# City Council Meeting Agenda

**Date:** Monday, November 9, 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**

4.1. Adoption of the Windsor City Council minutes of its meeting held September 28, 2026 **(SCM 313/2026)**

4.2 Adoption of the Windsor City Council minutes of its special meeting held October 23, 2026 **(SCM 330/2026)**

**5. NOTICE OF PROCLAMATIONS**

**Proclamations**
Lebanese Heritage Month – November 2026
Hindu Heritage Month – November 2026
World Town Planning Day – November 8, 2026

**Flag Raising Ceremony**
Lebanese Heritage Month – November 5 – 9, 2026

**Illumination**
Lebanese Heritage Month – November 5 – 8, 2026

**6. COMMITTEE OF THE WHOLE**

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

7.1. Correspondence 7.1.1 through 7.1.7 **(CMC 16/2026)**

7.2. Windsor Canada Utilities Ltd. 2nd Quarter Financial Statements **(C 117/2026)** *Author: Lorie Gregg, Executive Director, Financial Planning/Deputy Treasurer*

7.3. Delegation of Authority Semi-Annual Summary Report for Period January 1, 2026 to June 30, 2026 (City Wide) **(C 124/2026)** *Author: Pina Ciotoli, Executive Administrative Assistant*

**8. CONSENT AGENDA**

8.1. Applications for 2025 Tax Reductions under S 357/358 of the Ontario Municipal Act 2001 Part Two - City Wide **(C 119/2026)** *Author: Carolyn Nelson, Manager, Property Valuation & Administration*

8.2. Bright Lights Windsor Chalet Food and Beverage Services Renewal – City Wide **(C 120/2026)** *Author: Rob Slater, Executive Initiatives Coordinator*

8.3. Fireworks at Festival Plaza – Ward 3 **(C 123/2026)** *Author: Samantha Magalas, Manager, Parks, Recreation & Facilities Programming*

CONSENT COMMITTEE REPORTS

8.4. Zoning By-Law Amendment - Z 019-26 (ZNG-7385) & Official Plan Amendment OPA 204 (OPA-7386) 1356 Drouillard Road - Ward 5 **(SCM 317/2026) (S 93/2026)** *Author: Averil Parent, Planner II - Development Review*

8.5. Zoning By-Law Amendment - Z 020-26 (ZNG-7388) 3105 Rankin Avenue - Ward 1 **(SCM 318/2026) (S 99/2026)** *Author: Averil Parent, Planner II - Development Review*

8.6. Zoning By-law Amendment for 4470 North Service Road East; Applicant: Atwan Development Inc., File No. Z-017/26 [ZNG/7382]; Ward 5 **(SCM 319/2026) (S 97/2026)** *Author: Justina Nwaesei, Planner III - Development*

8.7. Amendment to Sign By-law 250-2004 3501 Banwell Road, SGN-001/26 (Proposed First Party Electronic Changing Copy Ground Sign) - Ward 9 **(SCM 320/2026) (S 81/2026)** *Author: Sophia Di Blasi, Planner III - Urban Design*

8.8. Closure of the east/west alley located west of Bridge Avenue, east of Partington Avenue, and south of College Avenue, SAA-7210, Ward 2 **(SCM 321/2026) (S 104/2026)** *Author: Denise Wright, Manager Real Estate Services*

8.9. Closure of the east/west alley located north of Giles Boulevard West, east of Church Street, south of Grove Avenue, SAA-7359, Ward 3 **(SCM 322/2026) (S 102/2026)** *Author: Denise Wright, Manager Real Estate Services*

8.10. Closure of the north/south alley located east of Henkel Place, south of Riverside Drive East, and west of Rossini, SAA-7177, Ward 5 **(SCM 323/2026) (S 101/2026)** *Author: Denise Wright, Manager Real Estate Services*

**Clerk's Note:** Administration is providing the attached additional information memo **(AI 16/2026)**

8.11. Minutes of the International Relations Committee meeting held on September 2, 2026 **(SCM 324/2026) (SCM 300/2026)**

8.12. International Relations Committee 2026 Annual Report **(SCM 325/2026) (SCM 304/2026)**

## 9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

## 10. PRESENTATIONS AND DELEGATIONS

10.1. Windsor Fire & Rescue - Sparky's Toy Drive Presentation

## 11. REGULAR BUSINESS ITEMS (Non-Consent Items)

11.1. Surplus Declaration and Sale Authorization – 9655 Twin Oaks Drive and 0 Valtec Court – Ward 9 **(C 118/2026)** *Author: Natalie D'Ambrosio, Coordinator of Real Estate Services*

11.2. Employee and Volunteer Conflict of Interest Policy Update – City Wide **(C 122/2026)** *Author: Deirdre Brode, Policy and Procedure Coordinator*

## 12. CONSIDERATION OF COMMITTEE REPORTS

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

12.2. Minutes of the Committee of Management for Huron Lodge of its meeting held September 3, 2026 **(SCM 292/2026**

12.3. Minutes of the Meeting of the Board of Directors, Willistead Manor Inc., held September 17, 2026 **(SCM 306/2026)**

12.4. Report No. 126 of the Board of Directors, Willistead Manor Inc. **(SCM 307/2026)**

12.5. Report No. 127 of the Board of Directors, Willistead Manor Inc. **(SCM 308/2026)**

12.6. Windsor Accessibility Advisory Committee 2026 Annual Report **(SCM 312/2026)**

12.7. Minutes of the Windsor Accessibility Advisory Committee of its meeting held September 24, 2026 **(SCM 314/2026)**

12.8. Minutes of the Windsor-Essex Community Safety and Well-Being Advisory Committee of its meeting held June 17, 2026 **(SCM 326/2026)**

## 13. BY-LAWS (First and Second Reading)

13.1. **By-law 156-2026** – A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS MCROBBIE ROAD IN THE CITY OF WINDSOR, authorized by CR76/2011, dated February 28, 2011.

13.2. **By-law 157-2026** – A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS E.C. ROW AVENUE IN THE CITY OF WINDSOR, authorized by CR76/2011, dated February 28, 2011.

13.3. **By-law 158-2026** – A BY-LAW TO AMEND BY-LAW NUMBER 8723, BEING A BY-LAW TO AUTHORIZE THE CONVEYANCE OF A PORTION OF THE NORTH/SOUTH ALLEY BETWEEN JOSEPHINE AND BRIDGE, SOUTH OF WYANDOTTE WEST AND NORTH OF ROONEY STREET, CITY OF WINDSOR, authorized by CAO 201/2026, dated September 17, 2026.

13.4. **By-law 159-2026** – A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.27 METRE-WIDE EAST/WEST ALLEY EAST OF PRADO PLACE, SOUTH OF WYANDOTTE STREET EAST, AND WEST OF VILLAIRE AVENUE, CITY OF WINDSOR, authorized by CR421/2026, dated September 28, 2026.

13.5. **By-law 160-2026** – A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.27 METRE-WIDE EAST/WEST ALLEY EAST OF PRADO PLACE, SOUTH OF WYANDOTTE STREET EAST, AND WEST OF VILLAIRE AVENUE, CITY OF WINDSOR, authorized by CR421/2026, dated September 28, 2026.

13.6. **By-law 161-2026** – A BY-LAW TO DESIGNATE THE LANDS AND PREMISES SITUATE WITHIN THE CITY OF WINDSOR, MUNICIPALLY KNOWN AS 493 OUELLETTE AVENUE, TO BE OF CULTURAL HERITAGE VALUE OR INTEREST UNDER THE PROVISIONS OF THE ONTARIO HERITAGE ACT, R.S.O. 1990, CHAPTER O.18, AS AMENDED, authorized by CR341/2026, dated July 27, 2026.

13.7. **By-law 162-2026** – A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR418/2026, dated September 28, 2026.

13.8. **By-law 163-2026** – A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", see item 8.6.

13.9. **By-law 164-2026** – A BY-LAW TO PROVIDE THAT PART-LOT CONTROL SHALL NOT APPLY TO CERTAIN LAND THAT IS WITHIN PLAN 796 IN THE CITY OF WINDSOR, authorized by By-law 139-2013, dated August 26, 2013.

13.10. **By-law 165-2026** – A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 9TH DAY OF NOVEMBER, 2026.

## 14. MOVE BACK INTO FORMAL SESSION

## 15. NOTICES OF MOTION

## 16. THIRD AND FINAL READING OF THE BY-LAWS

By-laws 156-2026 through 165-2026 inclusive

## 17. PETITIONS

## 18. QUESTION PERIOD

18.1 Outstanding Council Directives as of November 9, 2026 **(SCM 328/2026)**

18.2 Summary of Outstanding Council Questions as of October 29, 2026 **(SCM 329/2026)**

## 19. STATEMENTS BY MEMBERS

## 20. UPCOMING MEETINGS

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

Community Services Standing Committee - **CANCELLED**
Wednesday, November 4, 2026
9:00 a.m., Council Chambers

Active Transportation Expert Panel
Thursday, November 5, 2026
2:30 p.m., via Zoom video conference

Special Meeting of the Development & Heritage Standing Committee
Monday, November 9, 2026
3:00 p.m., Council Chambers

City Council Meeting
Monday, November 23, 2026
10:00 a.m., Council Chambers

## 21. ADJOURNMENT

**Item No. 4.1**

**Committee Matters:** SCM 313/2026

**Subject: Adoption of the Windsor City Council minutes of its meeting held September 28, 2026**

# City Council Meeting

**Date:** Monday, September 28, 2026
**Time:** 10:00 o'clock a.m.
**Location:** Council Chambers, 1st Floor, Windsor City Hall

## Members Present:

**Mayor**
Mayor Drew Dilkens

**Councillors**
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 - Participated via video conference
Ward 9 - Councillor Kieran McKenzie
Ward 10 - Councillor Jim Morrison

## 1. ORDER OF BUSINESS

## 2. CALL TO ORDER

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

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

Councillor Fred Francis discloses an interest and abstains from voting on Item 8.3, being "Amendment to Subdivision Agreement CE811195 regarding the properties known as 3586, 3592, 3597, 3598 SUTTON AVENUE; File No. SDN-002/26 [SDN/7381]- Ward 9," as the applicant is his wife's cousin.

## 4. ADOPTION OF THE MINUTES

### 4.1. Adoption of the Windsor City Council minutes of its meeting held September 14, 2026

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

That the minutes of the meeting of Council held September 14, 2026 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 305/2026

## 5. NOTICE OF PROCLAMATIONS

**Proclamations**

British Home Children's Day – September 28, 2026
National Disability Employment Awareness Month – October 2026
Healthy Workplace Month – October 2026
Windsor Fire Prevention Week – October 4 – 10, 2026
Windsor Regiment Week – October 19 – 25, 2026
Child Care Worker & Early Childhood Educator Appreciation Day – October 21, 2026
Water, Wastewater, and Stormwater Operator Appreciation Day – October 23, 2026

**Flag Raising Ceremony**

Windsor Regiment Week – October 19 – 25, 2026

**Illumination**

British Home Children's Day – September 28, 2026
University of Windsor Alumni Week – October 1 – 3, 2026
National Disability Employment Awareness Month – October 15, 2026

## 6. COMMITTEE OF THE WHOLE

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

That Council do now rise and move into Committee of the Whole with the Mayor presiding for the purpose of dealing with:
(a) communication items;
(b) consent agenda;
(c) hearing requests for deferrals, referrals and/or withdrawals of any items of business;
(d) hearing presentations and delegations;
(e) consideration of business items;
(f) consideration of Committee reports:
Report of Special In-Camera Meeting or other Committee as may be held prior to Council (if scheduled); and
(g) consideration of by-laws 139-2026 through 153-2026 (inclusive)
Carried.

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

## 7.1. Correspondence for Monday, September 28, 2026

Moved by: Councillor Ed Sleiman
Seconded by: Councillor Renaldo Agostino

Decision Number: CR412/2026

That the following Communication Items 7.1.3 through 7.1.11 as set forth in the Council Agenda **BE REFERRED** as noted; and that Items 7.1.1 and 7.1.2 be dealt with as follows:

## 7.1.1 ERCA Draft Budget Consultation Notice

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

Decision Number: CR413/2026

That the correspondence from the Essex Region Conservation Authority (ERCA) dated September 11, 2026 entitled "ERCA 2027 Draft Budget Notice to member municipalities" and the Additional information memo of the Executive Director, Financial Planning & Deputy Treasurer dated September 23, 2026, entitled "ERCA 2027 Draft Budget Notice to Member Municipalities and BD22/2026 WLERCA Cost Apportionment Redistribution - City Wide," **BE RECEIVED**; and,

That Administration **BE REQUESTED** to seek further clarification related to Essex Region Conservation Authority (ERCA) human resources matters, governance issues, legal matters, as well as creation of the operating capital budgets; and,

That Administration **BE REQUESTED** to request specifically that administration and funding of ERCA's current clean water/green spaces fund remain local in Windsor and Essex County; and,

That Administration **BE DIRECTED** to send correspondence to the Ontario Provincial Conservation Agency (OPCA) regarding dispensation of reserves, specifically contributions made by the City of Windsor being returned to the City of Windsor.
Carried.

Clerk's File: EI2026

## 7.1.2 Resolution of ERCA Board – WLERCA Cost Apportionment Redistribution

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Frazier Fathers

Decision Number: CR414/2026
That the correspondence from the Essex Region Conservation Authority (ERCA) dated September 10, 2026, entitled "WLERCA Cost Apportionment Redistribution Analysis," **BE RECEIVED**; and,

That Administration **BE REQUESTED** to correspond with the province to request more clarity regarding the Western Lake Erie Region Conservation Authority (WLERCA) Cost Apportionment Redistribution.
Carried.

Clerk's File: EI2026

| No. | Sender | Subject |
|---|---|---|
| 7.1.1 | Essex Region Conservation Authority (ERCA) | ERCA Draft Budget Consultation Notice<br><br>Administrative Lead: Commissioner, Finance & City Treasurer<br>EI2026<br>Note & File |

| No. | Sender | Subject |
|---|---|---|
| 7.1.2 | Essex Region Conservation Authority (ERCA) | Resolution of ERCA Board – WLERCA Cost Apportionment Redistribution<br><br>Administrative Lead: Commissioner, Finance & City Treasurer<br>EI2026<br>Note & File |
| 7.1.3 | Deputy City Planner – Development | Application for Zoning By-law Amendment and Official Plan Amendment, 14493559 Canada Inc., 0 St. Luke Rd. & 0 Richmond St., to support the proposed draft Plan of Residential Subdivision on the subject lands.<br><br>Administrative Lead: City Planner<br>Z/15216<br>Note & File |
| 7.1.4 | Deputy City Planner – Development | Application for Zoning By-law Amendment, Atwan Development Inc., 4470 North Service Rd. E., to add a site-specific zoning provision to allow a Club and a Health Studio as additional permitted uses.<br><br>Administrative Lead: City Planner<br>Z/15209<br>Note & File |
| 7.1.5 | Deputy City Planner – Development | Application for Zoning By-law Amendment and Official Plan Amendment, Saksham Sharma, 1356 Drouillard Rd., to allow the development of a semi-detached dwelling containing 4 proposed units.<br><br>Administrative Lead: City Planner<br>Z/15210<br>Note & File |
| 7.1.6 | Deputy City Planner – Development | Application for Zoning By-law Amendment, 2047337 Ontario Inc., 3105 Rankin Ave., to permit the development of a proposed semi-detached dwelling, severed along the common wall, containing 2 units each with an attached garage.<br><br>Administrative Lead: City Planner<br>Z/15212 |

| No. | Sender | Subject |
|---|---|---|
| | | Note & File |
| 7.1.7 | Deputy City Planner – Development | Application for Zoning By-law Amendment and Official Plan Amendment, Pittao Family Holdings & 391568 Ontario Ltd., 2415 Cabana Rd. E., to uniformly designate the site as a Mixed Use Centre and zoning to (CD3.6) to support the proposed development of 5 commercial buildings and 2 combined use buildings.<br><br>Administrative Lead: City Planner<br>Z/15220<br>Note & File |
| 7.1.8 | Deputy City Planner – Development | Application for Zoning By-law Amendment and Official Plan Amendment, Radical Capital Management Inc., 1880 Assumption St., to allow a change in building height and zoning from (MD1.4) to (CD2.2) to permit the development of a combined use building consisting of 204 dwelling units and commercial space, and a 3 level parking garage.<br><br>Administrative Lead: City Planner<br>Z/15214<br>Note & File |
| 7.1.9 | Honourable Robert J. Flack, Minister of Municipal Affairs and Housing | Letter regarding the expectations of municipalities compliance with Ontario's Buy Ontario policies.<br>Administrative Lead: Commissioner, Corporate Services<br>AB2026<br>Note & File |
| 7.1.10 | Town of Tecumseh | Notice of Passing of zoning by-law amendment that replaces the three existing zoning by-laws pertaining to the three former municipalities that form the current Town of Tecumseh.<br>Administrative Lead: Deputy Chief Administrative Officer / Commissioner, Economic Development<br>Z2026<br>Note & File |
| 7.1.11 | Committee of Adjustment | Committee of Adjustment/Consent Authority Agenda for Thursday, October 8, 2026. |

| No. | Sender | Subject |
|---|---|---|
| | | Administrative Lead: City Planner<br>Z2026<br>Note & File |

Carried.

Report Number: CMC 15/2026 AI 15/2026

## 7.2. Windsor Canada Utilities Ltd. 1st Quarter 2026 Financial Statements - City Wide

Moved by: Councillor Ed Sleiman
Seconded by: Councillor Renaldo Agostino

Decision Number: CR415/2026
That City Council **RECEIVE** the Windsor Canada Utilities Ltd. 1st Quarter 2026 Financial Statements, attached as Appendix A, for information.
Carried.

Report Number: C 115/2026
Clerk's File: AF2026

## 7.3. Auditor General 2026 Q3 Status Report

Moved by: Councillor Ed Sleiman
Seconded by: Councillor Renaldo Agostino

Decision Number: CR416/2026
That the report of the Office of the Auditor General dated September 11, 2026, entitled "Auditor General 2026 Q3 Status Report" **BE RECEIVED** for information.
Carried.

Report Number: SCM 303/2026
Clerk's File: AF/14508

# 8. CONSENT AGENDA

## 8.1. Amendment to Sign By-law 250-2024 2595 Dougall Ave, SGN-001/25 (Proposed Electronic Changing Copy Billboard Ground Sign) - Ward 10

Moved by: Councillor Frazier Fathers
Seconded by: Councillor Ed Sleiman

Decision Number: CR417/2026 CR269/2026 DHSC 819

I. That the request by Zelinka Priamo Ltd. on behalf of the applicant (North Construction). to withdraw Report No. S 32/2026, File No. SGN-001/25 **BE RECEIVED,**

II. That council **APPROVE** the withdrawal request; and,

III. That Administration **BE DIRECTED** to close the file(s) pertaining to the subject application.

Carried.

Report Number: SCM 147/2026 S 32/2026 AI 13/2026
Clerk's File: AB2026

## 8.2. Zoning By-law Amendment Application for 466 California Avenue, Z-014/26 [ZNG-7375], Ward 2

Moved by: Councillor Frazier Fathers
Seconded by: Councillor Ed Sleiman

Decision Number: CR418/2026 DHSC 864

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

**36. EAST SIDE OF CALIFORNIA AVENUE BETWEEN FANCHETTE STREET AND WYANDOTTE STREET WEST**

For the lands comprising Lots 58 & 59, Block A, Plan 50 (PIN 01232-0280 LT), for a *Double Duplex Dwelling* the following additional provisions shall apply:

a) *Lot Width*: *minimum* 15.0 m
b) *Lot Area*: *minimum* 510.0 $m^2$
c) *Lot Coverage*: *maximum* 49.0%
d) *Building Height*: *Main Building*: *maximum* 9.5 m
e) Notwithstanding Section 24.26.5, a *parking space* is permitted in a *required front yard*.

[ZDM 3; ZNG/7375]

II. That Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Lots 58 & 59, Block A, Plan 50 (PIN 01232-0280 LT), situated at the east side of California Avenue between Fanchette Street and Wyandotte Street West from RD2.1 to RD2.2x(36).

Carried.

Report Number: SCM 293/2026 S 89/2026
Clerk's File: Z/15202

## 8.3. Amendment to Subdivision Agreement CE811195 regarding the properties known as 3586, 3592, 3597, 3598 SUTTON AVENUE; File No. SDN-002/26 [SDN/7381]; Ward 9

Moved by: Councillor Frazier Fathers
Seconded by: Councillor Ed Sleiman

Decision Number: CR419/2026 DHSC 865

I. That the application of J Rauti Development Inc. for amendments to the existing Subdivision Agreement (CE811195) for the lands described as Part of Block A, Registered Plan 1259, also designated as Lots 1 to 18 (incl.) and Blocks 19 to 22 (incl.) on Plan 12M-635, **BE APPROVED**, subject to the following:

1. Corner Cut-Off - Prior to the issuance of a construction permit, the owner(s) shall agree to gratuitously convey a 4.6m x 4.6m (15' x 15'), corner cut-off at the intersection of Maguire Street and Sutton Avenue.

2. Land Conveyance - Prior to the issuance of a construction permit, the owner (s) shall agree to gratuitously convey to the Corporation land sufficient to create a 54.42m$^2$ sightline dedication right-of-way at the northeast corner of 3586 Sutton Avenue. This conveyance shall be approximately 31.56m along the Maguire Street frontage of the subject lands, taken after the corner cut-off.

3. Execution of an Amending Subdivision Agreement: Prior to the issuance of a construction permit, the owner (s) shall agree to enter into an amending Subdivision Agreement with the Corporation of the City of Windsor for the subject lands registered as Plan 12M-635;

II. That existing Subdivision Agreement **BE AMENDED** as specified in paragraphs A, B, C, D, and E below:

A. That Section B-1 (f) – Drawings / Maps - of the Basic Provisions be amended to include, below the word "Planner", the following:
**"Sutton Avenue Sightline Sketch and/or Reference Plan**
Hereinafter referred to as Schedule "A" page 2, attached hereto and/or on deposit with the City Planner"

B. That Section S-2 – Land Conveyance for Rights-of-Way - be amended in paragraph (4) to remove the requirement for a 0.3-metre reserve (Block 21, Plan 12M-645) at the north limit of Street "A".

C. That Section S-2 – Land Conveyance for Rights-of-Way - be further amended to include paragraph "(7) a 54.42 m$^2$ sightline dedication for right-of-way at the northeast corner of Street "A" (Sutton Avenue) and MaGuire Street."

D. That Section S-3 – Land Conveyance for Corner Cut-Offs - be amended to include, after "with MaGuire Street," the following - "and a corner cut-off on the east side of Street "A" at the intersection of Maguire and Street "A" (Sutton Avenue),"

E. That Section S-8(2) – Temporary Cul-de-Sacs – be deleted in its entirety, and S-8(1) be amended to include "A" between "Streets" and "B".

III. That the owner **SHALL**, prior to a construction permit, submit for approval of the City Planner/Executive Director of Planning & Building a reference plan, which shall include an illustration of the modifications to the Maguire and Sutton rights-of-way as approved by Council;

IV. That the City Engineer **BE DIRECTED** to amend the Parking By-law to include prohibition of on-street parking on the south side of Maguire Street, east of Sutton Avenue;

V. That the amended subdivision agreement shall **BE REGISTERED** against lands to which it applies prior to the issuance of a construction permit; and,

VI. That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary agreements and documents approved as to form and content

Carried.

Councillor Fred Francis discloses an interest and abstains from voting on this matter.

Report Number: SCM 294/2026 S 94/2026
Clerk's File: Z/15203

## 8.5. Closure of the east/west alley located east of Prado Place, south of Wyandotte Street East and west of Villaire Avenue, SAA-7255, Ward 6

Moved by: Councillor Frazier Fathers
Seconded by: Councillor Ed Sleiman

Decision Number: CR421/2026 DHSC 867

I. That the 4.27 metre-wide east/west alley, located east of Prado Place, south of Wyandotte Street East and west of Villaire Avenue, and shown on Drawing No. CC-1866 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure;

II. That the Subject Alley **BE CLOSED AND CONVEYED** in as is condition to the owner of the abutting property known municipally as 821 Villaire Avenue and legally described as Lot 277, Plan 910, Sandwich East; Windsor and as necessary, in a manner deemed appropriate by the City Solicitor, subject to the following:

a. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:

i. ENWIN Utilities Ltd. to accommodate 120/240V secondary and 16kV primary pole distribution and 120/240V overhead transformer.

III. That Conveyance Cost **BE SET** as follows in accordance with CR106/2003, as amended by CR427/2003 & CR182/2005 in the total amount of $6,157.20, plus applicable HST, with proceeds being deposited to 160-6940-5010-02942-0229611 (Unclassified Revenue).

IV. That the City Solicitor **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1866.

V. That the City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

VI. That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to **EXECUTE** the necessary documents approved as to form and content satisfactory to the City Solicitor.

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

Carried.

Report Number: SCM 296/2026 S 95/2026
Clerk's File: SAA2026

## 8.6. Closure of the north/south and east/west alleys located north of Vimy Avenue, east of Elsmere Avenue, south of Lens Avenue and west of Parent Avenue, SAA-7240, Ward 4

Moved by: Councillor Frazier Fathers
Seconded by: Councillor Ed Sleiman

Decision Number: CR422/2026 DHSC 868

I. That the 5.18 metre-wide north/south alley and the 4.27 metre-wide east/west alley, located north of Vimy Avenue, east of Elsmere Avenue, south of Lens Avenue and west of Parent Avenue, and shown on Drawing No. CC-1887 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure;

II. That the Subject Alley **BE CLOSED AND CONVEYED** in as is condition in two equal halves to the abutting property owners and as necessary, in a manner deemed appropriate by the City Solicitor, subject to the following:

a. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:

i. Bell Canada to accommodate existing aerial infrastructure;
ii. Cogeco Connexion Inc. to accommodate existing aerial infrastructure;
iii. ENWIN Utilities Ltd. to accommodate the existing overhead 120/240V Secondary and 16kV primary pole distribution and 120/240V overhead transformer;

iv. Managed Network System Inc. (MNSi.) to accommodate existing aerial infrastructure.

b. Ontario Land Surveyor be directed to use existing encroachments for determining the boundaries of the lands to be conveyed to each abutting property owner.

III. That Conveyance Cost **BE SET** as follows in accordance with CR106/2003, as amended by CR427/2003 & CR182/2005:

a. For alley conveyed to abutting lands zoned RD1.2, $1.00 plus HST, plus deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

IV. That the City Solicitor **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1887.

V. That the City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

VI. That the Chief Administrative Officer and City Clerk **EXECUTE** all necessary documents approved as to form and content satisfactory to the City Solicitor.

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

Carried.

Report Number: SCM 297/2026 S 96/2026
Clerk's File: SAA2026

## 8.7. Part Closure of north/south alley located between Highland Avenue and Howard Avenue, south of Shepherd Street East, SAA-7270 - Ward 3

Moved by: Councillor Frazier Fathers
Seconded by: Councillor Ed Sleiman

Decision Number: CR423/2026 CR282/2026 DHSC 830

I. That a 27.43 metre length of the 3.66 metre-wide north/south alley, located east of Highland Avenue, south of Shepherd Street East and west of Howard Avenue, and shown on Drawing No. CC-1868 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure;

II. That the Subject Alley **BE CLOSED AND CONVEYED** in as is condition in two equal halves along the centre to the abutting property owners as necessary, in a manner deemed appropriate by the City Solicitor, subject to the following:

a. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:

i. Cogeco Connexion Inc. to accommodate existing aerial infrastructure;

ii. ENWIN Utilities Ltd. to accommodate existing 120/240V secondary distributions pole and lines;
iii. Managed Network System Inc. (MNSi.) to accommodate existing aerial infrastructure.

b. Ontario Land Surveyor be directed to use existing encroachments for determining the boundaries of the lands to be conveyed to each abutting property owner.

III. That Conveyance Cost **BE SET** as follows in accordance with CR106/2003, as amended by CR427/2003 & CR182/2005:

a. For alley conveyed to abutting lands zoned MD1.2, $12.00 per square foot without easements plus HST, deed preparation fees and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor, and $6.00 per square foot with easements plus HST, deed preparation fees and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

IV. That the City Solicitor **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1868.

V. That the City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

VI. That the Chief Administrative Officer and City Clerk **EXECUTE** all necessary documents approved as to form and content satisfactory to the City Solicitor.

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

Report Number: SCM 192/2026 S 52/2026 AI 14/2026
Clerk's File: SAA2026

## 11.1. Windsor-Canada Utilities Ltd. - Annual General Meeting - City Wide

Moved by: Councillor Frazier Fathers
Seconded by: Councillor Ed Sleiman

Decision Number: CR425/2026
I. That Council, as representative of The Corporation of the City of Windsor (the "City") as the sole shareholder of Windsor Canada Utilities Ltd. ("WCUL") **APPROVE** the resolutions presented by WCUL; and,

II. That the Mayor **BE AUTHORIZED** to execute the shareholder's resolutions on behalf of the City, in accordance with Council direction, with respect to all matters presented herein by WCUL for the year 2025.
Carried.

Report Number: C 111/2026
Clerk's File: MU2026

## 11.3. 825 Riverside Drive West, CBC/CKLW Building – Consideration of Notice of Objection and Heritage Designation By-law (Ward 3)

Moved by: Councillor Frazier Fathers
Seconded by: Councillor Ed Sleiman

Decision Number: CR427/2026

I. That Council **RECEIVE** the Notice of Objection submitted on behalf of Clayland Developments Inc. regarding the Notice of Intention to Designate the property municipally known as 825 Riverside Drive West under Part IV of the *Ontario Heritage Act*;

II. That Council **CONSIDER** the Notice of Objection in accordance with subsection 29(6) of the *Ontario Heritage Act* and **DECIDE NOT TO WITHDRAW** the Notice of Intention to Designate 825 Riverside Drive West;

III. That Council **APPROVE** the revised Statement of Cultural Heritage Value or Interest, which refines the statement in response to the matters raised in the Notice of Objection and continues to support designation under Ontario Regulation 9/06;

IV. That Council **PASS** By-law 142-2026 to designate the property municipally known as 825 Riverside Drive West under Part IV of the *Ontario Heritage Act*; and,

V. That Administration **BE DIRECTED** to serve and publish notice of the passing of the designation by-law in accordance with the requirements of the *Ontario Heritage Act*.

Carried.

Report Number: C 88/2026
Clerk's File: MBA/15167

## 11.4. Transit Windsor - Umo Misuse and Fraud Policy – City Wide

Moved by: Councillor Frazier Fathers
Seconded by: Councillor Ed Sleiman

Decision Number: CR428/2026 TWB 29
That the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors:

I. **APPROVE** the Umo Misuse and Fraud Policy attached as Appendix A;

II. **AUTHORIZE** Transit Windsor Administration to implement and administer the policy; and,

III. **AUTHORIZE** the Executive Director of Transit Windsor, or designate, to approve minor administrative amendments to the policy from time to time, provided such amendments do not alter the intent or substance of the policy.
Carried.

Report Number: SCM310/2026 S 100/2026
Clerk's File: MT/13708

## 9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

None requested.

## 10. PRESENTATIONS AND DELEGATIONS

## 10.1. Windsor Regiment 90th Anniversary Presentation

**Major Kyle Kellam and Master Warrant Officer Mathew Smith—Windsor Regiment**

Major Kyle Kellam and Master Warrant Officer Mathew Smith of the Windsor Regiment appear before Council to announce the celebration of the Windsor Regiment's 90th Anniversary; provide a brief history and express their thanks to the City of Windsor and surrounding areas for their continued support; and conclude by presenting a portrait to the Mayor and City Council.

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Frazier Fathers

Decision Number: CR424/2026
That the presentation to Council by the Windsor Regiment on September 28, 2026 regarding their 90th Anniversary **BE RECEIVED** for information.
Carried.

Clerk's File: APR2026

## 8.4. Part Closure of Roseland Crescent East and Roseland Crescent West located east of Dougall Avenue and south of Cabana Road East, Ward 9, SAS-4182

**Melanie Muir, Dillon Consulting**

Melanie Muir, Dillon Consulting, agent for the applicant, appears before+ Council regarding the administrative report dated June 23, 2026, entitled "Part Closure of Roseland Crescent East and Roseland Crescent West located east of Dougall Avenue and south of Cabana Road East, Ward 9, SAS-4182" and is available for questions.

Moved by: Councillor Fred Francis

Seconded by: Councillor Frazier Fathers

Decision Number: CR420/2026 DHSC 866

I. That the portion of the public highway known as Roseland Crescent East and Roseland Crescent West, as shown on Revised Drawing No. CC-1888 (attached hereto as Appendix "G"), and hereinafter referred to as "Roseland East and Roseland West", **BE ASSUMED** for subsequent closure.

II. That Roseland East and Roseland West **BE CLOSED AND CONVEYED** in as-is condition to the Owner of the abutting property known municipally as 0 Roseland Crescent West, legally described as Lots 64 to 73, 76 to 85, and 209 to 212, Plan 1489, and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:

    i. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, are being granted to:

        1. ENWIN Utilities Ltd. to accommodate existing overhead and underground infrastructure;
        2. Managed Network Systems Inc. (MNSi) to accommodate existing overhead infrastructure; and
        3. The Corporation of the City of Windsor to accommodate the existing underground 900 mm reinforced concrete sanitary sewer and 1975 mm corrugated steel storm sewer.

III. That the Owner **SHALL**, at its own expense, prepare and deliver a Reference Plan to the satisfaction of the City Solicitor.

IV. That Conveyance Cost **BE SET** in accordance with CR187/2026.

V. That The City Solicitor **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1888.

VI. That The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

VII. That The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor.

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

Carried.

Councillors Kieran McKenzie and Mark McKenzie voting nay.

Report Number: SCM 295/2026 S 78/2026 & AI 12/2026
Clerk’s File: SAA2026

## 11. REGULAR BUSINESS ITEMS (Non-Consent Items)

### 11.2. OBCM Solve the Crisis Campaign – City Wide

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR426/2026

I. That City Council **ENDORSE** and **SUPPORT** the Ontario's Big City Mayors' (OBCM) "Solve the Crisis: Reaction to Recovery" campaign, including the recommendations contained in Appendix A attached to this report; and,

II. That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to take all necessary actions to give effect to Council's endorsement and support of the Ontario's Big City Mayors (OBCM) "Solve the Crisis: Reaction to Recovery" campaign, and,

III. That Administration **BE DIRECTED** to engage the appropriate Ministries **TO REQUEST** additional discretionary funding in the meantime, to help municipalities implement programs, addressing immediate needs and housing supply; and,

IV. That the decision of Council to endorse the “Solve the Crisis: Reaction to Recovery” campaign **BE FORWARDED** to senior levels of government, local elected representatives, and appropriate Ministries.

Carried.

Report Number: C 116/2026
Clerk’s File: GH/11710

## 12. CONSIDERATION OF COMMITTEE REPORTS

### 12.2. Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held July 7, 2026

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

Decision Number: CR408/2026

That the minutes of Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held July 7, 2026 **BE RECEIVED** as presented.
Carried.

Report Number: SCM 275/2026
Clerk’s File: MB2026

## 12.3. Report of the Special Meeting of Council – In-Camera of its meeting held September 28, 2026

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

Decision Number: CR409/2026
That the report of the Special In-Camera of its meeting held September 28, 2026 **BE ADOPTED** as presented.
Carried.

Clerk's File: ACO2026

## 12.4. Report of the In-Camera Striking Committee of its meeting held September 28, 2026

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

Decision Number: CR410/2026
That the report of the In-Camera Striking Committee of its meeting held September 28, 2026 **BE ADOPTED** as presented.
Carried.

Clerk's File: ACO2026

## 12.5. Report of the Striking Committee of its meeting held September 28, 2026

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

Decision Number: CR411/2026
That the report of the Striking Committee of its meeting held September 28, 2026 **BE ADOPTED** as presented.
Carried.

Clerk's File: ACO2026

## 13. BY-LAWS (First and Second Reading)

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

That the following By-laws No. 139-2026 through 153-2026 (inclusive) be introduced and read a first and second time:

**By-law 139-2026 –** A BY-LAW TO AMEND BY-LAW NUMBER 139-2013, BEING A BY-LAW TO DELEGATE AUTHORITY TO THE CITY PLANNER TO APPROVE AND PROCESS CERTAIN APPLICATIONS UNDER THE PLANNING ACT AND PERMITS UNDER THE ONTARIO HERITAGEACT, authorized by CR401/2026, dated September 14, 2026.

**By-law 140-2026** – A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR397/2026, dated September 14, 2026.

**By-law 141-2026** – A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR396/2026, dated September 14, 2026.

**By-law 142-2026** – A BY-LAW TO DESIGNATE THE LANDS AND PREMISES SITUATE WITHIN THE CITY OF WINDSOR, MUNICIPALLY KNOWN AS 825 RIVERSIDE DRIVE WEST, TO BE OF CULTURAL HERITAGE VALUE OR INTEREST UNDER THE PROVISIONS OF THE ONTARIO HERITAGE ACT, R.S.O. 1990, CHAPTER O.18, AS AMENDED, see item 11.3.

**By-law 143-2026** – A BY-LAW TO AUTHORIZE THE DECOMMISSIONING OF A SEPTIC SYSTEM AND CONSTRUCTION OF A SANITARY PRIVATE CONNECTION LOCATED AT 1410 NORTHWAY AVENUE, IN THE CITY OF WINDSOR, AS A LOCAL IMPROVEMENT, authorized by CR 329/2023, dated August 8, 2023.

**By-law 144-2026** – A BY-LAW TO REGULATE NUISANCE INDOOR AND OUTDOOR ILLUMINATION IN THE CITY OF WINDSOR, authorized by CR 237/2026, dated June 8, 2026.

**By-law 145-2026** – A BY-LAW TO REGULATE THE FORTIFICATION OF LAND AND PROTECTIVE ELEMENTS APPLIED TO LAND AND TO PROHIBIT EXCESSIVE FORTIFICATION OF LAND AND EXCESSIVE PROTECTIVE ELEMENTS BEING APPLIED TO LAND WITHIN THE CITY OF WINDSOR, authorized by CR 237/2026, dated June 8, 2026.

**By-law 146-2026** – A BY-LAW TO PROVIDE VITAL SERVICES TO RESIDENTIAL TENANTS IN THE CITY OF WINDSOR authorized by CR237/2026, dated June 8, 2026.

**By-law 147-2026** – A BY-LAW TO ESTABLISH STANDARDS RESPECTING YARD WASTE & EXTERIOR PROPERTY MAINTENANCE AND TO PROHIBIT LITTERING IN THE CITY OF WINDSOR, authorized by CR 237/2026, dated June 8, 2026.

**By-law 148-2026** – A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR 237/2026, dated June 8, 2026.

**By-law 149-2026** – A BY-LAW TO ESTABLISH STANDARDS FOR THE MAINTENANCE AND OCCUPANCY OF ALL PROPERTY IN THE CITY OF WINDSOR, authorized by CR 237/2026, dated June 8, 2026.

**By-law 150-2026** – A BY-LAW TO ESTABLISH STANDARDS, REGULATIONS AND MAINTENANCE REQUIREMENTS FOR SWIMMING POOLS, THEIR ENCLOSURES AND EQUIPMENT, authorized by CR 237/2026, dated June 8, 2026.

**By-law 151-2026** – A BY-LAW TO PRESCRIBE THE HEIGHT AND DESCRIPTION OF FENCES IN THE CITY OF WINDSOR, authorized by CR237/2026, dated June 8, 2026.

**By-law 152-2026** – A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR 17/2026, dated January 12, 2026.

**By-law 153-2026** – A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 28TH DAY OF SEPTEMBER, 2026.
Carried.

## 14. MOVE BACK INTO FORMAL SESSION

Moved by: Councillor Ed Sleiman
Seconded by: Councillor Renaldo Agostino

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

## 15. NOTICES OF MOTION

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

Decision Number: CR429/2026
That Rule 13.9 of the Procedure By-law **BE WAIVED** to allow for Councillor Kieran McKenzie to introduce a motion for consideration without prior notice regarding the imminent displacement of Windsor Workplace Safety and Insurance Board (WSIB) workers.
Carried.

Clerk's File: GP2026

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

Decision Number: CR430/2026
**WHEREAS** the Workplace Safety and Insurance Board (WSIB) announced a major consolidation of its operations on August 19, 2026, declaring 466 positions across Ontario redundant, which heavily impacts 131 remote workers based in Windsor; and

**WHEREAS** affected local employees were given a strict three-week window ending in September 2026 to choose between an exit package or a forced relocation to centralized offices in London, Mississauga, or Toronto; and

**WHEREAS** the physical transition and return-to-office mandates are scheduled to begin rolling out in December 2026 and continue through Spring 2027, giving families less than six months to uproot their lives amidst a volatile real estate market; and

**WHEREAS** the Ontario Compensation Employees Union (OCEU / CUPE Local 1750) has voiced severe concerns over the extreme financial and emotional toll of this forced relocation, noting that moving from Windsor to London is estimated to cost an individual worker roughly $57,000; and

**WHEREAS** the removal of 131 well-paying public sector jobs strips crucial economic stability away from the Windsor community and threatens to cause severe delays in claims management, healthcare referrals, and return-to-work services for local injured workers;

**THEREFORE, BE IT RESOLVED THAT:**

1. The City of Windsor **FORMALLY STANDS** in solidarity with the 131 Windsor-based WSIB workers and their families facing devastating job redundancy and forced displacement.

2. A formal letter **BE SENT** immediately on behalf of Council to the WSIB Board of Directors, the President of the Treasury Board, and the Ontario Minister of Labour, Immigration, Training and Skills Development to strongly condemn this centralization strategy and call for the immediate reversal of the relocation mandate.

3. The province and the WSIB **BE URGED** to permanently safeguard remote work arrangements for Windsor employees, recognizing that digital and telephone claims infrastructure allows these vital roles to be executed successfully without forcing workers to abandon their communities.

4. That Administration **BE DIRECTED** to collaborate with the Ontario Compensation Employees Union (OCEU) and community advocacy groups to explore all available avenues to protect these stable, family-supporting public-sector jobs within Windsor.

Carried.

Clerk's File: GP2026

## 16. THIRD AND FINAL READING OF THE BY-LAWS

Moved by: Councillor Frazier Fathers
Seconded by: Councillor Fred Francis

That the By-laws No. 139-2026 through 153-2026 having been read a first and second time be now read a third time and finally passed and that the Mayor and Clerk **BE AUTHORIZED** to sign and seal the same notwithstanding any contrary provision of the Council.
Carried.

## 17. PETITIONS

None presented.

## 18. QUESTION PERIOD

## 18.1. CQ 34-2026:

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

Decision Number: CR431/2026
That the following Council Question by Councillor Kieran McKenzie **BE APPROVED,** and that Administration **BE DIRECTED** to proceed with the necessary actions to respond to the Council Question in the form of a written report, consistent with Council's instructions, and in accordance with Section 17.1 of the Procedure By-law 98-2011, as amended:

CQ 34-2026:
**Assigned to: Deputy Chief Administrative Officer / Commissioner, Economic Development**

Asks that Transit Windsor administration please provide a report to City Council detailing a comprehensive service enhancement plan for South and South East Windsor that specifically addresses the following:

1. **Cabana Corridor Optimization:** What short- and long-term routing, frequency, and infrastructure enhancements are planned along the fully modernized Cabana Road corridor to support the projected influx of high-density residential developments?
2. **South East Windsor Demand:** What are the explicit operational, fleet, and financial requirements necessary to address the rapidly increasing transit service demands in South East Windsor?
3. **Sandwich South Lands Connectivity:** What is the specific timeline and strategic framework for extending reliable transit service into the **Sandwich South Lands** up to the municipal boundary line to connect these newly developing industrial and residential zones with the rest of the city network?
4. **Capacity Coordination:** How will these service expansions leverage the newly broke-ground $32.5-million Transit Centre garage expansion to ensure adequate bus storage and maintenance capabilities exist to fulfill these new service hours?

Carried.

Clerk's File: ACOQ2026 & MT/13708

## 18.2. CQ 35-2026:

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

Decision Number: CR432/2026
That the following Council Question by Councillor Kieran McKenzie **BE APPROVED,** and that Administration **BE DIRECTED** to proceed with the necessary actions to respond to the Council Question in the form of a written report, consistent with Council's instructions, and in accordance with Section 17.1 of the Procedure By-law 98-2011, as amended:

CQ 35-2026:
**Assigned to: Deputy Chief Administrative Officer / Commissioner, Economic Development**

Asks that Administration please provide a comprehensive report outlining the potential risks, infrastructure strains, and long-term impacts associated with the development and operation of large-scale data centres within the City of Windsor.
Specifically, please ensure the report addresses the following areas of concern:

- **Power and Energy Grid Capacity:** What are the projected impacts of data centre energy demands on Windsor's local electrical grid, and how might this affect electricity costs or reliability for residents and existing local manufacturing industries?
- **Water Consumption and Cooling Infrastructure:** Given that many data centres require millions of litres of water daily for cooling, what are the potential strains on Windsor's water treatment, distribution, and wastewater infrastructure?

- **Land Use and Economic Development:** How does the significant footprint of data centres align with Windsor's current zoning, Official Plan, and employment land strategy? Additionally, what is the projected job-creation-to-land-mass ratio compared to traditional manufacturing or technology sectors?
- **Environmental and Climate Targets:** How would the carbon footprint of these high-energy facilities impact the City of Windsor’s progress toward its Community Energy Plan and broader climate mitigation goals?
- **Taxation and Revenue Realization:** What are the municipal tax implications of these facilities, and do the financial returns justify the long-term infrastructure commitments required by the City?
- **Noise and Local Mitigation:** What are the known noise pollution risks associated with data centre cooling fans and backup generators, and what zoning or regulatory bylaws would be required to protect adjacent residential areas?

Carried.

Clerk’s File: ACOQ2026 & EI2026

## 18.3. CQ 36-2026:

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

Decision Number: CR433/2026
That the following Council Question by Councillor Renaldo Agostino **BE APPROVED**, and that Administration **BE DIRECTED** to proceed with the necessary actions to respond to the Council Question in the form of a written report, consistent with Council’s instructions, and in accordance with Section 17.1 of the Procedure By-law 98-2011, as amended:

CQ 36-2026:
**Assigned to: Commissioner, Human & Health Services**

Asks that Administration report back on the social and economic impacts of investing in community housing, both in the form of renewal and new development, similar to the study conducted by the Canadian Centre for Economic Analysis in partnership with the Greater Toronto and Hamilton Area (GTHA) titled "The Public Housing Dividend". Further, ask administration to compare the operational cost of community housing in our region and the operational cost of our shelter systems combined, and further compare how many residents live in community housing with how many residents use our emergency shelter system.
Carried.

Clerk’s File: ACOQ2026 & GH/11710

## 18.4. CQ 37-2026:

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

Decision Number: CR434/2026
That the following Council Question by Councillor Angelo Marignani **BE APPROVED**, and that Administration **BE DIRECTED** to proceed with the necessary actions to respond to the Council Question in the form of a written report, consistent with Council's instructions, and in accordance with Section 17.1 of the Procedure By-law 98-2011, as amended:

CQ 37-2026:
**Assigned to: Commissioner, Community Services**
Asks that Administration prepare a report detailing the current municipal programming facilities, and funding dedicated specifically to Windsor's senior population. Including: Recommendations and potential resource allocations for expanding affordable accessible senior programming aimed at reducing isolation, promoting mental and physical well-being, and supporting our seniors as they age in place.
Carried.

Clerk's File: ACOQ2026 & SR/2026

## 21. ADJOURNMENT

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

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

Accordingly, the meeting is adjourned at 11:55 o'clock a.m.

Mayor City Clerk

Adopted by Council at its meeting held September 28, 2026 (CR409/2026)
SV/bm

**SPECIAL MEETING OF COUNCIL – IN CAMERA**
**September 28, 2026**

**Meeting called to order at: 9:42 a.m.**

**Members in Attendance:**

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

**Also in attendance:**

Ray Mensour, Chief Administrative Officer
Jelena Payne, Commissioner. Economic Development/Deputy CAO
Andrew Daher, Commissioner, Corporate Services
David Simpson, Commissioner, Infrastructure Services/City Engineer
Janice Guthrie, Commissioner, Finance/City Treasurer
Michael Chantler, Commissioner, Community Services
Wira Vendrasco, City Solicitor
Steve Vlachodimos, City Clerk
Anna Ciacelli, Deputy Clerk

**Verbal Motion is presented by Councillor Jo-Anne Gignac, seconded by Councillor Mark McKenzie,**
**to move in Camera for discussion of the following item(s):**

| Item No. | Subject & Section - Pursuant to *Municipal Act*, 2001, as amended |
|---|---|
| 1 | Property/legal matter – easement - security of the property of the City of Windsor/advice subject to solicitor-client privilege, Section 239(2)(a)(f) |
| 2 | Legal matter – appeal - advice subject to solicitor-client privilege, Section 239(2)(f) |
| 3 | Personal matter – about an identifiable individual(s) – naming, Section 239(2)(b) |

**Motion Carried.**

**Declarations of Pecuniary Interest:**

None declared.

**Discussion on the items of business.**

**Verbal Motion is presented by Councillor Ed Sleiman, seconded by Councillor Fred Francis,**
**to move back into public session.**
**Motion Carried.**

**Moved by Councillor Frazier Fathers, seconded by Councillor Angelo Marignani,**
**THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Council Meeting held September 28, 2026 directly to Council for consideration at the next Regular Meeting.**

1. That the recommendation contained in the in-camera report from the City Solicitor, Commissioner of Corporate Services, Commissioner of Community Services, Commissioner of Infrastructure Services/City Engineer, Manager Strategic Operating Budget Development and Control and Commissioner of Finance/City Treasurer respecting a property/legal matter – easement – security of the property of the City of Windsor/advice subject to solicitor-client privilege **BE APPROVED.**

2. That the confidential report from Senior Legal Counsel, City Solicitor, Commissioner of Corporate Services, City Planner and Commissioner of Economic Development/Deputy Chief Administrative Officer **BE RECEIVED FOR INFORMATION**.

3. That the recommendation contained in the in-camera report from the Commissioner of Infrastructure Services/City Engineer, City Solicitor, Commissioner of Economic Development/Deputy Chief Administrative Officer and Commissioner of Finance/City Treasurer respecting a personal matter – about an identifiable individual(s) - naming **BE DEFERRED** to the new term of Council and that Administration **BE DIRECTED TO PROCEED** in accordance with the verbal direction of Council**.**

**Councillors Jo-Anne Gignac voting nay.**

**Motion Carried.**

**Moved by Councillor Kieran McKenzie, seconded by Councillor Jim Morrison,**
**That the special meeting of council held September 28, 2026 BE ADJOURNED.**
**(Time: 9:48 a.m.)**

**Motion Carried.**

Adopted by Council at its meeting held September 28, 2026 (CR410/2026)
SV/bm

**STRIKING COMMITTEE – IN CAMERA**
**September 28, 2026**

**Meeting called to order at: 9:44 a.m.**

**Members in Attendance:**

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

**Also in attendance:**

Ray Mensour, Chief Administrative Officer
Jelena Payne, Deputy Chief Administrative Officer/Commissioner of Economic Development
Andrew Daher, Commissioner, Corporate Services
David Simpson, Commissioner, Infrastructure Services/City Engineer
Janice Guthrie Commissioner, Finance/City Treasurer
Michael Chantler, Commissioner Community Services
Wira Vendrasco, City Solicitor
Steve Vlachodimos, City Clerk
Anna Ciacelli, Deputy Clerk

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

| Item No. | Subject & Section - Pursuant to *Municipal Act*, 2001, as amended |
|---|---|
| 1 | Personal matter – about identifiable individual(s) – extension of appointment to the Windsor Utilities Commission, Section 239(2)(b) |
| 2 | Personal matter – about identifiable individual(s) – appointment of members to Compliance Audit Committee for 2026 Municipal Election, Section 239(2)(b) |

**Motion Carried.**

**Declarations of Pecuniary Interest:**

None declared.

**Discussion on the items of business.**

**Verbal Motion is presented by Councillor Mark McKenzie, seconded by Councillor Kieran McKenzie,**
**to moved back into public session.**
**Motion Carried.**

**Moved by Councillor Ed Sleiman, seconded by Councillor Renaldo Agostino,**
**THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Striking Committee Meeting held September 28, 2026 directly to Council for consideration at the next Regular Public Meeting or Special meeting of Council.**

1. That the confidential discussions regarding the extension of appointment to the Windsor Utilities Commission **BE DEFERRED** to the new Council term**.** (see open report of the Striking Committee).

2. That the confidential discussions regarding the appointment of members to the Compliance Audit Committee for the 2026 Municipal Election **BE RECEIVED**. (see open report of the Striking Committee)

**Carried.**

**Moved by Councillor Ed Sleiman, seconded by Councillor Mark McKenzie**
**That the special Striking Committee meeting held September 28, 2026 BE ADJOURNED. (Time: 9:48 a.m.)**

**Motion Carried.**

Adopted by Council at its meeting held September 28, 2026 (CR411/2026)
SV/bm

**REPORT OF THE STRIKING COMMITTEE**
**of its meeting held**
**September 28, 2026**

**Members in Attendance:**

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

**Also in attendance:**

Ray Mensour, Chief Administrative Officer
Jelena Payne, Deputy Chief Administrative Officer and
Commissioner of Economic Development
Andrew Daher, Commissioner, Corporate Services
David Simpson, Commissioner, Infrastructure Services/City Engineer
Janice Guthrie Commissioner, Finance/City Treasurer
Michael Chantler, Commissioner Community Services
Wira Vendrasco, City Solicitor
Steve Vlachodimos, City Clerk
Anna Ciacelli, Deputy Clerk

**Declarations of Pecuniary Interest:**

None declared.

Your Committee submits the following recommendations:

(1) That the re-appointment of a member to the ***Windsor Utilities Commission*** for an additional 4 year term ending January 16, 2031 **BE DEFERRED** to the new Council term.

(2) That the following persons **BE APPOINTED** to the ***2026-2030 Municipal Election Compliance Audit Committee***:

Kirk Munroe
Mario Quaglia
John (Jack) Sullens

(3) That the following members of the ***Essex Region Conservation Authority Board*** **BE REAPPOINTED** through the transition period to a new regional watershed-based framework, until February 1, 2027, or such later date, subject to re-election as a member of Council:

Councillor Frazier Fathers
Councillor Angelo Marignani
Councillor Kieran McKenzie
Councillor Jim Morrison

**Item No. 4.2**

**Committee Matters:** SCM 330/2026

**Subject: Adoption of the Windsor City Council Special minutes of its meeting held October 23, 2026.**

# Special Meeting of Council

**Date:** Friday, October 23, 2026
**Time:** 11:30 o'clock a.m.
**Location:** Council Chambers, 1st Floor, Windsor City Hall and Via Electronic Participation

## Members Present:

**Mayor**
Mayor Drew Dilkens

**Councillors**
Ward 1 - Councillor Fred Francis
Ward 2 - Councillor Frazier Fathers
Ward 3 - Councillor Renaldo Agostino - Participated via video conference
Ward 4 - Councillor Mark McKenzie - Participated via video conference
Ward 5 - Councillor Ed Sleiman
Ward 7 - Councillor Angelo Marignani
Ward 8 - Councillor Gary Kaschak
Ward 9 - Councillor Kieran McKenzie
Ward 10 - Councillor Jim Morrison

**Councillor Regrets**
Ward 6 - Councillor Jo-Anne Gignac

## 1. ORDER OF BUSINESS

## 2. CALL TO ORDER

The Mayor calls the meeting to order at 11:30 o'clock a.m.

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

None disclosed.

## 4. COMMITTEE OF THE WHOLE

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Ed Sleiman

That Council do now rise and move into Committee of the Whole with the Mayor presiding for the purpose of dealing with:
(a) hearing requests for deferrals, referrals and/or withdrawals of any items of business;
(b) hearing presentations and delegations;
(c) consideration of business items; and,
(d) consideration of by-laws 154-2026 and 155-2026 (inclusive)
Carried.

## 9. REQUESTS FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

## 10. PRESENTATIONS AND DELEGATIONS

None presented.

## 11. REGULAR BUSINESS ITEMS

## 11.1. Development Charge By-law Amendment

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

Decision Number: CR435/2026
That the additional information memo of the Commissioner of Finance/City Treasurer dated October 13, 2026 entitled "Development Charge By-law Amendment" **BE RECEIVED.**
Carried.

## 13. BY-LAWS (First and Second Readings)

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

That the following By-laws No. 154-2026 and 155-2026 (inclusive) be introduced and read a first and second time:

**154-2026** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 1-2021, BEING A BY-LAW TO IMPOSE DEVELOPMENT CHARGES, authorized by CR253/2026, dated June 17, 2026.

**155-2026** - A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS SPECIAL MEETING HELD ON THE 23RD DAY OF OCTOBER, 2026
Carried.

## 14. MOVE BACK INTO FORMAL SESSION

Moved by: Councillor Jim Morrison
Seconded by: Councillor Frazier Fathers

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

## 16. THIRD AND FINAL READING OF THE BY-LAWS

Moved by: Councillor Fred Francis
Seconded by: Councillor Gary Kaschak

That the By-laws No. 154-2026 and 155-2026 having been read a first and second time be now read a third time and finally passed and that the Mayor and Clerk **BE AUTHORIZED** to sign and seal the same notwithstanding any contrary provision of the Council.
Carried.

## 21. ADJOURNMENT

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

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

Accordingly, the meeting is adjourned at 11:44 o'clock a.m.

_____ _____

Mayor City Clerk

THE CITY OF WINDSOR ONTARIO, CANADA

# Correspondence Report: CMC 16/2026

## ATTACHMENTS

**Subject: Correspondence for Monday, November 9, 2026 City Council Meeting**

| No. | Sender | Subject |
|---|---|---|
| 7.1.1 | Ontario Land Tribunal (OLT) | Notice of Proceeding and Decision regarding Case No. OLT-25-000895, 619 Cabana Road West, Peter Botros.<br><br>Administrative Lead: City Solicitor<br>Z/15008<br>Note&File |
| 7.1.2 | Chief Executive Officer, Circular Materials | Letter in response to the County of Essex Resolution from September 3, 2026.<br><br>Administrative Lead: Commissioner, Infrastructure Services & City Engineer<br>Clerk's File Number<br>Note & File |
| 7.1.3 | Essex-Windsor Solid Waste Authority (EWSWA) | Resolution of EWSWA Board – Green Bin Program Promotion and Education: Campaign Summary.<br><br>Administrative Lead: Commissioner, Infrastructure Services & City Engineer<br>EI2026<br>Note & File |
| 7.1.4 | Deputy City Planner - Development | Application for Zoning By-law Amendment, Farhi Holdings Corp., 5855 Cabana Road East, to facilitate the proposed construction of a Hotel Complex (Hotel A, Hotel B).<br><br>Administrative Lead: City Planner<br>Z/15231<br>Note & File |

| No. | Sender | Subject |
|---|---|---|
| 7.1.5 | Deputy City Planner - Development | Application for Zoning By-law Amendment, Little D Holdings LTD., 0 Mulberry Drive, to permit the proposed development of two Multiple Dwellings consisting of a total of 102 units.<br><br>Administrative Lead: City Planner<br>Z/15232<br>Note & File |
| 7.1.6 | Deputy City Planner - Development | Application for Zoning By-law Amendment, NC Capital Holdings Inc., 1103 Drouillard Road, to facilitate the construction of a three-story Combined Use Building consisting of six dwelling units, and one commercial unit on the ground floor.<br><br>Administrative Lead: City Planner<br>Z/15233<br>Note & File |
| 7.1.7 | Committee of Adjustment | Committee of Adjustment/Consent Authority Agenda for Thursday, November 12, 2026.<br><br>Administrative Lead: City Planner<br>Z2026<br>Note & File |

**Ontario Land Tribunal**
Tribunal ontarien de l'aménagement du territoire

**ISSUE DATE:** October 26, 2026 **CASE NO(S).:** OLT-25-000895

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

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

**Heard:** October 5, 2026, by Video Hearing

**APPEARANCES:**

| **Parties** | **Counsel** |
|---|---|
| Peter Botros | Analee Baroudi |
| City of Windsor | Aaron Farough |

**DECISION DELIVERED BY J. INNIS AND ORDER OF THE TRIBUNAL**

Link to Order

## INTRODUCTION

[1] This matter concerns an appeal brought by Peter Botros (“Applicant”) pursuant to subsection 34(11) of the *Planning Act* (“Act”), following the City of Windsor’s (“City”) refusal of an application to amend Zoning By-law No. 8600 (“ZBL”). The Application seeks to permit the development of three multiple dwelling buildings on lands municipally known as 619 Cabana Road West (“Subject Property”).

## PROPOSAL

[2] The proposal seeks to develop the Subject Property with three multiple dwellings, each containing six residential units, for a total of 18 rental units. All units will contain two bedrooms. Each building is proposed to be three storeys in height (9.0 metres). The buildings have been positioned in a way to accommodate the potential severance of the Subject Property into three separate lots. The proposed development would have a gross density of 90.45 units per hectare (“ha”).

[3] The development would include 26 shared parking spaces, including visitor and barrier-free parking, and nine bicycle parking spaces. A single shared access is proposed from Cabana Road West, with easements required to accommodate shared access and parking.

[4] Landscaped areas and outdoor amenity spaces are proposed, including private balconies and communal seating areas. Pedestrian connections would be provided between the municipal sidewalk and building entrances. Waste and recycling facilities would be located within a fenced area at the rear of the Subject Property.

[5] The development would be serviced by municipal water, sanitary and storm sewer infrastructure along Cabana Road West and would be subject to Site Plan Control.

## SUBJECT PROPERTY AND SURROUNDING AREA

[6] The Subject Property is a vacant parcel located on the south side of Cabana Road West, between Dougall Avenue and McGraw Avenue. It was previously occupied by a single detached dwelling, that has since been demolished.

[7] The Subject Property is relatively flat and has an area of approximately 0.199 ha, with a frontage of 43.5 metres (“m”) and a depth of 45.7 m. It contains some mature trees and has existing vehicular access from Cabana Road West. Municipal water, sanitary and storm sewer services are available.

[8] The surrounding area is predominantly residential, consisting of low- and medium-density housing, with residential uses immediately abutting the Subject Property. Commercial uses are located to the east along Dougall Avenue, with the Roseland Golf Course situated further south.

[9] Cabana Road West is a Class I arterial road with sidewalks, bicycle lanes and access to public transit. The Subject Property is also located near schools, parks, recreational facilities and commercial amenities.

[10] A portion of the Subject Property falls within the regulated area of the Essex Region Conservation Authority and is located within the Turkey Creek sub-watershed. The property is also identified as being within an Event Based Area for source water protection purposes.

## EVIDENCE

[11] The Applicant called Tracey Pillon-Abbs, a Registered Professional Planner and member of the Canadian Institute of Planners, who has previously been qualified by the Tribunal to provide expert opinion evidence in the area of land use planning. The Tribunal qualified Ms. Pillon-Abbs to provide expert opinion evidence in land use

planning. She provided a Witness Statement and Book of Documents (marked as **Exhibit #1**) in support of the proposed Zoning By-law Amendment ("ZBA").

[12] The City participated in the hearing but did not call any witnesses or present evidence. During cross-examination, Counsel for the City questioned Ms. Pillon-Abbs on concerns raised in the written Participant Statements received by the Tribunal. These concerns had also been addressed by Ms. Pillon-Abbs during her testimony.

[13] Ms. Pillon-Abbs was of the opinion that the proposed ZBA has regard to matters of provincial interest under section 2 of the Act. In support of her opinion, she highlighted subsections 2(h), (p) and (r).

[14] With respect to subsection 2(h), which addresses the orderly development of safe and healthy communities, Ms. Pillon-Abbs testified that the proposal represents appropriate residential intensification within an existing built-up area, making efficient use of land and municipal services while contributing to the well-being of the community.

[15] Regarding subsection 2(p), which addresses the appropriate location of growth and development, she indicated that the proposed rental housing represents compatible residential growth within a fully serviced and well-connected urban area that aligns with the City's long-term planning objectives.

[16] In addressing subsection 2(r), which promotes well-designed built form, Ms. Pillon-Abbs noted that the development incorporates accessible outdoor amenity areas, paved sidewalks and on-site parking. In her opinion, the proposal is sensitive to its surrounding context and would contribute positively to the character of the neighbourhood.

[17] Ms. Pillon-Abbs testified that the proposed ZBA is consistent with the Provincial Planning Statement, 2024 (“PPS”), particularly policies 2.2.1 and 2.3.1, which address housing and development within settlement areas.

[18] With respect to policy 2.2.1, Ms. Pillon-Abbs was of the opinion that the proposal would introduce a new housing option while contributing to the City’s housing targets. She noted that the Subject Property provides an opportunity for residential intensification on an underutilized parcel of land, with a density appropriate for its location. The development would also benefit from nearby amenities, public transit and active transportation infrastructure. She further indicated that the City has identified Cabana Road West as an area that could accommodate a transition to higher-density residential development.

[19] In addressing policy 2.3.1, Ms. Pillon-Abbs explained that the Subject Property is located within an existing settlement area identified for growth in the City’s Official Plan (“OP”). She opined that the proposed multiple dwellings represent an appropriate form of residential intensification that would provide additional housing choices while making efficient use of land, resources and existing infrastructure.

[20] Ms. Pillon-Abbs testified that the proposed ZBA conforms to the OP. She explained that when the application was submitted, the Subject Property was designated Mixed Use Corridor. During the application process, Council approved Official Plan Amendment 196 on September 8, 2025, changing the designation along Cabana Road West, between Rankin Avenue and Dougall Avenue, to Residential Corridor. She indicated that the change was intended to direct commercial uses toward the intersection of Cabana Road West and Dougall Avenue, while maintaining a residential focus along the corridor. Although the application was originally submitted under the Mixed Use Corridor designation, she testified that the Applicant had not intended to incorporate commercial uses into the development. It was her opinion that the proposal conformed to both designations. She further noted that City staff assessed the proposal against the Residential Corridor policies. She testified that a City staff

report dated August the 6, 2025, which included comments from internal departments and commenting agencies, recommended approval of the application. The Development and Heritage Standing Committee subsequently recommended approval of the ZBA to City Council.

[21] With respect to policies 3.2.1.1 through 3.2.1.4, which address safe, caring and diverse communities, Ms. Pillon-Abbs opined that the development would introduce additional housing choices within an area identified for transition. She indicated that the proposed rental units could accommodate residents at different stages of life, including those wishing to downsize or remain within the neighbourhood. She further testified that the development would make use of an underutilized property close to existing services and amenities. In her opinion, the proposed built form, together with landscaping and fencing, would provide an appropriate transition to surrounding residential uses.

[22] In addressing policy 3.3.2.2, concerning Neighbourhood Corridors, Ms. Pillon-Abbs noted that Cabana Road West has undergone recent improvements and has been identified for a transition toward higher-density residential development. She testified that the proposal would contribute to this transition by providing additional housing within walking distance of amenities and public transit.

[23] Regarding policy 3.3.3, which addresses Neighbourhoods, Ms. Pillon-Abbs explained that the proposed three-storey buildings are considered low-profile and small-scale development under policies 6.2.1.2 and 6.3.2.3 of the OP. While the OP identifies a neighbourhood density range of 20 to 35 units per ha, she testified that this range reflects the general character of established neighbourhoods rather than establishing a maximum permitted density. In her opinion, the proposed density of 90.45 units per ha is appropriate given the Subject Property’s location along a corridor intended to accommodate greater residential density.

[24] Ms. Pillon-Abbs also addressed policies 6.1.1, 6.1.3 and 6.1.4, which relate to residential development. She testified that the proposal would provide additional rental

housing options for a range of residents while making use of existing municipal infrastructure, transportation services and community amenities. She further noted that the proposed shared access, pedestrian connections, barrier-free parking, landscaping and fencing would contribute to a safe residential environment.

[25] With respect to policy 6.3.3, concerning the Residential Corridor designation, Ms. Pillon-Abbs testified that the proposed multiple dwellings are consistent with the low-profile residential development encouraged within this designation. She indicated that the proposal satisfies the locational considerations under policy 6.3.3.3, including access from Cabana Road West, availability of municipal services and proximity to transit, cycling and pedestrian facilities.

[26] In addressing the evaluation criteria under policy 6.3.3.4, Ms. Pillon-Abbs relied on the supporting technical studies, including the Traffic Impact Study, Functional Servicing Report and Urban Design Brief. She indicated that these studies did not identify concerns with traffic, servicing or compatibility with surrounding land uses. She further noted that the proposed development provides for off-street parking, appropriate setbacks and a transition in building height and density to adjacent properties.

[27] Regarding the design guidelines under policy 6.3.3.5, she testified that the proposed buildings would face Cabana Road West, with parking located toward the rear of the Subject Property and a single vehicular access. Landscaping and screening would provide buffering to neighbouring properties, while pedestrian connections would be incorporated into the development. She noted that the final building design would be addressed through Site Plan Control. Ms. Pillon-Abbs also indicated that retaining the RD1.4 zoning category, with site-specific provisions, would allow for a development of similar height, scale and massing to surrounding properties.

[28] Finally, Ms. Pillon-Abbs addressed the built form and infill development policies under sections 8.7.1, 8.7.2 and 8.7.2.3 of the OP. Relying on the Urban Design Brief, she testified that the proposed buildings could be integrated into the surrounding

residential area through appropriate building height, massing, setbacks and landscaping. She indicated that the proposed maximum height of 9.0 m would not result in adverse privacy or shadowing impacts on neighbouring properties. She further noted that the proposed ZBA includes site-specific provisions respecting setbacks, lot coverage, landscaping, fencing and exterior building materials to address compatibility with the surrounding area. In her opinion, the proposed development would provide an appropriate transition while contributing positively to the streetscape.

[29] Ms. Pillon-Abbs testified that the proposed development is compatible with the surrounding neighbourhood and reflects the planned transition of Cabana Road West toward higher-density residential uses. She explained that the three-storey buildings represent an appropriate form of intensification on an underutilized site while providing additional rental housing options. In her opinion, the proposed building placement, setbacks and parking arrangement support compatibility with adjacent properties, without causing undue adverse impacts related to shadowing, overlook, noise, traffic or lighting. She further noted that the Urban Design Brief supports the proposed development’s compatibility with the surrounding area.

[30] It was the opinion of Ms. Pillon-Abbs that the proposed development represents good land use planning and is in the public interest. She explained that the proposal supports the City’s housing and intensification objectives by introducing purpose-built rental units on an underutilized, serviced site. In her opinion, the proposed three-storey buildings provide an appropriate form of low-profile development that is compatible with the surrounding area. She noted that the site-specific zoning provisions address building height, setbacks, landscaping, buffering and parking, while maintaining the existing RD1.4 zoning designation. She further explained that the development makes efficient use of existing infrastructure and that many of the residents’ concerns can be addressed through the final design and site plan approval process.

[31] Ms. Pillon-Abbs confirmed that she had reviewed the Participant Statements and addressed the concerns raised regarding neighbourhood compatibility, density, building

design, privacy, shadowing, traffic and parking. She testified that the proposal conforms with the OP and that matters relating to building design and screening could be addressed through the site plan approval process. She further stated that the proposed building placement would address privacy concerns, that no adverse shadowing or traffic impacts were anticipated, and that parking exceeds the minimum requirements.

[32] With respect to density and neighbourhood character, Ms. Pillon-Abbs acknowledged in her testimony that the proposed density is higher than that of the surrounding residential properties. However, she explained that the OP does not establish maximum density limits and permits low- to medium-profile development. Her opinion on compatibility was therefore based primarily on the applicable OP policies respecting building height, scale and massing, rather than a numerical comparison of density.

[33] In conclusion, Ms. Pillon-Abbs noted that the proposed ZBA maintains the existing zoning with site-specific provisions that provide for a built form similar in height, scale and massing to the surrounding area. She further noted that the development provides an opportunity for intensification on an underutilized site within an area identified for transition to higher-density residential uses.

[34] In her opinion, the proposed ZBA has regard for matters of provincial interest under section 2 of the Act, is consistent with the PPS, conforms with the intent and purpose of the City's OP and ZBL, and represents good land use planning.

**ANALYSIS AND FINDINGS**

[35] The Tribunal has considered the evidence of Ms. Pillon-Abbs, the submissions of the Parties and the written Participant Statements. Based on the evidence before it, the Tribunal finds that the proposed ZBA has regard for matters of provincial interest under section 2 of the Act, is consistent with the PPS, conforms to the intent and purpose of

the City's OP and maintains the general intent and purpose of the ZBL, and represents good land use planning.

[36] In reaching this finding, the Tribunal accepts the uncontested land use planning opinion of Ms. Pillon-Abbs. The proposed development represents an appropriate form of residential intensification on an underutilized parcel within an existing built-up area. The Subject Property is fully serviced and located along Cabana Road West, with access to public transit, cycling and pedestrian infrastructure, as well as nearby services and amenities. The proposal makes efficient use of existing infrastructure while providing additional purpose-built rental housing and contributing to a greater range of housing options within the community.

[37] The Tribunal is satisfied that the proposed development conforms to the OP, particularly the policies respecting Residential Corridors, residential intensification and infill development. Cabana Road West has been identified as an area intended to accommodate a transition toward higher-density residential uses. The proposed three-storey buildings represent a low-profile form of development that is consistent with this planned transition.

[38] The Tribunal has also considered the concerns raised by the Participants regarding density and compatibility with the surrounding neighbourhood. While the proposed density is greater than that of the surrounding residential properties, the Tribunal accepts Ms. Pillon-Abbs' evidence that the OP does not establish a maximum density and that compatibility must also be assessed having regard to building height, scale and massing. The proposed setbacks, building placement, landscaping and buffering provide an appropriate transition to neighbouring properties. The Tribunal is further satisfied that matters relating to final building design and screening can be addressed through the Site Plan Control process.

[39] The Tribunal finds that the proposed ZBA, which maintains the existing RD1.4 zoning with site-specific provisions, provides an appropriate framework for the

development of the Subject Property. Having considered the evidence in its entirety, the Tribunal finds that the proposal represents good land use planning and is in the public interest. Accordingly, the appeal is allowed and the proposed Zoning By-law Amendment is approved.

**ORDER**

[40] **THE TRIBUNAL ORDERS** that the appeal is allowed and By-law No. 8600 is hereby amended as set out in **Attachment 1** to this Order. The Tribunal authorizes the municipal clerk of the City of Windsor to assign a number to this by-law for record keeping purposes.

*"J. Innis"*

J. INNIS
MEMBER

**ATTACHMENT 1**

B Y - L A W N U M B E R -2026

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

Passed the day of , 2026

**WHEREAS** it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March 1986, as heretofore amended:

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

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

**X. SOUTH SIDE OF CABANA ROAD WEST, BETWEEN DOUGALL AVENUE AND MCGRAW AVENUE**

For the lands comprising of the west Part Lot 5, Registered Plan 1478, a M*ultiple Dwelling* containing up to 6 dwelling *units* shall be an additional permitted *main use,* and the following additional provisions shall apply to a *Multiple Dwelling* containing up to 6 *dwelling units:*

a) *Lot Width: minimum* 15.0 m

b) *Lot Area: minimum* 540 $m^2$

c) *Lot Coverage: maximum* 35.0%

d) *Building height: maximum* 9.0 m

e) *Front Yard* Depth: *minimum* / *maximum* 6.0 m / 7.0 m

f) *Rear Yard* Depth for *main building: minimum* 20.0 m

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

h) In any *required front yard*, a *parking space* is prohibited.

i) Notwithstanding Section 25.5.20.1.5, the *minimum* parking area separation from a *building* wall in which is located a main pedestrian entrance facing the *parking area* shall be 1.5 m.

j) A *screening fence* with a *minimum* height of 1.8 m shall be provided along the south *lot line*.

k) A landscaped buffer strip with a minimum width of 2.0 m shall be provided abutting the south *lot line*.

l) A minimum of 50% of the north exterior wall elevation shall be covered in masonry, brick or any combination thereof. A minimum of 35% of east and west exterior wall elevations shall be covered in masonry, brick or any combination thereof.

II. That said by-law is further amended by amending the Zoning District Maps shown in Column 2 by changing the zoning symbol of the lands described in Column 3 from that shown in Column 5 to that shown in Column 6:

| 1. Item Number | 2. Zoning District Map Part | 3. Lands Affected | 4. Official Plan Amendment Number | 5. Zoning Symbol | 6. New Zoning Symbol |
|---|---|---|---|---|---|
| 1 | 9 | Part Lots 2, Plan 1478 Sandwich West as in R1276551, PIN 01289-1482 LT; City of Windsor<br><br>(South side of Cabana Road West, Between Dougall Avenue and McGraw Avenue Roll No. 37-39-080-100-10900) | N/A | RD1.4 | RD1.4x(x) |

**DREW DILKENS, MAYOR**

***CLERK***

First Reading - , 2026
Second Reading - , 2026
Third Reading - , 2026

## SCHEDULE 2

1. By-law _____ has the following purpose and effect:

To amend Zoning by-law 8600 by changing the zoning on the lands of Part Lots 2, Plan 1478 Sandwich West as in R1276551, PIN 01289-1482 LT; City of Windsor, known municipally as 619 Cabana Road West by adding a Zoning Exception to permit a multiple dwelling as an additional permitted use with site specific exceptions.

2. Key map showing the location of the lands o which By-law _____applies.




PART OF ZONING DISTRICT MAP 9 N.T.S.

REQUESTED ZONING AMENDMENT

Applicant: Peter Botros

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : JUNE, 2025
FILE NO. : Z-013/25, ZNG/7307

700-1 St. Clair Avenue West
Toronto, Ontario M4V 1K6
**877-667-2626**
**circularmaterials.ca**

September 3, 2026

**Circulated via email to: Clerks@countyofessex.ca**

Katherine Hebert

County Clerk

The Corporation of the County of Essex

202 – 306 Fairview Ave. W.

Essex, Ontario N8M 1Y6

**Re: Support for Town of Essex Request for Residential Waste Diversion Data**

Dear Ms. Hebert,

Thank you for your recent correspondence on August 24, 2026. Circular Materials is committed to ongoing engagement with Essex County and municipalities across Ontario, as we work to deliver an effective and efficient recycling program that meets the needs of all residents and communities and meets the requirements of Ontario's Blue Box Regulation.

Under Ontario's Blue Box Regulation (*Resource Recovery and Circular Economy Act, 2016*), the cost of recycling — single-use plastics, paper, and packaging -- shifts from taxpayers and municipalities to the companies that produce these products. The Resource Productivity & Recovery Authority (RPRA) regulates extended producer responsibility (EPR) in Ontario. Circular Materials is responsible for submitting performance data reports to RPRA on behalf of registered producers across the province on an annual basis. RPRA publicly releases information each year on the performance of the entire Blue Box system.

As part of the transition to EPR, recycling in Ontario has fundamentally changed, with a provincial recycling system now in place designed to deliver efficiencies of scale that benefit resident, communities, producers and the environment. As a result, Circular Materials reports on Ontario's Blue Box system at a province-wide level, not a municipal-specific level.

On January 1, 2026, Ontario underwent the full transition to EPR, the largest recycling transition in Canada. As the full year of transition completes, we will have full system-wide data for 2026 and are committed to sharing information and data when available and appropriate.

We thank you for your support. As part of our ongoing engagement with municipalities, we continue to welcome opportunities to collaborate with you to strengthen Ontario's recycling program.

Sincerely,



Allen Langdon

Chief Executive Officer
Circular Materials

Ministry of Environment, Conservation and Parks
Attention: The Hon. Todd McCarthy
5th Floor, 777 Bay St.
TORONTO, ON M5B 2H7
Minister.mecp@ontario.ca

On June 29, 2026, Windsor City Council considered a matter related to the transition of the Blue Box program under Ontario's Extended Producer Responsibility (EPR) framework.

Through Decision Number CR304/2026, City Council directed Administration to issue correspondence to the Ontario Ministry of the Environment, Conservation and Parks (MECP) and local Members of Provincial Parliament, requesting that the service provider administering the Blue Box program provide waste diversion data to the Essex-Windsor Solid Waste Authority (EWSWA) through a regular reporting method.

The City of Windsor is a member municipality of EWSWA, which is responsible for the administration of waste diversion programming and reporting on behalf of its partners across the region. As the Blue Box program transitions to full producer responsibility, ensuring continued access to accurate and timely diversion data is critical to maintaining transparency, monitoring environmental performance, and supporting evidence-based municipal waste planning.

Historically, municipalities and waste authorities have relied on detailed diversion data to:

- Track recycling performance and trends over time;
- Inform policy decisions and infrastructure planning;
- Report to residents and stakeholders on environmental outcomes; and
- Support compliance with broader provincial diversion and circular economy goals.

With the transition to a producer-led model, access to this data has become less certain at the local level. This presents a significant challenge for municipalities and waste authorities such as EWSWA, which continue to be accountable to residents for overall waste system performance.

City Council's direction is intended to reinforce and support the request previously submitted by EWSWA through correspondence dated April 30, 2026 (Appended), which similarly called for provincial intervention to ensure that Blue Box program data is shared through a consistent and reliable reporting framework.

In light of the above, the City of Windsor respectfully requests that the Province:

1. Require producers or their designated service provider(s) to supply waste diversion data to affected municipalities and waste authorities, including EWSWA;
2. Establish a standardized reporting framework, including defined metrics, reporting frequency, and format; and
3. Ensure timely and transparent access to data, sufficient to support municipal planning, reporting, and performance monitoring responsibilities.

Providing this data will support ongoing collaboration between the Province, producers, and municipalities, and will help ensure that Ontario's transition to full producer responsibility achieves its intended environmental outcomes.

The City of Windsor and EWSWA remain committed to working collaboratively with provincial partners and producers to support a successful and accountable Blue Box system.

Thank you for your consideration of this request. We would welcome the opportunity to discuss this matter further.

Sincerely,

Anna Ciacelli
Deputy City Clerk and Supervisor of Council Services
AC/pv
attachment

cc: MPP Andrew Dowie
MPP Lisa Gretzky
MPP Anthony Leardi
Michelle Bishop, EWSWA

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

April 30, 2026

Ministry of Environment, Conservation and Parks
Attention: The Hon. Todd McCarthy
5th Floor, 777 Bay St.
Toronto, Ontario
M5B 2H7

***Sent Via Email:*** minister.mecp@ontario.ca

Dear Minister McCarthy,

**Re: Request for Provincial Support for Blue Box Program Data to Support Municipal Waste Diversion Reporting**

At its meeting on Wednesday, April 15, 2026, the Essex-Windsor Solid Waste Authority (EWSWA) Board passed the following motion:

> **20-2026**
> **Moved by:** Kieran McKenzie
> **Seconded by:** Gary McNamara
>
> That the Board direct Authority Administration to send correspondence, on behalf of the Authority Board, to the Ontario Ministry of the Environment, Conservation and Parks (MECP) and to local Members of Provincial Parliament (MPP), requesting that the service provider administering the Blue Box program provide waste diversion information data to the Essex-Windsor Solid Waste Authority through a regular reporting method.

In accordance with Condition 5.2 of the Environmental Compliance Approval (ECA) for the Essex-Windsor Regional Landfill, the EWSWA is required to prepare and submit an annual Residential Waste Diversion Report to the MECP. This reporting requirement necessitates accurate and complete data on all diversion activities within the region, including materials managed through the Blue Box Program.

Following the transition of the Blue Box Program to the Extended Producer Responsibility (EPR) framework in August 2024, responsibility for program administration was transferred to Circular Materials (CM).

Since that transition, the EWSWA has made repeated efforts to obtain the Blue Box Program data required to fulfill its reporting obligations. However, Circular Materials has not provided access to the requested information.

To ensure the accuracy and completeness of 2024 and 2025 diversion statistics, EWSWA formally requested that CM supply the necessary post-transition data. In correspondence dated March 7, 2024, CM staff responded as follows:

> *"We would like to clarify that data sharing is not a regulatory obligation. As such, Circular Materials and RLG do not have the infrastructure or resources in place to accommodate municipal data requests."*

EWSWA further understands, through discussions with the collection contractor, that the requested data does exist; however, the contractor has indicated they are not permitted to release this information to EWSWA under direction from CM.

As a result, the EWSWA has been required to rely on estimated data using pre-Transition Blue Box data to complete its reporting. This approach limits the accuracy and reliability of the information submitted and does not align with the intent of the ECA requirements.

Up-to-date and accurate data are essential for tracking diversion performance, informing policy decisions, and ensuring transparency. Therefore, the EWSWA respectfully requests that the Province of Ontario consider mechanisms such as regulatory amendments, policy direction, or guidance that would require producers to share annual municipal-level diversion data with municipalities and local waste authorities.

Ensuring access to this information will support municipalities to meet regulatory obligations, maintain data integrity, and continue to support provincial waste diversion and circular economy objectives.

Should you require further information, please contact the EWSWA by email at mbishop@ewswa.org.

Regards,

| | | |
|---|---|---|
| Michelle Bishop | Gary Kaschak | Gary McNamara |
| EWSWA General Manager | EWSWA Board Chair | EWSWA Board Vice Chair |

CC:
Resource Productivity and Recovery Authority – info@rpra.ca
Andrew Dowie, MPP, Windsor – Tecumseh Riding - Andrew.Dowie@pc.ola.org
Anthony Leardi, MPP, Essex Riding - Anthony.Leardi@pc.ola.org
Lisa Gretzky, MPP, Windsor West - LGretzky-QP@ndp.on.ca
Trevor Jones, MPP, Chatham-Kent-Leamington - Trevor.Jones@pc.ola.org

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September 25, 2026

To:

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

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

The Essex-Windsor Solid Waste Authority (EWSWA), at its meeting held on Wednesday, August 12, 2026, adopted the following resolution:

***Resolution 54-2026***

Moved by Mark McKenzie
Seconded by Jim Morrison

**That** the Board ***direct*** Authority Administration to provide a Green Bin Program: Campaign Summary 3B, as applicable to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities.

**That** the Board ***direct*** Authority Administration to provide a Green Bin Program: Campaign Summary 4B, as applicable to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities by October 12, 2026.

**That** the Board ***direct*** Authority Administration to provide a Green Bin Program: Campaign Summary 4C, as applicable to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities by October 12, 2026.

**That** the Board ***direct*** Authority Administration to provide a Green Bin Program: Campaign Summary 4A, as applicable to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities by November 1, 2026.

**Carried**

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

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

Due to the upcoming municipal elections and their impact on the Board, Authority Administration provided multiple Campaign Summary updates to the Board at this meeting. Each Campaign Summary will be released as scheduled below to support key Green Bin Program milestones, as prescribed in the 2026 Green Bin Program P&E Plan.

| Campaign | Publication Date | Description |
|---|---|---|
| Campaign 3B - Phase 2: Green Bin Delivery | August 12, 2026 – October 9, 2026 | When Green Bin Delivery will occur in Phase 2 municipalities and what to expect during this time |

| Campaign | Publication Date | Description |
|---|---|---|
| Campaign 4B - Tecumseh Schedule Change | October 12, 2026 – December 4, 2026 | Information will target Town of Tecumseh residents to communicate that their Green Bin collection day changes to Thursdays starting November 5, 2026 |
| Campaign 4C – Phase 2: Collection Begins | October 12, 2026 – December 4, 2026 | Tips to help residents in Phase 2 be ready for collection that starts in November |
| Campaign 4A – Phase 1: One-Year Anniversary | October 21, 2026 – December 31, 2026 | Campaign will celebrate the first anniversary of the Green Bin Program by sharing metrics and program information |

As Campaign 3B Phase 2: Green Bin Delivery was previously distributed on August 19, 2026, the EWSWA respectfully requests that this letter, together with the attached **Green Bin Program – Campaign 4A Phase 1: One-Year Anniversary, Campaign 4B -Tecumseh Schedule Change and Campaign 4C – Phase 2: Collection Begins,** be included on your next Council Meeting Agenda as information for both Council members and the general public.

This harmonized approach supports consistent distribution and ensures the information is presented in a public forum and formally circulated to all members of Council.

The EWSWA greatly appreciates your consideration of this request and your support in promoting this initiative within your municipality. Should you have any questions or require further information, please do not hesitate to contact me directly.

Thank you,

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

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

Attachments: 2026 Green Bin Program Campaign 4A Summary – Phase 1: One-Year Anniversary

2026 Green Bin Program Campaign 4B Summary - Tecumseh Schedule Change

2026 Green Bin Program Campaign 4C Summary - Phase 2: Collection Begins

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# Green Bin Program: Phase 1

## Campaign 4A Summary: Essex-Windsor Green Bin Turns 1!

**October 19, 2026**

The Essex-Windsor Solid Waste Authority (EWSWA) is celebrating the Green Bin Program's first anniversary for residents of Essex, Lakeshore, LaSalle, Tecumseh and Windsor. Thousands of Essex-Windsor residents have made a meaningful impact by using their Green Bin. Their participation helps extend the life of our only landfill, reduces the high costs associated with siting a new one, and supports the agriculturally rich lands that benefit us all. By placing food waste in the Green Bin, residents help turn a valuable resource into fertilizer and renewable energy.

In its first year, residents welcomed the Green Bin into their routines and spared more than 11,000 tonnes of food waste from unnecessary landfill. Their pride in the program is clear through regular participation, proper Green Bin set-out using Park-Point-Space, and careful sorting of acceptable materials. Residents have now used the Green Bin successfully every season, showing they can be Green All-Year Round!

### CUSTOMER SERVICE AND SUPPORT

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

- County of Essex residents: call the EWSWA at 1-800-563-3377 or visit www.ewswa.org.

Note that City of Windsor residents should call 311.

For more information on the Green Bin Program and additional Green Tips, residents can visit www.ewswa.org.

### PROMOTING THE GREEN BIN PROGRAM

Below are sample ads for Phase 1 municipalities so that they can share messaging on digital displays or internally with staff.

**PLEASE NOTE: These ads should start using the schedule below and end by December 31, 2026. They shouldn't be published beyond this timeframe as**

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**the next campaign will begin with messaging tailored to support the next program milestone.**

If ad formatting assistance is needed, Phase 1 municipalities can contact Darko Milenkovic, Communications Coordinator, through email: dmilenkovic@ewswa.org.

**Promotion of the following ad should start no earlier than October 19, 2026, and run until December 31, 2026, for Phase 1 municipalities.**

**GRAPHICS**




**HEADLINES & COPY**

**Celebrating One Year of Food Waste Collection.**

Congratulations, Essex-Windsor! It's been one year since the Green Bin program was launched. In that time, over 11,000 tonnes of food waste and organics have been collected through the Green Bin Program. That's 11,000 tonnes of material that you've kept from going into our landfill – extending its lifespan, and in the process helping to produce valuable fertilizer for our crops and keeping the Region greener. Thanks for being part of the Green Team! You're all superheroes in our book.

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**Promotion of the following ads should start no earlier than October 26, 2026, and run until December 31, 2026.**

| GRAPHICS | HEADLINES & COPY |
|---|---|
|  | **Gold Stars to You!**<br><br>Over 1,300 Gold Stars have been issued in the first year of the Green Bin program. That means residents have been using the Green Bins weekly, setting them out using Point-Park-Space, and putting only acceptable materials in them.<br><br>Visit ewswa.org for more tips on how to use the Green Bin successfully. Thank you for **Growing Green with the Green Bin!** |
|  | **Stay Up-to-Date with the Recycle Coach App!**<br><br>This free app can provide your collection schedule, give reminders, and get information on *'What Goes Where".* With all of this at your fingertips, it will help you to keep valuable resources out of your garbage so that you can continue to ***Grow Green with Us!*** |

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**Promote the following ads no earlier than November 9, 2026, and run until December 31, 2026.**

| GRAPHICS | HEADLINES & COPY |
|---|---|
|  | **Green Bin Questions/Concerns?**<br><br>Have a question about the Green Bin Program or your collection schedule? Is there an issue with the Green Bin (wheel broke, etc.)? Let us know – we're here to help.<br><br>City residents- contact the City at 311<br><br>County residents- contact EWSWA at 1-800-563-3377 |
|  | **Welcome Aboard!**<br><br>The Essex-Windsor Solid Waste Authority is excited to celebrate the addition of Amherstburg, Kingsville, and Leamington to the Green Bin program!<br><br>Now all single-family homes of Essex-Windsor have access to the Green Bin and can do their part to keep food waste and organics out of the landfill. Thanks for helping the region **Grow Green with Us!** |

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# Green Bin Program – TECUMSEH ONLY

## Campaign 4B Summary: Tecumseh Collection Day Change!

**October 12, 2026**

The Essex-Windsor Solid Waste Authority (EWSWA) is announcing that a schedule change will take place in the Town of Tecumseh (Tecumseh) for the Green Bin collection program this November.

**In Tecumseh, the Green Bin collection day is changing from Tuesday to Thursday starting the week of November 2, 2026.** This change is necessary to balance collection scheduling as Phase 2 municipalities join the new regional Green Bin Program.

Information about this change will be relayed through multiple communication channels and at Tecumseh facilities.

As always, residents are encouraged to download the free **Recycle Coach App** (available on the App Store or Google Play) where they will find program information, collection schedules and much more.

### CUSTOMER SERVICE AND SUPPORT

To ensure that residents receive the most accurate information, always direct residents to www.ewswa.org or have them call 1-800-563-3377 directly.

### PROMOTING THE MESSAGE

The ad below can be used on digital displays or internally with staff to help promote the message about the collection day change.

**PLEASE NOTE: This ad should be posted from October 12, 2026, through to December 4, 2026. This ad should not be published beyond this timeframe as the next campaign will begin with messaging tailored to support the next program milestone.**

If assistance is needed with ad formatting, please contact Darko Milenkovich, (Communications Coordinator) via email at DMilenkovic@ewswa.org

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# Green Bin Program – Phase 2

## Campaign 4C Summary: Green Bin Collection Begins!

**October 12, 2026**

The Essex-Windsor Solid Waste Authority (EWSWA) is excited to share that Phase 2 delivery of Green Bins is now complete, and **collection for these homes will begin the week of November 2, 2026.** Soon, single-family homes in Amherstburg, Kingsville and Leamington will join Phase 1 municipalities as they will have access to the Green Bin. By putting their food waste in the new Green Bin Program, residents will help extend the life of our local landfill, avoid the high costs of siting a new one, and support the agriculturally rich lands that serve us all so well.

**Important Tips to Know with Green Bin Start-up:** Residents should consider these tips when preparing for Green Bin collection:

- **Your collection day:** download the Recycle Coach App, check your municipal calendar or visit www.ewswa.org for your weekly collection schedule.
- **Your set-out time:** always set out your Green Bin by 6 AM, so that you don't miss the collection truck.
- **How to Green Bin it:** check out your Starter Kit to be ready for collection.
- **What to use:** only the EWSWA Green Bin and compostable food waste bags can be used.
- **How to set out the Green Bin:** since collection vehicles use automated arms to empty your Green Bin, be sure to use **P-P-S (Point-Park-Space)**.
  - **POINT** the arrows on the Green Bin lid towards the street.
  - **PARK** the Green Bin about 30 cm behind the curb.
  - **SPACE** the Green Bin at least 1 metre from other carts/structures.
- **When to start using your Green Bin:** begin to fill your Green Bin the week *before* collection starts so that it has food waste for the first collection.

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Residents should keep an eye out for an "OOPS!" sticker or a "Gold Star" sticker on their Bin that will give them feedback on their participation so that they can continue to ***Grow Green with the Green Bin***.

## CUSTOMER SERVICE AND SUPPORT

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

- County of Essex residents: call the EWSWA at 1-800-563-3377 or visit www.ewswa.org.

Note that City of Windsor residents should call 311.

For more information on the Green Bin Program and additional Green Tips, residents can visit www.ewswa.org.

## PROMOTING THE GREEN BIN PROGRAM

Below are sample ads for Phase 2 municipalities so that they can share Campaign 4 messaging on digital displays or internally with staff. Note that at the bottom of this section there are general ads that pertain to Phase 1 municipalities.

**PLEASE NOTE: These ads should be promoted starting October 12, 2026, ending December 4, 2026. They shouldn't be published beyond this timeframe, as the next campaign will begin with messaging tailored to support the next program milestone.**

If ad formatting assistance is needed, Phase 2 municipalities can contact Darko Milenkovic, Communications Coordinator, through email: dmilenkovic@ewswa.org.

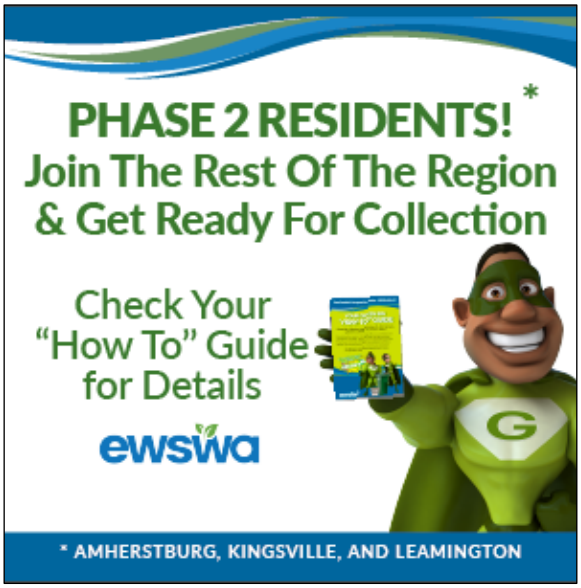
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| GRAPHICS | HEADLINES & COPY |
|---|---|
|  | ***Phase 2 Collection Starts 1st Week of November for Amherstburg, Kingsville, and Leamington.***<br>Food waste is too good to waste! Visit *www.ewswa.org/curbside-collection/green-bin* for your municipal calendar or use the Recycle Coach app to find your weekly collection day and the latest program information. Start filling your Green Bin the week before collection begins and support next year's harvest! |
|  | ***Phase 2, Check Out Your New Green Bin and Starter Kit.***<br>You got your Green Bin – now what? Start by reading the information on the Welcome Sticker. Inside your Green Bin, you will also find a Kitchen Catcher, "How-To" guide, sample compostable liner, and more to get you started. If you have questions, visit: *www.ewswa.org* or call the EWSWA @ 1-800-567-3377. |

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| GRAPHICS | HEADLINES & COPY |
|---|---|
|  | ***Phase 2, Ready, Set, Go…for Collection***<br>Store your Green Bin in a safe place and don't use it until the week before your collection begins. Be sure to write your address on your Bin. Remember not to use your Green Bin for any other collection program, as this is the only bin that can be used for the Green Bin Program! When it's time to start using it, stage it in a location that is easy to access and keep the lid closed when not in use. For more information, visit *www.ewswa.org* |
|  | ***Phase 2, Get Ready for Collection.***<br>Review your "How-To Guide" to get familiar with the program. Set up your kitchen to make it easy to keep food waste out of the garbage. Consider using compostable bags, since plastic can't be used. Try to stage your Green Bin in a convenient location. Finally, be sure to know how to properly set out your Green Bin and what date your weekly collection begins. Visit *www.ewswa.org* for more information. |

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## GRAPHICS




## HEADLINES & COPY

***A Kitchen Catcher - to Catch Food Waste.***
Phase 2 residents, the Kitchen Catcher (KC) that you received with your Green Bin will help you collect food waste in your kitchen. To be tidy, you can line it with a compostable bag, such as the sample you received. Place the Kitchen Catcher in a convenient location to gather Acceptable Materials. When ready, tie the bag and place it into your Green Bin. Dishwash your KC and get ready for the next collection day. For more information, visit *www.ewswa.org*

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Phase 1 and Phase 2 can publish the below ads and messaging as they are general to the Green Bin Program.

| GRAPHICS | HEADLINES & COPY |
|---|---|
|  | ***Green Tips to Reduce Odours*.**<br>Empty your Kitchen Catcher regularly and clean it between uses - it's dishwasher safe! Use your weekly collection even if your Green Bin is not full. Keep all lids closed when not in use. Visit *www.ewswa.org* for more Green Tips. |
|  | ***What Goes in the Bin? What Doesn't?***<br>It is very important that only Acceptable Materials are put into the Green Bin so that a valuable fertilizer can be created for next year's crops. This includes food waste and many organic materials like food-soiled paper containers and compostable bags (used as liners). Other items, including yard waste, cat litter, plastics, metals and Styrofoam, are NOT ACCEPTABLE in the Bin. Visit *www.ewswa.org* for a full list of Acceptable Materials.<br><br>*GREEN TIP! If you have fats, oils, grease (FOG), put them in a paper cup with a paper towel to absorb liquids and chill it in the fridge before transferring to the Green Bin just before collection.* |

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www.ewswa.org / ask@ewswa.org

## GRAPHICS




## HEADLINES & COPY

***Stay Up-To-Date!***
Download the Recycle Coach app (available for Android and iOS) to get the latest Green Bin collection schedule and program updates. You can also get collection notices for garbage and other collection programs. Visit *www.recyclecoach.com* to download.

ESSEX-WINDSOR SOLID WASTE AUTHORITY

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

## GRAPHICS




## HEADLINE & COPY

***Tecumseh Green Bin Collection Day is Changing in November!***

Starting November 5, 2026, Green Bin collection in Tecumseh will move from **Tuesday** to **Thursday**. This change is necessary to support the new regional program. *Note that this change applies to residents of Tecumseh only.*

For more information, visit the EWSWA website at www.ewswa.org or download the Recycle Coach app for schedule notifications too.

## PLANNING AND DEVELOPMENT SERVICES

# Memo

**To:** City Clerk

**From:** Deputy City Planner

**Date:** October 2, 2026

**Subject**: TRANSMITTAL OF NEW FILE - **Our File Number: Z-026/26 [ZNG/7395]**

**RE:** Application For Zoning Amendment

---

Applicant: FARHI HOLDINGS CORP.
Location: 5855 CABANA RD. E.
Description: The subject site is designated "Business Park Type 2" in the County Road #42 Secondary Plan, zoned Agricultural (A) by Zoning By-law 85-18, has a width of 104.9 m, depth of 219.4 m, and an area of 20,939 $m^2$, and is currently vacant and used as agricultural land.

The Applicant is proposing the construction of a Hotel complex Hotel A, Hotel B) with a building height of 34 m over 8 storeys with a total of 200 rooms and a Restaurant with Drive-through having a GFA of 410.26 $m^2$. Access to the Subject Site will be provided via driveways from 9th Concession Road and Cabana Road East. 300 parking spaces including 9 accessible parking spaces, 18 bicycle parking spaces and 5 loading spaces are proposed. The development as proposed is subject to Site Plan Control.

The Applicant is requesting an amendment that will change the zoning of the subject site from Agricultural Zone (A) in Zoning By-law 85-18 to Commercial District 4.1 (CD4.1) and a zoning exception for building height in Zoning By-law 8600.

The ZONING BY-LAW AMENDMENT application submitted on JULY 31, 2026, by FARHI HOLDINGS CORP. for 5855 CABANA RD. E. was deemed complete on September 4, 2026.

For full application details, please visit our Current Development Applications | City of Windsor website.

Greg Atkinson, MCIP, RPP
Deputy City Planner
GA/nm

THE CITY OF WINDSOR
ONTARIO, CANADA

## PLANNING AND DEVELOPMENT SERVICES

# Memo

**To:** City Clerk

**From:** Deputy City Planner

**Date:** October 2, 2026

**Subject**: TRANSMITTAL OF NEW FILE - **Our File Number: Z-028/26 [ZNG/7398]**

**RE:** Application For Zoning Amendment

---

Applicant: LITTLE D HOLDINGS LTD.
Location: 0 MULBERRY DR.
Description: The parcel is designated Residential on Schedule D: Land Use in the Official Plan, zoned Agricultural (A) by Zoning By-law 85-18, is vacant, and has an irregular shape, a total area of 1.47 hectares, and frontage of 121.6 m along Mulberry Drive. The Applicant is requesting to rezone the parcel to Residential District 3.1 (RD3.1) in Zoning By-law 8600 to allow a proposed development consisting of two Multiple Dwellings having a maximum building height of 14.0 over four storeys and consisting of a total of 102 dwelling units, (42 and 60 dwelling units respectively) 129 parking spaces including 8 accessible parking spaces, 8 bicycle parking spaces, two loading spaces, and 5,220.9 m2 (40.2% of lot area) of Landscaped Area. Vehicular access to the site will be provided via two access areas at Mulberry Drive. The development as proposed is subject to Site Plan Control.

The ZONING BY-LAW AMENDMENT application submitted on AUGUST 24, 2026, by LITTLE D HOLDINGS LTD. for 0 MULBERRY DR. was deemed complete on September 16, 2026.

For full application details, please visit our Current Development Applications | City of Windsor website.

Greg Atkinson, MCIP, RPP
Deputy City Planner
GA/nm

THE CITY OF WINDSOR
ONTARIO, CANADA

## PLANNING AND DEVELOPMENT SERVICES

# Memo

**To:** City Clerk

**From:** Deputy City Planner

**Date:** October 2, 2026

**Subject**: TRANSMITTAL OF NEW FILE - **Our File Number: Z-029/26 [ZNG/7399]**

**RE:** Application For Zoning Amendment

---

Applicant: NC CAPITAL HOLDINGS INC.

Location: 1103 DROUILLARD RD.

Description: The applicant is requesting an amendment to Zoning By-law 8600 for the lands municipally known as 1103 Drouillard Road, located at the southwest corner of Drouillard Road and Richmond Street. The amendment would facilitate the construction of a three-storey Combined Use Building comprising one ground-floor commercial unit and six residential dwelling units. The residential component includes two ground-floor dwelling units and four two-storey dwelling units occupying the second and third floors. The development proposes two covered parking spaces, with vehicular access provided from the rear public alley.

The subject property is located within the East Windsor Planning District on *Schedule A - Planning Districts & Policy Areas* of the City of Windsor Official Plan. The property is situated on a Traditional Commercial Street on *Schedule A-1 - Special Policy Areas*, within an Archaeological Potential Zone on *Schedule C-1 - Archaeological Potential* and is designated Mixed Use Corridor on *Schedule D - Land Use*. The property fronts onto Drouillard Road, which is identified as a Class I Collector Road on *Schedule F - Roads & Bikeways* and as a Main Street on *Schedule G - Civic Image*. In addition, the property is located within Intake Protection Zone 2 as identified on *Schedule K - Source Water Protection Areas* of the City of Windsor Official Plan.

The ZONING BY-LAW AMENDMENT application submitted on SEPTEMBER 9, 2026, by NC CAPITAL HOLDINGS INC. for 1103 DROUILLARD RD. was deemed complete on September 14, 2026.

For full application details, please visit our Current Development Applications | City of Windsor website.

Greg Atkinson, MCIP, RPP
Deputy City Planner
GA/nm

# COMMITTEE OF ADJUSTMENT/CONSENT AUTHORITY AGENDA RECORD

PLEASE BE ADVISED THIS MEETING IS CONDUCTED ELECTRONICALLY.

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

| ITEM | FILE # | APPLICANT | LOCATION | REQUEST |
|---|---|---|---|---|
| 1 | A-084/26 | WINDSOR REGIONAL HOSPITAL CORPORATION | 6215 CABANA RD E | RELIEF: Requesting relief from maximum building height provision. |
| 2 | A-085/26 | 1001134151 ONTARIO INC | 1191 HICKORY RD | RELIEF: Requesting relief for reduced minimum lot area. |
| 3 | A-086/26 & B-047/26 | CHAITANYA RAJ BANSAL | 2563 MELDRUM RD | CONSENT: Create a New Lot.<br><br>RELIEF: Requesting relief for reduced minimum lot width, reduced minimum lot area, reduced minimum rear yard depth and increased maximum lot coverage for the severed lot. |
| 4 | A-087/26 & B-050/26 | CHARBEL ABDO GERGES | 1515 CENTRAL AVE | CONSENT: Create a New Lot.<br><br>RELIEF: Requesting relief for reduced minimum lot area, reduced minimum front yard depth, reduced minimum rear yard depth and increased maximum encroachment of a porch into a required front yard. |
| 5 | A-088/26 | KHAMPHOU RATTANAVANH | 988 ALBERT RD | RELIEF: Requesting relief for an extension of legal non conforming use. |
| 6 | A-089/26 | 2566753 ONTARIO INC. | 1121 FAIRVIEW BLVD | RELIEF: Requesting relief for reduced minimum lot width and reduced minimum lot area. |

| | | | | |
|---|---|---|---|---|
| 7 | A-090/26 & B-053/26 | ALHAJ DEVELOPMENT LIMITED | 1888 LONGFELLOW AVE | CONSENT: Create a New Lot.<br><br>RELIEF: Proposed single unit dwellings on both the retained and severed lots requesting relief for reduced minimum lot width and reduced minimum lot area on both the retained and severed lots. |
| 8 | A-091/26 | KRISTIN LYNN FOTOPOULOS | 3919 Seminole St | RELIEF: Proposed additional accessory use of Public Hall to an existing building currently used as a Personal Service Shop, requesting relief for reduced required number of parking spaces. |
| 9 | A-092/26 & B-052/26 | CHRISTOPHER HYLAND | 1018 FORD BLVD | CONSENT: Create a New Lot fronting Ford Blvd.<br><br>RELIEF: Requesting relief for reduced minimum lot width for both the retained and severed lots. |
| 10 | A-093/26 | BAY 20 INC | 880 OUELLETTE AVE | RELIEF: Requesting relief for increased maximum number of dwelling units and reduced minimum separation from a parking area and a building wall containing a habitable room window. |
| 11 | A-094/26 & B-055/26 | CABANA URBAN HOMES INC | 3396 WOODWARD BLVD | CONSENT: Create a New Lot.<br><br>RELIEF: Requesting relief for reduced minimum lot width and area for both the retained and severed lots. |
| | | | | |

| | | | | |
|---|---|---|---|---|
| 12 | A-095/26 | GLENN JAMES MURRAY, SARA MARJORIE MURRAY | 7467 ST ROSE AVE | RELIEF: Proposed detached accessory building (garage) requesting relief to permit an accessory structure in a front yard. |
| 13 | B-046/26 | 1000925148 ONTARIO INC. | 408 HANNA ST E | CONSENT: Create a New Lot. |
| 14 | B-048/26 | EVANZ MINAS | 3602 HOWARD AVE | CONSENT: Create a New Lot. |
| 15 | B-049/26 | SAMANA HOMES INC. | 2150 DAYTONA AVE | CONSENT: Consent to sever the subject property along the common interiror wall that separates the dwelling units. |
| 16 | B-051/26 | 1722912 ONTARIO LTD | 2405 PARTINGTON AVE | CONSENT: Create a New Lot. |
| 17 | B-054/26 | WINDSOR CHISTIAN FELLOWSHIP | 4500 WALKER RD | CONSENT: Create a New Lot fronting 7th Concession Rd. |

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

THE CITY OF WINDSOR ONTARIO, CANADA

## Council Report: C 117/2026

## Subject: Windsor Canada Utilities Ltd. 2nd Quarter Financial Statements

### Reference:

Date to Council: November 9, 2026
Author: Lorie Gregg
Executive Director, Financial Planning/Deputy Treasurer
(519) 255-6100 Ext. 6522
lgregg@citywindsor.ca

Financial Planning
Report Date: 10/7/2026
Clerk's File #: MU2026/AF2026

**To**: Mayor and Members of City Council

### Recommendation:

THAT City Council **RECEIVE** the Windsor Canada Utilities Ltd. 2nd Quarter 2026 Financial Statements, attached as Appendix A, for information.

### Background:

The current Shareholder Direction for Windsor Canada Utilities Ltd. (WCU) requires quarterly financial statements to be provided to the shareholder.

### Discussion:

To meet this requirement, WCU provided consolidated financial statements as at June 30, 2026, with comparative figures as at June 30, 2025. Administration is presenting this information on behalf of WCU to Council for information.

### Risk Analysis:

N/A

### Climate Change Risks

***Climate Change Mitigation:***

N/A

***Climate Change Adaptation:***

N/A

**Financial Matters:**

Appendix A includes the following information as at June 30, 2026:

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

**Consultations:**

N/A

**Conclusion:**

This report is submitted to City Council in accordance with the WCU Shareholder Direction.

**Approvals:**

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

**Notifications:**

| Name | Address | Email |
|---|---|---|
| Gary Rossi, President and Chief Executive Officer, WCU | | |
| Matt Carlini, Chief Financial Officer | | |

**Appendices:**

1 Appendix A – WCU – 2026 Q2 Financial Statements

**To:** Mayor and Members of City Council

2026 10 05

**From:** Matt Carlini

**Re: Windsor Canada Utilities Ltd. June 2026 Quarterly Financial Statements**

## EXECUTIVE SUMMARY

Windsor Canada Utilities Ltd. (WCU) is reporting strong financial results as of June 30, 2026.

| | |
|---|---|
| Revenue | $38.3 million |
| Operating Income | $14.3 million |
| Net Income (IFRS) | $3.4 million |
| Capital Investment (net) | $12.3 million |

## BACKGROUND AND BASIS OF REPORTING

Enclosed are the financial reports for WCU as at June 30, 2026.

WCU's financial statements are presented in accordance with International Financial Reporting Standards (IFRS) which is a requirement, as WCU is a publicly accountable entity. WCU is not eligible to use Public Sector Accounting Standards, which is what the Corporation of the City of Windsor uses for external reporting. Within the Windsor Canada Utilities Ltd., consolidated operations are the operations of the local distribution companies (ENWIN Utilities Ltd., E.L.K. Energy Inc.), ENWIN Energy Ltd., E.L.K. Solutions Inc., WaveDirect Telecommunications Corporation, ONtech Rapid Coatings Inc. and Enertrace Services Ltd..

The Ontario Energy Board (OEB) regulates ENWIN Utilities Ltd. (EWU) and E.L.K. Energy Inc. (ELK), and the regulator requires certain regulatory balances to be recognized and tracked for rate-setting purposes. These rate-setting accounts are considered for regulatory purposes as either regulatory assets or liabilities; however, those accounts are not recognized under IFRS. A new accounting standard has been released which should align regulatory and IFRS reporting, however the adoption of the new standard is not yet in effect.

## DISCUSSION

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

## RISK ANALYSIS

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

## FINANCIAL MATTERS

*Financial Highlights*

Overall, the performance of the group exceeded budget on a MIFRS basis through the second quarter of 2026 due to lower than expected operating expenses.

As of the quarter-ended June 30, 2026, WCU is reporting Total Revenue of $38.3 million, Operating Income of $14.3 million, and Net Income of $3.4 million on a IFRS basis.

*Liquidity and Financial Strength*

As at June 30, 2026, WCU is in a positive cash flow position. Cash is expected to slowly decrease throughout 2026 due to approximately $43.7 million in anticipated capital investment, however WCU continues to experience a strong balance sheet and consistent credit profile.

Forecast

WCU net income is currently projected to be less than budget by the end of the year, primarily because of major storm events and ramping up unregulated business activities. Actual costs may differ from forecast, and management will adjust spending accordingly to make every effort to achieve budget.



Matt Carlini
Chief Financial Officer



Garry Rossi
President and CEO

encls Appendix A – WCU Q2 2026 Consolidated Financial Review Statements

# Windsor Canada Utilities Ltd.

**Board Financial Review Statements**
**June 30, 2026**
**Unaudited**


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

# Windsor Canada Utilities Ltd.

Consolidated Balance Sheet
(In thousands of Canadian dollars)

June 30, 2026, with comparative information for 2025

| | June 2026 | June 2025 | December 2025 |
|---|---|---|---|
| **Assets** | | | |
| **Current assets:** | | | |
| Cash and cash equivalents | $ 13,288 | $ 8,478 | $ 15,728 |
| Investment | 127 | - | 126 |
| Accounts receivable | 60,334 | 51,846 | 66,480 |
| Due from related parties | 2,806 | 4,673 | 5,736 |
| Inventory | 11,461 | 11,107 | 10,368 |
| Other assets | 4,054 | 5,114 | 3,108 |
| | **92,070** | **81,218** | **101,546** |
| **Non-current assets:** | | | |
| Property, plant and equipment | 317,566 | 277,771 | 310,277 |
| Intangible assets | 1,204 | 1,320 | 1,441 |
| Investment, sinking fund | 22,937 | 20,742 | 22,098 |
| Investment in joint venture | 186 | 238 | 308 |
| Due from related parties - debentures and post-retirement | 52,000 | 52,000 | 52,000 |
| Deferred income taxes | - | 1,388 | - |
| Goodwill | 6,234 | 2,487 | 6,234 |
| | **400,127** | **355,946** | **392,358** |
| **Total assets** | **492,197** | **437,164** | **493,904** |
| **Liabilities** | | | |
| **Current liabilities:** | | | |
| Accounts payable and accruals | $ 35,822 | $ 32,172 | $ 40,316 |
| Payments in lieu of income taxes payable | 815 | 2,311 | 1,581 |
| Due to related parties | 11,158 | 6,776 | 11,384 |
| Current portion of customer deposits | 1,547 | 1,699 | 2,296 |
| Deferred revenue | 96 | 75 | 97 |
| | **49,438** | **43,033** | **55,674** |
| **Non-current liabilities:** | | | |
| Customer deposits | 7,100 | 7,536 | 5,287 |
| Deferred income taxes | 1,398 | - | 1,557 |
| Deferred revenue - customer contributions | 27,476 | 21,036 | 25,681 |
| Long-term debt | 130,884 | 102,567 | 130,875 |
| Employee future benefits | 52,237 | 49,225 | 51,843 |
| | **219,095** | **180,364** | **215,243** |
| **Total liabilities** | **268,533** | **223,397** | **270,917** |
| **Equity** | | | |
| Common shares | 81,842 | 81,842 | 81,842 |
| Contributed surplus | 516 | 516 | 516 |
| Retained earnings | 141,306 | 131,409 | 140,629 |
| | **223,664** | **213,767** | **222,987** |
| **Total liabilities and equity** | **492,197** | **437,164** | **493,904** |

# Windsor Canada Utilities Ltd.

Consolidated Statement of Income
(In thousands of Canadian dollars)

June 30, 2026, with comparative information for 2025

| | YTD - June 30, 2026 | | | YTD - June 30, 2025 | | 2026 Annual | 2026 |
|---|---|---|---|---|---|---|---|
| | Actuals | Budget | Variance | Actuals | Variance | Budget | Forecast |
| **Distribution revenue:** | | | | | | | |
| Residential | 17,632 | 17,655 | (23) | 15,505 | 2,127 | 35,308 | 35,285 |
| General service - small | 11,354 | 11,126 | 228 | 10,452 | 902 | 22,533 | 22,763 |
| General service - large | 2,668 | 2,756 | (88) | 2,292 | 376 | 5,565 | 5,475 |
| Street lighting | 1,021 | 1,025 | (4) | 938 | 83 | 2,049 | 2,046 |
| | **32,675** | **32,562** | **113** | **29,187** | **3,488** | **65,455** | **65,569** |
| **Net service revenue** | | | | | | | |
| Services provided to WUC | 11,596 | 12,211 | (615) | 11,014 | 582 | 24,422 | 24,124 |
| Services provided to City | 1,630 | 1,783 | (153) | 1,583 | 47 | 3,566 | 3,366 |
| | 13,226 | 13,994 | (768) | 12,597 | 629 | 27,988 | 27,490 |
| Cost of services - MSA | (12,598) | (13,317) | 719 | (11,988) | (610) | (26,635) | (26,307) |
| Cost of services - depreciation - MSA | (393) | (436) | 43 | (375) | (18) | (874) | (764) |
| | **235** | **241** | **(6)** | **234** | **1** | **479** | **419** |
| Other income | 5,372 | 5,961 | (589) | 4,270 | 1,102 | 11,765 | 10,736 |
| **Total revenue** | **38,282** | **38,764** | **(482)** | **33,691** | **4,591** | **77,699** | **76,724** |
| **Operating expenses:** | | | | | | | |
| Distribution operation and maintenance | 8,200 | 8,324 | 124 | 6,439 | (1,761) | 16,378 | 17,224 |
| Billing and collection | 2,410 | 2,627 | 217 | 1,827 | (583) | 5,338 | 5,248 |
| Community relations | 265 | 233 | (32) | 212 | (53) | 432 | 511 |
| Administration and general | 5,159 | 5,160 | 1 | 3,409 | (1,750) | 10,240 | 11,453 |
| Property and tools and maintenance | 1,174 | 1,146 | (28) | 1,274 | 100 | 2,198 | 2,177 |
| Salaries and benefits | 5,516 | 5,908 | 392 | 4,492 | (1,024) | 10,745 | 10,659 |
| Regulatory | 283 | 374 | 91 | 285 | 2 | 747 | 584 |
| Employee future benefits | 1,013 | 939 | (74) | 939 | (74) | 1,878 | 1,976 |
| | **24,020** | **24,711** | **691** | **18,877** | **(5,143)** | **47,956** | **49,832** |
| **Operating income / EBITDA** | **14,262** | **14,053** | **209** | **14,814** | **(552)** | **29,743** | **26,892** |
| **Other income/expenses:** | | | | | | | |
| Share of joint venture's net loss (gain) | (30) | (40) | (10) | (3) | 27 | (111) | (84) |
| Depreciation and amortization | 6,731 | 6,489 | (242) | 6,117 | (614) | 14,595 | 13,914 |
| Net finance expense | 886 | 1,063 | 177 | 330 | (556) | 2,147 | 1,829 |
| Loss on disposal of PP&E | 280 | - | (280) | 140 | (140) | - | 298 |
| | **7,867** | **7,512** | **(355)** | **6,584** | **(1,283)** | **16,631** | **15,957** |
| **Income before tax** | **6,395** | **6,541** | **(146)** | **8,230** | **(1,835)** | **13,112** | **10,935** |
| Provision for PILs of corporate taxes | 1,613 | 2,058 | 445 | 2,097 | 484 | 4,209 | 2,750 |
| Deferred income taxes | - | - | - | - | - | 16 | - |
| | **1,613** | **2,058** | **445** | **2,097** | **484** | **4,225** | **2,750** |
| **Net income - MIFRS** | **4,782** | **4,483** | **299** | **6,133** | **(1,351)** | **8,887** | **8,185** |
| Regulatory adjustment (IFRS) | (1,410) | 1,426 | (2,836) | 835 | (2,245) | 2,852 | 16 |
| **Net income - IFRS** | **3,372** | **5,909** | **(2,537)** | **6,968** | **(3,596)** | **11,739** | **8,201** |

# Windsor Canada Utilities Ltd.

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

June 30, 2026, with comparative information for 2025

| | June 2026 | June 2025 | December 2025 | Forecast 2026 |
|---|---|---|---|---|
| **Cash flows from operating activities:** | | | | |
| Total IFRS net income (loss) for the year | 3,372 | 6,968 | 18,687 | 8,201 |
| Adjustments for non-cash items: | | | | |
| Depreciation and amortization | 7,121 | 6,481 | 13,204 | 14,652 |
| Amortization of deferred revenue customer contribution | (449) | (307) | (639) | (714) |
| Remeasurement of employee future benefits | - | - | 1,721 | 1,209 |
| Loss (gain) on investment | (240) | (574) | (1,334) | (512) |
| Loss (gain) on sale of property, plant and equipment | 281 | 137 | 437 | 298 |
| Amortization of debt issuance costs | 9 | 9 | 17 | 18 |
| Share in joint venture's net loss (gain) | (59) | (3) | (74) | (84) |
| Net finance expense | 643 | 246 | 300 | 1,586 |
| Income tax expense | 1,613 | 2,097 | 1,576 | 2,756 |
| | 12,291 | 15,054 | 33,895 | 27,410 |
| Changes in working capital components | 374 | (6,636) | (460) | (719) |
| | **12,665** | **8,418** | **33,435** | **26,691** |
| **Cash flows from investing activities:** | | | | |
| Acquisition of PP&E and intangible assets | (14,607) | (13,382) | (26,082) | (43,734) |
| Acquisition of investments | (600) | (600) | (27,853) | (1,200) |
| Deferred revenue - customer contributions | 2,291 | 255 | 959 | 2,673 |
| Equity acquired upon obtaining control of JV | 181 | - | - | - |
| Proceeds from investments | - | 31,007 | - | - |
| Proceeds on sale of PP&E | 130 | 214 | 563 | 167 |
| | **(12,605)** | **17,494** | **(52,413)** | **(42,094)** |
| **Cash flows from financing activities:** | | | | |
| Acquistion of long term debt | - | - | 28,300 | 10,907 |
| Payment of long term debt | (28,300) | - | (6,907) | (28,300) |
| Cash obtained on acquisition of subsidiary | - | - | 2,240 | - |
| Increase (decrease) in shareholder note Payable | 28,300 | - | - | 28,300 |
| Common shared redemption | - | (31,007) | - | - |
| Dividends paid | (2,500) | (2,500) | (5,000) | (5,000) |
| | **(2,500)** | **(33,507)** | **18,633** | **5,907** |
| **Net increase (decrease) in cash and cash equivalents** | **(2,440)** | **(7,595)** | **(345)** | **(9,496)** |
| Cash and cash equivalents, beginning of period | 15,728 | 16,073 | 16,073 | 15,728 |
| **Cash and cash equivalents, end of period** | **13,288** | **8,478** | **15,728** | **6,232** |

THE CITY OF WINDSOR ONTARIO, CANADA

**Council Report: C 124/2026**

## Subject: Delegation of Authority Semi-Annual Summary Report for Period January 1, 2026 to June 30, 2026 (City Wide)

### Reference:

Date to Council: November 9, 2026
Author: Pina Ciotoli
Executive Administrative Assistant

CAO Office
Report Date: 10/23/2026
Clerk's File #: AS/7748

**To**: Mayor and Members of City Council

### Recommendation:

THAT the report titled "Delegation of Authority Semi-Annual Summary Report for the period January 1, 2026 to June 30, 2026" **BE RECEIVED** for information.

### Executive Summary:

N/A

### Background:

The objective of the Delegation of Authority (DOA) process is to reduce the number of general administrative reports requiring City Council approval by delegating administrative responsibilities to senior management staff. This process is designed to streamline the council agenda, speed up delivery of standard approvals, improve customer service and allow City Council more time to focus on policy, strategic planning, and major issues facing our city.

The DOA process was first approved in November 2004 (CR1063/2004, By-law 389-2004) and further consolidated as By-law 208-2008 in December 2008 in order to include additional items City Council had delegated to the Chief Administrative Officer (CAO) since the original by-law was drafted. Since then, as new items are delegated by City Council to the CAO for approval, By-law 208-2008 is updated accordingly.

It is noted that all items approved by the CAO through this process are reported to City Council bi-annually through this report.

### Discussion:

During the above noted time-period, a total of 204 reports were processed under "Delegation of Authority".

A summary listing all approved administrative reports under delegated authority during January 1, 2026 to June 30, 2026 is attached for City Council's review (Appendix A).

Also attached, for this time period, is a chart of items by Delegation of Authority, CLT Member and Ward (Appendix B).

## Risk Analysis:

The level of corporate risk is minimized by virtue of the Chief Administrative Officer By-law 149-2024, the Delegation of Authority By-law 208-2008, and the Purchasing By-law 60-2026, which clearly outline approval and spending limits. Items outside the authority of these by-laws are not approved by Administration without a Council Resolution.

As per Purchasing By-law 60-2026, the CAO may, unless otherwise stated, approve a requisition and make an Award of up to $500,000, provided the funds have been included in the Council-approved operating or capital budget.

Administration in the CAO's Office review each report to ensure if the value is in excess of $500,000 that the departmental Financial Planning Administrator has included the relevant Council Resolution or Budget Resolution number in the report. This also includes Requests for Proposals (RFPs) which still require City Council approval for amounts greater than $250,000.

In alignment with Council's direction from the June 9, 2025 Council meeting (decision number CR261/2025), and the Tariff Procurement Mitigation Strategy report, the CAO Office, in coordination with the Purchasing Department, has implemented an oversight process to monitor and mitigate purchases with tariff implications. As part of this approach, all CAO, CAOP and CLTP Reports must include a justification for any purchase with tariff implications. Administration is required to clearly outline the nature of the purchase, its country of origin, and demonstrate why a Canadian vendor is unable to supply the product.

Furthermore, the expectation and direction across all departments is to prioritize Canadian vendors. Lastly, the Purchasing Department plays a critical role by vetting proposed purchases, consulting with departments, and challenging any procurement that may unnecessarily incur tariff costs.

This proactive strategy ensures fiscal responsibility and supports Canadian sourcing, while maintaining transparency and accountability in procurement practices.

## Climate Change Risks:

### Climate Change Mitigation

For the purposes of this report, there is no climate change mitigation. Any applicable climate change mitigation would have been identified in each individual CAO, CAOP and CLTP Report.

### Climate Change Adaptation

For the purposes of this report, there is no climate change adaptation. Any applicable climate change adaptation would have been identified in each individual CAO, CAOP and CLTP Report.

## Financial Matters:

While some delegation of authority items have financial matters, the semi-annual report is a summary of CAO, CAOP and CLTP Reports approved during a specified timeframe and, therefore, this report does not contain any financial matters for consideration.

## Consultations:

Jennifer Musson, Purchasing Supervisor

## Conclusion:

This report, for the period of January 1, 2026 to June 30, 2026, is provided to City Council to fulfill an ongoing commitment to provide a summary of the items approved by the CAO under delegated authority.

## Planning Act Matters:

N/A

## Approvals:

| Name | Title |
|---|---|
| Larissa McCorkell | Senior Manager of Administration / Executive Assistant to the Chief Administrative Officer |
| Michael Chantler | Commissioner, Community Services |
| Andrew Daher | Commissioner, Corporate Services |
| David Simpson | Commissioner, Infrastructure Services and City Engineer |
| Dana Paladino | Commissioner, Human and Health Services |
| Jelena Payne | Deputy CAO / Commissioner, Economic Development |
| Janice Guthrie | Commissioner, Finance and City Treasurer |
| Ray Mensour | Chief Administrative Officer |

## Notifications:

| Name | Address | Email |
|---|---|---|
| | | |

## Appendices:

1 Appendix B Jan-Jun 2026
2 Appendix A Jan-Jan 2026

# APPENDIX A

## Listing of Reports Approved under Delegation of Authority
## January 1, 2026 –June 30, 2026

**Ward 1**

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAOP 6/2026 | Agreement between City and WSP E&I Canada Ltd to complete Cultural Heritage Evaluation Report<br>Type: RFP 21-20<br>Financials: $7,400 excluding HST for revised cumulative of $413,813 excluding HST | Approved February 3, 2026 | Purchasing By-Law | David Simpson |
| CAO 12/2026 | P&C: Legal Matter<br>Financials: N/A | Approved January 27, 2026 | Property Transactions | Andrew Daher |
| CAO 22/2026 | Agreement between City and Panorama to establish lead at Huron Lodge for ONE ID onboarding platform<br>Financials: N/A | Approved February 11, 2026 | Administrative Matters (delegated by CR232/2012) | Dana Paladino |
| CAOP 27/2026 | Agreement between City and Dillon Consulting Ltd for redevelopment of Roseland Golf Club, 455 Kennedy Dr W<br>Type: Sole Source<br>Financials: $104,760 excluding HST | Approved March 9, 2026 | Purchasing By-Law | Jelena Payne |
| CAO 54/2026 | P&C: Legal Matter<br>Financials: N/A | Approved March 9, 2026 | Property Transactions | Andrew Daher |
| CAOP 67/2026 | Agreement between City and Fuller Construction (1986) Inc for Huron Lodge Site Improvements<br>Type: RFT 70-26<br>Financials: $289,976 excluding HST (MD 03-2026) | Approved May 21, 2026 | Purchasing By-Law | David Simpson |
| CAOP 69/2026 | Agreement between City and Front Construction Industries Inc. for the rehab of the Via Rail Subway at Wyandotte St E and Drouillard Rd<br>Type: RFT 42-26<br>Financials: $1,103,000 excluding HST (B5/2023) | Approved June 5, 2026 | Purchasing By-Law | David Simpson |
| CAO 128/2026 | P&C: Legal Matters<br>Financials: N/A | Approved June 5, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |

**Ward 2**

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAO 2/2026 | Lease agreement: Sunshine Forcier<br>Location: 3277 Sandwich St, Unit 9<br>Term: January 1, 2026 - December 31, 2026<br>Financial Revenue: $3,217.82/year excluding HST | Approved January 14, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 4/2026 | Grant Application: TD Friends of the Environment Foundation<br>Financials: N/A | Approved January 13, 2026 | Grant Application | Janice Guthrie |
| CLTP 6/2026 | Agreement between City and Piera Con Enterprises Inc for completing concrete panel repairs<br>Type: RFT 61-26<br>Financials: $328,922.50 | Approved June 18, 2026 | Purchasing By-Law | David Simpson |
| CAO 32/2026 | License Agreement: Windsor Athletic Association<br>Location: Mic Mac Park<br>Term: March 1, 2026 - February 28, 2027<br>Financial Revenue: $1/year excluding HST | Approved February 23, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 33/2026 | License Agreement: Windsor Athletic Association<br>Location: Malden Park Yard<br>Term: March 1, 2026 - February 28, 2027<br>Financial Revenue: $2,440/year excluding HST | Approved February 23, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAOP 39/2026 | Agreement between City and SheaRock Construction Group Inc for Road Rehabilitation II - Peter St, South St, College Ave<br>Type: RFT 5-26<br>Financials: $3,369,397 excluding HST (B4/2026; MD 03-2026) | Approved April 2, 2026 | Purchasing By-Law | David Simpson |
| CAO 51/2026 | P&C: Legal Matter<br>Financials: N/A | Approved March 2, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 51/2026 | Lease Agreement: Patrick Hansor<br>Location: 3277 Sandwich St, Unit 10<br>Term: March 1, 2026 - February 29, 2028<br>Financial Revenue: $5,350.36/year excluding HST | Approved March 13, 2026 | City as Lessor; Grantor: Grantee | Michael Chantler |
| CAOP 66/2026 | Agreement between City and Canadian Ramp Company for repair, construction, installation of skatepark features at Ryan Barron Memorial Skatepark<br>Type: Sole Source<br>Financials: $107,497.65 excluding HST | Approved May 14, 2026 | Purchasing By-Law | Michael Chantler |
| CAO 83/2026 | Letter of Support: United Way Centraide Windsor-Essex Chatham-Kent in support of West Windsor School Food Proposal<br>Financials: N/A | Approved April 17, 2026 | Letter of Support | Dana Paladino |
| CAO 87/2026 | Consent to Enter: City of Windsor employees and general public, owned by The Canadian Transit Company for public parking to support Earth Day event<br>Location: Malden Park<br>Term: April 26, 2026<br>Financials: N/A | Approved April 21, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 92/2026 | Lease Agreement: Windsor Minor Football Association<br>Location: Mic Mac Park<br>Term: April 1, 2026 - March 31, 2027<br>Financial Revenue: $2,494/year excluding HST | Approved May 12, 2026 | City as Lessor; Grantor: Grantee | Michael Chantler |

| | | | | |
|---|---|---|---|---|
| CAO 105/2026 | Lease Agreement: Big Brothers Big Sisters Windsor Essex<br>Location: 3277 Sandwich St, Room 30 and Studio 2<br>Term: May 1, 2026 - April 30, 2027<br>Financial Revenue: $31,555.04/year excluding HST | Approved May 21, 2026 | City as Lessor; Grantor: Grantee | Michael Chantler |
| CAO 138/2026 | Consent to Enter: Provincial Women's Softball Association of Ontario<br>Location: 1125 Prince Rd (Mic Mac Park)<br>Term: July 1, 2026 - August 9, 2026<br>Financials: N/A | Approved June 26, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |

**Ward 3**

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| | | | | |
| CAOP 144/2025 | Agreement between City and FlowRider Inc for replacement and refurbishment of Adventure Bay FlowRider attraction<br>Type: Sole Source<br>Financials: $399,400 USD (B4/2025) | Approved February 18, 2026 | Purchasing By-Law | Michael Chantler |
| CAOP 21/2026 | Agreement between City and Dillon Consulting Ltd for remediation work for redevelopment of Municipal Parking Lot 15, Pelissier St<br>Type: Roster Assignment<br>Financials: $148,230 excluding HST | Approved March 4, 2026 | Purchasing By-Law | Jelena Payne |
| CAOP 22/2026 | Agreement between Vince Ferro Construction Ltd for renovations at 185 City Hall Sq S<br>Type: RFT 138-25<br>Financials: $278,197 excluding HST (CR 269/2025) | Approved March 2, 2026 | Purchasing By-Law | David Simpson |
| CAO 27/2026 | Letter of Support: United Church Downtown Mission of Windsor application to Safer and Vital Communities 2026-28 Grant<br>Financials: N/A | Approved February 11, 2026 | Letter of Support | Dana Paladino |
| CAO 29/2026 | Agreement between City and Ingenium for exhibition Iron Willed: Women in STEM Travelling Exhibition at Chimczuk Museum<br>Term: January 13, 2027 to June 1, 2027<br>Financials: $7,000 excluding HST | Approved February 18, 2026 | Administrative Matters (delegated by CR232/2012) | Michael Chantler |
| CAO 30/2026 | License Agreement: Leamington Lasers Swim Team<br>Location: Room 132A - 401 Pitt St W<br>Term: March 1, 2026 - February 28, 2027<br>Financial Revenue: $574.14/year excluding HST | Approved February 26, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| | | | | |
| CAO 35/2026 | Agreement between City Fire & Rescue Services and Windsor Police Service Board for use of Windsor Police Service Fitness Facility, 150 Goyeau St<br>Financials: N/A | Approved March 13, 2026 | Administrative Matters (delegated by CR232/2012) | Michael Chantler |
| CAO 37/2026 | Letter of Support: Natural Sciences and Engineering Research Council of Canada's (NSERC) College and Community Social Innovation Fund (CCSIF) Grant<br>Financials: N/A | Approved February 24, 2026 | Letter of Support | Janice Guthrie |
| CAO 40/2026 | Grant Application: Kal Tire Replay Fund 2026 (KTRF) grant for Gateway Park Outdoor Fitness Equipment Project<br>Financials: N/A | Approved February 26, 2026 | Grant Application | Michael Chantler |
| CAO 43/2026 | Consent to Enter: Farhi Holdings Corp<br>Location: 0 Caron Ave<br>Term: March 9, 2026 - April 3, 2026<br>Financials: N/A | Approved March 6, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 52/2026 | Lease Agreement Amendment: Windsor Lawn Bowling Club<br>Termination date amended from March 31, 2030 to March 31, 2035<br>Financials: N/A | Approved March 13, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 75/2026 | License Agreement: TM Mobile Inc (TELUS)<br>Location: Windsor International Aquatic and Training Centre<br>Financials: N/A | Approved April 2, 2026 | City as Lessor; Grantor: Grantee | Michael Chantler |
| CAO 77/2026 | Agreement between City and Ministry of the Environment, Conservation and Parks for electronic submission of Record of Site Condition for Caron Ave Parking Lot<br>Financials: N/A | Approved April 8, 2026 | Administrative Matters (delegated by CR232/2012) | Jelena Payne |
| CAO 78/2026 | Consent to Enter: Managed Network Systems Inc<br>Location: 68 Giles Blvd E<br>Term: April 20, 2026 - June 30, 2026<br>Financials: N/A | Approved April 13, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 79/2026 | P&C: Legal Matters<br>Financials: N/A | Approved April 14, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 94/2026 | Agreement between City and Portlands Energy Centre LP to sponsor Windsor's 134th Birthday Celebration on Sunday, May 9, 2026<br>Financial Revenue: $2,500 excluding HST | Approved May 14, 2026 | Administrative Matters (delegated by CR232/2012) | Michael Chantler |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| | | | | |
| CAO 104/2026 | P&C: Legal Matters<br>Financials: N/A | Approved May 15, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |

**Ward 4**

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CLTP 7/2026 | Agreement between City and New World Park Solutions Inc for replacement of existing playground at Optimist Memorial Park<br>Type: RFT 39-26<br>Financials: $465,670.95 (CR101/2026) | Approved June 24, 2026 | Purchasing By-Law | Michael Chantler |
| CAOP 20/2026 | Agreement between City and Thyme To-Go Inc for Catering Services at Willistead Manor<br>Type: RFP 75-22<br>Term: January 17, 2027 - January 17, 2029<br>Financials: N/A | Approved February 18, 2026 | Purchasing By-Law | Michael Chantler |
| CAO 34/2026 | Consent to Enter: Windsor Police Service Board<br>Location: 874 Giles Blvd<br>Term: February 1, 2026 - December 31, 2026<br>Financials: N/A | Approved February 24, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 45/2026 | License Agreement: Windsor Essex Swim Team Inc<br>Location: Room 231-401 Pitt St W<br>Term: February 1, 2026 - January 31, 2027<br>Financial Revenue: $1,275/year excluding HST | Approved March 4, 2026 | City as Lessor; Grantor: Grantee | Michael Chantler |
| CAO 46/2026 | License Agreement: Windsor Aquatic Club<br>Location: Room 232-401 Pitt St W<br>Term: February 1, 2026 - January 31, 2027<br>Financial Revenue: $1,275.95/year excluding HST | Approved March 4, 2026 | City as Lessor; Grantor: Grantee | Michael Chantler |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAO 47/2026 | Lease Agreement: Yee Pharmacy (2015) Ltd<br>Location: 165 Goyeau St<br>Term: January 1, 2026 - December 31, 2031<br>Financial Revenue: $33,850/year excluding HST | Approved March 9, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 97/2026 | Grant Application: 2026-2027 Enhancing Access to Spaces for Everyone (EASE) for Lanspeary Park Destination Playground Accessibility Enhancements Project<br>Financials: N/A | Approved May 6, 2026 | Grant Application | Michael Chantler |

**Ward 5**

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAO 24/2026 | Consent to Enter: Windsor Utilities Commission<br>Location: Ford Test Track Park<br>Term: February 2, 2026 - December 31, 2026<br>Financials: N/A | Approved March 3, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 41/2026 | Consent to Enter: Amico Infrastructures Inc<br>Location: 1204 Central Ave<br>Term: February 16, 2026 - December 31, 2026<br>Financials: N/A | Approved March 2, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 44/2026 | Lease Agreement: South Asian Centre of Windsor<br>Location: 1168 Drouillard Rd, Unit 6<br>Term: February 1, 2026 - January 31, 2027<br>Financial Revenue: $2,711.67/year excluding HST | Approved February 26, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 49/2026 | Lease Agreement: Essex County Nurse Practitioner-LED Clinic<br>Location: 1168 Drouillard Rd, Units 7, 14 and 15<br>Term: March 1, 2026 - February 28, 2027<br>Financial Revenue: $23,018.52/year excluding HST | Approved March 13, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAOP 57/2026 | Agreement between City and Gillett Roofing Inc for completing roof replacement at Solid Waste Transfer Administration Building<br>Type: RFT 43-26 | Approved May 14, 2026 | Purchasing By-Law | Michael Chantler |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| | Financials: $206,500 excluding HST (MD 03-2026) | | | |
| CAO 67/2026 | Lease Agreement: Learn Educate Advance Develop Initiative<br>Location: 1168 Drouillard, Unit 17<br>Term: March 1, 2026 - February 28, 2027<br>Financial Revenue: $10,055.76/year excluding HST | Approved March 31, 2026 | City as Lessor; Grantor: Grantee | Michael Chantler |
| CAO 68/2026 | Lease Agreement: Yoruba Heritage Community Organization<br>Location: 1168 Drouillard, Unit 11<br>Term: April 1, 2026 - March 31, 2027<br>Financial Revenue: $3,065.92/year excluding HST | Approved March 31, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAOP 73/2026 | Agreement between City and Quinlan Inc to create new multi-use trail with solar lights, benches at Robert McDonald Park<br>Type: RFT 35-26<br>Financials: $439,162 excluding HST (MD 08/2025) | Approved June 22, 2026 | Purchasing By-Law | Michael Chantler |
| CAO 80/2026 | License Agreement: L'Union Culturelle Des Franco-Ontariennes Windsor-Essex et Kent<br>Location: Constable John Atkinson Memorial Community Centre, Rooms B & C<br>Term: March 1, 2026 - February 28, 2027<br>Financial Revenue: $10,587.52/year excluding HST | Approved April 17, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 81/2026 | License Agreement: L'Union Culturelle Des Franco-Ontariennes Windsor-Essex et Kent<br>Location: Constable John Atkinson Memorial Community Centre, Room A<br>Term: March 1, 2026 - February 28, 2027<br>Financial Revenue: $5,680/year excluding HST | Approved April 17, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 89/2026 | Lease Agreement: MS Canada<br>Location: 1168 Drouillard, Unit 5B<br>Term: April 1, 2026 - March 31, 2027<br>Financial Revenue: $2,127.84/year excluding HST | Approved May 14, 2026 | City as Lessor; Grantor: Grantee | Michael Chantler |
| CAO 96/2026 | Lease Agreement: Chaldean Association of Windsor<br>Location: 1168 Drouillard, Unit 22<br>Term: April 1, 2026 - March 31, 2028<br>Financial Revenue: $6,158.12/year excluding HST | Approved May 12, 2026 | City as Lessor; Grantor: Grantee | Michael Chantler |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAO 98/2026 | Lease Agreement: House of Sophrosyne<br>Location: 1168 Drouillard, Unit 10<br>Term: May 1, 2026 - June 30, 2026<br>Financial Revenue: $1,008.62 excluding HST | Approved May 14, 2026 | City as Lessor; Grantor: Grantee | Michael Chantler |
| CAO 115/2026 | Lease Agreement: Council on Aging, Windsor-Essex County<br>Location: 1168 Drouillard Rd, Unit 5A<br>Term: June 1, 2026 - May 31, 2028<br>Financial Revenue: $2,121.52/annually excluding HST | Approved June 10, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |

**Ward 6**

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAO 273/2025 | Amendment to Alley Closing By-law 12933 and 40-2015<br>Financials: N/A | Approved January 15, 2026 | By-Law Amendments | Jelena Payne |
| CAO 5/2026 | Lease Agreement: Windsor Spitfires Inc<br>Location: 8787 McHugh St<br>Term: January 1, 2026 - December 21, 2030<br>Financial Revenue: $46,261.20/year excluding HST | Approved January 14, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAOP 29/2026 | Agreement between City and R.C. White Ltd for WFCU Community Rink Lobby flooring replacement<br>Type: RFT 23-26<br>Financials: $289,955 excluding HST (CR8/2019, B4/2025 and B4/2026) | Approved March 26, 2026 | Purchasing By-Law | David Simpson |
| CAO 86/2026 | Consent to Enter: 1000023653 Ontario Ltd (Iacono Contracting) for yard access to deliver materials for breakwall improvements<br>Location: Reaume Park<br>Term: April 15, 2026 - May 15, 2026<br>Financials: N/A | Approved April 21, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 90/2026 | Consent to Enter: Amico Infrastructures Inc for concrete and fencing work at Realtor N Baseball Diamond<br>Location: 1198 Homedale Blvd<br>Term: April 22, 2026 - May 6, 2026<br>Financials: N/A | Approved April 27, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 95/2026 | License Agreement: Kenneth Edward Jones o/a Cooleez Ice Cream Parlour<br>Location: Concession, Reaume Park<br>Term: May 1, 2026 - April 30, 2027<br>Financial Revenue: $7,440/year excluding HST | Approved May 14, 2026 | City as Lessor; Grantor: Grantee | Michael Chantler |

**Ward 7**

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAOP 53/2026 | Agreement between City and GIP Paving Inc. for cold milling and asphalt paving westbound on EC Row from Central Ave to Walker Rd and eastbound on Howard Ave and Lauzon Pkwy ramps<br>Type: RFT 24-26<br>Financials: $2,694,400 excluding HST (MD 03-2026) | Approved May 14, 2026 | Purchasing By-Law | David Simpson |
| CAO 112/2026 | Agreement between City and Team Goran Re/Max Care Realty for wayfinding signage along Little River Corridor<br>Financial Revenue: $20,000 excluding HST | Approved June 3, 2026 | Administrative Matters (delegated by CR232/2012) | Michael Chantler |
| CAO 119/2026 | Amendment to Alley Closing By-law 152-2025<br>Financials: N/A | Approved June 17, 2026 | By-Law Amendments | Andrew Daher |
| CAO 127/2026 | Consent to Enter: Enbridge Gas Inc<br>Location: 10864 Riverside Dr E<br>Financials: N/A | Approved June 15, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 136/2026 | Consent to Enter: David and Inam Parry<br>Location: break wall between south shore of Lake St. Clair and northerly limit of 11438 Riverside Dr E<br>Term: June 8, 2026 and terminate upon removal of boatlift<br>Financials: N/A | Approved June 26, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |

**Ward 8**

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CLTP 4/2026 | Agreement between City and Sterling Ridge Infrastructure Inc for rehabilitation of Ford Blvd from Reginald St to Coronation Ave<br>Type: RFT 40-26<br>Financials: $4, 591,300 excluding HST | Approved June 15, 2026 | Purchasing By-Law | David Simpson |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAOP 43/2026 | Agreement between City and J.C.S. Construction Inc to complete residential servicing of six (6) lots on Kinsmen Norman Rd Park, three (3) lots on Olive Rd and three (3) lots on Norman Rd, including construction of underground stormwater storage chamber<br>Type: RFT 7-26<br>Financials: $466,470 excluding HST (CR 104/2025, CR 28/2026) | Approved April 23, 2026 | Purchasing By-Law | David Simpson |
| CAOP 64/2026 | Agreement between City and T.Y. Lin International Canada Inc for additional construction administration and inspection services related to Jefferson Pumping Station Drainage Area Improvements Project<br>Type: RFP 114-21<br>Financials: $57,639 excluding HST | Approved May 15, 2026 | Purchasing By-Law | David Simpson |

**Ward 9**

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CLTP 3/2026 | Agreement between City and Rudak Engineering Inc for supply, installation of snake exclusion fence around perimeter of Pond 8 project<br>Type: RFT 95-26<br>Financials: $212,900 excluding HST (CR140/2026) | Approved June 10, 2026 | Purchasing By-Law | David Simpson |
| CAO 11/2026 | Consent to Enter: Federal Express Canada Ltd<br>Location: 3480 Wheeldon Dr<br>Financials: N/A | Approved February 11, 2026 | City as Lessor; Grantor: Grantee | Jelena Payne |
| CAO 19/2026 | P&C: Legal Matter<br>Financials: N/A | Approved February 5, 2026 | Administrative Matters (delegated by CR232/2012) | Andrew Daher |
| CAO 31/2026 | Lease Agreement: 2247260 Ontario Limited o/a Precision Stamping Group<br>Location: 3005 Deziel Dr<br>Term: October 1, 2025 - September 30, 2027<br>Financial Revenue: $15,008.40/month excluding HST | Approved March 16, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAOP 51/2026 | Agreement between City and GIP Paving Inc for milling and paving of Lauzon Pkwy from Cabana Rd E to south end of CPKC railway bridge deck<br>Type: RFT 46-26 | Approved April 27, 2026 | Purchasing By-Law | David Simpson |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| | Financials: $866,400 excluding HST (MD 03-2026) | | | |
| CAO 71/2026 | P&C: Property Matter<br>Financials: N/A | Approved March 31, 2026 | Property Transactions | Andrew Daher |
| CAO 118/2026 | Lease Agreement: TM Mobile Inc in favour of Terrion GP Inc for telecommunication tower at Howard Ave and Dougall Pkwy<br>Financials: N/A | Approved June 11, 2026<br>Amended June 18, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 120/2026 | Appointment of Dillon Consulting Ltd as Drainage Engineer for improvements to Lappan Drain and Russette Drain<br>Type: RFP 09-25<br>Financials: N/A | Approved June 13, 2026 | Appointment of Drainage Engineer | David Simpson |
| CAO 122/2026 | Appointment of Dillon Consulting Ltd as Drainage Engineer for improvements to Rivard Drain and McGill Drain<br>Type: RFP 09-25<br>Financials: N/A | Approved June 13, 2026 | Appointment of Drainage Engineer | David Simpson |

**Ward 10**

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAO 9/2026 | Appointment of Baird AE Inc as Drainage Engineer for improvements to Basin Drain<br>Financials: N/A | Approved January 23, 2026 | Appointment of Drainage Engineer | David Simpson |
| CAOP 15/2025 | Agreement between City and GIP Paving Inc to replace surface asphalt and concrete repairs on Dominion Blvd from EC Row to Grand Marais W and mill and pave Labelle St from Dominion Blvd to Askin Ave<br>Type: RFT 116-25<br>Financials: $1,554,400 excluding HST (MD 03/2026) | Approved February 17, 2026 | Purchasing By-Law | David Simpson |
| CAOP 45/2026 | Agreement between City and 2198433 Ontario Ltd O/A Accent Roofing & Siding for roof replacement at Crawford Yard Building #2<br>Type: RFT 54-26<br>Financials: $87,336 excluding HST | Approved April 15, 2026 | Purchasing By-Law | Michael Chantler |
| CAO 56/2026 | Appointment of Landmark Engineers Inc as Drainage Engineer for improvements to Grand Marais Drain east of Howard | Approved March 18, 2026 | Appointment of Drainage Engineer | David Simpson |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| | Ave<br>Financials: N/A | | | |
| CAO 66/2026 | Consent to Enter: Enbridge Gas Inc<br>Location: 0 Walker Rd, 2801 Walker Rd and 2808 Byng Rd<br>Term: May 1, 2026 for four months<br>Financials: N/A | Approved March 26, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 84/2026 | Consent to Enter: City of Windsor contractors, subcontractors, agents and employees for topographical surveying, geotechnical investigations, excess soil testing, and construction of new sound barrier<br>Location: 2630 Columbia Crt<br>Term: April 10, 2026 - August 31, 2026<br>Financials: N/A | Approved April 19, 2026<br>Amendment September 1, 2026 | City as Lessor; Grantor: Grantee | Andrew Daher |
| CAO 131/2026 | P&C: Legal Matters<br>Financials: N/A | Approved June 11, 2026 | Property Transactions | Andrew Daher |

**Combined**

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAO 271/2025 | Agreement between City and D'Amore Construction (2000) Ltd to amend RFT 35-24 to permit advance payment of raw materials and associated storage expenses for University Ave Corridor Improvements Phase 1<br>Financials: N/A<br>Wards: 2, 3 | Approved January 5, 2026 | Purchasing By-Law | David Simpson |
| CAO 10/2026 | Grant Application: Canadian Tire Jumpstart Community Development Grant 2026<br>Financials: N/A<br>Wards: 3, 4, 5, 7 | Approved January 29, 2026 | Grant Application | Michael Chantler |
| CAOP 10/2026 | Agreement between City and Electrozad Supply Company Ltd for purchase of light poles and light fixtures along Riverfront<br>Type: Sole Source<br>Financials: $171,644.70 excluding HST (MD08/2025)<br>Wards: 2, 3 | Approved February 5, 2026 | Purchasing By-Law | Michael Chantler |
| CAOP 17/2026 | Agreement between City and Mill-Am Corporation for milling and paving of Rhodes Dr, Jefferson Blvd and Riverside Dr E<br>Type: RFT 117-25<br>Financials: $1,879,950 excluding HST (MD | Approved February 17, 2026 | Purchasing By-Law | David Simpson |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| | 8/2025)<br>Ward: 3, 4, 9 | | | |
| CAO 20/2026 | Amendment to Street Closing By-law 95-2023<br>Financials: N/A<br>Wards: 4, 7 | Approved February 11, 2026 | By-Law Amendments | David Simpson |
| CAOP 25/2026 | Agreement between City and Chemtrade Chemicals Canada Ltd, SNF Canada Ltd, Brenntag Canada Inc, KIK Holdco Company Inc/Lavo, Kemira Water Solutions Canada Inc for supply of chemicals for 2026<br>Type: RFT 135-24, 130-24, 131-24, 132-24, 129-24, 133-24, 134-24<br>Financials: $4,810,470 excluding HST (MD 03-2026)<br>Wards: 2, 7 | Approved April 2, 2026 | Purchasing By-Law | David Simpson |
| CAOP 40/2026 | Agreement between City and D'Amore Construction (2000) Ltd for road and watermain upgrades on Caron Ave from Wyandotte St W to south of Elliot St W, Giles Blvd from McDougall St to Langlois Ave and Windsor Ave from Giles Blvd to Shepherd St<br>Type: RFT 4-26<br>Financials: $4,487,357 excluding HST (MD 03-2026; BF/2026)<br>Wards: 3, 4 | Approved April 2, 2026 | Purchasing By-Law | David Simpson |
| CAOP 42/2026 | Agreement between City and Mill-Am Corporation for full depth asphalt milling and paving on Tecumseh Rd E from Balfour Blvd to Rivard Ave, Wyandotte St W from Sunset Ave to Huron Church Rd and Langlois Ave from Grand Marais Rd E to North Service Rd<br>Type: RFT 9-26<br>Financials: $1,066,675 excluding HST (B5/2026; C26/2023)<br>Wards: 2, 8, 10 | Approved April 2, 2026 | Purchasing By-Law | David Simpson |
| CAOP 47/2026 | Agreement between City and Mill-Am Corporation for surface asphalt on Dougall Pkwy<br>Type: RFT 38-26<br>Financials: $1,048,400 excluding HST (MD 03-2026 and MD 08-2025)<br>Wards: 1, 2, 5, 9 | Approved April 23, 2026 | Purchasing By-Law | David Simpson |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAOP 65/2026 | Agreement between City and PowerServe Inc to construct and install pathway lighting at Centennial Park<br>Type: RFT 79-26<br>Financials: $215,794 excluding HST (MD 03/2026)<br>Wards: 2, 3 | Approved May 14, 2026 | Purchasing By-Law | Michael Chantler |
| CAOP 68/2026 | Agreement between City and Mill-Am Corporation for milling and paving of west side of Campbell Ave from University Ave to Wyandotte St W; Pitt St E from Ouellette Ave to Goyeau St and Matchett Rd from Titcombe Rd to Sprucewood Ave<br>Type: RFT 32-26<br>Financials: $1,017,000 excluding HST (MD 03-2026)<br>Ward: 4, 5, 8 | Approved June 3, 2026 | Purchasing By-Law | David Simpson |
| CAO 72/2026 | Grant Application: Trans Canada Trail - Trail Catalyst Fund: Infrastructure Stream for Windsor Waterfront Rehabilitation Phase 3<br>Financials: N/A<br>Wards: 2, 3 | Approved March 30, 2026 | Grant Application | Michael Chantler |
| CAO 74/2026 | Amendment to Parking By-law 9023<br>Financials: N/A<br>Wards: 2, 3, 4, 5, 6, 7, 8, 10 | Approved April 8, 2026 | By-Law Amendments | David Simpson |
| CAO 124/2026 | Noise By-Law Exemption: Operation of construction equipment to complete Banwell Rd/EC Row Interchange and Corridor Improvements Project<br>Term: 8pm to 6am for 2 days in June 2026<br>Financials: N/A<br>Ward: 7, 9 | Approved June 5, 2026 | Noise By-law Exemption | David Simpson |

**City Wide**

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAOP 119/2025 | Agreement amendment between City and VelocityEHS Canada Inc to manage safety data inventory<br>Type: Sole Source<br>Financials: $33,574.90 excluding HST | Approved October 2, 2026 | Purchasing By-Law | Andrew Daher |
| CAO 238/2025 | Agreement between City and Enbridge Gas for Enbridge Gas Demand Side Management Policy Framework Program<br>Financials: N/A | Approved February 24, 2026 | Energy Initiative Projects | Janice Guthrie |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAO 274/2025 | Grant Application: Invasive Phragmites Control Fund (IPCF) Project<br>Financials: N/A | Approved January 14, 2026 | Grant Application | Janice Guthrie |
| CAO 276/2025 | P&C: Personnel Matter<br>Financials: N/A | Approved January 14, 2026 | CAO By-Law | Jelena Payne |
| CAO 1/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved January 12, 2026 | CAO By-Law | Andrew Daher |
| CLTP 1/2026 | Agreement between City and Mill-Am Corporation for cold milling and asphalt paving of various residential roads<br>Type: RFT 59-26<br>Financials: $1,667,500 excluding HST (B5/2026) | Approved June 8, 2026 | Purchasing By-Law | David Simpson |
| CAOP 1/2026 | Agreement between City and Precise Parklink Inc for Parking Equipment Replacement<br>Type: Sole Source<br>Financials: $187,220 excluding HST (MD 08-2025) | Approved January 20, 2026 | Purchasing By-Law | David Simpson |
| CAOP 2/2026 | Agreement between City and Buckingham Realty (Windsor) Ltd for listing and selling City owned commercial and industrial properties<br>Type: RFP 128-25<br>Term: January 15, 2026 to January 14, 2029<br>Financials: N/A | Approved February 4, 2026 | Purchasing By-Law | Andrew Daher |
| CAO 3/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved January 9, 2026 | CAO By-Law | Andrew Daher |
| CAOP 4/2026 | Agreement between City and 874672 Ontario Ltd O/A Maple City Electric for Streetlight Pole Replacement - Phase 2<br>Type: RFT 156-25<br>Financials: $913,125.08 excluding HST (CR 393/2025) | Approved January 27, 2026 | Purchasing By-Law | David Simpson |
| CAOP 5/2026 | Agreement between City and Veolia Water Technologies & Solutions Canada GP for purchase of replacement parts for BAF cell air diffusers<br>Type: Sole Source<br>Financials: $257,250 excluding HST (MD 08-2025) | Approved February 11, 2026 | Purchasing By-Law | David Simpson |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAO 6/2026 | Agreement between City and Windsor-Essex Catholic District School Board for use of School Board and City facility space<br>Financials: $100,00 excluding HST | Approved January 27, 2026 | Joint Use Agreements | Michael Chantler |
| CAOP 7/2026 | Agreement between City and Green Tree Professional Tree Service, Neuheimer Tree Care and Goodreau Tree for three (3) one (1) year extension options of area tree trim program, Phase 2<br>Type: RFT 109-24<br>Financials: 924,950 excluding HST (Green Tree), $340,925.00 excluding HST (Goodreau) and $412,500 excluding HST (Neuheimer) (B55/2020) | Approved February 3, 2026 | Purchasing By-Law | Michael Chantler |
| CAOP 8/2026 | Agreement between City and TPA North America Inc for procurement of bluetooth readers and software<br>Type: Sole Source<br>Financials: $489,180 (per CAOP) excluding HST (CR 197/2025) | Approved February 11, 2026 | Purchasing By-Law | Andrew Daher |
| CAOP 9/2026 | Agreement between City and Urbint Inc (AKA Itron) for receiving and managing utility locator requests from Province of Ontario One Call service<br>Term: January 1, 2026 to December 31, 2026<br>Financials: $15,000 excluding HST | Approved February 4, 2026 | Purchasing By-Law | David Simpson |
| CAOP 11/2026 | Agreement between City and DiPonti Paving Inc, GIP Paving Inc, Quinlan Inc and Riverside Paving & Trucking Ltd for restoration of asphalt pavement over existing utility cuts and repair of asphalt pavements at various locations<br>Type: RFT 167-25<br>Financials: $6,372,360 excluding HST (MD03-2026) | Approved February 11, 2026 | Purchasing By-Law | David Simpson |
| CAOP 12/2026 | Agreement between City and FST Canada Inc o/a Joe Johnson Equipment for purchase and delivery of one (1) new Freightliner 114SD Plus diesel powered, single rear axle, combination sewer truck<br>Type: RFT 155-25<br>Financials: $756,049 excluding HST (B28/2024) | Approved February 11, 2026 | Purchasing By-Law | David Simpson |
| CAO 13/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved February 4, 2026 | CAO By-Law | Andrew Daher |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAOP 13/2026 | Agreement between City and Royal Painting & Decorating Co and Basile Interiors Ltd for painting services at various City facilities<br>Type: RFT 143-25<br>Financials: $300,000 excluding HST | Approved February 11, 2026 | Purchasing By-Law | Michael Chantler |
| CAO 14/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved February 18, 2026 | CAO By-Law | Andrew Daher |
| CAOP 14/2026 | Agreement between City and Field Electrical Contractors Inc for signalized intersection upgrades Phase 2<br>Type: RFT 108-25<br>Financials: $1,325,993.99 excluding HST (MD08/2025) | Approved February 11, 2026 | Purchasing By-Law | David Simpson |
| CAO 15/2026 | Agreement between City and Metrolinx for continued participation in multi-year governance agreement for joint transit procurements<br>Financials: N/A | Approved February 11, 2026 | Administrative Matters (delegated by CR232/2012) | Jelena Payne |
| CAO 16/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved February 8, 2026 | CAO By-Law | Michael Chantler |
| CAOP 16/2026 | Agreement between City and Piera Con Enterprises Inc, Giorgi Bros (1994) Inc, Amico Infrastructures Inc, Villa Construction Ltd, JCS Construction Inc and Danruss Contracting Inc for restoration of utility cuts and other repairs of municipal concrete infrastructure at various locations<br>Type: RFT 168-25<br>Financials: $9,757,865 (MD03-2026) | Approved February 11, 2026 | Purchasing By-Law | David Simpson |
| CAO 17/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved February 3, 2026 | CAO By-Law | Dana Paladino |
| CAO 18/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved February 5, 2026 | CAO By-Law | David Simpson |
| CAOP 18/2026 | Agreement between City and iLOOKABOUT Inc for use of Real Property Tax Analytics Software, Report Module and Assessment Appeal Module<br>Type: Sole Source<br>Term: January 1, 2026 - December 31, | Approved February 13, 2026 | Purchasing By-Law | Janice Guthrie |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| | 2026<br>Financials: $78,867.50 excluding HST | | | |
| CAOP 19/2026 | Agreement between City and Bell Canada Service Schedules for provision of essential municipal telecommunication services for three (3) year term<br>Type: Purchasing By-Law Exemption, Item 3.f<br>Term: March 1, 2026 - February 28, 2029<br>Financials: $95,331.60 excluding HST | Approved February 19, 2026 | Purchasing By-Law | Andrew Daher |
| CAO 21/2026 | Agreement between City and 401 Trucksource Inc for use of 3955 County Rd 46, Tecumseh to conduct various fire training exercises<br>Financials: N/A | Approved February 26, 2026 | Fire & Rescue Training | Michael Chantler |
| CAO 23/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved February 10, 2026 | CAO By-Law | Andrew Daher |
| CAOP 23/2026 | Agreement between City and BDO Canada LLP for Business Continuity Management Program<br>Type: RFP 139-25<br>Financials: $130,000 excluding HST | Approved March 9, 2026 | Purchasing By-Law | Andrew Daher |
| CAO 25/2025 | P&C: Personnel Matter<br>Financials: N/A | Approved February 11, 2026 | CAO By-Law | Andrew Daher |
| CAO 26/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved February 18, 2026 | CAO By-Law | Dana Paladino |
| CAO 28/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved March 25, 2026 | CAO By-Law | Dana Paladino |
| CAOP 30/2026 | Agreement between City and Ricoh Canada Inc for provision of photocopier leases<br>Type: Vendor of Record (VOR) Arrangement #19435<br>Financials: $300,000 excluding HST (CR 459/2025) | Approved March 17, 2026 | Purchasing By-Law | Janice Guthrie |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAOP 32/2026 | Agreement between City and St. John Ambulance for therapy dog services, a Wellness Program initiative<br>Type: Exemption of Purchasing By-Law<br>Term:2 years<br>Financials: upset limit of $300/year excluding HST | Approved April 15, 2026 | Purchasing By-Law | Andrew Daher |
| CAOP 33/2026 | Agreement between City and Microsoft Enterprise Services for problem resolution support and support assistance<br>Type: Sole Source<br>Term: April 1, 2026 - March 31, 2027<br>Financials: $80,101.94 excluding HST | Approved March 17, 2026 | Purchasing By-Law | Andrew Daher |
| CAOP 34/2026 | Agreement between City and Mill-Am Corporation for supply of hot mix asphalt<br>Type: RFT 20-26<br>Financials: $104,000 excluding HST | Approved March 25, 2026 | Purchasing By-Law | David Simpson |
| CAOP 35/2026 | Agreement between City and Jordair Compressors Inc for purchase of Breathing Air Compressor system<br>Type: RFT 52-26<br>Financials: $156,895.50 excluding HST (B28/2021) | Approved March 20, 2026 | Purchasing By-Law | Michael Chantler |
| CAO 36/2026 | Letter of Support: Natural Sciences and Engineering Research Council of Canada's (NSERC) College and Community Social Innovation Fund (CCSIF) Grant<br>Financials: N/A | Approved February 23, 2026 | Letter of Support | Janice Guthrie |
| CAOP 36/2026 | Agreement between City and Uxbridge Nurseries Ltd, Dutchmasters Nurseries Ltd for Spring and Fall potted stock<br>Type: $567,292.95 excluding HST (Dutchmaster) and $117,500.00 excluding HST (Uxbridge)<br>Financials: RFT 48-26 (MD03/2026) | Approved March 28, 2026 | Purchasing By-Law | Michael Chantler |
| CAOP 37/2026 | Agreement between City and Diane Brideau o/a Transcribed with Care for Transcriptionist Services<br>Type: RFP 137-25<br>Financials: 1 year with an option to extend to an additional four (4), one (1) year terms | Approved March 31, 2026 | Purchasing By-Law | Andrew Daher |
| CAO 38/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved February 23, 2026 | CAO By-Law | Janice Guthrie |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAOP 38/2026 | Agreement between City and Barrington Consulting Ontario Inc for telephony discovery and modernization project<br>Type: RFP 146-25<br>Financials: $111,000 excluding HST | Approved March 28, 2026 | Purchasing By-Law | Andrew Daher |
| CAO 39/2026 | Grant Application: Pelee Island Bird Observatory to Nature Canada - Stewardship Small Grants Program and Scotts Canada - Gro for Good Grant<br>Financials: N/A | Approved February 27, 2026 | Grant Application | Jelena Payne |
| CAOP 41/2026 | Agreement between City and Rapid Sewer Data Corp for zoom camera sewer inspection<br>Type: RFT 29-25<br>Term: March 7, 2026 - March 6, 2027<br>Financials: $974,154.50 excluding HST (B28/2024; MD 5-2024) | Approved March 2, 2025 | Purchasing By-Law | David Simpson |
| CAOP 44/2026 | Agreement between City and M.E. Andrews and Associates Ltd for trunk sewer inspections<br>Type: RFT 9-24<br>Term: April 5, 2026 - April 4, 2027<br>Financials: $535,958 excluding HST (MD 03-2026) | Approved May 6, 2026 | Purchasing By-Law | David Simpson |
| CAOP 46/2026 | Agreement between City and Zamboni Company Ltd for purchase of two (2) Ice Resurfacers and one Blade Changing Assistant Device<br>Type: RFT 44-26<br>Financials: $374,810 excluding HST (B4/2025 and B4/2026) | Approved April 17, 2026 | Purchasing By-Law | David Simpson |
| CAO 48/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved March 2, 2025 | CAO By-Law | Andrew Daher |
| CAOP 48/2026 | Agreement between City and Alite Road Patching & Road Work Inc for spray injection patching to repair potholes<br>Type: RFT 60-26<br>Financials: $582,625.20 excluding HST (MD 03-2026) | Approved April 23, 2026 | Purchasing By-Law | David Simpson |
| CAO 50/2026 | Agreement between City and Yewchyn Borden for Mobile Vendor of Food Zone<br>Term: January 1, 2026 - December 31, 2026<br>Financial Revenue: $4,800 excluding HST | Approved March 13, 2026 | Administrative Matters (delegated by CR232/2012) | Andrew Daher |
| CAOP 50/2026 | Agreement between City and J. Santarossa & Sons Ltd for supply of ready mix concrete and unshrinkable backfill | Approved May 14, 2026 | Purchasing By-Law | David Simpson |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| | Type: Sole Source<br>Financials: $101,625 excluding HST | | | |
| CAOP 54/2026 | P&C: Legal Matters<br>Financials: N/A | Approved May 7, 2026 | Purchasing By-Law | Andrew Daher |
| CAO 55/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved March 10, 2026 | CAO By-Law | Andrew Daher |
| CAOP 55/2026 | Agreement between City and Anderson-Webb Ltd for Lou Romano Reclamation Plant concrete and repair coating of primary settling tanks<br>Type: RFT 165-25<br>Financials: $641,484.81 (MD 03-2026) | Approved: June 25, 2026 | Purchasing By-Law | David Simpson |
| CAOP 56/2026 | Agreement between City and Integral Pro Inc for Lou Romano Water Reclamation Plant refurbishment of BAF Cells<br>Type: RFT 79-23<br>Financials: $694,189.98 (MD 08-2025) | Approved May 14, 2026 | Purchasing By-Law | David Simpson |
| CAO 57/2026 | Grant Application: Homelessness Reduction Innovation Fund (HRIF)<br>Financials: N/A | Approved March 11, 2026 | Grant Application | Janice Guthrie |
| CAO 58/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved March 17, 2026 | CAO By-Law | Dana Paladino |
| CAOP 58/2026 | Agreement between City and Joe Meloche Ford Sales Ltd for purchase of three (3) new Ford Transit cargo vans<br>Type: RFT 68-26<br>Financials: $174,570 excluding HST (B4/2025; MD08/2025) | Approved May 15, 2026 | Purchasing By-Law | David Simpson |
| CAO 59/2026 | Agreement between City and Independent Electricity System Operator for any agreements, amendments, declarations, or approvals, and any other such documents required resulting from receiving funding under Independent Electricity System Operator's past and current Demand Side Management Frameworks<br>Financials: N/A | Approved March 27, 2026 | Energy Initiative Projects | Janice Guthrie |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAOP 59/2026 | Agreement between City and Election Systems & Software Canada ULC (ES&S), Vernon Technology Solutions, Comprint Solutions Inc for election equipment and software procurement for 2026 Municipal Election<br>Type: Sole Source<br>Financials: $448,103.75 excluding HST (CR 156/2011) | Approved May 14, 2026 | Purchasing By-Law | Andrew Daher |
| CAO 60/2026 | Authorization for Executive Director of Human Resources to submit applications to accredited educational institutions and approved agencies that service students, disadvantaged, underemployed and/or disabled populations for City's participation in various Unpaid Work Placement Program Initiatives<br>Financials: N/A | Approved March 19, 2026 | Student and Youth Employment Opportunities Programs | Andrew Daher |
| CAO 61/2026 | Agreement between City and Ontario Health to amend Long-Term Care Home Service Accountability Agreement<br>Financials: N/A | Approved March 19, 2026 | Administrative Matters (delegated by CR232/2012) | Dana Paladino |
| CAO 62/2026 | P&C: Legal Matter<br>Financials: N/A | Approved March 27, 2026 | Administrative Matters (delegated by CR232/2012) | Andrew Daher |
| CAO 63/2026 | Compliance with Applicable Laws and Regulations, 2025 Q3-Q4<br>Financials: N/A | Approved April 21, 2026 | Administrative Matters (delegated by CR232/2012) | Janice Guthrie |
| CAOP 63/2026 | Agreement between City and Piera Con Enterprises Inc for construction of concrete sidewalks, curb and gutters<br>Type: RFT 30-26<br>Financials: $1,374,617.20 excluding HST (MD5-2024 (CR B28/2024), MD08-2025 (CR B4/2025), MD03-2026 (CR B4/2026), CR248/2019) | Approved June 26, 2026 | Purchasing By-Law | David Simpson |
| CAO 64/2026 | Grant Application: Royal Canadian Legion, Ontario Provincial Command Branches and Ladies' Auxiliaries Charitable Foundation 2026<br>Financials: N/A | Approved April 8, 2026 | Grant Application | Dana Paladino |
| CAO 69/2026 | Vendor Discount: WaveDirect Telecommunications<br>Financials: N/A | Approved April 2, 2026 | Vendor Discount | Andrew Daher |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAO 70/2026 | Agreement between City and University of Windsor to collaborate on Wastewater Surveillance: A Tool to Monitor Infectious Diseases at the Community Level research project<br>Financials: N/A | Approved April 2, 2026 | Administrative Matters (delegated by CR232/2012) | David Simpson |
| CAOP 70/2026 | P&C: Legal Matters<br>Financials: N/A | Approved June 9, 2026 | Purchasing By-Law | Andrew Daher |
| CAOP 72/2026 | Agreement between City and Davey Tree Expert Co of Canada Ltd for extension of tree and stump removal services for one (1) year with option to extend for up to two (2) years<br>Type: RFT 18-24<br>Financials: $200,000 excluding HST | Approved June 22, 2026 | Purchasing By-Law | Michael Chantler |
| CAO 73/2026 | Agreement between City and Enbridge Gas Inc for Municipal Data Usage<br>Financials: N/A | Approved May 6, 2026 | Administrative Matters (delegated by CR232/2012) | Jelena Payne |
| CAO 76/2026 | 2026 West Nile Larviciding and Mosquito Monitoring Program<br>Financials: Windsor-Essex County Health Unit will submit application to Ministry of Health; funding provided by Ministry of Health has been sufficient to support program; should funding be required City has budget that can be utilized | Approved April 8, 2026 | West Nile Larviciding Requirements | Jelena Payne |
| CAO 85/2026 | Vendor Discount: Hidden Trail Experiences<br>Term: June 1, 2026 - June 30, 2026<br>Financials: N/A | Approved April 30, 2026 | Vendor Discount | Andrew Daher |
| CAO 88/2026 | Amendment to Traffic By-law 9148<br>Financials: N/A | Approved April 30, 2026 | By-Law Amendments | David Simpson |
| CAO 91/2026 | Grant Application: The Canadian Parks and Recreation Association (CPRA) Green Jobs Initiative<br>Financials: N/A | Approved April 27, 2026 | Grant Application | Janice Guthrie |
| CAO 93/2026 | Agreement between City and Boardview Advertising Inc to provide community arena rink board and signage advertising services<br>Type: RFP 75-24<br>Financial Revenue: $35,000/year | Approved May 6, 2026 | Purchasing By-Law | Michael Chantler |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAO 99/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved May 27, 2026 | CAO By-Law | David Simpson |
| CAO 100/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved June 2, 2026 | CAO By-Law | Andrew Daher |
| CAO 101/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved May 28, 2026 | CAO By-Law | Andrew Daher |
| CAO 103/2026 | Vendor Discount: Applaud-People in Public Service<br>Financials: N/A | Approved May 26, 2026 | Vendor Discount | Andrew Daher |
| CAO 106/2026 | Agreement between City and Windsor Endowment for the Arts (WEA) to present 2026 Windsor Mayor's Arts Awards in partnership with Mayor's Office<br>Financials: $9,000 excluding HST | Approved May 21, 2026 | Administrative Matters (delegated by CR232/2012) | Michael Chantler |
| CAO 107/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved May 25, 2026 | CAO By-Law | Michael Chantler |
| CAO 108/2026 | Grant Application: ParticipACTION Community Challenge<br>Financials: N/A | Approved May 26, 2026 | Grant Application | Michael Chantler |
| CAO 109/2026 | Grant Application: Enbridge Gas Giving Back to Communities<br>Financials: N/A | Approved May 26, 2026 | Grant Application | Michael Chantler |
| CAO 111/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved May 26, 2026 | CAO By-Law | Jelena Payne |
| CAO 113/2026 | Agreement between City and WFCU Credit Union for sponsorship of Dougall and Howard Civic Gateway Corridor Tree Program<br>Financials: $125,000 excluding HST | Approved June 1, 2026 | Administrative Matters (delegated by CR232/2012) | Michael Chantler |
| CAO 114/2026 | Amendment to Parking By-law 9023<br>Financials: N/A | Approved June 5, 2026 | By-Law Amendments | David Simpson |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAO 116/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved May 27, 2026 | CAO By-Law | Janice Guthrie |
| CAO 117/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved May 28, 2026 | CAO By-Law | Jelena Payne |
| CAO 121/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved June 23, 2026 | CAO By-Law | Jelena Payne |
| CAO 125/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved June 2, 2026 | CAO By-Law | Janice Guthrie |
| CAO 126/2026 | Amendment to Parking By-law 9023<br>Financials: N/A | Approved June 5, 2026 | By-Law Amendments | David Simpson |
| CAO 129/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved June 11, 2026 | CAO By-Law | David Simpson |
| CAO 130/2026 | P&C: Personnel Matter<br>Financials: N/A | Approved June 11, 2026 | CAO By-Law | Dana Paladino |
| CAO 133/2026 | Agreement between City and Canoe Procurement Group of Canada for purpose of participating in cooperative purchasing opportunities<br>Type: Cooperative Purchasing<br>Financials: N/A | Approved June 25, 2026 | Purchasing By-Law | David Simpson |
| CAO 134/2026 | Grant Application: Nuclear Emergency Management Program Transfer Fund<br>Financials: N/A | Approved June 22, 2006 | Grant Application | Michael Chantler |
| CAO 135/2026 | Agreement between City and ENWIN Utilities Ltd to use Government of Ontario's Enterprise-wide Vendor of Record Arrangements and Volume Licensing Agreements<br>Financials: N/A | Approved June 30, 2026 | Administrative Matters (delegated by CR232/2012) | Andrew Daher |

| CAO# | Description | Status | Delegation of Authority Item | CLT |
|---|---|---|---|---|
| CAO 140/2026 | Letter of Support: Windsor Police Service Board (WPSB) for application to Hydro One Community Partnership Grant Project - Keeping You Connected<br>Financials: N/A | Approved June 30, 2026 | Letter of Support | Janice Guthrie |
| CAO 141/2026 | Grant Application: Hydro One Community Partnership Grant - Keeping You Connected<br>Financials: N/A | Approved June 30, 2026 | Grant Application | Janice Guthrie |

# APPENDIX B

**Chart of Items by Delegation of Authority and Ward**

**For Period January 1, 2026 to June 30, 2026**

| DELEGATION OF AUTHORITY ITEM | Ward 1 | Ward 2 | Ward 3 | Ward 4 | Ward 5 | Ward 6 | Ward 7 | Ward 8 | Ward 9 | Ward 10 | City Wide | Combined | Grand Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Administrative Matters (delegated by CR232/2012) | 1 | 0 | 4 | 0 | 0 | 0 | 1 | | 1 | | 10 | 0 | 17 |
| Appointment of Drainage Engineer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 4 |
| By-Law Amendments | 0 | 0 | 0 | 0 | 0 | 1 | 1 | | 0 | 0 | 3 | 2 | 7 |
| CAO By-Law | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 27 | 0 | 27 |
| City as Lessor; Grantor: Grantee | 1 | 9 | 7 | 4 | 12 | 4 | 2 | 0 | 3 | 2 | 0 | 0 | 44 |
| Energy Initiative Projects | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 2 |
| Fire & Rescue Training | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Grant Application | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 2 | 14 |
| Joint Use Agreements | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Letter of Support | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 5 |
| Noise By-law Exemption | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Property Transactions | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 4 |
| Purchasing By-Law | 4 | 3 | 3 | 2 | 2 | 1 | 1 | 3 | 2 | 2 | 40 | 9 | 72 |
| Student and Youth Employment Opportunities Programs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Vendor Discount | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 3 |
| West Nile Larviciding Requirements | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| **Grand Total** | **8** | **14** | **17** | **7** | **14** | **6** | **5** | **3** | **9** | **7** | **100** | **14** | **204** |

The following reports are P&C and not detailed in this report:

- Most of the reports categorized as “CAO By-Law” relating to personnel matters approved under By-law 218-2002 and By-law 149-2024 (September 23, 2024): CAO 276/2025; CAO1/2026, CAO3/2026, CAO 13/2026, CAO 14, 2026, CAO 16/2026, CAO 17/2026, CAO 18/2026, CAO 23/2026, CAO 25/2026, CAO 26/2026, CAO 28/2026, CAO 38/2026, CAO 48/2026, CAO 55/2026, CAO 58/2026, CAO 99/2026, CAO 100/2026, CAO 107/2026, CAO 111/2026, CAO 116/2026, CAO 117/2026, CAO 121/2026, CAO 125/2026, CAO 129/2026, CAO 130/2026
- Most of the reports categorized as “Legal Matters” relate to property transactions, City as Lessor/Grantor/Grantee, Purchasing By-Law or Administrative Matters (delegated by CR232/2012): CAO 12/2026, CAO 19/2026, CAO 51/2026, CAO 54/2026, CAOP 54/2026, CAO 62/2026, CAO 70/2026, CAO 71/2026, CAO 79/2026, CAO 104/2026, CAO 128/2026, CAO 131/2026

THE CITY OF WINDSOR ONTARIO, CANADA

**Council Report: C 119/2026**

## Subject: Applications for 2025 Tax Reductions under S 357/358 of the Ontario Municipal Act 2001 Part Two - City Wide

### Reference:

Date to Council: November 9, 2026
Author: Carolyn Nelson
Manager, Property Valuation & Administration
(519) 255-6100 ext 6170
cnelson@citywindsor.ca

Taxation & Financial Projects
Report Date: 10/20/2026
Clerk's File #: AF2026

**To**: Mayor and Members of City Council

### Recommendation:

THAT City Council **ACCEPT** Administration's recommendations with regards to the approval of property tax relief for those applications for tax reduction, cancellation and refund, as outlined in Appendices A and B which total $170,321 but none of which individually exceed $50,000; and,

THAT City Council **ACCEPT** Administration's recommendations with regards to the denial of property tax relief for those applications for tax reduction, cancellation and refund, as outlined in Appendix C; and,

THAT the City Treasurer (or designate) **BE AUTHORIZED** to amend the City's Tax Master Collector's Roll for the 2025 taxation year in the amount of $170,321 (including the education portion) as outlined in Appendix D.

### Executive Summary:

N/A

### Background:

Section 357(1) of the Ontario Municipal Act, 2001 (the Act) states that an application may be made to City Council by any person for the cancellation, reduction or refund of taxes for a specific calendar year. The application may be submitted at any time during that year or until the last day of February in the following year. Reasons for making an application include but are not limited to:

- a change event wherein the property is eligible to be reclassified in a different class which has a lower tax ratio and no supplementary assessment is made in respect to the changed event;

- property that has become exempt from taxation during the year or during the preceding year after the return of the assessment roll;

- building(s) that during the year or during the preceding year after the return of the assessment roll,
    1. was razed by fire, demolition or otherwise, or
    2. was damaged by fire, demolition or otherwise so as to render it substantially unusable for the purposes for which it was used immediately prior to the damage;
- an overcharge by reason of any gross or manifest error that is a clerical error, the transposition of figures, a typographical error or similar type of error, but not an error in making the assessment upon which the taxes have been levied; or

- for reason of repairs or renovations the property could not be used for its normal use for a period of at least three months during the year.

An application may also be made to the City Treasurer under Section 358(1) of the Act for the cancellation, reduction or refund of taxes levied in each or either of the two years preceding the year in which the application is made by any person who was overcharged by reason of any gross or manifest error made by the Municipal Property Tax Assessment Corporation (MPAC) in the preparation of the assessment roll. The error must be clerical or factual in nature but not an error in judgment in assessing the property.

Upon receipt of an application for tax relief, Administration undertakes a review to determine the validity of the reasons for the application and verification of effective dates. Recommendations for approval or denial of the applications are brought to Council for decision via an annual report.

The Act indicates that City Council is required to render a decision in respect of all applications by September 30th of the year following the year in respect of which the application is made. If no decision is made or the applicant disagrees with the decision rendered, the applicant has the right to appeal to the Assessment Review Board.

The annual report was brought forth to Council early this year in July (C 104/2026) due to the election. Those applications that had been reviewed and completed by City staff at that date were included on that report. Since then, Administration has completed their review of the remaining 2025 tax applications. Affected applicants have been advised that due to the election this year, their applications are going to Council after the deadline date (September 30th), and that they can file an appeal based on “no decision” by the deadline date. Once the decision by Council is rendered, they will be made aware and can choose to continue with the appeal or withdraw it.

## Discussion:

The applications which have been finalized and included for approval are presented in the attached Appendices A and B for cancellation, reduction or refund of property taxes for the 2025 taxation year. Appendix C lists the applications that Administration is recommending for denial. This list does not include applications rejected because they were not received by the deadline, nor applications withdrawn by the applicants through the review process. Appendix D summarizes the financial impact of those applications which are recommended for approval.

General details for each application are outlined in the attached appendices. Various applications presented within this report relate to properties affected by fire damage, demolition of structures as well as tax class changes from taxable to exempt. They represent properties within various autonomous neighbourhoods throughout the City, which are in various stages of redevelopment. As the redevelopment is completed, Administration will advise MPAC to ensure that the timely return of new assessment values is provided for purposes of additional tax billings which will replace the taxes removed through this report.

Further information as to reasons for more significant tax reductions are described below.

### Appendix A – S. 357/358 Residential Properties

As in previous years, the majority of 2025 applications received for residential properties were for demolitions of structures, usually resulting from fire. There are two properties on this report recommended for tax reduction, both due to fire. Total reduction for all recommended approved residential applications is $1,065.

### Appendix B – S 357/358 Commercial/Industrial Properties

The City received many applications for the reduction of 2025 taxes for the Devonshire Mall for the repair and renovations of various retail units to accommodate new tenants and for the relocation of some existing tenants (outlined in Appendix B). The total reduction in 2025 taxes recommended by Administration is $98,016.

A reduction of 30% of taxes for the entire 2025 taxation year ($25,875) is being recommended for the renovation of 285 Giles Blvd E. The former Greenshield building is being re-developed into residential units.

Other 2025 tax applications recommended for approval are due to fire damage and demolition (Appendix B).

Total reduction for all recommended approved commercial applications is $169,256.

### Appendix C – Applications Recommended for Denial

Administration is recommending Council deny seven tax applications filed for four properties. Four separate applications were filed by the owner and the representative for the owner of 285 Giles Blvd E. Two (2) were filed requesting a tax class change from commercial to residential. MPAC denied this request as this change would not occur until the property has been inspected and residential occupancy granted. A third application was filed for reason of demolition; however, the building was not

demolished. Administration explained that an application would be considered under repairs and renovations, to which they filed, and is being recommended for approval.

Tax applications for 2024 and 2025 were received for 200 Morton Dr requesting a reduction in taxes as fifty acres of the property was sold in 2024. MPAC's response to the application was that the property severance was not actually completed until 2026. Thus, the recommendation is to deny both applications.

The property owner of 1011 Ouellette Ave requested a change in tax class to exempt for the residential units it leases. Reasoning for this request was that the majority of units are leased by medical students. MPAC denied the exemption due to insufficient evidence.

**Appendix D Summary – Distribution of Tax Cancellations, Reductions or Refunds**

Appendix D provides a breakdown of the total recommended tax reduction of $170,321 into Residential, and Commercial/Industrial/Multi-residential (Appendices A-B). Of the $170,321 recommended reduction in taxes, $139,160 is the municipality's portion and $31,161 will be charged back to the Province (education portion).

## Risk Analysis:

As indicated above, applications for the cancellation, reduction or refund of taxes are legislated under the Act and City Council is required to render a decision by September 30th of the year following the year in respect of which the application is made.

However, upon receipt of the said applications, Administration undertakes the due diligence necessary to confirm the information contained in the application is accurate. The onus is on the applicant to provide evidentiary documentation to confirm effective dates, and the event causing the change of use or tax class. City staff often perform property inspections to confirm damage and/or renovations. Based on the information provided by the applicant, and gathered at inspection, a determination is made with respect to the recommendation for approval or denial of a Section 357/358 application. The applicant is notified of the recommendation to Council and is invited to attend the Council Meeting as a delegate.

An applicant may appeal the decision of City Council to the Assessment Review Board (ARB) by filing a notice of appeal with the registrar of the Board within 35 days after Council makes its decision. In the past seven years, the City has had only one property owner appeal the decision of their tax applications based on the methodology used to calculate the amount of their reduction.

## Climate Change Risks

**Climate Change Mitigation:**
N/A

**Climate Change Adaptation:**
N/A

## Financial Matters:

As outlined in Appendix E – Summary - Distribution of Tax Cancellations, Reductions, or Refunds, the total amount of taxes recommended to be cancelled herein is $170,321 with the municipal share being $139,160 and the education share being $31,161. This will be funded from supplemental tax billing revenue received in the year unless alternative funding is available. The education share of the property tax relief provided in total will be recovered by way of a charge back to the Province. None of the reductions individually exceed $50,000.

## Consultations:

MPAC provides the City with the assessed values relating to the applications for tax adjustments and confirms that tax class change requests are indeed appropriate.

## Conclusion:

Administration performs a thorough review of every tax application submitted and is confident with the recommendations to approve or deny applications.

## Planning Act Matters:

N/A

## Approvals:

| Name | Title |
|---|---|
| Dan Seguin | Executive Director Treasury & Financial Accounting / Deputy Treasurer |
| Wira Vendrasco | City Solicitor |
| Dan Seguin | On behalf of Commissioner of Finance and City Treasurer |
| Ray Mensour | Chief Administrative Officer |

## Notifications:

| Name | Address | Email |
|---|---|---|
| | | |

## Appendices:

**APPENDIX A**
**Residential Property Class**

| 2025 | | | | | | |
|---|---|---|---|---|---|---|
| Roll Number | Property Address | Amount of Assessment | Tax Class | Number of days in 2026 Affected by Application | Tax Reduction | Reason for Application |
| 030-390-06400 | 1246-1250 OTTAWA ST | $125,100 > $55,345 | RT | 168 | $ 672.72 | FIRE DAMAGE |
| 040-480-02100 | 1331 VICTORIA AVE | $251,000 > $92,000 | RT | 43 | $ 392.48 | RAZED BY FIRE |
| | TOTAL | | | | $ 1,065.20 | |

| | |
|---|---|
| TOTAL TAX REDUCTION FOR RESIDENTIAL PROPERTIES | $ 1,065.20 |

**APPENDIX B**
**Commercial / Industrial / Multi-Residential Property Classes**

| 2025 | | | | | | |
|---|---|---|---|---|---|---|
| Roll Number | Property Address | Amount of Assessment | Tax Class | Number of days in 2025 Affected by Application | Tax Reduction | Reason for Application |
| 030-330-04700 | 285 GILES BLVD E | $ 1,800,000.00 | CT / DT | 365 | $ 25,875.54 | REPAIRS / RENOVATIONS |
| 030-390-06300 | 1230 OTTAWA ST | $140,100 > $69,734 | CT | 168 | $ $1,657,27 | FIRE DAMAGE |
| 030-390-06400 | 1246-1250 OTTAWA ST | $133,900 > $63,526 | CT | 168 | $ 1,657.46 | FIRE DAMAGE |
| 030-390-06500 | 1262 OTTAWA ST | $238,000 > $126,442.60 | CT | 168 | $ 2,627.41 | FIRE DAMAGE |
| 070-080-05500 | 3060-3200 HOWARD AVE, UNIT D10 CANADIAN BREWHOUSE | $2,258,502.00 | CT / ST | 132 | $ 11,741.36 | REPAIRS / RENOVATIONS |
| 070-080-05500 | 3060-3200 HOWARD AVE, UNITS T3 & T6 JUMP + | $372,788 + $533,714 | CT / ST | 163 | $ 5,819.43 | REPAIRS / RENOVATIONS |
| 070-080-05500 | 3060-3200 HOWARD AVE, UNITS T7 & T8 LENSCRAFTERS | $506,770 + $506,770 | CT / ST | 92 | $ 3,672.42 | REPAIRS / RENOVATIONS |
| 070-080-05500 | 3060-3200 HOWARD AVE - UNIT B01A, B02, B03, B04, B05, B06, B07 & B08 SPORTCHEK | $518,019 + $1,204,362 + $513,044 + $1,087,740 + $576,433 + $1,524,000 + $757,523 + $330,261 | CT / ST | 153 | $ 39,817.18 | REPAIRS / RENOVATIONS |
| 070-080-05500 | 3060-3200 HOWARD AVE, UNIT D02, D03A & D05 MARK'S | $198,349 + $1,018,065 + $2,320,141 | CT / ST | 211 | $ 29,404.23 | REPAIRS / RENOVATIONS |
| 070-080-05500 | 3060-3200 HOWARD AVE UNIT# P13 LA SENZA | $1,271,538.00 | CT /ST | 151 | $ 7,561.89 | REPAIRS / RENOVATIONS |
| 070-550-10200 | 2003 BALFOUR BLVD | $698,000 > $84,000 | CT>CX | 203 | $ 17,295.11 | DEMOLITION |
| 080-660-00104 | 1855 HURON CHURCH RD | $3,324,416 | CT | 169 | $ 22,127.18 | REPAIRS / RENOS |
| | | | | | | |
| | TOTAL | | | | $ 169,256.48 | |

| TOTAL TAX REDUCTION FOR COMMERCIAL/INDUSTRIAL/MULTI-RESIDENTIAL PROPERTIES | $ 169,256.48 |
|---|---|

**APPENDIX C**
**Applications Recommended for Denial**

**2025**

| Roll Number | Property Address | Reason for Application | Reason for Recommended Denial |
|---|---|---|---|
| 030-330-04700 | 285 GILES BLVD E | TAX CLASS CHANGE | Application filed by owner - denied, property gutted and being renovated into residential units, recommending approval under repairs and maintenance |
| 030-330-04700 | 285 GILES BLVD E | TAX CLASS CHANGE | Application filed by representative - denied, property gutted and being renovated into residential units, recommending approval under repairs and maintenance |
| 030-330-04700 | 285 GILES BLVD E | DEMOLITION | Application filed under demolition, denied and recommending approval under repairs and renovations |
| 040-360-02300 | 1011 OUELLETTE AVE | EXEMPT | Applied to have the residential units changed to exempt claiming they lease the majority of units to the University of Western medical students (hospital is across the street). We requested the lease and never received one. MPAC responded with denial due to insufficient evidence. They appear to be advertising units to the public. |
| | | | |
| 080-850-02301 | 200 MORTON DR | OVERCHARGED / MANIFEST ERROR | MPAC responded that the owner sold 50 acres of the lot on May 21st 2024. The sale resulted in severance which did not happen until 2026. No reduction on 2024 and 2025 CVA. |
| | | | |

**2024**

| Roll Number | Property Address | Reason for Application | Reason for Recommended Denial |
|---|---|---|---|
| 080-850-02302 | 200 MORTON DR | OVERCHARGE / MANIFEST ERROR | MPAC responded that the owner sold 50 acres of the lot on May 21st 2024. The sale resulted in severance which did not happen until 2026. No reduction on 2024 and 2025 CVA. |
| | | | |

## APPENDIX D

### Summary - Distribution of Tax Cancellation, Reduction, or Refund

| TAX CLASS RESIDENTIAL | TOTAL TAXES TO BE REFUNDED | MUNICIPAL | EDUCATION |
|---|---|---|---|
| 2025 Residential - Appendix A | $ 1,065.20 | $ 987.42 | $ 77.78 |
| **Residential Property Tax Reduction** | **$ 1,065.20** | **$ 987.42** | **$ 77.78** |

| TAX CLASS COMM / IND / MULTI-RES | TOTAL TAXES TO BE REFUNDED | MUNICIPAL | EDUCATION |
|---|---|---|---|
| 2025 Commercial / Industrial / Multi-Res - Appendix B | $ 169,256.48 | $ 138,172.80 | $ 31,083.68 |
| **Comm / Ind / Multi-Res Property Tax Reduction** | **$ 169,256.48** | **$ 138,172.80** | **$ 31,083.68** |

| | | | |
|---|---|---|---|
| **TOTAL TO BE CANCELLED / REDUCED / REFUNDED** | **$ 170,321.68** | **$ 139,160.22** | **$ 31,161.46** |

THE CITY OF WINDSOR ONTARIO, CANADA

**Council Report: C 120/2026**

## Subject: Bright Lights Windsor Chalet Food and Beverage Services Renewal – City Wide

### Reference:

Date to Council: November 9, 2026
Author: Rob Slater
Executive Initiatives Coordinator
519-253-2300 ext. 2728
rslater@citywindsor.ca

Parks
Report Date: 10/22/2026
Clerk's File #: SR/14889

**To**: Mayor and Members of City Council

### Recommendation:

**I. THAT** Council **RECEIVE** the information respecting the declared conflict related to the Bright Lights Windsor Chalet Food and Beverage Services renewal; and,

**II. THAT** Council **APPROVE** the second one-year renewal option contract with Windsor Eats Inc. for the Bright Lights Windsor Chalet Food and Beverage Services.

### Executive Summary:

N/A

### Background:

The City issued RFP 93-24 for the Bright Lights Windsor Chalet Food and Beverage Services in connection with the annual Bright Lights event. Only one submission was received in response to this RFP. That was provided by Windsor Eats Inc. with whom the City then entered into a contract ("Contract").

The Contract was for a one-year period with 3 one-year options to renew upon mutual agreement. The first renewal of the Contract was approved through CAOP 146/2025. The second renewal period for the Contract is now pending.

### Discussion:

Since the issuance of the RFP 93-24, the City's procurement practises have changed as a result of the passage of Purchasing By-law 60-2026 on April 13, 2026. By-law 60-2026 now requires municipal employees to declare a conflict of interest if they have an interest in any contract with City. Although By-law 60-2026 also prohibits City employees from participating in any City contracts, the By-law does permit such

arrangements if Council is advised and specifically approves such a contract (s.16(c)). In order to comply with s.16(c) of By-law 60-2026, Administration is seeking Council's approval for the second one-year renewal option for this Contract. The particulars of the declared conflict are set out in the accompanying P&C Memo.

## Risk Analysis:

Proceeding without Council approval would result in a contravention of By-law 60-2026. This risk is mitigated by bringing the matter forward for Council approval before any further renewal action is taken.

If Council directs that the renewal not proceed, Administration anticipates there will not be sufficient time to undertake a new procurement or secure a replacement vendor for the Bright Lights Windsor Chalet food and beverage services for this year's event. As a result, the Chalet would not operate for the 2026 Bright Lights Windsor season and may detract from the enjoyment of Bright Lights by the public.

## Climate Change Risks

### Climate Change Mitigation:

N/A

### Climate Change Adaptation:

N/A

## Financial Matters:

Pursuant to the Special Events Food and Beverage RFP-93-24, all costs and revenues associated with the management and operation of food and beverage services within the Bright Lights Chalet are the sole responsibility of Windsor Eats Inc. As such, renewal or termination of the agreement will have no impact on the operating budget.

## Consultations:

Dawn Lamontagne, Purchasing Manager;
Samantha Magalas, Manager, Parks, Recreation & Facilities Programming
Erika Benson, Financial Planning Administrator

## Conclusion:

Administration is seeking Council's approval before taking further action on the second renewal option for this Contract. The Contract renewal was contemplated in RFP 93-24 and referenced in CAOP 146/2025. In accordance with the provisions of By-law 60-2026 a conflict of interest has been declared by a municipal employee. Under the circumstances of this case, Administration recommends that Council approve the second Contract renewal in order to comply with the transparency requirements of By-law 60-2026.

## Planning Act Matters:

N/A

**Approvals:**

| Name | Title |
|---|---|
| Rob Slater | Executive Initiatives Coordinator |
| Emilie Dunnigan | Manager, Development Revenue and Financial Administration |
| Wira Vendrasco | City Solicitor |
| Andrew Daher | Commissioner, Corporate Services |
| Michael Chantler | Commissioner, Community Services |
| Janice Guthrie | Chief Financial Officer & City Treasurer |
| Ray Mensour | Chief Administrative Officer |

**Notifications:**

| Name | Address | Email |
|---|---|---|
| | | |

**Appendices:**

THE CITY OF WINDSOR ONTARIO, CANADA

**Council Report: C 123/2026**

## Subject: Fireworks at Festival Plaza – Ward 3

### Reference:

Date to Council: November 9, 2026
Author: Samantha Magalas
Manager | Parks, Recreation & Facilities Programming
smagalas@citywindsor.ca
519-253-2300 x2730
Parks, Recreation & Facilities

Recreation and Culture
Report Date: 10/23/2026
Clerk's File #: SR2026

**To**: Mayor and Members of City Council

### Recommendation:

**THAT** City Council **APPROVE** the request from Jeff Sobocan of K&H Fireworks Distributing, on behalf of Delta Chi Child Care, to conduct a fireworks display at Festival Plaza on December 12, 2026; and,

**THAT** such approval **BE CONDITIONAL UPON** the applicant satisfying all requirements of the Windsor Port Authority (WPA) as outlined in this report and obtaining final approval from the Chief Fire Official prior to the fireworks display.

### Executive Summary:

N/A

### Background:

On September 24, 2026, the City of Windsor Special Events Department received an email from K&H Distributing requesting permission to host a fireworks display at Festival Plaza on December 12, 2026. No rain date has been provided.

### Discussion:

The City of Windsor's By-law 136-2004 (the "By-law") is a by-law respecting the sale and the setting off of fireworks within the City of Windsor.

Section 6 of the By-law addresses the display of fireworks. Specifically, section 6(3) states: "No display fireworks shall be permitted on any City property without first having obtained the approval of City Council as well as the required permit from the Chief Fire Official."

As the requested fireworks display is proposed for the City-owned Festival Plaza, K&H is first required to obtain the approval of City Council, as well as the required permit from the Chief Fire Official. In addition to the required City Council and Chief Fire Official approval, K&H is also required to satisfy all other applicable requirements under the By-law, including the provision of satisfactory insurance and indemnification in favour of the City. As set forth in further detail below, K&H will also need to obtain the prior approval of the Windsor Port Authority based on the event's proximity to the Detroit River.

Administration is seeking approval of City Council herein under section 6(3) of the By-law, which is required to allow the proposed fireworks display at Festival Plaza to proceed. Should City Council provide its approval as requested herein, a Parks permit will be issued to K&H provided all other conditions noted herein have been satisfied.

## Risk Analysis:

In satisfaction of its requirements under the By-law, K&H has obtained the required permit from the Chief Fire Official, a copy of which is attached as Appendix A (the "Fire Permit").

While the Fire Permit has been issued, it is understood that an additional review of details by the Chief Fire Official will follow as the date approaches. The Fire Permit also remains conditional upon final approval of the fireworks products, which will be submitted to the Chief Fire Official closer to the event date. At any point, the Chief Fire Official can opt to cancel the Fire Permit if it deems the proposed display to be unsafe.

Following issuance of the Fire Permit, Administration also met with K&H to determine an appropriate firing location. At its meeting with Administration, K&H also acknowledged that they are responsible for indemnifying the City against any claims, demands, damages, losses, or liabilities arising from the fireworks display. The Executive Director of Parks, Recreation & Facilities is aware of the proposed location and has no concerns for the Festival Plaza building, plaza space, or adjacent parkland areas.

Administration also notified the Special Events Resource Team (SERT) via email on Wednesday, October 7, 2026 requesting feedback on this event. No concerns were noted at the time of this report.

Consideration has also been given to the proximity of the Detroit River. Peter Berry, the Harbour Master of Windsor Port Authority ("WPA"), has indicated that subject to obtaining all required approvals and permits, the WPA has no concerns with the proposed display. The WPA advised that the applicant will be required to obtain:

- A permit from the WPA;
- Evidence of the WPA being listed as additional insured on the certificate of insurance provided by K&H showing a minimum of $5 million in general liability coverage; and
- Notification to the Coast Guard at a minimum of 24 hours before the actual event (NAVWARN).

No river closure is required as the display is outside the navigable channel and presents

no anticipated risk to boaters due to the time of year.

There is a minor risk that the fireworks display will cause an impediment to traffic in front of the Festival Plaza firing location because of cars slowing to watch the display. To mitigate this concern, a Traffic Control Plan has been requested from organizers as this event will include a temporary road closure along Riverside Drive East, from Goyeau Street to Glengarry Avenue. This road closure will be in effect 45 minutes prior to the fireworks display and remain in place during the display and for one hour following the firing time to allow for pedestrian dispersal. The event host is responsible for all associated costs, including signage, barricades and police services, as required.

K&H has provided a Certificate of Insurance (COI) which will be vetted and approved by the City's Risk Department. The appropriate Parks permit will not be provided until the COI is approved.

K&H will also be required to provide written notification to residents within the immediate area informing them of this display and temporary road closure.

## Climate Change Risks

### Climate Change Mitigation:

A one-time fireworks display permit is expected to have a negligible and neutral impact on community-wide greenhouse gas emissions, as the event is short in duration and does not involve new infrastructure, ongoing energy use, or sustained transportation impacts

### Climate Change Adaptation:

A one-time fireworks display permit and event is not expected to affect climate-related impacts already experienced in the city, as it does not result in changes to land use, infrastructure, or natural systems.

## Financial Matters:

Should approval be granted, the applicant will be responsible for all costs associated with the event. These costs include the fireworks permit fee, as established in the current User Fee Schedule, plus applicable HST, subject to final confirmation by the Chief Fire Prevention Officer. This fee is payable regardless of whether the event proceeds and will be recorded in Fire Prevention DeptID 0191310.

Any additional permits required for the event will be issued in accordance with applicable City requirements. Permit and facility usage fees will be charged in accordance with the current User Fee Schedule, with associated revenues recorded in the appropriate DeptID(s).

There are no other financial impacts to the Corporation, as all associated costs are the responsibility of the applicant.

## Consultations:

John Smith – Chief Fire Prevention Officer, Windsor Fire & Rescue Service
Kait Authier – Coordinator – Parks, Recreation, Facilities

Special Events Resource Team (SERT)
Peter Berrry – Harbour Master, Windsor Port Authority
Erika Benson – Financial Planning Administrator
Ian Day, Senior Manager, Transportation
Kate Tracey – Deputy City Solicitor
Rob Slater – Executive Initiatives Coordinator

## Conclusion:

Administration recommends that City Council approve the proposed fireworks display at Festival Plaza on December 12, 2026, in accordance with the By-law and subject to the applicant obtaining all other required permits and approvals and satisfying all applicable City requirements

## Planning Act Matters:

N/A

## Approvals:

| Name | Title |
|---|---|
| Samantha Magalas | Manager, Parks, Recreation & Facilities Programming |
| Emilie Dunnigan | Manager, Development Revenue & Financial Administration |
| Wira Vendrasco | City Solicitor |
| Jamie Scott | Executive Director, Parks, Recreation & Facilities (A) |
| Chief James Waffle | Fire Chief |
| Michael Chantler | Commissioner, Community Services |
| Janice Guthrie | Commissioner, Finance and City Treasurer |
| Ray Mensour | Chief Administrative Officer |

## Notifications:

| Name | Address | Email |
|---|---|---|
| | | |

## Appendices:

1 Appendix A - Fire Permit

815 Goyeau Street
Windsor, ON N9A 1H7

Telephone:
(519) 253-6573

Fire Prevention Email:
fpinspectors@citywindsor.ca

# FIRE & RESCUE SERVICES

## DISPLAY FIREWORKS/PYROTECHNICS EVENT APPLICATION

| | |
|---|---|
| **Printed Name of Applicant** | K&H Distributing |
| **Mailing Address** | 11684 County Rd 42 RR#2 Tecumseh, ON N8N 0G8 |
| **Telephone** | 519-979-2471 |
| **Email** | jsobocan@khfireworks.ca |
| **Fee for Pyrotechnics Event** | **$429.40 ($380 + HST)** |
| **Pyro. Supervisor's Name** | Victor Anber |
| **Certificate Number** | D002827 |
| **Class & Expiry Date** | Supervisor with Endorsements 2029-08-31 |
| **Company (if applicable)** | K&H Distributing |
| **Mailing Address** | same as above |
| **Telephone** | same as above |
| **Email** | vanber@khfireworks.ca |
| **Sponsoring Organization** | Delta Chi Early Childhood Centres |
| **Mailing Address** | 1385 Ouellette, Windsor, ON N8X 1J6 |
| **Location of Event** | Festival Plaza, 340 Riverside Dr E, Windsor, ON |
| **Date(s)** | December 12, 2026 |
| **Proof of Insurance (5 million min.)** | HDI Global SE Canada 01867468-14012 Expires 2027-10-07 |
| **Name of Insuring Agency** | Purves Redmond Ltd. |
| **Address of Insuring Agency** | 70 University Avenue, Suite 400, Toronto, ON M5J 2M4 |
| **Location of Secure Pyrotechnic Storage on Site** | Fireworks are brought from and returned to K&H. No on site storage |
| **Method of Securing** | Crew is onsite with product. |

**Signature of Applicant:** _____

**Date:** _____

Eff Mar 1, 2026

## PERMISSION OF CHIEF FIRE OFFICIAL

**ATTACHMENTS & COMMENTS**

| | | | |
|---|---|---|---|
| **Fee Attached $406.80** | **YES** | **NO** | upon final approval |
| **Site Plan Attached** | **YES** | **NO** | |
| **Event Description Attached** | **YES** | **NO** | |
| **List of Pyrotechnic Product Being Utilized Attached** | **YES** | **NO** | upon final approval |
| **ALL Pyrotechnicians Involved / Participating Certificates / Licenses Attached** | **YES** | **NO** | |
| **Copy of All Insurance Documents Attached** | **YES** | **NO** | |

**Signature of Chief Fire Official:** _____

**Date:** Oct. 22/2026

**Comments:** upon final approval fee and list of products will be forwarded to Windsor Fire

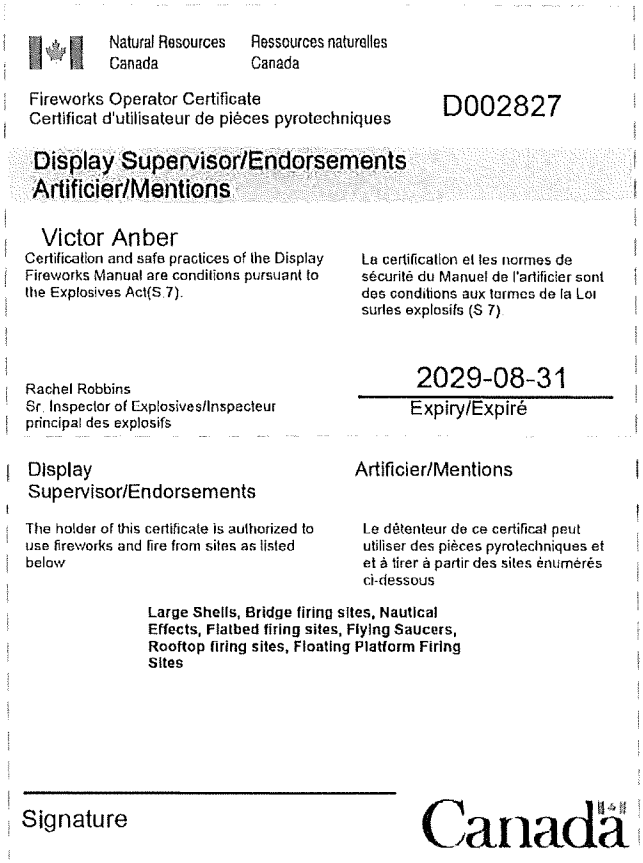
ACFPO Chris Krebs.ik


Casino Windsor - Festival Plaza Fireworks
Firing Site for Fireworks up to 4"
Legend
Festival Plaza
Fireworks Closure
Firing Site Up to 4"
Meters
Road Closeed During Fireworks
Set-Up Closure
130 Meters
Riverfront Trail
Festival Plaza
Firing Site Up to 4"
32 Meters
Riverfront Trail
Riverside Dr E
85 Meters
Riverside Dr E
Caesars Windsor
Google Earth
Image Landsat / Copernicus
Pitt St E
100 m
N

Natural Resources Canada | Ressources naturelles Canada

Here is the wallet card for your fireworks operator certificate. Please sign in ink on the signature line. Cut the card along the dotted lines. Store the card in your wallet and have it available to provide proof of your valid certification.

Voici la carte pour portefeuille de votre certificat d'utilisateur de pièces pyrotechniques. Veuillez la signer à l'encre sur la ligne prévue à cet effet. Découpez la carte le long des lignes pointillées. Conservez la carte dans votre portefeuille afin de l'avoir à la main lorsqu'il vous aurez à fournir la preuve que vous avez une certification valide.



Natural Resources Canada | Ressources naturelles Canada

Fireworks Operator Certificate
Certificat d'utilisateur de pièces pyrotechniques

D002827

**Display Supervisor/Endorsements**
**Artificier/Mentions**

Victor Anber

Certification and safe practices of the Display Fireworks Manual are conditions pursuant to the Explosives Act(S.7).

La certification et les normes de sécurité du Manuel de l'artificier sont des conditions aux termes de la Loi surles explosifs (S 7)

Rachel Robbins
Sr. Inspector of Explosives/Inspecteur principal des explosifs

2029-08-31
Expiry/Expiré

Display Supervisor/Endorsements

Artificier/Mentions

The holder of this certificate is authorized to use fireworks and fire from sites as listed below

Le détenteur de ce certifical peut utiliser des pièces pyrotechniques et et à tirer à partir des sites énumérés ci-dessous

**Large Shells, Bridge firing sites, Nautical Effects, Flatbed firing sites, Flying Saucers, Rooftop firing sites, Floating Platform Firing Sites**

Signature

Canada

Canada

# THE CORPORATION OF THE CITY OF WINDSOR

## STANDARD CERTIFICATE OF INSURANCE

**This form must be completed and signed by your insurer or insurance broker.**
**Proof of insurance will be accepted on this form only, with no amendments.**

| Named Insured (Legal Name): | Telephone no. | Fax no. |
|---|---|---|
| 882865 Ontario Ltd., K & H Distributing, 2072530 Ontario Ltd. dba | | |

Named Insured's mailing address:
11684 County Rd. 42 RR #2

| City of Windsor Contract/File/Tender/Permit No. | Location & Description of Work / Activity to which this Certifcate applies: |
|---|---|
| | |

**COVERAGES**

This is to certify that the policies of insurance listed below have been issued by the Insurance Company(ies) listed below, to the Named Insured above, for the policy period indicated.

| Type of Insurance | Insurance Company | Policy Number | Effective Date (mm/dd/yyyy) | Expiry Date (mm/dd/yyyy) | Limits of Liability |
|---|---|---|---|---|---|
| **General Liability** Must be occurrence based and must include personal injury, bodily injury, property damage, contractual liability, non-owned auto liability, products and/or completed operations, employer's liability, and must include a cross liability clause. | HDI Global SE Canada | K&HDIST-01-2025-01 | 10/01/2025 | | $5,000,000 |
| ☐ Umbrella | | | | | |
| ☐ Excess | | | | | |
| ☐ Builder's Risk ☐ Installation Floater | | | | | |
| ☐ Wrap-up Insurance | | | | | |
| ☐ Environmental | | | | | |
| ☐ Contractors Equipment Insurance | | | | | |
| ☐ Boiler & Machinery | | | | | |
| ☐ Professional Errors and Omissions | | | | | |
| ☐ Liquor Liability | | | | | |
| ☐ Property/Homeowner | | | | | |
| ☑ Tenant's Legal Liability | | | | | |
| **Automobile Liability** Must cover all vehicles owned, or operated by, or on behalf of the Insured. | HDI Global SE Canada | K&HDIST-01-2025-01 | 10/01/2025 | 10/01/2026 | $5,000,000 |

| ADDITIONAL INSURED | Legal Name of Other Additional Insured |
|---|---|
| ☑ THE CORPORATION OF THE CITY OF WINDSOR<br>☐ YOUR QUICK GATEWAY (WINDSOR) INC.<br>☐ WINDSOR POLICE SERVICES BOARD<br>☐ ROSELAND GOLF & CURLING CLUB LIMITED<br>☐ THE WINDSOR PUBLIC LIBRARY BOARD | |

has/have been added as an additional Insured with respect to their interest in the operations of the Named Insured.

**CANCELLATION**

Should any of the above described policies be cancelled or changed before the expiration date thereof, the insurer will provide thirty (30) days written notice to:

**The Corporation of the City of Windsor**
**Attention: Risk Management**
**403-400 City Hall Square East**
**Windsor, ON N9A 7K6**
Fax: (519) 255-9891
email: coi@citywindsor.ca

**CERTIFICATE AUTHORIZATION**

This certificate is executed and issued to The Corporation of the City of Windsor on the date written below.

| Name of insurance company or broker completing form: | Email Address | Telephone no: |
|---|---|---|
| Purves Redmond Limited | certificates@purvesredmo | |
| Address: 400-7 University Ave Toronto, ON M5J 2M4 | | Fax no: |
| Authorized Representative (please print): Tammy Sabourin | Signature of authorized representative: PURVES REDMOND LIMITED | Date (mm,dd,yyyy): 09/30/2025 |

Revised January 28, 2020

**Committee Matters:** SCM 317/2026

**Subject: Zoning By-Law Amendment - Z 019-26 (ZNG-7385) & Official Plan Amendment OPA 204 (OPA-7386) 1356 Drouillard Road - Ward 5**

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

Decision Number: **DHSC 869**

I. THAT Schedule "A" of Volume I: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by designating Lots 16 and 17, Registered Plan 685, known municipally as 1356 Drouillard Road (Roll No. 010-160-04400), situated on the east side of Drouillard Road, between Franklin Street and Metcalfe Street, as a Special Policy Area.

II. THAT Chapter 1 in Volume II: Secondary Plans and Special Policy Areas of the City of Windsor Official Plan **BE AMENDED** by adding a new Special Policy Area as below, and that 'X' be replaced with the next available Special Policy area number:

**1.X 1356 DROUILLARD ROAD**

| | | |
|---|---|---|
| *Location* | 1.X.1 | The property described as Lots 16 and 17, Registered Plan 685 (Roll No. 010-160-04400), situated on the east side of Drouillard Road, between Franklin Street and Metcalf Street, is designated on Schedule A: Planning Districts and Policy Areas in Volume I: The Primary Plan. |
| Additional Permitted Main Uses | 1.X.2 | Notwithstanding the Mixed Use Corridor designations of these lands on Schedule D: Land Use in Volume I: The Primary Plan, a Semi-Detached Dwelling, Townhome Dwelling, and Multiple Dwelling with 8 or less units shall be additional permitted main uses in accordance with the implementing zoning provisions. |

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

38. **EAST SIDE OF DROUILLARD ROAD, BETWEEN FRANKLIN STREET AND METCALFE STREET**

For the lands comprising of Lots 16 and 17, Registered Plan 685, a *Multiple Dwelling* shall be an additional permitted use and the following additional provisions shall apply*:*

1. For a *Semi-Detached Dwelling*, the following additional provisions shall apply:
   a) *Front Yard* Depth: *minimum/maximum* 2.0 m / 4.0 m
   b) *Gross Floor Area: maximum* 480 $m^2$
   c) Notwithstanding any other provisions in this by-law, parking shall be prohibited in a *required front yard*
2. For a *Multiple Dwelling,* the following additional provisions shall apply:
   a) *Front Yard Depth: minimum/maximum 2.0 m / 4.0 m*
   b) *Required Parking Spaces: minimum:* 1 for each *dwelling unit*

[ZDM 7; ZNG/7385]

IV. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by adding the following to section 95.20:

(16) Provide construction drawings confirming central air-conditioning and special building components recommended in the "Road/Rail Traffic and Stationary Noise Impact Study" completed by JJ Acoustic Engineering Ltd, dated February 23, 2026 to the satisfaction of the Chief Building Official.

V. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Lots 16 and 17, Registered Plan 685, known municipally as 1356 Drouillard Road (Roll No. 010-160-04400), situated on the east side of Drouillard Road between Franklin Street and Metcalfe Street from CD4.1 to H(16)RD2.2x(38).

Carried.

Report Number: S 93/2026
Clerk's File: Z/15210 & Z/15211

**Clerk's Note:**

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

2. Please refer to Item 7.1 from the Development & Heritage Standing Committee held on October 5, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20261006/-1/11660

## Subject: Zoning By-Law Amendment - Z 019-26 (ZNG-7385) & Official Plan Amendment OPA 204 (OPA-7386) 1356 Drouillard Road - Ward 5

### Reference:

Date to Council: October 5, 2026
Author: Averil Parent
Planner II - Development Review
519-255-6543 x6397
aparent@citywindsor.ca

Planning & Building Services
Report Date: 8/5/2026
Clerk's File #: Z/15210 & Z/15211

**To**: Mayor and Members of City Council

### Recommendation:

I. THAT Schedule "A" of Volume I: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by designating Lots 16 and 17, Registered Plan 685, known municipally as 1365 Drouillard Road (Roll No. 010-160-04400), situated on the east side of Drouillard Road, between Franklin Street and Metcalf Street, as a Special Policy Area.

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| Additional Permitted Main Uses | 1.X.2 | Notwithstanding the Mixed Use Corridor designations of these lands on Schedule D: Land Use in Volume I: The Primary Plan, a Semi-Detached Dwelling, Townhome Dwelling, and Multiple Dwelling with 8 or less units shall be additional permitted main uses in accordance with the implementing zoning provisions. |

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   b) *Gross Floor Area: maximum* 480 $m^2$
   c) Notwithstanding any other provisions in this by-law, parking shall be prohibited in a *required front yard*
2. For a *Multiple Dwelling,* the following additional provisions shall apply:
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[ZDM 7; ZNG/7385]

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## Executive Summary:

N/A

## Background:

**Application Information:**

**Municipal Address:** 1356 Drouillard Road

**Roll Number:** 010-160-04400

**Ward:** 5 **Planning District:** East Windsor **Zoning District Map**: 7

**Applicant/Agent:** Saksham Sharma/Sital Singh Garha

**Owner:** 15289335 Canada Inc. (Jay Golshani)

**Proposal:**

The applicant proposes one new semi-detached dwelling on the subject parcel. The semi-detached dwelling will be severed along the common wall. Four units are proposed in total (one main unit and one additional dwelling unit on each side). Parking space requirements will be satisfied. The subject parcel currently contains a legal non-conforming single unit dwelling.

**Requested Amendment:**

The applicant is requesting to amend the existing Official Plan Mixed Use Corridor land use designation to permit a semi-detached dwelling. The applicant is also requesting to change the zoning of the property from Commercial District 4.1 (CD4.1) to Residential District 2.2 (RD2.2) to permit a semi-detached dwelling. An additional provision for increased maximum gross floor area is also requested.

**Submission Documents:**

Applications for Official Plan Amendment, Zoning By-law Amendment, Conceptual site plan/elevation drawings/floor plans (Appendix A), Planning Rational Report, Noise Study, as well as ownership information. All documents with the exception of ownership information are available on the City's website.

The development as proposed is not subject to Site Plan Control. All plans, elevations and renderings are conceptual and subject to change.

**Site Information:**

| OFFICIAL PLAN | ZONING | CURRENT USE | PREVIOUS USE |
|---|---|---|---|
| Mixed Use Corridor | Commercial District 4.1 (CD4.1) | Residential | Residential |
| **LOT WIDTH** | **LOT DEPTH** | **LOT AREA** | **LOT SHAPE** |
| 18.29 m | 30.48 m | 557.42 $m^2$ | Rectangular |
| *All measurements are provided by the agent and are approximate.* | | | |

**Neighbourhood:**

The subject parcel is located on Drouillard Road, within the Ford City Business Improvement Area. The immediate area has a mix of commercial and residential uses, and is experiencing some revitalization and transition to mixed-use buildings. Single unit dwellings continue east to the Ford Motor Company property. The BIA continues north and south of the property, past the Essex Terminal Railway to the north, and to Seminole Street to the south. Residential uses continue south east, with more industrial uses further east along the railway corridor. Commercial uses exist along Seminole Street. Parks in the area include Gary Dugal Park, and Ford Test Track, along with the Gino and Liz Marcus Community Centre.

Drouillard Road is classified as a Class I Collector Road as per Official Plan Schedule F: Roads and Bikeways. Drouillard Road has curbs, gutters, and streetlights on the east side of the street. There are sidewalks along both sides of the street. There are no municipal trees adjacent to the property. In this area, parking is generally permitted on both sides of the street, except where it would conflict with commercial accesses or Transit Windsor bus stops. Sanitary and storm sewers as well as a watermain are available within the Drouillard Road right-of-way.

The closest existing transit route to this property is with the Central 3 with direct transit service along Drouillard. The closest existing bus stop is directly across the street from this property on Drouillard at Metcalfe northwest corner providing direct transit access to this development.

**Public Open House:**

An electronic public open house was held with area residents and property owners on Tuesday, August 20th, 2024, from 6:00pm to 7:00pm. Notification of this meeting was distributed to residents and property owners within 200m of the subject site. In addition to the Applicant, the Ward Councillor and City Staff, 2 residents attended the open house. Details of the Open House are summarized in Section 3.2 of the PRR.

At the time of the open house, the applicant was proposing a new multiple dwelling with 6 dwelling units, and 6 on site parking spaces. Residents expressed concerns over the number of units and the number of bedrooms, the potential reduction in available street parking, the proposed building height, site drainage, and the potential to increase traffic.

Responses were provided regarding the on-site parking, landscaping and stormwater management requirements. Based on the feedback received from the open house, the concept plan has been revised to a semi-detached dwelling with four dwelling units. Parking continues to comply with the Zoning By-law. The proposed height has been reduced. As per administration, a Traffic Impact Statement is not warranted for this type of development. Site drainage requirements will be fulfilled at the building permit stage.

Statutory notice was advertised in the Windsor Star, a local newspaper. A courtesy notice was mailed to property owners within 200 m of the subject lands. Comments from municipal departments and external agencies are attached as Appendix B.

**Anticipated Change Based on Recommendations:**

| EXISTING CONDITIONS / PERMISSIONS | PROPOSED / RECOMMENDED | CHANGE | STUDY / REPORT SUBMITTED |
|---|---|---|---|
| **Land Use** | | | |
| Commercial uses permitted, currently legal non-conforming single unit dwelling | Semi-Detached dwelling with 4 units proposed (potential of 6 units in total) OR a multiple dwelling (likely up to 6 units due to size of site). | Commercial uses to Residential uses | **YES** (Planning Rationale Report) |
| **Lot Coverage** | | | |
| Maximum 45% | 35% | No change, proposal is well below maximum lot coverage | **NO** |
| **Maximum Building Height** | | | |
| 9 m (2.5 storeys) | 8.4 m (2.5 storeys) | No change. | **NO** |
| **Gross Floor Area (Main Building)** | | | |
| Maximum 400m$^2$ | 480m$^2$ | 20% increase | **YES** (Planning Rationale Report) |
| **Transportation** | | | |
| Commercial | Residential | No significant change in vehicle trips | **NO** (Transportation Impact Study not required) |
| **Parking** | | | |
| Determined based on Commercial use | Semi-detached: 1 space per main dwelling unit (2 total)<br>Multiple dwelling: 1 space per dwelling unit | Semi-detached: Parking requirement is met.<br>Multiple dwelling: requesting 1 space per dwelling unit | **NO** |
| **Sanitary Sewer and Stormwater Management** | | | |
| Residential | Residential | No significant change in sanitary use. Drainage requirements fulfilled at building permit. | **NO** |

**Figure 1: Key Map**




KEY MAP - Z 019-26 [ZNG-7385] & OPA 204 [OPA-7386]

SUBJECT LANDS

**Figure 2: Neighbourhood Map**



**Figure 3: Official Plan Amendment Schedule A**

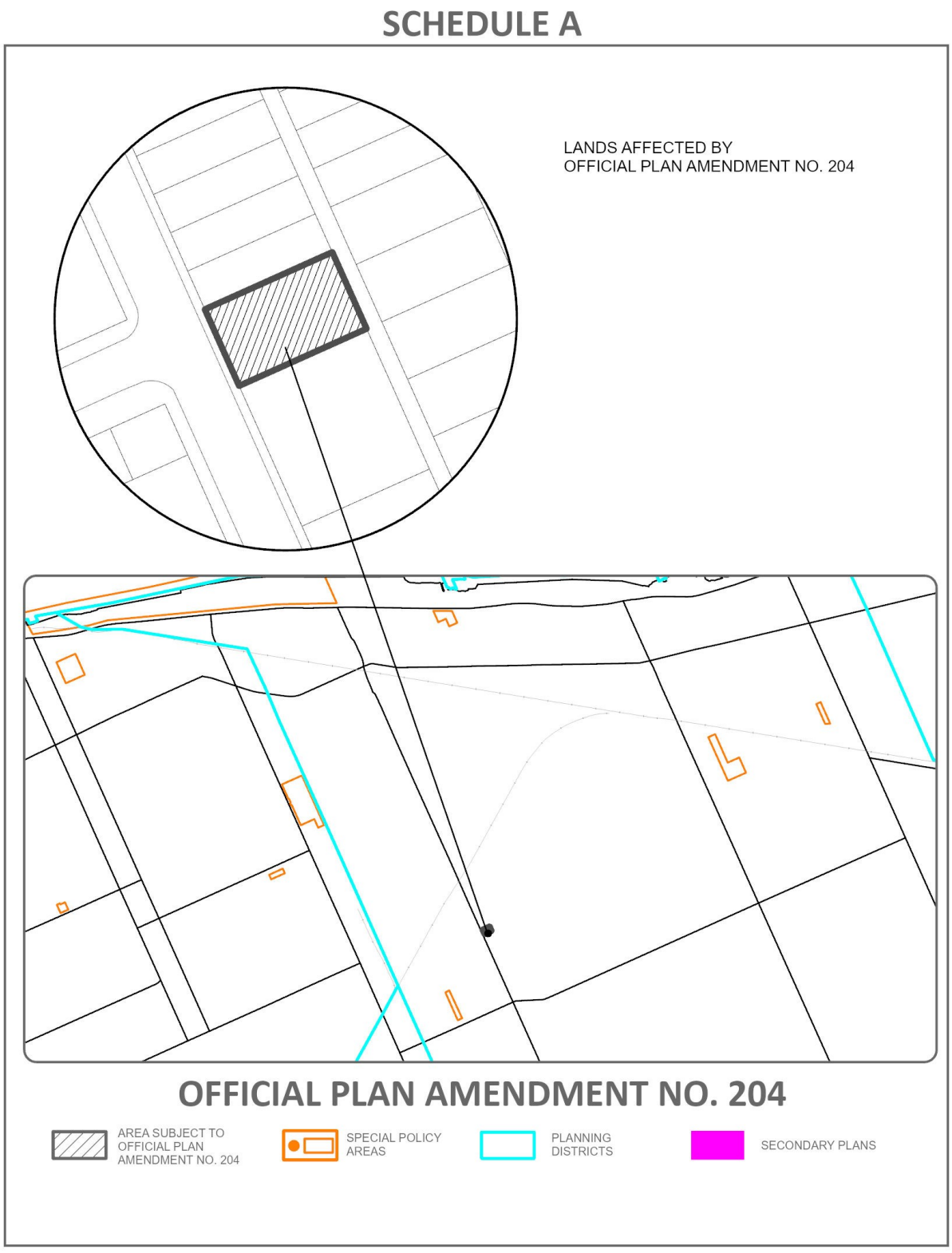
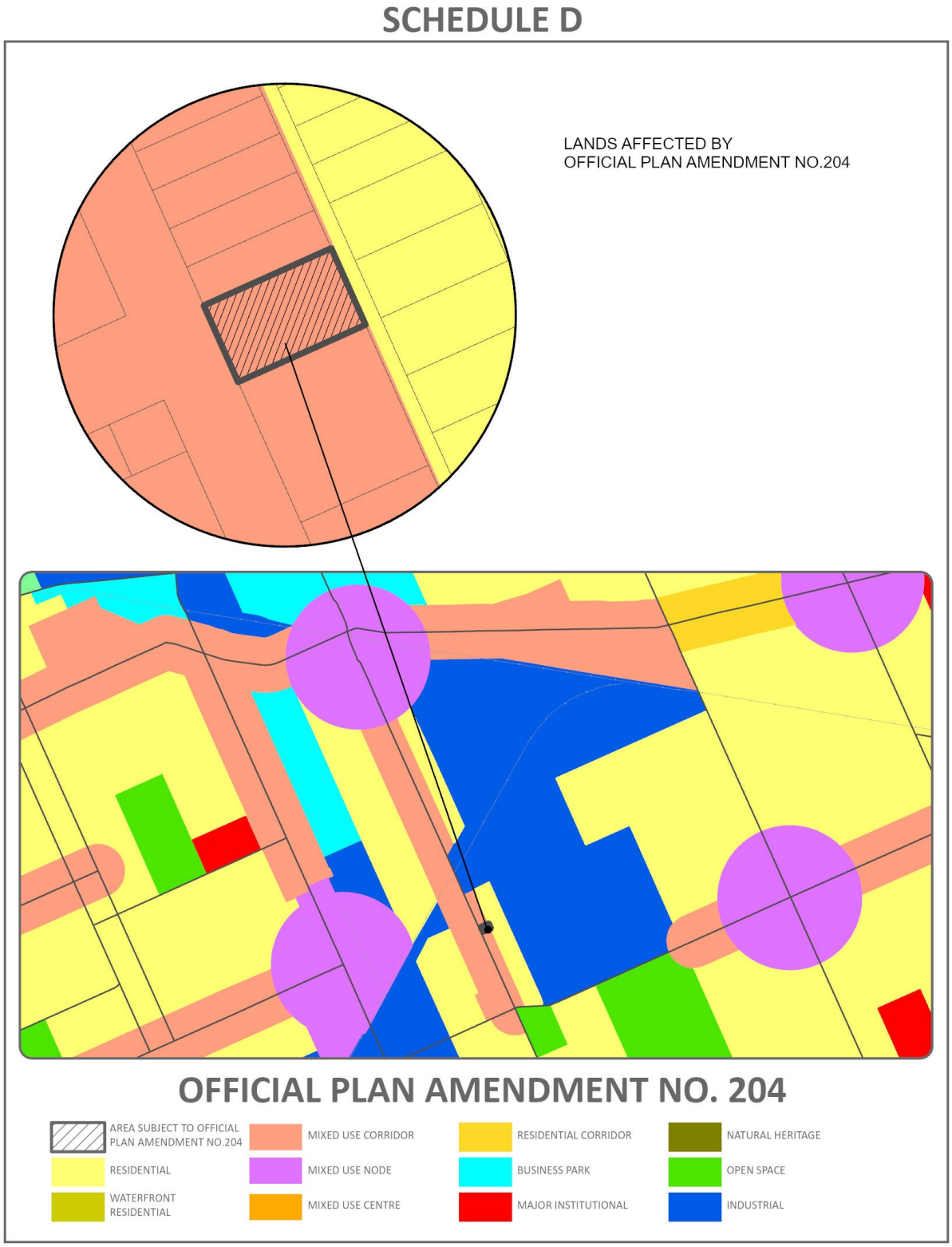
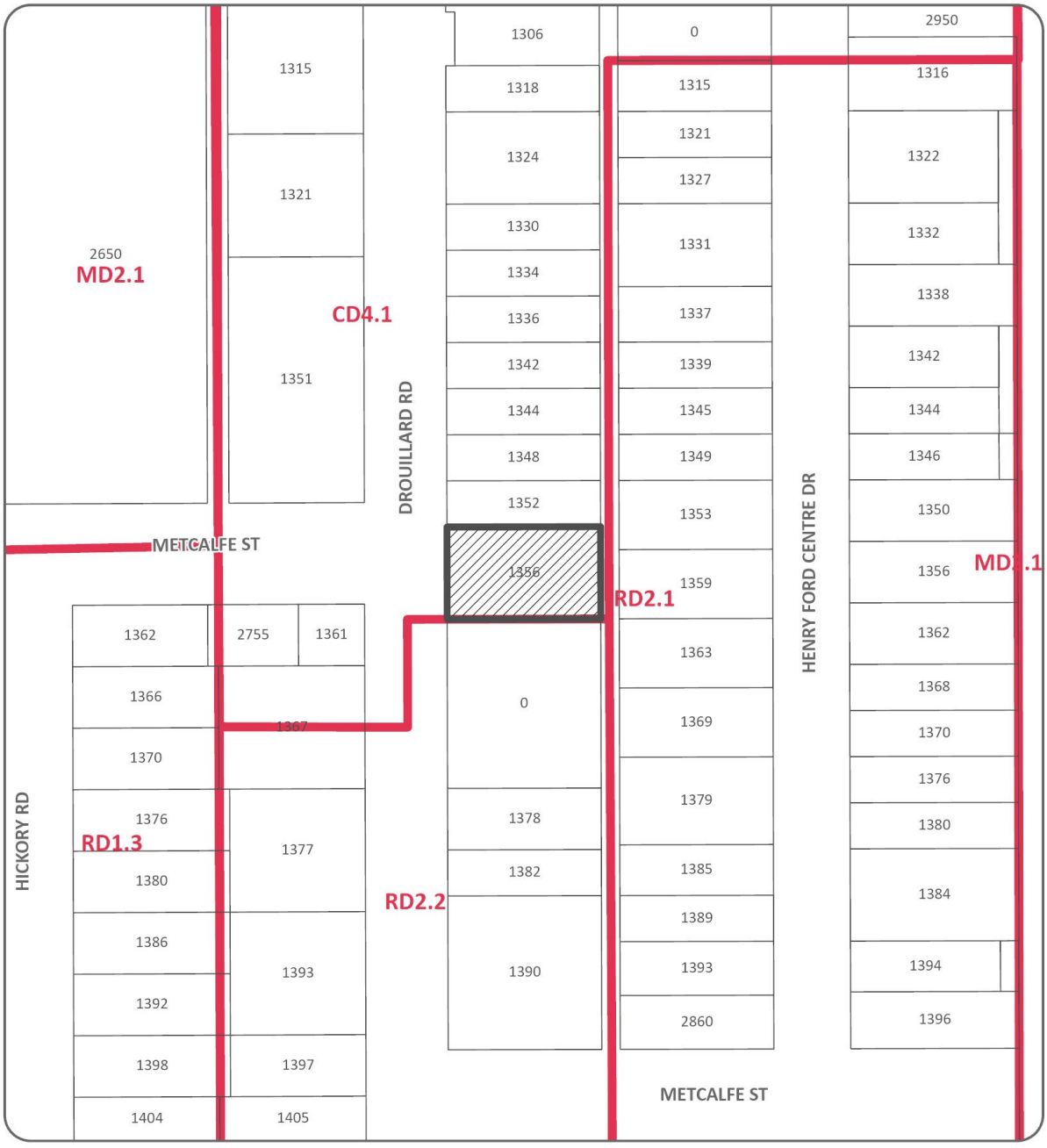


**Figure 4: Official Plan Amendment Schedule D**



## Figure 5: Rezoning




PART OF ZONING DISTRICT MAP 7

N.T.S.

# REZONING

Applicant: Saksham Sharma

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : JULY 2026
FILE NO. : Z 019-26, ZNG-7385

## Discussion:

### Planning Rationale Report (Pillon Abbs Inc. – July 2nd, 2026)

Planning and Development Services concurs with the overall analysis completed in the Planning Rationale Report (PRR) submitted by the applicant and available on the City of Windsor Current Development Applications website. The PRR supports the proposed semi-detached development containing 2 additional dwelling units. The report concludes that the development supports intensification objectives, is consistent with the Provincial Planning Statement, conforms with the intent and purpose of the Official Plan and Zoning By-law, as proposed to be amended, and represents good planning.

### Road/Rail Traffic and Stationary Noise Impact Study (JJ Acoustic Engineering Ltd. – February 23rd, 2026)

This Study has determined that the potential environmental noise impact from road/rail traffic noise is significant. The proposed development will need the following: a requirement for central air-conditioning, noise warning clauses and special building components. These requirements are included in the Holding provision as per the recommendation section of this report, except for the noise warning clause, which will be implemented as part of a future severance.

### Provincial Planning Statement (2024)

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

The PPS promotes complete, compact, and sustainable communities by encouraging a range of housing options and densities, efficient use of land and infrastructure, residential intensification within existing settlement areas, support for active transportation and transit, and development patterns that address climate change and make efficient use of municipal services.

The proposed semi-detached dwelling containing four residential units contributes to the supply and diversity of housing within the neighbourhood and represents an appropriate form of residential intensification, recognizing the limited size of the subject site. The development makes efficient use of an existing urban lot and municipal infrastructure, supports active transportation and transit use, and contributes to a compact urban form. The site is fully serviced by existing municipal water, wastewater, and stormwater infrastructure and does not require the expansion of settlement boundaries.

Section 5.1.1 of the PRR provides a summary of the key policy considerations of the PPS as it relates to the proposed development. Overall, the proposal represents an efficient and appropriate form of development that expands housing opportunities, supports complete community objectives, and optimizes existing infrastructure and public services. Planning & Development Services is satisfied that the proposed amendment to Zoning By-law 8600 is consistent with the policy direction of the Provincial Planning Statement, 2024.

### City of Windsor Official Plan

The subject parcel is designated Mixed Use Corridor under *Schedule D – Land Use* of the Official Plan (OP). Mixed Use Corridor policies are presented in section 6.5.3,

Volume 1 of the Official Plan. Section 5.1.2 of the PRR provides a summary of the key policy considerations of the OP as it relates to the proposed development.

The Official Plan supports a diverse range of housing options while encouraging compact neighbourhoods and promoting appropriate residential redevelopment, infill, and intensification to make efficient use of land, infrastructure, and transportation networks (6.3.1.1, 6.3.1.2 and 6.3.1.3). The proposed low profile semi-detached dwelling represents a complementary and compact form of housing, redevelopment, and intensification that is located near active and public transportation.

Section 6.5.3.1 stipulates that Medium and High Profile residential uses either as stand-alone buildings or part of commercial-residential mixed use buildings shall be throughout the Corridors. The proposed development of a semi-detached dwelling with two additional dwelling units is classified as a Low Profile development under Section 6.3.2.3(a) as it is a small scale form with less than 8 units, and therefore an Official Plan Amendment is required. The subject property's small lot size significantly limits development potential, making it challenging to accommodate eight units while maintaining adequate parking, access, landscaping, and other site design requirements.

The analysis presented in the PRR indicates that the proposed development satisfies the Locational Criteria (6.5.3.6), Evaluation Criteria (6.5.3.7) and Design Guidelines (6.5.3.8) for a mix use corridor development, as well as the Infill Development (8.7.2.3) policies of the Official Plan. Relevant policies in Windsor’s Intensification Guidelines are also addressed in the analysis.

Official Plan Policy 6.5.3.3 c) encourages Mixed Use Corridor development to locate buildings at the street frontage lot line with parking accommodated at the rear of the site. Mixed use corridor Design Guidelines policy 6.5.3.8 d) also state that where possible, parking is located in the rear of the property to encourage continuous building facades adjacent to the street.

As per these policies, administration worked with the proponent to position the proposed semi-detached dwelling closer to the front lot line than would otherwise be required by the Zoning By-law. The applicant has expressed a preference to provide parking at the rear of the property and has indicated a willingness to undertake any necessary alley improvements at their own expense. This approach would support a built form that is more consistent with the existing streetscape along Drouillard Road, and that conforms to the intent of the Official Plan policies promoting a pedestrian-oriented streetscape and compatible infill development. Alternatively, a single driveway could be provided from Drouillard Road that leads to shared parking at the rear of the semi-detached or multiple dwelling.

Official Plan Schedule X – Right-of-Way Widths classifies Drouillard Road as a Class I Collector Road, requiring a right-of-way width of 24 metres. As per the comments provided in Appendix B, the owner shall gratuitously convey approximately 1.8 metres along the entire Drouillard frontage of the property. This land can be conveyed as a condition of a future severance application.

The scale and form of the proposal are appropriate within the policy framework that encourages intensification and more efficient land use. As recommended, the proposed semi-detached dwelling maintains neighbourhood compatibility through appropriate setbacks, building height and lot coverage. Planning and Development Services concurs with the analysis in the PRR. The recommended Official Plan and Zoning By-law 8600 amendments conform to the overall policy direction of the OP.

**Zoning By-Law 8600**

The subject land is zoned Commercial District 4.1 (CD4.1) which only permits commercial uses. The applicant is requesting a rezoning to Residential District 2.2 (RD2.2) in order to permit a semi-detached dwelling. Additional relief from the Zoning By-law being requested includes increased maximum gross floor area of the main building. The development must comply with all other applicable zoning provisions.

The proposed semi-detached dwelling has a building footprint of 195.06m$^2$ and will result in a lot coverage of 35%. Along this section of Drouillard Road, existing residential dwellings are generally smaller in size, however there are much larger commercial buildings in the area. Lot coverage also varies substantially along this street. Although the proposed dwelling will have a larger building footprint and lot coverage than other residential properties in the area, the size and scale of the building is compatible. Planning Staff agree with the analysis in the PRR that the increased gross floor area will not result in any adverse impacts on the subject property or surrounding land uses.

As per the Zoning By-law, one parking space is required for each main dwelling unit located in a semi-detached dwelling. The subject property is in the area currently exempt from requiring a parking space for any additional dwelling units. For a proposed multiple dwelling, a provision for a minimum of 1 required parking spaces per dwelling unit is recommended. The proposal complies with parking as recommended.

As discussed in the Official Plan analysis, administration is recommending additional provisions that would move the proposed semi-detached or multiple dwelling towards the front lot line, and prohibit front yard parking. Although many buildings along Drouillard Road have no or very little front yard setbacks, the subject property is located between a parking lot and a single unit dwelling with a greater setback. The requested zoning district typically requires a 6.0 m front yard setback, which would be inconsistent with the design policy within the Official Plan. As recommended, the reduced front yard setback would maintain a strong streetscape presence and provide greater flexibility to accommodate additional parking at the rear of the lot. This concept has been presented to the applicant who has indicated their agreement with this approach.

The scale of the proposal is considered appropriate within the policy framework that encourages intensification and more efficient land use. The proposed development will maintain compliance with the RD2.2 zoning building envelope with respect to building height, lot coverage and setbacks. The semi-detached dwelling is compatible with the established neighbourhood and existing streetscape.

The Applicant’s request for a change in zoning with site-specific provisions is supported.

### Site Plan Control

The proposed semi-detached dwelling is not subject to Site Plan Control.

## Risk Analysis:

N/A

## Climate Change Risks

### Climate Change Mitigation:

The subject land is located within an existing neighbourhood containing existing municipal services, therefore reducing the impacts of climate change by locating within the existing built-up area. In general, residential intensification minimizes the impact on community greenhouse gas emissions as these developments create complete communities and neighbourhoods while using available infrastructure such as sewers, sidewalks, and public transit.

### Climate Change Adaptation:

The new building may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process. The proposed development of a low-profile semi-detached dwelling provides an opportunity to increase resiliency for the development and surrounding area through supporting a complementary and compact form of housing, redevelopment, and intensification that is near existing and future transit and active transportation options.

## Financial Matters:

N/A

## Consultations:

Comments received from municipal departments and external agencies are attached as Appendix B. Statutory notice was advertised in the Windsor Star. A courtesy notice was mailed to property owners within 200m of the subject lands. Submitted documents were posted on the City of Windsor website.

## Conclusion:

The *Planning Act* requires that a decision of Council in respect of the exercise of any authority that affects a planning matter, *"shall be consistent with"* Provincial Planning Statement 2024. Based on the supporting documents submitted by the Applicant and the analysis in this report, it is my opinion that the requested amendments to the Official Plan and Zoning By-law 8600 are consistent with the PPS 2024 and in conformity with the City of Windsor Official Plan.

The proposed amendment would permit a semi-detached dwelling on an urban parcel of land which is compatible with existing uses in the surrounding neighbourhood. The proposed development represents a modest increase in density and provides an opportunity for residential intensification, while also supporting a complementary form of housing.

The recommendation to amend the Official Plan and Zoning By-law 8600 constitutes good planning. Administration recommends approval.

## Planning Act Matters:

*Averil Parent*
Planner II – Development Review

I concur with the above comments and opinion of the Professional Planner.
*Greg Atkinson, MCIP, RPP* *Neil Robertson, MCIP, RPP*

Deputy City Planner - Development City Planner

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

JP RM

## Approvals:

| Name | Title |
|---|---|
| Averil Parent | Planner II – Development Review (A) |
| Greg Atkinson | Deputy City Planner - Development |
| Aaron Farough | Senior Legal Counsel, Legal and Real Estate |
| Neil Robertson | City Planner |
| Jelena Payne | Deputy CAO/Commissioner, Economic Development |
| Ray Mensour | Chief Administrative Officer |

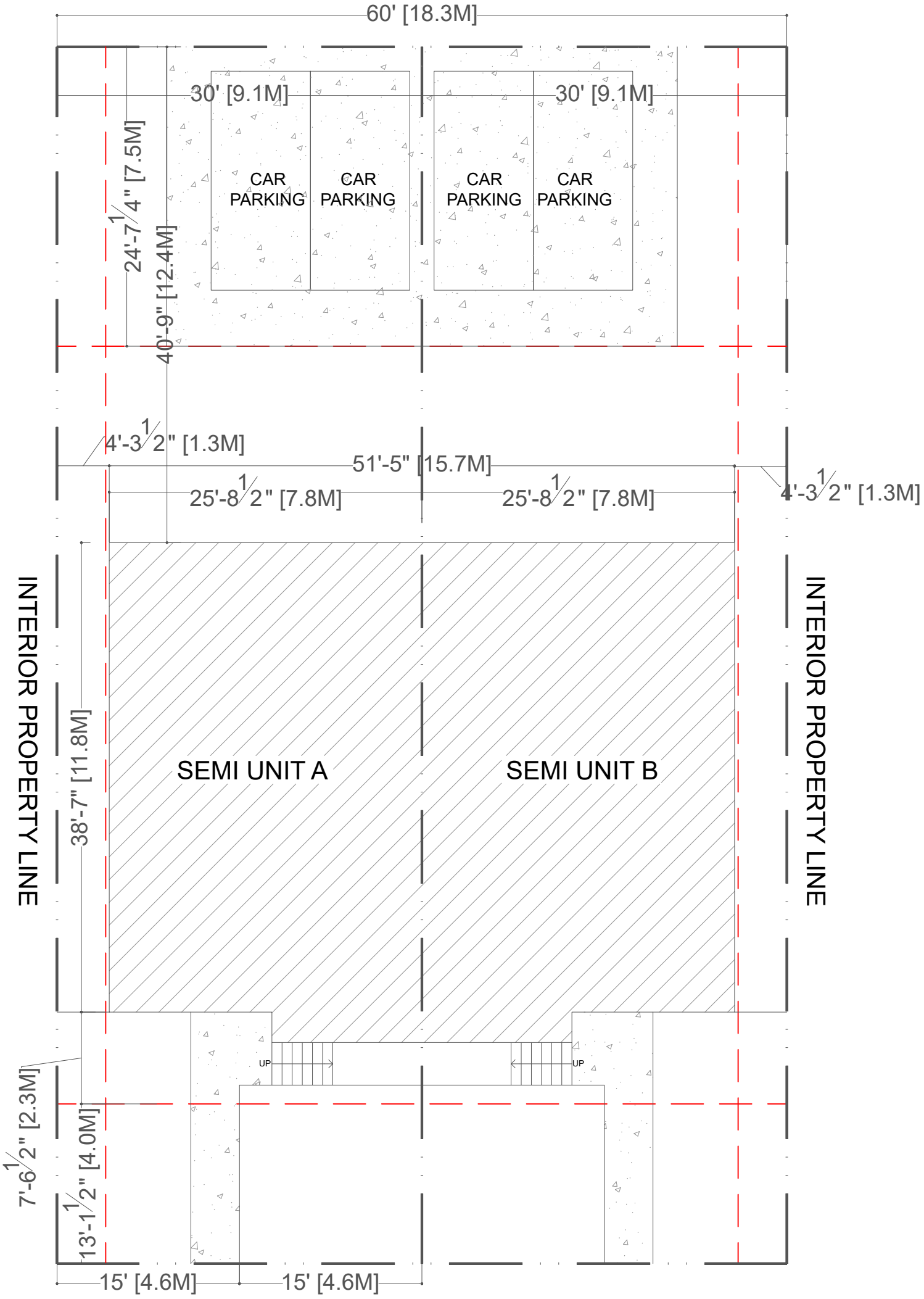
## Notifications:

| Name | Address | Email |
|---|---|---|
| | | |

## Appendices:

Appendix A – Conceptual Site Plan, Floor Plans and Elevations
Appendix B – Consultations

REAR PROPERTY LINE




FRONT PROPERTY LINE

# SITE PLAN

PROPOSED ZONING : RD 2.2
LOT AREA : 6000 SQFT (557.4 SQM)
ALLOWABLE FOOTPRINT 45% : 2700 SQFT (250.8SQM)
TOTAL PROPOSED FOOTPRINT : 2045.5 SQFT (190 SQM)
ALLOWABLE GROSS FLOOR AREA : 5166.68 SQFT ( 480SQM) WITH MINOR VARIANCE.
PROPOSED GROSS FLOOR AREA : 5166.68 SQFT (480 SQM)

KAIRON DESIGN INC.

BCIN DESIGNER
KAIRON DESIGN
204889
ONTARIO, CANADA

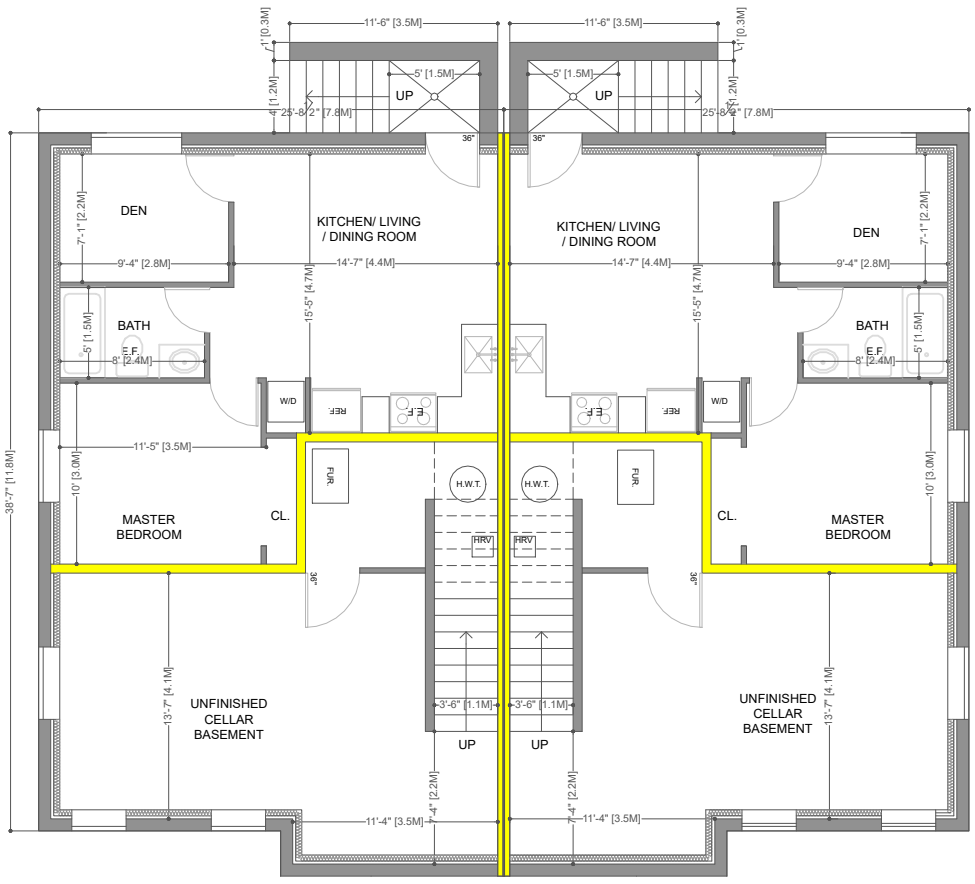
R - SITE PLAN

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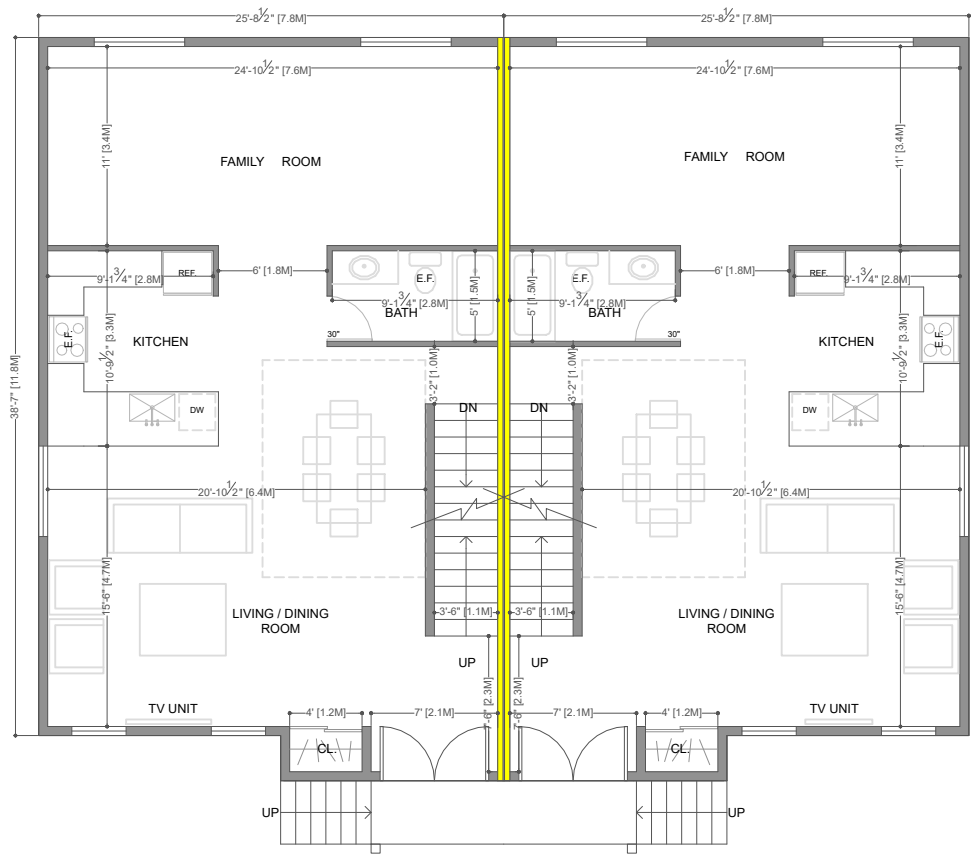
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16/09/2026

NORTH

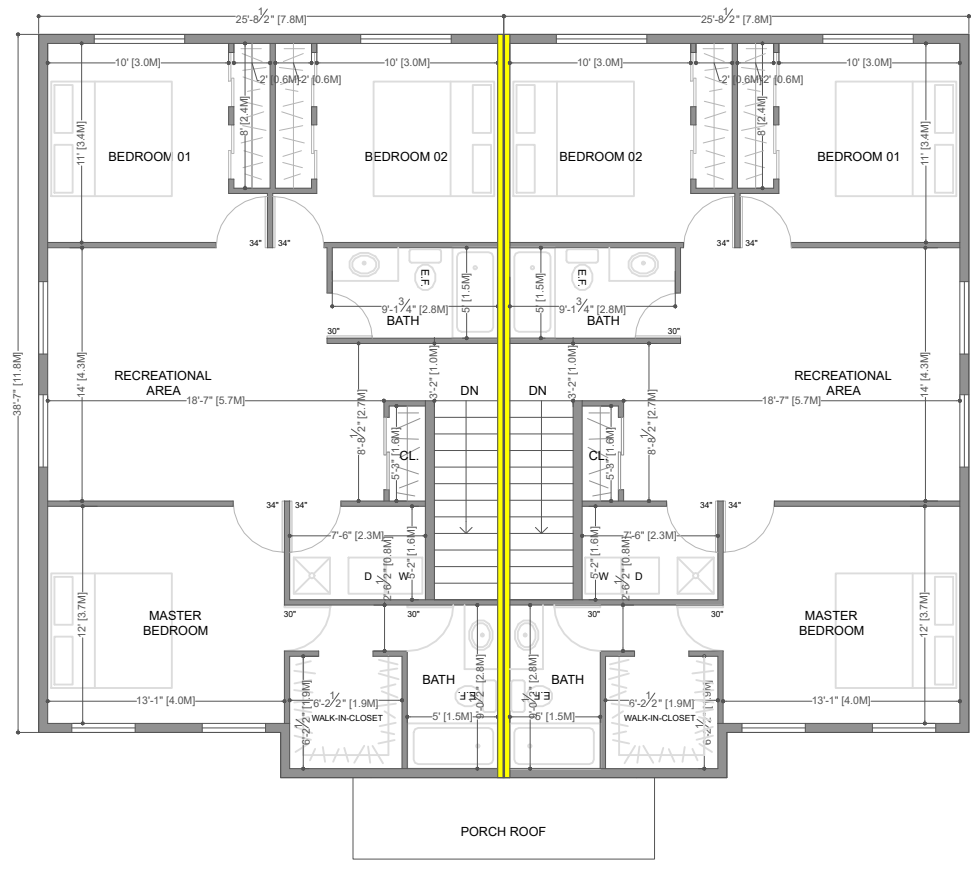
PROJECT ID : 1046_2025




FOUNDATION / UNFINISHED BASEMENT
1075.8 SQFT (100 sqm)




MAIN FLOOR PLAN
2045.4 SQFT (190sqm)




SECOND FLOOR PLAN
2045.4 SQFT (190sqm)

KAIRON DESIGN INC.

BCIN DESIGNER
KAIRON DESIGN
204889
ONTARIO, CANADA

R - FLOOR PLANS

ADDRESS:

1356 DROUILLARD RD

DATE:

29/06/2026

NORTH

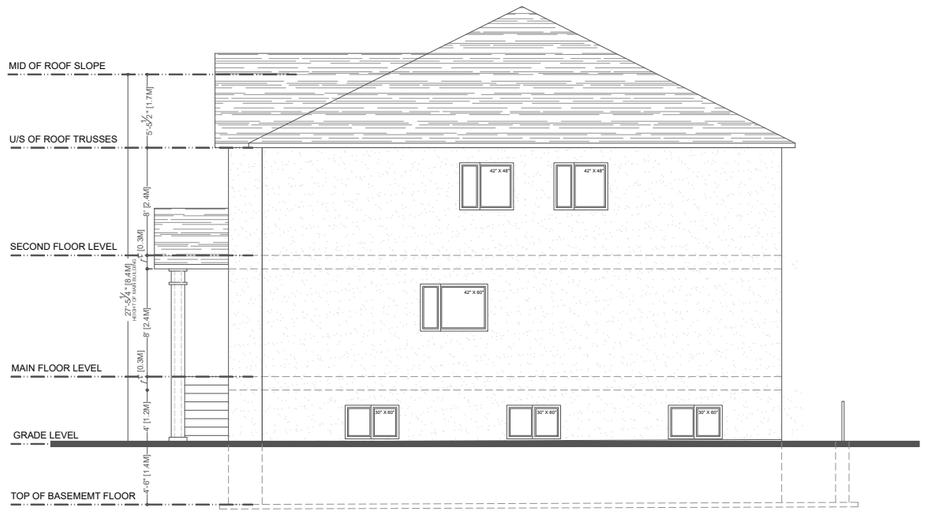
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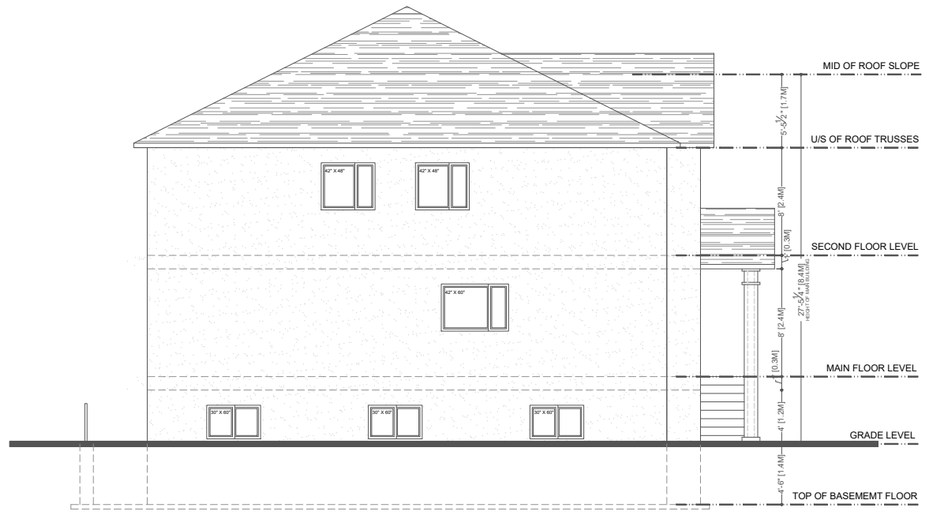

FRONT ELEVATION




REAR ELEVATION




RIGHT SIDE ELEVATION




LEFT SIDE ELEVATION

KAIRON DESIGN INC.

BCIN DESIGNER
KAIRON DESIGN
204889
ONTARIO, CANADA

R - PROPOSED ELEVATIONS

ADDRESS:

1356 DROUILLARD RD

DATE:

29/06/2026

NORTH

PROJECT ID : 1046_2025

## APPENDIX B – CONSULTATION

### CANADA POST – BRUNO DESANDO
Canada Post has no comments for the attached application.

### WINDSOR FIRE – CHRIS KREIBICH
No concerns at this time for fire.

### SITE PLAN CONTROL
Site Plan is not applicable for this proposed development pursuant to the Planning Act and City of Windsor By-law 1-2004.

### TRANSPORTATION PLANNING – AASHVI SARVAIYA
- **Land Conveyance**
  A 1.8 m land conveyance along the Drouillard Road frontage is required.
- **Corner Cut-Off**
  Not applicable.
- **Sidewalk**
  Not applicable.
- **Parking**
  All parking must comply with ZBL 8600; Otherwise, a parking study is required.
- **Transportation Impact Study**
  Not applicable.
- **Access**
  All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.
- **Exterior Path**
  All new exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

Should you have any further questions or concerns, please contact Aashvi Sarvaiya, of this department at tda@citywindsor.ca.

### ZONING COORDINATOR – STEFAN PAVLICA
Below is the zoning review summary for the *above-mentioned property*; circulated on August 4th, 2026:

- **Current Zoning Designation**: Commercial District 4.1 (CD4.1)
- **Proposed Zoning Designation**: Residential District 2.2 (RD2.2)
- **Existing Use [as per historical Building Permit(s) / Planning Act Applications(s)]**:
  - Legal, non-conforming *Single Unit Dwelling*
- **Proposed Use**:
  - *Semi-Detached Dwelling* with one (1) additional *dwelling unit* (in each semi) within the *main building*

- **Section 5 – General Provisions**:
    - COMPLIES
- **Section 11.2.5.2 – Residential District 2.2 (RD2.2) – *Semi-Detached Dwelling***:
    - Minimum Lot Width [11.2.5.2.1]:
        - 15.0m (Required)
        - 18.3m (Provided)
    - Minimum Lot Area [11.2.5.2.2]:
        - 450.0m2 (Required)
        - 557.4m2 (Provided)
    - Maximum Lot Coverage [11.2.5.2.3]:
        - 45.0% (Required)
        - 35.0% (Provided)
    - Maximum Main Building Height [11.2.5.2.4]:
        - 9.0m (Required)
        - 8.4m (Provided)
    - Minimum Front Yard Depth [11.2.5.2.5]:
        - 6.0m (Required)
        - 7.5m (Provided)
    - Minimum Rear Yard Depth [11.2.5.2.6]:
        - 7.50m (Required)
        - 10.43m (Provided)
    - Minimum Side Yard Depth [11.2.5.2.7]:
        - 1.20m (Required)
        - 1.31m (Provided)
    - Maximum Gross Floor Area – Main Building [11.2.5.2.10]:
        - 400m2 (Required)
        - 477m2 (Provided)
- **Section 20 – Site Specific Zoning Exemptions**:
    - NOT APPLICABLE
- **Section 24 – Parking, Loading, and Stacking Provisions**:
    - COMPLIES
- **Section 25 – Parking Area Regulations**:
    - NOT APPLICABLE

## TRANSIT WINDSOR – JASON SCOTT

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Central 3 with direct transit service along Drouillard. The closest existing bus stop is directly across the street from this property on Drouillard at Metcalfe northwest corner providing direct transit access to this development.

## SPECIAL PROJECTS – KEVIN ALEXANDER

The applicant may be eligible for the following grants provided that the development can address the Ford City CIP and City of Windsor Intensification Guidelines_2022.06.16.

**New Residential Development Grant Program**-- property owners are eligible to receive a grant of $2,500 for every new *residential unit*, up to a maximum of $50,000 per property. A

minimum of two (2) new *residential units* must be created in order to be eligible. Projects on *Infill Catalyst Sites* are eligible for a grant increase of up to $5,000 per unit, up to $50,000.

**Building/Property Improvement Tax Increment Grant Program**-- annual grant equal to 100% of the increase in municipal property taxes for ten (10) years, after the project is completed and reassessed.

**Municipal Development Fees Grant Program**-- a grant for 100% of the specified Municipal Development Fees, up to a maximum of $50,000 per property.

*An application for any financial incentive program must be submitted to the City prior to the commencement of any works to which the financial incentive program will apply and prior to application for building permit.

Please contact kalexander@citywindsor.ca **as soon as possible** regarding the Ford City CIP grants and how the development can address the goals of the Ford City CIP and Intensification Guidelines.

- Relocate the parking area to the rear of the site, and move the building closer to Drouillard Road, consistent with the development pattern established through recent approvals at **1377 Drouillard Road** and **1141-1145 Drouillard Road**.
- Revise the building design to better reflect the built form and urban design character of recent developments approved along the corridor, including the developments noted above.
- Incorporate durable, high-quality exterior materials that are characteristic of the area, such as red or brown brick masonry.

In addition, the following should be provided:

An **Urban Design Study**, may be required, should the proposal not adequately address the Intensification Guidelines or if additional analysis is necessary to demonstrate compatibility with the surrounding neighbourhood context.

## RIGHT-OF-WAY – MARK SCHAFFHAUSER

**Required Drawing Revisions:**

1. **Driveway Approaches** – Do not conform to City of Windsor Standards, which must be constructed with straight flares and no raised curbs within the right-of-way.
    - Modify as per Standard Engineering Drawing AS-221 or AS-222.

2. **Sewer Connections** – All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.
    - Modify drawings to include all sewer connections and water services.
    - Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

3. **Land Conveyance** – Schedule X classifies Drouillard Road as a C1_Collector road, requiring a right-of-way width of 24 metres. The current submission does not include this conveyance.
    - Modify drawings to include land conveyance of 1.8 metres.

**Right-of-Way Permit Requirements**

**CCTV Sewer Inspection** – The owner(s) further agrees to provide at its entire expense, and to the satisfaction of the City Engineer, a video inspection, of any existing connections proposed for reuse to ensure the suitability of the connection for use in accordance with City of Windsor Standard Specifications S-32 CCTV Sewer Inspection

**Driveway Approaches** – The owner(s) further agrees that driveway approaches shall be constructed in such width and location as shall be approved by the City Engineer, with straight flare driveway approaches and no raised curbs within the right-of-way. The Owner shall have the option of constructing said driveway approaches as follows:

1. Residential Property
    a. Asphalt in accordance with City of Windsor Standard Drawing AS-221; or
    b. Concrete in accordance with City of Windsor Standard Drawing AS-222

**Sewer Connections** – The site is serviced by a 375mm sanitary sewer and a 450mm sewer located within the Drouillard Road Street right-of-way. All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.

- Modify drawings to include all sewer connections and water services.
- Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

**Land Conveyance** - Prior to the issuance of a construction permit, the owner(s) shall agree to gratuitously convey to the Corporation, land sufficient to create 24 metre wide right-of-way on Drouillard Rd. This conveyance shall be approximately1.8 metres along the entire Drouillard frontage of the subject lands.

If you have any further questions or concerns, please contact Karen Kong, of this department at kkong@citywindsor.ca

## HERITAGE PLANNING – KRISTINA TANG

There is no apparent built heritage concern with this property, and it is not located within an Archaeological Potential Zone (APZ). Nevertheless, the Applicant should be notified of the following archaeological precaution.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Development Services Department, the City's Manager of Culture and Events, and the Ontario Ministry of Citizenship and Multiculturalism must be notified and confirm satisfaction of any archaeological requirements before work can recommence.
2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Citizenship and Multiculturalism and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Citizenship and Multiculturalism.

Contacts:
Windsor Planning & Development Services Department:

519-255-6543 x6851, ktang@citywindsor.ca, planningdept@citywindsor.ca
Windsor Manager of Culture and Events (A):
Michelle Staadegaard, (O) 519-253-2300x2726, (C) 519-816-0711, mstaadegaard@citywindsor.ca
Ontario Ministry of Citizenship and Multiculturalism
Archaeology Programs Unit, 1-416-212-8886, Archaeology@ontario.ca
Windsor Police: 911
Ontario Ministry of Public and Business Service Delivery and Procurement
Registrar of Burial Sites, War Graves, Abandoned Cemeteries and Cemetery Closures:
Ian Hember, 1-437-244-9840, Ian.hember@ontario.ca

## ENWIN

**Hydro Engineering: Keegan Morency Kendall**
No Objection, provided adequate clearances are achieved and maintained.

Please note the following.

1- The pole line at the back of the property is owned by Bell.
2- ENWIN has overhead single phase 120/240V secondary conductors at the rear of the property.
3- ENWIN has overhead three phase 347/600V secondary conductors at the rear of the property.
4- ENWIN has overhead single phase 16kV primary conductor at the rear of the property.
5- ENWIN has a 100kVA, 16kV-120/240V single phase transformer at the rear of the property.

Prior to working in these areas, we would suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction.

**Water Engineering: Bruce Ogg**
ENWIN Water has no objections.

## DEVELOPMENT ENGINEERING – ROB PERISSINOTTI

We have reviewed the subject Rezoning application and have the following comments:

**Sewers** The site may be serviced by a 300mm diameter PVC sanitary sewer and a 450mm diameter reinforced concrete sewer located within Drouillard Road right-of-way. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

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

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

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

For more information of SWM requirements, visit: link

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

**https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Checklis t-Rational-Method.pdf**

**Right-of-Way**
Drouillard Road is classified as Collector Road according to the Official Plan requiring a right-of-way width of 20 meters; the current right-of-way is 16.4 meters, therefore, a conveyance of 1.8 meters is required along the frontage of this property.

In summary we have no objection to the proposed development. If you have any further questions or concerns, please contact Gerry Rattew, of this department at grattew@citywindsor.ca

## WALPOLE ISLAND FIRST NATIONS – PETER MAYHEW

Thank you for sharing the notice regarding the proposed Official Plan and Zoning By-law Amendments for 1356 Drouillard Road.

We have completed a review of the application to redevelop the existing residential lot into a 4-unit semi-detached dwelling. Based on the private urban location, previous ground disturbance, and connection to municipal services, we have no objections or concerns with this project moving forward.

We only ask that the standard accidental discovery procedures remain in place: if any historical artifacts or ancestral remains are uncovered during digging, all work must stop immediately, and our office must be contacted.

**Item No. 8.5**

**Committee Matters:** SCM 318/2026

**Subject: Zoning By-Law Amendment - Z 020-26 (ZNG-7388) 3105 Rankin Avenue - Ward 1**

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

Decision Number: **DHSC 870**

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

39. **WEST SIDE OF RANKIN AVENUE, BETWEEN WEST GRAND COURT AND NORFOLK STREET**

For the lands comprising of Lot 604, Part Block J, Registered Plan 1295, a *Semi-Detached Dwelling* shall be an additional permitted *main use,* and the following additional provisions shall apply to a *Semi-Detached Dwelling:*

a) *Gross Floor Area: maximum* 525 $m^2$

[ZDM 8; ZNG/7388]

II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Lot 604, Part Block J, Registered Plan 1295, known municipally as 3105 Rankin Avenue (Roll No. 080-200-08000), situated on the west side of Rankin Avenue between West Grand Court and Norfolk Street from RD1.4 to RD1.4x(39).

Carried.

Report Number: S 99/2026
Clerk's File: Z/15212

**Clerk's Note:**

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

2. Please refer to Item 7.2 from the Development & Heritage Standing Committee held on October 5, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20261006/-1/11660

## Subject: Zoning By-Law Amendment - Z 020-26 (ZNG-7388) 3105 Rankin Avenue - Ward 1

### Reference:

Date to Council: October 5, 2026
Author: Averil Parent
Planner II - Development Review
519-255-6543 x6397
aparent@citywindsor.ca
Planning & Building Services
Report Date: 8/24/2026
Clerk's File #: Z/15212

**To**: Mayor and Members of City Council

### Recommendation:

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

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[ZDM 8; ZNG/7388]

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### Executive Summary:

N/A

## Background:

### Application Information:

**Municipal Address:** 3105 Rankin Avenue

**Roll Number:** 080-200-08000

**Ward:** 1 **Planning District:** South Windsor **Zoning District Map**: 8

**Applicant/Agent:** 2047337 Ontario Inc. (Andre Abouasli)

**Owner:** Same as Applicant

### Proposal:

The applicant proposes one new semi-detached dwelling on the subject parcel. The semi-detached dwelling will be severed along the common wall. Two units are proposed in total, (one unit on each side), each having an attached garage. Four parking spaces accessed from Rankin Avenue are proposed (two spaces per unit). The subject parcel is currently vacant.

**Requested Amendment:** A site-specific amendment to the existing Residential District 1.4 (RD1.4) zoning to permit one new semi-detached dwelling as an additional permitted use, as well as a provision for increased maximum gross floor area.

**Submission Documents:** Application for Zoning By-law Amendment, Conceptual site plan/elevation drawings/floor plans (Appendix A), Planning Rational Report (PRR, see Appendix B), as well as ownership information. All documents with the exception of ownership information are available on the City's website.

The development as proposed is not subject to Site Plan Control. All plans, elevations and renderings are conceptual and subject to change.

### Site Information:

| OFFICIAL PLAN | ZONING | CURRENT USE | PREVIOUS USE |
|---|---|---|---|
| Residential | Residential District 1.4 (RD1.4) | Vacant | Residential |
| **LOT WIDTH** | **LOT DEPTH** | **LOT AREA** | **LOT SHAPE** |
| 25.27 m | 32.92 m | 867.24 $m^2$ | Rectangular |
| *All measurements are provided by the agent and are approximate.* | | | |

**Neighbourhood:**

The subject parcel is located in a residential area in South Windsor. See the PRR (Appendix B) for site image. The immediate area consists of low profile, single unit residential dwellings. Single unit dwellings continue to the east and south of the property, along with Vincent Massey Secondary School, Glenwood Public School, and the Capri Pizzeria Recreation Complex. North of the property is the Grand Marais Drain, and more single unit dwellings. Multiple dwelling condominiums and a commercial area exist to the northeast of the property, along Grand Marais Road. Single unit dwellings continue west to Highways 3 and 401.

Rankin Avenue is classified as a Local Road as per Official Plan Schedule F: Roads and Bikeways. Rankin Avenue has curbs, gutters, and a median with grass and trees. There is a sidewalk on the North side of the street, across from the proposed development. A large municipal tree was recently removed by City staff from the right-of-way in front of the property. There is one remaining municipal tree adjacent to the property. Parking is permitted on both sides of the street. Sanitary and storm sewers as well as a watermain are available within the Rankin Avenue right-of-way.

The closest existing transit route to this property is with Route 305 with direct service along Rankin. The closest existing bus stop to this property is located on Rankin at Grand Marais southwest corner. This bus stop is approximately 155 metres from this property falling within Transit Windsor's walking distance guidelines of 400 metres to a bus stop.

**Public Open House:**

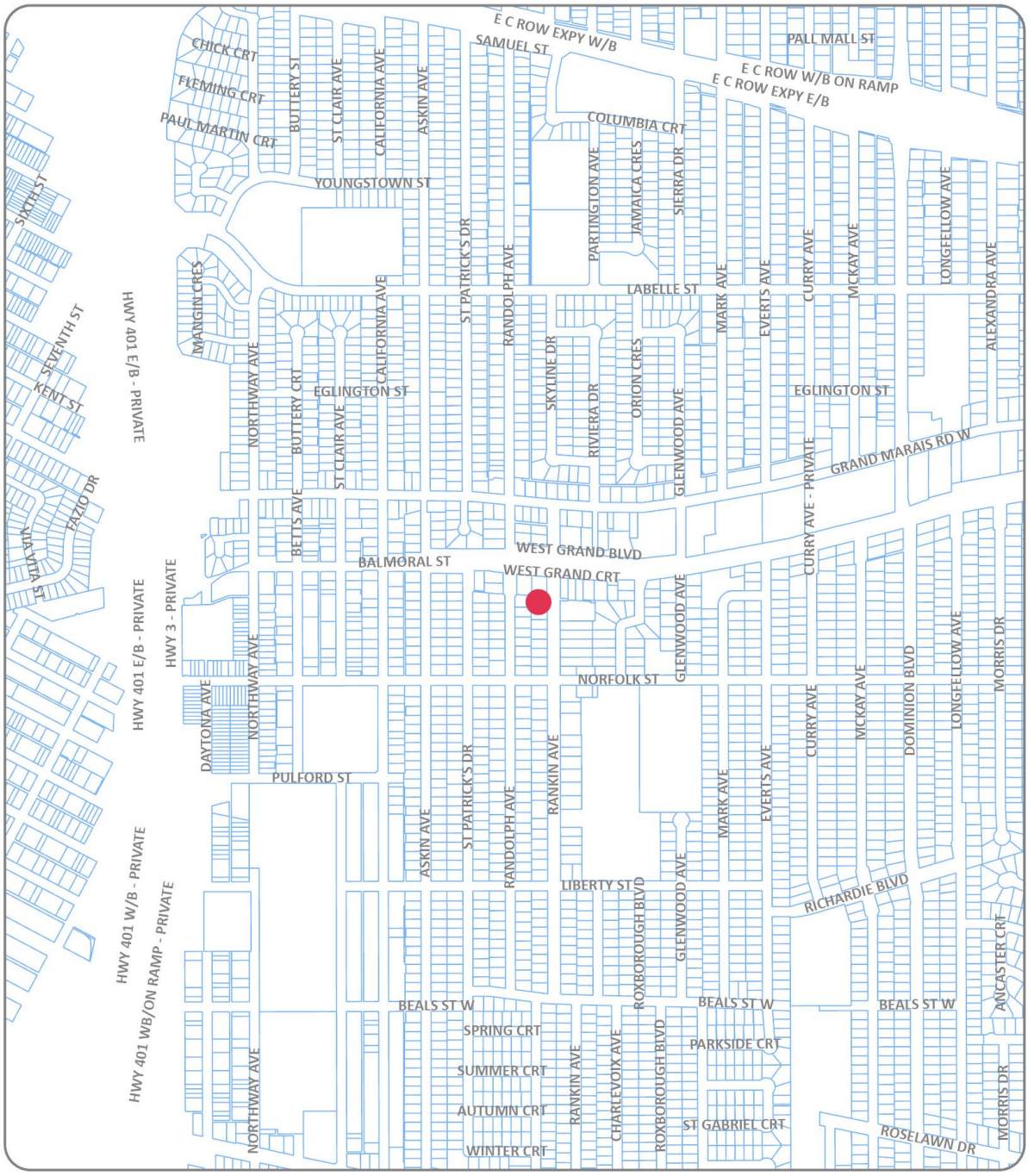
An Open House was held on Saturday May 9th, 2026 at the subject property. Notification of this meeting was distributed to residents and property owners within 200m of the subject site. In addition to the Applicant and City Staff, 9 residents signed in at the open house. Details of the Open House are summarized in Section 9.0 of the PRR.

Residents expressed concerns over potential reduction in available street parking, site drainage issues, potential building materials used, and whether additional dwelling units were being proposed. The applicant discussed the site plan and proposed semi-detached dwelling and noted the garages and parking provided on site, the brick and siding materials to be used, drainage requirements to be addressed through the building permit process, and that there are no additional dwelling units proposed. Most residents were satisfied with the proposal and the responses provided.

**Anticipated Change Based on Recommendations:**

| EXISTING CONDITIONS / PERMISSIONS | PROPOSED / RECOMMENDED | CHANGE | STUDY / REPORT SUBMITTED |
|---|---|---|---|
| **Land Use** | | | |
| Single unit dwelling permitted containing a max of 2 ADUs | Semi-Detached dwelling with 2 units proposed (potential of 6 units in total). | Single Unit Dwelling to Semi-Detached Dwelling (increase of one dwelling unit) | **YES** (Planning Rationale Report) |
| **Lot Coverage** | | | |
| Maximum 45% | 31.4% | No change, proposal is well below maximum lot coverage | **NO** |
| **Maximum Building Height** | | | |
| 9 m (2.5 storeys) | 8 m (2.5 storeys) | No change. | **NO** |
| **Gross Floor Area (Main Building)** | | | |
| Maximum 400m$^2$ | 525m$^2$ | 31.25% increase | **YES** (Planning Rationale Report) |
| **Transportation** | | | |
| Residential | Residential | No significant change in vehicle trips | **NO** (Transportation Impact Study not required) |
| **Parking** | | | |
| 1 space per main dwelling unit | 1 space per main dwelling unit<br>2 parking spaces required. | Parking requirement is exceeded – 4 parking spaces proposed. | **NO** |
| **Sanitary Sewer and Stormwater Management** | | | |
| Residential | Residential | No significant change in sanitary use. Drainage requirements fulfilled at building permit. | **NO** |

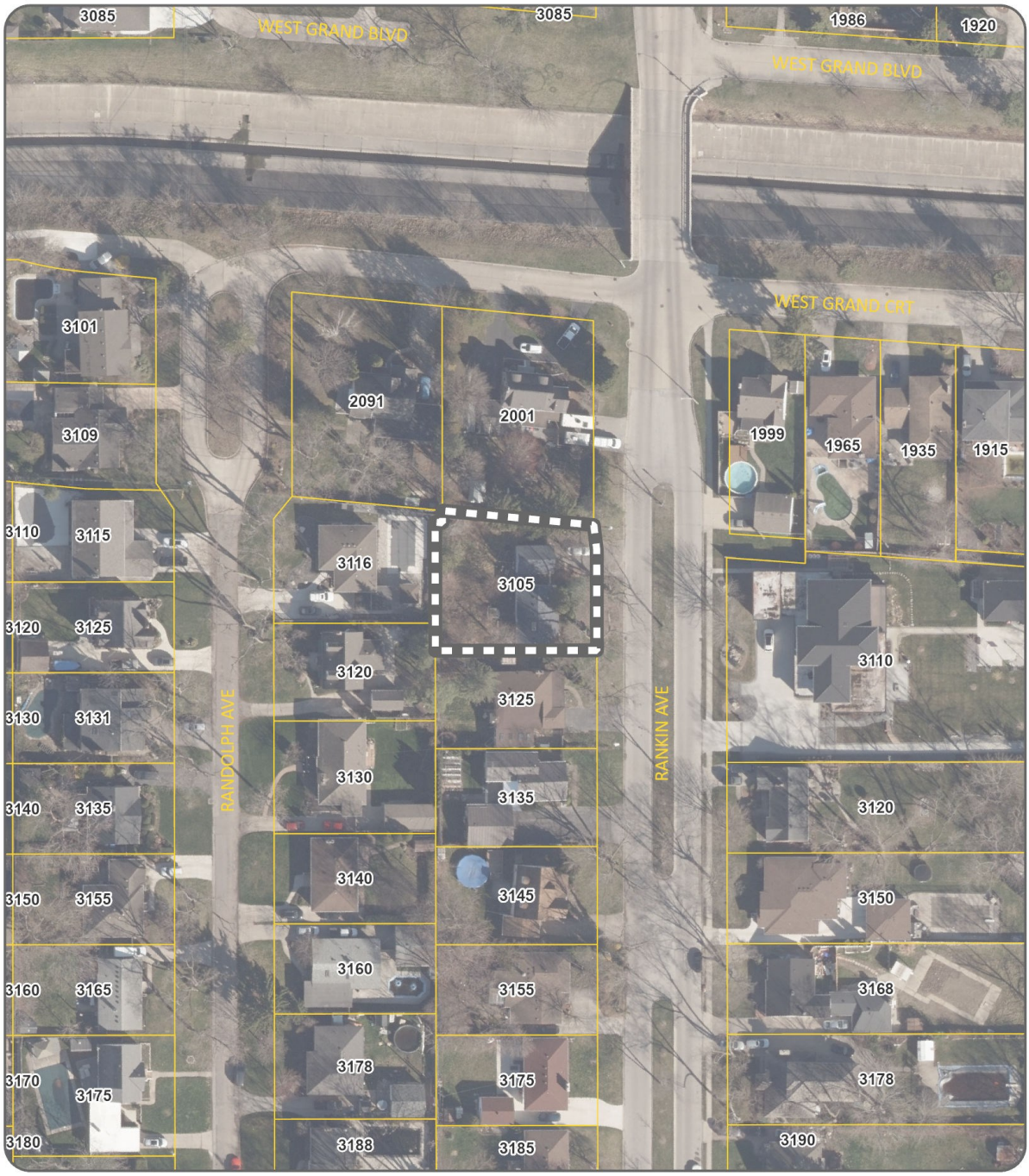
**Figure 1: Key Map**




KEY MAP - Z-020/26 [ZNG-7388]

SUBJECT LANDS

**Figure 2: Neighbourhood Map**




NEIGHBOURHOOD MAP - Z-020/26 [ZNG-7388]

SUBJECT LANDS

**Figure 3: Rezoning**




PART OF ZONING DISTRICT MAP 8

N.T.S.

# REZONING

Applicant: 2047337 Ontario Inc.

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : JULY 2026
FILE NO. : Z-020/26, ZNG-7388

## Discussion:

### Planning Rationale Report (HRK Realty Services Ltd. – July 4th, 2026)

Planning and Development Services concurs with the overall analysis completed in the Planning Rationale Report (PRR) submitted by the applicant and attached as Appendix B. The PRR states that "*the proposal represents efficient use of land in a compact form…, and that the scale of the proposed development is consistent with that of the established neighbourhood".* The report concludes that the development is consistent with the Provincial Planning Statement, conforms with the intent and purpose of the Official Plan and represents good planning.

### Provincial Planning Statement (2024)

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

The PPS promotes complete, compact, and sustainable communities by encouraging a range of housing options and densities, efficient use of land and infrastructure, residential intensification within existing settlement areas, support for active transportation and transit, and development patterns that address climate change and make efficient use of municipal services.

The proposed semi-detached dwelling containing two residential units, which will contribute to the supply and diversity of housing within the neighbourhood and represents an appropriate form of residential intensification. The development makes efficient use of an existing urban lot and municipal infrastructure, supports active transportation and transit use, and contributes to a compact urban form. The site is fully serviced by existing municipal water, wastewater, and stormwater infrastructure and does not require the expansion of settlement boundaries.

Section 4.1 of the PRR provides a summary of the key policy considerations of the PPS as it relates to the proposed development. Overall, the proposal represents an efficient and appropriate form of development that expands housing opportunities, supports complete community objectives, and optimizes existing infrastructure and public services. Planning & Development Services is satisfied that the proposed amendment to Zoning By-law 8600 is consistent with the policy direction of the Provincial Planning Statement, 2024.

### City of Windsor Official Plan

The subject parcel is designated Residential under *Schedule D – Land Use* of the Official Plan (OP). Residential policies are presented in section 6.3, Volume 1 of the Official Plan. Section 4.2 of the PRR provides a summary of the key policy considerations of the OP as it relates to the proposed development.

The Official Plan supports a diverse range of housing options while encouraging compact neighbourhoods and promoting appropriate residential redevelopment, infill, and intensification to make efficient use of land, infrastructure, and transportation networks (6.3.1.1, 6.3.1.2 and 6.3.1.3). The proposed low profile semi-detached dwelling represents a complementary and compact form of housing, redevelopment, and intensification that is located near active and public transportation.

Section 6.3.2.1 stipulates that low profile and medium profile dwelling units are permitted within the Residential land use designation. The proposed development of a semi-detached dwelling is classified as a Low Profile development under Section 6.2.1.2 (a) and therefore complies with this policy.

The analysis presented in the PRR indicates that the proposed development satisfies the Locational Criteria (6.3.2.4) and Evaluation Criteria (6.3.2.5) for a residential development within an existing neighbourhood, as well as the Infill Development (8.7.2.3) policies of the Official Plan. Relevant policies in Windsor's Intensification Guidelines are also addressed in the analysis.

The scale and form of the proposal are appropriate within the policy framework that encourages intensification and more efficient land use. As recommended, the proposed semi-detached dwelling maintains neighbourhood compatibility through appropriate setbacks, building height and lot coverage. Planning and Development Services concurs with the analysis in the PRR. The recommended amendment to Zoning By-law 8600 conforms to the overall policy direction of the OP.

**Zoning By-Law 8600**

The subject land is zoned Residential District 1.4 (RD1.4) which only permits an existing semi-detached dwelling (along with other permitted main uses). The applicant is requesting a rezoning to permit a semi-detached dwelling as an additional permitted use. Additional relief from the Zoning By-law being requested includes increased maximum gross floor area of the main building. The development must comply with all other applicable zoning provisions.

The proposed semi-detached dwelling has a building footprint of 272.4$m^2$ and will result in a lot coverage of 31%. Along this section of Rankin Avenue, existing residential dwellings have building footprints ranging from approximately 130$m^2$ to 560$m^2$, with an average size of 208$m^2$. Lot coverage along this street is particularly low, especially along the east side of Rankin avenue, as the lots on that side of the street are over 30 meters deep. On the west side of Rankin, the lot coverage ranges from 21% to 31%, with an average of 27%. The proposed lot coverage is well below the maximum 45% and similar to properties in the area.

The increase in gross floor area accommodates attached garages for each semi-detached dwelling unit. Both attached and detached garages are present on many homes along Rankin Avenue. Planning Staff agree with the analysis in the PRR that the increased gross floor area will not result in any adverse impacts on the subject property or surrounding land uses. As per the Zoning By-law, one parking space is required for each main dwelling unit located in a semi-detached dwelling. This proposal exceeds the parking requirement as four (4) parking spaces are provided.

The scale of the proposal is considered appropriate within the policy framework that encourages intensification and more efficient land use. The proposed development will maintain compliance with the RD1.4 zoning building envelope with respect to building height and setbacks. The semi-detached dwelling is compatible with the established neighbourhood and existing streetscape.

The Applicant's request for a change in zoning with a site-specific provision is supported.

**Site Plan Control**

The proposed semi-detached dwelling is not subject to Site Plan Control.

## Risk Analysis:

N/A

## Climate Change Risks

**Climate Change Mitigation:**

The subject land is located within an existing neighbourhood containing existing municipal services, therefore reducing the impacts of climate change by locating within the existing built-up area. In general, residential intensification minimizes the impact on community greenhouse gas emissions as these developments create complete communities and neighbourhoods while using available infrastructure such as sewers, sidewalks, and public transit.

**Climate Change Adaptation:**

The new building may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process. The proposed development of a low-profile semi-detached dwelling provides an opportunity to increase resiliency for the development and surrounding area through supporting a complementary and compact form of housing, redevelopment, and intensification that is near existing and future transit and active transportation options.

## Financial Matters:

N/A

## Consultations:

Comments received from municipal departments and external agencies are attached as Appendix C. Statutory notice was advertised in the Windsor Star. A courtesy notice was mailed to property owners within 200m of the subject lands. Submitted documents were posted on the City of Windsor website.

## Conclusion:

The *Planning Act* requires that a decision of Council in respect of the exercise of any authority that affects a planning matter, *"shall be consistent with"* Provincial Planning Statement 2024. Based on the supporting documents submitted by the Applicant and the analysis in this report, it is my opinion that the requested amendment to Zoning By-law 8600 is consistent with the PPS 2024 and is in conformity with the City of Windsor Official Plan.

The proposed amendment would permit a semi-detached dwelling on an urban parcel of land which is compatible with existing uses in the surrounding neighbourhood. The

proposed development represents a modest increase in density and provides an opportunity for residential intensification, while also supporting a complementary form of housing.

The recommendation to amend Zoning By-law 8600 constitutes good planning. Administration recommends approval.

## Planning Act Matters:

*Averil Parent*
Planner II – Development Review

I concur with the above comments and opinion of the Professional Planner.
*Greg Atkinson, MCIP, RPP* *Neil Robertson, MCIP, RPP*

Deputy City Planner - Development City Planner

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

JP RM

## Approvals:

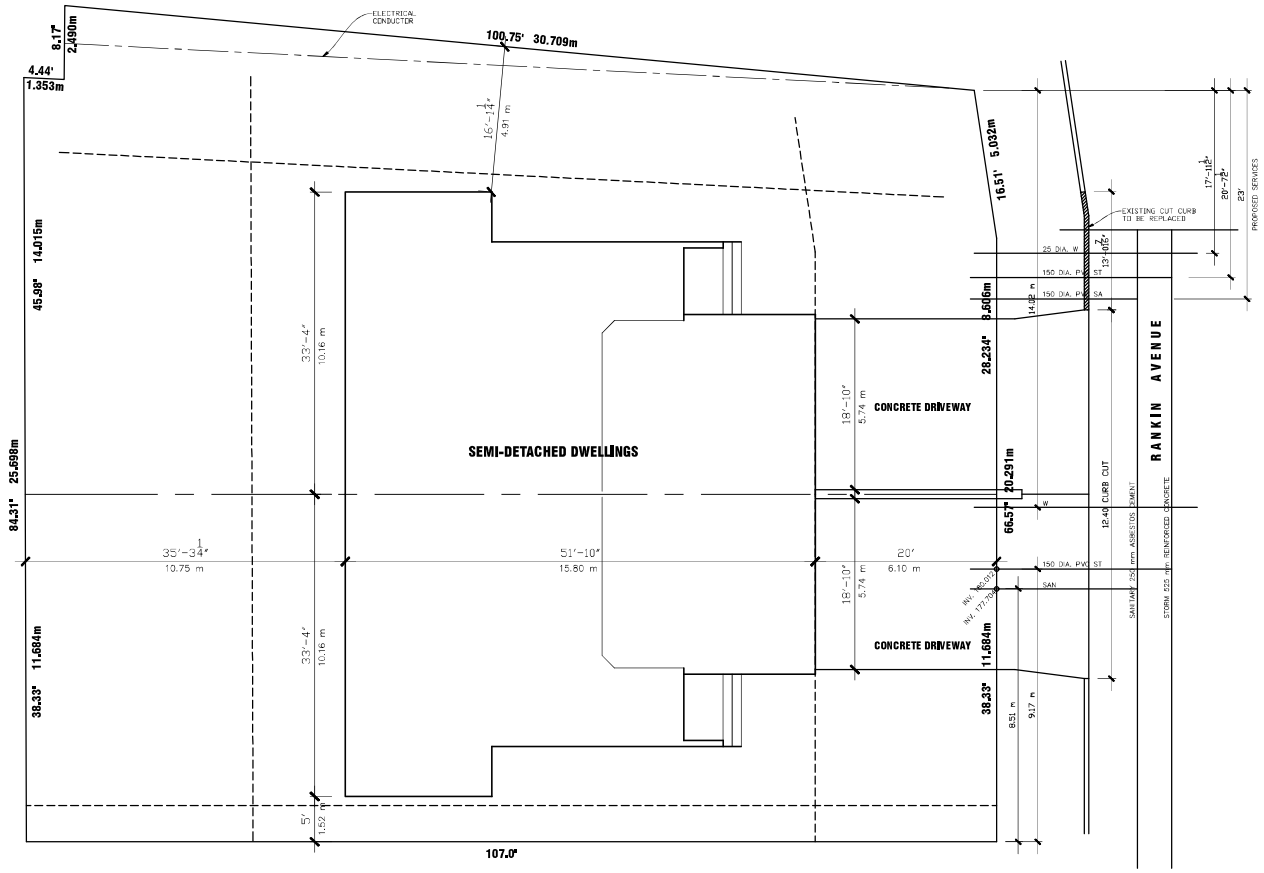
| Name | Title |
|---|---|
| Averil Parent | Planner II – Development Review (A) |
| Greg Atkinson | Deputy City Planner - Development |
| Aaron Farough | Senior Legal Counsel, Legal and Real Estate |
| Neil Robertson | City Planner |
| Jelena Payne | Deputy CAO/Commissioner, Economic Development |
| Ray Mensour | Chief Administrative Officer |

## Notifications:

| Name | Address | Email |
|---|---|---|
| | | |

## Appendices:

Appendix A: Conceptual Site Plan, Floor Plans and Elevations
Appendix B: Planning Rationale Report
Appendix C: Consultations




| | | |
|---|---|---|
| LOT COVERAGE | 2901 SF | 269.51 sm |
| LOT AREA | 9334.9 SF | 867.24 sm |
| COVERAGE | 31.08 % | 31.08 % |

JULY 1, 2026

SITE PLAN

RANKIN AVENUE - SEMI-DETACHED DWELLINGS

JULY 6, 2026
JULY 1, 2026
JUNE 2, 2026

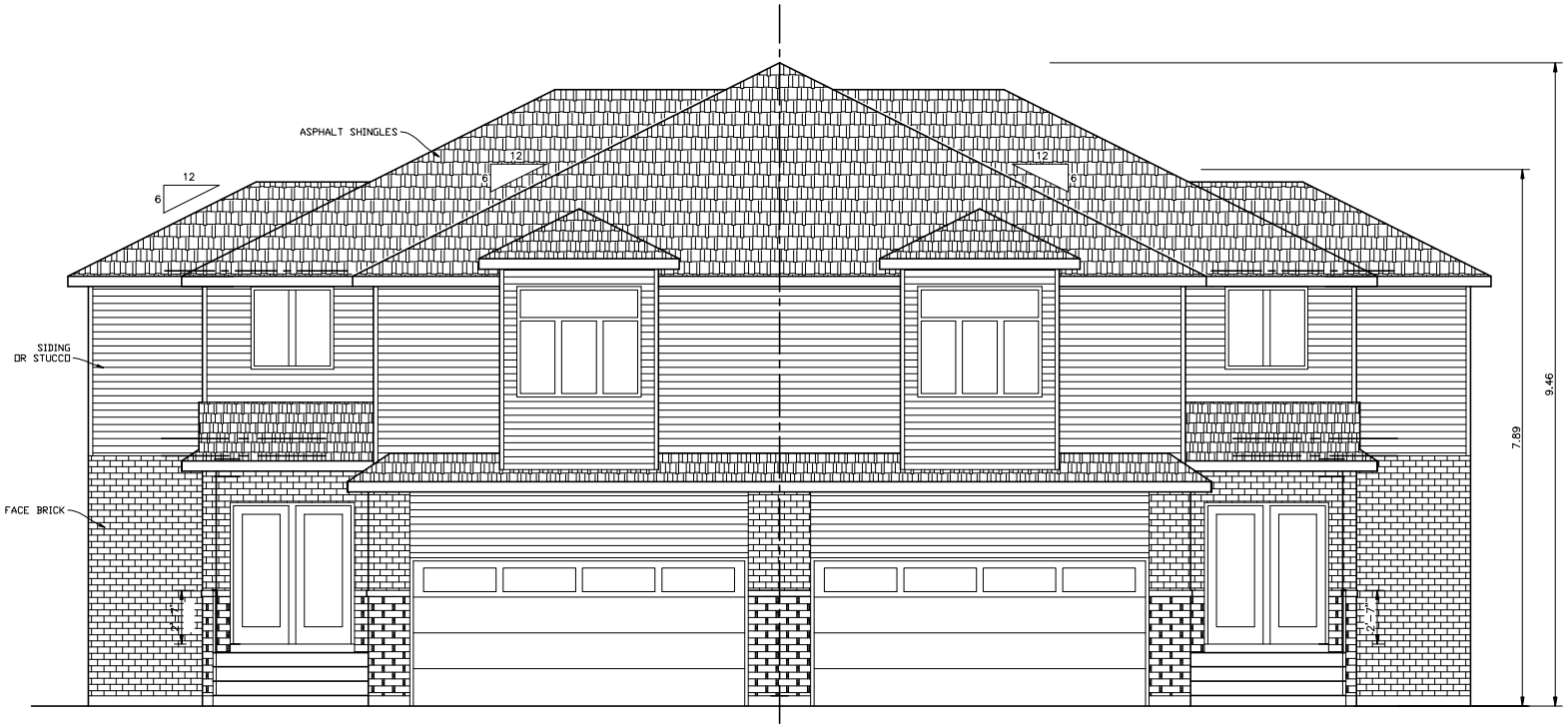
SEMI-DETACHED DWELLING

3105 RANKIN AVENUE

SITE PLAN

SCALE: 3/16" = 1'-0"

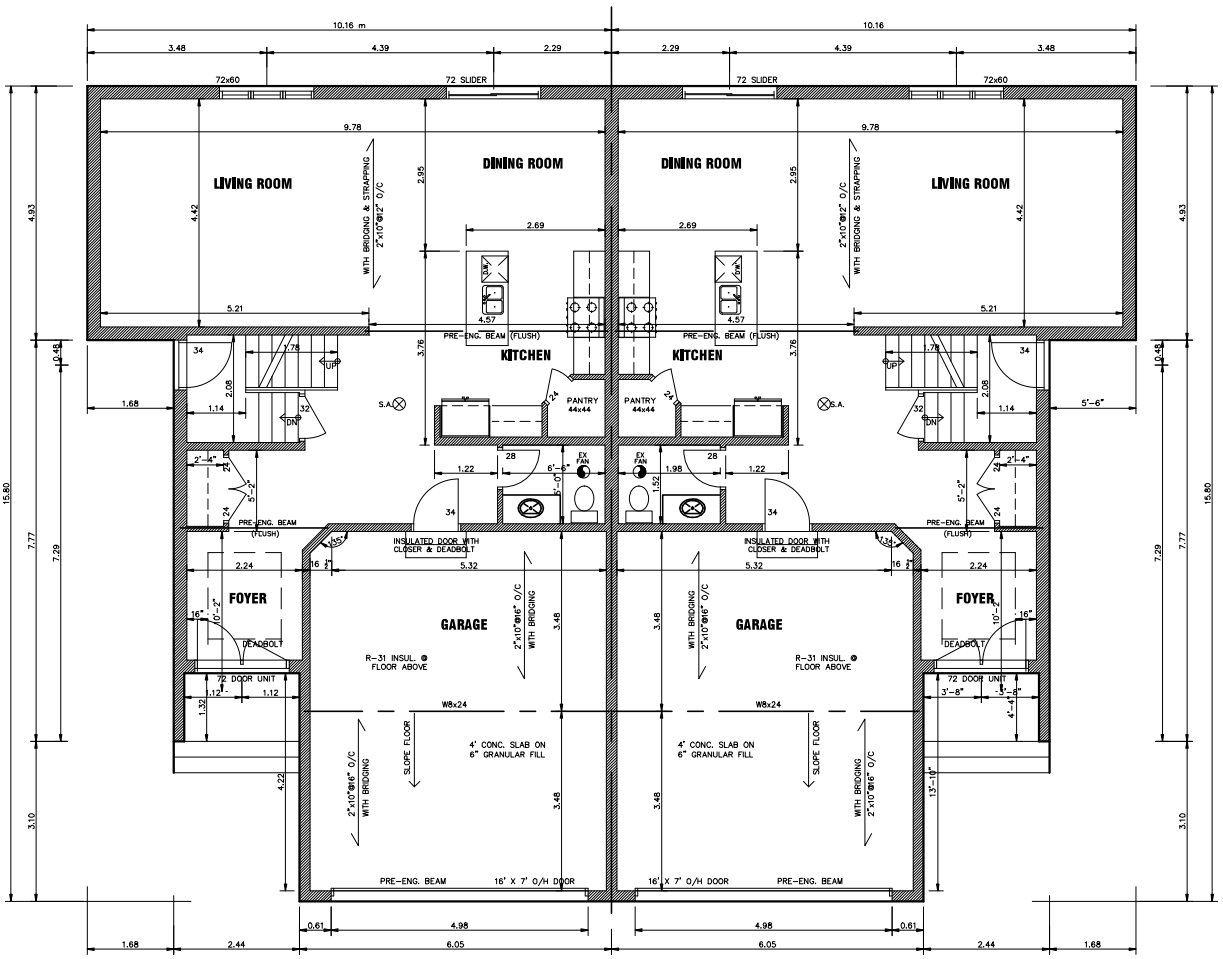
ROBERT UHS BCIN # 21161




FRONT ELEVATION

**RANKIN AVENUE - SEMI-DETACHED DWELLINGS**

**JULY 1, 2026**

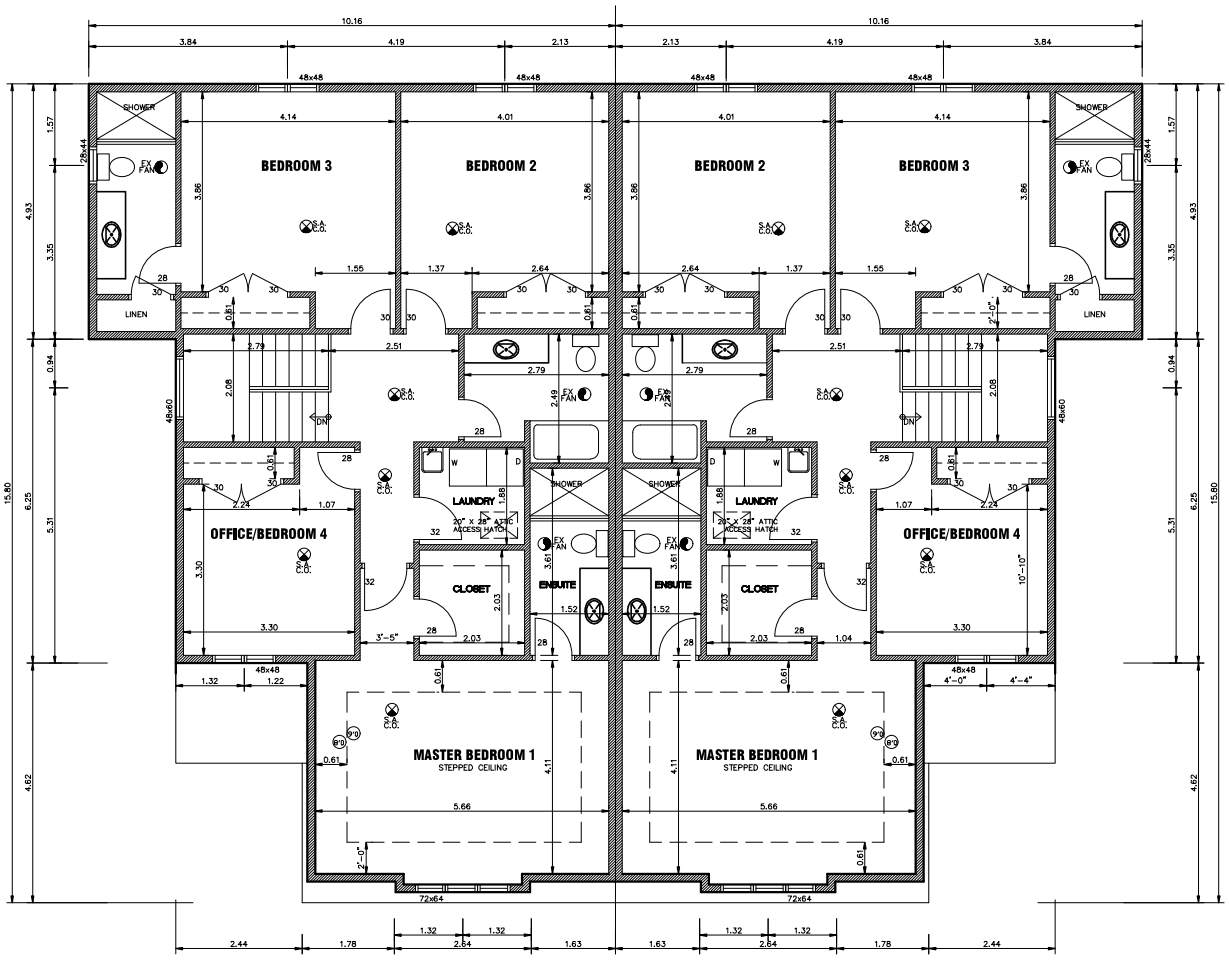



MAIN FLOOR PLAN

RANKIN AVENUE - SEMI-DETACHED DWELLINGS

JULY 1, 2026

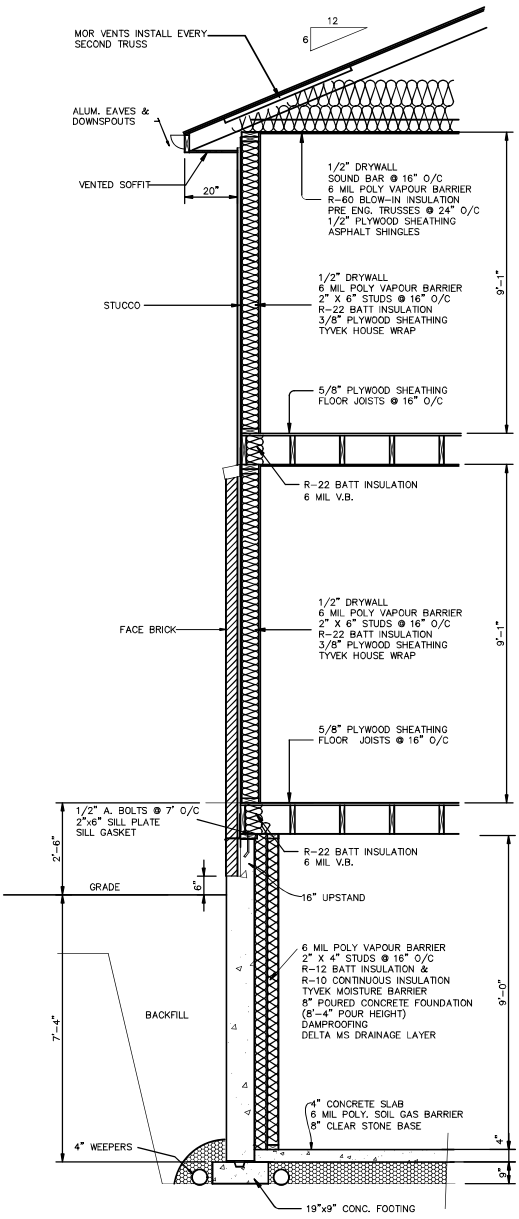
| | | |
|---|---|---|
| SECOND FLOOR | 1385 SF | 128.68sm |
| MAIN FLOOR | 957 SF | 88.91 sm |
| TOTAL | 2342 SF | 217.58 sm |




SECOND FLOOR PLAN

RANKIN AVENUE - SEMI-DETACHED DWELLINGS

JULY 1, 2026




**COMPLIANCE PACKAGE A1**

## WALL SECTION

SCALE: 3/8" = 1'-0"

JULY 1, 2026

# PLANNING RATIONALE REPORT

## 3105 Rankin Avenue, City of Windsor


### Abstract

This Planning Rationale Report is in support of a zoning by-law amendment to permit a semi-detached dwelling building in the City of Windsor.


Date: May 29, 2026 (Revised July 4, 2026)


HRK Realty Services Ltd.

416-220-6903 hkersey4@gmail.com

# TABLE OF CONTENTS

**1.0 Description of Proposal……..2**

**2.0 History of the Property……4**

**3.0 Physical Features of Subject Lands…….4**

**4.0 Planning Policy Documents……..5**

**4.1 Provincial Planning Statement 2024……..6**

**4.2 City of Windsor Official Plan……8**

**5.0 Zoning By-law……..12**

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**9.0 Open House Report……15**

**10 Conclusion……16**

**Figure 1 - Location Map on Page 2**

**Figure 2 – Proposed Development Sketch on Page 3**

**Figure 3 – Lot View from Rankin Avenue on Page 4**

**Appendix "A" Open House Notice on Pages 17 & 18**

**Appendix "B" Open House Materials on Pages 19, 20 & 21**

**Appendix "C" Sign-In Sheet from the Open House on Page 22**

## 1.0 Description of the Proposal

2047337 Ontario Inc. is the registered owner of the property at municipal address 3105 Rankin Avenue. The lands are legally described as Lot 604, Part of Block J, and Part of Alley Closed, Registered Plan 1295, in the City of Windsor, herein referred to as the "Subject Property".

The owner proposes to develop the vacant property for a new semi-detached dwelling building as an additional permitted use. Two semi-detached dwelling units are proposed in total with one on each side of the semi-detached building.

The proposal will require approval of a zoning by-law amendment application, and municipal consent to sever the property.

**Figure 1 – Location Map**

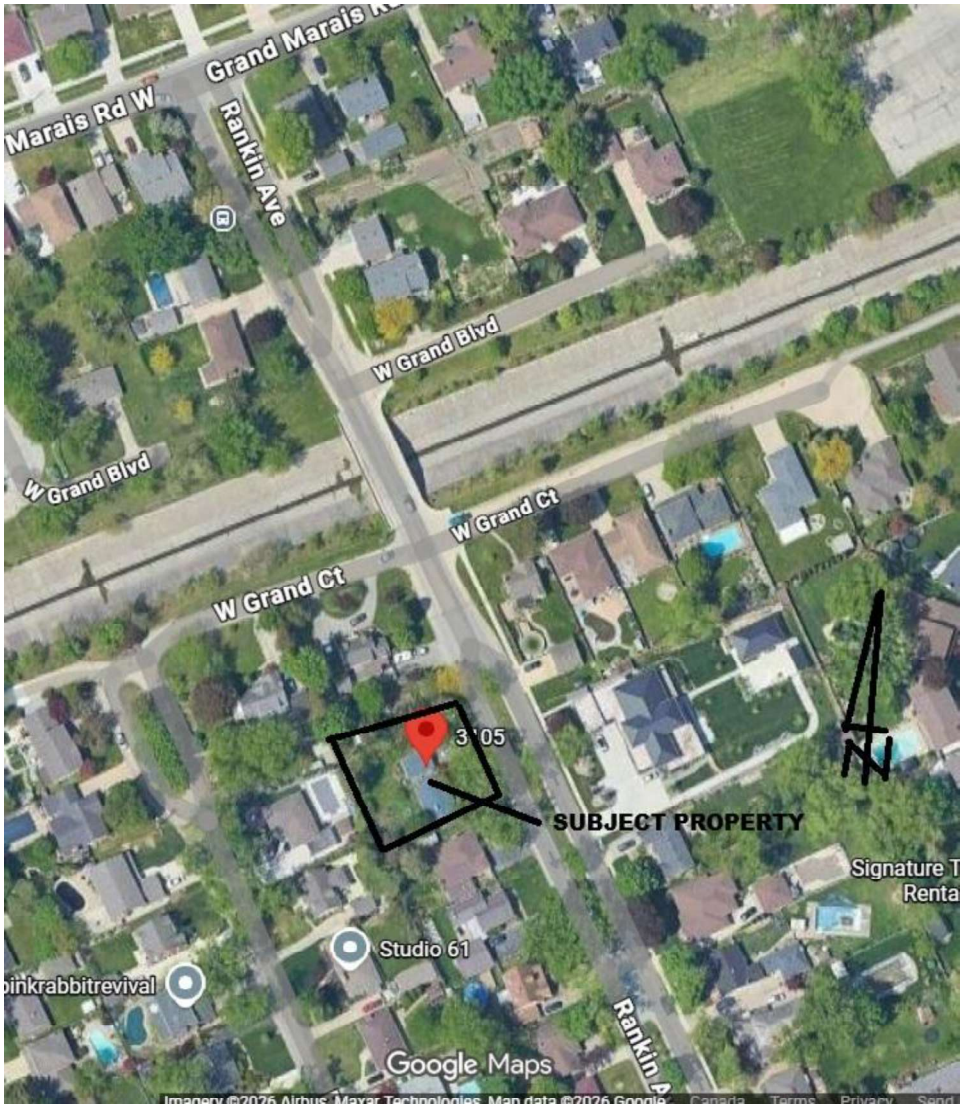
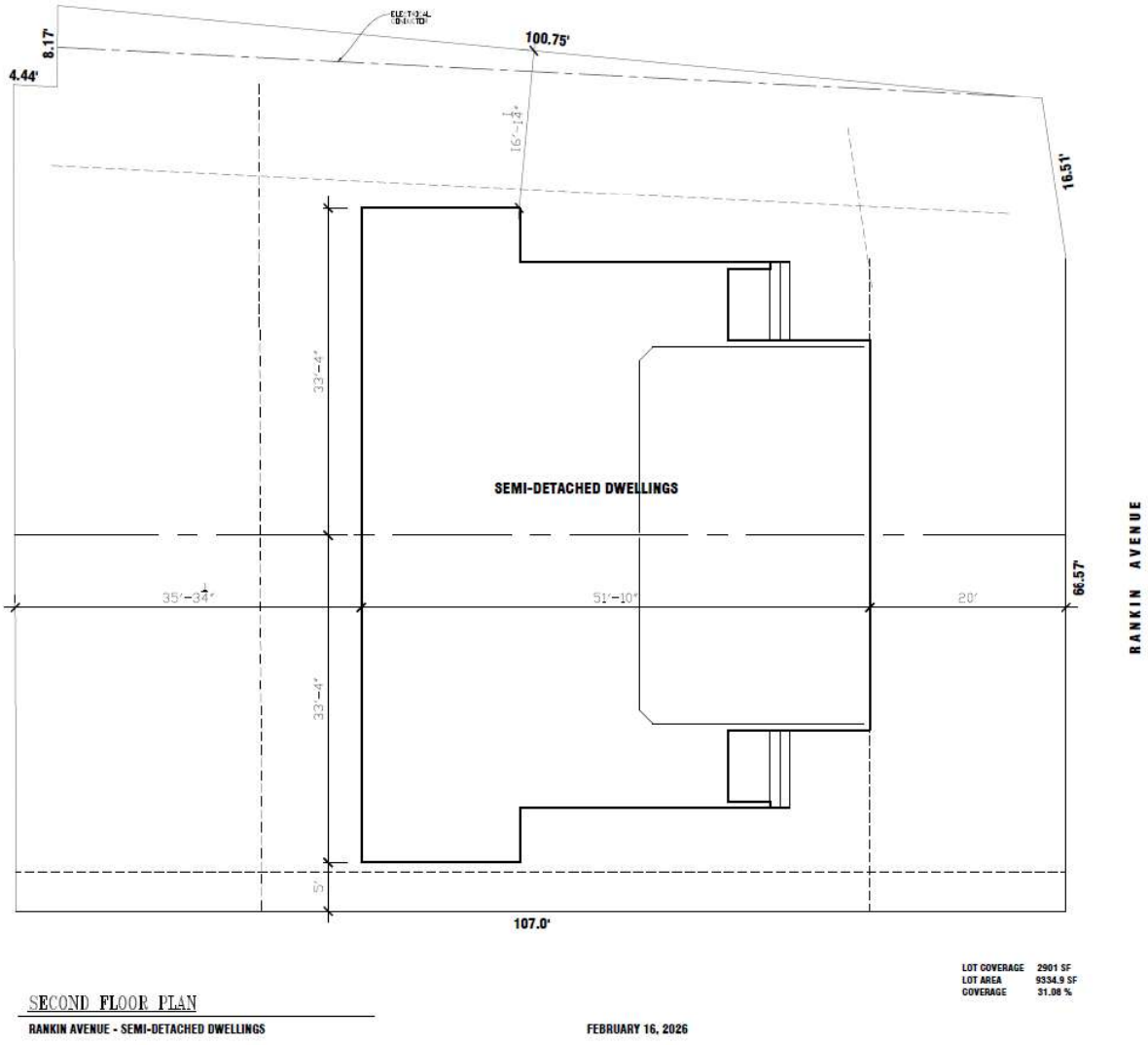


**Figure 2 – Proposed Development Sketch (For clarity please refer to full size plan)**




The Subject Property located on the west side of Rankin Avenue has a frontage of approximately 25.25 metres (82.83'), a depth of approximately 32.61 metres (107') with an area of approximately 867.24 square metres (9,335 sf).

Pre-consultation with City of Windsor planners informs that a minor zoning by-law amendment to the Residential District 1.4 (RD1.4) is required to add semi-detached dwelling as an additional permitted use.

## 2.0 History of the Property

The Subject Property was acquired by its current owner 2047337 Ontario Inc. on July 30, 2025.

Registered Plan 1295 was registered in the year 1928. To the knowledge of the current owner the Subject Property the lands have always been designated Residential in the City's Official Plan, and in the RD1.4 zone category according to City of Windsor Zoning By-law 8600.

## 3.0 Physical Features of the Subject Lands

### Structures

There are no vertical structures on the Subject Property. There is a wood utility pole with a transformer located at the front of the property at its north boundary.

**Figure 3 – Lot View From Rankin Avenue**



### Vegetation

The Subject property has manicured lawns in both the front and rear yards. There is a large deciduous tree on the south side of the Subject Property in the front yard.

### Topography

The Subject Property is generally level.

### Other Physical Features

There are remnants of the asphalt driveway and a concrete pad in the location of the former garage.

### Surrounding Land Uses

**North** of the Subject Lands are low profile residential dwellings fronting on West Grand Court.

**South and West** of the Subject Property on Rankin Avenue are low profile residential dwellings.

**East** of the Subject Property are low profile residential dwellings on the opposite side of Rankin Avenue.

## 4.0 Planning Policy Documents

On November 28, 2022, the Ontario provincial government passed Bill 23 More Homes, Built Faster: Ontario's Housing Supply Action Plan 2022–2023 to address Ontario's housing crisis. The government has committed to getting 1.5 million homes built over the next 10 years.

More Homes, Built Faster is part of a strong foundation on which 1.5 million homes can be built over the next 10 years – in partnership with municipalities, the private sector, not-for-profits and the federal government.

On June 6, 2024, Bill 185 Cutting Red Tape to Build More Homes Act received Royal Assent.

The Ontario government provides that housing will remain a key focus and they will continue to take action: so young people can afford a starter home and students can focus on their studies rather than next month's rent; so newcomers can find a home in a welcoming community; so seniors can downsize in neighbourhoods they love; and so all Ontarians can find the home that best meets their needs and budget.

The proposed redevelopment of the Subject Property for 2 semi-detached dwellings will contribute to addressing Ontario's stated needed housing supply.

## 4.1 Provincial Planning Statement, 2024

The Provincial Planning Statement (PPS) provides policy direction on matters of a provincial interest related to land use planning and development. The PPS provides for appropriate development while protecting resources of a provincial interest, public health and safety, and the quality of the natural and built environments. The PPS supports improved land use planning and management, which contributes to a more effective and efficient land use planning system.

The policies of the PPS are complemented by locally generated policies regarding matters of municipal interest. Provincial plans and municipal official plans provide a framework for comprehensive, integrated, place based and long-term planning that supports and integrates the principles of strong communities, a clean and healthy environment and economic growth, for the long term.

The PPS requires that land use planning decisions made by municipalities, planning boards, the province, or a commission or agency must be consistent with the Provincial Planning Statement. The vision of the PPS is long term prosperity and social well-being of Ontario that depends on planning for strong, sustainable, and resilient communities for people of all ages, a clean and healthy environment, and a strong and competitive economy.

The PPS provides that Ontario will increase the supply and mix of housing options, addressing the full range of housing affordability needs. Every community will build homes that respond to changing market needs and local demand. Providing a sufficient supply with the necessary mix of housing options will support a diverse and growing population and workforce, now and for many years to come.

Ontario will increase the supply and mix of housing options, addressing the full range of housing affordability needs. Every community will build homes that respond to changing market needs and local demand. Providing a sufficient supply with the necessary mix of housing options will support a diverse and growing population and workforce, now and for many years to come.

## 2.2 Housing

*2.2.1 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:*

*b) permitting and facilitating:*

> *1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and*

> *2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3.*

*c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and*

This proposal is in keeping with the policy to promote increased density, thus making efficient use of infrastructure and public services.

The Subject Property is within a Settlement Area in keeping with PPS subsection 2.3.1.1.

*2.3.1.2 Land use patterns within settlement areas should be based on densities and a mix of land uses which:*

*a) efficiently use land and resources;*
*b) optimize existing and planned infrastructure and public service facilities;*
*d) are transit-supportive, as appropriate*

*2.3.1.3 Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.*

This proposal to redevelop the property for 2 semi-detached dwelling units complies with the above PPS land use planning policies (2.3.1.2 and 2.3.1.3) within settlement areas.

Given that the proposal to redevelop the land parcel to accommodate 2 semi-detached dwelling units is in keeping with many aspects of the PPS and does not offend any aspect of the PPS.

### 4.2 City of Windsor Official Plan

The Subject Property is in the "South Windsor" planning district according to Schedule "A" Planning Districts & Policy Areas map attached to the Official Plan for the City of Windsor.

The City's development strategy provided in Section 3 of the Official plan in part includes: *"the policies of this Plan are directed toward accommodating the projected growth through practical and efficient land use management strategies that promote a compact pattern of development and balanced transportation system. Compatible residential, commercial and employment growth will be directed to appropriate locations within existing and planned neighbourhoods to reduce development and infrastructure costs and provide opportunities to live, work and shop in proximity. This concept will enable Windsor to continue its growth and foster a vibrant economy, while ensuring a safe, caring, and diverse community and a sustainable, healthy environment".*

The Neighbourhood Housing Variety policy 3.2.1.2 provides*: "Encouraging a range of housing types will ensure that people have an opportunity to live in their neighbourhoods as they pass through the various stages of their lives. Residents will have a voice in how this new housing fits within their neighbourhood. As the city grows, more housing opportunities will mean less sprawl onto agricultural and natural lands."*

The Subject Property is designated "Residential" according to Schedule "D" Land Use map attached to the Official Plan for the City of Windsor.

Official Plan subsection 6.1.14 regarding residential intensification reads: *To direct residential intensification to those areas of the city where transportation, municipal services, community facilities and goods and services are readily available.*

The proposal is to divide the parcel for 2 semi-detached dwelling units in an area that has access to public transportation and has readily available municipal services.

Objectives for Residential development in the OP include:

*6.3.1.1 To support a complementary range of housing forms and tenures in all neighbourhoods.*

*6.3.1.2 To promote compact neighbourhoods which encourage a balanced transportation system.*

*6.3.2.3 For the purposes of this Plan, Low Profile housing development is further classified as follows: (a) small scale forms: single detached, semi-detached, duplex and row and multiplexes with up to 8 units.*

*6.3.2.4 Residential intensification shall be directed to the Mixed-Use Nodes and areas in proximity to those Nodes. Within these areas Medium Profile buildings, up to four (4) storeys in height shall be permitted. These taller buildings shall be designed to provide*

*a transition in height and massing from low-profile areas. New residential development and intensification shall be located where:*

*(a) There is access to a collector or arterial road;*

*(b) Full municipal physical services can be provided;*

*(c) Adequate community services and open spaces are available or are planned; and*

*(d) Public transportation service can be provided. (Added by OPA #159 – APPROVED July 11, 2022, B/L# 100-2022)*

The location criteria in for residential intensification appears to pertain to residences other than low profile housing. However, the proposed semi-detached dwelling units are located close to a collector road, have full municipal services, is in an area of ample community services and open spaces, and is close to public transit routes.

Subsection 6.3.2.5 provides evaluation criteria for a neighbourhood development pattern. The first criteria is that the development is feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses. This planner's opinion is that the proposed development is feasible having regard to other provisions of the City of Windsor's Official Plan, provincial legislation and policy, and appropriate guidelines for development in the City of Windsor.

The Subject Property is not in an identified constraint area according to Schedule "C" of the Official Plan, it is not close to a source of nuisance, is not within a site of potential or known contamination, is not where traffic generation and distribution is a provincial or municipal concern; nor is it adjacent to heritage resources.

Subsection 6.3.2.5 c) In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas. We contend that the introduction of 2 semi-detached dwelling units on the Subject Property is compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas. The single distinction is that a semi-detached dwelling is separated by a common wall.

City of Windsor Official Plan subsection 8.7.2.3 addresses urban design criteria for infill development such that it will function as an integral and complementary part of that area's existing development pattern by having regard for:

(a) Massing

This development proposal is to construct a low-profile residence among other low-profile residences.

(b) Building Height

The proposed semi-detached dwelling will be similar in height to other area buildings.

(c) architectural proportion.

Architectural proportion is like other dwellings in the area.

(d) Volume of defined space.

There are other similar sized residences with similar defined spaces in the area.

(e) Lot Size

The nature of semi-detached dwelling units is that they are typically developed on lots relatively smaller than the area single detached dwellings. While the lot size is smaller than those in the area does not define it as not compatible.

(f) Position Relative to the Road

The proposed semi-detached dwelling units will respect that front yard setbacks of other dwellings in the area.

(g) Building Area to Site Area Ratios

The nature of semi-detached dwelling units is that they typically are smaller buildings on smaller lots, and with a common wall tend to have larger building to site area ratios compared to single detached dwellings. While the building area to site area ratio is different than those in the area does not define it as not compatible.

(h) the pattern, scale and character of existing development;

Subdivision of a detached dwelling lot to accommodate 2 semi-detached dwellings is not consistent with the pattern and character of existing development in the area. However, the scale is similar.

(i) Exterior Building Appearance

The single difference in exterior building appearance is the joining of the dwelling units along a common boundary line separating the dwelling units.

(j) Council adopted Design Guidelines that will assist in the design and review of applications for development in accordance with the policies noted above.

Division of the subject property to accommodate 2 semi-detached dwelling units is supported by the policies in the City's Official Plan, thus an amendment to the Official Plan is not required.

## City of Windsor Intensification Guidelines June 2022

A desire of the provincial government is the delivery of a broader mix of housing types, including housing that is more affordable than the traditional housing stock.

Among the City's intensification priority areas is new development in "stable and mature neighbourhoods".

The guidelines note that in many of Windsor's neighbourhoods there is a diversity of building forms, housing types, streetscapes, and landscape features. Diversity is an element to be celebrated as a defining factor within each of these neighbourhoods. The proposed semi-detached dwelling unit building adds to the diversity of housing options in the stable south Windsor neighbourhood.

The City's Intensification guidelines have as its starting point to consider the tested definition of "Compatible Development", as follows:

***"Compatible development means development that may not necessarily be the same or similar to the existing buildings in the vicinity, but, nonetheless, enhances an established community and coexists with existing development without causing any undue adverse impact on surrounding properties."***

Subsection 1.7 Compatible Development provides: *The intent for intensification in Windsor is to encourage compatible design that does not deviate substantially from an established pattern, without requiring an identical design, architectural style, or material palette for every dwelling or building in a neighbourhood. It is important that intensification integrates with the existing context and co-exists in harmony with no undue physical or functional adverse impact on existing or proposed development in the area.*

In this planner's opinion, the introduction of a semi-detached low profile housing type is compatible in all respects with the surrounding single detached home types such that it can co-exist in harmony with no undue physical or functional adverse impact on existing development in the area.

Subsection 2.2 General Guidelines for all Development provides:

*The intent for development within Windsor's Stable and Mature Neighbourhoods is to maintain the Low Profile built form character of the area and ensure a sensitive integration of new development, additions, or renovations to adjacent properties.*

*Low Profile development in the Stable and Mature Neighbourhoods includes single-detached, semi-detached, duplex, townhouses, and apartments that are generally no greater than three (3) storeys in height.*

The proposed semi-detached dwelling in an area of low-profile housing maintains the built form character of the area.

Given that the proposed semi-detached dwelling is planned to face the street and comply with all setback regulations of the zoning by-law suggests that it is in accordance with subsection 2.2.1 site orientation.

Subsection 2.23 addresses access and parking. The design of the semi-detached dwelling will not have garage doors that dominate the front façade of the building and provide sufficient parking in the garage and in front of the home on the driveway consistent with other homes in the area.

Subsection 2.2.4 Landscape has as an objective to preserve mature trees. The applicant commits to preserving the mature City tree at the corner of the property as per City requirements.

Subsection 2.3 Modest Infill Development addresses single lot development which applies to this proposal. This subsection seeks to encourage compatible design that does not deviate substantially from an established pattern, without requiring an identical design, architectural style, or material palette for every dwelling or building in a neighbourhood. It is important that infill development integrates with the existing context and co-exists in harmony with no undue physical or functional adverse impact on existing or proposed development in the area.

The proposed semi-detached dwelling development does not substantially deviate from the existing established housing pattern. Additionally, the integration of a semi-detached dwelling development in this established neighbourhood will co-exist harmoniously with no undue physical or functional adverse impact on the existing development in the area.

The proposed semi-detached dwelling development has been planned to sensitively integrate with the existing character of the established neighbourhood.

The development will use building materials and will have architectural character like those found on existing area homes.

There is a variety of new and older homes in the neighbourhood such that the proposed new semi-detached dwelling will not look out of place and will not visually negatively impact the area.

The City's Intensification Guidelines support the proposed semi-detached dwelling on the Subject Property.

## 5.0 Zoning By-law

The subject property is in the Residential District 1.4 (RD1.4) zoning category in City of Windsor Comprehensive Zoning By-law 8600. The RD1.4 zone category permits:

- Existing Duplex Dwelling
- Existing Semi-Detached Dwelling
- One single unit dwelling (minimum lot width 18 metres)
- Any use accessory to the preceding uses

The proposal to develop the Subject Property for a new semi-detached dwelling does not comply with the permitted uses in the RD1.4 zone, therefore a zoning by-law amendment is required to facilitate the proposal.

Additionally, the proposal includes a Semi-Detached Dwelling with a gross floor area of 521 square metres whereas the RD1.4 zone regulations permit a maximum gross floor area of a main building of 400 square metres.

A proposed a zoning by-law amendment to add semi-detached dwelling as an additional permitted use, and to increase the maximum gross floor area in a main building from 400 square metres to 521 square metres, in the RD1.4 zone category is necessary to accommodate 2 semi-detached dwelling units on the Subject Property.

An increase in the maximum gross floor area in a main building from 400 square metres to 521 square metres is justified by the fact that the proposed building meets all the other RD1.4 building regulations. Furthermore, the Subject property is in an established neighbourhood of what can be described as family homes. The larger gross floor area will make the semi-detached dwelling units more conducive to accommodating families with children.

In this planner's opinion, the increase in maximum gross floor area (GFA) in the main building from 400 square metres to 521 square metres is minor as it meets the four tests for a minor variance in the *Planning Act* as follows:

1 The request is minor in nature.
2 The increase in maximum GFA is desirable for the development.
3 Maintains the general intent of the zoning by-law.
4 Maintains the general intent of the municipal Official Plan.

## 6.0 Site Suitability

The site is ideally suited to accommodate 2 semi-detached dwelling units for the following reasons:

- The land area is sufficient to accommodate 2 new semi-detached dwelling units.
- The intensification of the Subject Property is in keeping with the need for housing to meet the needs of intended users.
- The property is generally level which is conducive to easy vehicular movements.
- The property is fully serviced which provides for drainage through the municipal system.
- There are no natural or man-made impediments to construction.
- There are no identified environmental concerns from the proposed use of the property.

- The property is within walking distance to local shopping, community amenities, schools, banks, and active and passive public recreation areas.

## 7.0 Compatibility

The City of Windsor Intensification Guidelines June 2022 define compatibility as"

***"Compatible development means development that may not necessarily be the same or similar to the existing buildings in the vicinity, but, nonetheless, enhances an established community and coexists with existing development without causing any undue adverse impact on surrounding properties."***

Essentially, the City's Intensification Guidelines endorse development that will coexist without undue, adverse impact on surrounding properties. The proposed semi-detached dwellings on the Subject Property does not cause any undue adverse impact on surrounding properties.

## 8.0 Good Planning

The proposal represents good planning for the following reasons:

- The proposal will contribute positively to Windsor's needed housing stock.
- The development represents efficient use of land in a compact form that minimizes land consumption and makes efficient use of existing public services.
- The development is transit supportive providing the opportunity for future residents to make optimum use of nearby public transit.
- The location in an established residential neighbourhood gives future residents ample opportunity to access nearby community amenities.
- The proposed development meets the City's locational requirements: being on local roads; on full municipal services; adequate community services; and proximity to public transit.
- The scale of the proposed development is consistent with that of the established neighbourhood.

The fact that the proposal is supported by both provincial and municipal planning policy, and the site is suitable for the intended use on several criteria attests to the fact that the proposal represents good planning.

### Precedent

While there are exclusively single detached residences within 150 metres of the Subject Property which is generally the context area where a new building is proposed, approximately 4 blocks to the west of the Subject Property the City of Windsor approved a similar application on a property at 3170 & 3178 California Avenue in late 2024. The

City approved adding a site-specific provision to permit a semi-detached dwelling as an additional permitted main use, subject to additional regulations. The approval resulted in special provision S.20(1) 514 in Zoning By-law 8600 that provides for semi-detached dwelling on lands zoned R1.4 which is identical zoning on the Subject Property.

## 9.0 Open House Report

An open house event sponsored by the applicant was held on Saturday May 9, 2026, from 3 to 5pm at the Subject Property. A notice of the open house was mailed to those on a list provided by the City of Windsor. In accordance with subsection 10.6.6 d) of the Official Plan provides that the open house report comprises:

i. A summary of the results of the open house, including issues raised and responses received.

According to the applicant in attendance at the open house verbal comments made include:

- some asked about the parking situation. the concern was street parking. the response was that we do have 2 parking spots per unit and that respond seemed satisfactory.

- some asked about the possibility that we would be applying for Additional Dwelling Units (ADU) as permitted in the zoning by-law. The response from the applicant was no. The homes are built to be sold to house a single family in each unit without ADUs.

- some were concerned about the building process and the possibility that some water might be pooling in their back yard. The response was that we are building according to code and within the requirements set out in City of Windsor bylaws, and that the city requires a grading plan that includes a rear yard drainage system to ensure that there will not be standing water in the rear yard.

- some asked about the height of the building and that it might not match the Neighbourhood. The same couple asked about the external finishes of the structure and stated that they would not like to see only vinyl cladding. The applicant invited them to review the conceptual drawing presented that shows a stone finish, brick and vinyl, and that the brick may be extended the full depth of the building.

- only one attendee that has a definite negative comment of the proposal. His comment was that these types of developments will ruin the neighbourhood and said that he will be addressing his concerns with stage 2 of process. He declined to leave a written comment.

- couple of people came for the ride and didn’t say much

- Everyone was offered a comment sheet to write and submit their thoughts, however all declined.

As required by the City of Windsor:

ii. A copy of the notice of open house is attached hereto as Appendix “A”.
iii. A copy of materials available at the open house are attached in Appendix “B”.
iv. No written questions from the public were received.
v. A copy of the attendee sign-in sheet is provided in Appendix “C”

The open house was attended by the applicant and a representative of the City’s Planning Department.

## 10 Conclusion

The proposal to develop the Subject Property for 2 semi-detached dwelling units requires a zoning amendment that in this planner’s opinion should be supported and approved by the City of Windsor for the following reasons:

- Is consistent with the Provincial Planning Statement 2024.
- meets the intent and purpose of applicable City Official Plan policies.
- is in keeping with the Community Strategic Plan that supports the local economy.
- the site is physically suitable to the proposed use.
- the proposal will add one low-profile building that is compatible with the surrounding neighbourhood.
- does not impact the private use and enjoyment of neighbouring properties.
- will not have any negative natural environment impacts.
- will not have any negative impacts on municipal services; and,
- will have a favourable positive impact on the City’s economic environment.

For the above reasons, it is this planner’s opinion that it is appropriate for the City of Windsor to approve a Zoning By-law Amendment application for the property at 3105 Rankin Avenue to add semi-detached dwelling as an additional permitted use, and to increase the maximum gross floor area from 400 square metres to 521 square metres.

**HRK Realty Services Ltd.**

Harold Kersey
_____

Date: May 27, 2026 (Revised July 4, 2026)

**Harold R. Kersey, RPP**

**President**

## APPENDIX "A"

# NOTICE OF OPEN HOUSE

**FOR**

## ZONING BY-LAW AMENDMENT (ZBLA) APPLICATION

**(3105 Rankin Avenue)**

**DATE: Saturday May 9, 2026**
**TIME: 3:00 PM – 5:00 PM**
**Location: 3105 Rankin Avenue**

**APPLICANT: Andre Abouasli**
**AGENT: Hal Kersey, RPP (HRK Realty Services)**
**OWNER: 2047337 Ontario Inc.**

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**PURPOSE:** The purpose of the open house is to provide opportunity for consultation by the applicant with the area residents/property owners who may be impacted by the proposal before the application is deemed to be complete.

**PROPOSAL:** The owner proposes to develop a semi-detached dwelling building on the property. A total of two units are proposed one on each side of a common property line.



**ADDITIONAL INFORMATION:**

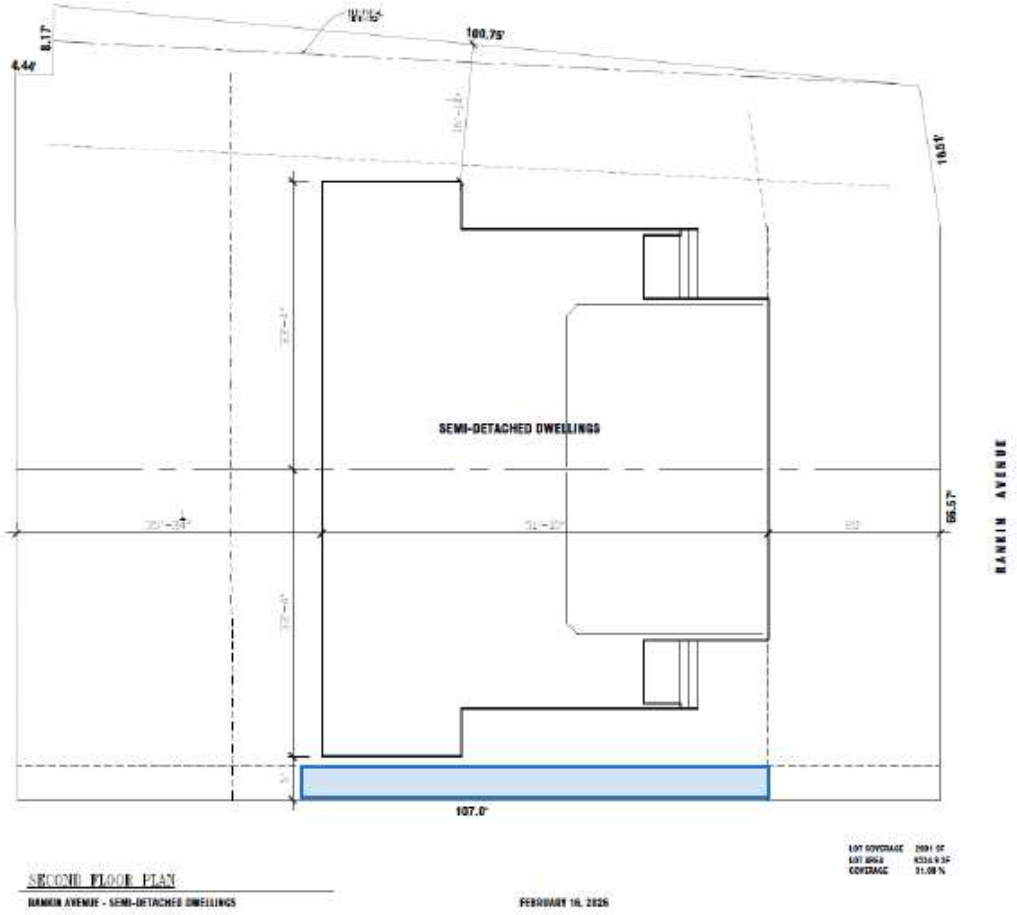
# APPENDIX "A"

The City of Windsor will provide official notice in the Windsor Star and will mail a courtesy notice to all property owners and residents within 200 metres of the subject property and hold a statutory public meeting at the Development & Heritage Standing Committee and, later, with City Council in order to make the final decision on the amendment to Zoning By-law 8600.

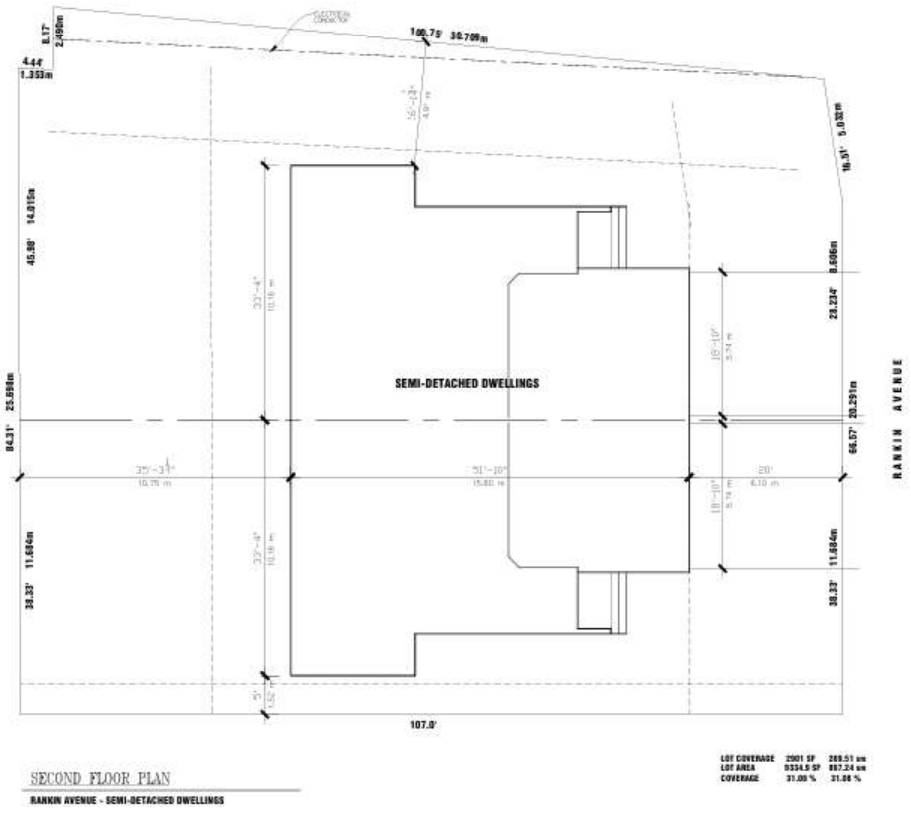
**ATTENDANCE:**

If you wish to attend the open house, view the conceptual drawings and/or submit comments, please contact Applicant/Agent, by phone, email, or regular mail at:

**Andre Abouasli for**
**2047337 Ontario Inc., Windsor N9E 0A2**
**1-3001 Dougall Avenue,**
**Email: Andre4410@gmail.com**
**Ph. 519-999-9996**



# APPENDIX "B"


SEMI-DETACHED DWELLINGS
RANKIN AVENUE
107.0'
SECOND FLOOR PLAN
RANKIN AVENUE - SEMI-DETACHED DWELLINGS
LOT COVERAGE
LOT AREA
COVERAGE
SITE PLAN
SCALE: 3/16" = 1'-0"
3105 RANKIN AVENUE
SEMI-DETACHED DWELLING
JUNE 2, 2026

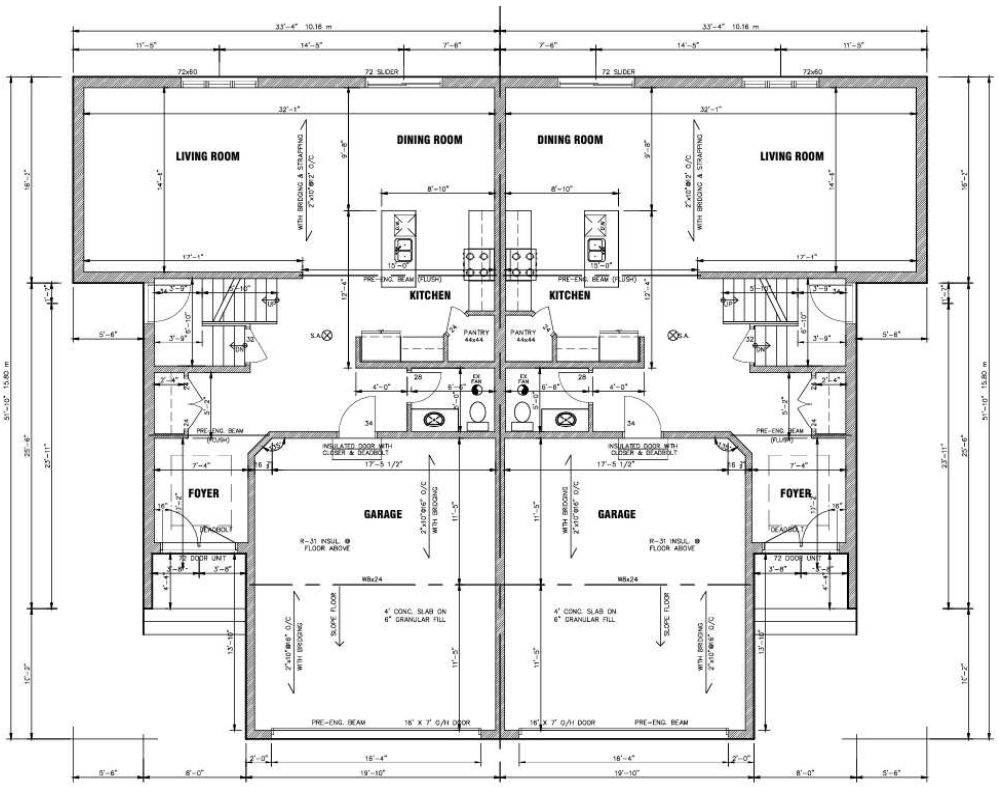
# APPENDIX "B"




FRONT ELEVATION

RANKIN AVENUE - SEMI-DETACHED DWELLINGS

JUNE 2, 2026



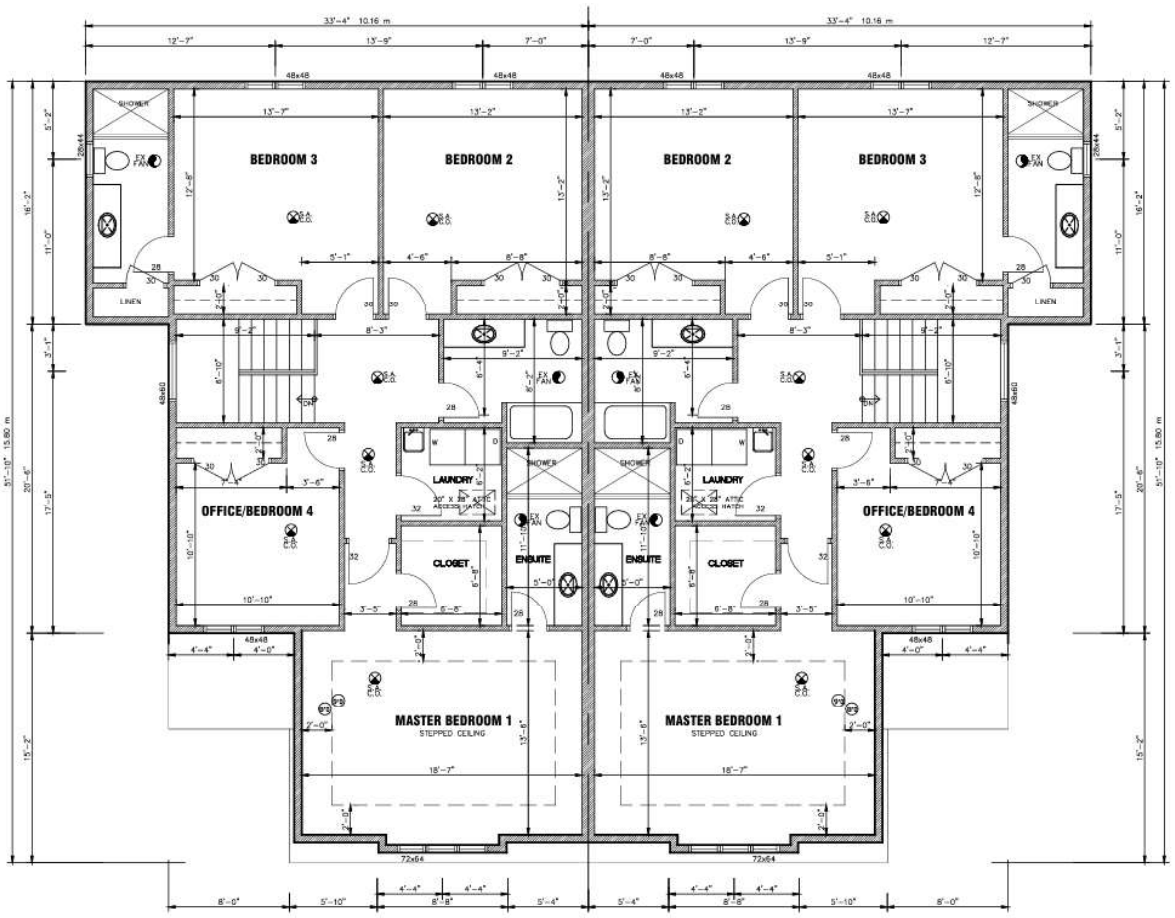

MAIN FLOOR PLAN

RANKIN AVENUE - SEMI-DETACHED DWELLINGS

JUNE 2, 2026

| | | |
|---|---|---|
| SECOND FLOOR | 1385 SF | 128.68sm |
| MAIN FLOOR | 957 SF | 88.91 sm |
| TOTAL | 2342 SF | 217.58 sm |

# APPENDIX "B"




SECOND FLOOR PLAN

RANKIN AVENUE - SEMI-DETACHED DWELLINGS

JUNE 2, 2026

# APPENDIX "C"

OPEN HOUSE HELD AT 3105 RANKIN AVENUE, CITY OF WINDSOR
SATURDAY MAY 9, 2026
3:pm – 5:pm

## OPEN HOUSE
## 3105 RANKIN AVENUE, CITY OF WINDSOR
## SIGN-IN ATTENDANCE RECORD

| NAME | ADDRESS | PHONE | EMAIL ADDRESS |
|---|---|---|---|
| dave Paddon | [redacted] | | |
| Kathy Reilly | | | |
| Bill Reilly | | | |
| [illegible] | | | |
| John MCDONALD | | | |
| John BARKER | | | |
| PHYLLIS GILMO | | | |
| Shelley Barker | | | |
| BRUNO LUMARZI | | | |
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## APPENDIX C – CONSULTATION

### CANADA POST – BRUNO DESANDO
Canada Post has no comments for this application.

### SITE PLAN CONTROL
Site Plan is not applicable for this proposed development pursuant to the Planning Act and City of Windsor By-law 1-2004.

### DEVELOPMENT ENGINEERING – JAEGER KING
We have reviewed the subject Rezoning application and have the following comments:

**Sewers** The site may be serviced by a 250mm sanitary sewer and a 525mm storm sewer located within Rankin Avenue right-of-way. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

**Right of-Way**
Rankin Avenue is classified as a Local Road according to the Official Plan requiring a right-of-way width of 20m; the current right-of-way is 26.2m, therefore, no conveyance is required at this time.

In summary we have no objection to the proposed development.

If you have any further questions or concerns, please contact Jaegar King, of this department at jking@citywindsor.ca

### TRANSPORTATION PLANNING – AASHVI SARVAIYA
- **Land Conveyance**
  Not appliable.
- **Corner Cut-Off**
  Not applicable.
- **Sidewalk**
  Not applicable.
- **Parking**
  All parking must comply with ZBL 8600.
- **Transportation Impact Study**
  Not applicable.
- **Access**
  All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.
- **Exterior Path**
  All new exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

Should you have any further questions or concerns, please contact Aashvi Sarvaiya, of this department at tda@citywindsor.ca.

## WINDSOR FIRE – CHRIS KREIBICH

Windsor Fire does not object to this application providing that:

1. All requirements of the Ontario Building Code and City of Windsor's Building Department will be met, including the requirements of fire department access to a building(s) and provisions for firefighting.
2. Combustible material shall not be stored on a roof or adjacent to any building so as to create a fire hazard to the building or its occupants as required by Division B, Section 2.4.1.1. (4) of Ontario Regulation 213/07.
3. All applicable municipal bylaws shall be met and will be reviewed in the construction permit issuance process.

## ZONING COORDINATOR – STEFAN PAVLICA

Below is the zoning review summary for the *above-mentioned property*; circulated on July 21st, 2026:

- **Current Zoning Designation**: Residential District 1.4 (RD1.4)
- **Proposed Zoning Designation**: Residential District 1.4 (RD1.4) w/ site-specific S.20(1)XXX
- **Existing Use [as per historical Building Permit(s) / Planning Act Applications(s)]**:
    - *Single Unit Dwelling*
- **Proposed Use**:
    - *Semi-Detached Dwelling*
- **Section 5 – General Provisions**:
    - COMPLIES
- **Section 10.4.5.1 – Residential District 1.4 (RD1.4)**:
    - Minimum Lot Width [10.4.5.1]:
        - 15.0m (Required)
        - ±26.8m (Provided)
    - Minimum Lot Area [10.4.5.2]:
        - 450.0m2 (Required)
        - 867.2m2 (Provided)
    - Maximum Lot Coverage [10.4.5.3]:
        - 45.0% (Required)
        - 31.4% (Provided)
    - Maximum Main Building Height [10.4.5.4]:
        - 9.0m (Required)
        - 7.9m (Provided)
    - Minimum Front Yard Depth [10.4.5.5]:
        - 6.0m (Required)
        - 6.1m (Provided)
    - Minimum Rear Yard Depth [10.4.5.6]:
        - 7.50m (Required)
        - 10.72m (Provided)
    - Minimum Side Yard Depth [10.4.5.7]:
        - 1.20m (Required)
        - 1.52m (Provided)

    - Maximum Gross Floor Area – Main Building [10.4.5.10]:
        - 400m2 (Required)
        - 521m2 (Provided)
- **Section 20 – Site Specific Zoning Exemptions**:
    - NOT APPLICABLE
- **Section 24 – Parking, Loading, and Stacking Provisions**:
    - COMPLIES
- **Section 25 – Parking Area Regulations**:
    - NOT APPLICABLE

## RIGHT-OF-WAY – MARK SCHAFFHAUSER

**Right-of-Way Permit Requirements**

**CCTV Sewer Inspection** – The owner(s) further agrees to provide at its entire expense, and to the satisfaction of the City Engineer, a video inspection, of any existing connections proposed for reuse to ensure the suitability of the connection for use in accordance with City of Windsor Standard Specifications S-32 CCTV Sewer Inspection

**Driveway Approaches** – The owner(s) further agrees that driveway approaches shall be constructed in such width and location as shall be approved by the City Engineer, with straight flare driveway approaches and no raised curbs within the right-of-way. The Owner shall have the option of constructing said driveway approaches as follows:

1. Residential Property
    a. Asphalt in accordance with City of Windsor Standard Drawing AS-221; or
    b. Concrete in accordance with City of Windsor Standard Drawing AS-222

**Sewer Connections** – The site is serviced by a 250mm sanitary sewer and a 525mm storm sewer located within the Rankin Avenue Street right-of-way. All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.

- Modify drawings to include all sewer connections and water services.
- Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

If you have any further questions or concerns, please contact Lea Marshall, of this department at lmarshall@citywindsor.ca

## HERITAGE PLANNING – KRISTINA TANG

| | |
|---|---|
| ☒ | NO SUPPORTING INFORMATION REQUIRED |

There is no apparent built heritage concern with this property, and it is not located within an Archaeological Potential Zone (APZ). Nevertheless, the Applicant should be notified of the following archaeological precaution.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Development Services Department, the City's Manager of Culture and Events, and the Ontario Ministry of Citizenship and Multiculturalism must be notified and confirm satisfaction of any archaeological

requirements before work can recommence.

2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Citizenship and Multiculturalism and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Citizenship and Multiculturalism.

Contacts:

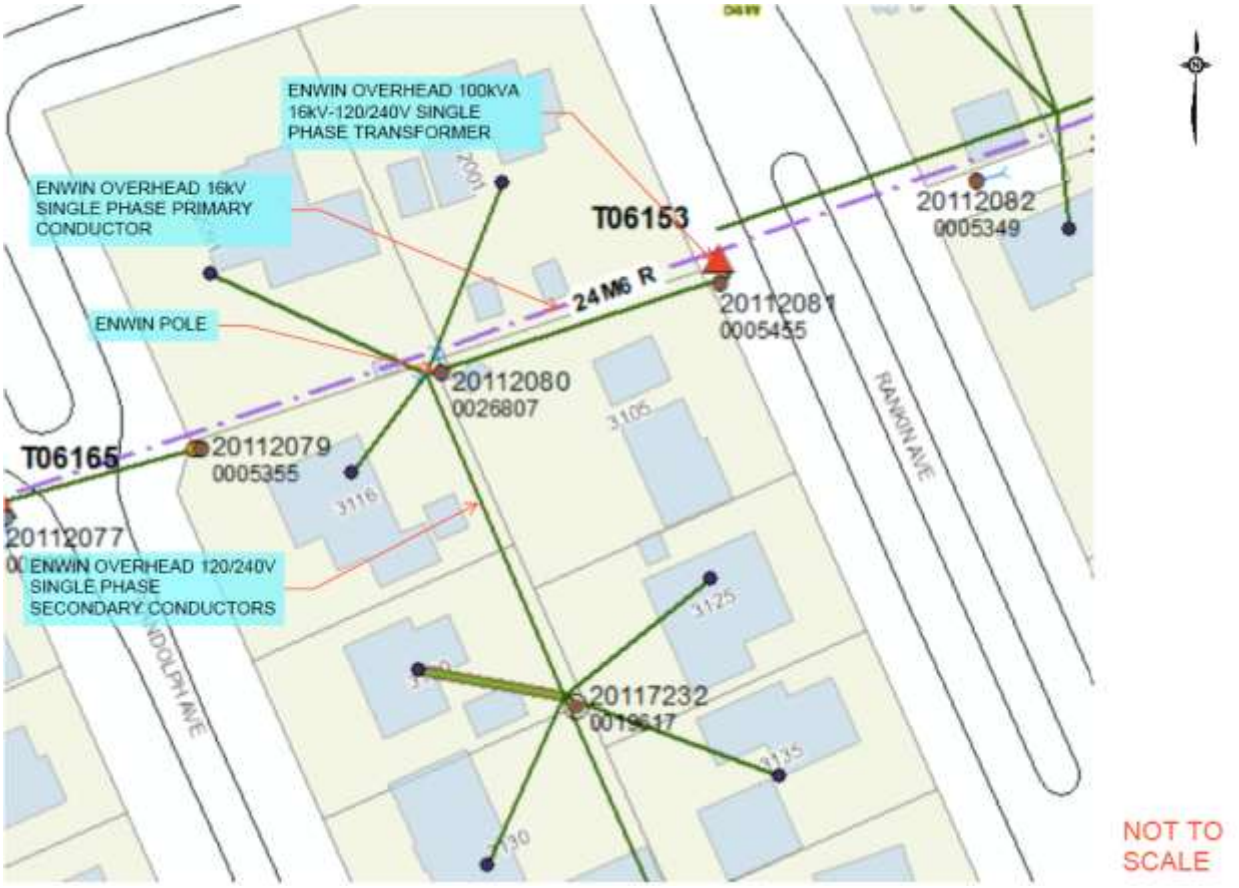
Windsor Planning & Development Services Department:
519-255-6543 x6851, ktang@citywindsor.ca, planningdept@citywindsor.ca
Windsor Manager of Culture and Events (A):
Michelle Staadegaard, (O) 519-253-2300x2726, (C) 519-816-0711,
mstaadegaard@citywindsor.ca
Ontario Ministry of Citizenship and Multiculturalism
Archaeology Programs Unit, 1-416-212-8886, Archaeology@ontario.ca
Windsor Police: 911
Ontario Ministry of Public and Business Service Delivery and Procurement
Registrar of Burial Sites, War Graves, Abandoned Cemeteries and Cemetery Closures:
Ian Hember, 1-437-244-9840, Ian.hember@ontario.ca

**ENWIN**
**Hydro Engineering: Keegan Morency Kendall**
No Objection, provided adequate clearances are achieved and maintained.

Please note the following.

1- ENWIN has a pole line on the west and north side of the property.
2- ENWIN has overhead single phase 120/240V secondary conductors at the west and north side of the property.
3- ENWIN has overhead single phase 16kV primary conductor on the north side of the property.
4- ENWIN has a pole at the northwest corner of the property that contains a 100kVA, 16kV-120/240V single phase transformer.

Prior to working in these areas, we would suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction.




**Water Engineering: Bruce Ogg**
ENWIN Water has no objections.

## TRANSIT WINDSOR – JASON SCOTT

Transit Windsor has no objections to this development. The closest existing transit route to this property is with Route 305 with direct service along Rankin. The closest existing bus stop to this property is located on Rankin at Grand Marais southwest corner. This bus stop is approximately 155 metres from this property falling within Transit Windsor's walking distance guidelines of 400 metres to a bus stop.

**Item No. 8.6**

**Committee Matters:** SCM 319/2026

**Subject: Zoning By-law Amendment for 4470 North Service Road East; Applicant: Atwan Development Inc., File No. Z-017/26 [ZNG/7382]; Ward 5**

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

Decision Number: **DHSC 871**

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

37 **NORTH SIDE OF NORTH SERVICE ROAD EAST, WEST OF PILLETTE ROAD**

For the land comprising Pt Lot 108 Concession 2 (PIN 01562-1055 LT), one *Club* and one *Health Studio* shall be additional permitted *main uses* subject to the following additional provisions:

a) *Lot Frontage:* along North Service Road: *minimum* 97.00 m

b) *Lot Area: minimum* 1.44 ha

[ZDM 12; ZNG/7382]

II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by adding the following site specific holding condition clause to Section 95.20:

(17) Registration of an amended Site Plan Agreement that includes the fencing requirement and Railway Warning clauses indicated in Appendix C to Report S 97/2026 to the satisfaction of the City Planner.

[ZNG/7382]

III. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Pt Lot 108 Concession 2 (PIN 01562-1055 LT), situated on the north side of North Service Road East, west of Pillette Road (known as 4470 North Service Road East; Roll Number 070-305-00800) from MD1.1 to H(17)MD1.1x(37).

IV. THAT the H symbol may be removed when the applicable holding conditions in section 95.20 clause (17) of Zoning By-law 8600 are satisfied. It is the responsibility of the property owner to satisfy the applicable holding conditions, and to submit an application including the fee, to remove the H symbol.

Carried.

Report Number: S 97/2026
Clerk's File: Z/15209

**Clerk's Note:**

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

2. Please refer to Item 7.3 from the Development & Heritage Standing Committee held on October 5, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20261006/-1/11660

## Subject: Zoning By-law Amendment for the property municipally known as 4470 North Service Road East; Applicant: Atwan Development Inc., File No. Z-017/26 [ZNG/7382]; Ward 5

### Reference:

Date to Council: October 5, 2026
Author: Justina Nwaesei, MCIP, RPP
Planner III - Development
519-255-6543, ext. 6165
jnwaesei@citywindsor.ca
Planning & Building Services
Report Date: August 19, 2026
Clerk's File #: Z/15209

**To**: Mayor and Members of City Council

### Recommendation:

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

37 **NORTH SIDE OF NORTH SERVICE ROAD EAST, WEST OF PILLETTE ROAD**

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b) *Lot Area: minimum* 1.44 ha

[ZDM 12; ZNG/7382]

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[ZNG/7382]

III. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Pt Lot 108 Concession 2 (PIN 01562-1055 LT), situated on the north side of North Service Road East, west of Pillette Road (known as 4470 North Service Road East; Roll Number 070-305-00800) from MD1.1 to H(17)MD1.1x(37).

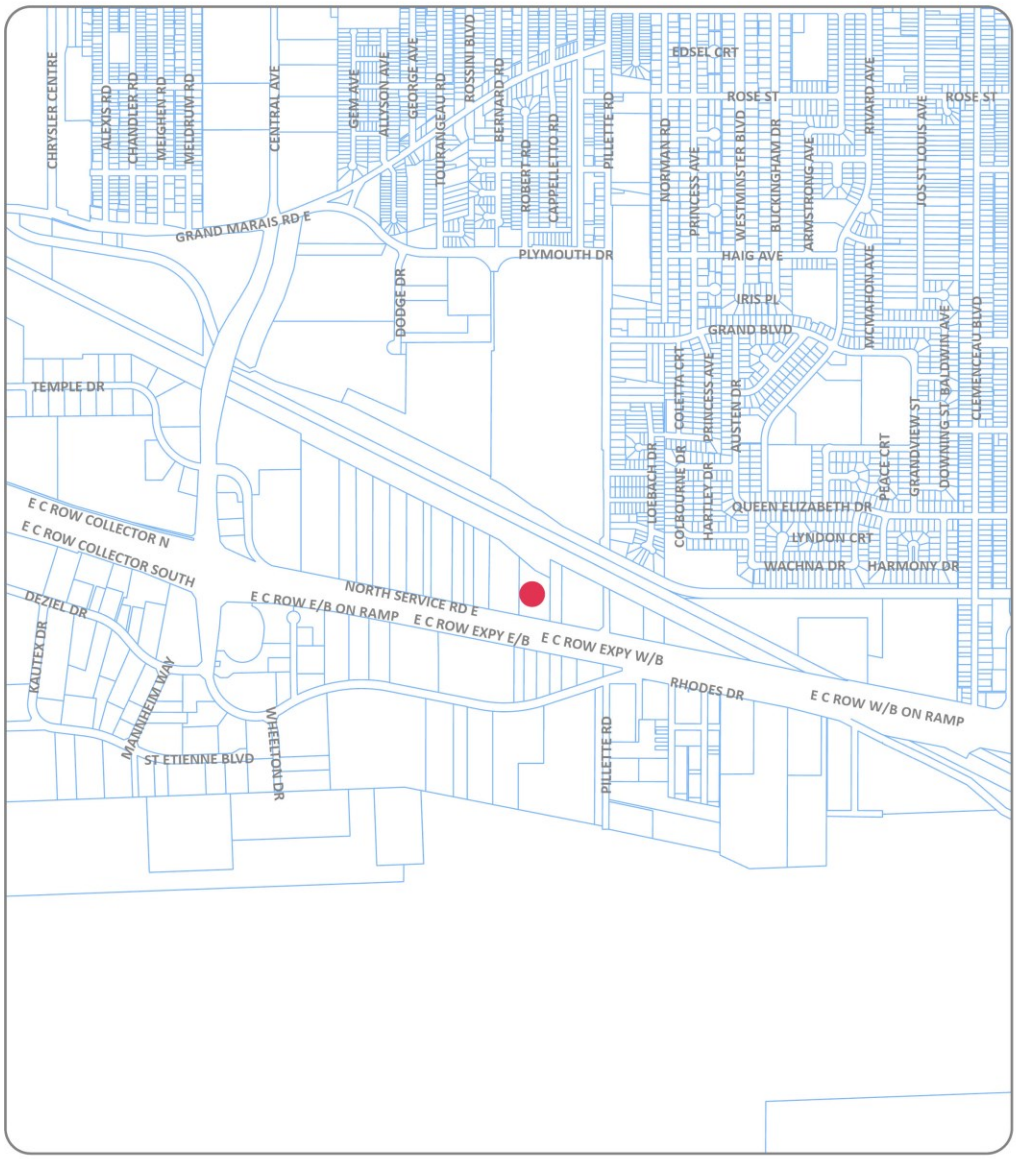
IV. THAT the H symbol may be removed when the applicable holding conditions in section 95.20 clause (17) of Zoning By-law 8600 are satisfied. It is the responsibility of the property owner to satisfy the applicable holding conditions, and to submit an application including the fee, to remove the H symbol.

## Executive Summary:

N/A

## Background:

1. KEY MAP:




KEY MAP - Z-017/26 [ZNG-7382]

SUBJECT LANDS

2. APPLICATION INFORMATION

**LOCATION:** 4470 NORTH SERVICE RD E. (north side of North Service Rd E., west of Pillette Rd)

**APPLICANT:** ATWAN DEVELOPMENT INC., C/O JOHN ATWAN

**AGENT:** Pillon Abbs Inc., c/o Tracey Pillon Abbs

**REGISTERED OWNER:** SAME AS APPLICANT

**PROPOSAL:** The applicant proposes to amend zoning by-law 8600 by adding a site-specific zoning provision to permit a Club and a Health Studio as additional permitted uses on the subject land.

Planning Consultations: Stage 1 PC-030/26; Stage 2 PC was waived

All drawings are conceptual and subject to change.

The development as proposed does not require an Official Plan Amendment and is not subject to Site Plan Control.

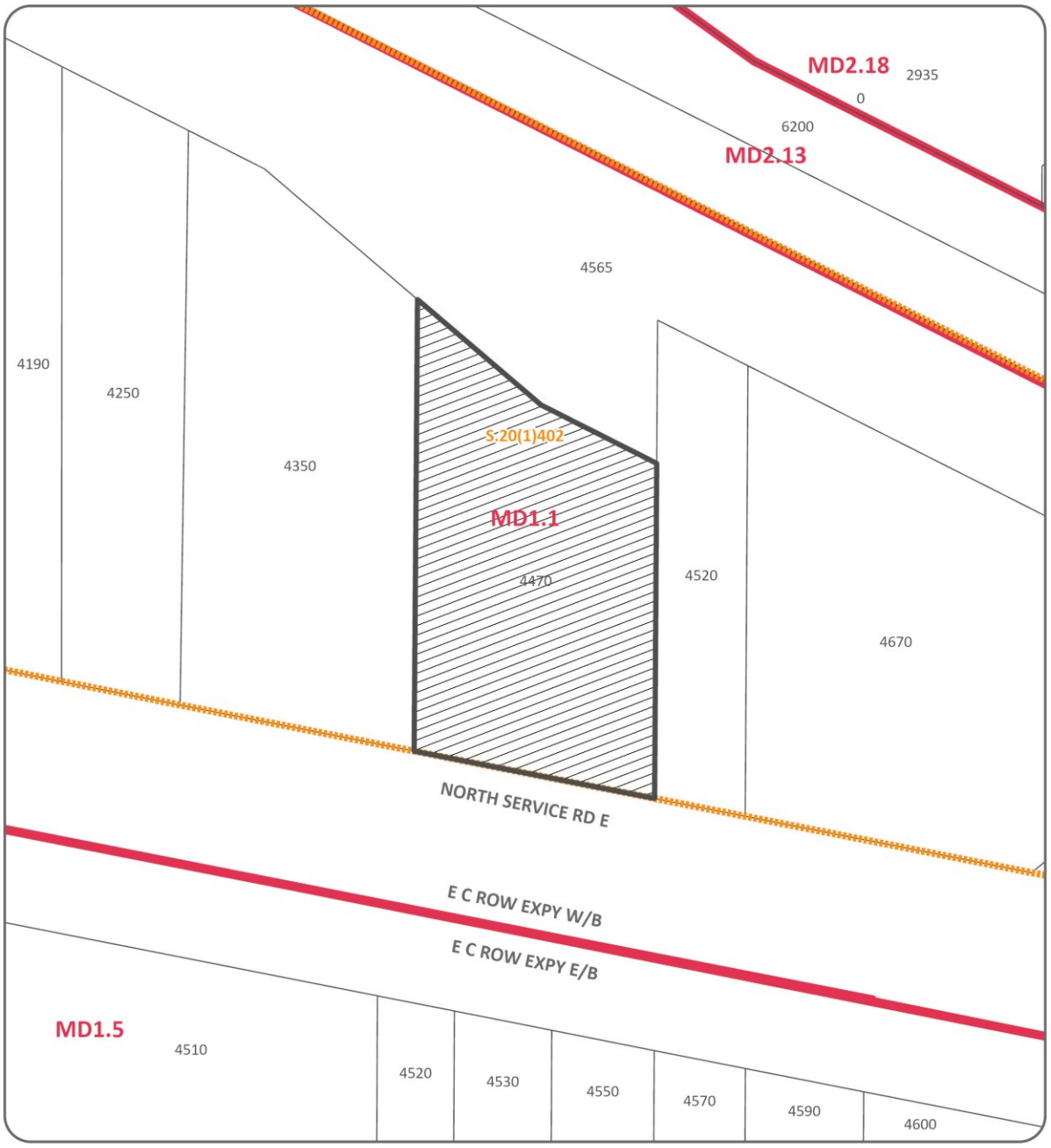
Required Supporting materials were received and can be accessed on the City's website via this LINK

3. SITE INFORMATION

| **OFFICIAL PLAN** | **ZONING & ZDM** | **CURRENT USE(S)** | **PREVIOUS USE(S)** |
|---|---|---|---|
| **INDUSTRIAL** [Sch. D: OP Vol. 1] | Manufacturing District 1.1 (**MD1.1**) and s.20(1)402, By-law 8600; **ZDM12** | Industrial Plaza | Single Unit Dwelling (demolished in 2025) |
| **FRONTAGE** | **DEPTHS** | **AREA** | **SHAPE** |
| 97.22m | Irregular | 1.443 ha | Irregular |

Note:
1) All measurements are in accordance with section 2.2.1 of the July 17, 2026, Planning Rationale Report.
2) S.20(402) permits Transportation Terminal as additional permitted use on the property.

4. REZONING MAP




PART OF ZONING DISTRICT MAP 12

N.T.S.

# REZONING

Applicant: Atwan Developments Inc.

SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : AUGUST 2026
FILE NO. : Z-017/26, ZNG-7382

## 5. NEIGHBOURHOOD CHARACTERISTICS

## NEIGHBOURHOOD MAP




NEIGHBOURHOOD MAP - Z-017/26 [ZNG-7382]

SUBJECT LANDS

**SURROUNDING LAND USE**

The ***surrounding land uses*** consist of industrial uses and major goods movement facilities and corridors (Rail yard, and E C Row Expressway).

North: Ontario Hydro Network abuts the northerly limit of the subject land. Next north is a rail yard belonging to the Canadian Pacific Railway Company and the Canadian National Railway Company.

East: Industrial uses on abutting land and land next east. Pillette Road right-of-way (ROW) is further east.

West: Industrial uses on abutting land and other lands further west.

South: North Service Road ROW abuts the south limit of the subject land. Next south is the E. C. ROW Expressway.

### *Municipal Infrastructure:*

Municipal sanitary sewer, drainage ditches, watermains, hydro poles and overhead conductors are available in the subject area. North Service Road East is classified as a Class 1 Collector Road. Public transit is available via the Central 3 buses, which operate weekdays only.

The nearest transit bus stop is on the north side of the North Service Road ROW, 36 m distance measured from the east limit of the subject land.

## Discussion:

**PLANNING ANALYSIS:**

1. PROVINCIAL PLANNING STATEMENT (PPS) 2024

PPS 2024 was issued under the authority of section 3 of the Planning Act and came into effect on October 20, 2024. The PPS provides policy direction on matters of provincial interest related to land use planning and development.

In respect of the exercise of any authority that affects a planning matter, section 3 of the Planning Act requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act.

The recommended Zoning By-law Amendment will

1) provide opportunities to expand the economic base of the subject employment area,

2) enhance the suitability of the subject site for employment uses which support a wide range of economic activities and ancillary uses, and

3) protect and preserve the subject employment area.

The recommended amendment is consistent with section 2.8 (Employment) of the PPS.

The applicant's consultant submitted a Planning Rationale Report (PRR) dated July 17, 2026, which provides, in section 5.5.1, a summary of the key policy considerations of the PPS 2024 relating to the proposed development on the subject land. The PRR concludes that the proposed development on the site is consistent with the PPS. The Planning Department is satisfied with the applicant's analysis and conclusion.

2. OFFICIAL PLAN (OP):

Employment lands provide the main locations for business and industrial activities. Employment land uses are provided under two designations on Schedule D as either Industrial or Business Park.

The subject property is designated "Industrial" on Schedule "D" - Land Use, City of Windsor Official Plan. The Industrial land use designation provides for a broad range of industrial uses which, because of their physical and operational characteristics, are more appropriately clustered together and separated from sensitive land uses. Section 6.4.3.1, OP Vol. 1, contains a list of the uses permitted in the Industrial land use designation identified on Schedule D of OP Vol. 1.

Further to the above, section 6.4.3.2, OP Vol. 1, provides a list of permitted ancillary uses in areas designated as Industrial on Schedule D, OP Vol. 1. As shown below, the applicant's proposed additional permitted uses (Club and Health Studio) are listed as permitted ancillary uses in areas designated Industrial on Schedule D.

*Section 6.4.3.2(d) - Motor vehicle sales;* ***club; athletic or sports facility;*** *wholesale store; the sale of goods produced by an industrial use and accessory thereto; retail sale of building supplies and materials, home improvement products, nursery products.*

According to City of Windsor Zoning By-law 8600, a HEALTH STUDIO means "*a building used for athletic or fitness instruction in combination with facilities for exercise or athletic training*." Hence, s.6.4.3.2(d) includes a health studio.

Also, according to the Zoning By-law 8600, ANCILLARY USE means a use, other than an accessory use, which complements or otherwise provides a service to the main use of the zoning district in which it is located.

3. PLANNING RATIONALE REPORT (PRR):

As noted already in this report, the applicant's consultant submitted a Planning Rationale Report, dated July 17, 2026.

Section 5.1 of the PRR contains an analysis of the key policy considerations of the PPS 2024 and OP relating to the proposed amendment to the Zoning By-law. The PRR, in section 6.0, provides the following summary and conclusion:

- The existing development has been designed to be compatible with the existing built-up area
- The proposed uses do not introduce sensitive land uses, do not constrain industrial activities, and do not result in the loss or conversion of industrial land.

- The proposed uses will be located in the existing built space within an established industrial condominium (plaza) and will not alter the long-term employment function of the area.
- The proposed development will help diversify employment opportunities needed in the area and create new jobs.
- The Site was always intended to be used for industrial uses, including ancillary uses.
- The proposal represents good planning as it addresses the need for the City to provide economic development and employment opportunities.
- The proposal does not cause any public health and safety concerns.

The PRR concludes that the proposed development is consistent with the PPS, conforms to the intent and purpose of the OP and ZBL and represents good planning.

4. ZONING

The subject land is zoned Manufacturing District 1.1 (MD1.1) plus s.20(1)402 by Zoning By-law 8600. A copy of By-law 8600 can be found on the city's website via this Link.

As noted already in this report, the proposed use of the land for Health Studio and Club purposes is permitted under the *Ancillary Uses* section 6.4.3.2 of the OP. The zoning by-law is an appropriate planning tool for implementing the policies of the OP. Therefore, it is appropriate to amend the Zoning By-law to permit the requested additional uses of the subject land for Health Studio and Club. Furthermore, the Zoning Coordinator's comment in Appendix C attached to this report indicates all provisions of the zoning by-law are met, except the proposed use of the land for Health Studio and Club. Should Council approve the recommended amendment the identified non-compliance to the zoning by-law will be resolved. This planning report recommends one Club and one Health Studio on the entire parcel. The intent is to limit the proliferation of ancillary uses on the subject land. The ancillary use(s) serve/complement the permitted main uses of the zoning district in which it is located.

As a result of the discussion under HOLDING PROVISION below, this planning report recommends that the parcel be subject to a holding symbol for registration of an amended Site Plan Agreement that includes fencing and warning clauses (new Clause 17 in 95.20 in Recommendation II of this planning report).

The recommended zoning by-law amendment is a change from MD1.1 to H(17)MD1.1x(37).

5. HOLDING PROVISION

This report recommends a holding provision to ensure that the issues raised by CN regarding fencing and warning clause are addressed. See discussions under ***Consultations*** below. The required holding provision shall be removed when the following conditions are satisfied:

(17) Registration of an amended Site Plan Agreement. The agreement shall include fencing requirement and Railway Warning clause, satisfactory to the City Planner.

Removal of the H Symbol is subject to the applicable holding conditions in s.95.20(17) and it is the responsibility of the property owner to satisfy the holding conditions. See Section 95.5 in Zoning By-law 8600 for more details.

## Risk Analysis:

N/A

## Climate Change Risks:

None specific to the proposed additional uses

## Climate Change Mitigation and Climate change Adaptation:

N/A

## Financial Matters:

N/A

## Consultations:

1. DEPARTMENT AND AGENCIES

Attached as **Appendix C,** to this report, is a document containing comments from the municipal departments and external agencies. There are no objections. However, Canadian National Rail Company requested the following as conditions of Approval:

a. A minimum 1.83-metre-high chain link fence (or equivalent) shall be installed and maintained along the shared property line.

b. Given the subject property's proximity to major rail yard operations, the proposed development may be exposed to environmental emissions associated with railway activities, including noise, air quality, odours and operational activities. CN recommends that a qualified professional undertake an assessment of these potential effects and identify any mitigation measures necessary to minimize impacts on the proposed use.

c. Considering, the environmental emissions, CN requires the following warning clause shall be included in all development agreements and purchase/sale or lease agreements.

> *"Warning: Canadian National Railway Company or its assigns or successors in interest has or have a rights-of-way within 1000 meters from the land the subject hereof. There may be alterations to or expansions of the railway facilities on such rights-of-way in the future including the possibility that the railway or its assigns or successors as aforesaid may expand its operations, which expansion may affect the living environment of the activities in the vicinity, notwithstanding the inclusion of any noise and vibration attenuating measures in the design of the development and individual dwelling(s). CNR*

*will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under t*he aforesaid rights-of-way."

d. The storm water management facility must be designed to control storm water runoff to pre-development conditions including the duration and volume of the flow and accordingly have no impacts on CN right of way, including ditches, culverts and tracks. Any proposed alterations to the existing drainage pattern affecting railway property must receive prior concurrence from CN and be substantiated by a drainage report to the satisfaction of the Railway.

Regarding the above fence requirement, it should be noted that the subject property (4470 North Service Road East) does not have a **shared** property line with the railyard. Furthermore, the applicant's planning consultant has confirmed that there is an existing 7.5ft (2.286m) high fence along its north lot line (the mutual boundary with Ontario Hydro Networks). However, to ensure that appropriate fencing is maintained by current and future owners of the subject land the city is recommending an amendment to the existing Site Plan Agreement to include requirement for a chain link fence with minimum height of 1.83m along the north property line of the property known as 4470 North Service Rd E.

With respect to the Noise Study, the subject parcel is designated industrial, and zoned industrial. No sensitive land use is being proposed on the subject land at this time; therefore, Noise Study is not recommended in this report.

The warning clause requested above by CN will be included in an amended Site Plan Agreement.

With respect to Storm water management, the City's Development Engineering Department indicates that *"The applicant will be required to submit, prior to the issuance of permits, a stormwater management plan in accordance with Windsor Essex Region Stormwater Management Standards Manual, restricting stormwater runoff to pre-development levels.*" The full comment from Development Engineering is found in Appendix C hereto attached.

This planning report recommends a holding provision to address some of the issues (fence and warning clause) raised by CN in their comment found in Appendix C attached to this report.

## Conclusion and Planner's Opinion:

The applicant's request for a zoning by-law amendment to permit a Health Studio and a Club as additional permitted uses on the subject land has been evaluated considering the Provincial Planning Statement 2024, City of Windsor Official Plan policies, Applicant's Planning Rationale Report, and comments received from municipal staff and external agencies.

In my professional opinion, the recommended Zoning By-law Amendment is consistent with the policies of the Provincial Planning Statement 2024 and maintains conformity with the City of Windsor Official Plan.

The proposed additional uses are recommended for approval on the subject land by way of a site-specific zoning by-law amendment comprising site-specific zoning provision(s) and a site-specific holding provision as shown in Recommendations I, 2, & 3 of this report.

The recommended zoning by-law amendment constitutes good planning.

## Planning Act Matters:

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

Greg Atkinson, MCIP, RPP
Deputy City Planner - Development

Neil Robertson, MCIP, RPP
City Planner

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

## Approvals:

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

## Notifications:

| Name |
|---|
| |

## Appendices:

1 APPENDIX A - SITE PHOTOS (taken September 4, 2026)
2 APPENDIX B - SITE PLAN with notes
3 APPENDIX C - CONSULTATION (Comments from Municipal Departments & External Agencies)

# Appendix A – SITE PHOTOS (*taken September 4, 2026)*



VIEW OF SUBJECT SITE FROME NORTH SERVICE ROAD EAST, SHOWING THE NEWLY CONSTRUCTED BUILDING 1




A CLOSE VIEW OF THE NEWLY CONSTRUCTED BUILDING 1

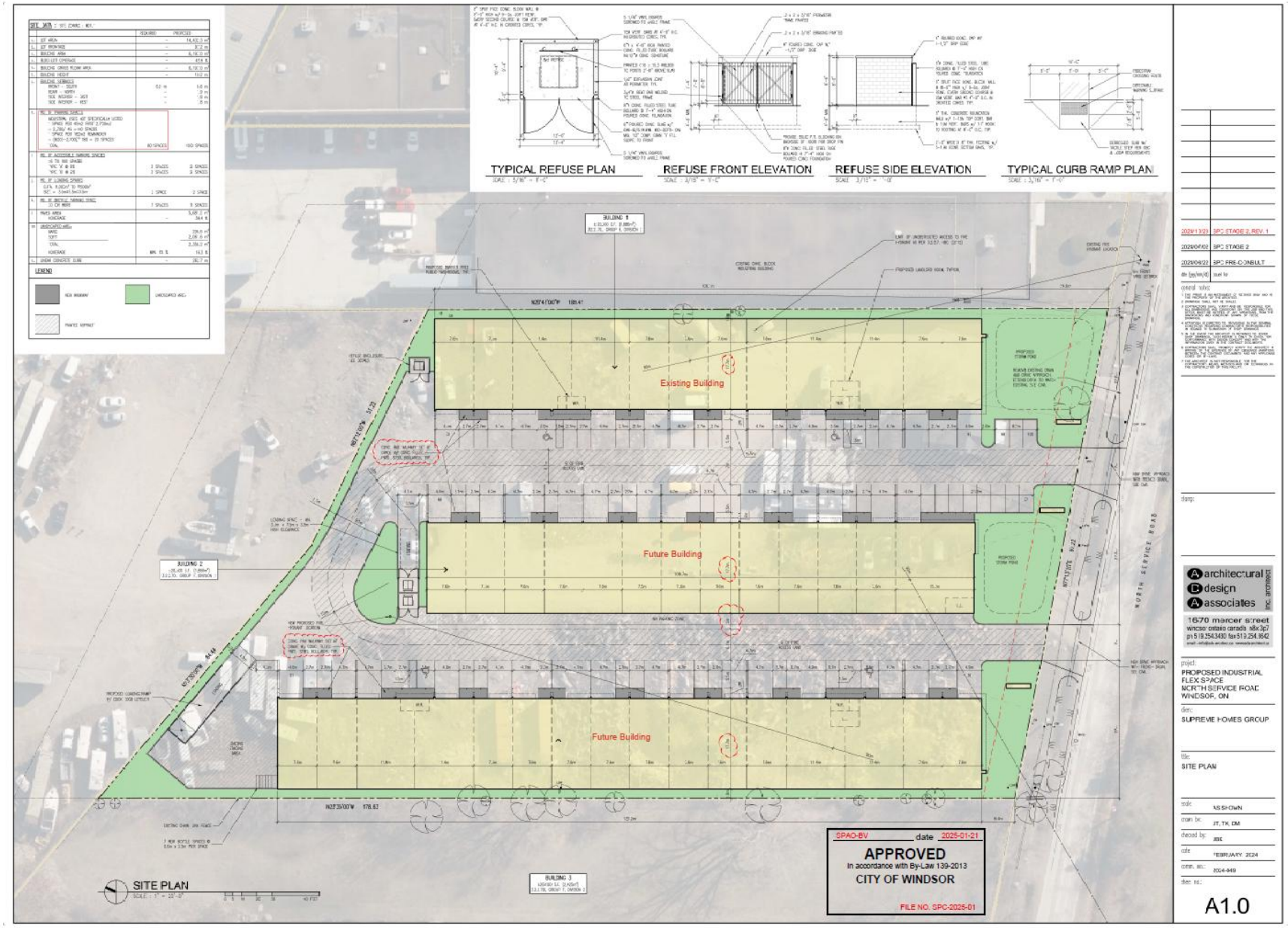


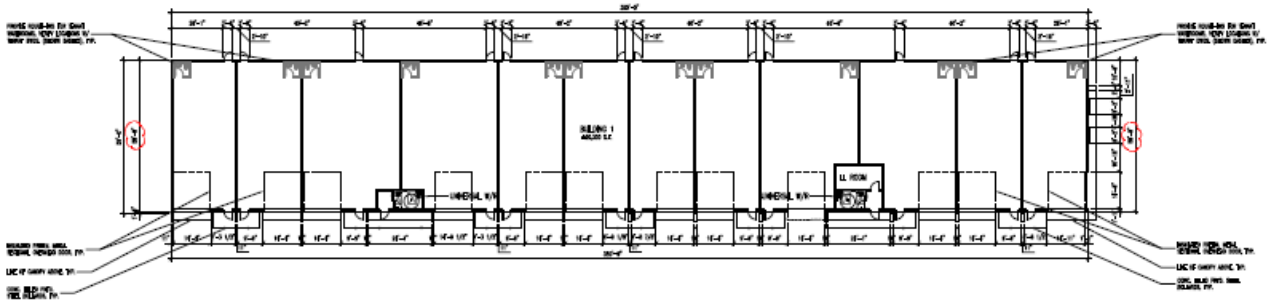

VIEW OF THE EAST SIDE OF THE SUBJECT PROPERTY AS SEEN FROM THE EASTERLY DRIVEWAY OF THE SUBJECT SITE



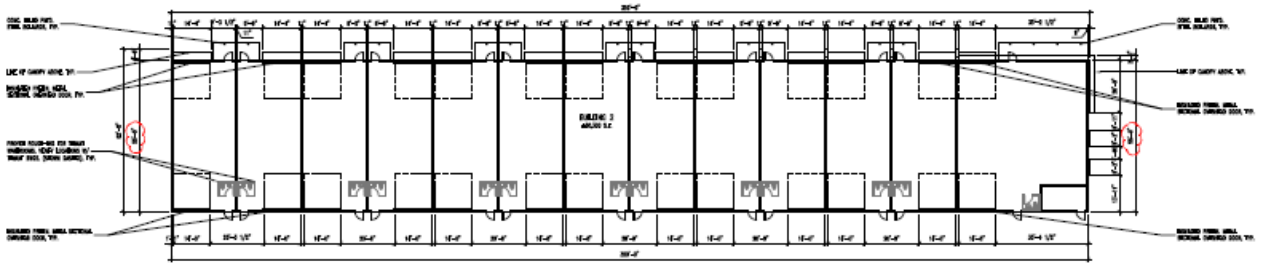
VIEW OF THE WEST SIDE OF THE NEWLY CONSTRUCTED BUILDING 1, SHOWING THE REMAINDER OF THE SUBJECT PROPERTY AND LANDS FURTHER WEST OF THE SUBJECT SITE

# **APPENDIX B:** SITE PLAN with Notes

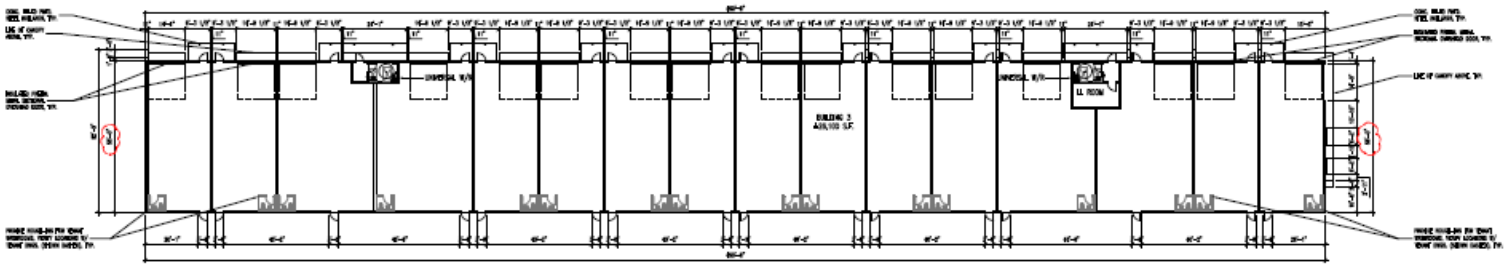




BUILDING 1: FLOOR PLAN



BUILDING 2: FLOOR PLAN



BUILDING 3: FLOOR PLAN

architectural design associates inc. architect
1670 mercer street
windsor ontario canada n8x 3p7
ph 519.254.3430 fax 519.254.3642

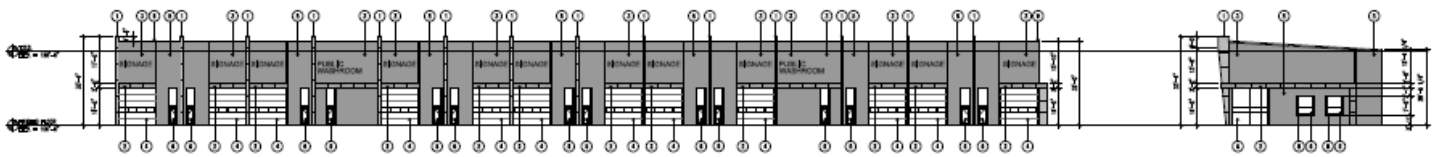
project:
PROPOSED INDUSTRIAL FLEX SPACE
NORTH SERVICE ROAD
WINDSOR, ON

client:
SUPREME HOMES GROUP

title:
FLOOR PLANS

scale: AS SHOWN
drawn by: JT, TK, CM
checked by: JBK
date: FEBRUARY, 2024
comm. no: 2024-049
sheet no:

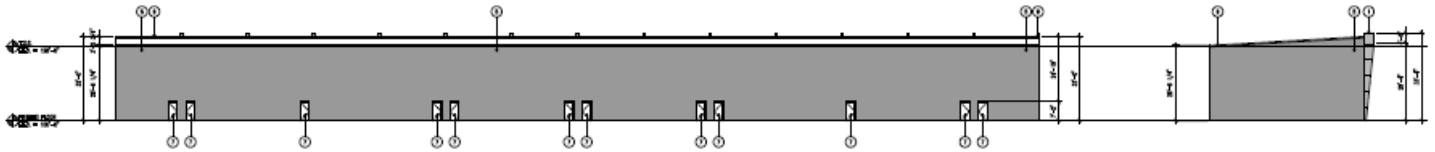
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BUILDING 1: WEST ELEVATION

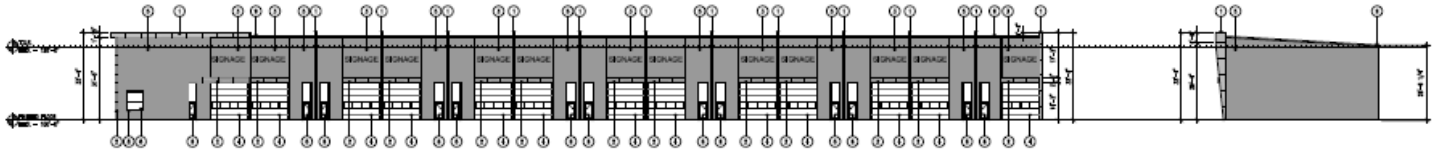


BUILDING 1: SOUTH ELEVATION



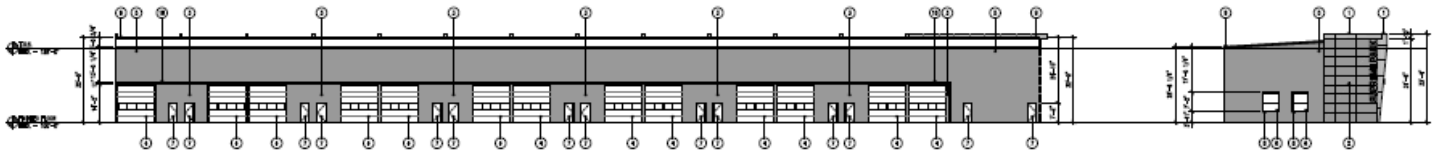
BUILDING 1: EAST ELEVATION

BUILDING 1: NORTH ELEVATION



BUILDING 2: EAST ELEVATION

BUILDING 2: NORTH ELEVATION



BUILDING 2: WEST ELEVATION

BUILDING 2: SOUTH ELEVATION

EXTERIOR FINISH SCHEDULE

| NO. | FINISH DESCRIPTION | FRONT | SIDE | REAR | SIDE |
|---|---|---|---|---|---|
| 1 | | | - | - | - |
| 2 | | | - | - | - |
| 3 | | | - | - | |
| 4 | | | - | - | - |
| 5 | | | - | - | |
| 6 | | | - | - | - |
| 7 | | | - | - | - |
| 8 | | | - | - | - |
| 9 | | | - | - | - |
| 10 | | | - | - | - |

SPAC-BV date 2025-01-21

APPROVED
In accordance with By-Law 139-2013
CITY OF WINDSOR

FILE NO. SPC-2025-01

2024/07/02 SPC STAGE 2

architectural design associates inc. architect

1670 mercer street
windsor ontario canada n8x 3y7
ph 519.254.3430 fax 519.254.3642

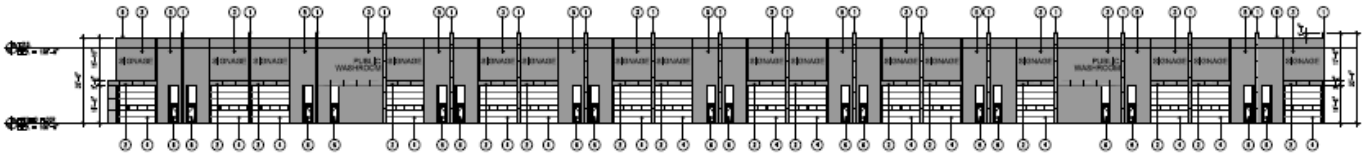
project:
PROPOSED INDUSTRIAL FLEX SPACE
NORTH SERVICE ROAD
WINDSOR, ON

client:
SUPREME HOMES GROUP

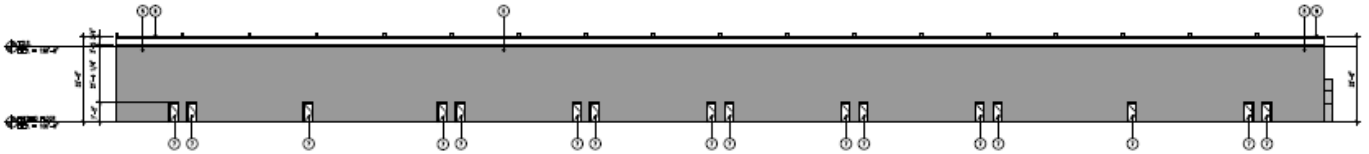
title:
ELEVATIONS
BUILDING 1 & 2

scale: AS SHOWN
drawn by: JT, TK, CM
checked by: JBK
date: FEBRUARY, 2024
comm. no.: 2024-019
sheet no.:

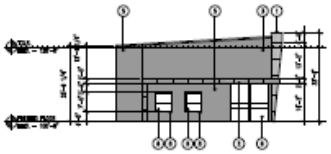
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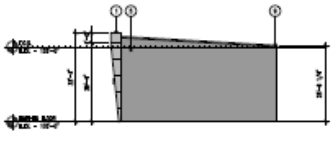
BUILDING 3: EAST ELEVATION



BUILDING 3: WEST ELEVATION



BUILDING 3: SOUTH ELEVATION



BUILDING 3: NORTH ELEVATION

EXTERIOR FINISH SCHEDULE

| NO. | FINISH DESCRIPTION | PRODUCT | SIZE | COLOUR | NOTES |
|---|---|---|---|---|---|
| 1 | ALUMINUM TRAPEZOIDAL PANEL | AFFECT OR EQUAL | - | - | - |
| 2 | ALUMINUM TRAPEZOIDAL PANEL | AFFECT OR EQUAL | - | - | - |
| 3 | METAL CANOPY (TYP.) | SIMILAR | - | - | BRUSHED |
| 4 | BRUSHED FINISH METAL CANOPY (TYP.) | - | - | - | - |
| 5 | BRUSHED METAL PANEL | SIMILAR | - | - | VERTICAL |
| 6 | ALUM. CURTAIN WALL GLAZED SYSTEM | - | - | - | - |
| 7 | TINTED INSULATED METAL DOORS AND FRAMES | - | - | - | - |
| 8 | NON-GLAZED ENTRANCE DOORS, WINDOW BOX | - | - | - | - |
| 9 | METAL FLASHING | SIMILAR | - | - | - |
| 10 | PAINTED METAL SIGNS | - | - | - | - |

SPAD-BV date 2025-01-21

APPROVED
In accordance with By-Law 139-2013
CITY OF WINDSOR

FILE NO. SPC-2025-01

2024-0108 SPC STAGE 2

architectural design associates inc. architects
1670 mercer street
windsor ontario canada n8x 3p7
ph 519.254.3430 fax 519.254.3640

project:
PROPOSED INDUSTRIAL FLEX SPACE
NORTH SERVICE ROAD
WINDSOR, ON

client:
SUPREME HOMES GROUP

title:
ELEVATIONS
BUILDING 3

scale: AS SHOWN
drawn by: JT, TK, DM
checked by: JBK
date: FEBRUARY, 2024
drawing no.: 2024-018
sheet no.:

A3.2

## APPENDIX C – CONSULTATION
(COMMENTS FROM MUNICIPAL DEPARTMENTS & EXTERNAL AGENCIES)

### CANADA POST – BRUNO DESANDO
Canada Post has no comments for the attached application.

### SITE PLAN CONTROL
Site Plan is not applicable for this proposed development pursuant to the Planning Act and City of Windsor By-law 1-2004.

### TRANSPORTATION PLANNING – AASHVI SARVAIYA
- Land Conveyance
  Not Applicable.

- Corner Cut-Off
  Not Applicable.

- Sidewalk
  Not Applicable.

- Parking
  All parking must comply with ZBL 8600.

- Transportation Impact Study
  Not Applicable.

- Access
  All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.

- Exterior Path
  All new exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

Should you have any further questions or concerns, please contact Aashvi Sarvaiya, of this department at tda@citywindsor.ca.

### BUILDING ENGINEER – MIRELLA ALLISON
No issues here.

### ZONING COORDINATOR – STEFAN PAVLICA
Below is the zoning review summary for the *above-mentioned property*; circulated on August 14th, 2026:

- **Current Zoning Designation**: Manufacturing District 1.1 (MD1.1)
- **Proposed Zoning Designation**: Manufacturing District 1.1 (MD1.1) w/ site-specific S.20(1)XXX

- **Existing Use [as per historical Building Permit(s) / Planning Act Applications(s)]**:
    - Industrial units

- **Proposed Use**:
    - *Health Studio* and *Club*
        - Not Permitted (currently)

- **Section 5 – General Provisions**:
    - COMPLIES

- **Section 18.1.5 – Manufacturing District 1.1 (MD1.1)**:

    - Maximum Building Height [18.1.5.4]:
        - 14.0m (Required)
        - 10.2m (Provided)
    - Minimum Front Yard Depth [18.1.5.5]:
        - 6.0m (Required)
        - 6.4m (Provided)
    - Minimum Side Yard Width [18.1.5.7]:
        - N/A (Required)
            - ~~a) From a *side lot line* that abuts a *lot* on which a *dwelling* or *dwelling unit* is located: 6.0m~~
            - ~~b) From an *exterior lot line*: 3.0m~~
        - N/A (Provided)
    - Minimum Landscaped Open Space Yard [18.1.5.8]:
        - 15.0% of *lot area* (Required)
        - 16.3% (Provided)

- **Section 20 – Site Specific Zoning Exemptions**:
    - NOT APPLICABLE

- **Section 24 – Parking, Loading, and Stacking Provisions**:
    - Required Number of Parking Spaces:
        - 80-99 (Required)
        - 100 (Provided)

        - Calculation of Required Parking Spaces:
            - All other industrial uses not specifically listed = 1 for each 45 m² *GFA* for the first 2,700 m² *GFA* AND 1 for each additional 180 m² *GFA*

                - <u>Calculation</u>:
                    - Total *GFA* = 6,197.0m2
                    - 6,197.0m2 – 2,700m2 = 3,497.0m2

                    - 2,700m2 / 45 = **60 parking spaces**
                    - 3,497.0m2 / 180 = 19.43 OR **19 parking spaces**

- *Health Studio* = 1 for each 36m2 *GFA*

    - Calculation:
        - *Scenario 1 – 15.2m*:
            - 270.79m2 / 36 = 7.52 OR **7 parking spaces**
        - *Scenario 2 – 11.4m*:
            - 195.07m2 / 36 = 5.42 OR **5 parking spaces**
            - 186.64m2 / 36 = 5.18 OR **5 parking spaces**
        - *Scenario 3 – 7.6m*:
            - 134.71m2 / 36 = 3.74 OR **3 parking spaces**

- *Club* = 1 for each 22.5m2 *GFA*

    - Calculation:
        - *Scenario 1 – 15.2m*:
            - 270.79m2 / 22.5 = 12.04 OR **12 parking spaces**
        - *Scenario 2 – 11.4m*:
            - 195.07m2 / 22.5 = 8.67 OR **8 parking spaces**
            - 186.64m2 / 22.5 = 8.30 OR **8 parking spaces**
        - *Scenario 3 – 7.6m*:
            - 134.71m2 / 22.5 = 5.99 OR **5 parking spaces**

- **Section 25 – Parking Area Regulations**:
    - COMPLIES

## PLANNING POLICY – FRANK GARARDO

Plan Schedules:

Schedule ‘A’ - Planning Districts & Policy Areas - “Fountainbleu”
Schedule ‘A-1’ – Special Policy Areas - “Traditional Commercial Street” (fronting Tecumseh Rd E)
Schedule ‘B’ – Greenway System – N/A
Schedule ‘C’ – Development Constraint Areas – N/A
Schedule ‘C-1’ – Development Constraint Areas: Archaeological Potential – refer to Heritage Comments
Schedule ‘D’ – Land Use – “Residential”, “Mixed Use Corridor”(fronting Tecumseh Rd E)
Schedule ‘E’ - City Centre Planning District – N/A
Schedule ‘F’ - Roads & Bikeways - Alexis Rd is a L/R, Tecumseh Road E is Class II Arterial Rd
Schedule ‘F-1’ – Railways/Rail Corridors and Railyards – N/A
Schedule 'G' - Civic Image – Tecumseh Rd E is designated as a “Main Street”
Schedule ‘H’ - Baseplan Development Phasing – N/A
Schedule 'J' - Urban Structure Plan – N/A
Schedule’K’ – Source Water Protections – IPZ2

## RIGHT-OF-WAY – KAREN KONG

ROW has no comments to this submission; however, we want to note that the Driveway Permit is still outstanding for this project.

## ENWIN

Hydro Engineering: **Keegan Morency Kendall**

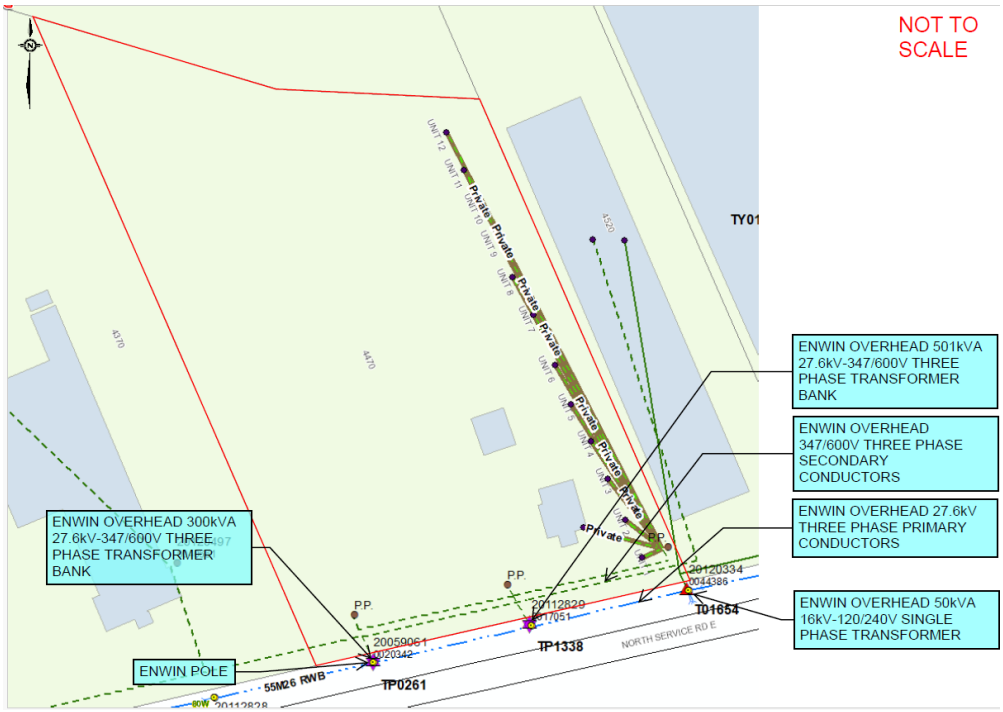
No Objection, provided adequate clearances are achieved and maintained.

Please note the following.

1- ENWIN has a pole line along the front of the property.
2- ENWIN has overhead three phase 347/600V secondary conductors along the front of the property.
3- ENWIN has overhead three phase 27.6kV primary conductor along the front of the property.
4- ENWIN has a 300kVA, 27.6kV-347/600V three phase transformer bank on a pole at the front of the property.
5- ENWIN has a 501kVA, 27.6kV-347/600V three phase transformer bank on a pole at the front of the property.

Please request locates prior to starting construction to ensure the location of all underground conductors in the area.

Prior to working in these areas, we would suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction.




Water Engineering: **Bruce Ogg**

ENWIN Water has no objections.

## DEVELOPMENT ENGINEERING – JUAN PARAMO

We have reviewed the subject Rezoning application and have the following comments:

**Sewers** The site may be serviced by a 375mm PVC sanitary sewer within the North Service Road East right-of-way. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

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

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

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

For more information of SWM requirements, visit: link

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

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

In summary we have no objection to the proposed development. If you have any further questions or concerns, please contact Gerry Rattew, of this department at grattew@citywindsor.ca

## CN RAIL – GIUSEPPE DIMARTINO

Before CN can complete its review, we would appreciate receiving additional information regarding the proposed use of the building. Based on the information currently available, the proposed Club and a Health Studio appears to function primarily as a fitness facility. However, CN's comments may vary depending on the specific activities proposed within the building. Accordingly, we request a more detailed description of the proposed use, along with a detailed site plan.

Based on our preliminary review, the rear property line appears to be located approximately 100 metres from the nearest railway corridor. If the proposed Club and Health Studio building is situated 120 metres or more from CN's right-of-way, CN would not require a safety berm.

**CN requests that the following requirements be secured as conditions of approval:**

1. A minimum 1.83-metre-high chain link fence (or equivalent) shall be installed and maintained along the shared property line.

2. Given the subject property's proximity to major rail yard operations, the proposed development may be exposed to environmental emissions associated with railway activities, including noise, air quality, odours and operational activities. CN recommends that a qualified professional undertake an assessment of these potential effects and identify any mitigation measures necessary to minimize impacts on the proposed use.

3. Considering, the environmental emissions, CN requires the following warning clause shall be included in all development agreements and purchase/sale or lease agreements.

“Warning: Canadian National Railway Company or its assigns or successors in interest has or have a rights-of-way within 1000 meters from the land the subject hereof. There may be alterations to or expansions of the railway facilities on such rights-of-way in the future including the possibility that the railway or its assigns or successors as aforesaid may expand its operations, which expansion may affect the living environment of the activities in the vicinity, notwithstanding the inclusion of any noise and vibration attenuating measures in the design of the development and individual dwelling(s). CNR will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under the aforesaid rights-of-way.”

4. The storm water management facility must be designed to control storm water runoff to pre-development conditions including the duration and volume of the flow and accordingly have no impacts on CN right of way, including ditches, culverts and tracks. Any proposed alterations to the existing drainage pattern affecting railway property must receive prior concurrence from CN and be substantiated by a drainage report to the satisfaction of the Railway.

CN looks forward to reviewing a detailed site plan, an assessment of the potential impacts associated with railway operations and environmental emissions, the proposed mitigation measures, and a Stormwater Management Report.

Based on the documents provided, could you please confirm that a minimum 1.83-metre-high chain-link fence will be maintained along the property line adjacent to the railway corridor? If an existing fence is proposed to remain, please provide confirmation that it is in good structural condition and will continue to be maintained.

In addition, considering, the environmental emissions, CN requires the following warning clause shall be included in all development agreements and purchase/sale or lease agreements.

“Warning: Canadian National Railway Company or its assigns or successors in interest has or have a rights-of-way within 1000 meters from the land the subject hereof. There may be alterations to or expansions of the railway facilities on such rights-of-way in the future including the possibility that the railway or its assigns or successors as aforesaid may expand its operations, which expansion may affect the activities in the vicinity, notwithstanding the inclusion of any noise and vibration attenuating measures in the design of the development. CNR will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under the aforesaid rights-of-way.”

CN requests that the property owner provide a letter confirming that the warning clause will be incorporated into all applicable lease agreements and occupancy documents associated with the development.

THE CITY OF WINDSOR ONTARIO, CANADA

**Committee Matters:** SCM 320/2026

**Subject: Amendment to Sign By-law 250-2004 3501 Banwell Road, SGN-001/26 (Proposed First Party Electronic Changing Copy Ground Sign) - Ward 9**

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

Decision Number: **DHSC 872**

I. THAT the application for a site-specific amendment to Sign By-law 250-2004, as amended, to permit a First-Party Electronic Changing Copy Ground Sign at 3501 Banwell Road **BE APPROVED**.

II. THAT Schedule "E" – Special Provisions for Individual Signs of the Sign By-law **BE AMENDED** by adding the following as section **E. 25**:

**E. 25** Despite any other provision of this By-law, a Ground Sign incorporating Electronic Changing Copy may be erected at 3501 Banwell Road, subject to the following:

a. The sign shall not include flashing illumination, and the displayed message shall not change more frequently than once every two hours;

b. That the manufacturer of the sign confirm compliance with the lighting restrictions in accordance with Section 3 for electronic message signs;

c. That the sign does not have any animation including scrolling letters, television or video message, or any moving sign message objects;

d. The sign shall comply with the illumination requirements of subsection 3.3.1(c), and its brightness shall be automatically adjusted by an ambient-light sensor;

e. The sign shall only be illuminated between the hours of 6:00 AM and 11:00 PM;

f. The sign shall be limited to First-Party Advertising only; and

g. A physical barrier shall be installed along the north edge of each sign face to further restrict visibility from the residential properties to the north.

III. THAT the City Solicitor **BE DIRECTED** to prepare the by-law to amend the Sign By-law.

Carried.

Report Number: S 81/2026
Clerk's File: SBS2026

**Clerk's Note:**

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

2. Please refer to Item 11.1 from the Development & Heritage Standing Committee held on October 5, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20261006/-1/11660

## Subject: Amendment to Sign By-law 250-2004 3501 Banwell Road, SGN-001/26 (Proposed First Party Electronic Changing Copy Ground Sign) - Ward 9

### Reference:

Date to Council: October 5, 2026
Author: Sophia Di Blasi
Planner III - Urban Design
519-255-6543 ext. 6820
sdiblasi@citywindsor.ca

Planning & Building Services
Report Date: 6/29/2026
Clerk's File #: SBS2026

**To**: Mayor and Members of City Council

### Recommendation:

I. THAT the application for a site-specific amendment to Sign By-law 250-2004, as amended, to permit a First-Party Electronic Changing Copy Ground Sign at 3501 Banwell Road **BE APPROVED**.

II. THAT Schedule "E" – Special Provisions for Individual Signs of the Sign By-law **BE AMENDED** by adding the following as section **E. 25**:

> **E. 25** Despite any other provision of this By-law, a Ground Sign incorporating Electronic Changing Copy may be erected at 3501 Banwell Road, subject to the following:
>
> a. The sign shall not include flashing illumination, and the displayed message shall not change more frequently than once every two hours;
> b. That the manufacturer of the sign confirm compliance with the lighting restrictions in accordance with Section 3 for electronic message signs;
> c. That the sign does not have any animation including scrolling letters, television or video message, or any moving sign message objects;
> d. The sign shall comply with the illumination requirements of subsection 3.3.1(c), and its brightness shall be automatically adjusted by an ambient-light sensor;
> e. The sign shall only be illuminated between the hours of 6:00 AM and 11:00 PM;

f. The sign shall be limited to First-Party Advertising only; and
g. A physical barrier shall be installed along the north edge of each sign face to further restrict visibility from the residential properties to the north.

III. THAT the City Solicitor **BE DIRECTED** to prepare the by-law to amend the Sign By-law.

## Executive Summary:

N/A.

## Background:

The subject property is municipally known as 3501 Banwell Road and contains the NextStar Energy battery manufacturing facility. The property is designated Mixed Use Corridor on Schedule D – Land Use Plan of the City of Windsor Official Plan and is zoned CD4.1 and MD2.4. The site contains one of the largest industrial facilities in the municipality and has approximately 783 metres of frontage along E.C. Row Expressway.

The applicant proposes to install a permanent V-shaped, double-sided First-Party Electronic Changing Copy Ground Sign oriented toward E.C. Row Expressway. The proposed sign will have a sign face area of approximately 18.0 square metres per side, an overall height of approximately 7.57 metres, and will display static electronic messaging related exclusively to the operation of the NextStar Energy facility.

In February 2026, the applicant began discussions with Administration regarding a proposed digital ground sign for the subject property. The original concept required multiple amendments to Sign By-law 250-2004, including an increased percentage of electronic changing copy area, reduced message dwell times, and a sign location that did not satisfy the minimum setback requirements from E.C. Row Expressway.

Throughout the review process, Administration identified concerns related to transportation safety, illumination impacts, residential compatibility, and conformity with the intent of the Sign By-law. In response, the applicant worked collaboratively with Administration and revised the proposal to address these concerns.

As revised, the proposal complies with all applicable provisions of Sign By-law 250-2004 except section 6.6.6, which limits electronic changing copy to 30 percent of the permitted sign face area. The applicant will be required to incorporate mitigation measures addressing message frequency, animation and flashing content, illumination, operating hours, setbacks and the restriction of the display to First-Party Advertising.

At Administration's request, the applicant submitted an illumination analysis to assess potential impacts on nearby residential properties. Based on the submitted information and proposed mitigation measures, Administration is satisfied that the revised sign can operate without causing adverse impacts on surrounding land uses.

The application now before Council reflects the revisions made in response to Administration's review.

## Discussion:

### Applicable Sign By-law Framework

The proposed sign has been reviewed against the requirements of Sign By-law 250-2004. Administration notes that the proposal complies with all applicable provisions of the Sign By-law with the exception of Section 6.6.6, which limits Electronic Changing Copy to 30 percent of the permitted Sign Face Area.

Table 1 – *Sign By-law Compliance Review*

| Regulation | Requirement | Proposed | Compliance |
|---|---|---|---|
| Sign Type | Permanent Ground Sign | Permanent Ground Sign | ✓ |
| Sign Area | 19.6 m² Maximum | 18.0 m² | ✓ |
| Sign Height | 12.0 m Maximum | 7.57 m | ✓ |
| Residential Setback | 60 m Minimum | 102 m | ✓ |
| Controlled Access Highway Setback | 20 m Minimum | 45 m | ✓ |
| Nighttime Illumination | 300 nits Maximum | 300 nits | ✓ |
| Message Dwell Time | 60 Seconds Minimum | 2 Hours Minimum | ✓ |
| Content Type | First Party Advertising | First Party Advertising | ✓ |
| Electronic Changing Copy Area | 30% Maximum | 100% | ✗ |

As illustrated in Table 1, the proposal satisfies all applicable regulations of Sign By-law 250-2004 except for the maximum permitted Electronic Changing Copy Area. The requested amendment is therefore limited to permitting a 100 percent digital sign face where only 30 percent electronic copy is currently permitted.

### Sign Classification and Advertising Type

The proposed sign has a V-shaped configuration and two display faces, however, it does not meet the Sign By-law definition of a Billboard Sign. A Billboard Sign displays Third-Party (off-site) Advertising, whereas the proposed sign would display only First-Party Advertising associated with the NextStar Energy facility.

The sign is also operationally distinct from a conventional digital billboard. Advertising space would not be sold or leased to third parties, and messages would remain displayed for at least two hours. During the proposed 17-hour daily operating period, the sign could therefore display no more than nine messages, compared with the substantially more frequent message rotation typically associated with digital billboards.

Administration recommends conditions restricting the sign to First-Party Advertising and requiring a minimum two-hour dwell time. These conditions would maintain the sign's intended function as a corporate identification and communication feature.

Table 2 – *Comparison of Proposed Sign and Billboard Sign*

| Characteristic | Proposed Sign | Billboard Sign |
|---|---|---|
| Advertising Type | First-Party Advertising | Third-Party Advertising |
| Content | Information related to the onsite use | Advertising for offsite businesses |
| Purpose | Site identification and operational communication | Commercial advertising |
| Dwell Time | 2 Hours | 8 Seconds |
| Maximum Images Displayed Per Day (between 6:00am and 11:00pm) | 9 Images | Up to 7,650 Images |

**Lighting Mitigation**

The applicant submitted an illumination analysis demonstrating that the sign can comply with the City's illumination standards and that light levels reaching nearby residential properties would be negligible. The nearest residential properties are approximately 102 metres from the sign and are separated from it by E.C. Row Expressway and an existing noise attenuation wall.

Additional mitigation measures include static messaging, a minimum two-hour dwell time, automatic brightness controls, restricted operating hours and the prohibition of animation, flashing, scrolling and video content. Physical screening would also be installed along the north edge of each sign face to further restrict visibility from the residential properties to the north.

**Transportation Safety**

The proposal has been reviewed in consideration of potential driver distraction and road safety. The display will operate using static messaging only and will prohibit animation, flashing, scrolling, streaming video, and other dynamic display features commonly associated with higher intensity digital advertising displays.

Messages will remain visible for a minimum of 2 hours before changing to the next display. The proposed sign is also setback approximately 45 metres from E.C. Row Expressway, reducing its prominence within the immediate roadside environment. Compared with a conventional digital billboard or electronic sign that changes content at much shorter intervals and is positioned closer to the travelled roadway, these operational and locational characteristics reduce the frequency of visual changes presented to drivers and the overall prominence of the sign within the driver's field of view.

Administration is satisfied that these characteristics reduce the potential for driver distraction relative to more frequently changing digital advertising displays and are generally consistent with the principles identified within the Transportation Association of Canada's Digital and Projected Advertising Displays: Regulatory and Road Safety Assessment Guidelines.

### Official Plan Policy Framework

The subject lands are designated Mixed Use Corridor on Schedule D – Land Use Plan of the City of Windsor Official Plan. Mixed Use Corridors accommodate a range of commercial, employment, institutional and service uses along major transportation corridors where visibility and accessibility are important considerations.

The proposed sign would provide identification and operational messaging for a significant employment use. Administration is satisfied that the proposal is compatible with the surrounding area, having regard for its separation from residential properties, existing physical buffering, illumination controls and proposed operating restrictions.

### Site-Specific Considerations

The subject property has approximately 783 metres of frontage along E.C. Row Expressway and contains one of the municipality's largest industrial facilities. Its scale and frontage distinguish it from a typical industrial or commercial property.

The requested amendment relates only to the proportion of the sign face permitted to contain electronic changing copy. No relief is required for sign area, height, setback or illumination.

Administration is satisfied that these site-specific circumstances support the requested exception.

## Risk Analysis:

The principal risks associated with the amendment are potential impacts on nearby residential properties and traffic safety, together with the potential precedent created by permitting a large-format sign with 100 percent electronic changing copy adjacent to E.C. Row Expressway.

These risks are mitigated by the sign's approximately 102 metres of separation from the nearest residential properties, the intervening expressway and noise attenuation wall, automatic brightness controls, restricted operating hours, physical screening, static content and a minimum two-hour dwell time.

Administration recognizes that approval could lead to similar requests elsewhere along E.C. Row Expressway. However, this application can be distinguished by the property's approximately 783 metres of expressway frontage, the scale of the associated employment use, the restriction to First-Party Advertising and the proposed operational controls. These combined circumstances are not readily replicated on other properties along the corridor.

Approval should therefore not be interpreted as general support for signs containing 100 percent electronic changing copy along E.C. Row Expressway. Future applications would continue to be evaluated on their individual merits, including sign size and scale, property frontage, advertising type, proximity to residential uses and interchanges, illumination, dwell time, traffic safety and cumulative impacts along the corridor.

## Climate Change Risks

### Climate Change Mitigation:

The proposed sign would use electricity and contribute to nighttime illumination. These impacts would be moderated through energy-efficient LED technology, automatic brightness controls and restricted operating hours. The sign would also be required to comply with the illumination standards of Sign By-law 250-2004.

### Climate Change Adaptation:

No material climate-change adaptation impacts have been identified in relation to the proposed amendment.

## Financial Matters:

There are no direct financial implications for the Corporation arising from the recommended amendment.

## Consultations:

The application was circulated to applicable municipal departments and external agencies for review and comment, including Transportation Development, Engineering, Planning, Building Services, Windsor Police, ENWIN Utilities Ltd., and the Ministry of Transportation.

## Conclusion:

Administration has reviewed the proposed First-Party Electronic Changing Copy Ground Sign at 3501 Banwell Road. The proposal complies with Sign By-law 250-2004 except for section 6.6.6, which limits electronic changing copy to 30 percent of the permitted sign face area.

The applicant revised the proposal in response to concerns regarding residential compatibility, illumination and transportation safety. The revised proposal includes increased setbacks, static First-Party Advertising, a minimum two-hour dwell time, automatic brightness controls, restricted operating hours and additional physical screening.

Having regard for the characteristics of the subject property, the submitted illumination analysis and the proposed mitigation measures, Administration is satisfied that the sign can be accommodated without adverse impacts on surrounding land uses or the transportation network. Administration therefore recommends approval of the requested site-specific amendment.

## Planning Act Matters:

N/A.

**Approvals:**

| Name | Title |
|---|---|
| Sophia Di Blasi | Planner III – Urban Design |
| Jason Campigotto | Deputy City Planner – Growth |
| John Revell | Chief Building Official |
| Aaron Farough | Senior Legal Counsel, Legal & Real Estate |
| Neil Robertson | City Planner |
| Jelena Payne | Deputy CAO/Commissioner of Economic Development |
| Jelena Payne for Ray Mensour | Chief Administrative Officer |

**Notifications:**

| Name | Address | Email |
|---|---|---|
| | | |

**Appendices:**

1 Appendix A - Letter of Rationale
2 Appendix B - Drawing Package

Permit World

August 21, 2026

City of Windsor
Planning Department
350 City Hall Square West
Windsor, Ontario N9A 6S1

**Re Sign By-Law Amendment**
**NextStar Energy**
**3501 Banwell Rd.**

Dear Members of Staff,

Permit World Consulting Services Inc. has been retained by NextStar Energy to prepare this Planning Rationale in support of a proposed amendment to the City of Windsor Sign By-law to permit a fully digital first-party ground sign on the lands municipally known as 3501 Banwell Road.

The proposed sign is intended to provide corporate identification, operational messaging, employee communications, public information, safety messaging, and facility-related content associated exclusively with NextStar Energy.

The subject property contains one of the most significant industrial investments in Ontario and represents a major component of Windsor's advanced manufacturing sector. The proposed sign will provide an effective and modern means of communication for a facility of national significance while maintaining compatibility with surrounding land uses and preserving the intent of the Sign By-law.

## SUBJECT LANDS

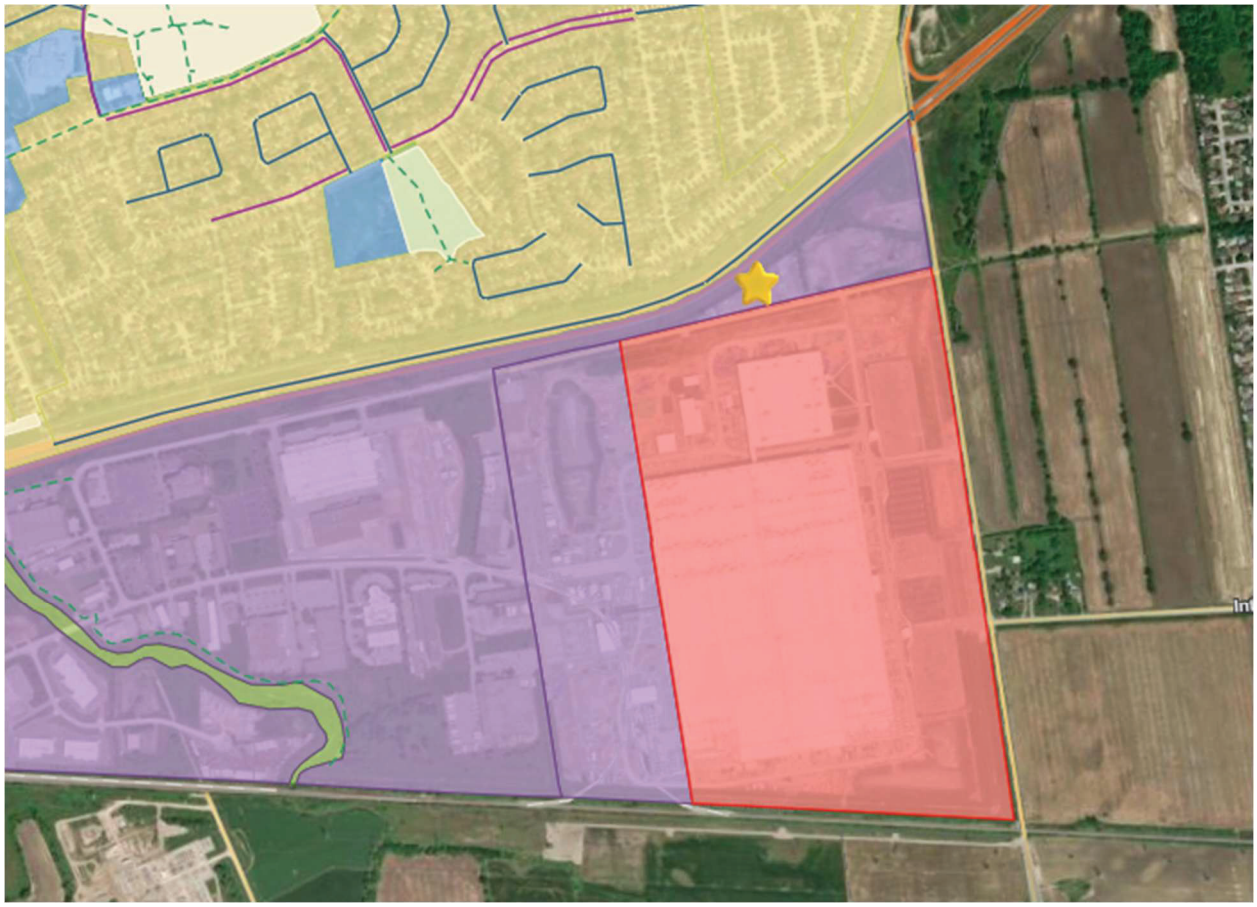
The subject property is located at 3501 Banwell Road and contains the NextStar Energy battery manufacturing facility.

The property comprises an exceptionally large industrial campus with approximately 783 metres of frontage. The facility occupies approximately 4.23 million square feet and serves as Canada's first commercial-scale advanced battery manufacturing facility. The operation has already produced battery cells and currently employs more than 1,300 workers, with future employment anticipated to increase significantly as the facility approaches full build-out.

This property is split Zoned as CD4.1 (Commercial) and MD2.4 (Manufacturing).

Surrounding land uses include:

- Farmland to the east;
- Industrial uses to the west;
- The balance of the NextStar facility to the south; and
- E.C. Row Expressway and residential neighbourhoods to the north



The nearest residential properties are located approximately 102 metres north of the proposed sign location and are separated from the sign by E.C. Row Expressway and an existing noise attenuation wall. While portions of the display may be visible from elevated viewpoints, including certain second-storey residential windows, the noise attenuation wall substantially screens views from rear yards and ground-floor living areas. The combination of separation distance, roadway corridor, existing screening infrastructure, operational controls, and compliance with municipal illumination standards significantly reduces the potential for adverse impacts on nearby residential properties.

## PROPOSAL

The applicant proposes a 100% digital, first-party ground sign fronting E.C. Row Expressway.

The proposed sign will have:

- A sign face approximately 3.0 metres in height and 6.0 metres in width;
- A sign face area of approximately 18.0 square metres;
- A sign height of approximately 7.57 metres;
- Static electronic messaging only;
- Minimum 2 hour dwell time
- Instantaneous message transitions;
- No animation;

- No flashing elements; and
- No third-party advertising content.

The sign has been intentionally designed as a V-shaped structure to address the curvature of E.C. Row Expressway and improve visibility to motorists travelling in both directions.

## SIGN BYLAW AMENDMENT

The proposed sign complies with all applicable provisions of the Sign By-law with the exception of the maximum permitted changing copy area.

Section 6.6.6 limits changing copy to 30 percent of the maximum sign face area calculated under Section 6.6.5. Based on the site's frontage of approximately 783 metres, the property is entitled to a maximum sign face area of approximately 19.6 square metres. The proposed sign face area of approximately 18.0 square metres complies with this requirement. However, the proposal seeks permission for 100 percent of the sign face to contain changing electronic copy rather than the 30 percent currently permitted.

Importantly, the requested amendment does not seek relief for sign size, height, illumination standards, setbacks, or other operational requirements. The sole purpose of the amendment is to permit a fully digital sign face.

## COMPLIANCES – FIRST PARTY

The proposed sign is compliant with all other sign bylaw regulations for a first party ground sign including the following.

| Regulation | Requirement | Proposed | Compliance |
|---|---|---|---|
| Sign Area | 19.6m² max | 18.0m² | Yes |
| Sign Height | | 7.57m | Yes |
| Residential Setback | 60m | 102m | Yes |
| Night Brightness | 300 nits | 300 nits | Yes |
| Dwell Time | 60 seconds | 2 hours | Yes |
| Content | First Party Only | First Party Only | Yes |

## TRAFFIC SAFETY

The Transportation Association of Canada (TAC) has developed national guidance entitled *Digital and Projected Advertising Displays: Regulatory and Road Safety Assessment Guidelines* to assist municipalities and transportation agencies in evaluating digital signage adjacent to roadways. The guideline identifies message dwell time, animation, transition effects, luminance controls, and roadway context as key considerations when evaluating potential road safety impacts.

The proposed sign has been designed to align with these principles through the following operational controls:

- Static messages only;
- No animation, flashing, scrolling, or video content;

- Instantaneous message transitions;
- A 2-hour time between message changes; and
- Automatic brightness controls that comply with municipal illumination standards.

The proposed sign is located approximately 45 metres from the edge of E.C. Row Expressway, providing substantial separation between the display and passing motorists. Unlike signage located immediately adjacent to the roadway shoulder, the proposed sign is situated outside the immediate roadside environment and will be viewed from a greater distance and at a shallower viewing angle. This separation reduces the visual prominence of the display while maintaining effective legibility for travellers along the corridor.

A significant distinguishing feature of the proposal is the 2-hour dwell time. This extended dwell period substantially reduces the frequency of message changes experienced by motorists and helps distinguish this as a first party ground sign as opposed to a digital billboard that cycles through multiple advertisements during a driver's travel through a corridor. The purpose of the display is not to attract attention through frequent message changes but rather to provide site identification, operational messaging, employee communications, visitor information, safety notices, and corporate communications associated with the NextStar Energy facility.

While City staff have noted that the physical form of the sign resembles a billboard, its function is fundamentally different. The proposed display will operate exclusively as a first-party sign and will not contain third-party advertising. Unlike traditional digital billboards that display off-site commercial advertisements on a rotating basis, the proposed sign is dedicated exclusively to communications directly associated with the operations of NextStar Energy. Accordingly, the display functions primarily as a corporate identification and information sign rather than an advertising device.

The proposed sign copy changes at a substantially lower intensity than a conventional digital billboard permitted under the City of Windsor Sign By-law. A comparison is provided below:

| Characteristic | Proposed Sign | Digital Billboard |
|---|---|---|
| Sign Type | First Party | Third Party |
| Content | NextStar Energy Communications Only | Off-Site Advertising |
| Message Dwell Time | 2 Hours | 8 Seconds |
| Animation | Not Permitted | Not Permitted |
| Flashing | Not Permitted | Not Permitted |
| Brightness Controls | Required | Required |
| Message Function | Site Identification and Information | Commercial Advertising |

The combination of the 45-metre setback from E.C. Row Expressway, 2-hour dwell time, prohibition of animation and flashing content, compliance with illumination standards, and exclusive use of first-party content significantly limits the potential for driver distraction. In our opinion, the proposal is consistent with the road safety principles identified by the Transportation Association of Canada and represents an appropriate and low-intensity digital signage format for a major employment use located along a controlled-access expressway.

## ILLUMINATION

Due to the proximity of residential uses, rigorous planning consideration has been given to potential illumination impacts. The proposed sign will operate in strict accordance with the City's digital sign illumination standards, implementing a maximum nighttime luminance cap of 300 nits above ambient light levels between dusk and dawn, paired with automatic brightness adjustments and instantaneous copy changes.

The comprehensive illumination analysis prepared for this application demonstrates that light levels dissipate rapidly with both distance and viewing angle, returning to baseline long before reaching the residential zone. Calculated illuminance levels reaching nearby residential properties fall well below the generally accepted negligible threshold of 0.3 lux (see Appendix C).

Table 2: Predicted Nighttime Illuminance Levels at Setback Distances

| | | **Measurement Angle** | | | | |
|---|---|---|---|---|---|---|
| **Distance (ft)** | **Distance (m)** | **0°** | **20°** | **40°** | **60°** | **80°** |
| 164 | **50** | 2.000846 | 1.921172 | 1.448728 | 0.656077 | 0.199316 |
| 328 | **100** | 0.502115 | 0.482121 | 0.36356 | 0.164644 | 0.050019 |
| 492 | **150** | 0.223162 | 0.214276 | 0.161582 | 0.073175 | 0.022231 |
| 656 | **200** | 0.125529 | 0.12053 | 0.09089 | 0.041161 | 0.012505 |
| 820 | **250** | 0.080338 | 0.077139 | 0.058169 | 0.026343 | 0.008003 |
| 984 | **300** | 0.055791 | 0.053569 | 0.040396 | 0.018294 | |

Note: Values represent illuminance in lux based on a maximum nighttime luminance of 300 nits under a worst-case, full-white display scenario.

Crucially, at the 102-meter residential setback, the sign's maximum potential illuminance ranges between a fractional 0.48 lux and 0.16 lux depending on the viewing angle. This nominal output will be entirely absorbed by the existing ambient light baseline generated by continuous traffic and high-mast street lighting along the adjacent E.C. Row Expressway corridor. Furthermore, using the industry-standard methodology established by Dr. Ian Lewin (Digital Billboard Recommendations and Comparisons to Conventional Billboards), the distance required for a 18.0 m² sign operating at 300 nits to reach a completely imperceptible light threshold is just 59.1 metres (134.5 feet). As the nearest residential property line is located approximately 102 metres from the proposed sign, a substantial additional separation of approximately 42.9 metres is provided beyond this threshold. Accordingly, the proposed sign is not anticipated to generate discernible light trespass or adverse illumination impacts on nearby residential properties.

## PLANNING POLICY FRAMEWORK

Official Plan Context

The subject sign location is designated **Mixed Use Corridor** on Schedule D – Land Use Plan of the City of Windsor Official Plan. Mixed Use Corridors are intended to accommodate a broad range of commercial, employment, institutional, service, and complementary land uses located along major transportation routes and serving both local and city-wide functions. The designation recognizes the importance of visibility, accessibility, and exposure to major transportation corridors as key characteristics supporting development within these areas.

Section 6.5.3 of the Official Plan identifies Mixed Use Corridors as important activity areas that accommodate a mix of uses and contribute to economic vitality and investment. The subject property contains the NextStar Energy facility, one of the most significant employment generators in the City and an important component of Windsor's advanced manufacturing sector. The proposed sign supports the continued operation of this major employment use through enhanced site identification, operational communications, employee information, visitor wayfinding, and public messaging.

The proposed sign is appropriately located adjacent to E.C. Row Expressway, a major transportation corridor that provides regional connectivity and visibility. The sign has been specifically designed to address the transportation context of the site through a V-shaped configuration that improves visibility for motorists travelling in both directions along the expressway while maintaining compliance with all applicable illumination, operational, and safety requirements.

The proposal also maintains compatibility with surrounding land uses, which is a fundamental objective of the Official Plan. The sign is separated from nearby residential uses by E.C. Row Expressway, an existing noise attenuation wall, and a distance of approximately 102 metres. Furthermore, the sign will operate with static messaging, a 2-hour dwell time, automatic brightness controls, and no flashing, scrolling, video, or animated content. The accompanying illumination analysis confirms that light levels reaching nearby residential properties will be negligible and are not anticipated to create adverse impacts.

Accordingly, the proposed sign supports the intent of the Mixed-Use Corridor designation by facilitating communication and identification for a significant employment use located along a major transportation corridor while maintaining compatibility with adjacent land uses and protecting the public realm.

The subject property is located within both the Forest Glade and Sandwich South Planning Districts and is not subject to any Secondary Plan policies. The lands are also located along the municipal boundary with the Town of Tecumseh, with the eastern property line forming the City of Windsor municipal boundary.

The subject lands are designated Mixed Use Corridor on Schedule D – Land Use Plan of the City of Windsor Official Plan

The property is zoned CD4.1 and MD2.4 and contains the NextStar Energy battery manufacturing facility, one of the largest industrial operations in the City. The proposed sign is intended to serve this existing employment use through onsite identification and operational communications.

Development Strategy

Chapter 3 of the Official Plan establishes a vision for a durable economy, employment growth, economic investment, and the continued development of Windsor as a competitive employment centre. The Plan

recognizes the importance of major employment centres that support investment, job creation, and access to major transportation routes. The subject property directly contributes to these objectives through its role as a large-scale advanced manufacturing facility employing over 1,300 workers and supporting future employment growth within Windsor.

The proposed sign supports the continued operation and visibility of this significant employment use by providing an effective means of communication and site identification along E.C. Row Expressway, one of Windsor's primary transportation corridors. As such, the proposal supports the economic development objectives of the Official Plan and contributes to the City's vision of maintaining a cultivated and competitive economy.

Employment Policies

The Official Plan identifies employment lands as critical locations for business and industrial activity and includes several objectives directly relevant to the proposed development. These objectives include:

- Ensuring Windsor remains an attractive location for businesses and employees;
- Expanding Windsor's economic base through investment and employment growth;
- Maintaining viable industrial areas;
- Providing sufficient infrastructure and support for employment uses; and
- Accommodating a full range of employment activities.

The Plan further states that Council shall encourage businesses and industries to locate and expand within Windsor and facilitate economic investment through the planning and development of employment areas.

The proposed sign supports these objectives by enhancing communication, wayfinding, employee information sharing, and corporate identification for a major advanced manufacturing facility. The proposal represents a modest modification to the form of signage permitted on the property and does not impact the planned employment function of the lands. Rather, it supports and reinforces that function.

Visibility and Transportation Corridor Context

The Official Plan recognizes the importance of highly visible employment areas and locations that benefit from direct exposure to major transportation routes. Employment-related uses are encouraged to locate with access to arterial roads, truck routes, and major transportation infrastructure. The NextStar facility occupies a prominent location adjacent to E.C. Row Expressway, a major transportation corridor within Windsor.

The proposed sign has been specifically designed to communicate with motorists travelling along E.C. Row Expressway and to provide legible identification for a facility of regional and national significance. The V-shaped configuration responds directly to the curvature of the roadway and improves visibility while maintaining compliance with illumination and operational requirements.

Compatibility

The Official Plan places significant emphasis on compatibility between employment uses and sensitive land uses. Employment development is intended to be designed and operated in a manner that minimizes adverse impacts while maintaining the viability of employment areas. Policies throughout Chapter 6 require consideration of setbacks, buffering, site design, landscaping, and compatibility with adjacent land uses.

The proposed sign satisfies these objectives through:

- substantial separation from residential uses;
- the presence of E.C. Row Expressway between the sign and residential neighbourhoods;
- an existing noise attenuation wall;
- compliance with municipal illumination requirements;
- static messaging with no animation or flashing elements;
- extended dwell times; and
- restriction to first-party content only.

While portions of the sign may be visible from certain second-storey residential windows, the illumination analysis demonstrates that light levels reaching residential properties remain negligible and are not anticipated to result in adverse compatibility impacts.

**PLANNING RATIONALE**

Intent of the Sign By-law

The purpose of the Sign By-law's digital sign provisions is to regulate visual impacts, maintain traffic safety, and protect sensitive land uses from adverse effects associated with illumination or excessive visual distraction.

The proposed sign continues to satisfy these objectives.

The display will operate exclusively as a first-party sign, contain static messaging only, comply with all illumination requirements, prohibit animation and flashing features, and exceed the required dwell times established by the By-law. As a result, the intent of the Sign By-law is maintained notwithstanding the requested relief.

Site Specific Circumstances

The subject property is unique within the City of Windsor.

With approximately 783 metres of frontage and functioning as a nationally significant advanced manufacturing facility, the site differs substantially from typical industrial properties. The scale of the operation, the length of frontage, and its exposure to a major controlled-access expressway create circumstances where a fully digital sign represents an appropriate form of communication.

In this instance, limiting digital copy to 30 percent of the sign face would significantly diminish the effectiveness and legibility of the sign without providing any corresponding planning benefit.

The proposed sign face area remains within the maximum size contemplated by the Sign By-law. The amendment relates solely to the proportion of the sign face that may contain digital content.

In addition to its role as a major employment generator, the subject lands are designated Mixed Use Corridor, a designation that specifically contemplates highly visible uses along major transportation corridors. The proposed sign responds to this context by providing an appropriate form of site identification and communication that reflects the scale, prominence, and strategic importance of the NextStar Energy facility.

First Party Content

A key consideration in evaluating the proposal is the distinction between first-party signage and off-premise advertising.

The proposed digital display shall be limited exclusively to content directly associated with NextStar Energy including site identification, operational information, employee communications, visitor information, safety messaging, emergency notifications, community information and other communications related to the operation of the facility. No third-party advertising shall be displayed.

While staff have noted that the appearance of the sign may resemble a billboard, its function remains fundamentally different. Billboard signs are intended to display changing advertising for various off-site businesses and products. By contrast, the proposed display is intended solely to communicate information associated with the operations of NextStar Energy.

The sign therefore functions as corporate identification and operational communication rather than commercial advertising.

To further distinguish the proposed digital ground sign from a digital billboard, the proposed sign will feature a 2-hour dwell time per message cycle. In comparison to the minimum 8-second dwell time permitted for digital billboards, this extended duration ensures that the sign remains visually static for any individual observer or motorist passing the site. By eliminating frequent message, the display avoids triggering driver distraction while aligning far more closely with the visual performance of traditional static ground signage.

Compatibility with Adjacent Residential Uses

Several factors significantly mitigate potential impacts:

- The residential neighbourhood is separated from the sign by E.C. Row Expressway;
- The nearest residential property is approximately 102 metres from the sign location;
- An existing noise attenuation wall provides substantial visual screening from ground-level viewpoints;
- Rear yard views are largely screened by the existing wall;
- Some visibility may occur from second-storey residential windows; however, viewing distances remain significant;
- The illumination analysis demonstrates negligible light impacts at residential locations; and

- The display will operate in accordance with all municipal illumination requirements.

Although the sign may be partially visible from certain upper-storey windows, the combination of distance, screening, limited viewing angles, and regulated brightness levels ensures that the proposed sign remains compatible with adjacent residential uses and is not expected to generate adverse land-use impacts.

Precedent Considerations

Approval of this application will not establish an undesirable precedent for similar electronic signage or undermine the general intent of the City of Windsor Sign By-law. This proposal represents a highly customized, site-specific exception tailored to an unparalleled set of land-use circumstances that cannot be easily replicated elsewhere in the municipality.

The requested relief—permitting 100% digital changing copy on a sign footprint that otherwise fully complies with all height, size, and setback provisions—is uniquely justified by the following cumulative planning criteria:

- **Unprecedented Scale of Employment Use**: The subject property contains a 4.23-million-square-foot advanced manufacturing campus of national economic significance, demanding a modern built form capable of dynamic operational and safety communication.

- **Exceptional Frontage and Exposure**: The campus commands an extraordinary 783 meters of continuous frontage flanking a major controlled-access expressway corridor (E.C. Row Expressway), where traditional 30% copy restrictions would functionally impair sign legibility and motorist safety.

- **Infrastructure Segregation**: The sign is physically isolated from sensitive land uses by a major multi-lane provincial/municipal transit corridor and an engineered noise attenuation wall, which provides permanent structural screening for adjacent rear yards.

- **Strict Operational Restrictions**: The owner has voluntarily restricted the display to low-intensity, first-party corporate copy with a conservative 2-hour dwell time, completely distinct from commercial third-party billboard operations.

Because these geographic and operational characteristics are uniquely confined to the NextStar Energy campus, City Council can safely approve this amendment as a localized exception. This ensures the general 30% digital copy restriction remains robust and fully enforceable across typical commercial and industrial zones on Banwell Road and throughout Windsor.

## CONCLUSION

In summary, the proposed amendment to permit 100 percent digital changing copy on the first-party ground sign at 3501 Banwell Road represents a minor, low-intensity modification that is highly appropriate, physically compatible, and consistent with the core objectives of the City of Windsor Sign By-law and Official Plan.

The proposal is strongly supported by the following planning conclusions:

- **Functional Alignment with Economic Significance**: The sign serves Canada's first commercial-scale EV battery manufacturing facility. Providing dynamic, 100% electronic copy is an essential, modern built-form requirement to manage critical site identification, logistics, operational announcements, and employee safety messaging for a campus of national significance.

- **Complete Technical and Environmental Compatibility**: The sign fully complies with all established regulatory provisions regarding height, area, and first-party content. Operating with a conservative nighttime cap of 300 nits and a 102-metre residential setback—well beyond the 60-metre municipal requirement—the display guarantees zero light trespass or adverse glare for the adjacent neighborhood.

- **Infrastructure-Backed Risk Mitigation**: The substantial multi-lane infrastructure corridor of the E.C. Row Expressway and an engineered noise attenuation wall provide a robust physical and visual buffer, entirely eliminating ground-level lines of sight from residential rear yards.

- **Commitment to Transit Safety**: By utilizing strictly static copy, instantaneous transitions, and an extended 2-hour message dwell time, the display operates at a significantly lower visual intensity than a standard third-party digital billboard, completely aligning with the national road safety guidelines established by the Transportation Association of Canada (TAC).

- **Protection Against Policy Precedent**: Because the application is justified by an extraordinary, site-specific combination of circumstances—including over 780 meters of continuous industrial frontage flanking a major expressway—City Council can safely approve this as a localized exception without undermining the general enforceability of the Sign By-law across the wider municipality.

For the reasons outlined above, the requested amendment maintains the absolute intent of municipal regulations to protect the public realm while safely accommodating vital economic infrastructure. The proposal is consistent with the principles of good planning and is respectfully recommended for approval.

Should you require any additional information or clarification regarding this application, please do not hesitate to contact the undersigned.

**Shawna Petzold**
General Manager



Permit World Consulting Services Inc
57 William St. W. | Waterloo, ON | N2L 1J6
519-585-1201 x 101 | spetzold@permitworld.ca

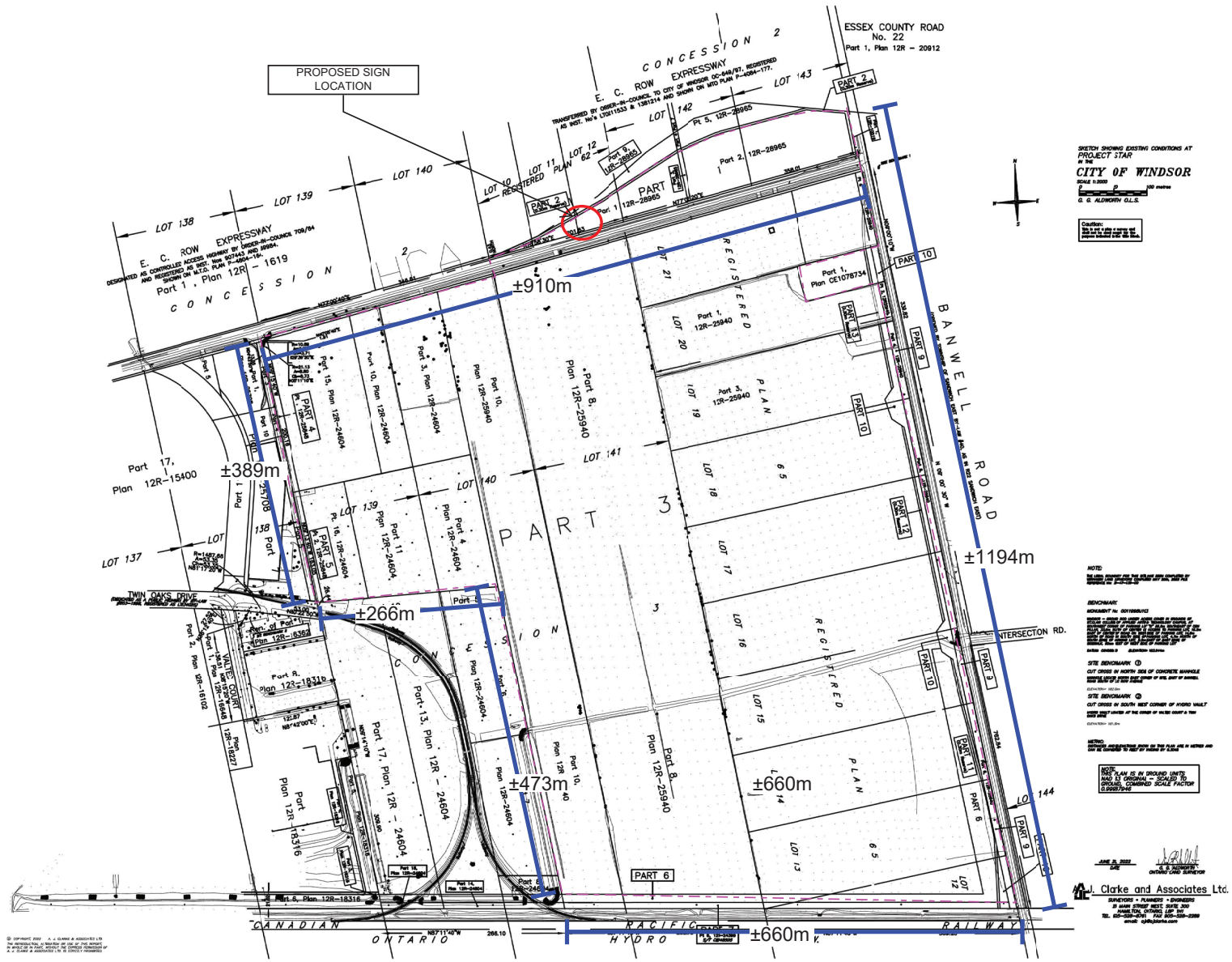
# Appendix B





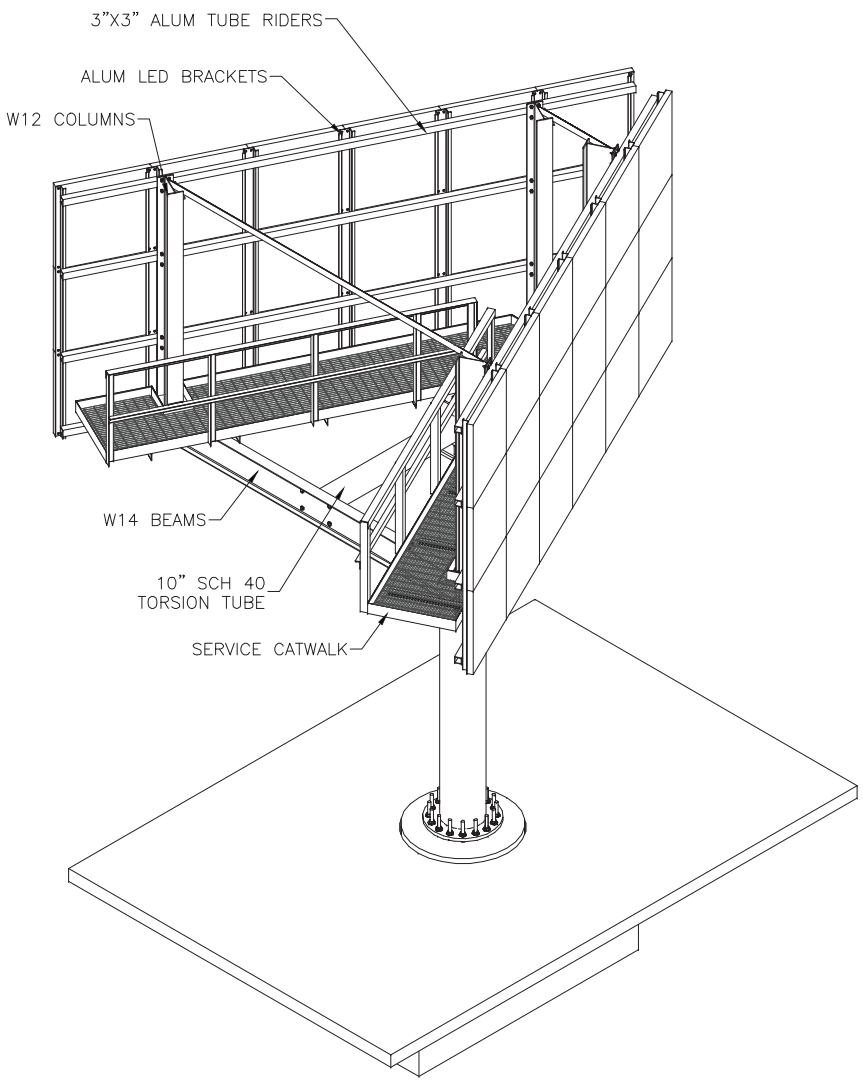

NEXTSTAR ENERGY
3501 BANWELL RD
WINDSOR, ON

NEXTSTAR ENERGY LANDS
±87.8 HA

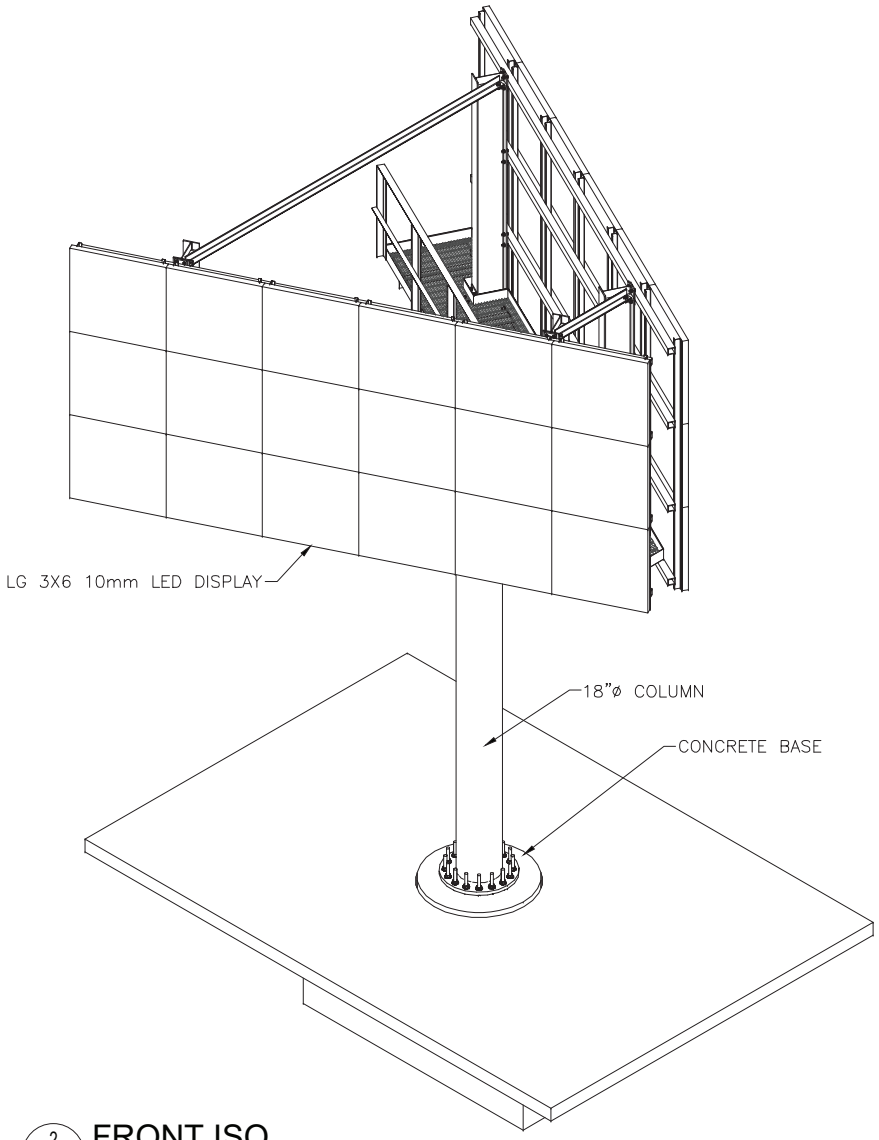

PROPOSED SIGN LOCATION
ESSEX COUNTY ROAD No. 22
Part 1, Plan 12R – 20912
E. C. ROW EXPRESSWAY
CONCESSION 2
LOT 138
LOT 139
LOT 140
LOT 141
LOT 142
LOT 143
LOT 144
LOT 137
PART 3
±910m
±389m
±266m
±473m
±660m
±660m
±1194m
BANWELL ROAD
TWIN OAKS DRIVE
WATER COURT
INTERSECTION RD.
CANADIAN PACIFIC RAILWAY
ONTARIO HYDRO
Part 17, Plan 12R–15400
Part 1, Plan 12R – 1619
Part 1, Plan CE1078734
Part 1, 12R–25940
Part 2, 12R–28985
Part 5, 12R–28985
Part 17, Plan 12R – 24604
Part 13, Plan 12R – 24604
Part 5, Plan 12R–18316
Part 8, Plan 12R–25940
Part 10, Plan 12R–24604
Part 11, Plan 12R–24604
Part 4, Plan 12R–24604
Part 15, Plan 12R–24604
Part 16, Plan 12R–24604
Part 3, Plan 12R–24604
Part 10, Plan 12R–25940
Part 8, Plan 12R–25940
Part 8, Plan 12R–18316
Part 1, Plan 12R–16102
Part 1, Plan 12R–16227
Part 1, Plan 12R–16448
Part 1, Plan 12R–8362
Part 2, Plan 12R–8362
Part 1, Plan 12R–8362
Part 1, Plan 12R–8362
Part 1




NEXTSTAR ENERGY
3501 BANWELL RD
WINDSOR, ON




1 S1 **REAR ISO**
SCALE: 1/4" = 1'-0"




2 S1 **FRONT ISO**
SCALE: 1/4" = 1'-0"

ATEC
40 Bramsteele Rd.
Brampton, Ont. L6W 3L8
TEL: 905-451-9720
Toll Free: 1-800-463-1079
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| 03 | | dd/mm/yy |
| 04 | | dd/mm/yy |
| 05 | | dd/mm/yy |
| 06 | | dd/mm/yy |

P. Eng:

Project:
NEXTSTARR VEE SHAPED LED

EC ROW Expressway, Windsor ON

CAD File:
Pylon V Shape

Drawn By: A. Kruger

Sales: K. Zwaal

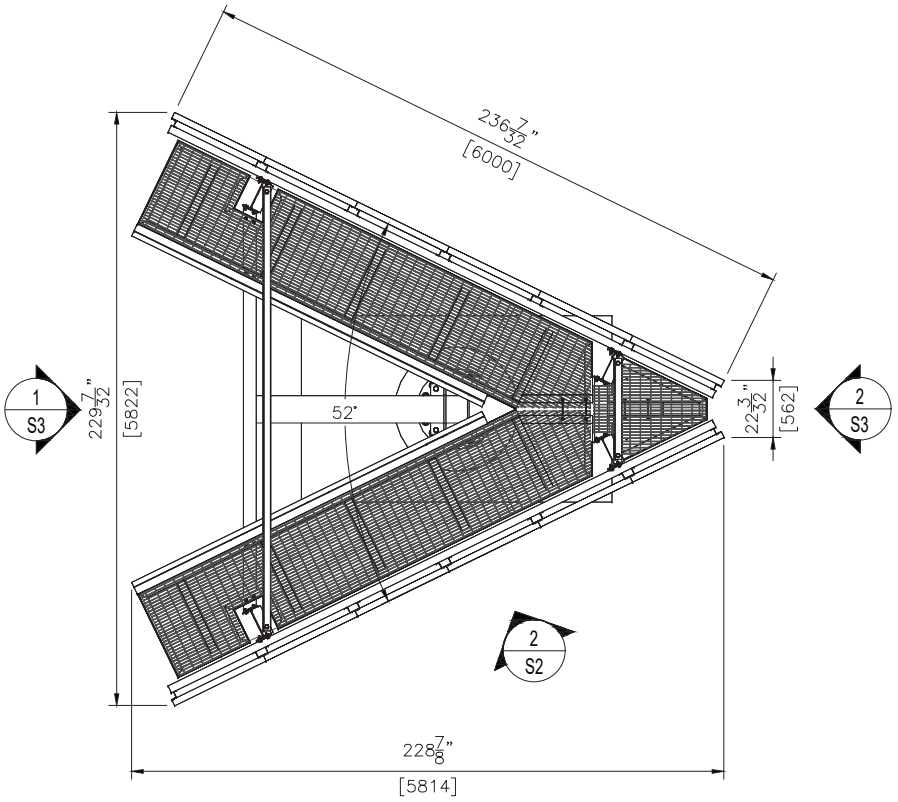
Plot Date: 6-Jan-26

Work Order: 12407

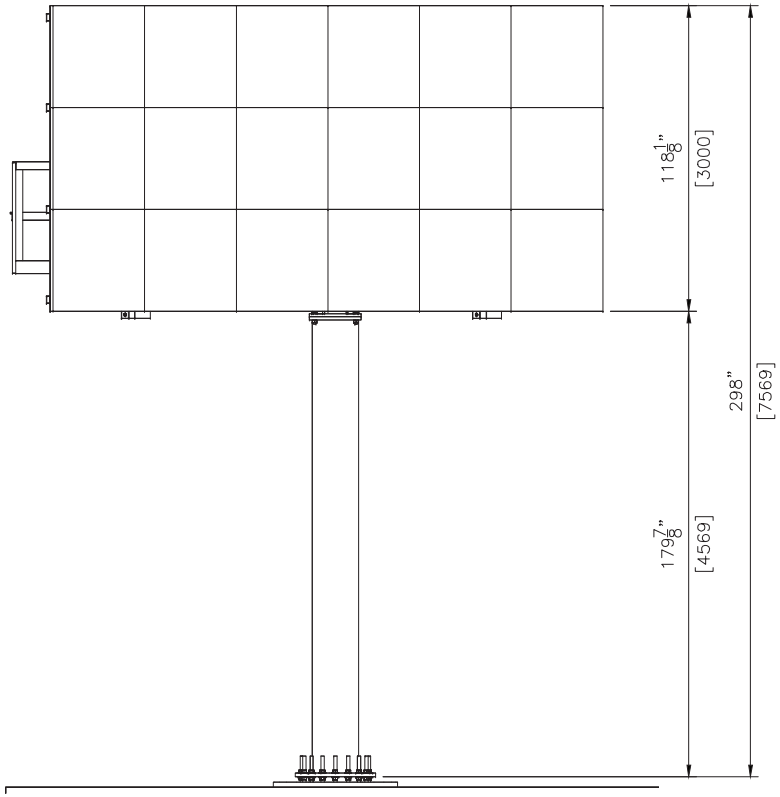
Drawing No: S1

Sign Area = 18.0m² per side

Sign to display First Party Content Only for NextStar Energy




1 S2 REAR ISO
SCALE: 1/4" = 1'-0"




2 S2 ELEV
SCALE: 1/4" = 1'-0"


40 Bramsteele Rd.
Brampton, Ont. L6W 3L8
TEL: 905-451-9720
Toll Free: 1-800-463-1079
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P. Eng:

Project:
NEXTSTARR VEE SHAPED LED

EC ROW Expressway, Windsor ON

CAD File:
Pylon V Shape

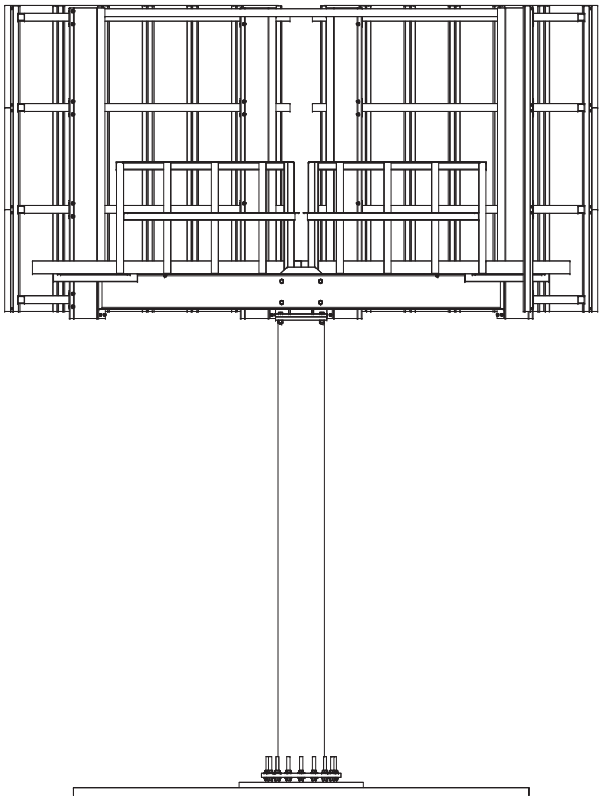
Drawn By: A. Kruger

Sales: K. Zwaal

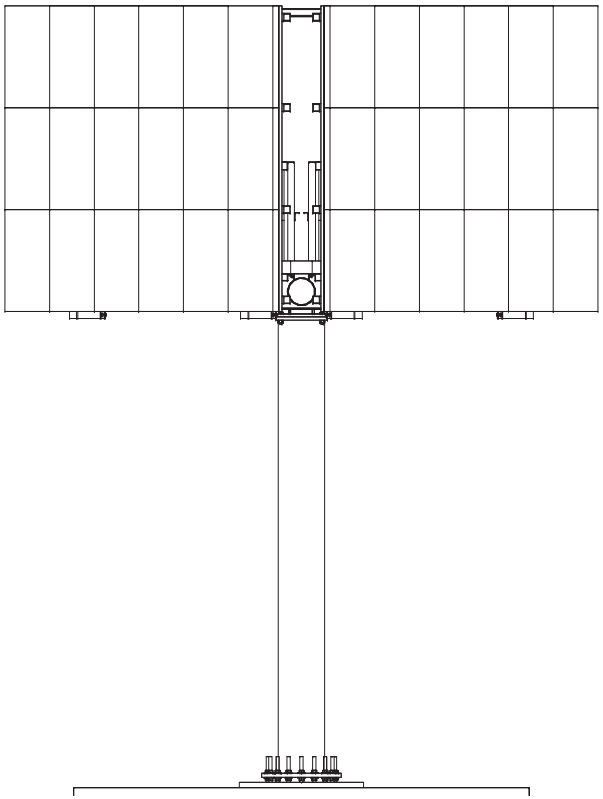
Plot Date: 6-Jan-26

Work Order: 12407

Drawing No: S2



1 / S3 REAR ELEV
SCALE: 1/4" = 1'-0" *ref dwg No. S2*



2 / S3 FRONT ELEV
SCALE: 1/4" = 1'-0" *ref dwg No. S2*


ATEC
40 Bramsteele Rd.
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| 06 | | dd/mm/yy |

P. Eng:

Project:
NEXTSTARR VEE SHAPED LED

EC ROW Expressway, Windsor ON

CAD File:
Pylon V Shape

Drawn By: A. Kruger

Sales: K. Zwaal

Plot Date: 6-Jan-26

Work Order: 12407

Drawing No: S3

THE CITY OF WINDSOR ONTARIO, CANADA

## Committee Matters: SCM 321/2026

**Subject: Closure of the east/west alley located west of Bridge Avenue, east of Partington Avenue, and south of College Avenue, SAA-7210, Ward 2**

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

Decision Number: **DHSC 873**

I. THAT the 6.14 metre-wide east/west alley located west of Bridge Avenue, east of Partington Avenue, and south of College Avenue, as shown on Drawing No. CC-1860 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure.

II. THAT the Subject Alley **BE CLOSED AND CONVEYED** in as is condition to the owner of the abutting property known municipally as 993 Bridge Avenue, and legally described as south Part Lot 168, Lot A, Registered Plan 369; Windsor, and as necessary, in a manner deemed appropriate by the City Solicitor, subject to the following:

   a. An Easement, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:

      i. Enbridge Gas Inc. to accommodate existing infrastructure.

   b. The owner of 993 Bridge Avenue obtaining a driveway permit from Right-of-Way to maintain the driveway approach as per City Standards AS-222 or AS-221.

III. THAT Conveyance Cost **BE SET** as follows in accordance with CR106/2003, as amended by CR427/2003 & CR182/2005:

   a. For alley conveyed to abutting lands zoned RD1.3 and RD2.5, $600 per front foot without easements, plus HST and $300 per front foot with easements, plus HST.

IV. THAT the City Solicitor **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1860.

V. THAT the City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

VI. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute all necessary documents approved as to form and content satisfactory to the City Solicitor.

VII. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003.

Carried.

Report Number: S 104/2026
Clerk's File: SAA2026

**Clerk's Note:**

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

2. Please refer to Item 11.2 from the Development & Heritage Standing Committee held on October 5, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20261006/-1/11660

## Subject: Closure of the east/west alley located west of Bridge Avenue, east of Partington Avenue, and south of College Avenue, SAA-7210, Ward 2

### Reference:

Date to Council: October 5, 2026
Author: Denise Wright, Manager Real Estate Services
(519) 255-6100 x 6403
dwright@citywindsor.ca
Legal – Real Estate Services
Report Date: 9/16/2026
Clerk's File #: SAA2026

**To**: Mayor and Members of City Council

### Recommendation:

I. THAT the 6.14 metre-wide east/west alley located west of Bridge Avenue, east of Partington Avenue, and south of College Avenue, as shown on Drawing No. CC-1860 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure.

II. THAT the Subject Alley **BE CLOSED AND CONVEYED** in **as is condition** to the owner of the abutting property known municipally as 993 Bridge Avenue, and legally described as south Part Lot 168, Lot A, Registered Plan 369; Windsor, and as necessary, in a manner deemed appropriate by the City Solicitor, subject to the following:

a. An Easement, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:

i. Enbridge Gas Inc. to accommodate existing infrastructure.

b. The owner of 993 Bridge Avenue obtaining a driveway permit from Right-of-Way to maintain the driveway approach as per City Standards AS-222 or AS-221.

III. THAT Conveyance Cost **BE SET** as follows in accordance with CR106/2003, as amended by CR427/2003 & CR182/2005:

a. For alley conveyed to abutting lands zoned RD1.3 and RD2.5, $600 per front foot without easements, plus HST and $300 per front foot with easements, plus HST.

IV. THAT the City Solicitor **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1860.

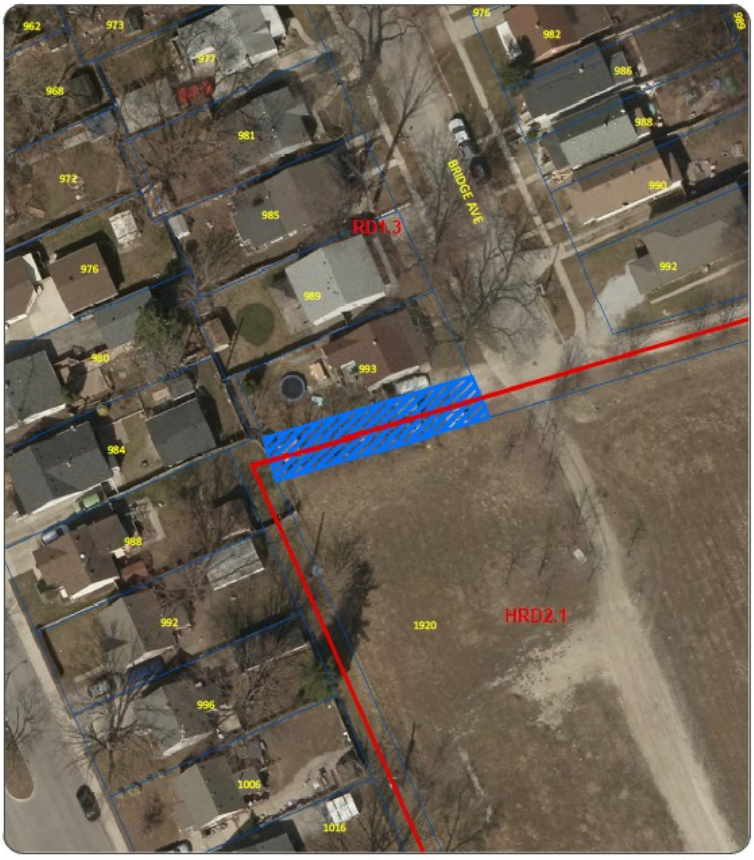
V. THAT the City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

VI. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute all necessary documents approved as to form and content satisfactory to the City Solicitor.

VII. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003.

## Executive Summary:

N/A




## Background:

The applicant, Paul Belanger, owner of the property known municipally as 993 Bridge Avenue (the "**Subject Property**"), applied to close the 6.14 metre-wide east/west alley, located west of Bridge Avenue, east of Partington Avenue, and south of College Avenue (the "**Subject Alley**"), and shown on Drawing No. CC-1860 attached hereto as Appendix "A", and also shown on the aerial photo attached hereto as Appendix "B".

The applicant wishes to close the Subject Alley for the purpose of consolidating the Subject Alley with the Subject Property as he is currently encroaching onto the Subject Alley with a fence and cement barriers. The Subject Alley is unmaintained and composed primarily of gravel, concrete sidewalk, grass and natural vegetation. The Subject Alley contains Enbridge Gas infrastructure within the proposed area.

There are no Encroachment Agreements on record for the use of the Subject Alley.

The Subject Alley was established by way of a By-law to Declare Lands in Farm Lot 68 Concession 1 to be Public Streets and Alleys, registered on June 15, 1955, as Instrument No. R109964.

There is a driveway approach at the east end of the Subject Alley that appears to be used by the applicant. If the proposed alley closure is approved, the owner of the Subject Property will require a permit to maintain the driveway approach as per City Standards AS-222 or AS-221.

The lands abutting the Subject Alley to the south, municipally known as 1920 Grove Avenue, are zoned Residential District 2.5 and are subject to site-specific provision S20(1)511. Section 20(1)511 also applied to the southern portion of the subject alley. The development at 1920 Grove Avenue proceeded through the Site Plan Control process. The approved Site Plan Control development does not incorporate or rely upon the Subject Alley as part of the development lands. As such, the conveyance of the Subject Alley to the applicant will not impact the approved development at 1920 Grove Avenue.

Administration is recommending that the entire width of the Subject Alley be conveyed to the applicant to rectify the existing encroachments.

## Discussion:

The criteria for evaluating applications to close a street or alley is included as part of the City's *Street & Alley Closing Policy* (the "Policy") as amended from time to time.

The Policy provides four classifications that a street or alley will fall under and corresponding direction on its suitability for closure, summarized in Table 1 below, and attached hereto as Appendix "E".

*Table 1 - Classification & Suitability for Closing a Street or Alley*

| Classification | Suitability for Closing |
|---|---|
| Indispensable | Not suitable for closure |
| Have some usefulness | May be considered for closure only when requested by abutting property owners; requests are not initiated by the City |
| Dispensable with no current or anticipated purpose | Suitable for closure where possible |

| | |
|---|---|
| Located in Holding zones and other similar undeveloped areas | Not suitable for closure unless required for municipal purposes or supported by specific development proposals acceptable to the city. |

Administration deems the Subject Alley “dispensable” and supports the requested closure.

Should the recommendation be approved, the Subject Alley will be conveyed in **as is condition**, to the owner of the Subject Property at 993 Bridge Avenue, in order to rectify existing encroachments and as the southern half of the Subject Alley is not required for the development to the south.

## Risk Analysis:

The recommended closure will divest the City of associated liability risks and maintenance costs. The recommended closure poses no known risk to the City.

## Climate Change Risks

### Climate Change Mitigation:

Closure of the Subject Alley will have little impact on GHG emissions, with any positive outcome dependent on individual landowner choices. In some cases, owners may choose to naturalize the space while others may introduce hardscaping or accessory structures. The City can help support more favourable outcomes through programs that encourage tree planting and low-impact landscaping.

### Climate Change Adaptation:

Closure of the Subject Alley may result in increased green space and/or on-site drainage which can potentially strengthen overall resilience to extreme heat and rainfall.

## Financial Matters:

The rate for an alley conveyed to abutting lands zoned RD 1.3 and RD 2.5 is assessed at $600 per front foot without easements, plus HST, and $300 per front foot with easements, plus HST. Funds will be deposited to chartfield 160-6940-5010-02942-0229611 (Unclassified Revenue).

## Consultations:

Consultations were held with Municipal Departments and Utility Companies, which resulted in the information found in attached hereto as Appendix “C”.

Notice of this application was issued to property owners abutting the alley by first-class mail on October 18, 2024, with no objections being received as of the date of writing this report.

Notice of Development & Heritage Standing Committee meeting and Council meeting are published in the Windsor Star prior to each of the meetings. In addition, notice of each of the public meetings will be mailed to the abutting/affected property owners prior to the meetings.

Kristen Karam, Financial Planning Administrator, was consulted on the financial matters associated with this report.

Jamelah Hersh, Senior Legal Council, was consulted on the legal matters associated with this report.

## Conclusion:

Administration recommends closure of Subject Alley shown on attached Appendix "A", subject to an easement in favour of Enbridge Gas Inc.

The closed Subject Alley is to be conveyed in **as is condition** to the owner of the Subject Property at 993 Bridge Avenue.

## Planning Act Matters:

N/A

## Approvals:

| Name | Title |
|---|---|
| Denise Wright | Manager Real Estate Services |
| Wira Vendrasco | City Solicitor |
| David Soave | Manager, Strategic Operating Budget Development & Controls, Financial Planning |
| Janice Guthrie | Commissioner, Finance & City Treasurer |
| Ray Mensour | Chief Administrative Officer |

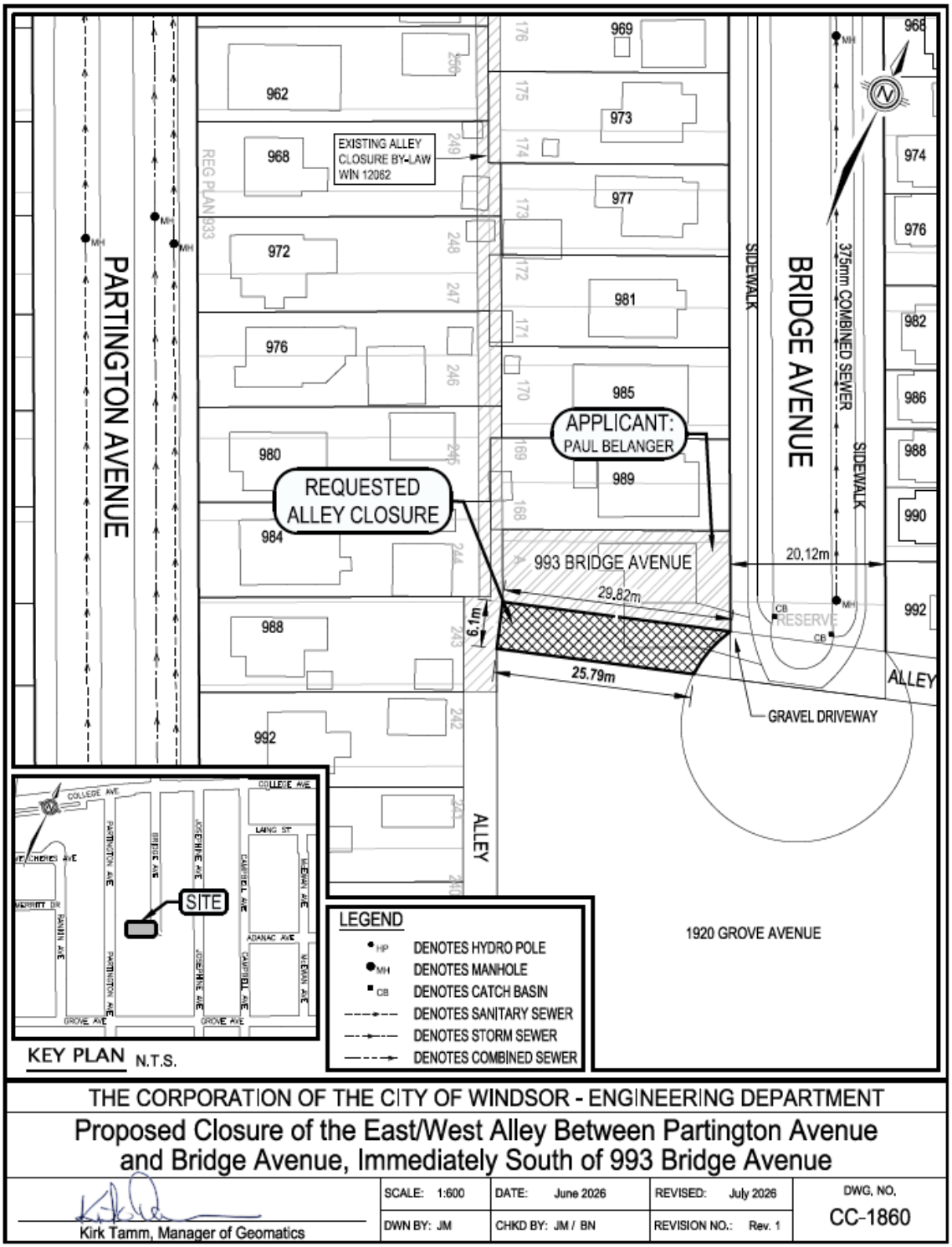
## Notifications:

The Legal Department provided the Clerks Department with mailing labels for Notice of Development & Heritage Standing Committee on September 22, 2026.

## Appendices:

1 Appendix A - Drawing No. CC-1860
2 Appendix B - EIS Drawing - Aerial Photo
3 Appendix C - Consultations with Municipal Departments and Utility Companies
4 Appendix D - Site Photos
5 Appendix E - Criteria for Evaluating Applications to Close a Street or Alley

# APPENDIX "A"
## Drawing No. CC-1860




THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT

Proposed Closure of the East/West Alley Between Partington Avenue and Bridge Avenue, Immediately South of 993 Bridge Avenue

Kirk Tamm, Manager of Geomatics

| SCALE: 1:600 | DATE: June 2026 | REVISED: July 2026 | DWG. NO. |
|---|---|---|---|
| DWN BY: JM | CHKD BY: JM / BN | REVISION NO.: Rev. 1 | CC-1860 |

# APPENDIX "B"
## EIS Drawing - Aerial Photo




STREET & ALLEY CLOSING (SAA/7210)

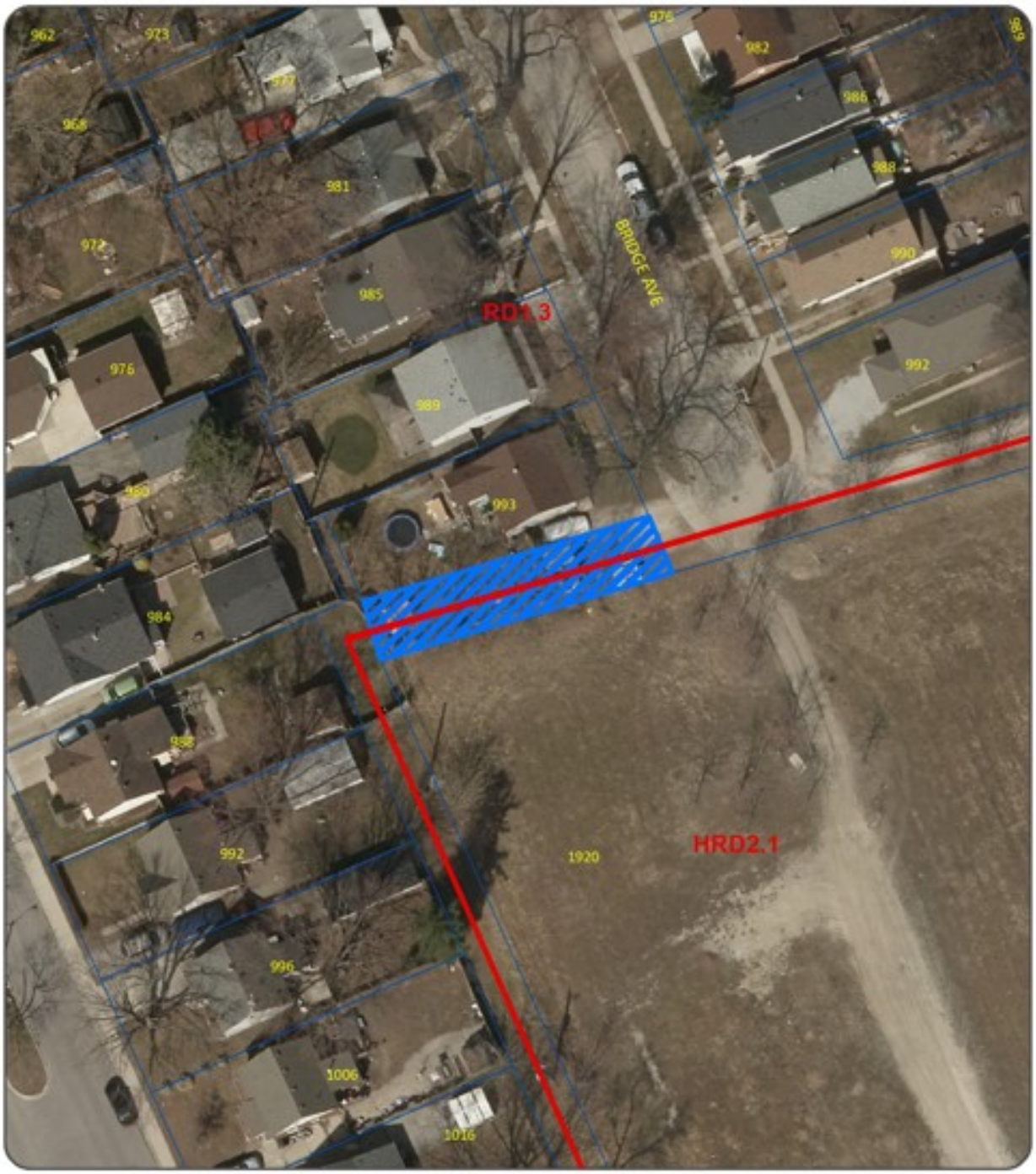
1:500

APPLICANT : PAUL BELANGER

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: JULY, 2024




STREET & ALLEY CLOSING (SAA/7210)

1:500

APPLICANT : PAUL BELANGER

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: JULY, 2024

# APPENDIX "C"
## Consultations with Municipal Departments and Utility Companies

**BELL CANADA**

No comments provided

**COGECO CONNEXION INC.**

Cogeco does not need to be on this easement.

**[Daniel Haggins – Regional Program Lead]**

**ENBRIDGE GAS INC.**

After reviewing the provided information, and consulting our mapping system, please note that Enbridge Gas has active infrastructure within the proposed area. A PDF drawing have been attached for reference.

Please Note:

**1. The shown piping locations are approximate and for information purposes only**

**2. The drawings are not to scale**

**3. This drawing does not replace field locates. Please contact Ontario One Call for onsite locates prior to excavating, digging, etc**

Enbridge Gas requires a minimum separation of 0.6m horizontal and 0.3m vertical from all our plant less than NPS 16 and a minimum separation 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines. For all pipelines (including vital pipelines), when drilling parallel to the pipeline, a minimum horizontal clearance measured from the edge of the pipeline to the edge of the final bore hole of 1 m (3.3 ft) is required. Please ensure that this minimum separation requirement is maintained, and that the contractor obtains locates prior to performing any work and utilizes safe excavation practices while performing any work in the vicinity.

Also, please note the following should you find any abandoned infrastructure in the area:

•Any pipe that is excavated, please assume that it is live.

•If during any job, any pipe is found that is not on the locate sheet and conflicts with your work, please call our emergency number (1-877-969-0999), and one of our Enbridge representatives will respond to determine if that plant is in fact live or dead.

•Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly.

Please contact me if you have any further questions or concerns.




**[Sandro Aversa C.E.T. - Drafter Estimator]**

**ENGINEERING (DEVELOPMENT & ROW)**

The alley to be closed is approximately 29.75 m long and 6.3 m wide and made of gravel and concrete sidewalk. 993 Bridge Ave has a fence encroaching into the alley. There are no sewers running through the alley. There are hydro poles and guy wires in the alley. An easement will be required for utilities. There is a driveway approach at the east end of the alley that appears to be used by the Applicant. If the proposed alley closure is approved 933 Bridge Ave will require a permit to construct a driveway approach as per City Standards AS-222 or AS-221. This subject alley to have no usefulness by CR146/2005; therefore, we have no objections to the closure of the alley.

**[Shannon Mills, C.E.T. – Technologist III]**

**ENGINEERING (OPERATIONS)**

No comments provided

**ENVIRONMENTAL SERVICES**

No comments provided

**ENWIN UTILITIES LTD. (HYDRO)**

No objection.

**[Nillavon Balachandran – Hydro Engineering Technologist]**

**ENWIN UTILITIES LTD. (WATER)**

ENWIN Water has no objections.

**[Bruce Ogg - Water Project Review Officer]**

**FINANCIAL PLANNING**

No concerns. There are no costs to the City.

**[Kristen Karam, - Financial Planning Admin.]**

**LEGAL & REAL ESTATE SERVICES**

For the east/west alley located between Bridge Avenue and Josephine Avenue, abutting lands zoned RD1.3, the conveyance price is $600 per front foot without easements and $300 per front foot with easements. A survey is not required for this parcel, as it has its own PIN and the full width would be transferred to 993 Bridge Avenue. No deed preparation fee will be charged, as the abutting owner will be required to retain their own lawyer.

**[Natalie D'Ambrosio - Coordinator Real Estate Services]**

**MANAGED NETWORK SYSTEM INC. (MNSi)**

MNSi does not require any Easements for this application.

**[Dave Hartleib - Outside Plant Manager]**

**PARKS**

From Park Developments including forestry and natural areas, there are no comments regarding this alley closure.

**[Hoda Kameli - Landscape Architect]**

No Comments

**[Karen Alexander - Naturalist & Outreach Coordinator]**

No Comments

**[Yemi Adeyeye - City Forester / manager Forestry & Natural Areas]**

**PLANNING (DEVELOPMENT)**

The requested closure is in an area zoned half Residential District 1.3 and half Residential District 2.5 with site specific provision S20(1)511. The subject property has a land use designation of Residential per the Official Plan Schedule D – Land Use. The

alley does not service commercial properties. The alley does not serve as the only vehicular means of access to any properties. The requested closure will not land lock transferable lots/blocks on a Registered Plan of Subdivision, restrict property access, or restrict development. There are no current development applications on properties adjacent to the alley. The mentioned site-specific provision that applies to part of the subject alley is a result of past planning applications. Alley closure application is a condition of SPC. This condition states: The Owner further agrees, prior to the issuance of a Building Permit, the owner shall apply to the Street and Alley Closing Committee to close the existing alley adjacent to the subject property. For more information regarding the SPC application please contact Kareem Kurdi at kkurdi@citywindsor.ca. The requested closure is within the Archeological Potential Zone – a stage 1 Archeological Assessment was a condition of the adjacent SPC at 1920 Grove Ave. For questions regarding heritage or Archeological Assessments please contact Kristina Tang at ktang@citywindsor.ca

**[Conner O'Rourke, Planner II, Development Review]**

**PLANNING (LANDSCAPE)**

There are no comments from Urban Design or Landscape Architecture regarding this alley closure.

**[Hoda Kameli, Landscape Designer]**

**ROGERS**

No comments provided

**TELECON (TELUS)**

TELUS has no infrastructure between Pavement Centerline & ROW line on the same side as the proposal.

Consent expires six (6) months from approval date. If the location of your proposed design changes, it will be necessary to re-apply.

**[Frederic Sua – Design Specialist II – Access Engineering]**

**TRAFFIC OPERATIONS**

No Comments provided

**TRANSPORTATION PLANNING**

It is already addressed on 1920 Grove Ave (SAS/7183) alley closure. See comment below:

[Transportation Planning has objections to the proposed alley closure on the east side of 1920

Grove Ave. Pedestrians and vehicles are using it. In case of the closure, 1003 Josephine Ave would lose access to the garage and rear parking. This property has no front, side and driveway. Similarly, 1071 Josephine Ave and 1083 Josephine Ave would lose their rear parking.

However, Transportation Planning has no objections to the proposed alley closure on the west side of 1920 Grove Ave. It is not maintained covered with long grass. Not vehicles nor pedestrians are using it.]

**[Elara MehriLou - Transportation Planner I]**

**WINDSOR FIRE**

No issue with fire

**[Mike Coste - Chief Fire Prevention Officer]**

**WINDSOR POLICE**

The Windsor Police Service has no concerns or objections with this requested closure, as the outcome from this will not negatively impact police incident response or service delivery capability for any of the abutting properties.

**[Barry Horrobin - Director of Planning & Physical Resources]**

# APPENDIX “D”
## Site Photos (June 26, 2026)



Figure 1 – View of Subject Alley facing west from Bridge Avenue



Figure 2 - View of Subject Alley facing west from applicant’s driveway

# APPENDIX "E"

## Criteria for Evaluating Applications to Close a Street or Alley

**Classifications:**

Currently streets and alleys fall into four classifications on the basis of their usefulness:

1. Alleys that are **indispensable**. These would be alleys serving commercial properties and properties fronting on heavily traveled streets i.e. major arterial routes and alleys which contain sewers and must remain accessible for servicing; alleys or streets which serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive; and alleys which contain Fire Department connections that are deemed to be necessary for firefighting access.
2. Alleys that **have some usefulness** are nevertheless dispensable and may or may not be a complete liability.
3. Alleys that **appear to serve no useful purpose, either now, or anticipated**. Such alleys are in residential areas and locations where generally the lots are wide enough for side drives, or those alleys abutting parks and other parcels of land that do not require any servicing from the alley. Remnant or stub-end streets which are dead-ended and do not serve as access to other streets.
4. Alleys **lying in Holding zones and other similar undeveloped areas where the alley system is clearly obsolete and has never been developed**, but where the City needs to keep its options open until new area plans are prepared and development is imminent.

**Suitability for Closing:**

Following are the criteria and suitability for closing alleys in each of the above classifications:

1. **Indispensable alleys** should not be closed, conveyed, reduced or otherwise jeopardized through minority interests unless a suitable substitute alley is opened in lieu thereof. They are essential from the viewpoint of fire protection, police protection, emergency services (i.e. ambulance) and loading or unloading of goods, refuse collection, servicing of blocked sewers and utility services. Without such alleys, the above noted services would at least be more costly if not impossible to complete or adequately access; and would noticeably interfere with street traffic, thereby reducing the access capacity of the adjacent arterial, collector, or street for business.
2. **Alleys having some usefulness** should be considered for closing only upon request of abutting owners rather than by encouragement of the City.
3. **Alleys that serve no useful purpose** should be closed if at all possible, and in fact the owners abutting thereon should be encouraged to accept conveyance.
4. **Alleys that are clearly obsolete** should not be closed unless there is a municipal need or specific development proposals acceptable to the City are submitted.

**Item No. 8.9**

**Committee Matters:** SCM 322/2026

**Subject: Closure of the east/west alley located north of Giles Boulevard West, east of Church Street, south of Grove Avenue, SAA-7359, Ward 3**

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

Decision Number: **DHSC 874**

I. THAT the 3.05-metre-wide east/west alley, located north of Giles Boulevard West, east of Church Street, and south of Grove Avenue, and shown on Drawing No. CC-1885 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure.

II. THAT the Subject Alley **BE CLOSED AND CONVEYED** in as is condition in two equal halves, to the abutting property owners and as necessary, in a manner deemed appropriate by the City Solicitor, subject to the following:

a. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:

i. Cogeco Connexion Inc. to accommodate existing infrastructure;

ii. ENWIN Utilities Ltd. to accommodate existing 120/240V overhead hydro distribution;

iii. Managed Network System Inc. (MNSi) to accommodate existing aerial infrastructure.

b. Ontario Land Surveyor be directed to use existing encroachments for determining the boundaries of the lands to be conveyed to each abutting property owner.

III. THAT Conveyance Cost **BE SET** as follows in accordance with CR106/2003, as amended by CR427/2003 & CR182/2005:

a. For alleys abutting lands zoned RD1.3, $1.00 plus deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

b. For alley conveyed to abutting lands zoned RD1.3 where acquisition would increase frontage of lands on Church Street, $600 per front foot without easements and $300 per front foot with easements.

IV. THAT the City Solicitor **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1885.

V. THAT the City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

VI. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to **EXECUTE** the necessary documents approved as to form and content satisfactory to the City Solicitor.

VII. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003

Carried.

Report Number: S 102/2026
Clerk's File: SAA2026

**Clerk's Note:**

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

2. Please refer to Item 11.3 from the Development & Heritage Standing Committee held on October 5, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20261006/-1/11660

## Subject: Closure of the east/west alley located north of Giles Boulevard West, east of Church Street, south of Grove Avenue , SAA-7359, Ward 3

### Reference:

Date to Council: October 5, 2026
Author: Denise Wright
Manager, Real Estate Services
(519) 255-6100 x 6403
dwright@citywindsor.ca
Legal – Real Estate Services
Report Date: 9/15/2026
Clerk's File #: SAA2026

**To**: Mayor and Members of City Council

### Recommendation:

I. THAT the 3.05-metre-wide east/west alley, located north of Giles Boulevard West, east of Church Street, and south of Grove Avenue, and shown on Drawing No. CC-1885 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure.

II. THAT the Subject Alley **BE CLOSED AND CONVEYED** in **as is condition** in two equal halves, to the abutting property owners and as necessary, in a manner deemed appropriate by the City Solicitor, subject to the following:

a. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:

i. Cogeco Connexion Inc. to accommodate existing infrastructure;
ii. ENWIN Utilities Ltd. to accommodate existing 120/240V overhead hydro distribution;
iii. Managed Network System Inc. (MNSi) to accommodate existing aerial infrastructure.

b. Ontario Land Surveyor be directed to use existing encroachments for determining the boundaries of the lands to be conveyed to each abutting property owner.

III. THAT Conveyance Cost **BE SET** as follows in accordance with CR106/2003, as amended by CR427/2003 & CR182/2005:

a. For alleys abutting lands zoned RD1.3, $1.00 plus deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

b. For alley conveyed to abutting lands zoned RD1.3 where acquisition would increase frontage of lands on Church Street, $600 per front foot without easements and $300 per front foot with easements.

IV. THAT the City Solicitor **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1885.

V. THAT the City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

VI. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to **EXECUTE** the necessary documents approved as to form and content satisfactory to the City Solicitor.

VII. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003

## Executive Summary:

N/A




STREET & ALLEY CLOSING (SAA/7359) 1:750

APPLICANT : MCCAULEY, KAREN MICHELLE

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: FEBRUARY, 2026

## Background:

The applicant, Karen Michelle McCauley, owner of the property known municipally as 367 Grove Avenue (the "**Subject Property**"), applied to close the 3.05 metre-wide

east/west alley, located north of Giles Boulevard West, east of Church Street, and south of Grove Avenue (the "**Subject Alley**"), and shown on Drawing No. CC-1885 attached hereto as Appendix "A", and also shown on the aerial photo attached hereto as Appendix "B".

The applicant wishes to close the Subject Alley for the purpose of extending her property and to rectify existing encroachments.

The Subject Alley is partially maintained and composed primarily grass and gravel. The Subject Alley does not contain sewers, manholes or catch basins, however it does contain aerial hydro and utility lines, utility poles with guy wires and anchors supporting overhead hydro and utility lines. The Subject Alley has been encroached on over the years by abutting properties with fences and outbuildings. There are no Encroachment Agreements on record for the use of the alley.

There is a concrete and gravel driveway approach on the west end of the alley being used by 1166 Church Street for parking. If the Subject Alley is closed, and a portion conveyed to the owner of 1166 Church Street, a permit will be required by the property owner to complete and maintain the driveway to City Standard AS-221 or AS-222 should that owner wish to continue using the Subject Alley for parking.

The Subject Alley was declared a Public Highway by way of By-law 2543, passed on the 19th of August, 1963 and registered as Instrument No. R286782 on August 23, 1963.

## Discussion:

The criteria for evaluating applications to close a street or alley is included as part of the City's *Street & Alley Closing Policy* (the "Policy") as amended from time to time.

The Policy provides four classifications that a street or alley will fall under and corresponding direction on its suitability for closure, summarized in Table 1 below, and attached hereto as Appendix "E".

*Table 1 - Classification & Suitability for Closing a Street or Alley*

| Classification | Suitability for Closing |
|---|---|
| Indispensable | Not suitable for closure |
| Have some usefulness | May be considered for closure only when requested by abutting property owners; requests are not initiated by the City |
| Dispensable with no current or anticipated purpose | Suitable for closure where possible |
| Located in Holding zones and other similar undeveloped areas | Not suitable for closure unless required for municipal purposes or supported by specific development proposals acceptable to the city. |

Administration deems the Subject Alley as “dispensable”.

Should the recommendation be approved, the abutting property owners be given the chance to acquire the Subject Alley in the manner described in the Recommendation herein. Should the recommendation be approved, the Subject Alley will be closed and conveyed in **as is condition** in two equal halves to the abutting property owners, being the standard manner of conveyance.

## Risk Analysis:

The recommended closure of the Subject Alley and conveyance to abutting owners will divest the City of associated liability risks and maintenance costs.

There is a moderate risk to the City however that following closure of the Subject Alley the City may remain the owner of certain remnant portions of the Subject Alley. Such remnant parcels may remain in the City’s ownership in instances where the abutting owner is not agreeable to acquiring their allocated portion. Such risk is mitigated by Real Estate Services continuing to offer such remnant parcels for sale to other abutting owners who have agreed to purchase their portion of the closed alley.

## Climate Change Risks

### Climate Change Mitigation:

Closure of the Subject Alley will have little impact on GHG emissions, with any positive outcome dependent on individual landowner choices. In some cases, owners may choose to naturalize the space while others may introduce hardscaping or accessory structures. The City can help support more favourable outcomes through programs that encourage tree planting and low-impact landscaping.

### Climate Change Adaptation:

Closure of the Subject Alley may result in increased green space and/or on site drainage which can potentially strengthen overall resilience to extreme heat and rainfall.

## Financial Matters:

The rate for an alley conveyed to abutting lands zoned RD1.3 is assessed as follows:

a. For alleys abutting lands zoned RD1.3, $1.00 plus HST, deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

b. For alley conveyed to abutting lands zoned RD1.3 where acquisition would increase frontage of lands on Church Street, $600 per front foot without easements and $300 per front foot with easements.

Should the Recommendations be approved, the Legal Department will contract the survey and charge the cost, estimated at $6,750 plus HST, to chartfield 001-2950-5144-02942-0125230 (Admin-Legal), which has sufficient budget available. Proceeds will be deposited to 160-6940-5010-02942-0229611 (Unclassified Revenue).

## Consultations:

Consultations were held with Municipal Departments and Utility Companies, which resulted in the information found in attached hereto as Appendix "C".

Notice of this application was issued to property owners abutting the alley by first-class mail on March 2, 2026, with no objections being received as of the date of writing this report.

Notice of Development & Heritage Standing Committee meeting and Council meeting are published in the Windsor Star prior to each of the meetings. In addition, notice of each of the public meetings will be mailed to the abutting/affected property owners prior to the meetings.

Kristen Karam, Financial Planning Administrator, was consulted on the financial matters associated with this report.

Jamelah Hersh, Senior Legal Council, was consulted on the legal matters associated with this report.

## Conclusion:

Administration recommends closure of the Subject Alley shown on attached Appendix "A", subject to easements in favour of Cogeco Connexion Inc., ENWIN Utilities Ltd., and Managed Network System Inc. (MNSi).

Should the recommendation be approved, the Subject Alley will be closed and conveyed in **as is condition** in two equal halves**,** to the abutting property owners.

## Planning Act Matters:

N/A/

## Approvals:

| Name | Title |
|---|---|
| Denise Wright | Manager Real Estate Services |
| Wira Vendrasco | City Solicitor |
| David Soave | Manager, Strategic Operating Budget Development &Controls, Financial Planning |
| Janice Guthrie | Commissioner, Finance & City Treasurer |
| Ray Mensour | Chief Administrative Officer |

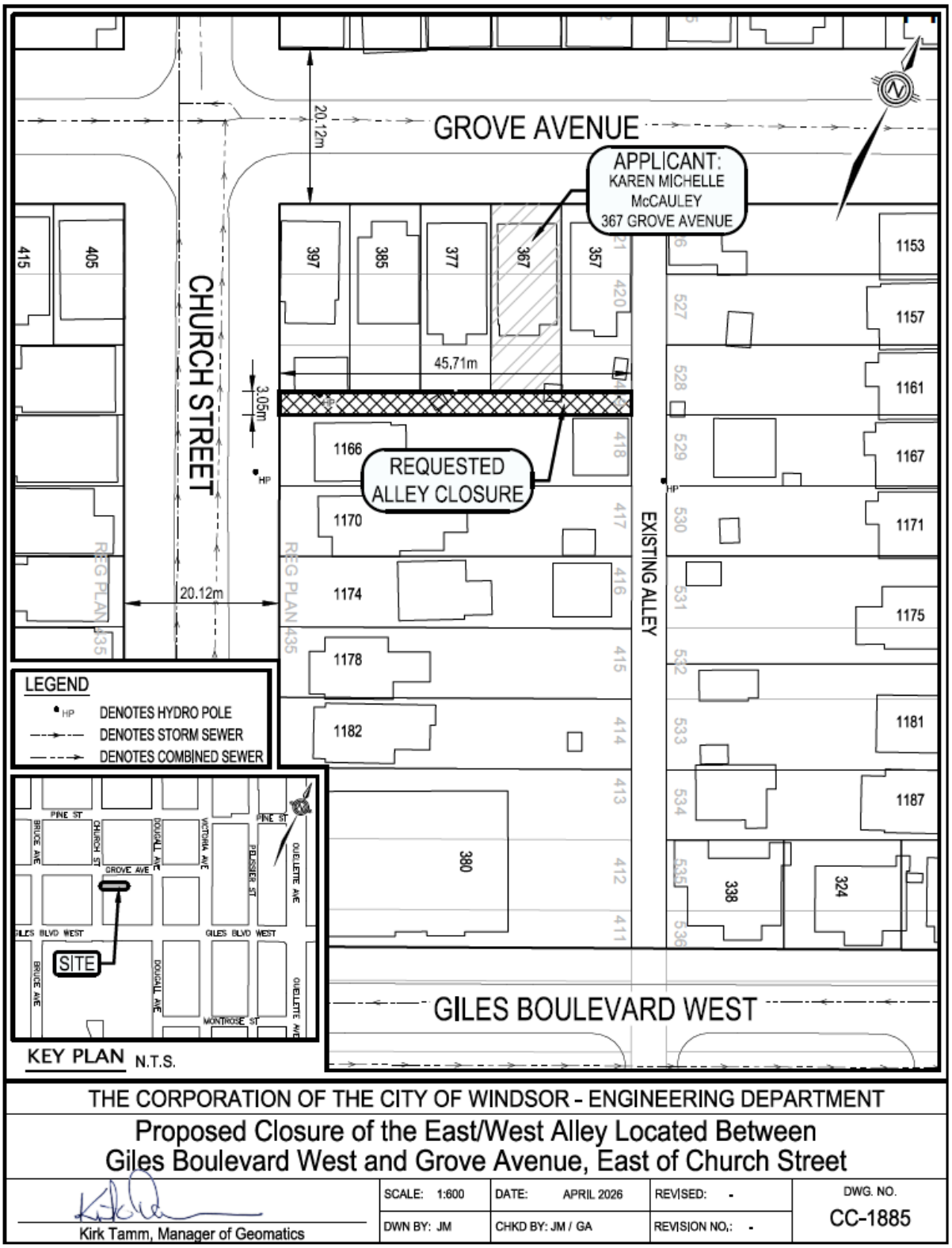
## Notifications:

The Legal Department provided the Clerks Department with mailing labels for Notice of Development & Heritage Standing Committee on September 22, 2026.

**Appendices:**

1 Appendix A - Drawing No. CC-1885
2 Appendix B - EIS Drawing - Aerial Photo
3 Appendix C - Consultations with Municipal Departments and Utility Companies
4 Appendix D - Site Photos
5 Appendix E - Classification of Alleys and Suitability for Closure

# APPENDIX "A"
## Drawing No. CC-1885




THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT

Proposed Closure of the East/West Alley Located Between Giles Boulevard West and Grove Avenue, East of Church Street

Kirk Tamm, Manager of Geomatics

| SCALE: 1:600 | DATE: APRIL 2026 | REVISED: - | DWG. NO. |
|---|---|---|---|
| DWN BY: JM | CHKD BY: JM / GA | REVISION NO.: - | CC-1885 |

# APPENDIX "B"
## EIS Drawing - Aerial Photo




STREET & ALLEY CLOSING (SAA/7359)

1:750

APPLICANT : MCCAULEY, KAREN MICHELLE

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: FEBRUARY, 2026




# STREET & ALLEY CLOSING (SAA/7359)

1:750

APPLICANT : MCCAULEY, KAREN MICHELLE

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: FEBRUARY, 2026

# APPENDIX "C"

## Consultations with Municipal Departments and Utility Companies

### BELL CANADA

Bell Canada has no concerns with respect to Application for Consent SAA-7359, regarding 367 Grove AV.

**[Lisa – Bell Canada External Liaison]**

### COGECO CONNEXION INC.

Cogeco will be required to be named on an easement for this address

**[Mike Weingust – Network Delivery Specialist]**

### ENBRIDGE GAS INC.

No comments provided

**[Gord Joynson - Drafter Estimator]**

### ENGINEERING (DEVELOPMENT & ROW)

- The proposed east/west alley closure is approximately 10 feet (3m) wide and 150 feet (45.7m) long and made of gravel and grass.
- There are no sewers, manholes, or catchbasins in the alley.
- There are hydro poles, guy wires, and overhead wires in the alley; an easement would be required for utilities.
- There is no garage access to the alley.
- 367 and 377 Grove Ave have fence and shed encroachments blocking the alley.
- There is a concrete and gravel driveway approach on the west end of the alley being used by 1166 Church St for parking. If the alley is closed a permit will be required by the property owner to complete and maintain the driveway to City Standard AS-221 or AS-222. Otherwise, the driveway approach to the alley will be the responsibility of the city to remove in the future when funds exist.
- The subject alley has no usefulness by CR146/2005; therefore, Engineering has no objections to the closure.

**[Shannon Mills – Technologist III]**

**ENGINEERING (OPERATIONS)**

There are no maintenance concerns and the closure is supported.

**[Roberta Harrison – Manager Maintenance]**

**ENVIRONMENTAL SERVICES**

Does not affect our operating area.

**[Jim Leether – Senior Manager, Environmental Services]**

**ENWIN UTILITIES LTD. (HYDRO)**

No Objection provided clearances are maintained from our distribution plant. However, an easement named to ENWIN Utilities Ltd., will be required for the limit of the purposed alley closure to accommodate for the existing overhead hydro distribution.

ENWINs easement guidelines:

Overhead

A 3m (10ft) Easement is required for a straight pole line 1.5m (5ft) (on each side). This takes into consideration a 0.3m (1ft) pole diameter, 0.46m (1.5ft) primary insulator, and 0.9m (3ft) clearance from any nearby structure.

Guy and Anchor

The easement for the guy and anchor is 3m (10ft) wide easement is required into private property. This easement should extend 1m (3.3ft) into the property.

Underground Cable

A 0.6m (2ft) easement on either side of a duct bank is required for underground installations.

Please note the following.

1- ENWIN has a pole located at the rear of 377 Grove Ave.

2- ENWIN has 120/240V overhead secondary conductors along the proposed alley closure to service each property.

Prior to working in these areas, we would suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction.

Also, we suggest referring to the Ontario Building Code for permanent required clearances for New Building Construction.

**[Keegan Morency Kendall – Hydro Engineering Technologist]**

**ENWIN UTILITIES LTD. (WATER)**

ENWIN Water has no objections.

**[Bruce Ogg - Water Project Review Officer]**

**FINANCIAL PLANNING**

Should the Recommendations be approved, the Legal Department will contract the survey and charge the cost, estimated at $6,750 plus HST, to chartfield 001-2950-5144-02942-0125230 (Admin-Legal), which has sufficient budget available. Proceeds will be deposited to 160-6940-5010-02942-0229611 (Unclassified Revenue).

**[Kristen Karam, - Financial Planning Admin.]**

**LEGAL & REAL ESTATE SERVICES**

For alleys abutting lands zoned RD1.3, $1.00 plus deed preparation plus proportionate survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

**[Natalie D'Ambrosio - Coordinator Real Estate Services]**

**MANAGED NETWORK SYSTEM INC. (MNSi)**

MNSi would like an Aerial easement through this alley please

**[Dave Hartleib - Outside Plant Manager]**

**PARKS**

There is no comment from Parks lens to this alley closure application

**[Hoda Kameli - Landscape Designer]**

**PLANNING (DEVELOPMENT)**

The requested closure is in an area zoned Residential District 1.3 (RD1.3) and has a Residential land use designation on Official Plan Schedule D – Land Use. The alley does not service any commercial properties. The alley does not serve as the only vehicular means of access to any properties. The requested closure will not land lock transferable lots/blocks on a Registered Plan of Subdivision, restrict property access, or restrict development. There are no development applications on properties adjacent to the alley. Alley closure is not a condition of SPC.

**[Averil Parent, Planner II Development Review]**

**PLANNING (LANDSCAPE)**

No comments provided

**ROGERS**

No comments provided

**TELUS**

TELUS has no infrastructure between Pavement Centerline & ROW line on the same side as the proposal. **Consent expires six(6) months from approval date. If the location of your proposed design changes, it will be necessary to re-apply.**

**[Frederic Sua – Design Specialist II, Access Engineering]**

**TRAFFIC OPERATIONS**

No concerns with closing the alley as proposed.

**[Ankit Italiya- Traffic Operations]**

**TRANSPORTATION PLANNING**

Transportation Planning has no objections to the proposed alley closure.

**[Aashvi Sarvaiya - Transportation Planner I]**

**WINDSOR FIRE**

No comments provided

**[Mike Coste - Chief Fire Prevention Officer]**

**WINDSOR POLICE**

The Windsor Police Service has no concerns or objections with this alley closure request, as the proposed closure will not restrict our ability to carry out effective emergency incident response or general service delivery to any of the abutting properties.

**[Barry Horrobin - Director of Planning & Physical Resources]**

# APPENDIX “D”
## Site Photos (August 28, 2026)



Figure 1 – East facing entrance of alley from Church Street



Figure 2 – east facing alley showing wood fence encroachment and utility infrastructure



Figure 3 – West facing alley from intersection with existing north/south alley



Figure 4 – Rear yard encroachments in west facing alley

# APPENDIX "E"

## Criteria for Evaluating Applications to Close a Street or Alley

**Classifications:**

Currently streets and alleys fall into four classifications on the basis of their usefulness:

1. Alleys that are **indispensable**. These would be alleys serving commercial properties and properties fronting on heavily traveled streets i.e. major arterial routes and alleys which contain sewers and must remain accessible for servicing; alleys or streets which serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive; and alleys which contain Fire Department connections that are deemed to be necessary for firefighting access.
2. Alleys that **have some usefulness** are nevertheless dispensable and may or may not be a complete liability.
3. Alleys that **appear to serve no useful purpose, either now, or anticipated**. Such alleys are in residential areas and locations where generally the lots are wide enough for side drives, or those alleys abutting parks and other parcels of land that do not require any servicing from the alley. Remnant or stub-end streets which are dead-ended and do not serve as access to other streets.
4. Alleys **lying in Holding zones and other similar undeveloped areas where the alley system is clearly obsolete and has never been developed**, but where the City needs to keep its options open until new area plans are prepared and development is imminent.

**Suitability for Closing:**

Following are the criteria and suitability for closing alleys in each of the above classifications:

1. **Indispensable alleys** should not be closed, conveyed, reduced or otherwise jeopardized through minority interests unless a suitable substitute alley is opened in lieu thereof. They are essential from the viewpoint of fire protection, police protection, emergency services (i.e. ambulance) and loading or unloading of goods, refuse collection, servicing of blocked sewers and utility services. Without such alleys, the above noted services would at least be more costly if not impossible to complete or adequately access; and would noticeably interfere with street traffic, thereby reducing the access capacity of the adjacent arterial, collector, or street for business.
2. **Alleys having some usefulness** should be considered for closing only upon request of abutting owners rather than by encouragement of the City.
3. **Alleys that serve no useful purpose** should be closed if at all possible, and in fact the owners abutting thereon should be encouraged to accept conveyance.
4. **Alleys that are clearly obsolete** should not be closed unless there is a municipal need or specific development proposals acceptable to the City are submitted.

**Committee Matters:** SCM 323/2026

**Subject: Closure of the north/south alley located east of Henkel Place, south of Riverside Drive East, and west of Rossini, SAA-7177, Ward 5**

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

Decision Number: **DHSC 875**

I. THAT the 35.7 metre length of the 4.57 metre-wide north/south alley, located east of Henkel Place, south of Riverside Drive East and west of Rossini Boulevard and shown on Drawing No. CC-1854 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure.

II. THAT the Subject Alley **BE CLOSED AND CONVEYED** in as is condition in two equal halves to the abutting property owners and as necessary, in a manner deemed appropriate by the City Solicitor, subject to the following:

a. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:

i. Cogeco Connexion Inc. to accommodate existing aerial infrastructure;

ii. ENWIN Utilities Ltd. to accommodate existing overhead 120/240 volt distribution, poles and down guy wires;

iii. Managed Network System Inc. (MNSi) to accommodate existing aerial infrastructure.

b. Ontario Land Surveyor be directed to use existing encroachments for determining the boundaries of the lands to be conveyed to each abutting property owner.

III. THAT Conveyance Cost **BE SET** as follows in accordance with CR106/2003, as amended by CR427/2003 & CR182/2005:

a. For alley conveyed to abutting lands zoned RD1.6 and RD1.1, $1.00 plus HST, deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

IV. THAT the City Solicitor **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1854.

V. THAT the City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

VI. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to **EXECUTE** the necessary documents approved as to form and content satisfactory to the City Solicitor.

VII. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003

Carried.

Report Number: S 101/2026
Clerk's File: SAA2026

**Clerk's Note:**

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

2. Please refer to Item 11.4 from the Development & Heritage Standing Committee held on October 5, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20261006/-1/11660

## Subject: Closure of the north/south alley located east of Henkel Place, south of Riverside Drive East, and west of Rossini, SAA-7177, Ward 5

### Reference:

Date to Council: October 5, 2026
Author: Denise Wright, Manager Real Estate Services
(519) 255-6100 x 6403
dwright@citywindsor.ca

Legal - Real Estate Services
Report Date: 9/15/2026
Clerk's File #: SAA2026

**To**: Mayor and Members of City Council

### Recommendation:

I. THAT the 35.7 metre length of the 4.57 metre-wide north/south alley, located east of Henkel Place, south of Riverside Drive East and west of Rossini Boulevard and shown on Drawing No. CC-1854 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure.

II. THAT the Subject Alley **BE CLOSED AND CONVEYED** in **as is condition** in two equal halves to the abutting property owners and as necessary, in a manner deemed appropriate by the City Solicitor, subject to the following:

a. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:

i. Cogeco Connexion Inc. to accommodate existing aerial infrastructure;
ii. ENWIN Utilities Ltd. to accommodate existing overhead 120/240 volt distribution, poles and down guy wires;
iii. Managed Network System Inc. (MNSi) to accommodate existing aerial infrastructure.

b. Ontario Land Surveyor be directed to use existing encroachments for determining the boundaries of the lands to be conveyed to each abutting property owner.

III. THAT Conveyance Cost **BE SET** as follows in accordance with CR106/2003, as amended by CR427/2003 & CR182/2005:

a. For alley conveyed to abutting lands zoned RD1.6 and RD1.1, $1.00 plus HST, deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

IV. THAT the City Solicitor **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1854.

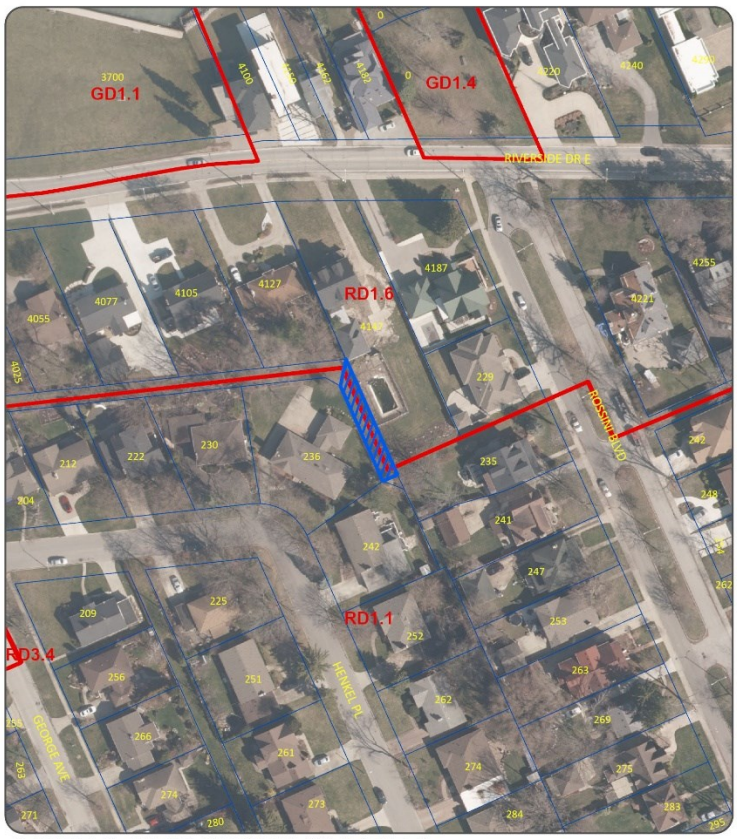
V. THAT the City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

VI. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to **EXECUTE** the necessary documents approved as to form and content satisfactory to the City Solicitor.

VII. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003

**Executive Summary:**

N/A




STREET & ALLEY CLOSING (SAA/7177)

1:1,000

APPLICANT : KEVIN FLOOD

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: AUGUST, 2026

## Background:

The applicant, Kevin Flood, previous owner of the property known municipally as 4147 Riverside Drive East (the "**Subject Property**"), applied to close the 35.7 metre length of the 4.57 metre-wide north/south alley, located east of Henkel Place, south of Riverside Drive East and west of Rossini Boulevard (the "**Subject Alley**"), and shown on Drawing No. CC-1854 attached hereto as Appendix "A", and also shown on the aerial photo attached hereto as Appendix "B".

The applicant requested closure of the Subject Alley for the purpose of security and personal enjoyment.

The Subject Alley is maintained, being composed primarily of grass. The Subject Alley contains existing overhead 120/240 volt distribution, poles and down guy wires supporting overhead hydro and utility lines. There are no Encroachment Agreements on record for the use of the alley.

The Subject Alley was established by Registered Plan of Subdivision No. 1528, registered on April 2, 1953.

The Subject Alley is located within the Archaeological Potential Zone (APZ) and Archaeologically Sensitive Area (ASA) (as per the Windsor Archaeological Management Plan, 2024; OPA 181; and updated 2024 archaeological potential model OP Volume I Schedule C-1). No ground disturbance has been identified as part of the application, therefore an archaeological assessment is not requested at this time. The Applicant will need to be notified of numerous archaeological precautions should the alley closure be approved.

## Discussion:

The criteria for evaluating applications to close a street or alley is included as part of the City's *Street & Alley Closing Policy* (the "Policy") as amended from time to time.

The Policy provides four classifications that a street or alley will fall under and corresponding direction on its suitability for closure, summarized in Table 1 below, and attached hereto as Appendix "E".

*Table 1 - Classification & Suitability for Closing a Street or Alley*

| Classification | Suitability for Closing |
|---|---|
| Indispensable | Not suitable for closure |
| Have some usefulness | May be considered for closure only when requested by abutting property owners; requests are not initiated by the City |
| Dispensable with no current or anticipated purpose | Suitable for closure where possible |
| Located in Holding zones and other | Not suitable for closure unless required |

| | |
|---|---|
| similar undeveloped areas | for municipal purposes or supported by specific development proposals acceptable to the city. |

Administration investigated the possibility of closing the adjoining east/west alley and deemed it to be “indispensable” after receiving four objections to that closure citing that the east/west alley is used by all neighbours for pedestrian access.

It is our recommendation that, upon closure of the Subject Alley, the abutting property owners be given the chance to acquire their portion in the manner described in the Recommendation herein. Should the recommendation be approved, the Subject Alley will be closed and conveyed in **as is condition** in two equal halves to the abutting property owners, being the standard manner of conveyance.

## Risk Analysis:

The recommended closure will divest the City of associated liability risks and maintenance costs. The recommended closure poses no known risk to the City.

## Climate Change Risks

### Climate Change Mitigation:

Closure of the Subject Alley will have little impact on GHG emissions, with any positive outcome dependent on individual landowner choices. In some cases, owners may choose to naturalize the space while others may introduce hardscaping or accessory structures. The City can help support more favourable outcomes through programs that encourage tree planting and low-impact landscaping.

### Climate Change Adaptation:

Closure of the Subject Alley may result in increased green space and/or on site drainage which can potentially strengthen overall resilience to extreme heat and rainfall.

## Financial Matters:

The rate for an alley conveyed to abutting lands zoned RD1.6 and RD1.1 is assessed at $1.00 plus HST, deed preparation fee plus HST to be deposited to 001-6550-5144-02942-0125230 and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

The Legal Department will not contract a 12R Plan with respect to this closing and therefore there is no cost to the City. Obtaining the necessary 12R Plan will become the responsibility of the abutting owners should they wish to purchase their portion of the Subject Alley.

## Consultations:

Consultations were held with Municipal Departments and Utility Companies, which resulted in the information found in attached hereto as Appendix “C”.

Notice of this application was issued to property owners abutting the alley by first-class mail on August 19, 2024. Numerous objections were received as of the date of writing

this report, however the objections related to the adjoining east/west alley with an entrance at George Avenue and did not relate to the proposed alley closure.

Notice of Development & Heritage Standing Committee meeting and Council meeting are published in the Windsor Star prior to each of the meetings. In addition, notice of each of the public meetings will be mailed to the abutting/affected property owners prior to the meetings.

Jamelah Hersh, Senior Legal Council, was consulted on the legal matters associated with this report.

Kristen Karam, Financial Planning Administrator, was consulted on the financial matters associated with this report.

## Conclusion:

Administration recommends closure of the Subject Alley shown on attached Appendix "A", subject to easements in favour of Cogeco Connexion Inc., ENWIN Utilities Ltd., and Managed Network System Inc. (MNSi).

Should the recommendation be approved, the Subject Alley will be closed and conveyed in **as is condition** in two equal halves**,** to the abutting property owners.

## Planning Act Matters:

N/A

## Approvals:

| Name | Title |
|---|---|
| Denise Wright | Manager Real Estate Services |
| Wira Vendrasco | City Solicitor |
| David Soave | Manager, Strategic Operating Budget Development & Controls, Financial Planning |
| Janice Guthrie | Commissioner, Finance & City Treasurer |
| Ray Mensour | Chief Administrative Officer |

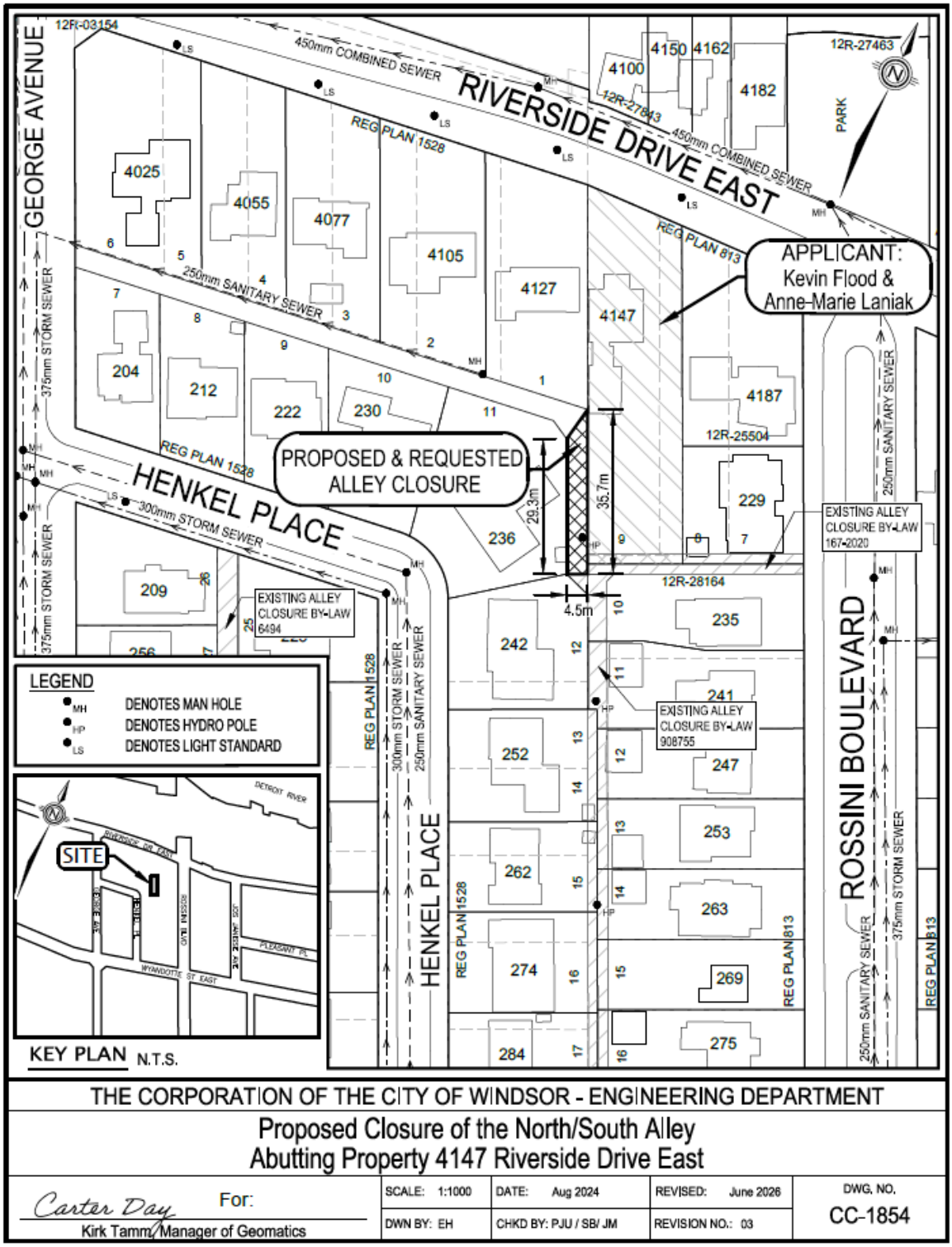
## Notifications:

The Legal Department provided the Clerks Department with mailing labels for Notice of Development & Heritage Standing Committee on September 22, 2026.

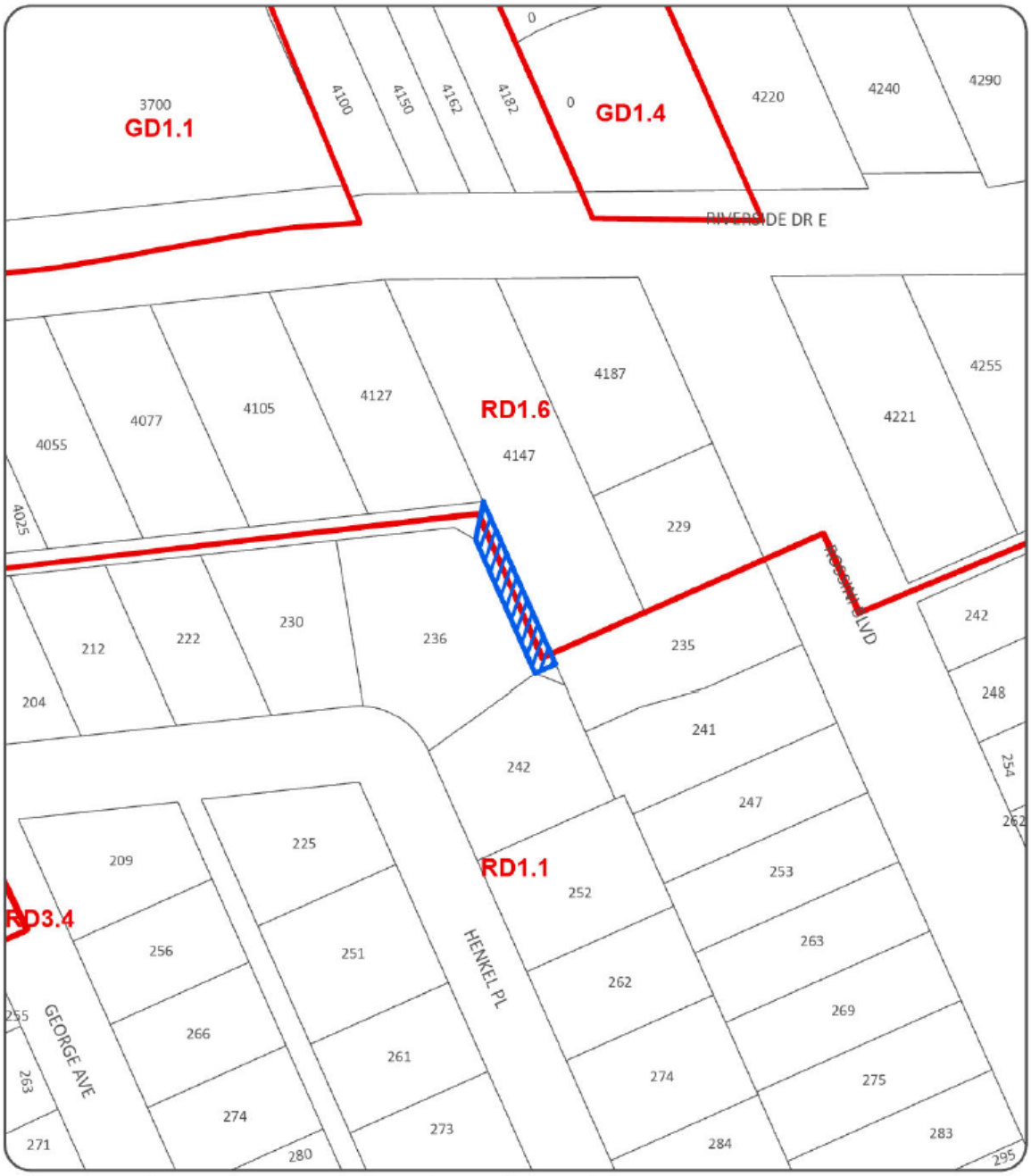
## Appendices:

1 Appendix A - Drawing No. CC-1854
2 Appendix B - EIS Drawing - Aerial Photo
3 Appendix C - Consultations with Municipal Departments and Utility Companies
4 Appendix D - Site Photos
5 Appendix E - Classification of Alleys and Suitability for Closure

# APPENDIX "A"
## Drawing No. CC-1854



# APPENDIX "B"
## EIS Drawing - Aerial Photo




STREET & ALLEY CLOSING (SAA/7177)

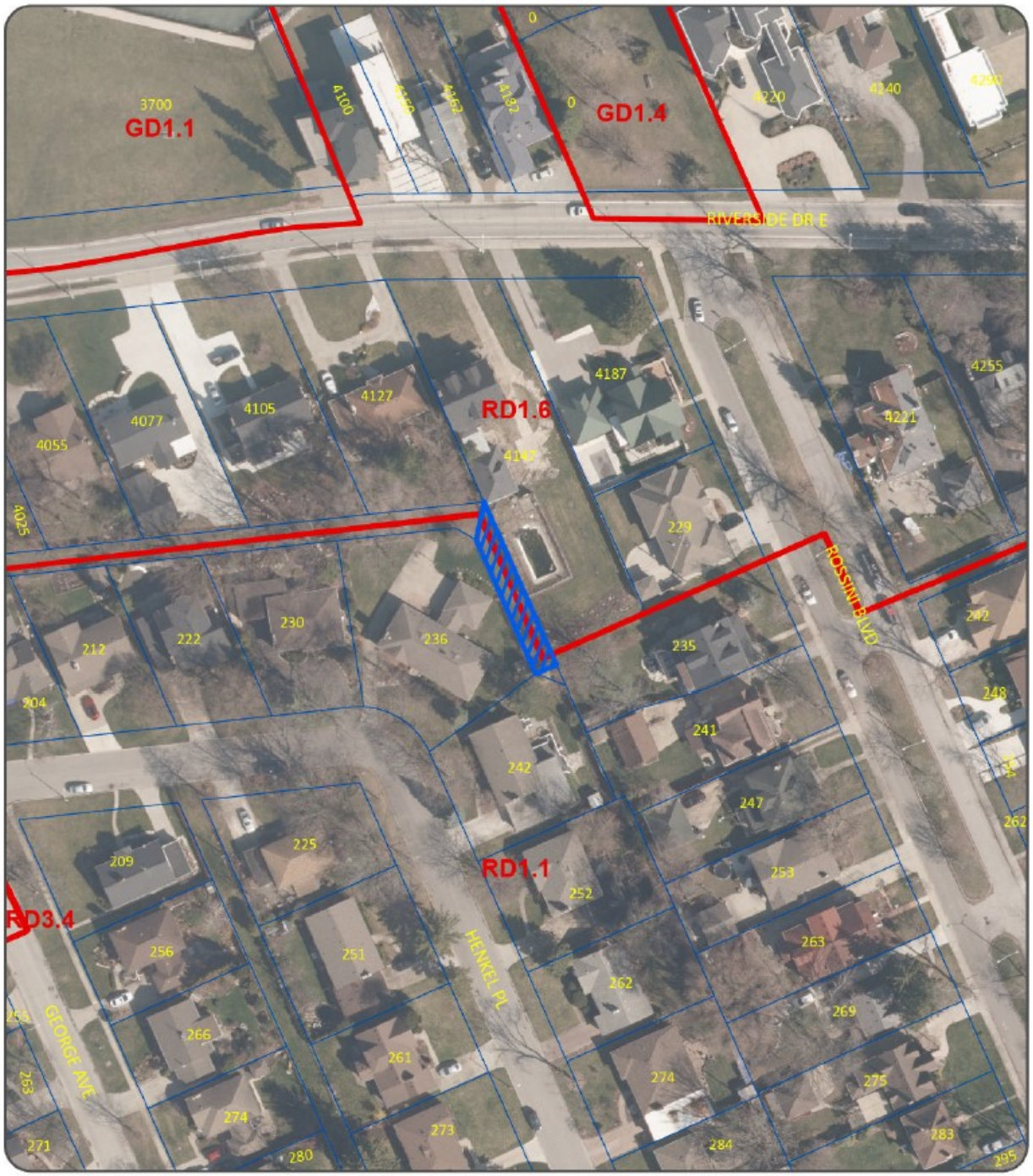
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APPLICANT : KEVIN FLOOD

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: AUGUST, 2026




# STREET & ALLEY CLOSING (SAA/7177)

1:1,000

APPLICANT : KEVIN FLOOD

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: AUGUST, 2026

# APPENDIX "C"
## Consultations with Municipal Departments and Utility Companies

**BELL CANADA**

No comments provided

**COGECO CONNEXION INC.**

Cogeco is attached on Enwin/Bell poles and will need the easement.

**[Daniel Haggins - Lead OSP Engineering Windsor and Essex]**

**ENBRIDGE GAS INC.**

After reviewing the provided drawing at 236 Henkel Pl and consulting our mapping system, please note that Enbridge Gas has no active infrastructure in the proposed area. A PDF drawing has been attached for reference.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live
- If during the course of any job, any pipe is found that is not on the locate sheet and is in conflict with your work, please call our emergency number (1-877-969-0999), and one of our Union Gas representatives will respond to determine if that plant is in fact live or dead
- Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly

Please contact me if you have any further questions or concerns.

**[Jose Dellosa - Drafter Estimator]**

**ENGINEERING (DEVELOPMENT & ROW)**

The proposed closure is approximately 4.6m wide and 35.8m long and is made of grass.

Engineering requests that the closure area be revised to include the entire East/West Alley located between George Ave. & Rossini Blvd.

Comments regarding the revised closure area are as follows:

There are hydro poles, guy wires, and overhead wires located within the alley; an easement would be required for utilities.

There is no driveway approach from George Ave into the alley.

There is a sewer in the alley from George Ave to 4127 Riverside Dr E, an easement would be required over the sewer for maintenance purposes.

This subject alley has no usefulness by CR146/2005; therefore, Engineering has no objections to the closure.

**[Adam Pillon - Manager of Right-of-Way]**

**ENGINEERING (OPERATIONS)**

No comments provided

**ENVIRONMENTAL SERVICES**

The proposed closure appears to leave a triangle portion of the alley stranded. Should there be a need for maintenance in this triangle portion, the City would not have direct access to it. It would be preferable if the applicant (or one of the other abutting homeowners) assumed this triangle portion as well.

**[Anne-Marie Albidone | Manager, Environmental Services]**

**ENWIN UTILITIES LTD. (HYDRO)**

No Objection, however, an easement named to ENWIN Utilities Ltd is required upon closing along the entire east limit of the site to accommodate existing overhead 120/240 volt distribution, poles and down guy wires.

**[Steve Zambito - Senior Hydro Engineering Technologist]**

**ENWIN UTILITIES LTD. (WATER)**

ENWIN Water has no objections.

**[Bruce Ogg - Water Project Review Officer]**

**FINANCIAL PLANNING**

No concerns. No cost to the City.

**[Kristen Karam, - Financial Planning Admin.]**

**LEGAL & REAL ESTATE SERVICES**

For alley abutting property zoned RD1.6 and RD1.1, conveyance price is $1.00.

Deed and survey costs in addition to the conveyance price.

**[Stephanie Santos - Coordinator Real Estate Services]**

**MANAGED NETWORK SYSTEM INC. (MNSi)**

MNSi will also require an Aerial Easement through these subject lands

**[Dave Hartleib - Outside Plant Manager]**

**PARKS**

No comments provided

**[Hoda Kameli - Landscape Architect]**

No comments provided

**[Karen Alexander - Naturalist & Outreach Coordinator]**

No comments provided

**[Yemi Adeyeye - City Forester / manager Forestry & Natural Areas]**

**PLANNING (DEVELOPMENT)**

The requested closure is in an area zoned Residential District 1.6 (RD1.6) and has a Residential land use designation on Official Plan Schedule D – Land Use. The alley does not service any commercial properties. The alley does not serve as the only vehicular means of access to any properties. The requested closure will not land lock transferable lots/blocks on a Registered Plan of Subdivision, restrict property access, or restrict development. There are no development applications on properties adjacent to the alley. Alley closure is not a condition of SPC.

**Heritage Planning Comment:**

The subject property is located within the Archaeological Potential Zone (APZ) and Archaeologically Sensitive Area (ASA) (as per the Windsor Archaeological Management Plan, 2024; OPA 181; and updated 2024 archaeological potential model OP Volume I Schedule C-1). No ground disturbance has been identified as part of the application. Thus, an archaeological assessment is not requested at this time. Nevertheless, the Applicant should be notified of the following archaeological precaution.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Development Services Department, the City's Manager of Culture and Events, and the Ontario Ministry of Citizenship and Multiculturalism must be notified and confirm satisfaction of any archaeological requirements before work can recommence.
2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site

secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Citizenship and Multiculturalism and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Citizenship and Multiculturalism.

Contacts:

Windsor Planning & Development Services Department:

519-255-6543 x6179, ktang@citywindsor.ca, planningdept@citywindsor.ca

Windsor Manager of Culture and Events (A):

Michelle Staadegaard, (O) 519-253-2300x2726, (C) 519-816-0711, mstaadegaard@citywindsor.ca

Ontario Ministry of Citizenship and Multiculturalism

Archaeology Programs Unit, 1-416-212-8886, Archaeology@ontario.ca

Windsor Police: 911

Ontario Ministry of Public and Business Service Delivery and Procurement

Registrar of Burial Sites, War Graves, Abandoned Cemeteries and Cemetery Closures:

Ian Hember, 1-437-244-9840, Ian.hember@ontario.ca

**[Conner O'Rourke – Planner II – Development Review]**

**PLANNING (LANDSCAPE)**

There are no objections from an urban design or landscape architectural perspective.

**[Stefan Fediuk - Landscape Architect]**

**ROGERS**

No comments provided

**TELECON (TELUS)**

TELUS has no infrastructure between Pavement Centerline & ROW line on the same side as the proposal.
Consent expires six (6) months from approval date. If the location of your proposed design changes, it will be necessary to re-apply.

**[Frederic Sua, C. Tech Design Specialist II – Access Engineering]**

**TRAFFIC OPERATIONS**

No Concerns.

**[Ankit Italiya- Traffic Technician]**

**TRANSPORTATION PLANNING**

Transportation Planning has no comments on the proposed alley closure.

**[Elara MehriLou - Transportation Planner I]**

**WINDSOR FIRE**

No comments provided

**WINDSOR POLICE**

No comments provided

# APPENDIX “D”
## Site Photos (June 26, 2026)



Figure 1 – View of proposed alley closure facing south



Figure 2 – View of alley facing north from southerly edge of existing alley closure



Figure 3 – Line delineating northern tip of proposed alley closure



Figure 4 – Northerly tip of proposed alley closure facing east

# APPENDIX "E"

## Criteria for Evaluating Applications to Close a Street or Alley

**Classifications:**

Currently streets and alleys fall into four classifications on the basis of their usefulness:

1. Alleys that are **indispensable**. These would be alleys serving commercial properties and properties fronting on heavily traveled streets i.e. major arterial routes and alleys which contain sewers and must remain accessible for servicing; alleys or streets which serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive; and alleys which contain Fire Department connections that are deemed to be necessary for firefighting access.
2. Alleys that **have some usefulness** are nevertheless dispensable and may or may not be a complete liability.
3. Alleys that **appear to serve no useful purpose, either now, or anticipated**. Such alleys are in residential areas and locations where generally the lots are wide enough for side drives, or those alleys abutting parks and other parcels of land that do not require any servicing from the alley. Remnant or stub-end streets which are dead-ended and do not serve as access to other streets.
4. Alleys **lying in Holding zones and other similar undeveloped areas where the alley system is clearly obsolete and has never been developed**, but where the City needs to keep its options open until new area plans are prepared and development is imminent.

**Suitability for Closing:**

Following are the criteria and suitability for closing alleys in each of the above classifications:

1. **Indispensable alleys** should not be closed, conveyed, reduced or otherwise jeopardized through minority interests unless a suitable substitute alley is opened in lieu thereof. They are essential from the viewpoint of fire protection, police protection, emergency services (i.e. ambulance) and loading or unloading of goods, refuse collection, servicing of blocked sewers and utility services. Without such alleys, the above noted services would at least be more costly if not impossible to complete or adequately access; and would noticeably interfere with street traffic, thereby reducing the access capacity of the adjacent arterial, collector, or street for business.
2. **Alleys having some usefulness** should be considered for closing only upon request of abutting owners rather than by encouragement of the City.
3. **Alleys that serve no useful purpose** should be closed if at all possible, and in fact the owners abutting thereon should be encouraged to accept conveyance.
4. **Alleys that are clearly obsolete** should not be closed unless there is a municipal need or specific development proposals acceptable to the City are submitted.

**From:** Alexis Hosie < >
**Sent:** October 2, 2026 10:09 AM
**To:** clerks <clerks@citywindsor.ca>
**Subject:** Report S 101/2026 File SAA2026

From: William R Hosie
Alexis A Hosie
Henkel Place
Windsor, ON

To: Development & Heritage Standing Committee

We object to closing the alley located east of Henkel Place, south of Riverside Dr E and west of Rossini.

As 28 year owners of [redacted] Henkel Place, we feel it would be an unnecessary use of community resources to close the alley. The current situation is working well, and we, along with our adjoining neighbors, regularly maintain this track of community green space. We also believe it's a benefit to have access for utility services. Therefore, at this juncture, we don't want the alley closed.

Thank you,

William and Alexis Hosie

## Subject: Report SCM 300/2026 / S 101/2026 - Closure of north/south alley located east of Henkel Place, south of Riverside Drive and west of Rossini (SAA-7177) - Ward 5

### Reference:

Date to Council: November 9, 2026
Author: Denise Wright, Manager of Real Estate Services
(519) 255-6100 x 6403
dwright@citywindsor.ca
Real Estate Services
Report Date: 10/8/2026
Clerk's File #: SAA2026

**To**: Mayor and Members of City Council

### Additional Information:

Report S 101/2026 was considered by the Development and Heritage Standing Committee on October 5, 2026, as Item 11.4 on the Final Consolidated Agenda.

Prior to the meeting, it was discovered that the CC drawing did not show the full north/south alley being recommended for closure.

### Revised Recommendation:

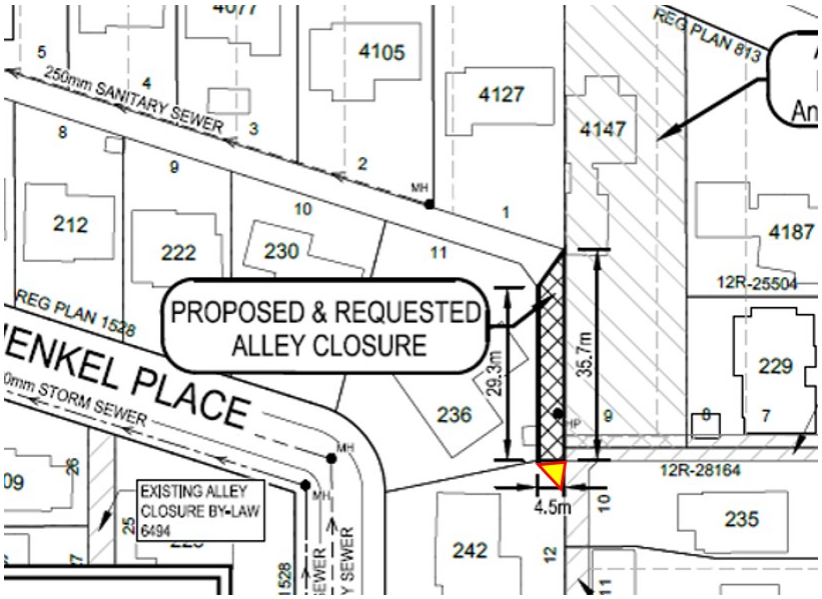
Recommendation I is revised to show the corrected alley length:

I. THAT the 40.2 metre length of the 4.57 metre-wide north/south alley, located east of Henkel Place, south of Riverside Drive East and west of Rossini Boulevard and shown on Drawing No. CC-1854 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure.

All other Recommendations remain the same.

### Discussion

Administration noted that the southern triangular tip of the north-south alley, shown in yellow below, was inadvertently not included on drawing CC-1854. The revised corrected drawing is attached hereto as Appendix A and replaces Appendix A in the report.




A revised aerial drawing is attached as Appendix B and replaces Appendix B in the report.

All other information and Appendices in the report remains the same.

**Financial Matters**

There are no financial implications associated with this additional information memo.

**Conclusion**

Administration continues to support the recommendations set out in Report S 101/2026 for the full north/south alley, with the revision to alley length noted above. The revised drawing CC-1854 and revised aerial image are attached to clarify the closure area.

**Approvals:**

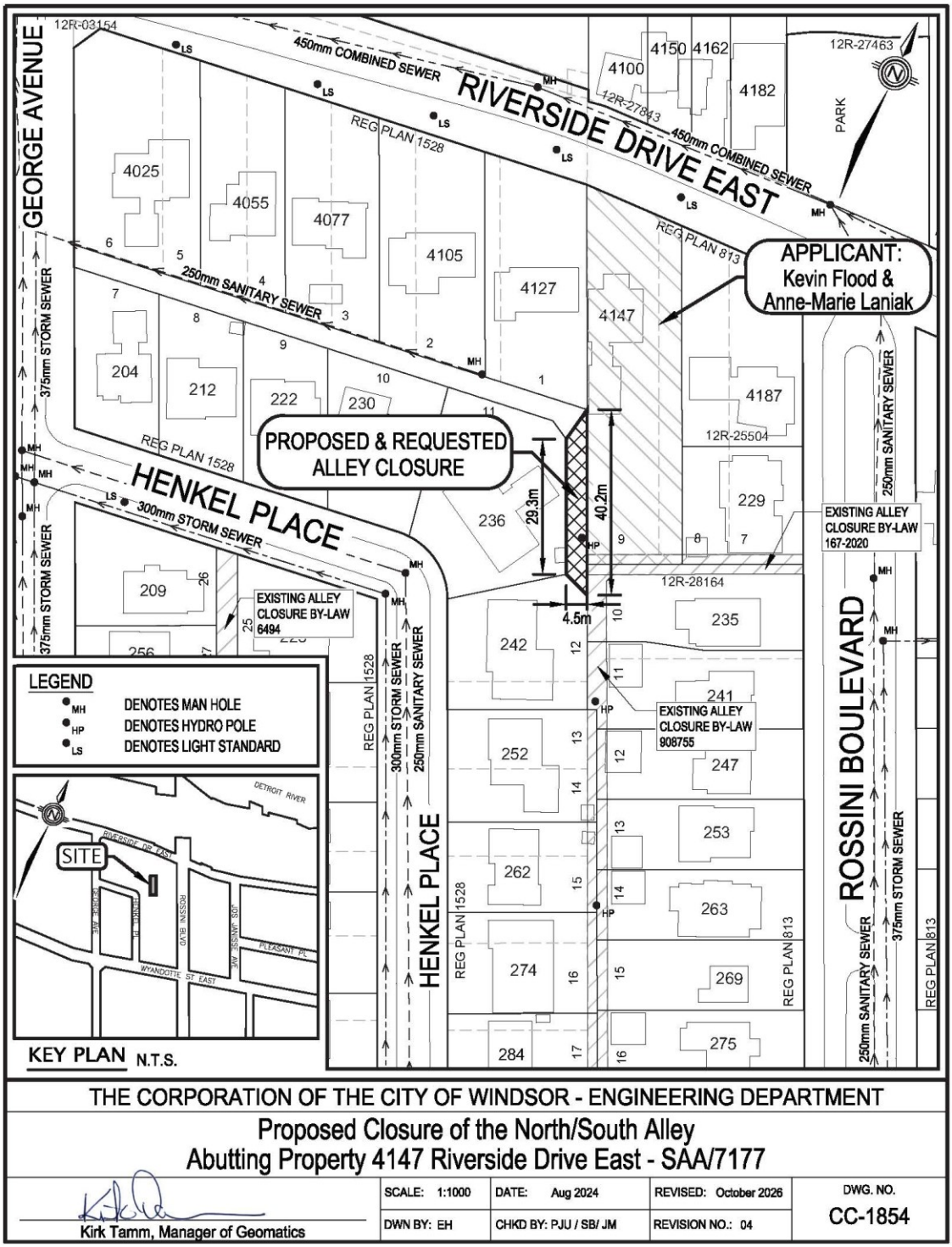
| Name | Title |
|---|---|
| Denise Wright | Manager Real Estate Services |
| Wira Vendrasco | City Solicitor |
| David Soave | Manager, Strategic Operating Budget Development and Controls |
| Janice Guthrie | Commissioner, Finance and City Treasurer |
| Ray Mensour | Chief Administrative Officer |

**Appendices:**

1 Appendix A - Revised Drawing No. CC-1854
2 Appendix B - Revised EIS Drawing - Aerial Photo

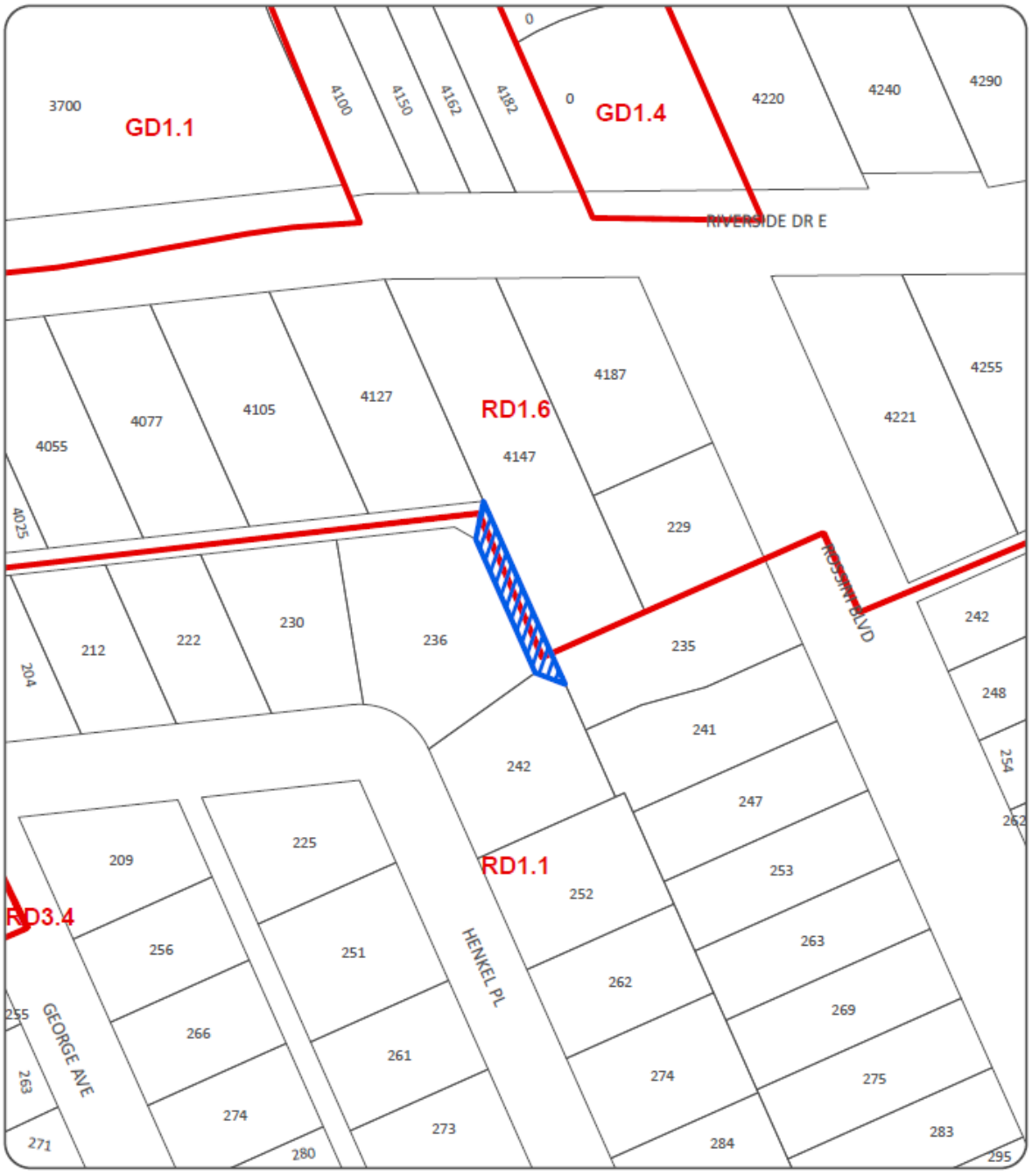
# Appendix A

## Revised Drawing No. CC-1854



# Appendix B

## Revised EIS Drawing – Aerial Photo




STREET & ALLEY CLOSING (SAA/7177)

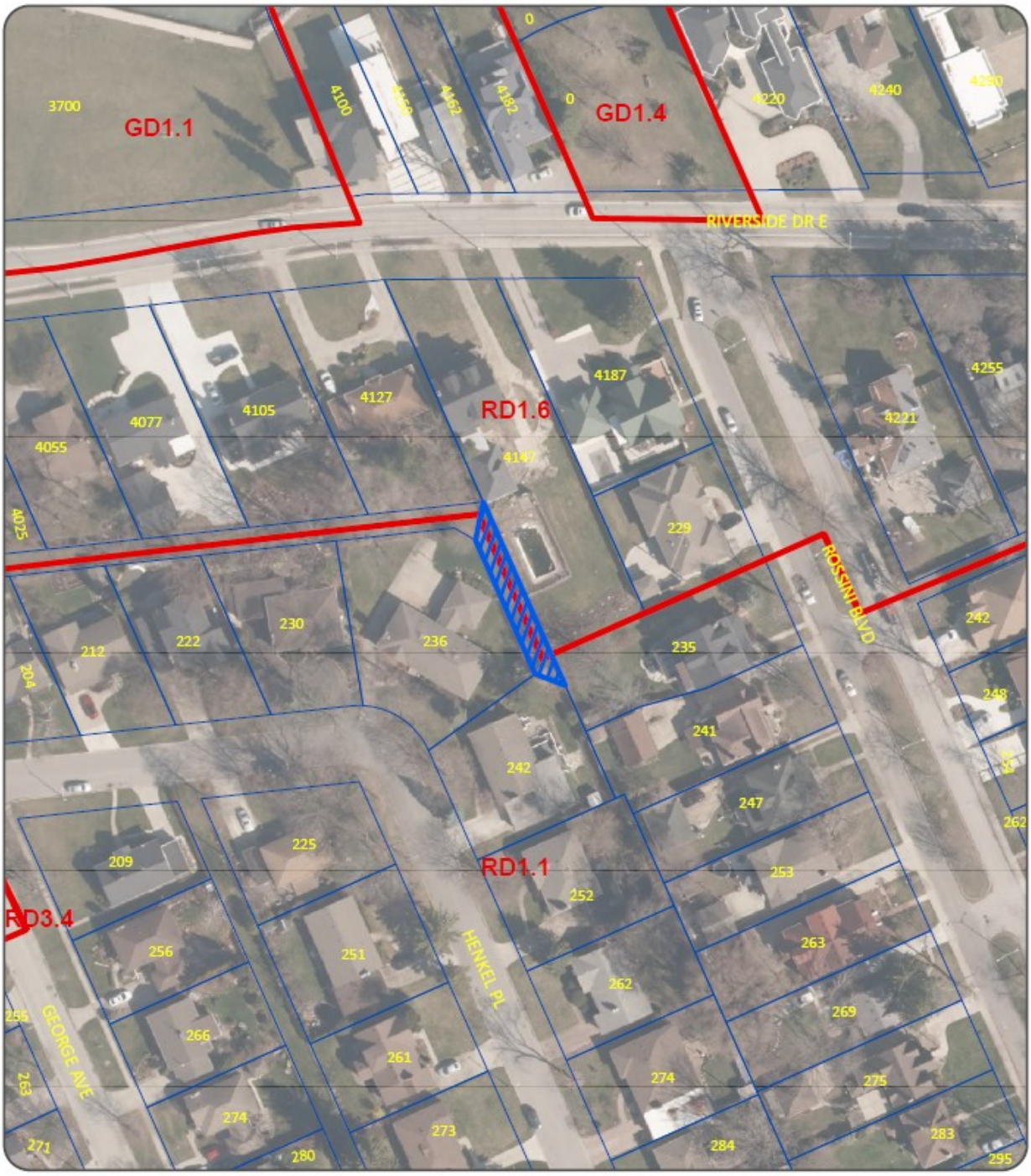
1:1,000

APPLICANT : KEVIN FLOOD

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: OCTOBER, 2026




# STREET & ALLEY CLOSING (SAA/7177)

1:1,000

APPLICANT : KEVIN FLOOD

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: OCTOBER, 2026

**Committee Matters:** SCM 324/2026

**Subject: Minutes of the International Relations Committee meeting held on September 2, 2026**

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

Decision Number: **DHSC 876**
THAT the minutes of the International Relations Committee of its meeting held September 2, 2026 **BE RECEIVED** as presented.
Carried.

Report Number: SCM 300/2026

**Clerk's Note:**

1. Please refer to Item 12.1 from the Development & Heritage Standing Committee held on October 5, 2026.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20261006/-1/11660

**Committee Matters:** SCM 300/2026

**Subject: Minutes of the International Relations Committee meeting held on September 2, 2026**

# INTERNATIONAL RELATIONS COMMITTEE

Meeting held Wednesday, September 2, 2026

A meeting of the International Relations Committee is held this day commencing at 3:30 o'clock p.m. in Room 522a, 350 City Hall Square West, there being present the following members:

Councillor Angelo Marignani, Chair
Councillor Renaldo Agostino (arrives at 3:45 o'clock p.m.)
Councillor Fred Francis, via Zoom video conference
Councillor Ed Sleiman
Jerry Barycki
L.T. Zhao, via Zoom video conference

***Regrets received from:***

Lubna Barakat
Saiful Bhuiyan
Ronnie Haidar

***Also present are the following resource personnel"***

Sandra Gebauer, Council Assistant
Karen Kadour, Committee Coordinator

## 1. Call to Order

Councillor Angelo Marignani, Chair calls the meeting to order at 3:30 o'clock p.m. and the Committee considers the Agenda being Schedule A, attached hereto, matters which are dealt with as follows:

## 2 Declaration of Conflict

None disclosed.

## 3. Minutes

Moved by Councillor Renaldo Agostino, seconded by Councillor Ed Sleiman,

That the minutes of the International Relations Committee of its meeting held May 20, 2026, **BE ADOPTED** as presented.

Carried.

## 4. Business Items

### 4.1 Request for Twin City Partnership between Kryvyi Rih, Ukraine and the City of Windsor

Sandra Gebauer refers to the letter sent to Mayor Dilkens Office on behalf of the City of Kryvyi Rih, Ukraine.

In response to a question asked by the Chair regarding next steps, Sandra Gebauer responds if the Committee wishes to pursue this further, that an invitation be sent to Kryvyi Rih, Ukraine to present to the IRC.

Councillor Ed Sleiman expresses concern that there may be an insufficient number of resources and staff to deal with additional Twin Cities, Sister Cities, etc.

Jerry Barycki suggests this matter be discussed at a future meeting. Councillor Fred Francis proposes that the next steps would include a presentation however, this matter will be determined ultimately by the next term of City Council.

Moved by Councillor Fred Francis, seconded by Jerry Barycki,
That Administration **BE REQUESTED** to contact Mr. Yuri Krasnozhom to inform that the request for a twin city relationship with the City of Kryvyi Rih, Ukraine, will be reviewed by the International relations Committee during the next term of Council.
Carried.

### 4.2 Request for Twin City Partnership between Bondy/Paris, France and the City of Windsor

Councillor Ed Sleiman advises at this time the City of Windsor has a Twin City Relationship with St. Etienne, France.

L.T. Zhao remarks he is not opposed to having a second sister city. Councillor Renaldo Agostino concurs as the relationship with St. Etienne; France is not active at this time and suggests a conversation to renew the connection.

Sandra Gebauer adds that contact with the Twin Cities/Sister Cities is done on a regular basis and no response from St. Etienne, France has been received. Councillor Fred Francis states in the last twelve years, the relationship with St. Etienne has been dormant.

Sandra Gebauer indicates that Bondy/Paris, France is a suburb of Paris.

Moved by Councillor Fred Francis, seconded by Councillor Renaldo Agostino,

That Administration **BE REQUESTED** to contact Ms. Jennifer Bondy to inform that the request for a twin city relationship with Bondy/Paris, France will be reviewed by the International Relations Committee during the next term of Council.

Carried.

### 4.3 Verbal Update – San Juan del Rio, Mexico

Sandra Gebauer advises that Council at its meeting held July 27, 2026, approved the recommendation to enter into a Friendship City with San Juan del Rio, Mexico. She notes this information was communicated to San Juan del Rio and states that the Mayor of Windsor will contact the Mayor of San Juan del Rio in 2027.

Moved by Councillor Ed Sleiman, seconded by Councillor Fred Francis,

That the update regarding the recommendation for the City of Windsor to enter into a Friendship City relationship with San Juan del Rio **BE RECEIVED.**

Carried.

### 4.4 Verbal Update – Shkodra, Albania

Sandra Gebauer advises that Council at its meeting held July 27, 2026, approved the recommendation for the City of Windsor to enter into a Sister City relationship with Shkodra, Albania. She remarks that this information was communicated to the applicant and that next steps include communication between the two Mayors, which will take place during the next term of Council.

Moved by Councillor Renaldo Agostino, seconded by Councillor Ed Sleiman,

That the update regarding the recommendation for the City of Windsor to enter into a Sister City Relationship with Shkodra, Albania **BE RECEIVED.**

Carried.

### 4.5 Verbal Update – Children's Art Exhibition

Sandra Gebauer remarks that the physical display for the Children's Art Exhibition will arrive at Devonshire Mall on Tuesday, September 8, 2026, and will remain until September 14, 2026. She asks if the members are interested in participating once again in a "Meet and Greet" on Friday, September 11, 2026, which is met with approval.

In terms of the Media Art Centre, Sandra Gebauer states that the film camp has been working on animating drawings that have been received. Once completed, a

website will be created and will be available on social media, including Face Book and Instagram.

Moved by L.T. Zhao, seconded by Councillor Ed Sleiman,
That the verbal update of the Children's Art Exhibition provided by Sandra Gebauer **BE RECEIVED.**
Carried.

## 5. Communications

### 5.1 Letter from Mayor Jae-jun KIM of Gunsan to Mayor Dilkens

The Chair remarks that Mayor Jae-jun KIM is the new Mayor of Gunsan.

Moved by Councillor Angelo Agostino, seconded by Councillor Sleiman,
That the letter from Mayor Jae-jun KIM of Gunsan to Mayor Dilkens expressing a continuance to work closely with the City of Windsor **BE RECEIVED.**
Carried.

### 5.2 Profile of Mayor Jae-jun KIM of Gunsan, South Korea

Moved by Councillor Ed Sleiman, seconded by Councillor Renaldo Agostino,
That the profile of Mayor Jae-jun KIM of Gunsan **BE RECEIVED**.
Carried.

### 5.3 Farewell Letter from Mr. Krzysztof Stanowski, Director, International Cooperation Centre, Lublin Municipal Office

In the letter written by Mr. Stanowski, he thanks the City of Windsor for the friendship and partnership built between Lublin and Windsor. He further adds that working with the City of Windsor has been a privilege, a constant source of inspiration and, above all, an opportunity to build lasting friendships across borders.

Jerry Barycki states that Mr. Krzysztof Stanowski did a great deal of international work.

Moved by Councillor Renaldo Agostino, seconded by Councillor Ed Sleiman,
That the farewell letter from Mr. Krzysztof Stanowski, Director, International Cooperation Centre, Lublin Municipal Office **BE RECEIVED.**
Carried.

### 5.4 Pictorial Report – Polish Heritage Month 2026

Jerry Barycki indicates that the Pictorial Report of Polish Heritage Month in Windsor held May 2026 outlines the events, activities and community celebrations that took place including institutions such as the University, City Hall and others. It reflects the dedication and hard work of the volunteers, organizations, sponsors and supporters who made this a memorable success.

The Chair thanks Jerry Barycki for photographing the historical documentation of the Polish Community in the City of Windsor.

Moved by Councillor Ed Sleiman, seconded by L.T. Zhao,
That the Pictorial Report – Polish Heritage Month 2026 **BE RECEIVED.**
Carried.

### 5.5 Report from Three Seas Congress in Lublin, Poland

Jerry Barycki reports that the Three Seas Local Government Congress in Lublin, Poland held May 27-28,2026 brings together political leaders, diplomats, local government representatives, academics and business experts from the 13 member states of the Three Seas Initiative as well as delegates from 37 countries (including Canada).

Moved by Councillor Ed Sleiman, seconded by L.T. Zhao,
That the report from the Three Seas Congress in Lublin, Poland held May 27-28, 2026, **BE RECEIVED.**
Carried.

## 6. New Business

Sandra Gebauer comments that the delegation from Arlington, Texas was scheduled to visit the City of Windsor from September 9 – 11, 2026. Due to participant availability and the upcoming election, it was determined that the visit from Arlington will be scheduled for the next term of Council and for the newly appointed IRC Committee.

## 7. Date of Next Meeting

The next meeting date to be determined.

## 8. Adjournment

There being no further business, the meeting is adjourned at 4:02 o’clock p.m.

**Committee Matters:** SCM 325/2026

**Subject: International Relations Committee 2026 Annual Report**

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

Decision Number: **DHSC 877**
THAT the International Relations Committee 2026 Annual Report **BE APPROVED** as presented.
Carried.

Report Number: SCM 304/2026

**Clerk's Note:**

1. Please refer to Item 12.2 from the Development & Heritage Standing Committee held on October 5, 2026.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20261006/-1/11660

**Committee Matters:** SCM 304/2026

**Subject: International Relations Committee 2026 Annual Report**

# International Relations Committee
# 2026 Annual Report

In 2026, the International Relations Committee continued to strengthen Windsor's International relationships through twin city initiatives.

**Arlington, Texas**

Following receipt of a twin city proposal and presentation by representatives of the City of Arlington, Texas, as well as extensive discussions, a delegation from Windsor was invited to visit Arlington to tour the city, to learn more about the city and its similarities to Windsor. The delegation, which included members of the International Relations Committee as well as representatives from Tourism and Economic Development travelled to Arlington from January 14 – 16, 2026, where they met the Mayor of Arlington, representatives from Sister Cities International, the Provost of Arlington, Texas University along with representatives from various faculties and other community representatives and groups.

The visit provided a valuable overview of Arlington's civic, economic, educational, cultural and community assets and provided opportunities to discuss areas of mutual interest. A reciprocal visit by a delegation from Arlington is planned for 2027, at which time discussions regarding a potential Windsor and Arlington relationship will continue.

**Shkodra, Albania**

Representatives from the Albanian Association of Windsor appeared before the International Relations Committee in May to present information about the City of Shkodra, Albania and discuss the possibility of establishing a twin city relationship between our two cities.

Following its consideration of the presentation and proposal, the Committee recommended pursuing a twin city relationship with Shkodra, Albania. The recommendation was approved by City Council on July 27th, 2026, which would allow the process to move forward and will include correspondence from the Mayor's Office, representatives from the Embassy of Albania, representatives from the Consulate in Canada and members of the Albanian Community.

**San Juan del Rio, Queretaro, Mexico**

The International Relations Committee invited representatives from San Juan del Rio, Queretaro, Mexico as well as the Mr. Rodrigo Báez, Head Consul for the Consulate of Mexico in Leamington, that services Southwestern Ontario, to present information about the city and its proposal to establish a friendship city relationship with Windsor. The

International Relations Committee recommended that Windsor enter into a friendship city agreement with San Juan del Rio, Queretaro, Mexico, and City Council approved the recommendation at its meeting held July 27, 2026. The proposal will move forward in 2027.

**Fujisawa, Misono Jogakuin High School Students Visit**

International Relations Committee once again welcomed a group of students from Windsor's twin city of Fujisawa, Japan. The group from the Misono Jogakuin High School, which included twenty-eight exchange students, two teachers and one escort, were in Windsor from July 21st through July 31st, experiencing our culture, and exploring many wonderful sites all while studying English. On Friday, July 24th, the group toured City Hall and were greeted in Council Chambers by Councillor Angelo Marignani and some members of the International Relations Committee. After a short reception, the students enjoyed taking photos and spending time at the City Hall Square plaza.












**10th Anniversary of the Children's Art Exhibition**



The International Relations Committee once again hosted its annual Children's Art Exhibition in 2026. This year marks the 10th anniversary of this initiative. The exhibition was displayed at Devonshire Mall from September 8th through September 14th, 2026, and was very well received by the local community.

To commemorate the 10th anniversary of the initiative, the Committee also contributed $1,000 to the Media Arts Community Centre and Museum, who with the help of their Children's Film Camp, are creating an animated presentation using the art that was submitted for this year's exhibition. Once completed, the animated project will be shared with our twin cities and local participants and will be shared on the City of Windsor website, and through social media.







**Polish Heritage Month**



Members of the International Relations Committee participated in the ribbon-cutting ceremony for Polish Heritage Month in Canada on May 21, 2026. The ceremony was held in the lobby of City Hall and recognized the contributions of the Polish Canadian community in Windsor and across Canada.

The Committee also continued its support for the Polish Canadian Business and Professional Association of Windsor by purchasing a table for the organization's annual dinner, scheduled for November 20, 2026. This support reflects the Committee's ongoing commitment to cultural organizations and Windsor's diverse community partnerships.





**Three Seas Local Government Congress in Lublin**

Jerry Barycki, member of the International Relations Committee attended the Three Seas Local Government Congress in Lublin Poland, held May 27 and 28, 2026. The Congress brought together political leaders, diplomats, local government representatives, academics, and business experts from the 13 members states of the Three Seas Initiative, as well as participants from other countries including Canada. The Congress provided opportunities to learn about international municipal cooperation, exchange ideas with government and civic leaders, and strengthen Windsor's profile within boarder international discussions.

## Subject: Surplus Declaration and Sale Authorization – 9655 Twin Oaks Drive and 0 Valtec Court – Ward 9

### Reference:

Date to Council: November 9, 2026
Author: Natalie D'Ambrosio
Coordinator of Real Estate Services
Phone Number: 519-255-6100 ext 6514
Email: ndambrosio@citywindsor.ca
Real Estate Services
Report Date: October 16, 2026
Clerk's File #: APM2026

**To**: Mayor and Members of City Council

### Recommendation:

**I.** THAT the following City of Windsor (the "**City**") parcels of land **BE DECLARED** surplus:

**Parcel 1**

| | |
|---|---|
| Municipal address: | 9655 Twin Oaks Drive |
| Legal Description: | Part Lot 138 (McNiff), Concession 3; being Part 1 on Plan 12R-16362; Windsor |
| Approximate Lot size: | 414.53 feet (126.35 m) frontage x irregular |
| Approximate Lot area: | 1.30 acres (5,259 $m^2$) |
| | as shown on the aerial image attached as Appendix A (hereinafter "**Parcel 1**") |

**Parcel 2**

| | |
|---|---|
| Municipal address: | 0 Valtec Court |
| Legal Description: | Part Lot 138 (McNiff), Concession 3; being Part 8 on Plan 12R-18316; save and except Part 1 on Plan 12R-30525; Windsor |
| Approximate Lot size: | 327.66 feet (99.87m) frontage x 397.24 feet (121.08m) depth |

| | |
|---|---|
| Approximate Lot area: | 3.00 acres (12,174.00 $m^2$) |
| | as shown on the aerial image attached as Appendix B, (hereinafter "**Parcel 2**") |
| | (collectively the "**Subject Parcels**"); |

**II.** THAT the Manager of Real Estate Services **BE AUTHORIZED** to offer the Subject Parcels for sale at prices to be determined by the Manager of Real Estate Services commensurate with independent appraisals, as appropriate.

## Executive Summary:

N/A

## Background:

The City acquired the Subject Parcels in June 2011 as part of a land assembly undertaken to facilitate the construction of a rail spur servicing 9350 Twin Oaks Drive, an industrial property acquired by CS Wind Canada Inc. ("**CS Wind**").

Following the completion of the rail spur project, Council approved the lease of the Subject Parcels to CS Wind pursuant to Council Resolution CR 153/2013. Parcel 1 was utilized by CS Wind as warehouse and storage space in support of its adjacent manufacturing and Parcel 2 was utilized for outdoor storage of materials. The leases commenced in 2013 and were subsequently renewed on an annual basis in 2015 and 2016 in accordance with the terms of the original lease agreements.

CS Wind terminated its leases of the Subject Parcels in February 2017. The properties remained vacant until August 2022, when the Subject Parcels were leased to NextStar Energy Inc. ("**NextStar**") for use as construction offices, equipment storage and parking during the development of the NextStar battery manufacturing facility. NextStar terminated its lease effective June 30, 2026.

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, prior to any disposition of such lands.

## Discussion:

The Subject Parcels were circulated to determine whether they are required for a municipal purpose. Planning advised that, because the parcels are within an Archaeological Potential Zone, a Stage 1 Archaeological Assessment and any further recommended assessments must be completed before land disturbance. Planning also noted that the parcels contain naturalized, unmaintained lands adjacent to the Little River corridor, which supports a known population of Butler's garter snakes. An Environmental Evaluation Report may therefore be required for any Planning Act application. Engineering recommended retaining Part 1 on Plan 12R-30525, shown in Appendix C, for the construction of a cul-de-sac on Valtec Court and dedicating it as a municipal highway.

Apart from these identified requirements, there is no municipal purpose for the remaining portion of the Subject Parcels. The original objective for which the Subject Parcels were acquired has been fulfilled, and the lands are no longer required to support the rail spur infrastructure, so the Subject Parcels are surplus to the City's needs.

Should the Recommendations be approved, Real Estate Services will obtain independent appraisals for Parcel 1 and Parcel 2 in order to establish the market value for each property. The Subject Parcels will then be publicly listed and marketed for sale as two separate parcels on the Multiple Listing Service ("**MLS**"). Should Administration successfully negotiate sales, subsequent reports will be brought forward to Council, or under Delegation of Authority, as appropriate, for approval for the transactions.

## Risk Analysis:

Should the Subject Parcels remain in the City's possession, there will continue to be ongoing maintenance costs. In addition, retaining the Subject Parcels may create potential liability should someone be injured on the lands. Selling the Subject Parcels will remove any associated liability issues and maintenance costs for the City.

## Climate Change Risks

### Climate Change Mitigation:

Declaring the Subject Parcels 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 of the Subject Parcels.

## Financial Matters:

N/A

## Consultations:

Kate Tracey, Deputy City Solicitor
Kevin Alexander, Planner III – Special Projects
Joe Baker, Manager, Land Development and Growth
James Chacko, Executive Director Transit Windsor
Tea De Angelis, Supervisor, Research & Policy
Colleen Middaugh, Executive Director Engineering, Deputy City Engineer
Stacey McGuire, Executive Director Operations, Deputy City Engineer
Juan Paramo, Development Engineer
Dante Lapico, Manager Facilities Operations
Jamie Scott, Executive Director, Parks, Recreation and Facilities
Jason Scott, Manager Transit Planning
Milan Vujanovic, Senior Economic Development Officer
Connor Wilson, Planner II – Revitalization and Policy Initiatives
Diane Wilson, Manager Social and Affordable Housing
Roberta Harrison, Manager Maintenance Operations
Matthew Johnson, Executive Director, Economic Development
Brandon Calleja, Senior Manager, Deputy Chief Building Officer

Aashvi Sarvaiya, Transportation Planner I
Taryn Azzopardi, Environmental Compliance Coordinator
John Smith, Chief Fire Prevention Officer
Chris Kreibich, Fire Prevention Officer
Barry Horrobin, Director of Planning and Physical Resources

## Conclusion:

Declaring the Subject Parcels surplus and authorizing the Manager of Real Estate Services to negotiate for the sales of the Subject Parcels will allow for the orderly disposition of lands that are not otherwise required for any municipal purpose at market value.

## 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 Parcel 1
2 Aerial Image of Parcel 2
3 Plan 12R-30525

# Appendix A

Aerial Image of Subject Parcel 1

9655 Twin Oaks Drive



## Appendix B

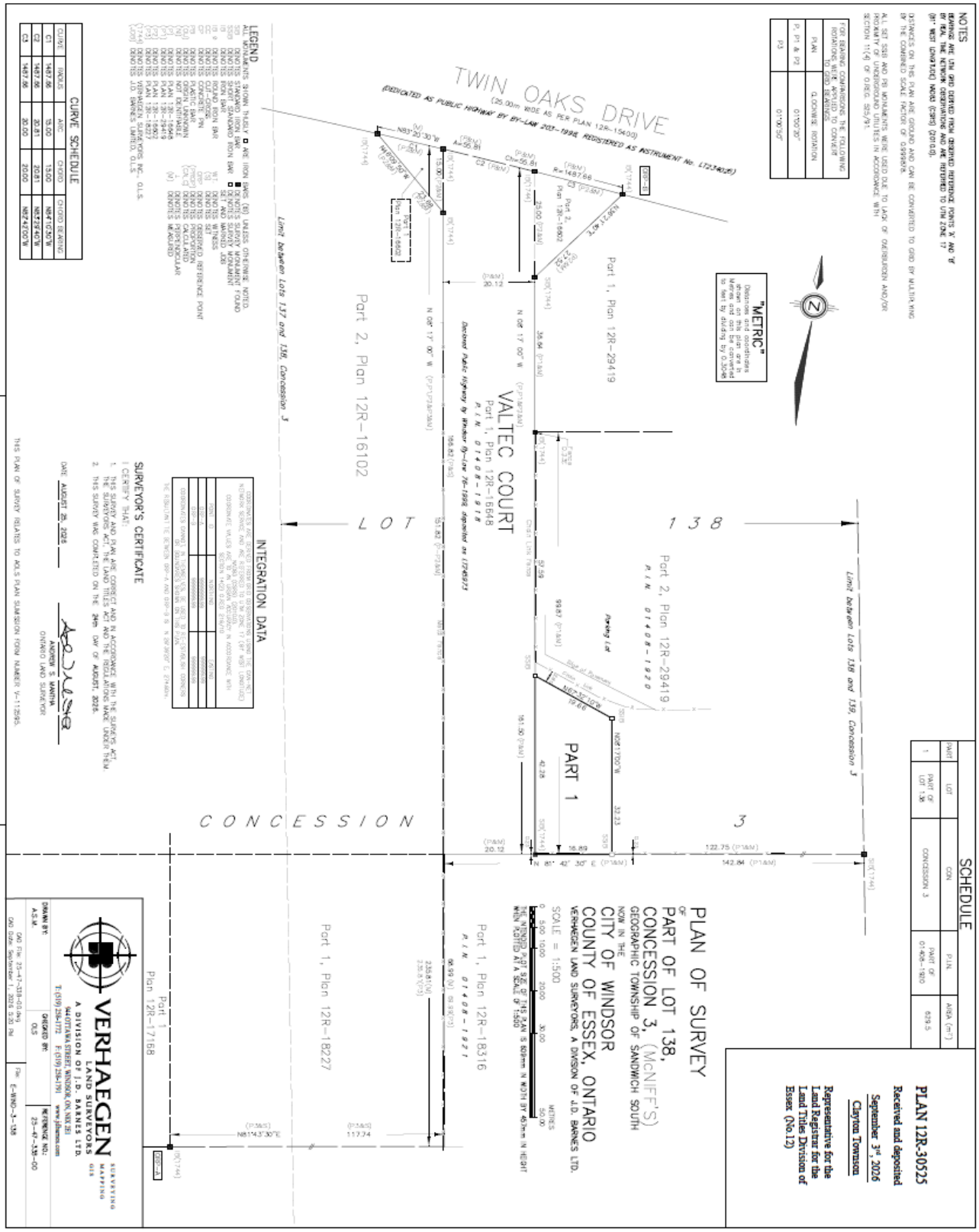
Aerial Image of Subject Parcel 2

0 Valtec Court



# Appendix C

Plan 12R-30525


PLAN OF SURVEY
OF
PART OF LOT 138,
CONCESSION 3, (McNIFF'S)
GEOGRAPHIC TOWNSHIP OF SANDWICH SOUTH
NOW IN THE
CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO
VERHAEGEN LAND SURVEYORS, A DIVISION OF J.D. BARNES LTD.
SCALE = 1:500
PLAN 12R-30525
Received and deposited
September 3rd, 2026
Clayton Townson
Representative for the
Land Registrar for the
Land Titles Division of
Essex (No.12)
SCHEDULE
PART
LOT
CON
P.I.N.
AREA (m²)
1
PART OF LOT 138
CONCESSION 3
PART OF 01405-1920
639.5
NOTES
BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS 'A' AND 'B' BY REAL TIME NETWORK OBSERVATIONS AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0).
DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9996976.
ALL SSIB AND PSI MONUMENTS WERE USED DUE TO LACK OF OBSERVATION AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11(4) OF O.REG. 525/91.
FOR BEARING COMPARISONS THE FOLLOWING ROTATIONS WERE APPLIED TO CONVERT TO GRID BEARINGS:
PLAN — G.ODOWESE ROTATION
P. PT. & P2 — 0°00'20"
P3 — 0°00'50"
"METRIC"
Distances and coordinates shown on this plan are in metric units and can be converted to feet by dividing by 0.3048
TWIN OAKS DRIVE
(25.00m WIDE AS PER PLAN 12R-15409)
(DEDICATED AS PUBLIC HIGHWAY BY BY-LAW 207-1998, REGISTERED AS INSTRUMENT No. LT234025)
VALTEC COURT
Part 1, Plan 12R-15648
P I N 01408-1918
Declared Public Highway by Windsor By-Law 76-1998, deposited as LT245971
Part 1, Plan 12R-29419
Part 2, Plan 12R-29419
P I N 01408-1920
Part 2, Plan 12R-16102
Part 1, Plan 12R-18316
P I N 01408-1921
Part 1, Plan 12R-18227
Part 1, Plan 12R-17168
LOT 138
CONCESSION 3
Limit between Lots 137 and 138, Concession 3
Limit between Lots 138 and 139, Concession 3
PART 1
Parking Lot
Shed on Property
Garage
Brick Veneer
Frame
Concrete Block
Metal Clad
Wood Frame
Concrete Block

THE CITY OF WINDSOR ONTARIO, CANADA

**Council Report: C 122/2026**

## Subject: Employee and Volunteer Conflict of Interest Policy Update – City Wide

### Reference:

Date to Council: November 9, 2026
Author: Deirdre Brode
Policy and Procedure Coordinator
dbrode@citywindsor.ca
(519) 255-6515 ext 6724

Alicia Saroli
Executive Initiatives Coordinator
alsaroli@citywindsor.ca
(519) 255-6100 ext 6132
Human Resources
Report Date: 10/22/2026
Clerk's File #: AS2026

**To**: Mayor and Members of City Council

### Recommendation:

**THAT** City Council **RECEIVE** the report outlining the actions Administration have taken to address the Auditor General's March 2026 Findings & Recommendations; and further,

**THAT** City Council **DIRECT** Administration to convert the City of Windsor Employee and Volunteer Code of Ethics and Conflict of Interest Policy (Appendix A) to a procedure that would remain in effect until updated accordingly.

### Executive Summary:

N/A

### Background:

The Corporation of the City of Windsor Employee and Volunteer Code of Ethics and Conflict of Interest Policy was approved by City Council on October 21, 2002 and amended on November 8, 2010 and July 20, 2015.

In response to the Auditor General's March 2026 findings and recommendations, and Council's subsequent direction through CR134/2026, Administration has completed a comprehensive review of its documented conflict of interest process.

## Discussion:

The Auditor General (AG)'s 2026 Conflict of Interest governance reviews identified opportunities to strengthen the City's corporate framework for identifying, disclosing, documenting, and monitoring actual, potential, and perceived conflicts of interest. The recommendations focused on improving policy clarity, formalizing expectations that had historically been communicated verbally, strengthening employee and supervisor awareness, centralizing disclosure oversight, improving documentation of mitigation decisions, clarifying vendor and outside employment considerations, and establishing a process to periodically review ongoing or defined-period conflicts.

In response, Administration committed to a comprehensive review and update of the conflict of interest framework to support consistent interpretation, proactive disclosure, and stronger corporate oversight. This included a commitment to clarify the circumstances that require disclosure, particularly where employees operate private businesses, hold outside employment, have professional or vendor-related affiliations, or work in roles where public confidence and impartial decision-making are especially important. Improved training, annual employee attestations, and the documentation of mitigation measures are also being incorporated into the process.

### How the AGs Recommendations Have Been Addressed:

*SCM 90/2026*

*Human Resources Policy and Procedure Plan*

One outcome of this review was the recommendation that the Human Resources Department, not the Office of the CAO, administer the program. To strengthen conflict of interest disclosure compliance and accountability, the oversight and administration will now be the responsibility of the Human Resources department, with an immediate process change to include the adherence to this procedure being a condition of employment.

On December 3, 2012, City Council, pursuant to Council Resolution M517-2012 approved the receipt of a Communication Report outlining the Human Resources' Policy and Procedure Plan. City Council was advised of Human Resources' intent to develop seven primary human resource policies, with applicable procedures that would govern the implementation and application of each policy. City Council has since approved the seven overarching policies. As such, Administration is seeking permission from Council to convert the Conflict of Interest Policy to a procedure falling under the Working Environment Policy. The finalized procedure will be reviewed and approved by the CAO and the Corporate Leadership Team.

Note that there exists a separate Code of Conduct for Members of Council which forms part of the Procedure By-law 98-2011, governing the proceedings of Windsor City Council Meetings and its Committees and the Conduct of its Members.

In addition to the procedural improvements noted above, Administration is leveraging technology to strengthen employee awareness and understanding of actual, potential, and perceived conflicts. This includes the development of an online learning module that employees will be required to complete as part of the onboarding process and at regular intervals thereafter.

Another key component of this modernization work is the creation of an online Conflict of Interest disclosure application. The application is being designed to replace the existing paper-based process with a centralized, corporate workflow administered through Human Resources. The future-state process will allow employees to submit disclosures electronically and will route submissions for appropriate review based on the nature of the disclosure. This includes Department Head review for general disclosures, Executive Director of Human Resources review where recruitment-related matters are identified, and City Solicitor review where procurement or employee-vendor matters require legal assessment. The creation of the online application satisfies the recommendation that the Corporation establish a centralized Conflict of Interest disclosure process.

The online application will also support several controls that directly respond to the AG's recommendations. These include a centralized record of disclosures, standardized documentation of the nature of the conflict and any mitigation measures, reporting functionality, audit trail capability, PDF export functionality for records such as procurement files, and the ability to identify disclosures that require follow-up or periodic review. The process is also being designed to distinguish between point-in-time, defined-period, and ongoing or indeterminate conflicts so that active matters can be reviewed and revalidated at appropriate intervals.

The updated process will include mechanisms to align and cross-reference employee disclosures with vendor submissions and procurement records as recommended in the AG report.

Finally, this centralized application will also improve continuity of oversight when employees or supervisors change roles. Ongoing disclosures will remain visible for review by the appropriate management authority, helping ensure that conflict circumstances and related mitigation measures are not lost through staff turnover or treated as one-time events where the underlying circumstances continue. The process will include periodic management validation of disclosures to confirm the mitigation measures continue to be appropriate. Employees will be responsible to review and resubmit ongoing conflicts regularly to allow senior management to review and confirm active disclosures for their respective areas.

*Purchasing By-law 60-2026 Changes*

In April 2026, Council approved amendments to the Purchasing By-law (60-2026), including revisions to Section 16 (c) that strengthens controls related to employee participation in City contracts where employees may also have a direct or indirect financial interest as a vendor. The revised language provides that "*no Employee may have any pecuniary interest directly or indirectly, as a contracting party, partner, majority shareholder with a controlling interest, surety or otherwise in any contract for goods, services or construction or in any of the monies to be derived therefrom, unless approved by a specific resolution of Council.*" Disclosures of this nature, will be retained in the centralized Conflict of Interest application as well as documented in the respective procurement file. This amendment directly addresses the risks identified through the AG's complaint investigation and further supports Administration's commitment to clearer expectations and stronger safeguards in procurement-related matters.

Supporting documents and training materials have been created to include scenario-based examples and role-specific interpretations to support consistent understanding and application across staff and supervisors. Administration has also added a reminder to the annual performance appraisal process asking employees whether they experienced an actual, potential, or perceived conflict during the appraisal period and reminding both the employee and the supervisor of their obligation to submit a Conflict of Interest Disclosure Form where required. The objective is to ensure that employees understand their ongoing disclosure responsibilities, and that supervisors are better equipped to recognize, assess, document, and monitor disclosure requirements within their areas.

Collectively, these actions are intended to fulfill Administration's commitments to strengthen governance, improve transparency, reduce reliance on informal, manual & decentralized practices, and provide a more consistent corporate process for managing Conflict of Interest disclosures.

## Risk Analysis:

The updated procedure and centralized disclosure process are intended to reduce legal, financial, operational, privacy, governance, and reputational risks arising from actual, potential, or perceived conflicts of interest. Residual risk remains because the process relies on employees and volunteers recognizing and promptly disclosing relevant circumstances, and on supervisors and designated reviewers applying the procedure consistently. Additional risks include inappropriate access to sensitive information, delays or inconsistencies in assessing disclosures, incomplete documentation of mitigation measures, insufficient monitoring of ongoing conflicts, and loss of continuity when employees or supervisors change roles. These risks will be mitigated through mandatory training and awareness materials, defined review and escalation responsibilities, role-based system access, standardized documentation, audit trails, periodic validation of active disclosures, and ongoing oversight by Human Resources and other designated authorities. Failure to implement and sustain these controls could result in non-compliance with the updated procedure, inconsistent employment or procurement decisions, financial or legal exposure, and reduced public confidence in the integrity of municipal operations.

*Reputational Risks*: Failure to approve the conversion of the City of Windsor Employee and Volunteer Code of Ethics and Conflict of Interest Policy could potentially lead to a moderate level of risk regarding maintaining a positive city image and the public's confidence in the ability of staff to effectively administer and manage the Corporation.

Should the updated procedure and corresponding online application not be approved, Administration's ability to fully implement the actions committed to in response to the AG's recommendations would be limited. This could result in continued gaps in centralized oversight, documentation, monitoring, and reporting of conflict of interest disclosures.

## Climate Change Risks

### Climate Change Mitigation:

N/A

### Climate Change Adaptation:

N/A

## Financial Matters:

The administrative and procedural changes as well as the recommended conversion of the policy to a procedure does not result in any additional operating or capital costs and can be implemented within approved departmental resources and existing budget allocations.

## Consultations:

Wira Vendrasco, City Solicitor
Kristen Karam, Financial Planning Administrator
Dawn Lamontagne, Purchasing Manager
Larissa McCorkell, Senior Manager of Administration/Executive Assistant to the CAO
Luigi Congi, Manager of Administration
Katherine Donaldson, Corporate Policy Coordinator

## Conclusion:

The proposed conversion of the Employee and Volunteer Code of Ethics and Conflict of Interest Policy to a procedure under the Working Environment Policy will support a clearer, more consistent, and accountable corporate approach to managing conflicts of interest. Together with the updated disclosure requirements, centralized electronic process, defined review responsibilities, training, and ongoing monitoring, the revised framework responds to the Auditor General's recommendations and strengthens safeguards for employees, volunteers, the Corporation, and the public.

## *Planning Act* Matters:

N/A

## Approvals:

| Name | Title |
|---|---|
| Deirdre Brode | Policy and Procedure Coordinator |
| Alicia Saroli | Executive Initiatives Coordinator |
| Vincenza Mihalo | Executive Director, Human Resources |
| Andrew Daher | Commissioner, Corporate Services |
| Dave Soave | Manager, Strategic Operating Budget Development and Control |

| Name | Title |
|---|---|
| Janice Guthrie | Commissioner, Finance / City Treasurer |
| Ray Mensour | Chief Administrative Officer |

**Notifications:**

| Name | Address | Email |
|---|---|---|
| | | |

**Appendices:**

1 Code of Ethics and Conflict of Interest Policy for Staff and Volunteers

**THE CORPORATION OF THE CITY OF WINDSOR**

# POLICY

| | | | |
|---|---|---|---|
| Service Area: | Chief Administrative Office | Policy No.: | |
| Department: | Corporate Wide | Approval Date: | **July 20, 2015** |
| Division: | | Approved By: | **M287-2015** |
| | | Effective Date: | **Oct. 21, 2002; amended Nov. 8, 2010; amended Jul. 20, 2015** |
| Subject: | **City of Windsor Employee and Volunteer Code of Ethics and Conflict of Interest Policy** | Procedure Ref.: | Code of Ethics and Conflict of Interest Procedure for Annual Review of Department Head Rulings CECI 001 |
| Review Date: | June 1, 2020 | *Pages:* | Replaces: Conflict of Interest Policy CR402/2010 |
| Updated By: | Diane Ryan | | Date: October 21, 2010 |

## 1. POLICY

**1.1** The Mayor, all City of Windsor Councillors, Appointees and Employees, including Volunteers are required to maintain a high standard of ethics and avoid any conflicts of interest in the exercise of their duties.

**1.2** This Policy governs breaches of ethics and conflicts of interest of Employees of The Corporation of the City of Windsor and its Agencies and Corporate Subsidiaries (where the governing body has not adopted its own policy), and Volunteers, except those Volunteers who are Council appointees to agencies, boards, commissions and committees who are governed as per section 1.3 below.

**1.3** The Mayor, Councillors and Council appointees to agencies, boards, commissions and committees are governed by the Code of Conduct for Members of Council and Local Boards (Restricted Definition) (CR 409/2007)

## 2. PURPOSE

**2.1** The purpose of the Employee and Volunteer Code of Ethics and Conflict of Interest Policy is to state the values and principles by which employees and volunteers are to govern their actions in the exercise of their duties.

**2.2** The Code of Ethics and Conflict of Interest Policy is not a complete code and as such, Employees and Volunteers should not view this policy as exhaustive. All Employees and Volunteers have a duty to be vigilant and determine the potential for a breach of ethics or conflict of interest in all actions and govern themselves accordingly. If, in the sole discretion of the Chief Administrative Officer (CAO), a breach of ethics or a conflict of interest has occurred, action may be taken to resolve the breach or conflict in accordance with this policy. This includes disciplinary action, up to and including dismissal, where necessary.

## 3. SCOPE

**3.1** This policy applies to all non-union, professional, and unionized employees of the City of Windsor ("Employees") inclusive of all regular full time, part time, contract and temporary employees, including seasonal recreation staff and students.

**3.2** This policy also applies to individuals engaged in providing unpaid placements/services to the Corporation and Volunteers as defined in the Corporate Volunteerism Policy ("Volunteers") except those Volunteers who are Council appointees to agencies, boards, commissions and committees who are governed as per section 1.3 above.

**3.3** This policy covers all actions taken by Employees or Volunteers in the exercise of their duties. This includes personal relationships and community activities where there is a potential for a breach of ethics or conflict of interest in the employment context.

**3.4** Application of this policy will be in accordance with applicable provisions within the collective agreements and memoranda between the Corporation and its unions and associations.

**3.5** Notwithstanding any other provisions to the contrary in any other policies of the City of Windsor, where there is a conflict between this policy and any other policy the more stringent policy will apply.

**3.6** Notwithstanding the reporting obligations of any other policy of the City of Windsor, if there is reason to believe that a breach of this policy has occurred, the reporting procedures in this policy shall be followed concurrently with any other reporting obligations.

## 4. RESPONSIBILITY

**4.1** The Chief Administrative Officer is responsible for the application of this policy within the Corporation.

**4.1.1** The CAO shall ensure that this policy is communicated to all Employees and Volunteers.

**4.1.2** The CAO shall ensure that any related policies are updated to reflect the requirements of this policy.

**4.2** The Corporate Leadership Team (CLT) and all Department Heads are responsible for the application and communication of this policy within their respective departments.

**4.2.1** The Corporate Leadership Team and all Department Heads shall ensure that all Employees and Volunteers whom they supervise are made aware of this policy on an annual basis through the Employee Performance Appraisal or otherwise.

**4.2.2** The Corporate Leadership Team and all Department Heads shall carry out their roles as decision makers under this policy in good faith and in a timely and expeditious manner.

**4.2.3** The Executive Director of Human Resources shall ensure all new Employees review and sign an acknowledgement of review of this Policy at time of hire and prior to actively commencing work.

**4.3** Employees and Volunteers are responsible to report all breaches of ethics and conflicts of interest in accordance with this Policy.

## 5. GOVERNING RULES & REGULATIONS

### 5.1 Employee and Volunteer Code of Ethics

**5.1.1** Employees and Volunteers shall demonstrate integrity in all public and personal relationships so as to merit respect, trust and confidence of the governing officials of the City of Windsor, their employee colleagues and members of the public.

**5.1.2** **Accountability:** Employees and Volunteers shall recognize and be accountable for their responsibilities in the exercise of their duties and shall demonstrate loyalty to the Corporation of the City of Windsor.

**5.1.3** **Confidentiality:** Employees and Volunteers shall demonstrate professional integrity with respect to the issuance and management of information and records and shall not disclose confidential corporate or personal information without appropriate authorization whether through reference to the *Municipal Freedom of Information and Protection of Privacy Act* or any other law or policy.

**5.1.4** **Professionalism:** Employees and Volunteers shall act with professionalism in their work relationships and shall respect the rights of their colleagues.

**5.1.5** **Conflicts of Interest:** Employees and Volunteers shall actively avoid conflicts of interest or the appearance of conflicting interests and shall perform their duties without the expectation of personal gain other than their employment compensation.

**5.1.6** **Other Professional Codes:** Professional Employees and Volunteers who are governed by a Professional Code of Conduct, Code of Ethics or other statement of ethical obligations shall be governed by that code or statement and where there is a conflict between that code or statement and the Code of Ethics and Conflict of Interest Policy, the more stringent document shall apply.

**5.1.7** **Local Political Activity:** Employees may engage in political activity only to the extent that such activity does not violate the Employee's duty of loyalty to the City of Windsor.

**5.1.7.1** In accordance with the Code of Conduct for Members of Council (Bylaw 420-2001), no Employee shall provide re-election campaign services to members of Council during the Employee's hours of employment. In accordance with the Municipal Elections Act, an Employee running for Mayor or Council must take a leave of absence for the duration of the election and if elected is deemed by law to have resigned from his or her employment as of the date of swearing in.

**5.1.8 Vagueness or Ambiguity:** Employees and Volunteers shall err on the side of caution in any action that may create the appearance of a breach of ethics or conflict of interest wherever the interpretation of an action or decision may be ambiguous or vague.

**5.1.9 Breaches:** Breaches of this Code of Ethics may result in disciplinary action being taken in accordance with this policy, up to and including dismissal. Reference may also be made to any other applicable Corporate Policy governing the actions considered to be in breach in determining the appropriate response.

## 5.2 Conflicts of Interest

**5.2.1** Conflicts of interest arise when an Employee or Volunteer has a personal interest in the outcome of an action or decision that may influence the Employee or Volunteer's judgement. Conflicts of interest may be real or perceived. This policy applies to both real and perceived conflicts of interest and where the term "conflict of interest" is used, it is deemed to include both real and perceived conflicts of interest.

**5.2.2** This policy incorporates by reference the following City of Windsor Policies:

**5.2.2.1** Human Rights Policy (CR 746/2005)
**5.2.2.2** Workplace Harassment Policy (CR 217/2010)
**5.2.2.3** Workplace Violence Policy (CR 217/2010)
**5.2.2.4** Employee Standards of Deportment Policy (CR 746/2005)
**5.2.2.5** Concerned Employee Policy (M14-2015)
**5.2.2.6** Fraud and Misuse of Assets Policy (M140-2015)
**5.2.2.7** Family Relationships - under Employment Policy (M251-2013)
**5.2.2.8** Acceptable Use Policy (M109-2013)
**5.2.2.9** Donations (M20-2013)
**5.2.2.10** Purchasing By-Law Number 93-2012
**5.2.2.11** Corporate Volunteerism Policy (CR157/2007)

**5.2.3** This policy incorporates by reference all applicable provincial and federal legislation and specifically, without limitation, the following statutes:

**5.2.3.1** Municipal Act, 2001, S.O. 2001, c. 25
**5.2.3.2** Municipal Conflict of Interest Act, R.S.O. 1990, M. 50
**5.2.3.3** Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, M 56
**5.2.3.4** Municipal Elections Act, S.O. 1996, c.32

**5.2.4** Conflicts of interest are categorized (without limitation) as follows:

**5.2.4.1 Monetary conflicts:** where an Employee or Volunteer may benefit financially from an action or decision including, without limitation, receipt of money, gifts or benefits, use of corporate property, professional advancement or an increase in the value of property or investments owned by an Employee or Volunteer

or a person with whom the Employee or Volunteer is in a personal relationship.

**5.2.4.1.1** When an Employee or Volunteer believes he/she is in a monetary conflict of interest he/she shall submit a Conflict of Interest Disclosure Form to his/her Department Head or, in the case of a Department Head or the CAO, to his/her immediate supervisor or the Mayor and Council respectively.

**5.2.4.1.2** For further clarity, no Employee or Volunteer shall accept any gift, favour or services or other financial benefit in the course of the performance of their employment duties other than:

**5.2.4.1.2.1** Normal hospitality among persons doing business where normal hospitality is restricted to food and beverages;
**5.2.4.1.2.2** Seasonal gift baskets or flowers which cannot be reasonably returned and which are shared equitably within the receiving department or donated to charity;
**5.2.4.1.2.3** Token exchanges as part of a protocol;
**5.2.4.1.2.4** Normal presentations made to persons participating in public functions;
**5.2.4.1.2.5** Acceptance of an invitation to any social or recreational event flowing from a business relationship related to the Employee's or Volunteer's employment with the City of Windsor where the Employee or Volunteer pays for all entry fees and participates on their own time;

**5.2.4.1.3** All monetary conflicts of interest including the above noted exceptions shall be disclosed on a Conflict of Interest Disclosure Form and in the case of invitations to events, they shall be disclosed in advance of attendance.

**5.2.4.1.4** In determining whether or not there is a monetary conflict of interest, the Department Head, CAO or Mayor and Council, as the case may be, shall take into consideration the following:

**5.2.4.1.4.1** Is the financial benefit one that is received in the ordinary course of business between colleagues (e.g. meals or awards, etc.)
**5.2.4.1.4.2** Is the financial benefit less than $50.00 or less than a total of $200 in a calendar year?
**5.2.4.1.4.3** If the Employee or Volunteer receives a financial benefit through the increase in the

value of his or her personal property or investments, what role did he or she play in the decision and who else received the same benefit?

**5.2.4.1.5** Where the Department Head, CAO or Mayor and Council determines that the financial benefit creates a monetary conflict of interest, he/she shall direct the Employee or Volunteer to decline or return the benefit or gift. Where necessary, the Employee or Volunteer will be removed from any position of decision making in respect of the possible financial benefit.

**5.2.4.2 Personal and Fiduciary conflicts:**

**5.2.4.2.1 Personal conflicts:** where an Employee or Volunteer may be in a position to give differential treatment to a colleague or member of the public by virtue of being in a personal relationship with that person. Personal relationships are defined in the Family Relationships Hiring Policy and specifically, for the purposes of this policy include sexual, dating, romantic and any other close personal relationship with relative or otherwise.

**5.2.4.2.2 Fiduciary conflicts:** where an Employee or Volunteer may be in a position to take advantage of a vulnerable person due to a relationship of trust or power. A vulnerable person includes a child, person with impaired capacity, or person with whom an Employee or Volunteer is in a relationship of trust as defined by law.

**5.2.4.2.3** When an Employee or Volunteer believes he/she is in a personal conflict of interest, he/she shall submit a Conflict of Interest Disclosure Form to their Department Head or in the case of a Department Head or the CAO, to his/her immediate supervisor or the Mayor and Council respectively.

**5.2.4.2.4** In determining whether or not there is a personal or fiduciary conflict of interest, other than one relating to a recruitment, the Department Head, CAO or Mayor and Council, as the case may be, shall take into consideration the following:

**5.2.4.2.4.1** Does the conflict of interest involve another Employee or Volunteer of the City of Windsor?

**5.2.4.2.4.2** Does the conflict of interest involve a client, customer or contractor of the City of Windsor?

**5.2.4.2.4.3** Does the conflict of interest involve a vulnerable person as defined by law?

**5.2.4.2.5** Where the Department Head, CAO or Mayor and Council determines that there is a personal or fiduciary conflict of interest involving another Employee or Volunteer of the City of Windsor, he/she may do any or all of the following:

**5.2.4.2.5.1** Direct that the Employee or Volunteer fill out a Family Relationships Hiring Form and follow the procedures contained in the Family Relationships Hiring Policy; or

**5.2.4.2.5.2** Remove the Employee or Volunteer from any position of decision making in respect of the other Employee or Volunteer, client, customer, contractor or vulnerable person.

**5.2.4.2.6** In cases of recruitment, the Executive Director of Human Resources (or designate) shall be responsible for determining whether there is a personal or fiduciary conflict of interest. Where it is determined that a personal or fiduciary conflict exists, the Executive Director of Human Resources shall direct the hiring department to take appropriate steps to reduce or eliminate the conflict and submit a Conflict of Interest Disclosure Form to the CAO.

**5.2.4.2.7** In cases of procurement activities, Employees and Volunteers to disclose any personal or close relationships with vendors where the employee is the participant, influencer or decision maker in the vendor selection/award process or where the Employee or Volunteer is also a vendor. The City Solicitor shall rule on Disclosure Forms submitted for Employee/Volunteer-Vendor relationships and submit a summary of these disclosures to the CAO each year.

**5.2.4.2.8** Employee or Volunteers who enter into a sexual, romantic and/or dating relationship with their Supervisor or subordinate are deemed to be in a personal conflict of interest.

**5.2.4.2.8.1** For clarity, Supervisor includes any person in the Corporate hierarchy who may have the authority to direct the Employee or Volunteer's work or workplace or make any human resources decisions about the Employee or Volunteer, including hiring, termination, promotion or grievance decisions. In these cases, the Employee or Volunteer and Supervisor or subordinate are required to immediately notify the Department Head or

CAO, as appropriate, of the conflict. The Department Head or CAO shall take the necessary steps to resolve the conflict, including the transfer or resignation of an Employee or Volunteer as required.

**5.2.4.2.9** Where the Department Head, CAO or Mayor and Council determines that there is a personal or fiduciary conflict of interest, the Department Head, CAO or Mayor and Council shall remove the Employee or Volunteer from any position of decision making in respect of the Employee or Volunteer, client, customer, contractor or vulnerable person.

**5.2.4.3 Professional conflicts:** where an Employee or Volunteer is in a conflict between the obligations of a Professional Code of Conduct or Ethics and an action requested or required in the context of their employment.

**5.2.4.3.1** When an Employee or Volunteer believes that he/she is in a professional conflict of interest, he/she shall submit a Conflict of Interest Disclosure Form to his/her Department Head or in the case of a Department Head or the CAO, to his/her immediate supervisor or the Mayor and Council respectively.

**5.2.4.3.2** In determining whether or not there is a professional conflict of interest, the Department Head, CAO or Mayor and Council, as the case may be, shall take into consideration the following:

**5.2.4.3.2.1** What is the nature of the professional conflict of interest?
**5.2.4.3.2.2** What sanction may be imposed by the professional organization on the Employee or Volunteer in the event of a conflict of interest?
**5.2.4.3.2.3** What possible options exist to remedy the conflict of interest?

**5.2.4.3.3** Where the Department Head, CAO or Mayor and Council determines that there is a professional conflict of interest, the more stringent of the conflicting Codes shall apply.

**5.2.4.3.4** Where the Professional Employee or Volunteer disagrees with the decision of the Department Head, CAO or Mayor and Council as to the existence of a conflict of interest, he/she may refuse to enact any decision related to the conflict and may report the conflict to the next highest decision making authority, including Council sitting In Camera and/or to their

professional college or lawful board of governors.

**5.2.4.3.5** No disciplinary action may be taken against a Professional Employee or Volunteer who takes action under section 6.6.4 in good faith.

**5.2.4.4 Political conflicts:** where an Employee or Volunteer may be in a position to challenge a decision of Council or represent an agency, group or business (whether for-profit or not-for-profit) before Council in a personal capacity.

**5.2.4.4.1** It is not a breach of this policy for a union or association member or a member of a professional body to support a position taken by their union, association or professional body.
Where an Employee or Volunteer believes he/she is in a political conflict of interest he/she shall submit a Conflict of Interest Disclosure Form to his/her Department Head or in the case of a Department Head or the CAO, to his/her immediate supervisor or the Mayor and Council respectively.

**5.2.4.4.2** In determining whether or not there is a political conflict of interest, the Department Head, CAO or Mayor and Council, as the case may be, shall take into consideration the following:

**5.2.4.4.2.1** Is the Employee or Volunteer acting on behalf of an agency, board, group or business, whether for-profit or not-for-profit to which he/she has been appointed by Council or the Corporation?

**5.2.4.4.2.2** Is the Employee or Volunteer acting on behalf of an agency, board, group or business, whether for-profit or not-for-profit to which he/she has sought appointment?

**5.2.4.4.2.3** Can the interests of the agency, board, group or business, whether for-profit or not-for-profit be represented any other way or by any other person who is not an Employee or Volunteer or in a personal relationship with an Employee or Volunteer?

**5.2.4.4.2.4** Is the Employee running for school board, municipal, provincial or federal office or actively supporting a candidate who is running for school board, municipal, provincial or federal office?

**5.2.4.4.2.5** Is the Employee or Volunteer's union, association or professional association actively supporting a candidate who is running for municipal, provincial or federal office?

**5.2.4.4.2.6** Is the conflict such that it forms part of the duties of the Employee or Volunteer's position?

**5.2.4.4.3** Where the Department Head, CAO or Mayor and Council determines that there is a political conflict of interest involving an agency, board, group or business, whether for-profit or not-for-profit, he/she shall direct that the Employee or Volunteer not appear in front of Council on behalf of the agency, board, group or business, whether for-profit or not-for-profit, or, if appropriate, shall request that Council rescind the appointment to the agency, board, group or business, whether for-profit or not-for-profit, if the appointment was made by Council or in the course of employment.

**5.2.4.4.4** Where the Department Head, CAO or Mayor and Council determines that there is a political conflict of interest involving political activity in respect of a school board, municipal, provincial or federal election, he/she shall advise the Employee or Volunteer to exercise caution to avoid the appearance of conflict in the conduct of their duties as an Employee or Volunteer, including their duty of loyalty.

**5.2.4.4.5** Where an Employee or Volunteer files their intention to run for the office of Mayor or Councillor in the City of Windsor, section 5.1.7.1 of this Policy shall apply.

**5.2.4.5 Other conflicts:** where another person, acting reasonably, has reason to believe that an Employee or Volunteer may be in a conflict of interest not otherwise described in this Policy.

**5.2.4.5.1** Where an Employee or Volunteer believes that he/she may be in a conflict of interest not otherwise described in this Policy, he/she shall submit a Conflict of Interest Disclosure Form to his/her Department Head or in the case of a Department Head or the CAO, to his/her immediate supervisor or the Mayor and Council respectively.

**5.2.4.5.2** In determining whether or not there is a conflict of interest, the Department Head, CAO or Mayor and Council, as the case may be, shall take into consideration the following:

**5.2.4.5.3** Would a reasonable person, apprised of all the facts, believe that the Employee or Volunteer is in a conflict of interest?

**5.2.4.5.4** What possible options exist to remedy the conflict of interest?

**5.2.4.5.5** Where the Department Head, CAO or Mayor and Council determines that there is a conflict of interest, he/she shall direct the Employee or Volunteer to take such steps as deemed appropriate to remedy the conflict of interest.

**5.2.4.6 Disclosure Requirements**

**5.2.4.6.1** Conflicts of Interest may be disclosed in the following ways:

**5.2.4.6.1.1** By the Employee or Volunteer in the potential conflict, using the Conflict of Interest Disclosure Form, as soon as they become aware of the existence of a potential conflict. Failure to disclose a known conflict may result in discipline under this policy.

**5.2.4.6.1.2** By any other Employee or Volunteer, using the Conflict of Interest Disclosure Form, who is aware of a potential conflict as soon as they become aware of the existence of a potential conflict. Failure to disclose a known conflict may result in discipline under this policy.

**5.2.4.6.1.3** Through an anonymous report to the Chief Administrative Office. Anonymous reports will be transcribed onto the Disclosure Form and processed in accordance with this policy.

**5.2.4.7 Breaches of this Policy**

**5.2.4.7.1** Breaches of the Code of Ethics and Conflict of Interest Policy are considered in the same manner as the contravention of any other rule or policy of the Corporation of the City of Windsor and are therefore subject to disciplinary action up to and including dismissal.

**5.2.4.7.2** Failure to report a conflict of interest by any Employee or Volunteer will be treated as a serious contravention of this policy. Employees or Volunteers who are aware of the conflict of interest of another Employee or Volunteer will be considered in violation of this section if they knowingly failed to report the conflict at their earliest possible convenience and in any event, no later than 5 business days from becoming aware of the possible breach.

**5.2.4.7.3** Where an Employee or Volunteer reports a breach of ethics or conflict of interest in good faith, in accordance with this policy, he/she shall be entitled to the same protections as are provided in the Concerned Employee Policy.

**5.2.4.7.4** Where an Employee or Volunteer reports a breach of ethics or conflict of interest and it is determined that this action was not taken in good faith, the Employee or Volunteer will be subject to discipline up to and including dismissal.

## 6. RECORDS, FORMS AND ATTACHMENTS

**6.1** The form applicable to this policy is the Conflict of Interest Disclosure Form.

**6.2** All documentation related to matters under this policy shall be securely filed in the office of the respective Department Head making a ruling under this Policy or otherwise in the Chief Administrative Office and shall be retained and / or destroyed in accordance with the record retention requirements of the Municipal Freedom of Information and Protection of Privacy Act and the Corporate Records Retention By-Law No. 21-2013.

**6.3** This Policy shall be reviewed every five years from the date it becomes effective or sooner as directed by the Chief Administrative Officer.

**6.4** The Chief Administrative Officer may create forms and procedures as necessary for the orderly and consistent application of this Policy.

**Item No. 12.2**

**Committee Matters:** SCM 292/2026

**Subject: Minutes of the Committee of Management for Huron Lodge of its meeting held September 3, 2026**

# Committee of Management for Huron Lodge

Meeting held Thursday, September 3, 2026

A meeting of the Committee of Management for Huron Lodge is held this day commencing at 9:00 o'clock a.m. at Huron Lodge, 1881 Cabana Road West, there being present the following members:

Councillor Ed Sleiman, Chair
Councillor Jo-Anne Gignac
Councillor Fred Francis

***Also present are the following resource personnel:***

Alina Sirbu, Executive Director Long Term Care Home, Administrator of Huron Lodge
Dana Paladino, Commissioner, Human & Health Services
Karen Kadour, Committee Coordinator

## 2. Disclosure of Interest

None disclosed.

## 3. Minutes

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Fred Francis,
That the minutes of the Committee of Management for Huron Lodge of its meeting held June 25, 2026, **BE ADOPTED** as presented.
Carried.

## 4. In Camera

Alina Sirbu, Executive Director Long Term Care Home, Administrator of Huron Lodge advises there are no issues of concern at this time.

Moved by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac that that the update provided by the Executive Director **BE RECEIVED.**
Carried.

## 5. Business Items

### 5.1 Administrator's Report

Alina Sirbu, Executive Director, Administrator of Huron Lodge provides an overview of the Administrator's Report as follows:

- The Huron Lodge Resident's Council Leadership was featured in the Spring/Summer issue of Ontario Association of Residents' Council magazine (seasons).
- A few members of the Residents Council have passed away, however as the vision is strong, every new member that joins the group immediately is welcomed and enthusiastic.
- Palliative care is going well as staff are trained to provide empathy and supportive care to residents dealing with end-of-life issues.
- In terms of quality improvement, there were no concerns.
- No issues with third party inspections.

In response to a question from Councillor Jo-Anne Gignac regarding whether all beds are occupied, Alina Sirbu confirmed that they are. Councillor Gignac then asked whether other long-term care homes are required to provide care specifically for residents living with Alzheimer's disease and other dementias. Alina Sirbu explained that all long-term care homes provide care for residents living with dementia; however, not all homes operate a specialized dementia care unit. She noted that specialized dementia care designations, such as those recognized through CARF accreditation, are voluntary and require an organization to apply for the designation and demonstrate that it meets additional standards and best practices in dementia care. She further advised that the Ministry of Long-Term Care is encouraging the development of dedicated memory care environments, including Butterfly Model programs, within new long-term care home developments.

Alina Sirbu remarks that Huron Lodge is exploring the opportunity to achieve an accredited designation form along with a specialized designation.

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Fred Francis,

That the report from the Administrator of Huron Lodge providing the Committee of Management with an update on issues related to resident care; the Ministry of Long-Term Care (MLTC); Ontario Health; Ontario Health at Home; and other initiatives that impact the Long-Term Care sector **BE RECEIVED** for information and **APPROVED** for the period starting June 26, 2026, and ending September 3, 2026.

Carried.

Alina Sirbu thanks the Committee of Management for Huron Lodge for their continued support and asks the members to keep in their hearts how important their role and their guidance has been to the residents of Huron Lodge.

The members thank Alina for her excellent leadership.

## 6. Date of Next Meeting

To be determined.

## 7. Adjournment

There being no further business, the meeting is adjourned at 9:25 o’clock a.m.

**Item No. 12.3**

**Committee Matters:** SCM 306/2026

**Subject: Minutes of the Meeting of the Board of Directors, Willistead Manor Inc., held September 17, 2026**

SG
September 17, 2026

A meeting of the **Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:00 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn – Chair
A. Abu-Zahra
M. Clark
MJ. Dettinger
J. Evans
C. Gaudette
R. Gauthier
R. Jasey
D. Langstone
E. Morasset
F. Perissinotti
C. Pitman

***Also in attendance are the following resource personnel:***

M. Staadegaard, Manager, Culture
S. Gebauer, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc.

## 1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:18 o'clock p.m. and the Board considers the Agenda being Schedule "A" attached hereto, matters, which are dealt with as follows:

## 2. ADOPTION OF THE MINUTES

Moved by D. Langstone, seconded by M. Clark,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held June 11, 2026 **BE ADOPTED** as amended.

- That the name "D. Sanborn" be replaced by "D. Langstone" on page 4, section 6.6 Historical section.

Carried.

## 3. BUSINESS ARISING FROM THE MINUTES

None.

## 4. CHAIRPERSON'S REPORT

D. Sanborn reports that the Unveiling of the Queen Victoria Fountain Replica Crown event that was held at Willistead Manor on September 16, 2026 was very well received by the Questers, who attended in great numbers.

Moved by R. Gauthier, seconded by C. Gaudette,
That the Board of Directors, Willistead Manor Inc. **APPROVE** an expenditure of $514.15 for the reception held at Willistead Manor on September 16, 2026 for the unveiling of the Queen Victoria Fountain Replica Crown; and,

That the expenditure **BE FUNDED** from the Willistead Manor Inc. Operating Account.

Carried.

Moved by R. Gauthier, seconded by C. Gaudette,
That the following motion approved by email poll taken by S. Gebauer, Executive Secretary of the Board of Directors, Willistead Manor Inc. on August 20, 2026, **BE CONFIRMED AND RATIFIED:**

> THAT the Board of Directors, Willistead Manor Inc. **AUTHORIZE** an expenditure to an upset amount of $8,170, including HST, for the purchase and installation of new drapery and sheers for the library, dining room, conservatory, women's and men's washrooms and drawing room at Willistead Manor; and,
>
> THAT the expenditure **BE FUNDED** from the Willistead Furnishings Trust account.
>
> Carried.

Following a brief discussion regarding membership the following motions are made and approved:

Moved by J. Evans, seconded by R. Gauthier,
That the following individuals **BE RE-APPOINTED** to the Board of Directors Willistead Manor Inc. for a two-year term ending August 17, 2028:

MJ. Dettinger
C. Gaudette
R. Jasey
D. Langstone

Carried.

Moved by F. Perissinotti, seconded by M. Clark,
That the following person **BE APPOINTED** Vice Chairman of the Board of Directors of Willistead Manor Inc. for the term ending August 17, 2027:

Vice Chairman - R. Gauthier

Carried.

## 5. REPORTS

### 5.1 Management

M. Staadegaard, Manager, Culture, provides the following updates:

*Culture and Facilities Updates:*

- Willistead Park – Fencing Update: Fence repair complete; 50 pillars restored and rebuilt; deficiency report complete. 2 additional pillars to require fixing and the work will begin on Monday, September 28th and is expected to take up to three weeks to complete, weather dependant. Sterling Ridge is doing the work. Park access should not be impacted.
- Pipe Leaks / Water Issues: There are no new updates. All restrooms are currently functional. Work will be undertaken in 2026/2027.
- Investigation Into Sticky Walls in Great Hall and Other Areas: Hobo dataloggers are in place and collecting data through all seasons.
- Coach House Historical Exhibition Expansion Project: Facilities and the City Project Team will meet in early October to discuss the work on the 2nd Floor.

*At the Manor Events and Other Culture Updates*

- Room Guide & Willistead Brochure: The update is planned for early 2027 and will include the Coach House Historical Exhibition, featuring the donated collection of the late Art Jahns
- Holiday Tours will take place on Wednesday December 2, 9, 16 and 23 from 6:00pm – 8:00pm and on Sunday, December 6, 13, 20 and 27 from 1:00pm – 4:00pm.
- Breakfast with Santa will take place on Sunday, December 6, 13 and, 20 at 10:00 a.m., with one seating each day.
- Details will be posted in October, and tickets will be on sale by November.

M. Staadegaard informs the Board members that the staff is still cataloguing the Art Jahns collection, which is currently being stored in the Gate House, while the 2nd floor is under construction.

D. Langstone comments about the acoustics in the Coach House exhibition room and whether soft surfaces could be installed to improve this. M. Staadegaard indicates

that she will speak with Facilities regarding potential opportunities to address the acoustics.

## 6. COMMITTEES

C. Pitman provides the following updates for the Friends of Willistead (FOW):

*July Open Houses*

- There were seven July Summer Tours. Thirty-three members participated and over 210 volunteer hours were logged. Visitor turnout was low, possibly due to weather, but it gave the Friends an opportunity to get into in-depth discussions with visitors from around the world.

*July Events*

- Several members attended the ribbon-cutting ceremony for the Coach House Exhibition as well as the evening Gala.

*Prohibition Days*

- TWEPI organized a week of activities and special events. Willistead Manor and the Coach House Historical Exhibition were open on 2 separate dates. Seventeen members participated and 40 volunteer hours were logged. Visitors provided very positive feedback.

*Garage Sale*

- Many items have been collected, and a garage sale will be planned for Spring.

*Upcoming Private Tours*

- The Junior League of Detroit will be visiting the Manor on October 6th, and it appears that a few of the Walker descendants will be attending as well. C. Pitman will follow up to let them know that they can also visit the Coach House Historical Exhibition.

*CHCH TV Hamilton*

- TWEPI has partnered with Destination Ontario for a CHCH Hamilton Morning Show broadcast. C. Pitman interviewed the team who visited many Windsor Essex locations, on Thursday, August 6th.

*Travel Writer Visit*

- Travel Writer Adam Robb came to Willistead Manor on August 27th. He was writing a piece in partnership with Visit Detroit. The international piece on both Texas and Mexico and Detroit and Windsor is about how food and culture bring communities together.

*New Members*

- There are 5 new members and a few other possible members. FOW has continued to build their membership as other members move on.

*Screening of the Documentary*

- A screening of the documentary *Walkerville's Willistead Manor: The Home That Shaped A Community* has been scheduled for Monday, September 28th at 7:00 p.m. and City of Windsor guides have been invited to view it. C. Pitman extends the invitation to the Board members.

*Information about New Acquisitions*

- The FOW members are anxious to learn more about the new acquisitions. They will be able to view the pieces and will be provided with information at their next meeting.

*A New Goal*

- Centralizing the information about Willistead Manor so that it is easily accessible.

## 7. NEW BUSINESS

D. Sanborn opens a discussion regarding the Board's sub-committees and the goals that the Board of Directors would like to establish for the coming year. The Board discusses the importance of identifying concrete projects that could be accomplished through donations and fundraising.

C. Gaudette asks about opening the Coach House space more regularly so that visitors can view the exhibition.

M. Staadegaard advises that there is currently no direction from Council regarding regular public access, but the matter could be revisited following the holiday tours. She indicates that the Coach House will be included as part of the upcoming Holiday Tours.

C. Pitman notes that the Friends of Willistead's mandate is primarily focused on the tours of the Manor and suggests that additional staffing or volunteer support should be required to manage visitors to the Coach House. She states that she views the Coach House as potentially functioning as a stand-alone museum.

A discussion ensues regarding rotating the exhibit and determining appropriate locations for original paintings that formed part of the collection. M. Staadegaard informs that some pieces currently held at Museum Windsor may potentially be brought to Willistead Manor for storage and use in future exhibitions.

A. Abu-Zahra suggests that when the exhibit is changed or new collections are exhibited, visitors could be directed from the Manor to the Coach House to view the collection. She suggests that lectures, like what was done previously with Professor Michael Farrell, could potentially be used to attract visitors and support the operation.

R. Gauthier notes that he would like to see the Coach House eventually open either once a week or once a month, with someone available to explain the collection and exhibition to visitors.

F. Perissinotti suggests that the space should be made more active rather than functioning solely as a passive exhibition area. He suggests lectures as one possible activity.

M. Staadegaard states that this would require a significant amount of organization but suggests that quarterly programming could potentially be explored. She notes that Council has approved public access at Duff-Baby House several times per year and suggests that a similar arrangement might be considered for the Coach House. M. Staadegaard also suggests partnering with an organization such as the Questers to help establish a regular audience for lecture programming but notes that staffing costs must be considered.

D. Sanborn asks the Board members to consider which committees should be retained and to indicate their interest in serving on them.

D. Sanborn begins with the Historical Committee, which the Board members agree is important. D. Langstone, F. Perissinotti and J. Evans express an interest in serving on this committee. D. Sanborn suggests that E. Morasset would be a good fit and explains that given her background, knowledge and interest in historical buildings and architecture, she would be an asset. It was clarified that the Historical Committee's scope is not limited to the history of the Walker Family members.

The Board members then consider the Fundraising Committee. It is suggested that based on his background, M. Clark would be an excellent fit for this committee.

J. Evans also expresses interest in the Fundraising Committee.

Mr. Clark notes that while there are many potential fundraising opportunities, the board should first identify specific projects for which funds will be raised. He suggests establishing fundraising goals and developing a brochure that could be distributed through social media and on the website to showcase opportunities for donations. A fundraising program could include opportunities for both smaller individual contributions and larger scale donations.

D. Sanborn suggests giving consideration to legacy giving.

The Board discusses the existing Endowment Fund and notes that it has not grown substantially since it was established. D. Langstone notes that the Windsor-Essex Community Foundation could potentially be considered noting that funds administered through the Foundation may receive different investment treatment.

R. Gauthier asks whether a letter can be sent to local financial advisors introducing Willistead Manor and opportunities for legacy giving. M. Clark speaks of his experience with planned giving and suggests that the Board develop an attractive and compelling package that could generate public interest.

D. Langstone discusses the Inspiration 100 initiative, which sought 100 individuals contributing $25,000 each to a fund, with organizations selected to receive funding. He informs the Board members that he put forward Willistead Manor for several years without success but also noted that a donor subsequently donated $5,000 to Willistead Manor.

R. Gauthier reiterates that the Board needs to identify specific projects, noting that similar fundraising efforts have been undertaken previously. He identifies the refurbishment of all four bathrooms, repairs and improvements to the Library, including molding and related work and states that the Acquisitions Committee will prepare a list that includes additional tangible projects that could be accomplished.

A. Abu-Zahra brings up the need for new chairs in the Manor and indicates that she has conducted some research.

M. Clark states that once the projects and needs lists have been developed, they could be presented to the public in an engaging way. He emphasizes the importance of communicating the Board's priorities to the public and linking them to specific projects.

M. Staadegaard explains that the City will generally address basic functional requirements, such as chairs, however funds from the Board would enhance this and ensure the best historical pieces.

C. Gaudette refers to stories about Mary Walker entertaining children at the Manor and organizing events and suggests that programming designed to attract children and families to the Manor should be considered.

A. Abu-Zahra notes that Easter egg hunts were held outdoors and were consistently successful and well received.

D. Sanborn commences a discussion regarding the Education Committee. R. Jasey expresses interest in continuing to serve on this committee. R. Jasey notes that the Catholic School Board has expressed interest in expanding educational programming opportunities and indicates that he would reach out to them to explore options for classed and tours at Willistead Manor and The Coach House Exhibit, adding that the cost of busing remains a challenge.

R. Jasey also raises the possibility of selling merchandise. C. Pitman indicates that Friends of Willistead do already offer some merchandise, however, R. Jasey suggests that there may be additional opportunities to sell Willistead Manor-related products online or through partners including Museum Windsor or other retail locations at Devonshire Mall.

M. Staadegaard informs that both Museum Windsor has a gift shop and that the Legacy Beacon also has products but that they generate revenue to support their operations. She agrees to investigate this further.

R. Jasey informs the Board members that he would like to explore the creation of a coffee-table book about Willistead Manor. A. Abu-Zahra suggests that an Art Jahns Collection book be considered as well.

R. Jasey also expresses his willingness to help develop QR codes for interpretive purposes in the Manor and in the Coach House, noting that the City website would need to provide a webpage to host the related digital files. A. Abu-Zahra indicates that the approach should remain simple and concise.

D. Sanborn suggests that the Board continue the discussion about committee structure at the next meeting, at which time it can determine which members will serve on each committee and which additional committees should be retained.

## 8. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc., will be held on Thursday, October 8, 2026.

## 9. ADJOURNMENT

There being no further business, the meeting is adjourned at 6:02 o’clock p.m.

_____
CHAIRPERSON

_____
EXECUTIVE SECRETARY

**Item No. 12.4**

**Committee Matters:** SCM 307/2026

**Subject: Report No. 126 of the Board of Directors, Willistead Manor Inc.**

SG
Windsor, Ontario, November 4, 2026

**REPORT NO. 126**
of the
**BOARD OF DIRECTORS,**
**WILLISTEAD MANOR INC.**
of its meeting held September 17, 2026

**Present:** D. Sanborn -- Chair
A. Abu-Zahra
M. Clark
MJ. Dettinger
J. Evans
C. Gaudette
R. Gauthier
R. Jasey
D. Langstone
E. Morasset
F. Perissinotti
C. Pitman

Your Board submits the following recommendations:

Moved by J. Evans, seconded by R. Gauthier,
That the following individuals **BE RE-APPOINTED** to the Board of Directors, Willistead Manor Inc. for a two-year term ending August 17, 2028:

MJ. Dettinger
C. Gaudette
R. Jasey
D. Langstone

Carried.

_____
Chair

_____
Executive Secretary

**NOTIFY:**

| Name | Address | City/Prov/Pstcd | Telephone | FAX |
|---|---|---|---|---|
| Board of Directors Willistead Manor Inc. | | | | |

**Committee Matters:** SCM 308/2026

**Subject: Report No. 127 of the Board of Directors, Willistead Manor Inc.**

SG
Windsor, Ontario, November 4, 2026

**REPORT NO. 127**
of the
**BOARD OF DIRECTORS,**
**WILLISTEAD MANOR INC.**
of its meeting held September 17, 2026

**Present:** D. Sanborn -- Chair
A. Abu-Zahra
M. Clark
MJ. Dettinger
J. Evans
C. Gaudette
R. Gauthier
R. Jasey
D. Langstone
E. Morasset
F. Perissinotti
C. Pitman

Your Board submits the following recommendations:

Moved by F. Perissinotti, seconded by M. Clark,
That the following person **BE APPOINTED** Vice Chairman of the Board of Directors, Willistead Manor Inc. for the term ending August 17, 2027:

Vice Chairman - R. Gauthier

Carried.

_____
Chair

_____
Executive Secretary

**NOTIFY:**

| Name | Address | City/Prov/Pstcd | Telephone | FAX |
|---|---|---|---|---|
| Board of Directors Willistead Manor Inc. | | | | |

**Item No. 12.6**

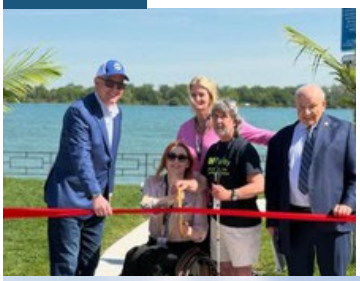
**Committee Matters:** SCM 312/2026

**Subject: Windsor Accessibility Advisory Committee 2026 Annual Report**

# WINDSOR ACCESSIBILITY ADVISORY COMMITTEE

## 2026 & Term Report

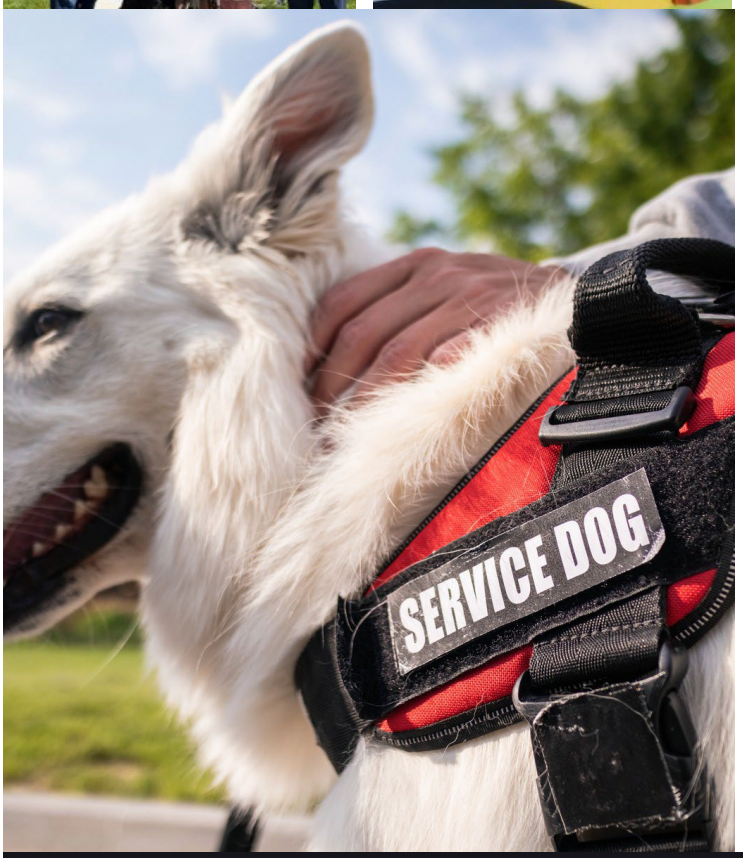
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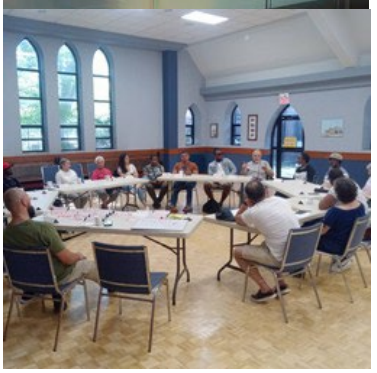










WINDSOR ACCESSIBILITY ADVISORY COMMITTEE

*Because access equals opportunity*

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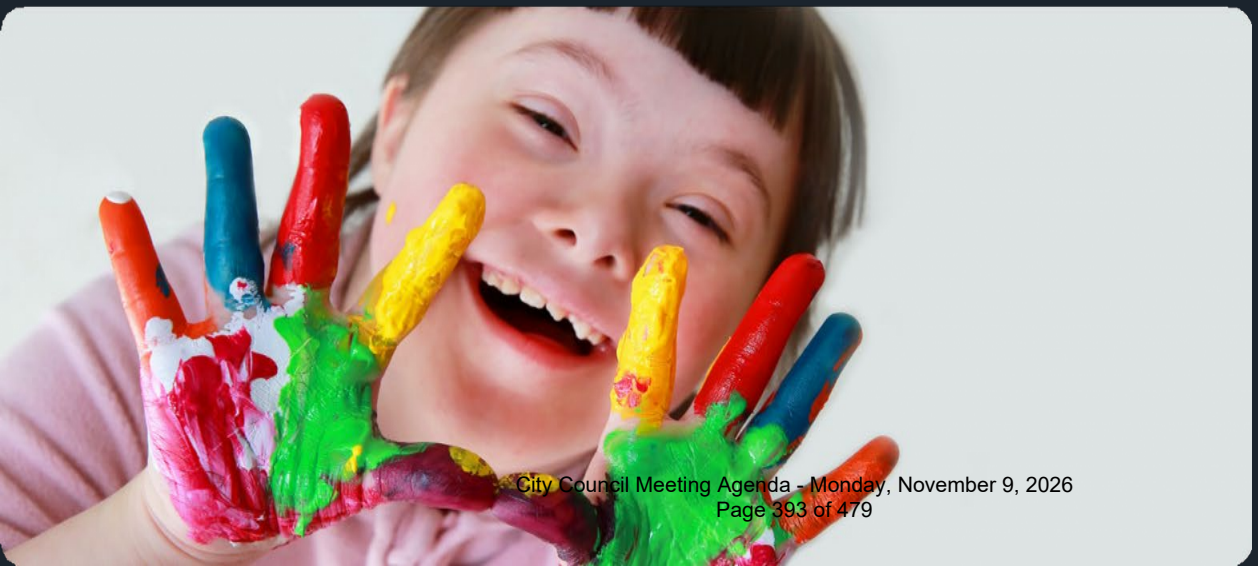
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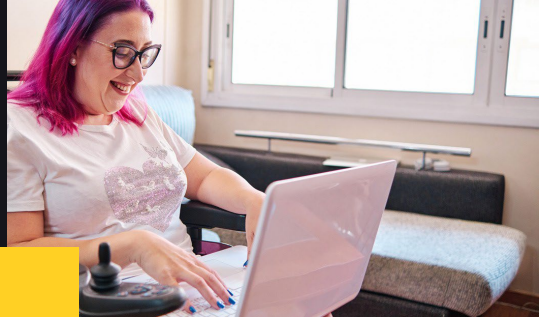
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# Executive Summary



The 2022-2026 Windsor Accessibility Advisory Committee is proud to present the 2026 Annual Report covering this period and highlights over the course of our entire term that full captures the achievements of the committee.

WAAC, already well known for its dedication and achievements over the years, has had an entirely productive year through the finaization of its review of the Facility Accessibility Design Standards, the approval of significant capital investments across the city, the adoption of major initiatives, and ongoing advocacy concerning ongoing issues that residents have raised over time.

Capital projects were the big theme of 2026. The successful opening of the new pathway at Alexander Park was the first project. This was followed by rapid fire approvals of major innovations at Windsor Public Library, a new sound system at Huron Lodge, and accessibility improvements at All Saints Church. Not to mention the the sound system at Windsor International Airport the earlier in the term. These projects marked more than $300,000 invested in accessibility throughout the city.

We have also been active participants in the new accessible transit map project that will provide visually impaired residents with a new way of navigating Transit Windsor routes and assisting in revamping how consultations with administration are conducted leading to a more effective and rewarding consultation process. The committee has also been involved in active outreach such as collaboration with Accessibility Resource Group; a major milestone included our first booth at the Fest4All accessibility festival.

All of this is possible only through the dedication and countless hours, emails, and calls invested by members have worked very hard to improve accessibility for everyone.

Councillor Fred Francis, Ward 1
Sally Bennett Olczak, Co-Chair
Peter Best, Co-Chair
Danica McPhee
Nicholas Petro
Ricardo Pappini
Caleb Ray
Surendra Bagga
Mark Keeler, Administrative Resource

# Capital Investments



## Building for a more Accessible Tomorrow

2026 marked an unprecedented year for the approval of major infrastructure projects culminating in $250,000 in accessibility improvements throughout the City of Windsor



**Alexander Park Walkway $30,000**
Originally envisioned by WAAC, the committee partnered with Parks Development to create a new accessible pathway from the washrooms and playground to the waterfront to ensure ease of access for seniors and people with disabilities.




**Huron Lodge Acoustics $40,000**
Slated for construction in 2026-2027, Huron Lodge will be installing new audio systems to improve access for residents with a range of hering impairments. The new system will allow for additional programming and entertainment.




**WPL Riverside Improvements $80,000**
The Riverside Branch serves many east end residents through services and programs. New construction will update the washrooms and stairs to make the facility more accessible to more residents of all abilities..



**All Saints Church Improvements $100,000**
In cooperation with All Saints Church and Children's Services, this ambitious initiative will result in new accessible bathrooms, building entrances, and a ramp to ensure this iconic facility can continue as a critical venue for city events and programs.

# Governance



## Effective Governance. Better outcomes

Our committee prides itself on excellence in governance that we have achieved through transparent and accountable decisions, quality in leadership, and a highly dedicated, experienced membership with the right skills and experiences.

## behind the scenes

### What makes WAAC Work?

| Committee Meetings | |
|---|---|
| 2026 | 2022-2026 |
| 4 | 18 |

| Subcommittee Meetings | |
|---|---|
| 2026 | 2022-2026 |
| 9 | 113 |

### Beyond the Call

Did you know that, even though WAAC is composed of **volunteers**, many met **weekly** for more than a **year** to review every provision of the 300-page facility accessibility design standard.

### Meeting Discipline

WAAC quarterly meetings are well known for being exceptionally disciplined and structured allowing the committee to focus on facilities, programs, services, and issues that require our full attention.

### Fiscal Responsibility

We are and remain cognizant that the committee are stewards of public funds and require every expenditure is sustainable, responsible, and must have an outcome that benefits residents with disabilities.

### Infrastructure Meetings

Once formed to reviews FADS, infrastructure meetings - casual meetings of some but not all members join monthly to discuss technical issues and challenges that pave the way for more effective decision making during formal committee meetings.

# Major Initiatives



## Enabling Sustainable Accessibility Change

WAAC has been involved in several key initiatives in 2026 that offer the potential for substantive long-term benefits to people with disabilities from new design standards and innovative transportation solutions to improvements in accountability.

### 2026 Facility Accessibility Design Standard

As the 2026 Facility Accessibility Design Standard is readied for council approval, the committee takes great pride in playing a pivotal role since its inception. The Infrastructure Subcommittee met every week for over a year to review every provision iof the now 300 page standard. It is the only standard of its kind to infuse lived experience through recommendations and tips for engineers nae architects.

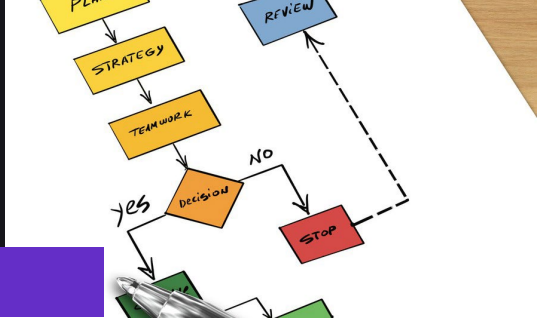
### Audible Transit Maps

As administration works on a first-of-a-kind audible transit maps that allows blind and low vision riders to visualize transit routes by audio, WAAC continues to play a role in in cooperation with the CNIB, Transit Windsor, and ARS in validating and providing guidance on wording, cadence, and identification of key landmarks that assist riders in understanding how a route navigates the city. This project, currently in pilot, is expected to be unveiled to the public in 2027.

### Rethinking Accessibility Consultations

As administration continues to develop a new structured procedure and guide to ensure more consistent accessibility consultations, the committee has provided guidance, reviewed the new workflow, and revamped how city projects can be evaluated in a timely manner for accessibility. The new processes will ensure the City of Windsor is meeting its legislative responsibilities under the AODA while actively encouraging voluntary consultations with improved communication, documentation, and guidance to assist architects, engineers, and project managers.

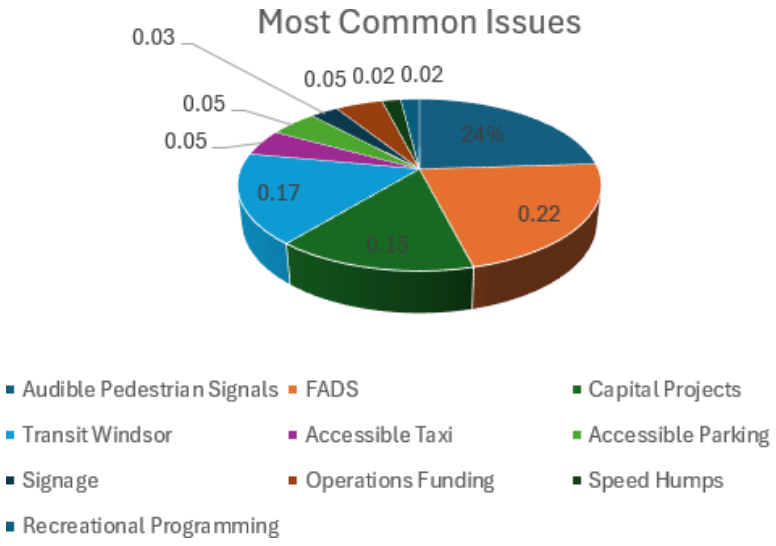
# Common Issues & Concerns




## Disabilities Data Reveals A Much Broader Spectrum

In 2026, and throughout the 2022-2026 term, the committee has dealt with many issues but some have occurred with great frequency and which underscore many of the most common concerns expressed by residents with disabilities.

Audible pedestrian signals and safe crossings remain one of the most common concerns with the lack of signals and configuration issues most often cited. Transportation is also prominent that includes both conventional surface routes and accessible taxis. Collectively, these reflect frustrations associated with the inability to enjoy the city with the dignity and autonomy afforded to those that do not have disabilities.




Other issues that are often brought before committee are related to difficulty reading signage and the lack of recreational programming for persons with disabilities.

The balance of time that WAAC has available is most often dedicated to conducting accessibility reviews, discussions with departments, and the evaluation of funding requests submitted to WAAC. Most funding requests came from Windsor Public Library, Huron Lodge, and Parks.

# Community Outreach



## Discover. Listen. Connect

During the last year of the 2022-2026 WAAC term, members of the committee made significant efforts to successfully engage with the accessibility community in events ranging from discussions and consultations about and with Transit Windsor to the more relaxed outreach at the Fest-for All in Essex County.

### Linking up with the Accessibility Resource Group & WAAC

June 29th, 2026 - In a session of the Accessibility Resource Group jointly coordinated with WAAC, attendees had the opportunity to ask questions and pose transportation questions to Mark Keeler, the Accessibility Officer who participated as the representative for Transit Windsor.

### The East End Terminal Tour

September 4th, 2026 - Members of WAAC and the CNIB met with supervisors and managers at the new East End Terminal to better understand the new transportation hub and to express their concerns on matters ranging from signage to the lack of adequate audible pedestrian signals to get to the mall.

### WAAC Makes A Presence at Fest-for-All in Essex



September 11th, 2026 - marks the first time that WAAC has made a significant presence at the annual accessibility festival hosted by the Essex County Accessibility Advisory Committee. Peter Best and Danica McPhee represented WAAC and we are indebted to Danica for her hard work spearheading our outreach efforts at Fest-for-All.

# Recommendations



Accessibility depends on systems that respond when residents raise concerns. These recommendations target the areas where stronger accountability and responsiveness are most needed. They focus on consultation, transportation, and public infrastructure that directly affects daily life.

## IMPROVE ACCESSIBLE PARKING AND AUDIBLE PEDESTRIAN SIGNALS

Council should strengthen accessible public spaces by ensuring responsive, accountable, and timely action on issues affecting residents with disabilities, including the reliability and maintenance of accessible parking and Accessible Pedestrian Signals.

## ADVANCE ACCESSIBILE TRANSPORTATION

Prioritize accessible transportation by supporting accountable, transparent, and responsive long-term solutions that maintain reliable conventional transit, ensure an adequate proportion of accessible taxicabs, and strengthen Handi-Transit service for residents with disabilities.

## CHAMPION A CULTURE OF ACCESSIBILITY CONSULTATION

Reinforce a culture of consultation by ensuring mandatory AODA consultations are consistently completed and encouraging early, meaningful voluntary consultations for projects that may affect residents with disabilities. This supports compliance and strengthens accessibility outcomes.

## RECRUIT COMMITTEE MEMBERS WITH THE RIGHT EXPERIENCE

Recruit members with a diverse range of disabilities, ensuring representation of varied lived experiences and give added weight to those with governance and committee experience who can strengthen decision-making. A more diverse and skilled membership will improve the quality and relevance of accessibility advice provided to Council.



# THANK YOU

## WINDSOR ACCESSIBILITY ADVISORY COMMITTEE

**Item No. 12.7**

**Committee Matters:** SCM 314/2026

**Subject: Minutes of the Windsor Accessibility Advisory Committee of its meeting held September 24, 2026**

**Windsor Accessibility Advisory Committee (WAAC)**
Meeting held September 24, 2026

A meeting of the Windsor Accessibility Advisory Committee is held this day commencing at 10:00 o'clock a.m. via Zoom video conference, there being present the following members:

Sally Bennett Olczak, Co-Chair
Peter Best, Co-Chair
Councillor Fred Francis
Danica McPhee (arrives at 10:42 p.m.)
Riccardo Pappini
Nicholas Petro

***Also present are the following resource personnel:***

Mark Keeler, Accessibility Diversity Officer
Ian Day, Senior Manager, Parks Department
Bill Kralovensky, Manager, Transportation Operations
Wadah Al-Yassiri, Manager Parks Department
Prem Patel, Manager Transportation Planning & Design
Karen Kadour, Committee Coordinator

## 1. Call to Order

Sally Bennett Olczak, Co-Chair calls the meeting to order at 10:03 o'clock a.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

## 2. Declaration of Conflict

None disclosed.

## 3. Adoption of the Minutes

Moved by Riccardo Pappini, seconded by Nicholas Petro,

That the minutes of the Windsor Accessibility Advisory Committee of its meeting held June 18, 2026, **BE ADOPTED** as presented.
Carried.

## 4. Operating and Capital Budgets

Mark Keeler, Accessibility Diversity Officer advises that the current balance of the Operating Budget is $6,250. The current balance of the Capital Budget is $223,860. Sally Bennett Olczak, Chair states that the balance after the item relating to the Accessible Taxi Permits is passed by Council, the balance will be $2,290 in the operating funds.

Sally Bennett Olczak indicates that the expenditures on the capital side total $250,000 and as a Committee should be very proud of the recommendations of the responsible nature; and advocacy for accessibility for the community in terms of public dollars.

## 5. Business Items

### 5.1 Capital Projects Update

Mark Keeler provides an overview of the following three projects:

- Central Library
- Huron Lodge
- All Saints Church

***Central Library*** - Mark Keeler reports that the Central Library will be moving into the 400 City Hall Square East building. He further advises that the Riverside Branch accessibility improvements will commence in late October 2026.

***Huron Lodge*** – Mark Keeler advises that he will be meeting with the Manager of Resident Services – Huron Lodge to provide assistance with the next steps to begin the project; i.e. dealing with contractors.

***All Saints Church –*** Mark Keeler states he recently has met with Children's Services along with the engineers and architects. It was determined that the ramp that was originally planned cannot be installed and are looking at revising the estimate downwards to account for this. Additional initiatives include automatic door openers, and a temporary or removable ramp.

Riccardo Pappini asks if other design options were considered for the ramps, i.e. a linear ramp. Mark Keeler responds that it was determined that it would not fit the church.

## 5.2 2026 Facility Accessibility Design Standard

Mark Keeler reports that the 2026 Facility Accessibility Design Standard (FADS) has been completed.

Riccardo Pappini commends the work that was done by the Infrastructure group especially the graphics. The members wholeheartedly endorse the 2026 Facility Accessibility Design Standard.

Wadah Al-Yassiri congratulates Mark Keeler for the tremendous work he accomplished along with the Infrastructure group to bring the FADS document to fruition.

Moved by Nicholas Petro, seconded by Peter Best,
That the 2026 Facility Accessibility Design Standard **BE ENDORSED**.
Carried.

## 5.3 Operating Budget Expenditures for 2026

The Chair notes that the current operating budget is $2,290. Mark Keeler suggests the purchase of branded materials for events, i.e. a tablecloth, runner banners, give-away swag, final luncheon and pull-up signage.

Peter Best, Co-Chair recommends that the WAAC Committee “get the word out” regarding what the Windsor Accessible Advisory Committee (WAAC) is and what they do for the community.

Moved by Riccardo Pappini, seconded by Peter Best,
That **APPROVAL BE GIVEN** to an upset limit of $2,290 from the 2026 Operating Budget for the purchase of branding and promotional items and other incidental goods.
Carried.

## 5.4 Adoption of the WAAC Annual Report

Peter Best, Co-Chair remarks that WAAC is an important resource and benefit for the community and suggests improving our communication links through education to allow for a better understanding for those with accessibility needs.

Moved by Peter Best, Co-Chair, seconded by Nicholas Petro,
That the Windsor Accessibility Advisory Committee (WAAC) 2026 Annual Report **BE APPROVED.**
Carried.

## 5.5 Corporate Initiatives Update

Mark Keeler indicates that the most important initiative is the Audible Transit Maps. He is pleased to report that Transit Windsor has been working with him directly with the new maps. He explains that these maps provide an audio way for a person with a visual impairment to listen through and conceptually construct how a route moves through the city. These maps will be available to the public in October 2026.

Peter Best, Co-Chair refers to the possibility of a tactile map and advises that a member of the community who works with 3D printing has offered to develop a tactile map of the various bus terminals. This will allow for individuals who are visually impaired to be able to physically touch and feel the layout of the various bus terminals. Mark Keeler remarks that the idea of an audio map and a tactile map would be the first in the Province of Ontario.

Mark Keeler advises that one of the diversity initiatives in 2018 required by Council was the development of an inclusion lens that provides guidance to ensure everyone is included. It is generally agreed that this matter will be deferred to the next term of Council.

Mark Keeler reports that he has begun work on the Accessible Consultation Procedure and Guide. The Guide will encompass the development of a new procedure and guide for departments, so they understand that mandatory consultation is required under the AODA. The Guide will be provided to the various departments in October 2026.

## 5.6 Fest-for All Update

Danica McPhee advises that hundreds of people attended the Fest-for All event held in the Community Centre. She adds it was so thoughtfully designed; i.e. ASL interpreters, and live captioning was available along with a quiet space for folks to rest. Also present were therapy dogs and therapy ponies. She remarks they were able to connect with most if not all of the Windsor Essex County Accessibility Advisory Committee tables; many of which expressed a desire to stay in contact.

Danica McPhee expresses concern that para-athletic events are located outside of the City of Windsor which causes transportation challenges that are barriers for the community members to get to these accessible recreation opportunities. Peter Best remarks that when one of the facilities is accessible, it is difficult to acquire ice time or pool time. It is suggested that AAC meetings be held via Zoom be held to bring people together to discuss various accessible concerns.

Mark Keeler thanks Danica McPhee for arranging this wonderful event. He adds that the Committee approved the allocation of funds for promotional items and branding for events, i.e. tablecloths and signage.

Nicholas Petro thanks Danica McPhee for the invitation to attend the event and concurs that reaching out to other AAC's and having an open dialogue has been something that WAAC has wanted to do for many years.

Mark Keeler remarks that having those discussions are imperative given what Peter Best and Danica McPhee have stated relating to transportation and recreation, i.e. how does someone go from Lasalle to Tecumseh where the activities are occurring.

The Chair thanks Danica McPhee for her leadership and subject expertise which is greatly appreciated.

## 5.7 Parking Matter – 100 Ouellette Complaint

Mark Keeler advises that he attended the site of the complaint on two occasions. He provides an overview of the complaint as follows:

- A resident lodged a complaint with the city regarding the parking zone at 100 Ouellette Avenue (Federal Building where the Passport Office is located).
- There is angled parking on Pitt Street and according to the resident that parking conversion removed the accessible space on the east side of Ouellette, so folks have to cross the street.
- The parking zone in front of that building (100 Ouellette) only has parking for 2 spaces.
- Recommended that Operations conduct a review of the parking space allocations for angle parking; either move the accessible space from the west side to the east side of Pitt or designate the first space on the east side of Pitt as an accessible space, provide the pavement markings and signage.

Councillor Fred Francis leaves the meeting at 11:02 o'clock a.m.

Danica McPhee states that the "old" FADS did not address angled parking and asks if this is noted in the new FADS or is that an oversite that should be rectified. The Chair suggests this should be flagged for further review.

Bill Kralovensky, Manager Transportation Operations advises he is aware of this issue and at this time is a work in progress. He states that additional handicap signs have been installed on the streets. To sum it up, there was parallel parking to the curb before with only one accessible space. There are now two accessible spaces with the off loading in between. As FADS is not included, there is nothing that refers to angled parking however, they continued with their parking lot sizes (A & B) size and also included many more commercial zones, i.e. Capitol Theatre. He notes when one pulls up to a commercial zone, it doubles as an accessible which has been placed on every corner. Once this is completed, an overview map will be provided on the city's parking website which will identify where every accessible parking space is downtown; whether it is angled

spots, or a commercial zone. This information should be available on the website in approximately two weeks.

Sally Bennett Olczak, Co-Chair thanks Bill Kralovensky for his report and indicates that the Committee is very supportive and will ensure that this FADS piece will be directed to our Infrastructure working group for discussion.

Bill Kralovensky indicates in doing some research, it was discovered that it is somewhat safer for an accessible person to exit a vehicle in the angled parking as opposed to the parallel parking because if you're the driver, the door will open up into traffic.

Peter Best asks with angled parking, will there be curb cuts to allow for a person to go on a clear pathway. Bill Kralovensky responds that with the curb cuts all spaces are closed to either an intersection or a driveway cut, i.e. wheelchair.

Nicholas Petro questions presuming that the angled parking there is a curb cut nearby, does that account for people parking incorrectly. Bill Kralovensky responds where there was one single one to the curb, it is now two with the hash markings in the middle with an egress type of area.

## 5.8 Adoption of the WAAC Letter to Council

Sally Bennett Olczak, Co-Chair acknowledges a need to close out this iteration of the Windsor Accessibility Advisory Committee - 2022 to 2026 with a comprehensive report that celebrates the accomplishments but also looking at the areas of important work that needs to go forward.

Peter Best, Co-Chair advises the importance of this report is that all members of WAAC worked together to acknowledge the work undertaken by this Committee over the last four years. He adds this symbolizes their thoughts and position on their service.

Riccardo Pappini states that the WAAC letter to Council captures the spirit of the 2022 to 2026 term.

Moved by Riccardo Pappini, seconded by Danica McPhee,

That the Windsor Accessibility Advisory Committee Letter to Council **BE ADOPTED.**

Carried.

## 5.9 Closing Comments from the Chairs

Sally Bennett Olczak, Co-Chair thanks the members of the Committee for exceptional work the last four years and commends each and every member and

Administration for their various talents and expertise. Kudos are also given to the many Administrative staff who attended the WAAC meetings to answer questions and to assist the Committee in various ways with their knowledge.

Peter Best acknowledges and appreciates the excellent work done by Sally Bennett Olczak to keep the Committee focused. In conclusion upon completion of the four-year term of volunteer service with WAAC, he extends his appreciation for being able to give service to our community. As Co-chair, he took on accessible subject advisory and topics of interesting concern. Along with all of the support and knowledge and dedication of the members, they have been able to offer their skill and life experience and hopefully have made a positive difference. It is his hope that Administration and Members of City Council will keep in mind that WAAC can be a valuable support and not only an obligation.

Danica Mc Phee agrees with what has been said and adds the experience has been impactful, and it is not the end of collaborating whether they are at this table or not.

Nicholas Petro remarks in four years they have done meaningful work and should be proud of what has been accomplished.

Riccardo Pappini thanks all the members of the current committee along with the past members and adds he has learned something at every meeting that he has attended. He adds that this experience has made him not only a better professional but also a better person.

Mark Keeler thanks Wadah al Yassiri for his assistance and congratulates him on his retirement.

Mark Keeler indicates that the WAAC Mandate may say 4 meetings a year, however, this doesn't come close to the thousands of e-mails and calls that are received behind the scenes before they get to these meetings.

Peter Best thanks the Committee and best wishes to all.

## 6. Adjournment

There being no further business, the meeting is adjourned at 11:33 o'clock a.m.

**Item No. 12.8**

**Committee Matters:** SCM 326/2026

**Subject: Minutes of the Windsor-Essex Community Safety and Well-Being Advisory Committee of its meeting held June 17, 2026**

NOTE: These Minutes were approved by the Windsor Essex CSWB Advisory Committee at the September 16th, 2026 Quarterly Advisory Committee Meeting

WINDSOR ESSEX
COMMUNITY SAFETY
& WELL-BEING PLAN

# MEETING OF THE WINDSOR ESSEX COMMUNITY SAFETY AND WELL-BEING ADVISORY COMMITTEE

## MEETING MINUTES

WEDNESDAY, JUNE 17TH, 2026; 9:00AM TO 10:00AM

VISION: *"A COMMUNITY WHERE EVERYONE FEELS SAFE, HAS A SENSE OF BELONGING, EQUITABLE ACCESS TO SERVICES AND OPPORTUNITIES, AND CAN HAVE THEIR NEEDS MET ACROSS WINDSOR AND ESSEX COUNTY"*

**In Attendance**

**Co-Chairs**
Dana Paladino, Natasha Sheeler

**Members**
Norma Coleman, Brian Cyncora,
Karel DeGraaf, Jeanie Diamond-Francis, Kate Gibb, Amy LoFaso,
Kristy McBeth, Crystal Meloche, Jason Woods

**Project Team**
Amanda Alchin, Michelle Oake, Jennifer Tanner

**Regrets**

**Members**
Debi Croucher, Ashley Doung, Leonardo Gil, Ciara Holmes,
Mark Loucas, Bill Marra, Nicole Sbrocca, Carolyn Warkentin

| Agenda Item | Highlights | Action/Update |
|---|---|---|
| **Call to Order** | **1.1 Welcome**<br>• Co-Chair of the Windsor Essex Community Safety and Well-Being (CSWB) Advisory Committee and Director of Health and Community Services & Administrator of Sun Parlor Home, County of Essex, Natasha Sheeler welcomed members.<br><br>**1.2 Establish Quorum and Call to Order**<br>• 11 members were present, establishing quorum.<br>• The meeting was called to order at 9:01 am.<br><br>**1.3 Approval of Today's Agenda**<br>• The Meeting Agenda for June 17, 2026, was approved.<br><br>**1.4 Declaration of Conflicts of Interest**<br>• N/A<br><br>**1.5 Approval of April 22nd, 2026 Meeting Minutes**<br>• The April 22, 2026, Meeting Minutes were approved. | |
| **Matters of Discussion** | **2.1 Windsor Essex CSWB Plan 2026-2029**<br>• Michelle Oake, Project Manager – Human & Health Services, City of Windsor, displayed a Gantt chart, showing the progress of the Windsor Essex CSWB Plan (2026-2029), and discussed ongoing implementation activities:<br>  ○ **Engaged Communities**<br>  ▪ E.g., The development of a framework for a Good Neighbour Program is underway. | **ACTION ITEM**<br>• Project Team to send updated Gantt chart to members quarterly |

| | | |
|---|---|---|
| | ○ **Engaged & Safe Communities**<br>E.g., Neighbourhood Watch programming is being strengthened in the City. The Windsor Essex CSWB Plan's (2026-2029) Project Team will work with County officials and partners to explore expanding the program to the County.<br>▪ E.g., Two Community Safety Audits, one in the City and one in the County, are in the early planning stages.<br>▪ E.g., The Windsor Essex CSWB Plan's (2026-2029) Project Team is conducting a review of the City of Windsor's Sharps Disposal and Collection Program. A similar review can be completed in the County, specifically, Leamington, where disposal bins are located.<br>○ **Coordinated Systems**<br>▪ E.g., The Regional Crime Prevention Council has two initiatives planned for the summer: Cops & Cleats, a pilot program to engage youth with police over soccer, and the development of a youth summer recreational program directory.<br>▪ E.g., Efforts to raise awareness and build capacity through trauma-informed, gender-based violence, and intimate partner violence training are well underway. The Windsor Essex CSWB Plan's (2026-2029) Project Team is actively connecting community partners on these topics and working closely with the Violence Against Women Coordinating Committee Windsor Essex to support these initiatives.<br><br>**2.2 Updates: CSWB Grant-Funded Projects**<br><br>**2.2.1 Building Safer Communities Fund**<br>• The Building Safer Communities Fund (BSCF), which was approximately $3,000,000 over three years from Public Safety Canada (PSC), funded youth gun and gang prevention programming, as well as the RCPC, up until March 2026.<br>• PSC indicated that the BSCF may be extended. Currently, there are no updates on how much funding is available or what the funding could be used for.<br><br>**2.2.2 Other Funding and Partnership Opportunities**<br>• It was encouraged to discuss and share grant opportunities and partnerships with the Windsor Essex CSWB Plan's (2026-2029) Project Team to support its implementation activities moving forward. | |
| **Unfinished Business** | **3.1 Revised Terms of Reference**<br><br>• Due to legislative changes and the refreshed Windsor Essex CSWB Plan's (2026-2029) activities, the Terms of Reference (TOR) have been revised.<br>• The revised TOR have been accepted and adopted.<br><br>**3.2 Performance Measurement Framework**<br><br>• The Ministry of the Solicitor General is planning to launch the CSWB Performance Measurement Framework this year. A specific date has not been determined at this time.<br>• The Windsor Essex CSWB Plan's (2026-2029) Project Team is collecting data and metrics on all implementation activities. | |
| **New Business** | **4.1 Round Table Discussion**<br>• It was brought to the Committee's attention that the Greater Toronto Area is currently experiencing high levels of antisemitism. Windsor does not appear to have the same levels, but prevention is key. | |

| | | |
|---|---|---|
| | A discussion followed regarding how the Windsor Essex CSWB Plan (2026-2029) can include youth-based initiatives that would target antisemitism and hate.<br>Some related preventative initiatives in the community highlighted:<br>E.g., The Safety Village received funding for the No Place for Hate Project.<br>o E.g., New Beginnings has received funding to provide education on digital literacy, including hate speech.<br>The Committee agreed that youth-focused initiatives addressing antisemitism and hate could be incorporated into the Windsor Essex CSWB Plan (2026-2029) through its existing pillars and potentially implemented by the Plan's Regional Crime Prevention Council, if it is deemed a regional priority. | |
| **Adjournment** | **5.1 Quarterly Meetings for 2026**<br>• The quarterly meetings for 2026 have been set. Meetings will be held on the second Wednesday of the month, from 9:00am-10:00am, unless otherwise directed.<br>o September 16, 2026<br>o December 16, 2026<br><br>**5.2 Meeting Adjourned**<br>• The meeting was adjourned at 9:58 am. | |

# BY-LAW NUMBER 156-2026

A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS MCROBBIE ROAD IN THE CITY OF WINDSOR

Passed the 9th day of November, 2026.

**WHEREAS** the lands described in Schedule "A" annexed hereto and forming part of this by-law are vested in The Corporation of the City of Windsor.

**AND WHEREAS** it is deemed expedient to establish the said lands hereinafter described as a public highway.

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

1. That the lands described in said Schedule "A" annexed hereto are established as a public highway known as **MCROBBIE ROAD**.

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

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

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 9, 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 – November 9, 2026
Second Reading – November 9, 2026
Third Reading – November 9, 2026

**SCHEDULE "A"**
TO BY-LAW 156-2026

BLOCK 60 (RESERVE), PLAN 12M546; WINDSOR

**PIN No. 01566-0882 (LT)**
**McRobbie Road, Windsor**

BLOCK 61 (RESERVE), PLAN 12M546, WINDSOR

**PIN No. 01566-0883 (LT)**
**McRobbie Road, Windsor**

# BY-LAW NUMBER 157-2026

A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS E.C. ROW AVENUE IN THE CITY OF WINDSOR

Passed the 9th day of November, 2026.

**WHEREAS** the lands described in Schedule "A" annexed hereto and forming part of this by-law are vested in The Corporation of the City of Windsor.

**AND WHEREAS** it is deemed expedient to establish the said lands hereinafter described as a public highway.

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

1. That the lands described in said Schedule "A" annexed hereto are established as a public highway known as **E.C. ROW AVENUE**.

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

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

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 9, 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 – November 9, 2026
Second Reading – November 9, 2026
Third Reading – November 9, 2026

**SCHEDULE "A"**
TO BY-LAW 157-2026

PART LOT 139 CONCESSION 3 MCNIFF PARTS 1, 2, AND 3 PLAN 12R-29340; WINDSOR

**PART OF PIN No. 01408-2192 (LT)**
**E.C. Row Avenue, Windsor**

# BY-LAW NUMBER 158-2026

A BY-LAW TO AMEND BY-LAW NUMBER 8723, BEING A BY-LAW TO AUTHORIZE THE CONVEYANCE OF A PORTION OF THE NORTH/SOUTH ALLEY BETWEEN JOSEPHINE AND BRIDGE, SOUTH OF WYANDOTTE WEST AND NORTH OF ROONEY STREET, CITY OF WINDSOR

Passed the 9th day of November, 2026.

**WHEREAS** it is deemed expedient to amend By-law Number 8723 passed on the 20th day of October, 1986, and registered on title on January 10, 1991, as Instrument No. R1150823 (the "By-law");

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

1. By **DELETING** Paragraph 2 of the By-law in its entirety and **INSERTING** the following in its place:

    2. THAT the lands described in Schedule "A" hereto are subject to easements, in the City's standard form and in accordance with the City's standard practice, being granted to Bell Canada, Cogeco Connexion Inc., ENWIN Utilities Ltd. and Managed Network System Inc. (MNSi) to enter upon the said lands for the installation, repairs and maintenance of their facilities therein.

2. This by-law shall come into force and take effect on the day upon which it is registered in the Land Registry Office for the County of Essex (No.12).

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 9, 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 – November 9, 2026
Second Reading – November 9, 2026
Third Reading – November 9, 2026

**SCHEDULE "A"**

TO BY-LAW 158-2026

Part Alley (closed by R981131), Registered Plan 1148 and Registered Plan 1042, abutting Lot 25, Registered Plan 1148 and Part Lot 16, Registered Plan 1042; Windsor

Being all of PIN 01225-0455 (LT)

City of Windsor
County of Essex

# BY-LAW NUMBER 159-2026

A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.27 METRE-WIDE EAST/WEST ALLEY EAST OF PRADO PLACE, SOUTH OF WYANDOTTE STREET EAST, AND WEST OF VILLAIRE AVENUE, CITY OF WINDSOR

Passed the 9th day of November, 2026.

**WHEREAS** the 4.27 metre-wide portion of the east/west alley east of Prado Place, south of Wyandotte Street East, and west of Villaire Avenue, City of Windsor, more particularly described in Schedule "A" hereto annexed, is assumed for subsequent closure;

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

1. That the 4.27 metre-wide portion of the east/west alley east of Prado Place, south of Wyandotte Street East, and west of Villaire Avenue, City of Windsor, more particularly described in Schedule "A" hereto annexed and forming part of this by-law, be and the same is hereby assumed for subsequent closure.

2. That this by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 9, 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 – November 9, 2026
Second Reading – November 9, 2026
Third Reading – November 9, 2026

**SCHEDULE "A"**
TO BY-LAW 159-2026

Alley, Registered Plan 910, Sandwich East, abutting Lot 277, Registered Plan 910; Windsor

Being all of PIN 01082-0213 (LT)

City of Windsor
County of Essex

**Item No. 13.5**

# BY-LAW NUMBER 160-2026

A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.27 METRE-WIDE EAST/WEST ALLEY EAST OF PRADO PLACE, SOUTH OF WYANDOTTE STREET EAST, AND WEST OF VILLAIRE AVENUE, CITY OF WINDSOR

Passed the 9th day of November, 2026.

**WHEREAS** it is deemed expedient to close, stop up and convey the 4.27 metre-wide portion of the east/west alley east of Prado Place, south of Wyandotte Street East, and west of Villaire Avenue, City of Windsor, more particularly described in Schedule "A" attached hereto;

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

1. That the 4.27 metre-wide portion of the east/west alley east of Prado Place, south of Wyandotte Street East, and west of Villaire Avenue, City of Windsor, more particularly described in Schedule “A” attached hereto and forming part of this by-law, be and the same is hereby closed and stopped up.

2. That any required easements pursuant to Council Resolution CR421/2026, be registered prior to conveyance.

3. That the lands be conveyed to the owner of the abutting property known municipally as 821 Villaire Avenue and legally described as Lot 277, Plan 910, Sandwich East, Windsor.

4. That the conveyance cost be set in the total amount of $6,157.20, plus applicable HST.

5. That the Chief Administrative Officer and City Clerk be authorized and directed to execute on behalf of The Corporation of the City of Windsor and to seal with the seal thereof, any and all documents necessary to implement the foregoing; and that the transaction be completed electronically, for property where it is available, pursuant to By-law Number 366-2003, as amended from time to time.

6. This by-law shall come into force and take effect the day upon which it is registered in the Land Registry Office for the County of Essex (No. 12).

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 9, 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 – November 9, 2026
Second Reading – November 9, 2026
Third Reading – November 9, 2026

**SCHEDULE "A"**
TO BY-LAW 160-2026

Alley, Registered Plan 910, Sandwich East, abutting Lot 277, Registered Plan 910; Windsor

Being all of PIN 01082-0213 (LT)

City of Windsor
County of Essex

**Item No. 13.6**

# BY-LAW NUMBER 161-2026

A BY-LAW TO DESIGNATE THE LANDS AND PREMISES SITUATE WITHIN THE CITY OF WINDSOR, MUNICIPALLY KNOWN AS 493 OUELLETTE AVENUE, TO BE OF CULTURAL HERITAGE VALUE OR INTEREST UNDER THE PROVISIONS OF THE ONTARIO HERITAGE ACT, R.S.O. 1990, CHAPTER O.18, AS AMENDED

Passed the 9th day of November, 2026.

**WHEREAS** by virtue of the provisions of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18, as amended, the Council of a municipality may, by by-law, designate a property within the municipality to be of cultural heritage value or interest.

**AND WHEREAS** upon consideration of the recommendation of the Development & Heritage Standing Committee, The Corporation of the City of Windsor deems it desirable and expedient to designate the lands municipally known as 493 Ouellette Avenue, more particularly described in Schedule "A" annexed hereto and forming part of this by-law (the subject lands), to be of cultural heritage value or interest, according to the Statement described in Schedule “B” annexed hereto and forming part of this by-law.

**AND WHEREAS** notice of intention to so designate the subject lands, was served on the owner(s) of the said subject lands and upon the Ontario Heritage Trust and such notice was published digitally in a manner consistent with the requirements of the Act on 26th of August, 2026.

**AND WHEREAS** no Notice of Objection has been served on the Clerk of the Municipality within thirty (30) days after the date of publication of the Notice of Intention to designate.

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

1. That the lands municipally known as *493 Ouellette Avenue,* more particularly described in said Schedule "A" annexed hereto, be and the same is hereby designated to be of cultural heritage value or interest, according to the Statement described in Schedule “B” annexed hereto.

2. This by-law shall come into force and take effect after the final passing thereof on the day upon which it is electronically registered in the Land Registry Office for the County of Essex (No. 12), if no appeals are received after 30 days of the publication of the bylaw.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 9, 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 – November 9, 2026
Second Reading – November 9, 2026
Third Reading – November 9, 2026

**SCHEDULE "A"**
TO BY-LAW 161-2026

PLAN 195 BLK B LOT 25; CORNER

**SCHEDULE "B"**
TO BY-LAW 161-2026

**Statement of Cultural Heritage Value and Interest**
**Lazare's Furs Building and Sign**
**493 Ouellette Avenue**

**Description of Historic Place:**

The Lazare's Furs Building and Sign are located at 493 Ouellette Avenue, on the north-west corner of Maiden Lane. The property contains a three-storey commercial building originally constructed in 1928 as a two-storey commercial building designed by architect Albert J. Lothian. Following acquisition by Lazare's Furs in 1941, substantial alterations undertaken by Sheppard and Masson between 1941 and1944 included the addition of a third storey, interior reconfigurations, façade alterations, and installation of a projecting neon sign along Maiden Lane. The Lazare's Furs Sign is an Art Deco neon commercial sign constructed circa 1942 featuring neon tubing supported by a sheet metal backing with painted flourishes. Together, the building and neon sign function as a prominent downtown Windsor landmark and illustrate the evolution of commercial architecture and retail branding from the late 1920s to 1940s.

**Design / Physical Value**

The property located at 493 Ouellette Avenue has design or physical value as a representative example of a commercial building reflecting the transition from late 1920s Classical Revival influences to 1940s Art Deco and modern retail design. The original 1928 building was two-storeys tall, clad in variegated Indiana limestone on the main façade facing Ouellette Avenue and buff sand-lime brick elsewhere, and utilized contemporary steel-frame and poured concrete construction. The first (ground) storey incorporated Classical Revival / Beaux-Arts stone detailing to emphasize its retail use, while the second storey was more restrained for office use. Following acquisition by Lazare's Furs in 1941, architecture firm Sheppard & Masson adapted the building to reflect Art Deco influences and modern retail design, including a redesigned Ouellette Avenue façade design that simplified the classical stone ornamentation with streamlined and fluted detailing, new floor-to-ceiling glass display windows and retail storefront, interior remodelling, and a third storey addition. The building exemplifies storefront proportions characteristic of 1940s retail design, including a recessed entrance emphasizing pedestrian-oriented commercial activity. Presently, the building retains key physical elements from both its 1928 construction and 1940s transformation, demonstrating layered architectural evolution.

The Lazare's Furs neon sign, constructed circa 1942, was added as part of the 1940s transformation. The sign is anchored to the south façade along Maiden Lane, within proximity and visibility from Ouellette Avenue. It incorporates characteristic features of early- to mid-20$^{th}$ century commercial signage, including neon tubing mounted on a painted sheet metal backing. The sign box is in the shape of an inverted "T" and has neon tubing spelling "LAZARES" vertically and "FAMOUS GUARANTEED FURS" horizontally with bold white painted lettering beneath. The sign has various Art Deco design flourishes, such as symmetrical fan motifs, geometric banding and striping, and rounded end caps painted in rust orange, turquoise, and peach.

The property demonstrates the evolution of commercial architecture and retail expression in Windsor during the mid-20$^{th}$ century. The neon retail sign further contributes to the property's design value as a rare surviving example of mid 20th-century neon commercial signage in Windsor.

**Historical / Associative Value**

The property has historical and associative value through its direct associations with significant local businesses and architects that contributed to Windsor's development. The 1928 building was constructed as the new head office of the Reaume Organization Ltd., a local real estate firm involved in the early 20th-century development of Windsor. The Reaume Brothers, Ulysses G. Reaume and Leonard P. Reaume, were instrumental in developing lands east of Walkerville, particularly Riverside, beginning in 1913. At its opening, the Reaume Organization Ltd. occupied the second storey offices and the Copeland's Book Store, advertised in 1928 as Windsor's oldest book store, occupied the entire ground floor.

Lazare's Furs, established in 1925, was a luxury brand highly sought-after for purchasing, appraising, and restoring high quality fur coats. Upon relocating from Chatham Street East to this property in 1941, they undertook a comprehensive redesign tailored to their operations and services. The interior retrofits included a large oval showroom, commercial office, specialized departments for manufacturing, alteration, repair, restyling, and cleaning, and cold storage vault with capacity for 8,000 fur coats. The business operated at this location for approximately 70 years and contributed to Windsor's reputation as a destination for specialty and luxury retail. The property yields information that contributes to the understanding of mid-20th century commercial vitality, growth, and retail branding along Ouellette Avenue. The Lazare's Furs' building Art Deco façade redesign and neon sign addition are representative of the evolution of mid-20th century downtown Windsor.

The property also demonstrates the works of Albert J. Lothian and the firm Sheppard and Masson, both of whom significantly contributed to Windsor's built environment. The 1928 building was designed by Windsor architect Albert J. Lothian (1897-1952) who worked closely with the Reaume Organization on various residential projects and designed a number of Art Deco-influenced buildings recognized on the Windsor Municipal Heritage Register. The 1941-1942 alterations were designed by popular Windsor architectural firm Sheppard and Masson, who were hired by Lazare's Furs. Hugh P. Sheppard (1890-1984) and George Y. Masson (1895-1982) were responsible for many of the most prestigious buildings in Windsor from the mid-1920s to mid-1960s, including the Dominion Public Building, the Windsor Armoury Building (with John E. Trace), and the Greyhound Bus Terminal.

**Contextual Value**

The property has contextual value because it defines, supports, and maintains the historic commercial corridor character of Ouellette Avenue through its zero lot-line siting, ground-floor retail use, and continuous streetwall form. Its limestone façade and storefront proportions reinforce the visual cohesiveness of the commercial corridor. The property is also physically, visually, and historically linked to the surrounding early- to mid-20th century commercial buildings that collectively illustrate the evolution of downtown Windsor, including those that exhibit similar Art Deco influences such as the Pascoe Building at 507-519 Ouellette Avenue. The projecting Lazare's Furs neon sign is evidence of Ouellette Avenue's historic identity as a vibrant commercial retail corridor and destination where many projecting signs once lined the street. The neon sign is a unique and rare surviving landmark, as its survival is uncommon in Windsor.

**Heritage Attributes:**

Exterior attributes that contribute to the property's design and physical value as a representative example of a transitional 1920s to 1940s commercial block building include:

- The Indiana limestone cladding with Art Deco detailing on the front (east-facing) Ouellette Avenue façade and on the side (south-facing) Maiden Lane façade:
    - Rounded corner with vertical fluted design on the third storey
    - Vertical fluted piers on the third storey
    - Moulded stone cornice, modillions, and courses
- The commercial storefront configuration with traditional retail proportions, large display windows, and a recessed entrance
- The c1942 vertical projecting Lazare's Furs sign anchored to the side (south-facing) Maiden Lane façade:
    - Black sheet metal panels in the shape of an upside-down "T"
    - Neon tubing overtop of bold painted lettering that spells "LAZARES" vertically and "FAMOUS GUARANTEED FURS" horizontally
    - Painted Art Deco decorative elements such as fan motifs, geometric banding and striping, and rounded end caps

**Item No. 13.7**

# BY-LAW NUMBER 162-2026

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

Passed the 9th day of November, 2026.

**WHEREAS** it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law," passed the 31st day of March, 1986, as heretofore amended:

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

1. That subsection 91.10 of Section 91 of said by-law is amended by adding the following clause:

**36. EAST SIDE OF CALIFORNIA AVENUE BETWEEN FANCHETTE STREET AND WYANDOTTE STREET WEST**

For the lands comprising Lots 58 & 59, Block A, Plan 50 (PIN 01232-0280 LT), for a Double Duplex Dwelling, the following additional provisions shall apply:

a) *Lot Width*: *minimum* 15.0 m

b) *Lot Area*: *minimum* 510.0 $m^2$

c) *Lot Coverage - maximum* 49.0%

d) *Building Height: Main Building: maximum* 9.5 m

e) Notwithstanding Section 24.26.5, a *parking space* is permitted in a *required front yard.*

[ZDM 3; ZNG/7375]

2. That said by-law is further amended by amending the Zoning District Maps shown in Column 2 by changing the zoning symbol of the lands described in Column 3 from that shown in Column 5 to that shown in Column 6:

| 1. Item Number | 2. Zoning District Map Part | 3. Lands Affected | 4. Official Plan Amendment Number | 5. Zoning Symbol | 6. New Zoning Symbol |
|---|---|---|---|---|---|
| 1 | 3 | Lots 58 & 59, Block A, Plan 50; PIN 01232-0280 LT; located on the east side of California Avenue between Fanchette Street and Wyandotte Street West; Roll No 050-110-09100) | N/A | RD2.1 | RD2.2x(36) |

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

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 9, 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 – November 9, 2026
Second Reading – November 9, 2026
Third Reading – November 9, 2026

**Item No. 13.8**

# BY-LAW NUMBER 163-2026

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

Passed the 9th day of November, 2026.

**WHEREAS** it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law", passed the 31st day of March 1986, as heretofore amended:

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

1. That Section 91.10 of said by-law is amended by adding the following clause:

37 **NORTH SIDE OF NORTH SERVICE ROAD EAST, WEST OF PILLETTE ROAD**

For the land comprising Pt Lot 108 Concession 2 (PIN 01562-1055 LT), one *Club* and one *Health Studio* shall be additional permitted *main uses* subject to the following additional provisions:

a) *Lot Frontage:* along North Service Road: *minimum* 97.00 m

b) *Lot Area: minimum* 1.44 ha

[ZDM 12; ZNG/7382]

2. That Section 95.20 of said by-law is amended by adding the following clause:

(17) Registration of an amended Site Plan Agreement that includes the fencing requirement and Railway Warning clauses indicated in Appendix C to Report S 97/2026 to the satisfaction of the City Planner.

[ZNG/7382]

3. 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 | 12 | Pt Lot 108 Concession 2 (PIN 01562-1055 LT), (situated on the north side of North Service Rd East, west of Pillette Rd) | - | MD1.1 | H(17)MD1.1x(37) |

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

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 9, 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 – November 9, 2026
Second Reading – November 9, 2026
Third Reading – November 9, 2026

**Item No. 13.9**

# BY-LAW NUMBER 164-2026

A BY-LAW TO PROVIDE THAT PART-LOT CONTROL SHALL NOT APPLY TO CERTAIN LAND THAT IS WITHIN PLAN 796 IN THE CITY OF WINDSOR

Passed the 9th day of November, 2026.

**WHEREAS** the *Planning Act, R.S.O. 1990, Chapter P.13*, as amended, provides that part-lot control shall apply where land is within a plan of subdivision registered before or after the coming into force of the Act.

**AND WHEREAS** subsection 7 of Section 50 of the said *Planning Act* provides that the council of a municipality may by by-law provide that part-lot control does not apply to land that is within such registered plan or plans of subdivision or parts thereof as is or are designated in the by-law and where the by-law is passed part-lot control as described in subsection 5 of Section 50, ceases to apply to such land.

**AND WHEREAS** it is deemed desirable that the provisions of the said subsection 5 of Section 50 of the *Planning Act* shall not apply to certain land that is within ***PLAN 796*** in the City of Windsor.

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

1. That the provisions of subsection 5 of Section 50 of the *Planning Act, R.S.O. 1990, Chapter P.13*, do not apply to that part of the land that is within ***PLAN 796*****,** as described in Schedule "A" attached hereto and forming part of this by-law.

2. This by-law is repealed on November 9, 2029.

3. This by-law shall come into force and take effect after the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on November 9, 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 – November 9, 2026
Second Reading – November 9, 2026
Third Reading – November 9, 2026

**SCHEDULE "A"**
TO BY-LAW 164-2026

LOT 158 AND PART LOTS 157 & 159 PL796, PARTS 8 & 9 12R28165 SUBJECT TO AN EASEMENT IN GROSS OVER PARTS 8 & 9 12R28579 AS IN CE1091024 CITY OF WINDSOR
**PIN 01097-1393 (LT)**
**1256 & 1262 Tourangeau Road, Windsor**

**Item No. 13.10**

# BY-LAW NUMBER 165-2026

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 9TH DAY OF NOVEMBER, 2026

Passed the 9th day of November, 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 November 9, 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 - November 9, 2026
Second Reading - November 9, 2026
Third Reading - November 9, 2026

**Item No. 18.1**

**Council Directives:** SCM 328/2026

**Subject: Outstanding Council Directives as of November 9, 2026**

| Date | Resolution | Report No. | Portfolio | Action |
|---|---|---|---|---|
| 2012-12-17 | CR293/2012 | 16287 | Corporate Services | That the report of the City Planner dated November 21, 2012 entitled "Exemption from Sandwich Demolition Control By-law 20-2007<br>— 508, 520, 540, 556, 570, 590, 604, 612,<br>615, 622, 623, 631, 639, 646, 663, 670, 673,<br>686, 704, 710, 718, 724, 730, 738, 744, 750,<br>753, 758-760, 759, 765, 764, 769, 772, 777,<br>778, 781, 784, and 790 Indian Road, 812 and<br>862 Mill Street, and 764, 770, 780 and 788 Rosedale Avenue" BE DEFERRED as requested by the Canadian Transit Company, to allow for further discussions with administration on this matter. |
| 2018-03-26 | CR155/2018 | C 52/2018 | Economic Development | THAT City Council APPROVE all required expenditures to complete the deliverables of the demolition and development of 6700 Raymond Avenue, as per CR366/2017, and…<br>That once the tender results are known that a report be submitted to City Council relative to the award of the contract and identifying a funding source for any projected funding shortfalls that may arise. |
| 2018-09-17 | CR503/2018 | S 122/2018 | Community Services | That the report of the Manager Parks Development, dated July 20, 2018, responding to CQ27-2017 regarding first responders signage for parks, BE RECEIVED for information; and,...<br>That Administration BE DIRECTED to develop a wayfinding standards policy based on the results of the Little River Corridor wayfinding signage and markers, as a pilot project, to be brought to City Council for approval. |
| 2020-11-09 | CR553/2020 | S 53/2020 | Economic Development | That Administration BE REQUESTED to give notice of intention to designate the property located at 436 Askin Ave...and,<br>That Administration REPORT BACK to Council regarding initiation of a Heritage Conservation District Area Study for this area; and, that the report include suggestions related to potential boundaries, optional designation of a Heritage Conservation District Study Area Bylaw, timing of the study and funding considerations. |
| 2020-12-07 | CR616/2020 | C 54/2020 | Finance | ...That City Council INDICATES ITS INTENT that the future excess capacity identified in the Development Charges Background Study, dated November 5, 2020, prepared by Hemson Consulting Ltd., shall be paid for by development charges or other similar charges;<br>...<br>That administration BE DIRECTED to report back at a high level on the economic impact and any perceived impacts on development if Council were to revisit eliminating the industrial exemption. |

| | | | | |
|---|---|---|---|---|
| 2021-03-29 | CR119/2021 | C 220/2020 & C 32/2021 | Chief Administrative Officer | That the update from the Senior Manager of Facilities on the Corporate Security Plan and Risk Assessment BE RECEIVED; and further,<br>That City Council APPROVE the hiring of one Temporary Coordinator of Security Services at an estimated cost at $122,314 to be charged to the Budget Stabilization Reserve, for the development of Corporate security policies, protocols, and a draft implementation plan with options for a centralized Security Division, with a report back to City Council at the 2022 Budget deliberations. |
| 2021-07-26 | CR363/2021 | S 71/2021 | Economic Development | That Report No. S 71/2021 updating City Council on the use and implementation of the Brownfield Redevelopment Community Improvement Plan (CIP) and tabling issues to be addressed as part of the CIP update BE RECEIVED for information; and,<br>That the City Planner BE DIRECTED to consult with stakeholders regarding potential changes to the Brownfield Redevelopment CIP outlined in Report No. S 71/2021 and prepare any necessary CIP amendments for Council's consideration. |
| 2021-10-04 | CR429/2021 | S 41/2020 & AI 7/2021 & AI 10/2021 | Economic Development | That the report of the Senior Planner – Policy and Special Studies dated February 27, 2021 entitled "Closure of Part of Dodsworth Street, Between Kay Street and Malden Road, Between 5168 and 5180 Malden Road - Applicant: T. Fasan - SAS/5917 - Ward 1" BE REFERRED back to administration to allow administration the opportunity to work with the Applicant to come to an amenable resolution for everyone involved. |
| 2022-04-25 | CR184/2022 | S 39/2022 | Community Services | That the report of the Manager of Culture & Events dated March 15, 2022 entitled "City of Windsor Lancaster Bomber FM 212 Progress Report 2019-2021 – Ward 3" BE RECEIVED<br>for information; and further,<br>That Administration BE DIRECTED to report to City Council regarding a fundraising strategy, a plan for assembly of the aircraft, and options to display the aircraft to the public once the assembly portion has been completed. |
| 2022-09-06 | CR399/2022 | C 150/2022 | Health & Human Services | That the report of the Coordinator of Housing Administration and Development regarding the Social Services Relief Fund ("SSRF") Phase 5 Windsor Essex Community Housing Corporation Capital Project BE RECEIVED for information, and, …<br>That the Executive Director of Housing and Children's Services or their designate REPORT to City Council on the outcome of the capital developments; |
| 2023-04-03 | B29/2023 | C 26/2023 | Finance | That Administration BE DIRECTED to report back with regards to the University Avenue West Project # (ECP-14-07) road reconstruction, with information related to Potential Funding or other options that can be utilized to complete the entire road reconstruction, without affecting the current Capital Budget allocations; |
| 2023-01-16 | CR8/2023 | C 222/2022 | Economic Development | That Administration REPORT BACK with a supplemental report providing details on emerging technologies and strategies related to decarbonization of the electrical grid; |

| | | | |
|---|---|---|---|
| 2023-02-27 | CR106/2023 | C 18/2023 | Finance | That City Council DIRECT Administration to monitor operations subsequent to the changes implemented as a result of Bill 109, and provide reports on any cross-departmental impacts with recommendations to address those impacts; …<br>That Administration BE DIRECTED to track all variances and local costs that are required to put the legislation into effect, and that the information BE FORWARDED to a future meeting of Council. |
| 2023-02-27 | CR107/2023 | C 19/2023 | Finance | That report C 19/2023 regarding the More Homes Built Faster Act – Bill 23 BE RECEIVED for information; and further, …<br>That Administration BE DIRECTED to track all variances and local costs that are required to put the legislation into effect, and that the information BE FORWARDED to a future meeting of Council. |
| 2023-10-30 | CR433/2023 | S 118/2023 | Health & Human Services | That the report of the Manager, Homelessness and Housing Support in response to CQ 20- 2023 Feasibility of Expanding Outreach Services and 311 Operating Hours BE RECEIVED for information; and, …<br>That City Council DIRECT Administration to report back to Council with more data and information about the impact of recent improvements to the Homelessness Street Outreach team's schedule and after-hours homelessness response initiated through 311, before deciding if further expansion is needed; |
| 2023-10-30 | CR433/2023 | S 118/2023 | Health & Human Services | That administration BE REQUESTED to report back to the Community Services Standing Committee, as to how the City will attempt to draw the various organizations together in an effort to collaborate and capitalize on the programs that they are prepared to offer. |
| 2023-11-27 | CR461/2023 | C 168/2023 | Economic Development | That the report from the Senior Economic Development Officer requesting a Letter of Support for intercity passenger rail service BE RECEIVED FOR INFORMATION; and further,<br>That City Council ENDORSE a Letter of Support from the Mayor to the Minister of Transport supporting the proposed Amtrak-VIA Rail Intercity Passenger Rail Connection; and further,<br>That City Council AUTHORIZE Administration to represent the City of Windsor at future stakeholder meetings for this project; and further,<br>That Administration BE DIRECTED to report status updates to City Council as soon as is practical. |
| 2023-11-27 | CR493/2023 | C 94/2023 | Finance | That administration BE REQUESTED to report back to council after one year of the vacant home tax program being in place to provide information related to the effectiveness and/or opportunities for improvement including the possibility of a repeat offender fee. |
| 2024-01-29 | B19/2024 | C 188/2023 | Economic Development | That with regard to "New Service: Route 250 (Rhodes/Twin Oaks/NextStar Industrial)" that administration BE DIRECTED to report back on the participation or arrangement to assist with transit funding by other municipalities or corporations; and,<br>That administration BE DIRECTED to explore opportunities across the community for sponsors to assist with transit funding. |

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| 2024-04-22 | CR153/2024 | S 31/2024 | Health & Human Services | That this updated report from the Coordinator, Housing Administration & Policy and the Social Housing Analyst dated February 16, 2024 entitled "Rent Supplement Program Expiries and Mitigation Update - City Wide" BE RECEIVED; and further, .....<br>That the Executive Director, Housing & Children's Services REPORT BACK on the outcome of the expiring rent supplement and any other mitigation strategies post completion; and, ... |
| 2024-04-22 | CR155/2024 | S 30/2024 | Health & Human Services | That this report of the Acting Manager, Homelessness & Housing Support dated February 16, 2024 entitled “Legislated Five Year Review of the 10-year Housing and Homelessness Master Plan, 2024" BE ACCEPTED; and further,...<br>That the Executive Director of Housing and Children's Services or their designate ENSURES the updated Windsor Essex 10-year Housing and Homelessness Master Plan aligns with the direction set by the Ministry of Municipal Affairs and Housing, addresses local needs and, REPORT BACK to Council to present the updated plan; and further... |
| 2024-04-22 | CR158/2024 | SCM 75/2024 | Economic Development | That the verbal update to Municipal Heritage Register: Strategies in response to Provincial Bill 23 provided by the Heritage Planner BE RECEIVED; and,<br>That the Heritage Planner BE DIRECTED to report back to a future Development & Heritage Standing Committee meeting on the viability of a bylaw for Council consideration aimed at protecting existing Municipal Heritage assets beyond the Province's 2024 deadline; and that should a bylaw be determined viable, TO PROPOSE within the response appropriate language and to report back prior to the Provincial deadline elapsing. |
| 2024-05-27 | CR207/2024 | CMC 8/2024 7.1.2 | Corporate Services | That the letter from Assisted Living Southwestern Ontario dated April 29, 2024, regarding Short-Term Rental Licensing for 11636 Riverside Drive East - Request for Exemption BE RECEIVED for information; and,<br>That administration BE DIRECTED to report back with information related to the possibility of a By-law amendment or exemptions regarding the Short-Term Rental License By- Law, and that this information include considerations for community services providers, not for profit (NFP) groups and other organizations that are looking to provide this service in addition to other services. |
| 2024-06-10 | CR248/2024 | C 64/2024 | Finance | That Council SUPPORT the continuing development, implementation, and monitoring of the EMP to reduce the Corporation’s energy consumption and greenhouse gas emissions; and,<br>That Administration REPORT BACK to Council on the development of a Corporate Energy Management Policy, once finalized. |
| 2024-07-08 | CR294/2024 | C 73/2024 | Finance | That City Council APPROVE the proposed pilot project in partnership with a third-party owner-operator to assess the requirements of public-private partnerships and expanding electric vehicle charging station infrastructure; and,<br>That the Chief Administrative Officer and City Clerk BE AUTHORIZED to enter into an agreement with the partnership herein described as FLO-TELUS for the installation of electric vehicle charging stations at the locations detailed in this report, ... and,<br>That City Council DIRECT Administration to return with the preliminary results of the pilot project after one year of operation to describe the feasibility of the public-private partnership model for expanding electric vehicle infrastructure. |

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| 2024-07-08 | CR302/2024 | CMC 10/2024 7.1.5 | Community Services | That the report of the Director, Technology Services, Windsor Police Services dated June 19, 2024 responding to Council Question CQ 31-2023 regarding installation of CCTV- enabled emergency police call boxes in public areas BE RECEIVED for information; and,<br>That Administration BE DIRECTED to report back to Council regarding developing a privacy impact study and the cost involved. |
| 2024-07-22 | CR333/2024 | S 15/2024 & S 16/2024 & AI 13/2024 | Economic Development | That Council DIRECT Administration to DEVELOP Corporate Procedures to implement the Windsor Archaeological Management Plan (WAMP); and further,<br>That Administration BE DIRECTED to undertake a search for an appropriate location to study, curate, store and display significant archaeological resources resulting from future archaeological investigations within the municipal limits of Windsor and report back to City Council on options which may be available should a future need arise; and further,... |
| 2024-07-22 | CR333/2024 | S 15/2024 & S 16/2024 & AI | Economic Development | That administration BE REQUESTED to report back with an update related to the implementation of the Windsor Archaeological Management Plan prior to the end of 2024;... |
| 2024-09-23 | CR414/2024 | S 107/2024 & AI 19/2024 | Community Services | That the administrative report dated August 16, 2024 and the Additional Information Memo entitled "Response to CQ 3/2024 Geese Management - City Wide" BE RECEIVED for information; and,<br>That the City Treasurer BE DIRECTED to bring forward a $30,000 budget issue as part of the 2025 budget process for consideration; and,<br>That subject to approval of this request in the 2025 budget, that Administration BE DIRECTED to work with a Goose Management Company on egg/nest removal at the seven (7) locations identified within this report; and further,<br>That Administration BE DIRECTED to apply for any required permits with the Canadian Wildlife Service for the removal of eggs/nests; and further,<br>That Administration BE DIRECTED to report the results to Council after a one-year trial is completed. |
| 2024-10-28 | CR481/2024 | | Economic Development | That administration BE DIRECTED to write a letter to the Provincial Government and Members of Provincial Parliament to encourage more consultation with municipalities on matters of planning & development before legislation is enacted; and,<br>...That administration BE DIRECTED to report back for further consideration of initiatives or suggestions from council; |
| 2024-11-25 | CR498/2024 | C 128/2024 | Finance | That as it relates to Phases 1 & 2 of the Corporate LED Lighting Conversion City Wide project that City Council ENDORSE the project change orders as described in Appendix A: LED Project Change Orders, Phases 1 and 2; and,<br>...That Administration to BE DIRECTED to assess the opportunity for annual utility cost savings at the Windsor Airport (YQG) with the intention of adding YQG facilities to the project scope as an additional project phase. |

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| 2024-11-25 | CR507/2024 | C 140/2024 | Infrastructure Services | I. That City Council RECEIVE the International Charles Brooks Memorial Peace Fountain Replacement Project update outlined in this report; and further,<br>II. That City Council DIRECT Administration to MOVE FORWARD with Option 1: Floating Fountain design, outlined in the body of this report; and further,<br>...IX. That Administration BE DIRECTED to report back to Council regarding the old fountain and next steps moving forward; and further, |
| 2024-12-09 | CR529/2024 | CM 12/2024 | Economic Development | That Administration BE DIRECTED to report back to Council with an implementation plan that considers the action items and the variety of factors that can affect the timeline of the implementation; and,That administration BE DIRECTED to report back regarding the previous council direction related to the Net Zero Neighbourhood Policy regarding the Sandwich South lands as a component of the report on the implementation plan. |
| 2024-12-09 | CR537/2024 | C 161/2024 | Health & Human Services | That City Council ENDORSE the recommended temporary emergency shelter winter initiatives proposed in this report provided all expenses can be funded under the Reaching Home incremental funding allocation for the 2024 – 2025 fiscal year; and further, ...<br>That Administration BE DIRECTED to urgently REPORT BACK to Council with recommendations should the need in the community surpass current service levels with respect to shelter from the cold. |
| 2024-12-09 | CR539/2024 | 241209_15-02 | Health & Human Services | That consideration of the following Notice of Motion introduced by Councillor Kieran McKenzie at the December 9, 2024 meeting of Council, BE REFERRED back to administration for a thorough report back to a future meeting of Council regarding the implications of supporting AMO's recommendations and the implications of using the notwithstanding clause and to allow for consultation with stakeholders: |
| 2025-01-27 | B17/2025 | C 166/2024 | Community Services | That Council ENDORSE the Sandpoint Beach Master Plan as shown in Appendix A of this report; and further,<br>That the City Treasurer BE DIRECTED to consider funding for the Sandpoint Beach Master Plan as part of a future capital budget development process; and further,<br>That administration BE DIRECTED to implement the Sandpoint Beach Master Plan in three major phases: relocation, trees, and amenities; and further,<br>That administration BE DIRECTED to investigate grant, sponsorship, and partnership opportunities with alternative funding sources. |
| 2025-01-13 | CR23/2025 | S 130/2024 | Corporate Services | That Council DIRECT administration to review the updated Facility Accessibility Design Standards proposed by the WAAC Facility Accessibility Design Subcommittee and report back to Council for final approval. |
| 2025-01-13 | CR27/2025 | C 143/2024 | Health & Human Services | That the report of the Manager, Social Policy & Planning, dated November 15, 2024, entitled "Strategy to Promote Alternatives to Payday Loans - City Wide" BE RECEIVED for information, and,<br>That administration BE DIRECTED to engage with community stakeholders to investigate the possibilities of a partnership for the communications and public outreach campaign that was discussed and agreed upon at the committee level and REPORT BACK to Council. |

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| 2025-01-13 | CR30/2025 | S 166/2024 | Health & Human Services | That the report of the Social Housing Analyst, and the Coordinator, Housing Administration & Policy, dated November 18, 2024, entitled "Social Housing – End of Mortgage (EOM) and Negotiation of Service Agreements with Housing Providers – City Wide" BE RECEIVED; and,<br>That administration BE DIRECTED to report back on opportunities for consolidation among social housing providers to realize efficiencies to better serve tenants. |
| 2025-02-10 | CR53/2025 | C 24/2025 | Infrastructure Services | That report "C 24/2025 – Strategies for Addressing Transportation and Transit Challenges in Twin Oaks Industrial Park ", BE RECEIVED for information; and, further,<br>That Administration BE DIRECTED to engage a transportation consultant at a cost of $44,500 (excluding HST), funded from the Environmental Study Capital Project 7086010 to identify potential improvements (short-term and long-term) to enhance access to Twin Oaks and report back to Council with the findings of the same; and further,<br>That Transit Windsor BE APPROVED to implement a temporary route adjustment to the Lauzon 10 to provide transit service to the Twin Oaks area until Route 250 is implemented; and further,<br>That Administration BE DIRECTED to bring forward an analysis as to whether or not pedestrian infrastructure can be implemented in the industrial park; and,<br>That Administration BE DIRECTED to create an active transportation plan for access to the industrial park; and,<br>That Administration CONTINUE TO ENGAGE landowners in the industrial park around the opportunity to provide temporary access to either parking lots or private service roads that could accommodate public transit. |
| 2025-02-10 | CR78/2025 | C 22/2025 | Community Services | That the report of the Executive Initiative Coordinator, Community Services dated January 23, 2025, entitled "RFP Update - Jackson Park Feasibility Study - Ward 3" BE DEFERRED to a future Council meeting to allow for the residents that are a part of the "save the bandshell" initiative an opportunity to consult with administration with regards to what is being recommended. |
| 2025-02-24 | CR102/2025 | SCM 58/2025 | Finance | VII. That Administration BE DIRECTED to report back to Council on a framework, terms of reference, and costs associated with the creation of an audit Committee of Council, in consultation with appropriate stakeholders including the Auditor General. |
| 2025-04-14 | CR138/2025 | | Economic Development | c. That, subject receiving notification that the City's Capital Plan (Stage 2) Application to the Housing, Infrastructure and Communities Canada (HICC) - Canada Public Transit Fund (CPTF) – Baseline Funding Stream has been approved, that Administration REPORT BACK on the status of the Application, the approved Capital Plan projects, and the required funding commitments to support the City's matching funding requirements, inclusive of any pre- commitment of funds. |

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| 2025-04-28 | CR181/2025 | | Corporate Services | That City Council RECEIVE the report of the Manager, Licensing & Enforcement/Deputy Licence Commissioner dated February 25, 2025 entitled "Residential Rental Licensing Pilot Study Preliminary Results" for information. That City Council PLACE Residential Rental Licensing By-law 14-2023 IN ABEYANCE. That City Council DIRECT Administration to REPORT BACK with options for alternative residential rental housing regulation program models. |
| 2025-05-26 | CR219/2025 | S 6/2025 SCM 141/2025 | Economic Development | III. That Administration BE DIRECTED to report back with information related to forming of a committee or working group for the next phase of the Heritage Conservation District Study, based on the Consultant's best practices. |
| 2025-05-26 | CR237/2025 | S 63/2025 SCM 159/2025 | Health & Human Services | That the report of the Manager of Homelessness and Housing Support dated April 17, 2025 entitled "Response to CR 433/2023 re: Homelessness Outreach Updates" which provides an update on the homelessness outreach program and related data from 311 BE RECEIVED; and further,<br><br>That City Council RECEIVE an update as to how the Administration will attempt to draw the various organizations together to collaborate and capitalize on the programs that they are prepared to offer; and,<br><br>That administration BE DIRECTED to collaborate with service providers including other organizations that provide outreach services in the area as well as the Strengthen the Core initiative to collect and include data in their update report back to Council |
| 2025-05-26 | CR238/2025 | S 45/2025 SCM 160/2025 | Community Services | That the report of the Executive Initiatives Coordinator, Community Services, dated March 21, 2025, entitled "Response to Directive on Dog Park Policy - City Wide" BE RECEIVED; and,<br><br>That administration BE DIRECTED to report back to the Community Services Standing Committee with amendments to the dog park policy to mirror the framework utilized by the City of Toronto and the City of Mississauga; and,<br><br>That administration BE DIRECTED to investigate whether a portion of the revenue collected from dog licensing could be used to provide additional funding for dog parks. |
| 2025-05-26 | CR247/2025 | C 22/2025 AI 11/2025 | Community Services | That the report of the Executive Initiative Coordinator, Community Services dated January 23, 2025, entitled "RFP Update - Jackson Park Feasibility Study - Ward 3" BE DEFERRED until such time as Council has sufficient clarity on the future of the Windsor Stadium property and has had the chance to engage the public on the matter. |

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| 2025-05-26 | CR249/2025 | C 82/2025 | Health & Human Services | That the report of the Manager, Homelessness and Housing Support and the Executive Initiatives Coordinator dated May 21, 2025 entitled “Response to CQ 9-2025 - Housing Hub Feasibility Study – Review of 2km Radius, Location of Emergency Shelters and Comparable Municipalities” BE RECEIVED for information; and further,<br><br>That administration BE DIRECTED to consider and evaluate sights across the City, expanding the search for H4 beyond the 2km radius, and REPORT BACK the findings for Council’s consideration. |
| 2025-06-09 | CR258/2025 | S 150/2023 & AI 15/2024 | Infrastructure Services | That Council APPROVE Option A -Ward 4 Front Yard Parking two-year Pilot Program, excluding the Walkerville Heritage Area bound by Walker Road to the east, Ottawa Street to the south, Lincoln Road to the west and Riverside Drive to the north; and further,<br><br>That Administration BE DIRECTED to report back within the two-year Pilot Program with information that includes amendments to current additional dwelling unit (ADU) policies. |
| 2025-06-09 | CR263/2025 | Notice of Motion | Community Services | That Administration BE DIRECTED to immediately close Sandpoint Beach Park to the public until the Coroner’s report has been completed; and,<br><br>That Administration BE DIRECTED to bring back the Sandpoint Beach Park Master Plan to a future City Council meeting for further discussion on a safe proposal for the community moving forward. |
| 2025-07-14 | CR282/2025 | SCM 188/2025 8.9 | Economic Development | That the verbal update provided by the Commissioner, Economic Development, Deputy Chief Administrative Officer regarding the School Bus Extra Transition Plan BE RECEIVED; and,<br>That Administration BE DIRECTED to report back with options for Council to consider regarding an analysis of potential service enhancements or possible new routes for East/West routes through the Southeast corridors of the City. |
| 2025-07-14 | CR293/2025 ET | SCM 201/2025 & S 79/2025 8.20 | Infrastructure Services | VII.<br>That administration BE DIRECTED to report back with an updated truck traffic data report 12 months after the Gordie Howe Bridge has opened; and,VIII.<br>That administration BE DIRECTED to report back to council with an analysis of the potential infrastructure impact of replacing the bridge on Riverside Drive East at Riverdale Avenue. |
| 2025-07-28 | CR333/2025 | SCM 233/2025 11.5 | Finance | That the report of the Auditor General dated June 25, 2025 entitled "Auditor General Report Regarding Comparator Research and Recommendations” BE RECEIVED; and,<br>That administration BE DIRECTED to work towards preparing a draft Auditor General By-law for Council’s consideration. |

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| 2025-09-08 | CR352/2025 | SCM 250/2025 & S 86/2025 8.11 | Infrastructure Services | That the report of the Environment, Transportation & Public Safety Standing Committee of its meeting held July 30, 2025 entitled “Response to CQ 25-2024 – “Illegal Car Rallies and Excessive Noise from Motor Vehicles-City Wide” BE RECEIVED by Council for information; and,<br>That administration BE DIRECTED to provide an update in early in Q1 of 2026 related to the data presented, including an analysis of the data from the implementation of initiatives in other municipalities, particularly Vaughan, Ontario, with consideration of enacting any administrative penalties that could be emulated if there is an ongoing need to address these issues in our community. |
| 2025-09-22 | CR390/2025 CS | SCM 274/2025 & S 106/2025 8.22 | Health & Human Services | That the report of the Community Services Standing Committee of its meeting held September 3, 2025 entitled "Response to CQ 6-2025 re: Good Neighbour Policy Exploration– City Wide" BE RECEIVED for information; and,<br>That administration BE DIRECTED to immediatedly develop a Good Neighbour Program as part of the Housing and Homelessness Master Plan and to provide options to Council for their consideration. |
| 2025-10-20 | CR422/2025 | SCM 305/2025, S 110/2025 & AI 23/2025 8.14 | Infrastructure Services | "i. That the report of the Environment, Transportation & Public Safety Standing Committee of its meeting held September 24, 2025 entitled “Diaper Disposal Program Alternatives – City Wide” BE RECEIVED for information; and,<br>ii. That administration BE DIRECTED to implement Option 2 “Free Diaper Disposal at Public Depot-Off Depot” as outlined in the administrative report; and,<br>iii. That administration BE DIRECTED to implement a pilot project for Option 4 “Contracted Bi-Weekly Diaper Curbside Collection” for the remainder of 2025 and 2026 as outlined in the administrative report; and,<br>iv. That administration BE DIRECTED to report back at the completion of the pilot project to provide outcomes and recommendations moving forward." |
| 2025-11-10 | CR443/2025 | C 141/2025 11.3 | Economic Development | I. That City Council APPROVE the extension of the expiry of Development Charges By-law 1-2021, from 5 years to 10 years, being January 17, 2031; and,<br>II. That By-law 174-2025 BE PASSED at this meeting of Council; and,<br>III. That given the current uncertainty with respect to development charges and the larger economic circumstances impacting development and investment, that administration BE DIRECTED to bring back an annual report to council for review and comment, with the potential to seek new direction on development charges. |

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| 2025-11-24 | CR478/2025 | C 138/2025 11.4 | Corporate Services | That the report of the City Clerk/ Licence Commissioner dated October 6, 2025 entitled '2026 Council and Standing Committee Meetings Dates/Start Times and Response to CR 489/2024- City Wide' BE RECEIVED for information; and,<br>That the "Schedule of City Council and Standing Committee meetings for 2026" attached as Appendix A, for January 1, 2026 to December 31, 2026 BE APPROVED; and,<br>That the discussion regarding Council start times BE DEFERRED to a future meeting of Council to allow for all Council members to be in attendance; and,<br>That Administration BE DIRECTED to present a more fulsome review including Councillors start time preference, community engagement and Council compensation. |
| 2025-11-24 | CR479/2025 ET | SCM 309/2025 & S 116/2025 & AI 25/2025 8.9 | Infrastructure Services | That Administration BE DIRECTED to bring forward a phased in plan to proactively close all grass alleys that do not provide required access or municipal servicing; and,<br>That paved alleys BE MAINTAINED under their current status and not considered for closure where they provide vehicle access, servicing access or operational value; and,<br>That Administration BE DIRECTED to report back on any process improvements that would allow grass alley closures to be completed more quickly and efficiently, which may include opportunities to streamline survey, notice and legal requirements; and,<br>That Administration BE DIRECTED to include an updated ward-by-ward list of grass alleys eligible for closures; and,<br>That no additional financial burden BE PLACED on abutting property owners beyond the established alley closure process; and,<br>That paved alley maintenance CONTINUE to BE FUNDED through the Asset Management Plan (AMP); and,<br>That the Draft Remnant Parcel By-law attached as appendix A to report AI 25/2025 dated November 24, 2025 entitled "Additional Information—Financial Implications, LIP Costs, Gating and Potential Cost Savings Related to Alley Closures-City Wide" BE APPROVED; and that the City Solicitor BE REQUESTED to prepare the necessary Bylaw for approval |
| 2026-01-12 | CR10/2026 ETP | SCM 375/2025 & SCM 308/2025 & S 114/2025 & AI 24/2025 | Economic Development | I. That report of the Environment Standing Committee of its meeting held on November 26, 2025 entitled "Bicycle Parking Policy Implementation and Feasibility Update – City Wide" BE RECEIVED for information; and,<br><br>II. That administration BE DIRECTED move forward with the installation of a security gate at the parking garage 2, conditional on Funding including the potential use of Ward funds, so that it may be offered for use by the general public free of charge for 2026; and,<br><br>III. That the items outlined in the planning section of the administrative report BE REFERRED to the planning department for consideration at a future Development and Heritage Standing Committee Meeting. |

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| 2026-01-26 | B18/2026 | MMA2026 | Finance | That Administration BE DIRECTED to write a letter to the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM) requesting that they consider potentially providing some sort of benchmarking method for municipalities. |
| 2026-01-26 | B19/2026 | AF/15032 | Finance | That Administration BE DIRECTED to increase the Vacant Home Tax from 3% to 4%; and,<br><br>That Administration BE DIRECTED to report back to Council outlining the potential impact of increasing the Vacant Home Tax rate to 5%. |
| 2026-01-26 | B13/2026 | SR/14130<br>15.2 | Community Services | That administration BE DIRECTED to submit a comprehensive status report that benchmarks the Sandpoint Beach master plan against the Lifesaving Society of Canada's safety standards, identifies the technical requirements to ensure the project is shovel ready for provincial and federal grants, and confirms alignment with the upcoming Parks and Recreation master plan; and further,<br><br>That the status report INCLUDES formal input from the Port Authority and establishes a pathway for their financial participation concerning the area that constitutes their landholding and outlines a strategy to engage funding partners such as the Rotary Club of Windsor as well as corporate sponsorship for collaborative investment opportunities. |
| 2026-02-09 | CR44/2026 DHS | S 141/2025 &<br>SCM 5/2026 | Economic Development | I. That the Planning Department's Official Plan Review Report (S141/2025) BE RECEIVED for information.<br><br>II. That APPROVAL be given to the initiation of an Official Plan Review and that the City's Development Heritage Standing Committee BE APPOINTED as the Steering Committee for the Official Plan Review.<br><br>III. That a further report BE PREPARED for the Development Heritage Standing Committee, identifying the scope, structure, work program, and a terms of reference for consulting services, and further, that regular updates BE PREPARED for the Development Heritage Standing Committee. |

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| 2026-02-09 | CR56/2026 | MD/14771 10.1 | Health & Human Services | That the presentation of the Director of Crisis and Addictions, Hotel-Dieu Grace Healthcare and the Executive Director/CEO, House of Sophrosyne dated February 9 ,2026, entitled “Windsor-Essex Homeless and Addiction Recovery Treatment (HART) Hub“ BE RECEIVED for information; and,<br><br>That Administration, along with the leadership of the Windsor-Essex Homeless and Addiction Recovery Treatment (HART) Hubs, BE DIRECTED to report back to Council, close to the one-year anniversary of the implementation of the HART Hub program, with available data, for Council’s information. |
| 2026-02-09 | CR58/2026 | C 167/2025 | Corporate Services | That the report of the Coordinator of Real Estate Services dated December 12, 2025 entitled “Surplus Declaration and Sale Authorization – 0 Dominion Boulevard (abutting 2380 Dominion Boulevard) – Ward 10” BE DEFERRED to a future City Council meeting to allow for Administration to provide more information regarding the property. |
| 2026-02-09 | CR60/2026 | C 15/2026 | Economic Development | I. That City Council AWARD RFP #105-25, to Security ONE Alarm Systems Ltd. for the purchase and installation of commercial-grade security cameras and video monitoring services as part of the Strengthen the Core - Safe Streets –Action Item; and further,<br><br>II. That the Chief Administrative Officer and City Clerk BE AUTHORIZED to execute an agreement with Security ONE Alarm Systems Ltd. for the provision of goods and services to an upset limit of $450,000.00 (excluding HST) satisfactory in form to the City Solicitor, in financial content to the City Treasurer and in technical content to the Commissioner Corporate Services; and,<br><br>III. That Administration BE DIRECTED to provide a report on the feasibility of extending project Greenlight to all Business Improvement Associations (BIAs). |
| 2026-02-23 | CR89/2026 DHS | SCM 54/2026 S 4/2026 & S 131/2025 | Economic Development | V. That Administration BE DIRECTED to report back to City Council regarding any opportunity to amend the by-law to allow use of the sign as a low light screen saver with a community message during off hours. |

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| 2026-02-23 | CR100/2026 | SCM 309/2025S S 116/2025 AI 25/2025 | Infrastructure Services | That the report of the Executive Initiatives Coordinator dated September 5, 2025 entitled, “Proposed Alley Maintenance Standards and Policy Enhancements – City Wide” BE DEFERRED to a future council meeting to allow Administration to REPORT BACK to the Environment, Transportation and Public Safety Committee with a comprehensive review of the City’s alley maintenance, reconstruction, and divestment framework, including:<br>I. A financial and asset impact analysis outlining the number, classification, condition, and long-term capital liability of paved and grass alleys, and the financial implications of any proposed cost shifting to property owners.<br>II. A clear policy distinction between lifecycle replacement of existing paved alleys and new construction or upgrades under the Local Improvement Program.<br>III. A funding framework addressing surface restoration and reconstruction where municipal sewer or utility replacement occurs within paved alleys.<br>IV. A comparative review of alley maintenance, funding, and divestment practices in other Ontario municipalities.<br>V. Options to fund paved alley lifecycle renewal through the Asset Management Plan without reliance on the Local Improvement Program.<br>VI. A proactive, citywide strategy for the identification and orderly divestment of non-functional grass alleys.<br>VII. An equity and precedent analysis outlining how any proposed funding model aligns with past Council decisions regarding lifecycle replacement of assumed municipal infrastructure.<br>VIII. A proposed community consultation framework prior to implementation of any policy changes. |
| 2026-02-23 | CR102/2026 CR | C 120/2025 AI 1/2026 | Infrastructure Services | That the report of the Executive Initiatives Coordinator dated August 26, 2025, entitled “Response to Inquiry Regarding Infrastructure Related Strategies to Discourage Unsafe Behaviours in the Public Roadway – City Wide,” BE RECEIVED for information; and,<br>That Administration BE DIRECTED to report back identifying locations in the city where panhandling poses safety concerns and to install signage advising of these concerns while outlining alternative methods of giving; and,<br>That Administration BE DIRECTED to develop an educational program highlighting available supports for individuals who rely on panhandling, as well as information for residents wishing to donate; and,<br>That Administration BE DIRECTED to continue to advocate to upper levels of government for increased mental health, addiction, poverty reduction, and homelessness supports. |

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| 2026-02-23 | CR80/2026 ETP | SCM 44/2026 S 3/2026 | Corporate Services | I. That City Council APPROVE the opting-in to the Ontario Ministry of Transportation's Large Quadricycle Pilot Program (the "Pilot Program") in accordance with the terms of Ontario Regulation 411/22 under the Highway Traffic Act until April 2032; and,<br>II. That City Council APPROVE that Large Quadricycles be licensed as Pedicabs under current regulations prescribed under the City of Windsor's Public Vehicle Licensing By-law No. 137-2007, as amended, provided that such licences:<br>a) include the endorsement of alcohol sales and consumption in accordance with the rules and standards by the Alcohol and Gaming Commission of Ontario under the Liquor Licence and Control Act, 2019; and,<br>b) require proof of liquor liability insurance in the amount of at least $3,000,000, noting the City as additional insured, to be in a form satisfactory to the City; and,<br>III. That Administration BE DIRECTED to take all steps as may be required to carry out as a member of the Pilot Program, including providing the Ministry of Transportation (the "Ministry") with confirmation that the City has opted-in and submitting annual reporting to the Ministry by March 1 of each year during the Pilot Program. |
| 2026-03-09 | CR113/2026 DH | S 144/2025 | Economic Development | That the report of the Development and Heritage Standing Committtee of its meeting held February 2, 2026 entitled "Zoning By-law Amendment Application for 291 Watson Avenue, Z-035/25 [ZNG-7344], Ward 6," BE DEFERRED to a future meeting of Council to provide an opportunity for Planning, Fire and Rescue Services, and the Essex Region Conservation Authority (ERCA) to work through technical issues. |
| 2026-03-20 | CR 120/2026 | C 31/2026 | Community Services | That the report of the Supervisor of Cultural Affairs dated March 12, 2026 entitled, "Update of Round 1 of the Arts, Culture and Heritage Fund 2026 – City Wide" BE REFERRED back to Administration to allow for a report back which includes options for funding cultural events in each individual ward to enhance the Cultural Master Plan for Council's consideration. |
| 2026-03-20 | CR 128/2026 DH | SCM 75/2026 & S 17/2026 | Economic Development | IV. That Administration BE DIRECTED to report back on funding thresholds for the Community Heritage Fund Grant program that will allow Council to consider augmentations to the program given recent administrative recommendations. |
| 2026-03-20 | CR 140/2026 | C 26/2026 | Infrastructure Services | xiii. That the City Treasurer BE DIRECTED to report back to City Council providing the status of the SSDCW Projects prior to moving forward with applications for financing of future phases; and further, |

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| 2026-04-13 | CR157/2026 | C 36/2026 | Economic Development | That the report of the Acting Executive Director Transit Windsor and Executive Director, Financial Planning/Deputy Treasurer dated March 20, 2026 entitled “2025 Year-End Operating Budget Variance Report for Transit Windsor - City Wide” BE RECEIVED for information, and;<br>That, pursuant to Council Resolution CR282/2025, Council DIRECT Administration to update the current Transit Windsor Master Plan, prior to proceeding with a standalone analysis of a potential east west route enhancements through the southeast corridors of the City, subject to funding approval through the 2027 budget process, and;<br>That Administration BE DIRECTED to report back with a comprehensive financial review of the proposed update to the Transit Windsor Master Plan with funding levels to be included as a component. |
| 2026-04-13 | CR158/2026 | C 34/2026 | Health & Human Services | IV. That the Chief Administrative Officer and City Clerk BE AUTHORIZED to execute any amendment(s) to any required documentation/agreement(s) as may be required, provided that the amendment(s) are satisfactory in form to the City Solicitor, in financial content to the City Treasurer and technical content to the Deputy CAO / Commissioner of Economic Development and Commissioner of Corporate Services; and,<br>VIII. That Administration BE DIRECTED to report back to Council with proposals to continue to fund Strengthen the Core initiatives into 2027 and beyond. |
| 2026-05-11 | CR193/2026 | C 54/2026 | Finance | That the Report of the Executive Director, Capital Planning and Corporate Energy dated April 24, 2026 entitled “2026 Annual Compliance Reporting - O. Reg. 588/17 – Asset Management Planning for Municipal Infrastructure” BE RECEIVED; and,<br>That Administration BE DIRECTED to include information in the next complaince report related to comparable municipalities that instituted a similar Asset Management Tax. |
| 2026-05-25 | CR212/2026 ET | SCM 133/2026 & SCM 101/2026 | Economic Development | That Report No.3 of the Environment & Climate Change Advisory Committee indicating:<br>That City Council BE REQUESTED to consider ways to increase resources to environmental issues city-wide, and further, that resources for other environmental issues BE INCREASED in the 2027 budget.<br>BE RECEIVED; and,<br><br>That Council DEFER consideration of any increased resources until the completion of the consultant’s review of the full scope of Council approved climate and environmental commitments. |

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| 2026-05-25 | CR213/2026 ET | SCM 134/2026 & SCM 102/2026 | Economic Development | That Report No. 4 of the Environment & Climate Change Advisory Committee indicating:<br>That City Council DIRECT Administration to undertake work to increase awareness on environmental initiatives, programs and services offered by the City of Windsor.<br>BE RECEIVED; and,<br><br>That Council DEFER consideration of any increased resources until the completion of the consultant's review of the full scope of Council approved climate and environmental commitments. |
| 2026-05-25 | CR227/2026 DH | SCM 147/2026 & S 32/2026 | Economic Development | That the report of the Development & Heritage Standing Committee of its meeting held May 4, 2026 entitled "Amendment to Sign By-law 250-2024 2595 Dougall Ave, SGN001/25 (Proposed Electronic Changing Copy Billboard Ground Sign) - Ward 10" BE REFERRED to a future Council meeting to allow all comments received regarding the application to be included as part of the information package and public record. |
| 2026-06-08 | CR243/2026 CR | S 50/2026, SCM 135/2026 & | Infrastructure Services | VI. That Administration BE DIRECTED to undertake an outreach and communications campaign to educate the public in the proper and lawful use of micromobility devices in Windsor. |
| 2026-06-08 | CR245/2026 | | Community Services | That Administration BE DIRECTED to report back to Council with relevant economic development or return on investment data that can be gathered through the Experience Windsor events for Council's consideration |
| 2026-06-17 | CR253/2026 Cla | C 84/2026 | Economic Development | IX. That Administration REPORT BACK on the outcome of the applications to the DCRF, TDCF, and/or BCSF, as appropriate. |
| 2026-06-29 | CR269/2026 DH | SCM 147/2026 S 32/2026 | Economic Development | That the report of the Development and Heritage Standing Committee (DHSC) of its meeting held on May 4, 2026 entitled "Amendment to Sign By-law 250-2024 2595 Dougall Ave, SGN-001/25 (Proposed Electronic Changing Copy Billboard Ground Sign) - Ward 10" BE DEFERRED at least two months to a future meeting of Council to allow the applicant to undertake a further review of the application with their new legal counsel, as outlined in the correspondence dated June 26, 2026. |
| 2026-06-29 | CR271/2026 DH | SCM 183/2026 S 33/2026 AI 8/2026 | Economic Development | III. That Administration BE DIRECTED to report back on Option 2- "Remove the Additional Dwelling Unit Parking exemption" for the first unit as detailed in the Additional Information Memo of the Deputy City Planner, dated June 15, 2026, to Report No. S33/2026 "Addressing On-Street Parking Impacts Associated with Residential Intensification"; and,<br>IV. That Administration BE DIRECTED to take accessible parking spots requirements for community residents into consideration; and,<br>V. That Administration BE DIRECTED to provide more information on long-term options for determining parking requirements based on the number of units rather than the dwelling type as detailed in the Official Plan and Zoning By-law shift section of the administrative report. |

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| 2026-06-29 | CR282/2026 DH | SCM 192/2026 S 52/2026 | Corporate Services | That the report of the Development & Heritage Standing Committee (DHSC) of its meeting held on June 1, 2026 entitled “Part Closure of north/south alley located between Highland Avenue and Howard Avenue, south of Shepherd Street East, SAA-7270 - Ward 3” BE REFERRED BACK to Administration to allow for more information related to parking to be brought forward. |
| 2026-06-29 | CR292/2026 | SCM 206/2026 SCM 60/2026 SCM 58/2026 | Corporate Services | That the memorandum from the Office of the Auditor General dated June 4, 2026, entitled “Required Communication – Auditor General 2026 Work Plan Implementation Update” BE RECEIVED for information; and,<br>That Council ACKNOWLEDGE the communication of the operational implementation state described in the memorandum; and,<br>That the report from the Office of the Auditor General dated January 27, 2026, entitled “Administration’s Alignment with the Institute of Internal Auditor’s Essential Conditions” BE NOTED AND FILED; and,<br>That Administration BE DIRECTED to develop and present an action plan in accordance with the Recommendation No.1 contained within the report; and,<br>That the report from the Office of the Auditor General dated January 27, 2026, entitled “Auditor General Revised 2026 Work Plan” BE NOTED AND FILED. |
| 2026-06-29 | CR297/2026 Cla | C 74/2026 | Finance | II. Whereas on January 26, 2026, the Capital Budget WAS DEEMED APPROVED via Mayoral Decision MD03-2026 be it further resolved that City Council DIRECT the City Treasurer to affect the following transfers and commitments:<br>a. Transfers to and from existing capital projects/reserves as identified within Appendix A – Summary of Capital Project Variances; and,<br>b. Pre-commitment of previously approved in principle amounts in the 2026 10-year Capital Budget of $7,700,000 for the Windsor Essex Community Housing Corporation Capital Repair and Renewal project, HCS-001-14, for the 2027 funding year; and,<br>c. Pre-commitment of previously approved in principle amounts in the 2026 10-year Capital Budget of $75,000 for the Windsor Police Service Specifialized Equipment project, POL-002-19, for the 2027 funding year.<br>III. That the City Treasurer BE AUTHORIZED to approve the use of funds from the Spitfires Ticket Surcharge Reserve, Fund 241, to support capital upgrades and improvements, as detailed in the Financial Matters section, and that all reserve activity BE REPORTED to Council through future Year-End Operating Variance reports; and further, |

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| 2026-06-29 | CR298/2026 | C 86/2026 | Health & Human Services | ...That the Chief Administrative Officer or designate BE AUTHORIZED to enter into discussions with funding partners to support the Homelessness & Housing Help Hub (H4) and future Village at The Barn to offset the capital and/or operating costs required; and further,<br><br>That Administration REPORT BACK to Council with a recommended service delivery model as well as a capital and operating funding strategy for the Village at The Barn; and,<br><br>That as part of the record of site condition, Administration BE DIRECTED to include an above and below ground review to determine the feasibility of demolishing the Windsor Arena site and building the proposed development from scratch; and, that the potential cost of demolition of the property BE INCLUDED in a report back to Council. |
| 2026-06-29 | CR299/2026 | C 87/2026 | Health & Human Services | That the report of the Executive Initiatives Coordinator dated June 16, 2026 entitled “Response to CQ 42-2024, Tiny Homes as an Option to Address Homelessness – City Wide” BE RECEIVED for information; and,<br>That Administration BE DIRECTED to report back at the appropriate time with options related to tiny homes, including any additional provincial funding that may be available. |
| 2026-07-13 | CR310/2026 | C 95/2026 | Corporate Services | That the report of the Manager, Licensing & Enforcement/Deputy Licence Commissioner dated June 26, 2026 entitled “Follow-up to Residential Rental Licensing Pilot Program - City Wide” BE RECEIVED for information; and,<br>That Administration BE DIRECTED to move forward with the Public Education Program as outlined in the report, to be carried out by two By-law Enforcement Officers; and,<br>That administration BE DIRECTED to Report Back to Council regarding the protection for tenants who may bring forward concerns related to their rental housing conditions and include measures for Council’s consideration that may fall within the purview of the municipality to increase the protection for tenants or whether they would require advocacy to the province; and, that the data be broken up by ward and that an initial analysis of reactive 311 calls to the proactive enforced areas BE INCLUDED as part of the report. |
| 2026-07-13 | CR315/2026 ET | SCM 221/2026<br>SCM 196/2026 | Corporate Services | ...That Administration BE DIRECTED to advocate to the Provincial and Federal Governments for funding support for private accessible transportation providers that deliver essential mobility services to residents; and,<br>That Administration BE DIRECTED to report back during budget deliberations on the impact of implementing fee reductions in the 2027 Budget. |
| 2026-07-13 | CR322/2026 | C 98/2026 | Corporate Services | That Administration BE DIRECTED to commence a ward boundary review study, with results to be presented to the next term of City Council for decision. |

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| 2026-07-13 | CR323/2026 | C 98/2026 | Corporate Services | That the start time for future City Council meetings BE DECIDED by the City Council in place at the time; and,<br>That Administration BE DIRECTED to prepare a report including data comparing past and present meetings, also focusing on where the greatest opportunity for getting more engagement is. |
| 2026-07-13 | CR325/2026 | C 98/2026 | Corporate Services | That Administration BE DIRECTED to initiate a Compensation Review Committee for a report to City Council in 2028 with a review for future Council compensation and a review of whether the job of City Councillors should be considered part-time or full-time. |
| 2026-07-13 | CR319/2026 | C 98/2026 | Finance | That the presentation given by the Chief Executive Officer, Invest Windsor Essex & Tourism WindsorEssex Pelee Island to Windsor City Council on July 13, 2026, regarding alignment recommendations for Invest Windsor Essex & Tourism WindsorEssex Pelee Island BE REFERRED back to administration for vetting; and,<br>That Administration BE DIRECTED to report back to Council with comments on the proposed alignment, and any recommendations if necessary. |
| 2026-07-27 | CR340/2026 DH | SCM 236/2026, S 60/2026 & AI 11/2026 | Economic Development | 10. The Site Plan Approval Officer CONSIDER any recommendations identified in Appendix C to Report S 60/2026, to the satisfaction of the municipal department or external agency recommending them, in an approved site plan and an executed and registered site plan agreement.<br>11. That Administration BE DIRECTED to report back on options to address the loading space requirements of the site for Council's consideration; and,<br>12. That Administration BE DIRECTED to report back /comment on the appropriate level of flexibility with respect to the language of the Species at Risk holding provisions. |
| 2026-07-27 | CR343/2026 DH | SCM 239/2026 & S 56/2026 | Finance | II. That if a grant agreement is required, Administration BE DIRECTED to prepare an agreement between applicant and The Corporation of the City of Windsor in accordance with all applicable policies, requirements, and provisions contained within the Brownfield Redevelopment Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications; and, |
| 2026-07-27 | CR366/2026 ET | S 58/2026 & SCM 225/2026 | Infrastructure Services | That the report of the Environment, Transportation, and Public Safety Standing Committee (ETPS) of its meeting held June 24, 2026, entitled "Response to CQ 2-2026 - Feasibility of Parking Revenue Sharing with Business Improvement Areas - City Wide" BE DEFERRED to a future Environment, Transportation, and Public Safety Standing Committee (ETPS) meeting to allow for Administration to provide legal input. |

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| 2026-07-27 | CR368/2026 Cla | C 99/2026 | Finance | I. That City Council DELEGATE authority to the Chief Administrative Officer to approve the following, for the sole purpose of submitting grant applications:<br>a. Pre-commit any required funds approved in principle in the 2026 - 10-year capital budget from 2027 to 2030 which have not previously been pre-committed by City Council; and,<br>b. Approve the commitment of funding for any required funds approved in principle in the 2026 - 10-year capital budget in years 2031 - 2035, with the funding being deemed pre-committed as it falls within the applicable 5-year funding window; and,<br>c. Redistribute capital project funds from approved or approved in principle projects to allow for maximizing any potential grant funding opportunities; and further,<br>That this Delegated Authority BE SUBJECT TO the following:<br>a. That all financial commitments associated with grants and the related projects only be executable upon written confirmation of the grant being awarded; and,<br>b. That a report be brought forward to City Council in early 2027 advising of all instances in which this delegation of authority was utilized; and,<br>c. That City Council DIRECT Administration to provide a report on any projects being submitted for grants where the total project cost is over $1,000,000 for approval of the projects being recommended. |
| 2026-07-27 | CR369/2026 Cla | C 97/2026 | Finance | 1. That City Council APPROVE the following recommendations effective August 21, 2026 to November 16, 2026, unless further extended by Council, should Council be determined to be 'Lame Duck':<br>e. That City Council DIRECT Administration to provide a report on all projects impacted by the delegated authority granted during the 'Lame Duck' period, following the conclusion of the 'Lame Duck' period; and,<br>f. That Administration BE DIRECTED to not increase the overall, approved 2026 10-year capital budget of the municipality as a result of the application of any of the above Recommendations; and, |
| 2026-07-27 | CR373/2026 Cla | C 101/2026 | Health & Human Services | 3. The Commissioner of Human and Health Services BE DIRECTED to execute the necessary localized service contract amendments with the Welcome Centre to immediately flow these funds and preserve these vital community safety assets.<br>4. The discussion to create the permanent fiscal capacity to fund these beds BE REFERRED to the 2027 budget discussions for Council consideration, and further be informed by the system-wide shelter review report that Administration has indicated will be presented to Council in Q4 2026 |

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| 2026-07-27 | CR374/2026 Cla | C 109/2026 | Economic Development | That City Council APPROVE the following recommendations effective August 21, 2026 to November 16, 2026, unless further extended by Council, and only be applicable should Council be determined to be ‘Lame Duck’:<br>4. That this Delegated Authority BE SUBJECT to the following:<br>1. That agreements between the City and CIP or Heritage Incentive applicants BE IN ACCORDANCE with applicable policies, requirements, and provisions contained within the relevant CIP or Heritage Bylaws and guidelines; and,<br><br>2. That agreements between the City and CIP or Heritage Incentive applicants ARE COMPLETED to the satisfaction of the City Planner for content, the City Solicitor as to legal form, and the City Treasurer as to financial implications; and further,<br><br>3. That a report BE BROUGHT FORWARD to City Council in early 2027 advising of all instances in which this delegation of authority was utilized. |
| 2026-09-14 | CR398/2026 DH | SCM 281/2026 S 74/2026 | Economic Development | I. That the report of the Planner lll - Heritage dated June 19, 2026 entitled “Windsor Municipal Heritage Register- Bill 23 Strategy Updates - City-Wide” BE RECEIVED for information; and,<br>II. That Administration BE DIRECTED to report back to Council on the potential use of an Interim Control By-law under section 38 of the Planning Act for the Askin Avenue/River West area and the Victoria Avenue area, including an evaluation of its applicability, advantages, limitations, legal considerations, and alternative legislative tools available to facilitate the assessment of Heritage Conservation District designations under the Ontario Heritage Act; and,<br>III. That Administration BE DIRECTED to continue to engage with residents of Askin Avenue/River West area as part of their potential engagement in the Heritage Conservation District |
| 2026-09-14 | CR399/2026 DH | SCM 282/2026 S 73/2026 | Economic Development | VII. That Administration BE DIRECTED to continue identifying heritage properties at risk, including Marlborough Public School, and any other properties that may warrant protection, and to bring forward recommendations for heritage designation where appropriate for Council's consideration prior to the legislated deadline. |

**Item No. 18.2**

**Council Questions:** SCM 329/2026

**Subject: Summary of Outstanding Council Questions as of October 29, 2026**

# Outstanding Council Questions as of October 29, 2026

| Meeting Date | CQ # | Status | Council Member | Department | Question |
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| 2/3/2020 | CQ 4-2020 | Outstanding | Kieran McKenzie | Comm. Human & Health Services | That Administration prepare a comparative analysis of the Affordable Housing frameworks and incentives that are in place in comparable municipalities. To the extent<br>that the data is available the analysis should consider all forms of affordable housing and the composition of the<br>affordable housing marketplace in the communities analyzed. |
| 1/16/2023 | CQ1-2023 | Outstanding | Kieran McKenzie | Comm. Economic Development | Asks that given Council's declaration of a Climate Change Emergency informing the need to address climate change through municipal policy frameworks;<br>And further, given the energy capacity challenges and opportunities faced by our community over the short, medium and long term;<br>That Administration report back to Council with proposals for Council consideration to create a Green Energy Community Energy Plan (CIP) with the goal of creating a favourable energy investment climate for sustainable energy proposals. |
| 2/13/2023 | CQ5-2023 | Outstanding | Kieran McKenzie | Comm. Economic Development | Given the significant housing crisis challenging municipalities across Canada, including the City of Windsor<br>And noting, the objective stated by the Government of Ontario to add 1.5 Million home across the province over the next 10 years, including 13,000 in our Community.<br>And Whereas, the City of Windsor has already recognized the benefits of adding housing capacity through Additional Dwelling Units (ADUs) by enacting Planning Act amendments thereby eliminating some barriers to investment.<br>That Administration report back with further options for Council to consider that would include a range of financial tools including (but not necessarily limited to) a targeted Community Improvement Plan or Grant program that would address industry challenges to help promote greater uptake of the opportunity to augment housing stock through investments in ADUs. |

| Meeting Date | CQ # | Status | Council Member | Department | Question |
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| 2/13/2023 | CQ6-2023 | Outstanding | Kieran McKenzie | Comm. Corporate Services | That, given the City of Windsor's stated objective in Council's approved Diversity and Inclusion Initiative to: continually take steps to learn and grow as a community and to recognize that "diversity adds to our strength and creates an important opportunity for fostering understanding, acceptance and innovation", and,<br>The City's publicly articulated commitment to an Agency, Board and Committee (ABC) appointments process that is transparent, fair and consistent;<br>That Administration undertake a review of the city's appointment policy, including a comparison to processes and policies adopted in peer municipalities such as (but not limited to) London, Kitchener and Cambridge and report back with options for Council consideration in terms of best practices or improvements that can be made in the context of Equity, Diversity, Inclusion, Transparency and Accountability. |
| 7/8/2024 | CQ32-2024 | Outstanding | Kieran McKenzie | Comm. Economic Development | Asks that Administration report back on options that will help address scenarios where tenants in rental accommodations in the City of Windsor may be at risk for heat exposure in their dwelling unit. |
| 7/8/2024 | CQ33-2024 | Outstanding | Renaldo Agostino | Comm. Economic Development | Asks that given over the past month, our downtown has unfortunately seen some long-standing businesses leave their location due to landlord/tenant issues including earlier eviction then may be necessary. Acknowledging that administration is currently undergoing a review of all CIPs, I ask that when the final report comes back, it includes a review of potential CIP options that could help mitigate such situations in the downtown core. |
| 9/9/2024 | CQ40-2024 | Outstanding | Kieran McKenzie | Comm. Corporate Services | Asks that Administration report back on the open data frameworks we have at the City of Windsor and report back on best practices observed in comparable communities across Ontario. |
| 2/10/2025 | CQ4-2025 | Outstanding | Renaldo Agostino | Comm. Community Services | With the extension of H4 at Water World, it is clear that downtown has lost its community centre. With that being said, I would like administration to investigate partnerships with organizations like the Boys and Girls Club of Canada to open a youth community centre in the core. What would the process be to get a Boys and Girls Club in Windsor? Some of our empty schools would make a perfect location |

| Meeting Date | CQ # | Status | Council Member | Department | Question |
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| 5/12/2025 | CQ10-2025 | Outstanding | Renaldo Agostino | Comm. Community Services | Asks that Administration review our arts funding model, post-Covid. We can see the arts community struggling – what can we do to support more artists in our city? |
| 7/14/2025 | CQ13-2025 | Outstanding | Renaldo Agostino | Comm. Human & Health Services | Asks that as the landscape of social challenges continues to evolve, particularly with anticipated legislation such as Bill 6 and pending changes to federal laws, I am calling on our administration — including Health and Human Services, Community Housing, Parks and Recreation, and, certainly not limited to, the Windsor Police Service — to proactively develop a comprehensive strategy to address the growing concern of open-air drug use in our downtown core and across the city. This is a complex issue that demands coordinated and compassionate action. It affects residents, businesses, and vulnerable individuals alike. I believe it's time for a broader community conversation: What more can we all do — together — to respond to this challenge? |
| 7/14/2025 | CQ15-2025 | Outstanding | Renaldo Agostino | Comm. Corporate Services | Asks that administration review the current bylaws and regulations concerning mobile food vendors and food trucks. The mobile food industry has evolved significantly in recent years, and I believe there may be opportunities to modernize our policies to better support these small businesses while continuing to meet the needs of the community. A review could help identify potential areas for increased flexibility and opportunity, such as operating locations, hours, permitting processes, or event participation. Supporting a thriving food truck sector could also enhance our local economy, increase access to diverse food options, and contribute to a vibrant public space. |
| 10/20/2025 | CQ20-2025 | Outstanding | Kieran McKenzie | Comm. Economic Development | Asks that given the uncertainty in the automotive and manufacturing sector as it relates to bilateral trade and integrated supply chains impacting workers and businesses in Windsor Essex, Administration be directed to engage Invest Windsor Essex and other regional Economic Development partners, including, but not limited to, the Regional Chambers of Commerce and the County of Essex, to identify Tariff related risk to the regional manufacturing sector and through this engagement recommend an appropriate advocacy strategy and policy recommendations for consideration to help mitigate the impacts to our regional economy, jobs and investment. |

| Meeting Date | CQ # | Status | Council Member | Department | Question |
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| 11/10/2025 | CQ21-2025 | Outstanding | Gary Kaschak | Comm. Human & Health Services | As per recent media reports, I ask Administration to provide a report on the methods and strategies that St. Thomas, Ontario has completed recently to their reported 'cracking the code in solving homelessness'. An analysis of their methods and amounts of City finances incurred in doing this would be beneficial for Windsor City Council. As well, the amounts they received from upper level of governments in their endeavour should be provided. |
| 1/12/2026 | CQ1-2026 | Outstanding | Renaldo Agostino | Comm. Economic Development/Deputy CAO | Windsor residents continue to face serious housing pressures—not only in affordability and availability, but also in the shortage of attainable, family-sized housing that allows families, seniors, and working households to remain in our community. As Council continues to look for practical and community-focused ways to address Windsor's housing shortage, it is important to understand how the City's role in planning policies, procedures, and approvals can support the delivery of privately built housing, including both rental housing and small-scale condominium developments that provide attainable ownership opportunities for residents. |
| 2/9/2026 | CQ2-2026 | Outstanding | Mark McKenzie | Comm. Infrastructure Services | Asks that Administration report back on the feasibility of revenue sharing agreements with BIAs that would direct a percentage of parking meter and municipal lot revenues generated within each BIA boundary back to that BIA. |

| Meeting Date | CQ # | Status | Council Member | Department | Question |
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| 2/9/2026 | CQ3-2026 | Outstanding | Renaldo Agostino | Comm. Corporate Services | At its February 5, 2026 meeting, the Windsor Essex County Board of Health passed a resolution emphasizing the need for municipalities to implement licensing frameworks that ensure the Health Unit is immediately notified when new food premises, personal service settings, and tobacco/vapour retailers plan to open, allowing them to be identified and tracked from the outset.<br>Given that the City of Windsor is the only local municipality with such a licencing and registration framework in place, I ask that administration report back on how this existing framework could be leveraged or expanded for the purpose of protecting the health and well-being of city residents through strengthened coordination with the Windsor-Essex County Health Unit. Specifically,<br>• Ensuring new food premises, personal service settings, and vape retailers are registered with the city so that the WECHU is informed when they open.<br>• Exploring how Windsor's existing tobacconist licensing model can be adapted and applied specifically to vapour product retailers, ensuring consistent identification, notification, and enforcement for these higher risk, youth sensitive businesses in alignment with the Board of Health resolution. |
| 2/9/2026 | CQ4-2026 | Outstanding | Frazier Fathers | Comm. Infrastructure Services | Asks that Administration report back to the Environment, Transportation and Public Safety Committee on the incremental cost differences of including permanent traffic calming measures as part of the local and residential road rehabilitation and repair project and programs. As part of this report, a scan of comparable municipalities traffic calming strategies on residential and local roads and their funding mechanisms should be included.<br>Finally, the report should include the development of a framework to identify the types of traffic calming strategies that would be appropriate for these roads considering the types of rehabilitations/reconstruction that are planned annually. |

| Meeting Date | CQ # | Status | Council Member | Department | Question |
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| 2/23/2026 | CQ5-2026 | Outstanding | Renaldo Agostino | Comm. Corporate Services | Asks that given the continuous surge in copper theft targeting critical infrastructure in our region – including the January 2026 vandalism of the Malden Park toboggan hill lights, and noting that Bell Canada identifies Windsor as a “hotspot” for telecommunications tampering, will Administration review the feasibility of a Salvage Yard By-law similar to Brantford’s by-law 37-2024, which prohibits cash payments by scrap yards, which requires every payment must be traceable by e-transfer or check. Also asks if Administration would consider the possibility of creating a permit system for the sale of precious metals requiring traceable identification for all metal sales, and mandatory 24/7 reporting to Windsor Police every time high risk items such as copper tubing or manhole covers are sold to scrap yards. Also, will the city consider joining the province-wide advocacy campaign calling for a consistent Ontario-wide scrap metal statute to prevent jurisdictional ‘leaking’ of stolen goods? |
| 2/23/2026 | CQ6-2026 | Outstanding | Mark McKenzie | Comm. Corporate Services | Asks that Administration prepare a report outlining options to update Windsor’s Public Spaces by-law, including potential measures to address open drug use, panhandling by or on roads, loitering in bus shelters, putting up tents or other shelters, and other behaviours impacting the safety and enjoyment of public spaces. The report should look at other municipalities, including but not limited to, the City of Edmonton, and should include legal considerations, enforcement implications, and recommendations. |
| 3/30/2026 | CQ7-2026 | Outstanding | Renaldo Agostino | Comm. Human & Health Services | Asks that Administration review the centralized housing registry with those of comparator regions and neighbouring municipalities to determine if there are minimum age thresholds in seniors buildings, and further to review priority sequence of applicants, whether applicants need to show evidence of residency for a period of time before becoming eligible to apply to our list, for example you must show that you have been in Windsor for a minimum period before you can apply and whether residents with arrears from a prior tenancy are eligible to reapply for community housing. |

| Meeting Date | CQ # | Status | Council Member | Department | Question |
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| 4/27/2026 | CQ9-2026 | Outstanding | Kieran McKenzie | Comm. Corporate Services | Given that the City of Windsor's integrated transportation system faces significant risks due to unforeseen inflationary pressures on fuel prices exacerbated by the conflict in the Middle East; and,<br>Given that these rising costs threaten the viability of taxi operations and the total number of vehicles available to support the public; and,<br>Given that the current August 31st deadline for taxicab license renewals and the associated 10-year vehicle age cap is rapidly approaching;<br>Administration is requested to provide a report expeditiously analyzing the risks and mitigation proposals for a temporary, one-year extension to the current 10-year age limit for taxicab vehicles. This analysis should include specific strategies to maintain public safety, such as enhanced mechanical inspection protocols, to ensure that this time-limited reprieve does not compromise service standards before the upcoming licensing deadline. |
| 4/27/2026 | CQ10-2026 | Outstanding | Frazier Fathers | Comm. Economic Development/Deputy CAO | Over the weekend, the former Benson school on Wyandotte Street was placed up for sale. As this is a strategic property on Wyandotte Street, I am requesting that Administration report back on the potential for the City to purchase this property, including it in the Housing Solutions Made for Windsor portfolio. |
| 5/11/2026 | CQ12-2026 | Outstanding | Jo-Anne Gignac | Comm. Infrastructure Services / City Engineer | Asks that Administration undertake a comprehensive review of on street parking City wide taking into consideration the impact of automated refuse/organic waste etc., snow clearing and street cleaning. It should be presented with the data gathered from the pilot for front yard parking in Walkerville to determine how best to approach reasonable provision of services to all residents.<br>Options that look at restrictions of on street parking during traditional snow clearing months and alternate month parking on both sides of all residential roads for effective street sweeping should be presented with data from other Ontario Municipalities that currently utilize these tools. |

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| 5/25/2026 | CQ13-2026 | Outstanding | Gary Kaschak | Comm. Infrastructure Services / City Engineer | Asks that Administration revisit the implementation of a 40km/h residential street speed limit for all City residential streets vs. most areas of the City having 50km/h on the residential streets. Many residents are concerned with aggressive driving in their area & doing this would be a goal of Vision Zero and not a difficult task to achieve. Can Administration provide a report as to the pros and cons and keeping financial implications to a minimum, for an upcoming City Council discussion. |
| 6/8/2026 | CQ14-2026 | Outstanding | Frazier Fathers | Comm. Human & Health Services | Asks that Administration BE DIRECTED to report back on the City's encampment response, including:<br><br>1.Average Encampment Volume<br>oThe monthly average number of encampments present in the City, based on available data and defined timeframes;<br>2.Cost of Response<br>oThe average cost associated with responding to an encampment, including staffing, equipment, contracted services, and any other direct or indirect costs, where known;<br>3.Operational Response Model<br>oA summary of the departments, divisions, and external partners involved in encampment response activities, and their respective roles;<br>4.Timeline for Resolution<br>oThe average time required to respond to and resolve an encampment, including any variances depending on size, location, property type (public vs. private) or complexity;<br>5.Ongoing Reporting to Council<br>oOptions for implementing a monthly reporting mechanism to Council that provides:<br>□The number of active encampments by ward;<br>□The number of new encampments identified and resolved within the reporting period; and<br>□Any emerging trends or operational pressures impacting encampment response. |

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| 6/8/2026 | CQ15-2026 | Outstanding | Renaldo Agostino | Comm. Economic Development/ Deputy CAO | Asks that Administration BE DIRECTED to report back to City Council on the feasibility of implementing digital billboard installations on:<br>•City-owned properties; and/or<br>•Lands available for lease, partnership, or other agreements suitable for such use, including opportunities with private sector entities and institutional partners; and,<br><br>That the report include:<br>1.A review of best practices from other municipalities, including the City of Vaughan, with respect to the use of digital billboards on municipal lands and through partnership or lease arrangements;<br>2.An analysis of potential revenue generation opportunities, including:<br>•municipally operated models,<br>•third-party advertising agreements,<br>•lease or licensing arrangements with private landowners or partners;<br>3.An assessment of any zoning, regulatory, legal, and procurement considerations, including implications under the City's Sign By-law;<br>4.Consideration of community and planning impacts, including visibility, traffic safety, compatibility with surrounding land uses, and urban design considerations; and,<br>5.That all net revenues generated from such initiatives be held in a reserve which is dedicated to funding the unhoused initiatives including shelter operations and prevention programs. |

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| 6/8/2026 | CQ17-2026 | Outstanding | Mark McKenzie | Comm. Economic Development/ Deputy CAO & Comm. Corporate Services | Asks that given the documented history of Memorial Park, including its connection to the 1924 Memorial Park Development, South Walkerville's post-First World War subdivision pattern, the 1925 establishment of Memorial Park, its commemorative purpose, and the mature woodland within the park, can Administration report back on whether the Memorial Park portion of Optimist Memorial Park may warrant further review as a potential cultural heritage landscape?<br><br>As part of that report, can Administration identify the appropriate process, including any internal consultation with Heritage Planning, Parks, Forestry, Recreation, Facilities, Legal Services, or other relevant departments, and outline whether public or stakeholder consultation would be appropriate if any further heritage recognition is considered?<br><br>Can the report also clarify how any potential heritage review or recognition would be balanced with normal park maintenance, accessibility improvements, playground renewal, recreation uses, and future park investments? |
| 6/29/2026 | CQ18-2026 | Outstanding | Angelo Marignani | Comm. Community Services | Asks that Administration report back to council on the feasibility in creating a new municipal bylaw that explicitly prohibits recreational swimming in the non designated public waterways within the city of Windsor boundaries. Also could administration outline A proposed enforcement framework and a schedule of financial penalties for violations while ensuring that the public safety messaging and clear signage directs our residents to our official monitored swimming areas |

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| 6/29/2026 | CQ19-2026 | Outstanding | Kieran McKenzie | Comm. Corporate Services | Asks that Administration report back to City Council with options and potential amendments to the Procedure By-law, to restructure the Council Meeting format and scheduling structures to ensure that a duly registered delegate's right to speak is protected to the greatest extent possible, and that that right apply to the specific meeting they registered to speak at?<br><br>Specifically, the report should provide actionable legal and procedural options to address the following formatting adjustments:<br><br>1.Amending the Rules of Precedence: Adjusting procedural mechanisms so that a motion to defer cannot be introduced, put on the floor, or voted upon for any specific agenda item until all duly registered public delegates for that item have been heard.<br>2.Agenda Restructuring (Front-Loading): Restructuring the formal Order of Business to place a comprehensive, dedicated public delegation period near the beginning of the meeting—ensuring all registered delegates on all scheduled agenda items are heard prior to Council entering debate or moving procedural motions.<br>3.Any Other Options for Council to Consider: Ensuring delegates are heard when they follow established processes at the meeting in which they are registered to delegate. |

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| 6/29/2026 | CQ20-2026 | Outstanding | Frazier Fathers | Comm. Economic Development / Deputy CAO | Asks that given the Huron Church Road Urban Design Master Plan and Development Guidelines were adopted by Council over twenty years ago, and given that the forthcoming opening of the Gordie Howe International Bridge is expected to significantly impact Huron Church Road, I am requesting that Administration report back how conditions and policy directions have changed since the plan was adopted, including but not limited to:<br>•Information on the anticipated impact of the Gordie Howe International Bridge on traffic volumes and the function on Huron Church Road;<br>•shifts in housing policy including the City's mixed-use corridors and intensification nodes policy;<br>•the future role of the corridor in the city's transit network, including conventional transit, potential rapid transit, and regional connectivity;<br>•opportunities to improve active transportation, pedestrian safety, cycling infrastructure, streetscaping, public realm design, and connections to nearby neighbourhoods and institutions;<br>The report should include information on the process, estimated timelines, and potential costs associated with updating the Huron Church Road Urban Design Master Plan for consideration in a future budget. |
| 7/13/2026 | CQ21-2026 | Outstanding | Gary Kaschak | Comm. Infrastructure Services / City Engineer | Asks that Administration due to recent complaints about poorly prepared & secured garbage loads going to the Landfill transfer station on Central Avenue causing excessive pollution & debris onto the roads primarily within a 1km radius of the Central ave transfer station.<br><br>I ask that, outside of internal resources like the City's Environmental Services department cleaning up materials on the nearby Right of Ways, can Administration work with other Community partners like Windsor Police & the Ministry of Transportation to potentially set up enhanced education & enforcement on EC Row and the areas directly around the public drop off depot to help reduce improper & unsafe loads travelling on our roads.<br><br>In the interim, can our City Communications department in conjunction with our City Health & Safety team start to tailor & provide some simple messaging for an upcoming Communications bulletin & for our City social media platforms. Possibly EWSWA can be involved as well. |

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| 7/13/2026 | CQ22-2026 | Outstanding | Kieran McKenzie | Comm. Infrastructure Services / City Engineer | Asks that Administration prepare a comprehensive report regarding the basement flooding events associated with the July 3, 2026 rainfall event, to include, where feasible:<br><br>1.Event & System Overview: A summary of the rainfall data, its specific impacts on Windsor's sewer system, and resulting operational lessons learned.<br>2.Flood Distribution: The total number and precise geographic mapping of reported basement floods across city neighbourhoods.<br>3.Master Plan Alignment: The implementation status (completed, underway, planned) of the Sewer and Coastal Flood Protection Master Plan in affected areas, noting if the system performed according to engineering expectations for its current stage.<br>4.Property-Level Data: An analysis of affected homes, highlighting repeat backups, common property traits, and participation rates in the Basement Flooding Protection Subsidy Program.<br>5.Mitigation Performance: An assessment of residential protection measures (e.g., backwater valves, sump pumps), focusing on trends where flooding occurred despite these devices being installed.<br>6.Near-Term Resiliency Recommendations: Actionable options for both capital and operational investments that Council can consider for near-term implementation to improve flood resiliency while long-term Master Plan projects are pending. |

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| 7/13/2026 | CQ23-2026 | Outstanding | Fred Francis | Comm. Infrastructure Services / City Engineer | Asks that Administration provide a full briefing report pertaining to the storm and flooding events of the July 3rd/4th weekend. Also please include any relevant information from Enwin Utilities and their efforts during the clean up.<br><br>Asks that Administration provide a comprehensive update on the data collected from the recent flooding in east Riverside and forest glade area specifically detailing the performance and the capacity limits of our existing stormwater management ponds pumping stations and sewer infrastructure during the peak rainfall furthermore I request that administration use this data to identify immediate localized bottlenecks and report back on a prioritized action plan including potential accelerated funds funding and or infrastructure upgrades to mitigate future flooding risks and protect residents in the heavy affected neighborhoods. |
| 7/13/2026 | CQ24-2026 | Outstanding | Renaldo Agostino | Comm. Human & Health Services | Asks that Administration prepare a report on what the actual cost of homelessness, mental health and addiction is currently costing the Windsor taxpayer, please include the costs of first responders on this as well. |
| 7/27/2026 | CQ25-2026 | Outstanding | Mark McKenzie | Comm. Corporate Services | Asks that Administration report back to Council with options for restricting short-term rentals in Windsor, including but not limited to how other Ontario municipalities verify principal residence status and close similar loopholes, and the legal outcomes of those approaches. I'd also like this report to include our current enforcement numbers, including active licenses, complaints received by area, and penalties or revocations issued to date, along with whether a data-sharing agreement with short-term rental platforms could help verify compliance. Any options presented should include a public consultation process. I'd like that report to specifically consider whether additional restrictions, including an interim control bylaw, are appropriate in the Walkerville heritage district. I'd ask that input be gathered from, but not limited to, Bylaw, Licensing, Building, Planning, Legal, and Finance. |

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| 7/27/2026 | CQ26-2026 | Outstanding | Mark McKenzie | Comm. Economic Development / Deputy CAO | Asks that Administration report back to Council on the cost, feasibility, and legal considerations of extending a similar model to Project Greenlight downtown to city parks, including whether the existing vendor relationship and technology can be adapted to municipally owned property, and any privacy obligations under Ontario's municipal privacy legislation given the presence of minors in park settings. I'd like that report to include consideration of a pilot at Lanspeary Park, given the frequency of incidents there. |
| 7/27/2026 | CQ27-2026 | Outstanding | Frazier Fathers | Comm. Finance / City Treasurer | Asks that Administration be directed to prepare, as part of the 2027 Budget process, a report package modelled on the existing ABC Budget package for funded Housing and Homelessness agencies, including in the package each agency's organizational budget, housing and homelessness funding amount, funded and total program offerings, specific outcomes from the previous year, any additional funding requests, prior-year accomplishments and barriers, and next-year estimates; and any other relevant materials; and,<br>That it be made clear to service providers that if they do not participate in the process no in year allocation increase will be considered; and,<br>That the package be made available for Council review and any special budget committee struck during the 2027 Budget process. |
| 7/27/2026 | CQ28-2026 | Outstanding | Angelo Marignani | Comm. Infrastructure Services / City Engineer | Asks that Administration forward a report detailing options to amend the rodent extermination program eligibility criteria to increase the current 4-unit residential property threshold, applying to all row housing. Please include potential budgetary impacts and necessary updates to the municipal property standard bylaw. |
| 7/27/2026 | CQ29-2026 | Outstanding | Angelo Marignani | Comm. Human & Health Services | Asks that Administration explore potential cost savings opportunities if local city-funded or city-affiliated emergency shelters were to collaborate on a standardized, group purchasing framework or leverage municipal supply contacts. This should include feasible options and recommendations for next steps for establishing or supporting a dedicated collaborative buying group for local emergency shelters and supportive housing operators to ensure maximum financial efficiencies of municipal social service investments. |

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| 9/14/2026 | CQ30-2026 | Outstanding | Mark McKenzie | Comm. Infrastructure Services / City Engineer | Asks that with the success of the “curb the trash” program in the downtown BIA that was done in partnership with the City of Windsor and the Downtown BIA, if Administration could look into expanding that program to other BIA’s even if only on a pilot project basis. |
| 9/14/2026 | CQ31-2026 | Outstanding | Gary Kaschak | Comm. Infrastructure Services / City Engineer | Asks that Administration do an official traffic study and assessment that will come to the ETPS Standing Committee and City Council thereafter for public consultation discussion to have the intersection of Rose Street and Clemenceau Street become a four-way stop intersection.<br>Due to an increased amount of accidents over the years and the increased regular cut through traffic on Rose Street going east and west with this being a desired route to get to the East Windsor commercial shopping plazas, and very soon the upcoming Costco retail operation nearby in Ward 8, many residents feel a four-way stop is warranted here.<br>I know Administration has done many traffic calming methods here to date, but most residents still want a four-way stop at this intersection. |
| 9/14/2026 | CQ33-2026 | Outstanding | Angelo Marignani | Comm. Corporate Services | Asks that given growing concerns from residents regarding excessive noise caused by modified mufflers and altered vehicle engines, could Administration please provide a report outlining the options available to the City of Windsor to address and regulate these infractions, including:<br>Jurisdictional framework, and the legal parameters distinguishing municipal enforcement under Windsor’s noise by-law 6716 from provincial enforcement under the Ontario Highway Traffic Act Section 75 regarding mufflers and excessive noise.<br>Enforcement and interagency options, and opportunities for targeted collaborative enforcement initiatives between City by-law officers and the Windsor Police Services.<br>Policy and regulation measures, potential amendments to local by-laws, decibel levels, or pilot programs, such as automated noise radar technology, that municipalities have used to curb vehicle noise. |

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| 9/28/2026 | CQ34-2026 | Outstanding | Kieran McKenzie | Comm. Economic Development / Deputy CAO | Asks that Transit Windsor administration please provide a report to City Council detailing a comprehensive service enhancement plan for South and South East Windsor that specifically addresses the following:<br>1.Cabana Corridor Optimization: What short- and long-term routing, frequency, and infrastructure enhancements are planned along the fully modernized Cabana Road corridor to support the projected influx of high-density residential developments?<br>2.South East Windsor Demand: What are the explicit operational, fleet, and financial requirements necessary to address the rapidly increasing transit service demands in South East Windsor?<br>3.Sandwich South Lands Connectivity: What is the specific timeline and strategic framework for extending reliable transit service into the Sandwich South Lands up to the municipal boundary line to connect these newly developing industrial and residential zones with the rest of the city network?<br>4.Capacity Coordination: How will these service expansions leverage the newly broke-ground $32.5-million Transit Centre garage expansion to ensure adequate bus storage and maintenance capabilities exist to fulfill these new service hours? |

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| 9/28/2026 | CQ35-2026 | Outstanding | Kieran McKenzie | Comm. Economic Development / Deputy CAO | Asks that Administration please provide a comprehensive report outlining the potential risks, infrastructure strains, and long-term impacts associated with the development and operation of large-scale data centres within the City of Windsor.<br>Specifically, please ensure the report addresses the following areas of concern:<br>•Power and Energy Grid Capacity: What are the projected impacts of data centre energy demands on Windsor's local electrical grid, and how might this affect electricity costs or reliability for residents and existing local manufacturing industries?<br>•Water Consumption and Cooling Infrastructure: Given that many data centres require millions of litres of water daily for cooling, what are the potential strains on Windsor's water treatment, distribution, and wastewater infrastructure?<br>•Land Use and Economic Development: How does the significant footprint of data centres align with Windsor's current zoning, Official Plan, and employment land strategy? Additionally, what is the projected job-creation-to-land-mass ratio compared to traditional manufacturing or technology sectors?<br>•Environmental and Climate Targets: How would the carbon footprint of these high-energy facilities impact the City of Windsor's progress toward its Community Energy Plan and broader climate mitigation goals?<br>•Taxation and Revenue Realization: What are the municipal tax implications of these facilities, and do the financial returns justify the long-term infrastructure commitments required by the City?<br>•Noise and Local Mitigation: What are the known noise pollution risks associated with data centre cooling fans and backup generators, and what zoning or regulatory bylaws would be required to protect adjacent residential areas? |

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| 9/28/2026 | CQ36-2026 | Outstanding | Renaldo Agostino | Comm. Human & Health Services | Asks that Administration report back on the social and economic impacts of investing in community housing, both in the form of renewal and new development, similar to the study conducted by the Canadian Centre for Economic Analysis in partnership with the Greater Toronto and Hamilton Area (GTHA) titled "The Public Housing Dividend". Further, ask administration to compare the operational cost of community housing in our region and the operational cost of our shelter systems combined, and further compare how many residents live in community housing with how many residents use our emergency shelter system. |
| 9/28/2026 | CQ37-2026 | Outstanding | Angelo Marignani | Comm. Community Services | Asks that Administration prepare a report detailing the current municipal programming facilities, and funding dedicated specifically to Windsor's senior population. Including: Recommendations and potential resource allocations for expanding affordable accessible senior programming aimed at reducing isolation, promoting mental and physical well-being, and supporting our seniors as they age in place. |