

Environment, Transportation & Public Safety
Standing Committee Meeting Agenda

Date: Wednesday, June 25, 2025

Time: 4:30 o'clock p.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 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 2 – Councillor Fabio Costante (Chairperson)

Ward 3 – Councillor Renaldo Agostino

Ward 4 – Councillor Mark McKenzie

Ward 8 – Councillor Gary Kaschak

Ward 9 – Councillor Kieran McKenzie

ORDER OF BUSINESS

| Item # | Item Description |
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| 1. | CALL TO ORDER |
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READING OF LAND ACKNOWLEDGMENT

We [] 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.

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| 2. | DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF |
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| 3. | ADOPTION OF THE MINUTES OF THE ETPS STANDING COMMITTEE |
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| 3.1. | Adoption of the Environment, Transportation, and Public Safety Standing Committee minutes of its meeting held May 28, 2025 (SCM 179/2025) |
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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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| 7. | COMMITTEE MATTERS |
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| 7.1. | Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held May 6, 2025 (SCM 177/2025) |
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8. ADMINISTRATIVE ITEMS

8.1. 2023 Community and Corporate GHG Inventory - City Wide (**S 158/2024**)

*Author: Michelle Moxley-Peltier, Community Energy Plan Project Administrator
Environmental Sustainability and Climate Change*

8.2. Energy Access and Poverty Pillar (EAPP) Report - City Wide (**S 167/2024**)

Author: Matthew Johnson, Executive Director, Economic Development and Climate Change

Michelle Moxley-Peltier, Community Energy Plan Project Administrator Environmental Sustainability and Climate Change

8.3. Repeal of By-law 6366 – A By-law Respecting the Transporting, Storing, Handling and Use of Explosives in the City of Windsor – City Wide (**S 47/2025**)

Author: Brandon Calleja, Senior Manager/Deputy Chief Building Official – Permits

8.4. Repeal By-law 49-2018 and Pass an Amended By-law - A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections – City Wide (**S 77/2025**)

Author: Brandon Calleja, Senior Manager/Deputy Chief Building Official – Permits

8.5. Truck Route Study – City Wide (**S 79/2025**)

Author: Chris Gerardi, Policy Analyst, Transportation Planning

8.6. Options for Licensing Hotels and Motels - City Wide (**S 21/2025**)

Clerk's Note: Administration is providing the **attached** additional information memo. (**AI 17/2025**)

Author: Craig Robertson, Manager of Licensing and Enforcement & Deputy Licence Commissioner

11. QUESTION PERIOD

12. ADJOURNMENT



Committee Matters: SCM 179/2025

**Subject: Adoption of the Environment, Transportation, and Public Safety
Standing Committee minutes of its meeting held May 28, 2025**

Environment, Transportation & Public Safety Standing Committee Meeting

Date: Wednesday, May 28, 2025

Time: 4:30 o'clock p.m.

Members Present:

Councillors

Ward 3 - Councillor Renaldo Agostino

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie (Vice Chairperson)

Councillors Regrets

Ward 2 - Councillor Fabio Costante (Chairperson)

Ward 4 - Councillor Mark McKenzie

PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM ADMINISTRATION:

Sandra Gebauer, Council Assistant

ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM ADMINISTRATION:

David Simpson, Commissioner, Infrastructure Services & City Engineer

Stacey McGuire, Executive Director, Engineer/Deputy City Engineer

Brian Lima, Executive Director of Operations / Deputy City Engineer

Phong Nguy, Senior Manager, Contracts, Field Services & Maintenance

Ian Day, Senior Manager Traffic Operations/Parking

Mark Spizzirri, Manager, Performance Measurement & Business Case Development

Patrick Winters, Manager of Development

Tom Graziano, Engineer III

Daniel Lopez, Engineer II

Ray Sayyadi, Transportation Planning Senior Engineer

Kathleen Quenneville, Active Transportation Coordinator

Anna Ciacelli, Deputy City Clerk / Supervisor of Council Services

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1. CALL TO ORDER

The Vice Chairperson calls the meeting of the Environment, Transportation & Public Safety Standing Committee to order at 4:30 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

3.1. Adoption of the Environment, Transportation, and Public Safety Standing Committee minutes of its meeting held April 30, 2025

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Gary Kaschak

THAT the minutes of the Environment, Transportation & Public Safety Standing Committee meeting held April 30, 2025, **BE ADOPTED** as presented.
Carried.

Report Number: SCM 162/2025

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

5. COMMUNICATIONS

None presented.

6. PRESENTATIONS AND DELEGATIONS

8.3. Dawson Drain Provisional By-Law for Repair and Improvement - Ward 9

Eshan Kumar, WSP Canada Limited

Eshan Kumar, WSP Canada Limited, appears before the Environment, Transportation, and Public Safety Standing Committee regarding the administrative report dated May 6, 2025 entitled "Dawson Drain Provisional By-Law for Repair and Improvement – Ward 9" to provide an overview of the issues requiring repair and improvement for the Dawson Drain, and WSP's recommendations for such improvements.

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Councillor Kieran McKenzie inquires whether the recommended improvements would cause any issue with the decommissioned drain outlet at Calderwood Park. Mr. Kumar replies that the suggested changes would widen and lower the Dawson Drain, increasing its capacity, and that a lateral pipe near the decommissioned outlet would allow drainage to flow away from the surrounding neighbourhood without impact.

Councillor McKenzie inquires whether the 90-degree turn of this lateral drain would impact the rate of drainage flow through this corridor. Mr. Kumar replies that the wider pipes and lowering of the drain will mitigate any issue from the 90-degree bend.

Councillor Gary Kaschak inquires whether a Court of Revision sitting is required before Council approves the by-law if there are no objections or appeals to the project. Stacey McGuire, Executive Director of Engineering/Deputy City Engineer appears before the Environment, Transportation, and Public Safety Standing Committee regarding the administrative report dated May 6, 2025 entitled "Dawson Drain Provisional By-Law for Repair and Improvement – Ward 9" and indicates that a Court of Revision meeting date will have to be held, but it will end right away if there are no attendees.

Councillor Gary Kaschak inquires as to why Court of Revision dates are now mandatory, as they were not previously. Tom Graziano, Engineer, appears before the Environment, Transportation, and Public Safety Standing Committee regarding the administrative report dated May 6, 2025 entitled "Dawson Drain Provisional By-Law for Repair and Improvement – Ward 9" and indicates that Legal has determined, based on the wording of the Act, that the Court date must be held regardless of objection.

Councillor Kieran McKenzie requests clarification about the recommendation to fully implement the proposals in the report. David Simpson, Commissioner, Infrastructure Services and City Engineer appears before the Environment, Transportation, and Public Safety Standing Committee regarding the administrative report dated May 6, 2025 entitled "Dawson Drain Provisional By-Law for Repair and Improvement – Ward 9" and confirms the recommendation and indicates that there is existing funding to implement the works as identified.

Councillor Kieran McKenzie inquires as to the timeline for commencement of the project. Mr. Simpson replies that construction would begin later this year.

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 1064**

- I. That City Council **ADOPT** the Engineer's Drainage Report completed by WSP Canada Limited, dated May 14, 2025 (attached), for the Repair and Improvement to the Dawson Drain, by giving first and second readings to Provisional By-law ____-2025 in accordance with Section 45 of the Drainage Act; and,
- II. That Council **DIRECT** the Clerk to set a date for the first sitting of the Court of Revision and distribute the Provisional By-law and the Notice of the Court of Revision, in accordance with Sections 46(2) and 46(3) of the Drainage Act, R.S.O. 1990.

Carried.

Report Number: S 68/2025

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Clerk's File: SW/14224

7. COMMITTEE MATTERS

7.1. Minutes of the Active Transportation Expert Panel of its meeting held April 10, 2025

Councillor Gary Kaschak requests clarification regarding Windsor's designation as a Bronze Bicycle Friendly Community, and what the city would need to do to rank with a Silver or Gold designation. Kathleen Quenneville, Schools and Sustainable Mobility Coordinator appears before the Environment, Transportation and Public Safety Standing Committee regarding the minutes of the Active Transportation Expert Panel of its meeting held April 10, 2025, and replies that several aspects would be required, such as increased safety and increased biking facilities.

Councillor Renaldo Agostino inquires whether there is a list of cities that have received the Gold and Silver designations, and how many cities reach that level of designation. Ms. Quenneville does not know off-hand, but says the list of cities is available on the "Share the Road" website.

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 1060**

THAT the minutes of the Active Transportation Expert Panel of its meeting held April 10, 2025 **BE RECEIVED.**

Carried.

Report Number: SCM 127/2025

7.2. Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held March 4, 2025

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 1061**

THAT the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held March 4, 2025 **BE RECEIVED.**

Carried.

Report Number: SCM 130/2025

8. ADMINISTRATIVE ITEMS

8.1. Ford Test Track Neighborhood Road Safety Study - Ward 5

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Councillor Gary Kaschak inquires whether the improvements to and redesign of the Ford Test Track parking areas currently underway are close to completion. Ray Sayyadi, Transportation Engineer appears before the Environment Transportation and Public Safety Standing Committee regarding the administrative report dated May 5, 2025, entitled "Ford Test Track Neighborhood Road Safety Study – Ward 5" and indicates that there is no information on the date of completion at this time.

Councillor Gary Kaschak remarks that communicating to event organizers and executives of sporting events that attendees park in the Seminole Street or Milloy Street parking lots, as opposed to on-street, is preferred, and hopes that will be done in the future to help alleviate traffic issues in the surrounding neighbourhood.

Councillor Kieran McKenzie appreciates the informed, data-driven response in the study. He asks what tools are available to help with stop sign compliance in the area. Ian Day, Senior Manager, Transportation, appears before the Environment Transportation and Public Safety Standing Committee regarding the administrative report dated May 5, 2025, entitled "Ford Test Track Neighborhood Road Safety Study – Ward 5" and replies that the approach to this issue would be progressive. The noted problem areas would first have 'stop sign ahead' signs posted. The next step would be increasing the size of the stop sign to the maximum allowable for the speed limit. Flashing LEDs on stop signs could also be used if compliance was still an issue. No Committee or Council direction would not be required to implement these tools.

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 1062**

- I. THAT the Administration **BE DIRECTED** to implement low-cost traffic calming and safety countermeasures along Milloy Street (from Drouillard Road to George Avenue), Central Avenue (from Seminole Street to Tecumseh Road) and Westcott Road (from Seminole Street to Tecumseh Road), at a cost of \$7,445 and to be funded from Project 7069022 Traffic Calming Initiatives, and;
- II. THAT the Administration **BE DIRECTED** to enhance parking enforcement at the Ford Test Track area particularly at the time of events.

Carried.

Report Number: S 65/2025

Clerk's File: ST2025

8.2. Impact of Changes to the *Conservation Authorities Act* on the City of Windsor - City Wide

Councillor Kieran McKenzie comments that there are many problems with the changes being brought forward. The Conservation Authority's analysis identified potential risks with the elimination of some Environmental Assessment Processes, including certain projects not being properly evaluated. He asks Administration to comment on this. Mr. Simpson replies that the potential risks are appreciated, but there has been minimal impact to date because of the strong environmental policy at the administrative level, regardless of this legislation change.

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Councillor Kieran McKenzie inquires as to what the process would be should there be an increased risk that required Council's level of attention. Mr. Simpson replies that in the event of any concerning degree of impact, administration would bring their recommendations to Committee through a council report.

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 1063**

THAT the report of the Engineer II dated May 6, 2025 entitled "Impact of Proposed Changes to the *Conservation Authorities Act* on the City of Windsor-City Wide" **BE RECEIVED** for information.

Carried.

Report Number: S 66/2025

Clerk's File: GP2025

8.4. Active Transportation Master Plan Biennial Progress Report (2024) - City Wide

Councillor Gary Kaschak asks Administration for an update for 2025 to date and what may be upcoming for the rest of the year. Ms. Quenneville replies with a list of current on-going and In-design projects, including Malden Park trail upgrades, Detroit Windsor Bridge Authority funding of the trail on Broadway to connect the Gordie Howe Bridge trail to the Matchette trail, the Wyandotte East bikeway, and the Cabana Road, Lauzon Parkway and Banwell Road improvements, which will include bikeways as well.

Councillor Renaldo Agostino inquires whether there has been any movement on implementing bike parks in the city. Mr. Simpson replies that the pilot for bike parking at the Pelissier Street garage is still planned, and the viability of this will continue to be explored.

Councillor Kieran McKenzie brings up the report's use of the term "where feasible" and asks if bicycle facilities in new developments and project designs are going to comply with the current Active Transportation Master Plan (ATMP). Mr. Simpson indicates that the Active Transportation Master Plan will provide clear direction for the prioritization of the east/west, north/south cycling network. The city is working to provide the best value for the money received to complete these projects. Potential bike routes in the ATMP will continue to be targeted through future road improvements.

Councillor Kieran McKenzie inquires as to why there was no update to the Alley Revitalization Project in the report. Mr. Simpson replies that an in-depth review of the Alley Revitalization Project is currently underway and will hopefully be brought to Council by the end of Q2. The report will include options with how to proceed with the project, including financial considerations.

Councillor Kieran McKenzie asks if there will be more information presented to Council regarding changes or enhancements to the bike parking policy. Mr. Day indicates that the bike parking policy is still going forward, and that some of the more recent planning development

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reviews that have been done have consideration for bike parking noted in the parking requirements.

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 1065**

- I. THAT the report of the Coordinator, Schools and Sustainability Mobility dated May 8, 2025 entitled "Active Transportation Master Plan Biennial Progress Report (2024)-City Wide" **BE RECEIVED** for information.
- II. THAT City Council **DIRECT** Administration to prioritize the completion of the primary regional cycling network presented in this report, as well as to address existing network gaps and needed improvements, and that these **BE FUNDED** from the Bikeways Development project, 7111031, where there is no ability to leverage through other Capital Projects.

Carried.

Report Number: S 71/2025

Clerk's File: MB/5331

12. ADJOURNMENT

There being no further business, the Environment, Transportation & Public Safety Standing Committee is adjourned at 5:10 o'clock p.m. The next meeting of the Environment, Transportation & Public Safety Standing Committee will be held June 25, 2025.

Carried.

Ward 9 – Councillor Kieran McKenzie
(Vice Chairperson)

Deputy City Clerk / Supervisor of Council
Services



Committee Matters: SCM 177/2025

Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held May 6, 2025



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, May 6, 2025

Time: 4:00 PM

Location: Essex County Civic Centre
Council Chambers, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6

Attendance

Board Members:

| | |
|--------------------------|-----------------|
| Gary McNamara –Chair | County of Essex |
| Hilda MacDonald | County of Essex |
| Rob Shepley | County of Essex |
| Gary Kaschak –Vice Chair | City of Windsor |
| Kieran McKenzie | City of Windsor |
| Jim Morrison | City of Windsor |

EWSWA Staff:

| | |
|--------------------|-------------------------------------|
| Michelle Bishop | General Manager |
| Steffan Brisebois | Manager of Finance & Administration |
| Cathy Copot-Nepszy | Manager of Waste Diversion |
| Tom Marentette | Manager of Waste Disposal |
| Madison Mantha | Project Lead |
| Teresa Policella | Executive Assistant |

City of Windsor Staff:

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| Jim Leether | Manager of Environmental Services |
| Mark Spizzirri | Manager of Performance Management and Business Case Development |

County of Essex Staff:

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|-------------------|---|
| David Sundin | Director, Legislative and Legal Services |
| Claire Bebbington | Deputy County Solicitor, Legislative and Legal Services |

Absent:

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| Drew Dilkens | City of Windsor (Ex-Officio) |
| Kirk Walstedt | County of Essex |
| Michael Akpata | County of Essex |
| Mark McKenzie | City of Windsor |
| Tony Ardovini | Deputy Treasurer Financial Planning |
| Melissa Ryan | Director of Financial Services/Treasurer |

1. Call to Order

The Chair called the meeting to order at 4:03 PM.

2. Declaration of Pecuniary Interest

The Chair called for any declarations of pecuniary interest and none were noted. He further expressed that should a conflict of a pecuniary nature or other arise at any time during the course of the meeting that it would be noted at that time.

3. Approval of the Minutes

Moved by Kieran McKenzie

Seconded by Gary Kaschak

That the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated March 4, 2025, be **approved and adopted**.

**34-2025
Carried**

4. Business Arising from the Minutes

No items were raised for discussion.

5. Waste Diversion

A. Green Bin Program: Promotion & Education Plan Update – Campaign 2 (Verbal Report)

The Manager of Waste Diversion provided an update on Campaign 2: Grow Green with the Green Bin...& the Green Team. Campaign 2 was successfully launched at the recent Earth Day event held at Malden Park. She thanked Board Member Morrison for kicking off the campaign at the event's opening ceremony.

Residents were submerged in the colour Green through many activities such as:

1. EWSWA Tent that educated the public on all aspects of the Green Bin Program (GPB) program in 2025;
2. Superhero face mask painting experience;
3. Superhero colouring;
4. Green Bin Sort Game;
5. Photo Op with the Green Team (Interactive cut-outs);

6. Resources and other prizes for participating at the EWSWA Booth;
7. "Green Bin It to Win It!" for a chance to win various prizes;
8. Live Touch and Feel of the new Green Bin and Kitchen Catcher where many were intrigued by the new gravity lock feature.

Approximately 2,000 touch points were achieved through these activities which does not include the passer bys who also saw the Green Bin Program (GBP) messaging. While this event did attract exceptionally high visitors from Windsor, visitors from County municipalities were also identified through tent walk throughs and discussions on the GBP in their municipality.

This event has officially kicked off the Authority's community engagement efforts that will carry the Authority through to launch.

Next on the agenda is to onboard new staff that will help Grow the region Green at municipal events, pop-ups, schools, libraries, summer camps, etc. as well as preparing for Campaign 3 that will launch in July- The Bins ARE COMING!

The Authority is currently working with the County municipalities. The Authority has met with all municipalities and plans are in order. The Authority will also be meeting with the City of Windsor.

The Chair asked if there were any questions.

Kieran McKenzie commented that the roll-out on Earth Day was well done. He likes the esthetic of the marketing campaign and believes residents will be engaged.

Mr. Morrison commented it was a great day and a good chance to speak with residents.

Moved by Rob Shepley
Seconded by Hilda MacDonald

That the Board **receive** this verbal report as information.

**35-2025
Carried**

B. 2024 Essex-Windsor Residential Waste Diversion Report

The Manager of Waste Diversion provided a summary of the report. The overall waste diversion rate for 2024 decreased to 30.6%. This figure represents residential tonnes diverted from the Landfill. The decline was primarily due to reduced yard waste tonnage. She further highlighted other materials compared to prior year results.

She noted that obtaining data for the report was unique this year due to the Blue Box transition to producers. The Authority reached out to Circular Materials and they advised that they were not required to provide tonnage figures as there is no regulatory obligation for them to provide this information.

The Chair asked if there were any questions.

Mr. Kaschak was concerned about Circular Materials not providing data and statistics.

The Manager of Waste Diversion noted that the Authority was surprised that the response from Circular Materials was that they were not obligated to provide this information. This is a concern among municipalities and has been discussed at network meetings.

Discussion took place regarding CM's obligations under the new Producer led program and agreed that the Authority's concerns should be raised with the local MPPs.

Mr. Morrison commented that there will be no statistics for the entire year for the 2025 report. He asked if we will just look at how much material was delivered to the RL.

The General Manager stated that the Authority will closely monitor the tonnage information it does have access to, such as the new Green Bin program, the leaf and yard waste program and traditional waste delivered to the landfill for disposal to identify any significant variances to pre-Transition. A waste audit will be conducted once both phases of the Green Bin program are rolled out and compare to previous reports.

Moved by Rob Shepley

Seconded by Gary Kaschak

That the Board **receive** the report as information.

36-2025
Carried

C. Green Bin Program Cart Maintenance Contract Award

The Manager of Waste Diversion presented the report that recommended the Board approve a two-year contract with IPL North America Inc. (IPL) for the Ongoing Maintenance and Distribution Program for the Green Bin Program at a cost of \$29.50 per service request, exclusive of HST and subject to an annual CPI adjustment. Administration is seeking to execute the contract contained within the original RFP that was awarded to IPL.

The Green Bin Program requires residents to use the cart provided to participate in the program which ensures that material can be collected by the automated collection vehicle. Timely maintenance and repairs of the carts is

essential to maintain the success of the program. Administration considered using in-house services but identified that significant staff resources would be required to develop policies, custom software systems, procedures, and to recruit and train staff.

Administration is recommending IPL do the maintenance due to the unknown number of requests and the challenge to repair the carts within a 5-day window. IPL is reputable and experienced in programs like this. She noted that other municipalities are struggling with asset tracking.

The 2025 Operational Plan Budget included the cost to engage IPL to provide the service at the cost per service provided in the RFP, therefore, there are no financial implications at this time.

The Chair asked if there were any questions. No questions were asked.

Moved by Jim Morrison

Seconded by Hilda MacDonald

1. **That** the Board **approve** the execution of the Provisional Services item titled Ongoing Maintenance and Distribution Program, as outlined in the Request for Proposal (RFP) and included in the contract for the supply and initial distribution of Green Carts and Kitchen Containers under the Green Bin Program previously awarded to IPL North America Inc., at a cost of \$29.50 per service request, exclusive of HST, where this unit cost shall be adjusted in accordance with CPI only and shall be calculated each year.
2. And further, that the Board **approve** a two (2) year contract term for these Provisional Services, where the Authority reserves the right to extend the term in one-year (1) extensions or portions of a year thereof which shall be negotiated by both Parties such that the term of the Provisional Services does not extend past that of the Base Services, and such extensions shall be under the same terms and conditions as contained within the executed contract.

**37-2025
Carried**

6. Waste Disposal

A. Tender Award for the Supply of One (1) 4 Wheel Drive Utility Tractor

The Manager of Waste Disposal presented the report recommending the award of the tender for one new Massey Ferguson Model 6713 Utility Tractor to Advantage Farm Equipment Ltd. at a cost of \$121,655, plus applicable taxes. The tractor will be used to maintain grass cutting at the Regional Landfill, closed Landfill No. 2 and closed Landfill No. 3. The existing 2011 Kubota has reached the end of its useful life. Maintaining regular grass cutting is an important operational and regulatory requirement.

The public tender closed in April and three compliant bids were received. Advantage Farm Equipment Ltd. submitted the lowest bid at \$121,655, well below the budgeted amount of \$160,000.

The Chair asked if there were any questions.

Mr. Morrison asked if the tractors are manufactured in the United States or Canada and if there are procurement policies in place to buy Canadian. He noted that this would cause a risk to the Authority's reputation.

The General Manager stated that a supplemental email can be provided to the Board on where the tractors are manufactured. She noted that a procurement policy regarding buy Canadian is not currently in place. She is aware that the City of Windsor (City) and County of Essex (County) are currently working on updating their policies. She noted that the Authority procurement policy mirrors that of the County, therefore once a new policy is approved by the County, an updated Authority policy will be prepared.

The General Manager advised the Board that the RFT did stipulate where equipment was built. The RFT stipulated that the equipment had to be of a certain weight, size and horsepower.

Mr. Kaschak commented that we will have to look at this moving forward. He noted that he is willing to move forward with the report today as all suppliers were Canadian and local.

Kieran McKenzie asked to what extent does the Board have to give in terms of updating the current procurement policy and documents.

The General Manager stated a review of the procurement policy is already on the Authority's agenda for this summer. She indicated to Mr. McKenzie that he can still bring forward a motion.

Kieran McKenzie stated that he would like to bring forward a motion at the appropriate time.

The Chair stated to bring forward a resolution under New Business.

There was no further discussion.

Moved by Rob Shepley

Seconded by Kieran McKenzie

That the Board **approve** the purchase of one Massey Ferguson 6713 Utility Tractor from Advantage Equipment Ltd. at a cost of \$121,655.00 plus applicable taxes.

**38-2025
Carried**

7. Finance and Administration

A. 2024 Financial Statements and Auditors Report

The Manager of Finance provided a summary of the Authority's financial statements. KPMG has issued an "unmodified" audit opinion meaning the financial statements present fairly.

He further provided a summary of the final operating deficit compared to budgeted figures for 2024. The final 2024 operating deficit amounted to (\$567,530), representing a favourable variance of \$965,980 from the 2024 projected deficit of (\$1,533,510) included in the 2025 Operating Plan and Budget.

The Chair asked if there were any questions. No questions were asked.

Moved by Kieran McKenzie

Seconded by Hilda MacDonald

That the Board **approve** this report, the 2024 financial statements and the associated auditors' report.

**39-2025
Carried**

B. 2025 EWSWA Asset Management Plan

The Manager of Finance provided a summary of the 2025 EWSWA Asset Management Plan (AMP). The Authority's AMP will form part of the City of Windsor (City) and County of Essex's (County) 2025 AMP.

New for 2025 was a condition assessment of the Authority's buildings. These findings have been included in the updated AMP calculations. Overall, the Authority's assets remain in good to very good condition.

The 2025 AMP also provides separate details on the condition of the RL. The condition of the RL has been assessed as "Poor" due to the percentage of airspace remaining over the total estimated airspace of the landfill. As airspace continues to be depleted, the condition of the RL will continue to decrease.

The Authority is proposing that the proposed level of services remain in "Good" condition.

There are no financial implications to the 2025 Operational Plan and Budget. Proposed service levels will form part of the 2026 Operational Plan and Budget.

The Chair asked if there were any questions.

Mr. Morrison asked how long will the landfill last and are we staying on track for the useful life of the landfill.

The General Manager stated a report was provided at a previous Board meeting regarding air space at the RL. Air space is closely monitored and based on current tonnages. The expected lifespan of the landfill is 2040. It is expected that tonnages will decrease due to the rollout of the Green Bin Program. The landfill was originally expected to close in 2022. Conserving air space will continue and Administration will continue to communicate to the Board.

Mr. Morrison commended Administration on extending the life of the landfill.

There were no further questions.

Moved by Rob Shepley
Seconded by Kieran McKenzie

That the Board **approve** the 2025 Essex-Windsor Solid Waste Asset Management Plan and;

That the proposed funding strategy for the 2025 AMP be considered during the development of the 2026 Operating Plan and Budget and be brought forward to the Board for consideration.

**40-2025
Carried**

C. January to March 2025 – Three Month Operating Financial Review

The Manager of Finance provided a summary of the three-month operations financial review.

He highlighted the following:

- A slight increase of \$7,370 in municipal fee revenue due to the increase in the tipping fee rate.
- A significant decrease of \$232,935 in Industrial/Commercial/Institutional revenue. This decrease was contributed to a large volume hauler delivering fewer tonnes of both refuse and greenhouse vines than anticipated.
- There were no significant operating expenditures identified for the first quarter.

He noted that it was contemplated in the 2025 budget that tonnages were expected to decrease.

The Chair asked if there were any questions.

Mr. Shepley asked if the decrease in vines is due to the increase in tipping fees and are being delivered elsewhere.

The General Manager stated that as a result of the increased tipping fees for vines, less material is being received for disposal but is still being disposed of in landfills and not through a diversion program. The Authority is aware that some material is being landfilled in a private Ontario landfill and some material is being delivered across the border.

Mr. Shepley asked if the leachate is being treated where the vines are being delivered.

The General Manager stated that to their knowledge the leachate is being treated properly

Kieran McKenzie asked how is the reduction of this material is affecting the processes and the chemical concerns of sending and treating the leachate at the pollution control plant.

The General Manager stated that in discussions with the City of Windsor that the work that the Authority has been doing is resulting in a better chemistry. The Reverse Osmosis (RO) system is providing clean water. She referred to the Manager of Waste Disposal to provide an update on the operational side.

The Manager of Waste Disposal noted that the barometer is monitored by the levels at the pump stations. As the backlog of leachate is reduced, it seems that we will be back to normal levels. The Authority is making strides and have spent a lot of capital to add additional aerators. He noted that RO system has been working 24/7.

There were no further questions.

Moved by Gary Kaschak

Seconded by Jim Morrison

That the Board **receive** this report as information.

41-2025
Carried

D. Recipients of the 2024 Employee Excellence Awards

The General Manager was pleased to report that four Authority employees were acknowledged as part of the County of Essex Employee Excellence awards.

Moved by Hilda MacDonald

Seconded by Rob Shepley

That the Board **receive** this report as information.

42-2025
Carried

8. New Business

The following motion was brought forward by Board Member Kieran McKenzie.

Moved by Kieran McKenzie

Seconded by Gary Kaschak

That Administration provide a report to the Board on the implications of adopting and opportunities of adopting a "Buy Canadian" policy.

**43-2025
Carried**

9. Other Items

No other items were raised for discussion.

10. By-Laws

A. By-Law 8-2025

Moved by Rob Shepley

Seconded by Gary Kaschak

That By-Law 8-2025, Being a By-Law to Authorize the Execution of an Agreement between the Essex-Windsor Solid Waste Authority and Advantage Equipment Limited for the supply of one (1) Four-Wheel Drive Utility Tractor at a cost of \$121,655.00 plus applicable taxes.

**44-2025
Carried**

B. By-Law 9-2025

Moved by Rob Shepley

Seconded by Gary Kaschak

That By-Law 9-2025, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be **adopted** this 6th day of May, 2025.

**45-2025
Carried**

11. Next Meeting Dates

Tuesday, June 3, 2025

Wednesday, July 9, 2025

Wednesday, August 13, 2025

Wednesday, September 10, 2025

Tuesday, October 7, 2025

Tuesday, November 4, 2025

Tuesday, December 2, 2025

12. Adjournment

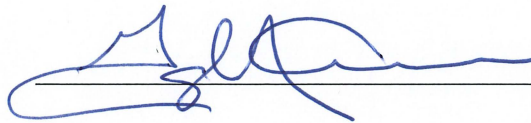
Moved by Rob Shepley

Seconded by Kieran McKenzie

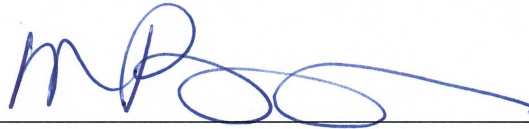
THAT the Board stand **adjourned** at 5:15 PM.

**46-2025
Carried**

All of which is respectfully submitted.



**Gary McNamara
Chair**



**Michelle Bishop
General Manager**

2024 Essex-Windsor Residential Waste Diversion Annual Report

Report Date: March 31, 2025

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This document is formatted for accessibility and is available in alternate formats upon request.

Essex-Windsor Residential Waste Diversion

Annual Report for January – December 2024

1 Introduction

The Annual Waste Diversion Report provides information on the waste diversion activities carried out by the Essex-Windsor Solid Waste Authority (EWSWA) during 2024 in compliance with Condition 5.2 of the Environmental Assessment Approval for the Essex-Windsor Regional Landfill.

1.1 Residential Waste Diversion Rate 2024

This report also provides the EWSWA the ability to track any changes in the amount of waste diverted through waste diversion initiatives from year to year.

In 2024, the seven County of Essex (County) municipalities and the City of Windsor (City) delivered 111,848 tonnes of residential waste to the Essex-Windsor Regional Landfill (Landfill) which increased from 2023 (109,926 tonnes). During the same time period, 50,140 tonnes of residential waste were diverted from the Landfill via the blue and red box recycling program, hazardous and special products program (HSP) (formerly the municipal hazardous or special waste program), composting, and other waste diversion programs. These waste diversion initiatives resulted in a 2024 residential diversion rate of 30.6%. The 2023 diversion rate was 32.4%.

On August 28, 2024, the EWSWA, responsible for administering the Blue Box Program on behalf of the City and the seven local communities in the County, namely Amherstburg, Essex, Kingsville, Lakeshore, LaSalle, Leamington, and Tecumseh (the County Municipalities), transitioned the program to Extended Producer Responsibility (EPR) in accordance with Ontario Regulation 391/21. This date has been defined throughout the document as **Transition**.

The EWSWA requested that Circular Materials (CM) provide the post-Transition data required to accurately report the 2024 diversion statistics. Correspondence received from CM staff on March 7, 2024, states the following:

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

Therefore, for the diversion rate calculation below and for comparison purposes throughout this report, actual Blue Box Program data from January 1, 2024, to August 27, 2024, has been used. To complete the full-year analysis, in the absence of actual figures, data from August 28, 2023, to December 31, 2023, was also included.

2024 Residential Diversion Rate is calculated as follows:

$$\frac{50,140 \text{ Tonnes Diverted (see Table 20)}}{111,848 \text{ Tonnes of Residential Refuse Collected Curbside} + 1,877 \text{ Residuals} + 50,140 \text{ Diverted Tonnes}} = \frac{50,140}{163,865} \times 100 = 30.6\%$$

2023 Residential Diversion Rate is calculated as follows:

$$\frac{54,110 \text{ Tonnes Diverted (see Table 20)}}{109,926 \text{ Tonnes of Residential Refuse Collected Curbside} + 2,992 \text{ Residuals} + 54,110 \text{ Diverted Tonnes}} = \frac{54,110}{167,028} \times 100 = 32.4\%$$

2 Programs

2.1 Residential Recycling Blue Box Program

The tonnes of residential recyclable materials collected curbside pre-Transition in 2024 was 14,200 tonnes, using August 28 to December 31, 2023 tonnage figures as previously noted, the total for 2024 is estimated at 21,657 tonnes. These will be held constant until data becomes available. Due to population growth in the region as well as changes to the blue box program, this data should be representative of 2024 actuals. The overall tonnes of recyclables collected in 2023 were comparable at 21,623 tonnes.

A monthly summary and comparison of the tonnes collected curbside from the City and the County in 2023 and 2024 is shown in Table 1. The collection of recyclables in the County was carried out under contract in 2024 by the City of Windsor. The collection of recyclables in the City of Windsor in 2024 was carried out by Green For Life Environmental Inc. Both contracts ended with the start of Transition on August 28, 2024.

Prior to Transition, all materials were processed at the EWSWA owned Essex-Windsor Material Recovery Facility (MRF), located at E.C. Row and

Central Avenue in Windsor, where HGC Management Inc. via contract, segregated delivered materials into marketed goods. This contract also ceased with Transition. Since this time, the Fibre MRF has been decommissioned to prepare for the construction of a new Transfer Station for the Green Bin Program that launches in the fall of 2025.

In addition to the residential recyclables collected curbside, 1061 tonnes of recyclables were delivered to the EWSWA's Public Drop Off Depots in 2024, as compared to 538 tonnes in 2023, which is almost double what is typically dropped off and may be a result of Transition.

Table 1: Residential recycling blue box collection tonnes by month comparison

| Month | 2024 County of Essex* Tonnes | 2024 City of Windsor Tonnes | 2024 Combined Tonnes | 2023 Comparable Tonnes |
|---------------|-------------------------------------|------------------------------------|-----------------------------|-------------------------------|
| January | 1,049 | 1,031 | 2,080 | 2,007 |
| February | 789 | 829 | 1,618 | 1,550 |
| March | 759 | 806 | 1,565 | 1,846 |
| April | 889 | 897 | 1,786 | 1,603 |
| May | 1,004 | 1,039 | 2,043 | 1,856 |
| June | 824 | 820 | 1,644 | 1,878 |
| July | 994 | 973 | 1,967 | 1,715 |
| August | 887 | 874 | 1,761 | 1,975 |
| September** | 876 | 892 | 1,767 | 1,767 |
| October** | 871 | 871 | 1,742 | 1,742 |
| November** | 883 | 902 | 1,785 | 1,785 |
| December** | 949 | 950 | 1,899 | 1,899 |
| Total: | 10,773 | 10,884 | 21,657 | 21,623 |

* The County of Essex includes the Town of Amherstburg, the Town of Essex, the Town of Kingsville, the Municipality of Lakeshore, the Town of LaSalle, the Municipality of Leamington, and the Town of Tecumseh.

** 2023 actual data was used for the Post-Transition period.

2.2 Recycling Residual Disposal

Recycling Residual is the material that is left over after recyclable materials are processed at the MRF. The residuals typically consist of contaminated materials, non-recyclable materials, and packaging materials used to secure recyclables placed in the recycle box. A total of 1,877 tonnes of recycling residuals was disposed of as of August 27, 2024.

3 Tonnes Marketed

For the purposes of waste diversion calculations, tonnes marketed are used instead of the tonnes collected curbside. Due to Transition, actual marketed tonnes from January 1, 2024, to August 27, 2024 was used. To arrive at a full-year number for 2024, in the absence of actual figures, data from August 28, 2023, to December 31, 2023, was also included.

Table 2: Marketed fibre summary comparison: 2023 versus 2024

| Fibre Material | 2023 Tonnes | 2024 Tonnes | % Change |
|--------------------------|------------------------|------------------------|-----------------|
| Old newspaper (SRPN #56) | 4,571 | 4,030 | -11.8 |
| Cardboard (OCC) | 5,570 | 5,480 | -1.6 |
| Hardpack (OBB) | 2,224 | 2,210 | -0.6 |
| Fine paper | 8 | 0 | -100.0 |
| Mixed fibre (SRPN #54) | 340 | 1,404 | 312.9 |
| Totals: | 12,713 | 13,124 | 3.3 |

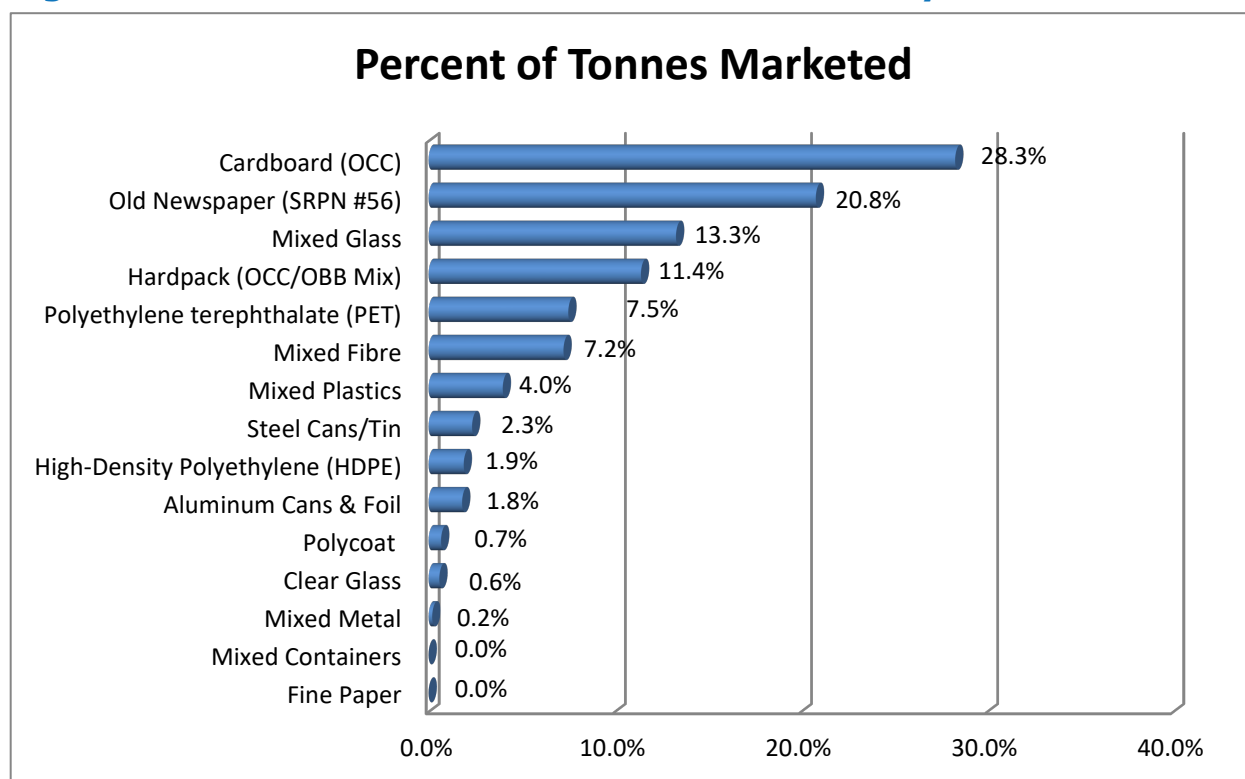
Table 3: Marketed containers summary comparison: 2023 versus 2024

| Container Material | 2023 Tonnes | 2024 Tonnes | % Change |
|----------------------------------|--------------------|--------------------|-----------------|
| Clear glass | 150 | 112 | -25.3 |
| Mixed glass | 2,522 | 2,571 | 1.9 |
| Steel cans | 604 | 453 | -25.0 |
| Aluminum cans and foil | 338 | 349 | 3.3 |
| Polyethylene terephthalate (PET) | 1,410 | 1,454 | 3.1 |
| High-density polyethylene (HDPE) | 369 | 366 | -0.8 |
| Polycoat/gable top | 105 | 130 | 23.8 |
| Mixed plastics | 566 | 772 | 36.4 |
| Mixed containers | 99 | - | -100.0 |
| Totals: | 6,163 | 6,207 | 0.7 |

Table 4: Residential recyclables marketed comparison

| Tonnes Marketed | 2023 Tonnes | 2024 Tonnes |
|--------------------------------------|--------------------|--------------------|
| a) Total tonnes marketed | 18,876 | 19,331 |
| b) ICI Tonnes | (625) | (640) |
| Net marketed residential recyclables | 18,251 | 18,691 |

Notes: a) Total tonnes marketed less b) ICI delivered tonnes = Net marketed residential recyclables.

Figure 1: Percent of estimated tonnes for 2024 recyclables marketed

Due to rounding, the data in Figure 1 may not equal to 100%.

In absence of actual marketed material data Post-Transition, the balance of Section 3 below only uses actual tonnes marketed by the EWSWA for the period January 1 to August 27, 2024 (Pre-Transition).

Pre-Transition, the tonnes that the EWSWA marketed by material type are shared below. The EWSWA marketed all materials processed through its MRFs and retained 100% of the revenue from the sale of materials. Revenue from the sale of material in 2024 (Pre-Transition) was approximately \$2,619,874 (see Table 5), representing a basket-of-goods revenue of approximately \$199/tonne compared to a basket-of-goods revenue of \$140/tonne in 2023. This is a result of strong market conditions for the majority of recyclable materials marketed in 2024. A brief discussion of market conditions and prices for each of the materials is included below.

3.1 Fibres

Old Newspaper (SRPN #56) – For 2024, SRPN #56 prices ranged from a low of \$132 per tonne to a high of \$181 per tonne. The EWSWA average price for 2024 was \$157 per tonne. The EWSWA 2023 average price for SRPN #56 was \$93 per tonne.

Old Corrugated Cardboard (OCC) – The EWSWA price for old corrugated cardboard ranged from a low of \$145 per tonne to a high of \$198 per tonne in 2024. In 2024, the EWSWA average price per tonne was \$180 compared to \$107 in 2023.

Hardpack (OBB) (Example: cereal boxes, cardboard) – The EWSWA's prices for this cardboard/boxboard mix ranged from \$101 per tonne to \$164 per tonne in 2024. In 2024, the EWSWA average price was \$124 compared to \$48 per tonne in 2023.

Fine Paper – There were no loads of fine paper sold in 2024 vs one load of fine paper sold in 2023 with an average price of \$148 per tonne.

Mixed Fibre (SRPN #54) – The pricing for mixed fibre ranged from a low of \$29 per tonne to a high of \$37 per tonne in 2024. The average price for 2024 was \$34 per tonne compared to \$20 per tonne in 2023.

3.2 Containers

Steel Cans – The 2024 average price was \$349 per tonne compared to \$360 per tonne in 2023. The market price per tonne in 2024 ranged from a low of \$275 to a high of \$420.

Aluminum Cans and Foil – The 2024 average price was \$2,316 per tonne compared to \$2,084 in 2023. Again, due to market fluctuations the price per tonne ranged from \$1,769 to \$2,625 per tonne. Aluminum foil was sold at an average price of \$867 during 2024, whereas in 2023, it sold at \$772 per tonne.

Glass – The 2024 average clear glass price of \$30 per tonne was the same in 2023. Clear glass is the only product that is not marketed FOB (Freight on Board). Mixed coloured glass was delivered to the Essex-Windsor Regional Landfill ("Landfill") for use as road base.

Polyethylene Terephthalate (PET) (Example: plastic water bottles) – The average price was \$465 per tonne in 2024 which is much higher than the 2023 average price of \$291 per tonne.

High-Density Polyethylene (HDPE) (Example: laundry soap bottles) – The average price was \$559 per tonne in 2024, compared to the 2023 average price of \$423 per tonne.

Polycoat and Gable Top (Example: milk cartons) – Polycoat was not sold in 2024, compared to 2023 it sold at an average price of \$0.42 per tonne.

Mixed Plastics (Example: tubs & lids, clamshells, trays, cups, plastic bottles, excludes polystyrene and plastic film bags) – The average price was \$70 per tonne in 2024 compared to the average price of \$41 per tonne in 2023.

Mixed Containers – In 2024, the EWSWA did not sell any residuals, compared to 2023 the average price was \$11 per tonne as this trial market was no longer available.

Table 5: Revenue comparison: 2023 versus 2024

| Recyclable Material | 2023 Revenue | 2024 Revenue* |
|----------------------------------|---------------------|----------------------|
| Old newspaper (SRPN #56) | \$425,695 | \$395,568 |
| Cardboard (OCC) | \$594,017 | \$657,542 |
| Hardpack (OBB) | \$106,964 | \$182,186 |
| Clear glass | \$4,436 | \$2,069 |
| Mixed fibre (SRPN #54) | \$6,687 | \$40,102 |
| Steel cans | \$217,166 | \$150,849 |
| Fine paper | \$1,177 | \$0 |
| Aluminum cans and foil | \$683,497 | \$540,766 |
| Polyethylene terephthalate (PET) | \$409,718 | \$456,715 |
| High-density polyethylene (HDPE) | \$156,163 | \$147,530 |
| Mixed glass | \$0 | \$0 |
| Polycoat/gable top | \$45 | \$0 |
| Mixed metal | \$13,391 | \$13,162 |
| Mixed plastics | \$23,146 | \$33,385 |
| Residual Containers | \$1,075 | \$0 |
| Total Revenue | \$2,643,177 | \$2,619,874 |

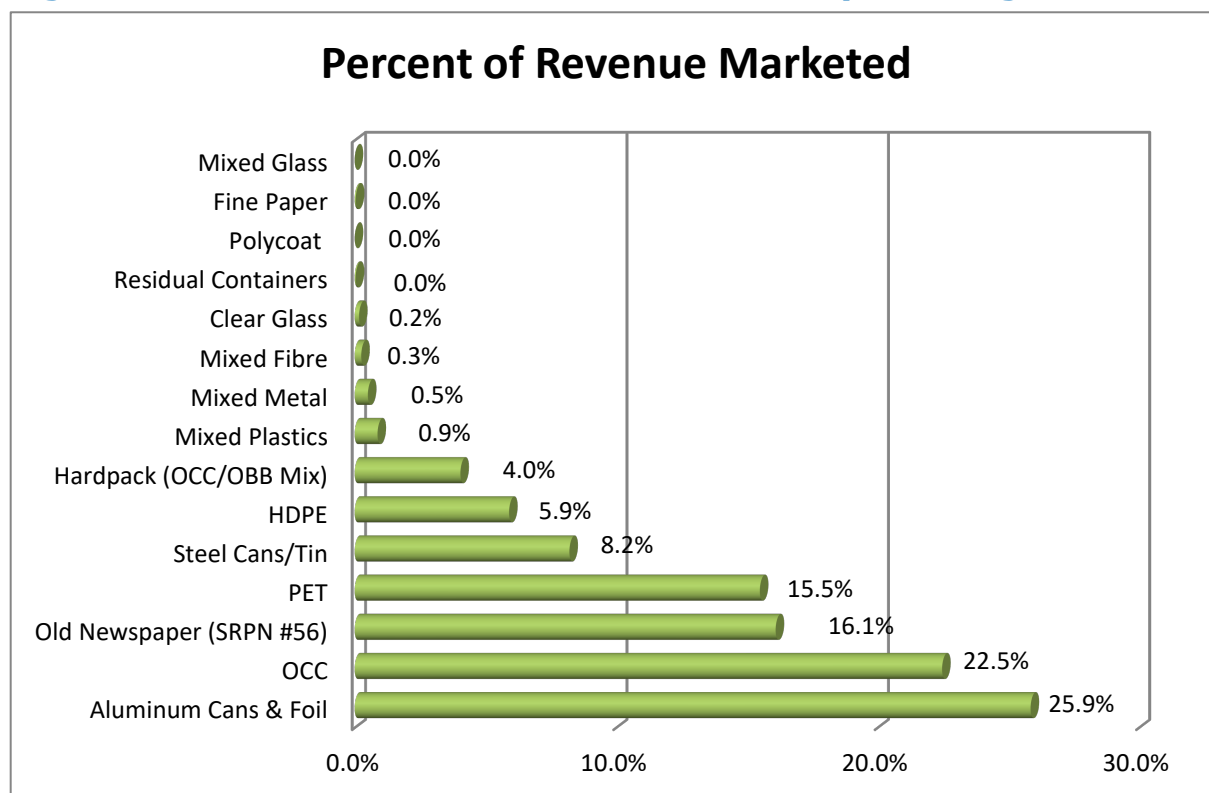
* 2024 Revenue includes materials marketed Pre-Transition

Table 6: Annual revenue comparison

| Year | Revenue |
|-------|-------------|
| 2015 | \$3,101,234 |
| 2016 | \$3,414,055 |
| 2017 | \$4,241,411 |
| 2018 | \$3,204,744 |
| 2019 | \$2,076,450 |
| 2020 | \$2,180,781 |
| 2021 | \$4,967,436 |
| 2022 | \$4,681,016 |
| 2023 | \$2,643,177 |
| 2024* | \$2,619,874 |

* 2024 includes revenue from materials marketed Pre-Transition

Figure 2: Percent of revenue marketed January 1 to August 27, 2024



3.3 Markets

2024 was another strong year for marketing blue box materials. The 2024 revenue for almost three quarters of the year (due to Transition) is comparable to the twelve-month 2023 revenue number. This shift in markets may be a result of Extended Producer Responsibility where producers are using more recyclable materials in their product than what is available in the market (supply vs demand).

4 Other Residential Recycling Programs

4.1 White Goods

Since 1991, white goods, such as fridges, stoves, air conditioners, washers, dryers, freezers, dishwashers, etc. have been restricted from the Landfill. In 2024, the EWSWA's curbside White Goods collection program for all municipalities in Essex County except the Municipality of Lakeshore captured 1,320 units (approximately 119 tonnes). The Municipality of Lakeshore operates an independent program and reported a diversion figure of 24 tonnes of white goods in 2024.

The City operates a bulk collection program that includes the collection of white goods as well as other waste such as oversized items. White goods collected as part of the program are delivered to the Windsor Public Drop Off Depot for recycling, therefore the 149 tonnes of white goods delivered to Public Drop Off Depots in the table below includes the City tonnages. Table 8 details the white goods collection program for each municipality in the County of Essex by month during 2024.

Table 7: Summary of white goods diversion for 2024

| White Goods Summary | 2024 Tonnes |
|---|--------------------|
| EWSWA Curbside Essex County Collection | 119 |
| Municipality of Lakeshore Program | 24 |
| Drop Off Depots | 149 |
| Total Tonnes Recycled and Diverted | 292 |

Table 8: 2024 White goods collected through the EWSWA White Goods Program by month in municipalities across Essex County

| Month | Amherstburg | Essex | Kingsville | LaSalle | Leamington | Tecumseh | Total for Month |
|--------------------|-------------|------------|------------|------------|------------|------------|-----------------|
| January | 11 | 12 | 13 | 12 | 10 | 11 | 69 |
| February | 12 | 16 | 21 | 12 | 11 | 11 | 83 |
| March | 29 | 12 | 26 | 23 | 17 | 7 | 114 |
| April | 26 | 15 | 11 | 20 | 16 | 10 | 98 |
| May | 26 | 13 | 34 | 20 | 14 | 17 | 124 |
| June | 38 | 16 | 27 | 30 | 18 | 13 | 142 |
| July | 30 | 10 | 15 | 28 | 14 | 13 | 110 |
| August | 26 | 21 | 18 | 34 | 19 | 25 | 143 |
| September | 27 | 21 | 18 | 35 | 8 | 7 | 116 |
| October | 24 | 9 | 11 | 18 | 8 | 18 | 88 |
| November | 29 | 15 | 18 | 36 | 17 | 19 | 134 |
| December | 24 | 20 | 14 | 20 | 11 | 10 | 99 |
| Total Units | 302 | 180 | 226 | 288 | 163 | 161 | 1,320 |

Notes: 1,320 units with an average weight of 90 kilograms per unit results in a diversion of approximately 118.8 tonnes.

4.2 Tires

As this program moved to full EPR on January 1, 2019, the historical RPRA Datacall calculations are used where approximately 3,001 tonnes of used tires were diverted across the Essex-Windsor area. While automotive tire recycling is now offered at many locations across Essex-Windsor, the EWSWA still collects used tires through the RPRA program. During 2024, approximately 165 tonnes of used tires were dropped off at the EWSWA sites, which are included in the 3,001 tonnes diverted in Essex-Windsor.

4.3 Scrap Metal

There are 40-yard roll off bins located at the Windsor Public Drop-off Depot for the collection of ferrous and non-ferrous scrap metal material. Metal materials are dropped off here from PDO visitors and other programs across the site where they may have been improperly disposed of to ensure it is diverted from the landfill. The metals are sold through a competitive bid process to local scrap dealers. In 2024, approximately 384 tonnes of metals were collected and recycled.

4.4 Electronics Recycling

Under contract with the EWSWA, Quantum Lifecycle Partners Inc. supplies sea containers for the collection of electronics at the EWSWA's Public Drop-off Depots. The EWSWA staff place electronic items that are received from the public in these containers. In 2024, approximately 242 tonnes of computers, televisions, audio visual equipment, and various electronic items were collected through the Electrical and Electronic Equipment (EEE) program.

4.5 Deposit/Return Program

Pre-Transition, the EWSWA had a capture program at the Material Recovery Facility (MRF) for deposit/return containers (i.e. aluminum beer cans; glass, wine, and spirit bottles) that were collected through the blue box collection program. During 2024, approximately 21 tonnes of deposit/return containers were received at the MRF. As this program has moved to the full Extended Producer Responsibility (EPR) model, the historical RPRA Datacall calculations are used where approximately 2,329 diversion tonnes were diverted in the region for this program, where this calculation is based upon the Essex-Windsor population as determined by Statistics Canada census data that is available.

4.6 WE ReCYCLE Bike Program

The EWSWA recognizes the importance of providing waste diversion programs that are convenient and safe for the public to access. In 2021, the EWSWA Board approved a bike reuse program, that supports bikes collected at the EWSWA sites to be refurbished and recycled back into the Essex-Windsor area through a community partnership program. In 2024, a total of 1,118 bikes were dropped off at the EWSWA sites, where 961 of those bikes were repaired/reused and the remaining 157 bikes were placed in the scrap metal bin for recycling as they did not meet We ReCYCLE Bike criteria.

Table 9: Bikes recycled through the WE ReCYCLE program in 2024

| Total # of Bikes Dropped Off | Total # of Bikes Repaired/Reused | Total # of Bikes Recycled as Metal |
|-------------------------------------|---|---|
| 1,118 | 961 | 157 |

As the average bike weighs 10 kg, it is estimated that a total of 11,180 kgs or 11.18 tonnes of bikes were dropped off at the EWSWA Depots, 9,610 kgs or 9.61 tonnes of those bikes were repaired/reused, and 1,570 kgs or 1.57 tonnes of unrepairable bikes were recycled as metal through the WE ReCYCLE Program in 2024.

4.7 Election Signs

The EWSWA attempts to divert materials where feasible. It has been successful in offering a drop off program at the sites for election signs after an election. 2024 was not an election year in the region, therefore, no election signs were collected.

4.8 Wood Pallet Pilot Program

The Wood Pallet Pilot Program began in the fall of 2023. The EWSWA was successful in securing a local company to pick up pallets for recycling from the Windsor Public Drop Off Depot. This program continued in 2024, diverting 34 tonnes of pallets from unnecessary landfill.

4.9 Shingles/Road Base Diversion

In 2024, the EWSWA diverted loads of road base materials that were delivered to the Windsor Public Drop Off Depot, as these are valuable resources (e.g., stone, concrete, dirt, shingles). Because of this initiative, approximately 359 tonnes of these materials were diverted from the Landfill and rather used for road base purposes on site.

4.10 Textile Recycling with Diabetes Canada

In 2024, the EWSWA collaborated with Diabetes Canada to successfully divert approximately 3 tonnes of textiles from the Landfill by having a textiles recycling collection bin at the Windsor Public Drop Off Depot. Every 6,500 pounds of textiles collected helps to send one diabetic child to a Diabetes Canada D-Camp.

Table 10: Other recyclables comparison: 2023 versus 2024

| Other Recyclable Programs | 2023 Tonnes | 2024 Tonnes | % Change |
|--|------------------------|------------------------|---------------------|
| White goods (all sites) | 276 | 292 | 5.8% |
| Used tires | 3,001 | 3,001 | 0.0% |
| Scrap & mixed metal | 396 | 384 | -3.0% |
| Electronics | 251 | 242 | -3.6% |
| Deposit/return & stewardship | 2,329 | 2,329 | 0.0% |
| Bicycles | 7 | 10 | 42.9% |
| Election Signs | 0 | 0 | 0.0% |
| Pallets | 7 | 34 | 385.7% |
| Shingles/Road Base | 65 | 359 | 452.3% |
| Textiles | 3 | 3 | 0.0% |
| Plastic Flower Pots | NA | 3.34 | 100.0% |
| EWSWA Program Plastic Containers (Blue/Red Box, Composters, etc.) | NA | 0.31 | 100.0% |
| Total Other Recyclables | 6,335 | 6,658 | 5.1% |

Notes: RPRA Datacall calculation is based on population for used tires and Deposit/return & stewardship programs in the Essex-Windsor area as reported by the Statistics Canada census.

4.11 Plastic Flower Pots & Container Recycling

At the Windsor Public Drop Off Depot, residents are able to drop off plastic flower pots which are then recycled and baled on site with the mixed plastics material. This initiative prevents these materials from ending up in the Landfill. These diversion numbers are accounted for in the Marketed Recyclable Goods section prior to Transition. During post-Transition 3.34 tonnes of plastic pots were diverted.

4.12 EWSWA Merchandise Recycling

At the Windsor Public Drop Off Depot, residents can drop off at no cost old merchandise of the EWSWA for recycling such as carts, boxes, green cones, etc. that are worn/used/broken beyond repair. These are typically sent to a local recycler when enough material is received and markets are available. Pre-Transition, program tonnage was included in the EWSWA residential blue box program, therefore post-Transition the EWSWA diverted .31 tonnes.

5 Residential Organics

5.1 Yard Waste

Grass, leaves, tree trimmings, and brush are restricted from disposal at the Essex-Windsor Regional Landfill. As a result, all local municipalities have established separate collection systems for yard waste, including special collections in January for Christmas trees. Furthermore, individual residents and grounds maintenance contractors also brought yard waste to each of the three Depots operated by the EWSWA in 2024.

The Essex-Windsor residents can set out their yard waste in: paper bags, wheeled carts, garbage bins, and cardboard boxes to receive curbside collection. Yard waste will not be collected if placed in a plastic bag. Approximately 20,796 tonnes of yard waste was received in 2024. This represents a decrease of 19% compared to the 25,845 tonnes delivered in 2023, which may be a result of inclement weather storms that occurred in the region in 2023.

Table 11: 2024 Yard waste summary for all EWSWA sites

| Material Type | Windsor Public Drop Off | Kingsville Transfer Station 2 | Regional Landfill | Total |
|-----------------------------|--------------------------------|--------------------------------------|--------------------------|---------------|
| Municipal Delivered | 10,439 | 1,876 | 4,435 | 16,750 |
| Residential Delivered | 801 | 904 | 144 | 1,849 |
| Total Res. Organics | 11,240 | 2,780 | 4,579 | 18,599 |
| *ICI Organics and Pallets | 1,214 | 706 | 277 | 2,197 |
| Grand Total (Tonnes) | 12,454 | 3,486 | 4,856 | 20,796 |

Notes: *ICI is Industrial, Commercial, and Institutional delivered material type. Due to rounding, the sum of tonnes for 2024 will not equal the total value.

Table 12: Yard waste tonnes comparison: 2023 versus 2024

| Material Type | 2023 Tonnes | 2024 Tonnes |
|-----------------------------|--------------------|--------------------|
| Municipal Delivered | 18,326 | 16,750 |
| Residential Delivered | 5,114 | 1,849 |
| Total Res. Organics | 23,440 | 18,599 |
| *ICI Organics and Pallets | 2,405 | 2,197 |
| Grand Total (Tonnes) | 25,845 | 20,796 |

*ICI is Industrial, Commercial, and Institutional delivered material type.

5.2 Screened Compost Sales

The EWSWA undertakes an in-depth process to turn the organics and yard waste it receives into saleable, quality compost. The composting process involves grinding yard waste and placing it in long rows called 'windrows'. The material is turned frequently and the temperature is maintained above 55 degrees Celsius in order to kill any pathogens or weed seeds. Once the compost has matured, it is tested, screened, and then sold for use in landscaping, as well as flower and vegetable gardens.

In 2024, compost was sold as bulk (delivered or pick-up), bag-your-own, and prepackaged items as listed below.

Table 13: Compost sales 2024 summary

| Compost Material | Quantity Sold | Tonnes |
|-------------------------|----------------------|------------------------|
| Delivered | 1,330 cubic yards | 665 |
| Bulk sales | 23,256 cubic yards | 11,628 |
| Bag-Your-Own | 1,457 bags | 80-83 |
| Prepackaged Garden Gold | 14,078 bags | 253-310 |
| Total Tonnes | | 12,626 – 12,686 |

Table 13 Notes: Pre-packaged bag weights are based on approximately 18 to 22 kg/bag; Bag-Your-Own is approximately 55-57 kg/bag; Bulk compost is approximately 500 kg/cubic yard. Compost weight is expressed in 'ranges' due to the differing moisture content & density. One cubic yard = one bucket from the EWSWA small loader in Windsor. Weights are approximate.

Under contract with the EWSWA, Frank Dupuis Landscaping and Trucking provided delivery services for the sale of 665 tonnes of bulk compost locally. In total, 11,628 tonnes of compost were sold through the bulk sale program to residents and businesses at the EWSWA Depots. Additionally, approximately 14,078 prepackaged bags of compost ("Garden Gold") were sold at the Depots. Many residents also bagged their own compost at one of the Depots. The combined total weight of compost sold in 2024 was approximately 12,626 – 12,686 tonnes. In 2024, compost sales totalled \$269,687.

5.3 Backyard Composting

Backyard composters (BYC) with the brand names "The Earth Machine" and "The Green Cone" were sold to Essex-Windsor residents in 2024. Both units were sold through local Home Hardware stores year-round. In total, 26 Earth Machine and 11 Green Cones units were sold through the Home Hardware stores. The combined BYC distributed in 2024 was 37 units, bringing the total number of units sold since 1988 to 40,520 units.

Current research has indicated that approximately 100 kg/year/BYC is diverted as a result of the backyard composting program. This translates into 4,052 tonnes of organic waste diverted from the Landfill through this program. This does not consider homemade composters or composting done independent of the EWSWA's backyard composting program.

5.4 FoodCycler™ Food Waste Diversion

In July 2023, the EWSWA partnered with Food Cycle Science (FCS), to launch a pilot program featuring the FoodCycler™. The FoodCycler™ is a countertop unit that converts food waste into a sanitary soil amendment. Due to the initial pilot, 527 FoodCycler™ units were sold in the Essex-Windsor community in 2023 and another 29 units in 2024. Per FCS (2024), approximately 350kg per year/per household of food waste is diverted when using a FoodCycler™ unit. Therefore, approximately 194,600 kgs or 195 tonnes of food waste was diverted in Essex-Windsor from the Essex-Windsor Regional Landfill.

Table 14: Residential organic waste reduction comparison: 2022 – 2024

| Residential Organic Programs | 2022 Tonnes | 2023 Tonnes | 2024 Tonnes |
|-------------------------------------|--------------------|--------------------|--------------------|
| BYC Program | 4,025 | 4,048 | 4,052 |
| Mulching Blades* | 1,343 | 1,343 | 1,343 |
| Yard Waste (Residential) | 19,009 | 23,440 | 18,599 |
| FoodCycler™ Program | N/A | 52 | 195 |
| Total Residential Organics | 24,377 | 28,883 | 24,189 |

Notes: *The mulching blade program was no longer directly offered through the EWSWA after 2001. Even though mulching blades and mowers are used by residents in the area, they can't be measured for the purposes of this report; therefore, no increase in diversion is indicated.

6 Promotion and Education (P&E)

6.1 Community Outreach

The EWSWA staff traditionally organizes promotions and events to engage residents in waste diversion activities. Initiatives like the Pitch In With Essex County Library, Earth Day Event at Malden Park, Green Bin Select the Slogan, a digital campaign for Waste Reduction Week, Blue Box Transition, Non-Eligible Source (NES) Registration, as well as print information on various programs of the EWSWA are some of the many strategies used in 2024.

There were 41 special events serviced with blue box program recycling carts in 2024 to support waste diversion at local community events.

The EWSWA launched their new website on April 8th followed by a Submit A Slogan contest. The new Green Bin Slogan was revealed along with information regarding the new Green Bin Program. "Food Waste Is Too Good To Waste – Green Bin It!" was the winning slogan.

6.2 Special Community Events

One notable event that the EWSWA serviced in 2024 was the annual Earth Day event, held on April 21, 2024, at Malden Park in Windsor. Approximately 1,500 people attended the event.

Some highlights of this event included environmental exhibits, food vendors, guest speakers, Sciensational Snakes, interactive games, and an on-site hydration station.

The EWSWA at the Earth Day event, educated residents on various programs/upcoming initiatives in the Essex-Windsor area, including interactive displays on: compost, food waste and organics, red/blue box recycling, and BYC/Green Cone Digestors. Specifically, the EWSWA focused on Blue Box Transition, NES Registration, Green Bin Program, and Recycle Coach App promotions.

In 2024 the YQG Green Expo took place on October 26, 2024, and featured: vendors, Career Zone speakers and Circular Materials attended the event along with the EWSWA and other event partners. Residents were encouraged to drop off items such as electronics, textiles, household items, and eyeglasses, using the Community Recycle Drive Thru & Drop Off, as well as prescription medications which were collected for safe disposal, by various local not-for-profit organizations. Habitat for Humanity Restore, Unifor 444, Diabetes Canada, and Soles4Souls, etc. were some of the organizations that supported this event. At this event, the EWSWA had several staff on-site to answer questions and provide program information to participants. Specifically, information on the Green Bin Program and zero waste strategies, as well as Transition were shared.

6.3 Waste Reduction Hotline

The EWSWA maintains a Waste Reduction Hotline (1-800-563-3377), where staff of the EWSWA answer residential questions, or redirect the call to the appropriate staff or department.

6.4 Print Newsletter

The EWSWA issues an annual newsletter called Enviro Tips which is delivered to each household and is available online. In August 2024, the newsletter was delivered to every household, apartment, farm, and business in Windsor/Essex County. Over 173,500 newsletters were delivered by Canada Post. The newsletter featured the Winning Slogan on the front page with EWSWA Board members, as well as information on the 2022/23 Waste Audit results, the Non-Eligible Source recycling program (NES) and Extended Producer Responsibility (EPR) .

6.5 E-Newsletter

E-newsletters are also part of the program as they are low cost and another way to reach residents using Constant Contact, Inc., an online marketing company that allows the user to create effective e-mail marketing campaigns. In the past, the EWSWA has utilized Constant Contact to inform subscribers of events, sales, and various promotions of the EWSWA.

The EWSWA has a total of 6,394 subscribers. A total of 36 e-newsletters were published in 2024, which represents a substantial increase from 2023, as the EWSWA utilized Constant Contact to send out information regarding the Non-Eligible Source Program (NES). Information like registration updates, collection calendars, etc. were sent out on a regular basis.

In 2024: 33,727 emails were sent, 30,487 emails were delivered/received by the intended recipient, 63% average open rate, 13% click rate, and 3,240 bounced (did not make it to the intended recipient).

6.6 EWSWA Website

The EWSWA website (www.ewswa.org) is updated on a regular basis to provide detailed information and public education to residents. Topics covered range from waste management and reduction to details regarding waste diversion activities. Through the website, residents have access to instructions, tenders, reports, calendars, acceptable recycle box materials, incentives, etc. In April 2024, the EWSWA launched a new website using the

newly updated Google Analytics (G4) to measure the metrics for the website. Prior to the launch of the new EWSWA website, the EWSWA actively sought feedback from local municipalities and residents by issuing a “Website Survey Tool” – known as Tree Jack. This survey logs user ‘clicks’ as they navigate through a draft website site map. The purpose was to identify the navigational patterns of the participants and whether any of the draft website framing needed to be reassessed or repositioned to a different place in the ‘navigational’ framework.

- Total Users (January - December): 74,521

Metrics below are tied to the new website (April through December only):

- Average Session Duration: 1 minute 31 seconds
- 52% of users accessed the website via mobile device, 23% of users accessed the website via desktop, 16% of users accessed the website via tablet and 9% of users accessed the website via a smart TV.

6.7 Recycle Coach App

Recycle Coach is an App that makes recycling and collection schedule information easy to find. The App is continuously developing new programs to combat complacency and get people re-engaged in diversion practices. It promotes best practice ideas on better waste management to improve outcomes such as increasing recycling, proper disposal and diversion of solid waste, etc. In September 2024, the EWSWA utilized the Recycle Coach App to push out notifications to residents about Transition. This was done to notify residents to call the new contractor and administrator, GFL and Circular Materials respectively, for residential recycling issues. In some cases, mobile phone users will ‘unsubscribe’ to an app if they receive push messages they deem ‘unwanted or unnecessary’. This could account for the decrease in users after the August transition as shown below for 2024 (Table 15):

Table 15: Recycle Coach App Metrics Comparison for 2023-2024

| Metrics | 2023 | 2024 |
|--------------------|-------------|-------------|
| Total Users | 28,308 | 27,020 |
| Total Interactions | 3,405,260 | 3,907,846 |
| Reminders | 3,248,924 | 3,490,956 |
| Notifications | 37,566 | 283,047 |
| Material Searches | 19,507 | 21,219 |
| Page Views | 25,759 | 23,860 |
| Calendar Views | 73,684 | 88,764 |

6.8 Agorapulse

In 2022, the EWSWA began using Agorapulse to better manage and enhance the capability to schedule social media posts. Agorapulse is a full-featured social media management platform. Some of its features include a variety of methods to publish content, schedule posts, and report about social account usage. It allows Waste Diversion staff to stay organized, save time, generate reports, and easily manage social media accounts, from one convenient platform.

6.9 Facebook

- Fans / Followers: 602
- Engagement: 2,308
- Impressions: 189,003

Definitions

- Fans / Followers are the number of people who are following the EWSWA's Facebook page.
- Engagement is the number of fan interactions (reactions, comments, shares, clicks, and private messages) with the EWSWA Facebook page.
- Impressions are the number of times the EWSWA page has been viewed during the selected period (2024). This includes paid, organic, and viral impressions.

Facebook Publishing:

- Posts Published: 242
- Posts Reach: 161,201
- Engaged Users: 6,821

6.10 X (Formerly Twitter)

The social platform formerly known as Twitter was purchased, rebranded, and relaunched as “X” in mid-July 2023. The X platform analytics are no longer included in Agorapulse. To receive metrics for X, the EWSWA would have to pay an additional fee. The EWSWA has not yet subscribed to this additional service. X is working on improvements to their analytics, but much of the data is currently missing.

- Followers: 1,018

Definitions

- *Followers are the number of people who are following the EWSWA on X.*

6.11 Instagram

The EWSWA added Instagram to their social media accounts in 2021. The 2024 metrics are as follows:

- Followers: 263
- Engagement: 333
- Impressions: 21K
- Brand Awareness: 11
- Posts Published: 173
- Posts Reached: 6,643
- Posts Engagement: 212

Definitions

- Followers are the number of people following the EWSWA on Instagram.
- Number of followers’ interactions (likes, saves, comments, and direct messages) to the EWSWA Instagram profile.
- Impressions is the number of times the EWSWA profile’s content has been viewed during the selected period.
- Brand Awareness is the number of mentions of the EWSWA profile and

listening searches containing your brand name.

6.12 Google – Public Drop Off Depot Statistics

The EWSWA strives to always ensure Google information is up-to-date as many people visit Google for topics including:

- Holiday Closures
- Hours of Operation
- Traffic Flow (heavy traffic / light traffic)
- Photos
- Reviews
- Accepted Materials

During a search, Google logs 'behavior' metrics, as well as the resulting 'action' from the search (a visit to the organization's website, request directions, call, etc.).

Some key Google statistics for the EWSWA's Public Drop Off Depot searches (statistical average is over 3 months):

- 4.3/5-star rating - based on public reviews
- 5,308 EWSWA business profile interactions
- 34,852 people viewed the EWSWA profile (via mobile 76%, via desktop 13%, via Google maps 10% mobile, via Google maps desktop 1%)
- 15,416 searches (website, calls, photo views, direction requests)

Through Google Business Profile Manager, the EWSWA staff have the ability to post updates (holiday closures, change in hours, photos), as well as post messages and respond to reviews.

6.13 Radio and Social Media Campaigns

The EWSWA ran several radio and social media campaigns in 2024, all of which reached a significant number of individuals. Notable campaigns in 2024:

- Earth Day – 2 spots in rotation (April)
- Green Bin Program - Submit a Slogan (April)
- NES Registration – (April/May)
- EPR – No Set Out Time (August)

- EPR – Contact GFL (August)
- Motor Oil – (September)
- Waste Reduction Week – YQG Green Expo, Electronics, Food Waste, Single Item Swap, EWSWA Drop Off Depots (October rotation)
- Green Halloween (Reduce, Reuse Focus) – Costume, Compost, Pillow Case, Pumpkin Recycling (October rotation)
- 12 Days of Christmas – Chemical Waste (December)
- Xmas Tree Recycling – (December/January)

6.14 Gold Star Program

In 2016, the EWSWA launched a recycling incentive program aimed at increasing public awareness regarding the red and blue box recycling program. Residents were encouraged to apply for a new “Gold Recycling Box” through a program that evaluated their curbside recycling, provided feedback, and rewarded successful recyclers with a gold box. The program’s ultimate objective was to decrease the amount of contamination being set out by residents and thereby decrease the amount of residual waste being landfilled. By the end of the program in 2023, 2,869 homes that had registered and had their recycling inspected were rewarded for excellent recycling habits with a Gold Box. This program ceased as a result of Transition, however, as the brand was well received the EWSWA has carried this brand to other waste diversion programs.

7 Hazardous and Special Products (HSP) Program

7.1 HSP Depots

The EWSWA opened the Windsor HSP Depot in October 1995. In addition to the Windsor facility, the EWSWA opened a second HSP Depot at Transfer Station No. 2 in the Town of Kingsville in 1997. A third depot was opened at the Essex-Windsor Regional Landfill in October 2013. These Depots replaced the annual Household Chemical Waste Days held in Essex-Windsor. A total of 517,463 litres and 96,151 kg of HSP materials were delivered to the sites in 2024 compared to 555,269 litres and 102,386 kg respectively in 2023. See Tables 16 and 17 for details.

7.2 Reuse Centre

A Reuse Centre has been operational at the Windsor HSP facility since 1995.

Paint is distributed in both 1-gallon and 5-gallon pails for reuse. According to records, 1,967 residents accessed the Reuse Centre in 2024 resulting in

31,474 products or approximately 49,308 kg of paint and miscellaneous materials being taken in 2024 compared to 35,260 products or 52,539 kg of reusable materials in 2023.

Table 16: Hazardous and Special Products for 2024 in litres

| Material | HSP from Facilities | Reuse Centre Quantities | Total |
|--|----------------------------|--------------------------------|----------------|
| Adhesives/flammable liquids | 88,228 | 10,846 | 99,074 |
| Aerosols | 7,132 | 1,135 | 8,267 |
| Antifreeze (Glycol) | 10,315 | 0 | 10,315 |
| Corrosive liquid | 4,809 | 978 | 5,787 |
| Inorganic acids | 1,066 | 0 | 1,066 |
| Paints & Coatings | 164,694 | 34,520 | 199,214 |
| Pesticides | 2,725 | 754 | 3,479 |
| Waste oils (used motor oil, hydraulic oil, etc.) | 176,434 | 0 | 176,434 |
| Cooking oil | 9,815 | 0 | 9,815 |
| Total HSP Litres | 469,230 | 48,233 | 517,463 |

Table 17: Hazardous and Special Products for 2024 in kilograms

| Material | HSP from Facilities | Reuse Centre Quantities | Total |
|-----------------------------------|----------------------------|--------------------------------|---------------|
| Car batteries | 24,345 | 0 | 24,345 |
| Dry cell batteries | 16,642 | 0 | 16,642 |
| Fire extinguishers | 3,385 | 0 | 3,385 |
| Fluorescents/misc. lamps/ballasts | 14,832 | 0 | 14,832 |
| Inorganic oxidizers | 2,717 | 1,075 | 3,792 |
| Mercury (HG items)/lead | 30 | 0 | 30 |
| Pharmaceuticals | 210 | 0 | 210 |
| Plastic used oil containers | 7,674 | 0 | 7,674 |
| Propane cylinders | 4,306 | 0 | 4,306 |
| Propane tanks/misc. tanks | 18,267 | 0 | 18,267 |
| Corrosive solids (e.g. cement) | 1,739 | 0 | 1,739 |
| Waste oil filters | 929 | 0 | 929 |
| Total HSP Kilograms | 95,076 | 1,075 | 96,151 |

Table 18: HSP Diversion Comparison

| | 2023 Tonnes | 2024 Tonnes |
|---------------------------|--------------------|--------------------|
| HSP recycled or reused | 658 | 614 |
| HSP not recycled | (18) | (12) |
| Total HSP Diverted | 640 | 602 |

Note: Examples of HSP materials not recycled include: inorganic acids, inorganic oxidizers, pharmaceuticals, corrosive liquids, and pesticides.

7.3 Waste Motor Oil

In 2024, waste motor oil was collected curbside alongside the residential recycling program until Transition (August 28, 2024). When the EWSWA administered the blue box program, it was able to offer a complementary waste oil pick-up, but since Transition, this service was longer viable. Inquiring residents are reminded that they can deliver waste oil to the EWSWA's HSP facilities throughout the year at no charge, as they would for all other HSP materials. The quantity of waste oil diverted during 2024 was

176,434 litres, compared to the 208,860 litres diverted in 2023. The quantity of oil diverted by month is shown in Table 19 with historical data over four years.

Table 19: Litres Waste Oil collected

| Month | 2021 Litres | 2022 Litres | 2023 Litres | 2024 Litres |
|---------------|--------------------|--------------------|--------------------|--------------------|
| January | 7,950 | 9,150 | 13,875 | 9,750 |
| February | 4,300 | 4,175 | 6,700 | 9,425 |
| March | 23,625 | 14,875 | 11,375 | 12,450 |
| April | 20,700 | 12,675 | 20,294 | 23,808 |
| May | 14,625 | 18,500 | 19,197 | 19,189 |
| June | 21,950 | 24,973 | 26,750 | 20,379 |
| July | 17,000 | 18,665 | 20,025 | 26,136 |
| August | 19,250 | 17,750 | 17,309 | 16,858 |
| September | 18,775 | 19,083 | 17,485 | 5,756 |
| October | 14,850 | 17,838 | 21,350 | 15,789 |
| November | 15,925 | 17,072 | 17,250 | 12,647 |
| December | 14,425 | 8,732 | 17,250 | 4,247 |
| Total: | 193,375 | 183,488 | 208,860 | 176,434 |

Note: Due to contractor change in 2021, the data for 2021-2024 accounts for all types of oil collected, both hydraulic and motor. As of August 28, 2024, waste oil collection curbside ceased due to Transition. Instead residents can drop off these materials at an EWSWA Depot as they do for all other HSP materials.

7.4 Waste Cooking Oil

Used cooking oil is free for residents to drop off at the EWSWA HSP facilities at the City of Windsor Public Drop Off and the Kingsville Transfer Station #2. Sanimax collects the cooking oil which is then filtered and cleaned, and later marketed to be mixed with diesel fuel to create biodiesel. In 2024, the total amount of cooking oil collected at both sites totalled 9,815 litres or 9.8 tonnes. As of August 28, 2024, waste oil collection curbside ceased due to Transition. Instead, residents can drop off these at an EWSWA Depot as they do for all other HSP materials.

7.5 Refillable Propane Tanks

In 2023, the EWSWA began working with Tank Traders, a national propane tank exchange program that offers a free service for core collection of refillable propane tanks ranging from 5 lbs to 100 lbs. Tanks that are in good condition are collected and refurbished into their exchange program for reuse, and any tanks that do not pass the safety requirements are sent to a metal recycler, preventing them from landfill. In 2024, a total of 1,802 propane tanks were collected from the EWSWA's three sites by Tank Traders, allowing them to either be reused in their exchange program or recycled.

7.6 Call2Recycle Battery Recycling Program

Call2Recycle Inc. is a not-for-profit organization that provides a battery recycling program at no cost to consumers across Canada. Call2Recycle receives batteries from the EWSWA's three sites and recycles them, keeping them out of the Landfill and recovering the valuable materials that can be used to create new batteries and other products. As captured in Table 17, a total of 16,642 kgs or approximately 17 tonnes of batteries were collected from the EWSWA's three sites in 2024 and recycled/reused through Call2Recycle Inc.

8 Overall Summary of Residential Diversion Quantities

8.1 Residential Waste Diversion

Table 20 below summarizes the residential waste diversion activities detailed in this report.

Table 20: Residential Waste Diversion Summary

| Residential Waste Diversion Summary | 2023 Tonnes | 2024 Tonnes |
|--|--------------------|--------------------|
| Net Marketed Recyclables (Table 4) | 18,251 | 18,691 |
| Other Recyclable Programs (Table 10) | 6,335 | 6,658 |
| Yard Waste, BYC, Mulching Blades, & FoodCycler™ (Table 14) | 28,883 | 24,189 |
| HSP Waste (Table 18) | 640 | 602 |
| Total Residential Tonnes Diverted | 54,110 | 50,140 |

Due to rounding, the Total Residential Tonnes Diverted does not equate to the sum of tables 4, 10, 14, and 18.

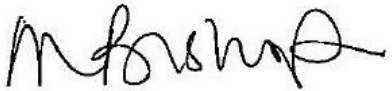
For further information, please contact the undersigned.



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Report prepared by:

Heather Girard, Administrative Assistant

Council Report: S 158/2024

Subject: 2023 Community and Corporate GHG Inventory - City Wide**Reference:**

Date to Council: June 25, 2025
Author: Michelle Moxley-Peltier
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Co-Author: Matthew Johnson
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Economic Development & Climate Change
Report Date: 11/14/2024
Clerk's File #: E/14519

To: Mayor and Members of City Council

Recommendation:

THAT the report from the Environmental Sustainability and Climate Change department entitled 2023 Community and Corporate GHG Inventory - City Wide **BE RECEIVED** for information; and,

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

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

Executive Summary:

The 2023 greenhouse gas (GHG) and energy inventory is presented for the City of Windsor Community and Corporation.

Community GHG Emissions

Overall, Community emissions continue their downward trend since 2014 (19% reduction), exceeding CEP targets (6.5% below target), and meeting the proposed

Science Based targets. While promising, Windsor experienced back-to-back emissions increases in 2022, and 2023 as the region emerged from COVID -19 restrictions.

Community emissions per capita have reduced 25.6% as compared to 2014 baseline.

Corporate GHG Emissions

Emissions and energy use for the Corporation continue to track higher, approaching baseline values. Increased corporate emissions are primarily due to increases in the building and wastewater sectors.

Building emissions have increased in part due to operation of Combined Heat and Power (CHP) units at Huron Lodge, WIATC, and WFCU. Wastewater emissions have increased due to increases in the volume of water being treated and the addition of the Windsor Bio-Solids (aka Pelletizing Plant) to the corporate assets.

Utility Partner Update

Enbridge Gas Inc. developed a dashboard summarizing energy savings realized by Windsor residents and businesses from their Demand Side Management (DSM) programs. The dashboard covers 2022 and 2023 results.

Background:

In 2010, the City of Windsor undertook the development of the City's first greenhouse gas (GHG) inventory as outlined in Federation of Canadian Municipalities' (FCM) Partners for Climate Change (PCP) program (Milestone 1). Upon completion of this first inventory, City Council committed to completing a Climate Change Mitigation Plan.

In 2015, the City of Windsor began the process of developing a long-term comprehensive plan to address energy and GHG emissions through the completion of a Community Energy Plan (CEP) and associated Corporate Climate Action Plan (CCAP). These plans were approved by City Council in July 2017 (CR426/2017).

The CEP aims to create economic advantage, mitigate climate change, and improve energy performance. It strives to position Windsor as an energy center of excellence that boasts efficient, innovative, and reliable energy systems that contribute to the quality of life of the residents and businesses.

The CEP includes aspirational targets to support global efforts to keep global temperature increases within 1.5 degrees Celsius, and a community-wide goal to reduce greenhouse gas (GHG) emissions by 40% of 2014 levels and to reduce per-capita energy consumption by 40% by 2041. The CCAP also includes a corporate-wide goal to reduce GHG emissions by 40% of 2014 levels and to reduce corporate energy usage by 40% of 2014 levels by 2041.

In November of 2020, Council requested (CR558/2020) administration to report annually on GHG emissions and energy usage. The 2023 Community and Corporate Greenhouse Gas and Energy Monitoring Report details the progress made within the City of Windsor towards GHG Emission and Energy Consumption targets. In the future,

Administration is recommending reporting back every other year to allow for proper collection and analysis of previous year data, which is also consistent with other municipalities across Ontario.

Discussion:

The Community and Corporate Greenhouse Gas and Energy Monitoring Report for 2023 provides an overview of Windsor's our Community and Corporate GHG Inventories. This report highlights the changes in energy consumption and GHG emissions resulting from actions taken at the federal, provincial, community, and municipal levels.

Community Energy and Emissions Inventory

As part of the CEP implementation, an inventory of GHG Emissions and energy consumption is completed each year such that trends can be recognized and progress towards the CEP emissions and energy reduction goals can be evaluated. These inventories serve to help evaluate the effectiveness of emissions reduction strategies and policies.

Since 2014, community-wide emissions and energy consumption have followed a downward trend, with significant reductions in 2020 and 2021, attributed to impacts from COVID-19 restrictions. Community emissions reached their lowest in 2021, before starting to trend upwards starting in 2022. In 2023 a total of 1.514 Megatonnes of Carbon Dioxide equivalent (MTCO_{2e}) was emitted to the atmosphere compared to the 1.869 MTCO_{2e} from the 2014 inventory¹. These emissions totals result in per-capita emissions of 6.46 tCO_{2e} for 2023 compared to 8.86 tCO_{2e} in the 2014 CEP baseline. The goal of the CEP is to reduce per-capita emissions to 5 tCO_{2e} by 2041.

Figure 1 presents the breakdown of emissions by sector for 2023. In 2023, building sector emissions accounted for 53% of overall community-wide emissions (buildings 32%, industry 21%), with most of those emissions attributable to natural gas used for space and water heating. Transportation emissions accounted for 42% of overall community-wide emissions, with most of those emissions coming from gasoline used in passenger cars and trucks. Waste sector emissions including emissions from waste to landfill, were 5% of overall community-wide emissions.

¹ 2014 Baseline emissions were adjusted in 2021 to include emissions from solid waste. Adjustment resulted in a corresponding increase to per-capita emissions.

Figure 1: Windsor's percentage breakdown of Community-wide GHG emissions by sector (2023)

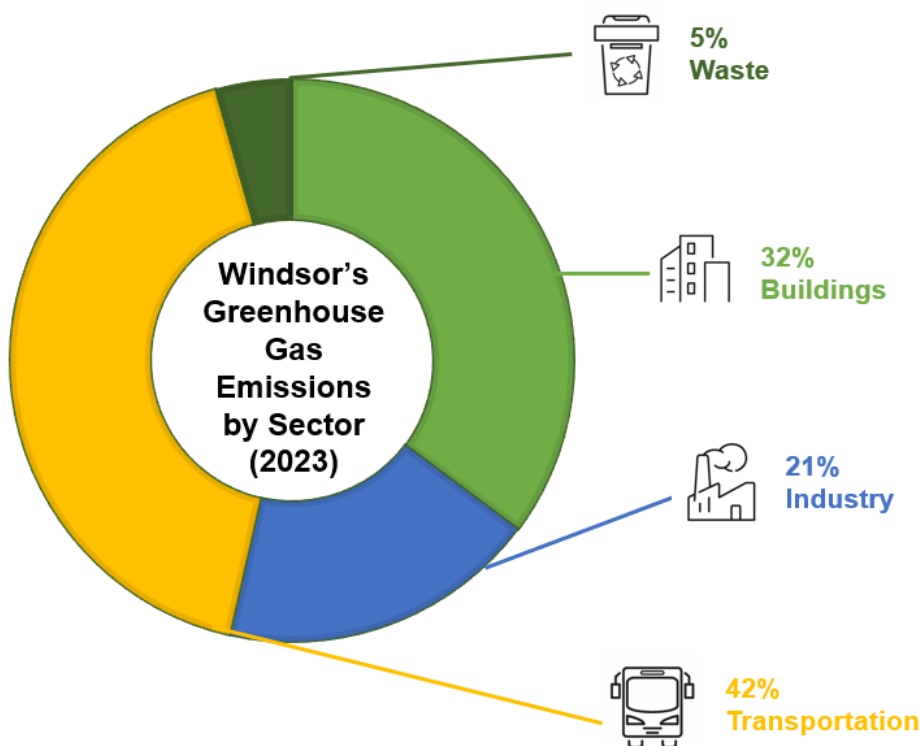


Table 2 provides an overview of status of the CEP primary performance indicators, comparing 2023 results to the 2014 baseline.

Table 2: Primary Performance Indicators vs. CEP Baseline 2014

| Primary Performance Indicators | CEP Baseline 2014 | 2023 | % Change to Baseline |
|--|----------------------|----------------------|----------------------|
| Total Emission (MTCO ₂ e) | 1.869 | 1.514 | -19.0 |
| Total Energy (GJ) | 39,016,987 | 31,721,463 | -18.7 |
| Population | 211,000 ² | 229,660 ³ | +8.8 |
| Emissions per Capita (tCO ₂ e/capita) | 8.86 | 6.59 | -25.6 |
| Energy per Capita | 184.91 | 138.12 | -25.5 |

Table 3 identifies the changes in emissions broken out by the various sectors and compares 2023 results with the 2014 baseline.

² Population data used for 2014 Baseline

³ Statistics Canada 2021 Census population

Table 3: Percent change in GHG emissions between 2014 and 2023

| Community Emissions (MTCO ₂ e) | 2014 GHG emissions (MTCO ₂ e) | 2023 GHG emissions (MTCO ₂ e) | % Change to Baseline |
|---|--|--|----------------------|
| Residential | 0.366 | 0.283 | -22.7 |
| Commercial / Institutional | 0.316 | 0.207 | -34.8 |
| Industrial | 0.385 | 0.319 | -17.1 |
| On Road Transportation | 0.733 | 0.630 | -14.1 |
| Waste | 0.068 | 0.075 | +10.3 |

Since the approval of the CEP, the City of Windsor has been working towards implementation of many of the key strategies outlined in the plan. Some of the key initiatives include:

- 1) **Deep Energy Efficiency Retrofit program for homes**– A Program Design Study was completed in 2024 by Administration to create a path to retrofitting 80% of existing homes and businesses by 2050. The final Design Report was presented to Council on April 28, 2025 (CR159/2025 ETPS 1052). This project was funded through a Community Efficiency Fund (CEF) grant from FCM.
- 2) **Sustainable Neighbourhood Action Plan** – The Sandwich South: Sustainable Neighbourhood Action Plan was completed in 2024 in response to CQ12/2020 (CR544/2020). A summary report was presented to Council on December 9, 2024 (CR529/2024). This project was also funded through a CEF grant from FCM.
- 3) **Encourage a Modal Shift towards Public Transportation and Active Transportation** – This plan for expanding and improving the active transportation network of Windsor was approved in June 2019. The plan has set a target to increase the mode share to 25% by 2041.
- 4) **District Energy Systems:** Expanding the use of district energy systems to provide efficient heating and cooling.
- 5) **Renewable Energy Projects:** Increasing the adoption of solar and wind energy within the community.
- 6) **Energy Performance Standards:** Implementing higher energy performance standards for new buildings.

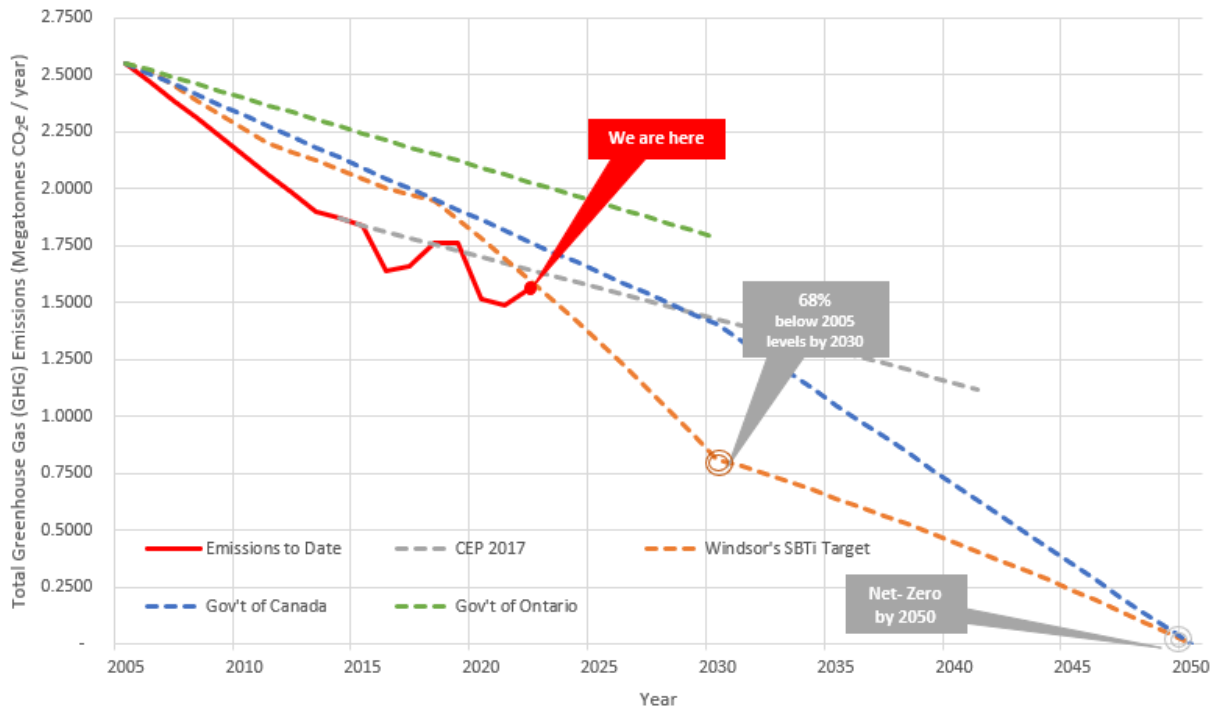
Tracking to Target

As shown in Figure 2, community-wide emissions have decreased since 2005 and the City exceeded its 2023 emissions reduction target. While future emissions may rise due to growth-related increases, the City remains dedicated to implementing strategies that will continue to mitigate GHG emissions and promote a greener future.

Additionally, The ESCC team is currently undertaking a comprehensive review of existing plans and strategies. A key outcome of this review will be the identification of opportunities to collaborate directly with companies in the city. By providing dedicated

staff resources, the ESCC team could assist these local companies with strategies and educational information to effectively reduce their GHG emissions. This initiative will ensure alignment on sustainability plans and support the development and creation of an economic green development hub, fostering innovation and promoting a greener future for Windsor.

Figure 2: Windsor's Community-wide GHG emissions and GHG emissions targets



Corporate Energy and Emissions Inventory

A CCAP was concurrently developed as a subset of the CEP. This plan outlines strategies at a corporate level to reduce energy and emissions from municipal operations and fleets.

Corporate emissions account for only two percent of the overall community emissions. Figure 3 presents the breakdown of corporate emissions by sector for 2023. In 2023, buildings accounted for 42% of overall corporate emissions, with most of those emissions attributable to natural gas used for space and water heating. Fleet emissions accounted for 36% of overall emissions, with the majority of emissions attributed to Transit Windsor. Increased investment in transit is contributing to emission reductions. Water and wastewater accounted for 21% of emissions, and streetlights accounting for roughly 1% of overall corporate emissions.

Figure 3: Windsor's percentage breakdown of Corporate GHG emissions by sector (2023)

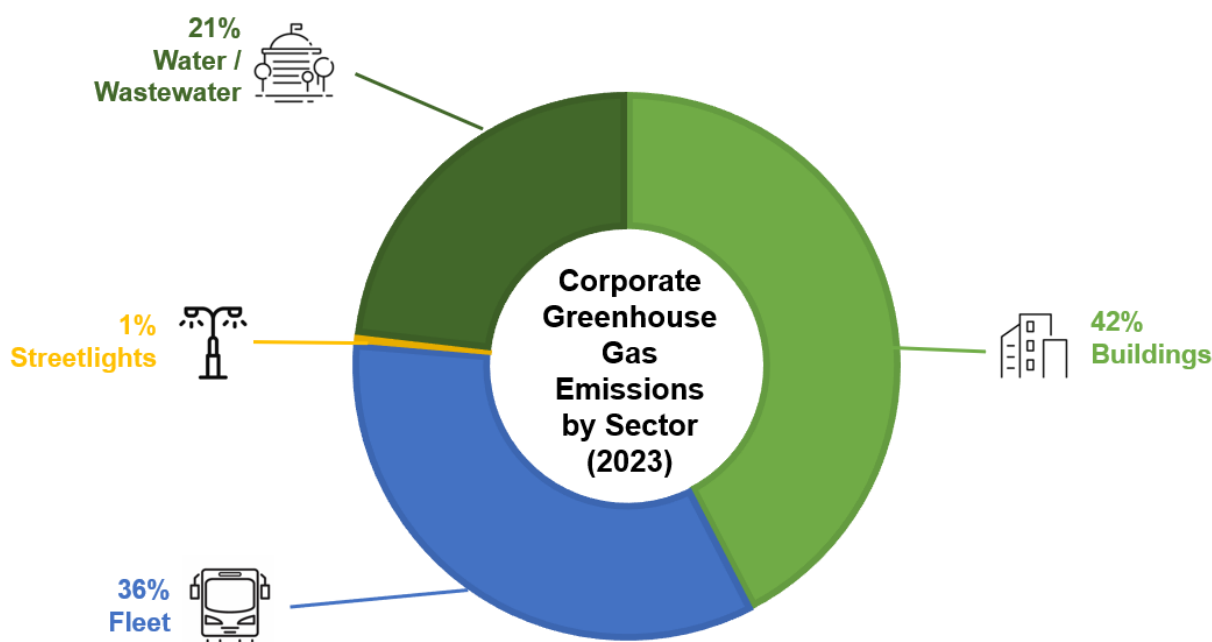


Table 3 highlights primary indicators as outlined in the CCAP. Overall, corporate emissions and energy usage have increased 16.8% and 16.5% respectively since 2014 and can be attributed to changes in corporate assets, and increased investment in infrastructure and development, which can drive further innovation and efficiency improvements. The City remains dedicated to implementing strategies that will continue to mitigate GHG emissions and promote a greener future.

Table 3: Primary Performance Indicators vs. CCAP Baseline 2014

| Primary Performance Indicators | CCAP Baseline 2014 | 2023 | % Change to Baseline |
|---|--------------------|---------|----------------------|
| Total Emission (kTCO₂e) | 34.538 | 40.342 | +16.8 |
| Total Energy (GJ) | 812,782 | 946,991 | +16.5 |

Table 4 highlights the changes in corporate emissions by sector as compared to the CCAP Baseline of 2014. The most significant reductions occurred for the streetlights segment, which was reduced by 85.0% as a result of the completion of an LED conversion project. The water and wastewater segment increased 130.0% mainly due to the addition of the pelletizing plant in mid 2019, the building segment decreased 1.5%, and vehicular emissions increased 20.0% due to increased investments and service enhancements at Transit Windsor.

Table 4: Corporate Emissions by Sector vs. CCAP Baseline 2014

| CORPORATE EMISSIONS (kTCO ₂ e) | CCAP Baseline 2014 | 2023 | % Change to Baseline |
|---|--------------------|--------|----------------------|
| Building | 17.054 | 16.792 | -1.5 |
| Vehicle | 12.247 | 14.696 | +20.0 |
| Streetlights | 1.484 | 0.223 | -85.0 |
| Water & Wastewater | 3.753 | 8.631 | +130.0 |

Under the Corporate Climate Action Plan (CCAP) the municipality has been working towards implementation of many of the key strategies outlined in the plan, such as:

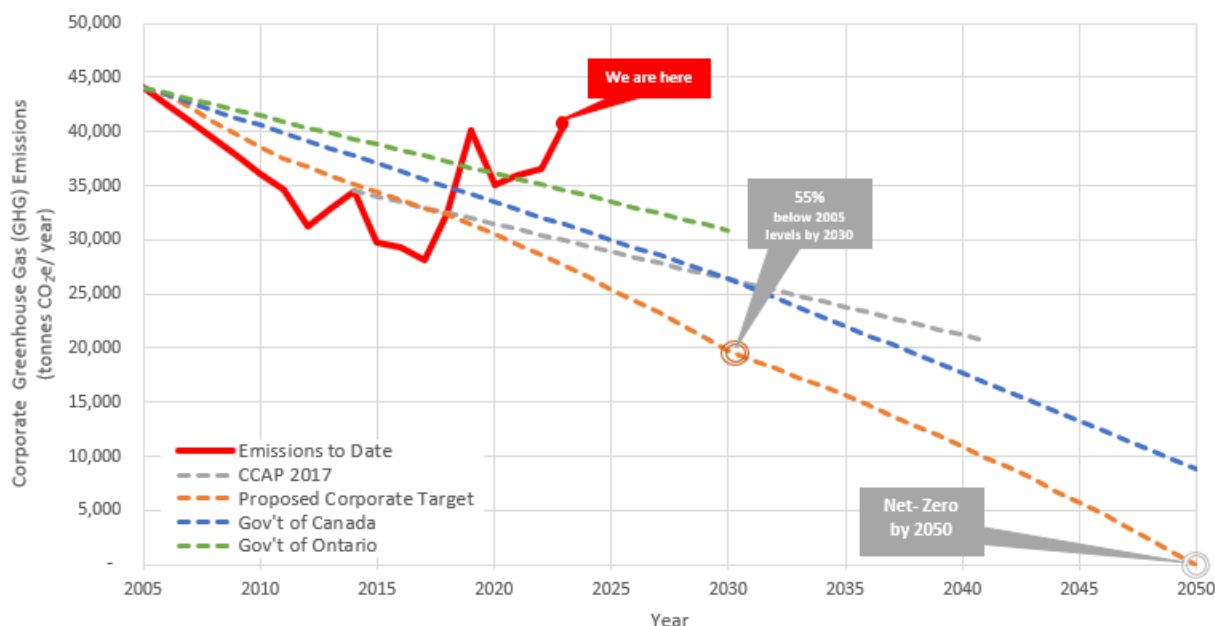
- 1) **Corporate Energy Management Plan (2024-2028)** This plan is a flexible document that sets goals, strategies, and initiatives to reduce the Corporation's energy consumption and GHG emissions from corporate facilities. Last updated in 2024, the Corporate Energy Management is actively implementing strategies in this plan, including LED street lighting, building retrofits, energy management systems, and solar photovoltaic systems at several City facilities.
- 2) **Greenhouse Gas Reduction Pathway Feasibility Studies** Feasibility studies were completed in 2023 to outline pathways to reduce emissions to near net-zero for seven corporate facilities, encompassing five community centres/libraries and two twin-pad arena and pool facilities.
- 3) **Greening the Fleet** – Transitioning the city's vehicle fleet to electric vehicles to reduce emissions from transportation
- 4) **Transit Windsor Electrification Roadmap** – This roadmap will be developed to guide Transit Windsor to better plan for zero emission buses and infrastructure.
- 5) **Waste Reduction Initiatives:** Implementing programs to reduce waste and increase recycling within city operations

While the actions described above are important steps, the City of Windsor recognizes that achieving the aspirational targets set in the CCAP will require ongoing dedication and effort. By continuing to focus on these initiatives, the City is committed to making significant progress in reducing emissions and energy consumption, ultimately aligning with our sustainability goals and creating a greener future for all.

Tracking to Target

As shown in Figure 4, corporate emissions have decreased since 2005. Since 2017, corporate GHG emissions have increased significantly with the addition of natural gas intensive processes, such as Combined Heat and Power (CHP) units and Windsor Biosolids Plant. While these processes have contributed to higher emissions, they also represent significant advancements in infrastructure and energy production which is needed to meet growth demands in Windsor.

Figure 4: Windsor's Corporate GHG emissions and GHG emissions targets



Partnerships and Collaboration for 2023

The Environmental Sustainability and Climate Change (ESCC) office continues to collaborate and engage with municipalities and stakeholders on a continuous basis. This allows for the sharing of knowledge, best-practices, and lessons learned in the effort to streamline and coordinate efforts across many geographical and organizational jurisdictions. ESCC has recognized that climate change is a challenge that transverse municipal, provincial and international borders and as such partnerships and collaboration are necessary to effectively address this challenge. It should be noted that the use of the term “partnerships” in this context does not constitute a legal arrangement, but an informal one designed to share information and reduce duplication of efforts across municipalities.

Municipal Partnerships

City of Burlington, City of Guelph, City of Kingston, City of London, City of Markham, City of Oakville, City of Ottawa, City of Toronto, County of Essex, Region of Durham, Region of Waterloo, Town of Peterborough. Other municipalities are consulted when similar priorities are identified.

Organizational Partnerships

Federation of Canadian Municipalities' Partners for Climate Protection, Global Covenant of Mayors for Climate & Energy and the Carbon Disclosure Project, Clean Air Partnership, QUEST Canada (Ontario Community Energy and Climate ON-CEC working group, Low-Carbon Thermal Network, Deep Energy Retrofit working group), GCoM Implementation Cohort, University of Windsor, St. Clair College.

Annual Greenhouse Gas Inventories

Administration commenced working on the 2024 GHG inventory report in March 2025. Council should anticipate the 2024 inventory reports in Q1/Q2 2026. This is due to timing in receiving data from third parties, some of which is not received until August of the following year.

Key Updates for 2024

The Atmospheric Fund

In June 2024, The Atmospheric Fund (TAF) released its Ontario Electricity Emissions Factors and Guidelines Report, which updated electricity emissions factors to better reflect Ontario’s electricity energy mix. Over the past couple of years, natural gas generation has played a crucial role in providing reliable baseload power. While this has led to an increase in GHG emissions from electricity generation, it also highlights the importance of stable energy supply. Based on the most reliable information available, TAF released new electricity emissions factors for 2021 to 2023. Currently, Ontario municipalities relied on the electricity emissions factors provided by the National Inventory Report (NIR). Work is underway to determine whether the NIR will adopt TAF values for Ontario.

Table 5 compares the electricity emission factors published for Ontario from NIR and TAF sources between 2019 and 2023 and the impact to the Community Inventory should the TAF electricity emission factors be implemented.

Table 5: NIR vs TAF Electricity Emission Factors (2019-2023)

| Year | NIR Electricity Emission Factors (gCO ₂ e/kWh) | TAF Electricity Factors (gCO ₂ e/kWh) | Impact to Windsor’s Community Inventory (MTCO ₂ e) |
|------|---|--|---|
| 2019 | 26 | 29 | -0.001 |
| 2020 | 29 | 36 | +0.023 |
| 2021 | 33 | 44 | +0.034 |
| 2022 | 35 | 51 | +0.055 |
| 2023 | 35 | 67 | +0.081 |

Enbridge Gas Inc.

Enbridge Gas Inc. released a city specific data and insights dashboard highlighting Windsor area participation in Demand Side Management (DSM) programs for calendar years 2022 and 2023. The dashboard is attached in Appendix A.

Insights from Enbridge's summary can be used to track the impacts of available utility programs on Windsor's energy consumption and GHG emissions

- Home Energy Retrofits Plus, Home Winterproofing Affordable Housing Multi-Residential – Enbridge monitors and tracks the number of participants and impacts actions have on residential emissions.

Table 6 highlights the number of participants within the City of Windsor boundaries that participated in Enbridge DSM programs in 2023. Administration calculated the estimated GHG Emission reductions from Enbridge program participation, represented approximately 0.9% of total 2023 Community GHG Emissions.

Table 6: 2023 City of Windsor Enbridge DSM Program Results

| Sector | # Participants | Total Gross annual Natural Gas savings (m³) | Estimated GHG Emission Reductions (MTCO ₂ e) |
|-----------------------------|----------------|---|---|
| Residential (single family) | 663 | 558,305 | 0.0017 |
| Residential (multi-family) | 2 | 14,780 | 0.000029 |
| Commercial | 6 | 4,579,948 | 0.0088 |
| Industrial | 2 | 289,488 | 0.00058 |
| Large Users | 3 | 1,653,939 | 0.0032 |
| Total | 676 | 7,096,460 | 0.0143 |

Risk Analysis:

There are no significant risks associated with this information report.

Climate Change Risks

Climate Change Mitigation:

The information outlined in this inventory report provides a snapshot of Windsor's progress in mitigating climate change risks. While GHG inventories are lagging indicators, with data available 12-18 months after consumption, they reveal that the Windsor community is making steady progress towards its environmental goals. Corporately, Windsor is experiencing changes in emissions as assets are added or removed from the portfolio, which is expected as GHG-reduction strategies from the CEP/CCAP are in the early stages of implementation.

As major strategies such as District Energy expansion are rolled out, the city will gain more control over community emissions. Monitoring and validating these emissions is a crucial first step towards reduction. Understanding the quantity and distribution of emissions among various sectors is essential in determining the most effective low-carbon pathway moving forward. This ongoing effort underscores Windsor's commitment to creating a sustainable and environmentally responsible future.

Climate Change Adaptation:

Over a 50-year planning horizon, a certain level of climate change adaptation will be required regardless of mitigation efforts. This is due to a concept known as "climate inertia" which can be viewed as the time delay between the instance of emission and occurrence of the impacts caused by such emission. There is the opportunity however to prevent impacts above and beyond the inertia-based climate impacts by reducing and eventually eliminating emissions.

The GHG inventory outlined herein shows that significant reductions in emissions are still forthcoming. While emissions from this period will continue to influence future climate change impacts, as addressed in the City's Degree of Change, Climate Change Adaptation Plan, this highlights the importance of ongoing efforts and initiatives. The City remains committed to implementing effective strategies to achieve meaningful reductions and mitigate future impacts.

Financial Matters:

This report is for informational purposes and highlights the changes in energy consumption and GHG emissions resulting from actions taken at the federal, provincial, community, and corporate levels. Although the Community and Corporate Greenhouse Gas Emissions and Energy Monitoring report does not require an outlay of funds, Administration's time to monitor, analyze and report on community and corporate GHG emissions is covered under the current operating budget.

Should council direct administration to pursue initiatives identified in this report, ESCC administers a Climate Change Reserve Fund 223 with a current available balance of \$159,367.99 that could be used. Should fund 223 not be sufficient, administration will bring budget requests in future budget years as appropriate.

Consultations:

- Asset Planning – Corporate Energy Initiatives – Sokol Aliko, Manager Energy Initiatives
- Environmental Services – Jim Leether, Manager Environmental Services
- Environmental Sustainability and Climate Change – Branislava (Bran) Cesljarov, Supervisor, Environmental Sustainability and Climate Change
- Financial Planning – Michael Okanlawon, Financial Planning Administrator
- Fleet – Angela Marazita, Manager Fleet
- Transit Windsor – Monica Grant, Director, Fleet & Facility Development
- Transportation Planning – Kathleen Quenneville, Active Transportation Coordinator

Conclusion:

Community efforts to reduce energy consumption and GHG emissions are beginning to show positive results. Windsor is exceeding the interim targets set out in the CEP, due mainly in part by actions taken in our community by businesses, institutions, and residents. The implementation of measures identified in corporate energy plans / Net-Zero plans, coupled with residential participation in home retrofit programs offered by the federal and provincial governments, and Enbridge Gas Inc., plus the adoption of EVs are responsible for observed results. By 2025, community emissions are projected to be higher than CEP targets, as growth-related emissions are currently outpacing reductions.

At the corporate level, the City has undertaken several initiatives resulting in GHG reductions, including the conversion of traffic signals and streetlights to LED lighting; building retrofits; and transitioning the fleet (including Transit Windsor) to include hybrid and EVs. While several improvements to municipal buildings and operations have been made, overall City emissions are rising, primarily due to the addition of equipment and facilities that increase fossil fuel consumption. Corporately, the City is currently tracking above target and may face challenges in reaching the 2041 targets set out in the CCAP. However, ongoing efforts and new initiatives are being implemented to address these challenges and work towards achieving our long-term sustainability goals.

Moving forward, the City is committed to taking control of the factors it can directly influence to make meaningful improvements in emission levels. While some challenges in implementing climate action plans are beyond the City's sphere of influence (e.g., technological advancements, macro trends, federal and provincial funding), the review of existing plans and action items will help the department better strategize and position itself to support city departments in these efforts. By focusing on areas such as investment levels, development planning, and policy, the City aims to effectively manage and reduce emissions. As municipalities across the country directly or indirectly influence roughly 50% of national GHG emissions, this proactive approach is crucial for Windsor's sustainability goals.

Planning Act Matters:

N/A

Approvals:

| Name | Title |
|-------------------------|---|
| Michelle Moxley-Peltier | Community Energy Plan Project Administrator |
| Emilie Dunnigan | Manager Development Revenue & Financial Administration |
| Matthew Johnson | Executive Director, Economic Development & Climate Change |
| Jelena Payne | Deputy CAO & Commissioner, Economic Development |
| Janice Guthrie | Commissioner, Finance & City Treasurer |
| Ray Mensour | Chief Administrative Officer |

Notifications:

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

Appendices:

Appendix A: City of Windsor: 2022/2023 Data and Insights

Residential
snapshot
(2023)

74,712
customers

2% of total
customer base

137,757,124 m³
total consumption

| Residential program participation | HER | | HER+ | HER/HER+ |
|---|---------|---------|--------------------|----------|
| | 2022 | 2023 | 2023 | 2023 |
| Number of participants | 389 | 56 | 499 | 555 |
| Total gross annual natural gas savings (m ³) | 418,357 | 50,870 | 365,498 | 416,368 |
| Average gross annual natural gas savings (m ³) per home | 1,075 | 908 | 732 | 750 |
| Average gross annual natural gas savings per home (%) | 43 | 36 | 29 | 30 |
| Other residential (smart) | | | HER+ | HER/HER+ |
| Number of prescriptive measures | 690 | 933 | Participation rate | |
| Total gross annual natural gas savings (m ³) | 109,868 | 145,247 | 0.67% | 0.74% |

| Top HER+ measure uptake* | |
|--|--------|
| Air source heat pumps | 13,127 |
| Windows/doors | 91,571 |
| Attic/cathedral ceiling/flat roof insulation | 7,234 |

* For clarity, this displays the number of measure installations and is not a participant count. This only represents measure uptake for packages that were partially or fully funded by Enbridge Gas.

| Income-qualified program participation | | |
|--|---------|---------|
| Home Winterproofing Offering (HWP) [†] | | |
| | 2022 | 2023 |
| Number of homes | 121 | 108 |
| Total gross annual natural gas savings (m³) | 107,087 | 122,435 |
| Average gross annual natural gas savings (m³) per home | 885 | 1,134 |
| Number of prescriptive measures | 244 | 310 |

| Affordable Housing Multi-Residential Offering | | |
|---|------|--------|
| | 2022 | 2023 |
| Number of projects | – | 2 |
| Total gross annual natural gas savings (m³) | – | 14,780 |

[†] Low Income Single Family (includes Home Weatherization Program, Indigenous offering, and Furnace End-of-Life Upgrade offering).

Commercial
snapshot
(2023)

5,861
customers

2.1% of total
customer base

71,716,958 m³
total consumption

Industrial
snapshot
(2023)

413
customers

3.1% of total
customer base

332,736,594 m³
total consumption

| Commercial and industrial program participation | Commercial projects | | Industrial projects | |
|--|---------------------|-----------|---------------------|---------|
| | 2022 | 2023 | 2022 | 2023 |
| Number of projects/participants | 4 | 6 | 12 | 2 |
| Total gross annual natural gas savings (m ³) | 1,190,896 | 4,579,948 | 1,082,609 | 289,488 |
| Number of prescriptive measures | 160 | 224 | | |
| Average gross annual natural gas savings (m ³) per project | 297,724 | 763,325 | 90,217 | 144,734 |
| % total annual cumulative savings | | 12 | | 0.46 |

Large volume
snapshot
(2023)

16
customers

21,208,064 m³
total consumption

| Large volume program participation | | |
|---|-----------|-----------|
| | 2022 | 2023 |
| Number of participants | 4 | 3 |
| Total gross annual natural gas savings (m ³) | 5,841,078 | 1,653,939 |
| Average gross annual natural gas savings (m ³) per home | 1,460,269 | 551,313 |
| % of total annual cumulative savings | | 2.1 |

Council Report: S 167/2024

Subject: Energy Access and Poverty Pillar (EAPP) Report - City Wide

Reference:

Date to Council: June 25, 2025

Author: Matthew Johnson

Executive Director, Economic Development and Climate Change

519-255-6100 ext. 6495

majohnson@citywindsor.ca

Co-Author: Michelle Moxley-Peltier

Community Energy Plan Project Administrator

519-255-6100 ext. 6109

mmoxleypeltier@citywindsor.ca

Economic Development & Innovation

Report Date: 11/18/2024

Clerk's File #: E/14519

To: Mayor and Members of City Council

Recommendation:

THAT the report from the Environmental Sustainability and Climate Change department entitled Energy Access & Poverty Pillar (EAPP) Report **BE RECEIVED** for information; and,

THAT Council **ENDORSE** development of targets and a plan to meet the new Energy Access and Poverty Badge requirements, contingent on the completion of the Framework Action Review and Global Covenant of Mayors for Climate and Energy (GCoM) being deemed a high priority. If GCoM is not a high priority, the commitment to the Badge requirements and reporting should be discontinued.

Executive Summary:

N/A

Background:

In 2015, the City of Windsor joined the Compact of Mayors (now referred to as the Global Covenant of Mayors for Climate and Energy (GCoM)), where towns or cities from around the world regardless of size have committed to accelerate aspirational,

measurable climate and energy initiatives that lead to an inclusive, just, low-emission and climate resilient future, helping to meet and exceed the Paris Agreement objectives.

GCoM is the world's largest cooperative effort among mayors and city officials to report and monitor greenhouse gas emissions, track progress, and evaluate climate change risks for municipalities. The GCoM created a shared reporting system through the Carbon Disclosure Project (CDP) to track the impact of cities' actions on climate change. This system measures emissions and climate risks in a consistent way and helps cities publicly share their progress.

Upon signing onto the GCoM, the City committed to complete and report on the following within three years:

- A greenhouse gas emissions inventory for the City within the Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories (GPC);
- An assessment of the climate hazards faced by the City of Windsor;
- The City of Windsor's greenhouse gas emissions reduction target;
- The climate vulnerabilities faced by our City; and
- Our plans to address climate change mitigation and adaptation.

The City of Windsor fulfilled these requirements in 2017, one year ahead of the required three-year timeframe. Since 2016, the City of Windsor has reported the City's climate related actions annually through the CDP. CDP began "scoring" municipalities in 2018. Since scoring began, The City of Windsor has not received an overall score of less than A-, which corresponds to the Leadership level, the highest level attainable.

In 2021, CDP partnered with ICLEI – Local Governments for Sustainability to launch the CDP-ICLEI Unified Reporting System (CDP-ICLEI Track). This platform enables cities to track and report their climate actions across multiple initiatives, including ICLEI programs, C40 Cities Climate Leadership Group (C40), World Wildlife Fund (WWF), and Global Covenant of Mayors.

In 2022, GCoM's Common Reporting Framework (CRF) was expanded to include the Energy Access and Poverty Pillar (EAPP). The EAPP builds on the attributes of secure, affordable, and sustainable energy.

GCoM compliance badges are awarded based on progress in the three pillars (mitigation, adaptation, and access to energy), with each pillar having three phases: 'Inventory', 'Target', and 'Plan'. Cities earn badges by meeting phase requirements through the CDP-ICLEI Track reporting platform.

Discussion:

GCoM was provided Windsor's responses to the 2024 CDP Cities questionnaire. Responses were reviewed against GCoM compliance badge requirements with compliance badges awarded in Q3/Q4 2025.

Energy Access and Poverty (EAP) Badge requirements

To earn EAP badges, local governments must implement policies that enhance energy access and reduce energy poverty. This includes:

- Support Sustainable Development Goal (SDG) 7 (Affordable and Clean Energy) by ensuring access to reliable, sustainable energy for all.
- Increase energy access and reduce energy poverty within their jurisdiction.
- Track progress toward these goals.

Local governments shall respect the Energy Access and Poverty (EAP) reporting rules, which are linked to climate change actions. The EAP process includes three pillar requirements:

- Assessment;
- Target setting; and
- Action Planning

2024 GCoM Canada Implementation Cohort & Windsor's Tailored Deliverable

In December 2023, the City of Windsor joined the 2024 GCoM Canada Implementation Cohort, alongside cities like Beaconsfield, Mississauga, and Ottawa, supported by the European Union. The project focused on securing funding, collaborating across departments, and tracking progress, with Windsor specifically working on meeting the Energy Access and Poverty (EAP) requirements. As a result, Windsor developed the GCoM Energy Access and Poverty Pillar Requirements Report, which included an assessment of energy affordability.

Windsor's Next Steps

The City is fully compliant for the Assessment Pillar.

In order to receive badge compliance for future years, the city must begin to develop Energy Access and Poverty Targets and Plan.

Pillar Requirements for "Targets"

ESCC has conducted informal engagements with corporate departments regarding the selection of energy target(s). The targets now require alignment to Science Based targets methodology and should be completed in 2025 if the city is to continue with its commitments with GCoM.

The city should set and report city wide target with the goal to reduce energy poverty for everyone. The Energy Access and Poverty (EAP) targets should focus on three main things: making sure energy is secure, affordable, and sustainable. To meet this requirement, the city needs to set targets that align with the UN's goal of universal energy access and aim to reduce energy poverty in these areas within two years of starting the plan.

Targets are required to be set by the end of 2025.

Pillar Requirements for "Plan"

The creation of an action plan is the final pillar in receiving the EAP Compliance Badges.

Creating an action plan is a key step in earning the Energy Access and Poverty (EAP) Compliance Badges. The plan must outline the city's targets and the specific actions and policies it will take to meet the commitments. The plan can either be a separate document or part of existing climate change plans, but it must include clear ways to track progress and report on it regularly.

Key points of the action plan must include:

- It must be officially approved by the local government and in an official language the city uses.
- The plan should address climate change, energy access and, poverty:
- It must include a way for monitoring, measuring, and tracking progress.
- Financial details, including the costs, timeline, how the plan will be funded, and stakeholders involved should also be included.

Plans are required to be developed by the end of 2026.

As a follow-up to the EAP Action Plan, the City is required to submit monitoring reports once every four years to GCOM. The monitoring reports shall provide information about the implementation status of each action/action area/sector contained in the action plan, helping to monitor progress made.

Next Steps

Administration has outline the following as next steps in relation to this initiative:

Develop targets and a plan to meet the new Energy Access and Poverty Badge requirements, contingent on the completion of the Framework Action Review and GCoM being deemed a high priority. If GCoM is not a high priority, the commitment to the Badge requirements and reporting should be discontinued.

The Environmental Sustainability and Climate Change (ESCC) department has helped make the environment a part of decision making for the City of Windsor since 2005. The ESCC is responsible for spearheading the following environmentally focused plans:

- Environmental Master Plan (2017)
- Community Energy Plan (2017)
- Corporate Climate Action Plan (2017)
- Climate Change Adaptation Plan (2020)

There are nearly 500 recommendations and action items contained in these plans and other associated plans and policies. Tasks and actions for the department approved by Council with identified sources of funding (budget, grants) have been completed. In 2023 the organizational structure of the City was amended and the Environmental Sustainability and Climate Change team was moved under the Commissioner of Economic Development. An Executive Director of Economic Development and Climate Change was hired in early 2024. As part of a new portfolio, the Executive Director has undertaken a comprehensive review of the guiding documents to identify priority items within the City's sphere of control and explore resourcing options. The results of that

Framework Action Review and proposed projects will be the subject of future reports to Council.

Risk Analysis:

There are no significant risks associated with completing the requirements to achieve the EAP badges. As the CDP Cities Questionnaire scoring methodology is updated annually with increasingly stringent requirements, the City of Windsor is at risk dropping off of the A Cities list, should EAP badges become a critical measure in 2025 or beyond.

There is a minor risk that existing staffing resources will be challenged to complete these requirements within the 2- and 3-year timeline provided by GCoM. However, these efforts compliment other strategies currently underway (i.e. Net Zero Transition Plan) and opportunities exist to align effort and reduce duplication of work.

Climate Change Risks

Climate Change Mitigation:

Completing the EAP requirements will give Administration more insight into the challenges around energy affordability in our community, and inform the actions set forth in the upcoming Net-Zero Transition Plan. In addition, the 2017 Community Energy Plan will be reviewed to identify strategies that can be used to support the EAP requirements.

Climate Change Adaptation:

Undertaking the EAP requirements will not impact the strategies set out in the City's Climate Change Adaptation Plan. However, the Climate Change Adaptation Plan will be reviewed for strategies that support the EAP requirements.

Financial Matters:

The EAP is a three-step process, with Step 2 focused on setting community-wide targets and Step 3 involving the development of an implementation/action plan. While Step 2 may involve some associated costs — such as engagement, project management, and miscellaneous expenses, administration is recommending an upset limit of \$5000. This expense is included in the approved 2025 Environmental Sustainability and Climate Change operating budget department ID 0122981.

It is anticipated that Step 3 will require a more significant investment. The full scope and cost of Step 3 cannot be determined until the targets are finalized through Step 2. Should the implementation planning stage require substantial funding beyond the confines of the current approved Environmental Sustainability and Climate Change operating budget, Council will be given the opportunity to review the associated budget as part of the annual budget process.

Consultations:

- Branislava Cesljarov – Supervisor, Environmental Sustainability and Climate Change
- Michael Okanlawon – Financial Planning Administrator, Financial Planning

Conclusion:

In 2023, the City of Windsor's environmental efforts were accessed for the first time against GCoM's new Energy Access and Poverty Pillar requirements. With the new requirements, the GCoM is providing a 2- and 3-year window for compliance. Undertaking the required actions under this pillar will provide the City with a more detailed understanding on current energy access and poverty in the Community. This heightened understanding will help Windsor's climate action by developing opportunities to address energy access and poverty to help ensure a just transition to a low-carbon economy. All of the above is contingent on the completion of the Framework Action Review and GCoM being deemed a high priority.

Planning Act Matters:

N/A

Approvals:

| Name | Title |
|-------------------------|---|
| Michelle Moxley-Peltier | Community Energy Plan Project Administrator |
| Emilie Dunnigan | Manager, Development Revenue & Financial Administration |
| Matthew Johnson | Executive Director, Economic Development and Climate Change |

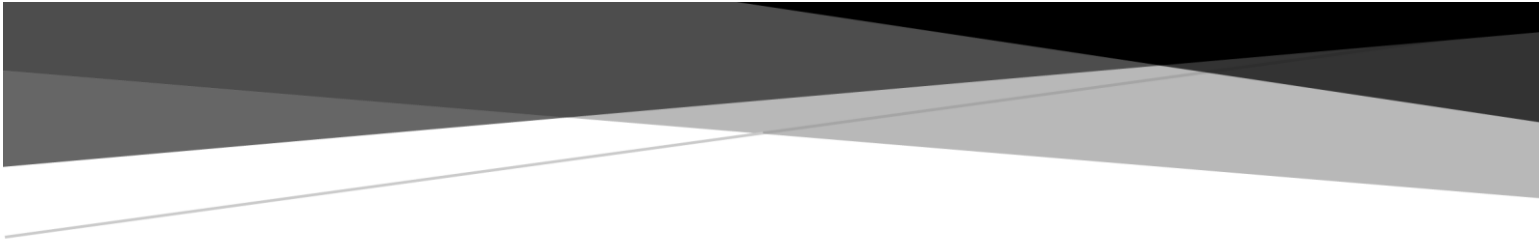
| Name | Title |
|----------------|--|
| Jelena Payne | Commissioner of Economic Development |
| Janice Guthrie | Commissioner of Finance and City Treasurer |
| Ray Mensour | Chief Administrative Officer |

Notifications:

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

Appendices:

- 01 – Windsor GCoM EAPP Reporting Guidance
- 02 – GCoM EAPP Excel Checklist



WINDSOR GCOM ENERGY ACCESS & POVERTY PILLAR REQUIREMENTS

Prepared by ICLEI Canada for the GCoM Implementation Cohort

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Background

Energy is a necessity in everyone's daily life and energy access and energy poverty is increasingly being recognized as being integral for the sustainable development, resilience and well-being of cities. Energy poverty refers to the lack of access to reliable, affordable, and modern energy sources and services that allow people to live with dignity. It disproportionately affects marginalized communities such as low-income communities, limiting their ability to meet their daily needs, live decent lives, and maintain healthy indoor temperatures all year round.

Globally, energy poverty has wide-ranging impacts on health, education, and economic development, as people are often forced to rely on inefficient energy sources or spend excessive time collecting fuel to meet basic needs, which can contribute to indoor air pollution and environmental degradation. In the Canadian context, energy poverty is typically connected to high energy costs, low incomes, and inefficient housing. Depending on how it is measured, between 6-19% of Canadian households face energy poverty, and this experience is associated with significantly increased likelihood of poor general and mental health (Riva et al., 2023). These challenges are further exacerbated by changes in the Canadian climate, where many more people are confronting life threatening impacts of extreme heat each year (Canadian Climate Institute, 2023). Although energy poverty is being addressed by policymakers in Canada and Ontario, significant gaps remain—particularly for renters and people living with low income (Das et al., 2022). Therefore, addressing energy access and poverty is critical for improving quality of life, and ensuring a just energy transition towards future climate resilience in Canada.

GCoM Energy Access and Poverty Pillar

Due to the importance of energy access and energy poverty for sustainable development, resilience, and well-being of cities and local government, the Global Covenant of Mayors for Climate and Energy (GCoM) has launched the Energy Access and Poverty Pillar (EAPP) of the Common Reporting Framework (CRF) in November 2022, which is a set of indicators, guidelines, and timelines built to help its signatories take action towards a just energy transition. The EAPP, as for mitigation and adaptation, is an integral part of the journey of local government towards a more sustainable future. Therefore, strategies and measures undertaken by cities can simultaneously address more than one single pillar (i.e., mitigation and energy access/poverty). Some of the way local governments can facilitate energy access and/or reduce energy poverty include:

- Undertake energy data gathering, analysis and evaluations towards action taking regarding households and all assets in a city to understand the gaps in energy supply and energy services provisioning;
- Build and maintain relationships with local partners and communities who are affected by, or may help to alleviate, energy poverty;
- Facilitate energy access by encouraging local renewable energy generation, supporting low-income households, and generating new jobs; and
- Influence, facilitate, and implement goals, strategies, and tactics that address energy access and poverty.

As a GCoM Signatory, Windsor pledges to to implement policies that facilitate energy access and/or reduce energy poverty and shall undertake measures to:

- Contribute to achieve SDG7 by ensuring access to affordable, reliable, sustainable and modern energy for all;
- Contribute to increase the level of energy access within the boundary of jurisdiction;
- Contribute to reduce energy poverty within the boundary of jurisdiction; and
- Track progress toward these objectives.

Energy Access and Poverty Pillar Reporting Requirements

Reporting requirements for the EAPP Pillar consists of assessment, target setting and action planning. The following reporting guidance for Windsor was developed as part of the tailored deliverables under the cohort activities for the GCoM Canada Implementation Cohort to assist in the submission and preparation of the assessment badge, and to outline next steps for the subsequent 2 badges. The reporting guidance includes this document and an Excel document named “GCoM EAPP Assessment - Affordable Energy”.

Energy Access and Poverty Assessment Badge

The energy access and energy poverty assessment shall analyze the energy access and energy poverty conditions of the municipality, providing information on the energy attribute(s) deemed most relevant by each Regional and National Covenant. For North America, the GCoM Regional/National Covenant’s chosen energy attribute is affordable energy, indicating that Windsor only needs to report on the indicators or parameters around affordable energy as energy access is not deemed a relevant energy attribute for North American Cities. The mandatory indicator for Windsor is required to report on is therefore the ‘percentage of households or population within the city boundary that spending up to X% of income on energy service’.

The attached spreadsheet, **GCoM EAPP Assessment Excel Worksheet - Affordable Energy**, clarifies the details around the reporting requirements of EAPP Assessment and how to answer the questionnaire correctly. The mandatory fields under the attribute of affordable energy are marked in red. In addition, in the spreadsheet, some cells (e.g., Cell B4 and F4) are pre-populated with the answers or options that need to be provided.

In addition, the energy access and energy poverty assessment is framed by indicators for which local governments are invited to collect and provide information. These non-mandatory global indicators include:

- Secure Energy
 - i. Estimated share of electricity consumed within the municipality but not billed (non-technical losses, illegal connections)
 - ii. Average number of electric supply interruptions in a typical month (or year)

- iii. % energy consumption per capita from i) electricity, ii) gas, iii) other sources
- Sustainable Energy
 - i. Total installed energy capacity within local boundary
 - ii. Number of local energy efficiency programs
 - iii. Number of local renewable energy programs
- Affordable Energy
 - i. Percentage of households within the municipality experiencing heating or cooling discomfort
 - ii. Percentage of clean energy investment at local level going to low- and moderate-income households
 - iii. Price of green electricity

Next steps

After the City achieves the GCOM EAPP Assessment phase, we have identified several next steps that the city can consider to advance their action in the energy access and poverty space. Examples include:

1. Connect with Efficiency Canada and update the indicator 'Percentage of households within the jurisdiction boundary that face energy poverty' using 2021 census data.
2. Continue tracking and improving the indicators, ensuring data accuracy and consistency.
3. Conduct further research and engage with local, sub-national and national stakeholders and organizations on how to engage in a process to develop robust city-wide energy poverty reduction targets to achieve the EAPP Target Badge.
4. Continue to research best practices and engage with local stakeholders to develop energy poverty reduction actions, strategies and indicators, either stand-alone or integrated into existing climate action plans, to achieve the EAPP Plan Badge. To ensure actions are effective, engagement should aim for robust and equity-focused approaches that understand the lived experiences of community members experiencing energy poverty

GCoM EAPP Excel Checklist

In this document, three tabs were created specifically for the three phases of the EAPP, Assessment, Target, and Plan. Under each tab, there is a table with the reporting requirements for each phase, and the items are marked either mandatory or optional. This document details the requirements to achieve each phase of the EAPP, which will be helpful to understand the requirements and identify the areas that the city can focus on in the future to be compliant with future EAPP phases.

Energy Access and Poverty Targets Reporting Requirements

The next step for Windsor will be to set and report city-wide targets that alleviate energy poverty for their communities. The EAPP requires a composite approach that considers three distinct,

yet interconnected characteristics: secure energy, affordable energy, and sustainable energy. Local governments shall set their target in line with the universal energy access component of UN Sustainable Development Goal #7 (SDG 7) and set at least one target that alleviates energy poverty across the three mentioned characteristics within two years upon the activation of the EAPP.

The following outlines further target setting requirements:

Boundary (geographic coverage): The target boundary shall be consistent with the city boundary. Local governments may develop goals jointly with neighbouring community(ies). If the boundary is larger than the city boundary, this needs to be specified.

Target: Local governments shall adopt a target for a quantified relative increase of energy access and/or alleviation of energy poverty towards universal access to energy in alignment with SDG 7. The target shall define the estimated percentage decrease in energy poverty in 2030 compared to their selected base year.

In addition, local governments shall set at least one target that addresses energy access and alleviates energy poverty from the regionally selected energy attribute.

Local governments should select their target(s) from the list of targets reported below.

- Improving access to secure energy
 - i. Increase average duration of available electricity by 2030 in relation to their base year
 - ii. Increase the percentage of population or households with access to electricity by 2030 in relation to base year
 - iii. “Improve” the average yearly energy consumption per capita (without affecting the level and quality of energy services used)
- Improving access to affordable energy
 - i. Reduce percentage of households or population within the city boundary that face energy poverty
 - ii. Increase energy efficiency of buildings
- Improving access to sustainable energy
 - i. Increase the installed capacity of renewable energy sources (RES) within local boundary
 - ii. Increase total energy generated from RES within local boundary
 - iii. Increase energy consumption from RES
 - iv. Increase the households within the municipality with access to clean cooking fuels and technologies
 - v. “Improve the greenness” of the source mix of thermal energy (heating and cooling) consumed in your city

Local governments may choose to select targets from the list above or define other targets of their choosing that correspond to their energy attribute(s) of interest. Local governments may report against additional targets addressing energy access and alleviating energy poverty from

the list above. Local governments may also identify and set additional complementing targets suited to their local conditions and needs.

Target year: The target year (the year in which local governments aim to achieve the stated target) shall be aligned with national commitments such as Nationally Determined Contributions (NDC) (where applicable) or as set by Regional/National Covenants. However, in alignment with SDG 7 and the Mitigation and Adaptation pillars, an additional target for 2030 should be set, in case existing national and/or regional targets aim to be achieved before or beyond 2030.

Base year value: The base year shall be the one set within national frameworks or Regional/National Covenants (where applicable or available) or the year used for the energy access and poverty assessment, in which the status of the local government is well documented

Reporting year value: The target year shall not be same or older than the reporting year

Ambition: When setting a target, local governments shall demonstrate commitments to increase in energy poverty. Local governments shall declare these commitments in their plan(s)

Units: The target shall be reported as a percentage (%) in relation to the base year. If absolute data is available, signatory shall report the percentage in addition to their quantitative data

Energy Poverty Action Plan

Creation of an action plan is one of the key steps undertaken by GCoM signatories. It describes the intentions and concrete policies and measures foreseen by the local authorities to address the GCoM commitments. Development of the energy poverty plan can be a standalone plan or be integrated into existing climate mitigation or adaptation plans. It is also important that the plan (stand-alone or integrated) includes clear provisions for tracking progress and regular progress reporting.

The plan shall be formally adopted by the local government and should be in an official language used by the local government. When mainstreamed in sectoral or local development plans, the climate and energy objectives and actions should be clear and able to be monitored.

The following outlines the requirements the action plan must meet to be awarded the EAPP Plan Badge:

1. The plan shall be formally adopted by the local government and should be in an official language used by the local government
2. The plan shall include the following information for climate change mitigation, adaptation (climate resilience) and energy access and/or poverty:
 - The local government(s) which formally adopted the plan and the date of adoption.

- Lead author team/Action Plan responsible/coordination team in the local governments.
 - Description of the stakeholder engagement processes.
 - Energy poverty targets; including (if available) sectoral targets.
 - All actions of priority sectors (identified from energy access & poverty assessments).
 - Descriptions for each action.
 - Synergies, trade-offs, and co-benefits of mitigation, adaptation and energy access actions.
3. Local governments should also report the metric (or key performance index) for tracking the progress and monitoring plans.
 4. For each action/action area/sector, the action plans shall provide the following information:
 - Brief description of the action/action area/sector.
 - Related indicators and how the implementation of the action impacts the value of the energy access and/or poverty indicators.
 - A description of the action to allow best practice sharing. Under the simplified reporting level, a description of the action may be reported to allow best practice sharing.
 - The assessment of the estimated energy saving, renewable energy production, and GHG emission reduction. Under the simplified level, this assessment should be reported.
 5. For each action/action area/sector, the action plans should provide the following information:
 - Financial strategy for implementing the action/action area/sector.
 - Implementation status, cost and timeframe.
 - The policy instruments to implement the action
 - Implementing agency(ies).
 - Stakeholders involved in planning and implementation.
 6. In addition, local governments should also provide the following information in the action plans:
 - Prioritization of actions.
 - Policy instrument(s) to implement the actions.
 7. Local governments are encouraged to report actions in as much detail as possible

Monitoring Requirements:

1. The local government shall submit monitoring reports every four years after submitting the action plan(s).
2. The monitoring reports shall provide information about the implementation status of each action/action area/sector contained in the action plan, helping to monitor progress made.
3. The local government should update and resubmit the action plan(s) when there are significant changes to the existing plan(s).

4. The local government may also report the implementation cost for each action/action area/sector.

Sample EAPP Assessments, Targets, or Plans (in English) from Cities in Europe

Barcelona, Spain - [Climate Plan 2018-2030](#)

London, UK - [Fuel Poverty Action Plan](#)

Madrid, Spain - [The Madrid Recupera Plan](#)

Manchester, UK - [Anti-Poverty Strategy](#)

Milan, Italy - [A plan to tackle energy poverty in Milan](#)

Paris, France - [Climate Action Plan](#)

Research and Whitepapers

[Cities social trends paper: Measures to tackle energy poverty in cities](#)

[The French approach to energy poverty: a mix of tools to tackle a multifaceted phenomenon](#)

[Cities step up to mitigate energy poverty](#)

[10 ways cities can tackle energy security and energy poverty](#)

Timeline

The EAPP assessment and targets are required the latest by 2025 and plans by 2026.

Proof of Compliance with EAPP Badge Requirements

The city's badge compliance could be exemplified either by their GCoM badges displayed on the GCoM website on their city's profile or GCoM's official email of badge results.

The minimum requested official documents for compliance are: CRVAs (Adaptation RVA badge), GHG Emissions Inventories (Mitigation Inventory Badge), and Climate Action Plans (across all Mitigation, Adaptation, and Energy plan Badges). For the EAPP Plan (the minimum requested document for the EAPP Pillar), cities must submit an energy access and/or poverty plan either separately on its own or integrated with an official climate action plan (which regards adaptation, mitigation, or both).

Documents are validated for their meeting of the [Common Reporting Framework](#) criteria. The minimum reporting requirements for EAPP Plan Badge compliance in CDP-ICLEI Track based on GCoM's [Common Reporting Framework](#), are for the city to attach or link the plan to question 8.1.1, as well as report the name of the local government(s) which formally adopted the plan and the date of adoption. Finally, in questions 9.1 and/or 9.2, a city must also report an energy-related action which is included in the plan. For reporting compliance with the energy action, cities must report an energy related action, indicate if it is included in the climate action plan, indicate if the action contributes to EAPP objectives, and select the related energy access

and/or poverty indicator(s) for this action. Meeting both requirements for the plan and action are required for EAPP badge compliance.

If a city is reporting to GCoM through CDP, the GCoM team at CDP carries out the validation of cities' responses and shares the results with GCoM, while the European Joint Research Centre conducts a second round of validation for European signatories' submissions only. Any of the official GCoM reporting platforms may either conduct validation and share results with GCoM or share data with GCoM for GCoM to conduct the validation.

Contacts for EAPP Related Questions

Andrea Ortega - Technical Manager Cities, States and Regions (andrea.segundo@cdp.net)

Achilleas Vryniotis - GCoM Project Officer (achilleas.vryniotis@cdp.net)

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Appendices

Appendix A. Regional Indicators

- MW of installed rooftop and community solar in your jurisdiction
- Percentage of households adopting energy efficient appliances through municipality run or nationwide energy efficiency programs
- % of population employed in non-renewable energy sectors
- Population / households not having access to essential services within 1 hour by walking, cycling or public transport / total population
- People / households living more than one 1 km from nearest public transport station / number of population
- % of public building expenditure on energy
- Average percentage of revenue spent in energy generation for: - % for industries - % for commercial - % for tertiary of the municipality
- Financial and regulatory incentives or subsidy mechanisms in place for clean cooking
- Percentage of population/households relying on the traditional use of biomass for cooking
- Time spent and distance covered gathering fuelwood
- Number of improved cookstoves being used
- Percentage of household income spent on cooking
- Electricity bill collection rate
- Transmission and Distribution losses
- Average fuel poverty gap
- Population able to/willing to pay for electricity
- Population able to/willing to pay for clean cooking
- Minigrids and stand-alone systems
- Sustainable production for clean cooking (i.e charcoal)
- Awareness and/or Education programmes in place on energy access and clean cooking
- Frequency of heat waves
- Frequency of cold waves
- Number of heating degree days per year
- Number of cooling degree days per year
- F+G + H band (EPC) dwelling / total number of dwellings
- Energy consumption (electricity + heating) per capita / national energy consumption (electricity + heating) per capita
- Share of buildings renovated per year
- Share of households / population with presence of leak, damp, rot in their dwelling / total households or population
- Percentage of households / persons within the municipality experiencing heating discomfort
- Percentage of households / persons within the municipality experiencing cooling discomfort
- Households / persons connected to the electricity grid / total households or persons
- Households / persons connected to the gas grid / total households or persons
- EPC bands of dwelling higher than B

- Households with centralized heating system / total households
- Ownership of heating and cooling systems
- Number of social housing apartments/total number of apartments
- Average energy demand of social housing buildings / sq.m.
- Low absolute energy expenditure (M/2)
- Number of households with only oil boilers, wood calefactions, conventional gas boilers
- Households with centralized cooling system / total households
- Households with centralized cooling system older than 10 y / total households with cooling system
- Average age of the buildings
- Dwelling ownership
- Over and under occupation of dwellings
- The local public transport travel frequently enough, covering the essential necessities the population
- Social housing apartments not having easy access to public transport (*)/ all social housing apartments
- Inhabitants / households receiving support to pay public transport services/public transport users
- Percentage of persons / households spending up to XX % their income on energy services
- Vulnerable households or persons / total households or persons
- Arrears on utility bills / total population or households
- High share of energy expenditure in income (2M)
- Average price of electricity
- Average price of gas
- Energy related expenditure / local GDP
- Citizens / households under poverty threshold / number of citizens / households
- At-risk-of-poverty rate
- Citizens / households with social support
- Money spent to support energy poor households or persons / in relation to local GDP
- Energy poor households / persons supported / total energy poor households asking for support
- Energy poor households / persons supported / total energy poor households detected
- Unemployment rate
- Persons aged under 12
- Persons aged over 65
- Persons with respiratory and circulatory problems
- Persons with an education level under lower secondary school
- Existence of energy poverty strategy
- Existing rent regulation
- Specific measures related energy poverty
- Existing incentives of landlord's programs
- Awareness-raising campaigns targeting vulnerable households
- Engagement and cooperation with local stakeholders on energy poverty

Requirements

Conduct an Energy Access and Poverty Assessment

Resources

Common Reporting Framework

Energy Access and Poverty Pillar (EAPP) Annex - Common Reporting Framework

Urban Energy Access Toolkit for Local Governments

Reporting Item

Energy Access and Poverty Assessment

| Energy Access and Poverty Assessment Data Requirements | |
|--|--|
| Secure Energy | |
| Mandatory Indicator | |
| Percentage of municipality population or households with access to electricity | |
| Average duration of available electricity | |
| Average yearly energy consumption per capita | |
| Non-mandatory Indicator | |
| Estimated share of electricity consumed within the municipality but not billed (non-technical | |
| Average number of electric supply interruptions in a typical month (or year) | |
| | |
| % energy consumption per capita from i) electricity, ii) gas, iii) other sources | |
| | |
| Sustainable Energy | |
| Mandatory Indicator | |
| Installed capacity of renewable energy sources within local boundary | |
| Total energy generated from renewable energy source within local boundary | |
| Energy consumption from renewable energy sources | |
| Source mix of thermal energy (heating and cooling) consumed within local boundary | |
| Percentage of households within the municipality with access to clean cooking fuels and technologies | |
| Non-mandatory Indicator | |
| Total installed energy capacity within local boundary | |
| Number of local energy efficiency programs | |
| Number of local renewable energy programs | |
| | |
| Affordable Energy | |
| Mandatory Indicator | |
| Percentage of households or population within the city boundary that spending up to X% of income on energy service | |
| Non-mandatory Indicator | |

| |
|--|
| Percentage of households within the municipality experiencing heating or cooling discomfort |
| Percentage of clean energy investment at local level going to low- and moderate-income households |
| Price of green electricity |
| |
| |
| Regional Indicators |
| MW of installed rooftop and community solar in your jurisdiction |
| Percentage of households adopting energy efficient appliances through municipality run or nationwide energy efficiency programs |
| % of population employed in non-renewable energy sectors |
| Population / households not having access to essential services within 1 hour by walking, cycling or public transport / total population |
| People / households living more than one 1 km from nearest public transport station / number of population |
| % of public building expenditure on energy |
| Average percentage of revenue spent in energy generation for: - % for industries - % for commercial - % for tertiary of the municipality |
| Financial and regulatory incentives or subsidy mechanisms in place for clean cooking |
| Percentage of population/households relying on the traditional use of biomass for cooking |
| Time spent and distance covered gathering fuelwood |
| Number of improved cookstoves being used |
| Percentage of household income spent on cooking |
| Electricity bill collection rate |
| Transmission and Distribution losses |
| Average fuel poverty gap |
| Population able to/ willing to pay for electricity |
| Population able to/ willing to pay for clean cooking |
| Minigrids and stand-alone systems |
| Sustainable production for clean cooking (i.e charcoal) |
| Awareness and/or Education programmes in place on energy access and clean cooking |
| Frequency of heat waves |
| Frequency of cold waves |
| Number of heating degree days per year |
| Number of cooling degree days per year |
| F+G + H band (EPC) dwelling / total number of dwelling |
| Energy consumption (electricity + heating) per capita / national energy consumption (electricity + heating) per capita |
| Share of buildings renovated per year |
| Share of households / population with presence of leak, damp, rot in their dwelling / total households or population |
| |
| Percentage of households / persons within the municipality experiencing heating discomfort |

| |
|---|
| Percentage of households / persons within the municipality experiencing cooling discomfort |
| Households / persons connected to the electricity grid / total households or persons |
| Households / persons connected to the gas grid / total households or persons |
| EPC bands of dwelling higher than B |
| Households with centralized heating system / total households |
| Ownership of heating and cooling systems |
| Number of social housing apartments/total number of apartments |
| Average energy demand of social housing buildings / sq.m. |
| Low absolute energy expenditure (M/2) |
| Number of households with only oil boilers, wood calefactions, conventional gas boilers |
| Households with centralized cooling system / total households |
| Households with centralized cooling system older than 10 y / total households with cooling system |
| Average age of the buildings |
| Dwelling ownership |
| Over and under occupation of dwellings |
| The local public transport travel frequently enough, covering the essential necessities the population |
| Social housing apartments not having easy access to public transport (*)/ all social housing apartments |
| Inhabitants / households receiving support to pay public transport services/public transport users |
| Percentage of persons / households spending up to XX % their income on energy services |
| Vulnerable households or persons / total households or persons |
| Arrears on utility bills / total population or households |
| High share of energy expenditure in income (2M) |
| Average price of electricity |
| Average price of gas |
| Energy related expenditure / local GDP |
| Citizens / households under poverty threshold / number of citizens / households |
| At-risk-of-poverty rate |
| Citizens / households with social support |
| Money spent to support energy poor households or persons / in relation to local GDP |
| Energy poor households / persons supported / total energy poor households asking for support |
| Energy poor households / persons supported / total energy poor households detected |
| Unemployment rate |

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| Persons aged under 12 |
| Persons aged over 65 |
| Persons with respiratory and circulatory problems |
| Persons with an education level under lower secondary school |
| Existence of energy poverty strategy |
| Existing rent regulation |
| Specific measures related energy poverty |
| Existing incentives of landlord's programs |
| Awareness-raising campaigns targeting vulnerable households |
| Engagement and cooperation with local stakeholders on energy poverty |

Links

<https://www.globalcovenantofmayors.org/wp-content/uploads/2023/11>

<https://www.globalcovenantofmayors.org/wp-content/uploads/2022/11>

<https://www.globalcovenantofmayors.org/press/unlocking-urban-eap-ne>

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| Optional | Buildings with cooling |
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[./CRF7-0-2023-09-14-final.pdf](#)

[./Energy-Access-and-Poverty-Pillar-Annex-to-the-CRF.pdf](#)

[ew-toolkit-for-local-governments/](#)

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Requirements

Set and report city-wide targets that facilitate energy access and/or alleviate energy poverty for

Resources

Common Reporting Framework

Energy Access and Poverty Pillar (EAPP) Annex - Common Reporting Framework

Urban Energy Access Toolkit for Local Governments

Reporting Item

Set targets through a composite approach

| General Target Requirements |
|--|
| Alignment with the universal energy access component of UN SDG 7 |
| A target for a quantified relative increase of energy access and/ or decrease in energy poverty in |
| Target specific to energy attributes |
| Regionally selected energy attribute - Affordable Energy |
| Reduce percentage of households or population within the city boundary that face energy poverty |
| Increase energy efficiency of buildings |
| Additional Targets |
| Other targets of choosing that correspond to the energy attributes of interest |
| |
| Target Year |
| Align with national commitments |
| 2030 (alignment with UN SDG 7 and the Mitigation and Adaptation Pillars) |
| |
| Units |
| Reported as a percentage (%) in relation to the base year |
| Absolute data |
| |
| Boundary |
| Consistent with the city boundary |

Links

<https://www.globalcovenantofmayors.org/wp-content/uploads/2023/11/CRF7-0-2023-09->
<https://www.globalcovenantofmayors.org/wp-content/uploads/2022/11/Energy-Access-a>
<https://www.globalcovenantofmayors.org/press/unlocking-urban-eap-new-toolkit-for-loca>

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Requirements

Conduct an Energy Access and Poverty Assessment

Resources

Common Reporting Framework

Energy Access and Poverty Pillar (EAPP) Annex - Common Reporting Framework

Urban Energy Access Toolkit for Local Governments

Reporting Item

Submit an Energy Access Plan

| Plan Requirements |
|--|
| Adopted by the local government |
| Formally adopted by the local government |
| Be in an official language used by the local government |
| |
| Information in the plan |
| The local government which formally adopted the plan and the date of adoption |
| Lead author team/ Action Plan responsible/ coordination team in the local government |
| Description of the stakeholder engagement processes |
| Energy access targets |
| Sectoral targets |
| All actions of priority sectors identified from energy access & poverty assessments |
| Descriptions for each action/ action area/ sector |
| Related indicators and how the implementation of the action impacts the value of the energy access and/ or poverty indicators for each action/ action area/ sector |
| A description of the action to allow best practice sharing for each action/ action area/ sector |
| The assessment of the estimated energy saving, renewable energy production, and GHG emission reduction for each action/ action area/ sector |
| Financial strategy for implementing the action/ action area/ sector |
| Implementation status, cost and timeframe for each action/ action area/ sector |
| The policy instruments to implement the action/ action area/ sector |
| Implementing agencies for the action/ action area/ sector |
| Stakeholders involved in planning and implementation for the action/ action area/ sector |
| Synergies, trade-offs, and co-benefits of mitigation, adaptation and energy access actions |
| Prioritization of actions |
| The policy instruments to implement the action |
| |
| Tracking and Monitoring |
| Metric or key performance index for tracking progress and monitoring plans |

Links

<https://www.globalcovenantofmayors.org/wp-content/uploads/2023/11/CRF7-0-2023-09-1>
<https://www.globalcovenantofmayors.org/wp-content/uploads/2022/11/Energy-Access-and>
<https://www.globalcovenantofmayors.org/press/unlocking-urban-eap-new-toolkit-for-local->

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[1-Poverty-Pillar-Annex-to-the-CRF.pdf](#)
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Council Report: S 47/2025

Subject: Repeal of By-law 6366 – A By-law Respecting the Transporting, Storing, Handling and Use of Explosives in the City of Windsor – City Wide

Reference:

Date to Council: June 25, 2025
Author: Brandon Calleja
Deputy Chief Building Official - Permits
bcalleja@citywindsor.ca
519-255-6267 x6166
Planning & Building Services
Report Date: 4/8/2025
Clerk's File #: AB2025

To: Mayor and Members of City Council

Recommendation:

THAT By-law Number 6366 being "A By-law Respecting the Transporting, Storing, Handling and Use of Explosives in the City of Windsor" **BE REPEALED**.

Executive Summary:

N/A

Background:

By-law Number 6366 being "A By-law Respecting the Transporting, Storing, Handling and Use of Explosives in the City of Windsor" (Explosives By-law) was enacted on October 2, 1979, pursuant to authority in the City of Windsor Act, 1978. As noted in its title, the By-law regulates the transportation, storing, handling and use of explosives.

The Federal *Explosives Act* RSC 1985, c E-17 also regulates activities related to explosives, fireworks, pyrotechnics, and restricted components, including manufacture, transportation, storage, and use.

It should be noted that this report is separate from any other reports that have been brought to Council by Windsor Fire & Rescue Services as it relates to the transportation of dangerous goods crossing the Ambassador Bridge. The *Transportation of Dangerous Goods Act*, 1992, focuses on the safe transportation of various dangerous goods, including explosives, while the *Explosives Act* specifically addresses the manufacturing, storage, use, and transportation of explosives. Both Acts share common ground in ensuring safety, but the *Transportation of Dangerous Goods Act* is

broader in scope, encompassing a wider range of hazardous materials and its safe transportation, whereas the *Explosives Act* provides specialized regulations for explosives. These Acts are enforced by different governing authorities – Federal *Explosives Act* is administered by Natural Resources Canada and *Transportation of Dangerous Goods Act* is administered by Transport Canada.

Discussion:

Since the inception of the *Explosives Act* and the *Transportation of Dangerous Goods Act*, the transportation, storage, handling, and use of explosives have fallen under federal jurisdiction. As a result, the federal government has occupied the field and constitutionally this has made By-law 6366 ineffective. Consequently, this by-law has become redundant and not enforceable.

However, the City of Windsor's Building Department retains authority to regulate the use of explosives specifically in the context of building demolition. Accordingly, while the repeal of the Explosives By-law is recommended, its relevant demolition provisions will be incorporated into the Building By-law (currently By-law 49-2018 – A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections).

All other aspects related to the transportation, storage, and handling of explosives will revert to the applicable federal legislation and regulatory bodies, including Transport Canada and Natural Resources Canada.

A review of other municipalities throughout Ontario did not uncover any comparable stand-alone explosive by-laws. However, some municipalities regulate the use of explosives for building demolition through their Building By-laws.

Risk Analysis:

The risks associated with repealing the Explosives By-law are negligible due to the exclusive legislative authority of the federal government.

Maintaining the current Explosives By-law poses significant risks to the municipality. Keeping the Explosives By-law in place may create the false impression that the City is responsible for regulating the transportation, storage, and handling of explosives — areas that fall outside our legal authority. This could lead to the municipality being wrongfully implicated in regulatory responsibilities, including potential legal action.

In addition to legal concerns, several operational risks arise from maintaining the By-law. These include risks to staff and public safety, insufficient technical expertise and training among staff, limited resources, lack of specialized equipment, and potential environmental hazards associated with explosives.

Financial Matters:

N/A

Consultations:

John Revell – Chief Building Official

Rob Vani – Senior Manager/Deputy Chief Building Official – Inspections

Donna Desantis – Senior Manager/Deputy Chief Building Official – Inspections

James Waffle – Fire Chief - Windsor Fire & Rescue Services

Neil Robertson – City Planner

David Simpson – City Engineer

Aaron Farough – Senior Legal Counsel

Conclusion:

In light of the comprehensive federal regulatory framework governing the transportation, storage, handling, and use of explosives, the continued existence of the City's Explosives By-law is ineffective and potentially misleading the public. Its repeal will eliminate jurisdictional confusion, mitigate legal and operational risks, and align municipal practices with current legislative authority. Therefore, it is recommended that the Explosives By-law be repealed in its entirety, with relevant demolition provisions appropriately integrated into a future amendment to the Building By-law, ensuring public safety and compliance within our jurisdiction.

Planning Act Matters:

N/A

Approvals:

| Name | Title |
|---------------------------------------|--|
| Brandon Calleja | Senior Manager/ Deputy Chief Building Official – Permits |
| Roberto Vani on behalf of John Revell | Chief Building Official |
| Jelena Payne | Deputy CAO & Commissioner Economic Development |
| Wira Vendrasco | City Solicitor |
| Ray Mensour | Chief Administrative Officer |

Notifications:

| Name | Address | Email |
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Appendices:

- 1 Appendix A - By-law 6366
- 2 Appendix B - Explosives Act

B Y - L A W N U M B E R 6366

A BY-LAW RESPECTING THE TRANSPORTING,
STORING, HANDLING AND USE OF EXPLOSIVES IN
THE CITY OF WINDSOR

Passed the 22nd day of October, 1979

WHEREAS Section 3 of *The City of Windsor Act, 1978*, provides that The Corporation of the City of Windsor may pass by-laws for prohibiting the manufacturing, transporting, storing, keeping, having or using of any explosives in the Municipality and for examining, licensing, regulating and governing persons who transport, store, keep, have or use any explosives in the Municipality;

AND WHEREAS it is deemed expedient to enact this by-law;

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

1. **DEFINITIONS**

(1) In this by-law,

- (a) **"Blaster"** means an individual knowledgeable and competent in the handling and use of explosives for the purpose of breaking up formations of rock, masonry, concrete or ice, or demolishing a structure.
- (b) **"Blasting"** means the breaking up of rock, masonry, concrete or ice formations, or the demolition of a structure.
- (c) **"Building Commissioner"** means the Building Commissioner appointed by the Council and shall include any person authorized by the Building Commissioner to carry out any of the powers or duties of the Building Commissioner pursuant to this by-law.
- (d) **"Chief of Police"** means the Chief of Police appointed by the Board of the Commissioners of Police for the City of Windsor.
- (e) **"Corporation"** means The Corporation of the City of Windsor.
- (f) **"Council"** means the Council of The Corporation of the City of Windsor.
- (g) **"Explosives"** means blasting explosives such as dynamite, blasting agents and related explosive accessories, including detonators, authorized under *The Explosives Act*, R.S.C. 1970, C. E-15 and Regulations passed thereunder and included in classes 1, 2, 3, and 4 and Division 3 of Class 6 therein.
- (h) **"Explosives Permit"** means a permit issued by the Building Commissioner which allows the carrying out of blasting as set out on the said permit and only by a licensed blaster who is named on the said permit.
- (i) **"Fire Chief"** means the Fire Chief appointed by the Council.
- (j) **"Licensed Magazine"** means a magazine in respect of which a licence has been issued under Section 6 of *The Explosives Act*, R.S.C. 1970, and is in force.

- (k) **"Magazine"** means any building, storehouse, structure or place in which any explosive is kept or stored.
- (l) **"Person"** includes a corporation, and the heirs, executors, administrators, or other legal representatives of a person to whom the context can apply according to law.
- (m) **"School Building"** means any building or group of buildings in which people receive instruction in the learning process under supervision.
- (n) **"Shipping Document"** means any document that accompanies dangerous goods being handled for transportation or transported and that describes or contains information relating to the goods and, in particular, but without restricting the generality of the foregoing, includes a bill of lading, cargo manifest, shipping order, way-bill and switching order.
- (o) **"Structure"** means any building used for habitation, commercial, manufacturing, storage or any other purpose, any concrete, masonry or metal installation above ground surface, sewer, water and other utility manholes.
- (p) **"Suitable Receptacle"** shall mean a receptacle conforming to the standards for a Type 6 magazine (receptacle) as defined in Section 6 of the Standards for Blasting Explosives Magazines of the Explosives Division of the Canada Department of Energy, Mines and Resources.
- (q) **"Vehicle"** means a motor driven conveyance having at least four wheels and for the purpose of transporting goods or materials.

2. **ADMINISTRATION**

- (1) In this by-law,
 - (a) It shall be the duty of the Building Commissioner to administer and enforce this by-law.
 - (b) The Building Commissionr shall cause:
 - (i) the acceptance of applications for permits and the issuance of permits in accordance with Section 5 of this by-law;
 - (ii) proper records to be kept of permit applications, permits issued, notices and orders issued, fees collected, inspection records, and of any documents or material or information used in the operation of the Department of Buildings of the Corporation, and under the jurisdiction of the Building Commissioner, pertaining to this by-law;
 - (iii) an annual report to be made to the City Administrator of the Corporation.
 - (c) The Building Commissioner may exercise all powers necessary for the administration of this by-law and without limiting the generality of the foregoing, he may:
 - (i) enter upon any property at all reasonable times to ascertain whether the provisions of this by-law are being obeyed and to enforce and carry into effect any such provisions;

- (ii) require the assistance and co-operation of any person in charge of any explosive both prior to and during any blasting operation or inspection thereof;
- (iii) require the assistance and co-operation of the Chief of Police and/or the Fire Chief, if deemed necessary, with respect to any condition involving explosives;
- (iv) order any work involving explosives be stopped wherever there is reason to believe a condition exists which may be or could become unsafe and to take temporary possession of such explosives;
- (v) take into custody any explosives not in the possession of any properly authorized person;
- (vi) permit such deviation from the provisions of this by-law as may be deemed proper and reasonable within authority of the said Building Commissioner.

3. **EXEMPTIONS**

- (1) Nothing in this by-law shall be deemed to apply to:
 - (a) any explosive in the possession and control of the Department of National Defence;
 - (b) any explosive in the possession of any federal, provincial or municipal police officer acting in the performance of any lawful duty;
 - (c) any explosive in transit in the lawful possession of a carrier licensed under any Act of the Regulations made thereunder;
 - (d) gunpowder to a quantity of not more than 11.34 kilograms (25 pounds) kept in accordance with good practice and solely for lawful private use;
 - (e) such devices commonly used in a fireworks display and where the sale and use of such devices are regulated under By-law Number 2480 of the Corporation.

4. **PROHIBITIONS**

- (1) No person shall manufacture any explosives in the City of Windsor, provided that nothing shall apply to prohibit teachers in school buildings in carrying out their duties in a safe manner.
- (2) No person shall, within the limit of the City of Windsor,
 - (a) construct or cause to be constructed a licensed magazine;
 - (b) store or cause to be stored any explosives over night.
- (3) No person shall transport, store, keep, have or use, or cause to be transported, stored, possessed of, or used, nitroglycerine in the City of Windsor; provided, however, that nothing in this subsection shall be deemed to prohibit the normal and lawful transportation, possession or use of nitroglycerine for medical purposes, in quantities no greater than reasonably necessary, and other wise in accordance with law.

- (4) (a) No person shall use explosives in the demolition of a structure in the City of Windsor save and until a professional engineer has been retained to undertake a general review of the project during demolition where required by Ontario Regulation 925/75 as amended, made under the ***Building Code Act, 1974***, Statutes of Ontario.
- (b) For the purpose of this subsection, a professional engineer shall mean a member or licensee of the Association of Professional Engineers of the Province of Ontario under the ***Professional Engineers Act***, R.S.O. 1970, Chapter 366.

5. **PERMITS, LICENCES AND PAYMENT OF FEES**

- (1) No person shall perform or cause to be performed any work involving the use of explosives unless:
 - (a) an application for an explosives permit has been filed with the Building Commissioner, such application being on a prescribed form as set forth in Appendix "A" hereto, and such application shall be accompanied with evidence that the applicant has in effect public liability coverage in an amount not less than One Million (\$1,000,000.00) Dollars;
 - (b) an explosives permit has been obtained from the Building Commissioner and such permit shall:
 - (i) bear the personal signature of the Building Commissioner; or
 - (ii) in case of the absence of the Building Commissioner, bear the signature of an individual authorized personally by the Building Commissioner so to do; and
 - (iii) set out thereon the name and licence number of the blaster designated to handle and use the explosives during performance of the work authorized by the permit.
- (2) No person shall store, handle, or use explosives for blasting purposes unless:
 - (a) an application for a blaster licence has been filed with the Building Commissioner, such application being on the prescribed form as set forth in Appendix "B" hereto; and
 - (b) a blaster licence has been issued by the Building Commissioner.
- (3) Payment of applicable fees shall be made at the time an application is filed and any such fee paid shall not be refundable.
- (4) No permit or licence shall be issued to any person other than the person who signed the application and any such permit or licence shall be non-transferable.
- (5) An explosives permit not acted upon within a period of thirty (30) days following the date of issue shall be considered to have expired.

6. **REGULATIONS**

- (1) No blasting operation shall be carried out in the City of Windsor unless:
 - (a) it is authorized by an explosives permit, and
 - (b) such operation is performed by a person having a blaster licence, and

- (c) the Building Commissioner has been notified in writing at least two (2) full working days in advance of such operation and such notification shall specify the location, day, date and exact time it is proposed to carry out such operation, and
 - (d) the Building Commissioner or an inspector under his jurisdiction is at the site of such scheduled operation at least one (1) hour before and remains there during the actual operation for inspection purposes.
- (2) No explosives shall be transported in the City of Windsor unless in compliance with the following:
- (a) All vehicles used for transporting explosives shall bear the word **Explosives** clearly displayed in red letters not less than 152.4 mm - 6 inches in height on a white background on both sides and front and rear of the vehicle, to be plainly visible, but shall not be displayed when "no explosives" are carried.
 - (b) The transportation of explosives in transit through the City of Windsor shall be in accordance with Part VI of the Explosives Regulations enacted pursuant to *The Explosives Act*, R.S.C. 1970, C. E-15.
 - (c) Not more than two thousand (2000) lbs. of any explosive or eighty (80%) per cent of the carrying capacity of the vehicle as defined in accordance with Part VI of the Explosives Regulations enacted pursuant to *The Explosives Act*, R.S.C. 1970, C. E-15, whichever is the less, shall be transported on a street in one vehicle at one time and only when transported in a vehicle especially equipped and fitted for the sole purpose of transporting explosives and only carried from an outside location, for delivery to work sites within the City of Windsor.
 - (d) The explosives contained in the vehicle, loaded in accordance with the provisions of section 6(2)(c) hereof, may be delivered to a number of work sites, but the quantity delivered at each work site must not exceed that prescribed in section 6(3)(e) and (f) hereafter.
 - (e) The operation of loading, unloading or transportation of explosives are subject to the following conditions:
 - (i) all persons engaged in the loading, unloading or transportation of explosives shall observe all due precautions for the prevention of accidents of fire or explosion, and for preventing unauthorized persons having access to the explosive so being loaded, unloaded or transported, and shall abstain from any act whatever that tends to cause fire or explosion, and is not reasonably necessary for the purpose of loading, unloading or transportation of such explosive or of any other article carried therewith, and for preventing any other person from committing any such act and, any other person who, after being warned, commits any such act, shall be deemed to commit a breach of this regulation,
 - (ii) after the loading or unloading of explosives on or out of any vehicle is begun, it shall not be stopped until completed and it shall be completed as expeditiously as possible,
 - (iii) no bale hooks or other metal tools shall be used for loading, unloading or other handling of packages containing explosives nor shall any package or container of explosives be thrown or dropped during such loading or unloading,
 - (iv) the engine of a gasoline or oil-driven vehicle shall not be run during the loading or unloading of explosives,

- (v) the ignition of a gasoline or oil-drive vehicle shall be turned off and the brakes set when the vehicle containing explosives is parked,
- (vi) gasoline or oil-driven motor vehicles used for the transportation of explosives shall be inspected daily to ascertain that,
 - fire extinguishers are filled and in working order,
 - electric wiring is completely insulated and firmly secured,
 - gasoline tank and feed lines have no leaks,
 - chassis, engine, pan and bottom of body are clean and free from surplus oil and grease, and
 - brakes and steering apparatus are in good condition,
- (vii) a vehicle that is not in sound mechanical condition in all respects and suitable for and capable of safely transporting explosives shall not be used to transport explosives,
- (viii) explosives shall not be loaded onto a motor vehicle unless the vehicle has been fully serviced with respect to supplies to fuel, oil and air,
- (ix) the gasoline tank of a vehicle shall not be filled while explosives are upon the vehicle except in case of necessity, in which case the engine shall be stopped, the ignition shut-off, and the tank filled only at a place where filling would not be a danger to the public safety,
- (x) smoking on, in, or while attending any vehicle containing an explosive is prohibited,
- (xi) the driver or operator of any vehicle containing an explosive shall not drive or conduct same in a dangerous or reckless manner, and a person who is impaired shall not have charge of any such vehicle and shall not be permitted to be in, on, or attend same,
- (xii) the driver or operator of a vehicle transporting explosives shall not stop unnecessarily but when a stop is necessary it shall not be longer than may be reasonably required; stops at places where the public safety would be endangered shall be avoided,
- (xiii) routes passing through centres of habitation shall be as far as possible avoided,
- (xiv) due provision shall be made for preventing the introduction into a vehicle of fire, matches or any substance or article likely to cause explosion or fire, or any iron, steel or grit that may come into contact with an explosive; this paragraph does not prevent the introduction of an artificial light of such construction, position or character, or of safety matches of a character that will not cause any danger of fire or explosion,
- (xv) any vehicle transporting explosives shall be equipped with a fire extinguisher in working order, of adequate size and capable of dealing with a gasoline or oil fire,
- (xvi) each vehicle transporting explosives shall be in the exclusive charge of and constantly attended by some competent person, not under eighteen (18) years of age, and such person shall not have charge of more than one such vehicle,

- (xvii) when a halt is made overnight, the premises in which the vehicle is kept shall not be used for any other purpose that might give rise to the presence therein of naked lights, matches or any substance or article likely to cause explosion or fire, and the premises shall be at least three hundred and five metres (305m) - 1000 feet from any habitation or storehouse, and such vehicle shall, at all times, be in charge of, and attended by, some competent person not under eighteen (18) years of age,
 - (xviii) when two (2) or more vehicles transporting explosives are travelling together, a space of at least three hundred and five metres (305m) - 1000 feet - between each vehicle and every such vehicle shall be maintained unless circumstances render it impractical,
 - (xix) vehicles transporting explosives shall not be driven past fires of any kind burning on or near the highway or other thoroughfare until after due caution shall have been taken to ascertain that such passing can be made with safety,
 - (xx) no passengers other than persons licensed to assist in handling explosives shall be permitted on a vehicle transporting explosives,
 - (xxi) the driver or operator of a vehicle transporting explosives shall bring it to a full stop before crossing any railroad track,
 - (xxii) any explosive while being transported on a street shall be carefully packaged so as to prevent jolting and concussion, and
 - (xxiii) the speed of a vehicle transporting explosives shall conform to all local traffic laws, ordinances, and by-laws and be consistent with road and weather conditions.
- (3) No explosives shall be stored and held in storage for use in the City of Windsor unless in compliance with the following:
- (a) following transportation to the project site, explosives shall be placed in a suitable receptacle until use, and
 - (b) the suitable receptacle shall not be used to store an explosive overnight, during holidays or weekends, or any further period of time when work is not in progress, and
 - (c) every suitable receptacle shall have the word **Explosives** printed thereon in red letters at least 152.4 mm - 6 inches - high and painted on a heat reflecting surface, and
 - (d) a suitable receptacle shall be,
 - used exclusively for the keeping of explosives,
 - kept scrupulously clean, and
 - kept away from goods of a flammable nature, and
 - (e) storage of explosives on the project shall be in compliance with the requirements of the Building Commissioner, and
 - (f) the quantities of explosives stored pursuant to section 6(4)(c) hereof should not exceed those specified in the "Quantity-Distance Table for Blasting Explosives" of the Canada Department of Energy, Mines and Resources, and
 - (g) no explosive shall be kept or stored in any building which is used for any purpose other than the storage of explosives, and

- (h) detonators shall at all times be kept or stored separately from other explosives, and
 - (i) damp or deteriorating explosives shall be promptly disposed of in an approved safe manner, and
 - (j) when explosives are kept at or near the site of any work in progress a watchman shall be kept on duty at all times when the workmen are away from the site of the work, and
 - (k) all explosives not used on the work shall be returned to a licensed magazine located outside the City of Windsor.
- (4) No blasting operation shall be carried out in the City of Windsor unless in compliance with the following:
- (a) written permission is first obtained from the Windsor Utilities Commission to perform any blasting operation within a distance of one hundred and sixty-six metres (166m) - 545 feet - from any water storage reservoir, water pumping station, water works, water storage tank or transformer station, and
 - (b) written permission is first obtained from the relevant Commission, Municipal Department or utility company to perform any blasting operation within three point seven metres (3.7m) - 12 feet - of any water main, gas main, hydro conduit, telephone conduit, sanitary sewer, fire cable, petroleum lines or any other underground utility, and
 - (c) unless otherwise specified in this by-law, the use of explosives in the City of Windsor shall be in accordance with the following table and values for distances greater than fifteen point two four metres (15.24m) - 50 feet - may be obtained from the formula for,
 - (i) Imperial measurement $d = \frac{300QE}{8.2}$
where d = distance from blasting shot to structure affected
(in feet)
E = weight of explosives used without delay caps
(in lbs.)
where delay caps are used, pounds per delay = **cQE**
 - (ii) Metric measurement $d = \frac{300QE}{18.12}$
where d = distance from blasting shot to structure affected
(in metres)
where E = weight of explosives used without delay caps
(in kilograms)
where delay caps are used, kilograms per delay = **cQE**

| Distance from Blasting Shot to any Structure (in feet) (in metres) | | Maximum Weight of Explosive used without Delay Caps (in pounds) (in kilograms) | | Maximum Weight of Explosive per Delay when Delay Caps used (in pounds) (in kilograms) | |
|--|---------|--|---------|---|---------|
| 20 | 6.096 | 0.5 | 0.227 | 0.5 | 0.227 |
| 30 | 9.144 | 1.0 | 0.454 | 1.0 | 0.454 |
| 40 | 12.192 | 1.5 | 0.680 | 1.0 | 0.454 |
| 50 | 15.240 | 2.0 | 0.907 | 1.5 | 0.680 |
| 60 | 18.288 | 3.0 | 1.361 | 2.0 | 0.907 |
| 70 | 21.336 | 4.0 | 1.814 | 2.7 | 1.225 |
| 80 | 24.384 | 5.0 | 2.268 | 3.3 | 1.497 |
| 90 | 27.432 | 6.0 | 2.722 | 4.0 | 1.814 |
| 100 | 30.481 | 8.0 | 3.629 | 5.3 | 2.404 |
| 200 | 60.961 | 30 | 13.608 | 20 | 9.072 |
| 400 | 121.921 | 120 | 54.432 | 80 | 36.288 |
| 600 | 182.882 | 270 | 122.472 | 180 | 81.648 |
| 800 | 243.843 | 476 | 215.914 | 317 | 143.791 |
| 1000 | 304.804 | 746 | 338.386 | 492 | 223.171 |

The weight of explosive contained in any one (1) blast shall not exceed nine hundred kilograms (900 kg) - 2000 pounds, and

- (d) granting of the written permission referred to in sections 6(4)(a) and (b) shall not absolve the holder of the permit from liability for damage caused by the blasting, and
- (e) the holder of an explosive permit shall,
 - (i) maintain a continuous record showing the total weight of explosives and the number of detonators delivered each day to the work and the disposal made of the explosives and detonators not used,
 - (ii) maintain a record of each blast, indicating the number of holes, time, location, weight of explosives and timing period,
 - (iii) make a return at the end of each month to the Building Commissioner clearly setting forth the above information,
 - (iv) such records shall be available at all times for checking by the Building Commissioner, and
- (f) no person shall carry on blasting in the City of Windsor at any time except during daylight hours or at any time on Sunday or at any time when atmospheric conditions prevent a clear observation at a distance of ninety-one metres (91m) - 300 feet - from the place where the blasting is to be carried on except by special permission in writing from the Building Commissioner, and
- (g) except as hereinafter provided, no person shall,
 - (i) fire any blast other than by means of an approved electrical apparatus,
 - (ii) use batteries installed in automobiles for blasting purposes,
 - (iii) operate an engine with spark ignition within three metres (3m) - 10 feet - of any blasting circuit,
 - (iv) connect any firing wire to the electrical firing device or testing apparatus until everything connected with the blasting operation is in readiness and all clear, and

- (h) except as hereinafter provided,
 - (i) after the blast has been exploded, the blasting circuit shall be immediately disconnected, and
 - (ii) in the event of a misfire, the firing device shall be disconnected immediately from the blasting circuit and shall remain disconnected, and
- (i) all electrical apparatus shall be kept in perfect order and shall be thoroughly inspected before and after each blasting operation and all wiring connected therewith shall be properly and adequately insulated, and all wiring shall be tested by approved apparatus before the connection of the electrical firing device to the blasting circuit, and
- (j)
 - (i) where, in the opinion of the Building Commissioner, a radio frequency may exist in the vicinity of radio-frequency generators such as, for example, radio, television and radar stations and radio-frequency furnaces, he may require that non-electrical methods of blasting be used, but in any event no person shall use non-electrical methods of blasting without the written authority of the building Commissioner,
 - (ii) the Building Commissioner may, at the expense of the person applying for a blasting permit, require that a radio-frequency field-strength measurement be made in order to determine the magnitude of the hazard, and
- (k) every mobile radio transmitter within thirty point five metres (30.5m) - 100 feet - of a blasting circuit shall be switched off at the main power switch, and
- (l) all blasting operations shall cease during electrical storms, and
- (m) all electrical apparatus of any nature used in blasting operations shall, when not in use, be kept under lock and key and under the direct charge of the powderman, and
- (n) no person shall carry on blasting within a radius of three hundred and five metres (305m) - 1000 feet - of any school building during school hours, or any hospital until the superintendent or the person in charge thereof shall have been notified six (6) hours previous to the blast being fired, and
- (o) no person to whom an explosives permit has been issued shall, or shall cause anyone to,
 - (i) drill within seven point six metres (7.6m) - 25 feet - of any loaded hole or any hole being loaded or until any misfire shall have been blasted,
 - (ii) make up primers in advance of loading holes,
 - (iii) load up hole while it is still hot from drilling,
 - (iv) load any hole except one to be fired in the next round of blasting, and

- (p) immediately after loading the explosive and before the blast, the material to be blasted shall be covered on all exposed sides either with a strong steel wire matting of at least thirty-eight millimetres (38mm) - 1½ inches - thickness woven from steel wire rope in good condition or less than nineteen millimetres (19mm) - ¾ inch - in diameter or a rubber-type mat not less than one hundred fifty-two millimetres (152mm) - 6 inches in thickness weighing not less than one kilogram per square metre - 24 pounds per square foot. After the material has been thus covered, the blast shall be fired within fifteen (15) minutes, and
- (q) no person while blasting shall permit any rock or other material to fly through the air in such a way as to fall upon any other person or upon property other than that owned by the person who is blasting, and
- (r) when blasting is being carried on,
 - (i) the person carrying on the blasting shall provide at least two (2) competent assistants and as many additional competent assistants as circumstances may require to warn all occupants of buildings in the vicinity and to take all reasonable precautions to adequately safeguard such occupants and guard all persons and vehicles from approaching within the danger zone of the blasting,
 - (ii) the holder of the permit shall also post warning signs within a radius of ninety-two metres (92m) - 300 feet - of the work advising that blasting operations are in progress,
 - (iii) at least three (3) minutes before firing a blast, the blaster shall give warning thereto by causing a competent man carrying a red flag to be situated at a reasonable distance from the blast at each avenue of approach or point of danger, and he shall give five (5) long blows on a whistle five (5) minutes before firing the blast and three (3) long blows one (1) minute before setting off the blast, and immediately following the explosion and, ascertaining that complete safety has been restored, shall sound one (1) long and shall then signal the traffic to proceed over such street or roadway,
 - (iv) no blasting is to be considered complete until the material broken at the firing of the last blast has been cleared away and the rock faces examined for misfires and cut off holes giving special attention to old bottoms, and the excavation has been pronounced safe by a certified blaster. This procedure is the responsibility of whichever blaster permit holder set off the blast,
 - (v) no charge of any explosive that has missed fire shall be withdrawn but the charge shall be blasted without undue delay,
 - (vi) no drilling or rock breaking shall be done within one hundred and fifty millimetres (150mm) - 6 inches - of any hole that has been charged and blasted or any remnant of such holes.

7. **INCORPORATION OF APPENDICES**

- (1) Appendix "A" is declared to form part of this by-law being a prescribed form "Application for Explosives Permit" and setting out the permit fee therein.
- (2) Appendix "B" is declared to form part of this by-law being a prescribed form "Applicaton for Blaster Licence" and setting out the licence fee therein.
- (3) Appendix "C" is declared to form part of this by-law being a prescribed form "Examination Report on the Competency of Applicant for a Blaster Licence".

8. **VIOLATIONS AND PENALTIES**

- (1) Every person who contravenes any of the provisions of this by-law (Chapter) is guilty of an offence and shall, upon conviction thereof, forfeit and pay a penalty of not more than Five Thousand Dollars (\$5,000), exclusive of costs and every such fine is recoverable under the *Provincial Offences Act*. (amended B/L 10277, May 22/90)
9. This by-law shall come into force and effect on the day of the final passing thereof.

(signed) "A. H. Weeks"
MAYOR

(signed) "J. B. Adamac"
CLERK

First Reading - October 22, 1979
Second Reading - October 22, 1979
Third Reading - October 22, 1979

Explosives Act

R.S.C. (Revised Statutes of Canada), 1985, c. E-17

An Act respecting the manufacture, testing, acquisition, possession, sale, storage, transportation, importation and exportation of explosives and the use of fireworks

Short Title

Short title

1 This Act may be cited as the *Explosives Act*.

R.S., c. E-15, s. 1.

Interpretation

Definitions

2 In this Act,

authorized explosive means any explosive that is declared to be an authorized explosive in accordance with the regulations; (*explosif autorisé*)

Convention means the Convention on the Marking of Plastic Explosives for the Purpose of Detection, concluded in Montreal on March 1, 1991, as amended from time to time; (*Convention*)

Department means the Department of Natural Resources; (*ministère*)

detection agent means any of the substances set out in the Table to Part 2 of the Technical Annex to the Convention; (*agent de détection*)

explosive means any thing that is made, manufactured or used to produce an explosion or a detonation or pyrotechnic effect, and includes any thing prescribed to be an explosive by the regulations, but does not include gases, organic peroxides or any thing prescribed not to be an explosive by the regulations; (*explosif*)

factory means any building, structure, premises or land in or on which the manufacture or any part of the process of manufacture of an explosive is carried on, the site on which the building, structure or premises are situated, and all other buildings, structures or premises within such a site; (*fabrique*)

illicit manufacture means any activity that is prohibited under paragraph 6(1)(a) or (e); (*fabrication illicite*)

illicit trafficking means any importation into Canada, exportation from Canada or transportation in transit through Canada of an explosive if

(a) the importation or exportation is not authorized by the country of origin or the country of destination, or

(b) the transportation in transit of the explosive through any country is not authorized by that country; (*trafic illicite*)

inspector means the Chief Inspector of Explosives, an inspector of explosives and a deputy inspector of explosives appointed under section 13, and any other person who is directed by the Minister to inspect an explosive, a restricted component, a vehicle, a licensed factory or a magazine, or to hold an inquiry in connection with any accident caused by an explosive; (*inspecteur*)

licensed factory means a factory in respect of which a licence issued under section 7 is in force; (*fabrique agréée*)

licensed magazine means a magazine in respect of which a licence issued under section 7 is in force; (*poudrière agréée*)

magazine means any building, storehouse, structure or place in which any explosive is kept or stored, but does not include

(a) a place where an explosive is kept or stored exclusively for use at or in a mine or quarry in a province in which provision is made by the law of that province for efficient inspection and control of explosives stored and used at or in mines and quarries,

(b) a vehicle in which an authorized explosive is being conveyed in accordance with this Act,

(c) the structure or place in which is kept for private use, and not for sale, an authorized explosive to an amount not exceeding that authorized by regulation,

(d) any store or warehouse in which are stored for sale authorized explosives to an amount not exceeding that authorized by regulation, or

(e) any place at which the blending or assembling of the inexplusive component parts of an authorized explosive is allowed under section 8; (*poudrière*)

military device has the meaning assigned to that expression by the regulations; (*engin militaire*)

Minister means the Minister of Natural Resources or such other Minister as the Governor in Council may designate; (*ministre*)

operator includes the owner, manager or person in charge; (*exploitants*)

plastic explosive means an explosive that

(a) is formulated with one or more high explosives that in their pure form have a vapour pressure less than 10^{-4} Pa at a temperature of 25°C,

(b) is formulated with a binder material, and

(c) is, when mixed, malleable or flexible at normal room temperature; (*explosif plastique*)

restricted component means any prescribed component of an explosive the acquisition, possession or sale of which is restricted by a regulation made under paragraph 5(a.31); (*composant d'explosif limité*)

transit means the portion of international transboundary transportation through the territory of a country that is neither the country of origin nor the country of destination; (*transit*)

unmarked plastic explosive means a plastic explosive that

(a) does not contain a detection agent, or

(b) at the time of manufacture, does not contain the required minimum concentration level of a detection agent as set out in the Table to Part 2 of the Technical Annex to the Convention; (*explosif plastique non marqué*)

vehicle means any truck, automobile or other conveyance for use on land but does not include any vehicle running only on rails to which Part III of the *Canada Transportation Act* applies. (*véhicules*)

R.S., 1985, c. E-17, s. 2; 1993, c. 32, s. 2; 1994, c. 41, ss. 37, 38; 1995, c. 35, s. 1; 1996, c. 10, s. 227; 2004, c. 15, s. 36.

Application

Application of Act

3 Except as provided by the regulations, this Act does not apply to or in respect of any explosives under the direction or control of the Minister of National Defence.

R.S., c. E-15, s. 3.

Her Majesty

Binding on Her Majesty

4 Subject to section 3, this Act is binding on Her Majesty in right of Canada or a province.

R.S., c. E-15, s. 3.

Regulations

Regulations

5 The Governor in Council may make regulations generally for carrying the purposes or provisions of this Act into effect, and in particular, but without limiting the generality of the foregoing, may make regulations

(a) for classifying explosives, and for prescribing the composition, quality and character of explosives;

(a.1) prescribing any thing that is to be included or not to be included in the definition “explosive” in section 2;

(a.2) exempting any explosive or class of explosives from the application of this Act or the regulations or any provision of this Act or the regulations;

(a.3) restricting to any person or body or class of persons or bodies the acquisition, possession, use or sale of any explosive or class of explosives;

(a.31) prescribing any component of an explosive and restricting to any person or body or class of persons or bodies its acquisition, possession or sale;

(a.4) prohibiting the acquisition, possession, use or sale of any explosive that, in the opinion of the Minister, is intrinsically unsafe, and identifying that explosive by reference to its common name or a description of the class of explosives to which it belongs;

(a.5) respecting the transfer and possession of unmarked plastic explosives intended for use under paragraph 6.1(1)(a) or (b);

(a.6) respecting the transport, transfer and possession of unmarked plastic explosives by a person referred to in paragraph 6.1(3)(a) or (b) during the periods provided for in those paragraphs;

(a.7) prescribing procedures for the destruction or disposal of unmarked plastic explosives referred to in subsection 6.1(3);

(a.8) defining the expression “military device”;

- (b)** prescribing the duration of licences, permits and certificates issued pursuant to section 7 and of permits issued pursuant to section 9, the terms and conditions on which licences, permits and certificates shall be issued and the fees to be paid therefor, and providing for the cancellation and suspension thereof;
- (c)** not inconsistent with any other Act of Parliament or regulations made under any other Act of Parliament, for regulating the importation, exportation, packing, handling and transportation of explosives;
- (c.1)** requiring that explosives be accompanied by safety instructions, and providing for the content of those instructions;
- (c.2)** requiring that explosives and their packaging be marked for safety purposes, and respecting those markings;
- (d)** for holding inquiries into any accident caused by explosives;
- (e)** for the taking of samples of explosives required for examination and testing, and for the establishing of testing stations, and of the tests and other examinations to which explosives shall be subjected;
- (e.1)** providing for safety standards in respect of research relating to explosives and for safety standards for large-scale testing of explosives;
- (e.2)** prescribing fees for declaring explosives to be authorized explosives and for testing explosives;
- (f)** prescribing the procedure to be followed to have an explosive declared an authorized explosive, the nature of the investigation to be made to determine its suitability to be declared authorized and the circumstances in which an explosive may be declared an authorized explosive;
- (g)** relating to the construction, management and licensing of factories and magazines;
- (g.1)** providing for safety standards in respect of factories and magazines;
- (g.2)** providing for the training in safety procedures of employees at factories and magazines;
- (h)** for the safety of the public and of
 - (i)** employees at any factory or magazine,
 - (ii)** persons engaged in the handling or packing of explosives or any class of explosives, or
 - (iii)** persons engaged in the use of fireworks;
 - (iv)** [Repealed, 1993, c. 32, s. 3]

(i) not inconsistent with any other Act of Parliament or regulations made thereunder, respecting the safety of any person engaged in the transportation of explosives;

(i.1) respecting security standards and security measures relating to explosives and restricted components;

(j) governing the establishment, location and maintenance of factories and magazines and the making, manufacture and storage of explosives;

(k) for the blending of the inexplusive components of an authorized explosive, and specifying the conditions under which the blending may be done;

(l) limiting the amount of authorized explosives that may be kept in places other than licensed factories and licensed magazines, and prescribing the manner in and conditions on which it shall be handled and stored in those places;

(l.1) respecting record keeping and the exchange of information for the purposes of tracing, identifying and preventing the illicit manufacture and illicit trafficking of explosives;

(m) respecting the acquisition, possession and sale of explosives and restricted components; and

(n) prescribing the circumstances in which explosives shall for the purposes of this Act be deemed to be or not to be under the direction or control of the Minister of National Defence.

R.S., 1985, c. E-17, s. 5; 1993, c. 32, s. 3; 1995, c. 35, s. 2; 2004, c. 15, s. 37; 2015, c. 3, s. 82(F).

Prohibited Activities

Manufacture, use, etc.

6 Except as authorized under this Act and subject to such exemptions as may be provided by regulation, no person shall

(a) make or manufacture any explosive, either wholly or in part, except in a licensed factory;

(b) sell any authorized explosive unless that person is the operator of a licensed factory or licensed magazine and is authorized to sell explosives;

(c) store any explosive in a magazine that is not a licensed magazine;

(d) have in his possession any explosive; or

(e) carry on, except in a licensed factory, any of the following processes, namely,

(i) dividing an explosive into its components, or otherwise breaking up or unmaking any explosive,

(ii) making fit for use any damaged explosive, or

(iii) remaking, altering or repairing any explosive.

R.S., 1985, c. E-17, s. 6; 2004, c. 15, s. 38(E).

Manufacture of unmarked plastic explosives

6.1 (1) No person shall manufacture unmarked plastic explosives unless the explosives are

(a) manufactured in limited quantities solely for use in such of the following activities as are authorized, in writing, by the Chief Inspector of Explosives, namely,

(i) research, development or testing of new or modified explosives,

(ii) training in explosives detection, or in the development or testing of explosives detection equipment, or

(iii) forensic science activities; or

(b) destined to be incorporated as an integral part of a military device in Canada within three years after the coming into force of this section.

Transport and possession of unmarked plastic explosives

(2) Subject to subsections (3) and (4), no person shall transport or possess unmarked plastic explosives unless the explosives are

(a) transported or possessed in limited quantities solely for use as authorized in the manner referred to in paragraph (1)(a); or

(b) destined to be and are incorporated as an integral part of a military device in Canada within three years after the coming into force of this section.

Exception

(3) Unmarked plastic explosives manufactured or imported into Canada before the day on which this section comes into force may, in accordance with the regulations, be transported or possessed by

(a) a person who performs military or police functions, during the period that begins on the coming into force of this section and ends fifteen years later; or

(b) any other person, during the period that begins on the coming into force of this section and ends three years later.

Importation or exportation of unmarked plastic explosives

(4) No person shall import or export unmarked plastic explosives unless the explosives are incorporated as an integral part of a military device.

1995, c. 35, s. 3.

Date modified:

Council Report: S 77/2025

Subject: Repeal By-law 49-2018 and Pass an Amended By-law - A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections – City Wide

Reference:

Date to Council: June 25, 2025
Author: Brandon Calleja
Deputy Chief Building Official - Permits
bcalleja@citywindsor.ca
519-255-6267 x6166
Planning & Building Services
Report Date: 6/2/2025
Clerk's File #: AB2025

To: Mayor and Members of City Council

Recommendation:

THAT Council **REPEAL** By-law Number 49-2018 being "A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections"; and,

THAT Council **PASS** "A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections"; and,

THAT Council **AMEND** By-law Number 80-2025 - "Being A By-law to Appoint a Chief Building Official, Deputy Chief Building Officials and Inspectors to Enforce the Building Code Act and Regulations in Windsor" by **DELETING** Schedule B - Code of Conduct for Building Officials.

Executive Summary:

N/A

Background:

The Corporation of the City of Windsor ("City") is responsible for enforcing the *Building Code Act*, S.O. 1992, c. 23 ("Act"), and ensuring compliance with the Ontario Building Code for all construction, demolition, and change of use activities within its jurisdiction. Section 7 of the Act authorizes City Council to pass by-laws governing building permits and site safety measures. These responsibilities are outlined in By-law 49-2018 "A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections" (Building By-law), which sets out the procedures and standards for permit issuance and

site safety. These housekeeping amendments ensure that local regulations remain clear, current, and aligned with evolving construction practices.

By-law Number 80-2025 - “A By-law to Amend By-law Number 15-2010 Being A By-law to Appoint a Chief Building Official, Deputy Chief Building Officials and Inspectors to Enforce the Building Code Act and Regulations in Windsor” (Appointment By-law) updates the list of appointed officials responsible for enforcing the *Act* in Windsor. The *Act* requires the appointment of building officials to ensure enforcement of the *Act* in the areas in which the municipality has jurisdiction. The Appointment By-law is attached hereto at Appendix “B”.

Discussion:

The proposed housekeeping amendments include minor grammatical and formatting updates to the amended Building By-law. These changes align with the new 2024 Ontario Building Code (effective January 1, 2025) and harmonize terminology with other City by-laws.

The By-law’s formatting now mirrors that of the Ontario Building Code and other City documents, improving consistency and making it easier for industry professionals and the public to navigate.

More substantive changes to the amended Building By-law are as listed below:

SECTION 2 - DEFINITIONS OF WORDS

New definitions have been added and existing definitions removed or amended to ensure the By-law is clear in its expectations, as well as consistent with other City by-laws, such as Zoning and Property Standards. The following defined terms have been added, amended, or removed:

| ADDED | AMENDED | REMOVED |
|---------------------------------------|-------------------------|----------------|
| City (formally “Corporation”) | Act | Corporation |
| Dwelling | Building | House |
| Infill | Chief Building Official | Parking Lot |
| Parking Area (formally “Parking Lot”) | Owner | |
| | Person | |

SECTION 3 – CODE OF CONDUCT UNDER WHICH THE CHIEF BUILDING OFFICIAL, DEPUTY CHIEF BUILDING OFFICIALS AND INSPECTORS MUST OPERATE (“CODE OF CONDUCT”)

The Code of Conduct currently in Schedule B of the Appointment By-law (Appendix “B”), has been more appropriately relocated to the amended Building By-law as Schedule 5 under new Subsection 3.1.

SECTION 4 – REQUIREMENTS TO OBTAIN A PERMIT (CONDITIONAL)

Subsection 4.4 (3) (c) and (d) was amended to include additional requirements for Conditional Permit applications submitted to the Chief Building Official in order to comply with the requirements under the *Act*. Applicants must now provide a current construction schedule for the entire project, supported by a letter from the general contractor confirming their ability to follow it, along with any documentation demonstrating that an unreasonable delay would occur if the permit is not issued.

SECTION 8 – HOARDING

New regulations added to Construction Fencing Subsection 8.4 enhance safety at hazardous construction and demolition sites by allowing the Chief Building Official to require detailed fencing provisions, gate standards, and a 30-day removal deadline, while also increasing discretion, technical clarity, and enforcement.

SECTION 9 – ENVIRONMENTAL IMPACTS

This new section promotes responsible construction and demolition by requiring efforts to minimize dust, protect neighboring properties, and safely assess and remove hazardous substances, while also allowing the Chief Building Official to mandate full or partial building draping.

SECTION 10 – USE OF EXPLOSIVES DURING DEMOLITION

In a separate Council Report (S 47/2025), Administration has recommended that By-law 6366 – A By-law Respecting the Transporting, Storing, Handling and Use of Explosives in the City of Windsor (Explosives By-law) be repealed because the transportation, storage, handling and use, should not be regulated by the City as it is already regulated by the federal jurisdiction under the *Explosives Act* and the By-law has become redundant and not enforceable.

However, the City of Windsor's Building Department retains authority to regulate the use of explosives specifically in the context of building demolition. Accordingly, while the repeal of the Explosives By-law is recommended, its relevant demolition provisions will be incorporated into the amended Building By-law.

SECTION 1 – LIST OF SCHEDULES

The List of Schedules section was updated to included Schedule 5 – Code of Conduct for Building Officials.

SECTION 15 – REPEAL AND TRANSITION

Subsection 15.1 and Subsection 15.2 were amended to add the most recent by-law numbers.

SECTION 16 – EFFECTIVE DATE

This section was included so Subsection 16.1 was not a stand-alone sentence.

SCHEDULE 1 – LIST OF APPLICABLE FORMS REQUIRED FOR PERMIT

This Schedule has not been revised or modified and is provided to maintain a full and accurate record of the By-law.

SCHEDULE 2.1 – DOCUMENTS AND DRAWS REQUIRED FOR PERMIT APPLICATION

This Schedule has not been revised or modified and is provided to maintain a full and accurate record of the By-law.

SCHEDULE 2.2 – INFORMATION REQUIRED ON DRAWINGS

This Schedule was amended to align with the City's Engineering Best Practises for minimum and maximum lot grading slopes.

SCHEDULE 3 – FEES

This Schedule has not been revised or modified and is provided to maintain a full and accurate record of the By-law.

SCHEDULE 4 – INSPECTION NOTICES

This Schedule has not been revised or modified and is provided to maintain a full and accurate record of the By-law.

SCHEDULE 5 – CODE OF CONDUCT FOR BUILDING OFFICIALS

The Code of Conduct for Building Officials was added to the amended Building By-law at Schedule 5 with minor grammatical changes and housekeeping amendments.

Risk Analysis:

There would be a moderate level of risk to the City. The current Building By-law (49-2018) needs to be updated to ensure full compliance with the regulatory environment within which it operates. The By-law also needs to be updated to stay current with industry standards and practices, which ensures that the Building Department is properly fulfilling its legislative responsibilities outlined in the *Act*.

Financial Matters:

N/A

Consultations:

John Revell – Chief Building Official

Rob Vani – Senior Manager/Deputy Chief Building Official – Inspections

Donna Desantis – Senior Manager/Deputy Chief Building Official – Inspections

James Waffle – Fire Chief – Windsor Fire & Rescue Services

Neil Robertson – City Planner

David Simpson – City Engineer

Aaron Farough – Senior Legal Counsel

Conclusion:

The proposed housekeeping amendments to the Building By-law represent a necessary and timely update to ensure alignment with the 2024 Ontario Building Code and evolving industry practices. By repealing the current Building By-law and enacting the amended By-law the City will enhance regulatory clarity, improve administrative efficiency, and strengthen public safety measures. Furthermore, the relocation of the Code of Conduct to the revised Building By-law represents a logical housekeeping measure that enhances transparency and organizational coherence. Collectively, these updates support the City's ongoing commitment to responsible governance, public safety, and the effective enforcement of the *Building Code Act*.

Planning Act Matters:

N/A

Approvals:

| Name | Title |
|---------------------------------------|--|
| Brandon Calleja | Senior Manager/ Deputy Chief Building Official – Permits |
| Roberto Vani on behalf of John Revell | Chief Building Official |

| Name | Title |
|----------------|--|
| Jelena Payne | Deputy CAO & Commissioner Economic Development |
| Wira Vendrasco | City Solicitor |
| Ray Mensour | Chief Administrative Officer |

Notifications:

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

Appendices:

- 1 Appendix A – Draft By-law “A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections”
- 2 Appendix A - Schedule 1 - List of Applicable Forms Required for Permit
- 3 Appendix A - Schedule 2.1 - Documents and Drawings Required for Permit Application
- 4 Appendix A - Schedule 2.2 - Information Required on Drawings - Amended
- 5 Appendix A - Schedule 3 - 2025 Building Permit Fees
- 6 Appendix A - Schedule 4 - Inspection Notices
- 7 Appendix A - Schedule 5 - Code of Conduct - Amended
- 8 Appendix B – By-law Number 80-2025 - “A By-law to Amend By-law Number 15-2010 Being A By-law to Appoint a Chief Building Official, Deputy Chief Building Officials and Inspectors to Enforce the Building Code Act and Regulations in Windsor

BY-LAW NUMBER XXX-2025

A BY-LAW RESPECTING THE ISSUANCE OF VARIOUS PERMITS AND THE
SCHEDULING OF INSPECTIONS

Passed the XXXXXXXXXXXX

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WHEREAS the Council of The Corporation of the City of Windsor is responsible for the enforcement of the Building Code Act, S. O. 1992, c. 23, as amended within the boundaries of the City of Windsor;

AND WHEREAS Section 7 of the said Building Code Act, S. O. 1992, c. 23, as amended authorizes the councils of municipalities to pass By-laws respecting the issuance of construction, demolition and change of use permits;

AND WHEREAS it is deemed expedient to repeal By-law 49-2018 and replace it with a new consolidated By-law;

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

PART 1 SHORT TITLE

1.1 This by-law may be cited as the Building By-law.

PART 2 DEFINITIONS

2.1 In this by-law:

ACT means the Building Code Act, 1992, S.O. 1992, c. 23, as amended or any successor thereof.

ACTUAL VALUE OF CONSTRUCTION means the actual value of the work and materials incorporated into the work thereof and all costs necessarily incidental to the subject matter of construction.

APPLICANT means the Owner of a Building or property who applies for a Permit or any Person authorized by the Owner to apply for a Permit on the Owner's behalf, or any Person or corporation empowered by statute to cause the construction or demolition of a Building or buildings and anyone acting under the authority of such Person or corporation.

BUILDING means a structure as defined in the Act.

BUILDING CODE means the Regulations made under Section 34 of the Act.

BUSINESS DAY means any day other than a Holiday as defined in the Legislation Act, 2006, S.O. 2006, Saturday, and all other days when the offices of the City are not open for the transaction of business with the public.

CHIEF BUILDING OFFICIAL means the Chief Building Official or his/her designate duly appointed by Council and having jurisdiction for the enforcement of the Act.

CHIEF FIRE OFFICIAL means the Fire Chief of the City as appointed by Council.

CONSTRUCT means to do anything in the erection, installation, extension or material alteration or repair of a Building and includes the installation of a Building unit fabricated or moved from elsewhere and "construction" has a corresponding meaning.

CITY means The Corporation of the City of Windsor.

COUNCIL means the Council of the City.

DEMOLISH means to do anything in the removal of a Building or any material part thereof and "demolition" has a corresponding meaning.

DWELLING means a building or structure that is occupied for the purpose of human habitation. A correction institution, hotel, motel home, recreational vehicle, tent trailer or travel trailer is not a dwelling.

ELECTRONIC SUBMISSION means the filing of an application for Permit or alternative solution, including all required forms, documents and drawings, submitted through an online application procedure approved by the Chief Building Official.

ESTIMATED VALUE OF THE WORK means the estimated value of the work and materials to be incorporated into the work thereof and all costs necessarily incidental to the subject matter of construction.

INFILL means construction on an existing property within an established neighbourhood, surrounded by neighbouring buildings.

LOT means a parcel of land, the boundaries of which are on record in the Windsor (Essex) Land Registry Office No. 12.

OWNER includes the registered Owner, the Person for the time being managing or receiving the rent of the land or premises in connection with which the word is used, whether on the Person's own account or as agent or trustee of any other Person, or who would receive the rent if such land and premises were let, or a lessee or occupant of the property who, under the terms of a lease, is required to repair and maintain the property in accordance with the standards of this by-law.

PARKING AREA means an area used for parking spaces, bicycle parking spaces and loading spaces and includes all collector aisles and parking aisles capable of being maintained for the parking of more than five (5) operable motor vehicles. An outdoor storage yard is not a parking area.

PARTIAL PERMIT means a Permit issued by the Chief Building Official to Construct part of a Building.

PERMIT means a written authorization issued by the Chief Building Official to perform work regulated by the Act and the Building Code or to occupy a Building or part thereof.

PERMIT HOLDER means the Person to whom the Permit has been issued and who assumes the primary responsibility for compliance with the Act and the Building Code.

PERSON includes any individual, an Owner, occupant, agent, contractor, tenant, firm, proprietorship, partnership, association, syndicate, trust, corporation, department, bureau or mortgagee.

PLAN REVIEW means the review of drawings which are submitted to the Building Department.

REGISTERED CODE AGENCY means a Person that has the qualifications and meets the requirements described in Subsection 15.11(4) of the Act.

REVISED SUBMISSION means additional information filed with the Chief Building Official which depicts one or more changes to the proposed or as-constructed design of a *building* or part of a Building for which a Permit has already been issued and for which approval by the Chief Building Official is required.

PUBLIC WAY means a sidewalk, street, highway, square or other open space to which the public has access, as of right or by invitation, express or implied.

2.2 Any word or term not defined in this by-law shall have the meaning ascribed to it in the Act or the Ontario Building Code.

PART 3 CODE OF CONDUCT FOR BUILDING OFFICIALS

3.1 Code of Conduct

The Chief Building Official and Inspectors shall be governed by the Code of Conduct as set out in Schedule 5 this By-law, with respect to exercising powers and performing duties under the Act.

PART 4 REQUIREMENTS TO OBTAIN A PERMIT

4.1 Obtaining a Permit

To obtain a Permit, the Owner or an agent authorized in writing by the Owner shall file an application in writing by completing a prescribed form available from

the Chief Building Official or from the Ministry of Municipal Affairs' website www.mah.gov.on.ca. Application forms prescribed by the City under Clause 7 (1)(f) of the Act are set out in Schedule 1 of this By-law.

4.2 Construction Permits

Where an application is made for a Construction Permit under Section 8 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form A, Application for a Permit to Construct or Demolish, and other required forms as set out in Schedule 1 of this By-law;
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law; and
- (3) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law.

4.3 Demolition Permits

Where an application is made for a Demolition Permit under Section 8 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form A, Application for a Permit to Construct or Demolish, and other required forms as set out in Schedule 1 of this By-law;
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.1.(3) and Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law;
- (3) Confirmation that:
 - a. Arrangements have been made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities, and that the work has been completed;
 - b. The Owner will comply with the City's Property Standards By-law at the completion of demolition;
 - c. No heritage restrictions exist;
 - d. There are no Demolition Control By-law restrictions, and
 - e. A licensed professional pest control company has inspected the property and structures for evidence of rat infestation, and submitted a completed Form A.8.2, Rat Infestation Review Form.

- (4) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law.

4.4 Conditional Permits

Where an application is made for a Conditional Permit under Section 8 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form A, Application for a Permit to Construct or Demolish and other required forms as set out in Schedule 1 of this By-law;
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law;
- (3) A written statement regarding:
 - a. The reasons why the Applicant believes that unreasonable delays in construction would occur if a conditional Permit is not granted;

- b. The necessary approvals which must be obtained in respect of the proposed Building and the time in which such approvals will be obtained;
 - c. An up-to-date construction schedule for the entire project, supported by a letter from the general contractor to confirm the ability to carry out construction in accordance with the construction schedule;
 - d. Any other documentation required to demonstrate that an unreasonable delay will occur if the Conditional Permit is not issued; and
 - e. The date on which complete plans, specifications and documentation of the Building will be filed with the Chief Building Official.
- (4) A signed Conditional Permit Agreement as drafted by the City; and
 - (5) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law, and the provision of providing securities via an irrevocable letter of credit or an approved alternative payment method.

4.5 Change of Use Permits

Where an application is made for a Change of Use Permit under Section 8 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form B, Change of Use Application as set out in Schedule 1 of this By-law.
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law.
- (3) A written and diagrammatical description to identify:
 - a. The location of the Building,
 - b. The current occupancy of the Building or part of a Building for which the application is made, and
 - c. The proposed occupancy that the current occupancy is to be changed to.
- (4) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law.

4.6 Sewage System Permits

Where an application is made for a Sewage System Permit under Section 8 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form A, Application for a Permit to Construct or Demolish and other required forms as set out in Schedule 1 of this By-law.
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law.
- (3) A site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:
 - a. The date of the evaluation was done;
 - b. The name, address, telephone number and signature of the Person who prepared the evaluation; and
 - c. A scaled map of the site showing:
 - i. The legal description, Lot size, property dimensions, existing rights-of-way, easements or municipal/utility corridors;

- ii. The location of items listed in Column 1 of Tables 8.2.1.6.A, 8.2.1.6.B and 8.2.1.6.C of the Building Code;
 - iii. The location of the proposed sewage system;
 - iv. The location of any unsuitable, disturbed or compacted areas;
 - v. Proposed access routes for system maintenance;
 - vi. Depth to bedrock and zones of soil saturation;
 - vii. Soil properties, including soil permeability; and
 - viii. Soil conditions, including the potential for flooding.
- (4) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law.

4.7 Partial Occupancy Permits

Where an application is made for a Partial Occupancy Permit under Section 11 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form C, Partial Occupancy Permit Application as set out in Schedule 1 of this By-law.
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law.
- (3) A written statement indicating the expected occupancy date(s) and the portion(s) of the Building to be occupied.
- (4) Written confirmation that all necessary Permit(s) and approvals from other municipal departments and/or outside agencies having jurisdiction have been obtained.
- (5) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law.

PART 5 SUBMISSION REQUIREMENTS

5.1 Plans and Specifications

Every Applicant shall electronically submit sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed Building, construction, demolition, partial occupancy or change of use will contravene the Act, the Building Code or any other Applicable Law.

The Chief Building Official shall determine the plans, specifications, documents and other information required to be submitted with an application in order to deem it complete according to Sentence 1.3.1.3.(5), Division C of the Building Code having regard for:

- (1) The scope of the proposed work;
- (2) The requirements of the Building Code, the Act and other Applicable Law; and
- (3) The requirements of this Section and Schedule 2.1, and Schedule 2.2, of this By-law.

An Electronic Submission is to be made in a Portable Document Format (PDF). Plans, specifications, documents and other information are to be legible when

printed to scale. Drawings to be minimum size of 8.5" x 11.0" and shall be complete, fully dimensioned and to scale.

Upon readiness to construct footings for a Building, a survey prepared by an Ontario Land Surveyor indicating the location and elevation of the top of the footings shall be submitted, prior to a foundation/backfill inspection being undertaken.

Upon completion of the construction of a Building, or part of a Building, a set of plans of the Building or part of a Building, as constructed, together with a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the Building, shall be submitted.

5.2 Alternative Solutions

Where an application for a Permit or for authorization to make a material change to the plan, specification, document or other information on the basis of which a Permit was issued, contains an alternative solution for which approval in accordance with Part 2, Section 2.1., Division C of the Building Code is required, the application shall include documentation in accordance with Part 2, Article 2.1.1.1., Division C of the Building Code.

Such information shall be accompanied with Form A.9.1, Alternative Solution Application, and Form A.9.2, Alternative Solution Authorization Form as prescribed by the Chief Building Official.

5.3 Revisions to Permit

Where there is material or system change during construction and/or to the plans, specifications, documents or other information on the basis of which a Permit was issued, the Owner or authorized agent is required under Section 8(12) of the Act to notify the Chief Building Official and shall submit the following:

- (1) Form D, Plan Resubmission Application;
- (2) Revised plans and specifications illustrating the changes, including all supporting documentation as may be requested by the Chief Building Official; and
- (3) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law. In the event the area of work is reduced, there shall be no refund.

PART 6 PERMIT ABANDONMENT, TRANSFER, CANCELLATION AND REVOCATION

6.1 Abandonment

An application for a Permit shall be deemed to have been abandoned six (6) months after the date of filing of the application with the Chief Building Official unless a Permit has been issued.

When a Permit has been issued and subsequently abandoned by the original Applicant, the said Permit can be assigned to the successor in title and can therefore claim to continue Building under the said Permit. A written request made within one (1) year of Permit issuance and proof of land title must be submitted to the Chief Building Official.

Where the application has been abandoned, withdrawn, or rejected, one set of drawings and design calculations (if applicable) filed with the application will be marked "Not For Construction" then returned to the Applicant. Fees will be refunded without interest thereon in accordance with this By-law.

6.2 Transfer

Upon change of ownership, Permit applications and Permit(s) shall be transferred to the new Owner with the approval of the Chief Building Official.

Form H, Transfer of Permit Application shall be submitted along with the required fee as identified in Schedule 3.

Upon the transfer of Permit by the Chief Building Official, the new Owner shall be the Permit Holder for the purpose of this By-law, the Act and the Building Code.

6.3 Cancellation

A Permit Holder of an issued Permit can submit a request in writing to the Chief Building Official to cancel a Permit where no substantial work has been performed. The Chief Building Official, after considering the implication of canceling a Permit may agree to cancel the Permit as requested. The Chief Building Official may impose conditions for the canceling of a Permit to ensure the property is in a safe condition. Fees shall be refunded in accordance with this By-law.

6.4 Revocation

Where the Chief Building Official considers revoking a Permit under Subsection 8(10)(b) or (c) of the Act, the Chief Building Official may give written notice by email and/or regular mail of the intention to revoke to the Permit Holder at their last known email and/or mailing address and, if on the expiration of thirty (30) days from the date of such notice, the ground for revocation continues to exist, the Permit may be revoked without further notice and all submitted plans and other information may be disposed of. Fees shall be refunded in accordance with this By-law.

In reference to Subsection 8(10)(c) of the Act, “substantially suspended or discontinued” is to be measured from the date of the last documented site inspection.

6.5 Deferral of Revocation

Within thirty (30) days of receipt of a notice of intention to revoke a Permit, a Permit Holder may request of the Chief Building Official in writing, that the Chief Building Official defer the revocation of such Permit, subject to the following conditions and processes:

- (1) A request for deferral shall set out the reasons why the Permit should not be revoked and the date by which the work will be commenced, resumed or completed; and
- (2) Having considered the circumstances of the request and having determined that there have been no changes to the Act and the Building Code and any other Applicable Law which would have prevented the issuance of the original Permit, the Chief Building Official may allow a deferral to a prescribed date and shall notify the Permit Holder in the same manner above.

PART 7 FEES AND REFUNDS

7.1 Fees

Upon submission of a Permit application, the Applicant shall pay the required deposit fee as set out in Schedule 3 of this By-Law.

Prior to the issuance of a Permit or any revision to a Permit, the Applicant shall:

- (1) Provide proof of payment of any levies, charges and deposits, and
- (2) Remit the fees set out in Schedule 3 of this By-law, as amended and approved annually by City Council within 30 days of payment notification.

7.2 Refunds

The Chief Building Official shall refund 40% of the Building Permit fee upon written request by the Permit Holder.

There shall be no refund of Permit fees where:

- (1) Work has commenced and is abandoned thereafter;
- (2) More than six (6) months has elapsed from the date of Permit issuance;
- (3) A Permit has been revoked, except where:
 - a. No work has commenced and the Applicant requests cancellation no more than six (6) months after the Permit has been issued; or
 - b. The Permit has been issued in error.
- (4) The total calculated refund amount is less than \$100.00.

All Service Fees and Permit Deposits are non-refundable.

PART 8 HOARDING

8.1 General Requirements

Every Person to whom a construction or demolition Permit is issued shall maintain a fence to enclose the site of the construction or demolition.

8.2 Covered Way Exceptions

Where the construction may constitute a hazard to the public, work shall not commence on the construction, alteration or repair of a Building until a covered way, as described in Subsection 8.3 hereof, has been provided to protect the public, except where:

- (1) The work is done within a solid enclosure;
- (2) The Building is at a distance of greater than 4.5 metres from a Public Way used by pedestrians; or
- (3) Site conditions warrant a distance greater than provided in clause (2) hereof.

8.3 Covered Way Construction

A covered way shall:

- (1) Have an unobstructed height of not less than 2.4 metres;
- (2) Have an unobstructed width of not less than 1.1 metres or, if it is over a sidewalk that is less than 1.1 metres wide, have a width equal to the width of the sidewalk;
- (3) Shall be capable of supporting any load likely to be applied to it and capable of supporting a load of at least 2.4 kilonewtons per square metre;
- (4) Shall have a weather-tight roof;
- (5) Shall have the side adjacent to the project covered with a partition that has a smooth surface on the Public Way side;
- (6) Shall have a railing one metre high from ground level on the street side; and
- (7) Shall have adequate lighting within the Public Way.

8.4 Construction Fencing

In addition to the requirements pertaining to Public Way Protection as set out in the Occupational Health and Safety Act, the Permit Holder shall comply and shall not cause or permit any builder or constructor under the Permit to fail to comply with the provisions of this Section.

Where, in the opinion of the Chief Building Official, a construction or demolition site presents a particular hazard to the public, the Chief Building Official may require the erection of fencing around the construction or demolition site as set out in this section.

In considering the hazard presented by a construction or demolition site and the necessity for fencing the Chief Building Official shall have regard for:

- (1) The proximity of the construction or demolition site to occupied dwelling;
- (2) The proximity of the construction or demolition site to lands accessible to the public, including but not limited to streets, parks, and commercial and institutional activities;
- (3) The hazards presented by the construction or demolition activities and materials;
- (4) The feasibility and effectiveness of site fencing; and
- (5) The duration of the hazard.

General Provisions:

- (1) Construction fencing required under this section shall be 1.8 metres in height, as measured from the highest adjacent grade;
- (2) Construction fencing required under this Section shall be located on the perimeter of the construction site as determined by the Chief Building Official and constructed as follows:
 - a. Chain link construction, the chain link shall be securely fastened to at least 38mm diameter metal tube or pipe or the same thickness T-bar posts. Such metal posts shall not be more than 2.43m on centre and embedded into the ground, providing a secure and rigid support;
 - b. Wood construction, the exterior face shall be at least 12.7mm thick exterior grade plywood, particle board or equivalent material constructed so as not to provide footholds for climbing. The fencing shall be supported by at least 38mm wide by 89mm thick posts spaced at not greater than 2.43m on centre and embedded into the ground, providing a secure and rigid support; and
 - c. Other materials or methods may be substituted provided that there is an equivalent barrier between properties and an equivalent degree of safety and support provided subject to approval by the Chief Building Official.
- (3) Access openings through construction fences shall be equipped with gates which shall:
 - a. Accommodate construction vehicles, machines and any other equipment providing services, including emergency vehicles, to the construction site provided that these openings are closed off when no construction is being carried out on site including daily shut-downs;
 - b. Be kept closed and locked when the site is unattended; and
 - c. Be maintained in place until completion of the construction or demolition activity, or when the construction progresses to a point where the same level of security can be achieved by securing the Building.
- (4) Construction fencing required under this Section shall be removed no later than 30 days after completion of the construction or demolition work.

8.5 Work Shutdown

When work on a construction site is suspended or ceases so that it will not be occupied during normal working hours, the hazardous part of the construction site

shall be protected by a fence or barricade constructed according to the requirements of Subsection 8.4 hereof.

PART 9 ENVIRONMENTAL IMPACTS

9.1 The Applicant and/or contractor shall make every effort to minimize the amount of dust generated during construction and/or demolition. A method of dust control can be, but is not limited to, wetting-down the construction debris during the actual construction and/or demolition.

Consideration for neighbouring properties shall be given when construction processes generate dust. The Ministry of Environment and/or Ministry of Health will be contacted when complaints occur.

Where the Applicant and/or contractor believes that hazardous materials exist in a building, the Ministry of the Environment & the Ministry of Labour shall be contacted by the Applicant and/or contractor and an assessment shall be made prior to the start of demolition. Hazardous materials shall be safely removed as required by the respective authority(ies).

If required by the Chief Building Official, full or partial draping of a Building under construction, particularly high-rise projects, may be required in order to mitigate flying debris.

PART 10 USE OF EXPLOSIVES DURING DEMOLITION

10.1 No person shall perform or cause to be performed any work involving the use of explosives unless:

(1) An application for a Demolition Permit has been filed with the Chief Building Official, such application being on a prescribed form as set forth in Schedule 1 hereto, and such application shall be accompanied with evidence that the Applicant has in effect public liability coverage in an amount not less than Five Million (\$5,000,000.00) Dollars; and

(2) Use of Explosives Information:

- a. Evidence that the Building is not on a Lot in or adjacent to a residential area designated under the applicable Zoning By-law.
- b. A declaration that the contractor shall comply with all applicable law respecting the transportation, storage, handling and use of explosives, including, but not limited to, the Explosives Act, R.S.C. 1985, c. E-17, the Occupational Health and Safety Act, R.S.O. 1990, c. O.1, and the Fire Code, and that, in the absence of legislative requirements, the demolition shall be conducted in accordance with CSA (Canadian Standards Association) standard S350-M1980, Code of Practices for Safety in Demolition of Structures.
- c. A copy of the letter of retention of a professional engineer experienced in the use of explosives during the course of the demolition that has been retained to undertake the design and general review of all components of the demolition.
- d. A report on the demolition plan, prepared by the professional engineer described in clause 2(c) of this By-law that includes the following:
 - (i) Structural design characteristics of the Building sought to be demolished;
 - (ii) Particulars of the method of demolition describing in detail the dates, times, duties, procedures, safety precautions, explosives, vibrations, noise and dust effect of the method on:

- 1. The Building sought to be demolished;

2. Buildings in the area of influence;
 3. Public and private utilities and infrastructures in the vicinity, for example: electricity, sewer, water, telephone, gas, cable, district heating and cooling, streetcar and similar services, and
 4. Residents in the area of influence.
- e. The measures employed to isolate the Building sought to be demolished from its surroundings, and the proposal to inform residents in the area of influence of the demolition.
 - f. A precondition survey with pictures prepared by the professional engineer depicting interior and exterior conditions of all Buildings, public and private utilities, bridges, underground structures and structural improvements, streets and any similar thing, within the area of influence of the demolition.
 - g. Where, in the opinion of the professional engineer, Buildings in the area of influence of the demolition may suffer damage as a result of the use of explosives during the course of the demolition, written consent of the owners of the Buildings concerned, giving permission for an in-depth inspection of their structures by the professional engineer prior to demolition, and the results of this inspection shall be included in the demolition plan required under clause 2(d) of this schedule.
 - h. A letter from the Ministry of Labour confirming that a notice of the project has been filed and that the demolition procedures have been reviewed for compliance with the Occupational Health and Safety Act.
 - i. Where considered appropriate by the Chief Building Official, written approval from any of the following:
 - (i) The Chief Administrative Officer, the Fire Chief, the Medical Officer of Health or any other City official responsible for public works, fire matters, health matters, parks or recreational matters.
 - j. Evidence of compliance with any other reasonable criteria the Chief Building Official determines to be necessary in respect to the specific property for which the demolition permit is requested.

PART 11 REGISTERED CODE AGENCIES

11.1 General Requirements

Council may authorize the Chief Building Official to enter into service agreements with Registered Code Agencies and appoint them to perform one or more of the specified functions described in Section 15.15 of the Act.

Registered Code Agencies shall be used only during work overloads and for specialized projects.

PART 12 INSPECTION NOTICES

12.1 General Requirements

The Permit Holder shall notify the Chief Building Official of each stage of construction as listed in Schedule 4. In addition, the Permit Holder shall provide the notice of completion as prescribed by Section 11 of the Act, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of Section 11 of the Act and Subsection 1.3.3., Division C of the Building Code are complied with.

A notice pursuant to this part of this By-law is not effective until proper notice is actually received by the Chief Building Official.

Upon receipt of proper notice, the inspector shall undertake a site inspection of the Building to which the notices relate in accordance with the time periods stated in Article 1.3.5.3., Division C of the Building Code and Section 11 of the Act.

PART 13 VALIDITY AND SEVERABILITY

13.1 Should any section, subsection, clause or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

PART 14 LIST OF SCHEDULES

14.1 The following schedules, attached hereto, shall form part of this By-law:

- Schedule 1 List of Applicable Forms Required for Permit
- Schedule 2.1 Documents and Drawings Required for Permit Application
- Schedule 2.2 Information Required on Drawings
- Schedule 3 Fees
- Schedule 4 Inspection Notices
- Schedule 5 Code of Conduct for Building Officials

PART 15 REPEAL AND TRANSITION

15.1 Except as provided by Section 15.2 hereof, By-law Number 49-2018 “A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections”, is hereby repealed.

15.2 Notwithstanding Section 15.1 hereof, the provisions of By-law 49-2018, shall continue to apply to any applications submitted under the said by-law until such applications have been concluded.

PART 16 EFFECTIVE DATE

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

DREW DILKENS, MAYOR

CITY CLERK

First Reading -
Second Reading -
Third Reading -



SCHEDULE 1
LIST OF APPLICABLE FORMS REQUIRED
FOR PERMIT

Building Department
350 City Hall West 2nd Floor
Windsor, Ontario N9A 6S1
TEL: 519-255-6267
EMAIL: buildingdept@citywindsor.ca

Forms are required by the Chief Building Official but not attached to this By-Law. As such, they may be amended to reflect changes to Provincial Legislation, Municipal By-Laws, etc. Forms are available at the Building Department, or online at www.citywindsor.ca.

| Form | Title |
|-------|---|
| A | Application for a Permit to Construct or Demolish |
| A.1 | Designer Information |
| A.2 | Sewage System Installer Information |
| A.3 | Commitment to General Review by Architect and Engineers |
| A.4 | Licensed Contractors |
| A.5 | Commitment to Coordinate Engineered Products |
| A.6.1 | Energy Efficiency Design Summary: Prescriptive Method |
| A.6.2 | Energy Efficiency Design Summary: Performance & Other Acceptable Compliance Methods |
| A.7 | Residential Mechanical Ventilation and HVAC Design Summary |
| A.8.1 | Demolition Permit Application Checklist |
| A.8.2 | Rat Infestation Review Form |
| A.9.1 | Alternative Solution Application |
| A.9.2 | Alternative Solution Authorization Form |
| B | Change of Use Application |
| C | Partial Occupancy Permit Application |
| D | Plan Resubmission Application |
| E | Liquor Licence Application |
| F | Sign Permit Application |
| G | Mobile Sign Permit Application |
| H | Transfer of Permit Application |

SCHEDULE 2.1

DOCUMENTS AND DRAWINGS REQUIRED FOR PERMIT APPLICATION

| Row | Class of Permit | Documents and Drawings Required |
|-----|--|--|
| 1 | New Construction – Residential Part 9 Buildings | |
| | <ul style="list-style-type: none"> Detached house Semi-detached house Row house Duplex Double duplex Triplex Fourplex Multi-unit dwelling, (under 600 m²) | <p>Documents</p> <ul style="list-style-type: none"> Form A – Application for a Permit to Construct or Demolish Form A.1 – Designer Information Form A.2 – Sewage System Installer Information (if on sewage system) Form A.4 – Licensed Contractors Form A.5 – Commitment to Coordinate Engineered Products Form A.6.1 or A.6.2 – Energy Efficiency Design Summary Form A.7 – Residential Mechanical Ventilation and HVAC Design Summary <p>Drawings</p> <ul style="list-style-type: none"> Site Plan Civil Drawings Architectural Drawings Structural Drawings Engineered Products |
| 2 | Construction – Residential Part 9 Buildings | |
| | <ul style="list-style-type: none"> Alterations Additions Accessory buildings Basement renovations Repairs Deck Porch Replacement porch Pool | <p>Documents</p> <ul style="list-style-type: none"> Form A – Application for a Permit to Construct or Demolish Form A.1 – Designer Information Form A.2 – Sewage System Installer Information (if on sewage system) Form A.4 – Licensed Contractors Form A.5 – Commitment to Coordinate Engineered Products Form A.6.1 or A.6.2 – Energy Efficiency Design Summary Form A.7 – Residential Mechanical Ventilation and HVAC Design Summary Heritage Alteration Permit (if required) <p>Drawings</p> <ul style="list-style-type: none"> Site Plan Architectural Drawings Structural Drawings Engineered Products |
| 3 | New Construction – Non-Residential and Other Residential not provided for in Row 1 or 2 | |
| | <ul style="list-style-type: none"> New Buildings Additions | <p>Documents</p> <ul style="list-style-type: none"> Form A – Application for a Permit to Construct or Demolish Form A.1 – Designer Information (Part 9 Small Buildings) Form A.2 – Sewage System Installer Information (if on sewage system) Form A.3 – Commitment to General Review by Architect and Engineers (Part 3 Buildings) Form A.4 – Licensed Contractors SB-10 – Energy Efficiency Design Summary Heritage Alteration Permit (if required) Geotechnical Report <p>Drawings</p> <ul style="list-style-type: none"> Site Plan Civil Drawings Architectural Drawings Structural Drawings HVAC Drawings Plumbing Drawings Fire Protection Drawings Electrical Drawings |

| Row | Class of Permit | Documents and Drawings Required |
|-----|---|---|
| 4 | Construction – Non-Residential and Other Residential not provided for in Row 1 or 2 | |
| | <ul style="list-style-type: none"> • Alterations • Renovations • Repairs • Interior fit up | <p>Documents</p> <ul style="list-style-type: none"> • Form A – Application for a Permit to Construct or Demolish • Form A.1 – Designer Information (Part 9 Small Buildings) • Form A.2 – Sewage System Installer Information (if on sewage system) • Form A.3 – Commitment to General Review by Architect and Engineers (Part 3 Buildings) • Form A.4 – Licensed Contractors • SB-10 – Energy Efficiency Design Summary • Heritage Alteration Permit (if required) • Geotechnical Report • Parking Displacement Plan (due to parking garage repairs) <p>Drawings</p> <ul style="list-style-type: none"> • Site Plan • Civil Drawings • Architectural Drawings • Structural Drawings • HVAC Drawings • Plumbing Drawings • Fire Protection Drawings • Electrical Drawings |
| 5 | Construction – Designated Structures under Article 1.3.1.1 of Division A of the Ontario Building Code | |
| | <ul style="list-style-type: none"> • Retaining wall • Pedestrian bridge • Crane runway • Exterior storage tank and supporting structure • Signs • Solar collector • Structure supporting wind turbine generator • Dish antenna • Outdoor pool • Outdoor public spa • Permanent solid nutrient storage facility | <p>Documents</p> <ul style="list-style-type: none"> • Form A – Application for a Permit to Construct or Demolish • Form A.3 – Commitment to General Review by Architect and Engineers • Form A.4 – Licensed Contractors • Geotechnical Report • Heritage Alteration Permit (if required) <p>Drawings</p> <ul style="list-style-type: none"> • Site Plan • Architectural Drawings • Structural Drawings • HVAC Drawings • Plumbing Drawings • Fire Protection Drawings • Electrical Drawings |
| 6 | Change of Use | |
| | <ul style="list-style-type: none"> • When no construction required | <p>Documents</p> <ul style="list-style-type: none"> • Form B – Change of Use Application <p>Drawings</p> <ul style="list-style-type: none"> • Site Plan • Architectural Drawings • Details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities • Details of the existing sewage system (if any) • HVAC Drawings – showing current and proposed fresh air ventilation, including calculations |

| Row | Class of Permit | Documents and Drawings Required |
|-----|--|---|
| 7 | Demolition | |
| | <ul style="list-style-type: none"> Demolition | <p>Documents</p> <ul style="list-style-type: none"> Form A – Application for a Permit to Construct or Demolish Form A.3 – Commitment to General Review by Architect and Engineers Form A.8.1 – Demolition Permit Application Checklist Form A.8.2 – Rat Infestation Review Form Council approval in a Demolition Control Area Designated Substance Survey (if required) Method of Demolition Report (if required) Confirmation of Utility Services Disconnection Heritage Alteration Permit (if required) <p>Drawings</p> <ul style="list-style-type: none"> Site Plan Structural Drawings |
| 8 | Partial Occupancy | |
| | <ul style="list-style-type: none"> Partial occupancy | <p>Documents</p> <ul style="list-style-type: none"> Form C – Partial Occupancy Permit Application <p>Drawings</p> <ul style="list-style-type: none"> Architectural Drawings (identifying area to be occupied) |
| 9 | Tents | |
| | <ul style="list-style-type: none"> Small Tents (60 m² to less than 225 m² in aggregate ground area) Large Tents (225 m² or larger in aggregate ground area) | <p>Documents</p> <ul style="list-style-type: none"> Form A – Application for a Permit to Construct or Demolish Form A.3 – Commitment to General Review by Architect and Engineers (for Large Tents) <p>Drawings</p> <ul style="list-style-type: none"> Site Plan Structural Drawings (for Large Tents) |

Notes:

1. The Forms described in this Schedule are available from the Chief Building Official.
2. A description of the information required on drawings is contained in Schedule 2.2.
3. The Chief Building Official may waive the requirements for any specified documents or drawings where the scope of the work, Applicable Law or Building Code requirements do not necessitate its submission.

SCHEDULE 2.2

INFORMATION REQUIRED ON DRAWINGS

| Drawing Type | Information Required | Class of Permit Row Number (Schedule 2.1) | | | | | | | | |
|-------------------------------|--|--|----------|----------|----------|----------|----------|----------|----------|----------|
| Site Plan | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Legal description, survey property lines, property dimensions, compass orientation, location and name of adjacent roads, easements, and key plan | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ |
| | Outline of all existing and proposed buildings and structures, building dimensions and their distance to property lines | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ |
| | Dimensions and location of parking and vehicle access and fire routes, hydrants, and fire department connection | ✓ | ✓ | ✓ | ✓ | | ✓ | | | |
| | Dimensions and location of barrier-free parking, barrier free curb, ramps, path of travel to building and building access, loading spaces, bicycle spaces, and refuse area | ✓ | ✓ | ✓ | ✓ | | ✓ | | | |
| Civil Drawings | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Signature and seal of Professional Engineer, Landscape Architect or Ontario Land Surveyor | ✓ | | ✓ | ✓ | | | | | |
| | Property lines, easements, sidewalks, driveways, building location, curb cuts, and retaining walls. Property details (address, lot number, subdivision name), surveyor/engineer's information (name, contact details, professional stamp), and scale and north arrow | ✓ | | ✓ | ✓ | | | | | |
| | Existing and proposed elevations within the site and at property lines, centerline of the road(s), adjacent properties, retaining wall elevation, slopes of driveways, and drainage flow and swales | ✓ | | ✓ | ✓ | | | | | |
| | Location of catch basins, above and below ground utilities, and connections to services | | | ✓ | ✓ | | | | | |
| | Site servicing details, pipe materials, and parking lot details | | | ✓ | ✓ | | | | | |
| | Cross section of both front/rear yard and side yard with minimum 2% and maximum 8% slope, catch basin location, rear yard drain detail, swale detail, sump pump detail, grout/bentonite plug detail and location, roof drainage, back water valve, and retaining walls (if needed, with height and material details) | ✓ | | | | | | | | |
| | Spot elevations (existing and proposed ground heights at key points), finished Floor Elevation (FFE) (for buildings, garages, basements), and top of Foundation (TOF) & Top of Curb (TOC) Elevations | ✓ | ✓ | | ✓ | | | | | |
| Architectural Drawings | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Ontario Building Code Data Matrix | | | ✓ | ✓ | ✓ | ✓ | | | |
| | Existing plans showing construction and room/space identification of all floors in the area of proposed work or occupancy, and key plan location of work | | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| | Plans of all floors including basements complete with all rooms and room names | ✓ | ✓ | ✓ | ✓ | | ✓ | | ✓ | |
| | Roof plan showing slope, drainage, fire rating, and construction details | ✓ | ✓ | ✓ | ✓ | | ✓ | | | |
| | Building elevations showing grade, floor and ceiling heights, overall building height and mid point of sloped roofs, exterior finish materials, window heights and sizes, and spatial separation calculations | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |
| | Residential construction details including proposed wall section from footing to roof, specifications of all wall, floor and roof assemblies and all building materials and construction specifications, party wall and fire separations, and life safety equipment | ✓ | ✓ | ✓ | ✓ | | | | | |
| | Stairs, guards and handrail dimensions and details, window sizes and height above floor level, location and fuel type of all fireplaces | ✓ | ✓ | ✓ | ✓ | | | | | |
| | Mezzanine plan showing construction, guardrails, and egress | | | ✓ | ✓ | | | | | |
| | Location and details of barrier free entrances, barrier free path of travel, and barrier free washrooms | | | ✓ | ✓ | | ✓ | | | |
| | Reflected ceiling plans, bulkhead details, and horizontal service shaft details | | | ✓ | ✓ | | | | | |
| | Roof equipment screening, anchorage for window washing, and roof access | | | ✓ | ✓ | | | | | |
| | Building cross sections showing grade, floor and ceiling heights, horizontal, and vertical fire separations | ✓ | ✓ | ✓ | ✓ | | ✓ | | | |

| Drawing Type | Information Required | Class of Permit Row Number (Schedule 2.1) | | | | | | | | |
|---|--|--|----------|----------|----------|----------|----------|----------|----------|----------|
| | Enlarged sections and detail plans of washrooms and exit stairs | | | ✓ | ✓ | | | | | |
| | Wall sections, plan and section construction details | ✓ | ✓ | ✓ | ✓ | | ✓ | | | |
| Architectural Drawings (continued) | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Exit stair enclosure, wall construction details, fire separations and listed design numbers, and door numbers referenced to a door schedule | | | ✓ | ✓ | | ✓ | | | |
| | Door and hardware schedule, door and frame details, window schedule, and room finish schedule | | | ✓ | ✓ | | | | | |
| Structural Drawings | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Foundation plans, floor and roof framing plans, footing, column and beam schedules, structural details, and material specifications | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |
| | Design specifications, live and dead loading, wind and snow loading, earthquake loading, and geotechnical report design basis | | | ✓ | ✓ | ✓ | | | | |
| | Structural drawings sealed by a Professional Engineer for all structural elements not within the scope of Part 9 of the Building Code | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | | ✓ |
| | Roof and floor truss drawings sealed by a Professional Engineer | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |
| HVAC Drawings | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Heating, ventilating and air conditioning plans, service shafts, and equipment layout and schedules | | | ✓ | ✓ | ✓ | | | | |
| | Fire damper locations, and kitchen exhaust equipment | | | ✓ | ✓ | | | | | |
| | Structural design for support of equipment | | | ✓ | ✓ | | | | | |
| Plumbing Drawings | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Plumbing and drainage plans, location of fixtures and sizing of under and above ground storm, sanitary and water service piping, and appurtenances | | | ✓ | ✓ | ✓ | | | | |
| | Location of fire stopping, specifications of plumbing, and fire stopping materials | | | ✓ | ✓ | | | | | |
| Fire Protection Drawings | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Fire hydrant locations, sprinkler and standpipe distribution plans, hydraulic calculations and schedules, sprinkler head layout, and fire hose cabinet locations | ✓ | ✓ | ✓ | ✓ | | | | | |
| | Location and specification of emergency lighting, exit signage emergency generators, fire alarm system equipment, diagrams, and specifications | ✓ | ✓ | ✓ | ✓ | | | | | |
| | Location of smoke alarms and carbon monoxide detectors | ✓ | ✓ | ✓ | ✓ | | | | | |
| Electrical Drawings | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Electrical supply and distribution plans, location of power and lighting outlets, equipment schedule, and transformer location | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |
| | Location and specification of emergency lighting, emergency generators, and exit signage | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |

- Notes:**
- Where indicated by a check mark (✓), the information described is required to be included on the drawings for the class of permit specified in Schedule 2.1.
 - Required information may be located or consolidated on other drawings rather than as specified in this schedule.
 - The Chief Building Official may waive the requirement for any required information specified in this Schedule due to limited scope of work, Applicable Law or Building Code requirements.

MINIMUM PERMIT FEE

A minimum permit fee of **\$235.00** will be assessed for the processing and issuance of permits, except where otherwise noted in this By-law.

GENERAL APPLICATION FEES

| | | |
|---|--|--|
| 1 | Zoning Certificate Fee - Small Residential Permits (alterations***, decks, pools, backwater valves, etc.), Tent Permits and, non-structural Mechanical Roof Top Unit Replacement Permits | \$65.00 per permit (non-refundable) |
| 2 | Zoning Certificate Fee – New Home Construction | \$130.00 per permit (non-refundable) |
| 3 | Zoning Certificate Fee– All other Permits not listed in 1 and 2 above | \$225.00 per permit (non-refundable) |
| 4 | Permit Holdback Fee | \$1200.00 per permit |
| 5 | Permit Deposit – Applicable to any residential permit that creates a new dwelling unit | \$500.00 per dwelling unit (non-refundable) |
| 6 | Permit Deposit – All other permit types - All permit deposits are non-refundable | Minimum \$80.00 to a maximum of \$5000.00 per permit (deposit amount is based on the permit application type) (non-refundable) |

BASE PERMIT FEES

| Residential | | \$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated |
|---|---|---|
| 1 | Part 9 – Residential (OBC**; Group C) (New, Alteration***, and Additional Dwelling Units) (Fee calculation to include the sum of all roofed areas ⁽²⁾ i.e. attached garages, carports, covered porches, supported roofs over attached decks or landings, etc.) | \$1.75 [\$18.84]* ⁽²⁾ -Plus \$500.00 Mechanical Fee per dwelling unit -Plus applicable extras: attached Deck/Porch without a Roof, Basement Floor Area Fee ⁽³⁾ , Plumbing Fees, Finished Basement Floor Area Fee ⁽⁴⁾ and any other applicable fees indicated in this By-law/Schedule |
| 2 | Part 3 – Residential, Group C occupancies as set out in the OBC** (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade) | \$2.40 [\$25.83]* ⁽²⁾ -Plus \$500.00 Mechanical Fee per dwelling unit -Plus Plumbing Fees and any other applicable fees as indicated in this By-law/Schedule |
| Industrial / Commercial / Institutional (ICI) | | \$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated |
| 3 | Industrial / Commercial / Institutional (OBC**: Group A, B, D, E, F) (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade) | \$2.80 [\$30.14]* ^{(2) (7) (8)} -Plus Plumbing Fees and any other applicable fees indicated in this By-law/Schedule |
| Post Disaster Buildings | | \$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated |
| 4 | Post Disaster Buildings (as defined in Division A, Article 1.4.1.2 of the OBC**) (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade) | \$4.10 [\$44.13]* ⁽²⁾ -Plus Plumbing Fees and any other applicable fees indicated in this By-law/Schedule |

ADDITIONAL PERMIT FEES

Note: Any fees listed below may be applicable individually or in addition to "General Application Fees", "Base Permit Fees", and "Miscellaneous Permit Fees and Charges". The proposed scope of work determines the applicability of "Additional Permit Fees".

Heating, Ventilating and Air Conditioning Systems (HVAC) Fees (Existing Buildings Only)

| | | |
|---|--|---|
| 1 | Part 9 - Residential (OBC**; Group C) | \$535.00 per unit / system |
| 2 | Part 3 – Residential Group C occupancies as listed in the OBC** | \$535.00 per unit / system |
| 3 | Furnace Replacement Only (located in an individual residential unit) | \$300.00 per furnace unit |
| 4 | Industrial / Commercial / Institutional (OBC**: Groups A, B, D, E, F) | \$17.50 per \$1000 construction value (Min. \$500.00) |
| 5 | Post Disaster Buildings (defined in Division A, Article 1.4.1.2. of the OBC**) | \$17.50 per \$1000 construction value (Min. \$500.00) |

Life Safety and 'Other' Mechanical System Fees

| | | |
|----|---|---|
| 1 | Mechanical Roof Top Unit Replacement | \$300.00 per roof top unit |
| 2 | Chiller / Boiler Installation (All Building types) (New, Alteration***) | \$17.50 per \$1000 construction value (Min. \$500.00) |
| 3 | Cooling Tower Installation (All Building types) (New, Alteration***) | \$17.50 per \$1000 construction value (Min. \$500.00) |
| 4 | Sprinkler System (All Building types) (New, Alteration***) | \$17.50 per \$1000 construction value (Min. \$500.00) |
| 5 | Fire Alarm System (All Building types) (New, Alteration***) | \$17.50 per \$1000 construction value (Min. \$500.00) |
| 6 | Standpipe System (All Building types) (New, Alteration***) | \$17.50 per \$1000 construction value (Min. \$500.00) |
| 7 | Fire Suppression System (All Building types) (New, Alteration***) | \$17.50 per \$1000 construction value (Min. \$500.00) |
| 8 | Spray Booth (New, Alteration***) | \$535.00 per unit / system |
| 9 | Dust Collector (New, Alteration***) | \$535.00 per unit / system |
| 10 | Laboratory Hood | \$17.50 per \$1000 construction value (Min. \$500.00) |
| 11 | Kitchen Hood | \$535.00 per unit / system |
| 12 | Solar Panel System | \$17.50 per \$1000 construction value (Min. \$500.00) |

| Plumbing Fees | | Residential | Non-Residential | | |
|-----------------------|---|---|--|--|--|
| 1 | Any Bathroom | \$113.00 per bathroom (Applicable on all new Part 9 - Residential construction) | N/A | | |
| 2 | Any Bathroom - Rough-In (R/I) Plumbing | \$113.00 per R/I bathroom (Applicable on all new Part 9 - Residential construction) ⁽⁵⁾ | N/A | | |
| 3 | Rough-In (R/I) Plumbing | \$37.00 per R/I fixture (applicable on all residential alteration*** permits) | \$37.00 per R/I fixture | | |
| 4 | Plumbing Fixture (Applicable on new or replacement fixtures) | \$37.00 per fixture (applicable on all residential alteration*** permits) | \$37.00 per fixture (applicable on all types of non-residential permits) | | |
| 5 | Domestic Hot Water Tank Replacement | \$190.00 per tank | \$190.00 per tank | | |
| 6 | Backwater Valve / Sump Pit / Sewage Ejector Pump Installations | \$17.50 per \$1000.00 of the estimated cost of the work (Min. \$290.00) | \$17.50 per \$1000.00 of the estimated cost of the work (Min. \$290.00) | | |
| Lot Grading | | | | | |
| 1 | Lot Grading Review - Not applicable on Part 9 - Residential (OBC**; Group C) permit types | | \$535.00 | | |
| Sewage System Fees | | | | | |
| 1 | Class 4 – (All Types – New or Repair) | | \$1180.00 | | |
| 2 | Class 5 – Holding Tank | | \$1180.00 | | |
| Sewer & Water Permits | | Fee as indicated | | | |
| | | Part 9 – Residential (OBC**; Group C) (New, Alteration***, and Additional Dwelling Units) | Part 3 – Residential, Group C occupancies as listed in the OBC** (New, Alteration***) | Industrial / Commercial / Institutional (OBC**: Groups A, B, D, E, F) (New, Alteration***) | Post Disaster Buildings (as defined in Div. A, Article 1.4.1.2. of the OBC** (New, Alteration***)) |
| 1 | Sanitary Drainage Piping Servicing | \$270.00 per dwelling unit | \$3.85 / Ft [\$12.63 / M]* (Min. \$260.00) | \$3.85 / Ft [\$12.63 / M]* (Min. \$260.00) | \$3.85 / Ft [\$12.63 / M]* (Min. \$260.00) |
| 2 | Storm Drainage Piping Servicing | \$270.00 per dwelling unit | | | |
| 3 | Water Service Permit | \$95.00 per dwelling unit | | | |
| 4 | Storm Drainage - Not Connected to a building | \$3.85 / Ft [\$12.63 / M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$260.00) | \$3.85 / Ft [\$12.63/ M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$260.00) | \$3.85 / Ft [\$12.63/ M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$260.00) | \$3.85 / Ft [\$12.63/ M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$260.00) |
| 5 | Piping Service Agreement | \$1105.00 per agreement | | | |

| Other Permit Types | | \$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated |
|--------------------|---|--|
| 1 | Basement Floor Area (Part 9 - Residential – OBC**: Group C) (New Construction and Basement Additions) | \$1.20 [\$12.92]* ⁽³⁾ of the total basement floor area |
| 2 | Finished Basement Floor Area (Part 9 - Residential – OBC**: Group C; not including Additional Dwelling Units) (New and Existing Construction) | \$0.65 [\$7.00]* ⁽⁴⁾ -Plus applicable Mechanical and Plumbing Fees |
| 3 | Deck/Porch without a Roof (OBC**: Part 9, Group C) | \$0.95 [\$10.23]* ⁽²⁾ (Min. \$275.00) |
| 4 | Accessory Buildings (OBC**: Part 9, Group C) (New Shed, Detached Garage, Pool House, etc.; not including Additional Dwelling Units) | \$0.95 [\$10.23]* ⁽²⁾ (Min. \$275.00) -Plus applicable Mechanical and Plumbing Fees |
| 5 | Mezzanine (All Types) | Fee charged is equal to the “Base Permit Fee” for the associated occupancy type -Plus applicable Mechanical and Plumbing Fees |
| 6 | Shell Permit for OBC**: Group A, B, D, E, F Occupancies | \$2.00 [\$21.53]* ⁽²⁾ -Plus applicable Mechanical and Plumbing Fees |
| 7 | Interior Finishing (where only a Shell Permit was previously issued) | \$0.85 [\$9.15]* ⁽²⁾ (Min. \$240.00) -Plus applicable Mechanical and Plumbing Fees |
| 8 | Simple Group F (Industrial) Building ⁽⁸⁾ Occupancies | \$2.00 [\$21.53]* ⁽²⁾ -Plus applicable Mechanical and Plumbing Fees |
| 9 | Interior Alteration**** Permit Only for OBC**: Group A, B, D, E, F Occupancies (Fee calculation to include the sum of all floor areas, including underground) | \$0.85 [\$9.15]* ⁽²⁾ (Min. \$240.00) -Plus Mechanical Fees, Plumbing Fees and any other applicable fees indicated in this By-law/Schedule |
| 10 | Projects and items not specifically listed in this Schedule for OBC**: Groups A, B, C, D, E, F Occupancies | \$17.50 per \$1000.00 of the estimated cost of the work ^{(1) (6)} (Min. \$235.00) |

MISCELLANEOUS PERMIT FEES AND CHARGES

Note: Any fees listed below may be applicable individually or in addition to “General Application Fees”, “Base Permit Fees”, and “Additional Permit Fees”. The proposed scope of work determines the applicability of “Miscellaneous Permit Fees and Charges”.

| Demolition Permit Fee | | \$ / Sq-Ft [\$ / Sq-M]* |
|--|--|--|
| 1 | Demolition Permit Fee (All Building Types) | \$0.17 [\$1.83]* ⁽²⁾ (Min. \$360.00) |
| Temporary Structures | | \$ / Sq-Ft [\$ / Sq-M]* |
| Temporary Building or Structure: Shall mean a seasonal building or structure designed, constructed and placed on the land in a manner that allows its removal after a period not to exceed 120 consecutive days. These structures do not meet the snow load requirements as set out in the Ontario Building Code. | | |
| 1 | Tents | \$195.00 per permit |
| 2 | Other Temporary Buildings or Structures (Applicable Fee same as “Other Permit Types, Fee Item No.10”) | \$17.50 per \$1000.00 of the estimated cost of the work ⁽¹⁾ (Min. \$235.00) |

MISCELLANEOUS PERMIT FEES AND CHARGES - CONTINUED

Permit Resubmission Fee ⁽⁹⁾

| | | |
|---|---|---|
| 1 | Permit Resubmission – BEFORE permit is issued | \$250.00 per resubmission |
| 2 | Permit Resubmission – AFTER permit is issued | \$250.00 per resubmission - Plus additional applicable permit fees (No refund will be issued on original permit) |
| 3 | Permit Resubmission – due to application found to be incomplete | 25% of application fee per permit resubmission (Min \$250.00) |

Change of Use Permit

| | | |
|---|---|---|
| 1 | Change of Use Permit Fee (no construction required) | \$250.00 - Plus additional applicable permit fees |
|---|---|---|

Partial Occupancy Permit

| | | \$ / Sq-Ft [\$ / Sq-M]* |
|---|------------------------------|--|
| 1 | Partial Occupancy Permit Fee | \$0.05 [\$0.54]* for the area ⁽²⁾ to be occupied (Min. \$400.00) |

Conditional Permit

| | | |
|---|------------------------|--|
| 1 | Conditional Permit Fee | Regular fee for complete building - Plus 10% of application fees (Min.\$5000.00) |
|---|------------------------|--|

Partial Permit

| | | |
|---|--------------------|---|
| 1 | Partial Permit Fee | Regular fee for complete building - Plus \$765.00 flat fee per permit |
|---|--------------------|---|

Alternative Solution Application & Special / Supplementary Review Fee

| | | |
|---|--|--|
| 1 | Alternative Solution Application Fee (per application) | \$355.00 minimum for up to 4 hours of review time plus \$110.00 per hour beyond the first 4 hours |
| 2 | Special Research Request Fee | |
| 3 | Supplementary Plans Review Fee | |

Inspection Fee

| | | |
|---|--|---|
| 1 | Inspection requested but the work is incomplete | \$110.00 per inspection |
| 2 | Special inspection request (after-hours inspection) | \$590.00 minimum per inspection call |
| 3 | Inspection calls over the maximum two (2) inspections allowed for each stage of construction | \$110.00 per additional inspection call |

MISCELLANEOUS PERMIT FEES AND CHARGES - CONTINUED

Work Without a Permit Penalty Fee

| | | |
|---|--|--|
| 1 | Work without a permit – for projects commenced prior to permit issuance | Permit fees are doubled where work commenced prior to obtaining a Building Permit (Min. \$1000.00 - Max. \$25,000.00) |
|---|--|--|

Administrative Fees (non-refundable)

| | | |
|---|---|---|
| 1 | Transfer of "Permit and/or Application" Fee | \$125.00 |
| 2 | Search Fee | \$52.00 |
| 3 | Property Information Letter | \$105.00 |
| 4 | Permit Finalization Letter | \$31.00 |
| 5 | Copying/Scanning/Printing | \$10.00 per ¼ hour of labour \$3.60 for the 1 st page copied \$0.65 per additional page copied |
| 6 | Re-Opening a Dormant Permit | \$275.00 |
| 7 | E-Permitting User Fee | \$40.00 |
| 8 | GIS (Geographic Information System) | 7% of Building Permit Fees |

Notes to Schedule 3

- (1) **Estimated Cost of the work** shall mean the estimated value of the project as determined by the Chief Building Official.
- (2) **Floor Area** shall be measured to the outer face of the exterior walls or structure and, to the structural support at a roofed area. For interior alteration*** permits, except where the wall is part of the proposed construction, measurements will be taken to the inner face of walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (3) **Basement Floor Area** measurements shall be taken to the inner face of the foundation walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (4) **Finished Basement Floor Area** measurements shall be taken to the inner face of the foundation walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (5) **Rough-in Plumbing** is an automatic charge for all new Part 9 – Residential construction with basements.
- (6) **Additional Cost** equal to the "Base Permit Fee" per occupancy type may be charged if the scope of work is determined to be greater than the scope of work described on the permit application submission.
- (7) **Complex Group F (Industrial) Building**
For the purpose of building permit fees, a building will be considered a "Complex Group F (Industrial) Building" where:
 - a) The building occupancy meets the defined term in the Ontario Building Code, Div. A, Part 1, Section 1.4.1.2 "High Hazard Industrial Occupancy" (Group F, Division 1) and/or;
 - b) The building is non-compliant with the exemptions listed in Ontario Building Code, Div. B, Part 3, Section 3.2.8, Articles 3.2.8.1. and 3.2.8.2.
 NOTE: Buildings classified as described above will be subject to fees as indicated in Schedule 3, "Base Permit Fees", Industrial / Commercial / Institutional (ICI), Fee Item No. 3, plus any additional fees for that permit type.
- (8) **Simple Group F (Industrial) Building**
For the purpose of building permit fees, a building will be considered a "Simple Group F (Industrial) Building" where:
 - a) The Building Occupancy does not meet the "Complex Group F (Industrial) Building" as defined in this document.
 NOTE: Buildings classified as described in (8) a) above will be subject to Schedule 3, "Additional Permit Fees", Other Permit Types, Fee Item No. 8. Any building or portion of a building that is classified other than a "Simple Group F (Industrial) Building" or, that includes hazardous areas as noted in Ontario Building Code, Div. B, Part 3, Section 3.3.6 will be subject to, for the affected floor area(s), permit fees as indicated in Schedule 3, "Base Permit Fees", Industrial / Commercial / Institutional (ICI), Fee Item No. 3, plus any additional fees for that permit type.
- (9) **Permit Resubmission Fee**
For the purpose of assessing building permit fees, permit resubmissions will be subject to:
 - a) The Permit Resubmission Fee as indicated in Schedule 3, "Miscellaneous Permit Fees and Charges", Permit Resubmission Fee, Fee Item No. 1, 2, or 3 and.
 - b) Any other additional fees listed in Schedule 3 applicable to the new/alterd scope of work proposed in the permit resubmission including:
 - i. changes to the Zoning Certificate as listed in "General Application Fees"; and/or
 - ii. additional square footage not part of the original submitted permit application as listed in "Base Permit Fees"; and/or
 - iii. any other item as listed in "Additional Permit Fees"; and/or
 - iv. any other chargeable fee listed in Schedule 3 applicable to the scope of work and review of the permit.

*In all cases fees are calculated using the Imperial Unit cost noted in the tables. Fees noted in Metric Units are approximate values.

**OBC means Ontario Building Code (current edition)

*****Alteration** refers to an existing building, structure or system where the proposed construction includes (but is not limited to) renovations, repairs, modifications, extensions, installations, removals, additions or reductions to the existing building, structure or system.

******Interior Alteration** refers to an existing building where the proposed construction is limited to interior renovations, repairs, or modifications to the existing building interior only and does not affect exterior walls or existing fire separations.

Per Division C, Sentence 1.3.5.1 of the Ontario Building Code:

- (1) This Article sets out the notices that are required under section 10.2 of the Act.
- (2) The person to whom a permit under section 8 of the Act is issued shall notify the chief building official or, where a registered code agency is appointed under the Act in respect of the construction to which the notice relates, the registered code agency of,
 - (a) readiness to construct footings,
 - (b) substantial completion of footings and foundations prior to commencement of backfilling,
 - (c) substantial completion of structural framing and ductwork and piping for heating and air-conditioning systems, if the building is within the scope of Part 9 of Division B,
 - (d) substantial completion of structural framing and roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause (c) applies,
 - (e) substantial completion of insulation and vapour barriers,
 - (f) substantial completion of air barrier systems,
 - (g) substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
 - (h) substantial completion of fire access routes,
 - (i) readiness for inspection and testing of,
 - (i) building sewers and building drains,
 - (ii) water service pipes,
 - (iii) fire service mains,
 - (iv) drainage systems and venting systems,
 - (v) the water distribution system, and
 - (vi) plumbing fixtures and plumbing appliances,
 - (j) readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool described in Clause 1.3.1.1.(l)(j) of Division A, a public pool or a public spa,
 - (k) substantial completion of the circulation / recirculation system of an outdoor pool described in Clause 1.3.1.1.(l)(j) of Division A, a public pool or public spa and substantial completion of the pool before it is first filled with water,
 - (l) readiness to construct the sewage system,
 - (m) substantial completion of the installation of the sewage system before the commencement of backfilling,
 - (n) substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling,
 - (o) completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(3) or to permit occupancy under Sentence 1.3.3.2.(1), if the building or part of the building to be occupied is not fully completed, and
 - (p) completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.4.(4) or 1.3.3.5.(3).

PURPOSE

The following are the purposes of this Code of Conduct:

1. To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official (such reference to include the Deputy Chief Building Official) and Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code.
2. To prevent practices, which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code.
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code by the Chief Building Official and Inspectors.

ENFORCEMENT GUIDELINES

Compliance with this Code of Conduct shall constitute a condition of employment as a Chief Building Official or Inspector appointed under the Building Code Act. Any appointed Chief Building Official or Inspector who fails to act in accordance with the provisions of this Code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this Code shall be made in writing.

Any person who has reason to believe that this Code of Conduct has been breached may bring the matter to the attention of the Chief Building Official. Where the allegation concerns the actions of the Chief Building Official, the matter may be brought to the attention of the Commissioner to whom the Chief Building Official reports.

Any Chief Building Official or senior staff person who receives information in writing concerning a significant breach of this Code shall investigate the matter, and where appropriate shall commence disciplinary action in accordance with the employment standards of the place of work. All communications received by the Chief Building Official or senior staff person concerning a breach of this Code shall be held in confidence. The Chief Building Official or senior staff person shall advise the Commissioner in writing about the particulars of the alleged breach, its investigation and the final disposition of the matter upon its conclusion.

Where there is any conflict between the provisions of this Code of Conduct and the City of Windsor City of Windsor Employee and Volunteer Code of Ethics and Conflict of Interest Policy, the more stringent of the two documents shall apply.

CODE OF CONDUCT

In exercising powers and performing duties under the Building Code Act, the Chief Building Official and Inspectors shall:

1. Exercise powers in accordance with the provisions of the Building Code Act, the Ontario Building Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures, and the actions, duties and qualifications of the Chief Building Official and Inspectors;
2. Act to identify and enforce compliance where significant contraventions of the Act or regulations are known to exist;
3. Apply all relevant building by-laws, regulations, statutes and standards in a consistent and fair manner, independent of any influence by interested parties;
4. Comply with the City of Windsor Employee and Volunteer Code of Ethics and Conflict of Interest Policy;
5. Obtain the counsel of persons with expertise where the Chief Building Official or Inspector does not possess sufficient knowledge to make an informed judgment;
6. Act honestly, reasonably and professionally in the discharge of their duties;
7. Keep abreast of current building practices through continuous education; and
8. Promote the safety of buildings with reference to public health, fire protection, structural sufficiency, conservation and environmental integrity, and barrier-free accessibility.

BY-LAW NUMBER 80-2025

A BY-LAW TO AMEND BY-LAW NUMBER 15-2010 BEING A BY-LAW TO APPOINT CHIEF BUILDING OFFICIAL, DEPUTY CHIEF BUILDING OFFICIALS AND INSPECTORS TO ENFORCE THE BUILDING CODE ACT AND REGULATIONS IN WINDSOR

Passed the 28th day of April, 2025.

WHEREAS original By-law Number 15-2010 was passed on the 18th day of January, 2010;

AND WHEREAS it is deemed expedient to further amend By-law Number 15-2010;

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

1. That By-law Number 15-2010 be amended by deleting Schedule "A" attached thereto and substituting Schedule "A" attached hereto.
2. That this By-law shall come into force and take effect on the day of the final passing thereof.



DREW DILKENS, MAYOR



CITY CLERK

First Reading – April 28, 2025
Second Reading – April 28, 2025
Third Reading – April 28, 2025

**SCHEDULE A
TO BY-LAW 80-2025
APPOINTMENTS**

| Department | Position | Name |
|---------------------|---|-----------------------|
| Building Department | Chief Building Official | John Revell |
| Building Department | Senior Manager/Deputy Chief Building Official - Permits | Brandon Calleja |
| Building Department | Senior Manager/Deputy Chief Building Official - Inspections | Roberto Vani |
| Building Department | Manager of Inspections | Mike Arthur |
| Building Department | Manager, Building Engineer/Architect | David Leonard Dean |
| Building Department | Manager, Building Engineer/Architect | Philip Martin Glos |
| Building Department | Building Engineer/Architect | Mirella Allison |
| Building Department | Building Engineer/Architect | Junying Sun |
| Building Department | Building Engineer/Architect | Marwan Al-Ezzi |
| Building Department | Building Engineer/Architect | Walid Mustapha Hawilo |
| Building Department | Building Engineer/Architect | Laura Duncan |
| Building Department | Building Engineer/Architect | Adam Meeker |
| Building Department | Manager, Application Coordination (A) | Jessica Barlow |
| Building Department | Plan Examiner | Adrian Saroli |
| Building Department | Plan Examiner | Sukhdeep Gill |
| Building Department | Plan Examiner | Patrick Golen |
| Building Department | Inspector II | Wendy Calito |
| Building Department | Plan Examiner | Leslie Therrien |
| Building Department | Inspector II | Marc Ronald Mantha |
| Building Department | Inspector II | Oliver Pozar |
| Building Department | Inspector I | Christopher Jedlinski |
| Building Department | Inspector II | Mike Mollica |
| Building Department | Inspector I | Brian Jackson |
| Building Department | Inspector II | George Eberhardt |
| Building Department | Inspector I | Nicola Gesuale |
| Building Department | Inspector I | Michael Forte |
| Building Department | Inspector I | Armando Cala |
| Building Department | Inspector I | Peter Quaglia |
| Building Department | Inspector I | Enrique Silveyra |
| Building Department | Mechanical Inspector | Marco Pellerito |
| Building Department | Inspector I | Trevor Girard |

Subject: Truck Route Study – City Wide

Reference:

Date to Council: June 25, 2025
Author: Chris Gerardi
Policy Analyst, Transportation Planning
519-255-6100 x6358
cgerardi@citywindsor.ca
Public Works - Operations
Report Date: 6/2/2025
Clerk's File #: SW/14579

To: Mayor and Members of City Council

Recommendation:

- I. That Traffic By-law 9148 BE **AMENDED** as listed and attached in Appendix “A” of this report; and,
- II. That the City Solicitor **BE DIRECTED** to prepare the necessary documents to amend Traffic By-law 9148; and,
- III. Whereas on February 21, 2025, the 2025 Capital Budget was deemed approved via Mayoral Decision MD08-2025 and subsequently as a result of the request outlined in this report City Council **SUPPORTS** an expenditure of \$50,000, therefore the City Treasurer **BE DIRECTED** to fund a new capital project to implement the Newly Designated Truck Route Segments with a transfer of surplus funds from the Environmental Study Reports project (#7086010); and,
- IV. THAT the issues identified in the report, for the existing and future truck route segments, be considered for future safety upgrades; and,
- V. THAT administration **BE DIRECTED** to prioritize the Pedestrian Crossing on McHugh Street and Cypress Avenue to allow for the implementation of the truck route on McHugh Street; and,
- VI. THAT provisional funding of \$84,000 in the Environmental Studies Report Project ID 7086010 **BE TRANSFERED** to the Pedestrian Crossings Project ID 7191010 to fund construction of the proposed Pedestrian Crossing on McHugh Street and Cypress Avenue, should the Active Transportation Grant application be unsuccessful.

Background:

The last major review of truck routes was performed as a component of 1998 Windsor Area Long Range Transportation Study (WALTS) which made a series of recommendations projected to service Windsor's transportation needs until 2016. Building off of the WALTS, an Essex-Windsor Regional Transportation Master Plan was completed in 2005 which further reviewed transportation needs of the region through to 2021. Minor amendments have been made to Windsor's truck route network over the years, most recently in 2016.

Since that time, it is recognized that the ongoing development of the City's employment lands have notably progressed. For example, the construction of the Nexstar EV Battery Plant in 2022 resulted in a significant increase in truck traffic in the Riverside and East Riverside neighbourhoods. Many other business parks have been established over time as well, which further contribute to the need to manage such traffic with dedicated truck routes throughout the City.

Accordingly, at its May 29, 2023 meeting (Report C 68/2023), Council passed resolution CR209/2023 which included:

"That the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to sign a contract with IBI Group Professional Services (Canada) Inc., satisfactory in form to the City Solicitor, in technical content to the City Engineer, and in financial content to the City Treasurer and Chief Financial Officer, to undertake a city-wide truck route study, to an upset limit of \$300,000."

The City-wide Truck Route Study aimed to develop an updated truck route network that supports the safe and efficient movement of goods while minimizing negative impacts on communities. Part of the review focused on identifying and addressing gaps in the existing truck route network which considered several factors as follows:

- Changing development and land use patterns.
- Suitability of existing bridge/overpass infrastructure for heavy truck traffic.
- Locations of industrial, commercial and municipal operational sites which border sensitive areas such as residential neighbourhoods, schools and parks.
- Balancing competing transportation network perspectives of the industrial/commercial business sector and residential communities.
- Upcoming major new infrastructure projects, such as Gordie Howe International Bridge, Essex Windsor Regional Hospital, Banwell Road/EC ROW interchange.
- Increased City focus on building sustainable, safe, and accessible transportation systems that benefit all road users.

Discussion:

Truck Route Study Consultation and Engagement

Public and stakeholder consultation played a vital role throughout the Study and was conducted in parallel with technical development. Engagement activities included but were not limited to:

- Project webpage on the City's "Let's Talk" site (with updates, surveys, and an interactive mapping tool).
- Two rounds of Public Information Centres (four sessions total).
- Goods Movement Stakeholder Meeting with major employers, transportation and logistics companies, and the construction industry.
- Business Community Stakeholder Meeting with BIA representatives.
- Engagement with the Municipal/Government Stakeholder Group, including adjacent municipalities and provincial representatives.
- Two Advisory Group meetings with impacted stakeholder representatives (held during Phase 2).

No new intermunicipal truck routes were identified on the primary truck route by the neighbouring municipalities. Of note, the existing connection on Tecumseh Road (East of Banwell Road) was reclassified from a primary to local delivery truck route as Tecumseh recently completed a road diet discouraging truck traffic along this route.

Truck Route Overpass/Bridge Suitability

As part of the Study, bridge/overpass structural load capabilities were considered at various new locations that were proposed to be added to the current truck network. These capacities were specifically assessed to determine infrastructure suitability to potentially accommodate heavy truck traffic. Four new bridge locations were identified as part of the lower-tier, 3-axle local delivery truck network:

- #176 - Wyandotte Street at Little River.
- #181 - McHugh Street at Little River Drain.
- #184 - McHugh Street at Ganatchio Trail.
- #157 - Riverside Drive East at Little River Drain.

It has been confirmed that Bridge #176, #181 and #184 were designed to accommodate all types of traffic after review of their original engineering drawings, asset condition and specifications. The fourth bridge, Bridge #157, was recently rehabilitated in 2021 and has an unrestricted load carrying capacity. Based on this, these identified bridges are suitable for all vehicle types including heavy trucks and have no posted load limits.

Network Development

Multiple road candidate segments were evaluated to determine their suitability as part of a preferred truck route network. This led to the development of two truck route network options:

- *Single-Tier Network*: - Consistent truck route network allowing all heavy trucks access to all segments.

- **Dual-Tier Network:** - Two-tier network involving an Upper Tier which provides access to all heavy trucks (Primary Truck Route) and a Lower Tier restricted to 3-axle (or fewer) trucks to support local deliveries (Local Truck Route).

After public consultation and technical review, the **Dual-Tier truck route network was recommended** as it balances network connectivity with the needs of adjacent land uses, accommodates changing land development demand and growth, and aligns with Windsor's broader planning and transportation objectives.

This Dual-Tier system is aligned with the principles of the City's current truck route by-law, which requires trucks to use the shortest path to and from a truck route in relation to their origin or destination. However; where there is no clearly defined path, truck drivers must determine the route under the existing by-law. The proposed lower-tier designation enables the City to define preferred access routes, improve safety and efficiency while reducing cut-through truck traffic on residential and local roads.

Preferred Truck Route Network

The preferred truck route network was developed to optimize goods movement across roads with higher functional road classes (i.e. arterial vs local), higher vehicle capacity (i.e. wider widths, multi-lane) and higher truck current truck volumes in a manner which provided network redundancy. The development of the preferred truck network also sought truck routes with low potential conflict with sensitive road users (i.e. pedestrians, cyclists) and strove to minimize disruption/congestion within residential areas. The preferred truck route network is proposed to be implemented in two phases as below.

A) Near-Term Network (0 to 5 years):

Immediate to short term enhancements to the current road network where operational concerns have been identified (refer to Appendix A) including but not limited to:

- New truck routes are added in several areas, particularly to fill gaps in both the west and east ends of the City (i.e. Broadway Street, Sandwich Street, 7th Concession, Catherine Street, and Essex Way).
- Removal of redundant truck routes (i.e. segments of St. Luke Road, Windsor Avenue, Pillette Avenue, Parent Avenue, Wellington Avenue).
- Addition of the lower tier classification allows for downgrading from primary to secondary truck routes on roads where local deliveries are required but where cut through use is not permitted (i.e. segments of Banwell Road, Pillette Road, University Avenue, Ouellette Avenue, Parent Avenue, Ottawa Street, and Drouillard Road, Riverside Drive).
- Long Combination Vehicles (LCV) were accommodated into the proposed truck routes to increase operator efficiencies, improve road safety and reduce greenhouse gas emissions (i.e. segments of Provincial Road, Huron Church Road, Malden Road).
- Installation of a Pedestrian Crossover (PXO) on McHugh Street (at Cypress Avenue) is required before this road can be designated as lower-tier truck route.
- Removal of non-primary signed bike route on Riverdale Avenue from Riverside Drive to Wyandotte Street to eliminate potential conflict with local truck route.

B) Long Term Network (6 to 20 years):

Future enhancements and new proposed truck route segments which consider roadways yet to be constructed, expansion and intensification of existing/future development lands, etc. (refer to Appendix B) as per below:

- New truck routes are added in several areas, particularly to fill gaps in both the west and east ends of the City (i.e. segment of Future Sandwich South east-west connector road, Future extension of Lauzon Parkway).
- Additional LCV truck route proposed for future extension of Lauzon Parkway.

As well, several new intermunicipal connections are envisioned as part of the updated truck routes:

Primary Truck Routes:

- Segment on Banwell Road (south of Canada Pacific Kansas City Railway): Connects to an existing Essex County truck route with service to Nexstar.

Local Truck Routes:

- Cabana Road West Connection: This route connects into the Herb Gray Corridor and also transitions into Todd Lane into LaSalle.
- County Road 17 Connection: Within the Tecumseh, this route connects into a County of Essex roadway.
- Riverside Drive East Connection: Trucks are permitted on Riverside Drive specifically to service the East dock in Windsor and connections into Tecumseh.

Risk Analysis:

Inadequate truck connectivity can impact local businesses and the broader economy. A clearly defined and strategically planned truck route network ensures that goods movement is directed along corridors that are best suited to handle heavy vehicle traffic. In the absence of such guidance, truck drivers may use alternate routes that are less appropriate from both a traffic operations and socio-economic standpoint, potentially causing increased congestion, safety concerns, and disruption to residential areas.

Uncontrolled truck traffic may also present an elevated risk to sensitive road users such as cyclists and pedestrians. As a result, the Truck Route Study includes several recommendations aimed at improving the separation of vulnerable road users from truck traffic. Failure to implement these recommendations may increase the likelihood of conflicts and collisions, particularly in areas with high volumes of non-motorized users.

The proposed installation of a PXO at McHugh Street and Cypress Avenue would enable McHugh Street to be designated as a local delivery route, providing a safer and more suitable corridor for trucks serving nearby businesses. This would help divert truck traffic away from lower capacity roadways not intended for goods movement.

Climate Change Risks:

Climate Change Mitigation

Reducing the number of kilometres travelled and streamlining truck routes to help diminish traffic congestion falls in line with many of the actions outlined in the Environmental Master Plan, specifically around “Goal A: Improve our Air Quality.” Concentrating truck traffic on well-suited arterial roads and expressways minimizes the need for heavy vehicles to navigate through residential areas, where intermittent stops would otherwise increase idling, greenhouse gas emissions and particulate matter.

Climate Change Adaptation

A well planned truck route network provides significant advantages for climate change adaptation, enhancing the City’s resilience to environmental challenges. By designating specific routes for heavy vehicles, it facilitates proactive investments in infrastructure upgrades, such as reinforced road surfaces, improved drainage systems, and elevated roadways. These in turn result in reduced vulnerability to flooding and extreme weather events.

Financial Matters:

A one-time cost of approximately \$50,000 is required to update signage (~ 212 signs, labour and equipment) throughout the City in order to implement the proposed truck route updates. These one-time costs can be funded through surplus funds remaining in the Environmental Study Report Project that funded the Truck Route Study, Project ID 7086010.

The installation of the PXO at McHugh Street and Cypress Avenue is estimated at \$84,000. Provisional funding is being sought in a recent Active Transportation Grant for 18 future PXOs across the City. If the grant is successful, administration can reprioritize the order of construction to build this PXO in 2026 should Council decide to prioritize this PXO. If this grant is unsuccessful, \$84,000 can be transferred from the Environmental Studies Report Project, ID 7086010 to the Pedestrian Crossings Project ID, 7191010 to fund construction of this proposed PXO. It should be noted that construction of this PXO will not commence until the City has received notification that the Active Transportation Grant application was successful or not.

Capital Project ID 7086010 has a current uncommitted balance of approximately \$167,500, which is sufficient to accommodate both transfers of funding that are being recommended.

Consultations:

Eric Bailey, Manager Technical Support, Operations

Glolamreza (Ray) Sayyadi, Transportation Engineer II, Transportation

Kathy Quenneville, Schools and Sustainability Coordinator, Transportation

Cindy Becker, Financial Planning Administrator, Financial Planning

Michael Dennis, Manager of Strategic Capital Budget Development & Control

Michelle Moxley-Peltier, CEP Project Administrator, Environmental Sustainability and Climate Change

Phil Bartnik, Director Public Works & Engineering Services, Town of Tecumseh

Michael Cappucci, Manager of Engineering, Town of LaSalle

Jerry Behl, Manager, Transportation Planning & Development, County of Essex

Conclusion:

The truck route study represents a comprehensive, data-driven and community-informed effort to modernize the City's truck transportation network in alignment with its current and future needs. Through technical analysis, stakeholder engagement and public consultation, the study identifies a preferred dual-tier truck route network that balances the essential role of goods movement with the City's goals for livability, safety, sustainability and economic growth.

The recommended dual-tier approach offers improved guidance for truck drivers, reduces the potential for unnecessary cut-through traffic, and provides greater flexibility in directing freight movement. The near-term network is implementable today with some operational enhancements of existing roadways, while the ultimate network serves to expand the truck route network and support future development, including anticipated employment growth areas and new major transportation infrastructure.

Planning Act Matters:

N/A

Approvals:

| Name | Title |
|----------------|--|
| Mark Spizzirri | Manager, Performance Reporting and Business Case Development |
| Ian Day | Senior Manager, Transportation |
| Brian Lima | Executive Director of Operations and Deputy City Engineer |
| David Simpson | Commissioner, Infrastructure Services and City Engineer |
| Janice Guthrie | Commissioner, Finance and City Treasurer |
| Ray Mensour | Chief Administrative Officer |

Notifications:

N/A

Appendices:

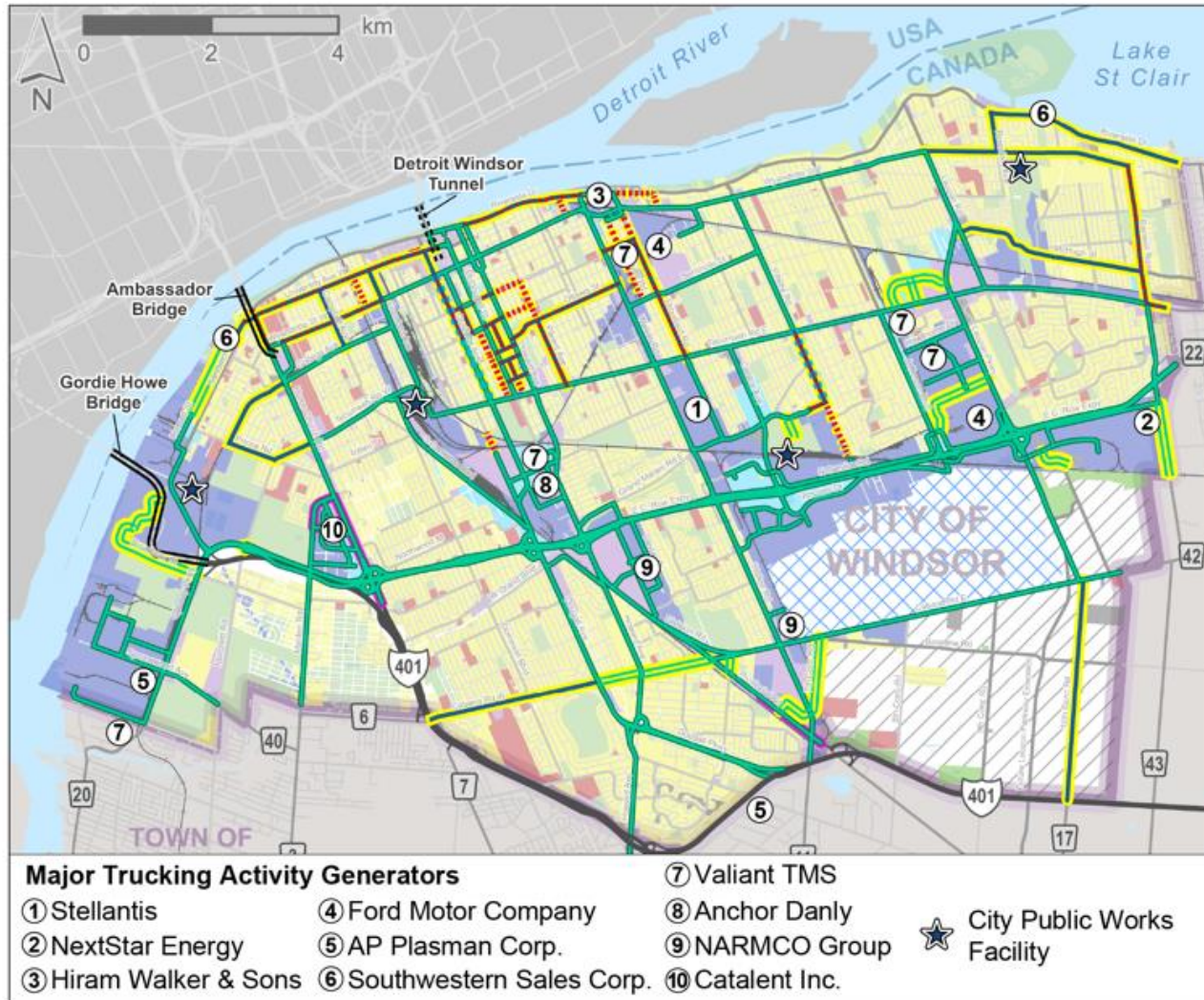
Appendix A – Near-Term Truck Route Network (0-5 Years)

Appendix B – Long-Term Truck Route Network (6-20 Years)

Appendix C - Truck Route Study Executive Summary (*Note: Copies of full report can be provided upon request*).

APPENDIX A – Near-Term Truck Route Network (0-5 Years)

NEAR-TERM TRUCK ROUTE NETWORK (0-5 YEARS)



Truck Routes

- Primary Truck Route
- - - New Primary Truck Route
- Removed Primary Truck Route
- New Local Delivery Route
- - - Primary Truck Route Changed to Local Delivery Route
- Previous Truck Route Time Restrictions Removed
- Municipal LCV Route
- Provincial Highway

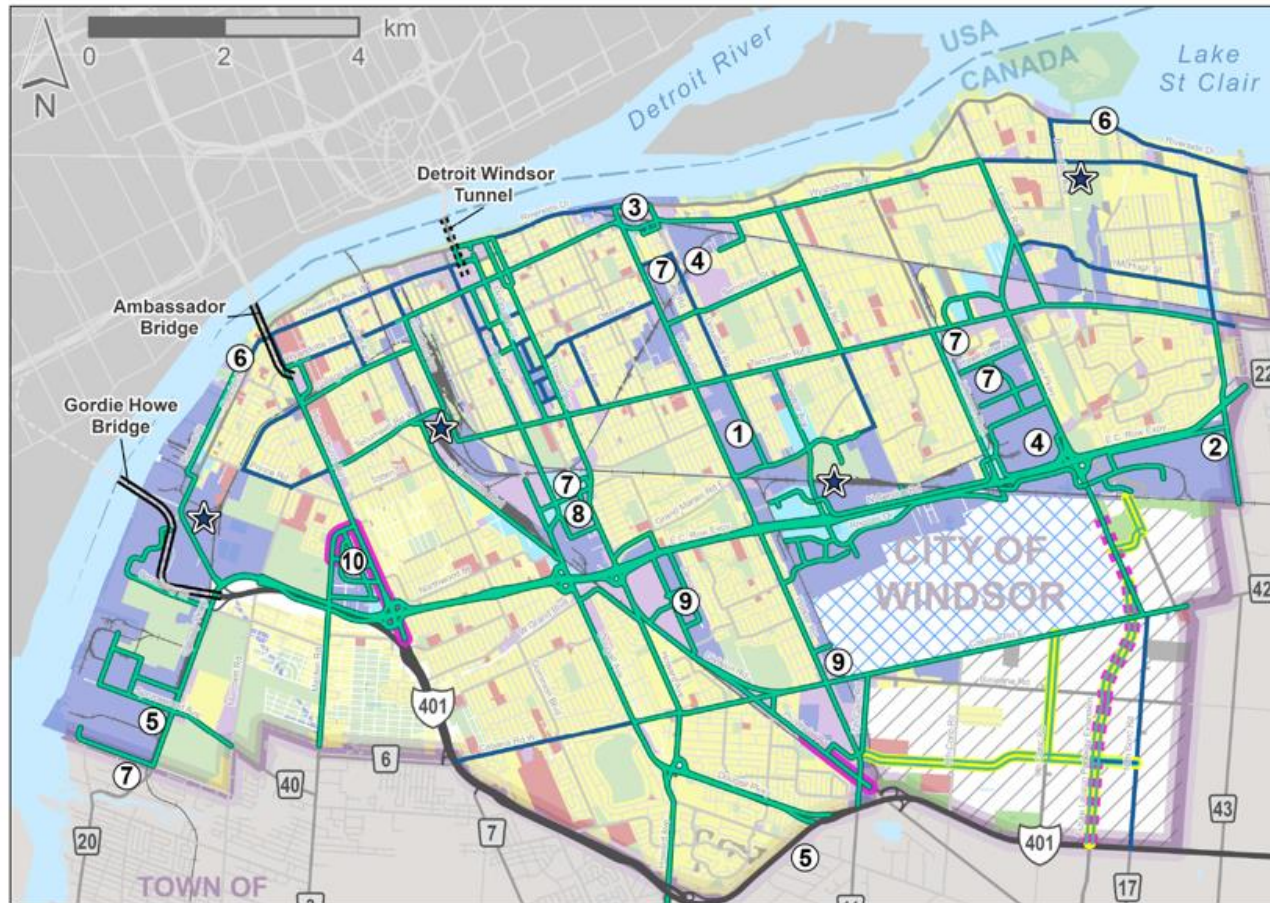
Land Use Zones

- Open space/agriculture
- Green District
- Residential
- Unknown
- Business Park
- Institutional
- Industrial
- Commercial
- Future Development
- Airport



APPENDIX B – Long-Term Truck Route Network (6-20 Years)

LONG-TERM TRUCK ROUTE NETWORK (6-20 YEARS)



Truck Routes

- Primary Truck Route
- New Primary Truck Route
- Local Delivery Route
- New Local Delivery Route
- Municipal LCV Route
- Opportunity For Future Municipal LCV Route
- Provincial Highway

Land Use Zones

- Open space/agriculture
- Green District
- Residential
- Unknown
- Business Park
- Institutional
- Industrial
- Commercial
- Future Development
- Airport

Major Trucking Activity Generators

- | | | | |
|-----------------------|----------------------------|-----------------|------------------------------|
| ① Stellantis | ④ Ford Motor Company | ⑦ Valiant TMS | ★ City Public Works Facility |
| ② NextStar Energy | ⑤ AP Plasman Corp. | ⑧ Anchor Danly | |
| ③ Hiram Walker & Sons | ⑥ Southwestern Sales Corp. | ⑨ NARMCO Group | |
| | | ⑩ Catalent Inc. | |



Executive Summary

City of Windsor Truck Route Study

1. Background & Purpose

Truck transportation is essential for Windsor's economy and residents, particularly given its strategic location at the Canada–U.S. border and its significant industrial base, especially in automotive and logistics. The current 251 km truck route network required modernization to:

- Address safety, livability, and environmental concerns
- Reflect new developments (e.g., NextStar EV battery plant, Amazon Fulfillment Centre)
- Prepare for traffic pattern shifts with the Gordie Howe International Bridge (GHIB) opening in 2025

The Truck Route Study was launched in July 2023 and followed a four-phase approach, including technical analysis and broad stakeholder and public engagement.

2. Key Study Drivers

- **Population growth:** Windsor-Essex region projected to grow from ~423,000 (2021) to ~594,000 (2046)
- **Economic activity:** Includes major automotive manufacturers (e.g., Stellantis, Ford), distribution centres, and cross-border logistics
- **Infrastructure changes:** GHIB expected to divert some truck traffic but also introduce new routing demands
- **Public concerns:** Rising volumes of truck traffic near residential zones, schools, parks, and commercial areas

3. Engagement Process & Insights

Two rounds of engagement (Oct 2023 & April–May 2024) gathered input from:

- The public via **surveys, drop-in centres, and an interactive web map**
- **Business Improvement Areas (BIAs), freight/logistics stakeholders, and adjacent municipalities**

Key feedback themes:

- Concerns over **pedestrian and cyclist safety**
- Impact of **truck noise and vibration** on adjacent neighborhoods
- Need for **redundant, reliable truck routes** and **improved signage**
- Uncertainty about **GHIB's traffic impact** on West Windsor
- Calls for **more equitable and sustainable** routing options

SUMMARY REPORT - Draft Final Report

4. Strategic Framework

A vision built around six principles:

1. **Safety**
2. **Environmental and public health**
3. **Connectivity**
4. **Reliability and redundancy**
5. **Ease of enforcement**
6. **Adaptability**

Two core **objectives**:

- Optimize goods movement efficiency
- Maintain community livability

Evaluation criteria included roadway type, adjacent land use, truck volumes, and pedestrian/cyclist activity.

5. Network Development Process

A structured **five-step process** was followed:

1. **Select candidate roads**: Based on functional class and current use
2. **Evaluate segments**: Scored based on efficiency and livability
3. **Develop draft networks**:
 - **Option 1**: Single-tier network for all trucks >4,500 kg
 - **Option 2: Dual-tier network** with:
 - **Primary Routes** for all trucks
 - **Local Delivery Routes** restricted to trucks ≤3 axles
4. **Apply mitigation measures**
5. **Finalize network** based on community input and technical review

Option 2 (Dual-Tier Network) was selected due to its balance between freight efficiency and community impact mitigation.

6. Truck Route Specifications

- **Primary Truck Routes**: Open to all trucks >4,500 kg gross vehicle weight
- **Local Delivery Routes**: Accessible only to trucks with 3 axles or fewer for through travel; larger trucks permitted only for local deliveries

These classifications are **enforceable** based on visible vehicle axle counts, per the Ontario Highway Traffic Act.

7. Final Network Recommendations

Two truck route networks were proposed:

- **Long-Term Network (6-20 years):**
 - Incorporates planned future roads (e.g., Lauzon Parkway Extension, Sandwich South east-west arterial)
- **Near-Term Network (0-5 years):**
 - Based on existing roads
 - Includes Broadway Street and Sandwich Street south of Ojibway Parkway, to be transferred to City of Windsor after opening of Gordie Howe Bridge
 - Contingent on mitigation measures at key locations (e.g., McHugh Street, Wyandotte Street West)
 - Includes staging changes, such as delayed downgrading to Local Delivery status on select routes

8. Implementation Plan

Key steps:

- **Update Traffic By-law 9148:** To reflect dual-tier routes and new rules for vehicle type restrictions
- **Signage:**
 - Use of both **prohibitive** (“No Trucks”) and **permissive** signs
 - New sign design for Local Delivery Routes (e.g., “Trucks with 3 axles or fewer only”)
- **Education & outreach:** Targeting truck operators, enforcement agencies, and the public
- **Enforcement strategy:** Initial soft rollout with warnings, followed by stricter measures
- **Monitoring:**
 - Evaluate compliance
 - Use traffic data and engagement feedback to refine the network over time

9. Supporting Strategies

To enhance truck route effectiveness:

- **Road design adjustments** for truck maneuvering and safety
- **Cycling infrastructure upgrades** and route realignments
- **Traffic signal optimization** and intersection controls
- **Truck parking provisions**
- **Emission reduction** measures (e.g., idling restrictions)
- **Integration with complete streets and multimodal planning**
- **Cross-border coordination** and emergency detour planning

10. Key Benefits of Recommended Network

- **Improved road safety** for vulnerable users (pedestrians, cyclists)
- **Reduced cut-through truck traffic** in residential neighborhoods
- **More predictable, consistent truck routing** for industry
- **Supports Windsor’s land use, transportation, and environmental goals**
- **Positioned for future growth and cross-border trade increases**

Subject: Options for Licensing Hotels and Motels - City Wide

Reference:

Date to Council: March 26, 2025

Author: Craig Robertson

Manager of Licensing and Enforcement & Deputy Licence Commissioner

519-255-6100 ext. 6869

crobertson@citywindsor.ca

Policy, Gaming, Licensing & By-Law Enforcement

Report Date: 2/13/2025

Clerk's File #: ACL2025

To: Mayor and Members of City Council

Recommendation:

THAT Council **RECEIVE** the report of the Manager of Licensing & Enforcement and Deputy Licence Commissioner dated February 13, 2025 entitled 'Options for Licensing Hotels and Motels' in response to CQ 17-2021.

Executive Summary:

N/A

Background:

At the July 26, 2021 Meeting of Council, Councillor Kieran McKenzie asked the following of Administration (CQ 17-2021):

'Asks that, to promote greater public safety for all people, that Administration work to develop a by-law for Council consideration to provide the City of Windsor with additional tools within the licensing framework for enforcement agencies to address unsafe and illicit activity in hotels and motels across the community that create dangerous and undesirable situations for motel guests, neighbours, and community members alike. The bylaw development process should include consultation process with industry stakeholders and social service providers, social agencies and health providers from both within and external to the City of Windsor as well as any other stakeholder group deemed appropriate by Administration.'

In order to respond to Councillor Kieran McKenzie's question, a number of municipalities were surveyed as well as the Ontario Restaurant Hotel and Motel Association. The Housing and Children's Services area for the City of Windsor was also

called upon to provide input. Each group noted various comments and concerns which are summarized for Council's information.

Discussion:

The City of Windsor currently licenses Bed and Breakfasts, Short Term Rentals (airbnb style) and lodging homes. The City does not currently licence hotels and motels. Approximately thirty similarly or larger-sized municipalities in Ontario were examined to determine their licensing regimes. Of those surveyed, seven had hotel/motel licensing programs and many did not respond to requests for information on compliance levels or staff/agency utilization. The responses that were received are outlined below while detailed responses can be found attached as 'Appendix A'.

Some of the responding municipalities license hotels and motels, but enforcement of guest behavior and broader public concerns often fall outside licensing and is primarily addressed by police and controlled by other legislation. Hamilton, Brantford, Chatham-Kent, Guelph, Halton Hills, and Niagara Falls all require varying degrees of licensing oversight, including fire, electrical, health, and zoning certifications, maintaining guest registers, and periodic inspections. However, Brantford and Hamilton explicitly acknowledge that behavioral issues are a policing matter rather than something licensing can fully regulate. Similarly, Chatham-Kent and Brantford have found their licensing programs effective for compliance but do not report significant impacts on nuisance issues.

Hamilton and Niagara Falls take a more proactive stance by including broader nuisance provisions, while other municipalities, like Guelph, do not. Brantford and Niagara Falls impose general conditions preventing licensees from permitting by-law violations, but again, enforcement ultimately relies on external agencies for any issues presenting an element of criminality. Hamilton escalates repeated noncompliance through license conditions, revocations, and appeals. Meanwhile, London does not license hotels or motels but instead relies on a broad regulatory framework addressing health, safety, nuisance control, consumer protection, and crime prevention, reinforcing the idea that broader legislative tools play a more significant role than licensing in addressing public concerns.

Stakeholder Survey

The Ontario Restaurant Hotel & Motel Association (ORHMA) is an industry group with over 4,000 members, representing more than 11,000 establishments across the province. Administration reached out and asked the following questions:

1. Does ORHMA have a stance or policy position on municipal licensing of Hotels and Motels? What are the major concerns for your members for/against?
2. What experience might ORHMA members have with municipal licensing relating to health and safety/nuisance control? Can it be effective? How could it be done better?
3. What industry guidance might the ORHMA offer a municipality considering instituting Hotel and Motel licensing?

In response, ORHMA surveyed member businesses in known hotel-licensing cities, being, Niagara Falls, Guelph, Hamilton, and Halton Hills. ORHMA determined that many establishments are not aware of the licensing requirements and concluded that the licenses have “no impact” on their members. However they did state their position is that municipal licensing systems largely duplicate other statutory or industry requirements.

ORHMA provided examples of duplication of regulations commonly found in licensing by-laws. The primary example were the requirements to maintain registers of guests and complaints. Guest logs are statutorily required, and guest complaint tracking is a standard industry practice described as a “brand-driven requirement” for quality assurance. It was also asserted that requiring a register of complaints for hotels may be an unfair singling out of the hotel sector among other service-oriented businesses.

ORHMA’s response also included a list of statutes or regulations their members are subject to in order to illustrate their assertion that the industry is currently well regulated. The association’s response is included as an appendix to this report.

Being a member of ORHMA is a voluntary requirement, and the response of ORHMA may not be representative of the business that may be most affected by nuisance or criminal enforcement actions. It should be noted that any licensing regime would have to be applied to all operators and not just ones deemed as ‘nuisance’, possibly resulting in push back from some of the larger scale operators or those who operate in good standing.

In consultation with **Housing and Children’s Services**, it was identified that new regulations or enforcement actions may have an effect on low-income or homeless populations since many people who cannot find permanent affordable housing often rent motel rooms as a temporary low-cost housing option. In an effort to conceptualize the scope of possible impacts of licensing or nuisance closures, the city’s Housing and Children’s Services were identified as a source of data highly tuned to the anticipated affected populations. Continued consultation with Homelessness and Housing Support is recommended while these impacts are considered and evaluated.

According to the By Names Prioritized List (BNPL), there were 942 households in Windsor-Essex experiencing homelessness in December 2024. Of those, 21 households were known to be most frequently staying in a hotel or motel. The true number of households using motels as an affordable housing option is estimated to be higher given that some may not access community housing agencies and thus would not be reflected on the BNPL. If a motel is unable to meet new licensing requirements this could result in the displacement of these low income individuals and families

An increase in demand and costs in the emergency shelter system is another concern if motel rates increase and people are no longer able to stay in motels for longer term accommodations. Rates would be expected to increase due to the costs of licensing, safety inspections and updates, or a decrease in room supply resulting from possible motel closures

Using City records, it is noted that bylaw enforcement response to motel and hotel matters is extremely rare. In the limited situations which by-law has responded, it has

usually been in relation to violations under a current by-law such as land maintenance, rather than public and guest behaviour. In behavioural cases it is assumed that Windsor Police Services have been the primary enforcement entity involved.

Windsor Police Service provided the following information after doing a query of all reports written in which a hotel or motel was added as an entity. The below numbers do not include calls for service where a report was not generated. In these cases, an officer may have attended a call for service at a motel regarding noise and the noise stopped upon their arrival, so the officer did not do a report, or a call about a trespasser, the officer arrived and the party left. If the trespasser did not cause any damage, or there wasn't a report of criminality, then the officer doesn't have to do a report. These type of instances are not included in the below numbers.

Occurrence Reports - in which a hotel/motel is listed as an entity

| 2024 | 2023 | 2022 | 2021 | 2020 | 2019 | 2018 | 5 yr avg |
|------|------|------|------|------|------|------|----------|
| 93 | 104 | 83 | 126 | 130 | 92 | 72 | 107.20 |

Windsor Fire and Rescue Service already inspects hotels and motels to ensure all fire life safety systems are in working order. These items include; fire suppression systems, posted emergency escape plans, emergency lighting and exit signs, ensuring fire extinguishers and smoke alarms and Carbon Monoxide detectors are inspected, maintained and in proper locations, etc. They regularly do blitz inspections and respond to any complaints related to legitimate Fire Code contraventions expediently.

Options

Option 1

Status Quo - the alternatives to licensing mainly rely on existing enforcement agencies and mechanisms, and can be a highly targeted approach to specific conditions.

Currently, the City is able to enforce the following by-laws without any changes. This list is not exhaustive but consists of by-laws that may be called upon in specific situations related to the Councillor's Question.

- By-law Number 8544: respecting the removal of snow and ice from sidewalks on the highways in the City of Windsor
- By-law Number 6716: respecting the emission of sounds (Noise By-law)
- By-law Number 113-2006: to prohibit smoking in the City of Windsor
- By-law Number 2-2006: to establish and maintain a system for the collection and disposal of waste in the City of Windsor
- By-law Number 3-2006: to establish standards respecting yard waste & exterior property maintenance and to prohibit littering in the City of Windsor

In most cases however, illicit or nuisance activity would still need to be dealt with by police enforcement agencies as is currently the case.

Option 2 – General Licensing Regime

Implementing a license for hotels and motels is the most general manner a municipality could seek to regulate that business sector, and the City of Windsor's current licensing by-law is adequate to address business and safety standards but challenges remain for addressing the activity of guests. A hotelier could be held accountable if breaches to any bylaws occur and gives the Corporation some power in a general sense. By-laws which would be able to be enforced by City staff are those which are also listed in Option 1, as implementing a licence would make owners responsible to follow and answer to existing bylaws only. To more specifically address illicit activity within the licensing framework, the by-law could be amended to include a general nuisance provision similar to Niagara Falls, a crime-specific "do not cause, suffer, or permit" provision similar to Brantford, or a fourth goal for the licensing by-law of "suppressing conditions conducive to crime" similar to London. The main strength a licensing regime would offer would be to allow an owners' licence to be suspended or revoked for repeated infractions of City by-laws.

In most cases, City Bylaw Officers are limited in the nuisance claims they can address and cannot address criminal activity. Accordingly, Administration recommends maintaining status quo.

Risk Analysis:

Option 1

It is likely that existing by-laws and codes currently enforced by Municipal Enforcement Agencies including Police, Building, Fire, Bylaw Enforcement, etc. can address nuisance concerns as they have been.

Option 2

The likelihood for large scale operators to comply with a newly implemented licensing regime without complaint is low. These operators are generally not the source of nuisance complaints and do provide economic benefit to the City. In the case of operators where 'nuisances' have been identified, it could be argued that revoking the license itself would only punish the owners and not the person creating the nuisance itself. Also, as noted in the discussion portion, licensing hotels and motels have not made significant changes in the overall number of nuisance complaints received in municipalities with licensing in place.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Option 1

There are no financial implications arising from option 1, other than the status quo.

Option 2

If a program is implemented the licence fees would need to cover the City's costs. These include the amounts related to Administrative costs to issue the licence, enforcement costs responding to complaints and inspection costs for Zoning, Building, Fire etc.

If Council directs Administration to go forward with Option 2, Administration will draft an additional report, outlining the costs associated with the need for additional resources from Building, Bylaw Enforcement and Fire - as additional inspections would be required. A licence program would require all hotels and motels to be licensed not just nuisance ones so caseloads would increase for these areas. This option may also result in increased overtime for the Bylaw division, as enforcement issues of this nature occur at all times of day.

Consultations:

Various Municipalities as named

Ontario Restaurant Hotel & Motel Association (ORHMA)

Social Services/Housing and Children's Services

Windsor Fire and Rescue Services– Fire Prevention Division

Windsor Police Service

Rosa Scalia – Finance

Sharon Strosberg - Legal

Conclusion:

According to City records, By Law Enforcement response to nuisance hotel/motel matters is extremely rare. In the limited situations which by-law has responded, it has usually been in relation to violations under a current by-law such as land maintenance, rather than public and guest behaviour. In these cases it is most likely that Windsor Police have been the primary enforcement entity involved. In most scenarios this would still be the case, as Police have authority over any incident relating to unruly guests and the like.

As noted by ORHMA, in most municipal licensing regimes, a duplication in processes is occurring as a great deal of legislation exists regulating the hotel/motel industry. This legislation already requires hotels and motels to comply with what the bylaws are requiring in most municipalities, making the licensing regime redundant.

Planning Act Matters:

N/A

Approvals:

| Name | Title |
|---|--|
| Craig Robertson | Manager of Licensing & Enforcement and Deputy Licence Commissioner |
| Steve Vlachodimos | City Clerk & Licence Commissioner |
| Dana Paladino | Senior Executive Director of Corporate Service |
| Michael Chantler acting for Ray Mensour | Commissioner of Community and Corporate Services |
| Joe Mancina | Chief Administrative Officer |

Notifications:

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

Appendices:

- 1 Municipal Scan Responses
- 2 Response from The Ontario Restaurant Hotel & Motel Association

Appendix A – Full Municipal Scan

1. **City of Hamilton** - licenses Bed and Breakfasts, Hotels, and Motels as a premises with one or more bedrooms offered to the public for rent on a basis of 7 days or less. Upon application a licensee must submit a site plan and certifications for fire, electrical, and property standards. Additional electrical and property standards certifications are required every three years thereafter.

License conditions include the keeping of a record of guest complaints, the duty to immediately report any personal safety complaints to the Director of Licensing, and the requirement of an employee to be present at all times if the establishment has four or more rooms available.

In a 2012 committee report on the proposed licensing of Motels, Hamilton administration staff noted that *“some Motels/Hotels are known to be a chronic source of complaint to enforcement staff and the Police concerning behavioural activities of guests”* and continuous proactive enforcement efforts would be required to protect the public against violations.

Hamilton administration confirmed that the primary enforcement mechanisms are the imposition of conditions or revocation of a license in a progressive enforcement process. Repeated noncompliance is referred to Hamilton’s Licensing Appeal Tribunal. Administration works in collaboration with law enforcement if there are behavioural concerns.

2. **City of Brantford** - licenses Hotels and Motels as businesses where rooms are provided for rent on a temporary or transient basis. Licensing requirements consist of periodic electrical and fire certifications and there is a condition to maintain a guest register.

Brantford has a general provision which states no licensee may cause, suffer, or permit a breach of any by-law of the Municipality or of any statute, order-in-council or regulation of the Legislature of the Province of Ontario, or of the Parliament of Canada to arise upon or in connection with the licensed place or premises.

In response to a Council request to conduct public consultations prior to the implementation of Hotel/Motel licensing, the report noted public concern for safety and nuisance issues created by guests. Administration responded to these concerns by stating:

“Behavioural calls are and remain a policing matter. While the licensing program is designed to achieve compliance in order to operate at the time of application, there is no catch-all business licensing provision that will adequately address behaviour of the guests at the hotels and motels.”

Brantford Administration has recently noted that their program is working well from a compliance standpoint pertaining to building, health, fire inspections and duties

of the operators. Anyone looking to report a complaint about criminal activity would be directed to the police. They have found that the program is a good tool to make the operators aware of Council's expectations through the local legislation.

3. In the Municipality of **Chatham-Kent**, Hotels and Motels are licensed. As per their bylaw: Hotel/Motel shall mean one or more adjacent Buildings or part thereof primarily used for the purposes of catering to the needs of the traveling public wherein individual sleeping facilities are provided in separate units each containing sanitary facilities and which may contain cooking facilities. Accessory uses may include restaurants, rooms licensed under the *Liquor Licence Act*, recreational facilities, and conference and convention facilities. There shall be two classes for Hotel/Motel:

Hotel/Motel Class 1: Inspections required by Health and Fire

Hotel/Motel Class 2: Inspection required by Fire

The inspections are required upon renewal: (For renewals of a Licence, the Premises shall have been inspected within the calendar year in which the Licence renewal is applied for, or in the previous calendar year). The business must operate in a "clean and sanitary condition in compliance with all requirements of the Chatham-Kent Public Health Unit" and maintain a register of guests. Chatham-Kent administration indicated the hotel/motel license was implemented in 2002 and confirmed to continue after a 2015 service review. Reasons cited for continuance are regular inspection by Fire Services and use of the register of guests to Police, if necessary. Administration is not aware of any effect on nuisance complaints and is not aware of any additional staff or outside agency resources as a result of licensing hotels/motels.

4. **City of Guelph** - licenses hotels as any premises that provides four or more rooms available for rent by the travelling public. Upon application, the licensee must provide Zoning, By-law, Building, and Fire certifications and only Fire upon annual renewal.

There is a condition on the license to maintain a guest register. There are no general nuisance provisions in their licensing by-law.

5. **Town of Halton Hills** - licenses hotels and motels as 'accommodation services' offered to the public on a temporary basis with either at least four suites (hotels) or being accessed from the outside (motel). Licensees must receive certification from Fire, Health, Zoning, and a Town official.

Conditions require the maintenance of a guest register including their name, address, and motor vehicle plate number. Safety and sanitation standards are included as conditions.

- 6. City of Niagara Falls** - licenses Motels and “tourist establishments” with five or more rental units under a general Licensing By-law. Businesses are directed to obtain reports or certifications as decided by Administration. The sole condition is the maintenance of a complete guest register which must be open to inspection by any Officer of the Municipality.

Notably, Niagara Falls maintains general nuisance provisions in the bylaw which applies to all licenses. It states that licensees shall not cause, suffer, or permit: (b) nuisance, (c) shouting, noise or other disturbance which is unnecessary, unreasonable or contrary to any By-Law, (e) profane, offensive or abusive language or disorderly conduct, or (f) a breach of any by-law of the Municipality or of any statute, order-in-council or regulation of the Legislature of the Province of Ontario, or of the Parliament of Canada to arise upon or in connection with the licensed place or premises.

Furthermore, while the above municipalities noted licensing regimes, the City of London provided that;

- 7. The City of London** does not license hotels or motels, they provided general provisions which may be applicable to the goals of the Council Question. They state the same goals for the exercise of its licensing powers as Windsor does: Health and Safety; Nuisance Control; and Consumer Protection. Importantly, London adds a fourth goal- “Suppressing conditions conducive to crime”. This may pair with a generalized duty of licensees to not ‘suffer, cause, or permit’ violations of laws or by-laws to explicitly target illicit conditions.

RE: Hotel / Motel Business Licensing

1. Does ORHMA have a stance or policy position on municipal licensing of Hotels and Motels? What are the major concerns for your members for/against?
2. What experience might ORHMA members have with municipal licensing relating to health and safety/nuisance control? Can it be effective? How could it be done better?
 - a. For instance, some municipalities like Hamilton require a record of complaints to be maintained;
3. What industry guidance might the ORHMA offer a municipality considering instituting Hotel and Motel licensing?

There are very few Ontario municipalities that mandate a hotel specific business license. To our knowledge only the cities of Niagara Falls, Guelph, Hamilton and the town of Halton Hills have such a license. ORHMA has conducted calls to various hotels across these cities with indication that many are not even aware of being a part of such mandated licenses which means they have no impact.

The absence of a hotel specific business license does not translate that the sector is not regulated. In fact, it is extremely regulated by all three levels of government and it's through this governance that the vast majority of municipalities are not entertaining implementing a municipal license. Regulation is good as it provides safety and security for our many employees and guests, but duplication becomes "red tape" and an obstacle for doing business. We believe a municipal license only adds another layer of enforcement and it comes with fees. Fees that are costly to an industry that will have a long tough pandemic recovery road ahead and currently face a huge labour shortage.

Keeping track of guest complaints is a standard practice by most hotels and usually is a brand driven requirement for quality and service assurance but to include this as a government requirement does not equate to any positive outcome and appears to be unfair singling out only the hotel sector among the other many service-minded businesses operating. Not to mention that any health and safety issues are documented by the local health units and/or applicable agencies.

The recent amendment to the Accommodation Sector Registration of Guests Act, 2021 mandates documentation be kept of registered guests and this guest log be handed over to police officials if required in the on-going effort to combat human trafficking.

The Rules/Regulations of the Hotel/Motel Industry

The listing below is an unofficial listing for the average hotel/motel operating in Ontario and outlines the laws they must abide by from what signage must be posted to courses their staff must take and the burden is not inconsequential. They must continually update these requirements as ideas are conceived that a new law, regulation, or sign is required by any new government initiatives at all levels. This list is not meant to be exhaustive nor is it appropriate to cite this list as an authority.

Signage Requirements for Hotel Restaurants

Business License (municipal requirement)
Liquor Licence (Liquor Licence Act)
Fetal Alcohol Syndrome Warning Poster (Liquor Licence Act)

No-Smoking Signs (Smoke-Free Ontario Act)
Occupational Health and Safety Poster (Occupational Health and Safety Act)
Employment Standards Poster (Employment Standards Act)
Food Premise Inspection Sign (municipal requirement)
WSIB Poster (Workplace Safety and Insurance Act)
Pay Equity Poster (Pay Equity Act, either by legislative obligation or director order from Pay Equity Commission)
Elevator Safety Certificates (Technical Safety and Standards Act)

Licenses/permits/registrations that new business have to apply for a hotel restaurant:

- Register your business
- Business number - HST number
- Liquor license - which then includes food establishment license
- Ontario - need to apply for Hours of Work & Averaging Hours - Ministry of Labour
- Employer's Health Tax number
- WSIB number
- Certifications required:
 - Food Safety
 - Common Safety Orientation(CSO) certification
 - SmartServe
- Permits required to pass before opening (these final inspections are also all required before to obtain your liquor license):
 - Fire
 - Health
 - Building

Signage Requirements for Hotel Guest Rooms

Emergency Exit Routes (Fire Code)
Notice of Liability (Innkeepers Act)
Room Rates (Hotel Registration of Guests Act including guest documentation which has recently been revised to support the fight against Human Trafficking)
No Smoking Signs (Smoke Free Ontario Act)

Legislative/Regulatory Obligations Provincial

Liquor Licence Act
Liquor Control Act
Health Protection and Promotion Act
Smoke-Free Ontario Act
Employment Standards Act
Occupational Health and Safety Act
Labour Relations Act
Pay Equity Act
Workplace Safety and Insurance Act
Waste Diversion Act
Environmental Protection Act
Accessibility for Ontarians with Disabilities Act
Consumer Protection Act
Private Security and Investigative Services Act

Planning Act
Retail Sales Tax Act
Employer Health Tax Act
Corporations Tax Act
Corporations Act
Business Corporations Act
Business Names Act
Innkeepers Act

Accommodation Sector Registration of Guests Act, 2021

Safe Drinking Water Act
Ontario Water Resources Act
Ontario Human Rights Code
Technical Safety and Standards Act (TSA)
Electrical Safety Authority (ESA)
Ontario Fire Code
Ontario Building Code

Legislative/Regulatory Obligations- Federal
SOCAN/Re Sound

Subject: Additional Information regarding report S 21/2025 - Licensing Hotels and Motels - City Wide

Reference:

Date to Council: June 25, 2025
Author: Stephen Lynn
Manager, Social Policy & Planning
Human & Health Services
slynn@citywindsor.ca
519-255-5200 Ext. 5270
Report Date: 6/9/2025
Clerk's File #: ACL2025

To: Mayor and Members of City Council

Additional Information:

Recommendation:

THAT the Additional Information Memo from the Manager, Social Policy & Planning dated June 9, 2025 regarding the Options for Licensing Hotels and Motels - City Wide submitted for information **BE NOTED AND FILED**.

Background:

At the Environment, Transportation & Public Safety Standing Committee (ETPS) meeting held on March 26, 2025, the following motion for Item 8.1:

THAT the report of the Manager of Licensing and Enforcement & Deputy License Commissioner dated February 13, 2025, entitled "Options for Licensing Hotels and Motels - City Wide" **BE REFERRED** to the Community Safety & Wellbeing Committee to allow for review and comment surrounding the issue of illicit activity happening in some facilities across the community.

The Community Safety & Wellbeing Committee, known as the Regional Systems Leadership Table (RSLT), is the provincially mandated advisory committee for the Windsor-Essex Regional Community Safety and Well-being Plan. The RSLT membership includes representation from both the City of Windsor and County of Essex administrations, as well as community organizations and stakeholders.

Upon review of the motion from the March 26, 2025 ETPS meeting, the committee is not the appropriate body to provide comments regarding licensing options for hotels and motels within the City of Windsor. The scope and mandate of the RSLT focus on

broader systems-level collaboration and strategic planning to enhance community safety and well-being across the region through the implementation of the Plan. Licensing decisions, particularly those related to specific business types such as hotels and motels, fall outside the committee's purview and are more appropriately addressed through municipal regulatory or planning processes.

Approvals:

| Name | Title |
|-------------------|--|
| Craig Robertson | Manager, Licensing and Enforcement & Deputy License Commissioner |
| Steve Vlachodimos | City Clerk |
| Andrew Daher | Commissioner, Corporate Services |
| Dana Paladino | Commissioner, Human & Health Services |
| Ray Mensour | Chief Administrative Officer |

Appendices: