavement markings for this project is \$76,000. This infrastructure will be separately installed by the City's Transportation Maintenance Division after the ENWIN project is complete.

There is approximately \$780,000 in uncommitted funds remaining in the Bikeway Development Project 7111031, which is sufficient to fund the \$455,719 (\$379,719 in ENWIN MUT work and \$76,000 in other work) identified above.

Tendering the MUT project separately at a future date is unlikely to yield better contractor pricing than what has been received through ENWIN. A future standalone tender is estimated to cost up to 45% more compared to doing the work now as part of the ENWIN project, considering additional mobilization/demobilization, asphalt restoration, traffic control costs and typical construction inflation.

Conclusion:

Administration recommends the MUT be installed as part of the ENWIN project in 2025. By integrating this work with ENWIN Utilities now, notable project efficiencies and cost savings can be achieved. In addressing this connectivity gap within the City's Regional Cycling Network, approximately 13 km of cycling infrastructure would be made

contiguous from California Avenue (at Grand Marais Road West) to Lauzon Parkway (at Forest Glade Drive) along this primary east-west cycling network spine.

Consultations:

Cindy Becker, Financial Planning Administrator
Prem Patel, Manager of Transportation Planning and Design
Sahar Jamshidi, Manager of Road Safety
Katheleen Quenneville, Schools, and Sustainability Mobility Coordinator
Spencer Johnston, Manager Water Construction and Design (ENWIN Utilities Ltd)

Approvals:

Name	Title
Mike Dennis	Manager, Strategic Capital Budget Development and Control
Dawn Lamontagne	Purchasing Manager (A)
Stacey McGuire	Executive Director of Operations and Deputy City Engineer (A)
David Simpson	Commissioner, Infrastructure Services and City Engineer
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

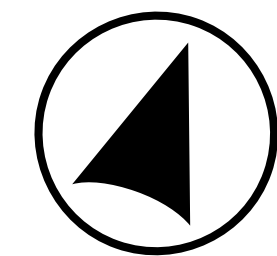
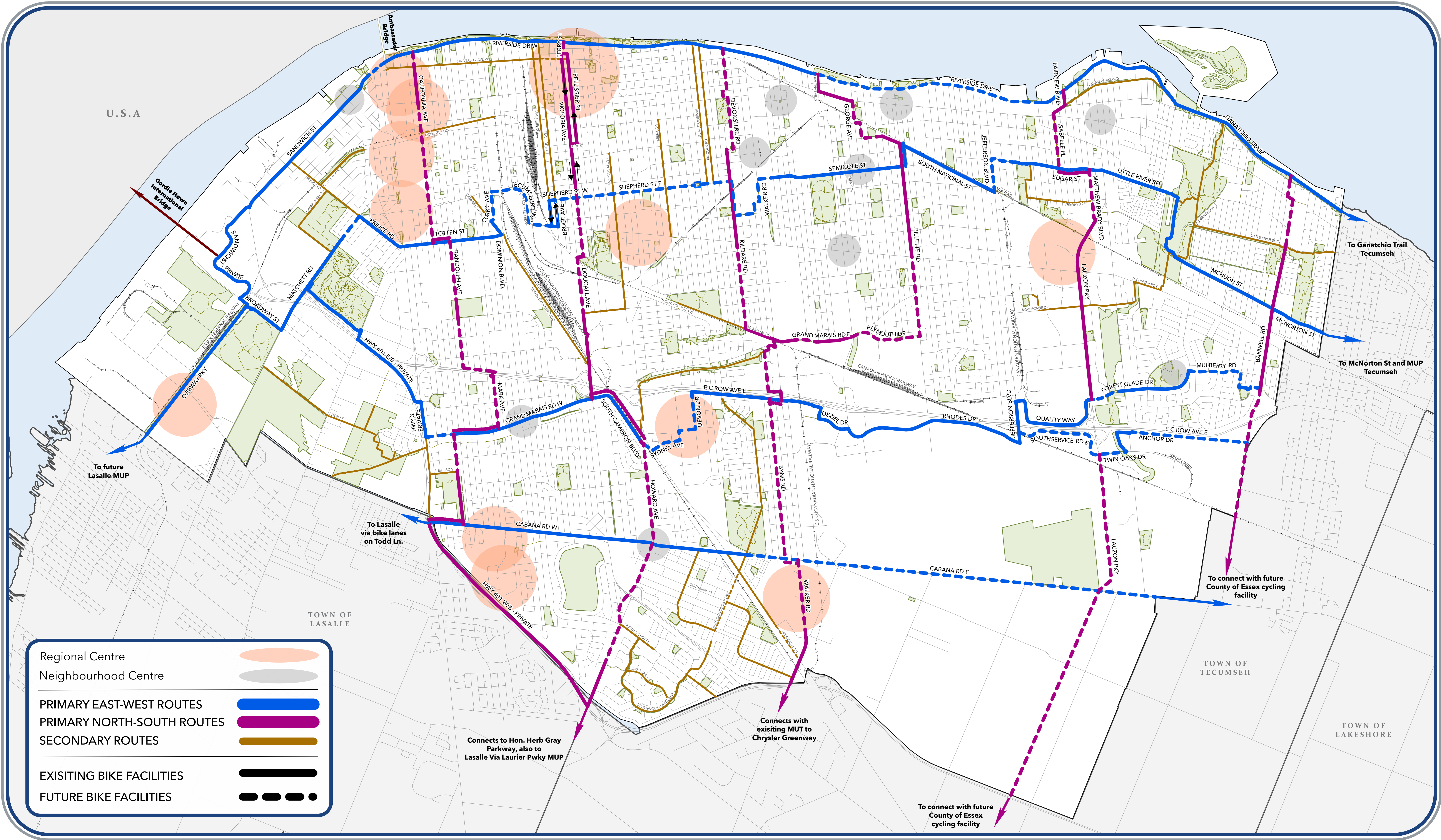
Notifications:

N/A

Appendices:

Appendix A – Regional Cycling Network Map
Appendix B – Cycling Network Improvements – Site Layout

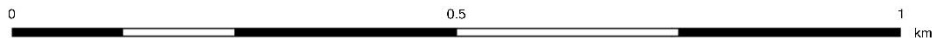
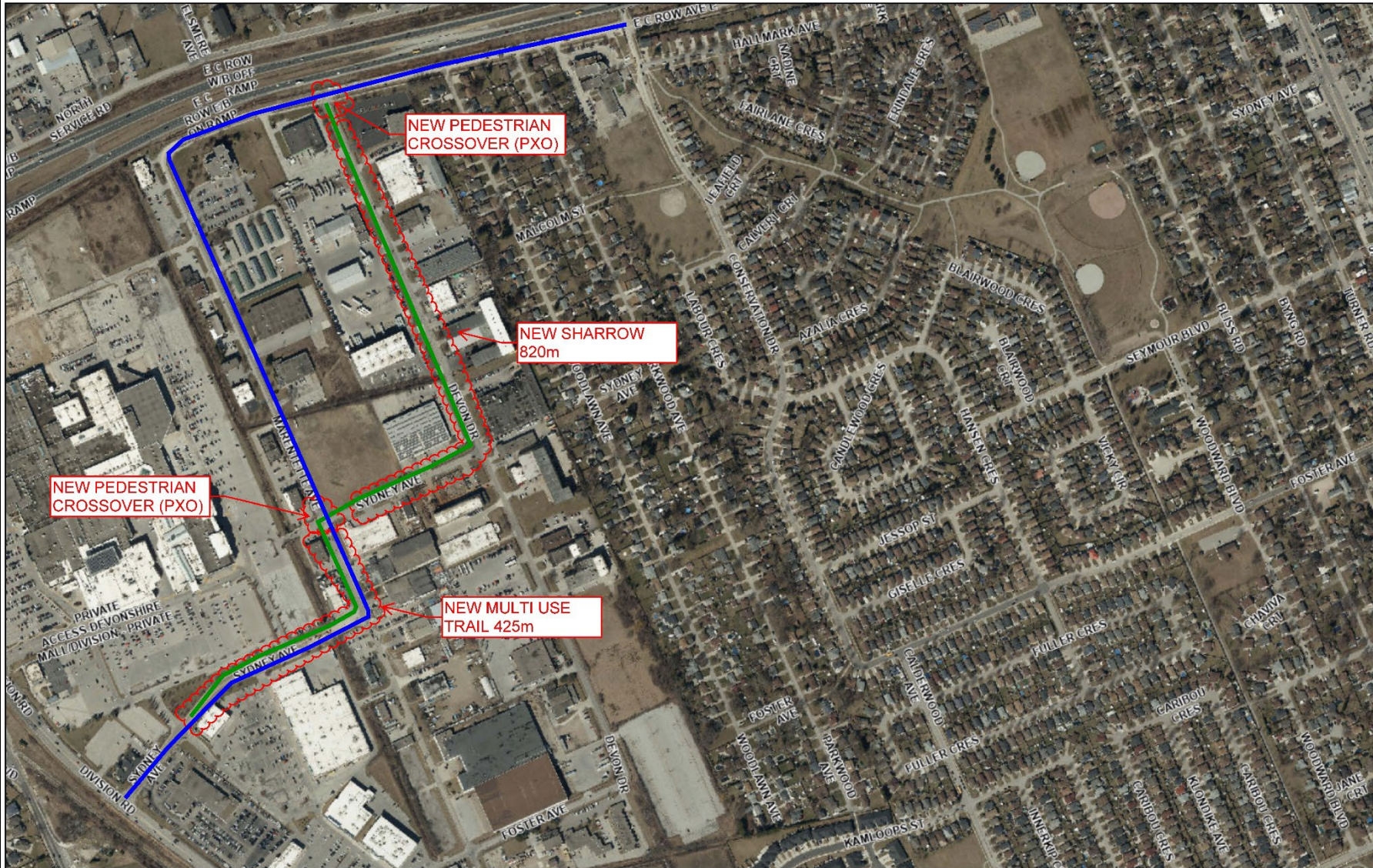
APPENDIX - REGIONAL CYCLING NETWORK MAP





City's Proposed Work

ENWIN ongoing
Watmain Work



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Subject: By-Law for the Abandonment of the Pillette No. 1 Drain (Grand Marais Branch Drain) - Ward 5

Reference:

Date to Council: November 10, 2025
Author: Tom Graziano
Engineer III / Drainage Superintendent
(519) 255-6257 Ext. 6490
tgraziano@citywindsor.ca
Development – Engineering
Report Date: 10/14/2025
Clerk's File #:

To: Mayor and Members of City Council

Recommendation:

- I. That Council **GIVE 3rd READING** to Provisional By-law 156-2025 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), in accordance with Section 58 of the Drainage Act, R.S.O 1990, by **PASSING** By-law ____-2025.

Executive Summary:

N/A

Background:

The Pillette No. 1 Drain is a municipal drain and is located on City of Windsor property within the upper Grand Marais watershed. It serves as the storm outlet for the lands between Central Avenue and Pillette Road, from Grand Marais Road to Plymouth Road. The Pillette No. 1 Drain has been enclosed over the years from Tourangeau Road to Pillette Road, with an open section remaining from the Central Pond just east of Central Avenue, to just west of Tourangeau Road.

On February 26, 2024, Council initiated the abandonment of the Grand Marais Branch Drain, also known as the Pillette No. 1 Drain, under Section 84 of the Drainage Act through CR77/2024. On March 6, 2024, notices were issued to affected property owners, providing ten days to notify the clerk if they require an engineer's report for the proposed abandonment. A request was received, and Landmark Engineers Inc. was appointed under Section 84(3) through CAO 266/2024.

The engineer's report titled, "Grand Marais Branch Drain Abandonment Under Section 84(3) of the Drainage Act" and dated August 1, 2025, did not recommend against the abandonment (refer to Appendix 1).

At the City Council Meeting of September 22, 2025, Council approved the abandonment of the drain. Council Resolution CR395/2025 approved the first and second readings of Provisional By-law 156-2025. The engineer's report did not include any assessments, allowances, or compensation. Therefore, a Court of Revision meeting was not required.

Discussion:

Following passage of the provisional by-law, a copy was mailed to all affected property owners, along with notice of their right to appeal to the Agriculture, Food and Rural Affairs Tribunal. No appeals were received and Council may proceed with the third and final reading of the by-law.

Risk Analysis:

A minor risk associated with the abandonment of the drain is that, once it is no longer classified as a municipal drain under the *Drainage Act*, certain maintenance protocols and streamlined approval processes will no longer apply. These protocols were established to facilitate approvals from agencies such as the Essex Region Conservation Authority (ERCA) and to satisfy requirements under the *Fisheries Act* and the *Ontario Endangered Species Act*.

However, this is offset by the benefit that the City will no longer be required to follow the rigorous procedural framework of the Drainage Act for future improvements or modifications to the drain. This will provide greater flexibility and efficiency in managing the infrastructure as part of the City's broader stormwater system.

Climate Change Risks:

Climate Change Mitigation

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

Climate Change Adaptation

Future significant storms are likely to occur again and could lead to further instances of flooding within the City. While there will always be the risk of flooding, the risk can be mitigated by taking steps to reduce the amount of storm water entering into the sewer system. Drain improvements will improve the conveyance capacity of the system, reducing the potential risk of property damage to residents.

Financial Matters:

In accordance with the *City of Windsor Act, 1968*, the City has historically funded municipal drain maintenance through either the general tax levy or the sewer surcharge levy, depending on location. Following its abandonment under the *Drainage Act*, the Grand Marais Branch Drain (Pilette No. 1 Drain) will no longer be subject to the provisions of either the *Drainage Act* or the *City of Windsor Act, 1968*. However, the drain will continue to function as part of the City's municipal stormwater infrastructure and be maintained accordingly.

The only costs incurred are the cost of a survey in the amount of \$6,850 and the cost of the engineer's report in the amount of \$19,232.60, for a total of \$26,082.60 (excl. HST).

This amount is charged to Project ID 7086004 - Municipal Drains Program - Drainage Reports and Assessments.

The Financial Planning Administrator for Engineering has confirmed that there is approximately \$1.07M in available funding remaining in this project after commitment of the cost of the report and survey. The balance of funds will be used for ongoing reports for Municipal Drains as required.

Consultations:

Aaron Farough, Senior Legal Council
Kathy Buis, Financial Planning Administrator
Roberta Harrison, Manager, Maintenance Operations
Michael Dennis, Manager, Strategic Capital Budget Development and Control

Conclusion:

Administration recommends that City Council give third and final reading to pass the by-law to abandon the Grand Marais Branch Drain (Pillette No. 1 Drain) in the City of Windsor.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager of Performance Measurement and Business Case Development
Patrick Winters	Manager of Development
Colleen Middaugh	Executive Director of Engineering / Deputy City Engineer (A)
David Simpson	Commissioner, Infrastructure Services and City Engineer
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance and Chief Financial Officer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
Essex Region Conservation Authority Attn: James Bryant		

Appendices:

1. Engineer's report titled, "Grand Marais Branch Drain Abandonment Under Section 84(3) of the Drainage Act"



August 1, 2025

Project No.: 24-036

City of Windsor
310-350 City Hall Square West
Windsor, ON N9A 6S1

**Re: Grand Marais Branch Drain Abandonment
 Under Section 84 (3) of the Drainage Act**

Dear Mayor and Council:

Pursuant to instructions received from the City's Drainage Superintendent, Mr. Tom Graziano, we have completed our assessment into the proposed abandonment of the Grand Marais Branch Drain and are pleased to provide our report thereon.

Background

On October 14, 2019, Landmark issued a report entitled "Drainage Report for the Grand Marais Drain City of Windsor – County of Essex", which defined the Grand Marais Drain within the City of Windsor. Included in the report was a recommendation to abandon the Pillette No. 1 Drain and to establish the Grand Marais Branch Drain in its place. We understand that that report was adopted by bylaw.

At this time, we understand that the City wishes to proceed with abandonment of the Grand Marais Branch Drain – the segment of drain that extends from Plymouth Drive to Tourangeau Avenue. The balance of this report addresses the warrants for its abandonment.

Usual Basis of Assessment

The Drainage Act is very clear with regard to the usual circumstances under which a municipal drain would be abandoned, more specifically:

- The drain may have been physically removed by storm sewers due to development
- The drain is sufficiently old, undersized or out of repair

2280 Ambassador Drive
Windsor, Ontario
Canada
N9C 4E4

Phone:
(519) 972-8052
Fax:
(519) 972-8644

www.landmarkengineers.ca



Professional Engineers
Ontario

- The drain cannot be maintained to the standards of the original engineer's report
- The Drain has been built over or destroyed
- The drain no longer serves a useful purpose
- Property owners are unwilling to invest in improvements or assessment schedule updates to the drain (Section 76 or 78)

We note that none of the foregoing circumstances apply to the proposed abandonment. Rather the City has identified that the designation of "municipal drain" may limit flexibility for future infrastructure planning and coordination. As such the City is seeking to streamline its approach while maintaining the same level of service. We note that the entire segment of drain to be abandoned lies on either City owned lands, or lands over which the City has secured right-of-way.

In accordance with Section 84(2) of the *Act*, the City issued a notice to potentially affected residence of its intention to abandon the Pillette No. 1 Drain, and a request for preparation of a report under Section 84(3) was received from the owners of 2746 Cappelletto Road. A copy of the request is appended heret. The City subsequently appointed Landmark Engineers Inc. to prepare a report on the matter.

On-Site Meeting

An on-site meeting was held on May 22nd. A copy of the notice and minutes of the meeting are attached hereto, and a summary of the meeting is provided below.

It was emphasized that the proposed abandonment would not have any immediate effect on the drain. Mr. Graziano expressed the City's commitment to continuing to maintain the drain. Some attendees expressed their objection to the proposed abandonment, without indicating a clear reason.

Summary of Assessment

As noted, none of the usual reasons for abandonment are applicable to the City's intention to abandon the Grand Marais Branch Drain. More specifically, the subject segment of drain is remnant from the Pillette Drain No. 1, and continues to function in the intended manner. It was incorporated into a report that was adopted by the City for the Grand Marais Drain in 2019, renamed then as the Grand Marais Branch Drain. Following a review of current practices and infrastructure needs, the City has determined that continued maintenance under the drainage Act is no longer necessary or beneficial for this segment of drain.

We note that the City had originally sent out the notice under Section 84(2) of the *Act*, mistakenly referring to the subject segment of the drain as the Pillette Drain No. 1. This is of no consequence to the present undertaking, since the outcome would have been exactly the same – request under Section 84(3) for preparation of this engineer's report. This report addresses the request that was received.

Regarding our assessment of the appropriateness for abandonment of the drain, we note the following:

- The subject segment of drain continues to serve its intended purpose. It conveys stormwater from upstream land parcels and is sized appropriately for the intended function. The drain has experienced significant overgrowth along the drain banks and therefore would benefit from a substantial clearing and grubbing of trees and woody vegetation pursuant to the maintenance recommendations provided in the 2019 report for the Grand Marais Drain.
- Abandonment of the drain would not change anything in terms of service or maintenance of the drain. Due to the manner in which the City implements the *Drainage Act* in terms of assessments, the cost to maintain the drain would continue to be borne by the City's general tax levy, rather than the direct beneficiaries of the maintenance works. If the drain is abandoned under the *Act*, the obligation for the City to maintain the drain would not change. Rather than undertaking maintenance under the *Act*, maintenance would be undertaken under the Municipal Act, which authorizes municipalities to provide, manage and maintain such systems.
- Abandonment of the drain will not physically alter the existing drain. It will remain functional and in place, with future maintenance being undertaken by the City under the provisions of the *Municipal Act* in lieu of the *Drainage Act*. We would recommend that the drain be maintained in accordance with the recommendations provided in our aforementioned report entitled "Drainage Report for the Grand Marais Drain City of Windsor – County of Essex".
- A significant aspect of the *Drainage Act* is the authority it grants to municipalities to trespass on private property. We note that the City owns or controls (through easements) all lands associated with the drain. Therefore, the *Drainage Act* is not required to secure access for future maintenance or improvements of the drain segment.
- While the Municipal Act does not impose a statutory duty to maintain stormwater infrastructure, it authorizes municipalities to provide, manage, and maintain such systems. This authority is supported by legislation such as the OWRA, EPA, Planning Act, and Conservation Authorities Act. If the drain is abandoned, it would be the City's intention to maintain the drain under this alternative legislation. Local by-laws reinforce the City's role in managing and funding stormwater infrastructure, including Sewer Use By-law 11446, Stormwater Service Charge By-law 171-2024, Wastewater Service Charge By-law 172-2024, and the City's Stormwater Management Requirements.

Adverse consequences of abandoning the drain under the *Drainage Act*:

There are two potential disadvantages to removing the Municipal Drain designation.

One concerns the lost ability of the drainage community to directly petition the City under the *Drainage Act* to undertake improvements and repairs, when the drainage community feels such works are warranted. As noted, the City maintains the same ability to undertake repairs or improvements when the City deems works are warranted, in the same manner that the City has the ability to maintain its storm sewer system within its jurisdiction.

The second disadvantage concerns the regulatory approval process. A principal reason that the City commissioned the 2019 Grand Marais Drain report was to simplify the approval process for future works from a natural heritage perspective. For example, improvements along the drain that had been undertaken in 2012 and 2014 were subjected to very rigorous approval process in terms of habitat impacts. In comparison, projects undertaken under the *Drainage Act* were subject to registration of the project by the proponent, in lieu of seeking authorization with the MNRF. Abandonment of the segment of drain may subject any future improvements or maintenance works to more rigorous environmental review under such legislation as the provincial *Endangered Species Act*, and potentially the federal *Fisheries Act*. We understand that the City remains committed to maintaining the drain and will continue to navigate applicable regulatory requirements as it does for other infrastructure projects.

Cost Estimate

No physical works are associated with the subject drain abandonment and therefore there are no associated costs, except for the cost of this report. The total engineering fees associated with this undertaking, related to attendance at the onsite meeting and preparation of this report total **\$19,232.60** all of which shall be assessed to the City of Windsor pursuant to CR388/2007.

Conclusion

Our assessment revealed that the usual criteria for abandonment of a drain is not realized with the subject segment of drain. Notwithstanding, if the City prefers to abandon the drain, it can do so without compromising any of the significant interests of the drainage community, or significant aspects of the *Drainage Act*. It is proposed that the segment of drain will remain unaffected and that future maintenance would be undertaken by the City under alternative legislation such as the City's Sewer Use By-law 11446, Stormwater Service Charge By-law 171-2024, Wastewater Service Charge By-law 172-2024, and the City's Stormwater Management Requirements.

If you have any questions or concerns regarding this proposal, please do not hesitate to call.

Yours truly,

Landmark Engineers Inc.



Daniel M. Krutsch, P.Eng.
Encl.

Notice that Report of Engineer is Required for the Proposed Abandonment of a Drain

Drainage Act, R.S.O. 1990, c. D.17, subs. 84(3)

To: The Clerk of the Corporation of the City of Windsor

In response to your Notice of Abandonment of Drainage Works for the Pillette No.1 Drain
(Name of drain)

drain dated 2024/03/22, I/we hereby require a report of an engineer to be made on the proposed
Date (yyyy/mm/dd)

abandonment of the above mentioned drainage works or part thereof.

Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

2746 Cappelletto Road

Ward or Geographic Township

Ward 5

Parcel Roll Number

070-420-09029-0000

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name

and corporate position of the authorized officer. Only the owner(s) of the property may require an Engineer's Report.

Partnership

Partnership (Each partner in the partnership must complete this section).

Name (Last Name, First Name)	Signature	Date (yyyy/mm/dd)
Liszewski, Derrick		2024/03/22
Liszewski, Amanda		2024/03/22

Enter the mailing address and primary contact information of primary property owner below:

Last Name

Liszewski

First Name

Derrick

Middle Initial

M

Mailing Address

Unit Number

na

Street/Road Number

2746

Street/Road Name

Cappelletto Rd.

PO Box

City/Town

Windsor

Province

Ontario

Postal Code

N8W 5N1

Telephone Number

519 974-7382

Cell Phone Number (Optional)

226 344-1845

Email Address (Optional)

dlszewski@gmail.com

May 7, 2025

TO: All Property Owners Affected

**RE: NOTICE OF ON-SITE MEETING FOR THE ABANDONMENT OF DRAINAGE WORKS
Grand Marais Branch Drain (Pillette No. 1 Drain) – Pillette Road to Grand Marais Drain**

Take notice that the Council of the City of Windsor, in accordance with section 84(2) of the *Drainage Act*, has decided to abandon the subject drainage works. In accordance with section 84(3) of the *Drainage Act*, an affected property owner has requested that an engineer's report be prepared to examine the drainage works and report recommendations as to the proposed abandonment. The City of Windsor has appointed the engineering firm of Landmark Engineers as represented by Dan Krutsch, P. Eng, to prepare the report.

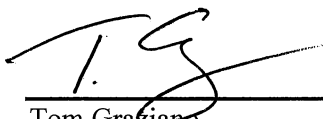
In accordance with section 9(1) of the *Drainage Act*, you as an owner of property affected, are requested to attend an on-site meeting with the appointed engineer to examine the area and site of the proposed abandonment of the drainage works.

The meeting will take place:

Date	Time	Location
Thursday, May 22, 2025	10:00 a.m.	Vacant Property at Intersection of Tourangeau Rd and Anthony Court 350

If you do not attend the meeting, it will proceed in your absence. If you are affected, you will continue to receive notifications as required by the *Drainage Act*.

Should you have any questions or concerns regarding the proposed abandonment of the drainage works please do not hesitate to contact Tom Graziano, Drainage Superintendent at (519) 255-6100, Extension 6490 or via email at TGraziano@citywindsor.ca.



Tom Graziano
Drainage Superintendent

TG/sl

Attachments: Previous Notice of Abandonment of Drainage works dated March 6, 2024

Cc: Ward 5 Councillor Ed Sleiman
Commissioner of Infrastructure/City Engineer, Attn: David Simpson
Executive Director of Engineering/Deputy City Engineer, Attn: Stacey McGuire
Manager Engineering Development, Attn: Patrick Winters

City Clerk, Attn: Steve Vlachodimos
PW Operations, Attn: Phong Nguy
PW Operations, Attn: Roberta Harrison
Landmark Engineers, Attn: Dan Krutsch



Office of the Commissioner of
Infrastructure Services / City
Engineer

March 6, 2024

Dear Property Owner:

Re: **NOTICE OF ABANDONMENT OF DRAINAGE WORKS**
Pillette No. 1 Drain – Pillette Road to Grand Marais Drain (East of Central Avenue)

Take notice that the Council of the Corporation of the City of Windsor, in accordance with section 84(2) of the Drainage Act, has decided upon its own initiative, to abandon the subject drainage works.

Abandonment of the drainage works means that the Pillette No. 1 Drain will no longer be deemed a Municipal Drain under the Drainage Act. The City of Windsor will no longer have the opportunity to assess costs related to repairs or maintenance of the drainage works directly to individual property owners who benefit from said improvements, or any other provisions of the Drainage Act. **The drainage works will continue to exist and function, and the City of Windsor will continue to maintain the enclosed and open sections of the drainage works after it has been abandoned.** The change in classification of the drainage works will have no functional impact to residents or their properties.

Recipients have ten days from the date this notice was sent to notify the Clerk's Office (clerks@citywindsor.ca) that you require the report of an engineer to be made on this proposed abandonment. A copy of the form "Notice that Report of Engineer is required for the Proposed Abandonment of a Drain" is available at the municipal office or online at <https://forms.mgcs.gov.on.ca/en/dataset/003-0201>.

If after ten days an engineer's report has not been requested, the municipality intends to pass a by-law abandoning the drainage works.

Should you have any questions or concerns regarding the proposed abandonment of the drainage works please do not hesitate to contact Tom Graziano, Drainage Superintendent at (519) 255-6100, Extension 6490 or via email at TGraziano@citywindsor.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anna Ciacelli'.

Anna Ciacelli
Deputy City Clerk

TG/sl

Attachments: Map of Location of the Subject Drainage Works

City of Windsor | 350 City Hall Square West | Windsor, ON | N9A 6S1
www.citywindsor.ca



Notice of Abandonment of Drainage Works
Pillette No. 1 Drain from Pillette Rd to Grand Marais Drain

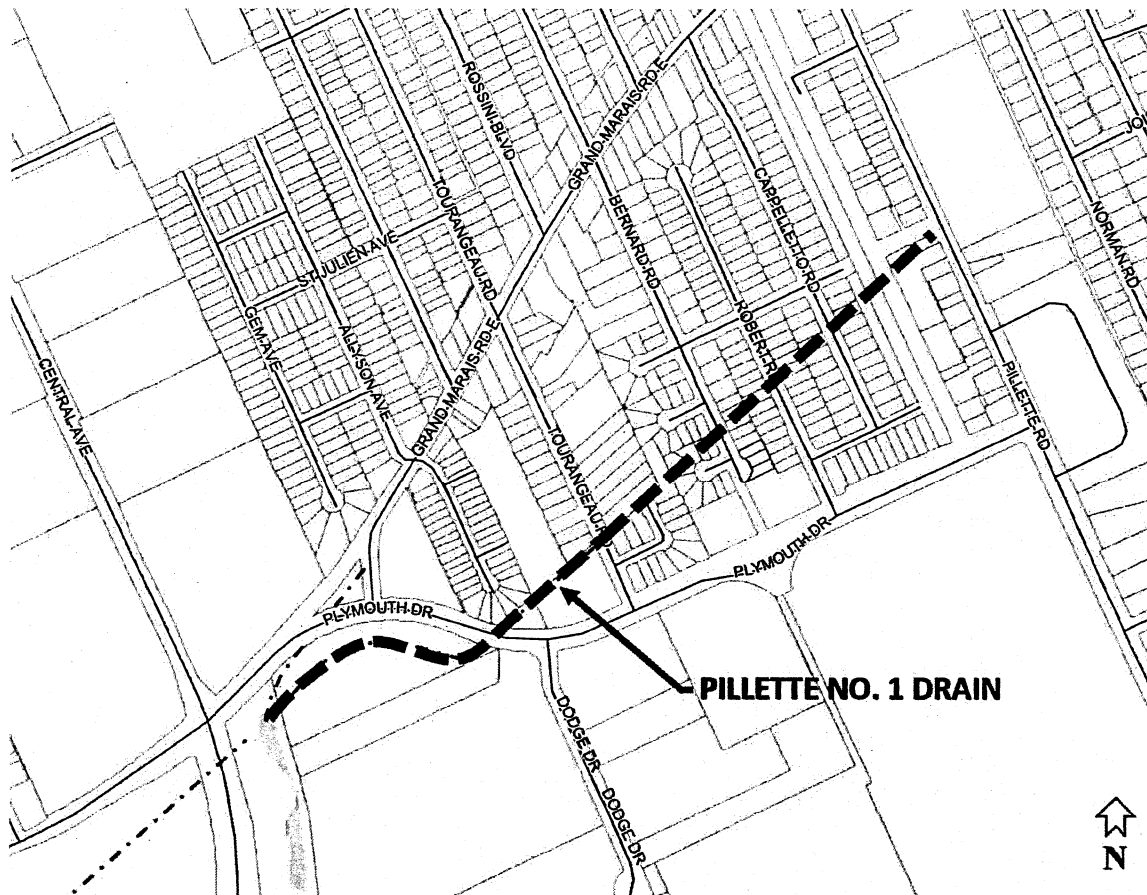
cc: Ward 5 Councillor Ed Sleiman
Supervisor Council Services/Deputy City Clerk, Attn: Anna Ciacelli
311 Contact Centre
Commissioner of Infrastructure/City Engineer, Attn: Mark Winterton
Executive Director of Engineering, Attn: Stacey McGuire
City Solicitor, Attn: Wira Vendrasco

Manager Engineering Development, Attn: Patrick Winters
Drainage Superintendent, Attn: Tom Graziano
PW Operations, Attn: Phong Nguy
PW Operations, Attn: Roberta Harrison
Engineering Geomatics, Attn: Carter Day

Notice of Abandonment of Drainage Works
Pillette No. 1 Drain from Pillette Rd to Grand Marais Drain

Map of Location of the Subject Drainage Works

Pillette No. 1 Municipal Drain
Pillette Road to Grand Marais Drain (East of Central Avenue)



**Record of On-Site Meeting
Grand Marais Branch Drain Abandonment
City of Windsor**

Date: 22 May 2025
Time: 10:00 a.m.
Location: Tourangeau Road (South of Drain)
Windsor, Ontario

Attendance: Maria Patrick – 2646 Robert Rd
Robert Davis – 2688 Tourangeau Rd
Bruce Pickering – 2726 Tourangeau Rd
Olawasean Sotannde – 2714 Robert Road
Daniel Garneau – 2639 Bernard Rd.
Bill Boucas – 2681 Bernard Rd.
T. Ballentine – 2710 Cappelletto Rd.
V. Rezler – 2758 Cappelletto Rd.
K. Abbas – 2669 Robert Rd
Christine Stengel – 2687 Bernard Rd.
Igor Dzaic – 4112 Anthony Crt
Tom Graziano – City of Windsor
Dan Krutsch – Landmark Engineers Inc.

The following is a general summary of the items discussed at the above-noted meeting.

Item

1.0 Review Agenda and Highlight Purpose of Meeting

The purpose of the meeting was reviewed. The meeting intent was to provide information to all property owners and stakeholders in an open forum and obtain feedback on the proposed abandonment of the Grand Marais Branch Drain. Convening of an on-site meeting is prescribed under Section 9(1) of the *Act* for this purpose.

2.0 Present Brief History and Background

Some relevant history was provided. A report under the *Drainage Act* was filed in 2019, which established The Grand Marais Branch Drain and effectively abandoned the Pilette No. 1 Drain. The current undertaking has been initiated by the City to abandon the Grand Marais Branch Drain. If abandoned, the drain will no longer be maintained under the Drainage Act, but instead it will be deemed infrastructure under the Municipal Act. No physical changes or alterations to the open drain are proposed at this time. If maintenance or improvements are

proposed in the future, then the works would be undertaken by the City under the Municipal Act.

3.0 Discussions

Attendees asked what is happening on the vacant lands west of the properties that front Tourangeau Rd. Neither Mr. Graziano nor Mr. Krutsch had any knowledge of the particulars of any proposal for the site.

Concerns were expressed with regard to the overgrown condition of the open channel. Most of the residents present expressed interest in seeing the drain cleaned.

One resident expressed concern with the historic disposal of excavated material adjacent to the drain. It was expressed by Mr. Krutsch that if the drain ever required excavation, excavated material would probably be trucked away from the site.

Bill Boucas objected to the proposed drain abandonment. Other attendees were not sure whether to oppose or consent to the abandonment. Mr. Krutsch explained that when the City mailed out the notice to residents, someone requested preparation of a report under Section 84(3) of the *Act*.

Messrs. Krutsch and Graziano expressed that abandonment of the drain under the Act will not have any immediate effect on the drain or properties that drain to it. Abandonment will change the way that approvals are undertaken. Some of the changes would make the process of maintenance simpler and some may make it more difficult (e.g., Endangered Species Act compliance).

The meeting was adjourned at approximately 11:30 a.m.

This meeting summary was prepared by Mr. Daniel M. Krutsch, P.Eng.

Subject: Proposed Partial Expropriation of Various Lands Required for the Cabana Road East Improvements from 9th Concession to Eastern City Limits - Ward 9

Reference:

Date to Council: November 10, 2025
Author: Aaron Farough
Senior Legal Counsel
519- 255-6100 x 6850
afarough@citywindsor.ca
Legal Services, Real Estate & Risk Management
Report Date: 10/20/2025
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 interests of the properties described in Appendix "A" attached hereto, for the purposes of the Cabana Road East Improvements from 9th Concession to eastern City Limits; and further,
- II. THAT City Council **PASS** By-law XX-2025 at this meeting of Council.

Executive Summary:

N/A

Background:

The Lauzon Parkway Improvements Class Environmental Assessment Study (the Class EA Study) was approved in 2014, which included planned improvements to the Cabana Road East corridor (formerly County Road 42).

City Council approved the Lauzon Parkway and County Road 42 Infrastructure Improvements Project (7197000) for the multi-phased corridor improvement work related to the Class EA Study.

CAOP 149/2023 approved retaining Stantec Consulting Ltd. for the design and tender of Cabana Road East (formerly County Road 42) from 9th Concession to the east City limit, and Lauzon Parkway between the CP Tracks to Cabana Road East under RFP 107-23 on October 27, 2023.

The property requirements for utility relocations and road widening on both Cabana Road East and Lauzon Parkway have been determined as part of the detailed design by Stantec.

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.

Corporate Administrator Disclosure

1741078 Ontario Inc.

- Abdul Karim Habib, President, Secretary and Treasurer

1903330 Ontario Limited

- Anthony Grossi, Director

386823 Ontario Limited

- William Balazs, President and Secretary
- Theresa Balazs, Vice-President

Sikh Cultural Society of Metropolitan Windsor

- Manjinder Singh Kooner, President
- Joga Singh, Treasurer

Risk Analysis:

Without these lands, the planned road improvements could not be completed.

Climate Change Risks:

Climate Change Mitigation

N/A

Climate Change Adaptation

N/A

Financial Matters:

Independent appraisals have 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, updated appraisals will be required.

While expropriation is being undertaken, the purchase of two properties required for this project are also in the process of being completed. Based on the funds budgeted for land acquisitions and appraisals for this phase of the project (7197000 – Lauzon Parkway and County Road 42 Infrastructure Improvements) there is a sufficient balance to complete these acquisitions.

Consultations:

Denise Wright – Manager, Real Estate Services
Rosa Maria Scalia – Financial Planning Administrator
Kathy Buis – Financial Planning Administrator
Rajan Ray – Engineer II

Conclusion:

Acting as the approving authority, City Council may make whatever decision it feels appropriate. Expropriating the subject lands would provide the City with the lands it requires to complete this portion of road improvements along Cabana Road East. 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
David Simpson	Commissioner, Infrastructure Services and City Engineer
Michael Dennis	Manager, Strategic Capital Budget Development & Control
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

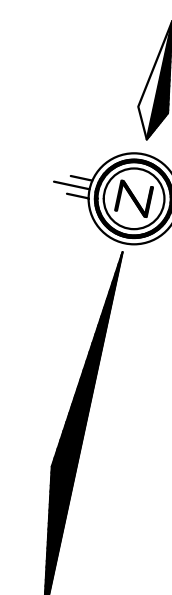
Appendices:

- A Legal Description of the Lands to be Expropriated
- B Reference Plan 12R30209
- C Reference Plan 12R30210
- D Reference Plan 12R30215
- E Reference Plan 12R30230

APPENDIX “A”

Owner	Municipal Address	Land to be Expropriated	Type of Acquisition
1741078 Ontario Inc. & 1903330 Ontario Limited	0 Cabana Road East	Part Lots 18 and 19, Conc. 9 being Parts 5 and 6 on Plan 12R-30209; Windsor; being Part of PIN 75236-0069 (LT)	Partial Taking Fee Simple
386823 Ontario Limited	6825 Cabana Road East	Part Lot 18, Concession 9, Sandwich East, as in R959291, designated as Parts 3 and 4 on Plan 12R-30209; Windsor; being Part of PIN 75236-0066 (LT)	Partial Taking Fee Simple
Magdalena Ofner	7816 Cabana Road East	Part Lots 126 and 127 (McNiff), Concession 3, designated as Parts 13, 14 and 15 on Plan 12R-30215; Windsor; being Part of PIN 01408-1237 (LT)	Partial Taking Fee Simple
Sikh Cultural Society of Metropolitan Windsor	7955 Cabana Road East	Part Lot 19, Concession 10, Sandwich East designated as Parts 5 and 6 on 12R-30215; Windsor; being Part of PIN 75238-0133 (LT)	Partial Taking Fee Simple
Sikh Cultural Society of Metropolitan Windsor	7847 Cabana Road	Part Lot 19, Concession 10, Sandwich East designated as Parts 3 and 4 on 12R-30215; Windsor; being Part of PIN 75238-0132 (LT)	Partial Taking Fee Simple
Surinder Kaur Soor	7900 Cabana Road East	Part Lot 137, Concession 3, Sandwich East, designated as Parts 11 and 12 on 12R-30215,	Partial Taking Fee Simple

		Windsor; being Part of PIN 01408-1279 (R)	
Sister Patricia Rosemary St. Louis & Sister Mabel Theresa St. Louis	0 Cabana Road East	Part Lot 138, Concession 3, Sandwich East, designated as Parts 7 and 8 on Plan 12R- 30215; Windsor; being Part of PIN 01408- 2158 (LT)	Partial Taking Fee Simple
Peter William Nykilchuk	7300 Cabana Road East	Part Lot 125 (McNiff) Concession 3, Sandwich East, Concession 3, designated as Parts 1 and 2 on 12R-30209 and Part 1 on Plan 12R-30210; Windsor; being Part of PIN 01408-1238 (LT)	Partial Taking Fee Simple
Farhi Corp.	5855 Cabana Road East	Part Lot, Concession 8, Sandwich East, as in R207769; Tecumseh, designated as Part 1 on 12R-30230; Windsor being Part of PIN 75236-0006 (LT)	Partial Taking Fee Simple
Iulian Radu Mititean and Susana Eugenia Garcia Perdomo	8068 Cabana Road East	Part Lot 137, Concession 3, Sandwich East, as in R1359180, Windsor, designated as Parts 9 and 10 on Plan 12R- 30215; being Part of PIN 01408-1280 (R)	Partial Taking Fee Simple



NOTE

BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS 'A' AND BY REAL TIME NETWORK OBSERVATIONS AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0).

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURD AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.R.G. 525/91.

ALL BEARINGS AND DISTANCES BETWEEN FOUND SURVEY MONUMENTS
AGREE WITH PLAN 12R-30014

PARTS SCHEDULE				
PART	LOT	CON/PLAN	P.I.N.	AREA (m ²)
1			2818.5	
2	LOT 125	CONCESSION 3	PART OF 01408-1238	42.0
3				474.0
4	LOT 18		PART OF 75236-0066	20.2
5		CONCESSION 9		1513.0
6	PART OF LOTS 18 and 19		75236-0069	61.1

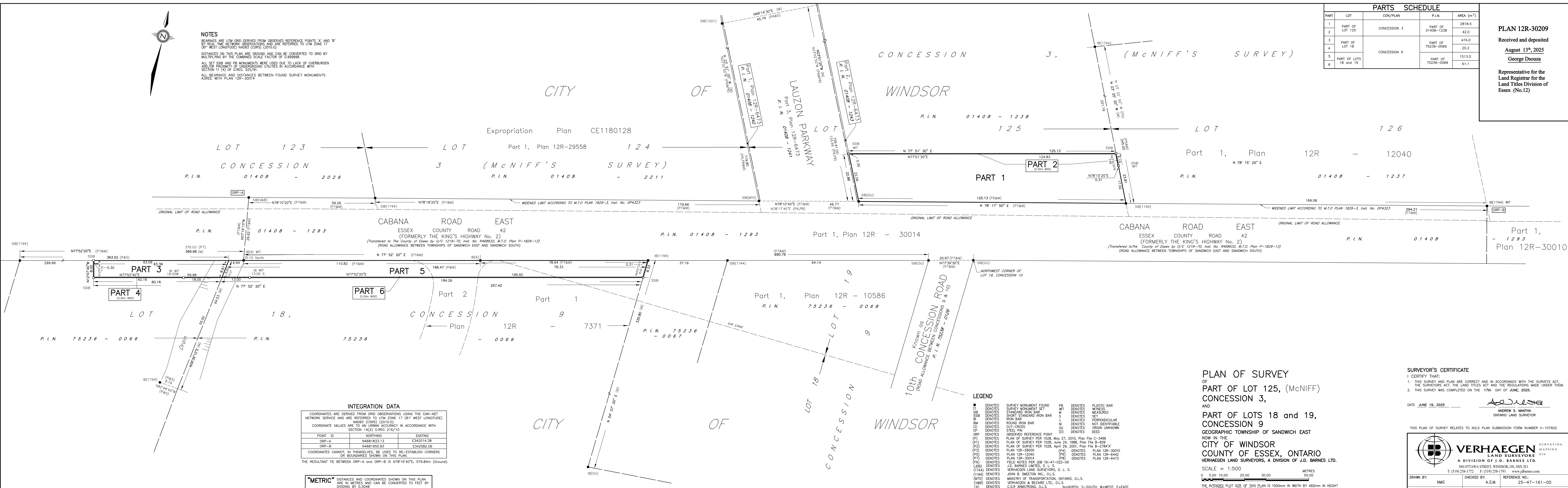
PLAN 12R-30209

Received and deposited

August 13th, 2025

George Dsouza

Representative for the
Land Registrar for the
Land Titles Division of
Essex (No.12)



PLAN OF SURVEY

9

PART OF LOT 125, (McNIFF)
CONCESSION 3,

A

PART OF LOTS 18 and 19,
CONCESSION 9

GEOGRAPHIC TOWNSHIP OF SANDWICH EAST
NOW IN THE

CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO
VERHAEGEN LAND SURVEYORS, A DIVISION OF J.D. BARNES LTD.

SCALE = 1:500

SCALE = 1:500

0 5.00 10.00 20.00 30.00 50.00 METRES

THE INTENDED PLOT SIZE OF THIS PLAN IS 1500mm IN WIDTH BY 492mm IN HEIGHT
WHEN PLOTTED AT A SCALE OF 1:500

SURVEYOR'S CERTIFICATE

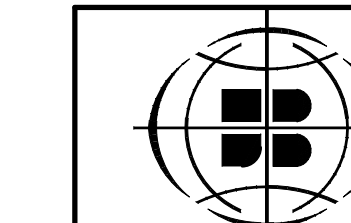
I CERTIFY THAT:

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 17th DAY OF JUNE, 2025.

DATE JUNE 19, 2025


ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-107602

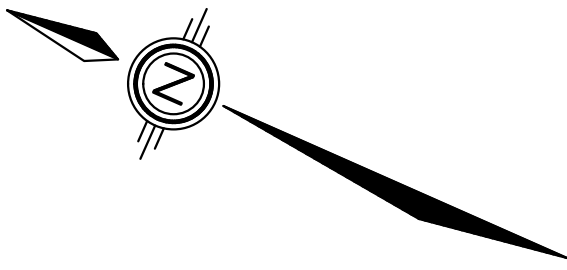


VERHAEGEN
LAND SURVEYORS
A DIVISION OF J.D. BARNES LTD.

944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

SURVEYING
MAPPING
GIS

DRAWN BY: NMG	CHECKED BY: A.S.M.	REFERENCE NO.: 25-47-161-00
CAD File: 25-47-161-00B.dwg	E-WIND-3-127	CAD Date: June 26, 2025 8:36 AM



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 0.9998988.
ALL SET SSB 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.

PARTS SCHEDULE				
PART	LOT	CON/PLAN	P.I.N.	AREA (m ²)
1	PART OF LOT 125	CONCESSION 3	PART OF 01408-1238	3023.0

PLAN 12R-30210

Received and deposited

August 13th, 2025

Danita Lopes

Representative for the
Land Registrar for the
Land Titles Division of
Essex (No.12)

PLAN OF SURVEY

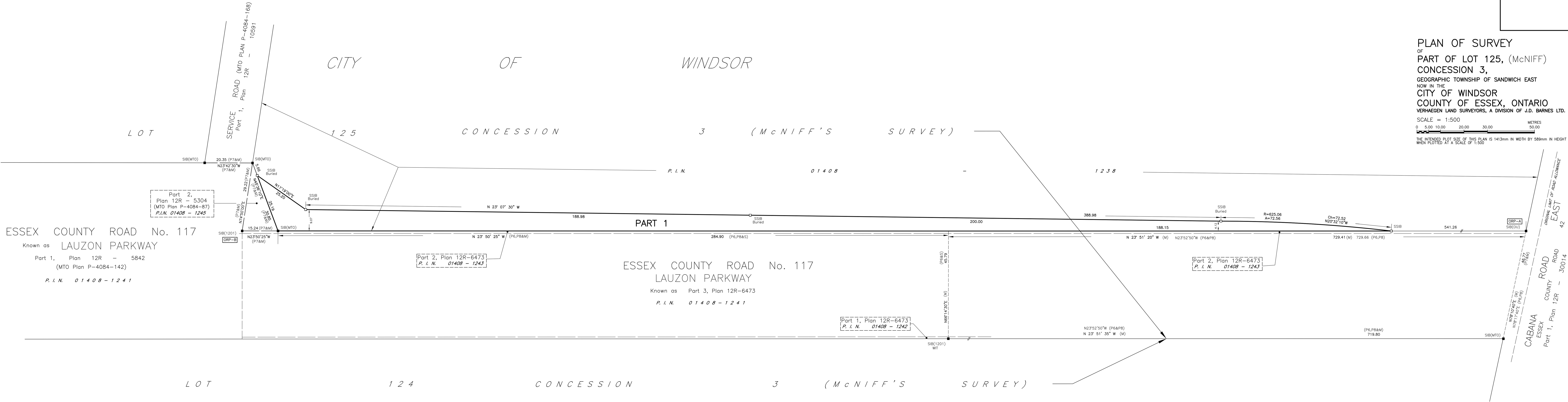
OF
PART OF LOT 125, (McNIFF)
CONCESSION 3,
GEOGRAPHIC TOWNSHIP OF SANDWICH EAST
NOW IN THE
CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO

VERHAEGEN LAND SURVEYORS, A DIVISION OF J.D. BARNES LTD.

SCALE = 1:500

0 5.00 10.00 20.00 30.00 METRES
50.00

THE INTENDED PLOT SIZE OF THIS PLAN IS 1413mm IN WIDTH BY 589mm IN HEIGHT
WHEN PLOTTED AT A SCALE OF 1:500



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	4681891.26	342294.02
ORB-B	4682832.89	341877.72
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 N23°51'00"E, 1029.66m (Ground).

A CLOCKWISE ROTATION OF 00°59'32" WAS APPLIED TO PLAN (P7) TO ALLOW COMPARISON.

A CLOCKWISE ROTATION OF 01°15'40" WAS APPLIED TO PLANS (P6) AND (P8) TO ALLOW COMPARISON.

LEDGEND

■ DENOTES SURVEY MONUMENT FOUND	PB DENOTES PLASTIC BAR
□ DENOTES SURVEY MONUMENT SET	WT DENOTES WITNESS
SIB DENOTES STANDARD IRON BAR	M DENOTES MEASURED
SSIB DENOTES SHORT STANDARD IRON BAR	S DENOTES SET
IB DENOTES IRON BAR	L DENOTES PERPENDICULAR
IB# DENOTES ROUND IRON BAR	NI DENOTES NOT IDENTIFIABLE
CC DENOTES CUT-CROSS	OU DENOTES ORIGIN UNKNOWN
CP DENOTES STED. PIN	D DENOTES DEED
ORP DENOTES OBSERVED REFERENCE POINT	
(P1) DENOTES PLAN OF SURVEY PER 1528, May 27, 2010, Plan File C-3496	
(P1) DENOTES PLAN OF SURVEY PER 1528, June 24, 1988, Plan File B-609	
(P2) DENOTES PLAN OF SURVEY PER 1528, April 29, 2001, Plan File B-2784A	
(P3) DENOTES PLAN 12R-28000 (P4) DENOTES PLAN 12R-30010	
(P5) DENOTES PLAN 12R-12040 (P6) DENOTES PLAN 12R-6442	
(P7) DENOTES PLAN 12R-5304 (P8) DENOTES PLAN 12R-6473	
(P4) DENOTES FIELD NOTES PER JDB 19-47-022-00	
(JDB) DENOTES J.D. BARNES LIMITED, O. L. S.	
(1744) DENOTES VERHAEGEN LAND SURVEYORS, O. L. S.	
(1194) DENOTES JOHN B. SWEETON INC., O.L.S.	
(MTO) DENOTES MINISTRY OF TRANSPORTATION, ONTARIO, O.L.S.	
(V&B) DENOTES VERHAEGEN & BEZAIRE LTD., O.L.S.	
(1201) DENOTES R.A. CLARKE, O.L.S.	

N=NORTH; S=SOUTH; W=WEST; E=EAST

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN
ARE IN METRES AND CAN BE CONVERTED TO FEET BY
DIVIDING BY 0.3048

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- 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.
- THIS SURVEY WAS COMPLETED ON THE 17th DAY OF JUNE, 2025.

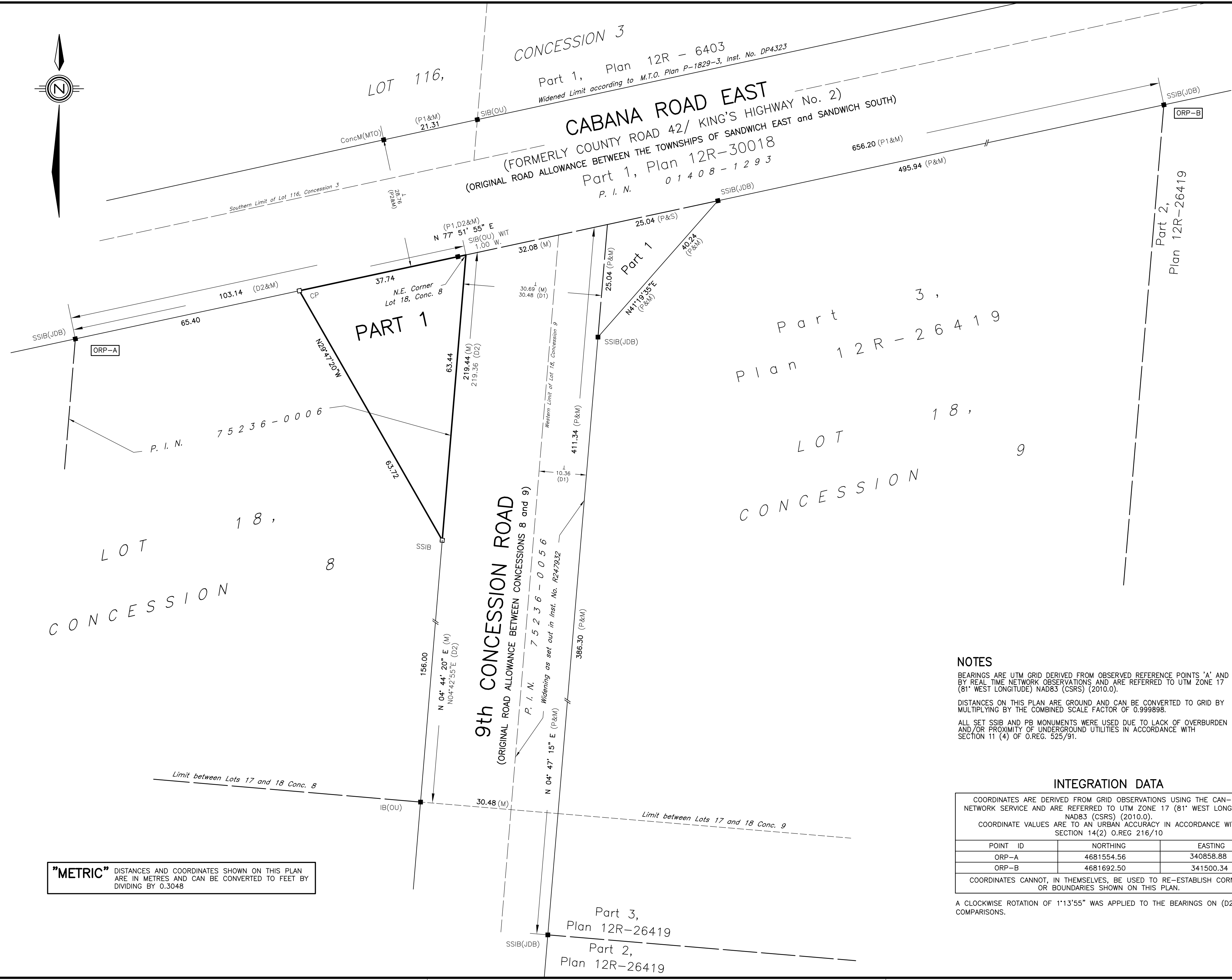
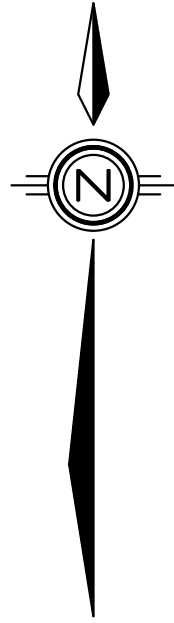
DATE JUNE 19 2025

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-107605

VERHAEGEN
LAND SURVEYORS
A DIVISION OF J.D. BARNES LTD.
944 OTTAWA STREET, WINDSOR, ON, N9X 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY: NMG	CHECKED BY: A.S.M.	REFERENCE NO.: 25-47-161-00
CAD File: 25-47-161-00C.dwg	E-WIND-3-127	CAD Date: June 23, 2025 1:58 PM



"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

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 0.999898.

ALL SET SSB 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. 529/91.

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	4681554.56	340858.88
ORP-B	4681692.50	341500.34
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

A CLOCKWISE ROTATION OF 1°13'55" WAS APPLIED TO THE BEARINGS ON (D2) TO COMPARISONS.

SCHEDULE				
PART	LOT	CON/PLAN	P.I.N.	AREA (m ²)
1	PART OF LOT 18	CONCESSION 8	PART OF 75236-0006	1145.7

PLAN 12R-30230

Received and deposited

September 2nd, 2025

Carolette Liburd

Representative for the
Land Registrar for the
Land Titles Division of
Essex (No.12)

PLAN OF SURVEY
OF
PART OF LOT 18,
CONCESSION 8
GEOGRAPHIC TOWNSHIP OF SANDWICH EAST
NOW IN THE
CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO
VERHAEGEN LAND SURVEYORS, A DIVISION OF J.D. BARNES LTD.



THE INTENDED PLOT SIZE OF THIS PLAN IS 817mm IN WIDTH BY 462mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:500

LEGEND

■	DENOTES	SURVEY MONUMENT FOUND	PB	DENOTES	PLASTIC BAR
□	DENOTES	SURVEY MONUMENT SET	WIT	DENOTES	WITNESS
SIB	DENOTES	STANDARD IRON BAR	M	DENOTES	MEASURED
SSIB	DENOTES	SHORT STANDARD IRON BAR	S	DENOTES	SET
IB	DENOTES	IRON BAR	⊥	DENOTES	PERPENDICULAR
IB#	DENOTES	ROUND IRON BAR	NI	DENOTES	NOT IDENTIFIABLE
CC	DENOTES	CUT-CROSS	OU	DENOTES	ORIGIN UNKNOWN
CP	DENOTES	STEEL PIN	(D)	DENOTES	DEED
ORP	DENOTES	OBSERVED REFERENCE POINT	(D1)	DENOTES	R247932
(P)	DENOTES	PLAN 12R-26419	(D2)	DENOTES	R207769
(P1)	DENOTES	PLAN 12R-30018			
(P2)	DENOTES	MTO PLAN P-1829-3, Deposited Plan No. 4323			
(JDB)	DENOTES	J.D. BARNES LIMITED, O. L. S.			
(1744)	DENOTES	VERHAEGEN LAND SURVEYORS, O. L. S.			
(1194)	DENOTES	JOHN B. SMEETON INC., O.L.S.			

N=NORTH; S=SOUTH; W=WEST; E=EAST

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- 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.
- THIS SURVEY WAS COMPLETED ON THE 15th DAY OF AUGUST, 2025.

DATE AUGUST 19, 2025

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-112564

VERHAEGEN
LAND SURVEYORS
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

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DRAWN BY: A.S.M.	CHECKED BY: A.S.M.	REFERENCE NO.: 25-47-161-01
CAD File: 25-47-161-00D.dwg	E-SAND.S.-8-18	CAD Date: August 20, 2025 3:57 PM

Subject: 2025 Development Charges Study and Bylaw Update - City Wide

Reference:

Date to Council: November 10, 2025
Author: Emilie Dunnigan
Manager, Development Revenue and Financial Administration
(519) 255-6100 Ext. 6324
edunnigan@citywindsor.ca

Financial Planning
Report Date: 10/17/2025
Clerk's File #: GPL/3905

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the extension of the expiry of Development Charges By-law 1-2021, from 5 years to 10 years, being January 17, 2031; and

THAT By-law XX **BE PASSED** at this meeting of Council.

Executive Summary:

N/A

Background:

Under Development Charges Bylaw 1-2021 (DC), the City of Windsor is allowed to collect development charges from developers to recover the growth-related capital costs associated with residential and non-residential growth within the municipality.

The *Development Charges Act* (DCA) previously required that a new DC Background Study and DC Bylaw be prepared every five years. Under Bill 23, municipalities can extend the expiry of a DC Bylaw from five to ten years. The current DC Bylaw is set to expire on January 17, 2026. Therefore, to be able to collect DC Fees beyond this date, an extension of the current bylaw to January 17, 2031 is being recommended.

The previous City-Wide DC Background Study was completed on November 5, 2020, and the DC Bylaw passed on January 18, 2021. The 2020 DC Study and maximum permissible DC rates were calculated using 2019 growth projections for the City. The DC Study projected growth for the Sandwich South Planning District (SSPD) over a longer time horizon (2020-2041). In addition, only preliminary engineering cost estimates for the infrastructure requirements (i.e., Roads and Related, Sanitary Sewer,

Storm Sewer and Municipal Drains, and Water) for the SSPD were included in the background study. Given the lack of development details available for the 2020 DC Study, all other services were based on the ten-year City-wide forecast for Library Services, Fire Services, Police Services, Indoor Recreation, Park Development, Transit, Waste Diversion, Buildings and Fleet, City-wide Studies, and Sewage Treatment development charges.

Following the completion of the 2020 Study, the City of Windsor and surrounding areas experienced significant economic growth due to the strong local economy with development exceeding growth projections in the 2020 DC Study. As a result, new infrastructure to support accelerated development was projected to be required sooner than originally planned.

On February 26, 2024, City Council approved (CR78/2024) commencing the DC Background Study earlier than required for implementation ahead of the current DC Bylaw expiration. In addition, the new DC Study would capture all the new infrastructure projects and updated costs, which saw significant inflationary increases required to support the projected growth. Furthermore, the announcement of the Nextstar Battery Plant in the SSPD stimulated additional development in the area by other manufacturers and various suppliers looking to be located near the new battery plant.

The new DC Bylaw was expected to be updated with new rates and policies to maximize the DC Revenue from development, thus minimizing funding from existing residents through the tax levy and user fees.

In 2025, the newly elected U.S. administration announced substantial import tariffs that have adversely affected the regional manufacturing sector and economic conditions. The resulting uncertainty has led many developers to adopt a cautious “wait and see” approach, with some deciding to postpone projects.

Additionally, several DCA legislative changes introduced by the Provincial government in recent years have added further uncertainty regarding the interpretation and application of DC Bylaws. These legislative changes, along with more revisions expected have impacted the City’s ability to reliably forecast DC revenues, which are critical to planning and funding future capital infrastructure needs.

Discussion:

DC Task Force Committee

As in previous DC Background Studies, a Development Charges (DC) Task Force was established with Councillors McKenzie, Kaschak, Marignani, Sleiman, and Morrison being appointed by the Striking Committee. The Committee subsequently elected Councillor McKenzie Chairperson. Additionally, the Striking Committee appointed five non-voting members from the community. These members are: Evangelo Kalmantis, John Miller, Tony Rosati, Settimo Vilardi, and Frazier Fathers.

An initial meeting of the Task Force was held July 29, 2024 during which Craig Binning of Hemson Consulting provided the members with an overview of development charges in general and the *Development Charges Act* in particular. A second meeting was held November 18, 2024 during which Mr. Binning presented the preliminary inventories of engineered services as compiled by Hemson Consulting working with administration. Mr. Binning also presented preliminary draft development charge rates based on the completed general and engineered services inventories, as well as Hemson Consulting's ten-year development forecast for Windsor. The DC Task Force Committee also considered administrative recommendations on policies affecting the DC Bylaw. Feedback from the Task Force members was obtained and documented during this meeting to inform next steps. A subsequent meeting originally planned in early 2025 was deferred in light of the uncertainty caused by the US import tariffs announcements. The DC Task Force Committee had their third meeting on September 25, 2025, and received a revised timeline to complete the DC background Study that recommended pausing the processing of the new bylaw until more economic certainty is received as it relates to tariffs and their impact on the local development community. The DC Task Force Committee unanimously approved the following Recommendation:

“Extending the City’s Current DC Bylaw up to 5 years (January 2031)”

Administration recommends that Council implement the DC Task Force Committee recommendation for the reasons noted in this report.

When preparing a new DC Bylaw or making amendments to it, the DC Act requires the completion of mandatory statutory procedures. These include the completion of a development charges background study which has to be made available to the public, holding a public meeting before passing the new bylaw, and providing notice of the passing the bylaw. Such a bylaw is subject to appeal and a hearing before the Ontario Land Tribunal. The DC Act was recently amended to allow certain bylaw amendments to proceed without the need to undertake these statutory requirements. In particular, where the only amendment to a DC Bylaw is to extend its expiry date, s.19(1.1) DC Act permits such a bylaw to be exempt from these statutory requirements. Therefore the proposed amendment to DC Bylaw 1-2021 to extend its expiry date is exempt from the statutory requirements that would otherwise apply. Accordingly the amending bylaw can be passed at this meeting of Council.

Extending the DC Bylaw for another five years does not preclude the City from passing a new DC bylaw during this five year period.

Risk Analysis:

Based on the impacts of continued uncertainty of tariffs on our local economy and development, it is recommended that the current DC Bylaw expiry date be extended for five years. Hemson Consulting and city staff will continue to monitor the impacts of new DCA legislation and regulations, along with the impacts of tariffs on our development community. There is a potential risk that funding for the growth-related capital program may not be available within the timeframe of the planned capital expenditures. This could result in the need for short term financing, project deferral, and/or reprioritization.

Climate Change Risks:

Climate Change Mitigation

N/A

Climate Change Adaptation

New construction will incorporate the latest building standards for improving residential and institutional structures to withstand extreme weather events. This is an essential strategy for climate change adaptation. It also results in lower utility bills and other related benefits.

Financial Matters:

Development charges are an important component the City of Windsor capital budget funding strategy. Capital projects relative to roads, sewers, fire services, libraries, community centres, etc., can be projects that aim to maintain the existing infrastructure in good condition or expand the existing infrastructure for growth related needs.

The recommendation to maintain current DC rates for up to an additional five (5) years means that while rates will continue to be indexed annually, they will otherwise remain unchanged during this period.

As a result, Administration may need to reprioritize growth-related capital projects outlined in the 10-year capital plan to align then with available DC funding. This process will be undertaken collaboratively with all affected departments, considering the reduced incremental DC revenues that would have been generated under higher rates. The objective will be to minimize impacts on critical growth-related capital projects and on municipal levy and wastewater & stormwater rates. Once the DC Bylaw is updated, any priority growth related projects, along with any interest costs incurred to fund the projects will be included to calculate the maximum permissible DC Fees.

Consultations:

Hemson Consulting Ltd.

DC Task Force

Conclusion:

Administration, along with Hemson Consulting will be monitoring the legislative changes to the DCA and its related regulations, and plan on restarting the DC Background Study update in the fall of 2026. This deferral will also hopefully allow for some clarity on the tariff situation, allowing us to bring forward a new DC Bylaw in the spring of 2027.

Approvals:

Name	Title
Tony Ardovini	Deputy Treasurer – Financial Planning
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Wira Vendrasco	City Solicitor
David Simpson	Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
John Miller		
Evangelos Kalmantis		
Tony Rosati		
Settimo Vilardi		
Frazier Fathers		

Appendices:



Committee Matters: SCM 329/2025

**Subject: Minutes of the Development Charges Task Force of its meeting held
September 25, 2025**

Development Charges Task Force

Meeting held Thursday, September 25, 2025

A meeting of the Development Charges Task Force is held this day commencing at 1:30 o'clock p.m. in Room 204, 350 City Hall Square West, there being present the following members:

Councillor Kieran McKenzie, Chair
Councillor Angelo Marignani
Councillor Ed Sleiman
Councillor Gary Kaschak
Councillor Jim Morrison
Frazier Fathers
Tony Rosati

Regrets received from:

Evangelo Kalmantis
John Miller
Settimo Vilardi

Hemson Consultant in attendance:

Craig Binning, Project Manager, Hemson Consulting Limited

Also present are the following resource personnel:

Ray Mensour, Chief Administrative Officer
David Simpson, Commissioner, Infrastructure Services & City Engineer
Janice Guthrie, Commissioner, Finance & City Treasurer
John Revell, Chief Building Official
Tony Ardochini, Deputy Treasurer, Financial Planning
Emily Dunnigan, Manager Development Revenue & Financial Administration
Aaron Farough, Senior Legal Counsel
Karen Kadour, Committee Coordinator

Members of the Technical Working Committee are also present.

1. Call to Order

Councillor Kieran McKenzie, Chair calls the meeting to order at 1:32 o'clock p.m. and the Development Charges Task Force considers the Agenda being Schedule A, attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Angelo Marignani, seconded by Councillor Ed Sleiman,
That the minutes of the Development Charges Task Force of its meeting held
November 18, 2025, **BE ADOPTED** as presented.
Carried.

4. Business Items

Craig Binning, Project Manager, Hemson Consulting Limited provides an overview of where development charges are today as follows:

- Are expecting some additional regulations to come forward possibly in October 2025.
- The Federal Budget will be coming out on November 4, 2025, and notes there may be some commentary on development charges and some monies available for municipalities to choose, maintain or discount rates to encourage the delivery of housing.
- That will provide the City an opportunity to see how things progress economically and bring back an updated DC Background Study & Bylaw for implementation in 2027.
- This has been the most turbulent time with respect to DC legislative changes.
- Since 2019, there has been a series of legislative changes with the province looking to create more housing supply and to address issues over affordability.
- The idea is that development charges and other municipal elements were slowing the supply of housing.
- Bill 23: Changes to the Development Charges Act including the new exemptions and new discounts.
- Bill 185: Cutting Red Tape to Building More Homes Act which includes the DC provisions and the DC exemptions
- Development charges are the central focus of Bill 17.
- Potential Future Changes to DC Landscape - expecting regulations this Fall.
- The services applicable in the City of Windsor which includes Municipal -Wide, Area-Specific, and other available and not applicable services are discussed.
- Current Development Charges in Windsor.
- Phase 1, 2 and 3 of the 2025 DC Study Status are provided.

Councillor Kieran McKenzie, Chair asks if there is a timeline that would prompt another discussion. Craig Binning responds that upon receiving the transitional rules he may come back to the city and advise this needs to be advanced rather than waiting a year or two to initiate the Study. The Chair adds that timeline is built into the recommended motion, that it could be up to an additional five years, and if there is flexibility built into that motion.

Tony Ardochini, Deputy Treasurer, Financial Planning responds that the intent is to come back before the 10 years (probably in 2027) unless regulations require it sooner.

Councillor Jim Morrison refers to Bill 23 and the changes to the Development Charges Act and asks if a total rebuild would be exempt. Craig Binning responds affirmatively and adds this was one of the important changes to the legislation.

Councillor Ed Sleiman questions if long-term care homes will be exempt from development charges. Craig Binning responds that a long-term care home meets the definition in the legislation and is fully exempt.

In response to a question asked by Tony Rosati regarding if development charges can be decreased without a study, Craig Binning responds that Council always has that discretion. It allows a Council to reduce a charge for any class of development without going through a study.

Frasier Fathers asks if there is any risk of maintaining these DC rates when the city was projecting Sandwich South being in the hundred million plus range and how is that funding gap going to be made up. Janice Guthrie, Commissioner, Finance & City Treasurer responds they are looking at what projects by necessity need to be move forward. While the recommendation says that we are looking to extend the by-law until 2031, their intent is to regroup through 2026 to look at what the new regulations will say with the expectation they would be looking at implementation in 2027.

Tony Rosati indicates that the previous study projected the number of houses being built and asks what the actual numbers are. Tony Ardochini responds up to six months ago, things had really progressed and exceeded the actual projections.

Tony Rosati asks for the increase in the development charges collected versus what was projected. He further asks where this surplus money goes. Craig Binning states that surplus goes into the Development Charges Reserve Funds.

The Chair requests that an update be provided that reflects any surplus in the revenue that was collected. Tony Ardochini responds that annual Reserve Fund Activity is provided to Council and available on the City's website and when the grants are announced it will be factored in along, with any additional or lack of revenue now that there is a slow down.

Councillor Angelo Marignani refers to financial consequences to the taxpayer and possible future unfavourable forecasts, and questions if this burden would be passed onto the taxpayer.

Janice Guthrie responds they would have to strategize what projects move forward and adds there is an element of tax levy contribution to any project because in many cases only some of the project is eligible for DC, however the city may decide to do some enhancements.

Councillor Gary Kaschak refers to the November 18, 2024, minutes and the DC Background Study forecasting building permits between 2020 to 2023 and asks if data is available for 2023 to 2025. John Revell, Chief Building Official responds what they are hearing from the development community is there is a general drawback in residential development; some is being driven by economics and the uncertainty in what is going to happen in the City of Windsor in terms of the tariffs. There is also some turmoil with what the Federal Government is doing, so some developers have paused waiting to see what happens, so they are generally seeing a slow down.

Councillor Jim Morrison states that there is a need to increase the development charges.

Moved by Councillor Gary Kaschak, seconded by Councillor Ed Sleiman,
That the City of Windsor's current Development Charges By-law **BE EXTENDED**
to up to 5 years (January 2031).
Carried.

5. Adjournment

There being no further business, the meeting is adjourned at 2:25 o'clock p.m.



Committee Matters: SCM 330/2025

**Subject: Report No. 2 of the Development Charges Task Force of its meeting held
September 25, 2025**

REPORT NO. 2 of the
DEVELOPMENT CHARGES TASK FORCE
of its meeting held
September 25, 2025

Present: Councillor Kieran McKenzie, Chair
Councillor Angelo Marignani
Councillor Ed Sleiman
Councillor Gary Kaschak
Councillor Jim Morrison
Frazier Fathers
Tony Rosati

Regrets: Evangelo Kalmantis
John Miller
Settimo Vilardi

Your Committee submits the following recommendations

Moved by Councillor Gary Kaschak, seconded by Councillor Ed Sleiman,
That the City of Windsor's current Development Charges By-law 1-2021 **BE
EXTENDED** to up to 5 years (January 2031).
Carried.



Committee Matters: SCM 331/2025

Subject: Report of the Special Meeting of Council – In-Camera of its meeting held October 20, 2025

**SPECIAL MEETING OF COUNCIL – IN CAMERA
October 20, 2025**

Meeting called to order at: 2:41 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
Andrew Daher, Commissioner, Corporate Services
David Simpson, Commissioner, Infrastructure Services/City Engineer
Janice Guthrie, Commissioner, Finance/City Treasurer
Michael Chantler, Commissioner, Community Services
Dana Paladino, Acting Commissioner, Human and Health Services
Wira Vendrasco, City Solicitor (Items 1 – 6)
Christopher Menard, Acting Mayor's Chief of Staff
Anna Ciacelli, Deputy Clerk
Sandra Gebauer, Council Assistant
Denise Wright, Manager of Real Estate (Item 1)
Neil Robertson, City Planner (Items 1, 3 and 4)
Lorie Gregg, Deputy Treasurer Taxation (Items 3 and 4)
Joe Baker, Manager Land Development/Climate Change (Items 3 and 4)
Kate Tracey, Senior Legal Counsel (Items 3, 4 and 5)

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

Item No.	Subject & Section - Pursuant to <i>Municipal Act</i> , 2001, as amended
1	Property matter – disposition of land, Section 239(c)
2	Position/plan – negotiations, Section 239(2)(k)
3	Property/plan matter – disposition of land/plan, Section 239(2)(c)(k) – Appendices enclosed under separate cover
4	Property/plan matter – disposition of land/plan, Section 239(2)(c)(k) – Appendices enclosed under separate cover
5	Personal/legal matter – governance – advice subject to solicitor-client privilege, Section 239(2)(d)(f)
6	Personal matter – about an identifiable individual – renaming, Section 239(2)(b)
7	Property/legal matter – expropriation settlement, Section 239(2)(e)

Motion Carried.

Declarations of Pecuniary Interest:

None declared.

Discussion on the items of business.

Verbal Motion is presented by Councillor Kieran McKenzie, seconded by Councillor Gary Kaschak, that Item 5 respecting a personal/legal matter – governance – advice subject to solicitor-client privilege BE DEFERRED to a future meeting of Council – in-camera to allow for further analysis.

The motion is put and is lost.

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

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

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

Motion Carried.

Moved by Councillor Jo-Anne Gignac, 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 Council Meeting held October 20, 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, City Planner, Deputy Chief Administrative Office/Commissioner Economic Development, Manager Strategic Operation Budget Development and Control and Commissioner of Finance/City Treasurer respecting a property matter – disposition of land **BE APPROVED.**
2. That the recommendation contained in the in-camera report from the Commissioner of Finance and City Treasurer and City Solicitor respecting a position/plan - negotiations **BE APPROVED.**
3. That the recommendation contained in the in-camera report from the Manager Land Development and Growth, Executive Director Economic Development and Climate Change, City Solicitor, Deputy Chief Administrative Officer/Commissioner Economic Development, Commissioner of Corporate Services and Commissioner of Finance/City Treasurer respecting a property/plan – disposition of land/plan **BE APPROVED.**
4. That the recommendation contained in the in-camera report from the Manager Land Development and Growth, Executive Director Economic Development and Climate Change, City Solicitor, Deputy Chief Administrative Officer/Commissioner Economic Development, Commissioner of Corporate Services and Commissioner of Finance/City Treasurer respecting a property/plan – disposition of land/plan **BE APPROVED.**

5. That the recommendation contained in the in-camera report from the Manager Development Revenue and Financial Administration, Executive Director of Human Resources, Acting Executive Director Recreation Parks and Facilities, City Solicitor, Commissioner of Corporate Services, Commissioner of Community Services and Commissioner of Finance/City Treasurer respecting a personal/legal matter – governance – advice subject to solicitor-client privilege **BE APPROVED.**

Aye votes: Councillors Jo-Anne Gignac, Renaldo Agostino, Jim Morrison, Ed Sleiman, Mark McKenzie and Mayor Drew Dilkens

Nay votes: Councillors Gary Kaschak, Fred Francis, Kieran McKenzie and Angelo Marignani

6. That the confidential verbal report from Mayor Dilkens respecting a personal matter – about an identifiable individual(s) – renaming **BE RECEIVED** and Administration **BE AUTHORIZED TO PROCEED** on the verbal direction of Council.

7. That the recommendation contained in the in-camera report from Senior Legal Counsel, Deputy City Solicitor, Commissioner of Corporate Services, Commissioner of Infrastructure Services/City Engineer, Manager Strategic Capital

Budget Development and Commissioner of Finance/City Treasurer respecting a property/legal matter – expropriation settlement **BE APPROVED.**

Motion Carried.

Moved by Councillor Ed Sleiman, seconded by Councillor

Fred Francis,

That the special meeting of council held October 20, 2025 BE ADJOURNED.

(Time: 4:29 p.m.)

Motion Carried.



Committee Matters: SCM 332/2025

**Subject: Report of the In-Camera Striking Committee of its meeting held
October 20, 2025**

**STRIKING COMMITTEE – IN CAMERA
October 20, 2025**

Meeting called to order at: 4:30 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
Andrew Daher, Commissioner, Corporate Services
David Simpson, Commissioner, Infrastructure Services/City Engineer
Janice Guthrie, Commissioner, Finance/City Treasurer
Michael Chantler, Commissioner Community Services
Dana Paladino, Acting Commissioner Human and Health Services
Anna Ciacelli, Deputy Clerk
Sandra Gebauer, Council Assistant
Christopher Menard, Acting Mayor's Chief of Staff

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

Item No.	Subject & Section - Pursuant to <i>Municipal Act, 2001</i>, as amended
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1	Personal matter – about identifiable individual(s) –appointment of member to the Windsor Canada Utilities Board of Directors, Section 239(2)(b)
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Motion Carried.

Declarations of Pecuniary Interest:

None declared.

Discussion on the items of business.

**Verbal Motion is presented by Councillor Fred Francis, seconded by Councillor Angelo Marignani, to moved back into public session.
Motion Carried.**

**Moved by Councillor Fred Francis, seconded by Councillor Angelo Marignani,
THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Striking Committee Meeting held October 20, 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 Canada Utilities Board of Directors*** BE RECEIVED.
(see open report of the Striking Committee).

**Moved by Councillor Ed Sleiman, seconded by Councillor Jo-Anne Gignac
That the special Striking Committee meeting held October 20, 2025 BE ADJOURNED.
(Time: 4:34 p.m.)
Motion Carried.**



Committee Matters: SCM 333/2025

Subject: Report of the Striking Committee of its meeting held October 20, 2025

**REPORT OF THE STRIKING COMMITTEE
of its meeting held
October 20, 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
Sandra Gebauer, Council Assistant
Christopher Menard, Acting Mayor's Chief of Staff

Declarations of Pecuniary Interest:

None declared.

Your Committee submits the following recommendation:

(1) That the resignation of Councillor Ed Sleiman on the ***Windsor Canada Utilities Board of Directors*** **BE ACCEPTED** and that Garnet Fenn **BE APPOINTED** to the Board to fill the vacancy for the term expiring November 14, 2026.

MAYOR

CITY CLERK

BY-LAW NUMBER 174-2025

A BY-LAW TO AMEND BY-LAW NUMBER
1-2021, BEING A BY-LAW TO IMPOSE DEVELOPMENT CHARGES

Passed the 10th day of November, 2025.

WHEREAS it is deemed expedient to amend By-law Number 1-2021 of The Council of The Corporation of the City of Windsor, passed on the 18th day of January, 2021, in order to extend the expiry date thereof in accordance with s.19(1.1) of the *Development Charges Act, 1997*, S.O. 1997, c.27 as amended:

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That By-law Number 1-2021 be amended by deleting section 20 and substituting the following therefor:

“20. This by-law shall expire ten (10) years from the date it comes into force and takes effect”.

2. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 10, 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 – November 10, 2025
Second Reading – November 10, 2025
Third Reading – November 10, 2025

BY-LAW NUMBER 175-2025

A BY-LAW TO AMEND BY-LAW NUMBER 85-18
CITED AS THE "TOWNSHIP OF SANDWICH SOUTH
COMPREHENSIVE ZONING BY-LAW"

Passed the 10th day of November, 2025.

WHEREAS it is deemed expedient to further amend By-law number 85-18, cited as the "Township of Sandwich South Comprehensive Zoning By-law " passed the 21st day of May 1985, as heretofore amended:

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That Section 3 of said by-law is amended by renumbering paragraph 3.101b to 3.101c, renumbering paragraph 3.101a to 3.101b, and adding the following definition:
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. Section 14 of said by-law is amended by adding the following defined area:
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 said by-law is amended by amending the Zoning 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 Map	3. Lands Affected	4. Official Plan Amendment Number	5. Current Zone Symbol	6. New Zone Symbol
1	T12	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 (Southwest corner of Cabana Road East and 8th Concession Road; 4325- 4445 Cabana Road East; Roll No. 090-010-04950)	- -	M1	M1-17

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 10, 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 – November 10, 2025
Second Reading – November 10, 2025
Third Reading – November 10, 2025

BY-LAW NUMBER 176-2025

A BY-LAW TO EXPROPRIATE CERTAIN LANDS IN CONNECTION WITH CABANA ROAD EAST (FORMERLY COUNTY ROAD 42) IMPROVEMENTS FROM 9TH CONCESSION ROAD TO THE EASTERN CITY LIMITS

Passed the 10th day of November, 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 Cabana Road East (formerly County Road 42) improvements from 9th Concession Road to the east City Limits.

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 November 10, 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 purposes of the Cabana Road East (formerly County Road 42) improvements from 9th Concession Road to the eastern City Limits 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 purposes of the Cabana Road East (formerly County Road 42) improvements from 9th Concession Road to the eastern City Limits 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 November 10, 2025, Mayor Drew Dilkins will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date

First Reading – November 10, 2025
Second Reading – November 10, 2025
Third Reading – November 10, 2025

**APPENDIX A
TO BY-LAW 176-2025**

Fee Simple Interest in the following properties:

Parts 1 and 2 on Plan 12R-30209
Parts 3 and 4 on Plan 12R-30209
Parts 5 and 6 on Plan 12R-30209

Part 1 on Plan 12R-30210

Parts 3 and 4 on Plan 12R-30215
Parts 5 and 6 on Plan 12R-30215
Parts 7 and 8 on Plan 12R30215
Parts 9 and 10 on Plan 12R-30215
Parts 11 and 12 on Plan 12R30215
Parts 13, 14 and 15 on Plan 12R-30215

Part 1 on Plan 12R-30230

BY-LAW NUMBER 177-2025

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 10TH DAY OF NOVEMBER

Passed the 10th day of November, 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 November 10, 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 – November 10, 2025
Second Reading – November 10, 2025
Third Reading – November 10, 2025

BY-LAW NUMBER 156-2025

A BY-LAW TO ABANDON THE PILLETTE NO. 1 DRAIN (GRAND MARAIS
BRANCH DRAIN) IN THE CITY OF WINDSOR

Passed the 10th day of November, 2025.

WHEREAS the Council of The Corporation of the City of Windsor initiated the abandonment of the Grand Marais Branch Drain (formerly known as the Pillette No. 1 Drain) under Section 82 of the *Drainage Act*;

AND WHEREAS notice of the proposed abandonment was provided to affected property owners in accordance with Section 84(2) of the *Drainage Act*;

AND WHEREAS a request for an engineer's report was received, and Landmark Engineers Inc. was appointed under Section 84(3) to examine the drainage works and prepare a report;

AND WHEREAS the engineer's report dated August 1, 2025, entitled "*Grand Marais Branch Drain Abandonment Under Section 84(3) of the Drainage Act*", has been submitted to Council and does not recommend against the abandonment of the drain;

AND WHEREAS the engineer's report does not include any assessments, allowances, or compensation to affected property owners;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. **THAT** the Grand Marais Branch Drain (Pillette No. 1 Drain) is hereby abandoned in accordance with Section 84(5) of the *Drainage Act*.
2. **THAT** this by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 10, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 22, 2025
Second Reading – September 22, 2025
Third Reading – November 10, 2025