City Council Meeting Agenda

Date: Monday, February 23, 2026
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

Flag Raising Ceremony

International Mother Language Day – February 20, 2026

6. COMMITTEE OF THE WHOLE

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

7.1. Correspondence Report for Monday, February 23, 2026 **(CMC 3/2026)**

7.2. 2025 Status Report regarding City's response to Cannabis Retail Store Applications provided to AGCO - City Wide **(C 10/2026)** *Author: Jason Campigotto, Deputy City Planner - Growth*

7.3. Response to inquiry regarding Provincial Planning Statement, (PPS) 2024 and clarification as to how the PPS 2024 is to be interpreted - City Wide **(C 18/2026)** *Authors: Frank Garardo, Planner III Policy & Special Studies*

8. CONSENT AGENDA

8.1. Purchase of a Front Loading Refuse Truck - City Wide **(C 20/2026)** *Author: Chad Goebel, Senior Fleet Manager (Acting)*

8.2. Banwell Road/E.C. Row Expressway Interchange and Corridor Improvements - Noise Bylaw (6716) Exemption - Wards 7 and 9 **(C 21/2026)** *Author: Patrick E. Robitaille, Project Administrator*

CONSENT COMMITTEE REPORTS

8.3. Minutes of the Environment & Climate Change Advisory Committee of its meeting held October 2, 2025 **(SCM 35/2026) (SCM 359/2025)**

8.4. Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held November 4, 2025 **(SCM 36/2026) (SCM 379/2025)**

8.5. Report No. 1 of the Environment & Climate Change Advisory Committee meeting held October 2, 2025 **(SCM 37/2026) (SCM 360/2025)**

8.6. Report No. 2 of the Environment & Climate Change Advisory Committee of its meeting held October 2, 2025 **(SCM 38/2026) (SCM 361/2025)**

8.7. 2025 Annual Report of the Active Transportation Expert Panel (ATEP) **(SCM 39/2026) (SCM 366/2025)**

8.8. 2025 Annual Report of the Transit Windsor Working Group **(SCM 40/2026) (SCM 396/2026)**

8.9. 2025 Annual Report of the Environment & Climate Change Advisory Committee **(SCM 43/2026) (SCM 398/2025)**

8.10. Ministry of Transportation (MTO) Large Quadricycle Pilot Program - City-wide **(SCM 44/2026) (S 3/2026)** *Author: Craig Robertson, Manager of Licensing & Enforcement and Deputy Licence Commissioner*

8.11. Pilot BulkCollection Program in Business Improvement Areas – City Wide **(SCM 45/2026) (S 1/2026)** *Author: Jim Leether, Senior Manager, Environmental Services*

8.12. Parking By-law 9023 Modification – Various Streets – Ward: 2,3,4,5,6,9,10 **(SCM 46/2026) (S 8/2026)** *Author: Wilfred Anim-Odame, Transportation Technologist I*

8.13. Zoning By-law Amendment Application for 401-431 Shepherd Street West, Z-036/25 [ZNG-7345], Ward 3 **(SCM 48/2026) (S 145/2025)** *Author: Brian Nagata, Planner III - Development (Acting)*

8.14. Rezoning - 1360 & 1376 Howard Ave - Z-037/25 ZNG/7349 - Ward 4 **(SCM 49/2026) (S 146/2025)** *Author: Adam Szymczak, Senior Planner - Development*

8.15. Windsor Municipal Heritage Register – Updates about Bill 23 Strategy 2 and Alternative Notice Policy - City Wide **(SCM 50/2026) (S 6/2026)** *Author: Tracy Tang, Planner III – Heritage (Acting)*

8.16. Notice of Intent to Partially Demolish a Heritage Listed Property – 1519 Wyandotte Street East, Tivoli Pool Room, Casa Loma Restaurant - Ward 4 **(SCM 51/2026) (S 7/2026)** *Author: Tracy Tang, Planner III – Heritage (Acting)*

8.17. Brownfield Community Improvement Plan - 0 Wyandotte St E (south of 10835 Riverside Dr E) - Ward 7 **(SCM 52/2026) (S 142/2025)** *Author: Simona Simion, Planner III Economic Development*

8.18. Ford City CIP Application for 1327 Henry Ford Centre Drive, Owner: 1001134151 Ontario Inc. (C/O: Andrew Lennon, Kaija Karmiste, and Saksham Sharma), Ward 5 **(SCM 53/2026) (S 2/2026)** *Author: Kevin Alexander, Senior Planner--Special Projects*

8.19. Update to Report S 131/2025 – Amendment to Sign By-law 250-2004 for 3663 Walker Road - Ward 9 **(SCM 54/2026) (S 4/2026) (S 131/2025)** *Author: Kevin Alexander, Senior Planner--Special Projects*

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

10. PRESENTATIONS AND DELEGATIONS

10.1. "Sponsor Windsor" Recognition Awards

10.2. Auditor General - 2026 Q1 Status Report **(SCM 65/2026)**

10.3. 2026 Auditor General Charter Amendments (Alignment with Auditor General By-law 172-2025) **(SCM 57/2026)**

10.4. Revised 2026 Auditor General Work Plan **(SCM 58/2026)**

10.5. Auditor General Memo - Contract Alignment Arising from Council-Approved Auditor General Governance Instruments **(SCM 59/2026)**

10.6. Auditor General Report Regarding Administration's Alignment with IIA Essential Conditions **(SCM 60/2026)**

10.7. Auditor General Complaint Investigation Report – Conflict of Interest - City Department (Governance Review) **(SCM 61/2026)**

Clerk's Note: P&C memo provided to Mayor and members of Council only.

10.8. Auditor General Complaint Investigation Report – Hiring Practices **(SCM 62/2026)**

10.9. Auditor General Complaint Investigation Report – Safety Concerns and Responsibility Dispute Over Municipal Road Closure **(SCM 63/2026)**

10.10. Auditor General Complaint Investigation Report – Respectful Workplace **(SCM 64/2026)**

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

11.1. 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 memos **(AI 25/2025) (AI 2/2026)**

11.2. 2026 Update of the Playground Replacement Program - City Wide **(C 22/2026)** *Author: Jamie Scott, Executive Director, Parks, Recreation & Facilities*

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

Clerk's Note: Administration is providing the ***attached*** additional information memo **(AI 1/2026)**

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 28-2026** - A BY-LAW TO AMEND BY-LAW 40-2015, BEING A BYLAW TO CLOSE, STOP UP AND CONVEY A PORTION OF THE 3.66 METRE (12 FEET) WIDE EAST/WEST ALLEY AND THE NORTH/SOUTH ALLEY BETWEEN DAWSON AND RAYMO ROADS, SOUTH OF WYANDOTTE STREET EAST, CITY OF WINDSOR, authorized by CAO 273/2025, dated January 15, 2026.

13.2. **By-law 29-2026** - A BY-LAW TO AMEND BY-LAW 12933, BEING A BYLAW TO CLOSE, STOP UP AND CONVEY PART OF THE NORTH/SOUTH ALLEY BETWEEN DAWSON AND RAYMO, NORTH OF ONTARIO STREET, CITY OF WINDSOR, authorized by CAO 273/2025, dated January 15, 2026.

13.3. **By-law 30-2026** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR41/2026, dated February 9, 2026.

13.4. **By-law 31-2026** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR42/2026, dated February 9, 2026.

13.5. **By-law 32-2026** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR40/2026, dated February 9, 2026.

13.6. **By-law 33-2026** - A BY-LAW TO FURTHER AMEND BY-LAW 188-2000, BEING A BY-LAW TO APPOINT PROVINCIAL OFFENCES OFFICERS FOR THE CORPORATION OF THE CITY OF WINDSOR, authorized by By-law 98-2011 Section 27.1(l)(i).

13.7. **By-law 34-2026** - A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 23RD DAY OF FEBRUARY, 2026.

14. MOVE BACK INTO FORMAL SESSION

15. NOTICES OF MOTION

16. THIRD AND FINAL READING OF THE BY-LAWS

By-law 28-2026 through 34-2026 inclusive

17. PETITIONS

18. QUESTION PERIOD

19. STATEMENTS BY MEMBERS

20. UPCOMING MEETINGS

Active Transportation Expert Panel
Wednesday, February 18, 2026
2:00 p.m., via Zoom video conference

Environment & Climate Change Advisory Committee
Thursday, February 19, 2026
5:30 p.m., Room 140, 350 City Hall Square West

International Relations Committee
Tuesday, February 24, 2026
3:30 p.m., Room 522a, 350 City Hall Square West

Environment, Transportation, and Public Safety Standing Committee - **CANCELLED**
Wednesday, February 25, 2026
4:30 p.m., Council Chambers

Environment, Transportation, and Public Safety Standing Committee
Sitting as the Transit Windsor Board of Directors - **CANCELLED**
Wednesday, February 25, 2026
Immediately following the Environment, Transportation & Public Safety Standing Committee meeting, Room 140, 350 City Hall Square West

Development & Heritage Standing Committee
Monday, March 2, 2026
4:30 p.m., Council Chambers

Community Services Standing Committee
Wednesday, March 4, 2026
9:00 a.m., Council Chambers

Age Friendly Windsor Working Group
Friday, March 6, 2026
9:30 a.m., Room 522a, 350 City Hall Square West

City Council Meeting
Monday, March 9, 2026
10:00 a.m., Council Chambers

21. ADJOURNMENT

Correspondence Report: CMC 3/2026

ATTACHMENTS

Subject: Correspondence Report for Monday, February 23, 2026 City Council Meeting

No.	Sender	Subject
7.1.1	Ontario Land Tribunal	Notice of Case Management Conference regarding Case No. OLT-25-000895 – 619 Cabana Road W. Administrative Lead: City Solicitor ZB/15008 Note & File
7.1.2	Town of Tecumseh	Notice of Public Meeting for proposed Official Plan Amendment to redesignate lands in the Manning Road Secondary Plan area. Administrative Lead: Deputy Chief Administrative Officer/Commissioner, Economic Development Z2026 Note & File
7.1.3	Town of Tecumseh	Notice of Public Open House regarding the preparation of a new Zoning By-law. Administrative Lead: Deputy Chief Administrative Officer/Commissioner, Economic Development Z2026 Note & File
7.1.4	Essex-Windsor Solid Waste Authority (EWSWA)	Resolution of EWSWA Board – Green Bin Program Promotion and Education. Administrative Lead: Infrastructure Services & City Engineer EI2026 Note & File

7.1.5	Deputy City Planner	Application for Zoning By-law Amendment and Official Plan Amendment, LRU Leasing Inc., 0 Mercer Street, to allow a two-storey Group Home and a five-storey, 60-unit Multiple Dwelling with an 80-space parking area. Administrative Lead: City Planner Z/15097 Note & File
7.1.6	Deputy City Planner	Application for Zoning By-law Amendment, Homes by Artisan, 1141 & 1175 Cabana Road West, to construct one three-storey Multiple Dwelling containing 29 dwelling units with 37 on-site parking spaces with vehicle access from Casgrain Drive. Administrative Lead: City Planner Z/15098 Note & File
7.1.7	Committee of Adjustment	Applications to be heard by the Committee of Adjustment/Consent Authority, Thursday, March 12, 2026. Administrative Lead: City Planner Z2026 Note & File

Ontario Land Tribunal

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

Tribunal ontarien de l'aménagement du territoire

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

ZONING BY-LAW

PROCEEDING COMMENCED UNDER subsection 34(11) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Applicant/Appellant:	Peter Botros
Subject:	Application to amend the Zoning By-law – Refusal or neglect to make a decision
Description:	To permit three buildings with six dwelling units each for a total of 18 dwelling units
Reference Number:	ZB-15008
Property Address:	619 Cabana Road W N9G 1B5
Municipality/UT:	Windsor
OLT Case No.:	OLT-25-000895
OLT Lead Case No.:	OLT-25-000895
OLT Case Name:	Peter Botros v. Windsor (Municipality)

The Ontario Land Tribunal (the "Tribunal") will conduct a **Case Management Conference** (the "CMC") by **Video Conference** for this matter.

The event will be held:

AT: 10:00 AM

ON: Tuesday March 10, 2026

AT: https://global.gotomeeting.com/join/909787981
Access Code: 909-787-981

The Tribunal has set aside **0.5 day** for this matter.

The Tribunal's Rules of Practice and Procedure can be found at: https://olt.gov.on.ca/legislation-and-rules/

The purpose of the CMC is set out in Rule 19.1 of the Tribunal's Rules. Parties attending the CMC must be prepared to discuss preliminary issues including but not limited to:

- Identification of parties and/or participants
- Identification of issues.
- Draft Procedural Order – parties are strongly encouraged to meet before the CMC to consider a draft Procedural Order, as per Rule 19.2 (available at https://olt.gov.on.ca/forms-submissions/).
- Directions for pre-filing of witness lists, expert witness statements and written evidence.
- Possibility of Settlement and Mediation discussion
- Start date and duration of the hearing.

This event is conducted under Rule 20 of the Tribunal's Rules. Rule 20.2 sets out how a party may object to the Tribunal conducting this event electronically. Any party, or any person who intends to seek party status, may object to the Tribunal holding this event by video by filing an objection with the Tribunal's Case Coordinator. The objection must be received by the Tribunal **at least 20 days before** the date of the Hearing and must be copied to the other parties. All contact information is included in **Schedule A** to this notice.

Event dates are firm – adjournments will not be granted except in the most serious circumstances, and only in accordance with Rule 17 of the Tribunal's Rules.

If you do not attend the CMC, the Tribunal may proceed in your absence, and you will not be entitled to any further notice of these proceedings. The Tribunal may finalize the list of appellants, parties and/or participants at this CMC.

VIDEO CONFERENCING SOFTWARE

The event will be held using **GoTo Meeting**. The appellant(s), applicant, municipality or approval authority, and those persons who intend to request party or participant status, are asked to log into the video hearing through the link provided above **at least 15 minutes before** the start of the event to test their video and audio connections. All persons are expected to access and set-up the application well in advance of the event to avoid unnecessary delay. The desktop application can be downloaded at https://global.gotomeeting.com/install. A web application is also available at https://app.gotomeeting.com/home.html. A compatible web browser for this service is Chrome.

Persons who experience technical difficulties accessing the GoTo Meeting application or who only wish to listen to the event can connect to the event by calling into an audio-only telephone line: **+1 (647) 497-9391** or **Toll Free 1-888-455-1389**. The access code is **909-787-981.**

PARTY OR PARTICIPANT STATUS REQUEST

Persons other than the appellant(s), applicant, municipality or approval authority who wish to participate in the proceeding, either as a party or as a participant, are expected to file a written status request with the Tribunal to outline their interest in the proceeding.

The Party Status Request Form and Participant Status Request and Participant Statement Form are available on the Tribunal's website (https://olt.gov.on.ca/forms-submissions/) and are to be used to assist with the preparation of the request. If you are requesting status, this form must be provided **at least 10 days before** the CMC to:

- The assigned Tribunal Case Coordinator **Riana Zammit** at **Riana.Zammit@Ontario.ca .**
- The municipality and the approval authority on the same day as it is emailed to the Tribunal Case Coordinator.
- The Applicant and the Appellant(s) on the same day as it is emailed to the Tribunal Case Coordinator.

The contact information for the parties is included in **Schedule A** to this notice.

The status request will be reviewed and considered by the presiding Member at the CMC. It will also assist the Tribunal in organizing the hearing event. **Attendance by the requestor, or their representative, at the CMC is required for all status requests**. Where a requestor, or their representative, fails to attend the CMC, the presiding Member may refuse to consider or dismiss the status request in their absence.

Persons who are granted party status shall participate fully in the proceeding (see Rule 8). Persons who are granted participant status may only participate in writing by way of a participant statement (see Rule 7.7). Only persons who are granted party or participant status by the Tribunal are permitted to participate in any further hearing event that is convened by the Tribunal for this appeal.

For more information on requesting status, please review the Tribunal's video "How to request party or participant status" video located at this link: https://olt.gov.on.ca/guides-videos/

SUBMISSION REQUIREMENTS

If a person intends to refer to a document at the CMC that is not in the Tribunal's case file, the document is expected to be pre-filed electronically with the Tribunal **at least 10 days before** the date of the CMC All pre-filed documents shall be served on the other parties electronically. All contact information is included in **Schedule A** to this notice.

Submissions larger than 30MB must be transferred to the Tribunal's Case Coordinator using an electronic file sharing service. Please see **Schedule B** for further submission requirements.

DUTY TO REVIEW THE TRIBUNAL RULES OF PRACTICE AND PROCEDURE

Parties are expected to familiarize themselves with the Tribunal's Rules, including but not limited to the excerpted Rules included in **Schedule C** to this notice.

FURTHER DIRECTIONS

Tribunal proceedings are open to the public and all documents filed in a proceeding will be included in the Tribunal's public file (except those documents that may be deemed confidential in accordance with the Ontario Land Tribunal's Rule 22).

The Tribunal shall issue a disposition following the CMC that will set out the directions of the Tribunal. A copy of this decision may be obtained from the Tribunal's website (https://olt.gov.on.ca/decisions/) by referencing the above case number.

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible by emailing OLT.COORDINATOR@ontario.ca. If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance.

Pour recevoir des services en français, veuillez communiquer avec la Tribunal au 1-866-448-2248/(416) 212-6349 ou OLT.COORDINATOR@ontario.ca.

For general information concerning the Tribunal, visit our website at https://olt.gov.on.ca or you may contact the Tribunal's offices at 1-866-448-2248 or local (416) 212-6349.

DATED at Toronto, this 29th day of January, 2026.

Matthew D.J. Bryan
Registrar

SCHEDULE A

Please provide materials electronically to the assigned Tribunal Case Coordinator **Riana Zammit** at **Riana.Zammit@Ontario.ca** .

On the same day that documents are submitted to the Tribunal, electronic copies are to be submitted to:

Appellant [Representative]
Peter Botros
C/O Analee Baroudi
analee@baroudilaw.ca

Municipality
City of Windsor
C/O Aaron Farough
afarough@citywindsor.ca

SCHEDULE B

INSTRUCTIONS FOR ELECTRONIC PRE-FILING SUBMISSIONS

Submission requirements to organize the hearing event

If a person intends to refer to a document at the hearing event (for clarity, any document that is not in the Tribunal's case file), it is expected to be pre-filed electronically with the Tribunal at **least ten (10) days before** the date of the hearing event and provided to all parties. The deadline applies unless otherwise specified in the Rules.

Submission emails **under 30MB** in size may be emailed directly to the assigned Tribunal Case Coordinator. Emails **larger than 30MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service to avoid sending documents across multiple email parts. Where appropriate, documents are to be submitted in .pdf format.

Naming convention

To assist the Tribunal and the adjudicator during the event, it is important that all submissions are **paginated and labelled appropriately** to clearly identify the content of each document. Where a document contains numerous sections, each section is to be indexed to a table of contents.

Additionally, clearly identify and separately tab the relevant sections that will be relied upon for quicker reference. The entirety of the policy documents (e.g. the PPS, Planning Act, Official Plans, Zoning By-laws, etc.) are not required unless deemed necessary to be presented by the parties or as otherwise directed by the Tribunal.

Parties are asked to adhere to the following naming convention: **case number_party role_ document type_date of hearing event.**

For example: PL123456_Applicant_Notice of Motion_Jan 1, 2020

Please see Rules 7.1 and 7.2 for the standard document submission requirements.

SCHEDULE C

EXTRACTS OF TRIBUNAL RULES OF PRACTICE AND PROCEDURE

RULE 7 - DOCUMENTS, EXHIBITS, FILING, SERVICE

7.1 Form of Documents Unless otherwise directed by the Tribunal, every document filed or introduced by a party or participant in a proceeding before the Tribunal shall be legible and prepared electronically and shall have each page numbered consecutively, throughout the entire text or within tabs, including any graphic content. When a document is directed to be provided as a paper document, the paper document shall be identically numbered as the electronic copy and shall be prepared on letter size paper (8 ½" x 11"), except for large documents such as plans, surveys or maps.

7.2 Other Exhibits Large graphic or other such types of visual evidence should not be glued to foam or other boards. They shall be on paper and be removed from the boards following the hearing event, and folded to 8 ½" x 11". Three-dimensional models must be photographed and the photographs must be introduced with the model. Visual evidence must be reviewed by the other parties before the hearing event or by an earlier date if set out in a procedural order.

7.3 Copies of Documents for Parties and the Municipal Clerk A party who intends to introduce a document as evidence at a hearing event shall provide a copy of the document to all the parties at the beginning of the proceeding or by an earlier date if that is required by the terms of a procedural order or otherwise directed by the Tribunal. If the document is an official plan, those parts of the plan to be referred to at the hearing event should be distributed to the parties, and a copy of the entire plan must be made available to the Tribunal Member(s). If the Tribunal orders that the Municipal Clerk keep copies of documents for public inspection, they do not need to be certified copies, unless a party objects that they are not authentic copies.

7.4 Prefiling of Witness Statements and Reports If the hearing is expected to last more than 5 days, the Tribunal may require that parties calling expert or professional witnesses serve on the other parties any expert witness statements and reports prepared for the hearing, at least 30 days in advance of the commencement of the hearing, unless otherwise directed by the Tribunal. The Tribunal may in its discretion, or at the request of a party, also make this prefiling order for hearings expected to last fewer than 5 days. The expert witness statement must contain:

a. an executed acknowledgment of expert's duty form (attached to these Rules) and the expert's qualifications;
b. the issues the expert will address, their opinions on these issues, the reasons that support their opinions and their conclusions; and
c. a list of the reports or documents, whether prepared by the expert or by someone else, that the expert will refer to at the hearing.

The expert's complete report may be filed instead of this statement if it contains the required information.

An expert may not be permitted to testify if this statement or report is not served on all parties when so directed by the Tribunal.

7.5 Duty of the Expert Witness It is the duty of every expert engaged by or on behalf of a party who is to provide opinion evidence at a proceeding under these Rules to acknowledge, either prior to (by signing the acknowledgment form attached to the Rules) or at the proceeding, that they are to:

a. provide opinion evidence that is fair, objective and non-partisan;
b. provide opinion evidence that is related only to the matters that are within the expert's area of expertise;
c. provide such additional assistance as the Tribunal may reasonably require to determine a matter in issue;
d. not to seek or receive assistance or communication from any third party, except technical support, while giving oral evidence in examination in chief, while under cross-examination, or while in reply; and
e. acknowledge that these duties prevail over any obligation owed by the expert to the party by whom or on whose behalf he or she is engaged.

7.6 Other Witnesses The Tribunal may also require that a witness who is not presenting expert evidence provide a witness statement. A witness statement should contain:

a. a short written outline of the person's background experience and interest in the matter;
b. a list of the issues that they will discuss; and
c. a list of reports or materials that they will rely on at the hearing.

The Tribunal may decline to allow the witness to testify if this statement is required by the Tribunal and has not been provided to the other parties.

7.7 Participant Statements A person who wishes to participate in a proceeding as a participant, shall file a written participant statement that sets out their position on the appeal and issues of the proceeding, together with an explanation of their reasons in support of their position. A participant may only make submissions to the Tribunal in writing unless otherwise provided for by an Act or regulation.

7.8 Amendment of Documents Documents filed with the Tribunal can only be amended with the consent of the parties or by order of the Tribunal. The Tribunal may require that the person requesting an amendment do so by way of a motion under Rule 10.

7.9 Copies of Tribunal Documents A person may examine any document, including electronic documents, filed with the Tribunal and copy it after paying the Tribunal's fee, unless a statute, a Court Order, an order of the Tribunal or these Rules provide otherwise.

7.10 Return of Exhibits Exhibits of all types introduced at a hearing will be kept for 180 days after the Tribunal decision issues. The person introducing an exhibit may ask for

its return after this time, and it may be given back if the Tribunal agrees. If no such request is made, the exhibit becomes the property of the Tribunal and may be archived.

7.11 Service by Personal Service or Electronic Service Where any document is required to be served or filed, including the one commencing a proceeding or a motion or providing notice, it shall be served by personal service, registered mail or electronically (unless a statute or the Tribunal requires another method of service) and shall be sent to:

a. the party's representative, if any;
b. where the party is an individual and is not represented, to that party directly, where that party has provided an address for service and/or an e-mail address;
c. where that party is a corporation and is not represented, to the corporation directly, to the attention of an individual with apparent authority to receive the document;
d. where served on or filed with a local board or commission, or any department, ministry or agency of the federal, provincial or municipal government, to an individual with apparent authority to receive the document; or
e. where served on or filed with the Tribunal, to the Registrar, or the assigned administrative staff.

Subject to Rule 7.12, if a document is served by e-mail, then service is effective on the date of service.

7.12 If Served Electronically After 4:30 p.m. Any document served electronically after 4:30 p.m. is deemed to have been served on the next business day.

7.13 Proof of Electronic Service A confirmation printout received by the sender is proof of the full transmission and receipt of the electronic service.

RULE 8 - ROLE AND OBLIGATIONS OF A PARTY

8.1 Role and Obligations of a Party Subject to Rule 8.2 below, a person conferred party status to a proceeding before the Tribunal shall participate fully in the proceeding, and by way of example may:

a. Identify issues arising from a notice(s) of appeal for the approval of the Tribunal;
b. Bring or respond to any motion in the proceeding;
c. Receive copies of all documents and supporting information exchanged, relied upon or filed in connection with any hearing event conducted in the proceeding;
d. Present opening and closing submissions at the hearing;
e. Present and examine witnesses and cross-examine witnesses not of like interest;
f. Claim costs or be subject to a costs award when ordered by the Tribunal; and
g. Request a review of the Tribunal's decision or order as set out in Rule 25.

8.2 Power of Tribunal to Add or Substitute a Party The Tribunal may add a party to a proceeding when that person satisfies applicable legislative tests necessary to be a party and the Tribunal has reasonable grounds to do so, provided that the person's presence is necessary to enable the Tribunal to adjudicate effectively and completely.

The Tribunal may substitute a party and transfer another party's interest to the substituted party when the Tribunal has reasonable grounds to do so.

8.3 Non-Appellant Party A party to a proceeding before the Tribunal which arises under any of subsections 17(24) or (36), 34(19), 37(17), 42(4.9) or 51(39) of the *Planning Act* or section 14 of the *Development Charges Act* who is not an appellant of the municipal decision or enactment may not raise or introduce a new issue in the proceeding. The non-appellant party may only participate in these appeals of municipal decisions by sheltering under an issue raised in an appeal by an appellant party and may participate fully in the proceeding to the extent that the issue remains in dispute.

8.4 Common Interest Class Where the Tribunal is of the opinion that more than one party is of common interest with another party or other parties, the Tribunal may, on its own initiative or on the request of any party, appoint a person of that class of parties to represent the class in the proceeding.

RULE 17 - ADJOURNMENTS

17.1 Hearing Dates Fixed Hearing events will take place on the date set unless the Tribunal agrees to an adjournment. Adjournments will not be allowed that may prevent the Tribunal from completing and disposing of its proceedings within any applicable prescribed time period.

17.2 Requests for Adjournment if All Parties Consent If all of the parties agree, they may make a written request to adjourn a hearing event. The request must include the reasons, a suggested new date, and the written consents of all parties. However, the Tribunal may require that the parties attend in person or convene an electronic hearing to request an adjournment wherein the Tribunal will consider its powers under Rule 17.5, even if all of the parties consent. The consenting parties are expected to present submissions to the Tribunal on the application of any prescribed time period to dispose of the proceeding.

17.3 Requests for Adjournment without Consent If a party objects to an adjournment request, the party requesting the adjournment must bring a motion at least 15 days before the date set for the hearing event. If the reason for an adjournment arises less than 15 days before the date set for the hearing event, the party must give notice of the request to the Tribunal and to the other parties and serve their motion materials as soon as possible. If the Tribunal refuses to consider a late request, any motion for adjournment must be made in person, at the beginning of the hearing event.

17.4 Emergencies Only The Tribunal will grant last minute adjournments only for unavoidable emergencies, such as illnesses so close to the hearing date that another representative or witness cannot be obtained. The Tribunal must be informed of these emergencies as soon as possible.

17.5 Powers of Tribunal upon Adjournment Request The Tribunal may,

a. grant the request.
b. grant the request and fix a new date or, where appropriate, the Tribunal will schedule a case management conference on the status of the matter;
c. grant a shorter adjournment than requested;
d. deny the request, even if all parties have consented;
e. direct that the hearing proceed as scheduled but with a different witness, or evidence on another issue;
f. grant an indefinite adjournment, if the Tribunal finds no substantial prejudice to the other parties or to the Tribunal's schedule and the Tribunal concludes the request is reasonable for the determination of the issues in dispute. In this case, a party must make a request, or the Tribunal on its own initiative may direct, that the hearing be rescheduled or resumed as the case may be;
g. convert the scheduled date to a mediation or case management conference; and
h. make any other appropriate order.

RULE 19 - CASE MANAGEMENT CONFERENCES

19.1 Case Management Conference At the request of a party, on its own initiative or as may be required by legislation or regulation, the Tribunal may direct parties to participate in a case management conference conducted by a Member of the Tribunal, which can include settlement conferences, motions or preliminary hearing matters, such as to:

a) Identify the parties and participants;
b) Determine the issues raised by the appeal;
c) Narrow the issues in dispute;
d) Identify facts or evidence the parties may agree upon or on which the Tribunal may make a binding decision;
e) Obtain admissions that may simplify the hearing, which may include the examination of persons by the Tribunal as part of the conference;
f) Provide directions for exchange of witness lists, witness statements, expert witness statements and reports, for meetings of experts including to address the disclosure of information such as the disclosure of the information that was not provided to the municipality before council or the approval authority made its decision that is the subject of the appeal, and for further disclosure where necessary;
g) Provide directions to the parties to file a hearing plan to outline how the hearing will proceed, the order of witnesses, or the anticipated time for submissions to ensure the Tribunal sets aside sufficient time in its hearing calendar to dispose of the issues;
h) Discuss opportunities for settlement, including possible use of mediation or other dispute resolution processes;
i) Fix a date, place and format for the hearing and estimate its length, and encourage the parties to agree upon the dates for any procedural steps;
j) Discuss issues of confidentiality, including any need to hold a part of the hearing in the absence of the public or to seal documents;
k) Address the production and cost sharing of joint document books; and
l) Deal with any other matter that may assist in a fair, just, expeditious and cost-effective resolution of the issues.

19.2 Sample Procedural Order and Meeting Before Case Management Conference Where the parties are known before the case management conference, they are expected to discuss the matters set out in Rule 19.1 and present a draft procedural order to the Tribunal for its approval. Sample procedural orders are listed in the Index to these Rules.

19.3 Serving Notice of a Conference The Tribunal will determine the notice requirements for a Case Management Conference and any directions to serve a Notice of Case Management Conference that provides the time, place and format of the conference. The directions may include a notice to all persons or authorities entitled by legislation or regulation. The person, municipality or approval authority who is issued the direction must serve this notice on those persons entitled to notice of the conference

and provide an affidavit to the Tribunal, at or prior to the conference, to prove service of the notice.

19.4 Tribunal Member Presides The Tribunal's Chair will assign at least one Member of the Tribunal to conduct the conference.

19.5 Public Attendance at a Case Management Conference A case management conference held in person will be open to the public. A case management conference held by electronic hearing will be open to the public where practical. Despite the general principle of public open sessions, where circumstances prevail that may require confidentiality, in the discretion of the presiding Tribunal Member, part or all of the conference may be conducted in *camera*.

19.6 Conversion from One Procedure to Another The Tribunal Member may, at any time, conduct a procedural discussion, initiate a motion, inquire into a preliminary matter, or convert the conference into a hearing. The Tribunal will state in the notice of a case management conference that the parties are expected to arrive prepared for a procedural and settlement conference as well as a preliminary hearing, where evidence or formal statements or submissions may be heard. Even if no settlement is reached, the Tribunal may proceed to make a final decision on any evidence received during the conference.

19.7 Results of Failure to Attend a Conference If a party fails to attend the conference or by authorized representative, the Tribunal may proceed without that party. The non-attending party is not entitled to notice of subsequent hearing events in the proceedings.

19.8 Tribunal Order Following The Tribunal Member conducting the case management conference will issue an order that may decide any of the matters considered at the conference and provide procedural directions for any subsequent hearing event.

19.9 Hearing Member Bound The Tribunal Member conducting the hearing or any subsequent hearing event is bound by the order resulting from the case management conference unless that Member is satisfied that there is good reason to vary the order.

19.10 Methods of Holding Hearing Events The Tribunal may direct in an order following a conference that hearing events in a proceeding be held by a combination of written, electronic or in person hearing events.

RULE 20 - ELECTRONIC HEARINGS

20.1 Hearing Events by Teleconference or Videoconference The Tribunal may hold a hearing event by electronic hearing, such as by teleconference or videoconference, for the determination of any issue in the proceeding. Where the Tribunal directs that a hearing event be held by electronic hearing, the Tribunal may direct a party to make the necessary arrangements and to give notice of those arrangements to the Tribunal and other parties.

20.2 Objection to the Electronic Format A party who objects to a hearing event being held as an electronic hearing shall notify the Tribunal and all other parties of its objection within the time period specified in the notice of the electronic hearing. The objecting party shall set out the reasons why the electronic hearing is likely to cause the objecting party significant prejudice.

20.3 Response to Notice of Objection The Tribunal may request a written response from other parties to the objection of an electronic hearing within a time period set out by the Tribunal.

20.4 Procedure When Objection is Received If the Tribunal receives an objection to hold a hearing event by electronic hearing, it may:

a) Accept the objection, cancel the electronic hearing, and schedule an in person or written hearing; or
b) If the Tribunal is satisfied, after considering any responding submissions that no significant prejudice will result to a party, then the Tribunal will reject the objection and proceed with the electronic hearing.

20.5 Directions for the Electronic Hearing The Tribunal may direct the arrangements for the electronic hearing or designate an approved location for videoconference to protect the integrity of the hearing process, including the security and confidentiality of evidence as necessary.

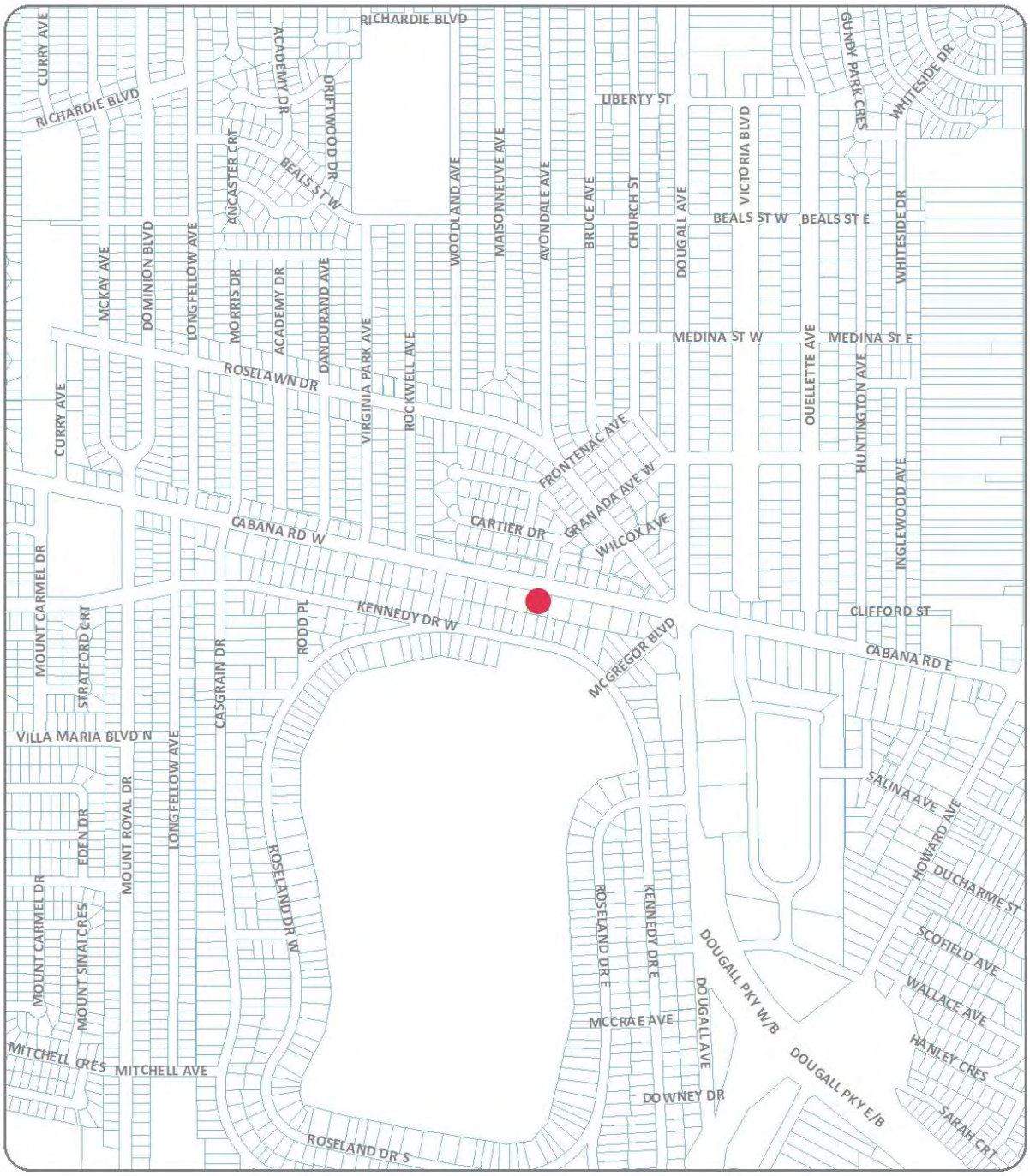
20.6 Videoconferences The Tribunal shall pre-approve all arrangements for conducting a hearing event by videoconference, including the pre-filing and exchange of motion materials, documents, written submissions or any visual and written evidence, and the locations for the conference. Any information, statement or material intended to be filed as an exhibit at a videoconference shall be pre-filed with the Tribunal and provided to all parties in accordance with the Tribunal's directions or procedural order for conducting a hearing event by videoconference.

20.7 The View of the Camera A party's representative or a witness in a videoconference shall be in view of the camera, with minimal visual obstructions, in the course of their presentations or submissions to the Tribunal. Where a witness is being examined or cross-examined, there shall be a view of the witness, counsel protecting the witness, and the person conducting the examination or cross-examination. Any document that may be referred to by parties or their witnesses shall be visible and legible to the Tribunal and all other parties to the conference, either by the camera or by referring to a copy of the document exchanged in accordance with the Tribunal's directions.

Purpose and Intent of the Zoning By-law Amendment

The applicant proposes to construct three buildings with six dwelling units each for a total of 18 dwelling units. The proposed buildings will be 9 m in height (3-storeys). Onsite parking for a total of 26 spaces is proposed to be shared by all buildings and located at the rear of the Site. A total of 9 bicycle parking spaces are proposed. The applicant requests to amend the current RD1.4 zone to a site-specific zone RD2.2 in order to permit a multiple dwelling with 5 or more dwelling units with reduced minimum lot width for each proposed building.

Key Map - 619 Cabana Road W City of Windsor



KEY MAP - Z-013/25, ZNG/7307

SUBJECT LANDS

TOWN OF TECUMSEH
NOTICE OF PUBLIC MEETING
PROPOSED OFFICIAL PLAN AMENDMENT

TAKE NOTICE that the Council of the Corporation of the Town of Tecumseh will hold a public meeting **Tuesday, February 24, 2026 at 6:30 p.m.** in the Town Municipal Office Council Chambers at 917 Lesperance Road to consider a proposed amendment to the Town's Official Plan, pursuant to the provisions of the *Planning Act, R.S.O. 1990*. Please see below for information on how to provide comments or participate in the public meeting.

A Town-initiated Official Plan Amendment (OPA) is being proposed to redesignate lands in the Manning Road Secondary Plan Area (MRSPA) (see Key Map for location of lands) to facilitate the redistribution of parkland from one large central park to four smaller parks evenly distributed throughout the area.

The proposed Official Plan amendment *(Application/File: D19 MRSPA OPA)*:

i) revises Land Use Plan Schedule "B-1" to show the proposed new distribution of parkland;

ii) revises Land Use Plan Schedule "B-1" to address a technical matter that involves changing the designation of the area proposed to be occupied by the Baillargeon Stormwater Pond from "Recreational" and "Community Facility" to "Residential"; and

iii) introduces policy to Section 8.3, Storm Drainage, to permit the use of parkland as part of stormwater facilities, at the approval of the Town.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed Official Plan amendment.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Corporation of the Town of Tecumseh to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the Town of Tecumseh before the proposed Official Plan amendment is adopted, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the Town of Tecumseh before the proposed Official Plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

How to Provide Comments or Participate the Public Meeting

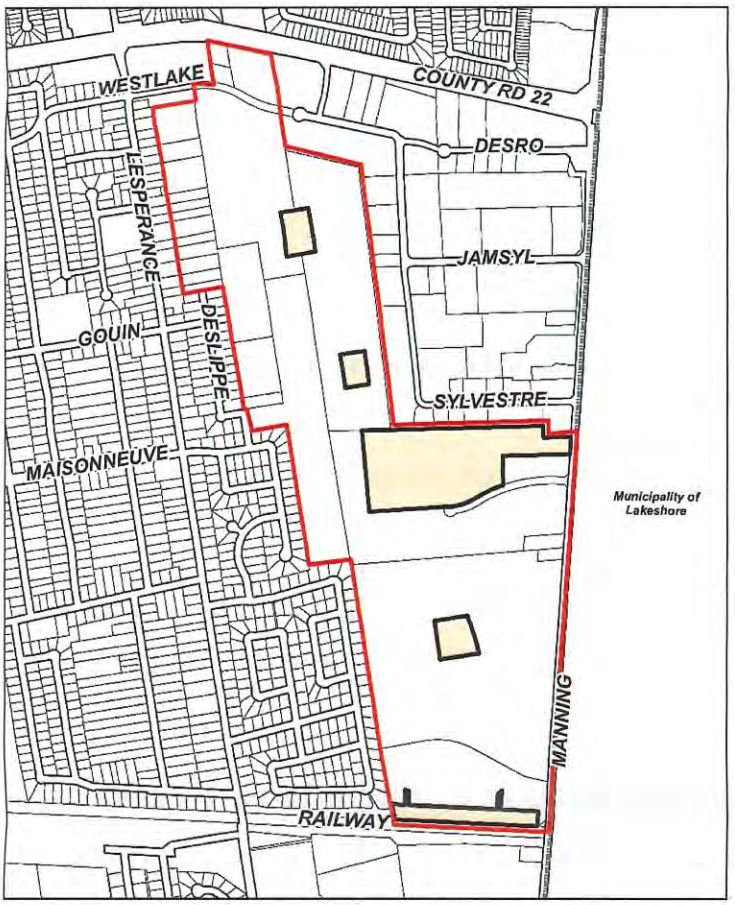
Public Meetings are being held at the Town Municipal Office Council Chambers and live-streamed on the Town's website. Any person who wishes **to make oral submissions** at the Public Meeting **must register as a delegate**. To register as a delegate, persons may use the online registration form on the Town's website at www.tecumseh.ca/delegations or by providing their contact information (name, address, email and phone number) to the Town Clerk **by 3:00 p.m. on Tuesday, February 24, 2026**. Registered delegates will receive the necessary details to speak at the public meeting. By registering as a delegate, persons are consenting to their image, voice and comments being recorded and available for public viewing on the Town's website. **Written submissions** may also be provided to the Clerk **by 12:00 p.m. (noon) on Thursday, February 19, 2026.**

If you wish to be notified of the decision of the Council of the Corporation of Town of Tecumseh on the proposed Official Plan, **you must make a written request** to the Corporation of the Town of Tecumseh, c/o Robert Auger, Director Legislative Services & Clerk, at the mailing address noted below.

FOR MORE INFORMATION about this matter, including information about appeal rights, contact the Corporation of the Town of Tecumseh, c/o Robert Auger, Director Legislative Services & Clerk, at rauger@tecumseh.ca or directly at the Town Municipal Office at 917 Lesperance Road.

The Public Meeting Agenda regarding this application will be available on the Town's website (**https://calendar.tecumseh.ca/meetings**) on Friday, February 20, 2026.

KEY MAP



0 125 250 500 750 1,000
Metres

MRSPA Lands

Lands Subject to Proposed Amendment

DATED AT THE TOWN OF TECUMSEH
THIS 4th DAY OF FEBRUARY, 2026.

ROBERT AUGER
DIRECTOR LEGISLATIVE SERVICES & CLERK
TOWN OF TECUMSEH
917 LESPERANCE ROAD
TECUMSEH, ONTARIO, N8N 1W9

TOWN OF TECUMSEH
917 Lesperance Rd.
Tecumseh Ontario N8N 1W9

CANADA POSTES
POST CANADA
01.23
N8N 1W9 2026.02.04
NE014 3560763 ^kr<I
000159 103151
0204

CITY OF WINDSOR
COUNCIL SERVICES

FEB 11 2026

RECEIVED

Office of the City Clerk
350 City Hall Square West
Room 530
Windsor, ON, N9A 6S1

NOTICE OF PUBLIC OPEN HOUSE
February 26, 2026

Town of Tecumseh New Zoning By-Law

WHAT IS THE PURPOSE OF THIS OPEN HOUSE?

A Zoning By-law, passed under Section 34 of the *Planning Act*, is the Town's primary tool to regulate the use of all land in the Town. It divides land into various zone categories such as residential, commercial, industrial and agricultural, and establishes what uses are permitted and where buildings and structures can be located on a property. It also includes a range of regulations including, but not limited to, maximum lot coverage and building height, parking requirements, flood prone area regulations and home occupation regulations.

The Town retained the services of WSP Canada Inc. (WSP) to assist in the preparation of a new Zoning By-law. The new Zoning By-law will:

- replace the existing Zoning By-laws;
- implement the mandatory regulations of the *Planning Act*, the policies of the Provincial Planning Statement, 2024 and the County of Essex Official Plan and the policies and land use designations of the Tecumseh Official Plan;
- increase the clarity, intent and ease of understanding the various terms and regulations contained in the By-law;
- provide consistency of regulations across the Town;
- update the land use zones and associated mapping, corresponding regulations, definitions and general provisions; and
- address emerging themes and trends in land use planning as they apply to the Town of Tecumseh.

WHEN AND WHERE IS THE OPEN HOUSE?

Date	1-Hour Timeslots Available for Registration	Location
Thursday February 26, 2026	2:00 p.m. to 3:00 p.m. 3:00 p.m. to 4:00 p.m. 4:00 p.m. to 5:00 p.m. --- 5:00 p.m. to 6:00 p.m. 7:00 p.m. to 8:00 p.m.	Tecumseh Arena and Recreation Complex Centre Ice Room (2nd Floor) 12021 McNorton Street
See link below to register for a 1-hour timeslot.		

HOW DO I REGISTER TO ATTEND?

For the convenience of attendees, and to offer those in attendance the ability to properly review and discuss the information presented, each 1-hour timeslot of the Open House **will be kept to a**

maximum of 30 people. To allow for as many people as possible to attend the Open House, **participants can only register to attend one, 1-hour timeslot.**

EVERY person who wishes to attend one specific 1-hour timeslot must pre-register by completing the online form at the following link:

www.tecumseh.ca/zoning-bylaw-project

Registration for this event will begin on Monday, February 9, 2026

Alternatively, you can call the Town to assist with your on-line registration by calling 519-735-2184 ext. 123 or 182.

IF I CAN'T ATTEND THE OPEN HOUSE, HOW CAN I PROVIDE COMMENTS TO THE TOWN?

Comments can be provided to the Town Clerk (see email address and mailing address below).

WHEN WILL THIS MATTER BE COMING BACK TO COUNCIL?

Following the Open House, Town Council will hold a Public Meeting regarding the new Zoning By-law on Tuesday, March 24, 2026 at 7:00 p.m. at Tecumseh Town Hall in accordance with the Planning Act. Further notice of this meeting will be provided, including details on how to register to attend.

WHERE CAN I FIND MORE INFORMATION?

Additional information regarding the new Zoning By-law is available on the Town website at:

www.tecumseh.ca/zoning-bylaw-project

If additional information is required about this matter, please contact the Corporation of the Town of Tecumseh, c/o Robert Auger, Director Legislative Services & Clerk, at rauger@tecumseh.ca or directly at the Town Municipal Office at 917 Lesperance Road.

DATED AT THE TOWN OF TECUMSEH THIS 6th DAY OF FEBRUARY, 2026.

ROBERT AUGER
DIRECTOR LEGISLATIVE SERVICES & CLERK
TOWN OF TECUMSEH
917 LESPERANCE ROAD
TECUMSEH, ONTARIO, N8N 1W9

TOWN OF TECUMSEH
917 Lesperance Rd.
Tecumseh Ontario N8N 1W9

CANADA POSTES
POST CANADA
01.23
N8N 1W9 2026.02.06
3560763 RT2va 140649
NE014 000199 0206

CITY OF WINDSOR
COUNCIL SERVICES
FEB 12 2026
RECEIVED

Office of the City Clerk
350 City Hall Square West
Room 530
Windsor, ON, N9A 6S1

ESSEX-WINDSOR SOLID WASTE AUTHORITY

360 FAIRVIEW AVE. W., SUITE 211
ESSEX, ON N8M 3G4
1-800-563-3377
www.ewswa.org / ask@ewswa.org

February 9, 2026

To:

City of Windsor	Steve Vlachodimos, Clerk svlachodimos@citywindsor.ca
County of Essex	Katherine Hebert, Clerk khebert@countyofessex.ca
Town of Amherstburg	Kevin Fox, Clerk kfox@amherstburg.ca
Town of Essex	Joseph Malandruccolo, Town Solicitor, Legal and Legislative Services/Clerk jmalandruccolo@essex.ca
Town of Kingsville	Angela Toole, Acting Clerk atoole@kingsville.ca
Municipality of Lakeshore	Brianna Coughlin, Clerk bcoughlin@lakeshore.ca
Town of LaSalle	Jennifer Astrologo, Director of Council Services/Clerk jastrologo@lasalle.ca
Municipality of Leamington	Brenda Percy, Clerk bpercy@leamington.ca
Town of Tecumseh	Robert Auger, Director of Corporate Services/Clerk rauger@tecumseh.ca

Re: Resolution of EWSWA Board – Green Bin Program Promotion and Education

The Essex-Windsor Solid Waste Authority, at its meeting held Tuesday, February 3, 2026, adopted the following resolution:

Resolution 11-2026

Moved by Mark McKenzie
Seconded by Fred Francis

That the Board *direct* Authority Administration to provide a Green Bin Program: Campaign Summary, as applicable to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities.

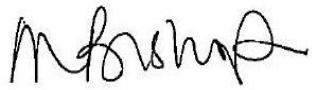
Carried

The intent of the Green Bin Program: Campaign Summary is to provide municipalities with timely and essential updates at key milestones of the Green Bin Program, led by the Essex-Windsor Solid Waste Authority (EWSWA). This Summary is designed to support municipalities in informing, engaging, and connecting with their residents, council members, and administrative staff regarding the program's progress and implementation.

Although the EWSWA is leading this comprehensive outreach strategy in consultation with local municipal administrators, several have expressed interest in receiving campaign content directly. This allows municipalities the flexibility to distribute information internally to staff, share with council, or communicate externally through tools such as digital displays, newsletters, or social media.

To ensure that this information reaches municipal councils in a timely fashion, equally and effectively across our region, we respectfully request that this letter, and the attached *Green Bin Program – Campaign 1 Summary: Winter is Here & Program Tips!* dated January 29, 2026, be included on your next Council Meeting Agenda, as information for your Council, and for the general public. This harmonized approach helps ensure the information is disseminated in a public forum and formally distributed to all members of Council in a consistent manner. We greatly appreciate your consideration of the EWSWA's resolution and your support in sharing this initiative within your municipality. Should you have any questions or require further information, please do not hesitate to contact me directly.

Sincerely,



Michelle Bishop, General Manager
Email: mbishop@ewswa.org
Phone: 519-776-6441 ext. 1225

cc: Cathy Copot-Nepszy, Manager of Waste Diversion – EWSWA

Attachment: 2026 Green Bin Program: Campaign 1 Summary: Winter is Here & Program Tips!

ESSEX-WINDSOR SOLID WASTE AUTHORITY

360 FAIRVIEW AVE. W., SUITE 211
ESSEX, ON N8M 3G4
1-800-563-3377
www.ewswa.org / ask@ewswa.org

Green Bin Program

Campaign 1 Summary: Winter is Here & Program Tips!

January 29, 2026

Being Green is Always In Season here in Essex-Windsor! While using the Green Bin is new this winter, the EWSWA has strategies that residents can use so that they can stay Green all year! With the wonderful efforts of residents in Essex, Lakeshore, LaSalle, Tecumseh, and Windsor, each week over 200 tonnes of food waste and organic material is being collected through the Green Bin Program. In turn, it has kept over 3,000 tonnes of valuable resources out of the Essex-Windsor Regional Landfill. This equates to approximately 60 NHL-size arenas (50 tonnes per arena), which is a huge leap from where the region was ahead of this program! With all this material being spared from the landfill, it helps to extend the life of the only local landfill, which in turn avoids the high costs (over $700 million) of siting a new one. While the Green Bin program is a cost to the taxpayer, it is much cheaper than the cost of a new landfill, which would also be a cost to the taxpayer. Beyond cost benefits, there are many other impactful reasons to put your food waste and organic materials in the Green Bin all year round! It reduces garbage program costs, reduces methane emissions that come from landfilling organics and their associated costs, creates more valuable resources (fertilizer and renewable energies) and promotes this region as a forward-thinking area that attracts investors, supporting economic growth.

Simple tips to help you **Green Bin It!** all year long:

- **The Bottom Line? Line The Bottom!**
  Line the bottom of the Green Bin with food-soiled paper products or packaging such as egg cartons, takeout cartons, etc.
- **The Early Bird Doesn't Freeze.**
  If possible, set the Green Bin out the morning of collection day by 6 a.m., not the night before.
- **Protect Your Bin - Bring It In.** Store the Green Bin in a garage or shed - or place it against an outside wall - to protect it from snow, ice and extreme temperatures.
- ***Drain It to Contain It***
  A good way to contain freezing and prevent food waste from sticking to your Green Bin is to drain excess liquids before putting them in the Bin.

ESSEX-WINDSOR SOLID WASTE AUTHORITY

360 FAIRVIEW AVE. W., SUITE 211
ESSEX, ON N8M 3G4
1-800-563-3377
www.ewswa.org / ask@ewswa.org

CUSTOMER SERVICE SUPPORT:

To ensure residents receive quick customer support and accurate information, please adhere to the following:

For collection concerns, residents are to contact the following for Green Bin support:

- City of Windsor residents: Call 311
- County of Essex residents: Call the EWSWA @ 1-800-563-3377 or visit ewswa.org

Amherstburg, Kingsville, and Leamington, your Green Bin Program starts in November 2026, so please be patient as more information will be coming your way in the coming months. You can still Grow Green by visiting www.ewswa.org for other ways to be green all year long.

Finally, the EWSWA's annual EnviroTips Newsletter was delivered in January to 173,000 households, as well as the 2026/2027 municipal calendar, which both provide Green Bin Program information.

****

Below are some sample ads for Phase 1 municipalities that share Campaign 1 messaging on digital displays or internally with staff. The next release will support both Phase 1 and Phase 2 municipalities and will be published in early spring.

If you need assistance with ad formatting, please reach out directly to Cat Griffin, Communications Coordinator, via email: cgriffin@ewswa.org.

ESSEX-WINDSOR SOLID WASTE AUTHORITY

360 FAIRVIEW AVE. W., SUITE 211
ESSEX, ON N8M 3G4
1-800-563-3377
www.ewswa.org / ask@ewswa.org

SOCIAL MEDIA ADS, 2026 CAMPAIGN 1

SOCIAL MEDIA AD HEADLINES & COPY

Be Green All Year Round.
Using your Green Bin all year makes a big difference. Winter can be tricky, but following a few simple tips will help you get through it with ease. Visit www.ewswa.org for ways to stay Green all year long.

GRAPHICS

Bottom Line? Line the Bottom.
Line the bottom of the Green Bin with food-soiled paper products or packaging such as egg cartons, takeout cartons, etc. Or use kitchen catcher liners during the winter. For more winter tips, visit www.ewswa.org.

ESSEX-WINDSOR SOLID WASTE AUTHORITY

360 FAIRVIEW AVE. W., SUITE 211
ESSEX, ON N8M 3G4
1-800-563-3377
www.ewswa.org / ask@ewswa.org

The Early Bird Doesn't Freeze!
If possible, set the Green Bin out the morning of collection day by 6 a.m., not the night before. Being an early bird doesn't get you the worm, but you also won't get stuck with food waste frozen to your Green Bin. For more Green Bin tips, visit www.ewswa.org.

It's Stuck! Just My Luck!
If food freezes and sticks to the Green Bin, don't freak out. Simply gently loosen it with a shovel handle or flip the Bin upside down with the lid open on a sunny day to allow it to thaw. For more winter tips, visit www.ewswa.org.

Green Flag! Use a Bag.
Using compostable bags for your food waste will not only keep things clean in the kitchen, it may also help prevent food waste from freezing and sticking to the Green Bin. Remember: use only good quality compostable bags with the BPI/BNQ symbols on them. For more information on compostable bags, visit www.ewswa.org.

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Don't Contaminate → Separate.
Make sure you separate items like containers (cans/glass/plastic) and plastic compostable food containers from your food waste and organics as these containers cannot go in the Green Bin. Only fibre compostable packaging, paper bags, and compostable bags that are BPI/BNQ certified can go in the Green Bin with your food waste. Unacceptable materials will contaminate the final product that becomes fertilizer for farmers' crops and increases program costs. For more, visit www.ewswa.org.

POINT- Arrows to Street, Handles to House.

Whether you push it or pull it, it's critical that you set out your Green Bin properly. The arrows on the lids should point to the street, while the Bin's handles should point to your house. If you Green Bin isn't set out this way, the automated arm on the collection truck can't empty your Bin. For more information, visit www.ewswa.org.

ESSEX-WINDSOR SOLID WASTE AUTHORITY

360 FAIRVIEW AVE. W., SUITE 211
ESSEX, ON N8M 3G4
1-800-563-3377
www.ewswa.org / ask@ewswa.org

Other available ads that support Campaign 1:

THE CITY OF WINDSOR
ONTARIO, CANADA

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk

From: Deputy City Planner

Date: January 30, 2026

Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z 002/26 [ZNG-7353] & OPA 200 [OPA/7354]

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

---

Applicant: LRU LEASING INC.
Location: 0 MERCER ST.
Description: The applicant proposes to amend the Official Plan to add a Special Policy Area within the Mixed-Use Corridor land use designation, allowing a Group Home and a maximum building height of five storeys for a development located at the intersection of two local roads.

The applicant proposes to rezone the subject property from Manufacturing District 1.2 (MD1.2) to Residential District 3.2 (RD3.2), with a zoning exception to allow a two-storey Group Home and a five-storey, 60-unit Multiple Dwelling with an 80-space parking area.

The zoning exception is requested to increase the maximum gross floor area for a Group Home to 760.0 m^2, reduce the maximum main building height for a Multiple Dwelling to 18.0 metres, and establish minimum interior side-yard width and rear-yard depth provisions of 20.8 metres and 23.8 metres, respectively.

The ZONING BY-LAW AMENDMENT and OFFICIAL PLAN AMENDMENT applications submitted on JANUARY 12, 2026, by LRU LEASING INC. for 0 MERCER ST. were deemed complete on January 21, 2026.

Enclosures:

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

Greg Atkinson, MCIP, RPP
Deputy City Planner

GA/nm

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

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of Economic Development

Neil Robertson, MCIP, RPP
City Planner/Executive Director

January 30, 2026

Dillon Consulting Ltd.
c/o Amy Farkas
1 Riverside Dr. W., 12th Floor
Windsor, ON N9A 5K3

Dear Ms. Farkas,

Re: ZONING BY-LAW AMENDMENT & OFFICIAL PLAN AMENDMENT APPLICATIONS

APPLICANT: LRU LEASING INC.
LOCATION: 0 MERCER ST.
FILE NO.: Z-002/26 [ZNG/7353] & OPA 200 [OPA/7354]

I acknowledge receipt of a Zoning By-law Amendment & Official Plan Amendment Applications. Per the delegation authority in By-Law 139-2013, the City Planner deemed the application complete on January 21, 2026.

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

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

Sincerely,

Brian Nagata

Brian Nagata, MCIP, RPP
Planner III - Development Review

BN/nm

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of Economic Development
Planning & Development Services

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

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

Has the Planning Consultation Stage 2 Application been completed? NO ☐ YES ■ File Number: PC-071-25

Staff Use Only

_____ _____

Signature of Staff Planner Date of Consultation

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

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

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

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

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

Staff Use Only

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

ZONING BY-LAW AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

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

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

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

Applicant

Name: LRU Leasing Inc. Contact: Elizabeth Musyj
Name of Contact Person

Address: 420 Kildare Street, Suite 102, Windsor ON

Address: _____ Postal Code: N8Y 3G4

Phone: 519-980-6226 Fax: _____

Email: elizabeth@blackspruce.ca

Registered Owner ☐ Same as Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

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

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

Address: 1 Riverside Drive West, 12th Floor, Windsor ON

Address: _____ Postal Code: N9A 5K3

Phone: 519-991-2942 Fax: _____

Email: afarkas@dillon.ca

4. COMPANION APPLICATIONS

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address: 0 Mercer Street (southeast corner of Hanna Street East and Mercer Street)

Legal Description: Plan 649 Lots 17 to 30

Assessment Roll Number: 030-480-09400

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

Frontage (m): 45.7 m Depth (m): 128.0 m Area (sq m): 5,852.9 sq m

Official Plan Designation: Mixed Use Corridor

Current Zoning: Manufacturing District 1.2 (MD1.2)

Existing Uses: Parking Lot

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

Previous Uses: The subject property was formerly used for industrial purposes between approximately 1952-1969 (Chrysler Corporation of Canada Limited Steel Chassis Storage)

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

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

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

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

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

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: Manufacturing District 1.2 (MD1.2)

to: Site Specific Residential District 3.2 (RD3.2)

Proposed uses of subject land: Two-storey group home with a gross floor area of 760 sq m and a five-storey 60-unit multiple dwelling

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

The ZBA is being requested to rezone the property to a site specific Residential District 3.2 (RD 3.2) zone in order to permit the multiple dwelling and group home. The site specific RD3.2 zone will also include a maximum building height of 18 m for a corner lot, a minimum interior side yard setback of 20.8m, a rear yard setback of 28.3m, and a maximum gross floor area for a group home of 760 sq m.

Why is this amendment or these amendments being requested?

To permit the proposed residential development

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

☒ See Planning Rationale Report

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

☒ See Planning Rationale Report

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

☐ See Planning Rationale Report ☐ See Official Plan Amendment

NA

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

☒ NO Continue to Section 8

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

☐ See attached Existing Plan or Sketch of Subject Land

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

☐ NO Continue to Section 9

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

☒ See attached concept plan

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

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

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

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

_____

_____

_____

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

☒ Publicly owned & operated piped water system

☐ Privately owned & operated individual well

☐ Privately owned & operated communal well

☐ Other _____

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

☒ Publicly owned & operated sanitary sewage system

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

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

☐ Other _____

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

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

☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

a) the boundaries and dimensions of the subject land;

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

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

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

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

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

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

12. APPLICATION FEE & OTHER FEES

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

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

APPLICATION FEE

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

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

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

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

■ Open House ☐ Website ☐ Other A resident Open House was held on Wednesday May 21st, 2025 at the Giovanni Caboto Club. Please refer to the Planning Justification Report for details on the Open House, including the presentation materials.

14. SWORN DECLARATION OF APPLICANT

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

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

Amy Farkas

Signature of Applicant

Sign in the presence of a Commissioner For Taking Affidavits

Dillon Consulting Limited, in the City of Windsor

Location of Applicant at time of declaration

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

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

Signature of Commissioner *Location of Commissioner*

this 17th day of December, 2025

day *month* *year*

PLACE AN IMPRINT OF YOUR STAMP BELOW

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

READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements

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

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

I, LRU Leasing Inc., c/o Elizabeth Musyj, am the registered owner of the land that is

Name of Registered Owner

subject of this application for an amendment to the City of Windsor Zoning By-law and I authorize

Dillon Consulting Limited to make this application on my behalf.

Name of Agent

EJ Mus — December 8, 2025

Signature of Registered Owner — Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, LRU Leasing Inc., c/o Elizabeth Musyj,

Name of Registered Owner

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

EJ Mus — December 8, 2025

Signature of Registered Owner — Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - *Continued*

A3. Acknowledgements

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

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

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

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

Species at Risk

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

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

Additional information can be found at:

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

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

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

	December 8, 2025
Signature of Applicant or Agent	Date

END OF SCHEDULE A
COMPLETE SCHEDULE E ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

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

a) If previous use of the property is Industrial or Commercial, specify use:
Chrysler Corporation of Canada Limited Steel Chassis Storage

b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?
☐ Yes ☐ No ■ Unknown

c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?
☐ Yes ■ No ☐ Unknown

d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?
☐ Yes ☐ No ■ Unknown

e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?
☐ Yes ☐ No ■ Unknown

f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?
☐ Yes ■ No ☐ Unknown

g) Have the lands or adjacent lands ever been used as a weapons firing range?
☐ Yes ■ No ☐ Unknown

h) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?
☐ Yes ■ No ☐ Unknown

i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?
☐ Yes ☐ No ■ Unknown

j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*
☐ Yes ☐ No ■ Unknown

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

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

SCHEDULE E CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E - *CONTINUED*

Acknowledgement Clause

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

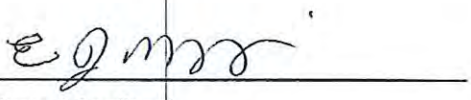
I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition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

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

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

LRU Leasing Inc., c/o Elizabeth Musyj

Name of Applicant (print)



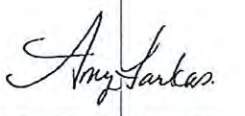
Signature of Applicant

December 8, 2025

Date

Dillon Consulting Limited c/o Amy Farkas

Name of Agent (print)



Signature of Agent

December 8, 2025

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

OFFICIAL PLAN AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

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

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

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

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

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

Section 6: Describe the amendment and answer all questions. If some of this information is in a Planning Rationale Report, check the box beside "See Planning Rationale Report".

Section 7: Provide details about any other Planning Act applications by the applicant for the subject land or any land within 120 metres.

Section 8: Provide information about water service and sanitary sewage disposal.

Section 9: Complete this section using the information provided in the Planning Consultation Stage 2 letter.

Section 10: Explain your proposed strategy for consulting with the public with respect to the application.

Section 11: Complete and sign in the presence of a Commissioner of Taking Affidavits.

Schedules: Read and complete Schedule A in full and sign.

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

Do not email the application and documents to a staff planner. Any timelines noted in this application form are subject to change. The application is reviewed to ensure all prescribed information has been submitted. Within 30 days of the receipt of the application, the applicant will be notified in writing that the application is ready to be deemed complete and will be provided with payment options. If deemed incomplete, the application will be returned. When payment is processed, the the application fee is not refundable.

The applicant, agent and all other interested parties will be notified by Council Services of the date, time, and location of the Development & Heritage Standing Committee (DHSC) meeting and the Council meeting.

An application will be terminated without notice after 60 days of inactivity.

CONTACT INFORMATION

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

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

OFFICIAL PLAN AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

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

Has the Planning Consultation Stage 2 Application been completed?

NO ☐ YES ☒ File Number: PC-071-25

Staff Use Only

_____ _____

Signature of Staff Planner Date of Consultation

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

2. REQUIRED SUPPORTING INFORMATION as identified in the Planning Consultation Stage 2 Letter:

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

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

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

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

OFFICIAL PLAN AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER AND AGENT INFORMATION

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

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

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

Applicant

Name: LRU Leasing Inc. Contact: Elizabeth Musyj
Name of Contact Person

Address: 420 Kildare Street, Suite 102, Windsor ON

Address: _____ Postal Code: N8Y 3G4

Phone: 519-980-6226 Fax: _____

Email: elizabeth@blackspruce.ca

Registered Owner ☐ Same as Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

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

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

Address: 1 Riverside Drive West, 12th Floor, Windsor ON

Address: _____ Postal Code: N9A 5K3

Phone: 519-991-2942 Fax: _____

Email: afarkas@dillon.ca

4. COMPANION APPLICATIONS

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

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

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

OFFICIAL PLAN AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address: 0 Mercer Street (southeast corner of Hanna Street East and Mercer Street)

Legal Description: Plan 649 Lots 17 to 30

Assessment Roll Number: 030-480-09400

Frontage (m): 45.7 m Depth (m): 128.0 m Area (sq m): 5,852.9 sq m

Current Official Plan Designation: Mixed Use Corridor

What land uses are permitted by the Official Plan Designation?

6. DESCRIPTION OF OFFICIAL PLAN AMENDMENT (OPA)

Name of Official Plan proposed to be amended: *The City of Windsor Official Plan*

Amendment to Official Plan from: Mixed Use Corridor to: Special Policy Area Mixed Use Corridor

Purpose of the proposed OPA: To allow for an increase in maximum building height from four storeys to five storeys and a Group Home Dwelling use

What land uses will the proposed official plan amendment (OPA) authorize? Group Home Dwelling use

Does the proposed OPA change, replace or delete a policy in the Official Plan? No ☐ Yes ☐

If yes, the policy to be changed, replaced or deleted: 6.5.3.1 and 6.5.3.3 (a)

Does the proposed OPA add a policy to the Official Plan? No ■ Yes ☐

OFFICIAL PLAN AMENDMENT APPLICATION

6. DESCRIPTION OF OFFICIAL PLAN AMENDMENT (OPA) - Continued

Does the proposed OPA change or replace a designation in the Official Plan? No ■ Yes ☐

If yes, the designation to be changed or replaced: _____

_____

If a policy is being changed, replaced or deleted or if a policy is being added, the text of the proposed OPA:

☐ Not Applicable ■ See Planning Rationale Report ☐ See Attached

_____

_____

If the proposed OPA changes or replaces a schedule in the Official Plan, the requested schedule and the text that accompanies it:

☐ Not Applicable ■ See Planning Rationale Report ☐ See Attached

_____

_____

If the proposed OPA alters all or any part of the boundary of an area of a settlement or establishes a new area of settlement, the current official policies, if any, dealing with the alteration or establishment of an area of settlement:

■ Not Applicable ☐ See Planning Rationale Report ☐ See Attached

_____

_____

If the proposed OPA removes the subject land from an area of employment, the current Official Plan policies, if any, dealing with the removal of land from an area of employment:

☐ Not Applicable ■ See Planning Rationale Report ☐ See Attached

_____

_____

Explain how the proposed OPA is consistent with the Provincial Policy Statement:

■ See Planning Rationale Report ☐ See Attached

_____

_____

_____

OFFICIAL PLAN AMENDMENT APPLICATION

7. OTHER APPLICATION INFORMATION

Is the subject land or land within 120 metres the subject of an application by the applicant under the Planning Act for:

A Minor Variance or Consent? No ☒ Yes ☐

File number: _____ Status: _____

Approval authority: _____

Affected lands: _____

Purpose of Minor Variance or Consent: _____

_____

Effect on the proposed OPA: _____

_____

An amendment to an Official Plan, a Zoning By-law or a Minister's Zoning Order? No ☐ Yes ☒

File number: PC-017-25 Status: Concurrent Application

Approval authority: City of Windsor

Affected lands: Subject site

Purpose of OP or ZBL amendment or Zoning Order: To permit the proposed residential uses and site specific height, setback and maximum gross floor area provisions.

Effect on the proposed OPA: ZBA aligns with the OPA request

Approval of a plan of subdivision or a site plan? No ☒ Yes ☐

File number: _____ Status: _____

Approval authority: _____

Affected lands: _____

Purpose of plan of subdivision or site plan: _____

_____

_____

Effect on the proposed OPA: _____

_____

_____

OFFICIAL PLAN AMENDMENT APPLICATION

8. WATER & SANITARY SEWAGE DISPOSAL

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

- ☒ Publicly owned & operated piped water system
- ☐ Privately owned & operated individual well
- ☐ Privately owned & operated communal well
- ☐ A lake or other water body
- ☐ Other means: _____

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

- ☒ Publicly owned & operated sanitary sewage system
- ☐ Privately owned & operated individual septic system
- ☐ Privately owned & operated communal septic system
- ☐ A privy
- ☐ Other means: _____

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed submit a Servicing Options Report and a Hydrogeological Report.

9. TYPE OF AMENDMENT, APPLICATION FEE & OTHER FEES

TYPE OF OFFICIAL PLAN AMENDMENT (OPA)

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

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

APPLICATION FEE	*Code*	☒ Minor OPA	☐ Major OPA
Base Fee	*63003*	$1,207.10	$4,336.05
GIS Fee	*63024*	+ $50.00	+ $50.00
E-Permitting Fee	*25164*	+ $40.00	+ $40.00
Total City of Windsor Fees		= **$1,297.10**	= **$4,426.05**

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

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

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

Renotification Fee *Code 53016* $2,644.60

Required when an applicant requests a deferral after notice of a public meeting has been given.

OFFICIAL PLAN AMENDMENT APPLICATION

10. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

■ Open House ☐ Website ☐ Other A resident Open House was held on Wednesday May 21st, 2025 at the Giovanni Caboto Club. Please refer to the Planning Justification Report for details on the Open House, including the presentation materials.

11. SWORN DECLARATION OF APPLICANT

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

I, Amy Farkas of Dillon Consulting Limited, solemnly declare that the information required under Schedule 1 to Ontario Regulation 543/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Amy Farkas

Signature of Applicant

Sign in the presence of a Commissioner For Taking Affidavits

Dillon Consulting Limited, in the City of Windsor

Location of Applicant at time of declaration

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

Declared before me [signature] at the Dillon Consulting Limited, in the City of Windsor

Signature of Commissioner

Location of Commissioner

this 22nd day of January, 2026

day *month* *year*

PLACE AN IMPRINT OF YOUR STAMP BELOW

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

READ & COMPLETE SCHEDULE A IN FULL & SIGN

OFFICIAL PLAN AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgement

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

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

I, LRU Leasing Inc., c/o Elizabeth Musyj, am the registered owner of the land that is
name of registered owner

subject of this application for an amendment to the City of Windsor Official Plan and I authorize

Dillon Consulting Limited to make this application on my behalf.
name of agent

Signature of Registered Owner — December 8th, 2025 — Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

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

Signature of Registered Owner — December 8th, 2025 — Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

OFFICIAL PLAN AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - Continued

A3. Acknowledgements

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

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

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

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

Species at Risk

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

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

Additional information can be found at:

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

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

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

	December 8, 2025
Signature of Applicant or Agent	Date

END OF SCHEDULE A

THIS IS THE LAST PAGE OF THE APPLICATION FORM

THE CITY OF WINDSOR
ONTARIO, CANADA

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk

From: Deputy City Planner

Date: January 30, 2026

Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-033/25 [ZNG/7338]

RE: Application For Zoning Amendment

Applicant: HOMES BY ARTISAN
Location: 1141 & 1175 CABANA RD. W.
Description: The Applicant is proposing to construct one 3-storey Multiple Dwelling containing 29 dwelling units, 37 on-site parking spaces with vehicle access from Casgrain Drive. The Applicant is requesting an amendment to Zoning By-law 8600 to change the zoning of the subject lands from Residential District 1.4 (RD1.4) to Residential District 3.1 (RD3.1) with a zoning exception to allow a reduction in north side yard width from 6.0 m to 4.57 m, and a reduction in required parking area separation from 4.50m to 2.13m from a building wall containing habitable room window.

The ZONING BY-LAW AMENDMENT application submitted on DECEMBER 30, 2025, by HOMES FOR ARTISAN for 1141 & 1175 CABANA RD. W. was deemed complete on January 13, 2026.

Enclosures:

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

Greg Atkinson, MCIP, RPP
Deputy City Planner

GA/JN/nm

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

THE CITY OF WINDSOR
ONTARIO, CANADA

Office of the Commissioner of Economic Development

Neil Robertson, MCIP, RPP
City Planner/Executive Director

January 16, 2026

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

Dear Ms. Pillon-Abbs,

Re: ZONING BY-LAW AMENDMENT APPLICATION

APPLICANT: HOMES BY ARTISAN
LOCATION: 1141 & 1175 CABANA RD. W.
FILE NO.: Z-033/25 ZNG/7338

I acknowledge receipt of a Zoning By-law Amendment. Per the delegation authority in By-Law 139-2013, the City Planner deemed the application complete on January 13, 2026.

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

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

Sincerely,

Justina Nwaesei
Senior Planner – Development Review

JN/nm

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

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

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

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

CONTACT INFORMATION

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

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

ZONING BY-LAW AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

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

Has the Planning Consultation Stage 2 Application been completed? NO ☐ YES ■ File Number: PC-086/25

Staff Use Only

_____ _____

Signature of Staff Planner Date of Consultation

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

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

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

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

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

Staff Use Only

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

ZONING BY-LAW AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

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

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

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

Applicant

Name: Homes by Artisan Contact: Mamun Chowdury
Name of Contact Person

Address: 1035 Eastbourne Ave

Address: LaSalle, ON Postal Code: N9H 1B6

Phone: 519-556-7944 Fax:

Email: russell79@gmail.com

Registered Owner ☐ Same as Applicant

Name: 1001034403 ONTARIO INC. / Idris Olatunji Yekinni Contact: Dr. Idris Yekinni
Name of Contact Person

Address: 3824 St Francis Cres

Address: LaSalle, ON Postal Code: N9H 1W7

Phone: 1-306-461-5033 Fax:

Email: faadmc2022@gmail.com

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

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

Address: 23669 Prince Albert Rd

Address: Chatham, ON Postal Code: N7M 5J7

Phone: 226-340-1232 Fax:

Email: tracey@pillonabbs.ca

4. COMPANION APPLICATIONS

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address: 1175 Cabana Road West, Windsor, ON, N9G 1B6
1141 Cabana Road West, Windsor, ON N9G 1B6

Legal Description: Plan 1478 Sandwich E PT LOT 19
Part lot 19, Plan 1478 Sandwich West as in R1121738; WINDSOR

Assessment Roll Number: 3739-080-100-09400-0000 and 3739-080-100-09300-0000

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

Frontage (m): 46.63 m along Casgrain Dr Depth (m): 80.15 m along Cabana Rd W Area (sq m): 3,739 m2

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

Current Zoning: Map 9 - currently zoned Residential District 1.4 (RD1.4) category

Existing Uses: Currently being used for residential

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

Previous Uses: no known previous use

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

None

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

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

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

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

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: Residential District 1.4 (RD1.4)' category

to: 'Residential District 1.4 (RD1.4)' category to 'Residential District 3.1 (RD3.1) (XXX)' category

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

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

It is proposed to construct one ~~xx~~ 3 storey multiple dwelling consisting of a total of ~~xx~~ 29 residential dwelling units.

A total of ~~xx~~ 37 parking spaces to be located on-site are proposed, with vehicle access from Casgrain Drive.

Why is this amendment or these amendments being requested?

The purpose of the amendment is to permit the proposed use.

Relief from certain regulations is also being requested.

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

☑ See Planning Rationale Report

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

☑ See Planning Rationale Report

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

☑ See Planning Rationale Report ☐ See Official Plan Amendment

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

☐ NO Continue to Section 8

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

■ See attached Existing Plan or Sketch of Subject Land

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

☐ NO Continue to Section 9

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

■ See attached concept plan

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

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

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

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

_____

_____

_____

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

☒ Publicly owned & operated piped water system

☐ Privately owned & operated individual well

☐ Privately owned & operated communal well

☐ Other _____

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

☒ Publicly owned & operated sanitary sewage system

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

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

☐ Other _____

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

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

☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

a) the boundaries and dimensions of the subject land;

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

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

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

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

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

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

12. APPLICATION FEE & OTHER FEES

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

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

APPLICATION FEE

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

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

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

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

☒ Open House ☐ Website ☐ Other _____

14. SWORN DECLARATION OF APPLICANT

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

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

X _____ Town of LaSalle

Signature of Applicant — Location of Applicant at time of declaration

Sign in the presence of a Commissioner For Taking Affidavits

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

Declared before me _____ at the Municipality of Chatham-Kent

Signature of Commissioner — *Location of Commissioner*

this 23rd day of October, 2025

day *month* *year*

PLACE AN IMPRINT OF YOUR STAMP BELOW

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

READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements

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

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

I, Dr. Idris Yekinni, am the registered owner of the land that is

Name of Registered Owner

subject of this application for an amendment to the City of Windsor Zoning By-law and I authorize

Pillon Abbs Inc. to make this application on my behalf.

Name of Agent

X Idris Yekinni — October 23, 2025

Signature of Registered Owner — Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, Dr. Idris Yekinni,

Name of Registered Owner

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

23

X Idris Yekinni — October 25, 2025

Signature of Registered Owner — Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - *Continued*

A3. Acknowledgements

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

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

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

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

Species at Risk

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

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

Additional information can be found at:

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

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

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

X

Signature of Applicant or Agent

October 25, 2025

Date

END OF SCHEDULE A

COMPLETE SCHEDULE E ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

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

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

_____

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

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

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

SCHEDULE E CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E - *CONTINUED*

Acknowledgement Clause

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

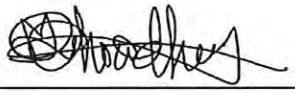
I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition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

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

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

Mamun Chowdury

Name of Applicant (print)

X 

Signature of Applicant

October 25, 2025

Date

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

Name of Agent (print)

Signature of Agent

October 25, 2025

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

COMMITTEE OF ADJUSTMENT/CONSENT AUTHORITY AGENDA RECORD

PLEASE BE ADVISED THIS MEETING IS CONDUCTED ELECTRONICALLY.

The following applications are scheduled to be heard electronically by the Committee of Adjustment/Consent Authority on Thursday, March 12, 2026 in the order stated below commencing at 3:30 PM or shortly thereafter.

1	3739070660034040000	A-009/26	HASAN OZDOGAN	6960 CANTELON DR	RELIEF: Request for Relief from the Minimum Side Yard Depth Requirement
2	3739070150004320000	A-010/26	KAMAL JIT GOGNA, MONICA GOGNA	4705 LAVENDER AVE	RELIEF: Requesting relief for an increased maximum lot coverage and a reduced minimum rear yard depth.
3	3739030090001000000	A-012/26	2449113 ONTARIO INC	533 RIVERSIDE DR E	RELIEF: Proposed extension of legal non conforming use from Business Office to Business Office and Commercial within the existing building on the subject property.
4	3739070150238780000	A-013/26	GREATER ESSEX COUNTY DISTRICT	4000 DUCHARME ST	RELIEF: Erect an electronic static changing copy sign with
5	3739080560127000000	B-003/26		2411 ACADEMY DR	CONSENT: Create a New Lot
6	3739080490045100000	B-005/26		0 DAYTONA AVE	CONSENT: Create a New Lot

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

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 10/2026

Subject: 2025 Status Report regarding City's response to Cannabis Retail Store Applications in Windsor provided to AGCO - City Wide

Reference:

Date to Council: February 23, 2026
Author: Jason Campigotto
Deputy City Planner - Growth
jcampigotto@citywindsor.ca
519-255-6543 ext.6162
Planning & Development Services
Report Date: 1/14/2026
Clerk's File #: GP/13047

To: Mayor and Members of City Council

Recommendation:

THAT the annual status report regarding the City's response to Cannabis Retail Store Applications provided to the Alcohol and Gaming Commission of Ontario (AGCO) for 2025 **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At the August 24, 2020 Council Meeting, City Council approved CR442/2020 as follows:

> *"That with regards to the City of Windsor receiving requests for written submissions regarding an application for a Cannabis Retail Store Authorization, from the Alcohol and Gaming Commission of Ontario (AGCO), that Administration **BE DIRECTED** to follow provincial guidelines for locations of cannabis retail stores as the City of Windsor's municipal guidelines, as well as the City of Windsor's zoning requirements, and to approve accordingly those applications that meet these minimum standards, without the need for Council approval, and further,*
>
> *That Administration **BE DIRECTED** to report back to Council as communications items on the application submissions that have been forwarded to the AGCO."*

The Office of the CAO submits a status report to Council on an annual basis regarding the number of Cannabis Retail Store Applications in Windsor and whether or not they comply with the provincial guidelines for location of cannabis retail stores.

Discussion:

Cannabis stores are only permitted in municipalities that have opted in to the regulated framework to allow cannabis retail stores within their municipalities.

Applications for new retail store authorizations must be made to the AGCO and are posted online on the AGCO website. The City has subscribed to receive email notifications about new Cannabis Retail Store Authorization (RSA) applications that are currently undergoing public notice in Windsor.

As a municipality, the City has the option to review the proposed application with respect to public interest and provide a response to the AGCO. This ensures that the establishment of new cannabis retail stores aligns with both regulatory standards and the interests of the local community. Since the resolution adopted by Council on August 24, 2020, the City, through the CAO's Office and Planning Department, has reviewed and commented on a total of forty-nine (49) Cannabis Retail Store applications made to the AGCO based on the Province's guidelines for cannabis retail store applications, including six (6) applications submitted in 2025 through the iAGCO's online service portal, regarding Cannabis Retail Store Authorization Applications Undergoing Public Notice. A listing of Cannabis Retail Store Applications in Windsor for 2025 is attached to this report as Appendix A.

As per the Province's guidelines, the City will only object to applications that are a location within 150 metres of a school or private school, as defined in the *Education Act, 1990*, that do not comply with the eligibility requirements set out in the *Cannabis Licence Act, 2018* and its regulations, or those that are in a location intended to be a cannabis retail store where there is not separation between the cannabis store and other businesses, or where the zoning otherwise does not permit a retail store.

Once the City has responded through iAGCO's online service portal, the CAO's Office provides the information submitted to the Ward Councillor of the proposed store location via email.

Given there is limited information and a limited role played by the City in the approval process of the Cannabis Retail Store applications, City Council may want to consider ceasing this annual report. The review and response process will still continue as will the email notification to the specific Councillor when a proposed location is undergoing Public Notice.

Risk Analysis:

The level of risk is low. Comments to the AGCO must be submitted by the municipality within identified Public Notice of fifteen (15) calendar days. If comments are not received within this period, they will not be considered. However, the AGCO is the provincial authority in cannabis retail licenses and the City has no recourse if the AGCO

issues a license despite any objections made. Since 2020, there has been little to no issue in being able to submit comments to the AGCO on or before the deadline date set out in the Public Notice.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

N/A

Consultations:

Stefan Pavlica, Zoning Coordinator, Planning Department

Kate Tracey, Senior Legal Counsel, Legal & Real Estate

Larissa McCorkell, Senior Manager of Administration/Executive Assistant to the CAO

Conclusion:

The annual status report is provided to City Council to fulfill an ongoing commitment for submitting comments regarding Cannabis Retail Store Applications to the AGCO on behalf of the municipality. For 2025 the City made no objections to the applications submitted. Given the City's limited role in approvals, Council may wish to reconsider the value of continuing the annual report.

Planning Act Matters:

N/A

Approvals:

Name	Title
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner of Economic Development
Andrew Daher	Commissioner, Corporate Services
Jelena Payne	On behalf of Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 2025 Cannabis Retail Tracking Sheet

Address	Name	Ward	Zoning and Retail	Less than 150m from a school	Application Status	Application File #
2950 Dougall Ave Unit 4	Discounted Cannabis	9	CD 2.1	no	meets criteria	2949116
1776 University Ave W	Discounted Cannabis	2	CD 3.1	no	meets criteria	3042679
2601 Lauzon Pky Unit 510	Discounted Cannabis	8	CD 3.3	no	meets criteria	3059897
3051 Dougall Ave	The We Store	1	CD 2.1	no	meets criteria	3135459
405B Tecumseh Rd W	Discounted Cannabis	3	CD 2.1	no	meets criteria	3172271
1666 Tecumseh Rd E	Discounted Cannabis	4	CD 2.1	no	meets criteria	3431344

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 18/2026

Subject: Response to inquiry regarding Provincial Planning Statement, (PPS) 2024 and clarification as to how the PPS 2024 is to be interpreted - City Wide

Reference:

Date to Council: February 23, 2026
Authors: Frank Garardo, MCIP, RPP
Planner III Policy & Special Studies
(519) 255-6543 x6446
fgarardo@citywindsor.ca

Sophia Di Blasi, M.ARCH
Planner III Senior Urban Designer
(519) 255-6543 x6820
sdiblasi@citywindsor.ca

Planning and Building Services
Report Date: 02/23/2026
Clerk's File #: GP2026

To: Mayor and Members of City Council

Recommendation:

THAT Report C18/2026, responding to an inquiry regarding Provincial Planning Statement, (PPS) 2024 and providing clarification on its interpretation and application in municipal planning decisions, **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

On December 1, 2025, the Development and Heritage Standing Committee requested an update on the implementation of the Provincial Planning Statement, 2024 (PPS 2024), including clarification regarding how the PPS 2024 is to be interpreted and applied in municipal planning decisions.

The purpose of this report is to provide clarity on the statutory basis of the PPS 2024, its role within Ontario's policy-led planning framework, and the degree of discretion available to municipal decision-makers. The report is intended to assist Council in understanding the legal constraints that govern planning decisions, particularly in relation to housing and intensification, and to explain how those constraints affect the advice and recommendations provided by Administration.

Discussion:

Statutory Authority and the Application of the PPS 2024

The Provincial Planning Statement, 2024 is issued under Section 3 of the *Planning Act*. Section 3 requires that all decisions affecting planning matters "shall be consistent with" policy statements issued under the Act. As a result, the PPS applies to all municipal planning decisions, including the preparation of official plans and amendments, zoning by-laws, and decisions on development applications.

While municipalities retain responsibility for local planning, that responsibility must be exercised within the framework established by the Province. Municipal planning instruments and decisions must meet the minimum standards established by the PPS and must not negate or undermine provincial policy objectives. Municipalities may exceed PPS requirements where appropriate, provided such actions remain consistent with the PPS when read in its entirety and do not conflict with other applicable provincial policies.

In certain policy areas, particularly housing supply and intensification, the PPS 2024 establishes mandatory requirements that significantly constrain municipal discretion.

Interpretation of the Provincial Planning Statement (PPS)

The PPS includes a section titled *"How to Read the Provincial Planning Statement"*, which provides guidance on how its policies are to be interpreted and applied within Ontario's planning system.

The PPS deliberately uses different forms of language to distinguish between mandatory requirements and policies that allow for contextual implementation:

- **Directive language**, such as "shall" or "shall not," establishes mandatory requirements or prohibitions that must be applied as written.
- **Enabling or supportive language**, such as "should," "promote," or "encourage," allows planning authorities discretion in how policies are implemented, provided the outcome remains consistent with the PPS as a whole.

Policies expressed using mandatory language establish minimum provincial standards. While discretion may exist in how those standards are implemented, such discretion does not permit decisions that negate, frustrate, or undermine mandatory PPS objectives. The PPS must be read in its entirety, and individual policies are not to be applied in isolation. Where tensions arise between policies, decision-makers must balance them in a manner that maintains overall consistency with provincial direction.

Housing and Intensification Policies

A major focus of PPS 2024 is mandatory housing and intensification policies. Municipalities are required to accommodate for a range and mix of housing options to meet the current and future needs of residents. The definition of housing options has been expanded to include a variety of housing types and arrangements, such as

laneway housing, garden suites, rooming houses, multi-generational housing, student housing, supportive housing, and more. These housing policies predominantly use mandatory **"shall"** language, significantly limiting municipal discretion and requiring local planning decisions to conform to provincial direction.

It is important to recognize that current legislation permits additional residential units as-of-right on all urban parcels of residential land within single detached, semi-detached, and townhome dwellings. From a planning perspective this represents a fundamental shift in standard housing densities: previous single detached and semi-detached dwellings now represent 3- to 6-unit dwellings respectively.

Intensification & Redevelopment

The PPS 2024 places significant emphasis on intensification within existing settlement areas. Intensification is defined as development at a higher density than currently exists and may include redevelopment, infill development, or the expansion of existing buildings to accommodate additional units.

For example, redevelopment of a property from a single-detached dwelling to a semi-detached or townhouse form represents an increase in density relative to existing conditions and aligns with PPS intensification objectives. Where permitted by applicable planning instruments and legislation, such redevelopment may also accommodate additional residential units.

These incremental increases in density support provincial objectives related to efficient land use, infrastructure optimization, and the accommodation of population growth within existing urban areas. While PPS 2024 prioritizes intensification, the form, scale, and design of development continue to be evaluated through applicable municipal policies, urban design guidelines, and regulatory review processes.

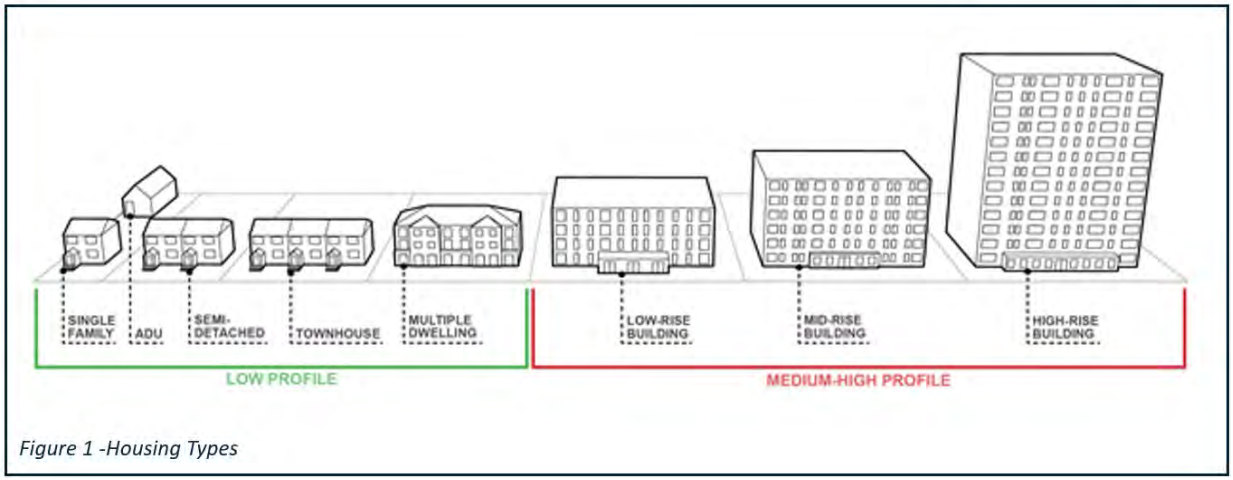


Figure 1 -Housing Types

Strategic Areas for Intensification

The PPS 2024 further strengthens intensification objectives through mandatory policies targeting key strategic areas identified as nodes, corridors, lands along major roads, arterials, or other areas with existing or planned frequent transit service.

For example, Policy 2.4.3 directs planning authorities to plan for intensification on lands that are adjacent to frequent transit corridors, where appropriate. This policy reinforces the integration of land use and transportation planning by enabling higher-density residential development along major roads and transit-accessible areas.

Policy Implementation and Appeals

When planning decisions are appealed to the Ontario Land Tribunal (OLT), the Tribunal assesses whether municipal decisions are consistent with the PPS and conform with the municipal Official Plan, which itself must be consistent with the PPS. Where mandatory PPS policies apply, the Tribunal has limited discretion. If a decision is found to be inconsistent with the PPS, the Tribunal may substitute its own decision, regardless of local policy preferences.

Understanding the distinction between mandatory and enabling PPS policies is therefore critical. Many of the housing and intensification policies encountered in day-to-day planning decisions are expressed using directive “shall” language, which significantly limits flexibility. This statutory framework directly informs the advice and recommendations provided by Administration.

Risk Analysis:

The report is for information purposes only and does not provide any recommendations to Council. While there is no direct financial risk associated with the report, misinterpretation of PPS requirements may expose the City to increased appeal risk if decisions made are inconsistent with provincial direction.

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

This report is for information purposes and does not include any financial considerations.

Consultations:

N/A

Conclusion:

The PPS 2024 is applied to planning applications on a case-by-case basis and as a result, while some areas of the PPS allow flexibility, mandatory policies – particularly related to housing and intensification – are directives.

PPS 2024 introduces mandatory housing and intensification policies that significantly limit municipal discretion. Municipalities must permit additional residential units as-of-right and plan for higher-density development within existing settlement areas, especially along major roads and corridors.

Approvals:

Name	Title
Frank Garardo	Planner III – Policy & Special Studies
Sophia Di Blasi	Planner III – Senior Urban Design (A)
James Abbs	Manager – Planning, Land Info & Special Projects (A)
Jason Campigotto	Deputy City Planner – Growth (A)
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

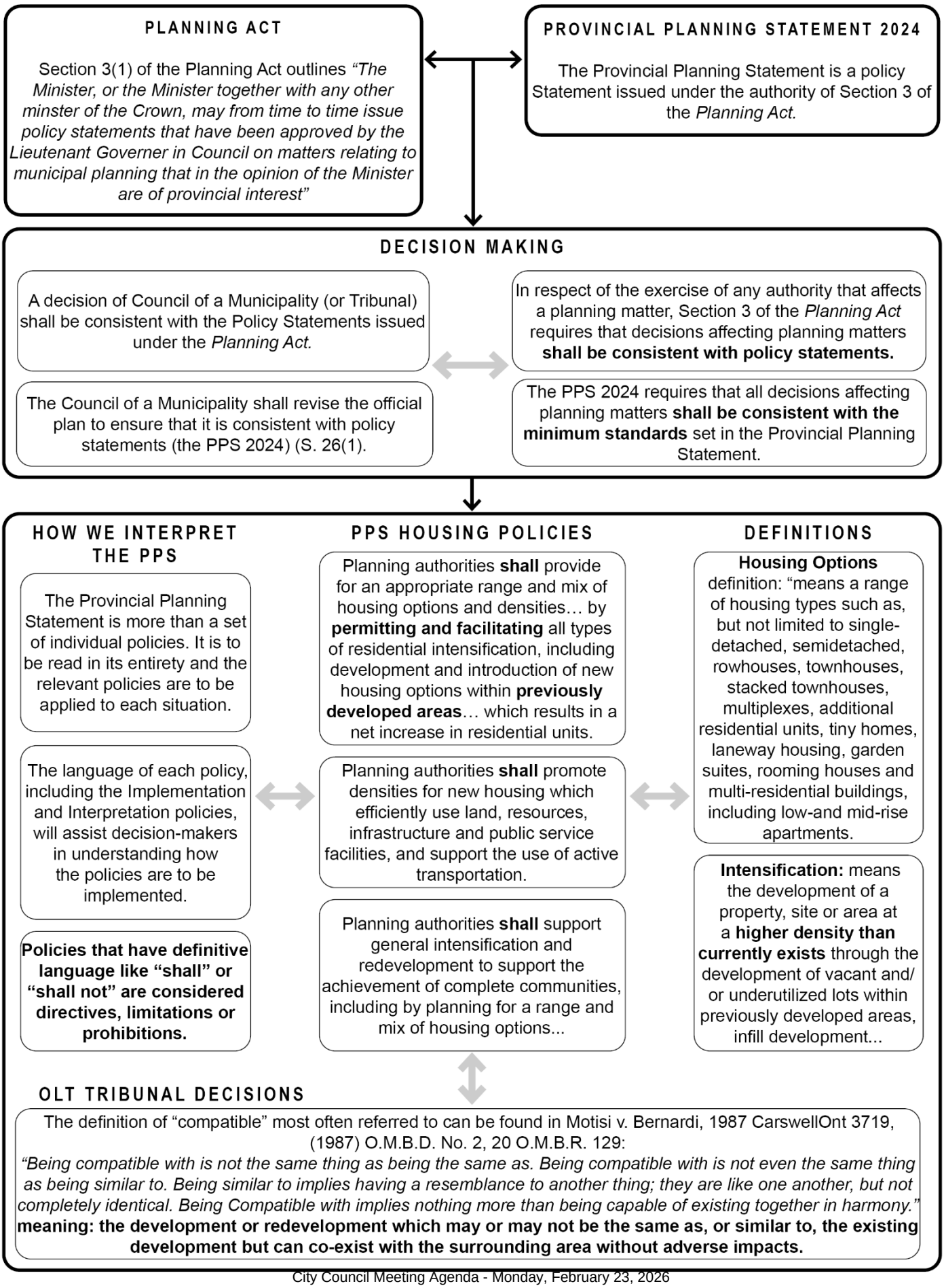
Notifications:

Name	Address	Email

Appendices:

Appendix A – Planning Act and Provincial Planning Statement Relationship

Appendix A: Planning Act & Provincial Planning Statement Relationship



THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 20/2026

Subject: Purchase of a Front Loading Refuse Truck - City Wide

Reference:

Date to Council: February 23, 2026
Author: Chad Goebel
Senior Fleet Manager (A)
(519) 255-6560 ext. 4235
cgoebel@citywindsor.ca

Public Works - Operations
Report Date: 2/5/2026
Clerk's File #: SW/15099

To: Mayor and Members of City Council

Recommendation:

I. **THAT** City Council **APPROVE** extending the existing rental of one (1) 2025 Mack Terra Pro Chassis with a McNeilus Atlantic 40 yd Front Loading Refuse Collection Body for a period of up to two (2) additional months; and further,

II. **THAT** City Council **APPROVE** the sole source purchase of one (1) 2025 Mack Terra Pro Chassis with a McNeilus Atlantic 40 yd Front Loading Refuse Collection Body; and further,

III. **THAT** the Purchasing Manager **BE AUTHORIZED** to issue a purchase order to Big Truck Rental, LLC in the amount of $410,000.00 (excluding HST) for the purchase of one (1) 2025 Mack Terra Pro Chassis with a McNeilus Atlantic 40 yd Front Loading Refuse Collection Body, satisfactory in technical content to the City Engineer and in financial content to the City Treasurer.

Executive Summary:

N/A

Background:

This proposed purchase is required to sustain the service delivery of the Windsor Essex Community Housing Corporation (WECHC) Waste Collection Project 7257000 approved by Council as part of an In-Camera report on July 14, 2025 (CR309/2025).

The following direction was provided by Council as part of that report:

> "*THAT Council AUTHORIZE the purchase of one (1) front end loading refuse collection truck (the "Vehicle") at an approximate value of $530,000 plus HST, funded from contract revenues for the waste collection services under the Agreement; and further,"*
>
> *"THAT should the City be unable to purchase the Vehicle as of commencement of the Agreement, Council DIRECT Administration to rent/lease a Front End Refuse Truck at $10,500 plus HST, per month, until such time as a Vehicle can be purchased by and delivered to the City, for a maximum of six (6) months"*

The WECHC collection project started in August of 2025. In order to quickly initiate this new service, a "like new" 2025 Mack Terra Pro with McNeilus Front Loading Refuse Body was rented at a monthly cost of $9,500 plus HST from Big Truck Rental, LLC. The rental included a rent to own option that required a minimum of six (6) months rental along with a 25% equity accrual of the rental rate during that period if purchased.

Discussion:

The six-month limit approved by Council to secure the purchase of a truck as part of a competitive procurement process, accept delivery and have the unit prepared for service with respect to current market production times for trucks of this size and type was insufficient. This is demonstrated by RFP 41-25 which went out to market earlier in 2025 for this exact type of vehicle, was approved by Council for purchase on July 28, 2025 (CR332/2025, CR297/2025) at a higher cost, and the truck has still not been delivered.

Administration recommends that the rental arrangement with Big Truck Rental, LLC be extended to eight months, ending on March 31, 2026. By utilizing the rent to own purchase option and factoring in the 25% equity accrual of the rental rate ($19,000), the overall capital purchase price will be reduced to $410,000 (excluding taxes). This adjusted sole source purchase price compares favourably to the funding previously approved by CR309/2025. In addition, this proposed sole source purchase price compares much more favourably to the same type of vehicle purchased at a cost of $535,956 plus HST through the competitive procurement process approved by CR332/2025, CR297/2025 in July of 2025.

Administration has already confirmed approval with the vendor for a month-to-month extension of the rental agreement at the same monthly cost of $9,500 per month excluding HST, with continuation of the 25% equity accrual towards the purchase price until such time as this matter can come before council for consideration.

Additionally, the rented front loading refuse truck unit is already in service, fully up-fitted and allows for a seamless transition with no impact to the service delivery. Alternatively, the time frame to competitively procure a separate new truck and its subsequent up-fitting would be approximately 1 to 1.5 years at minimum.

Risk Analysis:

Should it be decided not to utilize this rent to own option from Big Truck Rental, LLC, higher capital costs are anticipated to competitively procure a separate new truck.

In addition, as the rental unit is currently in operation, the contracted services under the WECHC agreement would have to be suspended until such time as a new truck could be competitively procured, outfitted and put into service. In which case, the City could be subject to any fines or penalties applicable for being in default. There would also be a possibility of litigation and/or negative public image.

Tariff Implications/Risk

As noted above, the existing vehicle is already in Canada and is not subject to any Tariffs as part of the purchase. Not making this purchase will increase the risk of additional tariff costs being incurred on the purchase of a new vehicle.

Climate Change Risks:

Climate Change Mitigation

Due to the limited availability of low- or zero-emission technologies in the heavy-duty refuse vehicle market, the purchase of an additional front-loading refuse collection body is expected to result in minor incremental increases to overall corporate transportation greenhouse gas (GHG) emissions. Near term emission reductions for this asset class are limited to incremental efficiency improvements driven by government-mandated vehicle emission standards, rather than procurement-driven decarbonization decisions.

Climate Change Adaptation

N/A

Financial Matters:

As discussed in the Background section, in order to initiate the services under the contract with WECHC, Administration rented a front loading refuse truck in late August, 2025. The table below shows the monthly rental rate paid and the resulting cumulative equity earned through the amended rental period.

Table 1: Equity Earned Over the Amended Rental Period

Month	Rental Payment Excluding HST	Cumulative Equity (25%) Excluding HST
1	$9,500	$2,375
2	$9,500	$4,750
3	$9,500	$7,125
4	$9,500	$9,500
5	$9,500	$11,875
6	$9,500	$14,250
7*	$9,500	$16,625
8*	$9,500	**$19,000**

*two (2) additional rental months per Recommendation I of this report

The base purchase price of the truck (day one of the rental) was $429,000 plus HST. Considering the total cumulative equity earned on the vehicle over the amended rental period ($19,000 as shown in Table 1), the adjusted purchase price is $410,000 (excluding taxes). This unit is proposed to be acquired from Big Truck Rental, LLC under Sole Source # 3059 (refer to Attachment 1) for a total cost of $417,216 including non-refundable HST.

Table 2 below shows the total cost of the truck, considering rental and purchase costs as well as the applicable funding source.

Table 2: Summary of Truck Costs and Funding Sources:

Unit 1070	**Truck Costs (Including non-refundable HST)**	**Total Truck Cost (Including non-refundable HST)**	**Funding Amount, Source and Approval (CR309/2025)**
Rental Costs	$77,338	$494,554	$530,000 2025 WECHC Waste Collection Project # 7257000
Adjusted Purchase Price	$417,216		

The costs associated with this purchase will be charged to Project 7257000. Annual contributions from operating are contributed to the project to provide funding for the truck purchase. There are sufficient funds approved for use in the 2025 WECHC Waste Collection Project 7257000 to fund this purchase. CR309/2025 established a budget of $530,000 for the rental and purchase of the Front-End Loader, which is more than sufficient to pay for the $494,554 in charges indicated above.

Consultations:

Jim Leether, Senior Manager, Environmental Services
Cindy Becker, Financial Planning Administrator - Environmental
Mike Dennis, Manager, Capital Planning and Reserves
Michelle Moxleypeltier – CEP Project Administrator

Conclusion:

Administration is recommending exercising the rent-to-own option for the purchase of this truck from Big Truck Rentals to provide service continuity to the WECHC Waste Collection Project at a reduced cost.

Approvals:

Name	Title
Rachel Chesterfield	Manager, Performance Measurement and Business Case Development
Dawn Lamontagne	Purchasing Manager (A)
Stacey McGuire	Executive Director, Operations / Deputy City Engineer (A)
David Simpson	Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

N/A

Appendices:

Appendix 1: Sole Source 3059

Edit Request

General Information — Status: **Purchasing Approved**

Id *
3059

Subject *
For the purchase of one (1) rent to own Front Loading Refuse Truck from Big Truck Rentals for the W.E.C.H.C Waste Collection Project.

Description of Deliverable Being Purchased *
For the purchase of one (1) rent to own 2025 Mack Terra Pro 64R, Tandem Axle chassis, with McNeilus Atlantic Series Front Loading Refuse Body from Big Truck Rentals for the W.E.C.H.C Waste Collection Project # 7257000, in the amount of $414,750.00 plus HST.

Vendor Name *
Big Truck Rental

Department *
Operations

Department Manager *
AM Marazita, Angela

Buyer *
Revel, Karen

Total Order $ (Exclude Tax) *
414750.00

P.O. / C.O. Number *

Order Date *

Vendor's Quote *
CLICK TO ATTACH FILE.

Maximum allowed file size is **5MB**.

City of Windsor Rent to purchase Quote.pdf (/Uploads/9a627c9e-729d-45d3-938b-8e9da0d90980.pdf)

A sole source is requested because: (At least one must be checked and details must be provided)

- [ ] (a) Where there is no Response to a competitive process
- [ ] (b) No Responses that conform to the essential requirements of the Bid Documents were submitted

- [ ] (c) No Suppliers satisfied the conditions for participation
- [ ] (d) If the Goods or Services can be supplied only be a particular Supplier and no reasonable or alternative or substitute Goods or Services exist for any of the following reasons:
- [ ] (d - i) The requirement is for a work of art
- [ ] (d - ii) The protection of patents, copyrights, or other exclusive rights
- [ ] (d - iii) Due to an absence of competition for technical reasons
- [ ] (d - iv) The supply of Goods and Services is controlled by a Supplier that is a statutory monopoly
- [ ] (d - v) To ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative
- [ ] (d - vi) Work is to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work; or
- [ ] (d - vii) Work is to be performed on a leased building or related property, or portions thereof, that may be performed only by the lessor
- [ ] (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:
- [ ] (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
- [ ] (e - ii) Would cause significant inconvenience or substantial duplication of costs for the City
- [x] (f) When an unforeseeable event(s) occurs, Goods or Services are immediately necessary, and the Goods or Services cannot be obtained in time using a competitive procurement process

Council Approved an in-camera report to enter into a seven year contract for the Collection of Waste for the Windsor Essex County Housing Corporation (W.E.C.H.C.) in July 2025 with collection to begin in August 2025. Provisions of the report included a 6-month rental of a Front-Loading Refuse truck given the extremely short turn around time to get the project started. A rental agreement was reached with Big Truck Rental (BTR) in the amount of $9,500.00 per month plus HST, and a truck was delivered July 31st, 2025, to begin collection for the project.

The 6-month rental limit approved by Council will expire on January 31st, 2026. Securing a truck, accepting delivery and having the unit prepped for service as part of a competitive procurement process is an impossible task given this extremely tight timeline with respect to current market production times for trucks of this size and type.

- [ ] (g) For Deliverables purchased on a commodity market
- [ ] (h) If the City procures a prototype or a first Good or Service that is developed in the course of, and for, a particular Contract for research, experiment, study, or original development. Original development of a first Good or Service may include limited production or supply in order to incorporate the results of field testing and to demonstrate that the Good or Service is suitable for production or supply in quantity to acceptable quality standards, but does not include quantity production or supply to establish commercial viability or to recover research and development costs
- [ ] (i) For purchases made under exceptionally advantageous conditions that only arise in the very short term in the case of unusual disposals such as those arising from liquidation, receivership, or bankruptcy, but not for routine Purchases from regular Suppliers
- [ ] (j) If a Contract is Awarded to a winner of a design contest provided that:

(j - i) The contest has been organized in a manner that is consistent with the principles of this By-Law; and

- [ ] (j - ii) The participants are judged by an independent jury with a view to a design Contract being awarded to a winner
- [ ] (k) Where Deliverables are in short supply due to market conditions, including geographic limitations
- [ ] (l) To Purchase an item directly for resale
- [x] (m) To exercise a purchase option under a rental contract

Council Approved an in-camera report to enter into a seven year contract for the Collection of Waste for the Windsor Essex County Housing Corporation (W.E.C.H.C.) in July 2025 with collection to begin in August 2025. Provisions of the report included a 6-month rental of a Front-Loading Refuse truck given the extremely short turn around time. A rental agreement was reached with Big Truck Rental (BTR) in the amount of $9,500.00 per month plus HST, and a truck was delivered July 31st, 2025, to begin collection for the project.

BTR has a rent to own option as part of their rental process with a minimum 6-month rental clause prior to purchase. They also allow for a 25% equity accrual of the rental rate which helps reduce the overall capital purchase price by a total of $14,250.00 excluding taxes.

This is in addition to the fact that the unit is already in service and there is no additional up-fitting cost required to prep another truck, as well as the fact that this vehicle is already landed in Canada and is not subject to any Tariffs as part of the purchase.

- [ ] (n) To Purchase Goods offered for sale by auction or tender, provided the CAO authorizes the submission of a bid
- [x] (o) Where a competitive method of Purchasing could interfere with the City's ability to maintain security or order, or to protect human, animal or plant life

Should the Corporation decide to go to tender and not utilize this rent to own option from BTR they risk not getting a replacement truck prior to the expiry of the 6-month rental approved by Council, as tendering would not allow for a truck to be readily available for approximately 16-24 months minimum for a new unit to be built, delivered and put in service. This would require additional approval from Council for an extended rental period at an increased cost, or risk not being able to provide the contracted service and be subject to any fines or penalties for being default, or the possibility of litigation and/or negative public image.

- [ ] (p) Where Deliverables relating to matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process or competitive procurement process could reasonably be expected to compromise confidentiality, result in the waiver of privilege, cause economic disruption, or otherwise be contrary to the public interest

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. *

The existing truck is readily available for purchase from the Vendor and currently in use for the contracted services under a rental agreement with the option to purchase after 6 months. It's tariff free and over $100,000.00 below the budget amount of $530,000.00 including the 25% Equity Accrual applied from the rental rate.

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

Current market production times far exceed the timeline allowed to secure , accept delivery, and prep a unit for service without incurring additional costs or risking failure to provide services as contracted. RFP 41-25

Is solicitation (Tender, RFP or RFQ) issued in the past? *

◯ Yes ◉ No

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: Lamontagne, Dawn
Created on: 11/28/2025 3:13:07 PM
CAO Approval of the sole source purchase is required via CAOP Report.

Transaction Log

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

Mark as Completed | Save Changes | Back to List (/SoleSources)

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 21/2026

Subject: Banwell Road/E.C. Row Expressway Interchange and Corridor Improvements - Noise Bylaw (6716) Exemption - Wards 7 and 9

Reference:

Date to Council: February 23, 2026
Author: Patrick E. Robitaille
Project Administrator
(519) 255-6100 Ext. 6675
probitaille@citywindsor.ca
Corporate Projects – Engineering
Report Date: 2/6/2026
Clerk's File #: SW/9581

To: Mayor and Members of City Council

Recommendation:

I. THAT the following exemption request to the Noise By-law 6716 (as amended), **BE GRANTED**, to permit the operation of construction equipment required to complete work for the Banwell and EC Row Expressway Interchange and Corridor Improvements project (the 'Banwell Project'):

   a. Specific exemption request:
   Construction during the noise by-law prohibited time between 8:00 p.m. through 6:00 a.m. to complete construction works in the vicinity of E.C. Row and the Banwell Road intersection.

   b. Scope of Exemption:
   The completion of construction in the vicinity of E.C. Row and the Banwell Road intersection.

   c. Duration of Exemption:
   The current request is made for a duration of one (1) week in the month of March or April 2026 with the option of renewal to be approved by the CAO through Delegation of Authority report; and further,

II. THAT the Chief Administrative Officer **BE AUTHORIZED** to grant further exemption requests to the Noise By-law 6716 (as amended) as required for the duration of the Banwell Project, to permit the operation of construction equipment required to complete work on the Banwell Project.

Executive Summary:

N/A

Background:

On July 22, 2024, City Council approved, through CR338/2024, the Banwell Road/E.C. Row Interchange and Corridor Improvements Capital Works Project (the "Banwell Project"). The Banwell Project includes two (2) different components.

'Component 1' of the Project involves the construction of a new Banwell Road overpass and interchange at E.C. Row Expressway, watermain, storm sewer system, pavement, lighting and a multi-use trail system.

'Component 2' of the Project involves the widening of Banwell Road from a two (2) lane rural to six (6) lane urban cross section from approximately Mulberry Drive over E.C. Row Expressway to Intersection Road where it will taper to four (4) lanes crossing the CPKC railway crossing to merge with widened works currently under construction by the County of Essex. 'Component 2' also includes a new intersection for access to the Nextstar site as well as the future Tecumseh Hamlet secondary planning area, watermain, storm sewer systems, stormwater management, multi-use trail, pavement and lighting.

At the meeting of June 9, 2025, Council approved (CR253/2025) the project financial strategy to move ahead to award the low bidder GIP Paving Inc. who was subsequently awarded on June 23, 2025. Construction on the Banwell Project began in September 2025.

Discussion:

Noise By-Law 6716 includes the following prohibitions as per **Table 3-1**: "*The operation of any equipment in connection with construction"*. This has a *'Prohibited Period of Time' of 8:00 p.m. to 6:00 a.m.*

The General Contractor requested an exemption to the Noise By-Law 6716 to permit the operation of construction equipment required to complete work in the vicinity of E.C. Row and the Banwell Road intersection.

The current exemption request is specifically for the erection of precast concrete girders for the new Banwell Road overpass structure. These works are proposed over a continuous 4-to-5-day interval during the standard work week that will continue throughout the night and early morning hours to expedite completion and minimize disruption to traffic by avoiding peak traffic conditions.

The following schedule has been identified by the contractor with contingency/back-up dates allowing for adverse winter weather conditions.

- Week of March 16, 2026 or Week of March 23, 2026
- 1 Week in April 2026 (contingency/back-up)

It is currently planned that eastbound lanes of traffic will be closed Monday to Wednesday, switching to closure of the westbound lanes of traffic Wednesday to Friday; however, this may be subject to adjustment pending unforeseen circumstances. No additional impacts on properties are foreseen other than the potential noise impacts.

Further, in order to expedite schedules and/or minimize future traffic disruptions throughout the duration of construction on the Banwell Project, Administration is seeking Council's approval to give the CAO authority to provide future exemptions to the Noise By-Law as they arise.

Risk Analysis:

Not approving the Noise By-Law exemption may result in increased traffic congestion to undertake these works during peak traffic conditions.

Climate Change Risks:

Climate Change Mitigation

Extending construction hours under Windsor's Noise By-law can positively impact climate mitigation by allowing more efficient project scheduling, reducing equipment mobilization, and avoiding peak traffic periods, leading to reduced idling, lower fuel consumption, and fewer emissions for commuters. However, if not managed with low-emission practices, longer operating hours may increase overall fossil fuel use and air pollution, especially from diesel-powered machinery.

Climate Change Adaptation

Extending construction working times can positively support climate adaptation by accelerating the delivery of infrastructure that mitigates flooding, reduces urban heat, and improves water management. Faster project completion also reduces exposure to extreme weather, helping maintain timelines and resource efficiency. However, longer construction hours may worsen air quality if diesel-powered equipment is used extensively and increase risks to water quality through runoff if erosion controls are not maintained.

Financial Matters:

No additional costs are anticipated related to this work and therefore should not alter or add more to the approved contract value.

Consultations:

Michelle Moxley-Peltier, CEP Project Administrator

Michael Dennis, Manager, Strategic Capital Budget Development & Control

Ankit Italiya, Traffic Technician, Operations

Kathy Buis, Financial Planning Administrator

Conclusion:

If approved, the Contractor will undertake the works associated with the current exemption over a period of one (1) week (Monday thru Saturday) during the month of March or April 2026.

It is anticipated that the Contractor will require further future Noise By-Law exemptions to facilitate construction in order to expedite schedules and/or minimize impacts to traffic, which will be submitted on an as needed basis for approval to the CAO through Delegation of Authority.

Planning Act Matters:

N/A

Approvals:

Name	Title
Rachel Chesterfield	Manager Performance Measurement & Business Case Development
Marc Di Domenico	Manager, Corporate Projects (A)
Colleen Middaugh	Executive Director of Engineering / Deputy City Engineer (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:

N/A

Committee Matters: SCM 35/2026

Subject: Minutes of the Environment & Climate Change Advisory Committee of its meeting held October 2, 2025

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

Decision Number: **ETPS 1039**
THAT the minutes of the Environment & Climate Change Advisory Committee meeting October 2, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 359/2025

Clerk's Note:

1. Please refer to Item 7.1 from the Environment, Transportation & Public Safety Standing Committee held on January 28, 2026.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260129/-1/10605

Committee Matters: SCM 359/2025

Subject: Minutes of the Environment & Climate Change Advisory Committee of its meeting held October 2, 2025

Environment & Climate Change Advisory Committee
(ECCAC)

Meeting held October 2, 2025

A meeting of the Environment & Climate Change Advisory Committee is held this day commencing at 5:30 o'clock p.m. in Room 140, 350 City Hall Square West, there being present the following members:

Councillor Kieran McKenzie, Chair
Councillor Angelo Marignani
Frank Butler
Mike Fisher
Jennifer Nantais
Michael Schneider

Regrets received from:

Maria Boada

Guest in attendance:

Phillippa von Zeigenweidt

Also, present are the following resource personnel:

Brana Cesljarov, Supervisor Environmental Sustainability & Climate Change
Michelle Moxley-Peltier, CEP Product Administrator
Amy Nevills, Environment & Sustainability Coordinator
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 5:36 o'clock p.m. and the Committee considers the Agenda being Schedule A, attached hereto matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Minutes

Moved by Councillor Angelo Marignani, seconded by Frank Butler,

That the minutes of the Environment & Climate Change Advisory Committee of its meeting held July 17, 2025, **BE ADOPTED** as presented.

Carried.

4. Business Items

4.1 Environment & Climate Change Budget Overview

The Chair reports that the current balance of the 2025 Operating Budget is $4,815.

Members are invited to provide ideas for the use of the operating budget as follows:

- Frank Butler suggests tree planting and to provide handouts at the Open Streets 2026 event.
- Jennifer Nantais proposes bird friendly city initiatives such as principles for outreach opportunities, bird friendly window treatments, and window collisions.
- Bird Friendly City has a logo that Nature Canada loans to them. The Chair requests that a budget for bird friendly initiatives be provided for the next meeting.
- Councillor Angelo Marignani proposes tree planting with a QR code that explains the purpose of the Environment & Climate Change Advisory Committee. He also suggests planting wildflowers in the naturalized parks throughout the city.
- In terms of tree planting, Jennifer Nantais suggests including pollinator planting.

The Chair proposes creating placeholders for tree planting, Open Streets and Earth Day, for Bird Friendly City materials as well as general outreach materials.

Moved by Councillor Angelo Marignani, seconded by Jennifer Nantais,

That the following items be earmarked as placeholders for discussion at the next meeting of ECCAC; to be funded from the 2025 operating budget ($4,815):

- Tree Planting
- Open Streets and Earth Day – provide handouts
- Bird Friendly City initiatives
- Planting wildflowers in the naturalized parks throughout the city.

Carried.

4.2 Sub-Committee Governing Document

Brana Cesljarov, Supervisor Environmental Sustainability & Climate Change advises that the governing document has been provided as a tool to assist the various subcommittees.

Moved by Frank Butler, seconded by Councillor Angelo Marignani,

That the Sub-Committee Governing Document **BE RECEIVED** for information.

Carried.

4.3 2023 Community and Corporate GHG Inventory

Michelle Moxley-Peltier, CEP Product Administrator provides an overview of the targets, community emissions, and corporate emissions as follows:

City of Windsor Community Energy Plan – Community Targets

- 40% reduction in per capital energy usage and GHG Emissions by 2041 from 2014 baseline.

Corporate Targets

- 40% reduction in GHG Emissions by 2041 from 2014 baseline.

Windsor City Council at its meeting held July 14, 2025, adopted the following motion CR 289/2025:

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Fred Francis
Decision Number: CR289/2025 ETPS 1067

That the report from the Environmental Sustainability and Climate Change department dated November 14, 2024, entitled “2023 Community and Corporate GHG Inventory - City Wide” **BE RECEIVED** for information; and,

That the City of Windsor: 2022/2023 Data and Insights Dashboard provided by Enbridge Gas Inc. **BE RECEIVED** for information; and,

That Council **AUTHORIZE** administration to report back on the Community and Corporate GHG Inventory Reports to Council biennially (once every two years) consistent with practices in other municipalities in Ontario; and,

That administration **BE DIRECTED** to forward the report to the Environment and Climate Change Advisory Committee (ECCAC) for review and comment.

Carried.
Councillor Jo-Anne Gignac voting nay.

In response to a question asked by Mike Fisher regarding if the City of Windsor is on the emissions target, Michelle Moxley-Peltier responds that the city is doing well. In terms of the science-based target, she remarks that the city is at that transition point where if we continue where we are will have to accelerate the decline into where it needs to be in 2030.

Michael Schneider suggests that being more energy efficient is one target that should be addressed first and foremost and then gasoline.

The Chair indicates that the role of ECCAC is to advise on environment and climate change, i.e. public transit.

Moved by Michael Schneider, seconded by Michael Fisher,

That in light of the City of Windsor Declaration of Climate Change Emergency, and recognizing the data presented in the Community and Corporate Green House GHG Inventory, including the emissions targets approved by Council, that ECCAC recommends that Council consider stronger investments to improve public transit and active transportation as well as public education surrounding alternative strategies such as carpooling or ride share and that ECCAC also recommends that Council explore ways to increase community adoption of the Windsor Residential Deep Energy Efficiency Retrofit Business Case (R-DEER} Program and similar programs in the market.

Carried.

Michael Schneider expresses concern that 40-foot buses in Windsor are carrying only a few people at a time and suggests smaller buses be utilized at certain times.

The Chair proposes that Transit Windsor be requested to provide a report on the fleet strategy. He alludes to the aging garage and advises that the fleet is larger than the capacity in the garage.

Michael Fisher questions what strategies are on the corporate emissions side as the city is looking to set an example for the community. If the Corporation of the City of Windsor were to see itself as a leader in fighting climate change, he asks what can be done. Michelle Moxley-Peltier responds that the Corporate Climate Action Plan contains 29 actions. The Corporate Energy Management Plan has a target of what can be done in the next four years, i.e. looking at street lighting, LED lighting, enhancing our renewable solar assets, and doing some deep retrofitting to buildings.

Moved by Michael Fisher, seconded by Michael Schneider,

That given the information presented in the Corporate GHG Emissions 2023 Inventory, that the Environment & Climate Change Committee **STRONGLY RECOMMENDS** that Council move forward with initiatives outlined in the Corporate Climate Action Plan and the Corporate Energy Management Plan.

Carried.

4.4 New ECCAC Logo

That the results of the e-mail poll conducted on September 17, 2025 approving the following recommendation **BE CONFIRMED AND RATIFIED** as the required steps have been completed:

Moved by Councillor Angelo Marigani, seconded by Michael Fisher,

1. Confirm colour contrast of the two colours within the logo to be compliant Web Content Accessibility Guidelines (WCAG) 2.2 standards under the Accessibility for Ontarians with

Disabilities Act (AODA). If not, the colours should be adjusted accordingly. The light green will likely need to be adjusted.

2. Provide final design files for Concept #3 in both horizontal and vertical formats, exported in EPS, PNG, and JPG, in colour and black & white.

3. Develop a one-page visual identity guide including the following: • Horizontal and vertical logo versions
• Minimum width specifications
• Colour palette in CMYK, RGB, PMS, and HEX
• Logo versions on white and dark backgrounds, with colour contrast meeting Web Content Accessibility Guidelines (WCAG) 2.2 standards under the Accessibility for Ontarians with Disabilities Act (AODA).

4. Specify the font used in the logo and recommended for use alongside it.

5. Provide templates for print and digital communications.

6. Submit the above items and this information memo to the Chief Administrative Officer for approval.

Carried.

5. Subcommittee Reports

5.1 City of Windsor Bird Team Subcommittee

Bird Friendly City Report Card – Submitted Responses

Jennifer Nantais, Chair advises that they recently submitted their report entitled “Bird Friendly City Report Card” to renew their Bird Friendly City Certification with Nature Canada.

Jennifer Nantais advises in 2026, the Subcommittee is interested in using the Bird Friendly City Program to help enhance the city for humans and all living things. The goal is to determine the priorities for 2026 and to work on sections of this report.

Mike Fisher asks if there are ways to celebrate the tufted titmouse. Jennifer Nantais refers to the Bird Friendly City Logo designed by Nature Canada and adds that designing tufted titmouse merchandise would be popular. She remarks she will report back on what other municipalities are doing, i.e. using the Nature Canada framework with a municipal lens.

Brana Cesljarov, Supervisor Environmental Sustainability & Climate Change volunteers to reach out to Communications for guidance in this endeavour. Once there is a final design, it will be brought to the CAO for approval.

Moved by Frank Butler, seconded by Mike Fisher,
That the report of the City of Windsor Bird Team Subcommittee including the Bird City Report Card **BE RECEIVED.**
Carried.

5.2 Planning and Environment Subcommittee

Councillor Angelo Marignani advises that the meeting of the Planning and Environment Subcommittee focused on climate adaptation, the mitigation scoreboard, the EV strategy, and various topics discussed on this day.

Brana Cesljarov reports that an Environmental Perspective Survey has been launched and is available on the City of Windsor's website.

Moved by Jennifer Nantais, seconded by Mike Fisher,
That the report of the Planning and Environment Subcommittee **BE RECEIVED.**
Carried.

5.3 Public Education and Engagement Subcommittee

Maria Boada, Chair (absent) provides the following Report of the Public Engagement Subcommittee as follows:

- Request for Logo to be approved during the meeting so that we are able to include the logo in marketing items for the different events. Request for the purchase of a banner or tablecloth with the approved logo so that it may be used for these events.

<u>Past Events</u>
Climate picnic

- Since the last time we met we had the climate picnic on July 18, 2025. We had around 20 people of all ages attend, and they had the opportunity to chat about climate issues. One of the highlights of the climate picnic was the climate themes games the subcommittee members came up with:
    - Climate Jenga: Each of the Jenga pieces had a fact on key points from some of the plans that the City has. Climate obstacle course that had a different learning component at each obstacle stage:

- **Creating Emissions:** Write emission sources on newspaper, crumble them into balls to represent different GHGs, and compete on volume.
    - Identify personal emission sources, learn about the greenhouse effect, and compare gas impacts via Global Warming Potential.
- **Adaptation:** Toss emission balls into cups that represent different adaptation measures.
    - Recognize climate change impacts and real-world adaptation strategies like stormwater upgrades and cooling centers.
- **Mitigation:** Carry emissions while answering trivia of the different City of Windsor Environmental Plans to remove cups, then complete physical challenges to simulate mitigation efforts.
    - Learn key emission sectors (transportation, industry, homes, businesses, waste) and ways that the City is working to reduce its own emissions.
- **Ecosystem Services:** Play modified hopscotch, tossing bean bags and collecting rings that symbolize these services.
    - Discover ecosystem services—medicinal resources, recreation, and mental health benefits—and their role in resilience.
- **Profiting from Environmental Care:** Use collected rings in a final toss to earn points reflecting your team's sustainability achievements.
    - Celebrate the benefits of climate action: public health, economic development, social well-being, and environmental resilience.

UPCOMING EVENTS

Open streets: September 21, 2025, 10am-2pm

- An application has been submitted to host a booth at Open Streets Windsor. The booth will serve as a space to showcase the work of our committee and its subcommittees and engage with the public on climate issues.
- All subcommittee members are welcome to participate. We especially encourage subcommittee chairs to attend and highlight the initiatives their groups are working on. This is a great chance to raise awareness, answer questions, and connect with community members interested in environmental action.
- If you'd like to be involved, please email me (maria-camila1@live.com) to confirm

your interest and availability. Please note I may not answer right away as I will be on vacation.

Climate Café: Speed Networking event: October 15, 2025, 5:30 - 8:00 | Walkerville Brewery

- Co-hosted with Windsor of Change, Windsor-Essex Strong Towns and Active Transit Windsor-Essex
- This event is designed to facilitate networking among individuals and organizations with a shared interest in environmental issues. Modeled after the format of speed dating, the core activity involves structured, time-limited conversations that allow participants to meet multiple people in a short period. The goal is to foster connections, exchange ideas, and encourage collaboration on sustainability-related initiatives.
- In addition to the networking component, local environmental organizations will be present to share information about their work. These groups are encouraged to bring pamphlets, flyers, and other materials that outline their mission, current projects, and opportunities for involvement. This may include volunteer recruitment, event promotion, or social media engagement.

- Mini agenda:
    - 5:30 PM – Registration and Showcase of Organizations
        - Participants check in and receive event materials. Local organizations will have informational resources for attendees to browse and discuss.
    - 6:00 PM – 7:30 PM – Speed Networking
        - Rotate through a series of brief, one-on-one conversations. Each round lasts a few minutes, allowing participants to meet a wide range of individuals with shared environmental interests.
    - 7:30 PM – 8:00 PM – Casual Discussions
        - An open format for continued conversation. Attendees may reconnect with individuals they met earlier or engage more deeply with organizational representatives.

5.4 Youth Subcommittee

No report.

5.5 Budget Subcommittee

Sustainable Neighbourhood Action Plan
Overview by Frank Butler, Chair

The subcommittee spent some time considering the various components of the plan, as well as how the document reached Council and the role of ECCAC in this well after-the-fact review of the document.

The consultation exercise & process by the original consultant & the open input from participants showed some progress yet to be realized.

Having the original document (as requested) prior to our work would have been helpful.

The SSSNAP is now a phantom document since the tabling by City Council without asking for questions or direction. Certainly, it is not a working document contrary to how it was described in the Powerpoint presentation to ECCAC.

The revised document received by ECCAC contains several issues, including:

- Equating *sustainable development* with *net zero,* which are not the same.
- Treating a *tabled document* as if it were a *working document.*
- Referring to updates without providing any administrative reports since the mandatory FCM submission in 2024. Going forward, such updates should be a standing requirement at ECCAC meetings.
- Lack of clarity on whether administration has requested the necessary resources (time, staff, and funding) to complete this review task. Given the initiated review by a new consultant of all master plans, a number of questions naturally spring forward:
    - Is the new consultant chosen?
    - If hired, who is the new consultant and what are the timelines for their work? This step likely will take up all of 2025 & major part of 2026. Given the lack of progress on most environmental initiatives, this can be problematic.

The subcommittee notes that some plans are well behind in their original release date. For instance, the Urban Forest Master Plan (UFMP) has not been posted to Let's Talk Windsor though referred to Council in the last quarter. This may delay even further a review of all plans.

THEME #1: NATURAL ENVIRONMENT AND GREEN INFRASTRUCTURE

What Success Looks Like: A naturalized approach to planning, design and infrastructure will enhance community and species resilience in Sandwich South and Windsor. Existing habitats will be protected and enhanced. The design of building sites, movement corridors and open spaces will incorporate space for enhanced planting and biodiversity while managing wildlife movement with existing land uses. Green development policies and guidelines will support the use of natural infrastructure and sustainable materials and solutions to manage stormwater and rain events wherever feasible, creating resiliency with various current and future climate events in Sandwich South. Sandwich South's growth will honour its agricultural heritage, integrating urban design with spaces dedicated to Indigenous heritage, local agriculture, bolstering community food security Waste produced in Sandwich South, whether it be from construction and

demolition activities or from operational activities, will be tracked and have green performance targets to achieve.

Concerns/Comments

- Enforceability of green development policies in view of provincial legislation: The City needs to either challenge Bill 17, along with AMO, or at least develop green principles or guidelines that it can recommend to developers but not enforce.
- In what ways will SSSNAP honour its agricultural heritage etc., given the increased announcements of industrial projects? E.g. Minth, battery plant
- The City should encourage the hospital to communicate its green performance targets to the public for transparency and to ensure that this is more than lip service.
- How will waste management principles incorporate waste from the hospital?
- Additional biodiversity will attract waterfowl, which will in turn be problematic for the airport. By regulation, no open water structures like storm water retention ponds are allowed near the airport. Canada geese like flat open spaces so areas with planting of trees and native flora will not be interesting for the geese.

THEME #2: GREEN JOBS AND ECONOMY

What Success Looks Like: The evolution of Sandwich South as a sustainable community will support both expanded housing options and the vitality of Windsor's new economy It will deliver new housing and community infrastructure near existing and future employers. A commitment to green building standards will create opportunities to support and demonstrate local green economy innovators and build knowledge within Windsor's existing development community Partnerships with local educational institutions, the sustainable construction industry, the Windsor- Essex Acute Care Hospital, Windsor International Airport, and surrounding employers will position the community as a hub for the green economy, showcasing Windsor's innovative advancements in sustainable mobility, energy, healthcare, and construction.

Concerns/Comments

- In what ways can Windsor International Airport be green?
- What discussions are going on today to ensure the new hospital incorporates green standards?
- What is being done to incentivize green housing construction?

THEME #3: CLIMATE LEADERSHIP AND GREEN ENERGY

What Success Looks Like: A coordinated approach to energy, buildings, and infrastructure will enable a climate focused community in Sandwich South and support energy security and climate resilience in Windsor. Proactive planning and

partnership building among the City, landowners, utilities, and other key stakeholders will enable a district-scale approach aimed at drastically reducing energy demand and carbon impacts. The City, in partnership with community members and stakeholders, will champion a shift to /ow-carbon energy and construction along with efficient, net-zero ready buildings, and pursue innovations in policy and technology in Sandwich South that will enable positive change throughout Windsor.

Concerns/Comments

- Which if any of these principles have been used in the construction of the Minth building already going up on the Airport land?
- How is the new acute care hospital using "green leadership" and how is this being communicated to the public?
- What is the status of the plans for district energy, and how is this green if it's gas powered?
- What is the mechanism by which the city hopes to pursue innovations in policy, given the provincial government legislation that prevents municipalities from mandating green construction?

THEME #4: SUSTAINABLE TRANSPORTATION AND MOBILITY

What Success Looks Like: Sandwich South will be a people-centered neighbourhood with a focus on active mobility (walking, cycling, and rolling) and transit access. Deliberate and consistent design at the neighbourhood and site scales will make transit and active transportation the most attractive means of travel. A seamless integration with Windsor's cycling, pedestrian, and transit systems will facilitate easy connections to, from, and within Sandwich South without the need for automobiles, providing residents with an equitable,

low-cost, and low to no emission form of travel. Transit, pedestrian, and bike connections inside and outside of Sandwich South will be convenient and safe.

Concerns/Comments

- How will active transportation be designed to make it the most attractive means of travel for the thousands of hospital workers and other related staff traveling to and from Sandwich South?
- Why is a parking structure among the first buildings planned for the hospital site, and how can we be assured that this indicates alignment with SSSNAP rather than car-oriented development?
- Will there be safe separated bike lanes linking Windsor's developed neighbourhoods with Sandwich South?
- Are any plans being made to provide staff and/or patient shuttle buses for the new hospital?
- What mode share targets have been established for staff and patient travel to and from the acute care hospital?
- Recent announcements of a parking structure at the hospital is a

departure from previous plans to offer surface parking only. Since parking structures use less land, this raises questions about the often-stated "need" to purchase and develop 60 acres of productive farmland.

THEME #5: COMMUNITY, LAND USE AND DESIGN

What Success Looks Like: Sandwich South will be a community where current and future Windsor residents want to locate and stay in the long term. The mix of land uses, and sustainable connections between them, will enable people of all ages and abilities to meet most of their daily needs within the community. Sandwich South will bolster housing (affordable and attainable) and energy security in Windsor by delivering a full range of housing tenure types and levels of affordability within energy-efficient buildings and landscapes. Increased densities will support housing choice and sustainable design.

Concerns/Comments

- Construction has started in Sandwich South. What are the timelines for this development and how are the SSSNAP objectives and goals being incorporated into the project?

Ideas we particularly like:

- Page 51: Action 4.3. Disconnect the number of required bike parking spaces from the required parking spaces within new development to ensure reductions in vehicular parking do not result in a reduction in bike parking. The subcommittee supports eliminating minimum parking city-wide standards.
- Page 52: Action 4.7. Establish a Sandwich South TOM program that works with local employers and institutions to encourage more sustainable modes of travel. Strategies could include providing corporate transit pass discounts, providing education and training on sustainable travel options, facilitating development of a neighbourhood-focused rideshare program or supporting emergency/off-peak travel. What is being done by the city to provide incentives for employees to take the bus? There was a pass system a couple of years back, but little was done to promote it. As a result, uptake was low.
- Page 64: Action 5.23. Establish incentives for ultra-low energy housing design to reduce energy costs for housing operators, owners or tenants. What is the status of developing such a policy or CIP?

Recommendations on the SSSNAP

- The City needs to either challenge Bill 17, along with AMO, or at least develop green principles or guidelines that it can recommend to developers, even though enforcement will not be possible.
- Green performance targets for the acute care hospital should not be lower than the community or neighbourhood it is in.

- The hospital's green performance targets need to be communicated to the public. The collective impact of the new hospital in the context of the SSSNAP needs to be quantified and incorporated in performance targets. Not doing so diminishes and even negates any positive impacts within Sandwich South.
- How is green leadership defined and what does it look like in practice?
- The City needs to either challenge Bill 17, along with AMO, or at least develop green principles or guidelines that it can recommend to developers, in the knowledge that they are not enforceable.
- Many quotable lines from the Airport Master Plan are open to interpretation. For example: 'The Recommended Land Use Plan: Ensures that land is developed in a manner that is compatible with the adjacent Community;"
-

The Let's Talk Windsor platform is neither current nor user-friendly. A quick assessment and update are needed to make the tool useful.
In the longer term, a more thorough evaluation is needed to determine how this platform is failing residents and what improvements can be implemented.

Momentum by other Canadian Municipalities With Electric Buses

Meanwhile, on other fronts, the subcommittee wants to acknowledge progress made on electrification of bus infrastructure in other Canadian cities, both larger and smaller than Windsor, including the Town of Tecumseh, which recently announced the arrival of its fully electric transit fleet. Yet Windsor has announced no plans for electric buses.

Town of Tecumseh Welcomes Electric Bus Fleet

The Town of Tecumseh is proud to announce the arrival of its fully electric transit fleet, marking a major milestone in the Town's ongoing efforts to build a more sustainable, environmentally responsible future.
Thanks to funding provided in 2023 through the Rural Transit Solutions Fund (RTSF), the Town was able to purchase electric buses that will soon replace its current gas-powered vehicles.
These modern, zero-emission buses will officially begin service on local roads this July.

Frank Butler advises that the Budget Committee will be looking at the Urban Forest Master Plan and its projections. He questions if information can be gleaned from London, Ottawa, and Hamilton as it relates to their budget allotment along with an update of the number of trees planted. The Chair advises that an update was recently provided to City Council with approximately 20% tree coverage in the City of Windsor.

Moved by Councillor Angelo Marignani, seconded by Mike Fisher,

That the report of the Budget Subcommittee **BE RECEIVED.**
Carried.

Frank Butler requests that a representative from the Legal Department be invited to attend a meeting of ECCAC to address the matter relating to Black Oak Park.

6. Confirm and Ratify E-mail Poll

That the following E-mail Poll sent on September 15, 2025, regarding the approval of an upset limit of $1,000 for the purchase of the following promotional items **BE CONFIRMED AND RATIFIED:**

Moved by Councillor Angelo Marigani, seconded by Mike Fisher,
• Purchase of Tablecloth for an eight (8) foot table
• Purchase of Pop-up banner with the new ECCAC logo
And further, that a discussion be held at the next meeting to discuss any further expenditures.
Carried.

7. New Business

Mike Fisher suggests that a representative from the Parks Department be invited to attend the next meeting of ECCAC primarily to address Black Oaks Park and the issues around access for a variety of users including options to protect that space. He refers to Peche Island and remarks that ECCAC is supportive of doing a comprehensive management plan of the Peche Island natural area.

Moved by Mike Fisher, seconded by Councillor Angelo Marignani,
That the creation of a comprehensive Management Plan **BE SUPPORTED** for the Peche Island natural area, that considers the ecological features, the natural heritage and full protection while working with the community to identify recreational opportunities.
Carried.

8. Date of Next Meeting

The next meeting will be held on November 13, 2025 at 5:30 p.m. in a room to be determined.

9. Adjournment

There being no further business, the meeting is adjourned at 7:34 o’clock p.m.

Committee Matters: SCM 36/2026

Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held November 4, 2025

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

Decision Number: **ETPS 1040**
THAT the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board meeting held November 4, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 379/2025

Clerk's Note:

1. Please refer to Item 7.2 from the Environment, Transportation & Public Safety Standing Committee held on January 28, 2026.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260129/-1/10605

Committee Matters: SCM 379/2025

Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held November 4, 2025

Essex-Windsor Solid Waste Authority
Regular Board Meeting
MINUTES

Meeting Date: Tuesday, November 4, 2025

Time: 4:00 PM

Location: County of Essex Administration Building
Council Chambers, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6

Attendance

Board Members:

Gary McNamara – Chair	County of Essex
Michael Akpata	County of Essex
Rob Shepley	County of Essex
Kieran McKenzie	City of Windsor
Mark McKenzie	City of Windsor
Jim Morrison	City of Windsor

EWSWA Staff:

Michelle Bishop	General Manager
Steffan Brisebois	Manager of Finance & Administration
Cathy Copot-Nepszy	Manager of Waste Diversion
Tom Marentette	Manager of Waste Disposal
Natalie Byczynski	Project Manager
Teresa Policella	Executive Assistant

City of Windsor Staff:

Tony Ardovini	Deputy Treasurer Financial Planning
Jim Leether	Manager of Environmental Services
Stacey McGuire	Acting Executive Director of Operations
Mark Spizzirri	Manager of Performance Management and Business Case Development
Stuart Diotte	Coordinator of Environmental Services

County of Essex Staff:

Melissa Ryan	Director of Financial Services/Treasurer
David Sundin	Solicitor/Interim Director, Legislative and Legal Services

Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Hilda MacDonald	County of Essex
Kirk Walstedt	County of Essex
Gary Kaschak – Vice Chair	City of Windsor

1. Call to Order

The Chair called the meeting to order at 4:00 PM.

2. Declaration of Pecuniary Interest

The Chair called for any declarations of pecuniary interest, and none were noted. He further expressed that should a conflict of a pecuniary nature or other arise at any time during the course of the meeting that it would be noted at that time.

3. Approval of the Minutes

Moved by Rob Shepley
Seconded by Mark McKenzie
That the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated September 10, 2025, be *approved and adopted*.

87-2025
Carried

4. Business Arising from the Minutes

No items were raised for discussion.

5. Correspondence

A. October 1, 2025, letter from Todd McCarthy, Minister of the Environment, Conservation and Parks (MECP) Re: Blue Box Collection from Industrial, Commercial and Institutional Sources

The Chair asked if there were any comments regarding the correspondence.

Kieran McKenzie asked for Administration's comments regarding the letter.

The General Manager stated that she was not surprised by the correspondence from the Minister's office. As discussed at the Board meeting on September 10, 2025, regarding the Circular Materials (CM) Service Proposal, there were a significant number of stringent stipulations and service level gaps contained within the proposal. The proposal also lacked any costing or financial information. In discussions with the Board previously, Resource Productivity and Recovery Authority (RPRA) and internally with colleagues around the Province, the stipulations from CM were not going to work. The collective hope was that the Minister's office would require CM to revise the proposed restrictions or set the service, but that did not happen. The General Manager noted that this outcome is disappointing and impractical, particularly in servicing Non-eligible Sources (NESs) through a separate collection.

Kieran McKenzie asked if this framework is permanent or whether the requirements will be revisited and NES will be added to the collection.

The General Manager stated that the Producers have engaged CM as the service provider, but she is not aware of a contract termination date. In the absence of the MECP changing the actual regulation, it's obvious from CM's proposal that they are not changing their direction.

Kieran McKenzie asked if there was a regulatory change, would CM legally have to change its direction?

The General Manager stated that if the regulation were to be amended, the parties would need to make changes to satisfy the requirements of the regulation. However, she is not certain how the actual change would be enforced. RPRA has the ability to levy administrative penalties for non-compliance, which may be the legal recourse available.

Kieran McKenzie asked about the $171 million savings annually to municipalities as referenced in the Minister's letter.

The General Manager explained the process that previously determined the Producer funding requirement and how the Province is likely calculating the savings to the municipalities of $171 million.

Kieran McKenzie noted that it would be hard to quantify if the dollar amount does not reflect the reality.

The General Manager agreed that with the additional cost of servicing the NES sector, the savings would certainly be lower than reported and that the cost would be very hard to quantify. Most municipalities do not know the true cost to collect from NES locations prior to Transition to Extended Producer Responsibility. The original cost to collect NES was embedded in the total program cost. When the RFP was issued for collection, NES was included. The Authority used a stop count previously that was equal to approximately 2% of the cost.

Kieran McKenzie commented that the public will ultimately assess if it is a good program. He asked if conversations with either the service provider or the government note the net impact to the landfill for potential waste that is not diverted from the landfill.

The General Manager stated that the Authority will continue to communicate that the absence of a program will result in increased material being delivered to the landfill. This will result in increased costs for the landfill, municipalities, increased risk and administrative burden. There is a cardboard ban at the landfill, which could result in Authority staff rejecting loads. She noted that we are starting to see some municipalities not providing service, and BIAs are lobbying the government. She does not believe this conversation will end soon.

Kieran McKenzie commended Administration, who advocated and went above and beyond, which resulted in a response from Minister McCarthy.

Mr. Morrison also commended Authority Administration. He further asked about the savings the Authority experienced from the Transition of the recycling program to the Producers.

The General Manager referred to the memo that was shared with the Board, which provided supplemental information related to the recycling program costs referenced in the proposed 2026 budget. The information was included to provide supplemental information related to the recycling program costs referenced in the Draft 2026 Operational Plan and Budget. The document was provided to summarize previously approved recycling program budgets and illustrate the financial impacts of the Blue Box Program wind-up.

Kieran McKenzie moved that the correspondence and memo be distributed to the local municipalities.

Moved by Kieran McKenzie
Seconded by Mark McKenzie

That the Board *receive* the correspondence as information.

That the Board *direct* Authority Administration to distribute the correspondence dated October 1, 2025, from Todd McCarthy, Minister of the Environment, Conservation and Parks Re: Blue Box Collection from Industrial, Commercial and Institutional Sources to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities as information.

That the Board *direct* Authority Administration to distribute the memo dated November 4, 2025, Re: Recycling Program Transition Financial Information to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities as information.

88-2025
Carried

6. Delegations

There were no delegations.

7. Waste Disposal

A. Barn Demolition at Regional Landfill

The Manager of Waste Disposal presented the report recommending the approval to demolish the existing timber structure, located on the Authority's property at 8803 8th Concession Rd., north-east of the Regional Landfill, due to the condition of the structure.

The barn has been used for equipment storage, but due to deterioration, it requires structural repairs, increasing concerns related to safety and liability, and recent break-ins. Administration is recommending that the barn be demolished. A condition assessment of the barn was conducted by GS Engineering Inc. (GSE), and they estimated the cost of the repairs would be approximately $72,000-$100,000. GSE concluded that the demolition of the barn would be more economical.

The Authority solicited proposals for the demolition of the barn, and Jones Group Inc. was the lowest bidder at a cost of $6,000 plus applicable taxes.

Mr. Akpata asked if there was any salvageable wood and what the intended use would be.

The Manager of Waste Disposal stated that there are some beams, and the Authority has asked the contractor to take them down as cautiously as possible. The beams will be moved to the landfill, where they will be stored for future use, if possible. He noted that the barn boards will not be salvageable.

Moved by Jim Morrison
Seconded by Michael Akpata

That the Board *approve* the demolition and removal of the timber barn structure located at 8803 8th Concession Rd.

89-2025
Carried

B. Equipment Fire at the Windsor Transfer Station

The Manager of Waste Disposal stated the purpose of the report was to advise the Board of an equipment fire at Windsor Transfer Station No. 1 (TS1) that occurred on October 3, 2025. There were no safety concerns or damage to the transfer station as a result of the fire.

The backhoe is used to clear blockages in the TS1 pits, clean up garbage around the TS1 building to keep a neat and clean facility. Currently, the Authority's insurer is completing its investigation, and the report is expected in the coming weeks. The cause of the fire is not known at this time.

The backhoe was purchased in 2019 and was scheduled to be replaced in 2026. Typically, the Authority would issue a Request for Tender to procure equipment, but due to the immediate need for this unit, the timing of the final determination from the insurer and the lead time for the new equipment, the Authority may need to leverage the procurement group buying discount program allowed under the Procurement Policy, for the direct purchase of a replacement backhoe. The Authority also proposes entering into a Maintenance and Repair Agreement (MARC) with the supplier.

The Draft 2026 Operational Plan and Budget has been amended to include the replacement of the backhoe in 2025, rather than in 2026 as originally scheduled. An estimated replacement cost of $225,000 has been included in the budget, based on a sourced quotation. This cost will be partially offset by any applicable insurance proceeds, with the net cost of the new unit to be financed from the Equipment Replacement Reserve.

The Chair asked if there were any questions. No questions were asked

Moved by Mark McKenzie
Seconded by Jim Morrison

That the Board *approve* the purchase of a replacement unit should the insurer determine that the existing equipment cannot be repaired.

That the Board *delegate* authority to the General Manager, in consultation with the Authority Chair and Vice-Chair, to proceed with the procurement of the replacement equipment in the absence of a Board meeting, to avoid operational delays.

That the Board *direct* the General Manager to report back to the Board at a future meeting with the outcome of the insurer's assessment, the procurement process, and any related costs.

90-2025
Carried

8. Waste Diversion

A. Green Bin Program Launch (Verbal report)

The Manager of Waste Diversion provided an update regarding the first two weeks of the Green Bin Program. During the first two weeks, 351 tonnes of Green Bin material was collected. The Authority's processor, Seacliff Energy, noted that the material received has been extremely clean, which is a result of residents wanting to participate in the program and using the program properly. Authority staff have been conducting visual audits daily, and results show less than 5% contamination. Residents are being acknowledged for their efforts and participation in the program by receiving "Gold Star" stickers as well as coupons towards Glad compostable bags.

Authority staff have been working on communications and messaging and have been very active on social media to increase participation in the program. There has been an increase in followers on the Recycle Coach app since the start of the program. Based on feedback from residents and collectors, certain materials are currently being considered for removal or addition to the program. Mr. Shepley congratulated Administration on a successful launch of

the program. He asked if the Board would be provided with an update on the usage of the program among the membership. He also noted that he received a call from a resident who was adamant that they would not be billed if not participating in the program.

The Manager of Waste Diversion stated usage is being monitored, and further that when residents opt out of the program, it is noted in the system that the resident was advised that they will not receive a credit on their property taxes, similar to if they chose not to utilize other municipal services.

Mr. Akpata asked, should residents call the Authority due to the RFID tags on the bins to advise that they are away during the winter months and are not placing a bin out for collection.

The Manager of Waste Diversion stated that residents are not required to notify the Authority. She noted residents should not leave anything in their bin while they are away. Regarding the RFID tags, the General Manager noted that the information is only used to tag the bin as an Authority asset and link the bin to the address, no other information is being collected. The collection trucks have GPS, to know if the street was serviced and at what time. The Authority is not tracking if a house has set out a bin for collection.

Kieran McKenzie congratulated Administration and everyone involved in the rollout of the program. He noted that the success of the program is largely due to the robust P&E campaigns. The P&E has generated conversations, whether good or bad, but so many positives. In regards to the material that may or may not be collected, he asked about the process for determining acceptable materials. He further asked Administration to have pumpkins be accepted as part of the program because you can eat them. He believes it would be served better if they were accepted as part of the program.

The General Manager stated that collectors have been instructed not to leave the bins behind because of pumpkins in them. Traditionally, pumpkins were part of outdoor décor, and it was recommended that pumpkins be reused where possible at a municipal event or be disposed of in leaf and yard waste. Tipping fees for yard waste are $44/tonne, and Seacliff Energy's fees are $135/tonne. From a financial standpoint, it would be better if pumpkins were placed in yard waste.

Mr. Morrison commended Administration on the rollout of the program. He asked if Miller drivers are getting out of the truck to pick up the Green Bin if it is not placed out properly.

The Manager of Waste Diversion stated that, during program roll-out, Miller has increased manpower in order to keep them more efficient, but this will not always be the case. More education on proper set-out will be provided to residents. However, in some situations, the driver will need to exit the collection vehicle.

Moved by Rob Shepley
Seconded by Mark McKenzie

That the verbal report be *received* as information.

91-2025
Carried

B. Non-Eligible Source Recycling Program Update

The General Manager stated that the purpose of this report is to request formal approval to engage Miller Waste Systems to provide Non-Eligible Source (NES) recycling collection in the County of Essex (County). At its meeting on September 17, 2025, County of Essex Council was provided with information regarding the NES program and endorsed that the Authority negotiate a collection contract with Miller.

The Chair asked if there were any questions.

Mr. Morrison asked how the County is going to repay this, and if the cost is included in the budget.

The General Manager stated that it will be managed in the same manner as Perpetual Care programs. The NES costs will be separated in the budget. Similar to the perpetual care for closed Landfill 2 and Landfill 3, the expenditures are removed from the operating budget into a separate program funded solely by those using the program.

There were no further questions.

Moved by Mark McKenzie
Seconded by Jim Morrison

That the Board *approve* the continuation of a Non-Eligible Source Recycling Program in the County, commencing on January 1, 2026, and that Miller Waste Systems be *awarded* the contract for bi-weekly collection services at a Year One cost not to exceed $495,000, plus HST, and with the contract duration, along with the full terms and conditions, being finalized prior to execution, and that the Chair and General Manager be *authorized* to execute the final contract.

92-2025
Carried

9. Finance & Administration

A. 2026 Operational Plan and Budget Overview

The General Manager presented the comprehensive 2026 Operational Plan and Budget overview report. The report recommends approval of the 2026 expenditure budget estimates as well as the budget estimates related to non-municipal revenue (e.g. Industrial, Commercial and Institutional (IC&I) tip fees, Other Revenue, etc.). The report also recommends approval of a 2.1% increase to the 2025 base amount budgeted to be assessed to Windsor and the 7 County municipalities. This increase equates to $326,390 and would be comprised of two components. The first component is a $0 increase in the per-tonne fee assessed on refuse delivered for disposal from the 2025 rate of $43.00 to the 2026 rate of $43.00. The other component is an increase in the fixed amount assessed to municipalities based on population. This increase is $326,390.

Overall, the budget includes tipping fee increases to the non-municipal sectors, which include a $3 tipping fee increase for the IC&I sector (typically the increase is $1-$2) and a $20 increase to residents who deliver in excess of 100kg of material. This fee has not increased since 2012. As a result of increases to the non-municipal sector, the tipping fees to municipalities will remain the same at $43/tonne.

The General Manager noted that with the introduction of the Green Bin program, the municipal tonnages are projected to decrease by 10,640 tonnes with a year-over-year decrease of ($457,520) in the municipal tipping fees at the 2026 rate of $43.00 per tonne. As a result, the actual overall increase in the municipal assessment for costs not related to the Green Bin Program is (0.84%). The report also recommends that for 2026, the Board approve the Green Bin Program funding model for the City of Windsor and County of Essex at full cost recovery for the Program. This cost equates to $19,878,000 and would be comprised of two components. The first component is a $135.00 per-tonne fee assessed on green bin material delivered for processing totalling $1,807,000. The other component is a fixed cost assessed based on the number of households receiving collection per household totalling $18,071,000.

Due to the reduction of tonnages from the County municipalities and the City, the only variable cost is the host compensation to the Town of Essex. The fixed costs remain the same.

In 2018, the Authority, City of Windsor and the County of Essex approved reaching a balanced budget by 2027. In order to achieve a balanced budget, increases would be required. Administration is proposing holding off on balancing the budget by another year due to the launch of the Green Bin Program.

She referred to the Appendix regarding potential options for the Board to increase revenue and decrease expenditures.

The General Manager asked if there were any questions.

Mr. Morrison suggested that the tipping fees for residents remain as proposed and no additional fees be considered. He also suggested options for future consideration for collection calendars to reduce costs. He is pleased with the (0.84%) decrease.

The Chair noted the Authority's commitment to the debenture, which has a high interest rate of 6.24%. He inquired whether or not there would be a heavy penalty if the debenture were paid out in full.

The General Manager noted that in or around 2019-2020, when interest rates were favourable, the Authority explored ways for the City and the County to resolve their debt. The result was that paying the debenture in full did not make financial sense due to Sunlife assessing penalties and interest. The General Manager highlighted the Authority's commitment to fund the perpetual care reserve once the debenture reaches maturity. She reminded the Board that the Essex-Windsor Regional Landfill's Environmental Compliance Approval states that the Authority is required to fund its own perpetual care.

Kieran McKenzie commented that, based on the new programs that the Authority is offering the community and the financial pressures of the region, he is pleased with the budget as presented and would move the recommendations.

There were no further questions.

Moved by Kieran McKenzie
Seconded by Jim Morrison
That the Board

1. Approve the 2026 Expenditure and Revenue budget estimate figures excluding the municipal Total Waste Management Fee (Tip Fee) and the municipal Fixed Cost Assessment.

2. Maintain the Total Waste Management Fee at $43.00/tonne. This is the fee assessed to municipalities for each tonne of refuse delivered for disposal.

3. Increase the Fixed Cost Assessment to Windsor and the 7 County municipalities based on the following chart. Fixed costs are assessed based on population.

	2021 Census Population	2026 Amount	2025 Amount	Difference
WINDSOR	229,660	$6,042,620	$5,865,270	$177,350
AMHERSTBURG	23,524	$618,940	600,780	$18,160
ESSEX	21,216	$558,220	541,830	$16,390
KINGSVILLE	22,119	$581,980	564,890	$17,090
LAKESHORE	40,410	$1,063,220	1,032,010	$31,210
LASALLE	32,721	$860,930	835,660	$25,270
LEAMINGTON	29,680	$780,900	757,980	$22,920
TECUMSEH	23,300	$613,050	595,050	$18,000
TOTAL	422,630	$11,119,860	$10,793,470	$326,390

4. Approve the Fee Schedule, as attached to this report, exclusive of the municipal Total Waste Management Fee but inclusive of the per tonne rate increases outlined in the Fee Schedule for 2026.

5. Approve the Green Bin Program funding model for the City of Windsor and County of Essex at full cost recovery for the Program.

6. Approve the County of Essex Non-Eligible Source Recycling Program at a full cost recovery for the Program funded solely by the County of Essex Municipalities.

7. That any resultant (deficit)/surplus from 2025 operations be contributed to or funded by the Rate Stabilization Reserve.

8. That any resultant (deficit)/surplus for 2026 be contributed to or funded by the Rate Stabilization Reserve.

93-2025
Carried

B. 2026 EWSWA Board Meeting Dates

Moved by Rob Shepley
Seconded by Mark McKenzie
That the Board *approve* the 2026 Essex-Windsor Solid Waste Authority Regular Meeting Schedule.

94-2025
Carried

10. New Business

No items were raised for discussion.

11. Other Items

No items were raised for discussion.

12. By-Laws

A. By-Law 16-2025

Moved by Mark McKenzie
Seconded by Jim Morrison
That By-Law 16-2025, being a By-law to *approve* the continuation of a Non-Eligible Source Recycling Program in the County, commencing January 1, 2026, and that Miller Waste Systems be *awarded* the contract for bi-weekly collection services at a Year One cost not to exceed $495,000, plus HST, and with the contract duration, along with the full terms and conditions, being finalized prior to execution, and that the Chair and General Manager be *authorized* to execute the final contract.

95-2025
Carried

B. By-Law 17-2025

Moved by Mark McKenzie
Seconded by Jim Morrison
That By-Law 17-2025, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be adopted this 4th day of November, 2025.

96-2025
Carried

13. Next Meeting Dates

Tuesday, December 2, 2025

14. Adjournment

Moved by Michael Akpata
Seconded by Rob Shepley
THAT the Board stand *adjourned* at 6:11 PM.

97-2025
Carried

All of which is respectfully submitted.

Gary McNamara
Chair

Michelle Bishop
General Manager

Committee Matters: SCM 37/2026

Subject: Report No. 1 of the Environment & Climate Change Advisory Committee meeting held October 2, 2025

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

Decision Number: **ETPS 1041**
THAT Report No. 1 of the Environment & Climate Change Advisory Committee (ECCAC) indicating:

That in light of the City of Windsor Declaration of Climate Change Emergency and recognizing the data presented in the Community and Corporate Green House GHG Inventory, including the emissions targets approved by Council;

That ECCAC recommends that Council consider stronger investments to improve public transit and active transportation as well as public education surrounding alternative strategies such as carpooling or ride share; and further,

That ECCAC also recommends that Council explore ways to increase community adoption of the Windsor Residential Deep Energy Efficiency Retrofit Business Case (R-DEER} Program and similar programs in the market.

BE APPROVED.
Carried.

Report Number: SCM 360/2025
Clerk's File: EI/14519

Clerk's Note:

1. Please refer to Item 7.3 from the Environment, Transportation & Public Safety Standing Committee held on January 28, 2026.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260129/-1/10605

Committee Matters: SCM 360/2025

Subject: Report No. 1 of the Environment & Climate Change Advisory Committee meeting held October 2, 2025

REPORT No. 1
OF THE
ENVIRONMENT & CLIMATE CHANGE ADVISORY COMMITTEE (ECCAC)

Meeting held October 2, 2025

Present: Councillor Kieran McKenzie, Chair
Councillor Angelo Marignani
Frank Butler
Mike Fisher
Jennifer Nantais
Michael Schneider

Your Committee submits the following recommendation:

Moved by Michael Schneider, seconded by Mike Fisher,

That in light of the City of Windsor Declaration of Climate Change Emergency and recognizing the data presented in the Community and Corporate Green House GHG Inventory, including the emissions targets approved by Council;
That ECCAC recommends that Council consider stronger investments to improve public transit and active transportation as well as public education surrounding alternative strategies such as carpooling or ride share; and further,
That ECCAC also recommends that Council explore ways to increase community adoption of the Windsor Residential Deep Energy Efficiency Retrofit Business Case (R-DEER} Program and similar programs in the market.
Carried.

NOTIFICATION:		
Name	***Address***	***E-mail***
ECCAC members		on-file

Committee Matters: SCM 38/2026

Subject: Report No. 2 of the Environment & Climate Change Advisory Committee of its meeting held October 2, 2025

Moved by: Councillor Frazier Fathers
Seconded by:Councillor Renaldo Agostino

Decision Number: **ETPS 1042**
THAT Report No. 2 of the Environment & Climate Change Advisory Committee (ECCAC) indicating:

That given the information presented in the Corporate GHG Emissions 2023 Inventory;

That the Environment & Climate Change Advisory Committee **STRONGLY RECOMMENDS** that Council move forward with initiatives outlined in the Corporate Climate Action Plan and the Corporate Energy Management Plan.

BE APPROVED.
Carried.

Report Number: SCM 361/2025
Clerk's File: EI/14519

Clerk's Note:

1. Please refer to Item 7.4 from the Environment, Transportation & Public Safety Standing Committee held on January 28, 2026.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260129/-1/10605

Committee Matters: SCM 361/2025

Subject: Report No. 2 of the Environment & Climate Change Advisory Committee of its meeting held October 2, 2025

REPORT No. 2
OF THE
ENVIRONMENT & CLIMATE CHANGE ADVISORY COMMITTEE (ECCAC)

Meeting held October 2, 2025

Present: Councillor Kieran McKenzie, Chair
Councillor Angelo Marignani
Frank Butler
Mike Fisher
Jennifer Nantais
Michael Schneider

Your Committee submits the following recommendation:

Moved by Mike Fisher, seconded by Michael Schneider,

That given the information presented in the Corporate GHG Emissions 2023 Inventory;
That the Environment & Climate Change Advisory Committee **STRONGLY RECOMMENDS** that Council move forward with initiatives outlined in the Corporate Climate Action Plan and the Corporate Energy Management Plan.
Carried.

NOTIFICATION:		
Name	***Address***	***E-mail***
ECCAC members		on-file

Committee Matters: SCM 39/2026

Subject: 2025 Annual Report of the Active Transportation Expert Panel (ATEP)

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Frazier Fathers

Decision Number: **ETPS 1043**
THAT the Active Transportation Expert Panel 2025 annual report **BE APPROVED**.
Carried.

Report Number: SCM 366/2025

Clerk's Note:

1. Please refer to Item 7.5 from the Environment, Transportation & Public Safety Standing Committee held on January 28, 2026.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260129/-1/10605

Committee Matters: SCM 366/2025

Subject: 2025 Annual Report of the Active Transportation Expert Panel (ATEP)

Active Transportation Expert Panel (ATEP)
2025 Annual Report

The Active Transportation Expert Panel (ATEP) serves as an advisory body to the Environment, Transportation & Public Safety Standing Committee and City Council. Its mandate is to foster collaborative engagement, provide infrastructure-related recommendations, and promote all modes of active transportation across Windsor.

In 2025, the Panel convened in April, June, and October in 2025, to advance its strategic goals, support community initiatives, and review progress on the Active Transportation Master Plan (ATMP).

Community Engagement & Education

In 2024, ATEP supported cycling safety education through field trips to the Safety Village taken in Spring of this year, benefiting students from seven elementary schools. The program included hands-on learning, helmet fitting, and road safety instruction. Positive feedback from participating schools highlighted the value of the experience. The Expert Panel contributed another $2,000 in 2025.

The Panel also contributed $1,000 to Unifor Local 444's Bike for Kids Program, which refurbished and distributed over 100 bicycles to underprivileged children, new Canadians, and victims of house fires. Since 2002, the program has been supported by community donations and volunteer efforts.

ATEP also supported Bike Windsor Essex's Winter Wheels Program with a $1,000 donation. This initiative promotes year-round cycling for new Canadians and vulnerable populations. Bike Windsor Essex also provided free bike lights and conducted school programs teaching students essential cycling skills.

Budget Allocation Summary

ATEP's 2025 operating budget of $4,300 was allocated as follows:

- $2,000 for Safety Village cycling education,
- $1,000 for the Bike for Kids Program,
- $1,000 for the Winter Wheels Program, and
- $300 for bike locks for schools participating in Safety Village trips.

Infrastructure & Policy Updates

The Panel had the opportunity to review the City's new Bike Parking Policy, as well as the Active Transportation Master Plan Biennial Update Report, which in

addition to providing highlights of master plan accomplishments in the last two years, also included a proposed Regional Cycling Network to accelerate implementation of a connected Citywide network. The Panel also discussed the Expansion of Cycling Infrastructure report to council.

ATEP members also attended the Riverside Alternate Bikeway Open House on October 6th, to provide their feedback on an upcoming project that will provide a key east-west bikeway connection in the Riverside area corridor.

Strategic Planning & Subcommittee

A subcommittee was formed to explore event planning, budget utilization, and infrastructure priorities.

Share the Road Cycling Coalition & Ontario Bike Summit

At the April meeting, Eleanor McMahon, Chair of Share the Road Cycling Coalition, presented highlights of Share the Road initiatives, including its Bicycle Friendly Community program, emphasizing Windsor's Bronze level designation, how it is primed to achieve silver status, as well as an overview of the upcoming Ontario Bike Summit that was held in Windsor from May 27th to May .

The Ontario Bike Summit, Canada's largest cycling and active transportation conference hosted delegates from across Canada and the U.S., and included municipal and government representatives, cycling advocates, consultants, and vendors, and featured workshops, expert speakers, and networking opportunities. Two ATEP members were afforded the opportunity to attend the conference through Tourism Windsor Essex Pelee Island sponsorship.

Looking Ahead to 2026

ATEP will continue to monitor the implementation of the Bike Parking Policy, support the expansion of the Regional Cycling Network, evaluate funding opportunities for community-based cycling programs, and promote active transportation through education, infrastructure, and events.

Committee Matters: SCM 40/2026

Subject: 2025 Annual Report of the Transit Windsor Working Group

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Frazier Fathers

Decision Number: **ETPS 1044**
THAT the Transit Windsor Working Group 2025 annual report **BE APPROVED**.
Carried.

Report Number: SCM 396/2025

Clerk's Note:

1. Please refer to Item 7.6 from the Environment, Transportation & Public Safety Standing Committee held on January 28, 2026.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260129/-1/10605

Committee Matters: SCM 396/2025

Subject: 2025 Annual Report of the Transit Windsor Working Group

Transit Windsor Working Group 2025 Annual Report

Transit Windsor remains dedicated to enhancing transit services through the ongoing implementation of the Transit Master Plan while adapting to challenges in order to provide safe and reliable transportation for the community and surrounding municipalities. 2025 was a transformative year for Transit Windsor, marked by significant infrastructure investments, service improvements, and strategic planning to modernize the transit network. This report highlights the notable accomplishments achieved in 2025.

Working Group Mandate

The Transit Windsor Working Group provides advice on policies, service improvements, and fare strategies, acting in an advisory role to City Council and Transit administration.

Working Group Meetings

March 26, 2025
May 27, 2025
August 13, 2025
September 24, 2025
November 19, 2025 (Cancelled due to lack of quorum.)

2025 Meeting Summary

Discussions centered around:

- Key Achievements: Breaking ground on new East and West End terminals, advancing garage renovation plans, and deploying new buses equipped with modern amenities. The launch of the 2025 Service Plan introduced 20,000 additional service hours with improved route frequencies to optimize resources.
- Elimination of the Tunnel Bus and School Extras.
- Ridership Trends: Despite a 13–15% overall decline in ridership—primarily due to reduced international student enrollment—adult and youth ridership showed encouraging growth.
- New Technology: Transit Windsor initiated steps toward fare system modernization.
- Ridership Experience: Developed a comprehensive operator training program to enhance customer service and safety. On-going implementation of accessibility improvements at bus stops.

2026 Vision

Looking ahead, 2026 will focus on completing major capital projects, implementing digital fare systems, and continuing efforts to improve accessibility and rider experience.

Committee Matters: SCM 43/2026

Subject: 2025 Annual Report of the Environment & Climate Change Advisory Committee

Moved by: Councillor Frazier Fathers
Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 1045**
THAT the Environment & Climate Change Advisory Committee 2025 annual report **BE APPROVED**.
Carried.

Report Number: SCM 398/2025

Clerk's Note:

1. Please refer to Item 7.7 from the Environment, Transportation & Public Safety Standing Committee held on January 28, 2026.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260129/-1/10605

Committee Matters: SCM 398/2025

Subject: 2025 Annual Report of the Environment & Climate Change Advisory Committee

Environment and Climate Change Advisory Committee

The Environment and Climate Change Advisory Committee (ECACC) mandate is to receive referrals from City Administration to address specific environmental and climate change concerns from the City of Windsor. In addition, the ECCAC is proactive and will advise on environmental and climate change matters identified through its own initiative and will provide community education and outreach on environmental and climate change issues.

The Environmental and Climate Change Advisory Committee has convened 3 times this year, with one additional meeting before year end, but the date has not been confirmed yet. Meetings have been held in a hybrid format, either in person at City Hall or virtually on the following dates:

- May 22, 2025
- July 17, 2025
- October 10, 2025

Accomplishments

- Finalized ECCAC logo and branding to strengthen visibility at events and advertisements
- Reviewed and provided feedback on the Sandwich South Sustainable Neighbourhood Action Plan (SSSNAP)
- Participated in Earth Day and confirmed involvement for 2026
- Advanced public engagement through community events and approved funding for outreach activities
- Identified high level budget priorities for various environmental initiatives

Next Steps

- Allocating budget and allowing specific funding proposals towards various events and initiatives amongst the subcommittees
- Final confirmation of the ECCAC logo with accessibility and visual standards incorporated, will be submitted to the CAO for approval
- Continue supporting initiatives that advance environmental sustainability and climate action in Windsor
- Strengthen community engagement and collaboration amongst ECCAC and its subcommittees

- Monitor and provide input on city plans and projects

Sub-Committees

The requirements were that these sub-committees were to meet at least 4 times a year and have at least one member from the ECCAC committee be on the sub-committee. Sub-committees were open to having as many members as they would like and could include members outside of ECCAC. Each sub-committee is chaired by a member of ECCAC.

These 5 sub-committees include:

1. Bird Subcommittee
2. Planning and Environment Subcommittee
3. Public Education and Engagement Subcommittee
4. Youth Subcommittee
5. Budget Subcommittee

Subcommittee Accomplishments and Next Steps

1. Bird Team

Chair

- Jennifer Nantais (Carolinian Canada)

Members

- Suzanne Friemann – Nature Canada Liaison; PIBO; Communications Lead
- Karen Alexander – City of Windsor, Natural Areas
- Chris Hart – City of Windsor, Natural Areas; alternate
- Michelle Moxley-Peltier – City of Windsor, Environmental Sustainability & Climate Change (Acting)
- Humna Khan – City of Windsor, Environmental Sustainability & Climate Change (January–April 2025)
- Amy Nevills – City of Windsor, Environmental Sustainability & Climate Change (May-December 2025)
- Nadia Harduar – University of Windsor

Team engagement broadened through student involvement, informal participation at meetings, and plans to open the team to a limited number of external volunteers in the future.

Meetings

The Bird Team held five meetings in 2025, ensuring steady coordination across projects. Meetings included:

- February 21, 2025 – Winter
- March 26, 2025 – Spring
- June 25, 2025 – Summer
- July 15, 2025 – Reporting
- August 12, 2025 – Reporting Follow-Up

The next scheduled meeting is January 14, 2026.

Accomplishments

World Migratory Bird Day & Public Engagement

As a critical Nature Canada Bird Friendly City deliverable, World Migratory Bird Day (WMBD) drew participation and increased awareness in support of Windsor's Bird Friendly City status. Key achievements included:

- Dan Mennill public talks (May 9 in Windsor; May 10 on Pelee Island) with ~50 cumulative attendees.
- Open House at Ojibway Nature Centre, featuring guided walks and booths, attracting ~200 visitors.
- Event successfully registered with the Bird Day Mapper.

The team also contributed to city-wide outreach throughout the year, including sustainability fairs, library displays supported by PIBO, and summer nature pop-up programs at Ojibway.

Native Planting & Habitat Initiatives

A major accomplishment was the establishment of a new native plant garden at the University of Windsor with support from Birds Canada. Garden preparation occurred over the summer, with planting scheduled for September 17–18 and species selection and sourcing guided by University of Windsor Indigenous faculty. The initiative linked

with a new upper-year community-engaged biology course focused on native species and restoration.

Threat Reduction & Bird-Friendly Design

The Team supported several improvements related to reducing human-caused threats to birds:

- The team congratulated the City on implementing bird-friendly windows in the Streetcar Beacon Project.
- Ojibway Nature Centre continued progress on bird-friendly windows.
- Connection meetings were held with Green Shield to advise bird-friendly retrofits.
- The team advocated for the to City increasingly incorporates bird-friendly design recommendations during planning application reviews.
- September talk by Brendon Samuels from Bird Friendly London/FLAP organized by the Essex County Field Naturalists club and Windsor Bird Team.

Cat Impacts

Windsor remains without a cat-roaming bylaw or public education campaign. Conversations with the Humane Society have begun, but no formal progress was made in 2025. The team is developing a plan for targeted outreach in 2026 (pamphlets, veterinary partnerships, further conversations with the WECHS).

Light Pollution & Pesticides

- No new light pollution strategy was established, though digital billboard concerns were noted in past council reports.
- The City has no policy restricting non-essential pesticide use. Ojibway continues to apply pesticides sparingly for necessary invasive species management.

Municipal & Planning Collaboration

The Bird Team continued to work closely with multiple City departments. Major developments included:

- Engagement with Ontario Nature regarding Windsor's lack of wetland protection language in the Official Plan. City staff are now drafting updates.
- Progress on the Little River Corridor Plan and upcoming Peche Island Management Plan.
- Ongoing stewardship at Black Oak Heritage Park and the Ojibway Prairie Complex.
- Review of updated Key Biodiversity Area (KBA) data for the Ojibway Prairie Complex, Lower Detroit River, and nearby conservation areas.

Citizen Science & Education

PIBO and community partners continued to facilitate citizen science programs including Christmas Bird Count, Swift Night Out, and Marsh Monitoring. PIBO also encouraged local participation in Global Bird Rescue. Educational efforts included:

- Ojibway school programs reaching diverse communities.
- Presentations to groups such as Life After 50.
- Expanded online resources from the University of Windsor and PIBO.
- Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) birding walk on Nov. 5 with PIBO and the Essex County Field Naturalists.

IPBES birding guide with guides from Windsor Bird team, ECCAC, Carolinian Canada, Essex County Field Naturalists

Next Steps

1. **Cat Impact Education (Priority)**
   Prepare cat-impact outreach materials for approval and distribution to partners and at outreach events
2. **Collision Mitigation**

Use data from 2024-2025 collision monitoring to rank municipal buildings for retrofit priority and assist with developing long term recommendations for new builds

3. **Indigenous Engagement**
   Strengthen outreach efforts to Indigenous Nations and youth groups, building on early contacts made in 2025
4. **Coordinated World Migratory Bird Day Planning and Branding**
   Develop a consistent Bird Friendly City identity and start World Migratory Bird Day (WMBD) planning in the fall and link activities to Earth Day wherever possible
5. **Habitat and Policy Progress**
   Continue supporting wetland policy updates, promoting native planting in development applications and review opportunities for stewardship priorities.

2. Planning & Environment

A report was not submitted by this committee, so this summary has been prepared based on Administration's knowledge and awareness of their accomplishments and next steps. Some details or activities may not be fully captured.

Chair

- Councillor Angelo Marignani

Accomplishments

During a Planning and Environment Subcommittee meeting, the topic of understanding public perspectives on environmental issues was raised. In response, Administration launched an Environmental Perspectives Survey that ran from September 17 – October 31, gathering 291 responses.

Next Steps

Both the City and the Planning and Environment Subcommittee will use the results from the Environmental Perspectives Survey to inform environmental initiatives and actions moving forward. The Planning and Environment Subcommittee is hoping to solidify a larger member group to support more environmental initiatives in the future.

3. Public Education and Engagement

A report was not submitted by this committee, so this summary has been prepared based on Administration's knowledge and awareness of their accomplishments and next steps. Some details or activities may not be fully captured.

Chair

- Maria Boada

Members

- Councillor Kieran McKenzie
- Jen Roy-Asare
- Niharika Bandaru
- Kelsey Williams
- Amy Nevills

Accomplishments

- Green and Seen Photography Contest and Fundraiser
    - Submitting photos to showcase the natural beauty of a location in Windsor Essex with the selected winner being showcased on Windsor of Change's Sustainability Guide and the fall issue of Art Create Learn Magazine
- Events
    - Open Streets held on September 21 from 10am-2pm
    - Climate Cafes
        - June 18 from 6:30-8:30 at Rock Bottom Bar and Grill
        - July 18 from 6:30-8:30 at Optimist Park
        - October 15 from 5:30-8:30 at Walkerville Brewery
- Climate Fresk Workshop held on October 28 from 6:30-9:30

Next Steps

- Continue hosting events that promote environmental awareness and create networking opportunities across Windsor and Essex County.
- Maintain momentum in public engagement and environmental education initiatives.

4. Youth Sub-Committee

This subcommittee did not have a chair until the May 22 ECCAC meeting. No report was submitted, and no accomplishments or next steps have been identified at this time.

Chair

- Sandra Janzen

5. Budget Sub-Committee

A report was not submitted by this committee, so this summary has been prepared based on Administration's knowledge and awareness of their accomplishments and next steps. Some details or activities may not be fully captured.

Chair

- Frank Butler

Members

- Derek Coranado
- Phillippa von Ziegenweidt
- Mike Fisher

Accomplishments

- The Budget Subcommittee regularly meets to review and provide input on financial considerations related to environmental initiatives
- The committee also monitors gaps and opportunities in sustainability panning and brings forward recommendations to ensure resources are aligned with climate action goals.
- Sandwich South Sustainable Neighbourhood Action Plan review and comments
- Research and review on electric busses across other municipalities in Ontario

Next Steps

- Advocate for consistent, recurring ECCAC meetings as outlined in the committee mandate to ensure continuity and progress.
- Continue delivering research insights and highlighting gaps and opportunities to advance environmental sustainability initiatives.
- Continue to advise on any budget related matters

Committee Matters: SCM 44/2026

Subject: Ministry of Transportation (MTO) Large Quadricycle Pilot Program - City-wide

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

Decision Number: **ETPS 1046**

I. THAT City Council **APPROVE** the opting-in to the Ontario Ministry of Transportation's Large Quadricycle Pilot Program (the "Pilot Program") in accordance with the terms of *Ontario Regulation 411/22* under the *Highway Traffic Act* until April 2032; and,

II. THAT City Council **APPROVE** that Large Quadricycles be licensed as Pedicabs under current regulations prescribed under the City of Windsor's Public Vehicle Licensing By-law No. 137-2007, as amended, provided that such licences:

a) include the endorsement of alcohol sales and consumption in accordance with the rules and standards by the Alcohol and Gaming Commission of Ontario under the *Liquor Licence and Control Act, 2019*; and,
b) require proof of liquor liability insurance in the amount of at least $3,000,000, noting the City as additional insured, to be in a form satisfactory to the City; and,

III. THAT Administration **BE DIRECTED** to take all steps as may be required to carry out as a member of the Pilot Program, including providing the Ministry of Transportation (the "Ministry") with confirmation that the City has opted-in and submitting annual reporting to the Ministry by March 1 of each year during the Pilot Program.

Carried.

Report Number: S 3/2026
Clerk's File: ACLB/15090

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.

2. Please refer to Item 8.1 from the Environment, Transportation & Public Safety Standing Committee held on January 28, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260129/-1/10605

Subject: Ministry of Transportation (MTO) Large Quadricycle Pilot Program - City-wide

Reference:

Date to Council: January 28, 2026
Author: Craig Robertson
Manager of Licensing & Enforcement and Deputy License Commissioner
519-255-6100 ext. 6869
crobertson@citywindsor.ca
Policy, Gaming, Licensing & By-Law Enforcement
Report Date: 1/8/2026
Clerk's File #: ACLB/15090

To: Mayor and Members of City Council

Recommendation:

I. **THAT** City Council **APPROVE** the opting-in to the Ontario Ministry of Transportation's Large Quadricycle Pilot Program (the "Pilot Program") in accordance with the terms of *Ontario Regulation 411/22* under the *Highway Traffic Act* until April 2032; and,

II. **THAT** City Council **APPROVE** that Large Quadricycles be licensed as Pedicabs under current regulations prescribed under the City of Windsor's Public Vehicle Licensing By-law No. 137-2007, as amended, provided that such licences:

a) include the endorsement of alcohol sales and consumption in accordance with the rules and standards by the Alcohol and Gaming Commission of Ontario under the *Liquor Licence and Control Act, 2019*; and
b) require proof of liquor liability insurance in the amount of at least $3,000,000, noting the City as additional insured, to be in a form satisfactory to the City; and,

III. **THAT** Administration **BE DIRECTED** to take all steps as may required to carry out as a member of the Pilot Program, including providing the Ministry of Transportation (the "Ministry") with confirmation that the City has opted-in and submitting annual reporting to the Ministry by March 1 of each year during the Pilot Program.

Executive Summary:

N/A

Background:

In April 2022, the Province of Ontario introduced a ten (10) year pilot program for the operation of large quadricycles where municipalities allow, under O.Reg. 411/22: Pilot Project - Large Quadricycles made under the *Highway Traffic Act, RSO 1990, c. H.8*. (HTA), attached as Appendix "A".

As of July 1, 2025, alcohol may be permitted to be sold to, served to, and consumed by large quadricycle passengers. A licence issued by the Alcohol and Gaming Commission of Ontario (AGCO) is required of the large quadricycle operator. Regulations for alcohol sales and consumption was made through an amendment to O.Reg. 746/21: Licensing under the Liquor Licence and Control Act, 2019.

"Large quadricycles" are bicycles seating twelve (12) or more people with one person having control of steering, braking, etc. Some have electric assist. Large quadricycles have a variety of potential uses such as in charitable events and parades. The most common use is when they are operated as a tour vehicle for groups to travel between pubs or other destinations. Such businesses target tourists, corporate social events and parties; they typically operate on a fixed route and fixed schedule with each group.

The Ministry of Transportation (MTO) stipulates under their pilot program that large quadricycles are allowed to operate only if the local municipality passes a bylaw to permit their use. Municipalities must also inform the Ministry of Transportation that they are participating in the program, provide information to the ministry annually, and report collisions involving injury or property damage to the police.

There is currently one (1) large quadricycle business operating within the municipality. The Ministry of Transportation reached out to Administration earlier this summer, introducing the Pilot Program and the requirement to develop a by-law and obtain Council endorsement to allow for the continuing and legal operation of large quadricycles in the municipality.

The Large Quadricycle Pilot Project made under the Highway Traffic Act, formalizes the definition of a large quadricycle. It gives municipalities the opportunity to allow large quadricycles and to restrict their use in ways unique to each jurisdiction. Administration advises that for municipal licensing purposes, large quadricycles fall within the definition of a pedicab under the City's current Public Vehicle Licensing By-law and provides a suitable framework in tandem with the regulations set out by the Province under the HTA.

Discussion:

Traditional pedicabs were commonly identified as rickshaw style operations, however, over the years, business trends have evolved and alternative muscular powered transportation options like large quadricycles have been introduced.

There are a several rules and regulations under provincial legislation and under existing municipal licensing by-laws and processes to govern the oversight of large quadricycles in our municipality.

Provincial Regulations

O.Reg. 411/22: Pilot Project - Large Quadricycles under the *Highway Traffic Act* provides that a large quadricycle must:

- Have a maximum operating speed of 16km/hr on a level surface.
- Have a single seat from which the vehicle is steered and controlled.
- Have a minimum of 12 seating positions, at least one of which is reserved for a licenced driver and not equipped with pedals.
- Display a slow-moving vehicle sign on the rear of the large quadricycle.
- Meet safety equipment requirements including being equipped with a steering wheel, service brakes, parking and/or emergency brakes, rear-view mirror, horn or bell, good-quality tires, head lights, taillights, turn signals, brake lights and reflectors.

O.Reg. 411/22: Pilot Project – Large Quadricycles under the *Highway Traffic Act* further stipulates that when operating a large quadricycle:

- The driver must operate the quadricycle in accordance with the rules under the *Highway Traffic Act*.
- The driver must have a valid Ontario driver's licence (Class G or higher).
- Number of passengers must be less than or equal to the number of seating positions available.
- Passengers of all ages are allowed as long as their feet can reach the pedals and hands reach the shelf; otherwise, they must sit on the back bench.
- Passengers under 18 must wear bicycle helmets.
- Large quadricycles must not operate on roads with speed limits exceeding 80km/h.

In addition, O.Reg. 746/21: Licensing under the *Liquor Licence and Control Act*, 2019 was amended to govern the sale and consumption of alcohol on large quadricycles under the following rules:

- Operators must obtain an alcohol sales licence from the Alcohol and Gaming Commission of Ontario (AGCO).
- Alcohol may only be consumed by passengers, not the designated driver.
- The driver (or "chauffeur") must have a valid G-class or higher driver's licence.
- All passengers must be seated while being served and consuming alcohol.
- At least two staff members must be present: the chauffeur and an attendant who serves the alcohol and supervises consumption.
- Alcohol must be served in cans, plastic bottles, or other non-glass containers.

- Alcohol can only be sold prior to departure and consumed by passengers along the quadricycle's predetermined route.

The driver of a large quadricycle, regardless of whether it is driven by human or muscular power, is subject to the same impaired driving laws as other vehicle operators. The federal penalties for impaired driving under the Criminal Code of Canada still apply to quadricycle operators and chauffeurs.

The above regulations provide latitude for municipalities to further restrict how and where these vehicles can be operated, including but not limited to restricting use to roads with lower speed limits or only specific roads.

Municipal Regulations

Should the Council of a municipality decide to opt-in the provincial pilot program, a by-law that regulates operations must be developed or be already in place. The City of Windsor already has a licensing by-law in which governs several different public vehicle classifications. Administration proposes that large quadricycles are licensed as "Pedicabs" under the current municipal legislation.

Schedule 3 – Livery Vehicles to City of Windsor By-law No. 137-2007 - Public Vehicle Licensing, attached as Appendix "B", provides regulations for Pedicab Class vehicles and drivers. The City's by-law provides suitable regulations to licence large quadricycles and mandates operational standards without developing additional or new by-laws. Owners and drivers of a large quadricycle business would be required to obtain and maintain a valid municipal business licence.

Under By-law No. 137-2007 as amended, Pedicabs are defined as:

"Pedicab" means a vehicle driven exclusively by human power, either on foot or in conjunction with a pedal-driven mechanical device, which seats no more than the manufacturer's recommended seating specifications.

Under the by-law, there is a limitation on the number of Pedicabs permitted to operate in the City to ten (10) units/vehicles. The City currently does not have any licensed Pedicabs, however, Administration is aware of a large quadricycle business that has already been operating which would require municipal licensing should Council opt-in the provincial pilot program.

In addition to the road restrictions under the MTO pilot program, large quadricycles licensed by the municipality (as Pedicabs) would be prohibited to operate on the following local streets in the Downtown Windsor Business Improvement Area (DWBIA):

- Wyandotte Street.
- University Avenue.
- Riverside Drive.
- Goyeau Street at the Windsor/Detroit tunnel entrance.

Pedicab vehicle owners are required to apply for a Livery Plate Holder Licence, and each vehicle must be equipped with a unique identification plate issued by the City. Under the by-law, applicants are also required to:

- Submit proof of vehicle mechanical fitness from a licensed Ontario mechanic.
- Submit proof of liability insurance coverage not less than $3 million for personal injury or property damage.
- Submit a market study including impacts on existing “vehicle for hire” services.
- File a rate/fee schedule.

Pedicab Operators are required to obtain an annual Livery Driver Licence with the City and are subject to the following requirements:

- Submit an annual Driver’s Abstract issued by the Province of Ontario.
- Submit an annual Vulnerable Sector Police Record Check (VSC).
- Must have a valid Class G (or higher) Ontario driver’s licence.
- Must be a minimum of 18 years of age.
- Must not be under the influence of alcohol or drugs during operation.

Pedicabs, including large quadricycles typically operate on a seasonal basis (May to October) however, the annual licence will allow for year-round operations if weather permits.

Prior to a licence being issued. All applications are subject to an approval hearing before the Windsor Licensing Commission and cannot operate until such approval is granted.

Once a licence has been issued, the licensee is required to comply with a set of standards under the by-law. Operators are required to be of good character and operate with honesty and integrity. Licensees are also required to comply with all municipal, provincial and federal regulations, without doing so, could result with a hearing before the Windsor Licensing Commission for a possible suspension, revocation, or placement of specific conditions on their business licence.

As previously mentioned in this report, Administration is aware of a large quadricycle business that has been operating within the municipality. Operation has been solely conducted in the Walkerville BIA within a designated route while touring hospitality establishments in the area. The business has been operating since 2023, and Administration can confirm that only one (1) noise complaint has been submitted which was corrected and remedied by the operator immediately. Windsor Police has also been consulted and there are no concerns on their end at this time.

Administration can confirm that the business has been operating within the provincial guidelines set out by the MTO and has recently applied for an alcohol sales and consumption licence through the AGCO. Administration has held discussions with the operator, and they are willing to comply with all municipal regulations should Council

opt-in the MTO's pilot program and endorse the recommended municipal licensing requirements.

Strategic Alignment with Downtown Revitalization and Windsor Works

The Large Quadricycle Pilot Program directly supports Windsor's broader economic development objectives, as outlined in both the Strengthen the Core Downtown Windsor Revitalization Plan and the Windsor Works Economic Development Strategy. By enabling innovative, group-based transportation experiences in the downtown core, this initiative complements ongoing efforts to activate public spaces, increase foot traffic, and foster a vibrant, welcoming environment for residents and visitors. The program leverages Windsor's unique geographic location and existing infrastructure, aligning with the Windsor Works L.I.F.T. pillars—Location, Infrastructure, Future Economy, and Talent—while advancing the Strengthen the Core action items such as Vibrant District, Place-Making, and Healthy Spaces.

Direct Benefits for Business, Tourism, Branding, Innovation, and Quality of Life

Opting into the Large Quadricycle Pilot Program creates new opportunities for local entrepreneurs and hospitality businesses, supporting economic diversification beyond traditional sectors. Licensed quadricycle operations may attract tourists and residents seeking unique group experiences, such as pub tours and event transportation, thereby increasing patronage of downtown establishments and enhancing the city's reputation as a destination for experiential tourism. The inclusion of alcohol service, under strict regulatory controls, further amplifies Windsor's appeal for social and leisure tourism, supporting local business growth and job creation.

From a branding and innovation perspective, the adoption of large quadricycles signals Windsor's commitment to modern, sustainable urban mobility and climate-friendly solutions. These zero-emission vehicles reduce congestion and pollution, contributing to a healthier urban environment and improved quality of life. The program also supports Windsor's efforts to attract and retain talent by offering new experiential opportunities and fostering a dynamic, creative downtown atmosphere.

Risk Analysis:

There is minimal risk to the Corporation should Council decide to opt-in to the MTO's pilot initiative. There are several municipalities who have already endorsed the program and under consultation, have noted positive results and experiences within their business improvement areas.

Should Windsor City Council decide to opt-in to the pilot program, Administration is confident that the regulations under the *Highway Traffic Act* and current municipal licensing processes and bylaws are sufficient to meet thresholds to ensure public health and safety, provide protection to consumers and to prevent public nuisances.

There is a moderate reputational risk should Council not opt-in to the provincial pilot program as it could be seen that the municipality does not support tourism and new local innovated business ideas that could increase activity within our business improvement areas across the municipality.

Climate Change Risks

Climate Change Mitigation:

Pedicabs can minimize climate risks by replacing fuel-powered cars, which directly lowers greenhouse emissions and air pollution from transportation. They achieve this by being zero-emission vehicles that reduce the number of cars on the road, alleviate traffic congestion, and decrease noise pollution, all contributing to a healthier and more sustainable urban environment. By even replacing a fraction of short, motorized vehicle trips with pedicab rides, the overall carbon footprint of transportation can be significantly reduced.

Climate Change Adaptation:

N/A

Financial Matters:

There are no negative financial impacts to the Corporation by opting-in the Ministry of Transportation's pilot program for large quadricycles.

Should Council opt-in the provincial pilot program, operators and drivers associated with a large quadricycle business would be required to apply for an annual municipal licence and pay the applicable fees. The current licence fees for Pedicabs under By-law No. 137-2007, as amended are as follows:

- Livery Plate Holder (muscular) - $70.00
- Livery Driver - $110.00
- Photo Card - $15.00

It ought to be known that the above licence fees are current as of the authoring of this report and are subject to change as a result of future annual budget deliberations.

Consultations:

Ministry of Transportation (MTO)
Alcohol and Gaming Commission of Ontario (AGCO)
City of Toronto – Department of Municipal Licensing Standards
City of Ottawa – By-law & Regulatory Services
Niagara-on-the-Lake – Niagara Region Business Licensing
Inspector Robert Wilson – Windsor Police Service
Kate Tracey – Senior Legal Counsel
Ian Day – Senior Manager of Transportation
Sahar Jamshidi, Manager of Road Safety
Katherinne Quenneville - Schools and Sustainable Mobility Coordinator

Matthew Johnson – Executive Director of Economic Development
Cristina Melnik – Senior Economic Development Officer
Rosa Maria Scalia – Financial Planning Administrator

Conclusion:

Should City Council decide to opt-in the Ministry of Transportation's pilot program for large quadricycles, it seems feasible to regulate and licence operations under the City's current public vehicle licensing by-law as noted in this report.

There are a number of municipalities that have already or are in the process of seeking their municipal Council's endorsement to opt-in the provincial program. Municipalities that have received approval from their Council have encouraged continuity of large quadricycles in their municipalities until at least the end of the pilot program.

The provincial pilot project under the *Highway Traffic Act* has a ten (10) year timeframe, ending in 2032. For the remainder of this pilot period, it is recommended that the large quadricycle pilot be implemented in the City of Windsor.

Administration will report back at the end of the ten (10) year pilot or sooner as requested by Council, about the impacts of large quadricycles on city streets and any recommended regulatory changes, based on consultation with relevant stakeholders, including emergency services, business improvement associations, the public, and in concurrence with any changes to related provincial regulations as they emerge.

Planning Act Matters:

N/A

Approvals:

Name	Title
Craig Robertson	Manager of Licensing & Enforcement and Deputy Licence Commissioner
Steve Vlachodimos	City Clerk & Licence Commissioner
Andrew Daher	Commissioner of Corporate Services
David Soave	Manager, Strategic Capital Budget Development & Control
Janice Guthrie	Commissioner of Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Appendices:

1 O.Reg. 411/22: Pilot Project - Large Quadricycles
2 Schedule 3 to City of Windsor By-law No. 137-2007

Français

ONTARIO REGULATION 411/22

made under the

HIGHWAY TRAFFIC ACT

Made: April 21, 2022
Filed: April 21, 2022
Published on e-Laws: April 22, 2022
Printed in *The Ontario Gazette*: May 7, 2022

PILOT PROJECT - LARGE QUADRICYCLES

Definitions

1. In this Regulation,

"electric assist large quadricycle" means a large quadricycle that has an electric motor that is incapable of propelling the vehicle at a speed of 17 km/h or greater on a level surface; ("grand quadricycle à assistance électrique")

"large quadricycle" means a vehicle that has four wheels, is fitted at all times with pedals that are operable to propel the vehicle and is designed to be driven by one large quadricycle chauffeur and ridden by 11 or more persons and includes non-assist large quadricycles and electric-assist large quadricycles; ("grand quadricycle")

"large quadricycle chauffeur" means a person who drives a large quadricycle and who occupies the seat containing,

(a) a steering wheel or handle bar used for steering,

(b) controls for service brakes, parking or emergency brakes and acceleration,

(c) controls for headlights, taillights, turn signal lights and vehicular hazard warning signal lamps,

(d) a horn or bell, and

(e) any other features that enable the person to control and steer the vehicle; ("chauffeur d'un grand quadricycle")

"large quadricycle passenger" means every person that operates or rides a large quadricycle other than a large quadricycle chauffeur; ("passager d'un grand quadricycle")

"non-assist large quadricycle" means a large quadricycle that is propelled solely by muscular power. ("grand quadricycle non assisté")

Pilot project

2. (1) A pilot project to evaluate the use of large quadricycles on highways is established.

(2) The pilot project applies only in respect of large quadricycles that,

(a) have a minimum of 12 seats, at least one of which is not equipped with pedals;

(b) do not have any structure that fully encloses the occupant area;

(c) have a weight not exceeding 1150 kilograms;

(d) have a width not exceeding 2.3 metres;

(e) have a length not exceeding 5.7 metres;

(f) have a height not exceeding 2.9 metres; and

(g) have a single seat from which the vehicle is steered and controlled.

Exemptions

3. A person is exempt from the following provisions of the Act in respect of a large quadricycle that is included in the pilot project established under section 2:

1. Part II (Permits).
2. Part VI (Equipment) other than sections 62, 64, 69, 75, 76, 78, 78.1, 79.2, 82, 84, 84.2, 84.3 and 104.
3. Section 132.
4. Section 174.

Prohibitions

4. (1) No person shall drive, operate or permit the operation of a large quadricycle on a highway unless the person is permitted to do so by and in accordance with this Regulation and, where the highway is under the jurisdiction of a municipality, by and in accordance with any applicable municipal by-laws.

(2) No large quadricycle chauffeur shall permit a large quadricycle passenger to operate or ride a large quadricycle on a highway unless the large quadricycle passenger occupies a seating position and remains seated at all times while the large quadricycle is in motion.

(3) No large quadricycle chauffeur shall permit a large quadricycle passenger to operate or ride a large quadricycle on a highway unless the large quadricycle passenger, while occupying a seating position equipped with pedals and sitting astride, is able to,

(a) reach and rest their hands on the shelf or table area; and

(b) place their feet on the pedals for that seating position.

(4) No large quadricycle chauffeur shall permit a large quadricycle passenger to ride on a large quadricycle on a highway unless the large quadricycle passenger, while occupying a seating position on a bench located at the rear of the vehicle, or a seating position located above the wheel hub that is not equipped with pedals, is able to,

(a) reach and rest his or her hands on the shelf area; and

(b) place his or her feet on the footrest or other area designed for resting feet.

Where large quadricycles permitted

5. (1) Subject to subsection (2), a person may operate a large quadricycle on a roadway or on the shoulder of a highway.

(2) A large quadricycle shall not be operated on,

(a) those parts of the controlled-access highways described in Schedule 1 to Regulation 627 of the Revised Regulations of Ontario, 1990 (Use of Controlled-Access Highways by Pedestrians) made under the Act;

(b) those parts of the controlled-access highways described in Schedule 1 to Regulation 630 of the Revised Regulations of Ontario, 1990 (Vehicles on Controlled-Access Highways) made under the Act;

(c) any highway to which access by bicycles is prohibited under any Act, regulation or municipal by-law; or

(d) any highway to which access by large quadricycles is prohibited under any Act, regulation or municipal by-law.

Permitted use

6. A person who holds a valid Class A, B, C, D, E, F or G driver's licence may drive a large quadricycle as a large quadricycle chauffeur on a highway for which the maximum prescribed rate of speed is 80 km/h or less.

Restrictions on use

7. (1) The following restrictions apply to the operation of a large quadricycle under this Regulation:

1. The large quadricycle shall be driven in the right-hand lane, when available for traffic, or as close as possible to the right-hand curb or edge of the roadway.
2. The large quadricycle shall not be driven while carrying more occupants than the number of seating positions in the large quadricycle, or more than twenty occupants, whichever is less.
3. The large quadricycle shall not be driven while towing another vehicle or device.
4. The large quadricycle shall not be driven during a licencing examination.
5. The large quadricycle shall not be driven unless a slow-moving vehicle sign is attached to the rear of the large quadricycle.
6. The large quadricycle shall not be driven while carrying any combustible fuel on or in the large quadricycle.

(2) Paragraph 1 of subsection (1) does not apply while a large quadricycle is preparing for a left turn at an intersection or into a private road or driveway.

Helmets

8. (1) For the purposes of section 104 of the Act and Regulation 610 of the Revised Regulations of Ontario, 1990 (Safety Helmets), a large quadricycle is deemed to be a bicycle.

(2) Subsection (1) applies to all persons driving or riding a large quadricycle.

Specifications

9. (1) No person shall drive or permit the operation of a large quadricycle on a highway unless the large quadricycle has,

(a) a steering wheel or a handle bar for steering;

(b) service brakes;

(c) parking or emergency brakes;

(d) pedals to provide propulsion power;

(e) four tires that,

(i) meet the requirements of Regulation 625 of the Revised Regulations of Ontario, 1990 (Tire Standards and Specifications), made under the Act, and

(ii) are in contact with the highway;

(f) a rear-view mirror;

(g) a horn or bell;

(h) turn signal lights;

(i) headlights;

(j) taillights;

(k) brake lights;

(l) vehicular hazard warning signal lamps; and

(m) reflectors.

Lamps

10. For the purposes of section 62 of the Act, a non-assist large quadricycle is deemed to be a motor vehicle.

Preventative maintenance

11. Every owner of a large quadricycle who drives, operates or permits the operation of the large quadricycle on a highway shall ensure that the large quadricycle is in good working order.

Carrying licences and surrender on demand

12. For the purposes of section 33 of the Act,

(a) a large quadricycle chauffeur is deemed to be the driver of a large quadricycle; and

(b) a non-assist large quadricycle is deemed to be a motor vehicle.

Reports

13. (1) Upon a municipality passing a by-law permitting the use of large quadricycles, the municipality shall give notice of the by-law to the Minister of Transportation.

(2) No later than March 1 in each year, municipalities which have passed a by-law permitting the use of large quadricycles shall each submit a report to the Minister in respect of the use of large quadricycles in the municipality during the previous calendar year.

(3) The report shall be in writing and shall address any aspect of the use of large quadricycles that has been specified by the Minister.

Evaluations

14. (1) The Minister shall conduct and complete an evaluation of the use of large quadricycles on highways under this Regulation on or before the fifth anniversary of the day this Regulation is filed.

(2) The Minister shall conduct and complete a final evaluation of the use of large quadricycles on highways under this Regulation on or before the tenth anniversary of the day this Regulation is filed.

Revocation

15. This Regulation is revoked.

Commencement

16. (1) Except as otherwise provided in this section, this Regulation comes into force on the day it is filed.

(2) Section 15 comes into force 10 years after the day this Regulation is filed.

Français

SCHEDULE 3

Livery Vehicles

1. Application of this Schedule

1.1 This schedule governs the licensing of the following vehicles:

(a) DELETED BY BY-LAW 130-2011, dated July 4, 2011

(b) Class B - Limousine;

(c) Class C - Executive;

(d) Class D - Van;

(e) Class E - Pedicab; and,

(f) Class F - Horse Drawn Carriage.

1.2 The responsibilities and restrictions set out in this Schedule apply to the following licensees:

(a) Livery Drivers

(b) Livery Plate Holders

2. Limitations on the Number of Livery Plates

2.1 The following limit on the number of licences shall be established and reviewed by the Licensing Commission from time to time:

(a)	Class B - Limousine	25 units
	(Amended by By-law 130-2011, dated July 4, 2011)	
(b)	Class C - Executive	15 units
(c)	Class D - Van	30 units
(d)	Class E - Pedicab	10 units
(e)	Class F – Horse Drawn Carriage	12 units

3. General Terms

3.1 Livery vehicles shall only operate by pre-arranged contract or payment from a point within the City to a point either within or outside the City, at a predetermined rate in accordance with a rate schedule filed with the Licence Commissioner, and shall not include operation on a fare system similar to a taxicab either through a meter or zone system, and livery vehicle operators shall be prohibited from cruising for fares or "standing" for fares unless awaiting the completion of a pre-arranged engagement.

3.2 No person licensed under this By-law to carry on business as a livery vehicle owner or livery vehicle driver shall:

(a) operate or permit to be operated, a livery vehicle which does not have a current and valid livery plate affixed to it in a manner approved by the Licence Commissioner;

(b) accept or solicit passengers without a pre-arranged contract for hire, nor accept or solicit passengers by knowingly misleading or deceiving such persons as to the location or distance from any part of the City to any public place or private residence, or demand or receive rates and charges other than those authorized by this schedule;

(c) use a livery vehicle for the separate conveyance of parcels, letters, documents, goods, chattels, or groceries;

(d) permit a livery vehicle to be operated as a taxicab as defined under this By-law; or,

(e) engage in any class of livery vehicle operation for which a licence has not been granted.

4. Application for Licence Governed by this Schedule

4.1 Applicants for livery plate holder licenses in the first instance shall provide to the Licence Commissioner for consideration by the Licensing Commission:

(a) type and number of vehicles to be operated;

(b) details of the nature of the operation;

(c) market studies or other information to justify the need for the service within the current marketplace, including details of any specific contracts for the service;

(d) an assessment of the impact of the proposed service on existing "for hire" transportation services in the municipality; and,

(e) rate structure proposed for the service for comparison with existing, competing services.

4.2 In addition to the requirements in 4.1, as may be applicable, no livery vehicle plate and associated livery plate holder licence shall be issued under this By-law until the following requirements have been met:

(a) If the Applicant;

(i) is an individual, the applicant shall attend at the office of the Licence Commissioner in person and complete a written application for such licence as prescribed by the Licence Commissioner and provide proof that the applicant is not less than eighteen (18) years of age;

(ii) if a corporation, the applicant shall file copies of the articles of incorporation as well as any articles of amendment or articles of amalgamation, together with an annual return which contains a list of all shareholders of the corporation; or,

(iii) if a partnership, the applicant shall provide the names and addresses of each member of the partnership as well as the name under which the partnership intends to carry on the business provided that if one or more of the partners is a corporation, the requirements of (ii), above, shall also be fulfilled in respect of the corporate partner or partners;

(b) The applicant shall file with the Licence Commissioner evidence of ownership of such livery vehicle and proof that the livery vehicle to be licensed under this By-law has a valid vehicle permit issued under the *Highway Traffic Act* and is either registered in the name of the applicant or leased to the applicant;

(c) the applicant shall file with the Licence Commissioner evidence of insurance coverage for the livery vehicle to be licensed under this By-law in the form and amount provided in this Schedule;

(d) the applicant shall file with the Licence Commissioner the vehicle identification number of the vehicle for which the livery vehicle plate holder licence is applied and to which the applicant shall affix the livery plate;

(e) the applicant shall file with the Licence Commissioner a safety standards certificate issued within 30 days of the date of the applicant's application; and,

(f) the applicant shall pay the fees prescribed by this By-law.

4.3 In addition to the requirements in 4.1 and 4.2, as may be applicable, applicants for a Class E – Pedicab vehicle plate and associated livery plate holder licence shall submit a document, completed by a mechanic duly licensed to practice in the Province of Ontario, showing mechanical fitness of the vehicle which is satisfactory to the Licence Commissioner. **(Added by By-law 164-2013, dated October 21, 2013)**

4.4 All applicants for a livery vehicle licence shall comply with the requirement in the *Sandwich, Windsor & Amherstburg Railway Act* that Council grant express written consent to allow them to provide transportation of passengers for hire in the City by obtaining such written consent from the Licensing Commission, to which Council has delegated its powers under the *Sandwich, Windsor & Amherstburg Railway Act*.

4.5 Every licence certificate issued to a livery vehicle owner shall clearly identify:

(a) the specific vehicle in respect of which the licence was issued; and,

(b) the class of livery vehicle licence in respect of which the licence was issued.

4.6 Every applicant for a livery driver licence shall:

(a) attend at the office of the Licence Commissioner and complete a written application for such licence;

(b) have a basic working knowledge of the English language;

(c) be at least 18 years of age;

(d) have a current valid Class G driver's licence issued by the Province of Ontario pursuant to the *Highway Traffic Act*;

(e) supply proof of:

(i) Canadian Citizenship;

(ii) Permanent Resident Status; or,

(iii) a Work Permit to work as a Driver issued by the Government of Canada;

(f) provide:

(i) a current passport-sized colour photograph of the applicant;

(ii) the original search results of a Vulnerable Sector Criminal Record Check, enhanced screening for those employed in positions working with vulnerable persons, from each jurisdiction in Canada in which the applicant has been resident during the prior 365 days that is satisfactory in form and content to the Licence Commissioner. In the case of a renewal, the criminal record check must be dated no more than one (1) year prior to the date of the application for a licence renewal. For new applications, the criminal record check must be dated no more than thirty (30) days prior to the application for a licence; **(Amended by By-law 127-2011, dated June 20, 2011)**

(iii) a Statement of Driving Record issued by the Ontario Ministry of Transportation Safety and Regulations division no more than thirty (30) days prior to the date of the application

and which is deemed acceptable by the Licence Commissioner; and,

(g) pay all fees required under this By-law.

4.7 Every person licensed as a livery driver under this By-law shall be required to obtain a new photo licence every two (2) years, or sooner if there is a significant change in appearance, as may be required by the Licence Commissioner.

5. Transfer of Licence

5.1 No livery driver licence, livery plate holder licence or livery plate shall be transferable.

5.2 No livery plate holder licence shall be transferable from one class of livery vehicle to another.

5.3 The Licence Commissioner may, upon receiving satisfactory evidence of the death of a livery plate holder, transfer such licence(s) into the name of the estate of the deceased owner, and shall transfer such licence or licenses where it is determined that the personal representative of the deceased owner is qualified under this schedule.

5.4 Where a licence(s) had been transferred to the estate of a deceased livery plate holder, the personal representative(s) of the deceased livery plate holder shall be deemed to be the owner(s) of the livery vehicle for the purposes of this schedule.

5.5 No licence governed by this Schedule shall be sold, rented, or leased.

6. Expiry of Licence

6.1 Licenses issued under the provisions of this Schedule shall expire and revert to the City if not renewed by August 3lst of each year, and the Licensing Commission shall be empowered to dispose of such licence in accordance with the provisions of this Schedule.

6.2 Where the Licence issued under the provisions of this Schedule has expired and been revoked, the Licence Commissioner shall forthwith notify, in writing by registered mail, the licensee of the revocation of the licence.

7. Responsibilities - Livery Plate Holder

7.1 Every livery plate holder shall:

(a) ensure that any person operating the livery vehicle upon which the livery plate is affixed holds a current livery driver's licence;

(b) maintain a record of the names and livery driver licence numbers of all livery drivers operating the livery vehicle upon which the livery plate is affixed including the dates and times during which each livery driver provided livery service; and

(c) immediately produce the record maintained pursuant to 7.1(b) upon request by the Licence Commissioner.

8. Responsibilities - Livery Vehicle Drivers

8.1 When operating a livery vehicle, every livery driver licensed under this By-law shall:

(a) carry his or her licence with him or her and maintain it;

(b) produce for inspection his or her licence when requested to do so by anyone charged with enforcement of this By-law;

(c) punctually keep all appointments and engagements;

(d) take care of all property delivered or entrusted to and accepted by him or her;

(e) immediately before commencing and after ceasing to operate a Livery Vehicle, examine it for mechanical defects or interior or exterior damage and report any defects or damage to the livery plate holder;

(f) be civil and courteous, refrain from using profanity and offer to assist any passenger when it is evident that the passenger is a person with a disability, elderly or otherwise in need of assistance;

(g) report immediately to the Licence Commissioner when he or she is charged with or convicted of an offence under the *Criminal Code*, R.S.C. 1985, c. C-46, the *Controlled Drugs and Substances Act*, S.C. 1996 c.19, or the *Highway Traffic Act*;

(h) report immediately to the Licence Commissioner if his or her driver's licence issued under the *Highway Traffic Act* is cancelled, suspended or revoked, and immediately surrender his or livery vehicle driver licence to the Licence Commissioner; and

(i) immediately upon the termination of any hiring or engagement, carefully search his/her livery vehicle for any property lost or left therein, and all property or money left in his/her vehicle shall be forthwith delivered over to the person owning the same, or to the police if the owner cannot be readily discerned.

8.2 Every livery driver shall ensure that adequate trip records are kept and these records shall include the following:

(a) client identification;

(b) driver identification;

(c) rate charged;

(d) date and time of service;

(e) type of service rendered; and,

(f) pickup points and destination points.

8.3 Trip records are to be prepared immediately upon the conclusion of every trip, and all trip records must be maintained by the licensed livery vehicle owner for a period of twelve (12) consecutive months.

8.4 No livery driver shall:

(a) operate a livery vehicle without having a valid livery driver licence or without the livery plate issued for the vehicle affixed to the livery vehicle;

(b) carry or permit to be carried in any livery vehicle, more occupants than the manufacturer's stated seating capacity for such livery vehicle;

(c) solicit or permit the solicitation of any person to become a passenger in a livery vehicle;

(d) Induce any person to order conveyance service by knowingly misleading or deceiving such person as to the location or distance from any part of the City to any other location, nor shall a livery driver allow any person to employ the livery vehicle by any false representation;

(e) be under the influence of any intoxicant or take, consume or have in his or her possession any intoxicant while operating a livery vehicle;

(f) contravene or permit the contravention of the City's Smoking By-law;

(g) operate a livery vehicle if the livery driver knows such livery vehicle would not comply with requirements of a safety standards certificate;

(h) operate a livery vehicle whose owner does not have a livery plate and associated livery plate holder licence; or,

(i) operate a livery vehicle for which there is no current insurance under the *Compulsory Automobile Insurance Act*, R.S.O. 1990, and c. C. 25. or other applicable legislation.

9. Insurance

9.1 Every applicant for a livery vehicle plate holder licence shall file with the Licence Commissioner either a copy of the insurance policy or a certificate of insurance in respect of the livery vehicle which insurance shall meet the following requirements:

(a) issuance by an insurer duly authorized to issue insurance within the Province of Ontario;

(b) for each livery vehicle, liability coverage is in the amount of not less than THREE MILLION DOLLARS ($3,000,000.00) for personal injury or property damage arising out of any one accident or occurrence;

(c) it shall not be cancelled by the insurer until after fifteen (l5) days written notice of such cancellation is given to the Licence Commissioner; and,

(d) the owner of the livery vehicle shall be named as the insured and all insured livery vehicles shall be listed and described.

9.2 Where notice of cancellation of the insurance policy or the certificate of liability insurance is given to the Licence Commissioner by the insurer, the livery plate holder licence shall be deemed to be revoked upon the same date the insurance policy or certificate of liability insurance is cancelled, unless the livery vehicle plate holder licensee presents the Licence Commissioner with new proof of insurance as required under this schedule.

10. Livery Vehicles

10.1 No livery vehicle shall display advertising bearing the words "taxicab", "taxi", or "cab"; nor be equipped with a roof sign or fare meter, nor be dispatched by a two-way radio.

10.2 Every licensee under this schedule shall keep both the exterior and interior of the licensed vehicle clean, fit, proper and in good repair, and whenever the driver or owner of the licensed vehicle receives notice signed by the Licence Commissioner stating that such vehicle is not in a fit or proper condition for use and setting forth briefly the items complained of, such driver or owner shall, within the time set forth in such notice, put the same in a fit and proper condition.

10.3 Every livery plate holder shall submit the livery vehicle for examination by a certified mechanic duly licensed by the Province of Ontario and provide a safety standards certificate to the Licence Commissioner

(a) upon renewal of the livery plate holder licence, which safety standards certificate shall be dated no more than thirty (30) days prior to the renewal date; and,

(b) at any other time as the Licence Commissioner may require.

10.4 Every livery vehicle shall be inspected by the Licence Commissioner prior to being licenced, and thereafter from time to time as the Licence Commissioner may require, and no livery plate holder or livery driver shall refuse or neglect to submit such livery vehicle for inspection when required, or prevent or hinder the Licence Commissioner from inspecting and/or testing the livery vehicle or from entering any garage or other

building for such purpose.

10.5 During any inspection, every livery plate holder or livery driver shall, upon the request of the Licence Commissioner or any other person charged with the enforcement of this By-law, produce all relevant licenses, permits, invoices, vouchers, appointment books, trip records or like documents and any of these documents may be removed for photocopying provided that the livery plate holder or livery driver is given a receipt and the documents are returned within forty-eight (48) hours.

10.6 When the Licence Commissioner believes that a livery vehicle or its equipment is mechanically defective, the Licence Commissioner or designate shall personally serve written notice on the livery plate holder or livery driver requiring such livery plate holder or livery driver to submit the livery vehicle for examination by a certified mechanic duly licensed by the Province of Ontario and the owner shall have twenty-four (24) hours from the time of service of the notice to obtain the required inspection and to provide the Licence Commissioner with a valid certificate of mechanical fitness, and the vehicle may not be operated as a livery vehicle until such time.

10.7 Whenever any livery vehicle is involved in any accident which affects the safe operation of a livery vehicle, whether within or outside the limits of the City, the livery plate holder or livery driver of such vehicle shall immediately submit a written report of such accident to the Licence Commissioner.

10.8 All Class B, and C livery vehicles shall not exceed twelve (12) model years in age. **(Amended by By-law 130-2011, dated July 4, 2011)**

10.9 No Class D livery vehicle shall be more than ten (10) model years in age.

10.10 For the purpose of this By-law, the age of a Class D livery vehicle shall be determined from August 31st of the model year of said vehicle.

10.11 A livery vehicle plate holder may apply for a vehicle replacement upon filing the following with the Licence Commissioner:

(a) application for a vehicle replacement in the prescribed form;

(b) evidence of insurance coverage as required herein;

(c) safety standards certificate;

(d) copy of ownership of the proposed replacement vehicle; and,

(e) fees as prescribed in Schedule 2 of this by-law.

10.12 Where a vehicle replacement application is submitted to the Licensing Commission, the Licensing Commission may in its sole discretion approve or deny the vehicle replacement application.

10.13 Where the Licensing Commission does not approve the vehicle replacement, the applicant shall be permitted to withdraw the application.

10.14 Every livery plate holder shall be permitted to maintain a substitute vehicle at all times, provided that the substitute vehicle is of the same class as the vehicle for which it will be substituted, and provided that the reasons for the substitution shall be communicated to the Licensing and Enforcement Department by facsimile transmission or by electronic mail not later than the next business day following the substitution.

10.15 Every livery plate holder licensed under this By-law shall be required to notify the Licence Commissioner, in writing, of the particulars of any livery vehicle which has been taken out of service and the date thereof, within fourteen (14) days of such event.

10.16 In the event that the Licence Commissioner requires a sign, card or other notice be displayed in a livery vehicle, the Licence Commissioner shall send the sign, card or other notice by regular mail to the licensees under this Schedule at the addresses noted on file and the livery plate owner and the livery vehicle driver shall be responsible to ensure that same is displayed as required.

11. Rates and Charges

11.1 Every livery vehicle excluding pedicabs shall charge at least $50 per hour or parts thereof.

11.2 Every livery vehicle of a van type shall charge a 15% premium on livery fares that are based on destinations within the City and are not less than the fare for a ten (10) kilometre taxicab ride.

11.3 Every owner of a livery vehicle shall file with the Licence Commissioner a schedule of rates to be charged for the conveyance of passengers in the Windsor area for every livery vehicle owned by them.

11.4 A copy of the applicable schedule of rates filed in accordance with 11.3 shall at all times be kept by the livery vehicle plate owner and/or the livery vehicle driver in such vehicle to be shown to the hirer on demand, and no person licensed under this by-law shall use or publish any other schedule of rates or tariff than that described in 11.3.

11.5 A schedule of rates filed with the Licence Commissioner by an owner of a livery vehicle may only be amended:

(a) upon the provision of thirty (30) days' notice of the owner's intention to amend such rate schedule to the Licence Commissioner; or,

(b) on consent of the Licensing Commission.

11.6 No person licensed under this Schedule shall publish or use a tariff, or demand or receive rates or charges, other than those filed with the Licence Commissioner and such rates or charges shall be maintained in the vehicle and made available for inspection on request.

12. Pedicab Restrictions

12.1 Pedicabs are prohibited from operating on the following streets in the Downtown Business Improvement Area:

(a) Wyandotte Street;
(b) University Avenue;
(c) Riverside Drive; and,
(d) Goyeau at the tunnel entrance.

Committee Matters: SCM 45/2026

Subject: Pilot Bulk Collection Program in Business Improvement Areas – City Wide

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

Decision Number: **ETPS 1047**

I. That Council **DIRECT** Administration to include all Business Improvement Areas (BIAs) with the permanent Residential Bulk Collection program moving forward.

Carried.

Report Number: S 1/2026
Clerk's File: SW2026

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.

2. Please refer to Item 8.2 from the Environment, Transportation & Public Safety Standing Committee held on January 28, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260129/-1/10605

Subject: Pilot Bulk Collection Program in Business Improvement Areas – City Wide

Reference:

Date to Council: January 28, 2026
Author: Jim Leether
Senior Manager, Environmental Services
(519) 974-2277 x3123
jleether@citywindsor.ca

Public Works - Operations
Report Date: 1/5/2026
Clerk's File #: SW2026

To: Mayor and Members of City Council

Recommendation:

I. That Council **DIRECT** Administration to include all Business Improvement Areas (BIAs) with the permanent Residential Bulk Collection program moving forward.

Executive Summary:

N/A

Background:

Council directed Administration in CR 310/2024 ETPS 1013 to implement and report back findings regarding expanding the existing Residential Bulk Collection Program to include all the City of Windsor's Business Improvement Areas (BIAs).

The inclusion of bulk collection service to the BIAs was implemented in early 2025 and has continued to date.

Discussion:

Through the 2025 pilot program, the inclusion of the BIAs in Environmental Service's Residential Bulk Collection program has had neither a strong positive impact nor any negative impact. The BIAs have accessed the program periodically, particularly during collection that occurs in milder weather months (roughly one to two pickups per collection period from a BIA). In addition, the BIA has an avenue to address illegal dumping around their businesses through this relationship.

When a BIA participates, its location is already included in the Residential Bulk Collection program, so no special routing is required and the impact on daily operations

is minimal. The overall number of participants in the Bulk Collection program has not noticeably increased as part of this pilot program.

Administration could not reliably determine actual participation rates by the BIA's; however, the number of participants has had negligible cost impact. For this reason, Administration recommends the 2025 pilot program be discontinued and the existing Residential Bulk Collection program be permanently extended to BIAs moving forward at the same rate (currently $12.50 per bulk item set out).

Risk Analysis:

Not providing the BIAs an opportunity to participate could increase illegal dumping in these areas, which is a direct cost to the City, and create difficulties for area businesses to remove bulky items.

Bulky items dumped illegally in places like alleyways or in parks may break down over time releasing chemical dyes and other pollutants into catch basins and waterways.

Climate Change Risks:

Climate Change Mitigation

As the Residential Bulk Collection program currently exists there is no climate change impact from this specific addition of services, the BIA collections occur in areas the program operates in already and there are not additional truck trips taking place that would result in additional fuel consumption or emissions.

Climate Change Adaptation:

There are not climate change adaptation risks resulting from the implementation of the recommendations of this report.

Financial Matters:

There is no additional impact financially to continue including the BIAs in the bulk collection program. The program continues to operate well within budgeted parameters and the addition or subtraction of one to two stops per week will not have any adverse effects on the overall program. The fee per pickup is $12.50 as set out in the user fee schedule. Collection in the BIAs generates approximately $25 per week in additional revenue for the City, annualized this equates to approximately $1,300.

The 2025 expense budget for the bulk collection program is $56,387 and will not require additional funding.

Consultations:

Cindy Becker, Financial Planning Administrator, Public Works Environmental

Downtown Windsor Business Improvement Association (DWBIA)

Michelle Moxleypeltier, CEP Project Administrator, Ec. Dev. and Climate Change

311/211

Conclusion:

The overall impact of including the BIAs has been minimal and the current level of participation is projected to remain similar moving forward. Administration supports the permanent inclusion of the BIAs in the Residential Bulk Collection program moving forward and discontinuing the pilot project.

Approvals:

Name	Title
Tony Ardovini	Executive Director, Financial Planning and Deputy Treasurer
Stacey McGuire	Executive Director, Operations (A) and Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Lorie Gregg	On behalf of Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

N/A

Appendices:

N/A

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 46/2026

Subject: Parking By-law 9023 Modification – Various Streets – Ward: 2,3,4,5,6,9,10

Moved by: Councillor Frazier Fathers
Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 1048**

I. THAT Parking By-law 9023 **BE AMENDED** as listed and attached in Appendix "A" of this report; and further,

II. THAT the City Solicitor **BE DIRECTED** to prepare the necessary documents to amend the by-law.

Carried.

Report Number: S 8/2026
Clerk's File: AB/14970

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.

2. Please refer to Item 8.4 from the Environment, Transportation & Public Safety Standing Committee held on January 28, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260129/-1/10605

Subject: Parking By-law 9023 Modification – Various Streets – Wards: 2,3,4,5,6,9,10

Reference:

Date to Council: January 28, 2026
Author: Wilfred Anim-Odame
Transportation Technologist I
519-255-6380 ext. 6043
wodame@citywindsor.ca

Public Works - Operations
Report Date: 1/9/2026
Clerk's File #: AB/14970

To: Mayor and Members of City Council

Recommendation:

I. That Parking By-law 9023 **BE AMENDED** as listed and attached in Appendix "A" of this report; and further,

II. That the City Solicitor **BE DIRECTED** to prepare the necessary documents to amend the by-law.

Background:

This request is made pursuant to the authority granted by Delegation of Authority – Amendments to Parking By-law. The amendments listed in Appendix "A" of this report are a result of:

- Resident Requests,
- Matching Field Conditions,
- Wording Discrepancies, and
- Changes made due to successful notification and petitions.

Discussion:

Parking By-law modifications are proposed below for Partington Ave, Josephine Ave, McEwan Ave, Bloomfield Rd, Giles Blvd W, Pine St, Howard Ave, Elsmere Ave, College Ave, Windsor Ave, Highland Ave, Ellrose Ave, Melinda St, Fraser Ave, Gladstone Ave, Elm Ave, Louis Ave, Bruce Ave, Crawford Ave, King St, Langlois Ave, Memorial Dr, Monmouth Rd, Lincoln Rd, Giles Blvd E, Vimy Ave, Windermere Rd, Albert Rd, Matthew Brady Blvd, South Cameron Blvd, Lawrence Rd, Caroline St, Henry Ford Centre Dr, Karl Pl, Assumption St, Ellis St E and Niagara St.

Petitions (Josephine Ave and Matthew Brady Blvd) – Parking changes

A petition was circulated by requesters to the residents in the specific areas on Josephine Avenue and Matthew Brady Blvd (Appendices B and C) to determine resident acceptance of proposed parking changes on those streets.

On Josephine Ave, the proposed change is removing the “alternate side no parking” on both sides from College Ave to 122m south of Grove Ave and replacing it with “no parking” on the east side as illustrated on the map in Appendix B. On Matthew Brady Blvd, the proposed change is a “no parking” restriction on the west side from a point 35m south of Cedarview St to a point 182m south of Cedarview St and “no parking” restriction on the east side from Cedarview St to Wyandotte St E as illustrated on the map in Appendix C.

The signatures were completed on the petition form with each signature being witnessed by the requester circulating the petition. Property owners, including the requester, cannot witness their own signature. A successful petition (requiring at least 60% support from residents in this area) has been received and verified by the City. The results of the signed petition sheets are shown in Tables 1 and 2 respectively.

Table 1: Josephine Ave Petition Results

Criteria	Required	Actual			Result
Level of Support	60% of households or commercial properties must indicate their support for the proposed parking change	Yes/Signed	75% (71 households)	75% (71/95 in support of the proposed parking change)	**Successful**
		No Signature	25% (24 households)		

Table 2: Matthew Brady Blvd Petition Results

Criteria	Required	Actual			Result
Level of Support	60% of households or commercial properties must indicate their support for the proposed parking change	Yes/Signed	81% (17 households)	81% (17/21 in support of the proposed parking change)	**Successful**
		No Signature	19% (4 households)		

No Parking Restriction Notification (Melinda St)

Notification letters were sent to abutting properties on Melinda St to notify residents about implementing a “no parking” restriction to be consistent with the existing Parking By-Law 9023 (refer to Appendix D). Residents were asked to advise Administration of any opposition to the intended change. A majority opposition by affected residents (60%) is required for the City to deem a notification **not** successful. In this case, the notification was deemed successful as no oppositions were received.

No Parking - Items 1-9

The proposed addition and deletion of “no parking” restrictions are the result of any of the following:

- matching field conditions,
- successful petitions (See Appendices B and C),
- successful notification (See appendix D) and;
- correcting wording from Melinda Ave to Melinda St.

Alternate Side No Parking - Items 10-14

Proposed parking amendments are required for the deletion of “alternate side no parking”, to reflect current field conditions as well as to reflect the successful petition on Josephine Avenue for changes to parking restrictions (see Appendix B).

No Stopping or Parking – Item 15

The proposed amendment for the addition of “no stopping or parking” to align with existing field conditions.

Personal Accessible Parking - Items 16-110

The proposed amendments for Personal Accessible Parking include the addition and deletion of accessible parking spaces, both as requested by applicants and as a result of changes made following the successful petition on Josephine Avenue (see Appendix B).

Risk Analysis:

The proposed amendments will update Parking By-law 9023, Schedule “C” No Parking, Schedule “D” Alternate Side No Parking, Schedule “F” No Stopping or Parking and Schedule “P” Personal Accessible Parking. If the amendments to By-law 9023 are not implemented, By-law 9023 will remain enforceable; however, the sections contained within By-law 9023 may not accurately reflect field conditions.

The process followed for petitions and notifications aim to mitigate the risk of opposition from property owners directly affected by changes to parking restrictions. The property owners ought reasonably to be aware of the proposed changes, have been engaged in the process and the results demonstrate an acceptable level of support. Should Council not approve the By-law 9023 changes, affected property owners will be notified accordingly.

Although the petition process was followed for Mathew Brady Blvd. and Josephine Ave, there are risks associated with the removal of parking in the petitioned area. Elimination of parking could have a spillover effect of parking to surrounding streets. Vehicles displaced from the restricted area may seek parking on nearby roadways, potentially increasing congestion, reducing available parking for existing residents, and creating new operational or safety challenges.

Climate Change Risks:

Climate Change Mitigation

N/A

Climate Change Adaptation

N/A

Financial Matters:

All costs associated with signage changes resulting from approval of this report will be absorbed in the regular sign maintenance operating budget in the Transportation Division of Public Works Operations. There are sufficient funds allotted in the annual operating budget to fund the cost of sign manufacture, installation, and maintenance.

Consultations:

Cindy Becker – Financial Planning Administrator
Jennifer Crosby, Inspector, Patrol Support Unit, Windsor Police
Bill Kralovensky, Manager, Transportation Operations
Aaron Farough, Senior Legal Counsel
Elara Mehrilou, Supervisor, Corridor Maintenance (A)

Conclusion:

Theses parking by-law modifications are consistent with existing by-law regulations.

Approvals:

Name	Title
Tony Ardovini	Executive Director, Financial Planning and Deputy Treasurer
Adrian Busa	Manager, Transportation Maintenance
Ian Day	Senior Manager, Transportation
Stacey McGuire	Executive Director, Operations / Deputy City Engineer (A)
Wira Vendrasco	City Solicitor
David Simpson	Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

N/A

Appendices:

Appendix A – Parking Bylaw 9023 Amendment
Appendix B – Josephine Avenue Petition Letter with Map and Signed Petition Sheets
Appendix C – Matthew Brady Blvd Petition Letter with Map and Signed Petition Sheets
Appendix D – Melinda Notification Letter and Sketch

APPENDIX A - Parking Bylaw 9023 Amendment

ITEM	REGULATION	STREET	SIDE	FROM	TO	ADDITIONAL RESTRICTIONS	REASON
			WARD 2				
1	Schedule “C” No Parking **ADD**	Josephine Ave	East	College Ave	A Point 122 Metres South of Grove Ave		Successful Petition 956 Josephine Ave
			WARD 3				
2	Schedule “C” No Parking **ADD**	Windsor Ave	West	Shepherd St E	A point 73m south of Shepherd St E		Matching Field Condition
			WARD 6				
3	Schedule “C” No Parking **ADD**	Matthew Brady Blvd	West	A point 35m south of Cedarview St	A point 182m south of Cedarview St		Successful Petition 440 Matthew Brady Blvd
4	Schedule “C” No Parking **ADD**	Matthew Brady Blvd	East	Cedarview St	Wyandotte St E		Successful Petition 440 Matthew Brady Blvd
			WARD 9				
5	Schedule “C” No Parking **DELETE**	Melinda St	Both	Turner Rd	A point 46m east of Turner Rd		Matching field conditions
6	Schedule “C” No Parking **ADD**	Melinda St	South	Turner Rd	A point 46m east of Turner Rd		Matching field conditions
7	Schedule “C” No Parking **DELETE**	Melinda Ave	North	Woodward Boulevard	To and including the cul-de-sac		Correcting wording
8	Schedule “C” No Parking **ADD**	Melinda St	North	Woodward Boulevard	To and including the cul-de-sac		Correcting wording
			WARD 10				
9	Schedule “C” No Parking **ADD**	South Cameron Blvd	Both	A point 20m south of Northwood St	Dougall Ave		Matching Field Condition

ITEM	REGULATION	STREET	SIDE	FROM	TO	MONTHS	ADDITIONAL RESTRICTIONS	REASON
WARD 2								
10	Schedule “D” Alternate Side No Parking **DELETE**	Josephine Ave	East	College Ave	Grove Ave	January, February, March, May, July, September, November, December		Successful Petition 956 Josephine Ave
11	Schedule “D” Alternate Side No Parking **DELETE**	Josephine Ave	West	College Ave	Grove Ave	April, June, August, October		Successful Petition 956 Josephine Ave
12	Schedule “D” Alternate Side No Parking **DELETE**	Josephine Ave	East	Grove Ave	A Point 122 Metres South of Grove Ave	April, June, August, October		Successful Petition 956 Josephine Ave
13	Schedule “D” Alternate Side No Parking **DELETE**	Josephine Ave	West	Grove Ave	A Point 122 Metres South of Grove Ave	January, February, March, May, July, September, November, December		Successful Petition 956 Josephine Ave
14	Schedule “D” Alternate Side No Parking **DELETE**	Gladstone Ave	West	Seneca St	Tecumseh Rd E	January, February, March, May, July, September, November, December		Matching Field Condition

ITEM	REGULATION	STREET	SIDE	FROM	TO	ADDITIONAL RESTRICTIONS	REASON
WARD 10							
15	Schedule “F” No Stopping or Parking **ADD**	South Cameron Blvd	Both	Totten St	A point 20m south of Northwood St		Matching Field Condition

ITEM	REGULATION	STREET	SIDE	FROM	TO	MONTHS	ADDITIONAL RESTRICTIONS	REASON
WARD 2								
16	Schedule “P” Personal Accessible Parking **DELETE**	College Ave	North	A point 46m west of Felix Ave	A point 52m west of Felix Ave			No Longer Required Applicant at 3238 College Ave
17	Schedule “P” Personal Accessible Parking **DELETE**	Josephine Ave	East	A point 111.5m south of Grove Ave	A point 117.5m south of Grove Ave	April, June, August, October	Effective 9 a.m. on the first day of each month	No Longer Required Applicant at 1163 Josephine Ave
18	Schedule “P” Personal Accessible Parking **DELETE**	Josephine Ave	West	A point 102.5m south of Grove Ave	A point 108.5m east of Grove Ave			No Longer Required Applicant at 1163 Josephine Ave
19	Schedule “P” Personal Accessible Parking **DELETE**	Josephine Ave	East	A point 129m south of Grove Ave	A point 135m south of Grove Ave	April, June, August, October	Effective 9 a.m. on the first day of each month	Changes made due to successful Petition 956 Josephine Ave
20	Schedule “P” Personal Accessible Parking **DELETE**	Josephine Ave	West	A point 127m south of Grove Ave	A point 133m south of Grove Ave	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	Changes made due to successful Petition 956 Josephine Ave
21	Schedule “P” Personal Accessible Parking **DELETE**	Josephine Ave	East	A point 206m north of Grove Ave	A point 212m north of Grove Ave	April, June, August, October	Effective 9 a.m. on the first day of each month	Changes made due to successful Petition 956 Josephine Ave
22	Schedule “P” Personal Accessible Parking **DELETE**	Josephine Ave	East	A point 207m north of Grove Ave	A point 213m north of Grove Ave	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	Changes made due to successful Petition 956 Josephine Ave
23	Schedule “P” Personal Accessible Parking **DELETE**	Josephine Ave	East	From a point 138m north of Grove Ave	To a point 144m north of Grove Ave			Changes made due to successful Petition 956 Josephine Ave
24	Schedule “P” Personal Accessible Parking	Josephine Ave	West	From a point 142m north of Grove Ave	To a point 148m north of Grove Ave			Changes made due to successful

	DELETE							Petition 956 Josephine Ave
25	Schedule “P” Personal Accessible Parking **DELETE**	Josephine Ave	East	From a point 245m south of College Ave	To a point 251m south of College Ave			Changes made due to successful Petition 956 Josephine Ave
26	Schedule “P” Personal Accessible Parking **DELETE**	Josephine Ave	West	From a point 237.5m south of College Ave	To a point 243.5m south of College Ave			Changes made due to successful Petition 956 Josephine Ave
27	Schedule “P” Personal Accessible Parking **ADD**	Josephine Ave	West	A point 127m south of Grove Ave	A point 133m south of Grove Ave			Changes made due to successful Petition 956 Josephine Ave
28	Schedule “P” Personal Accessible Parking **ADD**	Josephine Ave	West	A point 207m north of Grove Ave	A point 213m north of Grove Ave			Changes made due to successful Petition 956 Josephine Ave
29	Schedule “P” Personal Accessible Parking **ADD**	Josephine Ave	West	A point 142m north of Grove Ave	A point 148m north of Grove Ave			Changes made due to successful Petition 956 Josephine Ave
30	Schedule “P” Personal Accessible Parking **ADD**	Josephine Ave	West	A point 237.5m south of College Ave	A point 243.5m south of College Ave			Changes made due to successful Petition 956 Josephine Ave
31	Schedule “P” Personal Accessible Parking **DELETE**	King St	East	From a point 66m north of Watkins St	To a point 71m north of Watkins St	April, June, August, October	Effective 9 a.m. on the first day of each month	No Longer Required Applicant was at 3577 King St
32	Schedule “P” Personal Accessible Parking **DELETE**	King St	West	From a point 57m north of Watkins St	To a point 63m north of Watkins St	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	No Longer Required Applicant was at 3577 King St
33	Schedule “P” Personal Accessible Parking **DELETE**	Partington Ave	Both	A point 82m north of Pelletier St	A point 88m north of Pelletier St			No Longer Required Applicant at 1261

								Partington Ave
34	Schedule “P” Personal Accessible Parking **ADD**	McEwan Ave	West	A point 70.6m south of Laing St	A point 76.6m south of Laing St	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	Successful Applicant at 955 McEwan Ave
35	Schedule “P” Personal Accessible Parking **ADD**	McEwan Ave	East	A point 74.3m south of Laing St	A point 80.3m south of Laing St	April, June, August, October	Effective 9 a.m. on the first day of each month	Successful Applicant at 955 McEwan Ave
36	Schedule “P” Personal Accessible Parking **DELETE**	Bloomfield Rd	Both	A Point 21 Metres South Of Watkins St	A Point 27 Metres South Of Watkins St			No Response from Applicant at 3615 Bloomfield Rd
WARD 3								
37	Schedule “P” Personal Accessible Parking **ADD**	Bruce Ave	East	A point 52m south of Elliott St W	A point 58m south of Elliott St W	January, February, March, May, July, September, November, December	Effective 9 A.M. on the first day of each month	Successful Applicant at 831 Bruce Ave
38	Schedule “P” Personal Accessible Parking **ADD**	Bruce Ave	West	A point 54m south of Elliott St W	A point 60m south of Elliott St W	April, June, August, October	Effective 9 A.M. on the first day of each month	Successful Applicant at 831 Bruce Ave
39	Schedule “P” Personal Accessible Parking **DELETE**	Bruce Ave	Both	A point 80m south of Caroline St	A point 86m south of Caroline St			No Longer Required Applicant at 947 Bruce Ave
40	Schedule “P” Personal Accessible Parking **DELETE**	Caroline St	North	A point 36m west of Dougall Avenue	A point 42m west of Dougall Avenue	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	No Longer Required Applicant was at 335 Caroline St
41	Schedule “P” Personal Accessible Parking **DELETE**	Caroline St	South	A point 31m west of Dougall Avenue	A point 37m west of Dougall Avenue	April, June, August, October	Effective 9 a.m. on the first day of each month	No Longer Required Applicant was at 335 Caroline St
42	Schedule “P” Personal Accessible Parking **ADD**	Elm Ave	East	A point 120.3m south of University Ave W	A point 126.3m south of University Ave W	April, June, August, October	Effective 9 A.M. on the first day of each month	Successful Applicant at 374 Elm Ave
43	Schedule “P” Personal Accessible Parking **ADD**	Elm Ave	West	A point 119m south of University Ave W	A point 125m south of University Ave W	January, February, March, May, July, September,	Effective 9 A.M. on the first day of each month	Successful Applicant at 374 Elm Ave

						November, December		
44	Schedule “P” Personal Accessible Parking **DELETE**	Elm Ave	Both	From a point 13m south of the alley next south of Elliot St W	To a point 20m south thereof	April, June, August, October	No Parking – East Side- Effective 9AM on the first day of each month	No Longer Required Applicant at 842 Elm Ave
45	Schedule “P” Personal Accessible Parking **DELETE**	Elm Ave	Both	From a point 32m south of the railway tracks next south of Elliot St W	To a point 39m south thereof	January, February, March, May, July, September, November, December	No Parking– West Side - Effective 9AM on the first day of each month	No Longer Required Applicant at 842 Elm Ave
46	Schedule “P” Personal Accessible Parking **DELETE**	Elm Ave	East	From a point 37m south of Erie St E	To a point 43m south of Erie St E			No Longer Required Applicant was at 1015 Elm Ave
47	Schedule “P” Personal Accessible Parking **DELETE**	Elm Ave	West	From a point 39m south of Erie St E	To a point 45m south of Erie St E			No Longer Required Applicant was at 1015 Elm Ave
48	Schedule “P” Personal Accessible Parking **ADD**	Highland Ave	East	A point 66m south of Hanna St E	A point 72m south of Hanna St E	April, June, August, October	Effective 9 A.M. on the first day of each month	Successful Applicant at 1632 Highland Ave
49	Schedule “P” Personal Accessible Parking **ADD**	Highland Ave	West	A point 67m south of Hanna St E	A point 73m south of Hanna St E	January, February, March, May, July, September, November, December	Effective 9 A.M. on the first day of each month	Successful Applicant at 1632 Highland Ave
50	Schedule “P” Personal Accessible Parking **DELETE**	Karl Pl	North	From a point 36m east of Bruce Avenue	From a point 42m east of Bruce Avenue	January, February, March, May, July, September, November, December		Matching field conditions
51	Schedule “P” Personal Accessible Parking **DELETE**	Karl Pl	South	A point 46m east of Bruce Avenue	A point 52m east of Bruce Avenue	April, June, August, October	Effective 9 a.m. on the first day of each month	Matching field conditions
52	Schedule “P” Personal Accessible Parking **ADD**	Windsor Ave	East	A point 136m north of Erie St E	A point 142m north of Erie St E			Successful Applicant at 931 Windsor Ave
53	Schedule “P” Personal Accessible Parking **DELETE**	Giles Blvd W	North	A point 24m east of Dougall Ave	A point 36m east of Dougall Ave			No Longer Required Applicant at 274-103 Giles Blvd W

54	Schedule “P” Personal Accessible Parking **ADD**	Giles Blvd W	North	A point 30m east of Dougall Ave	A point 36m east of Dougall Ave			Matching Field Condition
55	Schedule “P” Personal Accessible Parking **ADD**	Giles Blvd W	North	A point 24m east of Dougall Ave	A point 30m east of Dougall Ave			Successful Applicant at 274-404 Giles Blvd W
56	Schedule “P” Personal Accessible Parking **ADD**	Pine St	North	A point 43.3m east of Dougall Ave	A point 49.3m east of Dougall Ave	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	Successful Applicant at 240 Pine St
57	Schedule “P” Personal Accessible Parking **ADD**	Pine St	South	A point 52m east of Dougall Ave	A point 58m east of Dougall Ave	April, June, August, October	Effective 9 a.m. on the first day of each month	Successful Applicant at 240 Pine St
58	Schedule “P” Personal Accessible Parking **ADD**	Howard Ave	West	A point 35.5m north of Niagara St	A point 41.5m north of Niagara St	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	Successful Applicant at 885 Howard Ave
59	Schedule “P” Personal Accessible Parking **ADD**	Howard Ave	East	A point 27m north of Niagara St	A point 33m north of Niagara St	April, June, August, October	Effective 9 a.m. on the first day of each month	Successful Applicant at 885 Howard Ave
60	Schedule “P” Personal Accessible Parking **ADD**	Caroline St	North	A point 14.3m west of Church St	A point 20.3m west of Church St	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	Successful Applicant at 410 Caroline St
61	Schedule “P” Personal Accessible Parking **ADD**	Caroline St	South	A point 13m west of Church St	A point 19m west of Church St	April, June, August, October	Effective 9 a.m. on the first day of each month	Successful Applicant at 410 Caroline St
62	Schedule “P” Personal Accessible Parking **DELETE**	Windsor Ave	West	A point of 96m south of Shepherd St E	A point 100m south of Shepherd St E			Matching Field Condition
63	Schedule “P” Personal Accessible Parking **ADD**	Windsor Ave	West	A point 73m south of Shepherd St E	A point 79m south of Shepherd St E			Matching Field Condition
WARD 4								
64	Schedule “P” Personal Accessible Parking	Niagara St	North	A point 11m east of Hall Avenue	A point 17m east of Hall Avenue	January, February, March, May, July,	Effective 9 a.m. on the first day of each month	Matching field conditions

	DELETE					September, November, December		
65	Schedule “P” Personal Accessible Parking **DELETE**	Niagara St	South	A point 17m east of Hall Avenue	To a point 23m east of Hall Avenue	April, June, August, October	Effective 9 a.m. on the first day of each month	Matching field conditions
66	Schedule “P” Personal Accessible Parking **DELETE**	Fraser Ave	West	From a point 44m south of Irvine Avenue	To a point 50m south of Irvine Avenue			Matching Field Conditions
67	Schedule “P” Personal Accessible Parking **DELETE**	Elsmere Avenue	East	A point 84m north of Erie St E	A point 90m north of Erie St E	April, June, August, October	Effective 9 a.m. on the first day of each month	No Longer Required Applicant at 947 Elsmere Ave
68	Schedule “P” Personal Accessible Parking **DELETE**	Elsmere Avenue	West	A point 84m north of Erie St E	A point 90m north of Erie St E	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	No Longer Required Applicant at 947 Elsmere Ave
69	Schedule “P” Personal Accessible Parking **DELETE**	Elsmere Avenue	West	A point 86m south of Erie St E	A point 92m south of Erie St E			No Longer Required Applicant at 1052 Elsmere Ave
70	Schedule “P” Personal Accessible Parking **ADD**	Elsmere Avenue	West	A point 86m south of Erie St E	A point 92m south of Erie St E			Successful Applicant at 1052 Elsmere Ave
71	Schedule “P” Personal Accessible Parking **ADD**	Elsmere Ave	West	A point 104m south of Erie St E	A point 110m south of Erie St E			Successful Applicant at 1059 Elsmere Ave
72	Schedule “P” Personal Accessible Parking **DELETE**	Lincoln Rd	East	A point 160m south of Ottawa St	A point 166m south of Ottawa St	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	No Longer Required Applicant was at 1387 Lincoln Rd
73	Schedule “P” Personal Accessible Parking **DELETE**	Lincoln Rd	West	A point 160m south of Ottawa St	A point 166m south of Ottawa St	April, June, August, October	Effective 9 a.m. on the first day of each month	No Longer Required Applicant was at 1387 Lincoln Rd
74	Schedule “P” Personal Accessible Parking **DELETE**	Louis Ave	West	To a point 66m south of Irvine Ave	A point 72m south of Irvine Ave			Matching field conditions

75	Schedule “P” Personal Accessible Parking **DELETE**	Gladstone Avenue	Both	A point 85 Metres South Of Riverside Dr E	A point 91 Metres South of Riverside Dr E			No Longer Required Applicant at 246 Gladstone Ave
76	Schedule “P” Personal Accessible Parking **DELETE**	Gladstone Avenue	East	A point 22m north of Niagara St	A point 28m north of Niagara St	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	No Longer Required Applicant at 886 Gladstone Ave
77	Schedule “P” Personal Accessible Parking **DELETE**	Gladstone Avenue	West	A point 22m north of Niagara St	A point 28m north of Niagara St	April, June, August, October	Effective 9 a.m. on the first day of each month	No Longer Required Applicant at 886 Gladstone Ave
78	Schedule “P” Personal Accessible Parking **DELETE**	Gladstone Avenue	East	From a point 52m south of Tecumseh Rd E	From a point 58m south of Tecumseh Rd E	April, June, August, October		No Longer Required Applicant at 2128 Gladstone Ave
79	Schedule “P” Personal Accessible Parking **DELETE**	Gladstone Avenue	East	From a point 52m south of Tecumseh Rd E	From a point 58m south of Tecumseh Rd E	April, June, August, October	Effective 9 a.m. on the first day of each month	No Longer Required Applicant at 2128 Gladstone Ave
80	Schedule “P” Personal Accessible Parking **DELETE**	Gladstone Avenue	West	From a point 68m south of Tecumseh Rd E	To a point 74m south of Tecumseh Rd E	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	No Longer Required Applicant at 2128 Gladstone Ave
81	Schedule “P” Personal Accessible Parking **DELETE**	Langlois Ave	Both	A point 95m north of Hanna St E	A point 101m north of Hanna St E			Matching Field Condition
82	Schedule “P” Personal Accessible Parking **DELETE**	Memorial Dr	South	A point 3m west of Marentette Ave	A point 9m west of Marentette Ave			Matching Field Condition
83	Schedule “P” Personal Accessible Parking **DELETE**	Memorial Dr	East	From a point 19m East of Marentette Ave east curb extension	To a point 25m east thereof			Correcting Wording
84	Schedule “P” Personal Accessible Parking **ADD**	Memorial Dr	South	A point 19m east of Marentette Ave	A point 25m east of Marentette Ave			Correcting Wording
85	Schedule “P”	Memorial Dr	East	A point 9m west of	A point 15m west			Correcting Wording

	Personal Accessible Parking **DELETE**			Marentette Ave	of Marentette Ave			
86	Schedule “P” Personal Accessible Parking **ADD**	Memorial Dr	South	A point 9m west of Marentette Ave	A point 15m west of Marentette Ave			Correcting Wording
87	Schedule “P” Personal Accessible Parking **DELETE**	Monmouth Rd	West	A point 105m north of Ottawa St	A point 111m north of Ottawa St			No Longer Required Applicant at 1263 Monmouth Rd
88	Schedule “P” Personal Accessible Parking **ADD**	Vimy Ave	North	A point 13.6m east of Lincoln Rd	A point 19.6 east of Lincoln Rd	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	Successful Applicant at 2296 Lincoln Rd
89	Schedule “P” Personal Accessible Parking **ADD**	Vimy Ave	South	A point 15m east of Lincoln Rd	A point 21m east of Lincoln Rd	April, June, August, October	Effective 9 a.m. on the first day of each month	Successful Applicant at 2296 Lincoln Rd
90	Schedule “P” Personal Accessible Parking **ADD**	Giles Blvd E	North	A point 24.2m east of Louis Ave	A point 30.2m east of Louis Ave			Successful Applicant at 740 Giles Blvd E
91	Schedule “P” Personal Accessible Parking **DELETE**	Windermere Rd	East	From a point 46m south of Niagara St E	To a point 52m south of Niagara St E			No Longer Required Applicant at 925 Windermere Rd
92	Schedule “P” Personal Accessible Parking **DELETE**	Windermere Rd	West	From a point 45m south of Niagara St W	To a point 51m south of Niagara St W			No Longer Required Applicant at 925 Windermere Rd
93	Schedule “P” Personal Accessible Parking **DELETE**	Windermere Rd	West	A point 179 metres south of Ottawa Street	A point 185 metres south of Ottawa Street			Matching Field Condition
94	Schedule “P” Personal Accessible Parking **DELETE**	Windermere Rd	West	A point 57.5m north of Ontario	A point 63.5m north of Ontario	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	Matching Field Condition
95	Schedule “P” Personal Accessible Parking **DELETE**	Windermere Rd	West	A point 57.5 metres North of Ontario	A point 63.5 metres North of Ontario	January, February, March, May, July, September,	Effective 9 a.m. on the first day of each month	Matching Field Condition

						November, December		
96	Schedule “P” Personal Accessible Parking **DELETE**	Windermere Rd	East	A point 57.5 metres North of Ontario	A point 63.5 metres North of Ontario	April, June, August, October	Effective 9 a.m. on the first day of each month	Matching Field Condition
97	Schedule “P” Personal Accessible Parking **ADD**	Windermere Rd	West	A point 15.7m north of Shepherd St E	A point 21.7m north of Shepherd St E			Matching Field Condition
WARD 5								
98	Schedule “P” Personal Accessible Parking **DELETE**	Albert Rd	West	A point 25m north of Ontario St	A point 31m north of Ontario St			No Longer Required Applicant at 1185 Albert Rd
99	Schedule “P” Personal Accessible Parking **DELETE**	Albert Rd	East	From a point 125m south of Metcalfe St	To a point 131m south of Metcalfe St			No Response from Applicant at 1414 Albert Rd
100	Schedule “P” Personal Accessible Parking **DELETE**	Albert Rd	West	From a point 127m south of Metcalfe St	To a point 133m south of Metcalfe St			No Response from Applicant at 1414 Albert Rd
101	Schedule “P” Personal Accessible Parking **ADD**	Ellrose Ave	East	A point 92m south of Wyandotte St E	A point 98m south of Wyandotte St E	All the time	No Parking on the West Side from Wyandotte St E to Ontario St	Successful Applicant at 832 Ellrose Ave
102	Schedule “P” Personal Accessible Parking **DELETE**	Henry Ford Centre Dr	East	A point 92m south of Franklin Ave	A point 98m south of Franklin Ave	April, June, August, October	Effective 9 a.m. on the first day of each month	Matching field conditions
103	Schedule “P” Personal Accessible Parking **DELETE**	Henry Ford Centre Dr	West	A point 90m south of Franklin Ave	A point 96m south of Franklin Ave	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	Matching field conditions
FWARD 6								
104	Schedule “P” Personal Accessible Parking **DELETE**	Lawrence Rd	Both	A point 57 Metres South Of Wyandotte St E	A point 63 Metres South Of Wyandotte St E			Matching Field Conditions
105	Schedule “P” Personal Accessible Parking **DELETE**	Lawrence Rd	East	A point 47 metres north of Ontario Street	A point 41 metres north of Ontario Street	January, February, March, May, July, September, November, December	Effective 9 a.m. on the first day of each month	Matching Field Conditions

106	Schedule “P” Personal Accessible Parking **DELETE**	Lawrence Rd	West	A point 37 metres north of Ontario Street	A point 43 metres north of Ontario Street	April, June, August, October	Effective 9 a.m. on the first day of each month	Matching Field Conditions

THE CITY OF WINDSOR
ONTARIO, CANADA

OFFICE OF THE EXECUTIVE DIRECTOR OF OPERATIONS

May 14, 2025

Debra Rafael
956 Josephine Ave
Windsor, Ontario
N9B2L5

RE: ON –STREET PARKING MODIFICATIONS ON JOSEPHINE AVE

Please find enclosed a petition we have prepared to determine neighbourhood acceptance of removing the "Alternate side Parking" on both sides of Josephine Avenue from College Ave to South 122 metres of Grove Ave and replacing it with "No Parking" on the east side of Josphine Avenue as illustrated on the attached sketch.

Please circulate this petition to the residents in this area. The signatures must be completed on the attached petition forms and each signature must be witnessed by the person circulating the petitions. A property owner cannot witness his or her own signature. All signatures on the petition must be written, printing not acceptable.

Should you be successful in obtaining 60% of the signatures requested on this petition, please return it to this Department accordingly. Please note that petitions must be returned within a 4 month period of the first signature being obtained. A sufficiently signed petition does not guarantee the proposed changes, however it does ensure that a report will be sent to Council for their consideration.

Properties including multiple dwellings are allocated a single vote for the petition process. A successful vote can be achieved either by:

- Signature from the Manager or Owner

OR

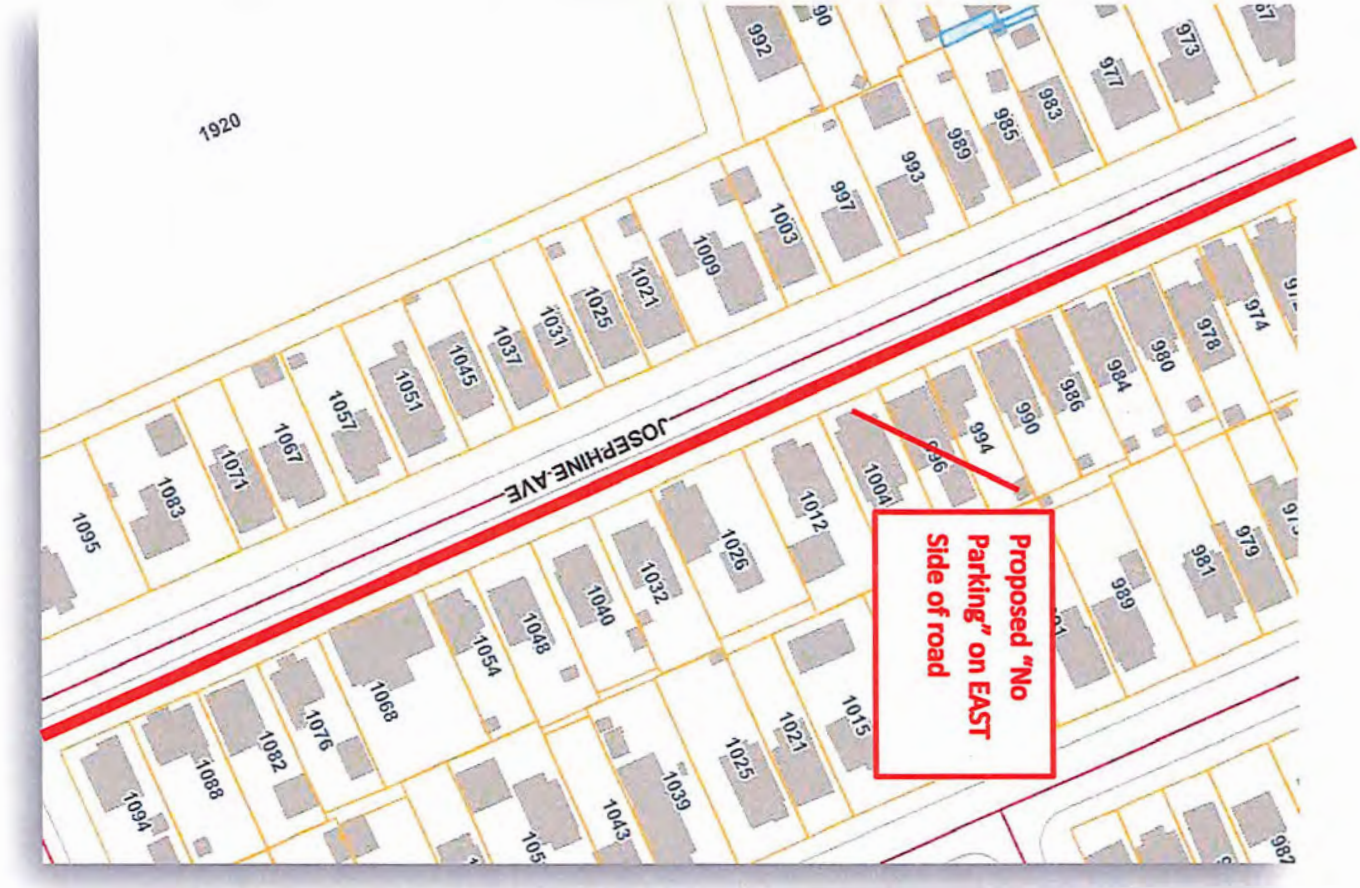
- 60% support from the individual units

Please note if you are successful in the petition process additional notification of by-law/signage changes will not be sent to residents. The petition process is your notification.

Yours truly,

Bill Kralovensky
Manager, Transportation Operation
JW

JOSEPHINE AVE
COLLEGE AV
CAMPBELL AVE
Proposed "No Parking" on EAST Side of road


1920
JOSEPHINE AVE
Proposed "No Parking" on EAST Side of road

JOSEPHINE AVE
Proposed "No Parking" on EAST Side of road
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1183
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1163
1157
1153
1145
1127
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1107
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PETITION - JOSEPHINE AVE
REMOVE ALTERNATIVE SIDE PARKING AND REPLACE WITH NO PARKING EAST SIDE

#	Street	Print Name	Signature	Date	Witness Signature	Date
1	[redacted]	Daniel Korantey		May 25, 2025	Delna Rafael	May 25, 25
2	[redacted]					
	[redacted]					
	[redacted]	JESSICA LEWINSKY		May 25, 2025	Delna Rafael	May 25, 2025
	[redacted]	James Fowler		May 26-25	Delna Rafael	May 26, 2025
	[redacted]	Jim Pellmark		MAY 25 25	Delna Rafael	May 25 '25
	[redacted]	Nirad Salanke		May 25.	Delna Rafael	May 25 '25
	[redacted]	RENEE WARNER		MAY 25 May 26/25	Delna Rafael	May 26 '25
	[redacted]	ANNE RACINE		May 26/25	Delna Rafael	May 26 25
	[redacted]	Melissa Knowlton		May 26 25	Delna Rafael	May 26 '25
	[redacted]					
	[redacted]					

Current Regulations:

ALTERATIVE SIDE PARKING - WEST SIDE OF JOSEPHINE AVE (COLLEGE TO SOUTH 122 METRES OF GROVE AVE) - NO PARKING THE MONTH OF JANUARY, FEBRUARY, MARCH, MAY, JULY, SEPTEMBER, NOVEMBER, DECEMBER

ALTERATIVE SIDE PARKING - EAST SIDE OF JOSEPHINE AVE (COLLEGE TO SOUTH 122 METRES OF GROVE AVE) - NO PARKING THE MONTH OF APRIL, JUNE, AUGUST, OCTOBER

Proposed Regulations:

REMOVE - "ALTERNATE SIDE PARKING" - BOTH SIDES OF JOSEPHINE AVE FROM COLLEGE TO SOUTH 122 METRES OF GROVE AVE

ADD - "NO PARKING" - JOSEPHINE AVE - EAST SIDE FROM COLLEGE TO SOUTH 122 METRES OF GROVE AVE

(Sketch provided)

PLEASE NOTE:

ONE SIGNATURE REQUIRED PER HOUSEHOLD AND/OR BUSINESS.
THIS PETITION IS BEING CIRCULATED TO DETERMINE NEIGHBOURHOOD ACCEPTANCE.

PETITION - JOSEPHINE AVE
REMOVE ALTERNATIVE SIDE PARKING AND REPLACE WITH NO PARKING EAST SIDE

#	Street	Print Name	Signature	Date	Witness Signature	Date
[redacted]	[redacted]					
[redacted]	[redacted]					
[redacted]	[redacted]	KARAN SHAH		05/26	Debra Rafael	May 26 '25
[redacted]	[redacted]	Curtis Byrne		05/25	Debra Rafael	May 25 '25
[redacted]	[redacted]	Glenn Goff		05/26/2025	Debra Rafael	May 26 '25
[redacted]	[redacted]					
[redacted]	[redacted]	Helen Klasson		MAY 24, 2025	Debra Rafael	May 24, 2025
[redacted]	[redacted]	Garry Gabriel		MAY 24/25	Debra Rafael	May 24 '25
[redacted]	[redacted]	Phiroz Daga Mody		26th May 2025	Debra Rafael	
[redacted]	[redacted]	KARM PATEL	Executed	25 MAY 2025	Debra Rafael	May 25 '25
[redacted]	[redacted]	Melanie Kerestyen		May 26, 25	Debra Rafael	May 26 '25
[redacted]	[redacted]	Debra Rafael RPN	D. Rafael RPN	May 26, 25	Debra Rafael	May 26 '25
[redacted]	[redacted]					

Current Regulations: ALTERATIVE SIDE PARKING - WEST SIDE OF JOSEPHINE AVE (COLLEGE TO SOUTH 122 METRES OF GROVE AVE) - NO PARKING THE MONTH OF JANUARY, FEBRUARY, MARCH, MAY, JULY, SEPTEMBER, NOVEMBER, DECEMBER

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ADD - "NO PARKING" - JOSEPHINE AVE - EAST SIDE FROM COLLEGE TO SOUTH 122 METRES OF GROVE AVE

(Sketch provided)

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PETITION - JOSEPHINE AVE
REMOVE ALTERNATIVE SIDE PARKING AND REPLACE WITH NO PARKING EAST SIDE

#	Street	Print Name	Signature	Date	Witness Signature	Date
[redacted]	[redacted]	Sharon Gerard	Sharon Gerard	May 25	Reka Rafael	May 25 '25
[redacted]	[redacted]					
[redacted]	[redacted]					
[redacted]	[redacted]	TADD BANFILL	Todd Banfill	May 26	Reka Rafael	May 26 '25
[redacted]	[redacted]	Ian Lauder	Ian Lauder	May 25/25	Reka Rafael	May 25 '25
[redacted]	[redacted]	DONNA HIGGINS	Donna Higgins	May 24/25	Reka Rafael	May 24 '25
[redacted]	[redacted]	Zainab	Zi	26-5-	Reka Rafael	May 26 '25
[redacted]	[redacted]	DIANE COCKBURN	Diane	May 25/25	Reka Rafael	May 25 '25
[redacted]	[redacted]					
[redacted]	[redacted]	Dev Pa		May 26/25	Reka Rafael	May 26 '25
[redacted]	[redacted]	CHRIS DESCHAINE		MAY 24/25	Reka Rafael	May 24 '25
[redacted]	[redacted]	Monica Moses	M. Moses	May 26/25	Reka Rafael	May 26 '25

Current Regulations:

ALTERATIVE SIDE PARKING - WEST SIDE OF JOSEPHINE AVE (COLLEGE TO SOUTH 122 METRES OF GROVE AVE) - NO PARKING THE MONTH OF JANUARY, FEBRUARY, MARCH, MAY, JULY, SEPTEMBER, NOVEMBER, DECEMBER

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ADD - "NO PARKING" - JOSEPHINE AVE - EAST SIDE FROM COLLEGE TO SOUTH 122 METRES OF GROVE AVE

(Sketch provided)

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PETITION - JOSEPHINE AVE
REMOVE ALTERNATIVE SIDE PARKING AND REPLACE WITH NO PARKING EAST SIDE

#	Street	Print Name	Signature	Date	Witness Signature	Date
[redacted]	[redacted]	Solange Alimasi		May 26-2025	Reba Rafael	May 26 '25
[redacted]	[redacted]	WAYNE MCCONNELL		26 MAY 2025	Reba Rafael	May 26 '25
[redacted]	[redacted]					
[redacted]	[redacted]	JACQUES GAGNÉ		MAy 26/25	Reba Rafael	May 26 '25
[redacted]	[redacted]	BARRY JARVIS		MAY 24/25	Reba Rafael	May 24 '25
[redacted]	[redacted]	Dhiren Patel		May 26/25	Reba Rafael	May 26 '25
[redacted]	[redacted]	Coy Collette		5/25/25	Reba Rafael	May 25 '25
[redacted]	[redacted]	~~PAVAN~~ PAVAN M		25/5/25	Reba Rafael	May 25 '25
[redacted]	[redacted]					
[redacted]	[redacted]	Chris Green		May 25, 25	Reba Rafael	May 25 '25
[redacted]	[redacted]					
[redacted]	[redacted]	DIANA LEWIS		May 24/25	Reba Rafael	May 24 '25

Current Regulations: ALTERATIVE SIDE PARKING - WEST SIDE OF JOSEPHINE AVE (COLLEGE TO SOUTH 122 METRES OF GROVE AVE) - NO PARKING THE MONTH OF JANUARY, FEBRUARY, MARCH, MAY, JULY, SEPTEMBER, NOVEMBER, DECEMBER

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(Sketch provided)

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PETITION - JOSEPHINE AVE
REMOVE ALTERNATIVE SIDE PARKING AND REPLACE WITH NO PARKING EAST SIDE

#	Street	Print Name	Signature	Date	Witness Signature	Date
[redacted]	[redacted]	LINDA MACKENZIE		May 25/25	Debra Rafael	May 25/25
[redacted]	[redacted]	JANIS HOBBS	Janis Hobbs	MAY 24/25	Debra Rafael	May 24 '25
[redacted]	[redacted]	Roger Labelle		MAY 24/25	Debra Rafael	May 24 '25
[redacted]	[redacted]	EMERY LEGALY	Emery Legaly	MAY 30, 25	Debra Rafael	May 30 '25
[redacted]	[redacted]					
[redacted]	[redacted]	Mamun Sarker	Mamun	May 25 25	Debra Rafael	May 25 '25
[redacted]	[redacted]	Jason Warren		05/25/25	Debra Rafael	May 25 '25
[redacted]	[redacted]					
[redacted]	[redacted]	Adalgisa Pagano		05-25-25	Debra Rafael	May 25 '25
[redacted]	[redacted]	Mukund Khatri		MAY 24/25	Debra Rafael	May 24 '25
[redacted]	[redacted]	KEN PILLON		05/24/25	Debra Rafael	May 26 '25
[redacted]	[redacted]	Zia		May 24, 2025	Debra Rafael	May 24 '25

Current Regulations: ALTERATIVE SIDE PARKING - WEST SIDE OF JOSEPHINE AVE (COLLEGE TO SOUTH 122 METRES OF GROVE AVE) - NO PARKING THE MONTH OF JANUARY, FEBRUARY, MARCH, MAY, JULY, SEPTEMBER, NOVEMBER, DECEMBER

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(Sketch provided)

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PETITION - JOSEPHINE AVE
REMOVE ALTERNATIVE SIDE PARKING AND REPLACE WITH NO PARKING EAST SIDE

#	Street	Print Name	Signature	Date	Witness Signature	Date
[redacted]	[redacted]	Curtis Antonucci	C Antonucci	24/05/25	Delva Rafael	May 24 '25
[redacted]	[redacted]	↓	↓	↓	Delva Rafael	May 24 '25
[redacted]	[redacted]	TREVOR VANWATTENHOVE		25/05/25	Delva Rafael	May 25 '25
[redacted]	[redacted]	S. PEARSON	S. Pearson	24/05/25	Delva Rafael	May 24 '25
[redacted]	[redacted]	~~M Stratton~~ Mike Swatton	M. Stratton	May/24/25	Delva Rafael	May 24 '25
[redacted]	[redacted]	M RUPERT	MJ Rupert	MAY/25/25	Delva Rafael	May 25 '25
[redacted]	[redacted]	DAVID BARTON	[illegible]	MAY 24 2025	Delva Rafael	May 24 '25
[redacted]	[redacted]	Ed. Th Knight	Edith Knight	[illegible]	Delva Rafael	May 25 '25
[redacted]	[redacted]					
[redacted]	[redacted]	VICTORIA SEAGULL	[illegible]	May 25/2025	Delva Rafael	May 25 '25
[redacted]	[redacted]					
[redacted]	[redacted]					

Current Regulations: ALTERATIVE SIDE PARKING - WEST SIDE OF JOSEPHINE AVE (COLLEGE TO SOUTH 122 METRES OF GROVE AVE) - NO PARKING THE MONTH OF JANUARY, FEBRUARY, MARCH, MAY, JULY, SEPTEMBER, NOVEMBER, DECEMBER

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THIS PETITION IS BEING CIRCULATED TO DETERMINE NEIGHBOURHOOD ACCEPTANCE.

[redacted] Tiffany Taylor Tiffmeyfayh May 26 25 D. Rafael May 26 '25

PETITION - JOSEPHINE AVE
REMOVE ALTERNATIVE SIDE PARKING AND REPLACE WITH NO PARKING EAST SIDE

#	Street	Print Name	Signature	Date	Witness Signature	Date
[redacted]	[redacted]	CAROLE MASTER	[signature]	05/25-25	Reba Rafael	May 25 '25
[redacted]	[redacted]	Paige Carnahan	[signature]	05/24/25	Reba Rafael	May 24 '25
[redacted]	[redacted]	[signature]	TIMOTHY BUCHAN	05-24-25	Reba Rafael	May 24 '25
[redacted]	[redacted]	JOS PURDY	[signature]	05-26-25	Reba Rafael	May 26 '25
[redacted]	[redacted]	TESA UPENDRA	Upendra. N	05/24/25	Reba Rafael	May 24 '25
[redacted]	[redacted]					
[redacted]	[redacted]	Navneet Sidhu	[signature]	05/24/25	Reba Rafael	May 24 '25
[redacted]	[redacted]					
[redacted]	[redacted]	NANCY CARLE	[signature]	05/25/25	Reba Rafael	May 26 '25
[redacted]	[redacted]					
[redacted]	[redacted]	LOGAN MURRAY	[signature]	05/24/25	Reba Rafael	May 24 '25
[redacted]	[redacted]	Melissa Tilley	Melissa Tilley	05/24/25	Reba Rafael	May 24 '25

Current Regulations: ALTERATIVE SIDE PARKING - WEST SIDE OF JOSEPHINE AVE (COLLEGE TO SOUTH 122 METRES OF GROVE AVE) - NO PARKING THE MONTH OF JANUARY, FEBRUARY, MARCH, MAY, JULY, SEPTEMBER, NOVEMBER, DECEMBER

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(Sketch provided)

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PETITION - JOSEPHINE AVE
REMOVE ALTERNATIVE SIDE PARKING AND REPLACE WITH NO PARKING EAST SIDE

#	Street	Print Name	Signature	Date	Witness Signature	Date
[redacted]	[redacted]	Joanne Verschraegen	J. Verschraegen	May 24/25	Reha Rafael	May 24 '25
[redacted]	[redacted]	Tyler Noël		May 25/25	Reha Rafael	May 25 '25
[redacted]	[redacted]	Samuel Cadres	S.C	May 25/2025	Reha Rafael	May 25 '25
[redacted]	[redacted]					
1172	[redacted]	Edward Marini		May 26/25	Reha Rafael	May 26, 25
[redacted]	[redacted]	DAVE OLYNYK	Dave Oly	MAY 26/25	Reha Rafael	May 26 '25
[redacted]	[redacted]	JILLIAN PISENTI		5/24/25	Reha Rafael	May 24 '25
[redacted]	[redacted]	Jamie Jordan		5/24/25	Reha Rafael	May 24 '25
[redacted]	[redacted]	Tara Brown Jamie Jordan	Tara Brown	5/24/25	Reha Rafael	May 24 '25
[redacted]	[redacted]	BEVERLY SMITH	Beverly Smith	5/24/25	Reha Rafael	May 24 '25

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(Sketch provided)

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THIS PETITION IS BEING CIRCULATED TO DETERMINE NEIGHBOURHOOD ACCEPTANCE.

NO PARKING ON MATTHEW BRADY BLVD

West Side: Within the limits of Boulevard
East Side: From Cedarview St to Wyandotte St E

Proposed New "No Parking" restriction

THE CITY OF WINDSOR
ONTARIO, CANADA

PUBLIC WORKS OPERATIONS – TRANSPORTATION

September 23, 2025

Marjorie Mouat
440 Matthew Brady Blvd
Windsor ON N8S 3J6

RE: ON-STREET PARKING MODIFICATIONS ON MATTHEW BRADY BLVD

Please find enclosed a petition prepared to determine neighbourhood acceptance of "No Parking" restriction on West Side of Matthew Brady Blvd from a point of 35m South of Cedarview St to a point of 182m South of Cedarview St (within the limits of Boulevard) and "No Parking" restriction on East Side of Matthew Brady Blvd from Cedarview St to Wyandotte St E as illustrated on the attached sketch.

Please circulate this petition to the residents of listed below. The signatures must be completed on the attached petition forms, and each signature must be witnessed by the person circulating the petition. A property owner cannot witness his or her own signature. All signatures on the petition must be written, printing not acceptable.

Should you be successful in obtaining 60% of the signatures requested on this petition, please return it to this Department accordingly. Please note that petitions must be returned within a four-month period of the first signature being obtained. A sufficiently signed petition does not guarantee the proposed changes; however, it does ensure that a report will be sent to Council for their consideration.

Properties including multiple dwellings are allocated a single vote for the petition process. A successful vote can be achieved either by:

- Signature from the Manager or Owner

OR

- 60% support from the individual units

Please note if you are successful in the petition process additional notification of by-law/signage changes will not be sent to residents. The petition process is your notification.

If you have any questions and/or concerns, please do not hesitate to contact Ajay Kumar, Transportation Technologist I at 519-255-6380, ext. 6830 at your convenience.

Yours truly,

Adrian Busa
Manager of Transportation Maintenance

Attachment
c.c. Transportation Technologist I
PETITIONMATTHEWBRADYBLVD
AK

PETITION - NO PARKING ON MATTHEW BRADY BLVD
WEST SIDE WITHIN THE LIMITS OF BOULEVARD
EAST SIDE FROM CEDARVIEW ST TO WYANDOTTE ST E

#	Street	Print Name	Signature	Date	Witness Signature	Date
[redacted]	[redacted]					
[redacted]	[redacted]	Sarah Mitchell	Sarah	9/24/25	Mary Mouat	9-24-25
[redacted]	[redacted]	Dave Kirby	Dave Kirby	9/26/25		9/26/25
[redacted]	[redacted]	Mouat Michael		9/24/25	Marjorie Mouat	9-24-25
[redacted]	[redacted]	Judith Sinunga-ehlmann		9/25/25	Marjorie Mouat	9-25-25
[redacted]	[redacted]	Al Brady	Al Brady	9/24/25	Marjorie Mouat	9-24-25
[redacted]	[redacted]	Deborah Stasso	DStasso	9/25/25	Marjorie Mouat	9-25-25
[redacted]	[redacted]	Michelle Landry		9/24/25	Marjorie Mouat	9-24-25
[redacted]	[redacted]	Harvey Kessler		9/25/25	Marjorie Mouat	9-26-25
[redacted]	[redacted]	TENANT				
[redacted]	[redacted]	AMLEWIN		9/24/25	Mary Mouat	9/24/25

Current Regulations: UNLIMITED PARKING ON BOTH SIDES

Proposed Regulations: NO PARKING RESTRICTION ON WEST SIDE OF MATTHEW BRADY BLVD FROM A POINT 35M SOUTH OF CEDARVIEW ST TO A POINT OF 182M SOUTH OF CEDARVIEW ST (WITHIN THE LIMITS OF BOULEVARD) AND NO PARKING RESTRICTION ON EAST SIDE OF MATTHEW BRADY BLVD FROM CEDARVIEW ST TO WYANDOTTE ST E

(Sketch Provided)

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THIS PEITITON IS BEING CIRCULATED TO DETERMINE NEIGHBOURHOOD ACCEPTANCE.

PETITION - NO PARKING ON MATTHEW BRADY BLVD
WEST SIDE WITHIN THE LIMITS OF BOULEVARD
EAST SIDE FROM CEDARVIEW ST TO WYANDOTTE ST E

#	Street	Print Name	Signature	Date	Witness Signature	Date
[redacted]	[redacted]					
[redacted]	[redacted]	Rose Turner		Sept 24/25		9/24/25
[redacted]	[redacted]	Tenant				
[redacted]	[redacted]	Bobby Greenwood		Sept 24/25		9/24/25
[redacted]	[redacted]	Kern Keen		Sept 24/25		9/24/25
[redacted]	[redacted]	Kareem Fullerton		Sept 24/25		9/24/25
[redacted]	[redacted]	Lisa Codina		Sept. 24/25		9/24/25
[redacted]	[redacted]	Jenny Moon		Sept 26/25		9/26/25
[redacted]	[redacted]	Emily Sendrek		Sept 26/25		9/26/25
[redacted]	[redacted]	Geoff Hartley		Sept 28/25		9/29/25

Current Regulations: UNLIMITED PARKING ON BOTH SIDES

Proposed Regulations: NO PARKING RESTRICTION ON WEST SIDE OF MATTHEW BRADY BLVD FROM A POINT 35M SOUTH OF CEDARVIEW ST TO A POINT OF 182M SOUTH OF CEDARVIEW ST (WITHIN THE LIMITS OF BOULEVARD) AND NO PARKING RESTRICTION ON EAST SIDE OF MATTHEW BRADY BLVD FROM CEDARVIEW ST TO WYANDOTTE ST E

(Sketch Provided)

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THE CITY OF WINDSOR
ONTARIO, CANADA

PUBLIC WORKS OPERATIONS – TRANSPORTATION

August 27, 2025

RE: PARKING CHANGES ON MELINDA ST

Dear Homeowner / Resident:

Administration has become aware that the signed parking restrictions on Melinda Street from Woodward Boulevard to the cul-de sac are not consistent with existing Parking By-law 9023.

The pavement width is insufficient to allow for parking on both sides of Melinda Street while maintaining sufficient width for two-way traffic, safe and efficient access by emergency vehicles as well as Public Works Operations for refuse collection and snow removal.

Therefore, Administration is implementing No Parking signs to be installed as illustrated in the attached sketch.

If you have any questions and/or concerns, please do not hesitate to contact Wilfred Anim-Odame, Transportation Technologist I, at (519) 255-6380 ext 6043.

Signage should be in place contingent to co-operative weather and standard utility locates lead-times.

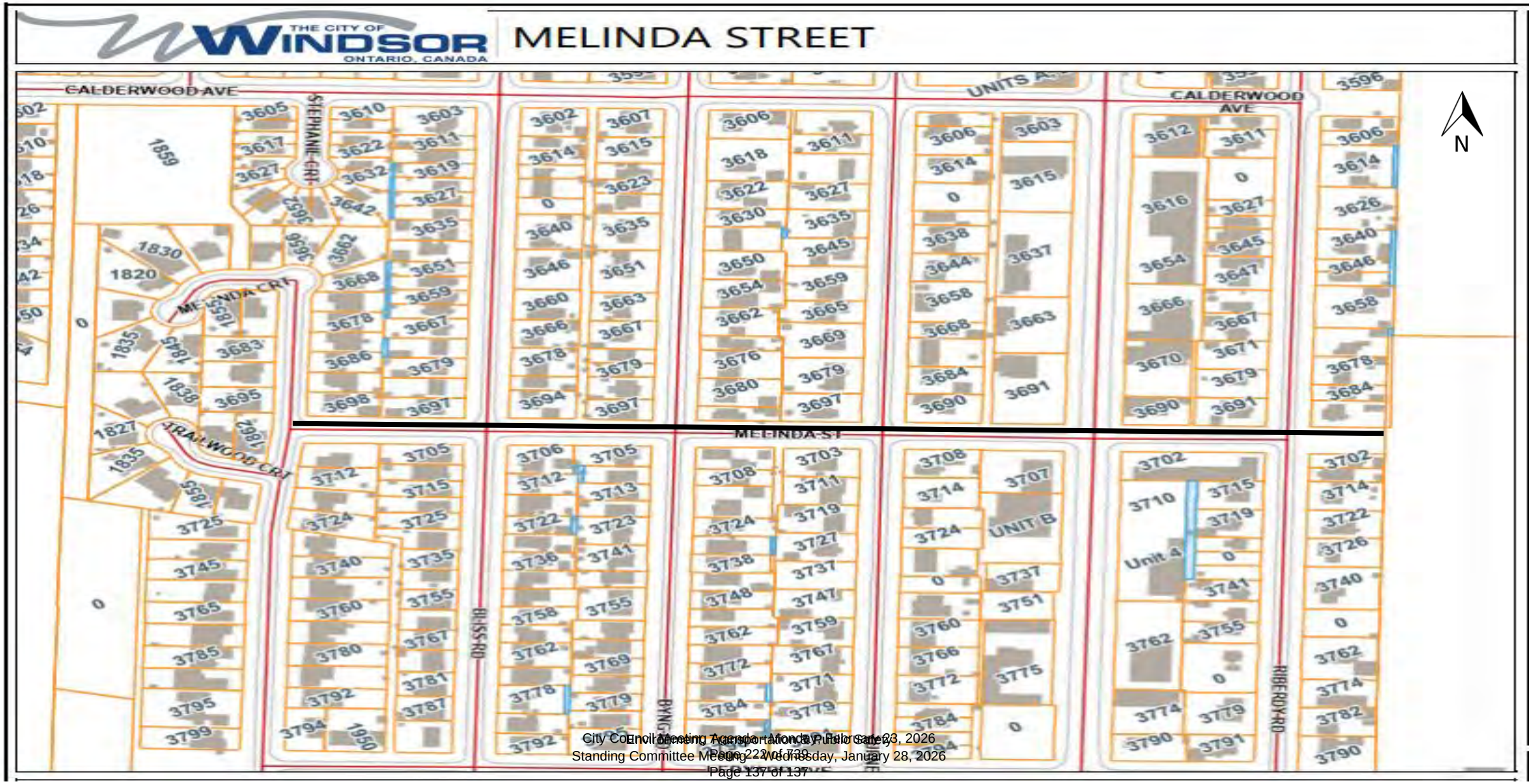
Yours truly,

Adrian Busa
Manager of Transportation Maintenance

Attachment
c.c. Transportation Technologist I
RESIDENTLETTERL

MELINDA ST

Implementing "No Parking"



Committee Matters: SCM 48/2026

Subject: Zoning By-law Amendment Application for 401-431 Shepherd Street West, Z-036/25 [ZNG-7345], Ward 3

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

Decision Number: **DHSC 798**

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

21 SOUTH SIDE OF SHEPHERD STREET WEST BETWEEN YORK STREET AND CHURCH STREET

For the lands comprising of Lot 107 & Part of Lot 108, Plan 652 (PIN 01184-0428 LT), for a *Combined Use Building* the following additional provisions shall apply:

a)	*Lot Coverage: maximum*	As *Existing*
b)	*Front Yard* depth: *minimum*	As *Existing*
c)	*Rear Yard* depth: *minimum*	As *Existing*
d)	*Side Yard* width: *minimum*	As *Existing*

[ZDM 7; ZNG/7345]

II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Lot 107 & Part of Lot 108, Plan 652 (PIN 01184-0428 LT), situated on the south side of Shepherd Street West between York Street and Church Street, from CD1.3 to CD1.3x(21).

Carried.

Report Number: S 145/2025
Clerk's File: Z/15074

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 February 2, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260203/-1/10608

Subject: Zoning By-law Amendment Application for 401-431 Shepherd Street West, Z-036/25 [ZNG-7345], Ward 3

Reference:

Date to Council: February 2, 2026
Author: Brian Nagata, MCIP, RPP
Planner III - Development (A)
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: December 23, 2025
Clerk's File #: Z/15074

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:

21 SOUTH SIDE OF SHEPHERD STREET WEST BETWEEN YORK STREET AND CHURCH STREET

For the lands comprising of Lot 107 & Part of Lot 108, Plan 652 (PIN 01184-0428 LT), for a *Combined Use Building* the following additional provisions shall apply:

a) *Lot Coverage: maximum* As *Existing*
b) *Front Yard* depth: *minimum* As *Existing*
c) *Rear Yard* depth: *minimum* As *Existing*
d) *Side Yard* width: *minimum* As *Existing*

[ZDM 7; ZNG/7345]

II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Lot 107 & Part of Lot 108, Plan 652 (PIN 01184-0428 LT), situated on the south side of Shepherd Street West between York Street and Church Street, from CD1.3 to CD1.3x(21).

Executive Summary:

N/A

Background:

Application Information:

Location:	401-431 Shepherd Street West (Lot 107 & Part of Lot 108, Plan 652; Roll No. 040-570-04300; P.I.N. 01184-0428 LT)
Ward:	3
Planning District:	South Central
Zoning District Map:	7
Owner:	Flipping Nuts Inc.
Applicant:	Lassaline Planning Consultants (Jackie Lassaline)
Authorized Agent:	Same as Applicant

Proposal:

The applicant is requesting an amendment to Zoning By-law 8600 to change the zoning for the lands located on the south side of Shepherd Street West between York Street and Church Street, known municipally as 401-431 Shepherd Street West (the "Subject Property"), by adding a zoning exception to the Commercial District 1.3 (CD1.3) zoning to allow for interior and exterior alterations to a vacant one storey, seven unit commercial building for the purpose of establishing a Combined Use Building containing one commercial unit and five Townhome Dwelling Units.

The zoning exception is requested to reduce the minimum landscaped open space yard, front yard depth, rear yard depth, side yard width and required number of parking spaces, and increase the maximum lot coverage.

Submitted Information: Conceptual Plans (See Appendix A), Conceptual Site Plan & Site Services Plan, Parking Study, Planning Memo, Renderings and Zoning By-law Amendment Application Form

All submitted information (except the Deed) can be found on the City's Current Development Applications webpage, referencing the file number and municipal address.

Site Information:

Official Plan	Zoning	Current Use	Previous Use
Residential	Commercial District 1.3 (CD1.3)	Vacant Commercial Building	Commercial Uses (Circa 1922-2010)
Lot Width	**Lot Depth**	**Lot Area**	**Lot Shape**

38.7 m	14.0 m	541.8 m^2	Rectangular
All measurements are based on Registered Plan 652 and Plan of Survey by Koester & Verhaegen Limited, dated June 7, 1975			

The Subject Property contains a circa 1922 one-storey, seven-unit, vacant commercial building occupying the entire south side of the Shepherd Street West block between York Street and Church Street.

KEY MAP - Z-036/25, ZNG/7345

SUBJECT LANDS

PART OF ZONING DISTRICT MAP 7

N.T.S.

REQUESTED ZONING AMENDMENT

Applicant: Flipping Nuts Inc.

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : DECEMBER, 2025
FILE NO. : Z-036/25, ZNG/7345

NEIGHBOURHOOD MAP - Z-036/25, ZNG/7345

SUBJECT LANDS

Neighbourhood Characteristics:

The Subject Property sits on the western side of the South Central neighbourhood. The South Central neighbourhood constitutes the area north of the Canadian Pacific Railway and Essex Terminal Railway corridors, east of the Canadian Pacific Railway corridor, south of Erie Street East/West and west of Howard Avenue.

Surrounding Land Uses:

North	• Central Library • Convenience store • Mitchell Park • Small-scale forms of low-profile dwellings • Windsor International Aquatic and Training Centre
East	• Gignac Park • Lanspeary Pool • Queen Victoria Public School • St. Angela Elementary School • Small-scale forms of low-profile dwellings
South	• Catholic Central High School • Honourable W.C. Kennedy Collegiate • Jackson Park • Small-scale forms of low-profile dwellings
West	• Al-Sedeq Academy • Islamic Academy Windsor • Small-scale forms of low-profile dwellings • Warehouse

Municipal Infrastructure:

	Rural Cross Section	Curbs & Gutters	Lanes	Sidewalks (One Side)	Sidewalks (Both Sides)	Streetlights (One Side)	Streetlights (Both Sides)	On street Parking	Combined Sewer	Sanitary Sewer	Storm Sewer	Watermain	Hydro
Church St.		x	2		x	x		x	x			x	
Shepherd St. W.		x	2		x	x		x	x		x	x	x
York St.		x	2		x	x		x	x			x	

Discussion:

The defined role of the Provincial Planning Statement, 2024 (the "PPS") is to provide *"policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the PPS sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians."*

Appendix C lists policies of the PPS that are considered relevant in discussing provincial interests related to this amendment.

The Planning Department found this amendment to be consistent with the above policies.

Official Plan

Appendix D identifies the Official Plan policies relevant to assessing this amendment's conformity with the Plan.

Table 1 - Volume I Schedules

Schedule	Designation
Schedule A - Planning Districts & Policy Areas	South Central
Schedule A-1 - Special Policy Areas	N/A
Schedule B - Greenway System	N/A
Schedule C - Development Constraints	N/A
Schedule C-1 - Archaeological Potential	N/A
Schedule D - Land Use	Residential
Schedule E - City Centre Planning District	N/A
Schedule F - Roads & Bikeways	N/A
Schedule F-1 - Railways	N/A
Schedule G - Civic Image	N/A
Schedule H - Baseplan Development Phasing	N/A
Schedule J - Urban Structure Plan	N/A
Schedule K - Source Water Protection Areas	N/A

Volume I

Chapter 3 - Development Strategy

This amendment complies with the following applicable key policy direction for managing growth consistent with the Vision of the City of Windsor Community Strategic Plan.

3.2 - Growth Concept

3.2.1 - Safe, Caring and Diverse Communities (Policy 3.2.1.2)

Encouraging a range of housing types allows residents to remain in their neighbourhoods throughout all life stages and helps ensure that new housing aligns with the community's vision. Providing more housing options as the city grows also reduces pressure to sprawl onto agricultural and natural lands.

Chapter 6 - Land Use:

6.1 Goals

Appendix D identifies the Goals with which this amendment conforms.

6.3 Residential

6.3.1 Objectives

Appendix D identifies the Objectives with which this amendment conforms.

6.3.2 Policies

Permitted Uses (Policy 6.3.2.1)

Low- and medium-profile dwelling units, including a five-unit row (townhome dwelling), are permitted uses.

Ancillary Uses (Policy 6.3.2.2)

Ancillary uses, including neighbourhood commercial uses, are permitted uses.

Types of Low-Profile Housing (Policy 6.3.2.3)

There are small- and large-scale forms of low-profile housing. Small-scale forms include row housing.

Locational Criteria

New residential development and intensification shall be located where: (Policy 6.3.2.4)

- *(a) There is access to a collector or arterial road;*
    - The Subject Property sits within 100 metres of Bruce Avenue, a Class I Collector Road.
    - The Subject Property sits within 200 metres of Janette Avenue, a Class I Collector Road.
    - The Subject Property sits within 350 metres of Ouellette Avenue, a Class II Arterial Road.
    - The Subject Property sits within 400 metres of Tecumseh Road West, a Class II Arterial Road.

- *(b) Full municipal physical services can be provided;*
    - Municipal electrical, sanitary, storm, and water services, as well as nearby public service facilities, are available to the Subject Property.
- *(c) Adequate community services and open spaces are available or are planned; and*
    - Refer to the response provided to the Surrounding Land Uses section herein.
- *(d) Public transportation service can be provided.*
    - This amendment will allow for transit-supportive development through residential intensification within walking distance of transit stops along the Transway 1A, Transway 1C and 418X bus routes.
        - Transit Windsor's 2019 Transit Master Plan and the City of Windsor's Active Transportation Master Plan identify a walking distance of up to 400 metres as acceptable.

Evaluation Criteria for a Neighbourhood Development Pattern

At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed residential development within an area having a Neighbourhood development pattern is: (Policy 6.3.2.5)

- *(a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:*
    - *(iv) where traffic generation and distribution is a provincial or municipal concern; and*
        - The Transportation Planning Department did not identify any concerns with traffic generation and distribution.
- *(c) In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas.*

Criteria	Comments
Scale	- The applicant is not changing the existing building height, footprint or gross floor area
Massing	- The applicant is requesting an increase in maximum lot coverage from 45.0% to 91.0%. - The applicant is not changing the existing building height, footprint or gross floor area - The Planning Department is recommending that the zoning exception include a provision to set the maximum lot coverage as existing to reflect the existing building footprint.

Height	- The applicant is not increasing the existing building height
Siting	- The applicant is not changing the existing building footprint
Orientation	- The applicant is not changing the orientation of the existing building
Setbacks	- The applicant is not changing the existing building footprint - The applicant is requesting a full reduction from the minimum front yard depth, rear yard depth and side yard width Combined Use Building provisions of the CD1.3 zoning. - The Planning Department is recommending that the zoning exception include a provision to set the minimum front yard depth, rear yard depth and side yard width for the Combined Use Building as existing to reflect the existing building footprint. - No windows are proposed along the south facing façade abutting the single unit dwellings to the south of the Subject Property. - The placement of windows on the south façade will necessitate significant building upgrades to comply with the Ontario Building Code. - The Townhome Dwelling Units will face Shepherd Street West and York Street, both local roads with minimal vehicular traffic. - Dwellings within the surrounding blocks of Shepherd Street West are located on or close to the corresponding exterior lot line.
Parking	- There is no existing parking on the Subject Property. - The applicant is not providing any parking on the Subject Property. - Refer to the response to Official Plan Policy 6.3.2.5(d) below
Amenity Areas	- The applicant is requesting a full reduction from the minimum landscaped open space yard provision of the CD1.3 zoning. - The applicant is not changing the existing building footprint. - The existing building occupies the majority of the Subject Property. - Relief is not required since the deficiency already exists and is not worsening.

    - In summary, this amendment will allow for development compatible with the surrounding area.

- *(d) provided with adequate off street parking;*

    - The applicant is requesting a reduction in the minimum parking requirement.

- The Planning Department confirmed that Section 24.10.15: Deficiency in Spaces - Existing Building of Zoning By-law 8600 applies and results in a surplus of four parking spaces based on the following calculations:

Category	Parking Spaces
Required parking spaces for existing uses*	19
Existing parking spaces provided	- 0
Surplus	= 19
Parking spaces required for proposed uses	15
Surplus	- 19
Existing deficiency	-4
Total parking spaces provided	- 0
Additional parking spaces or in surplus	-4
*Last known legally established uses	

- In summary, the proposed development requires no additional parking spaces.

- *(e) capable of being provided with full municipal physical services and emergency services; and*

  - Refer to the response provided to Official Plan Policy 6.3.2.4.b) herein for details on the municipal physical services available to the subject property.
  - Essex-Windsor EMS, Windsor Fire & Rescue Services (Fire Hall No. 1) and Windsor Police Service serve the Subject Property.

6.3.2.8 Neighbourhood Commercial Definition

The commercial unit is intended primarily to serve the day-to-day needs of residents in the immediate neighbourhood.

Neighbourhood Commercial Evaluation Criteria

Evaluation Criteria

At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed Neighbourhood Commercial development within a designated Residential area is: (Policy 6.3.2.9)

- *(a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:*

  - *(iv) where traffic generation and distribution is a provincial or municipal concern; and*

        - Refer to the response to Official Plan Policy 6.3.2.5(a)(iv) above.

    - *(vi) where market impact is identified as a municipal concern*

        - The Subject Property has historically served as a neighbourhood commercial use.

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

    - Refer to the response to Official Plan Policy 6.3.2.5(c) above.

- *(d) capable of being provided with full municipal physical services and emergency services;*

    - Refer to the response to Official Plan Policy 6.3.2.5(e) above.

- *(e) provided with adequate off-street parking;*

    - Refer to the response to Official Plan Policy 6.3.2.5(d) above.

- *(f) acceptable in terms of the proposal's market impacts on other commercial areas (see Procedures chapter).*

    - The Subject Property has historically served as a neighbourhood commercial use.

Ancillary Design Guidelines

The following guidelines shall be considered when evaluating the proposed design of an ancillary use: (Policy 6.3.2.10)

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

    - The applicant is not changing the existing building height, footprint, gross floor area, orientation or siting.
    - Exterior design is no longer subject to Site Plan Control.

- *(b) the provision of appropriate landscaping or other buffers to enhance:*

    - *(ii) the separation between the use and adjacent sensitive uses, where appropriate;*

        - The Subject Property has historically served as a neighbourhood commercial use.

Chapter 11 - Tools:

The City aims to achieve land use compatibility throughout Windsor when administering any planning tool under this Chapter. Compatibility between land uses is also an objective of the Zoning By-law Amendment planning tool (Policy 11.6.1.2).

Council considers applicable policies, evaluation criteria, supporting studies, staff and agency comments, relevant provincial legislation and guidelines, and potential impacts on adjacent or similar lands when reviewing Zoning By-law amendment applications (Policy 11.6.3.3).

Zoning By-Law

Appendix E includes relevant excerpts from Zoning By-law 8600.

The subject property is within a CD1.3 zone of Zoning By-law 8600, which permits dwelling units in a combined-use building with select neighbourhood commercial uses.

The applicant is requesting an amendment to Zoning By-law 8600 by adding a zoning exception to the CD1.3 zone to allow interior and exterior alterations to a vacant one-storey, seven-unit commercial building for the purpose of establishing a Combined Use Building containing one commercial unit and five Townhome Dwelling Units.

The zoning exception is requested to reduce the minimum landscaped open space yard from 15.0% to 0.0%, front yard depth from 6.0 metres to 0.0 metres, rear yard depth from 7.50 metres to 0.00 metres, side yard width from 1.20 metres to 0 metres and required number of parking spaces from 19 to 0, and increase the maximum lot coverage from 45.0% to 91.0%.

The applicant has submitted a Planning Memo in support of the requested amendment. The Planning Memo has been considered and supported in principle in this report. The Planning Department, for reasons noted herein, confirmed that no additional parking spaces are required and that the deficiency in landscaped open space is an existing condition. Furthermore, the Planning Department, for reasons noted herein, recommends that the zoning exception include a provision to set the minimum front yard depth, rear yard depth and side yard width for the Combined Use Building as existing to reflect the existing building footprint.

No other zoning deficiencies have been identified or supported.

Appendix G includes a Draft Amending By-law. Subsection 24 (1) of the *Planning Act*, R.S.O. 1990, c. P.13, prohibits a by-law from being passed that does not conform to the Official Plan. As discussed through the Official Plan section herein, the proposed amendment conforms to the applicable policies of the Official Plan.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

Residential intensification minimizes the community's greenhouse gas emissions. Development within existing communities and neighbourhoods, while using existing infrastructure such as sewers, sidewalks, and public transit, helps mitigate development impacts.

Situating development in areas with access to active transportation and transit increases the likelihood of residents utilizing various non-vehicular means of utilitarian transportation, which collectively reduces the amount of greenhouse gas emissions within the City of Windsor.

Climate Change Adaptation:

Climate change may affect the new building, particularly through extreme precipitation and an increased number of days with temperatures above 30 °C. Although this report does not address these issues in detail, any new construction must comply with the current provisions of the Building Code, which the building permit process will enforce. The project must also incorporate best practices for stormwater management.

Financial Matters:

N/A

Consultations:

Comments received from City Departments, external agencies and members of the public on this application were taken into consideration when preparing this report. Appendix F includes a record of comments received.

There are no objections to the proposed amendment.

On May 8, 2025, the applicant hosted an in-person public open house at the Subject Property and notified owners of properties within 200 metres of it.

Section 4: Open House Results of the Planning Memo indicated that several neighbours attended the Open House, with six residents signing in and others attending informally. Neighbours responded positively to the proposal to retain, clean, and upgrade the existing building and convert it to primarily residential use.

Residents expressed that the building's current state of decline, including vandalism and break-ins, was unacceptable and supported the proposed adaptive reuse as a solution. After reviewing the renderings, neighbours voiced support for this amendment and the adaptive reuse of the vacant commercial building to include residential units and a neighbourhood commercial use.

Comments received were taken into consideration when preparing this report.

The City published a statutory notice in the Windsor Star, a local daily newspaper, and mailed a courtesy notice to property owners and residents within 200 metres of the subject property.

Conclusion:

The *Planning Act* requires that a decision of Council in respect of the exercise of any authority that affects a planning matter, "shall be consistent with the *Provincial Planning Statement 2024*. The Planning Department evaluated the recommended zoning amendment to ensure it is consistent with the Provincial Planning Statement 2024 and conforms to the policies of the City of Windsor Official Plan.

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

Planning Act Matters:

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

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

Greg Atkinson, MCIP, RPP
Deputy City Planner - Development

Neil Robertson, MCIP, RPP
City Planner

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

JP RM

Approvals:

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

Appendices:

1 Appendix A - Conceptual Plans
2 Appendix B - Site Photos
3 Appendix C - Excerpts from PPS 2024
4 Appendix D - Excerpts from Official Plan
5 Appendix E - Excerpts Zoning By-law 8600
6 Appendix F - Consultations
7 Appendix G - Draft Amending By-law

North
1
A100
SITE PLAN
SCALE: 1/8" = 1'-0"

NOTE:
ARCHITECTURAL SITE PLAN FOR REFERANCE
ONLY REFER TO SURVAY BY OTHERS FOR ALL
CIVIL ENGINEERING INFORMATION

FELIXCULPA
ARCHITECTURE
2142 Moy Ave,
Windsor, Ontario N8W 2M5
519.890.5773
www.felixculpaarchitecture.com

401- 431 Shepherd St W

Zoning Bylaw Amendment

Flipping Nuts Inc.
(c/o Dan Carlini)

Revisions

Revision Date	Revision Description

Drawn: B SMITH
Checked: B SMITH
Approved: B SMITH
Bidpak Number:

Preliminary
Construction
Record

Do not scale
Use figured dimensions only

ISSUED FOR REFERENCE ONLY

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Sheet: A100

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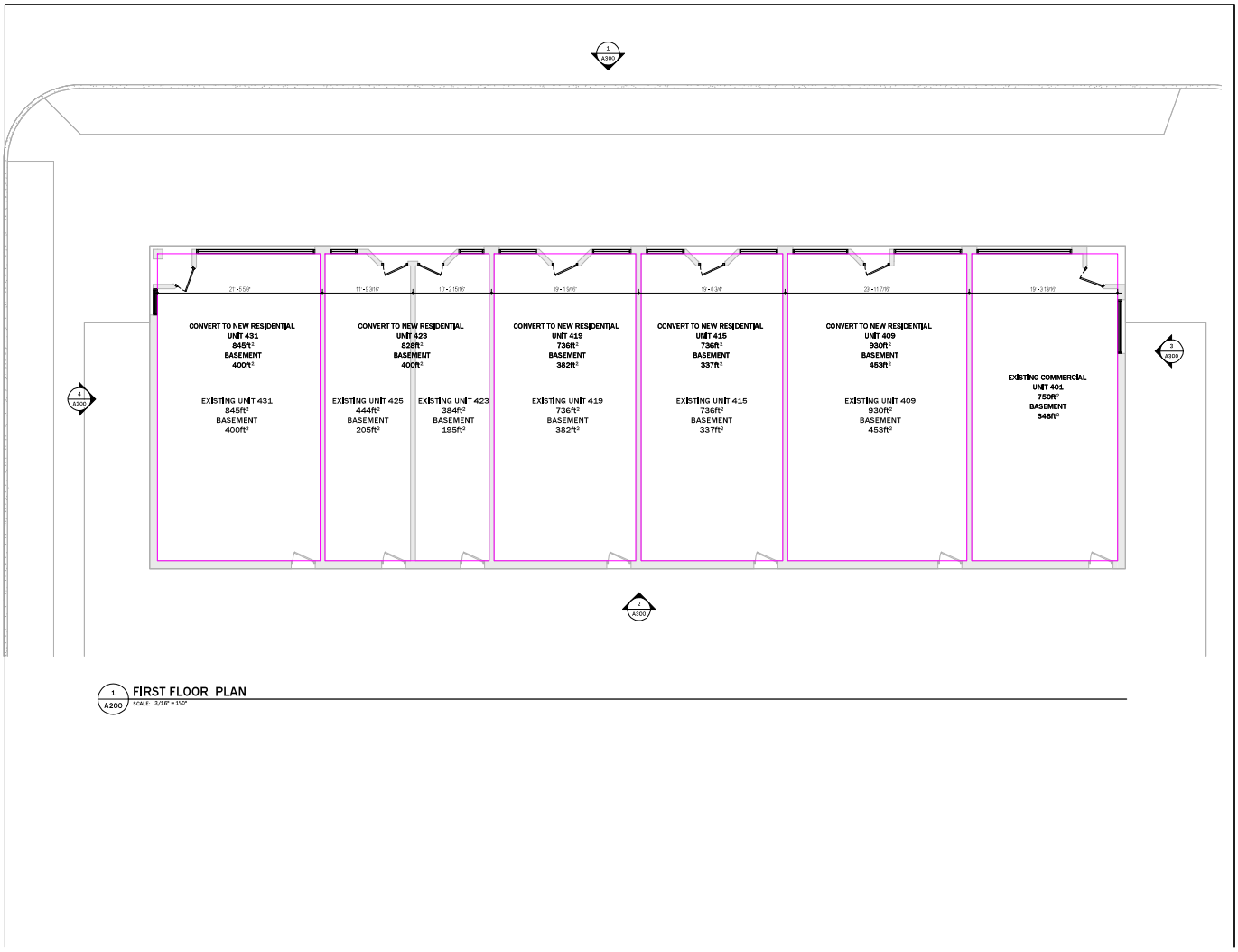

1 A200 FIRST FLOOR PLAN
SCALE: 3/16" = 1'-0"

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ARCHITECTURE
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Windsor, Ontario N8W 2M5
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401- 431 Shepherd St W

Zoning Bylaw Amendment

Flipping Nuts Inc.
(c/o Dan Carlini)

Revisions

Revision Date	Revision Description

Drawn: B SMITH
Checked: B SMITH
Approved: B SMITH
Bidpak Number:

Preliminary
Construction
Record

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Title: FLOOR PLANS
NORTH
Sheet: A200

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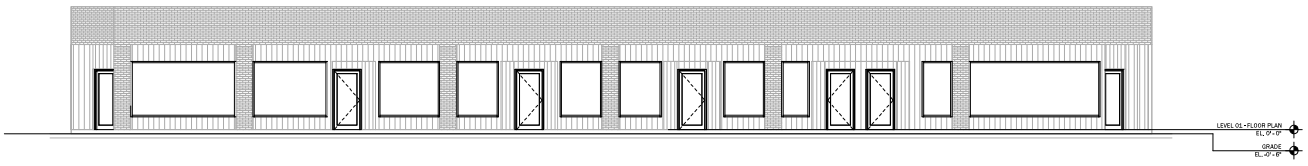

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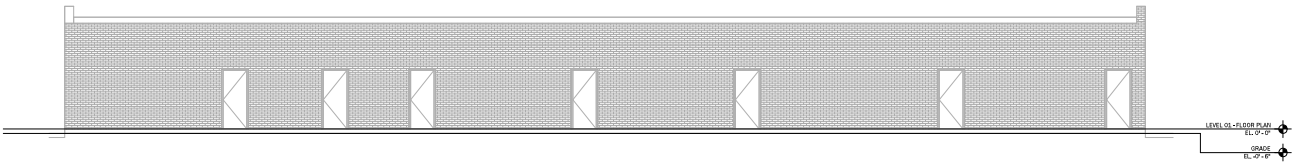

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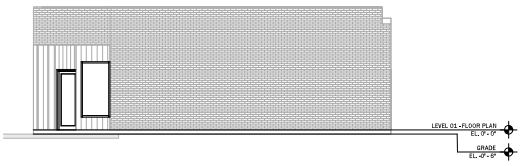

4 A200 **WEST ELEVATION**
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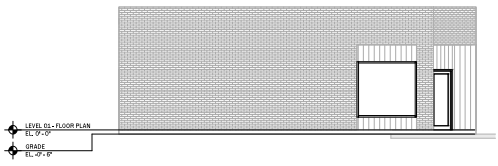

3 A200 **EAST ELEVATION**
SCALE: 3/16" = 1'-0"

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401- 431 Shepherd St W

Zoning Bylaw Amendment

Flipping Nuts Inc.
(c/o Dan Carlini)

Revisions

Revision Date	Revision Description

Drawn: B SMITH
Checked: B SMITH
Approved: B SMITH
Bidpak Number:

Preliminary
Construction
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Use figured dimensions only

Job Number: 00-000
Title: ELEVATIONS

Sheet: A300

ISSUED FOR REFERENCE ONLY

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APPENDIX “B”

Site Photos (Google Street View - November 2023)

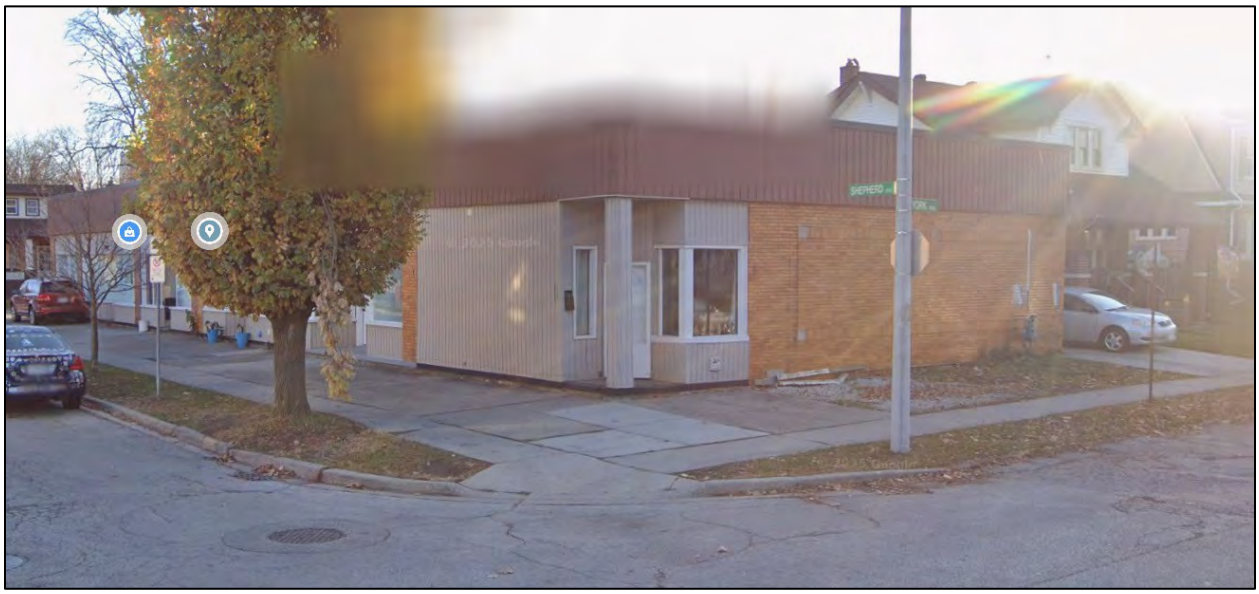


Figure 1 - Looking east towards the subject property from the intersection of Shepherd St W & York St

Figure 2 - Looking west towards the subject property from the intersection of Shepherd St W & Church St

APPENDIX "C"

Excerpts from Provincial Planning Statement 2024 (PPS)

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities

2.1 Planning for People and Homes

6. Planning authorities should support the achievement of complete communities by:
    a. accommodating an appropriate range and mix of land uses, housing options, … to meet long-term needs;
    b. improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and

2.2 Housing

1. Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:

    a. permitting and facilitating:

        1. 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;

    b. promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and
    c. requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.

2.3 Settlement Areas and Settlement Area Boundary Expansions

2.3.1 General Policies for Settlement Areas

1. Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.
2. Land use patterns within settlement areas should be based on densities and a mix of land uses which:

    a. efficiently use land and resources;

b. optimize existing and planned infrastructure and public service facilities;
c. support active transportation;
d. are transit-supportive, as appropriate; and

3. Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.

2.9 Energy Conservation, Air Quality and Climate Change

1. Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate through approaches that:

    a. support the achievement of compact, transit-supportive, and complete communities;

Chapter 3: Infrastructure and Facilities

3.6 Sewage, Water and Stormwater

2. Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. For clarity, municipal sewage services and municipal water services include both centralized servicing systems and decentralized servicing systems.

APPENDIX "D"

Excerpts from the Official Plan

3 Development Strategy

3.2 Growth Concept

3.2.1 Safe, Caring and Diverse Community

NEIGHBOURHOOD HOUSING VARIETY

3.2.1.2 Encouraging a range of housing types will ensure that people have an opportunity to live in their neighbourhoods as they pass through the various stages of their lives. Residents will have a voice in how this new housing fits within their neighbourhood. As the city grows, more housing opportunities will mean less sprawl onto agricultural and natural lands.

6. Land Use

6.1 Goals

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

NEIGHBOURHOODS 6.1.1 Safe, caring and diverse neighbourhoods.

RESIDENTIAL 6.1.3 Housing suited to the needs of Windsor's residents.

RESIDENTIAL INTENSIFICATION 6.1.14 To direct residential intensification to those areas of the City where transportation, municipal services, community facilities and goods and services are readily available. **(added by OPA #159 – APPROVED July 11, 2022, B/L# 100-2022)**

6.2 General Policies

TYPES OF DEVELOPMENT PROFILE 6.2.1.2 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;

TYPES OF DEVELOPMENT PATTERN 6.2.1.3 For the purpose of this Plan, Development Pattern refers to an area bounded by the nearest Collector and/or Arterial roads and/or other major linear physical features. Accordingly, two categories of Development Pattern are provided for:

(a) a Neighbourhood which exhibits a characteristic lotting and/or development profile; and

6.3 Residential

The lands designated as “Residential” on Schedule D: Land Use provide the main locations for housing in Windsor outside of the City Centre Planning District. In order to develop safe, caring and diverse neighbourhoods, opportunities for a broad range of housing types and complementary services and amenities are provided.

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

6.3.1 Objectives

RANGE OF FORMS & TENURES 6.3.1.1 To support a complementary range of housing forms and tenures in all neighbourhoods.

NEIGHBOURHOODS 6.3.1.2 To promote compact neighbourhoods which encourage a balanced transportation system.

6.3.2 Policies

In order to facilitate the orderly development and integration of housing in Windsor, the following policies shall apply.

PERMITTED USES 6.3.2.1 Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low Profile, and Medium Profile dwelling units.

ANCILLARY USES 6.3.2.2 In addition to the uses permitted above, Council will encourage the achievement of diverse and self-sufficient neighbourhoods by permitting the following ancillary uses in areas designated Residential on Schedule D: Land Use without requiring an amendment to this Plan:

(c) Neighbourhood Commercial uses subject to the provisions of policy 6.3.2.9;

TYPES OF LOW PROFILE HOUSING 6.3.2.3 For the purposes of this Plan, Low Profile housing development is further classified as follows:

(a) small scale forms: single detached, semi-detached, duplex and row and multiplexes with up to 8 units; and

LOCATIONAL CRITERIA 6.3.2.4

Residential intensification shall be directed to the Mixed Use Nodes and areas in proximity to those Nodes. Within these areas Medium Profile buildings, up to four (4) storeys in height shall be permitted. These taller buildings shall be designed to provide a transition in height and massing from low-profile areas.

New residential development and intensification shall be located where:

(a) There is access to a collector or arterial road;
(b) Full municipal physical services can be provided;
(c) Adequate community services and open spaces are available or are planned; and
(d) Public transportation service can be provided.

(Added by OPA #159 – APPROVED July 11, 2022, B/L# 100-2022)

EVALUATION CRITERIA FOR A NEIGHBOURHOOD DEVELOPMENT PATTERN 6.3.2.5

At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed residential development within an area having a Neighbourhood development pattern is:

(a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:

(iv) where traffic generation and distribution is a provincial or municipal concern; and

(c) In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas.;

(d) provided with adequate off street parking;

(e) capable of being provided with full municipal physical services and emergency services; and

NEIGHBOURHOOD COMMERCIAL DEFINITION 6.3.2.8

For the purposes of this Plan, Neighbourhood Commercial uses include commercial uses which are intended to primarily serve the day to day needs of residents within the immediate neighbourhood or neighbourhoods;

(Added by OPA #106 – November 6, 2015, B/L 143-2015)

NEIGHBOURHOOD COMMERCIAL EVALUATION CRITERIA 6.3.2.9 Neighbourhood Commercial uses shall be encouraged to locate in Mixed Use Corridors and Mixed Use Nodes as shown on Schedule D. Ideally, these uses would form part of a multi-use building with residential uses located above or behind the non-residential uses on the street front. **(Added by OPA #159 – APPROVED July 11, 2022, B/L# 100-2022)**

At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed Neighbourhood Commercial development within a designated Residential area is:

(a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:

(iv) where traffic generation and distribution is a provincial or municipal concern;

(vi) where market impact is identified as a municipal concern;

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

(d) capable of being provided with full municipal physical services and emergency services; and

(e) provided with adequate off-street parking.

(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. **(Added by OPA #159 – APPROVED July 11, 2022, B/L# 100-2022)**

ANCILLARY USE DESIGN GUIDELINES 6.3.2.10 The following guidelines shall be considered when evaluating the proposed design of an ancillary use:

(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:

(ii) the separation between the use and adjacent uses, where appropriate;

11 Tools

This chapter was amended as part of Official Plan Amendments #84 as part of a 5-year review of the Official Plan. Official Plan Amendment #84 was approved by the Ministry of Municipal Affairs and Housing on 07/09/2012.

11.6 Zoning

A municipality can regulate the use and development of lands, buildings and other structures under the zoning provisions of the *Planning Act*.

11.6.1 Objectives

COMPATIBLE USES 11.6.1.2 To ensure compatibility between land uses.

11.6.3 Zoning By-law Amendment Policies

AMENDMENTS MUST CONFORM 11.6.3.1 All amendments to the Zoning By-law(s) shall conform with this Plan. The Municipality will, on each occasion of approval of a change to the zoning by-law(s), specify that conformity with the Official Plan is maintained or that the change will be in conformity upon the coming into effect of an amendment to the Official Plan.

REVIEW PROCEDURE 11.6.3.2 All applications for Zoning By-law amendments shall be processed in accordance with the provisions of the *Planning Act*, and regulations pursuant thereto, and the procedural requirements of this Plan. In general, after an applicant's pre-application consultation meeting with municipal staff and submission of an application that is determined to be complete, all applications shall: **Added by OPA 65 – 10/22/2007– By-law 192-2007**

(a) Be circulated to appropriate agencies and those agencies be provided with sufficient time to respond; **Added by OPA 65 – 10/22/2007– By-law 192-2007**

(b) Be advertised and be presented to the public and the views of the public ascertained at a public meeting to be held in accordance with the Planning Act; and **Added by OPA 65 – 10/22/2007– By-law 192-2007**

(c) Be given due and thorough consideration by Council. **Added by OPA 65 – 10/22/2007– By-law 192-2007**

EVALUATION CRITERIA 11.6.3.3 When considering applications for Zoning By-law amendments, Council shall consider the policies of this Plan and will, without limiting the generality of the foregoing, consider such matters as the following:

(a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II: Secondary Plans & Special Policy Areas and other relevant standards and guidelines;

(b) Relevant support studies;

(c) The comments and recommendations from municipal staff and circularized agencies;

(d) Relevant provincial legislation, policies and appropriate guidelines; and

(e) The ramifications of the decision on the use of adjacent or similar lands.

APPENDIX "E"

Excerpts from Zoning By-law 8600

City of Windsor Zoning By-law 8600

SECTION 14 - COMMERCIAL DISTRICTS 1. (CD1.)

14.3 COMMERCIAL DISTRICT 1.3 (CD1.3)

14.3.1 PERMITTED USES

Business Office

Child Care Centre

Commercial School

Food Outlet - Take-out

Medical Office

Personal Service Shop

Professional Studio

Repair Shop - Light

Restaurant

Retail Store

Dwelling Units in a Combined Use Building with any one or more of the above uses

Double Duplex Dwelling

Duplex Dwelling

Semi-Detached Dwelling

Single Unit Dwelling

Tourist Home

Any use accessory to the preceding uses. An Outdoor Storage Yard is prohibited.

14.3.5 PROVISIONS

.4	Building Height – maximum	7.50 m
.8	Landscaped Open Space Yard – minimum	15.0% of lot area
.10	Gross Floor Area – maximum	
	For each Business Office, Food Outlet - Takeout, Medical Office, Personal Service Shop, Professional Studio, Repair Shop - Light, Restaurant or Retail Store:	250.0 m^2

.50 For a Combined Use Building or a Tourist Home and any use accessory thereto, the following additional provisions shall apply:

a)	Lot Coverage – maximum	45.0 %
b)	Main Building Height – maximum	10.0 m
c)	Front Yard Depth – minimum	6.0 m
d)	Rear Yard Depth – minimum	7.50 m
e)	Side Yard Width – minimum	1.20 m

.55 For a *Combined Use Building*, a *parking space* in a *rear yard* shall be located a minimum of 4.50 m from the rear wall of the *Combined Use Building*, save and except for a *parking space* situated entirely within a *main building* or an *accessory building*.

.60 A *Double Duplex Dwelling*, *Duplex Dwelling*, *Semi-Detached Dwelling*, or *Single Unit Dwelling*, and any use accessory to the preceding uses, shall comply with the appropriate provisions of Section 11.2.5.

.90 A *parking space* in a *front yard* is prohibited.

APPENDIX "F"
Consultations

CALDWELL FIRST NATION COMMUNITY

No comments provided

ENGINEERING - DEVELOPMENT

Development has no objection or special provisions for this rezoning application.

[Shannon Mills - Technologist III]

Comments to Stage 2 Planning Consultation Application

Sewers

The site may be serviced by a 450mm combined sewer and a 900mm storm sewer located within Shepherd Street 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.

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.

If you have any further questions or concerns, please contact Jaegar King, of this department at jking@citywindsor.ca.

[Juan Paramo - Development Engineer]

ENGINEERING - R.O.W.

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.
    a. Modify drawings to include all sewer connections and water services.
    b. Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.
2. Encroachment Agreement - There are existing items encroaching into the right-of-way, which require either removal or an encroachment agreement to legalize said items.

a. Modify drawings to remove encroaching items or identify that an encroachment agreement with the City of Windsor will be required for the extra paving on the right-of-way.

Right-of-Way Permit Requirements

CCTV Sewer Inspection - The Owner further agrees to provide at its entire expense, and to the satisfaction of the City Engineer, a video inspection, of any existing connections proposed for reuse to ensure the suitability of the connection for use in accordance with City of Windsor Standard Specifications S-32 CCTV Sewer Inspection

Encroachment Agreement - The owner agrees to submit application for and execute an agreement with the Corporation for the existing encroachments into the right-of-way (concrete paving) to the satisfaction of the City Engineer or remove said items and restore the boulevard as per BP 3.2.2.2.

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.

If you have any further questions or concerns, please contact Thomas Huynh, of this department at thuynh@citywindsor.ca.

[Mark Schaffhauser - Technologist III]

ENWIN UTILITIES LTD. - HYDRO ENGINEERING

Comments to Stage 1 Planning Consultation Application

No Objection provided clearances are maintained from our distribution infrastructure.

Please note the following distribution and services:

- Overhead 27kV primary distribution pole line and associated down guy wires/anchors across the street to the north of noted property
- Overhead 120/240V Secondary Triplex distribution, across the street to the north of noted property.
- Overhead 120V Streetlight duplex, adjacent to the West side of the building
- Overhead 120V Streetlight duplex, across the street to the East of the noted property.
- Overhead 1 phase transformer, across the street to the north of the noted property.

- Overhead 120/240V secondary Triplex serving multiple addresses to the South of the noted property.
- Overhead 120/240V secondary triplex serving the above noted property

Proposed buildings and/or building additions must have adequate clearance requirements from all hydro distribution and services.

We recommend referring to the Occupational Health and Safety Act for minimum safe limits of approach during construction and the Ontario Building Code for adequate clearance requirements for New Buildings and/or Building Additions.

[Tia McCloskey - Hydro Engineering Technologist]

ENWIN UTILITIES LTD. - WATER ENGINEERING

Comments to Stage 1 Planning Consultation Application

ENWIN Water has no objections.

[Bruce Ogg - Water Project Review Officer]

FORESTRY

Comments to Stage 1 Planning Consultation Application

There are 5 City owned trees on the property

There are NO privately owned trees on the property

Forestry has NO concerns at this time regarding the request for a Zoning By-law Amendment.

Based on the site plan provided, it appears no major exterior renovations are proposed, and the existing building area will remain the same. However, if the proposed construction / development requires underground work, utility installation etc. that could impact the 5-city trees and surrounding root zones forestry must be notified.

The owner/developer may be requested to provide a detailed tree inventory for 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 close proximity (5 meters) to the property lines. The inventory should identify ownership and provide sub-meter accuracy GPS location, species, diameter (DBH) and condition for each tree. For trees in proximity to a roadway, less than 10m, GPS location should be taken on the nearest road-side of the tree. Indication should be made for each tree if it is to be preserved & protected or removed during development. A qualified Arborist, Urban Forester or Landscape Architect should conduct the tree survey.

Forestry will require detailed site plans prior to construction that show adequate Tree Root protection zones for each individual tree if they are to be preserved on-site and those in proximity on adjacent lots through the development process. Basic Tree protection includes exclusion fencing at the 'drip-line +1 meter' distance for each tree. Full details regarding the size of protection area required, the permitted activity within the protection zone and the type of fencing for protection zones can be provided by Forestry. City Trees are protected from damages and removal under City by-law 135-2004 and 131-2019.

If the trees are not to be preserved or cannot be adequately protected through the development process a request must be made that specific trees be removed. A Removal & Canopy Replacement costs may be calculated based on cost-to-remove and a Diameter-for-Diameter replacement ratio for both City owned and Private trees.

If individual trees are initially identified to be preserved and provided with Protection zones but are damaged or encroached upon during construction, then Removal and Replacement costs will apply.

Forestry requests the opportunity to review future landscaping plans in order to provide comment and suggestion regarding new tree species selection, stock types and long - term tree care that would enhance tree survival, performance and aesthetics on-site and would maximize future on-site Tree Canopy and City-wide Tree Canopy Resilience.

[Mitchell Schinkel - Forestry Supervisor]

PARKS DESIGN & DEVELOPMENT

Comments to Stage 1 Planning Consultation Application

Natural Areas has no concerns with the re-zoning.

If the development process leads to the necessary removal of trees, Site Plan Control must include regard to Breeding Birds:

- Active nests of most bird species are protected under the Migratory Birds Convention Act (1994), the Fish and Wildlife Conservation Act (1997), and/or the Endangered Species Act (2007)
- Active nests, i.e., nests occupied by an adult bird, chick, and/or viable egg, must not be disturbed or removed
- The breeding bird window for southwestern Ontario is April 1st – August 31st
- To prevent potential harm to nests, any vegetation disturbance should occur outside of the breeding bird window
- Should disturbance be unavoidable during this window, surveys for nests must be completed by a Qualified Professional immediately prior to (i.e., within 48 hours) site alteration

- If an active nest is found, it should remain unharmed, protected by a buffer zone, until the young have permanently left the vicinity of the nest.

[Karen Alexander - Naturalist and Outreach Coordinator]

PLANNING DEPARTMENT - HERITAGE

Comments to Stage 1 Planning Consultation Application

There is no apparent built heritage concern with this property, and it is not located within an Archaeological Potential Zone (APZ). Nevertheless, the Applicant should be notified of the following archaeological precaution.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Building Department, the City's Manager of Culture and Events, and the Ontario Ministry of Citizenship and Multiculturalism must be notified and confirm satisfaction of any archaeological requirements before work can recommence.
2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Citizenship and Multiculturalism and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Citizenship and Multiculturalism.

Contacts:

Windsor Planning & Building Department:

519-255-6543 x6179, ttang@citywindsor.ca, planningdept@citywindsor.ca

Windsor Manager of Culture and Events (A):

Michelle Staadegaard, (O) 519-253-2300x2726, (C) 519-816-0711, mstaadegaard@citywindsor.ca

Ontario Ministry of Citizenship and Multiculturalism
Archaeology Programs Unit, 1-416-212-8886, Archaeology@ontario.ca

Windsor Police: 911

Ontario Ministry of Government & Consumer Services

A/Registrar of Burial Sites, War Graves, Abandoned Cemeteries and Cemetery Closures, 1-416-212-7499, Crystal.Forrest@ontario.ca

[Tracy Tang - Heritage Planner]

PLANNING DEPARTMENT - LANDSCAPE ARCHITECT

Comments to Stage 1 Planning Consultation Application

As requested, the materials for the file titled above have been reviewed, and comments are listed below.

1. The applicant would have to demonstrate that they can provide the required 15% landscape lot coverage.
2. The existing concrete within the north boulevard currently encroaches the City right of way and would be required to be restored to grass.
3. The boulevards to the east and west along Church St and York St shall be maintained as softscape.
4. New 70mm deciduous trees shall be provided within the boulevards of York St, Shepherd St W, and Church St at an interval of one tree per 10m of frontage where space permits.
5. Landscape Architecture comments are in general agreement with Forestry comments.

Recommendations:

1. Pedestrian connections should be provided from building entrances/exits to the municipal sidewalk along Shepherd St W.

[Ryan Gardiner-Upton - Landscape Architect]

PLANNING DEPARTMENT - SITE PLAN CONTROL

Comments to Stage 1 Planning Consultation Application

Site Plan is not applicable for this proposed development pursuant to the Planning Act and City of Windsor By-law 1-2004.

[Jacqueline Cabral - Clerk Steno]

TRANSIT WINDSOR

Comments to Stage 1 Planning Consultation Application

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Dougall 6. The Dougall 6 has a peak weekday frequency of 40 minutes. The closest existing bus stop to this property is located on Bruce at Shepherd Northeast Corner. This bus stop is approximately 140 metres from this property falling within Transit Windsor's 400 metre walking distance guidelines to a bus stop. Transit Windsor's City Council approved 2025 Service Plan has the Dougall 6 being replaced by a new secondary route. This secondary route will have a peak

weekday frequency of 15 minutes enhancing transit services for this area. This is consistent with Transit Windsor's City Council approved Transit Master Plan.

[Jason Scott - Manager of Transit Planning]

TRANSPORTATION PLANNING

Comments to Stage 1 Planning Consultation Application

All parking must comply with ZBL 8600, otherwise a Parking Study is required.

Prior to proceeding to provide the parking study applicant must contact the Transportation Planning for the specific scope of the parking study.

Comments to Stage 2 Planning Consultation Application

Transportation concern was how changing commercial use to residential will affect the neighbourhood since the peak hour of the residential use differs from commercials'. The study conducted the survey during the residential peak parking demand and confirmed on-street parking availability. Therefore, we do not have further concern.

[Elara Mehrilou - Transportation Planner I]

WALPOLE ISLAND FIRST NATION

No comments provided

APPENDIX "G"

Draft Amending By-law

BY-LAW NUMBER -2026

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the day of , 2026.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March 1986, as heretofore amended:

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

1. That Section 91.10 of said by-law is amended by adding the following clause:

21. **SOUTH SIDE OF SHEPHERD STREET WEST BETWEEN YORK STREET AND CHURCH STREET**

For the lands comprising of Lot 107 & Part of Lot 108, Plan 652 (PIN 01184-0428 LT), for a *Combined Use Building* the following additional provisions shall apply:

a) *Lot Coverage*: *maximum* As *Existing*

b) *Front Yard Depth*: *minimum* As *Existing*

c) *Rear Yard Depth*: *minimum* As *Existing*

d) *Side Yard Width*: *minimum* As *Existing*

[ZDM 7; ZNG/7345]

2. That said by-law is further amended by amending the Zoning District Maps shown in Column 2 by changing the zoning symbol of the lands described in Column 3 from that shown in Column 4 to that shown in Column 5:

1. Item Number	2. Zoning District Map	3. Lands Affected	4. Current Zoning Symbol	5. New Zoning Symbol
1	7	Lot 107 & Part of Lot 108, Plan 652; PIN 01184-0428 LT (located on the south Side of Shepherd Street West between York Street and Church Street; Roll No 040-570-04300)	CD1.3	CD1.3x(21)

DREW DILKENS, MAYOR

CLERK

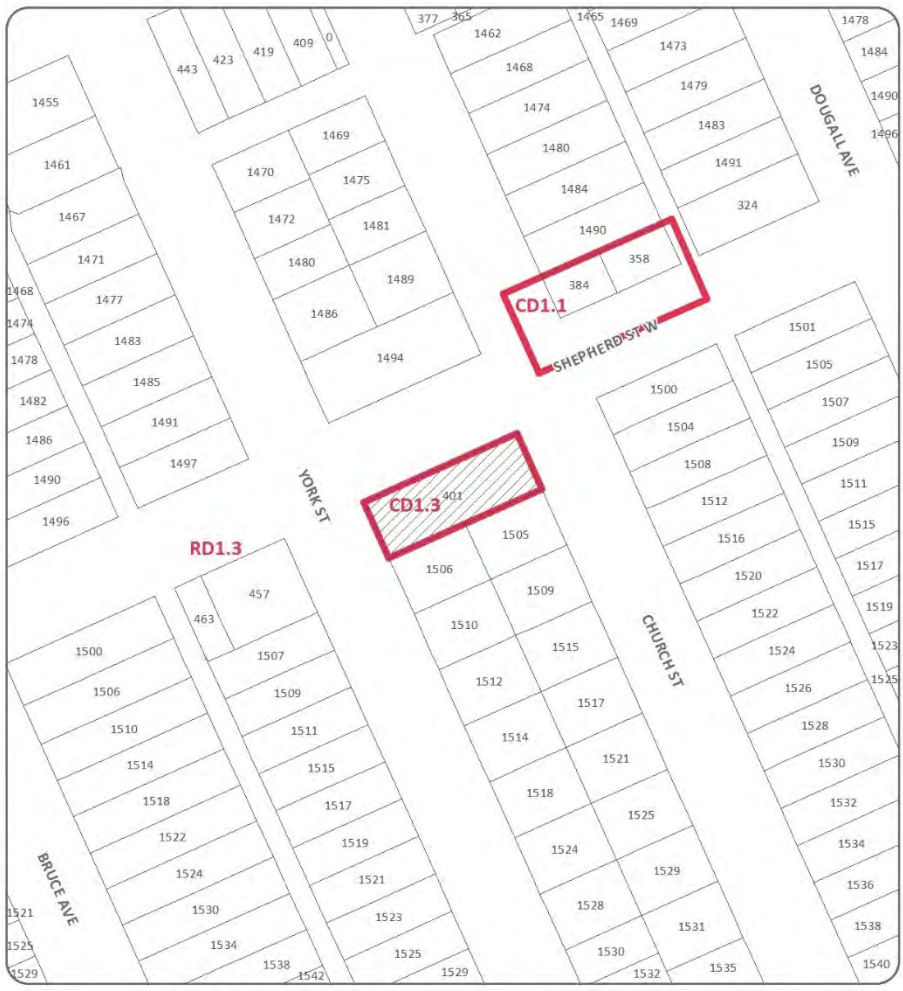
First Reading , 2026
Second Reading , 2026
Third Reading , 2026

SCHEDULE 2

1. By-law _____ has the following purpose and effect:

   To amend the zoning of the lands located on the south Side of Shepherd Street West between York Street and Church Street, described as Lot 107 & Part of Lot 108, Plan 652, PIN 01184-0428 LT, to allow for interior and exterior alterations to a vacant one storey, seven unit commercial building for the purpose of establishing a Combined Use Building containing one commercial unit and five townhome dwelling units. The amending by-law changes the zoning on the subject land by adding a zoning exception to recognize the existing non-conforming lot coverage, front yard depth, rear yard depth, and side yard width.

2. Key map showing the location of the lands to which the By-law _____applies.



PART OF ZONING DISTRICT MAP 7

N.T.S.

SCHEDULE 2

Applicant: Flipping Nuts Inc.

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : DECEMBER, 2025
FILE NO. : Z-036/25, ZNG/7345

Committee Matters: SCM 49/2026

Subject: Rezoning - 1360 & 1376 Howard Ave - Z-037/25 ZNG/7349 - Ward 4

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

Decision Number: **DHSC 799**

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

19. **SOUTHEAST CORNER OF HOWARD AVENUE AND OTTAWA STREET**

For the lands comprising Plan 128 PT Lot 13; Corner; Plan 128 N PT Lot 14; Plan 936 PT Lot 19; PIN 01163-0214, 01163-0217, 01163-0511, a *Stacked Dwelling* shall be an additional permitted *main use*, and for a *Multiple Dwelling* having five or more *dwelling units* or a *Stacked Dwelling*, the following additional provisions shall apply:

a) *Lot Area*: *minimum*: 1,900 m^2
b) *Lot Coverage*: *maximum* 40% of *lot area*
c) The *Front Yard* Depth, *Rear Yard* Depth, *Side Yard* Width provisions in Section 12.1.5 shall not apply
d) *Building* Setback:
    1. From an *exterior lot line* abutting Lillian Avenue: *minimum* 6.0 m
    2. From any other *exterior lot line*: *minimum* 0.0 m
    3. From an *interior lot line*: *minimum* 2.20 m
e) *Landscaped Area*: *minimum* 30.0% of lot area
f) Required *Parking Spaces*: *minimum*: 1 for each *dwelling unit*
g) Required *Visitor Parking Spaces*: 0
h) Notwithstanding Sections 24.20.10 and 24.22.10, each *parking space* or *visitor parking space* shall have a *minimum* length of 5.5 m and a *minimum* width of 2.5 m
i) Notwithstanding Clause .2 in Table 25.5.20.1, the minimum parking area separation of a parking area from Ottawa Street shall be 1.5 m
j) Notwithstanding Section 25.5.30.4, each lane shall have a minimum width of 3.0 m

[ZDM 7; ZNG/7349]

2. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of the lands comprising Plan 128 PT Lot 13; Corner; Plan 128 N PT Lot 14; Plan 936 PT Lot 19; PIN 01163-0214, 01163-0217, 01163-0511; situated southeast corner of Howard Avenue and Ottawa Street, (Roll No. 030-330-08700 & 030-330-08900), from RD1.3, RD2.2, and CD2.6 to RD3.1x(19).

3. THAT the Site Plan Approval Officer **BE DIRECTED** to review the comments from municipal departments and external agencies in Appendix B to Report S 146/2025.

Carried.

Report Number: S 146/2025
Clerk's File: Z/15075

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 February 2, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260203/-1/10608

Subject: Rezoning - 1360 & 1376 Howard Ave - Z-037/25 ZNG/7349 - Ward 4

Reference:

Date to Council: February 2, 2026
Author: Adam Szymczak, MCIP, RPP
Senior Planner - Development
519-255-6543 x6250
aszymczak@citywindsor.ca

Planning & Building Services
Report Date: 12/30/2025
Clerk's File #: Z/15075

To: Mayor and Members of City Council

Recommendation:

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

19. **SOUTHEAST CORNER OF HOWARD AVENUE AND OTTAWA STREET**

For the lands comprising Plan 128 PT Lot 13; Corner; Plan 128 N PT Lot 14; Plan 936 PT Lot 19; PIN 01163-0214, 01163-0217, 01163-0511, a *Stacked Dwelling* shall be an additional permitted *main use*, and for a *Multiple Dwelling* having five or more *dwelling units* or a *Stacked Dwelling*, the following additional provisions shall apply:

a) *Lot Area*: *minimum*: 1,900 m^2
b) *Lot Coverage*: *maximum* 40% of *lot area*
c) The *Front Yard* Depth, *Rear Yard* Depth, *Side Yard* Width provisions in Section 12.1.5 shall not apply
d) *Building* Setback:
    1. From an *exterior lot line* abutting Lillian Avenue: *minimum* 6.0 m
    2. From any other *exterior lot line*: *minimum* 0.0 m
    3. From an *interior lot line*: *minimum* 2.20 m
e) *Landscaped Area*: *minimum* 30.0% of lot area
f) Required *Parking Spaces*: *minimum*: 1 for each *dwelling unit*
g) Required *Visitor Parking Spaces*: 0
h) Notwithstanding Sections 24.20.10 and 24.22.10, each *parking space* or *visitor parking space* shall have a *minimum* length of 5.5 m and a *minimum* width of 2.5 m

i) Notwithstanding Clause .2 in Table 25.5.20.1, the minimum parking area separation of a parking area from Ottawa Street shall be 1.5 m

j) Notwithstanding Section 25.5.30.4, each lane shall have a minimum width of 3.0 m

[ZDM 7; ZNG/7349]

2. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of the lands comprising Plan 128 PT Lot 13; Corner; Plan 128 N PT Lot 14; Plan 936 PT Lot 19; PIN 01163-0214, 01163-0217, 01163-0511; situated southeast corner of Howard Avenue and Ottawa Street, (Roll No. 030-330-08700 & 030-330-08900), from RD1.3, RD2.2, and CD2.6 to RD3.1x(19).
3. THAT the Site Plan Approval Officer **BE DIRECTED** to review the comments from municipal departments and external agencies in Appendix B to Report S 146/2025.

Executive Summary:

N/A

Background:

Application Information

Location: 1360 & 1376 Howard Avenue

Legal: Plan 128 PT Lot 13; Corner; Plan 128 N PT Lot 14; Plan 936 PT Lot 19; PIN 01163-0214, 01163-0217, 01163-0511

Roll No. 030-330-08700 & 030-330-08900

Ward: 4 **Planning District:** Walkerville **Zoning District Map**: 7

Applicant: Masotti Construction Inc. (Andi Shallvari)

Owner: Butterfield Holdings Limited (Ryan Eagen)

Agent: Siv-ik Planning and Design Inc. (Lauren Sooley)

Proposal: Construct one Multiple Dwelling with a maximum building height 14.0 m over 4-storeys containing 25 dwelling units, 25 parking spaces in a parking area with one access area to Lillian Street.

Submissions: All documents are available online on the City's website.

Attached to Report S 146/2025: Concept Plan (Appendix A)

Not attached to Report S 146/2025: Application for Zoning By-law Amendment; Acoustic Study; Functional Servicing Study (FSR); Parking Justification Study; Planning Rationale Report (PRR)

Site Information: All measurements are approximate

OFFICIAL PLAN	ZONING BY-LAW 8600	CURRENT USE	PREVIOUS USE
Mixed Use Corridor	RD1.3, RD2.2, CD2.6	Automobile Sales Lot	N/A
LOT FRONTAGE HOWARD AVE	**LOT DEPTH**	**LOT AREA**	**LOT SHAPE**
37.6 m	59.3 m	1,950 m^2	Irregular

Neighbourhood:

Section 1.4 of the Applicant's PRR provides a detailed overview of the surrounding area. The subject parcel is located within a predominantly low-profile residential neighbourhood. Significant land uses include cemeteries to the west, north, and east. Industrial and commercial uses are concentrated to the west and southwest along Howard Avenue, Mercer Street, and McDougall Street. Ottawa Street, east of Marentette Avenue, functions as a major commercial corridor featuring restaurants, retail stores, medical offices, and financial institutions. Tecumseh Road, a major east-west arterial with commercial development, is situated approximately 1 km to the south.

Gignac Park lies about 410 m southeast between Shepherd and Hanna, east of Howard Avenue, while Lanspeary Park is located approximately 625 m east at Ottawa and Langlois. Nearby schools include Prince Edward Public School, James L. Dunn Public School, and St. Angela Catholic Elementary School. Numerous places of worship are located within 1 km of the subject parcel.

Howard Avenue is classified as a **Class II Arterial Road** and a **Civic Way**, featuring at least two travel lanes, on-street parking, and sidewalks. Ottawa Street is a **Class I Collector Road** and a **Mainstreet**, with two travel lanes, bike lanes, on-street parking, and sidewalks. The intersection of Howard Avenue and Ottawa Street is signalized. Lillian Avenue is a **Local Road** with two travel lanes, on-street parking on the west side, and sidewalks.

Public transit is currently provided by the Ottawa 4 bus route, which operates with a weekday peak frequency of 20 minutes. This route will be replaced by secondary Route 200, offering a peak weekday frequency of 30 minutes, coinciding with the completion of Transit Windsor's new east-end terminal. The nearest bus stop is approximately 460 m away at Giles and Howard (southwest corner), slightly beyond Transit Windsor's 400 m walking distance guideline. This will remain unchanged with the implementation of Route 200.

The Transit Master Plan also proposes a new primary route along Howard Avenue, which would provide direct transit access to the development; however, the timeline for implementation is currently unknown.

Figure 1: Key Map

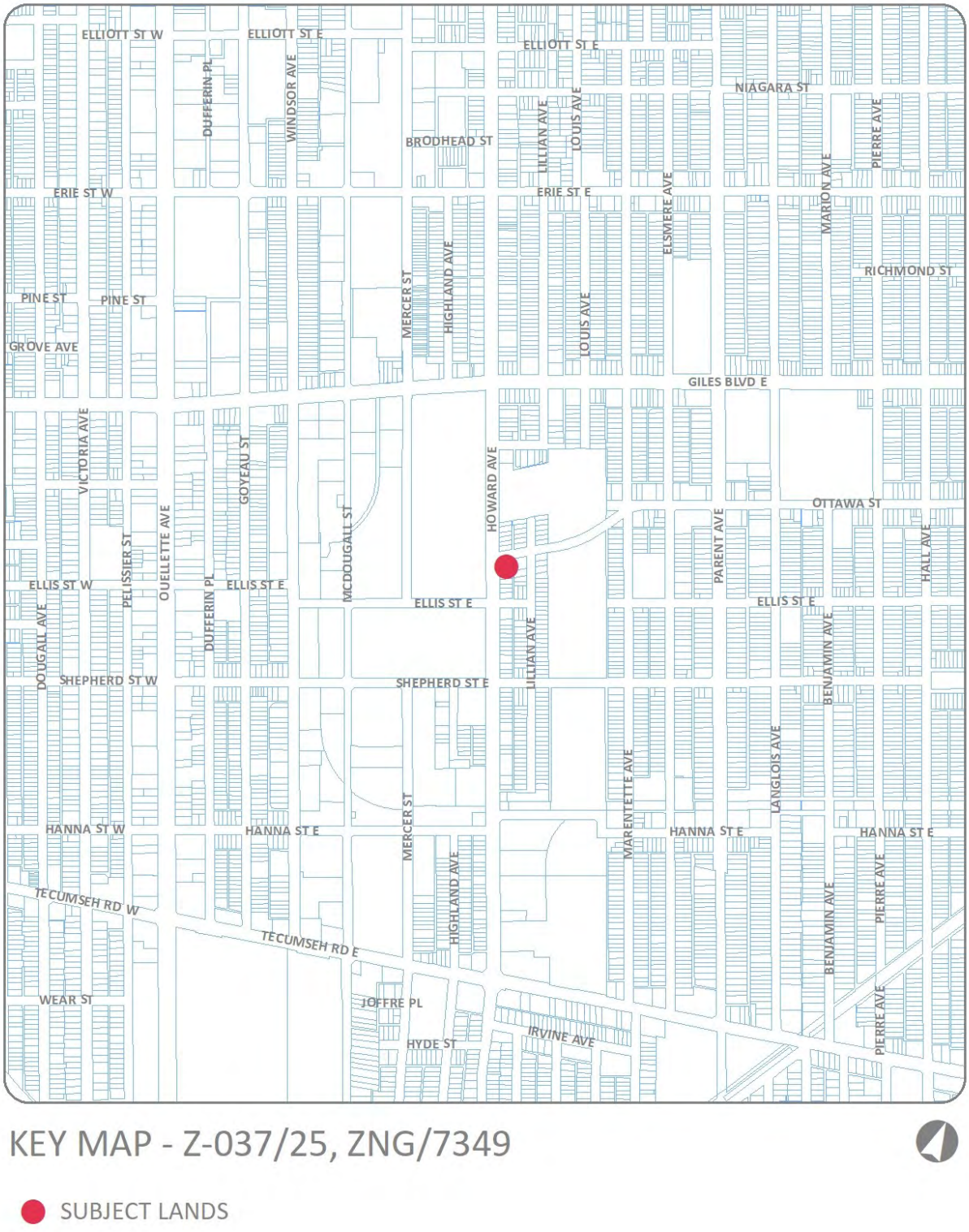
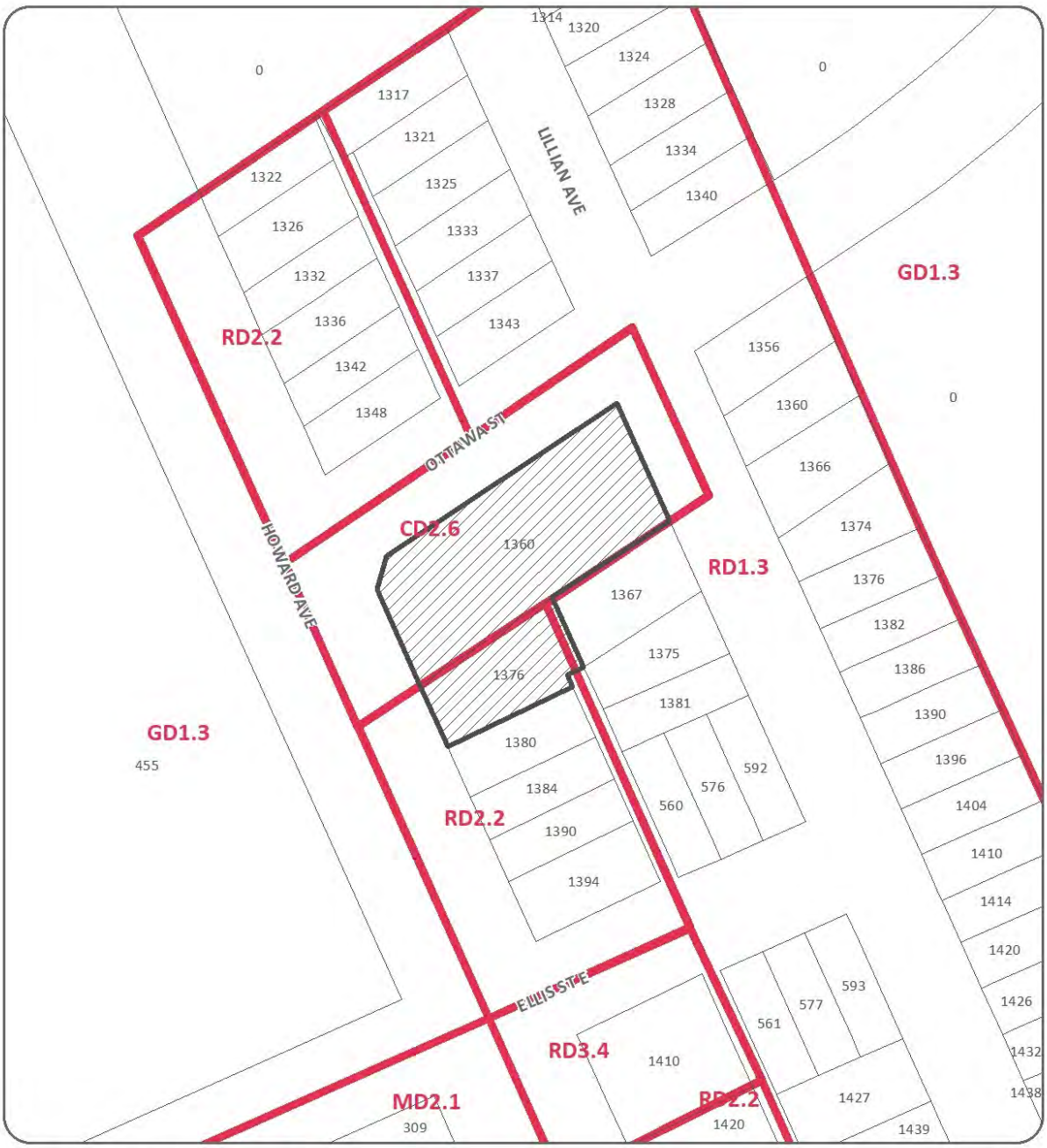


Figure 2: Subject Parcel - Rezoning



PART OF ZONING DISTRICT MAP 7

N.T.S.

REQUESTED ZONING AMENDMENT

Applicant: Masotti Construction Inc.

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : DECEMBER, 2025
FILE NO. : Z-037/25, ZNG/7349

Figure 3: Neighborhood Map

NEIGHBOURHOOD MAP - Z-037/25, ZNG/7349

SUBJECT LANDS

Discussion:

Planning Rationale Report (Siv-ik Planning and Design Inc., November 7, 2025)

City of Windsor Planning and Development Services concurs with the overall analysis in the Planning Rationale Report (PRR).

Functional Servicing Study (FSR) (Baird AE, September 19, 2025)

Engineering Services notes that the FSR demonstrates "*that the municipal sewer system downstream has adequate capacity and confirms that the development will not result in adverse impacts on the surrounding areas*". However, they require additional information regarding the proposed orifice plate, including size, locations, and calculations, as well as proposed stormwater storage onsite. Further the site servicing drawings must be stamped by a professional engineer. Stormwater management and sanitary flows will be finalized during Site Plan Control and building permit stages.

Parking Justification Study (Baird AE, November 11, 2025)

The study states that proposed development is deficient by six parking spaces and that the "*shortfall will be mitigated through the implementation of Transportation Demand Management (TDM) measures, which are expected to reduce private vehicle dependence and promote sustainable travel options*". It is noted that "*proximity to public transit and the inclusion of on-site permanent bicycle parking support Transportation Demand Management (TDM) strategies, encouraging sustainable travel choices and helping to mitigate the reduced parking supply*".

Acoustic Study (Baird AE, September 18, 2025)

The Acoustic Study identifies mitigation measures requirements in Section 4. Section 5 lists the recommendations of the consultant. The study concludes that the implementation of the identified mitigation measures, the development "*will be designed to address impacts from the surrounding noise sources*". The mitigation measures will be implemented through the site plan control and building permit processes.

Provincial Planning Statement 2024 (PPS 2024):

Section 6.1 in the PRR provides a brief analysis of the PPS 2024. The PRR states that the proposed development "*is located within a designated Urban Centre and is an optimal location for intensification and redevelopment*" and introduces a "*new type of housing to the area in the form of apartment buildings*". The PRR concludes that the proposed development is consistent with the PPS 2024. City of Windsor Planning & Development Services concurs with the PPS 2024 analysis in the PRR.

Official Plan (OP):

The parcel has a designation of **Mixed Use Corridor** on Schedule D: Land Use in the OP. Section 6.2 in the PRR submitted by the Applicant has a review and analysis of appropriate Official Plan policies. The PRR states that the site "*addresses the key locational criteria for development outlined in the City of Windsor Official Plan*", "*is located within an established neighbourhood in the City of Windsor which has access to full municipal services and emergency services*" and that the proposed parking rate is sufficient. City of Windsor Planning and Development Services concurs with the analysis in the PRR and that the recommended amendment to Zoning By-law 8600 conforms to the overall policy direction of the OP.

City of Windsor Intensification Guidelines:

Section 2.3 of the PRR reviews applicable intensification policies. The site is within a **Mixed Use Corridor**, intended for mixed-use and transit-supportive development. Guidelines emphasize building relationships to public streets and compatibility with surrounding land uses and built form.

The PRR states the proposal provides appropriate skyview, light access, and separation, and maintains a human-scale along Howard Avenue through step-backs above the third floor. City of Windsor Planning & Development Services agrees with this analysis.

Zoning By-Law 8600:

The subject lands are zoned **RD1.3**, **RD2.2**, and **CD2.6**. The RD1.3 applies to a small portion adjacent to 1367 Lillian. RD2.2 permits low-density residential uses. CD2.6 is a limited commercial district allowing automobile sales and business offices.

The applicant seeks to rezone the lands to **RD3.1** with a **zoning exception** to permit a Stacked Dwelling as an additional permitted main use and provisions for the proposed multiple dwelling.

Proposed Zoning Exception 19 applies additional provisions for a Stacked Dwelling and a Multiple Dwelling. Clause a) requires a minimum lot area of 1,900 m^2. Clause b) increases the maximum lot coverage from 35% to 40%. These exceptions will have no adverse impact on adjacent properties and allows for the efficient use of the parcel.

Clauses c) and d) relate to the irregular shape of the parcel and the fact that the exterior lot line along Lillian is the front lot line per the definition in Zoning By-law 8600. Clause c) states that the front yard, rear yard and side yard provisions do not apply. Clause d) replaces those yard requirements with building setback provisions.

Clause e) decreases the minimum landscaped area (formerly landscaped open space yard) from 35% to 30.0%. This recognizes the irregular shape of the parcel and allows the applicant to maximize available parking and building envelope.

Clause f) decreases the required parking space rate from 1.25 parking spaces per dwelling unit (31 spaces total) to 1 parking space per unit (25 spaces total), for a deficit of six parking spaces. On-street parking, public transit and alternate transportation are available, and the applicant will provide on-site bicycle parking. Clause g) removes the requirement for on-site visitor parking for the same reasons.

At least one of the parking spaces under the building is adjacent to a wall, which would require a minimum width of 3.5 m. Clause h) clarifies that any parking space or visitor parking space shall have a minimum length of 5.5 m and a minimum width of 2.5 m.

Clause i) reduces the minimum parking area separation from Ottawa Street from 3 m to 1.5 m. This recognizes the existing separation. Clause j) slightly reduces the minimum width of the access area from 7 m to 6 m (3 m per lane). No conflicts are expected.

The development must comply with all other applicable zoning provisions. Specifically, the accessible parking space must have a minimum width of 3.5 m and minimum length of 5.5 m and a curb cut or ramp between the parking area and entry to the building should be provided for accessibility purposes.

Site Plan Control (SPC):

SPC will apply to the development where detailed design matters, including urban design and built heritage considerations, will be addressed. Recommendation 3 directs the Site Plan Approval Officer to consider comments from municipal departments and external agencies as part of this review.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

A multiple dwelling 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.

Climate Change Adaptation:

The 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 transit and active transportation options. New construction must meet current provisions of the Building Code, which will be implemented through a building permit. Incorporation of storm water management best practices is required.

Financial Matters:

N/A

Consultations:

The Applicant undertook a community engagement program (See S7 in the PRR) that involved sending info postcards to area property owners, launching a project website that included a downloadable “Project Backgrounder”, and held a virtual Open House was held on June 25, 2025. No comments were received at the Open House. Comments from municipal departments and external agencies are in Appendix B to Report S 146/2025. Statutory notice was published in the Windsor Star, and courtesy notices were distributed to property owners within 200 m of the subject parcel.

Conclusion:

Based on the applicant’s submissions and the analysis contained in this report, the proposed amendment to Zoning By-law 8600 is consistent with the Provincial Policy Statement 2024 and conforms to the Official Plan.

The amendment will permit a multiple dwelling development comprising of 25 units which is compatible with surrounding uses, represents an appropriate increase in density, contributes to modern housing supply, and supports a complementary form of housing near transportation, community services, and employment opportunities.

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**
Adam Szymczak	Senior Planner - Development
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**

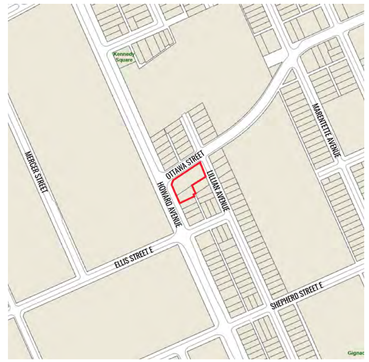
Appendices:

1 Appendix A - Concept Plan
2 Appendix B - Consultations

CONCEPT PLAN

01 DWG

PROJECT SITE
1360 and 1376 Howard Avenue



SITE DATA

RD3.1 ZONE

Regulations	Required	Proposed
Permitted Uses:	Subsection 12.1.1	Apartment Building
Lot Area:	1,880m² (min)	1,950.0m²
Lot Frontage:	18.0m (min)	32.6m
Front Yard Depth:	6.0m (min)	*3.4m
Side Yard Depth:	3.0m-6.0m (min)	*0.0m (north) *2.2m (south)
Rear Yard Depth:	7.5m (min)	*4.1m
Landscape OS:	35% (min)	*31.5%
Lot Coverage:	35% (max)	*36.7%
Building Height:	14.0m (max)	14.0m
	1.25 spaces/unit 31 spaces	1 space/unit *25 spaces total
	15% visitor spaces 3 spaces	1 accessible space
Parking Spaces:	1 accessible space	
Bicycle Parking:	3 spaces	3 spaces

* - Requires Special Provision

Client:	Masotti Construction Inc.
Date:	29.09.2025
Drawn By:	C. Taylor
Plan Scale:	nts
File No:	1360H
Version	1.0

[siv-ik] PLANNING / DESIGN

Contact Us
www.siv-ik.ca
info@siv-ik.ca
226.273.0907

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Lot Boundary Disclaimer: *Site dimensions have been assumed based on data provided by the City of London. Siv-ik planning and design inc. makes no warranties or guarantees regarding the accuracy of the lot boundaries.*

S 146/2025: APPENDIX B: CONSULTATION

CANADA POST: DELIVERY PLANNING

This development, as described, falls within our centralized mail policy. I will specify the condition which I request to be added for Canada Post Corporation's purposes.

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

Should the description of the project change, I would appreciate an update to assess the impact of the change on mail service. I appreciate the opportunity to comment on this project.

Contact: Bruno Desando, bruno.desando@canadapost.ca

CITY OF WINDSOR: ENGINEERING: DEVELOPMENT

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

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.

A revised Functional Servicing Report containing information on the proposed stormwater quantity and quality control, along with storm and sanitary requirements has been received and reviewed. Previous concerns and comments have been rectified with the report demonstrating that the municipal sewer system downstream has adequate capacity and confirms that the development will not result in adverse impacts on the surrounding areas. Additional information on the proposed orifice plate requested, including size, locations, and calculations, as well as proposed stormwater storage onsite. Site servicing drawings stamped by a professional engineer outstanding.

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

- 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

Right-of-Way: Howard Avenue is classified as Class 2 Arterial Road according to the Official Plan requiring a right-of-way width of 28.9 m; the current right-of-way is 28.9m, therefore, no conveyance is required currently.

Corner Cut-Off: The owner(s) agrees, prior to the issuance of a construction permit, to gratuitously convey a 4.6 m x 4.6 m (15' x 15') corner cut-off at the intersection of Ottawa St and Lillian Ave in accordance with City of Windsor Standard Drawing AS-230. The owner(s) agrees, prior to the issuance of a construction permit, to gratuitously convey additional land necessary for a 6.1 m x 6.1 m (20' x 20') corner cut-off at the intersection of Ottawa St and Howard Ave.

We have no objection to the proposed development, subject to the above requirements.

Contact: Jaegar King, jking@citywindsor.ca

CITY OF WINDSOR: ENGINEERING: RIGHT-OF-WAY

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. **Land Conveyance** – Ottawa Street is classified as Class 1 Collector Road according to the Official Plan requiring a right-of-way width of 24m; the current right-of-way is 20.1m, therefore, a conveyance of 1.95 meters is required along the frontage of this property.
    - Modify drawings to include land conveyance as specified above.
3. **Encroachment Items** – There are existing items encroaching into the right-of-way, which are required to be removed.
    - Modify drawings to remove encroaching items.

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 and the special provisions listed below.

Corner Cut-Off: The owner(s) agrees, prior to the issuance of a construction permit, to gratuitously convey a 4.6 m x 4.6 m (15' x 15'), corner cut-off at the intersection of Ottawa St and Lillian Ave in accordance with City of Windsor Standard Drawing AS-230.

Encroachment Items: The owner agrees to remove all encroaching items from the Right-of-Way (i.e. raised curbs along Lillian Ave and landscaping stones around perimeter of property) to the satisfaction of the City Engineer.

Contact: Andrew Boroski, aboroski@citywindsor.ca

CITY OF WINDSOR: PARKS DEVELOPMENT: LANDSCAPE ARCHITECT

No comments from Parks Development.

Contact: Sherif Barsom, SBarsom@citywindsor.ca

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

Required Materials: Floor Plans; Exterior Elevations; Renderings showing material and colour selections

Heritage: Be advised that the subject property is located adjacent to multiple listed heritage properties recognized by Council on the Windsor Municipal Heritage Register:

R | 455 Giles Blvd E / Mercer St | Windsor Grove Cemetery | 1866 | Burials many cultures & leaders; Gates 1927 | Core

R | 455 Giles Blvd E | Windsor Grove Cemetery Mausoleum | 1919 | Classical Revival | Core

R | 455 Giles Blvd E | Windsor Grove Cemetery Shed | 1920 | Eclectic | Core

Heritage sensitive considerations should be given to ensure that the heritage context is considered and serve as an inspiration to create a development that is sympathetic to adjacent heritage resources in its design, and be of compatible height, massing, scale, setback and architectural style to the area.

Archaeology: The subject property is located within the Archaeological Potential Zone (as per the 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.

Contact: Tracy Tang, Heritage Planner (A), TTang@citywindsor.ca

CITY OF WINDSOR: PLANNING & DEVELOPMENT SERVICES: LANDSCAPE ARCHITECT

Landscape Architecture has no objection in principle to the proposed zoning amendment, provided that a future Site Plan Control application demonstrates the following:

- Mitigation of potential impacts associated with reduced landscaped open space, including measures to support stormwater infiltration and to provide adequate planting soil volumes for meaningful tree canopy coverage;
- Provision of appropriate landscape buffering and screening to adjacent properties;
- Location of accessible parking spaces as close as possible to the building entrance, designed to minimize crossing distances and conflicts with vehicular circulation within the parking area.

Contact: Hoda Kameli, Landscape Architect, hkameli@citywindsor.ca

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

The development, as proposed, is subject to Site Plan Control pursuant to the Planning Act and City of Windsor By-law 1-2004. Where preceding development applications are required, inclusive of Official Plan and Zoning By-law Amendments, request for Site Plan Control Pre-Consultation Stage 1 may be made following completion of the requisite Development and Heritage Standing Committee meeting at https://ca.cloudpermit.com/login

CITY OF WINDSOR: PLANNING & DEVELOPMENT SERVICES: ZONING COORDINATOR

Section 12:

Minimum Lot Frontage [12.1.5.1]**:** complies

- Required: 18.0 m Provided: 20.9 m

S 146/2025: APPENDIX B: CONSULTATION

Minimum Lot Area [12.1.5.2]**:** For any other *lot*: does not comply

c) For the first four (4) *dwelling units* – 540.0 m^2

d) For each additional *dwelling unit* – 85.0 m^2 per *unit*

- Required: 2,240.0 m^2 Actual: 1,940.0 m^2

Maximum Lot Coverage [12.1.5.3]**:** does not comply

- Required: 35.0% Proposed: 36.5%

Maximum Main Building Height [12.1.5.4]**: Corner Lot:** complies

- Required: 14.0 m Proposed: 14.0 m

Minimum Front Yard Depth [12.1.5.5]**:** complies

- Required: 6.0 m Proposed: 32.5 m

Minimum Rear Yard Depth [12.1.5.6]**:** does not comply

- Required: 7.50 m Proposed: 3.40 m

Minimum Side Yard Depth [12.1.5.7]**:** does not comply: a) Where a *habitable room window* of any *dwelling unit* faces a *side lot line*:

- Required: 6.0 m Proposed: 0.2m

Minimum Landscaped Open Space Yard [12.1.5.8]**:** complies

- Required: 35.0% of *lot area* Proposed: 36.8%

Section 24 – Parking Space Provisions:

Required Number of Parking Spaces: does not comply

- Required: 31 Proposed: 25

Minimum Size of Parking Space: beside a wall or fence: does not comply

- Required: 3.5 m x 5.5 m Proposed: 2.5 m x 5.5 m

Required Number of Visitor Parking Spaces: does not comply

- Required: 3 Proposed: 0

Minimum Size of Type A Accessible Parking Space: does not comply

- Required: 3.5 m x 5.5 m

Curb Cut or Ramp for Accessible Parking Space: does not comply

Location of Parking Spaces: does not comply

Front Yard Paving and Surfacing in Residential Districts: does not comply

Section 25 – Parking Area Provisions:

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: does not comply

Any curb shall be constructed of poured in place concrete, shall be continuous and shall have a minimum width and height of 15.0 centimetres. Precast concrete, rubber, plastic or other curbing or a parking stop that is not continuous is prohibited: does not comply

Contact: Samuel Perry, Zoning Coordinator, saperry@citywindsor.ca

S 146/2025: APPENDIX B: CONSULTATION

CITY OF WINDSOR: TRANSIT WINDSOR: TRANSIT PLANNING

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Ottawa 4. The Ottawa 4 has an existing weekday peak frequency of 20 minutes.

As part of Transit Windsor's City Council approved 2023 Service Plan, the Ottawa 4 will be replaced by a new secondary route known as Route 200. Route 200 will have a peak weekday frequency of 30 minutes. Route 200 will be implemented in conjunction with the completion of Transit Windsor's new east end terminal, which is expected to be completed sometime in 2026.

The closest existing bus stop to this property is located on Giles at Howard southwest corner. This bus stop is approximately 460 m from this property falling outside of Transit Windsor's 400 m walking distance guidelines to a bus stop. This will remain unchanged with the implementation of Route 200.

Transit Windsor's City Council approved Transit Master Plan does have a new primary route along Howard in this area that would provide direct transit access to this development. The timelines for implementing this route are unknown and would be subject to City Council operating budget approval.

Contact: Jason Scott, jscott@citywindsor.ca

CITY OF WINDSOR: TRANSPORTATION PLANNING & DESIGN

- **Land Conveyance:** Not Applicable
- **Corner Cut-Off:** A 4.6 x 4.6-metre corner cut-off is required at Lilian Avenue and Ottawa Street intersection.
- **Sidewalk:** Not Applicable
- **Parking:** We have received and reviewed the Parking Justification Report, 1360 & 1376 Howard Ave Development, project. No. RB-250002.00, conducted by BairdAE, Revision 1, dated November 11, 2025, hereinafter referred to as "Report". The City's Transportation Department has no comment.
- **Transportation Impact Study:** The additional density is anticipated to have minimal effect on the traffic. Therefore, TIS is not applicable.
- **Access:** All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.
    - Minimum clear throat length per TAC must be provided and shown on the revised site plan.
    - Proposed driveway must be 7-9 metres total at the property line (minimum 3.5m/lane, maximum 4.5m/lane) with maximum 1 metre flare each side.
- **Exterior Path:** All new exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).
- **Other Comments:** Not Applicable.

Contact: Ellie MehriLou, tda@citywindsor.ca

Committee Matters: SCM 50/2026

Subject: Windsor Municipal Heritage Register – Updates about Bill 23 Strategy 2 and Alternative Notice Policy - City Wide

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

Decision Number: **DHSC 800**

I. THAT the report regarding 2026 Updates on the Implementation of the Bill 23 Strategy 2 (Part IV Designation of properties of "high" priority), along with the appendices containing informational materials regarding Part IV Individual Property Designation under the *Ontario Heritage Act,* **BE RECEIVED** for information;

II. THAT Administration **BE DIRECTED** to implement an enhanced education and awareness approach in support of Strategy 2, including the distribution of mailed informational packages to property owners in advance of issuing Notices of Intention to Designate (NOIDs) for "high" priority listed heritage properties; and,

III. THAT the '*Ontario Heritage Act* – Alternative Notice Policy' included as Appendix 'E' **BE ADOPTED** to allow the City to publish notices required under the *Ontario Heritage Act* digitally on the City's public website.

Carried.

Report Number: S 6/2026
Clerk's File: MBA/14619

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 February 2, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260203/-1/10608

Subject: Windsor Municipal Heritage Register – Updates about Bill 23 Strategy 2 and Alternative Notice Policy - City Wide

Reference:

Date to Council: February 2, 2026
Author: Tracy Tang, MCIP, RPP
Planner III – Heritage (A)
Email: ttang@citywindsor.ca
Phone: 519-255-6543 X 6179
Planning & Building Services
Report Date: 1/8/2026
Clerk's File #: MBA/14619

To: Mayor and Members of City Council

Recommendation:

I. THAT the report regarding 2026 Updates on the Implementation of the Bill 23 Strategy 2 (Part IV Designation of properties of "high" priority), along with the appendices containing informational materials regarding Part IV Individual Property Designation under the *Ontario Heritage Act,* **BE RECEIVED** for information;

II. THAT Administration **BE DIRECTED** to implement an enhanced education and awareness approach in support of Strategy 2, including the distribution of mailed informational packages to property owners in advance of issuing Notices of Intention to Designate (NOIDs) for "high" priority listed heritage properties; and

III. THAT the '*Ontario Heritage Act* – Alternative Notice Policy' included as Appendix 'E' **BE ADOPTED** to allow the City to publish notices required under the *Ontario Heritage Act* digitally on the City's public website.

Executive Summary: N/A

Background:

Windsor's Municipal Heritage Register currently includes 1,272 properties, of which 135 are individually designated, 256 are designated through a heritage conservation district, and 881 are listed but not designated. Table 1 below shows the breakdown of properties with heritage status through the *Ontario Heritage Act (OHA)* as of the date of this report.

Heritage Status	Counts
Register listed (focus of this report)	881
Designated	135
Designated through a Heritage Conservation District (HCD)(Prado or Sandwich)	256
Total	1,272

Table 1: Heritage Status of Properties on the Windsor Municipal Heritage Register

Administration has previously reported to City Council on the seven (7) strategies established to address the impacts of Bill 23 on the City's 881 listed heritage properties and the associated risk of heritage resource loss, through reports CR 366/2023 (September 5, 2023), CR 158/2024 (April 22, 2024), and CR 220/2025 (May 26, 2025).

This report focuses on progress to date and forthcoming actions related to Strategy 2, Part IV designation of "high-priority" properties, and recommends adoption of the *Ontario Heritage Act* – Alternative Notice Policy (Appendix "E") to enable a more streamlined and effective implementation of this strategy.

Discussion:

Strategy 2: Part IV Designation of properties of "high" priority (185 properties, 21%)

In 2023, Administration reviewed and categorized all 881 properties on the Heritage Register, excluding those within the Walkerville Heritage Area, to establish priorities for Part IV designation under the *Ontario Heritage Act*. Properties were evaluated using criteria such as O. Reg. 9/06, risk of demolition, historical geography, and community significance, drawing on professional planning judgment, municipal heritage records, and Google Street View imagery. This process resulted in properties being classified as high, medium, or low priority for designation.

Through this review, 239 properties (27%) were identified as "high" priority. Of these, 33 City-owned properties are addressed under Strategy 6, and 14 properties within the proposed Walkerville Heritage Conservation District are addressed under Strategy 1, leaving 192 properties (22%) to be considered under Strategy 2. This list has since been refined to 185 properties (21%).

These 185 "high" priority properties are distinguished from others due to their exceptional heritage value and evident justification for designation. These properties exceed minimum designation criteria, reflecting notable architectural quality, uniqueness, craftsmanship, and landmark significance. Of the 185 "high" priority properties, approximately 67 (36%) are residential or contain residential units (inclusive of mixed-use properties), while 118 (64%) are non-residential. Table 2 highlights selected examples with exceptional heritage merit.

Ford Powerhouse	St. Alphonsus Church	W. C. Kennedy Collegiate Institute	John Stuart House

Table 2: Examples of some 'high' priority heritage listed properties (photos sourced from Google Earth and City Staff)

To implement Strategy 2 of CR 366/2023, Administration initiated the Cultural Heritage Evaluation Research (CHER) project in June 2024. As of December 2025, all 185 "high" priority properties have been fully researched and evaluated against the criteria set out in O. Reg. 9/06, confirming their evident merit for individual designation. When combined with Strategies 1 and 6, this approach would provide heritage protection for approximately 55% of the 881 listed properties.

Strategy	Counts	Percentages
Strategy 1: Walkerville HCD	269/881	31%
Strategy 2: Highest priority/merits	185/881	21%*
Strategy 6: City-owned	33/881	4%
Total	**487/881**	**55%**

Table 3: Breakdown of ability per strategy to protect listed properties
**Contingent on Recommendation II to proceed with property owner engagement and issuance of NOID and Recommendation III to adopt the Ontario Heritage Act – Alternative Notice Policy*

Implementation of Strategy 2

Public Education and Property Owner Outreach

Under the *OHA* and current municipal practices, the next step in the designation process is to bring reports to the Development & Heritage Standing Committee (DHSC) and City Council for decisions on issuing notices of NOIDs. Although not legislatively required, Administration recommends engaging with Property Owners prior to bringing reports forward to educate, raise awareness, build consensus, and minimize appeals and delays.

To implement Strategy 2 and promote transparency in municipal decision-making processes, Administration is prepared to launch a public education and outreach initiative to the "high" priority listed heritage Property Owners. Administration has prepared a letter, informational brochure, and flow chart graphic to be mailed to Property Owners of "high" priority listed properties. These educational materials explain

the heritage designation process, outline benefits, dispel common myths, and invite property owners to contact Administration if they have any questions. The informational brochure and flow chart are included as Appendix ‘C’ and ‘D’ respectively.

Although there are 185 “high” priority properties, some Property Owners possess multiple heritage properties and would receive one letter package for the batch to reduce printing and mailing costs and material waste. Should Committee and City Council adopt Recommendation II of this report, a total of 140 letter packages would be mailed via Canada Post.

This strategy, successfully adopted by other Ontario municipalities, focuses on proactive collaboration with Property Owners and building awareness about heritage designation. Heritage Planners from other Ontario municipalities have reported that many objections and appeals to NOIDs stem from misconceptions and stigma, such as fears of “red tape”, loss of property rights, or municipal overreach rather than the actual requirements of the *OHA*. These myths persist due to limited understanding of the designation process, its purpose, and its benefits. Because of this, it is essential to educate heritage Property Owners on the importance and value of designation, demonstrate that designation is a tool for heritage conservation, dispel misconceptions, and build trust. Public education by distributing information and inviting conversations is crucial to increasing support and buy-in for a heritage designation to proceed.

Next Steps and Anticipated Timeline

Subject to Council consideration of this report and adoption of Recommendation II, Administration intends to initiate the public education and outreach phase immediately following Council direction. This phase will involve the distribution of informational packages to owners of ‘high’ priority listed heritage properties and an engagement period during which property owners may contact Administration with questions, comments, or requests for clarification. The engagement period is anticipated to extend for approximately 8 to 12 weeks following the initial mail out.

Upon completion of the education and outreach phase, Administration will review feedback received from property owners alongside ongoing technical and policy considerations to inform the next stage of implementation under Strategy 2. This review may result in refinement of the list of properties recommended for statutory designation, recognizing that while 185 properties have been identified through the evaluation process, the final list brought forward may be adjusted based on engagement outcomes and administrative review.

Following this review, Administration will report back to the Development & Heritage Standing Committee and City Council with recommendations respecting the issuance of Notices of Intention to Designate (NOIDs) for a refined list of ‘high’ priority properties. Subject to Council direction and completion of the engagement process, the report seeking authority to issue NOIDs is anticipated to be brought forward in Q2 2026.

Ontario Heritage Act – Alternative Notice Policy

Background and Current Process

The *OHA* requires municipalities to provide public notice for certain actions and decisions that they make, and specifies the contents required, timing, and manner in which the notice is posted. These notices inform Property Owners and the general public about City Council decisions, as well as provide the opportunity to object or appeal these decisions.

The City traditionally meets these legislative requirements by publishing notices by printed ad in the Windsor Star. An individual property designation requires two public notices: one for the NOID and one for the adoption of the Designation By-law. Each notice is typically size A4, costs approximately $1,000 (therefore $2,000 for both), and requires a month of preparation and coordination with the Windsor Star to meet the *OHA* statutory timelines. This process involves Heritage Planning, Council Services, and Finance staff. In recent years, costs to post a notice in the Windsor Star have increased due to inflation, longer notices to meet Legal requirements, and the Windsor Star's pricing model based on size and length of the ad.

The ability for a municipality to publish a statutory public notice digitally (e.g. on their municipal website) instead of a local newspaper has been confirmed by the Ministry of Citizenship and Multiculturalism and is provided under the *OHA* Section 26 (4) and Section 39.1 (3), and the *Municipal Act* Section 270 (1).

To prepare the proposed Alternative Notice Policy, Administration conducted a best practices scan on municipalities that have adopted similar alternative notice policies. The research yielded that many municipalities have done so in response to Bill 23 to streamline the heritage designation process, while some had already adopted the digital method beforehand. Municipalities successfully applying this approach include Toronto (who adopted their policy in 2007), Ottawa, Markham, Brampton, Mississauga, Oakville, Halton Hills, Caledon, Thorold, and the Township of Centre Wellington. The *Ontario Heritage Act* – Alternative Notice Policy within Appendix 'E' was prepared in consideration of the work that these municipalities have done before us.

Proposed Alternative Notice Policy

To further streamline the Part IV heritage designation process and advance Strategy 2, Administration recommends adopting an Alternative Notice Policy under the *OHA*. This policy provides a framework to allow Administration to transition from providing printed notices in the local newspaper to digital notices on the City's official website (www.citywindsor.ca).

When required under the *OHA*, the City would provide public notice digitally on the City's website, including all information required under the *OHA* that is traditionally within a printed Windsor Star notice to ensure full compliance with legislative requirements. The digital notice process will remain clear and transparent, with the website updated and monitored by Administration. When Administration considers it beneficial, feasible, and appropriate, statutory public notices may still be printed in the Windsor Star and/or shared on the City's social media platforms to increase public

outreach. Full details are provided within the *Ontario Heritage Act* – Alternative Notice Policy (see Appendix 'E').

This proposed Alternative Notice Policy does not change the *OHA* requirement for municipalities to provide notices to the Ontario Heritage Trust and to the Property Owner. Notices are served to the Ontario Heritage Trust through their web platform and by email, while notices are served to the Property Owner by registered mail. Those processes will remain as existing, unchanged.

Benefits of Adopting the *Ontario Heritage Act* – Alternative Notice Policy

Moving from printed newspaper notices to digital notices on the City's public website will yield a number of benefits to the Corporation and Windsor public, including:

- Greater accessibility and convenience:
  Not all residents receive the *Windsor Star*, and its distribution is limited, with both print and digital access subject to subscription fees. In contrast, City Council decisions and notices as well as *Planning Act* applications have been published on the City's website for years. Residents are accustomed to finding official information, news releases, and project updates on the City's website.
- Improved efficiency:
  Posting online to the City's website is an internal process that saves significant staff time. It eliminates the need for coordination with external vendors and saves the month in advanced preparation of the notice being posted.
- Cost savings:
  Publishing digital notices to the City's website is free, compared to the high cost of printed newspaper ads. Especially given the volume of "high" priority properties to designate, switching to digital notices ensures fiscal responsibility.
- Environmental sustainability:
  Switching from printed notices to digital notices reduces resource consumption of paper, ink, energy, and fossil fuels along the entire chain of newspaper supply and delivery. A digital approach supports the City's climate and sustainability objectives.

While the focus of this report is on NOIDs to address Bill 23, the *Ontario Heritage Act* – Alternative Notice Policy to allow for digital notices in lieu of newspaper notices would also apply to other statutory public notices required under the *OHA*, such as the Withdrawal of a NOID, passage of a Designation By-law, and Repeal of a Designation By-law. By adopting the Alternative Notice Policy, the City can adapt to modernized communication methods while meeting all legislative requirements for public notices. This Policy would improve and streamline processes for Administration and yield cost savings for the City even after the Bill 23 and Bill 200 deadline of January 1, 2027.

Official Plan Policy:

The preamble of Chapter 9 – "Heritage Conservation" of the City of Windsor Official Plan Volume I reads "A community's identity and civic pride is rooted in physical and cultural links to its past. To celebrate Windsor's rich history, Council is committed to recognizing, conserving and enhancing heritage resources." The implementation of Strategy 2 and designation of the "high" priority listed properties comply with the

objectives and policies within the City of Windsor Official Plan. See Appendix 'A' for a list of relevant objectives and policies.

Risk Analysis:

There is no risk to receiving this report for information. However, the risk lies in inaction which carries significant consequences. Inaction may result in the permanent loss of heritage resources that define Windsor's unique identity. Protecting these properties through heritage designation is essential to preserving the city's sense of place for both current and future generations.

Strategy 2 carries the risk of appeal, as the *OHA* allows for objections and appeals to the Ontario Land Tribunal (OLT) regarding Council's decision to designate a property under Part IV of the *OHA*. To mitigate this risk, adopting Recommendation II to initiate proactive public education and outreach is critical. By ensuring that property owners are informed and provided the opportunity to engage in discussions with Administration prior to issuing a NOID, the risk of objections and appeals can be reduced.

Should City Council decide against adopting Recommendation II, and/or delaying property owner engagement, education, and issuance of NOIDs, the risk is 185 "high" priority listed heritage properties (21% of the Heritage Register) losing their listed heritage status and protection against demolition come January 1, 2027. This could lead to the irreversible loss of Windsor's heritage resources, historical character, and cultural identity. Such losses may result in lasting impacts to neighbourhoods and the broader community for generations.

Should City Council decide against adopting Recommendation III and continue the status-quo method of printing notices in the local newspaper, there will be delays to implementing the Bill 23 strategies approved by City Council through CR 366/2023. The adoption of Recommendation III will improve efficiency, timeliness, and resourcing for heritage designations, and continue to yield benefits to the City even after the Bill 23 and Bill 200 deadline of January 1, 2027.

Climate Change Risks

Climate Change Mitigation:

The adoption of Recommendations II (batch designations) and III (*Ontario Heritage Act* – Alternative Notice Policy) supports climate change mitigation by reducing greenhouse gas emissions and resource consumption. Batching multiple property designations together reduces the use of paper and ink for printing packages. Transitioning to digital notices eliminates the need for printed newspaper ads, therefore cutting the quantity of paper, ink, energy use, and fossil fuel consumed in the newspaper printing and distribution process.

Climate Change Adaptation: N/A

Financial Matters:

Capital Project 7241028 (Bill 23 Municipal Heritage Register) was established through the March 2024 Capital Variance Report (CR336/2024, Report C69/2024) and has an uncommitted balance of $145,560.

The financial implication of Recommendation II relates to mailing letter packages to the owners of 185 high priority properties. At an estimated cost of $7.61 per package - including printing, materials, and Canada Post fees - the total cost for 140 required mailings is approximately $1,065.40. The existing balance in Capital Project 7241028 is sufficient to fund these mail outs.

Recommendation III offers a favourable financial outcome by reducing reliance on paid public notice advertising in the *Windsor Star*. Public notice costs are significant, particularly where multiple notices are required for each designation, and the cumulative expense associated with publishing notices for all 185 high-priority properties would be considerable.

Implementing Recommendation III would eliminate these advertising expenses, resulting in significant savings and ensuring that the balance in the capital project remains adequate to support Strategy 2.

Consultations:

Heritage Planning staff have consulted with the following staff in the preparation of this report:

- Michael Okanlawon, Financial Planning Administrator, Finance Department
- Anna Ciacelli, Deputy City Clerk, Council Services Department
- Jennifer Loucks, Order of Business Coordinator, Council Services Department
- Katherine Donaldson, Corporate Policy Coordinator, Council Services Department
- Aaron Farough, Senior Legal Counsel, Legal Department

Heritage Planning staff have also been in communication with the Ontario Heritage Planners Network to receive updates, advice, and case studies about other municipalities' undertaking of Bill 23 strategies.

Conclusion:

City Council approved the seven strategies to respond to Bill 23's potential loss of heritage protections for properties across Windsor on September 5, 2023 through CR 366/2023. Administration recommends that City Council receive this update report and the appendices for information, continue to support the implementation of Strategy 2, and adopt the *Ontario Heritage Act* – Alternative Notice Policy to meet the Bill 23 deadline of January 1, 2027 to protect and conserve Windsor's highest priority heritage resources for years to come.

Planning Act Matters: N/A

Approvals:

Name	Title
Tracy Tang	Planner III – Heritage
Jason Campigotto	Deputy City Planner – Growth
Emilie Dunnigan	Manager, Development Revenue & Financial Administration
Lorie Gregg	Executive Director, Financial Planning/Deputy Treasurer
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A – Official Plan Volume I Chapter 9, Objectives & Policies
2 Appendix B – Part IV Heritage Designation Information Memo
3 Appendix C – Part IV Heritage Designation Brochure
4 Appendix D – Part IV Heritage Designation Flow Chart
5 Appendix E – *Ontario Heritage Act* – Alternative Notice Policy
6 Appendix F – Bill 23 Heritage Register Strategies

Appendix ‘A’ – Official Plan Volume I Chapter 9 Objectives and Policies

The undertaking of the seven strategies in response to Bill 23 is supported by the following objectives in the Official Plan:

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 urban environment.
LEADERSHIP BY EXAMPLE	9.2.3	To lead the community in the protection, improvement, utilization and management of heritage resources by using municipally owned heritage properties as examples of proper conservation and stewardship.
PUBLIC AWARENESS & PARTICIPATION	9.2.4	To increase awareness and appreciation of Windsor’s heritage resources and encourage participation by individuals, organizations and other levels of government in heritage conservation.

The undertaking of the seven strategies in response to Bill 23 is supported by the following policies in the Official Plan:

	9.3.2.1	Council will identify Windsor’s heritage resources by:
AREA STUDIES		(b) Researching and documenting the history, and architectural and contextual merit of potential heritage resources on an area or neighbourhood basis in conjunction with Heritage Conservation District studies, secondary plans or other special studies as may be appropriate;
INDIVIDUAL SITES		(c) Researching and documenting the history, and architectural and contextual merit of potential heritage resources on an individual property basis;
PUBLIC ASSISTANCE		(d) Encouraging and supporting individuals and groups in recommending potential heritage resources.
	9.3.3.1	Council will recognize Windsor’s heritage resources by:
DESIGNATE HERITAGE PROPERTIES		(a) Designating individual buildings, structures, sites and landscapes as heritage properties under the Ontario Heritage Act;
HERITAGE CONSERVATION DISTRICTS		(b) Designating groups of buildings and areas as Heritage Conservation Districts under the Ontario Heritage Act;
LIST OF DESIGNATED HERITAGE PROPERTIES		(c) Maintaining a list of designated heritage properties;
	9.3.3.4.	Council will identify heritage resources by:

IDENTIFY HERITAGE RESOURCES

(a) Maintaining and updating the list of built heritage resources known as the Windsor Municipal Heritage Register; and

HERITAGE REGISTER

(b) Identifying neighbourhoods containing collections of important heritage resources such as Heritage Areas and Heritage Conservation Districts on Schedule ‘G’: Civic Image.

9.3.6.1. Council will manage heritage resources by:

LEADERSHIP

(b) Protecting, conserving and managing Municipally owned heritage resources in a manner which furthers the objectives and policies of this Plan and which sets an example of leadership for the community in the conservation of heritage resources;

MUNICIPAL OPERATIONS

(c) Ensuring that the activities of all Municipal departments respect the character and significance of Windsor’s heritage resources;

PUBLIC PARTICIPATION

(d) Encouraging public participation in the conservation of heritage resources;

PRIVATE INITIATIVES

(e) Providing support and encouragement to organizations and individuals who undertake the conservation of heritage resources by private means;

AWARENESS & EDUCATION

(f) Promoting public understanding, appreciation and enjoyment of Windsor’s heritage resources through an on-going public awareness and education programme;

INFORMATION BASE

(i) Creating a heritage resource information base to identify heritage resources.

Appendix ‘B’ – Part IV Heritage Designation Information Memo

Legal Provisions:

Part IV, Section 29 of the *OHA* provides for designation of “property within the municipality to be of cultural heritage value or interest”. The *OHA* under Section 29 (4)(b) includes the requirement for a “statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property”. Also, there are provisions for a municipal heritage committee to be consulted about a designation before the council makes a decision on it under Section 29 (2) of the *OHA*.

Ontario Regulation 9/06 provides provisions that an individual property designation under Section 29 of the *OHA* must meet two or more of the criteria for determining whether it is of cultural heritage value or interest under Subsection 1 (2) of the regulation:

1. “The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.

3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.

4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.

5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.

6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

7. The property has contextual value because it is important in defining, maintaining or supporting the character of an area.

8. The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.

9. The property has contextual value because it is a landmark.”

Heritage Designation Process

The criteria-based designation process governed by the *Ontario Heritage Act* requires in-depth research through archives, local history centers, various historical sources, and site visits before a designation report is prepared for recommendation to the Heritage Committee and City Council. Designation requires consideration from Council in two steps. The Notice of Intention to Designate provides direction for the City Clerk to give notice to the Property Owner, a newspaper, and the Ontario Heritage Trust of Council's intent to initiate the heritage designation. After thirty days, and if there is no objection, the Council may pass a by-law to designate the property in accordance with the *Ontario Heritage Act*. Another notice is then provided by the City Clerk to the Property Owner, a newspaper, and the Ontario Heritage Trust of Council's decision to adopt the Designation By-law. After a thirty day appeal period, and if there is no appeal, the Designation By-law is officially registered on the property title and in force. This statutory process typically takes six months from initiation to Council adoption of the Designation By-law.

In a typical year, the City of Windsor designates only a few heritage properties, most of which are initiated by property owners.

A flow chart graphic of this process is included as 'Appendix D'.

WHICH PROPERTIES QUALIFY ?

Individually designated properties must meet at least 2 of the 9 criteria per OHA O.Reg. 9/06 for determining cultural heritage value or interest:

The property has **design** or **physical value** because it:

1. Is a rare, unique, representative or early example of a style, type, expression, material or construction method.
2. Displays a high degree of craftsmanship or artistic merit.
3. Demonstrates a high degree of technical or scientific achievement.

The property has **historical** or **associative** value because it:

4. Has a direct association with a theme, event, belief, person, activity, organization or institution that is significant to a community.
5. Yields, or has the potential to yield, information that contributes to an understanding of a community or culture.
6. Demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

The property has **contextual value** because it:

7. Is important in defining, maintaining or supporting the character of an area.
8. Is physically, functionally, visually or historically linked to its surroundings.
9. Is a landmark.

Interested in designating your property or learning more about heritage homes and planning in Windsor?

Scan the QR code below

Questions? Please contact:

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THE CITY OF WINDSOR ONTARIO, CANADA

HERITAGE DESIGNATION

A TOOL TO CONSERVE &
RECOGNIZE HERITAGE PROPERTIES
FOR YEARS TO COME

Windsor Heritage Committee
Heritage Matters of the Development & Heritage Standing Committee (DHSC)

WHAT IS HERITAGE DESIGNATION?

The Province, through the *Ontario Heritage Act*, gives municipalities the authority to grant legal recognition to properties of cultural heritage value or interest by means of designation.

Heritage designation is a legal status registered on the title of the property and remains on-title in the event of a property sale or transfer. Designation status applies to the entire real property, not just the main building.

Designation helps to ensure the protection of these properties so future generations are able to recognize and appreciate them as symbols of our history and civic pride.

WHAT ARE THE BENEFITS?

Heritage designation offers many benefits, including:

- Protection of the property's character-defining elements, features, and attributes
- Promotion of good stewardship and historical conservation
- Public recognition of the importance of a property to the local community and its worthiness for ongoing care
- Contribution to defining community identity, character, and sense of place
- Eligibility to apply for heritage-related financial incentives, which are only available to designated heritage properties
- Assistance in navigating conservation, alterations, and maintenance with resources and advice

HOW IS A PROPERTY DESIGNATED?

1 INITIATION

The property owner, City Staff, or City Council can initiate the designation process. There is no cost to the property owner.

2 RESEARCH & EVALUATION

Property is researched for its architecture, history, and context. It is evaluated against criteria under O. Reg. 9/06.

3 DESIGNATION

A recommendation report and "Statement of Cultural Heritage Value or Interest" are presented to DHSC & City Council for decision.

4 PUBLIC PROCESS

Notices for the intent to designate and later the designation by-law are issued to the property owner, the Ontario Heritage Trust, and the public to provide opportunity for objection.

5 REGISTRATION

If no objection is received, the by-law is registered on title. The property owner will receive a bronze plaque commemorating the property designation.

COMMON MYTHS

HERITAGE DESIGNATION DOES NOT...

- Affect the use or zoning of the property
- Prevent the sale of the property
- Negatively affect the property's assessed value, but instead increases property value in many cases
- Prevent changes to the property or "freeze" a property in its current state
- Prevent interior renovations or regulate interior spaces, unless they are significant or rare
- Restrict a property owner's rights and abilities to maintain or upkeep their property
- Place additional requirements on the insurer and should not raise insurance premiums
- Require an owner to replicate buildings in the event of total loss or damage (e.g. fire or natural hazard)

HERITAGE DESIGNATION REGULATIONS

The *Ontario Heritage Act* protects designated properties from unsympathetic alterations which may impact the property's heritage features or attributes. It provides a tool (being a heritage permit) to review the proposed changes beforehand and ensure that the proposed changes are appropriately and respectfully managed. A heritage permit application may be required for:

- Exterior alterations (e.g., restoring, renovating, repairing, disturbing)
- Demolition/removal of a heritage attribute, building, or structure
- Addition
- Erection (new construction)

There is no fee or cost for a heritage permit. Heritage regulations are generally limited to the exterior of buildings and structures, and are not required for interior works.

AVAILABLE GRANTS

The City of Windsor offers two financial programs to assist property owners with the costs of conserving heritage designated properties:

COMMUNITY HERITAGE FUND

Grants are generally limited to 15% of the cost of work, to a maximum of $50,000.

HERITAGE PROPERTY TAX REDUCTION PROGRAM:

Allows for up to 30% of the taxes being reduced for up to 3 years to a maximum of the cost of heritage repairs/ restorations.

PART IV DESIGNATION FLOW CHART

Identify Property

Properties that may have cultural heritage value/interest can be identified or recommended by the property owner, City Staff, City Council, or any citizen.

Research & Evaluate

Considerations for designations are researched and evaluated under the criteria set out in Ontario Regulation (O. Reg.) 9/06.

- Does not meet O.Reg. 9/06
- Meets O.Reg. 9/06

A Statement of Cultural Heritage Value or Interest is prepared by the Heritage Planner. The Heritage Planner then prepares a report for the Development & Heritage Committee and City Council for its decision.

Committee & Council Decision

The recommendation report is presented to Development & Heritage Committee for consideration, and then to City Council who decides whether to:

- No, do not designate
- Yes, designate

Notice of Intention to Designate (NOID)

If Council approves to designate a property, a Notice of Intent to Designate (NOID) must be served to:

1. The property owner
2. The Ontario Heritage Trust
3. The general public through the local newspaper

- Objections
- No Objections

Council decides whether to:

- Withdraw NOID
- Proceed with NOID

Designation By-law

A designation by-law is prepared and presented to City Council for passing. Notice of by-law passage must be served to:

1. The property owner
2. The Ontario Heritage Trust
3. The general public through the local newspaper

- Appeals
- No Appeals

Ontario Land Tribunal decides whether to:

- Repeal the by-law
- Amend the by-law
- Dismiss the appeal

Registration

Once a by-law comes into force, the by-law is registered on the property title and a copy is sent to the Ontario Heritage Trust. The Ontario Heritage Act Register and the Windsor Municipal Heritage Register are updated.

THE CORPORATION OF THE CITY OF WINDSOR

POLICY

Service Area:	**Office of the Commissioner of Economic Development**	Policy No.:	
Department:	**Planning & Development Services**	Approval Date:	
Division:	Heritage Planning	Approved By:	
		Effective Date:	
Subject:	*Ontario Heritage Act* – Alternative Notice Policy	Procedure Ref.:	
Review Date:		*Pages:*	Replaces:
Prepared By:	Tracy Tang, Planner III – Heritage (A)		Date:

1. POLICY

1.1. This policy establishes an alternative digital notification method for public notices required under the *Ontario Heritage Act*, reducing reliance on newspaper publications while ensuring compliance with applicable legislation and City commitments to sustainability and accessibility.

2. PURPOSE

2.1. The purpose of this policy is to provide a framework on the circumstances under the *Ontario Heritage Act* in which the municipality shall provide notice to the public by:

2.1.1. Identifying the form, manner, and times notice shall be given by;

2.1.2. Providing a cost-effective, environmentally sustainable, and accessible alternative for the City to provide public notices required under the *Ontario Heritage Act,* by publishing notices digitally on the City's official website, whereas currently these public notices are published in the local newspaper by physical print;

2.1.3. Advancing a corporate culture at the City that recognizes and places a priority on becoming a more Environmentally Sustainable Community; and

2.1.4. Providing clear, timely, and accessible communication that adheres to the principles of public engagement.

3. SCOPE

3.1. This policy applies to:

3.1.1. Public notices required under the *Ontario Heritage Act*, Section 26 (4)

3.1.2. Public notices required under the *Ontario Heritage Act*, Section 39.1 (3)

3.2. This policy does not apply to:

3.2.1. Notification to Property Owners

3.2.2. Notification to the Ontario Heritage Trust

4. RESPONSIBILITY

4.1. This policy will be used by the Heritage Planner, Legal Services staff, and Clerks / Council Services staff.

4.2. The **Chief Administrative Officer** or their designate will:

4.2.1. Ensure that the City of Windsor implements and updates this policy and related procedures as appropriate.

4.3. The **Commissioner of Economic Development** and the **City Planner** or their designate will:

4.3.1. Ensure that procedures under this policy are communicated to staff and are carried out consistently.

4.3.2. Ensure that feedback from the public regarding public notice is addressed in accordance to the policy and related procedures.

4.4. The **City Clerk** or their designate will:

4.4.1. Ensure that the public notice includes the subject matter, date/time/location of any related meeting, and contact information for submissions, objections, or appeals.

4.4.2. Monitor any correspondences, objections, or appeals received in response to the public notice.

4.5. The **Heritage Planner** or their designate will:

4.5.1. Provide the City Clerk with a heritage designation summary paragraph to include in the public notice.

4.5.2. Ensure notices are posted online.

4.6. The **Communications Division** will:

4.6.1. Maintain website functionality and ensure timely posting.

4.6.2. Ensure online notices meet accessibility standards.

5. GOVERNING RULES AND REGULATIONS

5.1. When required under the *Ontario Heritage Act*, the City of Windsor shall provide public notice digitally on the City's official corporate website (www.citywindsor.ca).

5.2. All public notices required under the *Ontario Heritage Act* must adhere to:

5.2.1. Provincial legislation under the *Ontario Heritage Act, Municipal Act*, and *Accessibility for Ontarians with Disabilities Act (AODA)*.

5.2.2. Municipal policies including the City of Windsor Public Notification By-law 232-2005.

5.3. Should City Staff consider it beneficial, feasible, and appropriate, in some circumstances additional notice may be published by physical print in the local newspaper having general distribution within the municipality and/or shared on the City of Windsor's official corporate social media platforms.

5.4. This policy supports the City of Windsor Corporate Climate Action Plan, Environmental Master Plan, and Sustainable Procurement Guide by reducing consumption and increasing efficiency in resources and material use.

6. RECORDS, FORMS AND ATTACHMENTS

6.1. Records for this policy shall be prepared and retained in accordance with Records Retention By-Law 21-2013, as amended.

6.2. Attachments:

6.2.1. Municipal Act, 2001, Section 270 (1)
6.2.2. Ontario Heritage Act, 2005, Sections 26 (4) and 39.1 (3)
6.2.3. City of Windsor Public Notification By-law 232-2005
6.2.4. Accessibility for Ontarians with Disabilities Act (AODA)
6.2.5. City of Windsor Corporate Climate Action Plan, 2017
6.2.6. City of Windsor Environmental Master Plan, 2017
6.2.7. City of Windsor Sustainable Procurement Guide, 2015

Appendix ‘F’ – Bill 23 Heritage Register Strategies

Strategy 1: Walkerville Heritage Conservation District Plan and Guidelines (269 properties, 31%)

The Walkerville HCD Study (Stage 1) (CR 334/2019, CR 32/2021) was undertaken from Fall 2023 to Spring 2025 in collaboration with the retained heritage consultants of M. R. Letourneau and Associates Inc. (MRLA). Of the 881 total listed properties, 269 (31%) are located within the Recommended Boundary for the Walkerville HCD. The study and recommendations were adopted by City Council on May 26, 2025 through CR 219/2025, with Administration directed to proceed with the Plan & Guidelines (Stage 2).

Administration are presently working on Stage 2 with MRLA to prepare the draft Walkerville HCD Plan & Guidelines, informed by the feedback received from the public, stakeholders, and Administration in other departments. Should Heritage Committee and City Council adopt the final Walkerville HCD Plan & Guidelines, the potential exists for the 269 listed properties currently on the Heritage Register within the Recommended Boundary (31%) to be protected by Part V heritage designation of the *Ontario Heritage Act* by the time that Bill 23’s January 1, 2027 deadline comes into effect.

Strategy 2: Part IV Designation of properties of “high” priority (185 properties, 21%)

Of the 881 listed properties, 239 (27%) were identified as high priority with merits for designation. This includes 33 City-owned properties (Strategy 6) and 14 properties within the proposed Walkerville HCD boundary (Strategy 1), leaving 192 properties (22%) to be addressed under Strategy 2. This list has been further refined to 185 properties (21%). This strategy is explained in detail within Report S 6-2026.

Strategy 3: Exploring new ways to designate

Batch Designation

A batch designation approach (e.g. one report brought forward for multiple properties) is an effective method of streamlining the Part IV individual designation process. It saves Administration, Heritage Committee, and City Council time and resources in preparing and considering designation reports. Staff have recently presented the first “batch designation” report through Report S 133/2025 titled “Ontario Heritage Act Part IV Heritage Designations of ‘High’ Priority Properties, University of Windsor”. The batch of six properties was approved by City Council on January 12, 2026 through CR 18-2026. Staff are continuing conversations with other large landowners who own multiple listed heritage properties to collaborate on the designation of properties that could be presented to City Council in a batch report.

Voluntary Heritage Designation

A voluntary heritage designation approach is aimed at protecting heritage properties that are owned by heritage-minded property owners. This strategy focuses on outreach to

private property owners and invites those who are supportive of heritage designation to initiate the designation process with Administration. This collaborative approach presents significantly reduced risk of objection or appeal, and is considered a “low-hanging-fruit” strategy successfully implemented by many other Ontario municipalities.

Strategy 4: Designation through Development Review and Incentive Programs

Administration continues the implementation of Strategy 4: Designation through Development Review and Incentive Programs as *Planning Act* development applications arise. Should a development pre-consultation application be submitted that is located on a listed property, Heritage Planning staff have the ability under the *Ontario Heritage Act* to recommend that a Notice of Intent to Designate be issued for the property if it has designation merits, and/or to request for a Heritage Impact Assessment which contains evaluations for heritage merits and may result in recommendations for designation.

Strategy 5: Protections through Demolition Control By-law

In the future, Planning staff may explore Strategy 5: Protections through Demolition Control By-law through the creation of a Section 33 Demolition Control By-law under the *Planning Act.* A Demolition Control By-law would target geographic areas where there are collections of heritage resources, for example Heritage Areas and Mature Neighbourhoods. A Demolition Control By-law could prevent further complete loss of heritage resources by triggering a process in which requirements must be satisfied prior to issuance of a demolition permit.

Strategy 6: Protection of City-Owned Heritage Resources through Council Direction (33 properties, 4%)

Of the 881 total listed heritage properties on the Windsor Municipal Heritage Register, 33 (4%) are City-owned and therefore assigned a “high” priority under Strategy 2. Through Council Resolution CR 366/2023, City Council has committed to Strategy 6: Protection of City-Owned Heritage Resources through Council Direction by protecting City-owned heritage properties in the same fashion as pre-Bill 23, even if properties are removed on January 1, 2027. Further, City Council has committed to encouraging a high degree of heritage sensitivity by all City Departments in conformance with the City of Windsor Official Plan.

Strategy 7: Continued Recognition of Heritage Properties through a Windsor Heritage Inventory

It is inevitable that many of the heritage listed properties would be stripped of their *Ontario Heritage Act* status after Bill 23’s removal requirements come to maturity on January 1, 2027. Administration will maintain Strategy 7: Continued Recognition of Heritage Properties through a Windsor Heritage Inventory so that the Windsor community can continue to access, seek information, and build awareness of local history even though some of the properties are removed of their listed heritage status and protection under the *Ontario Heritage Act*.

Committee Matters: SCM 51/2026

Subject: Notice of Intent to Partially Demolish a Heritage Listed Property – 1519 Wyandotte Street East, Tivoli Pool Room, Casa Loma Restaurant - Ward 4

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

Decision Number: **DHSC 801**

I. THAT the Notice of Intent to partially demolish the heritage listed property at 1519 Wyandotte Street East, Tivoli Pool Room / Casa Loma Restaurant, to remove portions of the building façade facing Wyandotte Street East to facilitate façade improvements **BE RECEIVED.**

Carried.

Report Number: S 7/2026
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 10.2 from the Development & Heritage Standing Committee held on February 2, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260203/-1/10608

Subject: Notice of Intent to Partially Demolish a Heritage Listed Property – 1519 Wyandotte Street East, Tivoli Pool Room, Casa Loma Restaurant - Ward 4

Reference:

Date to Council: February 2, 2026
Author: Tracy Tang, MCIP, RPP
Planner III - Heritage
Email: ttang@citywindsor.ca
Phone: 519-255-6543 X 6179
Planning & Building Services
Report Date: 1/8/2026
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 1519 Wyandotte Street East, Tivoli Pool Room / Casa Loma Restaurant, to remove portions of the building façade facing Wyandotte Street East to facilitate façade improvements **BE RECEIVED.**

Executive Summary: N/A

Background:

The property at 1519 Wyandotte Street East, known as the Tivoli Pool Room / Casa Loma Restaurant, was listed on the Windsor Municipal Heritage Register on August 4, 2015. It is identified on the Heritage Register as a commercial building constructed in 1914 and 1936. The commercial building is located at the south-eastern intersection of Wyandotte Street East and Gladstone Avenue, and adjacent to the Walkerville Heritage Area. The commercial building is technically three buildings side-by-side, previously addressed as 1505-1533 Wyandotte Street East. The centre building was constructed in 1914 and the east building in around 1936. The west building at the intersection was constructed around 1963 and replaced a single detached residential dwelling.

Front (north-facing) facade of 1519 Wyandotte Street East (photo taken by City Staff on January 13, 2026).

On October 21, 2025, the Applicant, Alex Seguin, on behalf of the Property Owner, reached out to Heritage Planning staff to inquire about the process to facilitate alterations and improvements to the exterior façade of the building and internal renovations. As the façade improvement proposal involves the demolition/removal of portions of the façade and exterior wall of the building on the heritage listed property, Heritage Planning staff advised the Applicant of the heritage planning requirements. On January 7, 2026, the Applicant 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 1519 Wyandotte Street East was submitted with a heritage permit application form to detail the proposal and photographs of the current condition of the exterior front façade. The Property Owner is requesting to remove the modern cladding and partially demolish portions of the exterior wall on the two-storey commercial building and renovate the interior. The complete package is included as Appendix ‘A’ of this report.

The cladding that is proposed to be removed, and portions of exterior walls beneath to be demolished (photo taken by City Staff on January 13, 2026).

The building is two storeys tall, clad in beige brick, and has a flat roof. Previous Property Owners had installed large modern storefront windows, new double doors, and modern cladding to the second storey façade. The Applicant explained that the previous Property Owners had made these alterations in efforts to stabilize and prevent further deterioration of the building, which has been vacant and neglected for over a decade. The wood siding on the second storey was in poor physical condition, and subject to water damage, rot, and bulging. The previous Property Owners applied vertical grey vinyl siding on the centre building and horizontal brown vinyl siding on the eastern

building to cover up the damage underneath. Based on these factors, it is the Property Owners' position that façade improvements are required to improve the appearance and structural stability of the building and attract tenants to the vacant units. The removal of unoriginal cladding and partial demolition of portions of the exterior wall is intended to facilitate the façade improvements to the building as a whole.

Elevation drawings of the existing and proposed Wyandotte Street East façade, demonstrating in red dashed outline the portions of the building to be removed (provided by the Applicant).

The Property Owner intends to improve the façade on both the Wyandotte Street East and Gladstone Avenue sides. The works will be focused on the second storey exterior, with the first storey remaining as-is. The current vinyl siding will be removed and the condition of the brick façade underneath will be assessed for restoration potential. New large windows are proposed to be installed on the second storey to activate the second storey and provide light into the residential units. The partial demolition of the exterior wall is required to accommodate the new openings for the window installation. The brick removed from the openings is planned to be salvaged and reused on other parts of the building. Arriscraft brick in a colour, texture, and dimension matching the existing brick is proposed for the new pillars on the front façade, breaking up the mass of the storefronts into three distinct parts. To create architectural accents, pedestrian-scale visual interest, and shade, the Applicant proposes new black fabric awnings over the first storey store fronts, black molded cornices on the parapet, and black metal panels installed on the centre portion of the second floor façade.

Coloured renderings illustrating what the final façade improvements will look like on the subject property (provided by the Applicant).

Heritage Considerations:

The commercial building known as the Tivoli Pool Room / Casa Loma Restaurant is not designated under the *Ontario Heritage Act*. The property is listed on the Windsor Municipal Heritage Register as a commercial block that has a long history of various commercial occupants since its construction. The front façade has been heavily altered since the 1960s and contains elements that are unoriginal to the building and incompatible from a Heritage Planning perspective, such as the horizontal and vertical vinyl siding covering the second storey and the modern commercial storefront windows. The removal of the second storey cladding and portions of the façade to create new window openings, is pursued to improve the appearance of the building and attract new tenants into the vacant units. The second storey cladding does not have any physical or design value and does not contribute any heritage value to the property since it is a modern alteration.

In review of the proposal, Heritage Planning staff are of the opinion that the removal of portions of the front façade does not adversely impact the heritage character of the listed heritage property. The 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, and the character-defining elements of the heritage listed property such as the brick cladding are proposed to be retained and/or replaced with a matching product where needed. The front Wyandotte Street East façade and side Gladstone Avenue façade are highly visible from the public realm, and the façade alterations and partial demolitions would improve the appearance of the property and neighbourhood.

Although there is no ability to require alterations through a Heritage Permit on a listed property, the Applicant welcomed Heritage Planning Staff's recommendations of changes to the proposed design in an effort to steer the project towards a more heritage compatible outcome that suits the Walkerville traditional main street character. The final design proposal within Appendix 'A' is a result of successful collaboration between the Applicant and Administration, balancing the Property Owner's goals and objectives with the City's plans, policies, and best practices.

A Building Permit is required for the façade improvements and renovation of the traditional commercial main street building, and is subject to the Notice of Intent to Partially Demolish. The Property Owner 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 urban 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 Property Owner to proceed with removing portions of the front façade on the traditional commercial main street, to facilitate façade improvements and renovations to the exterior and interior of the building. 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 Owner to make improvements to their building façade and attract commercial and residential tenants. Secondly, the proposed partial 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 are no financial implications associated with this report. The Applicant has applied for financial incentives under the Main Streets CIP, a separate report will be brought forward to a future meeting of the Development and Heritage Standing Committee.

Consultations:

Heritage Planning staff worked closely with the Applicant, Alex Seguin, on behalf of the Property Owner through the entire process. Through numerous email exchanges, meetings, and iterations of the proposed design, the Applicant and Administration were

able to refine the proposal together. In the preparation of this report, Heritage Planning staff consulted with Sophia Di Blasi, Senior Urban Designer, Kevin Alexander, Planner III – Special Projects, 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 – 1519 Wyandotte Street East, Tivoli Pool Room, Casa Loma Restaurant. Portions of the front building façade facing Wyandotte Street East are proposed to be removed in order to facilitate façade improvements and renovations to the building as a whole. The proposal will have no negative impacts to the heritage character of the listed property nor to the Walkerville Heritage Area, and will overall result in an improvement to the property and traditional main street character.

Planning Act Matters: N/A

Approvals:

Name	Title
Tracy Tang	Planner III – Heritage
Jason Campigotto	Deputy City Planner – Growth
Aaron Farough	Senior Legal Counsel
Neil Robertson	City Planner
Jelena Payne	Deputy CAO / Commissioner of Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
Alex Seguin		
Philip Duym		

Appendices:

1 Appendix ‘A’ – Notice of Intent to Partially Demolish Package
2 Appendix ‘B’ – Additional Photos of 1519 Wyandotte St E

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) _____

Company or Organization _____

Mailing Address _____

City, Province _____ Postal Code _____

Email _____ Phone(s) _____

REGISTERED OWNER IF NOT APPLICANT

Contact Name(s) _____

Company or Organization _____

Mailing Address _____

City, Province _____ Postal Code _____

Email _____ Phone(s) _____

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: _____

Legal Description (if known): _____

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..

_____

_____

_____

_____

_____

_____

_____

_____

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.

6. HERITAGE PERMIT RATIONALE

Explain the reasons for undertaking the proposed work and why it is necessary.

Describe the potential impacts to 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
Signature of Applicant(s)	Date

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, _____, 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

_____ to make this application on my behalf.
name of agent

_____ _____
Signature of Registered Owner Date

If Corporation – I have authority to bind the corporation.

B. Consent to Enter Upon the Subject Lands and Premises

I, _____, 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

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

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, Philip Duym, 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 Alex Seguin to make this application on my behalf.
name of agent

Signature of Registered Owner — Date: 12/12/2025

If Corporation – I have authority to bind the corporation.

B. Consent to Enter Upon the Subject Lands and Premises

I, Philip Duym, 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: 12/12/2025

If Corporation – I have authority to bind the corporation.

C. Acknowledgement of Applicant

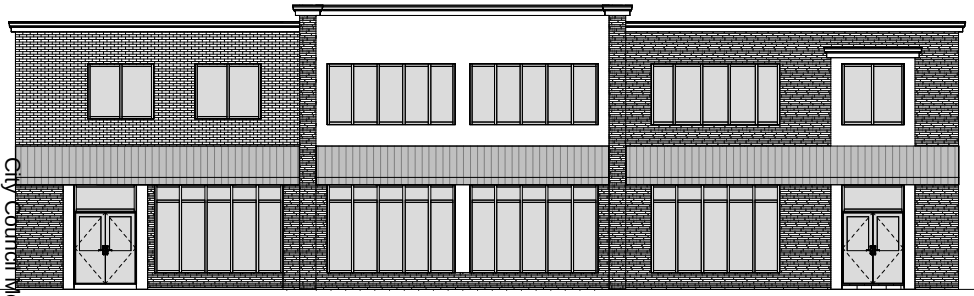
I understand that receipt of this application by the City of Windsor Planning Department does not guarantee it to be a complete application. Further review of the application will occur and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application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

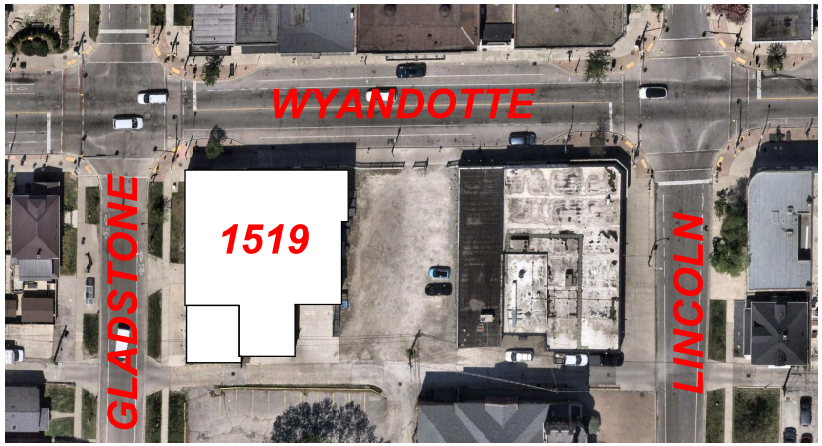
I further understand that pursuant to the provisions of the *Ontario Heritage Act* and the *Municipal Freedom of Information and Protection of Privacy Act*, this application and all material and information provided with this application are made available to the public.

Signature of Applicant — Date: 12/12/2025

NOW
LEASING

1519 WYANDOTTE AVENUE
FACADE PERMIT PACKAGE





SITE VIEW

N

PROJECT DATA

ADDRESS
1519 WYANDOTTE AVENUE
WINDSOR ON

MUNICIPALITY
CITY OF WINDSOR

ZONING
CD2.2

LOT AREA
1524.1 SF

PROPOSED BUILDING COVERAGE
NO CHANGE

LOT COVERAGE
NO CHANGE

PROPOSED BUILDING HEIGHT
25' - 10" +-

SHEET LIST

00 - COVER SHEET
01 - FLOOR PLANS & WALL SECTION
02 - ELEVATIONS

GENERAL NOTES

REFER TO THESE NOTES WHEN REVIEWING ALL DRAWINGS.

CONTRACTOR TO CONFIRM ALL EXISTING CONDITIONS. CONTRACTOR WILL WATCH STRUCTURAL MEMBERS WHEN APPLICABLE

OWNER AND CONTRACTOR TO CONFIRM ANY CHANGES TO DRAWINGS.

OWNER AND CONTRACTOR MUST CONFIRM ALL MUNICIPALITY REQUIREMENTS ARE MET, INCLUDING ZONING AND SETBACKS.

OWNER AND CONTRACTOR TO MEET ALL ENVIRONMENTAL REQUIREMENTS WITH ERCA.

ALL CONSTRUCTION MUST CONFORM WITH APPLICABLE FEDERAL, PROVINCIAL AND MUNICIPAL CODES AND LAWS.

THIS DRAWING PACKAGE IS INTENDED FOR PERMIT APPLICATION. IT DOES NOT GIVE THE OWNER AND CONTRACTOR THE COMPLETE BUILDING PROCESS.

DO NOT SCALE DRAWINGS.

GRADING SHALL BE SLOPED A MINIMUM OF 2% AWAY FROM THE BUILDING.

THE COMPRESSIVE STRENGTH OF CONCRETE AFTER 28 DAYS MUST BE 20MPa FOR FOUNDATION WALLS AND 32MPa FOR THE GARAGE FLOOR. ALL CONCRETE TO COMPLY WITH O.B.C. SECTION 9.3.

MINIMUM FOOTING DEPTH TO BE 4' - 0" BELOW GRADE

ALL STAIRS AND RAILINGS MUST COMPLY WITH O.B.C. MINIMUM TREAD = 10" AND RISER = 7 7/8".

BEFORE CONSTRUCTION OF WINDOWS AND DOORS OBTAIN ROUGH OPENINGS FROM SUPPLIER.

ELECTRICAL AND MECHANICAL SYSTEMS ARE TO BE DESIGNED BY OTHERS.

SMOKE ALARMS AND CARBON MONOXIDE DETECTORS NEED TO BE LOCATED ON EACH STOREY, IN EACH SLEEPING ROOM, AND IN THE HALLWAY, COMPLY WITH O.B.C., REFER TO N/A.

FIRE SEPARATION SHALL COMPLY WITH THE O.B.C.

LINTEL SCHEDULE

EXTERIOR

SIZE	ROOF + CEILING	ROOF + CEILING + 1 STORY	
2 - 2x4	4' - 1"	3' - 5"	3' - 0"
2 - 2x6	6' - 4"	4' - 10"	4' - 0"
2 - 2x8	7' - 8"	6' - 11"	5' - 4"
3 - 2x10	9' - 0"	7' - 5"	6' - 0"
3 - 2x12	10' - 11"	8' - 5"	7' - 0"

INTERIOR

SIZE	ROOF + CEILING	ROOF + CEILING + 1 STORY	
2 - 2x4	3' - 0"	2' - 5"	2' - 0"
2 - 2x6	4' - 5"	3' - 3"	2' - 10"
2 - 2x8	5' - 4"	3' - 11"	3' - 5"
3 - 2x10	6' - 7"	4' - 9"	4' - 2"
3 - 2x12	7' - 7"	5' - 5"	4' - 9"

WINDOW WALL COVERAGE

WYANDOTTE	GLADSTONE	LINCOLN	ALLEY
WALL: 132 SF WINDOW: 76 SF	NO CHANGE	NO CHANGE	NO CHANGE
TOTAL 58%			

1519 WYANDOTTE AVENUE

OWNER
ADHOC DEVELOPMENTS

DATE
01 06 2026

SHEET NAME
COVER SHEET

SHEET NO.
00

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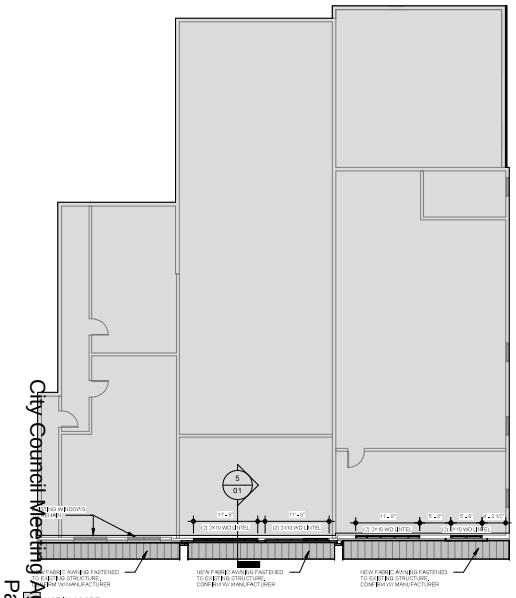
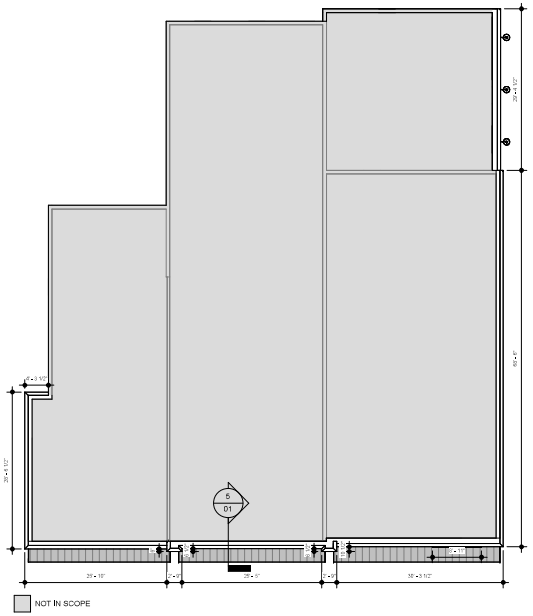
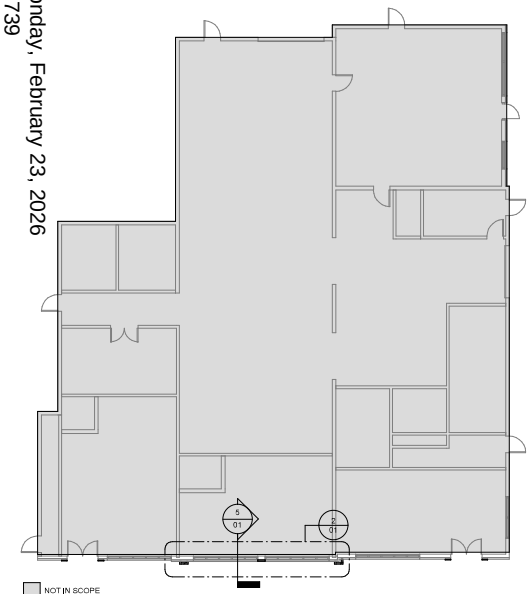


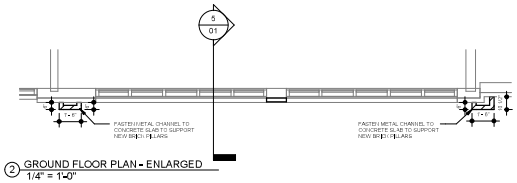
3 SECOND FLOOR
3/32" = 1'-0"



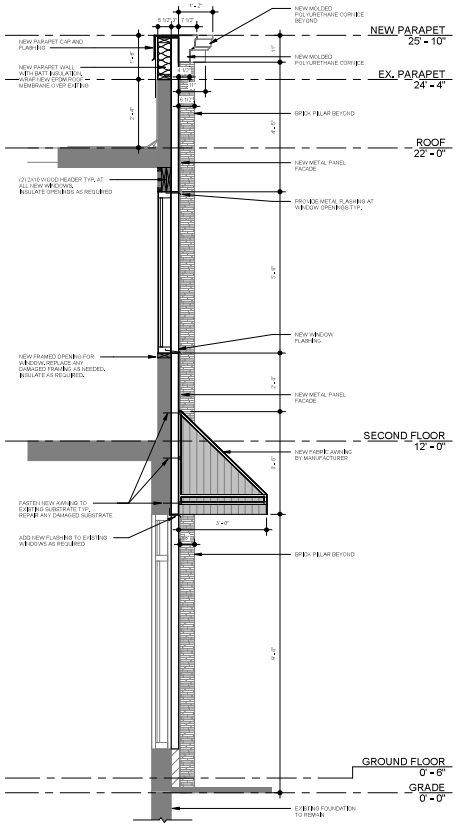
4 ROOF PLAN
3/32" = 1'-0"



1 GROUND FLOOR PLAN
3/32" = 1'-0"



2 GROUND FLOOR PLAN - ENLARGED
1/4" = 1'-0"



5 TYPICAL WALL SECTION
1/2" = 1'-0"

1519 WYANDOTTE AVENUE

OWNER

ADHOC DEVELOPMENTS

DATE

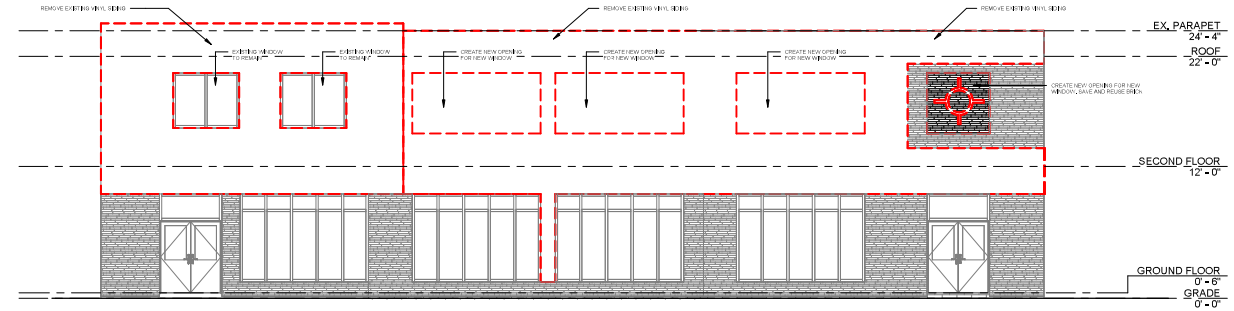
01 06 2026

SHEET NAME

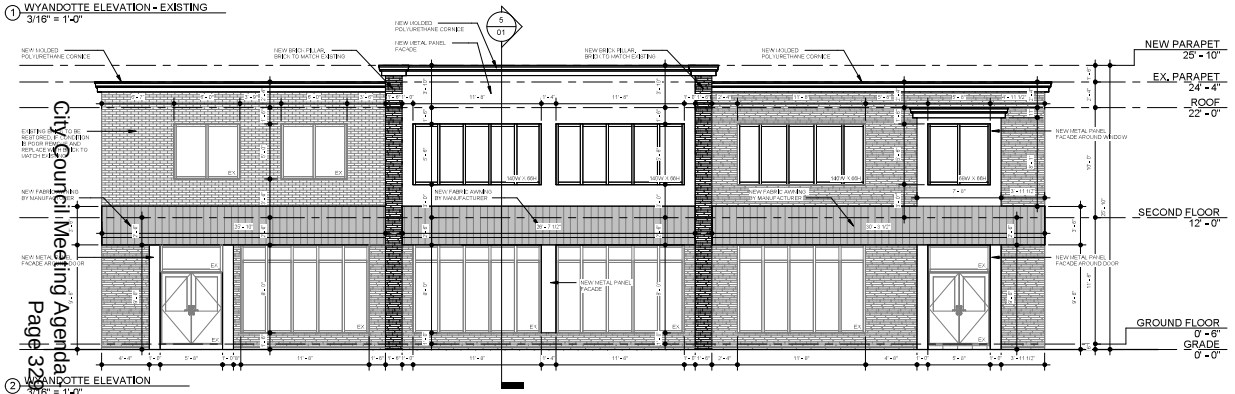
FLOOR PLANS & TYP. WALL SECTION

SHEET NO.

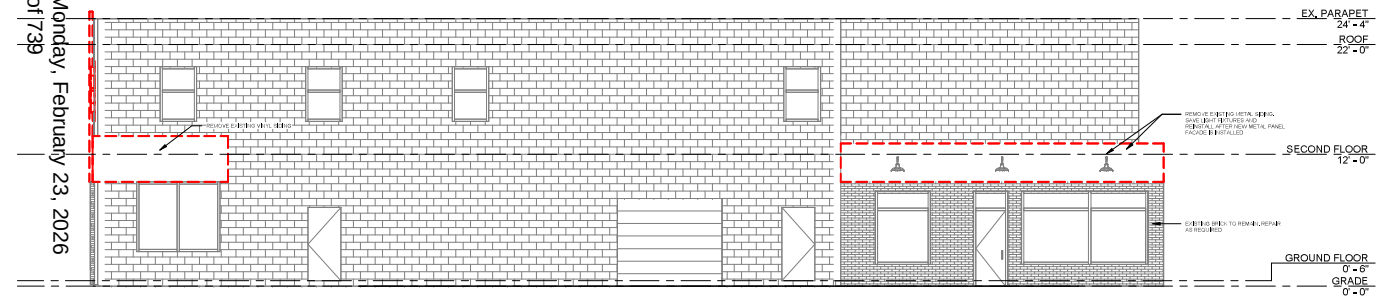
01



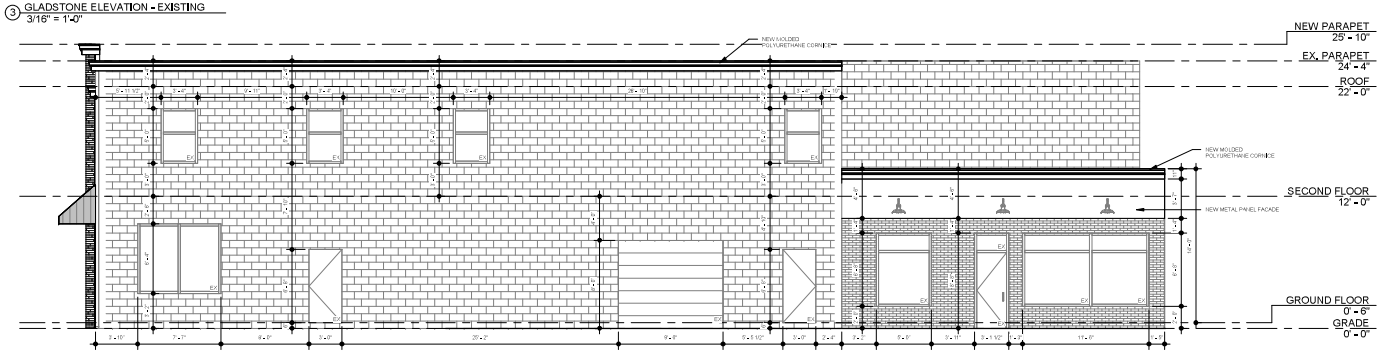
1 WYANDOTTE ELEVATION - EXISTING
3/16" = 1'-0"



2 WYANDOTTE ELEVATION
3/16" = 1'-0"



3 GLADSTONE ELEVATION - EXISTING
3/16" = 1'-0"



4 GLADSTONE ELEVATION
3/16" = 1'-0"

WINDOW WALL COVERAGE

WYANDOTTE	GLADSTONE	LINDSAY	ALLEY
WALL: 2,152 SF WINDOW: 759 SF	NO CHANGE	NO CHANGE	NO CHANGE
TOTAL: 35%			

1519 WYANDOTTE AVENUE

OWNER

ADHOC DEVELOPMENTS

DATE

01 06 2026

SHEET NAME

ELEVATIONS

SHEET NO.

02

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Materials

Cornice & Moldings

Available Materials

Fiberglass: Lightweight yet strong, Decoro's fiberglass cornices are easy to install and available in various profiles and sizes. Custom textures and finishes make them a top-value engineering choice.

GFRC: Lighter than cast stone, Decoro's GFRC cornices are ideal for masonry projects and come in various sizes and styles. Pre-coloring options eliminate the need for on-site finishing.

Polyurethane: Durable and climate-resistant, Decoro's polyurethane cornices are lightweight, cost-effective, and easy to install, ideal for smooth finishes and radiused profiles.

PVC: Cost-effective for custom designs and small runs, Decoro's PVC cornices offer wood-like machinability, perfect for replicating historically sensitive profiles.

Aluminum: Available in various thicknesses with up to 30-year finish warranties, Decoro's coil-coated aluminum cornices are versatile, easy to handle, and suitable for simple bands or custom profiles with integral details.

Decoro's cornice solutions, whether ornate or simple, standard or custom, add depth and character to any roofline. From custom fiberglass to classic dentil cornice, our products enhance universities, courthouses, luxury homes, and more

Low Maintenance

Decoro's cornice solutions, available in Fiberglass, GFRC, PVC, Polyurethane, and Aluminum, offer years of maintenance-free appeal.

Ease of Installation

Decoro's lightweight exterior cornices are easy to install with standard tools. We offer custom lengths, framing solutions, prefabricated corners, lap joints, and pre-radiused sections for a smooth installation process.

Design Possibilities

From small bands to 84" tall cornices with built-in dentils, modillions, and triglyphs, Decoro's cornice profiles can be adjusted or fully customized to suit your design needs.

CO-1047

CO-2008

CO-1109

CO-2023

Molded Polyurethane

Product Data & Material Specifications

Product Description

Decoro Polyurethane products are molded, high density, and rigid composite accents designed to replicate the look of natural materials. Products are constructed of 98% closed cell polyurethane foam which will not rot, are suitable for below grade applications, and are factory primed.

Typical Uses

Interior and exterior non-structural applications such as:

- Standing and Running Trim
- Entry Way Trim and Accents
- Louvers & Gable Vents
- Decorative Millwork
- Cornices and Brackets
- Balustrades

Limitations

- Not intended for load bearing applications
- Combustible materials

Finishing Data

Standard Option: Exterior Primer suitable as interim protective barrier coat; resistant to UV degradation; suitable for oil or latex coatings; should be field coated with exterior grade coating

Primer SW E60WJ520 - Accelerated Weathering	
Initial ASTM D523 Gloss	3.0
ASTM D523 – 50hr	3.2
ASTM D523 – 150hr	3.2

Molded Polyurethane

Product Data & Material Specifications

Humidity Resistance w/24hr recovery before ASTM3359	
Initial ASTM D3359	0%
ASTM D3359 – 50hr	0%
ASTM D3359 – 150hr	<5%

Custom Option: Factory Finished with SW coatings, ready for field installation

Testing Data

Density	16pcf
Hardness	40D
Thermal Expansion	.0003in/in-F
Screw Withdrawal	143 lbs
Adhesive	Loctite PL Premium recommended

Uniform Wind Load ASTM E330	
Structural Load Test	
Positive Load	112.5 psf
Negative Load	112.5 psf
Uniform Design Load Test	
Positive Load	150.0 psf
Negative Load	150.0 psf
Uniform Structural Load Test	
Positive Load	225.0 psf
Negative Load	225.0 psf

Outdoor Durability Test	4500 hrs

Molded Polyurethane

Product Data & Material Specifications

Surface Burning Characteristics ASTM E84	
Flame Spread Index	20
Smoke Developed	225

Self-ignition Temperature ASTM D96-1929	
Min Above °650F	940°F

Recommended Installation Methods

Wood or LG Metal Locations

Ensure product is mechanically secured to building structure, installer to provide wall blocking as needed. Bedding surfaces to use PL Premium construction adhesive. Fasteners recommended to be min #10ga stainless steel at 16" OC, and countersunk. Fill heads with Bondo or similar body filler, sand smooth and spot prime before finish paint.

Masonry Locations

Ensure product is mechanically secured to building structure. Bedding surfaces to use PL Premium construction adhesive. Fasteners recommended to be Tapcon or similar at 16" OC, and countersunk. Fill heads with Bondo or similar body filler, sand smooth and spot prime before finish paint.

ELITE TRIMWORKS

F170 Exterior Cornice

SKU: F170

$130.76 CAD

Shipping calculated at checkout

− 1 +

ADD TO CART

Buy with shop

More payment options

Pickup available at Elite Trimworks Corp
See Production Time for Pick Up ETA

View store information

Primed, Polyurethane Exterior Cornice Moulding.

This product adds style, uniqueness and subtle elegance to the exterior of you home. Used most commonly for trimming under soffits as well as window and door pediments.

Height: 5 ¼" Projection: 2 1/2" Length: 10'

SHIPPING INFO.

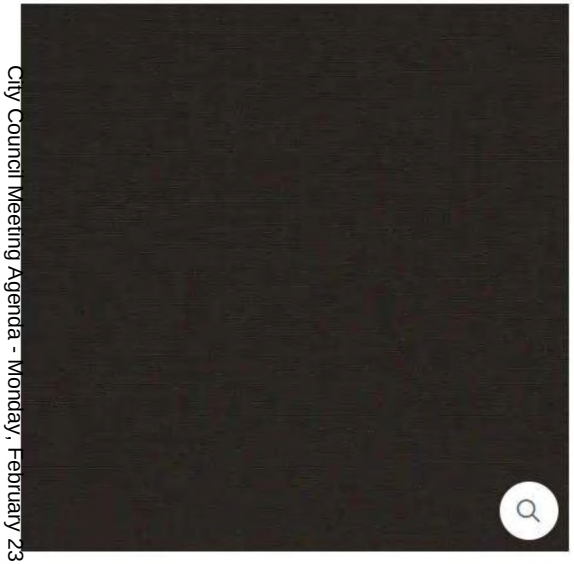
Contact us for a quote

PRODUCTION TIME

2 weeks estimated

INSTALLATION ADVICE

Live Chat
We are online!



Black

Sunbrella Shade

SKU: 4608-0000

$4.00 / sample

In Stock

Recommended Application

Best For: Awnings / Pergolas, Marine Tops and Covers

Available in these colors

(56 Total) Show All

Choose an Option...

ADD SAMPLE TO CART

♡ WISHLIST

THIS FABRIC IS AVAILABLE BY THE YARD THROUGH SewKnot.com

TECHNICAL INFORMATION

APPLICATION Awnings / Pergolas, Marine Tops and Covers	FABRIC CONTENT 100% Sunbrella® Acrylic	CONSTRUCTION Woven
FINISH Water Repellent	WEATHER PROTECTION Water Repellent	WEIGHT OZ. LY. YD. 11.68
WEIGHT OZ. SQ. YD. 9.00	SELVEDGE Left / Right	RECYCLABLE Yes, through the Recycle My Sunbrella program.
COLLECTION Sunbrella Shade	PANTONE® COLOR 19-3911 TPG	OPENNESS FACTOR <0.01%
LIGHT TRANSMITTANCE TOTAL 0 Tv (%)	SOLAR TRANSMITTANCE TOTAL 0 Ts (%)	UV TRANSMITTANCE TOTAL 0 Tuv (%)

Arriscraft
Evening Shade (Rough Hewn)
Architectural Linear Series Brick

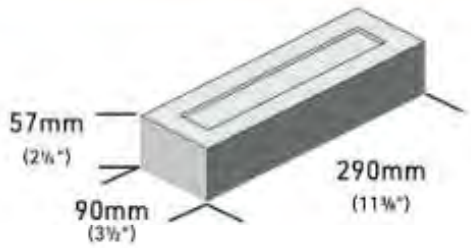
Norman Brick Smooth - Polar

Disclaimer: Due to differences in resolution, product colours may vary slightly from what you see on screen.

Compare This Product

Download Technical Details

Product Drawings



NOTE:
WILLING TO SWAP METAL PANEL WITH STUCCO
OR SUGGESTED HERITAGE MATERIAL

MAC Metal Architectural

MS 1

Achieve a modern aesthetic with the sleek lines and expansive flat surfaces of MS 1. Crafted for versatility, the joint-free appearance of MS 1 is ideal for residential or commercial projects looking for sophistication and elegance.

Manufactured by MAC Metal Architectural, MS 1 is available at I-XL Building Products.

Dimensions
Width: 19.25", 15.625", 11.375"
Length: 3' – 60'
Panel Depth: 1.0625"

GET PRICING

REQUEST SAMPLE

NOTE: Some products and samples may have lead times. Please contact us for availability and more information.

NOROC® Fire-Rated Rock-Wool Core Panel

Noroc is a fire-resistant architectural insulated panel. Its core consists of natural basalt rock fibre and recycled slag. In addition to its excellent fire resistance, **Noroc** meets the strictest health requirements.

FIND OUT MORE

MAC Metal Architectural

Titanium Black Harrywood PLUS

Titanium Black Harrywood PLUS combines style, robustness and durability, and will enhance the look of your project by giving it unparalleled elegance with low maintenance performance. This finish of siding ensures a timeless and modern look for your commercial or residential project.

This colour is part of the INSPIRATION Collection.

Manufactured by MAC Metal Architectural, Titanium Black Harrywood PLUS is available at I-XL Building Products.

Dimensions
Height: 6.0625"
Length: 12'
Panel Depth: .375"

GET PRICING

REQUEST SAMPLE

NOTE: Some products and samples may have lead times. Please contact us for availability and more information.

Line #	QTY	Description
1	2	

Location / Comment

Metal Facade Wall Section

Frame Size 140.000" x 66.000"	**Brickmould Size** 142.000" x 68.000"	**Delivery Method** Supply-only	**Overall Window Depth** 4.625"
Measurement Type Frame Size	**Brickmould Location** All Sides	**Brickmould Type** 1 inch	**Nailing Fin** Integrated Nailing Fin
Window Reinforcement Reinforced	**Exterior Colour** Black	**Interior Colour** White	**Glazing Type** Double Pane
1st Pane Low E ClimaGuard 80/70 (Single)	**Gas Options** Argon	**Foam Options** No	**Spacer Type** Endur® Warm-Edge Spacer
Cut for Siding Cut	**W1.1 Window Size** 28.000" x 66.000"	**W1.1 Product Type** Casement Windows	**W1.1 Venting Type** Right
W1.1 Type of Screen Regular Screen	**W1.1 Hardware Type** Roto Classic White	**W1.1 Roto Corner Lock** No	**W1.1 Meets Egress** Yes
W1.1 ER 34	**W1.1 SHGC** 0.47	**W1.1 VT** 0.52	**W1.1 U-Factor (I-P)** 1.51
W1.1 U-Factor (SI) 0.27	**W1.1 NRCan Ref.** NR10905-35751797-ES5	**W1.1 NRCan Model** PWM-CA-3,CL-3,8071(3)-16AR97SP	ENERGY STAR CERTIFIED WINDOW
			W1.2 Window Size 28.000" x 66.000"
W1.2 Product Type High Fix Windows	**W1.2 ER** 35	**W1.2 SHGC** 0.49	**W1.2 VT** 0.63
W1.2 U-Factor (I-P) 1.56	**W1.2 U-Factor (SI)** 0.00	**W1.2 NRCan Ref.** NR10905-30290606-ES5	**W1.2 NRCan Model** PWM-HF-3,CL-16AR97SP-3,8070(3)
			ENERGY STAR CERTIFIED WINDOW

W1.3 Window Size 28.000" x 66.000"	**W1.3 Product Type** High Fix Windows	**W1.3 ER** 35	**W1.3 SHGC** 0.49
W1.3 VT 0.63	**W1.3 U-Factor (I-P)** 1.56	**W1.3 U-Factor (SI)** 0.00	**W1.3 NRCan Ref.** NR10905-30290606-ES5
W1.3 NRCan Model PWM-HF-3,CL-16AR97SP-3,8070(3)	ENERGY STAR CERTIFIED WINDOW	**W1.4 Window Size** 28.000" x 66.000"	**W1.4 Product Type** High Fix Windows
W1.4 ER 35	**W1.4 SHGC** 0.49	**W1.4 VT** 0.63	**W1.4 U-Factor (I-P)** 1.56
W1.4 U-Factor (SI) 0.00	**W1.4 NRCan Ref.** NR10905-30290606-ES5	**W1.4 NRCan Model** PWM-HF-3,CL-16AR97SP-3,8070(3)	ENERGY STAR CERTIFIED WINDOW
			W1.5 Window Size 28.000" x 66.000"
W1.5 Product Type Casement Windows	**W1.5 Venting Type** Left	**W1.5 Type of Screen** Regular Screen	**W1.5 Hardware Type** Roto Classic White
W1.5 Roto Corner Lock No	**W1.5 Meets Egress** Yes	**W1.5 ER** 34	**W1.5 SHGC** 0.47
W1.5 VT 0.52	**W1.5 U-Factor (I-P)** 1.51	**W1.5 U-Factor (SI)** 0.27	**W1.5 NRCan Ref.** NR10905-35751797-ES5
W1.5 NRCan Model PWM-CA-3,CL-3,8071(3)-16AR97SP	ENERGY STAR CERTIFIED WINDOW		

Line #	QTY	Description
2	1	

Location / Comment

Brick Opening Facade

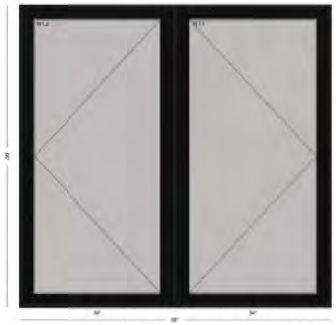
Frame Size 140.000" x 66.000"	**Brickmould Size** 142.000" x 68.000"	**Delivery Method** Supply-only	**Overall Window Depth** 4.625"
Measurement Type Frame Size	**Brickmould Location** All Sides	**Brickmould Type** 1 inch	**Nailing Fin** Integrated Nailing Fin
Window Reinforcement Reinforced	**Exterior Colour** Black	**Interior Colour** White	**Glazing Type** Double Pane
1st Pane Low E ClimaGuard 80/70 (Single)	**Gas Options** Argon	**Foam Options** No	**Spacer Type** Endur® Warm-Edge Spacer
Cut for Siding Do not Cut	**W1.1 Window Size** 28.000" x 66.000"	**W1.1 Product Type** Casement Windows	**W1.1 Venting Type** Right
W1.1 Type of Screen Regular Screen	**W1.1 Hardware Type** Roto Classic White	**W1.1 Roto Corner Lock** No	**W1.1 Meets Egress** Yes
W1.1 ER 34	**W1.1 SHGC** 0.47	**W1.1 VT** 0.52	**W1.1 U-Factor (I-P)** 1.51
W1.1 U-Factor (SI) 0.27	**W1.1 NRCan Ref.** NR10905-35751797-ES5	**W1.1 NRCan Model** PWM-CA-3,CL-3,8071(3)-16AR97SP	ENERGY STAR CERTIFIED WINDOW
			W1.2 Window Size 28.000" x 66.000"
W1.2 Product Type High Fix Windows	**W1.2 ER** 35	**W1.2 SHGC** 0.49	**W1.2 VT** 0.63
W1.2 U-Factor (I-P) 1.56	**W1.2 U-Factor (SI)** 0.00	**W1.2 NRCan Ref.** NR10905-30290606-ES5	**W1.2 NRCan Model** PWM-HF-3,CL-16AR97SP-3,8070(3)
			ENERGY STAR CERTIFIED WINDOW

W1.3 Window Size 28.000" x 66.000"	**W1.3 Product Type** High Fix Windows	**W1.3 ER** 35	**W1.3 SHGC** 0.49
W1.3 VT 0.63	**W1.3 U-Factor (I-P)** 1.56	**W1.3 U-Factor (SI)** 0.00	**W1.3 NRCan Ref.** NR10905-30290606-ES5
W1.3 NRCan Model PWM-HF-3,CL-16AR97SP-3,8070(3)		**W1.4 Window Size** 28.000" x 66.000"	**W1.4 Product Type** High Fix Windows
W1.4 ER 35	**W1.4 SHGC** 0.49	**W1.4 VT** 0.63	**W1.4 U-Factor (I-P)** 1.56
W1.4 U-Factor (SI) 0.00	**W1.4 NRCan Ref.** NR10905-30290606-ES5	**W1.4 NRCan Model** PWM-HF-3,CL-16AR97SP-3,8070(3)	
			W1.5 Window Size 28.000" x 66.000"
W1.5 Product Type Casement Windows	**W1.5 Venting Type** Left	**W1.5 Type of Screen** Regular Screen	**W1.5 Hardware Type** Roto Classic White
W1.5 Roto Corner Lock No	**W1.5 Meets Egress** Yes	**W1.5 ER** 34	**W1.5 SHGC** 0.47
W1.5 VT 0.52	**W1.5 U-Factor (I-P)** 1.51	**W1.5 U-Factor (SI)** 0.27	**W1.5 NRCan Ref.** NR10905-35751797-ES5
W1.5 NRCan Model PWM-CA-3,CL-3,8071(3)-16AR97SP			

Line #	QTY	Description
3	1	

Location / Comment

Facade Build Out



Frame Size 68.000" x 66.000"	**Brickmould Size** 70.000" x 68.000"	**Delivery Method** Supply-only	**Overall Window Depth** 4.625"
Measurement Type Frame Size	**Brickmould Location** All Sides	**Brickmould Type** 1 inch	**Nailing Fin** Integrated Nailing Fin
Exterior Colour Black	**Interior Colour** White	**Glazing Type** Double Pane	**1st Pane Low E** ClimaGuard 80/70 (Single)
Gas Options Argon	**Foam Options** No	**Spacer Type** Endur® Warm-Edge Spacer	**Cut for Siding** Do not Cut
W1.1 Window Size 34.000" x 66.000"	**W1.1 Product Type** Casement Windows	**W1.1 Venting Type** Right	**W1.1 Type of Screen** Regular Screen
W1.1 Hardware Type Roto Classic White	**W1.1 Roto Corner Lock** No	**W1.1 Meets Egress** Yes	**W1.1 ER** 34
W1.1 SHGC 0.47	**W1.1 VT** 0.52	**W1.1 U-Factor (I-P)** 1.51	**W1.1 U-Factor (SI)** 0.27
W1.1 NRCan Ref. NR10905-35751797-ES5	**W1.1 NRCan Model** PWM-CA-3,CL-3,8071(3)-16AR97SP	ENERGY STAR CERTIFIED WINDOW	**W1.2 Window Size** 34.000" x 66.000"
W1.2 Product Type Casement Windows	**W1.2 Venting Type** Left	**W1.2 Type of Screen** Regular Screen	**W1.2 Hardware Type** Roto Classic White
W1.2 Roto Corner Lock No	**W1.2 Meets Egress** Yes	**W1.2 ER** 34	**W1.2 SHGC** 0.47
W1.2 VT 0.52	**W1.2 U-Factor (I-P)** 1.51	**W1.2 U-Factor (SI)** 0.27	**W1.2 NRCan Ref.** NR10905-35751797-ES5
W1.2 NRCan Model PWM-CA-3,CL-3,8071(3)-16AR97SP			

CERTIFIED WINDOW

Thank you for choosing Panes Window Manufacturing. Please thoroughly review your quote.

Payment Terms: Past due accounts will be charged 1.5% per month or 18% per annum.

Sign Off: Any changes may alter pricing, Please throughly check your measurements and specifications.

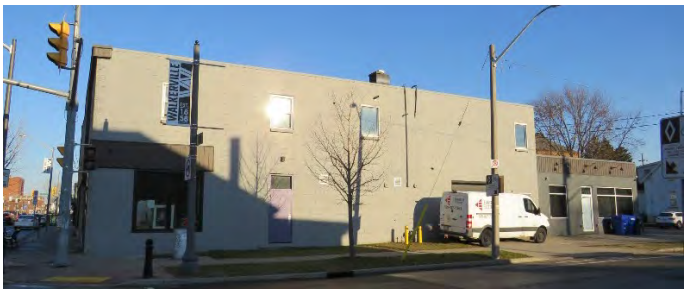
Approved By: ..... Date: .....

Appendix B – Additional Photos of 1519 Wyandotte Street East

Taken by City Staff on January 13, 2026

Front (north-facing) and side (west-facing) façades of 1519 Wyandotte Street East.

Front (north-facing) façade of the building where vinyl cladding and exterior walls are proposed to be partially removed for façade improvements.



Side (west-facing) façade of the building where façade improvements are also proposed.

Detailed close up photos of the façades of the building. Paint is chipping from portions of the brick at the north-west corner of the building. The wood siding has been cladded over by grey vinyl siding due to poor physical condition from water damage, rot, and bulging, which serves to stabilize the building prior to development.

Front (north-facing) façade. The brown vinyl cladding on the second floor will be removed to assess the condition of the original brick façade underneath for potential reuse.

Committee Matters: SCM 52/2026

Subject: Brownfield Community Improvement Plan - 0 Wyandotte St E (south of 10835 Riverside Dr E) - Ward 7

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

Decision Number: **DHSC 802**

I. THAT the request made by Lankor Horizons Development Inc. c/o Imad Najjar to participate in the Brownfield Redevelopment Community Improvement Plan **BE APPROVED** for:

a. The Brownfields Development Charge Exemption Program for the lesser of 60% reduction in development charges (DC) payable for the proposed multiple dwellings and townhouses at 0 Wyandotte St E (south of 10835 Riverside Dr. E), or the eligible project costs; and,
b. Brownfields Rehabilitation Grant Program for the lesser of 70% of the municipal portion of the tax increment resulting from the proposed development for up to ten (10) years, or the eligible project costs;

In no case will the total amount of grant financial assistance provided exceed the total eligible project costs; and,

II. THAT if a grant agreement is required, Administration **BE DIRECTED** to prepare an agreement between Lankor Horizons Development Inc. c/o Imad Najjar and the City in accordance with all applicable policies, requirements, and provisions contained within the Brownfield Redevelopment Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications; and,

III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Brownfield Rehabilitation Grant Program Agreement; and,

IV. THAT the approval to participate in the Brownfield Rehabilitation Grant Program **EXPIRE** if the agreement is not signed by the applicant within two (2) years following Council approval.

Carried.

Report Number: S 142/2025
Clerk's File: Z/15072

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 February 2, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260203/-1/10608

Subject: Brownfield Community Improvement Plan - 0 Wyandotte St E (south of 10835 Riverside Dr E) - Ward 7

Reference:

Date to Council: February 2, 2026
Author: Simona Simion, Planner III (A)
Economic Development
Planning & Building Services
Report Date: 12/3/2025
Clerk's File #: Z/15072

To: Mayor and Members of City Council

Recommendation:

I. THAT the request made by Lankor Horizons Development Inc. c/o Imad Najjar to participate in the Brownfield Redevelopment Community Improvement Plan **BE APPROVED** for:

a. The Brownfields Development Charge Exemption Program for the lesser of 60% reduction in development charges (DC) payable for the proposed multiple dwellings and townhouses at 0 Wyandotte St E (south of 10835 Riverside Dr. E), or the eligible project costs; and

b. Brownfields Rehabilitation Grant Program for the lesser of 70% of the municipal portion of the tax increment resulting from the proposed development for up to ten (10) years, or the eligible project costs;

In no case will the total amount of grant financial assistance provided exceed the total eligible project costs; and,

II. THAT if a grant agreement is required, Administration **BE DIRECTED** to prepare an agreement between Lankor Horizons Development Inc. c/o Imad Najjar and the City in accordance with all applicable policies, requirements, and provisions contained within the Brownfield Redevelopment Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications; and,

III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Brownfield Rehabilitation Grant Program Agreement; and,

IV. THAT the approval to participate in the Brownfield Rehabilitation Grant Program **EXPIRE** if the agreement is not signed by the applicant within two (2) years

following Council approval.

Background:

Brownfield Redevelopment Community Improvement Plan (CIP)

Brownfield sites are properties that may be contaminated due to previous industrial or commercial uses such as a manufacturing facility or gas station. City Council approved a Brownfield Redevelopment CIP at its April 19, 2010, meeting for the purpose of encouraging the study, clean-up, and redevelopment of contaminated properties. The approval of the CIP was the result of nearly five years of study and consultation, which began in October 2005.

Importance of Brownfield Redevelopment

Historically, there has been little interest in redeveloping Brownfield sites due to the uncertainty surrounding the extent of contamination and the potential cost of clean-up. The Brownfield Redevelopment CIP was adopted in 2010 and provides financial incentives to undertake the necessary studies and remedial work necessary to redevelop brownfield sites and reduce the potential negative impacts to the City's environment and neighbourhoods.

The benefits associated with Brownfield redevelopment go beyond the boundaries of the property. For example, they are often strategically located within existing built-up areas of the City where services and other infrastructure, such as roads, schools, community facilities and public transit are already available, therefore additional infrastructure costs are not incurred to service these areas. The redevelopment of these sites also removes the negative stigma often associated with Brownfield properties, which increases the value of the subject property and adjacent properties.

Site Background

The subject site is located at 0 Wyandotte St E (south of 10835 Riverside Dr. E or Riverside Sportsmen Club - See Appendix A: Location Map). The property is 1.66 hectares (or 4.11 acres) in size and is currently vacant. Most recently the subject property was part of the parcel where the Riverside Sportsman Club operates as a bar, tavern, and banquet hall. The vacant south part of this property was severed in 2021(file B-052/21) and is currently 0 Wyandotte St E.

The subject property is designated ‘Residential’ on Official Plan Schedule D: Land Use and is zoned RD3.3. Some of the permitted uses are Lodging House, Multiple Dwelling, Religious Residence, and Residential Care Facility. A zoning by-law amendment was approved on April 28, 2025, to permit two (2) 12-storey (44m high) multiple dwelling residential towers with 220 multiple dwelling units and 18 townhome units. The total

number of dwelling units proposed for the subject site is 238 with the associated parking available.

The applicant is still in the process of undertaking the Phase II ESA. The findings to-date from the Phase II ESA sampling analysis revealed that contamination is present on the site, thus remediation is required.

Discussion:

Brownfield Redevelopment Community Improvement Plan

The main goal of this CIP is to promote the remediation, rehabilitation, adaptive re-use and redevelopment of brownfield sites throughout the City of Windsor in a fiscally responsible and sustainable manner over the long term. The City of Windsor has offered some attractive incentive programs designed to promote brownfield redevelopment throughout the city.

Brownfields Development Charge Exemption Program

Should Council approve the application under the Brownfield Redevelopment Community Improvement Grant Program, the owner would have the option of applying their approved grant amount to a 60% reduction in the development charges (DC) payable for the proposed development. The amount of the approved grant applied against the development charges payable will be deducted from the Brownfields Rehabilitation Grant to be paid, where the total grant exceeds the DC reduction.

The Development Charge Exemption Program is not an application-based program. The development charge exemption will be applied at the time development charges are typically paid. Providing approved grants sooner in the development process benefits the owner and the City as it reduces the typical 10-year grant period resulting in fewer resources to administer the program annually.

Brownfield Rehabilitation Grant Program

The Brownfield Rehabilitation Grant Program offers annual grants funded through the increase in municipal property tax levy created by the investment for up to 10 years to help offset eligible costs. The CIP specifies Brownfield Rehabilitation Grants will equal 70% of the municipal property tax increase. This grant increases to 100% for any building that achieves certification under the Leadership in Energy and Environmental Design (LEED) Program.

Annual grants are paid out following the filing of a Record of Site Condition (RSC), reassessment of the property has been completed by the Municipal Property Assessment Corporation (MPAC), and the payment of the property taxes has been received for the year in which the grant is to be provided. Issuance of the first grant

payment typically occurs at the end of the first year after the assessment has been updated.

CIP Goals

City staff are supportive of the application as it meets all the eligibility requirements specified within the Brownfield Redevelopment CIP. The proposed filing of a RSC and redevelopment of the property supports the following CIP goals:

- To promote the remediation, rehabilitation, adaptive re-use and redevelopment of Brownfield sites throughout the City of Windsor in a fiscally responsible and sustainable manner over the long term;
- Improve the physical and visual quality of Brownfield sites;
- Improve environmental health and public safety;
- Provide opportunities for new housing, employment uses, and commercial uses;
- Increase tax assessment and property tax revenues;
- Improve the land use compatibility of potential Brownfield sites with surrounding land uses;
- Increase community awareness of the economic, environmental, and social benefits of Brownfield redevelopment; and
- Utilize public sector investment to leverage significant private sector investment in Brownfield remediation, rehabilitation, adaptive re-use, and redevelopment.

Policy Support

The study of Brownfield sites to support clean up and redevelopment is supported by policies within the 2024 Provincial Planning Statement, the City's Official Plan, and the City's Environmental Master Plan.

Risk Analysis:

As with all Brownfield sites, there is a degree of risk associated related to the potential presence of contamination. The proposed study and remediation will assist in mitigating these risks. The City would retain a copy of the study for future reference.

Climate Change Risks

Climate Change Mitigation:

The proposed redevelopment implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas. In particular, the redevelopment would implement the action that supports the existing Brownfields Redevelopment Strategy and achieve its work plan.

Climate Change Adaptation:
The proposed redevelopment 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 site would also be required to incorporate storm water management best practices.

Financial Matters:

The proposed 238-unit development has an estimated construction value of $132,000,000. Total eligible costs under the Brownfield Rehabilitation Grant Program are estimated at $2,551,214, consisting of $886,350 for remediation and the Record of Site Condition, $1,584,164 in development application and building permit fees, and $80,700 in unreimbursed Phase II ESA costs.

Under the Brownfields Development Charge Exemption Program, the applicant may receive a 60% reduction in development charges, estimated at $2,977,808. This reduction is capped at the eligible cost total of $2,551,214 and does not increase the overall financial incentive value, but accelerates the timing of payment.

Any eligible costs not offset through the development charge reduction may be reimbursed through the Brownfield Rehabilitation Grant Program following the redevelopment and reassessment by MPAC, and full payment of taxes. Based on the submitted redevelopment plan, the property assessment is expected to increase from $749,000 to $35,338,000, and the total annual tax levy from $20,949 to $740,435. The resulting municipal tax increase of $671,577 would support a grant of up to 70% of this amount annually over 10 years, not exceeding the estimated eligible project cost.

In no case will the total amount of grant financial assistance provided exceed the total eligible project costs or $2,551,214.

Consultations:

The development and approval of the Brownfield Redevelopment CIP was subject to

extensive stakeholder and public consultation, which sought input from a wide range of stakeholders and internal City departments.

Planning staff have consulted with the applicant prior to accepting the application for the Brownfield Rehabilitation Grant Program. Greg Atkinson, Deputy City Planner Development; Jose Mejalli, Assessment Management Officer, Treasury and Financial Accounting; Carolyn Nelson, Manager of Property Valuation & Administration, Treasury and Financial Accounting; Kate Tracey, Senior Legal Counsel, Legal Department and Michael Okanlawon, Financial Planning Administrator were consulted in the preparation of this report.

Conclusion:

City Staff recommend Council approve the request from Lankor Horizons Development Inc. c/o Imad Najjar to participate in the Brownfield Rehabilitation Grant Program. In the opinion of planning staff, the proposed remediation and redevelopment conform to the Brownfield Redevelopment CIP and assists the City in the achievement of a number of the CIP goals.

Planning Act Matters:

N/A

Approvals:

Name	Title
Simona Simion	Planner III - Economic Development (A)
James Abbs	Manager, Planning – Land Info & Special Projects (A)
Jason Campigotto	Deputy City Planner – Growth (A)
Emilie Dunnigan	Manager Development Revenue & Financial Administration
Lorie Gregg	Executive Director, Financial Planning/Deputy Treasurer
Kate Tracey	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

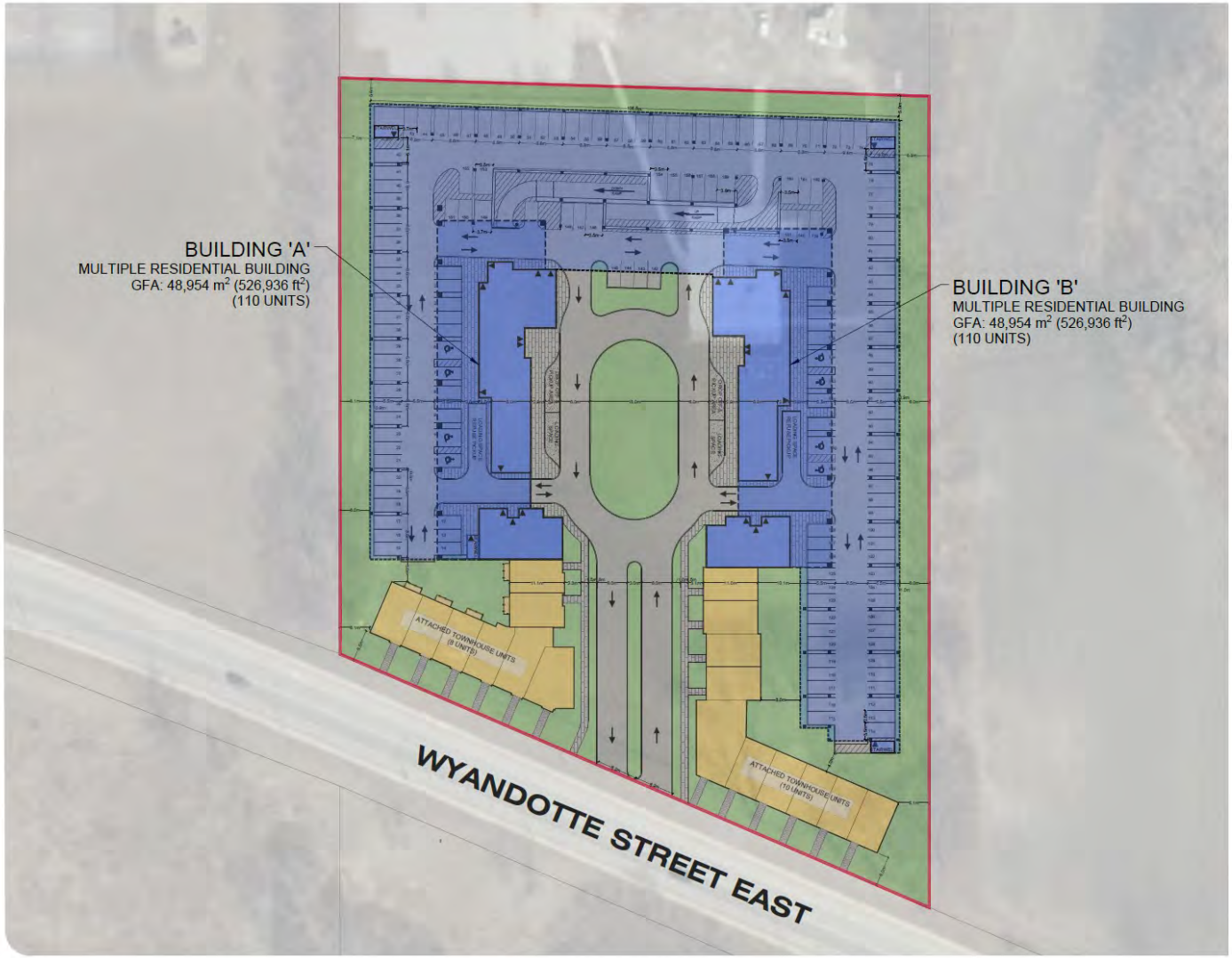
1 Appendix A - Location Map
2 Appendix B – Site Plan

LOCATION MAP : 0 WYANDOTTE STREET EAST

SUBJECT PROPERTY

Project: Brownfield Property Tax Assistance/Rehabilitation Grant CIP Application
Applicant: Dillon Consulting Limited c/o Matthew Antaya
Owner: Lakefront Heights Inc. c/o Imad Najjar

0 15 30 60 90 Meters



LAKEFRONT HEIGHTS INC.
LAKEFRONT HEIGHTS DEVELOPMENT
PLANNING JUSTIFICATION REPORT
CONCEPTUAL DEVELOPMENT PLAN
GROUND FLOOR - PARKING LAYOUT
FIGURE 4 (a)

SUBJECT AREA (±1.66 ha / 4.11 ac)
PROPOSED LANDSCAPE
PROPOSED MULTI-UNIT RESIDENTIAL TOWERS
PROPOSED TOWNHOME ATTACHED STYLE UNITS
PROPOSED SIDEWALK
PROPOSED PAVEMENT

SITE DATA MATRIX

	ZONING PROVISIONS	REQUIRED	PROVIDED
1	PROJECT DESCRIPTION	N/A	RESIDENTIAL
2	ZONING DESIGNATION	RD3.3	SITE SPECIFIC RD3.3
3	LAND USE	N/A	RESIDENTIAL
4	MAJOR OCCUPANCY(S)	N/A	RESIDENTIAL
5	PERMITTED USES	MULTIPLE DWELLING	MULTIPLE DWELLING
6	MINIMUM SITE AREA	11,680m²	16,633m²
7	BUILDING AREA (GROUND FLOOR FOOTPRINT)	N/A	9,314.5m²
8	TOTAL UNITS	N/A	238
9	LOT COVERAGE	35%	56%*
10	MINIMUM LOT WIDTH	45.0m	129.4m
11	MAXIMUM BUILDING HEIGHT	24.0m	44.0m*
12	MINIMUM FRONT YARD DEPTH	N/A	6.0m
13	MINIMUM REAR YARD DEPTH	N/A	5.0m
14	MINIMUM SIDE YARD DEPTH	N/A	6.0m
15	REQUIRED SPACES - STANDARD	289	307
16	REQUIRED SPACES - ACCESSIBLE	8 (4 TYPE A AND 4 TYPE B)	16 (8 TYPE A & 8 TYPE B)
17	REQUIRED SPACES - VISITOR (15%)	44	48
18	PARKING SPACES - TOTAL	297	323
19	GROUND FLOOR PARKING	N/A	162
20	SECOND FLOOR PARKING	N/A	161
21	BICYCLE SPACES	18	23
22	LOADING SPACES	4	4
23	LANDSCAPED AREA - SOFT	N/A	4,871m²
24	LANDSCAPED AREA - HARD	N/A	1,159m²
25	LANDSCAPED AREA - TOTAL	35%	6,030m² (36.2%)
26	DWELLING UNITS PER HECTARE	180	144

* REQUIRES SITE SPECIFIC ZONING BY-LAW AMENDMENT
NOTE: ALL BICYCLE SPACES ARE TO BE PROVIDED WITHIN THE TWO TOWER BUILDINGS

SCALE : 1:750

SOURCE: COUNTY OF ESSEX AERIAL PHOTOGRAPHY (2021)

MAP/DRAWING INFORMATION
THIS DRAWING IS FOR INFORMATION PURPOSES ONLY. ALL DIMENSIONS AND BOUNDARY INFORMATION SHOULD BE VERIFIED BY AN O.L.S PRIOR TO CONSTRUCTION.

CREATED BY: SNP
CHECKED BY: MAM
DESIGNED BY: SNP

File Location:
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September, 06, 2024 3:47 PM

DILLON CONSULTING

PROJECT: 21-2104
STATUS: DRAFT
DATE: 12/06/2024

Committee Matters: SCM 53/2026

Subject: Ford City CIP Application for 1327 Henry Ford Centre Drive, Owner: 1001134151 Ontario Inc. (C/O: Andrew Lennon, Kaija Karmiste, and Saksham Sharma), Ward 5

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

Decision Number**: DHSC 803**

I. THAT the request for incentives under the Ford City CIP Financial Incentive Programs made by 1001134151 Ontario Inc. (C/O: Andrew Lennon, Kaija Karmiste, and Saksham Sharma), the owner of the property located at 1327 Henry Ford Centre Drive, **BE APPROVED**, for the following incentives:

i. *New Residential Development Grant* in the maximum amount of $7,500 for three (3) new residential units;

ii. *Municipal Development Fees Grant Program* in the maximum amount of $15,000;

iii. *Building/Property Improvement Tax Increment Grant Program* for the lesser of 100% of the municipal portion of the tax increment for up to 10 years in the amount of +/- $4,230 per year or the eligible costs.

II. THAT the CAO and City Clerk **BE AUTHORIZED** to prepare the agreement between the City and 1001134151 Ontario Inc. (C/O: Andrew Lennon, Kaija Karmiste, and Saksham Sharma) to implement the *Building/Property Improvement Tax Increment Grant Program* in accordance with all applicable policies, requirements to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications;

III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreement(s) in content satisfactory to the City Planner, in financial content to the satisfaction of the City Treasurer and in form satisfactory to the City Solicitor;

IV. THAT funds in the amount of $7,500 under the New *Residential Development Grant* Program, and funds under the *Municipal Development Fees Grant Program* in the amount of $15,000 **BE TRANSFERRED** from the CIP Reserve Fund 226 to the Ford City CIP Project Fund (#7181046) upon completion of the three (3) new residential units on the property located at 1327 Henry Ford Centre Drive, to the satisfaction of the City Planner and Chief Building Official;

V. THAT grants **BE PAID** to 1001134151 Ontario Inc. (C/O: Andrew Lennon, Kaija Karmiste, and Saksham Sharma), upon completion of the three (3) new residential units on the property located at 1327 Henry Ford Centre Drive, through the Ford City CIP Fund (Project #7181046) to the satisfaction of the City Planner and Chief Building Official; and,

VI. THAT grants approved **SHALL LAPSE** and **BE UNCOMMITTED** if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.

Carried.

Report Number: S 2/2026
Clerk's File: Z/13251

Clerk's Note:

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

2. Please refer to Item 11.2 from the Development & Heritage Standing Committee held on February 2, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260203/-1/10608

Subject: Ford City CIP Application for 1327 Henry Ford Centre Drive, Owner: 1001134151 Ontario Inc. (C/O: Andrew Lennon, Kaija Karmiste, and Saksham Sharma), Ward 5

Reference:

Date to Council: February 2, 2026
Author: Kevin Alexander, MCIP RPP
Senior Planner-Special Projects
519-255-6543 ext. 6732
kalexander@citywindsor.ca

Planning & Building Services
Report Date: 1/7/2026
Clerk's File #: Z/13251

To: Mayor and Members of City Council

Recommendation:

I. **THAT** the request for incentives under the Ford City CIP Financial Incentive Programs made by 1001134151 Ontario Inc. (C/O: Andrew Lennon, Kaija Karmiste, and Saksham Sharma), the owner of the property located at 1327 Henry Ford Centre Drive, **BE APPROVED**, for the following incentives:

i. *New Residential Development Grant* in the maximum amount of $7,500 for three (3) new residential units;

ii. *Municipal Development Fees Grant Program* in the maximum amount of $15,000;

iii. *Building/Property Improvement Tax Increment Grant Program* for the lesser of 100% of the municipal portion of the tax increment for up to 10 years in the amount of +/- $4,230 per year or the eligible costs.

II. **THAT** the CAO and City Clerk **BE AUTHORIZED** to prepare the agreement between the City and 1001134151 Ontario Inc. (C/O: Andrew Lennon, Kaija Karmiste, and Saksham Sharma) to implement the *Building/Property Improvement Tax Increment Grant Program* in accordance with all applicable policies, requirements to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications;

III. **THAT** the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreement(s) in content satisfactory to the City Planner, in financial content to the satisfaction of the City Treasurer and in form satisfactory to the City Solicitor;

IV. **THAT** funds in the amount of $7,500 under the New *Residential Development Grant* Program, and funds under the *Municipal Development Fees Grant Program* in the amount of $15,000 **BE TRANSFERRED** from the CIP Reserve Fund 226 to the Ford City CIP Project Fund (#7181046) upon completion of the three (3) new residential units on the property located at 1327 Henry Ford Centre Drive, to the satisfaction of the City Planner and Chief Building Official;

V. **THAT** grants **BE PAID** to 1001134151 Ontario Inc. (C/O: Andrew Lennon, Kaija Karmiste, and Saksham Sharma), upon completion of the three (3) new residential units on the property located at 1327 Henry Ford Centre Drive, through the Ford City CIP Fund (Project #7181046) to the satisfaction of the City Planner and Chief Building Official; and,

VI. **THAT** grants approved **SHALL LAPSE** and **BE UNCOMMITTED** if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.

Executive Summary:

N/A

Background:

On November 19, 2018, City Council approved the Ford City Community Improvement Area and Ford City Community Improvement Plan (CIP) (CR625/2018 PHED 603) adopted through by-laws 171-2018 and 172-2018. These By-laws came into effect in January of 2019. In addition, on November 19, 2018, City Council activated the following financial incentive programs from the Ford City CIP:

1. Municipal Development Fees Grant Program
2. New Residential Development Grant Program
3. Building/Property Improvement Tax Increment Grant Program
4. Retail Investment Grant Program
5. Neighbourhood Residential Rehabilitation Grant Program

On July 25, 2025, Saksham Sharma, the agent, applied under the *Ford City CIP* Financial Incentive Programs on behalf of 1001134151 Ontario Inc. (C/O: Andrew Lennon and Kaija Karmiste), the owner of the property located at 1327 Henry Ford Centre Drive. The proposed development consists of the construction of a single dwelling unit with two additional dwelling units (ADUs). Refer to Appendix B for the Proposed Site Plan.

Discussion:

Ford City CIP Financial Incentive Programs

The applicant is eligible for the following programs under the Ford City CIP Financial Incentive Programs:

New Residential Development Grant Program—intended to encourage the creation of a variety of residential units within Ford City. Property owners are eligible to receive a grant of $2,500 for every new residential unit, up to a maximum of $50,000 per property.

The applicant is eligible for a grant of $7,500 under the *New Residential Development Grant Program.*

Municipal Development Fees Grant Program—intended to encourage development within Ford City by providing an incentive to offset the costs associated with seeking the appropriate planning approvals and building permits for a project. Property owners will be eligible to receive a grant for 100% of the specified *Municipal Development Fees*, up to a maximum of $50,000 per property.

Based on the Building Permit Applications for the single-family dwelling with two ADUs, the applicant is eligible for a grant in the maximum amount of $15,000 under the *Municipal Development Fees Grant Program,* once the project is completed as per the approved drawings.

Building/Property Improvement Tax Increment Grant—intended to provide financial incentive for the physical improvements to properties whereby registered property owners and/or assignees would be eligible to receive a grant for the lesser of 100% of the municipal tax increment generated from the improvements made to the building or property for up to 10 years, or the eligible improvement costs.

To be eligible for the *Building/Property Improvement Tax Increment Grant,* improvements to the building/property must result in an annual grant (or tax increment) of at least $500 for properties that are taxed at the “residential” tax rate; and $1,000 for properties taxed at all other tax rates.

Based on the information and drawings provided by the applicant, Administration estimates the post project assessment value to be $220,000. However, the actual value of the new assessment will be dependent upon a full review of the building after the completion of renovations as determined by the Municipal Property Assessment Corporation (MPAC).

Based on the CIP application dates; the applicant is eligible for the *Building/Property Improvement Tax Increment Grant* for improvements to the property. As identified in the Financial Matters section, the estimated annual value of the grant for the construction of one (1) new residential building with three (3) units is $4,230. Over 10 years, this grant amounts to $42,300.

The applicant indicates that the estimated eligible costs for the project is $639,000. The Planning Act stipulates that the grants under a CIP cannot be more than the eligible costs. The total grant amount of $64,800, inclusive of the Municipal Development Fees

Grant of $15,000, the New Residential Development Grant of $7,500, and the Building/Property Improvement Tax Increment Grant of $42,300, is less than the estimate eligible costs.

Because the Grant Program does not exempt the property from taxes, the owners must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre- and post-development municipal taxes.

Risk Analysis:

The approval of these grants does not carry significant risk as there are sufficient funds within the CIP reserve fund approved by Council. The applicant will not receive any grants until all work is completed and inspected to the satisfaction of the Planning and Building Department. As a requirement of Section 28 (7.3) of the Planning Act, Administration has confirmed that the grant amount does not exceed the total cost of the project.

Climate Change Risks

Climate Change Mitigation:

The proposed construction will have climate change implications as the property is vacant and no existing structures will be reused, requiring new materials to be brought in. However, the infill of the site contributes to the revitalization of Ford City by filling out the cityscape. The construction of the building will utilize modern building methods, which will conform to the Ontario Building Code concerning safety and energy efficiency.

Utilizing an existing lot and infrastructure in an existing built-up area of the city also promotes efficiency on the existing infrastructure network by not promoting development on greenfield land.

Climate Change Adaptation:

This project encourages compact development as there are three dwelling units on a property that would typically contain one single-family dwelling. Compact development is more sustainable because it mitigates urban sprawl and encourages a lower carbon footprint.

Financial Matters:

On February 22, 2021, Council approved the 2021 budget, which included a new reserve fund for all active CIPs in the City. As CIP grant applications are approved, the approved grant amount will be regarded as committed in the CIP Reserve Fund 226, until the grant is ready to be paid out. The current uncommitted balance of the CIP reserve fund is $489,225; however, this balance does not account for other CIP grant requests that currently being considered by the standing committee or have been endorsed by the standing committee and are not yet approved by City Council.

If approved, funds will be transferred from the CIP Reserve Fund 226 to the Ford City CIP Project Fund (#7181046) to disperse the maximum amounts of $7,500 for the *New Residential Development Grant Program* and $15,000 for the *Municipal Development*

Fees Grant Program once the work is complete to the satisfaction of the City Planner and Chief Building Official, and the grant is ready to be paid out.

The *Building/Property Improvement Tax Increment Grant* would be based upon the lesser of 100% of the municipal tax increment generated from the improvements made to the building or property for up to 10 years, or the eligible costs. Based on the projected MPAC post project assessment value of $220,000, the estimated total grant amount is $42,300:

Estimated Building/Property Improvement Tax Increment Grant for 1327 Henry Ford Centre Drive		
Annual Pre-Development Municipal Taxes	Annual Estimate of Incremental Post Development Municipal Taxes	Annual Estimate Value of Grant
$43	$4,273	$4,230

Assumptions

Current Property Value Assessment	$2,200
Estimate Post Development Property Assessment	$220,000

The City will retain the amount of pre-development (base) municipal taxes throughout the lifespan of the grant program (estimated to be $430 over 10 years); however, it will be foregoing any incremental property taxes, which could otherwise be used to offset future budget pressures (estimated to be $42,300 over 10 years). The City will issue grant payments annually once it is satisfied that the municipal property tax has been paid by the property owners and any additional conditions of the grant have been met.

If all grants are approved, the applicant will receive $64,800 in total grants through the Ford City CIP Program.

Consultations:

The owner of the property located at 1327 Henry Ford Centre Drive and their agent have been consulted regarding grants related to the improvements outlined in this report.

The following members of Administration were also consulted:

- Jose Mejalli, Assessment Management Officer, Treasury and Financial Accounting, and Carolyn Nelson, Manager of Property Valuation & Administration, Treasury and Financial Accounting, were consulted with respect to the Ford City CIP *Building/Property Improvement Tax Increment Grant*.
- Michael Okanlawon, Financial Planning Administrator, was also consulted regarding the Ford City CIP and related capital project/reserve fund balances.

- Margo Moore, Permit Services Clerk from the Building Division, was consulted regarding eligible Building Permit and Public Works Permit Fees for the *Municipal Development Fees Grant Program.*

Conclusion:

The improvements to 1327 Henry Ford Centre Drive meet all eligibility criteria identified in this this report, for the *New Residential Development Grant, Building/Property Improvement Tax Increment,* and *Municipal Development Fees Grant* through the *Ford City CIP*.

There are sufficient funds in the CIP reserve fund to provide grants for the proposed improvements. Administration recommends approval of the grants identified in this report.

Planning Act Matters:

N/A

Approvals:

Name	Title
Kevin Alexander	Senior Planner – Special Projects
James Abbs	Manager, Planning – Land Info & Special Projects
Jason Campigotto	Deputy City Planner – Growth
Emilie Dunnigan	Manager Development Revenue & Financial Administrator
Lorie Gregg	Executive Director, Financial Planning/Deputy Treasurer
John Revell	Chief Building Official
Kate Tracey	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner/Executive Director, Planning & Development Services
Janice Guthrie	City Treasurer/ Commissioner, Finance
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

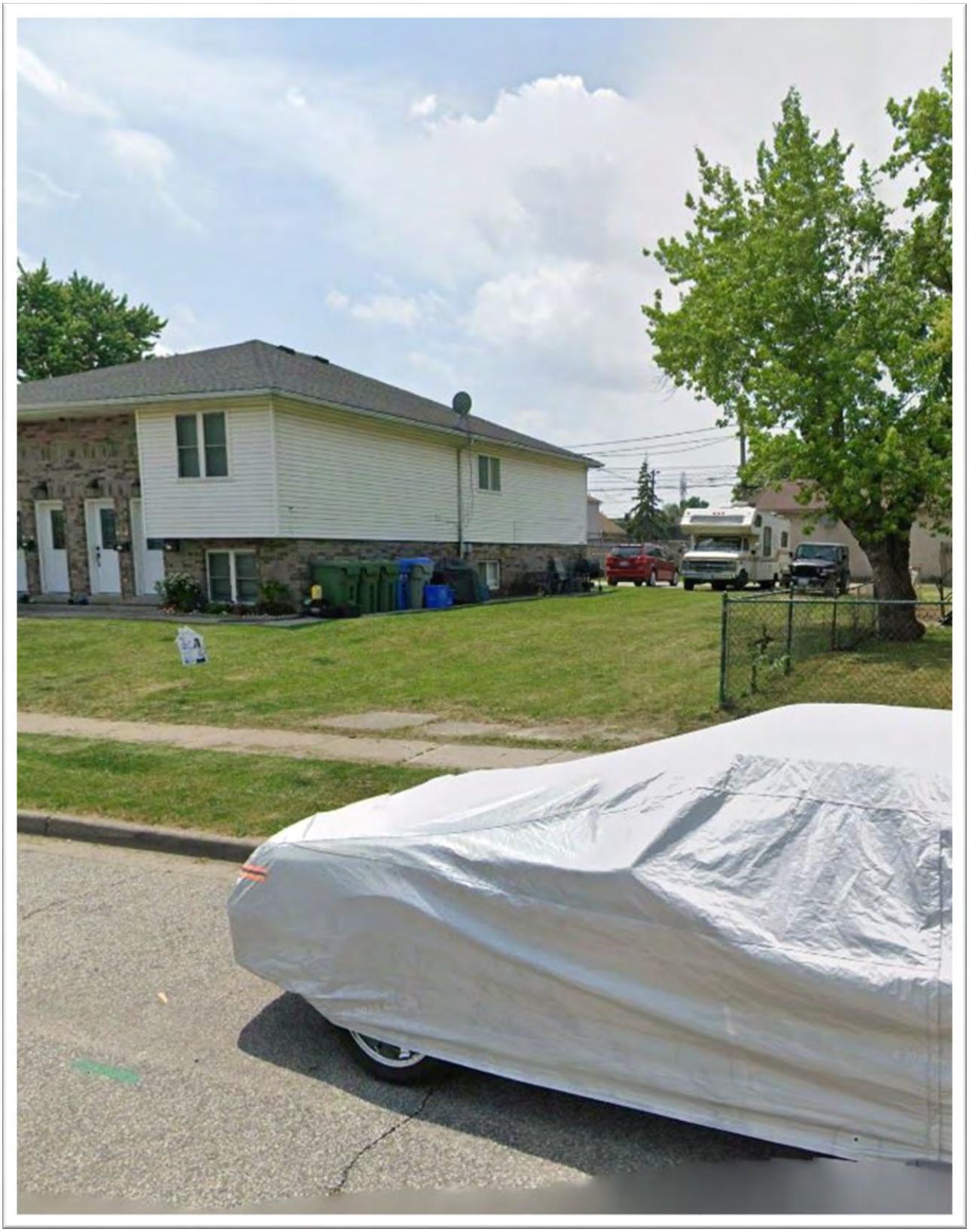
1 Appendix A - Location Map and Existing Condition
2 Appendix B - Proposed Single-Family Dwelling with ADUs

Appendix A - Location Map and Existing Conditions

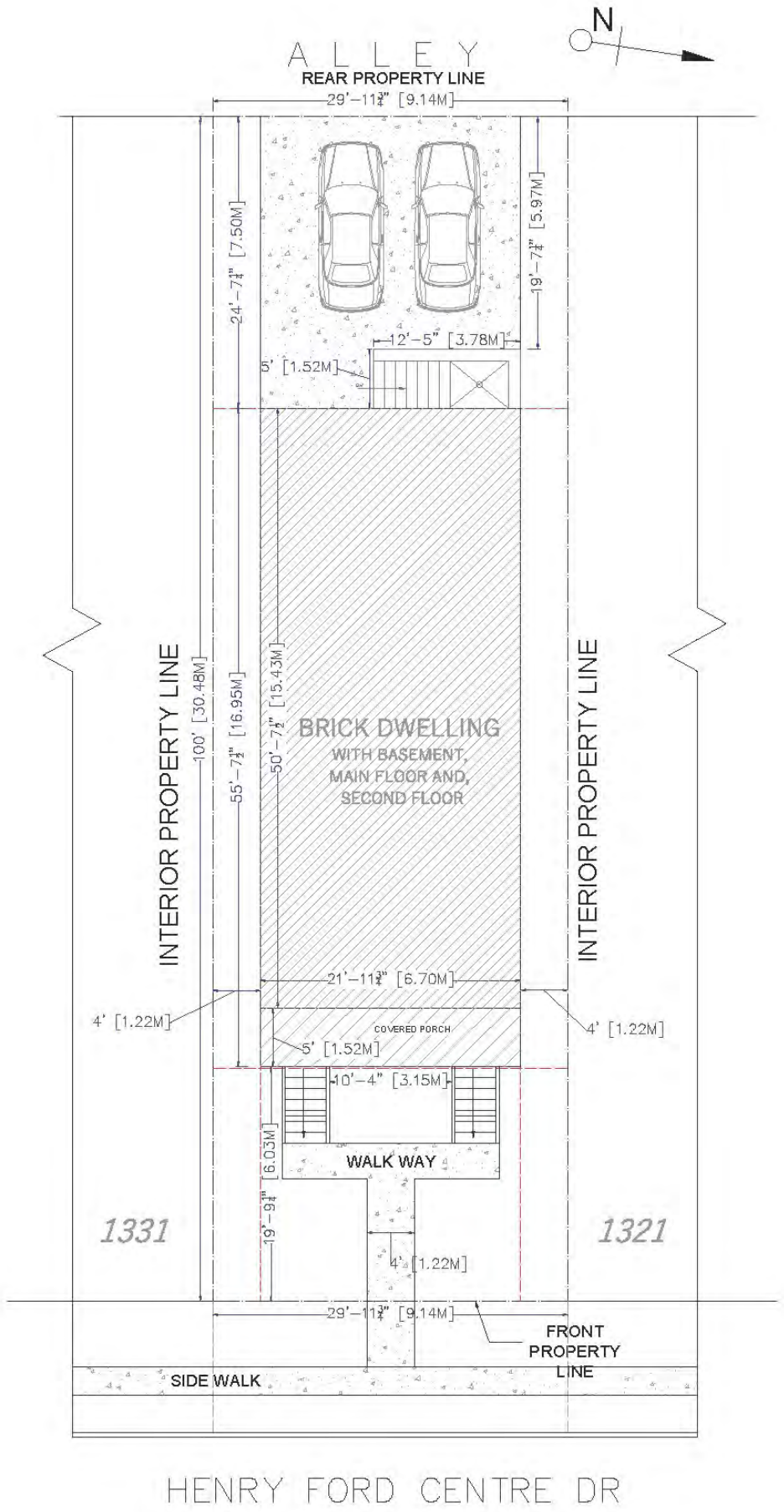
LOCATION MAP

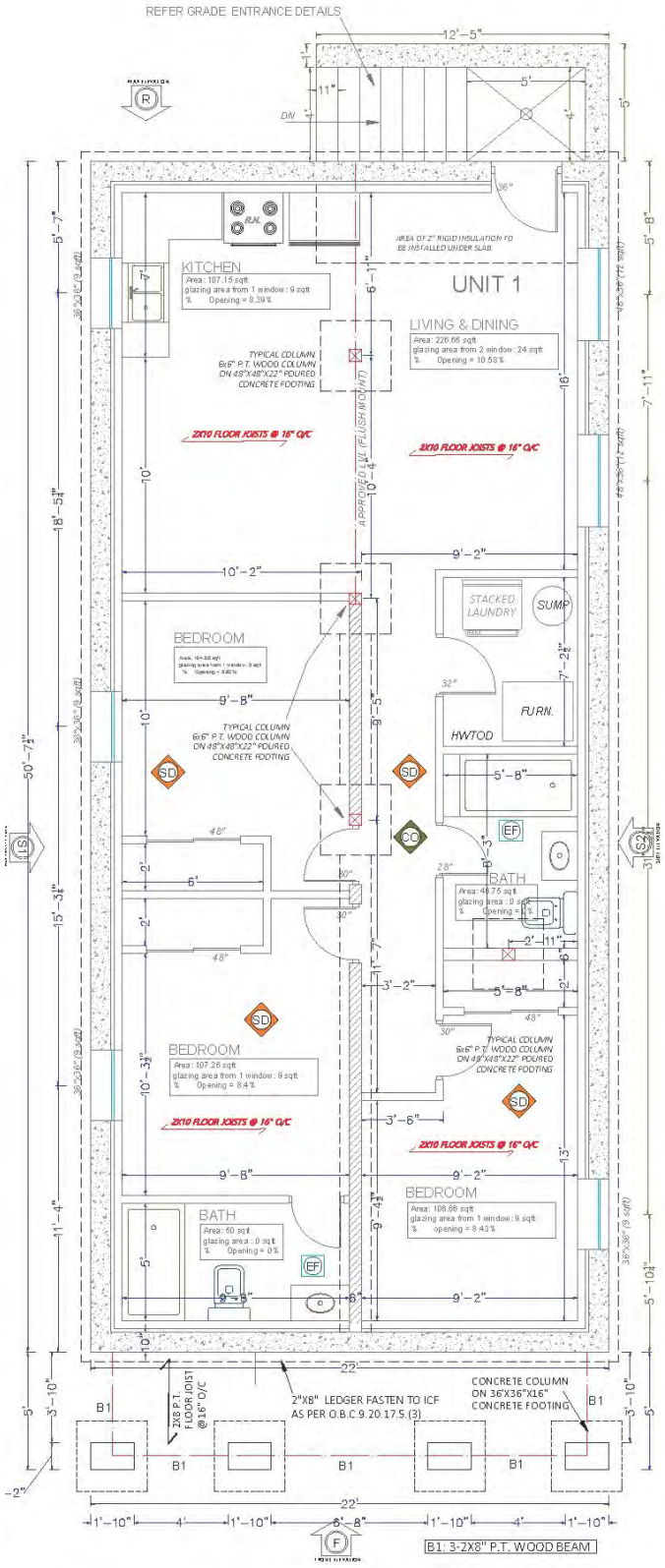
SUBJECT PROPERTY : 1327 HENRY FORD CENTRE DRIVE

Appendix A - Location Map and Existing Conditions *(Google)*

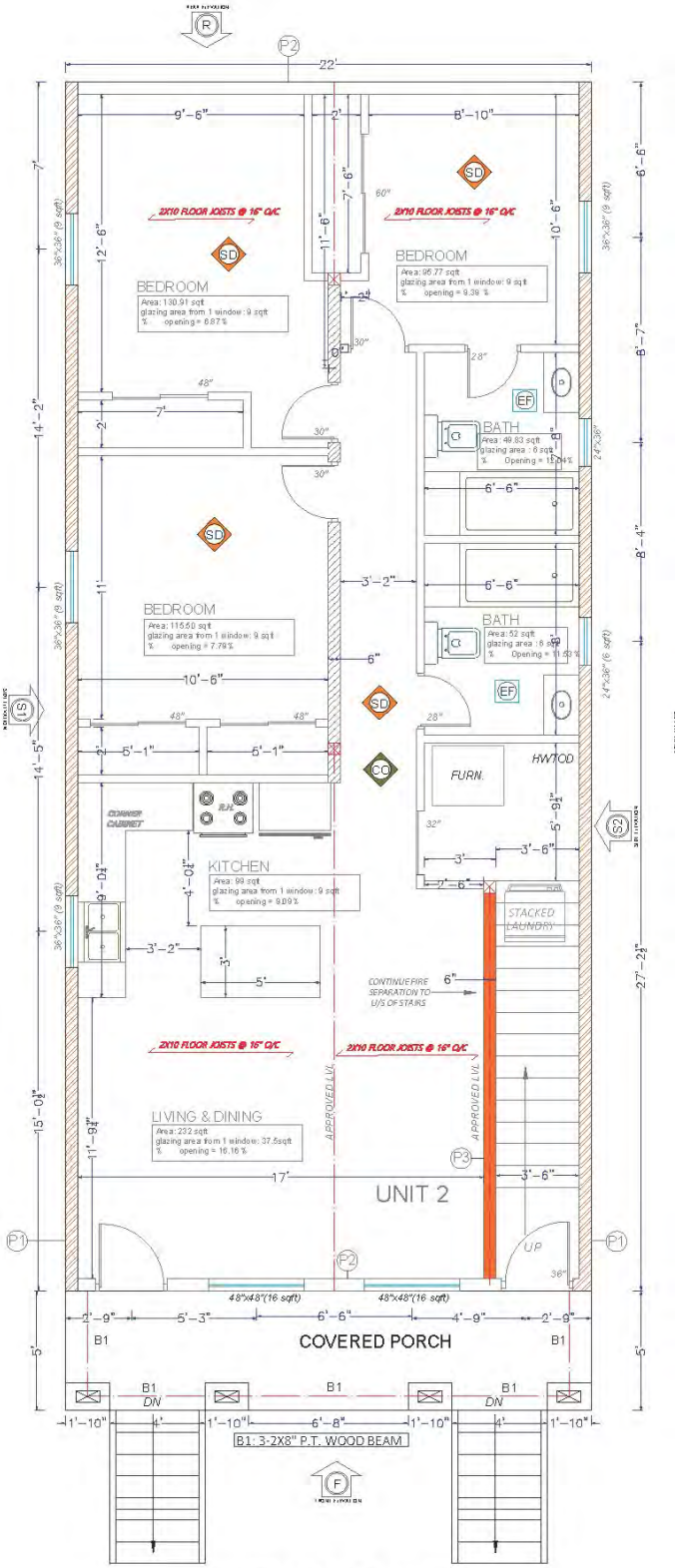


Appendix B - Proposed Single-Family Dwelling with ADUs

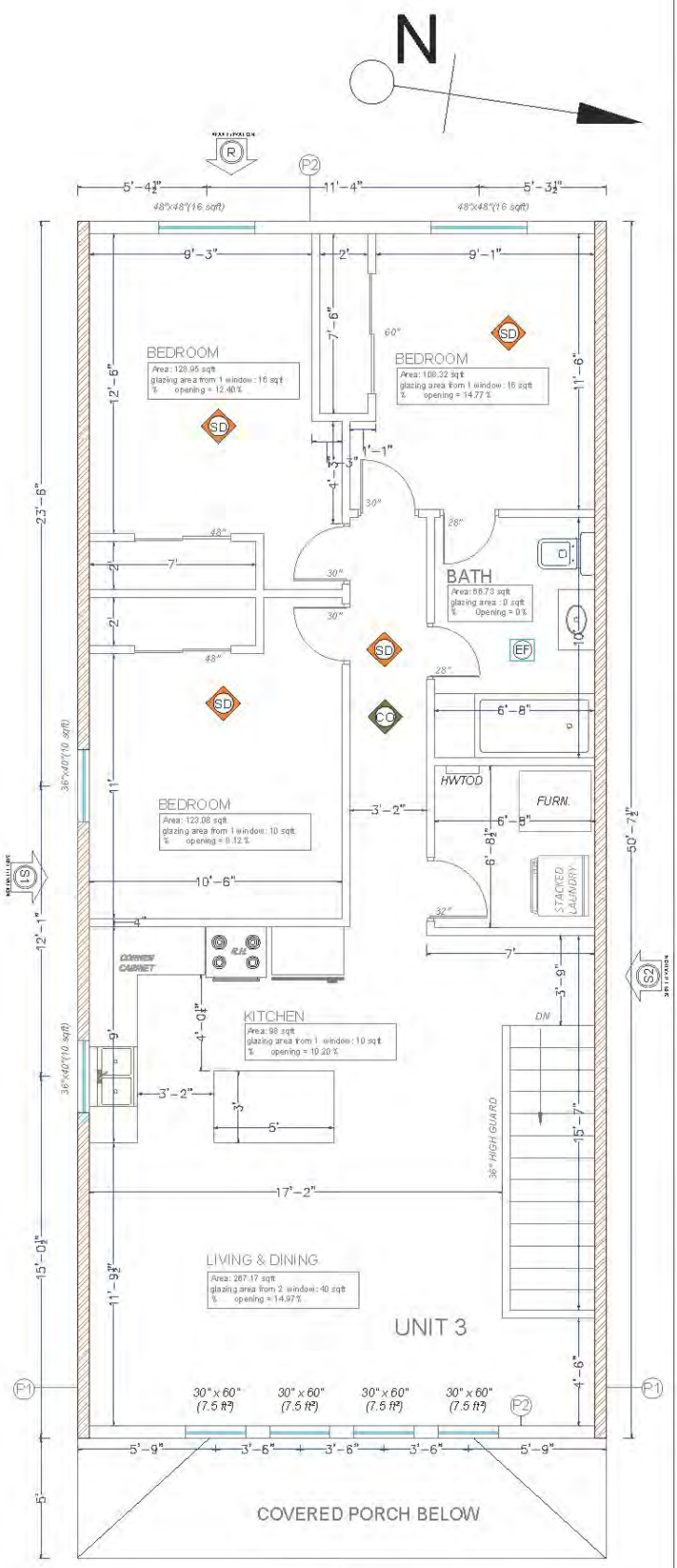




FOUNDATION/ BASEMENT FLOOR PLAN



MAIN FLOOR PLAN



LEGEND

- FOUNDATION WALL - 10" CONCRETE FOUNDATION WALL (20MPA MIN), WITH 24X10" CONTINUOUS STRIP FOOTING (20MPA)
- INTERIOR PARTITION WALLS - 2" X 4" @16" O.C - 1/2" SPECIFIED DRYWALL ON EACH SIDE.
- P1 — EXTERIOR WALL ASSEMBLY: ULC U425 1 HR FIRE RATED BRICKS AS PER OWNER, ½" DENSE GLASS SHEATHING, 6" 20 GA. STEEL STUDS AT 12" O.C., R22 ROCK WALL INSULATION, 6 MIL POLY VAPOR BARRIER, 2 LAYERS OF ⅝ " TYPE "X" GYPSUM BOARD
- P2 — EXTERIOR WALL ASSEMBLY: EXTERIOR BRICKS AS PER OWNER, ½" EXTERIOR GRADE SHEATHING, 2X6 " WOOD STUDS @ 16" O/C R22 BATT INSULATION, 6 mil. POLY. VAPOR BARRIER 1 LAYER OF DRYWALL
- P3 — FIRE SEPARATION-WALL -P3: 1HR FRR W/ 51 STC SOUND RATING AS PER W4a of SB-3, 2X6 WOOD STUDS @ 16" O/C FILL WALL CAVITY WITH ROXUL SAFE AND SOUND INSULATION. INSTALL RESILIENT METAL CHANNELS ON ONE SIDE @ 16" O/C WITH 2 LAYER OF 5/ 8" TYPE X DRYWALL, OTHER SIDE COVERED WITH 1 LAYERS OF 5/8"TYPE X DRYWALL.
- LOAD BEARING WALL 2X6 WOOD STUDS @ 16" O/C SINGLE BOTTOM PLATE AND DOUBLE TOP PLATE ABOVE LINTELS 2X6 WOOD BLOCKING @ 3'-11" O/C HORIZONTAL 1/2" DRYWALL ON BOTH SIDES OF STUDS
- LOAD BEARING INTERIOR WALL WITH FOOTING: 2 x 6" @ 16" O.C. BEARING WALL ON SILL GASKET WITH LAG BOLTS @ 4'-0" O.C., 16" x 8" POURED CONCRETE FOOTING.
- H1 — HORIZONTAL FIRE SEPARATION - ENTIRE MAIN FLOOR & BASEMENT CEILING 1 HR FRR & STC 51 CEILING CONFORMING TO F9g OF SB-3, ⅝" T& G PLYWOOD SUB-FLOOR, 2X10 WOOD JOISTS @ 16" O/C INFILL CAVITY WITH INSULATION, RESILIENT METAL CHANNEL @ 24" O/C, 2 LAYERS OF 1/2" TYPE X GYPSUM BOARD.
- EF — EXHAUST FAN DIRECTLY VENTED TO EXTERIOR ACCORDING TO O.B.C REQUIREMENTS.
- SD — SMOKE ALARM C/W CO² DETECTOR AS PER OBC REQUIREMENTS, REFER TO GENERAL NOTES.
- CO — CO DETECTOR AS PER OBC REQUIREMENTS.
- ATTIC HATCH — ATTIC SPACE ACCESS HATCH-32"X24" MIN. INSTALLED ACCORDING TO O.B.C. REQUIREMENTS.

LINTEL DETAILS

WOOD FRAMING	UP TO 48" OPENING	2- 2"X8"

STEEL STUDS FRAMING	REFER TO CONNECTION DETAILS

NOTES

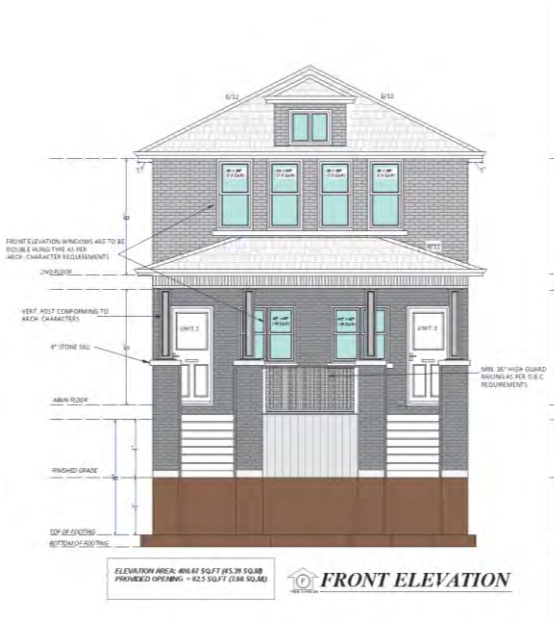
G.C. to VERIFY ALL DIMENSIONS as per site, bring to the notice of designer before commencement of the work.

HVAC, Plumbing, Mechanical, Roof and any other services designed by others

G.C.TO INSTALL SUMP AND BACK FLOW PREVENTION VALVE WHERE REQUIRED BY THE CITY.

SECOND FLOOR PLAN

Appendix B - Proposed Single-Family Dwelling with ADUs

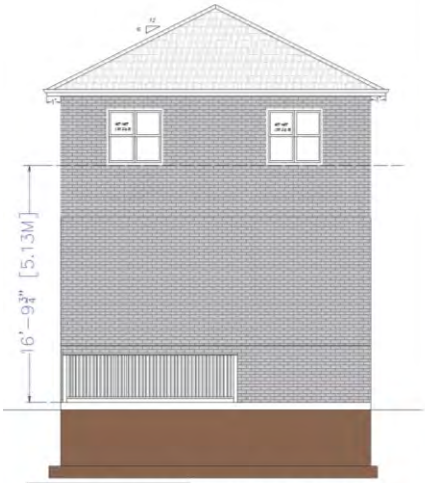


ELEVATION AREA: 486.67 SQ.FT (45.39 SQ.M)
PROVIDED OPENING = 92.5 SQ.FT (8.66 SQ.M)

FRONT ELEVATION

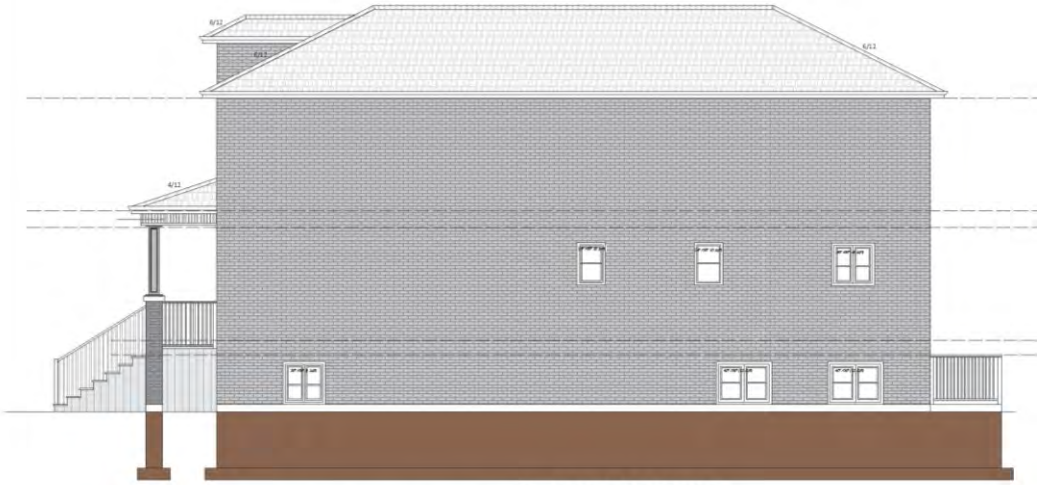
FIRE COMPARTMENT :
ELEVATION AREA: 1124 SQ.FT (104.42 SQ.M)
PROVIDED OPENING = 54 SQ.FT (5.01 SQ.M) = 4.80%

SIDE ELEVATION



ELEVATION AREA: 486.67 SQ.FT (45.39 SQ.M)
PROVIDED OPENING = 22 SQ.FT (2.01 SQ.M)

REAR ELEVATION



FIRE COMPARTMENT :
ELEVATION AREA: 1124 SQ.FT (104.42 SQ.M)
PROVIDED OPENING = 54 SQ.FT (5.01 SQ.M) = 5.01%

SIDE ELEVATION

Committee Matters: SCM 54/2026

Subject: Update to Report S 131/2025 – Amendment to Sign By-law 250-2004 for 3663 Walker Road - Ward 9

And

Amendment to Sign By-law 250-2004 for 3663 Walker Rd, File No. SGN-003/24 (BILLBOARD) - Ward 9

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

Decision Number: **DHSC 804**

I. THAT the application for a Site-Specific Amendment to By-law 250-2004, being a by-law respecting signs and other advertising devices in the City of Windsor, as amended (the "**Sign By-law**"), to allow for the installation of an Electronic Changing Copy Ground Sign at 3663 Walker Road, **BE APPROVED**;

II. THAT Schedule "E" – "Special Provisions for Individual Signs" of the Sign By-law **BE AMENDED** by adding the following as its new section E.24:

E. 24 Despite the provisions of this By-law, that: a) a BILLBOARD SIGN, that is both a GROUND SIGN and an ELECTRONIC CHANGING COPY SIGN, may be constructed on 3663 Walker Road; and b) an existing WALL SIGN on 3663 Walker Road is permitted, subject to the following conditions:

a. That the BILLBOARD SIGN does not include FLASHING ILLUMINATION, and that changing of the ELECTRONIC CHANGING COPY does not occur at intervals of less than 60 seconds;
b. That the manufacturer of the BILLBOARD SIGN confirm compliance with the lighting restrictions in accordance with Section 3 for electronic message signs;
c. That the BILLBOARD SIGN does not have any animation including scrolling letters, television or video message, or any moving sign message objects;
d. That the illumination intensity of the BILLBOARD SIGN complies with subsection 3.3.1.(c) of this By-law, and that the brightness of the BILLBOARD SIGN be automatically controlled with an ambient light photo-sensor;
e. That the BILLBOARD SIGN will only be illuminated between the hours of 7:00 AM and 10:00 PM; and
f. That the WALL SIGN remains in its existing location, as of the date of this amendment.

III. THAT the City Solicitor **BE DIRECTED** to prepare the by-law to amend the Sign By-law;

IV. THAT the Chief Building Official **BE DIRECTED** to require, as conditions of the Sign By-law Permit:

a. A Plan of Survey (Completed by a licensed Ontario Land Surveyor), identifying topographical land features, in addition to the location of utility poles and above ground electrical conductors;
b. Site Plan approval (Based on the Site Plan Control Terms of Reference) identifying the following:
    i. A three (3) metre landscape setback from the property line along Walker Road ;
    ii. A landscape plan approved by the City's Landscape Architect;
    iii. The location of the proposed Electronic Changing Copy Billboard Sign, the distance from the existing wall sign and distance to the nearest residential district Lighting locations and specifications
    iv. All buildings, structures, overhead conductors and hydro lines
    v. The horizontal separation between the proposed sign and above ground electrical conductors.
    vi. Incorporation of features from the Plan of Survey
c. The construction and redevelopment of the landscape setback as per the approved Site Plan, to the satisfaction of the City Planner; and
d. The removal of the existing quad-faced Billboard Ground Sign located at 980 Crawford Avenue; and,

V. THAT the report of the Senior Planner--Special Projects and Planner II – Revitalization & Policy Initiatives dated November 7, 2025, entitled "Amendment to Sign By-law 250-04 for 3663 Walker Rd, File No. SGN-003/24 (BILLBOARD) - Ward 9**" BE RECEIVED** for information.

Carried.
Councillor Kieran McKenzie voting nay.

Report Number: S 4/2026 & S 131/2025
Clerk's File: SBS2025

Clerk's Note:

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

2. Please refer to Item 11.3 from the Development & Heritage Standing Committee held on February 2, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20260203/-1/10608

Subject: Update to Report S 131/2025 – Amendment to Sign By-law 250-2004 for 3663 Walker Road - Ward 9

Reference:

Date to Council: February 2, 2026
Author: Kevin Alexander, MCIP RPP
Senior Planner--Special Projects
kalexander@citywindsor.ca
(519) 255-6543 x6732

Connor Wilson
Planner II – Revitalization & Policy Initiatives
conwilson@citywindsor.ca
(519) 255-6543 ext.6352

Planning & Building Services
Report Date: 1/8/2026
Clerk's File #: SB2026

To: Mayor and Members of City Council

Recommendation:

I. THAT the application for a Site-Specific Amendment to By-law 250-2004, being a by-law respecting signs and other advertising devices in the City of Windsor, as amended (the "**Sign By-law**"), to allow for the installation of an Electronic Changing Copy Ground Sign at 3663 Walker Road, **BE APPROVED**;

II. THAT Schedule "E" – "Special Provisions for Individual Signs" of the Sign By-law **BE AMENDED** by adding the following as its new section E.24:

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a. That the BILLBOARD SIGN does not include FLASHING ILLUMINATION, and that changing of the ELECTRONIC CHANGING COPY does not occur at intervals of less than 10 seconds;

b. That the manufacturer of the BILLBOARD SIGN confirm compliance with the lighting restrictions in accordance with Section 3 for electronic message signs;
c. That the BILLBOARD SIGN does not have any animation including scrolling letters, television or video message, or any moving sign message objects;
d. That the illumination intensity of the BILLBOARD SIGN complies with subsection 3.3.1.(c) of this By-law, and that the brightness of the BILLBOARD SIGN be automatically controlled with an ambient light photo-sensor;
e. That the BILLBOARD SIGN will only be illuminated between the hours of 7:00 AM and 10:00 PM; and
f. That the WALL SIGN remains in its existing location, as of the date of this amendment.

III. THAT the City Solicitor **BE DIRECTED** to prepare the by-law to amend the Sign By-law;

IV. THAT the Chief Building Official **BE DIRECTED** to require, as conditions of the Sign By-law Permit, the following:

a. Submission of a Plan of Survey, completed by a licensed Ontario Land Surveyor, identifying property boundaries, existing buildings, structures, utility poles, and above-ground electrical conductors;
b. Submission of a Site Plan, prepared by a qualified professional and to the satisfaction of the City Planner, demonstrating the construction of a landscaped island along the Walker Road frontage with the following minimum requirements:
    i. A minimum depth of 3.0 metres along the Walker Road frontage;
    ii. Landscaping including a combination of shrubs, and groundcover;
    iii. The landscaped area to be installed prior to sign activation and maintained for the lifetime of the approved sign;
c. Confirmation that the location of the proposed Electronic Changing Copy Ground Sign satisfies minimum separation requirements from above-ground electrical conductors, to the satisfaction of the Chief Building Official;
d. The removal of the existing quad-faced billboard ground sign located at 980 Crawford Avenue (See Appendix B and Figure 9 of Appendix D), prior to the issuance of the Sign By-law Permit for the subject property.

Executive Summary:

N/A

Background:

The proposed site currently located at 3663 Walker Road is situated on the west side of Walker Road, and contains a used-car retailer / auto-repair services facility ("Global Motors") and associated parking lot. The Subject Property has a "**CD 3.3**" Zoning designation, which is "**General Commercial - Warehouse**". This location, as depicted in Appendix "A," is subject to the City of Windsor Sign By-law 250-2004.

The applicant is requesting permission to install a new 'V' shaped BILLBOARD GROUND SIGN utilizing ELCTRONIC CHANGING COPY SIGNS facing north and south, on the property (See Page 14 of Appendix "B"). The sign is regulated by Section 6.3: Regulations for BILLBOARD GROUND AND WALL SIGNS. The proposed sign falls within the permitted locations for Billboard Signs as outlined in Sign By-law Section 6.3.2 (xii) Walker Road South of E.C. Row.

Per Section 6.6.3 (Group 4) of the Sign By-law, one ground sign is permitted, however there is no existing ground sign on the property. Per Section 6.3.4(i), the owner is proposing to install an ELETRONIC CHANGE COPY BILLBOARD instead.

An application for a site-specific Amendment to the Sign By-law was received by the Building and Planning Department, for relief from City of Windsor Sign By-law, related to:

Section 6.3.14. ii SIGN RESTRICTION FOR BILLBOARDS minimum distance within 30.0 metres of any FIRST PARTY ADVERTISING GROUND or WALL SIGN erected on the same LOT or on an abutting LOT; and

Section 6.3.17. iii PROHIBITION for ELECTRONIC CHANGE COPY BILLBOARDS minimum distance within 300 metres of any residential use or SENSITIVE USE, where the SIGN STRUCTURE or the SIGN FACE will be directly visible from any point of a residential use or SENSITIVE USE in any Building.

At its meeting of December 1, 2025, the Development & Heritage Standing Committee deferred Report S 131/2025 to a future meeting to allow for further discussions between the applicant and Administration regarding the report's recommendations.

Discussion:

In October 2025, Pattison Outdoor Advertising, contacted the City of Windsor's Building & Planning Departments with a proposal to erect a third-party Electronic Change Copy Billboard sign on the subject property.

In consultation with Transportation Planning, the proposed location has two non-compliances with the Sign By-law which the applicant is applying for relief. Though minor variances would be heard through the Committee of Adjustment, one regulation related to Section 6.3.17 Prohibitions for ELECTRONIC CHANGE COPY BILLBOARDS requires Council Approval through a site-specific Sign Bylaw Amendment.

The applicant is seeking a site-specific amendment to the Sign By-law related to:

SIGN RESTRICTION FOR BILLBOARDS

Restrictions related to Section 6.3.14 states that, "*No part of any BILLBOARD GROUND or WALL SIGN shall:*

ii. Be ERECTED within 30.0 metres of any FIRST PARTY ADVERTISING GROUND or WALL SIGN erected on the same LOT or on an abutting LOT;

The applicant is proposing 15 metres from an existing WALL SIGN on the same property. Distances from existing GROUND and WALL SIGNS on abutting properties comply with the Sign By-law Regulations.

PROHIBITION for ELECTRONIC CHANGE COPY BILLBOARDS:

Restrictions related to Section 6.3.17 states that, "*No part of any ELECTRONIC CHANGE COPY BILLBOARD GROUND or WALL SIGN shall:*

iii. Be ERECTED within 300.0 metres of any residential use or SENSITIVE USE, where the SIGN STRUCTURE or the SIGN FACE will be directly visible from any point of a residential use or SENSITIVE USE in any Building."

The applicant has proposed to erect the billboard sign approximately 31.1 metres from residences immediately west of the site, and within 261.15 metres from residences immediately east of the site. There are 145 residences along Turner Road, Byng Road and Bliss Road which are to the back of the proposed sign. There are 53 residences situated east of Walker Road along Riberdy Road. There are no current residential uses along Walker Road, however Walker Road has been identified as a Mixed Use Corridor in the City's Official Plan.

The applicant is proposing a 'V'-shaped billboard sign configuration to reduce negative light impact or trespass towards the residences along Turner, Bliss and Byng Roads.

As outlined in the rationale prepared by the applicant (Appendix "D"), the applicant has reduced the total height from 9.0 metres to 7.3 metres to ensure the light emitted from the billboard has increased blockage from the existing commercial development on the east side of Walker Road to reduce the impact on the residential properties along Riberdy Road. The Prohibition outlined in Section 6.3.17 above, clearly states that the SIGN FACE will be directly visible from the residences potentially impacted. The

applicant has proved through visual evidence that the SIGN FACE will not be visible due to the commercial development on the east of Walker Road.

In addition, the applicant is proposing that the ELECTRONIC CHANGE COPY SIGN FACE will not be illuminated (operational) between the hours of 10pm and 7am to reduce the impact to the nearby residences. A light analysis summary has also been prepared, demonstrating a maximum increase in ambient light levels of 0.3 Lux for the closest residential properties; 0.3 Lux is equivalent to a 60w light bulb at 14 metres away. The sign will be continuously monitored and tracked to ensure illumination levels do not exceed permitted intensities.

As the intent of the Amended Sign By-law (CR 93-2024) was to help reduce conflicts between health and safety as well as reduce the excess sign clutter, the applicant has also proposed to remove an existing quad-faced BILLBOARD GROUND SIGN located at 980 Crawford Avenue (See Appendix B and Figure 9 of Appendix D). This is a response to recognize that a single ELECTRONIC CHANGE COPY BILLBOARD can provide multiple messages in one location rather than a single message for a long period of time by a POSTER BILLBOARD. This helps to recognize that sign clutter can be mitigated through appropriate placement.

The Official Plan

Section 6.5.3.3 (STREET PRESENCE) of the City's Official Plan states: "*Council will encourage Mixed-Use Corridor development to provide a continuous street frontage and presence*"

Section 6.5.3.8 (DESIGN GUIDELINES) states that the following guidelines shall be considered when evaluating the proposed design of a Mixed-Use Corridor development:

(b) the provision of appropriate landscaping or other buffers to enhance:

(i) all parking lots, and outdoor loading and service areas; and

(ii) the separation between the use and adjacent sensitive uses, where appropriate;

(e) measures are taken in site design which provide for ease of access for pedestrians between the public sidewalk and building main entrances in a manner which is distinguishable from access provided for vehicles.

Section 7.2.5.5 (CLASS II ARTERIAL ROADS) states that: "*Direct property access will be discouraged where other alternatives exist. Where direct property access is required, the use of shared driveways and interconnected on-site circulation systems with adjacent properties may be required to limit the number and spacing of driveways*"

To achieve the above Official Plan policies, Administration requires the owner to provide the following:

- A Plan of Survey, completed by a licensed Ontario Land Surveyor, identifying property boundaries, existing buildings, structures, utility poles, and above-ground electrical conductors;
- Site Plan (See Appendix C), prepared by a qualified professional and to the satisfaction of the City Planner, demonstrating the construction of a landscaped island along the Walker Road frontage with the following minimum requirements:
    i. A minimum depth of 3.0 metres along the Walker Road frontage;
    ii. Landscaping including a combination of trees, shrubs, and groundcover
    iii. The landscaped area to be installed prior to sign activation and maintained for the lifetime of the approved sign;

Risk Analysis:

Amending the Sign By-law to permit this sign at the proposed location may influence how similar requests are reviewed in the future, particularly where signs are in close proximity to residential areas. Planning & Development Services reviews each Electronic Change Copy Billboard application based on its contextual surroundings, and Council's decision on this item may inform the approach for future applications.

Climate Change Risks

Climate Change Mitigation:

Light pollution is a contributing factor to climate change and light levels for LED display signs are regulated by the Sign By-law. Automatic brightness controls even out the illumination levels related to the ambient light surrounding the signage. Currently, the Sign By-law does regulate the brightness of illuminated signs in Section 3.3 Illumination Regulations, however the vary nature of Illuminated Electronic Change Copy Billboard Signs will create light pollution as there cannot be full cut-off as per CR228/200 Lighting Intensity Standards Study.

In addition, the applicant has agreed to restrict the illuminated hours of operation from 7am to 10pm to accommodate Dark Sky Friendly practices.

Climate Change Adaptation:

LED technology has proven more energy efficient than traditional static lighting. With climate change and increasing strain on natural resources, limiting carbon footprints is essential. Electronic Change Copy Billboard Signs help to reduce the amount of poster waste entering our landfills and recycling plants, but however have other risks from climate perspectives.

Financial Matters:

There are no direct matters of financial consequence to the Corporation of the City of Windsor arising from the recommendations of this application.

Consultations:

Planning and Development Services consulted with Building Services and received comments from Transportation Planning, and ENWIN Utilities.

Conclusion:

The applicant has worked with City Administration to provide a proposal that reduces the number of non-compliance issues related to the distance the sign is located from a residential area, and setbacks from the Walker Road Mixed-Use Corridor. It is Administration's opinion that the applicant has demonstrated that the impact to the residential community will be minimized through the technology being utilized and the restricted hours that this Electronic Billboard Sign will be operated. The landscape setback from the public right-of-way will ensure cars are not encroaching on the right-of-way and provide aesthetic improvements to the site along the Walker Road Mixed-Use Corridor and Civic Way.

Administration supports the approval of the proposed site-specific amendments related to the proximity to the residential uses surrounding the proposed location at 3663 Walker Road, limited to static messages only, which change at a rate of 10 second intervals, illumination regulations Subsection 3.3 of the Sign By-law and will only be illuminated between the hours of 7am and 10pm daily.

Planning Act Matters:

N/A

Approvals:

Name	Title
Kevin Alexander	Senior Planner – Special Projects
James Abbs	Manager – Planning, Land Info and Special Projects
Jason Campigotto	Deputy City Planner – Growth
John Revell	Chief Building Official
Kate Tracey	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner of Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

N/A

Name	Address	Email

Appendices:

1 Appendix A - Neighbourhood Map
2 Appendix B - Presentation and Sign
3 Appendix C - Site Plan Concept with Landscape Setback
4 Appendix D - Rationale

APPENDIX 'A' SGN 003-24 – NEIGHBOURHOOD MAP

APPLICANT: PATTISON - BILLBOARD

SUBJECT LANDS

APPENDIX 'B'

PRESENTATION AND SIGN

3663 Walker Road - Response to Comments in Planning Consultation Letter

1. *1. Revised Site Plan:* Pattison has worked with the Property Owner to commit to investing in improvements to the street frontage of this property with a landscaped island 3 metres in depth, similar to what is shown in the attached Renderings. We are confident that this will address the City's concerns about encroachments into the right of way, while simultaneously enhancing the appearance of this property located on Walker Road – a key gateway into Windsor. It will also create a welcoming entrance for visitors to the property and to the City, and support local businesses by allowing them to reach a larger audience and stimulate economic growth.

2. *Proposed Sign Height*: In response to Staff's comments, we have reduced the height of the electronic changing copy portion to 7.3 metres, the lowest height that still achieves the required clearance from grade of 4.25 metres as set out in the OBC. This reduction represents a 16 per cent decrease from our original proposal.

3. *Operating Hours*: Staff have recommended that the sign be turned off overnight, between the hours of 10:00 pm and 7:00 am. We can confirm that we will abide by these operating hours, and will also reduce the brightness levels in line with the Sign By-law requirements between sunset and 10:00 pm, to minimize any impacts on surrounding uses.

4. *Reduced Brightness Levels:* To continue to help address any remaining staff concerns, Pattison has committed to further reducing the sign's brightness to 150 NITS after sunset, 50% lower than the maximum permitted evening brightness under the Sign By-law.

5. *Proximity to Overhead Power Lines:* We have confirmed with ENWIN that the proposed setback of 3 metres from the hydro pole achieves the required setback.

APPENDIX ‘B’

PRESENTATION AND SIGN

APPENDIX ‘B’

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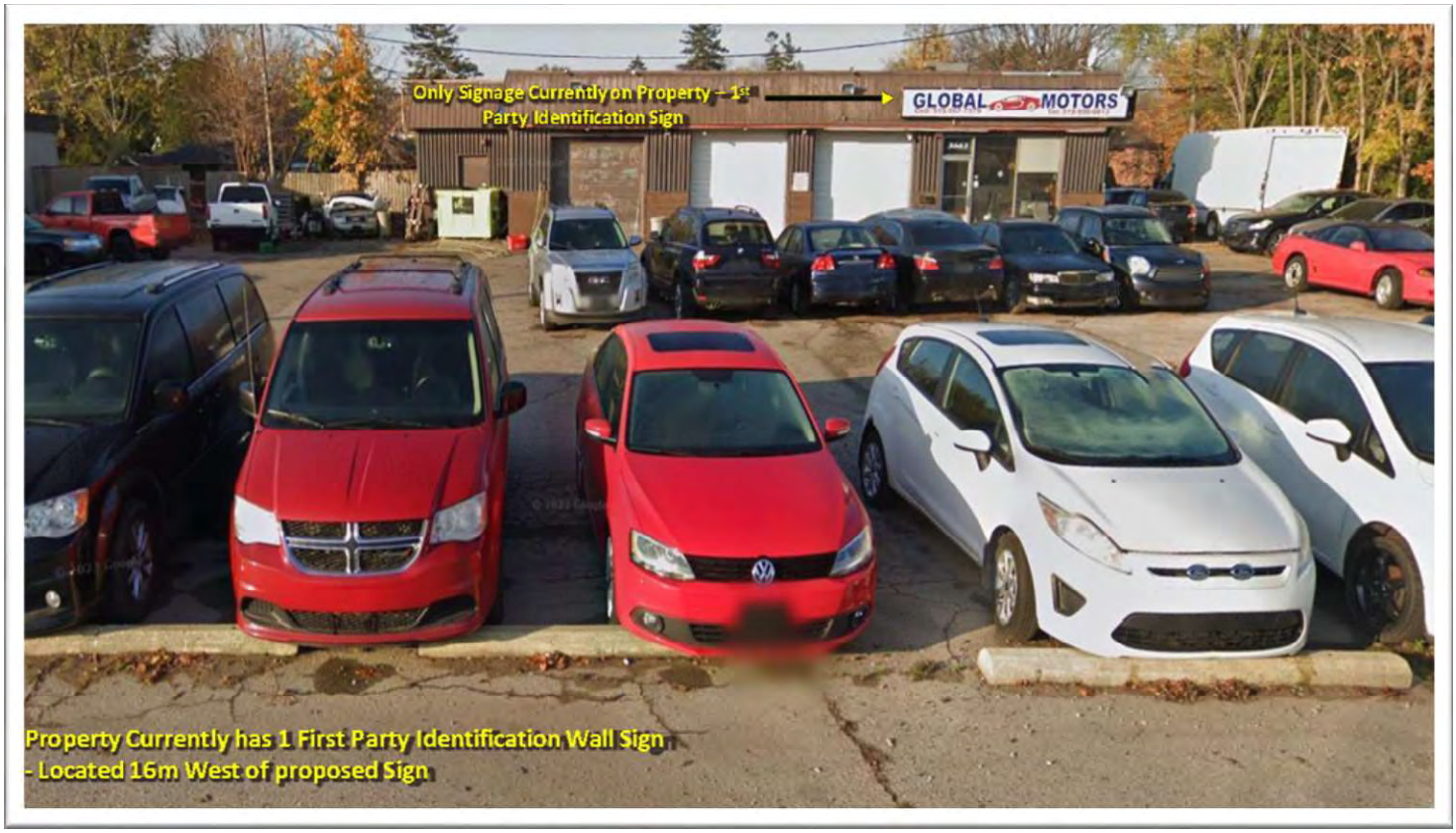
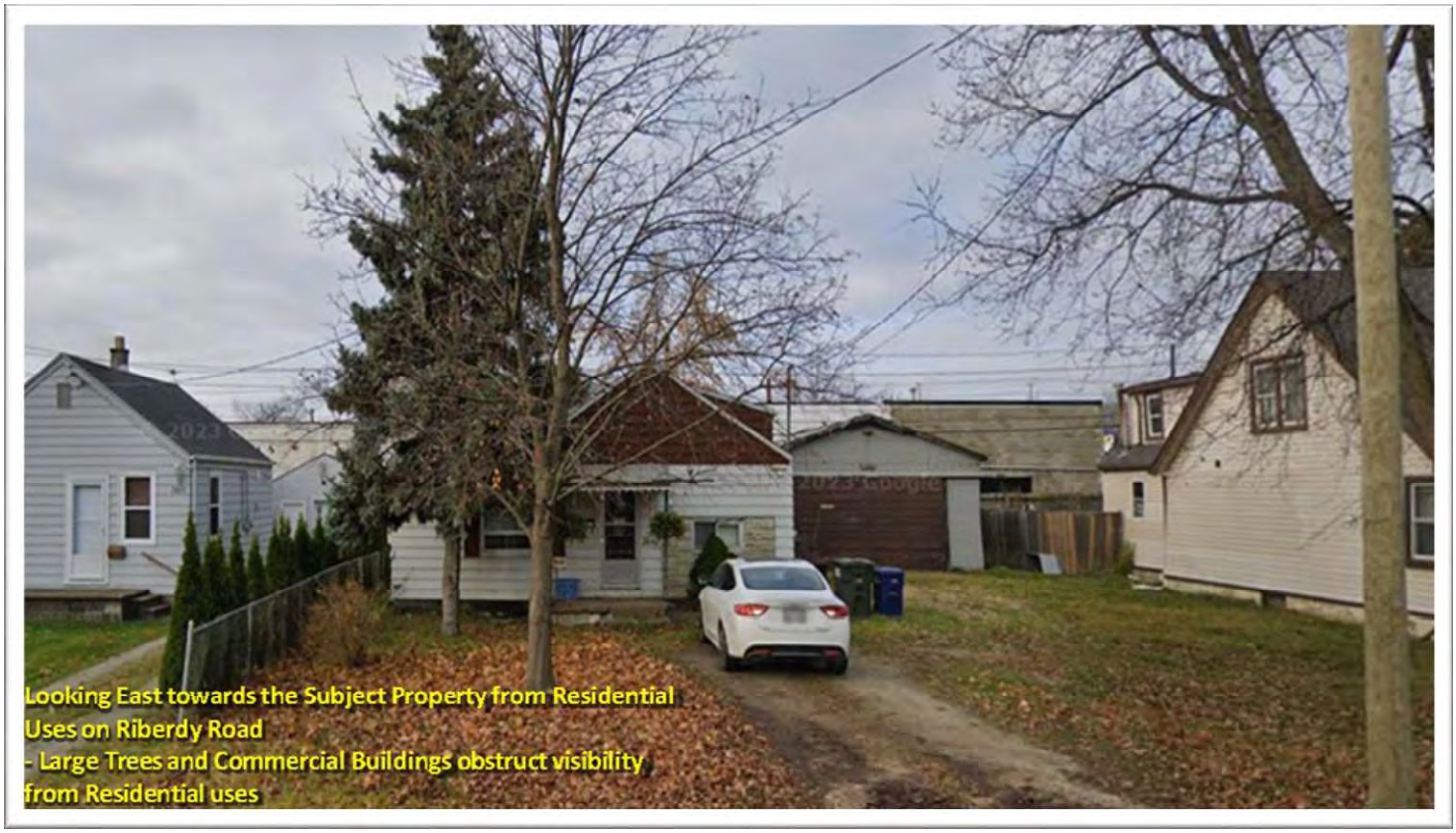
PRESENTATION AND SIGN



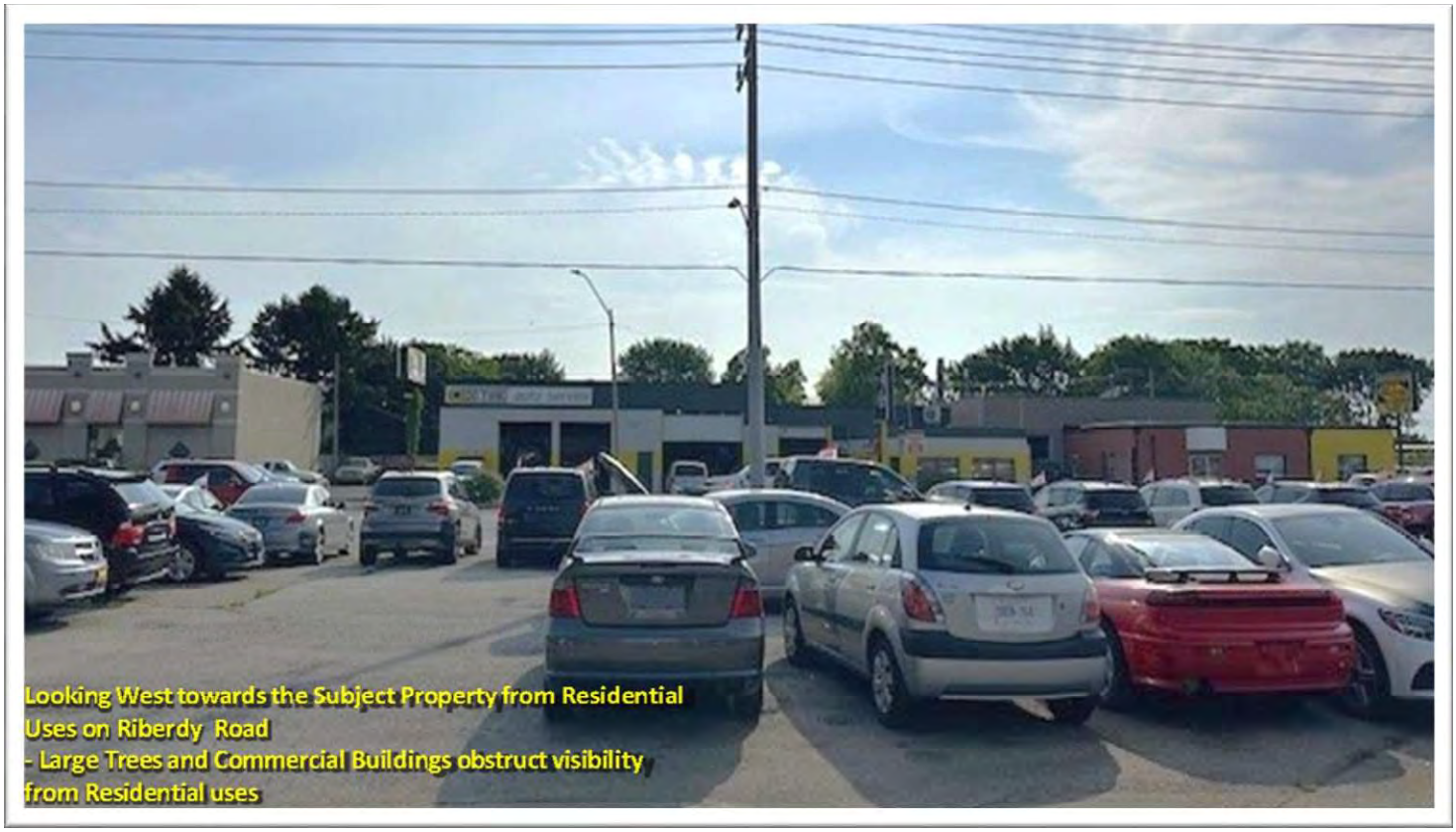
APPENDIX ‘B’

PRESENTATION AND SIGN



APPENDIX ‘B’

PRESENTATION AND SIGN



APPENDIX ‘B’

PRESENTATION AND SIGN

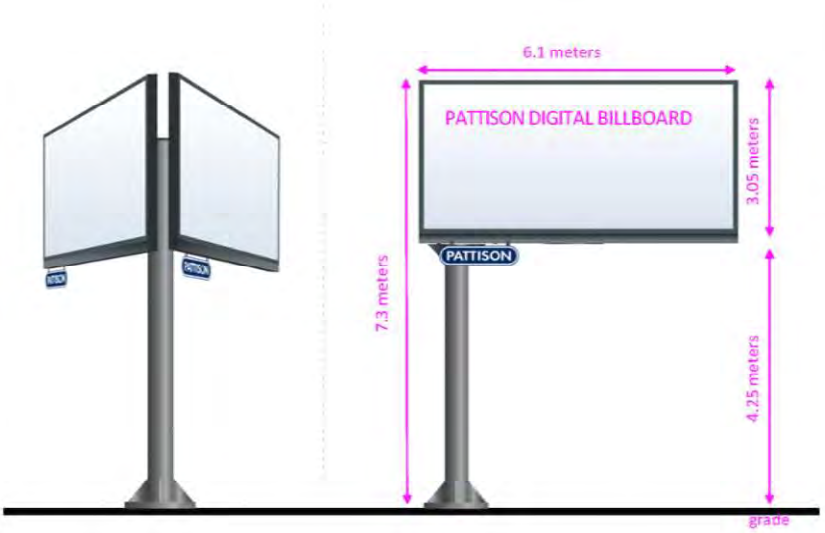
Light Impact Analysis

- Any Properties Further Than 50 metres away will not see an increase of more than 0.3 lux – a negligible amount considered to be equivalent to the light cast by a full moon, and compliant with Sign By-law requirements.

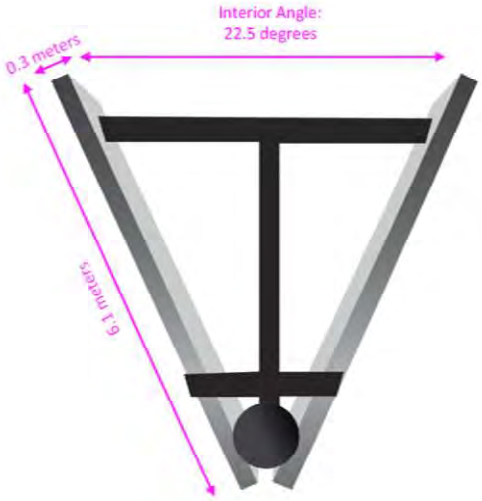
- The Sign will also shut off completely between 10 pm and 7 am, and dim brightness down to 150 NITS after sunset.

Elevation Drawings of the Proposed Sign (3363 Walker Road)

Front Elevation



Top Elevation



APPENDIX ‘C’

SITE PLAN CONCEPT WITH LANDSCAPE SETBACK

APPENDIX 'D'

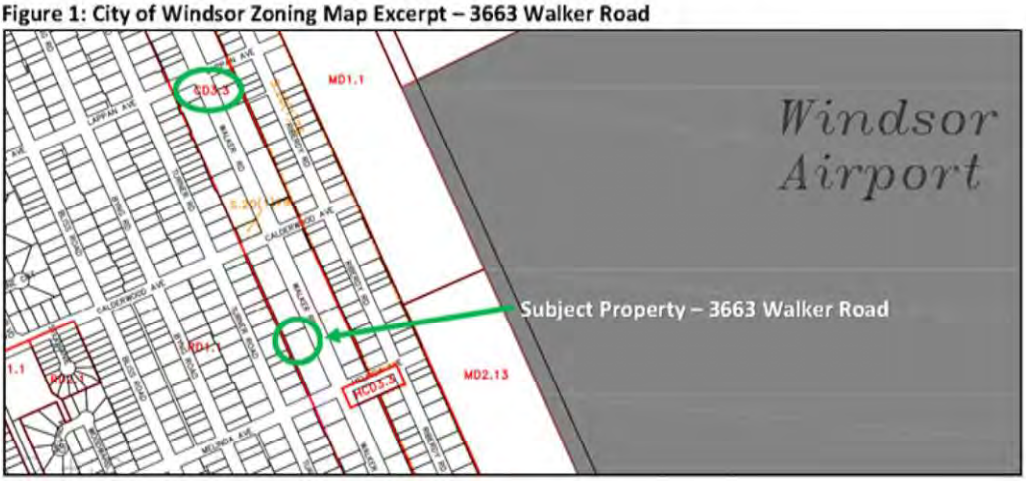
RATIONALE

Sign Variance Application – 3663 Walker Road, Windsor ON

On behalf of the Property Owner, Pattison Outdoor is seeking approval to build one new double-sided Electronic Changing Copy Billboard Ground Sign at 3663 Walker Road (the "Subject Property").

This sign would have two electronic sign faces in a v-shaped configuration, each measuring 3.03 m tall by 5.91 metres wide, at an overall height of 7.3 metres from grade. It would include identification for the business on the premises, measuring 0.6 metres by 5.5 metres, above the electronic sign faces (the "Proposed Sign"). See in Figure 4 below for a Structural Drawing of the Proposed Sign.

Figure 1: City of Windsor Zoning Map Excerpt – 3663 Walker Road



The Subject Property has a "**CD 3.3**" Zoning designation, which is "**General Commercial - Warehouse**" (See Figure 1 above). This commercial designation, along with the property being located on a stretch of Walker Road recently added to the Sign By-law as a permitted area for Electronic Changing Copy Billboard Ground Signs, make it a suitable location for the Proposed Sign.

Figure 2: Aerial view of 3663 Walker Road – the Subject Property

APPENDIX 'D'

RATIONALE

The Subject Property is located on the West side of Walker Road, and contains a used-car retailer / auto-repair services facility ("Global Motors") and associated parking lot. The surrounding area includes many other commercial, retail and employment uses on both the East and West sides of Walker Road.

We have strategically designed the Proposed Sign with a v-shaped orientation, in order to effectively direct the sign copy to the intended audience travelling along Walker Road, and away from the nearest residential uses located behind the Subject Property on Turner Road. The overall height and the angle of the sign faces will ensure there is no visibility of sign copy from these residential uses (See Figure 3).

We have also reduced the height of the Proposed Sign from the 9.0-metre maximum allowed under the Sign By-law, down to 7.3 metres from grade. This will further obstruct any visibility of the Proposed Sign from nearby residential uses.

Figure 3: Approximate Location of the Proposed Sign at 3663 Walker Road

The Proposed Sign will meet the majority of the applicable requirements in the Windsor Sign By-law:

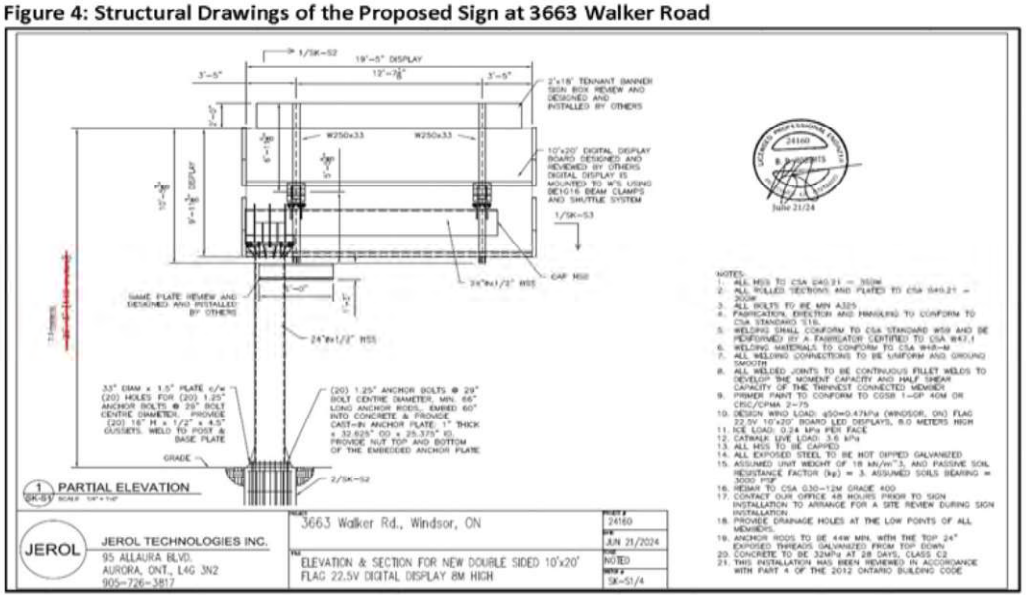
- It is located on a property within a **Commercial District** (CD 3.3);
- It is located on a property with frontage on Walker Road, south of E.C. Row Expressway;
- It is **not** located within a Special Sign District as set out in Section 9.0;
- The maximum sign face area will not exceed 22.0 square metres (21.94 m2 proposed);
- The maximum height will not exceed 9.0 metres (7.3 metres proposed);
- There are no other billboards within 200 metres, or digital billboards within 500 metres;
- It will not be erected within a Daylighting Corner or near the driveway entrance to the property;
- There will be a minimum of 4.25 metres clearance from grade to the bottom of the sign face;
- The Subject Property has a minimum frontage of 30.0 metres;
- There are no other billboards ground signs or ground signs at the Subject Property;

- It is not located within 300 metres of the Windsor Airport Lands;
- It is not within 400 metres of E.C. Row Expressway or Highway 401 (MTO-Controlled Areas);
- It will meet the setback from the adjacent lot line of 3.0 metres (13.1 m proposed), and;
- It will meet the setback from the rear lot line of 6.0 metres (31.1 m proposed)

Clearance of 4.25 metres from grade to the bottom of the sign face will exceed the requirements set out in Sign By-law and the Ontario Building Code, and will ensure that pedestrians and vehicles can pass safely underneath the Proposed Sign. It is also located outside the Daylight Corner, and meets the required setback from the driveway entrance to the Subject Property. As such, the proposed placement will not obstruct the visibility of any drivers or cyclists.

Pattison will undertake an engineering review and provide engineered-stamped drawings (see below) and an Engineer's Field Review following the installation of the Proposed Sign being completed.

Figure 4: Structural Drawings of the Proposed Sign at 3663 Walker Road



The sign copy displayed will comply with the Sign By-law provisions for electronic changing copy signs by displaying a static (or fixed) message for no less than 8.0 seconds, with an instantaneous change between messages (approximately 0.01-second interval before the next static message is displayed). <u>At no time</u> will the sign display any distracting visual effects such as scrolling, flashing, blinking, full-motion video, or any similar effects.

The Proposed Sign will also comply with the illumination requirements of the Sign By-law, and be programmed to not exceed the maximum brightness during daytime hours of 5,000 NITS, or the maximum brightness between dusk and dawn of 300 NITS. The operating hour requirements will see the sign turned off between 10 pm and 7 am.

The Proposed Sign will meet all the requirements set out in Section 3.3.1(c) of the Sign By-law, specifically that it will be programmed to have an intensity of illumination and luminance not to exceed 3.0 lux (or 0.3 foot-candles) above ambient light conditions during its operating hours. We have provided a Letter of Certification from the Sign Manufacturer confirming that the Proposed Sign can achieve these requirements.

The Sign By-law was recently amended following a thorough review by Staff to refine and update the requirements for Electronic Changing Copy Ground Signs, which included new areas of the City where this type of sign could be contemplated. The Subject Property falls within one of these new areas, which includes properties along Walker Road between E.C. Row Expressway and Division Road.

Every single property along this stretch of Walker Road is unable to meet the required setback to Residential Uses, however careful consideration has been given to the Proposed Sign in order to minimize or eliminate any visibility from the residential uses in the surrounding area.

While the Proposed Sign would be located approximately 31.1 metres from the residential uses to the West on Turner Road, we have taken a strategic approach to planning the sign's orientation and attributes in order to minimize or eliminate any potential impacts on these properties.

The v-shaped configuration of the sign faces will direct the sign copy to the north-east and south-east, toward traffic travelling along Walker Road. There is also a mature tree line which forms a natural barrier and further obstructs visibility of the Proposed Sign from the residential uses on Turner Rd (see Figure 5 below).

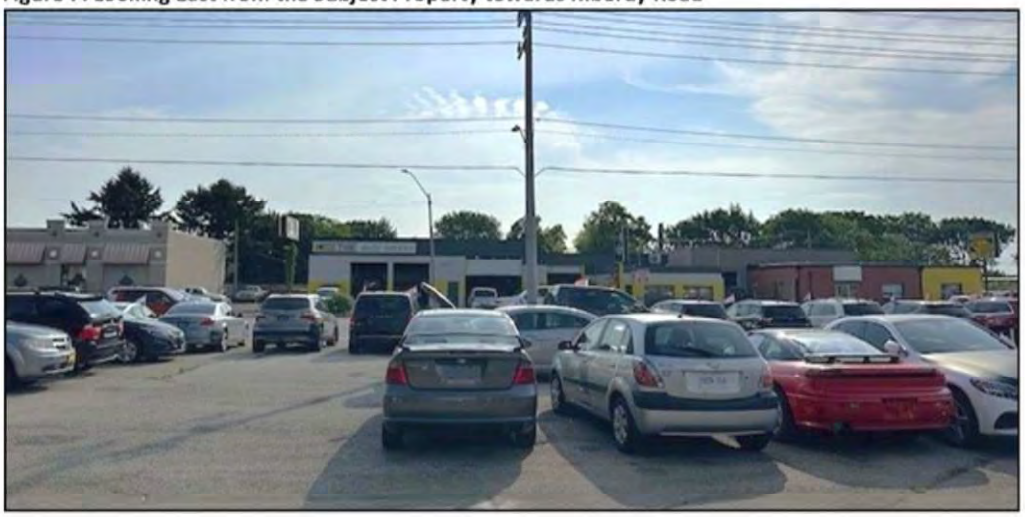
Figure 5: Looking East towards the Subject Property from Residential Uses on Turner Road

We have also lowered the overall height of the Proposed Sign down to 7.3 metres from grade, which should ensure that the built form and natural vegetation on the East side of Walker Road will block visibility of the Proposed Sign from the residential uses on Riberdy Road (See Figure 5 and Figure 6 below). The tenant identification portion will be located along the top of the Proposed Sign, which ensures that the electronic display will not be visible from these residential uses.

Figure 6: Looking West towards the Subject Property from Residential Uses on Riberdy Road

When looking East from the Subject Property, the buildings located between the Proposed Sign and the Residential Uses on Riberdy Street create an obstruction from these properties. There is also a mature tree line between the commercial buildings on Walker Road and the properties on Riberdy Street that will further obstruct visibility of the Proposed Sign (see Figure 7 below).

Figure 7: Looking East from the Subject Property towards Riberdy Road



We believe the minor variances required for the Proposed Sign can be granted with confidence that it will have no negative impacts on the Subject Property or the surrounding area, based on the orientation of the sign faces and overall height, and the built form and obstructions in place between the Proposed Sign and the nearby residential uses to the East and West.

Figure 8: The Existing Wall Sign at the Subject Property

There is one small existing wall sign for the business on the premises (Global Motors) located above the entrance to the facility. This wall sign, combined with the Proposed Sign, will provide suitable identification for the business on the premises, and will not result in a cluttered appearance (see Figure 8 above). As such, the Proposed Sign will help achieve one of the higher-level goals of the Sign By-law.

Figure 9: Condition of Approval – Three Existing Sign Faces Removed to Reduce Sign Clutter

As a Condition of Approval, Pattison will remove three existing sign faces with a total of 55.8 square metres, and have the associated permits revoked, upon issuance of a Sign Permit for the Proposed Sign (See Figure 9 above). This existing sign is located on Crawford Avenue, 35 metres north of Erie Street West, and will effectively remove more than 30 square metres of signage in the City to help reduce sign clutter in the City of Windsor and achieve one of the higher-level objectives of the Sign By-law.

As a second Condition of Approval, Pattison and the Property Owner will install a landscaped island along the Walker Road frontage of the property, approximately 3 metres in depth as indicated in Figure 10 below. We are confident that this will address any concerns the City has about parked vehicles encroaching into the right-of-way, while simultaneously enhancing the appearance of the property.

Figure 10: Design Rendering of the Proposed Sign with Landscaped Island - Conceptual

These enhancements to the property will create a welcoming entrance for visitors to the property and to the City of Windsor, while also supporting local businesses by helping them reach a larger audience and stimulate economic growth.

Building the Proposed Sign with a v-shaped configuration, at a reduced height of 7.3 metres, helps to minimize or eliminate any impacts on the nearby residential uses, therefore we believe that this variance is minor in nature and can be supported.

This stretch of Walker Road was recently included in the Sign By-law as a permitted area for electronic change copy billboards, and we believe the site-specific details and the strategic planning of the Proposed Sign's attributes make it an ideal fit at the Subject Property.

To further ensure that the Proposed Sign will not negatively impact the surrounding area, it will be turned off completely from 10:00 p.m. until 7:00 a.m. If you have any questions or concerns about our application or the Proposed Sign, we are available any time to discuss as required. Thank you for your consideration of our application.

Nathan Jankowski
Manager, Permits & Legislation
Pattison Outdoor

Scott Stover
Leasing Representative
Pattison Outdoor

Subject: Amendment to Sign By-law 250-04 for 3663 Walker Rd, File No. SGN-003/24 (BILLBOARD) - Ward 9

Reference:

Date to Council: February 2, 2026
Author: Kevin Alexander, MCIP RPP
Senior Planner--Special Projects
(519) 255-6543 x6732

Connor Wilson
Planner II – Revitalization & Policy Initiatives
(519) 255-6543 ext.6352

Planning & Building Services
Report Date: 11/7/2025
Clerk's File #: SBS2025

To: Mayor and Members of City Council

Recommendation:

I. THAT the application for a Site-Specific Amendment to By-law 250-2004, being a by-law respecting signs and other advertising devices in the City of Windsor, as amended (the "**Sign By-law**"), to allow for the installation of an Electronic Changing Copy Ground Sign at 3663 Walker Road, **BE APPROVED**;

II. THAT Schedule "E" – "Special Provisions for Individual Signs" of the Sign By-law **BE AMENDED** by adding the following as its new section E.24:

E. 24 Despite the provisions of this By-law, that: a) a BILLBOARD SIGN, that is both a GROUND SIGN and an ELECTRONIC CHANGING COPY SIGN, may be constructed on 3663 Walker Road; and b) an existing WALL SIGN on 3663 Walker Road is permitted, subject to the following conditions:

a. That the BILLBOARD SIGN does not include FLASHING ILLUMINATION, and that changing of the ELECTRONIC CHANGING COPY does not occur at intervals of less than 60 seconds;
b. That the manufacturer of the BILLBOARD SIGN confirm compliance with the lighting restrictions in accordance with Section 3 for electronic message signs;

c. That the BILLBOARD SIGN does not have any animation including scrolling letters, television or video message, or any moving sign message objects;
d. That the illumination intensity of the BILLBOARD SIGN complies with subsection 3.3.1.(c) of this By-law, and that the brightness of the BILLBOARD SIGN be automatically controlled with an ambient light photo-sensor;
e. That the BILLBOARD SIGN will only be illuminated between the hours of 7:00 AM and 10:00 PM; and
f. That the WALL SIGN remains in its existing location, as of the date of this amendment.

III. THAT the City Solicitor **BE DIRECTED** to prepare the by-law to amend the Sign By-law;

IV. **THAT** the Chief Building Official **BE DIRECTED** to require, as conditions of the Sign By-law Permit:
a. A Plan of Survey (Completed by a licensed Ontario Land Surveyor), identifying topographical land features, in addition to the location of utility poles and above ground electrical conductors;
b. Site Plan approval (Based on the Site Plan Control Terms of Reference) identifying the following:
i. A three (3) metre landscape setback from the property line along Walker Road ;
ii. A landscape plan approved by the City's Landscape Architect;
iii. The location of the proposed Electronic Changing Copy Billboard Sign, the distance from the existing wall sign and distance to the nearest residential district Lighting locations and specifications
iv. All buildings, structures, overhead conductors and hydro lines
v. The horizontal separation between the proposed sign and above ground electrical conductors.
vi. Incorporation of features from the Plan of Survey
c. The construction and redevelopment of the landscape setback as per the approved Site Plan, to the satisfaction of the City Planner; and
d. The removal of the existing quad-faced Billboard Ground Sign located at 980 Crawford Avenue; and

V. Prior to the issuance of a Sign By-law Permit the owner shall be required to execute and register on title to the property a minor Site Plan Control Agreement, inclusive of parking area modifications as approved by the Site Plan Control Officer.

Executive Summary:

N/A

Background:

The proposed site currently located at 3663 Walker Road is situated on the west side of Walker Road, and contains a used-car retailer / auto-repair services facility ("Global Motors") and associated parking lot. The Subject Property has a "**CD 3.3**" Zoning designation, which is "**General Commercial - Warehouse**". This location, as depicted in Appendix "A," is subject to the City of Windsor Sign By-law 250-2004.

The applicant is looking to install a new 'V' shaped BILLBOARD GROUND SIGN utilizing ELCTRONIC CHANGING COPY SIGNS facing north and south, on the property (See Page 14 of Appendix "B"). The sign is regulated by Section 6.3: Regulations for BILLBOARD GROUND AND WALL SIGNS. The proposed sign falls within the permitted locations for Billboard Signs as outlined in Sign By-law Section 6.3.2 (xii) Walker Road South of E.C. Row.

Per Section 6.6.3 (Group 4) of the Sign By-law, one ground sign is permitted, however there is no existing ground sign on the property. Per Section 6.3.4(i), the owner is proposing to install an ELETRONIC CHANGE COPY BILLBOARD instead.

An application for a site-specific Amendment to the Sign By-law was received by the Building and Planning Department, for relief from City of Windsor Sign By-law, related to:

Section 6.3.14. ii SIGN RESTRICTION FOR BILLBOARDS minimum distance within 30.0 metres of any FIRST PARTY ADVERTISING GROUND or WALL SIGN erected on the same LOT or on an abutting LOT; and

Section 6.3.17. iii PROHIBITION for ELECTRONIC CHANGE COPY BILLBOARDS minimum distance within 300 metres of any residential use or SENSITIVE USE, where the SIGN STRUCTURE or the SIGN FACE will be directly visible from any point of a residential use or SENSITIVE USE in any Building.

Discussion:

In October 2025, Pattison Outdoor Advertising, contacted the City of Windsor's Building & Planning Departments with a proposal to erect a third-party Electronic Change Copy Billboard sign on the subject property.

In consultation with Transportation Planning, the proposed location has two non-compliances with the Sign By-law which the applicant is applying for relief. Though minor variances would be heard through the Committee of Adjustment, one regulation related to Section 6.3.17 Prohibitions for ELECTRONIC CHANGE COPY BILLBOARDS requires Council Approval through a site-specific Sign Bylaw Amendment.

The applicant is seeking a site-specific amendment to the Sign By-law related to:

SIGN RESTRICTION FOR BILLBOARDS

Restrictions related to Section 6.3.14 states that, "*No part of any BILLBOARD GROUND or WALL SIGN shall:*

ii. Be ERECTED within 30.0 metres of any FIRST PARTY ADVERTISING GROUND or WALL SIGN erected on the same LOT or on an abutting LOT;

The applicant is proposing 15 metres from an existing WALL SIGN on the same property. Distances from existing GROUND and WALL SIGNS on abutting properties comply with the Sign By-law Regulations.

PROHIBITION for ELECTRONIC CHANGE COPY BILLBOARDS:

Restrictions related to Section 6.3.17 states that, "*No part of any ELECTRONIC CHANGE COPY BILLBOARD GROUND or WALL SIGN shall:*

iii. Be ERECTED within 300.0 metres of any residential use or SENSITIVE USE, where the SIGN STRUCTURE or the SIGN FACE will be directly visible from any point of a residential use or SENSITIVE USE in any Building."

The applicant has proposed to erect the billboard sign approximately 31.1 metres from residences immediately west of the site, and within 261.15 metres from residences immediately east of the site. There are 145 residences along Turner Road, Byng Road and Bliss Road which are to the back of the proposed sign. There are 53 residences situated east of Walker Road along Riberdy Road. There are no current residential uses along Walker Road, however Walker Road has been identified as a Mixed Use Corridor in the City's Official Plan.

The applicant is proposing a 'V'-shaped billboard sign configuration to reduce negative light impact or trespass towards the residences along Turner, Bliss and Byng Roads.

As outlined in the rationale prepared by the applicant (Appendix "D"), the applicant has reduced the total height from 9.0 metres to 7.3 metres to ensure the light emitted from the billboard has increased blockage from the existing commercial development on the east side of Walker Road to reduce the impact on the residential properties along Riberdy Road. The Prohibition outlined in Section 6.3.17 above, clearly states that the SIGN FACE will be directly visible from the residences potentially impacted. The applicant has proved through visual evidence that the SIGN FACE will not be visible due to the commercial development on the east of Walker Road.

In addition, the applicant is proposing that the ELECTRONIC CHANGE COPY SIGN FACE will not be illuminated (operational) between the hours of 10pm and 7am to reduce the impact to the nearby residences. A light analysis summary has also been prepared, demonstrating a maximum increase in ambient light levels of 0.3 Lux for the

closest residential properties; 0.3 Lux is equivalent to a 60w light bulb at 14 metres away. The sign will be continuously monitored and tracked to ensure illumination levels do not exceed permitted intensities.

As the intent of the Amended Sign By-law (CR 93-2024) was to help reduce conflicts between health and safety as well as reduce the excess sign clutter, the applicant has also proposed to remove an existing quad-faced BILLBOARD GROUND SIGN located at 980 Crawford Avenue. This is a response to recognize that a single ELECTRONIC CHANGE COPY BILLBOARD can provide multiple messages in one location rather than a single message for a long period of time by a POSTER BILLBOARD. This helps to recognize that sign clutter can be mitigated through appropriate placement.

The Official Plan

Section 6.5.3.3 (STREET PRESENCE) of the City's Official Plan states: "*Council will encourage Mixed-Use Corridor development to provide a continuous street frontage and presence*"

Section 6.5.3.8 (DESIGN GUIDELINES) states that the following guidelines shall be considered when evaluating the proposed design of a Mixed-Use Corridor development:

(b) the provision of appropriate landscaping or other buffers to enhance:

(i) all parking lots, and outdoor loading and service areas; and

(ii) the separation between the use and adjacent sensitive uses, where appropriate;

(e) measures are taken in site design which provide for ease of access for pedestrians between the public sidewalk and building main entrances in a manner which is distinguishable from access provided for vehicles.

Section 7.2.5.5 (CLASS II ARTERIAL ROADS) states that: "*Direct property access will be discouraged where other alternatives exist. Where direct property access is required, the use of shared driveways and interconnected on-site circulation systems with adjacent properties may be required to limit the number and spacing of driveways*"

To achieve the above Official Plan policies, Administration requires the owner obtain approval for a Site Plan (See Appendix C) with the following:

- A three (3) metre landscape setback from the property line along Walker Road
- A landscape plan approved by the City's Landscape Architect
- The location of the proposed Electronic Changing Copy Billboard Sign, the distance from the existing wall sign and distance to the nearest residential district

Lighting locations and specifications

- All buildings, structures, overhead conductors and hydro lines
- The horizontal separation between the proposed sign and above ground electrical conductors.
- Incorporation of features from the Plan of Survey

Recommendation IV and V of this report includes the above requirements.

Risk Analysis:

Amending the Sign By-law to permit this sign at the proposed location may influence how similar requests are reviewed in the future, particularly where signs are in close proximity to residential area. Planning & Development Services reviews each Electronic Change Copy Billboard application based on its contextual surroundings, and Council's decision on this item may inform the approach for future applications.

Climate Change Risks

Climate Change Mitigation:

Light pollution is a contributing factor to climate change and light levels for LED display signs are regulated by the Sign By-law. Automatic brightness controls even out the illumination levels related to the ambient light surrounding the signage. Currently, the Sign By-law does regulate the brightness of illuminated signs in Section 3.3 Illumination Regulations, however the vary nature of Illuminated Electronic Change Copy Billboard Signs will create light pollution as there cannot be full cut-off as per CR228/200 Lighting Intensity Standards Study.

In addition, the applicant has agreed to restrict the illuminated hours of operation from 7am to 10pm to accommodate Dark Sky Friendly practices.

Climate Change Adaptation:

LED technology has proven more energy efficient than traditional static lighting. With climate change and increasing strain on natural resources, limiting carbon footprints is essential. Electronic Change Copy Billboard Signs help to reduce the amount of poster waste entering our landfills and recycling plants, but however have other risks from climate perspectives.

Financial Matters:

There are no direct matters of financial consequence to the Corporation of the City of Windsor arising from the recommendations of this application.

Consultations:

Planning and Development Services consulted with Building Services and received comments from Transportation Planning, and ENWIN Utilities.

Conclusion:

The applicant has worked with City Administration to provide a proposal that reduces the number of non-compliance issues related to the distance the sign is located from a residential area, and setbacks from the Walker Road Mixed-Use Corridor. It is Administration's opinion that the applicant has demonstrated that the impact to the residential community will be minimized through the technology being utilized and the restricted hours that this Electronic Billboard Sign will be operated. The landscape setback from the public right-of-way will ensure cars are not encroaching on the right-of-way and provide aesthetic improvements to the site along the Walker Road Mixed-Use Corridor and Civic Way.

Administration supports the approval of the proposed site-specific amendments related to the proximity to the residential uses surrounding the proposed location at 3663 Walker Road, limited to static messages only, which change at a rate of 60 second intervals, illumination regulations Subsection 3.3 of the Sign By-law and will only be illuminated between the hours of 7am and 10pm daily.

Planning Act Matters:

N/A

Approvals:

Name	Title
Kevin Alexander	Senior Planner – Special Projects
Connor Wilson	Planner II – Revitalization & Policy Initiatives
James Abbs	Manager – Planning, Land Info and Special Projects
Jason Campigotto	Deputy City Planner – Growth
John Revell	Chief Building Official, Building Department
Kate Tracey	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner/Executive Director, Planning & Development Services
Jelena Payne	Deputy CAO/Commissioner of Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Neighbourhood Map
2 Appendix B - Presentation and Sign
3 Appendix C – Site Plan Concept with Landscape Setback
4 Appendix D – Rationale

APPENDIX 'A' SGN 003-24 – NEIGHBOURHOOD MAP

APPLICANT: PATTISON - BILLBOARD

SUBJECT LANDS

APPENDIX 'B'

PRESENTATION AND SIGN

3663 Walker Road - Response to Comments in Planning Consultation Letter

1. *1. Revised Site Plan:* Pattison has worked with the Property Owner to commit to investing in improvements to the street frontage of this property with a landscaped island 3 metres in depth, similar to what is shown in the attached Renderings. We are confident that this will address the City's concerns about encroachments into the right of way, while simultaneously enhancing the appearance of this property located on Walker Road – a key gateway into Windsor. It will also create a welcoming entrance for visitors to the property and to the City, and support local businesses by allowing them to reach a larger audience and stimulate economic growth.

2. *Proposed Sign Height*: In response to Staff's comments, we have reduced the height of the electronic changing copy portion to 7.3 metres, the lowest height that still achieves the required clearance from grade of 4.25 metres as set out in the OBC. This reduction represents a 16 per cent decrease from our original proposal.

3. *Operating Hours*: Staff have recommended that the sign be turned off overnight, between the hours of 10:00 pm and 7:00 am. We can confirm that we will abide by these operating hours, and will also reduce the brightness levels in line with the Sign By-law requirements between sunset and 10:00 pm, to minimize any impacts on surrounding uses.

4. *Reduced Brightness Levels:* To continue to help address any remaining staff concerns, Pattison has committed to further reducing the sign's brightness to 150 NITS after sunset, 50% lower than the maximum permitted evening brightness under the Sign By-law.

5. *Proximity to Overhead Power Lines:* We have confirmed with ENWIN that the proposed setback of 3 metres from the hydro pole achieves the required setback.

APPENDIX ‘B’

PRESENTATION AND SIGN

APPENDIX ‘B’

PRESENTATION AND SIGN

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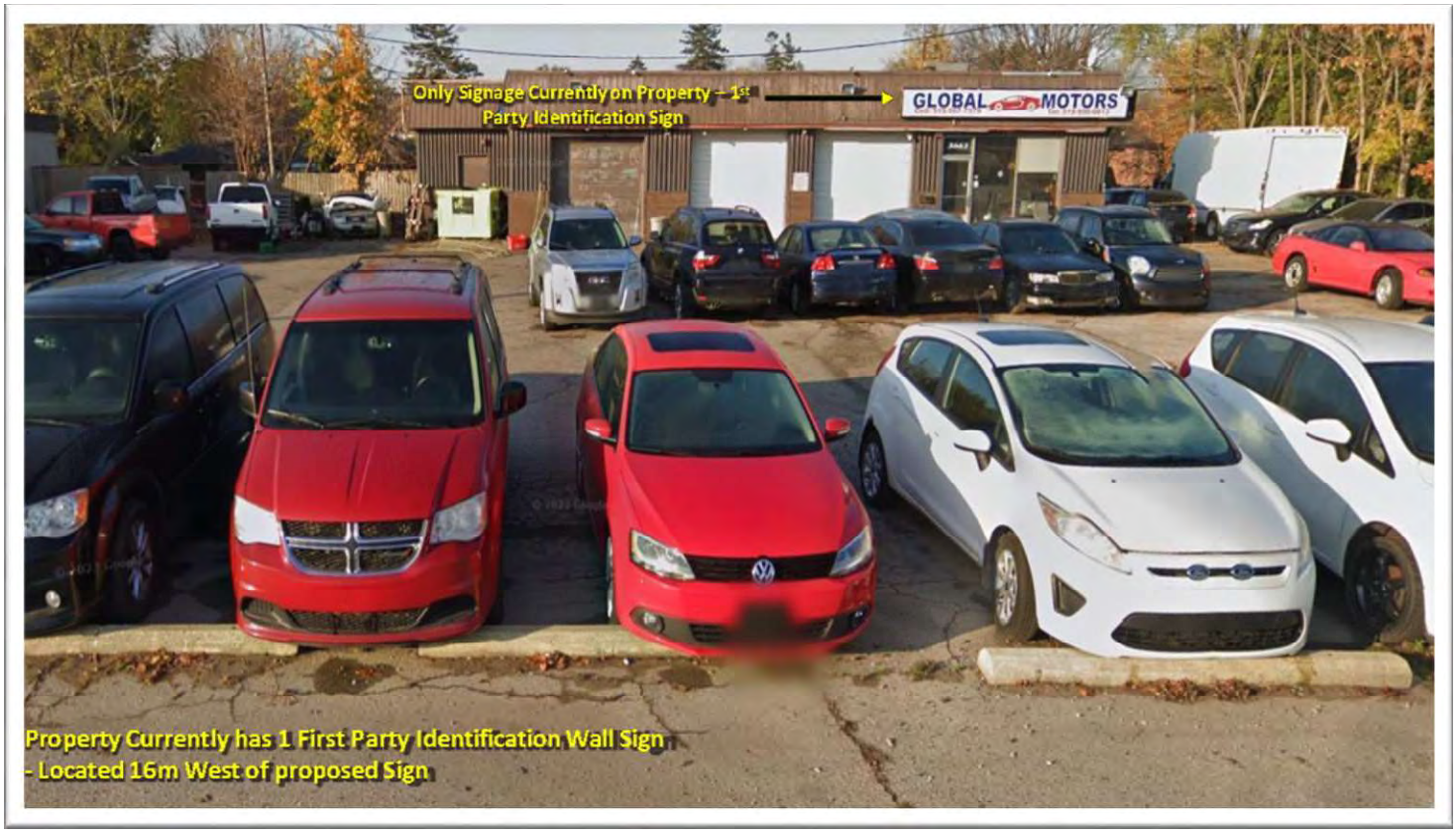
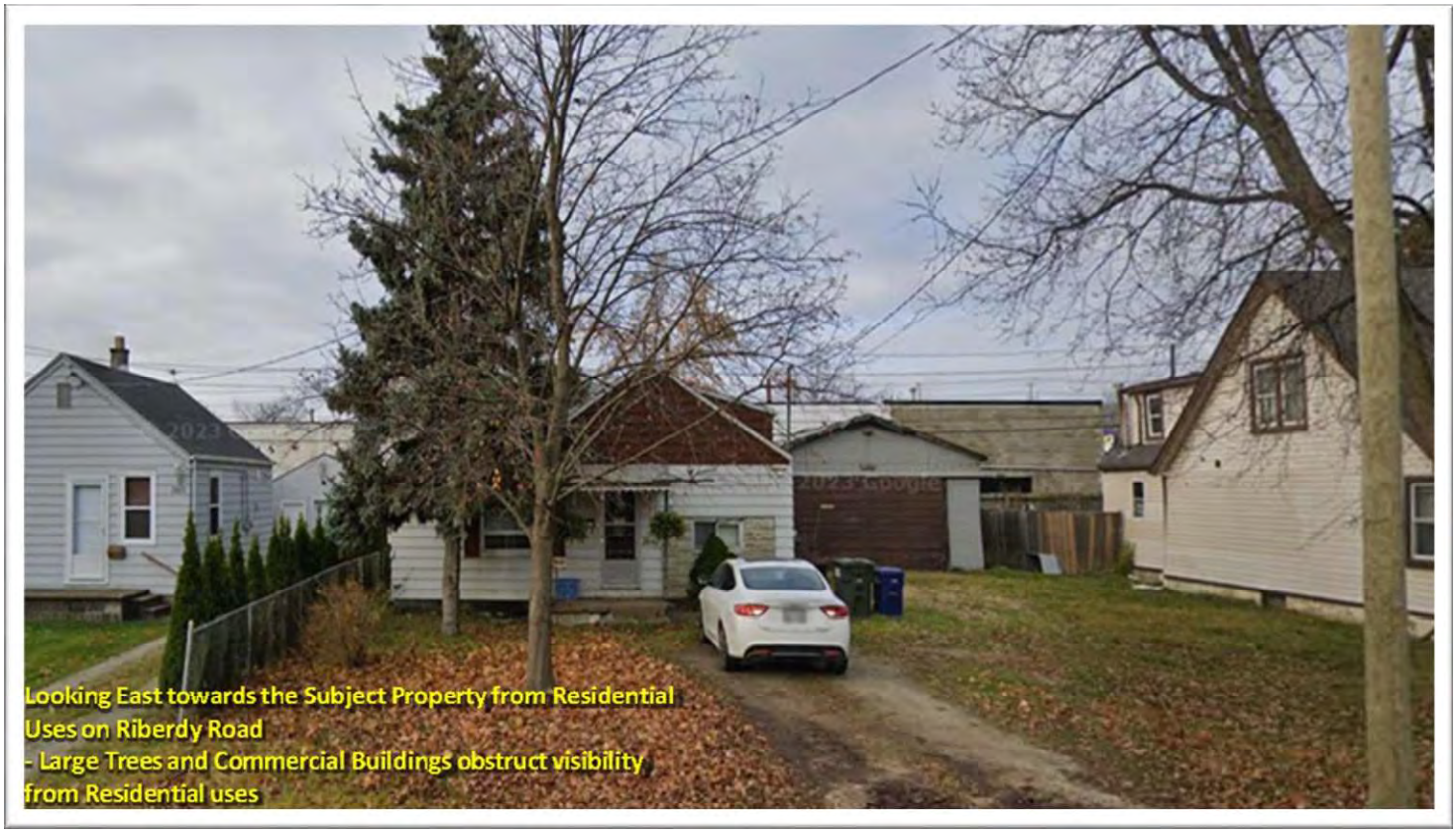
PRESENTATION AND SIGN



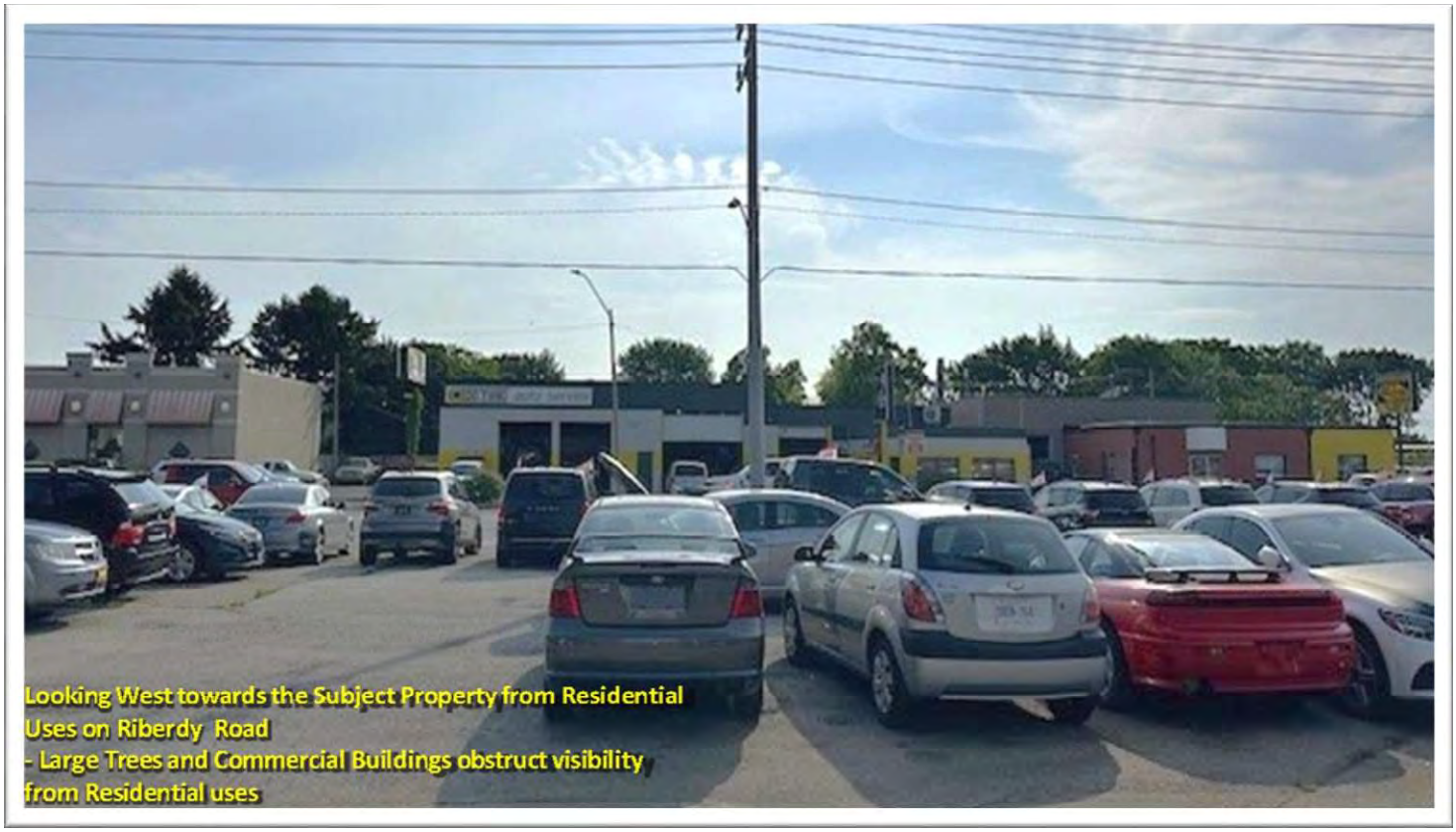
APPENDIX ‘B’

PRESENTATION AND SIGN



APPENDIX ‘B’

PRESENTATION AND SIGN



APPENDIX ‘B’

PRESENTATION AND SIGN

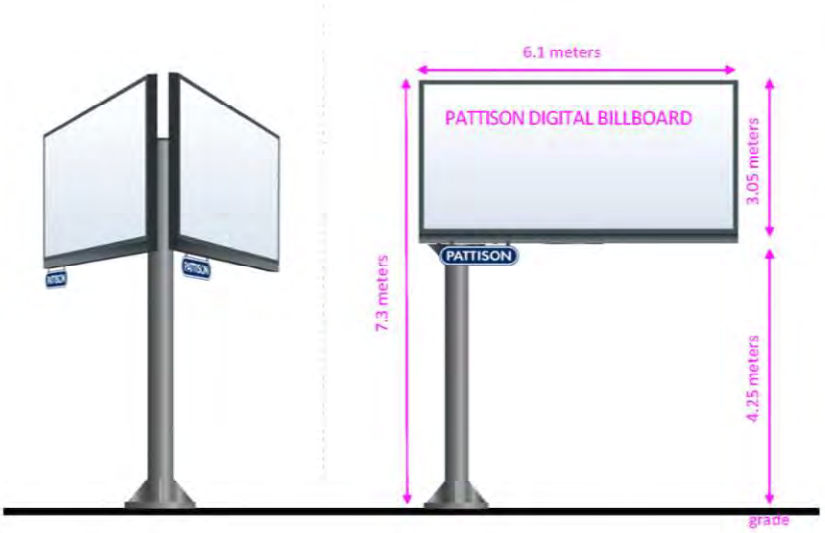
Light Impact Analysis

- Any Properties Further Than 50 metres away will not see an increase of more than 0.3 lux – a negligible amount considered to be equivalent to the light cast by a full moon, and compliant with Sign By-law requirements.

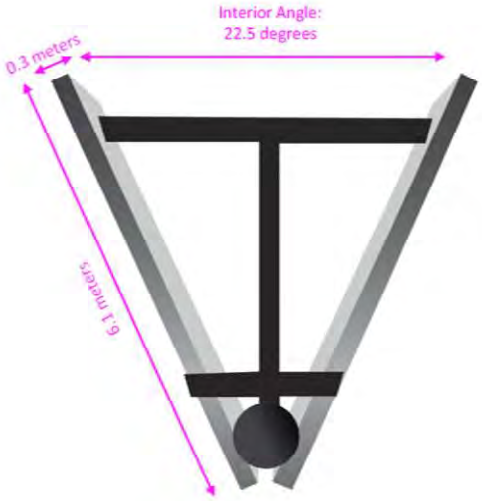
- The Sign will also shut off completely between 10 pm and 7 am, and dim brightness down to 150 NITS after sunset.

Elevation Drawings of the Proposed Sign (3363 Walker Road)

Front Elevation



Top Elevation



APPENDIX ‘C’

SITE PLAN CONCEPT WITH LANDSCAPE SETBACK

APPENDIX 'D'

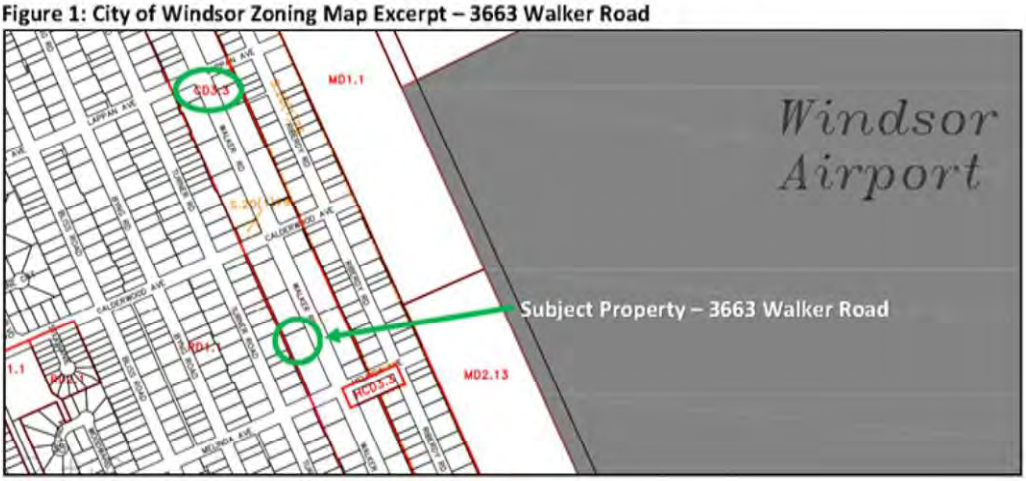
RATIONALE

Sign Variance Application – 3663 Walker Road, Windsor ON

On behalf of the Property Owner, Pattison Outdoor is seeking approval to build one new double-sided Electronic Changing Copy Billboard Ground Sign at 3663 Walker Road (the "Subject Property").

This sign would have two electronic sign faces in a v-shaped configuration, each measuring 3.03 m tall by 5.91 metres wide, at an overall height of 7.3 metres from grade. It would include identification for the business on the premises, measuring 0.6 metres by 5.5 metres, above the electronic sign faces (the "Proposed Sign"). See in Figure 4 below for a Structural Drawing of the Proposed Sign.

Figure 1: City of Windsor Zoning Map Excerpt – 3663 Walker Road



The Subject Property has a "**CD 3.3**" Zoning designation, which is "**General Commercial - Warehouse**" (See Figure 1 above). This commercial designation, along with the property being located on a stretch of Walker Road recently added to the Sign By-law as a permitted area for Electronic Changing Copy Billboard Ground Signs, make it a suitable location for the Proposed Sign.

Figure 2: Aerial view of 3663 Walker Road – the Subject Property

APPENDIX 'D'

RATIONALE

The Subject Property is located on the West side of Walker Road, and contains a used-car retailer / auto-repair services facility ("Global Motors") and associated parking lot. The surrounding area includes many other commercial, retail and employment uses on both the East and West sides of Walker Road.

We have strategically designed the Proposed Sign with a v-shaped orientation, in order to effectively direct the sign copy to the intended audience travelling along Walker Road, and away from the nearest residential uses located behind the Subject Property on Turner Road. The overall height and the angle of the sign faces will ensure there is no visibility of sign copy from these residential uses (See Figure 3).

We have also reduced the height of the Proposed Sign from the 9.0-metre maximum allowed under the Sign By-law, down to 7.3 metres from grade. This will further obstruct any visibility of the Proposed Sign from nearby residential uses.

Figure 3: Approximate Location of the Proposed Sign at 3663 Walker Road

The Proposed Sign will meet the majority of the applicable requirements in the Windsor Sign By-law:

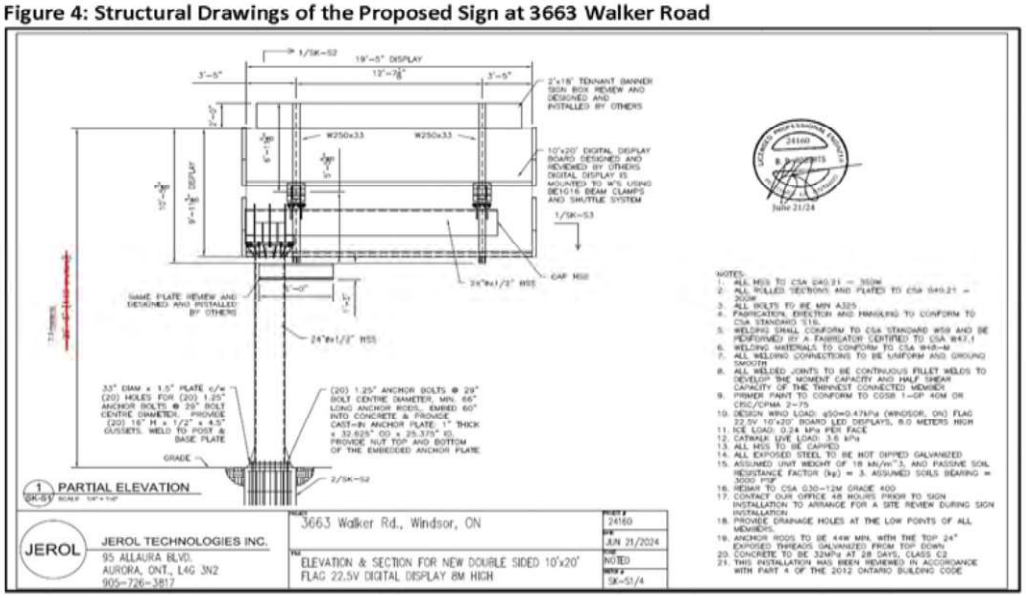
- It is located on a property within a **Commercial District** (CD 3.3);
- It is located on a property with frontage on Walker Road, south of E.C. Row Expressway;
- It is **not** located within a Special Sign District as set out in Section 9.0;
- The maximum sign face area will not exceed 22.0 square metres (21.94 m2 proposed);
- The maximum height will not exceed 9.0 metres (7.3 metres proposed);
- There are no other billboards within 200 metres, or digital billboards within 500 metres;
- It will not be erected within a Daylighting Corner or near the driveway entrance to the property;
- There will be a minimum of 4.25 metres clearance from grade to the bottom of the sign face;
- The Subject Property has a minimum frontage of 30.0 metres;
- There are no other billboards ground signs or ground signs at the Subject Property;

- It is not located within 300 metres of the Windsor Airport Lands;
- It is not within 400 metres of E.C. Row Expressway or Highway 401 (MTO-Controlled Areas);
- It will meet the setback from the adjacent lot line of 3.0 metres (13.1 m proposed), and;
- It will meet the setback from the rear lot line of 6.0 metres (31.1 m proposed)

Clearance of 4.25 metres from grade to the bottom of the sign face will exceed the requirements set out in Sign By-law and the Ontario Building Code, and will ensure that pedestrians and vehicles can pass safely underneath the Proposed Sign. It is also located outside the Daylight Corner, and meets the required setback from the driveway entrance to the Subject Property. As such, the proposed placement will not obstruct the visibility of any drivers or cyclists.

Pattison will undertake an engineering review and provide engineered-stamped drawings (see below) and an Engineer's Field Review following the installation of the Proposed Sign being completed.

Figure 4: Structural Drawings of the Proposed Sign at 3663 Walker Road



The sign copy displayed will comply with the Sign By-law provisions for electronic changing copy signs by displaying a static (or fixed) message for no less than 8.0 seconds, with an instantaneous change between messages (approximately 0.01-second interval before the next static message is displayed). <u>At no time</u> will the sign display any distracting visual effects such as scrolling, flashing, blinking, full-motion video, or any similar effects.

The Proposed Sign will also comply with the illumination requirements of the Sign By-law, and be programmed to not exceed the maximum brightness during daytime hours of 5,000 NITS, or the maximum brightness between dusk and dawn of 300 NITS. The operating hour requirements will see the sign turned off between 10 pm and 7 am.

The Proposed Sign will meet all the requirements set out in Section 3.3.1(c) of the Sign By-law, specifically that it will be programmed to have an intensity of illumination and luminance not to exceed 3.0 lux (or 0.3 foot-candles) above ambient light conditions during its operating hours. We have provided a Letter of Certification from the Sign Manufacturer confirming that the Proposed Sign can achieve these requirements.

The Sign By-law was recently amended following a thorough review by Staff to refine and update the requirements for Electronic Changing Copy Ground Signs, which included new areas of the City where this type of sign could be contemplated. The Subject Property falls within one of these new areas, which includes properties along Walker Road between E.C. Row Expressway and Division Road.

Every single property along this stretch of Walker Road is unable to meet the required setback to Residential Uses, however careful consideration has been given to the Proposed Sign in order to minimize or eliminate any visibility from the residential uses in the surrounding area.

While the Proposed Sign would be located approximately 31.1 metres from the residential uses to the West on Turner Road, we have taken a strategic approach to planning the sign's orientation and attributes in order to minimize or eliminate any potential impacts on these properties.

The v-shaped configuration of the sign faces will direct the sign copy to the north-east and south-east, toward traffic travelling along Walker Road. There is also a mature tree line which forms a natural barrier and further obstructs visibility of the Proposed Sign from the residential uses on Turner Rd (see Figure 5 below).

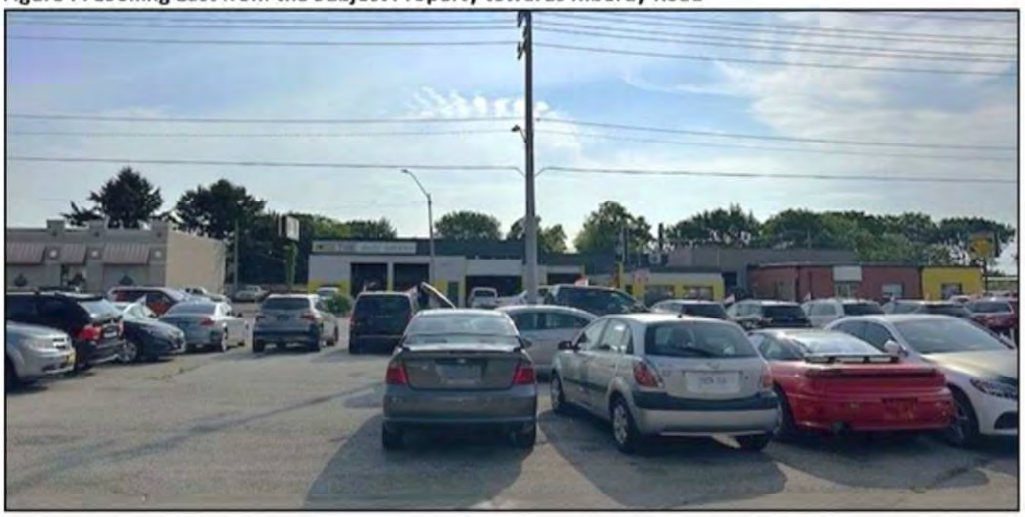
Figure 5: Looking East towards the Subject Property from Residential Uses on Turner Road

We have also lowered the overall height of the Proposed Sign down to 7.3 metres from grade, which should ensure that the built form and natural vegetation on the East side of Walker Road will block visibility of the Proposed Sign from the residential uses on Riberdy Road (See Figure 5 and Figure 6 below). The tenant identification portion will be located along the top of the Proposed Sign, which ensures that the electronic display will not be visible from these residential uses.

Figure 6: Looking West towards the Subject Property from Residential Uses on Riberdy Road

When looking East from the Subject Property, the buildings located between the Proposed Sign and the Residential Uses on Riberdy Street create an obstruction from these properties. There is also a mature tree line between the commercial buildings on Walker Road and the properties on Riberdy Street that will further obstruct visibility of the Proposed Sign (see Figure 7 below).

Figure 7: Looking East from the Subject Property towards Riberdy Road



We believe the minor variances required for the Proposed Sign can be granted with confidence that it will have no negative impacts on the Subject Property or the surrounding area, based on the orientation of the sign faces and overall height, and the built form and obstructions in place between the Proposed Sign and the nearby residential uses to the East and West.

Figure 8: The Existing Wall Sign at the Subject Property

There is one small existing wall sign for the business on the premises (Global Motors) located above the entrance to the facility. This wall sign, combined with the Proposed Sign, will provide suitable identification for the business on the premises, and will not result in a cluttered appearance (see Figure 8 above). As such, the Proposed Sign will help achieve one of the higher-level goals of the Sign By-law.

Figure 9: Condition of Approval – Three Existing Sign Faces Removed to Reduce Sign Clutter

As a Condition of Approval, Pattison will remove three existing sign faces with a total of 55.8 square metres, and have the associated permits revoked, upon issuance of a Sign Permit for the Proposed Sign (See Figure 9 above). This existing sign is located on Crawford Avenue, 35 metres north of Erie Street West, and will effectively remove more than 30 square metres of signage in the City to help reduce sign clutter in the City of Windsor and achieve one of the higher-level objectives of the Sign By-law.

As a second Condition of Approval, Pattison and the Property Owner will install a landscaped island along the Walker Road frontage of the property, approximately 3 metres in depth as indicated in Figure 10 below. We are confident that this will address any concerns the City has about parked vehicles encroaching into the right-of-way, while simultaneously enhancing the appearance of the property.

Figure 10: Design Rendering of the Proposed Sign with Landscaped Island - Conceptual

These enhancements to the property will create a welcoming entrance for visitors to the property and to the City of Windsor, while also supporting local businesses by helping them reach a larger audience and stimulate economic growth.

Building the Proposed Sign with a v-shaped configuration, at a reduced height of 7.3 metres, helps to minimize or eliminate any impacts on the nearby residential uses, therefore we believe that this variance is minor in nature and can be supported.

This stretch of Walker Road was recently included in the Sign By-law as a permitted area for electronic change copy billboards, and we believe the site-specific details and the strategic planning of the Proposed Sign's attributes make it an ideal fit at the Subject Property.

To further ensure that the Proposed Sign will not negatively impact the surrounding area, it will be turned off completely from 10:00 p.m. until 7:00 a.m. If you have any questions or concerns about our application or the Proposed Sign, we are available any time to discuss as required. Thank you for your consideration of our application.

Nathan Jankowski
Manager, Permits & Legislation
Pattison Outdoor

Scott Stover
Leasing Representative
Pattison Outdoor

Committee Matters: SCM 65/2026

Subject: Auditor General - 2026 Q1 Status Report

That the report of the Office of the Municipal Auditor General dated February 6, 2026, entitled Auditor General 2026 Q1 Status Report **BE RECEIVED** for information.

Clerk's File: AF/14508

Office of the Auditor General

Memorandum to City Council

To: Members of City Council
From: Auditor General
Date: February 6, 2026
Subject: Auditor General 2026 Q1 Status Report

Draft Auditor General Recommendation for Council's Consideration

THAT the Auditor General 2026 Q1 Status Report be received for information.

Purpose

The purpose of this memorandum is to submit the **Auditor General 2026 Q1 Status Report** for City Council's information, discussion, and oversight.

Background

The Office of the Municipal Auditor General provides periodic status reports to City Council to support oversight of audit and investigation activities, reporting timelines, and follow-up on previously issued recommendations.

In addition to individual Auditor General audit and investigation reports presented separately to Council, the Status Report provides a consolidated view of work completed, work in progress, and implementation status of management action plans.

Reporting Approach

Individual Auditor General audit and investigation reports are presented to City Council as distinct items on the Consent Agenda for receipt or receipt and direction, as applicable. This ensures that all completed Auditor General reports are formally received by Council and remain part of the public record.

The Auditor General's Status Report is scheduled as a Presentation/Delegation item and provides a concise summary of individual reports to support Council discussion, clarification, and direction, as Council deems necessary. Any individual Auditor General report may be removed from the Consent Agenda for discussion at Council's discretion or may be addressed during consideration of the Status Report.

Council Consideration

The Auditor General 2026 Q1 Status Report is submitted to City Council to:

- provide a consolidated update on Auditor General activities and reporting status;
- support Council oversight and discussion of completed and ongoing work; and
- facilitate Council consideration of any individual Auditor General report, where discussion or additional direction is requested.

Attachments

Appendix A: Auditor General 2026 Q1 Status Report

Auditor General 2026 Q1 Status Report

Report

02/06/2026

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Office of the Municipal Auditor General,

The Corporation of the City of Windsor

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1. Purpose

The purpose of this report is to provide City Council with a consolidated status update on Auditor General activities, including audits, investigations, and follow-up work, and to support Council's oversight responsibilities.

Individual Auditor General audit and investigation reports are presented to City Council as distinct items on the Consent Agenda for receipt and direction, as applicable. This ensures that all completed Auditor General reports are formally received by Council in a timely manner and remain part of the public record.

The Auditor General's Status Report is scheduled as a Presentation/Delegation item and provides a summary of individual reports to support Council discussion, clarification, and direction, as Council deems necessary. Any individual Auditor General report may be removed from the Consent Agenda for discussion at Council's discretion or may be addressed during discussion of the Status Report.

This reporting approach is intended to enhance governance efficiency, focus Council discussion on areas of interest or risk, and preserve Council's full access to Auditor General information while maintaining transparency and procedural flexibility.

2. Completed Since Last Status Report

Governance / Framework Items

Report Title	Council Action Taken
2026 Auditor General Charter Amendments (Alignment with Auditor General By-law 172-2025)	Submitted for Council receipt and direction
Auditor General Revised 2026 Work Plan	Submitted for Council receipt
Auditor General Memo - Contract Alignment Arising from Council-Approved Auditor General Governance Instruments	Submitted for Council receipt
Auditor General Report Regarding	Submitted for Council receipt and direction

Report Title	Council Action Taken
Administration's Alignment with IIA Essential Conditions	
Auditor General 2026 Q1 Status Report	Submitted for Council receipt

Investigations

Report Title	Council Action Taken
Investigation - Conflict of Interest - City Department (Governance Review)	Submitted for Council receipt and direction
Investigation - Hiring Practices	Submitted for Council receipt
Investigation - Safety Concerns and Responsibility Dispute Over Municipal Road Closure	Submitted for Council receipt and direction
Investigation - Respectful Workplace	Submitted for Council receipt and direction

The following summaries provide a brief overview of Auditor General reports and governance items issued during the reporting period.

Amendments to the Auditor General Charter Due to the Auditor General By-law

Following Council's approval of the Auditor General By-law, the Auditor General completed the annual review of the Auditor General Charter to ensure alignment with the new statutory framework. The proposed Charter amendments update terminology, clarify authority and reporting relationships, remove outdated provisions, and ensure consistency with the By-law and applicable professional standards.

The amendments are governance-focused in nature and do not expand the Auditor General's mandate beyond what Council has already established through the By-law. The revised Charter strengthens clarity, transparency, and independence and provides an updated governance foundation for the Auditor General function.

2026 Revised Auditor General Work Plan

The revised 2026 Auditor General Work Plan reflects Council's approval of a time-limited Standards-Limiting Framework in response to resource constraints and workload pressures. The Work Plan prioritizes core assurance, investigation, reporting, and follow-up activities while transparently disclosing areas where audit coverage, validation, or contingency capacity are constrained.

The Work Plan provides Council with visibility into planned activities, trade-offs, and limitations for 2026. It does not presuppose future resourcing, governance structure, or delivery model decisions, which remain subject to Administration-led analysis and future Council consideration.

Auditor General Memorandum – Contract Alignment Arising from Council-Approved Governance Instruments

During the reporting period, the Auditor General issued a memorandum advising City Council that Council-approved governance instruments — including the Auditor General By-law, Charter, Work Plan, and Standards-Limiting Framework — create the need for alignment of the existing Auditor General services agreement. The memorandum provides Council with notice that areas of contractual misalignment have been identified.

Detailed contract alignment analysis and supporting materials were provided to Administration for consideration and action. No contract amendments were presented to Council at this time. The memorandum clarifies that, until such alignment is completed, the Auditor General By-law and Charter remain the governing authorities.

Auditor General Report on Administration's Alignment with Essential Conditions

During the reporting period, the Auditor General completed an assessment of Administration's alignment with the Institute of Internal Auditors' (IIA) Essential Conditions of Governance, as set out in the 2024 Global Internal Audit Standards. The Essential Conditions represent non-negotiable governance and management supports required to ensure the independence, authority, and effectiveness of an Auditor General function. The assessment focused on Administration's role in supporting Council's oversight responsibilities and the Auditor General's mandate.

The assessment found that Administration demonstrates strong support for the Auditor General's independence, authority, and access rights. However, a key gap was identified in that City Council has not received an explicit, Administration-led organizational assessment of whether current Auditor General resources are sufficient to support the approved mandate on an ongoing basis. A recommendation was issued directing Administration to develop and present an action plan to inform future Council consideration, consistent with professional standards and independence requirements.

2026 Q1 Auditor General Status Report

The Q1 2026 Auditor General Status Report provides City Council with a consolidated overview of Auditor General reporting issued during the period, work currently in progress, and activities planned to commence in the near term. The report also highlights cross-cutting governance themes and risks emerging across audit, investigation, and oversight activities.

The Status Report serves as the primary forum for Council discussion of Auditor General matters presented at the meeting, without duplicating the content of individual reports or re-litigating findings already before Council for receipt or direction. It supports Council's oversight role by synthesizing information across multiple reports and identifying areas requiring future attention or follow-up.

Investigation - Conflict of Interest - City Department (Governance Review)

During the reporting period, the Auditor General completed an investigation into allegations that a former City employee may have had undisclosed private business and employment interests that created conflicts of interest, resulted in the improper use of City time, and involved a pattern of conduct over a long-standing period. The investigation focused on the adequacy of governance, policy, and processes, as the individual was no longer employed by the City. Evidence reviewed included key City departmental records, conflict of interest disclosures, Human Resources files, Provincial registry information, and publicly available business representations.

The investigation found no evidence to substantiate the allegations of direct conflict, misuse of City time, or a long-standing pattern of improper conduct for the properties examined. However, the absence of any conflict-of-interest disclosures over a lengthy career, combined with publicly advertised private business and employment activities in the jurisdiction of the City of Windsor, created significant perceived conflicts and governance risks. Several allegations were assessed as partially warranted or warranted from a disclosure and perception perspective.

Recommendations were issued to clarify the Conflict of Interest Policy for regulatory roles, formalize expectations that were previously communicated verbally, and strengthen training and supervisory processes to ensure consistent recognition and documentation of actual and perceived conflicts.

Investigation - Hiring Practices

During the reporting period, the Auditor General completed a complaint investigation regarding alleged bias and favouritism in the City of Windsor's recruitment and hiring practices. The complaint alleged that external applicants were not fairly considered and that internal candidates were given preferential treatment. The investigation examined the City's end-to-end recruitment and selection framework, including job posting practices, application screening, interview protocols, scoring methodologies, panel composition, and Human Resources oversight, from a governance, controls, and compliance perspective.

The investigation found that the City's recruitment and selection processes are structured, consistently applied, and supported by documented controls designed to mitigate bias and promote fairness. Internal applicant prioritization was confirmed for certain positions; however, this practice is contractually required under applicable collective bargaining agreements and

does not constitute improper conduct or a policy breach. While no evidence was identified to substantiate allegations of improper bias or favouritism, the investigation noted that certain process design features may contribute to perception risk among unsuccessful applicants. No formal recommendations were issued; however, considerations were identified to further enhance transparency, documentation, and applicant understanding of how hiring decisions are made.

Investigation - Safety Concerns and Responsibility Dispute Over Municipal Road Closure

During the reporting period, the Auditor General completed a complaint investigation regarding public safety concerns associated with a municipal road closure on Jefferson Boulevard. The complaint alleged that temporary barriers restricting access to the construction zone were being moved after hours, allowing unauthorized vehicles to enter the closed area at unsafe speeds, creating risks to residents, pedestrians, and workers. The investigation assessed whether appropriate traffic control measures, oversight practices, and communication processes were in place and whether the circumstances described were supported by available evidence.

The investigation concluded that the allegation was partially warranted. Evidence confirmed that temporary barriers were moved after hours and that unauthorized access occurred, despite required controls being in place in accordance with approved Traffic Control Plans and Ministry of Transportation Ontario standards. No injuries or property damage were substantiated. However, communication gaps and the lack of structured incident documentation contributed to recurring safety risks and resident uncertainty. Recommendations were issued to strengthen resident communication regarding construction delays and to clarify safety and accountability responsibilities during periods where control of construction sites is transferred between parties.

Investigation – Respectful Workplace

During the reporting period, the Auditor General completed a complaint investigation regarding the visible display of an alcohol container in a City workplace. The matter was referred to Administration for review in accordance with established protocol, and the Auditor General conducted an oversight assessment of Administration’s conclusions, the applicable policy framework, and any residual governance or perception risks.

The allegation was assessed as partially warranted. No evidence of alcohol consumption, impairment, or inappropriate conduct was identified. However, the continued visible display of an alcohol container was found to be inconsistent with the wording of the Respectful Workplace Policy and created a perception risk. Recommendations were issued to remove items in conflict with policy and to clarify policy language to support consistent application.

3. Ongoing/In Process Activities

Targeted Reporting (Mar-May 2026)

- 2025 Year in Review/Performance Summary
- 2025 Quality Assurance Review
- Investigation - Administration of Right-of-Way Sewer Permits
- Investigation - Conflict of Interest - City Department (Governance Review) #2
- Investigation - Treatment of Citizen

Targeted Reporting (Post May 2026)

- Investigation - Compensation Practices
- Investigation - Procurement Practices
- Investigation - WECHC Complaint (Oversight of Ongoing Communications)

Ongoing

- Fraud & Waste Hotline Administration and Triage
- Auditor General Administration
- Professional Development Requirements

4. Activities Planned to Commence in the next 1-3 Months

- Management Action Plan Validation
- Conflict of Interest Audit Project
- Investigation - City Employee Traffic Violation
- Investigation - Parking Ticket Practices
- Annual Risk Assessment and 2027 Workplan

5. Key Themes & Risks

Standards-Limiting Framework – Status and Forward Considerations
City Council approved a Standards-Limiting Framework in connection with the 2026 Auditor General Work Plan, reflecting the constrained resource envelope and resulting limitations on audit coverage,

follow-up validation, and contingency capacity. The Standards-Limiting Framework is approved for 2026 only.

At this time, there is no approved plan to exit the Standards-Limiting Framework. Development of a sustainable path forward is dependent on several Administration-led inputs, including: (i) Administration's response to the Essential Conditions assessment, (ii) consideration of required contract alignment arising from Council-approved governance instruments, and (iii) Council's future decisions regarding the structure, resourcing, and delivery model of the Auditor General function.

The Auditor General will continue to disclose any scope limitations in accordance with professional standards and will report back to Council as Administration's actions and related decisions progress.

Resolution of the Standards-Limiting Framework is subject to a multi-step governance and decision sequence. Administration requires sufficient time to review the Essential Conditions findings, prepare and submit an Administration-led assessment and action plan, and bring that material forward for Council consideration.

Council consideration of these matters is constrained by meeting cycles and reporting timelines, with materials typically required to be finalized several weeks in advance of the relevant Council meeting. As a result, even where direction is provided promptly, implementation decisions may span multiple reporting periods.

In addition, any future changes to the structure or resourcing of the Auditor General function—such as conducting a search for a new Auditor General or adjusting the approved budget—would require alignment with established recruitment timelines and the City's annual budget cycle. Depending on the approach selected by Council, these processes may reasonably extend over multiple fiscal years.

Reporting Approach Modification
Individual Auditor General audit and investigation reports will be presented to City Council as distinct items on the Consent Agenda for receipt and direction, as applicable. This approach ensures that all completed Auditor General reports are formally received by Council in a timely manner and remain part of the public record.

The Auditor General's periodic Status Report will be scheduled as a Presentation/Delegation item and will include a concise summary of each report presented since the prior status update. The Status Report will highlight key conclusions, risks, and recommendations to support Council's consideration and facilitate discussion of any individual report, as Council deems necessary.

Any individual Auditor General report may be removed from the Consent Agenda for discussion at Council's discretion, or may be addressed during discussion of the Status Report where Council determines that additional clarification or direction is warranted.

Detailed investigative records and working papers are maintained by the Auditor General and inform all conclusions. This reporting approach is intended to enhance governance efficiency, focus Council discussion on areas of interest or risk, and preserve Council's full access to Auditor General information while maintaining transparency and procedural flexibility.

The Status Report is scheduled as a Presentation/Delegation item to support structured Council discussion and does not involve external delegations.

Fraud, Waste, and Wrongdoing Considerations
During the reporting period, the Auditor General continued to administer and assess submissions received through established complaint and reporting mechanisms, including matters alleging fraud, waste, or other wrongdoing. Fraud and integrity risks were also considered in the course of audit and investigation activities completed during the period.

No systemic fraud issues requiring immediate escalation to Council were identified during the period. Matters requiring further assessment continue to be addressed through established investigation, reporting, and follow-up processes. The Auditor General will report to Council where issues arise that warrant Council attention.

6. Conclusion

This status report is intended to provide City Council with a consolidated overview of Auditor General activities and reporting issued during the period. The report supports transparency, coordinated oversight, and disciplined follow-up without duplicating the content of individual audit and investigation reports.

No additional Council direction is requested through this status report beyond the direction associated with individual Auditor General reports already before Council.

Appendix A - Status Overview Using Workplan

Project	Status	Council Action	Actual/Forecasted Reporting Timeframe
Governance & Framework-Related Initiatives			
Auditor General Revised 2026 Work Plan	Completed	Submitted for Council receipt	**February 2026**
Auditor General's Report on Administration's Alignment with Essential Conditions	Completed	Submitted for Council receipt and direction	**February 2026**
2025 Performance Report (Year in Review)	In Process		March 2026
2025 Annual Quality Self-Assessment and reporting	In Process		May 2026
Q1 Status Report (Feb 2026)	Completed	Submitted for Council receipt	**February 2026**
Q3 Status Report (Sept 2026)	Not Yet Started		September 2026
Risk Assessment and 2027 Work Plan	Not Yet Started		September 2026
2026 Performance Report (Year in Review)	Not Yet Started		February 2027
Auditor General Executive Leadership Development Plan	In Process		February 2027
2026 Auditor General Charter Amendments (Alignment with Auditor General By-law 172-2025)	Completed	Submitted for Council receipt and direction	**February 2026**
Auditor General Memo - Contract Alignment Arising from Council-Approved Auditor General Governance Instruments	Completed	Submitted for Council receipt and direction	**February 2026**

Project	Status	Council Action	Actual/Forecasted Reporting Timeframe
Audit Project Initiatives			
Conflict of Interest Audit Project	Commence in 1-2 Months		September 2026
Management Action Plan Validation	Commence in 1-2 Months		September 2026
Fraud and Waste Hotline Responsibilities & Initiatives			
Fraud and Waste Hotline Administration	In Process		February 2027
Investigation – Administration of Right-of-Way Sewer Permits	In Process		March 2026
Investigation – Treatment of Citizen	In Process		March 2026
Investigation – Conflict of Interest – City Department (Governance Review)	Completed	Submitted for Council receipt and direction	**February 2026**
Investigation – Hiring Practices	Completed	Submitted for Council receipt and direction	**February 2026**
Investigation – Safety Concerns and Responsibility Dispute Over Municipal Road Closure	Completed	Submitted for Council receipt and direction	**February 2026**
Investigation – Conflict of Interest – City Department (Governance Review) #2	In Process		March 2026
Investigation – Compensation Practices	In Process		September 2026
Investigation – Employment Concerns	Not Yet Started		February 2027
Investigation – Procurement Practices	Not Yet Started		September 2026
Investigation – City Employee Traffic Violation	Commence in 1-2 Months		September 2026

Project	Status	Council Action	Actual/Forecasted Reporting Timeframe
Investigation – Parking Ticket Practices	Commence in 1-2 Months		September 2026
Investigation - WECHC Complaint (Oversight of Ongoing Communications)	In Process		February 2027
Investigation – Respectful Workplace	Completed	Submitted for Council receipt and direction	**February 2026**

Committee Matters: SCM 57/2026

Subject: 2026 Auditor General Charter Amendments (Alignment with Auditor General By-law 172-2025)

That City Council **APPROVE** the revised Auditor General Charter, attached as Appendix A, to ensure alignment with the Auditor General By-law (2025); and

That City Council **RECEIVE** the redlined comparison document, attached as Appendix B, for information.

Clerk's File: AF/14508

Office of the Auditor General

Memorandum to City Council

To: Members of City Council
From: Christopher O'Connor, Auditor General
Date: January 27, 2026
Subject: 2026 Auditor General Charter Amendments (Alignment with Auditor General By-law 172-2025)

Draft Auditor General Recommendation for Council's Consideration:

THAT City Council APPROVE the revised Auditor General Charter, attached as Appendix A, to ensure alignment with the Auditor General By-law (2025).

Report Summary

City Council approved (CR429/2025) Bylaw 172-2025 - A By-Law to Establish the Mandate and Responsibilities of the Auditor General - City Wide. By-law 172-2025 established a comprehensive statutory framework governing the mandate, independence, authority, reporting structure, and operational powers of the Auditor General.

As part of the Auditor General's annual Charter review, updates are required to ensure the Auditor General Charter is fully aligned with the By-law, remove outdated provisions, modernize terminology, and reflect the enhanced statutory framework now in place.

This report presents the revised Auditor General Charter for Council approval.

Purpose

The purpose of this memorandum is to present the revised Auditor General Charter to City Council for approval as part of the annual Charter review and to ensure alignment with the Auditor General By-law (2025).

Background

The Auditor General Charter was adopted by City Council in 2019 to define the purpose, authority, responsibilities, and accountability of the Auditor General. The Charter requires periodic review and updating to ensure it remains current with legislative requirements and professional standards. The last annual review and update was presented to Council in February 2025. This report summarize key elements of the 2026 annual charter review.

Further, City Council has subsequently enacted the Auditor General By-law (2025) (By-law 172-2025), establishing a comprehensive framework for the governing responsibilities, independence, authority, reporting structure, and operational powers of the Auditor General. The introduction of this By-law requires corresponding updates to the Charter to ensure consistency with the statutory framework, modernize terminology, remove outdated references, and clarify authority, independence, and reporting relationships.

The introduction of this By-law requires updates to the Charter to ensure alignment, modernize terminology, remove outdated references, and reflect the enhanced statutory structure.

Discussion

As part of the annual Charter review and the implementation of the Auditor General By-law (2025) (By-law 172-2025), the following updates are required:

a) Independence and Reporting

- Charter now states that the Auditor General reports directly and exclusively to City Council, in alignment with the By-law.
- All references to former committees (e.g., CSSC) removed.

b) Annual Audit Plan Requirements

- Annual Audit Plan submitted for Council approval per s.16 of the By-law.
- Only the Auditor General may amend the Plan (s.17).
- Council may add items with a two-thirds vote (s.18).

c) Standards

- The AG must now select one governing standard (IIA or GAGAS) at the outset of each term (s.9).

- Charter updated to reflect this requirement.

d) Office Authority

- Charter incorporates the AG's new authority to establish the Office of the Auditor General, including management of staffing, delegation, and administrative policies (s.24–27)

e) Fraud and Waste Hotline

- Charter updated to reflect statutory responsibility for Hotline execution and the 10-year limit on allegations (s.22–23).

f) Confidentiality and Non-Compellability

- Charter now acknowledges statutory confidentiality requirements and non-compellability protection (s.29–30).

g) Cleanup of Outdated Provisions

- Removal of legacy internal audit terminology, references to CAO approvals, and multi-year internal audit plans.

- Updated delegation language to reflect AG-only authority.

A clean version of the updated Charter is attached in the appendices as well as an summary analysis of the changes.

Risk Analysis

Failure to update the Charter may result in:

- Misalignment between the Charter and the Auditor General By-law (2025)

- Governance ambiguity

- Reduced clarity around reporting relationships
- Potential interference with independence
- Reduced clarity for Administration regarding access, confidentiality, and responsibilities
- Misalignment between the Auditor General Charter, the Auditor General By-law, and the existing Auditor General services agreement

Updating the Charter mitigates these risks and ensures consistent statutory alignment.

Consultation

Consultation occurred with:

- Consultation occurred with City Administration through established administrative coordination processes, including internal circulation by the designated administrative contact.
- Office of the Auditor General personnel (internal alignment)

Conclusion

The updated Auditor General Charter reflects both the legislated requirements under Part V.1 of the Municipal Act and the strengthened governance framework established under the Auditor General By-law (2025). It ensures proper alignment, operational clarity, and independence for the Auditor General function.

Appendices / Attachments

- **Appendix A – Revised Auditor General Charter**
- **Appendix B – Summary of Amendments and Rationale**

Appendix A – Revised Auditor General Charter (Clean Version)

This appendix provides a clean copy of the revised Auditotr General Charter as part of the annual review and to ensure alignment with the City of Windsor Auditor General By-law (2025).

By virtue of the authority provided to a municipality in s. 223.19 of the *Municipal Act, 2001*, S.O. 2001, c. 25, (the "Act") The Corporation of the City of Windsor ("City of Windsor") appointed an Auditor General (the "AG") on September 23, 2019 by Council Resolution CR485/2019, and subsequently established the position and duties through the City of Windsor Auditor General By-law (2025).

The purpose, scope, authority, responsibilities and accountability of the AG for the City of Windsor are described in this Auditor General Charter (the "Charter") and shall be interpreted in a manner consistent with the Auditor General By-law (2025) and Part V.1 of the Municipal Act.

This Charter shall be periodically reviewed and updated, in consultation with City Council by the Auditor General and presented to City Council for endorsement where required under the Auditor General By-law.

OVERVIEW

The AG is responsible for assisting the City of Windsor in holding itself and its administrators accountable for the quality of stewardship over public funds and for the achievement of value for money in municipal operations. The AG will carry out its their responsibilities by providing objective and independent assessment, advice and assurance with respect to governance, risk management, accountability, and performance. The role of the AG is not only to identify cost savings. When selecting audit projects, the AG attempts to balance audit work that will identify opportunities for cost reductions, loss avoidance, increased revenues, improved revenue collection, enhanced efficiency and effectiveness, and improvements to major control systems.

While cost savings may result from the work conducted by the AG, of equal importance is the work conducted to safeguard the City of Windsor resources and ensure proper use of public funds. Recommendations relating to the improvement of internal controls and the quality of stewardship over public funds are an important part of the AG's work but are not easily quantifiable. Reports which have no apparent immediate financial benefit may nevertheless have significant other long-term benefits to the City.

The AG also has the responsibility to oversee Fraud and Waste Hotline in accordance with the Council-approved protocol and the requirements set out in the Auditor General By-law (2025), including the 10-year limit under s.23.

If City Council establishes an Audit Committee by by-law, the Auditor General may report through that Committee; however, City Council remains the sole oversight and reporting authority under the Auditor General By-law (s.10).

REPORTING

The AG for the City of Windsor shall report directly to City Council in accordance with the Auditor General By-law (2025). The AG shall submit the Annual Audit Plan, audit reports, findings-validation reports, and any status updates directly to City Council as required under sections 10, 16, 19, and 20 of the Auditor General By-law.

All personnel within the Office of the Auditor General shall report to and be directed by the Auditor General, pursuant to the authority granted under Sections 24–27 of the Auditor General By-law. The Auditor General may delegate

powers and duties permissible under the Municipal Act and the Auditor General By-law to personnel of the Office, including Scope, Duty to Furnish Information, Access to Records, Confidentiality, and Testimony (see Schedule 1).

PURPOSE

The purpose of the AG is to provide independent, objective assurance and advice designed to add value and improve the City of Windsor's operations. Independence is mandated by the *Act* and carried out in accordance with the professional standards selected by the Auditor General in accordance with the Auditor General By-law (2025), Section 9. The AG will collaborate with the City of Windsor management and help the City of Windsor accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes.

In addition to these primary services, the AG shall provide guidance to improve the effectiveness of controls, examine suspected fraudulent or irregular activities, and provide advisory services to assist with the improvement of operational activities in a manner consistent with the Auditor General By-law, including responsibilities related to the Fraud and Waste Hotline (s.22–23).

SCOPE

The scope of the AG is defined each year through the Annual Audit Plan submitted to City Council in accordance with the Auditor General By-law (2025, s.16) and includes all audit activities to assist City Council and the Corporation in determining whether the City of Windsor's network of governance, risk management, and control processes, are adequate and functioning in a manner to ensure:

- Risks are appropriately identified and managed.
- Interaction with the various governance groups occurs as needed.
- Significant financial, managerial, and operating information is accurate, reliable, and timely.
- Employees' actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
- Interactions and arrangements with third parties, including external parties, are in compliance with policies, standards, procedures, and applicable laws and regulations.
- Resources and assets are acquired economically, used efficiently, and adequately safeguarded.
- Operations and initiatives are conducted to deliver results that are consistent with established objectives and goals.
- Quality and continuous improvement are fostered in the City of Windsor's control process.
- Legislative or regulatory compliance issues impacting the City of Windsor are recognized and addressed appropriately.

Opportunities for improving management control, financial and operating results, and the City of Windsor's structure or performance may be identified during audits. To fulfill its objective of adding value and improving the City of Windsor's operations, the AG will validate findings and recommendations with the appropriate level of management and obtain management responses and action plans to include in reports.

City Council receives the Annual Audit Plan as submitted by the Auditor General, may add items to the Plan by a two-thirds vote (By-law s.18), and may not amend or delete items proposed by the Auditor General (By-law s.17).

ACCOUNTABILITY

The AG, in the discharge of his/her duties, shall be accountable to City Council as the sole oversight authority under the Auditor General By-law (2025, s.10) to:

- Provide coverage of the adequacy and effectiveness of the City of Windsor's processes for controlling its activities and managing its risks.
- Report important issues related to the processes for managing risk and controlling the activities of the organization, including potential improvements to those processes, and provide information concerning such issues through resolution. This includes coverage of risk management and governance practices.
- Periodically provide information on the status and results of the Annual Audit Plan and the sufficiency of Office of the Auditor General resources. This includes ensuring the resources are sufficient in amount and competency to cover the risks in the Annual Audit Plan.
- Coordinate with and provide coverage of other control and monitoring functions (risk management, governance, compliance, security, legal, ethics, environmental).
- Coordinate with external audit.
- Along with management, establish a follow-up process to track and monitor the effective implementation of management actions related to important issues and recommendations.

In accordance with the Auditor General By-law (s.17–18):

- Only the Auditor General may amend the Annual Audit Plan.
- City Council may add items to the Annual Audit Plan by a two-thirds vote.
- City Council may not delete or amend items proposed by the Auditor General.

AUTHORITY, ACCESS AND SUPPORT

The AG may exercise the powers and shall perform the duties with respect to the City of Windsor's:

1. departments,
2. local boards,
3. controlled corporations, and
4. grant recipients (where the grant received is directly or indirectly from the municipality, a local board or a municipally-controlled corporation for grants received 2006 or later).

The responsibilities of the AG do not include those matters for which an auditor is responsible unders.296(1) of the *Act*. The AG's responsibilities do not include annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit.

As per the *Act*, the AG shall exercise authority in accordance with Part V.1 of the Municipal Act and the City of Windsor Auditor General By-law (2025)

As per the Act, the City of Windsor, its local boards, municipally controlled corporations, and grant recipients shall provide the AG, with all information and access required under the Auditor General By-law (s.21), including information regarding their powers, duties, activities, organization,financial transactions and methods of business as the AG believes to be necessary to perform his or her duties.

As per the Act, the AG is entitled to have unrestricted access to all books, accounts, financial records, electronic data, reports, files, and property belonging to or used by the City, local boards, municipally controlled corporations, or grant recipients, as required under the Auditor General By-law (s.21).

For the purpose of this Charter, the AG's authority extends to any records or information held by external parties where such access is necessary for the performance of duties under the Auditor General By-law.

The AG shall have access to any functions, meetings, records, physical property, and personnel required to carry out their responsibilities. The AG shall handle confidential information by adhering to the same restrictions that apply to the department that manages it.

The AG will have full and free access to City Council.

The Mayor and City Councillors, City of Windsor management and staff shall provide full cooperation, access to records, explanations, assistance, and general facilitation to complete audit endeavours.

The AG shall have the authority to stop, delay or postpone active/ongoing or planned work in order to redirect efforts to conduct projects and analysis when a complaint/allegation is lodged which may have merit.

Any resulting change to the Annual Audit Plan shall be made by the Auditor General in accordance with the Auditor General By-law (s.17), and City Council may allocate additional resources or add items by a two-thirds vote (s.18).

The CAO may provide logistical coordination and support but shall not interfere with the Auditor General's scope, procedures, timing, or reporting, consistent with the independence requirements of the Auditor General By-law (s.10–11).

The Auditor General holds exclusive authority over the operations, staffing, and administration of the Office of the Auditor General under By-law sections 24–27.

ETHICAL CONSIDERATIONS

The AG, and the office (personnel) that he/she oversees:

- is required to perform their work with honesty, professional courage and integrity.
- Must understand, respect, meet and contribute to the legitimate and ethical expectations of the City of Windsor
- Must be able to recognize and report conduct that is contrary to the City of Windsor's legitimate and ethical considerations.
- Comply with the ethical requirements of the professional standards selected by the Auditor General under the Auditor General By-law (s.9), any applicable professional designation requirements, and related ethics training.
- Adhere to the confidentiality and non-compellability provisions set out in the Auditor General By-law (s.29–30).

RESPONSIBILITY

The AG's responsibilities and accountability are defined through the appointment of an Auditor General by the City of Windsor under the *Act*, and the Auditor General By-law (2025), and include all activities that encompass:

- The examination and evaluation of the adequacy and effectiveness of the system of internal controls; and,
- The quality of performance in carrying out assigned responsibilities and operational activities.

The AG has responsibility to:

- Develop and submit an Annual Audit Plan to City Council each year, using an appropriate risk-based methodology, in accordance with the Auditor General By-law (s.16).

- Implement the Annual Audit Plan as approved by City Council, including Council-added items in accordance with the Auditor General By-law (s.18).
- Amend the Annual Audit Plan as required, in accordance with the Auditor General's exclusive authority to amend the Plan (By-law s.17).
- Maintain professional resources with staff and, where appropriate, additional resources with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter and the Auditor General By-law (s.24–27).
- Evaluate and assess important merging/consolidating functions and new or changing services, business units, processes, systems, operations, and control processes coincident with their development, implementation, and/or expansion.
- Evaluate the reliability and integrity of operational and financial information and the means used to identify, measure, classify, and report such information.
- Evaluate the systems established to ensure compliance with policies, plans, procedures, laws, and regulations which could have a significant impact on the organization.
- Evaluate the means of safeguarding assets and, as appropriate, verify the existence of such assets.
- Evaluate the effectiveness and efficiency with which resources are employed.
- Evaluate operations or programs to ascertain whether results are consistent with established objectives and goals.
- Evaluate and report on risk management processes, significant risk exposures and control issues.
- Consider fraud risks during the planning of audits, and remain alert to deficiencies or indicators suggesting potential fraud, determine whether further action is required, and refer matters for investigation as appropriate.
- Assist, as appropriate, in the investigation of suspected fraudulent activities within the organization in accordance with the Auditor General's responsibilities for the Fraud and Waste Hotline (By-law s.22–23), and notify City Council of results where required.
- Issue periodic reports summarizing results of audit activities to City Council, and inform Administration as appropriate.
- Keep Council informed of emerging trends and successful practices in public sector auditing.
- Provide audit measurement goals and results to City Council.
- Coordinate ~~its~~ the AG's plans and efforts with those of the external auditors to avoid duplication of audit efforts and to optimize audit coverage.
- In discharging the AG's responsibilities or at the request of management, as appropriate,provide advice to management that add value and improve an organization's governance, risk management, and control processes without the AG assuming management responsibility.
- Execute a quality assurance and improvement program to ensure effective operation of audit activities and report the results annually to City Council, consistent with the standards selected by the Auditor General under the Auditor General By-law (s.9).

INDEPENDENCE AND OBJECTIVITY

The AG is required to perform his or her responsibilities in an independent manner. He or she is required to be objective in accordance with the professional standards selected by the Auditor General under the Auditor General By-law (s.9).

In order to ensure maintenance of the AG's independence and objectivity, the AG will remain free from interference by any element of the Corporation, including matters of audit scope, procedures, frequency, timing, or report content (By-law s.10–11).

To provide for the organizational independenc, the AG shall report directly and exclusively to City Council in accordance with the Auditor General By-law (s.10). The CAO may provide logistical coordination and administrative support but shall not exercise supervisory authority or influence over the Auditor General's work (s.10–11).

To ensure objectivity, the AG shall not implement procedures or controls, develop records, or engage in any activity that would impair their objectivity. To assist management in discharging their responsibilities, the AG may advise management in the formulation of policies and procedures,or the development of new systems. However to remain independent and objective, such advice will be in an advisory capacity, with final decisions and implementation being the responsibility of appropriate management.

The AG shall not have direct responsibility or authority over any activities subject to audit or investigation. The AG will attest to the organizational independence of the Office of the Auditor General and identify any unwarranted restrictions on audit scope, communications, access, and resources, including personnel and externally contracted resources in the AG's annual report to Council, at least annually.

The AG shall operate independently and separately from the Ombudsman and the Integrity Commissioner, as required under the Auditor General By-law (s.31).

REPORTING AND MONITORING

The AG will submit to Council:

1. An Annual Audit Plan for approval by City Council, developed using a risk-based methodology and informed by input from the Mayor, Members of Council, Administration, and other relevant stakeholders, in accordance with the Auditor General By-law (s.16). Any amendments to the Annual Audit Plan shall be made solely by the Auditor General (s.17), and Council may add items to the Plan by a two-thirds vote (s.18). The Auditor General will communicate status updates and plan changes to City Council as appropriate.
2. A written report will be prepared and issued following the conclusion of each audit engagement and, following discussion with management, will be distributed to City Council.. To ensure management feedback and to encourage management participation in the process, the audit report will include management's response and corrective action taken or to be taken in regard to the specific findings and recommendations, including timetable of anticipated completion.
3. A written report will be prepared based on validation of management's corrective action plan closure and summary status for all unresolved findings (those open as of the prior report as well as the new ones raised in the period).
4. An annual report on the audit activities conducted during the preceding year will be submitted to City Council in accordance with the Auditor General By-law (s.19–20).
5. Immediate communication of any suspected or known instances of fraud will be made to City Council in accordance with the Auditor General By-law and Fraud and Waste Hotline responsibilities (s.22–23).

Any ethical concerns raised by personnel or contractors within the Office of the Auditor General shall be reported directly to the Auditor General. Concerns relating specifically to the conduct of the Auditor General shall be escalated directly to City Council, consistent with the oversight authority in the Auditor General By-law (s.10–12). Internal escalation guidance may be maintained administratively by the Office of the Auditor General.

STANDARDS

The Office of the Auditor General is governed by the professional auditing standards selected by the Auditor General in accordance with the Auditor General By-law (2025, s.9). At the commencement of each term of appointment, the Auditor General shall select either:

- the International Standards for the Professional Practice of Internal Auditing (IIA Standards), or
- the Generally Accepted Government Auditing Standards (GAGAS).

The selected standard will apply to all work of the Office of the Auditor General for the entirety of the Auditor General's term.

The AG shall meet all mandatory requirements of the selected standard (IIA Standards or GAGAS), including ethical principles, quality assurance requirements, documentation standards, and external review obligations..

The Auditor General may, at his or her discretion, apply additional frameworks or guidance—including public sector audit guides or methodologies—on individual projects where appropriate. Such supplementary guidance shall not override the Office-wide standard selected under the Auditor General By-law.

The AG shall employ established and proven frameworks, methodologies and practices that support the effective performance of duties under the Auditor General By-law and the selected professional standard.

ENQUIRIES

Enquiries about this Charter should be directed to the AG, or a designate within the Office of the Auditor General.

APPROVAL

Modifications to the Auditor General Charter must be:

1. In compliance with the Act and the City of Windsor Auditor General By-law (2025).
2. Based on the annual review and approved by the Auditor General.

SCHEDULE 1: DELEGATION OF POWERS AND DUTIES TO INTERNAL AUDIT PERSONNEL

Under the Act, section 223.19 (5) the Auditor General has the ability to delegate powers and duties while also retaining those powers and duties (section 223.29 (6). The Auditor General hereby delegates the following powers and duties conferred upon them through the Act and the Auditor General By-law (2025) to personnel of the Office of the Auditor General:

Duty to Furnish: 223.20 (1) The duty to furnish information, as required under s.21 of the Auditor General By-law and s.223.20(1) of the Act, is delegated to personnel of the Office of the Auditor General for the purpose of obtaining information necessary to perform duties under Part V.1 of the Act.

Access to Records: 223.20 (2) The authority to access records as required under s.21 of the Auditor General By-law and s.223.20(2) of the Act is delegated to personnel of the Office of the Auditor General for the purpose of carrying out their assigned duties.

Duty of Confidentiality:223.22(1)All personnel of the Office of the Auditor General shall preserve confidentiality in accordance with s.223.22(1) of the Act and s.29 of the Auditor General By-law.

Testimony: 223.23 All personnel of the Office of the Auditor General shall be considered non-compellable witnesses in accordance with s.223.23 of the Act and s.30 of the Auditor General By-law.

Further, the Auditor General may delegate operational aspects of powers and duties associated with scope, authority, access and support, independence and objectivity, reporting and monitoring, and standards to personnel of the Office of the Auditor General, in accordance with the delegation authority permitted under the Municipal Act and the Auditor General By-law (2025, s.24–27). The Auditor General retains full responsibility and accountability for all delegated duties.

_____ _____

Auditor General for the Corporation of the City of Windsor Date

Appendix B – Summary of Amendments and Rationale

This appendix summarizes the amendments made to the Auditor General Charter as part of the 2025 annual review and to ensure alignment with the City of Windsor Auditor General By-law (2025).

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1. Updates Required Due to the Auditor General By-law (2025)

1.1 Reporting Relationship (s.10–12)

Change:

- Removed references to CSSC and administrative oversight.
- Charter updated to state the AG reports directly and exclusively to City Council.

Rationale:

- Required by the 2025 By-law to strengthen independence and eliminate committee-based oversight.

1.2 Annual Audit Plan Requirements (s.16–18)

Change:

- Removed “rolling three-year plan.”
- Added requirement to submit an Annual Audit Plan to Council.
- Added: Only AG may amend the Plan; Council may add items by 2/3 vote; Council may not delete or modify AG-set items.

Rationale:

- Direct implementation of By-law language.

1.3 Professional Standards (s.9)

Change:

- Removed hybrid IIA/GAGAS framework.
- Added requirement for AG to select one governing standard (IIA or GAGAS) at the start of each term.
- Added rules for project-specific supplemental frameworks.

Rationale:

- Mandatory under the 2025 By-law.

1.4 Fraud and Waste Hotline Responsibilities (s.22–23)

Change:

- Renamed Hotline.
- Added AG responsibility for Hotline operation.
- Added 10-year limit on matters unless Council authorizes otherwise.

Rationale:

- The By-law codifies the AG's Hotline administration role.

1.5 Statutory Confidentiality & Non-Compellability (s.29–30)

Change:

- Added explicit references to confidentiality obligations under Municipal Act s.223.22.
- Added reference to non-compellability under s.223.23 (cannot be forced to testify in civil matters).

Rationale:

- Required to implement sections 29–30 of the By-law.

1.6 Authority to Establish the Office of the Auditor General (s.24–27)

Change:

- Added section detailing AG authority over staffing, delegation, structure, and operational policies.
- Removed CAO's former administrative coordination and oversight role.

Rationale:

- New powers created by the 2025 By-law.

1.7 Access to Information and Records (s.21)

Change:

- Replaced older Municipal Act text with updated By-law wording.
- Added explicit right of access to all records, systems, data, and property.

Rationale:

- Aligns Charter with By-law access rights.

2. Annual Review and Modernization Updates

2.1 Removal of outdated terminology

- Removed “Internal Audit,” “Executive Leadership Team,” “CSSC.”
- Updated terminology to “Office of the Auditor General.”

Rationale:

- Terminology no longer reflects current structure.

2.2 Clarification of roles and responsibilities

- Updated sections to reflect modern audit practices.
- Clarified management’s responsibility for implementation of recommendations.
- Clarified advisory vs. operational roles.

2.3 Updated delegation framework (Appendix A)

- Updated to align with AG By-law delegation powers.
- Changed “Internal Audit personnel” to “Office of the Auditor General personnel.”

2.4 Alignment of ethics and training requirements

- Added reference to ethical obligations under the selected professional standard.
- Added statutory confidentiality obligations.

2.5 Organizational independence reaffirmed

- Clarified that AG must remain free from interference.
- Confirmed separation from Integrity Commissioner and Ombudsman per s.31.

3. Formatting, Clarity, and Consistency Updates

- Streamlined Charter language for readability.

- Consolidated duplicate responsibilities.
- Restructured sections to follow By-law flow.
- Corrected outdated cross-references.
- Updated pronouns, definitions, and administrative references.

Committee Matters: SCM 58/2026

Subject: Revised 2026 Auditor General Work Plan

That City Council **RECEIVE FOR INFORMATION** the Revised 2026 Auditor General Work Plan, noting that:

1. The revisions are made under the Auditor General's authority in By-law 172-2025, which permits the Auditor General to amend or delete items in the annual Work Plan while maintaining compliance with statutory and professional obligations;
2. The adjustments implement the Council-approved Standards-Limiting Framework (2026–2028) and reflect Council's direction of October 20, 2025, to preserve engagement-level professional standards within the existing resource allocation;
3. The revised plan includes:
   - One corporate audit project focused on Conflict of Interest (COI) management;
   - Completion of a review of all management action plans addressing findings raised from January 1, 2024 through December 31, 2025;
   - Completion of ongoing investigations and queued investigations with limited capacity for new investigative intake; and
   - Scaled adjustments to selected non-mandatory program activities; and
4. All work will be undertaken within the approved resource plan, contract and budgetary envelope, with no supplemental funding request for 2026.

Clerk's File: AF/14508

Office of the Auditor General

Memorandum to City Council

To: Members of City Council
From: Christopher O'Connor, Auditor General
Date: January 27, 2026
Subject: Auditor General Revised 2026 Work Plan

Draft Auditor General Recommendation for Council's Consideration:

THAT City Council RECEIVE FOR INFORMATION the Revised 2026 Auditor General Work Plan, noting that:

1. The revisions are made under the Auditor General's authority in By-law 172-2025, which permits the Auditor General to amend or delete items in the annual Work Plan while maintaining compliance with statutory and professional obligations;

2. The adjustments implement the Council-approved Standards-Limiting Framework (2026–2028) and reflect Council's direction of October 20, 2025, to preserve engagement-level professional standards within the existing resource allocation;

3. The revised plan includes:

    - One corporate audit project focused on Conflict of Interest (COI) management;

    - Completion of a review of all management action plans addressing findings raised from January 1, 2024 through December 31, 2025;

    - Completion of ongoing investigations and queued investigations with limited capacity for new investigative intake; and

    - Scaled adjustments to selected non-mandatory program activities; and

4. All work will be undertaken within the approved resource plan, contract and budgetary envelope, with no supplemental funding request for 2026.

Report Summary

City Council approved the 2026 Auditor General Work Plan on October 20, 2025 at the existing resource level and expressed expectations that the Office continue delivering investigative and limited audit activity while maintaining engagement-level professional standards.

This approval permits adherence to the Global Internal Audit Standards under a Standards-Limiting Framework (SLF) for 2026, authorizing the Auditor General to temporarily scale back non-mandatory audit program elements while preserving full conformance for audits and investigations.

This report presents a revised 2026 Work Plan aligned with that request under the pre-approved SLF. The plan introduces one audit project focused on Conflict of Interest management, prioritizes the completion of ongoing investigations, restores limited management action plan follow-up, and adjusts selected administrative activities in accordance with the SLF.

All changes occur within the existing budget and do not reopen resource discussions.

Purpose

The purpose of this report is to present the revised 2026 Auditor General Work Plan, considering Council's request, implementing the approved Standards-Limiting Framework, and ensuring compliance with By-law 172-2025, the Municipal Act, and professional standards within the approved resource level.

Background

Council Direction – October 20, 2025

At its meeting of October 20, 2025, City Council:

- Approved the 2026 Work Plan at the existing ≈1,200-hour allocation;
- Did not provide direction to advance the increased-resource Work Plan scenario into the City's budget process, and under By-law 172-2025 this resulted in no related budget

request being submitted for 2026 (the next available cycle will be the 2027 Work Plan);

- Expressed a desire for continued audit activity in 2026;
- Indicated the importance of completing ongoing investigations and mitigating backlog risk; and
- Approved the Fraud & Waste Hotline Policy, emphasizing efficiency and consistency in investigative handling.

Council Approval of the Standards-Limiting Framework

In approving the workplan and stated constraints, Council approved a Standards-Limiting Framework (2026), which authorizes the Auditor General to:

- Temporarily scale selected program elements (QAIP, liaison coverage, reporting cadence, and risk-assessment methods);
- Maintain full engagement-level conformance for audits and investigations; and
- Redirect limited capacity toward investigations and focused project work.

Given that Council has accepted a standards-limiting framework that prioritizes core governance and professional requirements while temporarily scaling broader program elements, it is reasonable to conclude that Council supports redirecting effort from administrative and developmental activities toward project delivery and investigative work for this limited period. This approach preserves conformance where required while maximizing value within the approved resource envelope.

Authority Under By-law 172-2025

Key provisions include:

- s.16 – The Auditor General prepares and may amend the annual Work Plan;
- s.18 – Council may add audits by a two-thirds vote;
- The Work Plan is submitted for information, not approval;
- Independence in methodology and prioritization is preserved.

The revisions in this report fall fully within that authority.

DISCUSSION

Overview of 2026 Revisions

The 2026 Work Plan has been recalibrated to reflect Council's request and the approved SLF. The following changes ensure focus on core mandates while remaining within available capacity:

A. Planned Audit Project – Conflict of Interest (COI) Management

A single corporate audit project will be undertaken in 2026, focused on the City's management of Conflict of Interest risks.

This project arises from the volume and nature of recent inbound allegations, coupled with trend analysis indicating systemic exposure that extends beyond individual complaint files. The audit will assess the overall framework of policies, controls, disclosure processes, and supervisory practices intended to identify, prevent, and manage real or perceived conflicts of interest across the organization. The project will provide corporate-level assurance and reduce reliance on reactive, case-specific investigations.

In addition to ongoing conflict of interest investigations and additional inbound allegation has been recently received. Given that such investigations start from the perspective that the reporter perceives a conflict, there is a greater likelihood of findings or improvements being noted. Expanding the review to consider a broader random sample of conflict-of-interest considerations will provide more holistic insight into general practices. Further, it will provide Council with a more balanced/representative picture of City's adherence to the required practices.

B. Investigations

- Completion of all investigations currently underway and in the queue as of August 2025;
- Limited new intake capacity through efficiencies enabled by the SLF;
- Continued administration of the Fraud & Waste Hotline.

C. Management Action Plan Validation

Scaled restoration of management action plan follow-up, supporting ongoing accountability.

D. Adjustments to Non-Mandatory Program Elements (SLF-Authorized)

Activity	Adjustment	Purpose
QAIP	Annual cycle suspended; documentation maintained	Frees capacity; permitted under SLF
Liaison Meetings	Limited to CAO and Commissioners once per annum	Focus on governance-level risks
Performance Reporting	Reduced from quarterly to twice per year	Reduces administrative workload
Annual Risk Assessment	Environmental scan + document review	Maintains conformance with reduced effort

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E. Forward Planning Considerations (Context)

Planning activities for the subsequent audit cycle typically commence in May of the preceding year to support timely risk assessment, administrative consultation, and Council reporting. Should the Auditor General's mandate or structure change following December 31, 2026, efforts incurred beyond that point may not be fully recoverable within the approved work plan. This observation is noted for planning context only and does not require a decision at this time.

RISK ANALYSIS

4.0 RISK ANALYSIS

Implementation of the revised 2026 Work Plan and the Standards-Limiting Framework introduces several operational and oversight risks that require monitoring.

4.1 Risks if the 2026 Work Plan Is Not Revised

If the Work Plan were not revised to reflect the Council-approved Standards-Limiting Framework, the Office would be required to continue operating under the full professional-standards model established in prior years. The associated risks include:

- Reduced ability to prioritize investigations and project delivery, as a larger share of available hours would be dedicated to governance, QAIP, liaison, reporting, and methodology activities required under full standards.

- Failure to leverage the temporary flexibility authorized by Council, resulting in missed opportunities to redirect effort toward addressing investigative demand and delivering at

least one audit project in 2026.

- Increased risk of backlogs, as investigative and project work would be constrained by the need to complete non-mandatory program elements that the Standards-Limiting Framework now allows to be scaled.

- Misalignment with Council's stated intent, as Council has explicitly endorsed a temporary standards-limiting period to stabilize workload and focus on investigations and project work.

- Inefficient use of limited resources, as hours would be consumed by activities Council has indicated may be reduced or deferred during the limitation period.

- Reduced transparency, because the formally approved Work Plan would not reflect the operating model Council has directed the Office to use between 2026 and 2028.

In essence, not revising the plan would require the Office to continue applying the full standards model despite Council's authorization of temporary flexibility, thereby limiting the Corporation's ability to benefit from the short-term reallocation of effort toward projects and investigations.

4.2 Risks Associated With Scaling or Deferring Selected Program Elements

The Standards-Limiting Framework temporarily reduces effort allocated to QAIP activities, liaison meetings, risk-assessment interviews, and administrative reporting. These adjustments, while authorized by Council, carry the following risks:

- Reduced visibility into emerging risks, as reliance on environmental scans and document reviews may not capture issues normally identified through full departmental engagement.

- Reduced frequency of management liaison, which may limit opportunities for early identification of service-level risks or operational pressures.

- Deferred QAIP cycles, delaying opportunities to identify improvements to methodology, documentation, or quality processes.

- Streamlined performance reporting, which could reduce interim visibility into progress for Council and Administration.

- Deferred program development, as fewer hours are available for modernizing tools, frameworks, or methodologies until full standards conformance is restored.

These risks are inherent in the Council-approved Standards-Limiting Framework and will be managed through targeted interviews, continuous monitoring, and direct reporting to Council.

4.3 Risks Related to Investigative Capacity

Although the Standards-Limiting Framework enables some reallocation of hours toward investigative work, two key risks remain:

- Investigative demand may exceed available 2026 capacity, particularly given the number and nature of allegations received up to November 30, 2025. Even with efficiencies, limited investigative hours may be fully consumed before year-end.

- A backlog is expected for inbound investigations given the available capacity and requirements, but with the revised plan, it will be moderately less than it would have been. Allegations received after November 30, 2025, will not be expected to commence until 2027.

These risks will be mitigated through triage under the Fraud & Waste Hotline Policy, focused scoping, and early communication to Council should projected investigative volume materially exceed available capacity.

4.4 Overall Assessment

The risks identified are an expected and acceptable consequence of the temporary Standards-Limiting Framework approved by Council. They are balanced by:

- Maintenance of full engagement-level conformance for all audits and investigations;

- Alignment with the resource envelope Council directed for 2026; and

- Transparent reporting under By-law 172-2025, including escalation should investigative capacity become constrained.

Overall, the revised Work Plan presents a manageable risk profile, appropriate for the limitation period and consistent with Council's stated priorities.

Consultation

- Consultation occurred with City Administration through established administrative coordination processes, including internal circulation by the designated administrative contact.

CONCLUSION

The revised 2026 Auditor General Work Plan:

- Reflects Council's direction;
- Complies with By-law 172-2025;
- Implements the Standards-Limiting Framework;
- Maintains engagement-level conformance with professional standards; and
- Operates fully within the approved resource level.

This plan provides a realistic and transparent foundation for 2026 while supporting continued assurance and oversight for the Corporation.

Attachments

Appendix A: Revised Work Plan with Revisions Comparison

Appendix A - Revised Work Plan with Revisions Comparison

Category / Activity	2026 Constrained	Revised 2026 Workplan
Core Activities		
Auditor General Function	✅	✅
Annual Quality Self-Assessment & Reporting	✅	❌ [1]
Management Relationship & Performance Reporting	✅	⚠️ [2,3]
AG Executive Leadership Development	✅	⚠️ [4]
Annual Risk Assessment & Work Plan Update	✅	⚠️ [5]
Fraud & Waste Hotline Administration	✅	✅
Management Action Plan Follow-Up	❌	✅
Governance & Emerging Issues Reserve (Unallocated)	❌	❌
Investigations	⚠️	✅ [6]
Projects[7]		
Project 1	❌	✅

Notes:

1 **QAIP:** Annual self-assessments paused; documentation kept for later re-activation.

2 **Liaison Coverage:** Reduced to being embedded in investigation, project and planning interactions.

3 **Performance Reporting:** Replace quarterly reports with mid-year and year-end summaries.

4 **Exec / Investigation Capacity:** Hours freed from 1–3 redirected to current investigations and limited future capacity.

5 **Risk Assessment:** Use environmental scans and document reviews; interviews only for emerging / high-risk areas.

6 **Investigations:** 2026 effort clears backlog.

7 **Projects:**
- 2026 – 1 compliance or risk-based project.
- 2027–28 (estimation) – 1 medium or two small projects - assuming SLF stil applies

SUMMARY OF REVISED WORPLAN INITIATIVES

Governance & Framework-Related Initiatives

1. Auditor General Revised 2026 Work Plan
2. 2026 Auditor General Charter Amendments (alignment with Auditor General By-law 172-2025)
3. Auditor General's Report on Administration’s Alignment with Essential Conditions
4. 2025 Performance Report (Year in Review)
5. 2025 Annual Quality Self-Assessment and reporting
6. Q1 Status Report (Feb 2026)
7. Q3 Status Report (Sept 2026)
8. Risk Assessment and 2027 Work Plan
9. 2026 Performance Report (Year in Review)
10. Auditor General Executive Leadership Development Plan

Audit Project Initiatives

11. Conflict of Interest Audit Project
12. Management Action Plan Validation

Fraud and Waste Hotline Responsibilities & Initiatives

13. Fraud and Waste Hotline Administration
14. Investigation – Favouring Of Contractors And Misleading Information
15. Investigation – Inappropriate Treatment of Citizen
16. Investigation – Conflict of Interest – Building Inspections
17. Investigation – Hiring Practices
18. Investigation – Safety Concerns and Responsibility Dispute Over Municipal Road Closure
19. Investigation – Conflict of Interest – By-law Enforcement
20. Investigation – Inappropriate Compensation Practices
21. Investigation – Employment Concerns
22. Investigation – Procurement Practices
23. Investigation – City Employee Traffic Violation
24. Investigation – Inappropriate Parking Ticket Practices
25. Investigation – WECHC
26. Investigation – Alcohol in the Workplace

Committee Matters: SCM 59/2026

Subject: Auditor General Memo - Contract Alignment Arising from Council-Approved Auditor General Governance Instruments

That the report of the Office of the Municipal Auditor General dated February 6, 2026, entitled "Auditor General Memo - Contract Alignment Arising from Council-Approved Auditor General Governance Instruments," **BE RECEIVED** for information.

Clerk's File: AF/14508

Office of the Auditor General

Memorandum to City Council

To: Members of City Council
From: Auditor General
Date: January 27, 2026
Subject: Auditor General Memo - Contract Alignment Arising from Council-Approved Auditor General Governance Instruments

---

Purpose

To advise City Council that, following Council's approval of the Auditor General By-law and the associated analysis of related governance instruments, areas of the existing Auditor General services agreement requiring alignment have been identified and provided to Administration for consideration and action.

Background

City Council approved the Auditor General By-law at its October 20, 2025 meeting. The By-law is now in force and establishes the statutory framework governing the mandate, authority, independence, and reporting structure of the Auditor General.

In this session, Council is also considering updates to the Auditor General Charter and has received the revised 2026 Auditor General Work Plan. Together, these Council-approved instruments supersede elements of the legacy services agreement, which was drafted under a prior internal audit governance model.

Status

The Office of the Auditor General has completed an analysis, from the Auditor General's perspective, of areas where the existing services agreement does not align with the Auditor General By-law, Charter, and approved Work Plan.

The detailed analysis and supporting materials have been provided to Administration for consideration and action. No contract amendments are being presented to Council at this time.

Until any amendments are finalized, the Auditor General By-law, the Auditor General Charter, and the Council-approved Standards Limiting Framework remain the governing authorities.

Council Consideration

This memorandum is provided for information only. No Council direction or decision is requested.

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 60/2026

Subject: Auditor General Report Regarding Administration's Alignment with IIA Essential Conditions

That the report of the Office of the Municipal Auditor General dated January 27, 2026, entitled "Auditor General Report Regarding Administration's Alignment with IIA Essential Conditions," **BE RECEIVED**; and

That City Council **DIRECT** Administration to develop and present an Administration-led assessment and action plan, for Council's consideration, addressing the sufficiency of the Auditor General function's governance structure and resourcing, in accordance with the Global Internal Audit Standards and as outlined in the report.

Clerk's File: AF/14508

Office of the Auditor General

Memorandum to City Council

To: Members of City Council
From: Christopher O'Connor, Auditor General
Date: January 27, 2026
Subject: Auditor General Report Regarding Administration's Alignment with IIA Essential Conditions

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Draft Auditor General Recommendation for Council's Consideration

THAT the report of the Office of the Municipal Auditor General dated January 27, 2026, entitled *"Auditor General Report Regarding Administration's Alignment with IIA Essential Conditions,"* BE RECEIVED; and

THAT City Council DIRECT Administration to develop and present an Administration-led assessment and action plan, for Council's consideration, addressing the sufficiency of the Auditor General function's governance structure and resourcing, in accordance with the Global Internal Audit Standards and as outlined in the report.

Report Summary

The Office of the Municipal Auditor General has completed an assessment of Administration's alignment with the Institute of Internal Auditors' (IIA) Essential Conditions of Governance, as set out in the 2024 Global Internal Audit Standards.

The Essential Conditions represent mandatory governance and management supports required to ensure the independence, authority, and effectiveness of an Auditor General function. While many of the Essential Conditions are substantially met, the assessment identified a key gap related to the absence of an Administration-led organizational assessment of whether current Auditor General resources are sufficient to support the approved mandate on an ongoing basis.

This report presents the results of the assessment and outlines a recommended next step to support informed Council oversight while preserving both actual and perceived independence of the Auditor General.

Purpose

The purpose of this memorandum is to submit the Auditor General's report assessing Administration's alignment with the IIA Essential Conditions of Governance and to present a recommended governance action for Council's consideration.

Background

The 2024 Global Internal Audit Standards establish non-negotiable Essential Conditions that must be in place for an internal audit or Auditor General function to operate in conformity with professional standards. Under these Standards, City Council acts as the board-equivalent and holds responsibility for ensuring that the conditions are met, supported by Administration and senior leadership.

As part of ongoing standards alignment and governance oversight, the Office of the Auditor General assessed Administration's current practices against the Essential Conditions applicable to senior management and executive leadership.

Summary of Findings

Based on the assessment:

- Administration demonstrates strong support for the Auditor General's independence, authority, and access rights.
- Reporting relationships, cooperation, and operational support are largely aligned with the Essential Conditions.
- A gap was identified where Council has not received an explicit, Administration-led organizational assessment of whether current Auditor General resources are sufficient to support the approved mandate, investigative workload, and evolving professional standards requirements.

This gap does not reflect non-cooperation or obstruction; rather, it reflects an area where governance practice can be strengthened to better support Council's oversight role.

Consultation

The Auditor General met with the Chief Administrative Officer and members of the City's senior leadership team on October 16, 2025 to present the Institute of Internal Auditors' Essential Conditions of Governance and to discuss their application within the City of Windsor's

governance framework. The assessment was then formally documented, and this report was drafted. The initial assessments were provided to Administration for comment.

In developing the assessment and the recommended governance action outlined in this report, the Auditor General also sought interpretive input from the Institute of Internal Auditors' Professional Standards function, including the Director, Professional Guidance – Public Sector, and consulted external public-sector quality assurance practitioners, to confirm interpretation and application of the Global Internal Audit Standards.

The assessment, conclusions, and recommendations expressed in this report represent the independent judgment of the Auditor General.

Council Consideration

The report is submitted for City Council's consideration to receive the assessment for information and to determine an appropriate governance response to the matters identified.

The assessment identifies a specific gap related to the absence of an Administration-led organizational assessment of Auditor General resource sufficiency, as contemplated by the Global Internal Audit Standards. Resolution of this gap requires a governance decision by City Council in its role as the board-equivalent under the Standards.

It is recommended that Council direct Administration to develop and present an Administration-led assessment and action plan addressing Auditor General resource sufficiency, informed by the Global Internal Audit Standards.

The recommended approach preserves the independence of the Auditor General by ensuring that future structural or resourcing considerations are informed by Administration's organizational perspective rather than relying primarily on the views of the incumbent Auditor General.

Timely clarity regarding the governance structure and resourcing of the Auditor General function will also support Council's future decision-making and help ensure the ongoing sustainability and attractiveness of the function, consistent with professional standards.

Attachments

Appendix A: Auditor General Report Regarding Administration's Alignment with IIA Essential Conditions (January 27, 2026)

Office of the Municipal Auditor General,
The Corporation of the City of Windsor

AUDITOR GENERAL REPORT
Regarding Administration's Alignment with IIA Essential Conditions

Janaury 27, 2026

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Essential Conditions of Governance[1]

This section outlines the Institute of Internal Auditors' (IIA) *Essential Conditions*—non-negotiable governance and management supports that must be in place for an Auditor General function to fully comply with the 2024 *Global Internal Audit Standards*. These conditions are embedded within **Domain III: Governing the Internal Audit Function** and are critical to the independence, authority, and effectiveness of the Auditor General's work.

As the **Board equivalent** under these Standards, the City Council holds specific responsibilities for ensuring the conditions are met. Many of these requirements cannot be fulfilled by the Auditor General alone—they require active oversight, sponsorship, and collaboration by Council and senior leadership. This section provides the benchmark against which current practices have been assessed in the following pages.

What Are the IIA's Essential Conditions?

The Essential Conditions are a set of mandatory activities and supports provided by the City Council, or Audit Committee, and Senior Management that are necessary to enable a fully effective internal audit or Auditor General function. They are designed to ensure a strong foundation, enabling the function to fulfill its purpose of providing independent, risk-based, and objective assurance, advice, insight, and foresight.

These conditions include, but are not limited to:

1. **Council Authorization of the Internal Audit Mandate** – Approving and safeguarding the Auditor General's charter, scope, and authority.

2. **Ensuring Organizational Independence** – Maintaining reporting relationships and structures that protect the Auditor General from undue influence and conflicts of interest.

3. **Oversight of the Auditor General's Function** – Engaging in regular interaction, reviewing and approving plans, budgets, and resources, and ensuring quality assurance processes are in place.

4. **Unrestricted Access** – Supporting operational arrangements that allow the Auditor General access to all necessary data, records, information, personnel, and locations.

5. **Active Support from Senior Leadership** – Collaborating with administration to operationalize the conditions and ensure ongoing compliance with professional standards.

[1] The Institute of Internal Auditors. (2024). *Global Internal Audit Standards*. Domain III: Governing the Internal Audit Function. Retrieved August 13, 2025, from https://www.theiia.org/en/standards/2024-global-internal-audit-standards/

Administration / Senior Management's Role in Meeting the Essential Conditions

As the executive leadership team responsible for day-to-day operations, Administration and Senior Management play a vital role in supporting the effectiveness, independence, and credibility of the Auditor General function through the following responsibilities:

- **Operational Cooperation and Transparency** – Providing unrestricted access to information, systems, and staff to enable the Auditor General to carry out audits and investigations objectively and efficiently.

- **Constructive Engagement** – Maintaining open, professional communication with the Auditor General to clarify scope, respond to recommendations, and ensure timely management action plans are developed and implemented.

- **Support for Independence** – Respecting the Auditor General's statutory independence by avoiding interference in audit planning, scope, execution, or reporting, while ensuring that staff cooperation is embedded in the corporate culture.

- **Integration of Results** – Using Auditor General findings and recommendations to strengthen governance, risk management, and control practices across departments, boards, agencies, and programs.

- **Quality and Accountability Commitment** – Supporting quality assurance by participating in internal and external assessments, ensuring that management responses are evidence-based and progress is monitored and reported to Council.

Assessment of the Essential Conditions of Governance

The following assessment evaluates City Administration's alignment with the IIA's Essential Conditions as outlined in **Domain III: Governing the Internal Audit Function** of the *Global Internal Audit Standards*.

Each Essential Condition reflects a governance responsibility where Council, as the Board-equivalent under the Standards, has a direct or shared role in ensuring compliance.

The Auditor General met with the CAO and Commissioners of the City of Windsor on October 16, 2025 to facilitate a presentation/review of the Essential Conditions of Governance.

Rating System:

- ✅ **= Fully met / no concern** – Current practice meets the Essential Condition, or existing plans in place are expected to meet the requirement.
- ⚠️ **= Met** but warrants continued attention/monitoring.
- 🔎 **= Gap** or deficiency requiring action

Administration's Role in the Assessment:
Each numbered Essential Condition in the table:

- Describes a specific governance expectation under the Standards.
- Indicates whether Administration's current practice fulfills the expectation.
- Where a 🔎 appears, it signals that Council action or procedural adjustment is required to close a compliance gap.

Using this Assessment:
This table should be read as both a compliance checklist and a governance improvement tool. It not only documents current alignment with the Standards but also highlights areas where Council can strengthen:

- Oversight and sponsorship of the Auditor General's work
- Access, independence, and resource safeguards
- Integration of governance, risk, and control oversight
- Commitment to quality assurance and external validation

Essential Elements Assessment - Administration

#	Essential Condition	Assessment	Finding Reference/Note
1	Participate in discussions with the City Council and chief audit executive (Auditor General) and provide input on expectations for the internal audit function that the City Council should consider when establishing the internal audit mandate.	✅	Administration participates in discussions with City Council regarding the work of and reports from the Auditor General regularly. Administration's key input into the mandate is one of encouraging independence and objectivity of the function.
2	Support the internal audit mandate throughout the organization and promote the authority granted to the internal audit function.	✅	Administration supports the Auditor General's function, and the Auditor General can readily engage with any member of Senior Leadership should the need or desire arise, and vice versa.
3	Communicate with the City Council and chief audit executive (Auditor General) about administration's expectations that should be considered for inclusion in the internal audit charter.	✅	Administration has the opportunity to review and provide feedback on the Auditor General Charter and to express views to City Council.
4	Support recognition of the internal audit function throughout the organization.	✅	Administration has demonstrated ready support for the Auditor General and team members whenever requested and has woven awareness of the function into various administration and leadership venues.
5	Work with the City Council and administration throughout the organization to enable the internal audit function's unrestricted access to the data, records, information, personnel, and physical properties necessary to fulfill the internal audit mandate.	✅	Administration supports unrestricted access to the data, records, information, personnel, and physical properties necessary to fulfill the Auditor General's charter/mandate.

#	Essential Condition	Assessment	Finding Reference/Note
6	Position the internal audit function at a level within the organization that enables it to perform its services and responsibilities without interference, as directed by the City Council.	✅	The Auditor General reports to: - Council for work plans, project reports and hotline administration/investigation - the Office of the Commissioner of Finance and City Treasurer for progress reporting and administration - has direct access to the CAO as needed.
7	Recognize the chief audit executive's direct reporting relationship with the City Councl.	✅	Administration is highly aware and supportive of the Auditor General's role of directly reporting to City Council.
8	Engage with City Council and the chief audit executive (Auditor General) to understand any potential impairments to the internal audit function's independence caused by nonaudit roles or other circumstances and support the implementation of appropriate safeguards to manage such impairments.	⚠️	Two potential areas were identified: 1. **Fraud and Waste Hotline Administration** The administration and oversight of the Fraud and Waste Hotline constitute nonaudit activities that could give rise to a perceived impairment to independence if not appropriately safeguarded. In this case, independence risk is mitigated through several factors: the Hotline is independently administered; oversight responsibility has been formally assigned to the Auditor General by City Council; the function supports assurance and investigative objectives rather than management operations; and reporting, confidentiality, and escalation protocols are established to preserve objectivity and protect against undue influence. Based on these safeguards, the

#	Essential Condition	Assessment	Finding Reference/Note
			administration and oversight of the Fraud and Waste Hotline do not impair the Auditor General's organizational independence. 2. **Budget and Work Plan Approval Process** The Auditor General Bylaw requirement to submit annual budget increase requests to City Administration for review prior to Council consideration could be perceived as an impairment to independence, as Administration has a role in reviewing and commenting on the proposal. This risk is mitigated by the transparency of the process and the role of City Council as the sole approving authority. Administration has advised that the Auditor General's unadjusted budget request will be brought forward to Council as submitted, alongside any administrative comments or recommendations. Final decisions regarding the Auditor General's budget and Work Plan rest exclusively with Council, consistent with the treatment of other external budget submissions, such as those from Agencies, Boards, and Committees (ABC). Based on these safeguards, the budget and Work Plan approval process does not impair the Auditor General's organizational independence.

#	Essential Condition	Assessment	Finding Reference/Note
			No further action required.
9	Provide input to the City Council on the appointment and removal of the chief audit executive.	✅	Administration provides input to City Council on the appointment and removal of the Auditor General. Per the City Bylaw, the appointment and removal are made by City Council.
10	Solicit input from the City Council on the performance evaluation and remuneration of the chief audit executive.	✅	Administration acquires feedback from Council on the Auditor General as needed. The Auditor General's compensation is tied directly to a fixed contract.
11	Engage with the City Council to determine the chief audit executive's qualifications, experience, and competencies.	✅	This was conducted at the time of internal audit outsourcing, and awareness was then reinforced through direct experience during the appointment of the Auditor General.
12	Enable the appointment, development, and remuneration of the chief audit executive through the organization's human resources processes.	✅	Given the nature of the relationship, this was conducted through the Office of the CAO and Procurement operating under Council directive regarding contractual agreements.
13	Engage with the City Council to provide the internal audit function with sufficient resources to fulfill the internal audit mandate and achieve the internal audit plan.	⚠️	Administration has established a procedural framework through which the Auditor General submits annual Work Plans and associated budget requests for Council consideration and has participated in Council deliberations by providing comments on reports and responding to questions as requested. While Council has been informed of identified constraints and has approved a Standards-Limiting Framework, Administration has not provided Council with an explicit organizational assessment of whether current Auditor General resource levels are sufficient to support the function in light of the City's growth, complexity, investigative workload, and evolving

#	Essential Condition	Assessment	Finding Reference/Note
			professional standards requirements. See Recommendation #1 below.
14	Engage with the City Council and the chief audit executive on any issues of insufficient resources and how to remedy the situation.	⚠️	Administration has engaged with the Auditor General and City Council regarding the operational implications of constrained resources, including prioritization decisions and the implementation of a Council-approved Standards-Limiting Framework. However, broader consideration of whether existing resource levels are sufficient to support the Auditor General function in the medium term is addressed separately under Essential Condition #13. See Recommendation #1 below.
15	Provide input on the internal audit function's performance objectives.	✅	The proposed performance measures are included in the proposed 2025 Workplan for Council approval/receipt, and Administration has an opportunity to provide comments on the material.
16	Participate with the City Council in an annual assessment of the chief audit executive and internal audit function.	✅	The proposed performance measures are included in the proposed 2025 Workplan for Council approval/receipt and will be reported upon as part of the performance report, which Administration will have the opportunity to comment on.
17	Collaborate with the City Council and the chief audit executive to determine the scope and frequency of the external quality assessment.	✅	The current plan is to align to the standards and conduct the independent external review once every 5 years, with self-assessments against the same framework occurring annually. The initial independent external review is planned for 2029 and is expected to consume more than 25% of the total Work Plan. The work plan impacts trade-offs, as under

#	Essential Condition	Assessment	Finding Reference/Note
			the current budget, no projects would be conducted in the year of the external assessment, and limited investigations would occur.
18	Review the results of the external quality assessment, collaborate with the chief audit executive and City Councl to agree on action plans that address identified deficiencies and opportunities for improvement, if applicable, and agree on a timeline for completion of the action plans.	✅	When the external assessment is conducted, a deliverable requirement will be the provision of complete results to Council. Action plans and timelines will also be shared with Administration for input/consultation.

Essential Condition Non-Compliance Risks and Recommendations

1. Administration Assessment of Auditor General Resource Sufficiency[2]

Standards Context

Under the Global Internal Audit Standards (Domain III – Governing the Internal Audit Function), senior management has a responsibility to support the board-equivalent by enabling informed decisions regarding the Auditor General's authority, independence, and resource sufficiency. This responsibility extends beyond procedural mechanisms and includes providing an organizational perspective on whether approved resources are sufficient to support the approved mandate.

To preserve the independence of the Auditor General, Administration is not expected to support or oppose the Auditor General's Work Plan or budget proposals. Rather, the Standards contemplate a complementary role for Administration in informing Council of relevant organizational, operational, and risk considerations necessary for Council to assess resource sufficiency.

Finding

Administration has not provided City Council with an explicit, Administration-led assessment of whether current Auditor General resources are sufficient to support the Auditor General function on an ongoing basis.

Specifically, Council has not been provided with Administration's organizational perspective on whether current resourcing is adequate to support:

- the Auditor General's approved mandate and baseline functions, as well as the added responsibilities for the Fraud and Waste Hotline oversight and investigations; and
- the cumulative effects of organizational complexity, investigative workload, evolving professional standards requirements, and cost escalation.

While mechanisms exist for the Auditor General to raise resource constraints or budgetary needs directly to Council, the Global Internal Audit Standards contemplate a complementary role for Administration in providing Council with an independent organizational assessment to inform governance decisions regarding resource sufficiency.

As the current Auditor General appointment approaches the end of its term, reliance on reporting from the incumbent Auditor General as the primary source of information regarding future resourcing or structural needs increases the risk of perceived self-interest. An Administration-led assessment,

[2] *In developing this recommendation, the Auditor General consulted with the Institute of Internal Auditors' professional standards guidance function and external professional services practitioners with public-sector quality assurance experience.*

informed as appropriate by factual and contextual input from the Auditor General, mitigates this risk and supports both actual and perceived independence.

Risk

In the absence of an Administration-led assessment, Council risks focusing primarily on incremental pressures while lacking visibility into whether the core Auditor General function is adequately resourced under normal operating conditions.

This may result in the continued use of a Standards-Limiting Framework without a clearly articulated duration or resolution pathway, increasing the risk of de facto non-conformance with the Global Internal Audit Standards without an explicit Council determination.

Recommendation

That City Council direct Administration to develop and present an action plan for Council's consideration assessing the sufficiency of the Auditor General function's governance structure and resourcing, informed by:

- the Global Internal Audit Standards;
- baseline Auditor General demand, including audits, investigations, reporting, follow-up activities, and Fraud and Waste Hotline oversight;
- investigative workload trends and organizational complexity; and
- the implications and duration of the current Standards-Limiting Framework.

In developing the action plan, Administration may consult with the Auditor General for factual and contextual input; however, the assessment and articulation of options should be led by Administration in order to preserve both actual and perceived independence.

The action plan should outline options and considerations to inform Council decision-making and does not presuppose any particular outcome, resourcing level, or governance model.

Comments from Administration

Administration supports the framework outlined in the recommendation.

Committee Matters: SCM 61/2026

Subject: Auditor General Complaint Investigation Report – Conflict of Interest - City Department (Governance Review)

That the report of the Office of the Municipal Auditor General dated February 6, 2026, entitled *"Auditor General Complaint Investigation Report – Conflict of Interest - City Department (Governance Review),"* **BE RECEIVED**; and ,

That Administration **BE DIRECTED** to implement the recommendations contained in the report, in accordance with the associated management action plans and timelines; and ,

That implementation progress **BE SUBJECT TO** review and reporting through the Auditor General's established follow-up process.

Clerk's File: AF/14508

Office of the Auditor General

Memorandum to City Council

To: Members of City Council
From: Auditor General
Date: February 6, 2026
Subject: Auditor General Complaint Investigation Report – Conflict of Interest - City Department (Governance Review)

Draft Auditor General Recommendation for Council's Consideration

THAT the report of the Office of the Municipal Auditor General dated February 6, 2026, entitled *"Auditor General Complaint Investigation Report – Conflict of Interest - City Department (Governance Review),"* BE RECEIVED; and

THAT Administration BE DIRECTED to implement the recommendations contained in the report, in accordance with the associated management action plans and timelines; and

THAT implementation progress BE SUBJECT TO review and reporting through the Auditor General's established follow-up process.

Report Summary

To advise Council that a complaint investigation was conducted regarding conflict-of-interest disclosure and governance practices within a City department, and to summarize the resulting governance findings and recommendations.

Purpose

The purpose of this memorandum is to submit the Auditor General's complaint investigation report related to conflict-of-interest governance and disclosure practices, and to outline the governance considerations arising from the investigation for Council's information.

Background

The Office of the Auditor General conducted an investigation into concerns related to potential conflicts of interest and disclosure practices associated with a former City employee. The investigation focused on governance, policy, and oversight processes in effect during the period under review, rather than on disciplinary outcomes.

The investigation did not result in any findings requiring employee discipline or compensation-related action. The individual involved is no longer employed by the City. The report identifies governance and process considerations intended to support transparency, public trust, and effective conflict-of-interest management going forward.

Consultation

The Office of the Municipal Auditor General conducted the investigation with the cooperation of Administration, including Human Resources and departmental staff, as applicable. Administration provided documentation, explanations, and responses relevant to the matters reviewed.

Administration was provided an opportunity to review the report and provide management responses, which were considered in finalizing the report.

The Auditor General assessed the information independently from a governance, policy, and perception-risk perspective. The conclusions and recommendations expressed in the report represent the independent judgment of the Auditor General.

Risk Analysis

Effective identification, disclosure, and management of both real and perceived conflicts of interest are essential to maintaining public confidence in municipal decision-making and regulatory functions. The investigation identified governance and disclosure risks that may arise where private business activity overlaps with public-sector roles, particularly in the absence of clear documentation and monitoring mechanisms.

The recommendations in the report are intended to mitigate these risks by strengthening disclosure expectations, oversight practices, and transparency, thereby supporting public trust and consistent application of City policies.

Council Consideration

The complaint investigation report is submitted to City Council for information. Council consideration is requested to receive the report and to provide direction to Administration regarding any governance or policy enhancements arising from the findings. Progress, where applicable, may be reviewed through the Auditor General's established follow-up process.

Attachments

Appendix A: Auditor General Complaint Investigation Report – Conflict of Interest - City Department (Governance Review)

Office of the Municipal Auditor General,
The Corporation of the City of Windsor

AUDITOR GENERAL COMPLAINT INVESTIGATION REPORT
Conflict of Interest - City Department (Governance Review)

February 6, 2026

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Executive Summary

Background

The Office of the Auditor General (OAG) received a complaint alleging that a former City of Windsor employee may have had undisclosed private business interests in a company directly related to their area of employment over many years of employment; and that this activity could have created conflicts of interest, improper use of City time, or a pattern of conduct over an extended period.

Investigation Approach

The investigators conducted an evidence-based review of relevant City records related to the alleged department, Human Resources files, Conflict of Interest Disclosure (CID) records, ownership and business registry information, and publicly available material related to the alleged individual's private related business. Analytical procedures were also performed to assess the plausibility of overlap between City employment and privately advertised business activity. The investigation was limited to available records, as the individual was no longer employed by the City at the time of this review.

Scope Limitation

Because the employee was not employed by the City when the investigation began, the review focused on governance, policy, and process adequacy, rather than employee conduct or disciplinary matters. The Office of the Auditor General for the Corporation of the City of Windsor relied on authoritative Provincial records and publicly advertised business information to assess contextual risk. These sources were used to inform conclusions, not to establish findings for specific the items investigated.

Summary of Procedures and Findings

Allegation #1 — Conflict of Interest

Partially Warranted (Perceived Conflict). No evidence of an actual (real) conflict of interest for the specific instances alleged by the complainant were identified, however retrospective website claims by the business and absence of CID disclosure create a reasonable perceived conflict and highlight policy/oversight gaps.

Allegation #2 — Use of City Time for Private Work

Not Warranted, but Plausibility and Perception Risks Confirmed. No direct evidence that the employee performed private work on City time was detected. However, analytics establish that overlap was *plausible*, and lack of disclosure meant monitoring controls were never activated.

Allegation #3 — Lack of Disclosure / Breach of Policy

Warranted (Failure to Meet Disclosure Expectations). Although no breach is proven for the the specific instances identified by the complainant, the complete absence of CIDs over a long standing period of service — combined with substantial related business activity within the City's jurisdiction — represents a failure to meet the policy's disclosure expectations and undermines public trust.

Allegation #4 — Pattern of Behaviour Over Time

Not Warranted (Evidence), but Significant Pattern-Perception Risk. No evidence was identified of a longstanding misuse of City time. However, the sustained scale of related business activity during City employment, including activity within the City's jurisdiction, and the nature of that activity gave rise to understandable long-term perception concerns from a governance perspective.

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Recommendations:

Three governance observations arose from the review:

1. **Policy Clarity and Role-Specific Expectations.** The Conflict of Interest Policy does not clearly articulate the disclosure expectations for employees who hold private business interests in related sectors, increasing the risk of inconsistent interpretation.

2. **Historical Reliance on Verbal Direction.** Prior supervisory guidance on limiting private business activity within the City's jurisdiction was informal and undocumented, reducing its enforceability and visibility.

3. **Operationalization and Awareness of Disclosure Requirements.** The City relies on self-disclosure without structured discussions, examples, or supervisory prompts. As a result, employees and supervisors did not consistently recognize situations where the policy threshold for perceived conflict was met.

These observations do not indicate substantiated employee misconduct. Rather, they highlight policy and process gaps that, if not addressed, could erode public confidence in the impartiality of City actions.

The recommendations in this report focus on clarifying policy wording, strengthening role-specific examples, and improving operational practices—such as training and documented supervisory discussions—to ensure future transparency and consistency.

Assessment of Administration's Proposed Actions

Administration has provided action plans to address the recommendations which are expected to address the findings.

Complaint Disposition

Based on the evidence reviewed, the conflict-of-interest allegation is warranted with respect to disclosure expectations and governance processes, not individual misconduct.

No evidence was found of actual (real) conflict of interest, improper City activity outcomes by the alleged individual, or personal interest in the specific instances identified by the complainant. However, the absence of documented conflict disclosures, combined with publicly marketed private business activity during City employment, created a sustained perceived-conflict risk that was not adequately identified or managed under existing policies and supervisory practices. The findings and recommendations are systemic in nature and focus on policy clarity, disclosure processes, and oversight controls rather than individual accountability.

Background Information

The Office of the Auditor General received a complaint regarding the City of Windsor's conflict of interest concerns related to City employee (now former). The allegations was the individual was working for another employer during City working hours, with a lack of disclosure thereof and a pattern of this behaviour over a long standing period. The complaint alleged that a City employee may have had undisclosed financial, personal, and ownership interests in a company providing services in a directly related area while also a City employee in the related area.

The concerns raised were:

1. **Conflict of Interest**
    - It was alleged that a former City employee engaged in related private business activity during their period of City employment, within the same municipality and functional area.
    - The alleged individual had personal ownership interests that created a direct conflict of interest in their daily work responsibilities.
2. **Use of City Time for Private Work**
    - An allegation that the individual performed private business work during working hours, possibly while on duty as a city employee.
    - Alleged use of city resources to conduct, and during personal, business activity.
3. **Lack of Disclosure / Breach of Policy**
    - Possible failure to disclose private interests that may overlap with City duties.
    - Contradiction to city policy regarding secondary employment or outside business interests during working hours.
4. **Pattern of Behaviour Over Time**
    - Allegation that the individual has engaged in this pattern (building while employed by the city) over a long standing period," suggesting a history rather than an isolated case.
    - Recent increased visibility due to increased private business activity and advertising

These matters are significant because public trust depends on the City maintaining impartiality in procurement, contracting, and enforcement activities. Even where no favouritism is found, undisclosed conflicts or incomplete mitigation can create a perception of bias, undermining fairness and transparency.

Scope & Limitations

Scope of Review

The investigation included:

- Review of City records, audit logs, inspection notes, and supporting documentation.
- Examination of any Conflict of Interest Disclosures (CIDs) submitted by the employee against whom the allegation was made.
- Analysis of Human Resources records confirming employment dates, positions held, and available performance records/appraisals.
- Review of publicly available business website information for the company owned by the alleged employee.
- Consideration of Provincial Registries related to ownership and records regarding the alleged individual privately owned business.
- In addition to document and file reviews, the investigation included analytical assessments intended to evaluate the plausibility and scale of overlap between the employee's private business activity and their City employment over time. These analyses were used to inform the contextual risk assessment and were not used to determine findings for specific instances in the allegation.

Limitations

The alleged individual is no longer a City employee and as such:

- no disciplinary measures were possible,
- no performance management or coaching processes were available, and
- the range of potential corrective actions was limited to governance, policy, and process improvements—not employee-specific remedies.

Given these constraints, the investigation was necessarily focused on the adequacy of City policies, systems, controls, and conflict-management processes, rather than on determining or assigning individual culpability. This reflects the principles of proportionality and mandate-appropriate oversight, particularly when employee-focused outcomes are no longer actionable.

The investigation did not independently verify publicly available information sources, including Provincial Registries/Filings, or representations made on the alleged employee's business website. Such information was treated as accurate based on the statutory authority of the issuing bodies and the reasonable expectation that entities publicly advertising business activity do so truthfully. This approach is consistent with standard audit practice, as Provincial records are authoritative statutory sources, and corporate websites are reasonably expected to present truthful representations of business activity. These sources were used to assess contextual risk, not to determine findings for specific properties.

The evidence available for review was limited to City-retained departmental records, HR files, procurement documents, business registry information, and correspondence from complainants.

Because relevant activities span approximately a long standing periods, and because legacy records may not have been retained or may require significant effort or cost to recover, there remains a risk that additional historical records—if they once existed—may no longer be accessible. Accordingly, the findings reflect the evidence reasonably available at the time of review.

Contextual Information

Effectively managing both real and perceived conflicts of interest is essential to maintaining public trust in the City's decisions and actions.

Professional Associations – Code of Conduct

Various City personnel hold professional designations or are members of professional bodies which have membership-specific codes of conduct related to addressing conflicts of interest and related ethical standards. These bodies also have enforcement and complaint mechanisms.

City of Windsor Conflict of Interest Policy

The City's Conflict of Interest Policy requires employees to disclose real or perceived conflicts, including outside employment activities that could affect impartiality. The City's Conflict of Interest Policy does not restrict other business relationships nor additional employment opportunities.

Each municipality enforces its own code. Breaches can lead to disciplinary action, including investigations and sanctions under municipal employment policies. The City of Windsor has a practice of immediate dismissal if a conflict of interest is evidenced.

Conflict of Interest Policy

The City of Windsor's Conflict of Interest Policy requires employees to disclose:

- **Monetary conflicts** – where employees or spouses may financially benefit.
- **Fiduciary or personal conflicts** – close personal or professional relationships.
- **Loyalty or time conflicts** – dual employment, divided attention, or workload strain.
- **Public perception conflicts** – situations where a reasonable person might believe a conflict exists, even absent misconduct.

The policy also requires that disclosures (real or perceived) of conflicts of interest are submitted and documented through the use of a Conflict of Interest Disclosure Form (CID). The CID forms lead the individual to provide more fulsome information regarding a potential conflict for consideration.

Why This Matters

Conflicts of interest are not inherently misconduct. The key risk arises when conflicts are not disclosed or mitigated. In municipal procurement, transparency and proactive disclosure are essential to:

- Prevent bias or the perception of favouritism.
- Ensure vendors compete on equal terms.
- Protect the integrity of City enforcement and procurement processes.

This case, therefore, centres not on whether work was distributed fairly (which evidence confirmed), but whether the disclosure, documentation, and mitigation processes were adequate to protect public trust.

In addition to the City's internal policies, it is important to consider broader transparency expectations in Ontario, including the principles underpinning the *Public Sector Salary Disclosure Act* (the "Sunshine List").

Transparency

Transparency is a foundational principle in public-sector oversight. For City processes involving building inspections, permitting, and enforcement, transparency ensures that:

- Staff activities can be independently verified;
- Potential conflicts are disclosed, documented, and managed;
- Work is conducted impartially and free from personal interest;
- Decisions affecting residents, businesses, and developers are grounded in fairness.

The Auditor General's role includes ensuring that mechanisms exist to surface, assess, and address transparency risks. This investigation was conducted with the objective of strengthening those mechanisms and providing clarity on the adequacy of the City's policies and processes for conflict identification, duty assignment, and the use of City time and resources.

Investigation Procedures

The investigation undertook the following procedures:

1. Review of City Records with the Alleged Department- Examined relevant system records, including specifics related to the two alleged instances provided by the complainants.

2. Conflict of Interest Disclosure (CID) Testing - Identified situations that could constitute real or perceived conflicts under City policy. Reviewed any CID forms submitted by the employee and assessed whether disclosures were made, complete, and policy-compliant. Considered whether disclosures were required but absent based on the employee's private business interests.

3. Human Resources Verification - Reviewed HR records to confirm the employee's positions, duties, employment dates, retirement timing, and performance evaluation history. Verified periods of overlap between City employment and private business activity.

4. Inspection Assignment Process Testing - Interviewed departmental personnel and reviewed scheduling procedures to understand how City work efforts were assigned and whether any practices might increase conflict-of-interest risks. Confirmed assignment continuity and assessed opportunities for reassigning files where conflicts may arise.

5. Testing for Evidence of Specific Actual Conflicts in Work Efforts - Reviewed various City systems and records for the two alleged instances identified in the complaint. Compared information from City records against the alleged individuals known business interests to test for evidence of direct or indirect conflicts of interest.

6. Review of Provincial Records - Reviewed Provincial records to understand business interests and determine if there were Provincial records or City records indicating conflicts of interest for two specific instances per the allegation.

7. Review of Outside Business Activity - Reviewed publicly available website information, corporate filings, and promotional materials for the private business owned by the alleged individual to establish the business model/portfolio, timeline of operations, and possible intersections with City employment.

8. Segregation of Duties and Control Environment Assessment - Mapped departmental workflows to confirm separation between key activities. Evaluated existing mechanisms for disclosure, supervisor review, monitoring, and assignment reassignment when conflicts arise.

9. Performed analytical procedures to assess the plausibility of overlap between City working hours and private business activity. These analyses included:

- estimating private business activity over the alleged individuals long standing period of employment,
- reviewing the employee's private business activities to understand their nature and location,
- assessing whether such private business activities might have an impact, overlap or conflict with the alleged individual's City responsibilities.
- estimating typical time requirements for the related private business activities,
- comparing estimated time requirements against available non-City working hours to evaluate whether all private business activity could reasonably occur outside City time.

These analyses provided contextual insight to assess risk and were not used to determine findings for individual properties.

10. Supplementary Evidence Review - Reviewed emails, complainant correspondence, and observations submitted to the Office of the Auditor General. Considered public-facing information (e.g., business websites, company profiles) relevant to understanding timelines, relationships, and potential conflict-of-interest indicators.

Findings by Allegation

The following assessment is made strictly from a governance, controls, and process perspective. The ratings (Warranted / Partially Warranted / Not Warranted) indicate whether the evidence available supports or contradicts the allegation. Some allegations may be true in part, yet not constitute a breach of City policy, depending on timing, disclosure, and available controls.

ALLEGATION #1 – Conflict of Interest

It was alleged that a City employee was involved in private business activities within the City of Windsor where the business activities were specifically related to the area of City employment. The allegation included general period encompassing allegations and specific instances for consideration.

Evidence Reviewed

- Relevant departmental records
- Relevant Provincial records
- Relevant published website content
- Conflict of interest policies, process and alleged employee filings
- Analytics using the data and information collected

Investigator's Understanding

- No actual (real) instances of conflict of interest were detected.
- Evidence that may lead a 3rd party to perceive a conflict of interest was identified.
- If the private business's current business activity credentials are true, then a CID should have been filed to address perceived conflict-of-interest risks.
- No CID records were noted on file for the alleged individual.
- Performance appraisal documentation shows the alleged individual and their supervisor acknowledged the Conflict of Interest Policy, but no documented discussions or disclosures were recorded.
- Current information about historical private business credentials increases the probability that a Conflict of Interest should have been disclosed.

This perception concerns public trust, irrespective of whether any improper behaviour occurred during the individual's employment with the City.

Allegation: Partially Warranted (Perceived Conflict).

For the specific instances identified by the complainant, no evidence was found that the employee was personally involved in a manner that gave rise to actual conflict of interest. However, publicly available information could reasonably lead a 3rd party to perceive a conflict of interest.

ALLEGATION #2 – Use of City Time for Private Work

Allegation

It was alleged that the employee performed private business activities during City working hours and may have used City resources while conducting private business activities.

Evidence Reviewed

- Selected performance appraisals
- Relevant City departmental records
- HR and attendance records
- Analytical review of private business activity efforts

Investigator's Understanding

There is no direct evidence that the employee used City time or resources for private business. Because the employee did not disclose their outside business interest, the monitoring controls that depend on disclosure—such as supervisory scrutiny or conflict-based assignment adjustments—were not triggered. As a result, the allegation could not be conclusively disproven.

Given the sustained location and scale of private business activity, a reasonable member of the public could perceive that overlap was possible.

These factors create a governance and perception risk, though not a substantiated finding for the properties reviewed.

Allegation Rating

Not Warranted, but Plausibility and Perception Risks Confirmed. No evidence supports that the employee misused City time or resources for the properties examined. However, analytics indicate that overlap was plausible, and monitoring weaknesses contribute to public perception concerns.

ALLEGATION #3 – Lack of Disclosure / Breach of Policy

Allegation

It was alleged that the employee failed to disclose private business interests or outside employment that may overlap with City inspection duties, contrary to City policy.

Evidence Reviewed

Conflict of Interest Disclosures (CIDs)

- No CID forms were filed by the employee relating to their private business interests and other employment.
- Performance appraisals acknowledge the Conflict of Interest Policy, but no discussions of disclosure were documented.
- Relevant published website content related to the private business interests
- Analytics using the data and information collected
- Policy context
    - Windsor's Conflict of Interest Policy requires the disclosure of actual and perceived conflicts, including monetary, loyalty/time, personal/fiduciary, and public-perception conflicts.
    - The policy does not require employees to disclose *all* outside employment. However, disclosure is required where the outside activity creates or appears to create a conflict under any of the categories above.
    - In this case, the employee's private development business met several of those categories, particularly monetary, loyalty/time, and perceived conflict.
    - The alleged employee was historically given a verbal directive not to conduct business activities within the City of Windsor's jurisdiction, indicating internal recognition that such activity creates heightened conflict-risk requiring disclosure.

Investigator's Understanding

- For the alleged instances, no conflict of interest in overall activities was noted.
- Publicly available information would lead a reasonable person to perceive a conflict of interest.
- Under the City's Conflict of Interest Policy, perceived conflicts require disclosure. A perceived conflict clearly existed in this case, given the employee's operation of a business related to their area of employment within Windsor, information in City records and private business material publications.
- This demonstrates a significant disclosure and oversight gap which undermines confidence in the conflict-management process and the transparency expected of regulatory staff, even if a breach cannot be established for the specific instances alleged.
- No evidence indicates that the employee intentionally withheld disclosure; rather, the absence of a disclosure appears to reflect gaps in the City's expectations, monitoring, and supervisory verification processes.
- It is important to note that this allegation concerns disclosure expectations throughout the employee's tenure, not solely the alleged instances.

Allegation Rating

Warranted. While no evidence confirms a policy violation for the specific instances alleged, the employee's extensive private business activity within the City of Windsor's jurisdiction, combined with

the retrospective website claims and complete absence of conflict disclosures, represents a failure to meet disclosure expectations under the Conflict of Interest Policy This is given the monetary, loyalty/ time, and perceived conflict factors inherent in the employee's private business activity. The circumstances reasonably required disclosure to manage both perceived and potential conflicts, and the lack of disclosure undermines public trust.

ALLEGATION #4 – Pattern of Behaviour Over Time

Allegation

It was alleged that the employee engaged in a long-term pattern of conducting private business activity during City employment, potentially during working hours, over a long-standing period.

Evidence Reviewed

- Employment area and tenure
- Private business Provincial records regarding the nature, date of creation and ownership of the venture.
- City performance appraisal records related to the alleged individual
- Relevant departmental City records
- Analytical review of private business activity efforts

Investigator's Understanding

No evidence confirms that the employee performed private business activity during City hours for the specific instances reviewed. However:

- the sustained scale and location of private business activity,
- the inherent daytime demands of City job responsibilities and other employment activities, and
- the absence of the CID invoked monitoring controls

make the allegation plausible in concept, even though it is not substantiated for the specific instances.

This creates a significant perception risk, exacerbated by limited historical oversight mechanisms.

Allegation Rating

Not Warranted (Evidence), but Significant Pattern-Perception Risk. The allegation of a long-standing pattern of using City time for personal business activity is not supported by evidence. However, analytics confirm that the pattern was plausible, and the weakness magnifies the perception risks associated with long-term dual employment.

Recommendations

1. Policy Clarity and Guidance

The City's Conflict of Interest Policy establishes broad categories of conflict, including monetary, loyalty/time, and perceived conflicts, and employees are expected to disclose any situation that may impair or appear to impair impartiality. In practice, however, the policy does not provide sufficient clarity for employees working in regulatory functions or for those who operate businesses in the same or adjacent sectors to their municipal duties. The policy contains no role-specific examples, no guidance tailored to building inspection (in this case) or comparable roles, and no explicit direction regarding private-sector activity in regulated fields.

As a result, neither the alleged employee nor colleagues viewed the individual's private business activities as a situation that required a Conflict-of-Interest Disclosure (CID). Over a long-standing period of City employment, no CIDs were submitted even though the individual operated an active related business that was within the City's jurisdiction and adjacent to it.

This occurred because the policy's broad language requires employees and supervisors to rely heavily on personal judgment rather than clear policy triggers. Without explicit guidance or examples relevant to their roles, regulatory staff could reasonably conclude that private business activity did not constitute an actual or perceived conflict. The policy wording, training and annual communication were not enough to ensure that CIDs were filed when relevant.

The result was a lack of documented disclosures for situations that created a perceived conflict-of-interest risk and reduced the City's ability to assess, document, or mitigate such risks. Public confidence in impartial enforcement can be undermined even where no actual conflict is established if the policy does not support consistent recognition and disclosure of reasonably perceived conflicts.

Recommendation:

To strengthen the City's conflict-of-interest framework, the policy should be updated to provide clearer expectations for employees working in regulatory roles and for those operating private businesses in the same or adjacent sectors to their municipal duties. This should include explicit examples illustrating how the policy applies to various positions - especially those interacting with the public, as well as clearer direction on when outside employment or business interests require disclosure.

In addition, the Conflict of Interest Policy should be revised so that all forms of outside employment and business ownership—including sole proprietorships, partnerships, incorporated small businesses, and other self-employment—are required to be disclosed and assessed for potential actual or perceived conflicts. This ensures that employees and supervisors have a shared understanding of when conflict risks may arise and supports a more consistent, proactive approach to conflict identification and mitigation.

Structured guidance or supplementary materials, such as scenario-based examples or role-specific interpretations, should accompany the updated policy to support consistent understanding and application across staff and supervisors.

Administration Response			
The City appreciates this recommendation and agrees that greater clarity within the Conflict of Interest Policy will help ensure more consistent identification and disclosure of potential conflicts across all regulatory roles. Administration remains committed to continuous improvement and good governance. Therefore, and as required by the Policy, a comprehensive review and update to the Policy will be undertaken by the end of Q2 2026 whereby Administration will recommend incorporating clearer expectations for employees working in regulated fields, including the addition of explicit examples, definitions, and practical guidance. In addition, the review will consider expanding disclosure requirements to include all forms of outside employment and business ownership. As part of this review, Administration will also explore the development of department specific supplementary guidance to ensure that examples and scenarios are tailored to the operational context of each service area. To further support learning and awareness, the City will investigate the creation of an annual and mandatory ELearning module like the current Safety Talks, that is included in each employee's training records. Currently, there is an ELearning course available to employees titled "Code of Ethics, Fraud, and Concerned Employee Policies. Going forward employees can be asked to review the course on a periodic basis.			
Responsible Party:	Commissioner of Corporate Services	Due Date:	End of Q4 2026

2. Historical Reliance on Verbal Direction

Historically, Administration indicated that while there was some peripheral awareness of the alleged individual's private business activity, the individual had been verbally advised not to perform private-related business within the City of Windsor jurisdiction. This expectation, while understood informally, was never incorporated into policy, procedures, or written guidance. As a result, employees received inconsistent messaging regarding acceptable outside work, and the verbal directive was not supported by documentation, training, or supervisory reinforcement.

This condition arose because the practice of relying on verbal direction replaced formal written policy or operational guidelines. Verbal expectations are inherently variable, difficult to track over time, and are more likely to be applied inconsistently across staff and supervisors.

The lack of written guidance contributed to an inconsistent understanding of whether private construction activity inside or outside the municipality constituted a conflict-of-interest requiring disclosure. This undermined the ability of employees and supervisors to align their actions with organizational expectations and contributed to uncertainty regarding conflict identification.

Recommendation:

Expectations regarding outside business activity for personnel should be formalized in written policy or procedure rather than communicated verbally. Documenting the expectation and incorporating it into relevant operational materials would ensure consistent understanding across staff and supervisors and support clear interpretation as staff change over time. Updates should also ensure that any restrictions or expectations relating to outside employment are clearly aligned with the broader conflict-of-interest framework.

Administration Response			
Administration acknowledges that prior reliance on verbal direction contributed to inconsistent understanding regarding conflict of interest expectations. We agree that formalizing these expectations in a written policy and operational procedures is necessary to ensure clarity, consistency, and alignment with the broader conflict of interest framework. Administration will continue documenting the requirements, incorporating them into applicable policies and training materials, and ensuring they are communicated consistently across staff and supervisors. This work will also support improved compliance, accountability, and continuity as staffing changes occur over time.			
Responsible Party:	Commissioner of Corporate Services and Commissioner Economic Development	Due Date:	End of Q4 2026

3. Awareness and Operationalization of Disclosure Requirements

Although the policy requires disclosure of perceived conflicts, this expectation was not consistently understood or operationalized within the department. Neither the employee nor peers recognized that operating the related private business within the same municipality could create a perceived conflict under the policy.

This situation arose because the City relies primarily on employee self-disclosure to identify conflicts of interest. Although employees are reminded of the policy during annual performance appraisals, this process does not include structured discussion, inquiry, or review of outside business activities, nor does it require supervisors to assess whether employees' circumstances present actual or perceived conflicts. As a result, both employees and supervisors interpreted the disclosure obligation passively, and opportunities to surface potential conflicts through routine management practices did not occur.

The effect was that disclosure obligations were applied inconsistently, and situations that created reasonably foreseeable perception-of-conflict risks were not surfaced or documented. The employee's private development activity within Windsor—regardless of actual involvement in specific alleged instances—created a perception-of-conflict scenario that could affect public confidence. Without clear policy guidance or a fully operational disclosure process, the City was not positioned to identify or mitigate these risks.

Recommendation:

To improve the operationalization of the Conflict of Interest Policy, the City should strengthen training and supervisory processes so that conflict-of-interest expectations are consistently discussed, reinforced, and documented. Training should include practical, role-specific examples that help employees identify actual and perceived conflicts, and supervisors should be equipped to recognize when outside business activities may require disclosure or mitigation.

The annual performance review process should also be enhanced to include a brief, structured check-in regarding potential conflicts of interest, rather than relying solely on a general reminder of the policy. This will support more consistent recognition, documentation, and management of conflict-of-interest risks across the Division.

Administration Response			
The City acknowledges the need to enhance both awareness and consistent application of conflict of interest disclosure requirements. We agree that strengthening training, supervisory practices, and performance review processes will support more effective identification and management of actual or perceived conflicts. In addition to the comments provided in Recommendation #1 above, the City will review the annual performance review process to determine whether a more structured discussion on potential conflicts of interest should be included. This will help ensure expectations are consistently reinforced and properly documented. For example, rather than relying on a single checkbox confirming that an employee is aware of the Conflict of Interest Policy, it is recommended that a second checkbox be added for employees to formally attest that they do not have any conflict of interest situations requiring discussion.			
Responsible Party:	Commissioner of Corporate Services	Due Date:	End of Q2 2026

Additional Confidential Information for Council

In accordance with the *Municipal Act, 2001*, section 239(2)(b) (personal matters about an identifiable individual, including municipal or local board employees), and the *Municipal Freedom of Information and Protection of Privacy Act*, section 14 (personal privacy), supplementary information related to this investigation has been provided to the Mayor and Members of Council through a separate confidential Personnel & Confidential memorandum.

That memorandum contains additional information regarding the specific allegations, scope of the investigation, findings, and contextual details pertaining to an identifiable individual. This information informed the Auditor General's assessment but is not reproduced in this public report due to the risk that disclosure could reasonably permit identification of the individual involved, even in the absence of naming.

The public report is intended to present the governance findings, conclusions, and recommendations arising from the investigation, while the confidential memorandum supports Council's understanding of the underlying context in a manner consistent with applicable legislative requirements.

Committee Matters: SCM 62/2026

Subject: Auditor General Complaint Investigation Report – Hiring Practices

That the report of the Office of the Municipal Auditor General dated February 6, 2026, entitled "Auditor General Complaint Investigation Report – Hiring Practices," **BE RECEIVED** for information.

Clerk's File: AF/14508

Office of the Auditor General

Memorandum to City Council

To: Members of City Council
From: Auditor General
Date: February 6, 2026
Subject: Auditor General Complaint Investigation Report – Hiring Practices

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Draft Auditor General Recommendation for Council's Consideration

THAT the report of the Office of the Municipal Auditor General dated February 6, 2026, entitled *"Auditor General Complaint Investigation Report – Hiring Practices,"* BE RECEIVED.

Report Summary

The Office of the Municipal Auditor General received a complaint alleging bias and unfairness in the City of Windsor's hiring practices, including concerns that qualified external applicants were not fairly considered and that internal applicants were given improper priority.

The Office conducted an investigation to assess whether the City's recruitment and selection processes are designed and operating in a manner that promotes fairness, transparency, and compliance with applicable policies, collective bargaining agreements, and legislative requirements.

Based on the evidence reviewed, the complaint was **not substantiated** with respect to improper bias or favouritism. The investigation confirmed that internal candidate prioritization occurs in certain hiring processes; however, this practice is contractually required under applicable collective bargaining agreements and does not constitute improper conduct or a breach of policy. While no formal recommendations are issued, the report identifies considerations to further strengthen transparency and reduce perception risks.

Purpose

The purpose of this memorandum is to submit the Auditor General's complaint investigation report regarding hiring practices for City Council's information.

Background

The Office of the Municipal Auditor General received an anonymous complaint through the Concerned Citizen and Employee Hotline regarding perceived unfairness in the City's recruitment and selection processes. The complaint raised concerns related to transparency, candidate evaluation, and the treatment of internal versus external applicants.

To preserve anonymity and appropriately address the issues raised, the review focused on the City's recruitment and selection framework and practices rather than a specific hiring competition.

Consultation

The Office of the Municipal Auditor General conducted the complaint investigation with the involvement of Administration, including significant participation by Human Resources. Administration provided information, documentation, and explanations regarding applicable recruitment policies, procedures, and collective bargaining agreement provisions.

A draft of the report was provided to Administration for review, and management responses were received and considered in finalizing the report.

The Auditor General reviewed this material independently and assessed the matter from a governance, policy, and perception-risk perspective. The conclusions and considerations expressed in the report represent the independent judgment of the Auditor General.

Risk Analysis

While no evidence of improper conduct or bias was identified, the investigation noted that internal candidate prioritization requirements arising from collective bargaining agreements may not be well understood by external applicants or members of the public. Without clear communication, this can create perception risks regarding fairness and transparency in hiring practices.

The considerations outlined in the report are intended to mitigate these perception risks and support continued confidence in the City's recruitment and selection processes.

Council Consideration

The complaint investigation report is submitted to City Council for information. No formal recommendations or management action plans are required.

Attachments

Appendix A: Auditor General Complaint Investigation Report – Hiring Practices

Office of the Municipal Auditor General,
The Corporation of the City of Windsor

AUDITOR GENERAL COMPLAINT INVESTIGATION REPORT
Hiring Practices

February 6, 2026

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Executive Summary

Background

The Office of the Auditor General (AG) received a complaint regarding potential bias and favouritism in the City of Windsor's hiring process. The complainant alleged that qualified external job applicants were not fairly considered for certain positions, and that internal applicants were unfairly prioritized. Concerns were raised about the transparency and fairness of recruitment. The complainant also alleged that acquaintances who had applied for positions with the City experienced similar challenges. The complainant requested a review of the City's general hiring practices to ensure equitable opportunities and effective accountability.

Investigation Approach

The review focused on evaluating whether appropriate recruitment controls, fairness oversight practices, and open communication processes were in place.

As part of this review, the Office analyzed job postings, external recruitment channels, application questionnaires, interview protocols, scoring rubrics, panel composition, and communication with applicants. The assessment emphasized fairness in candidate evaluation and considered potential bias toward internal applicants.

Scope Limitation

The Office was provided limited details by the complainant such as the related concerns pertaining to the complainant's acquaintances. Since it was unclear which stage of the recruitment process the alleged unfair practices relate, the review was conducted on the end-to-end recruitment process.

Additionally, the specific position/posting referenced in the complaint was intentionally not sampled. The outcome of that recruitment effort was not pursued by the Office to preserve complainant anonymity.

No other material limitations prevented the Office from reaching a conclusion regarding the complaint based on the evidence available.

Summary of Procedures and Findings

The Office of the Auditor General conducted an investigation into allegations of bias and unfairness in the City of Windsor's hiring practices. The investigation focused on whether the City's recruitment and selection processes were designed and operating in a manner that promotes fairness, transparency, and compliance with applicable policies, collective bargaining agreements, and legislative requirements.

The Office reviewed recruitment documentation, job postings, application materials, interview protocols, scoring rubrics, interview packages, and relevant correspondence. Interviews were conducted with Human Resources personnel, and evidence was assessed against established governance and control expectations.

Based on the evidence reviewed, the Office found that the City's hiring processes are structured, consistently applied, and supported by documented controls designed to mitigate bias and ensure fairness. The investigation confirmed that internal applicants are prioritized for certain positions; however, this practice is required under applicable collective bargaining agreements and does not, in itself, constitute unfair treatment or a breach of policy.

While no evidence was identified to substantiate the allegations of improper bias or favouritism, the investigation did identify areas where improved documentation, data consolidation, and communication could further strengthen transparency and reduce perception risks.

Recommendations

No formal recommendations are issued; however, considerations were identified to further strengthen transparency and documentation.

Complaint Disposition

Based on the evidence reviewed, the complaint is not substantiated with respect to improper bias or favouritism; internal candidate prioritization was confirmed as a contractual requirement in certain hiring processes.

Administration Comments

Administration is committed to upholding a fair, rigorous, and equitable hiring process that reflects our Corporate Values of transparency and accountability. We are pleased that the review has confirmed the strength and consistency of our recruitment practices, which are designed to ensure all applicants receive fair consideration and that all processes comply with both internal policies and legislative requirements.

Background Information

The complaint relates to the City of Windsor's municipal hiring process. The high-level flow of this process is noted below:

- Recruitment for City positions follows a structured sequence, beginning with job postings distributed concurrently through internal portals and external job boards to ensure broad visibility. Specific requirements for internal candidate selection vary by position / applicable collective bargaining agreement. The City manages six collective bargaining agreements for unionized employees as well as terms and conditions for non-unionized employees. The agreements vary in job posting process requirements.
- Applicants are required to submit a resume and cover letter, and respond to a standardized questionnaire designed to assess key skills, education, and experience relevant to the position.
- Applications are reviewed by a HRBP and hiring managers, who conduct a shortlisting process based on established criteria.
- Shortlisted candidates are invited to interviews conducted by a panel of two-to-three evaluators, each of whom uses a documented scoring rubric to independently assess candidates on education, experience, and interview performance.
- The assessment typically consists of an objective component (education/experience), along with interview performance.
    - For certain non-union positions, a presentation component may also be present.
    - For union positions, applicants who meet minimum qualifications may also go through a testing process, per collective agreements.
- Interview scores are compiled and tallied by the HRBP, and the results inform the final hiring decision.
- Successful candidates receive a formal offer, while other shortlisted applicants are notified of the outcome.

Regulatory Context:

The City of Windsor's recruitment and selection practices are governed by provincial legislation, including Bill 190, *Working for Workers Five Act, 2024*, which establishes requirements for transparency and timely communication in the hiring process. Beginning January 2026 when the bill came into effect, the City is required to notify all candidates of the outcome of their application or interview within 45 days, ensuring fairness and accountability. The City has updated its procedures to comply with these legislative changes in 2025. The City consistently exceeds legislative requirements by ensuring job postings provide applicants with clear, detailed, and transparent information beyond what is mandated.

At the time of the complaint in 2024, Bill 190 was not yet in effect, and there was no legislative requirement for municipalities to notify all candidates of application or interview outcomes within 45 days. However, clearly aligning policies towards compliance with Bill 190, the City can expect to build trust, reduce perceived bias, and demonstrate accountability in its recruitment practices going forward

Scope & Limitations

Scope of Review

The review focused on the City of Windsor's recruitment and selection process, and the circumstances described in the complaint regarding potential bias, favouritism, and fairness in hiring. The scope included:

- The City's communication practices for advertising job postings and informing candidates of application outcomes.
- The roles and responsibilities for candidate evaluation measures, such as application questionnaires, standardized interview protocols, and documented scoring rubrics.
- The interview process, including panel composition and panelist training.
- The interview assessment methods used to score and assess candidates based on education, experience, and interview performance, and the relative weightings of each portion.
- Internal correspondence among Human Resources (HR) and departmental hiring managers.
- Correspondence from the City to internal and external job applicants pertaining to recruitment decisions and inquiries.
- Human Resources Business Partners' (HRBP) involvement in enforcing policy and guiding hiring managers.
- The review assessed the current end-to-end recruitment process for fairness and transparency, along with seeking to understand the areas of stress and highlighting considerations for improvement.

Limitations

The Office was provided limited details by the complainant such as the related concerns pertaining to the complainant's acquaintances. Since it was unclear which stage of the recruitment process the alleged unfair practices relate, the review was conducted on the end-to-end recruitment process.

Additionally, the specific position/posting was not provided by the complainant. To safeguard anonymity, the Office did not pursue the outcome of the recruitment process

No other material limitations prevented the Office from reaching a conclusion regarding the complaint based on the evidence available.

Contextual Information

The complaint relates to the City of Windsor's municipal hiring process. The high-level flow of this process is noted below:

- Recruitment for City positions follows a structured sequence, beginning with job postings distributed internal portals before external job boards to ensure broad visibility. Specific requirements for internal candidate selection vary by position / applicable collective bargaining agreement. The City manages six collective bargaining agreements for unionized employees as well as terms and conditions for non-unionized employees. The agreements vary in job posting process requirements.
- Applicants are required to submit a resume and cover letter, and respond to a standardized questionnaire designed to assess key skills, education, and experience relevant to the position.
- Applications are reviewed by a HRBP and hiring managers, who conduct a shortlisting process based on established criteria.
- Shortlisted candidates are invited to interviews conducted by a panel of two-to-three evaluators, each of whom uses a documented scoring rubric to independently assess candidates on education, experience, and interview performance.
- The assessment typically consists of an objective component (education/experience), along with interview performance.
    - For certain non-union positions, a presentation component may also be present.
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- Interview scores are compiled and tallied by the HRBP, and the results inform the final hiring decision.
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At the time of the complaint in 2024, Bill 190 was not yet in effect, and there was no legislative requirement for municipalities to notify all candidates of application or interview outcomes within 45 days. However, clearly aligning policies towards compliance with Bill 190, the City can expect to build trust, reduce perceived bias, and demonstrate accountability in its recruitment practices going forward.

Investigation Procedures

The Office of the Auditor General conducted this investigation to determine whether appropriate controls, oversight practices, and communication processes were in place for municipal hiring, and to assess whether the circumstances described in the complaint could occur under existing practices. Specifically, the Office examined the following:

1. **Communication procedures for job postings and candidate notifications:** Reviewed documents, timelines, and distribution channels used to inform applicants of opportunities and outcomes.

2. **Approval and distribution of job postings:** Assessed both internal and external visibility, as well as posting duration, to ensure broad and fair access.

3. **Controls for fair and unbiased candidate assessment:** Examined application questionnaires, scoring rubrics, and standardized interview protocols for consistency and equity.

4. **Clarity of roles and accountability:** Evaluated responsibilities of HRBPs, hiring managers, and interview panel members.

5. **Assessment and scoring methodology for candidates:** Reviewed how education, experience, and interview performance are weighted and documented.

Findings by Allegation

The following assessment is made strictly from a governance, controls, and process perspective. The ratings (Warranted / Partially Warranted / Not Warranted) indicate whether the evidence available supports or contradicts the allegation. Some allegations may be true in part, yet not constitute a breach of City policy, depending on timing, disclosure, and available controls.

ALLEGATION #1 – Alleged Unfairness in Recruitment and Selection Practices

An applicant alleged that the City of Windsor shows bias and favouritism in the recruitment and hiring process.

Evidence

The investigation included a review of recruitment and selection documentation for a sample of three competitions (two permanent positions and one temporary position). This review included job postings and recruitment channels, applicant submission materials, interview documentation, scoring tools, and relevant training and guidance materials.

Across the samples reviewed, job postings were publicly advertised using both internal and external recruitment channels. Applicants completed standardized application questionnaires and submitted resumes and cover letters. Shortlisted candidates were assessed using documented scoring rubrics and multi-member interview panels. Human Resources Business Partner guidance and interview job aids were in place to support consistency and fairness in the interview process.

The investigation also reviewed available training records for interview panel members and documentation retained to support recruitment decisions.

Investigator’s Understanding

The allegation of bias and favouritism in the City’s recruitment and selection practices appears to arise primarily from perceptions of unfairness rather than from evidence of improper conduct or non-compliance with established procedures.

The investigation did not identify instances where recruitment controls were circumvented, scoring criteria were manipulated, or hiring decisions were influenced by undisclosed personal interests. Across the samples reviewed, job postings were publicly advertised, standardized application questionnaires were used, and candidates were assessed using documented scoring rubrics and multi-member interview panels.

The evidence demonstrates that the City employs a structured and repeatable assessment framework; however, certain design features may contribute to perception risk among external applicants. Specifically, the use of standardized closed-ended questionnaires at the shortlisting stage is designed to ensure consistency by asking each applicant the same qualification-based questions, with scoring criteria established prior to posting. This approach supports objectivity in determining whether applicants meet defined requirements. However, because shortlisting is limited to structured responses aligned to predefined qualifications, candidates do not have an opportunity at that stage to provide broader contextual or experiential narrative. Interview performance, weighted between approximately

60% and 80% across sampled competitions, therefore carries significant influence in the overall assessment process.

While HRBP participation on interview panels is not consistently applied due to operational considerations, interview panel members receive training and are provided with structured interview guidance materials. Permanent competitions typically involve three independent panel members scoring candidates separately to support impartiality. These safeguards strengthen consistency; however, variability in panel participation and training currency may contribute to perception risk among unsuccessful applicants.

From a governance and controls perspective, the City's recruitment framework is designed and operating in a manner that supports fairness and objectivity. The allegation is therefore not substantiated; however, considerations exist to further strengthen transparency, documentation, and applicant understanding of how selection decisions are made.

Allegation Rating

Not warranted (perception risks identified)

Based on the evidence reviewed, the City of Windsor's recruitment and selection processes are generally structured, consistently applied, and supported by documented controls designed to mitigate bias and promote fairness.

Across the sample of competitions examined, job postings were publicly advertised, standardized application questionnaires were used, and candidates were assessed using documented scoring rubrics and multi-member interview panels. No evidence was identified to indicate that recruitment controls were bypassed, scoring criteria were manipulated, or hiring decisions were influenced by improper considerations or undisclosed interests.

While the investigation did not substantiate the allegation of unfairness or favouritism, certain process design features may contribute to ongoing perception risks among unsuccessful applicants. These include the use of closed-ended questionnaires at the shortlisting stage, variability in interview weighting across competitions, and inconsistent participation of Human Resources Business Partners in interviews due to operational factors.

Accordingly, the allegation is not warranted from a governance and policy compliance perspective; however, administration may wish to review considerations that further enhance transparency, documentation, and applicant understanding of how recruitment decisions are made.

ALLEGATION #2 – Alleged Priority Given to Internal Applicants

An applicant alleged the City of Windsor unfairly favours internal applicants when filling vacant positions, thereby creating unfairness towards external candidates.

Evidence Reviewed

The investigation reviewed documentation and correspondence related to the City's recruitment and selection practices, including job posting and application materials, relevant collective agreement provisions, and interview guidance documentation.

The investigation also included interviews with Human Resources management to obtain an understanding of recruitment practices, as well as a review of completed interview packages, including shortlisting documentation, interview materials, and scoring records, to assess whether recruitment and selection processes were applied consistently across the samples reviewed

Investigator's Understanding

The investigation confirms that the City of Windsor prioritizes internal applicants for certain positions, particularly within unionized roles, as required by applicable collective bargaining agreements. This practice limits external candidate consideration at specific stages of the recruitment process; however, it reflects a contractual requirement rather than discretionary or ad hoc decision-making.

The evidence reviewed demonstrates that once external candidates become eligible for consideration, they are assessed using the same standardized evaluation criteria, scoring rubrics, and interview processes as internal applicants. The use of documented scoring tools, multi-member interview panels, and Human Resources oversight provides safeguards against arbitrary or preferential decision-making.

From a governance and compliance perspective, the allegation is warranted insofar as internal applicants do receive preferential consideration; however, this preference is lawful, contractually mandated, and applied within an established control framework. No evidence was identified to suggest discriminatory, inconsistent, or improper application of these requirements.

Allegation Rating

Warranted (contractual preference confirmed; compliant with requirements)

Based on the evidence reviewed, the City of Windsor does prioritize internal applicants for certain positions, particularly within unionized roles, in accordance with applicable collective bargaining agreements. This prioritization limits external candidate consideration at specific stages of the recruitment process.

The investigation confirmed that this practice is explicitly required under negotiated agreements and is consistently applied. Internal candidate prioritization is therefore a contractual obligation rather than an ad hoc or discretionary practice, and does not constitute a breach of policy or improper conduct.

Once external candidates become eligible for consideration, the evidence demonstrates that they are assessed using the same standardized evaluation criteria, scoring rubrics, and interview processes as internal applicants. The use of documented scoring tools, multi-member interview panels, and Human Resources oversight provides safeguards against arbitrary or preferential decision-making.

Accordingly, the allegation is warranted insofar as internal applicants do receive preferential consideration; however, this preference is lawful, contractually mandated, and supported by established recruitment controls. No evidence was identified to suggest discriminatory, inconsistent, or improper application of these requirements.

Considerations for Improvement

While current practices are sufficient to address known appearance risk in the hiring process and for achieving the City's talent management objectives, the following considerations support forward looking features common across leading organizations. Cost implications, future workforce needs, and implementation lead times were not assessed and would require consideration in any future evaluation of these features.The considerations provided below are for Administration and do not require action plans or responses.

Consideration 1: Standardize language for qualifications in job postings

Job postings define essential (“must have”) qualifications and phrasing for preferred attributes can be standardized through templates and guidance (tiered as required / highly preferred / preferred), with an optional prompt inviting candidates to describe relevant lived experience, if required.

Standardizing this language and tiering—optionally including a brief lived-experience prompt—could clarify expectations for applicants, support consistent and automatable shortlisting, and help demonstrate alignment with collective agreements and documented criteria, while enhancing transparency and inclusivity in future postings.

Consideration 2: Document shortlisting evidence and criteria used

Shortlisting decisions are discussed in formal meetings between the HRBP and hiring manager; documentation of criteria and decision rationale can be captured within existing processes if required.

Implementing a simple, standardized record for each posting (eg. criteria applied, evidence considered, and decision rationale) could enhance transparency and accountability, provide a defensible record in the event of disputes, and support the City’s talent attraction objectives in attracting a broader, well-qualified applicant pool.

Consideration 3: Leverage Artificial Intelligence (AI) for shortlisting

Shortlisting is conducted by HRBP and hiring managers and AI-assisted screening can be enabled within JazzHR or by other complementary tools if required to support the existing process.

Configuring criteria-based, AI-assisted initial screening and ranking could help apply standardized criteria consistently, handle high applicant volumes efficiently, surface top candidates for review, and align with established policies and collective agreements, freeing HR capacity for higher-value activities.

Legislation introduced in January 2026 will require employers to disclose use of AI in hiring and selection practices.

Consideration 4: Clarify prioritization of internal candidates for union positions

Collective agreements provide priority consideration for internal applicants in unionized positions; this information can be communicated to applicants in job postings, FAQs, and candidate communications if required.

Explicitly communicating this could set clear expectations, enhance transparency and perceived fairness, reduce follow-up inquiries, and help demonstrate alignment with collective agreements during recruitment.

Committee Matters: SCM 63/2026

Subject: Auditor General Complaint Investigation Report – Safety Concerns and Responsibility Dispute Over Municipal Road Closure

That the report of the Office of the Municipal Auditor General dated February 6, 2026, entitled "Auditor General Complaint Investigation Report – Safety Concerns and Responsibility Dispute Over Municipal Road Closure," **BE RECEIVED**; and

That Administration **BE DIRECTED** to implement the recommendations contained in the report, in accordance with the associated management action plans and timelines; and

That implementation progress **BE SUBJECT TO** review and reporting through the Auditor General's established follow-up process.

Clerk's File: AF/14508

Office of the Auditor General

Memorandum to City Council

To: Members of City Council
From: Auditor General
Date: February 6, 2026
Subject: Auditor General Complaint Investigation Report – Safety Concerns and Responsibility Dispute Over Municipal Road Closure

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Draft Auditor General Recommendation for Council's Consideration

THAT the report of the Office of the Municipal Auditor General dated February 6, 2026, entitled *"Auditor General Complaint Investigation Report – Safety Concerns and Responsibility Dispute Over Municipal Road Closure,"* BE RECEIVED; and

THAT Administration BE DIRECTED to implement the recommendations contained in the report, in accordance with the associated management action plans and timelines; and

THAT implementation progress BE SUBJECT TO review and reporting through the Auditor General's established follow-up process.

Report Summary

The Office of the Municipal Auditor General received a complaint concerning public safety risks associated with a municipal road closure on Jefferson Boulevard. The complainant alleged that temporary, moveable barriers intended to restrict access to the construction zone were being shifted after hours, allowing vehicles to enter the closed roadway at unsafe speeds and creating risks to residents, pedestrians, and workers.

The Office conducted a complaint investigation to assess whether appropriate traffic control measures, oversight practices, and communication processes were in place, and whether the circumstances described in the complaint were supported by available evidence.

Based on the evidence reviewed, the complaint was assessed as **partially warranted**. Unauthorized after-hours access to the construction zone occurred despite required traffic control measures being in place; however, no injuries or property damage were substantiated. The investigation identified opportunities to strengthen communication with residents during

prolonged construction delays and to clarify accountability and documentation requirements during periods when construction responsibility is transferred between parties.

Purpose

The purpose of this memorandum is to submit the Auditor General's complaint investigation report regarding safety concerns and responsibility for a municipal road closure, and to outline the reporting and oversight approach for this matter.

Background

The complaint arose during a multi-phase municipal construction project on Jefferson Boulevard that involved extended road closures, multiple contractors, and coordinated work with a utility provider. Residents raised concerns regarding after-hours access to the construction zone and uncertainty about responsibility for addressing safety issues when barriers were moved.

The Office of the Municipal Auditor General reviewed the circumstances described in the complaint in the context of applicable traffic control standards, contractual arrangements, and oversight practices.

Consultation

The Office of the Municipal Auditor General conducted the complaint investigation with the involvement of Administration, including significant participation by Engineering, Operations, and Human Resources staff as applicable. Administration provided documentation, explanations, and responses related to traffic control plans, construction oversight, and communication practices.

A draft of the report was provided to Administration for review, and management responses were received and considered in finalizing the report.

The Auditor General independently assessed the information from a governance, policy, and perception-risk perspective. The conclusions and recommendations expressed in the report represent the independent judgment of the Auditor General.

Risk Analysis

While required traffic control measures were in place and no injuries or property damage were substantiated, repeated after-hours movement of temporary barriers created recurring safety risks and public concern. Communication gaps regarding construction delays and uncertainty about responsibility during periods of transferred control contributed to perception and governance risks.

The recommendations in the report are intended to mitigate these risks by strengthening communication protocols, clarifying accountability, and improving documentation practices for future construction projects.

Council Consideration

The complaint investigation report is submitted to City Council for information. Council consideration is requested to receive the report and to direct Administration to implement the recommendations in accordance with the management action plans and timelines provided. Implementation progress will be assessed and reported through the Auditor General's established follow-up process.

Attachments

Appendix A: Auditor General Complaint Investigation Report – Safety Concerns and Responsibility Dispute Over Municipal Road Closure

Office of the Municipal Auditor General,
The Corporation of the City of Windsor

AUDITOR GENERAL COMPLAINT INVESTIGATION REPORT
Safety Concerns and Responsibility Dispute Over Municipal Road Closure

Febraury 6, 2026

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Executive Summary

Background

The Office of the Auditor General received a complaint concerning public safety risks associated with a municipal road closure for service work on Jefferson Boulevard. The complainant reported that temporary, moveable barriers intended to restrict access were being shifted by drivers outside normal construction hours, allowing vehicles to enter the closed area at unsafe speeds. These actions were described as hazardous to pedestrians, residents, and workers. Other neighbours expressed similar concerns, and photos provided by the complainant illustrated repeated unauthorized access.

Investigation Approach

The investigation examined whether appropriate traffic control measures, oversight practices, and communication processes were in place during the Jefferson Boulevard construction project, and whether the circumstances described in the complaint were supported by available evidence. The Office reviewed Traffic Control Plans, tender documents, contractual obligations, Letters of Understanding, inspection logs, site visit records, and incident correspondence. The investigation assessed communication with residents, compliance with MTO Book 7 standards, ongoing monitoring of the construction site, and any reported incidents of injury, damage, or unauthorized access.

Summary of Procedures and Findings

Evidence confirmed that temporary barriers were moved after hours and that vehicles entered the construction zone when the site was unattended. While several near misses were reported, no injuries or property damage were substantiated. Required controls were in place, including approved Traffic Control Plans, detour signage, and biweekly site inspections. Continuous surveillance is not required under City or MTO standards. Roles and responsibilities for safety compliance were clearly established contractually; however, communication gaps contributed to resident uncertainty about whom to contact when issues occurred. Incident information was captured informally through email correspondence, which is consistent with current City practices but limits the ability to trend and analyze recurring concerns.

Overall conclusion: The allegation is **partially warranted**—unauthorized access occurred despite required controls being in place, creating a recurring safety risk during after-hours periods.

Recommendations: Two recommendations are issued for management action:

1. **Enhance communication protocols for construction delays.** Project delays contributed to resident frustration and repeated barrier movement. A formal process for notifying residents of changes to timelines and for encouraging reporting of safety concerns is needed.

2. **Strengthen protocols for transferring responsibility between parties during multi-entity construction work.** Letters of Understanding should explicitly reference applicable Traffic Control Plans, outline safety and compliance obligations, clarify responsibility for maintaining barriers, and require documentation of incidents during transfer periods.

Assessment of Administration's Proposed Actions Administration has provided action plans to address the recommendations which are expected to address the findings. One item is action dependent (Recommendation #2) and the event or a directvive governign the event will be required to close the action plan.

Complaint Disposition Based on the evidence reviewed, the complaint is partially warranted with respect to unauthorized after-hours access to the construction zone; required traffic control measures were in place and no injuries or property damage were substantiated.

Context and Approach

The Office of the Auditor General received a complaint concerning public safety risks associated with a municipal road closure for service work. The complainant reported that temporary, moveable barriers intended to restrict access to the construction area were being shifted by drivers outside normal working hours, allowing vehicles to pass through the closed section of roadway at unsafe speeds. These actions were described as creating hazards for pedestrians, workers, and local residents. The complainant also noted that neighbours had raised similar concerns. The complainant provided photos and images to illustrate the barrier conditions and instances of unauthorized access.

Scope & Limitations

Scope of Review

The investigation focused on the Jefferson Boulevard construction project and the circumstances described in the complaint related to the movement of temporary road barriers, unauthorized vehicle access, and potential safety risks. The scope included:

- The City's communication processes for notifying residents of road closures and construction activities.
- The review and approval of Traffic Control Plans for the 2024 and 2025 construction periods.
- The design and implementation of traffic control measures, including signage, barriers, and detour arrangements.
- Contractor responsibilities and accountability for safety and compliance under the construction contract and related agreements, including the Letter of Understanding with Contractor #1.
- The City's monitoring activities during the construction period, including site visit records, inspection logs, and meeting minutes.
- Incident correspondence documenting reports of unauthorized access, near misses, and safety concerns.
- Any available reports or evidence relating to injury, damage, or harm.

The investigation assessed whether the events described in the complaint occurred, whether existing controls functioned as intended, and whether oversight practices aligned with applicable standards and expectations.

Limitations

The investigation was conducted using the information, documentation, and correspondence available for the Jefferson Boulevard project. The following limitations were noted:

- No formal incident reporting system exists for this project; incident information was obtained through email correspondence rather than standardized incident reports.
- After-hours activities were not monitored, and the City does not maintain surveillance footage or other continuous monitoring records for construction sites.
- The investigation did not include re-performance of controls or independent site observation, as construction activities had concluded by the time of review.
- The assessment did not include testing beyond the documentation provided, and no additional interviews were conducted beyond those documented in the working papers.
- The investigation was limited to this specific project and did not assess broader City-wide practices unless necessary for contextual understanding.

No material limitations prevented the Office from reaching a conclusion on the complaint based on the evidence available.

Contextual Information

The complaint relates to the Jefferson Boulevard construction project, a major municipal undertaking initiated in February 2024 and extending through May 2025, with a planned pause between construction seasons. The project involved multiple phases and contractors, required both full and partial road closures, and relied on temporary barriers and detour signage installed in accordance with two City-approved Traffic Control Plans (one for each construction period) and Ministry of Transportation Ontario (MTO) Book 7 standards.

Advance notices were distributed to affected residents outlining the scope, timelines, and safety measures, and providing contact information for reporting concerns. City personnel noted that, except for special circumstances, construction projects are not required to have continuous enforcement or after-hours monitoring, and neither CCTV footage nor surveillance is expected under City or MTO standards.

Incident reports indicated several close calls involving vehicles and pedestrians, as well as one reported assault of a contractor employee. While no injuries or property damage were substantiated, project delays and prolonged restricted access led to repeated after-hours movement of temporary roadblocks by residents seeking to regain access to their homes.

A Letter of Understanding (July 15, 2024) between the City of Windsor and Contractor #1 permitted Contractor #1 to complete utility work within the existing construction zone while the City temporarily suspended its drainage improvement work. This collaboration was intended to minimize total construction costs and required Contractor #2. (the City's contractor) to demobilize and remobilize around the utility work. Despite these coordinated efforts, the project experienced significant delays, contributing to increasing frustration among residents and repeated instances of unauthorized access as documented in email chains and complaints.

Regulatory context

MTO Book 7, part of the Ontario Traffic Manual, establishes the provincial standard for temporary traffic control in construction zones. It requires a site-specific Traffic Control Plan detailing signage, barriers, pedestrian routing, visibility requirements, and detour arrangements. These standards are incorporated into City contracts and are mandatory for municipal road projects.

Legal context

The investigation was also informed by **R. v. Greater Sudbury (City)**, which clarified the obligations of municipal owners under the Occupational Health and Safety Act (OHSA), particularly regarding due diligence when delegating responsibilities to contractors. In light of this precedent, the investigation examined the City's controls, oversight practices, and contractor-management processes to determine whether similar liability risks existed in the Jefferson project.

Why This Matters

Unauthorized movement of temporary road barriers can create significant safety risks for residents, workers, and pedestrians when vehicles enter active construction zones outside of supervised hours. Although no injuries or property damage were substantiated, the incident correspondence shows repeated close calls and ongoing public concern, highlighting a need for clear communication, consistent controls, and timely oversight.

Construction projects rely on well-designed and properly implemented traffic control plans, with responsibilities clearly delegated between the City and its contractors. When roles or expectations are unclear—or when incident information is not captured in a structured manner—the City may be exposed to avoidable safety, liability, and reputational risks.

This investigation matters because it provides assurance to Council and the public that the controls governing construction safety were reviewed, that due diligence expectations under MTO Book 7 and OHSA were considered, and that opportunities exist to strengthen communication and incident documentation for future projects. Ensuring clarity, consistency, and accountability in these areas supports public safety, effective project delivery, and confidence in municipal oversight practices.

Investigation Approach

The Office of the Auditor General conducted this investigation to determine whether appropriate controls, oversight practices, and communication processes were in place during the Jefferson Boulevard construction project, and to assess whether the circumstances described in the complaint were supported by available evidence.

The approach focused on evaluating the City's due diligence before and during construction, the effectiveness of traffic control measures, and the clarity of accountability between the City and its contractors. The investigation relied on documentation review, interviews with relevant City personnel, and analysis of incident correspondence. Specifically, the Office examined the following:

1. **Communication procedures for upcoming construction.** Reviewed the templates and processes used to notify residents of road closures, detours, construction timelines, and site access restrictions, including advance notices and communication protocols in effect for the Jefferson project.
2. **Traffic Control Plan (TCP) approval and compliance.** Reviewed the Traffic Control Plans for the 2024 and 2025 construction periods and assessed the City's procedures for reviewing and approving TCPs in accordance with Ministry of Transportation Ontario (MTO) Book 7 standards.
3. **Controls to prevent unauthorized access to construction zones.** Examined contractor agreements and provisions related to perimeter safety measures, placement of barriers, signage, and other deterrents used to restrict public access to active construction areas.
4. **Clarity of roles and accountability for safety and compliance.** Reviewed tender documents, contractual obligations, and Letters of Understanding to assess the delegation of responsibilities between the City, its contractors, and Contractor #1, and to confirm alignment with applicable safety and legal requirements.
5. **Ongoing monitoring of the construction site.** Reviewed inspection logs, site visit records, and meeting minutes to evaluate the frequency and nature of on-site monitoring and oversight, including how issues were identified, documented, and escalated.
6. **Reports of unauthorized vehicle access.** Analyzed incident emails and resident correspondence documenting vehicles entering the construction zone after hours, and assessed how such concerns were communicated to the City and the contractor.
7. **Reports of injury, damage, or safety incidents.** Reviewed available incident reports and correspondence to determine whether any injuries, property damage, or safety-related claims were substantiated during the period covered by the investigation.

This approach allowed the Office to assess whether the circumstances described in the complaint occurred, the degree to which existing controls mitigated safety risks, and the extent of the City's due diligence under relevant standards and legal expectations.

Findings by Allegation

Allegation

A resident alleged that temporary road barriers placed to restrict access to a municipal construction zone on Jefferson Boulevard were being moved by drivers outside normal construction hours. The complainant expressed concerns that unauthorized access allowed vehicles to travel through the closed area at unsafe speeds, creating risks to residents, pedestrians, and workers. The complainant also questioned whether the City or the contractor would be responsible should an incident occur.

Evidence Reviewed

The investigation reviewed the documentation and correspondence available for the Jefferson Boulevard project, including:

Construction and Traffic Control Documentation

- 2024 and 2025 Traffic Control Plans (TCPs)
- Tender documents and contractual requirements for safety compliance
- Letter of Understanding with Contractor #1 regarding work coordination
- Pre-construction, resuming construction, and site visit meeting minutes
- Inspection logs showing biweekly monitoring (15 site visits)

Communication and Resident Engagement Materials

- Advance construction notices and detour communications
- Notice templates and procedures for notifying affected residents

Safety and Incident Information

- Email correspondence from residents and councillors reporting:
    - barriers being moved
    - vehicles entering the construction zone
    - near misses involving children and pedestrians
- an assault on a contractor employee
- City staff responses and follow-up communications with the contractor
- Confirmation from City personnel that after-hours monitoring is not standard practice

No formal incident reports existed; all safety concerns were documented through email chains.

Investigator’s Understanding

Based on the evidence reviewed:

Barrier Movement and Unauthorized Access

- Multiple incidents confirm that temporary barriers were moved after hours.

- Vehicles did enter the restricted construction area when the site was unattended.
- Several near misses were reported; however, no confirmed injury or damage claims were filed.

Controls and Compliance With Standards

- Required controls were in place: approved TCPs, detour signage, and barriers meeting MTO Book 7 minimum standards.
- The vulnerability of temporary barriers to being moved was a known limitation.
- Continuous surveillance is not required under City standards or MTO Book 7.

Oversight and Accountability

- Contractual documents clearly assign responsibility for safety compliance to the contractor.
- The City maintained oversight through biweekly inspections and on-site supervision during working hours.
- Communication gaps existed: residents were uncertain whether to contact the City or the contractor when issues occurred.

Incident Documentation

- Safety issues were captured informally through email correspondence rather than a structured incident-reporting system, limiting trend analysis and escalation consistency.

Allegation is *partially warranted*.

- Unauthorized access did occur, and the movement of temporary barriers was confirmed through multiple independent sources.
- Required controls and oversight were in place, but after-hours vulnerability of temporary barriers created a recurring safety risk.
- No injuries or damage were substantiated.
- Roles and responsibilities were clear in contractual documents, though communication with residents could be strengthened.

Recommendations

1. Enhance communication protocols for notifying local residents of anticipated delays.

The subject project identified that prolonged and unanticipated delays led to increased frustration among local residents. The lack of timely and effective communication regarding these delays contributed to agitation, resulting in repeated incidents of unauthorized access to construction zones and heightened safety risk.

While advance notices regarding the initiation and expected duration of projects are provided to residents impacted by construction, there is no formal protocol for communicating subsequent delays or changes to project timelines.

It is recommended that the City of Windsor develop and implement formal communication protocols for notifying local residents of construction delays and changes to project timelines. These protocols should include timely updates regarding anticipated/actual delays, clear explanations, contact information for inquiries, and multiple communication channels (e.g., mail, website, and signage) to ensure broad reach.

Furthermore, residents should be encouraged, by updating the template notification that is sent announcing a construction project, to report safety concerns or report instances of barrier tampering.

Management Response:			
Management agrees with this recommendation. A standard operating procedure/ communications plan will be developed for all standard project notifications. The department has updated the pre-construction notification template to encourage residents to report safety concerns or barrier tampering. This updated template will be implemented for projects commencing in Q2 2026. In addition, the department has established processes for communicating construction delays and timeline changes, including issuance of updated notices and coordination with Communications to ensure website and social media updates.			
Responsible Party/ Title	Executive Directors of Engineering & Operations	**Due Date**:	Q2 2026

2. Enhance protocols for transferring responsibility for construction site and traffic risk.

To ensure accountability, safety, and regulatory compliance during periods when control of a municipal construction site is transferred between parties (e.g., between the City, contractors, or utility companies), the Letter of Understanding should include the following mandatory elements:

- **Reference to Traffic Control Plan (TCP):** The LoU should reference the specific Traffic Control Plan (TCP) in effect at the time of transfer, including any amendments made to accommodate the new party's activities. If the TCP is updated or modified for the hand-off, the LoU should attach or cite the revised plan, ensuring all parties are aware of the current safety and traffic management requirements.

- **Summary of Safety and Compliance Obligations:** The LoU should reiterate each party's obligations under the Ministry of Transportation Ontario (MTO) Book 7 standards and the Occupational Health and Safety Act (OHSA).
- **Responsibility for Safety Measures**: It should specify who is responsible for maintaining barriers, signage, and other safety measures during the transfer period.
- **Communication Protocols:** The LoU should outline how changes to the TCP or site access will be communicated to affected residents and stakeholders, including contact information for reporting concerns.
- **Recordkeeping and Incident Reporting:** The LoU should require documentation of any incidents or safety concerns during the transfer period, using standardized reporting templates where possible.

Management Response:			
Management agrees with these recommendations.			
Responsible Party/Title (accountable executive with authority, budget and staff to implement the change.)**:**	City Solicitor/ Executive Director of the respective Department for which the LoU is being prepared	**Due Date**:**:**	N/A – will be implemented the next time an LoU is completed for this purpose.

Considerations for Improvement

The recommendations presented in this report reflect specific control gaps or areas where the investigation identified a need for strengthened processes. These items require a formal management response and an action plan. In contrast, the Opportunities for Consideration outlined below are not findings of deficiency. Instead, they represent optional enhancements that Administration may choose to explore based on practicality, resource availability, and alignment with broader operational priorities. These opportunities are offered to support continuous improvement but do not require a commitment to implement.

1. **Consider enhanced deterrents for after-hours access in high-risk areas.**

   Repeated incidents of unauthorized after-hours access to active construction zones were confirmed. Based on incident records, temporary barriers were moved by residents, allowing access which increased risk of injury and property damage.

   City of Windsor may consider working with contractors to implement enhanced deterrents for after-hours access in high-risk construction zones when projects are delayed.

2. **Standardizing incident reporting templates**

   Incident and safety concerns were frequently documented through informal channels, such as emails chains, rather than through a formalized reporting process. This lack of standardized incident reporting limits the City's ability to systematically track, analyze, and respond to safety data over time.

   To strengthen oversight and support continuous improvement in road construction safety, City Administration may wish to consider implementing standardized incident reporting templates for all municipal construction projects.

   These templates should capture key details including date and time, parties involved, nature of the incident, actions taken, resolution, and lessons learned. Formalizing this process will enhance consistency and completeness of incident documentation, enable more effective trend analysis and risk identification, support timely escalation and resolution, and provide a clear audit trail.

3. **Incorporate post-construction resident surveys.**

   The Jefferson Boulevard project highlighted the importance of effective communication with local residents throughout the construction lifecycle. While advance notices and updates were provided, there is no mechanism to assess resident satisfaction with communication or identify areas for improvement.

   The city may wish to incorporate a post-construction resident survey for all major municipal construction projects. The survey should be designed to assess satisfaction with communication, identify gaps or issues faced during the project, and gather suggestions for improving communication and engagement.

Committee Matters: SCM 64/2026

Subject: Auditor General Complaint Investigation Report – Respectful Workplace

That the report of the Office of the Municipal Auditor General dated January 27, 2026, entitled "Auditor General Complaint Investigation Report – Respectful Workplace," **BE RECEIVED**; and,

That Administration **BE DIRECTED** to implement the recommendations contained in the report, in accordance with the associated management action plans and timelines; and,

That implementation progress **BE SUBJECT TO** review and reporting through the Auditor General's established follow-up process.

Clerk's File: AF/14508

Office of the Auditor General

Memorandum to City Council

To: Members of City Council
From: Auditor General
Date: January 27, 2026
Subject: Auditor General Complaint Investigation Report – Respectful Workplace

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Draft Auditor General Recommendation for Council's Consideration

THAT the report of the Office of the Municipal Auditor General dated January 27, 2026, entitled *"Auditor General Complaint Investigation Report – Respectful Workplace,"* BE RECEIVED; and

THAT Administration BE DIRECTED to implement the recommendations contained in the report, in accordance with the associated management action plans and timelines; and

THAT implementation progress BE SUBJECT TO review and reporting through the Auditor General's established follow-up process.

Report Summary

The Office of the Municipal Auditor General received an anonymous complaint through the Concerned Citizen and Employee Hotline regarding the visible display of an alcohol bottle in a City workplace. The complainant expressed concern that this may contravene City policy and contribute to a perception of inconsistent expectations between management and unionized staff.

In accordance with established protocol, the matter was referred to Administration for review. The Office of the Auditor General did not conduct an independent investigation, but instead reviewed Administration's assessment, supporting evidence, and the relevant policy framework to determine whether the conclusions reached were reasonable and whether any perception or governance risks remained.

The allegation was assessed as **Partially Warranted** by the Auditor General. No evidence of alcohol consumption, impairment, or inappropriate conduct was identified. However, the continued visible display of an alcohol container was found to be inconsistent with the wording of the City's Respectful Workplace Policy and created a perception risk related to uniform policy application.

Purpose

The purpose of this memorandum is to submit the Auditor General's complaint investigation report regarding alcohol in the workplace and to outline the reporting and oversight approach used for this matter.

Background

The Office of the Auditor General received an anonymous allegation through the Concerned Citizen and Employee Hotline in August 2025. The allegation related to the presence of a bottle of alcohol displayed in a City supervisor's office and raised concerns regarding potential policy violations and perceived double standards in workplace conduct.

Consistent with established protocol, the allegation and supporting information were referred to Administration for review. The Auditor General subsequently assessed Administration's conclusions, the applicable policy provisions, and any residual governance or perception risks.

Consultation

Administration, through Human Resources, conducted the initial review of the allegation and provided its assessment, supporting documentation, and management responses to the Office of the Auditor General.

The Auditor General reviewed this material independently and assessed the matter from a governance, policy, and perception-risk perspective.

A draft of the report was provided to Administration for review, and management responses were received and considered in finalizing the report.

The conclusions and recommendations expressed in the report represent the independent judgment of the Auditor General.

Risk Analysis

While no evidence of misconduct, impairment, or inappropriate behaviour was identified, the visible display of an alcohol container in a City workplace created a perception risk due to the inability of observers to readily distinguish between commemorative, decorative, empty, or consumable items.

Without clear policy guidance and consistent application, such situations may contribute to perceptions of uneven enforcement, which can undermine confidence in workplace standards and governance practices. The recommendations in the report are intended to mitigate these risks through clarification and consistent application of policy.

Council Consideration

The summary investigation report is submitted to City Council for information. Council consideration is requested to receive the report and to request that Administration implement the recommendations in accordance with the management responses and timelines provided. Progress will be assessed and reported through the Auditor General's established follow-up process.

Attachments

Appendix A: Auditor General Complaint Investigation Report – Respectful Workplace

Office of the Municipal Auditor General,
The Corporation of the City of Windsor

AUDITOR GENERAL COMPLAINT INVESTIGATION REPORT
Respectful Workplace

January 27, 2026

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Executive Summary

Background

In August, the Office of the Auditor General (OAG) received an anonymous allegation through the Concerned Citizen and Employee Hotline regarding the visible display of a bottle of alcohol in a City workplace. The complainant expressed concern that this may contravene City policy and contribute to a perception of inconsistent expectations between management and unionized staff.

Investigation Approach

In accordance with established protocol, the OAG referred the matter and supporting information to Human Resources (HR) for administrative review and reporting back to the Auditor General.

The OAG did not conduct an independent investigation. Instead, the Office reviewed Administration's assessment, supporting evidence, and the relevant City policy framework. The OAG then considered whether the conclusions reached by Administration were reasonable and whether any perception risks remained unresolved.

Summary of Procedures and Findings

- Administration concluded the bottle was commemorative, sealed, and not intended for consumption, and that no evidence of alcohol use, impairment, or inappropriate behavior was identified.
- Based on this evidence, Administration determined the situation did not violate the Respectful Workplace Policy.
- The OAG's review found that while no misuse occurred, the continued visible display of any alcohol container—sealed, empty, or commemorative—is not consistent with the policy wording, which prohibits being in possession of alcohol while on duty.
- Because observers cannot readily determine whether a bottle is full, empty, decorative, or commemorative, its presence may create perceived inconsistency in policy enforcement.

The allegation is assessed as **Partially Warranted**—not warranted with respect to consumption or impairment, but warranted regarding the visibility of the alcohol container being inconsistent with the policy wording and contributing to perception risks.

Recommendations

Two observations arose from the review:

1. Remove Items in Conflict With Policy

That Administration ensure the removal of the commemorative alcohol bottle from the workplace and confirm that no alcohol

containers—regardless of type—are visibly displayed unless and until the policy provides clear exceptions.

2. Clarify the Respectful Workplace Policy

That Administration review and update the alcohol-related provisions of the policy, including clarifying expectations regarding:

- Commemorative, gift, decorative, or empty alcohol bottles;
- Timely removal and discretion where temporary possession is unavoidable;
- Consistent guidance applicable to all personnel, regardless of role or bargaining unit.

Clear policy language will support uniform application, reduce perception risks, and prevent similar issues in the future.

Assessment of Administration's Proposed Actions

Administration has provided responses to the findings; however, the actions described are exploratory and do not commit to a defined course of action.

As a result, the Auditor General cannot determine at this time whether the planned actions are likely to resolve the underlying issues. The Auditor General will assess the effectiveness and sufficiency of any actions taken as part of future findings-validation work (timing to be determined).

Administration’s action plan timing appears to be aligned to the regularly scheduled policy review timing already in place.

Complaint Disposition:

The complaint is **partially substantiated**. The investigation did not identify evidence of alcohol consumption, impairment, or inappropriate conduct in the workplace. Administration’s conclusion that the item was commemorative and not intended for use was reasonable based on the evidence reviewed.

However, the visible presence of an alcohol container in a City workplace was inconsistent with the Respectful Workplace Policy and created a perception risk. While no misconduct was identified, clearer guidance and consistent application of policy are warranted.

Context and Approach

Background Information

In August, the Office of the Auditor General received an anonymous allegation through the Concerned Citizen and Employee Hotline. The complainant requested that the concern be directed to Human Resources. In keeping with protocol, the allegation and supporting details were referred to Administration for review, with a request that the Auditor General be advised of the actions taken and the outcome.

The allegation stated that a manager was observed with a bottle of alcohol displayed in their office on City property. The concern raised was that this may constitute a violation of the City policy. The complainant further expressed concern that the presence of alcohol in a manager's office could contribute to a perception of double standards in enforcement between management and unionized employees.

Investigation Approach

The Office of the Auditor General did not conduct a separate investigation but reviewed Administration's handling of the complaint, the evidence available, and the relevant City policy framework. The overall approach may be summarized as:

- The allegation and supporting details were referred to HR in line with protocol.
- Administration reviewed the situation, including the nature of the bottle, workplace observations, and applicable policy provisions.
- The Auditor General reviewed HR's conclusion, assessed policy wording, and considered perception risks.

Administration's Review

Administration investigated the matter and determined that the presence of the bottle, as described, did not constitute a violation of the *Respectful Workplace Policy*.

Administration assessment was that:

- The bottle was commemorative in nature bearing the date of 2003 on the customized, personalized label, unopened and fully sealed due to the plastic cover that was not broken nor damaged and not intended for consumption in the workplace.

- No evidence of impairment or inappropriate use or behaviour has been demonstrated by the manager that would suggest a violation of the policy.

Auditor General's Oversight Role

The Office of the Auditor General did not conduct an independent investigation but reviewed Administration's handling of the matter and the policy context.

Administration's conclusion appears to be reasonable in the circumstances; however, the Office of the Auditor General's review of the *Respectful Workplace Policy* found two specific references related to alcohol:

> 6. COMPONENTS OF THE RESPECTFUL WORKPLACE
>
> 6.7. STANDARDS OF EMPLOYEE DEPORTMENT
>
> Without limiting the right of the Corporation to discipline an employee for improper conduct at any time, the following is a partial list of breaches of acceptable standards of employee deportment which may be considered just cause for the disciplining of the employee, up to and including termination:
>
> 6.7.7. Being intoxicated or impaired from the use of alcohol or drugs while on duty.
>
> 6.7.8. Being in possession of alcohol or drugs while on duty.

While Administration determined the allegation did not amount to a policy violation, the continued visible display of alcohol for an extended period of time (suggested revision due to the fact that it is unknown how long it has been visible) is not consistent with the policy wording.

The Office of the Auditor General also considered whether it might matter if the bottle were empty versus full; however, observers cannot readily determine whether a bottle is full, empty, or commemorative, and the ongoing presence risks creating a perception of inconsistent enforcement - even if only in perception.

Overall Assessment

Allegation: A City manager had a bottle of alcohol displayed in their office, constituting a policy violation and contributing to perceived double standards.

- **Evidence Reviewed:** Administration confirmed the item was commemorative, unopened, fully sealed and not intended for use. No evidence of impairment or inappropriate behavior was identified.

- **Investigator's Understanding**: While the physical presence may not have reflected actual alcohol use, the continued visible display for several weeks was inconsistent with the policy wording and risked creating a perception of uneven enforcement.

- **Conclusion: Partially Warranted**, as there was no evidence of actual consumption or impairment; however, policy wording and visible display created an appearance inconsistent with neutrality and fairness.

Recommendations

1. Remove Items in Conflict with Policy

That Administration be requested to ensure the removal of the commemorative alcohol bottle from the workplace to resolve the current concern and avoid any ongoing perception issues. If such practice is not deemed appropriate the City's *Respectful Workplace Policy* will require modification to provide for such exceptions for all personnel.

Management Response:			
Administration conducted their investigation as required and determined that the bottle in question was sealed, commemorative in nature, and dated 2003. Based on this assessment, the bottle is not intended for consumption and therefore does not warrant removal. In accordance with standard policy procedures, a review is required every five years. This policy is now due for review and as part of this process, Administration will evaluate the Auditor General's observations to determine if any updates or clarifications are necessary.			
Responsible Party/Title:	Executive Director of Human Resources	**Due Date:**	Q4 2026

2. Consider Policy Enhancements

That Administration be requested to review the City's *Respectful Workplace Policy* and related alcohol provisions and propose clarifications regarding commemorative, gift, or empty alcohol containers in the workplace. The review should include requirements for discretion and timely removal to avoid extended display, along with clear guidance and communication to staff to ensure consistent treatment of all personnel, regardless of position. If an exception for display were to be deemed appropriate, such exceptions should be made for all personnel.

Management Response:			
Administration appreciates the recommendation to conduct a review of the existing policy. As per the required five-year review, the policy is now due for review and Administration will evaluate the Auditor General's recommendation to determine if any updates or clarifications are necessary.			
Responsible Party/Title:	Executive Director of Human Resources	**Due Date:**	Q4 2026

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

Subject: Additional Information - Response to Council Direction on Grass Alley Closure Considerations – City Wide

Reference:

Date to Council: February 23, 2026
Author: Rob Slater, on behalf of the Ad Hoc Administrative Alley Committee
Executive Initiatives Coordinator
(519) 255-6247 Ext. 6029
rslater@citywindsor.ca

Report Date: 2/6/2026
Clerk's File #: SW2025

To: Mayor and Members of City Council

Additional Information:

At the November 24, 2025 Council Meeting by CR479/2025, Council directed Administration to:

- bring forward a phased-in plan to proactively close all grass alleys that do not provide required access or municipal servicing;
- ensure that paved alleys are maintained under their current status and not considered for closure where they provide vehicle access, servicing access or operational value;
- report back on any process improvements that would allow grass alley closures to be completed more quickly and efficiently, which may include opportunities to streamline survey, notice and legal requirements;
- include an updated ward-by-ward list of grass alleys eligible for closures;
- ensure that no additional financial burden be placed on abutting property owners beyond the established alley closure process; and
- ensure that paved alley maintenance continues to be funded through the Asset Management Plan (AMP).

In response to this direction, Administration provides the following information.

Discussion:

Ward List of Grass Alleys Eligible for Closure

Administration has prepared updated Ward-by-ward lists and associated maps identifying grass and/or grass/gravel alleys that appear eligible for closure on a preliminary basis as they do not provide required vehicle access or municipal servicing (refer to Appendix A and Appendix B). In total, approximately 18 grass and 50 gravel/grass alleys have been identified for potential alley closure candidates as "Useful but Dispensable" and/or "Serving No Useful Purpose" as per Report A1 25/2025.

This inventory is subject to refinement as additional site-specific field verification is undertaken and new information emerges through circulation responses from City departments and external utilities, safety reviews and resident consultation. It should be noted that some alleys in Wards 1, 6 and 10 are not currently mapped in the City's inventory. Further review is needed to identify whether any other grass alleys have potential for closure.

Phased-In Plan for Grass Alley Closure

Each closure request is managed through the established Street and Alley closure process to facilitate the disposal of redundant public rights-of-way. The process includes a detailed utility and servicing review, public notice to affected property owners, consideration of any objections, preparation of a Council Report with recommendation and a final decision of Council.

Consistent with Council direction, no additional financial burden will be placed on abutting property owners beyond the current alley closure process. The City's existing process includes standard fees such as alley search fees, closure application fees, deed preparation/registration costs, and a share of survey costs where applicable.

Currently, the alley closure process takes between 15 to 22 months to complete. One Street and Alley Legal Clerk and a 0.5 FTE Planner II currently support the existing process, while surveying services (Reference Plan) are contracted externally at an approximate cost of $30,000 per typical block. Survey timelines are a key constraint, as reference plans prepared by external Ontario Land Surveyors (OLS) typically require four to six months to complete. In addition, property owners purchasing their abutting alley lands are responsible for deed preparation and land registration costs associated with the property transfer.

Under the current staffing levels, there is a backlog of Street and Alley Closure applications submitted by external and internal applicants. The current backlog consists of 27 Street and Alley closure files, including approximately 19 grass alley closures. As such, only approximately one to two alley closures can be fully completed within a three-year period. There is no administrative capacity to further expedite the current backlog of closure applications or initiate new additional alley closures.

Temporary addition of staffing could both address the existing backlog and complete the new potential 68 grass alley closures within a minimum of approximately five years. The estimated annual costs to add three (3) new staffing resources (One (1) Temporary Full-Time Legal Assistant – Real Estate/Commercial; One (1) Temporary Full-Time Coordinator; and One (1) Temporary Full-Time Ontario Land Surveyor); approximately $319,500 based on 2026 salary rates. However, it is recognized that no funding source exists for such additional staffing.

Currently, alley closure applications are administered by the Planning Department, while the subsequent conveyance of closed alley lands to abutting property owners is led by the Legal Department. This bifurcated service delivery model requires extensive coordination and repeated file transfers between service areas, contributing to administrative inefficiencies and elongated processing timelines.

Consolidating responsibility for the Street and Alley closure and disposition functions within the Legal Department would streamline end-to-end file management, reduce internal handoffs and improve operational efficiency throughout the closure and disposition process. A report under Delegation of Authority will be brought forward in the near future to formally recommend this organizational realignment.

As well, the potential implementation of in-house OLS staff would have the potential to reduce reliance on contracted surveyors, lower costs and avoid delays related to waiting for the completion of external surveys as noted above.

Implementation Risks

The consideration of expedited alley closure is contingent upon participation and cooperation with abutting property owners. In that regard, abutting property owners cannot be compelled to purchase their portion of a closed alley (refer to Report S 60/2024). Real property can only be conveyed with an Acknowledgement and Direction signed by the property owner. Under the existing process, owners are provided with alley closure options after Council approval and registration of the required by-laws:

- **Form 1:** Purchase their half (or both halves, where applicable); and
- **Form 2:** Waive their rights to purchase their half of the alley.

As land cannot be conveyed without the consent of both the transferor and transferee, alley conveyance remains a **voluntary process**. When an abutting owner declines to purchase their half of a closed alley, and no other abutting owner is agreeable to purchasing such portion, the City is left with small “remnant” closed-alley parcels remaining in municipal ownership.

In these situations, the City continues to remain liable for the property until a future disposition occurs. As a result, the full efficiencies typically achieved through alley closures, including transferring responsibility, control, and maintenance obligations to abutting owners, are not fully realized when remnant portions of a closed alley remain owned by the City.

To support the proactive program, Council also approved a Remnant Parcel By-law through CR479/2025. This by-law serves as an important mitigation measure by formally relieving the City of maintenance responsibilities for inaccessible remnant portions of closed alleys. This by-law is intended to demonstrate that the City is not obligated to perform routine upkeep for portions of closed alleys that it owns but cannot access. While this by-law will reduce the operational burden associated with remnant parcels remaining in City ownership, it is not anticipated to shield the City from liability.

Paved Alleys

As per the proposed level of service maintenance and enforcement standards outlined in Report S 116/2025, paved alleys are deemed Class A and B priority based on their usage and condition (in contrast to grass and grass/gravel alleys which are deemed Class D non-priority alleys). Paved alleys that provide vehicle access, servicing access, or operational value will not be considered for closure.

Renewal of paved alleys continues to be funded within the City's AMP. The AMP provides for maintenance-level activities such as paved alley patching, pothole repair, and basic surface upkeep, subject to available funding and prioritization relative to other right-of-way needs. 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.

Consultations:

Greg Atkinson, Deputy City Planner – Development
Laura Diotte, Manager – Planning (Development Applications)
Brian Nagata, Planner III – Development
Denise Wright, Manager, Real Estate Services
Kate Tracey, Senior Legal Counsel
Carter Day, Supervisor of GIS
Michael Okanlawon, Financial Planning Administrator

Approvals:

Name	Title
Rachel Chesterfield	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:

1 Appendix A – Grass and Grass/Gravel Alleys Eligible for Closure by Ward
2 Appendix B – Map of Grass and Grass/Gravel Alleys Eligible for Closure by Ward

Appendix A – Grass and/or Gravel/Grass Eligible for Closure

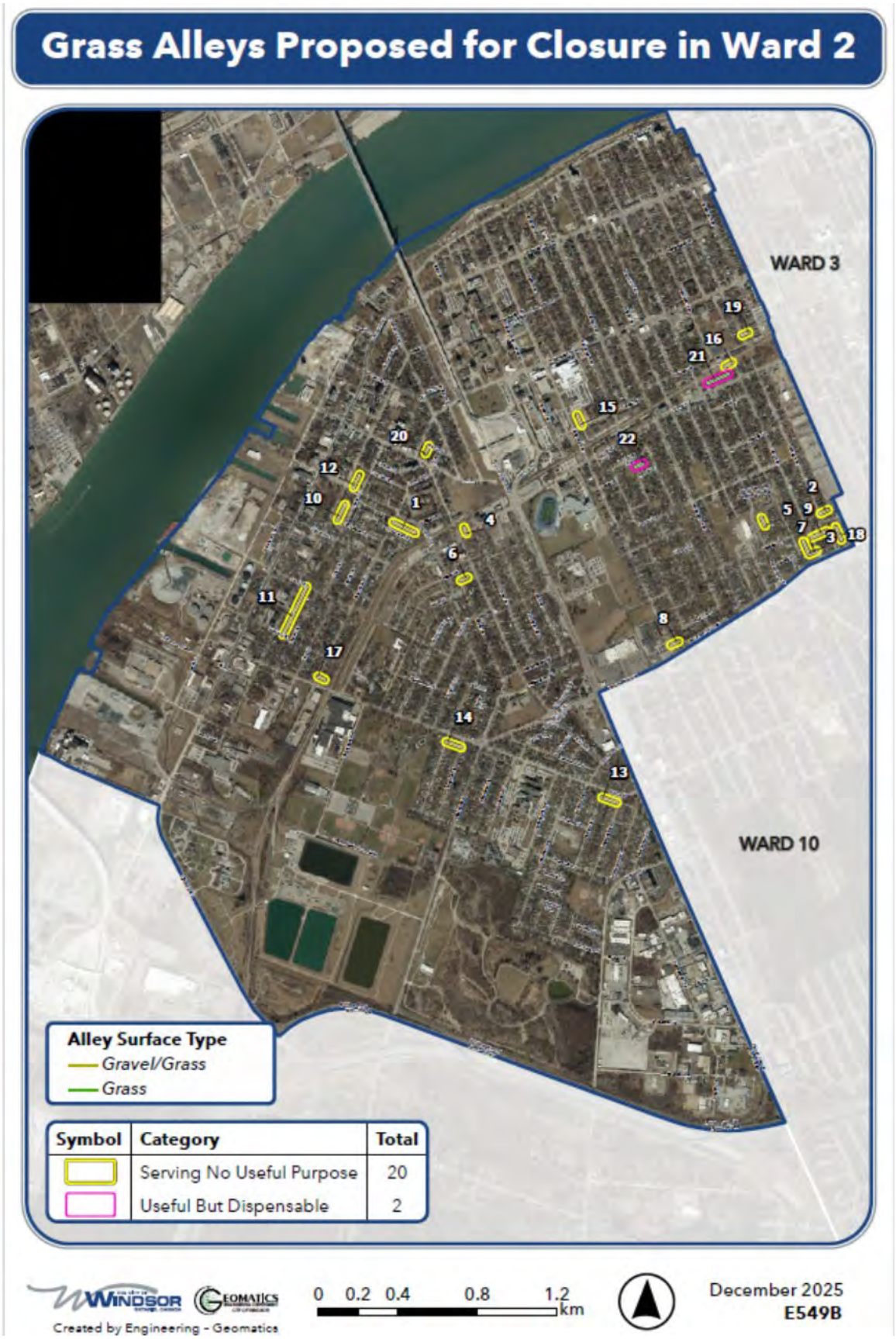
(Grass and/or Grass/Gravel Alleys Classified as Useful but Dispensable or Serving No Useful Purpose)

WARD	Alley Name	From Street	To Street
WARD 2	PETER ST	ST ANTOINE ST	ST JOSEPH ST
WARD 2	ROONEY ST	CURRY AVE	CAMPBELL AVE
WARD 2	CURRY AVE	PELLETIER ST	TECUMSEH RD W
WARD 2	HURON CHURCH RD	HURON CHURCH RD	COLLEGE AVE
WARD 2	BROCK ST	BLOOMFIELD RD	EDISON ST
WARD 2	WELLINGTON AVE	PELLETIER ST	TECUMSEH RD W
WARD 2	WATKINS ST	BLOOMFIELD RD	WATKINS ST
WARD 2	WYANDOTTE ST W	CAMERON AVE	MCKAY AVE
WARD 2	PELLETIER ST	CURRY AVE	MCEWAN AVE
WARD 2	PETER ST	SOUTH ST	WATKINS ST
WARD 2	PELLETIER ST	ASKIN AVE	CALIFORNIA AVE
WARD 2	PELLETIER ST	MCKAY AVE	CURRY AVE
WARD 2	WYANDOTTE ST W	PICHE ST	MILL ST
WARD 2	MILLEN ST	WIGLE AVE	FELIX AVE
WARD 2	PRINCE RD	POPLAR AVE	HILLCREST BLVD
WARD 2	PRINCE RD	BIRCH ST	VAUGHAN ST
WARD 2	MCEWAN AVE	MCEWAN AVE	TAYLOR AVE
WARD 2	PETER ST	TOURNIER ST	BROCK ST
WARD 2	COLLEGE AVE	WELLINGTON AVE	MCKAY AVE
WARD 2	RANDOLPH AVE	WYANDOTTE ST W	UNION ST
WARD 2	VERCHERES AVE	RANKIN AVE	ASKIN AVE
WARD 2	TAYLOR AVE	CAMPBELL AVE	MCEWAN AVE
WARD 3	HYDE ST	HIGHLAND AVE	HOWARD AVE
WARD 3	ERIE ST E	MERCER ST	HIGHLAND AVE
WARD 3	WEAR ST	DOUGALL AVE	CHURCH ST
WARD 3	HIGHLAND AVE	HYDE ST	LOGAN AVE
WARD 3	NEWBURY ST	CHURCH ST	BRUCE AVE
WARD 3	LOGAN AVE	HIGHLAND AVE	HOWARD AVE
WARD 3	KARL PL	CHURCH ST	BRUCE AVE
WARD 3	FOCH AVE	HIGHLAND AVE	HOWARD AVE
WARD 3	LOGAN AVE	MCDOUGALL ST	MERCER ST
WARD 3	HIGHLAND AVE	FOCH AVE	HIGHLAND AVE
WARD 3	LOGAN AVE	MERCER ST	HIGHLAND AVE
WARD 3	CATARAQUI ST	MERCER ST	HOWARD AVE
WARD 3	COLLEGE AVE	WELLINGTON AVE	MCKAY AVE

Appendix A – Grass and/or Gravel/Grass Eligible for Closure

Ward	Alley Name	From Street	To Street
WARD 3	GLENGARRY AVE	TUSCARORA ST	CATARAQUI ST
WARD 3	MERCER ST	HYDE ST	LOGAN AVE
WARD 4	ARRAS AVE	KILDARE RD	BYNG RD
WARD 4	LANGLOIS AVE	UNIVERSITY AVE E	ASSUMPTION ST
WARD 4	VIMY AVE	HALL AVE	MOY AVE
WARD 4	GLADSTONE AVE	HANNA ST E	SENECA ST
WARD 4	MOY AVE	LENS AVE	VIMY AVE
WARD 4	ASSUMPTION ST	AYLMER AVE	LOUIS AVE
WARD 4	TECUMSEH RD E	WOODLAWN AVE	PARKWOOD AVE
WARD 4	MOY AVE	VIMY AVE	YPRES AVE
WARD 4	VIMY AVE	LOUIS AVE	MARENTETTE AVE
WARD 4	LOUIS AVE	RIVERSIDE DR E	CHATHAM ST E
WARD 4	VIMY AVE	ELSMERE AVE	PARENT AVE
WARD 4	ELSMERE AVE	OTTAWA ST	ELLIS ST E
WARD 4	PARKWOOD AVE	LENS AVE	VIMY AVE
WARD 4	KILDARE RD	SOMME AVE	MEMORIAL DR
WARD 4	LOGAN AVE	FRASER AVE	LILLIAN AVE
WARD 4	LANGLOIS AVE	UNIVERSITY AVE E	ASSUMPTION ST
WARD 4	IRVINE AVE	LOUIS AVE	MARENTETTE AVE
WARD 4	UNIVERSITY AVE E	LANGLOIS AVE	PIERRE AVE
WARD 4	WOODLAWN AVE	VIMY AVE	YPRES AVE
WARD 4	KILDARE RD	YPRES AVE	SOMME AVE
WARD 5	ROSSINI BLVD	RIVERSIDE DR E	WYANDOTTE ST E
WARD 5	GEORGE AVE	ONTARIO ST	FRANKLIN ST
WARD 5	ELLROSE AVE	ONTARIO ST	ELLROSE AVE
WARD 5	CENTRAL AVE	FRANKLIN ST	METCALFE ST
WARD 5	ERSKINE ST	STRABANE AVE	STERLING CRES
WARD 5	JOS JANISSE AVE	WYANDOTTE ST E	JOS JANISSE AVE
WARD 8	IDEL CRT	PRINCESS AVE	IDEL CRT
WARD 8	TECUMSEH RD E	NORMAN RD	PRINCESS AVE
WARD 8	FORD BLVD	EMPRESS ST	TECUMSEH RD E
WARD 8	ROYAL CRT	PRINCESS AVE	ROYAL CRT
WARD 9	DUCHARME ST	HOWARD AVE	KATHLEEN ST

Appendix B – Ward Maps of Grass and/or Gravel/Grass Eligible for Closure



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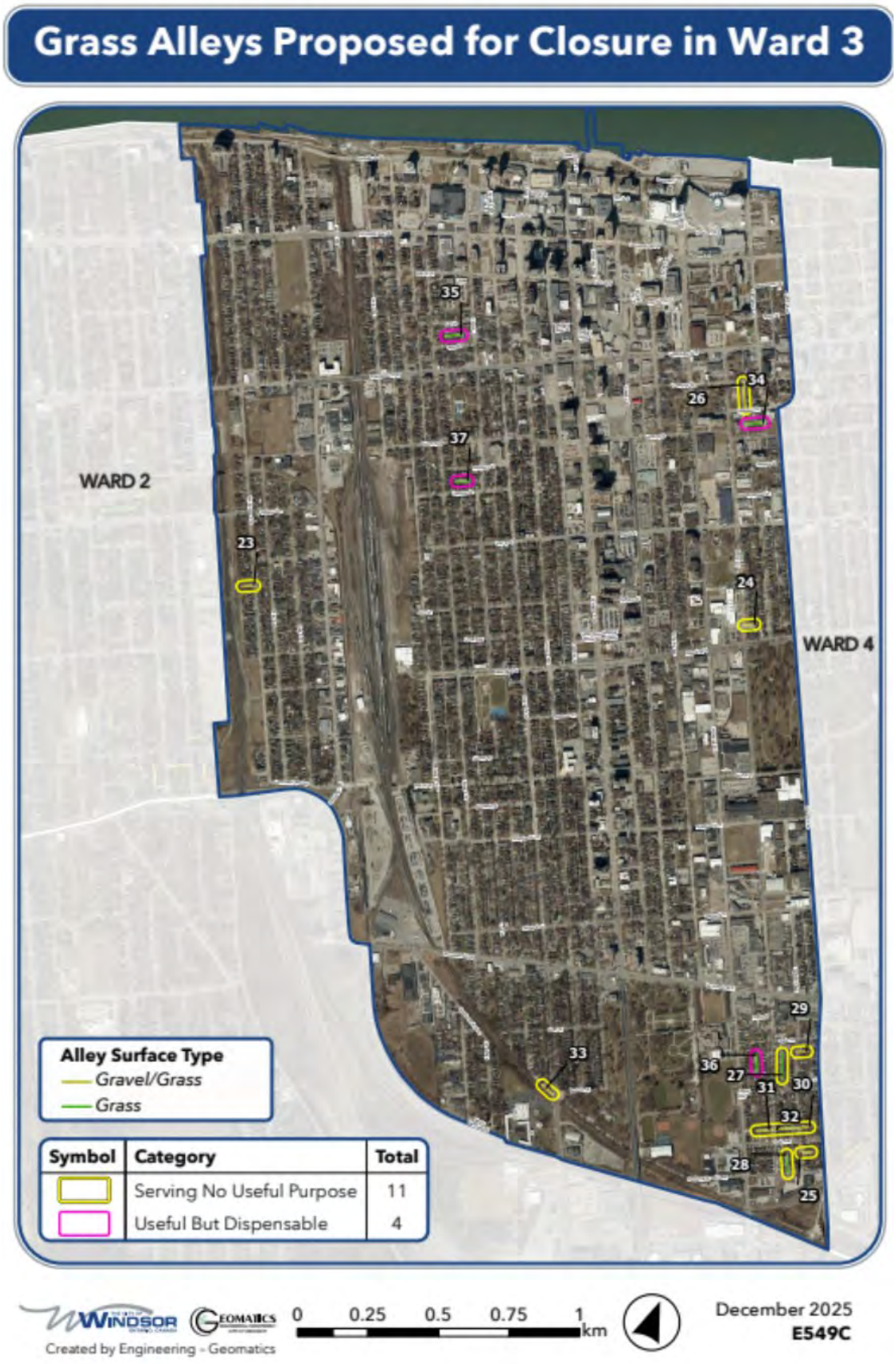

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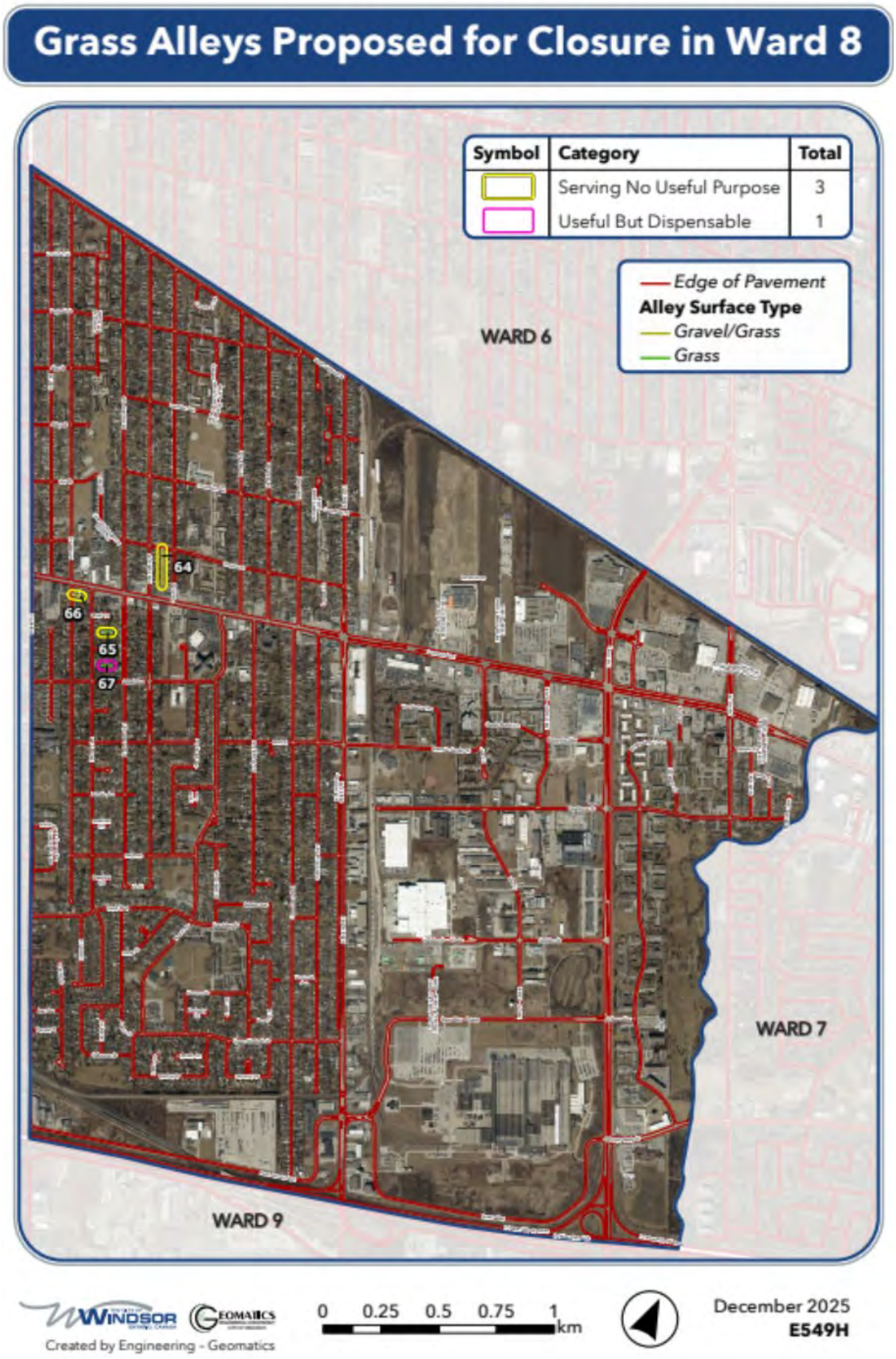

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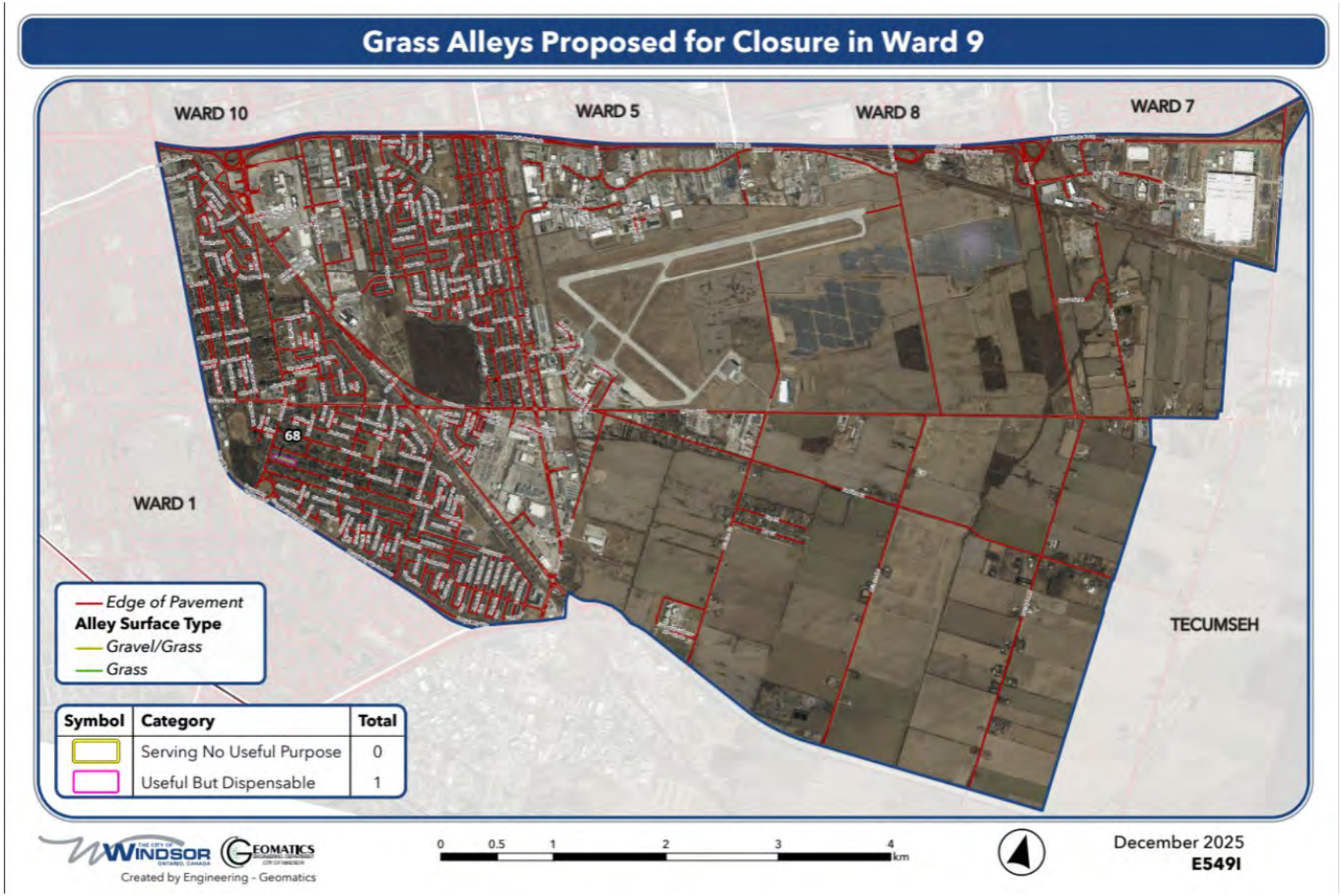


THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 22/2026

Subject: 2026 Update of the Playground Replacement Program - City Wide

Reference:

Date to Council: February 23, 2026
Author: Jamie Scott
Executive Director, Parks, Recreation & Facilities
(519)253-2300 x2729
jascott@citywindsor.ca
Parks

Report Date: 2/9/2026
Clerk's File #: SR/12397

To: Mayor and Members of City Council

Recommendation:

Whereas on January 27, 2026, the 2026 Capital Budget was deemed approved via Mayoral Decision MD03-2026 and subsequently City Council **SUPPORTS** an expenditure of $16,266,000 for the replacement of thirty-six (36) playgrounds as identified in Appendix D, THAT the City Treasurer **BE DIRECTED** to pre-commit funding previously approved in principle and make available for immediate use from the Playground Replacement Program, PFO-002-15, and the Lanspeary Park Master Plan Implementation project, PFO-001-24, funding as follows:

- $2,100,000 from PFO-002-15 in 2027 Service Sustainability Funding, Fund 221
- $2,100,000 from PFO-002-15 in 2028 Service Sustainability Funding, Fund 221
- $2,400,000 from PFO-002-15 in 2029 Service Sustainability Funding, Fund 221
- $2,100,000 from PFO-002-15 in 2030 Service Sustainability Funding, Fund 221;
- $500,000 from PFO-001-24 in 2027 Pay-As-You-Go funds, Fund 169
- $1,500,000 from PFO-001-24 in 2028 Pay-As-You-Go funds, Fund 169; and further,

THAT City Council **PRE-APPROVE** the **AWARD** the RFPs for the new playgrounds at the 36 playgrounds as identified in Appendix D, pursuant to Purchasing By-Law 93-2012 and amendments thereto, satisfactory in financial content to the City Treasurer and in technical content to the Executive Director, Parks, Recreation & Facilities or designates; and further,

THAT the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to **EXECUTE** agreement(s) or to take any such action required to effect the

recommendations noted above and sign any required documentation/agreement(s) satisfactory in legal form to the City Solicitor, in technical content to the Executive Director, Parks, Recreation & Facilities, and in financial content to the City Treasurer; and further,

THAT Council **AUTHORIZE** the CAO and City Clerk to **EXECUTE** any amendment(s) to the agreement(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to the Chief Financial Officer, and in technical content to the Executive Director, Parks, Recreation & Facilities; and further,

THAT the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to effect the recommendations noted above, subject to all specifications being satisfactory in financial content to the City Treasurer and technical content to the Executive Director, Parks, Recreation & Facilities; and further

THAT the Purchasing Manager **BE AUTHORIZED** to amend Purchase Order(s), as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to the Chief Financial Officer, and in technical content to the Executive Director, Parks, Recreation & Facilities; and further,

THAT Administration **BE DIRECTED** to pursue grant opportunities to fund this project, as applicable.

Executive Summary:

N/A

Background:

At the meeting of Council on December 7th 2020, and in response to CQ 23-2020, Administration prepared a report providing an update on the current inventory of playgrounds city wide. This report titled “State of City Playgrounds Audit Update 2020 Responding to CQ 23-2020" (Appendix “A”) provided a comprehensive background on the recent and long-term history of the Playground Replacement Program.

This report indicated that the Parks, Recreation & Facilities department utilizes internal inspection and maintenance data, together with third-party external audits, to determine the timing of playground replacements based on the condition ratings and remaining life expectancy.

At its July 26, 2021, meeting, Council considered Administration report C 95/2021, titled “2021 Update of the Playground Replacement Program” (Appendix “B”). As a result, Council adopted resolution CR367/2021, approving the replacement of 32 playgrounds under the Playground Replacement Program. In addition, in 2021 the Wilson Park playground, Reimagined Adie Knox, and the Michael D. Hurst Legacy Park playground were approved for replacement through CR274/2021, CR476/2021 and CR452/2021.

Discussion:

Council has previously approved that 125 playground units be maintained under the City's Playground Maintenance Program and replaced when they reach the end of their life cycle, based on condition ratings and approved funding. The Parks, Recreation & Facilities department continuously evaluates each unit and conducts maintenance and repairs to extend service life where possible.

For replacement recommendations, the department considers each unit's remaining life cycle rather than its actual age. The units identified in this report have been determined, through condition assessments, as nearing the end of their remaining life cycles.

To date, 87 of the City's 125 playground units have been replaced, and 38 have been identified for replacement at this time.

Current Inventory – Recommended to be removed and replaced

Administration is recommending that the process to replace 36 playground units identified in Appendix D with AODA accessible playgrounds begin at this time, as identified in the Financial Matters section below in Table 1, including the replacement of the playground at Lanspeary Park through the Lanspeary Super Playground project 7254000.

The remaining two playgrounds are located at Optimist Memorial Park and Sandpoint Beach Park.

The Optimist Memorial Park playground is currently in the design and tendering phase, with construction planned for 2026 with current funding in the Playground Replacement Program, Project 7171090.

The Sandpoint Beach playground replacement has been approved as part of the Sandpoint Beach master plan through CR32/2025; however, implementation is currently on hold pending a report from the Lifesaving Society. Funding of $1,500,000 for the playground replacement and installation of a new splash pad were approved as part of the 2026 Capital Budget, with project REC-006-26, through Mayoral Decision 03-2026.

It is anticipated that the replacement of all 36 units will take approximately two years; however, the timing of design, tendering, and construction may be affected by contractor availability, supply chain factors, weather during construction, and other unforeseen circumstances. Timelines are therefore best estimates and may be adjusted as necessary to ensure quality and cost efficiency.

To ensure new playgrounds are completed before aging ones are removed from service, Administration recommends beginning the replacement process at this time. Every effort will be made to keep existing playgrounds open during construction by building new units beside them, where space allows. However, since these 36 units are nearing the end of their life cycles, some may fail inspections and require removal before replacements are installed.

If Council approves the recommendation to replace these 36 units at this time, the next steps will be as follows:

- March/April 2026 – Public and stakeholder consultation for each new playground.
- Spring/Summer 2026 – Prepare design and tender/proposal documents based upon consultation and site conditions.
- Summer/Fall 2026 – Issue RFP(s) for the 35 playgrounds and Super Playground.
- Fall 2026 – Finalize designs and award tenders/proposals.
- Fall/Winter 2026/Spring 2027 – Begin site work.
- Spring/Summer 2027 – Begin installation of playground units.
- Summer 2027 – Install rubber surfacing.
- Summer/Fall 2027 – Complete installation of playground units.
- Winter 2027/Spring 2028 – Remove existing playgrounds and complete site restoration as conditions allow. Project completion timing may vary depending on construction progress and weather.

Administration has identified the following benefits of moving forward expeditiously with replacing the 36 units due to their condition assessments:

Timely Replacement to Maintain Community Play Value

Beginning the replacement process at this time will allow the Parks, Recreation & Facilities department to conduct public consultations, prepare designs, and initiate tenders for the 2026 construction season. As it may take up to two years to replace all identified units, some may require removal prior to the end of 2027, risking loss of play value to the community if replacements are not timed appropriately.

Cost Savings Through Consolidated Tendering

Over the life of the program, the City has realized greater cost efficiency when multiple playgrounds are procured together at optimal points in the construction season. Savings achieved through economies of scale, combined with anticipated cost increases, help offset the financing costs associated with pre-committing future funds.

Risk Analysis:

Regular reviews, scheduled inspections, five-year third-party audits, and routine maintenance help ensure the City's playgrounds remain in good condition, comply with current standards, and reduce the risk of injury and liability.

The removal of non-compliant playgrounds is another measure that has been—and will continue to be—used to support effective risk management. Proactive planning and routine maintenance will allow staff to identify upcoming replacement needs and mitigate the risk of service gaps.

As a part of the above processes, 36 playground units currently within the approved inventory are identified as being at a point where replacement will be required within the next two years. If the replacement of these units is delayed, there is the potential risk that there will be a loss of access to a playground as there will be a gap between the time the existing unit is required to be removed and a new unit can be constructed.

Staff inspect each unit on an approved monthly schedule. The results of these inspections and the subsequent identified maintenance allow units to remain in service beyond their initial life cycle. However, there may come a point in time when the

inspections identify issues that cannot be addressed, at this time the units will be removed from service.

There may be tariff implications for equipment that includes materials still subject to U.S. import tariffs. Vendors consulted by Administration to date have indicated that they are currently absorbing these tariff costs. Although the potential financial impact has not been quantified, any tariff-related cost pressures will be managed within the project's approved contingency funds, minimizing the risk of budget impacts.

Climate Change Risks

Climate Change Mitigation:

Construction of new playgrounds will have a minor impact on the community greenhouse gas emissions. However, each playground will incorporate the planting of multiple large caliber trees, which can sequester carbon.

Climate Change Adaptation:

Climate projections for City of Windsor indicate that days exceeding 30°C are expected to rise from a baseline of 22 to approximately 50 per year by the 2040s, increasing the risk of heat-related health impacts. The City of Windsor has been recognized by Health Canada for improving thermal comfort in City parks. In addition, the updated CAN/CSA-Z614:20 Children's Playground Equipment and Surfacing Standard now includes a dedicated thermal comfort annex.

These playground units will be improved with these standards and past successes in mind including the incorporation of multiple large caliber trees and additional shade structures where feasible.

As a part the playground design of each unit, site-specific considerations will be taken into account to allow for natural drainage and consideration for existing tree canopy.

Financial Matters:

As noted in Table 1, it will cost approximately $16,266,000 based on 2026 pricing, to replace the next 36 playground units that have been identified. There is currently sufficient funding identified in the approved 2026 10-year capital budget, from years 2026 to 2030 to replace these units. Funding beyond the current year is currently approved in principal and requires City Council approval for pre-commitment to the project. Pre-commitment of funding also allows Administration to proactively plan for these units to minimize the time required between removal and replacement thereby ensuring that the community does not have an extended and unexpected period of time without access to them.

A summary of the total costs for the replacement of 36 playgrounds identified in Appendix D, along with recommended funding sources, is provided below in Table 1. Administration recommends the pre-commitment of 2027-30 funding in Project PFO-002-15 – Playgrounds Replacement Program, and the pre-commitment of 2027 and 2028 funding in Project PFO-001-24 – Lanspeary Park Master Plan Implementation.

TABLE 1 – Summary of Expected Total Overall Costs & Required Funding – 36 Playgrounds

Description	Amount
Construction Costs – Installation of playground units, site servicing and restoration	$13,250,000
Project management, non-recoverable portion of HST, temporary financing costs, contingency, and other ancillary costs	$3,016,000
Total Expected Costs	**$16,266,000**
Currently Available Funding – PFO-002-15	$4,666,000
Currently Available Funding – PFO-001-24	$900,000
PFO-002-15 – 2027 Pre-Committed Funding	$2,100,000
PFO-002-15 – 2028 Pre-Committed Funding	$2,100,000
PFO-002-15 – 2029 Pre-Committed Funding	$2,400,000
PFO-002-15 – 2030 Pre-Committed Funding	$2,100,000
PFO-001-24 – 2027 Pre-Committed Funding	$500,000
PFO-001-24 – 2028 Pre-Committed Funding	$1,500,000
Total Funding	**$16,266,000**

It is anticipated that there will be minimal costs incurred during the remainder of 2026, and that those costs will be internal administrative charges during the public consultation and RFP preparation phases.

The majority of costs will be incurred and charged to the project during the construction phases taking place in 2027. It is anticipated that all construction will be completed in 2027. Internal financing charges are expected to apply where project expenditures exceed available funding in years 2028 to 2030. These costs have been estimated in the total expected costs of $16,266,000 noted above.

Consultations:

Laura Ash – Project Lead, Parks Development
Branislava Cesljarov – Supervisor Environmental Sustainability & Climate Change
Emilie Dunnigan – Manager, Revenue & Financial Administration
Mike Dennis - Manager, Capital, Planning & Reserves
Erika Benson – FPA, Parks
Wadah Al-Yassiri – Manager, Parks Development
Dave Nicholls – Manager, Parks Operations

Phong Nguy – Senior Manager, Parks Operations
James Chacko – Executive Director, Transit Windsor (A)

Conclusion:

The 36 playgrounds identified in Appendix D have reached the end of their useful life cycle based on ongoing inspections and assessments. Approving the replacement process at this time is consistent with the long-term Asset Management Plan for the City's playgrounds and is an important component in sustaining the Council-approved inventory of 125 playground units while maximizing play value for the community. In addition, construction of the Lanspeary Super Playground represents a significant step forward in implementing the vision of the Lanspeary Park Master Plan.

Planning Act Matters:

N/A

Approvals:

Name	Title
Jamie Scott	Executive Director, Parks, Recreation & Facilities (A)
Natasha Gabbana	Executive Director, Capital Planning & Corporate Energy / Deputy Treasurer
Dawn Lamontagne	Purchasing Manager (A)
Wira Vendrasco	City Solicitor
Andrew Daher	Commissioner, Corporate Services
Michael Chantler	Commissioner, Community Services
Janice Guthrie	Commissioner, Finance & City Treasurer
Jelena Payne	On behalf of Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Report CM 27/2020 responding to CQ 23 2020
2 Appendix B - Report C 95/2021
3 Appendix C - 2026 Playground Replacement Program Update Location Map
4 Appendix D - List of Playgrounds

Subject: State of City Playgrounds Audit Update 2020 Responding to CQ-23-2020 - City Wide

Reference:

Date to Council: 12/7/2020
Author: Heidi Baillargeon
Manager of Parks Development
Hbaillargeon@citywindsor.ca
519-818-5094
Parks
Report Date: 11/4/2020
Clerk's File #: SR/12397

To: Mayor and Members of City Council

Recommendation:

THAT the report from the Manager of Parks Development on the updated status of the playground audit report from 2015 and current playground inventory review **BE RECEIVED**.

Background:

At the meeting of Council on August 24th 2020, Councillor Morrison asked CQ 23-2020:

"That Administration prepare a report to update the 2015 Playground Audit Report. This should include but not be limited to, the current inventory of playgrounds in the city and their locations, a review of playgrounds that were removed for reconsideration and recommendations for future changes to the inventory or alternative amenities. Ask that Administration report back in a timely manner for future capital budget discussions."

City Council approved an audit of existing playground equipment outlined in report #15932, Removal of Non-Compliant Playground Equipment on March 28, 2012 as per council resolution CR129/2012.

At its meeting of December 21, 2015, City Council report #18001 outlined the audit results and recommended two options for playground replacements, in addition to a proposed schedule for replacement and life cycle costing based on a 20-year life cycle asset management model. Option B was endorsed by council as per B40-2015, which recommended an overall reduction in the number of playgrounds as well as the elimination of play units that are in close proximity to another play unit which exceeded the requirements of the official plan creating a higher level of service in some areas of the City. Option B rationalized redundancy in play units that have been installed over the

years in the parks system while still maintaining the distance requirements for play spaces as identified in the City of Windsor Official Plan. (See Appendix F- Council Report #18001 Playground Audit Report 2015)

In accordance with Council decision B40-2015, the current playground inventory and disbursement of playgrounds across the city is based on the City of Windsor's Official Plan in addition to a number of criteria including, demographics and barriers for park users such as E.C. Row Express way, large water courses and drainage and railway corridors or train tracks. Please see Appendix A for a map that depicts the disbursement of playground coverage across the city according to the City of Windsor Official section 6.7.3.4 (b) which indicates that neighbourhood parks will be developed for the recreation and leisure needs of Windsor residents located within a 0.8km radius. As a best management practice in 2015, the city developed an asset management life cycle costing plan for all city playgrounds based on a 20-year life cycle. This asset management plan has helped to accurately and properly track the city's playgrounds, scheduled playground maintenance, project costs for replacements and develop strategies to better plan which playground units will need to be replaced based on the asset condition rating and/or useful life left. The introduction of the Asset Management levy in 2020 is instrumental in being able to plan and address the replacement of these units once they are deemed to no longer be safe for use.

Council Report C 142/2017 outlined a backlog of 28 playgrounds that were removed from service due to age and failing conditions of the playgrounds and CR539/2017 approved funding in the amount of $7.4M to replace the backlog of all 28 units in 2017. It took approximately two years to complete the installation of all 28 units.

Discussion:

The City of Windsor Parks Department adopted the CSA standard in 1990 for the installation, maintenance and inspection of children's playgrounds. The CAN/CSA-Z614-14 standard along with the Accessibilty for Ontarions with Disibilities Act (AODA) passed in 2005 and has changed a number of times which has impacted the way playgrounds are designed developed and installed.

The AODA passed legislation in January of 2016 that newly constructed and redeveloped playspaces must comply with current Accessibility for Ontarians with Disabilities Act, which has played a big role in the replacement selection of playground equipment and surfacing in Windsor. Windsor has been proactive in meeting accessibility standards since the first accessible playground was installed in 2007. Since this time of the 136 units currently in service, 54 of them are accessible as outlined in APPENDIX B.

The table below outlines playgrounds in the 2015 report that were slated for removal and non-replacement after they outlive their serviceable life. These units were determined to be redundant due to the proximity to other units currently in the system or the fact that the parkland they resided on was disposed of. To date only six still remain in-service and will be removed once they reach the end of their serviceable life.

PLAYGROUND UNITS REMOVED OR TO BE REMOVED AND NOT REPLACED:

	PARK	REASONS FOR REMOVAL	Status
1	WFCU	Removed and relocated to Riverside Miracle Park	Removed
2	Riverside Kiwanis-Little River Corridor	Proximity to Little River Acres Park (across the street)	Removed
3	Blue Heron	Proximity to Radcliff and Cora Greenwood Park	Removed
4	Ganatchio Trail Junction	Proximity to Flora Park	Removed
5	Adstoll	Property Disposed	Removed
6	AKO South	Proximity to AKO North	Removed
7	Kinsmen/Norman	Proximity to Polonia Park	Removed
8	Westcott	Proximity to Ford Test Track	Existing
9	Long	Property Disposed	Removed
10	Unity Park	Proximity to Labadie Park	Removed
11	Langlois Court	Proximity to Southdale and Remington (AC)	Removed
12	Kinsmen/ Louis Ave	Proximity to Aylmer	Existing
13	Kennedy Square	Proximity to Lanspeary	Removed
14	Dieppe West	Proximity to NFL Legacy Park	Removed
15	Ambassador	Removed to be included in future Beacon	Removed
16	Mill Street	Proximity to McKee Park	Removed
17	North Tilston	Proximity to South Tilston	Removed
18	South Merritt	Proximity to North Merritt	Removed
19	Matchette Park	Proximity to Mic Mac Park	Removed
20	Rankin South Cameron Woodlot	Proximity to South Cameron	Existing

21	Titcombe	Lease of land not renewed	Removed
22	Wolfe Lake	Proximity to Kominar Park	Existing
23	Lake Trail	Proximity to Lake Como	Existing
24	McDonald South	Proximity to McDonald North same park	Removed
25	Teedie Park	Proximity to Bush Park	Removed
26	Senator Croll Park	Pending New City Hall	Removed
27	Riverdale Park	Proximity to Little River Acres Park	Removed
28	Jennifer Park	Proximity to Brookview and Udine Park	Removed
29	Captain Wilson East	Proximity to other unit in Captain Wilson Park	Existing
30	Caron Avenue Park	Proximity to Bruce Avenue Park	Removed

A graphic representation of the current inventory of playgrounds in the system including the 54 accessible playgrounds as well as units that have been removed in the past and other units that are slated for replacement is depicted on a city map (see Appendix C). The map attached in Appendix C also outlines major barriers in the city that would make it difficult for families with young children to cross such as E.C.ROW Expressway, watercourses and train corridors. It provides a good visual representation of where playgrounds are located within the city, their proximity to each other for coverage according to the Official plan as well as proposed removals and replacements.

The current inventory of playgrounds in the system is listed under Appendix D by ward with a lifecycle replacement date and cost for replacement in 2020 dollars. A playground unit may be listed as up for replacement due to age however, so long as the unit is in good working condition it will remain in service. It should be noted that age is not the sole determining factor on useful life and condition rating of a playground. There are a number of factors to consider that determine condition rating and end of life for a unit including age, accessibility, play value, safety and availability of replacement parts sourced from the manufacturer and over all condition of the unit based visible wear and tear.

The city has three (3) full time playground inspectors that inspect and maintain all of our playgrounds under the direction of the Manager of Parks Operations. The information collected through ongoing inspections and maintenance of each playground forms part of the playground condition and asset rating, coupled with age of the unit and availability of replacement parts that determine the useful life left on a playground. The city also relies heavily on a third party audit which is completed every 5 years for information regarding condition of the playgrounds and compliance with current standards. This information is used in conjunction with the city's monitoring program and other factors as mentioned above to provide a list of playgrounds that should be monitored closely as they are nearing the end of their serviceable life. The latest third party audit was issued this year to Playchek Service Inc. who is currently contracted to perform a comprehensive audit on the entire system of 136 playgrounds. Audit results are not expected to be available until late spring of 2021.

Current inventory and information collected by the city's three trained playground safety inspectors at the direction of Manager of Parks Operations have provided a list of recommended playgrounds for monitoring. When the audit results are available next year administration will have a more accurate picture of replacement schedule. The playgrounds' current condition rating based on staff records and the City's Asset Management Plan identify the following 30 playgrounds which are currently still in service but are being monitored as they are expected to be next for replacement within the next 10 years.

Next 30 Playgrounds being Monitored for Replacement based on Asset Condition Rating:

It should be noted that the playgrounds listed below are not in order of replacement and are listed by Ward. When the audit results are complete in 2021 administration will be have more accurate information regarding a schedule for replacements.

No.	Park Name	Ward	Size	Replacement Cost (2020)
1	Kominar	1	Small	$192,385
2	Matthew Rodzik	1	Medium	$289,590
3	Lake Laguna	1	Medium	$289,590
4	Dynasty	1	Small	$192,385
5	Wilson	2	Large	$361,289
6	Bradley	2	Medium	$289,590
7	McKee	2	Large	$361,289
8	Straith	2	Small	$192,385
9	Alton C. Parker	3	Small	$192,385

10	Devonshire	4	Small	$192,385
11	Udine	4	Medium	$289,590
12	Kids Aliance	4	Medium	$289,590
13	Gignac	4	Large	$361,289
14	Garwood	4	Medium	$289,590
15	Willistead	4	Large	$361,289
16	Robert	5	Medium	$289,590
17	Mayfair	5	Medium	$289,590
18	Francois	5	Small	$192,385
19	St. Paul Grove	6	Medium	$289,590
20	Homesite	6	Medium	$289,590
21	Stillmeadow	7	Medium	$289,590
22	Ganatchio Trail	7	Small	$192,385
23	Cora Greenwood	7	Medium	$289,590
24	Seneca	7	Medium	$289,590
25	Stop 26	7	Large	$361,289
26	Colletta	8	Medium	$289,590
27	Shawnee	8	Small	$192,385
28	Maple Leaf	9	Medium	$289,590
29	Aboriginal	10	Small	$192,385
30	Avondale Playlot	10	Small	$192,385
			Grand Total	$8,074,145

In addition to playgrounds there are many other park amenities such as sports courts, fitness equipment, soccer, baseball, volleyball, ultimate Frisbee and cricket to name a few that have been identified in the Recreation Master Plan that was adopted by Council on December 16, 2019 as being important to the community. The Recreation Master Plan makes reference to emerging trends and provides details and recommendations for such amenities based on public feedback ranking them as a high, medium and low priority. Please see Appendix E for the full list of recommendations regarding recreational facilities and amenities based on current trends that were identified in the Recreation Master Plan. It should be noted that the plan was adopted pre-COVID-19 and the recommendations found within may need to be revisited due to the impacts of COVID-19.

Risk Analysis:

Regular review and scheduled inspections of the entire playground system, a third party audit every 5 years, and routine maintenance will ensure the City's playgrounds are in good condition and comply with current standards in order to help mitigate any potential risks to the corporation.

Proactive planning and routine maintenance activities will enable staff to identify upcoming replacements and the risk of any potential service deficiencies.

The third party audits, regular inspections and removal of any non-compliant playgrounds are measures that have been and will continue to be taken in order to mitigate ongoing risks of injury to patrons and liability. The continuation of these measures is important to ensuring effective risk management moving forward.

Climate Change Risks:
N/A

Climate Change Mitigation:
N/A

Climate Change Adaptation:
N/A

Financial Matters:

As noted in the table above it will cost approximately $8.0M based on 2020 pricing, to replace the next 30 playground units currently being monitored. As a result of the Asset Management Levy being put in place in 2020, there is currently sufficient funding identified in the 2020 8 year capital budget from 2021 to 2025 to replace these units as it becomes necessary to do so. This allows Administration to proactively plan for these units in such a fashion as to minimize the time required between removal and replacement so that the community does not have an extended and unexpected period of time without them.

The spending to date within the playground capital replacement program PFO-002-15 has amounted to $7.3M which represents all of the approved capital funding received from Council.

Based on the City's Asset Managment Plan and the 2020 Capital Budget the projected funding available for playgorund replacements is as follows:

The City's 2020 Capital budget forecaset for playground replacement is outlined below:

Year	Funding
2021	Total Funding $1,826,011 Funding Precommited to date $1,500,000 **Remaining Funding $326,011**
2022	$1,977,448
2023	$1,343,875

2024	$2,510,302
2025	$2,226,728
2026	$2,903,000
2027	$3,053,000

Consultations:

Mark Friel, Financial Planning Administrator
Dana Paladino, Manager Risk and Insurance
Jamie Scott, Manager Parks Operations
Victor Ferranti, Manager Capital Budget and Reserves
Gayle Jones, Diversity and Accessibility Officer

Conclusion:

In conclusion, the City continues to use best management practices outlined in the CAN/CSA-Z614-14 standards for inspecting and maintaining all city playgrounds to reduce risk of injury to users. After reviewing the inventory of playgrounds across the City and their disbursement administration has found no reason to amend the current inventory to include units that were slated for removal due to proximity to each other or changed demographics. The replacement schedule for playgrounds citywide will continue to be based on the City's asset management model, which takes into consideration many things but most importantly condition rating of the unit. While a unit may be old, it will not be taken out of service until it has outlived its serviceable life at which point it will be replaced.

Approvals:

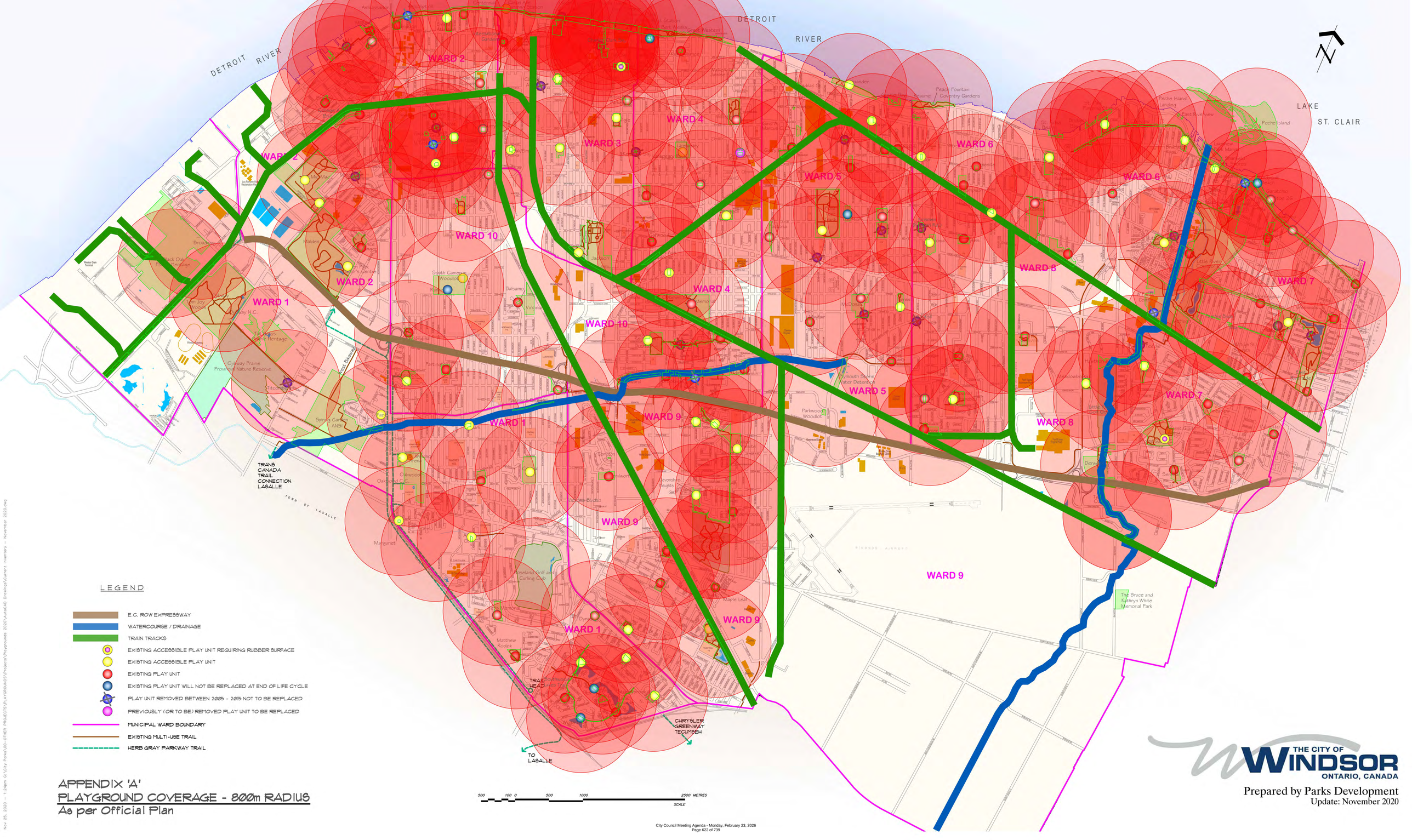
Name	Title
James Chacko	Senior Manager, Parks
Jan Wilson	Commissioner, Parks, Recreation, Culture and Corporate Facilities
Melissa Osborne	Senior Manager of Asset Planning
Joe Mancina	Chief Financial Officer/City Treasurer
Onorio Colucci	Chief Financial Officer

Notifications:

Name	Address	Email
Nick Varacalli		Nvaracalli1@hotmail.com

Appendices:

1 Appendix A Playground Coverage 800M Radius as per the Official Plan
2 Appendix B Current Inventory of Accessible Playground Units
3 Appendix C Current Playground Inventory Map
4 Appendix D Current Inventory of Playgrounds and Replacement Costs 2020
5 Appendix E Recreation Master Plan Recommendations
6 Appendix F Council Report #18001 Playground Audit 2015



APPENDIX 'A'
PLAYGROUND COVERAGE - 800m RADIUS
As per Official Plan

THE CITY OF WINDSOR
ONTARIO, CANADA

Prepared by Parks Development
Update: November 2020

Nov 25, 2020 - 11:24am G:\City Parks\00-OTHER PROJECTS\PLAYGROUNDS\Projects\Playgrounds 2020\AutoCAD Drawings\Current Inventory - November 2020.dwg

Appendix B – Current Inventory of Accessible Playgournds Units 2020:

#	Park	Theme	Ward
1	Esdras Park	Pirate Ship Theme	6
2	Kimmy Lucier Park	Music Theme	2
3	Kiwanis Park -	lighthouse aquatic theme	6
4	Lake como Park	No theme	1
5	Lanspeary Park	No theme	4
6	Leafield Park	No theme	9
7	Little River Acres Park -	castle theme	6
8	Mic Mac Park -	prehistoric theme	2
9	NFL Boundless Playground at Caron Avenue Pumping Station	NFL Theme	3
10	North Talbot Park	Wild West Theme	1
11	Capri Pizzeria	No theme	1
12	Parent Park	No theme	4
13	Polonia Park - dinosaur theme	Dinosaur Theme	8
14	Realtor Park - train theme	Train Theme	6
15	Remington Booster Park	Space Ship Theme	10
16	South Cameron Woodlot	Woodland Theme	10
17	Stodgell Park	No theme	4
18	Tilston South Park	No theme	2
19	Wigle Park	Sports Theme	3
20	Ypres Park	No theme	5

DETROIT RIVER

DETROIT RIVER

LAKE ST. CLAIR

WARD 1

WARD 2

WARD 3

WARD 4

WARD 5

WARD 6

WARD 7

WARD 8

WARD 9

WARD 10

TRANS CANADA TRAIL CONNECTION LASALLE

TOWN OF LASALLE

TRAIL HEAD

CHRYSLER GREENWAY TECUMSEH

TO LASALLE

LEGEND

- E.C. ROW EXPRESSWAY
- WATERCOURSE / DRAINAGE
- TRAIN TRACKS
- EXISTING ACCESSIBLE PLAY UNIT REQUIRING RUBBER SURFACE
- EXISTING ACCESSIBLE PLAY UNIT
- EXISTING PLAY UNIT
- EXISTING PLAY UNIT WILL NOT BE REPLACED AT END OF LIFE CYCLE
- PLAY UNIT REMOVED BETWEEN 2005 - 2015 NOT TO BE REPLACED
- PREVIOUSLY (OR TO BE) REMOVED PLAY UNIT TO BE REPLACED
- MUNICIPAL WARD BOUNDARY
- EXISTING MULTI-USE TRAIL
- HERB GRAY PARKWAY TRAIL

500 100 0 500 1000 2500 METRES

SCALE

APPENDIX 'C'

PLAYGROUND INVENTORY UPDATE

Current - November 2020

THE CITY OF WINDSOR
ONTARIO, CANADA

Prepared by Parks Development
Update: November 2020

Nov 25, 2020 - 1:21pm G:\City Parks\00-OTHER PROJECTS\PLAYGROUNDS\Projects\Playgrounds 2020\AutoCAD Drawing\Current Inventory - November 2020.dwg

21	Alexander Park	Beach Theme	5
22	Atkinson Park	Crazy Colours	2
23	Fazio Park	No theme	1
24	Avon Court Park	No theme	1
25	Aylmer Comfort Station	Pirate Ship Theme	4
26	Bellewood Park	Forest Theme	10
27	Bridgeview Park	No theme	2
28	Bruce Park	No theme	3
29	Brumpton Park	No theme	6
30	Bush Park	No theme	7
31	Captain Wilson Park -	firefighter theme	9
32	Central Park -	garden creatures theme	1
33	Dawson Park	No theme	6
34	Devonshire Heights Park	No theme	9
35	Elizabeth Kishkon Park	Forest Theme	7
36	Flora Park	No theme	7
37	Fontainebleu Park	Outdoor Adventure Theme	8
38	Ford Test Track Park	automotive theme	5
39	Forest Glade Park	No theme	7
40	Fred Thomas Park	No theme	3
41	George Park	Forest Theme	5
42	Goldenwood Park	No theme	1
43	Hall farms Park -	Aviation Theme	9
44	Holburn Park	No theme	9
45	Jackson Park	botanical theme	3

46	Malden Park	Construction Theme	2
47	Marguriet Park	No theme	1
48	Mark Park	No theme	1
49	Meadowbrook Park	No theme	8
50	Mitchell Park -	natural playground	3
51	Oak Elm Park	No theme	3
52	Riverside Baseball Miracle Park	Baseball Theme	6
53	Superior Park	No theme	10
54	Walker Homesite Park	Farm Theme	9

Appendix D - Playground Inventory / LifeCycle Replacment Cost 2020

Park	Size	Ward	Life Cycle Expiration	2020 Capital Replacement Costs
Avon Court	Small	1	2037	$ 192,385.00
Central	Large	1	2029	$ 361,289.00
Curry	Medium	1	2025	$ 289,590.00
Dynasty	Small	1	2022	$ 192,385.00
Goldenwood	Small	1	2039	$ 192,385.00
Kominar	Small	1	2018	$ 192,385.00
Lake Como	Medium	1	2039	$ 289,590.00
Lake Laguna	Medium	1	2021	$ 289,590.00
Marguriet	Small	1	2039	$ 192,385.00
Mark	Medium	1	2039	$ 289,590.00
Matthew Rodzik	Medium	1	2018	$ 289,590.00
North Talbot	Large	1	2039	$ 361,289.00
Oakwood-Capri Recreation Centre	Medium	1	2039	$ 289,590.00
Fazio	Medium	1	2030	$ 289,590.00
Veterans Memorial	Large	1	2027	$ 361,289.00
Bradley	Medium	2	2022	$ 289,590.00
Bridgeview	Large	2	2038	$ 361,289.00
Crowley	Small	2	2025	$ 192,385.00
Curry Playlot	Medium	2	2025	$ 289,590.00
Ernest Atkinson	Large	2	2039	$ 361,289.00
Malden Park	Large	2	2039	$ 361,289.00
Maurice Belanger	Medium	2	2013	$ 289,590.00
McKee	Large	2	2021	$ 361,289.00
Mic Mac	Large	2	2035	$ 361,289.00
Mic Mac(KIMMY LUCIER)	Large	2	2039	$ 361,289.00
Mic Mac- NORTH PARK	Large	2	2020	$ 361,289.00
North Merrit	Small	2	2025	$ 192,385.00
Paterson	Small	2	2022	$ 192,385.00
SOUTH TILSTON	Small	2	2039	$ 192,385.00
Straith	Small	2	2021	$ 192,385.00
Wilson	Large	2	2016	$ 361,289.00
Alton C Parker	Small	3	2016	$ 192,385.00
Bruce Ave	Medium	3	2039	$ 289,590.00
Legacy (NFL Boundless Playground)	Large	3	2026	$ 361,289.00
Fred Thomas	Large	3	2028	$ 361,289.00
Jackson	Large	3	2037	$ 361,289.00
Mitchell	Medium	3	2039	$ 289,590.00
Oak Elm	Medium	3	2039	$ 289,590.00
Wellington	Small	3	2026	$ 192,385.00
Wigle	Large	3	2035	$ 361,289.00
Great Western Park (Aylmer Comfort	Large	4	2032	$ 361,289.00
Clay	Medium	4	2026	$ 289,590.00
Devonshire	Small	4	2019	$ 192,385.00
Garwood	Medium	4	2020	$ 289,590.00

Gignac	Large	4	2020	$ 361,289.00
KID'S ALLIANCE PARK	Medium	4	2020	$ 289,590.00
Lanspeary	Large	4	2030	$ 361,289.00
Optimist Memorial Park	Large	4	2027	$ 361,289.00
Parent	Small	4	2039	$ 192,385.00
Stodgell	Medium	4	2038	$ 289,590.00
Willistead	Large	4	2023	$ 361,289.00
AKO	Large	5	2030	$ 361,289.00
Alexander	Large	5	2039	$ 361,289.00
Chopin	Medium	5	2030	$ 289,590.00
Factoria	Small	5	2024	$ 192,385.00
Ford Test Track	Large	5	2035	$ 361,289.00
Francois	Small	5	2020	$ 192,385.00
Garry Dugal	Medium	5	2039	$ 289,590.00
GEORGE	Large	5	2039	$ 361,289.00
Labadie	Medium	5	2026	$ 289,590.00
Mayfair	Medium	5	2020	$ 289,590.00
Robert McDonald	Large	5	2027	$ 361,289.00
Robert	Medium	5	2016	$ 289,590.00
SOMME(YPRES)	Medium	5	2039	$ 289,590.00
Brumpton	Medium	6	2039	$ 289,590.00
Dawson	Small	6	2039	$ 192,385.00
Esdras	Small	6	2037	$ 192,385.00
HOMESITE PARK	Medium	6	2024	$ 289,590.00
Kiwanis	Medium	6	2034	$ 289,590.00
Little River Acres	Large	6	2033	$ 361,289.00
Realtor	Large	6	2039	$ 361,289.00
ST PAUL GROVE PARK	Medium	6	2022	$ 289,590.00
Miracle Park	Extra Large	6	2039	$ 700,000.00
Thompson	Medium	6	2030	$ 289,590.00
Tranby	Medium	6	2022	$ 289,590.00
Bush	Medium	7	2039	$ 289,590.00
Cora Greenwood	Medium	7	2021	$ 289,590.00
East End	Medium	7	2025	$ 289,590.00
EAST RIVERSIDE - Radcliff/McNorton	Medium	7	2027	$ 289,590.00
FLORA	Small	7	2039	$ 192,385.00
Forest Glade-Comm Centre	Large	7	2029	$ 361,289.00
Forest Glade North	Medium	7	2025	$ 289,590.00
Ganatchio Trail	Small	7	2017	$ 192,385.00
Elizabeth Kishkon	Large	7	2037	$ 361,289.00
Morning Star	Small	7	2025	$ 192,385.00
Palmetto	Medium	7	2025	$ 289,590.00
Seneca	Medium	7	2021	$ 289,590.00
South Rendezvous	Small	7	2022	$ 192,385.00
Springhollow	Medium	7	2024	$ 289,590.00
Stillmeadow	Medium	7	2016	$ 289,590.00
Stop 26 (Sandpoint Beach)	Large	7	2028	$ 361,289.00
Wildwood	Large	7	2025	$ 361,289.00
Little River Corridor (By East End	Small	7	2025	$ 192,385.00

Coletta	Medium	8	2018	$ 289,590.00
Fontainebleau	Large	8	2029	$ 361,289.00
Hawthorne	Medium	8	2025	$ 289,590.00
Meadowbrook	Large	8	2025	$ 361,289.00
Polonia Park	Large	8	2039	$ 361,289.00
Pykes	Medium	8	2027	$ 289,590.00
Roseville Gardens	Medium	8	2027	$ 289,590.00
Shawnee	Small	8	2022	$ 192,385.00
Thurston	Medium	8	2023	$ 289,590.00
Calderwood	Medium	9	2029	$ 289,590.00
Captain John Wilson	Large	9	2033	$ 361,289.00
Devonshire Heights	Small	9	2039	$ 192,385.00
HALL FARMS	Large	9	2039	$ 361,289.00
HOLBURN	Medium	9	2039	$ 289,590.00
Kenilworth	Medium	9	2024	$ 289,590.00
Leafield	Small	9	2039	$ 192,385.00
Maple Leaf	Medium	9	2019	$ 289,590.00
Patrick McGuire	Medium	9	2023	$ 289,590.00
Roseland	Medium	9	2027	$ 289,590.00
Walker Homesite	Large	9	2025	$ 361,289.00
Aboriginal	Small	10	2016	$ 192,385.00
Avondale Playlot	Small	10	2018	$ 192,385.00
Balsamo	Medium	10	2024	$ 289,590.00
Bellewood	Medium	10	2039	$ 289,590.00
Brookview	Small	10	2023	$ 192,385.00
Field of Dreams	Small	10	2025	$ 192,385.00
Partington	Medium	10	2024	$ 289,590.00
Remington Booster	Large	10	2035	$ 361,289.00
South Cameron Woodlot	Large	10	2033	$ 361,289.00
Southdale	Medium	10	2025	$ 289,590.00
Superior	Large	10	2030	$ 361,289.00
Udine	Medium	10	2018	$ 289,590.00

7.4 Prioritization and Phasing of Recommendations

The Implementation Schedule is comprised of a number of parts that will assist the City of Windsor to carry out the Recreation Master Plan's Recommendations including:

- The recommendation itself;
- The estimated timing;
- The estimated capital cost (see Section 7.3); and
- Identification of whether additional departmental operating costs are required.

The Implementation Schedule is presented in the following format, describing the intent of each component.

Recommendation	Priority	Timeframe	Additional Operating Costs
Recommendation Number and Text	High, Medium or Low	Short, Medium or Long-Term	Whether the Recommendation may require an increase to the Departmental Operating Budget

Timing is often, but not always, synonymous with priority – the sooner the Recommendation should be implemented, the higher the priority. The timing of recommendations is organized into the following categories reflecting the Recreation Master Plan's 20 year planning horizon:

- Short-Term (2020 to 2024)
- Medium-Term (2025 to 2031)
- Long-Term (2032 to 2039)
- Ongoing (2020 to 2039)

Attention to medium and long-term recommendations is generally required when short-term actions have been initiated/completed, or when suitable partners have been identified for funding. Timing, however, is also contingent upon a number of other factors and should be revisited annually prior to the City's capital and operating budget development exercises. In addition to funding availability, factors that might change timing or priority from year to year may include:

- capital lifecycle and considerations of safety;
- legislation and mandated requirements;
- changes to service standards;
- public input and community interests;
- emerging trends and changes in usage;
- participation of partners; and
- socio-demographic changes and growth forecasts, including attaining the population thresholds as assumed in this document.

Table 57: Recreation Master Plan Implementation Schedule

Recommendation	Priority	Timeframe	Additional Operating Costs
1. Continue to reinforce the City's community centres and halls as community hubs through aesthetic and accessibility-related improvements, developing social spaces in the lobbies and common areas that are comfortable and welcoming, integrating space for agency and community partners through rentals or other agreements (e.g. with the public library, EarlyON Centre, or other providers), and continued commitment to delivering community-focused programs and services.	High	Ongoing	Depends on actions taken
2. Reorient the Adie Knox Herman Recreation Complex as a modernized, high quality neighbourhood hub that serves the unique characteristics of the surrounding community and the needs of residents across Windsor. At a minimum, a gymnasium, fitness centre, indoor walking track, and other space conducive for use by community partners should be added to Adie Knox Herman Recreation Complex to replace ice sport and aquatics programming (per Recommendation #5 and Recommendation #6 of the Master Plan). An architectural and engineering study of the Adie Knox Herman Recreation Complex and the broader Wilson Park site is required to determine the feasibility of this action.	Removed by Council Resolution #CR630/2019		
3. Engage the Windsor-Essex Catholic District School Board and Greater Essex County District School Board to determine their interest in formalizing a reciprocal agreement to facilitate consistent community access to schools (e.g. gymnasiums and other school space, as required) in exchange for access to City of Windsor recreation facilities and/or other agreed-upon supports.	High	Short-Term	No
4. Undertake an analysis of potential opportunities to bolster community use at the City's indoor aquatic centres through a coordinated strategy of program delivery, pricing for community-oriented programs consistent with other indoor aquatic centres, providing parking passes or discounts, and pursuing agreements with institutions (including school boards, post-secondary institutions, Windsor Regional Hospital and other local health providers).	High	Short-Term	No
5. In line with Recommendation #2 and Recommendation #4 of the Recreation Master Plan, transition indoor aquatic programming from Adie Knox Herman Recreation Centre to the Windsor International Aquatic & Training Centre and Gino & Liz Marcus Community Complex. In doing so, redirect a portion of the capital and operational savings towards funding the recommended re-imagination of the Adie Knox Herman Recreation Complex so that it delivers a broader range of community-focused programs compared to present time.	Removed by Council Resolution #CR630/2019		

Recommendation	Priority	Timeframe	Additional Operating Costs
6. Operate the Adie Knox Herman Recreation Complex arena as a year-round dry-floor venue for lacrosse, ball hockey, pickleball and other appropriate activities, thereby decommissioning the arena's ice-making equipment. The feasibility and costs involved with permanently converting the arena to an accessible, warm activity space should first be determined through an engineering study of the arena building prior to its conversion (to be aligned with the architectural study identified in Recommendation #2 of the Recreation Master Plan).	Removed by Council Resolution #CR630/2019		
7. Undertake improvements to Forest Glade Arena and Capri Pizzeria Recreation Complex arena to improve the user experience and accessibility, funded in part through reallocated operational savings associated with the decommissioning of Adie Knox Herman Arena. It is recognized that the recent addition of community space to the Capri Pizzeria Recreation Complex has provided significant community opportunities beyond the ice pads.	Removed by Council Resolution #CR630/2019		
8. Engage prospective agency and institutional partners to gauge interest to establish a community hub in the City's south end (Ward 9) to provide convenient, accessible, and affordable gymnasium space (and other complementary spaces such as multi-purpose space). Establishing a community hub in Windsor's south end should only be pursued if the City can identify a suitable partner that can assume a portion of capital and operating costs.	High	Short-Term	To be determined
9. Explore opportunities to establish a designated walking route through circulation areas and/or major facility components (e.g., gymnasium or arena pad) at the WFCU Centre, along with consideration of an indoor walking track as part of the architectural study proposed for the Adie Knox Herman Recreation Complex (see Recommendation #2 of the Master Plan).	Medium	Short-Term	To be determined
10. Multi-purpose program rooms in existing community centres, halls and libraries should be evaluated for their ability to be improved through expansion, flooring, lighting, storage or other functional enhancements that allow a greater range of programs to be delivered within them. Specific locations that should be considered include Adie Knox Herman Recreation Complex, Mackenzie Hall, and other locations identified by City staff.	Medium	Ongoing	To be determined
11. The design and redesign of recreation centres and parks, along with the associated services delivered within them, should consider age-friendly principles in a manner that is consistent with Windsor's Age-Friendly Action Plan and ongoing feedback received from the City of Windsor Seniors Advisory Committee.	High	Ongoing	To be determined

Recommendation	Priority	Timeframe	Additional Operating Costs
12. The City should explore ways to extend its outreach of youth-oriented programs and activities using a community hub and local community development model. Potential partnerships include the Windsor-Essex Catholic District School Board and Greater Essex County District School Board to gain access to selected schools (potentially aligned with any agreement that is secured per Recommendation #3), the YMCA of Southwestern Ontario, faith-based institutions/places of worship, and other local youth-based service providers.	High	Ongoing	No
13. Convert an existing sports field and/or amenity space to a lit outdoor artificial turf field. The field should be designed in a manner that allows the City to house an air-supported structure (bubble) in the event a third-party partnership opportunity arises the future.	Medium	Medium-Term	No
14. Examine and work with Asset Management staff to come up with level of service standards for the design and maintenance of each classification of rectangular field and ball diamond, and communicate these standards to field sport organizations.	Medium	Short-Term	No
15. The City should work with rectangular field and ball diamond users to prioritize locations for sports field improvements, as well as determine which fields can be consolidated in order to fund such improvements elsewhere through the reallocation of ongoing capital and maintenance costs.	Medium	Ongoing	To be determined
16. Initiate an analysis of all park sites containing at least one ball diamond to determine candidates that are ideal for conversion to adult-size facilities, as well as candidates that are ideal for replacement and relocation to an existing or prospective multi-diamond park. At a minimum, consideration should be given to the ability to enlarge infields and outfields, the potential to add lighting, property setbacks, and other functional areas. This process should be supported by consultation with the community and ball diamond users.	Medium	Short-Term	To be determined
17. Construct two adult-size ball diamonds (suitably sized for fastball or hardball, depending on registration rates and ball trends), preferably within one park, located east of Walker Road and south of the airport lands (Ward 9). The development of two new diamonds should be offset by removing two undersized/underutilized diamonds from the existing supply.	High	Short to Medium-Term	Yes
18. Construct a full-size cricket pitch after engaging the local cricket-playing community to discuss location and design specifications.	Medium	Short-Term	Yes

Recommendation	Priority	Timeframe	Additional Operating Costs
19. Six new tennis courts should be developed at three existing or future parks (with two courts in each) in the following manner: • Construct one two-court pod in the City's west end in the neighbourhoods of Sandwich (Ward 2), South Cameron (Ward 10), or University (Ward 2). Potential parks may include Wilson Park (Adie Knox Recreation Complex), Bridgeview Park, or another location identified by City staff. • Construct one two-court pod at a park in the Roseland neighbourhood (Wards 1 and 9), potentially at Goldenwood Park, North Talbot Park or another location identified by City staff. • Construct one two-court pod in the Fontainebleau neighbourhood (Wards 5 and 8) at Rivard Park or at another location identified by City staff.	Medium	Short-Term	Yes
20. Formalize a sport court replacement strategy and associated funding plan for existing hard surface courts (e.g. tennis courts, pickleball courts, and basketball courts) so that the City can offer a safe and desirable playing experience in a fiscally sustainable manner. Resurfacing projects should evaluate the use of Flex Court sports tiling, or other alternative court surfaces that offer a longer warranty of 7 to 10 years, to determine if these are more cost-effective options compared to replacing the traditional and/or asphalt concrete. A sport court replacement strategy should be developed to identify and prioritize the replacement of hard surface sport courts.	Medium	Short-Term	To be determined
21. Investigate opportunities to create multi-use courts by adding pickleball court lining to existing tennis courts. Potential locations include Garry Dugal Park, Remington Booster Park, or other locations to be determined by City staff.	Medium	Short-Term	No
22. Investigate opportunities to construct five outdoor basketball courts to resolve gap areas in the neighbourhoods of University (Ward 2), Devonshire (Ward 9), Roseland (Wards 1 and 9), and East Windsor (Wards 5 and 8). Potential parks include Walker Homesite Park, North Talbot Park, Wilson Park, Westcott Park, or other locations determined by the City.	Medium	Medium to Long-Term	Yes
23. Where space permits, new (or replacement) basketball courts should be constructed to be full size with two posts and nets. Half courts may be permitted in smaller park sites. Consideration should also be given to the use of Flex Court sports tiling as a surface material, pending observations of performance for current courts using this material.	Low	Ongoing	To be determined

Recommendation	Priority	Timeframe	Additional Operating Costs
24. Construct three major skateboard parks to serve gap areas with consideration given to the areas of East Windsor (Ward 5), South Walkerville (Ward 4), Remington Park (Ward 10), Devonshire (Ward 9), South Windsor (Ward 1), and Roseland (Wards 1 and 9). Potential locations may include Captain John Wilson Park, AKO Park, Remington Booster Park, a future park, or another site(s) identified by the City. Future major skateboard parks should be a minimum of 1,250 square metres in size with a similar level of design as Windsor's existing skateboard parks. Consultation with the skateboard (and other action sports) community is encouraged.	Medium	Medium to Long-Term	Yes
25. Investigate opportunities to construct small scale skate spots or "skate zones" within parks to enhance the geographic distribution of skate opportunities. Skate spots or zones may consist of one or two basic skate features such as a rail or curb.	Low	Ongoing	Yes
26. Consistent with the Parks Master Plan, target a provision of one playground structure to be located within neighbourhood parks (at a minimum) or within 800 metres of residential areas, without intersecting major barriers such as major arterial roads, railways, or other physical barriers. Any new or redeveloped playgrounds will be accessible and could include natural play components, and challenging/adventure play features as appropriate.	Medium	Ongoing	Yes
27. On a case-by-case basis, install outdoor fitness equipment along major trail routes such as the Riverfront Trail, West Windsor Trail, and South Windsor Trail, or at parks near areas with high concentrations of older adults and seniors, including any regional or community parks, community centres, or other locations identified by the City.	Medium	Short to Medium-Term	Yes
28. Remove the outdoor pools at Central Park and Mic Mac Park upon reaching the end of their respective lifecycles. At that future time, convert the Central Park outdoor pool and wading pool to a splash pad.	High	Medium to Long-Term	No
29. Proceed with the splash pad approved for Forest Glade Optimist Park. Other splash pad locations that should be considered include Fontainebleau Park, Alexander Park, Elizabeth Kishkon Park, or Sandpoint Beach.	Medium	Short to Medium-Term	Yes
30. Work with Life After Fifty to determine current and anticipated increased participation rates, organizational capacity, emerging needs of older adults, and determine the most appropriate service delivery model for the future.	High	Medium-Term	To be determined
31. Monitor the impact of the Physical Activity Working Group and the Community In-Motion initiatives to increase physical activity and decrease sedentary behaviours.	Medium	Ongoing	No

Recommendation	Priority	Timeframe	Additional Operating Costs
32. Determine the capacity and fill rates of programs and services as well as the participation by age groupings to enable the setting of participation targets for the future.	High	Ongoing	No
33. Develop a communications strategy in concert with parks and community partners, to promote the benefits of being outdoors in natural spaces and promote outdoor experiences in Windsor.	Medium	Medium-Term	No
34. Incorporate challenging outdoor play experiences into camps and programs where possible and develop casual outdoor drop in experiences for residents in concert with Parks staff.	Medium	Ongoing	No
35. Investigate the merits of becoming a Play-Friendly City to encourage outdoor play by engaging children in decision-making; creating safe and active routes in the community; and providing safe and accessible formal and informal play areas.	High	Medium-Term	No
36. Develop a network of representatives from diverse communities (and in consultation with the Diversity Committee) to intentionally include underrepresented people in recreation programs and services. The network would include newcomers, Indigenous Peoples, persons from low income backgrounds, persons with disabilities, females and those identifying as female, the LGBTQ2S community at a minimum and will serve to: a. Develop Inclusion and Access procedures specific to Recreation and Culture services; b. Consult on program and service development; c. Ensure public spaces and places for recreation are safe and welcoming to all diverse populations through community consultation - including the LGBTQ2S community specifically, through alignment with the Ontario Council of Agencies serving Immigrants or a like program; d. Improve communication and promotions of various activities; e. Ensure that staff reflect the community that they serve; and f. Ensure that participation in recreation programs and services is reflective of the community it serves.	High	Medium-Term	No
37. Promote the full range of free and low fee services, along with the Canadian Tire Jumpstart, Kidsport and the P2P funding programs to offer universally accessible programs to all support networks and the general public.	High	Ongoing	No
38. Expand the range of therapeutic programs (i.e. rehabilitative and body strengthening) in concert with community support organizations to respond to an aging population and an anticipated increase in those with mobility issues.	Medium	Short to Medium-Term	Yes

Recommendation	Priority	Timeframe	Additional Operating Costs
39. Develop a Volunteer database to reflect the needs of the Recreation and Culture Department and assist community stakeholder groups that rely on volunteers for their sustainability.	Medium	Short-Term	No
40. That Council consider the refined Parks and Recreation User Fee and Pricing Policy.	High	Short-Term	No
41. In consultation with user groups and the public, review and finalize the draft Sports Field Allocation Policy including the principles, proposed fee recoveries, and outcomes.	High	Short-Term	No
42. Expand strategic partnership opportunities to further the directions of the Recreation Master Plan including (but not limited to) increasing physical activity, enhancing access for under-represented and diverse populations, increasing outdoor challenging play opportunities, and increasing capacity in the recreation system.	High	Medium-Term	No
43. Continue to collaborate with the school boards and post-secondary institutions to identify opportunities to maximize community access to existing and future facilities. Encourage opportunities to work together on the research and evaluation of community-based approaches to prevailing issues in recreation and sport service delivery.	High	Ongoing	No
44. Develop a Technology Plan that seeks greater efficiencies and effectiveness within the Recreation and Culture Department.	Low	Short to Medium-Term	No
45. All aquatic facilities should become accredited under the Lifesaving Society Aquatic Safety Accreditation program.	High	Ongoing	No
46. Prepare meaningful performance measures based on the recreation system inputs, outputs, efficiencies and effectiveness measures.	High	Short-Term	No
47. Refine the Branding Strategy for the Recreation and Culture Department to ensure that the visual identity and brand reflects the key value propositions of each discipline.	Medium	Medium-Term	No
48. Prepare an update to the Recreation Master Plan after five years has elapsed.	High	Medium-Term	No

Item No.

THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY ENGINEER- Parks

MISSION STATEMENT:
"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together."

LiveLink REPORT #: 18001	**Report Date: Nov 18, 2015**
Author's Name: Mike Clement	**Date to Council: December 21, 2015**
Author's Phone: 519 253-2300 ext. 2736	**Classification #:**
Author's E-mail: mclement@citywindsor.ca	**DRAFT**

To: **Mayor and Members of City Council**

Subject: **Playground Audit**

P&R 15-142

1. RECOMMENDATION: City Wide: x Ward(s): ____

THAT Council **ENDORSE** Option B and **AUTHORIZE** administration to proceed with the installation of children's play spaces, equipment and protective surfacing that are currently funded from the following:

- $2M enhanced capital budget for accessible playgrounds
- 2015 approval for Stodgell
- Reallocation of 2015 approval for Ambassador to Bridgeview
- Reallocation of 2016 Equipment Removal PFO-017-12 of $58,000 as well as the transfer of surplus funds in project 7129009 Equipment Removal required to fully fund replacement of Esdras and Avon Court; and

THAT funding for all other playground units for Option B be **REFERRED** to future capital budget discussions;

THAT City Council **APPROVE** the use of CSA and AODA compliant rubber safety surfacing for new playground installations to maximize accessibility and minimize operating costs for maintenance; and

THAT Council **APPROVE** funding in the amount of $45,000 from the 2016 request for Equipment Removal PFO-017-12 to retain a qualified third party playground inspector to perform the 2017 annual audit of all play equipment in the park system and the results of the audit **BE REPORTED** to Council; and

THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign an agreement for the 2017 audit with the successful proponent satisfactory in form to the City Solicitor, in financial content to the Chief Financial Officer and City Treasurer, and in technical content to the satisfaction of the Executive Director of Parks

2. EXECUTIVE SUMMARY:

The purpose of this report is to provide Council with a summary of the playground audit, an overview of the existing playground system, an update on playground removals, a schedule for replacements and an evaluation of lifecycle costing for replacements based on asset management best practices.
Since 1989 the overall number of parks with playgrounds in the system has fluctuated from upwards of 168units plus to the current total of 148 and the number of parks has increased from 155 to 209 parks currently. As a best practice, the Parks Department installs play equipment to suit the classification, size and number of children in the area. In general the largest play units are installed in regional or community parks.

The City of Windsor Parks Department adopted the CSA standard in 1990 for the installation, maintenance and inspection of children's playgrounds. The AODA passed in 2005, impacts the development of children's play spaces in terms of accessibility, public consultation and the built environment. Starting in January of 2016 all newly constructed and redeveloped play spaces must comply with the standard. In order to comply with this legislation, since 2012 Council has provided capital funding for the installation of accessible playgrounds across the city with a goal to provide 2 units per ward or a total of 20 units.

City Council approved an independent audit of existing playground equipment outlined in report #15932 Removal of Non-Compliant Playground Equipment on March 28, 2012 as per council resolution CR129/2012. Following an RFP process, Safeplay Recreation Incorporated was awarded the contract to conduct out a playground audit utilizing the CSA national Standards. The audit was carried out in the fall of 2013 and the spring of 2014.

Audit Results:
The oldest play unit in the system was installed in 1992 and the most recent in September of 2015.
The 2013 playground audit performed by Safeplay Recreation Inc. included 132 park sites spread across the city. Units that were not included in the audit had either been previously removed or were being installed and were inspected as part of the responsibilities of the playground installer. The information provided by the audit undertaken by Safeplay Recreation Inc. was used to evaluate each unit, identify hazards, and make recommendations to take the necessary actions to correct the deficiencies or remove the unit. Each individual playground report contains a detailed written description of the playground including pictures, maps and an action plan. All hazards/ deficiencies are identified using the letters "A, B or C":

- **"A"** Hazards which are life-threatening or permanently disabling
- **"B"** Hazards which are serious and may cause non-disabling injury
- **"C"** Hazards that may cause slight injury, or equipment not in compliance with CSA Z614-200
- All CSA compliant items are noted as "0" .

Of the 132 play units inspected 108 had at least one hazard or condition. The audit reports from each park have been reviewed by the Parks Operations Playground Supervisor and inspectors and appropriate actions are being taken to remedy the noncompliant items. A total of 36 play units have been removed to date based on the audit results. The list of removals includes parks that are proposed for property disposal and will not be replaced until park disposition has been confirmed by Council. The schedule of replacements will be determined by the following criteria:

1) The age of the existing equipment
2) Proximity to other parks/play equipment
3) Gaps in the system

The expected life associated with a typical playground unit is 15 to 20 years, based on industry standards. As playground equipment ages, the risk of failure to various components of the playground structure increases. The 2014 enhanced capital budget allocated $2M from 2018 funding for the installation of accessible playground equipment. There remains a significant gap in funding to address replacing all removed playgrounds. The funding gap brings into question what level of service is expected, and how that will impact funding requirements. Level of service can be considered by several factors for playgrounds:

1. Accessibility of playgrounds to users
2. Number of parks with playgrounds
3. Size of playground equipment installed
4. Safety of playgrounds for users

Option 'A'

Option 'A' entails the eventual replacement of all playgrounds that are currently in the system or have been removed to date. The existing equipment would be replaced with small, medium and large, CSA/AODA compliant units. The combined total of existing and removed play units is 148.

Option 'B'

Option 'B' entails the overall reduction in the number of playgrounds to 125 units. This reduction represents the elimination of play units that are in close proximity to another play unit, or is a play unit in a park that is on the park disposition list and a consolidation of units at one site.

The reductions identified in Option B will rationalize redundancy in play units that have been installed over the years as the park system has developed. A case in point is a number of small playgrounds that develop in a cluster of parks that in some cases are across the street from one another or are within a block of each other. In these cases it is possible to eliminate a unit completely without compromising distribution as per the Official Plan. See Appendix F
If playground replacements are not funded parks with playground equipment that have already been removed will remain without a playground equipment until funding has been identified. In addition, a number of playground units will likely have reach failed condition earlier than expected or in the near future and will need to be taken out of service. These playgrounds may remain out of service for an extended period, possibly leading to deficient service delivery and reputational impacts. From a finance perspective there is an estimated cost savings of $5,369,352 in capital by consolidating playgrounds in the City

The use of safety surfacing under and around play equipment is required for impact attenuation as per the CSA guidelines. Staff from Parks, Asset Planning and the CAO's office worked together to adapt the Corporate Enterprise Risk Measurement tool for use specific to playgrounds. Overall rubber surfacing was shown to be least prone to failure. In general, rubber surface based playgrounds were the most expensive when considering only initial capital outlays. They did however exhibit the lowest ongoing operating and maintenance type costs over the life of the asset, and the lowest risk for use. Over the lifecycle of the playground (approximately 20

years), the City will get better value for its money by investing in the rubber based surface play units.

3. BACKGROUND:

City Council approved the audit of existing playground equipment outlined in report #15932 Removal of Non-Compliant Playground Equipment on March 28, 2012 as per council resolution CR129/2012 below,

*That City Council **AUTHORIZE** Administration to proceed with the removal of playground equipment as outlined in Project #PFO-017-12 in the amount of $100,000 in 2012, and that it **BE ALLOCATED** as follows:*

1. *$44,000 **BE USED** for an independent safety audit of all playground equipment, and that the Chief Administrative Officer and City Clerk **be authorized** to sign a contract in technical content and form to the City Solicitor, in financial content to the City Treasurer and in technical content to the satisfaction of the City Engineer;*
2. *$56,000 **BE USED** to remove playground equipment in the priority noted in this report.*

In September of 2013 an RFP was issued for the preparation of an independent third party audit of 132 play units in the City of Windsor park system. The successful proponent was Safeplay Recreation Inc. of Waterloo, ON. The audit was carried out in the fall of 2013 and the spring of 2014. Each of the 132 park inspections and audits were conducted utilizing the CSA National Standards

The Existing Playground System

The existing playground system has been developed over the past 25 years by the guidance of the City of Windsor Official Plan, the 1989 Culture and Recreation Master Plan, the CSA Standards and more recently by the AODA.

City of Windsor Official Plan

The City of Windsor Official Plan section 6.7 outlines the policies for open space. The neighbourhood park standards are outlined in Section 6.7.3.4 Neighbourhood Park Standards. Standard 6.7.3.4(a) provides that the design of neighbourhood parks include children's playgrounds, along with other amenities see appendix 'A'.

1989 Culture and Recreation Master Plan

The 1989 Recreation and Culture Master Plan included recommendations for the provision of playgrounds in neighbourhood parks. It was recommended that neighbourhood parks be supplied with safe and reliable equipment. At the time the master plan was approved in 1989 the supply and quality of playground equipment varied greatly across the park system. The existing neighbourhood parks had outdated equipment, equipment that was not installed to a common standard or in some cases the parks did not have any equipment at all.

As a result of the recommendations for playgrounds stated in the 1989 master plan and the rapid pace of residential development in the1990's and early 2000's the overall number of parks with

playgrounds increased from well under 100 to over 163playgrounds and at the same time the overall number of parks in the system increased from **155** to **209**.

Official Plan Park Classifications

The parks in the city are classified in the City's Official Plan in two categories Regional/Community Parks and Neighbourhood Parks. Past practice has been to install play equipment to suit the size of the park and number of children in the area.

In general the largest play units are installed in Regional/Community parks to accommodate the number of users and the other related amenities such as soccer, baseball complexes or parks with picnic facilities. Medium and small units are placed in the Neighbourhood parks and are geared to the characteristics and demographics of the neighbourhood. For the most part the existing playground equipment installations have been scaled to fit the classification of the park. There are exceptions where Regional and Community parks also serve a Neighbourhood function.

Demographics

The most recent census data for the City of Windsor has shown that the population of children 15 years old and under has been in decline since 1995.The current census information indicates that the under fifteen year old population is at 36,000 or 17.1% of the total population.

4. DISCUSSION:

The purpose of this report is to provide Council with a summary of the playground audit, an overview of the existing playground system, an update on playground removals, a schedule for replacements and an evaluation of lifecycle costing for replacements based on asset management best practices.

In 2005 the playground system in city parks consisted of 163 playgrounds as outlined in the inventory attached as Appendix 'B' and has fluctuated since this time. The playgrounds are located in neighbourhood, community and regional parks. The oldest play unit in the system was installed in 1992 and the most recent in September of 2015.

Existing Inspections and Maintenance

The Parks Department has a Parks Supervisor and two Local 82 staff that are certified by the Ontario Parks Association as Registered Playground Practitioners and are responsible for inspections and repairs in the playground system. The staff perform regular inspections and maintenance on the playgrounds based on the CSA CAN/CSA-Z614-14 National Standard of Canada Children's Play Spaces and Equipment.

The goal for Park Operations in the near future is to implement a maintenance management system that will utilize G.I.S technologies to track inspections, maintenance, repairs and asset lifecycle in the most efficient manner.

Playground Audit 2013

The 2013 playground audit performed by the Safeplay Recreation Inc. included 132 park sites spread across the city. The study was organized into three divisions, east, west and central. A list of the playgrounds inspected is attached for reference under Appendix' C' Units that were not included in the audit had either been previously removed or were being installed and were inspected as part of the responsibilities of the playground installer.

The City of Windsor has used the CSA standard since it was first introduced in 1990 for the installation, inspection and maintenance of playgrounds in the park system. The Parks Department utilizes the current version of the CSA standards for all aspects of children's play spaces. The audit was based on the most current version of the standard which is CAN/CSA-Z614-14 National Standard of Canada Children's Playspaces and Equipment. The scope of the standard is outlined under the table of contents for CAN/CSA-Z614-14 included as Appendix D.

The information provided by the audit undertaken by Safeplay Recreation Inc. was used to evaluate each unit, identify hazards, and make recommendations to take the necessary actions to correct the deficiencies or remove the unit.

The audit reports are organized into the three park districts, east, central and west. Each report is approximately10 pages and contains a detailed written description of the playground including pictures, maps and an action plan. The report document consists of three large binders and is approximately 1300 pages. A sample of an audit report has been appended to the report for reference as Appendix 'E'.

As outlined in the attached inspection report, the inspector uses one set of hazard class ratings. All hazards/ deficiencies are identified using the letters "A, B or C". All CSA compliant items are noted as "0". The hazard identification ratings are outlined below:

"A" Hazards which are life-threatening or permanently disabling (e.g. head and neck entrapment, drawstring entanglement, structural integrity, fall height, inadequate depth and dimensions of protective surfacing material, exposed steel, wood or concrete above the level of protective surface).
"B" Hazards which are serious and may cause non-disabling injury (e.g. crush or shear points, protrusions, sharp edges).
"C" Hazards that may cause slight injury, or equipment not in compliance with CSA Z614-2007, other than those under hazards A and B.
"0" An item or situation that has been assessed as safe and CSA-compliant at time of inspection or an item or situation that could develop into a hazard in the future (based on the inspector's assessment). Now noted and made aware of - monitor.

Audit Results

The audit reports from each park have been reviewed by the Parks Operations Playground Supervisor and inspectors and appropriate actions are being taken to remedy the noncompliant items identified for the play units and surfacing as prioritized by "A,","B","C" and "0" hazard levels.
Of the 132 play units inspected 108 had at least one hazard or condition that needed to be acted upon or monitored. The remaining play units are being monitored for compliance and additional units may require removal based on age, condition or ability to be repaired.

The audit identified a number of playgrounds with surfacing issues that required action to bring them into compliance with the CSA standards. The sand, stone, wood fiber and rubber surfacing identified as being deficient are being addressed by performing maintenance, adding material, tilling, removing organic matter and/or removing and replacing the safety surface material as noted in the individual reports.

As a result of playground inspections by city forces, and the playground audit, thirty six (36) play units have been removed from city parks due to non compliance and failing conditions that could not be addressed. See table below for a list of removed playground units to date:

PLAYGROUND UNITS REMOVED TO DATE:

1. Unity Park	19. Mitchell Park**
2. Long Park	20. Bruce Ave Park**
3. Riverdale Park	21. Kinsmen Norman Park
4. Parent Park**	22. Ganatchio Park
5. Dieppe Park	23. Flora Park**
6. Leafield Park**	24. Bush Park**
7. Stodgell Park**	25. Esdras Park**
8. Kennedy Park	26. Langlois Park
9. Mill St. Park	27. Hall Farm Park**
10. Teedie Park	28. Adstoll Park
11. McDonald Park South	29. Titcomb Park
12. Matchette Park	30. Senator Croll Park
13. AKO South	31. Oak Elm**
14. WFCU Centre	32. Ypres Park**
15. Avon Court**	33. Mark Park**
16. Oakwood Community Centre**	34. Jennifer Park
17. Ambassador Park	35. South Merrit
18. Tilston Park South**	36. Caron Avenue

Thus far fifteen (15) of the thirty-five (36) units that have been removed are identified to be replaced as noted in the table above with an asterix.

There are thirty (30) units that were removed or are proposed to be permanently removed from the park system at the end of their lifecycle and not be replaced. They are listed in the table below:

PLAYGROUND UNITS REMOVED OR TO BE REMOVED AND NOT REPLACED:

	PARK	**COMMENTS**	**Status**
1	WFCU	Removed and relocated due to Pool Project	R
2	Riverside Kiwanis- Little River Corridor	Proximity to Little River Acres Park (AC)	Existing
3	Blue Heron	Proximity to Radcliff and Cora Greenwood Park	Existing
4	Ganatchio Trail Junction	Proximity to Flora Park	R
5	Adstoll	Property disposed	R
6	AKO South	Proximity to AKO North	R
7	Kinsmen/Norman	Proximity to Polonia Park(AC)	R

8	Westcott	Proximity to Ford T T	Existing
9	Long	Property Disposed	R
10	Unity Park	Proximity to Labadie Park	R
11	Langlois Court	Proximity to Southdale and Remington (AC)	R
12	Kinsmen/ Louis Ave	Proximity to Aylmer (AC)	Existing
13	Kennedy Square	Proximity to Lanspeary (AC)	R
14	Dieppe West	Proximity to NFL Lagacy Park (AC)	R
15	Ambassador	Removed to be included in future Beacon	R
16	Mill Street	Proximity to McKee Park	R
17	North Tilston	Proximity to South Tilston	R
18	South Merritt	Proximity to North Merritt	R
19	Matchette Park	Proximity to Mic Mac Park (AC)	R
20	Rankin South Cameron Woodlot	Proximity to South Cameron (AC)	Existing
21	Titcombe	Lease of land not renewed	R
22	Wolfe Lake	Proximity to Kominar Park	Existing
23	Lake Trail	Proximity to Lake Como	Existing
24	McDonald South	Proximity to McDonald North	R
25	Teedie Park	Proximity to Bush Park	R
26	Senator Croll Park	Pending New City Hall	R
27	Riverdale Park	Proximity to Little River Acres Park	R
28	Jennifer Park	Proximity to Brookview and Udine Park	R
29	Captain Wilson East	Proximity to other unit in Captain Wilson Park	Existing
30	Caron Avenue Park	Proximity to Bruce Avenue Park	R
(AC) Accessible Unit R – Unit removed			

These units have been deemed redundant due to the proximity to other units or the disposal of a park. A graphic representation of the playground unit removals is depicted on a city map see Appendix F. The map attached in appendix F also outlines major barriers in the city that would make it difficult for families with young children to cross such as E.C.ROW Expressway, watercourses and train corridors. It provides a good visual representation of where playgrounds are located within the city, their proximity to each other for coverage according to the Official plan as well as proposed removals and replacements.

The map in Appendix F outlines the following:

Barriers for park users:

- E.C. ROW Express way
- Water Courses/ Drainage
- Train Tracks

Playground Inventory

1. Proposed Accessible Play Units
2. Existing Accessible Play Units Requiring Rubber Surface
3. Existing Accessible Play Units
4. Existing Play Units
5. Existing Play Units that will not be replaced at the end of their life cycle
6. Play Units currently removed and not proposed to be replaced
7. Play Units that have been removed and are proposed to be replaced

Other Inventory Distinctions

- Municipal Ward Boundary
- Existing Multi-Use Trail
- Herb Gray Parkway Trail

Standards / Legislated Changes and their Impacts

1. PLAYGROUND STANDARDS -CAN/CSA-Z614-14

In 1990 the Canadian Standards Association (CSA) developed the National Standard of Canada Children's Play Spaces and Equipment. The CSA standard has been revised several times to reflect changes to the public's needs and the design and technical changes in the industry. The City of Windsor Parks Department adopted the CSA standard in 1990 for the installation, maintenance and inspection of children's playgrounds. Updates and modifications of these standards to ensure safety for users over the years have resulted in increased cost and resources to ensure full compliance with the standard.

2. THE ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)

The AODA passed in 2005 impacts the development of children's play spaces in terms of accessibility, public consultation and the built environment Part 4.1 Design of Public Spaces Standard (Accessibility Standards for the Built Environment) includes outdoor play spaces.

A publication from the Government of Ontario, A Guide to the Integrated Accessibility Standards Regulation- Design of Public Spaces Standard has been attached to the report as Appendix G.

Starting in January of 2016 all newly constructed and redeveloped play spaces must comply with the standard. In anticipation of this new standard, the Parks Department has been proactive in the installation of new playgrounds that are accessible since 2007.

The AODA mandates that public consultation be carried out to insure that accessibility needs are considered in the design and construction of all public play spaces. Parks currently sends out notification to the neighbourhood and holds a public meeting to consult on the design of parks and/or playgrounds. In addition, Parks consults with the Windsor Accessibility Advisory Committee (WAAC) on a number of park projects and will continue to consult with WAAC on all future playground improvements as mandated by the AODA.

The design of play spaces must incorporate accessible features and a variety of sensory and inter active components for various abilities. The play spaces must have safety surfaces that are stable and have sufficient impact attenuation as well as a layout that allows users to move through, in and around the playground.

Standards for Playground Replacement

SAFETY SURFACING

The use of safety surfacing under and around play equipment is required for impact attenuation as per the CSA guidelines. The fall height from a particular piece of equipment dictates the depth or impact attenuation required. The parks department has used four types of safety surfacing over the years for impact attenuation in the playgrounds; sand, pea stone, engineered wood fibre

and rubber surfacing. The safety surfacing types have their own pros and cons based on longevity, maintenance, accessibility and cost.

An adequate safety surface installed to CSA standards, properly inspected and maintained can reduce the risk of injuries due to falls from play equipment. Due to the importance of the condition of surfacing in preventing injury, the risk of failure of the various types of surfacing was evaluated. Staff from Parks, Asset Planning and the CAO's Office worked together to adapt the Corporate Enterprise Risk Measurement tool for use specific to playgrounds. Overall rubber surfacing was shown to be least prone to failure, engineered wood fiber was mid-range and sand and pea-stone were at the greatest risk of failure.

The wood fiber, sand and pea-stone materials have a higher risk of failure because they can be re-positioned or displaced easily with activity exposing the ground beneath. Weather, such as heavy rains and frequency of use can affect a playground surface with these materials. In turn, it is necessary to perform more frequent maintenance (tilling, top-up, etc.) to ensure the surfaces are in optimal condition and meet the standard.

A detailed comparison of playground surfacing materials from Safe Kids Canada is attached as Appendix 'H'. In order for the material to be AODA compliant it must support a wheelchair. Of the four surfaces used by parks only two are accessible, rubber surfacing and engineered wood fiber. Sand and pea stone are not compliant for accessibility and their use as a safety surface greatly impacts and drains maintenance resources over the life span of the playground.

Further discussion of the lifecycle impact and maintenance costs associated with the various types of surfacing is included as part of the Financial Matters section. It should be noted that after running the financial model on all the surfacing options rubber surfacing although was the greatest initial investment was proven to be the most cost effective in the long run reducing overall maintenance costs, provides the best solution to reduce risk of injury to the user, and is the best option for accessibility that complies with all current standards. Therefore it is recommended that all future installations will be limited to rubber tile or poured in place rubber surfacing.

General Principles for Playground Replacement and Management

The following general principles for the development or redevelopment of playgrounds in our parks is provided below:

- **Standards** - Follow the most current standards from the CSA and AODA for playgrounds.
- **Park Classification** - Provide suitable playground equipment that is consistent with the classification of the parks, Regional/Community and Neighbhourhood.
- **Safety Surfacing and Equipment** -Select equipment and safety surfacing that provides quality play opportunities, minimizes maintenance and operating costs and reduces the risk of injury.
- **Community Consultation**- Communicate, consult and notify the public regarding the development or redevelopment of parks and playgrounds
- **Demographics and User Groups** – Target the most appropriate age group in equipment selection and playground design

- **Planning and Funding** –Provide the appropriate resources for the continuous planning and funding of playground replacements and maintenance based on asset management best practices.
- **Thermal Comfort**- Provide structures, trees and other means of shade to improve protection from the heat and sun.

PLAYGROUND EQUIPMENT
There is broad range of equipment and suppliers in the playground industry. Each year an RFP is released to procure the playground equipment based on specifications, location and the capital funds available.

Playground equipment installed must comply or exceed standards set by the American Society for Testing and Materials (ASTM), Canadian Standards Association CAN/CSAZ614-17 and Annex H , International Play Equipment Manufacturers Association (IPEMA), Consumer Product Safety Commission (CPSC), as well, the equipment manufacturer and supplier must be ISO 9001 Certified/ISO 14001Certified.

Natural playgrounds are a recent trend and are being installed in some municipalities. Even though the features are sourced and designed from a combination of manufactured, natural materials and landforms, the natural playgrounds must comply with the CSA-Z614 and AODA standards.

PLAYGROUND DESIGN CRITERIA
As we move forward with the development of new play spaces and the installation of play equipment, AODA and CSA standards for playgrounds, public spaces and the built environment must be adhered to. The use of the guidelines and standards makes for a more accessible, safe and enjoyable park experience for people of all ages and abilities.

Prior to the introduction of AODA guidelines and standards play grounds were generally located in open grass areas with a limited connection to paths and walkways. With the introduction of accessibility standards and guidelines the means of access to a playground within a park has changed to make them more available for all users. The design of the play space must take into consideration access to the park which includes, sidewalks from the street or parking lots, pathways/walkways within the park, distance to the play equipment, benches, appropriate signage shade and finally a way to move freely in and around the play area for children, parents or guardians with mobility devices.

Moving forward with the Accessible Playground Program

The first boundless playground was installed in 2007 on the riverfront near Caron Avenue. The playground was a legacy project from NFL Canada and Superbowl XL held in the City of Detroit in 2006. The playground was the first accessible playground complete with a rubber protective surface in the City parks system. The reaction from the public was positive and the playground is still a popular amenity on the riverfront today. The playground is in its eighth season and both the play equipment and rubber surfacing have performed well with a minimum amount of maintenance required.

Since 2012 Council has provided capital funding for the installation of accessible playgrounds across the city with a goal to provide 2 units per ward or a total of 20 units. The following table

lists the playgrounds by ward and the year in which they were installed or are proposed to be installed;

Ward	Park	Year		Ward	Park	Year
1	Central	2015		6	Kiwanis	2014
1	Bellewood	2017*		6	Little River Acres	2012
2	Legacy Park/ NFL	2007		7	Forest Glade (Rubber)	2016
2	Atkinson	2009		7	Lakeshore Woods	2016*
2	Mic Mac	2014		8	Meadowbrook	2013
3	Wigle	2014		8	Polonia Park	2017*
3	Jackson	2015		9	Captain Wilson	2012
4	Lanspeary	2010		9	Walker Homesites	2016*
4	Aylmer	2012		10	Superior Park	2010
5	Ford Test Track	2014		10	South Cameron Woods	2012
5	Mac Donald	2017*		10	Remington Booster	2015
*Denotes Future Installation						

Asset Management

The expected life associated with a typical playground unit is 15 to 20 years, based on industry standards. As playground equipment ages, the risk of failure to various components of the playground structure increases. There are also specific factors which can impact the life of a playground. Surface type and frequency of use are two known and predictable elements which are considered. While vandalism will also impact the life of a playground it is random in both location and severity. As such age, surface type and frequency of use should be considered when looking at the expected life of a playground unit, as well as the associated operational costs for maintenance.

The City of Windsor currently has 36 playground units removed from service. The 2014 enhanced capital budget allocated $2M from 2018 funding for the installation of accessible playground equipment. This funding addresses the playground needs in 8 parks. Additional funding for playgrounds is outlined in the Financial Matters section of this report.

There remains a significant gap in funding to replace the playgrounds being removed as a result of the audit and this funding gap brings into question what level of service is expected, and how it will impact funding requirements. Level of service can be considered by several factors for playgrounds:
1. Accessibility of playgrounds to users
2. Number of parks with playgrounds
3. Size of playground equipment installed
4. Safety of playgrounds for users

The requirement for AODA standards will greatly improve the first level of service by making all playgrounds accessible. The level of service for number of playgrounds prior to the recent removal of failed playgrounds exceeded the service level defined in the Official Plan for example providing more than one playground unit in park or having playgrounds located in parks across the street from each other. A possible consideration to address the significant funding gap is to evaluate the number of parks within close proximity which all have a playground. If the level of service was to ensure availability of playgrounds only meets the Official Plan requirements then there is a possibility to reduce the number of required playgrounds by installing one larger unit at

one park. While some may see this as a reduced level of service, the previous service level exceeded the standard.

The size of playground equipment installed is generally based on the anticipated volume of users for the park. As such, Regional / Community parks will require larger playgrounds than smaller Neighbourhood parks. This level of service could be revisited and consideration given to reducing the number of large playgrounds making them medium and looking at the current medium playgrounds to determine if smaller ones should be installed. This would be a reduction in the level of service and while it might reduce the overall capital cost for the installation of new playgrounds, it is expected the cost will still exceed current available funding.

The requirement for AODA standards will also assist in increasing the safety of our playgrounds by using rubberized materials. Sand will not be acceptable for compliance with AODA standards for all new and redeveloped playgrounds. Only rubberized or wood fibre surfaces will be compliant. In addition the overall cost to maintain sand or stone surfaces over the life of the asset is higher, and labour intensive.

Council may choose to sustain the previous level of service as well. In all scenarios presented in this report there is a need for additional funding which needs to be addressed. Funding from the Parkland reserve could be used, however this would impact the ability to purchase future land for parks. Other projects could be cancelled in the Capital Budget. The priority and criticality of those projects would need to be reported to Council. Alternatively Council could chose to increase Capital funding allowing for playgrounds to be addressed.

PARKS RECOMMENDATIONS

OPTION A & OPTION B FOR THE REPLACEMENT OF PLAYGROUND EQUIPMENT

Replacement of playground equipment will be contingent on the capital funding identified in the five year Capital Budget and the equal distribution of new playgrounds across all of the wards. The current program established in 2012, to install a minimum of two accessible play units per ward will be complete in 2017.
Two options are being proposed. Option ‘A’ and ‘B’ have been developed to replenish the playground system of units that have been removed and/ or are reaching the end of their life-cycle and may be removed due to age or non-compliance of CSA standards. The financial implications of each option are detailed in the Financial Matters section of this report.

Option ‘A’

Option ‘A’ entails the eventual replacement of all playgrounds that are currently in the system or have been removed to date. The existing equipment would be replaced with small, medium and large, CSA/AODA compliant units. The combined total of existing and removed play units is 148.

Option ‘B’

Option ‘B’ entails the overall reduction in the number of playgrounds to 125 units. This reduction represents the elimination of play units that are in close proximity to another play unit, or is a play unit in a park that is on the park disposition list and a consolidation of units at one site.

The reductions identified in Option B will rationalize redundancy in play units that have been installed over the years as the park system has developed. A case in point is a number of small playgrounds that develop in a cluster of parks that in some cases are across the street from one another or are within a block of each other. In these cases it is possible to eliminate a unit completely without compromising distribution as per the Official Plan. See Appendix F

5. RISK ANALYSIS:

There is a moderate risk associated with adopting the recommendations in this report.

Regardless of the replacement schedule chosen (Option A or B) there is a chance that existing playground equipment in the system, will reach failed condition earlier than expected and would need to be taken out of service. If replacement is required and funds are not actively available, the playground may remain out of service for an extended period, possibly leading to deficient service delivery and reputational impacts. Reprioritization of the scheduled replacement may also occur.

This risk is tolerated by the Corporation; however there are a couple of mitigation actions which can address the level of risk. Additional funding for playground replacements would assist in addressing the backlog and will ensure more regular replacement schedule moving forward. An annual review of the entire playground system, at the time of the third party annual inspections, should be conducted to identify upcoming replacements and the risk of any potential service deficiencies. Proactive planning activities will also enable staff to identify efficiencies that could result from changes to the size/location of playgrounds. The replacement schedule will also be updated at this time, to reflect the audit results and recommendations.

Special attention should be paid to those playgrounds where replacement parts are no longer available due to age or where a manufacturer is no longer in business. This applies to 35% of the playgrounds currently in service.

The third party annual inspections, regular inspections and removal of any non-compliant playgrounds are measures that have been taken to mitigate ongoing risks of injury to patrons and liability. The continuation of these measures is important to ensuring effective risk management moving forward. The recommended use of rubber surfacing for all future playground constructions is an additional mitigation measure which also ensures compliance with AODA legislation and CSA Standards.

6. FINANCIAL MATTERS:

This section of the report will provide a financial perspective on the following:

1. Life cycle cost difference between sand and rubberized surfaces for playgrounds
2. Option A, replacement of all play units, versus Option B, consolidation of play units in some areas
3. Funding requirements for Option B

For the purposes of this report Parks and Asset Planning developed general size and cost values to be applied to playgrounds in the system. All playgrounds were identified as ‘Large’, ‘Medium’, and ‘Small’, and the respective average 2015 cost for each category applied. The costs were developed based on recent purchase prices of play units, components and surfacing.

Costs for the life of the asset includes labour associated with inspections, general maintenance requirements, as well as any significant rehabilitation work noted, such as replacement of surface and or deterioration of various components. It can be expected that actual costs will likely vary depending on when units are replaced and what type of play unit is actually installed.

Sand vs. Rubberized Surfaces

The tables below demonstrate the projected initial capital outlays of traditional sand-based surface playgrounds versus the rubber-based surface playgrounds. The tables reflect the initial capital outlays as well as the full cost to operate and maintain the play units over their expected 20 year life. This presents a more holistic overview of the actual costs to the City of pursuing either option. While sand-based surfaces are not even an option to the City anymore, due to AODA requirements, we are still presenting it for this report so that it can properly be measured against the direction we are going, namely towards installing more rubber-based surface playgrounds.

PLAYGROUNDS WITH RUBBER-BASED SURFACE			
	Small	***Medium***	***Large***
Initial Capital Costs	$ 173,757	$ 261,550	$ 326,306
Net Present Value - All Costs over 20 Years	$ 449,517	$ 605,952	$ 670,708

PLAYGROUNDS WITH SAND-BASED SURFACE			
	Small	***Medium***	***Large***
Initial Capital Costs	$ 129,783	$ 194,641	$ 252,384
Net Present Value - All Costs over 20 Years	$ 536,787	$ 671,731	$ 731,011

These tables demonstrate that while the initial capital outlays of pursuing sand-based playgrounds is lower, when factoring in total life-cycle costs over the 20 year life of the assets, it is actually more economical to pursue the rubber-based playgrounds, despite the higher initial capital costs. A key driver in the difference is associated with how labour intensive sand surfaces are compared to rubber. As an example of this would be the time it takes to inspect a sand surface is well over an hour as the sand itself must be sifted and searched for glass other debris, whereas with a rubberized surface a visual scan of the area can be completed in 15 minutes. Sand surfaces also require significantly more labour to till the sand and keep it loose, something which is not required of a rubberized surface.

This conclusion fits nicely with AODA requirements and produces other benefits to the Corporation such as mitigating our risk of operating playgrounds. Because the rubber-based surfaces are so comparatively more affordable from an operational perspective, allows the City to redirect labour to other park initiatives as sand-based surfaces are highly labour intensive.

Full Replacement (Option A) versus Consolidation (Option B)

Option ‘A’, is the option where all 148 playgrounds which were identified in our inventory at the start of 2015 would be replaced. Option ‘B’ describes the scenario where certain playgrounds that have or are being removed from the system, will not be replaced. The Parks Design Development division reviewed the entire City to determine which playground units are not

recommended to be replaced based on redundancy or proximity to other units in the system while still meeting the requirements of our Official Plan. Option B would bring the total number of playgrounds down to 125 units. Neither of these options consider the addition of new playgrounds into our inventory over the next 20 years should new parks be built.

OPTION A – REPLACE ALL EXISTING PLAYGROUNDS

Rubber Based Surface Playgrounds				
	Small	***Medium***	***Large***	***Totals***
# of Units	45	54	49	148
Initial Capital Costs	7,819,065	14,123,700	15,988,994	37,931,759

OPTION B - CONSOLIDATE PLAYGROUNDS IN THE SYSTEM

Rubber Based Surface Playgrounds				
	Small	***Medium***	***Large***	***Totals***
# of Units	31	54	40	125
Initial Capital Costs	5,386,467	14,123,700	13,052,240	32,562,407

There is an estimated cost savings of $5,369,352 in capital by consolidating playgrounds in the City. As noted in the body of the report the number of playground units increased substantially over years. Conversely operational funding to maintain them did not increase to levels which were required to properly maintain and inspect them. Therefore reducing the number of playgrounds in the system is not expected to provide any initial operational savings but rather provide the ability to proactively inspect and maintain our playgrounds according to current standards. For these reasons Option B is being recommended.

Funding Requirements for Option B

Despite the capital cost savings expected by consolidating playground units, there is still a funding challenge. Currently the Capital Budget does not have funding to replace all the identified units.

The table below shows which units will be replaced, and have identified funding. Walker Homesite and Lakeshore Woods are identified to be funded from the $2M enhanced budget for accessible playgrounds. Stodgell received funding in the 2015 capital budget. It is being recommended that funding originally approved for Ambassador in 2015 be redeployed to replace Bridgeview, as Ambassador is one of the playgrounds slated not to be replaced in that same Ward. Mitchell, McDonald North and Leafield are identified in the 2016, 5 year capital budget for funding in 2016, 2020 and 2019 respectively.

Playground Unit Replacements - with identified funding

Park Name	**Small Medium Large Playgrounds**			**Life Cycle Expiration**	**Capital Cost to Replace with Rubber Based (expressed in 2015 dollars)**	**20 Year NPV - Rubber Based Playground**
	Small	***Medium***	***Large***			
Mitchell		X		Removed	$ 261,550	$ 605,952
Stodgell Park		X		Removed	$ 261,550	$ 605,952

Bridgeview			X	2024	$ 326,306	$ 670,708
Walker Homesite			X	2025	$ 326,306	$ 670,708
Lakeshore Woods			X	2020	$ 326,306	$ 670,708
Leafield Park	X			Removed	$ 173,757	$ 449,517
McDonald North			X	2027	$ 326,306	$ 670,708
Bellewood		X		2020	$ 261,550	$ 605,952
					$ 2,263,631	**$ 4,950,205**

This assumes that funding identified in the 5 year capital plan remains and is approved by Council in order to fund these replacements. Of this list the following are scheduled to be replaced in 2016: Mitchell, Stodgell, Brideview, Walker Homesite, Lakeshore Woods. The balance will be replaced as funding is approved in subsequent years.

The table below identifies the remaining playground units which have already been removed from service and currently have no identified funding to replace them.

The capital budget was completed prior to this assessment. Upon reviewing the capital budget submissions, Park's administration recommends that following changes be made to the Equipment Removal PFO-017-12 request of $150,000 in 2016. First that $45,000 is allocated to perform a 2017 annual playground audit. Second that $58,000 is allocated to playground replacement. Administration is also expecting to have approximately $290,000 in surplus funding in the current Equipment Removal project, #7129009. The remaining surplus in this project along with the $58,000 would allow for the replacement of Esdras and Avon as both of these are smaller units.

If the recommended use of Equipment Removal funding is approved, it would leave 10 units unfunded which have already been removed. The estimated cost to replace them would be $2,416,391. The Park's department is only able to replace on average 6 to 7 play ground units in any given year, due to the amount of work and consultation required. As such it will likely take approximately 2 years to replace all of these units, and would start in 2017. The funding required to address these units would be approximately $1.2M in 2017 and in 2018 and is not currently contemplated in the 2016 5 year capital budget. Should Council wish to fund the replacement of these units in 2017 and 2018 this project should be considered a corporate priority and funds will need to be reallocated from other projects currently identified in the 5 year capital budget plan.

Playground Units Removed from Service – no funding source to replace them

Park Name	Small Medium Large Playgrounds			Life Cycle Expiration	Capital Cost to Replace with Rubber Based (expressed in 2015 dollars)	20 Year NPV - Rubber Based Playground
	Small	*Medium*	*Large*			
Esdras*	X			Removed	$ 173,757	$ 449,517
Avon Ct.*	X			Removed	$ 173,757	$ 449,517
Hall Farms			X	Removed	$ 326,306	$ 670,708
Mark		X		Removed	$ 261,550	$ 605,952
Oak-Elm		X		Removed	$ 261,550	$ 605,952
Bruce		X		Removed	$ 261,550	$ 605,952
Bush		X		Removed	$ 261,550	$ 605,952
Flora	X			Removed	$ 173,757	$ 449,517
Oakwood Comm Centre		X		Removed	$ 261,550	$ 605,952

South Tilston	X			Removed	$ 173,757	$ 449,517
Ypres		X		Removed	$ 261,550	$ 605,952
Parent Park	X			Removed	$ 173,757	$ 449,517
					$ 2,764,391	**$ 6,554,005**
Less: Recommended funding from Equipment Removal					**$ (348,000)**	
Required funding for replacements					**$ 2,416,391**	

Recommended be funded from Equipment Removal project as noted above*

Further the tables below show the estimated life cycle expiration of the remaining 105 playground units. While they may have reached their useful life many of the units are still in good working condition. Units will only be removed from service once they fail to meet current CSA standards and we can no longer obtain parts or repair them to the necessary standards.

Based on a twenty year expected life of a playground, annual funding in the range of $1.5M - $2M and replacement of approximately 6 units per year should create a sustainable inventory going forward. Again this funding is not currently in the 5 year capital budget plan, however this funding level represents the best option to maintain our playground inventory levels at 125.

Remaining 105 Playgrounds

Park Name	**Small Medium Large Playgrounds**			**Life Cycle Expiration**	**Capital Cost to Replace with Rubber Based (expressed in 2015 dollars)**	**20 Year NPV - Rubber Based Playground**
	Small	***Medium***	***Large***			
Wilson			X	2016	$ 326,306	$ 670,708
Mic Mac - Kimmy Lucier			X	2016	$ 326,306	$ 670,708
Aboriginal	X			2016	$ 173,757	$ 449,517
Dawson	X			2016	$ 173,757	$ 449,517
Robert		X		2016	$ 261,550	$ 605,952
Stillmeadow		X		2016	$ 261,550	$ 605,952
Ganatchio Trail	X			2016	$ 173,757	$ 449,517
Alton C Parker	X			2016	$ 173,757	$ 449,517
St. Rose	X			2016	$ 173,757	$ 449,517
Goldenwood	X			2017	$ 173,757	$ 449,517
Holburn		X		2017	$ 261,550	$ 605,952
Malden			X	2017	$ 326,306	$ 670,708
Devonshire Heights	X			2017	$ 173,757	$ 449,517
Avondale Playlot	X			2018	$ 173,757	$ 449,517
Coletta		X		2018	$ 261,550	$ 605,952
Kominar	X			2018	$ 173,757	$ 449,517
Lake Como		X		2018	$ 261,550	$ 605,952
Marguriet	X			2018	$ 173,757	$ 449,517
Matthew Rodzik		X		2018	$ 261,550	$ 605,952
Udine		X		2018	$ 261,550	$ 605,952
Alexander			X	2019	$ 326,306	$ 670,708
Brumpton		X		2019	$ 261,550	$ 605,952
Devonshire	X			2019	$ 173,757	$ 449,517
Maple Leaf		X		2019	$ 261,550	$ 605,952
North Talbot			X	2019	$ 326,306	$ 670,708
Polonia			X	2019	$ 326,306	$ 670,708

St. Paul Grove		X		2019	$ 261,550	$ 605,952
Francois	X			2020	$ 173,757	$ 449,517
Garwood		X		2020	$ 261,550	$ 605,952
Gignac			X	2020	$ 326,306	$ 670,708
Kid's Alliance		X		2020	$ 261,550	$ 605,952
Mayfair		X		2020	$ 261,550	$ 605,952
Mic Mac - North			X	2020	$ 326,306	$ 670,708
Cora Greenwood		X		2021	$ 261,550	$ 605,952
Lake Laguna		X		2021	$ 261,550	$ 605,952
McKee			X	2021	$ 326,306	$ 670,708
Seneca		X		2021	$ 261,550	$ 605,952
Straith	X			2021	$ 173,757	$ 449,517
Bradley		X		2022	$ 261,550	$ 605,952
Dynasty	X			2022	$ 173,757	$ 449,517
Jackson			X	2022	$ 326,306	$ 670,708
Patterson	X			2022	$ 173,757	$ 449,517
Shawnee	X			2022	$ 173,757	$ 449,517
South Rendezvous	X			2022	$ 173,757	$ 449,517
Tranby		X		2022	$ 261,550	$ 605,952
Brookview	X			2023	$ 173,757	$ 449,517
George			X	2023	$ 326,306	$ 670,708
Kennilworth		X		2023	$ 261,550	$ 605,952
Patrick MaGuire		X		2023	$ 261,550	$ 605,952
Thurston		X		2023	$ 261,550	$ 605,952
Willistead			X	2023	$ 326,306	$ 670,708
Balsamo		X		2024	$ 261,550	$ 605,952
Factoria	X			2024	$ 173,757	$ 449,517
Homesite		X		2024	$ 261,550	$ 605,952
Partington		X		2024	$ 261,550	$ 605,952
Springhollow		X		2024	$ 261,550	$ 605,952
Curry Play lot		X		2025	$ 261,550	$ 605,952
Curry Park		X		2025	$ 261,550	$ 605,952
East End		X		2025	$ 261,550	$ 605,952
Field Of Dreams	X			2025	$ 173,757	$ 449,517
Garry Dugal		X		2025	$ 261,550	$ 605,952
Hawthorne		X		2025	$ 261,550	$ 605,952
Morningstar	X			2025	$ 173,757	$ 449,517
North Merrit	X			2025	$ 173,757	$ 449,517
Palmetto		X		2025	$ 261,550	$ 605,952
Southdale		X		2025	$ 261,550	$ 605,952
Wildwood			X	2025	$ 326,306	$ 670,708
Caron Ave Pumping Station			X	2026	$ 326,306	$ 670,708
Clay		X		2026	$ 261,550	$ 605,952
Labadie		X		2026	$ 261,550	$ 605,952
Wellington	X			2026	$ 173,757	$ 449,517
Optimist Memorial			X	2027	$ 326,306	$ 670,708
Pykes		X		2027	$ 261,550	$ 605,952
Roseland		X		2027	$ 261,550	$ 605,952
Roseville		X		2027	$ 261,550	$ 605,952
Vets Memorial			X	2027	$ 326,306	$ 670,708
Crowley	X			2028	$ 173,757	$ 449,517

East Riverside - Radcliff		X		2028	$ 261,550	$ 605,952
Forest Glade- Comm Cen			X	2028	$ 326,306	$ 670,708
Fred Thomas			X	2028	$ 326,306	$ 670,708
Maurice Belanger		X		2028	$ 261,550	$ 605,952
Stop 26			X	2028	$ 326,306	$ 670,708
Calderwood		X		2029	$ 261,550	$ 605,952
Central			X	2029	$ 326,306	$ 670,708
Earnest Atkinson			X	2029	$ 326,306	$ 670,708
Forest Glade-Central		X		2029	$ 261,550	$ 605,952
Seven Sisters		X		2029	$ 261,550	$ 605,952
A.K.O. North			X	2030	$ 326,306	$ 670,708
Chopin		X		2030	$ 261,550	$ 605,952
Lanspeary			X	2030	$ 326,306	$ 670,708
Superior			X	2030	$ 326,306	$ 670,708
Thompson		X		2030	$ 261,550	$ 605,952
Aylmer Rest Station			X	2032	$ 326,306	$ 670,708
Captain Wilson			X	2032	$ 326,306	$ 670,708
Captain Wilson Swings	X			2032	$ 173,757	$ 449,517
South Cameron Woodlot			X	2032	$ 326,306	$ 670,708
Little River Acres			X	2033	$ 326,306	$ 670,708
Meadowbrook			X	2033	$ 326,306	$ 670,708
Ford Test Track			X	2034	$ 326,306	$ 670,708
Kiwanis		X		2034	$ 261,550	$ 605,952
Mic Mac - Accessible			X	2034	$ 326,306	$ 670,708
Realtor Park			X	2034	$ 326,306	$ 670,708
Remington Booster			X	2034	$ 326,306	$ 670,708
Wigle			X	2034	$ 326,306	$ 670,708
Fontainebleu			X	2035	$ 326,306	$ 670,708
					$ 27,534,385	**$ 61,980,545**

There are immediate funding challenges that exist, however the consolidation of units under Option B will help minimize future requirements while still meeting Official Plan requirements. If Council wish to create a sustainable funding model for playground equipment then consideration will be need for annual on-going funding in the range of $1.5M to $2M. Failing to do so may translate into an alternating perpetual state of backlogged parks that are not able to provide playground services

Parks Operations Maintenance Impacts

The City of Windsor playgrounds are inspected monthly to CSA standards and have been since 1990. These inspections ensure the safety of the users and inform us of any potential dangers and hazards that may arise and need repairs. If a playground unit is to the point where parts are no longer available because the company is no longer in business it may be deemed necessary to remove it if it cannot be repaired. CSA standards have changed a number of times since the early 1990s and as a result more onerous testing measures are required to ensure compliance with the current standard.

Parks will continue to monitor maintenance costs for playground equipment. If repair and maintenance costs become a variance issue the department will come forward with an Operating Budget request at that time.

7. CONSULTATIONS:

Manager Risk and Insurance
Senior Manager of Asset Planning
Manager Parks Operations
Manager Capital Budget and Reserves
Diversity and Accessibility Officer

8. CONCLUSION:

In conclusion, the City continues to use best management practices outlined in the CAN/CSA-Z614-14 standards for inspecting and maintaining all city playgrounds to reduce risk of injury to users. Ongoing maintenance, inspections and an annual audit of all the playgrounds in the city will insure they are safe and provide the best service possible to the public. Administration recommends Option B outlined in this report for the replacement schedule of playgrounds city wide as well as the installation of rubber surfaces for all new playgrounds which fully complies with AODA standards and will significantly reduce the risk of injury to users and overall maintenance costs for the lifecycle of the asset.

MICHAEL CLEMENT
Manager of Parks Development

PHIL ROBERTS
Executive Director, Parks

MARK WINTERTON
City Engineer and Corporate Leader Environmental Protection and Transportation

SHELBY ASKIN HAGER
City Solicitor and Corporate Leader Economic Development and Public Safety

ONORIO COLUCCI
Chief Financial Officer/City Treasurer and Corporate Leader Finance and Technology

HELGA REIDEL
Chief Administrative Officer

hb

APPENDICES:
A – City of Windsor Official Plan Section 6.7
B – List of Playground Inventory Since 2005
C – List of 132 Playground Sites Audited
D – CAN/CSA-Z614-14 CSA Playground Standards
E - Sample of Audit done by Safeplay Recreation Inc.
F – Map of Playgrounds – Existing, Replacements and Proposed Schedule
G – AODA Standards Regulations
H – Safe Kids Canada Surfacing Comparison

DEPARTMENTS/OTHERS CONSULTED:
Name:
Phone #: 519 ext.

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

CSA Standards

REUSE OF INSTITUTIONAL SITES 6.6.2.12 Council shall encourage the reuse, development or redevelopment of institutional lands or buildings for other uses:

(a) when the lands and/or buildings are considered by the appropriate authority to be surplus to the needs of the authority;

(b) provided the proposed reuse, development or redevelopment is compatible with the surrounding uses; and

(c) subject to the appropriate policies for the proposed land use designation and/or use.

6.7 Open Space

The lands designated as "Open Space" on Schedule D: Land Use provide the main locations for recreation and leisure activities and facilities. In order to recognize the important role that Open Space plays in improving the quality of life of residents and enhancing Windsor's image, Open Space land uses are divided into two categories: Public Open Space and Private Open Space.

The following objectives and policies establish the framework to guide development decisions in Open Space areas.

6.7.1 Objectives

SATISFY NEEDS 6.7.1.1 To satisfy the year-round recreation and leisure needs of Windsor residents.

ENHANCE OPEN SPACES 6.7.1.2 To protect and enhance Windsor's existing Open Space, while planning for future recreation and leisure needs.

DISTRIBUTION, SITING & DESIGN 6.7.1.3 To ensure the proper distribution, siting and design of Open Space.

PUBLIC & PRIVATE INVOLVEMENT 6.7.1.4 To encourage public and private involvement in the development and delivery of recreation and leisure facilities and services.

COMPLEMENT & LINK AREAS 6.7.1.5 To ensure that new Open Space complements and, where possible, is linked to other components of the Greenway System.

6.7.2 General Policies

Permitted Uses 6.7.2.1 Uses permitted in the Open Space land use designation include recreation and leisure areas and facilities.

Ancillary Uses 6.7.2.2 In addition to the uses permitted above, Council may also permit ancillary residential, commercial or institutional in areas designated Open Space without requiring an amendment to this Plan provided that:

(a) the ancillary use is clearly incidental and secondary to, and complementary with, the main Open Space use; and

(b) the development satisfies the policies for the proposed land use.

Definition 6.7.2.3 For the purpose of this Plan, Open Space land uses are divided into two categories:

(a) Public Open Space that is owned by the Municipality, the federal or provincial governments or the Essex Region Conservation Authority; and

(b) Private Open Space that is owned by persons other than the Municipality, the federal or provincial governments or the Essex Region Conservation Authority.

Connect to Greenway System 6.7.2.4 Council will encourage the development of connections between Open Space areas, other elements of the Greenway System (as described in the Environment chapter) and other points of interest.

6.7.3 Public Open Space Policies

Classification of Public Open Space 6.7.3.1 For the purpose of this Plan, Public Open Space is further classified as follows:

(a) Community and Regional Parks which are designed for the recreation and leisure activities of all Windsor residents and/or a broader regional population; and

(b) Neighbourhood Parks which are designed for the recreation and leisure activities of residents within a defined service radius of Windsor.

PUBLIC OPEN SPACE DESIGNATIONS 6.7.3.2 Community and Regional Parks shall be designated as Open Space on Schedule D: Land Use. Neighbourhood Parks shall not be designated as Open Space on Schedule D: Land Use, although they shall be designated in any Secondary Plan or Guideline Plan, where appropriate.

COMMUNITY & REGIONAL PARK STANDARDS 6.7.3.3 Council will provide Community and Regional Parks in accordance with the following standards:

(a) Community and Regional Parks will be developed for the enjoyment of a diverse population and provide opportunities for all types of recreation, social and cultural activities;

(b) Community and Regional Parks will be accessible by emergency services and public transportation and be located with frontages along Arterial or Collector roads. Access will also be provided by pedestrian and cycling linkages;

(c) Community and Regional Parks may vary in size depending on the nature and extent of the facilities being provided and the purpose of the park. However, they should not be less than 8 hectares in size;

(d) Community and Regional Parks will be distributed throughout Windsor and will be designed to complement and contribute to the character of the surrounding neighbourhoods; and

(e) Community and Regional Parks will be provided at a ratio of not less than 3.25 hectares per 1000 Windsor residents.

NEIGHBOURHOOD PARK STANDARDS 6.7.3.4 Council will provide Neighbourhood Parks in accordance with the following standards:

(a) Neighbourhood Parks will be designed to serve a variety of recreation and leisure needs, including children's playgrounds, athletic fields and passive recreation needs;

(b) Neighbourhood Parks will be developed for the recreation and leisure needs of Windsor residents located within a 0.8 km radius;

(c) Neighbourhood Parks should be accessible by pedestrians and be located along a Collector or Local Road. Access should also be provided by cycling linkages;

(d) Neighbourhood Parks may vary in size depending on the nature and extent of the facilities being provided and the purpose of the park. However, they should not be less than 2 hectares in size except for special use parks;

(e) Neighbourhood Parks will be distributed throughout Windsor and will be designed to complement and contribute to the character of the neighbourhood it serves; and

(f) Neighbourhood Parks will be provided at a ratio of not less than 0.8 hectares per 1000 Windsor residents.

PARK RATIO 6.7.3.5 When determining the park per Windsor resident ratio for Community and Regional Parks and Neighbourhood Parks, Natural Heritage areas owned by the Municipality, federal or provincial governments or the Essex Region Conservation Authority shall be included in the calculation.

EVALUATION CRITERIA 6.7.3.6 At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed Public Open Space 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; and

(iii) where traffic generation and distribution is a municipal concern.

(b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area;

(c) located to adequately serve the recreation and leisure needs of existing and proposed population densities and demographic characteristics;

(d) capable of being provided with full municipal services and emergency services, where appropriate;

(e) capable of being connected to the Greenway System as identified on Schedule B: Greenway System; and

(f) accessible by pedestrians and cyclists.

DESIGN GUIDELINES 6.7.3.7 The following guidelines shall be considered when evaluating the proposed design of a Public Open Space:

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

(b) the ability to enhance the natural features and functions of the site;

(c) relevant design manuals;

(d) landscaping and other design measures and recreational programming used to enhance the visual appearance and ensure compatibility with adjacent land uses;

(e) light spill-over or glare from any lighting source onto adjacent residential uses should be minimized;

(f) adequate on-site parking, drop-off areas and public transportation service to accommodate existing and proposed uses should be provided;

(g) site frontages along roadways should be maximized to ensure visibility and safety and to reduce conflicts with adjacent uses;

(h) the design of the open space provides for the extension of the Greenway System; and

(i) maintenance requirements.

LARGE SCALE RECREATION FACILITIES

6.7.3.8 Council shall encourage large-scale public recreation facilities, such as arenas and pools, to be located within or adjacent to Community and Regional Parks and where:

(a) there is direct access to Arterial or Collector Roads;

(b) full municipal physical services can be provided;

(c) public transportation services can be provided;

(d) adequate off-street parking can be provided; and

(e) the use will be compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks and landscaped areas.

COMMUNITY SERVICES

6.7.3.9 Council will encourage community services such as libraries, emergency services and community centres to be located adjacent to Community and Regional Parks where:

(a) there is direct access to Arterial or Collector Roads;

(b) full municipal physical services and emergency services can be provided;

(c) the use will be compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks and landscaped areas;

(d) public transportation service can be provided; and

(e) adequate off-street parking can be provided.

METHODS OF ACQUISITION

6.7.3.10 Council may acquire lands for Public Open Space purposes through the following methods:

(a) conveyance as a condition of planning approval pursuant to the Planning Act according to the following provisions:

(i) for residential development or redevelopment the conveyance shall be 5 percent of the land proposed for development or redevelopment where the gross density is less than 20 units per hectare and 1 hectare per 300 dwelling units of development or redevelopment where the gross density is 20 units per hectare or greater to a maximum of 25 percent of the site area;

(ii) for industrial or commercial development or redevelopment the conveyance shall be 2 percent of the land proposed for development or redevelopment; and

(iii) for mixed use development or redevelopment the conveyance shall be calculated according to the 2 percent and 5 percent of the land area as assigned above.

(b) purchase;

(c) donation or bequest;

(d) expropriation; and

(e) other methods as appropriate.

PAYMENT-IN-LIEU 6.7.3.11 Council will only accept payment-in-lieu of all or part of the required parkland conveyance where:

(a) the area in which the conveyance was to have been made has sufficient Public Open Space in the adjacent area to accommodate the development; or

(b) the land required to be conveyed is too small for Public Open Space, not feasible for expansion and/or not suitable for sale or exchange at a latter date for Public Open Space of an appropriate configuration or location; or

(c) the required conveyance of land would render the remainder of the site unsuitable or impractical for development.

PARKLAND CREDIT SYSTEM 6.7.3.12 Where land in excess of the amount of land required for dedication has been conveyed to the Municipality for Public Open Space purposes in association with a development Council may credit the excess to future development by the same owner or compensate the owner for the conveyance.

EASEMENTS & MEDIANS 6.7.3.13 The Municipality may accept public access easements or medians at a 2 (easement/median) to 1 (standard parkland) conveyance ratio in lieu of all or part of the required parkland conveyance where the land proposed for conveyance meets the evaluation criteria established in policy 6.7.3.6.

UNDEVELOPABLE LANDS 6.7.3.14 The Municipality may accept land located within a floodplain or other area unsuitable for development as a part of the required parkland conveyance provided such land is conveyed at a 2 (undevelopable land) to 1 (standard parkland) conveyance ratio.

DISPOSITION OF PARKLAND 6.7.3.15 Council may dispose of lands acquired for Public Open Space purposes having given consideration to the following:

(a) the adequacy of other Public Open Space within the area to serve the recreation and leisure needs of residents;

(b) the ability of the Municipality to provide alternative or suitable Public Open Space in the event the standards are not met;

(c) the suitability of the site for other land uses;

(d) the environmental significance and ecological sensitivity of the site (refer to the Environment chapter);

(e) public input;

(f) any legal agreements, easements or covenants affecting the property; and

(g) the historical significance of the Public Open Space.

PROCEEDS FROM PARKLAND DISPOSITION 6.7.3.16 Where lands acquired for Public Open Space purposes are disposed of by the Municipality, any proceeds from such disposition shall be applied to the acquisition of Public Open Space in areas deficient in Public Open Space.

OPEN SPACE AT EDUCATIONAL INSTITUTIONS 6.7.3.17 Council will encourage the development and retention of Public Open Space in association with educational institutions to act as a neighbourhood focal point.

NATURALIZE 6.7.3.18 Council may authorize the naturalization of Public Open Space having given consideration to:

(a) the location of the Public Open Space in relation to other natural landscapes;

(b) existing and proposed recreational usage;

(c) maintenance costs and practices;

(d) public safety and aesthetics; and

(e) any relevant studies or reports.

CONSERVATION MANAGEMENT PLAN 6.7.3.19 Where Public Open Space is to be naturalized or conserved in a natural state, the Municipality will prepare a conservation management plan.

6.7.4 Private Open Space Policies

PRIVATE OPEN SPACE DESIGNATIONS 6.7.4.1 Private Open Space shall be designated as Open Space on Schedule D: Land Use and in any secondary plan or guideline plan, where appropriate.

LOCATIONAL CRITERIA 6.7.4.2 Private Open Space development shall be located where:

(a) there is direct access to Collector or Arterial roads;

(b) full municipal physical services and emergency services can be provided as appropriate; and

(c) traffic can be directed away from residential areas.

EVALUATION CRITERIA 6.7.4.3 At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed Private Open Space 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;

(e) capable of enhancing connections to the Greenway System as identified on Schedule B: Greenway System; and

(f) compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and landscaped areas.

DESIGN GUIDELINES

6.7.4.4 The following guidelines shall be considered when evaluating the proposed design of a Private Open Space development:

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

(b) site frontages along roads should be maximized to ensure greater visibility and safety;

(c) the design of the Private Open Space provides for the extension of the Greenway System where possible;

(d) vehicle access is oriented in such a manner that Private Open Space traffic will be discouraged from using Local Roads where other alternatives exist;

(e) pedestrian and cycling access is accommodated in a manner that is distinguishable from the access provided to motorized vehicles and is safe and convenient;

(f) light spill-over or glare from any lighting source onto adjacent residential uses should be minimized; and

(g) the provision of appropriate landscaping or other buffers to enhance:

(i) all parking lots, and outdoor loading and service areas; and

(ii) the separation between the use and adjacent sensitive uses, where appropriate.

SITE PLAN CONTROL 6.7.4.5 Council may require development within Private Open Space to be subject to site plan control.

PUBLIC ACCESS 6.7.4.6 Public access to Private Open Space shall be at the discretion of the owner.

6.8 Natural Heritage

The lands designated as "Natural Heritage" on Schedule D: Land Use provide for the protection and conservation of Windsor's most environmentally significant and sensitive natural areas, including provincially designated Areas of Natural and Scientific Interest (ANSI) and wetlands.

The following objectives and policies establish the framework for Natural Heritage.

6.8.1 Objectives

PROTECT & CONSERVE 6.8.1.1 To protect, conserve and improve Windsor's most environmentally significant and sensitive natural areas.

RECREATION OPPORTUNITIES 6.8.1.2 To provide opportunities for recreational uses within Natural Heritage areas.

GREENWAY SYSTEM 6.8.1.3 To link Natural Heritage areas to other components of the Greenway System.

6.8.2 Policies

Appendix B		
Parks West Division	**East Division**	**Central Division**
Aboriginal	Adstoll Arena	Aylmer Ave. Comfort Station
Ambassador	AKO North	Brookview
Atkinson	AKO South	Bruce
Avon Ct.	Alexander	Calderwood
Avondale Parkette	Blue Heron Lake Park	Caron
Balsamo	Brumpton Park	Caron Ave. Pumping Stn playground
Belanger	Bush	City Hall Square
Bellewood	Chopin	Clay
Bradley	Coletta	Devonshire Heights
Bridgeview	Cora Greenwood Park	Dieppe park playground
Broadway	Dawson	Drouillard
Brock Street	Derwent	Factoria
Captain Wilson	East End	Ford Test Track
Central	Edward St. Centre	Fred Thomas
Crowley	Esdras	Garwood
Curry Park	Flora	Gignac
Curry Play lot	Forest Glade	Hall Farms East
Dynasty	Francois	Hall Farms West
Elm	Ganatchio Trail	Howard
Emilia St. Park (Seven Sisters)	W. Sandpoint lot	Jackson
Field of Dreams	George	Jennifer
Girardot	Hawthorne	Kennedy
Goldenwood	Homesite	Kinsmen
Grove	Kiwanis	Labadie
Holburn	Lakeshore Woods	Langlois Court
Kenilworth	Little River Acres	Lanspeary
Kominar Park	Meadowbrook	Leafield
Lake Como Park	Morning Star	Long
Lake Laguna	Norman	Mayfair
Lake Trail Park	Palmetto	McDonald North
Mackenzie Hall Park	Pearson	McDonald South
Malden	Polonia	Memorial
Maple Leaf	Pykes/ Coronation	Mitchell
Margurite Park	Realtor	Parent
Mark	Rivard (Armstrong)	Parker
Matchette Rd.	Riverdale	Remington
McKee	Riverside Arena (St. Rose)	Senator Croll
Merrit North	Riverside Kiwanis	Southdale
Merrit South	Robert Park	South Pacific Park
Mic Mac North	Roseville	Stodgell
Mic Mac South (Kim Lucier play lot)	Sandpoint Beach	Udine
Mill St. Heritage Park	Seneca	Unity
North Talbot	Shawnee	University
North Tilston	South Rendezvous	Walker Homesite
Oakwood	Springhollow	Walkerville Jubilee
Oakwood C.C.	Stillmeadow	Westcott
Partington	Teedie Park	Wigle
Paterson	Thompson	Willistead
Patrick McGuire	Thurston	
Rankin	Tranby	
Rodzik	Wildwood	
Roseland	Ypres Park	
South Cameron		
South Windsor Arena		
Stoneybrook		
Straith		
Superior		
Tilston South		
Titcombe		
Vets Memorial		
Wellington		
Wilson		
Wolfe Lake Park		

Appendix 'C' - Audit List 132 parks			
1	Roseland	Clay	Kinsmen
2	Kennilworth	Gignac	Aylmer
3	Patrick McGuire	Garwood	Kids Alliance
4	Maple Leaf	Memorial	Willistead
5	Dynasty	Udine	Lanspeary
6	North Tablot	Southdale	Forest Glade C.C.
7	Holburn	Langlois	Seneca
8	Goldenwood	Jennifer	Stillmeadow
9	Rodzik	Brookview	Polonia
10	Lake Como	Hall Farms West	Morning Star
11	Lake Trail Park	Walker Homesite	Palmetto
12	Lake Laguna	Calderwood	Wildwood
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14	Kominar Park	Mayfair	
15	Vets Memorial	McDonald North	
16	Avon Court	Factoria	
17	Curry Park	Westcott	
18	Central	Labadie	
19	Mark	Ford Test Track	
20	Margurite	Gary Dugal Park	
21	Oakwood C.C.	George	
22	Partington	Alexander	
23	Avondale	Chopin	
24	Balsamo	Fancois	
25	South Cameron Woodlot	Dawson	
26	Bellewood	AKO North	
27	Aboriginal	Norman St (Kinsmen)	
28	Seven Sisters	Pykes	
29	Capt. Wilson	Thompson	
30	Capt. Wilson (swings)	Esdras	
31	Belanger	St. Rose	
32	Malden	Homesite	
33	Mic Mac North	Realtor	
34	Kimmy Lucier	Tranby	
35	Crowley	St. Pauls	
36	Bradley	Kiwanis	
37	Paterson	Riverside Kiwanis	
38	Atkinson	Sandpoint Beach	
39	Straith	Blue Heron	
40	Superior	Greenwood	
41	Bridgeview	Lakeshore Woods	
42	Curry Playlot	Spring Hollow	
43	Wilson	Radcliffe / East Riverside	
44	Merrit North	South Rendezvous	
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59	Fred Thomas	Bush	
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Appendix D

National Standard of Canada
(approved February 2015)

CAN/CSA-Z614-14
Children's playspaces and equipment

Prepared by

CSA Group

™A trade-mark of the Canadian Standards Association, operating as "CSA Group"

Approved by

Standards Council of Canada
Conseil canadien des normes

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Appendix E

2013 - Playground Safety Inspection Audit Report

Location:	**Meadowbrook Park #122** located on Meadowbrook Lane.
Prepared For:	**The City of Windsor** **Parks & Recreation Department** 2450 McDougall Street Windsor, ON N8X 3N6
Contact:	**Mike Clement** Manager of Parks 519-273-2300 ext. 2736
Date:	19-Nov-13
Inspector:	Andy Constantinou

SAFE PLAY RECREATION INC. 67 Norwood Crescent Waterloo ON N2L 2P5
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SAFEplay RECREATION INC.

Annual Playground Inspection Report

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Data & Inventory Section	3,4,5
Inspection Results Section	6,7
Deficiency & Reference Picture Section	8
Conclusions & Recommendations Section	9

We would like to take this opportunity to thank you for choosing **Safe Play Recreation Inc.** for providing you and your centre with our professional inspection services. You have chosen an inspection firm with high integrity and superior customer satisfaction.

Safe Play Recreation Inc. is fully insured and carries the following insurance policies:

- Professional Errors and Omissions Liability
- Commercial General Liability

Both insurance policies/certificates are available upon request.

We are not affiliated with any manufacturer or supplier of play equipment nor do we retrofit existing equipment; therefore, we are able to offer third party/non-affiliated inspections, audits or consulting services for our customer's playspace and equipment requirements.

We perform impact-surfacing tests using the Triax 2000 to record impact data. Measurement of surfacing depth is no longer an option to test surfacing compliance. The only accurate method for testing onsite surface "impact-attenuation" is by using the Triax 2000 to perform complex drop-tests. **Safe Play Recreation Inc.** owns a Triax 2000 and includes this testing on all of its playground inspections.

Our playground safety inspections and audits are conducted with the application of the current CSA Standard, CAN/CSA-Z614-07. Upon completion of our on-site evaluation, an easy-to-read, detailed and photographic written report will be provided. All deficiencies are noted, have a hazard class applied to it, a digital picture taken for the report and a reference of the applicable clause(s) of the CSA Standard listed.

Our consulting services include the following:

- Development of an Action Plan to assist owners in addressing equipment deficiencies and concerns.
- Provide recommendations in the layout and placement of playspaces and equipment. Review site plans prior to construction.
- Provide oral presentations to playground committees
- Provide staff seminars and training on what to look for during weekly/monthly checks
- Provide a playground maintenance and inspection manual
- Sign-off/3rd Party Inspection – Perform an inspection to ensure that all retrofit/installations have been performed in compliance with the CAN/CSA-Z614-07 Standard.

Please contact us if you have any questions or are interested in receiving a detailed quote for one of our services. Please do not hesitate to call us toll free at 1-866-227-2779 or email us at info@safeplayrec.com

Sincerely,

Andy Constantinou, B.A., B.Ed.
*Canadian Certified Playground Inspector (CPRA)
* Registered Playground Practitioner (OPA)

SAFE PLAY RECREATION INC. 67 Norwood Crescent Waterloo ON N2L 2P5
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Hazard Identification Section

Safe Play Recreation Inc. uses one (1) set of hazard class ratings. All deficiencies/hazards are identified using the letters **"A, B or C"**. All CSA-compliant items are noted as **"0"** (zero).

Hazard Identifications:

"A" Hazards which are life-threatening or permanently disabling (e.g. head and neck entrapment, drawstring entanglement, structural integrity, fall height, inadequate depth and dimensions of protective surfacing material, exposed steel, wood or concrete above the level of protective surface).

"B" Hazards which are serious and may cause non-disabling injury (e.g. crush or shear points, protrusions, sharp edges).

"C" Hazards that may cause slight injury, or equipment not in compliance with CSA Z614-2007, other than those under hazards A and B.

"0" An item or situation that has been assessed as safe and CSA-compliant at time of inspection **OR** an item or situation that could develop into a hazard in the future (based on the inspector's assessment). Now noted and made aware of - monitor.

SAFEplay RECREATION INC.

Annual Playground Inspection Report

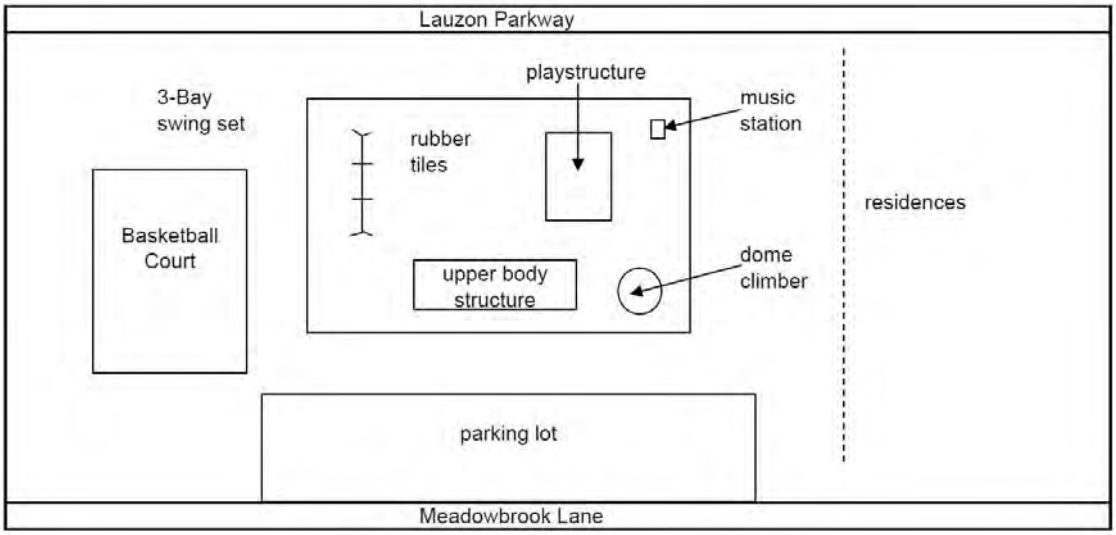
Data & Inventory Section

Customer:	City of Windsor
Location:	Meadowbrook Park #122 - located on Meadowbrook Lane.

Date of Inspection:	19-Nov-13
Time of Inspection:	3:00PM
Weather Conditions:	Clear, Sunny, 5 degrees Celsius
Inspected By:	Andy Constantinou

Size of Area:	~ 21m x 22m
Site Description:	1-Playstructure, 1-Upper Body Structure, 1-Three-Bay Swing Set, 1-Dome Climber, 1-Rubber Tile Surface, 1-Music Station.
Manufacturer of Equipment:	Playworld Systems 1-800-233-8404
Installation Date & Model #:	Manufacture Date: 06/06/2013 SO Number: 1305247
Age Group:	2-12 years old
Equipment Description:	Playstructure: 8-posts, 1-large platform, 1-transition/access platform, 1-access step, 3 stepping pods, 1-transition stairs, 2-single slides, 1-plastic step climber, 1-angled wall climber, 1-spinning (sit-in) pod, 1-roof. Dome Climber: 3-plastic sections (slotted). Upper Body: 15-posts, 1-vertical rung climber, 1-pivot balance beam, 2-HOH climbers, 2-upper body spinners, 1-standing bounce/spring toy, 4-seat see-saw type unit. Swing Set: 8-posts, 4-belt seats, 2-bucket seats.
***Platform Heights:**	Main Platform: 1.2m; Access Platform: 0.38m

Site Plan



Data & Inventory Section (continued)

Type of Protective Surface:	Rubber Tiles
Containment of Protective Surface:	Concrete Curb
Depth of Protective Surface:	N/A
Temperature of Surfacing:	In order of drops listed below: Drop #1: ~ 11 degrees Celsius Drop #4: ~ 14 degrees Celsius Drop #2: ~ 16 degrees Celsius Drop #5: ~ 14 degrees Celsius Drop #3: ~ 5 degrees Celsius Drop #6: ~ 10 degrees Celsius
Fall Height:	Playstructure: 2.15m (950mm above platform) Dome Climber: 1.5m Swing Set: 2.25m (pivot point) Upper Body: 2.15m (vertical rung climber)
Surface Compaction Present:	No
Surface Hardpan Present:	No
Surface Area Contamination Present:	No
Surface Impact Attenuation Test Performed:	Yes

The surface impact attenuation drop test data is listed below.
This data is used to determine the energy absorbency of the surfacing material in accordance to the compliance requirements of Clause 10.1 of the CAN/CSA-Z614-07 Standard. Surfacing compliance is achieved when the GMAX (Maximum Gravitational Force of Impact) is less than 200 and the HIC (Head Injury Criteria) is less than 1000 from the defined critical fall height of the play equipment.

Impact Attenuation Test Results:

Drop #1: At 2.15 metre height beside the curved slide of the playstructure.

Drop	GMAX	HIC	Velocity (cm/sec.)	Pic #
1	88	450	642	No
2	83	412	644	
3	85	428	643	
Average	84	420		Result: Impact attenuation was achieved at this location.

Drop #2: At 2.15 metre height in front of the wall climber of the playstructure.

Drop	GMAX	HIC	Velocity (cm/sec.)	Pic #
1	83	421	645	No
2	84	425	644	
3	84	427	644	
Average	84	426		Result: Impact attenuation was achieved at this location.

Drop #3: At 1.5 metre height beside the dome climber.

Drop	GMAX	HIC	Velocity (cm/sec.)	Pic #
1	83	372	541	No
2	79	339	541	
3	81	341	542	
Average	80	340		Result: Impact attenuation was achieved at this location.

***Note: The average is of drops 2 and 3 only (as per the requirements of ASTM F1292).**

Data & Inventory Section (continued)

Impact Attenuation Test Results:

Drop #4: At 2.15 metre height in front of the vertical rung climber at the upper body structure.

Drop	GMAX	HIC	Velocity (cm/sec.)	Pic #
1	88	465	646	No
2	86	434	642	
3	88	450	644	
Average	87	442		

Result: Impact attenuation was achieved at this location.

Drop #5: At 1.9 metre height beside the HOH climber at the upper body structure.

Drop	GMAX	HIC	Velocity (cm/sec.)	Pic #
1	88	455	630	No
2	82	397	631	
3	86	418	631	
Average	84	407.5		

Result: Impact attenuation was achieved at this location.

Drop #6: At 2.25 metre height in front of the middle swing bay at the swing set.

Drop	GMAX	HIC	Velocity (cm/sec.)	Pic #
1	99	558	649	No
2	90	491	646	
3	92	501	647	
Average	91	496		

Result: Impact attenuation was achieved at this location.

***Note: The average is of drops 2 and 3 only (as per the requirements of ASTM F1292).**

SAFEplay RECREATION INC.

Annual Playground Inspection Report

Inspection Results Section

Pictures of Areas Being Inspected:

Playground Area

Playground Area

Dome Climber

Playstructure

Playstructure

3-Bay Swing Set

Upper Body Structure

Upper Body Structure

Music Station

Assessment and Comments on Area/Site:

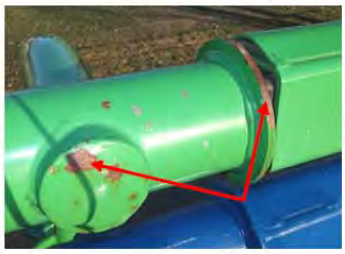
> Access: open from playground.
> Parking lot located in front/adjacent to playground area.
> No fencing present.
> Grounds in okay condition.
> 2-light posts present.
> Fixtures/Amenities: 4-observation benches and 2-trash receptacles present.
> Retrofit/Repairs: no signs of any - fairly new installation.

Inspection Results Section (page 2)

Inspection Results:

Inspection Item	Complies with CSA Yes	No	N/A	Comments/Details	CSA Clause or Chapter	Hazard ID	Picture #
Materials	✔			Rusting of metal at upper body structure.	7	0	1,2
	✔			Pooling of water at the pod spinner at the playstructure		0	3
Installation	✔			No faults noted.			
Structural Integrity	✔			No faults noted.			
Surfacing	✔			No faults noted.			
Head & Neck Entrapment	✔			No faults noted.			
Sharp Pts. & Protrusions	✔			No faults noted.			
Entanglement		✕		Fasteners (shackles) at the top hangers at the swings are upside down.	12.4.5.1 - When closed, connecting devices such as, but not limited to, S-hooks, pelican hooks, and C-hooks shall not be considered entanglement hazards. Such devices are considered closed when there is no gap or space greater than 1 mm (0.04 in) when measured with a feeler gauge.	C	4
Crush or Shear Pts.	✔			No faults noted.	12.5	0	
Access/Egress	✔			No faults noted.	13	0	
Playspace Layout	✔			No faults noted.	14	0	
Balance Beams	✔			No faults noted.	15.1	0	
Climbers	✔			No faults noted.	15.2	0	
Upper Body Equipment	✔			No faults noted.	15.3	0	
Slides	✔			No faults noted.	15.5	0	
Swings	✔			No faults noted.	15.6	0	
See-Saws	✔			No faults noted.	15.9	0	
Spring Rocking Equipment	✔			No faults noted.	15.10	0	
Roofs	✔			No faults noted.	15.15	0	
Identification & Info	✔			No faults noted. City of Windsor sign present.	16	0	5

Deficiency & Reference Picture Section



#1 - Rusting steel at the upper body structure

#2 - rusting steel at the upper body structure

#3 - pooling of water at the spinning pod of the playstructure

#4 - Shackles installed upside down at swing set

#5 - City of Windsor sign present at playground

Conclusions & Recommendations Section

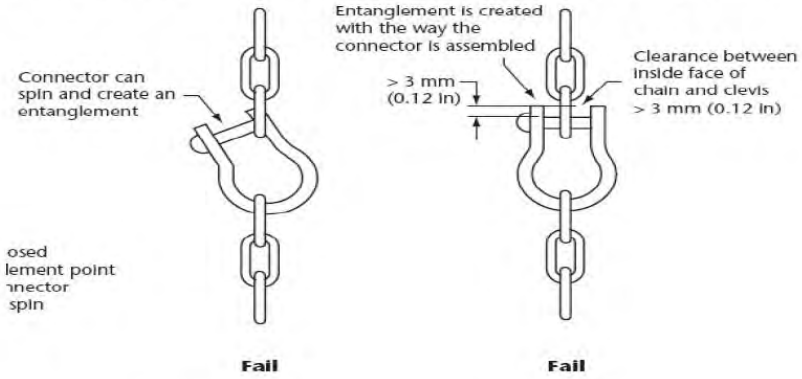
The playground equipment and playspace area are in good condition. There were a few items noted.

Playstructure:
There is pooling of water within the spinning pod in which children can sit in. Recommend discussing with the manufacturer for possible repair.

Upper Body Structure:
Some of the metal components are rusting. Recommend checking warranty and contacting the manufacturer to discuss warranty options.

Dome Climber and Music Station:
No faults noted.

Swing Set:
The top fasteners (shackles) are upside down. Recommend re-installing the shackles. See picture below:



Surfacing & Drop Test:
1. The synthetic rubber tiles are in good condition. No faults were found. Monitor the tiles for separation and lifting.
2. The surface impact testing produced CSA-compliant data at all locations tested. Recommend implementing a maintenance program that includes that regular cleans/sweeps the rubber tiles and removes debris and contaminants. This will help to prevent compaction and contamination from occurring; and will increase the longevity of the rubber surfacing.

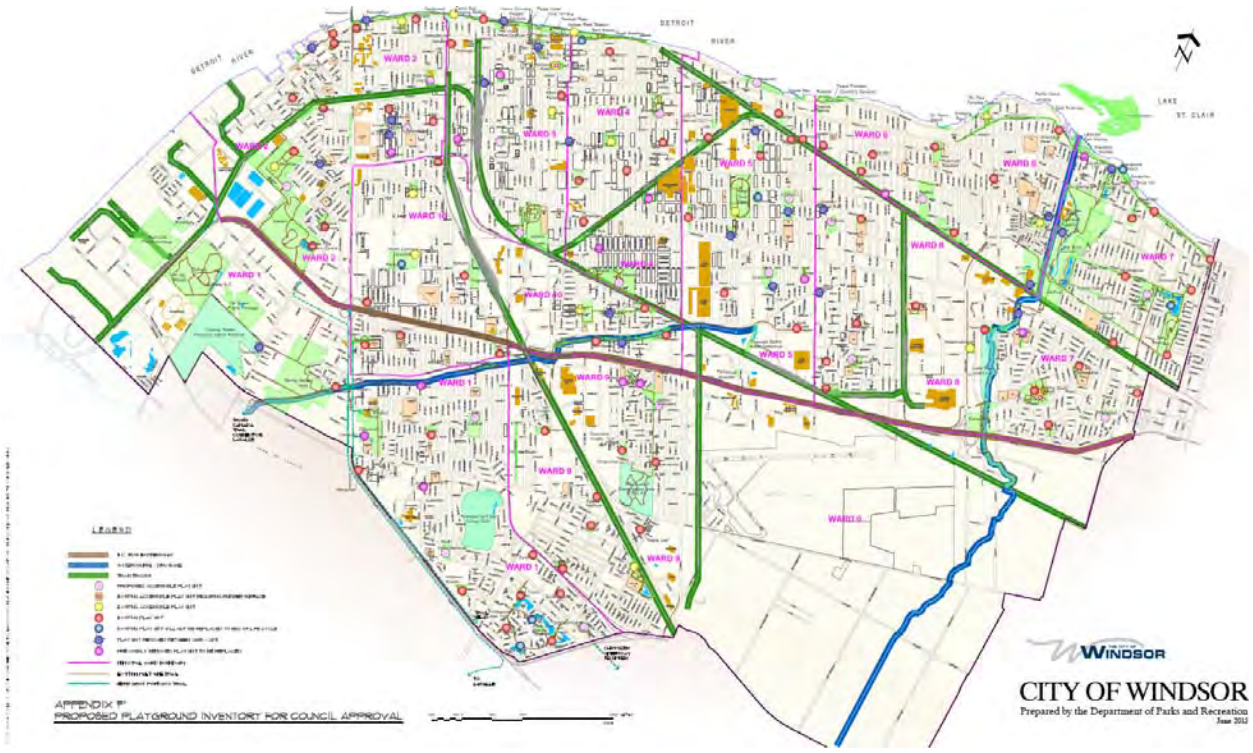
Signage:
City of Windsor sign present. No faults noted.

Please direct any questions or concerns to Safe Play Recreation Inc. at 1-866-227-2779 or email us at info@safeplayrec.com

Date: 19-Nov-13

Inspector's Signature: _____ Andy Constantinou

Errors & Omissions - In preparing this report, Safe Play Recreation Inc., assumes no liability whatsoever for any errors, omissions, or inaccuracies, either contained herein, or in the interpretation of the CAN/CSA-Z614-07, Children's Playspaces and Equipment - A National Standard of Canada.


DETROIT RIVER
LAKE ST. CLAIR
WARD 1
WARD 2
WARD 3
WARD 4
WARD 5
WARD 6
WARD 7
WARD 8
WARD 9
WARD 10
WINDSOR
CITY OF WINDSOR
Prepared by the Department of Parks and Recreation
APPENDIX "B"
PROPOSED PLAYGROUND INVENTORY FOR COUNCIL APPROVAL

Appendix G

Outdoor Play Spaces

Overview

Play is a natural and important part of a child's daily life and healthy development. Children with disabilities should have the same opportunities to play as all other children. Caregivers with disabilities should also have the opportunity to enjoy outdoor play spaces with their children. Accessible outdoor play spaces allow children and caregivers of all abilities to use play spaces together.

Requirements apply to new play spaces or existing play spaces that are redeveloped that an organization plans to maintain.

Organizations have the flexibility to design play spaces that are creative, fun and challenging for children of all ages and abilities. A number of resources are already available that can help organizations develop accessible play spaces for everyone. Annex H of the Canadian Standards Association's Standard for Play Spaces (CAN/CSA Z614), and the Ontario Parks Association's PlayAbility Toolkit are examples of useful resources that can help organizations determine the best way to incorporate accessibility features into their play spaces.

Requirements for Outdoor Play Spaces

Requirements as Stated in the Regulation

Outdoor play spaces, application
80.18 (1) This Part applies to newly constructed and redeveloped outdoor play spaces that an obligated organization, other than a small organization, intends to maintain and that fall within the description set out in subsection (2).

(2) The outdoor play spaces to which subsection (1) applies consist of an area that includes play equipment, such as swings, or features such as logs, rocks, sand or water, where the equipment or features are designed and placed to provide play opportunities and experiences for children and caregivers.

Outdoor play spaces, consultation requirements
80.19 When constructing new or redeveloping existing outdoor play spaces, obligated organizations, other than small organizations, shall consult on the

needs of children and caregivers with various disabilities and shall do so in the following manner:

1. The Government of Ontario, the Legislative Assembly, designated public sector organizations and large organizations must consult with the public and persons with disabilities.
2. Municipalities must also consult with their municipal accessibility advisory committees, where one has been established in accordance with subsection 29 (1) or (2) of the Act.

Outdoor play spaces, accessibility in design

80.20 When constructing new or redeveloping existing play spaces that they intend to maintain, obligated organizations, other than small organizations, shall,

(a) incorporate accessibility features, such as sensory and active play components, for children and caregivers with various disabilities into the design of outdoor play spaces; and

(b) ensure that outdoor play spaces have a ground surface that is firm, stable and has impact attenuating properties for injury prevention and sufficient clearance to provide children and caregivers with various disabilities the ability to move through, in and around the outdoor play space.

Intent of these Requirements

These requirements give organizations the flexibility to decide what accessible features are needed within any play space. This flexibility recognizes that given the needs of the local community, the space and cost will directly influence design decisions.

Table 8 - When do Organizations have to Comply

Affected Organizations	Compliance Dates
Ontario Government and Legislative Assembly	January 1, 2015
Designated public sector organizations with 50+ employees	January 1, 2016
Designated public sector organizations with 1-49 employees	January 1, 2016
Private and not-for-profit organizations with 50+ employees	January 1, 2017

Private and not-for-profit organizations with 49 or fewer employees are not required to comply with the requirements.

Implementing the Requirement

Application

Outdoor play spaces include equipment and/or features designed to provide play opportunities and experiences for children and caregivers of all abilities. These areas can include:

- manufactured play equipment (like monkey bars and swings).
- natural play structures (like logs, rocks, sand or water).

Consultation requirements, outdoor play spaces

Consultation requirements aim to ensure play experiences are available for all users of a play space, including those with a range of disabilities.

An inclusive design process that incorporates feedback from the community will result in a better understanding of what makes a play space fun for all children.

Consultations with the public, including people with disabilities, can provide organizations with valuable insight about the diverse needs of children and caregivers with disabilities in the community. Consulting helps designers and decision makers understand potential accessibility barriers in order to develop design solutions that better meet the needs of the community.

Consultations should take place as early as possible in the planning and design process. Organizations can then weigh all considerations before they make decisions and finalize design plans.

The consultation requirement does not set out a particular process or way to consult, as it is recognized that consultations can be conducted in a wide variety of ways depending on the organization.

This also allows organizations to use consultation processes they may already have in place and to combine consultations. For example, consultations on play spaces and recreational trails may be conducted at the same time, based on an organization's need to do both.

For more information about accessible consultation processes, organizations may wish to consult the Ontario Municipal Social Services Association's Guides for Accessible Community Engagement. These guides were developed through the Accessibility Directorate of Ontario's EnAbling Change Program.

Municipalities with an Accessibility Advisory Committee, established in accordance with subsection 29 (1) or (2) of the Accessibility for Ontarians with Disabilities Act, must also consult with the committee.

Accessibility in design

Organizations must include accessibility in the design of any new or redeveloped play space. Accessibility features must be incorporated into the design of outdoor play spaces for children and caregivers with various disabilities.

Accessibility features can include (but are not limited to):

- Sensory features, which are features that stimulate any of the senses, such as sensory gardens (sight, smell and sound) or sandboxes (touch)
- Active play components, which are activities that include moderate to vigorous bursts of high energy that raise the heart rate, such as climbing or hop-scotch

Organizations must also make sure that outdoor play spaces have firm and stable ground surfaces to allow mobility devices to move easily, while balancing the need for safety and the prevention of injuries.

Surfaces that reduce the force of an impact or absorb the shock of a fall ('impact attenuating') should be located within the play space such as at the foot of slides and other play equipment. They do not need to be installed in the areas outside of the play space, such as the paths leading to or from the play space area. For example, if there is a sidewalk leading to the play space, it does not need to be replaced with a shock-absorbing surface.

Outdoor play spaces must be designed so there is enough clear space to allow all children and caregivers to move freely through, in and around the area.

Appendix H

Comparison of Playground Surfacing Materials

Material Type	Characteristics	Advantages	Disadvantages	Maintenance
Loose Fill Materials				

Sand	A natural, clean and non-packing material. Size, texture and composition of particles may vary. Some sand types may not be appropriate for playground use due to their tendency to compact (pack down) quickly.
	
	Should be installed at minimum depth of 12 inches (30 cm). Installation over asphalt or concrete can cause poor impact results. Sub-surface preparation is essential.
		• Low to medium in cost
		• Easy to obtain
		• Easy to install
		• Not flammable
		• Some types provide excellent impact-absorption qualities
		• Does not support microbial growth
			• Can be hard to walk on and cannot be used with wheelchairs or other mobility aides
			• Can be swallowed or get into user's eyes, hair, clothes and shoes
			• Can hide insects, animal excrement and dangerous sharp objects
			• Can be thrown, scattered or tracked onto other surfaces
			• High humidity and freezing temperatures can reduce its effectiveness
				• Can have higher ongoing maintenance costs
				• Requires:
				  • Regular inspection
				  • Periodic raking, leveling and sifting of compacted sand
				  • Removal of foreign matter
				  • Periodic addition of sand ("topping up"), annually or at least every 2-3 years
				  • Annual impact testing to ASTM* standards

Pea Gravel	Pea gravel consists of small, clean and rounded particles. Crushed, broken or irregular particle sizes should be avoided.
	
	Should be installed at minimum depth of 12 inches (30 cm). Installation over asphalt or concrete can cause poor impact results. Sub-surface preparation is essential.
		• Low cost
		• Easy to obtain
		• Easy to install
		• Less attractive than sand to animals
		• Not flammable
		• Does not support microbial growth
			• Can be hard to walk on and cannot be used with wheelchairs or other mobility aides
			• Can hide insects, animal excrement and dangerous sharp objects
			• May be swallowed and put in ears or nose
			• Potential formation of "hard pan" under surface
			• Can be thrown or scattered and tracked onto other surfaces – on hard surfaces it may contribute to slip-fall injuries
			• Rainy weather, high humidity and freezing temperatures can reduce its
				• Higher ongoing maintenance costs
				• Requires:
				  • Regular inspection
				  • Periodic raking and break-up of "hard pan" under surface, which may decrease its cushioning properties
				  • Removal of foreign matter
				  • Periodic addition of gravel ("topping up"), annually or at least every 1-2 years
				  • Clean-up of adjacent lawns and sidewalks
				  • Annual impact testing to ASTM* standards

Safe Kids Canada – 2005

			effectiveness	
Material Type	**Characteristics**	**Advantages**	**Disadvantages**	**Maintenance**
Wood Chips / Bark Mulch	Bark mulch comes from urban tree management and landscaping programs trees. Bark mulch may contain twigs and leaves. Wood chips generally do not contain twigs or leaves. Wood sources should be checked prior to chipping for toxins or allergens. Should be installed at minimum depth of 12 inches (30 cm). Installation over asphalt or concrete can cause poor impact results.	• Low cost • Easy to obtain • Attractive natural appearance • Retards insect infestation and fungal growth with its mildly acidic composition • Less likely to be used as play material	• May be swallowed, scattered or thrown into child's eyes • Decomposes and compacts over time • Can conceal animal excrement, dangerous sharp items and other foreign materials • Microbial growth when wet • Can be ignited • High humidity and freezing temperatures can reduce its effectiveness	• Higher on-going maintenance costs • Requires: •Regular inspection •Periodic raking •Removal of foreign matter •Periodic addition and replacement of bark/chips; annually or at least every 2-3 years •Annual impact testing to ASTM* standards
Engineered Wood Fibre	More expensive than bark mulch/wood chips, engineered wood fibre is processed new or virgin wood. Contains no twigs, bark or leaves. Wood source should be checked prior to chipping for toxins and allergens. Should be installed at minimum depth of 12 inches (30 cm). Installation over asphalt or concrete can cause poor impact results. Adequate drainage is essential and will lower long-term maintenance costs.	• Wheelchair accessible • Fairly durable • Easy to obtain • Less abrasive than sand • Retards insect infestation and fungal growth • Free of bark and leaves • Stays in place better than other loose fill surface material (i.e. sand, pea gravel)	• Initially expensive • Can conceal animal excrement or dangerous sharp items • Microbial growth when wet • High humidity and freezing temperatures can reduce its effectiveness • Decomposes and compacts over time	• Higher on-going maintenance costs • Requires: • Regular inspection • Periodic raking • Removal of foreign matter •Periodic addition and replacement of surface material is required; typically every 3-5 years •Annual impact testing to ASTM* standards
Loose Rubber Crumb (Shredded Tires)	Rubber crumb is processed through the grinding up of tire material. For playground use, rubber crumb should be free of metal and/or wires. Suppliers should also be able to confirm that the rubber does not contain	• Durable • Easy to install • Not abrasive • Does not support microbial growth • Less attractive to animals	• Can be ignited • Not appropriate for wheelchairs or other mobility aids • Wide variation in quality – may contain wire or metal; may also contain lead or	• Higher ongoing maintenance costs • Requires: • Regular inspection • Periodic raking • Removal of foreign matter

	lead, other toxins or allergens, such as latex. Should be installed at minimum depth of 12 inches (30 cm). Installation over asphalt or concrete can cause poor impact results.		other toxins • May be thrown or scattered • May hide foreign matter • Can be lodged in ears or nose or dust particles may enter and remain in lungs	• Periodic addition and replacement of surface material is required; annually or at least every 3-5 years • Annual impact testing to ASTM* standards
Material Type	**Characteristics**	**Advantages**	**Disadvantages**	**Maintenance**
Unitary Synthetic Materials				
Tiles	Synthetic tiles and mats are a combination of a chemical binder and rubber filler. Intertwining strands create a "trampoline effect" that cushions falls. Installation over asphalt or concrete can cause poor impact results without adequate sub-grade. Tiles must be installed according to the manufacturer's instructions and are available in various thicknesses, lengths, colours and patterns.	• Wheelchair accessible • Stays in place • Easy to clean • Consistent impact-absorbing qualities • Lower maintenance costs over long term • Decomposes slowly	• Initially expensive • Requires professional installation • May be vandalized or burned • Wide variation in quality • Can become hard over time, tiles may curl on the edges, seams may tend to expand and cause tripping • Must be swept free of dirt and other debris that can collect and decrease its shock absorption • A blower or vacuum may be required to remove debris from air pockets found in tile surface	• Regular inspection for damage and debris • General maintenance involves sweeping, blowing or vacuuming debris from surface • Easy to repair • Does not need replacement unless it has lost its impact-absorbing ability • Annual impact testing to ASTM* standards
Poured-In-Place	Poured-in-place is a seamless synthetic surface that is formed with a chemical binder and rubber filler. Air pockets in the surface create the shock-absorbing properties. Can be installed on concrete or asphalt but must be used at suitable thickness and be well anchored. It is available in a	• Wheelchair accessible • Stays in place • Easy to clean • Consistent impact-absorbing qualities • Lower maintenance costs over long term • Decomposes slowly	• Initially expensive • Requires professional installation • May be vandalized or burned • Wide variation in quality • Can become hard over time • Must be swept free of dirt and other debris that can collect and decrease its shock absorption	• Regular inspection for damage and debris • General maintenance involves sweeping, blowing or vacuuming debris from surface • Easy to repair • Does not need replacement unless it has lost its impact-absorbing ability • Annual impact testing to

	variety of patterns and colours.		• A blower or vacuum may be required to remove debris from air pockets found in surface	ASTM* standards

*** ASTM: American Society for Testing and Materials.** The ASTM standards are referenced in the CSA standard. For all surfacing types, the supplier should provide proof of lab testing to ensure surfacing meets ASTM standards for impact attenuation (impact-absorbing properties from various fall heights). After installation, the surfacing should be field tested to ensure it was properly installed.

Sources:

Calgary Injury Prevention Coalition Playground Safety Committee. "Comparison of Recommended Playground Surfaces." *Soft Landings: A Guide to Safe Playground Surfacing* (brochure). July 2003. Available at: www.calgaryhealthregion.ca/hecomm/IPC/kidsafe.htm

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Canadian Standards Association. *Children's Playspaces and Equipment - CAN/CSA-Z614-03: A National Standard of Canada.* June 2003.

Scott Belair, Playspace Inspection and Consulting Service Inc., personal communication, December 2004.

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Subject: 2021 Update of the Playground Replacement Program - City wide

Reference:

Date to Council: July 26, 2021
Author: James Chacko
Senior Manager, Parks
(519)253-2300 x2763
jchacko@citywindsor.ca
Parks
Report Date: 2021-06-21
Clerk's File #: SR/12397

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the replacement of thirty-two (32) playgrounds as identified under Table 1 of the Financial Matters Section, with a total required budget of $9,430,000 to be funded from the Playground Replacement Program (PFO-002-15) from years 2022 through 2026; and further,

THAT City Council **APPROVE** a pre-commitment of Service Sustainability Investment funding from the Playground Replacement Program (PFO-002-15) in the total amount of $7,658,353 from years 2022 to 2025 as follows:

- $1,577,448 from 2022
- $1,343,875 from 2023
- $2,510,302 from 2024
- $ 2,226,728 from 2025; and further,

THAT City Council **DIRECT** that $1,771,647 of Service Sustainability Investment funding from the Playground Replacement Program (PFO-002-15) as currently approved in principle in year 2026 be deemed pre-committed for immediate use on January 1, 2022 when it is within the required 5-year timeframe; and further,

THAT the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to take any such action required to effect the recommendation noted above and sign any required documentation/agreement(s) satisfactory in legal form to the City Solicitor, in technical content to the Commissioner of Community Services, and in financial content to the City Treasurer; and further,

THAT the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to effect the recommendation noted above, subject to all specification being satisfactory in technical content to the Commissioner of Community Services and in financial content to the City Treasurer.

THAT Administration **BE DIRECTED** to pursue grant opportunities to fund this project.

Executive Summary:

N/A

Background:

At the meeting of Council on December 7th 2020, and in response to CQ 23-2020, which Councillor Morrison asked at the meeting of Council on August 24th, 2020, Administration prepared a report providing an update on the current inventory of playgrounds citywide. This report titled State of City Playgrounds Audit Update 2020 Responding to CQ 23-2020 (Appendix "A") provides a comprehensive background on the recent and long-term history of the playground replacement program.

This report indicated that a third party audit was underway of the City's existing playgrounds. It further indicated that once the audit was complete that administration would provide information to be utilized by the Parks Development and Operations areas along with the internal information collected by the City's playground inspection and maintenance program to help determine which units should be recommended for replacement and the timing of those replacements. This would be based upon the condition ratings and remaining life expectancy of each playground.

Discussion:

Council has previously approved that there are to be 125 playground units located within specific parks. Each of the 125 units is to be maintained under the City's Playground Maintenance Program and replaced when they reach the end of their life cycle based upon their condition rating and funding as approved by Council. The life cycle of each unit is evaluated and updated on an ongoing basis as a function of the City's Playground Maintenance Program. As a result, every reasonable effort is made by Parks Operations to identify, maintain and repair potential deficiencies that will lead to a playground being removed from service regardless of the age of the unit.

It is important to distinguish the difference between a playground unit's actual age versus its remaining life cycle. For the purposes of recommending a playground unit that has to be replaced, the Parks department considers the remaining life cycle of the unit, and not the actual age of the unit. The units that the Parks department is recommending to be replaced in this report are all reaching the end of their life cycles. The age range of the units at the time of the upcoming removals will be between 20 and 28 years for each the 32 units identified.

Current Inventory – Already replaced

Presently 54 of the 125 units have been replaced and are considered to be new and in good condition, this leaves 71 units that still need to be replaced. Based upon their current condition ratings for all of these 71 units, two distinct groups have emerged. One group of 38 units that are still in satisfactory condition and hence are not recommended to be removed at this time. The other is a group of 33 units,* for which it is recommended that all of these units be replaced at this time based upon their condition ratings.

Current Inventory – Monitor for future replacement

The 38 units, as identified by administration to be in a satisfactory condition and do not require removal and replacement at this time, will continued to be monitored. At this time, it is expected that these 38 units will be brought forward for replacement within the next 5 to 10 years, based upon their current condition ratings and the Parks department experience in managing playgrounds.

Current Inventory – Recommended to be removed and replaced

***Note:** Out of the 33 units identified in the current inventory, The Wilson Park playground has recently been approved to be replaced as per CR274/2021 – Reimagined Adie Knox. This playground was determined to be at the end of its useful life based upon ongoing assessment ratings and would have otherwise been listed to be replaced as a part of this report.*

For the remaining 32 units, which are identified in the Financial Matters section below under Table 1, administration is recommending that the process to replace all of these 32 units with AODA accessible playgrounds begin at this time.

The City of Windsor Parks Department adopted the CSA standard in 1990 for the installation, maintenance and inspection of children's playgrounds. The CAN/CSA-Z614-20 standard along with the Accessibilty for Ontarians with Disabilities Act (AODA) passed in 2005 and has changed a number of times which has impacted the way playgrounds are designed developed and installed.

The AODA passed legislation in January of 2016 that newly constructed and redeveloped play spaces must comply with current *Accessibility for Ontarians with Disabilities Act*, which has played a big role in the replacement selection of playground equipment and surfacing in Windsor. Windsor has been proactive in meeting accessibility standards since the first accessible playground was installed in 2007. As a result, 54 of the playground units currently in service are accessible.

It is expected that the replacement of all 32 units will take approximately two years. In order to have the new playgrounds completed prior to the existing ones reaching the end of their life cycle and being removed, administration is recommending that the replacement process begin at this time. During the consultation and construction process, all reasonable steps will be taken to allow for each of these 32 existing playgrounds to be left open and available for public use. The new playgrounds will be built in an area adjacent to the existing playgrounds that will not require the existing

units be removed to allow for construction of the new units. However as each of these 32 units has been identified as being near the end of their respective life cycles, there is the potential that one or more of the 32 units will fail their ongoing inspections and a decision to remove the unit will be made.

Following the strategic directions identified in the Parks & Outdoor Recreation Master Plan and through the public consultation that will occur for each of these 32 playgrounds, the Parks department will work with the community to promote uniquely themed, accessible playgrounds. Each of these playgrounds will provide outdoor recreation space that focus on the play experience of children.

If Council approves the recommendation to replace these units, at this time, the next steps will be as follows:

- Summer 2021 - Public and other stakeholder consultation for each new playground
- Summer 2021 – Prepare tender/proposal documents, final specifications based upon public consultation.
- Fall 2021 – Tender the 32 playgrounds.
- Fall/Winter 2021 – Award the tenders/proposals
- Fall/Winter 2021 – Work with successful proponents on final designs and begin site work.
- Winter 2021/Spring 2022 – Site work begins at each park site.
- Spring/Summer 2022 – Installation of playground units begin.
- Summer/Fall 2022 – Installation of rubber surfacing begins.
- Spring/Summer 2023 – Installation of playground units is completed.
- Summer/Fall 2023 – Installation of rubber surfacing in completed.
- Fall 2023 – Existing playgrounds (if any remain) are removed.

Administration has identified the following benefits of moving forward expeditiously with replacing the 32 units due to their condition assessments:

Timing

Beginning the replacement process at this time will allow the Parks department to conduct public consultations, prepare, tender and execute agreements ahead of the 2022 construction season.

As it is expected that it may take up to two years to replace all of the identified units and as it is expected based upon condition ratings and ongoing inspections and that each of these 32 units will be required to be removed prior to the end of 2023. Delaying the

replacement of these units will result in a loss of play value to the community, as there will not be sufficient time to install the replacement units.

Economies of Scale

Over the life of the playground replacement program, the Parks department has replaced playgrounds primarily in one of two ways, as a single/small group tender or as a part of a large multi-unit tender. Past experience as shown that when a large number of units are tendered simultaneously and at an advantageous point in the construction season, the City receives per unit savings over single unit or small group tenders. The savings achieved because of the economies of scale, in addition to the historical and expected future annual cost increases per unit will offset the financing costs associated with pre-committing future funds.

Risk Analysis:

The regular review and scheduled inspections of the entire playground system, by a third party audit every 5 years, and routine maintenance will assist in ensuring the City's playgrounds are in good condition and comply with current standards in order to help mitigate the risk of bodily injury any potential liability of the corporation.

Proactive planning and routine maintenance activities will enable staff to identify upcoming replacements and the risk of any potential service deficiencies.

The third party audits, regular inspections and removal of any non-compliant playgrounds are measures that have been and will continue to be taken. The continuation of these measures is important to ensuring effective risk management moving forward.

As a part of the above processes, 32 playground units currently within the approved inventory are identified as being at a point where replacement will be required within the next two years. If the replacement of these units is delayed, there is the potential risk that there will be a loss of access to a playground as there will be a gap between the time the existing unit is required to be removed and a new unit can be constructed.

Staff inspect each unit on an approved monthly schedule. The results of these inspections and the subsequent identified maintenance allow units to remain in service beyond their initial life cycle. However, there may come a point in time when the inspections identify issues that cannot be addressed, at this time the units will be removed from service.

Climate Change Risks

Climate Change Mitigation:

Construction of new playgrounds will have a minor impact on the community greenhouse gas emissions. However, each playground will incorporate the planting of multiple large caliber trees, which can sequester carbon.

Climate Change Adaptation:
The climate change projections for Windsor include estimates that the number of days over 30C will increase from our baseline of 22 days to 50 days in the 2040s. An increase in extreme heat can cause health issues (Impact #4). However, the City of Windsor has been recognized for its ongoing work to improve thermal comfort in City parks by Health Canada. More recently, CAN/CSA-Z620 Children's playground equipment and surfacing standard has been updated to include a six-page thermal comfort annex. These playground units will be improved with these standards and past successes in mind including the incorporation of multiple large caliber trees and additional shade structures where feasible.

As a part the playground design of each unit, site-specific considerations will be taken into account to allow for natural drainage and consideration for existing tree canopy.

Financial Matters:

As noted in Table 1 below, it will cost approximately $9,430,000 based on 2021 pricing, to replace the next 32 playground units that have been identified. As a result of the Asset Management Levy being put in place in 2020, there is currently sufficient funding identified in the 10-year capital budget, from years 2022 to 2026 to replace these units at this time. This available funding allows Administration to proactively plan for these units in such a fashion so as to minimize the time required between removal and replacement thereby ensuring that the community does not have an extended and unexpected period of time without access to them.

TABLE 1 – Playgrounds Required to be Replaced

Name	Status	Size	2021 Total Cost	Ward
Playground - Lake Laguna	Replace	M	320,000	1
Playground - Matthew Rodzik	Replace	M	320,000	1
Playground - Dynasty	Replace	S	215,000	1
Playground - Kominar	Replace	S	215,000	1
Playground - McKee	Replace	M	320,000	2
Playground - Bradley	Replace	M	320,000	2
Playground - Fred Thomas	Replace	L	400,000	3
Playground - Alton C Parker	Replace	S	215,000	3
Playground - Gignac	Replace	L	400,000	4
Playground - Willistead	Replace	L	400,000	4
Playground - Garwood	Replace	M	320,000	4
Playground – Kid's Alliance	Replace	M	320,000	4
Playground - Devonshire	Replace	S	215,000	4
Playground - Mayfair	Replace	M	320,000	5
Playground - Robert	Replace	M	320,000	5
Playground - Francois	Replace	S	215,000	5
Playground - Homesite	Replace	M	320,000	6
Playground – St. Paul Grove	Replace	M	320,000	6

Playground - Cora Greenwood	Replace	M	320,000	7
Playground – Ganatchio/Little River Corridor Trail	Replace	M	320,000	7
Playground - Seneca	Replace	M	320,000	7
Playground - Stillmeadow	Replace	M	320,000	7
Playground - South Rendezvous	Replace	S	215,000	7
Playground - Coletta	Replace	M	320,000	8
Playground - Thurston	Replace	M	320,000	8
Playground - Shawnee	Replace	S	215,000	8
Playground - Kenilworth	Replace	M	320,000	9
Playground - Maple Leaf	Replace	M	320,000	9
Playground - Patrick McGuire	Replace	M	320,000	9
Playground - Avondale Playlot	Replace	S	215,000	10
Playground – Brookview	Replace	S	215,000	10
Playground - Aboriginal	Replace	S	215,000	10

Based on the City's Asset Management Plan and the 2021 Capital Budget the projected funding available for playgorund replacements over the next ten (10) years is as follows:

TABLE 2 - Available Funds Approved Under PFO-002-15 – Playground Replacement Program

Year	Funding
2022	$1,577,448 (to be pre-committed)
2023	$1,343,875 (to be pre-committed)
2024	$2,510,302 (to be pre-committed)
2025	$2,226,728 (to be pre-committed)
2026	$2,903,000 ($1,771,647 to be deemed pre-committed as of January 1, 2022)
2027	$3,053,000
2028	$2,600,000
2029	$2,600,000
2030	$2,600,000

The pre-committment funds of from years 2022, 2023, 2024, 2025 and 2026 as detailed in Table 2 above will allow for total available funds of $9,430,000 to be used for the replacement of the 32 playgrounds as defined in Table 1 above.

TABLE 3 – Summary of Expected Total Overall Costs & Required Funding

Construction Costs – Installation of playground units, site servicing and restoration	$7,639,255	
Non-recoveable portion of HST (1.76%)	$134,450	
Contigency (10%)	$763,925	
Project management and temporary financing costs	$892,370	
Total Expected 2021 Costs as per Table 1	$9,430,000	
Total Funds as per Table 2 from the Playground Replacement Program (PFO-002-15)		$9,430,000

It is anticipated that there will be minimal costs incured during the remainder of 2021, and that those costs incurred will be internal administrative charges during the public consultation and RFP preparation phases.

The majority of costs will be inccurred and charged to the project will be during the construction phases taking place in 2022 and 2023. It is anticipated that all construction will be completed in 2023.

Consultations:

Karina Richters – Supervisor Environmental Sustainability & Climate Change

Dana Paladino – Deputy City Solicitor – POA, Purchasing and Risk Management

Emilie Dunnigan – Manager, Revenue & Financial Administration

Mark Friel – FPA, Parks

Jamie Scott - Manager, Parks Operations

Wadah Al-Yassiri - Manager, Parks Development

Conclusion:

Administration recommends moving forward with the replacement of the 32 playgrounds identified in Table 1. These 32 playgrounds have reached the end of their useful life cycle based upon ongoing inspections and assessments. Approving the replacement process at this time is achievable as per the long-term Asset Management Plan of the City's playgrounds. Approving the replacement process to begin now is an important component in sustaining the Council approved 125 playground units and to maximize the play value for the community.

Planning Act Matters:

N/A

Approvals:

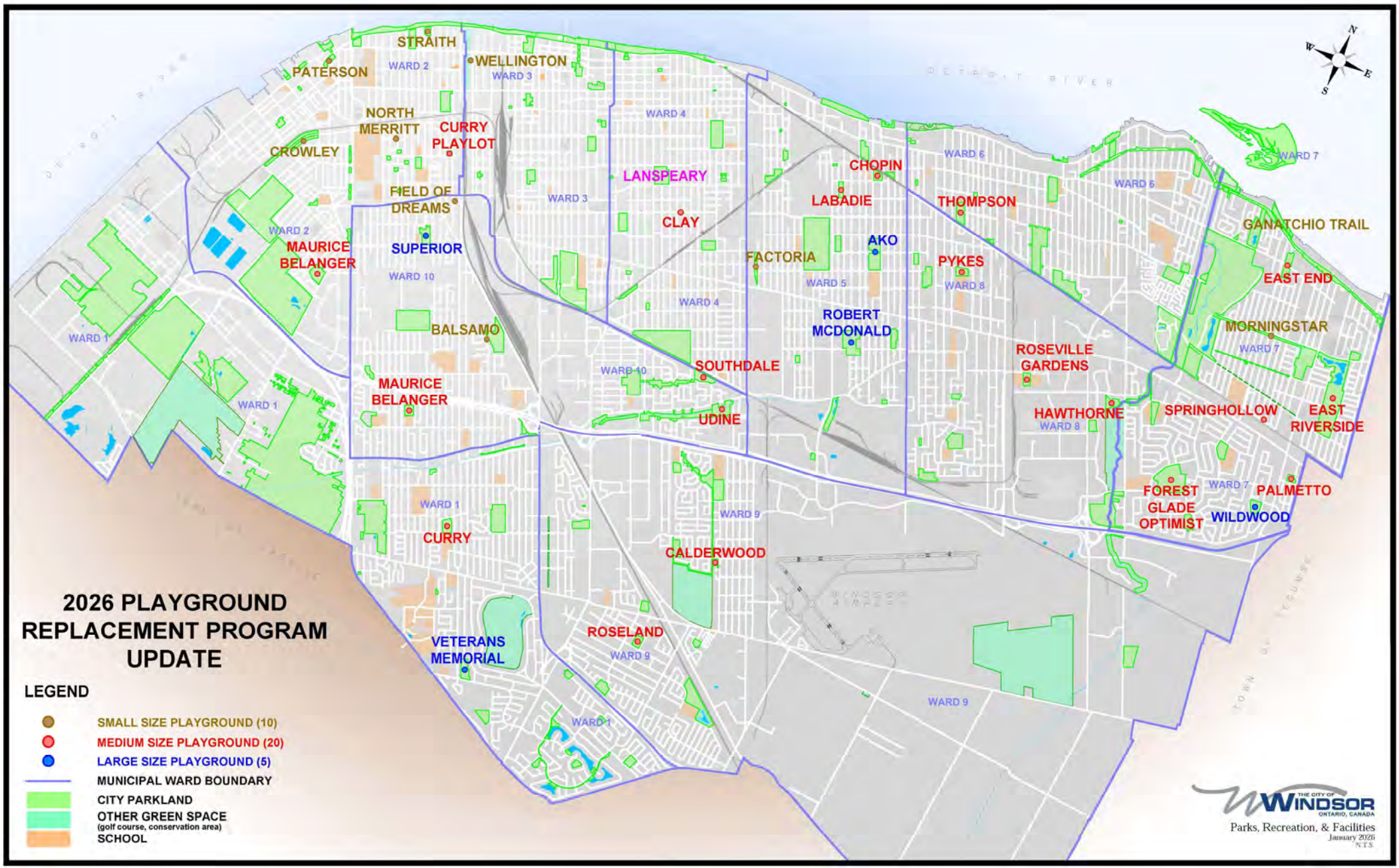
Name	Title
James Chacko	Senior Manager, Parks
Melissa Osbourne	Senior Manager, Asset Planning
Ray Mensour	Commissioner, Community Services (A)
Joe Mancina	City Treasurer
Jason Reynar	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Report on response to CQ 23 2020


2026 PLAYGROUND REPLACEMENT PROGRAM UPDATE
LEGEND
SMALL SIZE PLAYGROUND (10)
MEDIUM SIZE PLAYGROUND (20)
LARGE SIZE PLAYGROUND (5)
MUNICIPAL WARD BOUNDARY
CITY PARKLAND
OTHER GREEN SPACE
(golf course, conservation area)
SCHOOL
STRAITH
WELLINGTON
PATERSON
NORTH MERRITT
CURRY PLAYLOT
CROWLEY
FIELD OF DREAMS
MAURICE BELANGER
SUPERIOR
BALSAMO
MAURICE BELANGER
CURRY
VETERANS MEMORIAL
CALDERWOOD
ROSELAND
UDINE
SOUTHDALE
LANSPEARY
CLAY
FACTORIA
ROBERT MCDONALD
LABADIE
CHOPIN
AKO
THOMPSON
PYKES
ROSEVILLE GARDENS
HAWTHORNE
GANATCHIO TRAIL
EAST END
MORNINGSTAR
SPRINGHOLLOW
EAST RIVERSIDE
FOREST GLADE
OPTIMIST
WILDWOOD
PALMETTO
WARD 1
WARD 2
WARD 3
WARD 4
WARD 5
WARD 6
WARD 7
WARD 8
WARD 9
WARD 10
DETROIT RIVER
THE CITY OF WINDSOR
ONTARIO, CANADA
Parks, Recreation, & Facilities
January 2026
N.T.S.

Appendix D - 36 Playgrounds Required to be Replaced through the Playground Replacement Program

#	Location	Playground Size	Ward
1	Curry Park	Medium	1
2	Veterans Memorial Park	Large	1
3	Crowley Park	Small	2
4	Curry Playlot Park	Medium	2
5	Maurice Belanger Park	Medium	2
6	North Merritt Park	Small	2
7	Paterson Park	Small	2
8	Straith Park	Small	2
9	Wellington Park	Small	3
10	Clay Park	Medium	4
11	Lanspeary Park	Super	4
12	AKO Park	Large	5
13	Chopin Park	Medium	5
14	Factoria Park	Small	5
15	Labadie Park	Medium	5
16	Robert McDonald Park	Large	5
17	Thompson Park	Medium	6
18	Ganatchio Trail	Small	6/7
19	East End Park	Medium	7
20	East Riverside Park	Medium	7
21	Forest Glade Optimist Park (North)	Small	7
22	Forest Glade Community Centre	Large	7
23	Morningstar Park	Small	7
24	Palmetto Park	Medium	7
25	Springhollow Park	Medium	7
26	Wildwood Park	Large	7
27	Hawthorne Park	Medium	8
28	Pykes Park	Medium	8
29	Roseville Gardens Park	Medium	8
30	Calderwood Park	Medium	9
31	Roseland Park	Medium	9
32	Balsamo Park	Small	10
33	Field of Dreams Park	Small	10
34	Partington Park	Medium	10
35	Southdale Park	Medium	10
36	Udine Park	Medium	10

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 120/2025

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: Additional Information – Infrastructure Considerations to Discourage Unsafe Behaviours in the Public Roadway — City Wide

Reference:

Date to Council: February 23, 2026
Author: Rob Slater
Executive Initiatives Coordinator
Office of the Commissioner of Infrastructure Services
(519) 255-6247 Ext. 6029
rslater@citywindsor.ca

Report Date: 2/5/2026
Clerk's File #: SW2025

To: Mayor and Members of City Council

Additional Information:

At its November 24th, 2025 Council Meeting, Council requested that the report "Response to Inquiry Regarding Infrastructure Related Strategies to Discourage Unsafe Behaviours in the Public Roadway" be deferred to a future meeting of City Council to allow for Administration to provide options and the associated risks for each option for Council's consideration. This memo provides additional information in support of this direction.

Discussion:

All median installations must maintain full visibility and access to required traffic control devices and infrastructure. The hazard marker located at the nose of the median provides essential guidance to drivers by indicating the presence and alignment of the median. Nothing may be placed in front of or near the marker that obstructs or competes with its visibility, including landscaping, planters, bollards, fencing, signage, or temporary materials.

Medians frequently also contain traffic signal poles, electrical access panels, and maintenance hole covers that must remain unobstructed for maintenance and emergency work.

These locations are also typically where panhandlers stand, as they position themselves adjacent to the hazard marker or traffic signal pole to face oncoming traffic. Any installation intended to deter panhandlers that blocks the hazard marker, impedes sightlines to the traffic signal, or restricts access to the panel or maintenance hole introduces safety and operational risks.

Road Median Considerations:
Examples of existing median configurations and infrastructure treatments are provided in Appendices A and B. Appendix A illustrates a representative median configuration at a signalized intersection (Howard Avenue and Tecumseh Road East). Appendix B provides examples of infrastructure treatments that have been considered for medians.

Signage (Educational / Advisory Signs Near Intersections)
Signage can be installed at medians to deter panhandling and/or deter motorists from giving directly to panhandlers. This is a low-cost infrastructure measure that does not introduce physical hazards into the roadway. It is recognized that such signage has a low likelihood of deterring panhandling, based on publicly reported experience in Niagara Falls where advisory signage has not eliminated the activity and individuals have continued the behaviour. Such advisory signs would not afford the creation of enforceable offences.

Physical Infrastructure on Medians (Bollards, Fencing, Planters, Guardrails)
In response to Council's request, Administration reviewed several physical infrastructure options that could be installed on medians—including bollards, fencing, railings, large planters or concrete blocks, and guardrails—to restrict standing space. While these treatments vary in appearance, they function similarly and present the same limitations.

Physical barriers have a low likelihood of deterring panhandling. They may partially or fully displace individuals from a specific median; however, with 296 signalized intersections across the City, 80 of which have physical medians, individuals would likely relocate a short distance to another accessible area—such as an adjacent sidewalk, median edge, or a nearby intersection—rather than discontinue the behaviour. As a result, these installations would not meaningfully reduce the overall occurrence of panhandling.

Uneven Surface Treatment / Removing Medians
Uneven surface treatments—such as raised blocks, cobblestone, textured concrete, or other irregular finishes—make medians uncomfortable to stand on. However, these treatments have a low likelihood of deterring panhandling.

Individuals typically relocate a short distance to another accessible area such as the adjacent sidewalk, boulevard, or a nearby intersection rather than discontinue the behaviour. In addition, intentionally creating unstable or difficult-to-stand-on surfaces also increases the risk of slips, missteps, or falls for anyone who does stand on the median, introducing new safety concerns.

Council is reminded of the private and confidential memo provided on November 24, 2025, which identified the potential implications associated with intentionally altering or removing medians. For these reasons, uneven surface treatments or removing medians are not recommended as an effective or appropriate strategy to discourage panhandling.

Emergency Response Services and Enforcement:

With respect to Windsor Fire and Rescue Services, the introduction of fixed objects within active roadway environments may introduce localized operational and safety risks, particularly during collision responses, periods of reduced visibility, or high-traffic conditions. Such features may constrain apparatus positioning, staging, median crossings, and scene management, and may increase exposure risks for first responders and the public, depending on design and placement.

With respect to Windsor Police Services response, fixed physical infrastructure barriers can limit the ability of police vehicles and officers to cross medians during emergent situations, potentially constraining staging, U-turns, collision scene access, and general movement within the roadway. Where other pathways are blocked, such barriers may further restrict both vehicle and foot travel, introducing additional operational and safety risks during incidents. The introduction of rigid or solid objects within medians may create additional safety hazards during police interactions. Such features could increase the risk of injury to officers, members of the public, or individuals involved in enforcement activities if interactions occur near or against fixed infrastructure.

These physical infrastructure measures also do not create any new additional enforcement authority to police officers. Windsor Police are only authorized under the *Safe Streets Act, 1999* to intervene upon a person soliciting someone while in a stopped, standing, or parked vehicle within the travelled portion of the roadway. This will not change, regardless of which type of barrier is installed. Therefore, barriers would not enhance enforcement or improve safety outcomes.

These treatments are unlikely to eliminate the behaviour overall. It is reasonable to expect that individuals would relocate to nearby or alternative locations to continue the activity, and in some cases may be displaced to less desirable or less safe locations, rather than discontinuing the behaviour entirely.

As summarized in Table 1, various drawbacks with each of the above noted road median considerations would be experienced. Of note, physical barriers introduce several operational and safety risks, including potential impacts on sightlines, accessibility, collision hazards, and snow clearing. The potential implementation of such considerations would not serve to achieve the intended behavioural outcome of reducing panhandling within the roadway.

Table 1: Risk Overview of Various Road Median Considerations

Infrastructure Option	Key Risks
Signage (Advisory / Educational Signs)	• Low risk overall.
	• Must not obstruct hazard-marker or signal sightlines.
	• Low effectiveness; panhandling typically continues or shifts to another location.
Landscaping (Shrubs, Bushes, Plantings)	• Anything tall will obstruct hazard-marker and traffic signal visibility and may create additional sightline conflicts between turning vehicles and pedestrians.
	• Vegetation can quickly obstruct sightlines unless regularly maintained.
	• Requires ongoing maintenance (pruning, watering, replacement).
	• Creates visual clutter that interferes with driver attention.
	• Does not deter panhandling; behaviour relocates.
Flexible Bollards	• May obstruct sightlines depending on placement.
	• Need many closely spaced in order to work effectively.
	• Low effectiveness; panhandling relocates.
Fencing / Metal Rails	• May obstruct sightlines depending on height/placement.
	• Adds a rigid obstacle to the median.
	• Impedes emergency vehicle manoeuvring.
	• No deterrent effect; panhandling relocates.
Planters/Concrete Blocks	• May obstruct sightlines depending on height/placement.
	• Adds a rigid obstacle to a median.
	• Impedes emergency vehicle manoeuvring.
	• Minimal behavioural impact; panhandling relocates.
Uneven Surface Treatments	• Increases the risk of slips or falls for anyone standing or traversing on the median.
	• Low effectiveness; behaviour relocates to nearby accessible areas.
Removal of Medians	• Eliminates infrastructure installed for critical traffic-engineering purposes (traffic separation, signal pole location).
	• Negative impacts on traffic safety and operations. (refer to private and confidential memo distributed November 24, 2025).
	• Does not deter panhandling; behaviour relocates to a nearby sidewalk, boulevard, or intersection.

Conclusion:

None of the infrastructure options reviewed by Administration, including signage, landscaping, bollards, fencing, planters, guardrails, or concrete barriers, will effectively prevent individuals from occupying or panhandling on medians. Importantly, the areas of medians where these physical infrastructure measures are considered are the same locations that must remain unobstructed to maintain visibility of hazard markers, traffic signals, and access to critical infrastructure. Further, physical infrastructure installed on medians may negatively affect emergency and incident response.

Accordingly, these measures do not effectively eliminate the behaviour but instead displace it to nearby sidewalks, boulevards, or intersections.

Consultations:

Ian Day, Senior Manager, Transportation
Kate Tracey, Senior Legal Counsel
Samuel Atkin, Senior Legal Counsel
James Waffle, Fire Chief
Scott Jeffery, Inspector, Windsor Police Service

Approvals:

Name	Title
Rachel Chesterfield	Manager, Performance Measurement and Business Case Development
Stacey McGuire	Executive Director, Operations / Deputy City Engineer (A)
Dana Paladino	Commissioner, Human and Health Services
Wira Vendrasco	City Solicitor
Andrew Daher	Commissioner, Corporate Services
David Simpson	Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Appendices:

Appendix A – Median at the intersection of Howard Avenue and Tecumseh Road East
Appendix B – Examples of Infrastructure Treatments on Medians

Appendix A – Median at the intersection of Howard Avenue and Tecumseh Road East

Figure B1: Example of Uneven Surface Treatment (Raised Block Surface).

Figure B2: Examples of Raised Planters on Median

BY-LAW NUMBER 28-2026

A BY-LAW TO AMEND BY-LAW 40-2015, BEING A BYLAW TO CLOSE, STOP UP AND CONVEY A PORTION OF THE 3.66 METRE (12 FEET) WIDE EAST/WEST ALLEY AND THE NORTH/SOUTH ALLEY BETWEEN DAWSON AND RAYMO ROADS, SOUTH OF WYANDOTTE STREET EAST, CITY OF WINDSOR

Passed the 23rd day of February, 2026.

WHEREAS it is deemed expedient to amend By-law 40-2015 adopted on the 23rd day of March, 2015, and registered on title on March 26, 2015, as Instrument No. CE651818 (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:

"3. THAT the lands described in Schedule "A" hereto **BE CONVEYED** in as-is condition to the abutting property owners, and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:

i. Easements over Parts 4 to 14, inclusive, on Reference Plan 12R-26038, subject to being accepted in the City's standard form and in accordance with the City's standard practice, are granted to ENWIN Utilities Ltd. and Managed Network System Inc. (MNSi) for the installation, repairs, and maintenance of their facilities therein.

ii. Easements, over Parts 4 to 15, include, on Reference Plan 12R-26038, subject to being accepted in the City's standard form and in accordance with the City's standard practice, are granted to Bell Canada and Cogeco Connexion Inc., for the installation, repairs, and maintenance of their facilities therein.

iii. Easements over Parts 4 to 15, inclusive, on Reference Plan 12R-26038, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to 816 Dawson Road (Lot 235, Registered Plan 776), and 820 Dawson Road (Lot 236, Registered Plan 776), for the purpose of maintaining vehicular and pedestrian access."

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 February 23, 2026, 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 – February 23, 2026
Second Reading – February 23, 2026
Third Reading – February 23, 2026

SCHEDULE "A"
TO BY-LAW 28-2026

Part Lane, Registered Plan 776, Sandwich East, designated as Parts 15, Plan 12R26038; Windsor, subject to an easement in gross over Part 15, Plan 12R26038, as in CE651819; City of Windsor

Being all of PIN 01087-0494 (LT)

City of Windsor
County of Essex

Part Lane, Plan 776, Sandwich East (closed by By-law CE651818) designated as Part 4, 5, 6, 7, 8, 9, 10, 11, 13 & 14, Plan 12R-26038; subject to an easement in gross over Parts 4 to 11, 13, 14, Plan 12R-26038 as in CE651819; subject to an easement in gross over Parts 4 to 11, Plan 12R-26038, as in CE651820; City of Windsor

Being part of PIN 01087-0855 (LT)

City of Windsor
County of Essex

BY-LAW NUMBER 29-2026

A BY-LAW TO AMEND BY-LAW 12933, BEING A BYLAW TO CLOSE, STOP UP AND CONVEY PART OF THE NORTH/SOUTH ALLEY BETWEEN DAWSON AND RAYMO, NORTH OF ONTARIO STREET, CITY OF WINDSOR

Passed the 23rd day of February, 2026.

WHEREAS it is deemed expedient to amend By-law 12933 adopted on the 12th day of May, 1997, and registered on title on June 3, 1997, as Instrument No. R1387334 (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:

> "3. THAT the lands described in Schedule "A" hereto **BE CONVEYED** in as-is condition to the abutting property owners, and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
>
> i. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to Bell Canada, Cogeco Connexion Inc., ENWIN Utilities Ltd., and Managed Network System Inc. (MNSi) for the installation, repairs, and maintenance of their facilities 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 February 23, 2026, 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 – February 23, 2026
Second Reading – February 23, 2026
Third Reading – February 23, 2026

SCHEDULE “A”
TO BY-LAW 29-2026

Part Lane, Plan 776, Sandwich East (closed by By-law CE651818) designated as Part 12, Plan 12R-26038; City of Windsor

Being part of PIN 01087-0855 (LT)

City of Windsor
County of Essex

BY-LAW NUMBER 30-2026

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 23rd day of February, 2026.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

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

1. That subsection 91.10 of Section 91, of said by-law, is amended by adding the following clause:

16. WEST SIDE OF RIVARD AVENUE BETWEEN GRAND BOULEVARD AND QUEEN ELIZABETH DRIVE

For the lands comprising of Part of Block E, Plan 1636, Parts 1 & 2, Plan 12R-17820, Part 1, Plan 12R-21843 (PIN 01378-0475 LT & 01378-0476 LT), the following additional provisions shall apply:

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

b) Notwithstanding clause .10 of Table 5.30.10, the *maximum* encroachment of a balcony into a *required side yard* shall be 1.63 m.

c) Notwithstanding clause .60 of Table 5.30.10, the *minimum* separation of a *porch* from a *side lot line* shall be 3.80 m.

d) *Building Height*: *Main Building*: *maximum* 9.0 m

e) *Side Yard* Width: *minimum*:

1. From the north *side lot line:* 1.80 m
2. From the south *side lot line:* 5.40 m

f) Notwithstanding Table 24.20.5.1, the *minimum* number of required *parking spaces* for a *Multiple Dwelling* shall be 9

g) An ornamental *screening fence* having a height of 1.20 m shall span the length of a parking area separation from Rivard Avenue, save and except that portion within 0.30 m of an *access area*.

h) An ornamental *screening fence* having a height of 1.20 m shall span the length of a parking area separation from the north *lot line*.

i) An ornamental *screening fence* having a height of 1.20 m shall span the length of a parking area separation from the south *lot line*.

j) A *main building* wall facing Rivard Avenue shall have at least one main pedestrian entrance.

[ZDM 11; ZNG/7337]

2. That said by-law is further amended by amending the Zoning District Maps shown in Column 2 by changing the zoning symbol of the lands described in Column 3 from that shown in Column 5 to that shown in Column 6:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol	6. New Zoning Symbol
1	11	Part of Block E, Plan 1636, Parts 1 & 2, Plan 12R-17820, Part 1, Plan 12R-21843, PIN 01378-0475 LT & 01378-0476 LT (located on the west side of Rivard Avenue between Grand Boulevard and Queen Elizabeth Drive)		RD1.1	RD3.1x(16)

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on February 23, 2026, 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 – February 23, 2026
Second Reading – February 23, 2026
Third Reading – February 23, 2026

BY-LAW NUMBER 31-2026

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 23rd day of February, 2026.

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:

That Section 91.10 of said by-law is amended by adding the following clause:

15. EAST SIDE OF NORMAN ROAD, BETWEEN MILLOY STREET AND ALICE STREET

For the land comprising Lots 2, 3, 108, and 109, Pt closed Alley and Pt Princess Avenue closed on Plan 1360, PIN 01113-0449 LT, the following provisions shall apply:

a) One *Multiple Dwelling* with a maximum of 8 *dwelling units* shall be an additional permitted use subject to the following additional regulation:

1. *Lot Width*: *minimum* 20.0 m
2. *Lot Area*: Per *dwelling unit*: *minimum* 200.0 m^2
3. Notwithstanding Section 25.5.20.1.6, the *minimum* parking area

   separation from a *building* wall containing a *habitable room window* or containing both a main pedestrian entrance and a *habitable room window* facing the *parking area* where the *building* is located on the same lot as the *parking area* shall be 1.80 m; and
4. *Landscaped Open Space Yard*: *minimum* 35.0% of the *lot area*

b) A *Multiple Dwelling* containing 9 or more *dwelling units* is prohibited.

[ZDM 11; ZNG/7332]

2. That said by-law is further amended by amending the Zoning District Maps shown in Column 2 by changing the zoning symbol of the lands described in Column 3 from that shown in Column 5 to that shown in Column 6:

1. Item Number	2. Zoning District Map	3. Lands Affected	4. Official Plan Amendment Number	5. Current Zoning Symbol	6. New Zoning Symbol
1	11	Lots 2, 3, 108, and 109 on Plan 1360, Ford City; Pt closed Alley and Pt Princess Avenue closed, Plan 1360, situated on the east side of Norman Road, between Milloy Street and Alice Street		RD1.2	RD1.2x(15)

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on February 23, 2026, 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 – February 23, 2026
Second Reading – February 23, 2026
Third Reading – February 23, 2026

BY-LAW NUMBER 32-2026

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 23rd day of February, 2026.

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:

That Section 20(1) of said by-law is amended by deleting and replacing clause 340 with the following clause:

340. **SOUTHEAST CORNER OF DEVONSHIRE COURT AND KILDARE ROAD**

For the lands comprising Parts 1 to 4, Plan 12R-27198, the following additional provisions shall apply:

1. Additional permitted *main uses*:

   Double Duplex Dwelling

   Duplex Dwelling

   Multiple Dwelling

   Semi-Detached Dwelling

   Townhome Dwelling

2. Any *use* accessory to an additional permitted *main use*.

3. For any *dwelling*, the following additional provisions shall apply:

   a) An *access area* or driveway in any *front yard* or any *exterior side yard* is prohibited. Access to a *parking space* shall be from an *alley*.

   b) Exposed flat concrete block, untextured concrete whether painted or unpainted and vinyl siding on any exterior wall is prohibited. A minimum of 50 per cent of the area of any exterior wall shall be covered in brick, textured concrete block, stucco, stone or any combination thereof.

4. For a *Single Unit Dwelling*, the following additional provisions shall apply:

   a) *Building Height*: *Main Building*: *minimum* 7.00 m

   b) *Front Yard* Depth: *minimum* 7.50 m

5. For a *Double Duplex Dwelling*, *Duplex Dwelling*, *Semi-Detached Dwelling*, or *Townhome Dwelling*, the following additional provisions shall apply:

    a) *Lot Width*: *minimum*:
        1. *Double Duplex Dwelling*: 12.0 m
        2. *Duplex Dwelling*: 9.0 m
        3. *Semi-Detached Dwelling*: 15.0 m
        4. *Townhome Dwelling*: 20.0 m

    b) *Lot Area*: *minimum*:
        1. *Double Duplex Dwelling*: 530.0 m^2
        2. *Duplex Dwelling*: 350.0 m^2
        3. *Semi-Detached Dwelling*: 425.0 m^2
        4. *Townhome Dwelling*: per Townhome Dwelling Unit: 250.0 m^2

    c) *Lot Coverage*: *maximum* 52%

    d) *Building Height*: *Main Building*: *maximum* 12.0 m

    e) The *Front Yard* Depth, *Rear Yard* Depth, *Side Yard* Width provisions in Section 10.1.5 shall not apply

    f) *Building* Setback: Any *Building*: *minimum*
        1. From the *lot line* abutting Kildare Road: 1.20 m
        2. From the *lot line* abutting Devonshire Court: 3.39 m
        3. From the midpoint of the 20ft radius of Lot 87 RP 684: 1.70 m
        4. From an *interior lot line*: 1.20 m

    g) For a *Duplex Dwelling* and *Semi-Detached Dwelling*, the *maximum gross floor area* of the *main building* shall be 400 m^2

    h) For a *Townhome Dwelling*, a *minimum* of 2 *parking spaces* per *townhome dwelling unit* shall be provided

    i) Required Number of *Visitor Parking Spaces*: 0

6. For a *Multiple Dwelling*, the following provisions shall apply:
    a) *Lot Width*: *minimum* 35.0 m
    b) *Lot Area*: *minimum* 2,145.0 m^2
    c) *Lot Coverage: maximum* 35.0%
    d) *Building Height*: *Main Building*: *maximum* 15.0 m

e) *Building* Setback: *minimum*

1. From the *lot line* abutting Kildare Road: 2.62 m
2. From the *lot line* abutting Devonshire Court: 3.39 m
3. From the midpoint of the 20ft radius of Lot 87 RP 684: 1.89 m
4. From an *interior lot line*: 1.20 m

f) *Landscaped Area*: *minimum* 27.5% of *lot area*

g) *Dwelling Units*: *maximum* 23

[ZDM 7; ZNG/4715; ZNG/6571; ZNG/7331]

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on February 23, 2026, 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 – February 23, 2026
Second Reading – February 23, 2026
Third Reading – February 23, 2026

BY-LAW NUMBER 33-2026

A BY-LAW TO FURTHER AMEND BY-LAW
188-2000, BEING A BY-LAW TO APPOINT PROVINCIAL OFFENCES
OFFICERS FOR THE CORPORATION OF
THE CITY OF WINDSOR
Authority No.

Passed the 23rd day of February, 2026.

WHEREAS it is deemed expedient to further amend By-law Number 188-2000 being a by-law to appoint provincial offences officers, to update the list of persons enforcing regulatory by-laws;

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

1. That Schedule “A” of By-law Number 188-2000 be deleted and the attached Schedule “A” be substituted therefore.

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 February 23, 2026, 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 – February 23, 2026
Second Reading – February 23, 2026
Third Reading – February 23, 2026

SCHEDULE "A"
TO BY-LAW NUMBER 188-2000

APPOINTED PROVINCIAL OFFENCES OFFICERS

Department	Name
Building	John Revell
Building	Oliver Pozar
Building	Frank Pasciuta
Building	Brandon Calleja
Building	Marco Pellerito
Building	Mike Arthur
Building	Brian Jackson
Building	George Eberhardt
Building	Chris Girard
Building	Nicole Brush
Building	Michael Forte
Building	Ian Sakal
Building	Gentian Prifti
Building	Trevor Girard
Building	Armando Cala
Building	Michael Mollica
Building	Peter Quaglia
Building	Stuart Robertson
Building	Donna Desantis
Building	Wendy Calito
Building	Keifer Vandenenden
Building	Les Therrien
Fire Services	Malcolm Bondy
Fire Services	Dawn Schneider
Fire Services	Sean Fabel
Fire Services	Jeff Goldthorpe
Fire Services	Karen Koski
Fire Services	James Waffle
Fire Services	Daemon Hart
Fire Services	Brian Bobbie
Fire Services	David McGregor
Fire Services	John Smith
Fire Services	Lisa Carvallo

Department	Name
Fire Services	Bridget Chippett
Fire Services	Cathy Demars
Fire Services	Christopher Kreibich
Licensing & By-law Enforcement	Dan Jenner
Licensing & By-law Enforcement	Don Balino
Licensing & By-law Enforcement	Rocco Iacobelli
Licensing & By-law Enforcement	Andrew Wong
Licensing & By-law Enforcement	Bart Pogorzelski
Licensing & By-law Enforcement	Michael Desjardins
Licensing & By-law Enforcement	Todd Hamilton
Licensing & By-law Enforcement	Craig Robertson
Licensing & By-law Enforcement	Rory Sturdy
Licensing & By-law Enforcement	Steve Vlachodimos
Licensing & By-law Enforcement	Kevin Kuprowski
Licensing & By-law Enforcement	Vedran Abidinovic
Licensing & By-law Enforcement	Wayne Campbell
Licensing & By-law Enforcement	Elie Houad
Licensing & By-law Enforcement	Ian Blair
Licensing & By-law Enforcement	Nicholas McQueen
Office of the City Engineer	Bill Kralovensky
Office of the City Engineer	Charles Hartford
Office of the City Engineer	Susanne Hasilo
Office of the City Engineer	Benjamin Byrne
Office of the City Engineer	Salvatore Vitale
Office of the City Engineer	John Colella
Office of the City Engineer	Marc Ladouceur
Office of the City Engineer	Ian Day
Office of the City Engineer	Andrew Souillere
Office of the City Engineer	Rafal Nissan
Parks	Marc Edwards
Parks	Yemi Adeyeye
Parks	Gaspar Hovarth
Parks	Gaetan Taillon
Parks	Karen Alexander
Planning	Kristina (Chung Wah) Tang
Planning	Tracy Tang
Planning	Jason Campigotto

Department	Name
Pollution Control	Jeff Booth
Pollution Control	Justine Cloutier
Pollution Control	David Petten
Pollution Control	Kai Yuan Qiu
Pollution Control	John Rohaly
Pollution Control	Haiden Gelinas
Pollution Control	Ian Smith
Pollution Control	Taryn Azzopardi
Pollution Control	Ali Harb

BY-LAW NUMBER 34-2026

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 23RD DAY OF FEBRUARY, 2026.

Passed the 23rd day of February, 2026.

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 February 23, 2026, 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 - February 23, 2026
Second Reading - February 23, 2026
Third Reading - February 23, 2026