# City Council Meeting Agenda

**Date:** Monday, November 23, 2026
**Time:** 10:00 o'clock a.m.

**Location:** Council Chambers, 1st Floor, Windsor City Hall

All members will have the option of participating in person in Council Chambers or electronically and will be counted towards quorum in accordance with Procedure Bylaw 98-2011 as amended, which allows for electronic meetings. The minutes will reflect this accordingly. Any delegations have the option to participate in person or electronically.

**MEMBERS:**

Mayor Fred Francis

Ward 1 – Councillor Darcie Renaud

Ward 2 – Councillor Frazier Fathers

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Chris Holt

Ward 5 - Councillor Ken Acton

Ward 6 - Councillor Jeremy Renaud

Ward 7 - Councillor Angelo Marignani

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie

Ward 10 - Councillor Mark Masanovich

**ORDER OF BUSINESS**

| Item # | Item Description |
|---|---|
| 1. | **ORDER OF BUSINESS** |

**2.** **CALL TO ORDER** - Playing of the National Anthem

READING OF LAND ACKNOWLEDGEMENT

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

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

**4.** **ADOPTION OF THE MINUTES**

**5.** **NOTICE OF PROCLAMATIONS**

**Proclamations**

International Day for the Elimination of Violence Against Women – November 25, 2026

**Flag Raising Ceremony**

Hindu Heritage Month – November 23 – 24, 2026
International Day for the Elimination of Violence Against Women – November 25, 2026

**6.** **COMMITTEE OF THE WHOLE**

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

7.1. Correspondence 7.1.1. through 7.1.3 **(CMC 17/2026)**

7.2. Auditor General Reports **(SCM 337/2026)**

## 8. CONSENT AGENDA

8.1. 2026 Canada Wide Early Learning and Child Care (CWELCC) Directed Growth Update – City Wide **(C 130/2026)** *Author: Alicea Fleming, Senior Manager, Children Services*

CONSENT COMMITTEE REPORTS

8.2. Approval of a Draft Plan of Subdivision, Zoning By-law Amendment, and Official Plan Amendment Applications for lands situated at the southwest corner of Richmond and St. Luke; Applicant: 14493559 Canada Inc.; File Nos. Z 015-26 [ZNG-7376] & OPA 202 [OPA-7377] & SDN 001-26 [SDN-7378]; Ward 5 **(SCM 333/2026) (S 108/2026)** *Author: Justina Nwaesei, Planner III - Development*

8.3. Closure of the east/west alley located east of Oak Street, south of Wyandotte Street West and west of Crawford Avenue, SAA-7163, Ward 3 **(SCM 334/2026) (S 103/2026)** *Author: Deborah Yankovic, Coordinator of Streets and Alleys*

8.4. Closure of the east/west alley located north of Grand Marais Road West, east of Everts Avenue and west of Curry Avenue, SAA-7363, Ward 10 **(SCM 335/2026) (S 109/2026)** *Author: Deborah Yankovic, Coordinator of Streets and Alleys*

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

## 10. PRESENTATIONS AND DELEGATIONS

**PRESENTATION** (10 Minutes)

10.1. Windsor Symphony Orchestra - Annual Update

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

11.1. Appointment of Acting Mayor 2026-2030 – City Wide **(C 125/2026)** *Author: Anna Ciacelli--Deputy City Clerk/Supervisor of Council Services*

11.2. Appointment of Integrity Commissioner - City Wide **(C 128/2026)** *Author: Sandra Gebauer, Council Assistant*

11.3. Appointment of Closed Meeting Investigator - City Wide **(C 129/2026)** *Author: Sandra Gebauer, Council Assistant*

11.4. 2027 Schedule of Council and Standing Committee Meetings and Standing Committee Re-alignment-City Wide **(C 121/2026)** *Author: Katherine Donaldson, Corporate Policy Coordinator*

11.5. Parking Enforcement Services Contract Award – PREQ/RFT #98-26 – City Wide **(C 126/2026)** *Author: Bill Kralovensky, Manager, Transportation Operations*

11.6. Approval of Temporary Borrowing By-Law for 2026 up to and including 2030 **(C 127/2026)** *Author: Alexandra Taylor, Manager Financial Accounting*

## 12. CONSIDERATION OF COMMITTEE REPORTS

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

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

13.1. **By-law 167-2026** – A BY-LAW TO AMEND BY-LAW NUMBER 6170, BEING A BY-LAW TO CLOSE, STOP UP AND CONVEY TO THE ABUTTING PROPERTY OWNERS THE 15-FOOT L-SHAPED ALLEY COMPRISING THE EAST/WEST ALLEY NEXT NORTH OF GRAND MARAIS AND THE NORTH/SOUTH ALLEY NEXT EAST OF AVONDALE, CITY OF WINDSOR, authorized by CAO 231/2026, dated October 22, 2026.

13.2. **By-law 168-2026** – A BY-LAW TO AMEND BY-LAW NUMBER 9087, BEING A BY-LAW TO CLOSE, STOP UP AND CONVEY THE NORTH/SOUTH ALLEY BETWEEN FRANCOIS AND BERNARD, FROM REGINALD TO ALICE, CITY OF WINDSOR, authorized by CAO 222/2026, dated October 22, 2026.

13.3. **By-law 169-2026** – A BY-LAW TO FURTHER AMEND BY-LAW 9023 BEING A BY-LAW TO REGULATE VEHICULAR PARKING WITHIN THE LIMITS OF THE CITY OF WINDSOR ON MUNICIPAL STREETS, MUNICIPAL PARKING LOTS AND PRIVATE PROPERTIES, authorized by CAO 236/2026, dated November 2, 2026.

13.4. **By-law 170-2026** – A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR443/2026, dated November 9, 2026.

13.5. **By-law 171-2026** – A BY-LAW TO AMEND BY-LAW NUMBER 13103, BEING A BY-LAW TO CLOSE, STOP UP AND CONVEY PART OF THE NORTH/SOUTH ALLEY BETWEEN DAYTONA AND NORTHWAY, FROM MANITOBA NORTHERLY, CITY OF WINDSOR, authorized by CAO 238/2026, dated October 30, 2026.

13.6. **By-law 172-2026** – A BY-LAW TO ADOPT AMENDMENT NO. 204 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR, authorized by CR442/2026, dated November 9, 2026.

13.7. **By-law 173-2026** – A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR442/2026, dated November 9, 2026.

13.8. **By-law 174-2026** – A BY-LAW TO APPOINT MEMBERS OF COUNCIL TO ACT AS MAYOR, see item 11.1.

13.9. **By-law 175-2026** – A BY-LAW TO AUTHORIZE THE TEMPORARY BORROWING OF MONEY FROM NOVEMBER 15, 2026 TO DECMBER 31, 2026, see item 11.6.

13.10. **By-law 176-2026** – A BY-LAW TO AUTHORIZE THE TEMPORARY BORROWING OF MONEY FOR THE FISCAL YEAR 2027, see item 11.6.

13.11. **By-law 177-2026** – A BY-LAW TO APPOINT THE OMBUDSMAN AS THE INVESTIGATOR PURSUANT TO SECTION 239.2 OF THE MUNICIPAL ACT, 2001, AS AMENDED IN THE CITY OF WINDSOR, see item 11.3.

13.12. **By-law 178-2026** – A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 23RD DAY OF NOVEMBER, 2026.

## 14. MOVE BACK INTO FORMAL SESSION

## 15. NOTICES OF MOTION

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

By-laws 167-2026 through 178-2026 inclusive

## 17. PETITIONS

## 18. QUESTION PERIOD

## 19. STATEMENTS BY MEMBERS

## 20. UPCOMING MEETINGS

Inaugural Meeting of City Council
Monday, November 16, 2026
7:00 p.m., The Capitol Theatre

Environment, Transportation, and Public Safety Standing Committee
Wednesday, November 25, 2026
4:30 p.m., Council Chambers

Development & Heritage Standing Committee
Tuesday, December 1, 2026
4:30 p.m., Council Chambers

Community Services Standing Committee
Wednesday, December 2, 2026
9:00 a.m., Council Chambers

City Council Meeting
Monday, December 7, 2026
10:00 a.m., Council Chambers

## 21. ADJOURNMENT

**Item No. 7.1**

THE CITY OF WINDSOR ONTARIO, CANADA

## Correspondence Report: CMC 17/2026

# ATTACHMENTS

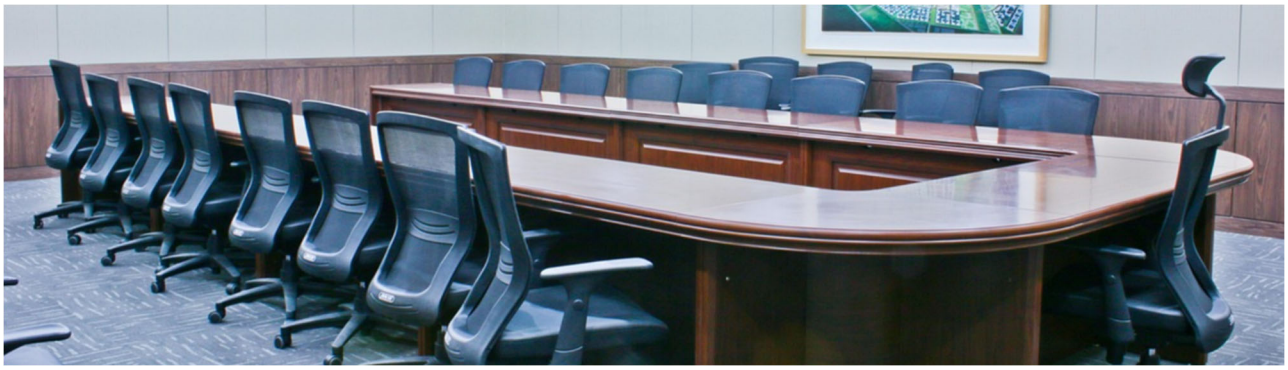
**Subject: Correspondence for Monday, November 23, 2026 City Council Meeting**

| No. | Sender | Subject |
|---|---|---|
| 7.1.1 | Executive Director, Association of Municipalities of Ontario (AMO) | Email regarding vacancies on the Board of Directors and instructions on how to apply.<br><br>Administrative Lead: City Clerk<br>MMA2026<br>COUNCIL DIRECTION REQUESTED, otherwise Note & File |
| 7.1.2 | Enbridge Gas Inc. | Notice of Hearing – Application for approval to update the Integrated Resource Planning Framework for Enbridge Gas.<br><br>Administrative Lead: Commissioner, Infrastructure Services & City Engineer<br>MU2026<br>Note & File |
| 7.1.3 | Hydro One | Windsor Lakeshore Power Line Project – Notice and invitation to community open house.<br><br>Administrative Lead: Commissioner, Infrastructure Services & City Engineer<br>MU/14999<br>Note & File |

**Subject:** For Council Agendas: AMO Board of Directors Vacancies

**From:** Lindsay Jones <communicate@amo.on.ca>
**Sent:** November 10, 2026 11:28 AM
**To:** Ciacelli, Anna <aciacelli@citywindsor.ca>
**Subject:** For Council Agendas: AMO Board of Directors Vacancies



Hello Anna,

Now that the 2026 municipal elections are behind us and new Councils are being established, we want to bring an important opportunity for municipal representation and leadership to your attention.

AMO is seeking applications from Council members to fill **10 vacancies on its Board of Directors** across five caucuses:

- **Large Urban Caucus:** 1 position
- **Northern Caucus:** 2 positions from Northeastern Ontario
- **Regional and Single Tier Caucus:** 2 positions
- **Rural Caucus:** 3 positions
- **Small Urban Caucus:** 2 positions

Serving on the AMO Board provides an opportunity to help shape AMO's strategic direction, advocacy priorities and governance on behalf of Ontario's 444 municipalities.

Board members participate in six Board meeting cycles annually, caucus meetings in advance of Board meetings, the annual AMO Conference and, where applicable, additional committees or task forces.

**How to Apply**

Applicants must submit:

- A completed application form.
- A cover letter outlining their interest, skills and relevant experience.
- A résumé or curriculum vitae.

A Council resolution is not required at the initial application stage. Successful candidates will subsequently be asked to provide a Council resolution supporting their appointment.

The Application Guide, which includes a template Council resolution, and Application Form are available through AMO's website here.

**Application Deadline: Friday, December 11, 2026, at 12:00 p.m. ET**

Applications must be submitted by email to amoelections@amo.on.ca. Late submissions will not be considered.

**Please Bring This Opportunity Forward to Council**

We encourage CAOs and Clerks to bring these vacancies forward to an upcoming Council agenda and share the information with interested members of Council.

Strong municipal representation on the AMO Board is essential to ensuring the diverse perspectives and priorities of Ontario's municipalities inform provincial advocacy, policy and decision-making.

With the application deadline approaching, early consideration will help ensure interested candidates have sufficient time to prepare and submit their applications.

Thank you for helping strengthen municipal leadership and representation across Ontario.



**Lindsay Jones**
Executive Director
AMO

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

ONTARIO ENERGY BOARD

# NOTICE OF A HEARING

## Enbridge Gas Inc. has applied for approval to update the Integrated Resource Planning Framework

Enbridge Gas Inc. (Enbridge Gas) has applied to the Ontario Energy Board (OEB) for approval to update the *Integrated Resource Planning Framework for Enbridge Gas* (IRP Framework). IRP is a planning strategy and process that evaluates and compares demand-side (customer-side) and supply-side (utility-side) alternatives to pipeline infrastructure in meeting natural gas system needs. The IRP Framework sets out the OEB's requirements for the identification and implementation of alternatives (or combination of alternatives) that are in the best interest of Enbridge Gas's customers and its natural gas system by taking into account reliability and safety, cost-effectiveness, public policy, optimized scoping, and risk management.

Enbridge Gas has applied for approval for updates to the IRP Framework, taking into account proposals in an OEB staff discussion paper and submissions filed by participants in a previous OEB consultation to review the IRP Framework (EB-2025-0125).

If the updated IRP Framework is approved as filed, customers would not see any direct changes to rates or bills. However, in future applications, Enbridge Gas could request rate changes to implement IRP activities based on the updated IRP Framework.

**Please see Enbridgegas.com | Regulatory Information - Other Regulatory Proceedings for all evidence filed and additional application information. (252 pages)**

This hearing will be held under section 36 of the ***Ontario Energy Board Act, 1998***, S.O. 1998, c.15, Schedule B.

Ce document est aussi disponible en français.

Ontario Energy Board

## YOU SHOULD KNOW

### THE ONTARIO ENERGY BOARD WILL HOLD A PUBLIC HEARING

There are three types of OEB Hearings: oral, electronic and written. If you have a preference for the hearing type, you can write to us to explain why. During this hearing, we will question the applicant about its case. We will also hear questions and arguments from participants that have registered as Intervenors. After reviewing all the evidence, we will decide whether to approve the application.

### HAVE YOUR SAY

You have the right to information about this application and to participate in the process. Visit www.oeb.ca/notice and use file number **EB-2026-0216** to:

- Review the application
- Apply to become an intervenor
- File a letter with your comments

### IMPORTANT DATES

You must engage with the OEB on or before **November 9, 2026** to:

- Provide input on the hearing type (oral, electronic or written)
- Apply to be an intervenor

If you do not, the hearing will move forward without you, and you will not receive any further notice of the proceeding.

### PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. If you are a business or if you apply to become an intervenor, all the information you file will be on the OEB website.

## LEARN MORE

**Ontario Energy Board**

1 877-632-2727 TTY: 1-877-632-2727

Monday - Friday 8:30 AM - 5:00 PM

**oeb.ca/notice**

**Enbridge Gas Inc.**

1-877-362-7434

Monday - Friday 8:00 AM - 6:00 PM

**enbridgegas.com**

This hearing will be held under section 36 of the ***Ontario Energy Board Act, 1998***, S.O. 1998, c.15, Schedule B.

Ce document est aussi disponible en français.

Ontario Energy Board

# Windsor Lakeshore Power Line project

## Notice of preferred route and invitation to community open houses

November 2026

Hydro One is developing the Windsor Lakeshore Power Line to help meet increasing electricity demand and support future growth in southwest Ontario. Following a detailed evaluation of environmental and technical information, Indigenous and public feedback, and input from property owners, municipalities and other interested parties, Route 2A has been identified as the preferred route for the proposed project.

Since November 2025, we have been conducting a Class Environmental Assessment (Class EA) under Ontario's *Environmental Assessment Act* for a new double-circuit 230-kilovolt (kV) transmission line between Lakeshore Transformer Station (TS) in Lakeshore and Lauzon TS in Windsor. The project also includes a new 230-kV switchyard at Lauzon TS and the relocation of an existing transmission line to connect to the new switchyard.

We will continue to engage with Indigenous communities, property owners, community members, elected officials, interest groups and businesses as the project proceeds through approvals, permitting, detailed design and construction.

### Selection of the preferred route: Route 2A

As part of the Class EA process, four route alternatives were evaluated for the proposed project based on Indigenous culture and values, natural environment, socio-economic environment and technical and cost considerations. Route 2A was identified as the preferred route because it achieves the best overall balance among these considerations, maximizes the re-use of existing transmission corridors and has the lowest number of affected properties.

Please see the map on the reverse for an overview of the preferred route and visit our online interactive map for a more detailed view.

### Next steps

We have started outreach to property owners along the preferred route to discuss land rights required for the project and to learn more about the unique features of their properties, including agricultural operations.

Over the coming months, we will continue engagement as we complete more detailed environmental and technical studies to inform the design and construction plans for the proposed transmission line and new switchyard. Construction is currently anticipated to begin in 2029, subject to the completion of the Class EA, required approvals and other project planning activities.

We are also preparing the draft Environmental Study Report (ESR), which will document the work completed through the Class EA process. The draft ESR will be released for public review next year. We will continue to share information and seek feedback as the Class EA and project design advance.

### We want to hear from you

Your feedback is important to the success of this project. Join us at an upcoming community open house to learn more about the preferred route, speak with the project team and share your feedback. If you cannot attend, please contact us or visit the project website to learn more and provide input.

**Privacy and accessibility**

All personal information included in a submission – such as name, address, telephone number and property location – is collected, maintained and disclosed by the Ministry of the Environment, Conservation and Parks for the purpose of transparency and consultation. The information is collected under the authority of the *Environmental Assessment Act* or is collected and maintained for the purpose of creating a record that is available to the general public as described in section 37 of the *Freedom of Information and Protection of Privacy Act*. Personal information you submit will become part of a public record available to the general public unless you request that your personal information remain confidential. If you require an accommodation to participate in the project, please contact Community Relations using the information above.

hydro one

Connecting power and possibility™

### Please join us at our community open houses

**Wednesday, November 25**
3 – 7 p.m.
Libro Community Centre
1925 South Middle Rd.
Lakeshore, ON

**Thursday, November 26**
3 – 7 p.m.
Forest Glade Community Centre
3215 Forest Glade Dr.
Windsor, ON

### We're here to help

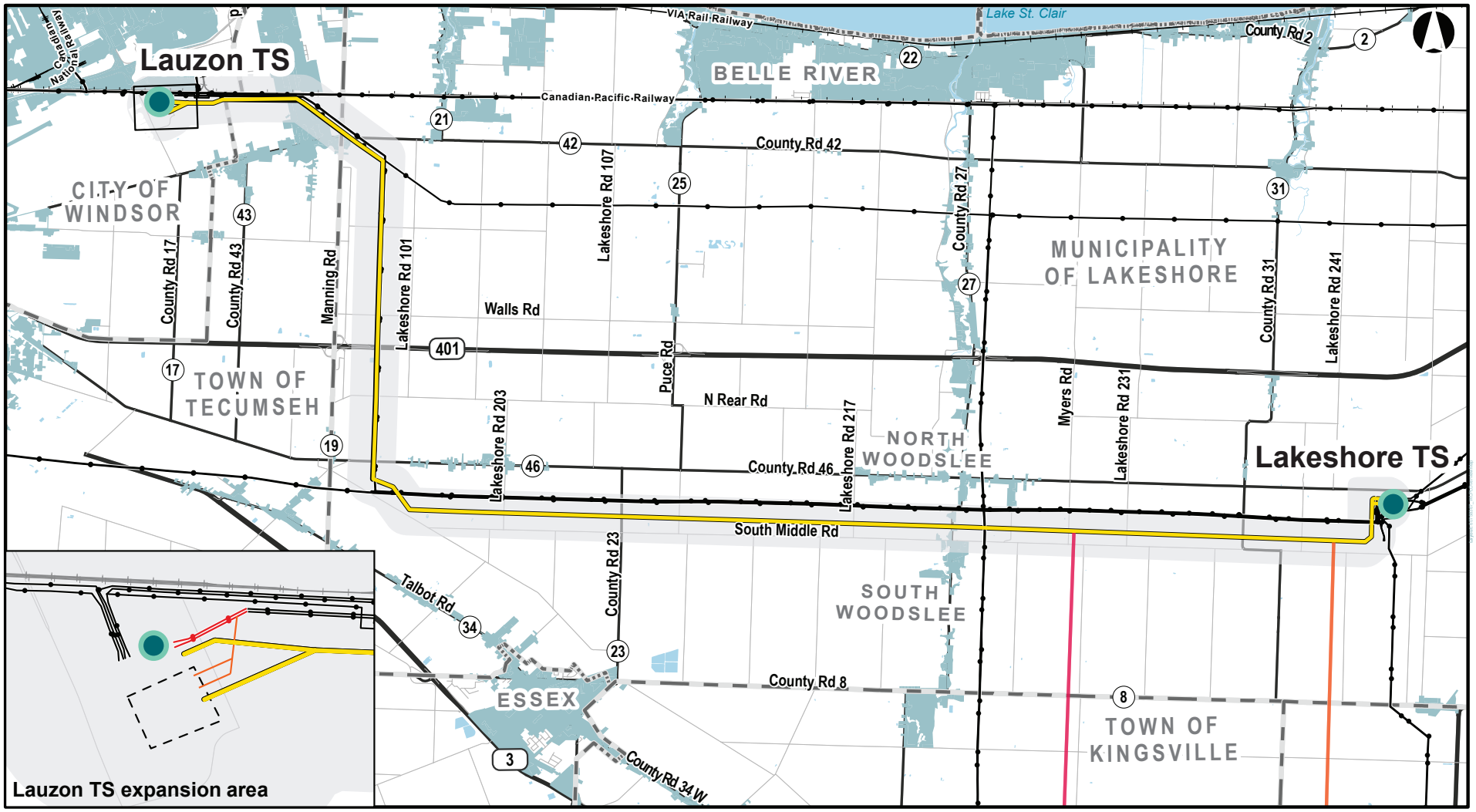
For more information, to sign up for the project contact list, or to ask questions, contact Hydro One Community Relations:

**1-877-345-6799**

**Community.Relations@HydroOne.com**

**HydroOne.com/WLPL**

See reverse for map




# Windsor Lakeshore Power Line project (WLPL)

0 1 2 4 km

**WLPL Preferred Route**
**Route 2A has a proposed right-of-way (ROW) of 46 m, up to 23 m on either side of the centreline**

- Preferred Route 2A centreline
- Relocation of 230 kV centreline
- Transformer Station (TS)

**Energize Essex County Project connection into WLPL**

- Proposed route alternative 1
- Proposed route alternative 2

**General features**

- Local study area (500 m on either side of the route)
- Existing transmission lines
- Existing transmission lines to be relocated
- Built up area
- Primary, Kings or 400 series highway
- County, regional or municipal road
- Local roads
- Railway
- Waterbody



Please visit our online interactive map for a more detailed view: HydroOne.com/WLPL

**Item No. 7.2**

**Committee Matters:** SCM 337/2026

**Subject: Auditor General Reports**

THAT the following reports of the Office of the Auditor General **BE RECEIVED**:

a) Auditor General 2026 Q4 Status Report, dated October 31, 2026; and

b) Auditor General Investigation Summary – Compensation Practices (Windsor Police Services Board Matter); and

c) Auditor General Complaint Investigation Report – Procurement of Outdoor Furniture –Downtown Ice Rink Project, dated August 24, 2026.

Clerk's File #: AF/14508

# Office of the Auditor General

**Memorandum to City Council**

**To:** Members of City Council
**From:** Auditor General
**Date:** October 31, 2026
**Subject:** A**uditor General Reports – Submission for Council Receipt**

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## Draft Auditor General Recommendation for Council's Consideration

**THAT** the following reports of the Office of the Auditor General **BE RECEIVED**:

a) Auditor General 2026 Q4 Status Report, dated October 31, 2026; and

b) Auditor General Investigation Summary – Compensation Practices (Windsor Police Services Board Matter); and

c) Auditor General Complaint Investigation Report – Procurement of Outdoor Furniture – Downtown Ice Rink Project, dated August 24, 2026.

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## Report Summary

This memorandum presents the Auditor General 2026 Q4 Status Report and two completed investigation reports for Council consideration and receipt.

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## Purpose

To present the final quarterly Auditor General Status Report for 2026 and two completed investigations under the 2026 Work Plan, and to communicate their results to Council in accordance with the Auditor General's reporting responsibilities.

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## Background

The Office of the Auditor General conducts investigations within its approved mandate and reports the results to Council and provides a status update each quarter.

Where investigations identify recommendations requiring management action, Council direction may be requested. Where investigations conclude that existing controls, oversight processes, or management responses are appropriate, reports may be presented for Council receipt without further action.

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## Discussion, Findings and Recommended Disposition

### 1. Auditor General 2026 Q4 Status Report

Provides a consolidated update on the Office's activities, progress against the approved 2026 Work Plan, Fraud and Waste Hotline administration, completed and outstanding investigations, and findings requiring future follow-up.

The report identifies ten matters in the investigation queue and 89 findings being tracked for future independent follow-up.

### 2. Investigation – Compensation Practices

Reports the results of an investigation concerning the retirement of the former Chief of Police, undertaken within the scope of authorization provided by the Windsor Police Services Board.

Both allegations were assessed as Not Warranted. No findings requiring corrective action or recommendations were identified.

The results were reported directly to the Windsor Police Services Board and are provided to City Council for information. No direction concerning the Windsor Police Service or its Board is requested.

### 3. Investigation – Procurement of Outdoor Furniture – Downtown Ice Rink Project

Reports the results of an investigation arising from four complaints consolidated into seven allegations concerning procurement practices, Council's Buy Canadian direction, supplier selection, applicable trade requirements, tariffs, expenditure authority and supporting documentation.

All seven allegations were assessed as Not Warranted. No findings requiring corrective action or formal recommendations were identified.

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## Consultation

For the two investigations, Administration and WPSB were provided an opportunity to review factual information and provide responses in accordance with the Office of the Auditor General's established investigation and reporting processes.

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## Risk Analysis

The two investigations did not identify warranted allegations or findings requiring corrective action. The procurement investigation identified one Consideration for Improvement relating to the documentation and accessibility of significant procurement decision rationale.

The investigations did not identify matters requiring additional Council direction. The Q4 Status Report separately identifies outstanding investigations, findings requiring future validation and other risks associated with the continuation and transition of the Auditor General function.

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## Council Consideration

The attached reports are submitted for Council consideration and receipt.

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## Attachments

Appendix A: Auditor General 2026 Q4 Status Report, dated October 31, 2026

Appendix B: Auditor General Investigation Summary – Compensation Practices (Windsor Police Services Board Matter)

Appendix C: Auditor General Complaint Investigation Report – Procurement of Outdoor Furniture – Downtown Ice Rink Project, dated August 24, 2026

Office of the Municipal Auditor General,
The Corporation of the City of Windsor

# AUDITOR GENERAL 2026 Q4 STATUS REPORT

**Issued:** October 31, 2026
**Council Tabling**: Expected - November 23, 2026

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# 1. Purpose

The purpose of this report is to provide City Council with a consolidated status update on Auditor General activities, including audits, investigations, and follow-up work, and to support Council's oversight responsibilities.

City Council receives individual Auditor General audit and investigation reports as distinct items on the Consent Agenda for receipt and direction, as applicable. This ensures that Council formally receives completed Auditor General reports and that they remain part of the public record.

The Auditor General's Status Report is scheduled as a Presentation/Delegation item and provides a summary of individual reports to support Council discussion, clarification, and direction, as Council deems necessary. Any individual Auditor General report may be removed from the Consent Agenda for discussion at Council's discretion or may be addressed during discussion of the Status Report.

This reporting approach is intended to enhance governance efficiency, focus Council discussion on areas of interest or risk, and preserve Council's full access to Auditor General information while maintaining transparency and procedural flexibility.

# 2. Reports Included With This Status Report

The following table summarizes Auditor General reports included with this Status Report. All reports listed below are complete and have been issued. Council scheduling reflects agenda sequencing and does not impact report completion status.

### *2.1 Auditor General Reports*

| Report Title | Recommended Council Action | Current Status |
|---|---|---|
| Auditor General 2026 Q4 Status Report | Receive | Scheduled for November 23, 2026 |
| Required Communication – Auditor General Transition Plan | Receive and direct | Original communication issued September 10, 2026; Council consideration deferred.<br><br>Revised communication (Progress Update) prepared for November 23, 2026 Council consideration. |
| Investigation – Compensation Practices | Receive | Scheduled for November 23, 2026 |
| Investigation – Procurement Practices | Receive | Scheduled for November 23, 2026 |

## *2.2. Report Summaries*

The summaries below provide contextual highlights of the Auditor General reports included with this Status Report. Where applicable, detailed analysis and supporting information are contained in the individual reports issued or included for Council consideration.

### 2.2.1 2026 Q4 Auditor General Status Report

The Q4 Status Report provides Council with a consolidated update on Auditor General activities, including work completed and in progress, Fraud and Waste Hotline activity, the investigation queue, and the inventory of findings requiring future follow-up. The report also provides an updated view of progress against the 2026 Auditor General Work Plans.

The report identifies ten allegations currently in the investigation queue, with approximately 860 hours of estimated investigation effort remaining, and 89 findings being tracked for future follow-up. It also updates Council on ongoing investigations, the Transit Windsor policy and procedure review, transition activities, and other continuing responsibilities of the Auditor General function.

### 2.2.2 Required Communication – Auditor General Transition Plan

The Office of the Auditor General continued preparations for the anticipated conclusion of the current service-provider agreement on December 31, 2026.

A *Required Communication – Auditor General Transition Plan* was submitted for Council consideration on September 10, 2026; however, consideration of the report was deferred. The plan outlined the proposed transition activities, documentation requirements and arrangements necessary to preserve outstanding matters, confidential records and institutional knowledge.

A revised *Required Communication – Auditor General Transition Plan (Progress Update)* has been prepared for the anticipated November 23, 2026 Council meeting. The revised communication reflects the shortened implementation period and identifies decisions required of Council to provide clarity regarding the conclusion of the incumbent Auditor General's individual statutory appointment, separately from the expiry of the service-provider agreement, and the arrangements for the custody and continuity of Auditor General records and outstanding matters effective January 1, 2027.

The communication also addresses options for interim custody, the potential temporary suspension of the Fraud and Waste Hotline in the absence of a successor Auditor General or other lawful operating arrangement, and the associated legal, confidentiality and operational safeguards.

The Office has substantially advanced its transition preparations, including organizing records, documenting outstanding investigations and findings requiring follow-up, identifying restricted information, and developing handover and complainant communication procedures.

Notwithstanding this progress, implementation of the transition remains dependent on Council direction and the establishment of appropriate receiving, custody and operational arrangements. The revised

communication proposes that a verbal progress update be provided at the December 7, 2026 Council meeting, as appropriate, rather than the previously contemplated additional written transition report.

## 2.2.3 Investigation - Compensation Practices

The Auditor General completed an investigation concerning matters associated with the retirement of the former Chief of Police. The investigation was undertaken within the scope of authorization provided by the Windsor Police Services Board, and the results were reported to that Board.

The investigation considered two allegations: whether the retirement payout complied with the applicable employment contract and whether transparency concerning the use of public funds was sufficient. The investigation assessed both allegations as **Not Warranted**. The investigation identified no findings requiring corrective action or recommendations.

The investigation results are being communicated to City Council for information as part of the Auditor General's reporting on completed activities. The underlying matter falls within the responsibilities of the Windsor Police Services Board. City Council is not requested to take any action or provide direction regarding the Windsor Police Service or the Windsor Police Services Board.

## 2.2.4 Investigation - Procurement Practices

The Office of the Auditor General completed an investigation arising from four complaints concerning the City's procurement of outdoor furniture for the Downtown Ice Rink Project. The complaints were consolidated into one investigation addressing seven allegations involving Council's April 14, 2025 “Buy Canadian” direction, sole source procurement, consideration of Canadian suppliers, applicable trade requirements, tariff exposure, use of municipal funds and supporting documentation.

**All seven allegations were assessed as Not Warranted.** The investigation found that procurement planning, vendor assessment and Executive-level consideration were substantially advanced before Council's April 14 direction, although formal procurement commitments occurred afterward. The evidence supported that Council's direction was considered before final execution and that the procurement proceeded within applicable purchasing requirements and approval authorities.

The investigation also found that Canadian suppliers and alternatives were considered, relevant trade and financial considerations were addressed, and sufficient evidence supported the procurement decision. No findings requiring corrective action or formal recommendations were identified.

One **Consideration for Improvement** was identified concerning the consolidation or cross-referencing of significant procurement decision rationale, particularly where procurement decisions involve heightened public interest or intersect with Council policy direction. This observation is intended to improve transparency and facilitate subsequent review; it does not represent an identified compliance failure or control deficiency requiring corrective action.

The investigation assessed compliance with the City's established procurement requirements and did not assess the overall design or effectiveness of the procurement framework.

# 3. Ongoing/In Process Activities

The following activities reflect ongoing investigative, administrative, and oversight work currently underway. An overview of each in-process activity follows the outline.

## Audit Projects

- None

## Investigations

- None

## Initiatives

1. Council Directed Project - Transit Windsor Alignment - (Selected Policies/Procedures Review)
2. Auditor General Transition Implementation

## Ongoing

3. Fraud & Waste Hotline Administration and Triage
4. Auditor General Administration

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## In Process Summaries

## 1. Council Directed Project - Transit Windsor Alignment - (Selected Policies/Procedures Review)

**Status: Report Issued for Administration Comment Sept. 28/26 | Anticipate tableing at Dec. 7/26 Council Meeting**

Background and Council Direction

On March 30, 2026, City Council adopted CR144/2026, redirecting the remaining Auditor General work plan capacity toward a review of Transit Windsor policies and procedures, while permitting completion of a limited body previously initiated work.

The review supported Transit Windsor's transition to a City department, effective October 18, 2026. Administration identified the policies and procedures, related City of Windsor and CANUE policy frameworks, and areas of focus for which the Auditor General analysis would be most

useful to its transition activities. The work focused primarily on policies and procedures affecting non-union employees.

Nature and Scope of the Engagement

The engagement differed from a conventional audit. Rather than assessing the adequacy, completeness or effectiveness of work performed by Administration, the Auditor General undertook the underlying comparative analysis of selected policy and procedure relationships to identify potential differences, gaps, ambiguities and matters requiring consideration during the transition.

The work involved reviewing 20 Transit Windsor policy/procedure sources or arrangements in detail against relevant City and CANUE frameworks, together with screening eight additional City procedures for potential employee-transition implications.

The review focused primarily on employee-transition matters involving attendance, disability and workplace injury; compensation, overtime, leave and paid-time arrangements; workplace conduct and ethics; and retiree recognition.

The engagement was not designed to provide assurance regarding the overall adequacy or effectiveness of the Transit Windsor or City policy frameworks, the sufficiency of Administration's transition activities, or overall transition readiness.

Results and Deliverables

The review identified several matters requiring Administration's consideration, clarification or confirmation. These principally involved differences in employee entitlements, policy requirements, administrative arrangements and responsibilities arising from the application of the respective Transit Windsor and City/CANUE frameworks.

The matters identified were not necessarily deficiencies in either policy framework. Rather, they represented transition decisions and confirmations for which Administration retained responsibility.

Detailed analytical results and identified employee-transition matters were provided to Administration on September 16, 2026, to support its transition planning and decisions. A draft report intended for Council was circulated to Administration for comment on September 28, 2026.

The principal output of the engagement was therefore the comparative analysis and identification of matters for Administration's consideration, rather than an assessment of Administration's performance or the sufficiency of its completed transition work.

Consequently, the report does not include an overall assurance rating or formal audit recommendations requiring Administration responses.

Reporting Status

The substantive review work is complete, and the detailed results have been provided to Administration. The draft Council report remains subject to completion of the Administration comment and reporting process.

The report is anticipated to be available for tabling at the December 7, 2026 Council meeting.

## 2. Auditor General Transition Implementation

**Status: Ongoing | Through December 31, 2026**

Transition preparations are substantially advanced, including records organization, inventories of outstanding investigations and findings, documentation of unresolved matters, and development of handover and communication procedures.

Implementation remains in progress and is dependent on Council direction regarding the conclusion of the incumbent Auditor General's appointment and the designation of appropriate arrangements for the custody, transfer and continuity of Auditor General records, outstanding matters and the Fraud and Waste Hotline.

Transition activities are being undertaken in anticipation of the December 31, 2026 conclusion of the current service-provider agreement. Completion of an orderly handover remains contingent upon timely Council direction and the establishment of legally appropriate receiving arrangements.

## 3. Fraud & Waste Hotline Administration and Triage

**Status: Ongoing | Through December 31, 2026**

The Office continued to administer the Fraud and Waste Hotline, including receiving, recording, assessing and triaging submissions, responding to complainant inquiries, and maintaining confidential case records.

Consistent with Council's revised direction for the 2026 Auditor General Work Plan, the initiation of new investigations remains suspended. Matters received continue to be assessed to determine their nature, jurisdiction and appropriate disposition, including whether referral, clarification or retention for future consideration is warranted.

From December 19 through December 31, 2026, the Hotline will remain available to receive submissions; however, the incumbent Auditor General will record and preserve new submissions without further assessment or qualification. These matters will form part of the outstanding inventory for consideration under the receiving arrangements established through the Auditor General transition process.

The Office is also reviewing outstanding Hotline matters and preparing the associated documentation and communications necessary to support their transition to an appropriate

receiving party, subject to Council direction. Hotline intake and administrative activities are expected to continue through December 31, 2026, with arrangements beyond that date dependent on Council's decisions regarding the future Auditor General function and Hotline operations.

### 4. Auditor General Administration

**Status: Ongoing | Through December 31, 2026**

The Office continued to undertake the administrative, financial, governance and reporting activities necessary to fulfill the Auditor General's responsibilities and maintain the operation of the Office.

Activities included ongoing financial and work plan monitoring, management of records and correspondence, coordination with City Administration, preparation of Council reporting, and oversight of outstanding engagements and other Office obligations.

Administrative activities for the remainder of the term will focus on completing statutory and professional reporting obligations, maintaining records and correspondence, addressing outstanding Office responsibilities, and supporting the orderly conclusion of the current service-provider arrangement.

# 4. Inventory of Open Matters and Follow-Up Activities

## 4.1 Fraud and Waste Hotline Administration

For the period August 1, 2025 through October 31, 2026, no additional hours were allocated to investigations beyond the approved resource envelope. Following Council's March 30, 2026 direction, new investigations ceased, and matters meeting the investigation threshold have been queued.

During the 15-month period, the following outline provides an overview of the inbound volumes during that elapsed period:

- There have been 1,679 inbound communications through the hotline;
    - of these, 1,273 have been unique communications;
    - 406 related to follow-up interactions;
- of the 1,273 unique inbound communications, 86 required effort beyond the initial intake assessment; and
- of the 86 allegations assessed and triaged, 9 have progressed to the investigation queue, and the remaining 77 have been rerouted or ceased under the Fraud and Waste Hotline policy.

The current investigation queue also includes one matter received and queued before August 1, 2025, bringing the total outstanding inventory to ten matters.

The current investigation queue contains ten allegations. Based on the incumbent Auditor General's preliminary scoping, these matters represent approximately 860 hours of estimated investigation effort. These estimates are provided to indicate the approximate scale of the outstanding inventory and are not intended to prescribe the scope, procedures or resource requirements that may ultimately be determined by a future authorized investigator. These effort estimates are based on the nature and scope of the allegations, as well as the investigation approach and support required under the current approved Fraud and Waste Hotline Policy.  Changes to the overall policy, scope, and evidentiary support requirements can impact the overall effort estimate.

## 4.2 Investigation Queue[1]

The following is a list of allegations eligible for investigation, their intake risk assessment rating, and the incumbent Auditor General's rough estimate of the investigation effort based on current investigation protocols. As in prior quarterly reporting, these estimates are preliminary and may change as investigation scope, administrative practices and available evidence are assessed.

The following projects are listed in order of their overall Allegation Intake Risk Assessment rating.

| # | Investigation Queued | Allegation Intake Risk Assessment (Critical, High, Medium, Low) | Status | Projected Effort (not qualified) |
|---|---|---|---|---|
| 1 | Financial Governance and Administrative Practices Of Significance* | Critical | Reverted to Queue | 247 |
| 2 | Contractor Billing and Invoice Controls* | Critical | Queued | 75 |
| 3 | Conflict of Interest Concern (Design, Department and Individual)* | Critical | Reverted to Queue | 130 |
| 4 | Alleged Preferential Approval of Residential Accessible Parking Privilege* | Critical | Queued | 30 |
| 5 | Employment Concerns^ | High | Reverted to Queue | 114 |

[1]Consistent with the operational implementation state communicated through the Required Communication – Auditor General 2026 Work Plan Implementation Update, queued investigations are not expected to advance during 2026 absent future Council direction or changes to the current implementation assumptions. The resulting implementation also required certain previously commenced investigations to be paused and returned to the investigation queue.

| # | Investigation Queued | Allegation Intake Risk Assessment (Critical, High, Medium, Low) | Status | Projected Effort (not qualified) |
|---|---|---|---|---|
| 6 | Inappropriate Use of Overtime Protocols Resulting in Unnecessary Costs* | High | Queued | 130 |
| 7 | Investment Policy - Disclosure and Reporting Gap* | High (has a significant dependency on prior investigation working paper file) | Reverted to Queue | 55 |
| 8 | Hourly Compensation for Specified Personnel* | High | Queued | 25 |
| 9 | Sharing Personal Information* | Medium | Queued | 18 |
| 10 | Inappropriate Use of City Vehicles* | Medium | Queued | 36 |
| | **Total Expected Investigation Efforts To Be Completed** | | | 860 Hours |

Notes:

^ Denotes an allegation received and queued before August 1, 2025

* Denotes an allegation received and queued after August 1, 2025

Queued indicates that no active investigation work has begun.

Reverted to Queue indicates that investigation work had commenced but was subsequently paused following Council's March 30, 2026 direction and the resulting implementation of the 2026 Work Plan.

### 4.3 Inventory of Findings Tracked For Future Follow-Up

| Category | Count |
|---|---|
| Active findings expected to require validation/follow-up (having a resolution date on or before Dec. 31, 2026) | 36 |
| In-progress items requiring reassessment of closure timelines | 6 |
| **Current Total of Findings expected for validation in 2027** | **42** |
| Longer-cycle BIA governance/compliance reassessment items | 47[2] |
| **Total tracked follow-up inventory** | **89** |

# 5. Key Themes & Risks

### 5.1 Fraud, Waste, and Wrongdoing Considerations

During the reporting period, the Auditor General continued to administer the Fraud and Waste Hotline and assess inbound submissions under the approved intake process. The Auditor General also considered fraud, waste, wrongdoing, and other integrity-related risks within audit and investigation activities already in progress and permitted to continue.

Since March 30, 2026, Council's direction and the resulting operational implementation of the 2026 Work Plan have limited the Auditor General's ability to assess fraud, waste and wrongdoing risk beyond initial allegation intake and previously authorized work.

As a result, the Auditor General is not presently in a position to conclude whether allegations in the investigation queue, individually or collectively, indicate systemic or emerging fraud, waste, wrongdoing or control concerns. The nature of certain allegations received includes potential financial, procurement, employment, compensation and integrity-related risks; however, these remain allegations and have not been investigated or substantiated. As noted above, the current investigation queue includes ten matters that have yet to be investigated.

The work the Auditor General has been able to complete has not identified any systemic fraud issue requiring immediate escalation to Council. This should not be interpreted as assurance that no such issue exists, given the limitations described above.

[2] Given the significant alignment of the reported Ford BIA findings with the General BIA Governance & Compliance review and resultant actions, consideration may be given to incorporating follow-up of the resolution of these findings into an overall BIA sample-based compliance review, which may be more cost-effective and representative. The original report received by Council included a plan for a follow-up review of BIA Governance By-law compliance between 2028 and 2030.

Council has previously been advised of the operational constraints affecting investigation responsiveness through the *Required Communication – Auditor General 2026 Work Plan* Implementation *Update*. Outstanding matters and associated records will also form part of the Auditor General transition process to support their future consideration by an authorized successor.

# 6. Conclusion

This status report provides City Council with a consolidated overview of Auditor General activities, including completed reporting, ongoing responsibilities, the status of the Council-directed Transit Windsor review, and outstanding matters requiring future consideration.

The Office has continued to discharge its responsibilities within the parameters of Council's revised 2026 work plan. As outlined in this report, ten allegations remain in the investigation queue, and 89 findings are being tracked for future follow-up. These matters represent an outstanding body of work for which future oversight, investigation and follow-up arrangements will need to be determined.

With the current service-provider agreement scheduled to conclude on December 31, 2026, the Office's remaining activities are focused on completing outstanding reporting and administrative responsibilities and preparing for an orderly transition. The completion of that transition remains dependent on Council direction and the establishment of appropriate receiving arrangements.

No additional Council direction is requested through this Status Report beyond that associated with the individual Auditor General reports submitted for Council consideration.

# Appendix A - Overall Workplan Progress

Reporting Status reflects the stage of work completion (Completed, Issued, or Tabled). Council Scheduling Status reflects the timing and disposition of formal Council consideration. Bolded items are included in this Status Report submission for the Council Agenda. Bolded titles are reports included in this Status Report for Council.

## 2026 Auditor General Workplan Related Projects

| # | Project | Project Status | Council Action | Reporting Status (Completed / Issued / Tabled) | Council Scheduling Status |
|---|---|---|---|---|---|
| **Governance & Framework-Related Initiatives** | | | | | |
| 1 | Auditor General Revised 2026 Work Plan | Completed | Deferred- Not Being Advanced | Completed | No longer applicable |
| 2 | Required Communication - Annual AG Charter Update (2027) | Not Progressed | NA | NA | NA |
| 3 | Required Communication - 2027 Strategy & Technology | Not Progressed | NA | NA | NA |
| 4 | Required Communication – Auditor General 2026 Work Plan Implementation Update | Completed | Submitted for Council receipt | Tabled | June 29, 2026 |
| 5 | Required Communication – Auditor General Transition Plan (*formerly - Auditor General Function – Future Governance and Service Delivery Consideration*) | Completed | Submitted for Council receipt and direction | Issued - Revised | September 10, 2026 communication deferred; revised Progress Update requested for November 23, 2026 |
| 6 | 2026 Annual Quality Self-Assessment and Reporting | Not Progressed | NA | NA | NA |
| 7 | Q1 Status Report (Feb 2026) (Amended to March 19, 2026) | Completed | Submitted for Council receipt | Tabled | March 30, 2026 |

**Auditor General Status Report**

| # | Project | Project Status | Council Action | Reporting Status (Completed / Issued / Tabled) | Council Scheduling Status |
|---|---|---|---|---|---|
| 8 | Q2 Status Report | Completed | Submitted for Council receipt | Tabled | June 29, 2026 |
| 9 | Q3 Status Report | Completed | Submitted for Council receipt | Issued | September 28, 2026 |
| 10 | Q4 Status Report | Completed | | Issued | Requested November 23, 2026 |
| 11 | 2026 Performance Report (Year in Review) | In Process | | | Requested Dec. 7/26 |
| 12 | Auditor General Executive Leadership Development Plan | Not Progressed | NA | NA | NA |
| 13 | Risk Assessment | Not Progressed | NA | NA | NA |
| 14 | 2027 Work Plan | Not Progressed | NA | NA | NA |
| 15 | Fraud & Waste Hotline Administration Year End Summary | In Process | | | Requested Dec. 7/26 |
| 16 | Transition Report Out (Verbal) | In Process | | | Requested Dec. 7/26 |
| **Audit and Assurance Projects** | | | | | |
| | None | | | | |
| **Fraud and Waste Hotline Responsibilities & Initiatives** | | | | | |
| 17 | Fraud and Waste Hotline Administration | In Process / Ongoing | NA | NA | NA |
| 18 | Investigation – Compensation Practices | Completed | Submitted for Council receipt | Issued | Requested November 23, 2026 |
| 19 | Investigation – Procurement Practices | Completed | Submitted for | Issued | Requested |

**Auditor General Status Report**

| # | Project | Project Status | Council Action | Reporting Status (Completed / Issued / Tabled) | Council Scheduling Status |
|---|---|---|---|---|---|
| | | | Council receipt | | November 23, 2026 |
| 20 | Investigation – City Employee Operational Conduct - Transit Windsor | Completed | Submitted for Council receipt | Tabled | June 29, 2026 |
| 21 | Investigation - Parking Ticket Administration and System | Completed | Submitted for Council receipt, acknowledgement and acceptance | Tabled | June 29, 2026 |
| 22 | Investigation - WECHC Complaint (Oversight of Ongoing Communications) | Completed | | Tabled | June 29, 2026 |
| 23 | Investigation – Respectful Workplace | Completed | Submitted for Council receipt and direction | Tabled | March 30, 2026 |
| 24 | Financial Governance and Administrative Practices Of Significance | Reverted to Queue | NA | NA | NA |
| 25 | Contractor Billing and Invoice Controls | Queued | NA | NA | NA |
| 26 | Conflict of Interest Concern (Design, Department and Individual) | Reverted to Queue | NA | NA | NA |
| 27 | Employment Concerns | Reverted to Queue | NA | NA | NA |
| 28 | Inappropriate Use of Overtime Protocols Resulting in Unnecessary Costs | Queued | NA | NA | NA |
| 29 | Investment Policy - Disclosure and Reporting Gap | Reverted to Queue | NA | NA | NA |
| 30 | Hourly Compensation for Specified Personnel | Queued | NA | NA | NA |
| 31 | Sharing Personal Information | Queued | NA | NA | NA |

**Auditor General Status Report**

| # | Project | Project Status | Council Action | Reporting Status (Completed / Issued / Tabled) | Council Scheduling Status |
|---|---|---|---|---|---|
| 32 | Inappropriate Use of City Vehicles | Queued | NA | NA | NA |
| 33 | Alleged Preferential Approval of Residential Accessible Parking Privilege | Queued | NA | NA | NA |
| **Council Directed Projects** | | | | | |
| 34 | Transit Windsor Alignment (Selected Policies/Procedures Review) | In Process | | | Requested November 23, 2026 |

# Memo

To: City Council

From: Christopher O'Connor

Date: Sep 1, 2025

Subject: Auditor General Investigation Results Regarding Service Delivery

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Project Closure Memo

The Office of the Auditor General completed an investigation concerning matters associated with the retirement of the former Chief of Police. The investigation was undertaken within the scope of the Windsor Police Services Board's authorization for Auditor General review, and the investigation results were reported directly to the Windsor Police Services Board.

Two allegations were investigated:

- Retirement payout not in compliance with the employment contract — Not Warranted
- Transparency regarding use of public funds was insufficient — Not Warranted

No recommendations or corrective actions were identified.

This matter is being reported to City Council for information as part of the Auditor General's reporting on work completed under the approved 2026 Work Plan. The underlying matter is within the responsibility of the Windsor Police Services Board. No action or direction by City Council concerning the Windsor Police Service or Windsor Police Services Board is requested.

Sincerely,

Christopher OConnor

*Auditor General for The Corporation of the City of Windsor*

Office of the Municipal Auditor General,
The Corporation of the City of Windsor

# AUDITOR GENERAL COMPLAINT INVESTIGATION REPORT
# Procurement of Outdoor Furniture – Downtown Ice Rink Project

**Issued:** August 24, 2026
**Council Tabling: Target - November 23, 2026**

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# Executive Summary

## Background

The Office of the Auditor General (AG) received four complaints regarding the City's procurement of outdoor furniture associated with the Downtown Ice Rink Project. As the complaints related to the same procurement decision and raised substantially similar concerns, they were consolidated into a single investigation.

The complaints primarily concerned the City's selection of U.S.-based suppliers following Council's April 14, 2025 direction supporting a "Buy Canadian" approach to municipal procurement. Additional concerns were raised regarding the use of sole source procurement, consideration of Canadian suppliers, compliance with applicable trade requirements, tariff exposure, use of municipal funds, and the documentation supporting the procurement decision.

A key timing context was that on April 14, 2025, Council endorsed a policy direction prioritizing Canadian-made goods and services in municipal procurement where reasonably feasible financially and operationally.

## Investigation Approach

The investigation examined whether the procurement was conducted in accordance with applicable procurement requirements and approval authorities, whether Council's April 14, 2025 direction was appropriately considered, and whether the procurement decision was reasonably supported and documented.

The Office reviewed the procurement chronology, Council and Executive Committee decisions, Purchasing By-law requirements, sole source justification and approvals, vendor-selection information, supplier research and communications, applicable trade requirements, tariff and budget considerations, and other supporting records. The documentary review was supplemented through validation with Administration, including Procurement and Legal.

## Scope Limitation

The investigation assessed the procurement from a governance, compliance, controls and process perspective. The investigation considered compliance with the City's Purchasing By-law and established procurement framework but did not assess the design or overall effectiveness of that By-law or framework. Accordingly, conclusions regarding compliance should not be interpreted as an assessment of whether the City's procurement requirements and processes represent effective, optimal or leading procurement practice.

The investigation did not re-perform or redesign the procurement process, determine which products or suppliers the City should have selected, or substitute the Auditor General's procurement judgment for management discretion where that discretion was permitted

under applicable requirements. Political and media commentary was not independently assessed except where relevant to the allegations or governance considerations.

## Summary of Procedures and Findings

**Allegation #1 — Procurement proceeded contrary to Council's "Buy Canadian" direction**

**Rating: Not Warranted.** Procurement planning, vendor selection and Executive approval/reaffirmation were substantially advanced before Council's April 14, 2025 direction, although formal procurement commitment occurred afterward. The evidence supports that Council's direction was considered before final execution. At that stage, changing the sourcing approach would have required revisiting an advanced procurement and introduced financial and operational consequences, including potential project delay. Compatibility with existing City assets, ongoing maintenance and replacement parts, supplier availability and tariff exposure were also considered. On balance, the evidence does not support that Administration disregarded Council's direction. Rather, the evidence supports that Administration considered the direction within the context of an advanced procurement and considered the financial and operational implications of changing course in determining that continuing the procurement remained reasonably feasible.

**Allegation #2 — Sole source procurement was inappropriate or non-compliant**

**Rating: Not Warranted.** The procurement was conducted using the sole source provisions of Purchasing By-law 93-2012 based on documented compatibility and standardization considerations. The required approval authority was obtained before purchase orders were issued. The investigation did not identify evidence that the procurement method or approval process was inconsistent with the Purchasing By-law.

**Allegation #3 — Canadian suppliers were not reasonably considered**

**Rating: Not Warranted.** The evidence supports that Canadian and U.S.-based suppliers were considered through prior project analysis, vendor comparisons, internal working sessions, targeted outreach and consideration of project-specific technical and operational requirements. Although a separate procurement-specific weighted scoring matrix or formal comparative evaluation report was not prepared, the collective evidence supports that Canadian suppliers and other alternatives were considered.

**Allegation #4 — Procurement failed to comply with applicable trade agreement requirements**

**Rating: Not Warranted.** The combined procurement value exceeded the applicable Canadian Free Trade Agreement threshold. Procurement confirmed that threshold applicability was assessed using the combined procurement value and identified a compatibility-based rationale corresponding to an applicable CFTA exception. Procurement and Legal confirmed that applicable procurement and trade requirements were considered through the City's established procurement process. No evidence demonstrating non-compliance with applicable trade requirements was identified.

**Allegation #5 — Tariff exposure was not properly assessed or managed**

**Rating: Not Warranted.** The project included an appropriate tariff contingency sufficient to cover the potential tariff exposure identified in the allegations. The potential exposure identified was less than half of one percent of the approved project budget and was not material to the project budget. Potential tariff exposure remained within approved contingency and was considered together with the financial and operational implications of changing or restarting the procurement.

**Allegation #6 — Procurement exceeded approved budget or represented misuse of municipal funds**

**Rating: Not Warranted.** The procurement remained within approved project budget authority, including contingency provisions. The investigation identified no evidence of budget overrun, misuse of municipal funds or financial mismanagement associated with the procurement.

**Allegation #7 — Procurement decision lacked sufficient supporting documentation**

**Rating: Not Warranted.** The documentation and other evidence reviewed were sufficient to reconstruct the procurement chronology, approval pathway and basis for significant considerations. Certain elements of the decision rationale were distributed across procurement forms, supporting materials, communications and related project records rather than consolidated within a single procurement-specific decision record. This did not result in an unsupported procurement decision or identified non-compliance.

**Recommendations:**

The investigation did not identify findings requiring corrective action. No recommendations were made.

One Consideration for Improvement was noted. Considerations for Improvement are observations intended to support continuous improvement and do not represent findings or recommendations

requiring corrective action.

**Complaint Disposition:**

The complaints were **not substantiated**.

The investigation found that the procurement was conducted within applicable procurement requirements and approval authorities. The evidence supports that Council's April 14, 2025 direction was considered before final procurement execution, that the sole source procurement method was supported under the applicable procurement framework, and that Canadian suppliers, applicable trade requirements, tariff exposure and financial considerations were addressed as part of the procurement process.

While certain elements of the decision rationale were distributed across multiple records rather than consolidated within a single procurement-specific decision record, sufficient evidence existed to reconstruct and support the procurement decision. No findings requiring corrective action were identified.

# Background Information

The Office of the Auditor General received four complaints concerning the City's procurement of outdoor furniture associated with the downtown ice rink project. The complaints related to the same procurement decision, cited substantially similar information, and raised overlapping concerns. Accordingly, the complaints were consolidated into a single investigation to support an efficient and consistent assessment of the matters raised.

The complaints arose in the context of the City's procurement of outdoor furniture from U.S.-based suppliers and Council's April 14, 2025 direction endorsing federal and provincial calls for a "Buy Canadian" approach to municipal procurement.

The concerns raised included:

1. **Procurement following Council's "Buy Canadian" direction**
    - The complainants questioned why the City proceeded with U.S.-based suppliers following Council's April 14, 2025 direction.
    - Concerns were raised regarding the timing of the procurement decision relative to Council's direction and whether the procurement could or should have been reconsidered before purchase commitments were made.
2. **Use of sole source procurement**
    - Concerns were raised regarding the use of a sole source procurement approach rather than a competitive procurement process.
    - The complaints questioned whether the procurement method was appropriate and consistent with the City's Purchasing By-law.
3. **Consideration of Canadian suppliers**
    - The complainants questioned whether Canadian manufacturers and suppliers had been adequately identified and considered.
    - Related concerns included whether the specifications or procurement approach unnecessarily limited the available supplier market.
4. **Trade agreement requirements**
    - Concerns were raised regarding whether the procurement complied with applicable Canadian Free Trade Agreement requirements given the value of the purchases and the use of a non-competitive procurement method.
5. **Tariff exposure**
    - The complaints referred to potential tariff costs associated with the purchase of U.S.-sourced products, with approximately $72,000 to $74,000 cited in the complaints.
    - The complainants questioned whether these potential costs had been adequately considered and whether proceeding with the procurement represented an appropriate financial decision.
6. **Use of municipal funds**
    - The complaints questioned whether proceeding with the procurement represented an appropriate use of municipal funds and suggested that the procurement should be cancelled and rebid.

7. **Supporting documentation**
    - The investigation also considered whether sufficient documentation existed to support the procurement chronology, method, vendor selection, financial considerations and decision rationale.

These matters are significant because municipal procurement requires not only compliance with applicable purchasing authorities and trade requirements, but also sufficient transparency and documentation to demonstrate how significant procurement decisions were made, particularly where a procurement intersects with Council direction and heightened public interest.

The investigation therefore considered both whether applicable requirements were followed and whether the evidence was sufficient to understand and support the procurement decision.

# Scope & Limitations

## Scope of Review

The investigation included:

- **Review of procurement timing and governance alignment**, including the chronology of procurement planning, vendor selection, Executive Committee approval, subsequent reaffirmation, Council's April 14, 2025 "Buy Canadian" direction, sole source documentation, CAO approval, purchase orders and related vendor communications.
- **Review of the procurement method**, including the sole source justification, applicable provisions of Purchasing By-law 93-2012, approval authority and timing of procurement commitment.
- **Review of trade agreement considerations**, including the value of the procurement, applicability of Canadian Free Trade Agreement thresholds and Administration's reliance on compatibility-related provisions.
- **Review of vendor consideration and selection**, including prior project analysis, vendor comparison information, Canadian and U.S.-based suppliers considered, vendor outreach, internal working sessions and project-specific technical and operational requirements.
- **Review of project specifications and operational considerations**, including compatibility with existing City assets, durability and configuration requirements, maintenance and replacement-parts considerations, and physical and operational constraints associated with the ice rink site.
- **Review of financial considerations**, including project budget authority, tariff exposure, contingency provisions, vendor-specific tariff treatment and financial considerations associated with changing or restarting the procurement.
- **Review of documentation sufficiency**, including whether the available procurement records, approvals, supporting materials and communications were sufficient to reconstruct and support the procurement decision.
- **Validation with Administration**, including Procurement and Legal, to confirm factual accuracy, clarify the City's established procurement and trade-compliance processes, and obtain additional evidence concerning vendor consideration and tariff treatment.

## Limitations

The following limitations apply:

- The investigation did not assess the design or overall effectiveness of the City's Purchasing By-law or procurement framework. Accordingly, conclusions regarding compliance indicate whether the procurement was conducted in accordance with the requirements and processes in effect at the time and should not be interpreted as an assessment of whether those requirements and processes represent effective, optimal or leading procurement practice.

- The investigation was primarily documentary in nature. Interviews and validation procedures were used where necessary to clarify chronology, technical assertions, procurement processes and gaps or ambiguities identified during the documentary review.
- The investigation assessed compliance with applicable procurement requirements, governance alignment, financial considerations and the sufficiency of the evidence supporting the procurement decision.
- The investigation did not re-perform or redesign the procurement process or determine which products or vendors the City should have selected.
- The investigation did not substitute the Auditor General's procurement preference or judgment for management discretion where that discretion was permitted under applicable requirements.
- Political and media commentary surrounding the procurement was not independently assessed except where relevant to understanding the allegations or their governance implications.
- Documentation sufficiency was considered proportionate to the nature, value and circumstances of the procurement rather than on the expectation that all significant considerations would necessarily be contained in a single document.

# Contextual Information

## Procurement Chronology

The procurement developed over a period of time rather than arising as a single purchasing decision following Council's April 14, 2025 resolution.

The investigation identified the following significant events:

| Date | Event |
|---|---|
| June 10, 2024 | Council approved budget for City Hall Square Outdoor Ice Rink Project. |
| June 2024 - March 2025 | Project planning and vendor assessment occurred during this period — Furniture requirements and potential suppliers were considered through project planning and prior related vendor-assessment work. |
| March 25, 2025 | Executive Committee approval of the furniture plan |
| April 10, 2025 | Procurement matter presented to the Tariff Task Force |
| April 11, 2025 | Executive Committee reaffirmed the procurement through an email poll |
| April 14, 2025 | Council approved its "Buy Canadian" direction |
| April 17, 2025 | Sole source procurement documentation completed |
| April 23, 2025 | CAO approval obtained through CAOP 52-2025 |
| April 25–28, 2025 | Purchase orders and related vendor communications proceeded |

The chronology is important because procurement planning, vendor assessment and Executive-level consideration were substantially advanced before Council's April 14 direction, while the City's formal procurement commitment occurred afterward.

## Council's "Buy Canadian" Direction

On April 14, 2025, Council endorsed a policy direction prioritizing Canadian-made goods and services in municipal procurement where reasonably feasible financially and operationally.

The resolution occurred after Executive Committee approval of the furniture plan on March 25, the April 10 Tariff Task Force presentation, and the April 11 Executive Committee reaffirmation, but before completion of the formal sole source documentation, CAO approval and issuance of purchase orders.

Council’s “Buy Canadian” resolution was not accompanied by an amendment to Purchasing By-law 93-2012 or the City's procurement procedures.

Accordingly, the investigation considered not simply whether the purchase orders occurred before or after April 14, but also the stage the procurement had reached when Council provided its direction, the remaining practical discretion available to Administration, and whether Council's direction was considered before final procurement execution.

## Procurement Method

The procurement proceeded through a sole source method under Section 111(d)(v) of Purchasing By-law 93-2012.

The justification identified compatibility and standardization considerations associated with the furniture and existing City assets. The procurement subsequently received CAO approval through CAOP 52-2025 before purchase orders were issued.

The investigation therefore considered both whether the sole source provision was available under the Purchasing By-law and whether the approval process applicable to the procurement was followed.

## Vendor Consideration

The procurement did not begin with consideration of only the ultimately selected U.S.-based suppliers.

The evidence reviewed identified multiple Canadian and U.S.-based suppliers and included vendor comparison information, prior project research, targeted vendor outreach, telephone inquiries and internal working sessions.

The current procurement also drew upon vendor-assessment work previously undertaken in connection with another significant City project. During validation, a second project manager confirmed reviewing the evaluation criteria and vendor responses from that earlier work before it was leveraged for the current procurement.

Project-specific considerations included:

- the refrigerated slab and associated operational constraints;
- the requirement for non-anchored furniture;

- compatibility with similar existing City assets;
- ongoing maintenance and availability of replacement parts;
- durability and configuration requirements; and
- the ability of suppliers to provide the required combination of furniture items.

A separate procurement-specific weighted scoring matrix or formal comparative evaluation report was not identified. The investigation therefore considered the collective evidence of supplier consideration rather than assessing vendor selection solely on the presence or absence of a formal scoring document.

## Trade Agreement Considerations

The combined value of the procurement exceeded the applicable Canadian Free Trade Agreement threshold.

Administration identified a compatibility-based rationale corresponding to Article 513(1)(b)(v) of the CFTA. During validation, Procurement confirmed that threshold applicability was assessed using the combined procurement value.

Procurement advised that consideration of applicable trade requirements forms part of the City's established procurement submission and approval process and is not ordinarily evidenced through a separate CFTA analysis for each procurement. The process itself is designed to enforce compliance. Procurement and Legal confirmed their involvement and that applicable procurement and trade requirements were considered through that process.

## Tariff and Financial Considerations

Potential tariff exposure was known before procurement execution and was incorporated into project planning.

The approved project included an appropriate tariff contingency sufficient to cover the potential tariff exposure identified in the allegations. Vendor-specific tariff treatment was also considered. One vendor confirmed that it would absorb applicable tariffs. For the other vendor, the City's understanding that the vendor would absorb applicable tariffs was initially based on verbal confirmation and was subsequently corroborated in writing.

The investigation also considered the tariff exposure in the context of the financial and operational consequences identified by Administration if the procurement were changed or restarted after vendor selection and project planning had substantially advanced.

The potential tariff exposure cited in the complaints represented less than one-half of one percent of the approximately $15.4 million overall project budget.

# Investigation Procedures

The investigation undertook the following procedures:

1. **Complaint consolidation and allegation analysis** – Reviewed the four complaints, identified the common factual circumstances and consolidated the matters into a single investigation. The allegations were translated into investigation questions addressing Council direction, procurement method, vendor consideration, trade requirements, tariffs, budget and documentation.
2. **Procurement chronology reconstruction** – Reconstructed the chronology of procurement planning and execution, including Executive Committee approval on March 25, 2025, the April 10 Tariff Task Force presentation, April 11 Executive Committee reaffirmation, Council's April 14 resolution, April 17 sole source documentation, April 23 CAO approval and subsequent purchase orders and vendor communications.
3. **Council-direction and governance review** – Reviewed the wording and timing of Council's "Buy Canadian" direction and assessed its relationship to the procurement process already underway, including the extent of procurement activity completed before and after the resolution.
4. **Purchasing By-law compliance review** – Examined the sole source justification and applicable provisions of Purchasing By-law 93-2012, including the stated compatibility and standardization rationale and the approval authority exercised through CAOP 52-2025.
5. **Trade requirement assessment** – Reviewed procurement values and CFTA threshold applicability, the compatibility rationale associated with Article 513, and Administration's established process for considering trade requirements. Validation was performed with Procurement and Legal regarding how applicable requirements were considered.
6. **Vendor consideration review** – Reviewed vendor comparison information and materials from another significant City project, where the existing research was leveraged by the project team.
7. **Specification and operational-requirement assessment** – Considered evidence regarding the refrigerated slab, non-anchoring requirements, compatibility with existing assets, durability, maintenance, replacement-parts availability and supplier ability to provide the required combination of items.
8. **Financial and tariff review** – Reviewed vendor quotations, tariff provisions, project budget and contingency information, internal communications regarding tariff exposure and vendor-specific representations regarding tariff treatment.
9. **Documentation sufficiency assessment** – Assessed whether the procurement approvals, forms, correspondence, vendor information, project records and other supporting evidence, collectively, were sufficient to reconstruct the procurement decision and understand the basis for significant considerations.
10. **Validation with Administration** – Presented the preliminary understanding and potential findings to Administration for factual validation and clarification. Additional information obtained through validation was considered before final allegation ratings were determined. The validation process resulted in additional corroboration regarding Council-direction consideration, vendor evaluation, CFTA assessment and tariff treatment.

# Findings by Allegation

The following assessment is made strictly from a governance, controls, and process perspective. The ratings (Warranted / Partially Warranted / Not Warranted) indicate whether the evidence available supports the allegation as stated.

## ALLEGATION #1 – Procurement proceeded contrary to Council's "Buy Canadian" direction

### Allegation

It was alleged that the City proceeded with the purchase of U.S.-made outdoor furniture despite Council's April 14, 2025 direction to prioritize Canadian-made goods and services wherever reasonably feasible.

### Evidence Reviewed and Findings

- Procurement chronology:
  - Executive Committee approved the furniture plan on March 25, 2025.
  - The procurement was considered by the Tariff Task Force on April 10.
  - Executive Committee reaffirmed the procurement on April 11 through an email poll.
  - Council approved its "Buy Canadian" direction on April 14.
  - Sole source documentation was completed on April 17.
  - CAO approval was obtained April 23.
  - Purchase orders and related vendor communications proceeded April 25–28.
- Council's April 14 resolution established a policy direction favouring Canadian-made goods and services where reasonably feasible financially and operationally.
- The resolution was not accompanied by an amendment to Purchasing By-law 93-2012 or the City's procurement procedures.
- Validation with Procurement and Legal confirmed that Council's direction was considered within the procurement process before final execution.
- Administration identified constraints affecting the ability to change the sourcing approach, including:
  - the advanced stage of procurement planning and vendor selection;
  - compatibility with similar City assets;
  - maintenance and replacement-parts considerations;
  - the limited number of suppliers capable of providing the required combination of items; and
  - financial and operational implications associated with restarting the procurement.
- No separate formal post-April 14 reconsideration document was identified.

## Investigator's Understanding

- **Timing is relevant but not determinative:** Formal procurement commitment occurred after Council's resolution. However, procurement planning, vendor selection and Executive approval/reaffirmation were substantially advanced before April 14.
- **Council direction applied to an existing procurement process:** The resolution was therefore received during an already advanced procurement rather than before sourcing and vendor assessment commenced.
- **Council's direction was considered:** Validation confirmed that the direction was considered before final procurement execution.
- **"Buy Canadian" was qualified by feasibility:** Council's direction itself contemplated prioritization where reasonably feasible financially and operationally. The evidence identifies operational, compatibility, supplier-market and financial considerations relevant to that assessment.
- **Absence of a separate reconsideration document does not establish disregard of Council direction:** The investigation obtained sufficient evidence through the procurement record and validation to establish that the direction was considered.

## Allegation Rating

**Not Warranted.** Procurement planning, vendor selection and Executive approval/reaffirmation were substantially advanced before Council's April 14, 2025 direction, although formal procurement commitment occurred afterward. The evidence supports that Council's direction was considered before final execution. At that stage, changing the sourcing approach would have required revisiting an advanced procurement and vendor-selection process and introduced financial and operational consequences, including potential project delay. Administration also considered compatibility with existing City assets and the resulting implications for ongoing maintenance and replacement parts, as well as the limited number of suppliers capable of providing the required combination of items. Tariff exposure had been identified and accommodated within approved project contingency and was considered against these broader financial and operational implications. On balance, the evidence does not support that Administration disregarded Council's direction. Rather, the evidence supports that Administration considered the direction within the context of an advanced procurement and considered the financial and operational implications of changing course in determining that continuing the procurement remained reasonably feasible.

# ALLEGATION #2 – Sole source procurement was inappropriate or non-compliant

## Allegation

It was alleged that the City improperly used a sole source procurement method rather than conducting a competitive procurement.

## Evidence Reviewed and Findings

- Purchasing By-law 93-2012.
- Sole source justification documentation.
- Section 111(d)(v) compatibility/standardization rationale.
- CAOP 52-2025.
- Purchase-order timing.
- Procurement and Legal validation.
- The procurement justification identified compatibility with existing City assets, standardized components and supplier-specific considerations.
- CAO approval was obtained before purchase orders were issued.

## Investigator's Understanding

- **Sole source procurement is permitted in specified circumstances:** The use of a non-competitive method is not, by itself, evidence of non-compliance.
- **A documented rationale was provided:** The procurement relied upon the compatibility and standardization provisions of the Purchasing By-law.
- **Required approval preceded commitment:** CAOP 52-2025 was approved before issuance of the purchase orders.
- **No contrary evidence was identified:** The investigation did not identify evidence that the procurement method or approval authority was inconsistent with the City's Purchasing By-law.

## Allegation Rating

**Not Warranted.** The procurement was executed using a sole source method permitted under Section 111(d)(v) of Purchasing By-law 93-2012, supported by compatibility and standardization considerations and the required approval authority.

# ALLEGATION #3 – Canadian suppliers were not reasonably considered

## Allegation

It was alleged that the City did not adequately consider Canadian suppliers before selecting U.S.-based vendors.

## Evidence Reviewed and Findings

- Vendor-assessment materials from another significant City project.
- Validation with a second project manager concerning the evaluation criteria and vendor responses from that project.
- Internal working sessions from March 24–25, 2025.
- Vendor outreach between April 7–10, 2025.
- Telephone inquiries and other supplier research.
- Evidence identifying both Canadian and U.S.-based suppliers.
- Project-specific technical and operational requirements.
- No separate procurement-specific weighted scoring matrix or formal comparative evaluation report was identified.

## Investigator's Understanding

- **Canadian suppliers were identified and considered:** The evidence does not support that the supplier search was limited to U.S.-based vendors.
- **The current procurement leveraged earlier assessment work:** Administration intentionally drew upon vendor research undertaken for another significant City project, which had involved a structured evaluation of vendor options.
- **Prior work was not relied upon without review:** Validation provided corroboration that the evaluation criteria and vendor responses from the earlier project were reviewed before being leveraged.
- **Selection reflected project-specific requirements:** Relevant considerations included the refrigerated slab, non-anchoring requirements, compatibility, maintenance and replacement parts, durability, configuration and supplier product range.
- **Evaluation was not captured in a single scoring matrix:** While this reduces the immediate visibility of the comparison, the collective evidence supports that alternatives, including Canadian suppliers, were considered.

## Allegation Rating

**Not Warranted.** Multiple Canadian and U.S.-based suppliers were considered through prior project analysis, vendor comparisons, internal review, targeted outreach and project-specific requirements. The absence of a separate weighted scoring matrix does not, on the evidence reviewed, establish that Canadian suppliers were not reasonably considered.

# ALLEGATION #4 – Procurement failed to comply with trade agreement requirements

## Allegation

It was alleged that the procurement did not comply with applicable CFTA requirements.

## Evidence Reviewed and Findings

- Procurement values and applicable thresholds.
- Sole source documentation.
- CFTA Article 513 compatibility rationale.
- Procurement approval documentation.
- Validation with Procurement and Legal.
- The combined procurement value exceeded the applicable CFTA threshold.
- Procurement confirmed that threshold applicability was assessed using the combined value.
- Administration identified a compatibility-based rationale corresponding to Article 513(1)(b)(v).
- Procurement advised that trade-compliance considerations are incorporated into the City's established procurement submission and approval process.
- Procurement and Legal confirmed that applicable procurement and trade requirements were considered.

## Investigator's Understanding

- **CFTA applicability was recognized:** The procurement was not treated as falling below the applicable threshold by considering individual purchases in isolation.
- **An exception rationale was identified:** Administration relied upon compatibility considerations corresponding to an available CFTA provision.
- **Trade compliance was embedded rather than separately documented:** The City's process did not result in a standalone CFTA memorandum for this procurement.
- **Documentation form and compliance are different questions:** The absence of a standalone analysis does not establish that CFTA requirements were not assessed where other evidence demonstrates consideration through the established procurement process.

## Allegation Rating

**Not Warranted.** The investigation did not identify evidence demonstrating non-compliance with applicable trade agreement requirements. Procurement assessed threshold applicability using the combined procurement value, a compatibility-based rationale corresponding to an applicable CFTA exception was identified, and Procurement and Legal confirmed that applicable requirements were considered through the City's established procurement process.

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# ALLEGATION #5 – Tariff exposure was not properly assessed or managed

## Allegation

It was alleged that the City exposed taxpayers to approximately $72,000 to $74,000 in tariffs by proceeding with U.S.-based suppliers and did not adequately assess or manage that financial exposure.

## Evidence Reviewed and Findings

- Project budget and contingency information.
- Vendor quotations and tariff provisions.
- Internal tariff-related communications.
- Tariff Task Force consideration.
- Vendor-specific tariff representations.
- Subsequent written corroboration concerning tariff treatment for one vendor.
- An appropriate tariff contingency.  This contingency was sufficient to cover the potential tariff exposure identified in the allegations.
- Potential tariff exposure remained within approved project authority.
- The procurement tariff treatment for one vendor was initially confirmed verbally and later corroborated in writing.
- Validation confirmed that tariff exposure was considered together with the financial and operational implications of changing or restarting the procurement.

## Investigator's Understanding

- **Tariff risk was known before procurement execution:** The evidence does not support that tariff exposure emerged only after the purchases were made.
- **Financial capacity was provided:** The project included a specific contingency capable of accommodating the identified exposure.
- **Vendor-specific treatment was considered:** Although one representation was initially verbal, it was subsequently corroborated.
- **Tariffs were not considered in isolation:** Administration also considered the costs and operational consequences associated with changing vendors or restarting an advanced procurement.

## Allegation Rating

**Not Warranted.** Tariff exposure was identified before procurement execution, incorporated into project planning and accommodated within approved contingency. The evidence does not support that the City failed to assess or manage the potential tariff exposure.

# ALLEGATION #6 – Procurement exceeded approved budget or misused municipal funds

## Allegation

It was alleged that proceeding with the U.S.-based purchases and potential tariff costs represented misuse or waste of municipal funds.

## Evidence Reviewed and Findings

- Approved project budget.
- Procurement values.
- Tariff contingency.
- Procurement approvals.
- Financial information supporting the purchase.
- The procurement remained within approved project budget authority, including contingency provisions.
- No evidence of budget overrun attributable to this procurement component, misuse of municipal funds or financial mismanagement was identified.

## Investigator's Understanding

The fact that an alternative procurement decision might theoretically have produced a different price does not establish misuse of funds. The relevant investigation questions are whether the expenditure was authorized, whether relevant financial exposures were considered and whether evidence exists of waste, misuse or financial mismanagement.

The evidence reviewed supports that the procurement remained within approved budget authority and that tariff and other financial considerations were incorporated into the decision.

## Allegation Rating

**Not Warranted.** The investigation did not identify evidence of budget overrun for this component, misuse of municipal funds or financial mismanagement associated with the procurement.

# ALLEGATION #7 – Procurement decision lacked sufficient documentation

## Allegation

It was alleged, or arose through investigation, that the procurement decision was not adequately documented to support the basis for vendor selection and the decision to proceed.

## Evidence Reviewed and Findings

- Executive Committee records.
- Sole source justification.
- CAOP 52-2025.
- Vendor comparison and prior project materials.
- Vendor correspondence and outreach.
- Procurement forms and approval records.
- Project budget and tariff information.
- Internal communications.
- Validation evidence from Procurement, Legal and project personnel.
- The available evidence was sufficient to reconstruct the procurement chronology, approval pathway and basis for significant procurement considerations.
- Certain aspects of the rationale were distributed across procurement forms, project records, correspondence and prior analyses rather than consolidated into a single procurement-specific decision document.

## Investigator's Understanding

- **The decision is supportable from the record:** The investigation was able to establish the procurement chronology, method, approval authority, vendor consideration, trade considerations and financial treatment.
- **Distributed documentation is not the same as absent documentation:** Relevant evidence existed, although obtaining a complete understanding required review across multiple sources.
- **Validation provided additional corroboration:** Matters initially appearing less explicit in the documentary record, including vendor assessment, trade-compliance processes and tariff treatment, were corroborated during validation.
- **An opportunity remains to improve transparency:** For procurements attracting heightened public or governance interest, clearer consolidation or cross-referencing of significant considerations would make the decision rationale more readily apparent and facilitate subsequent independent review.

## Allegation Rating

**Not Warranted.** Sufficient documentation and other evidence existed to reconstruct and support the procurement decision. The distributed nature of some supporting rationale did not result in an unsupported decision or identified non-compliance. However, an opportunity exists to improve the

accessibility of significant decision rationale in future procurements involving heightened public, governance or external-policy considerations.

# Considerations for Improvement

The following opportunities are broader considerations related to future process considerations. These items do not represent control deficiencies identified through audit procedures.

We provide them for Administration's awareness and consideration in any future discussions with the service provider or system enhancements. These opportunities do not require formal action plans or responses.

## Consolidation of Significant Procurement Decision Rationale

The investigation found that sufficient documentation and other evidence existed to reconstruct the procurement decision, approval pathway and basis for significant considerations.

However, certain elements of the decision rationale were reflected across established procurement forms, supporting documentation, communications and related project records rather than being readily identifiable through a consolidated record or cross-reference.

For procurements involving heightened public, governance or external-policy considerations, more clearly consolidating or cross-referencing significant decision rationale within the procurement record could improve transparency and facilitate subsequent independent review.

Consideration should therefore be given, in such circumstances, to documenting or cross-referencing significant decision considerations within the procurement record, including:

- relevant Council or other policy direction;
- material sourcing and vendor-selection considerations; and
- significant financial assumptions or exposures affecting the decision.

This consideration does not arise from an identified compliance failure or control deficiency requiring corrective action. Rather, it is intended to improve transparency and accessibility of the decision record in circumstances where subsequent scrutiny can reasonably be anticipated.

THE CITY OF WINDSOR ONTARIO, CANADA

**Council Report: C 130/2026**

## Subject: 2026 Canada Wide Early Learning and Child Care (CWELCC) Directed Growth Update – City Wide

### Reference:

Date to Council: November 23, 2026
Author: Alicea Fleming
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(519) 255-5200x5230
Housing and Children's Services
Report Date: 11/9/2026
Clerk's File #: SS/13629

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

### Recommendation:

That Council **APPROVE** that letters be sent to Provincial and Federal government representatives to advocate for deadline flexibility and funding protection for ELCC Infrastructure Funding projects that were approved, funded, and substantially underway prior to December 31, 2026.

### Executive Summary:

N/A

### Background:

The City of Windsor, as a Consolidated Municipal Service Manager (CMSM), is the Service System Manager (SSM) for child care and early years services in Windsor-Essex County as mandated by the Ontario Ministry of Education. Under the Child Care and Early Years Act, 2014 (CCEYA), the City of Windsor through its Children's Services division, is responsible for coordinating, planning, and administering local policies and operational funding for child care and early years programs and services in Windsor and Essex County.

In 2022, the Government of Canada and Province of Ontario signed the Canada Wide Early Learning and Child Care (CWELCC) Agreement. The CWELCC System aims to increase quality, accessibility, affordability and inclusivity of licensed child care for children 0-6 years old. In support of CWELCC implementation, Ontario launched a Directed Growth strategy to create 86,000 new licensed child care spaces by 2026. The City of Windsor was allocated 1,587 target expansion spaces to be created by December 31, 2026.

In March 2025, the Ministry announced the allocation of ELCC Infrastructure Funding (ELCC IF) for 2025 and 2026 to support space creation. The fund was created to support capital investments in child care facilities, helping to create, renovate, and expand not-for-profit licensed spaces, focusing on accessibility and increasing inclusion for underserved communities. Projects were required to prioritize inclusion, improving access for families in rural and high-cost urban areas and communities facing barriers, including newcomers, Indigenous peoples, and children with special needs.

To date, approximately 800 net new spaces of the 1,587 target have been created in Windsor-Essex County. An additional 670 net new spaces are expected to be licensed by December 31, 2026 and operational in early 2027.

On October 30, 2026, the Ministry released updated guidance to municipal SSMs that projects not completed by December 31, 2026 may be subject to recalibration or funding recovery measures. While licensing and CWELCC enrollment processes may continue through March 31, 2027, uncertainty remains regarding projects where construction extends beyond the 2026 calendar year.

The Ministry has not publicly clarified how recovery provisions would apply to projects that have legitimately incurred costs and progressed in accordance with approved project plans.

## Discussion:

Recent communications from the Ministry have created uncertainty for SSMs and approved infrastructure projects throughout Ontario. These communications have indicated that, despite the best efforts of SSMs and Service Providers, Directed Growth spaces may not be delivered for communities as originally allocated and planned.

There is a chance that the Ministry may require repayment of funding that was spent in good faith and/or that space allocations may be recalibrated.

There is further concern that several critical terms remain undefined in the Ministry's Guidelines and communications, including "construction complete," "realistic plan for completion," and the circumstances under which projects may be subject to recalibration or funding recovery.

This uncertainty is affecting municipalities throughout Ontario and many municipalities across Ontario are facing similar challenges, with projects expected to be delayed. Refer to Private and Confidential Additional Information Memo attached.

Sector-wide advocacy has identified more than 21,000 spaces that may not meet current timelines despite having approved funding and active construction underway. Municipal SSMs have collectively emphasized that the causes of delay are largely consistent with broader infrastructure challenges, including permitting timelines, site plan control requirements, construction market conditions, and licensing processes.

Administration continues to monitor developments in sector-wide advocacy efforts seeking clarification and flexibility for projects that are funded, approved, and actively progressing toward completion.

## Risk Analysis:

Municipalities may be exposed to recalibration and/or payback of all or a portion of approved project allocations to all at-risk Directed Growth projects should they not achieve completion by December 31, 2026. The full implications of recently released provincial guidance remain unclear.

To mitigate the risk associated with continued Directed Growth project construction, sector-wide advocacy efforts are focused on several key asks of the Ministry:

1. That the Ministry set March 31, 2027 as the deadline for construction and licensing of at-risk Directed Growth spaces (the same deadline the Province is accountable for to the Federal government).

2. That the Ministry adhere to Infrastructure Funding commitments made by SSMs in accordance with previous guidance. Funds were committed by SSMs on time per Ministry direction, and they are being used for their intended purpose. Recovery of funds should not occur if construction runs past December 31, 2026.

3. That the Ministry work directly with SSMs to conduct a case-by-case review of projects that may run beyond March 31, 2027 to determine the best path forward.

## Climate Change Risks

**Climate Change Mitigation:**
N/A

**Climate Change Adaptation:**
N/A

## Financial Matters:

Future financial exposure would only materialize if the Ministry ultimately determined that funding should be recovered due to timeline-related non-compliance. At this time, the Ministry has not provided sufficient direction regarding how recovery provisions, recalibration decisions, or projects demonstrating substantial progress will be treated.

Additional financial matters related to an at-risk project are further detailed in the accompanying Private and Confidential Additional Information Memo.

## Consultations:

Kate Tracey, Deputy City Solicitor

## Conclusion:

On October 30, 2026, the Ministry of Education released 2027 Funding Guidelines and further guidance concerning Directed Growth expansion Projects. Projects that have already incurred significant cost, have proceeded in good faith, and have met construction delays beyond their control but that may miss the December 31, 2026 deadline may now be subject to recalibration of allocated spaces and recovery of

Infrastructure Funding. Administration is requesting approval to send letters to Provincial and Federal government representatives to advocate for deadline flexibility and funding protection for projects that were approved, funded, and substantially underway prior to December 31, 2026.

## Planning Act Matters:

N/A

## Approvals:

| Name | Title |
|---|---|
| Sammer Hedjazi | Manager, Intergovernmental Funding |
| Wira Vendrasco | City Solicitor |
| Kirk Whittal | Executive Director, Housing and Children's Services |
| Dana Paladino | Commissioner, Human & Health Services |
| Janice Guthrie | Commissioner, Finance & City Treasurer |
| Ray Mensour | Chief Administrative Officer |

## Notifications:

N/A

## Appendices:

**Committee Matters:** SCM 333/2026

**Subject: Approval of a Draft Plan of Subdivision, Zoning By-law Amendment, and Official Plan Amendment Applications for lands situated at the southwest corner of Richmond and St. Luke; Applicant: 14493559 Canada Inc.; File Nos. Z 015-26 [ZNG-7376] & OPA 202 [OPA-7377] & SDN 001-26 [SDN-7378]; Ward 5**

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Kieran McKenzie

Decision Number: **DHSC 878**

I. THAT the City of Windsor Official Plan Volume I - The Primary Plan, **BE AMENDED** by changing the land use designation of the land located on the southwest corner of Richmond Street and St. Luke Road, described as Part of Lot 97, Concession 1, designated as PART 5, PART 6, and PART 7 on Plan 12R30480, [Part of PIN 01093-0029 LT, Part of PIN 01093-0058, and Part of PIN 01093-0069] from Business Park and Industrial to Residential;

II. THAT Zoning By-law 8600 **BE AMENDED** by adding the following clause to Section 91.10:

42. **SOUTHWEST CORNER OF RICHMOND STREET AND ST. LUKE ROAD**

For the land comprising PART 5, PART 6, and PART 7 on Plan 12R30480, [Part of PIN 01093-0029 LT, Part of PIN 01093-0058, and Part of PIN 01093-0069], the following additional provisions shall apply:

a) The front wall of a *garage* forming part of the *main building* shall be set back a *minimum* of 1.0 m from that portion of the front wall of the *dwelling unit* closest to the street.

b) In a *required front yard*, a *parking space* is prohibited, and a driveway leading to a *garage* or a *parking space* is permitted.

c) The *maximum* width of a *carport* or *garage* forming part of the *main building* shall not exceed 50% of the width of the *building*.

d) Stucco or an Exterior Insulation and Finish System (EIFS) is prohibited.

[ZDM 6; ZNG/7376]

III. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of the land located on the southwest corner of Richmond Street and St. Luke Road, described as Part of Lot 97, Concession 1, designated as PART 5, PART 6, and PART 7 on Plan 12R30480, [Part of PIN 01093-0029 LT, Part of PIN 01093-0058, and Part of PIN 01093-0069], from MD2.1 & HMD1.4 to H(2)RD2.2x(42);

IV. THAT the application of 14493559 Canada Inc. for Draft Plan of Subdivision approval for Part of Lot 97, Concession 1, designated as PART 5, PART 6, and PART 7 on Plan 12R30480, [Part of PIN 01093-0029 LT, Part of PIN 01093-0058, and Part of PIN 01093-0069], **BE APPROVED** subject to the following conditions:

A. That the Draft Plan Approval shall lapse on November 23, 2029 (3 years from the date of approval);

B. That this approval applies to the draft plan of residential subdivision presented on attached Map Nos. SDN-001/26-1, SDN-001/26-1A, SDN-001/26-1B, SDN-001/26-1C prepared by VERHAEGEN Land Surveyors for 2863167 Ontario Inc., consisting of 12 blocks for construction of 24 semi-detached dwelling units, 13 blocks for construction of 51 townhome dwelling units, 3 blocks for Land Reserves, 1 block for corner cut-off, 1 block to be conveyed to the Corporation of the City of Windsor for stormwater facility, and one proposed new road allowance (Street A);

C. That the owner(s) shall enter into a subdivision agreement with the Corporation of the City of Windsor for the proposed development on the subject land;

D. That the Owner(s) shall submit for approval of the City Planner/Executive Director of Planning & Building a final draft M-Plan, which shall include the names of all road allowances within the plan, as approved by the Corporation.

E. That the subdivision agreement between the Owner(s) and the Corporation of the City of Windsor be registered on title and shall contain, among other matters, the following provisions:

1. The Owner(s) shall include all items as set out in the Results of Circulation (Appendix D, attached hereto) with further amendments as required and other relevant matters set out in CR 233/98 (Standard Subdivision Agreement).

2. **Conveyance Requirements:**

a. The Owner(s) shall, prior to the issuance of a construction permit, gratuitously convey to the Corporation of the City of Windsor

i) 4.60 m x 4.60 m corner cut-off at the intersection of Richmond Street and St. Luke Road

ii) Block 21 on Map Nos. SDN-001/26-1, SDN-001/26-1A, SDN-001/26-1B, & SDN-001/26-1C, for Storm Water Management (SWM) Facility purposes; and

iii) Block 29 *(0.3m wide strip of land along the north limit of Block 20*) and Block 30 *(0.3m wide strip of land along the north limit of Block 2*) on Map Nos. SDN-001/26-1, SDN-001/26-1A, SDN-001/26-1B, SDN-001/26-1C, for land reserve purposes.

b. The conveyances listed in paragraph 2(a) above shall be to the satisfaction of the City Engineer and the City Solicitor.

F. **Offsite Improvements** – The owner(s) shall agree to fully construct all future municipal right-of-ways, include, but not limited to: pavements, curbs and gutters, utilities and the necessary drainage facilities, according to City of Windsor standard specification for the following road designations - Local Residential Roads: complete with 20.1 metre right-of-ways. Pavements to be constructed in accordance with General Provision G-2(6).

G. The owner(s) shall agree to submit the following prior to issuance of the Enhanced Permit:

1) A detailed cost estimate for the Offsite Improvements, supported by preliminary design drawings prepared by an Engineer licensed in the Province of Ontario

2) Approval by the Manager of Risk Management of all necessary securities and insurance

3) Engineering Development Review fee in accordance with the current City of Windsor User Fee Schedule

H. **Servicing Study** – The owner(s) shall, prior to the issuance of a construction permit and at its entire expense, agree to retain a Consulting Engineer to provide a detailed servicing study report on the impact of the increased flow to the existing municipal sewer systems, satisfactory in content to the City Engineer. The study shall review the proposed impact and recommend mitigating measures and implementation of those measures. Any improvements and/or mitigating measures recommended in the Servicing Study shall be incorporated in the Subdivision Agreement and registered on title, prior to Final Plan approval.

I. **Sidewalks** – The owner(s) shall agree to construct at their expense and according to City of Windsor Standard Specifications, concrete sidewalks constructed to the satisfaction of the City Engineer. Sidewalks are to be constructed at the following locations:

- Street A – Along the east boulevard

J. **Record of Site Condition (RSC)** – The owner(s) shall, prior to the issuance of a construction permit, submit to the City Planner

1) A Record of Site Condition prepared by a Qualified Person and filed with Ontario's Ministry of the Environment, Conservation and Parks (MECP). The RSC needs to confirm that the property meets the required soil and groundwater standards for its intended use (as outlined in regulations like Ontario Regulation 153/04).

2) A copy of acknowledgement letter from the Ministry.

K. **Traffic Impact Study (TIS)** – The owner(s) shall, prior to Final Plan approval, submit an updated TIS deemed satisfactory by the City Engineer. All upgrades, if any, recommended in the revised TIS shall be incorporated in the Subdivision Agreement and registered on title, prior to Final Plan approval.

L. **Species At Risk (SAR) Preliminary Screening** – The owner(s) shall, prior to Final Plan approval, submit an updated SAR Preliminary Screening report to the satisfaction of the City Planner.

M. **SAR Remediation Compliance** – The owner(s) shall agree to comply with remediation / mitigation recommendations, if any, in the updated SAR report, to the satisfaction of the Chief Building Official and the City Planner, or an agreement registered on title to the property to comply with the remediation / mitigation recommendations in the required SAR study.

N. **Parkland Conveyance:** The Owner(s) shall, prior to the issuance of a construction permit, pay cash-in-lieu of the 5% of lands to be developed, in accordance with By-law 12780, to the satisfaction of the Executive Director of Parks and the City Planner.

O. **Tree Replacement / Compensation** – Prior to the issuance of any construction permit, the owner(s) shall contact the City Forester to determine the appropriate tree replacement and/or compensation requirements associated with the removal of trees identified in the Tree Inventory & Preservation Plan Report dated May 15, 2026, prepared by Jackson Arboriculture Inc. A Tree Canopy Replacement Compensation for the required 76 compensation trees shall be completed to the satisfaction of the City Forester.

P. **Noise Control Measures:** The Owner(s) shall agree to design the subject development in compliance with the following criteria:

i) all windows leading to sensitive living areas shall have a minimum sound transmission class (STC) as per Section 4 of the *Acoustical Report dated May 12, 2026,* attached hereto as Appendix C, in order to meet the MOECC indoor noise level criteria;

ii) all walls leading to sensitive living areas shall have a minimum sound transmission class (STC) as per Section 4 of the *Acoustical Report dated May 12, 2026,* attached hereto as Appendix C;

iii) acoustic privacy between units in a multi-tenant building, the inter-unit wall, shall meet or exceed STC-50; and

iv) wall separation between noisy spaces, such as refuse chutes or elevator shafts, and suites shall meet or exceed STC-55.

Q. **Acoustical Consultant Review:** The Owner(s) shall, prior to the issuance of a building permit, and at their entire expense, engage the services of an acoustical consultant to review the sound transmission class (STC) for the proposed development's walls, windows, and doors to ensure they conform to the recommendations outlined in the May 12, 2026, Acoustical Report prepared by BAIRD AE.

R. **Warning Clause(s):** The Owner(s) shall agree to place the following warning clause in all Offers to Purchase, and Agreement of Purchase or Sale or lease between the Owner(s) and all prospective home buyers, and in the title of each dwelling unit within the subject plan of subdivision [Map Nos. SDN-001/26-1, SDN-001/26-1A, SDN-001/26-1B, SDN-001/26-1C]

**NOISE WARNING** - *"This dwelling unit has been designed with the provision for adding central air conditioning at the occupant's discretion. Installation of central air conditioning by the occupant in low and medium density developments will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment."*

**NOTES TO DRAFT APPROVAL (File # SDN-001/24)**

1. *The applicant is directed to Section 51(39) of The Planning Act 1990 regarding appeal of any imposed conditions to the Ontario Land Tribunal. Appeals are to be directed to the City Clerk of the City of Windsor.*
2. *It is the applicant's responsibility to fulfil the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the City of Windsor, to the attention of the City Planner / Executive Director of Planning and Development, quoting the above-noted file number.*
3. *Required agreements with the Municipality will be prepared by the City Solicitor.*
4. *The applicant should consult with an Ontario Land Surveyor for this proposed plan concerning registration requirements relative to the Certification of Titles Act.*
5. *The final plan approved by the Corporation of the City of Windsor must be registered within thirty (30) days or the Corporation may withdraw its approval under Section 51(59) of The Planning Act 1990.*

6. *All plans of subdivision/condominium are to be prepared and presented in metric units and certified by the Ontario Land Surveyor that the final plan is in conformity to the approved zoning requirements.*
7. *Where agency conditions are included in the City's Subdivision Agreement, the Applicant is required to forward a copy of the agreement to the agencies in order to facilitate their clearance of conditions for final approval of this plan.*

V. THAT the City Clerk **BE AUTHORIZED** to issue the required notice respecting approval of the draft plan of subdivision under Section 51(37) of *The Planning Act*.

VI. THAT the subdivision agreement shall **BE REGISTERED** against lands to which it applies prior to the final registration of the Plan of Subdivision.

VII. THAT prior to the final approval by the Corporation of the City of Windsor, the City Planner / Executive Director of the Planning and Development shall **BE ADVISED**, in writing, by the appropriate agencies and/or municipal departments that conditions have been satisfied.

VIII. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary agreements and documents approved as to form and content satisfactory to the City Solicitor.

Carried.

Report Number: S 108/2026
Clerk's File: Z/15218; Z/15217; Z/15216

**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 November 2, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20261103/-1/11661

## Subject: Approval of a Draft Plan of Subdivision, Zoning By-law Amendment, and Official Plan Amendment Applications for lands situated at the southwest corner of Richmond and St. Luke; Applicant: 14493559 Canada Inc.; File Nos. Z 015-26 [ZNG-7376] & OPA 202 [OPA-7377] & SDN 001-26 [SDN-7378]; Ward 5

### Reference:

Date to Council: November 2, 2026
Author: Justina Nwaesei, MCIP, RPP
Planner III - Development
519-255-6543, ext. 6165
jnwaesei@citywindsor.ca
Planning & Building Services
Report Date: October 8, 2026
Clerk's File #: Z/15218; Z/15217; Z/15216

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

### Recommendation:

I. THAT the City of Windsor Official Plan Volume I - The Primary Plan, **BE AMENDED** by changing the land use designation of the land located on the southwest corner of Richmond Street and St. Luke Road, described as Part of Lot 97, Concession 1, designated as PART 5, PART 6, and PART 7 on Plan 12R30480, [Part of PIN 01093-0029 LT, Part of PIN 01093-0058, and Part of PIN 01093-0069] from Business Park and Industrial to Residential;

II. THAT Zoning By-law 8600 **BE AMENDED** by adding the following clause to Section 91.10:

42. **SOUTHWEST CORNER OF RICHMOND STREET AND ST. LUKE ROAD**

For the land comprising PART 5, PART 6, and PART 7 on Plan 12R30480, [Part of PIN 01093-0029 LT, Part of PIN 01093-0058, and Part of PIN 01093-0069], the following additional provisions shall apply:

a) The front wall of a *garage* forming part of the *main building* shall be set back a *minimum* of 1.0 m from that portion of the front wall of the *dwelling unit* closest to the street.

b) In a *required front yard*, a *parking space* is prohibited, and a driveway leading to a *garage* or a *parking space* is permitted.

c) The *maximum* width of a *carport* or *garage* forming part of the *main building* shall not exceed 50% of the width of the *building*.

d) Stucco or an Exterior Insulation and Finish System (EIFS) is prohibited.

[ZDM 6; ZNG/7376]

III. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of the land located on the southwest corner of Richmond Street and St. Luke Road, described as Part of Lot 97, Concession 1, designated as PART 5, PART 6, and PART 7 on Plan 12R30480, [Part of PIN 01093-0029 LT, Part of PIN 01093-0058, and Part of PIN 01093-0069], from MD2.1 & HMD1.4 to H(2)RD2.2x(42);

IV. THAT the application of 14493559 Canada Inc. for Draft Plan of Subdivision approval for Part of Lot 97, Concession 1, designated as PART 5, PART 6, and PART 7 on Plan 12R30480, [Part of PIN 01093-0029 LT, Part of PIN 01093-0058, and Part of PIN 01093-0069], **BE APPROVED** subject to the following conditions:

A. That the Draft Plan Approval shall lapse on _____ (3 years from the date of approval);

B. That this approval applies to the draft plan of residential subdivision presented on attached Map Nos. SDN-001/26-1, SDN-001/26-1A, SDN-001/26-1B, SDN-001/26-1C prepared by VERHAEGEN Land Surveyors for 2863167 Ontario Inc., consisting of 12 blocks for construction of 24 semi-detached dwelling units, 13 blocks for construction of 51 townhome dwelling units, 3 blocks for Land Reserves, 1 block for corner cut-off, 1 block to be conveyed to the Corporation of the City of Windsor for stormwater facility, and one proposed new road allowance (Street A);

C. That the owner(s) shall enter into a subdivision agreement with the Corporation of the City of Windsor for the proposed development on the subject land;

D. That the Owner(s) shall submit for approval of the City Planner/Executive Director of Planning & Building a final draft M-Plan, which shall include the names of all road allowances within the plan, as approved by the Corporation.

E. That the subdivision agreement between the Owner(s) and the Corporation of the City of Windsor be registered on title and shall contain, among other matters, the following provisions:

1. The Owner(s) shall include all items as set out in the Results of Circulation (Appendix D, attached hereto) with further amendments as required and other relevant matters set out in CR 233/98 (Standard Subdivision Agreement).

**2. Conveyance Requirements:**

a. The Owner(s) shall, prior to the issuance of a construction permit, gratuitously convey to the Corporation of the City of Windsor

i) 4.60 m x 4.60 m corner cut-off at the intersection of Richmond Street and St. Luke Road

ii) Block 21 on Map Nos. SDN-001/26-1, SDN-001/26-1A, SDN-001/26-1B, & SDN-001/26-1C, for Storm Water Management (SWM) Facility purposes; and

iii) Block 29 *(0.3m wide strip of land along the north limit of Block 20*) and Block 30 *(0.3m wide strip of land along the north limit of Block 2*) on Map Nos. SDN-001/26-1, SDN-001/26-1A, SDN-001/26-1B, SDN-001/26-1C, for land reserve purposes.

b. The conveyances listed in paragraph 2(a) above shall be to the satisfaction of the City Engineer and the City Solicitor.

F. **Offsite Improvements** - The owner(s) shall agree to fully construct all future municipal right-of-ways, include, but not limited to: pavements, curbs and gutters, utilities and the necessary drainage facilities, according to City of Windsor standard specification for the following road designations - Local Residential Roads: complete with 20.1 metre right-of-ways. Pavements to be constructed in accordance with General Provision G-2(6).

G. The owner(s) shall agree to submit the following prior to issuance of the Enhanced Permit:

1) A detailed cost estimate for the Offsite Improvements, supported by preliminary design drawings prepared by an Engineer licensed in the Province of Ontario

2) Approval by the Manager of Risk Management of all necessary securities and insurance

3) Engineering Development Review fee in accordance with the current City of Windsor User Fee Schedule

H. **Servicing Study** - The owner(s) shall, prior to the issuance of a construction permit and at its entire expense, agree to retain a Consulting Engineer to provide a detailed servicing study report on the impact of the increased flow to the existing municipal sewer systems, satisfactory in content to the City Engineer. The study shall review the proposed impact and recommend mitigating measures and implementation of those measures. Any improvements and/or mitigating measures recommended in the Servicing Study shall be incorporated in the Subdivision Agreement and registered on title, prior to Final Plan approval.

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VIII. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary agreements and documents approved as to form and content satisfactory to the City Solicitor.

**Executive Summary:**

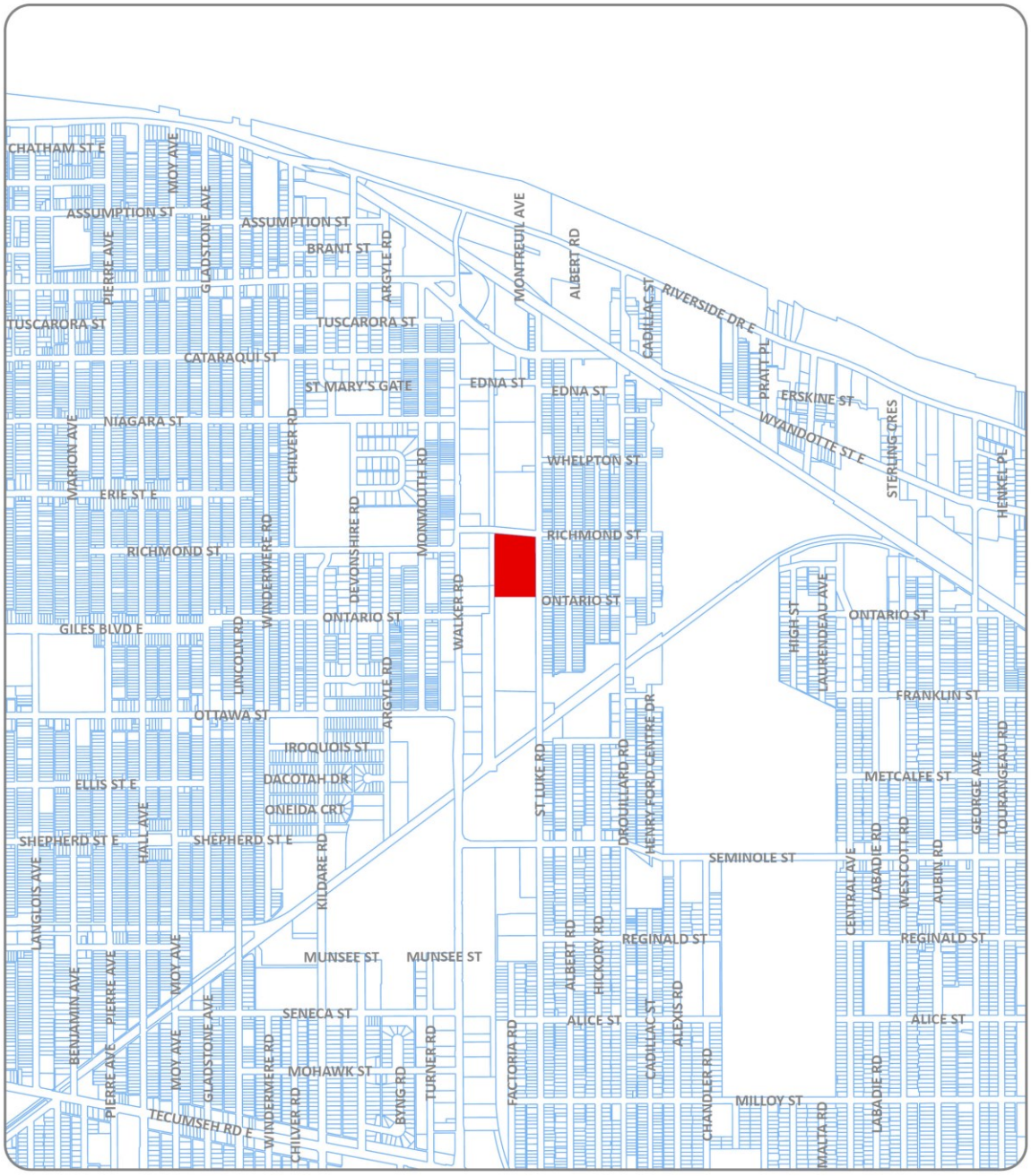
N/A

**ANTICIPATED IMPACT**

| |
|---|
| **TRANSPORTATION:** The Transportation Impact Assessment indicates the proposed development is expected to generate 542 daily vehicle trips, with 33 vehicle trips in the AM peak hour and 52 trips in the PM peak hour. The assessment concludes that the proposed development can be accommodated within the existing and planned roadway network improvements and is expected to have minimal impact on the conditions at the intersections. |
| **VEHICULAR ACCESS:** 3 existing driveways (one on St. Luke Rd & 2 on Richmond St.) will be eliminated. A new road allowance (Street A) is proposed with access on Richmond St. One driveway access is proposed per dwelling unit along the west side of St. Luke Rd and along both sides of the new ROW (Street A.) |
| **PARKING:** The concept plan shows all required parking accommodated within attached garages. |
| **TREE PRESERVATION:** The tree inventory documented a total of 52 trees situated on subject property, in the road allowances and on neighbouring property within 6 m. None of the trees included in the inventory are identified for preservation. A total of 76 compensation tree plantings are required and recommended. |
| **SANITARY SEWER AND STORMWATER:** The Functional Servicing Report demonstrates that the proposed servicing strategy for the development is feasible and can be accommodated by the existing municipal infrastructure.<br><br>***Sanitary servicing*** has been assessed, and the existing system has sufficient capacity to accommodate flows from the proposed development.<br><br>The ***stormwater management system*** has been designed to control post-development runoff and limit discharge to the allowable release rate, while providing sufficient storage to manage minor and major storm events without adverse impacts to the site or surrounding properties. |

**Background:**

1. KEY MAP:




KEY MAP - Z 015-26 [ZNG-7376] & OPA 202 [OPA-7377] & SDN 001-26 [SDN-7378]

SUBJECT LANDS

2. APPLICATION INFORMATION

**LOCATION:** 0 Richmond Street, 0 St. Luke & North Part of 1235 ST. LUKE RD (southwest corner of Richmond Street and St. Luke Road)

**APPLICANT:** 14493559 CANADA INC., C/O PAWAN KHICHI, AVANI HOMES INC.

**AGENT:** PILLON ABBS INC., TRACEY PILLON-ABBS, RPP

**REGISTERED OWNER: SAME AS APPLICANT**

**ROLL NUMBER: 010-140-08904, 010-140-008905, AND 010-140-09001**

**PROPOSAL:** The applicant proposes a 75-unit residential subdivision comprising 12 blocks with 24 semi-detached dwelling units, 13 blocks with 51 townhome dwelling units, one stormwater-facility block, one corner cut-off block, three land-reserve blocks, and a new road allowance (Street A). Street A will be accessed from Richmond Street and terminate in a southerly cul-de-sac.

Development will occur in two phases: Phase 1 will comprise 12 semi-detached dwellings; Phase 2 will comprise the townhome development and stormwater facility.

The subject land is designated *BUSINESS PARK and INDUSTRIAL* on Schedule D – Land Use, OP Vol. 1, and zoned *MD2.1 and HMD1.4* under Zoning By-law 8600.

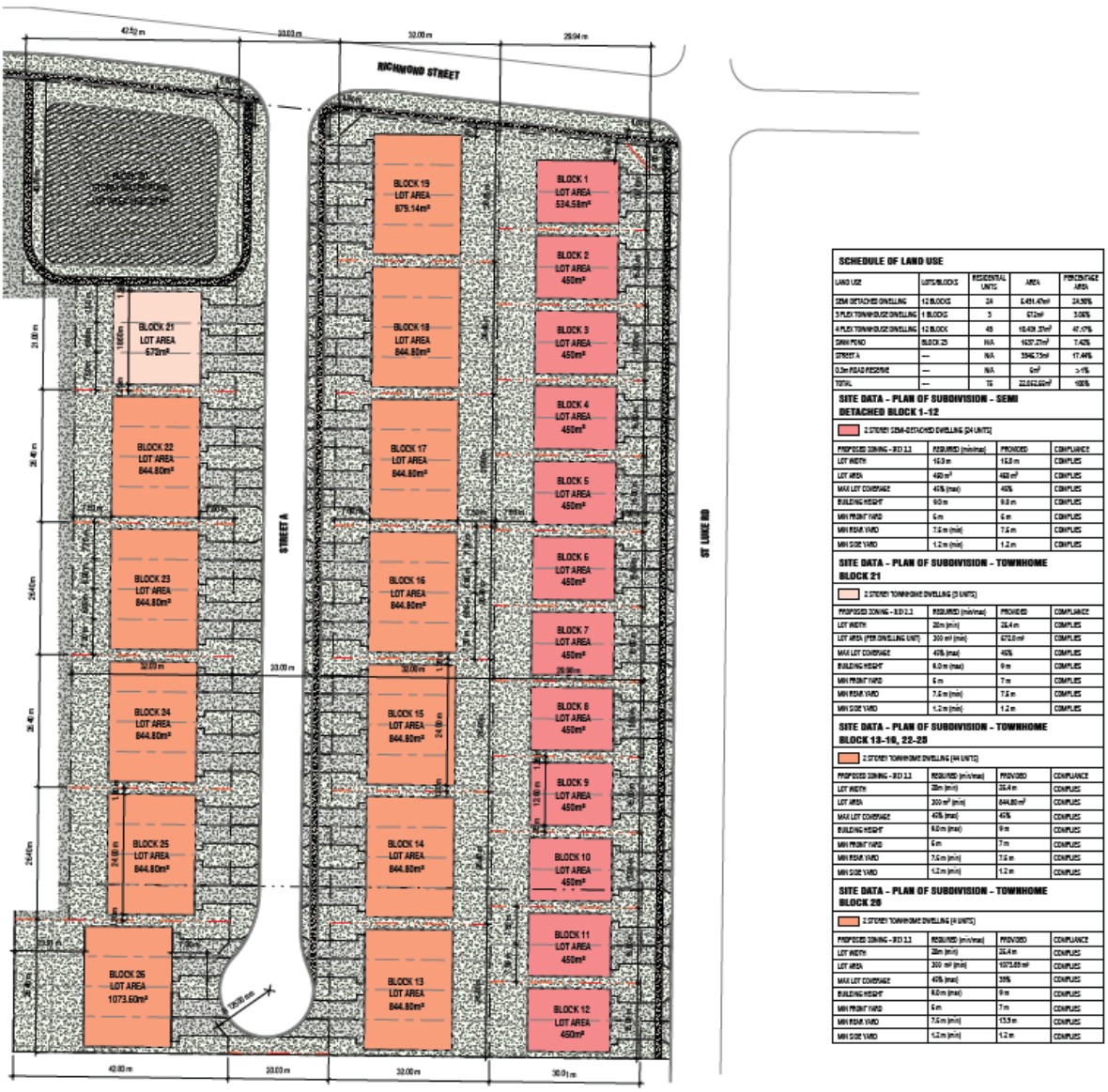
As neither framework permits the proposed residential uses, the applicant requests redesignation to **RESIDENTIAL** and rezoning to RD2.2 to permit semi-detached and townhome dwellings.

A future westerly phase may include mixed-use development along Walker Road under a separate application.

All drawings are conceptual and subject to change. The proposed development is **not** subject to Site Plan Control.

Supporting materials submitted by the applicant are available on the City's website through this LINK.

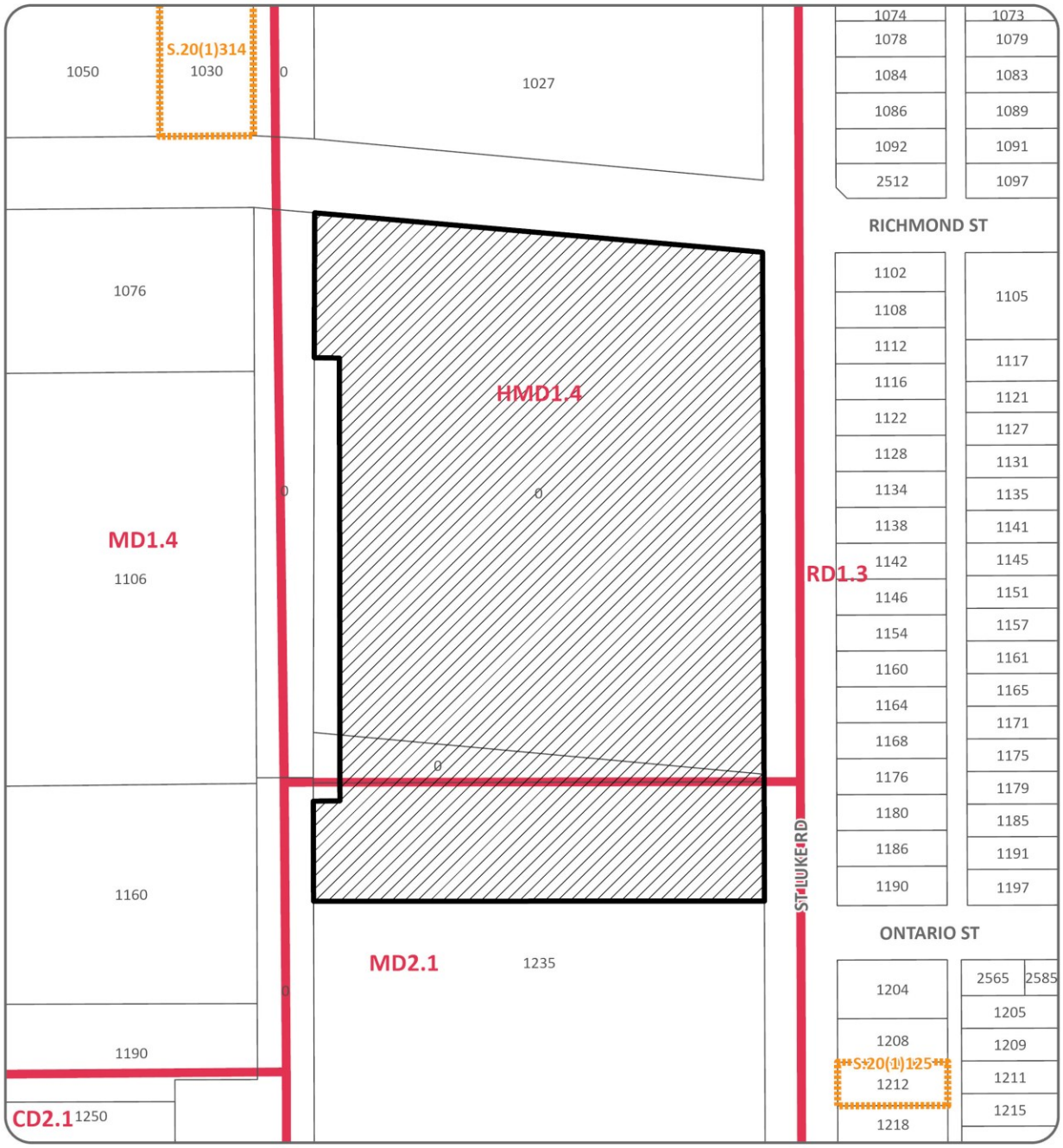
**CONCEPT DEVELOPMENT PLAN (next page)**




3. SITE INFORMATION

| OFFICIAL PLAN | ZONING & ZDM | CURRENT USE(S) | PREVIOUS USE(S) |
|---|---|---|---|
| **BUSINESS PARK AND INDUSTRIAL** [Sch. D: OP Vol. 1]; | Manufacturing District 2.1 (MD2.1) & Manufacturing District 1.4 with a holding prefix (HMD1.4) by Zoning B/L 8600; **ZDM6** | Vacant lot and industrial storage | Industrial |
| **FRONTAGE** | **DEPTHS** | **AREA** | **SHAPE** |
| 125.02 m along Richmond Street | 181.76 m along St. Luke Road | 21,594.56 $m^2$ (2.16 ha) | Irregular |
| Note: All measurements are in accordance with the Draft Plan dated October 1, 2026. | | | |

## 4. REZONING MAP




PART OF ZONING DISTRICT MAP 6

N.T.S.

# REZONING

Applicant: 14493559 Canada Inc., c/o Pawan Khichi, Avani Homes Inc.

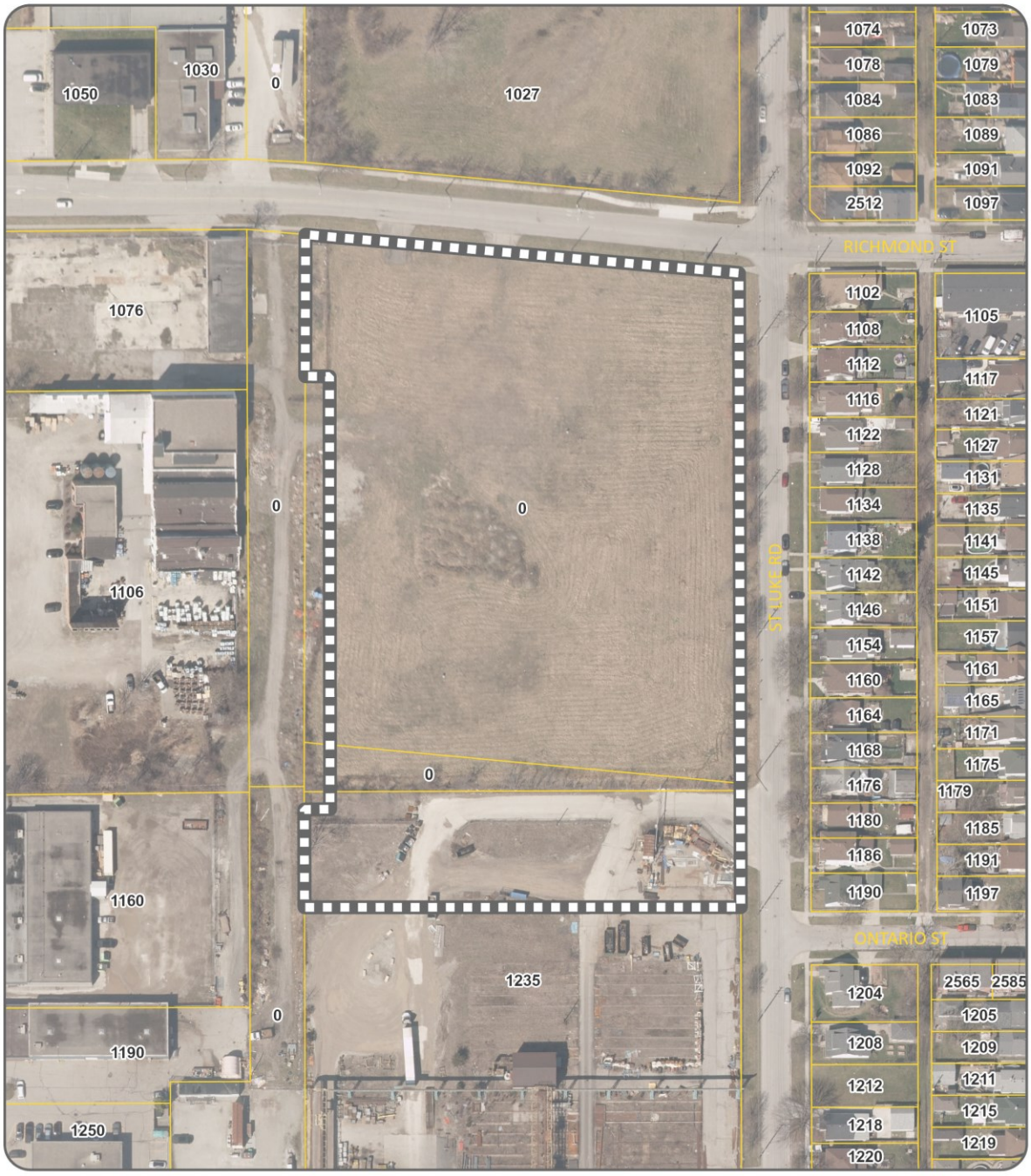
SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : SEPTEMBER 2026
FILE NO. : Z 015-26, ZNG-7376

## 5. NEIGHBOURHOOD CHARACTERISTICS

### NEIGHBOURHOOD MAP




NEIGHBOURHOOD MAP - Z 015-26 [ZNG-7376] & OPA 202 [OPA-7377] & SDN 001-26 [SDN-7378]

SUBJECT LANDS

**SURROUNDING LAND USE**

The ***surrounding land uses*** consist of a mix of residential, commercial, industrial uses, major goods movement corridor (Rail corridor).

East: St. Luke Road ROW abuts the east limit of the subject land. Next east – residential uses, mostly low profile housing.

North: Richmond Street ROW abuts the north limit of the subject land. Next north - vacant industrial land.

Northwest: Neighbourhood Commercial Centre.

West: Vacant industrial land and Rail Spur abut the west limit of the subject land. Next west - Retail and industrial uses. Further west – Walker Road ROW.

Southwest: Industrial and business office uses.

South: Industrial use abuts the south limit of the subject land. Next south – rail corridor belonging to the Essex Terminal Railway Company.

**MUNICIPAL INFRASTRUCTURE**

- Municipal sanitary sewer, storm sewer, watermains, fire hydrants, hydro poles and overhead conductors are available in the subject area.
- This site is currently serviced by a 525mm RCP pipe sanitary sewer and a 900mm RCP pipe storm sewer located within the St. Luke Road right-of-way.
- The closest existing transit route to this property is with the Central 3. The closest existing bus stop to this property is located on Richmond at St Luke southwest corner providing direct transit service access to this entire development.
- Richmond Street is classified as Class I Collector Road and St. Luke Road is classified as local road. Walker Road is a nearby Class II Arterial Road and is accessible to the subject land through Richmond Street.

## Discussion:

**PLANNING ANALYSIS:**

1. PLANNING ACT

   In carrying out their responsibilities under the Planning Act, decision-makers must have regard to matters of provincial interest, including:

   - the orderly development of safe and healthy communities — section 2(h);
   - an adequate provision of full range of housing, including affordable housing — section 2(j);
   - the protection of public health and safety — section 2(o); and
   - the appropriate location of growth and development — section 2(p).

2. PROVINCIAL PLANNING STATEMENT (PPS) 2024

The Provincial Planning Statement, 2024 (PPS) was issued under section 3 of the Planning Act and took effect on October 20, 2024. Decisions affecting planning matters must be consistent with the PPS.

The PPS provides policy direction on matters of provincial interest related to land use planning and development.

The recommended amendments and draft plan will facilitate the redevelopment of an underutilized land and increase the supply of housing options in the subject neighbourhood, consistent with the housing policies in sections 2.1 and 2.2 of the PPS.

During 2024 consultation, Planning staff identified potential impacts on an employment area and land-use compatibility concerns between the proposed sensitive use and nearby industrial uses. Staff required a satisfactory Planning Rationale Report (PRR) demonstrating that the Official Plan Amendment, Zoning By-law Amendment, and draft plan are consistent with the PPS and conform to the Official Plan.

The applicant submitted a PRR dated July 31, 2025, which required revision, followed by a revised Planning Rationale Report dated August 25, 2026. Section 5.5.1 of the PRR addresses the applicable PPS policies, including section 2.8.2.5 (removal of land from employment areas.) It identifies a need for additional housing, concludes that the lands are not viable for future industrial or employment use, and demonstrates that their removal will not impair the City's ability to accommodate forecast employment growth. The PRR concludes that the proposal is consistent with the PPS, and Planning staff concur.

3. OFFICIAL PLAN (OP):

Schedule D of the Official Plan designates employment lands as Industrial or Business Park, the principal locations for business and industrial activities. The subject property is designated "Industrial" on Schedule "D" - Land Use.

The Industrial designation permits a broad range of industrial uses that are appropriately clustered and separated from sensitive land uses. Permitted uses are listed in section 6.4.3.1 of OP Vol. 1.

The Business Park designation permits compatible business and industrial uses in highly visible areas developed under a comprehensive plan. Permitted uses are listed in section 6.4.4.1 of OP Vol. 1.

Sections 6.4.3.2 and 6.4.4.2 list permitted ancillary uses in the Industrial and Business Park designations, respectively. As the proposed residential subdivision is not permitted under either designation, redesignation to Residential land use is required.

The following key policies are relevant in the next discussion:

Employment policy of the OP: Section 6.4.2.7 – *Areas in Transition* - Council may support the redevelopment of older and/or abandoned Industrial or Business Park areas to other land uses where specified criteria are met.

The PRR concludes that the proposed redevelopment satisfies all criteria set out in s.6.4.2.7. The PRR states that the proposal will not adversely affect remaining employment uses, supports the area's long-term transition, is suitable given

environmental conditions, and is accompanied by an Official Plan Amendment establishing the appropriate land-use framework

*SECTION 6.3.1 OF OP VOL. 1* – RESIDENTIAL OBJECTIVES

The proposal meets the applicable Residential objectives by introducing a complementary housing form (s. 6.3.1.1), promoting a compact neighbourhood (s. 6.3.1.2), and supporting redevelopment, infill, and intensification (s. 6.3.1.3), as illustrated in Appendix A attached to this report.

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*SECTION 6.3.2 OF OP VOL. 1* – RESIDENTIAL POLICIES

Section 6.3.2 supports the orderly development and integration of housing. Section 6.3.2.1 permits low- and medium-profile dwellings on lands designated Residential; the concept plan proposes low-profile dwellings.

The subject land satisfies the locational criteria in section 6.3.2.3:

New residential development and intensification are to be located where:

a) *There is access to a collector or arterial road*. The development has direct access to Richmond St. - a collector Rd, and connects to St. Walker Rd - an arterial Rd, via Richmond St.

b) *Full municipal physical services can be provided*. Existing municipal services are available or can be extended to the development, if required.

c) *Adequate community services and open spaces are available or are planned*. Nearby services and open spaces serve the existing neighbourhood, and additional facilities can be planned if required.

d) *Public transportation service can be provided*. Municipal transit serves the site and surrounding neighbourhood.

Section 6.3.2.4 – The August 25, 2026, PRR demonstrates that the proposal satisfies the neighbourhood development pattern criteria in section 6.3.2.4.

*SECTION 11.6.3 OF OP VOL. 1* – ZONING BY-LAW AMENDMENT POLICIES

As discussed elsewhere in this report, the recommended Official Plan and Zoning By-law Amendments and draft plan of subdivision are consistent with the relevant Provincial Planning Statement policies.

The supporting studies and comments from municipal departments and circulated agencies informed this report, as summarized in the CONSULTATION section.

The amendments support the redevelopment of an industrial site for residential infill and intensification, promote a compact and orderly development pattern, and increase housing supply without adversely affecting adjacent properties or existing employment lands and uses.

Upon OPA 202 coming into effect, the recommended Zoning By-law Amendment will conform to the Official Plan and satisfy sections 11.6.3.1 and 11.6.3.3 of OP Vol. 1.

## 4. REQUIRED SUPPORTING STUDIES & REPORTS

The applicant's required supporting studies are available through this LINK.

***PLANNING RATIONALE REPORT (PRR):*** A PRR explains a development proposal and the planning basis for approval and supports City's review and processing responsibilities.

The applicant's PRR, dated August 25, 2026, analyzes the proposed Official Plan Amendment, Zoning By-law Amendment, and draft plan against the Provincial Planning Statement, 2024 and the Official Plan.

Section 4.5 of the PRR summarizes the required supporting studies; additional summaries are provided below.

The PRR indicates that mitigation measures have been recommended, including warning clauses on the title of the land, central air-conditioners, and intersection improvements.

The PRR also indicates Site remediation is required. A Record of Site Condition (RSC) must be filed before a building permit is issued and RSC is recommended as a condition for draft plan approval.

The PRR concludes that the residential development is consistent with the Provincial Planning Statement, conforms to the intent and purpose of the Official Plan and Zoning By-law, represents good planning, and is recommended for approval.

***TREE INVENTORY & PRESERVATION PLAN (TIPP) REPORT:*** A TIPP investigates and inventories trees and vegetation on and adjacent to a development site and identifies protection, removal, and replacement measures.

Jackson Arboriculture Inc. prepared the TIPP dated February 14, 2025, and revised May 15, 2026. It inventories 52 trees on the subject land, within road allowances, and on neighbouring lands within 6 m. All inventoried trees require removal, requiring 76 compensation trees.

***FUNCTIONAL SERVICING REPORT (FSR) AND CIVIL DRAWINGS:*** An FSR assesses how a development will be served by sanitary, water, and stormwater infrastructure.

Baird AE's revised FSR, dated May 12, 2026, confirms that the servicing strategy is feasible and can be accommodated by existing municipal infrastructure. The stormwater system controls post-development runoff to the allowable release rate and provides storage for minor and major events without adverse effects. The sanitary system has sufficient capacity, and connections to the municipal watermain will provide domestic supply and fire protection.

Engineering accepted the revised FSR after confirming that its initial comments were addressed. This report includes Engineering's recommended Zoning By-law Amendment conditions.

***ARCHAEOLOGICAL MATERIALS/DOCUMENTS:*** An archaeological assessment evaluates, documents, and mitigates archaeological resources before site disturbance. The required archaeological documents were received and deemed satisfactory.

***ACOUSTICAL REPORT (NOISE STUDY):*** A Noise Study identifies measures needed to protect sensitive uses from unacceptable noise generated by sources such as industrial operations, highways, rail facilities, and airports.

Baird AE's Acoustical Report, dated May 12, 2026, identifies the following mitigation measures required to satisfy Ministry of the Environment noise criteria.

Recommendation #1
Each dwelling must include the Type C warning clause set out in section 4 of the Acoustical Report.

Type C Warning Clause

*"This dwelling unit has been designed with the provision for adding central air conditioning at the occupant's discretion. Installation of central air conditioning by the occupant in low and medium density developments will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment."*

Recommendation #2 (Building Components)

- All windows leading to sensitive living areas must have a minimum sound transmission class (STC) as per Section 4 in order to meet the MOECC indoor noise level criteria.

- All walls leading to sensitive living areas are to have a minimum sound transmission class (STC) as per Section 4. Also, acoustic privacy between units in a multi-tenant building, the inter-unit wall, should meet or exceed STC-50. Wall separation between noisy spaces, such as refuse chutes or elevator shafts, and suites should meet or exceed STC-55.

Recommendation #3

Prior to the issuance of building permits, it is recommended that an acoustic consultant review the sound transmission class (STC) for the proposed development's walls, windows and doors to ensure they conform to the recommendations outlined in this report.

The applicant's acoustical engineer concludes that this development with the implementation of the above-described mitigation measures will be designed to address impacts from the surrounding noise sources.

The recommendation in this report includes the above noise control measures recommended by the applicant's Acoustical consultant, BAIRD AE.

In summary, the recommendations contained in this report will lead to the implementation of appropriate noise mitigation measures in the site and building design for the subject development, in accordance with the BAIRD AE's recommendations.

***URBAN DESIGN STUDY (UDS):*** A UDS provides direction for the protection and enhancement of the character of a planning district, neighbourhood, corridor or any other identified area, and the thoughtful implementation of good urban design principles based on an assessment of the characteristics and opportunities of the surrounding community.

Baird AE's UDS, dated May 2026, addresses relevant Official Plan urban design policies, the Windsor Intensification Guidelines, and the Ford City CIP design guidelines. Planning staff support the revised architectural direction but recommend further refinement to reflect Ford City's varied residential character and create a cohesive, non-repetitive streetscape.

WINDSOR INTENSIFICATION GUIDELINES: The PRR, UDS, and City comments address the Guidelines. The key direction is to further refine the concept plan.

The following are to be integrated in the refined design of the proposed development:

- *Where there is no option for rear access parking, the garage on the front face of the dwelling unit should not dominate the streetscape. Set back detached garages from the main front wall of the dwelling.*
- *Ensure detached garages are similar in material and architectural character to the dwelling.*
- *Ensure front-facing garages attached to the main dwelling do not occupy more than 50% of the building's width. For semi-detached, duplex, and townhouse units, pair garages to allow for more substantial front yard green space.*
- *Ensure the garage door does not protrude beyond the front wall of the townhouse. Building design should include elements to reduce the dominance of the garage doors by, for example:*
    a. *Single car garages only (2.7 m door width);*
    b. *Including a habitable room over the garage;*
    c. *Articulating the front door with a porch; and,*
    d. *Integrating the design of the roof over the garage with that of the townhouse units.*

This report's recommendations address the above matters in whole or in part. The applicant is encouraged to incorporate the guidelines into the design.

***TRANSPORTATION IMPACT STUDY (TIS):*** A TIS identifies transportation network improvements and site-design measures needed to safely accommodate vehicle, cycling, pedestrian, transit, and parking demand generated by a development.

Baird AE prepared the TIS dated July 11, 2025, and revised March 12, 2026. Transportation Planning requested clarification of traffic-flow figures, the 3% annual growth rate, and trip-generation values. Submission of a revised TIS, satisfactory to the City Engineer, is recommended as a draft plan approval condition.

***SPECIES AT RISK (SAR) PRELIMINARY SCREENING:*** Goodban Ecological Consulting Inc. prepared the SAR preliminary screening dated March 3, 2025. Staff identified outdated legislative references.

The report must be updated to address the Species Conservation Act, include at least one additional growing-season site visit, assess Significant Wildlife Habitat potential, and identify any required mitigation.

Submission of the updated SAR Preliminary Screening is recommended as a draft plan approval condition.

5. ZONING

The subject land is zoned Manufacturing District 2.1 (MD2.1) and Manufacturing District 1.4 with a holding symbol (HMD1.4) under Zoning By-law 8600. The applicant proposes Residential District 2.2 (RD2.2) zoning to permit 51 townhome and 24 semi-detached dwelling units on the vacant, underutilized lands.

Properties on the east side of St. Luke Road between Richmond Street and Ontario Street are zoned RD1.3. The table below (next page) summarizes the permitted uses.

The recommended RD2.2 zoning permits the proposed semi-detached and townhome dwellings. The table below(next page) also identifies other permitted main uses.

The table compares the adjacent RD1.3 zoning with the proposed RD2.2 zoning. Both zones apply the same standards for setbacks, building height, and lot coverage.

Accordingly, the proposed RD2.2 zoning will support development compatible with the prevailing built-form standards in the block.

*PARKING:* The applicable parking requirements are:

*Semi-detached Dwelling*
- 1 space for each dwelling unit

*Townhome Dwelling*
- With an attached garage or carport: 1 space for each dwelling unit
- Without an attached garage or carport: 1.25 spaces for each dwelling unit

The recommendations of the Senior Planner – Special Projects are summarized in the CONSULTATION section of this report and Appendix D hereto attached. Although the Ford City CIP area does not contain a heritage district, heritage area, secondary plan, or guideline plan, relevant design recommendations that further the objectives of the CIP and Official Plan have been incorporated into the recommendations of this report. The recommendations of this report aim to prevent garages from dominating front façades; ensure front yards are primarily landscaped, direct parking to side and rear yards where possible; and ensure building materials are durable and consistent with the surrounding neighbourhood.

As discussed under HOLDING PROVISION below, the recommended zoning amendment applies the holding provision in section 95.20(2) pending registration of the final plan of subdivision.

The recommended zoning by-law amendment changes the zoning from MD2.1 and HMD1.4 to H(2)RD2.2x(42).

**10.3 RESIDENTIAL DISTRICT 1.3 (RD1.3)**

**10.3.1 PERMITTED USES**

***Existing Duplex Dwelling***
***Existing Semi-Detached Dwelling***
**One *Single Unit Dwelling***
**Any use accessory to the preceding uses**

**10.3.5 PROVISIONS**

.1 Duplex Dwelling
- .1 Lot Width – minimum 9.0 m
- .2 Lot Area – minimum 360.0 m2
- .3 Lot Coverage – maximum 45.0%
- .4 Main Building Height – maximum 9.0 m
- .5 Front Yard Depth – minimum 6.0 m
- .6 Rear Yard Depth – minimum 7.50 m
- .7 Side Yard Width – minimum 1.20 m
- .10 Gross Floor Area – Main Building – maximum 400 m2

.2 Semi-Detached Dwelling
- .1 Lot Width – minimum 15.0 m
- .2 Lot Area – minimum 450.0 m2
- .3 Lot Coverage – maximum 45.0%
- .4 Main Building Height – maximum 9.0 m
- .5 Front Yard Depth – minimum 6.0 m
- .6 Rear Yard Depth – minimum 7.50 m
- .7 Side Yard Width – minimum 1.20 m
- .10 Gross Floor Area – Main Building – maximum 400 m2

.3 Single Unit Dwelling
- .1 Lot Width – minimum 9.0 m
- .2 Lot Area – minimum 270.0 m2
- .3 Lot Coverage – maximum 45.0%
- .4 Main Building Height – maximum 9.0 m
- .5 Front Yard Depth – minimum 6.0 m
- .6 Rear Yard Depth – minimum 7.50 m
- .7 Side Yard Width – minimum 1.20 m
- .10 Gross Floor Area – Main Building – maximum 400 m2

**11.2 RESIDENTIAL DISTRICT 2.2 (RD2.2)**

**11.2.1 PERMITTED USES**

**One *Double Duplex Dwelling***
**One *Duplex Dwelling***
**One *Multiple Dwelling* containing a maximum of four *dwelling units***
**One *Semi-Detached Dwelling***
**One *Single Unit Dwelling***
***Townhome Dwelling***
**Any use accessory to any of the preceding uses**

**11.2.5 PROVISIONS**

.1 Duplex Dwelling
- .1 Lot Width – minimum 12.0 m
- .2 Lot Area – minimum 360.0 m2
- [Same provisions under Semi-detached dwelling from .3 to .10]

.2 Semi-Detached Dwelling
- .1 Lot Width – minimum 15.0 m
- .2 Lot Area – minimum 450.0 m2
- .3 Lot Coverage – maximum 45.0%
- .4 Main Building Height – maximum 9.0 m
- .5 Front Yard Depth – minimum 6.0 m
- .6 Rear Yard Depth – minimum 7.50 m
- .7 Side Yard Width – minimum 1.20 m
- .10 Gross Floor Area – Main Building – maximum 400 m2

.3 Single Unit Dwelling
- .1 Lot Width – minimum 9.0 m
- .2 Lot Area – minimum 270.0 m2
- [Same provisions under Semi-detached dwelling from .3 to .10]

.5 Townhome Dwelling
- .1 Lot Width – minimum 20.0 m
- .2 Lot Area – per dwelling unit – minimum 200.0 m2
- .3 Lot Coverage – maximum 45.0%
- .4 Main Building Height – maximum 9.0 m
- .5 Front Yard Depth – minimum 6.0 m
- .6 Rear Yard Depth – minimum 7.50 m
- .7 Side Yard Width – minimum 1.20 m

## 6. HOLDING PROVISION

A holding provision is recommended to allow the applicant to address municipal requirements related to Species at Risk preliminary screening and the Traffic Impact Study. No construction permit for an RD2.2 use may be issued until the final plan of subdivision is registered. The holding symbol may be removed upon application once all applicable conditions are satisfied.

## 7. SITE PLAN

The proposal as shown on the concept plan does not meet the definition of *development* in section 41(1) of the Planning Act and the City of Windsor By-law 1-

2004. Therefore, the applicant is NOT required to submit application for Site Plan Approval.

## Risk Analysis:

N/A. See Climate Change risk analysis below.

## Climate Change Risks

### Climate Change Mitigation:

Residential intensification reduces community greenhouse gas emissions by using existing infrastructure, including sewers, sidewalks, bicycle lanes, and public transit. Existing and planned active transportation and transit connections will further reduce reliance on automobiles and the City's carbon footprint. Before a construction permit is issued, the developer must submit a lot grading plan for approval. Implementing the approved plan will help mitigate climate-related impacts.

### Climate Change Adaptation:

The proposed subdivision 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. Climate change adaptation measures may also include landscaping to provide shade and stormwater management, where applicable. Trees, landscaping, and stormwater facilities can improve living conditions and increase climate resilience.

## Financial Matters:

N/A

## Consultations:

1. PUBLIC OPEN HOUSE [Developer-led Public Information Centre (PIC)]

The first virtual PIC was held on December 8, 2022. The preliminary concept extended beyond the lands under review and proposed a mixed-use development comprising one seven-storey combined-use building with ground-floor commercial space and 96 residential units, three five-storey multiple dwellings with 132 units, and eight townhouse dwellings with 48 units. In total, 276 residential units were proposed, with access from Walker Road, Richmond Street, and St. Luke Road.

*NEIGHBOURHOOD PARTICIPATION*: The City sent 250 notices to properties within 120 m of the site. One person attended, in addition to City staff and the applicant's team.

The second virtual PIC was held on December 13, 2023. The revised concept also extended beyond the lands under review and proposed three multiple-dwelling or combined-use buildings containing 285 units (95 per building), 1,200 m² of commercial gross floor area, 412 parking spaces, and three loading spaces, together with 30 semi-detached dwellings (60 units). Access was proposed from Walker Road and Richmond Street. A new road would serve 20 semi-detached dwellings, while the remaining 10 would front on St. Luke Road.

*NEIGHBOURHOOD PARTICIPATION*: The City sent 256 notices to properties within 120 m of the site. One person registered but did not attend; City staff and the applicant's team participated.

A third, hybrid open house was held on February 4, 2025, by Zoom and at Willistead Manor, 1899 Niagara Street. The concept presented at this third PIC is similar to the current proposal. Both are reduced in scale, limited to the southwest corner of Richmond Street and St. Luke Road, and contain only residential uses. The notice for the third PIC described the proposed development as:

A 70-unit residential development comprising 52 semi-detached units, 18 townhouse units, a stormwater management facility, and one new internal road.

*NEIGHBOURHOOD PARTICIPATION*: The City sent 509 notices to properties within 200 m of the site. Five people attended in person and three attended online, in addition to City staff, ward councillors, and the applicant's team.

Section 3.3 of the August 25, 2026, PRR summarizes comments and responses from all three open houses.

Appendix E contains a summary of residents' comments and concerns and the applicant's planning consultant's responses.

Two key issues are summarized below:

***Infrastructure:*** *Are municipal services adequate, and how will the development be serviced?*

The applicant submitted a Functional Servicing Report (FSR), which City Engineering staff deemed acceptable. Further discussion appears under REQUIRED SUPPORTING STUDIES & REPORT; additional servicing information is available through this LINK.

***Traffic:*** *Concerns included access from St. Luke Road, the need for additional stop signs, nearby children and transit service, and potential effects of the Walker Road project.*

Access from St. Luke Road has been removed from the proposal. The applicant also submitted a Traffic Impact Study which indicates that the proposed development will have minimal impact on conditions at the intersections.

## 2. DEPARTMENT AND AGENCIES

Attached as **Appendix D,** to this report, are comments from the municipal departments and external agencies. There are no objections; however, some comments include conditions and/or recommendations for the approval of the Official Plan Amendment, Zoning By-law Amendment, and plan of subdivision applications. This report takes into consideration those conditions and recommendations found in Appendix D, and the recommendations within the required studies and reports submitted by the applicant.

***The City's Senior Planner – Special Projects*** has provided a detailed comment (in attached Appendix D) with emphasis on Ford City CIP and Windsor Intensification Guidelines. The following are noted in the said comment:

To be eligible for the Ford City CIP Grants provide revised drawings with the following

changes.

- Locate garages a minimum distance of 1.0 metres behind the forwardmost main front wall of the dwelling unit (excluding the porch)
- Locate the front wall of an attached garage minimum distance of 2.0 metres behind the frontmost line/support columns of the covered porch
- Parking is not permitted in a required front yard
- Stucco/EIFS is not permitted

However, I strongly recommend the following zoning requirements as part of the ZBA:

1. Locate garages a minimum distance of 1.0 metres behind the forwardmost main front wall of the dwelling unit (excluding the porch)
2. Locate the front wall of an attached garage minimum distance of 2.0 metres behind the frontmost line/support columns of the covered porch
3. Parking is prohibited in a required front yard
4. Stucco/EIFS is not permitted

The comments regarding Ford City CIP will be more appropriately addressed during the CIP grant application process. The applicant is strongly advised to work with the Senior Planner – Special Projects to achieve acceptable design concept that will facilitate a CIP grant approval. However, there is a strong planning reason to recommend some of the Ford City CIP urban design guidelines as site-specific zoning provisions.

***Development Engineering has the following requirement***s:

**Right-of-Way –** The owner agrees to fully construct all future municipal right-of-ways, include, but not limited to: pavements, curbs and gutters, utilities and the necessary drainage facilities, according to City of Windsor standard specification for the following road designations:

- Local Residential Roads: complete with 20.1 metre right-of-ways. Pavements to be twenty-eight (28) feet (8.6 metres) in width.

**Corner Cut-off –** The owner agrees prior to the issuance of a construction permit to gratuitously convey:

- A 4.6m x 4.6m corner cut-off at the intersections of Richmond St and St. Luke Rd, as well as the intersection of Richmond St. and Street A, in accordance with City of Windsor Standards.

**Plan of Subdivision Agreement -** The applicant enter into an agreement with the City of Windsor for all requirements under the General Provisions of the Plan of Subdivision Agreement for the Engineering Department.

**Servicing Study –** The owner agrees, at its own expense, to retain a Consulting Engineer to provide a detailed servicing study report on the impact of the increased flow to the existing municipal sewer systems, satisfactory in content to the City Engineer and prior to the issuance of a construction permit. The study shall review the proposed impact and recommend mitigating measures and implementation of those measures.

**Sidewalks -**The owner(s) agrees, to construct at their expense and according to City of Windsor Standard Specifications, concrete sidewalks constructed to the satisfaction of the City Engineer. Sidewalks are to be constructed at the following locations:

- Street A – Along the east boulevard

***Note:*** The City of Windsor Subdivision Agreement General Provisions G-5(2)(a) and G-2(6) address the *Land Dedication for Public Highway Purposes*, and *Pavements*, respectively.

The remainder of the above comments from Development Engineering are included in the recommendation section of this planning report.

***Additional requirements:***

- Offsite Improvements – RIGHT-OF-WAY Engineering's comment – (recommended as a condition of draft Plan Approval)
- Record of Site Condition – (recommended as a condition of draft Plan Approval)
- Parkland dedication – (recommended as a condition of draft Plan Approval)
- Tree Replacement/Compensation – (recommended as a condition of draft Plan Approval)
- ENWIN minimum separation requirement: to ensure adequate clearances are achieved and maintained.
- Canada Post Developer requirements are addressed in the City of Windsor Subdivision Agreement General Provisions G-2 (11) (a) to (e). It should be noted that Canada Post will provide mail delivery to new residents as soon as the homes are occupied.

3. PUBLIC NOTICE

The Corporation of the City of Windsor will advertise the official notice in the Windsor Star Newspaper as prescribed by the Planning Act.

The City will mail courtesy notice to all properties within 200 m of the subject parcel, prior to the Development & Heritage Standing Committee (DHSC) meeting.

## Conclusion and Planner's Opinion:

The requested redesignation from Industrial & Business Park to Residential and rezoning from Manufacturing District to Residential District will facilitate a residential subdivision and increase the city's housing supply.

The applications were evaluated against the Planning Act, Provincial Planning Statement, 2024, City of Windsor Official Plan, City of Windsor Intensification Guidelines, supporting studies, and comments from municipal staff and external agencies.

The applicant's Planning Rationale Report supports the Draft Plan of Subdivision, Official Plan Amendment, and Zoning By-law Amendment. Further analysis is provided in this report.

In my professional opinion, the recommended Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision are consistent with the Provincial Planning Statement, 2024. The Zoning By-law Amendment will conform to the Official Plan upon OPA 202 coming into effect.

The proposed Draft Plan of Subdivision satisfies section 51(17) of the Planning Act, can comply with Zoning By-law 8600, as amended, and will provide housing in an established area.

Administration recommends approval of:

- The Official Plan Amendment as in Recommendation I of this report;
- The Zoning By-law Amendment subject to a holding prefix, as in Recommendations II & III of this report; and
- The Draft Plan of Subdivision subject to the conditions as in Recommendations IV to VIII of this report.

The recommended amendments and Draft Plan of Subdivision represent 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:

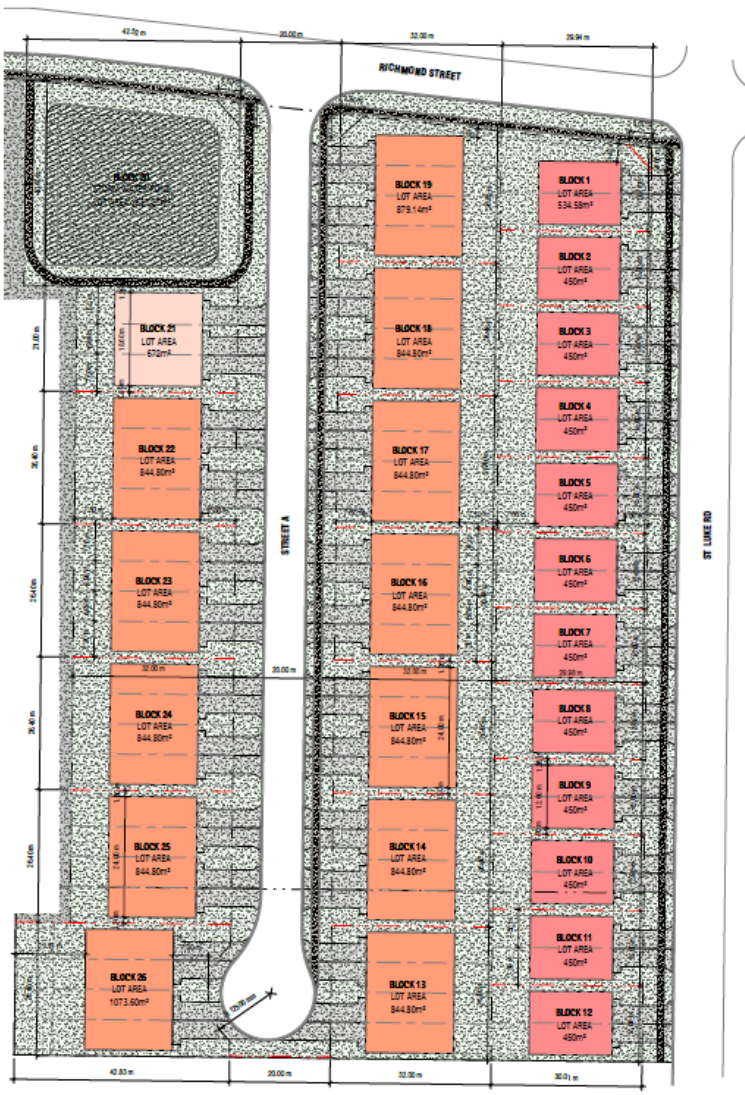
Abutting property owners, tenants/ occupants within 200 meters radius of the subject land; Applicant / Registered Owner; Agent; Ontario Land Surveyor; and Ward Councillor

## Appendices:

1 Appendix A - Concept Site Plan
2 Appendix B - Draft Plan - Map Nos. SDN-001-26-1, 1A, 1B, & 1C

3 Appendix C - Excerpts from Acoustical Report dated May 12, 2026
4 Appendix D - Consultation, Comments from Municipal Depts & External Agencies
5 Appendix E - Excerpts from Planning Rationale Report dated August 25, 2026

# APPENDIX B – CONCEPT SITE PLAN




SITE CONCEPT

1" = 40'-0"

**SCHEDULE OF LAND USE**

| LAND USE | LOTS/BLOCKS | RESIDENTIAL UNITS | AREA | PERCENTAGE AREA |
|---|---|---|---|---|
| SEMI-DETACHED DWELLING | 12 BLOCKS | 24 | 6,491.47m² | 34.56% |
| 3 PLEX TOWNHOUSE DWELLING | 1 BLOCKS | 3 | 672m² | 3.58% |
| 4 PLEX TOWNHOUSE DWELLING | 12 BLOCK | 48 | 10,401.37m² | 47.17% |
| SWM POND | BLOCK 23 | N/A | 1637.27m² | 7.42% |
| STREET A | — | N/A | 3845.73m² | 17.44% |
| 0.3m ROAD RESERVE | — | N/A | 6m² | >1% |
| TOTAL | — | 76 | 22,052.84m² | 100% |

**SITE DATA - PLAN OF SUBDIVISION - SEMI DETACHED BLOCK 1-12**

2 STOREY SEMI-DETACHED DWELLING (24 UNITS)

| PROPOSED ZONING - RD 3.2 | REQUIRED (min/max) | PROVIDED | COMPLIANCE |
|---|---|---|---|
| LOT WIDTH | 15.0 m | 15.0 m | COMPLIES |
| LOT AREA | 450 m² | 450 m² | COMPLIES |
| MAX LOT COVERAGE | 45% (max) | 45% | COMPLIES |
| BUILDING HEIGHT | 9.0 m | 9.0 m | COMPLIES |
| MIN FRONT YARD | 6 m | 6 m | COMPLIES |
| MIN REAR YARD | 7.6 m (min) | 7.6 m | COMPLIES |
| MIN SIDE YARD | 1.2 m (min) | 1.2 m | COMPLIES |

**SITE DATA - PLAN OF SUBDIVISION - TOWNHOME BLOCK 21**

3 STOREY TOWNHOME DWELLING (3 UNITS)

| PROPOSED ZONING - RD 3.2 | REQUIRED (min/max) | PROVIDED | COMPLIANCE |
|---|---|---|---|
| LOT WIDTH | 20m (min) | 26.4 m | COMPLIES |
| LOT AREA (PER DWELLING UNIT) | 300 m² (min) | 672.0 m² | COMPLIES |
| MAX LOT COVERAGE | 45% (max) | 45% | COMPLIES |
| BUILDING HEIGHT | 9.0 m (max) | 9 m | COMPLIES |
| MIN FRONT YARD | 6 m | 7 m | COMPLIES |
| MIN REAR YARD | 7.6 m (min) | 7.6 m | COMPLIES |
| MIN SIDE YARD | 1.2 m (min) | 1.2 m | COMPLIES |

**SITE DATA - PLAN OF SUBDIVISION - TOWNHOME BLOCK 13-19, 22-25**

3 STOREY TOWNHOME DWELLING (44 UNITS)

| PROPOSED ZONING - RD 3.2 | REQUIRED (min/max) | PROVIDED | COMPLIANCE |
|---|---|---|---|
| LOT WIDTH | 20m (min) | 26.4 m | COMPLIES |
| LOT AREA | 300 m² (min) | 844.80 m² | COMPLIES |
| MAX LOT COVERAGE | 45% (max) | 45% | COMPLIES |
| BUILDING HEIGHT | 9.0 m (max) | 9 m | COMPLIES |
| MIN FRONT YARD | 6 m | 7 m | COMPLIES |
| MIN REAR YARD | 7.6 m (min) | 7.6 m | COMPLIES |
| MIN SIDE YARD | 1.2 m (min) | 1.2 m | COMPLIES |

**SITE DATA - PLAN OF SUBDIVISION - TOWNHOME BLOCK 26**

3 STOREY TOWNHOME DWELLING (4 UNITS)

| PROPOSED ZONING - RD 3.2 | REQUIRED (min/max) | PROVIDED | COMPLIANCE |
|---|---|---|---|
| LOT WIDTH | 20m (min) | 26.4 m | COMPLIES |
| LOT AREA | 300 m² (min) | 1073.60 m² | COMPLIES |
| MAX LOT COVERAGE | 45% (max) | 35% | COMPLIES |
| BUILDING HEIGHT | 9.0 m (max) | 9 m | COMPLIES |
| MIN FRONT YARD | 6 m | 7 m | COMPLIES |
| MIN REAR YARD | 7.6 m (min) | 13.9 m | COMPLIES |
| MIN SIDE YARD | 1.2 m (min) | 1.2 m | COMPLIES |

BAIRD|AE architecture + engineering

RICHMOND & ST LUKE SUBDIVISION

CONCEPT PLAN - SUBDIVISION

22-070

SCM-1

# APPENDIX B- Draft Plan of Subdivision

## MAP No. SDN-001/26-1

DRAFT PLAN OF SUBDIVISION
OF PART OF
PART OF LOTS 96 & 97, CONCESSION 1,
GEOGRAPHIC TOWNSHIP OF SANDWICH EAST
NOW IN THE
CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO

ADDITIONAL INFORMATION IN ACCORDANCE WITH SECTION 51(17) OF THE PLANNING ACT

A) BOUNDARIES OF THE LANDS PROPOSED TO BE SUBDIVIDED: AS SHOWN ON DRAFT PLAN
B) HIGHWAYS: AS SHOWN ON DRAFT PLAN
C) KEY PLAN: AS SHOWN ON DRAFT PLAN
D) PROPOSED USES: THE LAND IS TO BE USED ACCORDING TO SCHEDULE OF LAND USE
E) EXISTING USES OF ADJOINING LAND: AS SHOWN ON DRAFT PLAN
F) APPROXIMATE DIMENSIONS AND LAYOUT THE PROPOSED LOTS: AS SHOWN ON DRAFT PLAN
F1) AFFORDABLE HOUSING: NONE PROPOSED
G) NATURAL AND ARTIFICIAL FEATURES: AS SHOWN ON DRAFT PLAN
H) AVAILABILITY AND NATURE OF DOMESTIC WATER SUPPLIES: MUNICIPAL WATER SUPPLY AVAILABLE
I) SOIL TYPE: BROCKSTON CLAY LOAM
POROSITY: POOR
J) EXISTING CONTOURS: AS SHOWN ON DRAFT PLAN
K) MUNICIPAL SERVICES AVAILABLE OR TO BE AVAILABLE: ALL MUNICIPAL SERVICES AVAILABLE, INCLUDING SANITARY SERVICES
L) RESTRICTIONS AFFECTING THE LAND: AS SHOWN

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY SHOWN ON THIS PLAN.

ONTARIO LAND SURVEYOR
ANDREW MANTHA, OLS
VERHAEGEN LAND SURVEYORS

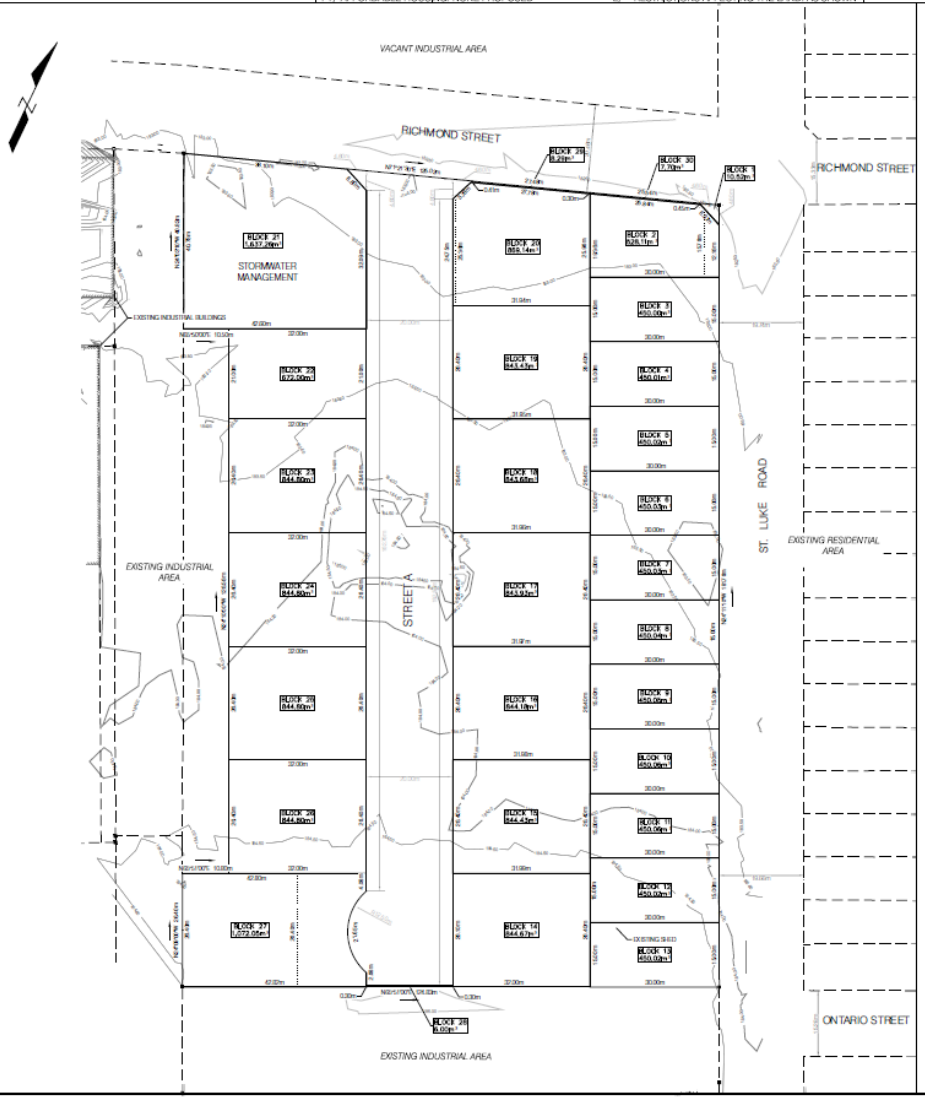
Oct 01, 2026
DATE

OWNER'S CERTIFICATE

I AUTHORIZE BAIRD AE INC. & PILLON ABBS INC. TO PREPARE AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION FOR APPROVAL.

I HAVE THE AUTHORITY TO BIND THE CORPORATION
PAWAN KHICHI,
14493659 CANADA INC.

Oct 01, 2026
DATE



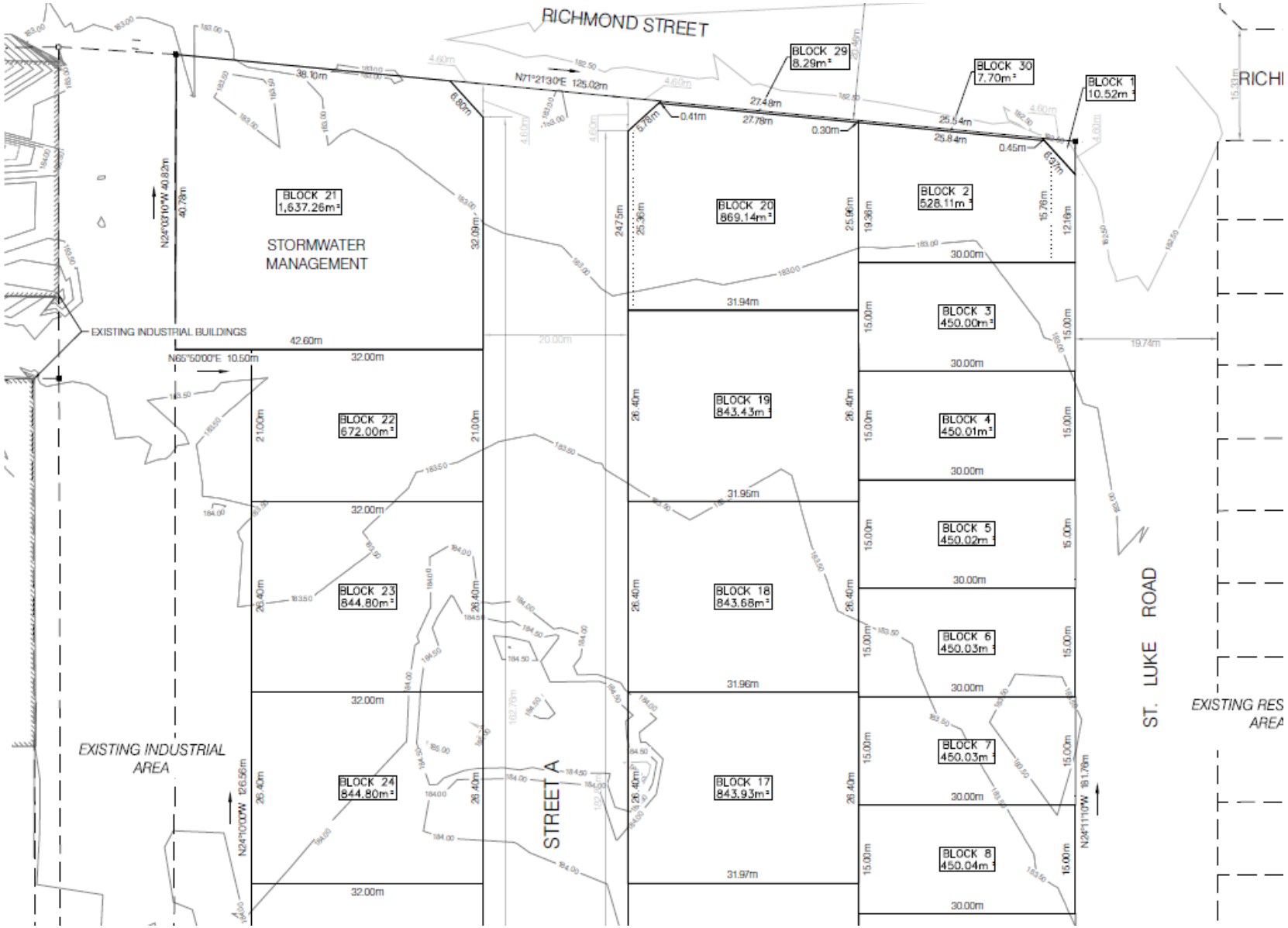

| SCHEDULE OF LAND USE | | | | |
|---|---|---|---|---|
| BLOCKS | LAND USE | UNITS | AREA (m²) | PERCENTAGE AREA |
| 1 | CORNER CUT-OFF | 0 | 10.52 | 0.21% |
| 2 - 13 | SEMI-DETACHED RESIDENTIAL | 24 | 5,024.29 | 23.27 |
| 14 - 20, 23 - 27 | TOWNHOUSE (4-UNIT) RESIDENTIAL | 48 | 10,383.99 | 48.09 |
| 22 | TOWNHOUSE (3-UNIT) RESIDENTIAL | 3 | 672.00 | 3.11 |
| 21 | STORMWATER MANAGEMENT | 0 | 1,637.26 | 7.58 |
| 28, 29, 30 | ROAD RESERVES | 0 | 22.00 | 0.10% |
| | STREET A | 0 | 3,855.02 | 17.85% |
| TOTAL | | 75 | 21,594.56 | 100.00 |



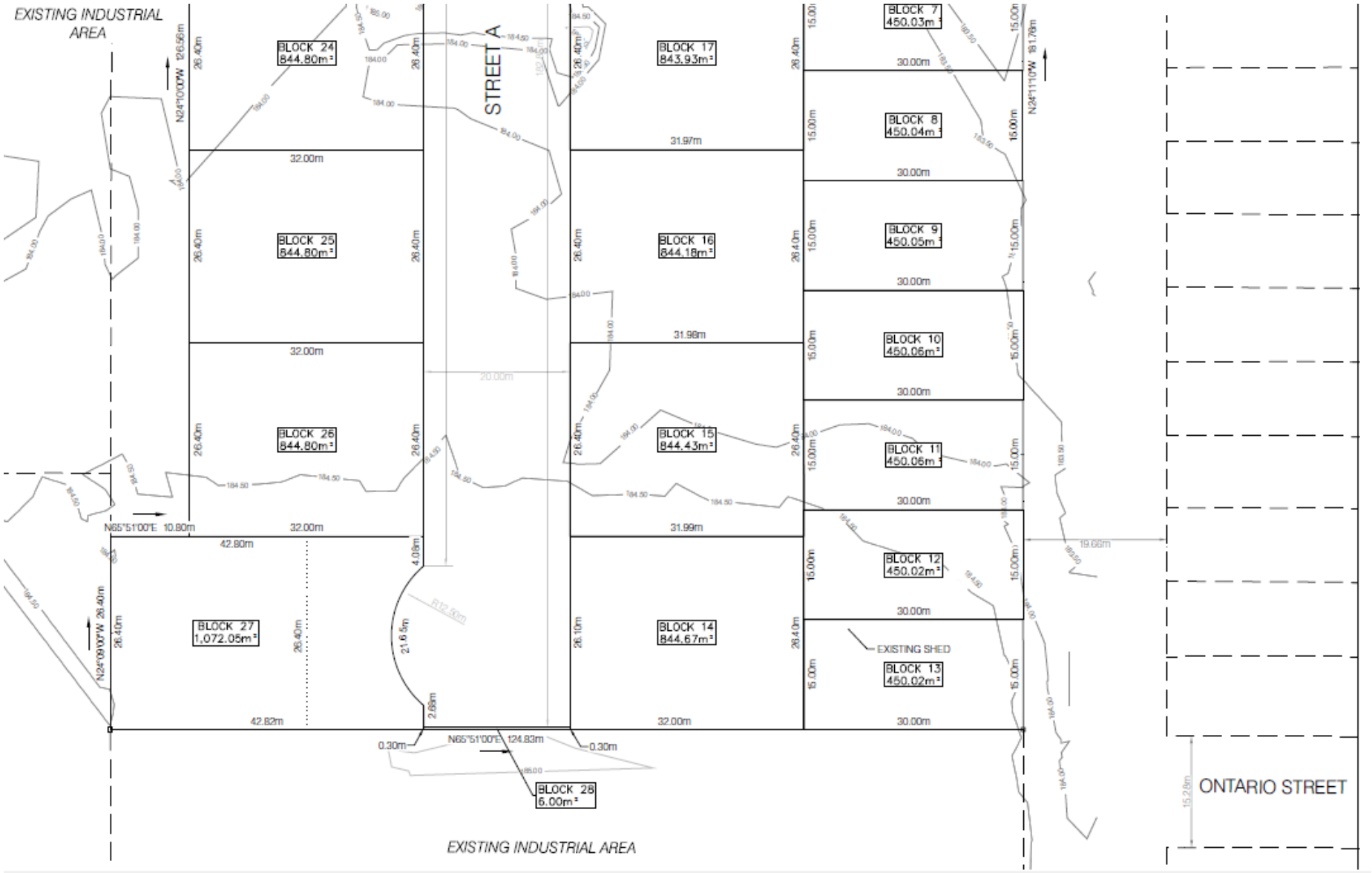

KEY PLAN
SCALE = 1:10,000

| LEGEND | | | |
|---|---|---|---|
| PROPOSED PROPERTY LINES | | ELEVATION CONTOURS | |
| FUTURE LOT LINES (SUBJECT TO PAR LOT CONTROL) | | EXISTING PROPERTY LINES | |
| EXISTING BUILDING | | PROPOSED LOT WIDTHS (WHEN NOT PARALLEL SIDE LOT LINES) | |

# MAP No. SDN-001/26-1A



# MAP No. SDN-001/26-1B



# MAP No. SDN-001/26-1C

## SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY SHOWN ON THIS PLAN.

ONTARIO LAND SURVEYOR
ANDREW MANTHA, OLS
VERHAEGEN LAND SURVEYORS

Oct 01, 2026
DATE

## OWNER'S CERTIFICATE

I AUTHORIZE BAIRD AE INC. & PILLON ABBS INC. TO PREPARE AND SUBMIT T DRAFT PLAN OF SUBDIVISION FOR APPROVAL.

I HAVE THE AUTHORITY TO BIND THE CORPORATION
PAWAN KHICHI,
14493559 CANADA INC.

Oct 01, 2026
DATE

ND STREET

| SCHEDULE OF LAND USE | | | | |
|---|---|---|---|---|
| BLOCKS | LAND USE | UNITS | AREA ($m^2$) | PERCENTAGE AREA |
| 1 | CORNER CUT-OFF | 0 | 10.52 | 0.21% |
| 2 - 13 | SEMI-DETACHED RESIDENTIAL | 24 | 5,024.29 | 23.27 |
| 14 - 20, 23 -27 | TOWNHOUSE (4-UNIT) RESIDENTIAL | 48 | 10,383.99 | 48.09 |
| 22 | TOWNHOUSE (3-UNIT) RESIDENTIAL | 3 | 672.00 | 3.11 |
| 21 | STORMWATER MANAGEMENT | 0 | 1,637.26 | 7.58 |
| 28, 29, 30 | ROAD RESERVES | 0 | 22.00 | 0.10% |
| | STREET A | 0 | 3,855.02 | 17.85% |
| TOTAL | | 75 | 21,594.56 | 100.00 |

For indoor living areas, noise levels are above 45dBA daytime and 40dBA nighttime at the receiver's location B, C and D at all levels. Hence, mitigation measures such as special building components, a warning clause and central air conditioning are required. The mitigation measures are discussed in Section 4 of the report.

# 4. MITIGATION MEASURES REQUIREMENTS

Based on predicted transportation sound levels, warning clauses are required in all purchase agreements and rental agreements.

A Type C warning clause is required for all affected units with façade sound levels from road traffic are between 40 to 50dBA during the nighttime.

This affect east and west facades of buildings. The **Type C** warning clause is below:

**Warning Clauses**

The MOECC warning clauses be included in the property sale and rental agreement. The following are the suggesting wording as per MOECC:

Type C Warning Clause

*"This dwelling unit has been designed with the provision for adding central air conditioning at the occupant's discretion. Installation of central air conditioning by the occupant in low and medium density developments will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment."*

**Building Components and Ventilation Requirements**

*Road Traffic*

Based on road traffic sound levels at receiver locations A,B,C and D, the STC requirements for wall, doors and windows due to traffic noise is shown in Table 10. It is noted that at Receiver locations A and D, the worst-case scenario from traffic and stationary sources is taken into consideration in designing building component.

*Stationary Sources*

Based on predicted stationary sound levels, the indoor level is above noise criteria at all receiver locations. Hence, mitigation measures such as building components are required to mitigate noise. The building components are discussed below and shown in Table 10. It is noted that at Receiver locations A and D, the worst-case scenario from traffic and stationary sources is taken into consideration in designing building component.

*Glazing Requirements*

The appropriate building components were selected based on the Acoustic Insulation Factor (AIF) which is related to the difference in indoor and outdoor noise levels. The AIF is calculated as follows:

AIF = Leq (outdoor façade) – Leq (indoor) + 10 log C + 2

C = number of building components forming the room envelope

To calculate the required building components, the dimensions of the rooms and their wall/window sizes must be known. Currently, the room dimensions and floor height are unknown. Assuming 25% window-door/floor ratios, the required components were estimated from the building facades.

The following table provides AIF requirements for sound levels for both daytime and nighttime noises.

**Table 9 – Typical AIF Values for Building Component**

| Daytime Noise (dBA) | Night time Noise (dBA) | AIF Noise Limit | Living/Dining Window/Door Treatment | Bedroom Window Treatment |
|---|---|---|---|---|
| 55 or less | 50 or less | 17 or less | None (OBC) | None (OBC) |
| 56 - 65 | 51 - 60 | 18 - 27 | None (OBC) | STC 23 - 32 |
| 66 - 68 | 61 - 63 | 28 – 30 | None (OBC) | STC 33 - 34 |
| 69 - 70 | 64 - 65 | 31 – 32 | STC 31 - 32 | STC 36 - 37 |
| 71 - 72 | 66 - 67 | 33 – 34 | STC 33 - 34 | STC 38 - 39 |
| 73 - 78 | 68 - 73 | 35 – 40 | STC 35 - 40 | STC 40 - 45 |
| 79 | 74 | 41 | STC 41 | STC 46 |

Source: “Road Noise: Effects on Housing”, NHA 5156 81/10, 1981

Based on the assumed 25% window-door/floor ratio, the windows and door component requirements were estimated from the attenuated noise level shown in Table 10 for both daytime and nighttime. Using this assumption, the façades of the building's window and door components should have a Sound Transmission Class (STC):

**Table 10 – Typical AIF Values for Worst Case for Dwellings**

| Façade | Stationary | Transportation | Type of Warning Clause | Glazing[1] |
|---|---|---|---|---|
| West (A BACK) | STC 32 | STC 32 | C | See Appendix A – Glazing as per OBC |
| North (RECEIVER B) | STC 32 | OBC | C | |
| East (RECEIVER C) | OBC | OBC | C | |
| South (D BACK) | OBC | OBC | C | |

Note 1: Glazing construction meeting the maximum requirement of the Ontario Building Code.
Note 2: See Appendix A for Noise Information Plan displaying receiver/monitor locations as well as sources.

All adjoining walls between dwellings shall have an STC rating no lower than 50.

It is also recommended that an acoustic consultant review the building components to ensure that noise levels satisfy the requirements.

A typical glazing configuration is provided in Appendix A.

The Ontario Building Code (OBC) section 5.8.1 specifies the minimum required sound insulation characteristics for partitions in terms of STC values. For acoustic privacy in a multi-tenant building between suites, the inter-unit wall should meet or exceed STC-50. In addition, it is recommended that the separation of suites from any amenities or commercial spaces for building components (floor/ceiling) also meet or exceed STC-55.

## 5. RECOMMENDATIONS

As demonstrated in this report, mitigation measures are required to bring residential units within the development into compliance with MOECC criteria. With the inclusion of these measures, the MOECC noise criteria will be satisfied.

**Recommendation #1**

Due to the exceedance of the MOECC criteria for daytime and nighttime acoustic levels from nearby roadway and air traffic, the dwellings shall include warning clause Type C as discussed in Section 4.

**Recommendation #2 (Building Components)**

Due to exposure to stationary and road noises, some units require special building components for areas of sensitive use (i.e., bedroom, living room, dining room, kitchen, etc.) and the following is required:

Window requirements:

All windows leading to sensitive living areas must have a minimum sound transmission class (STC) as per Section 4 in order to meet the MOECC indoor noise level criteria.

Wall requirements:

All walls leading to sensitive living areas are to have a minimum sound transmission class (STC) as per Section 4. Also, acoustic privacy between units in a multi-tenant building, the inter-unit wall, should meet or exceed STC-50. Wall separation between noisy spaces, such as refuse chutes or elevator shafts, and suites should meet or exceed STC-55.

**Recommendation #3**

Prior to the issuance of building permits, it is recommended that an acoustic consultant review the sound transmission class (STC) for the proposed development's walls, windows and doors to ensure they conform to the recommendations outlined in this report.

## 6. SUMMARY

We conclude that this development with the implementation of the above-described mitigation measures will be designed to address impacts from the surrounding noise sources.

If you have any questions or wish to discuss our findings, please advise us accordingly.

Yours truly,

**BAIRD AE INC.**
**27 PRINCESS STREET, UNIT 102**
**LEAMINGTON, ONTARIO N8H 2X8**

Shurjeel Tunio, P.Eng.
Senior Project Manager
**Baird AE**



# APPENDIX D – CONSULTATION

## TRANSIT WINDSOR – JASON SCOTT

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Central 3. The closest existing bus stop to this property is located on Richmond at St Luke southwest corner providing direct transit service access to this entire development**.**

## CANADA POST – BRUNO DESANDO

Thank you for contacting Canada Post regarding plans for a new development in the City of Windsor. Please see Canada Post's feedback regarding the proposal, below.

**Service type and location**

1. Canada Post will provide mail delivery service to this development through centralized Community Mail Boxes (CMBs).
2. If the development includes plans for (a) multi-unit building(s) with a common indoor entrance, the developer must supply, install and maintain the mail delivery equipment within these buildings to Canada Post's specifications.

**Municipal requirements**

1. Please update our office if the project description changes so that we may determine the impact (if any).
2. Should this development application be approved, please provide notification of the new civic addresses as soon as possible.

**Developer timeline and installation**

1. Please provide Canada Post with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin. Finally, please provide the expected installation date(s) for the CMB(s).

**Please see Appendix A for any additional requirements for this developer.**

**Appendix A**
**Additional Developer Requirements:**

- The developer will consult with Canada Post to determine suitable permanent locations for the Community Mail Boxes. The developer will then indicate these locations on the appropriate servicing plans.
- The developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.
- The developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mail Box. The developer also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mail Box.
- The developer will provide a suitable and safe temporary site for a Community Mail Box until curbs, sidewalks and final grading are completed at the permanent Community Mail Box

locations. Canada Post will provide mail delivery to new residents as soon as the homes are occupied.
- The developer agrees to provide the following for each Community Mail Box site and to include these requirements on the appropriate servicing plans:
  - Any required walkway across the boulevard, per municipal standards
  - Any required curb depressions for wheelchair access, with an opening of at least two metres (consult Canada Post for detailed specifications)
  - A Community Mailbox concrete base pad per Canada Post specifications.

## URBAN DESIGN – SOPHIA DIBLASI

Pursuant to the application for a Zoning By-Law Amendment, Plan of Subdivision, and Official Plan Amendment (Z 015-26 [ZNG-7376] & OPA 202 [OPA-7377] & SDN 001-26 [SDN-7378]), please note the following Urban Design comments:

The revised submission is an improvement and generally addresses the concern identified through the previous Urban Design review regarding the repetitive and uniform appearance of the proposed development. Greater variation has been introduced between the dwelling designs, resulting in a more visually diverse streetscape.

While the revised submission introduces greater variation in building form, further consideration should be given to introducing additional variation between individual dwellings through changes in façade composition, rooflines, entrances, porches, window arrangements, materials, and architectural detailing. The intent should be to maintain a coordinated architectural character throughout the development while avoiding repetition and creating greater individual building variety, consistent with the City of Windsor Official Plan, Windsor Intensification Guidelines, and the Ford City CIP Urban Design Guidelines.

Given the site's location within the Ford City Community Improvement Plan area, the residential design should also have regard for the Ford City Residential Area Design Guidelines. In particular:

- Incorporate architectural features characteristic of the surrounding neighbourhood, including street-facing entrances, windows, porches, and residential-scale detailing.
- Use existing roof profiles, windows, entrances, and porches within Ford City as precedents for the design of new dwellings.
- Select exterior materials that reflect the variety of durable materials found within the surrounding neighbourhood, including brick and siding, and reduce reliance on EIFS or stucco.

Overall, the revised architectural direction is supported; however, additional refinement is encouraged to ensure the development reflects the varied residential character of Ford City and achieves a cohesive but non-repetitive streetscape.

## 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.

## ECONOMIC DEVELOPMENT – SIMONA SIMION

A Record of Site Condition (RSC) prepared by a Qualified Person to be filed with Ontario's Ministry of the Environment, Conservation and Parks (MECP) prior obtaining a building permit.

The RSC to confirm that the property meets the required soil and groundwater standards for its intended use (as outlined in regulations like Ontario Regulation 153/04) and a copy of acknowledgement letter from the Ministry to be provided to planner assigned to the file.

## ZONING COORDINATOR – STEFAN PAVLICA

Below is the zoning review summary for the *above-mentioned property*; circulated on September 9th, 2026 (please see attached also). **Note**: The Block Numbers highlighted below match the information on the applicant's Concept Plan.

- **Current Zoning Designation**: Holding Manufacturing District 1.4 (HMD1.4) & Manufacturing District 2.1 (MD2.1)
- **Proposed Zoning Designation**: Residential District 2.2 (RD2.2)

- **Existing Use [as per historical Building Permit(s) / Planning Act Applications(s)]**:
  - Vacant lot(s)

- **Proposed Use**:
  - *Semi-Detached Dwelling*(s) & *Townhome Dwelling*(s)

- **Section 5 – General Provisions**:
  - COMPLIES

- **Section 11.2.5.2 – Residential District 2.2 (RD2.2)** [BLOCK 1]:
  - Minimum Lot Width [11.2.5.2.1]:
    - 15.0m (Required)
    - 18.2m (Provided)
  - Minimum Lot Area [11.2.5.2.2]:
    - 450.0m2 (Required)
    - 546.1m2 (Provided)
  - Maximum Lot Coverage [11.2.5.2.3]:
    - 45.0% (Required)
    - 38.1% (Provided)
  - Maximum Main Building Height [11.2.5.2.4]:
    - 9.0m (Required)
    - 9.0m (Provided)
  - Minimum Front Yard Depth [11.2.5.2.5]:
    - 6.0m (Required)
    - 6.0m (Provided)
  - Minimum Rear Yard Depth [11.2.5.2.6]:
    - 7.50m (Required)
    - 7.51m (Provided)
  - Minimum Side Yard Depth [11.2.5.2.7]:
    - 1.20m (Required)
    - 1.20m (Provided)
  - Maximum Gross Floor Area – Main Building [11.2.5.2.10]:
    - 400m2 (Required)

        - 348m2 (Provided)

- **Section 11.2.5.2 – Residential District 2.2 (RD2.2)** [BLOCKS 2 TO 12]:
    - Minimum Lot Width [11.2.5.2.1]:
        - 15.0m (Required)
        - 15.0m (Provided)
    - Minimum Lot Area [11.2.5.2.2]:
        - 450.0m2 (Required)
        - 450.0m2 – 450.6m2 (Provided)
    - Maximum Lot Coverage [11.2.5.2.3]:
        - OPT 1:
            - 45.0% (Required)
            - 44.0% (Provided)
        - OPT 2:
            - 45.0% (Required)
            - 46.2% (Provided)
    - Maximum Main Building Height [11.2.5.2.4]:
        - 9.0m (Required)
        - 9.0m (Provided)
    - Minimum Front Yard Depth [11.2.5.2.5]:
        - 6.0m (Required)
        - 6.0m (Provided)
    - Minimum Rear Yard Depth [11.2.5.2.6]:
        - 7.50m (Required)
        - 7.51m (Provided)
    - Minimum Side Yard Depth [11.2.5.2.7]:
        - 1.20m (Required)
        - 1.20m (Provided)
    - Maximum Gross Floor Area – Main Building [11.2.5.2.10]:
        - 400m2 (Required)
        - 348m2 (Provided)

- **Section 11.2.5.5 – Residential District 2.2 (RD2.2)** [BLOCKS 13 TO 18]:
    - Minimum Lot Width [11.2.5.5.1]:
        - 20.0m (Required)
        - 26.4m (Provided)
    - Minimum Lot Area [11.2.5.5.2]:
        - 800.0m2 (Required)
        - 846.5m2 – 846.7m2 (Provided)
    - Maximum Lot Coverage [11.2.5.5.3]:
        - 45.0% (Required)
        - 44.0% – 44.1% (Provided)
    - Maximum Main Building Height [11.2.5.5.4]:
        - 9.0m (Required)
        - 9.0m (Provided)
    - Minimum Front Yard Depth [11.2.5.5.5]:

        - 6.0m (Required)
        - 7.0m (Provided)
    - Minimum Rear Yard Depth [11.2.5.5.6]:
        - 7.50m (Required)
        - 7.51m (Provided)
    - Minimum Side Yard Depth [11.2.5.5.7]:
        - 1.20m (Required)
        - 1.20m (Provided)

- **Section 11.2.5.5 – Residential District 2.2 (RD2.2)** [BLOCK 19]:
    - Minimum Lot Width [11.2.5.5.1]:
        - 20.0m (Required)
        - 27.8m (Provided)
    - Minimum Lot Area [11.2.5.5.2]:
        - 800.0m2 (Required)
        - 891.8m2 (Provided)
    - Maximum Lot Coverage [11.2.5.5.3]:
        - 45.0% (Required)
        - 41.8% (Provided)
    - Maximum Main Building Height [11.2.5.5.4]:
        - 9.0m (Required)
        - 9.0m (Provided)
    - Minimum Front Yard Depth [11.2.5.5.5]:
        - 6.0m (Required)
        - 7.0m (Provided)
    - Minimum Rear Yard Depth [11.2.5.5.6]:
        - 7.50m (Required)
        - 7.51m (Provided)
    - Minimum Side Yard Depth [11.2.5.5.7]:
        - 1.20m (Required)
        - 1.20m (Provided)

- **Section 11.2.5.5 – Residential District 2.2 (RD2.2)** [BLOCK 21]:
    - Minimum Lot Width [11.2.5.5.1]:
        - 20.0m (Required)
        - 21.0m (Provided)
    - Minimum Lot Area [11.2.5.5.2]:
        - 600.0m2 (Required)
        - 673.3m2 (Provided)
    - Maximum Lot Coverage [11.2.5.5.3]:
        - 45.0% (Required)
        - 42.9% (Provided)
    - Maximum Main Building Height [11.2.5.5.4]:
        - 9.0m (Required)
        - 9.0m (Provided)
    - Minimum Front Yard Depth [11.2.5.5.5]:

        - 6.0m (Required)
        - 7.0m (Provided)
    - Minimum Rear Yard Depth [11.2.5.5.6]:
        - 7.50m (Required)
        - 7.51m (Provided)
    - Minimum Side Yard Depth [11.2.5.5.7]:
        - 1.20m (Required)
        - 1.20m (Provided)

- **Section 11.2.5.5 – Residential District 2.2 (RD2.2)** [BLOCKS 22 TO 25]:
    - Minimum Lot Width [11.2.5.5.1]:
        - 20.0m (Required)
        - 26.4m (Provided)
    - Minimum Lot Area [11.2.5.5.2]:
        - 800.0m2 (Required)
        - 846.5m2 (Provided)
    - Maximum Lot Coverage [11.2.5.5.3]:
        - 45.0% (Required)
        - 44.1% (Provided)
    - Maximum Main Building Height [11.2.5.5.4]:
        - 9.0m (Required)
        - 9.0m (Provided)
    - Minimum Front Yard Depth [11.2.5.5.5]:
        - 6.0m (Required)
        - 7.0m (Provided)
    - Minimum Rear Yard Depth [11.2.5.5.6]:
        - 7.50m (Required)
        - 7.51m (Provided)
    - Minimum Side Yard Depth [11.2.5.5.7]:
        - 1.20m (Required)
        - 1.20m (Provided)

- **Section 11.2.5.5 – Residential District 2.2 (RD2.2)** [BLOCK 26]:
    - Minimum Lot Width [11.2.5.5.1]:
        - 20.0m (Required)
        - ±26.4m (Provided)
    - Minimum Lot Area [11.2.5.5.2]:
        - 800.0m2 (Required)
        - 1,074.5m2 (Provided)
    - Maximum Lot Coverage [11.2.5.5.3]:
        - 45.0% (Required)
        - 34.7% (Provided)
    - Maximum Main Building Height [11.2.5.5.4]:
        - 9.0m (Required)
        - 9.0m (Provided)
    - Minimum Front Yard Depth [11.2.5.5.5]:

        - 6.0m (Required)
        - 7.0m (Provided)
    - Minimum Rear Yard Depth [11.2.5.5.6]:
        - 7.50m (Required)
        - 7.51m (Provided)
    - Minimum Side Yard Depth [11.2.5.5.7]:
        - 1.20m (Required)
        - 1.20m (Provided)

- **Section 20 – Site Specific Zoning Exemptions**:
    - NOT APPLICABLE

- **Section 24 – Parking, Loading, and Stacking Provisions**:
    - COMPLIES

- **Section 25 – Parking Area Regulations**:
    - NOT APPLICABLE

## ENVIRONMENTAL SUSTAINABILITY – MICHELLE MOXLEYPELTIER

Proposed development does not require an Energy Strategy. ESCC recommends developer takes into consideration energy efficient options for building envelop (i.e. windows, doors, insulation, and building tightness), and space and water heating, incorporating electrification and net-zero ready options in the design.

Climate adaptation measures to consider include landscaping techniques to provide shading and stormwater management as applicable.

## TRANSPORTATION PLANNING – AASHVI SARVAIYA

- Transportation Impact Study

We have received and reviewed the Proposed 0 Richmond St Townhomes and semi-dwelling Traffic Impact Study, File No. 22-070, prepared by BAIRD AE INC. stamped by Shrujeel Tunio, P. Eng and revision dated MAY 2026 (hereinafter referred to as the “Study”). Following our review, the below listed items require clarification. Please address the comments below and submit a revised Traffic Impact Study (TIS) for further review:

- *“The traffic flow from development is predicted to produce **542** daily vehicles, 33 morning vehicles and 52 evening peak vehicles.”* (Page 1)
- *“A conservative growth rate of 3% per year was assumed to reflect growth in background traffic volumes”* (Page 5)
    - Please note that the recommended background traffic growth rate for this area is 1.5% per year. The traffic analysis should be revised accordingly to reflect this rate.
- *“Total Residential: AADT = 542, AM In = 9, AM Out = 24, PM In = 34, PM Out = 18.” (Page 6)*
    - Please provide clarification regarding these trip generation values and confirm their consistency with the reported daily and peak hour traffic projections.

Should you have any further questions or concerns, please contact Aashvi Sarvaiya, of this department at tda@citywindsor.ca.

## ENVIRONMENTAL POLICY – KAREN ALEXANDER & CONNOR WILSON

Document Type – SAR Preliminary Screening
Document Date – March 3, 2025
Comments Date – Sept. 22, 2026

See table below for comments or issues with the supporting document and the requests and/or recommendations on how to address them.

| Section | Comment | Requirement |
|---|---|---|
| 1.0 Intro | Legislation references are outdated. | Update report to include the Species Conservation Act |
| 4.0 Site Description | One site visit on Feb. 11, 2025. It is unlikely that all vegetation and natural features were observable at this time as this site visit was conducted outside of the growing season. | At least one visit during the growing season to effectively assess site conditions and potential impacts. |
| 6.0 SAR Preliminary Screening | One site visit on Feb. 11, 2025. | |
| | Butler's Gartersnake – Field investigations were not undertaken during an appropriate season to reliably identify habitat features and species presence. | |
| | Eastern Foxsnake – report says no habitat features on site, but rubble and fill piles are mentioned in the report. *NHICs records indicate an Eastern Foxsnake Observation <100m away on Richmond Street. | |
| Other | No reference to Significant Wildlife Habitat. | Provide a section discussing Significant Wildlife Habitat potential and if any mitigation measures may be required. |

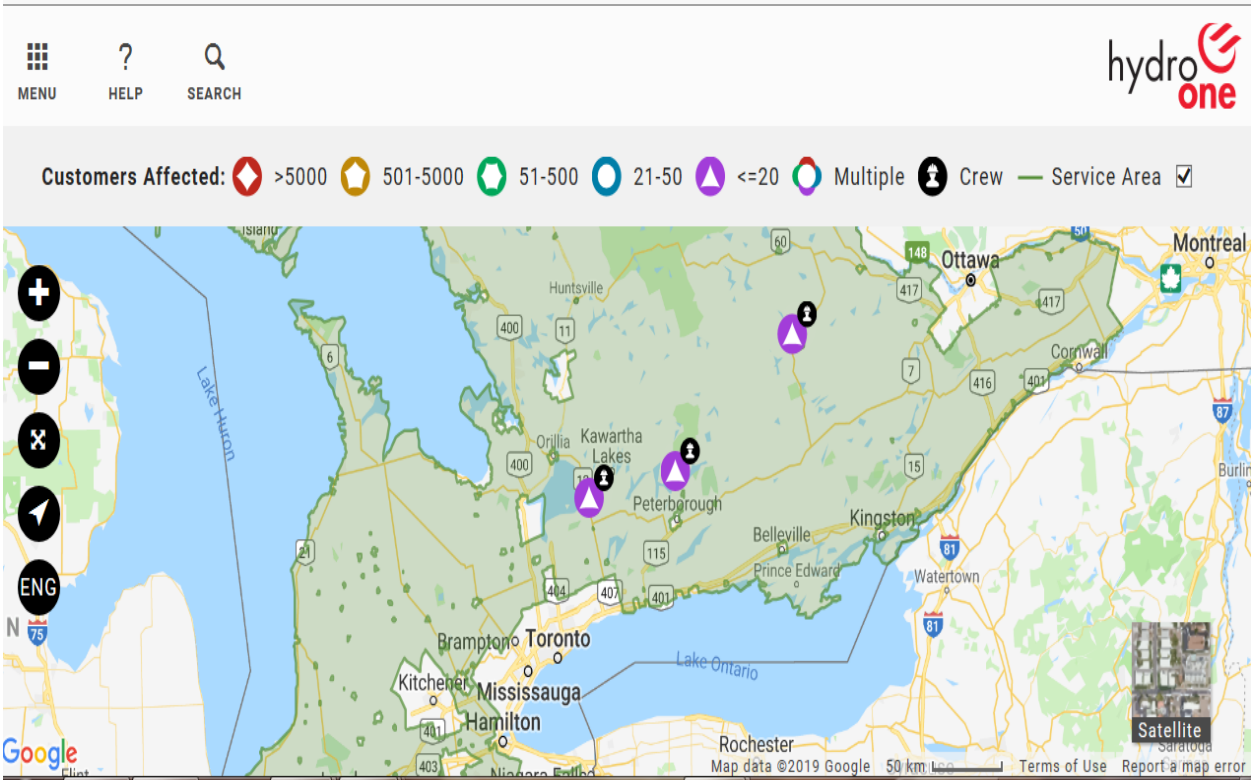
## HYDRO ONE

We are in receipt of your Application for Subdivision, SDN 001-26 [SDN-7378] dated 2026-09-09. We have reviewed the documents concerning the noted Plan and have no comments or concerns at this time. Our preliminary review considers issues affecting Hydro One's 'High Voltage Facilities and Corridor Lands' only.

For proposals affecting 'Low Voltage Distribution Facilities' the Owner/Applicant should consult their local area Distribution Supplier. Where Hydro One is the local supplier the Owner/Applicant must contact the Hydro subdivision group at subdivision@Hydroone.com or 1-866-272-3330.

To confirm if Hydro One is your local distributor please follow the following link: Stormcentre (hydroone.com)

Please select "Search" and locate the address in question by entering the address or by zooming in and out of the map.




If you have any further questions or inquiries, please contact Customer Service at 1-888-664-9376 or e-mail CustomerCommunications@HydroOne.com to be connected to your Local Operations Centre

If you have any questions please feel free to contact Land Use Planning.

## HERITAGE PLANNING – KRISTINA TANG

Archaeological Assessment Report Entitled **"Review and Entry into the Ontario Public Register of Archaeological Reports" Archaeological Assessment Report Entitled, "Stage 1&2 Archaeological Assessment Proposed Plan of Subdivision and Proposed Future Residential Developmental 1076 and 1106 Walker Rd and 2425 Richmond St, City of Windsor, Part of Lots 96, and 97, Concession 1 Petite Cote, Geographic Township of Sandwich, County of Essex, Ontario" Dated May 15, 2025, Filed with MCM on May 23, 2025, MCM Project Information Form Number P066-0478-2025, MCM File Number 0023112",** has been entered into the Ontario Public Register of Archaeological Reports. Although the report recommends that no further archaeological assessment of the property is recommended, the applicant is still to note the following archaeological precautions.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Development Services Department, the City's Manager of Culture and Events, and the Ontario Ministry of Citizenship and Multiculturalism must be notified and confirm satisfaction of any archaeological requirements before work can recommence.
2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Citizenship and

Multiculturalism and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Citizenship and Multiculturalism.

Contacts:
Windsor Planning & Development Services Department:
519-255-6543 x6179, 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

## DEVELOPMENT ENGINEERING – JAEGER KING

The Applicant is requesting Official Plan Amendment (OPA), Zoning By-law Amendment (ZBA), and Plan of Subdivision (SDN) approval for a 2.58 ha property currently forming Part 1 and Part 2 of 12R-27091. The approvals are required in order to support the proposed redevelopment into 26 blocks containing 52 semi-detached dwelling units, 4 blocks containing 18 townhome dwelling units, 1 block for stormwater facility, and one proposed new road allowance (Street A).

This site is currently serviced by a 525mm RCP pipe sanitary sewer and a 900mm RCP pipe storm sewer located within the St. Luke Road right-of-way. The existing 500mm brick combined sewer located in the alley west of the subject property cannot be used to service the proposed development.

A revised Servicing Study completed by Baird AE, dated May 12, 2025, has been submitted and reviewed by the City. All of the City initial comments have been addressed and the study has been deemed acceptable.

In summary we have no objection to the proposed Zoning and Official Plan amendments. The Engineering Department recommends the following conditions be included as requirements of the zoning amendment approval:

**Right-of-Way** – The Official Plan classifies Richmond St. as a Class I Collector Road requiring a 20.1m right-of-way width. The current right-of-way width is 20.1m, therefore, no land conveyance is required. Similarly, the Official Plan classifies St. Luke Rd. as a Local Road requiring a 20.1m right-of-way width. The current right-of-way width is 20.1m, therefore, no land conveyance is required.

The owner agrees to fully construct all future municipal right-of-ways, include, but not limited to: pavements, curbs and gutters, utilities and the necessary drainage facilities, according to City of Windsor standard specification for the following road designations:

- Local Residential Roads: complete with 20.1 metre right-of-ways. Pavements to be twenty-eight (28) feet (8.6 metres) in width.

**Corner Cut-off** – The owner agrees prior to the issuance of a construction permit to gratuitously convey:

- A 4.6m x 4.6m corner cut-off at the intersections of Richmond St and St. Luke Rd, as well as the intersection of Richmond St. and Street A, in accordance with City of Windsor Standards.

**Plan of Subdivision Agreement** - The applicant enter into an agreement with the City of Windsor for all requirements under the General Provisions of the Plan of Subdivision Agreement for the Engineering Department.

**Servicing Study** – The owner agrees, at its own expense, to retain a Consulting Engineer to provide a detailed servicing study report on the impact of the increased flow to the existing municipal sewer systems, satisfactory in content to the City Engineer and prior to the issuance of a construction permit. The study shall review the proposed impact and recommend mitigating measures and implementation of those measures.

**Sidewalks** -The owner(s) agrees, to construct at their expense and according to City of Windsor Standard Specifications, concrete sidewalks constructed to the satisfaction of the City Engineer. Sidewalks are to be constructed at the following locations:

- Street A – Along the east boulevard

If you have any further questions or concerns, please contact Jaegar King, of this department at jking@citywindsor.ca.

## ENWIN

Hydro Engineering: **Anwar Najor**
No objection, provided required clearances are achieved and maintained. Enwin has an existing 27,600 Volt overhead power line within the City right-of-way along the east boundary of the site, 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.

## SPECIAL PROJECTS – KEVIN ALEXANDER

Please see the Official Plan, Ford City CIP, and Windsor Intensification Guidelines below to achieve a building form that is similar to the example provided at the following link: 4 Bed, 2.5 Bath Townhome in Upper Joshua Creek, Oakville | Shamrock | Mattamy Homes This building form will provide the opportunity for driveways with setback garages, porches, improved articulation of the facades and variations in the types of materials used.



To be eligible for the Ford City CIP Grants provide revised drawings with the following changes.

1. Located garages a minimum distance of 1.0 metres behind the forwardmost main front wall of the dwelling unit (excluding the porch)
2. Locate the front wall of an attached garage minimum distance of 2.0 metres behind the frontmost line/support columns of the covered porch
3. Parking is not permitted in a required front yard
4. Stucco/EIFS is not permitted

However, I strongly recommend the following zoning requirements as part of the ZBA:

1. Located garages a minimum distance of 1.0 metres behind the forwardmost main front wall of the dwelling unit (excluding the porch)
2. Locate the front wall of an attached garage minimum distance of 2.0 metres behind the frontmost line/support columns of the covered porch
3. Parking is prohibited in a required front yard
4. Stucco/EIFS is not permitted

**Official Plan**

Section 6.3.2.6 - EVALUATION CRITERIA FOR AN UNDEVELOPED AREA DEVELOPMENT PATTERN

At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed residential development within an area having an Undeveloped Area development pattern is:

(b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area;

**Section 8 Urban Design**

**8.7 Built Form**

**Section 8.7.2.1 Council – NEW DEVELOPMENT**

Council will ensure that the design of new development: (Added by OPA #66–11/05/07-B/L209-2007)

(a) is complementary to adjacent development in terms of its overall massing, orientation, setback and exterior design, particularly character, scale and appearance; (Added by OPA #66–11/05/07-B/L209-2007)

(d) Encourages the creation of attractive residential streetscapes through architectural design that reduces the visual dominance of front drive garages, consideration of rear lanes where appropriate, planting of street trees and incorporation of pedestrian scale amenities. (added by OPA #60–05/07/07-B/L85-2007 OMB Decision/Order No.2667, 10/05/2007)

**Section 8.7.2.2 – Redevelopment Areas**
Council will ensure that the design of extensive areas of redevelopment achieves the following:

a. provides a development pattern that support a range of uses and profiles;

(e) maintains and enhances valued historic development patterns or heritage resources;
(f) is complementary to adjacent development in terms of overall massing, orientation, setback and exterior design, particularly character, scale and appearance. (Added by OPA #66–11/05/07-B/L209-2007)

**Section 8.11.2.22 - FRONT YARD PARKING FOR LOW PROFILE HOUSING**
Council will limit the construction of parking spaces in the required front yards of dwellings, in order to protect the aesthetic character of older residential neighbourhoods, ensure the availability of on-street public parking, ensure unhampered pedestrian movement within the public right-of-way and prevent harm to boulevard trees. (amended by OPA #29 – 05/01/03)

**Ford City CIP**
**4.3 FORD CITY COMMUNITY DESIGN- 4.3.2 Urban Design Guidelines and Policies**
**4. Residential Area Design Guidelines**

1. Site and scale new residential structures to be consistent with established setbacks, heights, mass, widths and proportions of existing residential structures found on the block
2. Provide a transition in building height if the new development is taller than existing residential buildings on the block. This can be accomplished through the manipulation of the building mass, setbacks (beyond the established height of existing buildings), and through the inclusion of features such as porches; and the sensitive use of materials and colours that alter perceptions of height and mass;
3. Orient principal building entrances so that they face the public street and are a prominent feature in the building elevation;
4. Use precedents for roof profiles, windows, entrances and porches from the existing built form and streetscape as a guide for the design of new buildings;
5. Locate garages in rear yard of property with access from the rear of the property, whenever possible; and
6. Select materials for new construction based on the variety of materials found within the existing neighbourhood.

**5. Design Guidelines for Vacant and Underutilized Industrial Properties**

1. Orient buildings and entrances to the street rights-of way and site buildings along the exterior property line so that new construction frames and strengthens the street edge;
2. Design all at-grade entrances to face and be accessed from the main street. Entrances should be prominent and defined through architectural features, materials, and signage;
3. Design new buildings with materials that are consistent and proportional to quality and enduring building material found within the area;

4. When choosing materials and selecting colours, choose a colour palate that is compatible with existing buildings in the neighbourhood;

**City of Windsor Intensification Guidelines**

**2. STABLE & MATURE NEIGHBOURHOODS**

**2.2 General Guidelines for all Development**

**2.2.1 Site Orientation**

The objectives of the Urban Design Guidelines in directing the relationship of the building to lot lines are to:

• Maintain consistent spacing between dwellings; and,

• Allow a measure of privacy between neighbours by providing space for light and landscaping.

1. Consider building placement and siting on a property in relation to the street and the property's neighbours to reinforce the positive characteristics of the existing streetscape.

2. Ensure the scale of Low Profile buildings is compatible and sensitively integrated with residential buildings in the immediate vicinity in terms of building mass, height, setbacks, orientation, privacy, landscaping, shadow casting, accessibility, and visual impact.

3. Locate dwellings close to the street edge to frame the streetscapes, however, this will depend on the setbacks to houses on either side of the site.

**2.2.3 Access & Parking**

Garages and driveways should be located and sized based on the established pattern of the neighbourhood. The objectives of the Urban Design Guidelines in directing the location and width of garages and driveways are to:

• Prioritize the location of a garage off an open and travelled alley;

• Ensure that garage doors do not dominate the front facade of the house;

• Minimize the garage and driveway presence on the streetscape;

• Direct parking to the side or rear of a building to ensure the front yard can be landscaped; and,

• Maintain a consistent garage type and driveway width along the street.

1. Place garages behind the front wall of the dwelling or at the side or rear of the lot, unless the predominant location of the garage on other houses on the streetscape are at the front of the house or not at the side or rear.

2. Townhouses should be serviced with access to the garage or parking from the rear of the unit. The front yard is best fully landscaped, with a single width driveway leading to the parking or garage area at the rear.

3. Ensure rear lane accessed garages are complementary in design and building material with the principal dwelling.

4. Where there is no option for rear access parking, the garage on the front face of the dwelling unit should not dominate the streetscape.

5. Set back detached garages from the main front wall of the dwelling. Ensure detached garages are similar in material and architectural character to the dwelling.

6. Ensure front-facing garages attached to the main dwelling do not occupy more than 50% of the building's width. For semi-detached, duplex, and townhouse units, pair garages to allow for more substantial front yard green space

7. Locate and space driveways to reinforce the rhythm along a street and to allow for street trees to be planted in the boulevard.

8. Ensure the garage door does not protrude beyond the front wall of the townhouse. Building design should include elements to reduce the dominance of the garage doors by, for example:

a. Single car garages only (2.7 m door width);

b. Including a habitable room over the garage;

c. Articulating the front door with a porch; and,
d. Integrating the design of the roof over the garage with that of the townhouse units.

9. Parking for detached, semi-detached, and townhouse dwellings is only permitted in the front or exterior side yard and only on a driveway or a parking pad.

**2.2.5 Materials**

The objectives of the Urban Design Guidelines for renovations, additions, and new construction are to:

• Ensure high quality materials are used;
• Preserve the variety of design, colour and building materials within a range that enhances the character of the neighbourhood; and,
• Ensure that while buildings will inevitably change over time, they will maintain the cohesive visual character of the street.

1. Ensure building materials reflect and complement the existing materials in the area and are high quality, durable, and easily maintained
2. Ensure the materials selected are consistent for a building's facade and any walls that are publicly visible.
3. Recommended building materials include brick masonry, stone masonry, wood, or stucco; one or two of these materials should be selected as base materials and may be complemented by a wider range of accent materials.

5. Ensure material changes on exposed elevations occur at transition points, such as a change of plane.
6. Ensure rear and side walls exposed to public view are of a similar composition to the front wall.
7. Colour should be selected from the heritage palette. In most cases the predominant colours throughout the City's historic neighbourhoods are subdued. The preferred colours are those within a traditional palette.

## 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-203 or AS-204].

2. **Sewer Connections** – All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.
    - Modify drawings to main lines and PDC connections to Standard Specifications S-1
    - All PDC connection to be perpendicular to the main line

**Special Provisions (to be included in Subdivision Agreement)**

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

**Plan of Subdivision Agreement** - The applicant enter into an agreement with the City of Windsor for all requirements under the General Provisions of the Plan of Subdivision Agreement for the Engineering Department.

**Corner Cut-Off** – The owner(s) agrees, prior to the issuance of a construction permit, to gratuitously convey a 4.6 m x 4.6 m (15' x 15') corner cut-off at the intersection of St. Luke Rd and Richmond St in accordance with City of Windsor Standard Drawing AS-230.

**Offsite Improvements** - The owner agrees to fully construct all future municipal right-of-ways, include, but not limited to: pavements, curbs and gutters, utilities and the necessary drainage facilities, according to City of Windsor standard specification for the following road designations. Local Residential Roads: complete with 20.1 metre right-of-ways. Pavements to be twenty-eight (28) feet (8.6 metres) in width. Prior to issuance of the Enhanced Permit the following will be required:

a. A detailed cost estimate for the Offsite Improvements, supported by preliminary design drawings prepared by an Engineer licensed in the Province of Ontario
b. Approval by the Manager of Risk Management of all necessary securities and insurance
c. Engineering Development Review fee in accordance with the current City of Windsor User Fee Schedule
d. The following special provisions are to be included in the Site Plan Control Agreement:
    1. List any special provisions outside the General Provisions

If you have any further questions or concerns, please contact Dan Perissinotti, of this department at dperissinotti@citywindsor.ca




Figure 2c – Elevations

The elevations are conceptual in order to show how the Site can be developed.

The proposed dwellings will be 2 storeys in height with basements.

The proposed dwellings will include parking on private driveways and garages.

Access to the development will be from Richmond Street and will be at a “T” intersection with a “Stop” control on the access road.

Street A will be built to municipal standards as an open public roadway.

There will be a road reserve provided (Blocks 28, 29, 30).

Full municipal services are provided, including storm, water and sanitary.

The stormwater pond will be located at the corner of Richmond Street and Street A and will be 1.637.23 m2 in size.

The proposed development will include sidewalks, street lights, etc.

The development is anticipated to be completed in 2027.

## 3.3 Public Consultation Strategy

In addition to the statutory public meeting, the *Planning Act* requires that the Applicant submit a proposed strategy for public consultation with respect to an application as part of the complete application requirements.

As part of a public consultation strategy, three (3) open houses were held with surrounding property owners.

The open houses provided neighbours with opportunities to review and comment on the proposed development.

The first was a virtual public open house held on December 8, 2022, and included the preliminary concept plan. The notice stated the following:

*It is proposed to construct a mixed-use development (commercial and residential). A preliminary concept plan has been prepared, which illustrates one 7 storey combined use building (commercial space on the main floor and 96 residential units above), three 5 storey multiple dwellings (132 residential units), and eight townhouse dwellings (48 residential units). A total of 276 residential units are proposed. The tenure will be freehold (condominium and ownership). Parking for 261 spaces is proposed to be located on-site, including barrier-free and visitor parking spaces. Access will be from Walker Road, Richmond Street, and St. Luke Road.*

A total of 250 notices were sent, which represents all properties within a 120 m radius of the Site. In addition to City of Windsor Staff and the Applicants Team, a total of 1 person attended.

A second virtual public open house was held on December 13, 2023, and included a revised concept plan. The notice stated the following:

*It is proposed to construct a mixed use development consisting of commercial and residential uses. Three multiple dwellings / combined-use buildings containing 7 storeys with a total of 285 dwelling units (95 units per building) and 1,200 m2 of commercial gross floor area with a total of 412 parking spaces (including 12 accessible parking spaces) and 3 loading spaces and 30 semi-detached dwellings containing two storeys (60 dwelling units total). Vehicular access for the multiple dwellings is via one access area to Walker Road and one access area to Richmond Street. A new road for 20 semi-detached dwellings is shown on the conceptual plan. The remaining 10 semi-detached dwellings front on St. Luke Road.*

A total of 256 notices were sent, which represents all properties within a 120 m radius of the Site. In addition to City of Windsor Staff and the Applicants Team, a total of 1 person registered, but no one attended.

A third open house was held on February 4, 2025, and provided the current concept plan. This open house was a hybrid meeting via Zoom and at the Willistead Manor (Dining Room), 1899 Niagara St, Windsor, ON. The notice stated the following:

*The Applicant intends to develop the subject lands for residential. The development will include 52 semi-detached dwelling units, 18 townhome dwelling units, a stormwater facility, and 1 new internal roadway. A total of 70 residential dwelling units are proposed.*

A total of 509 notices were sent, which represent all properties within a 200 m radius of the Site. In addition to City of Windsor Staff, Ward Councillors and the Applicants Team, a total of 5 people attended in person and 3 online.

The following is a summary of the comments and responses provided at the time of all the open houses.

| Topic | Comments Dec 8/22 | Comments Dec 13/23 | Comments Feb 4/25 | Responses |
|---|---|---|---|---|
| Design | Maybe higher density should be located in the middle of the proposed development | | | Noted. |
| Driveways | Make sure driveways line up. | | | Noted. |
| Traffic | | | Concern with the entrance at St Luke.<br><br>More stop signs are needed.<br><br>There are kids in the area.<br><br>There is a bus stop close by.<br><br>How will the Walker Rd project impact this Site? | A TIS will be prepared.<br><br>The Walker Rd project will offer improvements. |
| Infrastructure | | | Are services big enough?<br><br>How will this development be serviced? | An FSR will be prepared. |
| Tenure | | | Condo vs rental? | Units will be individually owned. |
| Road | | | What is the width? | TBD |
| Construction | | | There will be disruptions.<br><br>How to complain? | Residents can call City 311. |

| Topic | Comments Dec 8/22 | Comments Dec 13/23 | Comments Feb 4/25 | Responses |
|---|---|---|---|---|
| Vision | | | There is overall support with the vision of the proposed development. | Noted. |
| Heritage | | | We need to respect the heritage of the area. | A UDS will be prepared. |
| Safety | | | There is a homelessness issue in this area.<br><br>There is theft now.<br><br>People steal recycling bins. | The proposed development will not impact safety in any negative way. |

**Committee Matters:** SCM 334/2026

**Subject: Closure of the east/west alley located east of Oak Street, south of Wyandotte Street West and west of Crawford Avenue, SAA-7163, Ward 3**

Moved by: Councillor Angelo Marignani
Seconded by: Councillor Fred Francis

Decision Number: **DHSC 879**

I. THAT the 4.27 metre-wide east/west alley, located east of Oak Street, south of Wyandotte Street West and west of Crawford Avenue, and shown on Drawing No. CC-1852 (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** to the abutting property owners, 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. Enbridge Gas Inc. to accommodate existing Natural Gas infrastructure;

iii. ENWIN Utilities Ltd. to accommodate existing aerial infrastructure;

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

III. THAT Conveyance Cost **BE SET** as follows:

a. For alley portions conveyed to abutting lands zoned CD2.2, $20.00 per square foot without easements, plus HST if applicable, together with a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor, and $10.00 per square foot with easements, plus HST if applicable, together with a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor.

b. For alley portions conveyed to abutting lands zoned MD1.2, $12.00 per square foot without easements, plus HST if applicable, together with a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor, and $6.00 per square foot with easements, plus HST if applicable, together with a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor.

IV. THAT The City Solicitor **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1852.

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 sign 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, and that the City Solicitor be authorized to execute all standard real estate documents in accordance with By-law 366-2003.

Carried.

Report Number: S 103/2026
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 11.1 from the Development & Heritage Standing Committee held on November 2, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20261103/-1/11661

## Subject: Closure of the east/west alley located east of Oak Street, south of Wyandotte Street West and west of Crawford Avenue, SAA-7163, Ward 9

### Reference:

Date to Council: November 2, 2026
Author: Deborah Yankovic
Coordinator of Streets and Alleys
(519) 255-6100 x 6855
dyankovic@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 4.27 metre-wide east/west alley, located east of Oak Street, south of Wyandotte Street West and west of Crawford Avenue, and shown on Drawing No. CC-1852 (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** to the abutting property owners, 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. Enbridge Gas Inc. to accommodate existing Natural Gas infrastructure;
iii. ENWIN Utilities Ltd. to accommodate existing aerial infrastructure;
iv. Managed Network System Inc. ("MNSi") to accommodate existing aerial infrastructure.

III. THAT Conveyance Cost **BE SET** as follows:

a. For alley portions conveyed to abutting lands zoned CD2.2, $20.00 per square foot without easements, plus HST if applicable, together with a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor, and $10.00 per square foot with easements, plus

HST if applicable, together with a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor.

b. For alley portions conveyed to abutting lands zoned MD1.2, $12.00 per square foot without easements, plus HST if applicable, together with a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor, and $6.00 per square foot with easements, plus HST if applicable, together with a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor.

IV. THAT The City Solicitor **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1852.

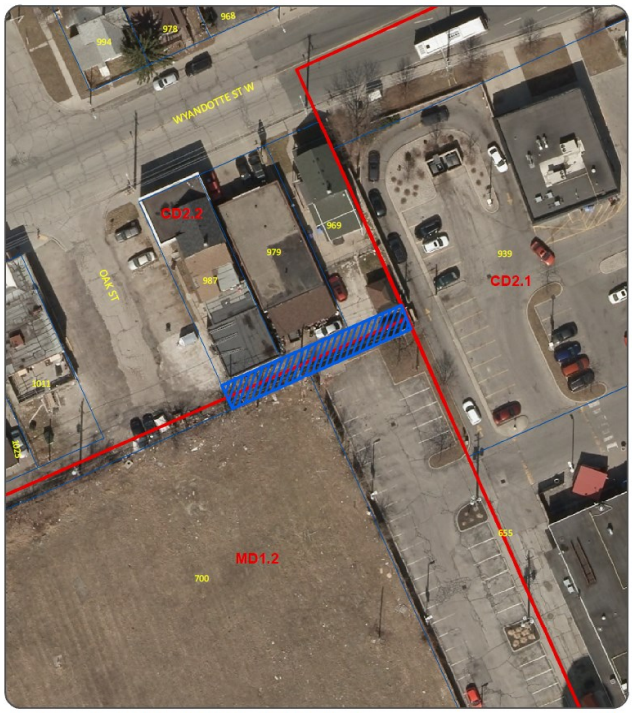
V. THAT The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

VI. THAT The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign 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, and that the City Solicitor be authorized to execute all standard real estate documents in accordance with By-law 366-2003.

**Executive Summary:**

N/A




STREET & ALLEY CLOSING (SAA/7163) 1:500

APPLICANT : THI BICH LIEN TRAM

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: JUNE, 2024

## Background:

The applicant, Thi Bich Lien Tram, owner of the property known municipally as 969 Wyandotte Street West (the "Subject Property"), applied to close the 4.27 metre-wide east/west alley, located east of Oak Street, south of Wyandotte Street West and west of Crawford Avenue, and shown on Drawing No. CC-1852 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 security reasons by prohibiting unlawful use and improve the safety at their own property.

The Subject Alley is unmaintained and composed primarily of grass and gravel. The Subject Alley contains underground Natural Gas lines, aerial hydro and utility lines/utility poles with guy wires and anchors. The Subject Alley has been encroached on over the years by abutting properties with debris and vehicles. There are no Encroachment Agreements on record for the use of the alley.

The Subject Alley was established by Registered Plan of Subdivision No. 404, registered on November 29, 1892.

## Discussion:

### Administration's analysis of the requested alley closures

The first test is to determine whether the subject alley is dispensable. To make such determination the guideline attached herein as Appendix "E" would be relevant as shown below:

a. *Does the subject alley serve commercial properties*?

The answer is **YES**. The alley serves numerous commercial properties.

b. *Does the subject alley serve properties fronting on heavily traveled streets i.e. major arterial routes?*

The answer is **YES**. The alley serves numerous properties fronting on Wyandotte Street West.

c. *Does the subject alley contain sewers, and must the alley remain accessible for servicing?*

The answer is **NO.**

d. *Does the subject alley 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?*

The answer is **NO.**

e. *Does the subject alley contain Fire Department connections that are deemed to be necessary for firefighting access?*

The answer is **NO.**

Based on the above, Administration deems the alley to be indispensable by CR146/2005, as it serves commercial properties fronting on a heavily travelled street.

Alleys serving commercial properties on heavily traveled streets are necessary for fire fighting access, therefore Development and Right-of-Way recommended that this application be circulated to Windsor Fire and Rescue Services for comments. Windsor Fire and Rescue Services has confirmed that it has no issue with the closure of the Subject Alley. Development and Right-of-Way has no concerns if the alley is closed subject to the easements and the above comment.

The Planning Department raised concerns that the alley may service 979 Wyandotte Street West, as an extension of its auto repair shop, however the property owner has confirmed their agreement to close the Subject Alley in order to secure their rear property in an attempt to address ongoing issues with trespassing and theft.

The Subject Alley does provide rear access to both 969 and 979 Wyandotte Street West, however both properties have the capacity for front yard parking accessed from Wyandotte Street West.

The property at 987-993 Wyandotte Street West has side yard parking available off Oak Street.

Notwithstanding the Subject Alley being deemed indispensable, Administration is recommending that it be closed and conveyed to the abutting owners for the following reasons:

- The aforesaid factors that deem the Subject Alley indispensable stem from location to a major arterial route, vehicular means of access to parking, and fire department access.
- The owners of both 969 Wyandotte Street West and 979 Wyandotte Street West have access to front parking on Wyandotte Street West and do not require the Subject Alley for parking or access. The property owner at 993 and 987 Wyandotte East has side yard parking available on Oak Street.
- All abutting owners have consented to closure of the Subject Alley.

It is our recommendation that upon closure, the abutting property owners be given the chance to acquire the Subject Alley in the manner described in the Recommendation section herein, which is 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 CD2.2 is $20.00 per square foot without easements, plus HST if applicable, together with a proportionate share of the reference plan costs, and $10.00 per square foot with easements, plus HST if applicable, together with a proportionate share of the reference plan costs.

The rate for an alley conveyed to abutting lands zoned MD1.2 is $12.00 per square foot without easements, plus HST if applicable, together with a proportionate share of the reference plan costs, and $6.00 per square foot with easements, plus HST if applicable, together with a proportionate share of the reference plan costs.

The survey cost is estimated at $5,750 plus HST, and will be charged to chartfield 001 2950 5144 02942 0125230 (Legal-Admin). There is sufficient funding available to cover the cost of the survey.

Should Council approve the recommendation, proceeds from recoveries charged to the applicant will be deposited to chartfield 160-6940-5010-02942-0229611 (Unclassified Revenue). There will also be a cost of $83.45 for registration of the closing By-law, plus $83.45 per document for registration of the four easements for a total of $417.25, plus applicable HST, associated with registration of the closing By-law and easements to be charged to Chartfield 001-2950-5144-02942-0125230.

## 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 September 10, 2024, with one objection being received as of the date of writing this report. Since the date of the objection, this owner has since remitted correspondence indicating it is in favour of closure. There are no further objections to this 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.

Kristen Karam, Financial Planning Administrator, was consulted on the financial matters associated with this report.

Kate Tracey, Deputy City Solicitor, 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., Enbridge Gas Inc., ENWIN Utilities Ltd., and MNSi.

Should the recommendation be approved, the Subject Alley will be closed and conveyed to the abutting property owners in accordance with the terms herein.

## Planning Act Matters:

N/A

## Approvals:

| Name | Title |
|---|---|
| Deborah Yankovic | Coordinator of Streets & Alleys |
| 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 |

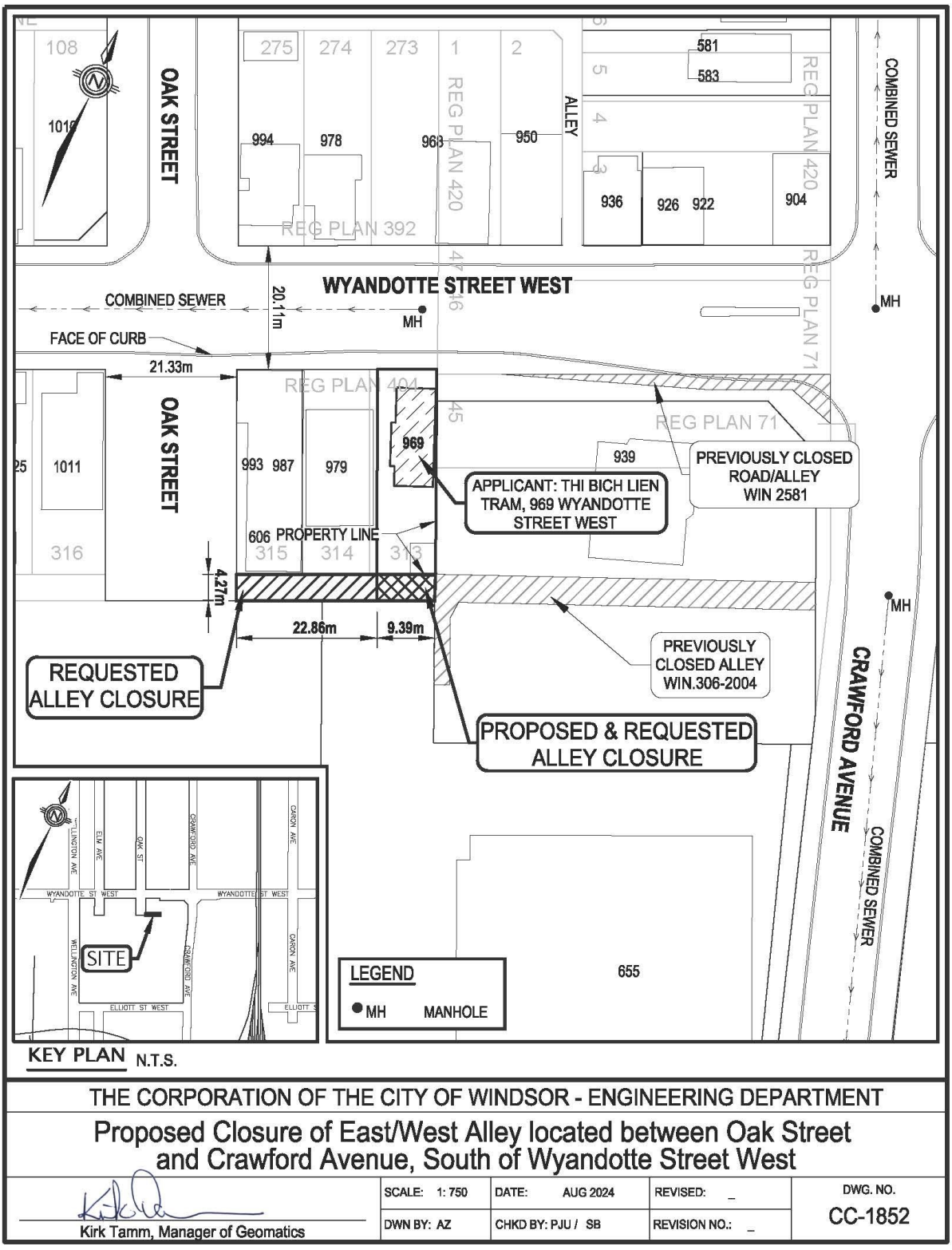
## Notifications:

The Legal Department provided the Clerks Department with mailing labels for Notice of Development & Heritage Standing Committee on October 20, 2026.

## Appendices:

1 Appendix A - Drawing No. CC-1852
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-1852



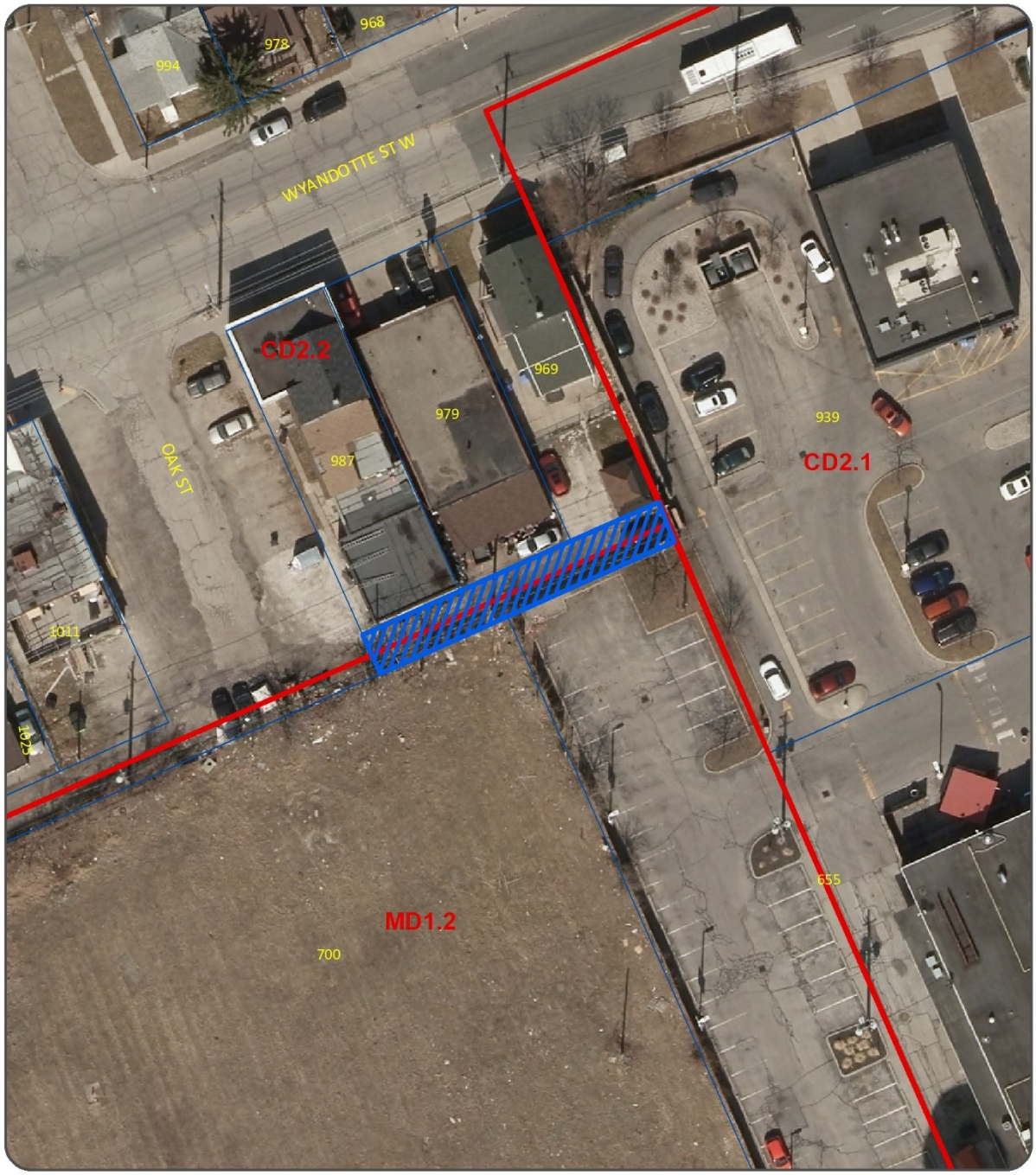

THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT

Proposed Closure of East/West Alley located between Oak Street and Crawford Avenue, South of Wyandotte Street West

Kirk Tamm, Manager of Geomatics

| SCALE: 1: 750 | DATE: AUG 2024 | REVISED: _ | DWG. NO. |
|---|---|---|---|
| DWN BY: AZ | CHKD BY: PJU / SB | REVISION NO.: _ | CC-1852 |

# APPENDIX "B"
## Aerial Photo




STREET & ALLEY CLOSING (SAA/7163)

1:500

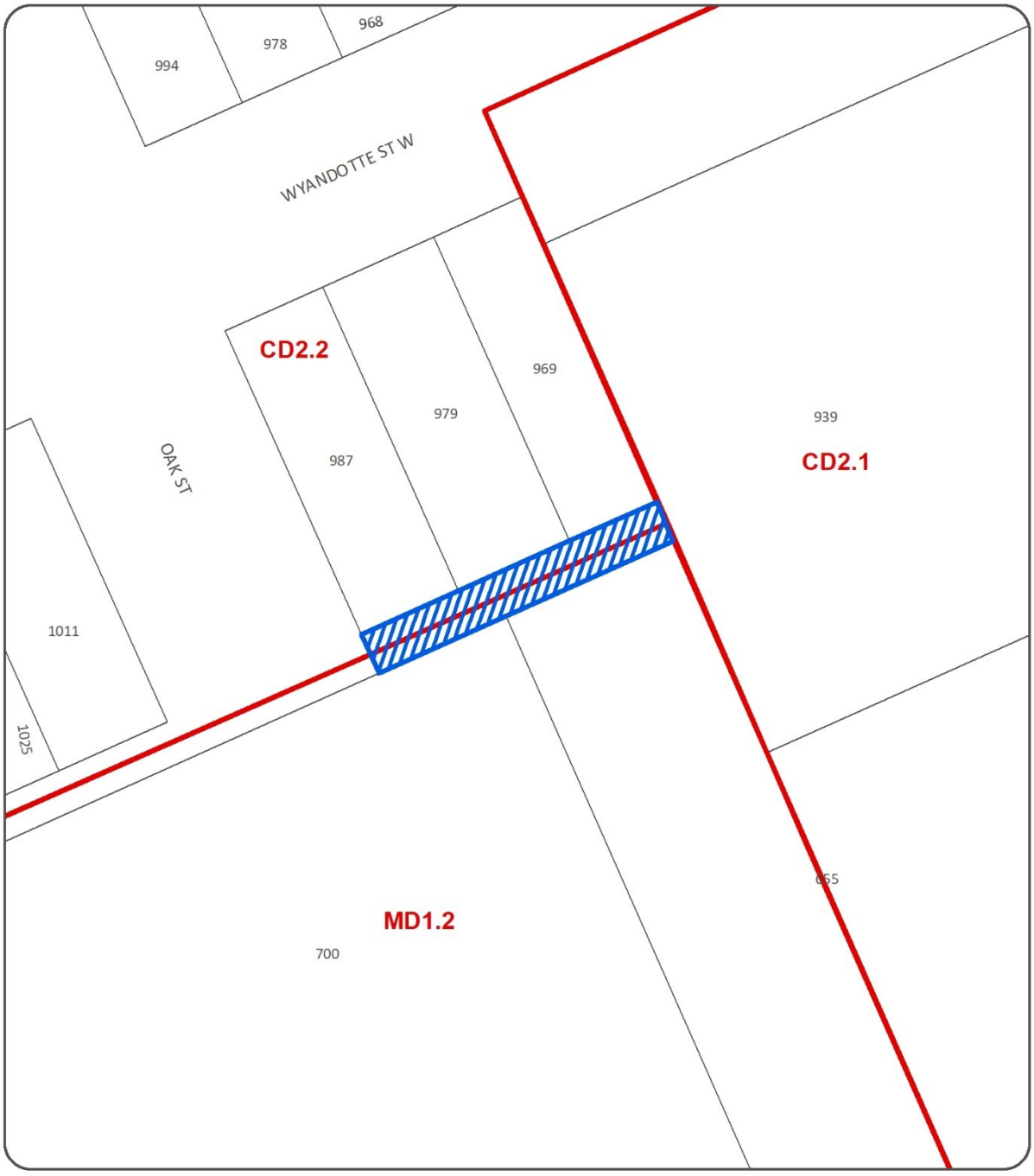
APPLICANT : THI BICH LIEN TRAM

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: JUNE, 2024

# APPENDIX "B"
## EIS Drawing




STREET & ALLEY CLOSING (SAA/7163)

1:500

APPLICANT : THI BICH LIEN TRAM

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: JUNE, 2024

# APPENDIX "C"
## Consultations with Municipal Departments and Utility Companies

### BELL CANADA

No comments provided

### COGECO CONNEXION INC.

Cogeco is attached to Enwin/Bell poles and will need an easement through this closure.

**[Daniel Haggins - Lead OSP Engineering Windsor and Essex]**

### ENBRIDGE GAS

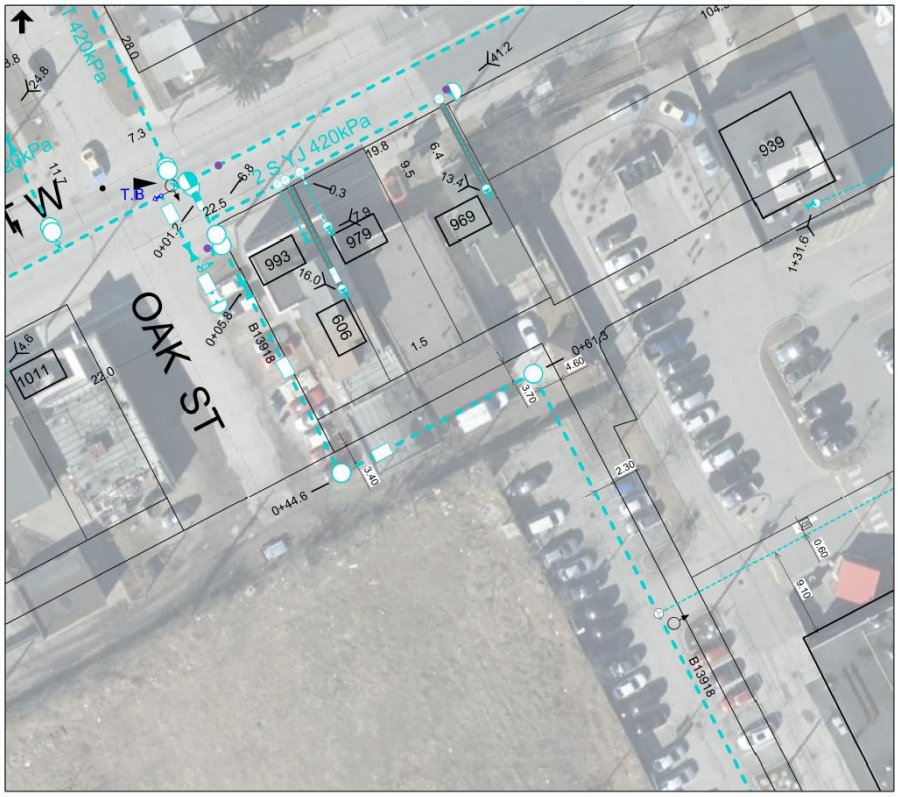
After reviewing the provided drawing at 969 – 993 Wyandotte St W and consulting our mapping system, please note that Enbridge Gas has active infrastructure in the proposed area. A PDF drawing has been attached for reference.

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 of 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 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.




**[Joe Dellosa EIT, Drafter, Estimator]**

## ENGINEERING (DEVELOPMENT & ROW)

The proposed closure is approx. 4.27 m wide and 32.4 m long and is made of grass and gravel.

There are no sewers in the alley.

There are hydro poles, guy wires, and overhead wires located within the alley; an easement would be required for utilities.

The alley entrance is blocked due to an encroaching fence and multiple parked vehicles and debris.

The alley appears to be indispensable by CR146/2005; since it serves properties fronting on a heavily travelled street. The alley provides access to 969 and 979 Wyandotte St W. Alleys serving commercial properties on heavily traveled streets are necessary for fire fighting access.

This application should be circulated to Windsor Fire and Rescue Services for comments.

The subject alley is deemed indispensable by CR 146/2005; however, Development has no concerns if the alley is closed subject to the easements and the conditions noted above.

**[Adam Yacoub – Development Engineering Co-op Student]**

**ENGINEERING (OPERATIONS)**

No comments provided

**ENVIRONMENTAL SERVICES**

No concerns from Environmental Services.

**[Anne-Marie Albidone - Manager, Environmental Services]**

**ENWIN UTILITIES LTD. (HYDRO)**

If no open alley exists, we will require a minimum 10 ft wide easement (5 ft each side of the pole line) to accommodate the existing overhead plant.

**[Anwar Nagar – Senior Hydro Engineering Technologist]**

**ENWIN UTILITIES LTD. (WATER)**

ENWIN Water has no objections.

**[Bruce Ogg - Water Project Review Officer]**

**FINANCIAL PLANNING**

No concerns. There is sufficient funding available to fund the cost of the survey and registration.

**[Kristen Karam, - Financial Planning Admin.]**

**LEGAL & REAL ESTATE SERVICES**

Alley abutting CD2.2 – Conveyance price of $20/square foot without easements and $10/square foot with easements.

Alley abutting MD1.2 – Conveyance price of $12/square foot without easements and $6/square foot with easements.

Conveyance price plus HST, if applicable. Deed and Survey costs in addition to conveyance price.

**[Stephanie Santos - Coordinator Real Estate Services]**

**MANAGED NETWORK SYSTEM INC. (MNSi)**

MNSi will require an Aerial Easement through the subject lands

**[Dave Hartleib - Outside Plant Manager]**

**PARKS**

No comments provided

**PLANNING (DEVELOPMENT)**

The requested closure is in an area zoned Commercial District 2.2 (CD2.2) and has a Mixed Use Corridor land use designation on Official Plan Schedule D – Land Use. The property at 969 Wyandotte St. W seems to be a legal non-conforming single unit dwelling (with an additional dwelling unit). The alley may service 979 Wyandotte Street West however parking for this property is also available from Wyandotte Street West. The alley may be the only vehicular means of access to parking at the rear of 969 Wyandotte Street West. The requested closure and subsequent purchase of the alley by adjacent owners may restrict access to this property and result in the property not having a parking space. 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**

Rogers has no plant or easement requirements at that location.

**[Ryan Figueiredo]**

**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**

Transportation Planning has no comments on the proposed alley closure.

**[Elara MehriLou - Transportation Planner I]**

**WINDSOR FIRE & RESCUE SERVICES**

No issue with fire

**[Michael Coste – Fire Prevention Officer]**

**WINDSOR POLICE**

The Windsor Police Service has no concerns or objections with this requested alley closure. In its current condition, the subject alley space is somewhat discreet and partially obscured from open view. Closure would therefore help allow for the removal of the space to potentially facilitate unlawful access and behaviour. Closure will also not inhibit our ability to provide emergency police response or other service delivery duties to any of the abutting property owners.

**[Barry Horrobin, Director of Planning & Physical Resources]**

# APPENDIX “D”
## Site Photos (June 26, 2026)



Figure 1 – View of alley entrance facing east from rear of 606 Oak Street



Figure 2 – View of alley entrance facing east from Oak Street



Figure 3 – View of entire Subject Alley illustrating numerous encroachments

# 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. 8.4**

**Committee Matters:** SCM 335/2026

**Subject: Closure of the east/west alley located north of Grand Marais Road West, east of Everts Avenue and west of Curry Avenue, SAA-7363, Ward 10**

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

Decision Number: **DHSC 880**

I. THAT the 4.27 metre-wide east/west alley, located north of Grand Marais Road West, east of Everts Avenue and west of Curry Avenue, and shown on Drawing No. CC-1881 (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** to the abutting property owners, 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 existing overhead hydro distribution pole lines;

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

III. THAT the Conveyance Cost **BE SET** as follows:

   a. For alley conveyed to abutting lands zoned RD1.4, $1.00 plus HST, together with deed preparation fee and a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor.

   b. For alley conveyed to abutting lands zoned CD1.1, $20 per square foot ($215.28 per $m^2$) without easements, plus HST, together with a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor, and $10 per square foot ($107.64 per $m^2$) with easements, plus HST, together with a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor.

IV. THAT the City Solicitor **BE DIRECTED** to prepare the necessary by-law(s).

V. 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.

VI. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003 and that the City Solicitor be authorized to execute all standard real estate documents in accordance with By-law 366-2003.

Carried.

Report Number: S 109/2026
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 November 2, 2026.

3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20261103/-1/11661

## Subject: Closure of the east/west alley located north of Grand Marais Road West, east of Everts Avenue and west of Curry Avenue, SAA-7363, Ward 10

### Reference:

Date to Council: November 2, 2026
Author: Deborah Yankovic
Coordinator of Streets and Alleys
(519) 255-6100 x 6855
dyankovic@citywindsor.ca
Real Estate Services
Report Date: 10/14/2026
Clerk's File #: SAA2026

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

### Recommendation:

I. THAT the 4.27 metre-wide east/west alley, located north of Grand Marais Road West, east of Everts Avenue and west of Curry Avenue, and shown on Drawing No. CC-1881 (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** to the abutting property owners, 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 existing overhead hydro distribution pole lines;
ii. Managed Network System Inc. (MNSi) to accommodate existing aerial infrastructure.

III. THAT the Conveyance Cost **BE SET** as follows:

a. For alley conveyed to abutting lands zoned RD1.4, $1.00 plus HST, together with deed preparation fee and a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor.

b. For alley conveyed to abutting lands zoned CD1.1, $20 per square foot ($215.28 per $m^2$) without easements, plus HST, together with a proportionate share of the survey costs as invoiced to the City by an

Ontario Land Surveyor, and $10 per square foot ($107.64 per $m^2$) with easements, plus HST, together with a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor.

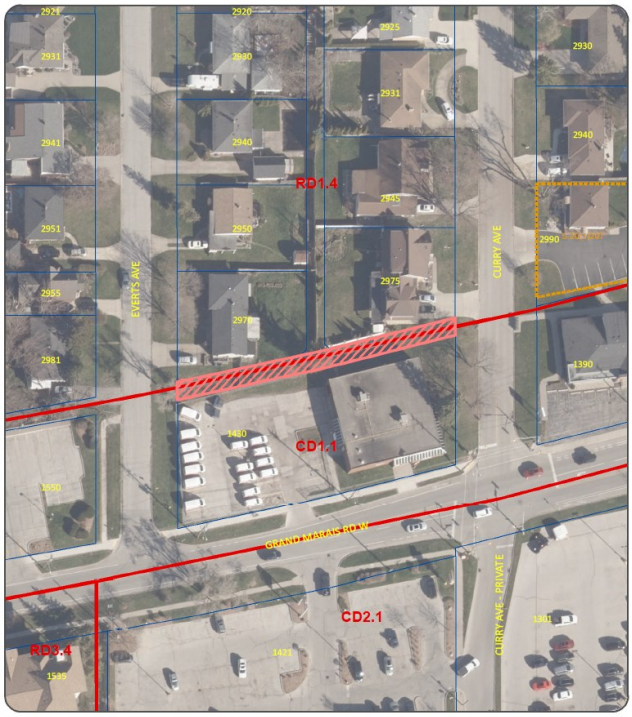
IV. THAT the City Solicitor **BE DIRECTED** to prepare the necessary by-law(s).

V. 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.

VI. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003 and that the City Solicitor be authorized to execute all standard real estate documents in accordance with By-law 366-2003.

## Executive Summary:

N/A




## Background:

The applicant, 1001381411 Ontario Inc., owner of the property municipally known as 1430 Grand Marais Road West (the "**Subject Property**"), applied to close the 4.27 metre-wide east/west alley, located north of Grand Marais Road West, east of Everts Avenue and west of Curry Avenue (the "**Subject Alley**"), and shown on Drawing No. CC-1881 attached hereto as Appendix "A", and also shown on the aerial photo attached hereto as Appendix "B".

Development, Projects & Right-of-Way recommended that the applicant apply for closure the Subject Alley during Site Plan Control review, however closure of the Subject Alley is not a Site Plan Control condition. The applicant has completed stage two of Site Plan Control (SPC-2026-13).

The Subject Alley is unmaintained and composed primarily of grass and trees. The Subject Alley contains utility poles with guy wires and anchors supporting overhead hydro and utility lines. There is a catch basin within the easterly portion of the closure area. If the alley closure is approved, the catch basin will become the private property of the abutting owner who purchases that portion of alley and must be maintained in good working order to ensure continued drainage of the area.

The Subject Alley has been encroached on over the years by abutting properties with fences and gardens, however there are no Encroachment Agreements on record. The exact location of any encroachments will be determined through a survey of the Subject Alley as prepared by an Ontario Land Surveyor.

The Subject Alley was established by Registered Plan of Subdivision No. 1056, registered on September 6, 1922, and Registered Plan of Subdivision No. 1132, registered on August 2, 1924.

## 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 to be "dispensable with no current or anticipated purpose" and supports the application for closure.

Should the recommendation be approved, the abutting property owners will be given a chance to acquire the Subject Alley in the manner described in the above Recommendation.

## 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 RD1.4, is assessed at $1.00 plus HST, together with deed preparation fee and a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor.

The rate for an alley conveyed to abutting lands zoned CD1.1, is assessed at $20.00 per square foot ($215.28 per $m^2$) without easements, plus HST, together with a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor, and $10.00 per square foot ($107.64 per $m^2$) with easements, plus HST, together with a proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor.

The survey cost is estimated at $4,850, plus applicable HST. There will also be a cost of $83.45 for registration of the closing By-law, plus $83.45 per document for registration of the two easements for a total of $350.35, plus applicable HST, associated with registration of the closing By-law and easements. The survey and registration costs will be charged to chartfield 001 2950 5144 02942 0125230 (Legal-Admin). Sufficient funding is available to cover the registration and survey costs.

Should Council approve the recommendation, proceeds recoverable from the applicant 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 March 6, 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
Kate Tracey, Deputy City Solicitor

## Conclusion:

Administration recommends closure of the Subject Alley shown on attached Appendix "A", subject to easements in favour of ENWIN Utilities Ltd. and Managed Network System Inc. (MNSi).

Should the recommendation be approved, the Subject Alley will be closed and conveyed to the abutting property owners in accordance with the terms herein.

## Planning Act Matters:

N/A

## Approvals:

| Name | Title |
|---|---|
| Deborah Yankovic | Coordinator of Streets and Alleys |
| 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 |

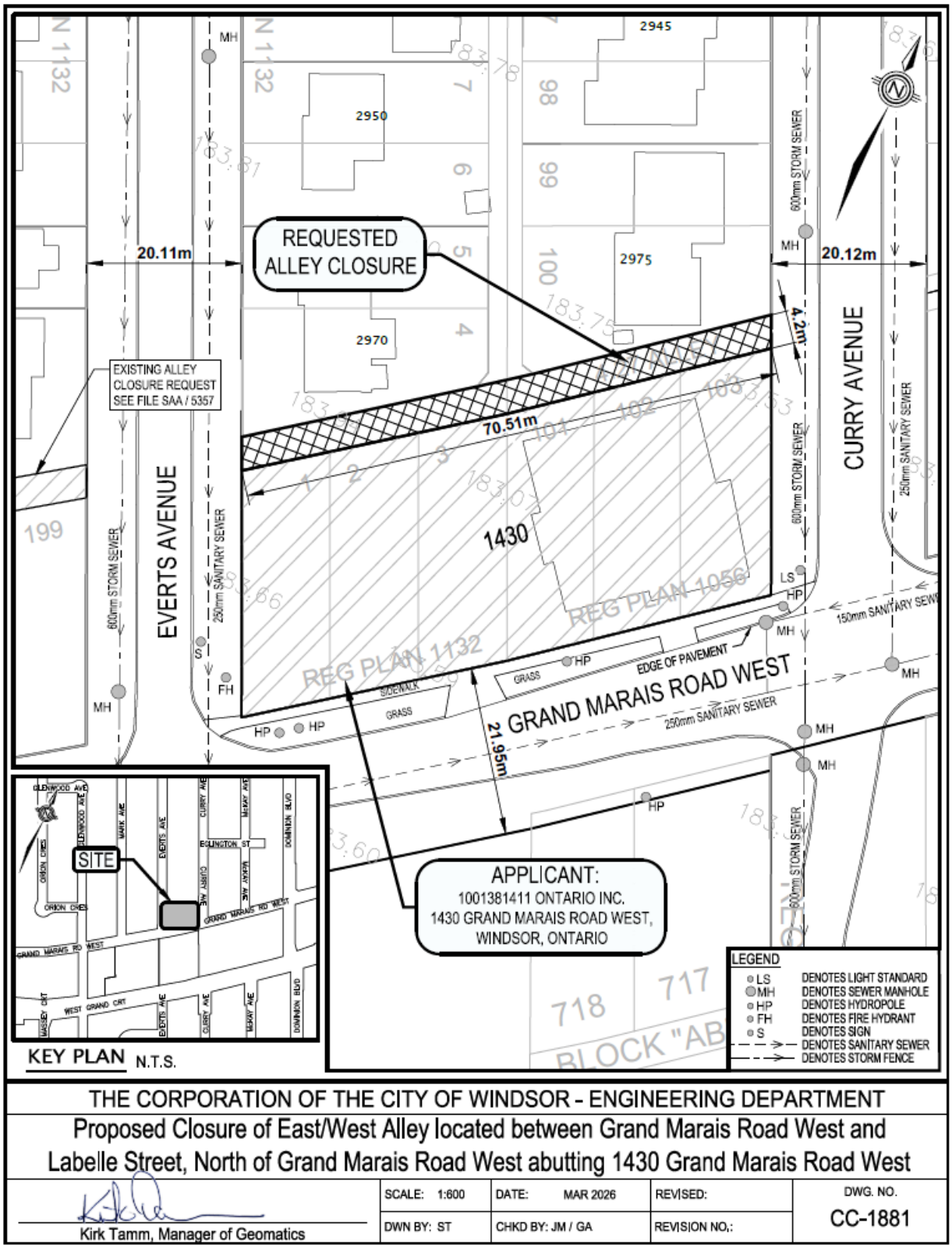
## Notifications:

The Legal Department provided the Clerks Department with mailing labels for Notice of Development & Heritage Standing Committee on October 20, 2026.

**Appendices:**

1 Appendix A - Drawing No. CC-1881
2 Appendix B - EIS Drawing - Aerial Photo
3 Appendix C - Consultations with Municipal Departments and Utility Companies
4 Appendix D - Site Photos (September 23, 2026)
5 Appendix E - Criteria for Evaluation Applications to Close a Street or Alley

# APPENDIX "A"
## Drawing No. CC-1881

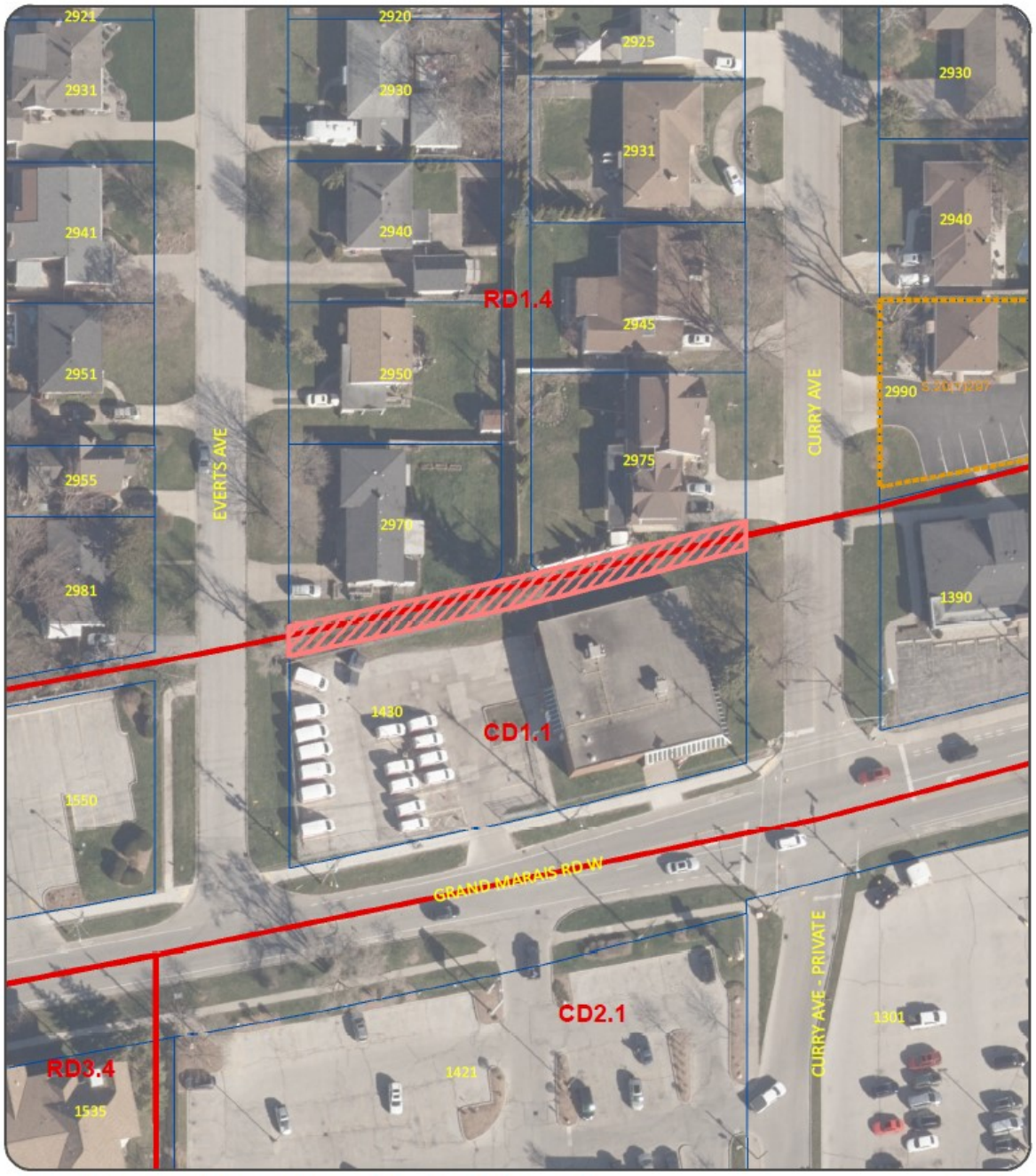



THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT

Proposed Closure of East/West Alley located between Grand Marais Road West and Labelle Street, North of Grand Marais Road West abutting 1430 Grand Marais Road West

| | | | | |
|---|---|---|---|---|
| Kirk Tamm, Manager of Geomatics | SCALE: 1:600 | DATE: MAR 2026 | REVISED: | DWG. NO. CC-1881 |
| | DWN BY: ST | CHKD BY: JM / GA | REVISION NO,: | |

# APPENDIX "B"
## EIS Drawing - Aerial Photo




STREET & ALLEY CLOSING (SAA/7363)

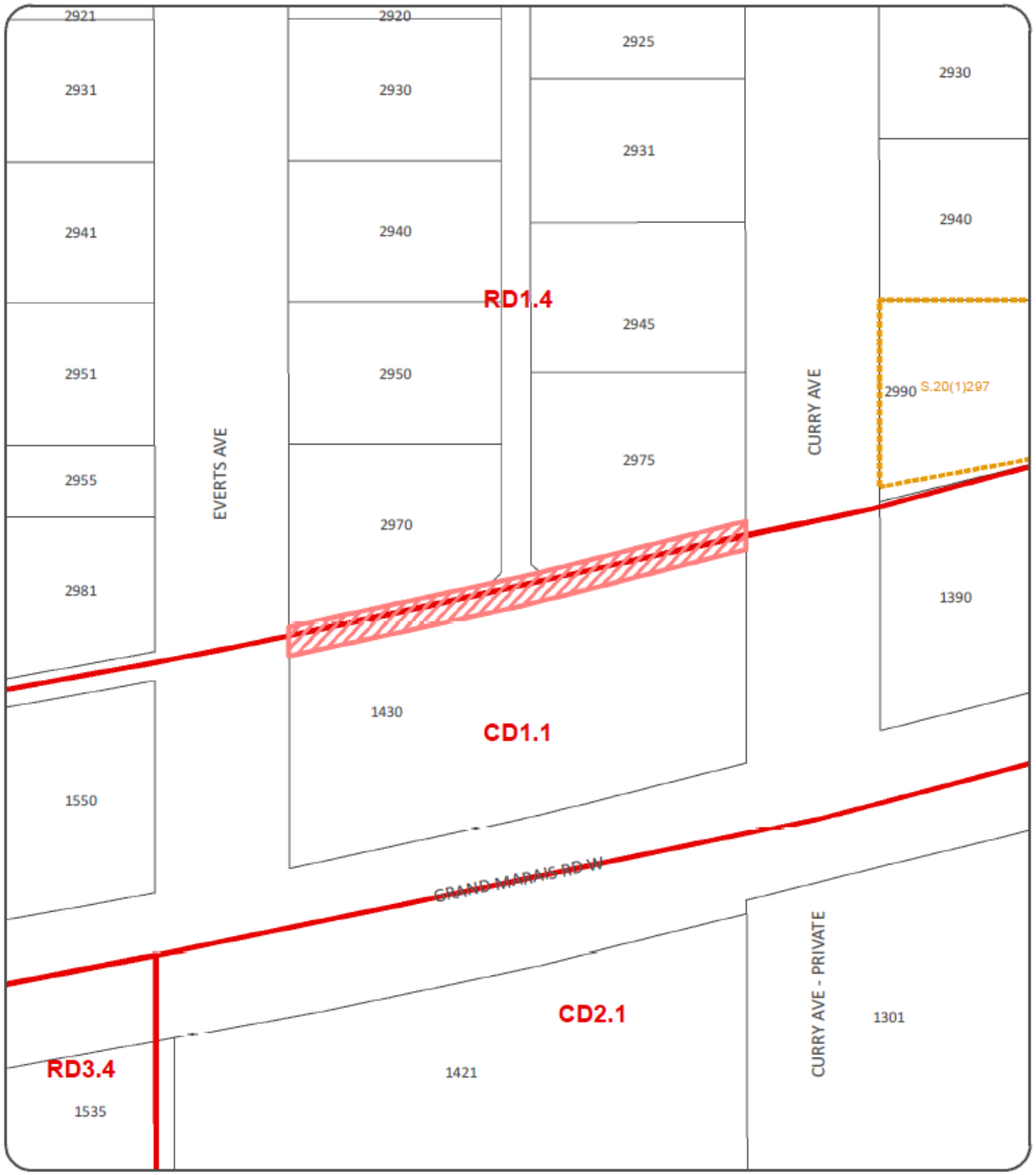
1:750

APPLICANT : 1001381411 ONTARIO INC.

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: MARCH, 2026




STREET & ALLEY CLOSING (SAA/7363)

1:750

APPLICANT : 1001381411 ONTARIO INC.

REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: MARCH, 2026

# APPENDIX "C"

## Consultations with Municipal Departments and Utility Companies

### BELL CANADA

No comments provided

### COGECO CONNEXION INC.

Cogeco does not require an easement at this address

**[Mike Weingust – Network Delivery Specialist]**

### ENBRIDGE GAS INC.

No comments provided

### ENGINEERING (DEVELOPMENT & ROW)

- The proposed untravelled E/W alley closure is approximately 14 feet (4.3m) wide and 231 feet 3 inches (70.6m) long and made of grass.
- There are no mainline sewers or manholes in the alley. There is a catchbasin within the closure area. If the alley is closed, the catchbasin will become private property and must be maintained in good working order by the property owner to ensure continued drainage of the area.
- There is a hydro pole, guy wires, and overhead wires located throughout the alley; an easement would be required for utilities.
- There is no garage access in the alley.
- 2970 Everts Ave has fence encroachments along alley, 2975 Curry Ave has a fence and garden bed encroachments along alley.
- This 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 for the alley closure and 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. However, an easement named to ENWIN Utilities Ltd. is required for the whole width and length of the existing east-west alley to accommodate the existing overhead ENWIN hydro distribution pole line running north-south.

**[Nillavon Balachandran – Hydro Engineering Technologist]**

**ENWIN UTILITIES LTD. (WATER)**

ENWIN Water has no objections.

**[Bruce Ogg - Water Project Review Officer]**

**FINANCIAL PLANNING**

No concerns. Sufficient funding is available to cover the registration and survey costs.

**[Kristen Karam, - Financial Planning Admin.]**

**LEGAL & REAL ESTATE SERVICES**

For alleys abutting lands zoned RD1.4, $1.00 plus deed preparation plus proportionate share survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

For alleys abutting lands zoned CD1.1, $20.00 per sq ft ($215.28 per $m^2$) without easements and $10.00 per sq ft ($107.64 per $m^2$) with easements, plus proportionate share of 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 closure.

**[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 part Commercial District 1.1 and part Residential District 1.4 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. 1430 Grand Marais Rd W has completed stage two of Site Plan Control (SPC-2026-13). Alley closure is not a condition of SPC.

**[Conner O'Rourke – 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 – CAD Technician, 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 (September 23, 2026)



**Figure 1** – East facing alley from Everts Avenue



**Figure 2** – East facing alley from Everts Avenue



**Figure 3** – East facing alley from Applicant's property at 1430 Grand Marais Rd West



**Figure 4** – East facing alley from parking lot at 1430 Grand Marais Rd West



**Figure 5** –West facing alley from Curry Avenue



**Figure 6** –West facing alley between 2975 Curry and 1430 Grand Marais Rd West

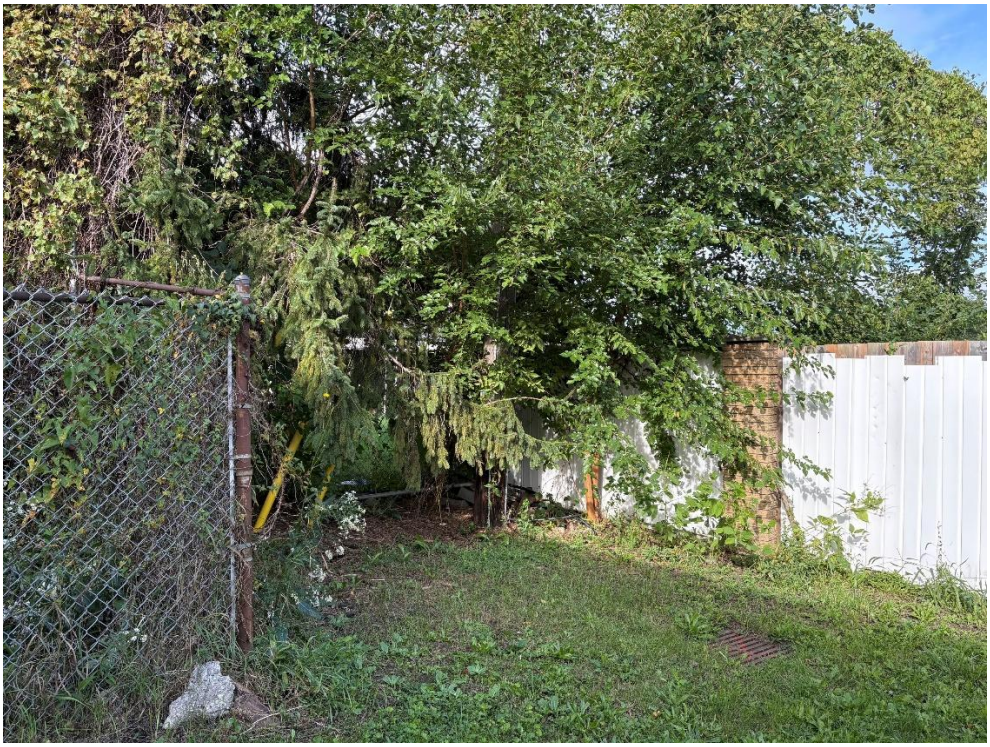


**Figure 7** –West facing alley at intersection of all three abutting properties

# 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.

THE CITY OF WINDSOR ONTARIO, CANADA

**Council Report: C 125/2026**

## Subject: Appointment of Acting Mayor 2026-2030-City Wide

### Reference:

Date to Council: November 23, 2026
Author: Anna Ciacelli--Deputy City Clerk/Supervisor of Council Services
(519) 255-6100 ext 1837
aciacelli@citywindsor.ca
Council Services
Report Date: 11/3/2026
Clerk's File #: ACO2026

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

### Recommendation:

THAT the Schedule being Appendix A attached hereto, for the appointment of Members of Council as Acting Mayor during the absence of the Mayor from the municipality or due to illness **BE APPROVED**; and,

That By-law XXX-2026 **BE ADOPTED** accordingly at this meeting**.**

### Executive Summary:

N/A.

### Background:

During the Mayor's absences from the municipality or due to illness, the practice has developed whereby a Councillor is requested to undertake ministerial functions, such as executing documents necessary or desirable for the transaction of municipal and/or third party business. In the event of an emergency, a pre-authorized Head of Council is also desirable. Section 226 of the *Municipal Act* authorizes Council to pass a by-law to provide for this matter. This schedule will also serve as a guide for assigning Council representatives to attend appearances/ceremonial events on behalf of the Mayor, but that the Mayor reserves the right to determine a replacement based on the specific event.

### Discussion:

The attached Appendix A contains a schedule for the rotating appointment of Members of Council as Acting Mayor, and simply follows the numerical Ward structure from one to ten, starting with those who have served on Council previously. Those that are newly elected to Council would follow numerically, according to ward. This allows for those

that are newly elected to get acclimated to how Council meetings are conducted in accordance with the Procedure By-law 98-2011 as amended.

## Risk Analysis:

N/A.

## Climate Change Risks

### Climate Change Mitigation:

N/A.

### Climate Change Adaptation:

N/A.

## Financial Matters:

N/A.

## Consultations:

N/A.

## Conclusion:

The approval of the proposed schedule will provide for the appropriate coverage during the Mayor's absences.

## Planning Act Matters:

N/A.

## Approvals:

| Name | Title |
|---|---|
| Anna Ciacelli | Deputy City Clerk/Supervisor of Council Services |
| Steve Vlachodimos | City Clerk/Licence Commissioner |
| Andrew Daher | Commissioner, Corporate Services |
| Ray Mensour | Chief Administrative Officer |

## Notifications:

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

## Appendices:

1 Appendix A--Acting Mayor By-law and Schedule

BY-LAW NUMBER ###-YYYY

A BY-LAW TO APPOINT MEMBERS OF COUNCIL TO ACT AS MAYOR

Passed the xxxxx day of MONTH, YYYY.

**WHEREAS** Section 226 of the *Municipal Act, 2001* authorizes Council to by by-law appoint members of council to act from time to time in the place of the Mayor when the Mayor is absent from the municipality or absent through illness.

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

1. When and while the Mayor is absent from the City of Windsor or is absent from his office through illness, and provided that such absence is verified in writing signed by the Mayor or by his legal representative, the members of Council, identified by their respective surnames in the roster attached hereto and forming part of this by-law as Schedule “A”, shall act in the place of the Mayor during the months/years respectively so indicated by such roster. While so acting such members have all the duties, and may exercise, all the rights, powers and authority of the Mayor.

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

FRED FRANCIS, MAYOR

CITY CLERK

First Reading -
Second Reading -
Third Reading -

**APPENDIX "A"**

SCHEDULE "A" TO BY-LAW NUMBER XXX-2026
OF THE CORPORATION OF THE CITY OF WINDSOR
PASSED THE 23rd DAY OF NOVEMBER, 2026

| MONTH | YEAR | | | | |
|---|---|---|---|---|---|
| | **2026** | **2027** | **2028** | **2029** | **2030** |
| **January** | | Angelo Marignani | Kieran McKenzie | Darcie Renaud | Ken Acton |
| **February** | | Gary Kaschak | Frazier Fathers | Chris Holt | Jeremy Renaud |
| **March** | | Kieran McKenzie | Darcie Renaud | Ken Acton | Mark Masanovich |
| **April** | | Frazier Fathers | Chris Holt | Jeremy Renaud | Renaldo Agostino |
| **May** | | Darcie Renaud | Ken Acton | Mark Masanovich | Angelo Marignani |
| **June** | | Chris Holt | Jeremy Renaud | Renaldo Agostino | Gary Kaschak |
| **July** | | Ken Acton | Mark Masanovich | Angelo Marignani | Kieran McKenzie |
| **August** | | Jeremy Renaud | Renaldo Agostino | Gary Kaschak | Frazier Fathers |
| **September** | | Mark Masanovich | Angelo Marignani | Kieran McKenzie | Darcie Renaud |
| **October** | | Renaldo Agostino | Gary Kaschak | Frazier Fathers | Chris Holt |
| **November** | | Angelo Marignani | Kieran McKenzie | Darcie Renaud | Ken Acton |
| **December** | Renaldo Agostino | Gary Kaschak | Frazier Fathers | Chris Holt | Jeremy Renaud |

THE CITY OF WINDSOR ONTARIO, CANADA

**Council Report: C 128/2026**

## Subject: Appointment of Integrity Commissioner - City Wide

### Reference:

Date to Council: November 23, 2026
Author: Sandra Gebauer
Council Assistant
519-255-6100 ext. 6331
sgebauer@citywindsor.ca
Council Services
Report Date: 11/7/2026
Clerk's File #: GM/14272

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

### Recommendation:

THAT Charles A. Harnick, K.C., of ADR Chambers Inc. **BE APPOINTED** as Integrity Commissioner for the City of Windsor, for a term commencing January 1, 2027, and ending on December 31, 2029, with the possibility of a further two-year renewal upon mutual agreement on the terms set out in the proposal submitted by ADR Chambers Inc. in response to City of Windsor EOI # 90-26; and,

THAT the Chief Administrative officer and City Clerk **BE AUTHORIZED** to execute a contract with ADR Chambers Inc. in accordance with the terms and conditions of EOI #90-26 satisfactory in form and technical content to the City Solicitor and in financial content to the City Treasurer.

### Executive Summary:

N/A

### Background:

On April 28, 2026, Principles *Integrity* provided notice of retirement and termination of its contract, effective January 1, 2027. The service agreement prepared pursuant to CR456/2025 includes a provision allowing either party to terminate the contract early upon 30 days written notice.

To ensure continuity of the Integrity Commissioner Services, the Purchasing Department issued a new Expression of Interest.

### Discussion:

On June 30th, 2026, an Expression of Interest (EOI #90-2026) for the provision of Integrity Commissioner services was issued by the City of Windsor's Purchasing

Department, through Biddingo, the City's online procurement portal, and by posting on the City's website. The closing date was July 21, 2026

General qualifications included:

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

The Municipality received five (5) submissions, and each submission was reviewed by a panel facilitated by the purchasing department, which included the City Clerk and the City Solicitor. Proponents were evaluated based on the evaluation criteria outlined in the EOI document, including Proponent information and Qualifications, Understanding and Approach of Integrity Commissioner Role, Fee Structure and Experience. ADR Chambers Inc., who put forward Charles A. Harnick to serve personally in this role, was the highest ranked proponent of the EOI evaluation, therefore administration recommends the appointment of Charles A. Harnick as the Integrity Commissioner for the The City of Windsor.

## Risk Analysis:

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

## Climate Change Risks

### Climate Change Mitigation:

N/A

### Climate Change Adaptation:

N/A

## Financial Matters:

The current 2026 base budget for this item is $25,500.

ADR Chambers Inc. offers the following fee structure:

- Hourly Rate: $350 / hour (Note: lower hourly rates for work undertaken by Staff Lawyer of Office of the IC Coordinator).
- Mileage rate: $0.73 / km (Electronic attendance used wherever possible to minimize travel).
- Disbursements: At cost (including required travel where in person attendance is requested).

As per normal practices, Administration will monitor this expense on a regular basis against the annual budget approval. Historically expenditures have been within budget approvals.

## Consultations:

Dawn Lamontagne – Purchasing Manager

Caroline Iatonna – Financial Planning Administrator

## Conclusion:

Administration recommends the engagement of Charles A. Harnick of ADR Chambers Inc. to act as Integrity Commissioner for the City of Windsor for a term commencing January 1, 2027, and ending December 31, 2029, with the option of a two-year renewal. The initial three-year term is being recommended to ensure that the agreement does not expire concurrently with the commencement of a new term of Council.

## Planning Act Matters:

N/A

**Approvals:**

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

**Notifications:**

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

**Appendices:**

THE CITY OF WINDSOR ONTARIO, CANADA

**Council Report: C 129/2026**

## Subject: Appointment of Closed Meeting Investigator - City Wide

### Reference:

Date to Council: November 23, 2026
Author: Sandra Gebauer
Council Assistant
519-255-6100 ext. 6331
Council Services
Report Date: 11/8/2026
Clerk's File #: ACO/12733

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

### Recommendation:

That City Council **APPROVE** the use of the Ontario Ombudsman as the City's Closed Meeting Investigator, effective January 1, 2027, following the conclusion of the Local Authority Services Ltd. (LAS) Closed Meeting Investigator Program on December 31, 2026; and,

That By-law 248-2007, appointing Local Authority Services Ltd. (LAS) as the City's Meeting Investigator, **BE REPEALED** effective December 31, 2026; and,

That By-law xx-2026 appointing the Ontario Ombudsman as the City's Closed Meeting Investigator **BE PASSED** at this meeting of Council.

### Executive Summary:

N/A

### Background:

In 2007, the City of Windsor enacted By-law 248-2007, appointing Local Authority Services Ltd. (LAS) as the City's Meeting Investigator pursuant to the provisions of the *Municipal Act, 2001*. This established an independent process through which members of the public could submit complaints regarding meetings or portions of meetings that were closed to the public. The City of Windsor has continued to utilize LAS since then.

On November 27, 2023, Council adopted the following resolution:

CR459/2023

> *That Local Authority Services Ltd. BE APPOINTED as the Meetings Investigator for the City of Windsor pursuant to section 239(2) of the Municipal Act, S.O. 2001, c. 25, as amended: and further,*

*That the Chief Administrative Officer and City Clerk BE AUTHORIZED to execute an agreement with Local Authority Services LTD. for the period January 1, 2024 – December 31, 2028, which agreement is satisfactory in technical content to the Deputy City Clerk, in legal form to the City Solicitor and in financial content to the CFO/City Treasurer.*

LAS, in June of 2026 formally advised that their closed meeting investigation services will conclude on December 31, 2026, and that if a municipality does not appoint an investigator following the conclusion of the program, they will default to the Ontario Ombudsman, per section 239.1 of *the Municipal Act, 2001*. Administration reviewed options and prepared a report for Council's consideration but was not able to move forward due to Council being deemed "Lame Duck" from August 21, 2026 through November 14, 2026.

## Discussion:

Section 239.1 of the *Municipal Act, 2001* provides that a person may request an investigation into whether a municipality, a local board or committee has complied with the closed meeting provisions of the *Municipal Act 2001* or the Municipality's Procedure By-law. Such an investigation may be undertaken by a Meeting Investigator appointed by City Council or the Ontario Ombudsman appointed under the *Ombudsman Act*, if Council elects not to make such an appointment

The Ombudsman has been conducting closed meeting investigations since 2008, when the province made the Ombudsman the default investigator for municipalities who had not appointed their own. Now, more than half of Ontario's 444 municipalities use the Ombudsman as their closed meeting investigator. Among them are:

- Amherstburg
- Lasalle
- Leamington
- Essex
- Lakeshore
- Hamilton
- Kitchener
- London
- Newmarket
- Mississauga
- St. Catharines

The Ontario Ombudsman will review and investigate whether a closed meeting held by a municipal council, local board of committee complied with the open meeting requirements of the Municipal Act and with the applicable local procedures.

## Risk Analysis:

Transitioning to the Ontario Ombudsman does not pose any risk as there is not interruption to the public's ability to request an investigation into a closed meeting.

## Climate Change Risks

### Climate Change Mitigation:

N/A

### Climate Change Adaptation:

N/A

## Financial Matters:

Since 2022 to date, a total of $20,734.94 has been spent on the meetings investigations program. The use of the Office of the Ontario Ombudsman for closed meeting investigator services does not involve any fees or charges to the City. Options for members to contract directly with other credible investigators are available for consideration, however this would be hard to quantify as it would involve an approximate hourly rate of $300-$400 per hour.

As a result, transitioning from the LAS program to the Ontario Ombudsman will eliminate the costs associated with maintaining a separate closed meeting investigator service arrangement, resulting in administrative and financial efficiencies. As part of the 2027 operating budget development process, the current budget will be reallocated to offset other operating expenditures in the department.

## Consultations:

Caroline Iatonna – Financial Planning Administrator

## Conclusion:

With the conclusion of the LAS Closed Meeting Investigator Program on December 31, 2026, the City of Windsor must transition to an alternative arrangement. Utilizing the Ontario Ombudsman will ensure continued access to an independent closed meeting investigation process while eliminating the costs associated with maintaining a separate investigator program.

## Planning Act Matters:

N/A

## Approvals:

| Name | Title |
|---|---|
| Dave Soave | Manager, Strategic Operating Budget Development & Control |
| Stave Vlachodimos | City Clerk/Licence Commissioner |
| Wira Vendrasco | City Solicitor |

| Name | Title |
|---|---|
| Andrew Daher | Commissioner, Corporate Services |
| Janice Guthrie | Commissioner, Finance & City Treasurer |
| Ray Mensour | Chief Administrative Officer |

**Notifications:**

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

**Appendices:**

THE CITY OF WINDSOR ONTARIO, CANADA

**Council Report: C 121/2026**

## Subject: 2027 Schedule of Council and Standing Committee Meetings and Proposed Standing Committee Re-alignment-City Wide

### Reference:

Date to Council: November 23, 2026
Author: Katherine Donaldson
Corporate Policy Coordinator
519-255-6100 x 6533
kdonaldson@citywindsor.ca

Anna Ciacelli
Supervisor of Council Services &Deputy City Clerk
519-255-6100 x 1837
aciacelli@citywindsor.ca
Council Services
Report Date: 10/22/2026
Clerk's File #: ACO2026

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

### Recommendation:

That Council **PROVIDE DIRECTION** regarding "The Schedule of City Council and Standing Committee meetings for 2027" Option 1 or 2 as outlined in this report; and,

Should Council select Option 2, that Administration **BE DIRECTED** to enact the proposed Standing Committee realignment changes; and,

That Council **PROVIDE DIRECTON** regarding the start time for Council and Standing Committees for 2027.

### Executive Summary:

N/A.

### Background:

City Council, at its June 7, 2011 meeting adopted the Procedure By-law 98-2011, as amended that includes provision 27.1(m) which states "The clerk shall present an annual meeting calendar in November for consideration by Council for the meeting schedule for the next year".

Also in 2011, City Council authorized an ABC governance review undertaken by KPMG, which led to the creation of a Standing Committee model. In this model Council meets twice a month, along with three standing committees meeting once a month.

The City's current Standing Committee structure consists of:

- The Development and Heritage Standing Committee;
- The Environment, Transportation and Public Safety Standing Committee; and
- The Community Services Standing Committee.

Each committee has five councillor positions, creating 15 assignments amongst 10 Councillors and requiring some Councillors to serve on more than one standing committee. Each standing committee considers matters within its mandate and forwards recommendations to Council.

At the July 13, 2026 meeting of City Council the following direction was provided:

> Decision Number: CR323/2026
>
> That the start time for future City Council meetings **BE DECIDED** by the City Council in place at the time; and,
>
> 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.
> Carried.

## Discussion:

The procedure by-law is prescriptive in terms of when Council and Standing Committees of Council shall be held, with some flexibility built in to allow administration to put forward a schedule that is as efficient and effective as possible, taking into account statutory holidays, Halloween, the annual Association of Municipalities of Ontario (AMO) and Federation of Canadian Municipalities of Ontario (FCM) conferences, as well as a traditional summer recess in the month of August.

Members of Council and the general public can participate in Council meetings and Standing Committee meetings in person in Council Chambers or via electronic participation.

For reference purposes, attached are 2 options for the schedule of proposed regular Council meeting dates and Standing Committee dates for the calendar year 2027.

Prior to the COVID-19 pandemic in 2020, Council Meetings commenced at 4:00 PM. Council subsequently approved a change to a 10:00 AM start time. Through CR323/2026, the current Council deferred further consideration of meeting start times to the incoming Council for discussion and approval.

A comparison of historical meeting times, along with public engagement findings, is provided in Report C98/2026, along with the Council Decision for this report which is attached for ease of reference.

In addition to the review of Council Meeting start times, Administration undertook a broader review of the Standing Committee structure in preparation for the new term of Council. During the summer of 2026, Council Services consulted with relevant members of the Corporate Leadership Team and Executive Directors to review existing responsibilities, identify opportunities to better align related subject matters and administrative reporting, and consider a more equitable distribution of Standing Committee assignments among Councillors.

The resulting administrative recommendation proposes consolidating the existing three Standing Committees into two, with the responsibilities currently assigned to the Environment, Transportation and Public Safety Standing Committee redistributed between the two remaining committees.

**Standing Committee Activity and Scheduling**

Council Services reviewed standing committee meeting and agenda statistics for the period beginning in 2023 to 2026, including the partial-year information recorded for 2026. The results show differences in meeting frequency, cancellations and agenda volumes across the three standing committees.

| Standing Committee | Meetings Held | Meetings Cancelled | Agenda Items | Average Items per Meeting Held |
|---|---|---|---|---|
| Development and Heritage | 47 | 0 | 489 | 10.4 |
| Community Services | 20 | 22 | 146 | 7.3 |
| Environment, Transportation and Public Safety | 31 | 8 | 239 | 7.7 |
| **Total** | **98** | **30** | **874** | **8.9** |

The Development and Heritage Standing Committee maintained the most consistent meeting schedule, with no recorded cancellations, and considered approximately 56% of all agenda items. The Community Services Standing Committee cancelled 22 of its 42 scheduled meetings, approximately 52%, while The Environment, Transportation and Public Safety Standing Committee cancelled 8 of 39 scheduled meetings, approximately 21%. The existing three-committee calendar therefore did not consistently result in three committees conducting business during each meeting cycle.

These findings support reviewing how responsibilities are distributed and scheduled. Consolidating related subjects within two broader portfolios could support more regular meetings, reduce reliance on a separate meeting cycle for each of three committees and provide clearer reporting routes for Administration and the public. Together with one standing committee assignment per Councillor, the proposed structure would establish more consistent and equitable participation responsibilities and simplify scheduling.

Agenda counts provide an indication of activity but do not measure the complexity of matters, discussion time or public participation. The records also do not identify the reasons for cancellations. Accordingly, the statistics support consolidation as an opportunity to improve scheduling and coordination, while agenda volumes, cancellations and meeting duration should be monitored following implementation.

**Proposed Two- Standing Committee Model**

Administration proposes retaining the Development and Heritage Standing Committee and the Community Services Standing Committee, with revised mandates along with a rebranding so that the names reflect their expanded responsibilities.

Each standing committee would have five councillor positions, allowing each Councillor to hold one standing committee assignment and a defined portfolio. Responsibilities would be organized into two broad areas:

- **Development and Heritage:** planning, development, infrastructure, heritage, environmental policy and transportation.
- **Community Services:** community programs, human services, cultural matters and public safety.

Bringing related subjects together would support consideration of their connections and implications, while providing clearer routes for administrative reporting and community participation.

Equal assignments would not necessarily produce equal workloads. Agenda volumes and meeting lengths would depend on the number, complexity and timing of matters coming forward and would require monitoring following implementation.

**Revised Mandates and Distribution of Responsibilities**

**Development and Heritage Standing Committee**

The existing mandate would retain the Official Plan, Zoning By-law, planning and infrastructure approvals, building matters, heritage, economic development policy, community development initiatives and international exchanges with Sister Cities.

The expanded portfolio would connect planning and development with the infrastructure, environmental policies and transportation systems supporting the City's built environment. This would provide a common forum for considering development, mobility and infrastructure requirements.

### Community Services Standing Committee

The existing mandate would retain recreation, parks, cultural matters, housing and homelessness, children's services, employment services, long-term care and the Poverty Roundtable.

Adding public safety responsibilities would bring together services affecting community well-being, access to services and neighbourhood conditions, supporting consideration of related policies and service needs within one portfolio.

The principal transfers from Environment, Transportation and Public Safety are summarized below:

| Development and Heritage | Community Services |
|---|---|
| General infrastructure development and design; regional infrastructure matters | Emergency preparedness |
| Environmental policies relating to waste management, wastewater services and other environmental matters | Fire suppression and prevention |
| Road safety, parking and transportation networks, including roads, cycling and walking paths | By-law enforcement and licensing of taxicabs and other services |
| Transit matters | Community policing and regional public safety matters |

Following implementation, Administration would review agenda volumes, meeting duration and referrals between committees to identify any scheduling or operating adjustments required.

Administration proposes a two-committee structure with five councillor positions on each and one assignment per Councillor. Implementation would proceed through revised mandates, finalized reporting schedules, procedural and naming amendments, and meeting and administrative arrangements supporting the expanded portfolios.

## Risk Analysis:

The calendar and deadline schedules will be provided to Administration to allow proper planning and scheduling of issues to be considered by Council and Standing Committees. The risk is minimal to non-existent.

### Risks of the Proposed Changes

Consolidation could produce larger agendas and longer meetings. Equal councillor assignments would not necessarily create equal workloads. Clear mandates, referral arrangements, agenda coordination and sufficient calendar capacity would support implementation.

These risks are considered manageable through the proposed transition arrangements and subsequent monitoring of agenda volumes and meeting duration.

**Risks of Retaining the Current Structure**

The existing structure would remain operational and avoid transition work. However, it would retain 15 assignments amongst 10 Councillors and defer the proposed equal allocation and closer alignment of related subjects. These are principally missed opportunities for streamlining rather than immediate operational risks.

## Climate Change Risks

**Climate Change Mitigation:**

N/A

**Climate Change Adaptation:**

N/A.

## Financial Matters:

Consolidating three committees into two may create administrative efficiencies but would not necessarily reduce total meeting hours or staffing requirements. Transition activities would be coordinated through existing processes, subject to capacity.

## Consultations:

The Greater Essex County District School Board and the Windsor-Essex Catholic District School Board were both consulted in terms of March Break; the Association of Municipalities of Ontario (AMO) provided the dates for the annual AMO Conference, which will be held in Ottawa, Ontario, August 22-25, 2027; the Federation of Canadian Municipalities (FCM) provided the dates for the annual FCM Conference which will be held in Halifax Nova Scotia, June 10 – 13, 2027. These dates were taken into consideration when formulating the 2027 Council Calendar.

Office of the Commissioner of Community Services

Office of the Commissioner of Corporate Services

Office of the Commissioner of Economic Development

Office of the Commissioner of Human & Health Services

Office of the Commissioner of Infrastructure Services

## Conclusion:

As required by the Procedure By-law, it is recommended that a Schedule of City Council and Standing Committee meetings for January 1, 2027 to December 31, 2027 be approved. Once adopted, this 2027 schedule will be posted to www.citywindsor.ca for citizens to reference, as well as on Dashboard for employee reference.

The proposed standing committee structure would consolidate responsibilities within two standing committees and provide each councillor with one standing committee

assignment. Clear mandates, referral arrangements and monitoring of agenda volumes would support implementation and allow adjustments as required.

## Planning Act Matters:

N/A

## Approvals:

| Name | Title |
|---|---|
| Katherine Donaldson | Corporate Policy Coordinator |
| Anna Ciacelli | Supervisor of Council Services & Deputy City Clerk |
| Steve Vlachodimos | City Clerk |
| Andrew Daher | Commissioner of Corporate Services |
| Ray Mensour | Chief Administrative Officer |

## Notifications:

| Name | Address | Email |
|---|---|---|
| Cogeco/Your TV | | |
| Realtime Services | | |

## Appendices:

1 Appendix A--Schedule of Meetings-2027-Option 1
2 Appendix B--Schedule of Meetings-2027--Option 2
3 Appendix C--Council Decision Letter and Report C 98 2026

# CITY OF WINDSOR
# SCHEDULE OF MEETINGS - 2027 - OPTION 1

| JANUARY 2027 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | TH | F | S |
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| 24 | 25 | 26 | 27 | 29 | 29 | 30 |
| 31 | | | | | | |

| FEBRUARY 2027 | | | | | | |
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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

| MARCH 2027 | | | | | | |
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| S | M | T | W | TH | F | S |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | ✓ 15 | ✓ 16 | ✓ 17 | ✓ 18 | ✓ 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| APRIL 2027 | | | | | | |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| MAY 2027 | | | | | | |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| JUNE 2027 | | | | | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| JULY 2027 | | | | | | |
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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| AUGUST 2027 | | | | | | |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| SEPTEMBER 2027 | | | | | | |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| OCTOBER 2027 | | | | | | |
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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| NOVEMBER 2027 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | TH | F | S |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| DECEMBER 2027 | | | | | | |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

**CRXX/2026 DATE**

- Statutory Declared Holidays - Windsor City Hall Closed
- ✓ School Holidays - March Break - March 15 - 19, 2027
- Regular City Council Meetings (Council Chambers, 1st floor, Windsor City Hall)
- FCM Conference - June 10 - 13, 2027 - Halifax, NS
- AMO Conference - August 22-25 - Ottawa, ON
- Ford Fireworks - June 21, 2027

**STANDING COMMITTEES**

- Development & Heritage Standing Committee (5 members of Council + 8 citizens)
- Community Services Standing Committee (5 members of Council)
- Environment, Transportation & Public Safety Standing Committee (5 members of Council)

# CITY OF WINDSOR
# SCHEDULE OF MEETINGS - 2027 - OPTION 2

| JANUARY 2027 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | TH | F | S |
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| 24 | 25 | 26 | 27 | 29 | 29 | 30 |
| 31 | | | | | | |

| FEBRUARY 2027 | | | | | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

| MARCH 2027 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | TH | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | ✓ 15 | ✓ 16 | ✓ 17 | ✓ 18 | ✓ 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| APRIL 2027 | | | | | | |
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| S | M | T | W | TH | F | S |
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| MAY 2027 | | | | | | |
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| JUNE 2027 | | | | | | |
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| JULY 2027 | | | | | | |
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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| AUGUST 2027 | | | | | | |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| SEPTEMBER 2027 | | | | | | |
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| OCTOBER 2027 | | | | | | |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| NOVEMBER 2027 | | | | | | |
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| DECEMBER 2027 | | | | | | |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

**CRXX/2026 DATE**

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- Ford Fireworks - June 21, 2027

**STANDING COMMITTEES**

- Development & Heritage Standing Committee (5 members of Council + 8 citizens)
- Community Services Standing Committee (5 members of Council)

# Minutes
## City Council
## Monday, July 13, 2026

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR322/2026

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.
Carried.

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

Aye votes: Councillors Angelo Marignani, Gary Kaschak, Fred Francis, Frazier Fathers, Jo-Anne Gignac, Renaldo Agostino, Jim Morrison, Kieran McKenzie, Ed Sleiman and Mayor Drew Dilkens.
Nay votes: None.
Abstain: None.
Absent: Councillor Mark McKenzie

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR323/2026
That the start time for future City Council meetings **BE DECIDED** by the City Council in place at the time; and,

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.
Carried.

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

Aye votes: Councillors Angelo Marignani, Gary Kaschak, Frazier Fathers, Jo-Anne Gignac, Renaldo Agostino, Jim Morrison, Kieran McKenzie, Ed Sleiman and Mayor Drew Dilkens.
Nay votes: Councillor Fred Francis
Abstain: None.
Absent: Councillor Mark McKenzie.

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR324/2026

That City Council **APPROVE** the following compensation adjustments to take effect starting November 15, 2026:

I. That the Mayor's base salary **BE REDUCED** to $182,840.01; and,
II. That City Councillors **RECEIVE** an additional $5,000 to their base salary; and,
III. That the salaries of the Mayor and City Council continue to **BE ADJUSTED** annually by the same cost of living percentage received by non-union management staff at the City of Windsor.

Carried.

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

Aye votes: Councillors Gary Kaschak, Frazier Fathers, Jo-Anne Gignac, Renaldo Agostino, Jim Morrison, Ed Sleiman, Kieran McKenzie for Clause III and Mayor Drew Dilkens.
Nay votes: Councillors Fred Francis, Kieran McKenzie for Clause I and II, and Angelo Marignani.
Abstain: None.
Absent: Councillor Mark McKenzie.

**Clerk's Note:** Councillor Kieran McKenzie supporting Clause III regarding the continued salary adjustments.

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR325/2026

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.
Carried.

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

Aye votes: Councillors Angelo Marignani, Gary Kaschak, Fred Francis, Frazier Fathers, Jo-Anne Gignac, Renaldo Agostino, Jim Morrison, Kieran McKenzie, Ed Sleiman and Mayor Drew Dilkens.
Nay votes: None.
Abstain: None.
Absent: Councillor Mark McKenzie.

Report Number: C 98/2026
Clerk's File: ACO2026

## Subject: Response to CR478/2025 – Council Start Time, Community Engagement and Council Compensation - City Wide

### Reference:

Date to Council: July 13, 2026
Author: Steve Vlachodimos
City Clerk and License Commissioner
(519) 255-6222x6488
svlachodimos@citywindsor.ca

Katherine Donaldson
Corporate Policy Coordinator
(519)255-6100x6533
kdonaldson@citywindsor.ca

Council Services
Report Date: 6/30/2026
Clerk's File #: ACO2026

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

### Recommendation:

That the report of the City Clerk/ Licence Commissioner dated June 30, 2026 entitled "Response to CR478/2026 – Council Start Time, Community Engagement and Council Compensation-City Wide" **BE RECEIVED** for information.

### Executive Summary:

N/A

### Background:

City Council, at its November 24, 2025 meeting, provided the following direction through CR478/2025:

> 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,
>
> 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,

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,

That Administration **BE DIRECTED** to present a more fulsome review including Councillors start time preference, community engagement and Council compensation.

## Discussion:

### Council Start Time

Administration undertook benchmarking and public engagement regarding Council meeting dates and start times. Detailed benchmarking information and survey results were presented to City Council at its November 24, 2025 meeting and are included again as part of this report (Appendix A). A high-level summary is provided below.

A review of Ontario municipalities with populations exceeding 100,000 indicates that meeting schedules vary widely, with start times occurring in the morning, afternoon, and evening depending on local governance practices. In neighbouring lower-tier Essex County municipalities, evening meetings between 6:00 p.m. and 7:00 p.m. are most common.

The public survey was conducted between October 22 and November 7, 2025 regarding preferred meeting days, start times, and participation methods. A total of 895 respondents participated, including residents, members of Administration, and members of Council. Survey responses reflect a range of preferences among respondent groups. A 6:00 p.m. start time was most frequently selected by residents, while Administration respondents most frequently selected a 10:00 a.m. start time. A 4:00 p.m. start time was the second most preferred time overall. Council member responses were distributed across several options. Monday was the most frequently selected meeting day overall. Some public feedback regarding meeting times has also been received and is summarized in Appendix A.

In December 2023, through CR 618/2023, Council approved the current 10:00 a.m. meeting start time, and Administration has not identified significant operational challenges associated with the adjustment. Most recently, the Municipality of Chatham-Kent's 17 member Council at its meeting held June 22, 2026 adopted the following motion:

> *Whereas costs continue to rise across the municipality faster than the ability of taxpayers to shoulder the burden; and,*
>
> *Whereas Council should always be looking for ways to trim tax increases;*
>
> *Therefore be it resolved that Chatham-Kent administration draft a report outlining the cost savings of moving council meetings to regular business hours and that report return to the next Council.*

The City continues to provide virtual participation options, which support accessibility for delegations and members of the public.

## Community Engagement

In addition to the above, Administration has begun reviewing opportunities to modernize the City's legislative processes through the procurement of contemporary electronic agenda and meeting management technologies. Municipal governance continues to evolve, with increasing expectations for transparency, accessibility, efficiency, and meaningful public participation. As such, Council Services, along with the Information Technology Department have been exploring technological solutions that not only enhance internal legislative workflows but also improve the ability for residents to access, engage with, and participate in Council and Committee proceedings.

The proposed procurement is intended to support the full lifecycle of legislative business, from report creation, collaborative review, approvals, agenda compilation and publication, through to meeting administration, minute generation, records management, and long-term archival. Equally important is the opportunity to expand and modernize public participation by exploring technologies that support more accessible meeting information, searchable agendas and minutes, enhanced livestream integration, simplified delegation registration, hybrid and remote participation options, and other innovative approaches that encourage civic engagement and reduce barriers to participation. These objectives align with the City's commitment to open, transparent and accessible government as well as its Mission to “delivering outstanding municipal services that strengthen our community and are built on a foundation of continuous improvement, accountability, fiscal responsibility, and a workplace where employees thrive.”

Administration further recognizes that technology continues to evolve rapidly and that any solution selected should provide the flexibility to adapt to future legislative, operational, and community needs. In addition to improving internal efficiencies and governance practices, the initiative presents an opportunity to position the City to leverage emerging technologies that enhance service delivery, strengthen public trust, and support more responsive and inclusive decision-making processes. Any future implementation would be subject to a competitive procurement process and brought forward to Council for consideration and direction.

## Council Compensation

The City most recently undertook a comprehensive review of Council compensation in 2021-2022 through the establishment of an independent Citizen Council Compensation Review Committee. Supported by an external compensation consultant, the Committee completed a review of comparable municipalities, Council remuneration and benefits, administrative resources, committee responsibilities, public input, and interviews with all members of Council. The review culminated in recommendations respecting Council remuneration, annual salary administration, benefits, staffing resources, and governance practices, which were considered by Council in advance of the 2022 municipal election to ensure that any approved changes would apply prospectively to the subsequent term of Council.

Beyond its recommendations respecting remuneration, the Committee also observed that several broader governance considerations influence Council compensation. These included the impacts of committee assignments, administrative supports, ward

boundaries, Council workload, and the distinction between part-time and full-time Council roles. The Committee further noted that these matters warranted additional study through a future review process with a broader mandate and sufficient time to fully examine the relationship between Council responsibilities, governance structures, and compensation.

In accordance with Council's direction through CR478/2025, Administration reviewed the Council compensation reported by comparable municipalities. The results are attached as Appendix B.

- There is a variety of ways that municipalities report on benefits and provide mileage or a mileage allowance. This can cause anomalies when trying to compare salaries across municipalities.
- Two of the comparable municipalities have appointed Deputy Mayors, whose salaries range from 7% to 12% higher than Councillor salaries in their respective municipalities.

A review of comparable and neighbouring municipalities indicates that Deputy Mayor models vary considerably. Some municipalities maintain a rotational Acting Mayor structure with no additional remuneration, while others appoint or elect a Deputy Mayor for a fixed term. In two-tier municipalities, Deputy Mayor positions are often tied to upper-tier Council representation and are therefore not directly comparable to Windsor's single-tier municipal structure. In municipalities where a more formal Deputy Mayor role exists, additional duties may include representing the Mayor at events, chairing or supporting committees, assuming certain ceremonial functions, or carrying out responsibilities during the Mayor's absence. Additional remuneration, where provided, also varies and is generally tied to the scope of duties assigned to the position.

Should Council wish to consider establishing a more formal Deputy Mayor role in Windsor, additional review would be required. Matters for consideration would include the method of appointment, term length, scope of authority, additional remuneration, administrative or office support, and any limitations associated with statutory or delegated responsibilities of the Head of Council. Council may also wish to consider whether a future governance model should provide for the appointment of a Deputy Mayor by the Mayor, by Council, or through another process established by by-law. In order to appoint a member of council to act in the place of the Head of Council, such as a Deputy Mayor, it is a requirement of the *Municipal Act*, *s. 226* that the consent of the Head of Council be obtained first before the appointment. If this initial consent is not obtained, the process to establish a Deputy Mayor position cannot proceed. This provision for requiring consent exists, as the electorate has exercised its will in electing the Head of Council/Mayor to fulfill these duties, and any delegation of the same can only be given by the person duly elected to the position.

**Ward Boundary Review**

Administration notes that the issue of Council workload, including any consideration of full-time or part-time Council roles, is inherently linked to the structure and composition of the current ward system. Council at its meeting on September 23, 2024, considered the Ward Boundary Review report resulting in CR418/2024 as follows:

*That the report of the Manager of Records and Elections dated September 9, 2024 entitled "Ward Boundary Review" BE RECEIVED for information; and further, That Administration BE DIRECTED to maintain the status quo and that no change be made to the City of Windsor's current ten ward structure for the 2026 municipal election.*

As outlined in the Ward Boundary Review Report (Appendix C), effective representation is influenced by a range of factors including population parity, communities of interest, geographic considerations, and anticipated growth. Without first undertaking a comprehensive review of ward boundaries, any assessment of Council workload or compensation models would not fully account for these foundational elements.

**Options for Council's Consideration & Direction**

**Council Meetings Start Time**

Should Council consider adjustments to meeting start times, several operational factors may require consideration. Evening meetings would result in additional overtime costs for Council Services, IT and Security staff estimated at approximately $27,000 annually, based on 2026 salary figures. Meetings extending outside normal working hours may also reduce Administration's ability to obtain real-time information from departmental staff when questions arise during Council deliberations. Technological assistance, both internally and externally, may not be available or be at an increased cost after hours and may hinder public participation electronically and thus compromise participation in the meeting. Regardless of Council's direction, Administration does not recommend any changes to the start time for the remainder of this Council term given the limited number of Council meetings remaining.

**Council Compensation and Ward Boundary Review**

As it relates to salary compensation, Council could consider changes to the Mayor and Councillors compensation for the 2026-2030 term, to better align with the averages of the comparable municipalities analyzed. In lieu of any base salary increases, an adjustment via a car allowance could also be proposed for consideration.

Separate and distinct from the above, Administration recommends that an independent Council Compensation Review Committee be established for 2028, consistent with the City's past practice of undertaking a comprehensive review once per term of Council in advance of the subsequent municipal election. Every four years, the Committee would be responsible for reviewing the overall compensation framework for members of Council, including but not limited to base remuneration, compensation related to committee, board and agency appointments, benefits, administrative and technological supports, and any other resources necessary to fulfill the responsibilities of elected office. Such a review would provide Council with an opportunity to consider whether the existing compensation framework appropriately reflects the scope, complexity and time commitments associated with the role of a member of Council, while remaining independent of any future decisions respecting ward boundaries or Council composition. Should the City's governance structure evolve in the future, the outcomes of any subsequent Ward Boundary Review could be considered as part of a future

Council Compensation Review to ensure the compensation framework continues to appropriately reflect Council's responsibilities.

Finally, should Council wish to explore changes to the nature of Council roles (e.g., full-time versus part-time), Administration recommends that such discussions occur in conjunction with, or following, a fulsome ward boundary review process. This approach ensures that any future decisions are informed by an equitable and evidence-based understanding of representation across the municipality, and that all relevant factors are considered in a fair and consistent manner for both current and future Council compositions. A report could come back during the next term of Council with further details such as process, structure and costs so that any ultimately approved changes would be in place in advance of the 2030 municipal election.

## Risk Analysis:

Should Council direct changes to meeting schedules, Administration will need to address several operational considerations, including staff resources, public communications, technology support, and the scheduling of in-camera sessions in relation to regular Council meetings.

Beyond meeting scheduling, there is also a broader governance risk associated with maintaining legislative processes that do not evolve alongside changing public expectations and advancements in technology. As resident expectations for accessibility, transparency, and digital engagement continue to grow, the City must continue to evaluate opportunities to modernize legislative services in a manner that supports effective governance while maintaining compliance with legislative, accessibility, and records management requirements.

## Climate Change Risks

### Climate Change Mitigation:

The proposed exploration of modern electronic agenda and meeting management technologies may contribute to modest greenhouse gas reductions over time through increased digitization of legislative processes, reduced reliance on printed agenda materials, and expanded opportunities for virtual and hybrid participation. By improving electronic access to meeting materials and supporting remote participation for delegations and other meeting participants where appropriate, the initiative has the potential to reduce paper consumption and vehicle trips associated with participation in Council and Committee processes. While these benefits are expected to be incremental, they align with the City's broader objectives of improving operational efficiency through digital transformation.

### Climate Change Adaptation:

The continued modernization of legislative technologies may also enhance the City's operational resilience by supporting flexible and accessible governance during periods when in-person attendance may be impacted by extreme weather events or other disruptions. This was demonstrated during the Covid-19 pandemic when Administration was able to pivot to a virtual platform for Council meetings, thus ensuring governance was able to proceed without hindrance. Expanded digital access to meeting materials

and participation opportunities provides additional continuity for Council business while improving accessibility for residents regardless of location or circumstances.

## Financial Matters:

Depending on human resources required to carry out meetings after hours if required, the budget may be negatively impacted. Overtime cost for logistics in terms of human resources necessary to undertake a meeting could range from $19,000 to $27,000 or more annually depending on the length and number of meetings in a calendar year, based on 2026 salary figures. This range estimate includes 2 Council Services staff, 1 IT staff and 2 Security staff. This does not capture the attendance of subject matter experts that would attend Council meetings should questions arise or additional costs associated with facility-related expenses after hours, which could increase these estimates. Furthermore, having a hybrid format requires additional support to allow for this flexibility for the public and thus it is imperative to have proper resources on hand to resolve any technological issues which may arise.

While implementation of enhanced legislative technologies would involve future capital and/or operating costs, Administration anticipates that modern electronic agenda and meeting management solutions also present opportunities to improve operational efficiencies, reduce reliance on manual and paper-based processes, streamline legislative workflows, and enhance the delivery of Council and Committee services. Any anticipated efficiencies, implementation costs, licensing requirements, and ongoing operational impacts will be evaluated through the procurement process and presented to Council as part of a future report.

Any changes to the Mayor or Council compensation and benefits for the next term of Council will be incorporated in the 2027 budget.

## Consultations:

Surrounding and Comparator Municipalities

Dan Seguin – Executive Director, Treasury and Financial Accounting /Deputy Treasurer

## Conclusion:

This report responds to Council's direction to undertake a more comprehensive review of Council meeting dates and start times as well as a review of Council Compensation.

The options outlined for Council’s consideration provide a framework for determining whether any future changes should be made to meeting start times, Council compensation, or related governance review processes. While Administration does not recommend changing meeting start times for the remainder of the current term, Council may consider compensation adjustments for the next term and is further advised to proceed with a structured, independent compensation review in 2028 to support transparent and evidence-based decision-making. In addition, any future consideration of Council roles and workload should be informed through a comprehensive Ward Boundary Review during the next term of Council.

| Name | Title |
|---|---|
| Steve Vlachodimos | City Clerk and License Commissioner |
| Lorie Gregg | On behalf of Commissioner, Finance & City Treasurer |
| Andrew Daher | Commissioner, Corporate Services |
| Ray Mensour | Chief Administrative Officer |

## Notifications:

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

## Appendices:

1 APPENDIX A - C 138-2025 - 2026 Council and Standing Committee Meetings Dates and Start Times and Response to CR4892024
2 APPENDIX B - 2025 Council Remuneration Comparison
3 APPENDIX C - C 116-2024 Ward Boundary Review - City Wide

THE CITY OF WINDSOR ONTARIO, CANADA

**Council Report: C 126/2026**

## Subject: Parking Enforcement Services Contract Award – PREQ/RFT #98-26 – City Wide

### Reference:

Date to Council: November 23, 2026
Author: Bill Kralovensky
Manager, Transportation Operations
519-255-6247 x6103
bkralovensky@citywindsor.ca

Public Works - Operations
Report Date: 11/5/2026
Clerk's File #: ST/13323

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

### Recommendation:

I. THAT City Council **APPROVE** the award of PREQ/RFT #98-26 for Parking Enforcement Services within the City of Windsor for a three-year term (January 1, 2027 to December 31, 2029) unless terminated earlier pursuant to the contract terms, with three (3) one-year extension options upon mutual agreement; and further,

II. THAT the City Treasurer **BE DIRECTED** to include the additional annual cost of $86,632 (excluding applicable taxes) required to support the contract award in the 2027 Operating Budget as a pre-approved contractual expenditure and as an annualized expenditure increase in years thereafter; and further,

III. THAT the CAO and City Clerk **BE AUTHORIZED** to execute an agreement with The Canadian Corps of Commissionaires (Ottawa Division) for the provision of parking enforcement services associated with Parking By-law 9023 at an hourly rate of $45.60 per hour (excluding HST) to an annual upset limit of $872,602, for the three year term, satisfactory in form to the City Solicitor, in technical content to the City Engineer and in financial content to the City Treasurer; and further,

IV. THAT the CAO and City Clerk **BE AUTHORIZED** to execute any amendments, extensions, renewals, or revisions in accordance with Purchasing By-law 60-2026 and any amendments thereto, provided such amendments are within approved budget amounts, satisfactory in form to the City Solicitor, in technical content to the City Engineer and in financial content to the City Treasurer.

## Background:

The City of Windsor has contracted parking enforcement services since 2010 to supplement municipal operations and effectively enforce Parking By-law 9023.

The Canadian Corps of Commissionaires (Ottawa-Windsor Division) began providing parking enforcement services for the City of Windsor on October 4, 2010 under tender No. 68-18. The current contract began on January 1, 2018, with an initial term ending December 31, 2023. It permitted up to three (3) one-year extensions, subject to agreement on renewal service fees. All three extensions have been exercised, with the final term expiring December 31, 2026.

To maintain service continuity, PREQ/RFT #98-26 sought qualified proponents to provide parking enforcement services for a new operational term in accordance with Purchasing By-law 60-2026.

## Discussion:

Five (5) submissions were received through PREQ/RFT #98-26 and evaluated based on the evaluation criteria set out in the solicitation document. Only one (1) proponent, the Canadian Corps of Commissionaires (Ottawa Division), 24 Colonnade Road, Ottawa, ON K2E 7J6, (the "Commissionaires") passed Stage 1 and Stage 2 of the Prequalification evaluation, to advance to the evaluation of the bid submissions. The resulting hourly price of the sole prequalified proponent of $46.19 per hour exceeded the approved operating budget for parking enforcement services, based on projected hours of enforcement, contributed mainly by inflationary pressures, wages and rising fuel costs.

In accordance with Section 109.c. of Purchasing By-law 60-2026, deliverables may be acquired through negotiation where the lowest compliant bid exceeds the available budget. Subsequently, Administration entered into negotiations with the qualified proponent. As a result, Administration was able to achieve a reduced hourly rate and recommends entering into a contract with the Commissionaires at the negotiated hourly rate of $45.60 per hour.

The contractor is proposed to continue to enforce Parking By-law 9023 throughout the City of Windsor by monitoring parking compliance, issuing parking infraction notices where warranted, and supporting municipal parking operations. The Commissionaires have local municipal enforcement experience and have demonstrated the capacity and qualifications to deliver the required services.

The proposed term of the agreement is three years (January 1, 2027 to December 31, 2029) with three (3) one-year extension options that may be exercised upon mutual agreement. As part of the negotiations, the Commissionaires have agreed to hold the proposed hourly rate fixed of $45.60 per hour for the first three (3) years of the agreement and forego any annual Consumer Price Index (CPI) increases that otherwise would have been applied based on the solicitation terms. As such, CPI increases are anticipated to apply to all extension options, if exercised.

Administration recommends the award of PREQ/RFT #98-26 on the negotiated terms set out in this report in order to maintain contracted parking enforcement services upon the expiration of the agreement on December 31, 2026. This results in an additional annual cost of $86,632 (excluding applicable taxes) required to support the contract award and is reflected in Recommendation II. Should Council choose not to award the contract, the City's capacity to enforce Parking By-law 9023 would be significantly reduced and would create additional operational pressures on existing City resources.

The Commissionaires confirmed that they will use their own forces and therefore will not subcontract any of the work.

## Risk Analysis:

### Service Continuity Risk

Should the contract not be awarded, the City would face a significant reduction in its ability to enforce Parking By-law 9023. This could result in:

- Reduced parking compliance.
- Increased parking-related complaints.
- Potential impacts on traffic operations and roadway safety.
- Reduced accessibility and emergency vehicle access.
- Increased operational pressures on City resources.

### Tariff Risk

The successful proponent is a Canadian organization and has confirmed they will not be using any subcontractors to administer this contract. As such, Administration does not anticipate tariff-related impacts associated with the contract award.

### Cost Escalation Risk

As part of the negotiated terms, the Commissionaires (Ottawa Division) have agreed to forego the CPI increase over the initial 3-year term of the contract; however, CPI increases are anticipated to apply to all extension options, if exercised. These increases are considered standard industry practice and will be incorporated into future budget planning should extension options be considered.

## Climate Change Risks:

### Climate Change Mitigation

The recommendations contained in this report are not expected to have a material impact on the City's greenhouse gas reduction objectives. Parking enforcement services are provided through a third-party contractor, and emissions associated with contractor-operated vehicles are not currently included within the City's corporate greenhouse gas inventory.

### Climate Change Adaptation

N/A

## Financial Matters:

The negotiated hourly rate of $45.60 per hour represents an 8.42% increase over the previously approved budgetary rate of $42.06 per hour based on the contract terms of RFT #68-18. Hence, the recommended award results in an additional annual operating cost of $86,632 (excluding applicable taxes) within the Transportation Operations Operating Budget.

The original submission by the Commissionaires would have resulted in an annual operating budget increase of $114,735 (excluding applicable taxes). Through negotiations, Administration was able to realize a 1.28% decrease in the hourly bid rate which is expected to reduce the operating budget pressure by $28,103 (excluding applicable taxes). The additional annual cost of $86,632 (excluding applicable taxes) required to support the contract award will need to be included in the 2027 Operating Budget as a pre-approved contractual expenditure, subject to Council approval. Further annual increases as required would be brought forward in subsequent budget years for approval.

The negotiated terms also provide that the negotiated hourly rate will remain fixed for the initial three (3) years of the contract, which will provide an additional estimated cost avoidance of $44,205.00 over that period, when calculated based on estimated CPI rates that would have otherwise applied.

## Consultations:

Cindy Becker, Financial Planning Administrator – Public Works Operations
Brana Cesljarov, Supervisor, Environmental Sustainability and Climate Change
Jennifer Musson, Supervisor of Purchasing
Kate Tracey, Deputy City Solicitor

## Conclusion:

The procurement process for parking enforcement services was conducted in accordance with Purchasing By-law 60-2026. The Canadian Corps of Commissionaires - Ottawa Division submitted the only qualified proposal and demonstrated the qualifications necessary to provide the required services. Approval of this recommendation will ensure the continued enforcement of Parking By-law 9023 and maintain service levels throughout the City of Windsor.

## Planning Act Matters:

N/A

## Approvals:

| Name | Title |
|---|---|
| Rachel Chesterfield | Manager, Performance Measurement and Business Case Development |
| Ian Day | Senior Manager, Transportation |
| Dawn Lamontagne | Purchasing Manager |
| Wira Vendrasco | City Solicitor |
| Stacey McGuire | Executive Director, Operations / Deputy City Engineer (A) |
| David Simpson | Commissioner, Infrastructure Services and City Engineer |
| Janice Guthrie | Commissioner, Financial Services and City Treasurer |
| Ray Mensour | Chief Administrative Officer |

## Notifications:

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

## Appendices:

N/A

THE CITY OF WINDSOR ONTARIO, CANADA

**Council Report: C 127/2026**

## Subject: Approval of Temporary Borrowing By-Law for 2026 up to and including 2030

**Reference:**

Date to Council: November 23, 2026
Author: Alexandra Taylor
Manager Financial Accounting (A)
519-255-6100 ext 6511
ataylor@citywindsor.ca
Financial Accounting
Report Date: 11/6/2026
Clerk's File #: AF2026

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

**Recommendation:**

THAT City Council **DELEGATE TO** the City Treasurer in accordance with section 23.1(1) of the *Municipal Act, 2001* (the "Act"), the authority to exercise Council's powers under Section 407(1) of the Act, from November 15, 2026 up to and including November 14, 2030; and,

THAT City Council **AUTHORIZE** the City Treasurer to maintain the City's current line of credit with Scotiabank, if required acting under section 407(1) of the Act; and,

THAT City Council **AUTHORIZE** the CAO and City Clerk to **EXECUTE** the related banking agreements including any line of credit commitment letters as deemed necessary by the City Treasurer if required acting under section 407(1) of the Act, to be satisfactory as to form by the City Solicitor and as to technical and financial content by the City Treasurer; and,

THAT City Council **AUTHORIZE** the CAO and City Treasurer to **EXECUTE** any such related banking agreements related to the temporary borrowing by the City Treasurer, including but not limited the Overdraft Lending Agreement, to be approved as to form by the City Solicitor and as to technical and financial content by the City Treasurer; and,

THAT any borrowings made through the delegation of authority **BE REPORTED** to City Council annually; and

THAT By-law XXX and By-law XXXX be passed at this meeting of Council, and for fiscal year 2028 up to and including November 14, 2030 the City Solicitor **BE DIRECTED** to prepare the necessary temporary borrowing by-laws on an annual basis.

**Executive Summary:**

N/A

**Background:**

Section 407 (1) of the Act, "Borrowing for expenses", states that municipalities may authorize borrowings until such time as taxes are collected or revenues are received of amounts which are considered necessary to meet the expenditures for the year whether they are expensed in the year. Section 407 (2) of the Act, "Limit", further outlines the following:

"Except with the approval of the Ontario Land Tribunal, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed,

(a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and

(b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year."

Administration is requesting that City Council delegate to the City Treasurer, authority to borrow such sums, as may be considered necessary, to meet the expenditures for the Corporation, for the year, until the taxes are collected, and other revenues are received. While such borrowing is not anticipated to be needed, such approval is considered good business practice and is viewed positively for purposes of maintaining the City's credit rating of AA+.

The delegation for borrowing would be for the period November 15, 2026 up to and including November 14, 2030, which aligns with the timeframe of the current term of City Council ending November 14, 2030.

**Discussion:**

The current operating line of credit, as provided by the Bank of Nova Scotia (Scotiabank), is set at $100 million. In addition to the benefits of having this credit line readily available for use, it also helps to improve the City's financial liquidity, which has been a positive factor noted in previous Standard and Poor credit rating reports. The City of Windsor's current credit facilities do not incur any fees unless utilized.

It should be noted that despite having the credit facility available, throughout fiscal year 2026, the City has maintained a substantial positive cash flow position and therefore has not required any funds from this line of credit. In fact, given the City's increasing reserve balances, the City has not borrowed against this credit facility in many years. However, should the need arise, Administration is recommending that the necessary steps to continue to make the credit facility available are taken. Any borrowings made against the credit facility would be reported to City Council.

**Risk Analysis:**

Having a line of credit available as needed is good business practice should any unforeseen situation arise, that would require its use. Administration does monitor the City's cash position on a regular basis to ensure that sufficient funds are maintained and to mitigate any risk of needing to borrow funds unnecessarily.

**Climate Change Risks**

**Climate Change Mitigation:**
N/A

**Climate Change Adaptation:**
N/A

**Financial Matters:**
The current operating line of credit with Scotiabank is set at $100 million. There is no cost to the City to maintain the line of credit on standby.

**Consultations:**

Spencer Hsu – Legal Counsel

**Conclusion:**

It is prudent for the City to have flexible borrowing available should the need arise. Continuing the current approach of an operating line of credit on standby with Scotiabank provides this flexibility at no cost to the City unless it is utilized.

**Planning Act Matters:**

N/A

**Approvals:**

| Name | Title |
|---|---|
| Alexandra Taylor | Manager of Financial Accounting (A) |
| Dan Seguin | Executive Director, Treasury & Financial Accounting/Deputy Treasurer |
| Wira Vendrasco | City Solicitor |
| Janice Guthrie | Commissioner, Finance & City Treasurer |
| Ray Mensour | Chief Administrative Officer |

**Notifications:**

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

**Appendices:**

N/A

# BY-LAW NUMBER 167-2026

A BY-LAW TO AMEND BY-LAW NUMBER 6170, BEING A BY-LAW TO CLOSE, STOP UP AND CONVEY TO THE ABUTTING PROPERTY OWNERS THE 15-FOOT L-SHAPED ALLEY COMPRISING THE EAST/WEST ALLEY NEXT NORTH OF GRAND MARAIS AND THE NORTH/SOUTH ALLEY NEXT EAST OF AVONDALE, CITY OF WINDSOR

Passed the 23rd day of November, 2026.

**WHEREAS** it is deemed expedient to amend By-law Number 6170 passed on the 26th day of February, 1979, and registered on title on March 6, 1979, as Instrument No. R764909 (the "By-law");

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

1. By **DELETING** Paragraph 3 in its entirety and **INSERTING** the following in its place:

    3. That the lands described in Schedule "A" hereto **BE CONVEYED** to the abutting property owners, in a manner deemed appropriate by the City Solicitor, subject to easements, being accepted in the City's standard form and in accordance with the City's standard practice, being granted to Cogeco Connexion Inc., ENWIN Utilities Ltd., and Managed Network System Inc. ("MNSi") for the installation, repairs, and maintenance of their facilities therein.

2. This by-law shall come into force and take effect on the day upon which it is registered in the Land Registry Office for the County of Essex (No.12).

FRED FRANCIS, MAYOR

CITY CLERK

By signing this by-law on November 23, 2026, Mayor Fred Francis will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – November 23, 2026
Second Reading – November 23, 2026
Third Reading – November 23, 2026

**SCHEDULE "A"**
TO BY-LAW 167-2026

Alley, Registered Plan 1302, Sandwich West, closed by R764909, abutting Block A, Lot 12, Plan 1302, except R1170463, R1011057; s/t R764909; Windsor

Being all of PIN 01311-0906 (LT)

City of Windsor
County of Essex

Alley, Registered Plan 1302, Sandwich West, closed by R764909, abutting Lot 16, northerly 18' Lot 15, southerly 2' Lot 17, Registered Plan 1302, s/t R764909; Windsor

Being all of PIN 01311-1154 (LT)

City of Windsor
County of Essex

**Item No. 13.2**

# BY-LAW NUMBER 168-2026

A BY-LAW TO AMEND BY-LAW NUMBER 9087, BEING A BY-LAW TO CLOSE, STOP UP AND CONVEY THE NORTH/SOUTH ALLEY BETWEEN FRANCOIS AND BERNARD, FROM REGINALD TO ALICE, CITY OF WINDSOR

Passed the 23rd day of November, 2026.

**WHEREAS** it is deemed expedient to amend By-law Number 9087 passed on the 5th day of August, 1987, and registered on title on August 24, 1987, as Instrument No. R1021123 (the "By-law");

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

1. By **DELETING** Paragraph 3 in its entirety, and **INSERTING** the following in its place:

    3. That the lands described in Schedule "A" hereto are subject to easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to Bell Canada, Cogeco Connexion Inc., ENWIN Utilities Ltd., and Managed Network System Inc. (MNSi) for the installation, repairs, and maintenance of their facilities therein.

2. This by-law shall come into force and take effect on the day upon which it is registered in the Land Registry Office for the County of Essex (No.12).

FRED FRANCIS, MAYOR

CITY CLERK

By signing this by-law on November 23, 2026, Mayor Fred Francis will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – November 23, 2026
Second Reading – November 23, 2026
Third Reading – November 23, 2026

**SCHEDULE "A"**
TO BY-LAW 168-2026

Part Alley, Registered Plan 1223, Ford City, closed by R1021123, designated as Parts 1 and 2, Plan 12R-30506, s/t R1021123; Windsor

Being all of PIN 01117-0315 (LT)

City of Windsor
County of Essex

Part Alley, Registered Plan 892, Sandwich East, closed by R1021123, abutting Lot 205, Plan 892, except R1039961; s/t R1021123; Windsor

Being all of PIN 01117-0313 (LT)

City of Windsor
County of Essex

**Item No. 13.3**

# BY-LAW NUMBER 169-2026

A BY-LAW TO FURTHER AMEND BY-LAW 9023 BEING A BY-LAW TO REGULATE VEHICULAR PARKING WITHIN THE LIMITS OF THE CITY OF WINDSOR ON MUNICIPAL STREETS, MUNICIPAL PARKING LOTS AND PRIVATE PROPERTIES

Passed the 23rd day of November, 2026.

**WHEREAS** By-law Number 9023, being a by-law to regulate vehicular parking within the limits of the City of Windsor on municipal streets, municipal parking lots and private properties, was passed on the 8th day of June, 1987.

**WHEREAS** it is deemed expedient to amend By-law 9023.

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

1. That **BY-LAW NUMBER 9023** be and the same is hereby amended as follows:

| ITEM | REGULATION | STREET | SIDE | FROM | TO | ADDITIONAL RESTRICTIONS |
|---|---|---|---|---|---|---|
| 1 | Schedule "C" No Parking **DELETE** | Buttery Crt | Both | Cul-De-Sac | | 7:00 AM to 6:00 PM – Sunday and Holiday Excepted |

| ITEM | REGULATION | STREET | SIDE | FROM | TO | MONTHS | ADDITIONAL RESTRICTIONS |
|---|---|---|---|---|---|---|---|
| 2 | Schedule "H" On-Street Designated Accessible Parking **ADD** | Mill St | South | A point 96m west of Russel St | A point 102m west of Russel St | | |

| ITEM | REGULATION | STREET | SIDE | FROM | TO | MONTHS | ADDITIONAL RESTRICTIONS |
|---|---|---|---|---|---|---|---|
| 3 | Schedule "P" Personal Accessible Parking **DELETE** | Adanac Ave | South | A point 38m west of McEwan Ave | A point 44m west of McEwan Ave | | |
| 4 | Schedule "P" Personal Accessible Parking **DELETE** | Pine St | North | A point 57m west of Church Street | A point 63m west of Church Street | January, February, March, May, July, September, November, December | Effective 9:00 a.m. on the first day of each month |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 5 | Schedule “P” Personal Accessible Parking **DELETE** | Pine St | South | A point 57m west of Church Street | A point 63m west of Church Street | April, June, August, October | Effective 9:00 a.m. on the first day of each month |

| ITEM | REGULATION | STREET | SIDE | FROM | TO | MONTHS | ADDITIONAL RESTRICTIONS |
|---|---|---|---|---|---|---|---|
| 6 | Schedule “P” Personal Accessible Parking **DELETE** | Langlois Ave | East | A point 15m south of Cataraqui St | A point 21m south of Cataraqui St | April, June, August, October | Effective 9:00 a.m. on the first day of each month |
| 7 | Schedule “P” Personal Accessible Parking **DELETE** | Langlois Ave | West | A point 15m south of Cataraqui St | A point 21m south of Cataraqui St | January, February, March, May, July, September, November, December | Effective 9:00 a.m. on the first day of each month |
| 8 | Schedule “P” Personal Accessible Parking **DELETE** | Marentette Ave | East | A point 64m south of Hanna St E | A point 70m south of Hanna St E | April, June, August, October | Effective 9:00 a.m. on the first day of each month |
| 9 | Schedule “P” Personal Accessible Parking **DELETE** | Marentette Ave | East | A point 62m south of Hanna St E | A point 68m south of Hanna St E | January, February, March, May, July, September, November, December | Effective 9:00 a.m. on the first day of each month |

| ITEM | REGULATION | STREET | SIDE | FROM | TO | MONTHS | ADDITIONAL RESTRICTIONS |
|---|---|---|---|---|---|---|---|
| 10 | Schedule “P” Personal Accessible Parking **DELETE** | Alice St | East | A point 27m west of George Ave | A point 33m west of George Ave | | |
| 11 | Schedule “P” Personal Accessible Parking **ADD** | Alice St | East | A point 49m west of George Ave | A point 55m west of George Ave | | |

| ITEM | REGULATION | STREET | SIDE | FROM | TO | MONTHS | ADDITIONAL RESTRICTIONS |
|---|---|---|---|---|---|---|---|
| 12 | Schedule “P” Personal Accessible Parking **ADD** | George Ave | East | A point 28m north of Alice St | A point 34m north of Alice St | April, June, August, October | Effective 9:00 a.m. on the first day of each month |
| 13 | Schedule “P” Personal Accessible Parking **ADD** | George Ave | West | A point 28m north of Alice St | A point 34m north of Alice St | January, February, March, May, July, September, November, December | Effective 9:00 a.m. on the first day of each month |
| 14 | Schedule “P” Personal Accessible Parking **ADD** | Turner Rd | East | A point 106m north of Vimy Ave | A point 112m north of Vimy Ave | April, June, August, October | Effective 9:00 a.m. on the first day of each month |
| 15 | Schedule “P” Personal Accessible Parking **ADD** | Turner Rd | West | A point 106m north of Vimy Ave | A point 112m north of Vimy Ave | January, February, March, May, July, September, November, December | Effective 9:00 a.m. on the first day of each month |
| 16 | Schedule “P” Personal Accessible Parking **DELETE** | Ontario St | North | A point 14m east of Drouillard Road | A point 20m east of Drouillard Road | | |

| ITEM | REGULATION | STREET | SIDE | FROM | TO | MONTHS | ADDITIONAL RESTRICTIONS |
|---|---|---|---|---|---|---|---|
| 17 | Schedule “P” Personal Accessible Parking **ADD** | Lawrence Rd | East | A point 79m south of Wyandotte St E | A point 85m south of Wyandotte St E | April, June, August, October | Effective 9:00 a.m. on the first day of each month |
| 18 | Schedule “P” Personal Accessible Parking **ADD** | Lawrence Rd | West | A point 80m south of Wyandotte St E | A point 86m south of Wyandotte St E | January, February, March, May, July, September, November, December | Effective 9:00 a.m. on the first day of each month |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 19 | Schedule “P” Personal Accessible Parking **ADD** | Lawrence Rd | East | A point 73m south of Wyandotte St E | A point 79m south of Wyandotte St E | April, June, August, October | Effective 9:00 a.m. on the first day of each month |
| 20 | Schedule “P” Personal Accessible Parking **ADD** | Lawrence Rd | West | A point 74m south of Wyandotte St E | A point 80m south of Wyandotte St E | January, February, March, May, July, September, November, December | Effective 9:00 a.m. on the first day of each month |

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

FRED FRANCIS, MAYOR

CITY CLERK

By signing this by-law on November 23, 2026, Mayor Fred Francis will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – November 23, 2026
Second Reading – November 23, 2026
Third Reading – November 23, 2026

# BY-LAW NUMBER 170-2026

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

Passed the 23rd day of 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 said by-law, is amended by adding the following paragraph:

   **39. WEST SIDE OF RANKIN AVENUE BETWEEN WEST GRAND COURT AND NORFOLK STREET**

   For the lands comprising 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]

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 | 8 | Lot 604, Part Block J, Registered Plan 1295<br><br>(West side of Rankin Avenue between West Grand Court and Norfolk Street; 3105 Rankin Avenue; Roll No. 080-200-08000) | N/A | RD1.4 | RD1.4x(39) |

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

FRED FRANCIS, MAYOR

CITY CLERK

By signing this by-law on November 23, 2026, Mayor Fred Francis will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – November 23, 2026
Second Reading – November 23, 2026
Third Reading – November 23, 2026

**Item No. 13.5**

# BY-LAW NUMBER 171-2026

A BY-LAW TO AMEND BY-LAW NUMBER 13103, BEING A BY-LAW TO CLOSE, STOP UP AND CONVEY PART OF THE NORTH/SOUTH ALLEY BETWEEN DAYTONA AND NORTHWAY, FROM MANITOBA NORTHERLY, CITY OF WINDSOR

Passed the 23rd day of November, 2026.

**WHEREAS** it is deemed expedient to amend By-law Number 13103, passed on the 15th day of September, 1997, and registered on title on October 3, 1997, as Instrument No. R1401805 (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 each of the owners whose lands abut upon lands described herein shall have the right to purchase, at the following price, that part thereof upon which their lands abut to the middle line of such closed and stopped up part:

      (a) $1.00 plus HST (if applicable), together with a deed preparation fee, and proportionate share of the survey costs, as invoiced to the City by an Ontario Land Surveyor for alley lands abutting properties zoned RD2.2;

      (b) $25 per square foot, plus HST (if applicable) without easements present or $12.50 per square foot, plus HST (if applicable) with easements present, together with a deed preparation fee, and a proportionate share of the survey costs, as invoiced to the City by an Ontario Land Surveyor for alley lands abutting properties zoned RD3.1.

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).

FRED FRANCIS, MAYOR

CITY CLERK

By signing this by-law on November 23, 2026, Mayor Fred Francis will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – November 23, 2026
Second Reading – November 23, 2026
Third Reading – November 23, 2026

**SCHEDULE "A"**
TO BY-LAW 171-2026

Part Alley, Registered Plan 948, Sandwich West (closed by R1401805) abutting Lot 26, Plan 948, except Part 16, Plan 12R25907; City of Windsor

Being all of PIN 01583-2733 (LT)

City of Windsor
County of Essex

Part Alley, Registered Plan 1074, Sandwich West (closed by R1401805) and Part Lane, Plan 1335, Sandwich West (closed by R1401805), Parts 4 & 5, Plan 12R30226; City of Windsor

Being all of PIN 01583-2869 (LT)

City of Windsor
County of Essex

Part Lane, Plan 1335, Sandwich West (closed by R1401805); City of Windsor

Being all of PIN 01583-2840 (LT)

City of Windsor
County of Essex

Part Lane, Plan 1275, Sandwich West (closed by R1401805); City of Windsor

Being all of PIN 01583-2841 (LT)

City of Windsor
County of Essex

**Item No. 13.6**

# BY-LAW NUMBER 172-2026

A BY-LAW TO ADOPT AMENDMENT NO. 204 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR

Passed the 23rd day of November, 2026.

**WHEREAS** pursuant to the provisions of Section 17(1) of the *Planning Act*, R.S.O. 1990, c. P.13 as amended, the Minister of Municipal Affairs and Housing (Minister) is the approval authority in respect of the approval of a plan as an official plan.

**AND WHEREAS** Section 17(9) of the said *Planning Act* provides that the Minister may by order exempt a proposed official plan amendment from his approval under Section 17(1) of the said Act.

**AND WHEREAS** pursuant to the provisions of Ontario Regulation 525/97 most amendments to the official plan of the City of Windsor commenced after January 19, 1998 are exempt from the approval of the said Minister.

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

1. That Amendment No. **204** to the Official Plan of the City of Windsor, attached hereto, is hereby adopted.

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

FRED FRANCIS, MAYOR

CITY CLERK

By signing this by-law on November 23, 2026, Mayor Fred Francis will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – November 23, 2026
Second Reading – November 23, 2026
Third Reading – November 23, 2026

# AMENDMENT NO. 204

# TO THE

# OFFICIAL PLAN

# CITY OF WINDSOR

Part D (Details of the Amendment) of the following text and attached Schedule A of the City of Windsor Official Plan constitute Amendment No. 204.

Also included, but not constituting part of the Amendment, are explanations of Purpose, Location, Background, and Implementation of the Amendment, and Appendix A (Results of Public Notification).

## A. PURPOSE:

The purpose of Amendment No. 204 is to amend Schedule “A” of Volume I: The Primary Plan of the City of Windsor Official Plan by designating the subject lands as a Special Policy Area; and to add a Special Policy Area to Volume II: Secondary Plans and Special Policy Areas of the City of Windsor Official Plan to permit a Semi-Detached Dwelling, Townhome Dwelling, and Multiple Dwelling with 8 or less units in accordance with the implementing zoning provisions.

## B. LOCATION:

The amendment applies to the land described as 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.

## C. BACKGROUND:

The Applicant is requesting an Official Plan Amendment to facilitate the redevelopment of the lands municipally known as 1356 Drouillard Road for a low-profile residential development.

The subject land is designated “Mixed Use Corridor” on Schedule D: Land Use in Volume I: The Primary Plan of the Official Plan. The designation provides for a range of commercial uses as well as Medium and High profile residential uses either as stand-alone buildings or part of commercial-residential mixed use buildings.

The subject land is zoned Commercial District 4.1 (CD4.1) by Zoning By-law 8600.

The Applicant is requesting an Official Plan Amendment changing the land use designation on Schedule “A” of Volume I: The Primary Plan of the City of Windsor Official Plan by designating the subject lands as a Special Policy Area; and adding a Special Policy Area to Volume II: Secondary Plans and Special Policy Areas of the City of Windsor Official Plan to permit a Semi-Detached Dwelling, Townhome Dwelling, and Multiple Dwelling with 8 or less units in accordance with the implementing zoning provisions.

The Applicant is also requesting a Zoning By-law Amendment changing the zoning from Commercial District 4.1 (CD4.1) to Holding Residential District 2.2 (HRD2.2) with additional provisions.

When Official Plan Amendment 204 is approved, the requested zoning amendment will conform to the Zoning Amendment Policies in Section 11.6.3 of the Official Plan and conform to the general policy direction of the Official Plan.

The Developer proposes to construct one Semi-Detached Dwelling with reduced front yard depth and increased gross floor area. Parking to comply with the Zoning By-law and additional provisions.

The development as proposed will not be subject to site plan control.

## D. DETAILS OF THE AMENDMENT:

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 Metcalfe 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. |

## E. IMPLEMENTATION:

1) This amendment is to be implemented by an amendment to Zoning By-law 8600 as recommended in Report Number S 93/2026 (OPA 204 OPA/7386 Z-019/26 ZNG/7385), recommended for approval by the Development and Heritage Standing Committee (DHSC) on October 5th, 2026, (DHSC 869), and approved by Council on November 9th, 2026 (CR442/2026).

## APPENDIX A

The following are the results of public notification of the amendments and the outcome of public meetings. Comments relate to the Official Plan Amendment and the associated rezoning amendment.

**DEVELOPMENT & HERITAGE STANDING COMMITTEE (DHSC):**

A meeting of the DHSC was held on October 5th, 2026, to consider the applications (OPA 204 OPA/7386 Z-019/26 ZNG/7385) and Staff Report S 93/2026. This is the statutory public meeting required by the Planning Act. Below is an extract from the minutes of the meeting:

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

Averil Parent (author), Planner II – Development Review, is available for questions.

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 Metcalfe 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).

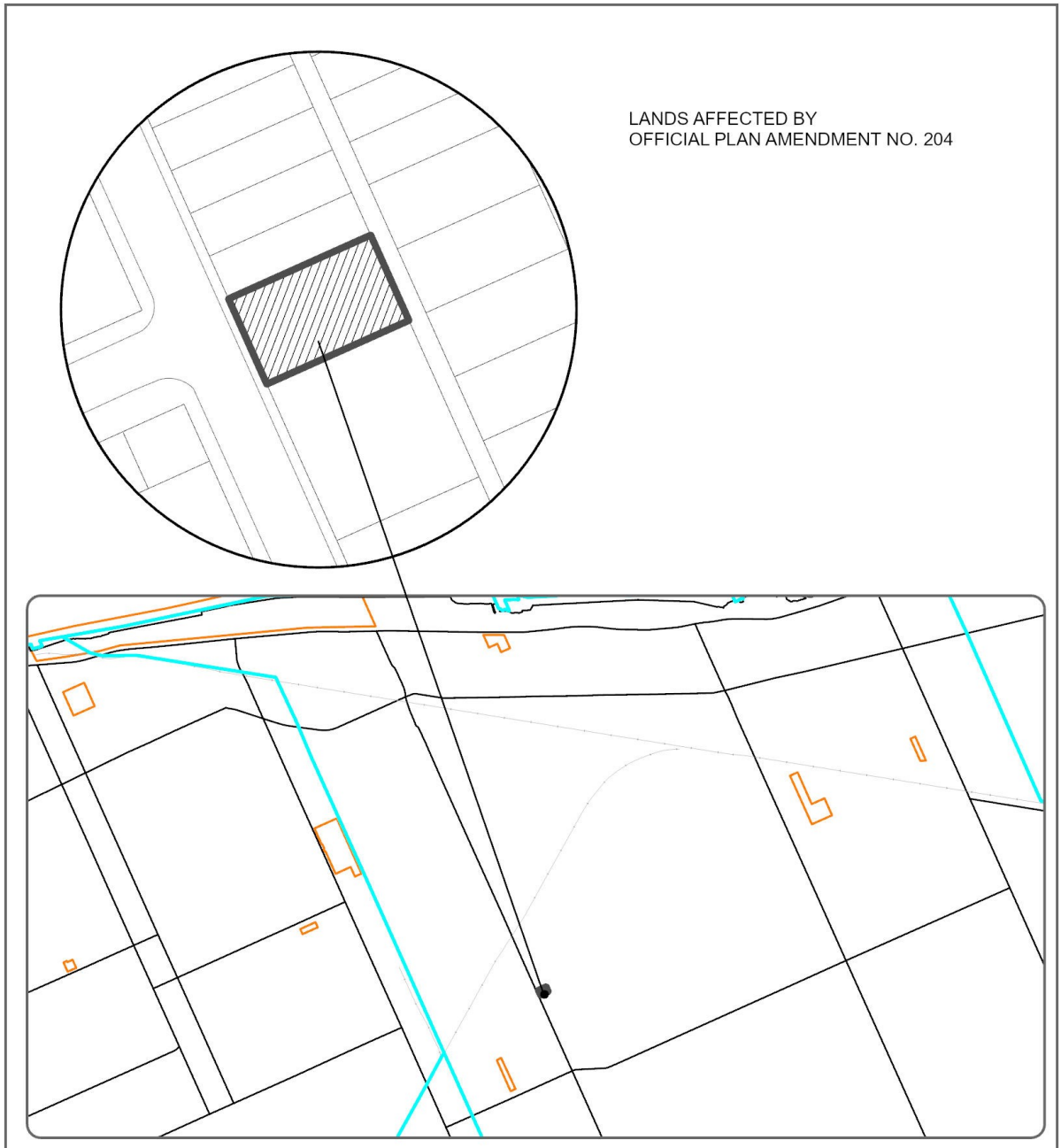
Carried.

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

**CITY OF WINDSOR COUNCIL MEETING:**

A meeting of City Council was held on November 9th, 2026, at which time the recommendations of Administration (S 93/2026) and the DHSC (DHSC 869) were considered by City of Windsor Council. City Council approved the recommendation of DHSC (CR442/2026).

# SCHEDULE A




## OFFICIAL PLAN AMENDMENT NO. 204

AREA SUBJECT TO OFFICIAL PLAN AMENDMENT NO. 204

SPECIAL POLICY AREAS

PLANNING DISTRICTS

SECONDARY PLANS

# BY-LAW NUMBER 173-2026

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

Passed the 23rd day of 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 said by-law, is amended by adding the following paragraph:

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

For the lands comprising of Lots 16 and 71, 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]

2. That Section 95.20 of said by-law is amended by adding the following clause:

(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.

[ZDM 7; ZNG/7385]

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 Part | 3. Lands Affected | 4. Official Plan Amendment Number | 5. Zoning Symbol | 6. New Zoning Symbol |
|---|---|---|---|---|---|
| 1 | 7 | Lots 16 and 17, Registered Plan 685<br><br>(East side of Drouillard Road between Franklin Street and Metcalfe Street; 1356 Drouillard Road; Roll No. 010-160-04400) | 204 | CD4.1 | H(16)RD2.2 x(38) |

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

FRED FRANCIS, MAYOR

CITY CLERK

By signing this by-law on November 23, 2026, Mayor Fred Francis will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – November 23, 2026
Second Reading – November 23, 2026
Third Reading – November 23, 2026

**Item No. 13.8**

# BY-LAW NUMBER 174-2026

A BY-LAW TO APPOINT MEMBERS OF COUNCIL TO ACT AS MAYOR

Passed the 23rd day of November, 2026.

**WHEREAS** Section 226 of the *Municipal Act, 2001* authorizes Council to by by-law appoint members of council to act from time to time in the place of the Mayor when the Mayor is absent from the municipality or absent through illness.

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

1. When and while the Mayor is absent from the City of Windsor or is absent from his office through illness, and provided that such absence is verified in writing signed by the Mayor or by his legal representative, the members of Council, identified by their respective surnames in the roster attached hereto and forming part of this by-law as Schedule "A", shall act in the place of the Mayor during the months/years respectively so indicated by such roster. While so acting such members have all the duties, and may exercise, all the rights, powers and authority of the Mayor.

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

FRED FRANCIS, MAYOR

CITY CLERK

By signing this by-law on November 23, 2026, Mayor Fred Francis will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – November 23, 2026
Second Reading – November 23, 2026
Third Reading – November 23, 2026

**APPENDIX "A"**

SCHEDULE "A" TO BY-LAW NUMBER 174-2026
OF THE CORPORATION OF THE CITY OF WINDSOR
PASSED THE 23rd DAY OF NOVEMBER, 2026

| MONTH | YEAR | | | | |
|---|---|---|---|---|---|
| | **2026** | **2027** | **2028** | **2029** | **2030** |
| **January** | | Angelo Marignani | Kieran McKenzie | Darcie Renaud | Ken Acton |
| **February** | | Gary Kaschak | Frazier Fathers | Chris Holt | Jeremy Renaud |
| **March** | | Kieran McKenzie | Darcie Renaud | Ken Acton | Mark Masanovich |
| **April** | | Frazier Fathers | Chris Holt | Jeremy Renaud | Renaldo Agostino |
| **May** | | Darcie Renaud | Ken Acton | Mark Masanovich | Angelo Marignani |
| **June** | | Chris Holt | Jeremy Renaud | Renaldo Agostino | Gary Kaschak |
| **July** | | Ken Acton | Mark Masanovich | Angelo Marignani | Kieran McKenzie |
| **August** | | Jeremy Renaud | Renaldo Agostino | Gary Kaschak | Frazier Fathers |
| **September** | | Mark Masanovich | Angelo Marignani | Kieran McKenzie | Darcie Renaud |
| **October** | | Renaldo Agostino | Gary Kaschak | Frazier Fathers | Chris Holt |
| **November** | | Angelo Marignani | Kieran McKenzie | Darcie Renaud | Ken Acton |
| **December** | Renaldo Agostino | Gary Kaschak | Frazier Fathers | Chris Holt | Jeremy Renaud |

# BY-LAW NUMBER 175-2026

A BY-LAW TO AUTHORIZE THE TEMPORARY BORROWING OF MONEY FROM NOVEMBER 15, 2026 TO DECMBER 31, 2026

Passed the 23rd day of November, 2026.

**WHEREAS** pursuant to the provisions of section 407(1) of the *Municipal Act*, 2001, as amended, a municipality may, borrow such sums as the municipality considers necessary to meet, the expenses of the municipality for November 15 to December 31, 2026;

**AND WHEREAS** it is deemed expedient to authorize the temporary borrowing of the amounts that the municipality considers necessary to meet the expenses of the municipality for November 15 to December 31, 2026;

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

1. (a) The Corporation of the City of Windsor ("Corporation") is hereby authorized to borrow on the credit of the Corporation from time to time by way of a promissory note or bankers' acceptance signed by them on behalf of the Corporation, a sum or sums of money not exceeding, from January 1 to September 30 of 2026, fifty percent (50%) of the total of the estimated revenues of the Corporation as set forth in the budget estimates adopted by Council for 2026 and not exceeding, from October 1 to December 31, 2026, twenty-five percent (25%) of the total of the estimated revenues of the Corporation as set forth in the budget estimates adopted by Council for 2026.

(b) For the purposes of subsection (a) hereof, estimated revenues shall not include revenues derivable or derived from the following:

i. Arrears of taxes, fees or charges; or
ii. A payment from a reserve fund of the municipality, whether or not the payment is for a capital purpose

2. The Chief Administrative Officer and the City Clerk are hereby authorized to execute any related banking agreements for the above, including any line of credit commitment letters as deemed necessary by the City Treasurer to establish and maintain lines of credit.

3. The Chief Administrative Officer and City Treasurer are further authorized to execute the "Security Agreement – Municipalities and School Boards" banking document.

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

FRED FRANCIS, MAYOR

CITY CLERK

By signing this by-law on November 23, 2026, Mayor Fred Francis will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – November 23, 2026
Second Reading – November 23, 2026
Third Reading – November 23, 2026

**Item No. 13.10**

# BY-LAW NUMBER 176-2026

A BY-LAW TO AUTHORIZE THE TEMPORARY BORROWING OF MONEY FOR THE FISCAL YEAR 2027

Passed the 23rd day of November, 2026.

**WHEREAS** pursuant to the provisions of section 407(1) of the *Municipal Act*, 2001, as amended, a municipality may, borrow such sums as the municipality considers necessary to meet, the expenses of the municipality for January 1, 2027 to December 31, 2027;

**AND WHEREAS** it is deemed expedient to authorize the temporary borrowing of the amounts that the municipality considers necessary to meet the expenses of the municipality for January 1, 2027 to December 31, 2027;

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

1. (a) The Corporation of the City of Windsor ("Corporation") is hereby authorized to borrow on the credit of the Corporation from time to time by way of a promissory note or bankers' acceptance signed by them on behalf of the Corporation, a sum or sums of money not exceeding, from January 1 to September 30 of 2027, fifty percent (50%) of the total of the estimated revenues of the Corporation as set forth in the budget estimates adopted by Council for 2027 and not exceeding, from October 1 to December 31, 2027, twenty-five percent (25%) of the total of the estimated revenues of the Corporation as set forth in the budget estimates adopted by Council for 2027.

(b) For the purposes of subsection (a) hereof, estimated revenues shall not include revenues derivable or derived from the following:

i. Arrears of taxes, fees or charges, or
ii. A Payment from a reserve fund of the municipality, whether or not the payment is for a capital purpose.

2. The Chief Administrative Officer and the City Clerk are hereby authorized to execute any related banking agreements for the above, including any line of credit commitment letters as deemed necessary by the City Treasurer to establish and maintain lines of credit.

3. The Chief Administrative Officer and City Treasurer are further authorized to execute the "Security Agreement – Municipalities and School Boards" banking document.

4. This by-law shall come into force and take effect on January 1, 2027.

FRED FRANCIS, MAYOR

CITY CLERK

By signing this by-law on November 23, 2026, Mayor Fred Francis will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – November 23, 2026
Second Reading – November 23, 2026
Third Reading – November 23, 2026

**Item No. 13.11**

# BY-LAW NUMBER 177-2026

A BY-LAW TO APPOINT THE OMBUDSMAN AS THE INVESTIGATOR PURSUANT TO SECTION 239.2 OF THE MUNICIPAL ACT, 2001, AS AMENDED IN THE CITY OF WINDSOR

Passed the 23rd day of November, 2026.

**WHEREAS** section 239.1 of the Municipal Act, 2001 as amended permits a person to request an investigation of whether a municipality or local board has complied with section 239 of the Municipal Act, 2001 as amended or a procedure by-law under subsection 238 (2) in respect of a meeting or part of a meeting that was closed to the public;

**AND WHEREAS** Council deems it desirable to appoint the Ombudsman, appointed under the Ombudsman Act, as the Investigator to investigate all requests on behalf of the municipality and its local boards, in accordance with section 239.2 of the Municipal Act, 2001 as amended;

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

1. That pursuant to section 239.2 of the Municipal Act, 2001, as amended, (the "Act") Council hereby appoints the Ombudsman, appointed under the Ombudsman Act ("Ombudsman"), as the independent Investigator to investigate in accordance with the legislation all requests for an investigation whether the municipality or a local board of the municipality or any committees thereof, have complied with s.239 of the Act, or a procedure by-law under subsection 238 (2) of the Act, in respect of a meeting or part of a meeting that was closed to the public. For the purposes of this By-Law "committee" and "local board" shall have the same meaning as defined in section 238 of the Act.
2. The Ombudsman shall, in carrying out the functions of the Investigator, have regard to, among other matters, the importance of the Investigator's credibility, the independence, impartiality and confidentiality with respect to the investigative process.
3. The Investigator may hear or obtain information from such persons as the Investigator thinks fit, and may make such inquiries as the Investigator thinks fit and it is not necessary for the Investigator or to hold any hearing.
4. Subject to section 5, no person is entitled as of right to be heard by the Investigator.
5. If at any time during the course of an investigation it appears to the Investigator that there may be sufficient grounds for a report or recommendation that may adversely affect the municipality, a local board or any other person, the Investigator shall give him, her or it an opportunity to make representations respecting the adverse report or recommendation, either personally or by counsel.
6. After conducting an investigation, the Investigator shall report to the municipality or in the case of a local board, to the local board and the municipality. The report shall include an opinion and the reasons for it and may make such recommendations as the Investigator thinks fit. The report shall be included on the next agenda of the municipality or in the case of a local board, the municipality and the local board agendas, immediately following receipt of the report.

7. Every request for an investigation by a person shall include all of the following:
    a. be directed to the Clerk,
    b. be in writing,
    c. include reasons for the request,
    d. be signed, and
    e. include an address and telephone number of the person making the request.
8. That By-law number 248-2007, passed the 17th day of December 2007, is hereby repealed.
9. This By-law shall come into force and take effect on January 1, 2027.

FRED FRANCIS, MAYOR

CITY CLERK

By signing this by-law on November 23, 2026, Mayor Fred Francis will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – November 23, 2026
Second Reading – November 23, 2026
Third Reading – November 23, 2026

**Item No. 13.12**

# BY-LAW NUMBER 178-2026

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 23RD DAY OF NOVEMBER, 2026

Passed the 23rd 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.

FRED FRANCIS, MAYOR

CITY CLERK

By signing this by-law on November 23, 2026, Mayor Fred Francis will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading - November 23, 2026
Second Reading - November 23, 2026
Third Reading - November 23, 2026