City Council Meeting Agenda

Date: Monday, November 24, 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

READING OF LAND ACKNOWLEDGEMENT

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

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

4. ADOPTION OF THE MINUTES

5. NOTICE OF PROCLAMATIONS

Proclamations

International Day for the Elimination of Violence Against Women – November 25, 2025
Albanian Independence Day – November 28, 2025
World AIDS Day – December 1, 2025

Flag Raising Ceremony

Woman Abuse Prevention Month – November 25, 2025
Albanian Independence Day – November 28, 2025

Illumination

Illuminate Our Region for Ronald McDonald House – November 26, 2025
Albanian Independence Day – November 28, 2025

6. COMMITTEE OF THE WHOLE

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

7.1. Correspondence Item 7.1.1 **(CMC 16/2025)**

7.2. Response to Inquiry Regarding Infrastructure Related Strategies to Discourage Unsafe Behaviours in the Public Roadway – City Wide **(C 120/2025)** *Author: Rob Slater, Executive Initiatives Coordinator on behalf of Ad Hoc Administrative Alley Committee*

7.3. Non-Eligible Source Recycling (NES) Program – City Wide **(C 155/2025)** *Author: Jim Leether, Senior Manager, Environmental Services*

7.4. Response to CQ37-2024 – SUPIE Program – City Wide **(C 158/2025)** *Author: Jennifer Stojkovski, Supervisor, Community Programming*

8. CONSENT AGENDA

8.1. Appointment of Integrity Commissioner - City Wide **(C 156/2025)** *Author: Sandra Gebauer, Council Assistant*

8.2. Windsor Canada Utilities Ltd. 2nd Quarter 2025 Financial Statements - City Wide **(C 147/2025)** *Author: Lorie Gregg, Deputy Treasurer, Taxation, Treasury and Financial Projects*

8.3. Excess Soils Reuse Site Operations - Ward 9 **(C 157/2025)** *Author: Robert Perissinotti, Development Engineer*

8.4. Photocopier Lease Versus Buy Analysis - City Wide **(C 148/2025)** *Author: Alexandra Taylor, Manager of Accounting Services*

8.5. Amendment to By-Law 132-2025, Authorizing Borrowing with the Infrastructure Ontario (IO) - City Wide **(C 154/2025)** *Author: Lorie Gregg, Deputy Treasurer, Taxation, Treasury & Financial Projects*

8.6. Extension of the Heirtage Property Tax Reduction Program - City Wide **(C 151/2025)** *Author: Carolyn Nelson, Manager, Property Valuation & Administration*

8.7. 2026 Interim Tax Bills - City Wide **(C 152/2025)** *Author: Angela Lonsbery, Manager, Revenue and Collections*

CONSENT COMMITTEE REPORTS

8.8. New Business Discussion Regarding Gas Tax Funding Formula **(SCM 336/2025)**

8.9. Proposed Alley Maintenance Standards and Policy Enhancements – City Wide **(SCM 309/2025) (S 116/2025)** *Author: Rob Slater, Executive Initiatives Coordinator on behalf of Ad Hoc Administrative Alley Committee*

Clerk's Note: Administration is providing the ***attached*** additional information memo **(AI 25/2025)** *Author: Rob Slater, Executive Initiatives Coordinator on behalf of Ad Hoc Administrative Alley Committee*

8.10. Rezoning – 0 Spitfire Way – Z-020/25 ZNG/7318 – Ward 6 **(SCM 340/2025) (S 120/2025)** *Author: Adam Szymczak, Senior Planner - Development*

8.11. Zoning By-Law Amendment - Z 023/25 (ZNG-7327) 3858-3868 Peter St. - Ward 2 **(SCM 341/2025) (S 119/2025)** *Author: Averil Parent, Planner II - Development Review*

8.12. Zoning By-Law Amendment - Z 021/25 (ZNG-7323) - 520 Grand Marais Rd. W - Ward 10 **(SCM 342/2025) (S 122/2025)** *Author: Averil Parent, Planner II - Development Review*

8.13. Notice of Intent to Partially Demolish a Heritage Listed Property – 734 Kildare Road, Warren Seagrave House - Ward 4 **(SCM 343/2025) (S 124/2025)** *Author: Tracy Tang, Planner III - Heritage (Acting)*

8.14. Amendment to CR15/2020 for Closure of Perth Avenue located north of Chappus Street, Ward 1, SAS-5686 **(SCM 344/2025) (S 123/2025)** *Author: Brian Nagata, Planner III - Development (Acting)*

8.15. Minutes of the Committee of Management for Huron Lodge of its meeting held June 12, 2025 **(SCM 347/2025) (SCM 263/2025)**

8.16. Minutes of the meeting of the Committee of Management for Huron Lodge of its meeting held September 9, 2025 **(SCM 348/2025) (SCM 296/2025)**

8.17. Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held September 11, 2025 **(SCM 349/2025) (SCM 310/2025)**

8.18. Report No. 124 of the Board of Directors, Willistead Manor Inc. **(SCM 350/2025) (SCM 311/2025)**

8.19. Minutes of the Windsor Accessibility Advisory Committee of its meeting held September 16, 2025 **(SCM 351/2025) (SCM 328/2025)**

8.20. The Windsor Essex Community Safety & Well-Being Plan 2026-2029 – City Wide **(SCM 352/2025) (C 142/2025)** *Author: Michelle Oake, Project Lead*

8.21. Windsor Essex Housing Connections (WEHC) - Integrated Support Team (IST) Program Update (City Wide) **(SCM 353/2025) (C 144/2025)** *Author: Whitney Kitchen, Supervisor, Housing First*

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

10. PRESENTATIONS AND DELEGATIONS

10.1. Homeless and Addiction Recovery Treatment Hubs (HART Hubs) Presentation

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

11.1. 2026 Stormwater and Wastewater Rate Setting Report - City Wide **(C 153/2025)** *Co-Authors: Tony Ardovini, Deputy Treasurer, Financial Planning and Amy Olsen, Supervisor of Right-of-Way Programs*

11.2. 2025 Third Quarter Operating Budget Variance Report – City Wide **(C 150/2025)** *Author: Janice Guthrie, Commissioner of Finance & City Treasurer*

11.3. 2026 Agency Grant Payments - City Wide **(C 149/2025)** *Author: Dave Soave, Manager, Operating Budget Development & Control*

11.4. 2026 Council and Standing Committee Meetings Dates/Start Times and Response to CR489/2024 - City Wide **(C 138/2025)** *Author: Steve Vlachodimos, City Clerk / Licence Commissioner*

12. CONSIDERATION OF COMMITTEE REPORTS

12.1. (i) Report of the Special In-Camera meeting or other Committee as may be held prior to Council (if scheduled)

13. BY-LAWS (First and Second Reading)

13.1 **By-law 178-2025** - A BY-LAW TO AMEND BY-LAW 10463, BEING A BYLAW TO CLOSE, STOP UP AND CONVEY THE EAST/WEST ALLEY NEXT NORTH OF UNION STREET, FROM THE EASTERN LIMIT OF NEWTON STREET EASTERLY TO THE WEST LIMIT OF THE NORTH/SOUTH ALLEY WEST OF RANDOLPH, R.P. 1125, CITY OF WINDSOR, authorized by CAO 55/2025**,** dated May 16, 2025.

13.2 **By-law 179-2025** - A BY-LAW TO AMEND BY-LAW NUMBER 132-2025 CITED AS A BY-LAW TO AUTHORIZE A CERTAIN NEW CAPITAL WORK OF THE CITY OF WINDSOR (THE "MUNICIPALITY"); TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION ("OILC") FOR FINANCING OF SUCH NEW CAPITAL WORK; TO AUTHORIZE TEMPORARY BORROWING FROM OILC TO MEET EXPENDITURES IN CONNECTION WITH SUCH CAPITAL WORK; AND TO AUTHORIZE LONG-TERM BORROWING FOR SUCH CAPITAL WORK THROUGH THE ISSUE OF DEBENTURES TO OILC, see Item 8.5.

13.3 **By-law 180-2025** - A BY-LAW TO AMEND BY-LAW NUMBER 15-2010 BEING A BY-LAW TO APPOINT CHIEF BUILDING OFFICIAL, DEPUTY CHIEF BUILDING OFFICIALS AND INSPECTORS TO ENFORCE THE BUILDING CODE ACT AND REGULATIONS IN WINDSOR, authorized by By-law 98-2011, Sec. 27.1 (l)(i), dated June 7, 2011.

13.4 **By-law 181-2025** - A BY-LAW TO DESIGNATE ANIMAL CONTROL OFFICERS, authorized by By-law 98-2011, dated June 7, 2011.

13.5 **By-law 182-2025** - A BY-LAW TO AMEND BY-LAW NUMBER 392-2002, BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF FEES AND CHARGES, see Item 8.3.

13.6 **By-law 183-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR457/2024, dated October 28, 2024.

13.7 **By-law 184-2025** - A BY-LAW TO ESTABLISH THE ADMINISTRATIVE PENALTIES IN THE CITY OF WINDSOR, authorized by CR108/2025, dated April 14, 2025.

13.8 **By-law 185-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 245-2004, BEING "A BY-LAW FOR THE REGISTRATION AND LICENSING OF DOGS AND FOR THE CONTROL OF DOGS GENERALLY WITHIN THE CITY OF WINDSOR", authorized by B9/2025, dated January 27, 2025.

13.9 **By-law 186-2025** - BEING A BY-LAW TO AMEND THE STORMWATER CHARGE BY-LAW IN THE CITY OF WINDSOR, see Item 11.1.

13.10 **By-law 187-2025** - BEING A BY-LAW TO AMEND THE WASTEWATER SERVICE RATE BY-LAW IN THE CITY OF WINDSOR, see Item 11.1.

13.11 **By-law 188-2025** - A BY-LAW TO AMEND BY-LAW NUMBER 164-2015 BEING A BY-LAW TO PROVIDE FOR TAX REDUCTIONS IN RESPECT OF ELIGIBLE HERITAGE PROPERTIES, see Item 8.6.

13.12 **By-law 189-2025** - A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 24TH 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 178-2025 through 189-2025 inclusive

17. PETITIONS

18. QUESTION PERIOD

18.1. Summary of Outstanding Council Questions List as of November 13, 2025 **(SCM 358/2025)**

18.2. Outstanding Council Directives as of October 20, 2025 **(SCM 356/2025)**

19. STATEMENTS BY MEMBERS

20. UPCOMING MEETINGS

Environment, Transportation, and Public Safety Standing Committee
Wednesday, November 26, 2025
4:30 p.m., Council Chambers

Environment, Transportation, and Public Safety Standing Committee
Sitting as the Transit Windsor Board of Directors
Wednesday, November 26, 2025
Immediately following the Environment, Transportation & Public Safety Standing Committee meeting, Room 140, 350 City Hall Square West

Development & Heritage Standing Committee
Monday, December 1, 2025
4:30 p.m., Council Chambers

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

City Council Meeting
Monday, December 8, 2025
10:00 a.m., Council Chambers

21. ADJOURNMENT

Correspondence Report: CMC 16/2025

ATTACHMENTS

Subject: Correspondence Report for Monday, November 24, 2025 City Council Meeting

No.	Sender	Subject
7.1.1	City of Windsor	Notice of Virtual and In-Person Public Information Centres regarding possible conversion of one-way streets to two-way streets, Wards 3 and 4. Administrative Lead: Commissioner, Infrastructure Services & City Engineer SW2025 Note & File

Join Us to Discuss Wards 3 and 4
One-Way to Two-Way Street Conversion

The City of Windsor is considering the possibility of converting some Ward 3 and 4 one-way streets back into two-way streets in Windsor. The goal of the potential street conversions is to improve livability and to create a safer, more active Downtown.

A Virtual Public Information Centre (vPIC) and an In-Person Public Information Centre (PIC) are being held for Wards 3 and 4 to discuss the potential one-way to two-way conversions of selected streets within each respective ward. Comments and input gathered will assist the City of Windsor in determining whether detailed one-way to two-way street conversion studies should be conducted.

Ward 3 and 4 Public Open House:

Date: Tuesday, November 25th, 2025
Time: 4:00 PM to 8:00 PM
Location: Windsor Hall, 2175 Parent Ave (Caboto Club), Windsor, ON

Virtual PIC: You may also learn about the project and provide feedback online from November 10th to December 12th, 2025, via the virtual PIC (vPIC), which can be accessed through the following link or QR code: **[**https://www.vpic.planlocal.ca/windsor**]**

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

Reference:

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

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

To: Mayor and Members of City Council

Recommendation:

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

Executive Summary:

N/A

Background:

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

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

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

Discussion:

Infrastructure Considerations - Panhandling

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

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

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

Unsafe Behaviour on Municipal Roadways – Panhandling

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

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

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

(2) No person shall,

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

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

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

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

Alternative Supports – Panhandling

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

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

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

Risk Analysis:

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

Climate Change Risks:

Climate Change Mitigation

N/A

Climate Change Adaptation

N/A

Financial Matters:

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

Consultations:

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

Conclusion:

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

Planning Act Matters:

N/A

Approvals:

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

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

Notifications:

Name	Address	Email

Appendices:

Subject: Non-Eligible Source Recycling (NES) Program – City Wide

Reference:

Date to Council: November 24, 2025
Author: Jim Leether
Senior Manager, Environmental Services
(519) 974-2277 ext. 3123
Jleether@citywindsor.ca

Public Works - Operations
Report Date: 10/31/2025
Clerk's File #: SW/14789

To: Mayor and Members of City Council

Recommendation:

That City Council **RECEIVE** the report on the City's Non-Eligible Source (NES) recyclables for information.

Background:

As part of the transition from the Municipal Blue Box program to the Full Producer Responsibility by year-end of 2025, it was identified through Circular Materials that small businesses, churches and other religious establishments, daycares, libraries, trailer parks, Business Improvement Areas (BIA'S) and other organizations in our communities, including municipal facilities, will not be added to the Full Producer Responsibility program set to commence on January 1, 2026.

Accordingly, municipalities that choose to collect Non-Eligible Source (NES) recyclables after December 31, 2025, will be solely responsible for the costs associated with promotion and education, contract administration (i.e. staffing, contract management, customer service, procurement and distribution of containers, etc.), NES collection and processing.

This report has been prepared for City Council's information. Should City Council want to continue with a City-Wide NES collection program, direction will need to be given to Administration.

Discussion:

In preparation for the transition of service on January 1, 2026, City Administration is presenting this report to City Council for information and direction. Should City Council want to continue with NES collection, Administration recommends leveraging the City's current midnight old corrugated cardboard collection (OCC) route, maintain NES

collection in the nine BIA's within Windsor, afford NES collection at all municipal buildings (including City Hall, libraries, community centres, fire stations and various Agencies/Businesses such as ENWIN, Walkerville Artists Collective, Cafe Amor & Art, Feeding Windsor Essex, A Dog's Breakfast) and align these NES services with other funded City waste collections services (i.e. litter bin collection) using an integrated single truck co-collection approach for both NES recyclables and garbage.

This City-wide "Made in Windsor" alternative NES recycling collection program would start on January 1, 2026. This will ensure no interruption in services to qualified collection locations and remove the risk of material being put in the general waste stream and ultimately impacting the Regional Landfill.

The proposed NES program would refocus collection efforts to the City of Windsor's nine (9) BIA's, small businesses on arterial routes, churches and other religious establishments, libraries, charities, non-profits and municipal buildings. The proposed NES program will continue to collect over 650 stops. From this, it is estimated that at least 400 tonnes or more of NES material (i.e. fibre, cardboard, and containers) will be captured via the City's proposed NES collection plan starting in 2026.

Furthermore, as part of this program, the City of Windsor's OCC route will remain unchanged and all 175 plus locations will continue to receive the current level of service that has been in place for decades.

The Environmental Services Department currently has a fulsome list of participants in both the existing NES program and OCC program and will be contacting each stop to communicate the changes to occur if the program is fully approved. EWSWA will be responsible for contacting the collection stops to inform of the locations of the elimination of the program as it exists now. The Environmental Services Department will work in partnership with EWSWA to ensure communication is clear, concise and avoids confusion.

Several strategies will be employed by the Environmental Services Department to communicate the new program to participating businesses including hand delivered letters (which is how the current collection schedules are delivered to these locations) site visits by environmental staff and preparing the 311 call centre to handle questions about the program changes. As the program is for specific areas, particularly BIA's, the BIA contact lists for each zone will be utilized to help get the information to those that need it. As most of the stops are currently existing and will remain on their existing schedule minimal impact is expected to those that will remain part of the program.

Risk Analysis:

Should the proposed 2026 NES program not be approved there is a risk that, after December 31, 2025, the affected participating businesses may not participate in a private recycling if it comes at an additional cost and may displace a higher percentage of recyclables to landfill if they do not seek private collection. That said, it is recognized that the overall weight or volume of NES material that reaches the Regional Landfill would be less than 0.4% if it is not recycled and enters the waste stream.

Climate Change Risks:

Climate Change Mitigation

Recycling materials into new products generates considerably lower greenhouse gas (GHG) emissions than producing from new materials. For example, recycling steel reduces emissions by 58% and aluminum by 92%. Without continued NES collection services, these materials may end up in the landfill, where paper materials will break down and generate methane gas, at a GHG production rate 23 times more than $C0_2$.

Continuing to divert waste from landfills reduces environmental degradation by minimizing the need for additional landfill space, preventing soil contamination, and decreasing water pollution.

Climate Change Adaptation

N/A

Financial Matters:

City-wide NES Program Expense

The estimated 2026 annual net expense budget for the proposed City-led NES program is approximately $301,507 as shown in the table below. The current operating budget for Environmental Services already includes costs associated with the ongoing OCC night collection services provided by the city. Revenue generating opportunities from the sale of recyclable commodities to local receivers, specifically with cardboard, may allow the Environmental Services Department to offset some program costs. An estimate of this revenue has not be factored into the financial analysis at this time.

NET COST ESTIMATES, NES RECYCLING:	OCC Night Collection	NES Collection	Total NES Recycling Collection
Revenue	$ 11,250	$ 10,000	$ 21,250
Staff Wages & Fringe Benefits	$ 101,693	$ 104,068	$ 205,761
Vehicles	$ 5,816	$ 101,550	$ 107,366
Other Miscellaneous Staff Costs	$ 4,320	$ 5,310	$ 9,630
TOTAL ESTIMATED NET COST	$ 100,579	$ 200,928	$ 301,507

City-Wide NES Program Budget Impact:

The current base budget for NES reflects the contract for services through EWSWA. Should City Council direct that a City-Wide only program be continued, there will be operational savings as outlined in the table below.

Budgeted 2025 NES Recycling Collection Net Expense (through EWSWA)	$433,331
Less: Proposed 2026 NES Recycling Collection (through City-led program)	$301,507
Estimated operating budget reduction	**$131,884**

The proposed NES recycling collection program will require one (1) Full Time Employee (FTE) to perform the duties associated with this collection program. This FTE will be filled from one of the NES FTE positions currently providing NES service under the existing program and will need to be funded beyond December 31, 2025.

From a capital budget perspective, the City currently owns and maintains several fleet trucks (3 in-service, 1 spare) for scheduled NES collection within the current program. Two of these units will be required to continue the city specific NES recycling program (1 in-service, 1 spare). One truck ($160,000 estimated value based on appraised value), will be added to the dedicated corporate fleet and the appropriate replacement plan moving forward. A second truck ($10,000) will be used by the Environmental Services Division as a spare unit. The remaining two trucks will be sold at auction as per the terms of the original County Recycle Agreement between the City of Windsor and the EWSWA.

Should City Council direct the continuation of the program the funding request should be directed to the 2026 budget process.

Consultations:

Cindy Becker, Financial Planning Administrator

Michelle Moxleypeltier, CEP Project Administrator

Regional Public Works Commissioners of Ontario

Michelle Bishop, EWSWA, General Manager

Conclusion:

Administration supports the proposed City-wide NES recycling collection program in order to help substantially offset the service gap resulting from the Province's transition to the Full Producer Responsibility-led recycling program as of December 31, 2025.

Approvals:

Name	Title
Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Stacey McGuire	Executive Director of Operations and Deputy City Engineer (A)
David Simpson	Commissioner, Infrastructure Services and City Engineer
Dan Seguin	On behalf of Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

N/A

Appendices:

N/A

Subject: Response to CQ37-2024 – Supervised Park Program – City Wide

Reference:

Date to Council: November 24, 2025
Author: Nada Tremblay
Manager, Community Programming, Development & Special Events
ntremblay@citywindsor.ca
519-253-2300 x2720

Recreation and Culture
Report Date: 11/7/2025
Clerk's File #: SR2025

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** this report in response to CQ37-2024 regarding the Supervised Park (SUPIE) Program expanding to one park in each of the 10 Wards.

Executive Summary:

N/A

Background:

The SUPIE program is a seasonal initiative developed by the City of Windsor's Recreation Department to provide safe, inclusive, and engaging recreational opportunities for youth in local parks, free of charge. Originally launched in a single location, the program expanded significantly in 2025 to operate in ten parks across the city, reaching hundreds of children and families.

On May 29, 2023, City Council directed through Council Report C 40/2023 to implement a pilot SUPIE Program in Mitchell Park. This program was piloted in 2023 at Mitchell Park. Due to the success and importance of the program, a one-time operating budget of $20,000 was approved by Council, to continue the program in 2024.

In 2025, Human and Health Services was awarded grant funding from Crime Prevention Canada. The goals of the grant closely aligned with those of the SUPIE program, enabling Human and Health Services to allocate the funding to the Recreation department to expand the program into additional parks. Under the direction of Council, SUPIE was extended to nine new park locations, operating in three parks at a time and rotating approximately every three weeks over an eight-week period. The expansion incurred a cost of approximately $36,000 and successfully engaged nearly 1,000

participants over the course of the summer. The program received positive feedback from community members, participants, and staff, reflecting its impact and value within the neighbourhoods it served.

2025 Metrics

Total Participants: 925

Park-by-Park Breakdown:

Ward 1 - Central Park – 165

Ward 2 - Mic Mac Park – 175

Ward 4 - Lanspeary Park – 141

Ward 5 - Robert McDonald Park – 13

Ward 6 - Riverside Baseball Park– 77

Ward 7 - Forest Glade Optimist Park – 74

Ward 8 - Fontainebleau Park – 107

Ward 9 - Walker Homesite Park– 84

Ward 10 - Remington Park – 89

As the program progressed, each park began to see a noticeable increase in participant numbers, particularly toward the end of their respective three-week rotations. This growth was largely attributed to word-of-mouth and targeted advertising efforts. Families and youth shared their positive experiences, leading to greater community awareness and engagement. Notably, Mitchell Park (Ward 3), where the SUPIE program has been established for three consecutive years, saw a record-breaking number of participants over the summer, demonstrating the long-term impact and popularity of the program in areas with sustained presence.

On September 9, 2024, Councillor Kaschak asked CQ37-2024:

“Asks that Administration prepare a report for City Council outlining what it would entail from an Administrative & Financial standpoint to potentially have the similar 'SUPIE Program' at one Park in all 10 Wards starting in the spring/summer of 2026.

The Councillor along with Administration would determine the Ward Park location.”

This report is in response to that question.

Following the question, Administration collected data from operating the SUPIE program over the past three years, including insights from the 2025 expansion, which was made possible through external grant funding. Additionally, Administration reached out to another municipality to explore what other cities are doing.

Discussion:

Over the past few years, recreation staff have built strong relationships with neighbourhood youth and their families, fostering trust and a sense of belonging. The 2025 program received overwhelmingly positive feedback from residents, both in person and through social media, with many expressing a desire to see the program return and expand further.

Given its success and impact, it is feasible to implement the SUPIE program in one park per ward across all 10 wards in Windsor for the spring/summer of 2026 operating daily from 5:00 p.m. to 8:00 p.m. seven days per week. With a projected budget of $100,000, this expansion would ensure equitable access to the program citywide and continue to support youth development and community well-being.

Administration has identified several options to deliver the program city wide, all of which are feasible within this funding:

1. **All wards with full amenities** – parks with washrooms and storage on site, minimizing additional operational needs.
2. **Mixed amenities** – some wards with full amenities, while others require supplemental resources such as portable washrooms or equipment storage.
3. **Minimal amenities** – wards with limited facilities supported by additional operational resources to ensure safe and effective program delivery.

These options demonstrate that the program could be delivered equitably across all 10 wards within the proposed budget.

Risk Analysis:

There is a moderate risk that certain sites might pose safety challenges. Each park presents unique environmental and social dynamics. Some locations may have higher rates of youth-related incidents, requiring tailored safety protocols and close coordination with other city departments.

There is a moderate financial risk associated with selecting parks that lack essential amenities such as washrooms and secure storage areas. These locations typically require additional resources, such as portable facilities, equipment transportation, and staffing accommodation, which will increase operational costs. If multiple parks without existing infrastructure are chosen, additional funding beyond the estimated $100,000 budget would be necessary to ensure safe and effective program delivery.

Climate Change Risks

Climate Change Mitigation:

Expanding the Supervised Park Program (SUPIE) to additional parks across Windsor aligns with the city's climate change efforts by enhancing access to safe, shaded, and climate-resilient public spaces. Locating supervised programming in more parks closer to residential communities encourages more residents, especially children and families,

to safely access these green spaces. This localized approach also encourages active transportation, such as walking and cycling, reducing reliance on vehicles and contributing to lower greenhouse gas emissions.

Climate Change Adaptation:

Windsor is increasingly vulnerable to extreme heat and intense rainfall, making urban parks essential assets for climate resilience. These green spaces function as natural cooling zones and flood buffers, helping to protect residents during climate stress events. As park utilization grows, so do opportunities to incorporate climate-resilient infrastructure, including expanded tree canopy for shade, permeable surfaces to manage runoff, and enhanced stormwater management features, supporting the city's broader efforts to adapt to the impacts of climate change.
Moreover, the SUPIE program fosters community engagement and environmental education, which are essential components of long-term climate resilience. Through inclusive programming, residents gain access to nature-based learning, heat safety awareness, and social support systems that improve adaptive capacity.

Financial Matters:

Expanding the SUPIE program to one park in each of Windsor's 10 wards for the spring/summer of 2026 could be achieved within a proposed operational budget allocation of $100,000. This budget would be sufficient to fund any of the 3 options outlined in the Discussion section in the 2026 programming year.

There is currently no funding within the Community Programming departmental operating budget for the expansion of the SUPIE program. Should Council wish to expand and implement this program in one park in each of the 10 Wards, the City Treasurer should be directed to bring an operating budget issue to request this additional funding as part of the 2026 operating budget process.

Administration would also continue to seek and pursue grant funding opportunities to offset the costs related to the SUPIE program in 2026 and in future years.

Consultations:

Erika Benson, Financial Planning Administrator

Conclusion:

The SUPIE program has demonstrated significant value in promoting youth engagement, enhancing community safety, and fostering positive relationships between City staff and residents.

Planning Act Matters:

N/A

Approvals:

Name	Title

Name	Title
Emilie Dunnigan	Manager Development Revenue & Financial Administration
Jamie Scott	Executive Director, Parks, Recreation & Facilities (A)
Michael Chantler	Commissioner – Community Services
Janice Guthrie	Commissioner – Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: Appointment of Integrity Commissioner - City Wide

Reference:

Date to Council: November 24, 2025
Author: Sandra Gebauer
Council Assistant
519-255-6100 x 6331
sgebauer@citywindsor.ca
Council Services
Report Date: 11/6/2025
Clerk's File #: GM/14272

To: Mayor and Members of City Council

Recommendation:

THAT Principles *Integrity* **BE APPOINTED** as Integrity Commissioner for the City of Windsor, for a term commencing January 1, 2026 and ending on December 31, 2027, with the possibility of a further two-year renewal upon mutual agreement, on the terms set out in the proposal submitted by Principles *Integrity* in response to City of Windsor EOI # 114-25; and,

THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute a contract with Principles *Integrity* on the said terms and conditions, subject to approval in form and technical content by the City Solicitor and as to financial content by the City Treasurer; and,

THAT all future contracts to engage an Integrity Commissioner **BE LIMITED** to a total four-year term inclusive of any renewals, after which an Expression of Interest **SHALL BE CONDUCTED.** Any incumbent or former Integrity Commissioner for the City **SHALL NOT** be excluded from participating in that process.

Executive Summary:

N/A

Background:

Principles *Integrity* was appointed by the City of Windsor as Integrity Commissioner, for a term commencing on July 1, 2022, and ending December 31, 2023, with the option to extend the agreement for an additional two years upon mutual consent, in accordance with CR18/2022.

The Integrity Commissioner services agreement was subsequently renewed for the period of January 1, 2024 to December 31, 2025. Principles *Integrity* has been serving the City of Windsor well, providing professional, impartial and effective services to both the City and Council.

Discussion:

In September 2025, an Expression of Interest (EOI #114-25) for the provision of Integrity Commissioner services was issued by the City of Windsor's Purchasing Department, through Biddingo, the City's online procurement portal, and by positing on the City's website.

General qualifications included:

- A degree in a relevant field of study such as Law, Ethics, or Public Administration;
- Comprehensive knowledge of the legislative framework, including the *Municipal Act*, lobbying legislation and by-laws, municipal codes of conduct, and the *Municipal Conflict of Interest Act*, enhanced by extensive experience with municipal government, governance and administrative law;
- Ability to interpret and apply the provisions of various statutes, regulations, policies, and other enabling frameworks;
- Experience managing confidential inquiries, conducting investigations, and making appropriate recommendations;
- Familiarity with investigatory procedures and the applicable legal principles, particularly as they relate to evidence, legal interpretation and natural justice, as well as the application of alternative dispute resolution methods;
- At least ten (10) years of senior-level management, legal or judicial experience with preference given to those with judicial experience, or having dealt with compliance matters, conducted investigations, developed policy and delivered advisory and educational services.
- Proven impartiality, independence, neutrality, sound judgment, and high ethical standards;
- Outstanding written and oral communication skills and experience interacting at a senior level, in the public realm, with a broad range of stakeholders and decision-makers

The Closing date was October 16, 2025.

Submissions were received from:

1. ADR Chambers Inc.

2. Principles *Integrity*

3. SLG Legal Solutions

The submissions were reviewed by a panel facilitated by the purchasing department, which included the City Clerk and the City Solicitor. Proponents were evaluated based on the evaluation criteria outlined in the EOI document, including Proponent Information and Qualifications, Understanding and Approach of Integrity Commissioner Role, Fee Structure and Experience. Principles *Integrity* was the highest ranked Proponent of the RFP evaluation, therefore administration recommends the appointment of Principles *Integrity* as the Integrity Commissioner for the City of Windsor.

Risk Analysis:

Municipalities are required by law to have an integrity Commissioner. From an accountability and transparency perspective, it is vital to engage in a meaningful review of the appointment from time to time to ensure the City and its citizens are well served.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Principles *Integrity* offers the following fee structure:

- Retainer: $1,200. Annually
- Hourly Rate: $280. per hour (regardless of whether one or both principals attend)
- A rate of $1,750. Including preparation and delivery for education and training sessions. (overnight stays may be subject to additional fees)
- Mileage rate: $0.54 per km, or the rate in place in the municipality

The costs associated with this contract have increased compared to the previous agreement approved in 2024, which consisted of a $1,000 annual retainer (compared to the new rate of $1,200) and an hourly rate of $275 (compared to the new rate of $280). Based on the previous rates and historical expenditures over the past five years, the cost of this service has varied between $3,000 and $14,000 annually. The existing

budget allocated for the services of the Integrity Commissioner remains sufficient to cover the anticipated costs under this new contract. Moreover, under the fee structure proposed by Principles Integrity, the allocated budget provides flexibility to accommodate additional services that may be requested by Council.

Consultations:

Dawn Lamontagne – Purchasing Manager (A)

Rosa Maria Scalia – Financial Planning Administrator

Conclusion:

Administration recommends the engagement of Principles *Integrity* to once again act as Integrity Commissioner for the City of Windsor for a total potential term of four years through a two-year contract followed by a two-year renewal.

Administration recommends requiring that future engagements be secured by EOI, and that the total term of the agreements, inclusive of renewals, be limited to four years, at which time a new procurement must be undertaken.

Planning Act Matters:

N/A

Approvals:

Name	Title
Dawn Lamontagne	Purchasing Manager (A)
Dave Soave	Manager Strategic Operating Budget Development & Control
Anna Ciacelli for Steve Vlachodimos	City Clerk/Licence Commissioner
Wira Vendrasco	City Solicitor
Andrew Daher	Commissioner, Corporate Services
Janice Guthrie	Commissioner, Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: Windsor Canada Utilities Ltd. 2nd Quarter 2025 Financial Statements - City Wide

Reference:

Date to Council: November 24, 2025
Author: Lorie Gregg
Deputy Treasurer, Taxation, Treasury and Financial Projects
(519) 255-6100 Ext. 6522
lgregg@citywindsor.ca
Taxation & Financial Projects
Report Date: 10/27/2025
Clerk's File #: AF2025

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** for information, the Windsor Canada Utilities Ltd. 2nd Quarter 2025 Financial Statements attached as Appendix A.

Background:

The Shareholder direction for Windsor Canada Utilities Ltd. (WCU) requires that Quarterly Financial Statements be provided to the shareholder.

Discussion:

In compliance with this requirement, WCU has provided consolidated financial statements as at June 30, 2025, with comparatives as at June 30, 2024.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

See attached Appendix A, which includes the following as at June 30, 2025:

- Covering letter from WCU's Chief Financial Officer and the President and Chief Executive Officer
- Consolidated Balance Sheet
- Consolidated Income Statement
- Consolidated Statement of Cash Flows

Consultations:

N/A

Conclusion:

Information is submitted to City Council in compliance with the requirements of the Shareholder Directions for WCU.

Approvals:

Name	**Title**
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	**Address**	**Email**

Appendices:

Appendix A – WCU – 2025 Q2 Financial Statements

To: Mayor and Members of City Council

2025 10 16

From: Matt Carlini

Re: Windsor Canada Utilities Ltd. June 2025 Quarterly Financial Statements

BACKGROUND AND BASIS OF REPORTING

Enclosed are the financial reports for Windsor Canada Utilities Ltd. (WCU) as at June 30, 2025.

WCU's financial statements are presented in accordance with International Financial Reporting Standards (IFRS) which is a requirement, as WCU is a publicly accountable entity. WCU is not eligible to use Public Sector Accounting Standards, which is what the Corporation of the City of Windsor uses for external reporting. Within the Windsor Canada Utilities Ltd., consolidated operations are the operations of the local distribution company (ENWIN Utilities Ltd.) and ENWIN Energy Ltd.. The Ontario Energy Board (OEB) regulates ENWIN Utilities Ltd. (EWU), and the regulator requires certain regulatory balances to be recognized and tracked for rate-setting purposes. These rate-setting accounts are considered for regulatory purposes as either regulatory assets or liabilities; however, those accounts are not recognized under IFRS.

In January 2021, the International Accounting Standards Board (IASB) published the Exposure Draft *Regulatory Assets and Regulatory Liabilities*, which sets out proposals that aim to give stakeholders better information about the financial performance of companies that are subject to rate regulation. The Exposure Draft is still in the consultation and review stages. It is anticipated that EWU will have the ability to recognize regulated assets and liabilities within the IFRS financial statements once this standard is published. The final standard is expected to be issued in 2026 with an effective date of January 1, 2028, however, early adoption may be an option for EWU. Until such time when this new standard is adopted, EWU will maintain two sets of records to report regulated activities and to fulfil external financial reporting requirements.

DISCUSSION

The objective of this report is to provide quarterly consolidated financial performance updates to the Mayor and members of City Council. Further financial analysis and explanations can be found under the 'Financial Matters' section.

RISK ANALYSIS

The results reported to the City Council are for internal reporting purposes and are intended to provide an update of the company's financial performance relative to budget and prior year. The figures are not audited and do not contain all the note disclosure that would be present in a full audited financial statement.

FINANCIAL MATTERS

Financial Highlights

Overall, the performance of the group was consistent with budget through the second quarter of 2025 and is projected to be consistent with budget by the end of the year. Net Income however is highly sensitive to changes in electricity pricing as well as other regulatory rate adjustments and those are currently increasing reported earnings on an IFRS basis.

As of the quarter-ended June 30, 2025, WCU is reporting Total Revenue of $33.7 million, Operating Income of $14.8 million, and Net Income of $7.0 million under IFRS. The 2025 forecast shows revenue consistent with budget and operating expenses favourable to budget. Regulatory adjustments are expected to increase overall net income. These regulatory adjustments are often impacted by market conditions and could change throughout the year. Management will continue to monitor financial performance and liquidity.

Liquidity and Financial Strength

As at June 30, 2025, WCU is in a positive cash flow position. Cash is expected to slowly decrease throughout 2025 due to approximately $34 million in anticipated capital investment, however WCU continues to experience a strong balance sheet and consistent credit profile.

Matt Carlini
Chief Financial Officer

Garry Rossi
President and CEO

encls Appendix A – WCU Q2 2025 Consolidated Financial Review Statements

Windsor Canada Utilities Ltd.

Board Financial Review Statements

June 30, 2025

Unaudited

	Page Reference
Consolidated Balance Sheet	i
Consolidated Income Statement	ii
Consolidated Statement of Cash Flows	iii

Windsor Canada Utilities Ltd.

Consolidated Balance Sheet
(In thousands of Canadian dollars)

June 30, 2025, with comparative information for 2024

	June 2025	June 2024	December 2024
Assets			
Current assets:			
Cash and cash equivalents	$ 8,478	$ 19,613	$ 16,073
Investment	-	3,636	-
Accounts receivable	51,955	49,131	57,519
Due from related parties	4,596	4,223	3,926
Inventory	11,107	8,898	8,191
Other assets	5,114	2,648	1,987
	81,250	**88,149**	**87,696**
Non-current assets:			
Property, plant and equipment	277,771	265,573	273,747
Intangible assets	3,906	1,015	1,402
Investment, sinking fund	20,742	17,785	19,568
Investment in joint venture	238	165	234
Due from related parties - debentures and post-retirement	52,000	52,000	52,000
Deferred income taxes	1,388	2,687	1,388
	356,045	**339,225**	**348,339**
Total assets	**$ 437,295**	**$ 427,374**	**$ 436,035**
Liabilities			
Current liabilities:			
Accounts payable and accruals	$ 32,173	$ 25,019	$ 31,910
Payments in lieu of income taxes payable	2,442	2,775	2,749
Due to related parties	6,776	10,059	10,787
Current portion of customer deposits	1,699	1,492	1,591
Deferred revenue	75	4,117	-
	43,165	**43,462**	**47,037**
Non-current liabilities:			
Customer deposits	7,536	7,044	7,156
Deferred revenue - customer contributions	21,036	19,158	21,109
Long-term debt	102,567	102,550	102,558
Employee future benefits	49,225	48,701	48,876
	180,364	**177,453**	**179,699**
Total liabilities	**223,529**	**220,915**	**226,736**
Equity			
Common shares	81,842	81,842	81,842
Contributed surplus	516	516	516
Retained earnings	131,408	124,101	126,941
	213,766	**206,459**	**209,299**
Total liabilities and equity	**$ 437,295**	**$ 427,374**	**$ 436,035**

Windsor Canada Utilities Ltd.

Consolidated Statement of Income
(In thousands of Canadian dollars)

June 30, 2025, with comparative information for 2024

	YTD - June 30, 2025			YTD - June 29, 2024		2025 Annual	2025
	Actuals	Budget	Variance	Actuals	Variance	Budget	Forecast
Distribution revenue:							
Residential	$ 15,505	$ 15,482	$ 23	$ 14,695	$ 810	$ 30,964	$ 30,987
General service - small	10,452	10,381	71	9,906	546	21,166	21,237
General service - large	2,292	2,462	(170)	2,120	172	4,943	4,773
Street lighting	938	932	6	898	40	1,865	1,870
	29,187	**29,257**	**(70)**	**27,619**	**1,568**	**58,938**	**58,867**
Net service revenue							
Services provided to WUC	11,014	11,390	(376)	10,372	642	22,780	22,446
Services provided to City	1,583	1,556	27	1,282	301	3,113	3,219
	12,597	12,946	(349)	11,654	943	25,893	25,665
Cost of services - MSA	(11,988)	(12,253)	265	(10,998)	(990)	(24,505)	(24,511)
Cost of services - depreciation - MSA	(375)	(417)	42	(400)	25	(834)	(656)
	234	**276**	**(42)**	**256**	**(22)**	**554**	**498**
Other income	4,268	4,455	(187)	493	3,775	9,059	9,250
Total revenue	**33,689**	**33,988**	**(299)**	**28,368**	**5,321**	**68,551**	**68,615**
Operating expenses:							
Distribution operation and maintenance	6,439	7,151	712	6,327	(112)	14,310	13,907
Billing and collection	1,826	1,958	132	1,590	(236)	3,992	3,899
Community relations	212	235	23	203	(9)	429	466
Administration and general	3,397	3,280	(117)	1,783	(1,614)	6,729	7,097
Property and tools and maintenance	1,284	1,101	(183)	979	(305)	2,132	2,320
Salaries and benefits	4,493	4,981	488	3,807	(686)	9,700	8,967
Regulatory	285	309	24	274	(11)	617	617
Employee future benefits	939	948	9	892	(47)	1,896	1,880
	18,875	**19,963**	**1,088**	**15,855**	**(3,020)**	**39,805**	**39,153**
Operating income / EBITDA	**14,814**	**14,025**	**789**	**12,513**	**2,301**	**28,746**	**29,462**
Other income/expenses:							
Share of joint venture's net loss (gain)	(3)	(19)	(16)	52	55	(64)	(56)
Depreciation and amortization	6,117	5,803	(314)	3,676	(2,441)	13,010	12,543
Net finance expense	330	443	113	(551)	(881)	893	1,355
Loss (gain) on sale of PP&E	140	-	(140)	207	67	-	259
	6,584	**6,227**	**(357)**	**3,384**	**(3,200)**	**13,839**	**14,101**
Income before tax	**8,230**	**7,798**	**432**	**9,129**	**(899)**	**14,907**	**15,361**
Provision for PILs of corporate taxes	2,097	2,222	125	2,669	572	4,335	4,618
Deferred income taxes	-	-	-	(10)	(10)	13	13
	2,097	**2,222**	**125**	**2,659**	**562**	**4,348**	**4,631**
Net income - MIFRS	**6,133**	**5,576**	**557**	**6,470**	**(337)**	**10,559**	**10,730**
Regulatory adjustment (IFRS)	835	1,426	(591)	(338)	1,173	2,852	2,261
Net income - IFRS	**$ 6,968**	**$ 7,002**	**$ (34)**	**$ 6,132**	**$ 836**	**$ 13,411**	**$ 12,991**

Windsor Canada Utilities Ltd.

Consolidated Statement of Cash Flows
(In thousands of Canadian dollars)

June 30, 2025, with comparative information for 2024

	June 2025	June 2024	December 2024	Forecast 2025
Cash flows from operating activities:				
Total IFRS net income (loss) for the year	$ 6,968	$ 6,132	$ 10,971	$ 12,994
Adjustments for:				
Depreciation and amortization	6,481	6,206	12,604	13,169
Amortization of deferred revenue customer contribution	(307)	(280)	(565)	(663)
Remeasurement of employee future benefits	-	-	(275)	-
Loss (gain) on investment	(574)	(689)	(1,976)	(827)
Loss (gain) on sale of property, plant and equipment	137	205	670	256
Amortization of debt issuance costs	9	8	16	16
Share in joint venture's net loss (gain)	(3)	52	(17)	(56)
Net finance expense	246	(529)	(1,230)	1,271
Income tax expense	2,097	2,669	2,671	5,432
	15,054	13,774	22,869	31,592
Changes in:				
Accounts receivable	5,563	(222)	(8,611)	5,315
Due from related parties	(670)	785	1,082	(2,757)
Inventory	(2,916)	(70)	637	(209)
Other assets	(3,129)	(864)	(200)	(1,533)
Deferred income taxes	-	(10)	1,290	(13)
Accounts payable and accruals	262	(5,101)	1,791	317
PIL of income taxes	(1,428)	(774)	380	3,286
Due to related parties	(4,011)	668	1,396	2,023
Deferred revenue	75	-	(4,118)	55
Customer deposits	490	1,257	1,467	62
Employee future benefits	349	402	852	-
	(5,415)	(3,929)	(4,034)	6,546
Interest paid	(2,278)	(2,234)	(4,468)	(4,689)
Interest received	2,033	2,763	5,698	3,417
Income taxes paid	(976)	(201)	(1,383)	(5,432)
	8,418	**10,173**	**18,682**	**31,434**
Cash flows from investing activities:				
Acquisition of PP&E and intangible assets	(13,382)	(10,594)	(26,498)	(34,843)
Acquisition of investments	(600)	(600)	(1,200)	-
Deferred revenue - customer contributions	255	173	2,526	2,834
Proceeds from investments	-	-	3,740	31,007
Proceeds on sale of PP&E	214	227	589	212
	(13,513)	**(10,794)**	**(20,843)**	**(790)**
Cash flows from financing activities:				
Change in Bank Indebtedness	-	-	-	3,969
Common shared redemption	-	-	-	(31,007)
Dividends paid	(2,500)	(2,000)	(4,000)	(5,000)
	(2,500)	**(2,000)**	**(4,000)**	**(32,038)**
Net increase (decrease) in cash and cash equivalents	**(7,595)**	**(2,621)**	**(6,161)**	**(1,394)**
Cash and cash equivalents, beginning of period	16,073	22,234	22,234	16,073
Cash and cash equivalents, end of period	**$ 8,478**	**$ 19,613**	**$ 16,073**	**$ 14,679**

Subject: Excess Soils Reuse Site Operations - Ward 9

Reference:

Date to Council: November 24, 2025
Author: Robert Perissinotti
Development Engineer
(519) 255-6100 Ext. 6615
rperissinotti@citywindsor.ca
Development – Engineering
Report Date: 11/7/2025
Clerk's File #: SW/14975

To: Mayor and Members of City Council

Recommendation:

I. THAT Council **APPROVE** the continued operation of the Excess Soils Reuse Site [Project ID 7242009] within the City owned Windsor International Airport employment lands on the north side of Cabana Road East between 8th and 9th Concession Roads (the "Reuse Site"); and further,

II. THAT with respect to the operation of the Reuse Site from January 1, 2026 to December 31, 2029:

a. Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the continued operation of the Reuse Site, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendment thereto, satisfactory in form to the City Solicitor, in financial content to the City Treasurer and in technical content to the City Engineer; and further,

b. THAT Administration **BE AUTHORIZED** to take any other steps as may be required to bring effect to these resolutions, and that the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any required documentation/agreement(s) for that purpose, satisfactory in form to the City Solicitor, in financial content to the City Treasurer and technical content to the City Engineer; and further,

c. THAT Council **AUTHORIZE** Administration to use the approved contingency identified within the project budget herein for any amendment(s) or change requirement(s)/directive(s) and additional documents relating to the executed agreement, pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in form

to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer; and further,

d. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to City Treasurer, in form to the City Solicitor; and in technical content to the City Engineer; and further,

e. THAT Administration **BE AUTHORIZED** to issue any change order(s) for any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to City Treasurer, and in technical content to the City Engineer; and further,

f. THAT the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders or amendments to Purchase Orders as may be required to effect the recommendation(s) noted above, pursuant to the Purchasing By-Law 93-2012 and amendments thereto; subject to all specifications being satisfactory in financial content to the City Treasurer, and in technical content to the City Engineer; and further,

III. THAT Council **APPROVE** the extension of the current contract with Amico Infrastructures Inc. on a month-to-month basis, through a Sole Source procurement, to an upset limit of $324,500 (excluding applicable taxes) to ensure continued operation of the Reuse Site prior to the anticipated award of the Servicing of the Airport Industrial Lands – Phase 1 Project [Project ID7211060]; and further,

IV. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute an amending agreement with Amico Infrastructures Inc. for the provisional operation of the Reuse Site until such time as the Servicing of the Airport Industrial Lands – Phase 1 Project commences , to an upset limit of $324,500.00 (excluding applicable taxes); satisfactory in form to the City Solicitor, in technical content to the City Engineer and in financial content to the City Treasurer; and further,

V. THAT Council **APPROVE** new Reuse Site tipping fees as follows:

a. $20/CM for internal (City lead capital) projects; and,

b. $25/CM for external (non-City lead capital) projects,

VI. THAT User Fees and Charges By-Law 392-2002, **BE AMENDED** effective January 1, 2026, and that By-law XXX-2025 be **PASSED** at this meeting of Council.

Executive Summary:

N/A

Background:

Under CR146/2025 Council approved the establishment of an Excess Soils Reuse Site (Report C 59/2025) in response to *Ontario Regulation 406/19 (O. Reg. 406/19),* which governs excess soil management (the "Reuse Site"). The Reuse Site, located on City-owned Windsor International Airport lands, was created to lower City Capital project costs related to the trucking and disposal of excess soils from construction sites, and also to prepare the airport lands for future employment development. Funding of $3,902,780 (including taxes) was approved for the initial setup of the Reuse Site and its operation through December 31, 2025.

Administration was also directed as follows:

"That Administration **BE DIRECTED** to submit an updated plan and associated funding strategy (full cost recovery and/or cost avoidance) for the operation of the Reuse Site beyond December 31, 2025 to be submitted for consideration as part of a future report to Council."

The purpose of this report is to provide Council with an update on the 2025 operation of the Reuse site, as well as to present the required business case to request its continued operation for the period of 2026 through 2029.

Discussion:

Operational Success and Strategic Value

The Reuse Site, located north of Cabana Road East between 8th and 9th Concession Roads, has been operational since July 3, 2025. To date, approximately 100,000 m³ of excess soil has been received—aligning with first-year projections. The majority of this material originated from a single development site in the Forest Glade North Secondary Plan Area. Upon delivery, soils were visually inspected, documented, and sorted into designated piles based on Residential/Parkland/Institutional (RPI) and Industrial/ Commercial/Community (ICC) classifications.

These excess soils have been utilized to build up future internal roadways and stockpile areas across the various Employment Lands development lots. In addition, imported granular material has been placed to cap the roadways that align with the planned future road network. These roads support short-term site operations and are intended to be incorporated into the final road construction, contributing to long-term cost savings

Overall, the establishment of the Reuse Site is anticipated to provide value to the Corporation in following ways:

- Ability to accept roughly 500,000 cubic metres of excess soil from City and external projects.
- Offset costs associated with the required raising of lands, to meet minimum floodproofing elevations, within the rights-of-way of the proposed service roads and development sites within the South Airport Employment Lands.
- Supports multiple capital projects in the vicinity of the airport, including substantial growth-related infrastructure projects such as Cabana Road East,

Lauzon Parkway and 9th Concession Road as well as a regional stormwater management facility by providing an excess soils reuse site in close geographical proximity to those projects as opposed to relying on the contractors to supply their own sites elsewhere in the County at a greater cost.

- Reduced excess soils costs associated with trucking and soil disposal tipping fees.
- Advanced flood-proofing of airport employment lands, enhancing marketability for Foreign Direct Investment (FDI) leads.
- Meeting the environmental objectives of the Regulation, including beneficial reuse of soils and diversion of soils from landfill.

Projected Volumes and Revenue Streams

In addition to excess soils received to date, Administration reviewed anticipated excess soil volumes to be generated by upcoming projects approved within the projected timeline for the Reuse Sites operation (2026-2029). Based on current and future project estimates, the site is expected to receive an overall amount of approximately **533,725 cubic metres** of soil through 2029.

Revenue will be generated through tipping fees from City capital projects ($20/$m^3$) and any external infrastructure projects ($25/$m^3$). These rates are based on comparable privately owned excess soil reuse sites that accept similar soil types and the Reuse Site's central location, which offers reduced trucking costs for both City and some County projects.

Revenue will also be generated through the transfer of funds from the Servicing of the Airport Industrial Lands – Phase 1 Project (Project ID7211060) which is directly benefiting from the soil material used to raise the elevation of the future rights-of-way to meet ERCA flood proofing elevations. Granular material is also being placed above the raised rights-of-way to protect the soil from eroding. This granular material will then be used by the future project as part of the road base prior to paving. Accordingly, the Reuse Site Project will recover the actual costs incurred for these activities through the Servicing of the Airport Industrial Lands – Phase 1 Project.

Future Site Operation

The City currently has a contract with Amico Infrastructures Inc. (Amico) for the operation of the Reuse Site, as a result of RFP No. 88-25, approved through CR146/2025 which expires on November 30, 2025. For 2026 and 2027, it is proposed that the site be operated by the same contractor that will be awarded the Servicing of Airport Industrial Lands – Phase 1 project. Operations for 2028 and 2029 will be determined through future procurement.

To ensure continuity between contracts, the City recommends extending Amico's current contract on a month-by-month basis, via sole source procurement, (refer to App. 1. Sole Source 3052), bridging the gap until the Servicing of Airport Industrial Lands – Phase 1 construction begins (currently projected to commence in June 2026). Based on assumed volumes of soil and hourly costs submitted by Amico, Administration proposes an upset limit of $324,500 (excluding taxes) for this purpose.

Risk Analysis:

Financial Risks

There is a potential risk that future leases may not be secured on the Airport Employment lands, which could impact the return on investment in site elevation. However, this risk is considered low. Once the lands are raised and shovel-ready, the City retains flexibility to repurpose them for other uses. Additionally, cost avoidance from capital projects is expected to yield sufficient financial benefit.

While the proposed tipping fees may exceed those of privately operated sites such as Erie Sand and Gravel (whose rates are not publicly disclosed), this is offset by the Reuse Site's central location and reduced trucking costs. Unlike Erie Sand and Gravel, which accepts a broader range of soil types due to its deep open-pit configuration and lack of immediate development plans, the Reuse Site enforces stricter environmental and geotechnical standards to support imminent industrial development. Should the City invest in additional excess soil reuse sites in the future, the site selection process should prioritize lands that do not require stringent geotechnical standards to support built forms, such as parkland.

Regulatory Risks

The Province released amendments to O. Reg. 406/19 in October 2025. These amendments have been reviewed and are not anticipated to affect the operation of the Reuse Site. Future changes to O. Reg. 406/19 may occur due to stakeholder feedback or shifts in government policy, potentially reducing its impact on capital projects and diminishing the necessity of the Reuse Site. Nonetheless, landfill diversion remains a priority for Windsor and surrounding municipalities to extend the lifespan of the regional landfill. Moreover, transporting excess soils to a localized Windsor-based site offers cost savings compared to disposal in other reuse sites in Essex County or the landfill.

Economic Development Risks

Failure to elevate the grade of remaining Airport Employment lands to meet ERCA flood-proofing standards may hinder marketing efforts, especially amid uncertainty surrounding tariffs on building materials. Reducing development costs strengthens Windsor's competitiveness in attracting Foreign Direct Investment.

Climate Change Risks:

Climate Change Mitigation

The Community Energy Plan aims to create economic advantage, mitigate climate change and improve energy performance. It strives to position Windsor as an energy centre of excellence that boasts efficient, innovative, and reliable energy systems that contribute to a high quality of life for residents and businesses. The NextStar EV facility and its supply chain, some of which have already located on the airport lands present an opportunity for Windsor to create economic advantage while supporting the transition towards to a low carbon future. Opportunities to secure additional supply chain leases should be encouraged.

Construction emissions required to operate the Reuse Site are anticipated to be more than offset by GHG emission reductions that will result from the lowered trucking distances for capital projects that use the Reuse Site to manage their excess soils.

Climate Change Adaptation

Raising the lands in accordance with ERCA flood proofing elevations will reduce flood risks for the new buildings that will locate on those lands through lease agreements.

Financial Matters:

As previously mentioned, Council approved a budget of $3,902,780 representing costs to start up and operate the Reuse Site (Project ID 7242009) to December 31, 2025. Funding in the amount of $600,000 was also approved in 2025 leaving a shortfall of approximately $3.3 million to be funded from future operations. Administration has reviewed the actual costs estimated to be incurred in 2025 along with the projected revenues inclusive of funding previously approved and has updated the overall cash flow projections for the Reuse Site over its full lifespan as follows:

Year	Revenues	Expenses	Net Position*
2025	$1.25M	$4.00M	-$2.75M
2026	$3.13M	$3.18M	-$2.80M
2027	$6.48M	$3.31M	$0.37M
2028	$1.58M	$1.67M	$0.28M
2029	$0M	$0.11K	$0.17M

*Note: Financing charges apply in years with negative balances and are expected to add approximately $170,000 in interest charges to the project.

It is expected that the project will initially run a deficit for the first two years of operation. Recovery of initial costs is anticipated by 2027, with the Site projected to show positive balance from 2027 to 2029.

Consultations:

Aaron Farough – Senior Legal Counsel
Joe Baker – Manager, Land Development and Growth
Matthew Johnson – Executive Director of Economic Development
Natasha Gabbana – Senior Manager, Asset Planning
Kathy Buis – Financial Planning Administrator
Michelle Moxley-Peltier – CEP Project Administrator
Colleen Middaugh – Executive Director of Engineering / Deputy City Engineer (A)
Reuse Site Committee

Conclusion:

The continued operation of the Excess Soils Reuse Site offers financial, environmental, and strategic benefits. It supports cost avoidance for capital projects, prepares lands for

development, and aligns with provincial regulations and City climate goals. Administration recommends Council approval of the business case and associated funding strategy.

Planning Act Matters:

N/A

Approvals:

Name	Title
Michael Dennis	Manager, Capital Planning and Reserves
Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Patrick Winters	Manager of Development
Dawn Lamontagne	Purchasing Manager (A)
Stacey McGuire	Executive Director of Operations/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:

Name	Address	Email

Appendices:

1. Sole Source - 3052

Request Details

General Information

Status: **Purchasing Approved**

Id	3052		
Subject	YQG Excess Soil Reuse Site - Site Operation - Extension		
Description of Deliverable Being Purchased	Operate the YQG Excess Soil Reuse Site by stockpiling excess soils as they are delivered to the site - extend on a month to month basis until approx. June 30, 2026. Services unlikely to be required from December 2025 - February 2026.		
Vendor Name	Amico Infrastructures Inc.		
Department	Engineering	**Department Manager**	Winters, Patrick
Buyer	Malott, Ryan	**Total Order $** (Exclude Tax)	324,500.00
P.O. / C.O. Number		**Order Date**	
Vendor's Quote	AI25005 Airport Reuse Site - March to June Stockpile.pdf		

A sole source is requested because:

- [x] (e) For additional Deliverables by the original Supplier of Goods or Services that were not included in the initial procurement, if a change of Supplier for such additional Goods or Services:
  - [x] (e - i) Cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement; and

    As the contractor currently operating the site, Amico in familiar with the site protocols and operational nuances.

  - [x] (e - ii) Would cause significant inconvenience or substantial duplication of costs for the City

    Opting to solicit other contractors for the four month time period will result in a significant inconvenience for the City as additional time and funds will be required to outline the operation requirements of this unique construction site. This is the first Ministry Registered excess soil reuse site to be established in the City of Windsor (either public of private) and Amico has gained the necessary experience to continue operating the site with little to no learning curve.

Additional justification for sole source

Is the vendor Canadian? * (●) Yes ( ) No

Are there any tariff impacts? * ( ) Yes (●) No

Explicitly outline why it is a sole source, why the vendor is being selected and why no other vendor can do the work? It is not enough to simply state the exemption. *

Amico, who has site-specific knowledge (soil quality requirements, logistics, etc.) is the current contractor operating the site and this will be an extension to their contract. If another vender were to be selected to perform this work, the City runs the risk of downtime as delays associated with onboarding a new contractor. The City also runs the risk of non-compliance with Ministry Reuse Site regulations which could occur during a transition.

Add a sentence which clearly states if another vendor can or cannot supply the deliverable requested. *

Another vendor can supply the requested deliverables, however, Amico is familiar with the site protocols and operational nuances. It is beneficial for the City to maintain the consistency and efficiency of the site. There are multiple construction projects, both City and privately funded, that will benefit from the operation of this site during the noted time period. To ensure continuity between contracts, the Engineering recommends extending Amico's current contract on a month-by-month basis, bridging the gap until the Servicing of Airport Industrial Lands – Phase 1 construction begins (currently projected to commence in June 2026). Following the extension of Amico's contract, for 2026 and 2027, it is proposed that the site be operated by the same contractor that will be awarded the Servicing of Airport Industrial Lands – Phase 1 project. Operations for 2028 and 2029 will be determined through future procurement.

Is solicitation (Tender, RFP or RFQ) issued in the past? * (●) Yes ( ) No

RFT/RFP/RFQ No. * 88-25

# of extensions * 0

When it expired? * 11/30/2025

If a sole source is approved (as a one-time exception), will you guarantee that a solicitation will be initiated in less than one year, if appliable? * (●) Yes ( ) No ( ) N/A

Notes

Created by	Created on	Note
Lamontagne, Dawn	11/13/2025 1:59:04 PM	Council Approval being sought for this sole source; Council Report in progress. This extension is intended to bridge the gap for these services until the Servicing of the Airport Industrial Lands – Phase 1 Project [Project ID7211060] RFT is issued and awarded; work slated to commence in approximately June 2026.
Perissinotti, Robert	11/12/2025 1:45:12 PM	Past solicitation was awarded through CR 146-2025

Transaction Log

Users with Read Access

User Start typing the name of the person you wish to share this request with

☑ Please check the box to confirm the information is accurate to the best of your knowledge.

Subject: Photocopier Lease Versus Buy Analysis - City Wide

Reference:

Date to Council: November 24, 2025
Author: Alexandra Taylor
Manager of Accounting Services
(519) 255-6100 x 6511
ataylor@citywindsor.ca
Financial Accounting
Report Date: 10/27/2025
Clerk's File #: AF2025

To: Mayor and Members of City Council

Recommendation:

THAT the City Council **AUTHORIZE** the participation in the new Master Agreement from the Ministry of Government Services, Workplace Print and Services Vendor Of Record (VOR #19435) which remains in effect until February 28, 2030 and any subsequent renewal periods that may apply; and,

THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign any documents with the Ministry of Government Services to affect the above, subject to approval in legal content to the City Solicitor, in financial and technical content to the City Treasurer, or their designates.

N/A

Background:

In accordance with the Corporate Leasing Policy, photocopier lease rentals fall under the definition of a lease and must be reported to City Council including a lease versus buy analysis. The participation in the provincial procurement agreement is a longstanding one which requires Council approval to continue as this type of arrangement is not in the scope of the current purchasing by-law.

Administration has undertaken a lease versus buy analysis of the new Master Agreement from the Ministry of Government Services, and consistent with past analyses, leasing continues to be more advantageous for the City. Appendix A summarizes the lease vs buy analysis under the proposed Ministry Master Agreement.

Discussion:

The city leases photocopiers through a provincially negotiated agreement with Workplace Print and Services VOR Arrangement. A new arrangement #19435 became effective on March 1, 2025 for a five-year term.

Consistent with past analyses, the current analysis in Appendix A indicates that leasing through the current Ministry Master Agreement using its five-year lease term will be less costly than purchasing photocopiers. For comparable models, lease cost and cost per copy are generally lower than the last Standing Agreement and so there should be no negative impact to departmental operating budgets.

Risk Analysis:

Lease Versus Buy Risk

Appendix A provides a lease versus buy analysis and concludes that leasing is estimated to be more financially advantageous than purchasing photocopiers under the Ministry's Master Agreement #19435. Actual costs may vary significantly depending on actual copy volumes including colour, and any additional add-ons or options.

Under the leasing option, the city may be foregoing any potential residual value of the machines at the end of 5 years. Also, there may be early termination lease costs if the city decides during the lease term that the machine is no longer needed. These risks are minimal and may be mitigated by relocating photocopiers to different departments as needed.

If the city were to purchase the photocopiers, a funding source would need to be identified for the initial outlay. Maintenance of the machines would need to be funded through the cost per copy due to the potential complexities involved in having city staff maintain the machines. If maintenance were to be done in-house, additional staff would be needed and would need to acquire the expertise to maintain and repair the various models. The cost for additional staff is included in the analysis. There would also be the additional costs of replacement parts including toner and keeping a stock of the various common replacement parts. Given the leasing option remains financially advantageous even prior to consideration of these additional costs the analysis does not factor these costs into the comparative analysis.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The lease option, once considering the additional internal support costs associated with purchasing, is the most cost-effective option. Appendix A provides a summary of the lease-versus-buy analysis under the proposed Master Agreement. As shown in the

analysis, leasing remains the preferred approach for procuring photocopiers, offering an estimated savings of approximately $117,000 over the contract term.

Lease costs will continue to be charged to the appropriate departments as a charge to their respective budgets. There is sufficient funding in departmental budgets, as lease cost and cost per copy are generally lower in the new Standing Agreement for comparable models.

Consultations:

Dawn Lamontage, Purchasing Manager

Karen Revel, Buyer

Steve Francia, Senior Manager, Cyber Security and Risk

Conclusion:

The lease versus buy analysis using the current Ministry Standing Agreement suggests that leasing photocopiers continues to be financially advantageous to the Corporation. The Standing Agreement also would allow the Corporation some flexibility in managing changes to its photocopier needs.

Planning Act Matters:

N/A

Approvals:

Name	Title
Dan Seguin	Deputy Treasurer – Financial Accounting and Controls
Janice Guthrie	Commissioner Finance and City Treasurer
Ray Mansour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A

The Corporation of the City of Windsor
Photocopier Models: Estimated Lease and Purchase Costs
5 Year Lease Period

Ricoh Model	Estimated # Units Note (4)	PV of Purchase Cost: Purchase price Note (1) (excludes taxes)	PV of Purchase Cost: TOTAL PV of purchase costs for 135 units, Note (2) &(3) (excludes taxes)	PV of Lease Cost: PV of lease costs Note (2) &(3) (excludes taxes)	PV of Lease Cost: TOTAL PV of lease costs for 135 units, Note (2) &(3) (excludes taxes)	TOTAL PV Gain (Loss) if Leasing 135 Units (excludes taxes)
Ricoh IM320F (Colour)	8	$1,659.72	$13,277.76	$1,726.21	$13,809.69	($531.93)
Ricoh IM550F 1A	22	$1,659.72	$36,513.84	$1,726.21	$37,976.65	($1,462.81)
Ricoh MP550 1C	5	$1,865.17	$9,325.85	$1,950.76	$9,753.80	($427.95)
Ricoh IM5000	26	$3,816.90	$99,239.40	$4,083.96	$106,183.04	($6,943.64)
Ricoh IMC3510 (Colour)	27	$2,686.93	$72,547.11	$2,848.95	$76,921.66	($4,374.55)
Ricoh IMC4510 (Colour)	47	$3,816.64	$179,382.08	$4,083.96	$191,946.27	($12,564.19)
Estimated PV of I.T. Administration Cost if Photocopier Units are Purchased			$ 143,299.19		$ -	**$ 143,299.19**
Total Estimated Cost			**$553,585.23**		**$436,591.10**	**$ 116,994.13**

(1) Above costs may be for a base model. Actual costs may be higher depending on chosen add-ons, options, etc.
(2) 2.65% is the October 30, 2025 5 year Government of Canada bond yield used for above present value (PV) calculations.
(3) As the city currently has about 135 photocopier leases, this number of units was used in the above calculation. The number of future replacements per model was estimated based on current leased models.
(4) Information provided by David Swan, Dealer Sales Manager of Ricoh Canada Inc.

Subject: Amendment to By-Law 132-2025, Authorizing Borrowing with the Infrastructure Ontario (IO) - City Wide

Reference:

Date to Council: November 24, 2025
Author: Lorie Gregg
Deputy Treasurer, Taxation, Treasury & Financial Projects
(519) 255-6100 Ext. 6522
lgregg@citywindsor.ca
Taxation & Financial Projects
Report Date: 10/31/2025
Clerk's File #: AB2025

To: Mayor and Members of City Council

Recommendation:

I. **THAT** By-Law 132-2025 passed on July 28, 2025 be amended by **DELETING** the third recital:

> **AND WHEREAS** in accordance with section 4 of the Regulation, the Council of the Municipality had its City Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the "Updated Limit"), and, on the basis of the authorized estimated expenditure for the Capital Work, as set out in column (3) of Schedule "A" (a "Capital Work Authorized Expenditures"), the City Treasurer calculated the estimated annual amount payable in respect of the Capital Work, (the "Estimated Annual Amount Payable") and determined that the Estimated Annual Amount Payable does not cause the Municipality to exceed the updated Limit, and accordingly the approval of the Ontario Land Tribunal pursuant to the Regulation, it not required before such Capital Work is authorized by the Count of the Municipality;

SUBSTITUTING the following**:**

> **AND WHEREAS** in accordance with section 4 of Ontario Regulation 403/02 (the "Regulation"), the Council of the Municipality had its City Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the "Updated Limit"), and, on the basis of the authorized estimated expenditure for the Capital Work, as set out in column (3) of Schedule "A" (a "Capital Work Authorized Expenditures"), the City Treasurer calculated the estimated annual amount payable in respect of the Capital Work, (the "Estimated Annual Amount Payable") and determined that the Estimated Annual Amount Payable does not

cause the Municipality to exceed the updated Limit, and accordingly the approval of the Ontario Land Tribunal pursuant to the Regulation, it not required before such Capital Work is authorized by the Council of the Municipality;

II. **THAT** the amending By-law _____ **BE PASSED** at this meeting of Council.

Executive Summary:

N/A

Background:

On July 9, 2025, City Council approved, through CR253/2025, the financing strategy related to the Banwell Road/E.C. Row Interchange and Corridor Improvements Capital Works Project (the Project). As authorized by City Council, the City Treasurer submitted the application to Infrastructure Ontario (IO) for temporary borrowing. On October 24, 2025, the City of Windsor was advised that the application for financing was approved by IO's Board of Directors. IO requested a minor amendment to the project By-Law.

The purpose of this report is to address an amendment to By-Law 132-2025, in accordance with the IO's requirements, such that the financing agreement can be executed with the City of Windsor.

Discussion:

Recital III of By-law 132-2025 speaks to the direction by City Council to the Treasurer to recalculate the Annual Debt Repayment Limit, taking into consideration the Authorized Expenditures of the underlying Capital Works. IO requires specific reference to Ontario Regulation 403/02 be added to the By-law. This change to the recital is required to comply with their legal requirements, and to execute the financing agreement with the City of Windsor. As such, Administration is seeking approval for the amendment.

Risk Analysis:

There is no risk associated with the requirement amendment. The amendment to Recital III of By-law 132-2025 ensures that the by-law is consistent with IO requirements, allowing the City of Windsor to execute the financing agreement and access financing.

Climate Change RisksN/A

Financial Matters:

There are no financial implications as a result of the change to the By-law. Financing in the amount $32,867,935 has been approved by IO's Board of Directors and will be available to support the capital works as previously outlined to City Council.

Consultations:

Rabi Chowdhury, Senior Relationship Manager, Infrastructure Ontario

Conclusion:

This report recommends the amendment to Recital III to By-law 132-2025 to comply with the requirements of IO, allowing for the execution of the financing agreement.

Approvals:

Name	Title
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner of Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Appendices:

Subject: Extension of the Heritage Property Tax Reduction Program - City Wide

Reference:

Date to Council: November 24, 2025
Author: Carolyn Nelson
Manager, Property Valuation & Administration
(519)255-6100 ext. 6170
cnelson@citywindsor.ca
Taxation & Financial Projects
Report Date: 10/28/2025
Clerk's File #: AF2025

To: Mayor and Members of City Council

Recommendation:

THAT the Heritage Property Tax Reduction Program as outlined in By-law 164-2015, which expires December 15, 2025, **BE EXTENDED** five (5) years to the year 2030; and,

THAT the City Solicitor **BE AUTHORIZED** to amend the existing by-law 164-2015 to extend the program term end date by five (5) years to the year 2030; and,

THAT the amending By-law _____ **BE PASSED** at this meeting of Council.

Executive Summary:

N/A

Background:

Per Section 365.2 of the *Municipal Act*, S.O. 2001, c.25, municipalities may establish a program to provide property tax reductions to owners of eligible heritage property. Rebates must be between 10 and 40% of total property taxes paid (municipal and education taxes included).

On December 20, 2004, City Council approved a pilot project that would create a property tax reduction program for heritage property owners in the core area of Sandwich to renovate, restore, and maintain their designated properties. The program ran until 2015.

In December of 2015, after reviewing a report on the outcome of the pilot project, City Council approved the Heritage Property Tax Reduction Program (the Program) that

would be available to eligible heritage properties city-wide. Further, By-law 164-2015 was passed that established key definitions and requirements of the Program and defined the term of the Program as ten (10) years. Administration is recommending that the current program be extended for an additional five (5) years, to 2030, and the by-law be amended to reflect the extension of the term. Over the next eighteen (18) months, City Administration will be working on and implementing newly approved strategies to expand and protect heritage properties in Windsor. By the year 2030, the City will have sufficient data to review and analyze the cost of the Program and determine whether it has been successful in increasing the participation rate.

Discussion:

As identified in the City's Official Plan Policy, the conservation of the architectural and historical significance of heritage properties located throughout the City of Windsor is important for present and future generations.

Official Plan Policy:

Objectives include "9.2.1 To conserve Windsor's heritage resources for the benefit of the community and posterity in a manner which respects their architectural, historical and contextual significance and ensures their future viability as functional components of Windsor's urban environment."

"9.3.3.1 Council will recognize Windsor's heritage resources by: (a) Designating individual buildings, structures, sites and landscapes as heritage properties under the Ontario Heritage Act".

"9.3.4.1 Council will protect heritage resources by: … (g) Encouraging the adaptive reuse of architectural and/or historically significant buildings and structures;" … (i) Considering participation in the development of sites containing significant heritage resources through acquisition, assembly, resale, joint ventures or other forms of involvement that will result in the conservation, restoration and/or rehabilitation of those resources".

"9.3.6.1 Council will manage heritage resources by: … (e) providing support and encouragement to organizations and individuals who undertake the conservation of heritage resources by private means"

"9.3.7.1 Council will integrate heritage conservation into the development and infrastructure approval process by: … (g) Utilizing the Maintenance and Occupancy Standards By-law to facilitate the maintenance and conservation of heritage resources and ensuring that the application of this by-law is not detrimental to the conservation of heritage resources"

Proper preservation and restoration of these properties takes significant financial resources. In 2015, City Council approved the establishment of the city-wide Heritage Property Tax Reduction Program (By-law 164-2015) to assist with the financial cost associated with preservation and restoration.

By-law 164-2015 defines an “eligible heritage property” as a property or portion of a property,

i. that is located in Windsor,
ii. that is designated under Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18,
iii. that is subject to either an easement agreement with the City under section 37 of the Ontario Heritage Act, an easement agreement with the Ontario Heritage Foundation under section 22 of the Ontario Heritage Act, or an agreement with the City respecting the preservation and maintenance of a built heritage resource on the property,
iv. that is insured with all-risk, replacement cost insurance,
v. that is subject to an application from the owner,
vi. that is subject to property taxation; and
vii. that at no time any portion of the property is either,
    1. exempt from taxation; and/or
    2. subject to a “Payment in Lieu of Taxes” as defined under section 306 of the Municipal Act, 2001.

The heritage tax reduction available annually is a reduction of up to 30% of the year’s taxes (both municipal and education) levied on both land and building(s) of an eligible heritage property. The owner of the heritage property must submit proof of completed eligible work to the City’s Heritage Planner. If the cost of the approved eligible work exceeds 30% of the property taxes for the year, the additional amount will be rebated for up to two (2) additional years, not to exceed 30% of the property taxes in each year.

Applications are submitted annually to the City’s Heritage Planner who reviews both the property and the work completed to determine eligibility for the program. Once approved, the application and all supporting documents are forwarded to the Taxation division of Finance for calculation of the reduction.

To date, applications have been approved and processed for forty-two (42) eligible historic properties over the ten (10) year term of the program.

The City of Windsor is actively responding to Bill 23 (*More Homes Built Faster Act*) and its amendments to the *Ontario Heritage Act* by implementing seven Council-approved strategies to protect its heritage properties. The City’s approach is informed by the extended compliance deadline of January 1, 2027, by which Notices of Intention to Designate must be issued for “listed” heritage properties to avoid their removal from the Register and loss of protection. The approved strategies include advancing the Walkerville Heritage Conservation District (potentially safeguarding 269 properties), prioritizing individual designation for 192 high-value sites, exploring batch and voluntary designations, leveraging development review processes, using Demolition Control By-laws for interim protection, ensuring City-owned heritage assets remain protected, and maintaining a Windsor Heritage Inventory for public awareness. As a result of this comprehensive exercise, the City will see an increase in the number of designated heritage properties. The City has allocated funds and is proposing additional staff to accelerate these efforts, with ongoing research and collaboration involving university students and large property owners.

Extending the Heritage Property Tax Reduction Program will provide a meaningful incentive for property owners to seek heritage designation, particularly during the City's ongoing heritage register exercise under Bill 23. For owners who may be reluctant to have their properties designated, the Program's financial support can serve as a valuable tool by helping to offset the perceived burdens of designation and encouraging broader participation. This approach supports the conservation of Windsor's architectural and historical assets and aligns with the objective of Bill 23 to protect significant heritage resources.

Risk Analysis:

There is low risk to extending the Program for an additional five (5) years. The Program has resulted in an average annual reduction in property tax revenue of $13,235. This assistance to the property owners helps with the maintenance of the properties, thus stabilizing/increasing their assessment values that may otherwise decrease without proper upkeep. Discontinuing the Program without a thorough review of its overall effectiveness of the objectives aimed at conserving Windsor's heritage resources, would be a disservice to the heritage property owners and residents of the City of Windsor.

Climate Change Risks

N/A

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Since the Program's inception $132,355 ($122,690 municipal, $9,665 education) in property tax reductions have been granted to the owners of forty-two (42) eligible heritage properties. The municipal portion of these reductions are funded through supplemental tax revenue received from new development assessed in the year. The reduction in the education portion of the taxes is recovered from the Province. Based on the outcome of the Program to date, the estimated cost to the City if the program were to be extended five (5) years is an additional $61,345 ($122,690/10 years x 5 years) in municipal property tax reductions. It is anticipated that the amount will be higher due to increased uptake in participation.

Consultations:

Tracy Tang, Heritage Planner, City of Windsor
Neil Robertson, City Planner

Conclusion:

Administration is recommending that the Heritage Property Tax Reduction Program be extended an additional five (5) years to allow for a full and comprehensive analysis and review of the City's policies and programs with respect to heritage properties located throughout the City of Windsor. Once the review is complete, any recommended changes will be brought to the Development and Heritage Standing Committee and City Council for consideration.

Planning Act Matters:

N/A

Approvals:

Name	Title
Carolyn Nelson	Manager Property Valuation & Administration
Lorie Gregg	Deputy Treasurer, Taxation, Treasury & Financial Projects
Neil Robertson	City Planner
Jelena Payne	Deputy CAO, Commissioner of Economic Development
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

B Y - L A W N U M B E R 164-2015

A BY-LAW TO PROVIDE FOR TAX REDUCTIONS IN RESPECT OF ELIGIBLE HERITAGE PROPERTY

Passed the 7th day of December, 2015.

WHEREAS Section 365.2 of the *Municipal Act*, S.O. 2001, c.25, provides that a local municipality may establish a program to provide tax reductions in respect of eligible heritage property;

AND WHEREAS it is desirable to conserve the City of Windsor's heritage resources for the benefit of the community and posterity in a manner which respects their architectural, historical, and contextual significance and ensures their future viability as functional components of the City of Windsor's urban environment;

AND WHEREAS it is desirable to use property tax reduction as a tool to encourage owners of heritage property to invest in the proper conservation and restoration of identified heritage attributes of their property to ensure the public benefit of the City of Windsor's built heritage for present and future generations;

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

DEFINITIONS

1. In this by-law:

(a) "**City**" means The Corporation of the City of Windsor;
(b) "**Council**" means the Council of The Corporation of the City of Windsor;
(c) "**eligible heritage property**" means a property or portion of a property,
  i. that is located in Windsor,
  ii. that is designated under Part IV of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18,
  iii. that is subject to either an easement agreement with the City under section 37 of the *Ontario Heritage Act*, an easement agreement with the Ontario Heritage Foundation under section 22 of the *Ontario Heritage Act*, or an agreement with the City respecting the preservation and maintenance of a built heritage resource on the property,
  iv. that is insured with all-risk, replacement cost insurance,
  v. that is subject to an application from the owner,
  vi. that is subject to property taxation; and

vii. that at no time any portion of the property is either,
    1. exempt from taxation; and/or
    2. subject to a "Payment in Lieu of Taxes" as defined under section 306 of the *Municipal Act, 2001*.

(d) "**Eligible Work**" means Eligible Work as defined in Appendix A.

(e) "**heritage property tax reduction program**" means the heritage tax reduction available to owners of eligible heritage property under this by-law;

(f) "**heritage tax reduction**" means a reduction up to a maximum of thirty percent (30%) per year of the taxes for municipal and school purposes levied on eligible heritage property that are attributable to,
    i. the building or structure or portion of the building or structure that is the eligible heritage property; and
    ii. the land used in connection with the eligible heritage property, as determined by the City;

(g) "**owner(s)**" means the owner(s), from time to time, of an eligible heritage property, and includes a corporation and partnership and the heirs, executors, administrators and other legal representatives of a person to whom the context can apply according to law.

SUBJECT TO AVAILABLE FUNDING

2. The heritage property tax reduction program set out in this by-law is subject at all times to the availability of funding. This by-law does not oblige the City or Council to provide funding for this program, and the heritage tax reduction contemplated by this by-law may be eliminated by Council through repeal of this by-law at any time with no notice whatsoever to any affected persons.

MINISTER OF FINANCE

3. The heritage property tax reduction program is subject to any regulations that the Minister of Finance may make governing by-laws on tax reductions for heritage properties.

ANNUAL TAX REDUCTION

4. Subject to the conditions set out in this by-law, an owner may receive a heritage tax reduction for each year in which the owner meets all of the requirements of this by-law.

APPORTIONMENT BY MUNICIPAL PROPERTY ASSESSMENT CORPORATION

5. The portion of a property's total assessment that is attributable to the building or structure, or portion of the building or structure, that is eligible heritage property, and the land used in connection with it, may be determined by the Municipal Property Assessment Corporation at the request of the City.

AMOUNT OF TAX REDUCTION

6. (1) The amount of heritage tax reduction provided shall be up to a maximum of thirty percent (30%) per year of the taxes for municipal and school purposes levied on eligible heritage property that are attributable to (i) the building or structure or portion of the building or structure that is the eligible heritage property; and (ii) the land used in connection with the eligible heritage property, as determined by the City.

6. (2) If the cost of Eligible Work exceeds 30% of the property tax for that year, the amount over the 30% will be rebated for up to two additional years, not to exceed 30% of the property tax in any year. For Eligible Work that exceeds 30% of property taxes in the final two years of the heritage property tax reduction program, the difference will be carried forward for heritage tax reduction even if the program is terminated.

APPLICATION

7. The owner of an eligible heritage property may make an application for the heritage tax reduction once every year by following the two-step process outlined in Appendix A.

CALCULATION

8. (1) Heritage tax reductions shall be calculated using the assessed value of the property for tax purposes.

8. (2) If the assessment of a property for a year changes as a result of proceedings under the *Assessment Act*, R.S.O. 1990, c. A.31, the heritage tax reduction shall be re-determined using the new assessment and the tax roll for the year shall be amended to reflect the determination.

NON-COMPLIANCE

9. (1) If the owner of an eligible heritage property demolishes the eligible heritage property, or breaches the terms of the relevant easement or preservation and maintenance agreement, the City may require the owner to repay part or all of any heritage tax reduction provided to the owner for one or more years under this by-law.

9. (2) The City may require the owner to pay interest on the amount of any repayment required under this by-law, at a rate not exceeding the lowest prime rate reported to the Bank of Canada by any of the Banks listed in Schedule I of the *Bank Act (Canada)*, S.C. 1991, c. 46 calculated from the date or dates the heritage tax reduction was provided.

9. (3) Any amount repaid to the City by the owner pursuant to this by-law shall be shared by the City, and the school boards that share in the revenue from taxes on the property, in the same proportion that they share in the cost of the heritage tax reduction on the property.

TAX ARREARS LIABILITY

10. If tax arrears are attributable to a property, any heritage tax reduction granted under this by-law will first be applied against the outstanding tax arrears liability in respect of the property.

NOTICE TO MINISTER OF FINANCE

11. The Clerk of the City is hereby directed to give notice of this by-law to the Minister of Finance within thirty (30) days of the date this by-law is passed.

ADMINISTRATION

12. The heritage property tax reduction program shall be administered by the City Planner and the City Treasurer.

TERM

13. The heritage property tax reduction program shall be available for a period of ten (10) years from the passing of this by-law.

EFFECTIVE DATE

14. This by-law shall come into force and effect on the day it is passed.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - December 7, 2015
Second Reading - December 7, 2015
Third Reading - December 7, 2015

APPENDIX A to By-Law 164-2015

The owner of an eligible heritage property may make an application for the heritage tax reduction by following the two-step process set forth below:

Step One of the application process is the "Project Proposal." The Project Proposal will outline the scope of the project that the owner intends to undertake during the tax year. Proposals must be prepared by a qualified heritage professional and will provide detail as to the type of work proposed, the specifications for completion, and estimated costs. Project Proposals can be submitted to the City Heritage Planner prior to August 31 of the year for which reduction is sought. The following will be required as part of the Project Proposal:

i. A Rehabilitation Rebate Project Proposal Form
ii. A copy of the conservation agreement or easement
iii. Photographs of the property in its current state
iv. Detailed specifications of all proposed eligible work
v. Complete architectural plans and elevations for any work involving development, interior, or exterior structural alterations affecting the structure or gross floor area of the property
vi. Detailed cost estimates for all eligible work, with a breakdown of costs by item of the Statement of Eligible Work

The City Heritage Planner will review project proposals to ensure the proposed work meets the eligibility requirements of the program, conforms to the Official Plan and is consistent with the *Standards and Guidelines for the Conservation of Historic Places in Canada.*

The City Heritage Planner may approve work eligibility if tax reduction amounts on a property are less than $20,000 in a three-year period.

If tax reduction amounts on a property exceed $20,000 in a three-year period, the latest proposal requires review by the appropriate standing committee and approval by City Council.

If approved, the City Heritage Planner will issue a Statement of Eligible Work. Work must be completed as outlined in the Statement of Eligible Work and in keeping with all other program requirements.

<u>What is "Eligible Work?"</u>

"Eligible Work" includes the restoration of heritage attributes identified in a designation by-law and heritage conservation agreement or easement.

Specifically, Eligible Work is defined as the actions and materials required to repair, restore, preserve, rehabilitate, and stabilize identified heritage attribute which may include:

- Chimneys
- Exterior stairs
- Exterior walls and facades
- Exterior windows and doors
- Foundations
- Porches/verandas
- Recreation of lost historic features (based on ample documented evidence)
- Roofs
- Studies including engineering, architectural, or planning studies focused on conservation, if they are required to complete eligible work and the related eligible work is completed
- Other features included in the designation by-law
- Other work determined by the City's Heritage Planner to be eligible

What is "Ineligible work?"

The following examples are of work that is not eligible as part of the program:

- Additions of new features, fixtures, or fittings
- Building moving
- Carpeting
- Conservation Plans or Heritage Impact Assessments
- Decks
- Demolition
- Development feasibility studies
- Electrical and wiring
- Financing, acquisition, or leasing costs
- Furniture or chattels
- Heating, air conditioning, or ventilation
- Landscaping, fencing or paving (that is not a documented lost original feature or identified in the designation by-law and/or conservation agreement or easement as a heritage attribute)
- Lighting
- New construction that is not restoration
- New windows, doors and fixtures, except when restoring historic features that are lost and documented with sufficient evidence
- Plumbing and sprinklers
- Sand-blasting or high-pressured water-blasting
- Signage
- Studies required as part of an agreement or development application
- Upgrades for accessibility, thermal performance, or compliance with the Ontario Building Code
- Window treatments

Step Two is the "Heritage Property Tax Rebate Application" which will document the work that has been completed since the Project Proposal was approved. Rebate Applications may be submitted once each year, and are due on the last day of February following the tax year in which the work was completed.

The following will be required for the Rebate Application:

i. A completed Heritage Property Tax Rebate Application Form
ii. Photographs of the property showing the completed Eligible Work
iii. Invoices from contractors, marked as paid, with a breakdown of the costs by each skilled trade and/or type of work
iv. A certificate of insurance to show that the property is insured

Upon final approval, the heritage tax reduction is issued.

Subject: 2026 Interim Tax Bills - City Wide

Reference:

Date to Council: November 24, 2025
Author: Angela Lonsbery
Manager, Revenue and Collections
(519) 255-6100 Ext 6557
alonsbery@citywindsor.ca
Taxation & Financial Projects
Report Date: 10/29/2025
Clerk's File #: AF2025

To: Mayor and Members of City Council

Recommendation:

THAT City Council **DIRECT** Administration to prepare 2026 interim property tax bills based upon 50% of the 2025 total levy inclusive of education tax; and,

THAT City Council **ESTABLISH** the collection of the 2026 interim property taxes over three instalment dates being February 18, March 18, and April 15, 2026; and,

THAT City Council **APPROVE** a rate of 1 ¼ % to be imposed as a penalty for non-payment of property taxes on the first day of default and a further rate of 1 ¼ % per month as interest on taxes due but unpaid; and,

THAT the City Solicitor **BE AUTHORIZED** to prepare the necessary by-law to enact the 2026 interim property tax bills.

Executive Summary:

N/A

Background:

Property taxes are a significant source of revenue for the City, providing the necessary funding for expenditures. The actual annual property tax levy (inclusive of amounts required to be collected on behalf of the Province for education tax) will not be known until the 2026 budget has been finalized. Section 317 of the Municipal Act, 2001 S.O. 2001, c.25, as amended (the Act), provides that City Council may pass a by-law that will levy interim property taxes before the adoption of the budget for the current year.

Historically Administration has recommended that interim property taxes be levied in order to generate sufficient working capital to fund operations until the 2026 budget is approved and 2026 tax rates are established.

The interim tax by-law also provides for the due dates/instalments upon which payment will be required and for the application of late payment charges, should payment not be received, on time.

Discussion:

Amount of Interim Levy

Pursuant to the Act, where interim property taxes will be levied, the amount of the levy must not exceed 50% of the total amount of tax raised in the previous year (inclusive of both municipal and education taxes). Historically, Administration has recommended that Council establish the interim levy amount to be exactly 50% of the prior year total. Based on 2025, the total estimated amount to be levied for the 2026 interim property tax bill is $255,596,000:

Municipal	$228,388,000
Education	27,208,000
Total	$255,596,000

The amounts collected for education taxes are levied on behalf of the Province and are required to be paid to each of the four respective school boards on a quarterly basis. The first payment, due in March 2026, is calculated at one-quarter of the 2025 levy.

Annual Assessment Value Update

Under current legislation, the Municipal Property Assessment Corporation (MPAC) is required to undertake a reassessment related to the Current Value Assessment (CVA) of all property in Ontario. The most recent assessment cycle is based upon market values on or around January 1, 2016.

As a result of the pandemic, the Province placed a hold on the assessment update which was scheduled to begin in 2021 based upon market values on or around January 1, 2019. At this juncture, Administration does not have any further information on the timing of the reassessment or the magnitude of change that can reasonably be expected. That means that for purposes of 2026 property taxes, CVA values will once again be held at the same value as used for purposes of calculating 2020 through to 2025 property taxes.

Financial Impact on Property Owners

Given that the 2026 interim property taxes will be based upon the same assessment value as used for the 2025 property taxes the majority of property owners will receive an interim property tax bill that will be equal to 50% of their 2025 final tax bill. For some property owners, most likely where there has been an in-year assessment value change or a property tax class change, there may be an adjustment required so that the interim tax bill will equate to 50% of their 2025 annualized final tax billing. This adjustment will be reflected on the bill as a “Tax Capping Adjustment.” While this process has been consistently used for the billing process, this line-item adjustment can create some confusion to taxpayers resulting in enquiries to the department. Should property owners have questions about their 2026 interim tax bill they are encouraged to

call 311. Property owners may also register for on-line access to their account information through the MyProperty Tax portal.

Establishment of 2026 Tax Policy and Tax Rates

Typically following the completion of the annual budget approval process, Administration will prepare and present a detailed and comprehensive tax policy report for City Council's consideration. Following the completion of the 2026 Budget, Administration will begin this process and this analysis and discussion will form the basis for the establishment of the 2026 property tax rates. Once property tax rates are established, final property tax bills will be issued. This process typically concludes in June. Interim taxes levied by way of this report will be deducted from any balance owing for the remainder of the year.

Billing Due Dates and Instalment Dates

Section 342 of the Act provides that a municipality may pass a by-law prescribing one or more instalments on which taxes will be due. Historically, City Council has directed that property taxes be payable in six instalments (three interim due dates and three final due dates).

There are several acceptable methods for making payments including telephone or internet banking, over the counter at many financial institutions and via cheque. Cheques may be sent by courier, mail or hand delivered to the drop box located on the first floor of City Hall.

Payments can also be made as part of one of the City's three approved Pre-Authorized Payment (PAP) plans. These include the due date plan, mid-month plan and end-month plan. A fourth option, the Ratepayer-Defined Plan, is available for individuals who are experiencing financial hardship and have fallen into arrears on their property taxes.

Following past practice, Administration is recommending the following due dates for purposes of the 2026 interim tax bills.

Pre-Authorized Payment Plan Due Dates			Regular Instalment Due Dates
Instalment Date	Mid of Month	End of Month	
18-Feb-26	17-Feb-26	27-Feb-26	18-Feb-26
18-Mar-26	16-Mar-26	31-Mar-26	18-Mar-26
15-Apr-26	15-Apr-26	30-Apr-26	15-Apr-26
	15-May-26	29-May-26	
	15-Jun-26	30-Jun-26	

Late Payment Charges

As indicated above, municipal taxation is the fundamental revenue stream from which annual operating expenditures are funded. Without the necessary working capital, many of the services currently offered to residents of the City could not be provided. To help ensure that property taxes are remitted when due, municipalities are able to levy late payment charges pursuant to Section 345 of the Act.

There are **two** separate late payment charges: 1) penalty and 2) interest. Penalty is applied the day after a tax instalment is due and is based on the instalment amount. Interest is applied on the first day of the month and is based on the total amount of principal tax outstanding at the end of the previous month. There is no compounding of interest. That is, late payment charges are calculated on the outstanding tax balance only.

Historically, late payment charges are established as follows:

- 1 ¼% of the amount of tax due and unpaid as a penalty for non-payment on the first day of default and;
- 1 ¼% of the amount of tax due and unpaid as interest for non-payment on the first day of each month.

This is standard practice across the province and Administration recommends continuing with the existing late payment charges and rates where there is non-payment. While the penalty and interest percentages are significant, they are meant to provide an incentive to taxpayers to prioritize the payment of property taxes, which is critical if the municipality is to have the funds required to provide services to the community.

Taxpayers are encouraged to obtain lower cost financing from financial institutions or other sources if required to pay the tax levy on time. This option is being leveraged by property owners because of the increase in assessment values which has created additional equity in homes. Alternatively, Administration assists property owners providing payment plans of up to five years for taxpayers in arrears.

The municipality also offers both a relief and deferral program for qualifying individuals:

- Tax Relief Program (Extreme Poverty or Sickness): Relief from the payment of property taxes for up to two years is available to single-family residential property owners that meet the eligibility criteria.
- Tax Deferral Program (Low Income Seniors or Persons with Disabilities): Deferral of property tax year-over-year increase is available to single-family residential property owners that meet the eligibility criteria.

Application to the tax relief and/or deferral program must be made on or before the last day of February following the tax year (i.e., February 27, 2026, for relief or deferral of 2025 property taxes).

Risk Analysis:

The administration of property taxes is regulated through legislation and regulations found within the Act. While there is some municipal discretion and decision-making authority, there is little latitude as it relates to billing and payments.

There is minimal risk attributable to the issuance of interim property tax bills. Issuance of interim tax bills allows the municipality to raise the necessary funds to continue operations until such time as final budgets have been approved and actual taxes for the year can be determined. Any adjustments required as a result of the final budget

requirement and final tax rates will be made later in the year with the final tax billings.

Failure to issue interim tax bills could result in a shortfall of the working capital required to provide municipal services necessitating the need for temporary borrowings.

Administration will work with the consulting firm of Municipal Tax Equity (MTE) Consultants Inc. as it relates to the Tax Capping Adjustment to ensure that each individual tax adjustment is reflective of the correct value. MTE has been assisting Administration in this and other tax policy matters since 2000, to mitigate any risk related to legislative compliance matters.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The tax revenue generated from the 2026 interim tax levy will be approximately $255,596,000 inclusive of the education component and will provide the necessary working capital to support operations until such time as the final tax rates have been set and final tax bills issued.

Preliminary work has already commenced with regards to the preparation of the 2026 interim tax bills to meet legislative timing for receipt of the bills by property owners prior to the first due date. Administration is anticipating that all bills will be mailed during the week of January 19, 2026.

Consultations:

Municipal Tax Equity (MTE) Consultants Inc.

Conclusion:

The interim tax bills generate the required funds to run the municipal corporation in the first part of the year. It is expected that bills will be mailed out in the latter part of January.

Planning Act Matters:

N/A

Approvals:

Name	Title
Lorie Gregg	Deputy Treasurer – Taxation, Treasury and Financial Projects

Name	Title
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 336/2025

Subject: New Business Discussion Regarding Gas Tax Funding Formula

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

Decision Number: **TWB 21**
THAT administration **BE DIRECTED** to continue to advocate to senior levels of government for the gas tax funding formula to remain consistent with what it has been in years past prior to policy changes.
Carried.

Clerk's File: GM2025

Committee Matters: SCM 309/2025

Subject: Proposed Alley Maintenance Standards and Policy Enhancements – City Wide

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

Decision Number: **ETPS 1086**

I. THAT the report of the Executive Initiatives Coordinator dated September 5, 2025 entitled, "Proposed Alley Maintenance Standards and Policy Enhancements – City Wide" **BE RECEIVED**; and,

II. THAT administration **BE DIRECTED** to provide additional information regarding financial implications for retaining a consultant to undertake an analysis of potential alley closures City wide; the estimated average cost to homeowners for the LIP process City wide; the process and costing of installing alley gating; and potential cost savings related to BIA Alley closings as it pertains to by-law enforcement, forestry, police; and that the information **BE BROUGHT** forward to a future Council Meeting for Council's consideration; and further,

III. THAT administration **BE DIRECTED** to prepare a draft by-law.

Carried.

Report Number: S 116/2025
Clerk's File: SW2025

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are **NOT** the same.

2. Please refer to Item 8.6 from the Environment, Transportation & Public Safety Standing Committee held on September 24, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250925/-1/10582

Subject: Proposed Alley Maintenance Standards and Policy Enhancements – City Wide

Reference:

Date to Council: September 24, 2025
Author: Rob Slater, on behalf of Ad Hoc Administrative Alley Committee
Executive Initiatives Coordinator
(519) 255-6247 Ext. 6029
rslater@citywindsor.ca

City Engineer
Report Date: 9/5/2025
Clerk's File #: SW2025

To: Mayor and Members of City Council

Recommendation:

I. THAT Council **ENDORSE** the alley maintenance and enforcement standards, as outlined in this report; and further,

II. THAT the Local Improvement Policy **BE AMENDED** to permit petition-led repaving of paved alleys, in the form attached as Appendix A; and further,

III. THAT a by-law relieving the City of maintenance responsibility for inaccessible remnant parcels of closed highway **BE APPROVED**; and further,

IV. THAT the City Solicitor **BE DIRECTED** to prepare the required by-law; and further,

V. THAT Council **ENDORSE** community-led alley enhancements, with all costs and upkeep to be borne by proponents and subject to City approval.

Executive Summary:

N/A

Background:

The City of Windsor has an extensive alley network, totaling approximately 146 kilometres. Of these, 79 kilometres are hard surfaced with either asphalt or concrete, while the remaining 67 kilometres consist of gravel or grass surfaces. While alleys have historically been considered a minor element of the transportation system, they continue to provide access for residents, businesses, and utilities. Alleys serve as secondary

access routes to parking areas and garages, as corridors for waste collection and utility services, and, in some cases, as service lanes for businesses in Business Improvement Areas (BIAs).

In 2012, Council requested a report on the feasibility of proactively offering certain alleys for sale as a means of reducing long-term liability. This led to the creation of the Alley Closure Subsidy Program (ACSP), first approved in 2013 as a pilot with $100,000 allocated in both 2014 and 2015. The program enabled eligible property owners in designated residential zones to purchase adjacent surplus alleys for $100, with the City covering the remaining closure costs. In all other cases, closed alleys next to residential properties are conveyed to abutting owners for the cost of $1.00, plus the owners' proportionate share of the required reference plan and the deed preparation fees, as outlined in the City's Street and Alley Closing Policy.

Several refinements to the ACSP were made between 2013 and 2015, including the introduction of a queuing system, restrictions on subsidies where closures would create buildable lots, and expansion of eligibility to include previously closed but unconveyed alleys. In 2014, $790,000 in enhanced capital funding was authorized to address high demand, and by the end of 2015 more than 130 property owners had expressed interest. The pilot program was extended in 2015 and 2017, and in 2019 Council formally adopted the ACSP as part of the regular alley closing program, establishing a $40,000 annual allocation.

In more recent years, Council directed Administration through CR402/2024 ETPS 841 (S 69/2021) and CR236/2024 ETPS 996 (S 45/2024) to establish an Ad Hoc Administrative Alley Standards Committee ("Committee") to review maintenance practices and develop a framework for alleys. The Committee includes representation from Public Works Operations, Engineering, By-law Enforcement, Finance, Planning, Parks, and Legal, ensuring that the framework reflects a comprehensive, cross-departmental perspective.

The Committee has been undertaking a strategic approach to alley management by identifying all alley assets and classifying them based on criteria (usage and condition) to guide prioritization for alley maintenance, enforcement and closure.

As part of its mandate, the Committee additionally identified alleys essential for providing municipal services, such as waste collection, and evaluated their potential to support active transportation connections downtown. Grass alleys were also examined, with an assessment of the feasibility of initiating closures in cases where doing so would not create inaccessible remnant parcels.

The Committee considered the circumstances in which alley enhancements and revitalization might proceed, noting the impetus and financial support for such efforts would originate from Business Improvement Areas (BIAs) and the private sector, rather than the City itself.

Current Alley Infrastructure and Condition

The 2025 Alley Needs Study confirmed that the City maintains approximately 146 km of alleys (79 km paved – asphalt and/or concrete; 67 km unpaved – gravel, grass). The

Study findings indicate that much of the paved alley network is nearing or at the end of its useful service life.

Of the 79 kilometres of paved alleys, the asset condition assessed through the Alley Needs Study is broken down as follows:

- 44.5 km (56.4%) require immediate rehabilitation, classified as “NOW” deficient.
- 17.3 km (21.9%) will require work within one to five years.
- 9.9 km (12.6%) are projected to require rehabilitation in six to ten years.
- 7.3 km (9.2%) are in adequate condition.

Based on the condition ratings provided in the 2024 Corporate Asset Management Plan (AMP) the average condition of paved alleys is rated as Poor. Over half of the paved alleys are comprised of concrete surfaces (approximately 47 km), to which 33.4 km are in need of immediate repair. Asphalt and asphalt–concrete pavements account for 16.8 km and 14.0 km respectively, each with significant portions (“NOW” deficient) requiring attention.

Until recently, residential paved alleys supported waste collection. However; with the transition to curbside collection in April 2025, these alleys are no longer part of the waste collection network. While this change may help reduce further deterioration by reducing heavy truck traffic, existing pavement deterioration issues will persist without intervention.

Alley Classification

As per Report PW #3589-07/09/13, alleys have been categorized into one of four general classifications (Indispensable, Dispensable, Some Level of Usefulness, Planned Development Districts) based on their usefulness. Alleys may move from one category to another based on changes in circumstances (i.e. relocation of utilities).

Alley Best Management Practices

The City has implemented several practices related to alley management.

Crime Prevention Through Environmental Design (CPTED) principles are applied in alley management, with a focus on maintaining clear sightlines through vegetation control and addressing encroachments. These practices are supported through proactive enforcement strategies adopted by Council in Report S 23/2025, which address issues such as garbage, vandalism, encampments, and land maintenance. Measures include targeted deployment of officers based on 311 data to address hotspots, establishing thresholds to prioritize visible violations and chronic issues, and engaging Councillors and BIAs to identify problem alleys in each ward.

Enforcement authority is provided through existing by-laws. By-law 3-2006 regulates the maintenance of abutting untravelled portions of highways (Part 6), prohibits litter (Part 7), and establishes enforcement powers (Part 1), including removal of graffiti, stains, and defacement. By-law 25-2010 affords protection of highways, including

paved alleys, and regulates encroachments such as fences and landscaping (Part 2), with enforcement provisions under Part 10.

Administration applies the Council-endorsed Alley Lighting Policy (2020) to oversee installations. The policy establishes that alley lighting is normally initiated by property owners through the Local Improvement process, with benefiting owners responsible for the capital and operating costs in accordance with the City's Fees and Charges By-law 392-2002. The policy also allows City Council to waive these provisions and direct that installations be funded through other sources. In recent years, alley lighting projects have been completed through a mix of funding streams, including BIAs and Ward funds. These projects include 41 lights in the Ward 4 Erie Street BIA between 2022 and 2023 at a cost of approximately $102,000, 6 lights in Ward 2 in 2023 at a cost of approximately $12,000, 6 lights in Ward 3 in 2023 at a cost of approximately $11,000, 36 lights in the Ward 4 Ottawa BIA in 2023 at a cost of approximately $68,000.

As an alternative approach to traditional alley lighting installation, a pilot project was launched in October 2024 in Ward 3 at 1200 block of Bruce Avenue. This initiative includes the installation of 30 motion-activated lights at an approximate cost of $2,400, funded through ward funds. The lights were installed in the alley on private properties with consent from participating homeowners who were responsible for ongoing alley light maintenance. To evaluate the initiative, the City conducted a 6-month survey and received feedback from 9 residents, all of whom expressed strong support for this initiative. A final survey is scheduled for September 2025 to determine the overall success of this pilot project and its potential for broader application.

In 2024, Administration introduced Engineering Best Practice BP2.3.2 to guide alley access requirements for abutting residential, multi-residential, and commercial/industrial properties. Access considerations are generally limited to paved alleys. Under BP2.3.2, access to a detached Accessory Dwelling Unit (ADU) from an alley is permitted only if the alley is both open and paved. Where an alley is unpaved (gravel) and no viable driveway exists from a municipal road, property owners may petition to pave the alley at their own expense, in accordance with City standards including drainage. Access from grass alleys is not permitted.

Discussion:

Administration has established an operational proposed level of service (PLOS) for the ongoing maintenance of the City's alley network using a multi-disciplinary service provision model (Public Works Operations – Maintenance; Environmental Services; Planning and Building – By-law Enforcement, Planning; Community Services – Forestry and Natural Areas).

To allocate resources effectively, alleys have been grouped into four classes (A–D) based on their usage and condition:

- **Class A**: High-priority alleys, such as paved alleys in Business Improvement Areas (BIAs), paved alleys with commercial waste collection, and gravel alleys with commercial waste collection.

- **Class B**: Moderate-priority alleys, including paved alleys outside BIAs and gravel alleys serving residential purposes (i.e. rear yard parking/garage access).
- **Class C**: Low-priority alleys, generally consisting of gravel alleys that do not serve significant residential or commercial purposes.
- **Class D**: Non-priority alleys, including grass alleys and mixed grass–gravel alleys.

This classification system is intended to ensure that the most critical alleys receive the necessary attention, while lower-use alleys are managed more cost-effectively or closed/disposed of through the alley closure program. Where alleys are accompanied by underground sewer infrastructure, sewer condition would also be considered in setting maintenance priorities.

Although residential waste collection has transitioned to curbside, a small number of alleys continue to support collection services. These residential locations may require consideration for higher priority pavement maintenance where conditions risk vehicle damage.

The corresponding proposed maintenance standards for each class are summarized in Table 1 below.

Table 1: Alley Maintenance Classification Framework

* Additional service provided upon 311 requests; No seasonal winter maintenance

** Implementation of the PLOS will be scaled to available budget, with any additional funding requests brought forward through the budget process.

Class	Description	Maintenance Standard**
A *	High-use paved or gravel alleys (BIAs, commercial collection corridors)	Annual pavement pothole repair Gravel graded twice per year
B *	Other paved alleys and gravel alleys (Residential purposes, non-BIAs)	Annual pavement pothole repair Gravel graded twice per year
C	Low-use gravel alleys (Limited access, no collection)	Gravel graded twice per year
D	Non-functional grass and/or gravel alleys (Little or no functional use)	No municipal maintenance; responsibility of abutting owners

By-law Enforcement (12 officers) will primarily respond to complaints, supplemented by targeted proactive deployments using 311 hotspot data consistent with Council direction in S 23/2025 (i.e. chronic issues and visible violations). Forestry and Natural Areas will continue to respond to tree-related alley service requests, which make up 5–10 percent of annual service requests. Regardless of classification, abutting property owners remain responsible under City by-laws for keeping alleys to the centre line clear of weeds, litter, and other debris.

Alley Lighting

Alley lighting continues to be addressed through the Local Improvement Program (LIP). Installations are initiated on demand, and property owners benefiting from the service are responsible for capital costs in accordance with the *Municipal Act, 2001 – Ontario Regulation 586/06 and the Alley Lighting Policy*.

Alley lighting is considered an enhancement above the municipal standard, and as such, no municipal subsidy is provided. Annual operating costs for alley lighting are established in the Fees and Charges By-law 392-2002, with property owners assessed these charges through their property taxes. Charges are calculated on a system-wide basis.

Alley Closure Process

Administration continues to encourage street and alley closure applications as a means of facilitating the disposal of redundant public rights-of-way. The current closure process is initiated by abutting property owners, circulated to City departments and utilities, and advanced to Council only after internal reviews are complete. The process often takes approximately between 14 and 21 months to complete.

While the ACSP has reduced liability and resolved encroachment issues, the majority of alleys closed have been grass alleys, which the City did not maintain. As a result, operational and capital savings associated with alley asset divestment have been limited.

Administration will continue to monitor the street and alley closure process and make administrative adjustments to improve efficiency where possible.

Amending the Local Improvement Policy

The Committee recommends amending the Local Improvement Policy, in the form attached as Appendix A, to allow petition-led resurfacing of paved alleys. While *O. Reg. 586/06* allows resurfacing of previously paved alleys as a local improvement, the City's policy does not explicitly enumerate this use case. This amendment would give residents the ability to collectively petition for resurfacing, with costs recovered through special assessments. This provides a clear and fair pathway for residents to improve their alleys without diverting capital funds from higher-priority infrastructure such as arterial roads, collector roads, and the E.C. Row Expressway. As part of these amendments the entire Local Improvement Policy was reviewed and other housekeeping amendments made.

Alley Enhancement and Revitalization

In alignment with Action 2B.4 of the Active Transportation Master Plan, the City will consider proposals from neighbourhood groups, BIAs, and community associations for the revitalization of Class A and B alleys in BIAs. Such projects may include public art, tactical urbanism elements, murals, bollards, planters, seating, and wayfinding features. Proposals would be community-led, with proponents responsible for design, installation, and ongoing upkeep, subject to City review and approval. Future activation of alley spaces will assess current asset condition, which may influence decisions with respect to activation.

Additionally, as part of its review, the Committee considered the City's Active Transportation Master Plan (ATMP) and its 2024 Biennial Progress Report, which references alley revitalization projects under the "Places for People" theme. While two such projects were noted in 2019, none were advanced during the most recent reporting period. The Regional Cycling Network map included in the ATMP does not identify alleys within the City's Primary or Secondary Cycling Network.

Inaccessible Remnant Alleys

Upon the City closing an open street or alley in order to convey to abutting property owners, the City is responsible for maintenance of such land as City-owned private property until it is transferred to a new owner. Unfortunately, the City is unable to force anyone to accept a conveyance of such land. Any portion of closed highway can only be conveyed to another owner upon receipt of a signed acknowledgement and direction from the other party.

As a result, following the conveyance of closed parcels to all willing purchasers, the City is often left owning remnant parcels of closed highway that the City is unable to access in order to maintain. Such remnant portions are often landlocked and only accessible through private property which the City is not authorized to enter. The City often receives complaints from residents that such remnant parcels are not being maintained, and specifically that the grass is not being cut.

Administration recommends that a by-law be approved which would allow for the City to be relieved of maintenance responsibilities for inaccessible remnant pieces of closed highway.

Risk Analysis:

Given their age and condition, as reported under the 2025 Asset Management Plan (AMP), many paved alleys require ongoing maintenance attention; however, the consequence of deterioration is generally low compared to arterial or collector roads. Typical issues include potholes, ruts, and drainage concerns that inconvenience residents but rarely create major safety hazards or service disruptions.

Legal risks include encroachments and remnant parcels. Encroachments may interfere with utilities or create hazards, requiring removal at the owner's expense. Such liabilities are mitigated by the terms and requirements of the City's Encroachment Policy.

Remnant parcels may be inaccessible and therefore challenging for the City to maintain efficiently. A by-law is proposed to formally permit the City not to maintain these remnant inaccessible parcels, reducing liability and avoiding wasted resources.

Climate Change Risks:

Climate Change Mitigation

Aligning alley maintenance standards and policy enhancements with city plans such as the Active Transportation Master Plan can support Windsor's climate goals by integrating alleys into a broader strategy to enhance walkability and cycling infrastructure, thereby reducing vehicle emissions.

Climate Change Adaptation

Closing underutilized alleys can support Windsor's climate change adaptation efforts by creating opportunities for green infrastructure that manage stormwater and reduce flood risk. Converting alleys into permeable surfaces helps absorb runoff and ease pressure on the city's sewer systems. Alley closures may also help mitigate urban heat by enabling the development of shaded green spaces or tree-lined corridors, which lower surface temperatures and improve thermal comfort, particularly in vulnerable or densely populated areas. When guided by climate-informed land use policies, these closures can also reduce future infrastructure vulnerabilities and contribute to a more resilient urban environment.

Financial Matters:

Annual operating costs for alleys are approximately $634,000, including $284,000 for Public Works, $150,000 for Environmental Services, and $200,000 for Forestry and Natural Areas. In addition, minor alley capital maintenance is funded at $400,000 in 2025 and $200,000 in each of 2026 and 2027. As of the time of writing, the Minor Alley Maintenance project, 7121000, has a remaining balance of approximately $440,000.

Annual Alley Renewal Activity

Paved alleys are reported on within the Asset Management Plans as part of the 'Roads and Paved Alleys' segment of the overall Transportation category. As reported in the 2024 & 2025 AMPs, only 0.08% of paved alley lane-kilometres are renewed annually (based on Current LOS), significantly lower than the renewal rates for other road classifications such as Arterials (1.38%), Collectors (1.11%), and Locals (0.66%).

For paved alleys specifically, annual repair, renewal and rehabilitation costs are estimated to be approximately $3.3 to $3.9 million, based on current Level of Service modeling. The current replacement value of paved alleys infrastructure is estimated at approximately $150M. Further refinement will be required to quantify the specific capital funding gap related to paved alleys alone, separate from other roads infrastructure. In particular, aligning identified lifecycle costs with the 10-year capital plan will provide a clearer understanding of how current and planned budgets compare with the long-term needs of this asset type. Work on gap refinement for all assets covered under the AMP is ongoing, with the goal of providing increased information and analysis as part of future AMP updates.

Requests for funding to maintain the described alley standards will be brought forward through the annual budget process, with alley condition information included in AMP reporting cycles, and additional reports on the matters outlined in this report brought to Council as required.

Consultations:

Monika Grant, Senior Manager, Contract, Field Services and Maintenance

Roberta Harrison, Manager, Maintenance

Charles Hartford, Manager, Contracts, Field Services and Maintenance

Adam Pillon, Manager of Right-of-Way

Jim Leether, Senior Manager, Environmental Services

Craig Robertson, Manager, Licensing and Enforcement / Deputy Licence Commissioner

Neil Robertson, City Planner

Greg Atkinson, Deputy City Planner - Development

Laura Diotte, Manager - Planning (Development Applications)

Yemi Adeyeye, City Forester / Manager Forestry and Natural Areas

Kate Tracey, Senior Legal Counsel

Natasha Gabbana, Senior Manager of Asset Planning

Marie Gil, Manager Asset Planning

Mike Dennis, Manager, Strategic Capital Budget Development & Control

Prem Patel, Manager, Transportation Planning and Design

Ian Day, Senior Manager, Transportation

Adam Mourad, Engineer III, Design Standards Lead

Michelle Moxley-Peltier, CEP Project Administrator

Denise Wright, Manager of Real Estate Services

Stacey McGuire, Executive Director of Engineering and Deputy City Engineer

Conclusion:

The proposed Alley Maintenance Framework will maximize available resources and funding to support the City's alley network. By establishing a classification system, adopting service standards, strengthening enforcement, and introducing petition-led resurfacing, the framework sets out clear service levels and processes so that residents and Council have a shared understanding of what to expect. Administration also recommends amendments to the Local Improvement Policy, and a new by-law which will relieve the City of maintenance responsibilities for inaccessible remnant parcels of closed alleys.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Brian Lima	Executive Director, Operations / Deputy City Engineer
Jamie Scott	Executive Director, Parks and Facilities (A)
David Simpson	Commissioner, Infrastructure Services and City Engineer
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Michael Chantler	Commissioner, Community Services
Andrew Daher	Commissioner, Corporate Services
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix A – Amended Local Improvement Policy

THE CORPORATION OF THE CITY OF WINDSOR
POLICY

Service Area:	**Office of the Commissioner of Infrastructure Services**	Policy No.:	
Department:	**Engineering**	Approval Date:	
Division:	Design and Development	Approved By:	
		Effective Date:	**IMMEDIATE**
Subject:	**Local Improvement Policy**	Procedure Ref.:	
Review Date:		*Pages:*	Replaces: CR1215/85, CR292/2003, CR179/2005, CR8/2012, M214-2010, CR1607/89, M39/2014
Prepared By:	Adam Mourad		Date: June 8, 2020

1. PURPOSE

1.1 To present a cost-sharing policy setting forth special assessments for municipal infrastructure such as storm and sanitary sewers, street lighting, sidewalks, pavements, curbs and gutters and private drain connections constructed under the provisions of the Local Improvement Regulation, O. Reg. 586/06.

1.2 To address the situation where there are no sanitary or storm sewers in an existing neighbourhood of the City. Some areas of the City are still serviced by septic tanks with no sanitary sewers. Elimination of the remaining septic tanks within the City is considered a high priority to reduce environmental issues and improve water quality in the municipal drainage system and receiving water bodies.

1.3 To address streets that may have a sanitary sewer and roadside ditches, but no storm sewer. In order to close the roadside ditches, the ditches would need to be replaced with a storm sewer.

1.4 To encourage the construction of municipal infrastructure where current municipal infrastructure is deficient.

1.5 To provide a mechanism to allow property owners to petition for improvements that are a sole benefit and to distribute the cost over the benefitting properties.

2. SCOPE

This Policy applies to all roads and highways within the municipal boundaries of the City of Windsor. This policy does not apply to lands without any municipal infrastructure such as greenfield developments.

3. DEFINITIONS

3.1 Approved Rate – for the purpose of this policy, refers to the rate set out in the Fees and Charges By-law 392-2002 for a 250mm diameter sanitary sewer and a 300mm diameter storm sewer.

3.2 Oversizing – for the purpose of this policy, refers to any sewer larger than a 250mm diameter sanitary sewer and a 300mm diameter storm sewer

3.3 Frontage – the property line along or abutting the municipal roadway. On a corner lot, the frontage shall be considered to be the shorter of the property lines regardless of the direction the building on the property faces.

3.4 Flankage – for the purpose of this policy, refers to the longest dimension of the corner lot that abuts the local improvement.

3.5 Private Drain Connection – for the purpose of this policy, refers to the private drain connection pipe length from the centre line of the right-of-way to the private property line.

3.6 Boulevard Restoration – for the purpose of this policy, means the installation of sod (or seed if approved) and topsoil up to a maximum of 2 metres from the back of curb or edge of pavement. Property owners will be assessed for the full frontage of the lot. Any additional restoration is to be paid by the City.

3.7 GENERAL ASSESSMENTS

3.7.1 All local improvements are subject to applicable fees for engineering, project administration, interest charges, and applicable taxes.

3.7.2 All existing approved local improvements will be governed by the policy in place at the time of their approval.

3.7.3 The costs for abutting property owners will be based on the assessable property frontage which excludes intersections and City owned properties.

3.7.4 Unless a lot's Flankage abuts the work, all costs are assessed according to the property Frontage adjacent to the works.

3.7.5 In the case of irregular shaped lots, adjustments to the assessment are made on a case-by-case basis to mitigate over/under assessing an irregular lot.

4. POLICY

In accordance with the described purpose and scope, this policy specifies cost-sharing arrangements for the construction of storm and sanitary sewers, pavements, curbs and gutters, sidewalks, private drain connections and street lighting as local improvements, implemented under the provisions of Ontario Regulation 586/06, made under the Municipal Act, 2001.

4.1 SEWERS

Where:

- A storm and/or sanitary sewer does not exist; and
- Abutting property owners have requested in writing a storm and/or sanitary sewer be installed as a local improvement; or
- The City initiates the installation of a storm and/or sanitary sewer as a local improvement

The abutting property owners will be assessed for:

- The cost at the approved rate, per metre of frontage, of a new storm and/or sanitary sewer;
- The full cost for the construction of a private drain connection and cleanout extending from the centre line of the right-of-way to the property line of the benefiting property;
- 100% of the cost for boulevard restoration.

In addition, where flankage properties exist, those property owners will be assessed for:

- 25% of the approved rate, per metre of flankage, for the construction of a storm sewer and boulevard restoration for the first 45 metres of lot flankage;
- 100% of the cost for any remaining works over and above the first 45 metres of lot flankage, at the approved rate.

The City will pay:

- The remainder of the total cost of the work, as outlined in section 4.6.

4.2 PAVEMENTS

Where, either of:

- Unpaved alleys, residential roads or local industrial roads, exist within the City right-of-way; and
- Abutting property owners have requested in writing any such unpaved alleys and/or roads be paved as a local improvement; or
- The City initiates the installation of alley or road pavement as a local improvement,

Or,

- Paved alleys exist, and the existing pavement is damaged and requires repairs, as determined by the City Engineer in its sole discretion; and
- Abutting property owners have requested in writing any such paved portion of alley be re-paved as a local improvement; or
- The City initiates re-paving as a local improvement,

The abutting property owners will be assessed for:

- 100% of the cost, per metre of frontage, for the construction of or repairs to the road or alley base and asphalt and/or concrete pavement up to 8.6 metres in width;
- 100% of the cost for the construction of curb and gutter, if applicable;
- 100% of the cost for boulevard restoration.

In addition, where flankage properties exist, those property owners will be assessed for:

- 25% of the cost, per metre of flankage, for construction of or repairs to the road base and pavement for the first 45 metres of lot flankage;
- 25% of the cost for boulevard restoration for the first 45 metres of lot flankage;
- 100% of the cost for any remaining works over and above the first 45 metres of lot flankage.

The City will pay:

- The remainder of the total cost of the work, as outlined in section 4.6.

Pavements, including the paving and re-paving as set forth above, will be designed to such structural and geometric standards as the City Engineer determines to be appropriate, having regard for subsoil conditions, vehicular loads, and other relevant matters.

Residential pavements will be constructed to a minimum width of 8.6 metres measured face to face of curbs.

Where, at the City's option, a pavement is constructed or repaired to a greater width or structural strength than is required, the City shall assume the cost of the additional work. In the case of residential roads, "a greater width" will mean in excess of 8.6 metres.

This policy applies only to pavements constructed on rights-of-way assumed by the City.

4.2.1 RURAL PAVED ROADS

For the rehabilitation of badly deteriorated rural paved roads where the majority of the abutting properties are side lot properties, the City may undertake the following:

- That where the percentage of side lot properties are greater than or equal to 50% of the total frontage for the street segment, reconstruct the roadway with or without the addition of curbs and gutters at no cost to the abutting residents (local improvements will not apply).

- That where this applies, proceed without the provisions of Ontario Regulation 586/06 for Local Improvements.

4.3 CURBS AND GUTTERS

Where:

- A paved road is currently without curbs and gutters; and,
- Pavement rehabilitation/reconstruction is to be undertaken by the City; and
- Abutting property owners have requested in writing curbs and gutters be installed; or
- The City initiates the installation of curbs and gutters as a local improvement in conjunction with a pavement rehabilitation project

The abutting property owners will be assessed for:

- 100% of the cost, per metre of frontage, for the construction of concrete curbs and gutters;
- 100% of the cost for boulevard restoration.

In addition, where flankage properties exist, those property owners will be assessed for:

- 25% of the cost, per metre of flankage, for the construction of concrete curbs and gutters and boulevard restoration for the first 45 metres of lot flankage;

- 100% of the cost for any remaining works over and above the first 45 metres of lot flankage.

The City will pay:

- The remainder of the total cost of the work, as outlined in section 4.6.

The curbs and gutters, and rehabilitated/reconstructed pavements will be of geometric design, as the City Engineer determines to be appropriate.

4.4 SIDEWALKS: RESIDENTIAL AND PEDESTRIAN GENERATOR POLICY

Where:

- A paved road is currently without sidewalks; and,
- Abutting property owners have requested in writing sidewalks be installed; or
- The City initiates the installation of sidewalks as a local improvement The

abutting property owners will be assessed for:

- 100% of the cost, per metre of frontage, for the construction of concrete sidewalks;
- 100% of the cost for boulevard restoration.

In addition, where flankage properties exist, those property owners will be assessed for:

- 25% of the cost, per metre of flankage, for the construction of sidewalks and boulevard restoration for the first 45 metres of lot flankage;
- 100% of the cost for any remaining works over and above the first 45 metres of lot flankage.

The City will pay:

- The remainder of the total cost of the work, as outlined in section 4.6.

New sidewalks will be constructed to meet the Accessibility for Ontarians with Disabilities Act (AODA) requirements, except where the safety of pedestrians warrants a greater width, or the City Engineer determines a greater width is necessary and/or desirable.

Where a residential sidewalk is constructed wider than the AODA standard, the abutting property owners will only be assessed for a standard AODA width sidewalk. The City will pay the balance of the cost in addition to the amounts set out above.

Where a sidewalk meets the conditions of the Pedestrian Generator Policy, the total cost of the sidewalk and boulevard restoration will be paid by the City.

Where a sidewalk is constructed on a transit route, the total cost of the sidewalk and boulevard restoration will be paid by the City.

4.5 STREET LIGHTING

Where:

- A municipal right-of-way is currently without street lighting; and,
- Abutting property owners have requested in writing street lighting be installed; or
- The City initiates the installation of street lights as a local improvement The

abutting property owners will be assessed for:

- 50% of the cost for standard street lighting;
- 50% of the cost for boulevard restoration.

In addition, where flankage properties exist, those property owners will be assessed for:

- 25% of the cost for street lighting and boulevard restoration along the first 45 metres of lot flankage;
- 100% of the cost of any remaining works over and above the first 45 metres of lot flankage.

The City will pay:

- The remainder of the total cost of the work, as outlined in section 4.6.

If ornamental street lighting is requested by the property owners, then the owners will be responsible for 100% of the cost difference between standard street lighting and ornamental street lighting.

Where the street lighting is being requested or installed in an alley, the provisions of the Alley Lighting Policy will govern.

4.6 CITY'S SHARE FOR LOCAL IMPROVEMENT WORK

For all local improvement work implemented under this policy, the City's share of the cost will consist of the following:

- The cost for the work at intersections;
- The cost for the work in front of city owned property and alleys;
- The cost related to road drainage;
- The cost of additional road width greater than 8.6 metres;
- The cost of oversizing sewers larger than the diameter set out in the Approved Rate;

- The remainder of the total cost that is not defined in the assessable local improvement work under this policy.

5. RESPONSIBILITY

5.1 The responsibilities of the City, City Council, the Committee of Revision, the City Engineer, the City Treasurer, the City Clerk, and the abutting property owners, are set out in the Municipal Act, 2001 - Ontario Regulation 586/06.

5.2 The responsibilities are as follows:

5.2.1 City Council may authorize the work be done as a local improvement by passing a Local Improvement Charges By-law for such work.

5.2.2 Once the local improvement work is completed, Council shall pass a Special Charges By-law to impose charges on abutting property owners.

5.2.3 The Committee of Revision shall hear objections to the local improvement roll and make decisions to finalize the Local Improvement Roll.

5.2.4 The City Engineer shall implement the work as a local improvement and follow the provisions of the O. Reg. 586/06.

5.2.5 The City Treasurer shall certify the Local Improvement Roll.

5.2.6 The City Clerk shall receive petitions for or against local improvement work, appeals to the assessment notice; and shall certify the sufficiency of such petitions.

5.2.7 The abutting property owners may petition for or against a local improvement work. After the Special Charges by-law is passed, the owners are obligated to pay their share of the local improvement charges by lump sum or through their property taxes over a period of typically 10 years, but not to exceed 20 years.

5.2.8 The Local Improvement Roll, or Record of Assessment, shall be maintained by the City Clerk office and City Treasurer.

6. GOVERNING RULES AND REGULATIONS

The Municipal Act, 2001 - Ontario Regulation 586/06 is the governing legislation.

7. RECORDS, FORMS AND ATTACHMENTS

7.1 The Local Improvement Roll, or Record of Assessment, shall be maintained by the City Clerk and City Treasurer. Local improvement booklets, which outline the local improvements generated in any given year and the statement of the work costs, are maintained by the Clerk's office and City Engineer's office.

7.2 The related forms include: The
petition form;
Notice of Local Improvement Charges By-law;

Notice of Local Improvement Special Charges By-law.

Subject: Additional Information – Financial Implications, LIP Costs, Gating, and Potential Cost Savings Related to Alley Closures – City Wide

Reference:

Date to Council: November 24, 2025
Author: Rob Slater, on behalf of Ad Hoc Administrative Alley Committee
Executive Initiatives Coordinator
(519) 255-6247 Ext. 6029
rslater@citywindsor.ca
Office of the Commissioner of Infrastructure Services

City Engineer
Report Date: 11/7/2025
Clerk's File #: SW2025

To: Mayor and Members of City Council

Additional Information:

At the September 24, 2025, ETPS meeting, the following motion was passed regarding Report S 116/2025:

I. THAT the report of the Executive Initiatives Coordinator dated September 5, 2025 entitled, "Proposed Alley Maintenance Standards and Policy Enhancements – City Wide" **BE RECEIVED**; and further,

II. THAT administration **BE DIRECTED** to provide additional information regarding financial implications for retaining a consultant to undertake an analysis of potential alley closures City wide; the estimated average cost to homeowners for the LIP process City wide; the process and costing of installing alley gating; and potential cost savings related to BIA Alley closings as it pertains to by-law enforcement, forestry, police; and that the information **BE BROUGHT** forward to a future Council Meeting for Council's consideration; and further,

III. THAT administration **BE DIRECTED** to prepare a draft by-law.

This report provides the requested additional information and a draft by-law for consideration.

Discussion:

As directed by Council, Administration has undertaken a review of additional considerations related to alleys. These considerations include the potential financial implications of retaining a consultant to assess opportunities for alley closures, estimated costs to homeowners for alley improvements undertaken through the Local Improvement process, and the process, costs and savings associated with alley gating.

Analysis of Potential Alley Closures City-Wide and Consultant Financial Implications

Following the September 24, 2025 ETPS meeting, Administration initiated an in-house Geomatics review to classify all alleys across the City using GIS tools and Alley Closing Policy criteria (including surface condition, accessibility, encroachment, and service function) and related by-laws. Measurable GIS indicators were developed and applied across the City's entire alley inventory to determine each alley's suitability for continued municipal use, closure consideration, or further review. From this, alleys were categorized into four functional groups based on their usefulness as shown in Table 1.

In total, approximately 73 alleys classified as "Useful but Dispensable and Serving No Useful Purpose" were identified as potential closure candidates through the initial GIS-based desktop analysis. It is also noted that some grassed alleys in South and East Windsor may not have been captured in the preliminary analysis. As such the list may change as further investigation is undertaken. Field validation is required to confirm site-specific conditions such as legal access needs, encroachments, servicing requirements, or evidence of unlawful/undesirable behaviour. Should Council direct Administration to proceed with closing the 73 identified alleys, the number and composition of candidate alleys may change following detailed field verification, inventory updates, and access confirmation.

Table 1 – Alley Functional Classification Summary (2025)

Category	Number of Alleys (# / %)	Total Length (km)	Total Surface Area (m^2)	311 Complaints*
Indispensable [1] - serve commercial properties, arterial routes, and/or essential for emergency services, waste collection, deliveries, and utility maintenance	1,109 (93.5 %)	139.0	565,833	37.1 %
Useful but Dispensable [2] *- some limited function but are not essential for municipal operations*	*13 (1.1 %)*	*1.1*	*4,579*	*61.5 %*
Serving No Useful Purpose [3] *- no current/anticipated future use, located in residential areas with wide lots, park frontage or dead-end segments lacking through access*	*60 (5.1 %)*	*5.3*	*19,340*	*38.3 %*
Obsolete Undeveloped [4] **(Holding / Undeveloped)** - situated within undeveloped or planned development districts (holding zones)	3 (0.3 %)	0.3	419	0 %
TOTAL	**1,186**	**145.7**	**590,171**	**n/a**

***Notes:**

** The count of alley segments in each category with an associated 311 complaint was divided by the number of alleys in each category to get a percentage.*

[1] **Should not be closed** *unless a suitable replacement is provided.*

[2] ***May be considered for closure*** *at the request of abutting property owners.*

[3] ***Close wherever feasible,*** *abutting property owners encouraged to accept conveyance.*

[4] ***Should generally remain open*** *until future development/planning activities determine need.*

The GIS analysis provides a consistent, data-driven baseline that can be refined as field validation is undertaken and new spatial data become available. Completing this work internally provides flexibility to update the analysis over time and avoids significant consultant costs. Administration estimates that, if a consultant were retained to conduct a City-wide closure analysis, the cost would range from $112,500 to $240,000 (900–1,200 hours at $125–$200/hour). This assumes a small consulting team working for approximately 3 to 4 months to confirm the GIS classification, conduct targeted field checks, and prepare mapping and recommendations. It is noted that such consulting work would rely heavily on the City's existing datasets and the analysis already completed to date.

For alleys that proceed to closure and conveyance, a legal survey is required. Based on 2024 and 2025 surveyor invoices for alleys spanning the full width of a typical block, the survey cost is anticipated to be between $20,000 and $34,000 for each alley. The total time to complete the alley closure and land transfer process for one application can take between 14 and 22 months.

Estimated Cost to Homeowners for the LIP Process City-Wide

Based on current unit pricing for paving an alley in Windsor, the estimated homeowner contribution for alley repaving is approximately $800 per linear metre of frontage, which equates to approximately $10,000 to $15,000 per typical residential lot. These estimates conform to the requirements of the Engineering Concrete Alley Paving Standard (AS-211) and include the cost of excavation, removal of existing pavement, catch basins and drainage, concrete paving, granular base, administration and engineering.

While a more refined estimate would be prepared on a case by case basis depending on field conditions, Table 2 below illustrates the estimated cost per typical residential lot spread out over typical Local Improvement financing terms. Actual monthly payments would depend on the interest rate applied at the time of construction (typically the Infrastructure Ontario lending rate plus an additional 1%, 2%, or 4% depending on term). These payments are collected in addition to each homeowner's regular property taxes, through their property tax bill over the life of the Local Improvement charge or paid under a single lump sum payment.

Table 2 - Illustrative Monthly Costs to Homeowner Based on Financing Term

Financing Term	Illustrative Interest Rate*	Approximate Monthly Cost Range for $10,000 - $15,000 (per lot)
5 years	4.10% (IO Rate + 1%)	$184 - $276
10 years	5.64% (IO Rate + 2%)	$109 - $163
20 years	8.39% (IO Rate + 4%)	$86 - $129

**Illustrative rates based on Infrastructure Ontario lending rates plus premium. Rates subject to change.*

All paving work done under the LIP framework for permanent alley reconstruction must meet the City's Engineering Standard (AS-211), which specifies concrete pavement with appropriate drainage infrastructure. For greater certainty, asphalt overlay work is not considered paving that may be undertaken through the Local Improvement Process (LIP). An asphalt overlay would instead be considered a maintenance or rehabilitation activity to prolong the life of an existing paved alley, carried out through the annual operating or minor capital budgets, depending on site conditions and available funding.

Alley Gating Considerations

Open alleys in Ontario are considered highways under the *Municipal Act, 2001*. Highways are to be common and public, and kept in a reasonable state of repair by the municipality. Only upon a former highway being closed and conveyed would it be appropriate for a fence or other barrier to be installed blocking access to the alley.

Specifically, under the City of Windsor's Traffic By-law 9148 (the "By-law"):

> Section 12 – *"No person shall obstruct, encumber, injure or foul any highway or portion thereof."*

Section 13 – *"No person shall erect or maintain any fence on any highway and no firewood or other thing calculated to obstruct any highway, or to obstruct or interfere with public travel thereon shall be placed or deposited thereon."*

Accordingly, any gates found across open alleys within the City of Windsor would be in violation of the By-law. Primary enforcement responsibility rests with the City under the Protection of Streets By-law 25-2010, administered by the Engineering Department and enforced by the City's By-law Enforcement Division. While alleys are considered highways under the Municipal Act and are also governed by the City's Traffic By-law 9148, which assigns general enforcement authority to the Windsor Police Service (WPS), WPS typically does not investigate stationary encroachments or fences unless there are associated public safety or criminal concerns. Routine encroachments are managed through the City's By-law Enforcement and 311 processes.

Residents would only be able to erect a gate on a former alley that has been closed by Council in accordance with the City's Street and Alley Closing Policy, and subsequently conveyed to and acquired by the abutting owners. Following an alley closure and conveyance, the abutting owners assume full responsibility, at their expense, for the installation and maintenance of any gates, and all registered utility easements and access rights remain in force. At that point, the alley ceases to function as a public right-of-way, responsibility for the land shifts to the abutting owners, and municipal obligations end.

The WPS notes that from a safety and security perspective, gating alleys that remain open public spaces can inadvertently create access challenges for emergency response while leaving the municipality responsible for ongoing liability.

Closing an alley to be retained for municipal purposes, without conveying it to the abutting property owners, is also not recommended as it leaves the City exposed to ongoing liability and service obligations. Even if an alley is formally closed to public passage, the land would remain in municipal ownership, meaning the City would continue to be responsible for issues such as illegal dumping and forestry services. This limits the cost savings normally achieved through closure, while the land itself provides no significant public function. At the same time, failing to convey forfeits the opportunity for abutting owners to assume responsibility, incorporate the land into their properties, and generate new tax assessment. For these reasons, the accepted practice for alleys remains closure with conveyance, which ensures that both liability and maintenance obligations are transferred from the City to the private homeowners.

Administration is not aware of any Ontario municipality that operates a formal "gated alley" program, and the accepted practice remains closure and conveyance, which eliminates the alley as a public space and places ongoing responsibility with private property owners. While there may have been isolated historical instances in Windsor where alleys were gated but retained temporarily for municipal access (e.g., pending utility abandonment), this practice is not recommended due to ongoing liability and maintenance exposure.

Potential Cost Savings Related to Alley Closures (Including BIA Alleys)

No direct reductions to the City's operating budgets are anticipated to result from permanent and temporary alley closures, including those located within Business Improvement Areas (BIAs).

While activities such as By-law enforcement, Police response, Forestry maintenance, and general alley upkeep would cease or be reduced within closed or gated segments, the overall demand for these services remains across the city. Existing staffing levels and funding would be reallocated to address service needs and priorities in other alley locations.

Accordingly, both permanent and temporary alley closures are expected to support a more focused and efficient allocation of resources rather than result in measurable operating budget savings.

Consultations:

Monika Grant, Senior Manager, Contract, Field Services and Maintenance
Roberta Harrison, Manager, Maintenance
Charles Hartford, Manager, Contracts, Field Services and Maintenance
Adam Pillon, Manager of Right-of-Way
Jim Leether, Senior Manager, Environmental Services
Craig Robertson, Manager, Licensing and Enforcement / Deputy Licence Commissioner
Neil Robertson, City Planner
Greg Atkinson, Deputy City Planner - Development
Laura Diotte, Manager - Planning (Development Applications)
Brian Nagata, Planner III - Development
Yemi Adeyeye, City Forester / Manager Forestry and Natural Areas
Kate Tracey, Senior Legal Counsel
Natasha Gabbana, Senior Manager of Asset Planning
Marie Gil, Manager, Corporate Asset Planning
Mike Dennis, Manager, Capital Planning and Reserves
Prem Patel, Manager, Transportation Planning and Design
Ian Day, Senior Manager, Transportation
Adam Mourad, Engineer III, Design Standards Lead
Michelle Moxley-Peltier, CEP Project Administrator
Denise Wright, Manager of Real Estate Services
Lanre Adenekan, Senior Treasury Analyst and Financial System Coordinator
Barry Horobin, Director of Planning & Physical Resources – Windsor Police Service
Kathy Buis, Financial Planning Administrator
Carter Day, Supervisor of GIS
Colleen Middaugh, Executive Director of Engineering (A)
Lorie Gregg, Deputy Treasurer Taxation, Treasury and Financial Planning

Approvals:

Name	Title
Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Stacey McGuire	Executive Director, Operations / Deputy City Engineer (A)
Jamie Scott	Executive Director, Parks and Facilities
David Simpson	Commissioner, Infrastructure Services and City Engineer
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Michael Chantler	Commissioner, Community Services
Andrew Daher	Commissioner, Corporate Services
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Appendices:

Appendix A – Draft Remnant Parcel By-law

Appendix A – Draft Remnant Parcel By-Law

BY-LAW NUMBER XX-2025

A BY-LAW TO RELIEVE THE CITY OF MAINTENANCE RESPONSIBILITIES FOR INACCESSIBLE REMNENT PARCELS OF CLOSED HIGHWAY IN THE CITY OF WINDSOR

Passed the _____ day of _____, 2025.

WHEREAS The Corporation of the City of Windsor (the "City") is the registered owner of certain landlocked remnant portions of closed former alleys throughout the City of Windsor (the "Remnant Parcels"), which are inaccessible to the City for maintenance.

AND WHEREAS Council of the City deems it appropriate to enact this by-law for the purpose of relieving the City of Windsor of maintenance responsibilities for the Remnant Parcels.

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

1. That the City be relieved of any and all maintenance responsibilities for all inaccessible Remnant Parcels.

2. That this by-law shall come into force and take effect after the final passing thereof on the day on which it is electronically registered in the Land Registry Office of Essex (12).

DREW DILKENS, MAYOR

CITY CLERK

First Reading - _____, 2025
Second Reading - _____, 2025
Third Reading - _____, 2025

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 340/2025

Subject: Rezoning – 0 Spitfire Way – Z-020/25 ZNG/7318 – Ward 6

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

Decision Number: **DHSC 777**

1. THAT Zoning By-law 8600 **BE AMENDED** by deleting and replacing clause 439 in Section 20(1) as follows:

439. **EAST SIDE OF LAUZON ROAD BETWEEN MCHUGH STREET AND THE VIA RAIL RAILWAY RIGHT-OF-WAY**

1. For the lands comprising Parts 1 and 2, Plan 12R-29424 (Part of Block 42, Plan 12M-678; PIN 015962727 & 015962728), situated on the east side of Lauzon Road and the west side of Bowler Drive, north of Spitfire Way, the following additional provisions shall apply:

a) *Building Height*: *Main Building*: *maximum*:

1. 56% of the *main building* footprint: *maximum* 31.0 m
2. Remainder of *building* footprint: *maximum* 21.0 m

b) *Lot Area*: *minimum* 63.75 m^2 per *dwelling unit*

c) *Required Parking Spaces*: *minimum*: 1.24 for each *dwelling unit*

d) *Required Yard*: from Bowler Drive: *minimum* 23.0 m

e) *Landscaped Area*: *minimum* 31.0% of *lot area*

f) Section 24.26.5 shall not apply

g) Section 24.28.1.1 shall not apply

h) Section 24.40.20.3a) shall not apply

2. For the land comprising Part of Part 1, Plan 12-28651 (Part Lot 128, Concession 1 (McNiff's Survey); PIN 015962291), situated at the southeast corner of Lauzon Road and Spitfire Way the following additional provisions shall apply:

    a) A *Multiple Dwelling* shall be an additional permitted *main use*

    b) *Building Height*: *Main Building*: *maximum*: 28.0 m

    c) For a *Combined Use Building*, a *dwelling unit* shall be permitted on the ground floor

    d) A *Public Parking Area* may be designated exclusively for the *Multiple Dwellings* located on the lands described in Clause 1 above

[ZDM 14; ZNG/6590; ZNG/7318] (B/L 78-2022 May 30/2022)

2. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Part of Part 1, Plan 12-28651 (Part Lot 128, Concession 1 (McNiff's Survey); PIN 015962291), situated at the southeast corner of Lauzon Road and Spitfire Way (0 Spitfires Way; Roll No. 070-720-00107) by extending zoning exception 20(1)439 to include the subject parcel.

3. THAT, when Site Plan Control is applicable:

    A. The following additional materials **BE SUBMITTED** with an application for site plan approval:

        1) A Noise Study to the satisfaction of the City Planner, Deputy City Planner, or Site Plan Approval Officer.

        2) A Vibration Study to the satisfaction of the City Planner, Deputy City Planner, or Site Plan Approval Officer.

        3) A Stage 1 Archaeological Assessment and any further recommended assessments are required to be entered into the Ontario Public Register of Archaeological Reports to the satisfaction of the City of Windsor and the Ontario Ministry of Citizenship and Multiculturalism, prior to any additional land disturbances. A final copy of these archaeological reports and the GIS study area must be submitted to the City of Windsor.

        4) Any other documents, materials, or studies identified in Appendix B to Report S 120/2025, to the satisfaction of the municipal department or external agency requesting them.

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 mitigation measures identified in a Noise Study and Vibration Study, subject to the satisfaction of the City Planner, Deputy City Planner, or Site Plan Approval Officer.

2) Any requirements identified in Appendix B to Report S 120/2025, to the satisfaction of the municipal department or external agency requesting them.

C. The Site Plan Approval Officer **CONSIDER** the following items in an approved site plan and an executed and registered site plan agreement:

1) Provision of a controlled crossing for pedestrians at the intersection of Bowler Drive and Spitfire Way, to the satisfaction of the City Engineer.

Carried.

Report Number: S 120/2025
Clerk's File: Z/15039

Clerk's Note:

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

2. Please refer to Item 7.2 from the Development & Heritage Standing Committee held on November 3, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251104/-1/10586

Subject: Rezoning – 0 Spitfire Way – Z-020/25 ZNG/7318 – Ward 6

Reference:

Date to Council: November 3, 2025
Author: Adam Szymczak, MCIP, RPP
Senior Planner - Development
519-255-6543 x6250
aszymczak@citywindsor.ca

Planning & Building Services
Report Date: 9/29/2025
Clerk's File #: Z/15039

To: Mayor and Members of City Council

Recommendation:

1. THAT Zoning By-law 8600 **BE AMENDED** by deleting and replacing clause 439 in Section 20(1) as follows:

439. **EAST SIDE OF LAUZON ROAD BETWEEN MCHUGH STREET AND THE VIA RAIL RAILWAY RIGHT-OF-WAY**

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c) *Required Parking Spaces*: *minimum*: 1.24 for each *dwelling unit*

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g) Section 24.28.1.1 shall not apply

h) Section 24.40.20.3a) shall not apply

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    c) For a *Combined Use Building*, a *dwelling unit* shall be permitted on the ground floor

    d) A *Public Parking Area* may be designated exclusively for the *Multiple Dwellings* located on the lands described in Clause 1 above

[ZDM 14; ZNG/6590; ZNG/7318] (B/L 78-2022 May 30/2022)

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3. THAT, when Site Plan Control is applicable:

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    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 mitigation measures identified in a Noise Study and Vibration Study, subject to the satisfaction of the City Planner, Deputy City Planner, or Site Plan Approval Officer.

        2) Any requirements identified in Appendix B to Report S 120/2025, to the satisfaction of the municipal department or external agency requesting them.

C. The Site Plan Approval Officer **CONSIDER** the following items in an approved site plan and an executed and registered site plan agreement:

1) Provision of a controlled crossing for pedestrians at the intersection of Bowler Drive and Spitfire Way, to the satisfaction of the City Engineer.

Executive Summary:

N/A.

Background:

Application Information

Location: 0 Spitfire Way (Southeast corner of Lauzon Road & Spitfire Way); PIN 01596-2291; Roll No. 070-720-00107

Ward: 6 **Planning District:** Riverside **Zoning District Map**: 14

Applicant: Farhi Holdings Corporation (Jim Bujouves)

Owner: Farhi Holdings Corporation

Agent: Dillon Consulting Limited (Amy Farkas)

Proposal: The Applicant is requesting an amendment to Zoning By-law 8600 by adding a Zoning Exception to allow a Multiple Dwelling as an additional permitted use, to allow dwelling units on a ground floor in a combined use building, and allow a maximum building height of 28 m. The development proposal includes two buildings consisting of 6 storeys with a total of 122 dwelling units, 180 m^2 of commercial space, and a total of 192 parking spaces. The development will also include a controlled-access satellite parking area for Multiple Dwellings to the north (identified as Buildings E and F) with a total of 181 satellite parking spaces.

Submissions: All documents are available **online** or **aszymczak@citywindsor.ca**.

Attached to Report S 120/2025 as an Appendix: Conceptual Site Plan (Appendix A)

Not attached to Report S 120/2025 but available **online**:

Zoning By-law Amendment Application; Cover Letter; Planning Justification Report (PJR); Servicing Strategy / Memo; Transportation Impact Study

Site Information:

OFFICIAL PLAN	ZONING	CURRENT USE	PREVIOUS USE
Mixed Use Corridor	Commercial District 2.2 (CD2.2)	Vacant Land	Unknown
LOT FRONTAGE LAUZON ROAD	**LOT FRONTAGE SPITFIRE WAY**	**LOT AREA**	**LOT SHAPE**
~100 m	~ 164 m	1.98 hectares	Irregular

Neighbourhood: Section 2.0 in the PJR provides an overview of the site and the surrounding land uses. There are Multiple Dwellings along Lauzon Road and McHugh Street. A recently constructed subdivision consisting of single unit dwellings is located to the north.

The WFCU Centre located to the east, is a multipurpose recreation, community centre, and entertainment complex. To the south and southwest is a major commercial area, consisting of Tecumseh Mall, big-box retail, and a mix of other retailers, restaurants, gas stations and commercial uses. Numerous parks and recreational trails are located in the surrounding area.

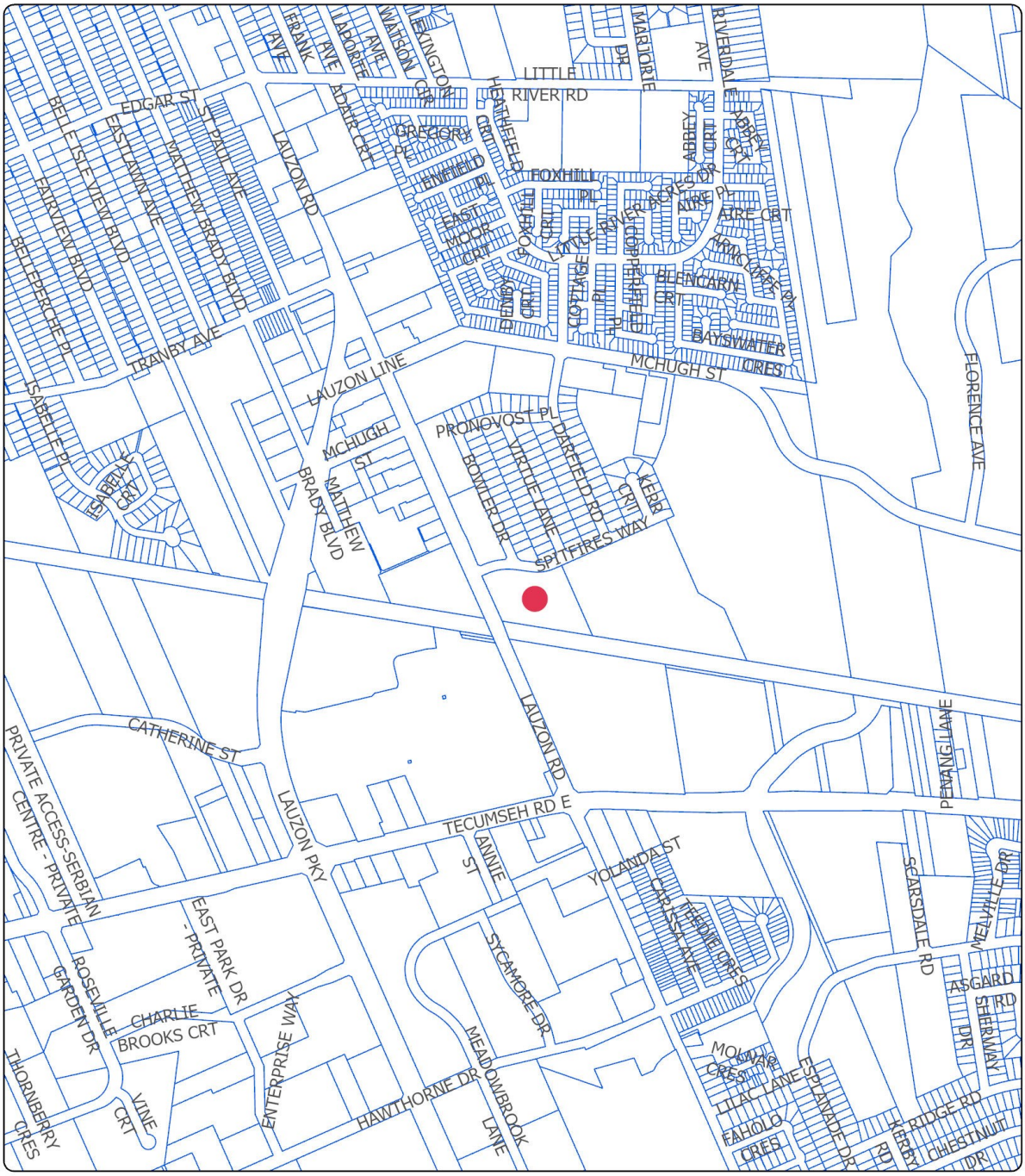
Nearby schools include Riverside Secondary School, St. Joseph's Catholic High School, Forest Glade Public School, Hetherington Public School, St. John Vianney Catholic Elementary School, and St. Rose Catholic Elementary School.

Lauzon Road and McHugh Street are classified as a Class II Arterial Road with a four-lane cross section, no on-street parking and sidewalks/multi-use trails. Spitfire Way is a Local Road with a two lane cross-section, a sidewalk on the north side, and a multi-use trail on the south side. Nearby Lauzon Parkway provides access to the EC Row Expressway.

The closest transit route is the Lauzon 10. The Lauzon 10 has an existing weekday peak frequency of 35 minutes. Per Transit Windsor's 2023 Service Plan, the Lauzon 10 is being replaced with two local routes. Both routes will have peak weekday frequencies of 30 minutes and will operate with two way conventional service loop bringing an improvement in transit service to this area. These routes are proposed to be implemented in conjunction with the completion of Transit Windsor's new East End Terminal in 2026.

The closest existing bus stop is adjacent to this property on Spitfires Way at Bowler southeast corner providing direct transit access to this development. Transit Windsor has no plans to relocate this bus stop, and this will remain unchanged with the new local route.

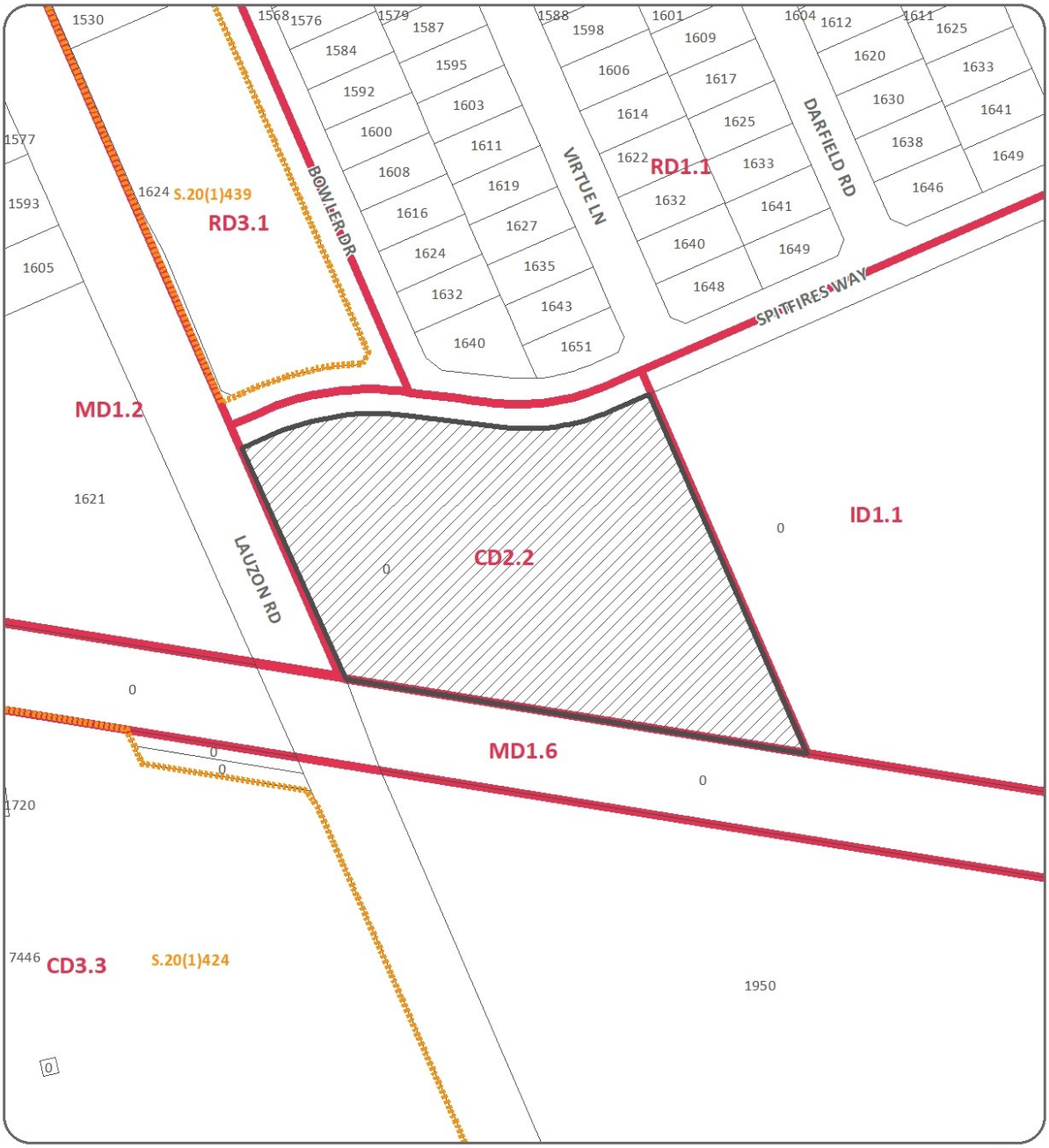
Figure 1: Key Map



KEY MAP - Z-020/25 ZNG/7318

SUBJECT LANDS

Figure 2: Subject Parcel - Rezoning



PART OF ZONING DISTRICT MAP 14

N.T.S.

REQUESTED ZONING AMENDMENT

Applicant: Farhi Holdings Corp.

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : SEPTEMBER, 2025
FILE NO. : Z-020/25, ZNG/7318

Figure 3: Neighborhood Map

NEIGHBOURHOOD MAP - Z-020/25, ZNG/7318

SUBJECT LANDS

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Discussion:

Planning Justification Report
(Counterpoint Land Development by Dillon Consulting, July 2025)

Section 3.5 in the Planning Justification Report (PJR) provides a comprehensive planning analysis and considerations of the proposed development and Zoning By-law Amendment application. The report notes that a Noise and Vibration study is currently underway and will be submitted during the Site Plan Control process.

The report concludes that the "*proposed mixed-use development is consistent with the intent of the Provincial Planning Statement and the City of Windsor's Official Plan*". It notes that the development is a compact form of residential infill, will make efficient use of existing services, and offer an alternative form of housing in the area.

The PJR states that the development "*will add to the vitality of the area*", supports the "*efficient use of land and existing infrastructure*", and is "*compatible with the surrounding land uses",* and that the site is "*physically suitable and strategically located*".

City of Windsor Planning and Development Services concurs with the analysis, summary, and conclusions in the PJR.

Servicing Strategy / Memo
(Counterpoint Land Development by Dillon Consulting, 23 July 2025)

The Servicing Strategy states that the "*existing sanitary sewers have adequate capacity to accommodate flows from the proposed development*". The existing stormwater pond "*has adequate capacity to accommodate the runoff from the subject site. The required on-site stormwater storage can be achieved through the parking (surface storage), underground storage, and flow control devices*".

At the request of City of Windsor – Engineering – Development, the Applicant submitted a revised servicing memo that justifies the use of two persons per dwelling unit. City of Windsor Engineering deems the Servicing Strategy as acceptable. Stormwater management will be finalized during Site Plan Control.

Transportation Impact Study
(Counterpoint Land Development by Dillon Consulting, August 2025)

The Transportation Impact Study (TIS) states that:

> "*The proposed development is anticipated to generate 128 vehicle trips (58 inbound, 70 outbound) during the AM peak hour, 96 vehicle trips (54 inbound, 42 outbound) during the PM peak hour, 111 vehicle trips (56 inbound, 55 outbound) during the Saturday peak hour, and 116 (63 inbound, 53 outbound) during the Sunday peak hour.*" (Section 7.0, page 21)

The Lauzon Road and Spitfire Way intersection is expected to operate at a "good overall level of service" during all parking hours. No concerns were noted. City of Windsor Transportation Planning has reviewed the TIS and has no comments or concerns.

Provincial Planning Statement 2024 (PPS 2024):

The PPS 2024 provides policy direction on matters of provincial interest related to land use planning in Ontario. All advice, comments, submissions, and municipal decisions shall be consistent with the PPS 2024.

Section 3.1 in the PJR suggests that the listed "*policies of the Provincial Planning Statement are supportive of the Zoning By-law Amendment application*". The PJR concludes "*that the proposed development is consistent with the … policies of the Provincial Planning Statement*". Section 3.5 in the PJR provides a comprehensive planning analysis.

City of Windsor Planning and Development Services concurs with the PPS 2024 analysis in the PJR. The proposed amendment to Zoning By-law 8600 is consistent with the PPS 2024.

Official Plan (OP):

The parcel has a designation of "Mixed Use Corridor" on Schedule D: Land Use in the Official Plan. The PJR notes that per Section 6.5.3.3, the "*Mixed-Use Corridor land use designation does not typically permit building height above four (4)-storeys, however, may be permitted at the discretion of Council and established through a site-specific Zoning By-law Amendment*". Section 3.5.2.4 in the PJR states that the "*height is appropriate to buffer the single-detached dwelling neighbourhood from the existing VIA Rail Line and is compatible with the massing of other developments within the subdivision including 3565 McHugh Street, 1530 Lauzon Road and 1624 Lauzon Road*".

Section 3.5 in the PJR provides a comprehensive planning analysis.

City of Windsor Planning and Development Services concurs with the analysis in the PJR. The proposed amendment to Zoning By-law 8600 conforms to the general policy direction of the OP.

Zoning By-Law (ZBL):

The existing Commercial District 2.2 (CD2.2) zoning permits a range of commercial uses and dwelling units in a Combined Use Building. The Applicant is maintaining the CD2.2 zoning district.

The zoning exception – S.20(1)439 – for the lands to the north (1530 and 1624 Lauzon Road) containing the Multiple Dwellings, will be extended to include the subject lands (Recommendations 1 and 2). This is appropriate as the subject lands will contain off-site parking for those Multiple Dwellings.

Clause 1 of proposed S.20(1)439 applies to the lands at 1530 and 1624 Lauzon Road. No provisions have been changed or revised. Only the formatting has changed.

Clause 2 applies to the subject land at the southeast corner of Lauzon Road and Spitfires Way. Sub clause a) permits a Multiple Dwelling as an additional permitted main use, giving the Applicant flexibility in terms of the provision of commercial space.

Sub clause b) increases the maximum building height of the main building from 14.0 m to 28.0 m. The Applicant is proposing two buildings with a total of six storeys. This is consistent with the Multiple Dwellings to the north and at the southeast corner of McHugh Street and Darfield Road.

Sub clause c) states that, for a Combined Use Building, dwelling units may be permitted on the ground floor. This will give the Applicant flexibility in the design of the buildings.

Sub clause d) clarifies that a public parking area may be designated exclusively for the Multiple Dwellings located to the north at 1530 and 1624 Lauzon Road.

These exceptions will have no adverse impact on adjacent uses. The proposed development must comply with all other zoning provisions. The existing CD2.2 zoning and zoning exception 20(1)439 are consistent with the PPS 2024, conform to the general policy direction of the OP, and are appropriate for the proposed development.

Site Plan Control (SPC):

The development as proposed is subject to Site Plan Control. Recommendation 3 requires the submission of various documents, materials and studies, all to the satisfaction of the appropriate municipal department or external agency, that any mitigation measures or specific requirements in those documents be incorporated into an approved site plan and site plan agreement, and that the Site Plan Approval Officer consider matters such as a potential crosswalk at Bowler Drive or any other requests or recommendations from municipal departments or external agencies.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

The proposed development implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas. Residential infill intensification minimizes the impact on community greenhouse gas emissions as these developments create complete communities and neighbourhoods while using available infrastructure such as sewers and public transit.

Climate Change Adaptation:

The proposed development offers an opportunity to increase resiliency for the development and surrounding area by supporting a complementary and compact form of housing and intensification that is near existing and future transit, active transportation, and community service options. New construction is required to meet the current provisions of the Building Code, which will be implemented through the building permit process. Incorporation of storm water management best practices is required.

Financial Matters:

N/A

Consultations:

An open house was held on September 8, 2023, from 6 to 8 pm at the WFCU Centre. An Engagement Summary is provided in Appendix A of the Applicant's Planning Justification Report (PJR). See Appendix B of this report for comments from municipal departments and external agencies. Per the Planning Act, statutory notice was advertised in the Windsor Star, a local newspaper. A courtesy notice was delivered to property owners within 200 m of the subject parcel.

Conclusion:

Based on the documents submitted by the Applicant and the analysis in this report, it is my opinion that the recommended amendment to Zoning By-law 8600 is consistent with the PPS 2024 and is in conformity with the Official Plan.

The proposed amendment will permit a multiple dwelling that is compatible with existing and permitted uses in the surrounding area, represents an appropriate increase in density, provides an opportunity for the construction of modern housing stock, and supports a complementary form of housing located near various transportation options. The recommendation to amend Zoning By-law 8600 constitutes good planning.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Greg Atkinson, MCIP, RPP
Deputy City Planner - Development

Neil Robertson, MCIP, RPP
City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP RM

Approvals:

Name	Title
Greg Atkinson	Deputy City Planner - Development
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Conceptual Site Plan
2 Appendix B - Consultations

2 - 6 STOREY 61 UNIT APARTMENT BUILDINGS
TOTAL UNITS: **122 UNITS**

BUILDINGS E & F SITE PARKING INFORMATION

ON GRADE PARKING	= 233 SPACES
BELOW GRADE PARKING	= 142 SPACES
TOTAL ON SITE PARKING	= 375 SPACES

BUILDINGS G & H SITE PARKING INFORMATION

BUILDING E & F SATELLITE PARKING	= 181 SPACES
BUILDINGS G & H RESIDENTIAL PARKING	= 184 SPACES
BUILDINGS G & H COMMERCIAL PARKING	= 8 SPACES
TOTAL ON SITE PARKING	= 373 SPACES

PROPERTY SIZE = **4.87 TOTAL ACRES**

LEGEND

TOTAL BUILDING E AND F PARKING		=181 SPACES
BUILDING E SATELLITE PARKING @ (1.50 ratio)		= 89 SPACES
BUILDING F SATELLITE PARKING @ (1.50 ratio)		= 92 SPACES
BF PARKING STALLS PROVIDED		= 3 TYPE A + 4 TYPE B
TOTAL BUILDING G PARKING	@ (1.5 ratio)	= 92 SPACES
STANDARD STALLS		= 72 SPACES
ENCLOSED GARGAE STALLS		= 20 SPACES
BF PARKING STALLS PROVIDED		= 2 TYPE A + 2 TYPE B
TOTAL BUILDING H PARKING	@ (1.5 ratio)	= 92 SPACES
STANDARD STALLS		= 72 SPACES
ENCLOSED GARGAE STALLS		= 20 SPACES
BF PARKING STALLS PROVIDED		= 2 TYPE A + 2 TYPE B
TOTAL BUILDING G AND H PARKING		=184 SPACES
TOTALCOMMERCIAL PARKING BUILDINGS G/H		
APARTMENT G COMMERCIAL AREA= 90 m²		
APARTMENT H COMMERCIAL AREA= 90 m²		
TOTAL AREA: 180 m² @ (22.5 m² / Space)		=8 SPACES
TOTAL PARKING SPACES		= 373 SPACES

LAUZON RD & SPITFIRE WAY - SITE PLAN CONCEPT B R3

SCALE: 1/64" = 1'-0"

ROSEWATER ESTATES APARTMENTS G & H

23-024 | BAIRD|AE architecture + engineering | SPC-1

2025-07-15 1:24:54 PM
B:\Projects\^2023 Projects\23-024 - FHC Building G - Rosewater\ARCHITECTURE\2.0_Preliminary_design\2.2_Planning-Site plan_2_Site DesignRo...R2.vwx

Z-020/25 ZNG/7318 – APPENDIX B –CONSULTATIONS

CANADA POST – BRUNO DESANDO

This development falls within our centralized mail policy.

Canada Post's multi-unit policy, which requires that the owner/developer provide the centralized mail facility (front loading lockbox assembly or rear-loading mailroom [mandatory for 100 units or more]), at their own expense, will be in effect for buildings and complexes with a common lobby, common indoor or sheltered space.

Should the description of the project change, Canada Post requires an update to assess the impact of the change on mail service.

Lock-Box Assembly Requirements - The Canada Post Standards Manual for Builders & Developers can be downloaded at:
https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual_en.pdf

Compartments Size - Horizontal lock-box models used in mailrooms must have the following minimums:

- Residential compartments must be at least 12.5 x 13.5 cm
- Commercial compartments at least 13.5 x 30.5 cm
- Parcel compartments at least 30.5 x 30.5 cm

Vertical lock-box models must have min comp size of 25 x 12.5 cm. (Most models are 40 x 12.7 cm)

Heights - All lock-box assemblies must be installed in a manner that will not require the delivery employee to reach higher than 170cm or lower than 45cm when delivering to the equipment. With respect to horizontal lock- boxes, the limits above will likely mean that maximum number of compartments that can be included in each column of residential compartments would be eight

Rear-loading Lock-boxes - Projects with more than 100 units are required to be serviced via a rear-loading lock-box assembly. There must be a width of at least 100cm of working space from the back of the boxes to the wall.

A ledge under the bottom row of boxes is also recommended in rear-loading designs. This ledge is to be directly under the bottom row of boxes (no space between ledge and bottom of boxes) and must stick out at least 20cm from the back of the boxes.

Mailroom door is required to provide a minimum 81cm opening. Lighting should be at least 100 lux (measured 75 cm from floor).

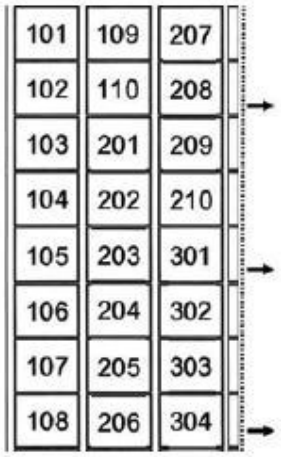
Access - All buildings where the lock-boxes are required to be serviced from inside the building are required to install a Canada Post Crown lock in the building intercom. The intercom is pre-fabricated with an internal housing for the lock. The lock can be obtained from the local delivery supervisor.

If the building has more than 100 units, a rear-loading lock-box assembly will be installed. The door to the Canada Post delivery area must be fitted with a specific model of deadbolt. This is because Canada Post will supply a key cylinder made specifically for the Canada Post key that will fit inside the deadbolt purchased by the developer.

Z-020/25 ZNG/7318 – APPENDIX B –CONSULTATIONS

Numbering

Compartments should be numbered vertically and left to right on the delivery side of the boxes



Grade-level Components - If the development includes grade level retail or residential units, please take note that door-to-door delivery will not be provided to these units. Canada Post will install a Community Mailbox to provide service to these units. Please coordinate a location with the Canada Post Delivery Planner for the area. If there is no room on the property for the Community Mailbox, service can be provided via another Community Mailbox in the area. Options to service the units from the tower (lobby) lock-boxes or via a front-loading lock box erected on the outside of the building can also be discussed with the Delivery Planner.

CITY OF WINDSOR: ENGINEERING: DEVELOPMENT: ROB PERISSINOTTI

Sewer: The site is serviced by a 300 mm sanitary sewer and a 750 mm storm sewer located within the Spitfire Way right-of-way. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

A sanitary sampling manhole may be required on any new sanitary connection at the property line to the satisfaction of the City Engineer, if one does not already exist.

The applicant will be required to submit, prior to the issuance of permits, a stormwater management plan in accordance with Windsor Essex Region Stormwater Management Standards Manual, restricting stormwater runoff to predevelopment levels. This will include, at a minimum:

- Submission of stormwater management review fee,
- Stormwater management report stamped by a professional engineer
- Site servicing drawings stamped by a professional engineer
- Stormwater management check list (see link below)

For more information of SWM requirements:

https://essexregionconservation.ca/wp-content/uploads/2018/12/WE-Region-SWM-Standards-Manual.pdf

https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Checklist-Rational-Method.pdf

Z-020/25 ZNG/7318 – APPENDIX B –CONSULTATIONS

Servicing Study: The owner submitted a revised servicing study, completed by Dillon Consulting dated July 23, 2025. The study has been reviewed, and we have the following comments:

- Provide justification for the estimated number of persons per residential unit (2 ppl/unit).

Corner Cut-Off: The owner(s) agrees, prior to the issuance of a construction permit, to gratuitously convey a 6m x 6m (20' x 20') corner cut-off at the intersection of Lauzon Rd and Spitfire Way in accordance with City of Windsor Standard Drawing AS-230.

Contact: Rob Perissinotti, Development Engineer, rperissinotti@citywindsor.ca

CITY OF WINDSOR: ENGINEERING: RIGHT-OF-WAY: MARK SCHAFFHAUSER

Required Drawing Revisions:

1. **Driveway Approaches** – Do not conform to City of Windsor Standards, which must be constructed with straight flares and no raised curbs within the right-of-way.
   - Modify as per Standard Engineering Drawing AS-204.
2. **Sewer Connections** – All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.
   - Modify drawings to include all sewer connections and water services.
   - Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.
3. **Corner Cut-off** – A 6m x 6m (20' x 20') corner cut-off at the intersection of Lauzon Road and Spitfire Way is not shown in the current submission.
   - Modify drawings to include corner cut-off as per Standard Engineering Drawing AS-230.

Special Provisions to be included in Site Plan Control Agreement:

The following special provisions will be required prior to submitting a building permit application:

Site Plan Control Agreement – The applicant enter into an agreement with the City of Windsor for all requirements under the General Provisions of the Site Plan Control Agreement for the Engineering Department.

Corner Cut-Off – The owner(s) agrees, prior to the issuance of a construction permit, to gratuitously convey a 6m x 6m (20' x 20') corner cut-off at the intersection of Lauzon Rd. and Spitfire Way in accordance with City of Windsor Standard Drawing AS-230.

Contact: Dan Perissinotti, Technologist I, dperissinotti@citywindsor.ca

Z-020/25 ZNG/7318 – APPENDIX B –CONSULTATIONS

CITY OF WINDSOR: PLANNING & DEVELOPMENT SERVICES: HERITAGE PLANNER: TRACY TANG

Heritage: There is no apparent built concern with this property.

Archaeology: The parcel is located within the Archaeological Potential Zone (as per the recently adopted Windsor Archaeological Management Plan, 2024; OPA 181; and updated 2024 archaeological potential model OP Volume I Schedule C-1).

A Stage 1 archaeological assessment and any further recommended assessments are required to be entered into the Ontario Public Register of Archaeological Reports to the satisfaction of the City of Windsor and the Ontario Ministry of Citizenship and Multiculturalism, prior to any additional land disturbances. A final copy of these relevant archaeological reports and GIS study area must be submitted to the City of Windsor.

CITY OF WINDSOR: PLANNING & DEVELOPMENT SERVICES: LANDSCAPE ARCHITECT: RYAN UPTON

There are no objections or documents required from a Landscape Architecture perspective as it pertains to a Zoning By-law Amendment (ZBA). For circulation purposes, these comments will capture Forestry's concerns. At the Site Plan Control stage, the Applicant will be required to submit the following documents:

1) **Tree Inventory & Preservation Study (TIPP)** – The purpose of a TIPP is to investigate existing trees, within and adjacent to a development proposal and to determine how protection and enhancement can coincide with proposed development. The TIPP shall capture all live trees over 10cm DBH within the proposed development area, both city and privately owned. This inventory should include trees on adjacent lots in proximity (5 m) to the property lines. See the TIPP Terms of Reference (TOR) for more information.
2) **Landscape Plan** – The purpose of a Landscape Plan is to determine landscape features proposed as part of the development. This Plan must be prepared by an OALA Landscape Architect, illustrating the tree preservation fencing location and details on the plans. See Site Plan Control – Application Support Material TOR for more information.
3) **Photometric Plan and Light Fixture Data Sheets** – These must be prepared by a qualified Lighting Engineer or Consultant. See Site Plan Control – Application Support Material TOR for more information.

CITY OF WINDSOR: PLANNING & DEVELOPMENT SERVICES: SITE PLAN CONTROL

This development proposal is subject to Site Plan Control under the provisions of the Planning Act and City of Windsor By-law 1-2004. Where prior planning approvals are required for Official Plan or Zoning By-law Amendments, applicants may submit a request for Site Plan Control Pre-Consultation (Stage 1) following the conclusion of the Development & Heritage Standing Committee meeting. Requests can be made through the City's online application portal at https://ca.cloudpermit.com/login.

Z-020/25 ZNG/7318 – APPENDIX B –CONSULTATIONS

CITY OF WINDSOR: PLANNING & DEVELOPMENT SERVICES: ZONING COORDINATOR: SAM PERRY

Proposed Zoning: Commercial District 2.2 (CD2.2) with a Zoning Exception

Section 5 - General Provisions

- Exceptions to maximum building height provisions: **To Be Determined (TDB)**

Section 15.2.5 - Commercial District 2.2

- Building height: maximum: **Does not comply**
  - Required: 14.0 m; Provided: 28.0 m
- Amenity Area - Per Dwelling unit minimum: Required: 12.0 m²; Provided: **TBD**
- Combine use Building Dwelling units entrance locations: **Does not comply**
  - Required: Above non-residential units; Provided: On Ground Floor

Section 24 - Parking, Loading and Stacking Provisions

- Required number of Visiting parking :**Does not comply**
  - Required: 12; Provided: 0
- Curb Cut or ramp for accessible parking spaces: **Does not comply**
- For all dwellings or dwelling units in a combined use building, all required parking spaces, visitor spaces and accessible parking shall be located on the same lot as the dwellings or dwelling units they are intended to serve. **Does not comply**

Section 25 - Parking Area Provisions

- Access Area: **Does not comply -** Required: 7.0 m to 9.0 m; Provided: 6.0 m

For a full comprehensive zoning review to be completed the following drawings are required to be provided: Floor plans; Elevations

CITY OF WINDSOR: TRANSPORTATON PLANNING:

- **Land Conveyance:** Not Applicable.
- **Corner Cut-Off:** Not Applicable.
- **Sidewalk:** Not Applicable.
- **Parking:** Please be advised that the regulations governing parking areas, including the required number of regular and accessible parking spaces, loading zones, and bicycle parking, are outlined in Zoning By-law 8600. These requirements are reviewed by Planning & Development Services as part of the development approval process and must be satisfied to obtain site plan approval

  In cases where any of these parking requirements are not met, Transportation Planning will require a formal justification. This may include, but is not limited to, a parking study, turning movement analysis, or turning radius template overlays. This documentation is necessary to consider any deviation from the by-law's requirements.

- **Transportation Impact Study:** We have received and reviewed the Transportation Impact Study, File No. 23-6213, prepared by Dillion Consulting and dated August 2025 (hereinafter referred to as the "Study"). We have no comments or concerns regarding the contents of the Study.
- **Access:** All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.
- **Exterior Path:** All new exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).
- **Other Comments:** Not Applicable.

Contact: Ellie MehriLou, Supervisor, Corridor Maintenance, EMehrilou@citywindsor.ca.

CITY OF WINDSOR: TRANSIT WINDSOR: JASON SCOTT

Transit Windsor has no objections to this development. The closest existing transit route is the Lauzon 10. The Lauzon 10 has an existing weekday peak frequency of 35 minutes.

Per Transit Windsor's 2023 Service Plan, the Lauzon 10 is being replaced with two local routes. Both routes will have peak weekday frequencies of 30 minutes and will operate with two way conventional service versus the existing one way loop bringing an improvement in transit service to this area. These routes are proposed to be implemented in conjunction with the completion of Transit Windsor's new East End Terminal in 2026.

The closest existing bus stop is adjacent to this property on Spitfires Way at Bowler southeast corner providing direct transit access to this development. Transit Windsor has no plans to relocate this bus stop, and this will remain unchanged with the new local route. If the bus stop needs to temporarily be closed for construction, Transit Windsor requires a minimum one week notice.

Z-020/25 ZNG/7318 – APPENDIX B –CONSULTATIONS

ENWIN: HYDRO ENGINEERING: Steve Zambito

No Objection provided adequate clearances are achieved and maintained. ENWIN has existing overhead pole lines along the north limits with 120/240 volt streetlight distribution.

The developer will be responsible to cover all costs associated with any relocation or removal of ENWIN poles, conductors, and down guys. Prior to working in these areas, we would suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction. We recommend referring to the Ontario Building Code for permanent required clearances for New Building Construction.

ENWIN: WATER ENGINEERING: Bruce Ogg

ENWIN Water has no objections.

ESSEX REGION CONSERVATION AUTHORITY: Alicia Good

We request that the City of Windsor collect the fee of $400.00 for this development per line item 30 of the ERCA Board Approved 2025 Fee Schedule.

Natural Hazards And Regulatory Responsibilities Under The Conservation Authorities Act. O. Reg 686/21

The following comments reflect ERCA's role in protecting people and property from the threats of natural hazards and regulating development hazards lands under Section 28 of the Conservation Authorities Act.

The above noted lands are subject to our Regulation under the Conservation Authorities Act (Ontario Regulation No. 41/24). The parcel falls within the regulated area of the Detroit River. If any new construction is proposed, the property owner will be required to obtain an approval from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act.

Please note that the subject property may be located wholly or partially within the Event-Based Area (EBA) identified in the Essex Region Source Protection Plan, which came into effect on October 1, 2015. This Plan was established to safeguard municipal drinking water sources throughout the Essex Region. As such, new development proposals within the EBA may require review and approval by the Essex Region Risk Management Official (RMO) to ensure that any potential threats to drinking water are appropriately mitigated.

If your proposal includes the installation of fuel storage on-site, it is strongly recommended that you contact the RMO to confirm that the handling and storage of fuel will not pose a significant risk to local municipal drinking water sources.

The RMO can be reached at riskmanagement@erca.org. If a Risk Management Plan has previously been negotiated on this property, it will be the responsibility of the new owner to contact the Essex Region Risk Management Official to establish an updated Risk Management Plan. For questions regarding Source Water Protection and the applicable source protection plan policies that may apply, please contact the Essex Region Risk Management Official.

Z-020/25 ZNG/7318 – APPENDIX B –CONSULTATIONS

Final Recommendation: Our office has no objection to Z 020-25 ZNG 7138. As noted above, the property owner will be required to obtain an approval from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act. Please continue to circulate our office with future Planning Act applications for this site, such as Application for Site Plan Control, as we may have further comments to provide regarding stormwater management or other natural hazard matters.

Committee Matters: SCM 341/2025

Subject: Zoning By-Law Amendment - Z 023/25 (ZNG-7327) 3858-3868 Peter St. - Ward 2

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

Decision Number: **DHSC 778**

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

10. **NORTH SIDE OF PETER STREET BETWEEN CHAPPELL AVENUE AND HILL AVENUE**

For the lands comprising of Part of Lots 27 & 28, Registered Plan 40 (PIN 01258-0188 LT), the following additional provisions shall apply:

a) *Building Height*: *maximum* 9.0 m

b) *Side Yard* Width: *minimum* 1.20 m

c) Section 5.67.1 shall not apply

d) Section 24.26.5 shall not apply

e) A screening fence with a minimum height of 1.8 m shall be provided abutting the west lot line (abutting 3872 Peter St.)

[ZDM 4; ZNG/7327]

II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Part of Lots 27 & 28, Registered Plan 40 (PIN 01258-0188 LT), known municipally as 3858 Peter Street (Roll No. 050-170-14800), situated on the north side of Peter Street between Chappell Avenue and Hill Avenue, from DRD1.1 to MD1.2x(10).

Carried.

Member Daniel Grenier discloses an interest and abstains from voting on this matter.

Report Number: S 119/2025
Clerk's File: Z/15042

Clerk's Note:

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

2. Please refer to Item 7.3 from the Development & Heritage Standing Committee held on November 3, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251104/-1/10586

Subject: Zoning By-Law Amendment - Z 023/25 (ZNG-7327) 3858-3868 Peter St. - Ward 2

Reference:

Date to Council: November 3, 2025
Author: Averil Parent
Planner II - Development Review
519-255-6543 x6397
aparent@citywindsor.ca
Planning & Building Services
Report Date: 9/29/2025
Clerk's File #: Z/15042

To: Mayor and Members of City Council

Recommendation:

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

10. **NORTH SIDE OF PETER STREET BETWEEN CHAPPELL AVENUE AND HILL AVENUE**

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Executive Summary:

N/A

Background:

Application Information:

Municipal Address: 3858-3868 Peter Street

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

Ward: 2 **Planning District:** Sandwich **Zoning District Map**: 4

Applicant/Agent: Tracey Pillon-Abbs (Pillon-Abbs Inc.)

Owner: CK Mechanical Heating & Cooling (Jason Curtis)

Proposal:

The applicant is requesting to rezone the subject property from the existing Development Reserve District 1.1 (DRD1.1) to Manufacturing District 1.2 (MD1.2) to construct a one-storey warehouse on the subject land. The warehouse is proposed to have a GFA of 637 m^2 and to be used for storage. Nine parking spaces are proposed in front of the building.

The subject parcel currently includes a single unit dwelling, two accessory buildings (garages) and a driveway leading to a parking area. All existing buildings will be removed to accommodate the development. The parcel is designated Industrial on Schedule D: Land Use in the Official Plan; zoned Development Reserve District 1.1 (DRD1.1) by Zoning By-law 8600; has a lot area of 1,406.79m^2 and a lot frontage of 22.05m along Peter Street.

The development as proposed is subject to Site Plan Control. All plans, elevations and renderings (Appendix A) are conceptual and subject to change.

Site Information:

OFFICIAL PLAN	ZONING	CURRENT USE	PREVIOUS USE
Industrial	Development Reserve District 1.1 (DRD 1.1)	Single Unit Dwelling with two accessory buildings	N/A
LOT WIDTH	**LOT DEPTH**	**LOT AREA**	**LOT SHAPE**
22.05 m	63.80 m	1,406.79 m^2	Rectangular
All measurements are provided by the agent and are approximate.			

Figure 1: Key Map

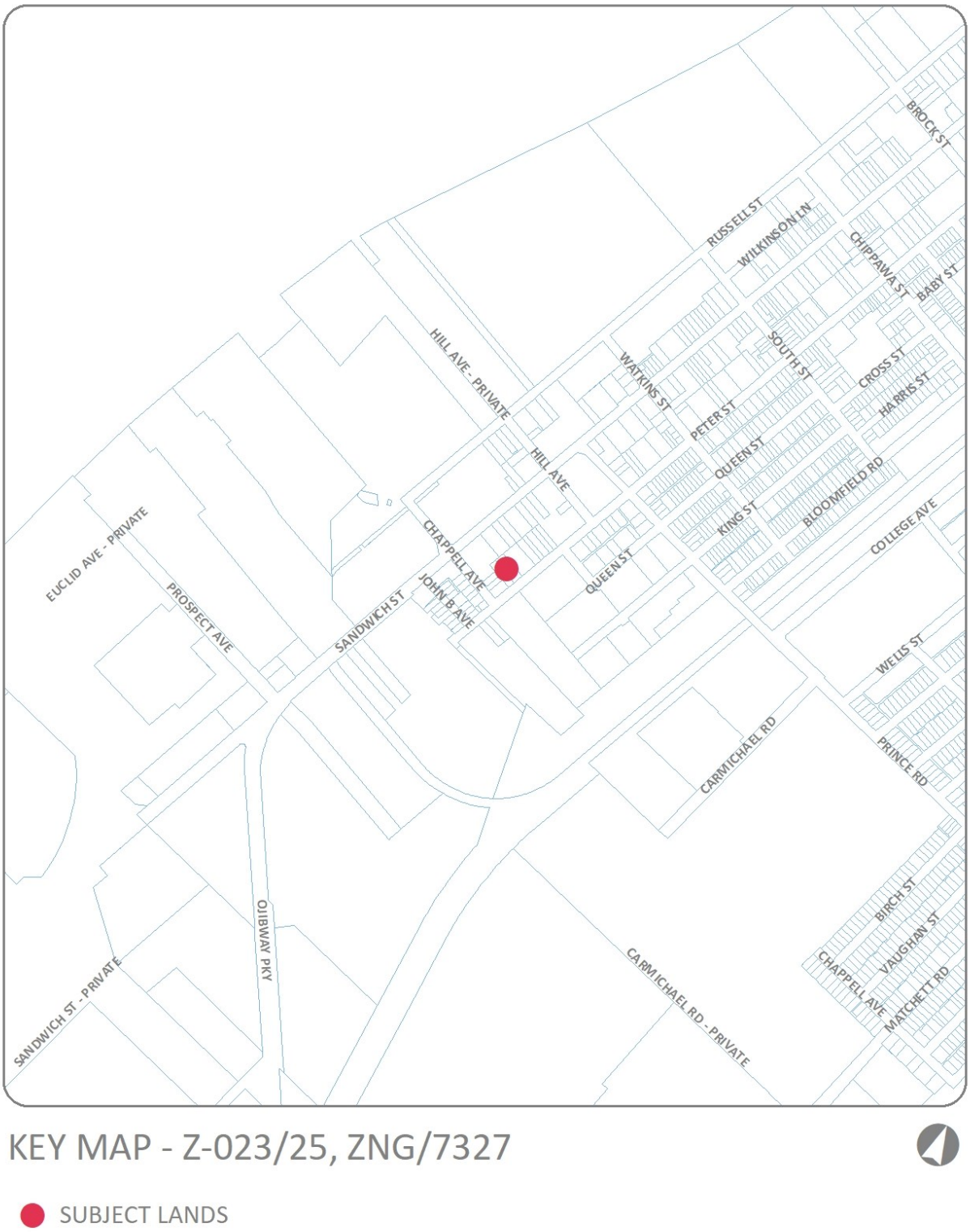


Figure 2: Neighbourhood Map

NEIGHBOURHOOD MAP - Z-023/25, ZNG/7327

SUBJECT LANDS

Neighbourhood:

The subject parcel is located in the Sandwich neighbourhood of Windsor, near the Detroit River (site photos provided in Appendix B). It is in an area consisting of low density residential, institutional, as well as light industrial uses. Peter Street consists of a mixture of residential dwellings and industrial uses, including the applicant, CK Mechanical Heating & Cooling operating at the adjacent property. There are also many vacant lots along Peter St. The character within the 3800 block of Sandwich Street is similar.

To the east are industrial uses, the Sandwich Teen Action Group facility (youth-based non-profit organization), the Essex Terminal Railway (ETR), and Mic Mac Park, a municipal park with a swimming pool, splash pad, sports fields, and picnic areas. To the south, located at 4007 Sandwich Street is the Major FA Tilston Armoury & Police Training Centre, a joint federal-municipal facility used by Canadian Armed Forces and the Windsor Police Service as a training facility and includes an outdoor shooting range. West of Sandwich Street, towards the Detroit River, are several large outdoor industrial uses including salt, aggregate and fuel storage and a salvage operation. North of Prince Road between Sandwich and the Essex Terminal Railway is a residential neighbourhood consisting of primarily of low density low profile residential dwellings with some apartment buildings and institutional uses on Peter Street.

Peter Street is classified as a Local Road, with sidewalks on both sides of the street and alternating side on-street parking. Official Plan *Schedule F: Roads and Bikeways* identifies Sandwich St. as a Class II Arterial Road, and Prince Rd. as a Class I Collector Road with a Bikeway. Existing combined sewer and storm sewers are located in Peter Street.

The closest existing transit route to this property is with the Crosstown 2. The Crosstown 2 has a peak weekday frequency of 10 minutes. As part of Transit Windsor's 2023 City Council approved service plan, the Crosstown 2 will be replaced by a new primary route known as Route 100. Route 100 will have a peak weekday frequency of 10 minutes. Route 100 will be implemented in conjunction with the completion of Transit Windsor's new east end terminal, which is proposed to be completed in 2026. The closest existing bus stop to this development is located on Prince at Peter southeast Corner. This bus stop is approximately 310 metres from this property falling within Transit Windsor's 400 metre walking distance guidelines to a bus stop. This will be maintained with Transit Windsor's City Council approved Transit Master Plan.

Figure 3: Subject Parcel – Rezoning

PART OF ZONING DISTRICT MAP 4

N.T.S.

REQUESTED ZONING AMENDMENT

Applicant: CK Mechanical

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : SEPTEMBER, 2025
FILE NO. : Z-023/25, ZNG/7327

Discussion:

Planning Rationale Report (Pillon Abbs Inc. – September 3rd, 2025)

The Planning Rationale Report (PRR), attached as Appendix C, notes that *"Manufacturing use on the Site represents an efficient development pattern that optimizes the use of land, and will support the City's need for employment growth."* In addition, *"the proposed development has been designed to be compatible with the existing built-up area, and can make use of existing municipal services."* The PRR further notes that *"the proposal represents good planning as it addresses the need for the City to provide economic development and employment opportunities."*

The PRR concludes that "*that the proposed development is consistent with the PPS, conforms with the intent and purpose of the OP and ZBL and represents good planning*." The Planning Department generally concurs with the PRR.

Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) provides direction on matters of provincial interest related to land use planning and development and sets the policy foundation for regulating the development and use of land in Ontario.

Policy 2.1.6 states that "*complete communities*" shall be supported by "*accommodating an appropriate range and mix of land uses, employment… and other uses to meet long-term needs*", "*improving accessibility for people of all ages and abilities*", and "*improving social equity and overall quality of life for people of all ages, abilities, and incomes*".

The proposed represents an efficient development and land use pattern that will have no adverse impact on the financial well-being of the City of Windsor, land consumption, and servicing costs, and accommodates an appropriate range of employment uses. The proposed amendment is consistent with Policy 2.1.6 of the PPS.

Section 2.3.1 provides general policies for settlement areas. Growth should be focused in the settlement area. Land use patterns should be based on the efficient use of land and resources, optimizing existing and planned infrastructure, support active transportation, and be transit supportive.

The subject parcel is located within the settlement area. The requested zoning amendment promotes land uses that make efficient use of land and existing infrastructure. Active transportation options and transit services are located adjacent to, or near, the parcel. The proposed amendment is consistent with policies in section 2.3.1.

Policy 2.8.1.1 States:

Planning authorities shall promote economic development and competitiveness by:

a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;

b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;

c) identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;

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

e) addressing land use compatibility adjacent to employment areas by providing an appropriate transition to sensitive land uses.

Policy 2.8.2.1 States:

Planning authorities shall plan for, protect and preserve employment areas for current and future uses, and ensure that the necessary infrastructure is provided to support current and projected needs.

The proposed re-development of the site enhances the mix and range of employment uses, incorporates a compatible use for the applicants' adjacent property, and represents an efficient development and land use pattern that will improve the general aesthetic of the site. The development will optimize the use of land, resources and infrastructure servicing the property. No deficiencies in infrastructure have been identified. There are no anticipated environmental or public health and safety concerns with the proposed use of land. The requested amendment is consistent with Policy 2.8.1.1 and Policy 2.8.2.1 of the PPS.

The agent indicates that the objectives of the PPS 2024 have been considered and have informed their professional planning opinion and concept design for the project site. These objectives are discussed in the PRR. Planning & Development Services generally concurs with this and is of the opinion that the proposed amendment to Zoning Bylaw 8600 is consistent with the PPS 2024.

City of Windsor Official Plan

The subject property is located within the Sandwich Planning District on *Schedule A – Planning Districts & Policy Areas*; is within 350m of a "known or suspected former waste disposal site" on *Schedule C – Development Constraints;* is in the "Archaeological Potential Zone" on *Schedule C-1 Archaeological Potential* and designated Industrial land use on *Schedule D – Land Use* in the City of Windsor Official Plan – Volume 1.

Section 6.4.1 lists general objectives of the Employment land policy. Objective 6.4.1.2 seeks to expand Windsor's assessment base by attracting employers and economic development. Objective 6.4.1.3 ensures that employment uses are compatible with other land uses. Objective 6.4.1.4 accommodates a full range of employment activities. Objective 6.4.1.6 requires that employment activities have sufficient and convenient access to all modes of transportation. Objective 6.4.1.8 ensures that adequate infrastructure services are provided. Objective 6.4.1.9 provides direction to maintain and develop viable industrial areas.

The proposed development is compatible with the surrounding area. The business owner is re-investing in the subject property to support the existing employment use. The subject parcel has access to major roads, public transit and active transportation. The requested zoning amendment satisfies the objections in Section 6.4.1 in Volume 1 of the Official Plan.

The parcel directly west of the property is currently a residential legal non conforming use. The property is designated Industrial in *Schedule D – Land Use*, however a single unit dwelling is existing. Provisions in the recommendations aim to mitigate negative impacts on the non-conforming residential use while recognizing that the area is designated for industrial use. It is expected that this area will continue to transition to Industrial uses over time.

Section 6.4.3.1 permits uses in the Industrial land use designation that *"...are dependent upon services or otherwise complement to the industrial function of the area"*. The proposed warehouse is a permitted use, which will compliment the contractor's office adjacent to the subject property.

The subject property is within the Olde Sandwich Towne Community Improvement Plan Target Area 3 which includes the area outside of the Commercial Core and the Waterfront. As noted in the CIP Study, the poor condition of housing stock in this area is a major concern. The existing dwelling on this property is in poor condition and will be removed as a result of the proposed development.

Section 3.0 of the Sandwich Town Urban Design Guidelines outlines development guidelines for the Industrial area. The proposed development generally incorporates these guidelines and this can be further implemented during the Site Plan Control process.

The required support study was prepared by Soil & Materials Engineering Inc. (May 23rd 2025) and submitted by the applicant. No concerns were identified. This satisfies policy 5.4.9.2 of the Official Plan.

Stage 1 and Stage 2 Archaeological Assessments were prepared by Cultural Resource Management Group Limited (Sept 3rd 2025) and have been submitted by the applicant. The assessments have also been entered into the Ontario Public Register of Archaeological Reports, all to the satisfaction of the Ministry of Tourism, Culture and Sport. No further archaeological assessment is required. This satisfies the Heritage Conservation policies in Section 9 of the Official Plan.

The proposed amendment to Zoning By-law 8600 will conform to the general policy direction of the Official Plan. Planning and Development Services generally concurs with the Official Plan analysis in Section 5.1.2 of the PRR submitted by the Applicant.

Zoning By-Law 8600

The subject land is zoned Development Reserve District 1.1 (DRD1.1) which only permits an existing dwelling and any accessory uses. The applicant is requesting a rezoning to Manufacturing District (MD1.2) with site specific provisions to facilitate the construction of a one-storey warehouse on the subject land.

The Site is currently subject to S20(1)236, which regulates front yard setback, building height, parking and garages for residential uses in the Olde Sandwich Towne Community Improvement Area (CIP). This zoning designation applies only to Residential land uses and will not apply to the subject parcel following the proposed rezoning.

The applicant has requested site specific exceptions for decreased minimum side yard width abutting residential land use from 6.0 m to 1.27 m; parking spaces and accessible parking spaces to be permitted in the required front yard; and to permit a required yard

to not be maintained exclusively as a landscaped open space yard. The recommendation includes provisions for the requested site specific provisions. In addition, a provision has been recommended that requires the property owner to install a 1.8 m high privacy fence abutting the residential property at 3872 Peter Street. A maximum building height of 9 metres is also recommended.

The Applicant's request for a change in zoning with site-specific provisions is supported in principle. Section 5.1.3 of the PRR outlines that the proposed development complies with all other applicable zoning provisions. Planning and Development Services is of the opinion that there are no adverse impacts as a result of the proposed development.

Site Plan Control

The proposed development is subject to Site Plan Control. The proposed parking area and landscaping will be reviewed in detail through this process.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

The subject land is located within an existing neighbourhood on existing municipal services, therefore reducing the impacts of climate change by locating within the existing built-up area. In general, redevelopment minimizes the impact on community greenhouse gas emissions as these developments create complete communities and neighbourhoods while using available infrastructure such as sewers, sidewalks, and public transit.

Climate Change Adaptation:

The new building may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process.

Financial Matters:

N/A

Consultations:

An Open House was held on April 22nd, 2025 where members of the public could attend either in person or online. Notification of this meeting was distributed to residents and property owners within 200m of the subject site. Other than the Applicant, applicant representatives and City Staff, no other people attended the open house. No calls or emails were received by the Planning consultant. Details of the Open House are summarized in Section 3.2 of the PRR.

Comments received from municipal departments and external agencies are attached as Appendix D. Statutory notice was advertised in the Windsor Star. A courtesy notice was

mailed to property owners within 200m of the subject lands. Submitted documents were posted on the City of Windsor website.

Conclusion:

The *Planning Act* requires that a decision of Council in respect of the exercise of any authority that affects a planning matter, *"shall be consistent with"* Provincial Planning Statement 2024. Based on the supporting documents submitted by the Applicant and the analysis in this report, it is my opinion that the requested amendment to Zoning By-law 8600 is consistent with the PPS 2024 and is in conformity with the City of Windsor Official Plan.

The proposed amendment permits a warehouse which is compatible with existing uses in the surrounding neighbourhood. The proposed development improves the aesthetic of the site and supports the City's need for employment growth in an area with existing municipal services.

The recommendation to amend Zoning By-law 8600 constitutes good planning. Staff recommend approval.

Planning Act Matters:

Averil Parent

Planner II – Development Review

I concur with the above comments and opinion of the Professional Planner.

Greg Atkinson, MCIP, RPP — *Neil Robertson, MCIP, RPP*

Deputy City Planner - Development — City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP RM

Approvals:

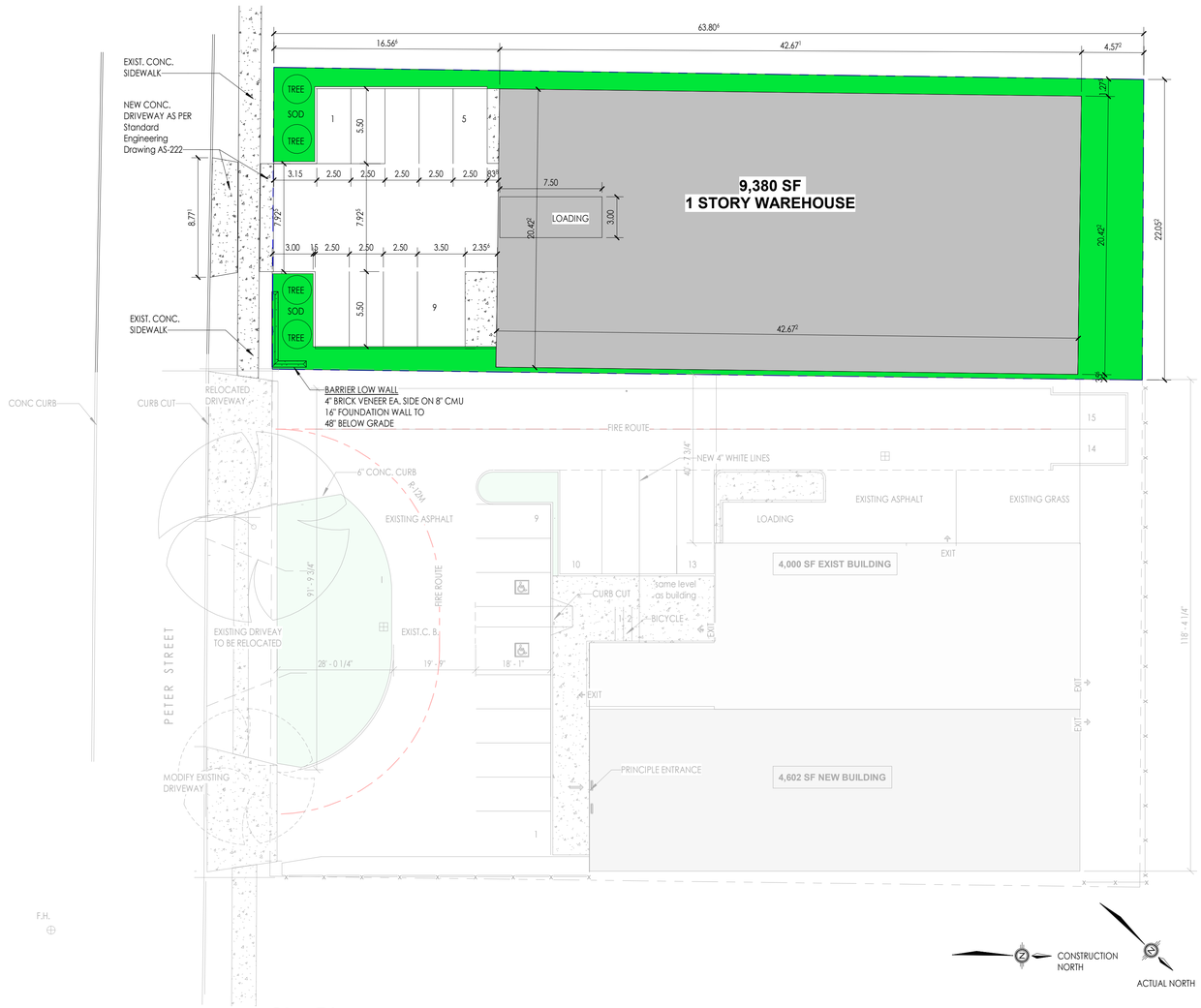
Name	Title
Greg Atkinson	Deputy City Planner - Development
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Conceptual Site Plan and Elevations
2 Appendix B - Site Photos
3 Appendix C - Planning Rational Report
4 Appendix D - Consultation



1 Site Plan

1 : 200

ZONING MATRIX (MD1.2)	PROVIDED	REQUIRED	COMPLIANCE
LOT AREA (MIN)	1,409.85 m²		
BUILDING FLOOR AREA	871.40 m²		
LOT WIDTH	22.05 m		COMPLIES
BUILDING HEIGHT (MAX.)	9.00 m	14.00 m	COMPLIES
FRONT YARD DEPTH (MIN.)	6.00 m	16.54 m	COMPLIES
REAR YARD DEPTH (MIN)	4.59 m	0.00 m	COMPLIES
INTERIOR SIDE YARD	1.27 m	6.00 m	DOES NOT COMPLY
EXTERIOR SIDE YARD	N/A		N/A
LANDSCAPED OPEN SPACE YARD	18.38%	15%	COMPLIES

SITE DATA			
PROPERTY AREA:	15,176.00 SF	1,409.85 M2	%
BUILDING AREA:	9,380.00 SF	871.40 M2	61.81
ASPHALT AREA:	2,871.00 SF	261.70 M2	18.56
SIDEWALK AREA:	189.00 SF	17.55 M2	1.25
LANDSCAPE AREA:	2,790.00 SF	259.19 M2	18.38

PARKING CALCULATIONS:				
USE	AREA SF	AREA SM	RATE	PARKING REQD.
FIRST FLOOR				
Warehouse	9,380.00	871.40	200	4.35
Total Requid				5.00

Maged Basilious Architect

www.mbarchitect.ca

Maged Basilious Architect
1635 Ottawa St.,
Windsor, Ontario N8Y 1R2
Phone: 519-969-0086
e-mail: mbasilious@mbarchitect.ca

No.	Description	Date
1	ISSUED FOR BUILDING PERMIT	AUGUST 2020

CK Mechanical

3858 Peter St.
WINDSOR, ON

Site Plan

Project number	2503
Date	August 2024
Drawn by	A. B.
Checked by	M. B.

A 101

Scale: As indicated

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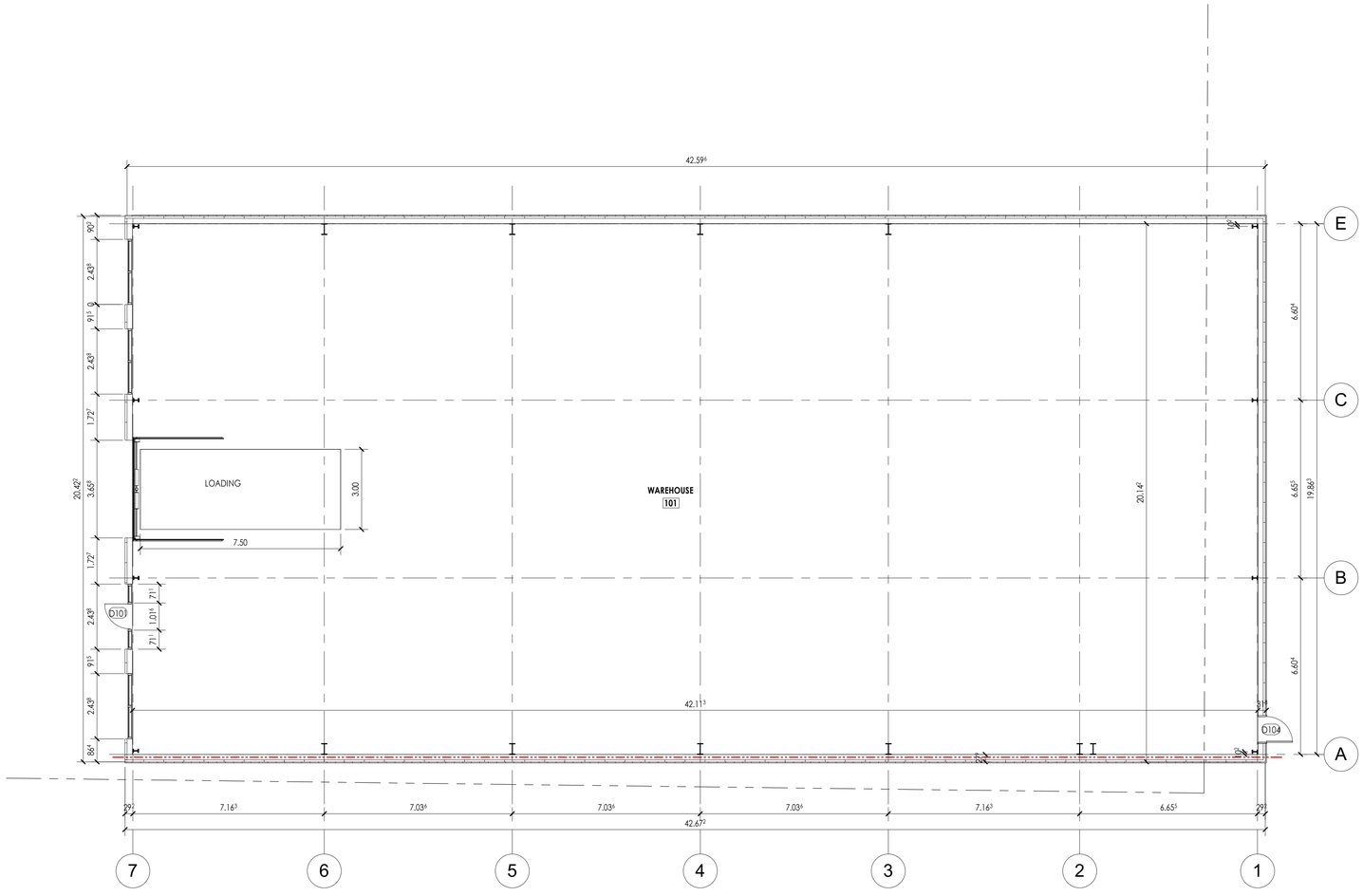

1 First Floor

1 : 100

Maged Basilious Architect

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1635 Ottawa St.,
Windsor, Ontario N8Y 1R2
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e-mail: mbasilious@mbarchitect.ca

No.	Description	Date
1	ISSUED FOR BUILDING PERMIT	AUGUST 2020

CK Mechanical

3858 Peter St.
WINDSOR, ON

First Floor Plan

Project number	2503
Date	August 2024
Drawn by	A.B
Checked by	M.B

A 201

Scale 1 : 100

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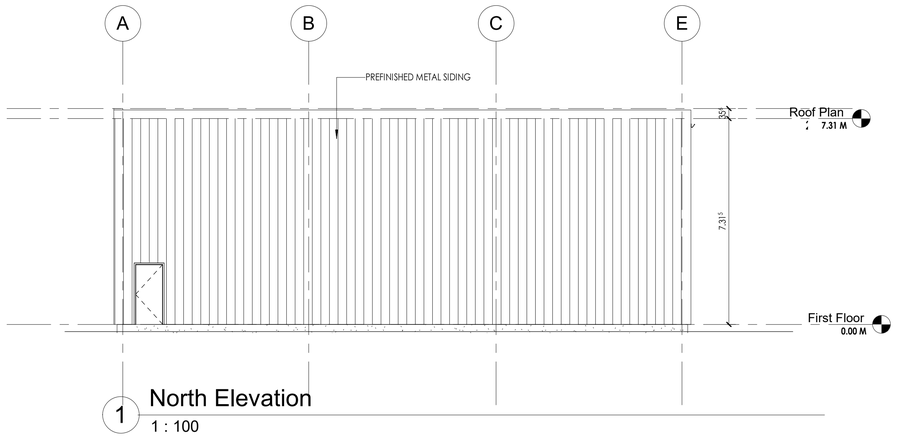

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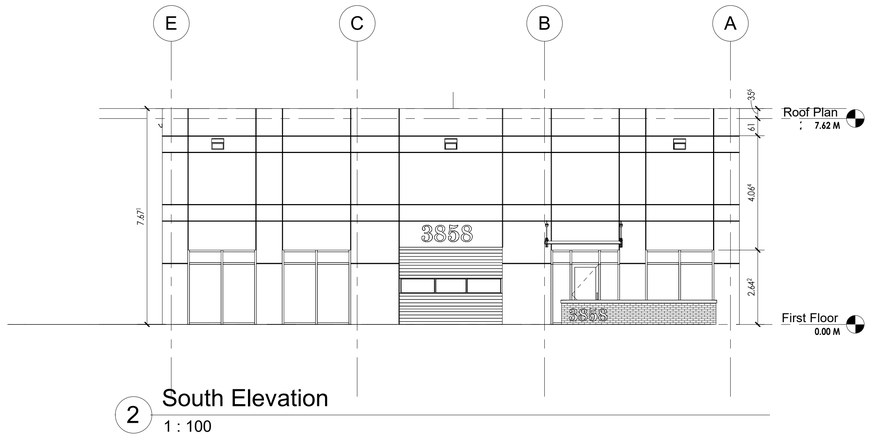

2 South Elevation
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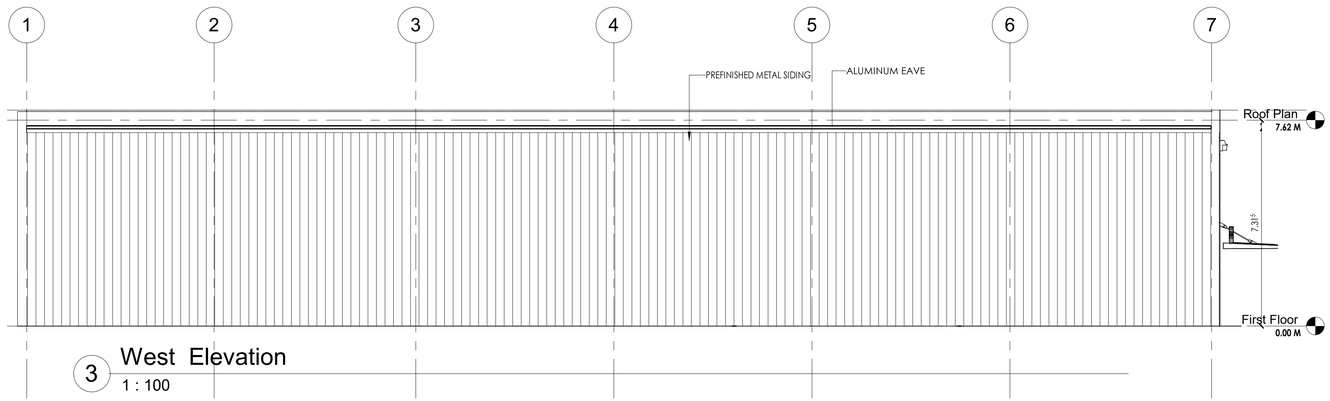
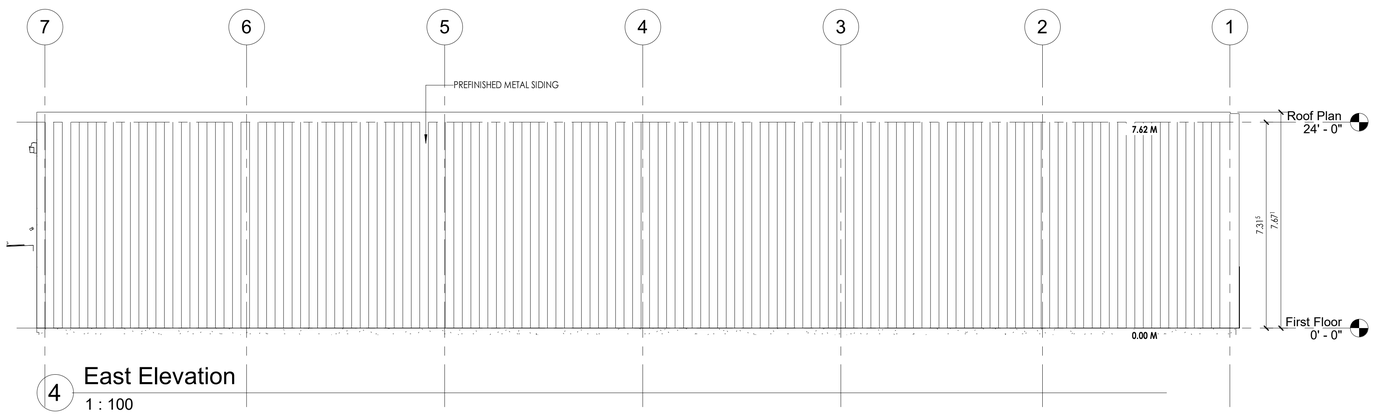


3 West Elevation
1 : 100



4 East Elevation
1 : 100

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Phone: 519-969-0086
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No.	Description	Date
1	ISSUED FOR BUILDING PERMIT	AUGUST 2020

CK Mechanical

3858 Peter St.
WINDSOR, ON

Elevations

Project number	2503
Date	August 2024
Drawn by	A. B.
Checked by	M. B.

A 301

Scale 1 : 100

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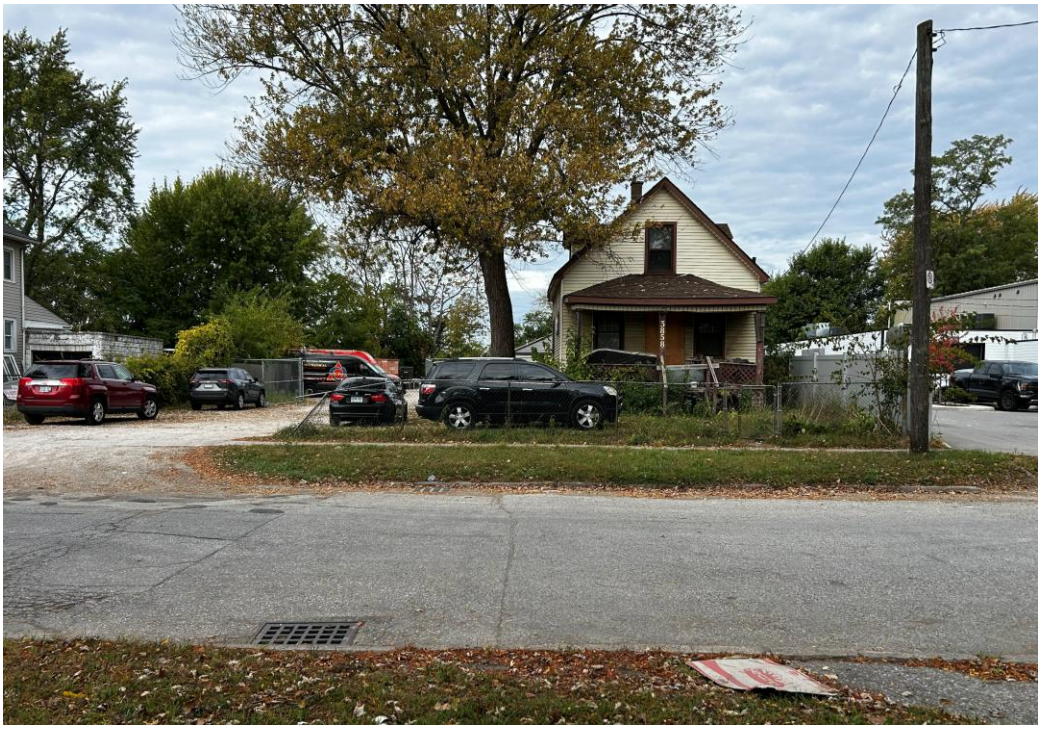
APPENDIX B – SITE PHOTOS



View of subject land (3858 – 3868 Peter St.)

View opposite from the subject land

East along Peter St. next to subject site

East along Peter St. across from subject site

West along Peter St. next to subject site

West along Peter St. across from subject site

PLANNING RATIONALE REPORT

ZONING BY-LAW AMENDMENT

PROPOSED DEVELOPMENT

3858-3868 Peter Street
Windsor, Ontario

September 3, 2025

Prepared by:

Tracey Pillon-Abbs, RPP
Principal Planner
Chatham, ON
226-340-1232
tracey@pillonabbs.ca
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Table of Contents

1.0 INTRODUCTION 3

2.0 SITE AND SURROUNDING LAND USES 4

2.1 Description of Site and Ownership 4

2.2 Physical Features of the Site 5

2.2.1 Size and Site Dimension 5

2.2.2 Existing Structures and Previous Use 5

2.2.3 Vegetation 5

2.2.4 Topography, Drainage and Soil 6

2.2.5 Other Physical Features 6

2.2.6 Municipal Services 6

2.2.7 Nearby Amenities 6

2.3 Surrounding Land Uses 6

3.0 PROPOSAL AND CONSULTATION 9

3.1 Development Proposal 9

3.2 Public Consultation Strategy 11

4.0 APPLICATIONS AND STUDIES 12

4.1 Zoning By-Law Amendment 12

4.2 Other Applications 12

4.3 Supporting Studies 13

4.3.1 Archaeology 13

4.3.2 Waste Disposal 13

4.3.3 Trees 13

5.0 PLANNING ANALYSIS 14

5.1 Policy and Regulatory Overview 14

5.1.1 Provincial Planning Statement 14

5.1.2 Official Plan 19

5.1.3 Zoning By-law 31

6.0 SUMMARY AND CONCLUSION 38

6.1 Context and Site Suitability Summary 38
6.1.1 Site Suitability 38
6.1.2 Compatibility of Design 38
6.1.3 Good Planning 38
6.1.4 Natural Environment Impacts 39
6.1.5 Municipal Services Impacts 39
6.1.6 Social, Heritage and/or Economic Conditions 39
6.2 Conclusion 40

1.0 INTRODUCTION

I have been retained by CK Mechanical Heating Cooling Inc. (herein the "Applicant") to provide a land use Planning Rationale Report (PRR) in support of a proposed development located at 3858-3868 Peter Street (herein the "Site") in the City of Windsor, Province of Ontario.

The Site is located in Ward 2 in the Sandwich Planning District.

The Site is made up of 1 existing parcel of land, which currently has an existing single detached dwelling and detached garage, which will be demolished.

It is proposed that the Site will be developed for manufacturing purposes.

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

The proposed warehouse will be used for storage and will include equipment/stock items such as furnaces, air conditioners, toilets, tubs, plumbing fixtures, fireplaces, etc. The items will be new equipment in boxes stored on shelves.

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

The Site has access to full municipal services.

The Applicant does own the abutting business (CK Mechanical Hearing and Colling Inc.), located at 3842 Peter Street and will keep the property separate from the Site. There is no intention to merge the parcels.

Pre-consultation (stage 1) was completed by the Applicant (City File #PC-129/24). Comments dated January 10, 2025, were received and have been incorporated into this PRR.

Pre-submission (stage 2) was completed by the Applicant (City File #PC-032/25). Comments dated July 22, 2025, were received and have been incorporated into this PRR.

An application for a Zoning By-law Amendment (ZBA) is required in order to permit the proposed development.

Once the ZBA has been approved, the Applicant will proceed with a Site Plan Control (SPC) application prior to the issuance of a building permit for any construction or site alterations.

The purpose of this report is to review the relevant land use documents, including the Provincial Planning Statement 2024 (PPS), the City of Windsor Official Plan (OP) and the City of Windsor Zoning By-law (ZBL) as it pertains to the ZBA.

This PRR will show that the proposed development is suitable, consistent with the PPS, conforms to the intent and purpose of the OP and ZBL, and represents good planning.

2.0 SITE AND SURROUNDING LAND USES

2.1 Description of Site and Ownership

The Site has been owned by CK Mechanical Heating Cooling Inc. since 2022.

CK Mechanical Heating Cooling Inc. also owns the abutting lands to the north (3842 Peter Street). The Site will not be consolidated. There is no intention to merge the parcels.

The Site is made up of one (1) rectangular-shaped interior parcel of land located on the west side of Peter Street, north of Chappell Avenue and south of Hill Avenue (see the area in **yellow** on Figure 1a – Site Location).

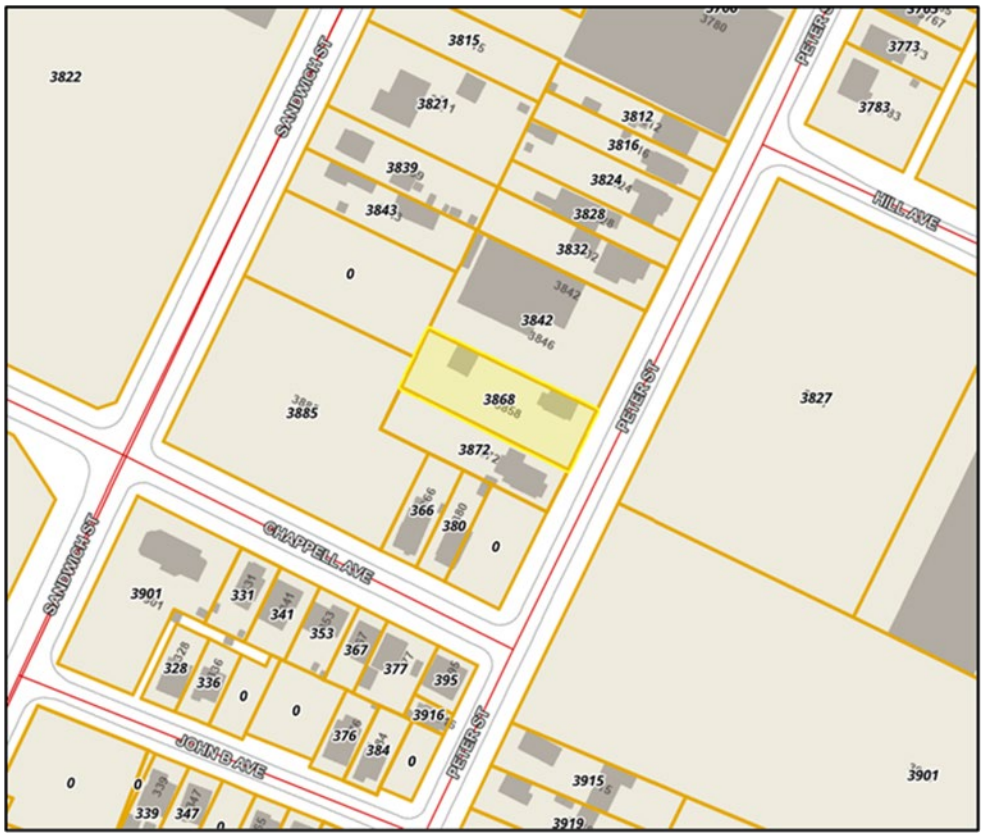


Figure 1a – Site Location (Source: City of Windsor GIS)

The Site is locally known as 3858-3868 Peter Street and is legally described as LT 27 W/S OF PETER ST PL 40 TOWN OF SANDWICH; PT LT 28 W/S OF PETER ST PL 40 TOWN OF SANDWICH AS IN R1354326; WINDSOR, PIN 01258-0188 LT (ARN 050-170-14800 and 050-170-14800-0030).

2.2 Physical Features of the Site

2.2.1 Size and Site Dimension

The Site, subject to the proposed development, consists of a total area of 1,406.79 m2, with a lot width of 22.05 m along Peter Street and a lot depth of 63.80 m.

2.2.2 Existing Structures and Previous Use

The Site currently has an existing single detached dwelling and detached garage, which will be demolished (see Figure 1b – Site Street View).

Figure 1b – Site Street View (Source: Pillon Abbs Inc.)

The previous use of the Site is unknown.

2.2.3 Vegetation

The Site has an existing grass area and mature trees.

2.2.4 Topography, Drainage and Soil

The Site is flat and is outside the regulated area of the Essex Region Conservation Authority (ERCA).

The Site is part of the Windsor Area Drainage.

The Site is impacted by Source Water Protection (Significant Groundwater Recharge Area).

The soil is made up of Burford Loam (Bg).

2.2.5 Other Physical Features

There is existing fencing along portions of the Site.

There is an existing gravel driveway with access from Peter Street.

2.2.6 Municipal Services

The property has access to full municipal services.

Peter Street is a 2-way north/south road.

There is on-street parking in the area.

There are streetlights and sidewalks along Peter Street.

There is a fire hydrant located across the Site.

The Site is in close proximity to major transportation corridors, including Sandwich Street, Ojibway Parkway and Hwy 401.

The Site is close to transit, with the nearest bus stop located 300 m from the Site at the corner of Prince Road and Peter Street (Stop ID 1210, Bus 2).

2.2.7 Nearby Amenities

There are several schools, medical facilities, parks and libraries nearby.

There is nearby shopping in the form of plazas and malls, as well as employment, residential, places of worship and local amenities.

2.3 Surrounding Land Uses

Overall, the Site is located in an existing built up area with a mix of uses.

Lot areas and frontages vary in size in the immediate area.

A site visit was undertaken on April 23, 2025. Photos were taken by Pillon Abbs Inc.

West – The lands directly west of the Site are currently vacant and are proposed to be used for residential with frontage along Sandwich Street (see Photo 1 - West).

Photo 1 – West (Source: Pillon Abbs Inc.)

South – The lands directly south of the Site are used for residential use (see Photo 2 - South).

Photo 2 – South (Source: Pillon Abbs Inc.)

East – The lands east of the Site are used for employment use (see Photo 3 - East).

Photo 3 – East (Source: Pillon Abbs Inc.)

North – The lands north of the Site are used for employment and owned by the Applicant (see Photo 4 - North).

Photo 4 – North (Source: Pillon Abbs Inc.)

3.0 PROPOSAL AND CONSULTATION

3.1 Development Proposal

The Site is made up of 1 existing parcel of land, which currently has an existing single detached dwelling and detached garage, which will be demolished.

The Applicant does own the abutting business (CK Mechanical Hearing and Colling Inc.), located at 3842 Peter Street and will keep the property separate from the Site. There is no intention to merge the parcels.

It is proposed that the Site will be developed for manufacturing purposes.

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

A Concept Plan has been prepared (see Figure 2a – Concept Plan).

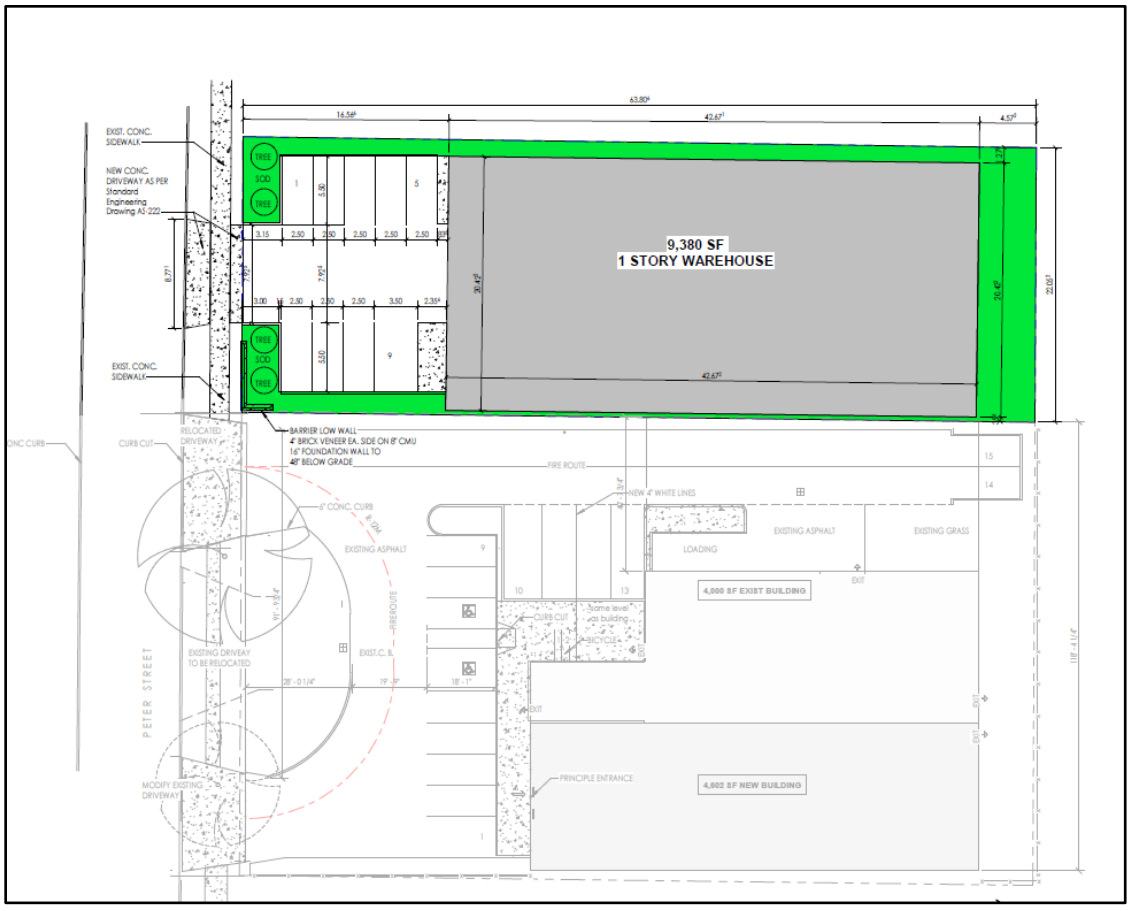


Figure 2a – Concept Plan

The concept plan illustrates a preliminary proposal.

The proposed warehouse will be used for storage. It will include equipment/stock items such as furnaces, air conditioners, toilets, tubs, plumbing fixtures, fireplaces, etc. The items will be new equipment in boxes stored on shelves.

There is no office space proposed.

A sample elevation has been prepared (see Figure 2b – Sample Elevation).

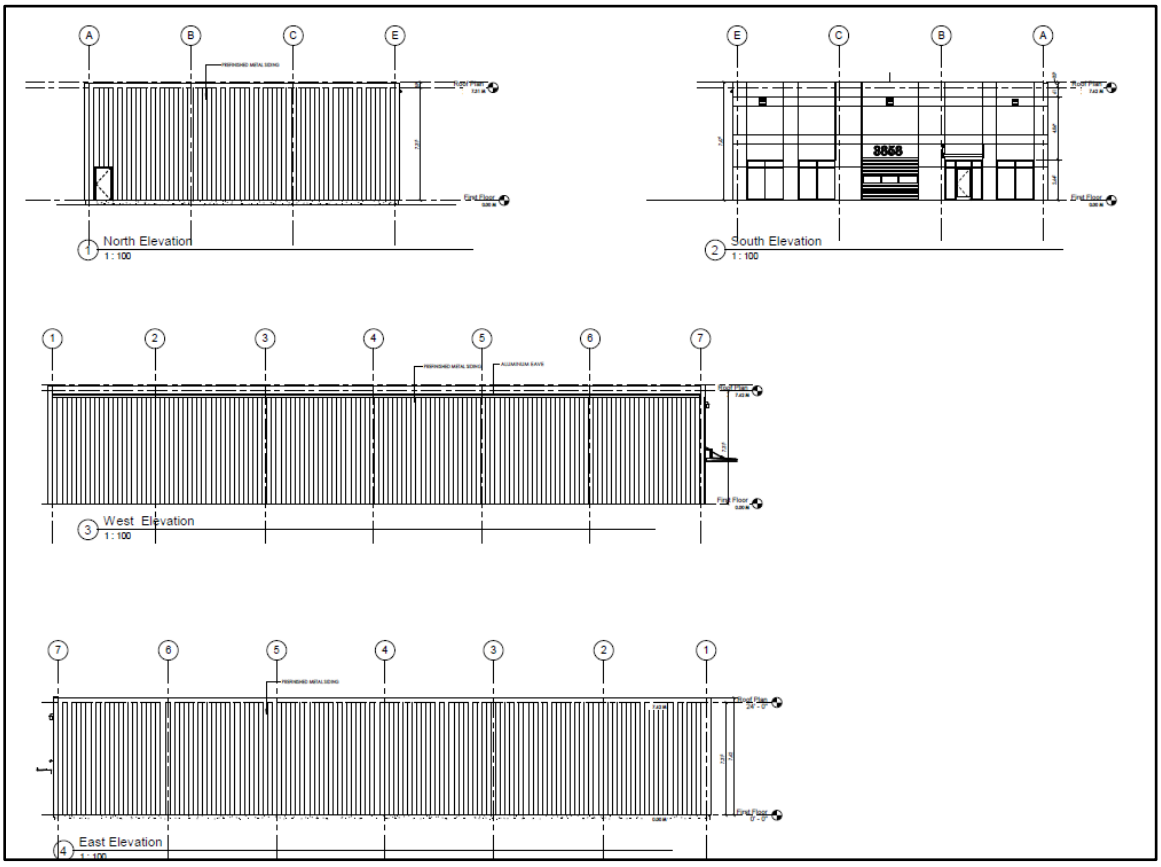


Figure 2b – Sample Elevation

The elevation illustrates a preliminary design of the proposed buildings.

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

Parking will mainly be used for visitors. There is no staff parking required.

Landscaping will be provided around the proposed building, including tree plantings and a grass area in front of the proposed building.

Fencing can be provided.

The Site has access to full municipal services.

Refuse is proposed to be stored indoors.

There will be no outdoor storage yards.

As part of SPC and building permit requirements, driveway approaches and sewer connections will be provided as per the City standards.

3.2 Public Consultation Strategy

In addition to the statutory public meeting, the *Planning Act* requires that the Applicant submit a proposed strategy for public consultation with respect to an application as part of the complete application requirements.

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

A total of 78 notices were mailed out (200 m radius).

The purpose of the open house was to provide members of the public with opportunities to review and comment on the proposed development.

Other than the City of Windsor staff and the applicant representatives, no other people attended.

No emails or phone calls were received.

4.0 APPLICATIONS AND STUDIES

Pre-consultation (stage 1) was completed by the Applicant (City File #PC-129/24). Comments dated January 10, 2025, were received and have been incorporated into this PRR.

Pre-submission (stage 2) was completed by the Applicant (City File #PC-032/25). Comments dated July 22, 2025, were received and have been incorporated into this PRR.

The purpose of pre-consultation was to identify what applications and support studies were required.

The proposed development requires a Zoning By-law Amendment (ZBA) and required support studies.

The following explains the purpose of the application and other required approvals, as well as a summary of the required support studies.

4.1 Zoning By-Law Amendment

A site specific Zoning By-law Amendment (ZBA) is required to permit the proposed development.

According to Map 4, attached to the ZBL, the Site is currently zoned Development Reserve District 1.1 (DRD1.1) category.

The Site is also subject to S20(1)236, which regulates front yard setback, building height, parking and garages **for residential uses** in the Olde Sandwich Towne Community Improvement Area (CIP).

The zoning for the Site is proposed to be changed to a site specific Manufacturing District 1.2 (MD1.2 - S.20(1)(XXX)) category in order to permit the proposed warehouse.

The proposed development will comply with all zone provisions set out in the MD1.2 with the exception of some zoning relief.

The ZBA is detailed, and the justification is set out in Section 5.1.3 of this PRR.

4.2 Other Applications

Once the ZBA has been approved, the Applicant will proceed with Site Plan Control (SPC) approval prior to the issuance of a building permit for any construction or site alterations.

SPC is a technical review process and will address items such as lighting, landscaping and fencing.

4.3 Supporting Studies

The following studies have been prepared to support the ZBA applications.

4.3.1 Archaeology

A Stage 1 and 2 Archaeological Assessment was prepared by CRM Group, dated April 30, 2025, and revised on September 3, 2025.

A supplementary package was also prepared, dated September 3, 2025.

The purpose of the report was to undertake an archaeological assessment of the proposed development.

Additional work was completed, per the Ministry's request.

No archaeological features or cultural material were identified.

The report concluded that no further assessment was required.

The report has been submitted to the Ministry (MCM File Number 0023438).

4.3.2 Waste Disposal

A Waste Disposal Letter was prepared by CT Soil & Materials Engineering Inc., dated May 23, 2025.

The purpose of the report was to assess potential impacts from 2 active waste disposal sites located within a 500 m radius of the Site.

The report concluded that there is no potential impact on human health or the environment.

4.3.3 Trees

A Tree Inventory and Tree Root Protection Zone Plan was prepared by Bezaire Partners, dated August 20, 2025.

The purpose of the plan was to assess existing trees and their roots.

The report concluded that there are 10 private trees, many of which are in poor condition.

5.0 PLANNING ANALYSIS

5.1 Policy and Regulatory Overview

5.1.1 Provincial Planning Statement

The Provincial Planning Statement, 2024 (PPS) provides policy direction on matters of provincial interest related to land use planning and development, providing for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environments.

The PPS was issued under Section 3 of the Planning Act and came into effect on October 20, 2024.

Decisions affecting planning matters shall be consistent with policy statements issued under the Act.

The following provides a summary of the key policy considerations of the PPS as they relate to the proposed development.

PPS Policy #	Policy	Response
Chapter 1 - Vision	A prosperous and successful Ontario will also support a strong and competitive economy that is investment-ready and recognized for its influence, innovation and diversity. Ontario's economy will continue to mature into a centre of industry and commerce of global significance. Central to this success will be the people who live and work in this province.	The proposed development will contribute positively to promoting efficient land use and development patterns. Manufacturing use on the Site represents an efficient development pattern that optimizes the use of land.
Chapter 2.1.1: Building Homes, Sustaining Strong and Competitive Communities	As informed by provincial guidance, planning authorities shall base population and **employment** growth forecasts on Ontario Population Projections published by the Ministry of Finance and may modify, as appropriate.	The proposed development will support the City's need for employment growth.

PPS Policy #	Policy	Response
2.1.6	Planning authorities should support the achievement of complete communities by: a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, **employment**, public service facilities and other institutional uses (including schools and associated child care facilities, long-term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;	The proposed development will support the City's requirement to accommodate for employment to meet long-term needs.
2.3.1.1 – Settlement Areas	Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.	The Site is located in an existing settlement area of the City of Windsor, which is where growth should occur.
2.3.1.2	Land use patterns within settlement areas should be based on densities and a mix of land uses which: a) efficiently use land and resources; b) optimize existing and planned infrastructure and public service facilities;	The proposed development promotes an efficient development and land use pattern as it uses an existing parcel of land within a settlement area. The Site has access to full municipal infrastructure and is close to nearby public service facilities.
2.8.1.1 - Employment	Planning authorities shall promote economic development and competitiveness by: a)providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;	The proposed development offers a new employment opportunity. There is a need for the proposed warehouse.

PPS Policy #	Policy	Response
	b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses; c) identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment; d) encouraging intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities; and e) addressing land use compatibility adjacent to employment areas by providing an appropriate transition to sensitive land uses.	The proposed development will be suitable for the Site. The proposed development uses the land in an appropriate way and is compact. Infrastructure is provided. The proposed development has been designed to be compatible with the existing built-up area. Buffering can be provided.
2.8.1.2	Industrial, manufacturing and small-scale warehousing uses that could be located adjacent to sensitive land uses without adverse effects are encouraged in strategic growth areas and other mixed-use areas where frequent transit service is available, outside of employment areas.	The proposed use can be located adjacent to residential uses without adverse effects. Buffering and setbacks are provided as a way to mitigate uses.
2.8.1.3	In addition to policy 3.5, on lands within 300 metres of employment areas, development shall avoid, or where avoidance is not possible, minimize and mitigate potential impacts on the long term	The proposed warehouse is appropriate for the Site and does not cause any noise, dust, or vibration.

PPS Policy #	Policy	Response
	economic viability of employment uses within existing or planned employment areas, in accordance with provincial guidelines.	
2.8.2.1 – Employment Areas	Planning authorities shall plan for, protect and preserve employment areas for current and future uses, and ensure that the necessary infrastructure is provided to support current and projected needs.	The Site will continue to be used for employment, which is what it was intended to be used for.
2.8.2.3	Planning authorities shall designate, protect and plan for all employment areas in settlement areas by: a) planning for employment area uses over the long-term that require those locations including manufacturing, research and development in connection with manufacturing, warehousing and goods movement, and associated retail and office uses and ancillary facilities;	The proposed development has been designated by the City in their OP for 'Industrial' use.
Chapter 3.1.1 – Infrastructure and Facilities	Infrastructure and public service facilities shall be provided in an efficient manner while accommodating projected needs.	The Site has access to infrastructure and nearby public service facilities.
3.5.1 – Land Use Compatibility	Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial	The proposed warehouse is appropriate for the Site and does not cause any noise, dust, or vibration.

PPS Policy #	Policy	Response
	guidelines, standards and procedures.	
3.6.2 – Sewage, Water and Stormwater	Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. For clarity, municipal sewage services and municipal water services include both centralized servicing systems and decentralized servicing systems.	The development can proceed with municipal services. SWM will be addressed as part of SPC approval.
3.6.8	Planning for stormwater management shall: a)be integrated with planning for sewage and water services and ensure that systems are optimized, retrofitted as appropriate, feasible and financially viable over their full life cycle; b)minimize, or, where possible, prevent or reduce increases in stormwater volumes and contaminant loads;	Stormwater will be reviewed as part of SPC approval.
4.1.1 – Natural Heritage	Natural features and areas shall be protected for the long term.	There are no natural heritage features that impact the Site.
4.2.1 - Water	Planning authorities shall protect, improve or restore the quality and quantity of water by: a)using the watershed as the ecologically meaningful scale for integrated and long-term planning, which can be a foundation for considering cumulative impacts of development; minimizing potential	The Site is outside the regulated area of ERCA.

PPS Policy #	Policy	Response
4.6.1 - Cultural Heritage and Archaeology	Protected heritage property, which may contain built heritage resources or cultural heritage landscapes, shall be conserved.	An assessment has been completed and included engagement.
Chapter 5.1.1 - Protecting Public Health and Safety	Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.	There are no natural or human-made hazards.

Therefore, the proposed development is consistent with the PPS.

5.1.2 Official Plan

The City of Windsor Official Plan (OP) was adopted by Council on October 25, 1999, approved in part by the Ministry of Municipal Affairs and Housing (MMAH) on March 28, 2000, and the remainder approved by the Ontario Municipal Board (OMB) on November 1, 2002. The office consolidation version is dated September 7, 2012.

The OP implements the PPS and establishes a policy framework to guide land use planning decisions related to development and the provision of infrastructure and community services throughout the City.

The lands are designated "Industrial" according to Schedule "D" Land Use attached to the OP for the City of Windsor (see Figure 3 – OP).

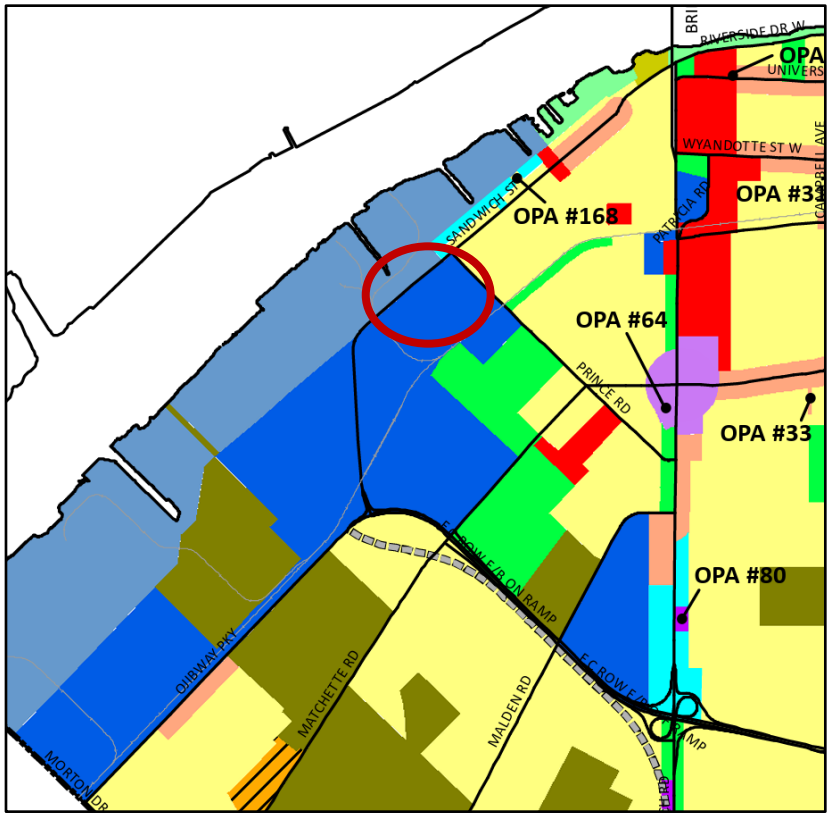


Figure 3 – OP

The Site is also subject to the following:

- Schedule C: Development Constraints - located to the north (+/-350m)of a "known or suspected former waste disposal site"
- Schedule C-1: Archaeological Potential – Located within a "Low Potential" area
- Schedule F: Roads & Bikeways – located on a Local Residential road (Peter Street)
- Schedule F-1: Railways - located to the East (+/-400m) of a railway

It is proposed to maintain the existing 'Industrial' land use designation.

The following provides a summary of the key policy considerations of the OP as it relates to the proposed development.

OP Policy #	Policy	Response
3.1	The planning of Windsor's future is guided by the following vision taken from Dream Dare Do – The	The proposed development will support the City's vision by providing employment in an existing built-up area where

OP Policy #	Policy	Response
	City of Windsor Community Strategic Plan.	citizens can live, work and play. The proposed use will provide for the needs of nearby businesses by providing storage opportunities.
4.0 - Healthy Community	The implementing healthy community policies are interwoven throughout the remainder of the Plan, particularly within the Environment, Land Use, Infrastructure and Urban Design chapters, to ensure their consideration and application as a part of the planning process.	The proposed development will support the City's goal of promoting a healthy and complete community. The proposed development is close to nearby transit, residential, medical facilities, shopping, local/regional amenities and parks.
4.2.6.1 – Employment Opportunities	To provide for a wide range of employment opportunities at appropriate locations throughout Windsor.	The proposed development will provide employment opportunities. Employment (jobs) will be created.
4.2.6.2 – Economic Development	To encourage a range of economic development opportunities to reach full employment.	The proposed development will support economic development in the area. The proposed development will help diversify employment opportunities needed in the area.
5.4.9.2 – Waste Disposal Site	Council shall require proponents of development within 500 metres of a Known or Suspected Waste Disposal Site to prepare a report in accordance with provincial legislation, policy and appropriate guidelines to demonstrate the site is suitable for development.	A portion of the Site is located within 500 m of a 'Known or Suspected Waste Disposal Site'. The required support study has been prepared and summarized in section 4.3.2 of this PRR. No concerns were identified.
6.0 - Preamble	A healthy and livable city is one in which people can enjoy a **vibrant economy** and a	The proposed development supports the policy set out in the OP as the Site is suited for

OP Policy #	Policy	Response
	sustainable healthy environment in safe, caring and diverse neighbourhoods. In order to ensure that Windsor is such a city, Council will manage development through an approach, which balances environmental, social and economic considerations.	the employment needs of the City.
6.1 - Goals	In keeping with the Strategic Directions, Council's land use goals are to achieve: 6.1.4 The retention and expansion of Windsor's employment base. 6.1.10 Pedestrian oriented clusters of residential, commercial, employment and institutional uses.	The proposed development supports the goals set out in the OP as it provides employment. Employment is encouraged in the area.
6.4.1.1 – Employment (Positive Business Environment)	To ensure Windsor continues to be an attractive place to establish businesses and locate employees.	The proposed development supports this policy.
6.4.1.3 – Compatible Development	To ensure that employment uses are developed in a manner which are compatible with other land uses.	The proposed development supports this policy. Employment is proposed and is compatible with the surrounding area. Buffering (ie fencing and landscaping) can be provided (subject to SPC approval) where there are residential uses.
6.4.1.4 – Range of Uses	To accommodate a full range of employment activities in Windsor.	The proposed development supports this policy.
6.4.2.2 – Attract Business	Council shall encourage businesses and industries to locate and expand in Windsor.	The proposed development supports this policy.

OP Policy #	Policy	Response
6.4.2.4 – Site Plan Control	Council shall require all development within areas designated as Industrial and Business Park to be subject to site plan control, with the exception of Public Open Space uses.	The proposed development will be subject to SPC approval.
6.4.3.1 – Industrial Policies	Uses permitted in the Industrial land use designation identified on Schedule D: Land Use include establishments which may exhibit any or all of the following characteristics: (a) large physical size of site or facilities; (b) outdoor storage of materials or products; (c) large production volumes or large product size; (d) frequent or continuous shipment of products and/or materials; (e) long hours of production and shift operations; (f) likelihood of nuisances, such as noise, odour, dust or vibration; (g) multi-modal transportation facilities; (h) is dependent upon, serves or otherwise **complements the industrial function of the area;** and(i) service and repair facilities.	The proposed warehouse is considered a permitted use in the Industrial land use designation and will complement the uses in the area.
6.4.3.3 – Locational Criteria	Industrial development shall be located where: (a) the industrial use can be sufficiently separated and/or buffered from sensitive land uses; (b) there is access to an arterial road; (c) full municipal physical services can be provided;(d) industry related traffic can be directed away from residential areas; (e) peak period public transportation service can be provided; and (f) there is access to designated truck routes.	The Site is located where industrial uses are intended for. Buffering can be addressed as part of SPC approval. There is access to nearby transportation corridors. The Site has access to full municipal services. The proposed use will not impact any nearby residential uses.

OP Policy #	Policy	Response
6.4.3.4 – Evaluation Criteria	At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed industrial development is: (a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses: (i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan; (ii) within a site of potential or known contamination; (iii) where traffic generation and distribution is a provincial or municipal concern; and (iv) adjacent to sensitive land uses and/or heritage resources. (b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area; (c) capable of being provided with full municipal physical services and emergency services; (d) provided with adequate off-street parking; and (e) compatible with the surrounding area in terms of siting, orientation, setbacks, parking and landscaped areas.	The PPS has been assessed as part of Section 5.1.1 of this PRR. There are no constraint areas that impact the Site. There is no known contamination. The proposed development is not anticipated to have any impact on traffic. A waste disposal letter has been provided. An archaeology assessment has been provided and summarized in Section 4.3.1 of this PRR. Secondary plans are not impacted. Full municipal services are available. Off-street parking is provided. The proposed development can be constructed to be compatible with the surrounding area.
6.4.3.5 – Design Guidelines	The following guidelines shall be considered when evaluating the proposed design of an Industrial development: (a) the ability to achieve the associated policies as outlined in the Urban Design chapter of this Plan; (b) the provision of appropriate landscaping or other buffers to enhance: (i) (ii) (c) all parking	The final design of the proposed building will be revised as part of SPC approval.

OP Policy #	Policy	Response
	lots, and outdoor loading, storage and service areas; and the separation between the industrial use and adjacent sensitive uses, where appropriate. motorized vehicle access is oriented in such a manner that industry related traffic will be discouraged from using Local Roads where other options are available; (d) pedestrian and cycling access is accommodated in a manner that is distinguishable from the access provided to motorized vehicles and is safe and convenient; (e) (f) loading bays and service areas are located to avoid conflict between pedestrian circulation, service vehicles and movement along the public right-of-way; and the design of the development encourages and/or accommodates public transportation services. (g) The design of the development encourages the retention and integration of existing woodlots, vegetation and drainage corridors where feasible to provide amenity areas for employees and to create a positive visual image of industry in Windsor.	
7.0 - Infrastructure	The provision of proper infrastructure provides a safe, healthy and efficient living environment. In order to accommodate transportation and physical service needs in Windsor, Council is committed to ensuring that infrastructure is provided in a sustainable, orderly and coordinated fashion.	The proposed development is close to nearby transit, off a major transportation corridor and has access to municipal services.

OP Policy #	Policy	Response
9.3.7.1 - Archaeology	Council will integrate heritage conservation into the development and infrastructure approval process by: (a) An archaeological assessment is required as part of a complete application for all development or site alteration application, including municipal projects, if it is determined using the archaeological management plan potential mapping that any part of a potential development area possesses archaeological potential or known archaeological resources as set out in Schedule C-1 Archaeological Potential.	The property is within an area of High Archaeological Potential and may require an Archaeological Assessment as part of any redevelopment. An assessment has been completed and summarized in Section 4.3.1 of this PRR.
11.6.3.1 – Amendment Policies	All amendments to the Zoning By-law(s) shall conform with this Plan. The Municipality will, on each occasion of approval of a change to the zoning by-law(s), specify that conformity with the Official Plan is maintained or that the change will be in conformity upon the coming into effect of an amendment to the Official Plan.	The proposed ZBA does conform with the Windsor OP, as set out in this PRR. The conformity of the current OP is maintained. The Site was always intended to be used for manufacturing.
11.6.3.3 – Evaluation Criteria	When considering applications for Zoning By-law amendments, Council shall consider the policies of this Plan and will, without limiting the generality of the foregoing, consider such matters as the following: (a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II: Secondary Plans & Special Policy Areas and other relevant standards and guidelines; (b) Relevant support studies; (c) The comments and recommendations from	The OP policies have been considered in the analysis of the ZBA. This PRR has undertaken the required evaluation of OP policies. There are no Secondary Plans that impact the Site. Support studies have been summarized in Section 4.3 of this PRR. Comments and recommendations from staff

OP Policy #	Policy	Response
	municipal staff and circularized agencies; (d) Relevant provincial legislation, policies and appropriate guidelines; and (e) The ramifications of the decision on the use of adjacent or similar lands.	and agencies have been provided as part of the Stage 1 application review. This PRR has undertaken the required evaluation of provincial legislation in Section 5.1.1. There are no design guidelines that impact this type of development.
3.1.3 - Sandwich Town Community Improvement Plan (CIP) – Industrial Area, Target Area 3	Target Area 3 comprises a large part of the Project Area and contains a range of uses. This includes residential, institutional, commercial and **industrial** uses.	The Site is designated Industrial in the OP.
	As noted in the Community Planning Study, the poor condition of the housing stock in much of the Project Area (and particularly much of Target Area 3) is a major concern.	The existing dwelling is in poor condition and will be removed.
3.2 Olde Sandwich Towne – Community Improvement Plan (CIP) – Supplementary Development and Urban Design Guidelines	Many of the properties related to industrial uses are large and have outdoor storage. It is the City's intention to concentrate on the front of the property to create an attractive streetscape and positive image of the area. The following guidelines apply to all development within the industrial area: 1. **Design** new buildings and landscaping so that they dominate the streetscape in the industrial area. Ensure that landscape buffer strips are at least 3.0m wide.	The CIP urban design guidelines will be respected. The CIP is only a guideline. The final design of the proposed building will be provided as part of the SPC application. At that time, the character and materials used will be assessed. Landscaping will be provided around the parking area and the proposed warehouse. An appropriate amount of buffering is provided.

OP Policy #	Policy	Response
		Windows and door windows will be clear vision glass (not tinted), and there will be no lifestyle posters in the windows. Materials can also be made to be consistent with the properties in the area, including façade design. The current ZBA is a change in land use only.
	2. **Limit parking** in a building's front yard to visitor parking, with staff parking located at the side and/or rear of the building. Screen parking from the street with landscaping, fencing, berms or a combination of these features.	Parking will be provided in the front of the proposed building for visitors. Parking in the front yard is limited, not prohibited. There is no need for staff parking. Parking will be located where it is safe and visible from the street for visitors. Landscaping is provided.
	3. Locate the **office** component of a building closer to the street than the plant or warehouse component so that it is **visible** from the street and breaks up building mass.	There is no office proposed. The warehouse is set back from the road to use the Site more efficiently. The proposed setbacks also provide more privacy for the abutting properties. The landscape area distance adjacent to Peter Street will be consistent with the residential properties along Peter Street, with a combination of decorative fencing, low

OP Policy #	Policy	Response
		masonry walls, and vegetation to be used to screen the parking area from the road.
	4. Site and design buildings to recognize and incorporate the natural features of a site such as existing **trees**, contours, water course and ponds. Use Carolinian plant materials to promote the natural heritage of the area.	There are no natural features on the Site or near the Site. A TIPP has been prepared and summarized in Section 4.3.3 of this PRR. New landscaping and tree plantings will be reviewed at the time of SPC.
	5. Set development back from existing natural features to create appropriate **buffer** areas.	There are no natural features that impact the Site. Screening, buffering and fencing will be provided. Adjacent property can be protected with appropriate buffering.
	6. Site buildings to ensure that **adjacent** properties are protected from potential nuisances from the new building and the site, such as illumination, noise and odour where applicable.	The proposed development is a low profile form of development which incorporates sufficient setbacks to allow for appropriate landscaping and buffering. Lighting and landscaping will be addressed as part of SPC approval. There are no anticipated nuisances as warehousing is generally a quiet use of land. There are no loading docks, emissions, truck traffic or noise generated by the warehouse.

OP Policy #	Policy	Response
	7. Incorporate outdoor **amenity** areas, such as a patio for lunch, into the overall site design and define such areas by building façades, fencing or landscaping.	Lighting and landscaping will be addressed as part of SPC approval. There are landscaped areas in the front yard. The zoning does not regulate amenity space in the ZBL for industrial uses. This is just a guideline. The overall design is subject to SPC approval. Façades, fencing and landscaping will be addressed at that time.
	8. Provide sufficient area on the site for **truck** turning and circulation.	Vehicles will be able to access the building from the parking area. No large trucks will access the Site.
	9. Locate waste **storage** areas inside buildings wherever possible. Where outside, ensure that waste disposal areas and containers are not visible from the street through such screening measures as building design and siting, landscaping and planting, or fencing.	There is no outdoor storage of waste or recycling. Refuse will be collected inside the proposed building.
	10. Locate loading and outdoor **storage** areas in the rear and/or interior side yard for new buildings.	No loading or outdoor storage areas are proposed.
	11. Locate **loading** and servicing areas away from the street frontages and visually screen such areas from public views and adjacent residential properties by landscape features and/or fencing that is compatible with the building's architecture.	Loading can be provided from the parking area. The ZBA requests relief from the ZBL regarding loading space, as none is proposed. Landscaping and fencing will be provided.

OP Policy #	Policy	Response
		The proposed building will create privacy from abutting properties. The final design is subject to SPC approval.
	12. Use **landscaping** as a major visual element in unifying the streetscape and softening long expanses of blank walls and fencing.	The landscape area distance adjacent to Peter Street will be consistent with the residential properties along Peter Street, with a combination of decorative fencing, low masonry walls, and vegetation to be used to screen the parking area from the road.
	13. Develop stormwater management **ponds** as natural landscaped features that contribute to the landscaped environment on the site and the surrounding area.	There are no SWM ponds on or near the Site.

Therefore, based on the above-noted analysis, the proposed development conforms to the purpose and intent of the OP.

5.1.3 Zoning By-law

The City of Windsor Zoning By-Law (ZBL) #8600 was passed by Council on July 8, 2002, and then a further Ontario Municipal Board (OMB) decision was issued on January 14, 2003.

A ZBL implements the PPS and the City OP by regulating the specific use of property and providing for its day-to-day administration.

According to Map 4 attached to the ZBL the Site is currently zoned Development Reserve District 1.1 (DRD1.1) category (see Figure 4 – ZBL).

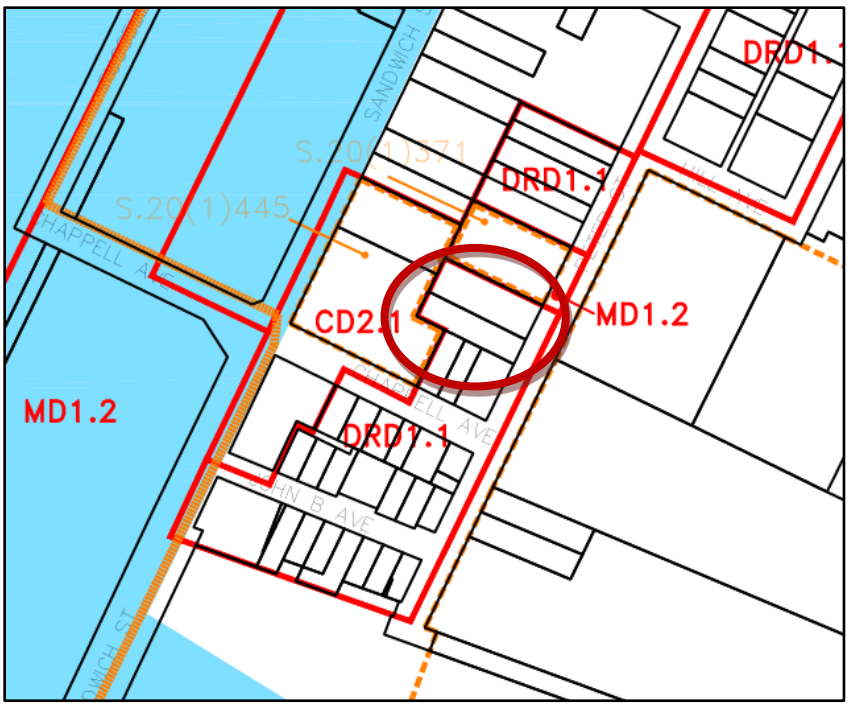


Figure 4 –ZBL

The Site is also subject to S20(1)236, which regulates front yard setback, building height, parking and garages for residential uses in the Olde Sandwich Towne Community Improvement Area (CIP).

The zoning for the Site is proposed to be changed to a site specific Manufacturing District 1.2 (MD1.2 - S.20(1)(XXX)) category in order to permit the proposed warehouse.

WAREHOUSE means a building used for the storage of parts, materials, equipment or other goods and products and may include their loading, unloading, packaging, repacking, or unpacking. A self-storage facility or transport terminal is not a warehouse.

A review of the MD1.2 zone provisions, as set out in Section 18.2 of the ZBL is as follows:

Zone Regulations	Required MD 1.2 Zone	Proposed MD1.2 - S.20(1)(XXX)	Compliance and/or Relief Requested with Justification
Permitted Uses	Ambulance Service Building Materials Recycling Store Bulk Storage Facility Business Office Contractor's Office	Warehouse	Subject to the ZBA The Site is big enough to accommodate the warehouse.

Zone Regulations	Required MD 1.2 Zone	Proposed MD1.2 - S.20(1)(XXX)	Compliance and/or Relief Requested with Justification
	Equipment Rental Shop Food Catering Service Food Processing Facility Laundry Plant Manufacturing Facility Medical Appliance Facility Micro-Brewery Public Parking Area Repair Shop – Heavy Repair Shop – Light Self-Storage Facility Towing Service **Warehouse** Water Transportation Facility Welding Shop Any of the following Ancillary Uses: Automobile Sales Lot Car Wash Automatic Car Wash Coin Operated Club Food Outlet – Drive-through Food Outlet – Take-out Gas Bar Health Studio Restaurant Restaurant with Drive-through Retail Store – Equipment & Supplies Veterinary Office Wholesale Store Any of the following Existing Uses: Transport Terminal Any use accessory to any of the above uses, including a		The proposed use is compatible with the surrounding area. Buffering can be provided (appropriate setbacks, fencing and landscaping).

Zone Regulations	Required MD 1.2 Zone	Proposed MD1.2 - S.20(1)(XXX)	Compliance and/or Relief Requested with Justification
	Caretaker's Residence or a Retail Store		
Prohibited Uses	Outdoor storage of aggregate	No outdoor storage of aggregate proposed	Complies
Max. Building Height	14.0 m	9.0 m (1 storey)	Complies
Min. Front Yard Depth	6.0 m	16.54 m	Complies
Min. Side Yard Width	a) From a side lot line that abuts a lot on which a dwelling or dwelling unit is located – 6.0 m	South - 1.27 m	Relief requested. The general intent of a side yard width requirement is to ensure privacy, natural light, ventilation, aesthetics, utilities, fire safety, maintenance, and to prevent encroachments. Access to the side yards and rear yard for maintenance and emergency services can be provided. There are no encroachments proposed. Additional landscaping is proposed as a buffer. Fencing can also be provided, subject to SPC approval. There will be no windows along the side of the proposed warehouse.

Zone Regulations	Required MD 1.2 Zone	Proposed MD1.2 - S.20(1)(XXX)	Compliance and/or Relief Requested with Justification
			The building will provide privacy for the abutting properties.
Min. Landscaped Open Space Yard	15.0% of lot area – **211.02 m2** **(based on 1,406.79 m2 lot area)**	18.38 % of the lot area – 259.19 m2	Complies
Max. Gross Floor Area – main building	Retail Store - 25.0% of the GFA of the main use	N/A – no retail proposed	Complies
Min. Parking Spaces Required (Table 24.20.20.5.1)	Warehouse - 1 for each 200 m² GFA **Based on 871.43 m2** **= 4.36 (4 rounding down)**	9 total parking spaces proposed	Complies
Minimum Required Accessible Parking Spaces (24.24.1.1)	1 to 25 = 1 Type A 0 Type B	1	Complies
Location of Parking, Visitor Parking or Accessible Parking Spaces (24.26.5)	A parking space, visitor parking space or accessible parking space is prohibited in a required front yard or a required landscaped open space yard, except on a lot occupied by a single-unit dwelling, semi-detached dwelling, duplex dwelling or a townhome dwelling	Parking spaces and accessible parking spaces be permitted in the required front yard.	Relief requested. The proposed parking space locations are preferred to be located near Peter Street as opposed to abutting the residential uses. Parking in the front will provide better safety for visitors as opposed to being located at the rear of the building. Parking will have clear visibility from the street.

Zone Regulations	Required MD 1.2 Zone	Proposed MD1.2 - S.20(1)(XXX)	Compliance and/or Relief Requested with Justification
	unit, a parking space, visitor parking space or accessible parking space is permitted in a required front yard.		Landscaping, screening and buffering can be provided and will be subject to SPC approval.
Minimum Required Loading Spaces (24.40.1.9)	For any other non-residential building, the number of loading spaces - Over 275 m² to 2,500 m² **Total = 1 loading space required**	0	Relief required Loading can be provided from the parking area for vehicles. It is not anticipated that large trucks will access the Site..
Minimum Parking Area Separation (25.5.20.1)	Any other street – 3.00 m	3.00 m	Complies
	An interior lot line or alley - 0.90 m	1.27 m	Complies
	A building wall in which is located a main pedestrian entrance facing the parking area – 2.00 m	2.35 m	Complies
Required Yard in Manufacturing Districts 5.67.1	In any MD1. or MD2. zoning district, a required yard shall be maintained exclusively as a landscaped open space yard, save and except that an access area may cross a required yard.	A required yard shall not be maintained exclusively as a landscaped open space yard.	Relief required. There is sufficient landscaped open space provided on the Site. The parking area will be properly screened.

Therefore, based on the above-noted analysis, the proposed development conforms to the purpose and intent of the ZBL.

In addition to the proposed permitted use of a warehouse, the proposed development will comply with all zone provisions set out in the MD1.2, with the following requested relief:

1. *Decrease the minimum side yard width abutting residential from 6.0 m to 1.27 m,*
2. *Permit parking spaces and accessible parking spaces to be permitted in the required front yard,*
3. *Decrease the minimum loading space from 1 to 0, and*
4. *To permit a required yard to not be maintained exclusively as a landscaped open space yard.*

6.0 SUMMARY AND CONCLUSION

6.1 Context and Site Suitability Summary

6.1.1 Site Suitability

The Site is ideally suited for development for the following reasons:

- The land area is sufficient to accommodate the proposed development,
- The Site is generally level, which is conducive to easy vehicular movements,
- The Site will be able to accommodate municipal water, storm and sewer systems,
- There are no anticipated noise, privacy, traffic or parking concerns,
- There are no natural heritage concerns,
- There are no cultural heritage concerns,
- There are no hazards, and
- The location of the proposed development is appropriate.

6.1.2 Compatibility of Design

The proposed development has been designed to be compatible with the existing built-up area.

The proposed development is a low profile form of development which incorporates sufficient setbacks to allow for appropriate landscaping and buffering.

The Site is capable of accommodating the proposed development in terms of scale, massing, height and siting.

The proposed warehouse is an appropriate use of the Site and does not cause any noise, dust or vibration.

The proposed development will create a buffer between the existing residential and manufacturing uses.

The proposed development will help diversify employment opportunities needed in the area and create new jobs.

6.1.3 Good Planning

The proposal represents good planning as it addresses the need for the City to provide economic development and employment opportunities.

The Site was always intended to be used for manufacturing.

The proposed use will provide for the needs of nearby businesses by providing storage opportunities.

The proposed use of the Site represents an efficient development pattern that optimizes the use of land.

The proposed development will not change lotting or street patterns in the area.

6.1.4 Natural Environment Impacts

The proposal does not have any negative natural environmental impacts.

6.1.5 Municipal Services Impacts

Municipal services are available, which is the preferred form for development.

There are no parking or traffic concerns.

6.1.6 Social, Heritage and/or Economic Conditions

The proposed development does not negatively affect the social environment as the Site is in close proximity to major transportation corridors, transit, residential, open space and community amenities.

Development in an existing built-up area of the City contributes toward the goal of 'live, work and play' where citizens share a strong sense of belonging and a collective pride of place.

The proposal does not cause any public health and safety concerns. The proposal represents a cost effective development pattern that minimizes land consumption and servicing costs.

There will be no urban sprawl as the proposed development is within the existing settlement area and is an ideal infilling opportunity.

There are no cultural heritage resources that impact the Site.

6.2 Conclusion

In summary, it would be appropriate for Council for the City of Windsor to approve the ZBA application to permit the proposed development on the Site.

This PRR has shown that the proposed development is consistent with the PPS, conforms with the intent and purpose of the OP and ZBL and represents good planning.

Planner's Certificate:

I hereby certify that this report was prepared by Tracey Pillon-Abbs, a Registered Professional Planner, within the meaning of the Ontario Professional Planners Institute Act, 1994.

Tracey Pillon-Abbs, RPP
Principal Planner

APPENDIX D – CONSULTATION

TRANSIT WINDSOR – JASON SCOTT

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Crosstown 2. The Crosstown 2 has a peak weekday frequency of 10 minutes. As part of Transit Windsor's 2023 City Council approved service plan, the Crosstown 2 will be replaced by a new primary route known as Route 100. Route 100 will have a peak weekday frequency of 10 minutes. Route 100 will be implemented in conjunction with the completion of Transit Windsor's new east end terminal, which is proposed to completed sometime in 2026. The closest existing bus stop to this development is located on Prince at Peter southeast Corner. This bus stop is approximately 310 metres from this property falling within Transit Windsor's 400 metre walking distance guidelines to a bus stop. This will be maintained with Transit Windsor's City Council approved Transit Master Plan.

CANADA POST – BRUNO DESANDO

Canada Post has no comments for the attached application.

URBAN DESIGN – SOPHIA DI BLASI

No Urban Design comments for this application.

HERITAGE PLANNING – TRACY TANG

Archaeological Assessment Report Entitled "STAGE 1 & 2: Archaeological Assessment 3858-3868 Peter Street Part Of Lots 27 & 28, West Side Of Peter Street On Plan 40 Geographic Township Of Sandwich West, Part Of R1354326 City Of Windsor, County Of Essex, Ontario ", Dated Sep 3, 2025, Filed with MCM on Sep 8, 2025, MCM Project Information Form Number P1116-0044-2025, MCM File Number 0023438", has been entered into the Ontario Public Register of Archaeological Reports. Although the report recommends that no further archaeological assessment of the property is recommended, the applicant is still to note the following archaeological precautions.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Building Department, the City's Manager of Culture and Events, and the Ontario Ministry of Citizenship and Multiculturalism must be notified and confirm satisfaction of any archaeological requirements before work can recommence.
2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Citizenship and Multiculturalism and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Citizenship and Multiculturalism.

Contacts:
Windsor Planning & Development Services Department:
519-255-6543 x6179, ttang@citywindsor.ca, planningdept@citywindsor.ca
Windsor Manager of Culture and Events (A):
Michelle Staadegaard, (O) 519-253-2300x2726, (C) 519-816-0711,

mstaadegaard@citywindsor.ca
Ontario Ministry of Citizenship and Multiculturalism
Archaeology Programs Unit, 1-416-212-8886, Archaeology@ontario.ca
Windsor Police: 911
Ontario Ministry of Public and Business Service Delivery and Procurement
Registrar of Burial Sites, War Graves, Abandoned Cemeteries and Cemetery Closures:
Ian Hember, 1-437-244-9840, Ian.hember@ontario.ca

ZONING COORDINATOR – STEFAN PAVLICA

- **Current Zoning Designation**: Development Reserve District 1.1 (DRD1.1)
- **Proposed Zoning Designation**: Manufacturing District 1.2 (MD1.2)

- **Existing Use [as per historical Building Permit(s) / Planning Act Applications(s)]**:
  - *Single Unit Dwelling*

- **Proposed Use**:
  - *Warehouse*

- **Section 5 – General Provisions**:
  - Required Yard in Manufacturing Districts [5.67.1]:
    - In any MD1. or MD2. *zoning district*, a *required yard* shall be maintained exclusively as a *landscaped open space yard*, save and except that an *access area* may cross a *required yard*:
      - 6.0m – Front Yard Depth (Required)
      - 3.0m (Proposed)
  - All other provisions in Section 5 – General Provisions:
    - Not applicable

- **Section 18.2.1 – Manufacturing District 1.2 (MD1.2)**:

  - Maximum Building Height [18.2.5.4]:
    - 14.0m (Required)
    - 7.6m (Provided)
  - Minimum Front Yard Depth [18.2.5.5]:
    - 6.0m (Required)
    - 16.4m (Provided)
  - Minimum Side Yard Width [18.2.5.7]:
    - 6.0m (Required)
      - a) From a *side lot line* that abuts a *lot* on which a *dwelling* or *dwelling unit* is located: 6.0m
    - 1.27m (Provided)
  - Minimum Landscaped Open Space Yard [18.2.5.8]:
    - 15.0% of *lot area* (Required)
    - 18.1% (Provided)
  - Maximum Gross Floor Area – *Retail Store* [18.2.5.10]:
    - 25.0% of the *GFA* of the *main building* (Required)
    - N/A (Provided)

- **Section 20 – Site Specific Zoning Exemptions**:
  - ***S.20(1)236***: NOT APPLICABLE

        - For all residential uses in Target Area 3 of the Olde Sandwich Towne Community Improvement Area, shown delineated by a heavy black line on Schedule 'A' of By-law 30-2009, the following shall apply:
            - a) Regulations:
                - 1. Where a vacant interior lot abuts lots with existing dwellings, the minimum required front yard shall be equal to the average of the setbacks from the front lot line of the dwellings on the abutting lots.
            - b) Prohibitions:
                - 1. Building height in excess of 2 storeys shall be prohibited
                - 2. Notwithstanding any other provisions in this by-law, parking shall be prohibited in a required front yard
                - 3. No new structures, additions, or encroachments shall be constructed in an existing front yard
                - 4. Garages are prohibited unless located a minimum of 6 m to the rear of the main wall.

- **Section 24 – Parking, Loading, and Stacking Provisions**:
    - Required Number of Parking Spaces [24.20.5.1]:
        - 4 (Required)
        - 9 (Provided)
    - Required Number of Type A Accessible Parking Spaces [24.24.1]:
        - 1 (Required)
        - 1 (Provided)
    - Required Number of Type B Accessible Parking Spaces [24.24.1]:
        - 0 (Required)
        - 0 (Provided)
    - [24.24.15.1]: An access area shall be provided for all accessible parking spaces.
    - [24.24.20.1]: Where a parking area is bounded by perimeter curbing which separates the principal pedestrian entrance of a building from the parking area, there shall be provided and maintained at least one curb cut or ramp that has a minimum width of 1.2 m and a maximum slope of 1:8 where elevation is less than 7.5 cm or 1:10 where elevation is 7.5 cm to 20 cm
    - Required Number of Bicycle Parking Spaces [24.30.1]:
        - 0 (Required)
        - 0 (Provided)
    - Required Number of Loading Spaces [24.40.1.9]:
        - 1 (Required)
        - 1 (Provided)

- **Section 25 – Parking Area Regulations**:
    - Construction and Maintenance of Parking Area:
        - [25.5.10.3] A curb shall bound the perimeter of a parking area and shall separate a landscaped open space yard, landscaped open space island or parking area separation from the parking area.

RIGHT-OF-WAY – MARK SCHAFFHAUSER

Required Drawing Revisions:

1. **Sewer Connections** – All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.
    - Modify drawings to include all sewer connections and water services.

- Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

Special Provisions (to be included in Site Plan Control Agreement)

The following special provisions will be required prior to submitting a building permit application:

Site Plan Control Agreement – The applicant enter into an agreement with the City of Windsor for all requirements under the General Provisions of the Site Plan Control Agreement for the Engineering Department.

If you have any further questions or concerns, please contact Karen Kong, of this department at kkong@citywindsor.ca

SITE PLAN CONTROL

The development proposal is subject to Site Plan Control pursuant to the Planning Act and City of Windsor By-law 1-2004. Where preceding development applications are required, inclusive of Official Plan and Zoning By-law Amendments, request for Site Plan Control Pre-Consultation Stage 1 may be made following completion of the requisite Development and Heritage Standing Committee meeting at https://ca.cloudpermit.com/login

This proposal was previously submitted to Site Plan (S1-2023-45), but was rejected because ZBA was required. If this current ZBA application is approved, a Stage 2 Site Plan application will be considered.

WINDSOR FIRE – JOHN SMITH

No objections from Windsor Fire.

TRANSPORTARION PLANNING – ELARA MEHRILOU

- **Land Conveyance**
  Not Applicable.

- **Corner Cut-Off**
  Not Applicable.

- **Sidewalk**
  Not Applicable.

- **Parking**
  Please be advised that the requirements for parking area regulations, including the number of regular, accessible, loading, and bicycle parking spaces, are detailed in the City of Windsor's Zoning By-law 8600. These requirements are reviewed by the Planning Department and must be met for approval.

  In cases where any of these parking requirements are not met, Transportation will require a formal justification. This may include, but is not limited to, a parking study, turning movement

analysis, or turning radius template overlays. This documentation is necessary to consider any deviation from the by-law's standards.

- **Transportation Impact Study**
  Not Applicable.

- **Access**
  All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.

- **Exterior Path**
  All new exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

- **Other Comments**
  Not Applicable.

Should you have any further questions or concerns, please contact Ellie MehriLou, of this department at EMehrilou@citywindsor.ca.

LANDSCAPE ARCHITECT – RYAN UPTON

As requested, the materials for the file titled above have been reviewed. There are no objections or documents required from a Landscape Architecture perspective as it pertains to a Zoning By-law Amendment (ZBA).

The applicant shall attempt to preserve existing privately owned trees on the subject site. If trees within the subject site are to be removed for development, replacement trees at a like-for-like size ratio (cumulative dbh) are strongly encouraged for their various environmental benefits.

The Applicant is required to produce/provide the following documents (at the Site Plan Control stage):

1) Tree Inventory & Preservation Study
2) Landscape Plan – The purpose of a Landscape Plan is to determine landscape features proposed as part of the development. This Plan must be prepared by an OALA Landscape Architect, illustrating the tree preservation fencing location and details on the plans. Please see Site Plan Control – Application Support Material TOR for more information.
3) Photometric Plan and Light Fixture Data Sheets – These must be prepared by a qualified Lighting Engineer or Consultant. Please see Site Plan Control – Application Support Material TOR for more information.

If you have any questions or concerns, please feel free to contact me.

ENWIN

HYDRO ENGINEERING: Jerry Raniwsky

No Objection to Re-zoning based on the information provided.

Please note the following:

- Existing ENWIN 120/240V overhead hydro service triplex to residential dwelling at 3858 Peter Street

We recommend referring to the Occupational Health and Safety Act for minimum safe limits of approach during construction and the Ontario Building Code for adequate clearance requirements.

WATER ENGINEERING: Bruce Ogg
ENWIN Water has no objections to the rezoning.

DEVELOPMENT ENGINEERING – DANIEL LOPEZ

We have reviewed the subject Rezoning application and have the following comments:

Sewers

The site may be serviced by a 300mm sanitary sewer within the Peter St right-of-way. If possible, existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

The applicant will be required to submit, prior to the issuance of permits, a stormwater management plan in accordance with Windsor Essex Region Stormwater Management Standards Manual, restricting stormwater runoff to predevelopment levels.

This will include, at a minimum:
- Submission of stormwater management review fee,
- Stormwater management report stamped by a professional engineer
- Site servicing drawings stamped by a professional engineer
- Stormwater management check list (see link below)

For more information of SWM requirements, visit: link

https://essexregionconservation.ca/wp-content/uploads/2018/12/WE-Region-SWM-Standards-Manual.pdf.

https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Checklist-Rational-Method.pdf

Right_of-Way

Peter St is classified as Local Residential Road according to the Official Plan requiring a right-of-way width of 20.10m; the current right-of-way is 20.10m therefore, no conveyance is required currently.
If you have any further questions or concerns, please contact Daniel Lopez, of this department at dlopez@citywindsor.ca

PARKS DEVELOPMENT – HODA KAMELI

The Parks Development has no comments to this liaison.

ECONOMIC DEVELOPMENT PLANNER - KEVIN ALEXANDER

All previous comments (from the Stage 2 Liaison) below apply regarding the siting of the building and compatibility with the area materials to be used through the Site Plan Control process.

As suggested in previous comments landscape setbacks and some building treatment can be included as part of the ZBA. The landscape setback from Peter Street is not appropriate based on the adjacent CK Mechanical Office setback area and the residential properties along Peter Street. Please see the example below:

That the following site-specific provisions shall apply to the subject lands:

2.1 Permitted Use:

- A one-storey warehouse, including accessory office and loading facilities, shall be permitted.

2.2 Site Design Requirements:

- The front façade of the warehouse shall be constructed using a combination of **brick and stone** materials.
- All windows on the building shall be **clear vision glass** (non-tinted, non-reflective).
- The site shall comply with all other applicable provisions of the MD1.2 zoning district under By-law 8600, unless otherwise specified herein.

2.3 Landscaping and Screening:

- A landscaped buffer shall be provided along any lot line abutting a residential or green space zone, in accordance with Section 5.2 of By-law 8600.
- An 8.0 metre landscape buffer shall be provided along the Peter Street property line to be consistent with the set back of the adjacent CK Mechanical Offices and the residential properties in the area.

Previous Comments

Previous Stage 1 (PC 129-24) apply, however if the Zoning By-law Amendment is approved and property rezoned from DRD1.1 zoning district to MD1.2 then the property is exempt from Demolition Control By-law 20-2007. As of January 15, 2024, existing dwelling units located on property zoned Manufacturing District (MD) in Zoning By-law 8600 are exempt from Demolition Control By-law 20-2007.

As identified in the Stage 1 Planning Consultation, the proposed warehouse does not reflect the character and materials used of the existing residential properties in the neighbourhood and the approved mixed-use 11 storey development to south and west of the subject property. If the warehouse is permitted, then the site should be consolidated with the adjacent CK Mechanical operation to the North and any additional parking required can be accommodated at the rear of the 3858 Peter Street to be consistent with the goals of the Sandwich CIP regarding front yard parking or parking areas adjacent the street.

Material proposed on the warehouse should be consistent with the residential properties in the area and with the existing CK mechanical building to the north. Façade materials proposed for the warehouse building should be at least partially stone/brick similar to the façade of the

existing CK Mechanical Building to the north. This requirement can be included as part of the zoning By-law Amendment.

Windows and door windows should be clear vision glass (not tinted) and there should be no lifestyle posters in the windows such as on the existing CK Mechanical Building to the north.

The landscape area distance adjacent Peter Street should be consistent with the residential properties along Peter Street and a combination of decorative fencing, low masonry walls, and vegetation should be uses to screen parking areas from the street

The proposal should address the Sandwich Town Urban Design Guidelines for industrial properties (See Page 6-7 at the link below) if the zoning amendment is approved.

Sandwich UD_Guidlines_JN27_2011-FOR WEB

Although, details such as use of materials, window and door treatment, and landscaping can be dealt with through the Site Plan Control process it may be worth while to consider some of these requirements as part of the zoning by-law amendment to ensure some level of consistency between the residential, commercial, mixed-use, and industrial uses that exist in the immediate area.

Committee Matters: SCM 342/2025

Subject: Zoning By-Law Amendment - Z 021/25 (ZNG-7323) - 520 Grand Marais Rd. W - Ward 10

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

Decision Number: **DHSC 779**

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

11. NORTH SIDE OF GRAND MARAIS ROAD WEST, BETWEEN BRUCE AVENUE AND AVONDALE AVENUE

For the lands comprising of Part Lot 78, Concession 3, the following additional provisions shall apply*:*

a) Lot Width: minimum 11.8 m

[ZDM 8; ZNG/7323]

II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Part Lot 78, Concession 3, known municipally as 520 Grand Marais Road West (Roll No. 080-380-05700) situated on the north side of Grand Marais Road West between Bruce Ave and Avondale Ave, from RD1.4 to RD1.2x(11).

Carried.

Member Daniel Grenier discloses an interest and abstains from voting on this matter.

Report Number: S 122/2025
Clerk's File: Z/15040

Clerk's Note:

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

2. Please refer to Item 7.4 from the Development & Heritage Standing Committee held on November 3, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251104/-1/10586

Subject: Zoning By-Law Amendment - Z 021/25 (ZNG-7323) - 520 Grand Marais Rd. W - Ward 10

Reference:

Date to Council: November 3, 2025
Author: Averil Parent
Planner II - Development Review
519-255-6543 x6397
aparent@citywindsor.ca
Planning & Building Services
Report Date: 10/1/2025
Clerk's File #: Z/15040

To: Mayor and Members of City Council

Recommendation:

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

11. NORTH SIDE OF GRAND MARAIS ROAD WEST, BETWEEN BRUCE AVENUE AND AVONDALE AVENUE

For the lands comprising of Part Lot 78, Concession 3, the following additional provisions shall apply*:*

a) *Lot Width: minimum* 11.8 m

[ZDM 8; ZNG/7323]

II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Part Lot 78, Concession 3, known municipally as 520 Grand Marais Road West (Roll No. 080-380-05700) situated on the north side of Grand Marais Road West between Bruce Ave and Avondale Ave, from RD1.4 to RD1.2x(11).

Executive Summary:

N/A

Background:

Application Information:

Municipal Address: 520 Grand Marais Rd. W. **Roll Number:** 080-380-05700

Ward: 10 **Planning District:** South Windsor **Zoning District Map**: 8

Applicant/Agent: Tracey Pillon-Abbs (Pillon-Abbs Inc.)

Owner: Yunus Orak

Proposal:

The applicant has requested to rezone the subject property from Residential District 1.4 (RD 1.4) to Residential District 1.2 (RD1.2) with reduced minimum lot width from 12 m to 11.8 m. This will facilitate the division of the existing residential parcel into two lots. The lot has 25.07 m frontage on Grand Marais Rd. W and has an area of 743 m^2.

The subject parcel is currently occupied by a single detached dwelling and accessory structures. The single detached dwelling is to remain, and the accessory structures are to be demolished. Parking for the retained lot will continue to be provided from Bruce Avenue. The severed lot is proposed to contain a single unit dwelling without ADUs. A total of 1 new dwelling unit is proposed. One parking space located within the front yard with access from Grand Marais Rd. W is proposed.

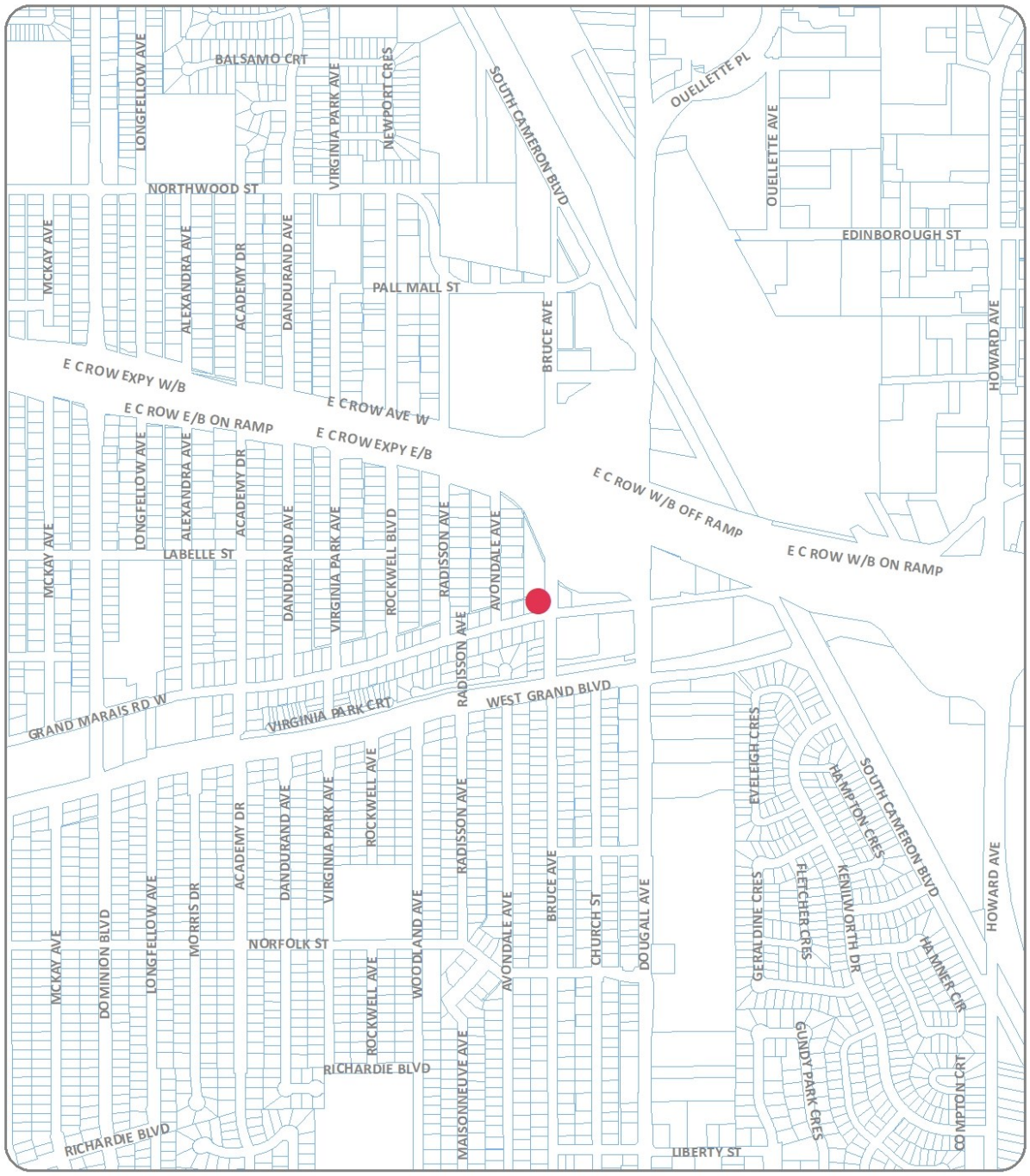
The applicant has submitted a conceptual site plan, elevations drawings and floor plans (Appendix A).

The development as proposed is not subject to Site Plan Control. All plans, elevations and renderings are conceptual and subject to change.

Site Information:

OFFICIAL PLAN	ZONING	CURRENT USE	PREVIOUS USE
Residential	Residential District 1.4 (RD1.4)	Single Unit Dwelling	N/A
LOT WIDTH	**LOT DEPTH**	**LOT AREA**	**LOT SHAPE**
25.07 m	30.48 m	743 m^2	Rectangular
All measurements are provided by the agent and are approximate.			

Figure 1: Key Map



KEY MAP - Z-021/25, ZNG/7323

SUBJECT LANDS

Figure 2: Neighbourhood Map

NEIGHBOURHOOD MAP - Z-021/25, ZNG/7323

SUBJECT LANDS

Neighbourhood:

The subject parcel is located in a residential area consisting of low to medium density dwellings as well as a mix of commercial uses located along Dougall Avenue. See Appendix B for site images.

To the west is low density residential, namely single unit dwellings. South of the property are additional single unit dwellings, a condominium development, as well as the Grand Marais Drain. To the north there is open space as well as the exchange ramps of the EC Row Expressway and Dougall Avenue. Directly east of the subject property is a municipal park and further east are the commercial uses along Dougall Avenue. Schools in the area include EJ Lajeunesse catholic high school, Christ the King French Immersion Catholic School, and Glenwood Public School. The nearest library is the Windsor Public Library's Budimir Branch 1.2 km to the west.

Grand Marais Road West is classified as a Local Road in this area, with sidewalks and bike lanes on both sides of the street. *Schedule F: Roads and Bikeways* classifies Dougall Ave as a Class II Arterial Road, and West Grand Blvd as a Class II Collector Road. There is a Bikeway running along sections of the Grand Marais Drain. There are separated sanitary and storm sewers servicing the property however the storm sewer must be extended in order to service the proposed severed parcel.

The closest existing transit route to this property is Route 205. Route 205 has a peak weekday frequency of 15 minutes. The closest existing bus stop to this property is located on Dougall at West Grand southwest corner. This bus stop is approximately 390 metres from this property falling within Transit Windsor's walking distance guidelines of 400 metres to a bus stop. This will be maintained with Transit Windsor's City Council approved Transit Master Plan.

Figure 3: Subject Parcel – Rezoning

PART OF ZONING DISTRICT MAP 8

N.T.S.

REQUESTED ZONING AMENDMENT

Applicant: Yumus Orak

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : SEPTEMBER, 2025
FILE NO. : Z-021/25, ZNG/7323

Discussion:

Planning Rationale Report (Pillon Abbs Inc. – September 2, 2025)

The Planning Rationale Report (PRR), attached as Appendix C, notes that *"the proposed density is appropriate for the Site and will be similar to the residential neighbourhood in the area."* and that *"the design and style of the proposed building will blend well with the scale and massing of the existing surrounding area."* The PRR further notes that *"the site has access to existing infrastructure and nearby public service facilities."*

The PRR concludes that "*that the proposed development is consistent with the PPS, conforms with the intent and purpose of the OP and ZBL and represents good planning*." The Planning Department generally concurs with the PRR.

Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) provides direction on matters of provincial interest related to land use planning and development and sets the policy foundation for regulating the development and use of land in Ontario.

Policy 2.1.6 states that "*complete communities*" shall be supported by "*accommodating an appropriate range and mix of land uses, housing options,… and other uses to meet long-term needs*", "*improving accessibility for people of all ages and abilities*", and "*improving social equity and overall quality of life for people of all ages, abilities, and incomes*".

The proposed severance and additional single unit dwelling will provide a form of housing that is appropriate in terms of the range and mix of the surrounding neighbourhood context. It represents a similar style housing on a smaller lot that will meet long-term needs, and improves accessibility, social equity & overall quality of life for people of all ages, abilities, & incomes. The proposed amendment is consistent with Policy 2.1.6 of the PPS.

Policy 2.2 requires that an "*appropriate range and mix of housing options and densities*" be provided by "*permitting and facilitating…all housing options required to meet the social, health, economic and well-being requirements of current and future residents…and all types of residential intensification … development and introduction of new housing options within previously developed areas*". The modest increase in density supports efficient use of land and infrastructure as well as the use of active transportation.

Policy 2.3.1 provides general policies for settlement areas. Growth should be focused in the settlement area. Land use patterns should be based on the efficient use of land and resources, optimizing existing and planned infrastructure, support active transportation, and be transit supportive.

The proposed rezoning to facilitate a future severance and new single unit dwelling represents a housing option that will meet the various requirements of current and future residents, is a type of residential infill development, and promotes the efficient use of land, resources, and infrastructure, and supports active transportation. Transit and active transportation are available in the neighbourhood. The proposed amendment is consistent with Policy 2.2 and Policy 2.3.1.

Policy 2.9 requires that the impacts of a changing climate and reduction in greenhouse gas emissions shall be supported with compact, transit-supportive, and complete communities, consider stormwater management systems, and promote active transportation.

The proposed rezoning to facilitate a future severance and single unit dwelling is a residential infill and intensification project, thereby not requiring settlement area expansion. It is a compact development with access to existing transit and active transportation and is located within an area that is serviced by municipal wastewater, stormwater and water services. The proposed amendment is consistent with Policy 2.9.

The proposed development represents an efficient development and land use pattern that will have no adverse impact on the financial well-being of the City of Windsor, land consumption and servicing costs, accommodates an appropriate range of residential uses, and optimizes existing investments in transit and infrastructure. There are no anticipated environmental or public health and safety concerns with the proposed use of land.

The agent indicates that the objectives of the PPS 2024 have been considered and have informed their professional planning opinion and concept design for the project site. These objectives are discussed in the PRR. Planning & Development Services generally concurs with this and is of the opinion that the proposed amendment to Zoning Bylaw 8600 is consistent with the PPS 2024.

City of Windsor Official Plan

The subject property is located within the South Windsor Planning District in *Schedule A – Planning Districts & Policy Areas* of Volume I.

The subject parcel has a Residential land use designation in *Schedule D – Land Use Plan*. Section 6.3.2.1 stipulates that low profile and medium profile dwelling units are permitted within the Residential land use designation. The proposed development of a new single unit dwelling on a smaller parcel of land is classified as a Low Profile development under Section 6.2.1.2 (a) and is compatible and complementary with the surrounding land uses (Section 6.3.2.5 (c)). The development is of a scale that is compatible with the profile and uses of the surrounding neighbourhood. No deficiencies in municipal physical and emergency services have been identified (Section 6.3.2.5 (e)). The proposed rezoning conforms to the policies in Sections 6.3.2 of the Official Plan.

The Official Plan has policies that encourage redevelopment and intensification. Objective 6.3.1.1 supports a complementary range of housing forms and tenures in all neighbourhoods. Objective 6.3.1.2 seeks to promote compact neighbourhoods and balanced transportation systems. Objective 6.3.1.3 seeks to promote selective residential redevelopment, infill and intensification initiatives. The proposed development represents a complementary and compact form of housing, redevelopment, and intensification that is located near active and public transportation. The proposed rezoning satisfies the objectives set out in Section 6.3.1 of the Official Plan.

The proposed amendment to Zoning By-law 8600 will conform to the general policy direction of the Official Plan. Planning and Development Services generally concurs with the Official Plan analysis in Section 5.1.2 of the PRR submitted by the Applicant.

Zoning By-Law 8600

The subject land is zoned Residential District 1.4 (RD1.4) which permits single unit dwellings and existing semi-detached and duplex dwellings. The applicant is requesting a rezoning to Residential District 1.2 (RD1.2) to facilitate a future severance and permit one new single unit dwelling on a smaller lot. This will allow for infilling and more housing in the existing built-up area.

The zoning review conducted by Planning Staff identified the need for a site specific exception for reduced minimum lot width from 12.0 m to 11.8 m for the retained lot. Planning Staff are of the opinion that the reduction in lot width will have no adverse impact on the proposed development or on surrounding uses. The recommendation includes this provision. The development is compliant with all other provisions in the RD1.2 category of the zoning By-law including the parking provisions.

The Applicant's request for a change in zoning with one site-specific provision is supported in principle. Section 5.1.3 of the PRR outlines that the proposed development complies with all other applicable zoning provisions. Planning and Development Services is of the opinion that there are no adverse impacts as a result of the proposed development.

Site Plan Control

The proposed development is not subject to Site Plan Control.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

The subject land is located within an existing neighbourhood on existing municipal services, therefore reducing the impacts of climate change by locating within the existing built-up area. In general, residential intensification minimizes the impact on community greenhouse gas emissions as these developments create complete communities and neighbourhoods while using available infrastructure such as sewers, sidewalks, and public transit.

Climate Change Adaptation:

The new dwelling may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process. The proposed development provides an opportunity to increase resiliency in the surrounding area through supporting a complementary and compact form of housing, redevelopment, and intensification that is near existing and future transit and active transportation options.

Financial Matters:

N/A

Consultations:

An Open House was held on August 29th, 2024 where members of the public could attend either in person or online. Notification of this meeting was distributed to residents and property owners within 200m of the subject site. In addition to the Applicant, applicant representatives and City Staff, 1 resident attended the open house. Details of the Open House are summarized in Section 3.2 of the PRR.

Comments received from municipal departments and external agencies are attached as Appendix D. Statutory notice was advertised in the Windsor Star. A courtesy notice was mailed to property owners within 200m of the subject lands. Submitted documents were posted on the City of Windsor website.

Conclusion:

The *Planning Act* requires that a decision of Council in respect of the exercise of any authority that affects a planning matter, *"shall be consistent with"* Provincial Planning Statement 2024. Based on the supporting documents submitted by the Applicant and the analysis in this report, it is my opinion that the requested amendment to Zoning By-law 8600 is consistent with the PPS 2024 and is in conformity with the City of Windsor Official Plan.

The proposed amendment facilitates the severance of a parcel of land for the purpose of building one new single unit dwelling which is compatible with existing uses in the surrounding neighbourhood. The proposed development represents a modest increase in density and provides an opportunity for residential intensification, while also supporting a complementary form of housing located near multimodal transportation options.

The recommendation to amend Zoning By-law 8600 constitutes good planning. Staff recommend approval.

Planning Act Matters:

Averil Parent

Planner II – Development Review

I concur with the above comments and opinion of the Professional Planner.

Greg Atkinson, MCIP, RPP — *Neil Robertson, MCIP, RPP*

Deputy City Planner - Development — City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP RM

Approvals:

Name	Title
Greg Atkinson	Deputy City Planner – Development
Aaron Farough	Senior Legal Counsel, Legal and Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Conceptual Site Plan, Elevations, Floor Plans
2 Appendix B - Site Photos
3 Appendix C - Planning Rational Report
4 Appendix D - Consultation

General:
Site plan generated is based upon municipal zoning information as obtained from the local building department where the project is to be constructed. Concept Studio Desings will not be responsible for determining other restrictions that are applied to the property (ie. easements, restrictive covanents etc.).

Upon receipt of the building permit, Concept Studio Desings is to be notified immediately, by the permit holder, of any issues or concerns the building department has noted on the permit set. If not notified, Concept Studio Desings is not responsible for any associated costs or damages.

Engineered shop drawings, for any "manufactured component" forming part of the building (ie. engineered roof trusses, engineered floor joist, timbers etc.), must be submitted to Concept Studio Desings for review and written approval. If engineered shop drawings are not submitted and approved, Concept Studio Desings is not responsible for any associated costs or damages.

Materials or construction procedures with are prohibited by law or shall cause a harmful effect to the natural environment or to the health of any person on the site during construction and/or during occupancy shall not be used in this project.

All trades shall conform with all the applicable federal, provincial & local codes, rules and regulations. In case of conflict, the most stringent requirement shall apply.

This building has been designed in accordance with the OBC 2012. A copy of the code book should be retained by the builder/general contractor for reference by the site construction personal. All construction shall conform to all requirements of the currant code.

Mechanical system design is by the mechanical contractor. Design and installation shall comply with parts 6, 9 and all other applicable parts of the OBC 2012

Plumbing systems design is by others. Design and installation shall comply with parts 7, 9 and all other applicable parts of the OBC 2012

These notes are for general reference only; where conflicts exist between these notes and current codes the more stringent requirements shall prevail.

Do not scale drawings; use printed dimensions only. If any discrepancy occurs, notify the designer and/or owner immediately for direction.

Soils:
When soil test are not provided, the soil bearing capacity is assumed to be 3000psf. Bearing material shall be dense sand or dence clay. If any other materials or lower bearing capacity are encountered notify the architect /engineer for re-evaluation of footing size.

Sump Pumps:
Provide sump pumps in basements if recommended by soil engineer or as required by local code official.

Foundation Notes:
Foundations and footings have been designed based on a minimum soil bearing capacity of 3,000 p.s.f.

Compressive strength of concrete after 28 days shall be at least 32 MPa for a garage and carport floors and all exterior flatwork.
All concrete used for garage and carport floors and exterior steps shall have air entrainment of 5% to 8%.
Concrete work and placement shall conform to the latest specification of C.R.S.I. and A.C.I.

Compressive strength of concrete after 28 days shall be at least 20 MPa for foundation walls.

Minimum footing depth shall be 4'-0" below finished grade.

Remove all fill and organic materials from areas to receive floor slabs. Prepare areas per soils engineer's recommendation.

All reinforcing bars, dowels, and ties shall conform to A.S.T.M A615 Grade 60. Reinforcing steel shall be continuous and shall have minimum 36 bar diameter lap, unless shown or noted. All reinforcing bars shall be deformed.

Provide temporary bracing as required to insure the stability of the structure until the permanent framing is in place.

All block shall be type N-1; mortar is to be type "N"; horizontal wire reinforcing shall be at 16" o.c. in all masonry walls.

Provide sill plate anchor bolts at 6'-0" o.c. (max.) and 12" from end of sill plates. Anchor bolts shall be ½" diameter (min.) and shall extend 15" (min.) into grouted concrete block or 8" (min.) into poured in place concrete footing or 8" into grouted concrete block plus 7" into poured in place concrete footing.

Provide 24" rigid insulation at all perimeter slab on grade conditions. See drawings for thickness.

Waterproof all brick, block and poured concrete walls at any below grade conditions unless directed otherwise by the soils engineer.

Provide 6 mil vapor barrier under all concrete slab on grade conditions and at all attached garage area concrete slabs.

All poured concrete walls to be backfilled with sandy type soil and be well braced until concrete is thoroughly cured and additional weight of the building is in place. Do not use frozen material for backfill.

Loading Conditions:

	Live load	Dead load	Total
Floor habitable	40	15	55 p.s.f.
Floor with marble, stone or other hard finish material on grout bed.	40	35	75 p.s.f.
Wind load		25	25 p.s.f.
Roof pitched or flat	30	15	45 p.s.f.
Flat with ballust	30	25	55 p.s.f.

(Note): All floors were designed to a total load of 50 p.s.f. If a hard finish material in a grout bed is to be installed or other special loading conditions are anticipated consult designer for a structural analysis of the condition.

Trusses:
Floor truss manufacturer shall design and provide trusses to have a maximum deflection of 3/8" for spans greater than 16'-0" and 1/480 for spans under 16'-0".

Truss manufacturer shall be responsible for all truss designs including girders, hangers, bearing seats and anchors for trusses.

Truss framing shown on plans is for general reference and to indicate bearing locations. Manufacturer shall notify designer if additional bearing points and/or walls are needed prior to fabrication and erection.

All roof trussing shall be braced per manufacturer's recommendations or as required on drawings.

Framing & Materials:
Studs (bearing walls): Spruce-pine-fir, kiln dried, No. 2 or better.

Studs (non-bearing walls): Spruce-pine-fir, kiln dried, stud grade or better.

Joists, rafters, and headers: Fiber bending stress 1250 PSI elasticity
Modulus 1,400,000 PSI or better.

Wall plates, non-structural blocking: Spruce-pine-fir, kiln dried, utility grade or better

Perimeter sill plates: Spruce-pine-fir, kiln dried, No. 2 or better.
Set perimeter sill plates on sill sealer.
Furring: Spruce-pine-fir, kiln dried, No.3 or better.

Use metal joist hangers only where joists hang from beams, walls or other supports. No joist angles allowed.
All structural hangers to be "Simpson" or approved equal

Floor Truss framing and TJI floor joist on drawings is designed for carpet, wood or ceramic tile floor finishes. If the floor material changes, notify the designer immediately for a structural redesign of the floor system to accommodate the dead load of the new floor material.
All micro lam beams are by Trus Joist MacMillan and are to be joined together per manufacturer printed specifications.

Provide 2 x 6 blocking at 16" o.c. between rim joist and header joist under all partitions parallel to floor framing direction. Provide solid bearing under all point load conditions to top of foundation wall on steel beam.to

Studs in all walls to be spaced 16" o.c. unless noted otherwise. All studs to be continuous from floor to upper floor or roof construction.

Bearing Walls:
Provide 2 x 4 solid blocking at 16" o.c. on 2 x 4 ledger boards between header joists (see drawings for size of member) under all in-line bearing partitions from floor above.

Provide solid blocking at all point load conditions continuous to solid bearing at headers or foundation.

Provide solid blocking at all bearing walls perpendicular to framing direction.

Wall framing:
Exterior wood framed walls over 9'-0" in height shall be of minimum 2 x 6 construction. All studs shall be continuous from floor to underside of floor or roof framing above.

All structural mullions to have minimum double stud construction continuous from floor to underside of floor or roof framing above. Window transom headers shall span between continuous studs with flush hanger brackets as required.

Provide continuous studs to underside of roof framing at all sloped ceiling conditions. (Balloon construction.)

Lower level (basement) exterior frame walls shall be minimum 2 x 6 framing at 16" o.c. with pressure treated base plate. Interior lower level bearing walls shall be 2 x 6 framing at 16" o.c.

Wall Sheathing
Provide structural grade OSB wall sheathing for lateral loading. When non-structural sheathing is used provide let-in diagonal wind bracing or other type of bracing at all exterior corners of structure.

Roofing:
Asphalt shingles shall not be installed on roof slopes below two units vertical in 12 units horizontal (2:12). Double-layer underlayment shall be required on roof slopes below four units vertical in 12 units horizontal (4:12). Single-layer underlayment is required on all other roof slopes. Asphalt shingles shall be secured to the roof with not less than four fasteners per strip shingle, or not less than two fasteners per individual shingle. Shingle headlap shall not be less than 2 inches (51mm).
Installation at valleys, use "cut valley" method.

Roof Penetrations:
All plumbing, mechanical vent stacks and furnace flues shall be offset to rear roof lines.
Flashing at all penetrations as required.

Attic Access:
A readily-accessible opening not less than 22" x 28" shall be provided to any attic area having a clear height of over 30".

Stairs:
All stairs shall conform to OBC section 9.8 for allowable riser height and tread depth. (Minimum 9 1/4" treads and maximum 7 7/8" risers in single family dwellings.)

Handrails shall be provided on at least one side of stairways of two (2) risers or more having a width of less than 44". Provide additional handrails as required by code on wider stairways.

Handrail to have a diameter size of 1 ½" min, 2" max.

All handrails shall be located at a height of 34" min. and 38" max. above nose of tread. The size and shape of handrails shall conform to current code requirements.

Guard rail:
Balusters shall be spaced so that a sphere with a diameter of 4 inches cannot pass through the opening.

Top of railings shall be a minimum of 42" high above finished floor or nose of stair tread. The space below a guard rail shall be constructed such that a sphere with a diameter of 6 inches shall not be able to pass through any opening.

Doors:
All doors shall be 6' - 8" high unless noted otherwise.
Doors between house and garage to be solid core fire rated steel door with automatic closer.

Windows and Glazing:
A minimum of one (1) window in each sleeping area shall meet emergency egress requirements. Window contractor shall provide egress hardware necessary to allow windows to meet applicable egress requirements.

Provide flashing at all window head, jamb, and sill conditions.

Fixed glass sizes shown are for reference only. Glazing contractor shall field measure all rough openings for fixed glass prior to fabrication.

Operating sash are shown for basic sizing only. Final size for rough opening and glazing shall be per selected window manufacturer's standards.

Provide the appropriate safety glass (in accordance with all applicable building codes) for all hazardous locations listed below:
a) Glazing in ingress and egress doors except wired glass in required fire doors and jalousies.
b) Glazing in fixed sliding panels of sliding type doors (patio and mall type).
c) Glazing in storm doors.
d) Glazing in all unframed swinging doors.
e) Glazing in shower and bathtub doors and enclosures.
f) Glazing, operable or inoperable, adjacent to a door in all buildings and within the same plane as the door whose nearest vertical edge is within twelve (12) inches of the door in a closed position and whose bottom edge is less than sixty (60) inches above the floor or walking surface.
g) Glazing in fixed panels having a glazed area in excess of nine (9) square feet with lowest edge less than eighteen 18" inches above the finished floor or walking surface within thirty-six (36) inches of such glazing. In lieu of safety glazing such glazed panels may be protected with a horizontal member not less than one and one half (1 ½) inches in width when located between twenty-four (24) and thirty-six (36) inches above the walking surfaces.

Insulation:
Provide insulation as required to meet OBC 2012 Code

Provide 24" wide rigid insulation at all perimeter slab on grade conditions. See drawings for thickness.

Provide minimum 6" batt insulation at all bond conditions (R=22)

Provide minimum 3 ½" batt insulation around all skylight shafts (R=11)

Thermal batt and blanket insulation shall have a kraft faced vapor barrier.

Insulation shall be installed in such a manner as to allow free air flow from the soffit to the roof space.
Ventilation of concealed roof spaces shall be maintained.

Gypsum Board:
The garage shall be completely separated from the residence and its attic area by means of ½" gypsum board applied to the garage side.

Smoke Detectors:
Each sleeping area shall be provided with a minimum of one (1) smoke detector (local fire department approved and Underwriter's Laboratories listed and labeled) installed adjacent to the sleeping area. The smoke detector shall be installed in accordance with all applicable codes. Where more than one (1) detector is required to be installed within an individual dwelling unit, the detectors shall be wired in such a manner that the actuation of one (1) alarm will actuate all the alarms in the individual unit. At least one alarm shall be provided at each floor.

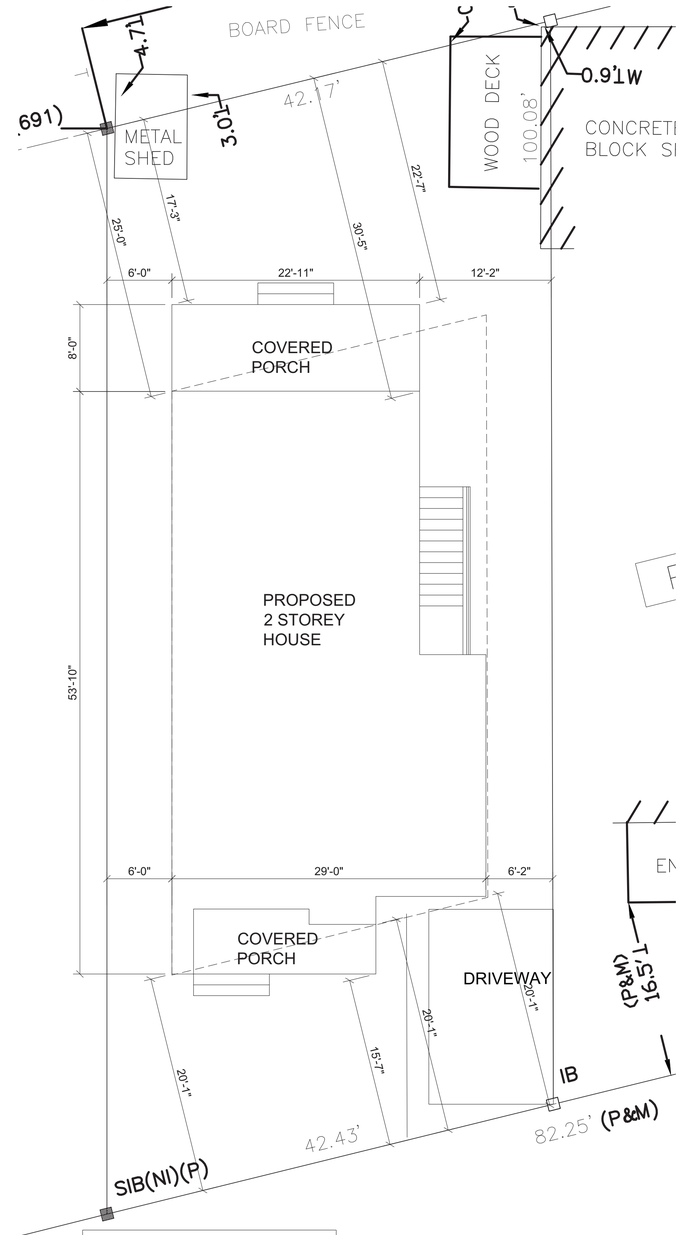
Electrical:
Electrical system design is by others. Design and installation shall comply to Ontario electrical safety code - current addition

Bedroom outlets - All Branch circuits that supplay 125 Volts, single phase, 15 and 20 amp outlets installed in dwelling units bedrooms shall be protected by an arc-fault circuit interrupter listed to provide protection of the entire branch circuit

Corridor and Stairway Lighting
Electrical contractor shall provide fixtures with adequate illumination to meet the required foor candle levels at first floor and stair treads per code

Contractor may provide additional fixtures not shown on plan to meet these requirements

The controls for activation of the stairway lighting shall be operable fromt he top and bottom of the stairway without traversing any step of the stair. All switches that control interior stairway lighting shall be illuminated switches (Controls)



SITE PLAN
SCALE: 1/16" = 1'-0"

LOT AREA	= 4,117 SQFT.
HOUSE FOOTPRINT	= 1,456 SQFT
HOUSE LOT COVERAGE	= 35.36%

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NEW 2 STOREY HOUSE
GRAND MARIS RD W, WINDSOR

Project Number
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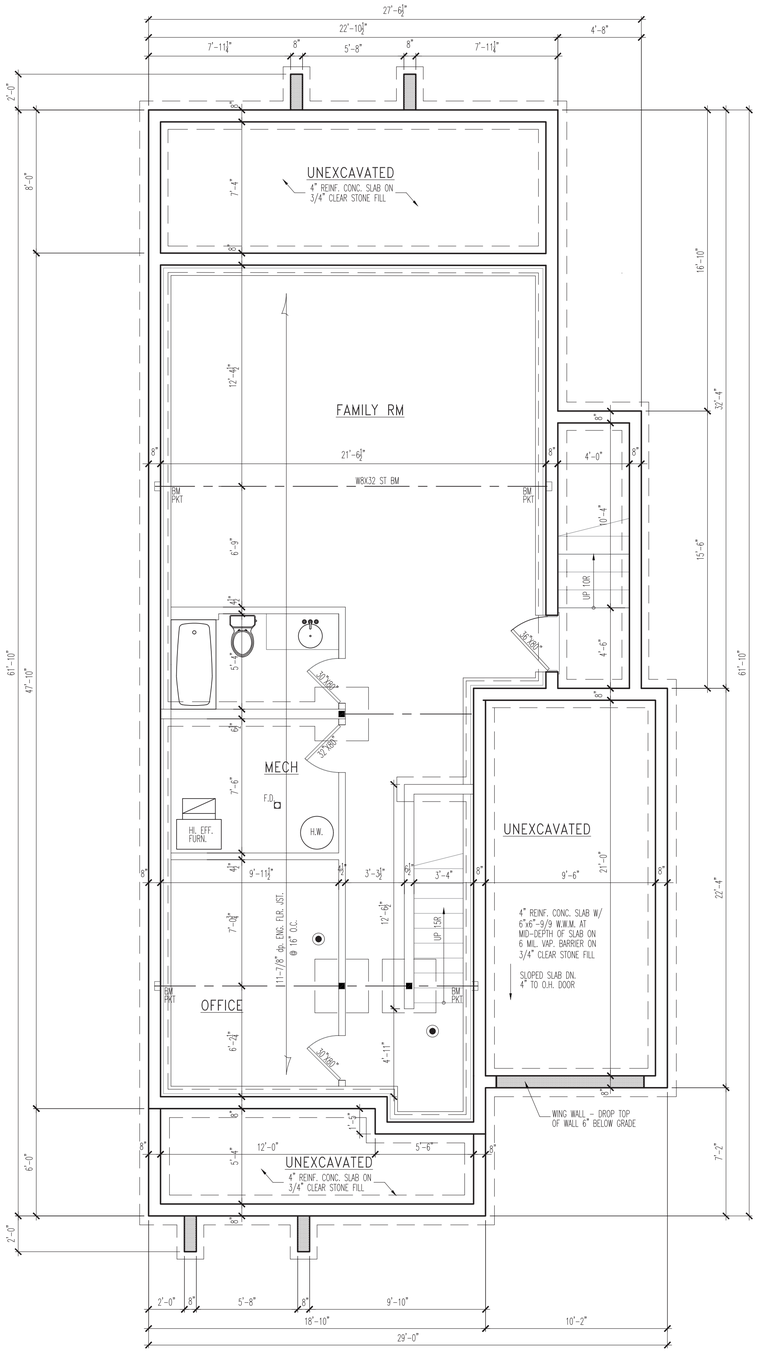
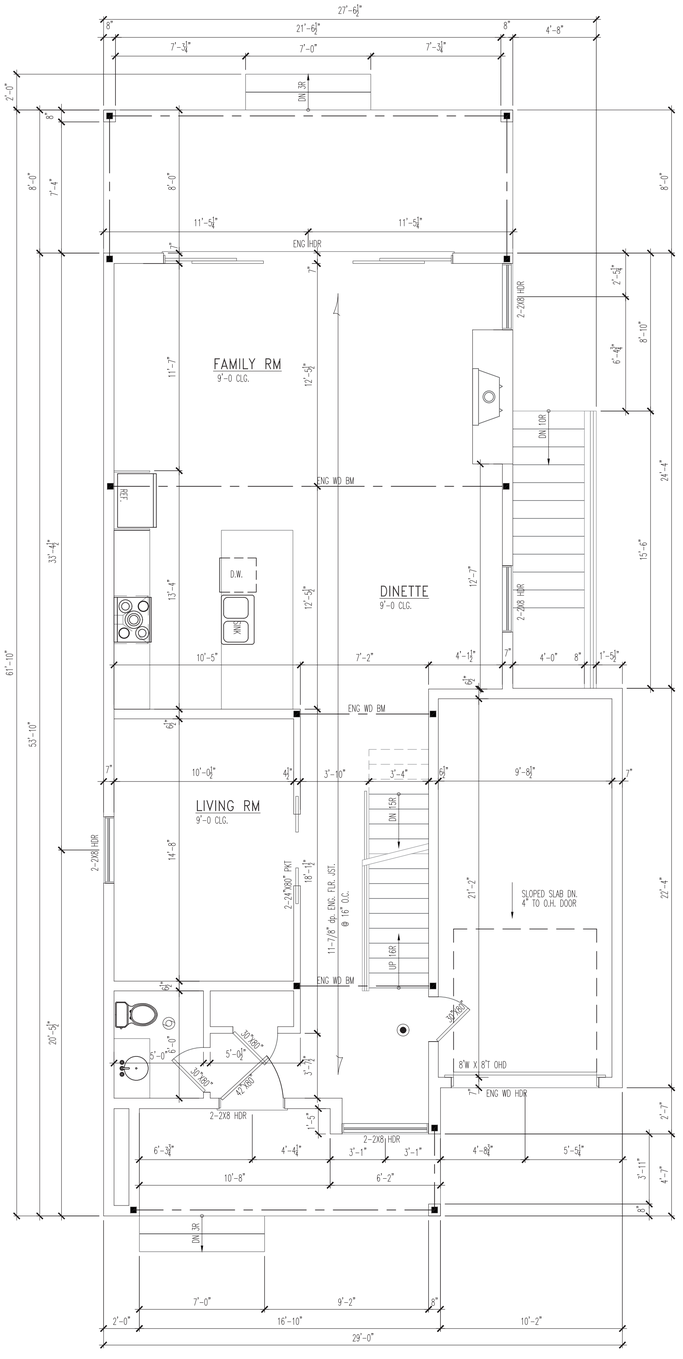


FOUNDATION/BASEMENT PLAN

SCALE: $\frac{1}{4}$" = 1'-0"



MAIN FLOOR PLAN

SCALE: $\frac{1}{4}$" = 1'-0"

SMOKE & CO

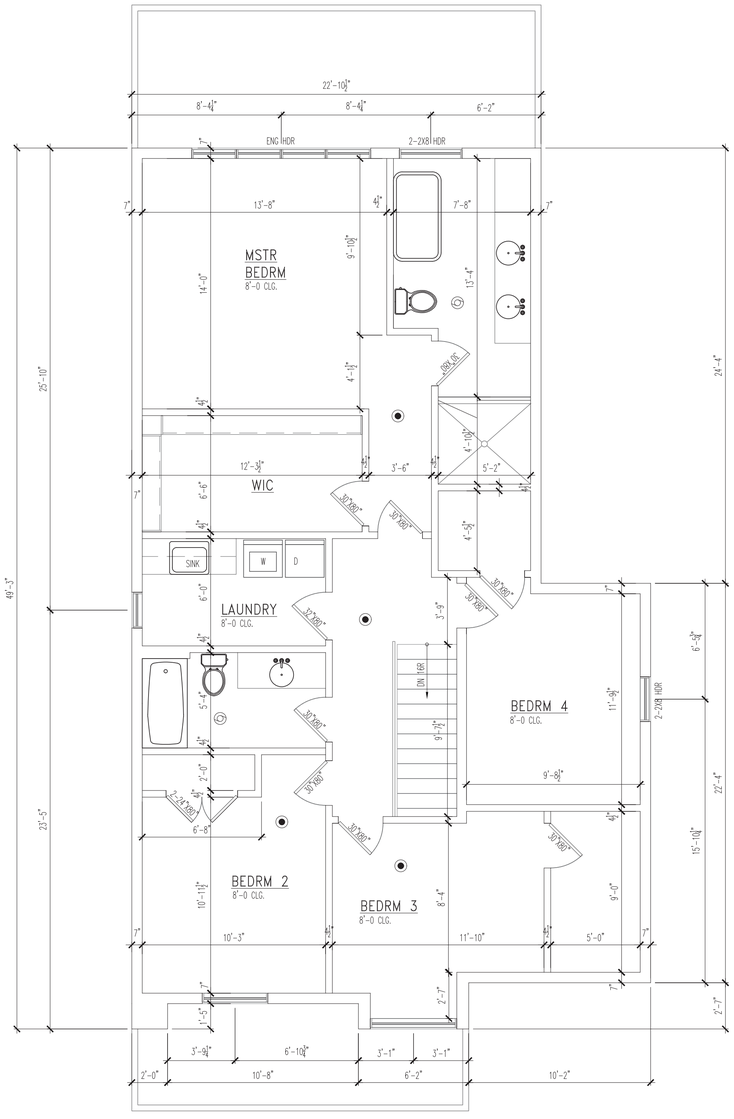
EXHAUST FAN

HEATED AREA
MAIN FLOOR AREA = 1,120 SQ.FT.
SECOND FLOOR AREA = 1,086 SQ.FT.
TOTAL AREA = 2,206 SQ.FT.

LINTEL SCHEDULE (INTERIOR)			
LINTEL SIZE	ROOF + CEILING	ROOF + CEILING + 1 STOREY	ROOF + CEILING + 2 STOREY
2-2"X4"	3'-0"	2'-5"	2'-1"
2-2"X6"	4'-5"	3'-3"	2'-10"
2-2"X8"	5'-4"	3'-11"	3'-5"
2-2"X10"	6'-7"	4'-9"	4'-2"
2-2"X12"	7'-7"	5'-5"	4'-9"

LINTEL SCHEDULE (EXTERIOR)			
LINTEL SIZE	ROOF + CEILING	ROOF + CEILING + 1 STOREY	ROOF + CEILING + 2 STOREY
2-2"X4"	4'-1"	3'-5"	3'-0"
2-2"X6"	6'-4"	4'-10"	4'-6"
2-2"X8"	7'-8"	5'-11"	5'-4"
2-2"X10"	9'-5"	7'-3"	6'-6"
2-2"X12"	10'-11"	8'-5"	7'-6"

STEEL LINTEL SCHEDULE	
MAX CLEAR SPAN	LINTEL SIZE
5'-0" OR LESS	3 $\frac{1}{2}$" X 3 $\frac{1}{2}$" X $\frac{5}{16}$"
7'-0" OR LESS	4" X 3 $\frac{1}{2}$" X $\frac{5}{16}$"
8'-0" OR LESS	5" X 3 $\frac{1}{2}$" X $\frac{5}{16}$"
9'-0" OR LESS	5" X 3 $\frac{1}{2}$" X $\frac{5}{16}$"
10'-0" OR LESS	6" X 3 $\frac{1}{2}$" X $\frac{5}{16}$"



SECOND FLOOR PLAN

SCALE: $\frac{1}{4}$" = 1'-0"

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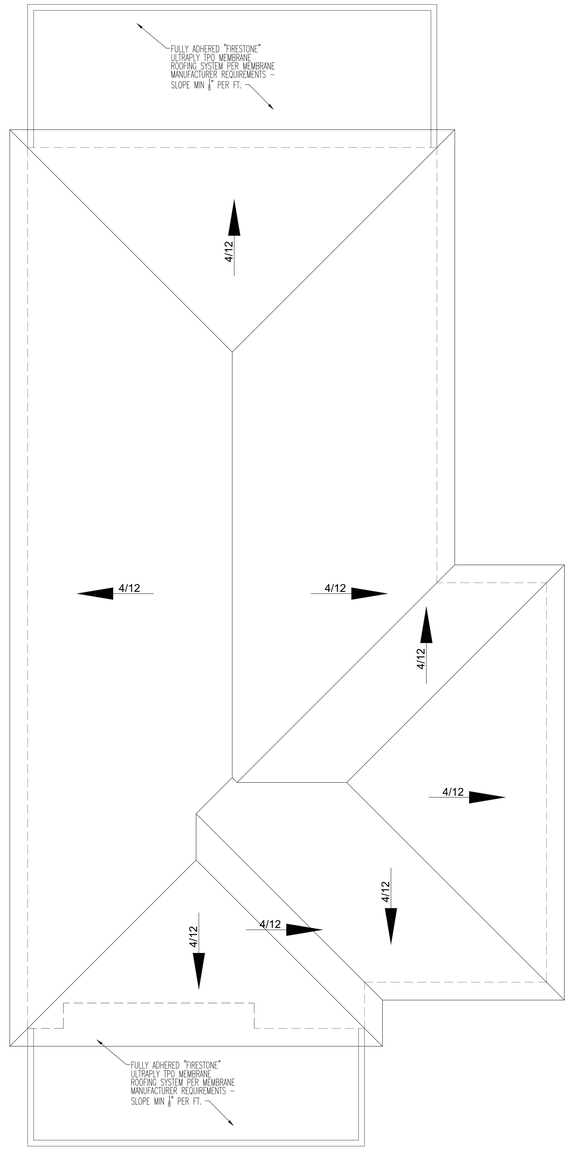
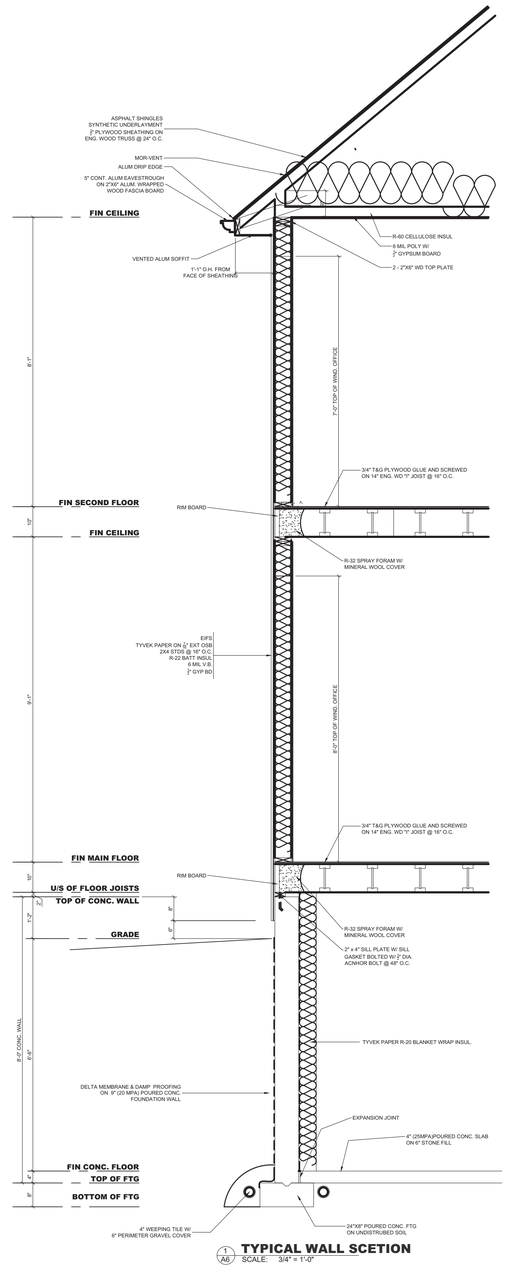


ROOF PLAN

SCALE: $\frac{1}{4}$" = 1'-0"



1/A6 **TYPICAL WALL SCETION**

SCALE: 3/4" = 1'-0"

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Project Number
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C.S.

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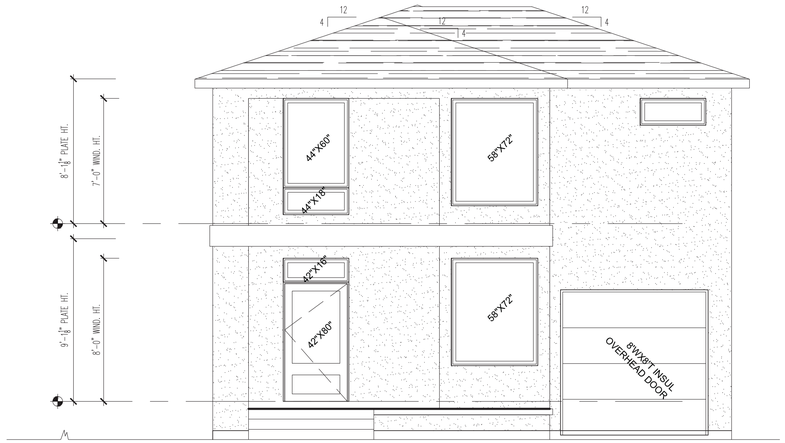

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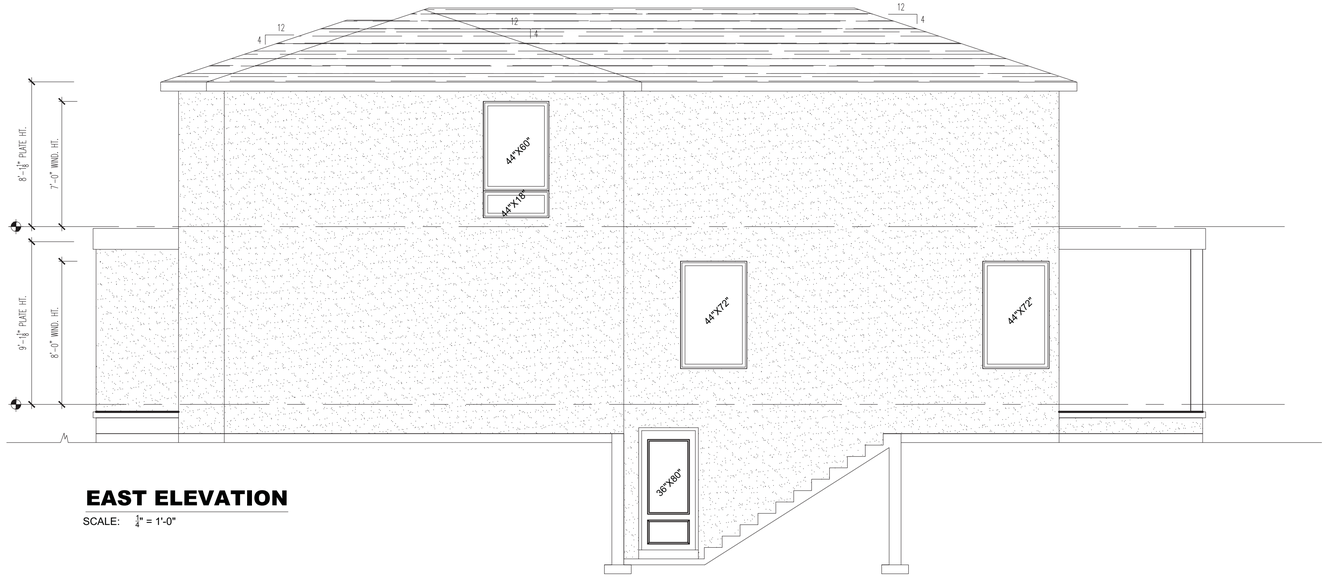

EAST ELEVATION

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NORTH ELEVATION

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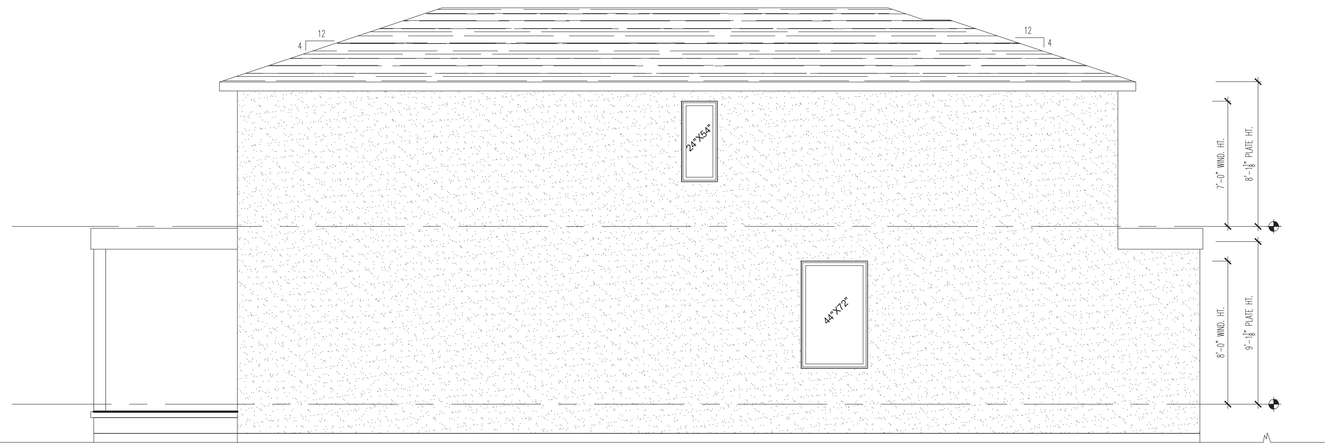

WEST ELEVATION

SCALE: $\frac{1}{4}$" = 1'-0"

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Date	ISSUED FOR

Project Name and Address
RAMI
NEW 2 STOREY HOUSE
LOT 2 SUMMIT ST, LAKESHORE ON

Project Number
24-004

CAD DWG FILE
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DRAWN BY
C.S.

CHK'D BY
C.S.

Scale
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APPENDIX B – SITE PHOTOS

View of subject land (520 Grand Marais Rd. W.)

View opposite from the subject land

East along Grand Marais Rd. W. next to subject site

East along Grand Marais Rd.W. across from subject site

West along Grand Marais Rd. W. next to subject site

West along Grand Marais Rd.W. across from subject site

PLANNING RATIONALE REPORT

ZONING BY-LAW AMENDMENT
PROPOSED RESIDENTIAL DEVELOPMENT

520 Grand Marais Road West

Windsor, Ontario

September 02, 2025

Prepared by:

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Table of Contents

1.0 INTRODUCTION 3

2.0 SITE AND SURROUNDING LAND USES 4

2.1 Legal Description and Ownership 4

2.2 Physical Features of the Site 5

2.2.1 Size and Site Dimension 5

2.2.2 Existing Structures and Previous Use 5

2.2.3 Vegetation 5

2.2.4 Topography 5

2.2.5 Other Physical Features 5

2.2.6 Municipal Services 5

2.2.7 Nearby Amenities 5

2.3 Surrounding Land Uses 5

3.0 PROPOSAL AND CONSULTATION 7

3.1 Development Proposal 7

3.2 Public Consultation Strategy 10

4.0 APPLICATION AND STUDIES 11

4.1 Zoning By-law Amendment 11

4.2 Other Applications 11

4.3 Supporting Studies 11

4.3.1 Archaeology 11

5.0 PLANNING ANALYSIS 13

5.1 Policy and Regulatory Overview 13

5.1.1 Provincial Planning Statement 13

5.1.2 Official Plan 19

5.1.3 Zoning By-law 24

6.0 SUMMARY AND CONCLUSION 27

6.1 Summary 27

6.1.1 Site Suitability 27

6.1.2 Compatibility of Design 27
6.1.3 Good Planning 27
6.1.4 Environment Impacts 27
6.1.5 Municipal Services Impacts 27
6.1.6 Social, Cultural, and Economic Conditions 27
6.2 Conclusion 28

1.0 INTRODUCTION

I have been retained by Deniz Orak on behalf of Yunus Orak (herein the “Applicant”) to provide a land use Planning Rationale Report (PRR) in support of a proposed residential development to be located at 520 Grand Marais Road West (herein the “Site”) in the City of Windsor, Province of Ontario.

The Site, in Ward 10 (South Windsor Planning District), is made up of one corner parcel of land, which currently has a single detached dwelling and accessory structures.

The single detached dwelling is to remain, and the accessory structures are to be demolished.

The Site is located on the north side of Grand Marais Road West, east of Avondale Ave and west of Bruce Avenue.

It is proposed that the Site be redeveloped for residential purposes

The Applicant proposes the division of the existing residential parcel into two lots, in the following manner:

- Lot 1 is proposed to contain a new 2 storey single unit dwelling, and
- Lot 2 would contain the existing residential dwelling.

The Site has access to full municipality services.

Pre-consultation (stage 1) was completed by the Applicant (City File #PC-011/24). Comments dated May 22, 2024, have been received and included in this PRR.

Pre-submission (stage 2) was completed by the Applicant (City File #PC-009/25). Comments dated February 11, 2025, have been received and included in this PRR.

A site-specific Zoning By-law Amendment (ZBA) is required in support of the proposed development in addition to the required support studies.

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

Once the ZBA has been approved, the Applicant will proceed with a Consent (CON) application to sever the Site.

The purpose of this report is to review the relevant land use documents, including the Provincial Planning Statement 2024 (PPS), the City of Windsor Official Plan (OP), and the City of Windsor Zoning By-law (ZBL), as they pertain to the ZBA application.

This PRR will show that the proposed development is a suitable development, is consistent with the PPS, conforms to the intent and purpose of the OP and ZBL, and represents good planning.

2.0 SITE AND SURROUNDING LAND USES

2.1 Legal Description and Ownership

The Site, in Ward 10 (South Windsor Planning District), is made up of one corner parcel of land and has been owned by Yunus Orak since 2023.

The Site is located on the north side of Grand Marais Road West, east of Avondale Ave and west of Bruce Avenue (see the area outlined in **yellow** on Figure 1 – Site Location).

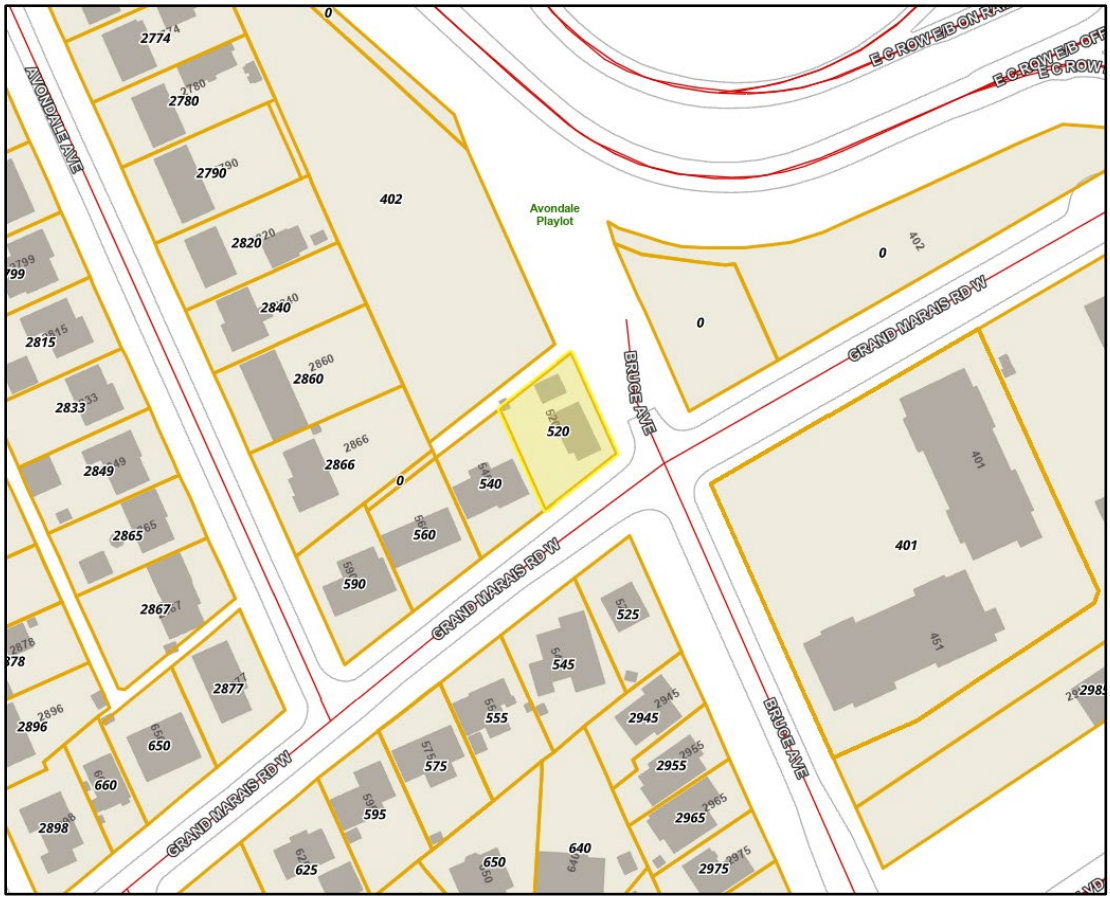


Figure 1 – Site Location (Source: Windsor GIS)

The Site is owned, locally known as and legally described as follows:

Address	Legal Description	PIN	ARN
520 Grand Marais Road West, City of Windsor, Province of Ontario	PT LT 78 CON 3 SANDWICH WEST AS IN R1261841; WINDSOR	01311-1112 (LT)	080-380-05700

2.2 Physical Features of the Site

2.2.1 Size and Site Dimension

The entire Site, subject to the proposed development, consists of a total area of 743 m2, with a frontage of 25.07 m along Grand Marais Road West and a depth of 30.48 m along Bruce Avenue.

2.2.2 Existing Structures and Previous Use

The Site currently has a single detached dwelling and accessory structures.

The single detached dwelling is to remain, and the accessory structures are to be demolished.

The previous use was agriculture.

2.2.3 Vegetation

The property currently has a mown lawn, landscaping and trees.

2.2.4 Topography

The Site is generally level, and it is outside of the Essex Region Conservation Authority (ERCA) regulated area.

2.2.5 Other Physical Features

Fencing is located along a portion of the Site.

There is an alley located to the north of the Site.

2.2.6 Municipal Services

The Site has access to municipal water, storm, and sanitary services.

Transit is also available. The Site is close to major roadways.

2.2.7 Nearby Amenities

There are many schools, parks, places of worship and libraries in close proximity to the Site.

There is nearby shopping in the form of plazas and malls, medical facilities, as well as employment, and local amenities.

2.3 Surrounding Land Uses

Overall, the Site is located in an established residential neighbourhood.

The proposed dwelling will be infilled between two existing single detached dwellings in a neighbourhood that is comprised of single, detached residences and other residential densities such as the medium density, three storey apartment building to the south-east.

There are residential uses on the south and west of the Site. North of the site is E.C. Row Expressway, and east of the Site is Acondale Park.

There are several different lot frontages and lot areas of neighbouring properties.

3.0 PROPOSAL AND CONSULTATION

3.1 Development Proposal

The Site, in Ward 10 (South Windsor Planning District), is made up of one corner parcel of land, which currently has a single detached dwelling and accessory structures.

The single detached dwelling is to remain, and the accessory structures are to be demolished.

It is proposed that the Site be redeveloped for residential purposes

The Applicant proposes the division of the existing residential parcel into two lots.

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

A draft reference plan has been prepared to illustrate the division of the lots (see Figure 2a – Proposed Severance).

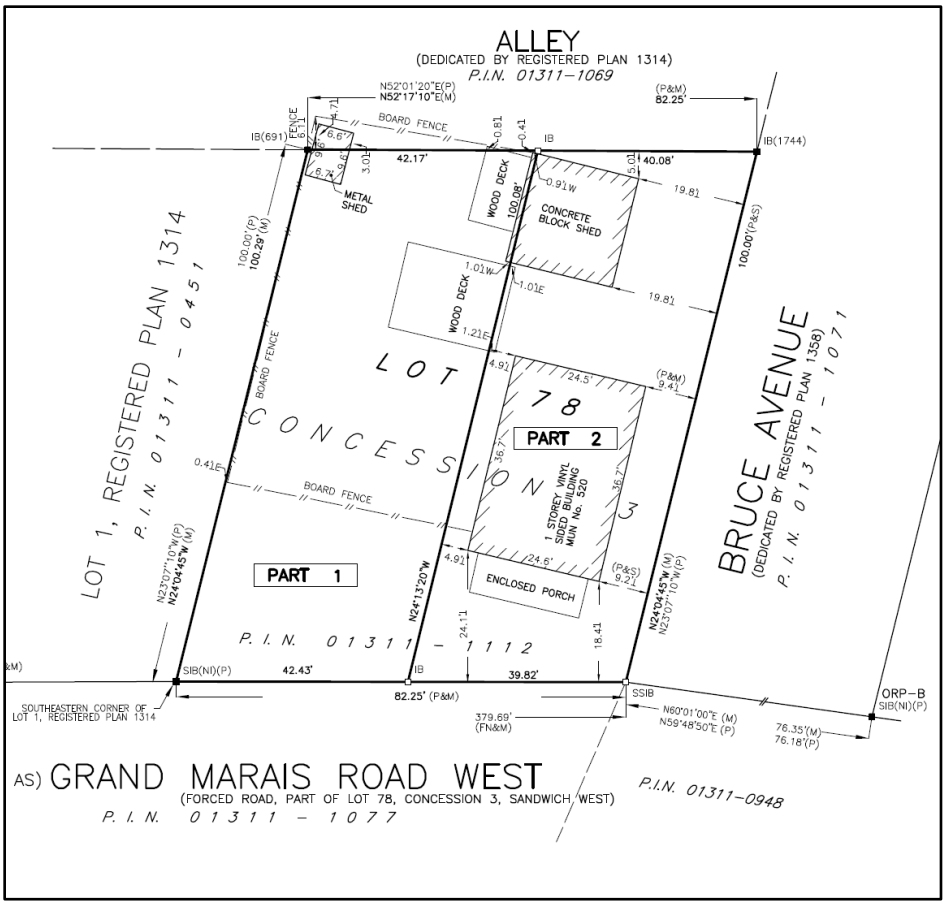


Figure 2a –Proposed Severance

Lot 1 is proposed to contain a new 2 storey single unit dwelling (shown as Part 1 on the draft reference plan). The proposed lot will have 12.93 m of frontage along Grand Marais Road west and an irregular depth.

Lot 2 would contain the existing residential dwelling (shown as Part 2 on the draft reference plan). The proposed lot will have 12.14 m of frontage along Grand Marais Road west and an irregular depth of 30.48 m along Bruce Avenue.

A concept plan has been prepared to illustrate how the severed parcel will be developed (see Figure 2b –Concept Plan).

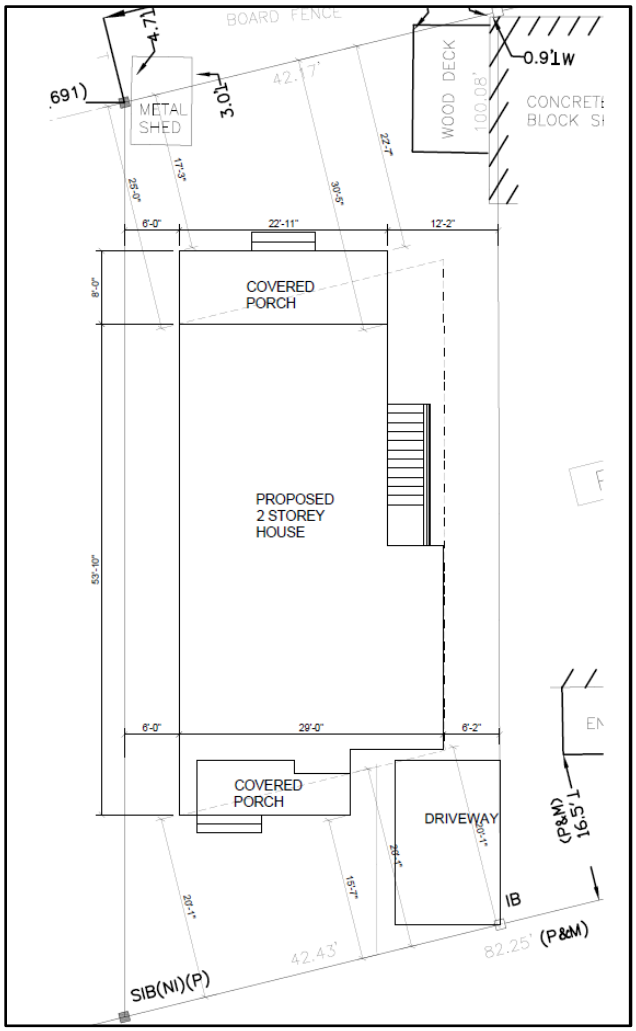


Figure 2b –Concept Plan

The proposed new dwelling will have a building footprint of 135.27 m2 and includes the dwelling, covered porch and attached garage.

No Additional Dwelling Units (ADU) are proposed.

Elevations of the proposed building have been prepared (see Figure 2c – Elevations).

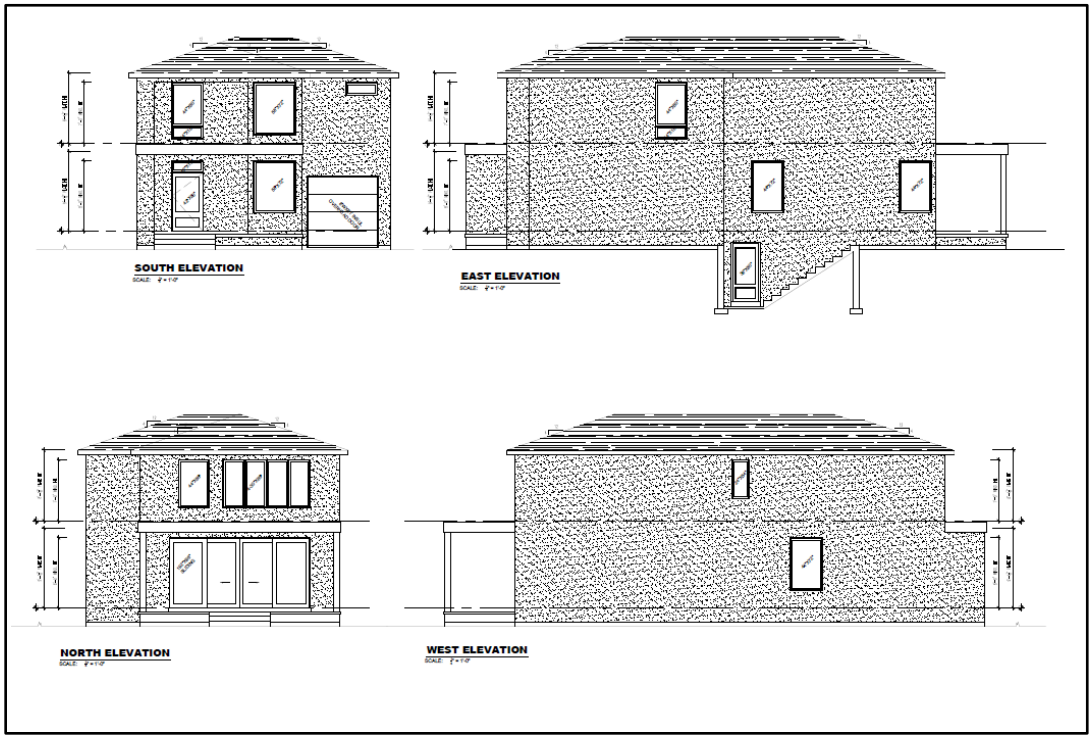


Figure 2c – Elevations

Parking will be located in private garages as well as on a paved driveway.

The existing metal shed, garage and wood deck are to be removed.

Amenity areas, paved sidewalks and landscaping will be provided.

The Site has access to full municipality services, including water, sanitary sewers and storm sewers.

As part of the building permit application, the Applicant will provide detailed drawings which will include final driveway approaches and sewer connections.

The Applicant does not intend to apply to close the existing alley adjacent to the Site.

3.2 Public Consultation Strategy

In addition to the statutory public meeting, the *Planning Act* requires that the Applicant submit a proposed strategy for public consultation with respect to an application as part of the complete application requirements.

As part of a public consultation strategy, in addition to the statutory public meeting, an informal electronic public open house was held with area residents and property owners on August 29, 2024, from 5:00 pm to 6:00 pm.

A total of **130 notices** were sent.

The open house provided members of the public **200 m** radius of the Site with opportunities to review and comment on the proposed development.

There was one person who attended the virtual open house. They live on Radisson Court West and spoke about all new low, medium and high density residential development being a problem. Their interest was in stopping all new development and putting a freeze on any new residential growth.

As a response, it was explained how the proposed development is a suitable development, is consistent with the PPS, conforms to the intent and purpose of the OP and ZBL, and represents good planning.

4.0 APPLICATION AND STUDIES

Pre-consultation (stage 1) was completed by the Applicant (City File #PC-011/24). Comments dated May 22, 2024, have been received and included in this PRR.

Pre-submission (stage 2) was completed by the Applicant (City File #PC-009/25). Comments dated February 11, 2025, have been received and included in this PRR.

The following explains the purpose of the application as well as a summary of the required support studies.

4.1 Zoning By-law Amendment

A site-specific Zoning By-law Amendment (ZBA) is required in support of the proposed development.

The current zoning of the Site, subject to development, is Residential District 1.4 (RD1.4) category, as shown on Map 8 of the City of Windsor Zoning By-law #8600.

It is proposed to amend the existing zoning to a site specific Residential District 1.2 (RD1.2 - S.20(1)(XXX)) category to permit the proposed development of a new single unit dwelling.

No relief from the RD1.2 zoning provisions is requested.

The ZBA is detailed, and the justification is set out in Section 5.1.3 of this PRR.

4.2 Other Applications

Once the ZBA application has been approved, the Applicant will proceed with a building permit.

Once the ZBA has been approved, the Applicant will proceed with a Consent (CON) application to sever the Site.

The Site is not subject to Site Plan Control (SPC).

4.3 Supporting Studies

The following supporting studies have been identified as required as part of the application.

4.3.1 Archaeology

A Stage 1 and Stage 2 Archaeology Assessment was prepared by AMICK Consultants Limited, dated September 2, 2025.

The purpose of the study was to assess whether there were any heritage resources that impacted the Site.

The entire Site was subject to the assessment.

It was concluded that no archaeological resources were encountered, and that no further archaeological assessment of the Site was warranted.

The report has been filed with the Ministry (MCM File Number 0024057).

5.0 PLANNING ANALYSIS

5.1 Policy and Regulatory Overview

5.1.1 Provincial Planning Statement

The Provincial Planning Statement, 2024 (PPS) provides policy direction on matters of provincial interest related to land use planning and development.

The PPS was issued under Section 3 of the Planning Act and came into effect on October 20, 2024.

Decisions under the Planning Act must conform to the PPS.

The following provides a summary of the key policy considerations of the PPS as it relates to the proposed development.

PPS Policy #	Policy	Response
Chapter 1 - Vision	Ontario will increase the supply and mix of housing options, addressing the full range of housing affordability needs. Every community will build homes that respond to changing market needs and local demand. Providing a sufficient supply with the necessary mix of housing options will support a diverse and growing population and workforce, now and for many years to come.	The proposed development provides more housing.
Chapter 2.1.4 – Buildings Homes, Sustaining Strong and Competitive Communities	To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall: a) maintain at all times the ability to accommodate	The proposed development will help provide more housing to meet the needs of the City. Full municipal services are available.

PPS Policy #	Policy	Response
	residential growth for a minimum of 15 years through lands which are designated and available for residential development; and b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans.	
2.1.6	Planning authorities should support the achievement of complete communities by: a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, long term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs; b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society;	The proposed development is consistent with the policy to achieve complete communities, as the Site is located in an existing built up area. The proposed development will provide for more housing. The Site has access to transportation options, public service facilities, other institutional uses, and parks. Accessibility will be addressed at the time of the building permit.
2.2.1 - Housing	Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:	The proposed development is new housing for the area. The proposed development supports the City's housing targets.

PPS Policy #	Policy	Response
	a) establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs; b) permitting and facilitating: 1. all housing options required to meet the social, health, economic and well being requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and 2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3; c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and	The needs of the residents can be accommodated as the Site is located near local amenities. The Site offers an opportunity for gentle infilling. The proposed density is appropriate for the Site and will be similar to the residential neighbourhood in the area. Residents will have access to nearby transit.

PPS Policy #	Policy	Response
	d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.	
2.3.1.1 – Settlement Area	Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.	The Site is located in an existing settlement area.
2.3.1.2	Land use patterns within settlement areas should be based on densities and a mix of land uses which: a) efficiently use land and resources; b) optimize existing and planned infrastructure and public service facilities; c) support active transportation; d) are transit-supportive, as appropriate.	The Site offers an opportunity for infilling as the Site is large and underutilized. The total density of the proposed development is considered appropriate. The design and style of the proposed building will blend well with the scale and massing of the existing surrounding area. The proposed development is an efficient use of the Site. Residents will have immediate access to local amenities. Transit is available in the area. The Site is located close to major roadways.
2.3.1.3	Planning authorities shall support general intensification and redevelopment to support	The proposed development provides an infill opportunity for an existing parcel of land.

PPS Policy #	Policy	Response
	the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.	The Site was always intended for residential use. The design of the proposed development will provide a compact form.
2.3.1.4	Planning authorities shall establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions.	The City has established targets. The proposed development will assist in meeting those targets as the Site is located in an existing built-up area and will add new residential housing.
2.3.1.6	Planning authorities should establish and implement phasing policies, where appropriate, to ensure that development within designated growth areas is orderly and aligns with the timely provision of the infrastructure and public service facilities.	The Site has access to existing infrastructure and nearby public service facilities.
Chapter 3.1.1 – Infrastructure and Facilities	Infrastructure and public service facilities shall be provided in an efficient manner while accommodating projected needs.	The proposed development has access to full municipal services. There are nearby public service facilities.
3.3.3 - Transportation	Planning authorities shall not permit development in planned corridors that could preclude or negatively affect the use of the corridor for the purpose(s) for which it was identified.	The proposed development will not have a negative impact on nearby transportation and infrastructure corridors.
3.6.2	Municipal sewage services and municipal water services	The proposed development will be serviced by municipal

PPS Policy #	Policy	Response
	are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. For clarity, municipal sewage services and municipal water services include both centralized servicing systems and decentralized servicing systems.	sewer, water and storm, which is the preferred form of servicing for settlement areas.
4.2 - Water	Planning authorities shall protect, improve or restore the quality and quantity of water by: b) minimizing potential negative impacts, including cross-jurisdictional and cross-watershed impacts;	The Site is outside of the ERCA regulated area.
4.6.2 - Cultural Heritage and Archaeology	Planning authorities shall not permit development and site alteration on lands containing archaeological resources or areas of archaeological potential unless the significant archaeological resources have been conserved.	A Stage 1 and 2 assessment has been completed and summarized in Section 4.3.1 of this PRR. Engagement was also included during the assessment.
5.1.1 – Protecting Public Health and Safety	Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.	There are no natural or human-made hazards that apply to this Site. There is no risk to the public.

Therefore, the proposed development is consistent with the PPS and the Province's vision for long-term prosperity and social well-being.

5.1.2 Official Plan

The City of Windsor Official Plan (OP) was adopted by Council on October 25, 1999, approved in part by the Ministry of Municipal Affairs and Housing (MMAH) on March 28, 2000, and the remainder approved by the Ontario Municipal Board (OMB) on November 1, 2002. The office consolidation version is dated September 7, 2012.

The OP implements the PPS and establishes a policy framework to guide land use planning decisions related to development and the provision of infrastructure and community services throughout the City.

The current land use designation of the Site, subject to development, is 'Residential', as shown on Schedule D: Land Use of the City of Windsor Official Plan.

The Site is also subject to the following:

- Schedule A: Planning Districts & Policy Areas – South Windsor Planning District
- Schedule B: Greenway System – Located on a Recreationway (Grand Marais Rd W)
- Schedule C: Development Constraint Areas: Located north of a floodplain area
- Schedule C-1: Development Constraint Areas: Archaeological Potential – Designated within "Low Archaeological Potential"
- Schedule F: Roads & Bikeways – Located on a Class II Collector Road and Bikeway (Grand Marais Rd W)

It is proposed that the Site be maintained under the same land use designation.

The following provides a summary of the key policy considerations of the OP as it relates to the proposed development.

OP Policy #	Policy	Response
6.2.1.2 - General Policies, Type of Development Profile	For the purpose of this Plan, Development Profile refers to the height of a building or structure. Accordingly, the following Development Profiles apply to all land use designations on Schedule D: Land Use unless specifically provided elsewhere in this Plan: (**a) Low Profile developments are buildings or structures generally no greater than three (3) storeys in height;** (b) Medium Profile	The proposed development is considered low profile and is consistent in design with existing residences in the neighbourhood.

OP Policy #	Policy	Response
	developments are buildings or structures generally no greater than six (6) storeys in height; and (c) High Profile developments are buildings or structures generally no greater than fourteen (14) storeys in height.	
6.3.1.1 - Residential	To support a complementary range of housing forms and tenures in all neighbourhoods.	The proposed single unit dwelling will complement the existing neighbourhood. The height will be similar to the nearby single detached dwellings.
6.3.1.2	To promote compact neighbourhoods which encourage a balanced transportation system.	The Site is close to major roadways.
6.3.1.3	To promote residential redevelopment, infill and intensification initiatives in locations in accordance with this plan.	The proposed development will provide for infilling.
6.3.2.1 – Permitted Uses	Uses permitted in the Residential land use designation identified on Schedule D: Land Use include **Low Profile,** and Medium Profile dwelling units. High Profile Residential Buildings shall be directed to locate in the City Centre, Mixed Use Centres and Mixed Use Corridors.	The proposed development is considered low profile. The proposed 2 storey single unit dwelling will maintain the same maximum height as the nearby dwellings, which makes it very compatible with the neighbourhood.
6.3.2.3 – Types of Low Profile Housing	For the purposes of this Plan, Low Profile housing development is further classified as follows: (a) small scale forms: **single detached,** semi-detached, duplex and row and multiplexes with up to 8 units; and (b) large scale forms: buildings with more than 8 units.	Single unit dwellings are considered small-scale and are permitted.

OP Policy #	Policy	Response
6.3.2.4 – Locational Criteria	Residential intensification shall be directed to the Mixed Use Nodes and areas in proximity to those Nodes. Within these areas Medium Profile buildings, up to four (4) storeys in height shall be permitted. These taller buildings shall be designed to provide a transition in height and massing from low-profile areas. **New residential development and intensification shall be located where:** (a) There is access to a collector or arterial road; (b) Full municipal physical services can be provided; (c) Adequate community services and open spaces are available or are planned; and (d) Public transportation service can be provided.	The Site is close to major roadways, has access to full municipal services, is close to nearby amenities and is close to transit.
6.3.2.5 – Evaluation Criteria (existing neighbourhood)	At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed residential development within an area having a Neighbourhood development pattern is: (a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses: (i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan; (ii) adjacent to sources of nuisance, such as noise, odour, vibration and dust; (iii) within a site of potential or known contamination; (iv) where traffic generation and	This PRR has evaluated the PPS in Section 5.1.1. There are no constraint areas or nuisances that impact the Site. There is no known contamination. Traffic generation is not expected to have any significant impact. There are no heritage resource concerns on or near the Site. The required support study has been completed and is summarized in Section 4.3.1 of this PRR. There are no secondary plans that impact the Site.

OP Policy #	Policy	Response
	distribution is a provincial or municipal concern; and (v) adjacent to heritage resources. (b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area; (c) In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas. In Mature Neighbourhoods as shown on Schedule A-1, compatible with the surrounding area, as noted above, and consistent with the streetscape, architectural style and materials, landscape character and setback between the buildings and streets; (d) provided with adequate off street parking; (e) capable of being provided with full municipal physical services and emergency services; and (f) Facilitation a gradual transition from Low Profile residential development to Medium and/or High Profile development and vice versa, where appropriate, in accordance with Design Guidelines approved by Council.	The proposed development is compatible with the existing neighbourhood. **Existing** single unit dwellings are a permitted use. A **new** single unit dwelling is proposed. No relief from the RD1.2 is being requested. The Site is a large lot to accommodate the proposed development. The proposed building height will be similar to single detached dwelling in the area as it pertains to height, massing and scale. The massing of the development has been carefully designed to emulate the scale of the existing structures and the surrounding context. The building will be oriented to face the roadway, similar to the existing built environment. Lot area and lot frontages in the area vary in size in the existing built up area. The Site is capable of accommodating the proposed development in terms of scale, massing, height, and siting. The Site is not in a mature neighbourhood, as shown on Schedule A-1.

OP Policy #	Policy	Response
		Off-street parking is provided. On-street parking is also available, if required. Amenity areas and landscaping will be provided (front and rear of the Site). Full municipal and emergency services are available. No transition between uses is required as part of the building design.
7.0 - Infrastructure	The provision of proper infrastructure provides a safe, healthy and efficient living environment. In order to accommodate transportation and physical service needs in Windsor, Council is committed to ensuring that infrastructure is provided in a sustainable, orderly and coordinated fashion.	The proposed development is close to nearby transit, off a major roadway, and has access to full municipal services.
9.3.4.1 – Heritage Resources	Council will protect heritage resources by: (a) Requiring that development or infrastructure undertakings on lands containing potential archaeological resources avoid the destruction or alteration of these resources in Schedule C-1 Archaeological Potential; or where this is not possible, requiring the proponent to mitigate the impact to archaeological resources through documentation and removal in advance of land disturbances, in accordance with the Ontario Heritage Act and the policies contained within the Windsor	The subject property is located within an area of archaeological potential. The required support study has been prepared and summarized in Section 4.3.1 of this PRR.

OP Policy #	Policy	Response
	Archaeological Management Plan.	

Therefore, the proposed development will conform to the purpose and intent of the City of Windsor OP.

5.1.3 Zoning By-law

The City of Windsor Zoning By-law (ZBL) #8600 was passed by Council on July 8, 2002, and then a further Ontario Municipal Board (OMB) decision was issued on January 14, 2003.

A ZBL implements the PPS and the City OP by regulating the specific use of property and providing for its day-to-day administration.

The current zoning of the Site, subject to development, is Residential District 1.4 (RD1.4) category, as shown on Map 8 of the City of Windsor Zoning By-law #8600.

It is proposed to amend the existing zoning to a site specific Residential District 1.2 (RD1.2 - S.20(1)(XXX)) category to permit the proposed development of a new single unit dwelling.

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

A review of the RD1.2 zone provisions, as set out in Section 10.2 of the ZBL is as follows:

Zone Regulations	Required RD1.4 Zone	Required RD1.2 Zone	Proposed RD1.2 - S.20(1)(XXX) Zone Lot 1, Severed (Part 1 on draft reference plan)	Proposed RD1.2 - S.20(1)(XXX) Zone Lot 2, Retained (Part 2 on draft reference plan)	Compliance and/or Relief Requested with Justification
Permitted Uses	Existing Duplex Dwelling Existing Semi-Detached Dwelling **One Single Unit Dwelling**	Existing Duplex Dwelling Existing Semi-Detached Dwelling One **Single Unit**	**New** single unit dwelling (no ADU) Existing accessory structure (to be demolished)	**Existing** single unit dwelling (no ADU) Existing accessory structure (to	Complies, subject to the ZBA approval. The purpose of the ZBA is to change the zoning to permit a new single

Zone Regulations	Required RD1.4 Zone	Required RD1.2 Zone	Proposed RD1.2 - S.20(1)(XXX) Zone Lot 1, Severed (Part 1 on draft reference plan)	Proposed RD1.2 - S.20(1)(XXX) Zone Lot 2, Retained (Part 2 on draft reference plan)	Compliance and/or Relief Requested with Justification
	Any use accessory to the preceding uses	**Dwelling** Any use accessory to the preceding uses		be demolished)	unit dwelling, on a smaller lot.
Lot Width – minimum	18.0 m	12.0 m	12.9 m (average)	12.18 m (average)	Complies
Lot Area – minimum	540.0 m2	360.0 m2	382.85 m2	361.11 m2	Complies
Lot Coverage – maximum	45.0 %	45.0%	35.36%	Lot – 361.11 m2 Existing dwelling – 83.53 m2 Lot coverage 23.13 %	Complies
Main Building Height - maximum	9.0 m	9.0 m	7.5 m	Existing	Complies
Front Yard Depth – minimum	6.0 m	6.0 m	6.0 m Covered porch would be allowed to encroach further toward the front yard.	4 m - Existing	Complies

Zone Regulations	Required RD1.4 Zone	Required RD1.2 Zone	Proposed RD1.2 - S.20(1)(XXX) Zone Lot 1, Severed (Part 1 on draft reference plan)	Proposed RD1.2 - S.20(1)(XXX) Zone Lot 2, Retained (Part 2 on draft reference plan)	Compliance and/or Relief Requested with Justification
Rear Yard Depth – minimum	7.50 m	7.50 m	7.50 m	>7.50 m - Existing	Complies
Side Yard Width – minimum	1.20 m	1.20 m	East – 1.88 m West - 1.83 m	East – 2.8 m - Existing West – New 1.49 m	Complies
Gross Floor Area – Main Building – maximum	400 m2	400 m2	120 m2	Existing	Complies

Therefore, the proposed development will comply with the purpose and intent of the ZBL.

Further, the proposed development will comply with all zone provisions set out in the RD1.2 Zone, and no relief is requested.

6.0 SUMMARY AND CONCLUSION

6.1 Summary

6.1.1 Site Suitability

The Site is ideally suited for residential development for the following reasons:

- The land area is sufficient to accommodate the proposed development,
- The Site is generally level,
- The Site will be able to accommodate municipal water, storm and sewer,
- There are no anticipated traffic or parking concerns, and
- The location of the proposed development is appropriate.

6.1.2 Compatibility of Design

The proposed development will be limited to a 2 storey, low profile building, which is a compatible density for the Site and with the surrounding area.

The proposed residential use will provide new housing in an existing built-up area.

The Site is capable of accommodating the proposed development in terms of scale, massing, height, and siting.

6.1.3 Good Planning

The proposal represents good planning as it addresses the need for the development of a parcel of land, which contributes to affordability and infill requirements.

Residential use on the Site represents an efficient development pattern that optimizes the use of land.

6.1.4 Environment Impacts

The proposal does not have any negative impact on the natural environment.

6.1.5 Municipal Services Impacts

There will be no negative impacts on the municipal system as the proposed use will not add to the capacity in a significant way.

6.1.6 Social, Cultural, and Economic Conditions

The proposed development does not negatively affect the social environment as the Site is in close proximity to major transportation corridors and nearby amenities.

Infilling in an existing built-up area of the City contributes toward the goal of ‘live, work and play’ where citizens share a strong sense of belonging and a collective pride of place.

The proposal does not cause any public health and safety concerns.

The proposal represents a cost-effective development pattern that minimizes land consumption and servicing costs.

There will be no urban sprawl as the proposed development is within the existing settlement area and is an ideal infilling opportunity.

There are no cultural heritage resources that impact the Site.

6.2 Conclusion

In summary, it would be appropriate for the City of Windsor to approve the ZBA application to permit the proposed development on the Site.

This PRR has shown that the proposed development is consistent with the PPS, conforms with the intent and purpose of the OP and ZBL and represents good planning.

Planner’s Certificate:

I hereby certify that this report was prepared by Tracey Pillon-Abbs, a Registered Professional Planner, within the meaning of the Ontario Professional Planners Institute Act, 1994.

Tracey Pillon-Abbs, RPP
Principal Planner

APPENDIX D – CONSULTATION

CANADA POST – BRUNO DESANDO
Canada Post has no comments for the attached application.

TRANSIT WINDSOR – JASON SCOTT
Transit Windsor has no objections to this development. The closest existing transit route to this property is Route 205. Route 205 has a peak weekday frequency of 15 minutes. The closest existing bus stop to this property is located on Dougall at West Grand southwest corner. This bus stop is approximately 390 metres from this property falling within Transit Windsor's walking distance guidelines of 400 metres to a bus stop. This will be maintained with Transit Windsor's City Council approved Transit Master Plan.

ZONING COORDINATOR – SAM PERRY
Below is the zoning review for the above mentioned property:

- **Current Zoning:** Residential District 1.4 (RD1.4)
- **Proposed Zoning:** Residential District 1.2 (RD1.2)

- **Proposed Use:** two storey single unit dwelling

- **Section 5 - General Provisions**
  - **Retained Lot:**
    - Encroachment into a Yard: does not comply [5.30]
      - Existing Garage is over severance line
    - Accessory Building: does not comply [5.10.11]
      - Accessory Building covers more then 10% of lot
      -
  - **Severed Lot:**
    - Complies

- **Section 10.2.5 -** Residential District 1.2

Retained lot:

- **Minimum Lot Width:** does not comply
  - 12.0m (Required)
  - 11.8m (Provided)
- **Minimum Lot Area:**
  - 360.0m2 (Required)
  - 362.1m2 (Provided)
- **Maximum Lot Coverage:**
  - 45.0% (Required)
  - 33.8% (Provided)
- **Maximum Main Building Height:**
  - 9.0m (Required)
  - Existing
- **Minimum Front Yard Depth:**

        - 6.0m (Required)
        - Existing
    - **Minimum Rear Yard Depth:**
        - 7.50m (Required)
        - Existing
    - **Minimum Side Yard Width:**
        - 1.20m (Required)
        - 1.52m (Provided)
    - **Maximum Gross Floor Area – Main Building:**
        - 400.0m2 (Required)
        - Existing

Severed lot:

- **Minimum Lot Width:**
    - 12.0m (Required)
    - 12.6m (Provided)
- **Minimum Lot Area:**
    - 360.0m2 (Required)
    - 383.5m2 (Provided)
- **Maximum Lot Coverage:**
    - 45.0% (Required)
    - 30.9% (Provided)
- **Maximum Main Building Height:**
    - 9.0m (Required)
    - 6.8m (Provided)
- **Minimum Front Yard Depth:**
    - 6.0m (Required)
    - 6.27m (Provided)
- **Minimum Rear Yard Depth:**
    - 7.50m (Required)
    - 7.61m (Provided)
- **Minimum Side Yard Width:**
    - 1.20m (Required)
    - 1.83m (Provided)
- **Maximum Gross Floor Area – Main Building:**
    - 400.0m²(Required)
    - 329.0m²(Provided)

Section 24 - Parking, Loading and Stacking Provisions

- **Retained Lot:**
    - Complies
- **Severed Lot:**
    - complies

- Showing that the existing fence and wood deck are built onto city property

WINDSOR FIRE – JOHN SMITH

No objections from Windsor Fire.

LANDSCAPE ARCHITECT – RYAN UPTON

As requested, the materials for the file titled above have been reviewed.
There are no objections or documents required from a Landscape Architecture perspective as it pertains to a Zoning By-law Amendment (ZBA).

There are no City owned trees, however, there are private trees on the property that may be impacted by the development. The applicant is strongly encouraged to attempt to preserve existing privately owned trees on the subject site. If trees within the subject site are to be removed for development, it is strongly encouraged to plant replacement native trees for their various environmental benefits at a like-for-like trunk caliper size ratio (cumulative d.b.h.).

Please note for circulation purposes that these comments should capture Forestry's concerns, unless otherwise noted by Forestry.

If you have any questions or concerns, please feel free to contact me.

TRANSPORTATION PLANNING – ELARA MEHRILOU

- **Land Conveyance**
  Not Applicable.

- **Corner Cut-Off**
  A 4.6m X 4.6m corner-cut off is required at Bruce Avenue and Grand Marais Rd West intersection.

- **Sidewalk**
  A Sidewalk contribution or contribution per Engineering Right-of-Way requirements is required along the frontage of Bruce Ave.

- **Parking**
  Please be advised that the requirements for parking area regulations, including the number of regular, accessible, loading, and bicycle parking spaces, are detailed in the City of Windsor's Zoning By-law 8600. These requirements are reviewed by the Planning Department and must be met for approval.
  In cases where any of these parking requirements are not met, Transportation will require a formal justification. This may include, but is not limited to, a parking study, turning movement analysis, or turning radius template overlays. This documentation is necessary to consider any deviation from the by-law's standards.

- **Transportation Impact Study**
  Not Applicable.

- **Access**
  All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.

- **Exterior Path**
  All new exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

- **Other Comments**
  Not Applicable.

Should you have any further questions or concerns, please contact Ellie MehriLou, of this department at EMehrilou@citywindsor.ca.

HERITAGE – TRACY TANG

Heritage

There is no apparent built heritage concern with this property.

Archaeology

Archaeological Assessment Report Entitled "STAGE 1-2 ARCHAEOLOGICAL ASSESSMENT Property Located at 520 Grand Marais Road West, Part of Lot 78, Concession 3, (Geographical Township of Sandwich), City of Windsor, County of Essex (AMICK Corporate Project #2025-849/MCM File #P038-1606-2025)", dated September 02, 2025, PIF #P038-1606-2025, has been entered into the Ontario Public Register of Archaeological Reports. Although the report recommends that no further archaeological assessment of the property is recommended, the applicant is still to note the following archaeological precautions.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Development Services Department, the City's Manager of Culture and Events, and the Ontario Ministry of Citizenship and Multiculturalism must be notified and confirm satisfaction of any archaeological requirements before work can recommence.
2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Citizenship and Multiculturalism and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Citizenship and Multiculturalism.

Contacts:

Windsor Planning & Development Services Department:
519-255-6543 x6179, ttang@citywindsor.ca, planningdept@citywindsor.ca
Windsor Manager of Culture and Events (A):
Michelle Staadegaard, (O) 519-253-2300x2726, (C) 519-816-0711,
mstaadegaard@citywindsor.ca
Ontario Ministry of Citizenship and Multiculturalism
Archaeology Programs Unit, 1-416-212-8886, Archaeology@ontario.ca
Windsor Police: 911
Ontario Ministry of Public and Business Service Delivery and Procurement
Registrar of Burial Sites, War Graves, Abandoned Cemeteries and Cemetery Closures:
Ian Hember, 1-437-244-9840, Ian.hember@ontario.ca

RIGHT-OF-WAY – MARK SCHAFFHAUSER

Required Drawing Revisions:

1. **Driveway Approaches** – Do not conform to City of Windsor Standards, which must be constructed with straight flares and no raised curbs within the right-of-way.
    - Modify as per Standard Engineering Drawing AS-221 or AS-222.

2. **Sewer Connections** – All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.
    - Modify drawings to include all sewer connections and water services.
    - Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

3. **Alley Closing**
    - Modify drawings to include alley closure

Right-of-Way Permit Requirements

Alley Closing – Prior to the issuance of a Building Permit, the owner shall apply to the Street and Alley Closing Committee to close the existing alley adjacent to the subject property.

CCTV Sewer Inspection – The Owner further agrees to provide at its entire expense CCTV inspection satisfying City of Windsor Standard Specification S-32, for all existing and newly constructed sanitary and storm sewer infrastructure. The inspection shall include both mainline sewers and private drain connections, and shall be required to be submitted prior to the issuance of construction permits;

Driveway Approaches – The Owner further agrees that driveway approaches shall be constructed in such width and location as shall be approved by the City Engineer, with straight flare driveway approaches and no raised curbs within the right-of-way. The Owner shall have the option of constructing said driveway approaches as follows:

1. Residential Property
    a. Asphalt in accordance with City of Windsor Standard Drawing AS-221; or
    b. Concrete in accordance with City of Windsor Standard Drawing AS-222

Sewer Connections – The site is serviced by a 250mm sanitary sewer located within the Grand Marais Road West right-of-way. All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.

- Modify drawings to include all sewer connections and water services.
- Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.
- Storm Sewer must be extended west from manhole 8R59 to front newly severed property

If you have any further questions or concerns, please contact Dan Perissinotti, of this department at dperissinotti@citywindsor.ca.

ENWIN

HYDRO ENGINEERING: Nillavon Balachandran

No objection.

Please be advised of the overhead 27.6kV, double circuit, primary distribution hydro pole line along the southern limit of the property.

Prior to working in these areas, we suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction and demolition. Also, we suggest referring to the Ontario Building Code for required clearances for New Building Construction.

WATER ENGINEERING: Bruce Ogg
ENWIN Water has no objections.

DEVELOPMENT ENGINEERING – JUAN PARAMO

We have reviewed the subject Rezoning application and have the following comments:

Sewers - The site may be serviced by a 250mm sanitary sewer located within Grand Marais Road West right-of-way. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

There is currently no storm sewer service along the frontage of the new lot. The proponent will be required to provide appropriate storm sewer services to the new lot, prior to a Building Permit application.

Overall, the level of service for the sanitary sewer system in this neighborhood is not expected to experience any significant degradation as a result of this development.

In summary we have no objection to the proposed development.

If you have any further questions or concerns, please contact Jaegar King, of this department at jking@citywindsor.ca

Committee Matters: SCM 343/2025

Subject: Notice of Intent to Partially Demolish a Heritage Listed Property – 734 Kildare Road, Warren Seagrave House - Ward 4

Moved by: Councillor Mark McKenzie
Seconded by: Member William Tape

Decision Number: **DHSC 780**

I. THAT the Notice of Intent to partially demolish the heritage listed property at 734 Kildare Road, Warren Seagrave House, to remove the existing one-storey detached garage structure at the rear of the property **BE RECEIVED.**

Carried.

Report Number: S 124/2025
Clerk's File: MBA/14987

Clerk's Note:

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

2. Please refer to Item 10.1 from the Development & Heritage Standing Committee held on November 3, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251104/-1/10586

Subject: Notice of Intent to Partially Demolish a Heritage Listed Property – 734 Kildare Road, Warren Seagrave House - Ward 4

Reference:

Date to Council: November 3, 2025
Author: Tracy Tang, MCIP, RPP
Planner III - Heritage (A)
Email: ttang@citywindsor.ca
Phone: 519-255-6543 X 6179

Erin Jeong
Community Development Planning Assistant
Email: sjeong@citywindsor.ca
Phone: 519-255-6543 X 6438
Planning & Building Services
Report Date: 10/10/2025
Clerk's File #: MBA/14987

To: Mayor and Members of City Council

Recommendation:

I. **THAT** the Notice of Intent to partially demolish the heritage listed property at 734 Kildare Road, Warren Seagrave House, to remove the existing one-storey detached garage structure at the rear of the property **BE RECEIVED.**

Executive Summary:

N/A

Background:

The property at 734 Kildare Road, known as the Warren Seagrave House, was listed on the Windsor Municipal Heritage Register on August 27, 2007. It is identified on the Heritage Register as a local vernacular style house built circa 1900. The property is also located within the Walkerville Heritage Area.

Front (west-facing) facade of 734 Kildare Road, with the detached garage visible at the rear (photo taken by City Staff on October 8, 2025).

On September 9, 2025, the Property Owners reached out to Heritage Planning staff to inquire about the process to facilitate the demolition of the one-storey detached garage structure at the rear of their property. As the proposal is for the demolition/removal of a building or structure on a heritage listed property, Heritage Planning staff advised the Property Owners of the heritage planning requirements. On September 15, 2025, the Property Owners formally submitted a complete Notice of Intent to Partially Demolish package (Appendix 'A').

Legal Provisions:

The subject property is listed (not designated) on the Windsor Municipal Heritage Register. Section 27 of Part IV of the *Ontario Heritage Act* (*OHA*) states that "the register may include property ... that the council of the municipality believes to be of cultural heritage value or interest", without being designated. Also, "[T]he owner of the property shall not demolish or remove a building or structure on the property or permit the demolition or removal of the building or structure unless the owner gives the council of the municipality at least 60 days notice in writing of the owner's intention to demolish or remove the building or structure or to permit the demolition or removal of the building or structure." The 60 days only begins after notice is received accompanying plans and information as Council may require. City of Windsor Council approved "Requirements and Procedures, Application for Demolition of Heritage-Listed Properties" (Council Decision # M163-2015) which outlines the required information for demolition, and notes that Administration has 30 days to evaluate if the information submitted is sufficient. Only after determination has been made that the required information has been submitted, does the 60-day count begin.

For heritage-listed (non-designated) properties, the *OHA* does not provide explicit provisions for Council to comment on or approve/consent to alterations. The *OHA* only requires notification to Council for the demolition/partial demolition of a heritage-listed property. There is no explicit provision for Council to approve or consent to the demolition and no provision to apply conditions. Should Committee or Council wish to comment on alterations to a heritage-listed (non-designated) property, the only course of action available is to initiate designation.

Through the *Ontario Heritage Act*, City Council (with Committee consultation) may either initiate designation during the 60 days after notice of intent to demolish, or decide

to take no action. If a property is proposed for designation, a notice of intent to designate must include a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property, which are those features that are considered important to retain if any alterations to the property are proposed after designation. “Cultural heritage value or interest” is to be considered according to Ontario Regulation 9/06.

Discussion:

Proposal:

The complete Notice of Intent to Demolish package for 734 Kildare Road was submitted with a heritage permit application form to detail the proposal and photographs of the current condition of the garage structure. The Property Owners are requesting to demolish the one-storey detached garage structure at the rear of the property and restore the grading of the site. The complete package is included as Appendix ‘A’ of this report.

The rear detached garage structure that is proposed to be demolished (photos provided by Property Owners).

The detached one-storey garage structure is located at the rear south-east corner of the property. The garage is clad in beige painted stucco siding and features a gable roof. The garage was built in 1900 along with the main residential building on the property. The Property Owners explained that the garage currently extends beyond the rear property line.

Damaged cladding, rotting wood, and cracks on the rear detached garage structure (photos taken by City Staff on October 8, 2025).

The Property Owners have noted that the existing garage structure is in poor physical condition. The roof is sagging, there is visible rot in the walls, the exterior finish is deteriorating, and the structure was previously infested with rats, now exterminated. Additionally, the structure extends beyond the rear property line, which contributes to site constraints. Based on these factors, it is the Property Owners' position that repair or restoration is not feasible, and demolition is necessary. The demolition of the rear detached garage is intended to resolve the structural issues and deterioration and allow for the site to be graded.

Heritage Considerations:

The Warren Seagrave House is not designated under the *Ontario Heritage Act*. The property is listed on the Windsor Municipal Heritage Register for its local vernacular architectural style. The proposed demolition of the detached garage, located at the rear of the property, is due to advanced deterioration, structural failure, and encroachment beyond the rear property line. The garage does not appear to have any physical or design value and has been altered using modern materials. It does not contribute any heritage value to the property.

In review of the proposal, Heritage Planning staff are of the opinion that the removal of the garage does not adversely impact the heritage character of the listed property. Proposal appears to be compatible with both the heritage listed property and the Walkerville Heritage Area. The *Standards & Guidelines for the Conservation of Historic Places in Canada* have been considered, however they largely apply to character-defining elements. The garage is not a character-defining element of the heritage listed property. The garage structure is currently damaged and failing, and visible from the public realm (sidewalk on Kildare Road). Its removal could improve the appearance of the property and neighbourhood.

A Building Permit is required for the removal of the garage structure, and is subject to the Notice of Intent to Partially Demolish. The Property Owners may proceed with the Building Permit should Council receive the notice and not initiate heritage designation of the property.

Official Plan Policy:

Chapter 9 of the City of Windsor Official Plan, Heritage Conservation, includes the following objectives related to the recognition, conservation, and enhancement of heritage resources:

CONSERVATION MANAGEMENT	9.2.1	To conserve Windsor's heritage resources for the benefit of the community and posterity in a manner which respects their architectural, historical, and contextual significance and ensures their future viability as functional components of Windsor's urb`an environment.
HERITAGE AREAS AND HERITAGE CONSERVATION DISTRICTS	9.3.5.1	Council will enhance heritage resources by: (a) Ensuring that within any Heritage Area or Heritage Conservation District that: (ii) Development be of compatible height, massing, scale, setback and architectural style;

Risk Analysis:

The proposed partial demolition would allow the Owners to proceed with removing a deteriorated structure from their property and regrading the site. The notification of the proposed partial demolition authorized by the *Ontario Heritage Act* serves as an opportunity to provide a process to designate when required to prevent inappropriate and concerning changes applied to the heritage property. Initiating designation of the property would put a hold on any building permits and therefore pause any ability to undertake the works proposed. This is very seldom the recommended action, and it would only be recommended in circumstances where the heritage integrity of the listed property is at risk.

The initiation of Part IV individual heritage designation of the property as a reaction to this Notice of Intent to Partially Demolish is not recommended by Administration because of three key reasons. Firstly, the designation process would place delays on the ability of the Property Owners to address the deteriorated structure on their property. Secondly, the proposed demolition has no adverse impact on the heritage value of the property or integrity of the Walkerville Heritage Area. Thirdly and finally, the designation of this heritage-listed property is being considered as part of the Walkerville Heritage Conservation District project, under Part V of the *Ontario Heritage Act*.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There is no cost to the City; the Property Owners will be paying the full cost of the proposed demolition and site regrading.

Consultations:

Heritage Planning staff discussed the details of the proposal and application requirements with the Property Owners, William A McCay and Linda A McCay. In the preparation of this report, Heritage Planning staff consulted with the Building Department regarding permit requirements and Aaron Farough, Senior Legal Counsel, Legal & Real Estate Department, regarding the legal provisions within the *Ontario Heritage Act*.

Conclusion:

Administration recommends that City Council receive the proposed partial demolition of the Heritage Listed Property – 734 Kildare Road, Warren Seagrave House. The demolition/removal of the existing one-storey detached garage structure at the rear of the property is proposed to address the structural issues and deterioration of the garage. The proposal will have no negative impacts to the heritage character of the listed property nor to the Walkerville Heritage Area.

Planning Act Matters:

N/A

Approvals:

Name	Title
Jason Campigotto	Deputy City Planner – Growth (A)
Neil Robertson	City Planner
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
Jelena Payne	Deputy CAO/Commissioner of Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix 'A' – Notice of Intent to Partially Demolish Package
2 Appendix 'B' – Additional Photos of 734 Kildare Road

THE CITY OF WINDSOR ONTARIO, CANADA
Planning Department
Suite 320-350 City Hall Sq W
Windsor ON N9A 6S1

HERITAGE PERMIT APPLICATION

Revised 11/2023

APPLICATION TYPE

☐ **Minor Heritage Permit** (Delegated Authority Approval)
☐ **Major Heritage Permit** (City Council Approval)
☑ **Demolition**

1. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

Provide in full the name of the applicant, registered owner and agent, the name of the contact person, and address, postal code, phone number, and email address. If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

APPLICANT

Contact Name(s) William A McCay
Company or Organization
Mailing Address 734 Kildare Rd
City, Province Windsor, Ontario Postal Code N8Y3H2
Email [redacted] Phone(s) [redacted]

REGISTERED OWNER IF NOT APPLICANT

Contact Name(s) Linda A McCay
Company or Organization
Mailing Address 734 Kildare Rd
City, Province Windsor, Ontario Postal Code N8Y3H2
Email [redacted] Phone(s) [redacted]

AGENT AUTHORIZED BY REGISTERED OWNER TO FILE THE APPLICATION

Contact Name(s)
Company or Organization
Mailing Address
City, Province Postal Code
Email Phone(s)

Who is the primary contact?

☑ Applicant ☐ Registered Owner ☐ Agent

2. SUBJECT PROPERTY

Municipal Address: 734 Kildare Rd

Legal Description (if known): PLAN 211; PT LOTS 3 & 5; PT BLOCK P

Building/Structure Type:

☑ Residential ☐ Commercial ☐ Industrial ☐ Institutional

Heritage Designation:

☐ Part IV (Individual) ☐ Part V (Heritage Conservation District)

By-law #: _____ District: _____

Is the property subject to a Heritage Easement or Agreement?

☐ Yes ☑ No

3. TYPE OF APPLICATION

Check all that apply:

☐ Demolition/Removal of heritage attributes ☐ Addition ☐ Erection ☐ Alteration*

☑ Demolition/Removal of building or structure ☐ Signage ☐ Lighting

*The *Ontario Heritage Act's* definition of "alter" means to change in any manner and includes to restore, renovate, repair or disturb.

4. HERITAGE DESCRIPTION OF BUILDING

Describe the existing design or appearance of buildings, structures, and heritage attributes where work is requested. Include site layout, history, architectural description, number of storeys, style, features, etc..

The Warren Seagrave House was constructed in a local vernacular style. The house is clad in horizontal siding and features a full width covered front porch supported by Doric-style columns, a bay window, a chimney, and a hipped roof with large gable end dormers. The detached garage is located in the south-east corner of the property and features a gable roof.

5. PROPOSED WORK

Provide a detailed written description of work to be done, including any conservation methods you plan to use. Provide details, drawings, and written specifications such as building materials, measurements, window sizes and configurations, decorative details, etc.. Attach site plans, elevations, product spec sheets, etc. to illustrate, if necessary.

Demolition of existing garage and restoration of site grading

6. HERITAGE PERMIT RATIONALE

Explain the reasons for undertaking the proposed work and why it is necessary.

This very old garage has rot in the walls, the roof is sagging, and the exterior finish is deteriorated. Rats were living in the walls but have been exterminated. The structure actually extends past the rear property line. It is not feasible to do repairs.

Describe the potential impacts to the heritage attributes of the property.

I do not feel the removal of this structure will have any negative impact on the heritage attributes of the property.

7. CHECKLIST OF MATERIALS SUBMITTED Check all that apply:

Required:

- ☑ Photographs (showing the current condition and context of existing buildings, structures, and heritage attributes that are affected by the application)
- ☑ Site plan/ Sketch (showing buildings on the property and location of proposed work(s))
- ☐ Architectural drawings of proposed work(s) (e.g. existing and proposed elevations, floor plans, roof plans, etc., as determined by Heritage Planning staff)
- ☐ Specifications of proposed work(s) (e.g. construction specification details)

Potentially required (to be determined by Heritage Planning staff):

- ☐ Registered survey
- ☐ Material samples, brochures, product data sheets etc.
- ☐ Cultural Heritage Evaluation Report
- ☐ Heritage Impact Assessment (HIA)
- ☐ Heritage Conservation Plan
- ☐ Building Condition Assessment

8. NOTES FOR DECLARATION

The applicant hereby declares that the statements made herein and information provided are, to the best of their belief and knowledge, a true and complete representation of the purpose and intent of this application.

The applicant agrees that the proposed work shall be done in accordance with this application, including attachments, and understands that the issuance of the Heritage Alteration Permit under the Ontario Heritage Act shall not be a waiver of any of the provisions of any By-Law of the Corporation of the City of Windsor, or the requirements of the Building Code Act, RSO 1980, c51.

The applicant acknowledges that in the event a permit is issued, any departure from the conditions imposed by the Council of the Corporation of the City of Windsor, or plans and specifications approved is prohibited and could result in the permit being revoked. The applicant further agrees that if the Heritage Alteration Permit is revoked for any cause of irregularity, in the relation to non-conformance with the said agreements, By-Laws, acts or regulations that, in consideration of the issuance of the permit, all claims against the City for any resultant loss or damage are hereby expressly waived.

Signature of Applicant(s) — Date: Sept 14/25

Linda McCay
Signature of Applicant(s) — Date: Sept 14/25

THE CITY OF WINDSOR ONTARIO, CANADA
Planning Department
Suite 320-350 City Hall Sq W
Windsor ON N9A 6S1

HERITAGE PERMIT APPLICATION

Revised 11/2023

SCHEDULE A

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

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

I, Linda A McCay, am the registered owner of the land that is
name of registered owner

subject of this application for a Heritage Alteration Permit and I authorize

William McCay to make this application on my behalf.
name of agent

Linda McCay
Signature of Registered Owner

Sept 14, 2025
Date

If Corporation – I have authority to bind the corporation.

B. Consent to Enter Upon the Subject Lands and Premises

I, Linda A McCay, hereby authorize the members of the Windsor Heritage Committee and City Council and staff of the Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 3 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as condition of approval. This is their authority for doing so.

L McCay
Signature of Registered Owner

Sept 14, 2025
Date

If Corporation – I have authority to bind the corporation.

C. Acknowledgement of Applicant

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

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

L McCay
Signature of Applicant

Sept 14, 2025
Date

THE CITY OF WINDSOR ONTARIO, CANADA
Planning Department
Suite 320-350 City Hall Sq W
Windsor ON N9A 6S1

HERITAGE PERMIT APPLICATION

Revised 11/2023

SCHEDULE A

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

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

I, William A McCay, am the registered owner of the land that is
name of registered owner

subject of this application for a Heritage Alteration Permit and I authorize

William McCay to make this application on my behalf.
name of agent

Signature of Registered Owner — Date: Sept 14, 2025

If Corporation – I have authority to bind the corporation.

B. Consent to Enter Upon the Subject Lands and Premises

I, William A McCay, hereby authorize the members of the Windsor Heritage Committee and City Council and staff of the Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 3 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as condition of approval. This is their authority for doing so.

Signature of Registered Owner — Date: Sept 14, 2025

If Corporation – I have authority to bind the corporation.

C. Acknowledgement of Applicant

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

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

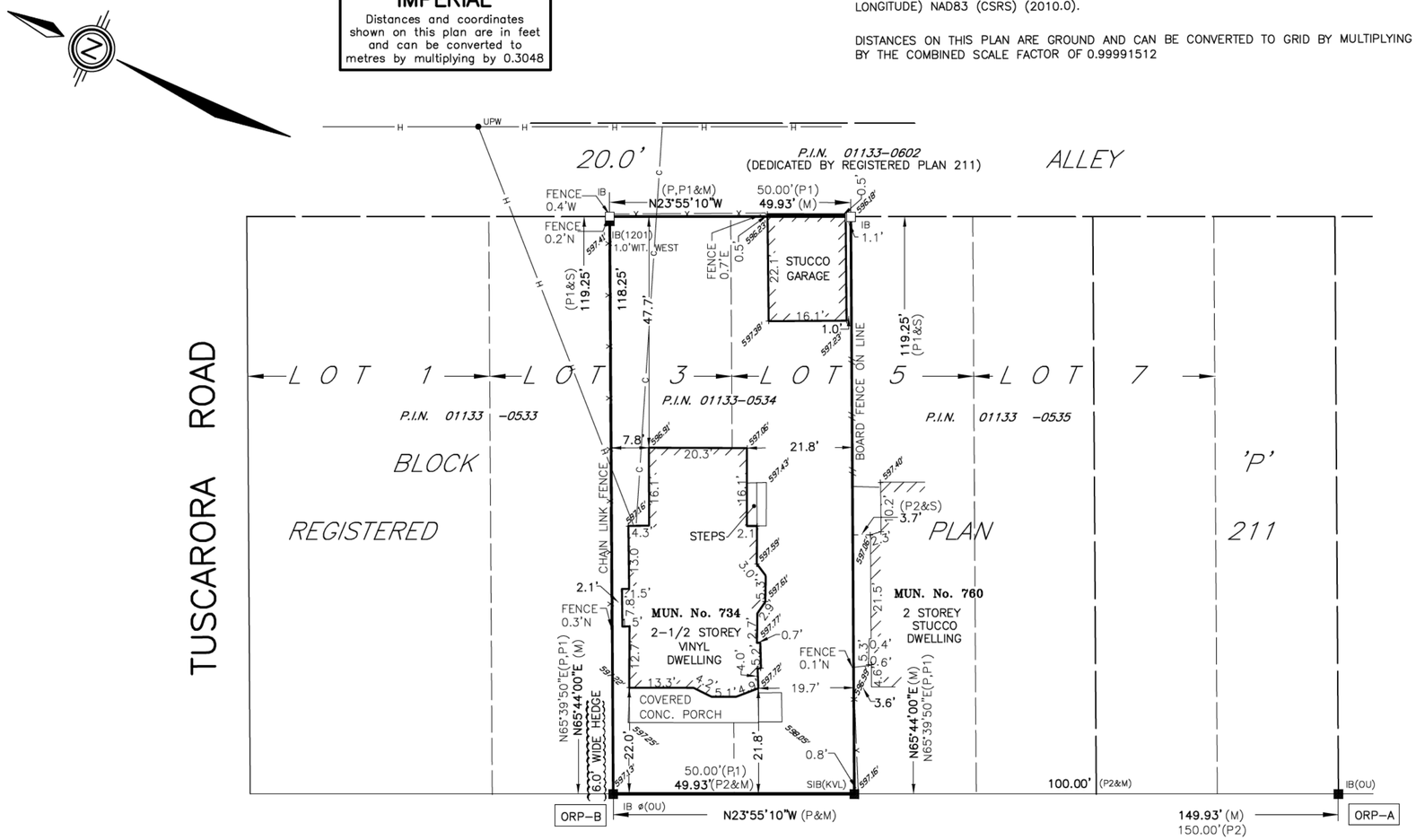
Signature of Applicant — Date: Sept 14, 2025

"IMPERIAL"
Distances and coordinates shown on this plan are in feet and can be converted to metres by multiplying 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 0.99991512



KILDARE ROAD

(DEDICATED BY REGISTERED PLAN 211)
P.I.N. 01133-0597

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	N15378558.06	E1096494.09
ORP-B	N15378695.03	E1096433.34

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

FOR BEARING COMPARISON, A ROTATION OF 1°44'50" (CLOCKWISE) WAS APPLIED TO P, P1 TO CONVERT TO GRID BEARINGS.

ELEVATIONS

ELEVATIONS SHOWN ON THIS PLAN ARE IN FEET TO CANADIAN GEODETIC DATUM 1928

BENCH MARK

BENCH MARK 824 ELEVATION 598.57'
M.B. 801 LINCOLN ROAD; THE PLATE IS LOCATED ON THE NORTH WALL 0.5' FEET FROM THE ENTRANCE AND 2.0' FEET ABOVE GRADE.

AREA

0.14 ACRES

SURVEYOR'S REAL PROPERTY REPORT
PART 1 OF 2 PARTS – THE PLAN

ASSOCIATION OF ONTARIO LAND SURVEYORS
PLAN SUBMISSION FORM
2162865
THIS PLAN IS NOT VALID UNLESS IT IS AN EMBOSSED ORIGINAL COPY ISSUED BY THE SURVEYOR
In accordance with Regulation 1026, Section 29 (3)

PLAN OF SURVEY
OF
PART OF LOTS 3 AND 5 IN BLOCK 'P' REGISTERED PLAN 211
IN THE
CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO

© VERHAEGEN LAND SURVEYORS

SCALE : 1"=20'

0 10.0 20.0 40.0 60.0 FEET 100.0

LEGEND

■ DENOTES SURVEY MONUMENT FOUND
□ DENOTES SURVEY MONUMENT SET
SIB DENOTES STANDARD IRON BAR
SSIB DENOTES SHORT STANDARD IRON BAR
IB DENOTES IRON BAR
PB DENOTES PLASTIC BAR
WIT DENOTES WITNESS
MEAS DENOTES MEASURED
JDB DENOTES J.D. BARNES LIMITED

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

(S/P) DENOTES SET PROPORTIONALLY (OU) DENOTES ORIGIN UNKNOWN
(P) DENOTES REGISTERED PLAN 211
(P1) DENOTES PLAN OF SURVEY BY (KVL), DATED: DEC 23, 1976, PLAN FILE: W76-L885
(P2) DENOTES PLAN OF SURVEY BY (1194), DATED: APRIL 14, 1986, PLAN FILE: 4V-8561
(1744) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.

THIS PLAN MUST BE READ IN CONJUNCTION WITH PART 2 AS SHOWN BELOW
THIS REPORT WAS PREPARED FOR **WILLIAM McCAY**

SURVEYOR'S REAL PROPERTY REPORT PART 2 OF 2 PARTS
Please note the following:
1. Iron Survey Monuments mark all corners of the parcel.
2. The parcel has an Area of 5941 Sq. Ft. (0.14 Acres).
3. The location of the stucco garage that extends 0.5' into the City Alley.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE **20th** DAY OF **APRIL, 2021.**

DATE **MAY 19, 2021**

Roy Simone
ROY A. SIMONE
ONTARIO LAND SURVEYOR
for VERHAEGEN · STUBBERFIELD · HARTLEY BREWER · BEZAIRE INC.

VERHAEGEN LAND SURVEYORS
SURVEYING MAPPING GIS
A DIVISION OF J.D. BARNES LTD.
944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
A.J.M.	DM/RAS	21-47-136-00
FILE: 21-47-136-00.dwg	E-211-0	CAD Date: May 19, 2021 3:59 PM CAD File: 21-47-136-00.dwg

61cm x 36cm (2.3 m²)
24.0" x 14.0" (2.3 m²)

Appendix B – Additional Photos of 734 Kildare Rd

Taken by City Staff on October 8, 2025

Front (west-facing) and side (south-facing) facades of 734 Kildare Road, with the garage visible at the rear.

Front (west-facing) and side (north-facing) facades of the detached garage structure that is proposed to be demolished.

The rear alley (east-facing) and side (north-facing) facades of the detached garage structure that is proposed to be demolished. Large portions of the cladding material have fallen off or been removed.

Details on the detached garage structure. The windows have been covered for protection. Large cracks and patches are visible on the cladding material. Exposed wood material has been rotting and damaged by water and weathering.

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 344/2025

Subject: Amendment to CR15/2020 for Closure of Perth Avenue located north of Chappus Street, Ward 1, SAS-5686

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

Decision Number: **DHSC 781**

I. THAT CR15/2020, adopted on January 6, 2020, **BE AMENDED** as follows:

By **DELETING** Section III in its entirety and replacing it with the following:

III. THAT Conveyance Cost **BE SET** as follows:

i. For street conveyed to abutting lands zoned DRD1.1, $2.00 per square foot without easements plus HST and deed preparation fee.

II. THAT CR15/2020, adopted on January 6, 2020, **BE FURTHER AMENDED** to replace Drawing No. CC-1743 with the drawing attached hereto as Appendix "A".

Carried.

Report Number: S 123/2025
Clerk's File: SAA2025

Clerk's Note:

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

2. Please refer to Item 11.1 from the Development & Heritage Standing Committee held on November 3, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251104/-1/10586

Subject: Amendment to CR15/2020 for Closure of Perth Avenue located north of Chappus Street, Ward 1, SAS-5686

Reference:

Date to Council: November 3, 2025
Author: Brian Nagata, MCIP, RPP
Planner III - Development (A)
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: October 3, 2025
Clerk's File #: SAA2025

To: Mayor and Members of City Council

Recommendation:

I. THAT CR15/2020, adopted on January 6, 2020, **BE AMENDED** as follows:

By **DELETING** Section III in its entirety and replacing it with the following:

III. THAT Conveyance Cost **BE SET** as follows:

i. For street conveyed to abutting lands zoned DRD1.1, $2.00 per square foot without easements plus HST and deed preparation fee.

II. THAT CR15/2020, adopted on January 6, 2020, **BE FURTHER AMENDED** to replace Drawing No. CC-1743 with the drawing attached hereto as Appendix "A".

Executive Summary:

N/A

STREET & ALLEY CLOSING (SAA/5686)

1:750

APPLICANT : JON LEEPER

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: OCTOBER, 2025

Background:

CR15/2020 was adopted by Council on January 6, 2020, directing administration to undertake the necessary steps to assume, close and convey the following street:

- Perth Avenue, north of Chappus Street.

The closure application was made by the owner of 1692 Chappus Street to satisfy an Order to Comply issued against them for the unauthorized use of Perth Avenue for the storage of personal items.

Since CR15/2020, it's been determined that Drawing CC-1743, that was included in CR15/2020, is incorrect. Drawing CC-1743 incorrectly identifies the northerly 7.78 feet-wide by 8.01-feet wide portion of Perth Avenue, south of the property known municipally as 1210-1484 Chappus Street, as an alley.

Perth Avenue consists of all of property ownership parcel P.I.N. No. 01263-1152 LT, and as such does not require a Reference Plan to be transferred to 1692 Chappus Street. The total size of the property is 6,734.98 square feet.

Discussion:

CR15/2020 must be amended to remove the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor from the Conveyance Cost set forth under Section lll.

CR15/2020 must be further amended to replace Drawing No. CC-1743 with a new drawing (attached hereto as Appendix "A") that identifies all of Perth Avenue between Chappus Street and 1210-1484 Chappus Street.

Risk Analysis:

The recommended amendment to CR15/2020 poses no known risk to the City.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The recommended amendment to CR15/2020 does not impact the conveyance cost and there will be no additional costs to the operating department.

Reference Plan 12R-28371 was obtained and paid for by the City in October 2020. Therefore, no additional survey costs will be required, due to the ability to now transfer the Perth Avenue right-of-way to 1692 Chappus Street using the property ownership parcel (P.I.N. No. 01263-1152 LT).

The conveyance cost to be invoiced to the applicant is estimated as $13,470 plus HST and will be recorded as a revenue to the Legal Department. The applicant has already submitted payment of $529 for deed preparation, which has been allocated to the appropriate departments as per By-law Number 366-2003.

Consultations:

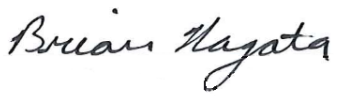
John Colella, Administrative Inspector, Operations
Josie Gualtieri, Financial Planning Administrator
Stephanie Santos, Coordinator Real Estate Services

Conclusion:

The Planning Department recommends that CR15/2020 be amended to remove the survey costs set forth under Section III as in Recommendation I of this report.

The Planning Department further recommends that CR15/2020 be amended to replace Drawing No. CC-1743 as in Recommendation II of this report.

Municipal Act Matters:



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

I concur with the above comments and opinion of the Registered Professional Planner.

Laura Diotte, MCIP, RPP
Manager - Planning (Development Applications)

Neil Robertson, MCIP, RPP
City Planner

I am not a Registered Professional Planner and have reviewed as a Corporate Team Leader

JP RM

Approvals:

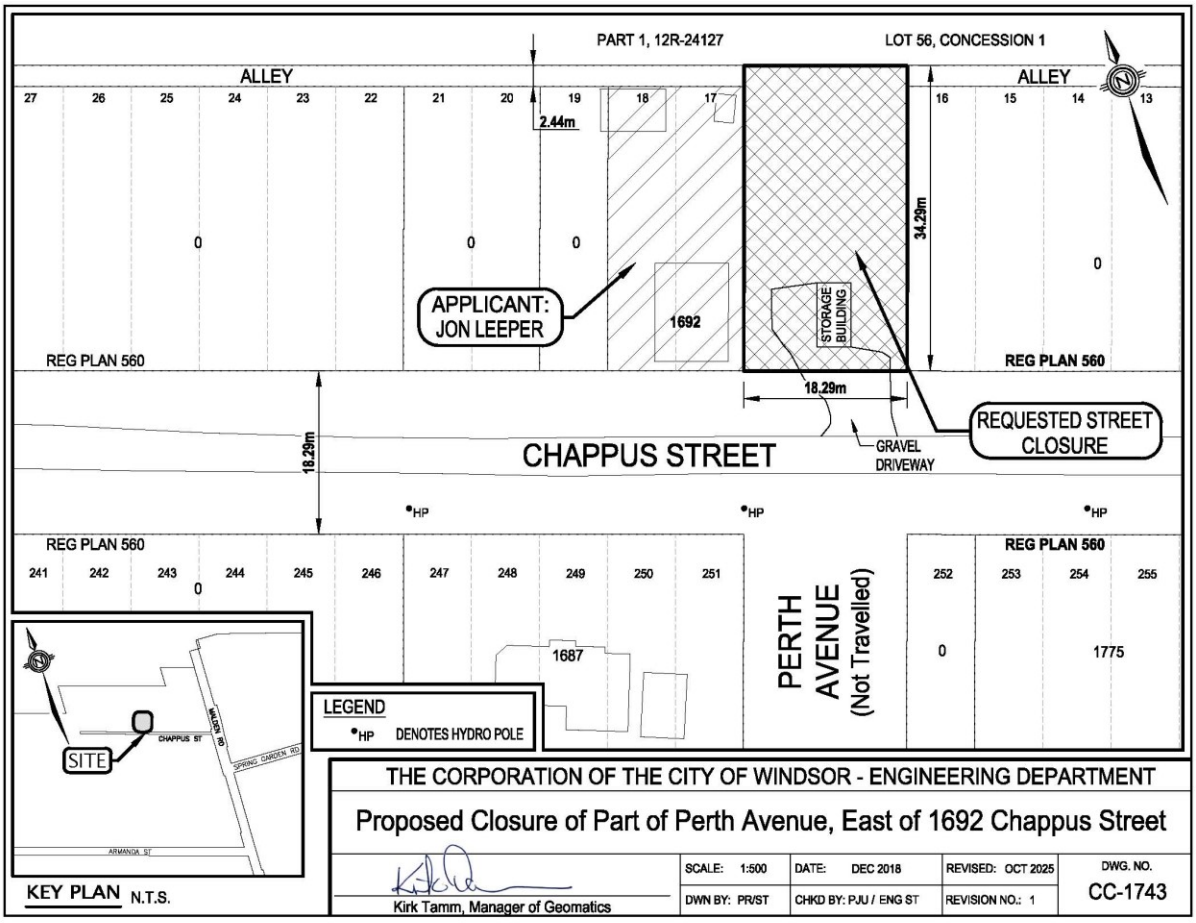
Name	Title
Brian Nagata	Planner II - Development Review
Laura Diotte	Manager - Planning (Development Applications)
Emilie Dunnigan	Manager of Development Revenue & Financial Administration
Jamelah Hersh	Senior Legal Counsel
Neil Robertson	City Planner

Jelena Payne	Deputy CAO/Commissioner, Economic Development
Janice Guthrie	Commissioner, Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Appendices:

1 Appendix A - Drawing No. CC-1743

APPENDIX "A"
Drawing No. CC-1743



THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 347/2025

Subject: Minutes of the Committee of Management for Huron Lodge of its meeting held June 12, 2025

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

Decision Number: **CSSC 295**
THAT the minutes of the Committee of Management for Huron Lodge meeting held June 12, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 263/2025
Clerk's File: MB2025

Clerk's Note:

1. Please refer to Item 7.1 from the Community Services Standing Committee held on November 5, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251105/-1/10587

Committee Matters: SCM 263/2025

Subject: Minutes of the Committee of Management for Huron Lodge of its meeting held June 12, 2025

Committee of Management for Huron Lodge

Meeting held June 12, 2025

A meeting of the Committee of Management for Huron Lodge is held this day commencing at 9:00 o'clock a.m. in Room 522a, 350 City Hall Square West, there being present the following members:

Councillor Ed Sleiman, Chair
Councillor Jo-Anne Gignac

Regrets received from:

Councillor Fred Francis

Also present are the following resource personnel

Alina Sirbu, Executive Director Long Term Care Ho9me, Administrator of Huron Lodge
Dana Paladino, Acting Commissioner, Human & Health Services

2. Disclosure of Interest

None disclosed.

3. Minutes

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman,
That the minutes of the Committee of Management for Huron Lodge of its meeting held March 4, 2025, **BE ADOPTED** as presented.
Carried.

5. Business Items

5.1 Administrator's Report

Alina Sirbu, Executive Director Long Term Care Home, Administrator of Huron Lodge provides an overview of the Administrator's Report as follows:

- The Ministry of Long-Term Care (MLTC) announced that the Ontario government will be maintaining the-fee-per-bed capitation rate of $1,500 for the fiscal year

2025-26 to support the ongoing delivery of high-quality pharmacy services to long-term care residents in Ontario.

- The Ministry of Long-Term Care attended Huron Lodge from February 3-7, 2025, to complete their Critical Incident Inspection.
- Quality Improvement – The second quarter CQI committee meeting of 2025 is scheduled for June 16, 2025.
- ***Residents' Council Involvement*** – They continue to be informed and consulted in the home to uphold resident-centred voices and choices; they continue to receive monthly quality improvement updates.
- ***Palliative Care Committee*** – The committee remains focused on continuing to support compassionate care at end-of-life for the residents and families. The partnership continues to strengthen between the Palliative Care Committee and the Home's Resident's Council with end of life.
- Information relating to falls, antipsychotics and restraints are outlined in the Administrator's report.
- ***Shining Moments: Celebrating our Successes –*** The upcoming launch of an innovative software system in their Food Service Department is set to revolutionize the operations at Huron Lodge starting at the end of June 2025. The key feature of the system includes real-time updates, an enhanced dining experience, efficient order management and comprehensive training.

Councillor Jo-Anne Gignac advises that hospitals dispense their own meds and asks if there is a dispensing fee associated in a hospital for meds that are given to patients. Alina Sirbu responds that long term care does not have that associated fee .

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman,

That the report from the Administrator of Huron Lodge providing the Committee of Management with an update on issues related to resident care; the Ministry of Long-Term Care (MLTC); Ontario Health, Home and Community Care Support Services (HCCSS) and other initiatives that impact the Long-Term Care sector **BE RECEIVED** for information and **APPROVED** for the period starting March 4, 2025, ending June 12, 2025.

Carried.

4. In Camera

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman to move In Camera at 9:18 o'clock a.m. for discussion of the following items:

Reference: s. 239 (2)(b) – Personal matters about identifiable individuals, including municipal or local board employees – Resident matters

Motion carried.

Discussion on the items of business.

Verbal Motion is presented by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman to move back into public session at 9:20 o'clock a.m.

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman,

That the verbal In Camera report relating to the personal matter about identifiable individual(s) including municipal or local board employees **BE RECEIVED** and further, that Administration **BE AUTHORIZED** to proceed in accordance with the verbal direction of the Committee of Management for Huron Lodge Long Term Care Home.

Carried.

In response to a question asked by Councillor Ed Sleiman regarding if there have been increases in the cost of food due to the tariffs, Alina Sirbu responds they have seen increases in prices and adds that they work closely with Finance.

6. Date of Next Meeting

The next meeting will be held on Tuesday, September 9, 2025.

7. Adjournment

There being no further business, the meeting is adjourned at 9:26 o'clock a.m.

Item No. 8.16

Committee Matters: SCM 348/2025

Subject: Minutes of the meeting of the Committee of Management for Huron Lodge of its meeting held September 9, 2025

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

Decision Number: **CSSC 296**
THAT the minutes of the Committee of Management for Huron Lodge of its meeting held September 9, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 296/2025
Clerk's File: MB2025

Clerk's Note:

1. Please refer to Item 7.2 from the Community Services Standing Committee held on November 5, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251105/-1/10587

Committee Matters: SCM 296/2025

Subject: Minutes of the meeting of the Committee of Management for Huron Lodge of its meeting held September 9, 2025

Committee of Management for Huron Lodge
Meeting held September 9, 2025

A meeting of the Committee of Management for Huron Lodge is held this day commencing at 2:00 o'clock p.m. in Room 522b, 350 City Hall Square West, there being present the following members:

Councillor Ed Sleiman, Chair
Councillor Jo-Anne Gignac
Councillor Fred Francis

Also present are the following resource personnel:

Alina Sirbu, Executive Director Long Term Care Home, Administrator of Huron Lodge
Dana Paladino, Acting Commissioner, Human & Health Services
Brenlee Martin, Manager Administration, Human & Health Services

2. Disclosure of Interest

None disclosed

3. Minutes

Moved by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac,
That the minutes of the Management for Huron Lodge of its meeting held June 12, 2025, **BE ADOPTED** as presented.
Carried.

4. In Camera

Moved by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac to move In Camera at 2:05 o'clock p.m. for discussion on the following items:

Reference: s. 239 (2)(b) – Personal matters about identifiable individuals, including municipal or local board employees – Resident matters

Motion carried.

Discussion on the items of business.

Verbal Motion is presented by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac to move back into public session at 2:15 o'clock p.m.

Verbal Motion is presented by Councillor Jo-Anne Gignac, seconded by Councillor Fred Francis,

That the verbal In Camera report relating to the personal matter about identifiable individual(s) including municipal or local board employees **BE RECEIVED** and further, that Administration **BE AUTHORIZED** to proceed in accordance with the verbal direction of the Committee of Management for Huron Lodge Long Term Care Home.

Carried.

5. Business Items

5.1 Administrator's Report

Alina Sirbu, Executive Director Long Term Care Home, Administrator of Huron Lodge provides an overview of the Administrator's Report as follows:

- Provides an update relating to inspections, residents and the satisfaction survey.
- The last inspection at Huron Lodge resulted in zero issues.
- In terms of quality improvement, Huron Lodge is continuing to use the provincial standards and indicators as best practices and comparators.
- The Resident's Council of Huron Lodge continues to lead resident-focused initiatives throughout the home. Council members are eagerly anticipating in an exciting and engaging Residents' Council Week in September as they celebrate their ongoing contributions to life at Huron Lodge.
- Continuing to see many residents that are affected by mental health which requires a multidisciplinary clinical approach regarding the level of antipsychotic medication and the reduction of it while ensuring their safety and well being.
- In this last quarter there were no significant changes communicated by the Ministry of Long-Term care.
- Ontario Health is organizing a patient advocacy day at Windsor Regional Hospital This day is meant to bring together residents and patients different health care agencies such as Windsor Regional, Hotel Dieu Grace Leamington Erie Shores along with different long term care homes and others. Huron Lodge will have a booth at the event to be held on September 26, 2025. The event will include networking between participants as well as highlight the lived experience in the delivery of health care services and settings of goals and outcomes
- Councillor Jo-Anne Gignac remarks that the number of residents coming in with acute issues is more prevalent today and asks if a data baseline can be established. She refers to the number of patients on antipsychotics and states that if that baseline had been established 10 years ago, the data would show how the numbers have increased. She asks if this information can be provided to the province. Alina Sirbu responds that a review of the reports over the last 12 years can be done in order to see the trend in the use of antipsychotics. She advises through her participation through the Windsor-Essex Ontario Health Team Committee; she has been relaying that information to the Ministry.

Moved by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac,

That the report from the Administrator of Huron Lodge providing the Committee of Management with an update on issues related to resident care, the Ministry of Long-Term Care (MLTC) Ontario Health; Home and Community Care Support Services (HCCSS) and other initiatives that impact the Long-Term Care sector **BE RECEIVED** for information and **APPROVED** for the period starting June 12, 2025, and ending September 9, 2025.

Carried.

6. Date of Next Meeting

The next meeting will be held on Tuesday, December 9, 2025, at 10:00 o'clock a.m.

7. Adjournment

There being no further business, the meeting is adjourned at 2:28 p.m.

Item No. 8.17

Committee Matters: SCM 349/2025

Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held September 11, 2025

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

Decision Number: **CSSC 297**
THAT the minutes of the Executive Committee and Board of Directors, Willistead Manor Inc., held September 11, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 310/2025

Clerk's Note:

1. Please refer to Item 7.3 from the Community Services Standing Committee held on November 5, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251105/-1/10587

Committee Matters: SCM 310/2025

Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held September 11, 2025

A meeting of the **Executive Committee Board of Directors, Willistead Manor Inc.** is held this day commencing at 3:30 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn, Chair
J. Evans
C. Gaudette
R. Gauthier

Also in attendance are the following Resource Personnel:

D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls
M. Staadegaard, Manager, Culture
C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 3:36 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by J. Evans, seconded by C. Gaudette,
That the minutes of the Executive Committee Board of Directors Willistead Manor Inc. meeting held June 12, 2025, **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. REPORTS

4.1 Chairperson

None.

4.2 Administration

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator provides the following updates:

Priority Projects for Willistead Manor:

- C. Menard and R. Gauthier will continue to work on prioritizing projects in the Manor and identifying budgets.
- R. Gauthier and C. Gaudette are in the process of identifying the ideal portrait layout and lighting needs.

Culture and Facilities Updates:

- Manor Elevator Replacement: A contractor has been approved, and the elevator replacement will occur in early 2026. Details are currently being worked out with the Facilities Department.
- Willistead Park – Fencing Update: Approximately 50 pillars are included in this project. The pillars have been aggravated by old age and the freeze-thaw cycle. They need to be stabilized; some will need to be fully disassembled and re-built. The project will begin in September and includes repair and refinish for the South and West Gate. The goal is to complete repairs before winter.
- Pipe Leaks / Water Issues: - The Manor is currently experiencing water and pipe issues with the women's restrooms. Currently all restrooms are functioning on all floors. Investigative work to assess and repair the issues is tentatively planned for early 2026.
- Investigation Into Sticky Walls in Great Hall and Other Areas: Currently monitoring moisture to determine possible impacts. The Custodian to begin gentle clean in 2026 to help breakdown build-up.
- Significant Collection Donation: The City has accepted a donation of about 50 boxes of artifacts, furniture, artwork, papers etc. Museum Windsor is currently working on inventory and appraisals, and the Willistead Board will be involved later. This collection is included in the plans for the expansion of the Coach House Historical Exhibition.
- Custodian & Coach House Update: The new custodian begins job-shadowing on September 11, 2025. Coach House Historical Exhibition Expansion project is expected to begin in early 2026. Funding sources will need to be identified for this large-scale project, which will be led by C. Menard.

At the Manor Events and Other Culture Updates:

- Room Guide & Willistead Brochure: Will be updated in 2026, after the Coach House project has been completed.
- At the Manor: Next up is Holiday Tours and Breakfast with Santa.

- 2026 Annual Mayor's Reception: Sunday, January 18, 2026.
- Documentary: A letter was sent to Suede to discuss next steps, and a response was requested by September 11, 2025.
- Travel in Time: The YourTV television program, which was filmed in part in Willistead Manor and highlights the Manor and our local heritage is scheduled to air the weeks of September 16th, September 23rd, September 30th at 8:00pm.

4.3 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls will report on financial accounts at the regular meeting.

5. NEW BUSINESS

None.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be on Thursday, October 9, 2025.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:25 o'clock p.m.

_____
CHAIRPERSON

_____
EXECUTIVE SECRETARY

SG
September 11, 2025

A meeting of the **Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:30 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn – Chair
A. Abu-Zahra
M. Clark
J. Evans
C. Gaudette
R. Gauthier
D. Langstone
E. Morasset
F. Perissinotti
C. Pitman

Regrets from Board Members:

MJ. Dettinger

Also in attendance are the following resource personnel:

D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls
M. Staadegaard, Manager, Culture
C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the Board Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:34 o'clock p.m. and the Board considers the Agenda being Schedule "A" attached hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by J. Evans, seconded by D. Langstone,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held June 12, 2025, **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. CHAIRPERSON'S REPORT

D. Sanborn welcomes new Board members, Michael Clark and Frank Perissinotti and invites all members to introduce themselves. Each member then introduces themselves.

Moved by C. Gaudette, seconded by J. Evans,
That the following individuals **BE RE-APPOINTED** to the Board of Directors, Willistead Manor Inc. for a two-year term ending August 17, 2027:

A. Abu-Zahra
J. Evans
R. Gauthier
E. Morasset
D. Sanborn

Carried.

D. Sanborn informs the members that the sub-committees will be reviewed at a future meeting to determine if any committees are no longer relevant and to allow members the opportunity to join different sub-committees.

5. REPORTS

5.1 Management

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator provides the following updates:

Culture and Facilities Updates:

- Manor Elevator Replacement: A contractor has been approved, and the elevator replacement will occur in early 2026. The timeframe identified has been between February 9 and April 24th. Details are currently being worked out with the Facilities Department.
- Willistead Park – Fencing Update: Approximately 50 pillars are included in this project. The pillars have been aggravated by old age and the freeze-thaw cycle. They need to be stabilized; some will need to be fully disassembled and re-built. The project, which will begin in September, includes repairs and refinish for the South and West Gate, and should be completed before winter.
- Pipe Leaks / Water Issues: - The Manor is currently experiencing water and pipe issues with the women's restrooms. Currently all restrooms are functioning on all

floors. Investigative work to assess and repair the issues is tentatively planned for early 2026.
- Investigation Into Sticky Walls in Great Hall and Other Areas: Currently monitoring moisture to determine possible impacts. The Custodian to begin gentle clean in 2026 to help breakdown build-up.
- Significant Collection Donation: The City has accepted a donation of about 50 boxes of artifacts, furniture, artwork, papers etc. Museum Windsor staff is currently working on-site to inventory, archive and have the collection appraised. The Willistead Board will be involved once all of this has been completed. This collection is included in the plans for the expansion of the Coach House Historical Exhibition.
- Custodian & Coach House Update: The new custodian begins job-shadowing on September 11, 2025. Coach House Historical Exhibition Expansion project is expected to begin in early 2026. Funding sources will need to be identified for this large-scale project, which will be led by C. Menard.

At the Manor Events and Other Culture Updates:
- Room Guide & Willistead Brochure: Will be updated in 2026, after the Coach House project has been completed.
- At the Manor: Next up is Holiday Tours and Breakfast with Santa.
- 2026 Annual Mayor's Reception will take place on Sunday, January 18, 2026.
- Documentary: A letter was sent to Suede to discuss next steps, and a response was requested by September 11, 2025.
- Travel in Time: The YourTV television program, which was filmed in part in Willistead Manor and highlights the Manor and our local heritage is scheduled to air the weeks of September 16th, September 23rd, September 30th at 8:00pm.

E. Morasset explains to the Board members that, regarding the sticky walls, they are currently monitoring the situation as it may be related to environmental factors. They are tracking conditions during both activity and non-activity periods and will also review cleaning protocols. She noted that they are aware of the issue, and it is being addressed.

M. Staadegaard, Manager, Culture, adds that the HVAC system was recently replaced, which could be a contributing factor.

5.2 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls provides the following current account balances:

- Operating Account -- $26,580.
- Savings Account -- $18,081.
- Furnishings Trust -- $18,995.

D. Seguin informs that a $1,000 donation was received over the summer.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

R. Gauthier informs the Board members the Acquisitions committee will be focusing on the recently received collection, which will form part of the Coach House Historical Exhibition. He noted that many other pieces have been donated that cannot be accommodated within the Manor, so a future sale may be considered.

R. Gauthier also informed that the two pieces donated by Rita Sanborn, a beautiful painting and a buffet, have been placed in the Manor and that a beautiful antique clock, dating back to 1820, has been donated by Colleen and will be placed in the Library.

6.4 Friends of Willistead (FOW)

C. Pitman, provides the following updates:

- Art in the Park was very successful; the Friends partnered once again with Julie from *Time to Go*. Gift sales were strong.
- Two tours were conducted in June, both of which went very well.
- Cathy Renaud was interviewed as part of the *Travel in Time* television program, filmed in part at Willistead Manor by YourTV.
- During the July summer tours, 87 volunteer shifts were filled and over 300 guests attended, some from other parts of the world.
- The FOW welcomed three new members.
- TWEPI has brought freelance writers into the Manor and has another group opportunity, as well as a photo shoot scheduled for next week.
- A garage sale is being planned for September.
- Decorating groups are being organized for Christmas.
- Two tours are booked for the month of October, and three tours are currently booked for November.

6.5 Education

None.

6.6 Historical

David Langstone informs the members that he had scanned a scrapbook about Hiram Walker, which was donated to the Board by Pam Morse, Hiram Walker's great-great-granddaughter and would be happy to provide copies to any interested board members. D. Langstone also provides some historical information regarding Hiram Walker's sons.

6.7 Event Planning

None.

7. NEW BUSINESS

None.

8. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, October 9, 2025 at 4:30 o'clock p.m.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:19 o'clock p.m.

_____
CHAIRPERSON

_____
EXECUTIVE SECRETARY

Item No. 8.18

Committee Matters: SCM 350/2025

Subject: Report No. 124 of the Board of Directors, Willistead Manor Inc.

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

Decision Number: **CSSC 298**
THAT Report No. 124 of the Board of Directors, Willistead Manor Inc. indicating:

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

A. Abu-Zahra
J. Evans
R. Gauthier
E. Morasset
D. Sanborn

BE APPROVED.
Carried.

Report Number: SCM 311/2025

Clerk's Note:

1. Please refer to Item 7.4 from the Community Services Standing Committee held on November 5, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251105/-1/10587

Committee Matters: SCM 311/2025

Subject: Report No. 124 of the Board of Directors, Willistead Manor Inc.

SG
Windsor, Ontario, November 5, 2025

REPORT NO. 124
of the
BOARD OF DIRECTORS,
WILLISTEAD MANOR INC.
of its meeting held September 11, 2025

Present: D. Sanborn -- Chair
A. Abu-Zahra
M. Clark
J. Evans
C. Gaudette
R. Gauthier
D. Langstone
E. Morasset
F. Perissinotti
C. Pitman

Your Board submits the following recommendations:

Moved by C. Gaudette, seconded by J. Evans,
That the following individuals **BE RE-APPOINTED** to the Board of Directors, Willistead Manor Inc. for a two-year term ending August 17, 2027:

A. Abu-Zahra
J. Evans
R. Gauthier
E. Morasset
D. Sanborn

Carried.

_____
Chair

_____
Executive Secretary

NOTIFY:

Name	Address	City/Prov/Pstcd	Telephone	FAX
Board of Directors Willistead Manor Inc.				

Committee Matters: SCM 351/2025

Subject: Minutes of the Windsor Accessibility Advisory Committee of its meeting held September 16, 2025

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

Decision Number: **CSSC 299**
THAT the minutes of the Windsor Accessibility Advisory Committee of its meeting held September 16, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 328/2025

Clerk's Note:

1. Please refer to Item 7.5 from the Community Services Standing Committee held on November 5, 2025.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251105/-1/10587

Committee Matters: SCM 328/2025

Subject: Minutes of the Windsor Accessibility Advisory Committee of its meeting held September 16, 2025

Windsor Accessibility Advisory Committee (WAAC)

Meeting held September 16, 2025

A meeting of the Windsor Accessibility Advisory Committee is held this day commencing at 10:00 o'clock a.m. via Zoom video conference, there being present the following members:

Sally Bennett Olczak, Co-Chair
Peter Best, Co-Chair
Councillor Fred Francis
Danica McPhee
Ricardo Pappini
Nicholas Petro

Absent:
Surendra Bagga
Caleb Ray

Guest in attendance:

Joy Mayerhofer

Also present are the following resource personnel:

Mark Keeler, Accessibility/Diversity Officer
James Chacko, Executive Director Transit Windsor
Karen Kadour, Committee Coordinator

1. Call to Order

Sally Bennett Olczak, Co-Chair calls the meeting to order at 10:01 o'clock a.m. and the Committee considers the Agenda being Schedule A, attached hereto, matters which are dealt with as follows:

2. Conflict of Interest

None disclosed.

3. Adoption of the Minutes

Moved by Nicholas Petro, seconded by Councillor Fred Francis,
That the minutes of the Windsor Accessibility Advisory Committee of its meeting held March 13, 2025, **BE ADOPTED** as presented.
Carried.

4 Business Items

4.1 Facility Accessibility Design Standard (FADS) Update

Mark Keeler, Accessibility/Diversity Officer advises that the administrative committee which is composed of engineers and architects is currently reviewing Chapter 2 of the new FADS document.

In response to a question asked by Sally Bennett Olczak, Co-Chair regarding timelines for FADS, Mark Keeler responds he expects that Chapter 2 will be completed by summer 2026 and will come back to WAAC at that time for review. He indicates that a draft of the document will be posted to the City's website to allow for review and comment
by the public.

4.2 Accessibility for Ontarians with Disabilities Act (AODA) Compliance Update

Mark Keeler advises that 2025 is the compliance year for the City of Windsor and is due by December 15, 2025. He states that conversation is being held with the various city departments who are submitting documents ranging from park benches, park developments to new washrooms. He adds that the documents must be available in the event there is an audit by the Ministry.

Danica McPhee refers to the lists being sent from various departments regarding changes over the past year and asks if WAAC will be able to view some of the modifications made by the city that will be submitted to the AODA. Mark Keeler responds that most of the changes are from Parks.

Sally Bennett Olczak, Co-Chair indicates that the earlier that WAAC can be brought into the process for review and consultation, the better as the Committee is eager to do so.

4.3 Transit Schedules Developments

Mark Keeler remarks he has been working with Transit Windsor along with their consultant and Marketing Department on the transit schedules. He notes that improvements are being made on their audible schedules. Peter Best, Co-Chair questions if WAAC or the CNIB is involved in the process of developing the audible schedules. Mark Keeler responds that they have a draft which will be released within a few weeks for review by the Infrastructure Subcommittee and the CNIB.

4.4 Recreational Operational Budget Request

Discussion ensues regarding the Recreational operating budget request and the use of capital or operating funds. Mark Keeler reviews the items requested and notes the cost has increased on some of the items.

Danica McPhee supports the purchases and suggests a discussion around utilization program development afterwards to ensure that WAAC's purchases are being utilized.

Peter Best suggests the use of the capital funds primarily for the accessible pathway to the washroom at Alexander Park.

Mark Keeler concurs with Danica McPhee to draft the protocol for proposals and to create a framework for departments who request funding from WAAC.

Nicholas Petro suggests if the operating budget is utilized to purchase requests from departments, that the departments be made aware that WAAC has donated these funds.

Councillor Fred Francis advises that outside of the International Relations Committee, no other committee of Council is able to accumulate their operating budget. He adds if there is an opportunity to safeguard the capital budget at the expense of operating, that is what should be done.

Moved by Danica McPhee, seconded by Riccardo Pappini,
That **APPROVAL BE GIVEN** to cover the expenses requested by the Recreation Department 6814 in the amount of $6,814.53 to the limit of the operating budget of the Windsor Accessibility Advisory Committee.
Carried.

Sally Bennett Olczak Co-Chair suggests that a brief follow-up report be provided within 6 months or so, that outlines how these items provided by WAAC are being utilized and enjoyed. Mark Keeler supports this suggestion going forward and proposes that Administration from Recreation be invited to come to the Infrastructure Subcommittee and to present how these items purchased by WAAC are being utilized.

4.5 Capital Theatre Parking Update

Mark Keeler explains that the issue with the Capital Theatre is that parking is at a premium in this area. Bill Kralovensky, Manager, Transport Operations has determined that there is no parking of any kind in front of the Capital Theatre because this space is used for buses, delivery trucks, and so on.

Sally Bennett Olczak, Co-Chair suggests that Bill Kralovensky be invited to a meeting of the Infrastructure Subcommittee.

Councillor Fred Francis advises if the by-law regarding parking is to be changed, it will require a vote of City Council.

4.6 County of Essex Accessibility Advisory Committee Fest-For-All

Danica McPhee provides an overview of the County of Essex Advisory Committee Fest-For-All as follows:

- Advises that the other Accessibility Advisory Committees were not present.
- Spoke to the Tecumseh Advisory Committee about some of their priorities. In 2024, they were heavily focused on the digitization of transit maps, and this year are focusing on transportation.
- There is great interest in learning what the other committees are doing.
- Suggests attending this event in 2026 and to have a booth.

In response to a question asked by Riccardo Pappini if guest speakers were present, Danica McPhee responds presentations were provided.

Sally Bennett Olczak, Co-Chair, states if there is interest in meeting with our County representatives, this should be added to WAAC's working agenda and suggests that Danica McPhee take the lead on this initiative.

4.7 Resumption of Infrastructure Subcommittee

Sally Bennett Olczak, Co-Chair advises that the Capital Theatre piece has been added to the next agenda. Suggests setting goals and work towards achieving them in concert with Danica McPhee and working with our County counterparts over the next year.

4.8 2026 Capital Projects Vision Report

Mark Keeler states a call out to departments for potential capital projects has been undertaken. He indicates that the Parks Department has submitted a project (pathway at Alexander Park) along with a proposal from Huron Lodge and the Windsor Public Library.

5. Date of Next Meeting

The next meeting will be held on Thursday, November 13, 2025 at 10:00 a.m. via Zoom in a meeting room to be determined.

6. Adjournment

There being no further business, the meeting is adjourned at 11:20 a.m.

Item No. 8.20

Committee Matters: SCM 352/2025

Subject: The Windsor Essex Community Safety & Well-Being Plan 2026-2029 – City Wide

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

Decision Number: **CSSC 300**
THAT the report of the Project Lead, dated October 20, 2025, entitled "Windsor Essex Community Safety & Well-Being Plan 2026-2029" **BE RECEIVED** for information; and,

THAT Appendix A – Windsor Essex Community Safety & Well-Being Plan 2026-2029 **BE APPROVED**; and,

THAT administration **BE DIRECTED** to inform the Ministry of the Solicitor General that the Community Safety and Well Being Plan has been updated and is available on the website in accordance with the *Community Safety and Policing Act, 2019*.
Carried.

Report Number: C 142/2025
Clerk's File: SS/14026

Clerk's Note:

1. The recommendation of the Community Services Standing Committee and Administration are the same.

2. Please refer to Item 8.1 from the Community Services Standing Committee held on November 5, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251105/-1/10587

Subject: The Windsor Essex Community Safety & Well-Being Plan 2026-2029 – City Wide

Reference:

Date to Council: November 5, 2025
Author: Michelle Oake
Project Lead
moake@citywindsor.ca
519-255-5200 ext. 5432
Community Development and Health Services
Report Date: 10/20/2025
Clerk's File #: SS/14026

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** the report titled "Windsor Essex Community Safety & Well-Being Plan 2026-2029"; and,

THAT City Council **APPROVE** Appendix A – Windsor Essex Community Safety & Well-Being Plan 2026-2029; and,

THAT administration **BE DIRECTED** to inform the Ministry of the Solicitor General that the Community Safety and Well Being Plan has been updated and is available on the website in accordance with the Community Safety and Policing Act, 2019.

Background:

In May 2025, City Council received the Annual Progress Report of the Windsor Essex Regional Community Safety & Well-Being Plan (the Plan) and an update on the intention to refresh the Plan (CR 231/2025).

Developing the initial version of the Plan was a significant effort, requiring substantial resources, detailed data collection, and broad community engagement across the region. To align with the Community Safety and Policing Act (CSPA), 2019 and make the most of existing resources, refreshing the Plan was a fiscally responsible and efficient approach. This update builds on the strong foundation of the original Plan's extensive engagement and data.

Discussion:

The update of the Plan was a collaborative effort led by Creative Momentum Consulting in collaboration with the Project Team from the City of Windsor and the County of Essex. A comprehensive needs assessment and the facilitation of a community

engagement strategy, which took place from April 2025 to September 2025, formed the foundation for the refresh process.

The six-month renewed engagement strategy incorporated a range of public consultation activities including focus groups and surveys that reached 746 individuals across the city and county. In addition, meetings were held with community safety & well-being leadership members, including community partners, police, and municipal representatives, to identify needs, set priorities, and align strategies with existing regional plans and initiatives. These engagements also amplified the voices of priority populations, including youth, First Nations, Métis, and Inuit peoples, racialized community members, and organizations representing mental health and addictions services.

The Plan has been developed in accordance with provincial legislation and with guidance from area municipalities and community stakeholders to re-imagine how to address local crime and complex social issues through preventative and collective action. It fosters collaboration among municipal governments, sector leaders, service providers, and community groups to identify and prioritize risks affecting the region.

In accordance with the *CSPA, 2019*, the Plan maintains an Advisory Committee co-chaired by the City of Windsor's Human and Health Services Commissioner and the Director, Legislative & Legal Services for the County of Essex. The Advisory Committee includes partners from various sectors (Appendix B) including:

- health and mental health education;
- community and social services;
- community and custodial services for youth;
- municipalities;
- police and public safety; and
- business

The Advisory Committee will oversee the Plan's implementation, assist in resourcing elements of its implementation, develop partnerships to leverage community-funding opportunities, and develop action tables to define further and implement specific activities as described in the Plan.

The refreshed Plan's vision remains the same:

"A community where everyone feels safe, has a sense of belonging, equitable access to services and opportunities, and can have their needs met across Windsor and Essex County. "

Community members identified three key priorities during consultations: Engaged Communities, Safer Public Spaces, and Coordinated Systems.

1. **Engaged Communities**

   Goal: Empower residents of all ages and backgrounds to build meaningful connections, foster shared responsibility, and encourage community safety and well-being.

2. **Safer Public Spaces**

Goal: Enhance the safety, accessibility, and inclusivity of public spaces by identifying local risks, implementing practical safety solutions, and fostering shared responsibility.

3. **Coordinated Systems**

Goal: Strengthen community safety and well-being through coordinated, system-wide approaches that embed equity and collaborative planning into municipal services, community engagement, and frontline response.

Appendix A outlines each goal in the strategy and supports them with 14 mutually reinforcing initiatives and indicators. As a living document, the Plan will integrate the Ministry of the Solicitor General's performance management framework, which the Ministry plans to release in early 2026.

Risk Analysis:

Developing a Community Safety & Well-Being Plan is a requirement under the CSPA, 2019. Failure to have a plan will put the City of Windsor and all seven lower tier county municipalities in a position of non-compliance under the Act.

Under the City of Windsor's Enterprise Risk Framework, Legislative & Regulatory Risk category, without ongoing funding, there will be moderate operational impacts due to initiatives that do not have the necessary resources for implementation.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The City of Windsor and County of Essex contribute equally to the Plan's stewardship and implementation. There is no direct provincial funding for municipalities to implement Community Safety & Well-Being Plans. Windsor-Essex has successfully leveraged over $4.4 million in senior-level government grants through strong partnerships with local police services and community partners. The approved gross budget for 2025 was $226,030. The estimated cost for 2026 is $254,000.

Administration continues to liaise with the Ontario Municipal Social Services Association (OMSSA) and the Association of Municipalities of Ontario (AMO) Community Safety & Well-Being tables for updates and will continue to apply to all related funding opportunities from senior levels of government and other sources that align with the Plan's goals, initiatives and actions.

Consultations:

Stephen Lynn - Manager, Social Policy and Planning, City of Windsor
Michael Davis – Financial Planning Administrator
Jamelah Hersh - Senior Legal Counsel
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David Sundin – Director, Legislative & Legal Services, County of Essex
Karel DeGraaf – Deputy Chief of Police, Windsor Police Service
Mark Loucas - Superintendent – Essex County Detachment Commander, Ontario Provincial Police
Jason Woods – Deputy Chief of Police, LaSalle Police Service

Conclusion:

The refreshed Plan presents the second iteration of the Windsor Essex Community Safety & Well-Being Plan. It has been developed in accordance with provincial legislation and with guidance from area municipalities and community stakeholders to re-imagine addressing local crime and complex social issues through preventative and collective action. To achieve this goal, the Plan brings municipal governments, sector leaders, local service providers, community groups and individuals to identify, contextualize and prioritize local and regional risks.

The Plan utilizes the community's strengths, resources, and best practices to create proactive approaches to address identified local risks. The refreshed Plan serves as a living document that remains responsive, flexible, and forward-looking. It prioritizes immediate and preventative actions, going beyond legislative requirements, and establishes an adaptive framework that identifies regional and local priority risks, while promoting inclusion and collaboration.

Approvals:

Name	Title
Stephen Lynn	Manager, Social Policy & Planning
Linda Higgins	Manager, Intergovernmental Funding – Employment, Social and Health Services
Dana Paladino	Commissioner, Human & Health Services (Acting)
Janice Guthrie	Commissioner, Finance & City Treasurer
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Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Windsor Essex CSWB Plan 2026-2029
2 Appendix B - Windsor Essex CSWB Advisory Committee Member List

WINDSOR ESSEX COMMUNITY SAFETY & WELL-BEING PLAN

2026 – 2029

Funding provided by

THE CITY OF WINDSOR ONTARIO, CANADA

County of Essex

WINDSOR ESSEX COMMUNITY SAFETY & WELL-BEING PLAN

TABLE OF CONTENTS

MESSAGE FROM THE CO-CHAIRS 3

LAND ACKNOWLEDGEMENT 4

EXECUTIVE SUMMARY 5

INTRODUCTION 6

2022-2026 Plan Review 6

Refresh Rationale 8

CSWB PLANNING BACKGROUND 9

CSWB Legislation 10

CSWB Planning Framework 11

Impacts and CSWB Planning Benefits 12

REFRESH PROCESS 13

Data 13

Engagement 14

Considerations 17

PLAN OVERVIEW 19

Our Vision 19

Governance 21

Alignment with Partners and Plans 22

PLAN DETAILS 23

Engaged Communities 23

Safer Public Spaces 25

Coordinated Systems 28

NEXT STEPS 30

GLOSSARY OF TERMS 31

ACKNOWLEDGEMENTS 32

MESSAGE FROM THE CO-CHAIRS

On behalf of the Windsor Essex Community Safety & Well-Being Plan Advisory Committee, we are pleased to present the second iteration of the Windsor Essex Community Safety & Well-Being Plan (2026–2029).

The first iteration (2022–2026) of the Plan was a collaborative, community-driven effort that leveraged local strengths, resources, and best practices to proactively address safety and well-being risks. It established a strong foundation for cross-sector collaboration and inspired initiatives that extended well beyond its original scope.

The process to update the Plan, referred to as the "Refresh", has been guided by a shared commitment to reflection, learning, and growth. This refreshed version builds upon past successes, incorporates lessons learned, and adapts to the evolving needs of our community.

Recognizing that community safety and well-being is the shared responsibility of governments, organizations, and residents, the refreshed Plan has been shaped by data and informed by a broad range of dedicated stakeholders across multiple sectors and lived experiences.

The refreshed Plan is designed to be a living document that is responsive, flexible, and forward-looking. It emphasizes both immediate and preventative actions, going beyond legislative requirements to establish an adaptive framework that identifies regional and local priority risks, while fostering inclusive collaboration and collective impact.

We extend our sincere thanks to all municipal and sector leaders, community organizations, and residents who contributed their time, insights, and expertise throughout this refresh planning process. Your ongoing engagement and partnership are vital as we continue working together toward our shared vision of a safe, healthy, and thriving Windsor Essex region.

Dana Paladino
Commissoner, Human & Health Services

City of Windsor
Co-Chair CSWB Plan Advisory Committee

David Sundin
Director, Legislative & Legal Services

County of Essex
Co-Chair CSWB Plan Advisory Committee

LAND ACKNOWLEDGEMENT

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

We acknowledge the land on which the County of Essex is located is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples. We specifically recognize Caldwell First Nation and other First Nations which have provided significant historical and contemporary contributions to this region. We also value the contributions of all Original Peoples of Turtle Island, who have been living and working on this land from time immemorial.

EXECUTIVE SUMMARY

Our Vision

"**A community where everyone feels safe, has a sense of belonging, equitable access to services and opportunities, and can have their needs met across Windsor and Essex County.** "

This document presents the second iteration of the Windsor Essex Community Safety & Well-Being Plan. The regional Plan has been developed in accordance with provincial legislation and with guidance from area municipalities and community stakeholders to re-imagine how to address local crime and complex social issues through preventative and collective action. To achieve this goal, the Plan brings together municipal governments, sector leaders, local service providers, and local community groups and individuals to identify, contextualize and prioritize local and regional risks.

Building on a foundation of regional collaboration and recognizing that safety and well-being are shared responsibilities of all members of a community, the municipal leadership in the City of Windsor and County of Essex have come together to create a regionally focused plan that respects the unique identities and contextual needs of each area municipality. The City of Windsor and County of Essex will ensure the success of this multi-sectoral, community-based project. As champions of the Plan, area municipalities will assist in resourcing elements of its implementation, develop partnerships to leverage community-funding opportunities, and advocate to senior levels of government, when required.

Community members identified three key Community Safety and Well-Being (CSWB) priorities during consultations: Engaged Communities, Safer Public Spaces, and Coordinated Systems.

Building upon the first iteration of the Plan as a collaborative, community-driven effort that leveraged existing strengths, resources and best practices to proactively address community risks, and laying the groundwork for strong cross-sector collaboration that supported initiatives extending beyond the original goals, the second iteration of the Plan will continue to build on strengths and partnerships, applying lessons learned and adapting to our community's evolving needs.

Ultimately, the Plan acknowledges that an ongoing process of issue identification and contextualization is necessary. The Plan is intended to act as a living document informed by continued collaboration and engagement with municipal, sector and community stakeholders as we work towards our vision of a safe and healthy region.

INTRODUCTION

We are pleased to present the second iteration (2026-2029) "refresh" of the Windsor Essex Community Safety & Well-Being Plan (the "Plan"). This Plan builds on the successes and lessons learned from the implementation of the previous (2022-2026) Plan, and presents a refreshed approach that:

- **Is grounded in local data and community voice;**
- **Offers impactful and measurable directions;**
- **Is aligned with, supportive of, and complementary to other regional plans and initiatives, without duplicating efforts; and**
- **Extends available resources for maximal impact while remaining scaled to capacity**

2022-2026 Plan Review

The first Plan was approved by City and County Council in October and November 2021[1], respectively, and was submitted to the Ministry of the Solicitor General for approval in December 2021. The Plan's four regional priorities were Good Governance and Data, Engaged and Safe Communities, Mental Health and Substance Use Supports, and Financial Security and Economic Equity. The Plan's original timeline was five years ending in December 2026; however, following its approval and submission, the province revised its legislation requiring municipalities to update their plans every four years.

Much has changed since the development of the initial Plan in 2021. The COVID-19 pandemic had profound social and economic impacts, inflationary increases in the costs of goods and services have increased financial strains, and significant housing shortages and rising housing costs have exacerbated vulnerability for many, all of which are correlated with increased use of substances and increased risks of adverse mental health. Despite these challenges, much was achieved in the initial Plan, as the highlights in Table 1 illustrate:

Table 1: Past Plan Highlights

Priority 1: Good Governance and Data

- Instituted a cross-sectoral CSWB Advisory Committee (Regional Systems Leadership Table) to inform implementation and provide guidance on emerging safety and well-being issues.
- Championed diverse governance by including government representatives, partners from health and mental health, education, community and social services, community and custodial services for youth, municipalities, police and public safety, and business, and voices of underrepresented communities drawn from the Enhanced Sector Network.
- Connected to and leveraged existing strategies (e.g., Windsor-Essex Community Opioid and Substance Strategy) and established Action Tables (e.g., Regional Crime Prevention Council) as needed to inform key goals and initiatives.

[1] City of Windsor. (2021). CR522/2021 in *City Council Meeting Minutes, November 15, 2021.* Windsor, ON: City of Windsor.; County of Essex. (2021). 229-2021 in *Essex County Council Meeting Minutes, November 17, 2021.* Essex, ON: County of Essex.

Priority 2: Engaged and Safe Communities

- Supported community initiatives and facilitated trainings, workshops, symposiums and community engagement events in collaboration with community leaders.
- Conducted a gap analysis and developed and distributed resource materials for individuals experiencing homelessness in with the County of Essex / Essex County Homelessness Hub and the City of Windsor's Housing Services / Housing Help Hub.
- Facilitated Neighbourhood Safety and Crime Prevention Walks in Windsor and all seven municipalities in the County of Essex with Police Service partners.
- Created a toolkit with St. Clair College, WE Spark and Police Service partners enabling local practitioners or residents to host Neighbourhood Safety and Crime Prevention Walks.
- Launched new and expanded initiatives with a three-year, $2.9 million grant from Public Safety Canada, including an expansion of life skills programming to a youth supportive housing complex through a partnership with local, provincial and federal funding initiatives.
- Increased access to safe community spaces by identifying communities with limited or no access along with identifying cost investments for each space.

Priority 3: Mental Health and Substance Use Supports

- Worked closely with Windsor Police Service, the Windsor Essex County Health Unit and the City of Windsor to identify shared objectives and expand the existing work of the Windsor-Essex Community Opioid & Substance Strategy (WECOSS).
- Assisted in securing a $1.4 million Community Safety and Policing grant to create Substance Supports in Neighbourhoods Accessed through Police Partnerships (SSNAPP) which was responsible for creating and disseminating "neighbourhood safety plans" for four high-priority areas reaching over 1300 individuals, educational campaigns promoting existing mental health and substance use services, Windsor Police services, the *Good Samaritan Drug Overdose Act*, and destigmatization of substance use.
- Over 820 representatives from police services and local service providers across the region benefitted from relevant education and training opportunities about trauma-informed care, Crime Prevention Through Environmental Design (CPTED), de-escalation, addition support and more.
- Helped continue and reprioritize safe and effective emergency mental health crisis response through Community Safety & Policing grants using policed teamed with mental health professionals.
- Supported collaborative local outreach events in partnership with Windsor Police Services, LaSalle Police Services and Ontario Provincial Police that led to improving visibility and community trust in emergency services with at-risk youth and residents.

Priority 4: Financial Security and Economic Equity

- Conducted a social policy review of support services and identified the need to increase awareness, understanding and implementation of trauma informed principles in services and supports for those facing income insecurity and poverty.
- Consulted with the Windsor Regional Employment Network (WREN), as the Service System Manager for Employment Ontario's Integrated Employment Service System to effectively and efficiently use resources. The WREN and its 19 service providers operating out of approximately 30 locations across Windsor Essex are working directly with clients to find the most appropriate employment, training and apprenticeship opportunities. Other related successes include:
    - Support of the Better Jobs Ontario Program, which provides eligible unemployed individuals with up to $35,000 in financial support for short-term training—2 years or less—in in-demand fields, helping them re-enter the workforce quickly.
    - Development and publication of a quarterly Labour Market Insights Report, which helps to understand the demographic shifts, labour market trends, and workforce development strategies within our region. Development of several publications including the Apprenticeship Guide, Better Jobs Ontario guide and Literacy and Basic Skills (LBS) guide.
    - Development and launch of a comprehensive training program for Employment Ontario staff including access to training for Cultural Awareness, Motivational Interviewing, Job Development for people with disabilities and Diversity, Equity and Inclusion.

Refresh Rationale

The development of the first iteration of the Plan was a large, resource-intensive and highly detailed undertaking with extensive engagement and comprehensive data collection throughout the region. In alignment with legislation, and in order to maximize existing resources, conducting a refresh was a fiscally responsible and efficient solution, by using the initial Plan's comprehensive engagement and data collection as a strong foundation for the refreshed Plan.

CSWB PLANNING BACKGROUND

In the early 2000s, calls for new approaches to understanding and addressing safety and well-being were heard across the province. Through consultations and data analysis completed by the Ministry of the Solicitor General and the Ontario Association of Chiefs of Police, it became clear that crime and social disorder trends were changing as first responder calls for service were increasingly related to non-criminal activity.[2,3] Recognizing that no single sector or skillset can address the complex and interconnected social challenges faced by Ontario communities (e.g., poverty, low educational attainment, access to affordable housing, substance use, etc.), the province developed the CSWB model.

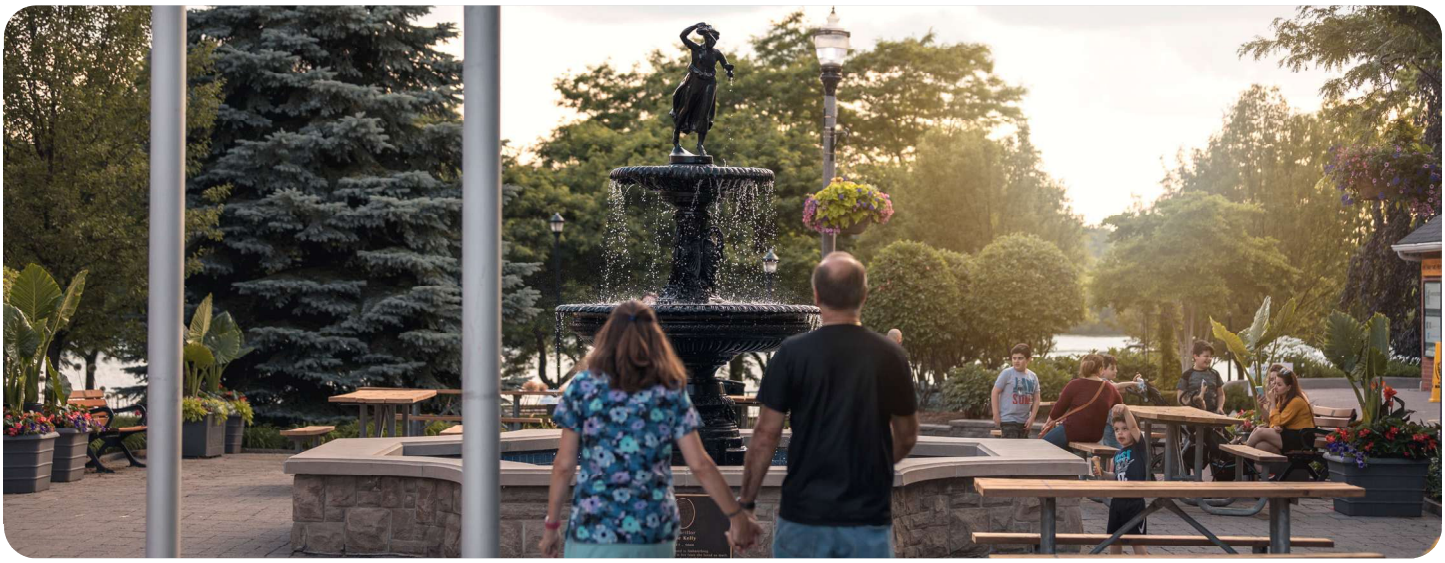
The CSWB model rethinks traditional crime-centric safety interventions by moving towards collaborative multi-disciplinary approaches emphasizing prevention and social development.

In 2018, the provincial government made amendments to the *Police Services Act*. These amendments mandated that every municipality in Ontario prepare and adopt a Community Safety and Well-Being Plan to comply with the *Police Services Act, 1990; the Safer Ontario Act, 2018;* and *the Community Safety and Policing Act (CSPA), 2019.* Under the legislation, municipalities and First Nations exercised their discretion and flexibility to develop individual or joint plans with neighbouring municipalities.

In partnership with agencies and organizations from many sectors, the City of Windsor and the municipalities of the County of Essex chose to come together to create a regionally focused plan that leverages existing strengths, resources and best practices to establish proactive approaches to counter identified local risks.

The team developed the first iteration of the CSWB Plan in accordance with provincial requirements, using the CSWB Planning Framework created by the Ministry of the Solicitor General.

In April 2024, the province updated the legislative framework governing CSWB plans in Ontario. The updated legislation requires municipalities to revise their plans within four years of adoption, and every four years thereafter.



[2] Russell, H.C & Taylor, N.E. (2014). New directions in community safety: Consolidating lessons learned about risk and collaboration. Ontario Association of Chiefs of Police, Ontario Working Group on Collaborative, Risk Driven Community Safety. Ottawa, Ontario: Canadian Electronic Library, 2016.

[3] Ministry of the Solicitor General. (2016). Community safety and well-being planning framework: A shared commitment in Ontario. [online] Retrieved from: https://www.mcscs.jus.gov.on.ca/english/ Publications/MCSCSSSOPlanningFramework.html

Evolution of CSWB Planning in Ontario

2009

Modernized Approach to Community Safety and Well-Being (includes 3 Phases)

2012

Release of ***Crime Prevention in Ontario: A Framework for Action*** booklet (Phase 1)

2014

Release of *Community Safety and Well-Being*: ***A Snapshot of Local Voices*** booklet (Phase 2)

2017/2018

Release of *Community Safety and Well-Being Planning Framework*: ***A Shared Commitment in Ontario*** booklet (Phase 3)

2019

Legislative requirements for CSWB planning come into effect (January 1, 2019)

2021

Deadline for the preparation and adoption of CSWB plans (July 1, 2021)

2024

New review and revision regulation for CSWB planning come into effect (April 1, 2024)

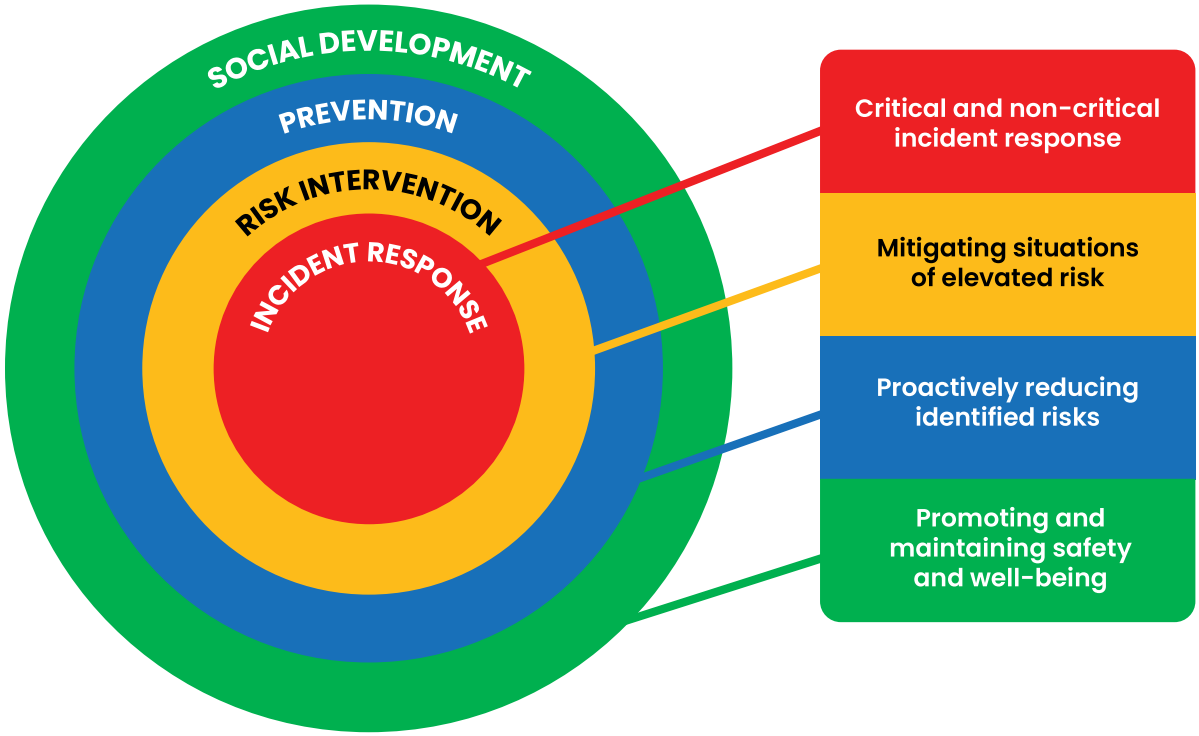
Ontario

CSWB Legislation

The CSPA legislates that municipalities consult their advisory committee, members of the public, and community organizations to create and renew CSWB plans. In addition, the CSPA instructs municipalities to use data related to crime, victimization, addiction, drug overdose, suicide, and other risk factors to identify needs and prioritize solutions. Risk factors may include systemic discrimination and other social factors. Municipalities then set local priorities related to risk factors, identify strategies, and measure progress toward outcomes.

CSWB Planning Framework

The CSWB Planning Framework[4] , which forms the foundation of the previous and current Plan, promotes an integrated approach to service delivery through cross-sectoral collaboration to identify local risks to safety and well-being. Rather than focussing on incident response, the CSWB Planning Framework is proactive and preventative in nature, with an emphasis on social development, prevention and risk intervention.



Social Development: Social development requires long-term, multi-disciplinary efforts and investments to improve the social determinants of health and address longstanding systemic challenges. Planning in this area involves collaboration from a wide range of sectors and agencies and requires integrated and collective responses to address complex social issues.

Prevention: Prevention involves proactively implementing evidence-based strategies to reduce locally identified priority risks to community safety and well-being before they result in crime, victimization or harm. Prevention necessitates the involvement of all community members regardless of their expertise, as they can provide key information on their community experience (e.g., feelings of safety, fear, and sense of belonging).

Risk Intervention: Planning in this area involves addressing and responding to situations of acutely elevated risk of harm, or situations where immediate action is needed to prevent an emergency or crisis. Risk intervention requires multi-sectoral partnerships that commonly involve the provision of wrap-around supports.

Incident Response: Critical or non-critical incident response is what is traditionally thought of when referring to crime. Planning in this area commonly involves immediate and reactive responses and primarily involves emergency response services like police, fire, and emergency medical services.

[4] Ministry of the Solicitor General. (2024). Community safety and well-being planning framework: A shared commitment in Ontario. [online] Retrieved from: https://www.ontario.ca/document/community-safety-and-well-being-planning-framework-booklet-3-shared-commitment-ontario/section-2-community-safety-and-well-being-planning

Impacts and CSWB Planning Benefits

The Plan is designed to work across sectors to learn about and respond to local risks before they escalate into crime. The Ministry of the Solicitor General has identified several key benefits related to CSWB planning efforts, including:

- **Enhanced communication and collaboration among sectors;**
- **Increased understanding of and focus on priority risks, populations and/or neighbourhoods;**
- **Increased awareness and access to services; and**
- **New opportunities to share multi-sectoral data and evidence to identify community trends, gaps, priorities and successes.**

In addition to improving collaboration, research has shown that allocating resources to implementing strategies and programs that are proactive and focused on community-based prevention initiatives targeted at the root-causes of crime, not only reduces the financial burden of crime on society, but is also cost-effective and results in significant return on investments.[5,6]

Through an upstream approach, the collaboratively agreed-upon purpose of this Plan is to reduce the number of incidents that require enforcement by shifting to more proactive, preventative efforts that focus on social development, prevention, and risk intervention. Developing strategies that are preventative as opposed to reactive will ensure efficiency, effectiveness and sustainability of safety and well-being service delivery across Windsor Essex.

The Ministry of the Solicitor General is currently developing a CSWB Performance Measurement Framework (PMF) which will help to inform future planning, support evaluation of local CSWB plans, and provide an overview of planning at a provincial level. The PMF will focus on outcomes in the immediate term, intermediate term, and longer term. The PMF is targeted for completion in early 2026 and will support action planning at the local level.

[5] Public Safety Canada (2016). Tyler's Troubled Life: The story of one young man's path towards a life of crime. [Ottawa: ON]

[6] Russell, H.C & Taylor, N.E. (2014). New directions in community safety: Consolidating lessons learned about risk and collaboration. Ontario Association of Chiefs of Police, Ontario Working Group on Collaborative, Risk Driven Community Safety. Ottawa, Ontario: Canadian Electronic Library, 2016.

REFRESH PROCESS

The process of refreshing the first iteration of the Plan was scoped to available resourcing but remained thorough. A comprehensive needs assessment and the facilitation of a community engagement strategy formed the foundation for the refresh process. The results of this process were detailed in an environmental scan report and supported the development of the refreshed Plan.

Data

Data used to inform the first iteration of the Plan were updated where available as context for the current Plan refresh. Figure 1 offers broad regional highlights on changes since the last Plan.

Figure 1: Highlights from Data Review

Demographics

Essex County is growing in population as well as changing in composition, with more seniors, newcomers, visibly diverse and Indigenous residents.

Education

Education achievements have remained consistent in general. However, more 25–64-year-olds have secondary school diplomas and more students in grade 6 and 9 at or above EQAO provincial standards.

Housing

More people are living in unsuitable housing, and rates of homelessness and chronically homeless continue to rise. More people are spending 30% or more of their income on housing.

Mental Health and Substance Use

Demand for mental health supports remains high. There are more deaths from self-harm reported and Emergency Department (ED) visits for self-harm and opioid poisonings have increased. Opioid-related hospitalizations have also risen.

Crime and Victimization

While overall there has been a reduction in crime severity and a reduction in drug, property and traffic crimes, rates of assaults, sexual assaults and violent crime have risen.

Financial Security

More people are struggling to meet basic needs and levels of unemployment are high. Rates of low-income post COVID have risen. As the population ages, more residents will be leaving the labour market.

Environment

With changes to climate, Windsor-Essex is seeing more air quality, cold and heat-related Emergency Department visits and more smog advisories.

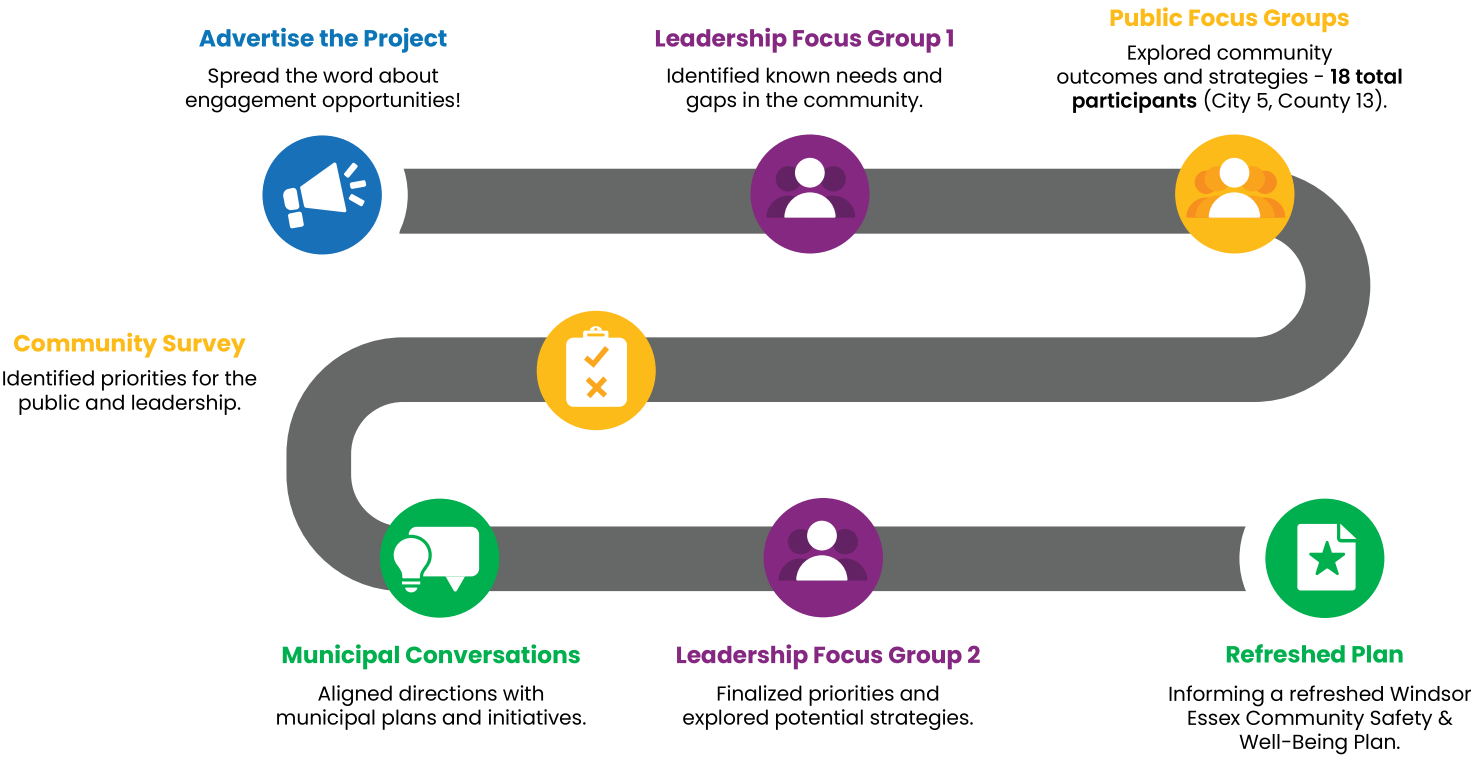
Physical Health

More residents report being overweight or obese, not consuming enough fruits and vegetables, and not engaging in enough regular physical activity. Fewer households are food secure, and the cost of nutritious food has gone up.

Engagement

Figure 2 illustrates the six-month refresh engagement strategy. This process included public consultation activities (focus groups and survey) that engaged 746 individuals across the city and county, as well as meetings with CSWB leadership members inclusive of community partners, members of the Regional Crime Prevention Council, and municipal representatives to help identify needs, priorities, and strategies, and to align with existing regional plans and initiatives. Engagements also captured voices of priority groups including youth, First Nations, Métis, and Inuit and racialized community members, and community organizations, including those representing mental health or addictions services.

Figure 2: Engagement Supporting Plan Refresh



Throughout the engagement with community members five broad goals emerged as most important to stakeholders.

1 THE GOAL: Create safer public spaces and improve responses to community concerns

What this means to people:

- **Timely responses to safety concerns (e.g., Sandpoint Beach)**
- **Addressing homelessness, drug use and crime**
- **Making specific locations safer (downtown Windsor, county, etc.)**
- **Opportunities for residents to share concerns and result in actions**

"What role can the strategy play in identifying how our community feels about itself? How does the CSWB plan foster local pride? How do we talk about our challenges (i.e. high rates of child poverty, in a strategic way."

"Address mental health, substance use and create affordable housing. Please speak to the front line staff that work with these populations to get ideas on how to help."

"Improve public safety. Listen to the community and what is being asked for. Prioritize spending on programs/solutions that enhance public safety."

"We want to hear kids laughing and playing outside again."

2 THE GOAL: Make it easier for people to know about services and get the help they need when and where they need it

What this means to people:

- **Raising awareness of services**
- **Improving service navigation**
- **Ensuring equitable access to services**
- **Recognizing the consequences of lack of services**
- **Encouraging formal and informal resource sharing**
- **Leadership taking action**

"Even though we have community resources... those needing them find it difficult to navigate the system."

"People... fall through the cracks and end up in precarious housing, health or economic circumstances."

"It is important that the region works together to meet these goals. Without complete cooperation, these goals will not be achieved."

"Service delivery is one of the jobs of the municipality... if we are not aware of the services... the job is being done improperly."

3 THE GOAL:
Encourage families, neighbours, and local groups to help build community safety

What this means to people:

Residents are part of the solution but need education

Authorities alone are not enough

Helps build belonging as well as addressing crime concerns

Safety as foundational to community building

"We need a police presence and also strong community groups that advocate for our safety needs."

"Neighbours need to help each other feel safe in their communities, including emergency management."

"Many people in our community don't know enough about safety; it is important to encourage them to."

"Building safe and strong communities must come from the people who live in the community."

4 THE GOAL:
Promote opportunities for positive youth development

What this means to people:

Youth are the future and can contribute positively so need prevention and holistic supports

Youth need safe, accessible, inclusive community spaces

Some youth face greater challenges than others

Family supports can benefit communities

"If youth are central to our planning, many future problems will be reduced."

"Kids don't have anywhere to go or things to do, no 'third spaces' for them to hang out."

"A broad range of activities and services are needed to address this issue.... from youth clubs to a complete overhaul of mental health services."

"We need more opportunities for youth to engage in positive experiences and opportunities. There is not enough low barrier activities in our community for children and youth to engage in."

5 THE GOAL: Support neighbourhood events and programs that bring people together

What this means to people:

Builds social connection, belonging, community pride, and enhances neighbourhood safety, livability and vibrancy

Opportunities for accessible, inclusive fun, achieved through grassroots collaboration

Creating hyper-local opportunities that don't require travel

"Supporting neighborhood events... fosters community connections, boosts local businesses, and enhances a sense of belonging and civic pride."

"Neighbours would watch out for each other more if they knew each other." "I think bringing people together creates a sense of community and belonging."

"Grassroots neighbourhood change is a dramatically impactful change."

"The more community events that are accessible to everyone the more the community comes together and creates a safe environment for all."

These broad goals, combined with feedback provided, were weighed with a number of other considerations to inform the creation of the refreshed Plan's pillars and activities.

Considerations

Lessons Learned

In revisiting the implementation of the initial Plan and strategizing for the refreshed Plan, consideration was given to building on successful strategies. Key takeaways in terms of optimizing what worked well and what was limiting included:

Successful Strategies	Things to Avoid
1. Building on trust-based partnerships and relationships.	1. Underestimating time and capacity demands. Overestimating available resources.
2. Leveraging existing strengths and commitments to drive inclusive planning.	2. Having unclear authority and overlapping mandates.
3. Aligning with broader community goals and plans.	3. Overly broad or complex goals.
4. Empowering community engagement and visibility.	4. Misalignment with prevention scope of the plan.
5. Strengthening front-line collaboration to improve communications and build public trust.	5. Ongoing engagement that cannot be sustained.
6. Investing in specialized expertise.	

Legislative Changes

In addition to being guided by lessons learned, the refreshed Plan has also been informed by ongoing changes at the provincial level.

Governance Structure

The advisory committee for the initial Plan, formerly known as the Regional Systems Leadership Table (RSLT) was comprised of local leaders from multiple sectors who were responsible for guiding the Plan's implementation. The City of Windsor's Commissioner of Human and Health Services, and the Director of Legislative and Legal Services from the County of Essex have acted and will continue to act as the Plan's Co-Chairs.

Capacity

Capacity was another consideration in creating the refreshed Plan. The province has not provided direct funding to municipalities to implement Community Safety & Well-Being Plans. At present, City and County Council equally contribute towards the Plan's implementation. In turn, this shared funding approach has provided the foundation for the millions of dollars of additional funding secured to support activities and required to maintain momentum and sustainability.

Administration successfully partnered with organizations and secured funding for our region in multiple CSWB priority areas. Since 2022, a total of $4.4 million has been directly tied to primary activities for the Plan, including the City of Windsor receiving $2.9 million over three years for the Building Safer Communities Fund, ending in 2026.

However, grants are not assured and can only support so many needed initiatives. As a result, the initial Plan was also actioned with the intention to expand reach and impact on existing budget through alignment with other plans and leveraging, repurposing and reimagining existing resources.

Our Vision

"**A community where everyone feels safe, has a sense of belonging, equitable access to services and opportunities, and can have their needs met across Windsor and Essex County.** "

The Plan (2026-2029) is built on the following three key pillars.

Engaged **COMMUNITIES**

Safer public **SPACES**

Coordinated **SYSTEMS**

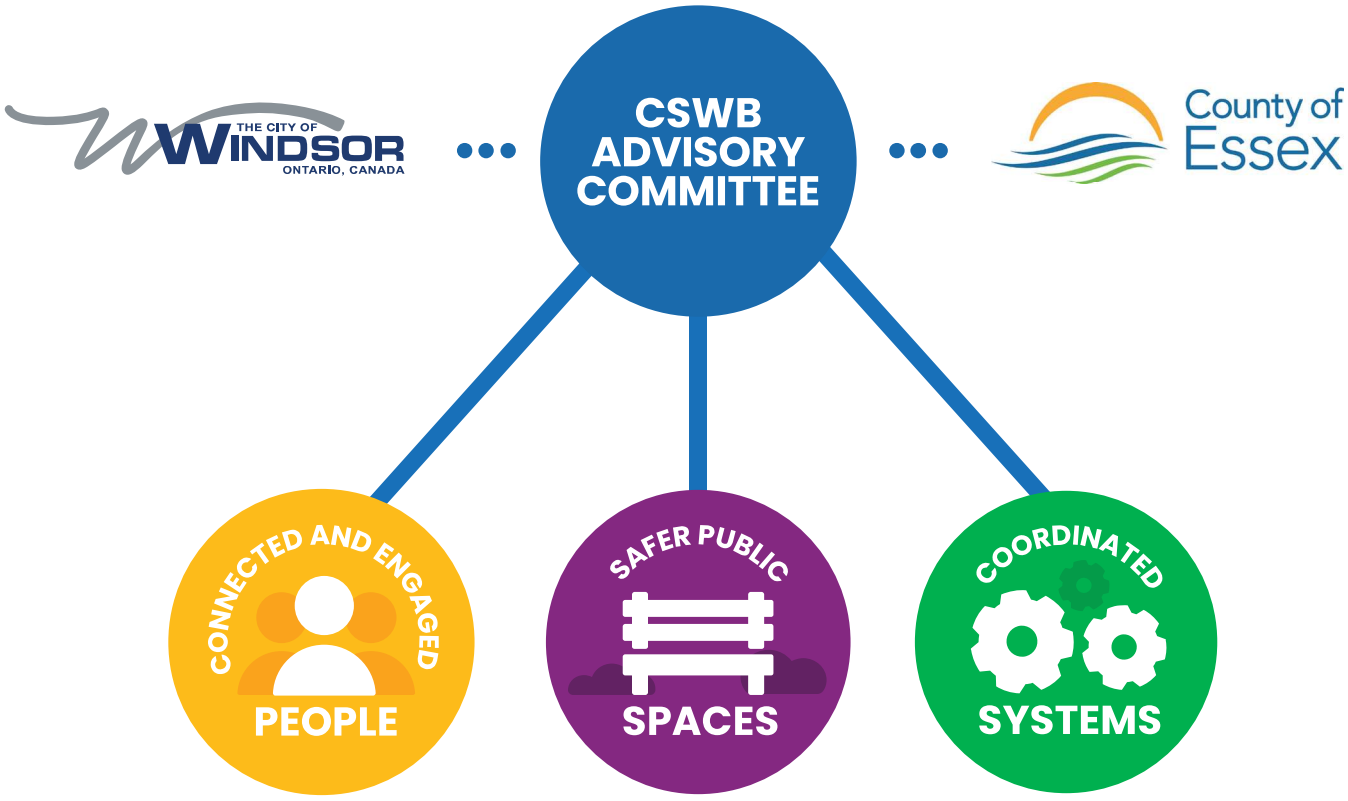
Table 2 provides a one-page summary of the pillars, goals, and activities in the 2026-2029 Plan, as they align with the Provincial CSWB Planning Framework.

Table 2: Plan Summary in Alignment with the CSWB Planning Framework

Engaged Communities	
GOAL: Empower residents of all ages and backgrounds to build meaningful connections, foster shared responsibility, and encourage community safety and well-being.	
	CSWB Framework Alignment
Develop Framework for Good Neighbour Program	Social Development
Lead a Youth-Crime Prevention Working Group and Advisory Committee	Prevention
Create a Community Safety Small Events Fund	Social Development
Create, Support and Advertise a Community Safety Resource Hub	Social Development
Safer Public Spaces	
GOAL: Enhance the safety, accessibility, and inclusivity of public spaces by identifying local risks, implementing practical safety solutions, and fostering shared responsibility.	
Support Expansion of Neighbourhood Watch Programming	Social Development
Pilot Regional Community Safety Audits	Prevention
Support Safe Needle Disposal and Wellness-Related Initiatives	Prevention
Support Community Safety Considerations in Planning	Prevention
Support Early Interventions to Reduce Overall Service Need and Crisis Intervention	Risk Intervention
Support Safe and Effective Emergency Response to Those in Crisis	Incident Response
Coordinated Systems	
GOAL: Strengthen community safety and well-being through coordinated, system-wide approaches that embed equity and collaborative planning into municipal services, community engagement, and frontline response.	
Expand Regional Crime Prevention Council	Social Development
Increase Awareness, Training and Capacity Building Related to Gender Based Violence (GBV) and Intimate Partner Violence (IPV)	Prevention
Leverage and Expand Utilization of Trauma-Informed Training	Prevention
Support Continued Development of the Situation Table	Risk Intervention

Governance

This Plan will include an advisory committee, formerly known as the Regional Systems Leadership Table, as described in the legislation, and will continue to adapt to updates set forth by the Ministry of the Solicitor General. The advisory committee will oversee the Plan's implementation and, upon recommendation, develop action tables to further define and implement specific activities as defined in the Plan. It is important to note that the advisory committee is not a Committee of Council.



ACTION TABLES: The CSWB Advisory Committee will identify and connect with existing tables/committees to lead implementation where appropriate. The CSWB Advisory Committee will be responsible for creating Action Tables on an as needed basis to fill any gaps. Action Tables will have representation from municipalities and sector experts.

Alignment with Partners and Plans

A wide range of regional and local plans and strategies were consulted to guide this work. At the regional level, this included but was not limited to *Home, Together: Windsor Essex Housing and Homelessness Master Plan*, *WECOSS: An Action Plan for Our Community*, *Provincial Policy Statement: Municipal Planning Standards, 2020,* and *Pathway to Potential: Windsor-Essex County Poverty Reduction Strategy 2024–2028*. Locally, reviews included police service strategic plans, the *Strengthen the Core – Downtown Windsor Revitalization Plan*, and municipal strategic plans from across the region. We also engaged with municipal departments and community partners, including but not limited to Planning, Housing, By-Law/Licensing, Parks, the Violence Against Women Coordinating Committee, the Windsor-Essex County Health Unit, and the Safety Village.

The following section provides additional plan details, including high level indicators.

ENGAGED COMMUNITIES

GOAL: Empower residents of all ages and backgrounds to build meaningful connections, foster shared responsibility, and encourage community safety and well-being.

POTENTIAL INDICATORS

Change in sense of belonging

Number of people involved in plan activities

Support Development of Framework for Good Neighbour Program	
Initiative Purpose and Description	**Connection to Goal**
Good Neighbour initiatives aim to promote respectful, safe, and cooperative communities by encouraging responsible behaviour and awareness of local by-laws, promotion of solution-focussed discussion, concurrence on reasonable expectations, and a standardized complaint process. They can take many forms, and can also be used as a vehicle to correct misperceptions about the scope and role of existing services (e.g., harm reduction, homeless serving roles).	Easily understood policy expectations alleviate conflict through shared understanding and expectation By-law enforcement can be facilitated to promote community safety

Lead a Youth-Crime Prevention Working Group and Advisory Committee	
Initiative Purpose and Description	**Connection to Goal**
This initiative is designed to ensure youth crime prevention is a core component of the Plan. A Youth-Crime Prevention Working Group will be supported by a Youth Advisory Committee comprised of youth. The focus of the Youth Advisory and the Working Group will be to identify and action opportunities to enhance community safety through positive youth development initiatives.	Lack of positive opportunities for youth engagement can lead to youth-related crime Encouraging and supporting youth to "have a voice" in the Plan aligns with legislation and empowers youth to be a part of the solution

Create a Community Safety Small Events Fund

Initiative Purpose and Description	Connection to Goal
This initiative is designed to support grassroots, resident-led events that foster community connection, inclusion, and safety. By offering small grants to individuals, community groups, or neighbourhood associations to organize events that bring people together in public or shared spaces, the fund seeks to build linkages between community members with shared safety concerns and promote community safety resources.	Provides regional access to resources responding to hyper-local needs Encourages residents to address, create and implement responses to local safety challenges

Create, Support and Advertise a Community Safety Resource Hub

Initiative Purpose and Description	Connection to Goal
The purpose of this initiative is to support residents in building stronger, more connected communities by providing them with resources to learn about safety, build connection, understand their rights and responsibilities, and organize activities and events.	Sharing of resources makes it easier for community members to become engaged in the community safety and well-being An interactive, one-stop source is scalable and can grow as resources are created

SAFER PUBLIC SPACES

GOAL: Enhance the safety, accessibility, and inclusivity of public spaces by identifying local risks, implementing practical safety solutions, and fostering shared responsibility.

POTENTIAL INDICATORS

Change in perceived safety

Number of programs/events created

Reduction of incidents requiring police response and intervention

Support Expansion of Neighbourhood Watch Programming

Initiative Purpose and Description	Connection to Goal
Neighbourhood Watch Windsor is a community-driven crime prevention initiative where neighbours work together to improve local safety by keeping an eye out for one another and reporting any suspicious behaviour. Its goal is to lower crime rates by nurturing a sense of security and discouraging criminal activity. Although the program serves Windsor and Essex County, regional programs could benefit from additional support.	Leverages existing resources to create safer places Engages more neighbourhoods across the region in crime prevention and the promotion of local safety

Pilot Regional Community Safety Audits

Initiative Purpose and Description	Connection to Goal
The purpose of the Community Safety Audits is to connect residents, municipal administration, and appropriate service providers to identify, prioritize and explore perceived “unsafe” public spaces and adjacent private spaces, to generate recommendations for improvements. The location of Community Safety Audits will be recommended by residents and stakeholders and supported by data. The Safety Audits will utilize Crime Prevention Through Environmental Design Principles.	Increases community knowledge of safety and crime prevention and fosters shared responsibility Identifies safety improvements throughout the region

Support Safe Needle Disposal and Wellness-Related Initiatives

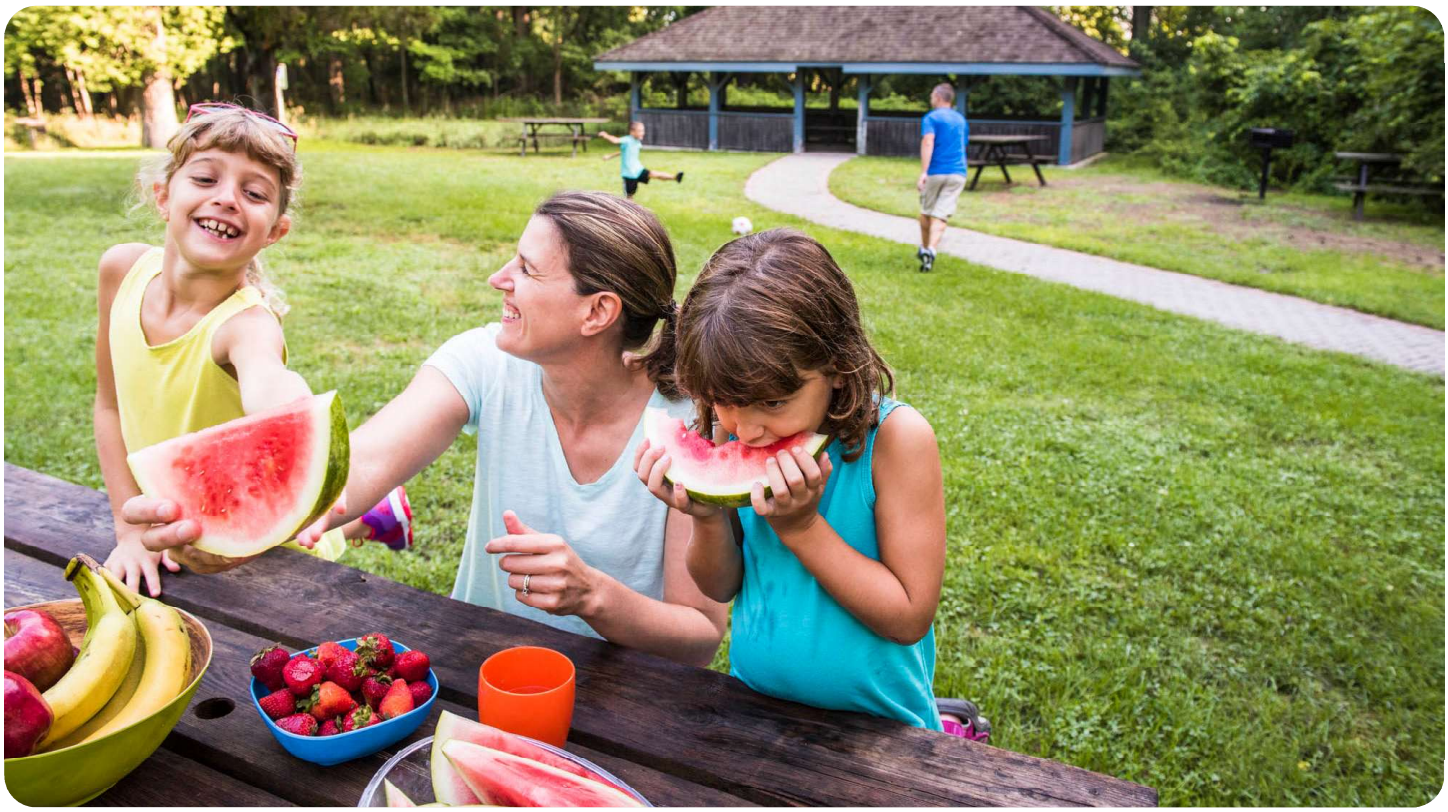
Initiative Purpose and Description	Connection to Goal
Sharps bins in high-risk areas are designed to prevent accidental punctures, cuts, and the spread of bloodborne pathogens by providing a designated, puncture-resistant container. Ongoing collaboration and data review with partners will optimize current and future sharps bin locations. This initiative will foster community partnerships and support harm reductive wellness-related activities and/or trainings to protect the community at large and vulnerable populations.	Creates safer public spaces by empowering residents with knowledge and decreasing the likelihood of encountering physical harm

Support Community Safety Considerations in Planning

Initiative Purpose and Description	Connection to Goal
Supporting community safety concerns in municipal urban planning involves integrating design, policy, and community engagement strategies to create environments that are safe, inclusive, and resilient. Crime Prevention Through Environmental Design (CPTED) is one strategy, when applied to planning, that helps build community safety at a foundational level. This policy-rooted initiative aims to support a proactive approach to safety in development by providing a framework and/or training to municipal staff and other local providers about CPTED and related frameworks, and how to assess a new development through a CPTED lens. This initiative will explore the feasibility of embedding the highest standard safety considerations in municipal planning practices.	Creates safer public spaces through CPTED principles Moves communities in the direction of consistent high safety standards

Support Early Interventions to Reduce Overall Service Need and Crisis Intervention	
Initiative Purpose and Description	**Connection to Goal**
Promote de-stigmatization of mental health and addiction issues and raise awareness of existing supports to promote early intervention and overall well-being through the development of Community Safety Plans.	Creates safer public spaces through promotion of existing supports and tailored safety plans

Support Safe and Effective Emergency Response to Those in Crisis	
Initiative Purpose and Description	**Connection to Goal**
Expand and strengthen programs that leverage crisis response teams that include both police and mental health workers (e.g., Youth Crisis Response Team, Mobile Crisis Rapid Response Team, etc.).	Increases community safety through immediate crisis response



COORDINATED SYSTEMS

GOAL: Strengthen community safety and well-being through coordinated, system-wide approaches that embed equity and collaborative planning into municipal services, community engagement, and frontline response.

POTENTIAL INDICATORS

Number of coordination activities in progress/completed

Number of services (municipal and community) with access to coordination activities

Expand Regional Crime Prevention Council

Initiative Purpose and Description	Connection to Goal
The purpose of the Council is to act as a resource by providing data, expert guidance and recommendations to proactively address current and emerging broad-based community safety concerns. Regional members may include but are not limited to: police, municipal administration (Housing, Public Works, By-Law, Licencing, Parks, WECHU/WECOSS) and service providers.	Creates opportunities for expert advice on community safety and wellbeing issues Establishes pathways for current issues to be shared throughout Plan implementation

Leverage and Expand Utilization of Trauma-Informed Training

Initiative Purpose and Description	Connection to Goal
Trauma-informed training enhances both community safety and the delivery of inclusive, equitable services and care by equipping individuals and organizations to recognize and respond to the effects of trauma with empathy, respect, and cultural awareness. This approach reduces the risk of re-traumatization, de-escalates potentially volatile situations, and fosters trust between service providers and community members—especially those from marginalized or historically underserved groups. Efforts will continue to build on the foundation of providing trauma-informed training to municipal administration and community services providers.	Addresses identified need for universally accessible and responsive services Offers a foundation for delivering services that are optimized for future community needs, with a focus on preventing crime and victimization

Increase Awareness, Training and Capacity Building Related to GBV/IPV	
Initiative Purpose and Description	**Connection to Goal**
With gender-based violence (GBV) and intimate partner violence (IPV) declared an epidemic across Windsor Essex County and an identified priority, municipal and community service providers require the skills and knowledge to respond effectively and inclusively. Expanding partnerships with local initiatives such as the Violence Against Women Coordinating Committee Windsor Essex (VAWCCWE) will strengthen awareness and community capacity. Training and educational opportunities will be available for regional municipal and community providers, building their ability to identify, respond to, and make appropriate referrals for clients experiencing GBV/IPV. Capacity building will continue through the identification and sharing of additional educational opportunities, including those targeted at responding to the unique needs of diverse communities experiencing GBV/IPV, and by increasing awareness of GBV/IPV services across the region.	Aligns with declaration of IPV epidemic, creating opportunities for action Ensures system leaders have the knowledge, skills, and ability to deliver policies and services that are responsive to GBV and IPV

Support Continued Development of the Situation Table	
Initiative Purpose and Description	**Connection to Goal**
The Windsor & Essex County Situation Table's focus aligns with the broader notion of enhancing community safety and well-being. The Situation Table was established in response to a recognized need to coordinate resources and services to better serve community members with more complex needs. The purpose of the Situation Table is to bring together diverse front-line service providers across Windsor and Essex County, to collaboratively mobilize appropriate short-term community services. Support will be provided to encourage collaboration, strengthen inter-agency and community relationships, and build trust and respect between community service providers.	Responds to situations of acutely elevated risk before a crisis occurs Develops collaborative, multi-disciplinary interventions Promotes opportunities to enhance community planning (i.e. opportunities, barriers, recommendations, post-intervention satisfaction)

NEXT STEPS

The Plan represents the second iteration of a process toward community safety and well-being that must involve residents, municipal and sector leaders, and collaborators from various backgrounds and levels of experience. In keeping with the living document approach, the CSWB Advisory Committee will reflect upon, incorporate and utilize lessons learned during the implementation process.

Community members, local leaders, and subject matter experts consistently emphasized that the approaches used to understand regional priorities and guide decisions were just as important as the actions themselves. This feedback informed the development of the following implementation principles in the Plan's first iteration that will continue to guide our understanding of identified priorities, and our work towards change within each area of focus.

Representation and Inclusion: Due to intersectionality, the complex social challenges faced by the region impact historically underrepresented communities more deeply than others. The path forward must include and support representative voices and those with diverse lived experiences at both the decision-making and partnership levels.

Collective Action: Committees, agencies and groups across multiple sectors are already working tirelessly to address the complex social challenges facing our region. Working in partnership with existing organizations to leverage, support or build upon the strengths and assets of our communities is a fundamental key to success.

Community Engagement: Everyone has a role to play in the safety and well-being of our communities. Actions to mitigate the physical, financial and linguistic barriers to participation that some community members may experience are vital to support meaningful participation. These actions include utilizing engagement approaches that help reduce barriers to participation, provide community members with opportunities to provide meaningful input, and track progress.

Data & Evaluation: Data and evidence-based strategies are critical for effective collective action, advocacy and resource allocation. Partners collaborate to share and analyze cross-sector data, recognize the need to address data gaps, and evaluate progress on identified initiatives and activities, making their involvement vital to the process. While writing this Plan, the province actively worked on creating a performance measurement framework (PMF) for community safety and well-being planning. The purpose of the PMF is to provide a method for municipalities and partners to evaluate the success of local plans while offering a window into planning at the provincial level. The Plan's initiatives were intentionally aligned with the projected PMF outcomes, despite the province not having formally launched the PMF. The anticipated completion date of the PMF is early 2026. Plan activities will be accompanied by logic models detailing outcomes, outputs, inputs, and indicators related to each activity, which are in line with best practices identified by the Ministry.

Sustainable Funding: Establishing sustainable funding for the CSWB goals and initiatives will be a key principle of implementation. Building on the success of securing funding during the first cycle of the plan, identifying and pursuing additional funding opportunities will be essential to sustaining its ongoing impact. All funding and financing sources will need to be explored as part of every initiative, as there may be options for federal, provincial or community partner funding beyond investment by Windsor and the Essex County municipalities.

GLOSSARY OF TERMS

Community Safety and Well-Being: the ideal state of a sustainable community where everyone feels safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression.

Social Determinants of Health: the conditions in which people are born, grow, work, live, and age, and the wider set of forces and systems shaping the conditions of daily life. These are protective factors of health and well-being, including access to income, education, employment and job security, safe and healthy working conditions, early childhood development, food security, quality housing, social inclusion, cohesive social safety network, health services, and equal access to all of the qualities, conditions and benefits of life without regard to any socio-demographic differences. The social determinants of health are the same factors which affect individual, family and community safety and well-being.

Risk Factors: characteristics, conditions or influences present in the lives of individuals, families, communities or society that may increase social disorder, crime and fear of crime, or the likelihood of victimization.

Protective Factors: positive characteristics or conditions that can moderate the negative effects of risk factors and foster healthier individuals, families and communities, thereby increasing personal and/or community safety and well-being.

Priority Populations: in alignment with feedback from community members and subject matter experts, the term priority population is being used to describe communities and groups who due to social, systemic, structural or historical factors have increased susceptibility to adverse risk factors. In the context of this project, identified priority populations include but are not limited to Indigenous communities, racialized communities, 2SLGBTQ+ folk, accessibility communities, youth, newcomers, seniors, persons with lived or living experience of homelessness, and persons with lived or living experience of substance use.

Crime Prevention: the anticipation, recognition and appraisal of a crime risk and the actions taken – including the integrated community leadership required – to remove or reduce it.

Acutely Elevated Risk: a situation negatively affecting the health or safety of an individual, family, or specific group of people where there is a high probability of imminent and significant harm to self or others (e.g., offending or being victimized, lapsing on a treatment plan, overt mental health crisis situation, etc.). In these situations, agencies and organizations may be permitted in legislation to share personal information in order to prevent imminent harm. This often involves circumstances that indicate an extremely high probability of the occurrence of victimization from crime or social disorder, where left unattended, such situations will require targeted enforcement or other emergency, incident response.

ACKNOWLEDGEMENTS

The development of the Windsor Essex Community Safety & Well-Being Plan was a collaborative effort led by Creative Momentum Consulting in collaboration with the Project Team from the City of Windsor and the County of Essex.

Project Team Members

Dana Paladino

David Sundin

Stephen Lynn

Michelle Oake

Amanda Alchin

Creative Momentum Consulting Team Members

Julie Fraser, Creative Momentum Consulting

Allison Prieur, Dare Impact Consulting

We would like to offer our sincere thanks to the over 746 stakeholders and Windsor Essex residents for their time and valuable input into the Plan through virtual engagements, small group discussions, and surveys. We greatly appreciate your trust, guidance and support.

Importantly, we would like to thank all of the members of the Community Safety and Well-Being Plan Advisory Committee, especially those with lived experience for their direction and insights throughout the planning process.

Our thanks also extends to Tourism Windsor Essex Pelee Island for providing the photographs used throughout this document.

WINDSOR ESSEX
COMMUNITY SAFETY
& WELL-BEING PLAN

FUNDING PROVIDED BY

THE CITY OF WINDSOR ONTARIO, CANADA

County of Essex

cswbwindsoressex.ca

Appendix B

Windsor Essex Community Safety & Well-Being Advisory Committee Membership List	
Name	**Organization**
1 Dana Paladino (City Chair)	City of Windsor
2 David Sundin (County Chair)	County of Essex
3 Jeanie Diamond-Francis	County of Essex
4 Jason Woods	LaSalle Police
5 Eric Nadalin	Windsor-Essex County Health Unit
6 Bill Marra	Hôtel-Dieu Grace Healthcare
7 Karel DeGraaf	Windsor Police Service
8 Kevin Blondin	Pozitive Pathways
9 Caroline Warkentin	South Essex Community Council
10 Mark Loucas	Ontario Provincial Police
11 Ciara Holmes	Family Services Windsor-Essex
12 Debi Croucher	Representative of ESN/PLE
13 Brian Cyncora	Representative of ESN/PLE
14 Kate Gibb	Representative of ESN/PLE
15 Wendi Nicholson	Representative of ESN/PLE
16 Nicole Sbrocca	Canadian Mental Health Association
17 Amy LoFazo	Windsor Essex Catholic District School Board
18 Leonardo Gil	Windsor Essex Children's Aid Society
19 Crystal Meloche	LaSalle Police Service Board
20 Norma Coleman	Windsor Police Service Board

NOTE: Project Team Members from the City of Windsor (Michelle Oake, Stephen Lynn & Amanada Alchin) are not voting members.

Committee Matters: SCM 353/2025

Subject: Windsor Essex Housing Connections (WEHC) - Integrated Support Team (IST) Program Update (City Wide)

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

Decision Number: **CSSC 301**
THAT the report of the Supervisor, Housing First, dated October 20, 2025, entitled "Windsor Essex Housing Connections (WEHC) - Housing First Integrated Support Team (IST) Program Update" **BE RECEIVED** for information.
Carried.

Report Number: C 144/2025
Clerk's File: GH/11710

Clerk's Note:

1. The recommendation of the Community Services Standing Committee and Administration are the same.

2. Please refer to Item 8.2 from the Community Services Standing Committee held on November 5, 2025.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20251105/-1/10587

Subject: Windsor Essex Housing Connections (WEHC) - Integrated Support Team (IST) Program Update (CITY WIDE)

Reference:

Date to Council: November 5, 2025
Author: Whitney Kitchen
Supervisor, Housing First
519 255 5200 ext. 5276
wkitchen@citywindsor.ca
Housing and Children's Services
Report Date: 10/20/2025
Clerk's File #: GH/11710

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** the report titled "Windsor Essex Housing Connections (WEHC) - Housing First Integrated Support Team (IST) Program Update" for information.

Background:

The Windsor-Essex Housing Connections (WEHC) program was created in 2015 as a response to changing federal program requirements for communities to adopt a Housing First approach under the Homelessness Partnering Strategy later named Reaching Home: Canada's Homelessness Strategy.

On April 1, 2025, the City of Windsor assumed operational leadership of the Windsor Essex Housing Connections, Housing First Integrated Support Team (IST), which includes nine full-time L543 social workers and one full-time NU Supervisor. This report is provided as an update to Council on the success of the program within its first 6 months of operation.

Discussion:

The commencement of the IST team marked a strategic shift toward post-housing support for individuals exiting homelessness. Recognizing that Housing Workers are already embedded within funded emergency shelters (e.g. Downtown Mission, Welcome Centre Shelter for Women and Families, Salvation Army, Essex County Emergency Shelter Program), as well at the Homelessness & Housing Help Hub (H4)

and Essex County Homelessness Hub (ECH2) site, the IST program now focuses on housing stability, connecting individuals to supports and fosters community integration while avoiding duplication and enhancing service coordination.

The vision for the IST program going forward is to:

- Increase staffing ratios to meet increased demand;
- Advance trauma-informed practices to support deeper client engagement;
- Enhance data tracking & outcomes; and
- Increase the City's understanding of the housing, health and social support resources required for participant stability.

Demographics

As of the current reporting period, the IST program is supporting a total of 112 participants. Of those currently supported:

- Approximately 70 percent are male, and 30 percent are female;
- The average age of participants is 43 years old;
- Forty percent reside in the Glengarry neighbourhood, five percent reside in the County of Essex, and the remaining 55 percent are distributed across other areas of the City of Windsor.
- Nearly all participants are in receipt of some form of social assistance as their primary source of income (i.e. OW, ODSP, OAS, CPP).

The team continues to receive referrals, assesses for eligibility and intakes participants who meet the program requirements.

Program Philosophy

The program focuses on addressing the root causes of chronic homelessness using a trauma-informed and person-centered approach. Individuals supported by IST have typically experienced prolonged and profound life instability. Many are navigating complex challenges related to mental health and substance use and often demonstrate significant deficits in essential life skills such as communication, self-regulation, and daily living skills. In addition, their behaviours frequently reflect the long-term impacts of adverse childhood experiences (ACEs) and unresolved trauma. The IST model is designed to meet these individuals where they are, providing intensive, wraparound support that prioritizes safety, trust, and consistency. By focusing on the underlying drivers of chronic homelessness. The program aims to foster long-term stability, improve overall well-being, and reduce reliance on crisis-driven systems of care.

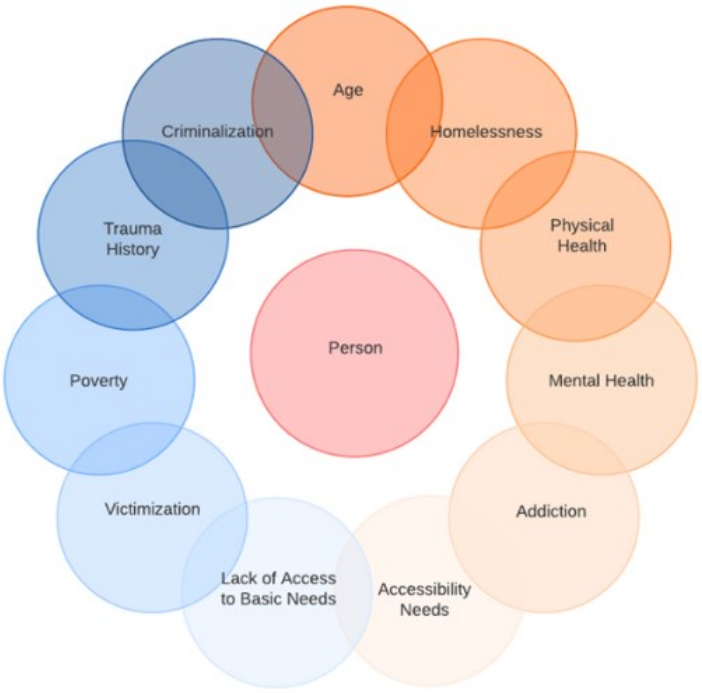


Figure 1: Intersectionality of WEHC-IST Participants

Training & Staff Development

The team of registered Bachelor and Masters level social workers has consistently engaged in ongoing professional development to enhance their clinical competencies to better support individuals with complex needs. Regular training sessions have focused on relevant key areas, including understanding codependency and establishing healthy boundaries, the impact of adverse childhood experiences (ACEs), and distinguishing between drug-induced psychosis and schizophrenia.

Staff have also received education on the *Mental Health Act* and the protocols surrounding involuntary treatment, strategies for overcoming avoidance behaviours, the application of polyvagal theory in trauma-informed care and conducting risk assessments related to potential harm to self and others. In addition to formal training, each staff member participates in monthly clinical supervision meetings to review participant progress, reflect on practice, and strategize alternative approaches to address underlying needs. Several of these training sessions have also been offered to other homelessness service providers funded by the City of Windsor, contributing to enhanced clinical knowledge, skills development and capacity building across the sector.

These training sessions and supervision practices are essential to equipping our team with the specialized knowledge and tools required to deliver responsive, evidence-based support. This level of expertise is not inherently acquired through standard social work education. These trainings reflect therapy-level skills, intentionally provided to frontline staff to embed informal therapeutic techniques into their daily practice. Without

these enhanced skills, staff would be limited solely to addressing surface layer challenges faced by participants (ex. food insecurity, identification replacement, etc.).

Continued education is not only vital for deepening clinical capacity, but also a professional requirement for maintaining registration with the Ontario College of Social Workers and Social Service Workers. This commitment to learning ensures that both participants and staff grow in skill acquisition, enabling deeper, more informed interventions that are critical to the success of a truly specialized program.

Program Outcomes

The program, although still in its infancy, has seen several meaningful successes that reflect progress in increased stability, health, and personal development. Table 1 below highlights some of the notable successes achieved to date.

Program Performance Indicators	# of participants	% of participants
Building Self Awareness		
Engaging in Open Dialogue About Readiness for Change	60	54%
Identifying Personal Triggers and Behaviour Patterns	53	47%
Collaborating with External Agencies to Enhance Care	64	57%
Comprehensive Health Needs		
Receiving Ongoing Wound Care	7	6%
Accessing Shelter Health	18	16%
Attending and Participating in Medical Specialist Appts.	39	35%
Initiating Addiction Treatment (Suboxone, Methadone)	18	16%
Demonstrating Reduction in Substance Use	27	24%
Accessing Psychiatric or Mental Health Services	23	21%
Adhering to Prescribed Psychiatric Medications	19	17%
Legal and Identification		
Actively Participating in Criminal Court Matters	23	21%
Replacing or Obtaining Personal Identification	28	25%
Daily Living and Basic Needs		
Improving Personal Hygiene	27	24%
Accessing Transit	23	21%
Improving Access to Food Security	42	38%
Housing Stability		
Increasing Shelter Utilization After Sleeping Outdoors	4	4%
Preventing or Delaying Eviction	12	11%
Experiencing Formal Eviction that leads to Homelessness	5	4%
Education and Employment		
Engaging with Employment and Training Services (Part-Time Work, Job Preparation)	16	14%
Applying for or Attending Educational Programs	8	7%

Table 1: WEHC – IST Program Scorecard April 1 – September 30, 2025

Note: Not all performance indicators detailed above are applicable to every participant. Additionally, some participants required three months of engagement to build sufficient trust with staff to begin working on more vulnerable goals. While the majority have demonstrated significant progress, a small proportion, approximately 4%, have experienced increased instability, including higher-risk substance use and engagement in lifestyles associated with violence. These challenges highlight the complexity of supporting individuals with deep-rooted trauma and co-occurring disorders, and reinforce the need for sustained, adaptive clinical interventions.

Future Direction

The WEHC-IST program remains committed to continuous development and collaboration. As part of our ongoing efforts, we are introducing enhanced training modules focused on emotional regulation, best practices for supporting individuals with personality disorders, and updated addiction protocols.

Administration continues to foster strong partnerships with the School of Social Work, which has proven mutually beneficial. To date, six (6) social work students have shadowed the program to complete their field practicum hours, and staff have contributed as guest lecturers, sharing frontline insights promoting integrated learning.

In addition, administrative and front-line staff maintain active ongoing collaborations with Windsor Police, Windsor Essex Community Housing Corporation and other social housing providers, Windsor Regional Hospital, and other community partners. These partnerships are essential to delivering coordinated, person-centered care while improving outcomes for the vulnerable populations we mutually support.

Risk Analysis:

There is no associated risk with bringing this report to Council for information.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The staffing and program expense budget for the Housing First Integrated Support Team is $1,096,532. This program is funded through the Homelessness Prevention Program (HPP), the Ontario Works Program and the municipality. For the 2025-26 fiscal year, the cost is projected to be funded as follows:

2025-26 Year	Gross Cost	Provinical	Regional	County Share	City Share
HPP	$ 691,758	$ 306,758	$ 385,000	$ -	$ 385,000
Ontario Works	$ 404,774	$ 202,387	$ 202,387	$ 74,369	$ 128,018
Total Projected Cost	$ 1,096,532	$ 509,145	$ 587,387	$ 74,369	$ 513,018

Consultations:

Leah Key, Coordinator Housing Administration & Development

Kelly Goz, Manager of Homelessness & Housing Support (A)

Jennifer Tanner, Manager of Homelessness & Housing Support

Diane Wilson, Manager Affordable and Social Housing

Kirk Whittal, Executive Director Housing & Children's Services

Tanya Antoniw, Executive Director Employment & Social Services

Conclusion:

The Windsor Essex Housing Connections – Integrated Support Team has demonstrated early success in advancing housing stability and improving outcomes for individuals exiting homelessness. Through trauma-informed, person-centered care and strategic partnerships, the program is laying a strong foundation for long-term impact and continued growth.

Approvals:

Name	Title
Dana Paladino	Commissioner, Human & Health Services (Acting)
Janice Guthrie	Commissioner, Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Email

Appendices:

N/A

Subject: 2026 Stormwater and Wastewater Rate Setting Report - City Wide

Reference:

Date to Council: November 24, 2025

Co-Author: Tony Ardovini
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Co-Author: Amy Olsen
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Right-of-Way Division – Engineering

Report Date: 10/30/2025
Clerk's File #: SW2025

To: Mayor and Members of City Council

Recommendation:

I. THAT City Council **APPROVE** the proposed amendments to the Stormwater program as outlined in this report; and further,

II. THAT the following monthly wastewater rates as detailed in Appendix A **BE APPROVED** and **IMPLEMENTED** as of January 1, 2026**:**

a. Fixed Charge – To be based on the water meter size ($12.89 for residential customers)

b. Wastewater Usage Charge – Residential customers to be based on a variable rate per cubic metre of water used as detailed below:

a.	0 cubic metres	No variable usage charge
b.	1-5 cubic metres	$1.75 per cubic metre
c.	6-17 cubic metres	$3.40 per cubic metre
d.	18-30 cubic metres	$3.55 per cubic metre
e.	>30 cubic metres	$3.58 per cubic metre

c. Multi-residential and Non-residential customers at a flat rate of $1.66 per cubic metre of water used; and further,

III. THAT the following Stormwater monthly rates as detailed in Appendix A **BE APPROVED** and **IMPLEMENTED** as of January 1, 2026**:**

A. Residential Fixed Charge - To be based on a lower tiered Impervious Area fee as follows:
   a. Tier 1: $8.00
   b. Tier 2: $10.00
   c. Tier 3: $12.00

B. Multi-Residential/Non-Residential/Other Charge - To be maintained at a rate of $1.26 per square metre of impervious area; and further,

IV. THAT City Council **DIRECT** the City Treasurer to bring forth the 2026 Wastewater and Stormwater budgets based on the above noted approved rates as part of the 2026 Recommended Budget; and further,

V. THAT City Council **APPROVE** the amended Stormwater Fee Credit Program Manual (dated November 7, 2025) attached in Appendix 'B' and **AUTHORIZE** the City Engineer and City Treasurer to make future amendments to the content, forms and templates contained in the Stormwater Fee Credit Program Manual as required; and further,

VI. THAT Administration **BE DIRECTED** to work with ENWIN Utilities Ltd. (ENWIN) to bring effect the recommendations noted above, and that the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any required documentation/procurement(s) necessary for that purpose, subject to legal approval by the City Solicitor, financial approval by the City Treasurer, and technical approval by the City Engineer; and further,

VII. THAT City Council **DIRECT** Administration to continue the 4-year phase-in period for the stormwater fee to residential property owners on septic systems, with a 50% subsidy in 2026; and further,

VIII. THAT City Council **APPROVE** the proposed billing of individual condominium units as outlined in this report; and further,

IX. THAT City Council **APPROVE** the reallocation of farm property codes 200 & 201 from the Multi-Residential/Non-Residential/Other stormwater designation to the tiered Residential stormwater designation and further that the City Treasurer **BE DIRECTED** to issue retroactive credits for the effected properties back to January 1, 2025 accordingly, and further,

X. THAT City Council **AUTHORIZE** the City Treasurer to resolve residential customer billing matters where specific concerns relate to water consumption data which are significantly below or above the average range of consumption; and further,

XI. That City Council **PASS** the Stormwater Charges By-law and the Wastewater Service Rate By-law at this meeting of Council.

Executive Summary:

In 2021, City Council endorsed the Stormwater Financing Study that separated the management and treatment of stormwater from wastewater funding models. The separated stormwater and wastewater programs (the Programs) were rolled out effective January 1, 2025. Since this time, City Administration has been monitoring and tracking adjustments to the Programs based on feedback from property owners. The basis of this report is twofold; to present City Council with the recommended stormwater and wastewater rates for 2026, and to provide a comprehensive update on the proposed housekeeping amendments to the stormwater funding model and credit program for non-residential customers, as directed by CR177/2025.

Background:

On January 1, 2025 residents and property owners were transitioned to a new billing program that separated charges for wastewater and stormwater system management. The underlying premise for this change to the billing structure was to more accurately align the cost for stormwater treatment to those who are contributing to stormwater runoff. That is, reducing the share of costs that residents have to pay for stormwater management, shifting those costs to large non-residential properties with significant impervious area. This new billing program was launched after several years of planning and development which also included a one-year deferral dedicated to public education.

As a result of the change in billing structure, it was expected that most residential properties and many small to medium sized businesses would see savings in their combined wastewater and stormwater costs in 2025. Subsequent to the program launch, further refinements to the billing rates were required to ensure that all residential property owners were paying less, on a combined basis, than they were under the previous sewer surcharge program.

At the City Council meeting held on April 28, 2025, Administration presented several stormwater program amendments in response to Mayoral Directive MD 13-2025 (issued March 25, 2025). Through CR177/2025, City Council approved the implementation of the following measures:

1. Transitional rebates in 2025 to residential properties facing an increase compared to their 2024 total sewer surcharge costs.
2. One-time transitional credits in 2025 for non-residential property owners.
3. A 4-year phase-in period for the stormwater fee (only) for residential property owners on septic systems.
4. An ongoing 60% exemption for qualifying Places of Worship and Cemeteries (Property Codes 314, 700, 701, 702, 703).

This report seeks City Council's approval of the 2026 Wastewater and Stormwater rates, set for implementation on January 1, 2026, and further seeks approval for additional housekeeping program amendments. It should be noted that upon approval of the recommended 2026 rates, Administration will prepare the corresponding 2026 program budgets for both wastewater and stormwater treatment. Detailed budget information will be provided as part of the 2026 budget approval process.

Discussion:

2026 Wastewater and Stormwater Billing Rates

Building upon the direction of City Council (CR177/2025) and in an effort to ensure that most residents will continue to pay less for their combined wastewater and stormwater costs than they did in 2024, Administration has reviewed the rate setting model used for 2025. The 2025 residential rates were developed on the premise that a residential homeowner (using an average winter water consumption) would pay less than they did under the previous model, however those residents who had lower than average winter water usage ended up paying more.

To balance the impact that water consumption has on the overall combined charge, Administration has modeled a step-based structure for wastewater rates which is directly related to water consumption. The offsetting effect of this graduated wastewater rate is a significant decline in the stormwater flat fee. More details on the program fee structure are provided in the Financial Matters of this report.

Notwithstanding the additional measures taken to facilitate residential customers paying less in 2026 compared to 2024, it still may be possible, due to extreme fluctuations in water usage, that residents may pay more. In total there are 56,712 residential customers subject to a wastewater charge. Included in this total are approximately 390 customers who fall below 2 cubic metres of water usage in the winter and therefore will still be required to pay the fixed wastewater and flat stormwater fee. By contrast there are approximately 1,365 customers who historically utilized more than the average of 40 cubic metres of water on a monthly basis during the winter months. The proposed model cannot accommodate these two extreme fluctuations in average water consumption and therefore, Administration is seeking approval to work with these customers individually and to authorize the City Treasurer to resolve these matters issuing any additional credits as deemed appropriate on a case-by-case basis.

Program Updates

A) Stormwater Billing for Condominium Corporations

Under the current program, condominium properties are assessed as one individual parcel for the purpose of the stormwater billing and in 2025, the stormwater fee, based on impervious area of the property as a whole, was issued to condominium corporations. Each condominium board then determined whether to recover the stormwater bill directly from each condominium owner or to draw from their reserves.

Considering the unique challenges faced by residential condominium boards, Administration undertook a specific review to determine if an alternative approach could be implemented such that individual condominium units could be directly billed for their stormwater fees based on specific qualifying parameters. For property tax purposes, condominiums are separately assessed and provided with an individual roll number. Similarly, each unit has an individual utility account for purposes of billing hydro and water. As such, Administration is able to allocate the stormwater charge for the condominium property to each individual unit where the following criteria can be met:

1. The condominium parcel must be exclusively residential (i.e. no mixed use or potential for commercial use under the current zoning).

2. All units within the parcel must hold a tax account with the City of Windsor
3. All units within the parcel must receive individual ENWIN water bills (if a portion is bulk metered, the entire property does not qualify for individual billing).

This direct billing system aims to alleviate the administrative burdens placed on qualifying condominium boards who are currently required to distribute the stormwater fee and is expected to affect 23 condominium properties or 1,148 individual unit owners. Should City Council approve Recommendation VIII in this report, letters will be sent to individual condominium owners as well as each condominium board outlining the changes that can be expected. Internal resources will be available to respond to inquiries.

B) Residential Properties on Septic Systems

Recognizing that properties on septic systems previously exempt from the sewer surcharge have not been subject to any stormwater fees, Council endorsed, through CR177/2025, a four-year phase-in period for residential properties affected by this change. Consequently, a 75% incentive was applied to qualifying properties for their 2025 stormwater fee. Accordingly, Administration is recommending that for 2026 a 50% credit be applied to septic property account charges.

As part of CR177/2025, City Council also directed Administration to report back on whether septic charges are potentially imbedded into existing property tax charges. Administration has confirmed that septic fees are not included on property taxes.

C) Agricultural Properties

CR177/2025 directed Administration to report back to City Council on the impact of creating a unique category of combined residential and agricultural properties that recognizes the lower level of stormwater runoff being directed to the system.

Administration identified 112 agricultural properties using MPAC's property identification codes (200 series codes). In 2025, 58 parcels with less than 27 square metres of impervious area were exempt from stormwater fees. To better align with the stormwater program structure, and to address Council's directive, Administration recommends reclassifying MPAC codes 200 (vacant farm property without buildings or structures) and 201 (farm residence, with or without secondary structures and no farm outbuildings) from the non-residential category to the tiered residential billing system. This change would affect 37 properties. Of these, 9 parcels over 27 sqm will be billed $3,382 across three residential tiers, while 28 parcels under 27 sqm remain exempt. Changes to the property bills would be retroactive to January 1, 2025.

The remaining 75 agricultural parcels – typically associated with commercial operations – will remain under the non-residential classification in keeping with other non-residential properties with similar land size or pervious characteristics.

D) Stormwater Fee Credit Program Adjustments

The 2025 stormwater financing program provides opportunities for non-residential property owners to receive an annual credit to be applied against their calculated

stormwater charge to account for stormwater management efforts in excess of local standards. Changes are proposed to the previously approved Stormwater Fee Credit Program Manual based on feedback received from property owners, Administration, consultants, and City Council. The revised Stormwater Fee Credit Program Manual is presented in Appendix 'B'. Highlights of the proposed changes are summarized below.

1. Direct Discharge Credit – *Expanded, Simplified & Enhanced*
    - Current
        - Maximum Direct Discharge Credit: 40% plus an additional 10% possible for water quality.
        - Proponent must demonstrate that the 100% of the site's impervious drainage is conveyed directly to the Detroit River or Lake St. Clair for full 40% credit.
        - Only properties adjacent to the Detroit River or Lake St. Clair qualify.
    - Proposed
        - Maximum Direct Discharge Credit: 50% exclusive of water quality.
        - Proponent must demonstrate that 75% of the site's drainage (including 75% of the imperious area) is conveyed directly to the Detroit River or Lake St. Clair for full 50% credit.
        - Retroactive 10% credit will be applied to qualifying applications from January 1, 2025.
        - Properties not adjacent to the shoreline but with a direct outlet to the Detroit River or Lake St. Clair may qualify, at the discretion of the City Engineer.
2. Shared System Credit Option – *New*
    - Current
        - No shared credit option available.
    - Proposed
        - A shared system credit may be available for separate properties that share one stormwater management system.
        - Properties with an approved stormwater management report and formal agreement between all properties sharing the stormwater system may be eligible.
        - New application form introduced.
3. Peak Flow Reduction Equation – *Simplified*
    - Current
        - Two separate equations for existing and new developments.
        - Complex and includes subjective variables requiring City Administration input.
    - Proposed
        - One simplified equation for both existing and new developments.
        - Fewer variables, making it easier for the applicant.
4. Clarification on Fees and Credits - *Clarified*
    - Stormwater fees are based on impervious surface area.
        - Credits are based on flow conditions at the site's outlet(s).
5. Stormwater Credit Application Retro – *Extended*
    - Stormwater Credit applications submitted on or prior to June 30, 2026:

- Reductions that result from Stormwater Charge Credit applications, which were submitted on or prior to June 30, 2026, will be retroactive to the first date of billing if the qualified Stormwater Management Structure came into service before July 1st, 2026, as determined by the Supervisor of Right-of-Way Programs.

The above changes aim to simplify the credit application and review process for both applicants and staff, streamlining approvals and increasing viability for those properties that are entitled to a credit.

E) Residential Incentive Program Update

Through the implementation of the 2025 stormwater finance program, new residential incentives were introduced, and existing residential programs were enhanced. Incentive programs are outlined below.

The **Tree Subsidy Program** provides residents will the opportunity to receive a free tree. Residents can also receive a bag of mulch, a planting guide, and a map outlining their property boundaries.

Total Applications	Total Applications Approved	Total Trees Provided
79	67	55

The **Rain Barrel Program** provides a rebate of up to $120 towards the purchase and installation of one rain barrel with a minimum capacity of 132 Litres (35 gallons) on a residential property. The resident is responsible for the installation and must provide the receipt and proof of installation in the form of a picture with their subsidy application.

Total Applications	Total Applications Approved	Total Rebate Provided
56	49	$4,696

Further, in 2025, City Council also approved enhancements to the existing subsidy programs:

2025 Subsidy Program Modifications			
Program	**Item**	**Previous Amount**	**New Amount**
Basement Flooding Protection Subsidy	BWV and Sump System	$ 2,800	$ 3,500
	Backwater Valve (BWV) Only	$1,000	$ 1,450
	Sump System Only	$1,750	$ 2,000
Sanitary Sewer PDC Replacement	Private Residential	$ 2,000	$ 4,000
Culvert Rehabilitation Subsidy program	Small (0-18" diameter)	$ 500	$ 1,000
	Medium (18-48" diameter)	$ 1,000	$ 2,000
	Large (+48" diameter)	$ 2,000	$ 3,000
	Bridge	$ 5,000	$ 7,500

These programs will continue to be offered during the 2026 program year.

F) Stormwater Charges By-Law 171-2024 Amendments

To align with CR177/2025, Administration is recommending the following housekeeping updates to By-Law 171-2024:

1. New Definitions
    - To improve clarity and support compliance, new definitions will be introduced within the By-Law.
2. Non-Residential Properties Over 27 sqm
    - Update Schedule 'A', for clarity, to include a note specifying that commercial and non-residential properties with impervious areas exceeding 27 square metres will be subject to stormwater charges. This update aligns with the approach taken for similar properties in 2025.

Risk Analysis:

There are several risks to be considered in not accepting the recommendations of this report, some of which are summarized below:

- *Risks from Depleting the Stormwater and Wastewater Reserves* – While a transfer from the Wastewater and Stormwater Reserves of approximately $3.6M will be required to fund the 2026 transitional subsidies, additional reductions from the reserve to reduce the rates further will need to be considered in the context of available uncommitted funds. This could leave the Corporation without adequate dedicated reserves to fund any shortfalls and place additional upward pressure on the continued transition of future rates. This risk could be increased given the historical trend of declining revenues due to decreasing water consumption on the wastewater side. As well, this would compromise the Corporation's ability in the future to match funding for the City's share of projects funded by federal/provincial grants that are announced periodically for sewer purposes.
- *Risks to Under Funding the Stormwater Capital and Operating Budget* – The transitional subsidies proposed in this report are considered a unique subsidy to assist in the phase-in of the stormwater fees for 2026 and are not sustainable without increases to stormwater fees and/or reduction in expenditures in future years. Reduction of expenditures are particularly difficult due to the legislated requirements and prior commitments to match grant funding for projects funded by senior levels of government. The ongoing 60% subsidy proposed for Places of Worship and Cemeteries will remain an ongoing subsidy and are reflected in the revised by-law, as presented.

Expanding subsidies, credits, or exemptions without alternative sources of revenue to make up any shortfall is not sustainable, and will have a negative impact on the ability to properly fund the stormwater budget and preserve required reserve funding. It is expected that any further rate reviews and financial analysis would be accommodated through the annual budgetary process and service level reviews which are undertaken each year. Levels of Service (LOS) and cost of service impacts will be undertaken each year with due consideration to the resulting rate impacts on all rate payers. Administration will work to bring fair and responsible budget estimates and rate proposals to City Council for approval each year that consider the impacts to all user billings.

Climate Change Risks:

Climate Change Mitigation

There will be no notable impacts to the City's greenhouse gas inventories or mitigation actions as a result of implementing the proposed options indicated in this report.

Climate Change Adaptation

The City's Climate Change Adaptation Plan, Action 7.2, recommends that the City explore options to implement stormwater financing mechanisms including effectively communicating and educating the public of any stormwater financing implementation decisions. The stormwater financing model is one method to encourage property owners to minimize impermeable surfaces allowing for stormwater to infiltrate where it falls, reducing flow into the City's sewer system. Understanding that Windsor's climate change projections show increasing annual rainfall amounts, managing stormwater where it falls will add resiliency of the current system.

Financial Matters:

2026 Wastewater and Stormwater Rates

As indicated in the Discussion section to balance the impact that water consumption has on the overall combined charge, Administration has modeled a step-based structure to wastewater rates which is directly related to water consumption. The offsetting effect of this graduated wastewater rate is a significant decline in the stormwater flat fee. The recommended rates for 2026 are outlined in Appendix A.

Financial Impact on the Residential Property Owners

It is important to note that due to the significant variability of residential water consumption, the proposed rate structure will address most residential customers that use between 1 and 40 cubic metres of water per month (12 and 480 cubic metres annually) as their winter average consumption. The average winter consumption for all residential accounts is approximately 146 cubic metres. Therefore, there will be approximately 1,755 or 3% of customers with an average winter consumption having either zero or over 40 cubic metres that may see a slight increase over their 2024 total sewer payments. While Administration cannot determine the exact nature as to why these customers have higher water consumption, one of the factors could be the result of faulty meters or unreported water leaks in their system. Until more information can be readily determined, the financial modelling remains consistent and based upon average water use. Any residents that continue to have concerns over their combined water and storm water bills, are encouraged to work with City Administration as well as ENWIN to provide a reasonable and responsible solution.

Based upon the proposed rate structure, total revenue estimated to be collected from residential property owners is estimated to be $111.9 million. This revenue is not sufficient to cover the full costs associated with the corresponding budget and will require a transfer from the existing reserve in the amount of approximately $3.6 million. Utilization of the reserve is considered necessary as property owners transition to the new funding model however it is not to be considered sustainable. Reasonable annual

increases will be required in the future in order to meet the capital and operating expenditures which will be necessary to maintain, upgrade and improve both the wastewater and stormwater treatment facilities.

The enhanced Water Rate Assistance Program (WRAP) to provide financial assistance up to $250 to qualifying low-income residential homeowners towards their water, stormwater and wastewater bill payments, will also continue for 2026. The program is administered by the Unemployed Help Centre and Housing Information Services.

Financial Impact of Residential Properties on Septic Systems

City Council previously approved a four-year phase-in period for residential properties with a septic system, with a 75% transitional subsidy applied to the 2025 residential stormwater fee. Administration is recommending the continued phase-in of the stormwater fee for residential properties on a septic system at 50% for 2026. The estimated cost for the 2026 subsidy is approximately $50,000. Administration will work with ENWIN to apply the 50% incentive effective to January 1, 2026.

Financial Impact to Agricultural Property Owners

Administration recommends reclassifying MPAC codes 200 (vacant farm property without buildings or structures) and 201 (farm residence, with or without secondary structures and no farm outbuildings) from the non-residential category to the tiered residential billing system. This change affects 9 parcels with over 27 sqm that will be billed $3,382 across three residential tiers, while 28 parcels under 27 sqm remain exempt. Changes to the property bills would be retroactive to January 1, 2025.

In 2025, the agricultural properties consisted of 112 parcels, with 54 properties over 27 square meters incurring a total fee of $185,487. In 2026, administration is proposing amendments to reclassify 37 agricultural properties into the residential billing system, which will affect 9 parcels over 27 square meters, categorized into three tiers based on impervious area. The remaining 75 agricultural properties will stay under the non-residential category, with 45 parcels over 27 square meters generating $177,659 in fees and 30 parcels under 27 square meters continuing to be exempt.

Financial Impact to Places of Worship and Cemeteries

Places of Worship and Cemeteries were not exempt under pre-2025 sewer surcharge model and thus, contributed towards funding both the wastewater and stormwater management systems. As noted earlier, Council approved an ongoing 60% exemption for Places of Worship and Cemeteries to afford some level of financial relief to their overall sewer surcharge amount. The cost of this ongoing subsidy is estimated at $375,000 annually. Administration will amend the Stormwater By-Law to institute a 60% exemption to places of worship and cemeteries.

Financial Impact to Multi-Residential & Non-Residential Customers

The current rate structure for Multi-Residential and Non-Residential properties is based on a flat fee annual rate of $1.26 per square metre of impervious area. In 2025, City Council approved a special one-time credit of $0.12 per square metre of impervious area to assist this class of customers with the transition to the new stormwater model.

The 2026 rates for multi-residential and non-residential customers will remain the same as in 2025, with the wastewater fixed rate based on the water meter size, the wastewater consumption rate at $1.66 per cubic metre of water used, and the stormwater rate at $1.26 per square metre of impervious area. The rate structure being recommended for 2026 will assist residents and non-residential/commercial customers in transitioning to the new wastewater/ stormwater model that was implemented in January 2025.

It is important to note that future wastewater and stormwater rates will continue to be developed based on the new model and will fund the planned operational and capital costs projected for 2027 and beyond. The budget model will consider a number of variables including water consumption, amount of impervious area, CPI increases, along with modelling for the continued phase-in of the increased LOS as approved in the Stormwater Financing Study. It is expected that each year through the annual budgetary process that the LOS and capital programs will be reviewed with a focus on presenting fair and responsible annual budget estimates to Council for their approval. This annual budget exercise will focus on a balanced approach which considers the stormwater needs of the municipality while also being attuned to the financial impacts to ratepayers.

2026 Wastewater and Stormwater Program Budget Implications

For the proposed 2026 rates, Administration has developed the Stormwater and Wastewater rates on the basis that expenditures budgets will remain at 2025 levels. Although the original plan anticipated increasing program funding from $115.5 million in the 2025 base budget to $126.1 million in 2026 to support new initiatives identified in the stormwater plan and other inflationary pressures, this report recommends deferral of 2026 planned LOS enhancements until 2027. It is important to note that the funding for the critical Sewer Rehabilitation and Relining program totalling $1.1M has been funded from the redirection of previously approved funds.

At this time City Council is not being requested to approve the 2026 wastewater or stormwater budget. These budgets will be presented as part of the 2026 Recommended budget approval process where additional program details will be outlined. It should be noted that by approving the rates outlined in this report there will be limited ability to increase the 2026 wastewater and stormwater budgets without requiring additional draws from the existing reserves.

Stormwater and Wastewater Program Reserves

As of September 30, 2025, the combined balance of the Wastewater Sewer Surcharge Reserve (F153) and Stormwater Sewer Surcharge Reserve (F234) was $14.3M. This includes the $6.9M commitment previously approved under Council Report C 62/2025 to support the credits and rebates approved in 2025 to assist in the program's transition. An additional $1.3 million is expected to be added to the reserve balances in 2025 as a result of new properties being added to the program. Based upon the proposed 2026 rates, a transfer of up to $3.6 million in reserve funding will likely be required to maintain 2025 base levels of service and balance the 2026 Recommended Budget. Full details will be brought forward in a future report to City Council.

Consultations:

Stacey McGuire – Executive Director Operations / Deputy City Engineer (A)
Adam Pillon – Manager of Right of Way
Marc Di Domenico – Manager of Corporate Projects (A)
Ian Wilson – Stormwater and Wastewater Engineer
Mark Spizzirri – Manager, Performance Measurement and Business Case Development
JP Lovecky – Financial Planning Administrator
Aaron Farough – Senior Legal Counsel
Michael Janisse – Senior Manager of Communications, Public Relations and Customer Service (A)
ENWIN Utilities Ltd.

Conclusion:

Since the implementation of the Stormwater Financing Model in January 2025, City Administration has received feedback, performed public outreach, and has been working to refine the stormwater and wastewater funding models. This report outlines the recommended stormwater and wastewater rates for 2026 that provides no increases to the overall wastewater and stormwater costs for 97% of residential customers when using the same winter average consumption as in 2024 and provides a comprehensive update on the amendments to the stormwater funding and credit program for non-residential customers, as directed by CR177/2025.

Administration will continue to monitor the program and recommend future refinements, as appropriate through the annual rate setting and ensure a robust Budget process is in place in order to facilitate the continued and ongoing success of this program.

Planning Act Matters:

N/A

Approvals:

Name	Title
Colleen Middaugh	Executive Director Engineering / 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:

Name	Email
Jeff Predote, Manager, Customer Care, ENWIN Utilities Ltd	jpredote@enwin.com
Chris Routliffe, Manager, Billing, ENWIN Utilities Ltd	croutliffe@enwin.com
Mariangela McKenzie, Monaco Property Management Inc.	info@monacopm.ca

Appendices:

1 Appendix A - Proposed 2026 Stormwater and Wastewater Rates
2 Appendix B - Stormwater Fee Credit Program Manual

APPENDIX 'A'

2026 STORMWATER PROPOSED RATE(S)

(to be included in the Stormwater By-Law)

Residential Stormwater Fee Rate(s)				
	2025		2026	
	Monthly	Annual	Monthly	Annual
Tier 1 Small (27 - 200 square meters of impervious area)	$22.50	$270.00	$8.00	$96.00
Tier 2 Medium (201 - 325 square meters of impervious area)	$28.17	$338.00	$10.00	$120.00
Tier 3 Large (Greater than 325 square meters of impervious area)	$33.83	$406.00	$12.00	$144.00
Multi-Residential, Non-Residential & Other Stormwater Fee Rate (Annually)				
	2025		2026	
Stormwater Fee Rate (27 square metres of impervious area and greater)	$1.26 per square meter of impervious area		$1.26 per square meter of impervious area	

2026 WASTEWATER PROPOSED RATE(S)

(to be included in the Wastewater By-Law)

Residential Wastewater Fee Rate(s)		2025 Monthly	2026 Monthly
Fixed Charge	Set Fixed fee applicable to all residential classified properties	$12.89	$12.89
Variable Charge	Step 1 (Winter Average Water Consumption = 0 CM)	$2.01	$0.00
Variable Charge	Step 2 (Winter Average Water Consumption = 1-5 CM)	$2.01	$1.75
Variable Charge	Step 3 (Winter Average Water Consumption = 6-17 CM)	$2.01	$3.40
Variable Charge	Step 4 (Winter Average Water Consumption = 18-30 CM)	$2.01	$3.55
Variable Charge	Step 5 (Winter Average Water Consumption > 30 CM)	$2.01	$3.58

CM = Cubic Meter of Water

NOTE: The 2026 Wastewater fee is calculated based on a progressive step-up approach.

For example, a given residents will be charged $1.75 per CM for the first 1 to 5 CM of water consumed based on their prior year's winter average water consumption. For the next 6-17 CM of water consumed, a given resident would be charged $3.40 per CM used.

The "Winter Average Daily Usage" calculation will continue to be used which allows the wastewater rates to be applied to the **lower** of actual water usage or winter average for each resident. This ensures that excess summer water usage (for watering lawns, washing cars, etc.) is not used in calculating the wastewater sewer surcharge rates.

Commercial Wastewater Fee Rate(s)			
	Meter Type	**2025 Monthly Rate**	**2026 Monthly Rate**
Fixed Charge	S5/8	$12.89	$12.89
	S1/2	$12.89	$12.89
	S1	$116.57	$116.57
	C10	$7,270.84	$7,270.84
	S2	$455.84	$455.84
	C3	$819.25	$819.25
	S3/4	$12.89	$12.89
	C4	$1,450.72	$1,450.72
	S1 1/2	$273.07	$273.07
	C6	$2,648.92	$2,648.92
	C8	$4,413.61	$4,413.61
	C12	$10,470.00	$10,470.00
Variable Charge	Per cubic metre of water used (reduced for excess summer consumption)	$1.66	$1.66

***Note**: Prior to 2025, Stormwater rate was included as part of the Wastewater Sewer Surcharge Rates*

Appendix ‘B’

City of Windsor

STORMWATER FEE CREDIT PROGRAM MANUAL

October 8, 2024
Revision: November 7, 2025

STORMWATER FEE CREDIT PROGRAM MANUAL

Table of Contents

1. INTRODUCTION 1

Types of Credit 2

2. STRUCTURAL CONTROL CREDIT 3

Eligible Properties 3

Technical Criteria 3

Performance Criteria and Credit Amount 6

Detailed Evaluation Criteria 7

3. DIRECT DISCHARGE CREDIT 10

Eligible Properties 10

Technical Criteria 10

Performance Criteria and Credit Amount 11

4. TOTAL CREDIT CALCULATOR 14

5. FUNCTION VERIFICATION AND MAINTENANCE 15

6. INITIAL APPLICATION AND APPROVAL PROCESS 15

Application Form 15

Approval Process 15

Effective Date of Approved Credit 16

Stormwater Fees Billed During Application Review 17

7. CREDIT UPDATE APPLICATION 17

8. COMPLIANCE INSPECTIONS 17

Appendices

Appendix A – Stormwater Control Credit Application Form

Appendix B – Direct Discharge Credit Application Form

Appendix C – Engineering Certification Template

Appendix D – Maintenance Commitment Template

Appendix E – Maintenance Verification Form

Appendix F – Credit Calculation Examples

FREQUENTLY ASKED QUESTIONS

Is my property eligible for credit?	• Eligible properties include multi-family residential (three or more residential units, including condominiums) and non-residential properties.
What do I need to do for my property to receive credit?	• Structural Control Credit. Credit is granted for the installation, operation, and maintenance of physical Stormwater Management Structures that control and/or treat runoff from impervious (hard) area on your property. The structures must control and/or treat runoff beyond that required by regulatory requirements. • Direct Discharge Credit. Credit is granted for the installation, operation, and maintenance of Stormwater Conveyance Infrastructure that captures runoff from impervious area on your property and discharges it directly to Detroit River or Lake St. Clair. The stormwater may not, at any point, enter the City's municipal stormwater management system.
How much credit can I get?	• The maximum credit is 50% of your stormwater fee. • The amount of credit is based on how well the practices on your property (defined in Section 1) meet the performance criteria in Table 1 or Table 2 of this manual.
Will I automatically get credit if I meet the criteria?	• No, a property owner must apply for credit and the City must approve the credit.
What is a Shared System Credit Application?	• Shared system credit may be available for separate properties that share one stormwater management system. • Properties with an approved stormwater management report and formal agreement between all properties sharing the stormwater system may be eligible
How do I apply?	• An application form is in the appendix and available online. • A Professional Engineer (P. Eng.) must verify that all practices meet performance criteria and are functioning as designed. • The City reserves the right to inspect your practices as a condition of receiving credit.
What are the long-term responsibilities?	• You will need to commit to ongoing maintenance of the Stormwater Management Structures, Stormwater Conveyance Infrastructure, and/or property grading to receive credit. • This commitment will attest to the level and frequency of maintenance and reporting requirements to the City.

When does the credit go into effect?	• Credit goes into effect once the application is approved and is applied to the next billing cycle. • An exception is made for conditional pre-approvals. See the Bylaw for details.
Who do I contact for questions?	• Contact the Right-of-Way Department at (519) 255-6257 or rowprograms@citywindsor.ca.

STORMWATER FEE CREDIT PROGRAM MANUAL

1. INTRODUCTION

The City of Windsor (the City) has implemented a stormwater fee to provide a stable, adequate, and equitable source of revenue to rehabilitate and improve the City's aging stormwater management infrastructure. **This manual provides guidance for how eligible property owners can reduce their stormwater fee through participation in the City's Stormwater Fee Credit Program (hereinafter "the Credit Program").**

Stormwater management is key to protecting public safety and health by reducing flood risk, controlling erosion, and maintaining water quality. The City's stormwater program includes planning, designing, constructing, operating, and maintaining a wide range of stormwater management structures. The program also includes system mapping, regulatory compliance, spill and dumping response, street sweeping, and public education and outreach.

The Credit Program recognizes that certain private on-site stormwater management investments and practices can enhance public safety and reduce the cost of the City's stormwater program over the long-term. The amount of credit reflects the priorities of the City's stormwater management program.

Windsor's Stormwater Infrastructure

- Over 1,025 kilometres of pipe
- Over 15,300 manholes
- Over 22,615 catch basins
- Over 30 stormwater management ponds
- Over 30 pumping stations
- Approximately 124 kilometres of municipal drains
- Approximately 254 kilometres of roadside ditches

The City's Credit Program was developed with the assistance of a Stormwater Advisory Group and is based on the following guiding principles:

- There must be a rational relationship between the credit amount and the benefit to the publicly funded stormwater management program.
- Credit should be targeted to meet the most pressing needs of the City.
- Stormwater management benefits must be verifiable.
- The program should not place an unreasonable administrative burden on City staff.
- The amount of credit should not diminish the purpose of the charge, which is to adequately fund the public stormwater management program/system.

Participation in the Credit Program is by application only. Credit will not be granted without an application and approval by the City.

Types of Credit

There are two types of credit available to City of Windsor property owners through the Credit Program. A property may be eligible for one or a combination of the credit types below but **in no case shall the total credit amount for a property exceed 50% of the property's stormwater fee.**

Structural Control Credit

Credit is granted for the installation, operation, and maintenance of physical Stormwater Management Structures (Section 2) that controls and/or treat runoff from a property. **The structures must control and/or treat runoff beyond that required by regulatory requirements.**

Direct Discharge Credit

Credit is granted for the installation, operation, and maintenance of Stormwater Conveyance Infrastructure (Section 3) that captures runoff from your property and discharges it directly to Detroit River or Lake St. Clair. The stormwater may not, at any point, enter the City's municipal stormwater management system.

The term "practice" is used to reference creditable Stormwater Management Structures and Stormwater Conveyance Infrastructure.

The City reserves the right to modify the Credit Program or to eliminate the Credit Program altogether. The City will honor credit, subject to the Credit Program at the time of approval, to a property owner for a minimum of twenty (20) years provided that the practice continues to be operated and maintained as designed.

Single-family residential properties, which are charged a tiered flat rate fee based on impervious area, are not eligible for either a Structural Control Credit or Direct Discharge Credit, under this program.

Eligibility for a shared Structural Control Credit or a shared Direct Discharge Credit are subject to review and approval by the City Engineer.

2. STRUCTURAL CONTROL CREDIT

Eligible Properties

All multi-family residential (three or more residential units, including condominiums) and non-residential properties (for example, parking lots, mixed-use, institutional, industrial, and commercial properties) are eligible to participate in the Structural Control Credit Program if they meet the Technical Criteria below, except for any portion of a property that is exempt from the stormwater fee.

Technical Criteria

A **Stormwater Management Structure** (often referred to as a structural stormwater best management practice "BMP") is defined as a permanent physical device or practice that is installed to control stormwater runoff. Controls include the capture, management, and/or treatment of stormwater to reduce flooding, prevent erosion, and/or improve water quality.

The following Technical Criteria must be met to receive credit:

1. The Stormwater Management Structure must exceed minimum regulatory requirements in place at the time of original installation; and,

2. The Stormwater Management Structure must be designed in accordance with a City-recognized standard such as the Ministry of Environment, Conservation, and Parks (MECP) Stormwater Management Planning and Design Manual and Windsor/Essex Region Stormwater Manual; and,

3 The Stormwater Management Structure must be fully maintained and operated by the property owner or as applicable at least one property owner following the provisions of the Credit Sharing Application – Property Owner Agreement. Structures that have been assumed by the City for maintenance are not eligible for credit.

The following are common Stormwater Management Structures that may be eligible for the Structural Control Credit. This is not an exhaustive list of the types of Stormwater Management Structures that will be accepted.

Common Stormwater Structures	
Bioretention Facility	**Constructed Wetland**
Green Roof	**Extended Detention Dry Pond**

Common Stormwater Structures

Wet Pond

Permeable Pavers

Urban Filter Strip

Tree Box Filter

Oil/Grit Separator

Cistern/Greywater

Underground Stormwater Detention System

Additional manufacturer information and/or case studies may be requested in support of new or emerging technologies and the City may require a trial or monitoring program to prove a technology's effectiveness at storing, infiltrating, or treating runoff. The City of Windsor reserves the right to accept or reject any Stormwater Management Structure type at its sole discretion.

Performance Criteria and Credit Amount

The credit amount is based on how well Stormwater Management Structures achieve the performance criteria in Table 1. The level of control required to achieve credit depends on whether the project controls stormwater runoff from existing developed impervious (hard) area or controls stormwater runoff from new or expanded impervious area associated with a new development/site expansion:

- **Voluntary Control of Existing Impervious Surface:** No new impervious area is proposed. The property owner(s) control stormwater runoff above requirements at the time of initial development (structures that have already been installed) or above (allowable) existing conditions (new structures).
- **New Development/Site Expansion:** New impervious area is created as part of new development or a site expansion. Control is required by regulation, but the property owner(s) voluntarily enhanced control above Regional and City's minimum standards.

The maximum available credit summed across all categories cannot exceed 50%.

A property's stormwater fee is calculated based on the total impervious (hard) surface area within its boundaries. In contrast, stormwater Structural Control Credits are awarded based on improvements made at the outlet(s) draining to municipal infrastructure. These improvements

consider the overall hydrology including both pervious and impervious surfaces as well as hydraulic conveyance.

Table 1 – Structural Control Credit Schedule

Category	Voluntary Control of Existing Impervious Surface	New Development/Site Expansion	Total Credit (50% Maximum)	
Peak Flow Reduction	Allowable peak flow for the site reduced by 10% to 40% during the 100 year event.	Allowable peak flow for the site reduced by 10% to 40% during the 100 year and Climate Change, Urban Stress Test (UST) 150 mm events.	Up to 40%	**Total of no more than 50%**
Runoff Volume Reduction (Water Balance Control)	Percentage reduction of rainfall volume from the first 15 mm to 30 mm of a single event.	Percentage reduction of rainfall volume for the first 30 mm to 50 mm of a single event.	Up to 40%	
Water Quality Treatment	Provide water quality controls to an enhanced level of treatment (80% Total Suspended Solids [TSS] removal).		Up to 10%	

*Note: **Peak Flow Reduction Category:** Voluntary Control of Existing Impervious Surfaces to consult with the City at the pre-consultation stage to confirm the storm event target to be used for the allowable peak flow rate.*

Detailed Evaluation Criteria

The following calculations are used to determine the credit amount depending on whether the site currently has Stormwater Management Structures in place to control existing impervious area or control impervious area as part of a new development/site expansion. Examples are shown in the appendix.

Peak Flow Reduction – Voluntary Control of Existing Impervious Surface

The amount of credit, up to 40%, is based on reducing the allowable peak flow for the entire site by up to 40% during the 100-year event. Credit eligibility is based on the performance of Stormwater Management Structures that reduce peak release rates from 90% of the allowable flow (a 10% credit) down to 60% of the allowable flow (full 40% credit).

- Allowable = Flow based on property's peak allowable discharge rate in L/s
- Proposed voluntary = flow based Stormwater Management Structures controlling above the requirements at the time of development in L/s

$$\left(1 - \frac{proposed\ voluntary}{allowable}\right) \times 100\% = \%\ credit\ (\max 40, \min 10)$$

Determining an existing site's peak allowable flow rate is based on the best available information including design information for the receiving system (sewer, Municipal Drain, etc.), historic design practices, and City-approved stormwater management reports for the private infrastructure. Typically, the allowable rate shall be based on a 5 year storm event for separated storm sewer systems and 2 year storm event for open ditches, municipal drains and combined sewers. Consultation with City administration is recommended to help confirm the approach to estimate this credit.

No credit will be given for a peak flow reduction, less than 90% of the allowable flow.

Peak Flow Reduction – New Development/Site Expansion

The amount of credit, up to 40%, is based on reducing the allowable peak flow for the entire site by between 10% and 40% during the 100 year and Climate Change 150 mm (Urban Stress Test [UST]) events. The proposed voluntary value is calculated as the average peak flow rate between the two events. The site is defined as the geographic area required to meet the City's stormwater management requirements at the time of development/expansion. Credit eligibility is based on the performance of Stormwater Management Structure that reduce peak release rates from 90% of the allowable flow (a 10% credit) down to 60% of the allowable flow (full 40% credit).

- Allowable = Flow based on property's peak allowable discharge rate in L/s
- Proposed voluntary = flow based Stormwater Management Structures controlling above the requirements at the time of development in L/s

$$\left(1 - \frac{proposed\ voluntary}{allowable}\right) \times 100\% = \%\ credit\ (\max 40, \min 10)$$

No credit will be given for a peak flow reduction, less than 90% of the allowable flow.

Runoff Volume Reduction (Water Balance Control) – Existing Impervious Surface

The amount of credit, up to 40%, is based on how much volume of stormwater runoff can be retained or re-used on the site at the onset of a storm event. Credit is scaled depending on the reduction amount. No credit is provided for less than a 15 mm reduction of volume falling over the area from any single storm event. Full credit is provided for a 30 mm or greater reduction of volume over the area. The property owner(s) may take credit for existing stormwater detention or volumetric re-use controls that go beyond minimum regulatory requirements. Calculations should reflect where volumetric controls are proposed. Stormwater volumes can be converted between m^3 and mm using the formula below.

$$volume\ (m^3) = volume\ (mm) * catchment\ area\ (m^2) / 1000$$

- Existing = Existing runoff reduced (mm) from site beyond the minimum requirements based on the proposed rainfall target.
    - For example, if existing initial volume runoff reduced from the site is 15 mm, however 5 mm of water balance control was the regulatory requirement at the time of installation, then use 10 mm for the calculation.
- Proposed Voluntary = Proposed runoff reduced (mm) by new detention or re-use systems, or an enhancement to the existing system.
- Min volume reduction = 15 mm
- Max volume reduction = 30 mm

$$\frac{(existing\ mm + proposed\ voluntary\ mm) - \text{min volume reduction mm}}{\text{max volume reduction}\ mm - \text{min volume reduction}\ mm} * 40\% = \%\ credit$$

Note: The applicant must also provide accompanying calculations of existing and proposed runoff volumes based on the rainfall target and the expected reduction off the site. The above equation is to be used as a general summary of runoff reduction for credit review.

The credit is applied to the drainage area controlled by Stormwater Management Structures. In general, volume from a wet pond permanent pool or similar will not be credited for runoff volume reduction. Continuous modelling or simulations may be required to demonstrate long-term average annual retention water balance control targets will be achieved.

Runoff Volume Reduction (Water Balance Control) – New Development/Site Expansion

The amount of credit, up to 40%, is based on how much volume of stormwater runoff from the entire site can be retained or re-used at the onset of a storm event. The site is defined as the geographic area required to meet the City's stormwater management requirements at the time of development/expansion. Credit is scaled depending on the reduction amount. No credit is provided for less than a 30 mm reduction of volume falling over the area from any single storm event. Full credit is provided for a 50 mm reduction or greater of volume over the area. Calculations apply to all impervious areas on the site. Stormwater volumes can be converted between m^3 and mm using the formula below.

$$volume\ (m^3) = \ volume\ (mm) * catchment\ area\ (m^2)\ /\ 1000$$

- Proposed = Proposed runoff reduced by new stormwater detention or re-use systems from the entire site in mm
- Min volume reduction = 30 mm
- Max volume reduction = 50 mm

$$\frac{(proposed\ mm) - \text{min volume reduction}\ mm}{\text{max volume reduction}\ mm - \text{min volume reduction}\ mm} * 40\% = \%\ credit$$

Note: The applicant must also provide accompanying calculations of existing and proposed runoff volumes based on the rainfall target and the expected reduction off the site. The above equation is to be used as a general summary of runoff reduction for credit review.

The credit is applied to the drainage area controlled by Stormwater Management Structures. In general, volume from a wet pond permanent pool or similar will not be credited for runoff volume reduction. Continuous modelling or simulations may be required to demonstrate long-term average annual retention water balance control targets will be achieved.

Water Quality Treatment

The amount of credit, up to 10%, is based on achieving **enhanced water quality levels (80% removal of TSS)** in accordance with the MECP Stormwater Management Planning and Design Manual. There is no credit for a structure that does not achieve enhanced water quality treatment.

For voluntary control of existing impervious surfaces, the 10% credit is applied to the drainage area controlled by Stormwater Management Structures. This will be based on the site's catchments.

For a new development the entire site must meet the enhanced level of treatment. For a site expansion, the site is defined as the geographic area required to meet the City's stormwater management requirements at the time of development or expansion and at minimum that site area must meet the enhanced level of treatment. As appropriate, the 10% credit is applied proportionally to the site.

3. DIRECT DISCHARGE CREDIT

Eligible Properties

Multi-family residential (three or more residential units, including condominiums) and non-residential properties (for example, parking lots, mixed-use, institutional, industrial, and commercial properties) outletting to Detroit River or Lake St. Clair, including properties using shared Stormwater Management Structures, are eligible to participate in the Direct Discharge Credit Program if they meet the Technical Criteria below, except for any portion of a property that is exempt from the stormwater fee.

Multi-family residential and non-residential properties (including upstream properties) that use a shared outlet to Detroit River or Lake St. Clair, may be eligible for this credit provided they meet the Technical Criteria below and complete a Credit Sharing Application, subject to review and approval by the City Engineer.

Technical Criteria

Credit is granted for the installation, operation, and maintenance of private Stormwater Conveyance Infrastructure that captures stormwater from impervious area on a property and discharges it directly to Detroit River or Lake St. Clair. Stormwater Conveyance Infrastructure may include but is not limited to curbs, gutters, swales, ditches, inlets, depressed areas, soakaway pits, infiltration trenches, retaining walls, manholes, storm sewer pipes, and outfalls.

Applications for **properties not directly adjacent to Detroit River or Lake St. Clair must demonstrate adequate hydraulic conveyance capacity** of the private (shared) infrastructure to confirm that runoff does not enter the City's stormwater system. If this cannot be demonstrated for an entire upstream property, a proportionally reduced Direct Discharge Credit may apply.

The following Technical Criteria must be met to receive credit*:

1. The stormwater runoff from lands subject to the Direct Discharge Credit may not, at any point, enter the City of Windsor municipal stormwater management system; and,

2. Stormwater Conveyance Infrastructure constructed prior to January 1, 2025 may not be required to be designed to a specific standard. However, it must be confirmed to operate and function as originally designed, per engineering drawings and Stormwater Management Report, and may be confirmed through a site inspection by the City; and,

3. Stormwater Conveyance Infrastructure constructed on or after January 1, 2025 shall be designed in accordance with a City-recognized standard. Stormwater Conveyance Infrastructure must be able to capture and convey flows with a minor system level of service based on the 5 year design storm event; and,

4. The Stormwater Conveyance Infrastructure must be fully maintained and operated by the property owner.

*If the Technical Criteria for Direct Discharge Credit are not met the property may still be eligible for a Structural Control Credit if it meets the Technical Criteria for a Structural Control Credit.

Performance Criteria and Credit Amount

For a full credit (50%) the property owner(s) must demonstrate that at least 75% of a property's drainage area including 75% of the site's impervious area will be conveyed directly to Detroit River or Lake St. Clair. This requirement would apply to both applications for properties directly adjacent to Detroit River or Lake St. Clair and properties using a private (shared) direct outlet.

For properties directly adjacent to Detroit River or Lake St. Clair, property owner(s) must demonstrate that flow restrictions and storage requirements are not (or would not be) required in general accordance with the specifications in the Windsor/Essex Region Stormwater Manual.

- For properties with an existing City-approved Stormwater Management Report, the Stormwater Management Report may be used to satisfy this requirement. A site servicing drawing/lot grading plan may be requested if it does not form part of the approved Stormwater Management Report.

- For properties without a City-approved Stormwater Management Report, the property owner must submit a Stormwater Management Report to the City's satisfaction. For specific requirements of the Stormwater Management Report visit: https://www.citywindsor.ca/business/buildersanddevelopers/stormwater-management-requirements.

Direct discharge is eligible for a credit of up to 50%. The Direct Discharge Credit may be combined with the Water Quality Treatment category from Section 2. **The maximum available credit summed across all categories cannot exceed 50%.**

Table 2A – Direct Discharge Credit Schedule

Category	Voluntary Control of Existing Impervious Surface	New Development/Site Expansion	Total Credit (50% Maximum)	
Direct Discharge – Adjacent to Detroit River or Lake St. Clair	Demonstrate, through a City-approved Stormwater Management Report, that no flow restrictions or storage is required in accordance with the Windsor Essex Region Stormwater Manual. For the full 50% credit demonstrate that at least 75% of a property's drainage area including 75% of the site's impervious area will be conveyed directly to Detroit River or Lake St. Clair.		Up to 50%	**Total of no more than 50%**
Direct Discharge – Private (Shared) Direct Outlet	Demonstrate, through a City-approved Stormwater Management Report, that peak flows from all storm events up to the 100 year event will be conveyed through private (shared) infrastructure required in accordance with the Windsor Essex Region Stormwater Manual. For the full 50% credit demonstrate that at least 75% of a property's drainage area including 75% of the site's impervious area will be conveyed directly to Detroit River or Lake St. Clair.		Up to 50%	
Water Quality Treatment	Provide water quality controls to an enhanced level of treatment (80% Total Suspended Solids [TSS] removal).		Up to 10%	

**If a Direct Discharge Credit is given to a portion of land, then that portion of land is not eligible for a Runoff Volume Reduction or Peak Flow Reduction credit.

Properties not eligible for a full 50% Direct Discharge Credit may be eligible for a partial Credit, as outlined in Table 2B. The fraction of the property eligible for credit is determined by the lesser of the following two values:

- (A) The fraction of total site draining directly to Detroit River or Lake St. Clair or
- (B) The fraction of the site's total imperviousness (hard surfaces) that drains directly to the Detroit River or Lake St. Clair.

For clarity, the equations used to calculate values (A) and (B) are provided below. Credit values in Table 2B may be interpreted linearly.

$$Fraction\ (A) = \frac{Total\ Area\ of\ the\ Property\ with\ Direct\ Dischagre\ Outlet\ (ha)}{Total\ Property\ Area\ (ha)}$$

$$Fraction\ (B) = \frac{Total\ Imprevious\ Area\ of\ the\ Property\ with\ Direct\ Dischagre\ Outlet\ (ha)}{Property\ Total\ Imprevious\ Area\ \ (ha)}$$

Table 2B – Direct Discharge Credit Scale

Direct Discharge Fraction	Direct Discharge Credit
0.50	**10%**
0.55	**18%**
0.60	**26%**
0.65	**34%**
0.70	**42%**
0.75	**50%**

4. SHARED SYSTEM CREDIT APPLICATION [NEW]

A Credit Sharing Application may be submitted when multiple private property owners discharge stormwater to communal stormwater management facilities. A credit sharing application may include an allocation of stormwater credits to be distributed among multiple parties that may relate to an individual property owner's investment in design, construction and maintenance costs or benefit received of eligible BMPs.

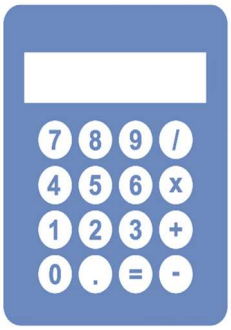
A Credit Sharing Application can be considered to support either a Structural Control Credit, Direct Discharge Credit, or both.

Please note that all components of the Property Owner Agreement are required for approval of a shared credit. If all parties have not signed an agreement, the application will be rejected and no credits will be issued.

Please be advised that the requirements in Appendix D (Shared Credit Application Requirements) do not represent an exhaustive list of the credit requirements, but rather is intended to provide guidance to those applying for shared credit for an eligible communal facility. Specific details related to the site plan and stormwater management design will be reviewed and commented on by City staff.

5. TOTAL CREDIT CALCULATOR

The following calculation is used to determine the total credit given to a property. Separate calculations should be made for properties with multiple practices with different credit amounts.



(A)	Sum of Credit Amounts (Maximum of 50%)	%
(B)	Impervious Area Controlled on the Property	ha
(C)	Total Impervious Area on the Property	ha
(D)	Proportion of Impervious Area Eligible for Credit = (B)/(C)	%
(E)	Percent Reduction on Total Fee = (A)*(D)	%

6. FUNCTION VERIFICATION AND MAINTENANCE

A practice must function as designed to receive credit. This requirement is initially satisfied through certification by a Professional Engineer licensed in the Province of Ontario using the Engineering Certification Template.

The Maintenance Verification Form must be submitted to and approved by the City at least once every five years after initial certification for the property to continue to receive credit.

The property owner(s) must agree to maintain a practice so that it continues to function as designed using the Maintenance Commitment Template. As part of the commitment, the property owner(s) must authorize City staff to enter the premises to verify that the practice is functioning as designed. The City may establish practice-specific maintenance requirements, more frequent submittal of the Maintenance Verification Form, and any other requirements deemed appropriate at the discretion of the City.

The City may require an existing Maintenance Commitment to be updated as a condition for continued credit based on changes in maintenance best practices or the result of an inspection by City staff.

If the property owner(s) fails to abide by the commitment terms, the City will revoke the credit if corrective actions are not taken within the time specified by the City.

7. INITIAL APPLICATION AND APPROVAL PROCESS

Application Form

The City will accept a completed application form by mail or online and will accept supporting documentation in either hard-copy or digital (PDF) format. Applications may be submitted at any time. Application forms are located in the Appendix and at https://www.citywindsor.ca/business/buildersanddevelopers/stormwater-management-requirements.

The applicant is solely responsible for costs incurred in the preparation of the required documentation and/or the submission of the credit application. There is no application fee.

Approval Process

Once an application is received by the City, the Right-of-Way Programs Coordinator or designate will conduct an initial screening to ensure completeness. An application is deemed complete when it is verified that all appropriate sections of the application form have been filled out and

the applicant has submitted the relevant supporting documents and reports. The applicant may be contacted to provide missing or additional information or documents.

A complete application will be registered as such, and the applicant notified that a technical review is being undertaken to verify the proposed practices and associated credit calculations. The technical review of an application is expected to be completed within 60 calendar days following determination of completeness, subject to the volume of requests received by the City.

An applicant may be requested to submit additional information to enable review and evaluation of their application. If an applicant fails to provide the necessary information within 60 calendar days of the request to submit, the application will be rejected.

If the review results in a request for additional information or clarification on matters from the applicant, a 30-calendar day period will be added to the review period upon receipt of all information requested.

By submitting the application, the applicant grants the City permission to conduct a site inspection during normal business hours (9:00 a.m. to 5:00 p.m. Monday through Friday) to verify that a practice is in conformance with the documentation provided and is operating in accordance with documented performance criteria. Failure to provide access to the site for inspection will result in the credit application being closed.

Conditional Pre-Approval

Applicants are strongly encouraged to be conditionally pre-approved in advance of the construction of a practice. The credit will not become effective until such time that is has been demonstrated by the applicant, to the satisfaction of the Stormwater Fee Manager, that the practice approved for credit has been installed, meets the objectives of its approved design, and is in service.

Effective Date of Approved Credit

The stormwater fee is billed monthly. Once approved by the City, the credit adjustment will be applied to the next monthly bill, or the following month's bill if the adjustment is approved past the bill print date.

Conditional Pre-Approvals Before January 1, 2025

Credit for a practice that is conditionally pre-approved before January 1, 2025, and where the practice is certified by the City to be in service before January 1, 2026, will be retroactive to the first date of billing. Charges paid by the property owner will be reimbursed by the City.

Stormwater Fees Billed During Application Review

A pending credit application shall not constitute a valid reason for non-payment of the current Stormwater Fee. Any Stormwater Fee bill that is received during the credit application process must be paid in full.

8. CREDIT UPDATE APPLICATION

A credit holder is responsible for notifying the City of any Material Change to a practice for which a credit was approved and is in effect. **Material Change** means actions taken by a property owner, those occurring through lack of action by a property owner, or actions taken by others unrelated to any action of the property owner. Material Change includes, but is not limited to, alteration, improvement, deficiency, or failure.

No later than 90 calendar days after any Material Change has been undertaken or occurs, the holder of a stormwater credit must submit an updated application form (see Appendix and https://www.citywindsor.ca/business/buildersanddevelopers/stormwater-management-requirements). Late submission of the application may result in a discontinuance of the credit amount. The City shall have full and absolute discretion to adjust (increase or decrease) the credit amount.

9. COMPLIANCE INSPECTIONS

The City may, during normal business hours (9:00 a.m. to 5:00 p.m. Monday through Friday), enter and inspect any property with an approved credit for purposes of assessing whether a practice is being maintained as to function, is in a state of good repair, and is operating in accordance with the performance criteria established in the credit approval. If the practice fails a City inspection, or the owner fails to submit documents as required in the maintenance agreement, the City will revoke the credit if corrective actions are not taken within the time specified by the City.

APPENDICES

APPENDIX A – STORMWATER CONTROL CREDIT APPLICATION FORM

APPENDIX B – DIRECT DISCHARGE CREDIT APPLICATION FORM

APPENDIX C– ENGINEERING CERTIFICATION TEMPLATE

APPENDIX D - SHARED CREDIT APPLICATION AND CHECKLIST

APPENDIX E – MAINTENANCE COMMITMENT TEMPLATE

APPENDIX F – MAINTENANCE VERIFICATION FORM

APPENDIX G – CREDIT CALCULATION EXAMPLES

APPENDIX A

STORMWATER CONTROL CREDIT APPLICATION FORM

STORMWATER CONTROL CREDIT APPLICATION FORM

Use this form for an initial credit application or to update information about an existing credit.

Section 1. Applicant Information

Applicant Name: _____ Date: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

☐ I am the owner of the property.
☐ I am the authorized agent for the property (if agent, provide owner information below).

Owner Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Section 2. Site Information

Property Address: _____

Property ID: _____

Section 3. Credit Application Type

☐ New Credit – if new credit:
  ☐ Pre-Approval
  ☐ Structure in Service
☐ Updated Credit

Section 4. Property Eligibility

☐ I confirm that the property type is multi-family residential or non-residential.

Section 5. Technical Criteria and Project Description

Structure Type: _____

Structure Maintenance:

☐ I confirm that the City is not responsible for maintaining the structure.

Type of Project:

- ☐ Existing impervious surface – existing Stormwater Management Structure provides control above regulatory minimum at time of installation.
- ☐ Existing impervious surface – proposed new Stormwater Management Structure.
- ☐ New impervious surface – proposed enhancement above current regulatory minimum.

Project Summary:

Impervious Area:

Total On-Site Impervious Area _____ m^2

Impervious Area Controlled by Stormwater Management Structure _____ m^2

Section 6. Credit Proposal

Credit Type	Maximum Possible	Percent Applied For*
Peak Flow Reduction	40%	_____ %
Runoff Volume Reduction	40%	_____ %
Water Quality	10%	_____ %
Total Maximum	50%	_____ %

* Notwithstanding the above, the final credit amount will be determined by the City at its full discretion based on the Credit Program Technical Criteria

Section 7. Supporting Documentation

- ☐ Site Plan/Lot Grading Plan
- ☐ Engineering Drawings
- ☐ Details of Stormwater Management Structure(s)
- ☐ Supporting Calculations
- ☐ Operation and Maintenance Plan
- ☐ Engineering Certification (if the structure is in service)
- ☐ Maintenance Commitment

Section 8. Certification and Inspection Agreement

- ☐ I am the legal owner, or I am duly authorized to act on behalf of the legal owner.
- ☐ I have reviewed the information contained in this application and the supporting documentation, and to the best of my knowledge believe that it is true and accurate.
- ☐ If this is an application for pre-approval, I understand that I must submit an Engineering Certification prior to final credit approval.
- ☐ I authorize the City or its representative to enter the site for the sole purpose of visually inspecting the Stormwater Management Structure.
- ☐ I understand that if I fail to implement the terms of the maintenance commitment, or if an inspection by the City indicates that the Stormwater Management Structure is not properly maintained, that the Stormwater Management Structure will no longer be eligible for credit if deficiencies are not corrected within the timeframe provided by City staff.

Section 9. Professional Engineer Stamp

- ☐ The application package must be stamped by a Professional Engineer.

Name/Title: _____

Signature_____ Date _____

Return this form and supporting documentation to:

City of Windsor
Attn: ROW Programs
350 City Hall Square West, Suite 210
Windsor, ON
N9A 6S1

APPENDIX B

DIRECT DISCHARGE CREDIT APPLICATION FORM

DIRECT DISCHARGE CREDIT APPLICATION FORM

Use this form for an initial credit application or to update information about an existing credit.

Section 1. Applicant Information

Applicant Name: _____ Date: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

☐ I am the owner of the property.
☐ I am the authorized agent for the property (if agent, provide owner information below).

Owner Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Section 2. Site Information

Property Address: _____

Property ID: _____

Section 3. Credit Application Type

☐ New Credit:
  ☐ Pre-Approval
  ☐ Existing Direct Discharge
☐ Updated Credit

Section 4. Property Eligibility

☐ I confirm that the property type is multi-family residential or non-residential.
☐ Property is Directly Connected to Detroit River or Lake St. Clair:
  ☐ I confirm that the property is directly adjacent to Detroit River or Lake St. Clair.
  ☐ I confirm that the property drains directly to or via a shared system to Detroit River or Lake St. Clair.

Section 5. Technical Criteria and Project Description

Technical Criteria:

- ☐ I confirm that the City is not responsible for maintaining the practice.
- ☐ I confirm that stormwater from the impervious area for which credit is claimed does not, at any point, enter the City of Windsor municipal stormwater management system.
- ☐ If constructed on or after January 1, 2025, I confirm that the Stormwater Conveyance Infrastructure is constructed in accordance with a City-recognized design standard.
- ☐ If constructed prior to January 1, 2025, I confirm that the Stormwater Conveyance Infrastructure is operating and functioning as originally constructed.

Date of Construction:

Performance Criteria:

- ☐ Existing City-approved Stormwater Management Report.
- ☐ New Stormwater Management Report.

Project Summary:

Impervious Area:

Total On-Site Impervious Area ____ m^2

Impervious Area Controlled by Practice ____ m^2

Section 6. Credit Proposal

Credit Type	Maximum Possible	Percent Applied For*
Direct Discharge	50%	%
Water Quality	10%	%
Total Maximum	50%	%

* Notwithstanding the above, the final credit amount will be determined by the City at its full discretion based on the Credit Program Technical Criteria

Section 7. Supporting Documentation

- ☐ Stormwater Management Report
- ☐ 5-Year Design Storm Conveyance (if applicable)
- ☐ 100-Year Design Storm Conveyance (for properties not directly adjacent to Detroit River of Lake St. Clair)
- ☐ Construction Standard (if applicable)
- ☐ Detailed Site Drawing (must include, but not limited to the following):
  Impervious surface area
  Topographic contours
  Existing grades
  Drainage areas
  Flow patterns
  Location of private Stormwater Conveyance Infrastructure
- ☐ CCTV video, if required
- ☐ Engineering Certification (if the practice is in service)
- ☐ Maintenance Commitment

Section 8. Certification and Inspection Agreement

- ☐ I am the legal owner, or I am duly authorized to act on behalf of the legal owner.
- ☐ I have reviewed the information contained in this application and the supporting documentation, and to the best of my knowledge believe that it is true and accurate.
- ☐ If this is an application for pre-approval, I understand that I must submit an Engineering Certification prior to final credit approval.
- ☐ I authorize the City or its representative to enter the site for the sole purpose of visually inspecting the practice.
- ☐ I understand that if I fail to implement the terms of the maintenance commitment, or if an inspection by the City indicates that the structure is not properly maintained, that the practice will no longer be eligible for credit if deficiencies are not corrected within the timeframe provided by City staff.

Section 9. Professional Engineer Stamp

- ☐ The application package must be stamped by a Professional Engineer.

Name/Title: _____

Signature_____ Date _____

Return this form and supporting documentation to:
City of Windsor
Attn: ROW Programs
350 City Hall Square West, Suite 210
Windsor, ON
N9A 6S1

APPENDIX C

ENGINEERING CERTIFICATION TEMPLATE

ENGINEERING CERTIFICATION TEMPLATE

Use this template to certify a new practice or changes to an existing practice. Completion of this certification is required prior to final approval of credit.

Date:

To: City of Windsor
350 City Hall Square West, Suite 210
Windsor, ON
N9A 6S1

Attention: ROW Programs

Subject: Stormwater Practice Certification
[Credit Application Number]
[Address]
[Property ID]
[Structure Type]

This letter confirms that I/we have inspected [stormwater practice] on the above noted property and do hereby certify that all systems have been designed and constructed in accordance with [drawing number _____, dated _____].

I/we further certify that all structure components are completed and operational in accordance with sound engineering practices and principles and are based on guidance from [applicable design and/or standards manual].

Further, I/we hereby confirm that the [practice type] has been implemented into service and is operational as of [date].

Should you have any questions or concerns regarding this letter, please do not hesitate to contact me/this office at [phone number and email].

Sincerely,
[Company Name]

Signature

Printed Name Professional Engineer Stamp

APPENDIX D

SHARED SYSTEM CREDIT - APPLICATION REQUIREMENTS

SHARED SYSTEM CREDIT - APPLICATION REQUIREMENTS

A Credit Application for a shared stormwater system can be considered to support either a Structural Control Credit or a Direct Discharge Credit. Each individual property must submit their own application to be eligible for a shared system credit.

The following items are required for a shared stormwater system credit application. Please note that all components of the Property Owner Agreement are required for approval of a shared system credit. If all parties have not signed an agreement, the application will be rejected and no credits will be issued.

Requirements

☐ Appendix A or B, and C.
☐ Appendix E, and F, if required (based on the servicing agreement).
☐ The subject property is in good standing with the City as per the Stormwater By-law.
☐ A copy of the executed agreement for shared services between all property owners.
☐ If available, a copy of any severance and/or easement documents.

APPENDIX E
MAINTENANCE COMMITMENT TEMPLATE

MAINTENANCE COMMITMENT TEMPLATE

Use this template to establish general maintenance responsibilities and any additional practice-specific maintenance requirements.

Property Owner:

Property Address:

Property ID:

Mailing Address:

Email Address:

Phone Number:

The property owner commits to the following in consideration of being granted a credit by the City against the stormwater fee charged to the above referenced property:

- The practice will not be altered from the site plan, engineering drawings, or Stormwater Management Structure details referenced in the Stormwater Structure Credit Application Form approved by the City unless the property owner has been given prior written approval by the City.
- The practice will be maintained in good working order in accordance with the operations and maintenance plan, if applicable, referenced in the Stormwater Structure Credit Application Form approved by the City.
- If applicable, the following additional maintenance requirements (reference manual, manufacturer's recommendations, additional City instructions, etc.) will apply to the practice:
- The Maintenance Verification Form in the most recent version of the Stormwater Fee Credit Program Manual must be submitted to the City at least once every five years after initial credit approval.
- If applicable, the following additional maintenance verification requirements (documentation, reporting frequency, sampling, etc.) will apply to the practice:

- The City may, during normal business hours (9:00 a.m. to 5:00 p.m. Monday through Friday), enter the property for the sole purpose of assessing whether the practice is being maintained in good working order and that the practice has not been altered from the approved site plan, engineering drawings, or stormwater structure details.

- The City may require a new or updated maintenance commitment as a condition for continued credit based on alterations to the practice, changes in maintenance best practices, or the result of an inspection by the City.

- If the practice fails a City inspection, the owner fails to provide access to the practice for inspection, or the owner fails to submit documents as required in this commitment, the City will revoke the credit if corrective actions are not taken within the time specified by the City.

Name/Title:

Signature_____ Date _____

Return this form to:

City of Windsor
Attn: ROW Programs
350 City Hall Square West, Suite 210
Windsor, ON
N9A 6S1

APPENDIX F

MAINTENANCE VERIFICATION FORM

MAINTENANCE VERIFICATION FORM

This form may be used to verify that a stormwater management practice has been properly maintained and is operating in accordance with original design specifications. Verification is required at least once every five years after initial certification or more frequently at the discretion of the City. Alternative forms specific to the practice may be utilized provided that the form is stamped by a professional engineer.

Property Address:

Property ID:

Structure Type :

General Condition:	Yes	No	N/A
Is the primary outfall pipe/ ditch clear and functioning?	☐	☐	☐
Are the inflow pipes/ ditches clear and functioning?	☐	☐	☐
Is the water quality pool at the correct height (if present)?	☐	☐	☐
Are structure components such as control weirs, pipes, etc. working properly?	☐	☐	☐
Are emergency overflow devices clear and functional (if present)?	☐	☐	☐
Is the structure clear of sediment?	☐	☐	☐
Is the structure clear of trash?	☐	☐	☐
Are embankments free of erosion, woody vegetation (unless called for in the design), animal burrows, or signs of deterioration?	☐	☐	☐
Is vegetation being managed in a manner appropriate to the facility?	☐	☐	☐
If the structure is a bioretention facility, is the water quality control filter media and/or water quantity soakaway pit in good working condition and clear of debris?	☐	☐	☐
Specific requirements as specified by City:	☐	☐	☐
Specific requirements as specified by manufacturer:	☐	☐	☐

Certification

This certification must be made by a Professional Engineer licensed in the Province of Ontario or other licensed professional recognized by the City, at its sole discretion, to make this certification.

☐ Based on an inspection of the above structure conducted on _____ ,
I certify that the practice is currently operational and functioning as designed.

Attach documentation of the practice inspection, including photographs.

Name: _____

Qualification _____

Address of Inspector: _____

Email: _____

Phone: _____

Signature_____ Date _____

Professional Stamp or
Certification Number

Return this form and supporting documentation to:

City of Windsor
Attn: ROW Programs
350 City Hall Square West, Suite 210
Windsor, ON
N9A 6S1

APPENDIX G

CREDIT CALCULATION EXAMPLES

CREDIT CALCULATION EXAMPLES

Example 1 – Installation of Bioretention Facility to Control Existing Impervious Surface

An existing commercial property has a total site area of 10,000 m^2 with 80% impervious coverage (8,000 m^2). The existing site has two outlets draining to a Municipal Drain. The property owner proposes a new bioretention facility that will treat runoff from a 5,000 m^2 sub-catchment with an 85% impervious coverage (4,250 m^2 of impervious area).

Through pre-consultation with the City, an existing approved drainage study and design was found for the receiving Municipal Drain system. Based on this information, the allowable design storm event is the 1:2 year return period and a Rational Method C value of 0.50 was assigned to the property. This results in the allowable peak from the bioretention facility's sub-catchment of 50 L/s. The proposed voluntary peak flow will be 35 L/s.

The bioretention facility achieves a runoff volume (water balance control) reduction of 20.0 mm but only achieves a TSS reduction of 70% (below enhanced). Any volume runoff reduction is contingent of infiltration testing of the underlying soils and type of plant species.

The following shows the credit for each category, the total credit, and the percent reduction on the total stormwater fee for the property.

Peak Flow Reduction – Control of Existing Impervious Surface (Up to 40% Credit)

Existing Allowable Flow (L/s)	Proposed Voluntary (L/s)
50	35

$$\left(1 - \frac{proposed\ voluntary}{allowable}\right) \times 100\% = \%\ credit\ (\max 40, \min 10)$$

$$\left(1 - \frac{35}{50}\right) \times 100\% = 30.0\%\ credit$$

Runoff Volume Reduction (Water Balance Control) – Existing Impervious Surface (Up to 40% Credit)

Bioretention Facility Sub-catchment Area (m^2)	5,000
Bioretention Facility Impervious Area (m^2)	4,250
Existing Water Balance Control Volume (mm)	0.0
Proposed Water Balance Control Volume (mm)	20.0
Min volume reduction (mm)	15.0
Max volume reduction (mm)	30.0

$$\frac{(existing\ mm + proposed\ voluntary\ mm) - \text{min volume reduction mm}}{\text{max volume reduction}\ mm - \text{min volume reduction}\ mm} * 40\% = \%\ credit$$

$$\frac{(0\ + 20\ ) - 15}{30 - 15} * 40\% = 13.3\%\ credit$$

Water Quality Treatment

The property is not eligible for this credit as the proposed bioretention facility does not meet (or exceed) **enhanced water quality treatment criteria** (80% TSS removal). No water quality credit.

Total Credit Calculation

The following calculation is used to determine the total credit given for this property.

(A)	Sum of Credit Amounts (Maximum of 50%)	%
(B)	Impervious Area Controlled on the Property	ha
(C)	Total Impervious Area on the Property	ha
(D)	Proportion of Impervious Area Eligible for Credit = (B)/(C)	%
(E)	Percent Reduction on Total Fee = (A)*(D)	%

Based on the stormwater management design and calculations, this property is eligible for 23.0% total credit.

(A)	Credit Amounts	Max of 50%
(i)	Peak Flow Reduction	30.0%
(ii)	Runoff Volume Reduction (Water Balance Control)	13.3%
(iii)	Water Quality Treatment	0.0%
(A)	Sum of Credit Amounts (Maximum of 50%)	43.3%
(B)	Impervious Area Controlled on the Property	0.425 ha
(C)	Total Impervious Area on the Property	0.800 ha
(D)	Proportion of Impervious Area Eligible for Credit = (B)/(C)	53.1%
(E)	Percent Reduction on Total Fee = (A)*(D)	23.0%

Example 2 – Enhancement of Structures Installed for New Development

A vacant property is being developed for commercial purposes. The total impervious area will be 12,000 m^2 with a total property area of 15,000 m^2. The property owner proposes to design and install multiple structures that will treat all runoff from the site. The proposed outlet is a storm sewer connection, within a separated sewer system area.

Through pre-consultation with the City, an existing approved drainage study and design was found for the receiving storm sewer system. Based on this information, the allowable design storm event is the 1:5 year return period and a 70% impervious value was assigned to the property. This results in the allowable peak flow from properties outlet of 230 L/s. The proposed voluntary peak flow under the 100-year storm event and the Urban Stress Test Event is 150 L/s and 170 L/s, respectively. The average peak flow from those two event is 160 L/s.

The structures achieve a runoff volume reduction of 38.0 mm and a TSS reduction of 80% (enhanced water quality level).

The following shows the credit for each category, the total credit, and the percent reduction on the total stormwater fee for the property.

Peak Flow Reduction – New Development/Site Expansion (Up to 40% Credit)

Existing Allowable Flow (L/s)	Proposed Voluntary (L/s)
230	160

$$\left(1 - \frac{proposed\ voluntary}{allowable}\right) \times 100\% = \%\ credit\ (\max 40, \min 10)$$

$$\left(1 - \frac{160}{230}\right) \times 100\% = 30.4\%\ credit$$

Runoff Volume Reduction (Water Balance Control) – New Development/Site Expansion (Up to 40% Credit)

Property's Catchment Area (m^2)	15,000
Bioretention Facility Impervious Area (m^2)	12,000
Proposed Water Balance Control Volume (mm)	38.0
Min volume reduction (mm)	30.0
Max volume reduction (mm)	50.0

$$\frac{(proposed\ voluntary\ mm) - \min \text{ volume reduction mm}}{\max \text{ volume reduction } mm - \min \text{ volume reduction } mm} * 40\% = \%\ credit$$

$$\frac{(38\ ) - 30}{50 - 30} * 40\% = 16.0\%\ credit$$

Water Quality Treatment

The property is eligible for this credit as the proposed structures meet **enhanced water quality treatment criteria** (80% TSS removal). 10% water quality credit.

Total Credit Calculation

The following calculation is used to determine the total credit given for this property.

(A)	Sum of Credit Amounts (Maximum of 50%)	%
(B)	Impervious Area Controlled on the Property	ha
(C)	Total Impervious Area on the Property	ha
(D)	Proportion of Impervious Area Eligible for Credit = (B)/(C)	%
(E)	Percent Reduction on Total Fee = (A)*(D)	%

Based on the stormwater management design and calculations, this property is eligible for the maximum allowable total credit of 50.0%. In this example, the sum of all applicable credit types was calculated to be 56.4%; however, the maximum credit that can be applied to any property is capped at 50.0%, which sets the final credit value.

(A)	Credit Amounts	Max of 50%
(i)	Peak Flow Reduction	30.4%
(ii)	Runoff Volume Reduction (Water Balance Control)	16.0%
(iii)	Water Quality Treatment	10.0%
(A)	Sum of Credit Amounts (Maximum of 50%)	56.4%
(B)	Impervious Area Controlled on the Property	1.200 ha
(C)	Total Impervious Area on the Property	1.200 ha
(D)	Proportion of Impervious Area Eligible for Credit = (B)/(C)	100.0%
(E)	Percent Reduction on Total Fee = (A)*(D)	56.4%

Example 3 – Aesthetic Pond with Existing Peak Flow Reduction

An existing commercial property has a total area of 9,000 m^2 with an impervious area of 8,000 m^2. The property's existing outlet is a combined sewer fronting the site. Drainage is provided via a service connection to the sewer and overland flow to the right-of-way. An existing aesthetic pond, not built for regulatory purposes, services 7,000 m^2 of impervious area.

Through pre-consultation with the City, it was determined the allowable design storm event is the 1:2 year return period and a Rational Method C value of 0.50 was assigned to the property. This results in the allowable peak of 95 L/s for the property.

After analysis of the pond, the property owner can demonstrate that 100-year peak flow leaving the entire property would be 75 L/s. As a result, the property owner may take credit for the reduction.

The aesthetic pond does not achieve a runoff volume reduction and does not achieve enhanced water quality for TSS.

The following shows the credit for each category, the total credit, and the percent reduction on the total stormwater fee for the property.

Peak Flow Reduction – Control of Existing Impervious Surface (Up to 40% Credit)

Existing Allowable Flow (L/s)	Proposed Voluntary (L/s)
95	75

$$\left(1 - \frac{proposed\ voluntary}{allowable}\right) \times 100\% = \%\ credit\ (\max 40, \min 10)$$

$$\left(1 - \frac{75}{95}\right) \times 100\% = 21.1\%\ credit$$

Runoff Volume Reduction (Water Balance Control) – Existing Impervious Surface (Up to 40% Credit)

The property is not eligible for this type of credit as no water balance control was demonstrated. No water balance credit.

Water Quality Treatment

The property is not eligible for this credit as the stormwater management systems do not meet **enhanced water quality treatment criteria** (80% TSS removal). No water quality credit.

Total Credit Calculation

The following calculation is used to determine the total credit given for this property.

(A)	Sum of Credit Amounts (Maximum of 50%)	%
(B)	Impervious Area Controlled on the Property	ha
(C)	Total Impervious Area on the Property	ha
(D)	Proportion of Impervious Area Eligible for Credit = (B)/(C)	%
(E)	Percent Reduction on Total Fee = (A)*(D)	%

Based on the stormwater management design and calculations, this property is eligible for 18.4% total credit.

(A)	Credit Amounts	Max of 50%
(i)	Peak Flow Reduction	21.1%
(ii)	Runoff Volume Reduction (Water Balance Control)	0.0%
(iii)	Water Quality Treatment	0.0%
(A)	Sum of Credit Amounts (Maximum of 50%)	21.1%
(B)	Impervious Area Controlled on the Property	0.700 ha
(C)	Total Impervious Area on the Property	0.800 ha
(D)	Proportion of Impervious Area Eligible for Credit = (B)/(C)	N/A
(E)	Percent Reduction on Total Fee = (A)*(D)	N/A

In the above example, although the pond only treats a portion of the impervious area, the application demonstrates a peak flow reduction for the entire site. This assessment considers the site's overall hydrology including both impervious and pervious surfaces; as well as the site’s hydraulic via a service connection to the sewer and any overland flow directed to the right-of-way. In this instance, Factor (D) in the above table “Proportion of Impervious Area Eligible for Credit = (B)/(C)” did not apply.

Example 4 – Direct Discharge – Partial Credit

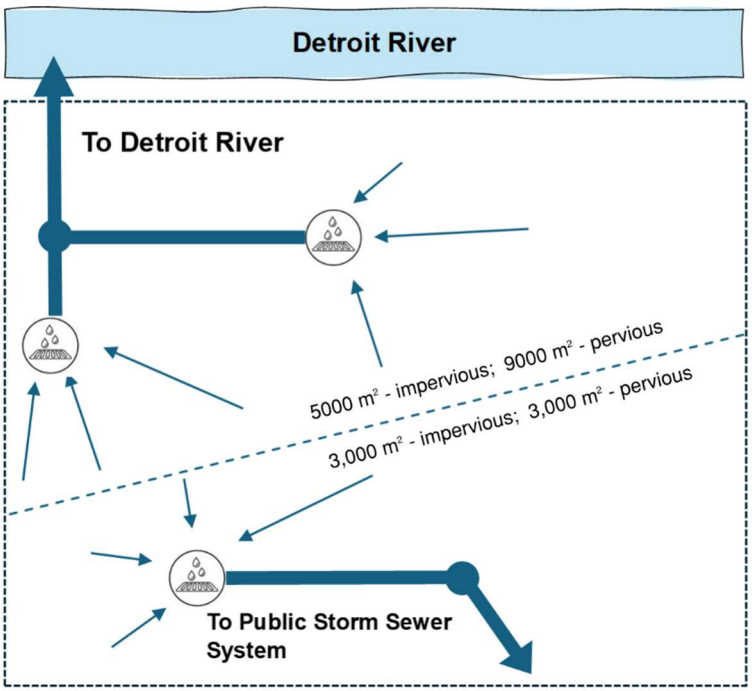
An existing industrial property is directly adjacent to Detroit River. The total impervious area is 8,000 m^2 and the total property area is 20,000 m^2. However, 5,000 m^2 of the impervious area and 9,000 m^2 of pervious area drains directly to Detroit River through Stormwater Conveyance Infrastructure that is owned, operated, and maintained by the property owner. The remainder of the property drains to the City's municipal stormwater management system.

The Stormwater Conveyance Infrastructure was constructed prior to January 1, 2025. No specific design standard is required; however, the infrastructure (inlets, pipes, outfalls, etc.) is in good working condition. The City has confirmed this through a site visit.

The property owner has provided all required submission materials, including a Stormwater Management Report certified by a Professional Engineer.

No water quality control is provided or proposed.

The credit application submission materials included the calculations below.



$$Fraction\ (A) = \frac{Total\ Area\ of\ the\ Property\ with\ Direct\ Dischagre\ Outlet\ (ha)}{Total\ Property\ Area\ (ha)}$$

$$Fraction\ (A) = \frac{(0.900 + 0.500)\ ha}{2.000\ ha} = \frac{1.400\ ha}{2.000\ ha} = 0.700$$

$$Fraction\ (B) = \frac{Total\ Imprevious\ Area\ of\ the\ Property\ with\ Direct\ Dischagre\ Outlet\ (ha)}{Property\ Total\ Imprevious\ Area\ (ha)}$$

$$Fraction\ (B) = \frac{0.500\ ha}{0.800\ ha} = 0.625$$

The fraction of the property eligible for credit is the lesser of the two values. In this case 0.625, and using Table 2B – Direct Discharge Credit Scale, **it was demonstrated the property is eligible for a 30% Direct Discharge Credit**. This credit value was determined using linear interpolation.

Example 5 – Direct Discharge – Full Credit

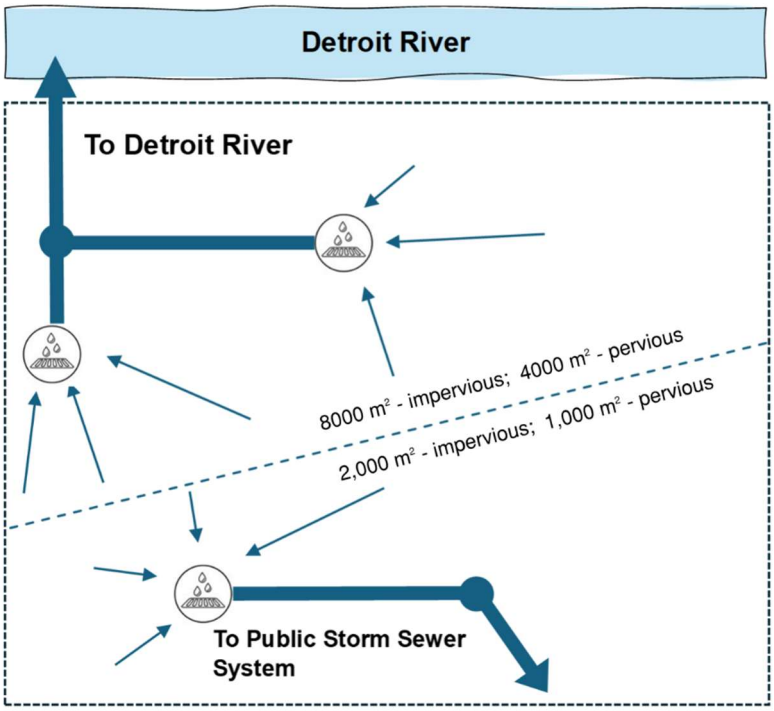
An existing condominium multi-unit residential property with a mid-rise building is directly adjacent to Detroit River. The total impervious area is 10,000 m^2 and the total property area is 15,000 m^2. Further, 8,000 m^2 of the impervious area and 4,000 m^2 of pervious area drains directly to Detroit River through Stormwater Conveyance Infrastructure that is owned, operated, and maintained by the property owner. The remainder of the property drains to the City's municipal stormwater management system.

The Stormwater Conveyance Infrastructure was constructed prior to January 1, 2025. No specific design standard is required; however, the infrastructure (inlets, pipes, outfalls, etc.) is in good working condition. The City has confirmed this through a site visit.

The property owner has provided all required submission materials, including a Stormwater Management Report certified by a Professional Engineer.

No water quality control is provided or proposed.

The credit application submission materials included the calculations below.



$$Fraction\ (A) = \frac{Total\ Area\ of\ the\ Property\ with\ Direct\ Dischagre\ Outlet\ (ha)}{Total\ Property\ Area\ (ha)}$$

$$Fraction\ (A) = \frac{(0.800 + 0.400)\ ha}{1.500\ ha} = \frac{1.200\ ha}{1.500\ ha} = 0.800$$

$$Fraction\ (B) = \frac{Total\ Imprevious\ Area\ of\ the\ Property\ with\ Direct\ Dischagre\ Outlet\ (ha)}{Property\ Total\ Imprevious\ Area\ (ha)}$$

$$Fraction\ (B) = \frac{0.800\ ha}{1.000\ ha} = 0.800$$

The fraction of the property eligible for credit is the lesser of the two values. In this case 0.800, and using Table 2B – Direct Discharge Credit Scale, **it was demonstrated the property is eligible for the maximum Direct Discharge Credit of 50%**.

Credit Calculation Examples

Subject: 2025 Third Quarter Operating Budget Variance Report – City Wide

Reference:

Date to Council: November 24, 2025
Author: Janice Guthrie
Commissioner of Finance & City Treasurer
519-255-6100 Ext. 6271
jguthrie@citywindsor.ca

City Treasurer
Report Date: 10/27/2025
Clerk's File #: AF/14854

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE FOR INFORMATION** the 2025 3rd Quarter Operating Budget Variance Report

Executive Summary:

N/A

Background:

Annual operating budgets are required to be tabled for consideration prior to February 1 of each year and traditionally are based on the best available information and trends at that time. Key inputs to the operating budget include professional estimates, the current legislative environment, macroeconomic trends (such as currency fluctuations, commodity prices, unemployment figures, and business investment), and other relevant local information available. Inflationary pressures related to municipal expenditures and services, which can be very different from general consumer price increases, continue to place significant pressures on service budgets at the time budgets are developed and approval as well as during the fiscal year.

Due to the seasonal nature of some municipal operations, it is very difficult to accurately predict the financial position at year end. However, there are matters which may arise that should be highlighted and monitored so as to proactively address and implement any mitigation measures that must be taken. This report highlights to City Council those matters which have been brought to the forefront as of Q3 which will require mitigation and alternative funding sources so as to ensure that the year end position for 2025 aligns with the overall approved budget. Mitigation strategies have been actioned that help to offset some of the pressures.

Discussion:

General Considerations

As previously advised, the financial position of the Corporation in any given year can be directly impacted by uncontrollable factors such as weather conditions, unemployment rates, fuel and utility costs, interest rates, settlement of litigation brought against the City in addition to general inflationary pressures.

Following the adoption and approval of the 2025 Budget, the announcement of US tariffs, restrictions on International Students as well as changes in resident and consumer behaviours has impacted municipal operations adding further pressure on anticipated expenditures and revenues.

Municipal Levy

As at Q3, the total overall net municipal year-end financial impact for 2025 is estimated to be a deficit of approximately $5.2 million. This projection is significantly less than the $7.4 million which was presented as part of the Q2 variance. This projection is comprised of anticipated deficits of $4.4 million for city departments and $0.8 million for Agencies, Boards & Committees (ABCs). The operating departmental deficits are further offset by an estimated overall salary gapping of $1.5 million bringing the net Q3 operating variance to $3.7 million. The anticipated salary gapping savings is currently being monitored on a corporate wide basis rather than individual departmental basis. Actual savings, once determined, will be reflected within departmental year end details presented to City Council at a future date. Details of reportable variances as at Q3 by individual department are provided in Appendix A to the report (exclusive of salary gapping).

Consistent with prior years, and to mitigate external pressures which arise after the budget has been approved, is a Budget Stabilization Contingency of $2.4 million. As in past practice, this contingency can be used to offset any negative budget variances at year-end. Alternatively, should the actual year-end variance result in a surplus, any unused Budget Stabilization Contingency may be transferred to the Budget Stabilization Reserve.

While some mitigating measures have been actioned to address the anticipated deficit, to ensure that the 2025 year end financial position is appropriately managed, Administration will continue to monitor both positive and negative to mitigate any unanticipated events which may materially change the projections as currently provided. Mitigation strategies as outlined below will continue to be utilized to maximize available funding while maintaining service levels across the Corporation.

One Time Funding Approved in 2025 Budget

The final approval of the 2025 Budget included approximately $6.8 million in one-time funding from the Budget Stabilization Reserve (BSR), capital and other sources. It is important to note that these recoveries will only be made if, in the opinion of the City Treasurer, a transfer is required. Based on the current Q3 projections, approximately

$4.0 million of the total one-time funding has been approved in principle by the City Treasurer to be incorporated in operating department the variance projections. This approval will leave a projected balance of approximately $2.8 million to be retained within the reserve(s) to offset any deficit as needed.

As of September 30, 2025, the balance available within the BSR is $1,493,951 (net of encumbrances). As previously advised further use of the BSR is not being recommended until such time as the balance can be increased to a more reasonable and sustainable level.

Mitigating Measures

A number of mitigation strategies have been identified and will continue to be applied as needed to help manage the City's final year-end financial position. As a result of the projected deficit as of Q2, all departments have been requested to consider the need to fill positions prior to undertaking a recruitment. In addition, departments have been directed to closely monitor and restrict discretionary spending to help reduce overall pressures and offset the projected corporate variance. Administration will also seek alternative funding sources which are non-levy related through the balance of the year.

Beyond these measures, the Administration may need to consider further options if required which may include limiting or deferring planned transfers to various reserve funds.

These measures will support Administration's efforts in balancing the overall year-end position such that additional draws from existing reserves are not required.

Other Non-Tax Levy Variance

In addition to the Municipal levy variance, other non-tax levy variances are estimated to result in $3.2 million being transferred to other operating reserves. Included in this amount are the following: On-Off Street Parking Reserve $0.3 million draw, and the Building Permit Reserve a transfer of $2.1 million. The remaining balance is made up of a projected transfer of $1.2 million to the Wastewater reserve and $0.2 million to the Stormwater reserve. The projected transfers to the various reserves are a legislative requirement and cannot be utilized to offset any projected tax levy pressures. Details regarding these transfers are also outlined in Appendix A.

Risk Analysis:

There are a number of potential risks that can impact the year-end financial results as follows:

1. Current macro and micro economic conditions such as fuel costs, changes to local unemployment rates, volatility of energy costs, commodity prices and interest rates, as well as supply and demand for products and services. Although Consumer Price Index rates have been decreasing in 2025 (currently at 2.0%), inflationary factors which affect municipal expenditures continue to remain high and will continue to impact City costs going forward.

2. Seasonal variability with respect to revenues (e.g. recreation fees) and expenses (e.g. winter control & storm damage) could impact current year end projections.

3. Continued increase in staffing costs due to factors such as sick leave replacement, modified duties (particularly in mandated or 24/7 operational areas), WSIB, joint job evaluation or other arbitration decisions, and health benefit usage (Green Shield) may require additional funding. Some of these costs may be covered by corporate provisions/reserves.

4. Potential increase to unavoidable expenditures such as emergency repairs and maintenance, related purchases of materials and supplies, legal expenses, streetlight maintenance, etc.

5. The significant use of estimates, historical knowledge and judgement in developing budget and projecting actual expenses for the year implies that actual year-end revenues and expenditures may differ significantly from quarterly projections.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

As at Q3, Administration has highlighted additional significant factors which are projected to impact the 2025 year-end operating results. Details with regards to each operating departmental variance is included in Appendix A. Included in Appendix B are a list of relevant operational and economic statistics (extracted from various sources) as background information and is depicted graphically for the current quarter, along with each of the preceding nine years for ease of reference and comparison purposes. These statistics help inform the 2025 year-end projections.

Consultations:

All departments and ABC's provided comments to augment and clarify the analysis performed by the Financial Planning Department.

Conclusion:

Administration will continue to monitor expenditures and revenues to the end of the year with a vision to mitigate any final deficit that may result.

Planning Act Matters:

N/A

Approvals:

Name	Title
Tony Ardovini	Deputy Treasurer – Financial Planning
Janice Guthrie	Commissioner of Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications

Name	Address	Email

Appendices:

1 Appendix A - 2025 Operating Budget Variance
2 Appendix B - 2025 Operational & Economic Statistics

Appendix A

2025 Operating Budget Variance (3rd Quarter)

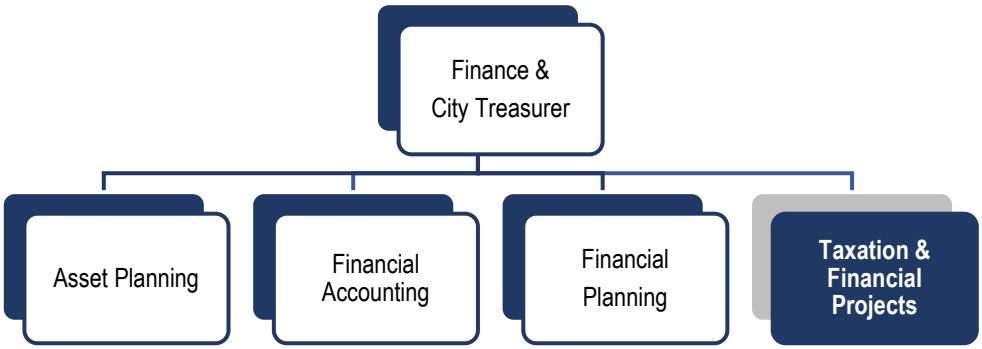
Operating Budget Variance Summary by Department

Department	2025 Expense Budget	2025 Revenue Budget	2025 Net Budget	Q2 Projected Variance	Q3 Projected Variance	Year-End Final Variance	% of Net Budget
Mayor's Office	$500,846	$0	$500,846	$0	$0	$0	0.00%
City Council	$1,138,319	$181,991	$956,328	$0	$0	$0	0.00%
CAO's Office	$1,185,623	$0	$1,185,623	$0	$0	$0	0.00%
Corporate Security	$4,334,461	$2,528,351	$1,806,110	$0	$0	$0	0.00%
Asset Planning	$1,687,497	$965,009	$722,488	$0	$0	$0	0.00%
Financial Accounting	$3,432,838	$851,158	$2,581,680	$0	$0	$0	0.00%
Financial Planning	$5,249,062	$2,077,736	$3,171,326	$0	$0	$0	0.00%
Taxation & Financial Projects	$4,160,293	$3,348,685	$811,608	$0	($132,000)	$0	0.00%
Communications	$4,339,149	$1,208,143	$3,131,006	$0	$0	$0	0.00%
Council Services	$6,746,611	$2,988,869	$3,757,742	$0	$0	$0	0.00%
Human Resources	$8,189,967	$815,617	$7,374,350	$0	($100,000)	$0	0.00%
Information Technology	$12,110,390	$2,275,489	$9,834,901	$0	$0	$0	0.00%
Legal	$14,687,473	$9,867,431	$4,820,042	$0	$0	$0	0.00%
Culture & Events	$2,161,416	$342,010	$1,819,406	$0	$0	$0	0.00%
Fire & Rescue	$57,652,517	$1,752,053	$55,900,464	($1,585,000)	($1,833,000)	$0	(2.84%)
Library Services	$9,428,960	$867,924	$8,561,036	$0	$0	$0	0.00%
Parks, Recreation & Facilities	$66,579,959	$22,839,628	$43,740,331	$0	($92,000)	$0	0.00%
Building Services	$9,322,899	$8,029,995	$1,292,904	$0	$0	$0	0.00%
Economic Development	$2,504,830	$174,000	$2,330,830	$0	$0	$0	0.00%
Planning & Development	$5,607,069	$2,441,923	$3,165,146	$0	$0	$0	0.00%
Transit Windsor	$44,175,110	$30,052,237	$14,122,873	($3,468,000)	($5,453,000)	$0	(24.56%)
Engineering	$11,037,737	$8,260,955	$2,776,782	$0	$185,000	$0	0.00%
Pollution Control	$27,444,929	$27,444,929	$0	$0	$0	$0	0.00%
Public Works	$59,733,593	$30,785,355	$28,948,238	$0	($155,000)	$0	0.00%
Employment & Social Services	$167,272,224	$158,736,861	$8,535,363	$0	$0	$0	0.00%
Housing & Children Services *	$219,554,255	$201,282,423	$18,271,832	$0	$462,000	$0	0.00%
Huron Lodge	$35,182,108	$25,049,277	$10,132,831	$0	$0	$0	0.00%
Corporate Accounts	$210,403,004	$110,798,539	$99,604,465	$0	$2,704,000	$0	0.00%
Sub-Total: City Departments	**$995,823,139**	**$655,966,588**	**$339,856,551**	**($5,053,000)**	**($4,414,000)**	**$0**	**(1.49%)**
Agencies	$24,352,906	$100,598	$24,252,308	$0	$316,000	$0	0.00%
EWSWA	$11,639,067	$33,039	$11,606,028	$0	$0	$0	0.00%
Housing Corporation	$27,748,808	$9,541,517	$18,207,291	$0	$738,000	$0	0.00%
Windsor Police Service	$133,105,161	$22,070,444	$111,034,717	($2,575,000)	($1,800,000)	$0	(2.32%)
Sub-Total: ABC's	**$196,845,942**	**$31,745,598**	**$165,100,344**	**($2,575,000)**	**($746,000)**	**$0**	**(1.56%)**
Total: Municipal	**$1,192,669,081**	**$687,712,186**	**$504,956,895**	**($7,628,000)**	**($5,160,000)**	**$0**	**(1.51%)**

Taxation & Financial Projects

DEPARTMENTAL OVERVIEW

The Taxation & Financial Projects department plays a critical role in managing the organization's revenue streams by ensuring the accurate billing, timely collection, and effective administration of property taxes and other financial resources. Its key services include property tax billing and collection, cash management, and providing strategic leadership on a variety of corporate financial projects. The department ensures the reliable flow of funds necessary to support essential programs and services across the organization.



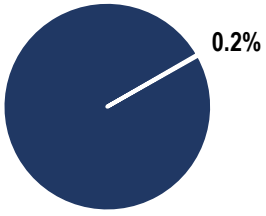
	2022	2023	2024
Annual Revenue Budget	($2,870,561)	($3,006,735)	($3,541,946)
Annual Expense Budget	$3,475,392	$3,704,444	$4,191,258
Annual Net Budget	**$604,831**	**$697,709**	**$649,312**
Annual Net Variance	**($268,259)**	**($241,779)**	**($506,434)**
Variance as a % of Net Budget	**(44.4%)**	**(34.7%)**	**(78.0%)**

2025 Budgeted Full Time Equivalent (FTE)

	FTE
Sr. Mngr.:	1.0
Management:	5.0
Non-Union:	11.0
Local 543:	13.0
Total	**30.0**

% of 2025 Net Municipal Tax Levy

2025 Net Budget
$811,608



2025 Year-End Projection: ($132,000)

3rd Quarter

VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:			
Recovery of Expenditures	$0	$36,000	
User Fees, Permits & Charges	$0	($93,000)	
Expenses:			
Purchased Services	$0	($86,000)	
Other Miscellaneous Expenditures	$0	$11,000	
Net Total	**$0**	**($132,000)**	**$0**

Recovery of Expenditures **$36,000**

A year-end surplus of $36,000 is projected for the recovery of document registration fees that are incurred for Tax Arrears Certificate Registration and Cancellations.

User Fees, Permits & Charges **($93,000)**

A year-end budget deficit of $93,000 is projected for net external revenues. These user fees are externally driven and subject to market/economic conditions.

Purchased Services **($86,000)**

A year-end deficit of $86,000 is projected for postage & courier costs.

Other Miscellaneous Expenditures **$11,000**

A year-end surplus of $11,000 is projected for membership fees and dues, training, conferences.

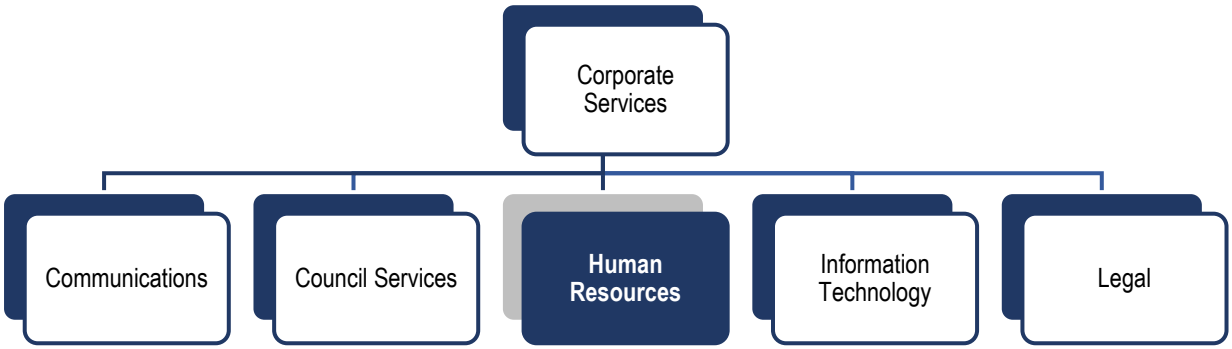
MITIGATING MEASURES

Every effort will be made where possible to limit spending on discretionary expenses in order to minimize the impact of this deficit, however, revenues are subject to external factors which are beyond the control of the department.

Human Resources

DEPARTMENTAL OVERVIEW

The Human Resources department provides a wide range of essential services that support the organization's workforce and contribute to a positive, productive work environment. These services include recruitment, benefits administration, occupational health and safety initiatives, and employee relations support. As an equal opportunity employer, the department is also committed to fostering an inclusive and supportive work culture. It leads efforts in succession planning to ensure leadership continuity, facilitates professional skills development and training opportunities to support career growth, and implements mental health and wellness initiatives that promotes the overall well-being of the organization.



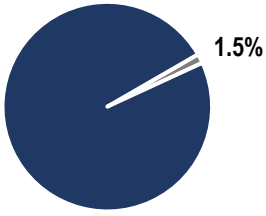
	2022	2023	2024
Annual Revenue Budget	($919,342)	($842,764)	($1,098,672)
Annual Expense Budget	$7,252,526	$7,543,216	$8,219,043
Annual Net Budget	**$6,333,184**	**$6,700,452**	**$7,120,371**
Annual Net Variance	**$4,009**	**$56,105**	**($287,387)**
Variance as a % of Net Budget	**0.1%**	**0.8%**	**(4.0%)**

2025 Budgeted Full Time Equivalent (FTE)

	FTE
Management:	6.0
Non-Union:	47.0
Total	**53.0**

% of 2025 Net Municipal Tax Levy

2025 Net Budget
$7,374,350



2025 Year-End Projection: ($100,000)

3rd Quarter

VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Expenses:			
Purchased Services	$0	($100,000)	
Net Total	**$0**	**($100,000)**	**$0**

Purchased Services	**($100,000)**

A year-end deficit of $100,000 is projected due to anticipated external legal fees associated with workplace harassment and violence investigations. These costs are inherently unpredictable, varying each year based on both the volume of complaints and the complexity of individual cases.

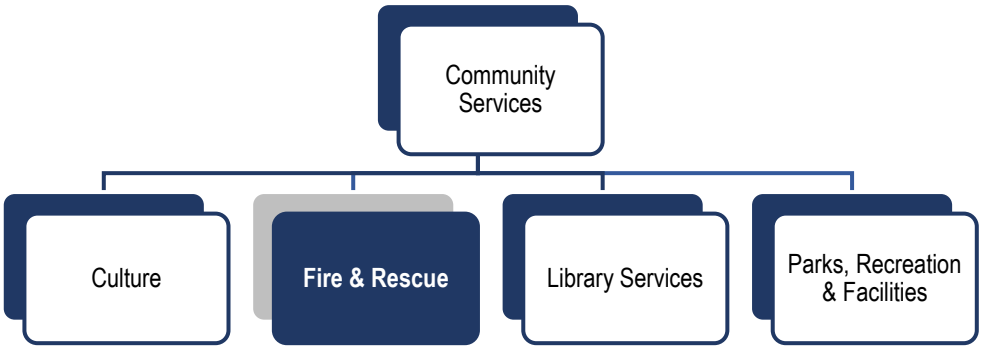
MITIGATING MEASURES

Every effort will be made where possible to limit spending on discretionary expenses in order to minimize the impact of this deficit. New programs to assist in improving employee experiences are being implemented as previously outlined to City Council. Focused attention will be given to those departments where there are higher instances of complaints to proactively address conflict in the workplace.

Fire & Rescue

DEPARTMENTAL OVERVIEW

The Fire & Rescue department is responsible for protecting lives, property, and the environment from fire, hazardous situations, and other emergencies. It operates through a combination of highly trained firefighters, specialized equipment, and coordinated response strategies to ensure public safety. Key responsibilities include fire suppression, emergency medical services, rescue operations, hazardous materials response, fire prevention and code enforcement, public education, disaster and emergency preparedness and fire investigation.



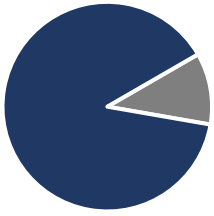
	2022	2023	2024
Annual Revenue Budget	($1,952,731)	($2,001,430)	($2,103,522)
Annual Expense Budget	$52,491,089	$52,507,897	$57,607,535
Annual Net Budget	**$50,538,358**	**$50,506,467**	**$55,504,013**
Annual Net Variance	**($3,464,816)**	**($1,536,849)**	**($1,929,188)**
Variance as a % of Net Budget	**(6.9%)**	**(3.0%)**	**(3.5%)**

2025 Budgeted Full Time Equivalent (FTE)

	FTE
Management:	4.0
Non-Union:	2.0
WPFFA:	302.0
Total	**308.0**

% of 2025 Net Municipal Tax Levy

2025 Net Budget
$55,900,464



11.1%

2025 Year-End Projection: ($1,833,000)

3rd Quarter

VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:			
User Fees, Permits & Charges	$0	($40,000)	
Expenses:			
Operating & Maintenance Supplies	$0	($50,000)	
Salaries & Benefits	($1,585,000)	($1,743,000)	
Net Total	**($1,585,000)**	**($1,833,000)**	**$0**

User Fees, Permits & Charges **($40,000)**

Fire Prevention user fee revenue is projected to fall short by $40,000 due to limited resources impacting the department's capacity to respond to call requests.

Operating & Maintenance Supplies **($50,000)**

A deficit is anticipated for the Apparatus division fleet maintenance account due to increased accident-related damages that fall below the insurance deductible threshold.

Salaries & Benefits **($1,743,000)**

A net salary deficit of $1,743,000 is being projected. This includes $1,830,000 related to overtime due to ongoing absences, such as sick leave, parental leave, and WSIB leaves, that are putting pressure on the need for overtime.

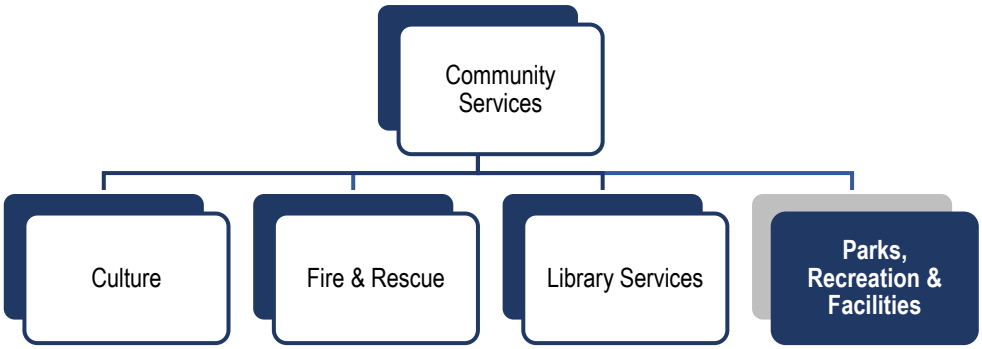
MITIGATING MEASURES

The Fire Management Team is actively reviewing strategies to reduce the overtime pressures.

Parks, Recreation & Facilities

DEPARTMENTAL OVERVIEW

The Parks, Recreation and Facilities division is responsible for enhancing the quality of life in a community by providing and maintaining public parks, recreational facilities, and a wide variety of programs and events for people of all ages and abilities. In addition, the division is responsible for the efficient management, maintenance, and operation of the City's physical infrastructure and buildings. This division ensures that all facilities, such as offices, recreation centres, libraries, and other municipal buildings are safe, functional, and well-maintained to support daily operations and public use.



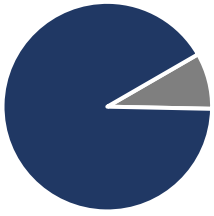
	2022	2023	2024
Annual Revenue Budget	($21,429,802)	($22,575,828)	($22,359,946)
Annual Expense Budget	$62,580,085	$66,434,676	$68,565,861
Annual Net Budget	**$41,150,283**	**$43,858,848**	**$46,205,915**
Annual Net Variance	**($323,720)**	**$607,734**	**($511,516)**
Variance as a % of Net Budget	**(0.8%)**	**1.4%**	**(1.1%)**

2025 Budgeted Full Time Equivalent (FTE)

	FTE
Sr. Mngr.:	1.0
Management:	44.0
Non-Union:	18.0
Local 543:	80.3
Local 82:	118.9
Total	**262.2**

% of 2025 Net Municipal Tax Levy

2025 Net Budget
$43,740,331



2025 Year-End Projection: ($92,000)

3rd Quarter

VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:			
User Fees, Permits & Charges	$0	$120,000	
Expenses:			
Purchased Services	$0	($212,000)	
Net Total	**$0**	**($92,000)**	**$0**

User Fees, Permits & Charges	**$120,000**

User fees revenues are projected to be higher than anticipated at various facilities.

Purchased Services	**($212,000)**

A deficit of $212,000 is projected due to higher-than-budgeted costs related to external contracted services and professional fees required to support operational and project needs.

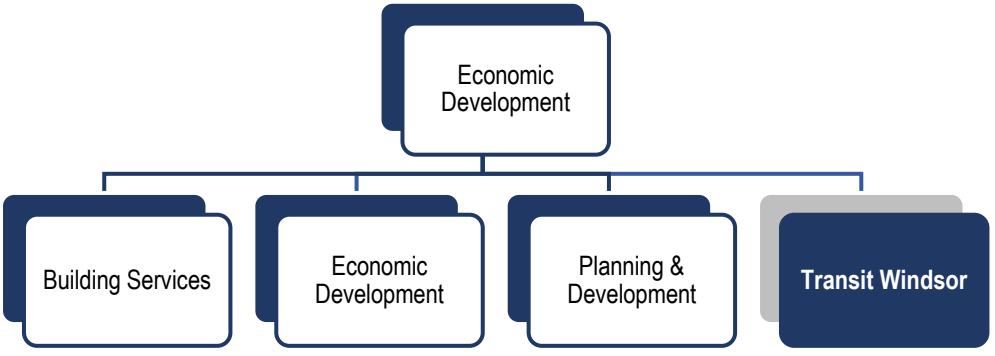
MITIGATING MEASURES

The department will continue to monitor the cost of purchased services and reduce corresponding expenditures where possible. In addition, staff scheduling is being reviewed to reduce the number of overtime shifts.

Transit Windsor

DEPARTMENTAL OVERVIEW

Transit Services plays a vital role in supporting community connectivity and enhancing quality of life by providing accessible, reliable, and efficient transportation options for both residents and visitors. The service offers a variety of transit solutions that enable people to move throughout the city for a wide range of daily needs, including employment, education, healthcare, shopping, and leisure activities. Transit Services contributes to the economic vitality, social inclusiveness, and environmental sustainability of the city by enabling greater mobility, reducing traffic congestion, and supporting access to essential services.



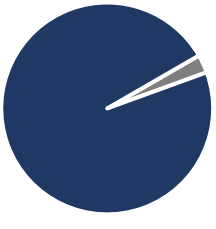
	2022	2023	2024
Annual Revenue Budget	($22,896,391)	($24,776,135)	($28,221,541)
Annual Expense Budget	$39,317,934	$42,357,601	$45,840,469
Annual Net Budget	**$16,421,543**	**$17,581,466**	**$17,618,928**
Annual Net Variance	**($1,048,416)**	**($2,605,339)**	**($1,895,803)**
Variance as a % of Net Budget	**(6.4%)**	**(14.8%)**	**(10.8%)**

2025 Budgeted Full Time Equivalent (FTE)

	FTE
Management:	14.0
Non-Union:	19.0
Hourly	277.0
Total	**310.0**

% of 2025 Net Municipal Tax Levy

2025 Net Budget
$14,122,873



2025 Year-End Projection: ($5,453,000)

3rd Quarter

VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:			
Grants & Subsidies	$0	($1,186,000)	
User Fees, Permits & Charges	($3,060,000)	($4,047,000)	
Expenses:			
Operating & Maintenance Supplies	$355,000	$242,000	
Purchased Services	($148,000)	$0	
Salaries & Benefits	($300,000)	($267,000)	
Other Miscellaneous Expenditures	($315,000)	($195,000)	
Net Total	**($3,468,000)**	**($5,453,000)**	**$0**

Grants & Subsidies **($1,186,000)**

Transit Windsor is projecting a revenue shortfall of $1,186,000 in this category as a result of the provincial government detrmining a need to revaluate the allocation and methodology of the Gas Tax Program for next year.

User Fees, Permits & Charges **($4,047,000)**

Transit Windsor is currently estimating a revenue shortfall of $3,460,000 as a result of lower than expected post-secondary student transit revenue. This shortfall will be partially mitigated as part of successful renegotiated fee structures which are anticipated to take effect in the final quarter of 2025. Also contributing to this revenue shortfall is the phased-in implementation of elements of recent Transit Windsor service plans. Parts of the 2024 service plan along with the 2025 Transit Windsor service plan were implemented in September 2025, thereby impacting revenue projections.

Operating & Maintenance Supplies **$242,000**

Transit Windsor is projecting a net surplus of $242,000 in this category, related primarily to savings in motor fuel attributable to lower than budgeted fuel prices as well lower than budgeted consumption in the 2025 operating budget.

Salaries & Benefits **($267,000)**

Transit Windsor is projecting a deficit of $267,000 in overall Salaries and Wages for 2025. This deficit is mainly attributable to additional wages paid for the 10 paid medical leave (PML) days paid by federally regulated employers. It important to note that these costs will not be in incurred in 2026 as a result of elimination of Tunnel Services. Offsetting this deficit are net savings in salaries as a result of the phasing in the service plan improvements and one-time funding of up to $575,719, which was approved as part of the 2025 operating budget process.

Other Miscellaneous Expenditures **($195,000)**

Transit Windsor is projecting a shortfall of $136,000 largely due to projected increases in WSIB, computer maintenance and contracted services costs.

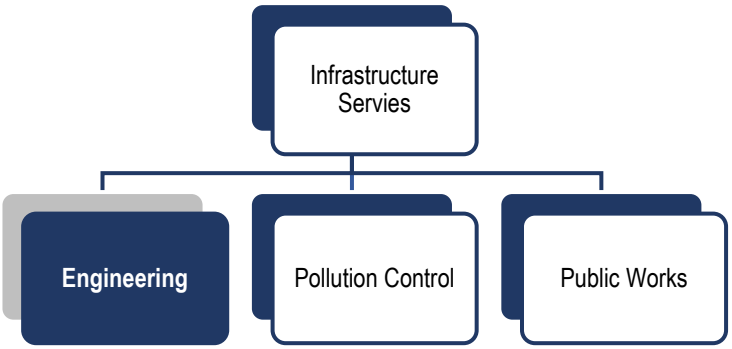
MITIGATING MEASURES

Transit Windsor has been working to provide quality transit service to customers and increase ridership. Transit will continue to monitor accounts that are expected to incur deficits and mitigate through a decrease in spending on other accounts. Revenues from updated contracts will continue to be monitored to ensure budgeted revenue shortfalls are mitigated. In addition, plans have been developed to bring security costs within budget.

Engineering

DEPARTMENTAL OVERVIEW

The Engineering department is responsible for the planning, design, and delivery of infrastructure projects that support the city's growth, functionality, and long-term sustainability. The department oversees a broad range of technical and support services critical to the effective development and maintenance of public assets and services. Key responsiblilities include project management, oversight of capital projects, review of engineering development applications, issuance and adsministration of right-of-way permits, management of the geographic information system (GIS) and provision of computer aided design (CAD) services.



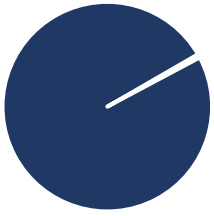
	2022	2023	2024
Annual Revenue Budget	($5,338,928)	($6,597,807)	($7,101,168)
Annual Expense Budget	$7,913,993	$9,443,767	$10,024,571
Annual Net Budget	**$2,575,065**	**$2,845,960**	**$2,923,403**
Annual Net Variance	**($243,858)**	**$495,697**	**$575,016**
Variance as a % of Net Budget	**(9.5%)**	**17.4%**	**19.7%**

2025 Budgeted Full Time Equivalent (FTE)

	FTE
Sr. Mngr.:	1.0
Management:	11.0
Non-Union:	37.0
Local 543:	26.0
Total	**75.0**

% of 2025 Net Municipal Tax Levy

2025 Net Budget
$2,776,782



2025 Year-End Projection: $185,000

3rd Quarter

VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:			
Recovery of Expenditures	$0	$204,000	
User Fees, Permits & Charges	$0	$29,000	
Other Miscellaneous Revenue	$0	$36,000	
Expenses:			
Financial Expenses	$0	($84,000)	
Net Total	**$0**	**$185,000**	**$0**

Recovery of Expenditures **$204,000**

A surplus of $204,000 is projected at year-end primarily due to opportunities for salary recoveries in Design and Corporate Projects.

User Fees, Permits & Charges **$29,000**

A year end surplus of $29,000 is projected for services within Geomatics & Design divisions.

Other Miscellaneous Revenue **$36,000**

A year-end surplus of $36,000 is projected due to increased revenues from Outdoor Advertising.

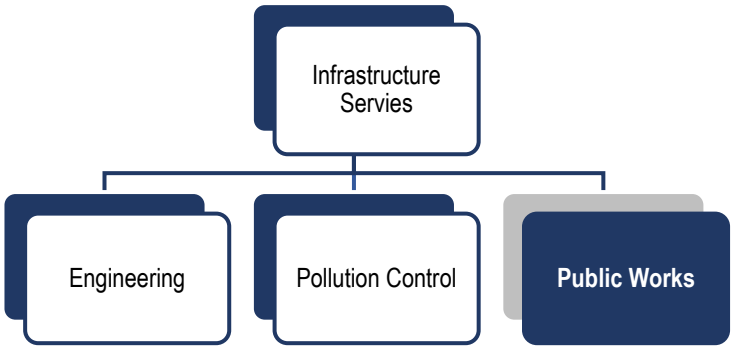
Financial Expenses **($84,000)**

A deficit of $84,000 is being projected for year end. This is a continuing trend associated with the increased use of credit cards for payments.

Public Works

DEPARTMENTAL OVERVIEW

The Public Works department is responsible for the planning, design, construction, operation, and maintenance of the City's essential transportation and infrastructure systems. This includes comprehensive management of roadways, sanitary and storm sewer systems, traffic control infrastructure (such as signals and signage), and the City's municipal vehicle fleet. Additional services include street lighting management, municipal parking administration and seasonal maintenance such as snow clearing, and street sweeping. Environmental Services ensures the efficient and responsible collection of residential and municipal waste, including recyclables and yard waste.



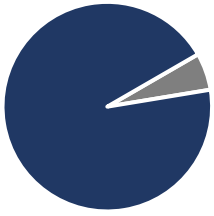
	2022	2023	2024
Annual Revenue Budget	($29,641,435)	($32,474,213)	($31,220,100)
Annual Expense Budget	$58,680,331	$64,764,224	$64,702,367
Annual Net Budget	**$29,038,896**	**$32,290,011**	**$33,482,267**
Annual Net Variance	**($2,935,920)**	**$203,873**	**$108,436**
Variance as a % of Net Budget	**(10.1%)**	**0.6%**	**0.3%**

2025 Budgeted Full Time Equivalent (FTE)

	FTE
Management:	37.0
Non-Union:	28.0
Local 543:	88.0
Local 82:	86.2
Total	**239.2**

% of 2025 Net Municipal Tax Levy

2025 Net Budget
$28,948,238



2025 Year-End Projection: ($155,000)

3rd Quarter

VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:			
User Fees, Permits & Charges	$0	$410,000	
Expenses:			
Operating & Maintenance Supplies	$0	$230,000	
Purchased Services	$0	($795,000)	
Net Total	**$0**	**($155,000)**	**$0**

User Fees, Permits & Charges **$410,000**

An estimated overall net surplus in user fee revenue of $410,000 as a result of increased parking ticket revenue as well as increased waste collection revenue.

Operating & Maintenance Supplies **$230,000**

An estimated year-end surplus of approximately $230,000 is projected as a result of average year to date pricing decreases.

Purchased Services **($795,000)**

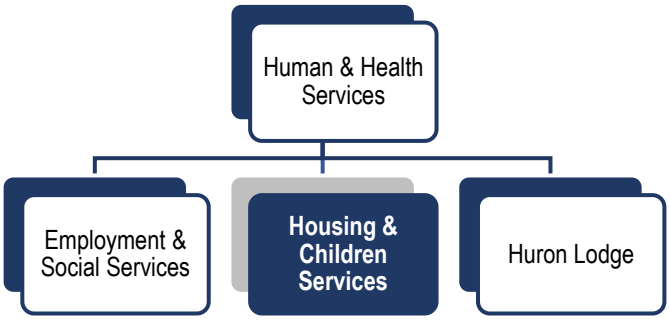
An estimated deficit of approximately $795,000 is related to several contracted services including streetlight maintenance, winter control, gravel shoulder maintenance and railway crossing protection maintenance costs.

Housing & Children Services

DEPARTMENTAL OVERVIEW

Housing Services administers program requirements and funding for 7,300 units (includes Windsor Essex Community Housing Corporation units) and including over 32 social housing providers in Windsor and Essex County. The Homelessness & Housing Support area administers funding from all three levels of government and oversees various homelessness and supportive housing programs in Windsor and Essex County.

The City of Windsor is the Consolidated Municipal Service Manager (CMSM) for Children's Services in Windsor and Essex County. CMSMs are the designated child care and early years service system managers responsible for planning and managing licensed child care services and EarlyON Child and Family Centres in their communities.



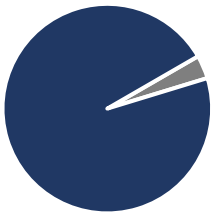
	2022	2023	2024
Annual Revenue Budget	($93,310,462)	($129,202,225)	($143,063,018)
Annual Expense Budget	$107,209,475	$142,844,245	$159,319,871
Annual Net Budget	**$13,899,013**	**$13,642,020**	**$16,256,853**
Annual Net Variance	**($1,406,961)**	**($1,420,791)**	**$25,169**
Variance as a % of Net Budget	**(10.1%)**	**(10.4%)**	**0.2%**

2025 Budgeted Full Time Equivalent (FTE)

	FTE
Management:	11.0
Non-Union:	12.0
Local 543:	67.5
Total	**90.5**

% of 2025 Net Municipal Tax Levy

2025 Net Budget
$18,271,832



2025 Year-End Projection: $462,000

3rd Quarter

VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:			
Transfers from Other Funds	$0	($625,000)	
Expenses:			
Transfers for Social Services	$0	$1,087,000	
Net Total	**$0**	**$462,000**	**$0**

Transfers from Other Funds **($625,000)**

As noted below, it is anticipated that savings from lower subsidy costs for Non-Profit Housing providers will reduce the need to draw upon the BSR.

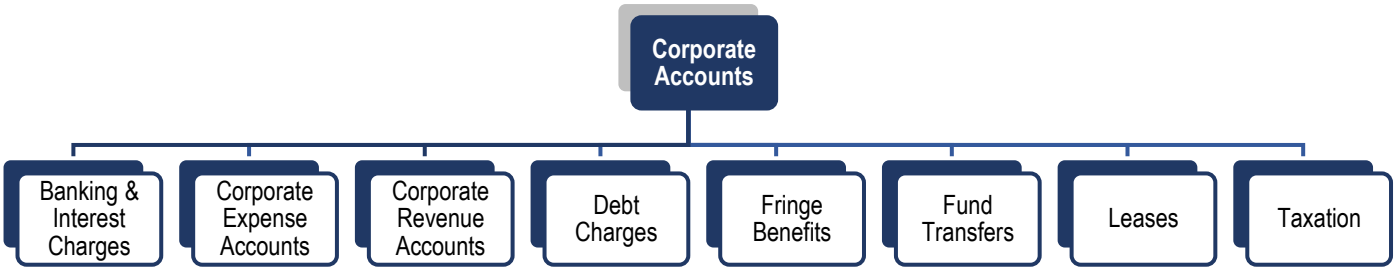
Transfers for Social Services **$1,087,000**

A net city surplus of approximately $1,087,000 is being projected for year-end. This is mainly due to the expiry of Mortgage agreements currently being negotiated with Housing Service Providers as well as Rent Supplement claims being lower than expected. New mandates under the Housing Service Act (HSA) requires the City of Windsor, as the Service Manager, to enter into service agreements with Housing Service Providers to maintain Housing's service level. It is difficult to project the timing of implementation and the financial impact that the new service agreements will have before fiscal year end.

Corporate Accounts

DEPARTMENTAL OVERVIEW

Corporate Accounts include a range of financial revenue and expenditure accounts that are not directly assigned to any one department within the Corporation. These accounts represent corporate-wide financial activities that support the overall fiscal management of the organization. The budgets reflected in this section pertain to revenues and expenses that impact the Corporation as a whole, rather than being associated with the operations of a specific department. Examples may include corporate provisions, investment income, general taxation revenues, debt charges, and other centrally managed financial items. By consolidating these items under Corporate Accounts, the City ensures transparent financial oversight and maintains fiscal accountability for activities and obligations that span across departmental boundaries.



	2022	2023	2024
Annual Revenue Budget	($135,372,275)	($130,354,324)	($102,233,264)
Annual Expense Budget	$219,926,715	$220,807,900	$194,461,508
Annual Net Budget	**$84,554,440**	**$90,453,576**	**$92,228,244**
Annual Net Variance	**$5,297,210**	**$946,628**	**$646,249**
Variance as a % of Net Budget	**6.3%**	**1.0%**	**0.7%**

2025 Budgeted Full Time Equivalent (FTE)

n/a

% of 2025 Net Municipal Tax Levy

2025 Net Budget
$99,738,386

19.8%

2025 Year-End Projection: $2,704,000

3rd Quarter

VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:			
Grants & Subsidies	$0	($1,510,000)	
Investment Income & Dividends	$0	($1,334,000)	
Recovery of Expenditures	$0	$200,000	
Taxes - Municipal	$0	$1,920,000	
User Fees, Permits & Charges	$0	$2,770,000	
Expenses:			
Purchased Services	$0	($31,000)	
Salaries & Benefits	$0	($600,000)	
Transfers to External Agencies	$0	$1,489,000	
Utilities, Insurance & Taxes	$0	($200,000)	
Net Total	**$0**	**$2,704,000**	**$0**

Grants & Subsidies **($1,510,000)**

A year-end deficit of $1,510,000 is projected as a result of the two-year phased-in increase of the Ontario Municipal Partnership Fund (OMPF) grant.

Investment Income & Dividends **($1,334,000)**

Capital Interest Income: $1,500,000

A year-end deficit of $1,500,000 is projected in Capital Interest Income due to a decline in rates and use of other sources of capital funding prior to use of municipal funds

Windsor-Detroit Tunnel and YGQ Dividend: $1,000,000

A year-end deficit of $1,000,000 is projected in Dividend Revenues. Cross border and air travel has decreased as a result of the economic downturn and the introduction of international tariffs. As such, it is anticipated that only $1,000,000 of the $1,500,000 Windsor-Detroit Tunnel dividend and $500,000 of the $1,000,000 YQG dividend is expected to be received in 2025.

Interest of Investments: $1,166,000

A year-end surplus of $1,166,000 is projected as a result of higher reserve balance and better yields on long term investments.

Recovery of Expenditures **$200,000**

A year-end surplus of $200,000 is projected due to additional program funding anticipated to be available.

Taxes - Municipal **$1,920,000**

A year-end net surplus of $1,920,000 is being projected as a result of new development .

User Fees, Permits & Charges **$2,770,000**

A year-end surplus of $2,770,000 is being projected largely from Interest and Penalties on Taxes Receivable as a result of an noticable increase in property tax arrears.

Purchased Services **($31,000)**

A year-end deficit of $31,000 is noted for fees paid required to be paid to MPAC.

Salaries & Benefits **($600,000)**

A year-end budget deficit of $600,000 is projected for the fringe benefits accounts which include : OMERS, Life Insurance, CPP, EHT, Sick Leave Gratuity, Green Shield, Long term disability and Short term disability.

Transfers to External Agencies	$1,489,000

Waiver of Fees: $11,000

A year-end deficit of $11,000 is projected based on year to date City Council approvals.

CIP Property Tax Rebates $1,500,000

A year-end surplus of $1,500,000 is anticipated in the total eligible grants required to be paid under the CIP property tax rebates program due to the timing of payments approved under the program.

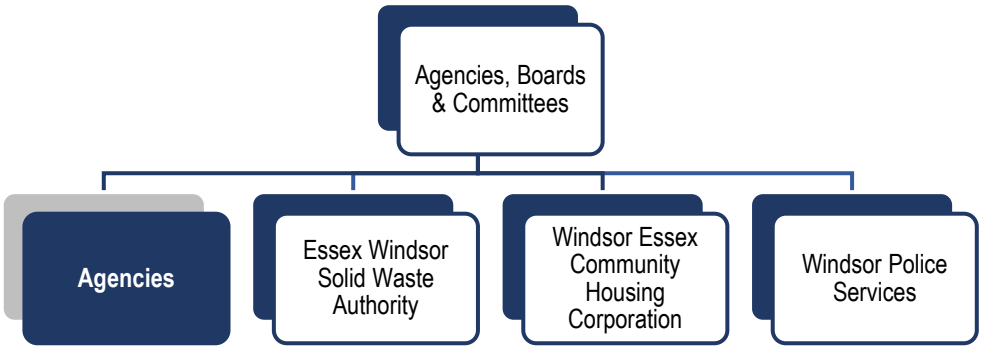
Utilities, Insurance & Taxes	($200,000)

A year-end deficit of $200,000 is projected for Corporate Utilities as a result of fluctuations in pricing and usage.

Agencies

ABC OVERVIEW

Municipally funded agencies are independent or arm's-length organizations that receive financial support from the municipality to deliver specific services, programs, or mandates that align with the City's strategic priorities and community needs. While these agencies operate with their own governance structures, such as boards of directors, they are accountable to the municipality for the responsible use of public funds and the achievement of agreed-upon outcomes.



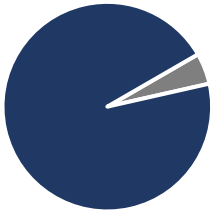
	2022	2023	2024
Annual Revenue Budget	($100,598)	($100,598)	($100,598)
Annual Expense Budget	$20,858,514	$22,634,432	$24,522,485
Annual Net Budget	**$20,757,916**	**$22,533,834**	**$24,421,887**
Annual Net Variance	**$1,114,860**	**$289,178**	**$1,343,986**
Variance as a % of Net Budget	**5.4%**	**1.3%**	**5.5%**

2025 Budgeted Full Time Equivalent (FTE)

n/a

% of 2025 Net Municipal Tax Levy

2025 Net Budget
$24,252,308



2025 Year-End Projection: $316,000

3rd Quarter

VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Expenses:			
Transfers to External Agencies	$322,000	$316,000	
Net Total	**$322,000**	**$316,000**	**$0**

Transfers to External Agencies	**$316,000**

EMS / Land Ambulance: $20,000 Surplus
A surplus of $26,000 is anticipated which represents the City's share actual costs in excess what was reported at the 2024 year end.

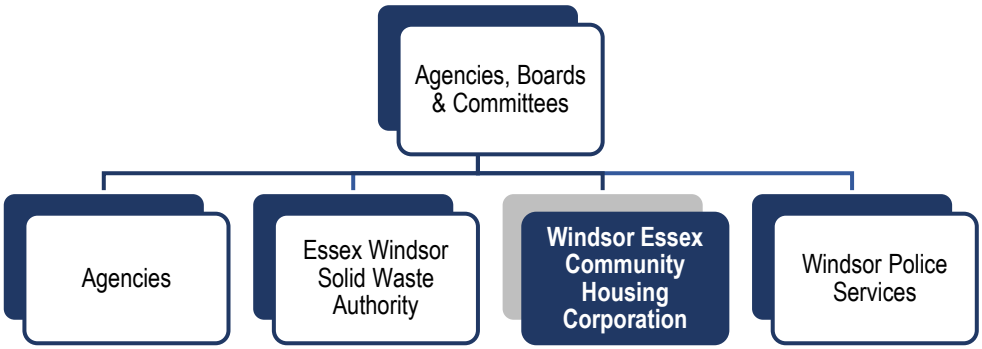
Handi Transit: $100,000 Surplus
A projected year-end surplus of $100,000 is anticipated as this represents the return of prior year funding.

Windsor Essex County Heath Unit: $196,000 Surplus
A year-end surplus of $196,000 represents the City of Windsor pro-rata share of the amount unspent of the Board of Health approved 2024 funding contributions from the municipalities.

Windsor Essex Community Housing Corporation

ABC OVERVIEW

The Windsor Essex Community Housing Corporation is a non-profit organization that is responsible for the provision, management, and maintenance of affordable rental housing for individuals and families with low to moderate incomes. Its primary mandate is to ensure access to safe, secure, and affordable housing, thereby supporting the overall well-being, stability, and inclusion of residents in the community. Community Housing Corporations play a vital role in addressing housing affordability, reducing homelessness, and fostering inclusive, diverse, and resilient communities.



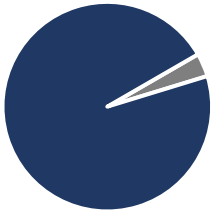
	2022	2023	2024
Annual Revenue Budget	($8,307,760)	($8,293,990)	($8,776,223)
Annual Expense Budget	$21,991,253	$23,920,525	$25,608,108
Annual Net Budget	**$13,683,493**	**$15,626,535**	**$16,831,885**
Annual Net Variance			**$265,673**
Variance as a % of Net Budget	**0.0%**	**0.0%**	**1.6%**

2025 Budgeted Full Time Equivalent (FTE)

n/a

% of 2025 Net Municipal Tax Levy

2025 Net Budget
$18,207,291



2025 Year-End Projection: $738,000

3rd Quarter

VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:			
Transfers from Other Funds	$0	($58,000)	
Expenses:			
Transfers for Social Services	$0	$796,000	
Net Total	**$0**	**$738,000**	**$0**

Transfers from Other Funds **($58,000)**

As noted below, it is anticipated that savings from lower subsidy costs for CHC service providers will reduce the need for the use of BSR funding.

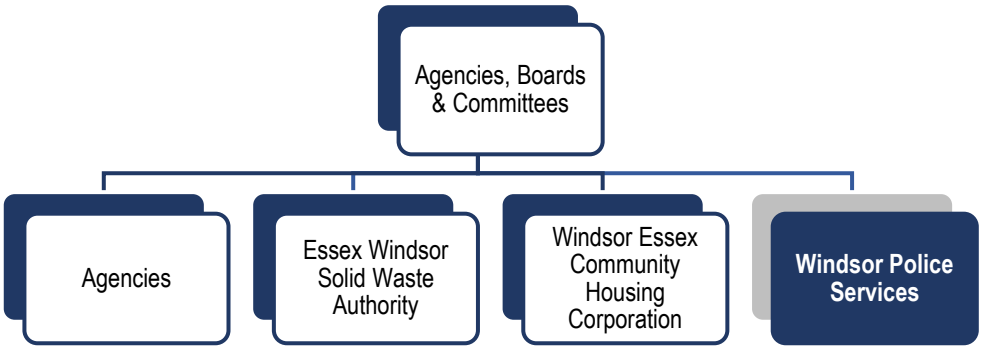
Transfers for Social Services **$796,000**

Windsor Essex Community Housing Corporation (CHC) is projecting a year end surplus at this time. The Public Housing and Family portfolios are experiencing higher rental revenue and lower maintenance and repairs costs than anticipated.

Windsor Police Services

ABC OVERVIEW

The Windsor Police Service (WPS) department is responsible for delivering a wide range of public safety and policing services, including crime prevention, law enforcement, victim support, public order maintenance, and emergency response. WPS is committed to serving the community with integrity, professionalism, and accountability. Operating in alignment with the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code, WPS upholds the fundamental rights and freedoms of all individuals while working to ensure the safety and security of all persons and property within its jurisdiction.



	2022	2023	2024
Annual Revenue Budget	($18,042,140)	($18,862,655)	($20,382,135)
Annual Expense Budget	$115,019,577	$117,868,133	$123,958,993
Annual Net Budget	**$96,977,437**	**$99,005,478**	**$103,576,858**
Annual Net Variance	**$620,859**	**($72,756)**	**($3,792,328)**
Variance as a % of Net Budget	**0.6%**	**(0.1%)**	**(3.7%)**

2025 Budgeted Full Time Equivalent (FTE)

n/a

% of 2025 Net Municipal Tax Levy

2025 Net Budget
$111,034,717

2025 Year-End Projection: ($1,800,000)

3rd Quarter

VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:			
Grants & Subsidies	($475,000)	$0	
Expenses:			
Operating & Maintenance Supplies	($200,000)	$0	
Salaries & Benefits	($1,800,000)	($1,800,000)	
Other Miscellaneous Expenditures	($100,000)	$0	
Net Total	**($2,575,000)**	**($1,800,000)**	**$0**

Salaries & Benefits	**($1,800,000)**

Personnel costs are projected to exceed the approved operating budget by approximately $1.8 million, primarily due to the significant overtime required to maintain adequate staffing levels for front-line operations. Although the Windsor Police Service budget was reduced during the 2025 budget process to achieve salary gapping savings, the operational demand for policing services has remained consistent. As a result, additional overtime has been necessary to ensure sufficient coverage and to meet community safety and service expectations.

MITIGATING MEASURES

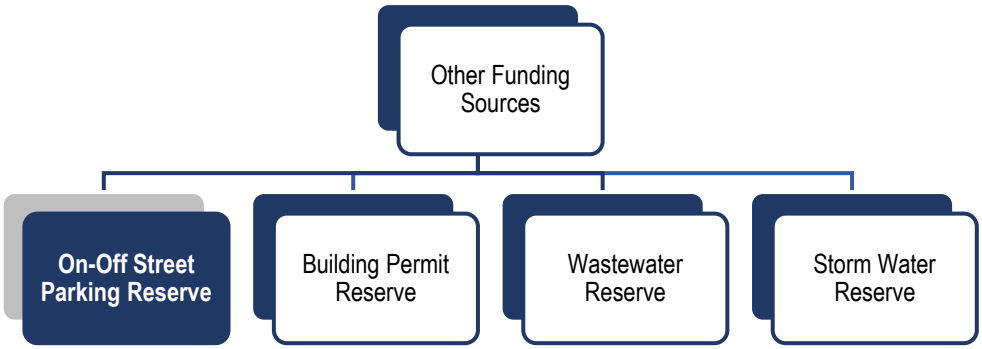
Since the second quarter variance of $2.575 million was reported, a number of mitigating measures have been implemented to help reduce the projected deficit. Earlier this year, the Province advised of a reduction in the Court Security and Prisoner Transportation Program funding allocation. In response, the Windsor Police Service (WPS) collaborated with the City's Asset Management Department to identify and secure available grant revenue to offset this funding shortfall.

Looking ahead, the WPS will also benefit from the City's favourable fuel contract, which is expected to generate additional savings and further reduce operating pressures. In addition, the WPS has implemented a temporary restriction on discretionary spending, including travel, training, and other non-essential expenditures, as part of ongoing efforts to mitigate the overall budget deficit and maintain fiscal responsibility.

On-Off Street Parking Reserve

FUNDING SOURCE OVERVIEW

The On-Off Street Parking Reserve is a designated municipal reserve fund used to support the operation, maintenance, and long-term sustainability of both on-street and off-street parking infrastructure within the city. This includes parking meters, municipal surface lots, and structured parking facilities. Revenues collected from parking fees, permits, fines, and related services are allocated to this reserve, which is then used to: fund capital improvements, support maintenance activities, ensure financial sustainability and offset operational costs.



2025 Year-End Projection: ($322,000)

3rd Quarter

VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:			
User Fees, Permits & Charges	($225,000)	($225,000)	
Expenses:			
Minor Capital	$0	$60,000	
Salaries & Benefits	($102,000)	($102,000)	
Utilities, Insurance & Taxes	$0	($55,000)	
Net Total	**($327,000)**	**($322,000)**	**$0**

User Fees, Permits & Charges	($225,000)

Parking rate increases were approved for 2025, however implementation of the increased rates did not occur as early as anticipated.

Minor Capital	$60,000

A surplus in minor capital of $60,000 is projected as a result of an ability to defer equipment purchases for 2025 .

Salaries & Benefits	($102,000)

The parking maintenance staff received a JJE award resulting in increased wages for eleven staff in 2025.

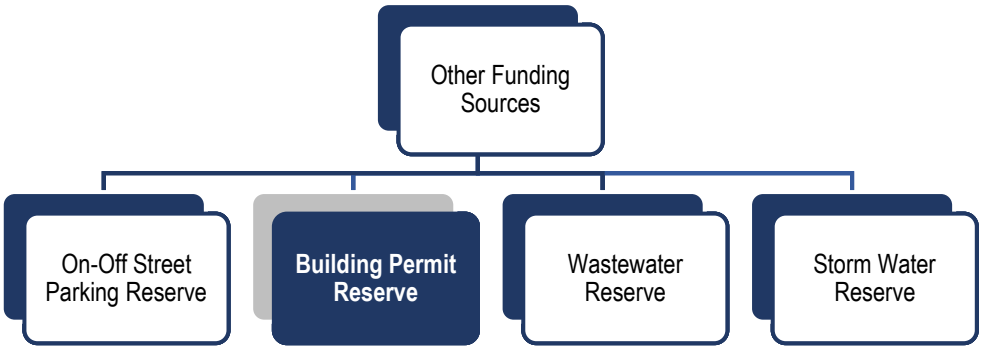
Utilities, Insurance & Taxes	($55,000)

The municipal tax charges for parking properties (lots) is $55,000 higher than budgeted.

Building Permit Reserve

FUNDING SOURCE OVERVIEW

The Building Permit Reserve is a dedicated municipal reserve fund established to support the financial stability and sustainability of the City's building services operations. It is funded through revenues generated from building permit fees, which are collected under the authority of the Ontario Building Code Act. and used to offset fluctuations in building activity, support operational needs, ensure compliance with legislative requirements, and fund technology enhancements, equipment and capital improvements.



2025 Year-End Projection: $2,153,000

3rd Quarter

VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:			
User Fees, Permits & Charges	$1,822,000	$2,153,000	
Net Total	**$1,822,000**	**$2,153,000**	**$0**

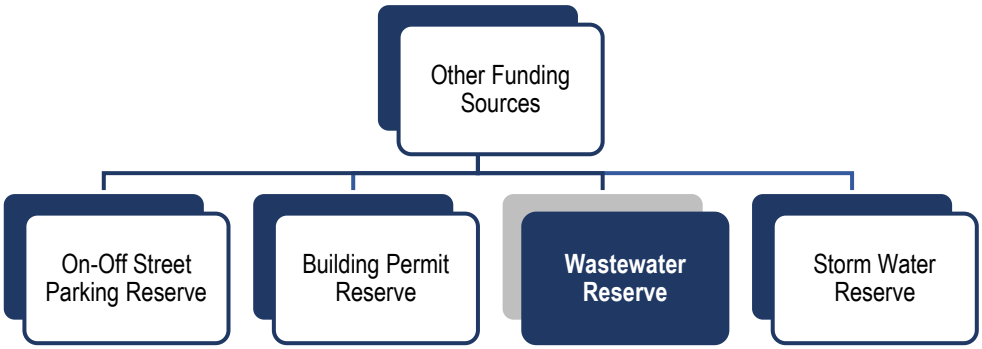
User Fees, Permits & Charges	$2,153,000

A transfer of $2,153,000 to the Building Permit Reserve is projected for 2025.

Wastewater Reserve

FUNDING SOURCE OVERVIEW

The Wastewater Reserve is a dedicated municipal reserve fund established to support the ongoing operation, maintenance, and capital investment needs of the City's wastewater and sanitary sewer systems. It plays a critical role in ensuring the long-term sustainability and environmental performance of municipal wastewater infrastructure. Funded primarily through user fees, the Wastewater Reserve is used to finance major capital projects, support emergency repairs, stabilize wastewater rates, ensure compliance with provincial/federal environmental regulations and invest in flood mitigation strategies, capacity enhancements, and climate adaptation measures.



2025 Year-End Projection: $1,180,000

3rd Quarter

VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:			
Other Miscellaneous Revenue	$0	$900,000	
Expenses:			
Salaries & Benefits	$0	$280,000	
Net Total	**$0**	**$1,180,000**	**$0**

Other Miscellaneous Revenue	**$900,000**

As of the 3rd quarter, the projection for wastewater revenue is a surplus of $900,000.

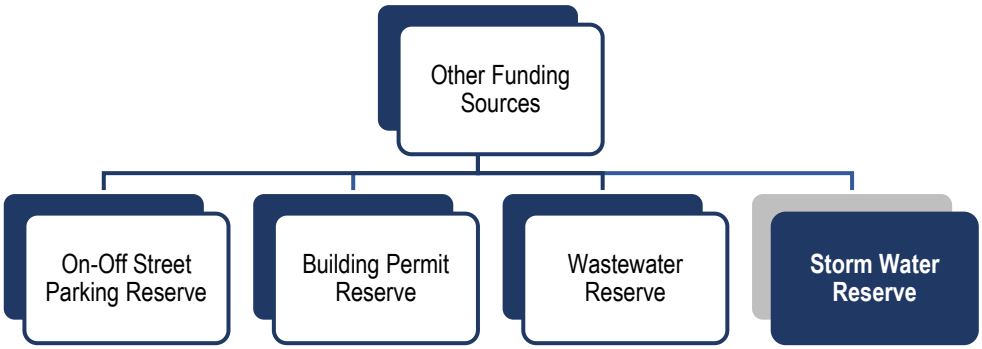
Salaries & Benefits	**$280,000**

As of Q3 2025, the wastewater funded departments are projecting a year-end surplus of $280,000 resulting from surpluses in the salary and wage accounts.

Storm Water Reserve

FUNDING SOURCE OVERVIEW

The Storm Water Reserve is a designated municipal reserve fund established to support the management, maintenance, and enhancement of the City's storm water infrastructure. This infrastructure includes storm sewers, culverts, catch basins, retention ponds, and other systems designed to manage rainwater and surface runoff, helping to prevent flooding, protect property, and reduce environmental impacts. Funded primarily through storm water user fees, this reserve is used to finance capital improvements, support routine maintenance and emergency repairs, and implement flood mitigation projects.



2025 Year-End Projection: $180,000

3rd Quarter

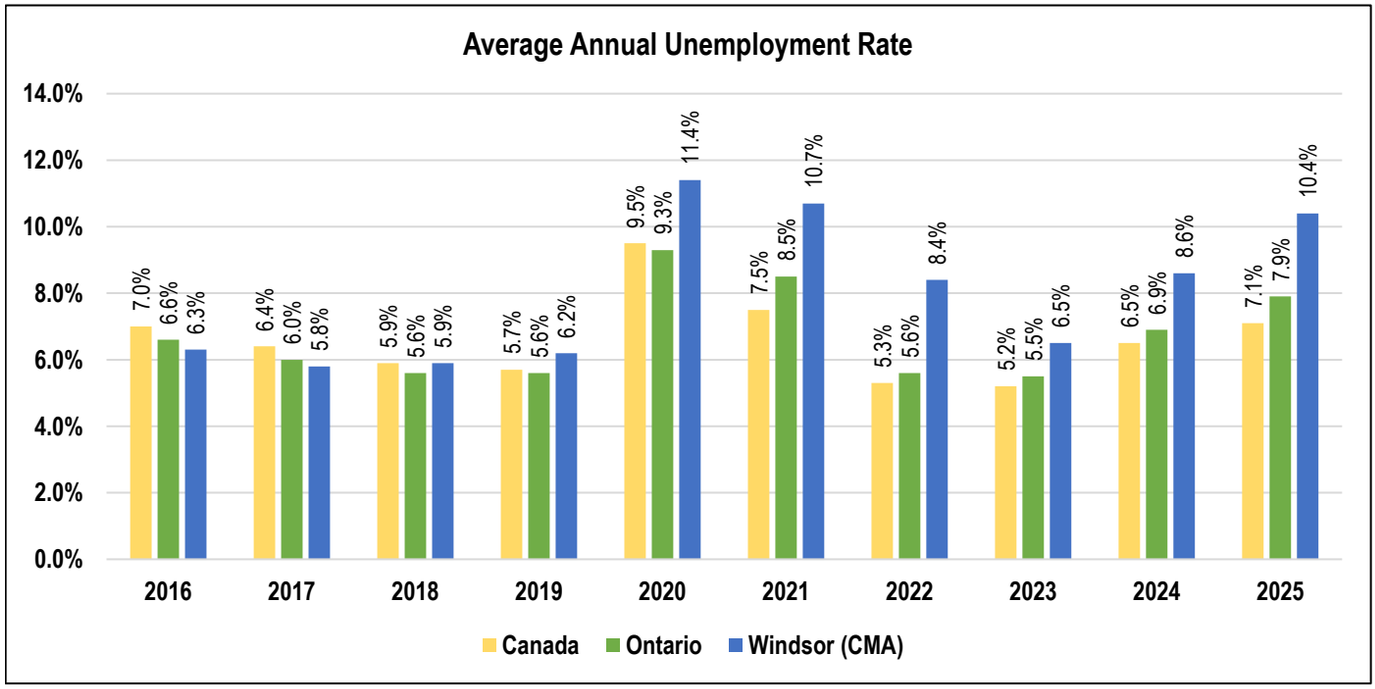
VARIANCE SUMMARY & DESCRIPTION

Description	Q2 Projection	Q3 Projection	Year-End Variance
Expenses:			
Salaries & Benefits	$126,000	$180,000	
Net Total	**$126,000**	**$180,000**	**$0**

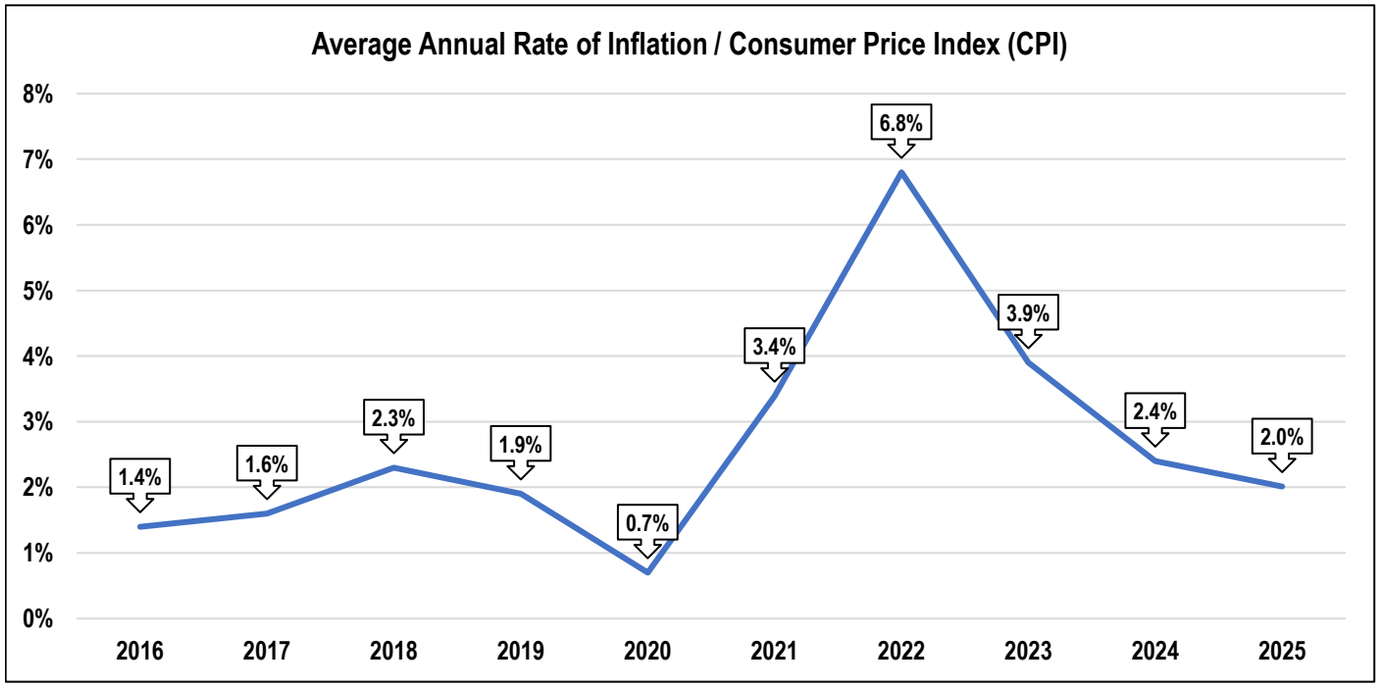
Salaries & Benefits	**$180,000**

As of Q3 2025, stormwater funded departments are projecting a year-end salary surplus of $180,000.

ECONOMIC STATISTICS

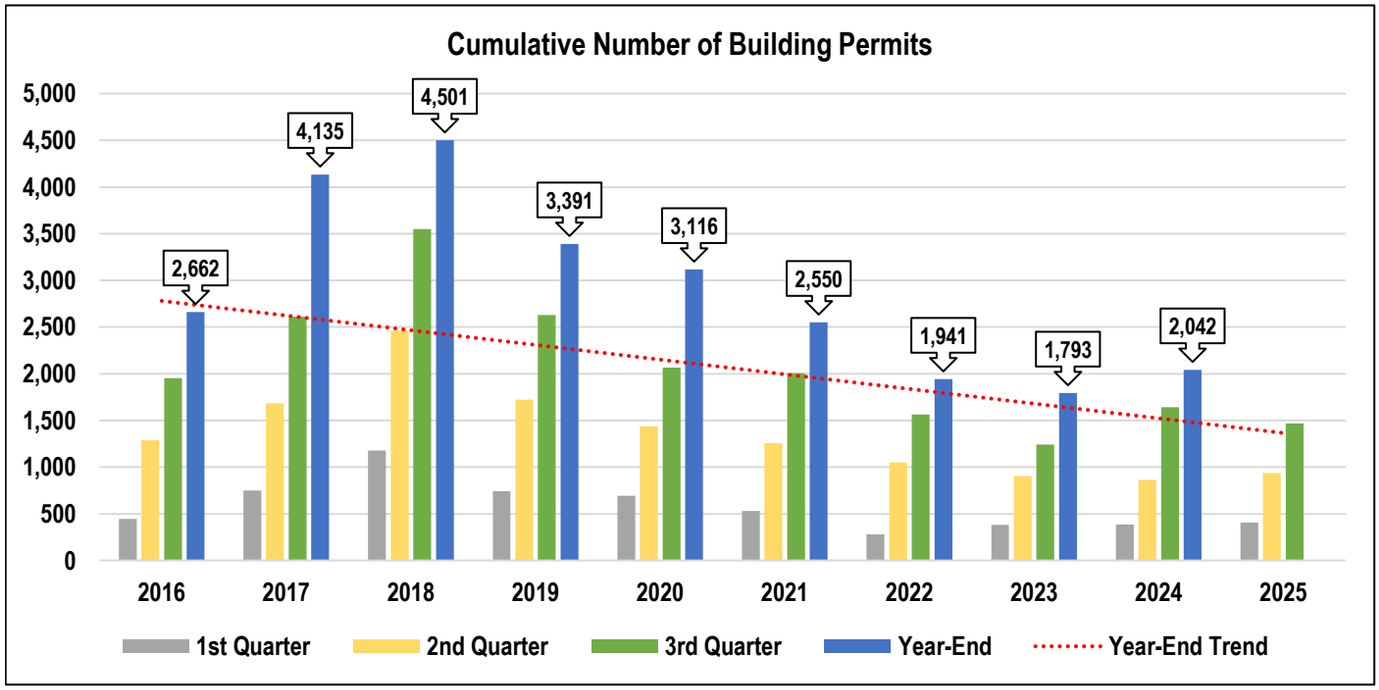


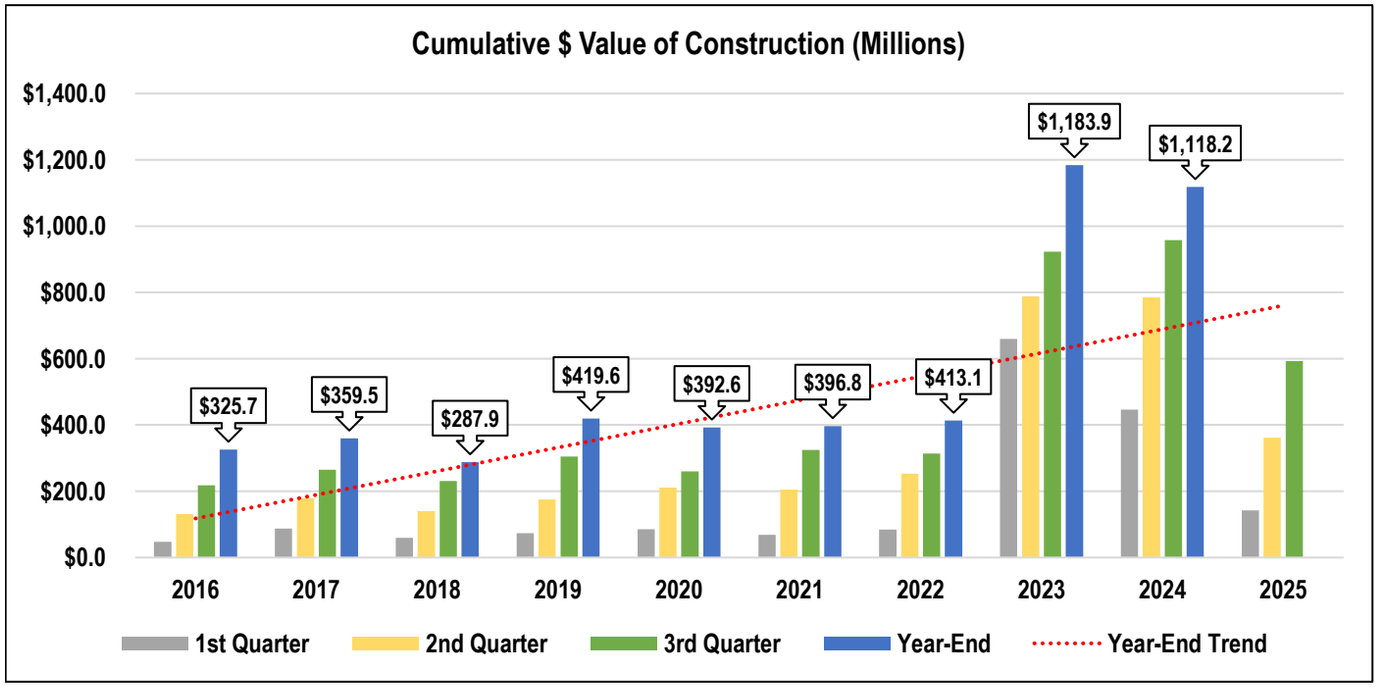
Source: Statistics Canada (3-Month Moving Average, Unadjusted)



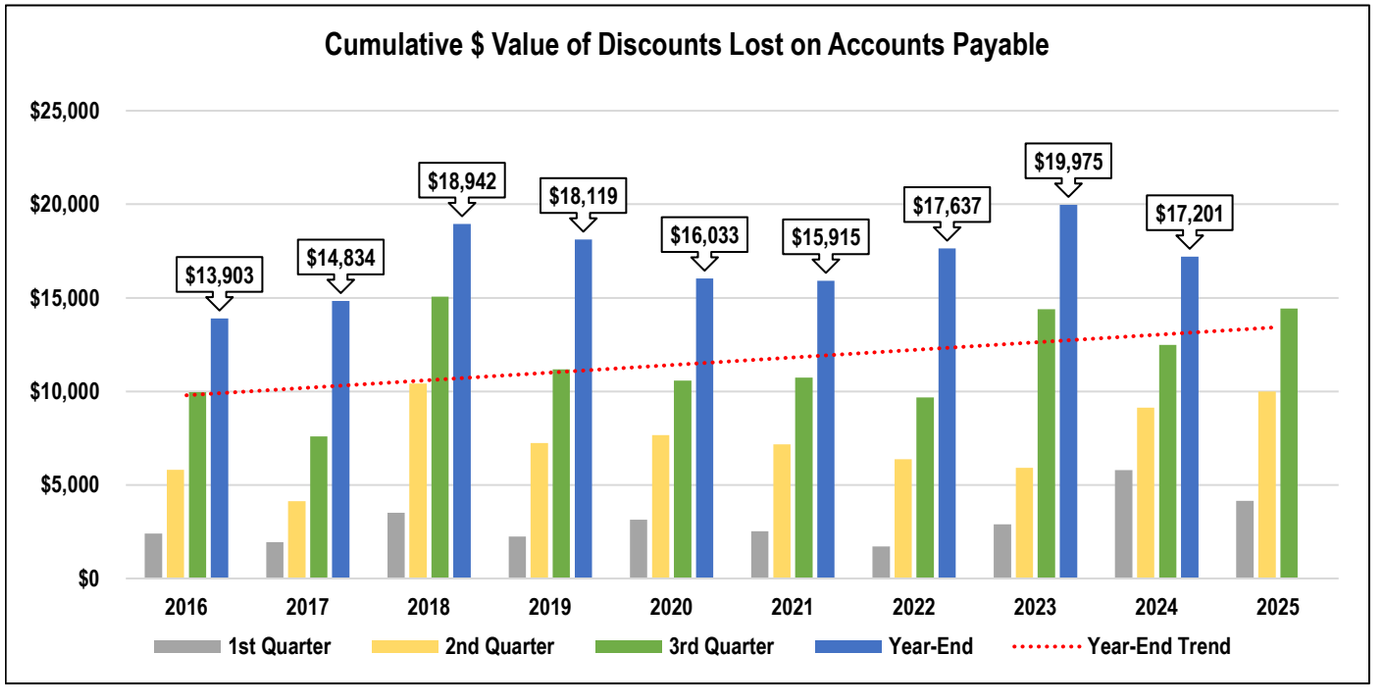
Source: Statistics Canada (All Items, Unadjusted)

BUILDING SERVICES

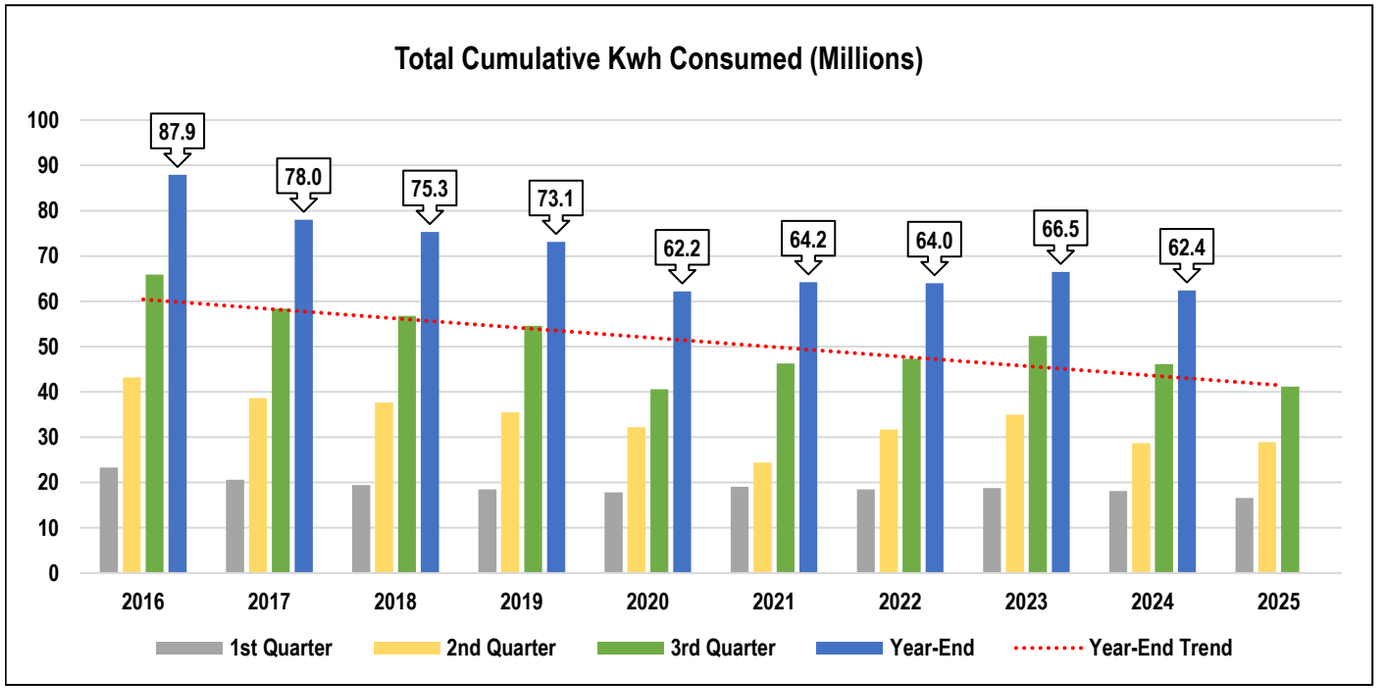




FINANCIAL ACCOUNTING



ASSET PLANNING



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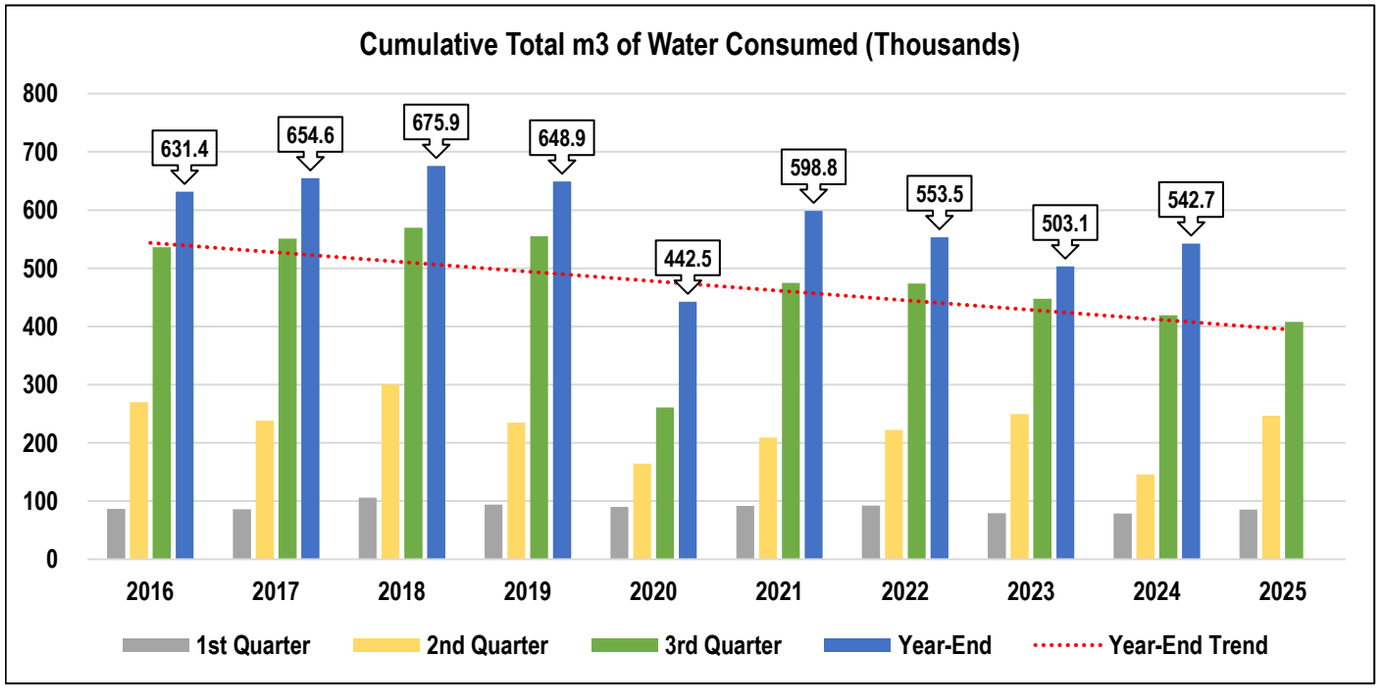

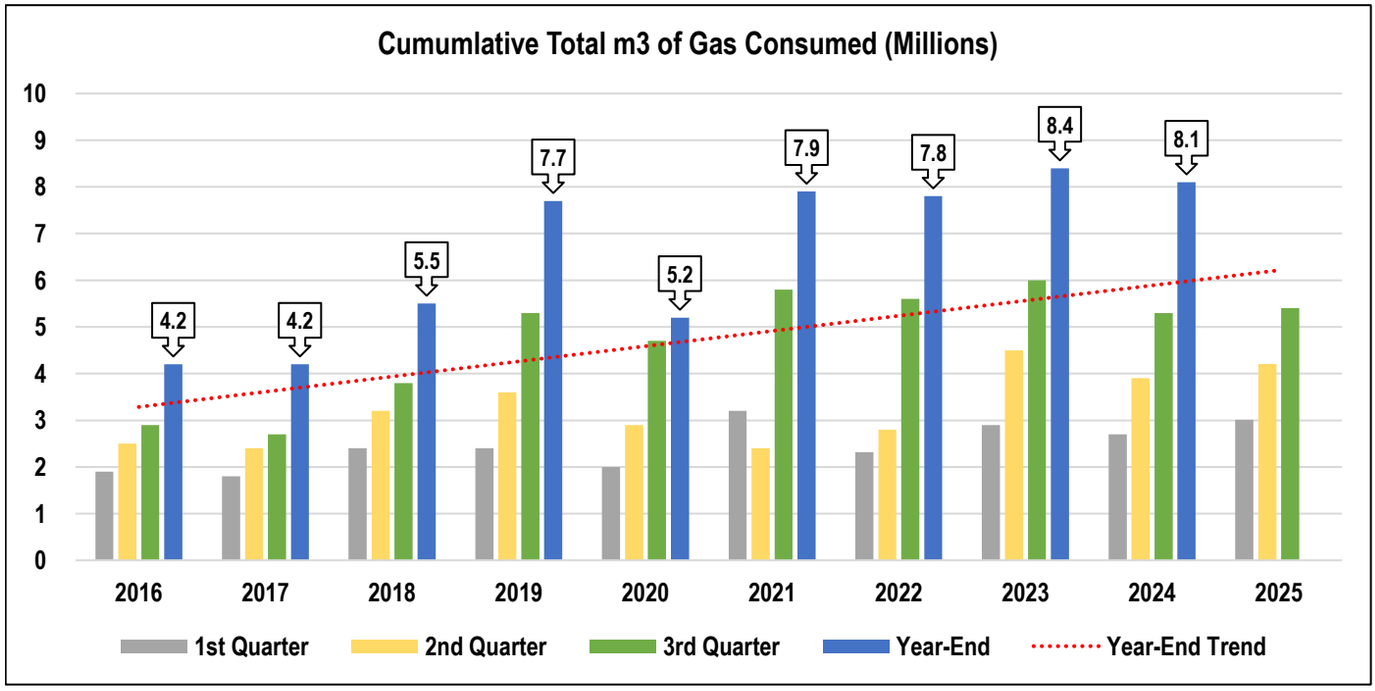

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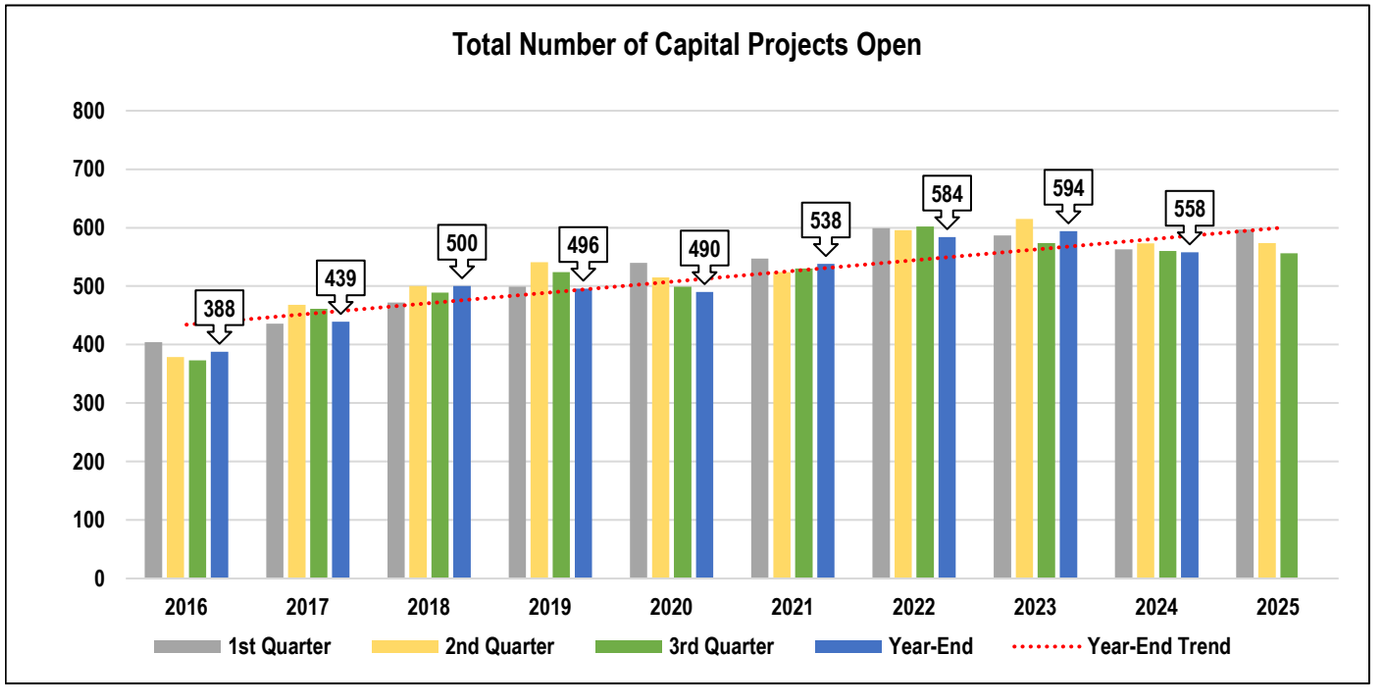
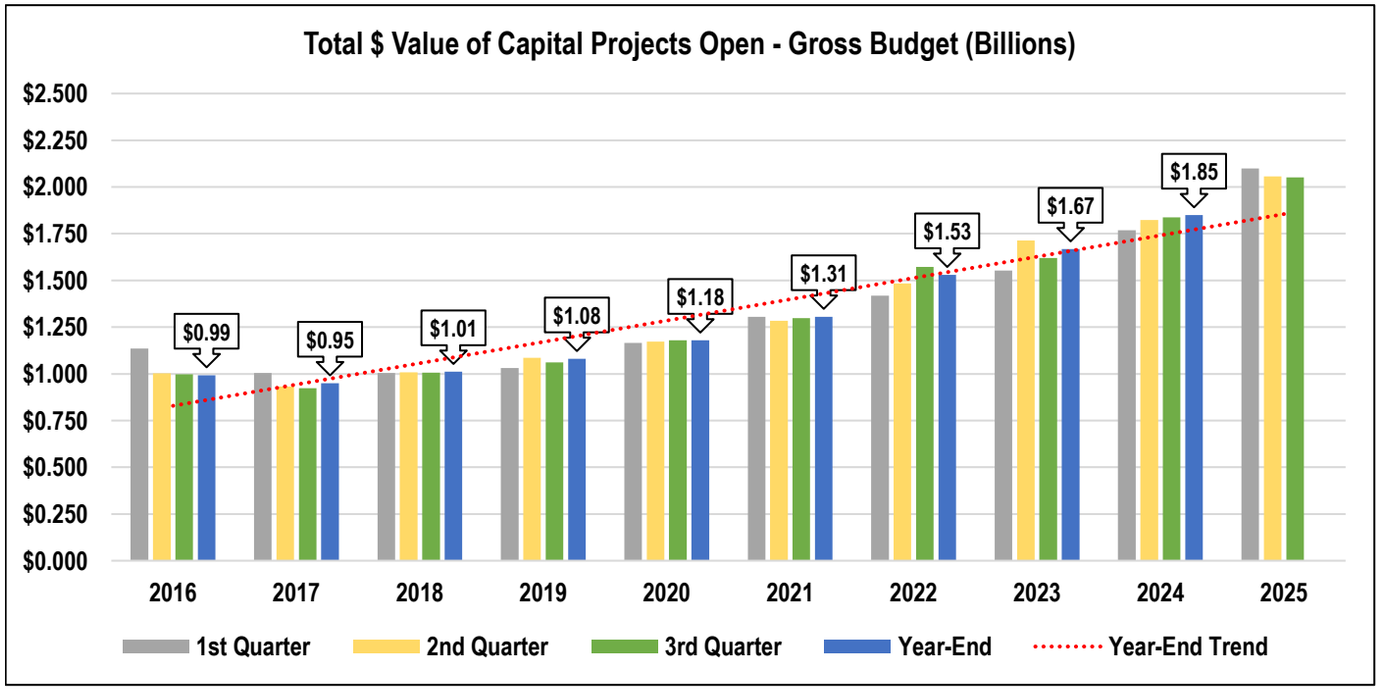
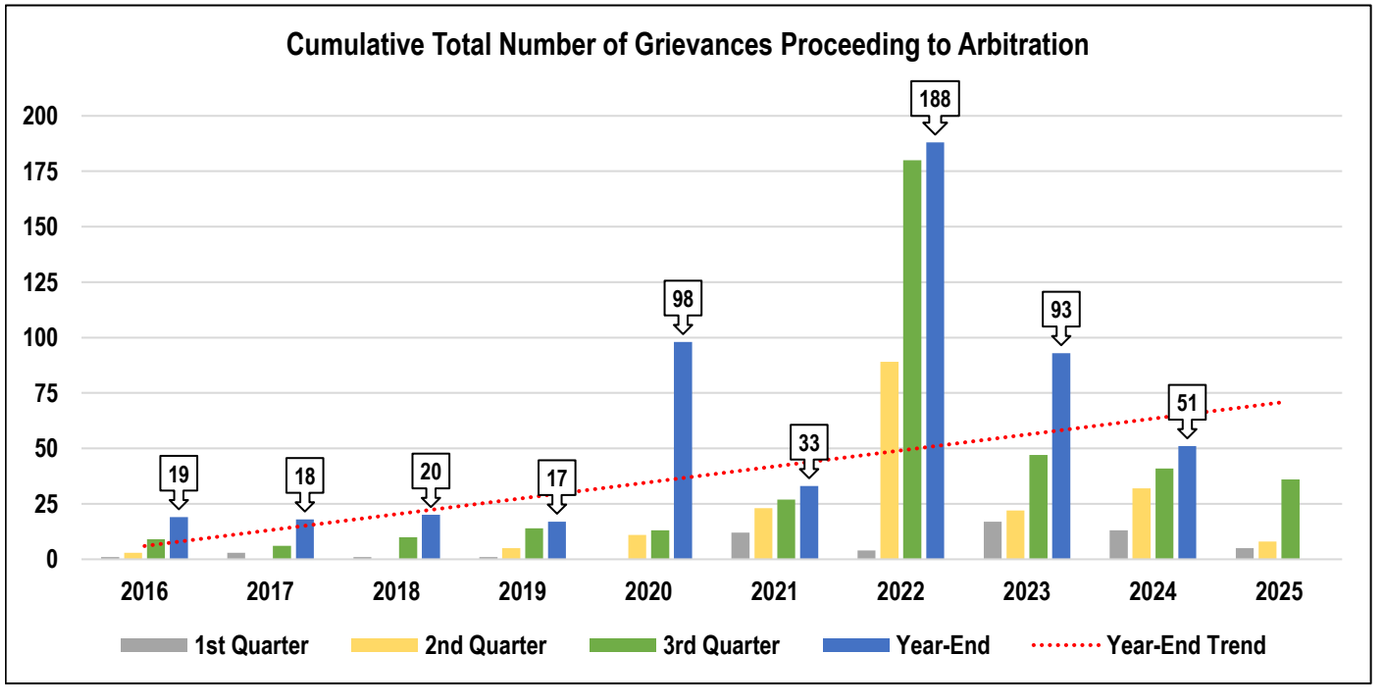
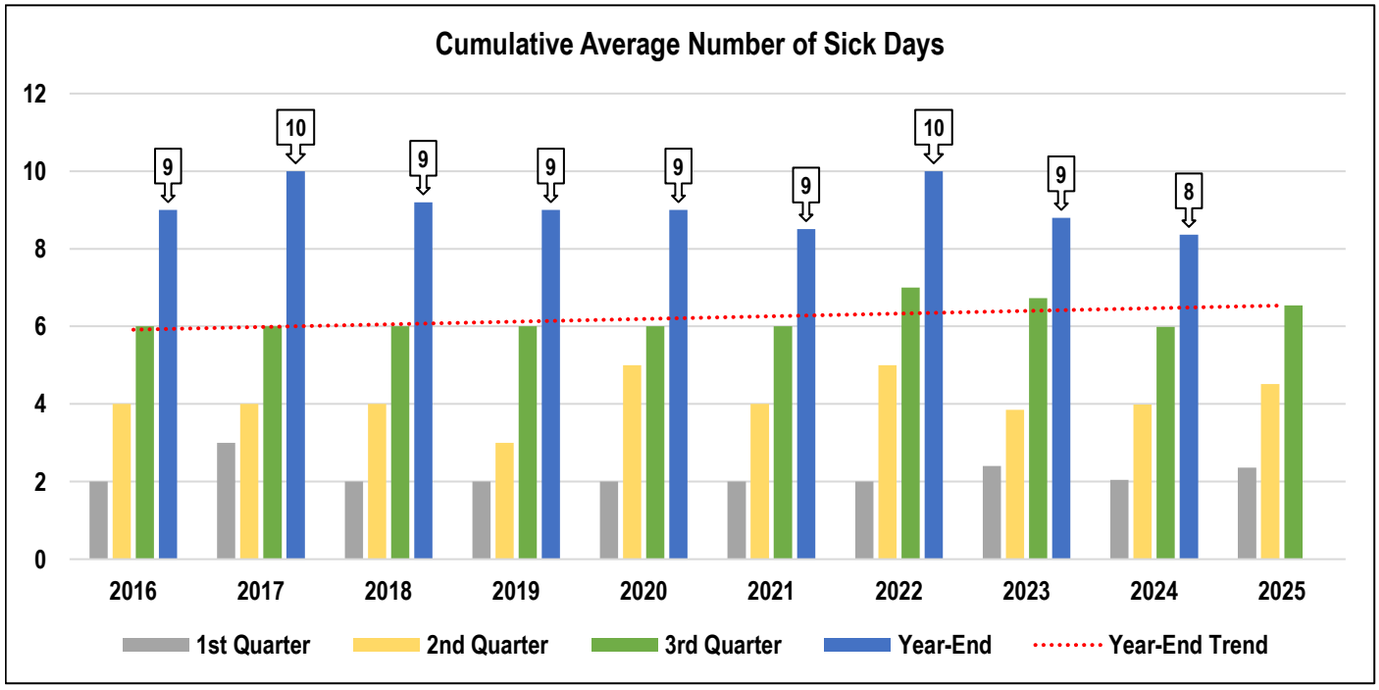




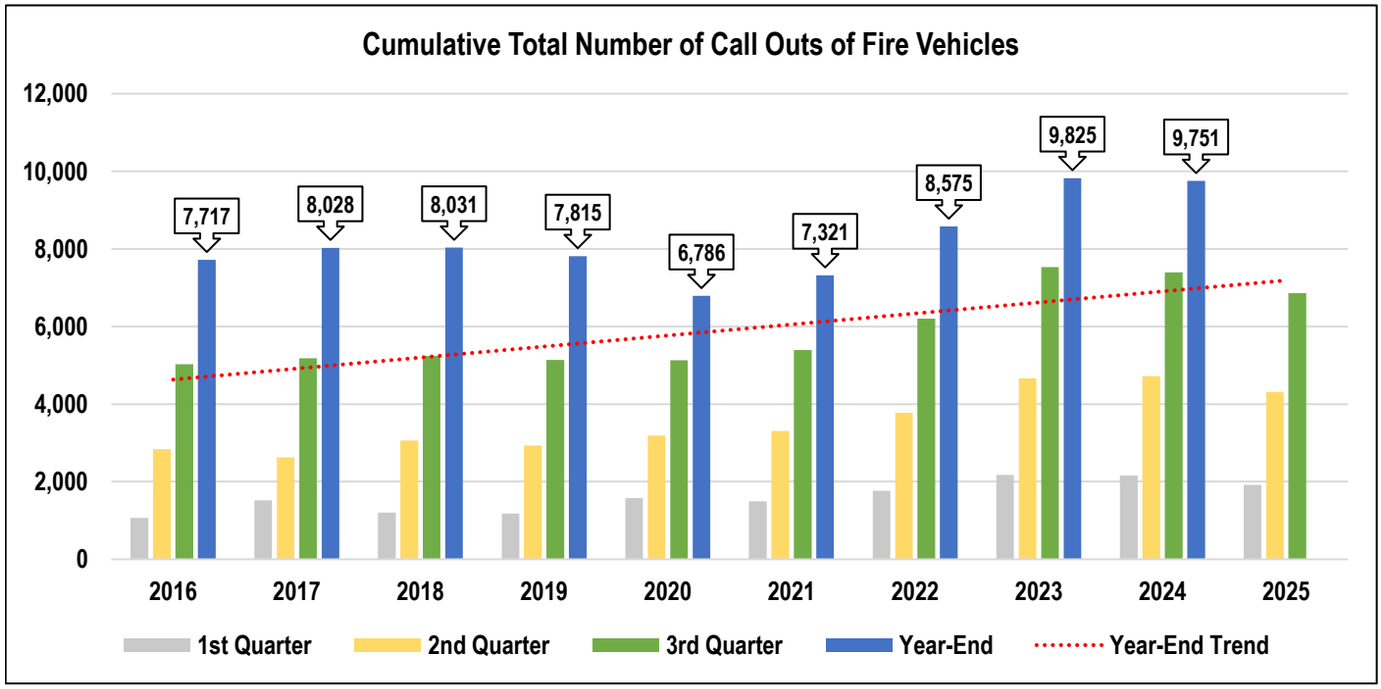
HUMAN RESOURCES



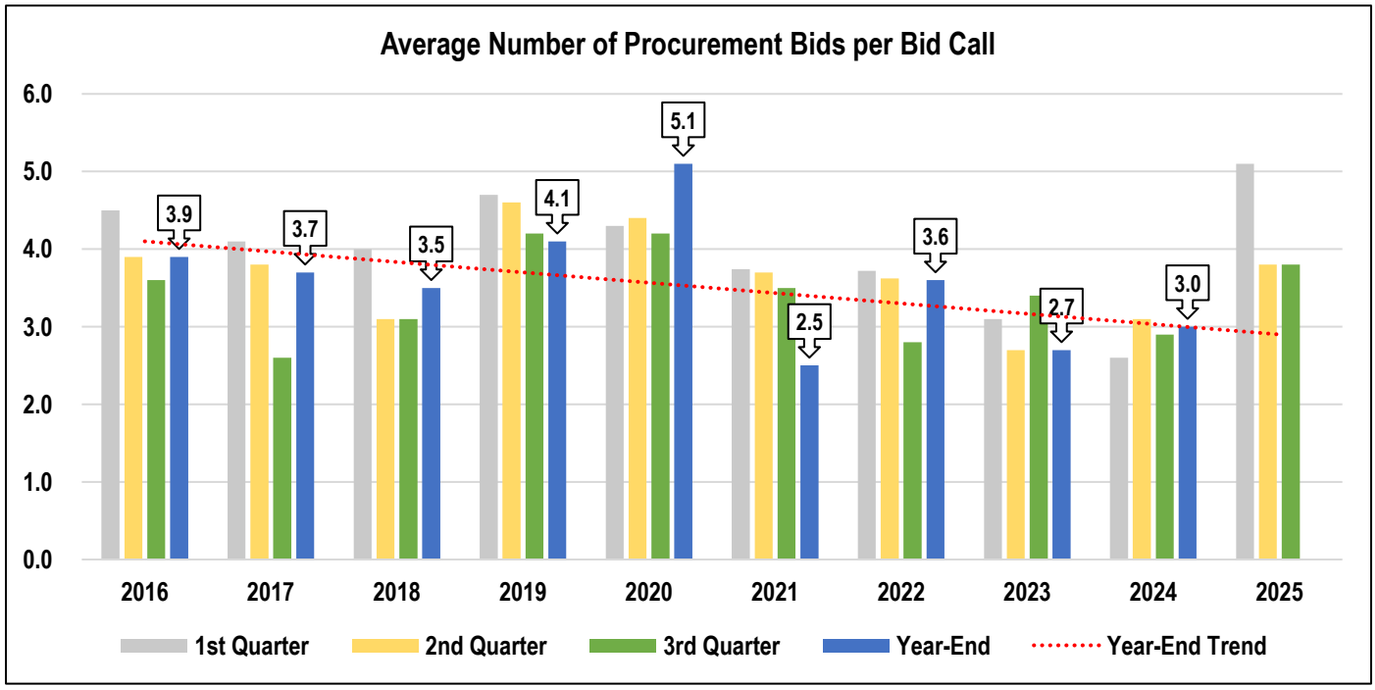
Note: In 2020, 64 of 98 grievances are attributed to Transit Windsor.



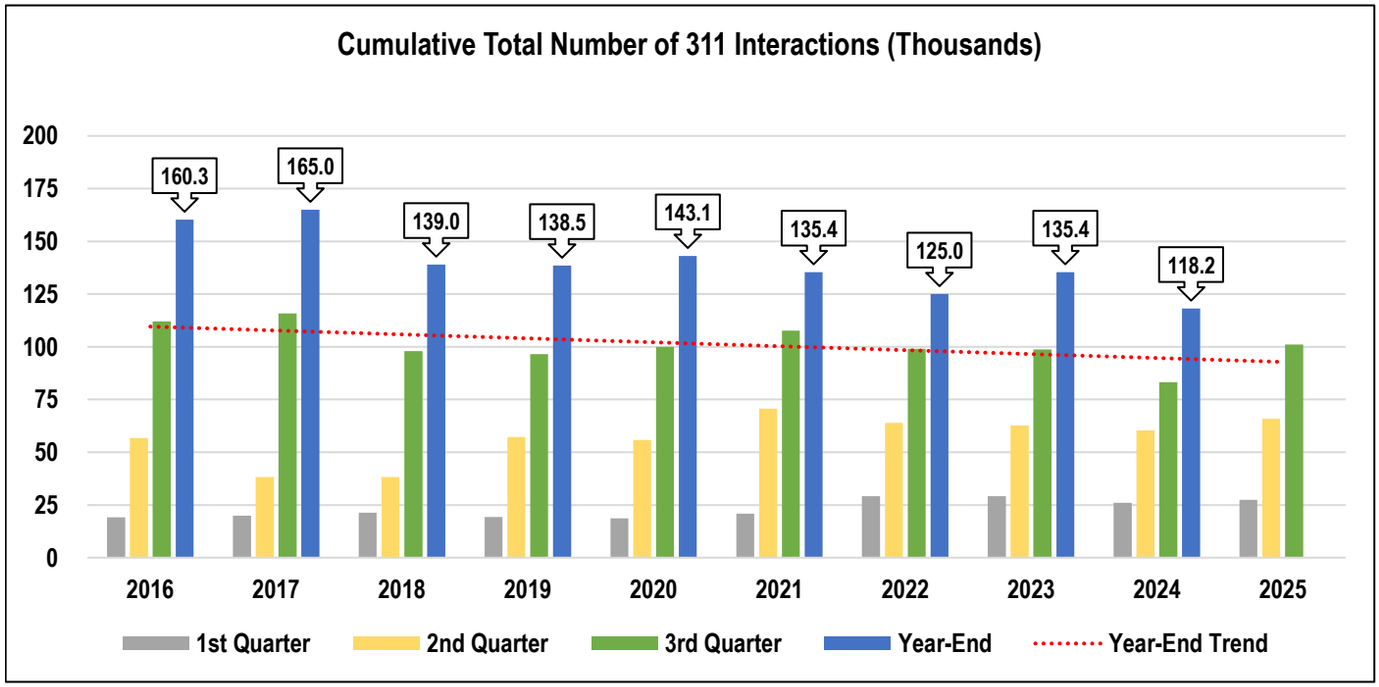
FIRE & RESCUE



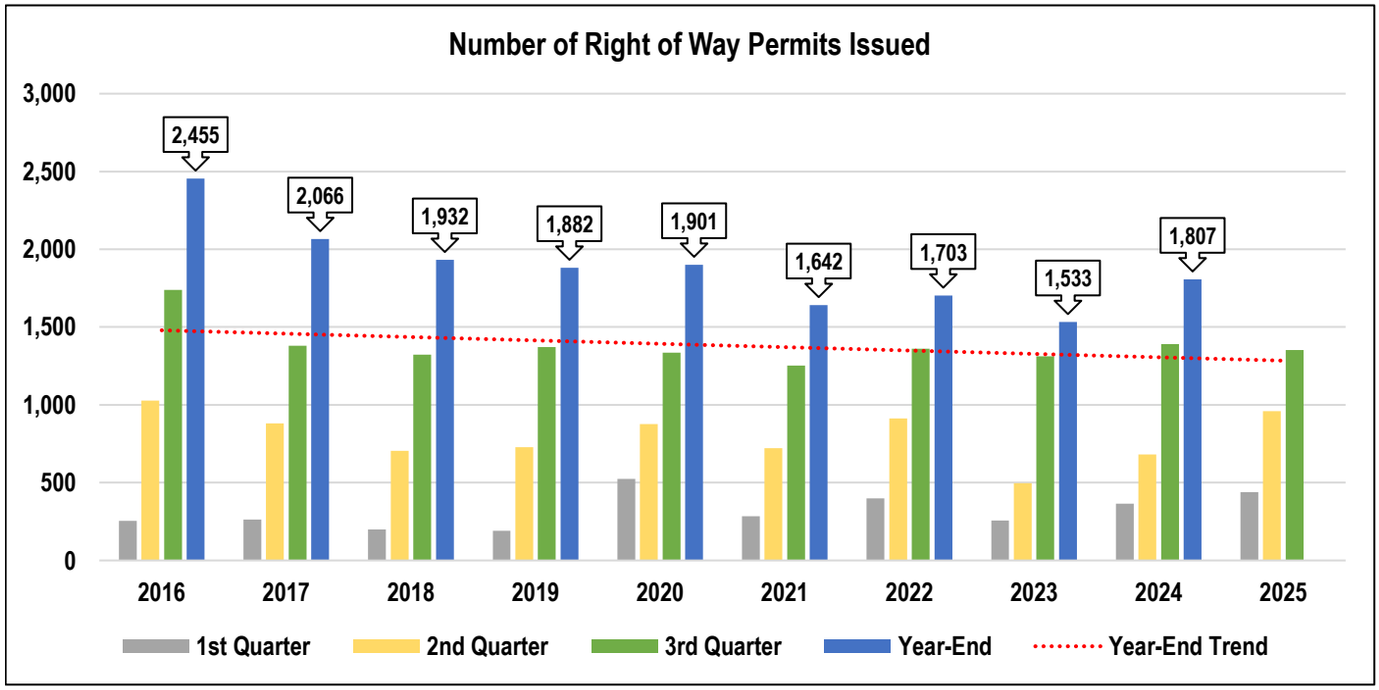
Legal



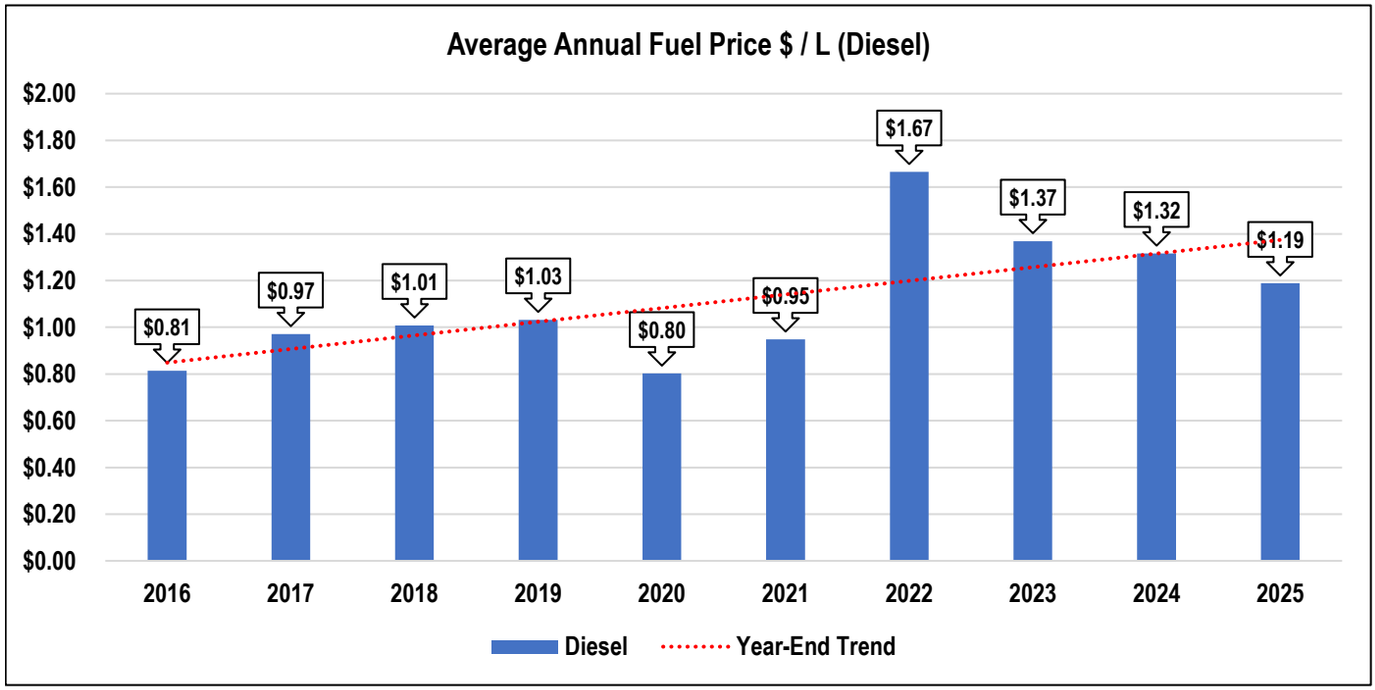
COMMUNICATIONS & CUSTOMER SERVICE

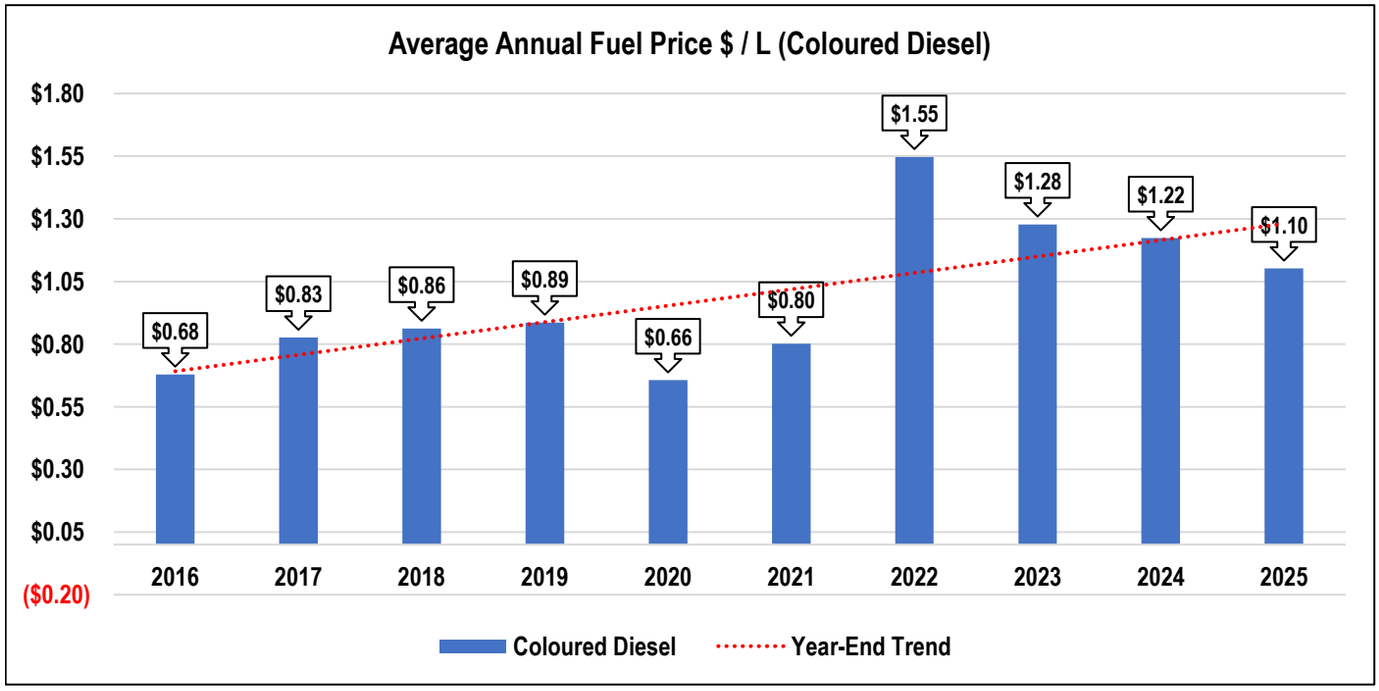


ENGINEERING

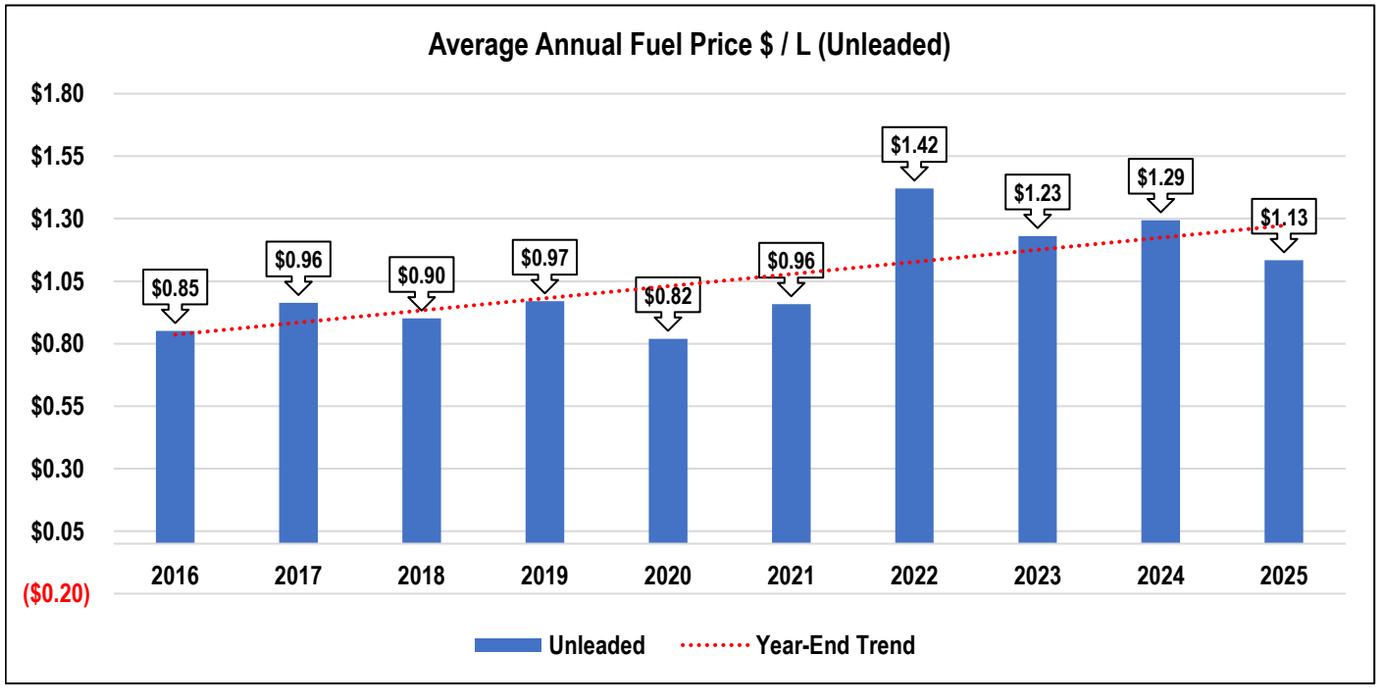


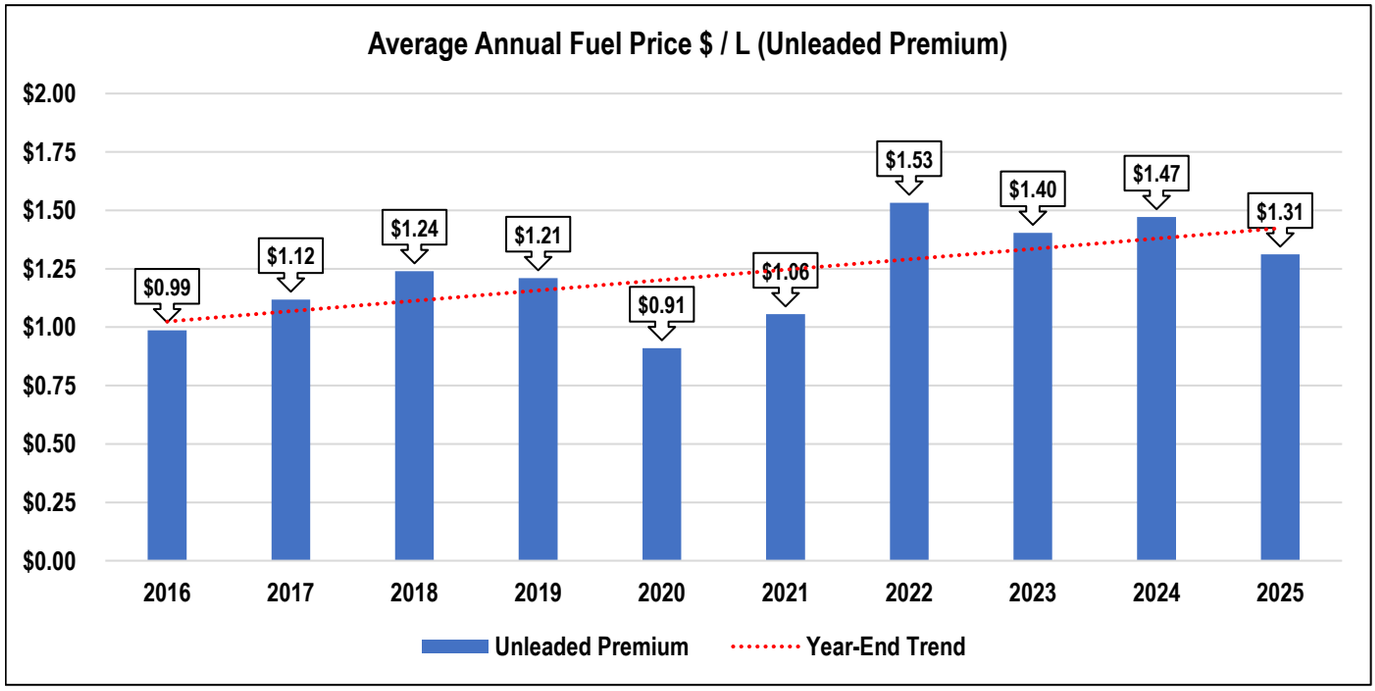
PUBLIC WORKS



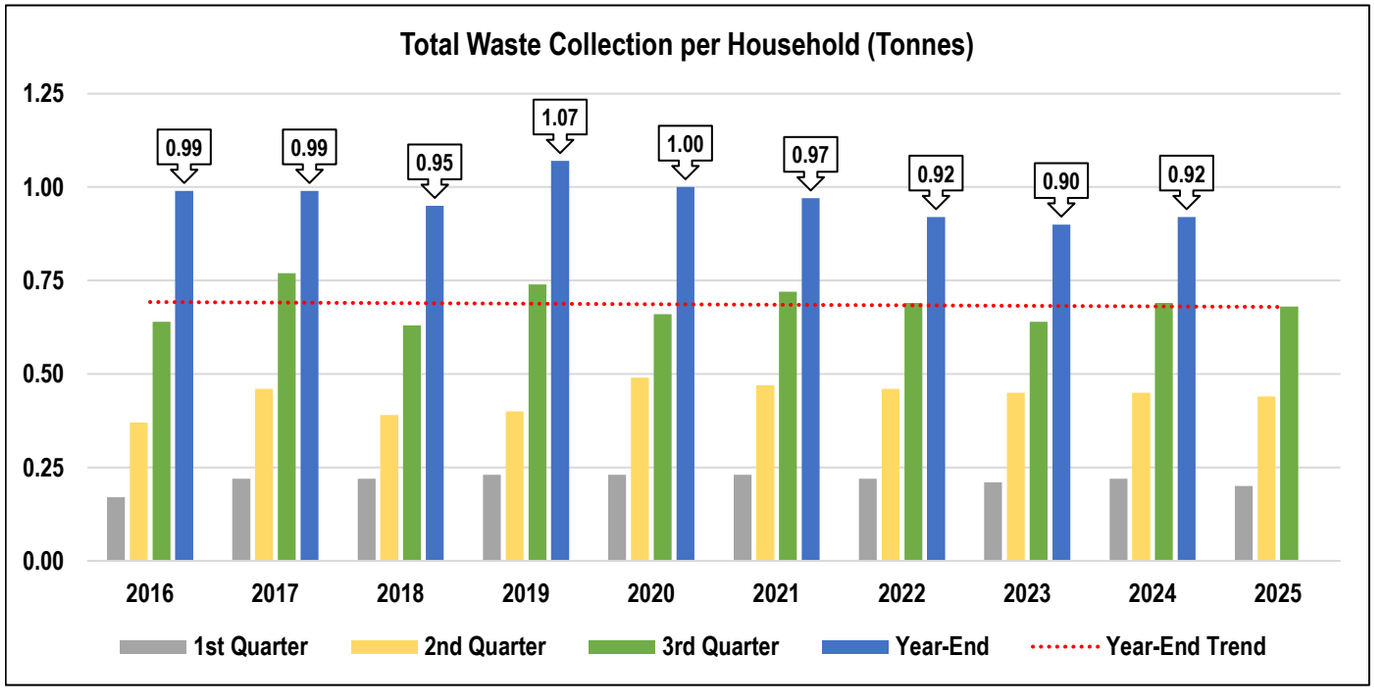


PUBLIC WORKS

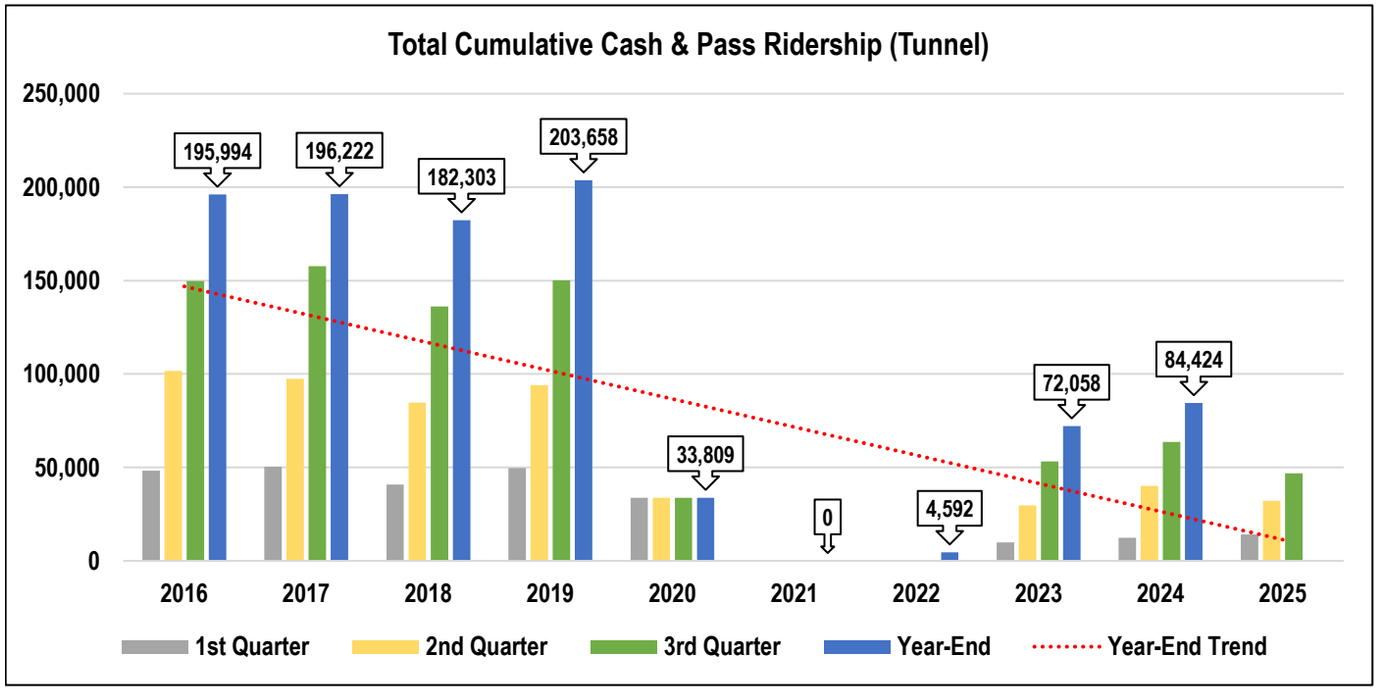


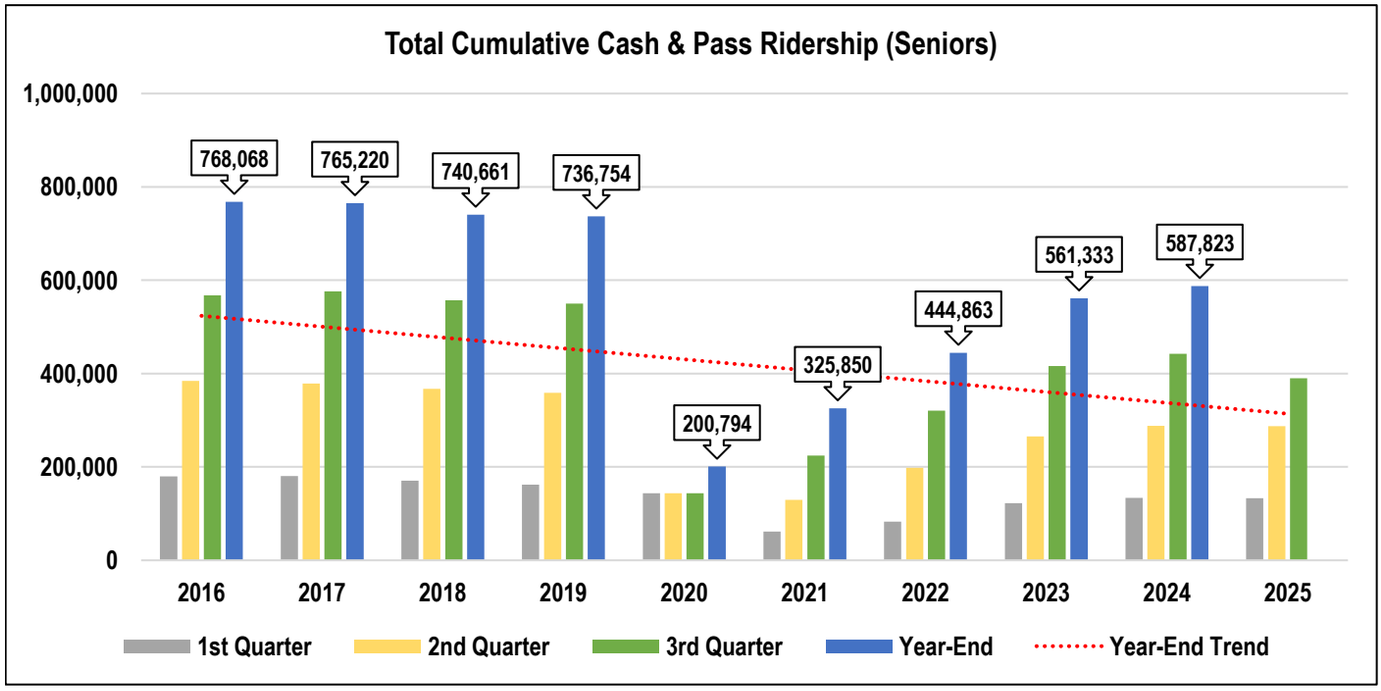


PUBLIC WORKS



TRANSIT WINDSOR





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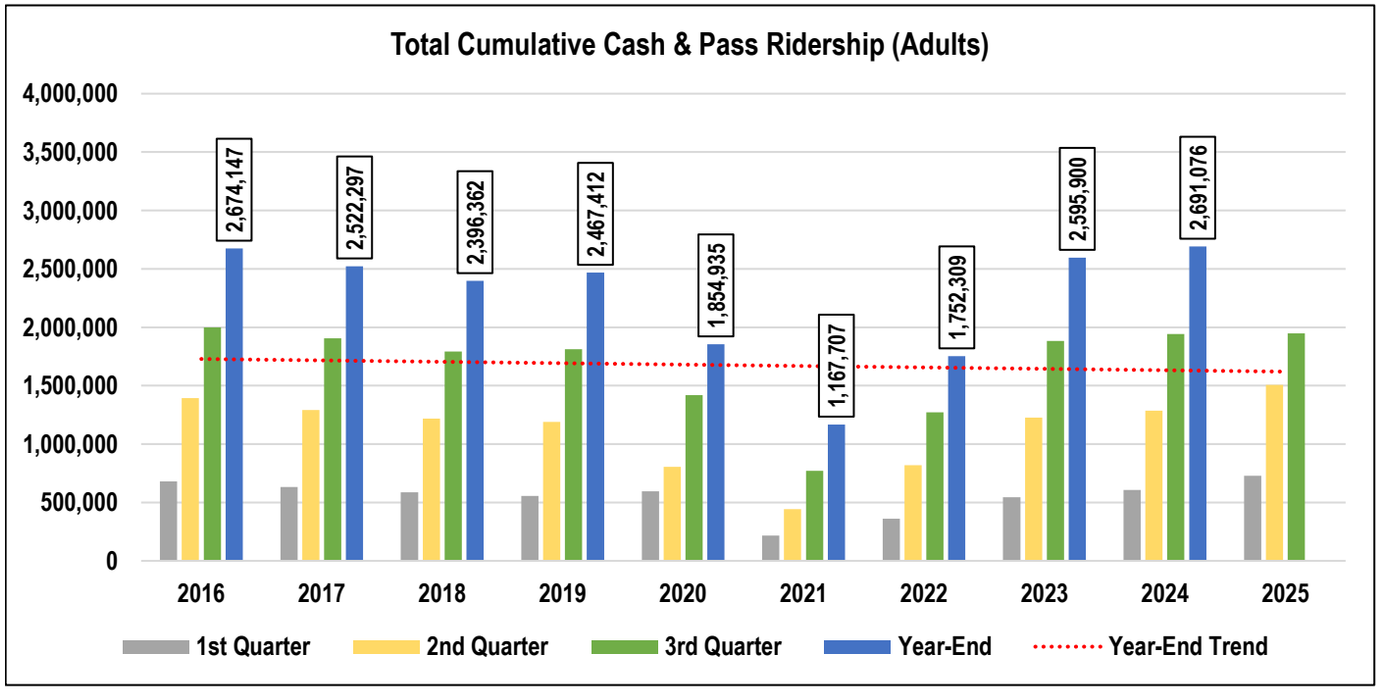

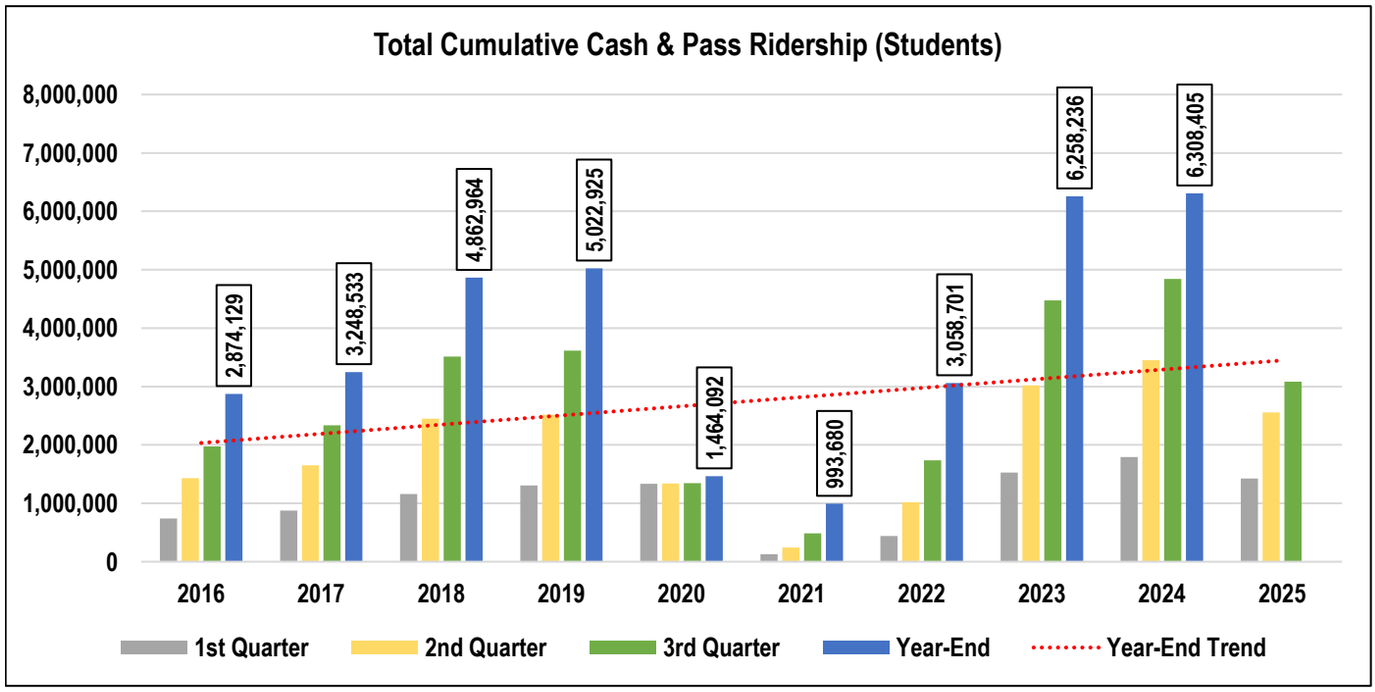

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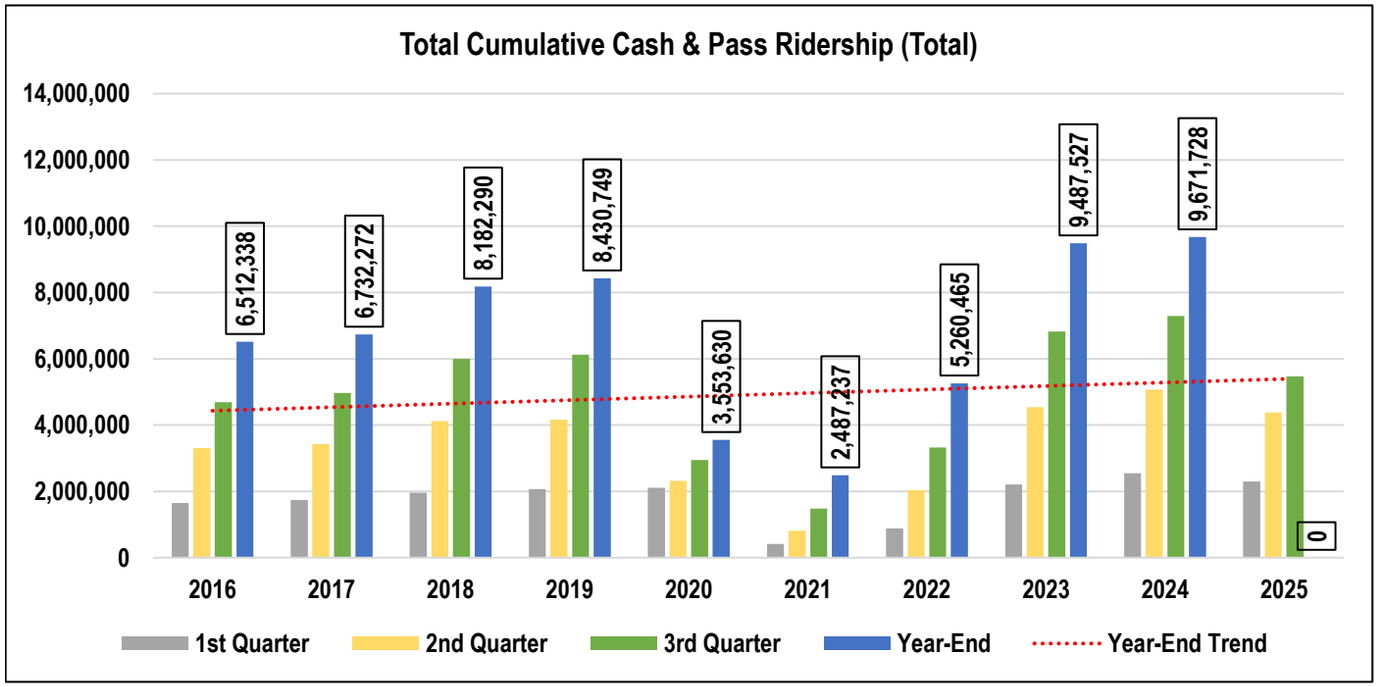
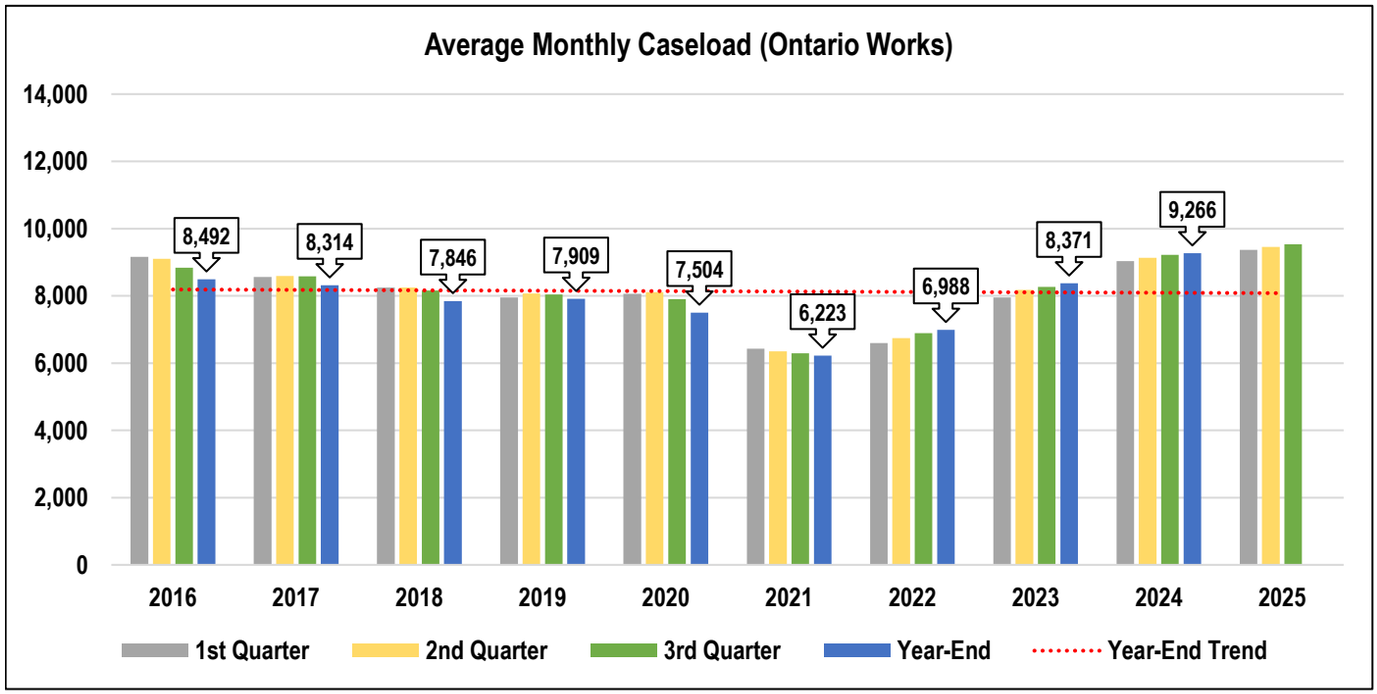
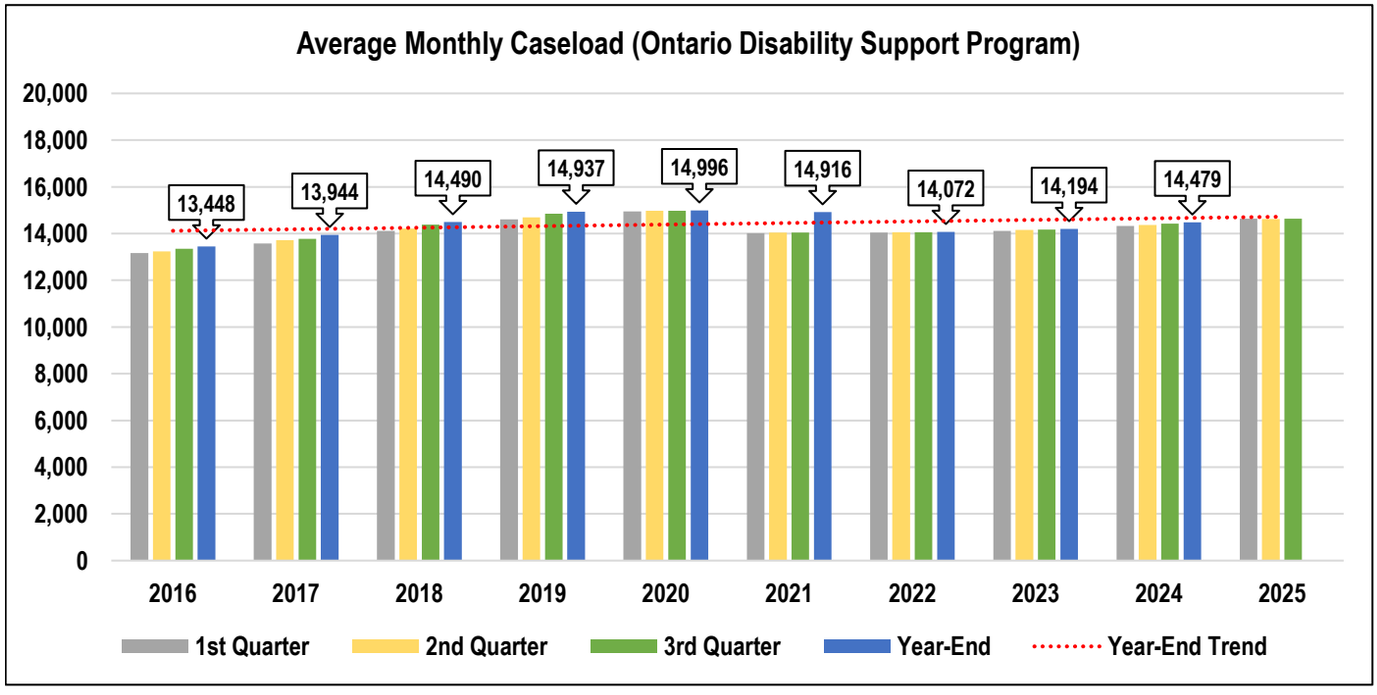
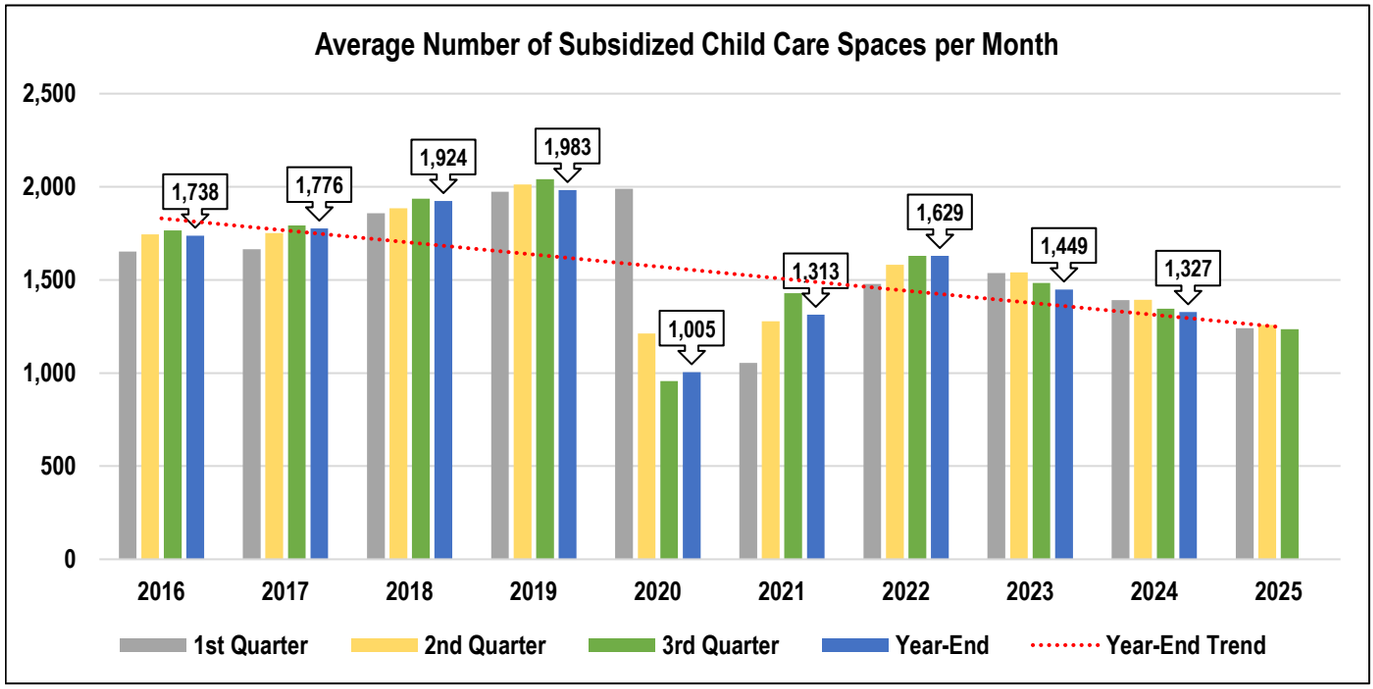


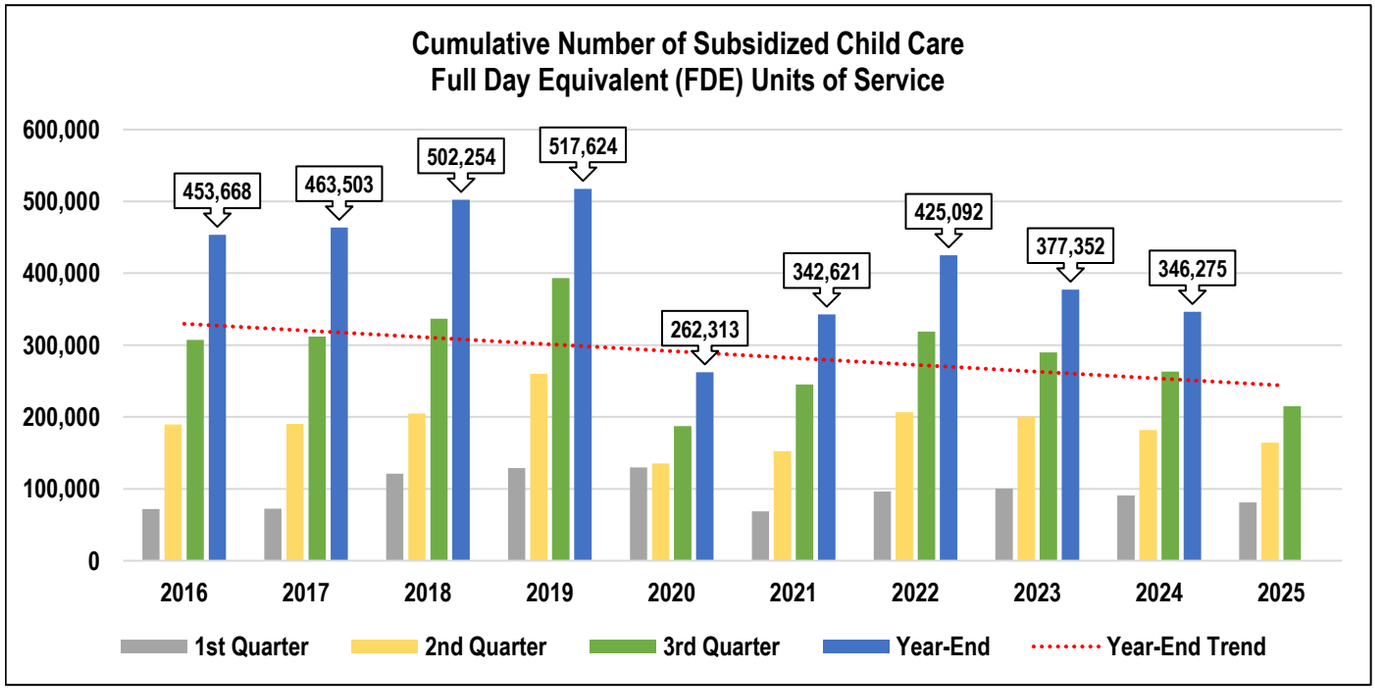
EMPLOYMENT & SOCIAL SERVICES



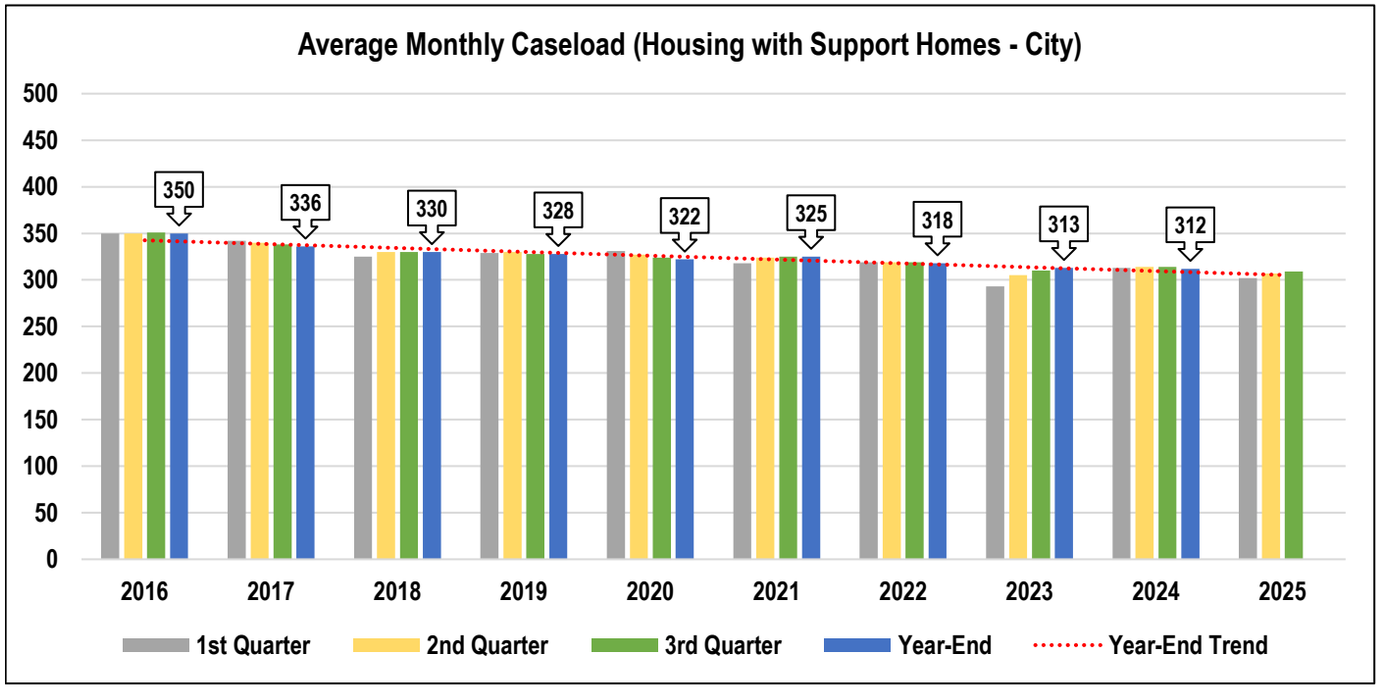


HOUSING & CHILDREN SERVICES

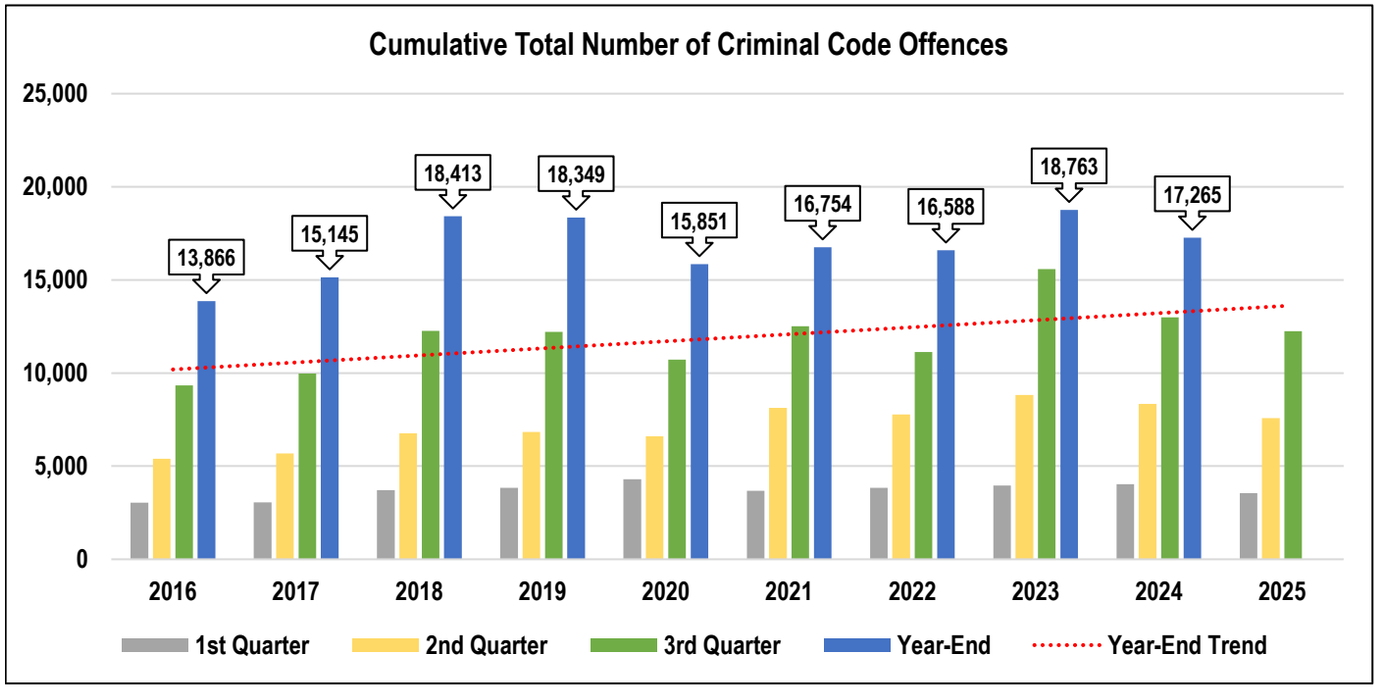




HOUSING & CHILDREN SERVICES



WINDSOR POLICE SERVICE



Subject: 2026 Agency Grant Payments - City Wide

Reference:

Date to Council: November 24, 2025
Author: David Soave
Manager, Strategic Operating Budget Development & Control
519-255-6100 Ext. 1911
dsoave@citywindsor.ca

Financial Planning
Report Date: 10/27/2025
Clerk's File #: AF/15032

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** an advance for City Funded Agencies in 2026 up to a maximum of 50% of the 2025 approved grant amounts as outlined in this report; and,

That City Council **DIRECT** the City Treasurer to proceed with this same process annually to provide funding up to 50% of the previous year's budget to Agencies in adherence to the process outlined in this report.

Executive Summary:

N/A

Background:

Consistent with past practice, City Council has approved payments to City Funded Agencies up to a maximum of 50% of the prior year's approved budget.

Discussion:

It is anticipated that the City's 2026 Operating Budget, which includes approval for agency funding, will not be finalized until some time after the start of the new year. In the interim, a number of agencies rely on annual City of Windsor grant funding in order to sustain their operations. As these agencies rely on the financial support of the City of Windsor to maintain their operations, they may experience financial difficulties if funds are withheld until the 2026 budget is approved. As an interim measure, Administration

is seeking approval to release payments up to a maximum of 50% of their 2025 approved amounts.

Process Going Forward

To support compliance with legislated budget timelines, promote administrative efficiency, and enable the Finance Department to more effectively allocate resources toward advancing other Council priorities approval is being requested to allow the City Treasurer the ability to issue interim payments to established agencies, up to a maximum of 50% of their prior year's approved budget without the need to bring this matter back on an annual basis.

Risk Analysis:

There is limited risk in approving an advance of payment. Any necessary adjustments to the payment schedules resulting from the 2026 budget discussions and final budget approval will be made and communicated to the appropriate agency(s) accordingly in subsequent payments.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The table below outlines the agencies funded by the City of Windsor, their 2025 approved budgeted amounts, and the maximum level they would be funded prior to the approval of the 2026 Operating Budget. Consistent with past advances, up to 50% of the previous year's grant is recommended.

Agencies Requiring Transfer Payments	2025 Approved Budget	% of the 2025 Budget Requested for Transfer	Maximum Transfer Approved for 2026	Payment Frequency
Statutory Agencies				
Land Ambulance Services	$15,713,150	50%	$7,856,575	Monthly
Windsor-Essex County Health Unit	$3,959,394	50%	$1,979,697	Monthly
Essex Region Conservation Authority	$1,636,644	50%	$818,322	Quarterly

Non-Statutory Agencies:				
Invest Windsor/Essex	$1,161,662	50%	$580,831	Monthly
Handi Transit	$1,337,770	50%	$668,885	Monthly
Life After Fifty	$172,438	50%	$86,219	Quarterly
Windsor Symphony	$150,000	50%	$75,000	Quarterly
The Safety Village	$91,250	50%	$45,625	Quarterly
Arts Council	$15,000	50%	$7,500	Quarterly
Artcite Inc.	$15,000	50%	$7,500	Quarterly
Total	**$24,252,308**		**$12,126,154**	

In total, the maximum level of funding required based on the recommended pre-approval is $12,126,154.

Consultations:

N/A

Conclusion:

The 2026 budget process has not yet been finalized and therefore the payment schedules for the City of Windsor funded agencies, as outlined above, may be altered. Payments to these agencies up to a maximum of 50% of their 2025 approved budget would assist in avoiding any financial difficulties that may arise and would also allow for City Council to make further adjustments to annual funding as part of the 2026 budget approval process.

Planning Act Matters:

N/A

Approvals:

Name	Title
David Soave	Manager, Operating Budget Development & Control
Tony Ardovini	Deputy Treasurer - Financial Planning
Janice Guthrie	Commissioner of Finance & City Treasurer

Name	Title
Raymond Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: 2026 Council and Standing Committee Meetings Dates/Start Times and Response to CR 489/2024 - City Wide

Reference:

Date to Council: November 24, 2025
Author: Steve Vlachodimos
City Clerk / Licence Commissioner
svlachodimos@citywindsor.ca
519-255-6100 ext. 6488
Council Services
Report Date: 10/6/2025
Clerk's File #: ACO2025

To: Mayor and Members of City Council

Recommendation:

THAT the report of the City Clerk/ Licence Commissioner dated October 6, 2025 entitled '2026 Council and Standing Committee Meetings Dates/Start Times and Response to CR 489/2024- City Wide' **BE RECEIVED** for information; and further,

THAT the "Schedule of City Council and Standing Committee meetings for 2026" attached as Appendix A, for January 1, 2026 to December 31, 2026 **BE APPROVED**.

Executive Summary:

N/A

Background:

City Council, at its June 7, 2011 meeting adopted the Procedure By-law 98-2011, as amended that includes provision 27.1(m) which states "The clerk shall present an annual meeting calendar in November for consideration by Council for the meeting schedule for the next year". In addition, Section 3.2 (b) of the Procedure By-law states: "A meeting calendar will be presented to Council for approval by the Clerk in November of each year detailing the dates for all Regular Council and Standing Committees of Council".

Furthermore, Council at its meeting held Monday November 25, 2024 adopted CR489/2024 as follows:

> *That administration **BE DIRECTED** to report back to Council at the end of 2025 on the impact of changing the Council meeting start time to 10:00 o'clock a.m.; and, that the information **INCLUDE** public, council, and administration consultations.*

Discussion:

2026 City Council & Standing Committee Meetings

The procedure by-law is prescriptive in terms of when Council and Standing Committees of Council shall be held, with some flexibility built in to allow administration to put forward a schedule that is as efficient and effective as possible, taking into account statutory holidays, Halloween, the annual Association of Municipalities of Ontario (AMO) and Federation of Canadian Municipalities of Ontario (FCM) conferences, as well as a traditional summer recess in the month of August.

Members of Council and the general public can participate in Council meetings and Standing Committee meetings in person in Council Chambers or electronically.

Attached as Appendix A is the schedule of proposed regular Council meeting dates and Standing Committee dates for the calendar year 2026, along with, for information purposes, the deadlines for submitting administrative reports for Council meetings as well as Standing Committee and In-Camera meetings.

2026 is an election year for all municipalities in Ontario. Voting day is scheduled for Monday, October 26, 2026. The new term of Council will officially commence on Sunday, November 15, 2026. The procedure bylaw states the following:

> *'Inaugural meeting – the first meeting in the new term of Council shall be held on November 15th or shortly thereafter, but not later than December 16 which is the Provincially mandated deadline for the newly formed Councils to host their first meeting.'*

For 2026 administration is recommending that the inaugural meeting of Council be held on Monday, November 16, 2026. A further administrative report will be prepared for consideration by the outgoing Council in either September or October of 2026 to confirm the time and location of this meeting. The final meeting of 2022-2026 Council is scheduled for Monday, November 9, 2026.

CR489/2024

Following Council's directive on CR489/2024, Administration conducted further research and sought public input regarding Council meeting dates and start times.

A benchmark review of council schedules in Ontario municipalities with populations of 100,000 or more showed a range of practices: cities such as Oshawa, Burlington, and Hamilton hold meetings at 9:30 a.m., while larger cities—including Brampton, Mississauga, Ottawa, and Toronto—start meetings at either 9:30 or 10:00 a.m. Other municipalities, like Waterloo, Ajax, Vaughan, and Markham, meet in the early afternoon, typically between noon and 3:00 p.m. Other cities—including St. Catharines, Greater Sudbury, Cambridge, Oakville, Milton, and Kitchener—hold their meetings in the evening, beginning at 6:00 p.m. or later.
In neighboring lower-tier Essex County municipalities such as Amherstburg, Lakeshore, Leamington, and the Town of Essex, evening meetings are generally scheduled between 6:00 and 7:00 p.m. on Mondays or Tuesdays.

This benchmarking revealed diverse approaches to meeting days and start times, shaped by each community's governance structures and operational needs. No clear trends emerged from the comparison.

Survey and Public Engagement

Administration developed and launched a public survey to gather input on preferred Council meeting times and methods of participation. The survey was open to all residents, members of Administration, and members of City Council from October 22, 2025 through November 7, 2025. The survey was also reviewed with Dr. Manjari Maheshwari, Professor of Data Analytics at St. Clair College, to ensure that all questions were structured in a fair, neutral, and unbiased manner.

Participants were asked about their past experience viewing and/or attending Council meetings, their preferred methods of participation, and which days and start times they would prefer. Additional questions collected general demographic information, including age range, ward of residence, and role (resident, Councillor, or City staff).

Appendix B is attached and breaks down the survey results by Residents, Council Members, and Administration. A total of 895 participants completed the survey.
Some highlights of the survey results are noted below:

Council Start Times
Overall, a 6:00 p.m. start time was the most preferred, followed by 10 a.m.

- 51% of Residents selected 6:00 p.m.
- 50% of Council Members selected 4:00 p.m.
- 69% of Administration selected 10:00 a.m.

Council Meeting Days
Overall, Monday was the most selected day, with Tuesday and Wednesday following closely behind in that order.

- 50% of Residents preferred Monday.
- Council Member responses were evenly distributed, with 25% selecting each of Monday, Tuesday, Wednesday, and Thursday as their preferred meeting day.
- 70% of Administration preferred Monday.

The survey results and data reflect a balanced mix of opinions and highlight the ongoing importance of flexible, accessible participation options—whether through daytime meetings, later sessions, or virtual attendance.

Impact of 10am Start Times

Council members have shared various preferences for meeting start times in past Council discussions. In general, the time adjustment approved by Council has not resulted in significant operational challenges, and the continued availability of virtual options for delegations has been positively received. Instances where technological challenges emerged were triaged in a timely manner due to available corporate resources which prevented any unnecessary delays to the public. Nevertheless, the

Clerk's office has received some public feedback opposing the changes (refer to Appendix C).

If a Council opts to change when meetings are held, several factors should be considered. Starting meetings after normal work hours will lead to increased staff overtime, ranging between $19,000–$26,000 per year for Information Technology, Council Services and Security staff based on 2025 salary figures. Holding meetings in the evening, especially when sessions are extended into the later hours of the night, could also impact attentiveness and responses. Furthermore, there have been times when senior leadership has reached out to their departmental staff during a Council meeting to seek or confirm answers to Council questions (i.e. pull additional data, financials, research, etc.). This flexibility may not be available if Council hours are extended outside of the regular working hours.

With that said, survey findings demonstrated that the public generally supports a later start time. Adjusting Council meeting start times to later in the day or evening could better accommodate residents employed during standard daytime hours and increase civic participation. However, there are also residents employed during late afternoon/overnight hours who would be impacted by a change and thus limit their civic participation. Although in-person attendance may increase as a result, the City continues to provide virtual access, which helps to address concerns associated with meetings held during traditional working hours.

Risk Analysis:

If Council does not approve the 2026 calendar, the City will be in direct violation of the Procedure By-Law. This could undermine public confidence in the City's governance and decision-making processes, creating possible delays and potentially leading to negative public perception and media coverage. This poses a significant reputational and operational risk.

The associated risks and other considerations of changing start times and/or days have been highlighted in the discussion section above. Furthermore, any changes will have to include a decision point regarding in-camera start times (i.e. before or after regular Council meetings).

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Depending on human resources required to carry out meetings after hours if required, the budget may be negatively impacted. Furthermore, having a hybrid format requires additional support to allow for this flexibility for the public and thus it is imperative to have proper resources on hand to resolve any technological issues which may arise.

Overtime cost for logistics in terms of human resources necessary to undertake a meeting could range from approximately $19,000 to $26,000 more annually depending on the length and number of meetings in a calendar year, based on 2025 salary figures. This range estimate includes 2 Council Services staff, 1 IT staff and 2 Security staff. This does not capture the attendance of subject matter experts that would attend Council meetings should questions arise or additional costs associated with facility-related expenses after hours, which could increase these estimates.

Consultations:

The Greater Essex County District School Board and the Windsor-Essex Catholic District School Board were both consulted in terms of March Break; the Association of Municipalities of Ontario (AMO) provided the dates for the annual AMO Conference, which will be held in Ottawa, Ontario, August 16-19, 2026; the Federation of Canadian Municipalities (FCM) provided the dates for the annual FCM Conference which will be held in Edmonton, Alberta, June 4-7, 2026. These dates were taken into consideration when formulating the 2026 Council Calendar.

Robert Barlozzari, Executive Initiatives Coordinator

Rosamaria Scalia, Financial Planning Administrator

Conclusion:

As required by the Procedure By-law, it is recommended that the attached Schedule of City Council and Standing Committee meetings for January 1, 2026 to December 31, 2026 be approved. Once adopted, this 2026 schedule will be posted to www.citywindsor.ca for citizens to reference, as well as on the City's internal dashboard for employee reference, to allow for proper planning and scheduling. Additional information, research, and data is also provided throughout the report, specifically addressing CR489/2024.

Planning Act Matters:

N/A

Approvals:

Name	Title
Anna Ciacelli	Deputy City Clerk/Supervisor of Council Services
Dave Soave	Manager Strategic Operating Budget and Control
Steve Vlachodimos	City Clerk / Licence Commissioner
Andrew Daher	Commissioner, Corporate Services
Janice Guthrie	Commissioner, Finance & City Treasurer

Name	Title
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Email
Cliff Danby, YourTV	
Emily Moore, YourTV	
Christian Petroski, YourTV	
3Play Media Canada	

Appendices:

Appendices:

1 Appendix A--2026 Schedule of Meetings
2 Appendix B--Council Start Time Survey Response Data
3 Appendix C--Public Feedback

CITY OF WINDSOR
SCHEDULE OF MEETINGS - 2026

JANUARY 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 ✓	16 ✓	17 ✓	18 ✓	19 ✓	20 ✓	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

CRXXX/2025 DATE APPROVED

- Statutory Declared Holidays - Windsor City Hall Closed
- ✓ School Holidays - March Break - March 10-14, 2026
- Regular City Council Meetings (10:00 a.m. Council Chambers, 1st floor, Windsor City Hall)
- FCM Conference - June 4-7, 2026 - Edmonton, AB
- AMO Conference - August 16-19 - Ottawa, ON
- Ford Fireworks - June 22, 2026

STANDING COMMITTEES

- Development & Heritage Standing Committee (5 members of Council + 8 citizens) 4:30 p.m.
- Community Services Standing Committee (5 members of Council) 9:00 a.m.
- Environment, Transportation & Public Safety Standing Committee (5 members of Council) 4:30 p.m.

- Municipal Election - October 26, 2026
- Inaugural Meeting of Council - November 16, 2026

City Council Results

Have you ever attended or viewed a City Council meeting? (Select all that apply.)	Council	%
Attended in person to view proceedings	3	*33%*
Attended in person as a delegation	1	*11%*
Attended virtually as a delegation	0	*0%*
Viewed Online/Television	2	*22%*
Viewed Archived Recoding	3	*33%*
I have never attended or viewed a City Council meeting	0	*0%*
	9	***100%***
How would you prefer to participate in City Council Meetings? (Select one)		
Send a written submission to Council	0	*0%*
Appear as a delegation in person	4	*100%*
Participate in meetings virtually	0	*0%*
I do not engage with City Council Meetings	0	*0%*
Not applicable	0	*0%*
	4	***100%***
What days of the work week would you prefer City Council Meetings to be held? (First choice reported)		
Monday	1	*25%*
Tuesday	1	*25%*
Wednesday	1	*25%*
Thursday	1	*25%*
Friday	0	*0%*
	4	***100%***
What start time for City Council Meeting would you prefer? (First choice reported)		
10:00 a.m.	1	*25%*
12:00 p.m.	0	*0%*
2:00 p.m.	0	*0%*
4:00 p.m.	2	*50%*
6:00 p.m.	1	*25%*
	4	***100%***
What is your age range?		
18 to 28	0	*0%*
29 to 44	2	*50%*
45 to 60	1	*25%*
61 to 79	1	*25%*
80 +	0	*0%*
	4	***100%***
In which Electoral Ward do you currently reside?		
Ward 1 – Councillor Fred Francis	1	*25%*
Ward 2 - Vacant	0	*0%*
Ward 3 – Councillor Renaldo Agostino	1	*25%*
Ward 4 – Councillor Mark McKenzie	0	*0%*
Ward 5 – Councillor Ed Sleiman	0	*0%*
Ward 6 – Councillor Jo-Anne Gignac	0	*0%*
Ward 7 – Councillor Angelo Marignani	0	*0%*
Ward 8 – Councillor Gary Kaschak	1	*25%*
Ward 9 – Councillor Kieran McKenzie	0	*0%*
Ward 10 – Councillor Jim Morrison	0	*0%*
Not sure	0	*0%*
Not a Windsor Resident	1	*25%*
	4	***100%***

City Administration Results

Have you ever attended or viewed a City Council meeting? (Select all that apply.)	#	%
Attended in person to view proceedings	71	*39%*
Attended in person as a delegation	26	*14%*
Attended virtually as a delegation	10	*5%*
Viewed Online/Television	37	*20%*
Viewed Archived Recoding	37	*20%*
I have never attended or viewed a City Council meeting	3	*2%*
	184	***100%***
How would you prefer to participate in City Council Meetings? (Select one)		
Send a written submission to Council	5	*8%*
Appear as a delegation in person	24	*38%*
Participate in meetings virtually	7	*11%*
I do not engage with City Council Meetings	12	*19%*
Not applicable	15	*24%*
	63	***100%***
What days of the work week would you prefer City Council Meetings to be held? (First choice reported)		
Monday	58	*70%*
Tuesday	21	*25%*
Wednesday	4	*5%*
Thursday	0	*0%*
Friday	0	*0%*
	83	***100%***
What start time for City Council Meeting would you prefer? (First choice reported)		
10:00 a.m.	57	*69%*
12:00 p.m.	7	*8%*
2:00 p.m.	8	*10%*
4:00 p.m.	2	*2%*
6:00 p.m.	9	*11%*
	83	***100%***
What is your age range?		
18 to 28	5	*6%*
29 to 44	35	*40%*
45 to 60	43	*49%*
61 to 79	5	*6%*
80 +	0	*0%*
	88	***100%***
In which Electoral Ward do you currently reside?		
Ward 1 – Councillor Fred Francis	14	*16%*
Ward 2 - Vacant	3	*3%*
Ward 3 – Councillor Renaldo Agostino	0	*0%*
Ward 4 – Councillor Mark McKenzie	7	*8%*
Ward 5 – Councillor Ed Sleiman	1	*1%*
Ward 6 – Councillor Jo-Anne Gignac	8	*9%*
Ward 7 – Councillor Angelo Marignani	8	*9%*
Ward 8 – Councillor Gary Kaschak	3	*3%*
Ward 9 – Councillor Kieran McKenzie	6	*7%*
Ward 10 – Councillor Jim Morrison	4	*5%*
Not sure	2	*2%*
Not a Windsor Resident	32	*36%*
	88	***100%***

City Resident/Other Results

Have you ever attended or viewed a City Council Meeting? (Select all that apply.)	#	%
Attended in person to view proceedings	371	*25%*
Attended in person as a delegation	166	*11%*
Attended virtually as a delegation	82	*5%*
Viewed Online/Television	480	*32%*
Viewed Archived Recoding	282	*19%*
I have never attended or viewed a City Council meeting	125	*8%*
	1506	***100%***
How would you prefer to participate in City Council Meetings? (Select one)		
Send a written submission to Council	73	*9%*
Appear as a delegation in person	358	*45%*
Participate in meetings virtually	197	*25%*
I do not engage with City Council Meetings	79	*10%*
Not applicable	90	*11%*
	797	***100%***
What days of the work week would you prefer City Council Meetings to be held? (First choice reported)		
Monday	391	*50%*
Tuesday	171	*22%*
Wednesday	113	*15%*
Thursday	50	*6%*
Friday	53	*7%*
	778	***100%***
What start time for City Council Meeting would you prefer? (First choice reported)		
10:00 a.m.	220	*29%*
12:00 p.m.	61	*8%*
2:00 p.m.	28	*4%*
4:00 p.m.	71	*9%*
6:00 p.m.	388	*51%*
	768	***100%***
What is your age range?		
18 to 28	74	*9%*
29 to 44	273	*34%*
45 to 60	308	*39%*
61 to 79	136	*17%*
80 +	8	*1%*
	799	***100%***
In which Electoral Ward do you currently reside?		
Ward 1 – Councillor Fred Francis	120	*15%*
Ward 2 - Vacant	68	*8%*
Ward 3 – Councillor Renaldo Agostino	89	*11%*
Ward 4 – Councillor Mark McKenzie	141	*18%*
Ward 5 – Councillor Ed Sleiman	45	*6%*
Ward 6 – Councillor Jo-Anne Gignac	91	*11%*
Ward 7 – Councillor Angelo Marignani	65	*8%*
Ward 8 – Councillor Gary Kaschak	38	*5%*
Ward 9 – Councillor Kieran McKenzie	33	*4%*
Ward 10 – Councillor Jim Morrison	56	*7%*
Not sure	33	*4%*
Not a Windsor Resident	24	*3%*
	803	***100%***

Subject: Request to Change Windsor City Council Meeting Time to Evenings

From: Anjali Langford
Sent: May 14, 2025 11:52 AM
To: clerks <clerks@citywindsor.ca>
Subject: Request to Change Windsor City Council Meeting Time to Evenings

To Whom It May Concern,

I am writing to express my concern regarding the current scheduling of Windsor City Council meetings at 10am. on Mondays.

This change from the previous 4:00 p.m. meeting time, implemented in 2024 reportedly to reduce overtime costs, has had a significant impact on public accessibility. While fiscal responsibility is important, the new schedule has made it considerably more difficult for many Windsor residents to attend Council meetings without taking time off work, missing school, or arranging additional child care.

Evening meetings are far more inclusive and allow for broader participation. They ensure that working individuals, students, and parents can attend and engage in the democratic process without hardship. This is especially concerning given that Councilor Town Halls are still held in the afternoon, suggesting that public input continues to be valued during later hours.

Public participation is a cornerstone of transparent and accountable governance, and evening scheduling would make it significantly easier for residents to voice their concerns and contribute to civic discourse.

I respectfully request that Windsor City Council reconsider its meeting schedule and return to holding meetings during the evening.

Thank you for your attention to this matter.

Anjali Langford

Sent from my iPhone

Subject: Official Complaint - City Council Meeting Times

From: Ashley Bruner
Sent: May 14, 2025 11:37 AM
To: clerks <clerks@citywindsor.ca>
Subject: Official Complaint - City Council Meeting Times

Hello there,

My name is Ashley Bruner, a Ward 4 resident who is writing to submit an official complaint about the City Council meeting times. 10AM meetings are extremely prohibitive for public engagement and awareness. In a time where democracy is under threat to our neighbours down south, I believe an informed and engaged public is more important than ever.

I am requesting that the City Council considers moving the meeting time back to its previous time of 4PM, or later. As someone who works full time, it is extremely difficult to take time off and lose wages to attend the 10AM meeting.

I understand Council has cited '$20K' in savings for staff overtime with the 10AM meetings (which is a bit confusing - does overtime start at 4PM?). I am concerned that the $20K estimate is an extremely small portion of the City budget and the erosion of citizen engagement by keeping the meeting times as-is will be a far greater cost.

Thank you for your consideration of this important matter.

Ashley Bruner

Subject: Council Meeting Time Change Request

From: colleen caitlyn
Sent: May 20, 2025 5:23 PM
To: clerks <clerks@citywindsor.ca>
Subject: Council Meeting Time Change Request

Hello,

I am emailing today to make an official complaint / request that city council meeting times be changed to the evenings to better accommodate the schedules of the majority of Windsorites who are unable to attend due to conflicting schedules with their livelihood or schooling. Windsorites should not have to take time off so that they can be a part of changes in their community.

Thank you,

Colleen Herlehy

Subject: Council Meetings

From: S A
Sent: May 15, 2025 5:48 PM
To: clerks <clerks@citywindsor.ca>
Subject: Council Meetings

Greetings,

I write this letter to inform the City how disapointing it is to longer be able to attend Council meetings, since Council made the short sighted decision was made to move meetings to 10 am from the traditional 4pm.

Even more disturbing is the fact that students and children as part of their education can no longer attend government and see how it (doesn't) functions.

In my view, this deteriorates our democracy, makes us weaker, reduces social cohesion, and increases mistrust in government.

I urge for logic to return to governing the city of Windsor, and to restore council meetings to the previous 4pm.

I find no intellect in the decision to save *$20,000 annually* on ovetime by moving the meetings to 10am, when we have money pits like Adventure Bay and the Aquatic Center swallowing *$14,000 PER DAY in taxpayer funds.*

Furthurmore, Ontario has 9 statutory paid holidays per year, yet the City of Windsor Administration offices closed for 21 days last calender year, 12 extra fully paid holidays they were not and are not entitled to but took anyway, which cost taxpayers over $485,000 providing extra bonus days off PAID for administative workers.

NOT ONE OF THE TAXPAYERS GOT 21 PAID HOLIDAYS, LIKE CITY ADMINISTRATIVE EMPLOYEES.

We are all forced to pay for a life style for others, that NONE of us get.

Please restore the democratic 4pm council meetings.

Spencer Allossery

Subject: Return Council Meetings to a Reasonable Time

From: Sue Perry
Sent: May 15, 2025 9:28 AM
To: clerks <clerks@citywindsor.ca>
Subject: Return Council Meetings to a Reasonable Time

This utter nonsense has continued long enough.

We all know the emperor isn't wearing any clothes.

Return Windsor involvement to ACTUAL Windsorites.

Council meetings when and where (how we doin' on getting City Hall on a bus route???????) people can attend them.

Sincerely and hopelessly,

Susan Perry

BY-LAW NUMBER 178-2025

A BY-LAW TO AMEND BY-LAW 10463, BEING A BYLAW TO CLOSE, STOP UP AND CONVEY THE EAST/WEST ALLEY NEXT NORTH OF UNION STREET, FROM THE EASTERN LIMIT OF NEWTON STREET EASTERLY TO THE WEST LIMIT OF THE NORTH/SOUTH ALLEY WEST OF RANDOLPH, R.P. 1125, CITY OF WINDSOR

Passed the 24th day of November, 2025.

WHEREAS it is deemed expedient to amend By-law 10463 adopted on the 29th day of October, 1990, and registered on title on November 26, 1990, as Instrument No. R1146617 (the "By-law");

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. By **DELETING** Section 3 of the By-law in its entirety, and **INSERTING** the following:

THAT the lands described in Schedule "A" hereto are subject to easements in favour of Bell Canada, ENWIN Utilities Ltd., and Managed Network System Inc. (MNSi), to enter upon the said lands so conveyed for the installation, repairs and maintenance of their equipment therein.

2. This by-law shall come into force and take effect on the day upon which it is registered in the Land Registry Office for the County of Essex (No.12).

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 24, 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 24, 2025
Second Reading – November 24, 2025
Third Reading – November 24, 2025

SCHEDULE "A"
TO BY-LAW 178-2025

Part Lot 66, Concession 1, Sandwich West as in WW41163 between Northerly Projection E Limit and Centerline Lot 5, Plan 1125; being forced Alley; s/t R1146617; Windsor

Being all of PIN 01223-0186

City of Windsor
County of Essex

BY-LAW NUMBER 179-2025

A BY-LAW TO AMEND BY-LAW NUMBER 132-2025 CITED AS A BY-LAW TO AUTHORIZE A CERTAIN NEW CAPITAL WORK OF THE CITY OF WINDSOR (THE "MUNICIPALITY"); TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION ("OILC") FOR FINANCING OF SUCH NEW CAPITAL WORK; TO AUTHORIZE TEMPORARY BORROWING FROM OILC TO MEET EXPENDITURES IN CONNECTION WITH SUCH CAPITAL WORK; AND TO AUTHORIZE LONG-TERM BORROWING FOR SUCH CAPITAL WORK THROUGH THE ISSUE OF DEBENTURES TO OILC

Passed the 24th day of November, 2025.

WHEREAS it is deemed expedient to amend By-Law Number 132-2025 of the Council of the Corporation of the City of Windsor, cited as a By-law to authorize a certain new capital work of The Corporation of the City of Windsor (the "Municipality"); to authorize the submission of an Application to Ontario Infrastructure and Lands Corporation ("OILC") for financing of such new capital work; to authorize temporary borrowing from OILC to meet expenditures in connection with such capital work; and to authorize long-term borrowing for such capital work through the issue of debentures to OILC passed the 28th day of July, 2025;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. **THAT** By-Law 132-2025 passed on July 28, 2025 be amended by **DELETING** the third recital

and **SUBSTITUTING** the following in its place**:**

> **AND WHEREAS** in accordance with section 4 of Ontario Regulation 403/02 (the "Regulation"), the Council of the Municipality had its City Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the "Updated Limit"), and, on the basis of the authorized estimated expenditure for the Capital Work, as set out in column (3) of Schedule "A" (a "Capital Work Authorized Expenditures"), the City Treasurer calculated the estimated annual amount payable in respect of the Capital Work, (the "Estimated Annual Amount Payable") and determined that the Estimated Annual Amount Payable does not cause the Municipality to exceed the updated Limit, and accordingly the approval of the Ontario Land Tribunal pursuant to the Regulation, it not required before such Capital Work is authorized by the Council of the Municipality;

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 24, 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 24, 2025
Second Reading - November 24, 2025
Third Reading - November 24, 2025

BY-LAW NUMBER 180-2025

A BY-LAW TO AMEND BY-LAW NUMBER 15-2010 BEING A BY-LAW TO APPOINT CHIEF BUILDING OFFICIAL, DEPUTY CHIEF BUILDING OFFICIALS AND INSPECTORS TO ENFORCE THE BUILDING CODE ACT AND REGULATIONS IN WINDSOR

Passed the 24th day of November, 2025.

WHEREAS original By-law Number 15-2010 was passed on the 18th day of January, 2010;

AND WHEREAS it is deemed expedient to further amend By-law Number 15-2010;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That By-law Number 15-2010 be amended by deleting Schedule "A" attached thereto and substituting Schedule "A" attached hereto.

2. That this By-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 24, 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 24, 2025
Second Reading – November 24, 2025
Third Reading – November 24, 2025

SCHEDULE A

APPOINTMENTS

Department	Position	Name
Building Department	Chief Building Official	John Revell
Building Department	Senior Manager/Deputy Chief Building Official - Permits	Brandon Calleja
Building Department	Senior Manager/Deputy Chief Building Official – Inspections (A)	Jessica Barlow
Building Department	Manager of Inspections	Mike Arthur
Building Department	Manager, Building Engineer/Architect	David Leonard Dean
Building Department	Manager, Building Engineer/Architect	Philip Martin Glos
Building Department	Building Engineer/Architect	Mirella Allison
Building Department	Building Engineer/Architect	Junying Sun
Building Department	Building Engineer/Architect	Marwan Al-Ezzi
Building Department	Building Engineer/Architect	Walid Mustapha Hawilo
Building Department	Building Engineer/Architect	Laura Duncan
Building Department	Building Engineer/Architect	Adam Meeker
Building Department	Building Engineer/Architect	Joshua Noseworthy
Building Department	Building Engineer/Architect	Bahir Khalil
Building Department	Manager, Plan Examination – Small Buildings (A)	Adrian Saroli
Building Department	Plan Examiner	Sukhdeep Gill
Building Department	Plan Examiner	Patrick Golen
Building Department	Inspector II	Wendy Calito
Building Department	Inspector I	Leslie Therrien
Building Department	Inspector II	Oliver Pozar
Building Department	Plan Examiner	Christopher Jedlinski
Building Department	Inspector II	Mike Mollica

Department	Position	Name
Building Department	Inspector I	Brian Jackson
Building Department	Inspector II	George Eberhardt
Building Department	Plan Examiner	Nicola Gesuale
Building Department	Inspector I	Michael Forte
Building Department	Inspector I	Armando Cala
Building Department	Inspector I	Peter Quaglia
Building Department	Mechanical Inspector	Marco Pellerito
Building Department	Inspector I	Trevor Girard
Building Department	Mechanical Inspector	Michael Camlis
Building Department	Plan Examiner	Christopher Odecki
Building Department	Plan Examiner	Divyarajsinh Mahida

BY-LAW NUMBER 181-2025

A BY-LAW TO DESIGNATE ANIMAL CONTROL OFFICERS

Passed the 24th day of November, 2025.

WHEREAS By-law Number 244-2004, being a By-law to Designate Animal Control Officers was passed on the 26th day of July 2004.

WHEREAS it is deemed expedient to amend said By-law to Designate Animal Control Officers to provide an updated list of Animal Control Officers.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That By-law 244-2004 is hereby amended by deleting Schedule "A" of said By-law and replacing it with the Schedule "A" attached hereto.

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 24, 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 24, 2025
Second Reading – November 24, 2025
Third Reading – November 24, 2025

SCHEDULE "A"
TO BY-LAW 181-2025

BALINO, Don
HAMILTON, Todd
JENNER, Dan
POGORZELSKI, Bart
WONG, Andy
DESJARDINS, Michael
IACOBELLI, Rocco
STURDY, Rory
KUPROWSKI, Kevin
BLAIR, Ian
HOUAD, Elie
ABIDINOVIC, Vedran
MCQUEEN, Nicholas
ROBERTSON, Craig
VLACHODIMOS, Steve

BY-LAW NUMBER 182-2025

A BY-LAW TO AMEND BY-LAW NUMBER 392-2002, BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF FEES AND CHARGES

Passed the 24th day of November, 2025.

WHEREAS By-law Number 392-2002 was passed by the Council of The Corporation of the City of Windsor on December 16, 2002;

AND WHEREAS By-law Number 392-2002 has previously been amended;

AND WHEREAS it is deemed expedient to further amend said By-law Number 392-2002 of The Corporation of the City of Windsor;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That By-law Number 392-2002 be further amended by adding the following to page 33 of Schedule "A":

Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	HST Appl.	HST Notes	2025 Fee Excluding HST (Approved)	
							Cost	Unit of Measure
24.1		Development	Development	Soil Re-Use Site Tipping Fee (City Projects)	y		$20.00	Per Cubic Metre
24.2		Development	Development	Soil Re-Use Site Tipping Fee (Non-City Projects)	Y		$25.00	Per Cubic Metre

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 24, 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 24, 2025
Second Reading – November 24, 2025
Third Reading – November 24, 2025

BY-LAW NUMBER 183-2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 24th day of November, 2025.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. By-law Number 8600 is further amended by changing the District Maps or parts thereof of the said by-law and made part thereof, so that the zoning district symbol of the lands therein and hereinafter described shall be changed from that shown in Column 5 hereof to that shown in Column 6 hereof:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amend-ment Number	5. Zoning Symbol	6. New Zoning Symbol
1	10	Part of Lot 27, Plan 1492; Part 2, 12R-30015, PIN No. 01097-1316 LT (located on the south side of Wyandotte Street East between Jos Janisse Avenue and Ellrose Avenue)	N/A	RD2.2 S.20(1)H513	RD2.2 S.20(1)513

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 24, 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 24, 2025
Second Reading – November 24, 2025
Third Reading – November 24, 2025

BY-LAW NUMBER 184-2025

A BY-LAW TO ESTABLISH THE ADMINISTRATIVE PENALTIES IN THE CITY OF WINDSOR

Passed the 24th day of November, 2025.

WHEREAS section 10 of the *Municipal Act*, 2001 S.O. 2001, c. 25 (*Municipal Act*), as amended, authorizes municipalities to enact by-laws respecting highways, including parking and traffic on highways;

AND WHEREAS the Council of the Corporation of the City of Windsor has enacted By-law Number 9023, as amended, being a by-law to regulate vehicular parking within the limits of the City of Windsor on municipal streets, municipal parking lots and private properties;

AND WHEREAS section 102.1 of the *Municipal Act* and O. Reg. 333/07, as amended, authorizes municipalities to require a person to pay an administrative penalty for a contravention of any by-law respecting the parking, standing or stopping of vehicles;

AND WHEREAS section 21.1 of the *Highway Traffic Act*, R.S.O. 1990, c. H.8 (*Highway Traffic Act*), as amended, authorizes municipalities to establish an administrative penalty system to promote compliance with the *Highway Traffic Act* and its regulations.

AND WHEREAS section O. Reg. 355/22, as amended, authorizes municipalities to require a person to pay an administrative penalty for a contravention of any prescribed provisions of the *Highway Traffic Act*, including section 144(18).

AND WHEREAS the Council of the Corporation of the City of Windsor considers it desirable to provide for a system of administrative penalties to promote compliance with By-law Number 9023 and the *Highway Traffic Act* and its regulations.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

PART I

INTERPRETATION

1. In this by-law,

"Administrative Penalty" means a monetary penalty established by this by-law and imposed pursuant to the *Municipal Act* or the *Highway Traffic Act*, as the case may be.

"City" means The Corporation of the City of Windsor.

"Council" means the council of the City.

"Designated By-law Provision" means a by-law provision creating a vehicle parking, stopping or standing violation listed in Column 2 of Schedule "A".

"Designated Statute Provision" means the provisions of the *Highway Traffic Act* prescribed for the purposes of subsection 21.1(2) of the Highway Traffic Act, namely section 144(18) ("redlight camera enforcement") violations as listed in Schedule "B" of this by-law.

"Fees and Charges By-law" means the City's By-law 392-2002 as amended from time to time.

"Fee – Hearing No Show" means an administrative fee from time to time established by the Fees and Charges By-law in respect of a Person's failure appear at the time and place scheduled for a hearing before a Hearing Officer.

"Fee – Late Payment" means an administrative fee from time to time established by the Fees and Charges By-law in respect of a Person's failure to pay an Administrative Penalty by the date on which it is due and payable.

"Fee – MTO Plate Denial" means an administrative fee from time to time established by the Fees and Charges By law for notifying the Registrar of Motor Vehicles for the purpose of plate permit denial.

"Fee – MTO Search" means an administrative fee from time to time established by the Fees and Charges By law for searching the records of the Ontario Ministry of Transportation.

"Hearing Officer" means a person appointed pursuant to this by-law to review administrative penalties for designated by-law provisions and/or designated statute provisions.

"Hearing Review" means a review of a Screening Decision by a Hearing Officer.

"Hearing Officer Appeal Form" means the form to be completed and delivered to the City when appealing a Screening Decision, or requesting an extension of time to appeal a Screening Decision. The Hearing Officer Review Form is available on the City's website www.citywindsor.ca and at Administrative Penalties, Parking Enforcement Office, 1266 McDougall Avenue, Windsor, Ontario N8X 3M7.

"Manager of Transportation Operations" means the person who holds the position of Manager of Transportation Operations for City, or their designate;

"Officer"

(1) For a Designated By-law Provision: includes members of Windsor Police Service, Provincial Offences Officers of the City of Windsor and any other person authorized by the City to enforce this by law; or

(2) For a Designated Statute Provision: a prescribed authorized person under section 21.1(2) of the *Highway Traffic Act*, namely a person employed by the City and designated as a provincial offences officer by the Ministry of Transportation under section 1(3) of the *Provincial Offences Act* for the purposes of all or any class of offences set under Part XIV.2 of the *Highway Traffic Act*.

"Owner" in relation to a Vehicle means,

(1) the person whose name appears on the permit for the vehicle; and

(2) if the vehicle permit consists of a vehicle portion and plate portion and different persons are named on each portion, the person whose name appears on the plate portion.

"Penalty Notice" means a notice given to a Recipient who has violated a Designated By-law Provision or Designated Statute Provision or in the case of a Designated By-law Provision, issued to the person who, in the opinion of the Officer appears to have care or control of the Vehicle at the time of the Violation.

"Parking By-law 9023" means the City's By-law 9023 Being a By-law to Regulate Vehicular Parking within the limits of the City of Windsor on Municipal Streets, Municipal Parking Lots and Private Properties;

"Penalty Notice Date" means the date of service of the Penalty Notice.

"Penalty Notice Number" means the unique file number specified on the Penalty Notice.

"Recipient" means the person responsible for the Violation of a Designated By-law Provision or Designated Statute Provision.

"Screening Decision" means a decision made by a Screening Officer pursuant to section 16 of this by-law.

"Screening Decision Date" means the date on which a Screening Decision is made pursuant to section 16 of this by-law.

"Screening Officer" means a person employed by the City for the purposes of this by-law to review administrative penalties for Designated By-law Provisions and/or Designated Statute Provisions.

"Screening Review" means a review of a Penalty Notice, including the Administrative Penalty and administrative fees, by a Screening Officer.

"Screening Officer Review Form" means the form to be completed and delivered to the City when requesting a review by a Screening Officer, or requesting an extension of time to request a review by a Screening Officer. The Screening Officer Review form is available on the City's website www.citywindsor.ca and at Administrative Penalties, Parking Enforcement Office, 1266 McDougall Avenue, Windsor, Ontario N8X 3M7.

"Vehicle" means a motor vehicle as defined in the *Highway Traffic Act* but includes a trailer, traction engine, farm tractor, road building machine and any vehicle drawn, propelled or driven by any kind of power, including muscular power, and does not include the cars of electric or stream railways running only upon rails.

"Violation" includes a contravention or failure to comply with a Designated By-law Provision or a Designated Statute Provision.

PART II

ADMINISTRATIVE PENALTIES

Designation

2. (1) This by-law applies to the Designated By-law Provisions and the Designated Statute Provisions.

(2) Despite anything in this by-law to the contrary, the *Provincial Offences Act, R.S.O. 1990, c. P.33 (Provincial Offences Act)* does not apply to a Violation of a Designated By-law Provision or a Violation of a Designated Statute Provision.

Penalty Notice

3. Subject to sections 4 and 5 of this by-law an Officer who has reason to believe that there has been a Violation of a Designated By-law Provision or a Designated Statute Provision, may issue a Penalty Notice within 23 days after the day upon which the Violation occurred.

4. The Penalty Notice shall include the following information:

(1) The date of issuance of the Penalty Notice;

(2) The Penalty Notice Number;

(3) Particulars of the Violation, including the date and location of the Violation and Vehicle license plate number;

(4) The amount of the Administrative Penalty determined under section 6 of this by-law;

(5) Information respecting the process by which the Recipient may pay the Administrative Penalty or request a Screening Review and Hearing Review;

(6) A statement advising that the Administrative Penalty will, unless cancelled or reduced pursuant to the review, constitute a debt of the Recipient to the City; and

(7) The name and identification number of the Officer issuing the Penalty Notice.

5. In addition to the information in section 4 of this by-law, a Penalty Notice issued for a Designated Statute Provision shall include:

(1) A statement that the Recipient must, no later than 30 days after the day the Penalty Notice is served on them, pay the Administrative Penalty unless the Recipient commences an appeal in accordance with this by-law; and

(2) A statement that the Recipient may, no later than 30 days after the day of the Penalty Notice is served on them, commence an appeal in accordance with this by-law.

6. The amount of an Administrative Penalty imposed pursuant to this by-law shall be:

(1) For a contravention of a Designated By-law Provision, the amount set out in Column 3 of Schedule “A”; or

(2) For a contravention of a Designated Statute Provision, the sum of the amounts set out in Column 3 and Column 4 of Schedule “B”.

Payment of Administrative Penalty

7. (1) Upon issuance of a Penalty Notice the Recipient shall be liable to pay to the City an Administrative Penalty in the amount provided by section 6 of this by-law, and by the applicable due date.

(2) For a Designated By-law Provision:

(a) Despite the provisions of subsection (1) an Administrative Penalty for a Designated By-law Provision is payable upon effective service of the Penalty Notice unless otherwise indicated by the Screening Decision, the Hearing Decision, and/or any decision regarding a request for an extension of time to pay or a payment plan.

(b) Where any decision is issued varying the date or amount which is payable in relation to an Administrative Penalty for a Designated By-law Provision, the Administrative Penalty and any administrative fees will be deemed to be payable in accordance with that decision.

(3) For a Designated Statute Provision:

(a) Despite the provisions of subsection (1) an Administrative Penalty for a Designated Statute Provision is payable within 30 days after the date of effective service of the Penalty Notice, unless an appeal has been commenced.

(b) If an appeal of a Penalty Notice does not result in the Penalty Notice being cancelled, the Recipient shall pay the Administrative Penalty for a Designated Statute Provision within 30 days after:

(1) the date of the Screening Decision, if no request for a Hearing Review has been made; or

(2) the date of the Hearing Decision, if a request for a Hearing Review was made.

Notice

8. Service of the Penalty Notice or any notice or document to a Recipient respecting this by-law may be given in writing in any of the following ways and is effective:

(1) On the date a copy is placed on or affixed in any manner to a Recipient's Vehicle;

(2) On the date a copy is delivered personally to the Recipient to whom it is addressed; or

(3) On the seventh (7^{th}) day after a copy is sent by regular or registered mail or by courier to the Recipient's last known address that appears on the Ontario Ministry of Transportation's records in respect of the holder of the plate portion of the permit for the motor vehicle involved in the Violation.

9. Any notice or document respecting this by-law to be given to the City shall be given in writing in any of the following ways and is effective:

(1) When a copy is personally delivered to the City during its regular business hours to "City of Windsor, Public Works, Parking Enforcement Office, 1266 McDougall Avenue, Windsor, Ontario N8X 3M7, on the date that it is personally served; or

(2) When a copy is sent by email to the City at apgeneral@citywindsor.ca , on the date that the email is sent; or

(3) When a copy is sent by either regular mail or courier to "City of Windsor, Public Works, Parking Enforcement Office, 1266 McDougall Avenue, Windsor, Ontario N8X 3M7, on the fifth (5th) day after a copy is sent by regular mail or courier.

PART III

REVIEWS

Screening Review

10. When a Recipient is given a Penalty Notice, the Recipient may, request a Screening Review of the Penalty Notice or an extension of time to make this request with respect to a Penalty Notice by submitting a Screening Officer Review Form in accordance with section 11 or section 13 of this by-law, as applicable. Such request is to include:

(1) The Penalty Notice Number,

(2) The Person's mailing address;

(3) In the case of a request to extend the time to request a review, the reasons, if any, for having failed to exercise the right to request a review within the time limited by section 11 for a Designated By-law Provision and section 13 for a Designated Statute Provision; and

(4) Particulars of all grounds upon which the request to review or request to extend time to request a review is based.

For Designated By-law Provisions:

11. A Recipient may request a Screening Review within 30 calendar days after the Penalty Notice Date for a Designated By-law Provision, or submit a request that the Screening Officer extend the time to request a Screening Review in accordance with section 10 of this by-law.

12. Where there is no request for a Screening Review or request for an extension of time to request a Screening Review within 30 calendar days after the Penalty Notice Date, the right to request a Screening Review or request for an extension of time to request a Screening Review expires, and

(1) the right to request a Screening Review shall be deemed to have been waived by the Recipient,

(2) the Administrative Penalty, including any administrative fees, shall be deemed to be affirmed on the 31st day after the Penalty Notice Date, and there shall be no further review or appeal, and

(3) no request for a Screening Review or extension of time can be accepted.

For Designated Statute Provisions

13. A Recipient may request a Screening Review within 30 calendar days after the Penalty Notice Date for a Designated Statute Provision, or submit a request that the Screening Officer extend the time to request a Screening Review in accordance with section 10 of this by-law.

14. Where there is no request for a Screening Review or request for an extension of time to request a Screening Review within 30 calendar days after the Penalty Notice Date, the right to request a Screening Review or request for an extension of time to request a Screening Review expires, and

    (1) the right to request a Screening Review shall be deemed to have been waived by the Recipient,

    (2) the Administrative Penalty, including any administrative fees, shall be deemed to be affirmed on the 31st day after the Penalty Notice Date, and there shall be no further review or appeal, and

    (3) no request for a Screening Review or extension of time can be accepted.

15. Where a Penalty Notice for a Designated Statute Provision has been sent to plate denial and a request for a Screening Review is subsequently received, the vehicle owner shall pay the late payment fee.

16. The following applies to a review of an Administrative Penalty by a Screening Officer:

    (1) When a request to review is made in accordance with this by-law, the review shall be undertaken by a Screening Officer in writing in respect of the particulars provided by the Person pursuant to section 10(4) of this by-law.

    (2) On a review of an Administrative Penalty, a Screening Officer may affirm the Administrative Penalty and any administrative fees, cancel the Administrative Penalty, including the administrative fees, or reduce the amount of the Administrative Penalty including the administrative fees, or extend the time for payment of the Administrative Penalty, including any fees related thereto, on the following grounds:

        (a) Where the Person establishes, on a balance of probabilities that the contravention did not occur as described in the Penalty Notice; or

        (b) The cancellation or reduction of the Administrative Penalty including any administrative fees, or extension of the time for payment of the Administrative Penalty, including any administrative fees related thereto, is necessary to relieve established undue financial hardship.

    (3) Every Person who requests a review by a Screening Officer shall receive a Screening Decision.

    (4) When a Person receives a Screening Decision that affirms all or part of an Administrative Penalty and does not extend the time for payment of the Administrative Penalty, the Person shall pay to the City the Administrative Penalty within 30 days after the Screening Decision was issued unless the Person commences an appeal to a Hearing Officer in accordance with this by-law.

(5) When a Person receives a Screening Decision that affirms all or part of an Administrative Penalty but extends the time for payment of the Administrative Penalty, the Person shall pay to the City the Administrative Penalty by the date specified in the Screening Decision unless the Person requests a Hearing Review in accordance with this by-law.

Hearing Review

17. When a Recipient has received a Screening Decision under section 16 of this by-law, the Recipient may request a Hearing Review or request an extension of time to make this request with respect to a Screening Decision by submitting a Hearing Officer Appeal Form in accordance with section 18 or section 20 of this by-law, as applicable.

For Designated By-law provisions:

18. A Recipient may request a Hearing Review of a Screening Decision for a Violation of a Designated By-law Provision within 30 calendar days after the date of the Screening Decision, or request that the Hearing Officer extend the time to request a Hearing Review in accordance with section 22 of this by-law.

19. Where there is no request for a Hearing Review or request for an extension of time to request a Hearing Review within 30 calendar after the Screening Decision for a Designated By-law Provision, the right to request a Hearing Review or request for an extension of time expires, and

    (1) the right to request a Hearing Review shall be deemed to have been waived by the Recipient,

    (2) the Screening Decision, and the Administrative Penalty included in the Screening Decision, including any administrative fees, shall be deemed to be affirmed on Screening Decision Date,

    (3) the Screening Decision and the Administrative Penalty, including any administrative fees, are final and shall not be subject to any further review or appeal; and

    (4) no request for a Hearing Review or extension of time can be accepted.

For Designated Statute Provisions

20. A Recipient may request a Hearing Review of a Screening Decision for a Violation of a Designated Statute Provision within 30 calendar days after the Screening Decision, or submit a request that the Hearing Officer extend the time to request a Hearing Review in accordance with section 22 of this by-law.

21. Where there is no request for a Hearing Review or request for an extension of time to request a Hearing Review within 30 calendar days after the Screening Decision for a Designated Statute Provision, the right to request an extension of time expires, and

    (1) the right to request a Hearing Review shall be deemed to have been waived by the Recipient,

    (2) the Screening Decision, and the Administrative Penalty included in the Screening Decision, including any administrative fees, shall be deemed to be affirmed on Screening Decision Date,

(3) the Screening Decision and the Administrative Penalty, including any administrative fees, are final and shall not be subject to any further review or appeal; and

(4) no request for a Hearing Review or extension of time can be accepted.

22. (1) A Hearing Officer may extend the time to request a Hearing Review only where a Recipient demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.

(2) Where an extension of time to request a Hearing Review is:

(a) refused or approved, no further request for an extension of time can be made by a Recipient;

(b) refused, the Administrative Penalty is deemed to be affirmed and there shall be no further review or appeal.

23. The following applies to a review of a Screening Decision by a Hearing Officer:

(1) The right to request a Hearing Review, or to request an extension of time to request a Hearing Review are exercised by submitting a Hearing Officer Review Form in accordance with section 18 or section 20 of this by-law, as applicable. Such request is to include:

(a) The Penalty Notice Number;

(b) The Recipient's mailing address;

(c) In the case of a request to extend the time request a Hearing Review, the reasons, if any, for having failed to exercise the right to request a Hearing Review within the time limited by section 18 or section 20 of this by-law, as applicable; and

(d) Particulars of all grounds upon which the request for Hearing Review is made.

(2) The Recipient shall be given no fewer than seven (7) days' notice of the date, time and place of the Hearing Review by the Hearing Officer.

(3) If the Recipient fails to appear at the time and place scheduled for the review hearing:

(a) The Recipient shall be deemed to have abandoned the request for a Hearing Review;

(b) The Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision shall be deemed to be final;

(c) The Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision shall not be subject to review, including review by any Court; and

(d) The Recipient shall pay to the City a Fee – Hearing No-Show.

(4) A Hearing Officer shall not make any decision respecting Hearing Review unless the Hearing Officer has given each of the Recipient and the Officer who issued the Penalty Notice an opportunity to be heard at the time and place scheduled for the Hearing Review.

(5) A representative may act on behalf of and represent a Recipient in respect of a Hearing Review before a Hearing Officer where the Hearing Officer is satisfied that:

(a) The Recipient is entitled to be heard by the Hearing Officer;

(b) The representative is a lawyer, a licensed paralegal or a person who is exempt from the requirement to be licensed by by-law passed pursuant to the *Law Society Act*, R.S.O. 1990, c. L.8.

(c) The Recipient has authorized in writing the representative to act on behalf of and to represent the person in the particular hearing;

(d) The written authorization specifies the representative's qualification for the purpose of clause (b) including, in the case of a representative who claims to be exempt from the requirement to be licensed, the particular ground prescribed by by-law passed pursuant to the *Law Society Act,* R.S.O. 1990, c. L.8 upon which the representative purports to be exempt; and

(e) The written authorization has been filed for the hearing before the Hearing Officer and remains in effect.

(6) If a Recipient requires an interpreter for the purpose of a hearing before a Hearing Officer, the Person must provide for the interpreter at the Person's own expense.

(7) On a Hearing Review of the Screening Decision, the Hearing Officer may affirm the Screening Decision and any administrative fees, cancel the Administrative Penalty, including the administrative fees, or reduce the amount of the Administrative Penalty including the administrative fees, or extend the time for payment of the Administrative Penalty, including any fees related thereto, on the following grounds:

(a) Where the Person establishes, on a balance of probabilities that the contravention did not occur as described in the Penalty Notice; or

(b) The cancellation or reduction of the Administrative Penalty including any administrative fees, or extension of the time for payment of the Administrative Penalty, including any administrative fees related thereto, is necessary to relieve established undue financial hardship.

(8) Every Person who requests a hearing review of a Screening Decision shall receive a Hearing Decision.

(9) When a Recipient receives a Hearing Decision that affirms all or part of a Screening Decision, the Recipient shall pay to the City the Administrative Penalty within 30 days after the Hearing Decision was issued unless the Screening Decision extended the time for payment of the Administrative Penalty, in which case the Recipient shall pay to the City the Administrative Penalty by the date specified in the Screening Decision.

(10) A Hearing Decision is final and not subject to review including review by any Court.

General

24. Neither a Screening Officer nor a Hearing Officer has jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

PART IV

FINANCIAL ADMINISTRATION

25. An Officer is not permitted to accept payment in respect of the Administrative Penalty.

26. An Administrative Penalty that is affirmed or reduced or in respect of which the time for payment has been extended pursuant to this by-law is due and payable and constitutes a debt to the City of each Recipient to whom or to which the Penalty Notice was given.

27. Payment of an Administrative Penalty must be received by the due date under this by-law and will not be credited until received by the City.

28. Where a Person has paid an Administrative Penalty that is then cancelled or reduced pursuant to this by-law, the City shall refund the amount cancelled or reduced.

29. The following applies when an Administrative Penalty imposed for a contravention of a Designated By-law Provision that is not paid to the City within 30 days after the due date under this by-law:

(1) The Recipient to whom the Penalty Notice was given shall pay to the City a Fee – Late Payment.

(2) The City may file a certificate of default in a court of competent jurisdiction and, once filed, the certificate is deemed to be an order of the court and may be enforced in the same manner as an order of the court.

(3) The City may notify the Registrar of Motor Vehicles at the Ministry of Transportation, or the Ministry of the Attorney General and:

(a) Issuance and validation of a permit may be refused to the Owner of the Vehicle identified in the Penalty Notice as being involved in the contravention until the Administrative Penalty is paid; and

(b) The Recipient to whom the Penalty Notice was given shall pay to the City a Fee – MTO Search and a Fee – MTO Plate Denial.

(4) The City may rely on any enforcement measures permitted under the *Municipal Act* or O. Reg. 333/07, to collect the unpaid Administrative Penalty and any fees related thereto.

30. The following applies when an Administrative Penalty imposed for a contravention of a Designated Statute Provision that is not paid to the City within 30 days after the due date under this by-law:

(1) The City may notify the Ministry of the Attorney General of the default. Where the City notifies the Ministry of the Attorney General, the City shall not collect the payment of the administrative penalty but rather the Province of Ontario shall collect the payment, and:

(a) The Recipient to whom the Penalty Notice was given shall pay a late payment fee as set out in O. Reg. 355/22 under the Highway Traffic Act and said fee shall be included in the amount of the Administrative Penalty; and

(b) The province of Ontario may refuse issuance and validation of a permit to the Recipient of the Vehicle identified in the Penalty Notice until the Administrative Penalty including late payment fee, is paid.

(2) The City may rely on any other enforcement measures permitted under the *Highway Traffic Act* or O. Reg. 355/22 to collect the unpaid Administrative Penalty and any fees related thereto.

PART V

SCREENING OFFICERS AND HEARING OFFICERS

31. The position of Screening Officer is established for the purpose of exercising Delegated Powers of Decision pursuant to this by-law.

32. The following are not eligible for appointment as a Screening Officer:

(1) A member of Council of the City.

33. The position of Administrative Penalty Screening Officer as defined in the Collective Agreement between the Corporation of the City of Windsor and Windsor Municipal Employees' Local 543 Canadian Union of Public Employees, from time to time, is appointed a Screening Officer for the purposes of this By-law.

34. The position of Hearing Officer is established for the purpose of this by-law

35. Hearing Officers shall be appointed by Council on the recommendation of the City Solicitor which recommendation shall give preference to eligible candidates:

(1) With knowledge of and experience in administrative law; and

(2) Of good character.

36. The following are not eligible for appointment as a Hearing Officer:

(1) An employee or member of Council of the City; or

(2) A person indebted to the City other than:

(a) In respect of current real property taxes; or

(b) Pursuant to an agreement with the City the terms with which the person is in compliance.

37. Each Hearing Officer shall hold office during the term or remainder of the term of the Council that appointed the Hearing Officer and thereafter until the Hearing Officer is reappointed or a successor is appointed pursuant to this by-law.

38. Screening Officers and Hearing Officers shall have no authority to delegate their powers or duties.

39. When a Screening Officer is absent or the position is vacant, the Manager of Transportation Operations may appoint an Acting Screening Officer.

40. When a Hearing Officer is not available to sit at a hearing or part thereof, the City Solicitor may appoint an Acting Hearing Officer to act in the place and stead of the Hearing Officer under this by-law. The City Solicitor shall maintain a roster of qualified lawyers and select on a rotational basis from the roster a lawyer to be an Acting Hearing Officer.

41. The Manager of Transportation Operations shall determine the scheduling of hearings before any Hearing Officer having regard to the efficiency and timeliness of hearings processes and to the availability of the Hearing Officer.

42. No person shall attempt, directly or indirectly, to communicate with or influence a Hearing Officer respecting the determination of an issue respecting a hearing review that is or will be pending before the Hearing Officer except a person who is entitled to be heard in the hearing or the person's lawyer or licensed paralegal and only by that person or the person's lawyer or licensed paralegal during the hearing in which the issue arises. Failure to comply with this section constitutes an offence.

43. Section 42 does not prevent a Hearing Officer from consulting with the City Solicitor.

44. In any hearing before a Hearing Officer, a statement respecting any matter related to the process or hearing purporting to be signed by the Manager of Transportation Operations or by a person authorized by a City by-law to undertake enforcement of the provisions of a designated by-law provision, designated statute provision or this by-law is, without proof of the office or signature of the Manager of Transportation Operations or such authorized person, receivable in evidence as proof, in the absence of evidence to the contrary, of the facts stated in the statement for all purposes in the hearing.

45. Hearings before a Hearing Officer shall be subject to the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22.

46. A decision of a Hearing Officer is final.

47. Screening Officers and Hearing Officers shall comply with the City's Code of Conduct for Members of Council and Local Boards and the City's Code of Ethics and the Conflict of Interest Policy.

PART VI

GENERAL

Offences

48. Each Person who contravenes section 42 of this by-law is guilty of offence and upon conviction is liable to a penalty as provided in the *Provincial Offences Act*.

Complaints and Comments

49. Complaints and comments respecting the administration of the Administrative Penalty system pursuant to this by-law may be given to the Manager of Transportation Operations who shall consider each such complaint and examine opportunities for improvements.

References

50. References in this by-law to any legislation or by-law, means as may be amended from time to time, or successor by-laws or legislation and includes any regulations thereunder.

Severability

51. In the event that any provisions of this by-law are deemed invalid or void, in whole or in part, by any court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

Repeal and Transition

52. That By-law Number 80-2013, as amended, is hereby repealed.

53. That By-law 112-2013, as amended is hereby repealed.

54. Despite the provisions of section 53, any Screening Review or Hearing Review commenced under the provisions of By-law 112-2013 shall be completed in accordance with the provisions of By-law 112-2013.

55. Where a request for a Hearing Review has not been commenced prior to this by-law coming into force, such request for Hearing Review will be processed and completed under the provisions of this by-law.

56. Any reference in a Penalty Notice to Parking By-law 9023, shall be deemed to be a reference to this Administrative Penalty By-law.

Short Title

57. This by-law may be known as the “Administrative Penalty By-law”.

Effective Date

58. This by-law shall come into force and take effect on January 1, 2026.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 24, 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 24, 2025
Second Reading – November 24, 2025
Third Reading – November 24, 2025

SCHEDULE "A" TO BY-LAW 184-2025 **ADMINISTRATIVE PENALTIES**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Offence Creating Provision in By-law 9023	COLUMN 3 Penalty Amount
1	PARK AT EXPIRED METER AND NEEDS ADDITIONAL MONIES	54.A	$30.50
2	PARK WITH FEE PAYMENT IN DEFAULT	53	$30.50
3	PARK OVER THE TIME LIMIT - LOTS / METERS	56	$33.25
4	PARK IN A NO PARKING ZONE	10.2.B	$42.25
5	PARK IN A LOADING ZONE	10.2.A	$50.00
6	PARK BEYOND PERMITTED TIME	8	$33.25
7	PARK ON PROHIBITED SIDE OF ROAD	12	$42.25
8	PARK ON PRIVATE PROPERTY WITHOUT CONSENT	42.1	$33.25
9	PARK IN AN ALLEY	10.1.E	$42.25
10	PARK WITHIN 3 METERS OF A FIRE HYDRANT	10.1.B	$89.00
11	PARK IN A TAXICAB STAND	22	$50.00
12	PARK OUTSIDE DESIGNATED PARKING SPACE	51	$42.25
13	PARK ON A BOULEVARD / SIDEWALK	7	$42.25
14	PARK FACING THE WRONG WAY	14	$42.25
15	DOUBLE PARK	13	$42.25
16	PARK BLOCKING A DRIVEWAY	10.1.G	$42.25
17	PARK, STOP OR STAND IN A SCHOOL BUS ZONE	18.2	$89.00
18	PARK IN A STATE OF ABANDONMENT	10.1.A	$42.25
19	PARK OR STOP IN A BUS STOP	20	$50.00

20	PARK OR STOP IN A NO STOPPING ZONE	19	$89.00
21	PARK OR STOP IN A HANDICAPPED PARKING SPACE	21.12	$488.50
22	PARK OR STOP IN A FIRE ROUTE	31	$166.50
23	PARK WITHOUT A RESIDENTIAL PERMIT	70.2	$50.00
24	PARK ON A HIGHWAY WITH WEIGHT OF 3,000 KGS. OR MORE	10.3	$72.25
25	PARK OBSTRUCTING ANOTHER VEHICLE	10.1.F	$42.25
26	PARK IN A LOT WITH WEIGHT OF 3,000 KGS. OR MORE	52	$72.25
27	PARK ON CORE SALT/PLOUGH ROUTE	10.1.J	$42.25
28	PARK AT WRONG ANGLE TO THE CURB	11	$42.25
29	STAND IN A NO STANDING ZONE	17	$55.50
30	PARK OR STOP MORE THAN 30 CM FROM CURB	14	$42.25
31	PARK OBSTRUCTING TRAFFIC MOVEMENT	10.1.I	$133.25
32	PARK ON HIGHWAY W/ WGT OF 3,000KG OR MORE - 10PM to 6PM	10.4	$72.25
33	SAME SPOT LONGER THAN 3 CONSECUTIVE DAYS	10.5	$42.25
34	PARK WITHIN 15M OF THEATRE, APARTMENT, HOSPITAL, HOTEL	10.1.C	$42.25
35	PARK WITHIN 15 METERS OF MAIN ENTRANCE TO A CHURCH	10.1.D	$42.25
36	PARK WITHIN 15 METERS OF A RAILWAY CROSSING	10.1.K	$42.25

37	PARK WITHIN 15 METERS OF AN INTERSECTION	10.2.B	$42.25
38	PARK WITHIN 7.5 METERS ON SAME SIDE AS FIRE HALL	10.2.C	$42.25
39	PARK ALONG CURB ADJACENT TO A SCHOOL BETWEEN 8AM-5PM	10.2.E	$42.25
40	PARK WITHIN 30 METERS OF A PEDESTRIAN CROSSOVER	20.A	$42.25
41	TAXICAB NOT PARKED IN TAXICAB STAND WHILE WAITING FOR HIRE	23	$42.25
42	PARKED WITHOUT CONSENT ON CITY PROPERTY	42.2	$33.25
43	PARKED WITH PARKING PERMIT NOT CLEARLY DISPLAYED	21.4	$33.25
44	PARK AT A METER THAT IS OUT OF ORDER AND SHOWS "FAIL"	54.B	$30.50
45	PARK AT A METER THAT HAS NO DISPLAY OR READS BLANK	54.C	$30.50
46	TRAILER PARKED UNATTACHED FROM TOW VEHICLE	10.7	$41.00
47	PARK, STAND OR STOP ON A FRONT YARD	42.3	$33.25
48	PARK OR STOP IN A BICYCLE LANE	10.6.F	$55.50
49	PARK OR STOP IN AN ELECTRICAL CHARGING SPACE	10.1.N	$55.50
50	PARK A VEHICLE WITHIN 3 METRES OF A COMMUNITY MAILBOX	10.1.O	$42.25

SCHEDULE "B" TO BY-LAW 184-2025 **ADMINISTRATIVE PENALTIES**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Offence Creating Provision in *Highway Traffic Act*, 1990, c. H.8, as amended	COLUMN 3 Penalty Amount / Set Fine	COLUMN 4 Victim Fine Surcharge (VFS)
1	Red light – fail to stop	144(18)	$260	$60
2	Red light – fail to stop – community safety zone	144(18)	$400	$85

BY-LAW NUMBER 185-2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 245-2004, BEING "A BY-LAW FOR THE REGISTRATION AND LICENSING OF DOGS AND FOR THE CONTROL OF DOGS GENERALLY WITHIN THE CITY OF WINDSOR"

Passed the 24th day of November, 2025.

WHEREAS it is deemed expedient to further amend By-law Number 245-2004 of the Council of The Corporation of the City of Windsor, cited as "A By-law for the Registration and Licensing of Dogs and for the Control of Dogs Generally Within the City of Windsor" passed the 27th day of September, 2004, as heretofore amended:

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That section 1 of By-law Number 245-2004 be amended by adding thereto subsection ee) and ff) as follows:

   ee) **"Day"** means a calendar day.

   ff) **"Working Day"** means a Day excluding Saturday, Sunday, or statutory holidays.

2. That By-law Number 245-2004 be amended by deleting section 2 and substituting the following therefor:

   2. Where an Animal Control Officer is of the opinion that a dog has attacked, bitten, or caused injury to a person, or has demonstrated a propensity, tendency or disposition to do so, or has significantly injured a domestic animal, the Animal Control Officer may direct the Guardian of the dog to obtain a licence for each such dog.

3. That By-law Number 245-2004 be amended by deleting section 3 and substituting the following therefor:

   3. Every Guardian directed by an Animal Control Officer to obtain a licence shall, within ten (10) working days of the direction by an Animal Control Officer, obtain a licence for each such dog and pay a licence fee for each such dog in accordance with Column 2 of Schedule "A", attached hereto and forming part of this by-law.

   (a) Every Guardian directed by an Animal Control Officer to obtain a licence shall obtain a licence for each such dog and pay a licence fee for each such dog in accordance with Column 2 of Schedule "A", attached hereto and forming part of this by-law, every year thereafter until the dog is deceased, before the 1st of February in every year.

   (b) Where a Guardian is directed by an Animal Control Officer to obtain a licence for a dog pursuant to this section, and the dog is subsequently gifted or sold, the recipient of the dog shall comply with the licensing requirements for the dog under this by-law.

4. That By-law Number 245-2004 be amended by deleting section 4 and substituting the following therefor:

> 4. A Guardian may, at any time and without being directed by an Animal Control Officer to obtain a licence, obtain a licence for a dog and pay a licence fee for each such dog in accordance with Column 2 of Schedule “A”, attached hereto and forming part of this by-law.

5. That By-law Number 245-2004 be amended by deleting section 11 and substituting the following therefor:

> 11. a) Where a dog has been seized or impounded pursuant to the provisions of Section 10, the Guardian of the dog may redeem such dog within three (3) days (exclusive of any Sunday or statutory holiday) after its delivery to the Pound Keeper by paying to the Pound Keeper the sum of the expenses of the Pound Keeper provided in Section 10 and a fee of $10.00 for the credit of the City.
>
> b) After the expiration of the redemption period, the Pound Keeper may keep, gift, sell or dispose of a dog impounded under this by-law, subject to the provisions of the Animals for Research Act, R.S.O. 1990, Chap. A. 22, as amended.
>
> c) Prior to a dog being redeemed, gifted, or sold pursuant to this by-law, the Pound Keeper shall ensure that the Guardian or recipient of the dog, as the case may be, has complied with the licensing requirements for the dog under this by-law.

6. That By-law Number 245-2004 be amended by deleting “Schedule A” and substituting therefor “Schedule A”, attached hereto and forming part of this By-law.

7. That By-law Number 245-2004 be amended by deleting “Schedule B”.

8. This By-law shall come into force and take effect on January 1, 2026.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 24, 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 24, 2025
Second Reading – November 24, 2025
Third Reading – November 24, 2025

SCHEDULE "A"
TO BY-LAW NO. 185-2025

Column 1 **LICENCE TYPE**	**Column 2** **ANNUAL LICENCE FEE**
Mandatory Licence (Pursuant to Section 3)	$125
Voluntary Licence (Pursuant to Section 4)	$25

BY-LAW NUMBER 186-2025

BEING A BY-LAW TO AMEND THE STORMWATER CHARGE BY-LAW IN THE CITY OF WINDSOR

Passed the 24th day of November, 2025.

WHEREAS on November 25, 2024 council passed By-law 171-2024 being a By-law to Impose Stormwater Charges in the City of Windsor, also referred to as the Stormwater Charge By-law.

AND WHEREAS it is deemed expedient to amend the said Stormwater Charge By-law

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That the following definitions be added to Section 1 of the said By-law:

   *"**Cemetery**" means a property recognized as such by the Municipal Property Assessment Corporation (MPAC) by the designation of an MPAC land use property code of 702 (Cemetery) or 703 (Cemetery with non-internment services).*

   *"**Condominium Property**" means a Property that is contained on a condominium plan registered with the local land registry office.*

   *"**Place of Worship**" means a property recognized as such by the Municipal Property Assessment Corporation (MPAC) by the designation of an MPAC land use property code of 314 (clergy residence), or 700 (Place of worship - with a clergy residence) or 701 (Place of Worship - without a clergy residence).*

2. That the definition of "**Credit Program**" in the said By-law be deleted and replaced with the following:

   ***"Credit Program"** means the City's program provided to reduce Stormwater Charges for qualifying property owners meeting the specifications set out herein.*

3. That the definition of "**Property Owner**" in the said By-law be deleted and replaced with the following:

   *"**Property Owner**" means the registered owner of a Property and in the case of a Condominium Property includes the condominium corporation.*

4. That the definition of "**Stormwater Account**" in the said By-law be deleted and replaced with the following:

   *"**Stormwater Account**" means the customer account to which charges for such services to a Property are invoiced by ENWIN.*

5. Sections 5 and 6 of the said By-law be deleted and replaced with the following:

5. The Credit Program provides Property Owners of Multi-Residential, Non-Residential and Other property with the opportunity to receive a reduction to their Stormwater Charge where specific qualifying criteria are met.

6. Property Owners of Multi-Residential, Non-Residential and Other property may qualify for Stormwater Charge credits where such Property Owners can clearly demonstrate to the City that the Property meets the qualifying criteria and categories of the Credit Program outlined in Schedule "B' hereto. The combined maximum Stormwater Charge Credit available through the Credit Program is 50% of the Stormwater Charge.

6. Section 7 of the said By-law be deleted.

7. Section 9 of the said By-law be deleted and replaced with the following:

9. Reductions to Stormwater Charges made as a result of the approval of a Stormwater Charge Credit Application shall take effect in accordance with the following schedule:

(1) *Stormwater charge Credit applications submitted on or prior to June 30, 2026: Reductions that result from Stormwater Charge Credit applications which were submitted on or prior to June 30, 2026 will be retroactive to the first date of billing if the basis for the Credit existed on or before June 30, 2026, as determined by the Supervisor of Right-of-Way Programs.*

(2) *Stormwater Charge Credit Applications submitted on or after July 1, 2026 : Reductions that result from applications which were submitted on or after July 1, 2026 will be retroactive up to the date of submitting the Complete Application to the Supervisor of Right-of-Way Programs or the date on which the qualified Stormwater Management Structures came into service, as determined by the Supervisor of Right-of-Way Programs, whichever date is later.*

8. The following be added as Section 17.1 of the said By-law:

17.1 The Property Owner of an individual condominium unit may be billed directly for their respective share of the condominium Property's Stormwater Charge where:

(1) *The condominium parcel is exclusively residential;*
(2) *All units within the condominium plan hold a tax account with the City; and*
(3) *All units within the condominium plan receive individual ENWIN bills for water usage*

and in such cases the Stormwater Charge shall be calculated based on the Impervious Area of the entire Property within the condominium plan and divided equally among each Property Owner of a condominium unit within the plan.

9. Schedule “A” to the said By-law be deleted and replaced with the Schedule “A” attached hereto.

10. Schedule “B” to the said By-law be deleted and replaced with the Schedule “B” attached hereto.

11. Schedule “C” to the said By-law be deleted and replaced with the Schedule “C” attached hereto.

This Amending By-law shall come into force and effect on January 1, 2026.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 24, 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 24, 2025
Second Reading – November 24, 2025
Third Reading – November 24, 2025

SCHEDULE "A"
STORMWATER CHARGE
RATE

Residential **Stormwater Fee Rate(s)**		
	Monthly	Annual
Tier 1 Small (27 - 200 square meters of impervious area)	$8.00	$96.00
Tier 2 Medium (201 - 325 square meters of impervious area)	$10.00	$120.00
Tier 3 Large (Greater than 325 square meters of impervious area)	$12.00	$144.00

Multi-Residential, Non-Residential & Other Stormwater Fee Rate (Annually)	
Stormwater Fee Rate (27 square metres of impervious area and greater)	$1.26 per square meter of impervious area

For residential or commercial properties with less than 27 square meters of impervious area, no Stormwater fee shall be charged.

SCHEDULE "B"
CREDIT PROGRAM

1. SCOPE OF CREDIT PROGRAM

The Stormwater Fee Credit Program (the "Credit Program") recognizes that certain private on-site stormwater management investments and practices can enhance public safety and reduce the cost of the City's stormwater program over the long-term. The amount of credit reflects the priorities of the City's stormwater management program.

For the purpose of this Credit Program, The term "practice" is used to reference creditable Stormwater Management Structures and Stormwater Conveyance Infrastructure; "Stormwater Management Structure" has the meaning provided in the By-law and "Stormwater Conveyance Infrastructure" means a system of natural and artificial components, such as pipes, ditches, catch basins, and gutters, that collects and moves stormwater runoff from a location to an outlet or a receiving body of water".

There are two types of credit available to City of Windsor property owners through the Credit Program: Structural Control Credit and Direct Discharge Credit. A property may be eligible for one or a combination of the credit types below but **in no case shall the total credit amount for a property exceed 50% of the property's stormwater fee.**

The City reserves the right to modify the Credit Program or to eliminate the Credit Program altogether. The City will honor credit, subject to the Credit Program at the time of approval, to a property owner for a minimum of twenty (20) years provided that the practice continues to be operated and maintained as designed.

Single-family residential properties, which are charged a tiered flat rate fee based on impervious area, are not eligible for either a Structural Control Credit or Direct Discharge Credit, under this program.

2. TYPES OF CREDIT

Structural Control Credit: is granted for the installation, operation, and maintenance of physical Stormwater Management Structures that controls and/or treat runoff from a property. **The structures must control and/or treat runoff beyond that required by regulatory requirements.**

Direct Discharge Credit: granted for the installation, operation, and maintenance of Stormwater Conveyance Infrastructure that captures runoff from your property and discharges it directly to Detroit River or Lake St. Clair. The stormwater may not, at any point, enter the City's municipal stormwater management system

A shared credit system application may be submitted when multiple private property owners share one stormwater management system. A shared system credit application can be considered to support either a Structural Control Credit, Direct Discharge Credit, or both. Properties must have an approved stormwater management report and formal agreement between all properties sharing the stormwater system to be eligible for this credit. If all parties have not signed an agreement, the application will be rejected and no credits will be issued.

3. STRUCTRUAL CONTROL CREDIT – ELIGIBILITY AND CALCULATION

a) Eligibility: All multi-family residential (three or more residential units, including condominiums) and non-residential properties (for example, parking lots, mixed-use, institutional, industrial, and commercial properties) are eligible to participate in the Structural Control Credit Program if they meet the Technical Criteria below, except for any portion of a property that is exempt from the stormwater fee.

b) Technical Criteria: The following technical criteria must be met to receive credit under this category:

- The Stormwater Management Structure must exceed minimum regulatory requirements in place at the time of original installation; and

- The Stormwater Management Structure must be designed in accordance with a City-recognized standard such as the Ministry of Environment, Conservation, and Parks ("MECP") Stormwater Management Planning and Design Manual and Windsor/Essex Region Stormwater Manual; and

- The Stormwater Management Structure must be fully maintained and operated by the property owner or as applicable at least one property owner following the provisions of the Credit Sharing Application – Property Owner Agreement. Structures that have been assumed by the City for maintenance are not eligible for credit

c) Performance Criteria and Credit Amount: The credit amount is based on how well Stormwater Management Structures achieve the performance criteria in Table 1. The level of control required to achieve credit depends on whether the project controls stormwater runoff from existing developed impervious (hard) area or controls stormwater runoff from new or expanded impervious area associated with a new development/site expansion:

- **Voluntary Control of Existing Impervious Surface**: No new impervious area is proposed. The property owner(s) control stormwater runoff above requirements at the time of initial development (structures that have already been installed) or above (allowable) existing conditions (new structures).
- **New Development/Site Expansion**: New impervious area is created as part of new development or a site expansion. Control is required by regulation, but the property owner(s) voluntarily enhanced control above Regional and City's minimum standards.

Table 1 - Structural Control Credit

Category	Voluntary Control of Existing Impervious Surface	New Development/Site Expansion	Total Credit (50% Maximum)	
Peak Flow Reduction	**Allowable peak flow for the site reduced by 10% to 40% during the 100 year event.**	**Allowable peak flow for the site reduced by 10% to 40% during the 100 year and Climate Change, Urban Stress Test (UST) 150 mm events.**	**Up to 40%**	**Total of no more than 50%**
Runoff Volume Reduction (Water Balance Control)	**Percentage reduction of rainfall volume from the first 15 mm to 30 mm of a single event.**	**Percentage reduction of rainfall volume for the first 30 mm to 50 mm of a single event.**	**Up to 40%**	
Water Quality Treatment	**Provide water quality controls to an enhanced level of treatment (80% Total Suspended Solids [TSS] removal).**		**Up to 10%**	

*Note: **Peak Flow Reduction Category:** Voluntary Control of Existing Impervious Surfaces to consult with the City at the pre-consultation stage to confirm the storm event target to be used for the allowable peak flow rate.*

d) Detailed Evaluation Criteria: The following calculations are used to determine the credit amount depending on whether the site currently has Stormwater Management Structures in place to control existing impervious area or control impervious area as part of a new development/site expansion

Peak Flow Reduction – Voluntary Control of Existing Impervious Surface

The amount of credit, up to 40%, is based on reducing the allowable peak flow for the entire site by up to 40% during the 100-year event. Credit eligibility is based on the performance

of Stormwater Management Structures that reduce peak release rates from 90% of the allowable flow (a 10% credit) down to 60% of the allowable flow (full 40% credit).

- Allowable = Flow based on property's peak allowable discharge rate in L/s
- Proposed voluntary = flow based Stormwater Management Structures controlling above the requirements at the time of development in L/s

$$\left(1 - \frac{proposed\ voluntary}{allowable}\right) \times 100\% = \%\ credit\ (\max 40, \min 10)$$

Determining an existing site's peak allowable flow rate is based on the best available information including design information for the receiving system (sewer, Municipal Drain, etc.), historic design practices, and City-approved stormwater management reports for the private infrastructure.

Peak Flow Reduction – New Development/Site Expansion

The amount of credit, up to 40%, is based on reducing the allowable peak flow for the entire site by up to 40% during the 100-year event. Credit eligibility is based on the performance of Stormwater Management Structures that reduce peak release rates from 90% of the allowable flow (a 10% credit) down to 60% of the allowable flow (full 40% credit).

The amount of credit, up to 40%, is based on reducing the allowable peak flow for the entire site by between 10% and 40% during the 100 year and Climate Change 150 mm (Urban Stress Test [UST]) events. The proposed voluntary value is calculated as the average peak flow rate between the two events. The site is defined as the geographic area required to meet the City's stormwater management requirements at the time of development/expansion. Credit eligibility is based on the performance of Stormwater Management Structure that reduce peak release rates from 90% of the allowable flow (a 10% credit) down to 60% of the allowable flow (full 40% credit).

- Allowable = Flow based on property's peak allowable discharge rate in L/s
- Proposed voluntary = flow based Stormwater Management Structures controlling above the requirements at the time of development in L/s

$$\left(1 - \frac{proposed\ voluntary}{allowable}\right) \times 100\% = \%\ credit\ (\max 40, \min 10)$$

No credit will be given for a peak flow reduction, less than 90% of the allowable flow.

Runoff Volume Reduction (Water Balance Control) – Existing Impervious Surface

The amount of credit, up to 40%, is based on how much volume of stormwater runoff can be retained or re-used on the site at the onset of a storm event. Credit is scaled depending on the reduction amount. No credit is provided for less than a 15 mm reduction of volume falling over the area from any single storm event. Full credit is provided for a 30 mm or greater reduction of volume over the area. The property owner(s) may take credit for existing stormwater detention or volumetric re-use controls that go beyond minimum regulatory requirements. Calculations should reflect where volumetric controls are proposed. Stormwater volumes can be converted between m3 and mm using the formula below.

$$volume\ (m^3) = \ volume\ (mm) * catchment\ area\ (m^2)\ /\ 1000$$

- Existing = Existing runoff reduced (mm) from site beyond the minimum requirements based on the proposed rainfall target.
- Proposed Voluntary = Proposed runoff reduced (mm) by new detention or re-use systems, or an enhancement to the existing system.
- Min volume reduction = 15 mm
- Max volume reduction = 30 mm

$$\frac{(existing\ mm + proposed\ voluntary\ mm) - \min \text{ volume reduction mm}}{\max \text{ volume reduction } mm - \min \text{ volume reduction } mm} * 40\% = \%\ credit$$

Note: The applicant must also provide accompanying calculations of existing and proposed runoff volumes based on the rainfall target and the expected reduction off the site. The above

equation is to be used as a general summary of runoff reduction for credit review.

The credit is applied to the drainage area controlled by Stormwater Management Structures. In general, volume from a wet pond permanent pool or similar will not be credited for runoff volume reduction. Continuous modelling or simulations may be required to demonstrate long-term average annual retention water balance control targets will be achieved.

Runoff Volume Reduction (Water Balance Control) – New Development/Site Expansion

The amount of credit, up to 40%, is based on how much volume of stormwater runoff from the entire site can be retained or re-used at the onset of a storm event. The site is defined as the geographic area required to meet the City's stormwater management requirements at the time of development/expansion. Credit is scaled depending on the reduction amount. No credit is provided for less than a 30 mm reduction of volume falling over the area from any single storm event. Full credit is provided for a 50 mm reduction or greater of volume over the area. Calculations apply to all impervious areas on the site. Stormwater volumes can be converted between m3 and mm using the formula below.

$$volume\ (m^3) = volume\ (mm) * catchment\ area\ (m^2)\ /\ 1000$$

- Proposed = Proposed runoff reduced by new stormwater detention or re-use systems from the entire site in mm
- Min volume reduction = 30 mm
- Max volume reduction = 50 mm

$$\frac{(proposed\ mm) - \text{min volume reduction}\ mm}{\text{max volume reduction}\ mm - \text{min volume reduction}\ mm} * 40\% = \%\ credit$$

Note: The applicant must also provide accompanying calculations of existing and proposed runoff volumes based on the rainfall target and the expected reduction off the site. The above equation is to be used as a general summary of runoff reduction for credit review.

The credit is applied to the drainage area controlled by Stormwater Management Structures. In general, volume from a wet pond permanent pool or similar will not be credited for runoff volume reduction. Continuous modelling or simulations may be required to demonstrate long-term average annual retention water balance control targets will be achieved.

Water Quality Treatment

The amount of credit, up to 10%, is based on achieving **enhanced water quality levels (80% removal of TSS)** in accordance with the MECP Stormwater Management Planning and Design Manual. There is no credit for a structure that does not achieve enhanced water quality treatment.

For voluntary control of existing impervious surfaces, the 10% credit is applied to the drainage area controlled by Stormwater Management Structures. This will be based on the site's catchments.

For a new development the entire site must meet the enhanced level of treatment. For a site expansion, the site is defined as the geographic area required to meet the City's stormwater management requirements at the time of development or expansion and at minimum that site area must meet the enhanced level of treatment. As appropriate, the 10% credit is applied proportionally to the site.

4. DIRECT DISCHARGE CREDIT – ELIGIBILITY AND CALCULATION

a) Eligibility: Multi-family residential (three or more residential units, including condominiums) and non-residential properties (for example, parking lots, mixed-use, institutional, industrial, and commercial properties) outletting to Detroit River or Lake St. Clair, including properties using shared Stormwater Management Structures, are eligible to participate in the Direct Discharge Credit Program if they meet the Technical Criteria below, except for any portion of a property that is exempt from the stormwater fee.

Multi-family residential and non-residential properties (including upstream properties) that use a shared outlet to Detroit River or Lake St. Clair, may be eligible for this credit provided they meet the Technical Criteria below and complete a Credit Sharing Application, subject to review and approval by the City Engineer.

b) Technical Criteria:

Credit is granted for the installation, operation, and maintenance of private Stormwater Conveyance Infrastructure that captures stormwater from impervious area on a property and discharges it directly to Detroit River or Lake St. Clair. Stormwater Conveyance Infrastructure may include but is not limited to curbs, gutters, swales, ditches, inlets, depressed areas, soakaway pits, infiltration trenches, retaining walls, manholes, storm sewer pipes, and outfalls.

Applications for properties not directly adjacent to Detroit River or Lake St. Clair must demonstrate adequate hydraulic conveyance capacity of the private (shared) infrastructure to confirm that runoff does not enter the City's stormwater system. If this cannot be demonstrated for an entire upstream property, a proportionally reduced Direct Discharge Credit may apply.

The following technical criteria must be met to receive credit:

- The stormwater runoff from lands subject to the Direct Discharge Credit may not, at any point, enter the City of Windsor municipal stormwater management system; and

- Stormwater Conveyance Infrastructure constructed prior to January 1, 2025 may not be required to be designed to a specific standard. However, it must be confirmed to operate and function as originally designed, per engineering drawings and Stormwater Management Report, and may be confirmed through a site inspection by the City; and

- Stormwater Conveyance Infrastructure constructed on or after January 1, 2025 shall be designed in accordance with a City-recognized standard. Stormwater Conveyance Infrastructure must be able to capture and convey flows with a minor system level of service based on the 5 year design storm event; and,

- The Stormwater Conveyance Infrastructure must be fully maintained and operated by the property owner.

If the Technical Criteria for Direct Discharge Credit are not met the property may still be eligible for a Structural Control Credit if it meets the Technical Criteria for a Structural Control Credit

c) Performance Criteria and Credit Amount:

For a full credit (50%) (as shown on Table 2A) the property owner(s) must demonstrate that at least 75% of a property's drainage area including 75% of the site's impervious area will be conveyed directly to Detroit River or Lake St. Clair. This requirement would apply to both applications for properties directly adjacent to Detroit River or Lake St. Clair and properties using a private (shared) direct outlet

For properties directly adjacent to Detroit River or Lake St. Clair, property owner(s) must demonstrate that flow restrictions and storage requirements are not (or would not be) required in general accordance with the specifications in the Windsor/Essex Region Stormwater Manual.

- For properties with an existing City-approved Stormwater Management Report, the Stormwater Management Report may be used to satisfy this requirement. A site servicing drawing/lot grading plan may be requested if it does not form part of the approved Stormwater Management Report.
- For properties without a City-approved Stormwater Management Report, the property owner must submit a Stormwater Management Report to the City's satisfaction.

Direct discharge is eligible for a credit of up to 50%. The Direct Discharge Credit may be combined with the Water Quality Treatment category from the Structural Control Credit,

however, the maximum available credit summed across all categories cannot exceed 50%.

Category	Voluntary Control of Existing Impervious Surface	New Development/Site Expansion	Total Credit (50% Maximum)	
Direct Discharge – Adjacent to Detroit River or Lake St. Clair	Demonstrate, through a City-approved Stormwater Management Report, that no flow restrictions or storage is required in accordance with the Windsor Essex Region Stormwater Manual. For the full 50% credit demonstrate that at least 75% of a property's drainage area including 75% of the site's impervious area will be conveyed directly to Detroit River or Lake St. Clair.		Up to 50%	**Total of no more than 50%**
Direct Discharge – Private (Shared) Direct Outlet	Demonstrate, through a City-approved Stormwater Management Report, that peak flows from all storm events up to the 100 year event will be conveyed through private (shared) infrastructure required in accordance with the Windsor Essex Region Stormwater Manual. For the full 50% credit demonstrate that at least 75% of a property's drainage area including 75% of the site's impervious area will be conveyed directly to Detroit River or Lake St. Clair.		Up to 50%	
Water Quality Treatment	Provide water quality controls to an enhanced level of treatment (80% Total Suspended Solids [TSS] removal).		Up to 10%	

**If a Direct Discharge Credit is given to a portion of land, then that portion of land is not eligible for a Runoff Volume Reduction or Peak Flow Reduction credit.

Properties not eligible for a full 50% Direct Discharge Credit may be eligible for a partial Credit, as outlined in Table 2B. The fraction of the property eligible for credit is determined by the lesser of the following two values:

- (A) The fraction of total site draining directly to Detroit River or Lake St. Clair or
- (B) The fraction of the site's total imperviousness (hard surfaces) that drains directly to the Detroit River or Lake St. Clair.

For clarity, the equations used to calculate values (A) and (B) are provided below. Credit values in Table 2B may be interpreted linearly.

$$Fraction\ (A) = \frac{Total\ Area\ of\ the\ Property\ with\ Direct\ Dischagre\ Outlet\ (ha)}{Total\ Property\ Area\ (ha)}$$

$$Fraction\ (B) = \frac{Total\ Imprevious\ Area\ of\ the\ Property\ with\ Direct\ Dischagre\ Outlet\ (ha)}{Property\ Total\ Imprevious\ Area\ \ (ha)}$$

Table 2B – Direct Discharge Credit Scale

Direct Discharge Fraction	Direct Discharge Credit
0.50	**10%**
0.55	**18%**
0.60	**26%**
0.65	**34%**
0.70	**42%**
0.75	**50%**

SCHEDULE “C”
EXEMPT PROPERTIES

Property Type	**Amount of Exemption**
Property owned by District School Board(s) and School Authorities (Section 58 of the Education Act, R.S.O., 1990)	100%
Place of Worship	60%
Cemetery	60%

BY-LAW NUMBER 187-2025

BEING A BY-LAW TO AMEND THE WASTEWATER SERVICE RATE BY-LAW IN THE CITY OF WINDSOR

Passed the 24th day of November, 2025.

WHEREAS on November 25, 2024 council passed By-law 172-2024 being a By-law to Impose a Wastewater Service Rate in the City of Windsor;

AND WHEREAS it is deemed expedient to amend the said By-law;

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

1. That the Schedule “B” attached to the said By-law be deleted and replaced with the Schedule “B” attached hereto.

2. This Amending By-law shall come into force and effect on January 1, 2026.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 24, 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 24, 2025
Second Reading – November 24, 2025
Third Reading – November 24, 2025

SCHEDULE "B"
TO BY-LAW 187-2025

WASTEWATER SERVICE RATE

VARIABLE WASTEWATER FEE RATES – RESIDENTIAL	
	2026
Water Usage	**Monthly Rate $/cubic meter**
Step1 0 cubic meters	$0.00
Step 2 1-5 cubic meters	$1.75
Step 3 6-17 cubic meters	$3.40
Step 4 18-30 cubic meters	$3.55
Step 5 31 cubic meters or greater	$3.58

VARIABLE WASTEWATER FEE RATES – COMMERCIAL	
Commercial Wastewater Surcharge Rate	$1.66 per cubic meter of water used monthly

BY-LAW NUMBER 188-2025

A BY-LAW TO AMEND BY-LAW NUMBER 164-2015 BEING A BY-LAW TO PROVIDE FOR TAX REDUCTIONS IN RESPECT OF ELIGIBLE HERITAGE PROPERTIES

Passed the 24th of November, 2025.

WHEREAS By-law Number 164-2015 was passed on the 7th day of December, 2015;

AND WHEREAS it is deemed expedient to further amend By-law Number 164-2015;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That By-law Number 164-2015 be amended by deleting Section 13 and substituting the following therefor:

   "13. The heritage property tax reduction program shall be available for a period of fifteen (15) years from the passing of this by-law."

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 24, 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 24, 2025
Second Reading – November 24, 2025
Third Reading – November 24, 2025

BY-LAW NUMBER 189-2025

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 24TH DAY OF NOVEMBER, 2025

Passed the 24th 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 24, 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 24, 2025
Second Reading - November 24, 2025
Third Reading - November 24, 2025

Item No. 18.1

Committee Matters: SCM 358/2025

Subject: Summary of Outstanding Council Questions List as of November 13, 2025

Outstanding Council Questions List

Meeting Date	CQ #	Status	Council Member	Department	Question
2/3/2020	CQ 4-2020	Outstanding	Kieran McKenzie	Comm. Human & Health Services and Comm. Economic Development	That Administration prepare a comparative analysis of the Affordable Housing frameworks and incentives that are in place in comparable municipalities. To the extent that the data is available the analysis should consider all forms of affordable housing and the composition of the affordable housing marketplace in the communities analyzed.
7/26/2021	CQ 17-2021	Outstanding	Kieran McKenzie	Comm. Corporate Services	Asks that, to promote greater public safety for all people, that Administration work to develop a by-law for Council consideration to provide the City of Windsor with additional tools within the licensing framework for enforcement agencies to address unsafe and illicit activity in hotels and motels across the community that create dangerous and undesirable situations for motel guests, neighbours, and community members alike. The bylaw development process should include consultation process with industry stakeholders and social service providers, social agencies and health providers from both within and external to the City of Windsor as well as any other stakeholder group deemed appropriate by Administration.
1/16/2023	CQ1-2023	Outstanding	Kieran McKenzie	Comm. Economic Development	Asks that given Council's declaration of a Climate Change Emergency informing the need to address climate change through municipal policy frameworks; And further, given the energy capacity challenges and opportunities faced by our community over the short, medium and long term; That Administration report back to Council with proposals for Council consideration to create a Green Energy Community Energy Plan (CIP) with the goal of creating a favourable energy investment climate for sustainable energy proposals.
2/13/2023	CQ5-2023	Outstanding	Kieran McKenzie	Comm. Economic Development	Given the significant housing crisis challenging municipalities across Canada, including the City of Windsor And noting, the objective stated by the Government of Ontario to add 1.5 Million home across the province over the next 10 years, including 13,000 in our Community. And Whereas, the City of Windsor has already recognized the benefits of adding housing capacity through Additional Dwelling Units (ADUs) by enacting Planning Act amendments thereby eliminating some barriers to investment. That Administration report back with further options for Council to consider that would include a range of financial tools including (but not necessarily limited to) a targeted Community Improvement Plan or Grant program that would address industry challenges to help promote greater uptake of the opportunity to augment housing stock through investments in ADUs.

Meeting Date	CQ #	Status	Council Member	Department	Question
2/13/2023	CQ6-2023	Outstanding	Kieran McKenzie	Comm. Legal & Legislative Services	That, given the City of Windsor's stated objective in Council's approved Diversity and Inclusion Initiative to: continually take steps to learn and grow as a community and to recognize that "diversity adds to our strength and creates an important opportunity for fostering understanding, acceptance and innovation", and, The City's publicly articulated commitment to an Agency, Board and Committee (ABC) appointments process that is transparent, fair and consistent; That Administration undertake a review of the city's appointment policy, including a comparison to processes and policies adopted in peer municipalities such as (but not limited to) London, Kitchener and Cambridge and report back with options for Council consideration in terms of best practices or improvements that can be made in the context of Equity, Diversity, Inclusion, Transparency and Accountability.
2/27/2023	CQ10-2023	Outstanding	Angelo Marignani	Comm. Community Services	That Administration report back to City Council on a collaboration with Detroit City Council in creating a new International Freedom Festival. This world class civic event will promote international investment while improving the quality of life in our city. It will showcase our rich heritage and shared identity of our two cities. The focal point of this new annual festival will be the new Gordie Howe International Bridge, opening in 2024. There is more than a bridge that connects us and it is in our advantage to strengthen these connections.
10/30/2023	CQ33-2023	Outstanding	Jo-Anne Gignac	Comm. Economic Development	Asks that Administration report back with tools that we, as a municipality, have to protect areas of our city that we have designated or identified, such as historic districts, historic neighbourhoods or even roadways, such as the Riverside Vista, as developments and intensification occurs in order to ensure that these developments compliment these identified areas.
1/15/2024	CQ1-2024	Outstanding	Gary Kaschak	CAO	Asking that Administration provide a comprehensive report regarding all of the activities, situations, interactions & ramifications involved that occur within our Municipality from having the two current Federal border crossings & soon to be 3 located in our City. All financials, use of City employees & monies involved with Windsor hosting these Federal border crossings are required to be outlined for City Council.
7/8/2024	CQ32-2024	Outstanding	Kieran McKenzie	Comm. Economic Development	Asks that Administration report back on options that will help address scenarios where tenants in rental accommodations in the City of Windsor may be at risk for heat exposure in their dwelling unit.
7/8/2024	CQ33-2024	Outstanding	Renaldo Agostino	Comm. Economic Development	Asks that given over the past month, our downtown has unfortunately seen some long-standing businesses leave their location due to landlord/tenant issues including earlier eviction then may be necessary. Acknowledging that administration is currently undergoing a review of all CIPs, I ask that when the final report comes back, it includes a review of potential CIP options that could help mitigate such situations in the downtown core
9/9/2024	CQ37-2024	Outstanding	Gary Kaschak	Comm. Community & Corporate Services	Asks that Administration prepare a report for City Council outlining what it would entail from an Administrative & Financial standpoint to potentially have the similar 'Supie Program' at one Park in all 10 Wards starting in the spring/summer of 2026. The Councillor along with Administration would determine the Ward Park location.
9/9/2024	CQ40-2024	Outstanding	Kieran McKenzie	Comm. Community & Corporate Services	Asks that Administration report back on the open data frameworks we have at the City of Windsor and report back on best practices observed in comparable communities across Ontario.

Meeting Date	CQ #	Status	Council Member	Department	Question
9/23/2024	CQ42-2024	Outstanding	Fred Francis	Comm. Human & Health Services	Asks that Administration report back to City Council with respect to options for homelessness, specifically the logistics and costs for creating tiny home villages, similar as to what has been done in other Ontario cities. This report should also include any pros and cons of doing so, based on best practices and testimonials from the other City's governments, if applicable.
10/28/2024	CQ46-2024	Outstanding	Fred Francis	Comm. Community & Corporate Services	Asks that Administration provide a report pertaining to the use of Artificial Intelligence software within City business and operations. What is our plan to utilize AI within the City business and operations? How are other cities and different levels of government moving forward with the usage of AI?
2/10/2025	CQ4-2025	Outstanding	Renaldo Agostino	Comm. Community & Corporate Services	With the extension of H4 at Water World, it is clear that downtown has lost its community centre. With that being said, I would like administration to investigate partnerships with organizations like the Boys and Girls Club of Canada to open a youth community centre in the core. What would the process be to get a Boys and Girls Club in Windsor? Some of our empty schools would make a perfect location
4/14/2025	CQ5-2025	Outstanding	Angelo Marignani	Comm. Community & Corporate Services	Asks that given the increasing senior population in Windsor and concerns raised regarding the cost of living for our seniors, could administration provide a report outlining current challenges faced by seniors in our area and potential strategies to mitigate them. Areas of concern are public parks, public transit, utility costs to improve the quality of life for our seniors.
4/28/2025	CQ7-2025	Outstanding	Renaldo Agostino	Comm. Community Services	Our hearts go out to the Filipino community and the City of Vancouver following this weekend's senseless tragedy. In light of this incident, and drawing from my experience hosting similar events, I ask that administration conduct a review of our current event safety planning policies. Specifically, I would like the review to include a risk assessment process for all of our public event spaces. Given my background in managing street closures and public event logistics, I would also like to offer my participation and insights as part of this review process.
5/12/2025	CQ10-2025	Outstanding	Renaldo Agostino	Comm. Community Services	Asks that Administration review our arts funding model, post-Covid. We can see the arts community struggling – what can we do to support more artists in our city?
5/26/2025	CQ11-2025	Outstanding	Fred Francis	Comm. Community Services	Asks that Administration please provide to City Council a status report regarding the establishment of an Ojibway National Urban Park and the involvement of both the Federal and Provincial governments in doing so.
5/26/2025	CQ12-2025	Outstanding	Gary Kaschak	Comm. Infrastructure Services	As we are seeing more, anywhere from 8 to 12 individuals living in a single residence, with each person having their own vehicle, and in some cases using and parking commercial vehicles on city streets also, it has caused a strain to the on-street parking availability and system. Asks that Administration provide a report with options to alleviate the above situations, and in that report, can Administration also advise of the potential of a City By-law allowing, for example, only 4, 5, or 6 vehicles maximum at a residence. Any vehicles over and above a number that Administration and City Council choose would be subject to a yearly fee per vehicle to be paid, or the amount added to their property tax bill.

Meeting Date	CQ #	Status	Council Member	Department	Question
7/14/2025	CQ13-2025	Outstanding	Renaldo Agostino	Comm. Human & Health Services	Asks that as the landscape of social challenges continues to evolve, particularly with anticipated legislation such as Bill 6 and pending changes to federal laws, I am calling on our administration — including Health and Human Services, Community Housing, Parks and Recreation, and, certainly not limited to, the Windsor Police Service — to proactively develop a comprehensive strategy to address the growing concern of open-air drug use in our downtown core and across the city. This is a complex issue that demands coordinated and compassionate action. It affects residents, businesses, and vulnerable individuals alike. I believe it's time for a broader community conversation: What more can we all do — together — to respond to this challenge?
7/14/2025	CQ15-2025	Outstanding	Renaldo Agostino	Comm. Corporate Services	Asks that administration review the current bylaws and regulations concerning mobile food vendors and food trucks. The mobile food industry has evolved significantly in recent years, and I believe there may be opportunities to modernize our policies to better support these small businesses while continuing to meet the needs of the community. A review could help identify potential areas for increased flexibility and opportunity, such as operating locations, hours, permitting processes, or event participation. Supporting a thriving food truck sector could also enhance our local economy, increase access to diverse food options, and contribute to a vibrant public space.
9/8/2025	CQ16-2025	Outstanding	Angelo Marignani	Comm. Infrastructure Services	Countdown timers on traffic signals improve safety for pedestrian and drivers. Asks Administration what can we do as a city to incorporate this safety tool, such as new construction retrofit programs or funding allotments with a dedicated budget and asks Administration to report back regarding a feasibility study on the cost, timeline, and the logistics of a citywide implementation plan and outlining a phased in approach for installing countdown timers on our traffic signals.
9/8/2025	CQ17-2025	Outstanding	Renaldo Agostino	Comm. Corporate Services	Residents and business owners in the downtown core have recently reported troubling and violent incidents occurring near both existing and newly opened pharmacies that operate as methadone clinics, Asks that Administration be directed to conduct the following research and report back to inform Council's understanding of how other jurisdictions manage access to methadone treatment while addressing community impacts: 1. The number of methadone (opioid therapy) clinics operating in each comparable Ontario municipality, including those located in downtown areas; 2. Any special considerations, zoning provisions, licensing requirements, by-laws, or moratoriums associated with methadone clinics in those municipalities; 3. The process and regulatory framework required to open a methadone clinic, including the roles of municipal, provincial, and federal authorities; 4. Municipal by-laws or other tools, if any, that require review of proposed clinic locations prior to opening; 5. Regulations or notification requirements in place to inform nearby residents and business owners when a proposed pharmacy includes methadone treatment services. And asks THAT the report include a comparative summary of municipal approaches and identify potential policy considerations that may apply locally.

Meeting Date	CQ #	Status	Council Member	Department	Question
9/8/2025	CQ18-2025	Outstanding	Renaldo Agostino	Comm. Infrastructure Services	Asks that due to the growing concern regarding the operation of electric motorcycles, scooters, and similar vehicles that are not licensed by municipalities or the province, with these vehicles increasingly being operated at high speeds on city streets, sidewalks, and trails, creating safety hazards for pedestrians, cyclists, and other road users and increasing the risk to public safety; Administration be directed to prepare a report outlining: 1. The current regulatory framework governing electric motorcycles, scooters, crotch rockets and similar vehicles at the municipal and provincial levels 2. The enforcement tools presently available to municipalities, and any limitations that exist; 3. Best practices or approaches from comparable Ontario municipalities in addressing these vehicles; 4. Recommendations for advocacy to the Province of Ontario, including potential legislative or regulatory changes, to ensure municipalities are equipped to regulate and enforce the safe use of such vehicles; 5. Short-term options available locally to mitigate risks to residents while broader regulatory options are researched. What can we do?
9/22/2025	CQ19-2025	Outstanding	Angelo Marignani	Comm. Community Services	Asks that Administration report back with details on the development of a comprehensive management plan for Peche Island natural area, with an explicit mandate to: 1. Engage the Community and key stakeholders in a transparent and inclusive consultation process, 2. Evaluate and recommend appropriate recreational activities that are compatible with the island's ecological sensitivity and preservation goals, 3. Include timelines and resource requirements.
10/20/2025	CQ20-2025	Outstanding	Kieran McKenzie	Comm. 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.

Item No. 18.2

Council Directives: SCM 356/2025

Subject: Outstanding Council Directives as of October 20, 2025

Title	Resolution	Report No.	Portfolio	Action	Notes
December 17, 2012	CR293/2012	16287	Corporate Services	That the report of the City Planner dated November 21, 2012 entitled "Exemption from Sandwich Demolition Control By-law 20-2007 — 508, 520, 540, 556, 570, 590, 604, 612, 615, 622, 623, 631, 639, 646, 663, 670, 673, 686, 704, 710, 718, 724, 730, 738, 744, 750, 753, 758-760, 759, 765, 764, 769, 772, 777, 778, 781, 784, and 790 Indian Road, 812 and 862 Mill Street, and 764, 770, 780 and 788 Rosedale Avenue" BE DEFERRED as requested by the Canadian Transit Company, to allow for further discussions with administration on this matter.	Report remains deferred as per City Solicitor.
August 24, 2015	CR159/2015	17893	Corporate Services	That City Council APPROVE the award of the Workforce Management Solution RFP 69-14 to the successful proponent, WorkForce Software; and... That the final FTE staffing changes reductions and resultant project savings and completions, BE REPORTED to City Council as part of or prior to the 2018 budget process.	
March 26, 2018	CR155/2018	C 52/2018	Economic Development	THAT City Council APPROVE all required expenditures to complete the deliverables of the demolition and development of 6700 Raymond Avenue, as per CR366/2017, and… That once the tender results are known that a report be submitted to City Council relative to the award of the contract and identifying a funding source for any projected funding shortfalls that may arise.	
September 17, 2018	CR503/2018	S 122/2018	Community Services	That the report of the Manager Parks Development, dated July 20, 2018, responding to CQ27-2017 regarding first responders signage for parks, BE RECEIVED for information; and,... That Administration BE DIRECTED to develop a wayfinding standards policy based on the results of the Little River Corridor wayfinding signage and markers, as a pilot project, to be brought to City Council for approval.	
April 01, 2019	B8/2019	C 226/2018	Finance	That City Council RECEIVE the 2019 Capital Budget 7-Year Plan documents reflective of approx. $845.104 M in total funding; and… That Administration BE DIRECTED to REPORT BACK to Council regarding the infrastructure deficit and a high-level plan to address it;	
February 04, 2019	CR35/2019	C 11/2019	Finance	That City Council APPROVE, as per the requirements of the Leadership Asset Management Program (LAMP), the use of the tools and guidelines for Triple bottom line plus (TBL+), Whole life-cycle (WLC) and Business Case Evaluation (BCE) as developed through the LAMP grant and approved by the Asset Planning Steering Committee; and… That Administration BE DIRECTED to prepare a report for Council's consideration on methods that could be used to accelerate the process for implementation.	
March 25, 2019	CR120/2019	C 43/2019	Corporate Services	That the report of the City Treasurer regarding the Mayor, Councillors and Appointees 2018 Statement of Remuneration and Expenses BE RECEIVED for information; and further,... That Administration BE DIRECTED to prepare a report for Council's consideration on a process that would allow all members of Council to access conference materials and summary notes for information purposes, from those Councillors that attend conferences.	

July 08, 2019	CR322/2019	C 68/2019	Economic Development	That a vacant building registry NOT BE IMPLEMENTED at this time and the vacant building initiative (VBD) BE EXTENDED to July 2020; and… That administration BE DIRECTED to report back in 2020 for a more fulsome breakdown of statistics including types of orders issued, which were successful, which were complied with, and that the report ALSO INCLUDE options for a vacant building registry that expressly includes the topic of access, cost recovery, identification, highest fees possible under the law and the shortest timelines.	
November 09, 2020	CR553/2020	S 53/2020	Economic Development	That Administration BE REQUESTED to give notice of intention to designate the property located at 436 Askin Ave...and, That Administration REPORT BACK to Council regarding initiation of a Heritage Conservation District Area Study for this area; and, that the report include suggestions related to potential boundaries, optional designation of a Heritage Conservation District Study Area Bylaw, timing of the study and funding considerations.	In queue; to be started once Walkerville HCDS is completed.
November 23, 2020	CR588/2020	C 221/2020	Infrastructure Services	That Council ENDORSE the establishment of a Mandatory Downspout Disconnection Zone for the area bounded by Norfolk St. to the North, Dougall Ave/Howard Avenue to the East and the Herb Grey Parkway to the West and South; and, That a Mandatory Downspout Disconnection Pilot Project, the boundaries to be determined by the City Engineer, BE UNDERTAKEN within the Mandatory Downspout Disconnection Zone with an upset limit of $250,000 funded by Project ID#7199004 – Sewer Master Plan Implementation Project; and, That the results of the Mandatory Downspout Disconnection Pilot Project BE COMMUNICATED to Council once sufficient data is available;	
December 07, 2020	CR616/2020	C 54/2020	Finance	...That City Council INDICATES ITS INTENT that the future excess capacity identified in the Development Charges Background Study, dated November 5, 2020, prepared by Hemson Consulting Ltd., shall be paid for by development charges or other similar charges; ... That administration BE DIRECTED to report back at a high level on the economic impact and any perceived impacts on development if Council were to revisit eliminating the industrial exemption.	
March 29, 2021	CR119/2021	C 220/2020 & C 32/2021	Chief Administrative Officer	That the update from the Senior Manager of Facilities on the Corporate Security Plan and Risk Assessment BE RECEIVED; and further, That City Council APPROVE the hiring of one Temporary Coordinator of Security Services at an estimated cost at $122,314 to be charged to the Budget Stabilization Reserve, for the development of Corporate security policies, protocols, and a draft implementation plan with options for a centralized Security Division, with a report back to City Council at the 2022 Budget deliberations.	

May 03, 2021	CR179/2021	C 51/2021	Corporate Services	That the report of the Senior Legal Counsel and Student-at-Law dated April 9, 2021 entitled “Response to CR591/2020 – Cannabis Odour” BE DEFERRED to allow for a further report once the enforceability of the Town of Leamington’s Cannabis Regulation By-law is considered by the Superior Court of Justice and the Normal Farm Practices Protection Board, and that the report also include possible enforcement options that would be available for Council’s consideration.	
May 17, 2021	CR213/2021	CMC 8/2021	Economic Development	That the correspondence from Paul Mullins on behalf of Assumption Parish dated April 23, 2021 requesting support from the City of Windsor to be recognized by Parks Canada as a Nationally Significant Historic Site, BE REFERRED to administration for review and a report back to Council for consideration, specifically as it would pertain to the ramifications designation would have on city property.	
July 26, 2021	CR363/2021	S 71/2021	Economic Development	That Report No. S 71/2021 updating City Council on the use and implementation of the Brownfield Redevelopment Community Improvement Plan (CIP) and tabling issues to be addressed as part of the CIP update BE RECEIVED for information; and, That the City Planner BE DIRECTED to consult with stakeholders regarding potential changes to the Brownfield Redevelopment CIP outlined in Report No. S 71/2021 and prepare any necessary CIP amendments for Council’s consideration.	
September 27, 2021	CR387/2021	C 116/2021	Finance	…That City Council SUPPORT the following actions with regards to the development and implementation of an enhanced investment strategy: That Administration BE AUTHORIZED to prepare a Request for Proposal (RFP) for Investment Advisory services; and further, That Administration BE DIRECTED to explore alternative options to traditional financial instruments to maximize overall investment returns for the City; and further, That Administration BE AUTHORIZED to prepare an Expression of Interest (EOI) to seek interest in the development of an in- house solution for managing current and projected cash flows more efficiently through the use of technology; and further, That Administration BE DIRECTED to report back to City Council the results of the above noted actions.	
October 04, 2021	CR429/2021	S 41/2020 & AI 7/2021 & AI 10/2021	Economic Development	That the report of the Senior Planner – Policy and Special Studies dated February 27, 2021 entitled “Closure of Part of Dodsworth Street, Between Kay Street and Malden Road, Between 5168 and 5180 Malden Road - Applicant: T. Fasan - SAS/5917 - Ward 1” BE REFERRED back to administration to allow administration the opportunity to work with the Applicant to come to an amenable resolution for everyone involved.	
February 28, 2022	CR88/2022	C 142/2021	Community Services	That the report of the Landscape Architect dated September 23, 2021 entitled "Response to CQ 32-2020: Tree Protection and Replacement Policies Related to Development – City Wide" BE REFERRED back to Administration; and further, That Administration REPORT BACK to Council to provide information related to options for a regulatory framework to ensure overall tree coverage across the community is not diminished due to the new development of private lands by requiring the replacement of trees removed on a caliper per caliper basis as deemed appropriate by the City Forester and City Planner.	Aiming for April SC

April 11, 2022	CR150/2022	S 29/2022	Infrastructure Services	That Administration BE AUTHORIZED to initiate a Home Flood Protection Program on a pilot basis; and further, That Administration REPORT BACK to City Council on completion of the pilot program.
April 25, 2022	CR184/2022	S 39/2022	Community Services	That the report of the Manager of Culture & Events dated March 15, 2022 entitled "City of Windsor Lancaster Bomber FM 212 Progress Report 2019-2021 – Ward 3" BE RECEIVED for information; and further, That Administration BE DIRECTED to report to City Council regarding a fundraising strategy, a plan for assembly of the aircraft, and options to display the aircraft to the public once the assembly portion has been completed.
September 06, 2022	CR374/2022	S 76/2022	Infrastructure Services	That Administration BE REQUESTED to report back to a future meeting of Council to provide a review of the Speed Hump Policy and options to approve the same.
September 06, 2022	CR399/2022	C 150/2022	Health & Human Services	That the report of the Coordinator of Housing Administration and Development regarding the Social Services Relief Fund ("SSRF") Phase 5 Windsor Essex Community Housing Corporation Capital Project BE RECEIVED for information, and, … That the Executive Director of Housing and Children's Services or their designate REPORT to City Council on the outcome of the capital developments;
November 28, 2022	CR501/2022	C 191/2022	Economic Development	That City Council RECEIVE the Investing in Canada Infrastructure Plan (ICIP) Grant Application report dated November 17, 2022, along with the report from IBI Group titled "Transit Windsor Garage Feasibility Study" dated October 28, 2021 provided in Schedule A; and further, … That given the dramatically higher cost estimate for the Transit Garage emanating from the detailed study recently completed by the IBI Group, City Council DIRECT Administration to re-evaluate the Transit Windsor Master Plan to determine how to best achieve the goals of the Master Plan and report back to Council as part of the Transit Master Plan Implementation Project update.
April 03, 2023	B29/2023	C 26/2023	Finance	That Administration BE DIRECTED to report back with regards to the University Avenue West Project # (ECP-14-07) road reconstruction, with information related to Potential Funding or other options that can be utilized to complete the entire road reconstruction, without affecting the current Capital Budget allocations;
January 16, 2023	CR8/2023	C 222/2022	Economic Development	That Administration REPORT BACK with a supplemental report providing details on emerging technologies and strategies related to decarbonization of the electrical grid;
February 27, 2023	CR106/2023	C 18/2023	Finance	That City Council DIRECT Administration to monitor operations subsequent to the changes implemented as a result of Bill 109, and provide reports on any cross-departmental impacts with recommendations to address those impacts; … That Administration BE DIRECTED to track all variances and local costs that are required to put the legislation into effect, and that the information BE FORWARDED to a future meeting of Council.

February 27, 2023	CR107/2023	C 19/2023	Finance	That report C 19/2023 regarding the More Homes Built Faster Act – Bill 23 BE RECEIVED for information; and further, … That Administration BE DIRECTED to track all variances and local costs that are required to put the legislation into effect, and that the information BE FORWARDED to a future meeting of Council.
August 08, 2023	CR316/2023	C 107/2023	Community	That administration BE REQUESTED to report back with statistics related to open air burning.
September 05, 2023	CR356/2023	C 120/2023	Infrastructure Services	That Council APPROVE bi-weekly garbage collection, weekly organic collection, and bi- weekly leaf and yard waste collection from April until November, and that this service level BE IMPLEMENTED with the next waste collection contract expected to begin in 2025; and, That Administration BE DIRECTED to report back to Council the results of the collection tender(s) and any additional costs related to the new SSO program, once available;
September 05, 2023	CR356/2023	C 120/2023	Infrastructure Services	That administration REPORT BACK to Council regarding the implementation of a comprehensive communication plan and process which includes community partners including post secondary institutions and communication mediums for residents who may not speak English.
September 05, 2023	CR359/2023	C 69/2023 & S 82/2023 & AI 12/2023	Infrastructure Services	That Administration BE DIRECTED to issue a Request for Proposal for curbside garbage collection and optional bidding for alley garbage collection in the alleys that garbage collection is being provided currently; and, That Administration BE DIRECTED to report back to Council the results of the collection Request for Proposal and any additional costs related to the new SSO program, once available;
September 05, 2023	CR359/2023	C 69/2023 & S 82/2023 & AI 12/2023	Infrastructure Services	That administration BE DIRECTED to provide a report during the 2024 budget deliberation process for a plan to increase funding for alley maintenance for paved alleys.
October 16, 2023	CR429/2023		Economic Development	That the petition presented by Councillor Kieran McKenzie on behalf of residents of Windsor asking for an increase in buses during peak hours and a review of bus schedules BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Commissioner, Infrastructure Services and the Executive Director of Transit Windsor for the purpose of an examination of the requested works or undertakings, and that this be tabled as part of the public record.
October 30, 2023	CR433/2023	S 118/2023	Health & Human Services	That the report of the Manager, Homelessness and Housing Support in response to CQ 20- 2023 Feasibility of Expanding Outreach Services and 311 Operating Hours BE RECEIVED for information; and, … That City Council DIRECT Administration to report back to Council with more data and information about the impact of recent improvements to the Homelessness Street Outreach team's schedule and after-hours homelessness response initiated through 311, before deciding if further expansion is needed;
October 30, 2023	CR433/2023	S 118/2023	Health & Human Services	That administration BE REQUESTED to report back to the Community Services Standing Committee, as to how the City will attempt to draw the various organizations together in an effort to collaborate and capitalize on the programs that they are prepared to offer.

October 30, 2023	CR447/2023		Economic Development	That the petition presented by Councillor Fred Francis on behalf of concerned citizens requesting a public consultation regarding Transit Windsor Proposed Route 330 BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Executive Director of Transit Windsor for the purpose of an examination of the requested works or undertakings.
November 27, 2023	CR461/2023	C 168/2023	Economic Development	That the report from the Senior Economic Development Officer requesting a Letter of Support for intercity passenger rail service BE RECEIVED FOR INFORMATION; and further, That City Council ENDORSE a Letter of Support from the Mayor to the Minister of Transport supporting the proposed Amtrak- VIA Rail Intercity Passenger Rail Connection; and further, That City Council AUTHORIZE Administration to represent the City of Windsor at future stakeholder meetings for this project; and further, That Administration BE DIRECTED to report status updates to City Council as soon as is practical.
November 27, 2023	CR471/2023	S 31/2023	Infrastructure Services	That the report of the Manager of Homelessness and Housing Support and the Deputy Licence Commissioner, dated July 24, 2023 entitled "Response to Council Decision ETPS 942 – Options for Addressing Panhandling - City Wide" submitted in response to direction provided through Council Decision ETPS 942 BE RECEIVED for information; and, That Administration REPORT BACK with infrastructure related strategies to discourage unsafe behaviours in the public roadway.
November 27, 2023	CR491/2023	C 141/2023	Finance	That City Council SUPPORT the Administrative recommendation to not provide Municipal Support Resolutions at this time for non-storage installations as part of the IESO LT1 RFP submission; and That Administration BE DIRECTED to report back to Council in the event that either of the two projects identified in this report receive an IESO contract award for further consideration for municipal support.
November 27, 2023	CR493/2023	C 94/2023	Finance	That administration BE REQUESTED to report back to council after one year of the vacant home tax program being in place to provide information related to the effectiveness and/or opportunities for improvement including the possibility of a repeat offender fee.
January 29, 2024	B11/2024	C 188/2023	Economic Development	That administration BE DIRECTED to engage with St. Clair College administration and the administration at the University of Windsor to discuss possible ongoing partnerships related to funding for Transit Services in the City of Windsor.
January 29, 2024	B12/2024	C 188/2023	Economic Development	That administration BE REQUESTED to report back to Council related to the impact to transit revenues if the proposed transit fare increase being contemplated were not applied to individuals who qualified for the affordable pass program.
January 29, 2024	B17/2024	C 188/2023	Community Services	That with regard to "Summer Drop-In Recreation Program in Parks" that the amount of up to $20,000 BE APPROVED for another year of programming in Mitchell Park; and, ... That administration BE REQUESTED to report back on adding additional parks and explore potential funding from community partnerships for Council’s consideration.

January 29, 2024	B18/2024	C 188/2023	Finance	That the following recommended motion by Councillor Francis from the January 29, 2024—Special Meeting of Council BE DEFERRED to a future meeting of Council: That administration BE DIRECTED to provide 10% efficiencies as opposed to 5% efficiencies as part of the 2025 Budget preparation process for Council's consideration.
January 29, 2024	B19/2024	C 188/2023	Economic Development	That with regard to "New Service: Route 250 (Rhodes/Twin Oaks/NextStar Industrial)" that administration BE DIRECTED to report back on the participation or arrangement to assist with transit funding by other municipalities or corporations; and, That administration BE DIRECTED to explore opportunities across the community for sponsors to assist with transit funding.
January 15, 2024	CR38/2024	S 159/2023	Community Services	That the report of the Community Services Standing Committee of its meeting held December 6, 2023 entitled "Response to CQ Regarding the Dog Park Policy – City Wide" BE REFERRED back to administration to provide a report which includes information regarding municipalities that have smaller dog parks in residential areas and how they have achieved the same.
February 26, 2024	CR81/2024	S 168/2023	Economic Development	That the report of the Community Energy Plan Administrator dated December 19, 2023 regarding the Energy and Poverty Pillar (EAPP) Report Requirement from the Global Covenant of Mayors for Climate and Energy BE RECEIVED for information; and, ... That Administration BE DIRECTED to report back to Council with the finalized Energy Access and Poverty Assessment, Targets, and Plan.
March 18, 2024	CR127/2024	C 33/2024	Finance	III. That subject to written confirmation from the grant provider that the City's application has been successful, Administration REPORT BACK to Council regarding the proposed financing strategy required to carry out this project and execute the Agreement.
April 22, 2024	CR153/2024	S 31/2024	Health & Human Services	That this updated report from the Coordinator, Housing Administration & Policy and the Social Housing Analyst dated February 16, 2024 entitled "Rent Supplement Program Expiries and Mitigation Update - City Wide" BE RECEIVED; and further, ... That the Executive Director, Housing & Children's Services REPORT BACK on the outcome of the expiring rent supplement and any other mitigation strategies post completion; and, ...
April 22, 2024	CR155/2024	S 30/2024	Health & Human Services	That this report of the Acting Manager, Homelessness & Housing Support dated February 16, 2024 entitled "Legislated Five Year Review of the 10-year Housing and Homelessness Master Plan, 2024" BE ACCEPTED; and further,... That the Executive Director of Housing and Children's Services or their designate ENSURES the updated Windsor Essex 10- year Housing and Homelessness Master Plan aligns with the direction set by the Ministry of Municipal Affairs and Housing, addresses local needs and, REPORT BACK to Council to present the updated plan; and further...

April 22, 2024	CR158/2024	SCM 75/2024	Economic Development	That the verbal update to Municipal Heritage Register: Strategies in response to Provincial Bill 23 provided by the Heritage Planner BE RECEIVED; and, That the Heritage Planner BE DIRECTED to report back to a future Development & Heritage Standing Committee meeting on the viability of a bylaw for Council consideration aimed at protecting existing Municipal Heritage assets beyond the Province's 2024 deadline; and that should a bylaw be determined viable, TO PROPOSE within the response appropriate language and to report back prior to the Provincial deadline elapsing.
April 22, 2024	CR165/2024	S 169/2023	Economic Development	That the report of the Community Energy Plan Administrator dated February 19, 2024 entitled "Community and Corporate Greenhouse Gas Emissions and Energy Monitoring Report – 2022 – City Wide" BE FORWARDED to the Environment & Climate Change Advisory Committee for their review and comment.
April 22, 2024	CR166/2024	S 33/2024	Economic Development	That the report of the Environment Sustainability Coordinator dated March 7, 2024 entitled "Windsor's 2023 Report On the State of the Environment" BE FORWARDED to the Environment & Climate Change Advisory Committee for their review and comment.
May 27, 2024	CR207/2024	CMC 8/2024 7.1.2	Corporate Services	That the letter from Assisted Living Southwestern Ontario dated April 29, 2024, regarding Short-Term Rental Licensing for 11636 Riverside Drive East - Request for Exemption BE RECEIVED for information; and, That administration BE DIRECTED to report back with information related to the possibility of a By-law amendment or exemptions regarding the Short-Term Rental License By- Law, and that this information include considerations for community services providers, not for profit (NFP) groups and other organizations that are looking to provide this service in addition to other services.
May 27, 2024	CR236/2024	S 45/2024	Infrastructure Services	...That Council APPROVE the development of a new Ad Hoc Alley Standards Committee as outlined in the report with the deliverables to support Council's goal of developing and enforcing a set of alley standards as amended; and, That the Alley Standards Committee REVIEW and CONSIDER best practices to promote safety and security as an additional deliverable; and, That asset management plans BE INCLUDED in the analysis of activating those alley spaces; and, That administration BE DIRECTED to report back to Council on an annual basis.
June 10, 2024	CR246/2024	C 58/2024	Community Services	That Council APPROVE the award of RFT 46- 24, City Hall Square Ice Rink to the low bidder Oscar Construction Company Limited for the amount of $11,742,255 (excluding HST); and further, ... That Administration BE REQUESTED to continue to review the potential to offset costs for this project by finding ways to secure revenue streams, including but not limited to, potential naming rights and other sponsorship opportunities.
June 10, 2024	CR248/2024	C 64/2024	Finance	That Council SUPPORT the continuing development, implementation, and monitoring of the EMP to reduce the Corporation's energy consumption and greenhouse gas emissions; and, That Administration REPORT BACK to Council on the development of a Corporate Energy Management Policy, once finalized.

June 10, 2024	CR263/2024	S 64/2024	Infrastructure Services	That based on the content and discussion of this Report, City Council DIRECT Administration to develop a “Policy for Municipal Electric Vehicle (EV) Charging Stations”; and,
June 10, 2024	CR263/2024	S 64/2024	Infrastructure Services	That City Administration PROVIDE SUPPORTS for the installation of privately- owned EV Charging Infrastructure for residential, commercial, and municipally- owned properties through: a. The support and facilitation of third-party ownership of EV charging infrastructure in municipally-owned parking lots and garages on municipally-owned properties; and, b. Exploring amendments to the Zoning By- law for new residential development; and, c. Exploring amendments to Zoning By-law for new multi-residential and non-residential development; and,
June 10, 2024	CR263/2024	S 64/2024	Infrastructure Services	That administration BE REQUESTED to report back with information related to a fee model and enforcement options for not moving vehicles from the charging station after being fully charged.
July 08, 2024	CR284/2024	C 72/2024	Finance	That administration BE DIRECTED to request a clarification letter from AMO in terms of moving forward regarding the Built Canada Fund and what it is going to cover, and how sustainable it is for municipalities moving forward.
July 08, 2024	CR286/2024	SCM 181/2024	Economic Development	That the letter from the Ministry of Citizenship & Multiculturalism dated May 27, 2024 regarding the changes made to the Ontario Heritage Act (OHA) as part of Bill 23, More Homes Built Faster Act, 2022 BE RECEIVED; and, That administration BE REQUESTED to report back to the Development & Heritage Standing Committee related to what the current resource capacities would yield, in terms of how far into the heritage list is practical to get through with the 2-year extension deadline.
July 08, 2024	CR294/2024	C 73/2024	Finance	That City Council APPROVE the proposed pilot project in partnership with a third-party owner-operator to assess the requirements of public-private partnerships and expanding electric vehicle charging station infrastructure; and, That the Chief Administrative Officer and City Clerk BE AUTHORIZED to enter into an agreement with the partnership herein described as FLO-TELUS for the installation of electric vehicle charging stations at the locations detailed in this report, ... and, That City Council DIRECT Administration to return with the preliminary results of the pilot project after one year of operation to describe the feasibility of the public-private partnership model for expanding electric vehicle infrastructure.
July 08, 2024	CR302/2024	CMC 10/2024 7.1.5	Community Services	That the report of the Director, Technology Services, Windsor Police Services dated June 19, 2024 responding to Council Question CQ 31-2023 regarding installation of CCTV- enabled emergency police call boxes in public areas BE RECEIVED for information; and, That Administration BE DIRECTED to report back to Council regarding developing a privacy impact study and the cost involved.

July 22, 2024	CR319/2024	S 75/2024	Infrastructure Services	That the report of the Manager, Environmental Services dated June 10, 2024 entitled "Response to CQ 20-2024 Bulk Collection Program in BIAs" BE RECEIVED for information; and, That Council APPROVE the inclusion of commercial businesses within BIAs in the existing Bulk Collection Program on a one- year pilot program beginning in the fall of 2024; and, That Administration REPORT the results of the pilot project to Council in the fall of 2025; and, That Administration BE DIRECTED to report back regarding the feasibility of expanding the bulk item pick up program into non BIA commercial districts during the final analysis or at any time within the pilot project timeline.
July 22, 2024	CR325/2024	S 22/2024	Economic Development	That Volume 1: The Primary Plan of the City of Windsor Official Plan BE AMENDED ...; and, That Administration continue to give consideration to matters which could further assist with streamlining the development approval process and REPORT BACK on any options or parameters regarding the delegation of authority to Administration.
July 22, 2024	CR333/2024	S 15/2024 & S 16/2024 & AI 13/2024	Economic Development	That Council DIRECT Administration to DEVELOP Corporate Procedures to implement the Windsor Archaeological Management Plan (WAMP); and further, That Administration BE DIRECTED to undertake a search for an appropriate location to study, curate, store and display significant archaeological resources resulting from future archaeological investigations within the municipal limits of Windsor and report back to City Council on options which may be available should a future need arise; and further,...
July 22, 2024	CR333/2024	S 15/2024 & S 16/2024 & AI 13/2024	Economic Development	That administration BE REQUESTED to report back with an update related to the implementation of the Windsor Archaeological Management Plan prior to the end of 2024;...
September 09, 2024	CR356/2024	C 101/2024	Finance	... That in the event the City receives written confirmation from Housing, Infrastructure and Communities Canada (HICC) that the Expression of Interest (EOI) submitted has been approved, Administration REPORT BACK to Council with all required information necessary to submit a Capital Plan Application (stage 2) to the Canada Public Transit Fund (CPTF) – Baseline Funding stream.
September 09, 2024	CR364/2024	S 94/2024	Infrastructure Services	...That administration BE DIRECTED to meet with the school boards through the City & School Board Liaison Committee regarding alternatives to the Kiss and Ride Program and their pilot project at Queen Victoria School currently being discussed; ...
September 23, 2024	CR390/2024	CMC 13/2024 7.1.2	Infrastructure Services	That the communication from the Town of Tecumseh dated September 4, 2024 regarding a "Notice of Public Meeting for Proposed Official Plan Amendment to incorporate the Tecumseh Hamlet Secondary Plan into the Tecumseh Official Plan" BE RECEIVED for information; and, That Administration BE DIRECTED to report back on the impact of the services that the city provides to neighbouring municipalities in terms of potable water and sewage, and whether or not we will be required to increase the numbers that we are currently providing to them.

September 23, 2024	CR414/2024	S 107/2024 & AI 19/2024	Community Services	That the administrative report dated August 16, 2024 and the Additional Information Memo entitled "Response to CQ 3/2024 Geese Management - City Wide" BE RECEIVED for information; and, That the City Treasurer BE DIRECTED to bring forward a $30,000 budget issue as part of the 2025 budget process for consideration; and, That subject to approval of this request in the 2025 budget, that Administration BE DIRECTED to work with a Goose Management Company on egg/nest removal at the seven (7) locations identified within this report; and further, That Administration BE DIRECTED to apply for any required permits with the Canadian Wildlife Service for the removal of eggs/nests; and further, That Administration BE DIRECTED to report the results to Council after a one-year trial is completed.
September 23, 2024	CR429/2024	S 66/2024	Infrastructure Services	That Administration BE DIRECTED to bring forward a capital infrastructure investment plan identified in the Environmental Assessment along the 6th Concession and North Talbot corridor in the 2025 capital budget.
October 28, 2024	CR477/2024		Infrastructure Services	That the petition presented by Councillor Ed Sleiman on behalf of Parkwood Manor regarding the safety concerns at the intersection of Central Avenue & Temple Drive BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Commissioner, Infrastructure Services & City Engineer for the purpose of an examination of the requested works or undertakings.
October 28, 2024	CR478/2024		Infrastructure Services	That the petition presented by Councillor Ed Sleiman on behalf of the residents on Erskine Street regarding parking and traffic concerns BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Commissioner, Infrastructure Services & City Engineer for the purpose of an examination of the requested works or undertakings.
October 28, 2024	CR481/2024		Economic Development	That administration BE DIRECTED to write a letter to the Provincial Government and Members of Provincial Parliament to encourage more consultation with municipalities on matters of planning & development before legislation is enacted; and, ...That administration BE DIRECTED to report back for further consideration of initiatives or suggestions from council;
November 25, 2024	CR489/2024	C 95/2024	Corporate Services	...That administration BE DIRECTED to report back to Council at the end of 2023 on the impact of changing the Council meeting start time to 10:00 o'clock a.m.; and, that the information INCLUDE public, council, and administration consultations.
November 25, 2024	CR491/2024	S 144/2024	Infrastructure Services	That the report of the Acting Senior Manager of Traffic and Parking dated October 15, 2024, entitled "Response to CQ 14-2023 – Use of Rumble Strips in an Urban Environment – City Wide" BE RECEIVED for information; and, That administration BE DIRECTED to include information related to rumble strips in the coming report related to traffic calming.

November 25, 2024	CR498/2024	C 128/2024	Finance	That as it relates to Phases 1 & 2 of the Corporate LED Lighting Conversion City Wide project that City Council ENDORSE the project change orders as described in Appendix A: LED Project Change Orders, Phases 1 and 2; and, ...That Administration to BE DIRECTED to assess the opportunity for annual utility cost savings at the Windsor Airport (YQG) with the intention of adding YQG facilities to the project scope as an additional project phase.
November 25, 2024	CR507/2024	C 140/2024	Infrastructure Services	I. That City Council RECEIVE the International Charles Brooks Memorial Peace Fountain Replacement Project update outlined in this report; and further, II. That City Council DIRECT Administration to MOVE FORWARD with Option 1: Floating Fountain design, outlined in the body of this report; and further, ...IX. That Administration BE DIRECTED to report back to Council regarding the old fountain and next steps moving forward; and further,
November 25, 2024	CR507/2024	C 140/2024	Community Services	That Administration BE DIRECTED to establish a committee with working members of the local CAW and the Brooks family to establish September 21st as an International Peace Day.
December 09, 2024	CR529/2024	CM 12/2024	Economic Development	That the Sandwich South: Sustainable Neighbourhood Action Plan Summary Report (Appendix A) BE PROVIDED to the Environment and Climate Change Advisory Committee; and,
December 09, 2024	CR529/2024	CM 12/2024	Economic Development	That Administration BE DIRECTED to report back to Council with an implementation plan that considers the action items and the variety of factors that can affect the timeline of the implementation; and,That administration BE DIRECTED to report back regarding the previous council direction related to the Net Zero Neighbourhood Policy regarding the Sandwich South lands as a component of the report on the implementation plan.
December 09, 2024	CR537/2024	C 161/2024	Health & Human Services	That City Council ENDORSE the recommended temporary emergency shelter winter initiatives proposed in this report provided all expenses can be funded under the Reaching Home incremental funding allocation for the 2024 – 2025 fiscal year; and further, ... That Administration BE DIRECTED to urgently REPORT BACK to Council with recommendations should the need in the community surpass current service levels with respect to shelter from the cold.
December 09, 2024	CR538/2024	241209_15-01	Corporate Services	That consideration of the following Notice of Motion introduced by Councillor Mark McKenzie at the December 9, 2024 meeting of Council, BE REFERRED back to administration for a report back to a future meeting of Council to allow for additional information related to the bail system, criminal code, and charter rights:
December 09, 2024	CR539/2024	241209_15-02	Health & Human Services	That consideration of the following Notice of Motion introduced by Councillor Kieran McKenzie at the December 9, 2024 meeting of Council, BE REFERRED back to administration for a thorough report back to a future meeting of Council regarding the implications of supporting AMO's recommendations and the implications of using the notwithstanding clause and to allow for consultation with stakeholders:

December 09, 2024	CR541/2024		Corporate Services	That the Clerk's Office BE DIRECTED to invite members of parliament to attend a meeting with Council to have discussions regarding a number of concerns, including legislation surrounding housing and homelessness and how it impacts our municipality; and further, That Council DIRECT any additional agenda items for this meeting to the clerk's office for consideration. That Council PROVIDE Administration with any Agenda Items they would like to see on the upcoming meeting Agenda for the meeting with the Provincial Government Representatives.
January 27, 2025	B4/2025	C 163/2024	Chief Administrative Officer	That Administration BE DIRECTED to report back to Council with a comprehensive financing strategy, inclusive of opportunities and risks, prior to award of tender for the following major growth and development works: - Lauzon Parkway/Cabana Rd. East (formerly CR42) - Lauzon Parkway Extension to 401 - Airport Employment Lands Servicing - Banwell/EC Row Interchange and Banwell Corridor Improvements (C 79/2025 CR253/2025) - East Riverside Planning District Improvements - Forest Glade North Secondary Plan Servicing Requirements; and...
January 27, 2025	B12/2025	S 44/2024	Infrastructure Services	That the report of the Commissioner of Infrastructure Services dated November 10, 2023, entitled "Response to CQ 24-2023 Regarding Minimum Standards, Vendor Warranties, and Construction Policies for Road Repair, Sewer Infrastructure, and Road Rehab Projects - City Wide" BE RECEIVED for information and discussion; and, That administration BE REQUESTED to conduct a thorough review of the 2025/2026 projects to determine whether there may be an opportunity to adopt an expedited schedule, including working off hours and weekends, especially on the main thoroughfares.
January 27, 2025	B17/2025	C 166/2024	Community Services	That Council ENDORSE the Sandpoint Beach Master Plan as shown in Appendix A of this report; and further, That the City Treasurer BE DIRECTED to consider funding for the Sandpoint Beach Master Plan as part of a future capital budget development process; and further, That administration BE DIRECTED to implement the Sandpoint Beach Master Plan in three major phases: relocation, trees, and amenities; and further, That administration BE DIRECTED to investigate grant, sponsorship, and partnership opportunities with alternative funding sources.
January 13, 2025	CR7/2025	S 116/2024	Infrastructure Services	I. That the additional information memo of the Transportation Planning Coordinator dated January 10, 2025, entitled "Additional Information re: Report S 116/2024 - Response to CQ 7-2024 – Funding or Phase 1 Conversion Study" BE RECEIVED for information; and, II. That administration BE DIRECTED to implement the Conversion Study funded from the Environmental Study Capital Project 7086010, and that the study include 11 streets including Lincoln and Gladstone in Ward 4 as opposed to the 9 indicated in Report S116/2024; and, III. That administration BE DIRECTED to report back to Council with the findings of the initial Phase 1 analysis and seek approval to proceed, or not, with Phases 2 and 3 accordingly.

January 13, 2025	CR23/2025	S 130/2024	Corporate Services	That Council DIRECT administration to review the updated Facility Accessibility Design Standards proposed by the WAAC Facility Accessibility Design Subcommittee and report back to Council for final approval.
January 13, 2025	CR27/2025	C 143/2024	Health & Human Services	That the report of the Manager, Social Policy & Planning, dated November 15, 2024, entitled "Strategy to Promote Alternatives to Payday Loans - City Wide" BE RECEIVED for information, and, That administration BE DIRECTED to engage with community stakeholders to investigate the possibilities of a partnership for the communications and public outreach campaign that was discussed and agreed upon at the committee level and REPORT BACK to Council.
January 13, 2025	CR30/2025	S 166/2024	Health & Human Services	That the report of the Social Housing Analyst, and the Coordinator, Housing Administration & Policy, dated November 18, 2024, entitled "Social Housing – End of Mortgage (EOM) and Negotiation of Service Agreements with Housing Providers – City Wide" BE RECEIVED; and, That administration BE DIRECTED to report back on opportunities for consolidation among social housing providers to realize efficiencies to better serve tenants.
February 10, 2025	CR53/2025	C 24/2025	Infrastructure Services	That report "C 24/2025 – Strategies for Addressing Transportation and Transit Challenges in Twin Oaks Industrial Park ", BE RECEIVED for information; and, further, That Administration BE DIRECTED to engage a transportation consultant at a cost of $44,500 (excluding HST), funded from the Environmental Study Capital Project 7086010 to identify potential improvements (short-term and long-term) to enhance access to Twin Oaks and report back to Council with the findings of the same; and further, That Transit Windsor BE APPROVED to implement a temporary route adjustment to the Lauzon 10 to provide transit service to the Twin Oaks area until Route 250 is implemented; and further, That Administration BE DIRECTED to bring forward an analysis as to whether or not pedestrian infrastructure can be implemented in the industrial park; and, That Administration BE DIRECTED to create an active transportation plan for access to the industrial park; and, That Administration CONTINUE TO ENGAGE landowners in the industrial park around the opportunity to provide temporary access to either parking lots or private service roads that could accommodate public transit.
February 10, 2025	CR78/2025	C 22/2025	Community Services	That the report of the Executive Initiative Coordinator, Community Services dated January 23, 2025, entitled "RFP Update - Jackson Park Feasibility Study - Ward 3" BE DEFERRED to a future Council meeting to allow for the residents that are a part of the "save the bandshell" initiative an opportunity to consult with administration with regards to what is being recommended.

February 24, 2025	CR86/2025	CMC 4/2025	Chief Administrative Officer	That the correspondence from the Association of Municipalities of Ontario (AMO) regarding Policy Update—Action on Tariffs and trade dated February 11, 2025, BE RECEIVED; and, That Administration BE DIRECTED to report back on the impact that the potential implementation of bilateral tariffs between the United States and Canada may have, and to assess the risks along with any opportunities that exist within that context; and that the issue of inter-provincial tariffs BE RECEIVED as well.
February 24, 2025	CR102/2025	SCM 58/2025	Chief Administrative Officer	VII. That Administration BE DIRECTED to report back to Council on a framework, terms of reference, and costs associated with the creation of an audit Committee of Council, in consultation with appropriate stakeholders including the Auditor General.
April 14, 2025	CR108/2025		Infrastructure Services	6. That Administration PROVIDE a report back to Council after two years of ASE implementation to summarize program effectiveness, budget, etc.; and further, 7. That Council DIRECT Administration to update the existing RLC Violation Processing Services Agreement with the City of Toronto for the operation and cost sharing of their municipal JPC (which currently processing violations and issuing tickets using POA framework) to an AP system which will process violation penalties and issuing penalty orders; and further, ...
April 14, 2025	CR138/2025		Chief Administrative Officer	c. That, subject receiving notification that the City's Capital Plan (Stage 2) Application to the Housing, Infrastructure and Communities Canada (HICC) - Canada Public Transit Fund (CPTF) – Baseline Funding Stream has been approved, that Administration REPORT BACK on the status of the Application, the approved Capital Plan projects, and the required funding commitments to support the City's matching funding requirements, inclusive of any pre- commitment of funds.
April 28, 2025	CR173/2025		Infrastructure Services	That Administration BE DIRECTED to report back on the potential options to address public safety challenges in the Twin Oaks Industrial Park by creating emergency access to EC Row Ave. in consultation with appropriate Emergency Service providers and other appropriate stakeholders.
April 28, 2025	CR177/2025		Infrastructure Services	That Administration BE DIRECTED to report back to Council on the impact of creating a unique category of combined residential and agricultural properties that recognizes the lower level of stormwater runoff being pushed into the system; and, That Administration BE DIRECTED to report back on a regular basis regarding the impact of the new fee system and septic charges, as it relates to potentially being imbedded into existing property tax charges; and,
April 28, 2025	CR181/2025		Corporate Services	That City Council RECEIVE the report of the Manager, Licensing & Enforcement/Deputy Licence Commissioner dated February 25, 2025 entitled "Residential Rental Licensing Pilot Study Preliminary Results" for information. That City Council PLACE Residential Rental Licensing By-law 14-2023 IN ABEYANCE. That City Council DIRECT Administration to REPORT BACK with options for alternative residential rental housing regulation program models.

May 12, 2025	CR188/2025	C 22/2025	Community Services	That the report of the Executive Initiatives Coordinator, Community Services, dated January 23, 2025 entitled “RFP Update - Jackson Park Feasibility Study - Ward 3” BE DEFERRED to the May 26, 2025 City Council meeting to allow for further information to be considered.
May 26, 2025	CR209/2025	C 54/2025	Finance	That the report of the Executive Initiatives Coordinator dated April 9, 2025 entitled “The Role of an Audit Committee – A Municipal Framework – City Wide” BE RECEIVED for information; and, That Administration BE DIRECTED to report back to Council with recommendations regarding the creation of a low-cost ad hoc committee to include 3-5 councillors, with support of the City Treasurer to review the Investment Policy, including section 3.2.7 of that policy – “portfolio limits and individual limits”, and the recommendations that have been brought forward by the Auditor General; and, That Administration BE DIRECTED to report back with recommendations for Council to review the findings of the ad hoc committee’s effectiveness to decide if it should become a permanent committee of Council
May 26, 2025	CR218/2025	S 15/2025 AI 10/2025 SCM 140/2025 SCM 140/2025	Economic Development	1. That Official Plan Amendment 194 BE APPROVED and Volume 1: The Primary Plan of the City of Windsor Official Plan (“Official Plan”) BE AMENDED as follows: • Chapter 6: Land Use of the Official Plan IS AMENDED by adding section 6.3.3 Residential Corridors as shown on Appendix A of this Report. 2. That administration BE DIRECTED to hold further public consultation on the candidate areas for Residential Corridor designations. 3. That administration BRING BACK Official Plan amendments to designate the candidate areas as Residential Corridors.
May 26, 2025	CR219/2025 Clause III	S 6/2025 SCM 141/2025	Economic Development	III. That Administration BE DIRECTED to report back with information related to forming of a committee or working group for the next phase of the Heritage Conservation District Study, based on the Consultant’s best practices.

May 26, 2025	CR237/2025	S 63/2025 SCM 159/2025	Health & Human Services	That the report of the Manager of Homelessness and Housing Support dated April 17, 2025 entitled “Response to CR 433/2023 re: Homelessness Outreach Updates” which provides an update on the homelessness outreach program and related data from 311 BE RECEIVED; and further, That City Council RECEIVE an update as to how the Administration will attempt to draw the various organizations together to collaborate and capitalize on the programs that they are prepared to offer; and, That administration BE DIRECTED to collaborate with service providers including other organizations that provide outreach services in the area as well as the Strengthen the Core initiative to collect and include data in their update report back to Council
May 26, 2025	CR238/2025	S 45/2025 SCM 160/2025	Corporate Services	That the report of the Executive Initiatives Coordinator, Community Services, dated March 21, 2025, entitled “Response to Directive on Dog Park Policy - City Wide” BE RECEIVED; and, That administration BE DIRECTED to report back to the Community Services Standing Committee with amendments to the dog park policy to mirror the framework utilized by the City of Toronto and the City of Mississauga; and, That administration BE DIRECTED to investigate whether a portion of the revenue collected from dog licensing could be used to provide additional funding for dog parks.
May 26, 2025	CR241/2025	C 78/2025	Corporate Services	That the report of the Corporate Policy Coordinator dated May 14, 2025, entitled “Municipal Flag Policy Update - City Wide” BE DEFERRED to future meeting of City Council to allow for the review of Provincial and Federal Flag raising policies and concerns that have been brought forward.
May 26, 2025	CR247/2025	C 22/2025 AI 11/2025	Community Services	That the report of the Executive Initiative Coordinator, Community Services dated January 23, 2025, entitled “RFP Update - Jackson Park Feasibility Study - Ward 3” BE DEFERRED until such time as Council has sufficient clarity on the future of the Windsor Stadium property and has had the chance to engage the public on the matter.
May 26, 2025	CR248/2025	S 52/2025 SCM 138/2025	Economic Development	That the report of the Executive Director of Transit Windsor dated April 10, 2025, entitled “Response to instructional Memo TWB 13/2025 Transit Windsor Governance Structure, Roles and Responsibilities - City Wide” BE RECEIVED; and, That administration BE DIRECTED to report back on governance models for Transit Windsor for Council consideration, including an analysis of governance frameworks in comparable municipalities across Ontario; and, That the Transit Board RECOMMENDS that transit service continue to operate as a separate Corporate entity with its own Board exercising oversight.

May 26, 2025	CR249/2025	C 82/2025	Health & Human Services	That the report of the Manager, Homelessness and Housing Support and the Executive Initiatives Coordinator dated May 21, 2025 entitled “Response to CQ 9-2025 - Housing Hub Feasibility Study – Review of 2km Radius, Location of Emergency Shelters and Comparable Municipalities” BE RECEIVED for information; and further, That administration BE DIRECTED to consider and evaluate sights across the City, expanding the search for H4 beyond the 2km radius, and REPORT BACK the findings for Council’s consideration.
June 9, 2025	CR258/2025	S 150/2023 & AI 15/2024	Infrastructure Services	That Council APPROVE Option A -Ward 4 Front Yard Parking two-year Pilot Program, excluding the Walkerville Heritage Area bound by Walker Road to the east, Ottawa Street to the south, Lincoln Road to the west and Riverside Drive to the north; and further, That Administration BE DIRECTED to report back within the two-year Pilot Program with information that includes amendments to current additional dwelling unit (ADU) policies.
June 9, 2025	CR263/2025	Notice of Motion	Community Services	That Administration BE DIRECTED to immediately close Sandpoint Beach Park to the public until the Coroner’s report has been completed; and, That Administration BE DIRECTED to bring back the Sandpoint Beach Park Master Plan to a future City Council meeting for further discussion on a safe proposal for the community moving forward.
July 14, 2025	CR282/2025	SCM 188/2025 8.9	Economic Development	That the verbal update provided by the Commissioner, Economic Development, Deputy Chief Administrative Officer regarding the School Bus Extra Transition Plan BE RECEIVED; and, That Administration BE DIRECTED to report back with options for Council to consider regarding an analysis of potential service enhancements or possible new routes for East/West routes through the Southeast corridors of the City.
July 14, 2025	CR293/2025 ETPS 1071 Clauses VII & VIII	SCM 201/2025 & S 79/2025 8.20	Infrastructure Services	VII. That administration BE DIRECTED to report back with an updated truck traffic data report 12 months after the Gordie Howe Bridge has opened; and,VIII. That administration BE DIRECTED to report back to council with an analysis of the potential infrastructure impact of replacing the bridge on Riverside Drive East at Riverdale Avenue.
July 14, 2025	CR295/2025	C 94/2025 11.2	Corporate Services	That the report of the Coordinator of Real Estate Services dated June 20, 2025 entitled “Surplus Declaration and Sale Authorization - 0 Wellington Avenue (abutting 1329 Wellington) – Ward 3” BE DEFERRED to a future City Council meeting to allow for consultation with the real estate department regarding concerns outlined in the report.

July 14, 2025	CR297/2025	C 87/2025 11.4	Infrastructure Services	That the report of the Fleet Manager dated May 30, 2025 entitled “RFP No. 41-25 – Front Loading Refuse Truck Replacement –City Wide” BE DEFERRED to a future meeting of Council to consider the in-camera agenda item relating to this report.
July 28, 2025	CR333/2025	SCM 233/2025 11.5	Chief Administrative Officer	That the report of the Auditor General dated June 25, 2025 entitled "Auditor General Report Regarding Comparator Research and Recommendations” BE RECEIVED; and, That administration BE DIRECTED to work towards preparing a draft Auditor General By-law for Council’s consideration.
Sept 8, 2025	CR352/2025 ETPS 1077	SCM 250/2025 & S 86/2025 8.11	Infrastructure Services	That the report of the Environment, Transportation & Public Safety Standing Committee of its meeting held July 30, 2025 entitled “Response to CQ 25-2024 – “Illegal Car Rallies and Excessive Noise from Motor Vehicles-City Wide” BE RECEIVED by Council for information; and, That administration BE DIRECTED to provide an update in early in Q1 of 2026 related to the data presented, including an analysis of the data from the implementation of initiatives in other municipalities, particularly Vaughan, Ontario, with consideration of enacting any administrative penalties that could be emulated if there is an ongoing need to address these issues in our community.
Sept 8, 2025	CR358/2025 Clause III	C 114/2025 11.1	Finance	III. That City Council SUPPORT a total expenditure of $786,998 in 2026 (including inflationary factor and non-refundable tax); and, that the City Treasurer BE DIRECTED to bring forward a contractual expenditure increase of $59,272 as a priority budget increase as part of the 2026 budget process.
Sept 22, 2025	CR368/2025	C 120/2025 7.3	Infrastructure Services	That the report of the Executive Initiatives Coordinator dated August 26, 2025 entitled “Response to Inquiry Regarding Infrastructure Related Strategies to Discourage Unsafe Behaviours in the Public Roadway – City Wide” BE DEFERRED to a future meeting of Council to allow for further discussion.
Sept 22, 2025	CR390/2025 CSSC 294	SCM 274/2025 & S 106/2025 8.22	Health & Human Services	That the report of the Community Services Standing Committee of its meeting held September 3, 2025 entitled "Response to CQ 6-2025 re: Good Neighbour Policy Exploration– City Wide" BE RECEIVED for information; and, That administration BE DIRECTED to immediatedly develop a Good Neighbour Program as part of the Housing and Homelessness Master Plan and to provide options to Council for their consideration.

Oct 20, 2025	CR422/2025 ETPS 1082	SCM 305/2025, S 110/2025 & AI 23/2025 8.14	Infrastructure Services	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.
Clerk's Note: The listing of items prior to January 1, 2011 should not be considered complete at this point in time. Clerk's Note: This summary chart is not intended to replace the actual minutes of all proceedings.				