

Environment, Transportation & Public Safety Standing Committee
Sitting as the Transit Windsor Board of Directors Meeting Agenda

Date: Wednesday, September 24, 2025

Time: Immediately following the 4:30 o'clock p.m.

Environment, Transportation & Public Safety Standing Committee Meeting

Location: Room 139, 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 By-law 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:

Ward 3 – Councillor Renaldo Agostino

Ward 4 – Councillor Mark McKenzie

Ward 8 – Councillor Gary Kaschak

Ward 9 – Councillor Kieran McKenzie (Vice Chairperson)

ORDER OF BUSINESS

Item #	Item Description
1.	CALL TO ORDER

READING OF LAND ACKNOWLEDGMENT

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.

2.	DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
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3.	ADOPTION OF THE MINUTES OF THE ETPS STANDING COMMITTEE SITTING AS THE TRANSIT WINDSOR BOARD OF DIRECTORS
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3.1.	Adoption of the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors minutes of its meeting held July 30, 2025 (SCM 244/2025)
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4.	REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS
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5.	COMMUNICATIONS
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6.	PRESENTATIONS AND DELEGATIONS
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9.	TRANSIT BOARD ITEMS
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9.1.	Confirm and Ratify Report regarding Transit Windsor Secondment Agreement – City Wide (S 108/2025) <i>Author: Steve Vlachodimos, City Clerk/Licence Commissioner</i>
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11.	NEW BUSINESS
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12.	ADJOURNMENT
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Committee Matters: SCM 244/2025

Subject: Adoption of the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors minutes of its meeting held July 30, 2025

**Environment, Transportation & Public Safety Standing Committee Sitting as the
Transit Windsor Board of Directors Meeting**

Date: Wednesday, July 30, 2025

**Time: Immediately following the 4:30 o'clock p.m. Environment, Transportation
& Public Safety Standing Committee Meeting**

Members Present:

Councillors

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie (Vice Chairperson)

**PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM
ADMINISTRATION:**

None.

**ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM
ADMINISTRATION:**

Stephen Habrun, Executive Director, Transit Windsor

Dan Seguin, Deputy Treasurer, Financial Accounting & Corporate Controls

Sandra Gebauer, Council Assistant

Anna Ciacelli, Deputy City Clerk

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1. CALL TO ORDER

The Vice Chairperson calls the meeting of the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors to order at 5:05 o'clock p.m.

2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

3. ADOPTION OF THE MINUTES OF THE ETPS STANDING COMMITTEE SITTING AS THE TRANSIT WINDSOR BOARD OF DIRECTORS

3.1. Adoption of the Environment, Transportation, and Public Safety Standing Committee sitting as the Transit Windsor Board of Directors minutes of its meeting held May 28, 2025

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Mark McKenzie

THAT the Environment, Transportation, and Public Safety Standing Committee sitting as the Transit Windsor Board of Directors minutes of its meeting held May 28, 2025, **BE ADOPTED** as presented.

Carried.

Report Number: SCM 180/2025

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

5. COMMUNICATIONS

None presented.

6. PRESENTATIONS AND DELEGATIONS

None presented.

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9. TRANSIT BOARD ITEMS

9.1. Transit Windsor License Agreement with NextStar Energy Inc. - 10900 Twin Oaks Drive and 3455 Banwell Road

Councillor Kieran McKenzie inquires if there will be a written agreement between the parties involved. Stephan Habrun, Acting Executive Director, Transit Windsor, appears before the Environment Transportation and Public Safety Standing Committee, Sitting as the Transit Windsor Board of Directors regarding the administrative report dated July 9, 2025, entitled "Transit Windsor License Agreement with NextStar Energy Inc. - 10900 Twin Oaks Drive and 3455 Banwell Road" and indicates that is his understanding.

Councillor Gary Kaschak inquires whether a large number of NextStar-related riders are anticipated. Mr. Habrun replies that this is an unknown at the moment. He adds that due to the Twin Oaks industrial area and the NextStar plant being in the same general location, it's expected that the majority of the ridership will consist of those employees.

Councillor Kieran McKenzie comments that this will be a real step forward in terms of accessibility for the workers and the area in general.

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

Decision Number: **TWB 17**

THAT the Environment, Transportation and Public Safety Standing Committee sitting as the Transit Windsor Board of Directors, and City Council:

- I. **APPROVE** Transit Windsor entering into a license agreement with NextStar Energy Inc. in accordance with the following terms and conditions:
 - a. Transit Windsor will be granted non-exclusive access to the lands municipally known as 10900 Twin Oaks Drive and 3455 Banwell Road (collectively, the "Premises") in order to maintain its municipal transit service Route 250;
 - b. Transit Windsor will be granted exclusive use of the area identified in Appendix A attached hereto;
 - c. For a total annual cost of \$1.00 (CAD), plus HST;
 - d. The term shall be a period of three (3) years, commencing upon execution of the license agreement (the "Term"); and,

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- e. Following the initial Term, the license agreement will renew automatically on a year-to-year basis, unless written notice is provided by either party no later than 30 days prior to the expiry of the then current term; and further,

- II. **AUTHORIZE** the Acting Executive Director of Transit Windsor to sign the agreement, satisfactory in form to the City Solicitor, in technical content to the Deputy CAO/Commissioner, Economic Development, and financial content to the City Treasurer.

Carried.

Report Number: S 92/2025
Clerk's File: APM/14908

9.2. Transit Windsor Pension - 2024 Actuarial Valuation and Audited Financial Statements - City Wide

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

Decision Number: **TWB 18**

THAT the Environment, Transportation & Public Safety Standing Committee sitting as the Transit Windsor Board of Directors:

- I. **APPROVE** the Audited Financial Statements and Actuarial Valuation of the Contributory Pension Plan for Employees of Transit Windsor as at December 31, 2024; and further,
- II. **ACKNOWLEDGE** the forwarding of the Audited Financial Statements and Actuarial Valuation as at December 31, 2024 to the Office of the Superintendent of Financial Institutions by the Plan Administrator and as per legislation.

Carried.

Report Number: S 87/2025
Clerk's File: AFB/14256

11. NEW BUSINESS

None presented.

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12. ADJOURNMENT

There being no further business, the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors is adjourned at 5:09 o'clock p.m. The next meeting of the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors will be held September 24, 2025.
Carried.

Ward 2 – Councillor Kieran McKenzie
(Vice Chairperson)

Deputy City Clerk / Supervisor of Council
Services

**Subject: Confirm and Ratify Report regarding Transit Windsor
Secondment Agreement – City Wide**

Reference:

Date to Council: September 24, 2025
Author: Steve Vlachodimos
City Clerk/Licence Commissioner
(519) 255-6100 ext. 6488
svlachodimos@citywindsor.ca
Council Services
Report Date: 8/26/2025
Clerk's File #: MT/13708

To: Mayor and Members of City Council

Recommendation:

That the results of the email poll authorized by the Vice Chair for the Environment, Transportation and Public Safety Standing Committee sitting as the Transit Windsor Board of Directors on August 15, 2025 approving the following **BE CONFIRMED AND RATIFIED**:

Whereas Section 4(2) of the Operating Agreement between Transit Windsor ("TW") and The Corporation of the City of Windsor (the "City") delegates recruitment of TW staff and TW human resources services to the City;

And whereas the aforementioned authority includes responsibility for the recruitment of the Executive Director for Transit Windsor;

And whereas the current Acting Executive Director, Stephan Habrun, will return to his position as the Director, Operations and Planning;

And whereas the City has recruited James Chacko to fill the position of Executive Director for TW via a secondment agreement from August 18, 2025 until January 31, 2026 pending the recruitment of a full-time Executive Director. Mr. Chacko would remain a City of Windsor employee but would be seconded to the ED role at the TW Salary Schedule NU 16, Step 5 rate of pay;

And whereas the parties to the secondment agreement are the City, Transit Windsor and James Chacko;

And whereas the authorized signing officer of Transit Windsor is the TW Board Chair, which seat is currently vacant;

Now Therefore BE IT RESOLVED that the Board hereby confers authority upon the Vice Chair to execute a secondment agreement between TW, the City and James Chacko to second James Chacko to position of Executive Director, Transit Windsor from August 18, 2025-January 31, 2026.

Executive Summary:

N/A.

Background:

Section 3.7 of Procedure By-law 98-2011 provides the following:

“Telephone and/or email polls of Members of Council shall be permitted only upon authorization by the Mayor or CAO, in emergency situations requiring Council direction where time does not permit holding a special meeting of Council and/or quorum of Council cannot physically convene to consider a matter. The results of a poll must be confirmed and ratified at the next public meeting of Council”.

Discussion:

Due to the time sensitive nature pertaining to granting authority to the Vice Chair of the Environment, Transportation and Public Safety Standing Committee sitting as the Transit Windsor Board of Directors to execute a secondment agreement between Transit Windsor and the City of Windsor, the request to conduct an e-mail poll was granted by the Mayor, the Deputy Chief Administrative Officer and the Vice Chair of the Board.

An email poll regarding this matter was conducted by the City Clerk on August 15, 2025. The administrative recommendation was approved as presented, by all members of the Environment, Transportation and Public Safety Standing Committee sitting as the Transit Windsor Board of Directors unanimously.

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:

It is recommended that the results of the email poll conducted on August 15, 2025 approving the above noted resolution be confirmed and ratified.

Planning Act Matters:

N/A.

Approvals:

Name	Title
Steve Vlachodimos	City Clerk/Licence Commissioner
Jelena Payne	Deputy Chief Administrative Officer and Commissioner, Economic Development
Andrew Daher	Commissioner Corporate Services
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices: