

City Council Meeting Agenda

Date: Monday, June 8, 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 |
| 6. | COMMITTEE OF THE WHOLE |
| 7. | COMMUNICATIONS INFORMATION PACKAGE (This includes both Correspondence and Communication Reports) |
| 7.1 | Correspondence 7.1.1 and 7.1.2 (CMC 10/2026) |
| 8. | CONSENT AGENDA |
| 8.1. | Administrative Report Respecting the Realignment of Nine City of Windsor By-laws from the Building Department to the Council Services Department – City Wide (C 64/2026)
<i>Author: John Revell, Chief Building Official</i> |
| 8.2. | Green Municipal Fund - Accelerating Circularity in Construction Materials Grant Application (C 65/2026) <i>Author: Author: Simranpreet Singh, Asset Coordinator (Acting)</i> |

8.3. Travel and Business Expense Policy Update - City Wide (**C 67/2026**) *Author: Faye Dunn, Finance Policy Coordinator*

8.4. CAO By-law Update - City Wide (**C 70/2026**) *Author: Wira Vendrasco, City Solicitor*

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

10. PRESENTATIONS AND DELEGATIONS

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

11.1. Surplus Declaration and Sale Authorization – 673 Caron Avenue– Ward 3 (**C 69/2026**)
Author: Natalie D'Ambrosio, Coordinator Real Estate Services

12. CONSIDERATION OF COMMITTEE REPORTS

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

13. BY-LAWS (First and Second Reading)

13.1. **By-law 93-2026** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW, authorized by CR228/2026, dated May 25, 2026,

13.2. **By-law 94-2026** - A BY-LAW TO AMEND BY-LAW NUMBER 149-2024, BEING A BY-LAW TO ESTABLISH THE POSITION OF THE CHIEF ADMINISTRATIVE OFFICER FOR THE CORPORATION OF THE CITY OF WINDSOR, see Item 8.4.

13.3. **By-law 95-2026** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 9148 BEING A BY-LAW TO REGULATE TRAFFIC WITHIN THE LIMITS OF THE CITY OF WINDSOR, authorized by CAO 88/2026, dated April 30, 2026.

13.4. **By-law 96-2026** - A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 8TH DAY OF JUNE, 2026.

14. MOVE BACK INTO FORMAL SESSION

15. NOTICES OF MOTION

16. THIRD AND FINAL READING OF THE BY-LAWS

By-laws 93-2026 through 96-2026 inclusive

17. PETITIONS

18. QUESTION PERIOD

19. STATEMENTS BY MEMBERS

20. UPCOMING MEETINGS

Development & Heritage Standing Committee

Monday, June 1, 2026

4:30 p.m., Council Chambers

Windsor Licensing Commission

Tuesday, June 2, 2026

2:30 p.m., Room 140, 350 City Hall Square West

Community Services Standing Committee

Wednesday, June 3, 2026

9:00 a.m., Council Chambers

Environment & Climate Change Advisory Committee - **CANCELLED**

Thursday, June 4, 2026

5:30 p.m., Room 140, 350 City Hall Square West

Windsor Accessibility Advisory Committee

Thursday, June 18, 2026

10:00 a.m., via Zoom video conference

Environment, Transportation, and Public Safety Standing Committee

Wednesday, June 24, 2026

4:30 p.m., Council Chambers

Environment, Transportation, and Public Safety Standing Committee
Sitting as the Transit Windsor Board of Directors
Wednesday, June 24, 2026
Immediately following the Environment, Transportation & Public Safety Standing
Committee meeting, Room 140, 350 City Hall Square West

Committee of Management for Huron Lodge
Thursday, June 25, 2026
9:30 a.m., Huron Lodge, 1881 Cabana Road West

City Council Meeting
Monday, June 29, 2026
10:00 a.m., Council Chambers

21. ADJOURNMENT



Correspondence Report: CMC 10/2026

ATTACHMENTS

Subject: Correspondence Report for Monday, June 8, 2026 City Council Meeting

No.	Sender	Subject
7.1.1	Hiatus House	<p>Overview of Transitional Housing Project and Request</p> <p>Administrative Lead: Commissioner, Human & Health Services SS2026 COUNCIL DIRECTION REQUESTED otherwise Note & File</p>
7.1.2	Committee of Adjustment	<p>Committee of Adjustment / Consent Authority Agenda for Thursday, June 11, 2026.</p> <p>Administrative Lead: City Planner Z2026 Note & File</p>



hiatus
house

Transitional HOUSING *Project*

*A Place
to Heal*



Windsor's Housing System: Overwhelmed and Under-Resourced

Hiatus House is Windsor-Essex's *only* specialized shelter for women fleeing violence — and demand is far outpacing capacity.

351

Women Admitted

In 2024–25, against a funded target of 250.

183

Children Admitted

Against a funded target of 160 children.

38%

Calls to Windsor Police

In 2024-25 were related to intimate partner violence.



Without transitional housing, survivors are discharged to unsafe situations, they return to the abusive home, couch surf, or become unhoused — restarting the cycle of crisis.



The Need Is Urgent

Two Very Different Realities

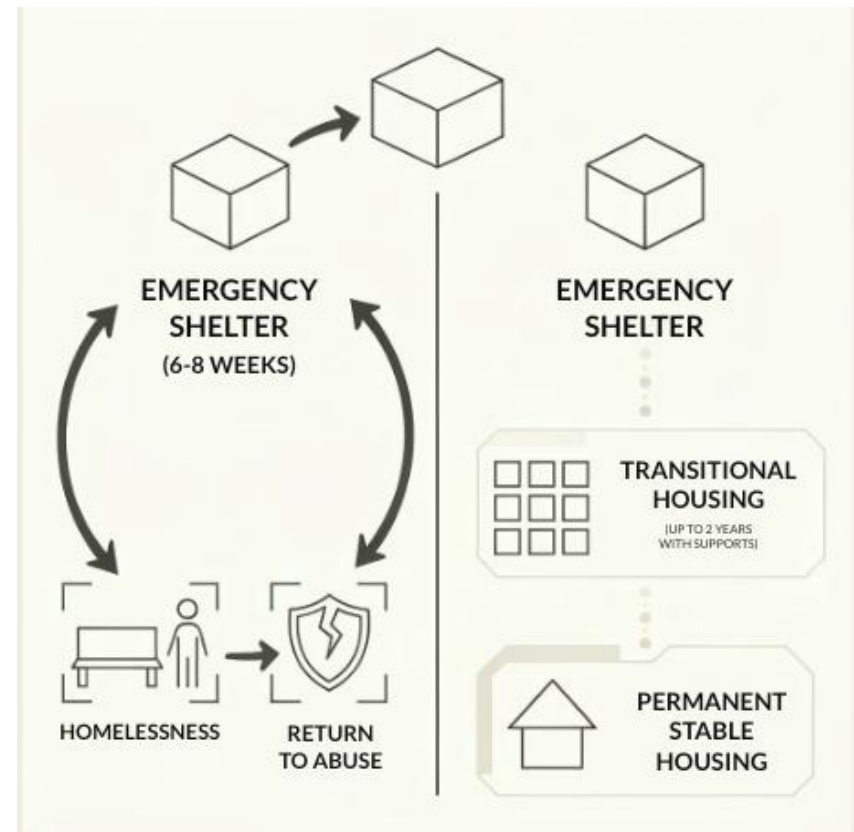
Today, women escaping violence move from a **6–8 week emergency shelter** into a housing market with wait times that stretch months or years. The result is homelessness, return to abuse, and generational harm to children.

Transitional housing changes that equation — providing a **safe, stable, supported** environment for up to two years, giving women and children the time they need to stabilize, heal and rebuild.

40% of women leaving abusive relationships

face homelessness.

Windsor has no women only transitional housing option for them.



THE SOLUTION

A Place to Heal: Transitional Housing with Supports

Wraparound services delivered via a network of community partners working together to assure success and recovery.



40 Apartments

20 one-bedroom

15 two-bedroom

5 three-bedroom

Up to 2 Years

to stabilize, rebuild, and prepare for permanent housing.

Priority One Status

on waitlist for permanent social housing with safety, while developing skills and confidence.



Impact on Windsor's Housing and Social Systems



Transitional Housing is the Best Option for Breaking the Cycle of Abuse

Evidence shows that **86% of families** in transitional housing go on to secure permanent housing. That means downstream benefits across the entire social services system:

- Lower homelessness rates
- Reduced emergency shelter re-admissions
- Fewer police calls
- Improved outcomes for children



Project Readiness: Shovel-Ready and Community-Backed



Land is Owned & Remediated

Site is cleared, remediated, and ready for development.



Approvals in Place

Zoning and all municipal variances have been approved.



Design Complete

Building design (Certified Passive House) is complete and ready for construction.



Procurement Underway

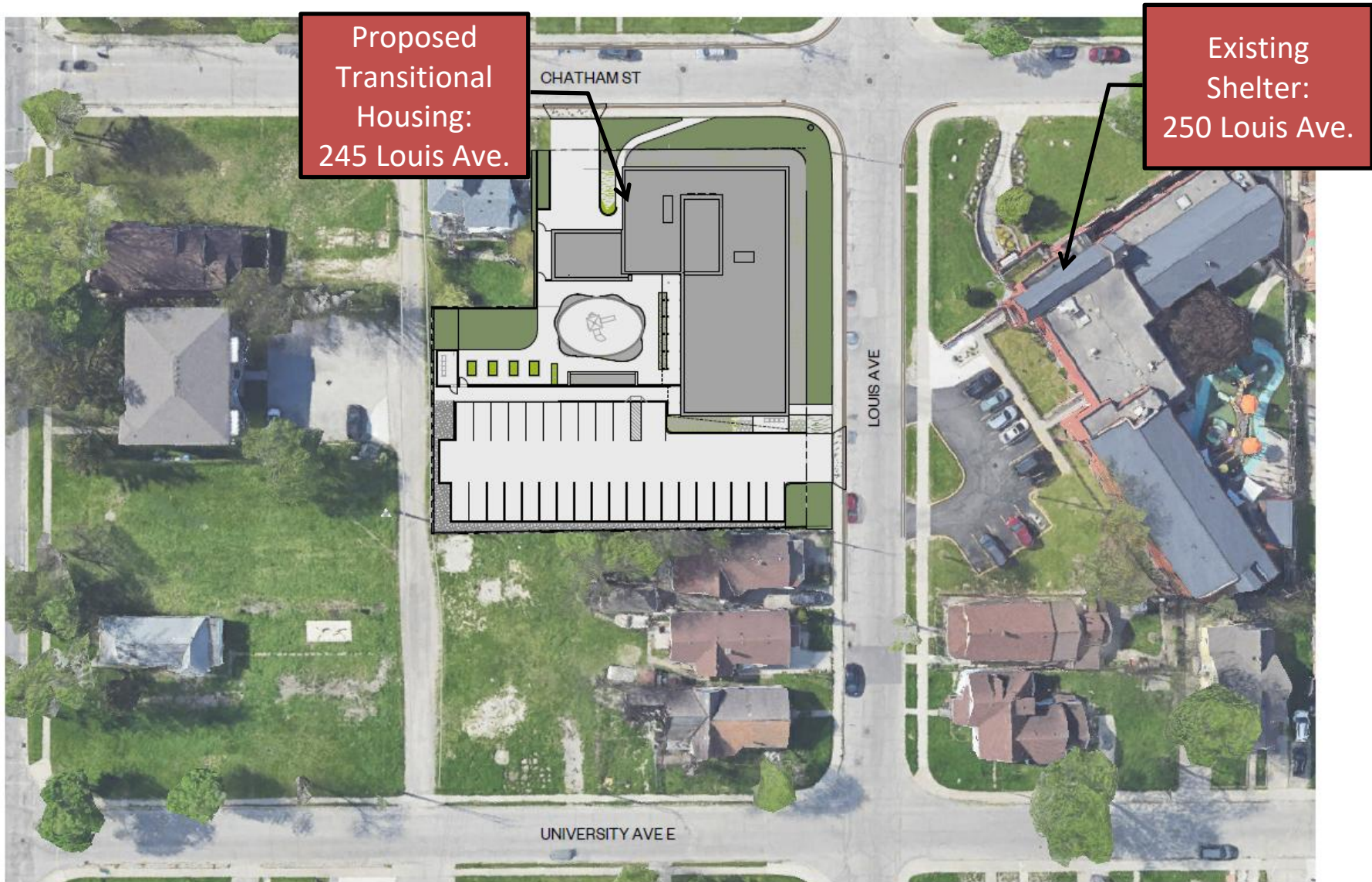
Construction manager selection is actively in progress.



\$5.35M+ Already Secured / Anticipated

\$1.3M in pre-development invested;
\$1.3M in land equity;
\$2.75M+ in community fundraising.

Project Location for Operating Efficiency



Project Timeline



Land Survey & Remediation
Summer 2023

Class B Cost Estimate
May 2025

CMHC and MCCSS Application
Sept. 2025

SPC Stage 2 Submission
Aug. 2025

Design Development
Sept. 2025

NNRFP Issuance
Jan. 2026

Minor Variance Approval
Jan. 2026

BCH Application
Feb. 2026

Construction Start
Nov. 2026

Construction Completion
July 2028



The Cost of the Project

Hiatus House has already invested ~\$2.2 million to ensure shovel-readiness. Much of the amount spent is reflected in the total cost of the build, bringing down the \$25.9 million price tag.

Class B information - Aug 26, 2025 (Update)	%	Amount
New Construction	60%	\$ 15,622,500
Site Development	3%	\$ 887,200
General Requirements & Fees	7%	\$ 1,855,700
Design & Pricing Allowance	4%	\$ 918,300
Escalation Allowance	1%	\$ 250,700
Construction Allowance	4%	\$ 976,700
Consultants, Fees & Permits, Legal/Organizational	10%	\$ 2,721,335
Appliances & Furniture	1%	\$ 199,950
Soil Remediation	1%	\$ 325,000
Development Charges (excluded from Class B)	3%	\$ 834,120
Land Costs (excluded from Class B)	5%	\$ 1,330,000
Total Project Cost	100%	\$ 25,921,505

Building a Place to Heal





Closing the Housing Gap for Survivors of Violence

The Crisis

In 2024-25, 38% of all crimes reported to Windsor Police were related to intimate partner violence.

The Gap

Women leaving emergency shelter have nowhere to go. Transitional housing bridges the gulf between a 6–8 week shelter stay and permanent housing.

The Solution

A 40-unit building offering self-contained apartments and wraparound supports for up to two years. Project is operationally self-sustaining.

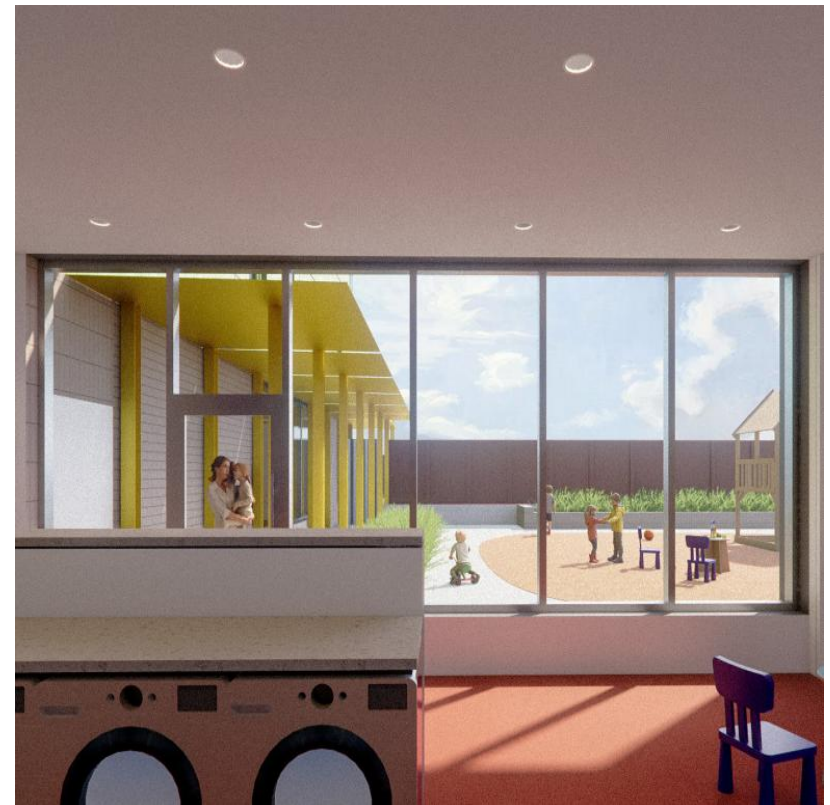
Project Status

Shovel-ready and turnkey. Located directly across from the existing Hiatus House shelter for max efficiency.

Our Request: Creating a Safer, More Stable Windsor

Recognize the Essential Role

Formally acknowledge this project as a vital, permanent component of Windsor's housing continuum for survivors of violence.





**hiatus
house**

Thank you

We appreciate your support and for
considering contributions to help make this
project a reality!



HiatusHouse.com

Draft Resolution for Windsor City Council

WHEREAS the City of Windsor has recognized intimate partner violence as an epidemic, reflecting the urgent need for coordinated community responses to gender-based violence; and

WHEREAS women and children fleeing violence face significant barriers to securing safe and stable housing, with many at risk of homelessness following emergency shelter stays; and

WHEREAS there is a well-documented gap between short-term emergency shelter and permanent housing, particularly for women requiring longer-term, trauma-informed, and secure accommodation; and

WHEREAS Hiatus House, a longstanding, trusted provider of services to women and children experiencing violence in Windsor-Essex, has developed a proposal for a 40-unit, women-only transitional housing project designed to address this gap; and

WHEREAS the proposed project would provide self-contained, deeply affordable units with wraparound supports for stays of up to two years, supporting long-term stability and improved outcomes for women and children; and

WHEREAS the project is fully planned and shovel-ready, with land ownership secured, zoning, and design approvals in place, and is capable of proceeding to construction within a short timeframe upon securing required capital support; and

WHEREAS transitional housing models have been shown to reduce returns to emergency shelters, decrease pressure on local systems including policing and healthcare, and support successful transitions to permanent housing; and

WHEREAS the proposed development represents a specialized, women- and children-focused response that addresses, and does not duplicate, broader municipal homelessness and housing initiatives;

THEREFORE BE IT RESOLVED that Windsor City Council expresses its strong support for the Hiatus House 40-unit transitional housing project as an important, shovel-ready initiative that can deliver needed housing quickly as part of the local housing continuum and response to gender-based violence:

BE IT FURTHER RESOLVED that the City of Windsor recognizes Hiatus House’s 40-unit transitional housing project’s alignment with broader efforts to improve community safety, reduce homelessness, and support vulnerable residents; and

BE IT FURTHER RESOLVED that this resolution be shared with relevant provincial and federal bodies to demonstrate the City of Windsor’s support for the advancement of this project.

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, June 11, 2026 in the order stated below commencing at 3:30 PM or shortly thereafter.

ITEM	FILE #	APPLICANT	LOCATION	REQUEST
1	B-017/26	REIGNS 740 INC.	275 AYLMEER AVE	CONSENT: Create two new lots. Townhomes currently being constructed to be severed along interior walls.
2	B-021/26	1256567 ONTARIO LTD.	1235 HURON CHURCH RD	CONSENT: To create an easement for lot servicing.
3	A-036/26 & B-018/26	593067 ONTARIO LTD	3010 PILLETTE RD	CONSENT/RELIEF: Create a new lot with reduced minimum lot width for both the retained and severed lots. (No dwellings are proposed at this time).
4	A-037/26 & B-019/26	J & C INVESTMENT GROUP INC	465 ERIE ST E	CONSENT/RELIEF: Create a new lot with reduced required parking for the existing combined use building.
5	A-038/26	1000836172 ONTARIO INC.	0 HIGH ST ROLL # 3739010170049000000	RELIEF: Semi Detached Dwelling with increased maximum Gross Floor Area (main building).
6	A-039/26 & B-020/26	SANDEEP BOMMALA	1145 FORD BLVD	CONSENT/RELIEF: Create two new lots fronting Ford Blvd. with reduced minimum lot width for the severed.

7	A-040/26	1690035 ONTARIO INC	8401 WYANDOTTE ST E	RELIEF: Requesting relief for reduced minimum landscaped open space yard and increased maximum accessory building height
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In addition, if you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed applications, you must make a written request to the Committee of Adjustment at the address shown below with the specific file number. Please email requests to COAdjustment@citywindsor.ca. **NOTE:** To access the Agenda Record, Comments for the upcoming meeting, and past Committee of Adjustment Minutes, please visit our website at: [Committee of Adjustment Meeting Agenda \(citywindsor.ca\)](http://citywindsor.ca/CommitteeofAdjustmentMeetingAgenda)

Subject: Administrative Report Respecting the Realignment of Nine City of Windsor By-laws from the Building Department to the Council Services Department – City Wide

Reference:

Date to Council: June 8, 2026

Author: John Revell
Chief Building Official
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Planning & Building Services

Co-Author: Steve Vlachodimos
City Clerk
svlachodimos@citywindsor.ca
519-255-6222 x6488
Council Services

Report Date: 5/13/2026
Clerk's File #: AB2026

To: Mayor and Members of City Council

Recommendation:

That Council **APPROVE** the realignment of nine (9) existing City of Windsor By-laws from their current administrative area in the Building Department to the appropriate regulatory area within the Council Services Department, as outlined in this report, and:

That Council, **AUTHORIZE** the City Solicitor to amend the applicable by-laws to implement this realignment.

Executive Summary:

N/A

Background:

The City of Windsor delivers property-related enforcement services through multiple service areas to ensure compliance with municipal by-laws and to protect public health, safety, and neighbourhood standards. Until recently, matters related to private property conditions were addressed through both the Building Department's Building By-law Officer (BBO) Program and the By-law Enforcement Division within the Council Services

Department. Enforcement responsibilities have always involved some overlap, with individual by-laws divided between service areas for enforcement.

As part of the City of Windsor's 2026 Budget process, Council approved the integration of the Building By-law Officer (BBO) Program into the City's By-law Enforcement Division. This report proposes the reassignment of the administrative responsibilities of nine (9) existing by-laws from the Building Department to the Council Services Department to align enforcement responsibility with the appropriate service area.

Discussion:

Approved through the 2026 Budget process, the transition of the BBO Program to the By-law Enforcement Division reflects Council's direction to realign enforcement services in order to improve coordination, consistency, and service delivery.

As a result of this approved transition, nine (9) existing City by-laws require administrative amendments to ensure alignment with the City's new organizational structure. These amendments update references to the responsible service area, enforcement authority, and officer designations to accurately reflect the Council Services Department as the administering body for enforcement activities under their respective by-laws.

The proposed realignment is limited to administrative housekeeping changes and does not alter the regulatory framework of the by-laws or result in any reduction to existing service levels.

The following nine (9) existing City by-laws will be amended to align the enforcement responsibilities with the Council Services Department:

By-law Short Title	By-law Number
Fence By-law	170-2012
Fortification of Land By-law	174-2003
Nuisance Indoor and Outdoor Illumination By-law	146-2025
Property Standards By-law	148-2025
Swimming Pool By-law	63-2021
Vital Services By-law	195-2011
Windsor Sign By-law	250-2004
Yard Maintenance and Anti-Littering By-law	3-2006 (amended 7-2014)
Zoning By-law	8600

The proposed amendments to each by-law, include revisions to the definitions, designation of responsible authority, enforcement provisions, and any consequential updates necessary to ensure consistency and effective administration.

Risk Analysis:

If the nine (9) by-laws are not realigned to the Council Services Department, the City would face ongoing governance, operational, and legal risks. Maintaining enforcement authority within Building Services would create a misalignment between organizational responsibility and by-law administration, increasing the risk of confusion regarding decision-making authority, enforcement accountability, and delegation of powers. There is also a legal and procedural risk that enforcement actions, exemptions, or orders could be challenged if issued by an authority that no longer reflects the City's approved organizational structure, potentially exposing the City to appeals or compliance disputes.

By contrast, the proposed realignment is administrative in nature and supports improved accountability, operational alignment and enhanced service delivery. While implementation presents manageable risks, such as short-term transitional challenges regarding realignment of enforcement authority, internal process transfer, and points of contact, these risks can be effectively mitigated through clear communication, cross-training, and standardized practices. The realignment will strengthen oversight and support a coordinated, transparent, and defensible municipal enforcement model consistent with Council's direction and the 2026 Budget-approved transition.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

N/A

Consultations:

Jessica Barlow – Senior Manager/Deputy Chief Building Official – Inspections
Bradon Calleja – Senior Manager/Deputy Chief Building Official – Permits
Rob Vani – Senior Manager – Inspections
Craig Robertson – Manager of Licensing & Enforcement/Deputy Licence Commissioner
Rory Sturdy – Supervisor of By-law Enforcement
Nicole Brush – Supervisor of By-law Enforcement
Michael Okanlawon – Financial Planning Administrator
Aaron Farough – Senior Legal Counsel
Shannon O'Moore – Executive Initiatives Coordinator

Conclusion:

The proposed realignment of nine (9) existing City of Windsor by-laws to the Council Services Department implements Council’s previously approved direction to consolidate enforcement functions under a unified regulatory framework. These administrative amendments clarify authority, strengthen accountability, and ensure enforcement responsibilities align with the City’s current organizational structure, while preserving the intent and effectiveness of each by-law. Approval of the recommended realignment and associated amendments will support consistent, efficient, and defensible municipal by-law administration moving forward.

Planning Act Matters:

N/A

Approvals:

Name	Title
John Revell	Chief Building Official
Steve Vlachodimos	City Clerk
Wira Vendrasco	City Solicitor
Jelena Payne	Deputy CAO & Commissioner Economic Development
Andrew Daher	Commissioner, Corporate Services
Michael Okanlawon	Financial Planning Administrator
Janice Guthrie	Commissioner, Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: Green Municipal Fund - Accelerating Circularity in Construction Materials Grant Application – City Wide

Reference:

Date to Council: June 8, 2026
Co-Author: Author: Simranpreet Singh
Asset Coordinator (A) - Asset Planning
519-255-6100 ext. 6126
sisingh@citywindsor.ca

Co-Author: Stacey McGuire
Executive Director, Operations/Deputy City Engineer (A) – Infrastructure Services
519-255-6257 ext. 1726
smcguire@citywindsor.ca

Report Date: 5/22/2026
Clerk's File #: SW/15170

To: Mayor and Members of City Council

Recommendation:

- I. THAT City Council **SUPPORT** the submission of a pre-application and, if invited, a full application to the Federation of Canadian Municipalities' (FCM) Green Municipal Fund's (GMF) Accelerating Circularity in Construction Materials Grant; and further,
- II. THAT the Chief Administrative Officer **BE AUTHORIZED** to sign any documents required to submit the pre-application and, if invited, the full application to the FCM GMF Accelerating Circularity in Construction Materials Grant, subject to all documents being satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer, or designates; and further,
- III. Whereas on January 27, 2026 the 2026 Capital Budget was deemed approved via Mayoral Decision MD03-2026 and subsequently City Council **SUPPORT** an expenditure of \$200,000, that the City Treasurer **BE DIRECTED** to allocate placeholder funding of \$100,000 in existing funding from the 2026 Road Rehabilitation Program project, 7269002, as the municipal contribution toward

the required matching funds and any ineligible costs, for the FCM GMF Accelerating Circularity in Construction Materials Grant; and further,

- IV. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to take any such action and to sign any agreements, declarations, approvals and any other such documents resulting from receiving funding from FCM GMF Accelerating Circularity in Construction Materials, subject to all documents being satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer; and further,
- V. THAT the Chief Administrative Officer **BE AUTHORIZED** to delegate signing of all claims, progress reports and applicable schedules and other such documents as may be required as part of receiving funding from the grant provider to the Executive Director, Operations or designate, subject to financial content approval from the area's Financial Planning Manager, or designate; and further,
- VI. THAT Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the project(s) awarded funding through the grant, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 60-2026 and amendments thereto; satisfactory in financial content to the City Treasurer; and in technical content to the City Engineer, or designates; and further,
- VII. THAT the Purchasing Manager **BE AUTHORIZED** to issue and amend purchase orders as may be required to effect the recommendations related to the project(s) awarded funding through the FCM GMF Accelerating Circularity in Construction Materials Grant, subject to the purchase orders and amendments thereto being within approved budget and funding amounts and all specifications being satisfactory in financial content to the City Treasurer, and in technical content to the City Engineer; and further,
- VIII. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign any agreements along with any amendment(s) as may be required for the project(s) awarded funding through the FCM GMF Accelerating Circularity in Construction Materials Grant, provided all are within approved budget and funding amounts, satisfactory in financial content to the City Treasurer, in form to the City Solicitor, and in technical content to the City Engineer; and further,
- IX. THAT Administration **BE AUTHORIZED** to issue any change order(s) as may be required for the project(s) awarded funding through the FCM GMF Accelerating Circularity in Construction Materials Grant, provided all are within approved budget and funding amounts, satisfactory in financial content to the City Treasurer, and in technical content to the City Engineer; and further,

- X. THAT in the event that the City is not successful in its application to the FCM GMF Accelerating Circularity in Construction Materials Grant, that the identified placeholder funding **BE RETURNED** to its original funding sources, 2026 Road Rehabilitation Program, Project 7269002.

Executive Summary:

N/A

Background:

The Federation of Canadian Municipalities' (FCM) Green Municipal Fund (GMF) offers a funding opportunity titled **Accelerating Circularity in Construction Materials**.

The funding supports studies that explore ways to improve the separation of construction, renovation and demolition waste at the source and advance circular use of these materials. This includes increasing the recovery, sorting, storage, reuse and recycling of Construction, Renovation and Demolition (CRD) waste. Where applicable, studies may also examine ways to prevent or reduce CRD waste, as well as repair, refurbish, repurpose or remanufacture materials.

The proposed study would review the current CRD waste landscape and assess the feasibility of solutions to divert these materials from disposal. The study would focus on strengthening source separation practices and advancing circularity through improved recovery, sorting, storage, reuse and recycling. Where applicable, the study may also consider upstream approaches, including waste prevention, reduction, repair, refurbishment, repurposing and remanufacturing.

The grant provides funding up to 50% of the eligible costs to a maximum of \$100,000.

All grant recipient municipal staff are expected to participate in a two-year cohort designed to improve project outcomes, scale funding initiatives, build skills and knowledge and promote project outcomes. Through the cohort, recipients may access coaching, training and collaboration services, exchange best practices with other municipalities, increase capacity to work with implementation partners and explore opportunities to scale project outcomes.

This program requires a pre-application submission for approval prior to submitting a full application. The full application process workflow includes a pre-application submission, eligibility determination, full application submission, officer review, peer review and internal review, and a funding decision. The deadline for submitting the pre-application is June 26, 2026. If the applicant is invited to proceed to the full application stage, the average time for a funding decision is three to five months after full application submission. The deadline to submit the full application is September 14th, 2026.

Discussion:

Administration is seeking Council authorization to pursue FCM GMF funding to complete a feasibility study focused on expanding The Corporation of the City of Windsor's (City) use of recycled construction materials within municipal infrastructure projects. The study is intended to be implementation oriented and will provide Administration with an evidence based assessment and an implementation roadmap before any expansion of current practices is considered.

Purpose and rationale

Virgin granular materials, such as newly quarried gravel or crushed stone, are typically used in road and sewer construction projects as they are produced from controlled sources and are manufactured to consistent specifications. As a result, they provide predictable strength, durability, and compaction characteristics. By contrast, recycled crushed aggregates (RCAs) are produced from processed concrete and asphalt materials recovered from construction and demolition activities. While recycled materials originate from a broader range of source materials, appropriate processing, including cleaning, grading, and quality assurance testing, can produce a material with performance characteristics comparable to virgin aggregate.

The use of RCAs in municipal capital works is often constrained by specification requirements, quality control considerations, operational practices, and long-term performance risk rather than by a lack of potential. The City currently operates a recycled aggregate program, but its use is deliberately limited to lower-risk applications. In practice, the City accepts crushed concrete and asphalt from road projects and reuses these recycled aggregates primarily as backfill material in sewer trenches (below the road surface). However, to protect road performance, the City does not yet use RCAs in critical road base layers, which continue to use new (virgin) granular material. This cautious approach has allowed the City to reuse recovered materials where they won't affect road quality, and to gain confidence in their performance before considering broader use in roadway applications.

Some municipalities are encouraging or standardizing the use of recycled granular 'A' for road base applications through changes to their specifications. Additionally, industry leaders across Ontario, including Windsor's Heavy Construction Association (HCA) locally (see support letter attached as Appendix A), are advocating for the increased use of RCAs in public road projects citing environmental, cost and economic benefits such as:

- Expanding the life of existing pits and quarries
- Reducing landfill waste
- Reducing greenhouse gas emissions (extraction and hauling operations)
- Lowering the cost of hauling virgin aggregates to project sites

- Decreased fuel consumption
- Mitigating community impacts by reducing heavy truck traffic from aggregate quarries (less wear and tear on roads)

A City specific feasibility study will allow Administration to evaluate these considerations within the City's operating environment and identify what is achievable, under what conditions, and at what risk level.

What the study will examine

The proposed work will assess opportunities to increase the use of RCAs, including the potential use of recycled granular 'A' in road base applications. The assessment will consider:

- benchmarking of other municipal application and industry case studies;
- technical performance considerations and applicable standards and specifications;
- environmental benefits and lifecycle implications;
- economic considerations, including local supply and transportation factors; and
- operational requirements such as quality assurance and quality control, procurement considerations, and contractor practices;
- stakeholder engagement and potential private-sector partnerships and academic collaborations.

Pilot program framework

A key deliverable will be a pilot program design that sets out how recycled materials could be introduced on a controlled basis, how performance would be monitored, and what conditions would need to be met before any broader implementation is considered. Any decision to modify specifications or expand practice beyond a pilot would be subject to a future report to Council.

The work is expected to leverage partnerships and engagement and involve coordination across City departments (including Engineering, Operations, Economic Development and Asset Planning). External engagement with industry stakeholders is also anticipated, including the Windsor HCA, which is fully supportive of this initiative. Administration will further explore involvement from the University of Windsor and St. Clair College should the project move to the approvals stage.

Hiring a consultant, as an eligible cost through the program, would mean no additional internal staff resources would be required to undertake the work and ensure progress is accelerated with regard to this initiative.

Risk Analysis:

The FCM program does not require any implementation beyond the feasibility stage and participation in the two-year program cohort. Administration has been exploring the feasibility of expanding the use of RCAs using existing staff resources which are strained under current infrastructure investments. There are no immediate capital cost risks associated with participating in the program as the City may choose to simply note and file the study if it does not result in favorable outcomes.

Climate Change Risks:

Climate Change Mitigation

A coalition of ten Ontario infrastructure and engineering organizations, coordinated by the Residential and Civil Construction Alliance of Ontario (RCCAO) and primarily based in the greater Toronto area, has advocated for increased use of RCAs. The coalition estimates that a province-wide municipal mandate requiring 20 per cent RCA use in infrastructure projects could generate more than \$260 million in annual cost savings and greenhouse gas reductions equivalent to removing 15 million gasoline-powered cars from the road every year (RCCAO, 2016).

While the City of Windsor does not currently quantify scope 3 GHG emissions associated with construction materials, municipal infrastructure projects influence upstream emissions through material standards and selection. Increasing the use of locally sourced RCA may help reduce emissions intensity by reducing reliance on virgin aggregates and shortening haul distances, while supporting a more circular local construction economy. This approach aligns with Council-approved City Master Plans that prioritize emissions reductions, sustainable infrastructure, and lifecycle-based asset management. As provincial estimates may not directly translate to Windsor's local conditions, a feasibility study could assess achievable RCA use, local market readiness, and the potential contribution of this approach to the City's climate change mitigation objectives.

Climate Change Adaptation

Roads, as with other City infrastructure, are expected to be increasingly affected by climate change. Windsor is already experiencing higher temperatures, more frequent and intense rainfall events, increased humidity, and elevated groundwater levels, all of which can accelerate the deterioration of construction materials and reduce service life. Material selection and construction practices influence how infrastructure performs under these changing conditions. Exploring the use of RCA may support more climate-resilient road construction by improving drainage characteristics, reducing moisture-related damage, and supporting lifecycle-based design approaches. A feasibility study could assess the suitability of RCA for Windsor's local soil, groundwater, and climate conditions to determine how this approach could help manage climate-related risks to municipal infrastructure.

Financial Matters:

The FCM GMF Accelerating Circularity in Construction Materials Grant provides funding for up to 50% of eligible project costs, to a maximum contribution of \$100,000.

The total estimated cost of the proposed study is \$200,000. In accordance with program guidelines, the full project cost is considered eligible, resulting in a potential grant contribution of \$100,000 and a corresponding municipal share of \$100,000.

The City's share of the project will be funded through the approved 2026 Road Rehabilitation Program (Project ID: 7269002), which was authorized as part of the 2026 Capital Budget through MD03/2026 on January 27, 2026. Sufficient uncommitted funds are available within this capital project to accommodate the City's \$100,000 contribution.

Should the grant application be unsuccessful, the study will not proceed, and the allocated municipal funding will be returned to the 2026 Road Rehabilitation Program.

Consultations:

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

Rob Slater – Executive Initiatives Coordinator, Infrastructure Services

Patrick Robitaille – Manager of Design

Charles Hartford – Manager of Right of Way and Field Services

Kathy Roeder – Financial Planning Administrator, Public Works Operations

John Aquino – Manager, Corporate Asset Planning (A)

Joshua Meloche – Senior Legal Counsel

Mike Dennis – Manager, Capital Planning & Reserves

Conclusion:

Expanding the use of RCAs in City road projects offers potential environmental, technical and economic benefits. With proper specifications and quality controls, there is potential for RCAs to match the performance of virgin aggregates, contribute to greenhouse gas reduction and resource conservation and reduce costs on municipal projects. Applying for the FCM GMF Accelerating Circularity in Construction Materials Grant is a prudent step to advance the City's recycled aggregate initiative in a responsible way.

Planning Act Matters:

N/A

Approvals:

Name	Title
Rachel Chesterfield	Manager, Performance Measurement and Business Case Development
Natasha Gabbana	Executive Director, Capital Planning and Corporate Energy/Deputy Treasurer
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 / City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
HCA	2880 Temple Dr., Suite 100, Windsor, ON. N8W 5J5	info@HCAWindsor.com

Appendices:

- 1 Appendix A - HCA Letter of Support

May 19, 2026

Mayor Dilkens and Windsor City Council
350 City Hall Square West
PO Box 1607
Windsor, ON N9A 6S1

RE: Accelerating Circularity in Construction Materials | Green Municipal Fund

Dear Mayor Dilkens and Windsor City Council Members,

On behalf of the members of the Heavy Construction Association of Windsor (HCA) representing approximately 90 companies including General Contractors, Suppliers, Manufacturers, and Professionals, we offer this letter of support in the hope that you will approve the City of Windsor's application for FCM GMF funding to complete a feasibility study focused on expanding the City's use of recycled construction materials within municipal infrastructure projects.


As stakeholders in the construction sector, our members have had discussions of this nature at more recent Specification Review Committee meetings held several times per season with City of Windsor staff, including staff from public works, parks and recreation, Enwin, and Windsor utilities Commission and purchasing and industry constructors.

More specifically, we have focussed on the potential to seek municipal approval to commence the supply of recycled granular 'A' materials for road base application on a pilot basis and ensuring that the quality control process consistently delivers acceptable product.

We strongly believe, the HCA has many regional member companies that can supply recycled crushed aggregates (RCAs) which are produced from processed concrete and asphalt materials recovered which are recovered from construction and demolition activities. We are confident that with this broader range of source materials and appropriate processing, including cleaning, grading, and quality assurance testing, can produce a material that provide performance characteristics comparable to virgin aggregate. The current recycled material, therefore, will be put to a higher and better use.

With this in mind, we are very hopeful you will authorize a Green Municipal Fund Grant to allow the City of Windsor the financial resources to undertake and execute such pilot plans.

Respectfully requested,


Jim Lyons
HCA, Executive Director

Subject: Travel and Business Expense Policy Update - City Wide

Reference:

Date to Council: 6/8/2026

Author: Dan Seguin

Executive Director Treasury and Financial Accounting/ Deputy Treasurer

dseguin@citywindsor.ca

519-255-6100 ext 1663

City Treasurer

Report Date: 5/15/2026

Clerk's File #:

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the updated Travel and Business Expense Policy, attached as Appendix A to this report.

Executive Summary:

N/A

Background:

As part of the continued effort to improve financial controls, enhance efficiencies and decrease risk, a review of the Travel and Business Expense Policy was undertaken. Administration has identified areas where practices can be streamlined, and language clarified to facilitate compliance.

Discussion:

The current Travel and Business Expense Policy was approved by City Council at the meeting on December 2, 2019 (CR590-2019).

The policy has been fully updated for clarity, consistency, transparency, and improved alignment with modern municipal best practices. The new policy:

- Reorganizes the document to follow the natural flow of a travel cycle (request → approval → booking → travel → reconciliation → knowledge sharing).
- Clarifies roles and responsibilities.
- Contains a traveller-selection statement and enhanced knowledge sharing requirements to ensure value for money and alignment with corporate and departmental goals.
- Expands definitions of eligible and ineligible expenses and clarifies regulations for business meals, incidentals, and cancellations.

- Creates flexibility to engage in modernizing opportunities through the relevant procedures.

The newly drafted policy is attached as appendix A. Upon approval of the updated Travel and Business Expense Policy, Administration will undertake a review of all related procedures and forms to ensure consistency.

Risk Analysis:

All City of Windsor Finance policies are subject to periodic review and revision. The risk of having ineffective or obsolete policies is mitigated by regular evaluation and updates. In addition, regular review provides the Finance department with the opportunity to update best practices and implement efficiencies.

Climate Change Risks:

Climate Change Mitigation

N/A

Climate Change Adaptation

N/A

Financial Matters:

The implementation of the above revised policy will continue to enhance financial controls and provide opportunity for operational efficiencies thereby improving the financial well-being of the corporation.

Consultations:

Alexandra Taylor – Manger, Accounting Services
 Marco Aquino – Manager, Administration – Finance
 Stephen Cipkar – Manager, Financial Accounting

Conclusion:

That the attached updated finance policy be approved, and that administration be directed to amend related procedures and forms as appropriate.

Planning Act Matters:

N/A

Approvals:

Name	Title
Dan Seguin	Executive Director Treasury and Financial Accounting/

Name	Title
	Deputy Treasurer
Janice Guthrie	Commissioner, Finance and City Treasurer
Andrew Daher	Commissioner, Corporate Services
Michael Chantler	Commissioner, Community Services
David Simpson	Commissioner, Infrastructure Services and City Engineer
Dana Paladino	Commissioner, Human and Health Services
Jelena Payne	Deputy CAO/ Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Schedule A Travel and Business Policy DRAFT 2026

Policy Number: DRAFT

Department:

Division:

Adoption Date:

Authority:

Scheduled for Review:

Travel and Business Expenses

1. Policy Statement:

The Travel and Business Expense Policy establishes the rules for authorizing travel, reimbursing expenses, and managing business expenditures to support City of Windsor operations. It promotes responsible financial stewardship, fairness, transparency, and compliance with applicable legislation and corporate requirements. Operational details, examples, and process instructions are set out in the Travel Procedure, Business Expense Procedure, and Local Mileage Procedure.

2. Scope:

Inclusions: This policy applies to all City of Windsor employees, elected and appointed officials, agencies, boards, commissions, and committees (ABCs) funded by the City of Windsor, in whole or in part, or whose governing body contains City of Windsor representation or whose financial transactions are accounted for within the City of Windsor's financial systems.

Exclusions: Agencies, boards, commissions, and committees that operate under approved alternative travel, business expense, or mileage policies, or that process financial information independently of the City financial systems are excluded.

3. Definitions:

Approver (Approving Authority): Individual having budgetary approval rights over the chartfield being expensed and managerial authority over the individual incurring the expense. Approvers may authorize travel and approve travel expenses and/or business expenses.

City of Windsor Work Location: Any office, site, or approved location where City business is conducted, including City-owned or leased locations within Essex County. Approved satellite offices outside of Essex County may also be included for mileage purposes in some circumstances.

Claimant: Person making a claim for reimbursement under the terms of this policy.

Eligible Expenses: Expenses incurred while conducting City business, that follow this policy, necessary, based on sound judgement, and where the most economical option has been selected under the circumstances. Regulations for specific expenses are detailed in section 5.2.

Fuel: Gasoline, diesel and charging for electric automobiles used to conduct City of Windsor business.

Ineligible Expenses: Expenses that are not eligible for reimbursement under this policy or any related procedures. Examples include traffic fines, personal items, and entertainment expenses.

Local Mileage: Travel between an employee's regularly assigned City of Windsor work location and another location within Essex County, or other City of Windsor satellite offices. Local mileage does not apply to an employee's commute from home to a City of Windsor work location.

Lowest Logical Fare: The least expensive available fare that meets the traveller's schedule and City business needs

Original Receipts: Original receipts are defined by the standard of receipts accepted per the City's Accounts Payable practices.

Per Diem: A daily allowance provided to employees for meals and incidental expenses while traveling on City business.

Satellite Office: A location outside of Essex County that has been approved by an appropriate approving authority as a City of Windsor work location for a specific program or contractual City business.

Travel Expenses: Expenses incurred to facilitate authorized travel or while travelling on City of Windsor Business. Examples include accommodations, modes of transportation, and approved incidental expenses.

Travel: Travel refers to journeys beyond the boundaries of Essex County. Travel may or may not include overnight stays.

Traveller: Individual described in Section 4 of this policy, including elected officials, City of Windsor employees, appointed officials, ABC members, or others conducting City business beyond the borders of Essex County.

Trip Cost Estimate: Estimated cost of all expenses related to a trip. Examples of expenses are accommodations, mode of transportation, conference fees, and registration fees. This comprehensive estimate is necessary so that approving authorities can make complete decisions.

4. Responsibilities:

The Mayor or designate is responsible to:

- Review and approve travel, mileage, hospitality and/or protocol exchanges initiated by the CAO.

The Chief Administrative Officer or designate is responsible to review, authorize and approve:

- Travel outside of Canada.
- Alcohol purchases and protocol exchanges initiated by employees.
- Issues of non-compliance where no resolution has been found at the CLT level.

City Clerk is responsible to:

- Review and approve travel and business expense claims for the Mayor, appointed, and elected officials. The review is for accuracy and compliance with the principles of this policy. Pre-authorization to travel is not required for the Mayor or appointed and elected officials.

Corporate Leadership Team (CLT) or designates are responsible to:

- Ensure that departmental guidelines are established and maintained to facilitate compliance with this policy and related procedures.
- Designate approvers within departments who have the necessary authority and thresholds to authorize travel and business expenses.
- Approve business related meal expenses where City employees are present.

Commissioner, Finance and City Treasurer or designate is responsible to:

- Direct the review of this policy at a minimum of every 5 years.
- Regularly review this policy to address concerns and make recommendations for adjustments when necessary.
- Communicate the Travel and Business Expense Policy and related procedures to all stakeholders.

Manager, Accounting Services or designated team members are responsible to:

- Facilitate timely reimbursement of approved, eligible expenses by establishing and maintaining clear procedures.
- Ensure accountability and continuous improvement by performing regular reviews and audits of travel and business expenses.

Travellers and Claimants are responsible to:

- Obtain approvals before incurring any travel expenses.
- Only incur legitimate, reasonable, necessary, and appropriate expenses
- Comply with this policy and related procedures
- Understand that travel time is not overtime unless expressly provided for in a collective agreement or other contractual obligation.
- While not required to obtain pre-approval, elected officials are bound by council resolution M 84/2009 regulating out-of-town conferences and CR120/2019 restricting commitment to conferences after the date of an election in a municipal

election year. New or further council resolutions that affect travel for elected officials will be referenced and updated regularly in the Travel Procedure.

Approvers are responsible to:

- Authorize travel and expenses in accordance with this policy and related procedures
- Ensure expenses are necessary, reasonable, within approved authority limits, and supported by appropriate documentation
- Approve claims in a timely manner
- Escalate non-compliance as required
- Not approve their own expenses
- Adhere to the approval hierarchy set out in Appendix B

5. Policy:

5.1. Travel

5.1.1. Requesting to Travel: Travellers must submit requests and trip cost estimates in advance of a trip. All travel must be authorized prior to booking, enrolling, committing, or incurring expenses of any kind. Requesting approval to travel should begin as soon as a potential event, course, conference or other need to travel is identified.

5.1.2. Travel Authorization: All travel must be authorized prior to committing, booking, enrolling, or incurring expenses of any kind. When planning to travel or authorize travel, travellers and approvers will consider:

- **Necessity to Travel:** Alternatives to travel, such as e-meetings, teleconferencing or videoconferences should be considered when determining the necessity to travel. Contemplated travel should be necessary and appropriate to achieve the Corporation's objectives.
- **Economic Prudence:** Travellers and approvers are expected to exercise prudent judgement in their selections. Lowest cost options are expected whenever possible.
- **Funding Availability:** Funds are available for the event, course, or conference and funding aligns with departmental budget goals.
- **Return on Investment:** Benefits may include compliance with regulations, development of necessary skills, opportunities for new or improved ideas, promotion of the City, networking for future partnerships, opportunities for knowledge sharing, etc.
- **Selection of Traveller:** Travellers and approvers will consider the suitability of the traveller in relation to the purpose of travel. Consideration should be given to the employee's career path as documented in performance appraisals when selecting the traveller.

Travel requests may be approved or denied based on these considerations. Authorization permits the traveller to book and incur approved expenses.

5.1.3. Travel Booking: Booking of travel may begin only after a trip has been authorized.

- **Refundable Bookings:** Preferred if economically reasonable.
- **Advanced Booking for Discount:** Advanced bookings that provide discounts should be considered where the terms and conditions are appropriate.
- **Booking Sites:** Due to the difficulty of obtaining credits or refunds, use of third-party booking sites for City travel arrangements is discouraged. Third-party sites include but are not limited to Travelocity, Expedia, Priceline etc.

5.1.4. Methods of Payment: Travellers may use the following methods of payment for travel expenses.

- **Corporate Purchasing Card:** Corporate P-cards may be used for travel only as directed in the Travel Procedure. All provisions of the Purchasing Card Policy must be adhered to.
- **Personal Credit Card:** Travellers may use their personal credit cards for booking travel. Travellers will be reimbursed upon completion of a trip for eligible expenses. Detailed direction is provided in the Travel Procedure.
- **Accountable Travel Advance:** When necessary, a payment may be made to an individual, via Accounts Payable, to cover the future travel expenses. This method should only be used when all other City payment options have been ruled out. The process for requesting an Accountable Travel Advance is detailed in the Travel Procedure.

5.1.5. Medical Insurance Coverage: Employees traveling on City business are generally covered by the City's benefit plan coverage both in and outside of Ontario. Additional travel insurance is not required and will not be reimbursed for travellers covered by the City's plan.

- **Travellers without City coverage:** Contract, probationary, part-time or other travellers not covered by the City's benefit plan may be eligible for reimbursement for travel medical insurance. Eligibility requires pre-approval and original receipts.
- **Responsibility:** It is the responsibility of the traveller to confirm their insurance coverage prior to departure.

5.1.6. Safety, Emergency Protocols, and Duty of Care: The City of Windsor recognizes its duty of care to individuals travelling on City business. Travellers must take reasonable precautions, maintain current emergency contact information, and comply with Government of Canada travel advisories. Travel to destinations subject to Level 3 or higher advisories requires CAO approval.

5.1.7. Modes of Transportation: Travellers are expected to submit reasonable options for transportation as part of the authorization process. The principle of lowest logical fare will apply when selecting mode of travel. Where the mode of transportation chosen is not the lowest cost option, travellers will be asked to describe why the chosen method is the lowest logical fare.

- **Economy or Coach** class travel are the acceptable standard for booking. This applies to air, rail or bus travel methods.
- **Business class** air travel is reimbursable only if preapproved, booked for travel outside of Canada and/or for flights longer than six hours. Business class may be available for rail or bus trips where travel is greater than twelve hours.
- **Loyalty Programs** cannot be a consideration for selecting a mode of travel. No reimbursement is given for the value of loyalty points if a traveller chooses to use them to purchase work travel.
- **Reasonable Transportation Expenses** including economy seat selection charges, one personal checked or carry-on bag, and airport surcharges/fees are reimbursable.
- **Business and Leisure** may be combined but only the business portion of expenses is reimbursable and must be approved in advance. Travellers will be required to provide documentation calculating transportation and travel costs without personal travel to serve as the reimbursable expense.
- **Travel Companion** expenses are not eligible for reimbursement under any circumstances.
- **City Vehicle, Rental Car or Personal Vehicle.** When travel by vehicle is required, travellers must select the lowest cost option in the following order unless otherwise approved:
 1. **City Vehicle:** The lowest cost option.
 2. **Rental Car:** Using the City's contracted rental provider.
 3. **Personal Vehicle:** Must have pre-approval.

Reimbursement rules, mileage eligibility, and exceptions are detailed in Travel Procedure and align with applicable collective bargaining agreements where necessary.

5.1.8. Accommodations: When booking accommodations, travellers and approvers are expected to consider fiscal responsibility, transparency and employee safety.

- **Standard of Accommodation:** standard single occupancy in reasonably priced hotels that are reasonably close to the approved travel event. Alternate room choices require pre-approval and will only be considered due to specific work-related requirements.
- **Friends/Family:** Lodging with friends or family is permitted so long as the location is practical and does not require unreasonable, additional ground transportation. No accommodation expense will be provided.

- **Additional Nights:** Expenses for personal leisure will not be reimbursed. The cost of stays for City business must be visible on receipts for reimbursement of accommodation costs.
- **Receipts:** Original (as defined), itemized receipts for accommodations must be submitted with any travel expense claim or reconciliation. Credit card slips alone are not sufficient.

5.1.9. Meal Allowances

- Allowances for meals will be provided for all travellers during the period of travel. Per Diem rates will be based on established guidelines, collective, or other agreements and will be reviewed as necessary. Specific amounts will be defined in the Travel Procedure.

5.1.10. Other Eligible Expenses While Travelling: The City will reimburse eligible travel expenses. Eligible expenses are based on sound judgment and are necessary to facilitate City business. When in doubt, travellers should consult their approver prior to making purchases.

Eligible expenses may include:

- **Ground Transportation:** taxis, bus, subway or other necessary transportation at the trip destination will be reimbursed with proper documentation. Travellers are expected to select the most reasonable and cost-efficient mode of transportation.
- **Parking:** Parking fees that are reasonable and necessary at the event destination will be reimbursed.
- **Vehicle Fuel:** Fuel is a reimbursable expense with proper documentation.
- **Incidental Expenses:** Other incidental expenses related to travel are reimbursable if proper itemized receipts are provided and the expenses are reasonable and deemed necessary. Examples may include laundry for extended trips, internet access fees, charges related to personal cell phone use if pre-approved and properly documented, etc.
- **Business Meals:** Expenses for business meals while travelling are eligible when a valid business reason is provided. The names of persons attending must be provided and the highest-level City employee will pay for the expenses incurred. Travellers may not claim per diem or meal allowances for meals that are also a business expense or for meals that are provided for free.
- **Emergency Expenses:** Reasonable and necessary emergency expenses incurred while carrying out City business will be reimbursed with itemized receipts.
- **Exceptions:** Exceptions and/or minor deviations from the standards in this policy are discussed under Administrative Exceptions and Approval Exceptions in section 5.2.6 and 5.2.7 respectively.

- 5.1.11. Cancellation/No-Show Charges:** Travellers are responsible for cancelling bookings promptly if travel plans change.
- Non-refundable charges are eligible for reimbursement if the cancellation was for valid business or emergency reasons.
 - Non-refundable fees or other charges caused by late cancellation or no-shows without a valid reason may be the responsibility of the traveller.
 - Travellers must attempt to obtain refunds or credits prior to seeking reimbursement.
 - Where the City prepaid for travel (e.g. airfare, accommodations), the traveller must coordinate with their department to recover or reassign the expense.
- 5.1.12. Ineligible Travel Expenses:** The City will not reimburse expenses that do not facilitate the travel or work requirements for the event. Ineligible Expenses may include:
- Travel companion expenses.
 - Alcohol is not a reimbursable travel expense; rules regarding alcohol are addressed with business expenses.
 - Expenses related to personal entertainment.
 - Meals where a meal allowance has been provided.
 - Fines for parking and/or traffic infractions.
 - Transportation, accommodation, fuel or other expenses that have been purchased using personal loyalty or rewards points.
 - Personal credit card interest charges.
- 5.1.13. Reconciliation and Reimbursement:** Travellers will submit an expense report to reconcile travel advances and/or request reimbursement for eligible expenses.
- **Travellers** must submit expense reports for reconciliation and/or reimbursement within 10 business days of returning from a trip. Reconciliation includes providing all appropriate receipts for items advanced or where reimbursement is being requested. Where there is a balance owing by the traveller, such balances are to be repaid within 30 days of returning from a trip. Amounts under \$2 owing to or from travellers may not be paid or collected.
 - **Approvers** must review and submit reconciliations or reimbursement requests within 5 business days of receipt.
 - **Third Party Reimbursement:** Where a third party has agreed to reimburse the City for some or all travel expenses, the recovering of costs from a third party is separate from the Traveller's reconciliation/reimbursement request. The traveller's department should coordinate with Accounting Services to recover costs via corporate billing. The Billing and Accounts Receivable policy should be consulted for direction on preparing an invoice to third parties.

- **Directions for reconciliation** and reimbursement requests are described in the Travel Procedure and will be updated as needed.

5.1.14. Knowledge Sharing: Travellers and approvers will select and commit to an acceptable method of knowledge sharing within 30 days of returning from a trip. Directions for knowledge sharing methods are detailed in the Travel Procedure. A traveller's trip is not considered complete until there is acknowledgment that knowledge sharing has taken place.

5.1.15. Travel Workflow: The following represents the workflow from Travel Request to Trip Completion:

Request to Travel > Approval > Booking > Per Diems > Travelling > Reconcile Expenses > Knowledge Sharing Plan > Acknowledgement of Knowledge Share > Trip Complete.

A visual representation is available in Appendix A.

5.2. Business Expenses (Non-Travel)

5.2.1. Business Expenses: Business expenses must be necessary, reasonable, economical, and incurred in support of City business. The corporate purchasing card is the preferred and primary method of payment. Reimbursement requests should only be made when the purchasing card is not available and are governed by the Business Expense Procedure.

5.2.2. Payment Methods:

- **Corporate Purchasing Cards:** When a P-Card is available and a purchase is within the scope of any purchasing card policies, procedures or resolutions, the **P-Card must be used**.
- **Business Expense Reimbursement:** The submission of business expense reimbursement requests is strongly discouraged due to the high cost of processing. Where an expense is valid according to this policy and where a P-Card was not available for use, a request for reimbursement may be submitted. These requests will be governed by the Business Expense Procedure.

5.2.3. Eligible Expenses: Business expenses are eligible for reimbursement if they are incurred while conducting City business, in compliance with this policy, necessary, based on sound judgement, and the most economical option has been selected under the circumstances. Guidance for specific expense types is described below.

- **Conferences, Seminars, Training:** The City will reimburse registration fees for approved events or courses. Approval is based on budget, relevance and value of the conference, seminar, training or event.

- **Meals at Business Meetings:** Reimbursement for food and non-alcoholic beverages are permitted at management's discretion for:
 - **Staff Meetings** – As deemed necessary by management; where expenses are reasonable and within budget; details of purpose and all attendees are provided; itemized receipts are provided.
 - **Meals with Third Parties** – where management deems necessary for business purposes, the purpose and all attendees are documented, and itemized receipts are provided, meals with third parties may be reimbursed.
- **Employee Recognition:** With proper pre-approval, reasonable contributions towards retirements, employee departures or significant accomplishments are deemed eligible expenses.
- **Protocol Exchanges:** Token exchanges, gifts of protocol, or commemorative items offered to third parties such as visiting dignitaries, partners, or other external stakeholders, are eligible expenses if they are pre-approved and the following conditions are met:
 - Items are appropriate and relevant to the business relationship or event.
 - The recipient's name, business reason, and a description of the items are documented.
 - Itemized receipts are provided – credit card or debit slips showing amount and vendor name only are not acceptable.
 - Pre-approval in writing must be obtained from the CAO or Mayor for the CAO.
 - Elected and appointed officials do not require pre-approval but will adhere to all other protocol exchange conditions. These are subject to review by the City Clerk.

5.2.4. Alcohol: Advanced approval by the CAO is required for alcohol purchases to be eligible for reimbursement. Circumstances that may warrant approval of alcohol purchases may include:

- **Business or social functions between City employees and third parties** where appropriate given the nature of the event and reasonable considering the number of guests. Attendee names, event purpose and location must be documented and itemized receipts must be provided.
- **Events hosted by City Employees** where each employee has paid an amount to participate, such as purchasing tickets, to ensure the net outlay of City funds is zero. Event revenue should fully fund the event. Events of this nature will be outside of office business hours.
- **In all cases**, alcohol purchased is only served at locations holding a valid license or permit per the Liquor Licence Act, RSO. 1990, C.L.19 or other applicable legislation.
- The City's **Municipal Alcohol Policy** is complied with as applicable.
- **Elected and appointed officials** do not require advanced approval but will adhere to all conditions other regarding alcohol purchases.

5.2.5. Ineligible Expenses: Expenses that the City will not reimburse for are those that are willfully in defiance of this policy or other City policies including the Purchasing Card Program Policy and Gift policy. Such expenses are generally ineligible and only potentially reimbursable with pre-approval. Examples include but are not limited to:

- Personal Expenses such as clothing, footwear, entertainment or recreational expenses, personal fines, expenses for family or friends.
- Alcohol purchases that do not meet the criteria in 5.2.4, Alcohol.
- Food and beverages that do not meet the criteria in 5.2.3, Eligible Expenses.
- Gifts or celebratory items for personal occasions or parties that do not meet the criteria in 5.2.3, Eligible Expenses.

5.2.6. Administrative Exceptions: It is recognized that minor deviations from the standard policy may occur. These administrative exceptions must be documented and approved under the following guidelines:

- The claimant must provide a written explanation for the exception.
- The approver must assess the reasonableness of the exception and document their approval.
- Exceptions greater than \$50 or repeated exceptions may require escalation.
- Administrative exceptions must not be used to bypass approval thresholds or policy intent.
- Repeated or unjustified exceptions may result in denial of reimbursement or further review.

5.2.7. Approval Exceptions: Where exceptional circumstances occur, normally ineligible expenses may be allowed with pre-approval from and at the discretion of the CAO.

5.3. Local Mileage

5.3.1. Local mileage refers to travel between an employee's regularly assigned work location and another location within Essex County or other City of Windsor satellite offices. Local mileage does not apply to an employee's commute from home to a City of Windsor work location.

- **Advanced Approval:** Employees are required to obtain approval from their manager prior to accumulating mileage.
- **Submitting Mileage:** Employees are requested to submit mileage reimbursement requests on an at least monthly basis. This mileage excludes mileage incurred for travel purposes. The submission process is described in the Local Mileage Reimbursement Procedure.
- **Mileage Rates:** Where mileage rates are not prescribed in a collective or association agreement, The Canada Revenue Agency posted automobile allowance rates will apply.

- **Fuel** costs are not reimbursable when mileage reimbursement is given.

5.4. Reporting, Audit and Compliance

To ensure transparency, accountability and adherence to this policy, the following reporting and compliance measures must be followed:

5.4.1. Annual Reporting: The Accounting Services Department will prepare and submit to the Commissioner, Finance and City Treasurer an annual report summarizing:

- All travel outside of Canada.
- Travel, Business Expense and Mileage claims that meet thresholds defined in their respective procedures.
- Reports will include the name of the claimant, department, destination, purpose, and total cost.

5.4.2. Audit and Compliance: The following audit and compliance measures apply

- **Internal Review:** The Manager of Accounting Services or designates will conduct periodic reviews of travel and expense claims to assess compliance with policy provisions.
- **Audit Access and Documentation:** All travel and expense records are subject to review internally and by external auditors. All documentation and receipts must be stored according to current Accounts Payable practices.
- **Non-Compliance:** Claims that do not meet policy requirements may be denied or returned for correction. Repeated or intentional non-compliance may result in disciplinary action. Any suspected misuse of funds will be escalated to the CAO or designate for investigation.
- **Policy Updates:** Feedback from audits and user experience will inform future updates to this policy. The Commissioner, Finance and City Treasurer will coordinate policy reviews at least every five years or as needed.

6. Additional Legislative Authority:

NA

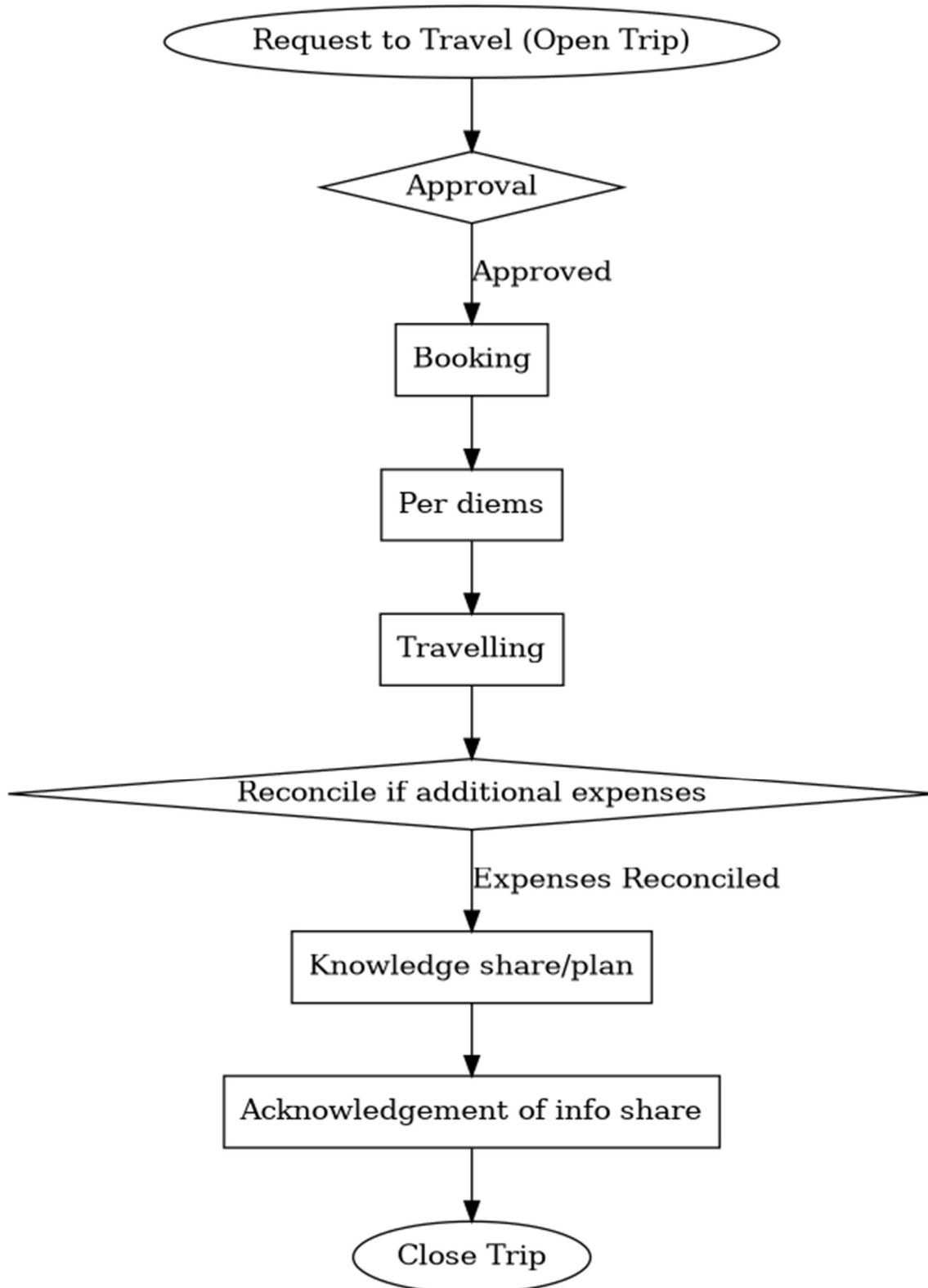
7. Records and Attachments:

7.1. **Forms:** Required forms are defined in the related procedures and will be updated as necessary and retained per the corporate retention requirements.

7.2. **Related Procedures:**

- Travel Procedure (In Progress)
- Business Expense Procedure (In Progress)
- Local Mileage Procedure (In Progress)

Appendix A: Travel Workflow



Appendix B: Summary of Approval Routing

Approval thresholds for are detailed in the Travel Procedure and Business Expense procedure.

Traveller/Claimant	Approver (Approving Authority)
Mayor, Elected Officials, Appointed Officials, Mayor's Chief of Staff	City Clerk
Mayor's Staff	Mayor's Chief of Staff
Chief Administrative Officer	Mayor
All Departments <ul style="list-style-type: none"> • Alcohol Purchases • Protocol Purchases • Travel Outside of Canada 	Chief Administrative Officer
All Departments	Executive Directors, Managers or Supervisors having budgetary control and supervisory authority over traveller or expense claimant. Approval limits are capped at the approver's Accounts Payable approval limit.

Subject: CAO By-law Update - City Wide

Reference:

Date to Council: June 8, 2026

Author: Wira Vendrasco

City Solicitor

Phone: 519-255-6100 ext. 6375

Email: wwendrasco@citywindsor.ca

Legal Services, Real Estate & Risk Management

Report Date: 5/21/2026

Clerk's File #: ACO2026

To: Mayor and Members of City Council

Recommendation:

THAT City Council **PASS** By-Law XX-2026 to amend Chief Administrative Officer By-law 149-2024.

Background:

By-Law Number 149-2024, attached as Appendix A, established the position of the Chief Administrative Officer (CAO) for The Corporation of the City of Windsor and outlined critical aspects of the CAO's role including duties, governance, and authority.

Discussion:

On May 7, 2026, by MD-06-2026, the Mayor updated some of the human resources duties he had undertaken pursuant the strong mayor powers set out in Part VI.I of the Municipal Act, 2001 as amended. As a result of that decision, the duties listed in the By-law 149-2024 have been updated to bring them into conformity with MD-06-2026. While undertaking this exercise, Administration also canvassed CAO by-laws of other large municipalities to ensure that By-law 149-2024 was relatively consistent with the provisions of those by-laws. As a result of that exercise, additional amendments are being made to further simplify and streamline the by-law.

Both By-law 149-2024 and its predecessors were drafted on the basis of enumerating specific duties of the CAO and how to accomplish these duties. As a result, the by-law is 7 pages long. Instead, CAO by-laws of larger municipalities set out the key responsibilities of the CAO and leave the mechanics or implementation of those responsibilities to the CAO with direction from Council. A good example of this is the City of Toronto City Manager By-law found in the Toronto Municipal Code Chapter 169. It consists of 2 pages.

The following Key Responsibilities of the CAO will now replace section 5 and be incorporated into the By-law 149-2024 amendment, which is included in the agenda for this meeting of Council.

- **Advise Council:** provide effective advice and support to the Mayor and Council on municipal policies, programs, plans and operations; provide timely information and reports as requested.
- **Provide Financial Leadership:** oversee the City's financial control (with the Treasurer's assistance); lead annual operating and capital budget estimates and oversee implementation/monitoring (through the Treasurer); report to Council on financial status; report annual performance measures required by the Province.
- **Implement Council Decisions:** lead/direct/coordinate/supervise implementation of Council decisions and establish administrative practices/procedures to carry them out.
- **Provide Strategic Leadership:** give strategic guidance and provide general control and management of the affairs of the City for effective and efficient operations and service delivery;
- **Provide Operational Oversight:** Leads administration and manages all operational and performance management aspects within municipal government, including evaluating service delivery, operational efficiency, and progress toward Council-approved objectives. Responsible for the City's human, financial, and physical resources.
- **Manage Workforce & Labour Relations:** manage human, fiscal, and physical resources; foster positive working relationships with Council, employees, and bargaining units.
- **Community Relations & External Relations:** foster positive community relations; manage intergovernmental issues (incl. lobbying/associations) and maintain communication linkages with stakeholders and other jurisdictions to promote the City's interests.
- **Other Duties:** carry out other responsibilities as assigned by Council.

Risk Analysis:

No critical or significant risks are associated with the recommendation in this report. Amending the CAO By-law will bring it into compliance with MD-06-2026 and CAO by-laws of large Ontario Municipalities.

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Consultations:

N/A

Financial Matters:

There are no financial issues with this by-law amendment.

Conclusion:

The amendments to the CAO will ensure that it is consistent with MD-06-2026 and with similar by-laws of large municipalities in Ontario. Administration recommends that Council pass the amendments to the CAO by-law.

Planning Act Matters:

N/A

Approvals:

Name	Title
Wira Vendrasco	City Solicitor
Andrew Daher	Commissioner, Corporate Services
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix A - By-Law Number 149-2024

BY-LAW NUMBER 149-2024

A BY-LAW TO ESTABLISH THE POSITION OF THE CHIEF ADMINISTRATIVE OFFICER FOR THE CORPORATION OF THE CITY OF WINDSOR

Passed the 23rd day of September, 2024

WHEREAS section 229 of the Municipal Act, 2001, S.O. 2001, c.25 ("Municipal Act") as amended, authorizes municipalities to appoint, by by-law, a chief administrative officer who shall be responsible for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality and performing such other duties as are assigned by the municipality;

AND WHEREAS the powers of the municipality under section 229 of the Municipal Act with respect to the chief administrative officer have been assigned to the head of council pursuant to the provisions of section 284.5 of the Municipal Act;

AND WHEREAS despite the provisions of section 284.5 of the Municipal Act, the Council of The Corporation of the City of Windsor considers it desirable and expedient to create the office of the Chief Administrative Officer and to define and determine the duties and responsibilities thereof;

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

PART I

1. POSITION OF CHIEF ADMINISTRATIVE OFFICER

The most senior administrative position within The Corporation of the City of Windsor ("the City") shall be known as the Chief Administrative Officer.

PART II

2. Where the head of council **does not exercise** the special powers and duties set out in section 284.5 of the Municipal Act, sections 3, 4, 5, and 6 of this by-law shall apply to the Chief Administrative Officer.

3. APPOINTMENT BY BY-LAW

Council shall appoint the Chief Administrative Officer by by-law.

4. RESPONSIBLE TO COUNCIL

The Chief Administrative Officer shall implement council's decisions and establish administrative practices and procedures to carry out council's decisions and shall carry out the duties and responsibilities set out in this by-law. The Chief Administrative Officer shall assist the Council to discharge its

responsibilities, and in a non-partisan manner provide guidance to Council members to carry out their duties.

5. DUTIES

The Chief Administrative Officer shall have responsibility for initiating, directing, coordinating, and providing to Council the following:

1) Specific Duties

- a) Undertake research and provide advice to Council on the policies and programs of the municipality,
- b) Strategic guidance and advice for the effective delivery of programs and services in a manner which is consistent with the well being of all of the City's residents,
- c) Regular updates on Corporate and Community Strategic Planning initiatives,
- d) Regular organizational and operational reviews, ensuring effective and efficient utilization of existing resources,
- e) Regular reports on the overall efficiency of operations,
- f) The financial control of the City with general assistance from the Treasurer, ensuring regular reporting to Council on the financial status of the municipality,
- g) The annual estimates (current and capital budgets) and subsequent implementation and monitoring of such budgets as deemed to be adopted by the municipality, through the office of the Treasurer,
- h) The City's Annual Performance Measures as required by Provincial regulations,
- i) Information and reports in a timely manner for deliberation, as requested by Council, and
- j) Administrative and or policy/operational issues and advice as may be requested or required by Council, including attending all Council meetings, and being entitled to speak at the meetings with the consent of the head of council, and

2) General Duties

- a) For the management of the human, fiscal and physical resources of the City,
- b) To lead, direct, coordinate and supervise the implementation of Council decisions and establish administrative practices and procedures to carry out Council's decisions,
- c) To provide leadership and direction to all departments, ensuring the corporate coordination of the activities of all departments and the efficient and consistent implementation of policies and decisions of Council,
- d) Hold regularly scheduled meetings with the Senior Management of the City for the purpose of providing direction and discussing management issues, corporate policy and general coordination of matters of significance to the operations of the City.
- e) To encourage continuous improvement throughout the City's administration in the delivery of City Services to the public and the management of the City's affairs,
- f) To foster a positive working relationship with all members of Council, and build a positive and collegial atmosphere with all City employees and bargaining units,
- g) To foster a climate of positive community relations,
- h) To carry out such additional administrative responsibilities and duties as may be delegated by Council through resolution or by-law from time to time,

- i) To manage the interests of the City on intergovernmental issues at the administrative level through active participation in professional associations and through lobbying efforts with applicable Provincial and Federal ministries, agencies and Crown corporations, as well as foreign governments, and
- j) To develop and maintain communication linkages with officials, groups, agencies, other jurisdictions and stakeholders as is necessary to carry out the responsibilities of the office of the Chief Administrative Officer and promote the interests of the City.

3) Human Resources Duties

a) Corporate Leadership Team:

The Chief Administrative Officer shall recommend to Council the appointment and dismissal of the Corporate Leadership Team (i.e. Commissioners) and statutory officers of the City. The Chief Administrative Officer shall be responsible to provide leadership, direction, supervision and annual performance appraisals with respect to all Corporate Leadership Team Members as well as any other positions reporting directly to the Chief Administrative Officer, in the performance of their duties and responsibilities including those individuals who are statutory officials appointed under any statute. The Chief Administrative Officer shall have the authority to approve leaves of absence with pay, partial pay and without pay, for periods of time that are consistent with existing policies of the City and shall keep Council apprised of those decisions.

b) Non –Union Personnel:

The Chief Administrative Officer shall have overall responsibility for non-union personnel including the appointment, employment, suspension, discipline or dismissal of such employees in accordance with all applicable employment agreements, or terms and conditions of employment.

c) Union Personnel:

The Chief Administrative Officer shall have overall responsibility for the appointment and employment of all other employees of the City in accordance with the collective bargaining agreements and to suspend or dismiss such employees for cause subject to the grievance procedures established in the respective collective agreement.

d) Collective Bargaining:

The Chief Administrative Officer shall provide direction for Collective Bargaining activities for all City Employees in accordance with instructions from Council.

e) Access to Personnel Records:

The Chief Administrative Officer shall have full free and unrestricted access to all personnel records of the City.

6. PERFORMANCE

The Chief Administrative Officer shall hold office at the pleasure of Council. Any matters related to the performance of the Chief Administrative Officer (including establishing corporate and personal objectives) shall be conducted by Council, or a Committee of Council, if so delegated. Meetings shall be scheduled at regular

intervals for the purpose of reviewing the Chief Administrative Officer's performance. Council may in their sole discretion, suspend or dismiss the Chief Administrative Officer subject to compliance with any contractual agreement.

PART III

7. Where the head of council **exercises** the special powers and duties set out in Part VI.I of the Municipal Act, sections 4, 5(1), 5(2), 8 and 9 of this by-law shall apply to the Chief Administrative Officer.

8. DUTIES

The Chief Administrative Officer shall have the following authority with respect to human resources:

1) All Corporate Leadership Team members, or as the head of council may decide from time to time:

The Chief Administrative Officer shall be responsible to provide leadership, direction, supervision and annual performance appraisals with respect to all Corporate Leadership Team Members, as well as any other positions reporting directly to the Chief Administrative Officer, in the performance of their duties and responsibilities. The Chief Administrative Officer shall have the authority to approve leaves of absence with pay, partial pay and without pay, for periods of time that are consistent with existing policies of the City and shall keep Council apprised of those decisions.

2) Statutory Officers identified in s. 284.6(3) Municipal Act ("statutory officers"):

The Chief Administrative Officer shall recommend to Council the appointment and dismissal of the statutory officers of the City, and have overall responsibility for all statutory officers in accordance with all applicable employment agreements, or terms and conditions of employment.

3) Non-Union Personnel at the level of Manager and above, or as the head of council may decide from time to time:

The Chief Administrative Officer shall have overall responsibility for all non-union personnel at the level of Manager and above, or as the head of council may decide from time to time, and the statutory officers of the City, and shall be responsible to provide leadership, direction, and supervision in the performance of their duties and responsibilities.

4) Non – Union Personnel below the level of Manager, or as the head of council may decide from time to time:

The Chief Administrative Officer shall have overall responsibility for all non-union personnel below the level of Manager, or as the head of council may decide from time to time, including the appointment, employment, suspension, discipline, or dismissal of such employees in accordance with all applicable employment agreements, or terms and conditions of employment.

5) Union Personnel:

The Chief Administrative Officer shall have overall responsibility for the appointment and employment of all union employees of the City in accordance with the collective bargaining agreements and to suspend, discipline, or dismiss such employees subject to the grievance procedures established in the respective collective agreements.

9. PERFORMANCE

The Chief Administrative Officer shall hold office at the pleasure of the head of council. The head of council may, in their sole discretion, suspend or dismiss the Chief Administrative Officer subject to compliance with any contractual agreement.

PART IV

10. DELEGATION OF AUTHORITY/RESPONSIBILITY

- 1) The Chief Administrative Officer is authorized to delegate such authority as is assigned to the position, for the purpose of establishing an efficient and effective administrative structure, and administrative processes.
- 2) The Chief Administrative Officer is authorized to appoint a member of the Corporate Leadership Team to act in the absence of the Chief Administrative Officer on a temporary basis. Such appointment shall be made in writing and be communicated to Council and all members of the Corporate Leadership Team and shall specify the period of time for the temporary appointment.
- 3) The head of council has the authority to make a temporary appointment of a Chief Administrative Officer during an extended period of absence by the Chief Administrative Officer, and to confirm such appointment by way of by-law.

11. SALARY AND BENEFITS

The salary, benefits, and conditions for service of the Chief Administrative Officer shall be determined in accordance with the established Non-Union – Corporate Leadership Team Salary Schedule as may be amended from time to time.

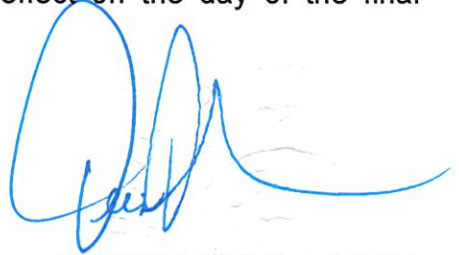
12. LIMITATIONS/CONFLICTING PROVISIONS

Despite any provisions contained in this by-law, there is no implied authority empowering the Chief Administrative Officer to do or direct any matter or thing, which would to any extent whatsoever, encroach upon the legislative powers of Council, its Committees or upon the statutory or professional duties of its officers.

13. REPEAL OF BY-LAW 218-2002

By-law 218-2002 passed on August 12, 2002 and any amendments thereto are hereby repealed upon the enactment of this by-law.

14. This by-law shall come into force and take effect on the day of the final passing thereof.



DREW DILKENS, MAYOR



CITY CLERK

First Reading - September 23, 2024
Second Reading - September 23, 2024
Third Reading - September 23, 2024

Subject: Surplus Declaration and Sale Authorization – 673 Caron Avenue– Ward 3

Reference:

Date to Council: June 8, 2026
Author: Natalie D'Ambrosio
Coordinator Real Estate Services
519-255-6100 ext. 6514
ndambrosio@citywindsor.ca
Legal – Real Estate Services
Report Date: May 20, 2026
Clerk's File #: APM2026

To: Mayor and Members of City Council

Recommendation:

- I. THAT the following City of Windsor (the “**City**”) vacant parcel of land **BE DECLARED** surplus:
 - Municipal address: **673 Caron Avenue** – vacant land situated on the west side of Caron Avenue, south of 605 Caron Avenue, north of 729 Caron Avenue;
 - Legal Description: Part Lot 40, Lots 41 to 44, inclusive, Registered Plan 282 w/s Caron Avenue, being Part 2 on Plan 12R-13526; Windsor
 - Approximate Lot size: 276.62 feet (84.31 m) x 140.54 feet (42.84 m)
 - Approximate Lot area: 38,868.44 sq ft (3,611 m²) (hereinafter the “**Subject Parcel**”); and

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

Executive Summary:

N/A

Background:

The City owns the Subject Parcel located on the west side of Caron Avenue, south of 605 Caron Avenue and North of 729 Caron Avenue. The property is legally described as Part Lot 40, Lots 41 to 44, inclusive, Registered Plan 282 w/s Caron Avenue, being Part 2 on Plan 12R-13526; Windsor, as shown on the aerial diagram attached as Appendix A.

By-Law 52-2014, as amended, establishes a policy for the disposal of Land. Section 4.1.3 of Schedule "A" attached to By-Law 52-2014, as amended, requires that City-owned lands be declared surplus and that Administration seek authority to sell the lands.

Discussion:

The Subject Parcel is the location of the former Lufkin Rule/Canadian Linen Supply which was vested in the City in November 2012, following several years of tax arrears. The building was subsequently demolished in January 2018 after the Building Department issued an Emergency Demolition Order.

Administration was contacted to determine if the Subject Parcel could be sold. The Subject Parcel is zoned MD1.1 and could be developed as manufacturing development per the current zoning.

The Subject Parcel was circulated to determine whether there is a municipal use for same. No municipal use for the Subject Parcel was identified, however in consultation with Planning, they identified that the Subject Parcel may require a Phase 1 and Phase 2 Environmental Site Assessment and Record of Site Condition to be filed if a zoning proposal seeks to change the land-use to a more sensitive use. The Subject Parcel is also approximately 17 metres from an active rail line, for any developments, a Noise Impact Study and Vibration Study may be required.

Should the Recommendations be approved, Real Estate Services will obtain an independent appraisal to establish the value of the Subject Parcel. The Subject Parcel will then be listed publicly on the Multiple Listing Service ("MLS"). Should Administration successfully negotiate a sale of the Subject Parcel, a report will be brought to Council or under Delegation of Authority, as appropriate, seeking authority to sell the Subject Parcel.

Risk Analysis:

Should the Subject Parcel remain in the City's possession, there will continue to be ongoing costs for maintenance. Also, keeping the Subject Parcel creates an opportunity for potential liability should someone be injured on the land. Selling the Subject Parcel will remove any associated liability issues and maintenance costs for the City.

Climate Change Risks

Climate Change Mitigation:

Declaring the Subject Parcel surplus does not pose a climate change risk.

Climate Change Adaptation:

Climate change considerations will be reviewed during the development process in the event of any future redevelopment.

Financial Matters:

N/A

Consultations:

Jamelah Hersh, Senior Legal Counsel
Laura Diotte, Manager, Planning
Kevin Alexander, Planner III – Special Projects
Connor Wilson, Planner III – Revitalization & Policy Initiatives
Matthew Johnson, Executive Direction Economic Development
Joe Baker, Manager, Land Development and Growth
James Chacko, Executive Director Transit Windsor
Jamie Scott, Executive Director, Parks, Recreation & Facilities
Jason Scott, Manager, Transit Planning
Tom Graziano, Engineer III
Elara Mehriou, Supervisor, Corridor Maintenance
Juan Paramo, Development Engineer
Brandon Calleja, Senior Manager/Deputy Building
Tea DeAngelis, Supervisor, Research & Policy
Diane Wilson, Manager, Social & Affordable Housing
John Smith, Chief Fire Prevention Officer
Barry Horrobin, Director of Planning & Physical Resources

Conclusion:

Declaring the Subject Parcel surplus and authorizing the Manager of Real Estate Services to negotiate for the sale of the property, will allow for the orderly disposition of the land for market value that is not otherwise required for any municipal purpose.

Planning Act Matters:

N/A

Approvals:

Name	Title
Natalie D’Ambrosio	Coordinator of Real Estate Services
Denise Wright	Manager of Real Estate Services
Wira Vendrasco	City Solicitor
Andrew Daher	Commissioner, Corporate Services
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Aerial Image of Subject Parcel

Appendix A

Aerial Image of Subject Parcel



BY-LAW NUMBER 93-2026

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW

Passed the 8th day of June, 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 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	8 & 9	Lots 33 to 41, Block 'B', Part of Lot 42 and Block 'A', Registered Plan 1259 (PIN 01561-2293, 01561-5401, 01561- 5397) (3694-3738 Howard Avenue; Roll No. 070- 090-05400, 070-090- 05606, 070-090-05706; southeast corner of Howard Avenue & Holburn Street)	--	RD1.1 HRD1.1	RD3.2

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 June 8, 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 – June 8, 2026
Second Reading – June 8, 2026
Third Reading – June 8, 2026

BY-LAW NUMBER 94-2026

A BY-LAW TO AMEND BY-LAW NUMBER 149-2024, BEING A BY-LAW TO ESTABLISH THE POSITION OF THE CHIEF ADMINISTRATIVE OFFICER FOR THE CORPORATION OF THE CITY OF WINDSOR

Passed the 8th day of June, 2026.

WHEREAS it is deemed expedient to amend By-law Number 149-2024 of the Council of The Corporation of the City of Windsor, passed the 23rd day of September, 2024, as heretofore amended:

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

1. That section 4 of By-law Number 149-2024 be deleted and the following substituted therefor:

“4. The Chief Administrative Officer shall be responsible for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality, carrying out the responsibilities set out in this by-law and performing such other duties as are assigned by Council.”

2. That section 5 of By-law Number 149-2024 be deleted and the following substituted therefor:

“KEY RESPONSIBILITIES

5. The Chief Administrative Officer shall have the following responsibilities:

- a) **Advise Council:** provide effective advice and support to the Mayor and Council on municipal policies, programs, plans and operations; provide timely information and reports as requested,
- b) **Provide Financial Leadership:** oversee the City’s financial control (with the Treasurer’s assistance); lead annual operating and capital budget estimates and oversee implementation/monitoring (through the Treasurer); report to Council on financial status; report annual performance measures required by the Province,
- c) **Implement Council Decisions:** lead/direct/coordinate/ supervise implementation of Council decisions and establish administrative practices/procedures to carry them out,
- d) **Provide Strategic Leadership:** give strategic guidance and provide general control and management of the affairs of the City for effective and efficient operations and service delivery,
- e) **Provide Operational Oversight:** Lead administration and manage all operational and performance management aspects within municipal government, including evaluating service delivery, operational efficiency, and progress toward Council-approved objectives,
- f) **Manage Workforce and Labour Relations:** manage human, fiscal, and physical resources; foster positive working relationships with Council, employees, and bargaining units, and

- g) Community Relations & External Relations:** foster positive community relations; manage intergovernmental issues (incl. lobbying/associations) and maintain communication linkages with stakeholders and other jurisdictions to promote the City's interests, and
- h) Other Duties:** carry out other responsibilities as assigned by Council."

3. That section 7 of By-law Number 149-2024 be deleted and the following substituted therefor:

"7. Where the head of council exercise the special powers and duties set out in Part VI.I of the Municipal Act, sections 4, 5, 8 and 9 of this by-law shall apply to the Chief Administrative Officer."

4. That section 8 of By-law Number 149-2024 be deleted and the following substituted therefor:

"8. The Chief Administrative Officer shall carry out the responsibilities set out in in this by-law, save and except for employment matters related to the Corporate Leadership Team (CLT)."

5. 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 June 8, 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 – June 8, 2026
Second Reading – June 8, 2026
Third Reading – June 8, 2026

BY-LAW NUMBER 95-2026

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 9148 BEING A BY-LAW TO REGULATE TRAFFIC WITHIN THE LIMITS OF THE CITY OF WINDSOR

Passed the 8th day of June, 2026.

WHEREAS By-law Number 9148, being a by-law to regulate traffic within the limits of the City of Windsor, was passed on the 28th day of September, 1987.

AND WHEREAS it is deemed expedient to amend By-law Number 9148.

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

1. That **BY-LAW NUMBER 9148** be and the same is hereby amended as follows:

1. By amending Part IX of the By-law as follows:

REGULATION	SECTION	TEXT
<p>TEXT Part IX Truck Routes DELETE</p>	<p>33(1)</p>	<p>The highways set out in Schedule "H" to this by-law are hereby designated as "TRUCK ROUTES".</p>
<p>TEXT Part IX Truck Routes ADD</p>	<p>33(1)</p>	<p>The highways set out in Schedule "H" to this by-law are hereby designated as "TRUCK ROUTES". The truck route network has two components: a Primary Network and a Local Delivery Network.</p>
<p>TEXT Part IX Truck Routes DELETE</p>	<p>33(2)</p>	<p>When properly worded or marked signs have been erected and are on display, no vehicle having a gross vehicle weight rating or registered gross weight of four thousand five hundred kilograms (4,500 kg.) or more shall be operated on any highway in the City of Windsor other than the highways set out in Schedule "H" hereof, provided however –</p>
<p>TEXT Part IX Truck Routes ADD</p>	<p>33(2)</p>	<p>When properly worded or marked signs have been erected and are on display, no vehicle having a gross vehicle weight rating or registered gross weight of four thousand five hundred kilograms (4,500 kg.) or more shall be operated on any highway in the City of Windsor other than the highways set out in Schedule "H" hereof as the Primary Network, provided however –</p>

TEXT Part IX Truck Routes DELETE	33(2)(a)(i)	such deviation shall be made at a point on one of the said truck routes nearest by road where the service is performed, and -
TEXT Part IX Truck Routes ADD	33(2)(a)(i)	such deviation shall be made at a point on one of the said Primary truck routes nearest by road where the service is performed, for which purpose the designated Local Delivery Network shall be considered as part of the Primary Network, and -
TEXT Part IX Truck Routes DELETE	33(2)(a)(ii)	on completion of the conduct of such business, such vehicle shall return by the shortest route to the nearest established truck route.
TEXT Part IX Truck Routes ADD	33(2)(a)(ii)	on completion of the conduct of such business, such vehicle shall return by the shortest route to the nearest established truck route, for which purpose the designated Local Delivery Network shall be considered as part of the Primary Network.
TEXT Part IX Truck Routes ADD	33(2)(c)	Except as specified in sub-section 33 (a), the Local Delivery Network shall be used only by trucks that have three axles or less. In keeping with the Ontario Highway Traffic Act, Section 114, two axles spaced no more than one metre apart can also be considered to be a "single axle" for purposes of eligibility for using the Local Delivery Network for non-local travel. The Local Delivery Network shall be identified with the appropriate signage distinguishing it from the Primary Network.

2. By deleting the existing Schedule H in its entirety and replacing it with the following Schedule H:

SCHEDULE "H" – DESIGNATED TRUCK ROUTES

Street	From	To	Route Type
7th Concession Rd	Cabana Rd E	Walker Rd	Primary
Airport Rd	Walker Rd	C & O Railway	Primary

Street	From	To	Route Type
Albert Rd	Wyandotte St E	Edna St	Primary
Ambassador Dr	Malden Rd	Continental Ave	Primary
Anchor Dr	Twin Oaks Dr	East limit thereof	Primary
Aylmer Ave	Riverside Dr E	Cataraqui St	Primary
Banwell Rd	South City limit	Tecumseh Rd E	Primary
Banwell Rd	Tecumseh Rd E	Wyandotte St E	Local Delivery
Brunet Dr	Malden Rd	Industrial Dr	Primary
Cabana Rd W	Huron Church Rd	Dougall Ave	Local Delivery
Cabana Rd E/W	Dougall Ave	East City limit	Primary
Campbell Ave	University Ave W	College Ave	Primary
Cantelon Dr	Lauzon Pkwy	West limit thereof	Primary
Catherine St	Lauzon Pkwy	Tecumseh Rd E	Primary
Central Ave	Tecumseh Rd E	Rhodes Dr	Primary
Chappell Ave	Sandwich St W	Russell St	Primary
Cherry Blossom Dr	Ironwood Dr	Sprucewood Dr	Primary

Street	From	To	Route Type
Chrysler Centre	Tecumseh Rd E	Grand Marais Blvd E	Primary
College Ave	Huron Church Rd	Crawford Ave	Primary
College Ave	Prince Rd	Huron Church Rd	Local Delivery
Continental Ave	Malden Rd	Huron Church Rd	Primary
County Road 17	Cabana Rd E	South City limit	Local Delivery
Crawford Ave	University Ave W	Wyandotte St W	Local Delivery
Crawford Ave	Wyandotte St W	South limit thereof	Primary
Detroit St	Russell St	Sandwich St	Local Delivery
Devon Dr	E.C.Row Ave E	Foster Ave	Primary
Deziel Dr	Rhodes Dr	C & O Railway	Primary
Division Rd	Howard Ave	Cabana Rd E	Primary
Dodge Dr	Plymouth Dr	Cul-de-sac	Primary
Dougall Ave	Essex Terminal Railway	Dougall Pkwy	Primary
Dougall Pkwy	Dougall Ave	Sixth Concession Rd	Primary
Doty Pl	Howard Ave	Holden Ave	Primary

Street	From	To	Route Type
Drouillard Rd	Riverside St E	Edna St	Primary
Drouillard Rd	Richmond St	Tecumseh Rd E	Local Delivery
E. C. Row Ave E	Marentette Ave	Devon Dr	Primary
E. C. Row Expressway	Huron Church Rd	East City limit	Primary
Edinburgh St	Ouellette Ave	Howard Ave	Primary
Edna St	Albert Rd	Drouillard Rd	Primary
Ellis St E	McDougall St	Howard Ave	Local Delivery
Elsmere Ave	Grand Marais Blvd	North Service Rd	Primary
Erie St E	Ouellette Ave	Goyeau St	Local Delivery
Erie St E	Goyeau St	McDougall St	Primary
Erie St E	McDougall St	Howard Ave	Local Delivery
Eugenie St	Dougall Ave	Howard Ave	Primary
Foster Ave	Marentette Ave	Devon Dr	Primary
Foster Ave	Walker Rd	Kautex Dr	Primary
George Ave	Wyandotte St	Ontario St	Primary

Street	From	To	Route Type
Giles Blvd E	Ouellette Ave	McDougall St	Primary
Giles Blvd E	McDougall St	Howard Ave	Local Delivery
Glengarry Ave	Riverside Dr E	Cataraqui St	Primary
Goyeau St	Riverside Dr E	University Ave E	Primary
Goyeau St	Wyandotte St E	Erie St E	Primary
Goyeau St	Erie St E	Giles Blvd E	Local Delivery
Grand Marais Blvd E	Walker Rd	Central Ave	Primary
Grand Marais Blvd E	Howard Ave	Elsmere Ave	Primary
Hanna St E	McDougall St	Howard Ave	Local Delivery
Hawthorne Dr	Lauzon Pkwy	C.N.R. Industrial Spur	Primary
Holden Ave	McDougall St	Doty Pl	Primary
Howard Ave	Cataraqui St	Highway 3	Primary
Huron Church Rd	University Ave W	Wyandotte St W	Local Delivery
Huron Church Rd	Wyandotte St W	South City limit	Primary
Industrial Dr	Ambassador Dr	Huron Church Rd	Primary

Street	From	To	Route Type
Ironwood Dr	Maplewood Dr	Cherry Blossom Dr	Primary
Jefferson Blvd	Tecumseh Rd E	Rhodes Dr	Primary
Kautex Dr	Deziel Dr	St Etienne Blvd	Primary
Kew Dr	Hawthorne Dr	Essex Wy (private)	Primary
Lauzon Rd	Wyandotte St E	Tecumseh Rd E	Primary
Lauzon Line	Lauzon Pkwy	Lauzon Rd	Primary
Lauzon Pky	Lauzon Rd	Cabana Rd E	Primary
Legacy Park Dr	Provincial Rd	Walker Rd	Primary
Malden Rd	Huron Church Rd	South City limit	Primary
Mannheim Wy	Deziel Dr	St Etienne Blvd	Primary
Maplewood Dr	Sprucewood Ave	North limit thereof	Primary
Marentette Ave	E. C. Row Ave E	Division Rd	Primary
McDougall St	Riverside Dr E	Tecumseh Rd E	Primary
McDougall St	CPKC south tracks	Howard Ave	Primary
McHugh St	Lauzon Rd	Banwell Rd	Local Delivery

Street	From	To	Route Type
Mercer St	Giles Blvd E	Ellis St E	Local Delivery
Mercer St	Shepherd St E	Hanna St E	Local Delivery
Morton Dr	Ojibway Pky	Old Front Rd	Primary
Munich Crt	Twin Oaks Dr	Cul-del-sac	Primary
North Service Rd	Central Ave	Jefferson Blvd	Primary
North Service Rd	Elsmere Ave	Cul-del-sac	Primary
South Service Rd	Jefferson Blvd	Lauzon Pky	Primary
Ojibway Pky	Sandwich St	Morton Dr	Primary
Ontario St	Central Ave	George St	Primary
Ottawa St	Howard Ave	Walker Rd	Local Delivery
Ouellette Ave	University Ave E	Giles Blvd E	Local Delivery
Ouellette Ave	Giles Blvd E	Edinburgh St	Primary
Ouellette Pl	Ouellette Ave	Dougall St	Primary
Parent Ave	Ottawa St	Tecumseh Rd E	Local Delivery
Patricia Rd	Huron Church Rd	Wyandotte St W	Primary

Street	From	To	Route Type
Pillette Rd	Wyandotte St E	Tecumseh Rd E	Primary
Pillette Rd	Tecumseh Rd E	Plymouth Dr	Local Delivery
Pillette Rd	CPKC tracks	North Service Rd	Primary
Plymouth Dr	Central Ave	Roundabout at Syncreon entrance	Primary
Plymouth Dr	Roundabout at Syncreon entrance	Pillette Rd	Local Delivery
Pool Ave	Ambassador Dr	Cul-de-sac	Primary
Prince Rd	College Ave	Tecumseh Rd W	Local Delivery
Provincial Rd	Division Rd	C & O Railway	Primary
Quality Wy	Jefferson Blvd	Lauzon Pkwy	Primary
Rhodes Dr	Central Ave	Jefferson Blvd	Primary
Richmond St	Walker Rd	Drouillard Rd	Local Delivery
Riverdale Ave	Riverside Dr E	Wyandotte St E	Local Delivery
Riverside Dr E	Goyeau St	Aylmer Ave	Primary
Riverside Dr E	Aylmer Ave	Walker Rd	Local Delivery
Riverside Dr E	Walker Rd	Drouillard Rd	Primary

Street	From	To	Route Type
Riverside Dr E	Riverdale Ave	East City limit	Local Delivery
Roseville Gardens Dr	Catherine St	Tecumseh Rd E	Primary
Russell St	Chappell Ave	Detroit St	Primary
Sandwich St	Chappell Ave	Broadway St	Primary
Sandwich St	Rosedale Ave	Detroit St	Local Delivery
Seminole St	Walker Rd	Pillette Rd	Primary
Shepherd St E	McDougall St	Howard Ave	Local Delivery
South Cameron Blvd	Tecumseh Rd W	Dougall Ave	Primary
South Cameron Blvd	West Grand Blvd	Howard Ave	Primary
Sprucewood Ave	Maplewood Dr	Matchette Rd	Primary
St Etienne Blvd	Kautex Dr	Cul-de-sac	Primary
Star Way Ave	Temple Dr	South limit thereof	Primary
Sydney Ave	Devon Dr	Division Rd	Primary
Tecumseh Rd W	Prince Rd	Huron Church Rd	Local Delivery
Tecumseh Rd E/W	Huron Church Rd	Banwell Rd	Primary

Street	From	To	Route Type
Tecumseh Rd E	Banwell Rd	East City limit	Local Delivery
Temple Dr	Central Ave	Cul-de-sac	Primary
Twin Oaks Dr	Lauzon Pky	East limit thereof	Primary
University Ave E/W	Rosedale Ave	Goyeau St	Local Delivery
University Ave E	Goyeau St	McDougall St	Primary
Valtec Ct	Twin Oaks Dr	South limit thereof	Primary
Walker Rd	Riverside Dr E	South City limit	Primary
Weaver Rd	Cherry Blossom Dr	Ojibway Pky	Primary
West Grand Blvd	Dougall Ave	South Cameron Blvd	Primary
Wheelton Dr	Rhodes Dr	Cul-de-sac	Primary
Wyandotte St W	Huron Church Rd	Patricia Rd	Primary
Wyandotte St W	Patricia Rd	Crawford Ave	Local Delivery
Wyandotte St E/W	Crawford Ave	Lauzon Rd	Primary
Wyandotte St E	Lauzon Rd	Banwell Rd	Local Delivery
Wyandotte Pl	Wyandotte St E	Walker Rd	Primary

3. 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 June 8, 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 – June 8, 2026
Second Reading – June 8, 2026
Third Reading – June 8, 2026

BY-LAW NUMBER 96-2026

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 8TH DAY OF JUNE, 2026

Passed the 8th day of June, 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 June 8, 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 – June 8, 2026
Second Reading – June 8, 2026
Third Reading – June 8, 2026