

Environment, Transportation & Public Safety Meeting Agenda

Date: Wednesday, March 25, 2026

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 Frazier Fathers

Ward 3 – Councillor Renaldo Agostino

Ward 4 – Councillor Mark McKenzie

Ward 8 – Councillor Gary Kaschak

Ward 9 – Councillor Kieran McKenzie (Chairperson)

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.

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 January 28, 2026 (SCM 34/2026) |
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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 December 2, 2025 (SCM 56/2026) |
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8.	ADMINISTRATIVE ITEMS
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| 8.1. | Waste Collection Service Level Enhancements to Strengthen the Core (S 16/2026)
<i>Author: Jim Leether, Public Works – Operations, Environmental Services</i> |
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- 8.2. Response to CR7/2025 - Converting One-Way Streets to Two-Way Streets – Wards 3 and 4 **(S 24/2026)** Author: *Clare Amicarelli, Schools and Sustainable Mobility Coordinator (Acting)*
- 8.3. Municipal Electric Vehicle (EV) Charging Infrastructure Policy **(S 18/2026)** Author: *Luigi Congi, Executive Initiatives Coordinator, Finance*

11. QUESTION PERIOD

12. ADJOURNMENT



Committee Matters: SCM 34/2026

Subject: Adoption of the Environment, Transportation, and Public Safety Standing Committee minutes of its meeting held January 28, 2026

Environment, Transportation & Public Safety Standing Committee Meeting

Date: Wednesday, January 28, 2026

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

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

Members Present:

Councillors

Ward 2 – Councillor Frazier Fathers

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie (Chairperson)

PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM ADMINISTRATION:

Sandra Gebauer, Council Assistant

ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM ADMINISTRATION:

Jelena Payne, Deputy Chief Administrative Officer, Commissioner of Economic Development

David Simpson, Commissioner, Infrastructure Services & City Engineer

Andrew Daher, Commissioner, Corporate Services

Stacey McGuire, Executive Director of Operations & Deputy City Engineer (Acting)

James Chacko, Acting Executive Director, Transit Windsor

Ian Day, Senior Manager, Transportation

Jim Leather, Senior Manager, Environmental Services

Craig Robertson, Manager of Licensing & Enforcement and deputy Licence Commissioner

Mark Spizzirri, Manager, Performance Measurement & Business Case Development

Wilfred Anim-Odame, Transportation Technologist I

Anna Ciacelli, Deputy City Clerk

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1. CALL TO ORDER

The 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 & Public Safety Standing Committee minutes of its meeting held November 26, 2025

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Frazier Fathers

THAT the minutes of the Environment, Transportation & Public Safety Standing Committee meeting held November 26, 2025, **BE ADOPTED** as presented.
Carried.

Report Number: SCM 383/2025

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

8.3. Response to CQ 18-2025 Micromobility in Windsor – City Wide

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Frazier Fathers

THAT the report of the Schools and Sustainable Mobility Coordinator, dated January 8, 2026, entitled "Response to CQ 18-2025 Micromobility in Windsor – City Wide," **BE DEFERRED** to a future meeting of the Environment, Transportation, and Public Safety Standing Committee to allow Administration to provide additional information, including input from community partners and relevant accident data, for the Committee's consideration.
Carried.

Report Number: S 5/2026
Clerk's File: SW2026

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5. COMMUNICATIONS

None presented.

6. PRESENTATIONS AND DELEGATIONS

8.1. Ministry of Transportation (MTO) Large Quadricycle Pilot Program - City-wide

Alesia Maggio, Owner/Operator, Pedal & Pour

Alesia Maggio, Owner/Operator, Pedal & Pour appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report dated January 8, 2026, entitled "Ministry of Transportation (MTO) Large Quadricycle Pilot Program - City-wide" and is available for questions.

Councillor Gary Kaschak asks Ms. Maggio if the intention is to sell alcohol from the operator and not to allow personal alcohol. Ms. Maggio responds that she does not currently have a liquor license, so there is no alcohol allowed onboard, but there are plans to obtain a license to be able to sell beer and coolers.

Councillor Gary Kaschak asks when Ms. Maggio will begin the process. Ms. Maggio responds that there is an application with AGCO, and she is hoping to be licensed for the spring/summer season.

Councillor Mark McKenzie asks Ms. Maggio how long she has been in business and the location. Ms. Maggio responds that she has been in business for about 3 years in Walkerville.

Councillor Mark McKenzie asks about pick-up and drop-off locations. Ms. Maggio responds that pick-up and drop-offs are on Chilver behind Vito's.

Councillor Mark McKenzie asks Ms. Maggio about mitigating noise complaints in the neighbourhood. Ms. Maggio responds that the driver and host are encouraged to remind the guests to be mindful and respectful on residential streets.

Councillor Mark McKenzie asks Ms. Maggio why that location was chosen. Ms. Maggio responds that from a traffic standpoint it is an easy location to be out of the flow of traffic, and the area is located near the businesses that riders want to go.

Councillor Mark McKenzie asks Ms. Maggio if she would be open to changing the location within the BIA where there are fewer homes. Ms. Maggio responds, yes.

Councillor Kieran McKenzie asks Ms. Maggio about the experience with vehicular traffic. Ms. Maggio responds that it has been positive, that they try to avoid going up and down Wyandotte Street and if needed, drivers are directed to allow traffic to pass and to cross at intersections with traffic lights.

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Councillor Renaldo Agostino inquires whether the City is offering an exclusive contract with the provider or if license applications are open to other providers. Craig Robertson, Manager of Licensing & Enforcement and Deputy License Commissioner appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report dated January 8, 2026, entitled "Ministry of Transportation (MTO) Large Quadricycle Pilot Program - City-wide" and responds that the Public Vehicle Licensing By-law will govern this operation and allows only 10 units to operate city-wide, and they are approved by the Windsor Licensing Commission.

Councillor Renaldo Agostino asks if operators will be able to use the riverfront with these vehicles. Mr. Robertson responds that the by-law only prohibits Wyandotte Street, University Avenue, Riverside Drive, Goyeau Street and the Windsor- Detroit Tunnel entrance. For operation within city parks and special events, there would need to be a permit or approval through the parks department.

Councillor Renaldo Agostino asks about the lower value of the liability waiver for this type of operation. Mr. Robertson responds that \$3 million is outlined in the by-law which is in line with taxi and limousine services. The operators of quadricycles are to be held to the same standards of the criminal code with respect to serving and the consumption of alcohol.

Councillor Gary Kaschak asks if the operator has plans to expand into other BIAs. Mr. Robertson responds that her operation is strictly in the Walkerville area, but that her license, valid for one year, does not prohibit operation in other BIAs provided that the prohibited roads as outlined in the by-law, are not used.

Councillor Mark McKenzie asks Mr. Robertson how compliance is enforced for quadricycles. Mr. Robertson responds that it would be considered a moving violation which would be subject to rules under the *Highway Traffic Act* and Criminal Code, which are enforced by Windsor Police Services.

Councillor Mark McKenzie inquires whether staff have any concerns about the current pick-up and drop-off location and if there are mechanisms in place to make changes during the licensing process. Mr. Robertson responds that there has been only one 311 call and given the nature of the business, modifications can be made if there are complaints about operations and behaviours.

Councillor Frazier Fathers asks if by approving this report, we are modifying the regulation found in the table of Appendix A of the Micromobility Pilot to allow the use of Multi Use Trails. David Simpson, Commissioner, Infrastructure Services & City Engineer appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report dated January 8, 2026, entitled "Ministry of Transportation (MTO) Large Quadricycle Pilot Program - City-wide" and responds that under the *Highway Traffic Act*, we would need to enter into the Pilot Program from the Ministry of Transportation. The City of Windsor by-laws allow discretion on how and where the quadricycles are allowed to operate. It is preferred that these vehicles not be allowed to operate with pedestrians and other smaller manual mobility on those paths.

Councillor Frazier Fathers asks if there is a list of streets from the Ministry of Transportation that are prohibited. Mr. Robertson responds that the streets identified in the report are prohibited areas outlined under the public vehicle licensing by-law and applies to all pedicabs. From a licensing perspective, there is no desire to add other streets.

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Councillor Kieran McKenzie asks how we manage risk with operational variables in other corridors around the city not outlined by the current by-law. Mr. Robertson responds that during the application process, there is an opportunity to prohibit operations in specific areas, but there is opportunity to use mechanisms to put conditions on specific operators based on the provided market study.

Councillor Mark McKenzie asks if we should be considering public consultation with this type of operation. Mr. Robertson responds that this was a pilot project initiated by the Ministry of Transportation who did conduct consultation and adds that Licence Commission meetings are open to the public if there is opposition to operation in a particular neighbourhood.

Councillor Mark McKenzie asks if the operator is required to provide a route map. Mr. Robertson responds that the Commission has the ability to apply conditions to operators but are likely to operate in the BIA areas and during special events.

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 1046**

- I. THAT City Council **APPROVE** the opting-in to the Ontario Ministry of Transportation's Large Quadricycle Pilot Program (the "Pilot Program") in accordance with the terms of *Ontario Regulation 411/22* under the *Highway Traffic Act* until April 2032; and,
- II. THAT City Council **APPROVE** that Large Quadricycles be licensed as Pedicabs under current regulations prescribed under the City of Windsor's Public Vehicle Licensing By-law No. 137-2007, as amended, provided that such licences:
 - a) include the endorsement of alcohol sales and consumption in accordance with the rules and standards by the Alcohol and Gaming Commission of Ontario under the *Liquor Licence and Control Act, 2019*; and,
 - b) require proof of liquor liability insurance in the amount of at least \$3,000,000, noting the City as additional insured, to be in a form satisfactory to the City; and,
- III. THAT Administration **BE DIRECTED** to take all steps as may be required to carry out as a member of the Pilot Program, including providing the Ministry of Transportation (the "Ministry") with confirmation that the City has opted-in and submitting annual reporting to the Ministry by March 1 of each year during the Pilot Program.

Carried.

Report Number: S 3/2026

Clerk's File: ACLB/15090

7. COMMITTEE MATTERS

7.1. Minutes of the Environment & Climate Change Advisory Committee of its meeting held October 2, 2025

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

Decision Number: **ETPS 1039**

THAT the minutes of the Environment & Climate Change Advisory Committee meeting October 2, 2025 **BE RECEIVED**.

Carried.

Report Number: SCM 359/2025

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

Councillor Kieran McKenzie asks for a progress report on the green bin program with respect to financing the program. Mr. Simpson responds that the financial model is very different between the County of Essex and the City of Windsor. The county has chosen to utilize a user fee model structure as an additional charge alongside their municipal tax levy. The City of Windsor is not charging any fee at all and are managing the cost for 2026 through a capital account and are looking at phasing that cost in over time. The full program launched in Q4 of 2025, and participation rates are trending positively towards our targets.

Councillor Kieran McKenzie inquires as to when they can expect to see data related to adoption rates and tonnage coming forward. Administration indicates that the EWSWA is in the process of compiling data and metrics which will likely go forward to the board first for consideration and then shared with respective municipalities.

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

Decision Number: **ETPS 1040**

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

Carried.

Report Number: SCM 379/2025

7.3. Report No. 1 of the Environment & Climate Change Advisory Committee meeting held October 2, 2025

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

Decision Number: **ETPS 1041**

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THAT Report No. 1 of the Environment & Climate Change Advisory Committee (ECCAC) indicating:

That in light of the City of Windsor Declaration of Climate Change Emergency and recognizing the data presented in the Community and Corporate Green House GHG Inventory, including the emissions targets approved by Council;

That ECCAC recommends that Council consider stronger investments to improve public transit and active transportation as well as public education surrounding alternative strategies such as carpooling or ride share; and further,

That ECCAC also recommends that Council explore ways to increase community adoption of the Windsor Residential Deep Energy Efficiency Retrofit Business Case (R-DEER) Program and similar programs in the market.

BE APPROVED.

Carried.

Report Number: SCM 360/2025
Clerk's File: EI/14519

7.4. Report No. 2 of the Environment & Climate Change Advisory Committee of its meeting held October 2, 2025

Moved by: Councillor Frazier Fathers

Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 1042**

THAT Report No. 2 of the Environment & Climate Change Advisory Committee (ECCAC) indicating:

That given the information presented in the Corporate GHG Emissions 2023 Inventory;

That the Environment & Climate Change Advisory Committee **STRONGLY RECOMMENDS** that Council move forward with initiatives outlined in the Corporate Climate Action Plan and the Corporate Energy Management Plan.

BE APPROVED.

Carried.

Report Number: SCM 361/2025
Clerk's File: EI/14519

7.5. 2025 Annual Report of the Active Transportation Expert Panel (ATEP)

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Frazier Fathers

Decision Number: **ETPS 1043**

THAT the Active Transportation Expert Panel 2025 annual report **BE APPROVED.**

Carried.

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Report Number: SCM 366/2025

7.6. 2025 Annual Report of the Transit Windsor Working Group

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Frazier Fathers

Decision Number: **ETPS 1044**

THAT the Transit Windsor Working Group 2025 annual report **BE APPROVED**.
Carried.

Report Number: SCM 396/2025

7.7. 2025 Annual Report of the Environment & Climate Change Advisory Committee

Councillor Kieran McKenzie comments that he is proud of the work of the committee.

Moved by: Councillor Frazier Fathers
Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 1045**

THAT the Environment & Climate Change Advisory Committee 2025 annual report **BE APPROVED**.
Carried.

Report Number: SCM 398/2025

8. ADMINISTRATIVE ITEMS

8.2. Pilot Bulk Collection Program in Business Improvement Areas – City Wide

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

Decision Number: **ETPS 1047**

- I. That Council **DIRECT** Administration to include all Business Improvement Areas (BIAs) with the permanent Residential Bulk Collection program moving forward.

Carried.

Report Number: S 1/2026
Clerk's File: SW2026

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8.4. Parking By-law 9023 Modification – Various Streets – Ward: 2,3,4,5,6,9,10

Councillor Kieran McKenzie notes that there are several neighbourhoods affected by the changes and asks if there has been any feedback received regarding the changes that are proposed. Stacey McGuire, Acting Executive Director, Operations & Deputy City Engineer appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report dated January 9, 2026, entitled “ Parking By-law 9023 Modification – Various Streets – Wards: 2, 3, 4, 5, 6, 9, 10” and responds that no feedback has been received of the petitioners who were notified and there weren’t any registered delegations for this meeting.

Moved by: Councillor Frazier Fathers
Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 1048**

- I. THAT Parking By-law 9023 **BE AMENDED** as listed and attached in Appendix “A” of this report; and further,
- II. THAT the City Solicitor **BE DIRECTED** to prepare the necessary documents to amend the by-law.

Carried.

Report Number: S 8/2026
Clerk’s File: AB/14970

11. QUESTION PERIOD

None presented.

12. ADJOURNMENT

There being no further business, the Environment, Transportation & Public Safety Standing Committee is adjourned at 5:18 o’clock p.m. The next meeting of the Environment, Transportation & Public Safety Standing Committee will be held February 25, 2026.

Carried.

Ward 9 – Councillor Kieran McKenzie
(Chairperson)

Deputy City Clerk / Supervisor of Council
Services



Committee Matters: SCM 56/2026

Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held December 2, 2025



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, December 2, 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
Michael Akpata	County of Essex
Rob Shepley	County of Essex
Kirk Walstedt	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
Natalie Bczynski	Project Manager
Teresa Policella	Executive Assistant

City of Windsor Staff:

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

County of Essex Staff:

Melissa Ryan	Director of Financial Services/Treasurer
David Sundin	Solicitor/Interim Director, Legislative and Legal Services
Claire Bebbington	Deputy County Solicitor

Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Mark McKenzie	City of Windsor
Tony Ardovini	Deputy Treasurer Financial Planning
Stacey McGuire	Acting Executive Director of Operations

1. Call to Order

The Chair called the meeting to order at 4:00 PM.

2. Motion to Move In-Camera

Moved by Kirk Walstedt

Seconded by Rob Shepley

That the Board move into closed meeting pursuant to Section 239 (2) (f), (k) of the Municipal Act, 2001, as amended for the following reasons:

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**98-2025
Carried**

Moved by Kieran McKenzie

Seconded by Jim Morrison

That the EWSWA Board *rise* from the Closed Meeting at 4:34 PM.

**101-2025
Carried**

3. 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 pecuniary nature or other arise at any time during the course of the meeting that it would be noted at that time.

4. Approval of the Minutes

Moved by Rob Shepley

Seconded by Gary Kaschak

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

**102-2025
Carried**

5. Business Arising from the Minutes

No items were raised for discussion.

6. Correspondence

There were no correspondences for December 2, 2025.

7. Delegations

There were no delegations for December 2, 2025.

8. Waste Disposal

A. Update: Cell 5 North Construction at the Regional Landfill

The Manager of Waste Disposal provided an update on the design, engineering, and construction of Cell 5 North. After the initial tender was awarded to Sterling Ridge Infrastructure Inc. in July 2024 for \$12,035,300 plus HST. A revised upset limit of \$13,182,126 million plus HST was approved in March 2025 due to underestimated quantities. The budget increase was due to additional excavation and grading triggered by unusable sandy clay, expanded capping and slope grading, and additional sand removal, backfilling, topsoil, and seeding. Construction began in July 2024 and was completed in late October 2025. Despite the request for an increase, actual construction costs came in significantly lower than expected. The total cost to engineer and construct Cell 5 North was \$12.59 million, resulting in a favourable variance of \$1.42 million against the revised total budget of \$14.01 million. The Chair asked if there were any questions. No questions were asked.

Moved by Hilda MacDonald
Seconded by Michael Akpata

That the Board **receive** this report as information for the completion of the Cell 5 North Construction Project at the Regional Landfill (Tender Contract 9-2024).

**103-2025
Carried**

B. Reverse Osmosis Status Update and Proposed Procurement Strategy

The Manager of Waste Disposal provided an update on the Reverse Osmosis (RO) Leachate Treatment pilot project, the ongoing polishing study, and the proposed procurement strategy for establishing a permanent, long-term leachate treatment solution. The pilot project has demonstrated strong performance, supporting the transition toward a permanent onsite treatment solution. The polishing study began in November, and initial results are very promising. Further evaluation and data collection will continue to confirm long-term performance.

A permanent RO treatment plant is identified as the preferred long-term approach. Estimated capital costs are between \$11–14 million, with projected annual operating costs of approximately \$1.3 million. These plans align with recommendations approved by the Board in July 2025. The polishing study remains underway, and Administration will continue reviewing results as they become available.

The RO system currently in use is rented as part of the pilot project. An extension of the agreement with Rochem will be required to maintain operations until a permanent facility is constructed and commissioned. Administration has been in ongoing discussions with Rochem regarding this extension.

Kieran McKenzie asked what the risk is that the polishing study will not produce satisfactory results or that government regulations regarding discharge to the drain may change.

The Manager of Waste Disposal stated that there is always some risk. The polishing system being used is a small-scale version of proven technology, and preliminary results have been very strong.

Kieran McKenzie asked if the process being pursued was a more sustainable option compared to alternatives.

The Manager of Waste Disposal replied yes. The RO system separates liquid into permeate (clean water) and concentrate (contaminated water). The focus is on managing the concentrate. Reducing the contaminating lifespan at the Regional Landfill would involve evaporative technology and expanding the gas collection system, which would also improve cost-effectiveness.

Mr. Kaschak asked how many loads are currently being delivered to the City?

The Manager of Waste Disposal stated that the current approval from the City of Windsor Pollution Control is that 12 loads of leachate from the Regional Landfill can be hauled to the Lou Romano Water Reclamation Plant daily between Monday and Friday, with 9 loads of untreated leachate and 3 loads of treated permeate. On Saturday, 3 loads of untreated leachate are being sent to the Lou Romano Water Reclamation Plant. One additional load of untreated leachate is also being hauled to the Little River Pollution Control Plant. Leachate will need to be double-handled (i.e. processed through the RO and hauled to treatment plants) until such time that it is approved by the MECP for discharge to the ditch.

Mr. Kaschak asked how long the approval process will take.

The Manager of Waste Disposal stated that the Ministry of the Environment, Conservation and Parks (MECP) requires six months of data to approve the discharge plan. The process will begin as soon as possible.

Moved by Kieran McKenzie
Seconded by Rob Shepley

That the Board **receive** this report as information and that the Board:

1. Authorize the Authority to proceed with an extension of the rental of the mobile RO equipment being used for the Pilot Project;

2. Authorize Administration to prepare procurement documents in preparation for the design and build of the facilities and equipment required to operate a permanent full-scale RO System;
3. Authorize and direct Administration to develop a financing strategy for a permanent RO System for the Board's consideration in 2026; and
4. Conditionally approve the Direct Purchase of RO equipment from Rochem Americas Inc. for the permanent RO System and authorize Administration to pay a deposit to Rochem, subject to the Permeate Polishing Study producing satisfactory results to allow for the discharge of the leachate to the drain.

**104-2025
Carried**

C. Update on Landfill Fires and Prevention Strategy

The Manager of Waste Disposal provided an update on the status of landfill fires and presented the prevention strategy. He provided a summary of historical and current fires at the landfill. He noted that landfill fires are not something new, but they do present challenges to Authority staff.

Recently Authority Administration has met with the Town of Essex to discuss the increased volumes of fires at the landfill. The cause of some of the fires is difficult to identify, but there have been several fires believed to be related to the disposal of lithium-ion batteries.

The Authority also recently completed construction of Cell 5N and on August 4, 2025, began landfilling from Cell 4N into Cell 5N from west to east. Placement of garbage on the cell floor requires initial placement to be 10-12 feet thick so as not to damage the cell floor, while normal lift thickness would be 1-2 feet. In review of at least 3 recent fires, it can be assumed that an uncompacted edge of garbage, combined with high winds and an ignition source (battery) is what caused these fires. Once the cell floor was covered, which took approximately 2 months, the edges were tapered and covered with soil. Since this time, Administration has had discussions with staff and equipment operators that all exposed edges must be tapered, packed and covered and that the active work face be kept to a minimum to ensure adequate cover material is placed each day.

With the assistance of the Town of Essex Fire Department, Authority Administration has purchased additional equipment to maintain preparedness in the event of future fires. In 2026, the Authority's Promotion and Education Budget reallocated funds to increase the Hazardous and Special Products Program to specifically target the proper disposal of batteries. Social media campaigns will push out messaging to increase awareness of improper battery disposal.

Mr. Shepley asked if education alone would be enough, or if there is anything more that can be done beyond education, and if the fires are not related to batteries?

The Manager of Waste Disposal stated that Administration always tries to determine the cause of each fire, but it's very difficult to pinpoint the cause. While most fires occur at the active tip face, last year, there was a fire in an area that hadn't been landfilled for over a year. The focus will be on ensuring staff are properly covering garbage to help reduce risk as much as possible.

Mr. Shepley commented that there has been some suggestion that the auto-shredder fluff that is used could be contributing to the fires

The Manager of Waste Disposal stated he does not see evidence of that. If auto shredder fluff (ASR) is left in the right conditions, it can burn like anything else, but he has never seen a fire caused by ASR. It is usually mattresses that continue to smoulder.

The General Manager noted that the Authority has been receiving ASR for many years as approved daily cover and, to her knowledge, has never had a fire caused by it. Proper fire management comes down to covering garbage at the end of each day. The Authority continues to work with municipal partners to educate residents about keeping batteries out of household garbage. This messaging is critical as batteries are now in everything, and people often dispose of them in the trash. The Authority is not alone in this issue as other municipalities are facing the same challenges, and the Authority will continue to educate residents.

There were no further questions.

Moved by Rob Shepley
Seconded by Gary Kashcak

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

**105-2025
Carried**

9. Waste Diversion

A. Circular Materials Take Back Collaborative

The Manager of Waste Diversion provided an update indicating potential for a *Take Back* program to recycle carts and boxes as municipalities transition to single-stream recycling. She noted that advocacy efforts have resulted in Circular Materials (CM) acknowledging the need to address the issue. CM requested an exploratory meeting, and several meetings have since taken place, including a recent meeting with CM and IPL to discuss potential structures for a Take Back program. Staff outlined the Authority's responsibilities within the proposed program. CM is developing a financial

proposal, which the Authority expects to receive by the end of the week. Curbside collection will not be included as part of CM's the Take Back program. The objective of the program is to ensure that carts and boxes are diverted from the Regional Landfill and that there is no cost to residents. No additional financial implications are anticipated at this time.

The Chair asked if there were any questions.

Mr. Walstedt acknowledged the efforts to address the issue and asked whether curbside collection could be considered further.

The Manager of Waste Diversion noted that CM confirmed it would not participate in curbside collection but indicated there may be an alternative option involving a remote drop-off location.

Mr. Morrison asked whether multiple alternate drop-off locations across the region could be explored.

The General Manager noted that the proposal remains in draft form and suggested pursuing an agreement with CM to ensure proper collection of boxes. She recommended reviewing CM's financial proposal once available and, depending on that figure, other options could potentially be explored.

Mr. Walstedt left the meeting at 5:24 p.m.

The General Manager also stated that staff have been providing residents with information on repurposing carts and boxes.

Kieran McKenzie questioned whether CM's provision of varying service levels in other municipalities may indicate similar options under a Take Back program.

The Manager of Waste Diversion stated that progress to date reflects regional advocacy efforts and is unaware of the program being offered in other areas.

The Chair left the meeting at 5:28 pm, and the Vice Chair assumed the position of Chair until the Chair's return at 5:40 pm.

Moved by Jim Morrison

Seconded by Rob Shepley

That the Board **receive** this report for information and **endorse** Authority Administration's engagement with Circular Materials to finalize an agreement in support of a Take Back program.

106-2025
Carried

B. Circular Materials Update Regarding Cart Sizes (Verbal update)

The General Manager advised that she, as well as the City of Windsor Mayor, have spoken with Circular Materials (CM) regarding a potential reconsideration of different cart sizes (smaller option). Mr. Allen Langdon, CM's CEO, indicated an update would be provided by the end of the week. The Board will be updated as information becomes available.

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

Moved by Jim Morrison

Seconded by Rob Shepley

That the Board **receive** the verbal update as information.

**107-2025
Carried**

C. Green Bin Program: Yeti Grand Prize Draw 2025

The Manager of Waste Diversion stated that as part of the promotion and education for the Green Bin Program, the Authority participated in events throughout the region. Authority staff attended events such as the Essex Fun Fest, Tecumseh Corn fest, Meet the Machine, and Earth Day events. Residents had the opportunity to receive a ballot for the grand prize draw if they participated in or engaged in the Green Bin Program events, such as downloading the Recycle Coach app. The Chair selected a ballot from the 485 ballots that were received. The winner will be notified by email.

10. Finance & Administration

A. Status of Manager of Waste Disposal Recruitment (Verbal report)

The General Manager provided an update on the recruitment process for the Manager of Waste Disposal, due to his upcoming retirement. The position was initially posted in September, however, no candidate was successfully identified through the first posting. As a result, the job was reposted with a closing date of December 5, 2025. The current Manager of Waste Disposal will continue in the role until a suitable successor is appointed.

Moved by Rob Shepley

Seconded by Kieran McKenzie

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

**108-2025
Carried**

11. New Business

The Chair noted that Mr. Walstedt term on the Board will end December 31, 2025. He thanked Mr. Walstedt for representing the County of Essex and recognized his contributions in 2025.

12. Other Items

No items were raised for discussion.

13. By-Laws

A. By-Law 18-2025

Moved by Hilda MacDonald

Seconded by Kieran McKenzie

That By-Law 18-2025, being a By-law to:

1. Authorize the Authority to proceed with an extension of the rental of the mobile RO equipment being used for the Pilot Project;
2. Authorize Administration to prepare procurement documents in preparation for the design and build of the facilities and equipment required to operate a permanent full-scale RO System;
3. Authorize and direct Administration to develop a financing strategy for a permanent RO System for the Board's consideration in 2026; and
4. Conditionally approve the Direct Purchase of RO equipment from Rochem Americas Inc. for the permanent RO System and authorize Administration to pay a deposit to Rochem, subject to the Permeate Polishing Study producing satisfactory results to allow for the discharge of the leachate to the drain.

**109-2025
Carried**

B. By-Law 19-2025

Moved by Hilda MacDonald

Seconded by Kieran McKenzie

That By-Law 19-2025, 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 2nd day of December, 2025.

**110-2025
Carried**

14. Next Meeting Dates

Tuesday, January 6, 2026
Tuesday, February 3, 2026
Tuesday, March 3, 2026
Wednesday, April 15, 2026
Tuesday, May 5, 2026
Tuesday, June 2, 2026
Tuesday, July 7, 2026
Wednesday, August 12, 2026
Tuesday, September 1, 2026
Tuesday, October 6, 2026
Tuesday, November 3, 2026
Tuesday, December 1, 2026

15. Adjournment

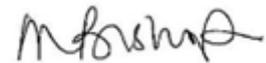
Moved by Rob Shepley
Seconded by Jim Morrison
THAT the Board stand ***adjourned*** at 5:45 PM.

111-2025
Carried

All of which is respectfully submitted.



Gary McNamara
Chair



Michelle Bishop
General Manager

Subject: Waste Collection Service Level Enhancements to Strengthen the Core (WARD 3)

Reference:

Date to Council: March 25, 2026
Author: Jim Leether
Public Works – Operations, Environmental Services
519-974-2277 ext.3123
jleether@citywindsor.ca

Public Works - Operations
Report Date: 2/5/2026
Clerk's File #: SW/15100

To: Mayor and Members of City Council

Recommendation:

- I. THAT Council **RECIEVE** the report “Waste Collection Service Level Enhancements to Strengthen the Core”; and further,
- II. THAT Council **AUTHORIZE** the addition of one (1) Full Time Equivalent CUPE Local 82 Waste Collection Operator position within the Environmental Services Division of Public Works Operations to provide enhanced street waste collection service coverage within the downtown core; and further,
- III. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute an agreement with the Downtown Windsor Business Improvement Area (DWBIA) for enhanced street waste collection service in the downtown core, satisfactory in legal form to the City Solicitor, in technical content to the City Engineer and in financial content to the City Treasurer, or their designates, under the following conditions:
 - a. DWBIA to contribute \$80,000 annually to the City plus any negotiated annual percentage increase per the terms and conditions of the applicable collective agreement for the new City Waste Collection Operator position;
 - b. That the City extend street waste collection coverage in the downtown core to include a Sunday shift, in addition to dedicated staffing to address concerns throughout the regular work week; and

- c. The term of the agreement to be for a period of three (3) years, with options to extend for two (2) additional one (1) year periods upon mutual agreement of the parties.

Background:

Environmental Services is responsible for a wide range of operations around the City of Windsor including, but not limited to, all solid waste management, street sanitation, barricade deliveries and cleaning up debris on City rights-of-way (ROW).

In recent years, Environmental Services has entered several strategic partnerships with organizations that operate at arms' length from the City yet maintain strong public-sector affiliations, including the Windsor Essex Community Housing Corporation ("WECHC"), Public and Separate School Boards and several of the Business Improvement Associations.

Further, under the Strengthen the Core ("STC") initiative, Environmental Services has implemented several projects in the downtown core that are encompassed within the overall Public Works mandate of cleanliness and high standards, including but not limited to:

- The "**Curb the Trash**" program, delivered in partnership with the Downtown Windsor Business Improvement Association ("DWBIA"), provided new lockable refuse carts specifically to businesses in alleyways. This initiative significantly reduced bin rummaging and the resulting litter scattered throughout the area;
- Introduction of new **MetroStor litter bins** in the DWBIA – Following successful implementation in large dense cities such as New York, San Francisco and London, England, these are the first installation of its kind in Canada. These raised bins have helped reduce litter, enabled sidewalk cleaning, and provided surfaces for decorative artwork; and
- Purchase of a new, first of its kind in this region, electric-powered **Glutton Zen street sweeper** designed for sidewalks, pathways and paved alleyways, areas that are often difficult to access with traditional equipment. While this unit was initially deployed to support the STC initiative, it is already in use in other applications City wide.

Environmental Services continues to seek further partnerships and engage with community partners and in doing so have met regularly with the DWBIA and the Economic Development team to identify synergies and opportunities in the downtown core that can further support the STC initiative and the greater good of the City of Windsor.

Discussion:

Environmental Services and the DWBIA have met regularly to identify opportunities, synergies and shortfalls in overall service delivery in the downtown core and in doing so, identified that both entities are providing overlapping services with regards to litter collection, sidewalk cleaning and illegal dump site clean ups.

Environmental Services can provide and enhance their services in the downtown core to satisfy the needs of both the City and the DWBIA. This would require the addition of one regular full time Waste Collection Operator in the CUPE Local 82 bargaining unit. In recognition of this, the DWBIA has confirmed they are willing to provide funding of \$80,000 annually plus applicable wage increases annually to partially cover the cost of this new position with the difference funded by operating budget reductions resulting from service synergies, efficiencies and completion of a departmental realignment of union and non-union staff as described below.

Engagement with the DWBIA identified a coverage service gap as Environmental Services lacks a regularly scheduled Sunday waste operations shift in the downtown area. Currently, Environment Services operate 140 hours out of 168 hours in a regular seven-day week (from 10:00pm Sunday through to 6:00pm Saturday weekly). As part of the proposal to hire additional staff, Environmental Services would realign other existing staff to allow for a new regularly scheduled 10-hour Sunday day shift (7:30am to 5:30pm). This would add 10 hours of weekly coverage year-round, increasing from 140 hours weekly to 150 hours out of a possible 168 (an increase to 89% coverage). Non-union staffing would re-align with the new shift schedules to provide supervisory coverage accordingly.

Resulting from the staffing changes proposed, the expectation from the DWBIA would be one (1) staff be made available to work predominantly downtown and engage in any related work that supports the STC initiative and other departmental operations. As an added benefit, the realignment of shifts will further enhance regular Environmental Services service operations across the City, such as street sweeping, litter bin emptying, special events clean ups, graffiti removal, road clean ups and response to road emergencies, by increasing overall coverage and efficiencies.

Risk Analysis:

The recommended agreement between the City and the DWBIA will serve to establish role clarity and ensure full cost recovery by the City for the enhanced service provision.

Climate Change Risks:

Climate Change Mitigation

The proposed enhanced service is expected to have a direct positive impact on climate change mitigation by preventing illegal dumping and litter accumulation in the area, which currently trigger reactive cleanups and increase vehicle kilometres travelled, resulting in additional greenhouse gas emissions.

Climate Change Adaptation

Increasing weekly operational coverage through the introduction of a dedicated Sunday shift, along with broader enhancements to Environmental Services, strengthens the City's overall readiness and responsiveness to climate-related disruptions. Consistent service availability reduces the risk of stormwater system blockages caused by litter and debris accumulation and enables more timely recovery following acute weather events, including heavy rainfall and high-wind conditions.

Financial Matters:

The total 2026 cost of wages and fringe benefits for one Waste Collection FTE as outlined in this report is \$94,708. Annual revenue of \$80,000 beginning in 2026 plus an annual increase equal to the annual negotiated increases for L82 staff would be collected from the DWBIA each year of the contract. Additional administrative overhead costs were deemed minor and not further imposed on the DWBIA given this initiative helps to further support the City’s STC initiative and overall economic viability within the downtown core.

The DWBIA will cease outsourcing this work and redirect the budget dollars from their street cleaning (\$75,000) and power washing (\$15,000) budget to pay the City for the services stipulated in the agreement. These funds shall be withheld from the Members’ Levy collected by the City and remitted to the DWBIA annually. The balance of funding required to add the proposed FTE will be obtained from achievable budget reallocations related to contracted services in the clean the city and illegal dump site programs as a result of the proposed operational changes as outlined in this report, see Table 1. Existing fleet and equipment will be used to support this additional staff service provision.

Table 1 – Financial Summary – First Year Estimates

Budget Summary:	Budget Impact
Waste Collection FTE - Wage and Fringe	\$ 94,708
Less: Funding from DWBIA	(80,000)
Less: Reductions in Contracted Service costs	(14,708)
Net Budget Impact	\$ -

Consultations:

Cindy Becker, Financial Planning Administrator – Environmental
Lorie Gregg, Executive Director of Financial Planning and Deputy City Treasurer
Joshua Meloche, Legal
Chris MacLeod, Chair, DWBIA
Cristina Melnik, Economic Development
CUPE LOCAL 82

Conclusion:

The staffing and shift changes proposed for Environmental Services will further enhance street waste collection operations coverage by providing seven day a week support, while creating a truly dedicated support for the Strengthen the Core initiative, resulting in synergies and cost efficiencies within the already approved 2026 budget.

Approvals:

Name	Title
Rachel Chesterfield	Manager, Performance Measurement and Business Case Development
Stacey McGuire	Executive Director, Operations / Deputy City Engineer (A)
David Simpson	Commissioner, Infrastructure Services and City Engineer
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

N/A

Appendices:

N/A

Subject: Response to CR7/2025 - Converting One-Way Streets to Two-Way Streets – Wards 3 and 4

Reference:

Date to Council: March 25, 2026
Author: Clare Amicarelli
Schools and Sustainable Mobility Coordinator (A)
519-255-6100 ext. 6463
camicarelli@citywindsor.ca

Transportation, Public Works - Operations
Report Date: 3/6/2026
Clerk's File #: ST2026

To: Mayor and Members of City Council

Recommendation:

THAT the report titled "Response to CR7/2025 - Converting One-Way Streets to Two-Way Streets – Wards 3 and 4" **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

On Monday, January 13, 2025, Council moved the following Decision:

CR7/2025 ETPS 1036:

- I. That the additional information memo of the Transportation Planning Coordinator dated January 10, 2025, entitled "Additional Information re: Report S 116/2024 - Response to CQ 7-2024 – Funding or Phase 1 Conversion Study" **BE RECEIVED** for information; and,
- II. That administration **BE DIRECTED** to implement the Conversion Study funded from the Environmental Study Capital Project 7086010, and that the study include 11 streets (including Lincoln and Gladstone in Ward 4) as opposed to the 9 indicated in Report S 116/2024; and,
- III. That administration **BE DIRECTED** to report back to Council with the findings of the initial Phase 1 analysis and seek approval to proceed, or not, with Phases 2 and 3 accordingly.

Phase 1 of the Conversion Study was proposed to undertake traffic data collection, infrastructure inventory, stakeholder engagement and engineering and contract administration. As directed by Council under CR7/2025, administration only proceeded with the stakeholder engagement component of Phase 1 which was intended to gather community input and identify whether sufficient public interest exists to justify proceeding to more detailed technical analysis (remainder of Phase 1, Phases 2 and 3). This report provides the results of the Phase 1 engagement and informs Council whether there is a basis for further investment in subsequent phases.

Discussion:

Following receipt of direction by Council through CR7/2025, a consultant (CivicPlan) was retained to develop a public engagement approach that aimed to reach diverse stakeholders, including but not limited to residents, businesses and service providers, through a variety of strategic and focused engagement techniques, involving neighbourhood letters, news and media releases, social media posts, a virtual Public Information Centre (vPIC), and an in-person Public Information Session (PIC).

In the fall of 2025, a survey was launched related to the potential conversion of one-way streets to two-way traffic in Wards 3 and 4 to gather public input. Its purpose was to share background information on the topic, provide detail regarding the streets under consideration, describe potential impacts (both positive and negative) of conversion and understand community priorities, concerns, and levels of support.

Engagement included a vPIC, available from November 10 to December 12, 2025, and an in-person PIC held on November 25, 2025, which together generated 740 survey responses and additional written and verbal feedback. To ensure broad awareness, Administration carried out further outreach, including approximately 7,500 mailed letters, news releases, social media posts, and media coverage, targeting Wards 3 and 4 residents, stakeholders, and businesses.

The survey asked respondents to:

- Provide their overall support level for the conversion on one-way streets to two-way traffic,
- Determine stakeholder sentiment for twelve (12) identified impacts of street conversion by asking respondents to rank them in order of importance,
- Provide street-specific feedback, and
- Provide high-level demographic information to allow Civicplan to identify who is participating, understand which groups may be underrepresented, and evaluate whether the City's initiatives are equitable and accessible to all residents.

The Wards 3 and 4 One-Way to Two-Way Conversion Engagement Summary Report (refer to Appendix A) provides a summary of all feedback received, participant demographics and engagement/outreach tactics employed in the project.

Collectively, the survey and associated engagement activities provided a comprehensive understanding of community perspectives to guide future decision-making.

Summary of Findings

Across all eleven (11) streets evaluated through the engagement process, **no street candidate achieved majority support for conversion.** However, levels of support were brought forward citing improved navigation, improved visitor friendliness, enhanced commercial access/business vitality and perceived calming effects of two-way streets.

In contrast, the results demonstrate a clear pattern of opposition, with some streets showing decisive majority opposition and others showing a strong preference against conversion (refer to Table 1). Overall, **68 percent of respondents opposed the idea of conversion**, with concerns over parking constraints (on-street parking space loss), perceived safety impacts/narrow street widths, cost of conversion and the adequacy of recent infrastructure improvements already made to the street candidate (i.e. successful traffic calming and cycling facilities).

Of note, seven (7) streets had “majority opposition: (Janette, Bruce, Dougall, Victoria, Pelissier, Lincoln and Gladstone). Majority opposition indicates 50% or more respondents selected “strongly against” or “against” conversion. For the purposes of this analysis, 50% or more opposition is considered a majority.

Four (4) streets (Glengarry, Aylmer, Pitt and Chatham) had “plurality opposition” which refers to a situation where the number of votes in opposition exceeds the number of both neutral (abstention) and supporting (in favour) votes but does not surpass 50% of the total votes cast. In other words, opposition is the largest single group but does not constitute an absolute majority.

This consistent trend of opposition suggests that, at this stage, the community does not broadly support transitioning the one-way street network to two-way operation.

Table 1: Study Street Opposition Level and Summary

Street	Opposition Level	Key Reason(s)
Janette Ave	60% (Majority)	Parking, safety, and cost concerns
Bruce Ave	59% (Majority)	Parking and safety concerns
Dougall Ave	51% (Majority)	Requests for bike lanes and traffic calming; concerns about school traffic
Victoria Ave	50% (Majority)	Recent addition of bike lanes and traffic calming measures seen as sufficient; no change wanted
Pelissier St	50% (Majority)	Popularity of existing bike lanes and narrowed roadway; no change wanted
Glengarry Ave	47% (Plurality)	Casino-related congestion; many neutral
Aylmer Ave	46% (Plurality)	Confusion of Aylmer/Glengarry/Howard intersection
Pitt St*	43% (Plurality)	Delivery congestion, summer patios effect concerns
Chatham St*	44% (Plurality)	More support than most streets due to higher number of businesses, but still not majority
Lincoln Rd	61% (Majority)	Narrow street width, bus route, and parking concerns
Gladstone Ave	60% (Majority)	Narrow street width and parking concerns

**Conversion of one-way traffic on Chatham and Pitt Streets to two-way traffic is also in direct conflict with a separate report (C 12/2026) received by Council on January 26, 2026, as part of 2026 budget deliberations which directed Administration to move ahead with maximization of parking spaces located in the downtown core.*

Risk Analysis:

Financial Risks

CR7/2025 authorized Administration to move forward with the stakeholder engagement component of Phase 1 (part of an overall 3-phase conversion study assignment). As noted in the additional information memo AI 1/2025, the total estimated cost of all three phases, considering the eleven (11) candidate streets was \$200,000 (excluding HST).

Should Council choose to proceed further, the remainder of Phase 1 and subsequent Phases 2 and 3 would involve a detailed conversion analysis of traffic operations, signal infrastructure, signage and pavement markings, geometric review, implementation costing and support. Additionally, high-level construction estimates indicate a further capital expenditure for implementation of \$2M-\$5.3M. Should Council choose not to move forward with phases 2 and 3 of the conversion study, these costs would not be necessary.

As noted in Table 1, Council has authorized Administration to implement changes to parking on Chatham and Pitt Streets to maximize parking revenue. Changing from one-way to two-way traffic on these streets would compromise the ability of Administration to implement these changes and realize the associated revenue increases. Should Council approve conversion of Chatham and Pitt Streets to two-way traffic, Administration will report back at a future date with proposed parking space optimization options outside the downtown core to make up this revenue shortfall.

Financial Matters:

As stated in Report S 116/2024, the total cost of the Phase 1 study activities was estimated at \$80,000 (excluding HST). The actual cost of the completed stakeholder and public engagement component of Phase 1 was \$43,400, excluding HST. Accordingly, there is \$36,600 in funding remaining available in the Environmental Studies Project, 7086010.

Project 7086010 provides funding for Environmental Study Reports (ESRs) including a future City-wide Transportation Master Plan (TMP). Any funding commitments avoided through a decision not to move forward with further phases of this conversion study may be applied towards the TMP or other ESRs identified in the approved 2026 Capital project OPS-009-07 Transportation Planning Environmental Study Reports.

Climate Change Risks:

Climate Change Mitigation

As mentioned in previous reports, converting one-way streets to two-way streets increases the number of stops vehicles must make. Increasing the number of times vehicles start and stop, contributes to an increase in idling, greenhouse gas emissions and as a result, downtown air and noise pollution.

Although the potential conversion to two-way streets would increase the number of stops and therefore contribute to air pollution, signal progression can often be maintained on two-way streets to favor the peak direction movement during the morning / afternoon peak hours with minimal effect on through-vehicle delay/network capacity.

Climate Change Adaptation

N/A

Consultations:

Jill Braido, Corporate Marketing & Communications Officer
Cindy Becker, Financial Planning Administrator - Transportation
Mike Dennis, Manager of Capital Planning and Reserves
Bill Kralovensky, Manager of Transportation Operations
Dawn Lamontagne, Purchasing Manager (A)

Conclusion:

Given that the majority of respondents oppose conversion overall and no street achieved majority support (including those with more mixed feedback), Administration concludes that there is insufficient public support at this time to warrant advancing the study further.

Planning Act Matters:

N/A

Approvals:

Name	Title
Rachel Chesterfield	Manager, Performance Measurement & Business Case Development
Ian Day	Senior Manager, Transportation
Stacey McGuire	Executive Director, Operations / Deputy City Engineer (A)
David Simpson	Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
Councillor Renaldo Agostino		
Councillor Mark McKenzie		

Appendices:

Appendix A – Wards 3 and 4 One-Way to Two-Way Conversion Engagement Summary Report



Wards 3 and 4 One-Way to Two-Way Conversion Engagement Report

February 2026

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Engagement Context

A virtual Public Information Centre was available to residents between November 15th and December 12th, 2025, and 740 residents took part. A Public Information Centre was held on November 25th, 2025, attended by 55 residents. Both engagement activities provided residents with a chance to review background information, as well as respond to a series of general and specific questions about their views of conversion of one-way streets to two-way streets in Downtown Windsor, including questions related to the 11 study streets.

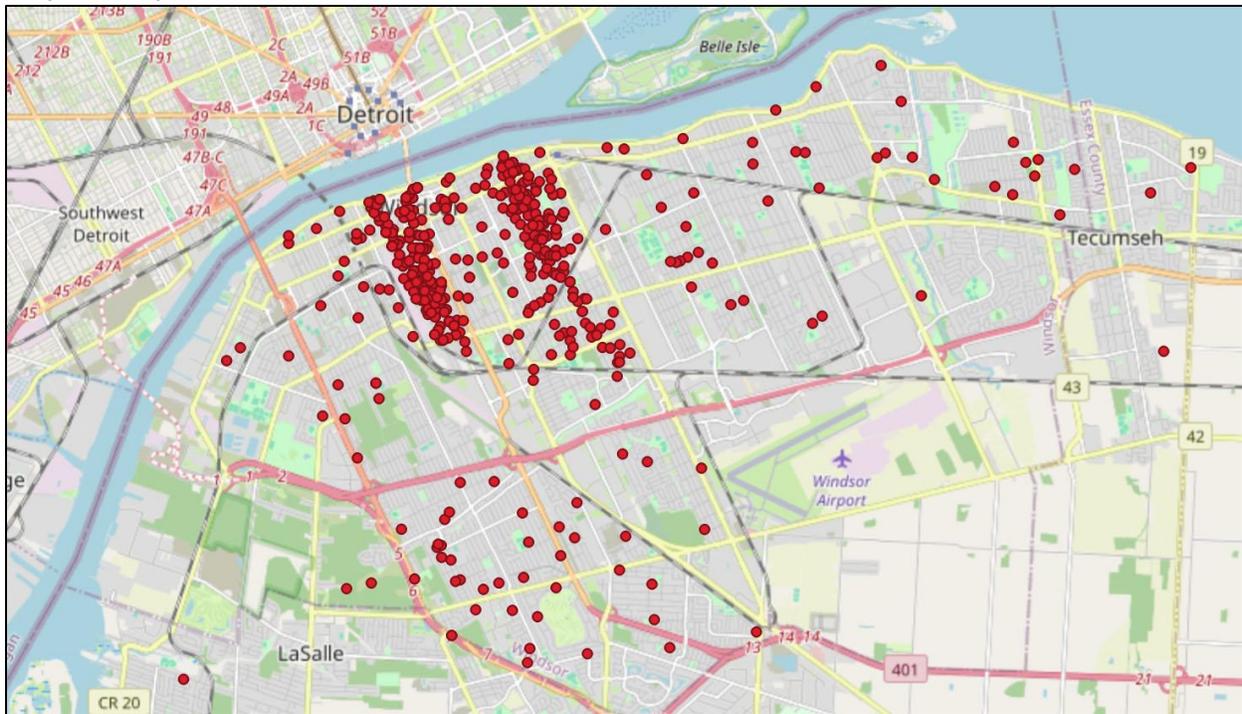
Respondents were asked what group best describes them and their postal code:

Respondent Identification

Identified Group	Total
Wards 3 or 4 Resident	589
Wards 3 or 4 Business Owner or Employee	73
City of Windsor Resident (not Wards 3 or 4)	94
Student at a Downtown School/ College/ University	19
City of Windsor Employee	26
Other	25

Please note that respondents were able to select more than one option, thus there are more than 740 responses.

Map of Respondents' Postal Code Locations

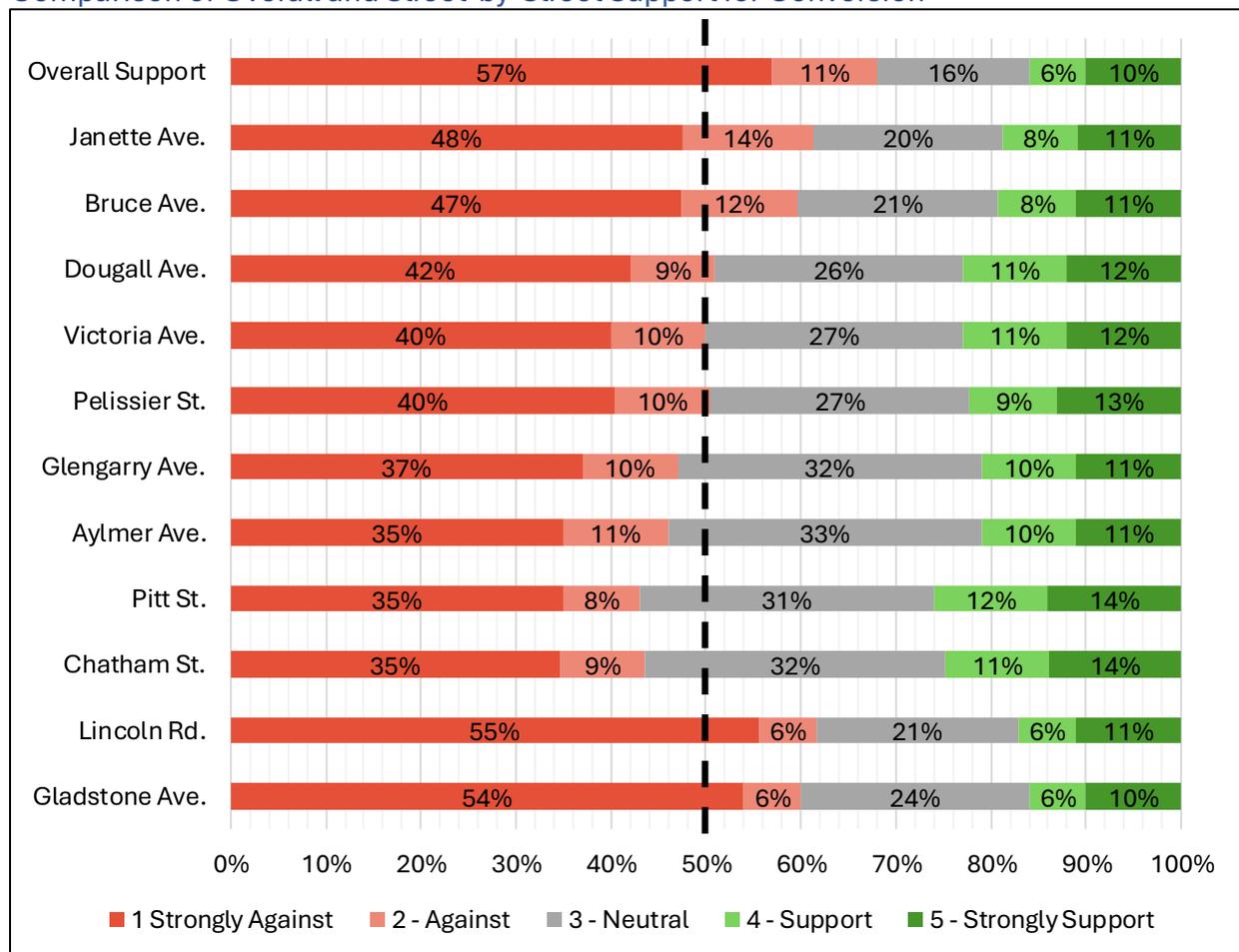


Note: Not all respondent postal codes are shown due to map extent.

Engagement Results

Respondents were first asked their level of support for conversion of one-way to two-way streets in general, and a majority of respondents (57%) noted they were strongly against conversion. People were then asked their level of support for conversion on a street-by-street basis. This yielded differences in results based on the study street in question. In some instances, opposition to conversion remained strongly against, while for other streets, opposition fell below 50% (e.g. Glengarry Avenue, Aylmer Avenue, Pitt Street and Chatham Street). The graph below shows the comparison of levels of support for conversion overall, as well as for each study street.

Comparison of Overall and Street-by-Street Support for Conversion



Respondents were then presented with 12 potential impacts of conversion and were asked which impacts were most important when considering conversion. The following is a ranking of the level of importance for potential impacts from respondents.

Ranking of Potential Impacts

Potential Impacts	Ranking overall
Pedestrian safety/ friendliness	1
Vehicular speed/ safety	2
On-street parking	3
Livability and crime reduction	4
Business vitality	5
Cycling infrastructure	6
Cost of conversion	7
Public transit	8
Visitor/ tourism readiness	9
Air quality	10
Emergency vehicles	11
Road infrastructure	12

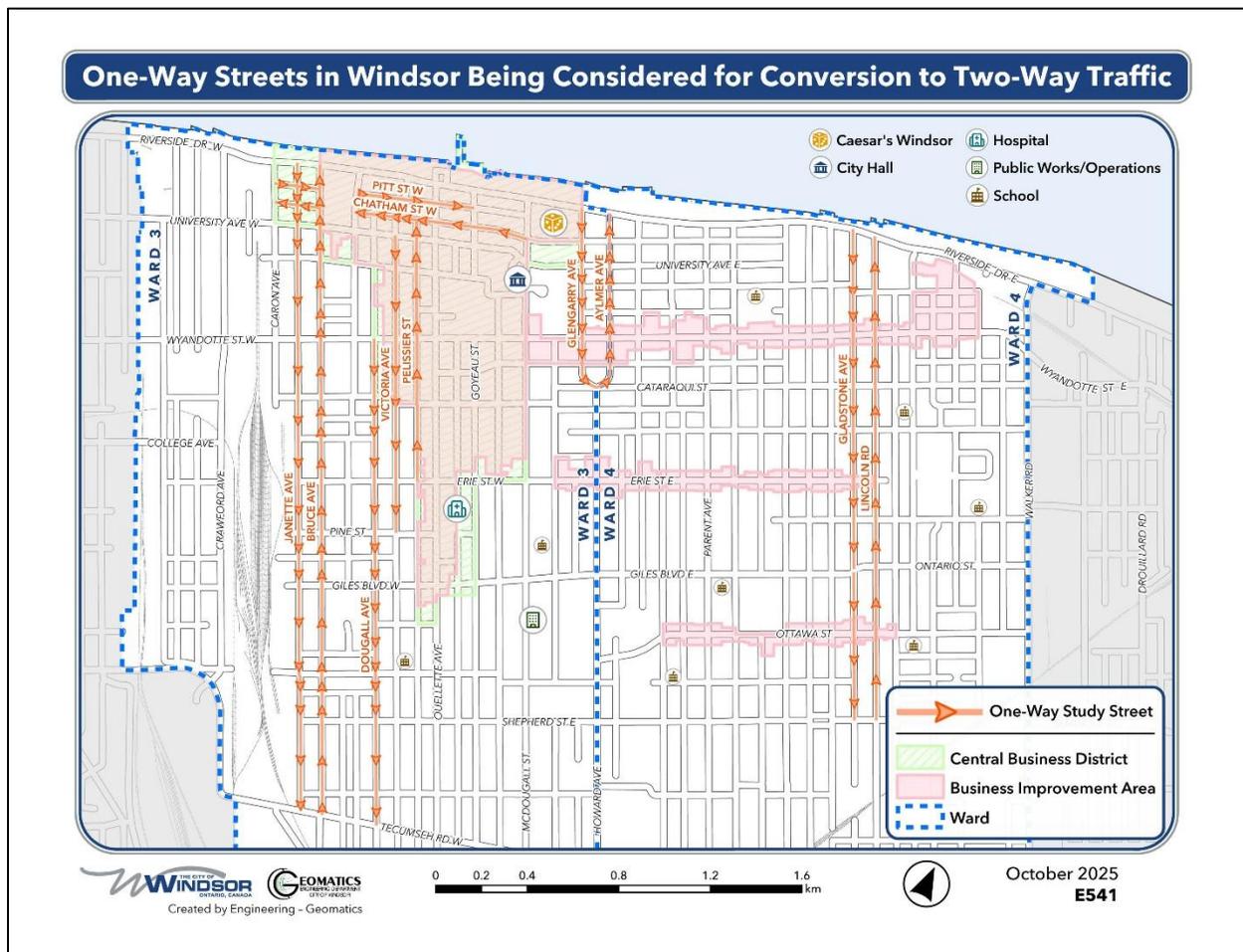
Finally, several factors were compared with respondents' overall level of support for conversion to determine if different groups in the city viewed this change differently:

- While 61% of respondents who live in Wards 3 and 4 were strongly against conversion, only 38% of Windsor residents living outside these wards were strongly against conversion.
- A majority (56%) of people who work, own a business or attend school in Wards 3 and 4 were strongly against conversion.
- Respondents were asked to share their primary mode of travel to through Wards 3 and 4 and across all modes of travel, were strongly against or against conversion.
- The majority of all age brackets (57% each) were strongly against two-way conversion.
- A larger majority of people identifying as women (64%) were strongly against conversion to two-way traffic, versus 50% of those who identify as men.

1.0 Introduction

On February 12, 2024, Windsor City Council requested a review of the possibility of conversion of some Downtown streets from one-way traffic to two-way traffic. City staff provided a report back to Council in November 2024, comparing one-way and two-way street systems for nine of Downtown Windsor’s one-way streets and presented a framework for considering two-way conversion. City staff then provided an Additional Information Memo on January 13, 2025, where Council requested that two additional streets in Ward 4 be added to the study scope of the Phase 1 analysis. Overall, the goal of considering the conversion of some of Windsor’s one-way streets to two-way is to improve livability within the community, and to create a safer, more active Downtown.

Figure 1: Map of Study Streets



The list of study streets is as follows:

Ward 3

- Janette Avenue: Riverside Drive West to Tecumseh Road West
- Bruce Avenue: Riverside Drive West to Tecumseh Road West
- Dougall Avenue: Wyandotte Street West to Tecumseh Road West
- Victoria Avenue: University Avenue East to Pine Street
- Pelissier Street: Chatham Street West to Erie Street West
- Glengarry Avenue: Riverside Drive East to Cataraqui Street
- Aylmer Avenue: Riverside Drive East to Cataraqui Street
- Pitt Street: Caron Avenue to Goyeau Street
- Chatham Street: Caron Avenue to McDougall Street

Ward 4

- Lincoln Road: Riverside Drive East to Shepherd Street East
- Gladstone Avenue: Riverside Drive East to Shepherd Street East

The November 2024 Council Report noted that public engagement is essential in making a decision that will have significant impacts on residents, businesses and other community partners. Any decision to convert from a one-way to two-way system will require trade-offs and developing a better understanding of the priorities of the public and stakeholders ensures that any further study is focused on their priorities.

In the fall of 2025, the City engaged Windsor residents, businesses, community partners and visitors about this issue. The engagement activities sought to:

- Share information about the background and context behind converting a selection of Wards 3 and 4 streets from one-way to two-way traffic.
- Share which streets are being considered for conversion.
- Share information about the potential impacts of conversion.
- Gauge public interest and priorities in converting streets from one-way to two-way traffic.

This summary report outlines the engagement activities that were undertaken in the fall of 2025, the outreach undertaken by the City to reach residents, and the report presents a review of feedback to a survey that was available online and at a Public Information Centre held in November.

2.0 Engagement Methods

Two key engagement activities were undertaken as part of the Wards 3 and 4 one-way to two-way conversion engagement project. This included an in-person Public Information Centre as well as an online virtual Public Information Centre.

2.1 Engagement Events Notification

The City of Windsor undertook outreach and notification efforts to provide residents with information about opportunities to engage through various means. This included reaching out to both internal and external stakeholders and groups, as well as outreach to residents directly. Outreach efforts included:

- Neighbourhood Letters (approximately 7,500) mailed out on November 13, 2025.
- News Release sent out on November 14, 2025.
- Email - Internal stakeholders November 14, 24 and December 8, 2025.
- Email - External stakeholders November 14, 24 and December 8, 2025.
- “Windsor Update” release November 20, 2025.
- Flyer provided as part of a Council Agenda Package on November 24, 2025.
- Project announcement released through “City Circuit” on November 28, 2025.

- Social media posts between November 14-25, 2025
 - Facebook – 4 posts, with 22.9k reach
 - Instagram – 1 post with 2.2k reach

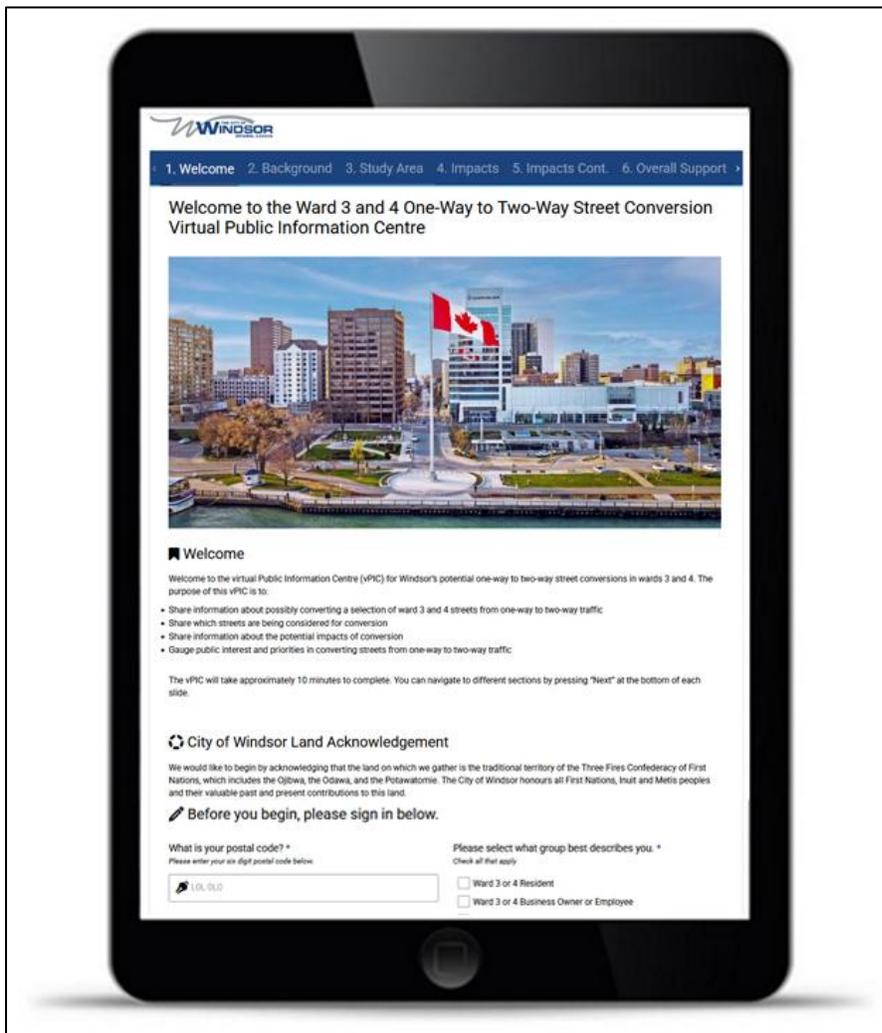
In addition, the project was reported in local media as follows:

- CTV - November 24, 2025
- CTV - November 26, 2025
- Windsor Star – November 26, 2025
- CKLW Article – November 26, 2025

2.2 Virtual Public Information Centre

The virtual Public Information Centre (vPIC) was available between November 10th and December 12th, 2025. The content of the vPIC, including the study streets and the potential impacts of conversion were developed by City staff and presented in the November 2024 [Council report](#) and January 13 Additional Information [Memo](#). The flow of the vPIC began with background information about the history of one-way and two-way traffic in Windsor and the context behind this engagement project, including a brief review of City of Windsor policies and plans. This was followed by a review of the study area, including the 11 study streets under review. The next section of the vPIC focused on explaining the potential impacts of street conversion, followed by questions to gauge participant support for conversion, as well as gauge participants' priorities for the most important impacts to be considered if conversion were to happen. This was followed by more detailed questions about each of the study streets, followed by demographic questions. In total, 740 responses were received to the vPIC.

Figure 2: Screenshot of Virtual PIC



2.3 Public Information Centre



City Staff with Residents at the Public Information Centre. Credit: Meagan Delaurier/AM800 News

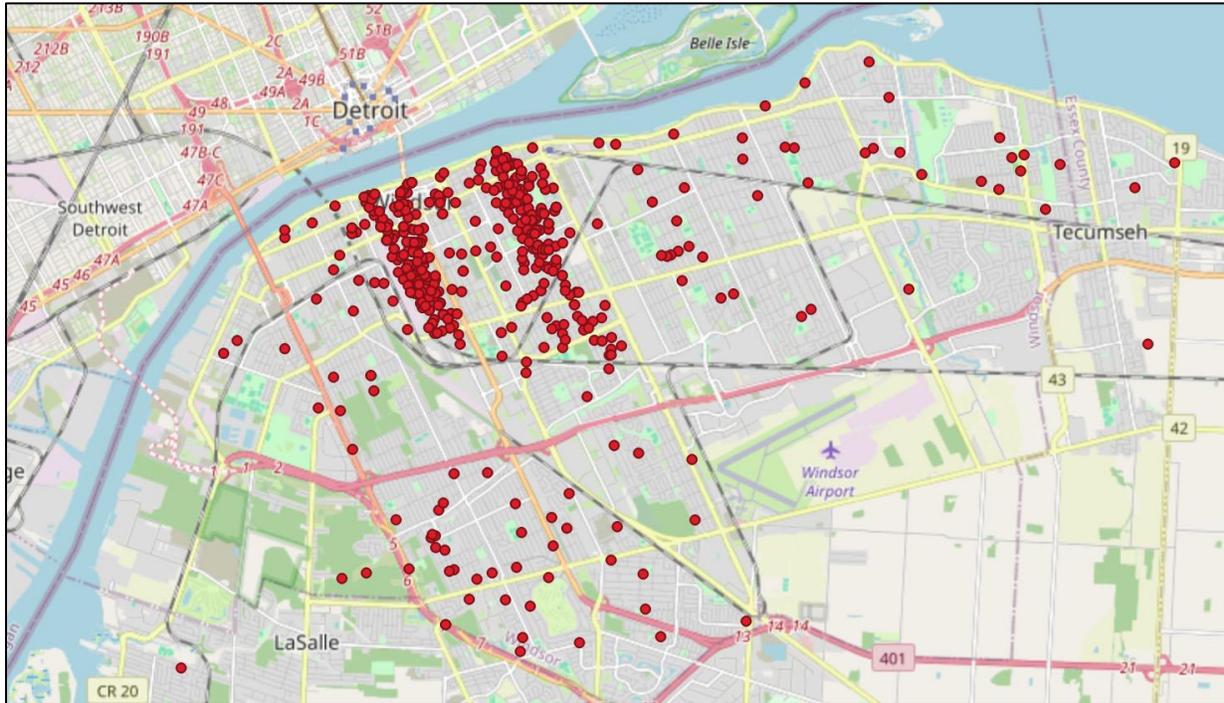
An in-person Public Information Centre (PIC) was held at the Caboto Club on November 25th, 2025. City of Windsor staff, as well as Wards 3 and 4 Councillors were in attendance to discuss the potential conversion of study streets from one-way to two-way. Information boards were displayed throughout the PIC that mirrored the content presented on the virtual PIC. A copy of the information boards is attached in Appendix A.

The event was attended by 55 residents, who shared their views in conversations with staff, as well as by completing paper or on-line vPIC surveys. A total of 15 paper surveys were submitted. The responses from the paper surveys were combined with responses from the vPIC and the data was analyzed together. Additionally, 37 comments were received via Post-it notes shared on the PIC study area information board. A summary of key topics raised from residents at the PIC can be found in Appendix B.

3.0 Engagement Activities Feedback Summary

In total, 725 residents participated directly through the virtual Public Information Centre (vPIC). An additional 15 paper surveys collected at the in-person PIC were added to the vPIC database, which equals 740 total responses. Figure 3 below shows the postal codes of vPIC participants, and Table 1 shows what group best describes respondents.

Figure 3: Map of Respondents' Postal Code Locations



Note: Not all respondent postal codes are shown due to map extent.

Table 1: Respondent Identification

Identified group	Total
Wards 3 or 4 Resident	589
Wards 3 or 4 Business Owner or Employee	73
City of Windsor Resident (not Ward 3 or 4)	94
Student at a Downtown School/ College/ University	19
City of Windsor Employee	26
Other	25

Please note respondents were able to select more than one option, thus there are more than 740 responses.

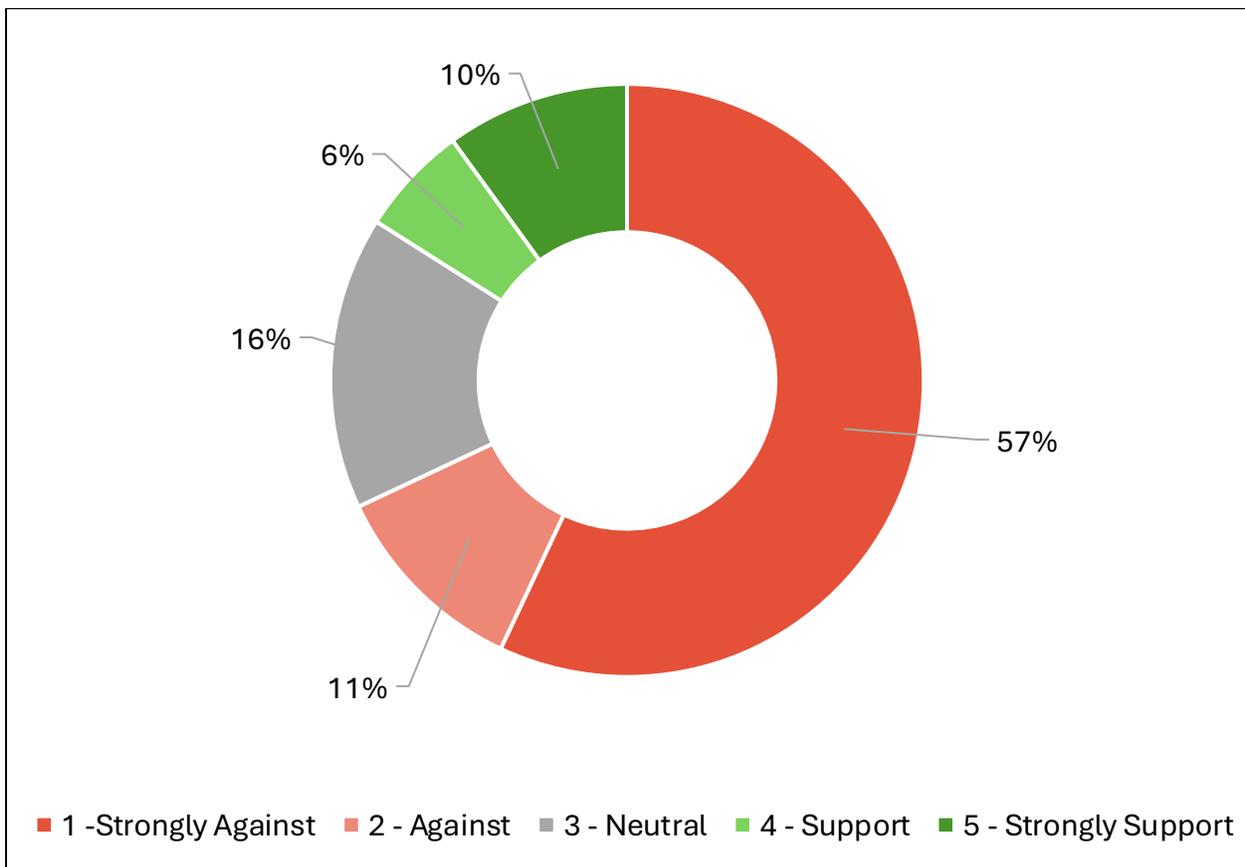
The following section outlines a summary of respondents' overall views related to the potential conversion of select Wards 3 and 4 streets from one-way to two-way traffic. This is followed by a street-by-street analysis, focusing on the 11 study streets. Additional analysis is provided related to key demographic factors and select cross comparisons of demographic data and responses related to support for conversion.

3.1 Overall feedback

Respondents were asked a series of questions related to their overall thoughts about potential conversion of the study streets from one-way to two-way traffic. The following provides a summary of responses to these questions.

The first question asked respondents to indicate their level of support for conversion of the study streets by selecting between strongly against to strongly support conversion on a scale (Figure 4). The majority of respondents (68%) indicated they were either strongly against or against conversion.

Figure 4: Level of Support for Conversion



3.1.1 Prioritizing Potential Impacts of Conversion

Respondents were then presented with 12 potential impacts and were asked to prioritize them by ordering the impacts from most important (first place) to least important (last place) when considering conversions from one-way to two-way traffic. A description of the 12 impacts is provided in Appendix A.

Table 2 displays the order of importance residents gave to the impacts. The table below shows a weighted ranking for each impact, where a descending value was assigned to each rank (i.e. 12 points for number 1, 11, points for number 2, etc.) and then the total points determine the order of impacts. The weighted analysis allows for a more accurate understanding of the most important impacts residents chose.

Table 2: Prioritization of Impacts

Potential Impact	Weighted Ranking Total
Pedestrian safety/ friendliness	7174
Vehicular speed/ safety	7085
On-street parking	6124
Livability and crime reduction	5110
Business vitality	4787
Cycling infrastructure	4655
Cost of conversion	4196
Public transit	3932
Visitor/ tourism readiness	3790
Air quality	3760
Emergency vehicles	3755
Road infrastructure	3352

The top five potential impacts of conversion that respondents ordered as most important were pedestrian safety and friendliness, vehicular speed and safety, on-street parking, livability and crime reduction and business vitality.

Further analysis of respondents who supported conversion to two-way (119 responses), those who were against conversion (503 responses), and those who were neutral about conversion (118 responses), show small differences in the top five most important potential impacts. Table 3 below display the overall ranking of impacts with the responses from the three separate groups (supporters, opponents and neutral).

Table 3: Prioritization of Impacts by Supporters of Conversion

Potential Impacts	Ranking overall	Ranking from those who supported	Ranking from those who opposed	Ranking from those who were neutral
Pedestrian safety/ friendliness	1	1	1	1
Vehicular speed/ safety	2	2	2	2
On-street parking	3	5	3	5
Livability and crime reduction	4	4	6	3
Business vitality	5	3	7	4
Cycling infrastructure	6	7	5	6
Cost of conversion	7	12	4	11
Public transit	8	10	8	8
Visitor/ tourism readiness	9	6	12	7
Air quality	10	8	10	9
Emergency vehicles	11	9	9	10
Road infrastructure	12	11	11	12

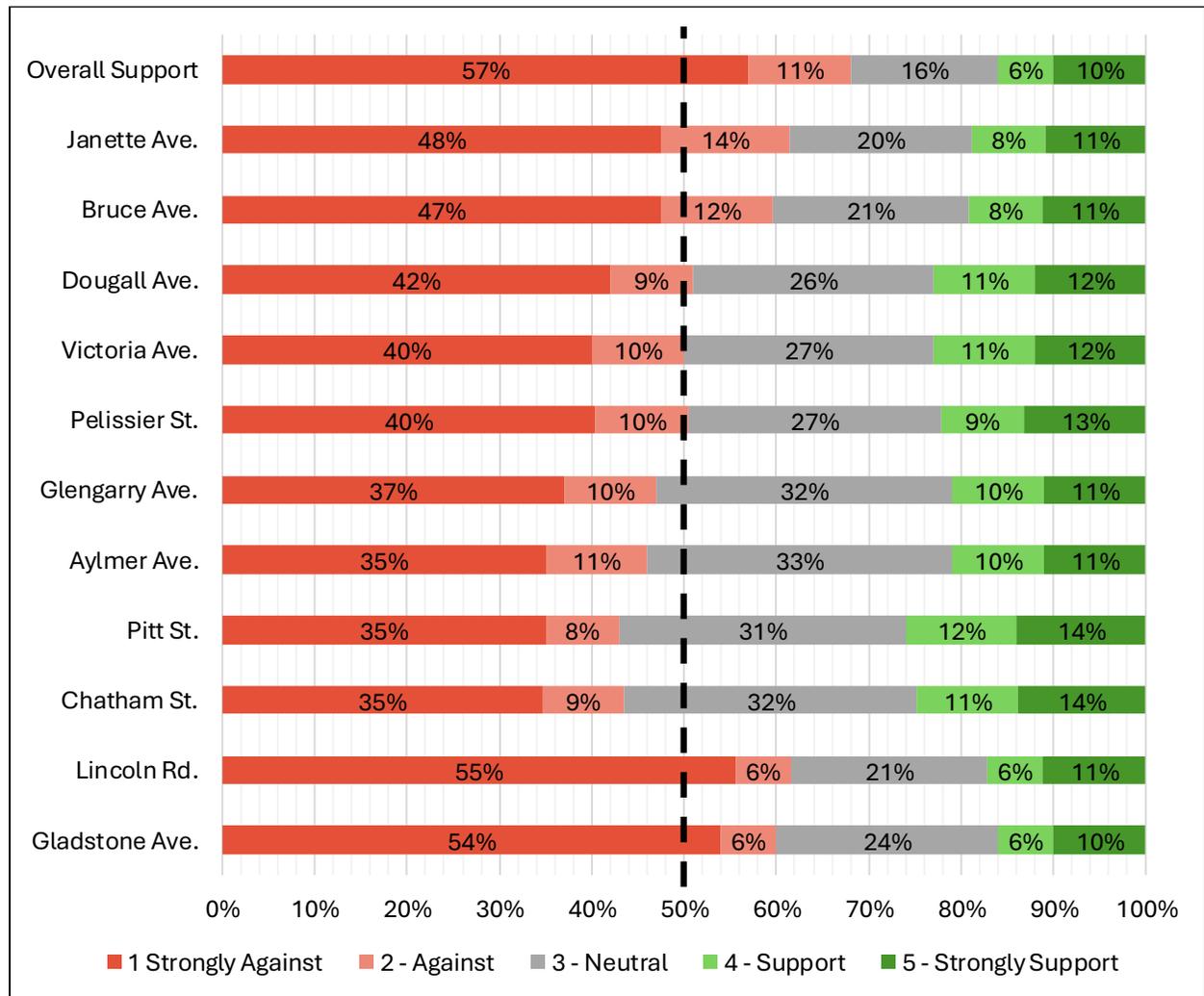
The rankings were determined through a weighted analysis similar to results in Figure 4. While all three groups identified pedestrian safety/ friendliness and vehicular speed/ safety as the top two impacts that need to be considered if conversion were to take place, there were slight differences in the rest of the rankings. For example, on-street parking moved down from third to fifth rank for those who supported and were neutral to conversion. The cost of conversion, which ranked seventh overall, was ranked fourth for opponents of conversion, and eleventh and twelfth for the neutral and support groups, respectively.

3.2 Comparison of Overall and Street-by-Street Support

The survey was designed to collect more detailed responses related to the level of support for two-way conversion at a street-by-street level. Similar to questions related to overall views of conversion, for each street, residents were first asked to indicate their level of support on a scale of one to five, where one was strongly against, three was neutral, and five was strongly support. This was followed by asking respondents to choose up to five impacts that were important to them, and finally, respondents were able to share more detail in a qualitative question. The following outlines a summary of responses for each of the study streets.

Figure 5 below displays a comparison of the overall support and the street-by-street support for two-way conversion.

Figure 5: Comparison of Overall and Street-by-Street Support for Conversion



While the majority of respondents (68%) indicated they were either strongly against or against conversion, at a street-by-street level there were some differences. Responses for five (Janette Avenue, Bruce Avenue, Dougall Avenue, Lincoln Road and Gladstone Avenue) of the 11 streets showed that a majority of respondents were either strongly against or against conversion. There was less opposition for six other streets (Victoria Avenue, Pelissier Street, Glengarry Avenue, Aylmer Avenue, Pitt Street, and Chatham Street). In these cases, 50% or less of respondents indicated that they were strongly against or against conversion.

3.2.1 Respondent Comments on Potential Impacts of Conversion

Respondents were provided opportunities to share comments about their choices and the potential impacts of conversion from one-way to two-way streets. The following outlines the key themes that emerged from these comments. Similar themes were present in both overall comments and those shared for each of the streets profiled in the survey.

Themes from Opponents of Conversion

For respondents who oppose conversion from one-way to two-way streets, the following are the main themes that were expressed throughout the comments received.

Vehicular speed and pedestrian safety – Respondents express concern that two-way streets would cause more traffic congestion and make streets busier. In addition, people noted concerns that this could lead to more opportunities for accidents and a less safe pedestrian environment.

Loss of parking – Respondents noted that conversion may lead to loss of on-street parking, which is at a premium on many of the study streets due to the lack of driveways or alternative parking for residents and businesses.

Cost of conversion – Respondents shared that funds for this project would be better committed elsewhere. Specifically, people highlighted higher community priorities (e.g. crime, homelessness). Others noted that they perceive that the costs of conversion appear to exceed benefits.

Loss of cycle lanes – Respondents shared concerns about the potential removal of cycling infrastructure with two-way conversion, this was particularly noted for streets where new bike lanes had only recently been installed. Further, respondents noted that two-way conversion may limit the potential for additional bike lanes in the future.

Street width – Respondents felt that many study streets were too narrow to allow for multiples uses (e.g. cycling, traffic, transit, garbage pickup) if streets were converted to two-way.

Commercial versus residential – Some respondents support the conversion of commercial street but not residential streets. Additionally, some respondents were in favour of partial street conversion where it made sense: first, where it was wide enough, second, where a street segment was in a commercial zone, third, where a street would continue an existing two-way street flow.

Conversion will not solve Downtown issues – Respondents expressed support for the existing one-way traffic system, suggesting that there was no need to change this. Further, respondents felt that potential street conversion would not solve the key issues facing downtown at this stage.

Not necessary – There were two broad themes reflecting that conversion was not necessary. First, some respondents noted that the existing system works well, so there was no need to change it. Second, others noted that for a selection of streets (e.g. Pelissier Street and Victoria Avenue) where new street calming infrastructure (e.g. speed bumps, lane reductions, perpendicular parking, protected bike lanes etc.) has been recently added, that two-way conversion was not necessary or that these existing traffic calming interventions addressed key issues.

Themes from Supporters of Conversion

For respondents who supported conversion from one-way to two-way streets, the following are the main themes that were expressed throughout the comments received.

Navigation – Respondents expressed that a two-way traffic system would be better for accessibility, navigation, convenience and tourist/visitor uses.

Pedestrian safety – Respondents shared that they believed a two-way system would be safer for pedestrians as it would slow vehicular traffic.

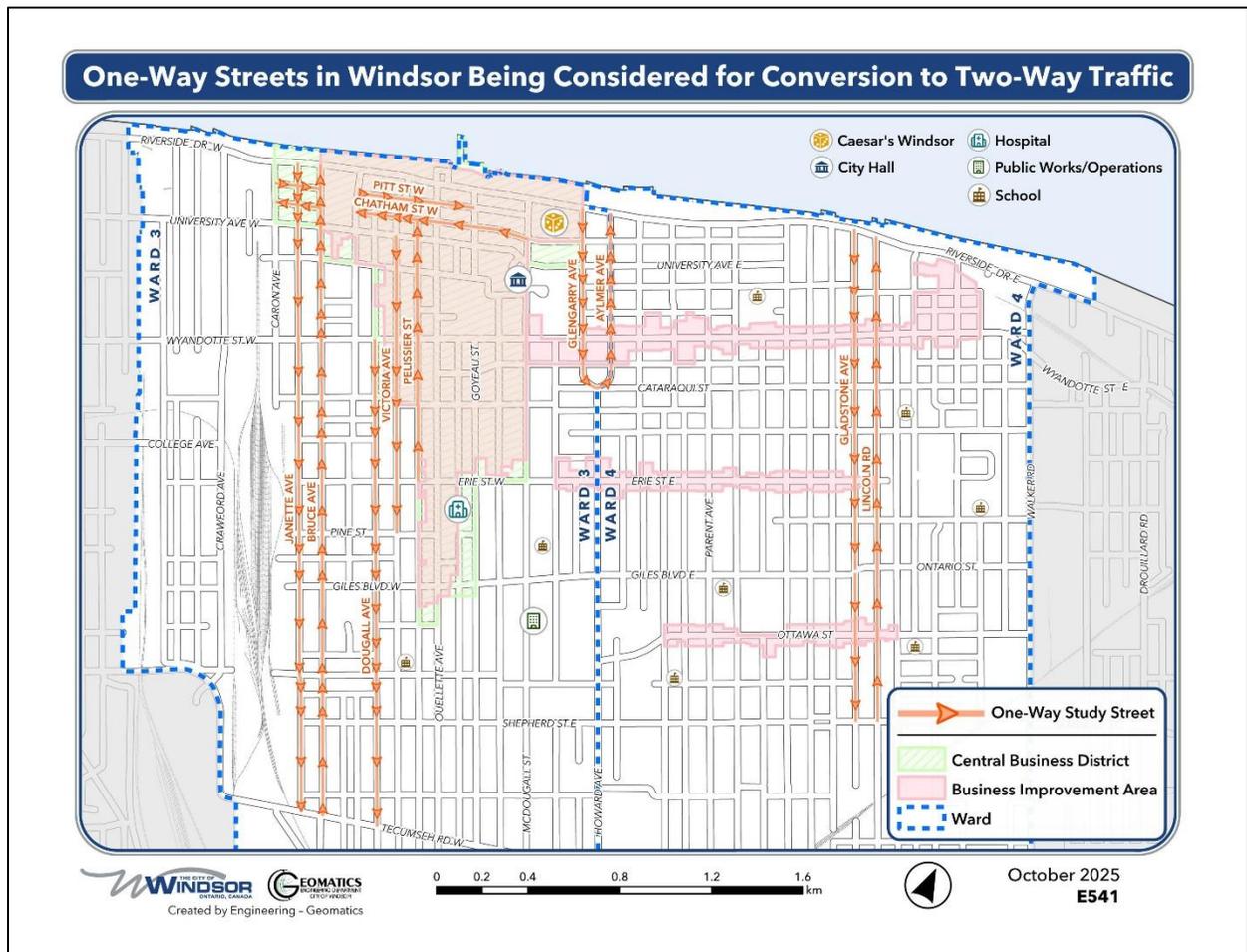
Commercial versus residential – Some respondents support the conversion of commercial street but not residential streets. Additionally, some respondents were in favour of partial street conversion where it made sense: first where it was wide enough, second, where a street segment was in a commercial zone, third, where a street would continue an existing two-way street flow.

Business vitality – Some respondents noted that a two-way system could be better for downtown businesses.

3.3 Street-by-Street Analysis

The following provides more detail about the feedback received for each of the study streets highlighted in the survey. Each of the following sections summarizes responses related to the level of support for conversion, followed by a summary of the top five most important potential impacts of conversion that respondents selected. Finally, respondents were asked to share if there were any particular current issues related to each street, and where there were common issues highlighted in the survey, these are shared below.

Figure 6: Map of Study Streets



3.3.1 Janette Avenue: Riverside Drive West to Tecumseh Road West

Figure 7: Jannette Avenue Support

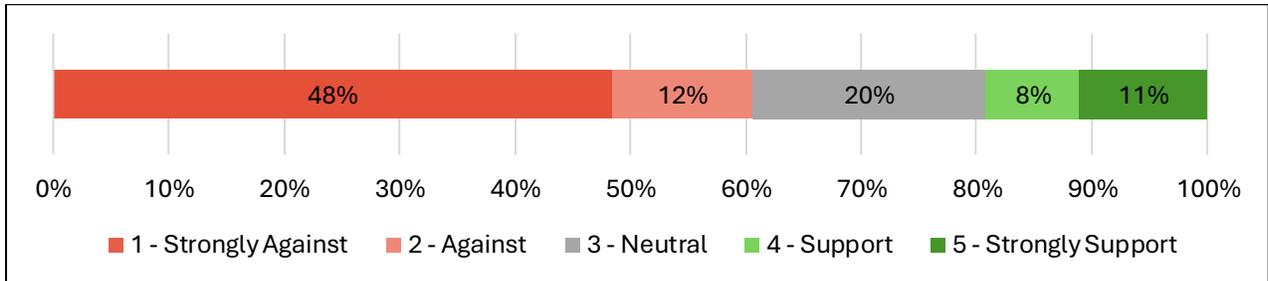
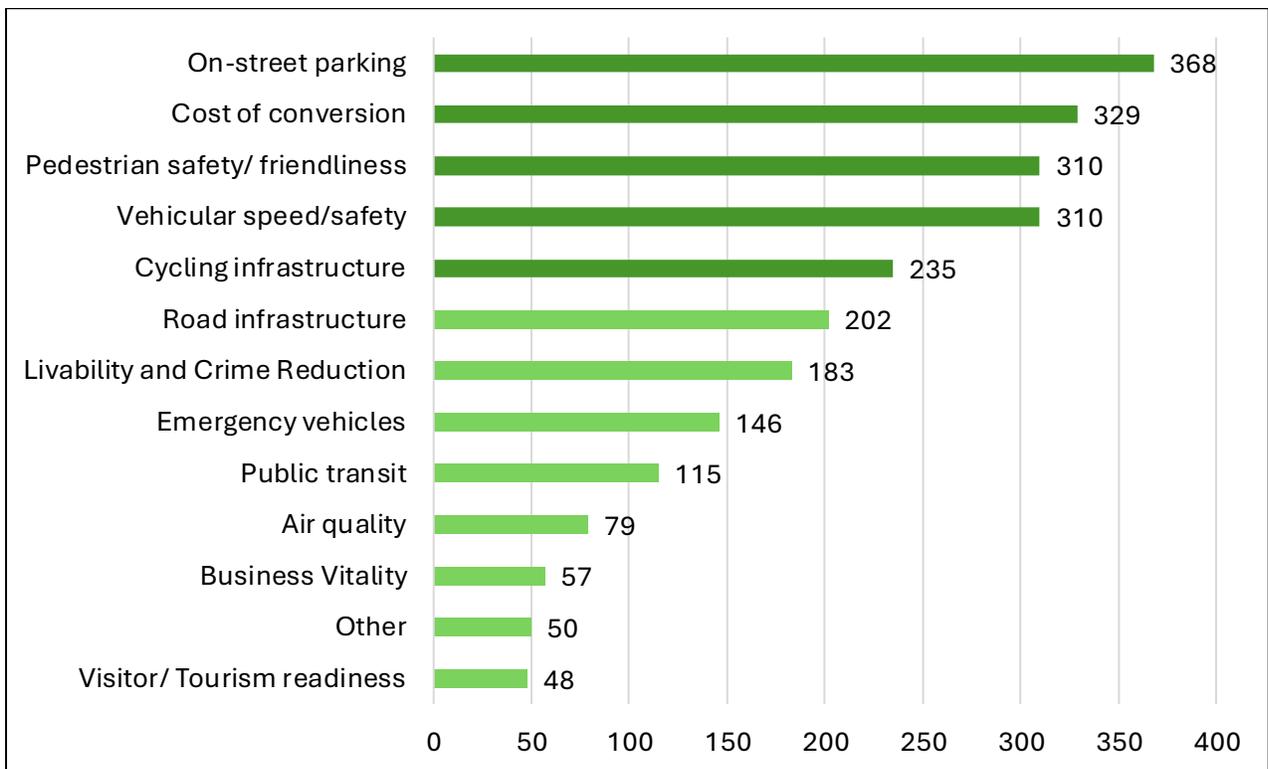


Figure 8: Top Concerns of Potential Impacts for Janette Avenue



Note: Respondents were able to choose up to 5 options; therefore, totals are greater than 740.

The majority of respondents (60%) either strongly disagreed or disagreed with the possible conversion of Janette Avenue. When considering the one-way to two-way street conversion, respondents indicated that the top 5 most important impacts to consider were on-street parking, the cost of conversion, pedestrian safety/ friendliness, vehicular speed/ safety and cycling infrastructure.

3.3.2 Bruce Avenue: Riverside Drive West to Tecumseh Road West

Figure 9: Bruce Avenue Support

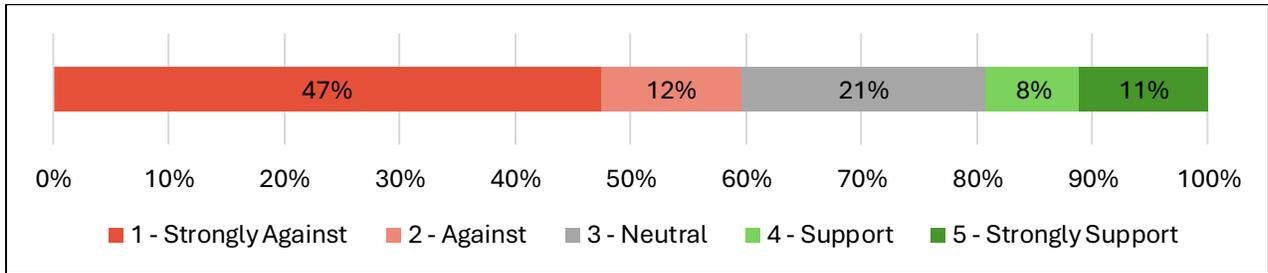
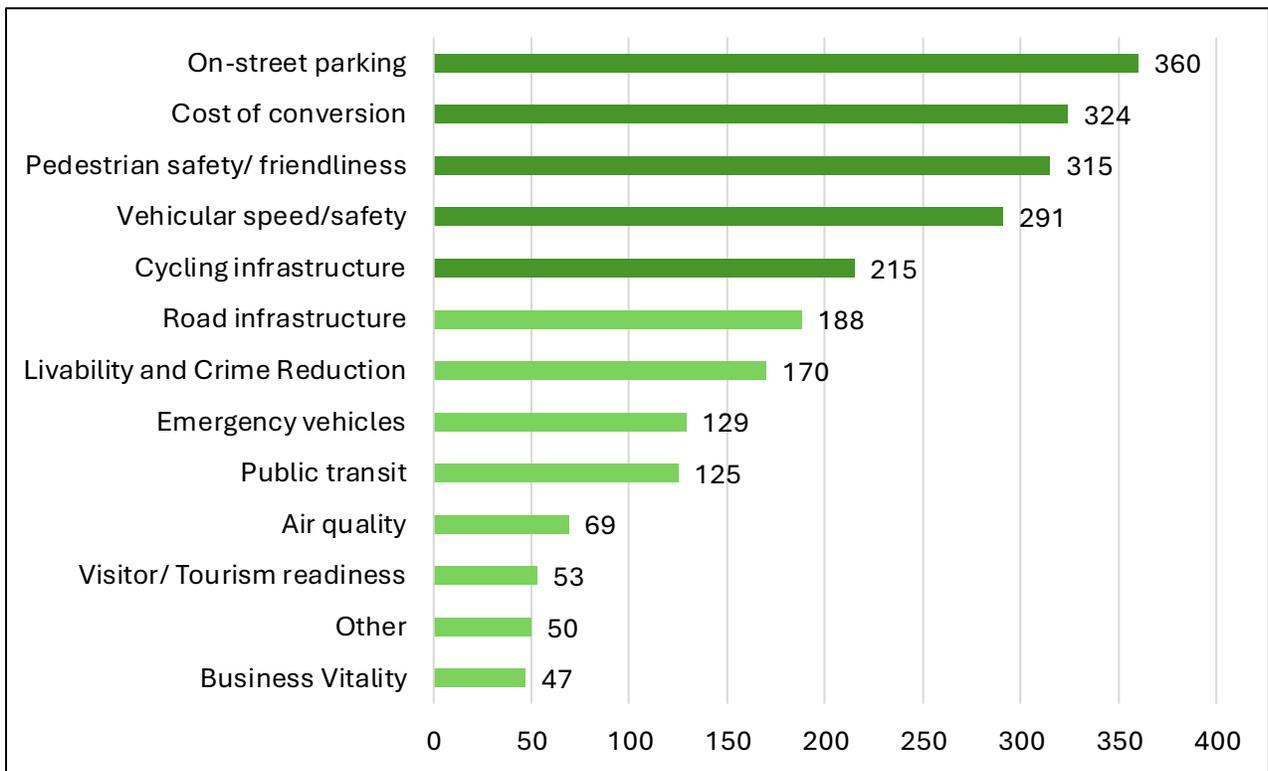


Figure 10: Top Concerns of Potential Impacts for Bruce Avenue



Note: Respondents were able to choose up to 5 options; therefore, totals are greater than 740.

The majority of respondents (59%) either strongly disagreed or disagreed with the possible conversion of Bruce Avenue. When considering conversion, respondents indicated that the top 5 most important impacts to keep in mind were on-street parking, the cost of conversion, pedestrian safety/ friendliness, vehicular speed/ safety and cycling infrastructure.

3.3.3 Dougall Avenue: Wyandotte Street West to Tecumseh Road West

Figure 11: Dougall Avenue Support

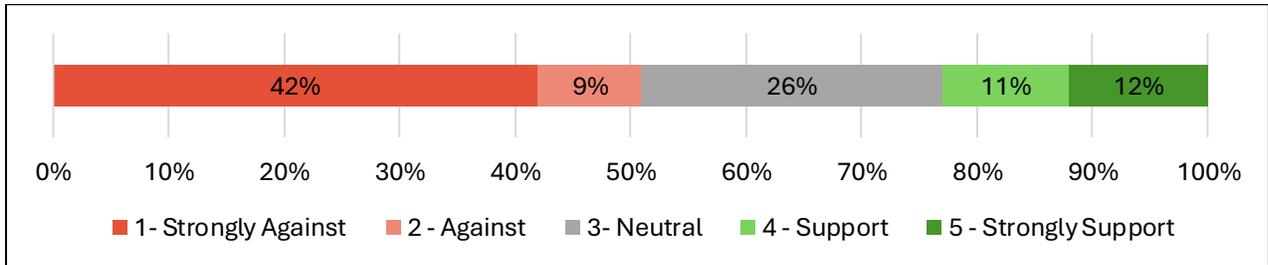
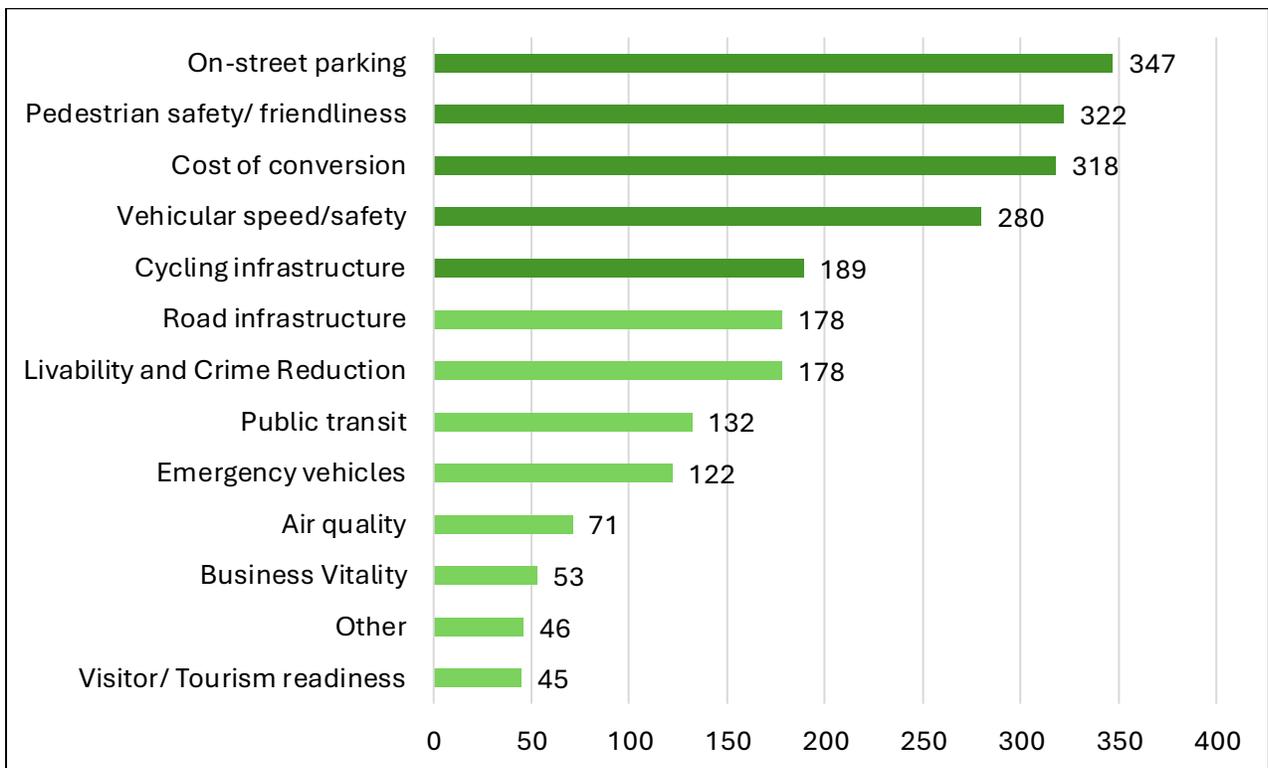


Figure 12: Top Concerns of Potential Impacts for Dougall Avenue



Note: Respondents were able to choose up to 5 options; therefore, totals are greater than 740.

Again, a majority of respondents (51%) either strongly disagreed or disagreed with potential conversion of Dougall Avenue from one-way to two-way traffic. When considering conversion, respondents indicated that the top 5 most important impacts to keep in mind were on-street parking, pedestrian safety/ friendliness, cost of conversion, vehicular speed/safety, and cycling infrastructure. The most commonly shared current issue for Dougall Avenue was a request for the addition of a bicycle lane.

3.3.4 Victoria Avenue: University Avenue East to Pine Street

Figure 13: Victoria Avenue Support

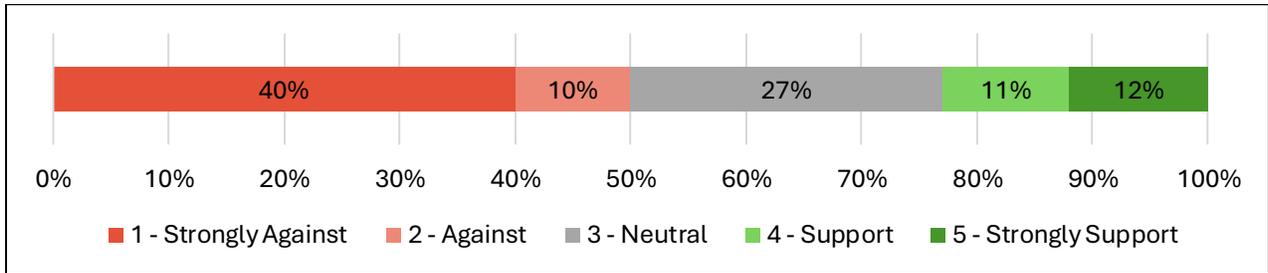
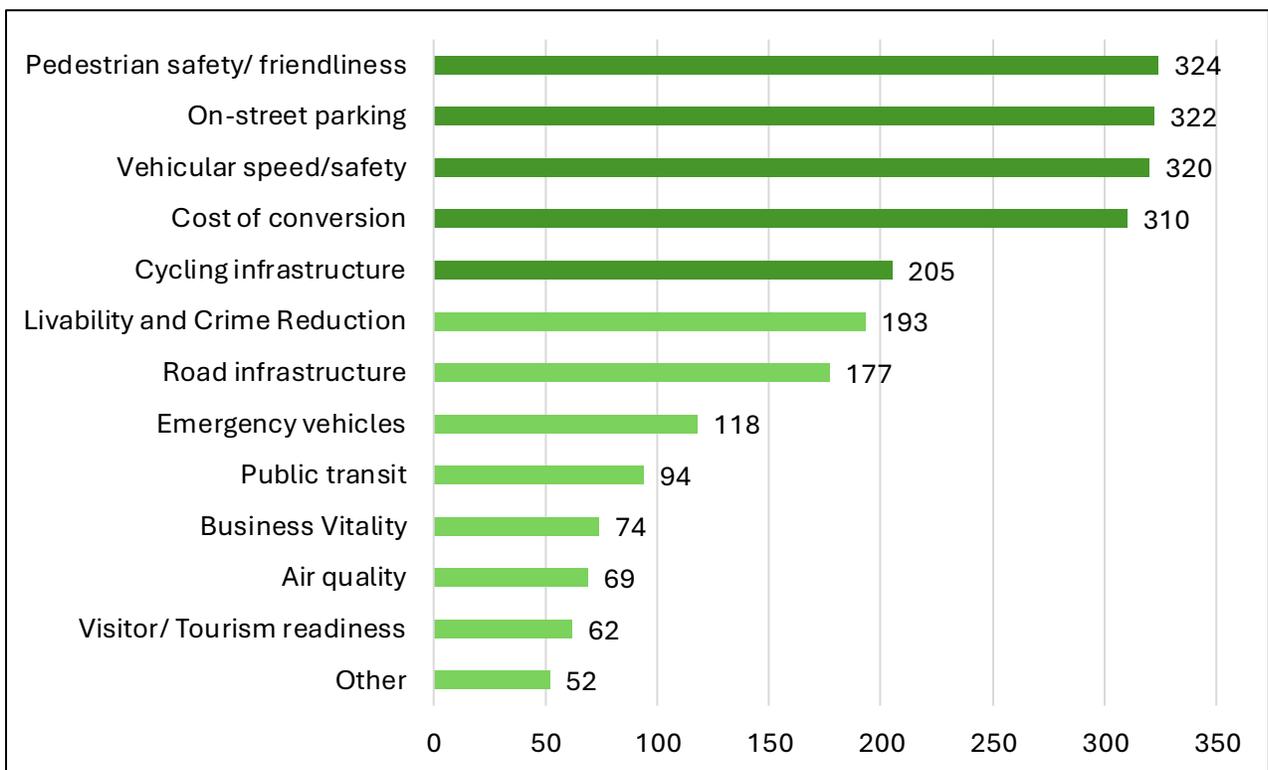


Figure 14: Top Concerns of Potential Impacts for Victoria Avenue



Note: Respondents were able to choose up to 5 options; therefore, totals are greater than 740.

A combined total of 50% of respondents either strongly disagreed or disagreed with the potential conversion of Victoria Avenue from one-way to two-way traffic. When considering conversion, respondents indicated that the top 5 most important impacts to keep in mind were pedestrian safety/ friendliness, on-street parking, vehicular speed/safety, cost of conversion, and cycling infrastructure.

The commonly repeated current issues as they relate to potential conversion is that there is support for the recent addition of bike lanes and other traffic calming measures. As a result, respondents did not see the need for a change.

3.3.5 Pelissier Street: Chatham Street West to Erie Street West

Figure 15: Pelissier Street Support

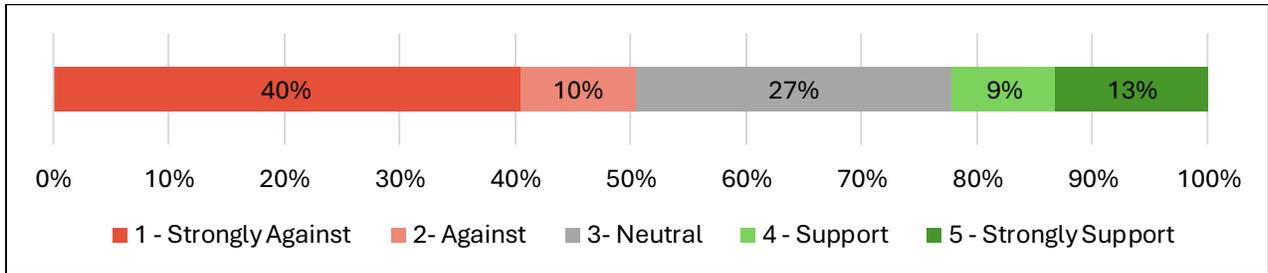
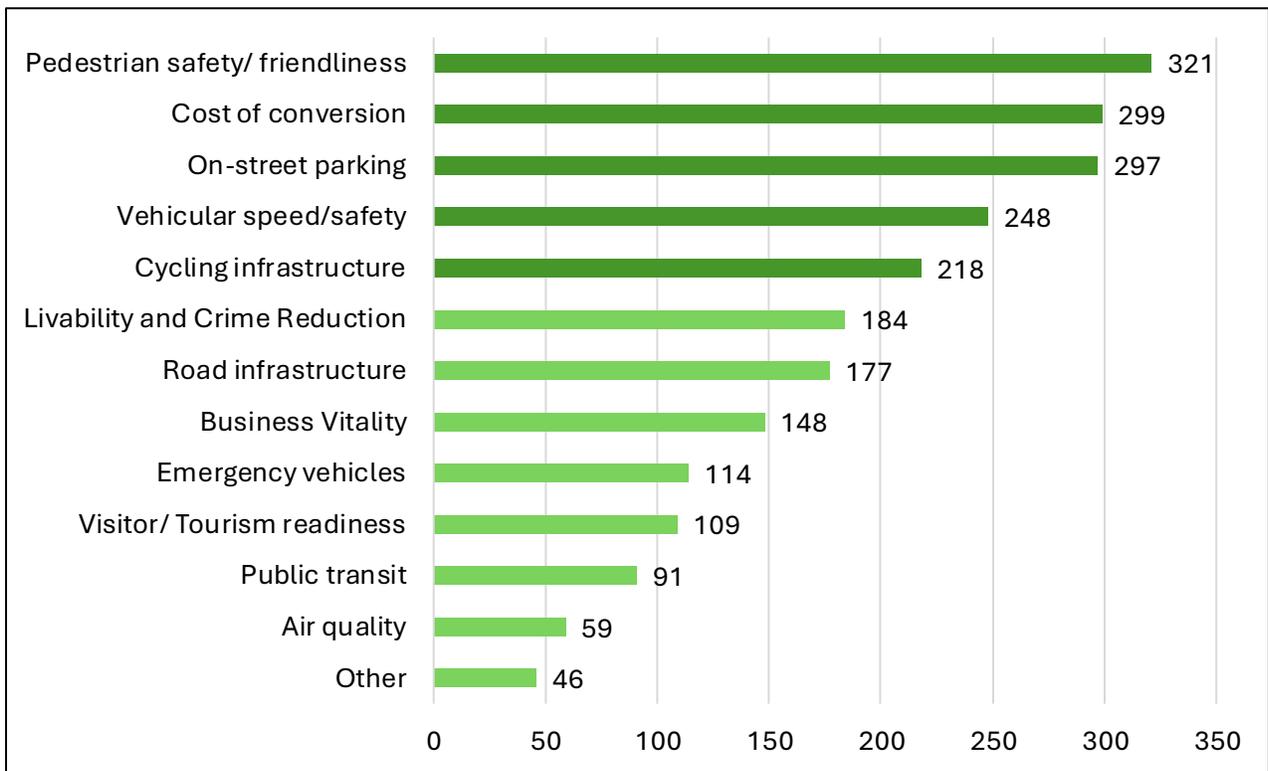


Figure 16: Top Concerns of Potential Impacts for Pelissier Street



Note: Respondents were able to choose up to 5 options; therefore, totals are greater than 740.

A combined total of 50% of respondents either strongly disagreed or disagreed with potential conversion of Pelissier Street. When considering one-way to two-way street conversion, respondents indicated that the top 5 most important impacts to keep in mind were pedestrian safety/ friendliness, cost of conversion, on-street parking, vehicular speed/safety, and cycling infrastructure.

Similar to Victoria Avenue, respondents noted that there is no need for changes on Pelissier Street, as recent traffic calming changes are popular. These include the introduction of bike lanes, perpendicular parking and reducing the street width to one lane.

3.3.6 Glengarry Avenue: Riverside Drive East to Cataraqui Street

Figure 17: Glengarry Avenue Support

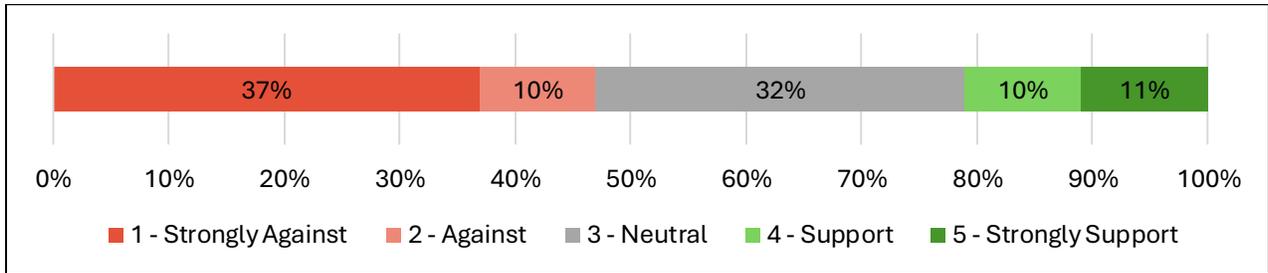
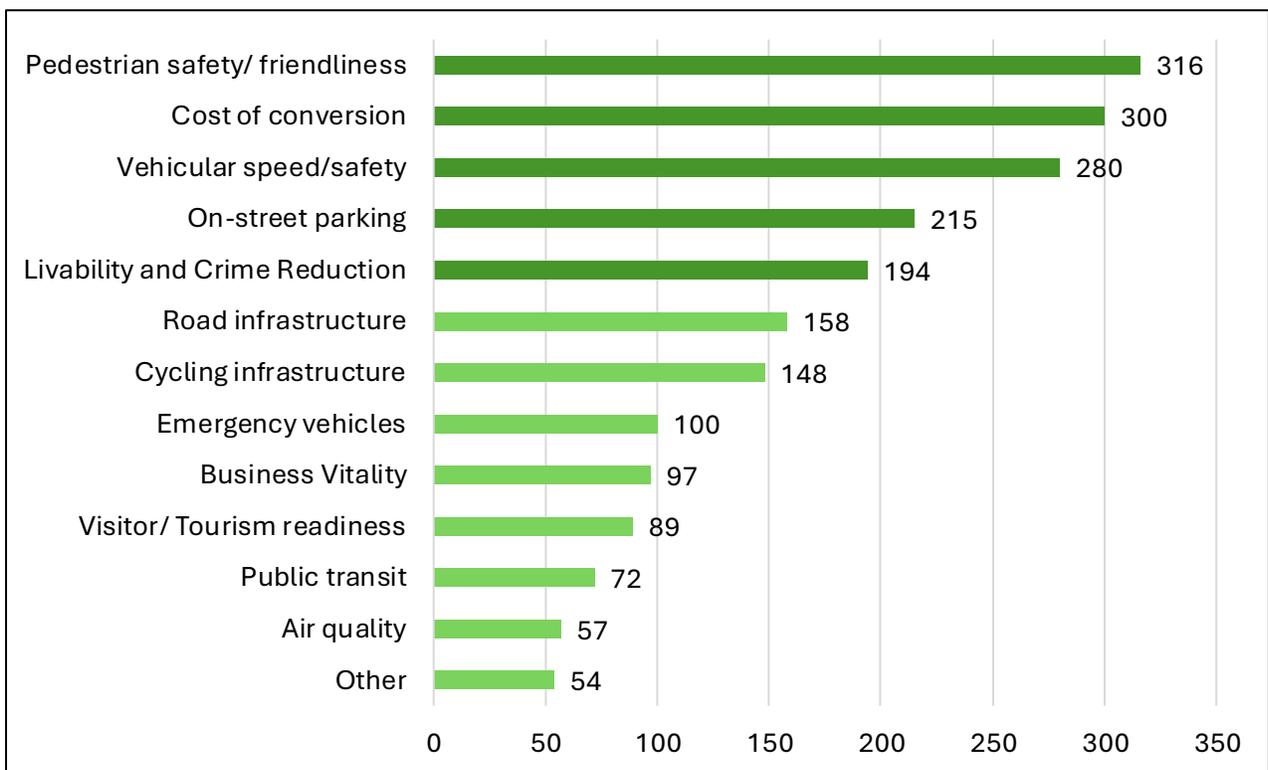


Figure 18: Top Concerns of Potential Impacts for Glengarry Avenue



Note: Respondents were able to choose up to 5 options; therefore, totals are greater than 740.

A little less than a majority (47%) strongly disagreed or disagreed with the potential conversion of Glengarry Avenue, while 32% were neutral. When considering one-way to two-way street conversion, respondents indicated that the top 5 most important impacts to keep in mind were pedestrian safety/ friendliness, cost of conversion, vehicular speed/ safety, on-street parking and liveability and crime reduction.

The most commonly shared current issues for Glengarry Avenue included concerns about the impact of conversion relate to congestion around the Casino, particularly when large events are taking place. Some respondents noted that two-way conversion may help the issue, while others suggested that keeping the road design one-way would be better.

3.3.7 Aylmer Avenue: Riverside Drive East to Cataraqi Street

Figure 19: Aylmer Avenue Support

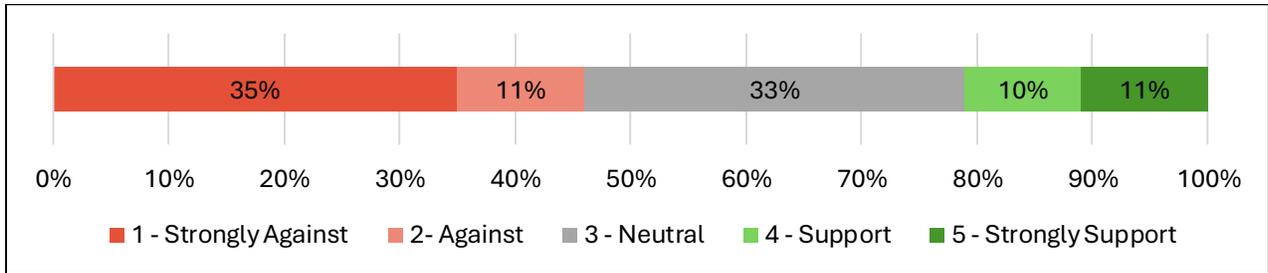
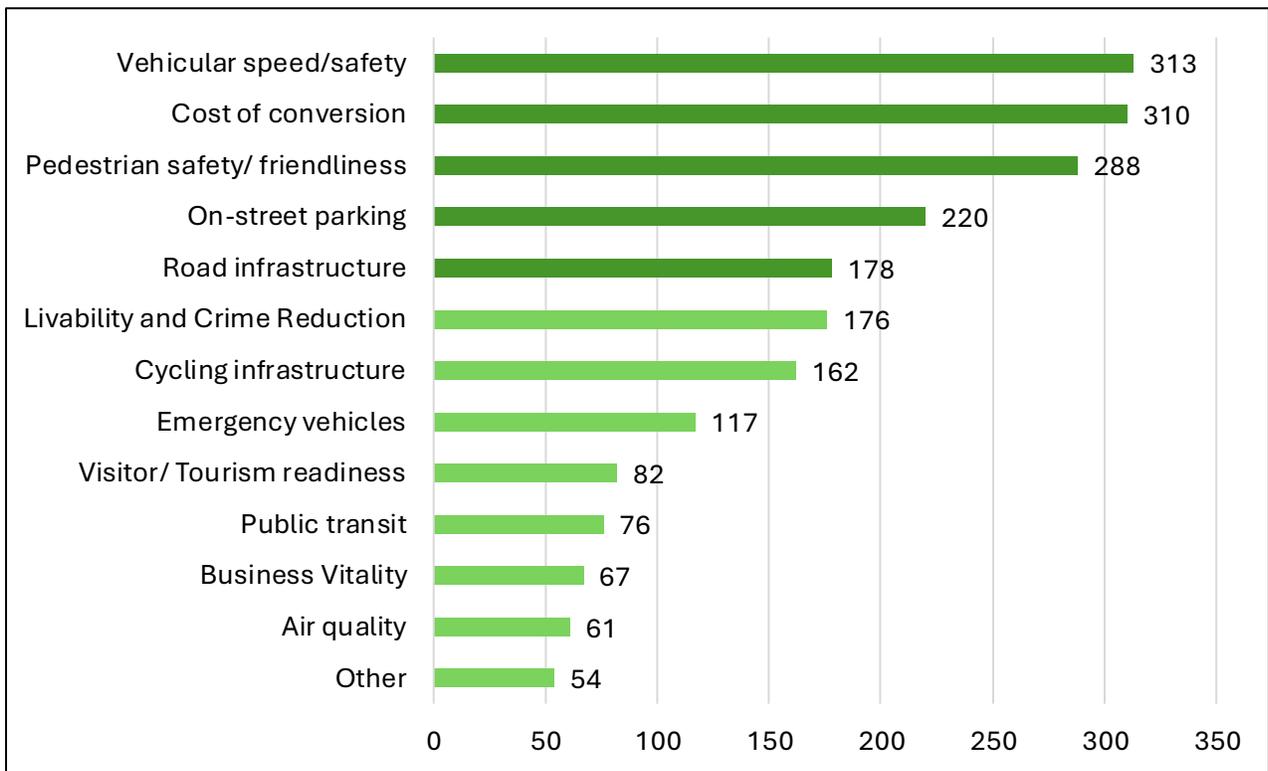


Figure 20: Top Concerns of Potential Impacts for Aylmer Avenue



Note: Respondents were able to choose up to 5 options; therefore, totals are greater than 740.

A combined total of 46% of respondents strongly disagreed or disagreed with the potential conversion of Aylmer Avenue, while 33% were neutral. When considering the one-way to two-way street conversion, respondents indicated that the top 5 most important impacts to keep in mind were vehicular speed/ safety, cost of conversion, pedestrian safety/ friendliness, on-street parking, and road infrastructure.

Commonly mentioned current issues related to existing confusion around the intersections of Aylmer Avenue, Howard Avenue and Glengarry Avenue. Additional concern was raised about this intersection being more confusing with two-way conversion.

3.3.8 Pitt Street: Caron Avenue to Goyeau Street

Figure 21: Pitt Street Support

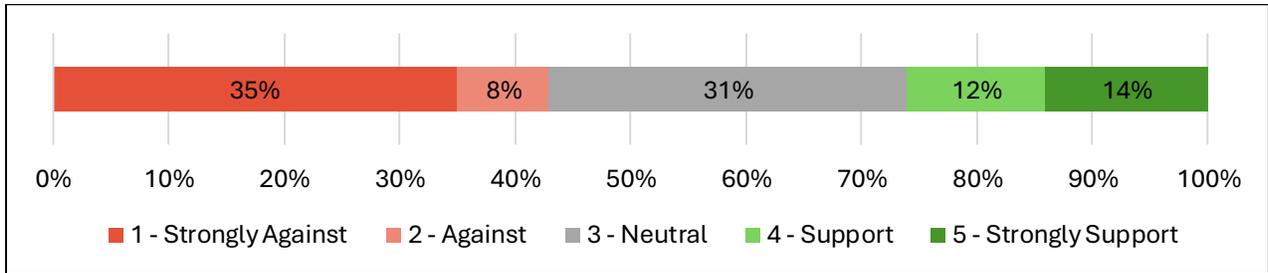
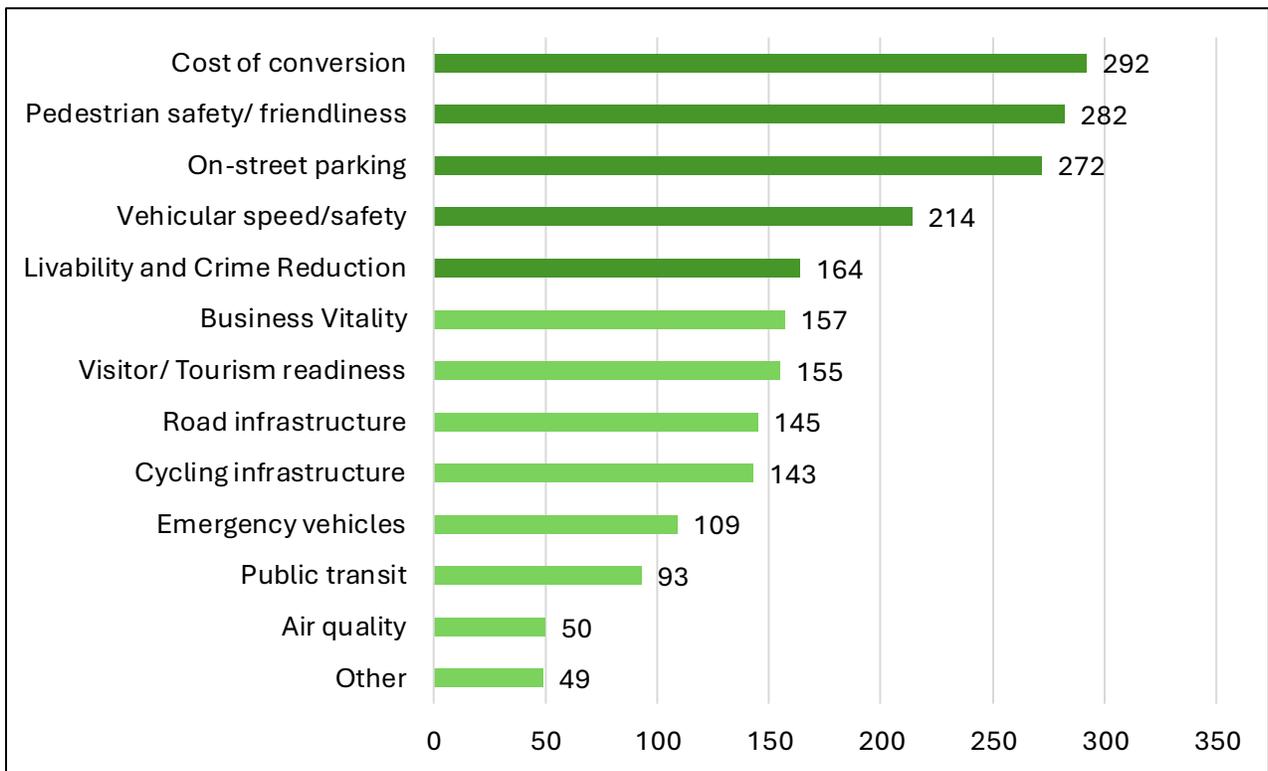


Figure 22: Top Concerns of Potential Impacts for Pitt Street



Note: Respondents were able to choose up to 5 options; therefore, totals are greater than 740.

A combined total of 43% of respondents strongly disagreed or disagreed with the potential conversion of Pitt Street, while 31% were neutral. When considering one-way to two-way street conversion, respondents indicated that the top 5 most important impacts to keep in mind were the cost of conversion, pedestrian safety/ friendliness, on-street parking, vehicular speed/ safety, and liveability and crime reduction.

3.3.9 Chatham Street: Caron Avenue to McDougall Street

Figure 23: Chatham Street Support

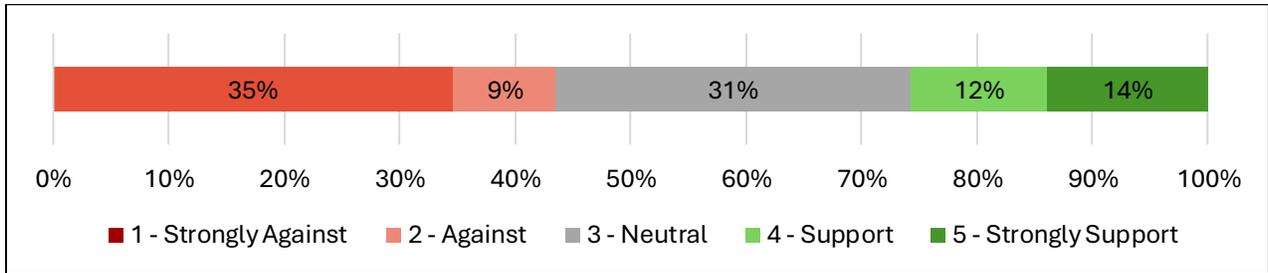
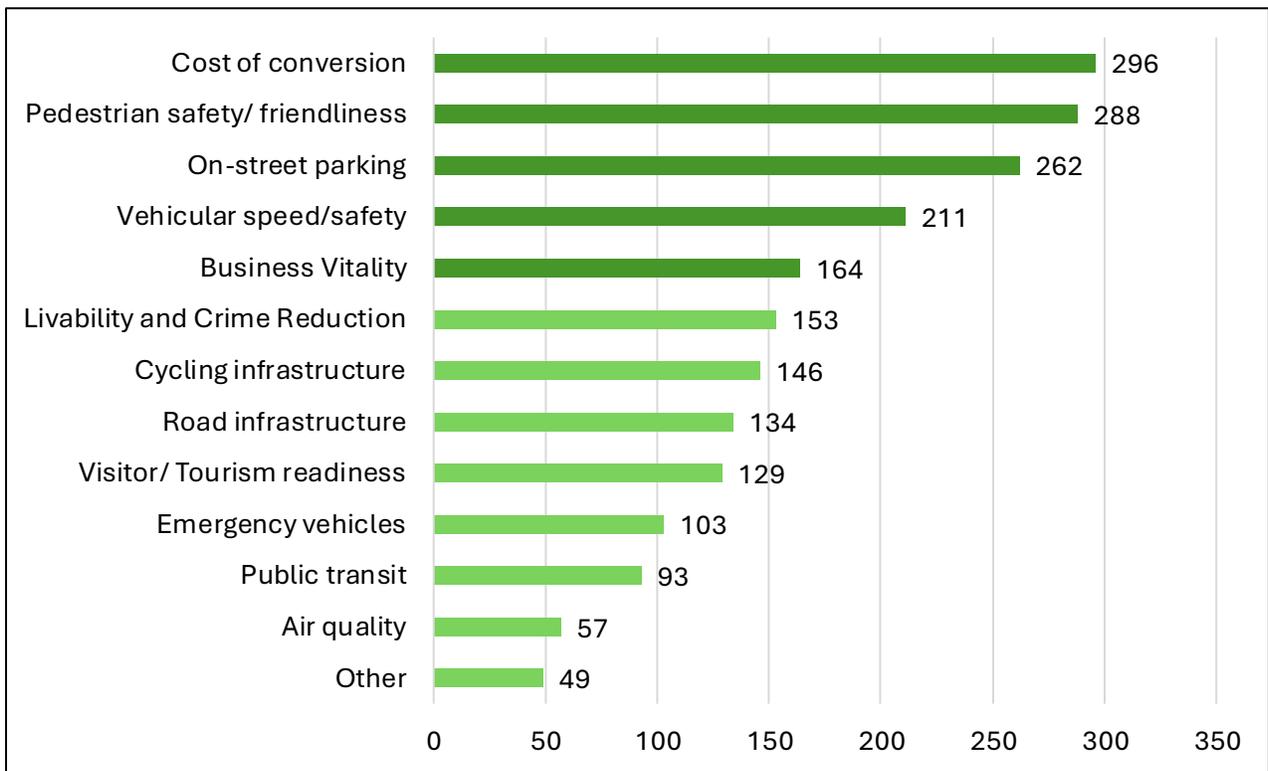


Figure 24: Top Concerns of Potential Impacts for Chatham Street



Note: Respondents were able to choose up to 5 options; therefore, totals are greater than 740.

A combined total of 44% respondents strongly disagreed or disagreed with the potential conversion of Chatham Street, while 31% were neutral. When considering one-way to two-way street conversion, respondents indicated that the top 5 most important impacts to keep in mind were the cost of conversion, pedestrian safety/ friendliness, on-street parking, vehicular speed/ safety, and business vitality.

Overall, there was more support for two-way conversion expressed in the comments than on other streets. This was related to the higher number of businesses on this street.

3.3.10 Lincoln Road: Riverside Drive East to Shepherd Street East

Figure 25: Lincoln Road Support

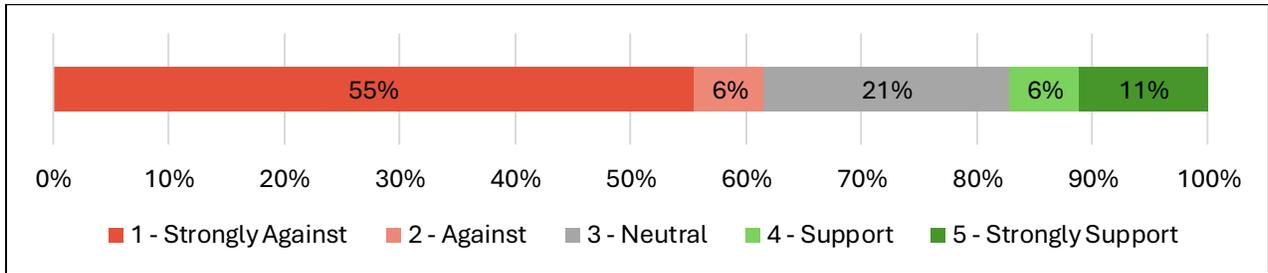
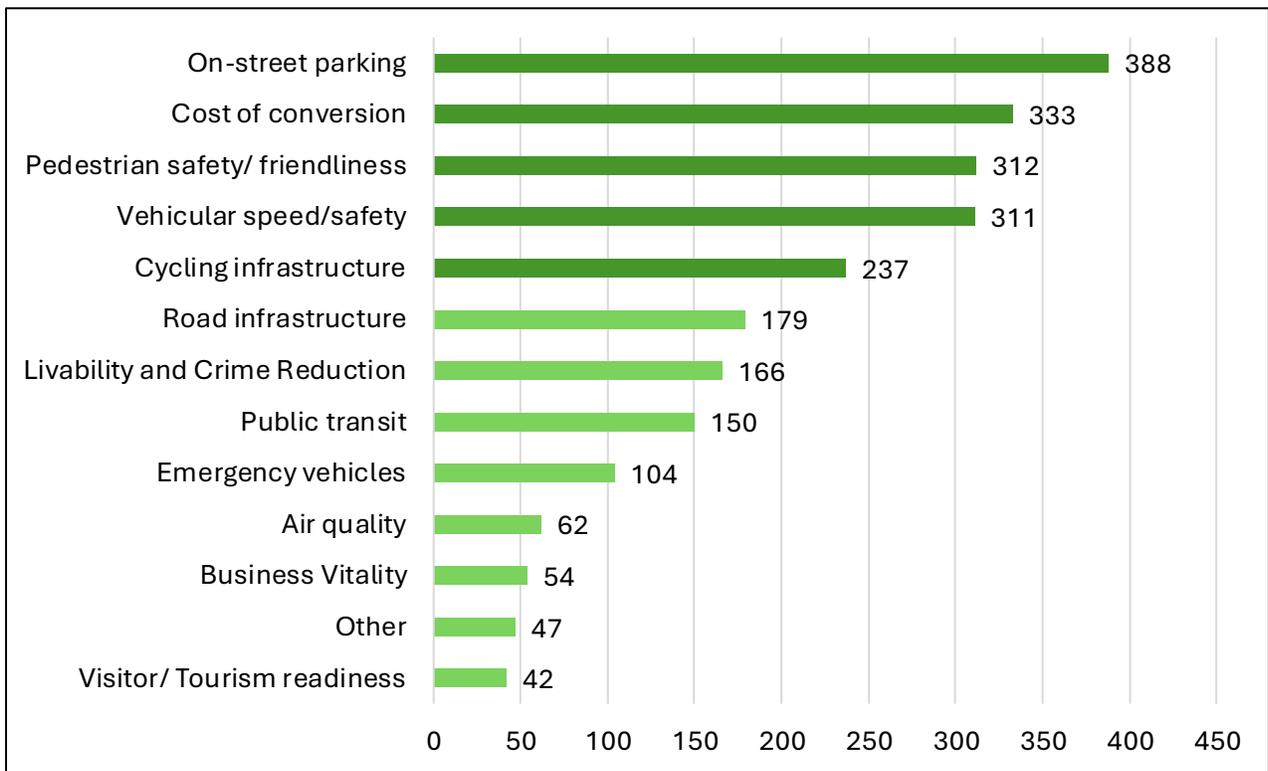


Figure 26: Top Concerns of Potential Impacts for Lincoln Road



Note: Respondents were able to choose up to 5 options; therefore, totals are greater than 740.

A combined total of 61% of respondents strongly disagreed or disagreed with the potential conversion of Lincoln Road. When considering one-way to two-way street conversion, respondents indicated that the top 5 most important impacts to keep in mind were on-street parking, cost of conversion, pedestrian safety/ friendliness, vehicular speed/ safety, and cycling infrastructure.

3.3.11 Gladstone Avenue: Riverside Drive East to Shepherd Street East

Figure 27: Gladstone Avenue Support

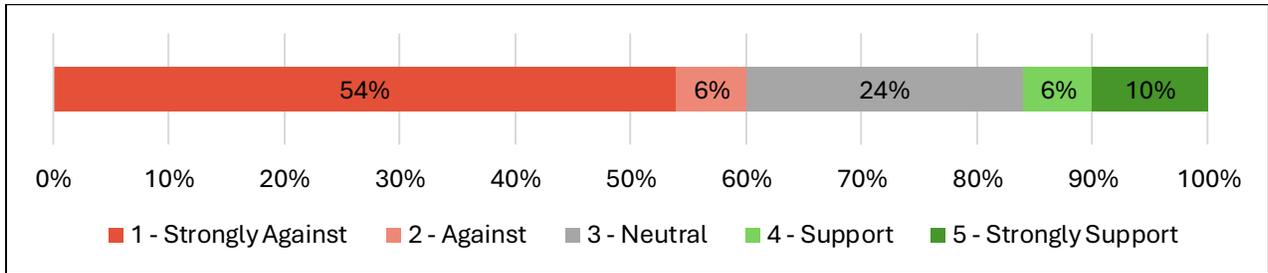
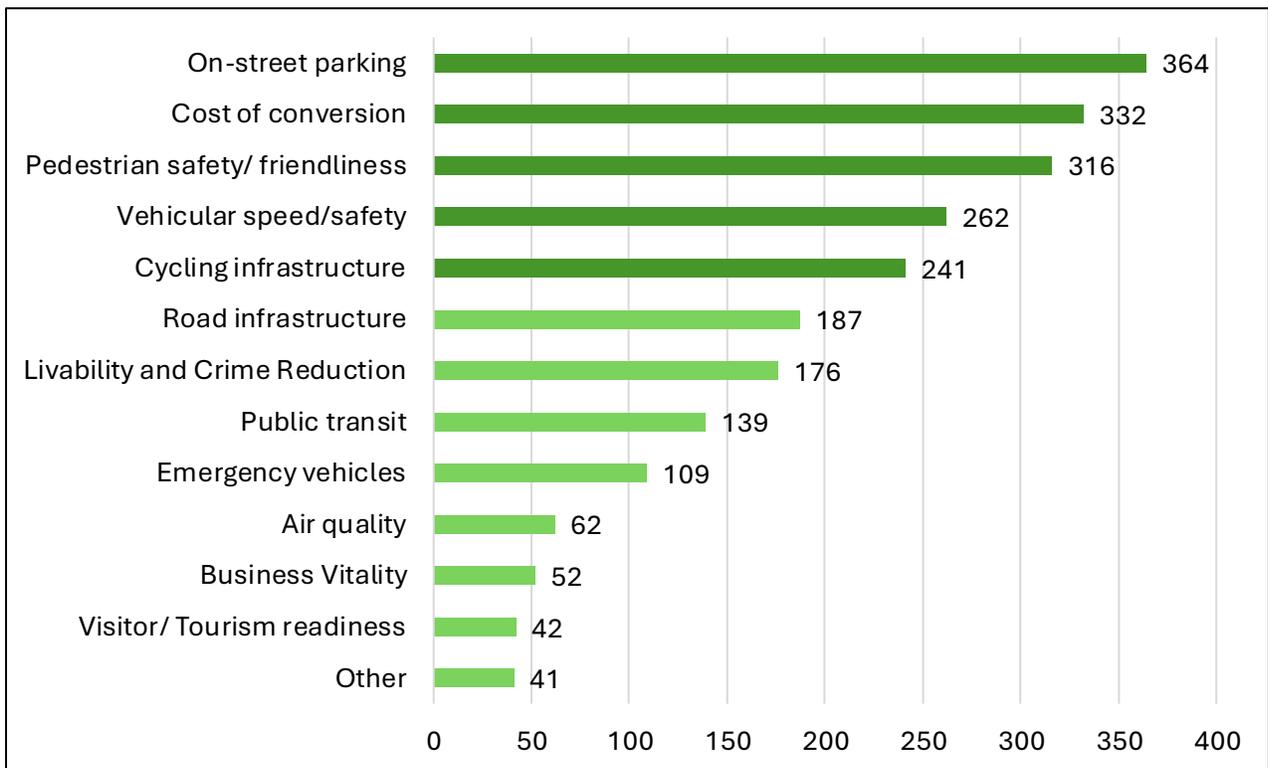


Figure 28: Top Concerns of Potential Impacts for Gladstone Avenue



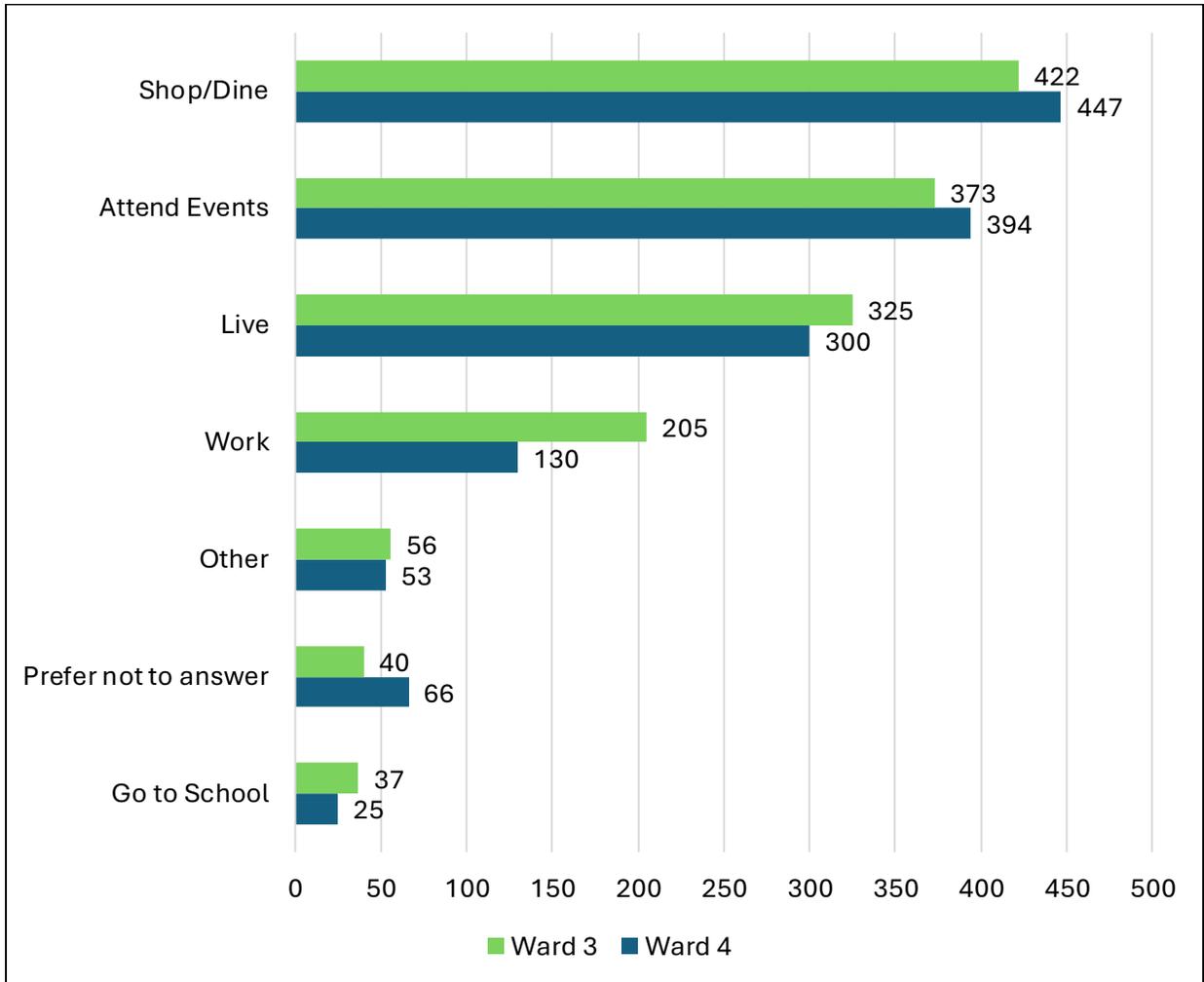
Note: Respondents were able to choose up to 5 options; therefore, totals are greater than 740.

A combined total of 60% of respondents strongly disagreed or disagreed with the potential conversion of Gladstone Avenue. When considering one-way to two-way street conversion, respondents indicated that the top 5 most important impacts to keep in mind were on-street parking, cost of conversion, pedestrian safety/ friendliness, vehicular speed/ safety, and cycling infrastructure.

4.0 Respondent Demographics

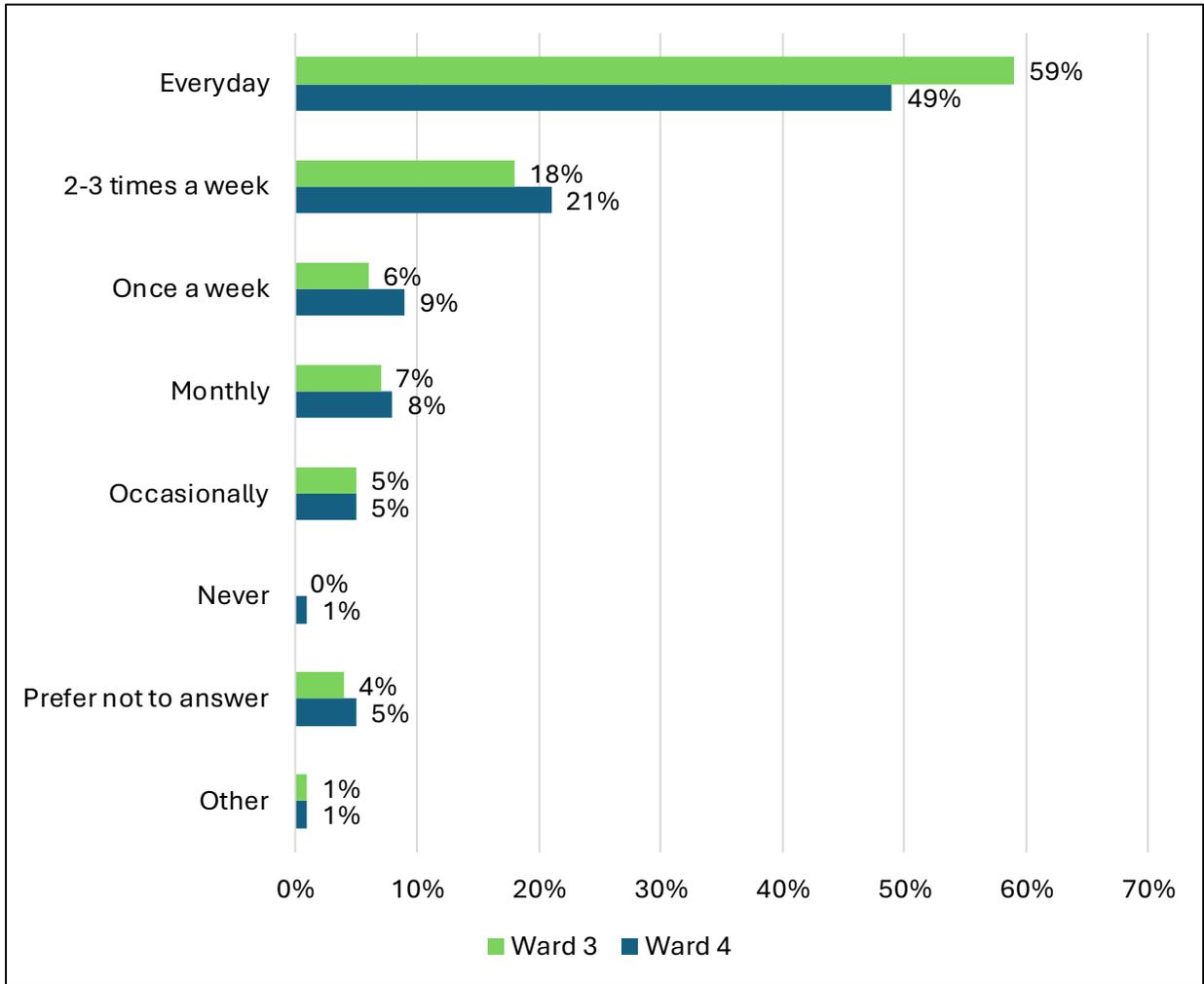
Included in the survey were questions focused on learning more about respondents. This included questions about where people live, what they do in Wards 3 and 4, how often, and how they get around the city. In addition, people were asked their age and gender. The following outlines a summary of these responses.

Figure 29: Wards 3 and 4 Activities



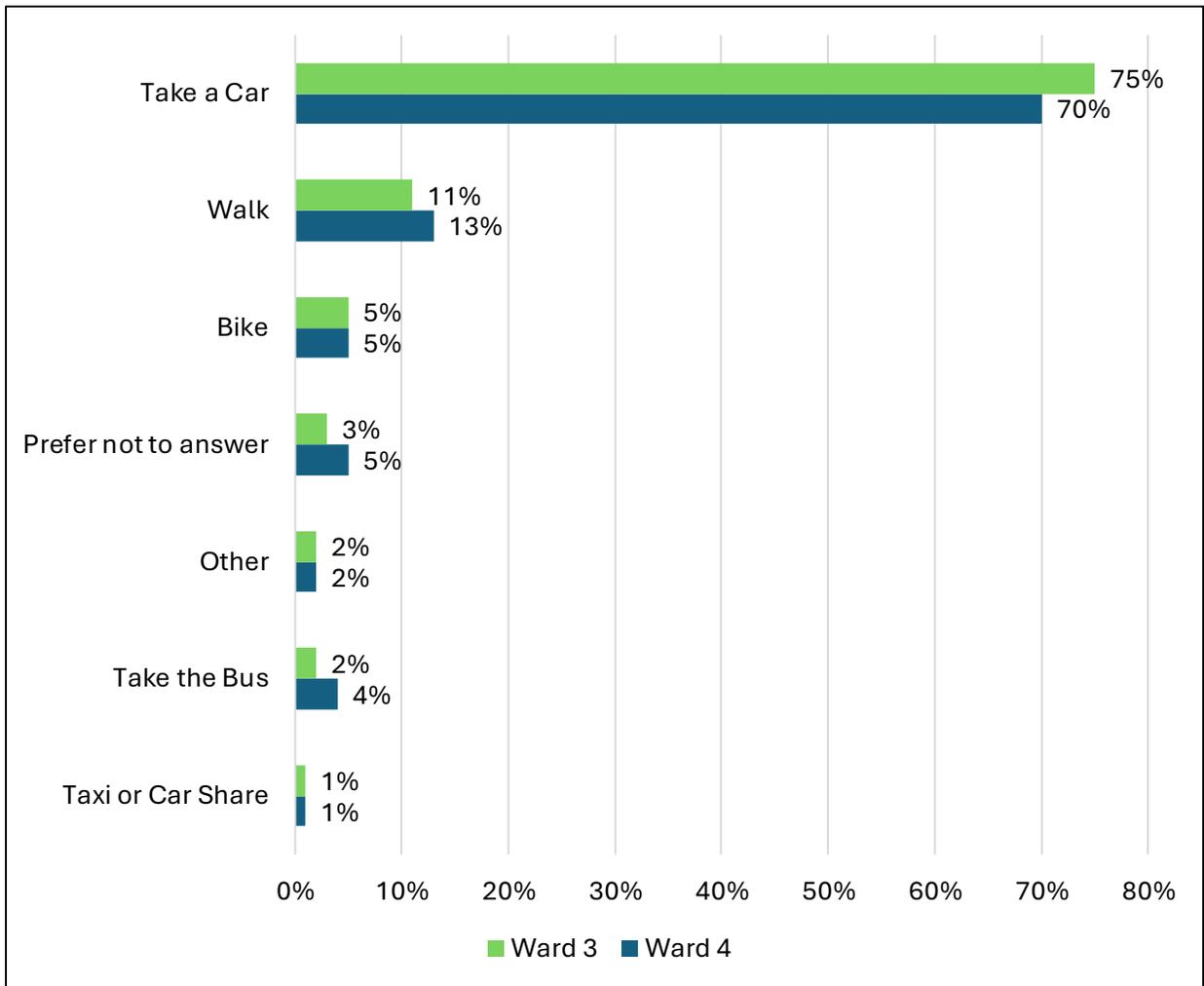
Respondents were able to choose more than one option related to the “what do you do in Ward 3 or 4” question. As a result, the data in Figure 29 displays activities by total number of responses rather than percentages. In both Wards, shop and dine, followed by attending events are the more commonly selected activities. This is followed by living in these wards.

Figure 30: Frequency of time spent in Wards 3 and 4



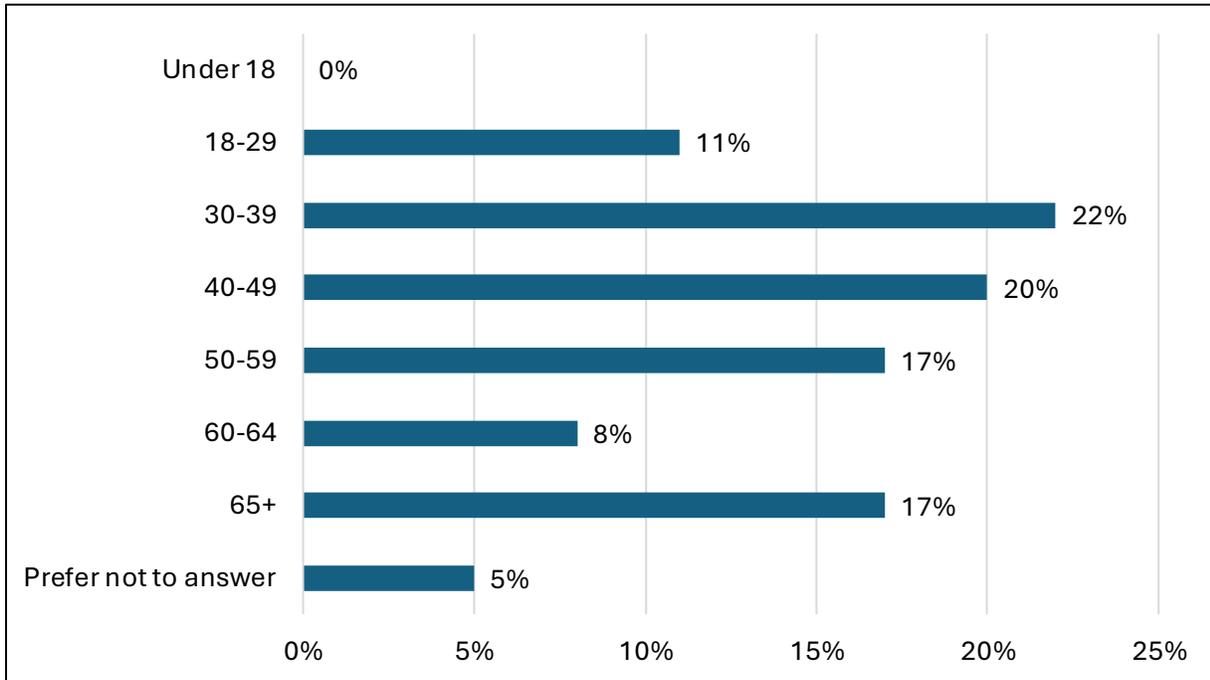
Respondents noted that they spend time in both Wards frequently, with a majority of respondents (59%) noting they are in Ward 3 daily, and 49% of respondents noting the same for Ward 4. This aligns with the fact that a significant number of respondents indicated they live in either ward.

Figure 31: Primary Mode of Travel in Wards 3 and 4



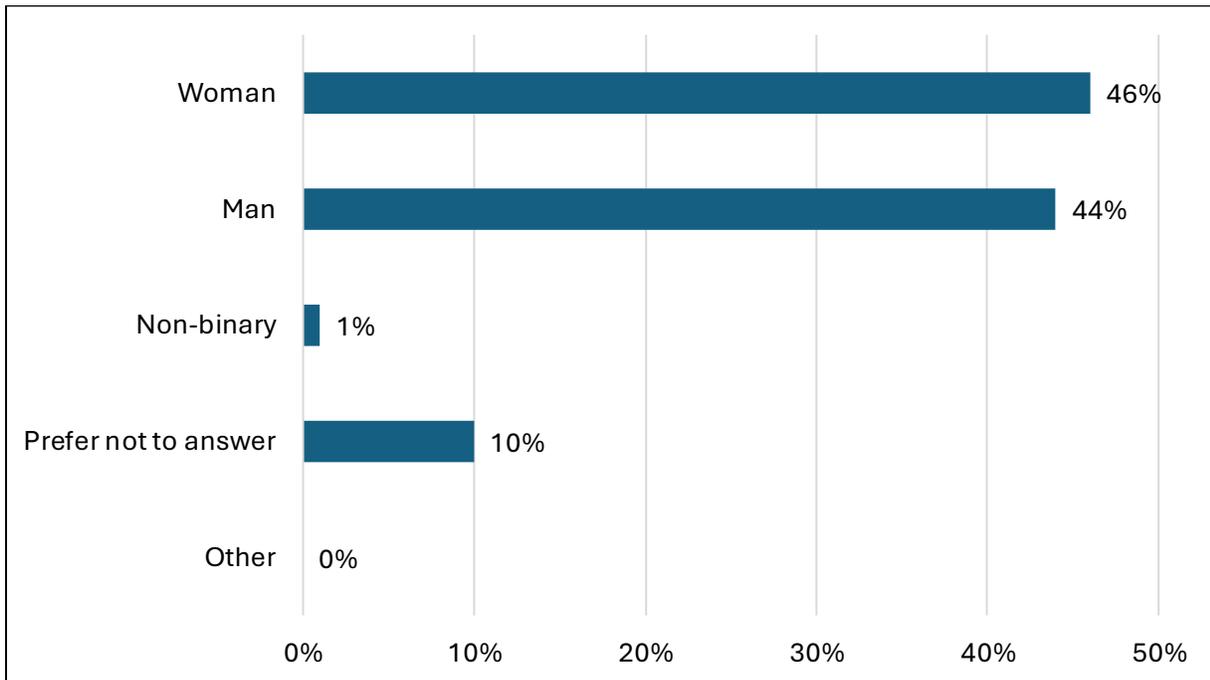
The vast majority of respondents indicated that their primary mode of travel to, and through, Wards 3 (75%) and 4 (70%), is to take a car.

Figure 32: Age of Respondents



The majority of respondents indicated they were between 30 and 59 years of age (59%), with 25% noting they were older than 60 years old. Figure 33 shows that slightly more respondents identify as women (46%) versus 44% who identify as men.

Figure 33: Gender of Respondents



5.0 Cross Comparisons

To get a better understanding of how different segments of respondents view the potential conversion of one-way to two-way streets, a cross-analysis of certain factors was undertaken. Specifically, analyses of the overall levels of support for potential conversion were compared with demographics and respondents' connections with Wards 3 and 4.

Figure 34: Wards 3 and 4 Residents and Overall Support for Conversion

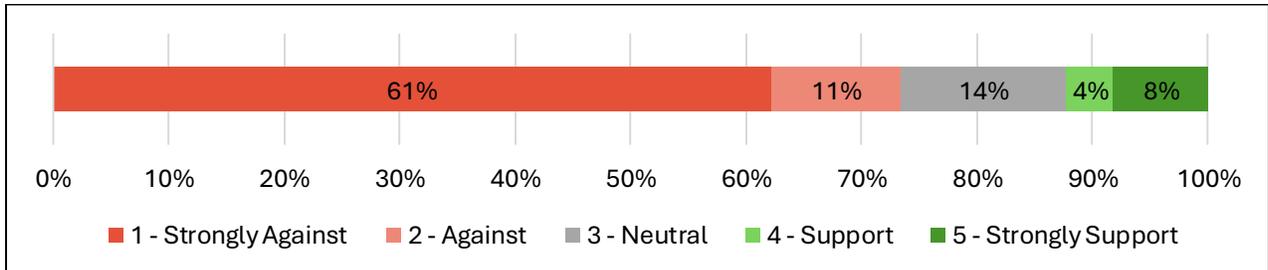


Figure 35: Windsor Residents Living Outside Wards 3 and 4 and Overall Support for Conversion

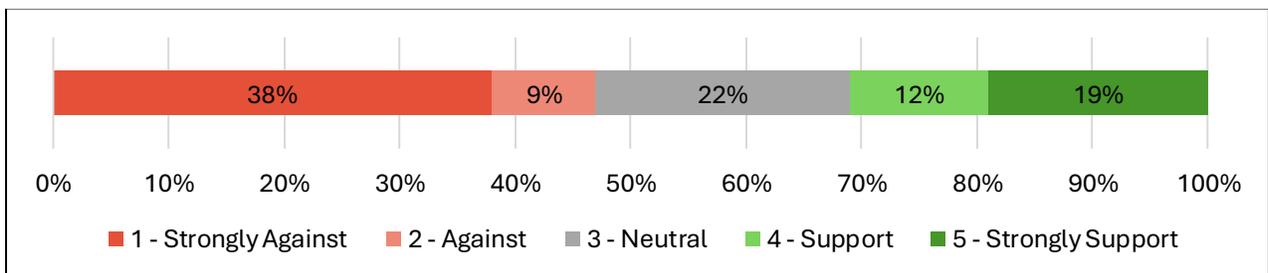
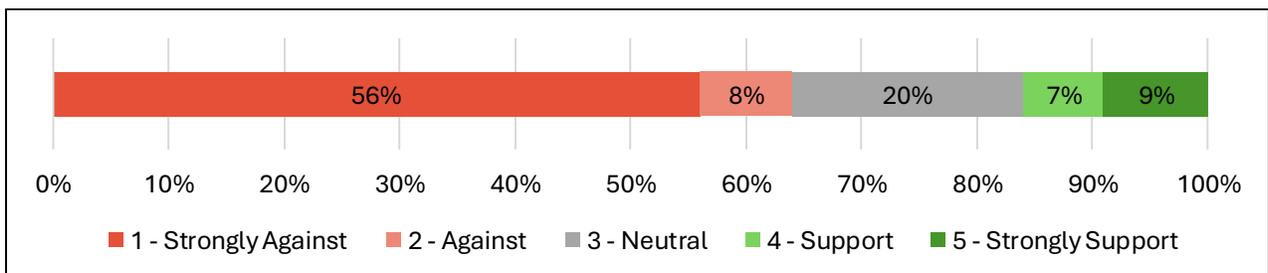
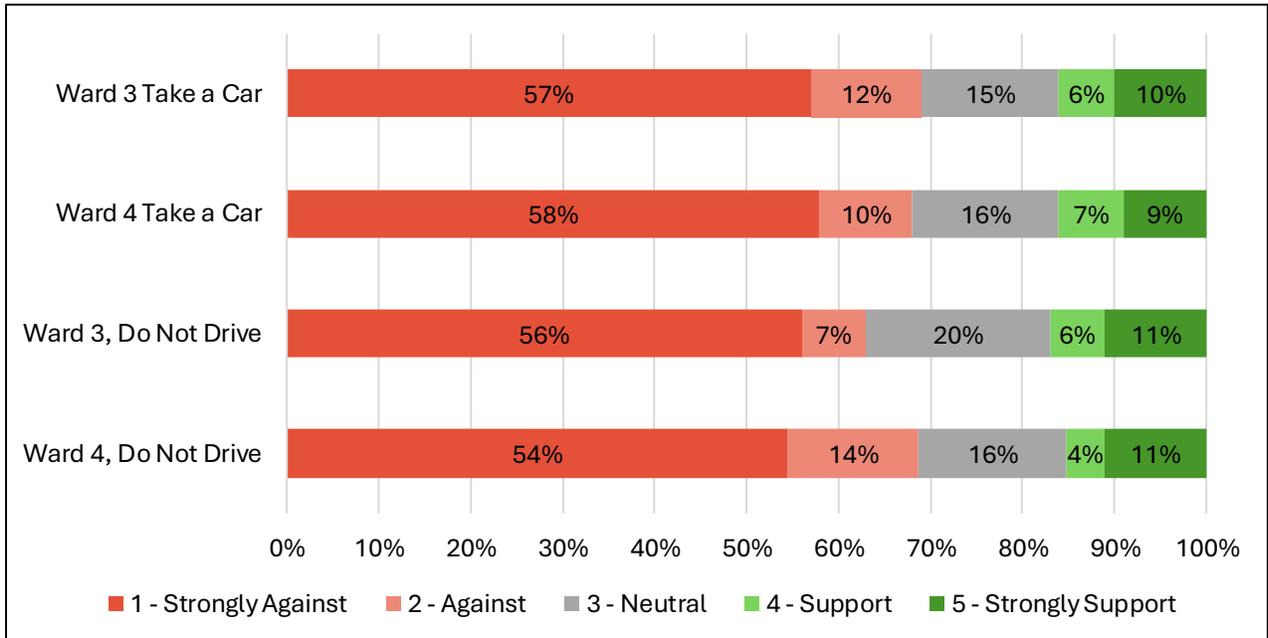


Figure 36: Works, Owns a Business or Attends School in Wards 3 and 4 and Overall Support for Conversion



Respondents that indicated they live outside of Wards 3 and 4 were more likely to support conversion to two-way streets, although the largest segment (47%) were strongly against or against conversion. The majority of residents (72%) and those who work, own a business, or attend school (64%) in Wards 3 and 4 were strongly against or against conversion.

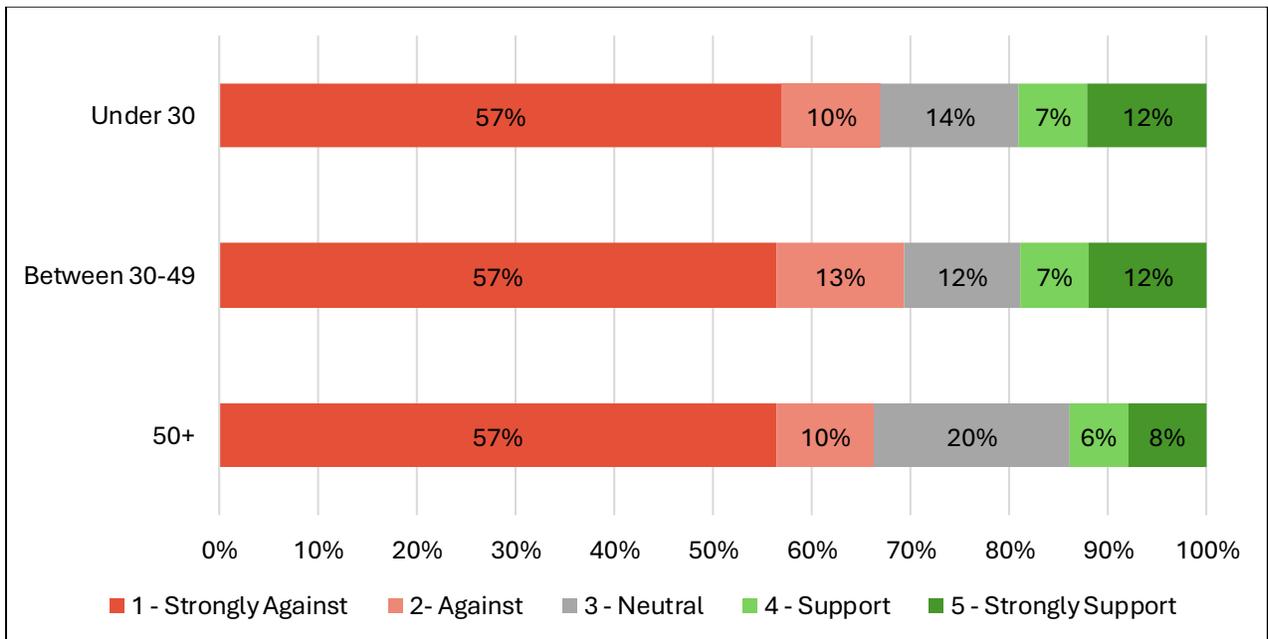
Figure 37: Primary Mode of Travel in Wards 3 and 4 and Overall Support for Conversion



Note: “Do Not Drive” refers to all other answers aside from “Take a Car”

A majority of respondents, across primary modes of travel in Wards 3 and 4, were strongly against or against conversion, as shown in Figure 37.

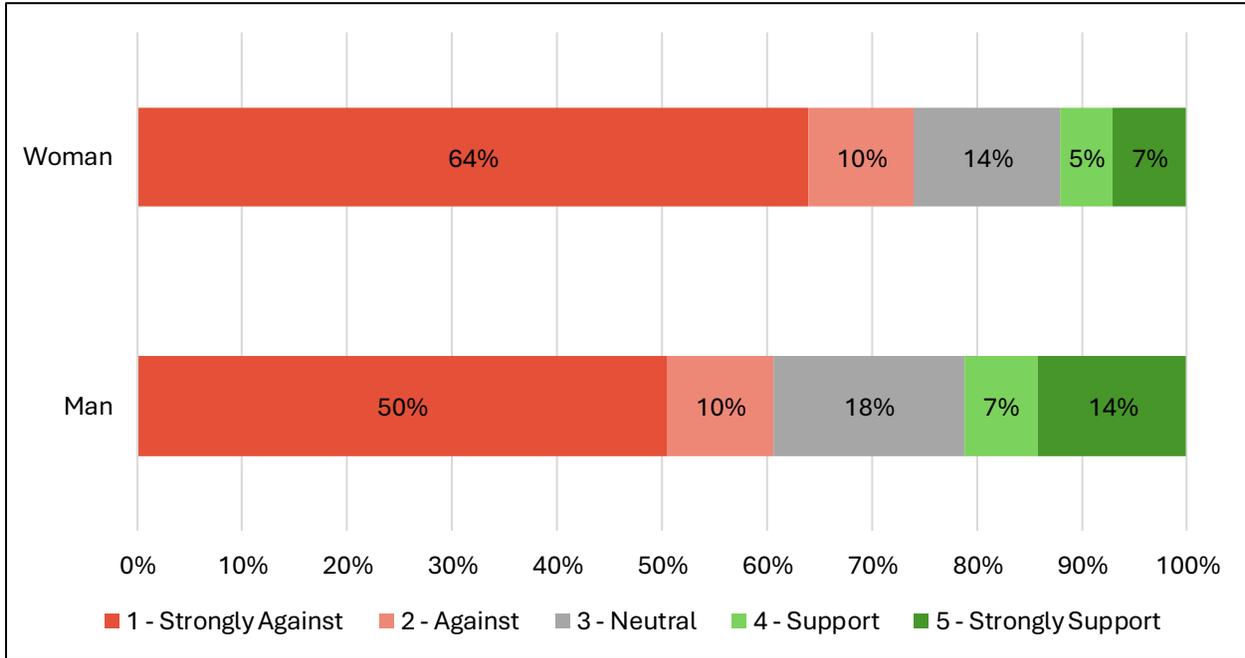
Figure 38: Age and Overall Support for Conversion



The majority of all age brackets (57% each) were strongly against two-way conversion (Figure 38).

A larger majority of people identifying as women (64%) were strongly against conversion to two-way traffic, versus 50% of those who identify as men (Figure 39).

Figure 39: Gender and Overall Support for Conversion



Appendix A: Information Boards from PIC

Wards 3 and 4 One-Way to Two-Way Street Potential Conversions

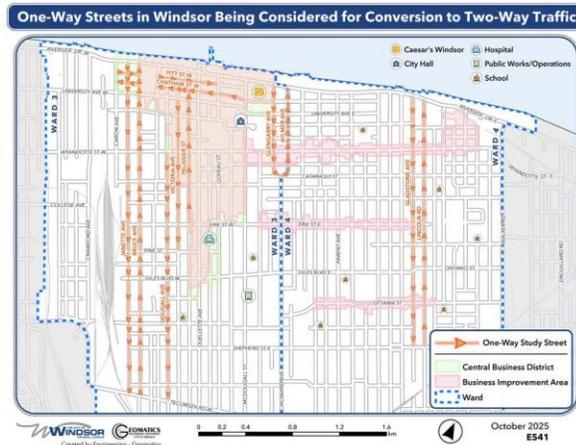


WELCOME
TO THE PUBLIC OPEN HOUSE
TUESDAY, NOVEMBER 25, 2025



Welcome!

-  Discover what streets are under consideration for potential conversion from one-way to two-way traffic
-  Learn the history and background
-  Explore potential impacts (positive and negative) of conversion



Have your say – let us know what you think!



History

In the late 1940's, major north-south streets in Windsor (Victoria Avenue, Pelissier Street, etc.) were converted to one-way operations to improve network capacity and allow traffic to move more efficiently from the Downtown. As the city began to experience a decentralization movement in the mid-1960's with an associated decrease in business in the Downtown area, a plan was developed that converted east-west Downtown streets (Chatham Street, Pitt Street, etc.) from two-way operations to one-way operations.



In more recent years, there has been a return to two-way streets in many cities driven by a general desire in Downtown areas which may improve business accessibility and visibility, the pedestrian environment and the quality of life in residential areas. Examples of one-way to two-way conversions within Canada include the City of Calgary (2006), the City of Hamilton (2005) and the City of Vancouver (2004).



Study Area Streets

The following streets are under consideration for conversion from one-way to two-way traffic. Each street may be looked at on its own or together with nearby streets to see how two-way conversion may work.

Ward 3

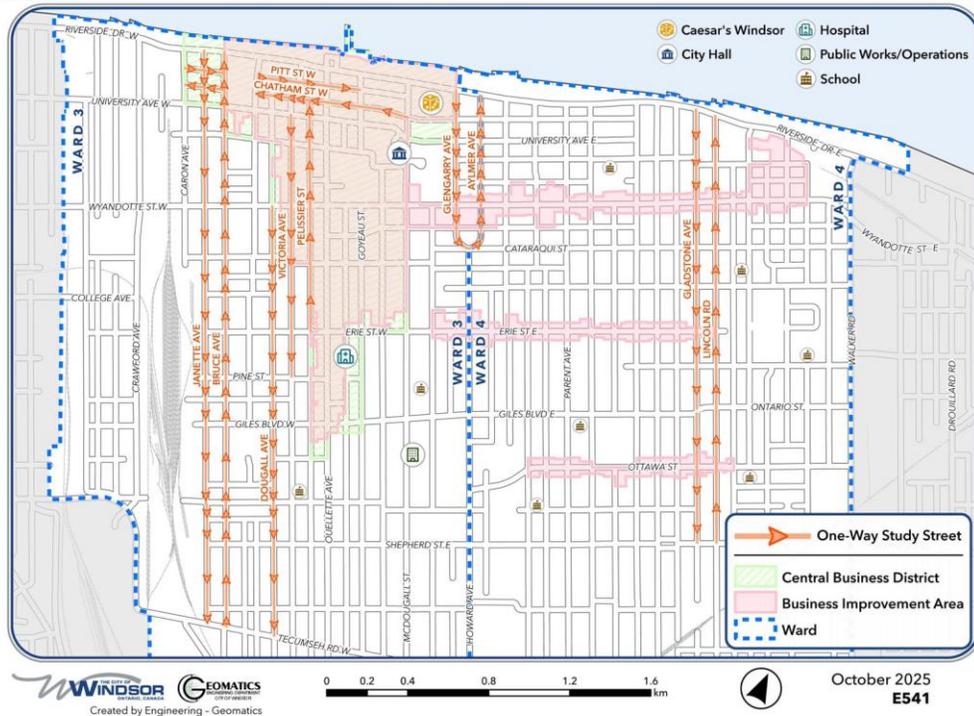
- Janette Avenue: Riverside Dr. W. to Tecumseh Rd. W.
- Bruce Avenue: Riverside Dr. W. to Tecumseh Rd. W.
- Dougall Avenue: Wyandotte St. W. to Tecumseh Rd. W.
- Victoria Avenue: University Ave. E. to Pine St.
- Pelissier Street: Chatham St. W. to Erie St. W.
- Glengarry Avenue: Riverside Dr. E. to Cataraqi St.
- Aylmer Avenue: Riverside Dr. E. to Cataraqi St.
- Pitt Street: Caron Ave. to Goyeau St.
- Chatham Street: Caron Ave. to McDougall St.

Ward 4

- Lincoln Road: Riverside Dr. E. to Shepherd St. E.
- Gladstone Avenue: Riverside Dr. E. to Shepherd St. E.



One-Way Streets in Windsor Being Considered for Conversion to Two-Way Traffic



Impacts from One-Way to Two-Way Street Conversion

The City of Windsor reviewed various factors related to one-way and two-way street systems. Both systems have advantages and disadvantages and depends heavily on local site conditions such as available road width. In order to better understand the public's views on potential street conversions, it is important that all potential impacts from a conversion are considered. The following parameters will be assessed when considering potential conversions:

- Vehicular Speed / Safety
- Pedestrian Safety / Friendliness
- Business Vitality
- Visitor / Tourism Readiness
- Livability and Crime Reduction
- Air Quality
- Cycling Infrastructure
- On-Street Parking
- Public Transit
- Emergency Services
- Road Infrastructure
- Cost of Conversion

Vehicular Speed / Safety

Vehicular traffic may be able to flow more freely on one-way streets, however the length of vehicular trips through a one-way network tends to be longer.

- One-way systems can accommodate more traffic and may lead to less congestion and traffic delays for all modes of transportation.
- One-way streets have fewer conflicting turning movements at intersections.
- One-way streets tend to have higher speeds compared to two-way streets since there is no opposite moving traffic, lowered risk of head-on collisions, and greater lane widths.
- One-way streets tend to have reduced left turn accidents since drivers can turn left without a median and without interfering with oncoming traffic.



Pedestrian Safety / Friendliness

While one-way streets may offer pedestrians a more straightforward system to navigate, two-way streets may offer a more pedestrian friendly and safer environment.

- One-way streets may lead to decreased levels of driver attention.
- Pedestrian awareness may be greater in a two-way street system, as they are more likely to anticipate vehicular conflicts at an intersection.
- Walking with traffic on one-way streets can feel less safe, since vehicles come from behind.
- One-way streets tend to have fewer lanes and have simpler traffic signal phasing.
- One-way streets tend to be narrower which contributes to less time that pedestrians are in the roadway due to the shorter pedestrian crossing lengths.
- One-way street systems tend to have fewer vehicle movements at intersections, which may simplify decision-making for pedestrians, especially the elderly and those with accessibility needs.
- One-way street systems have significantly more conflict points between a vehicle and a pedestrian compared to a two-way street system.



Business Vitality

Recent research suggests that two-way streets may boost Downtown economic activity.

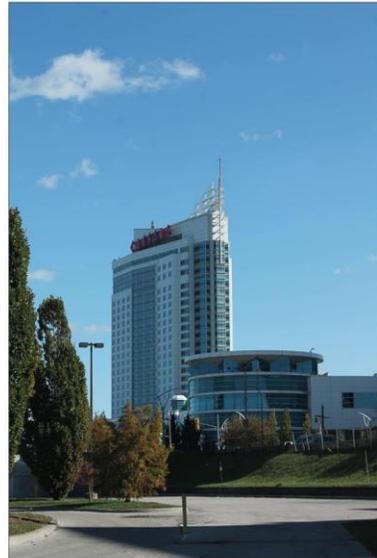
- Two-way streets tend to make it easier for people to get around without detours. Better access means more visibility and foot traffic for local businesses and services.
- The design of two-way streets means vehicles stop more frequently, giving drivers more exposure to local businesses.
- The design of two-way streets slows vehicle travel speed, creating the potential for calmer communities.



Visitor/Tourism Readiness

Two-way streets make it easier for visitors and tourists to see and may reach local businesses.

- Two-way streets tend to be easier to navigate for visitors and tourists who are unfamiliar with Downtown.
- Two-way streets allow for greater visibility for local businesses that depend heavily on pass-by traffic.



Livability and Crime Reduction

Recent studies show that two-way streets may improve the livability and safety of Downtown areas.

- One-way streets appear to have higher crime rates. The causes of this relationship are many, however it is important to note that one-way streets create “shadow zones” between buildings, which are areas with less visibility for passing traffic.
- Slower traffic and less crime on two-way streets may raise property values.



Air Quality

Vehicular travel is linked to greenhouse gas emissions, air, and noise pollution. Both one-way and two-way streets affect this differently, and more analysis is needed to determine the specific impacts for particular areas.

- One-way streets often make vehicular trips longer with more turns, which may increase fuel use, emissions, and noise.
- Two-way streets cause cars to stop more often at traffic lights, which may increase emissions and noise.



Cycling Infrastructure

Cycling infrastructure refers to all roads, lanes and facilities that make it easier and safer to ride a bike, including bike lanes, bike parking, dedicated signals and signs for cyclists.

- One-way streets often allow for higher quality cycling infrastructure, while the speed of two-way streets tend to be slower and safer for all road users.
- Compared with two-way streets, one-way streets tend to have more roadway width, making it easier to build better bike lanes or paths.
- One-way streets reduce vehicle movements at intersections, which makes it easier for cyclists to navigate.
- Two-way streets often lead to slower, safer driving speeds – making the roads safer for everyone.



On-Street Parking

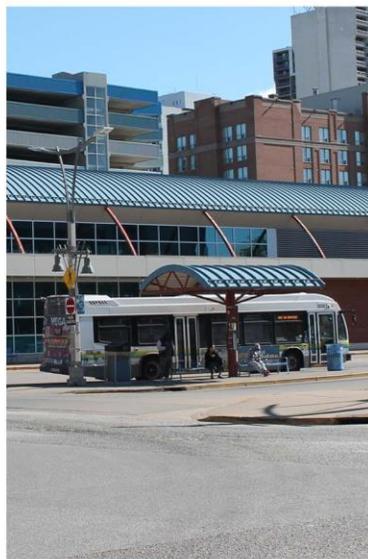
Two-way streets usually require more road space, which can reduce or eliminate the ability to have on-street parking.

- In converting streets from one-way to two-way, particularly if a two-way street requires three lanes including a center turn lane, existing on-street parking spaces may need to be removed because the road isn't wide enough to maintain both the parking spaces and the two-way street system.
- In converting streets from one-way to two-way, sight lines at intersections must be reviewed and any sight line obstructions, such as on-street parking spaces, may need to be removed.



Public Transit

For a two-way street conversion, transit operations will be largely unaffected on the one-way streets that are not an existing bus route. However, for one-way streets that are designated bus routes, there is the potential that the transit operations will require re-evaluation due to the street converting to a two-way system.



Emergency Services

Two-way streets tend to be better for responding to emergencies.

- Two-way streets provide more direct routes to and from locations, making it easier for emergency vehicles to access locations.
- When a collision or other incident closes a street, two-way streets allow for shorter detours, while one-way streets often require longer detours.
- Narrower lanes on two-way streets can make it more difficult for cars to pull over for emergency vehicles.



Road Infrastructure

Changing a street from one-way to two-way requires changes to roadway signage, traffic signals, and pavement markings, as follows:

- Some traffic lights may no longer be needed and could be replaced with all-way stop signs. The changes may also affect turn lanes, advance green left turn arrows, and how long cars wait at intersections.
- Road signs will need to be added or removed, including stop signs, one-way signs, and turn lane signs.
- Pavement markings will also require updates, such as stop lines, arrows for turns, and parking space lines to accommodate the infrastructure changes.
- For one-way streets that are designated truck routes, there is the potential that the truck operations will require rerouting due to the street converting to two-way.



Cost of Conversion

Conversion from one-way to two-way streets will have associated costs such as traffic control installations and removals, intersection upgrades to existing signals (converting existing signals from one-way operations to two-way operations), pavement markings and signage changes, reconfiguration of intersections, and other civil works (sewer work, or new concrete pads or passenger amenities for new bus stops).

Based on an early estimate from Council (Report S116/2024, Table 1), the total cost for all these changes could be between \$2 million and \$5.3 million dollars.



We want to hear from you

Public engagement will inform whether City Administration recommends conversion. If it proceeds, technical studies will be needed before conversions can be done to see if the changes are possible and effective, and to see how the changes may affect factors such as, but not limited to, safety, wait times for pedestrians and vehicles, and how many cars the road can handle.

What are your thoughts on the potential conversion of selected Ward 3 and 4 streets from one-way to two-way? Please share your thoughts on the paper surveys provided or through the virtual Public Information Centre (PIC) found at the QR code below.

If you have further questions or would like additional information, please contact:

Clare Amicarelli
Road Safety Coordinator
Transportation Services
City of Windsor
(519)-255-6100 ext.6463
camicarelli@citywindsor.ca



Appendix B: Summary of Comments from PIC

Feedback Summary

Attendees were encouraged to submit written feedback via sticky notes on a large map of the study area, a paper survey at the public open house, or a virtual survey through the virtual public information centre (vPIC) link or QR code. Below is a summary of feedback organized by theme, based on topics raised at least once during the Public Information Centre. Comments have been paraphrased for clarity, brevity, and readability; original intent has been preserved.

Vehicular Speed/Safety

- Comments that the one-ways have speeding issues
- Comments that a two-way would increase traffic volumes
- Comments that the one-ways currently have low volumes of traffic
- Comments that there are reckless driving behaviours on one-ways, which causes parked cars to be hit and damaged

Pedestrian Safety/Friendliness:

- Comments regarding if sidewalks would be affected because of a conversion
- Comments that it is difficult for pedestrians to cross the one-way streets because people do not stop for the stop signs and people are speeding

Business Vitality:

- Comments that business vitality is not a high concern for residential areas which do not have businesses

Visitor/Tourism Readiness:

- Comments that the one-ways are confusing for people who are new to Windsor and have difficulty understanding how to read the traffic signs

Livability and Crime Reduction:

- Comments received that the crime in the downtown area is very bad
- Comments that the funds would be better spent on revitalizing downtown, solving the homelessness crisis, and reducing the crime in the downtown area

Air Quality:

- No comments received on this topic

Cycling Infrastructure:

- Comments that the streets that have existing bike lanes are on roads where the pavement is in poor condition
- Comments that there needs to be more north/south bikeways because there are a lot of east/west bikeways
- Comments that there should be wider cycling facilities for cyclists because drivers do not pay attention, which puts the cyclists at risk

On-Street Parking:

- Comments that the on-street parking is very important
- Comments about where they will park if they don't have a driveway
- Comments that they are concerned to have to park in the alley due to crime and people breaking into their cars
- Comments for increased parking enforcement

Public Transit:

- Comments of concern on how the bus routes would be affected with a conversion

Emergency Services:

- Comments for increased police enforcement

Road Infrastructure:

- Comments to fix the existing pavement marking issues
- Comments for a second sidewalk on streets that have only one sidewalk
- Comments to fix the potholes and poor conditioned roads

Cost of Conversion:

- Comments that the funds would be better spent on parking enforcement on the streets because people do not obey the parking signs
- Comments that the funds should be spent on more Police enforcement in the downtown area for speeding, disobeying stop signs, homelessness, and crime.
- Comments to spend funds on wider sidewalks and cycling facilities rather than benches

Other Concerns:

- Comments as to why a one-way to two-way conversion was being considered rather than fixing the issues that the residents have been voicing for years, such as the crime, homelessness, lack of police enforcement, lack of parking enforcement, fixing potholes, and roads in poor condition, and placing a second sidewalk on roads that only have one.

Subject: Municipal Electric Vehicle (EV) Charging Infrastructure Policy

Reference:

Date to Council: March 25, 2026

Authors: Luigi Congi, Executive Initiatives Coordinator, Finance

lcongj@citywindsor.ca

519 255 6100 ext. 6136

Bran Cesljarov, Supervisor Environment & Climate Change, Economic Development

bcesljarov@citywindsor.ca

519 255 6543 ext. 127

Rob Slater, Executive Initiatives Coordinator, Infrastructure Services

rslater@citywindsor.ca

519 255 6247 ext. 6029

Report Date: March 6, 2026

Clerk's File #: SW/15101

To: Mayor and Members of City Council

Recommendation:

- I. That Council **ENDORSE** Administration's strategic approach to electric vehicle (EV) charging infrastructure as outlined in this report; and further,
- II. That Council **APPROVE** the *City of Windsor Electric Vehicle Infrastructure Policy (WEVIP)* (Appendix A); and further,
- III. That Council **APPROVE** the amended *Fleet Use Policy* (Appendix B); and further,
- IV. That Council **DIRECT** Administration to issue a Request for Proposal (RFP) to identify a qualified third-party operator to assume operation, maintenance, and where feasible, ownership of the City's existing public Electric Vehicle (EV) charging stations, and the supply of additional EV charging stations on city-owned property, as appropriate; and further,
- V. THAT Administration **BE AUTHORIZED** to take any other steps as may be required to bring effect to the resolution related to the results from the Request For Proposal (RFP); and, that the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any required documentation/agreement(s) for that purpose, satisfactory in legal content to the City Solicitor, in financial content to the Commissioner, Finance and City Treasurer and technical content to the Commissioner, Infrastructure Services and City Engineer.

Executive Summary:

N/A

Background:

At its meeting of July 8, 2024, City Council considered Report S 64/2024 and adopted Resolution CR263/2024, which directed Administration:

...to develop a policy for Municipal EV Charging Stations based on the content and discussion of that report;

...to provide supports for the installation of privately owned EV Charging Infrastructure for residential, commercial, and municipally owned properties through:

- a. The support and facilitation of third-party ownership of EV charging infrastructure in municipally owned parking lots and garages on municipally owned properties; and
- b. Exploring amendments to the Zoning By-law for new residential development; and
- c. Exploring amendments to Zoning By-law for new multi-residential and non-residential development; and

...to report back with information related to a fee model and enforcement options for not moving vehicles from the charging station after being fully charged.

These directives collectively established the scope and analytical framework for Administration's work and reflect the issues raised in Council's prior questions regarding municipal EV charging.

To address Council's directive, Administration initiated an interdepartmental review which established the scope, intent and foundational principles presented in this report as it relates to a municipal EV charging framework. Should City Council endorse this framework it would define the City's role in the planning, ownership, and operation of EV infrastructure while ensuring alignment with provincial legislation, fiscal sustainability and corporate objectives related to fleet electrification and environmental stewardship.

Over the past year and a half, an interdepartmental working group (including representatives from Infrastructure Services, Planning, Legal, Finance, Parks Recreation and Facilities, and Economic Development) met to examine best practices, evaluate existing partnerships, and determine the City's recommended policy direction regarding EV infrastructure. Changes within Provincial planning and policy legislation delayed the finalization of this report on several occasions.

Through the working group discussions, three principal areas of consideration emerged that directly reflect the matters raised by Council through Report S64/2024 and subsequent Council directions:

- Corporate Fleet electrification and internal policy alignment;
- Public EV infrastructure on municipally owned and private sites; and
- Integration of EV infrastructure considerations into future planning and development policy.

Each of these areas has been addressed in the *City of Windsor Electric Vehicle Infrastructure Policy (WEVIP)* attached as Appendix A.

Provisions for EV charging infrastructure align with several of the City's strategic plans and goals:

- Corporate Climate Action Plan: Aligns with provincial targets by setting a corporate fleet replacement goal of 15% electric vehicles for non-transit fleets by 2041. Currently, approximately 10% of the City's corporate fleet is electric.
- Community Energy Plan: Targets 10% public participation rate in adoption of electric or alternate-fuel light-duty vehicles by 2041, with a recommendation to increase this target to 30% in response to the Climate Change Emergency Declaration.
- Active Transportation Master Plan: Targets sustainable, multi-modal transportation opportunities, including public EV charging infrastructure.
- Windsor Works Economic Development Strategy: Aims to diversify economic initiatives across the City, including linkages to emerging sectors and enabling infrastructure that support future technologies such as electric vehicles

Discussion:

The following provides an overview of the rationale, guiding principles, and key considerations that shaped the recommended WEVIP. It outlines how the policy addresses stakeholder concerns, aligns with existing City strategies, and navigates operational, technological, and equity-related challenges. This section further explains the City's preferred delivery model for EV charging infrastructure and highlights integration with current municipal policies to ensure a cohesive approach to fleet electrification and public charging access.

Municipal Role and Delivery Model

In developing the WEVIP Policy, Administration considered Council's direction to support privately owned EV charging infrastructure on municipally owned lands. Consistent with the direction arising from Report S 64/2024 and based on a review of best practices, market conditions, and municipal risk exposure, the policy emphasizes facilitation of third-party ownership and operation of EV charging infrastructure as the primary delivery model on City-owned properties.

Administration's recommended approach positions the City primarily as a facilitator and enabler of EV charging infrastructure rather than as a long-term owner and operator. This approach supports expanded access on municipally owned lands by leveraging private-sector expertise and investment, while mitigating municipal exposure to lifecycle costs, operating complexity, and technology risk.

Equity and Access Considerations

Administration also considered Council's questions regarding access to EV charging for residents without private driveways or garages. As outlined in Report S64/2024, on-street residential charging presents challenges related to pedestrian safety, accessibility, and enforcement. These considerations reinforced the importance of

strategically located public charging infrastructure, rather than residential curbside solutions, as a means of supporting equitable access to EV charging.

In this context, Administration's approach focuses on supporting a distributed and accessible network of publicly available chargers through strategic placement on municipal properties and through third-party delivery models. Appendix C provides ward-based mapping to identify areas with relatively lower availability and to inform future expansion opportunities in partnership with qualified operators.

Technology, Risk and Financial/Operational Capacity

The rapid evolution of EV and charging technology was a key consideration identified in Report S64/2024. Administration recognized the risk of asset obsolescence associated with long-term municipal ownership of charging infrastructure, particularly given advancements in charging standards, software platforms, and vehicle compatibility. In addition, Report S64/2024 also identified ongoing maintenance pressures (including vandalism-related repairs) and the absence of dedicated long-term operating resources that make sustained municipal ownership and operation of a public charging network challenging.

Accordingly, Administration recommends a third-party operating model, using an RFP process, to transfer operational responsibilities and associated risks while maintaining flexibility as market conditions and senior-government policy evolve. These considerations informed the preference for flexible delivery models that allow the City to adapt to changing technology without incurring long-term capital and operational liabilities.

Integration of EV Policies into WEVIP

The City's existing Fleet Use Policy (Section 5.13) currently contains limited provisions related to municipal corporate fleet EV charging and use. These provisions focused on operational controls for corporate municipal fleet charging stations and outlines conditions under which City EVs may use public charging stations. Staff who are conducting City business are strongly encouraged to utilize City-owned fleet vehicles, including corporate EVs, to the greatest degree possible.

To ensure consistency and avoid duplication, these EV-specific provisions have been removed from the Fleet Use Policy and incorporated in full within the WEVIP (refer to Section 5.3 of Appendix A). This approach establishes WEVIP as the primary corporate reference for all matters relating to EV infrastructure management and fleet electrification, including EV charging infrastructure planning, ownership, and operation.

The Fleet Use Policy will continue to govern vehicle use and employee responsibilities, with cross-references directing staff to the WEVIP for all EV infrastructure-related matters. The amended Fleet Use Policy is attached as Appendix B.

Public EV Infrastructure (Municipally Owned Sites)

Consistent with Council direction to provide supports for the installation of privately owned electric vehicle charging infrastructure, the City's role will be focused on enabling and facilitating third-party ownership, installation, and operation of EV charging infrastructure on municipally owned parking lots, garages and other suitable City owned properties. This approach supports the expansion of EV charging access on municipal lands while leveraging private sector expertise and investment, and allows the City to avoid long term ownership, operating and technology risks associated with direct municipal delivery.

Within this framework, it is the City's policy intent to continue supporting the strategic expansion of public EV charging infrastructure on municipally owned properties over time. Expansion will be prioritized at locations that advance corporate, community and economic development objectives, and will be pursued through third-party ownership, partnership models, and external funding opportunities where feasible, rather than through direct municipal ownership or operation.

As EV adoption continues to increase, reliance on a single charging pattern—such as overnight residential charging—may place additional pressure on local electricity distribution systems. A more distributed approach to charging, including access at workplaces and other daytime destinations, can help balance demand throughout the day and improve overall system resilience. In this context, strategically located charging infrastructure on municipal properties can play a complementary role within the broader EV charging ecosystem.

To gain a better understanding of available current EV charging infrastructure, detailed mapping of EV charging stations by city ward boundaries was conducted to identify areas with insufficient infrastructure (Appendix C). Overall, there are currently 134 available City or private company owned charging stations (approximately 268 EV charging ports) located across 71 unique locations within the City. Additionally, 202 EV charging ports are available at 88 unique locations within 15 kilometres of the downtown including locations in LaSalle, Tecumseh, Lakeshore and Essex.

The City has installed and currently operates eleven (11) dual-port public EV charging stations. These stations, located on City-owned property (such as parking garages, parking lots, recreation centres, libraries, etc.), are available for public use at no cost under a sponsorship agreement with Atura Power, which expires in April 2027. The sponsorship provides funding to support the operation and maintenance of the EV charging stations, with no fee payable by the user, for their use.

Multiple stations have experienced periods of downtime primarily due to vandalism (cable/metal theft). Vandalism continues to occur and has required capital commitments beyond those contemplated within the sponsorship agreement. These service interruptions reduce charger availability and reliability for users and require unplanned maintenance responses, contributing to increased operational complexity and lifecycle costs. The 2026 Capital Budget included capital funding of \$50,000 per year for a 4-year period covering 2026 – 2029 to address maintenance concerns related to these units.

Beyond these capital maintenance funds, there is presently no dedicated operating budget, staff complement, or technical program in place to maintain these assets once the sponsorship term has ended. Following the expiry of the current sponsorship agreement, any future operation of public EV charging stations by a third-party provider would include provisions for user fees established by the operator, consistent with prevailing market practice.

TELUS, through its FLO network, currently installs, owns, and operates charging stations at the Legacy Beacon and Dieppe Gardens under a user-pay model, in which the operator recovers costs directly from users through charging fees. This arrangement eliminates the need for municipal operating budgets, specialized staff, or long-term asset management. The City provides access to suitable municipal property under agreement, with the City receiving only parking-related revenue. These installations demonstrate the value of third-party ownership and operation without ongoing municipal costs or liabilities.

Using the TELUS model, Administration is recommending the issuance of a Request for Proposal (RFP) to select a qualified third-party operator to assume ongoing operation, maintenance, and, where feasible, ownership of the City's existing public EV chargers after the Atura Power agreement expires. This approach would transfer operational, financial, and technology-related risks away from the Corporation while ensuring long-term service reliability and network performance. The RFP will also seek to support expansion of EV charging stations on municipal sites. This model would support the recommendations to leverage private-sector participation for the delivery of public EV infrastructure on municipal lands.

EV Infrastructure Fee Model

Council also requested information related to fee structures and enforcement mechanisms associated with EV charging stations, including measures to address vehicles that remain parked after charging has been completed. Under the City's preferred third-party ownership and operation model, such matters — including pricing, idle time fees, and enforcement protocols — could be established and administered by the charging network operator in accordance with industry standards and applicable agreements.

This approach avoids the need for municipal enforcement resources while ensuring turnover and availability of charging infrastructure for users.

EV Funding Opportunities

Administration will continue to actively pursue and evaluate provincial and federal funding opportunities that support the expansion of workplace and public electric vehicle charging infrastructure. Leveraging senior-government programs is intended to reduce municipal financial exposure while enabling the City to incrementally expand charging infrastructure at strategic locations, including municipal workplaces, in support of broader electric vehicle adoption and corporate climate objectives.

Future Planning and Development Considerations

Council previously directed Administration to explore potential amendments to the Zoning Bylaw to support the integration of electric vehicle charging infrastructure in new residential, multi-residential, and non-residential development.

Since the issuance of Report S64/2024, provincial legislative changes under the Protect Ontario by Building Faster and Smarter Act, 2025 (Bill 17) and the 2024 Ontario Building Code have limited municipal authority to mandate EV charging infrastructure through zoning or site plan controls. As a result, the City is currently unable to impose EV ready or charging requirements beyond those permitted under provincial legislation.

Within this framework, the City will continue to encourage developers to voluntarily incorporate EV charging infrastructure into new developments and retrofits where feasible and will monitor regulatory changes that may restore or expand municipal authority in this area.

Economic Development Context - Trends and Strategic Alignment

Windsor-Essex has rapidly emerged as one of Canada's most significant hubs for EV and battery manufacturing, anchored by the NextStar Energy battery plant and the related growth of the EV supply chain across the region. These investments represent a generational shift from traditional internal combustion engine (ICE) production toward electrification, advanced manufacturing, and clean mobility technologies.

Nationally, EV adoption continues to accelerate. Zero-emission vehicles (ZEVs) now represent approximately 10–15% of new light-duty vehicle sales in Canada in recent years, with higher adoption rates in leading provinces. While Windsor-Essex's adoption rate is generally consistent with broader Ontario trends, growth is expected to continue as vehicle availability improves, battery costs decline, and consumer awareness increases. At the same time, survey data consistently identifies “range anxiety” — concern about access to reliable charging infrastructure — as one of the primary barriers influencing consumer purchasing decisions. Even where home charging is available, the visibility and reliability of public charging networks significantly influence consumer confidence.

Although most charging occurs at home, the existence of a well-distributed, visible public charging network plays an important psychological and practical role in accelerating adoption. By facilitating strategically located charging infrastructure on municipal lands through third-party delivery models, the WEVIP helps reduce perceived barriers to EV ownership and supports broader market confidence without creating long-term municipal operating liabilities.

The policy also positions Windsor to respond to evolving federal policy signals. Recent federal discussions around revising or easing prescriptive original equipment manufacturer production mandates provide greater flexibility for automakers as they scale EV production in response to real market demand rather than rigid regulatory timelines. This flexibility can be viewed positively in Windsor's context, as it supports long-term production stability and competitiveness for major battery and EV investments located locally. A measured, market-aligned transition reduces the risk of supply-

demand imbalances while preserving Windsor's strategic position within North America's EV supply chain.

At the same time, federal consumer incentive programs that provide point-of-sale rebates for zero-emission vehicles continue to act as an effective "carrot" to accelerate consumer adoption. As these incentives stimulate demand, they will correspondingly increase the need for accessible and reliable charging infrastructure. Municipal readiness—particularly through facilitation of private-sector charging deployment—becomes increasingly important in ensuring that infrastructure growth keeps pace with vehicle adoption.

The proposed policy directly aligns with the Windsor Works Economic Development Strategy, which identifies economic diversification, emerging sector development and enabling infrastructure as key pillars of the City's long-term competitiveness. As Windsor transitions from automotive production toward EV and battery manufacturing, supportive municipal infrastructure—including charging access at public destinations, workplaces, and strategic municipal sites—complements broader economic development efforts aimed at attracting and retaining advanced manufacturing and clean technology investment.

In addition, the EV ecosystem generates secondary economic activity across multiple sectors, including electrical contracting, engineering, energy services, software platforms and smart-grid technologies. By facilitating third-party delivery models and encouraging market participation, the City enables private-sector innovation and capital investment while minimizing municipal financial exposure.

Finally, Windsor's climate objectives, corporate fleet electrification targets, and economic development goals are increasingly interdependent. As global automakers and suppliers prioritize decarbonization across their operations, jurisdictions that demonstrate tangible alignment with clean mobility infrastructure are better positioned to compete for future mandates and supply-chain expansions. The WEVIP therefore supports not only environmental objectives, but also Windsor's long-term industrial competitiveness and brand as a leading North American automobility centre.

City of Windsor Vehicle Infrastructure Policy (WEVIP) – Overview

Given the evolving regulatory landscape and the City's commitment to supporting sustainable transportation solutions, it is essential to establish a clear policy framework for electric vehicle infrastructure on municipally owned property. This approach not only aligns with provincial requirements but also ensures that future planning and investment decisions are guided by best practices and fiscal responsibility.

The WEVIP establishes a consistent approach for the City's involvement in EV charging infrastructure located on municipally owned lands. It is intended to support the transition to low-carbon transportation and recognizes the role of EV infrastructure in reducing greenhouse-gas emissions and supporting economic transformation.

WEVIP sets out how the City will coordinate and evaluate EV charging infrastructure initiatives on City-owned or City-occupied property, including interdepartmental coordination, corporate fleet electrification considerations, and the review of proposals involving municipal sites. The policy identifies that operation of public EV charging

networks is not part of the City's core service delivery and confirms the City's involvement will focus on enabling, coordinating, and supporting initiatives led by qualified third-party providers in a fiscally responsible and collaborative manner.

The purpose of WEVIP is to define roles and responsibilities associated with the planning, coordination, and management of EV charging infrastructure and related initiatives on municipal property. The policy applies to City departments involved in planning, review, coordination, and facilitation of EV charging infrastructure on City-owned properties and does not apply to private-sector installations on property not owned or occupied by the City.

In terms of intended outcomes, WEVIP provides a coordinated governance framework that:

(1) clarifies departmental roles in evaluating and facilitating EV charging initiatives on municipal lands;

(2) confirms that ongoing operation, maintenance, and, where feasible, ownership of public EV chargers located on City property will be transitioned to qualified third-party providers through a competitive selection process;

(3) consolidates operational controls for corporate fleet electric vehicles; and

(4) sets expectations for encouraging voluntary EV charging infrastructure in new construction and retrofit projects within the limits of applicable provincial legislation.

Risk Analysis:

Maintaining grant-funded public EV infrastructure assets located on City property beyond the current agreement period would create operating and capital liabilities for the Corporation, including future replacement, software, and repair costs (including those due to vandalism). Without a dedicated budget, technical expertise, or specialized staff, the City would face increasing financial and operational pressures to sustain service reliability and network performance.

The effectiveness and utilization of public EV charging infrastructure is also dependent on broader electric vehicle adoption trends that are largely outside municipal control. While the City can enable access through the provision of charging locations, actual uptake is influenced by external factors including consumer behaviour, vehicle availability, senior government incentives, charging technology costs, and overall market readiness. Lower than anticipated EV adoption rates may impact utilization levels and the perceived value of municipal charging infrastructure investments.

There is also a risk that market interest in the proposed RFP may be limited or that no compliant submissions are received. Factors influencing market response may include uncertainty regarding long term EV adoption rates, technology standards, site specific conditions, and evolving senior government policy and incentive frameworks. In such circumstances, Administration would assess available options within existing authority, including revising the procurement approach, adjusting scope or timing, or maintaining the current operational arrangement on an interim basis, subject to budget availability and risk considerations.

Rapid advancements in EV charging technology present an additional risk of asset obsolescence. Charging standards, software platforms, and vehicle compatibility continue to evolve at an accelerated pace, increasing the likelihood that municipally owned equipment may require upgrades or early replacement to remain functional and relevant. In addition, senior government grant programs that historically supported EV infrastructure have become increasingly limited and are typically focused on initial capital expenditures, with little or no funding available for ongoing operations, maintenance, or future replacement. These factors further elevate the financial risk associated with direct municipal ownership of EV charging infrastructure.

The national policy environment for electric vehicle adoption and charging infrastructure continues to evolve. The Government of Canada is currently reviewing elements of its electric vehicle sales and incentive framework, and future levels and timing of federal support for charging infrastructure cannot be assured. Changes at the federal level may influence the pace of EV uptake and the business case for public charging infrastructure over time. The recommended approach mitigates this uncertainty by avoiding long term municipal operating or ownership commitments and by relying on market led, third-party delivery models.

Third-party ownership models also allow charging network operators to manage pricing, and idle time fees related to vehicle overstays, eliminating the need for the City to develop new fee structures.

Future participation in public-private initiatives will be evaluated only where risk and cost to the Corporation are negligible and where such initiatives advance community access or economic-development objectives.

Climate Change Risks:

Climate Change Mitigation

The development of an EV Charging Infrastructure Policy supports federal, provincial, and municipal climate change mitigation goals. Fossil fuel-based transportation emissions are a major contributor to greenhouse gas emissions, accounting for 42% of the community's and 34% of the City's corporate emissions, including transit buses. The ongoing transition to electric vehicles, along with supporting charging infrastructure serves to help reduce these emissions.

Since April 2022, the City's 11 EV charging stations have been effective, dispensing over 195 megawatt-hours of electricity across more than 14,000 charging sessions. This usage has avoided over 200,000 kilograms of CO₂ equivalent emissions, comparable to planting 5,000 trees and allowing them to grow for ten years.

Climate Change Adaptation

N/A

Financial Matters:

The current partnership with Atura Power provides sponsorship funding to support the operation and maintenance of the 11 City-owned, dual port chargers. Given the recent increase in repairs required to keep the units operational, Council approved capital funding of \$50,000 per year for 4 years as part of the 2026 Capital Budget. This funding will assist with ongoing operation of these units and continuity of service. Beyond this capital funding, there are no operating dollars within the approved operating budget to support the continued operation of these units beyond the sponsorship term.

Proceeding with an RFP to transfer operational responsibility and, where appropriate, ownership to a qualified third-party provider mitigates financial risk to the Corporation while ensuring continued service reliability and the potential for expansion of service.

Consultations:

Michelle Moxley Peltier – CEP Project Administrator
Stacey McGuire – Executive Director, Operations / Deputy City Engineer (A)
Dawn Lamontagne – Manager, Purchasing (A)
Bill Kralovensky – Manager, Transportation Operations
Angela Marazita – Senior Manager, Fleet Operations
Derek Galipeau – Fleet Technology and Training Administration
Kate Tracey – Senior Legal Counsel
Cole Nadalin – Project Administrator, Energy Contracts
Natasha Gabbana – Executive Director, Capital Planning and Corporate Energy
Greg Atkinson – Deputy City Planner (Development)
Brandon Calleja – Deputy Chief Building Official (Permits)
Dante Lapico – Manager, Facilities Operations
Jamie Scott – Senior Manager, Recreation and Facilities Operations
James Chacko – Executive Director - Parks, Recreation and Facilities
Sokol Aliko – Manager, Energy Initiatives
Matthew Johnson – Executive Director, Economic Development

Conclusion:

The proposed City WEVIP establishes the City's approach to coordinating and supporting EV charging infrastructure on municipally owned lands, including roles and responsibilities, third-party delivery expectations and corporate fleet considerations.

Administration's recommended approach balances strategic objectives, equity considerations, financial and operational capacity, legislative authority, and technology risk. Through continued use of third-party delivery models, strategic partnerships, and senior-government funding opportunities, Administration can further support EV adoption while managing municipal exposure and maintaining flexibility as the EV landscape evolves.

Planning Act Matters:

N/A

Approvals:

Name	Title
Janice Guthrie	Commissioner, Finance and City Treasurer
Jelena Payne	Commissioner, Economic Development / Deputy Chief Administrative Officer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- Appendix A – City of Windsor Electric Vehicle Infrastructure Policy (WEVIP)
- Appendix B – Fleet Use Policy (Amended)
- Appendix C – Electrical Vehicle Chargers Municipal Ward Map

THE CORPORATION OF THE CITY OF WINDSOR POLICY

Service Area:	Infrastructure Services	Policy No.:	
Department:	Public Works Operation	Approval Date:	
Division:		Approved By:	
		Effective Date:	
Subject:	Windsor Electric Vehicle Infrastructure Policy	Procedure Ref.:	
Review Date:		<i>Pages:</i>	Replaces:
Prepared By:			Date:

1. POLICY

The Corporation of the City of Windsor (the “City”) supports the transition to low-carbon transportation and recognizes the role that electric-vehicle (“EV”) infrastructure plays in reducing greenhouse-gas emissions and supporting economic transformation.

This policy establishes a consistent approach for the City’s involvement in EV charging infrastructure located on municipally owned lands, including interdepartmental coordination, fleet electrification considerations, and the evaluation of proposals involving City owned or occupied property.

While operation of public EV charging networks is not part of the City’s core service delivery, the City’s involvement will focus on enabling, coordinating, and supporting initiatives led by qualified third-party providers in a fiscally responsible and collaborative manner where possible.

The City has emerged as a significant hub for EV and battery manufacturing and related supply-chain activity. The facilitation of visible and reliable charging infrastructure on municipally owned lands supports market confidence and aligns with the City’s economic development objectives by enabling emerging sectors while minimizing municipal financial exposure.

2. PURPOSE

2.1. The purpose of this policy is to define the roles and responsibilities associated with the planning, coordination, and management of EV charging infrastructure and related initiatives on municipal property.

2.2. Guiding Principles: The City’s involvement in EV charging infrastructure is guided by facilitation over ownership, fiscal sustainability, equity of access, and risk management, including the transfer of operational, financial, and technology-related risks to qualified third-party providers where possible, consistent with Council direction.

3. SCOPE

- 3.1. This policy supports the objectives of the Environmental Master Plan, Community Energy Plan, Corporate Climate Action Plan, Active Transportation Master Plan, and Windsor Works Economic Development Strategy.
- 3.2. Public EV charging infrastructure facilitated on municipal property is intended to support access for users who do not have the ability to charge vehicles at private residences, including those without driveways or garages by emphasizing strategically located, publicly accessible charging infrastructure delivered through third-party models where possible.
- 3.3. This policy does not apply to:
- Private-sector EV installations located on property not owned or occupied by the City.

4. RESPONSIBILITY

4.1. General responsibilities are described for each of the following parties:

- 4.1.1. **City Council** - Approves the City of Windsor Electric Vehicle Infrastructure Policy (WEVIP) and any subsequent amendments. Provides strategic direction to Administration regarding the City's role in supporting electric vehicle adoption, including the use of municipally owned property for EV charging infrastructure. Considers related reports, funding opportunities, partnerships, and policy recommendations brought forward by Administration in support of this Policy.
- 4.1.2. **Mayor** - Provides leadership in advancing Council-approved strategic priorities related to electric vehicle adoption, sustainability, and economic development. Supports Council and Administration in advocating for provincial and federal funding opportunities and intergovernmental partnerships that advance EV charging infrastructure objectives, where appropriate.
- 4.1.3. **Chief Administrative Officer** - Ensures the effective implementation and corporate coordination of this Policy. Assigns departmental responsibilities and ensuring alignment with Council direction, corporate objectives, and approved budgets. Authorizes administrative actions required to give effect to this Policy, consistent with delegated authority.
- 4.1.4. **Commissioner, Infrastructure Services** – Provides corporate oversight for the implementation of this Policy. Coordinates interdepartmental collaboration related to EV infrastructure planning, partnerships, and external funding opportunities.

- 4.1.5. Commissioner, Finance and City Treasurer** - Provides financial oversight related to EV infrastructure initiatives, including funding arrangements and financial risk considerations. Supports evaluation of cost-recovery and third-party delivery models consistent with this Policy.
- 4.1.6. Executive Director, Economic Development and Climate Change** – Ensures alignment between EV infrastructure initiatives and the City’s climate action, economic development, and automobility objectives.
- 4.1.7. Manager of Energy Initiatives** – Coordinates the evaluation of EV infrastructure proposals and manages third-party agreements related to public charging infrastructure.
- 4.1.8. Project Administrator, Energy Contracts** – Supports implementation of public-charging initiatives including agreement administration.
- 4.1.9. Fleet Operations** –Assesses EV charging requirements related to the City’s corporate fleet. Ensures that fleet charging needs are aligned with operational requirements and the principles set out in this Policy. Coordinates with other departments regarding fleet electrification impacts on EV infrastructure planning.
- 4.1.10. Legal Services** – Reviews agreements, partnerships, and procurement documents related to EV charging infrastructure to ensure appropriate risk allocation and legal compliance. Provides legal advice related to legislative and regulatory matters affecting EV infrastructure on municipal property.
- 4.1.11. Planning and Building Services** – Encourages, where permitted by provincial legislation, the voluntary integration of EV charging infrastructure in new development and redevelopment projects. Monitors legislative changes that may affect municipal authority related to EV infrastructure requirements.
- 4.1.12. Parks, Recreation and Facilities** – Coordinates with the lead department in identifying and assessing the suitability of municipally owned properties for EV charging infrastructure. Supports the integration of EV charging considerations into facility renewal, redevelopment, and capital planning processes. Coordinates site-specific operational considerations related to municipal properties where EV infrastructure is located.

5. GOVERNING RULES AND REGULATIONS

5.1. Risk Management

- 5.1.1.** The City’s preference for third-party ownership and operation of public EV charging infrastructure where possible, is based on consideration such as

asset obsolescence, vandalism-related maintenance pressures, uncertainty in EV adoption rates and utilization, and limitations in long-term operating resources.

5.2. Operation and Maintenance of Public Charging Infrastructure

5.2.1. The ongoing operation, maintenance, and, where feasible, ownership of public EV chargers located on City property will be transitioned to qualified third-party providers through a competitive selection process.

5.2.2. Future participation in public-charging projects on City property will be considered only where risk and cost to the Corporation are negligible.

5.3. Pricing, Fees and Enforcement

5.3.1. Under the City's preferred third-party delivery model, pricing, idle-time fees, and enforcement mechanisms related to EV charging station use are established and administered by the charging network operator in accordance with applicable agreements and industry standards where possible. The City does not administer user fees or charging-related enforcement.

5.4. Corporate Fleet Electrification

5.4.1. The following operational controls apply to any corporate Fleet electric vehicles owned, rented or leased by the City (the "City Electric Vehicles"):

- Corporate EV charging stations will be provided and assigned to charge City Electric Vehicles;
- Corporate EV charging stations are keyed alike for shared use among employees;
- City Electric Vehicles are not to be charged at public charging stations during daily operational use, except where required for out-of-town business travel; and
- City Electronic Vehicles are licensed with green license plates.

5.5. Private-Sector Development

5.5.1. Under section 35(1.1) of the *Building Code Act, 1992* municipalities are not authorized to pass by-laws respecting the construction or demolition of buildings, clarifying that the City is unable to require its own unique standards, requiring EV-ready provisions or otherwise, beyond the Ontario Building Code.

5.5.2. The City will encourage voluntary EV-charging infrastructure in new construction and retrofit projects.

5.5.3. Electrical-capacity constraints may limit retrofit feasibility and will be considered during evaluation of proposals involving City participation.

6. RECORDS, FORMS AND ATTACHMENTS

6.1. Records related to the administration and ongoing management of this policy shall be retained in accordance with the City's Records Retention By-law, being By-law Number 21-2013, as amended.

**THE CORPORATION OF THE CITY OF WINDSOR
POLICY**

Service Area:	Public Works	Policy No.:	
Department:	Operations	Approval Date:	
Division:	Fleet Division	Approved By:	City Council
		Effective Date:	
Subject:	Fleet Use Policy	Procedure Ref.:	
		<i>Pages:</i>	Replaces: Fleet – General – CR291/2022 ETPS 899
Prepared By:			Date: July 11, 2022

1. POLICY

1.1 To provide effective and efficient delivery of the City of Windsor fleet services through the delivery of safe, reliable, economical and environmentally sound transportation and related support services that are responsive to the needs of stakeholder divisions, while conserving vehicle value and equipment investment.

2. PURPOSE

2.1 Communicate responsibilities of all employees in the use and safeguarding of City Vehicles and equipment including:

- How vehicles are assigned
- Who can drive a City Vehicle
- Responsibilities and obligations of employees driving City Vehicles.

3. SCOPE

3.1 This Policy covers the use of all City of Windsor supplied vehicles managed by the Operations Department – Fleet Division and used by Departments with a direct reporting relationship to the Chief Administrative Officer (refer to the definition of “City Vehicles” in the attached Schedule B).

4. RESPONSIBILITY

4.1 Chief Administrative Officer and Corporate Leadership Team are responsible to:

- 4.1.1** Support this policy and ensure compliance and adherence by the City Departments.
- 4.1.2** Assign City Vehicles to positions based on specific criteria described in this policy.
- 4.1.3** Review mileage and related financial information provided by Finance yearly and determine continued eligibility for City Vehicles assigned to a position.
- 4.1.4** Approve locations where City Vehicles may be parked.

4.2 The Executive Director of Operations (in the role of Chair of the Fleet Review Committee) or designate is responsible to:

- 4.5.8 Budget for pool and seasonal vehicle usage as well as actual cost vehicle billings and damage repairs to external rental vehicles.
- 4.5.9 Ensure that preventable accidents are addressed with the responsible employee, and that the employee receives retraining where appropriate.
- 4.5.10 Return both sets of keys and fuel fob with vehicle when vehicle replacements are picked up.

4.6 City of Windsor Employees must:

- 4.6.1 Abide by all required legislation in relation to the Highway Traffic Act, Commercial Vehicle Operator's Registration (CVOR) regulations, the Income Tax Act and related City of Windsor by-laws, policies and procedures as they relate to the use of City Vehicles.
- 4.6.2 Employees driving City Vehicles must possess and maintain an appropriate driver's license for the class of vehicle being operated.
- 4.6.3 Comply with training and retraining requirements as determined by Corporate Health & Safety.
- 4.6.4 Comply with the Personal Use of City Vehicle - Taxable Benefit Procedure.

4.7 The Human Resources department is responsible to:

- 4.7.1 Adhere to the Driver's Licence and Abstract procedure to obtain a copy of valid driver's licenses and driver's abstracts, including a CVOR abstract when applicable, of prospective drivers upon hire or transfer to a job that requires a driver's licence for the purpose of completing a Driver's Abstract Report.
- 4.7.2 Complete quarterly Driver's Abstract searches on all active City drivers to ensure the validity of driver licenses (Corporate Health and Safety division).
- 4.7.3 Provide commercial and non-commercial defensive driving courses to facilitate compliance with Section 25(2)(h) of the Occupational Health & Safety Act (Corporate Health and Safety Division).
- 4.7.4 Provide other training courses including driving evaluations relating to the use of City Vehicles to facilitate compliance with legislative requirements.
- 4.7.5 Collaborate with the Fleet Division to update the Corporate Driver Management Program to ensure training programs meet legislative and operational requirements.

4.8 The Risk Management department is responsible to:

- 4.8.1 Ensure that all vehicles and equipment used in the undertaking of City business activity are appropriately insured.
- 4.8.2 Investigate and assess all vehicle accidents/incidents as necessary.
- 4.8.3 Facilitate communication with insurance companies in case of injury and/or property damage and obtain appropriate recoveries.
- 4.8.4 Respond to staff inquires as they pertain to insurance coverage of City owned/leased vehicles and equipment.
- 4.8.5 Obtain liability slips from the City's insurance company for all City owned/leased vehicles and equipment and provide to the Fleet Division.
- 4.8.6 Distribute certificates of insurance as required to third parties for rental of vehicles and equipment.

4.9 The Finance department is responsible to:

4.9.1 Calculate taxable benefits and mileage reimbursements based on information received from user departments and the individual employee.

4.9.2 Annually review the mileage reimbursement of employees and reporting the amount annually to the Chief Administrative Officer.

4.10 The Collision Review Committee is responsible to:

4.10.1 Adhere to the Collision Review Committee Terms of Reference.

4.10.2 Use Defensive Driving guidelines to review vehicle collisions to determine cause, preventability and make recommendations for avoidance of future incidents.

5. GOVERNING RULES, STATUTES AND REGULATIONS

5.1 This policy is in accordance with the *Highway Traffic Act, Occupational Health and Safety Act, Insurance Act, Income Tax Act, Provincial Offences Act, Fuel Tax Act* and any other applicable legislative requirements including Regulations under the applicable Acts, City of Windsor By-laws, policies and procedures.

5.2 Accident/Incident Reporting Policy and Procedure;

5.3 Driver's License and Driver's Abstract Procedure.;

5.4 City of Windsor By-law 233/2001 - A by-law to prohibit excessive idling of vehicle and boats;

5.5 Commercial Vehicle Pre-Trip Inspection Procedure;

5.6 Hours of Service Procedure;

5.7 Travel and Business Expense Policy

5.8 Assignment of a City Vehicle to a Department

5.8.1 Assignment of City Vehicles is subject to review by the corporate Fleet Review Committee and the budgetary process.

5.8.2 In the event a department exceeds 5 preventable accidents per year, it will need to bring forward to the Fleet Review Committee a proposal to address accident prevention, and this will be considered prior to City Vehicle assignment.

5.8.3 As part of the annual review of fleet requirements, departments shall rationalize their assigned vehicles for possible consolidation or elimination.

5.8.4 Any changes or upgrades being requested for existing vehicles being considered for replacement MUST be submitted to the Fleet Review Committee for consideration and approval.

5.8.5 The Fleet Division maintains a pool of marked City Vehicles to supplement departments' fleet needs and meet short-term requirements on a seasonal basis. If a vehicle is not available in the pool, the Fleet Division will rent

seasonal units from a third party. The user department will be billed for the full cost of damages that must be repaired prior to returning external rentals.

5.9 City Vehicle Use

- 5.9.1** City Vehicles are for municipal business during working hours.
- 5.9.2** Only City employees who have completed required training are authorized to operate City Vehicles unless approval is received from Risk Management and Fleet.
- 5.9.3** City Vehicles are not permitted outside the limits of the City of Windsor without prior authorization from the employee's immediate supervisor or council approved service level or initiative as applicable.
- 5.9.4** City Vehicles are not to be used for personal matters.
- 5.9.5** Under normal circumstances, the City Vehicle shall not be used for the transportation of any persons other than City of Windsor employees or persons engaged in City of Windsor business without prior authorization from the employee's Executive Director or designate. Only in exceptional or emergency situations will passage in a City Vehicle by non-employees be permitted.
- 5.9.6** City Vehicles should contain only those items for which the vehicle is designed.
- 5.9.7** Employees are to keep the interior of City Vehicles clean and ensure projectile items are secured.
- 5.9.8** Employees shall conduct daily vehicle inspections (circle checks) and report any malfunction or damage to their supervisor immediately.
- 5.9.9** All Employees must wear seatbelts during the operation of the City Vehicle, whether a driver or a passenger.
- 5.9.10** Employees must not, under any circumstance, operate City Vehicles under the influence of alcohol, illegal or recreational drugs, or prescription drugs or medications which may interfere with effective and safe operation.
- 5.9.11** Employees using a City Vehicle must ensure that any materials or equipment being transported in a City Vehicle are secure at all times. Employees can request covers, ties or other restraining devices from their supervisor as required.
- 5.9.12** Employees using a City Vehicle are responsible to remove ice and snow build-up that may fly from the top of a City Vehicle prior to its use to ensure the safety of other motorists and the general public.
- 5.9.13** Employees are to adhere to the Defensive Driving Standards as outlined in Schedule D to ensure they take every precaution to avoid a collision when driving a City Vehicle.
- 5.9.14** Employees must ensure the City vehicle is left in a safe location and secured to avoid damages or theft.
- 5.9.15** Employees driving City Vehicles shall obey all applicable traffic and parking regulations, ordinances and laws.
- 5.9.16** Employees shall not idle City Vehicles in contravention of the City of Windsor Anti-idling by-law.
- 5.9.17** Employees will be personally responsible for any and all traffic/parking violations or other fines incurred while using a City Vehicle. This requirement applies regardless of whether the charge or fine is imposed upon the City or the employee. In circumstances where the City is charged

or fined as a result of an employee using a City Vehicle, the City will comply with all legislative requirements pertaining thereto but will seek reimbursement for its costs from the employee.

- 5.9.18** In addition to the foregoing, if a suspension of an employee's driver's license occurs while driving a City Vehicle, and if the City Vehicle is impounded or towed, any costs incurred to obtain the release of the City Vehicle and any associated legal costs are the responsibility of the employee.
- 5.9.19** Employees who receive any citation, ticket, or notice of offence while operating a City Vehicle are required to report the incident to their immediate supervisor without delay.

If immediate notification is not practical, the employee must report the incident within a maximum of 24 hours from the time of the offence.

Failure to report within this timeframe will be considered a breach of policy and may result in disciplinary action, up to and including suspension of driving privileges or further corrective measures.

- 5.9.20** Smoking is not allowed in City Vehicles pursuant to the Smoking in the Workplace By-law.
- 5.9.21** No modifications are permitted to a City Vehicle without the approval of the Fleet Review Committee.
- 5.9.22** City Vehicles may be equipped by the Fleet Division with Global Positioning System/Automatic Vehicle Locating devices as approved by operating departments.

5.10 Accidents

- 5.10.1** The Ontario Highway Traffic Act (HTA) sets out criteria for motor vehicle collision reporting in Ontario. Accidents must be reported to the nearest police officer if the accident results in personal injuries or in damage to property apparently exceeding \$5,000.
- 5.10.2** If directed by an officer to report the accident at a specified location, employees must attend the specified location (e.g. Collision Reporting Centre) and report the accident there.
- 5.10.3** In the event of an accident involving a City Vehicle, all employees are responsible to adhere to the City's Accident/Incident Reporting Procedure.
- 5.10.4** Departments are responsible to have vehicle assessed by the Fleet Division, following any Accident (refer to the definition of "Accident" in the attached Schedule B), to ensure vehicle is safe for continued use.
- 5.10.5** Departments are responsible for damages and repair costs and will be invoiced by the Fleet Division accordingly.

5.11 Commercial Motor Vehicles

- 5.11.1** All commercial motor vehicles are equipped with a first aid kit and fire extinguisher. Employees shall ensure supplies are replenished from the Fleet Division stockroom as they are used.
- 5.11.2** All drivers of commercial motor vehicles must complete all required commercial motor vehicle training including commercial motor vehicle safety talks.
- 5.11.3** All drivers of commercial motor vehicles must comply with the Commercial Vehicle Pre-Trip Inspection Procedure.
- 5.11.4** All drivers of commercial motor vehicles must comply with the Hours of Service Procedure.
- 5.11.5** Employees may place a request through their supervisor to use a City Vehicle for the purposes of upgrading their driver's license to drive a commercial motor vehicle if required for their current position.

5.12 Vehicles for Out of Town Use

- 5.12.1** Marked City Vehicles may be used for business purposes out of town.
- 5.12.2** In addition to City Vehicles, a contract exists to utilize a third party for vehicle rental purposes on an as-needed basis.
- 5.12.3** Use of City Vehicles for out of town business travel is strongly encouraged as the first choice to avoid third party costs including mileage reimbursement to staff, while cars are available and unused. Use of alternative means of transportation must be justified within the travel and expense advance approval form, giving regard to the most economical means of transportation.

5.13 Parking of City Vehicles

- 5.13.1** When finished with the City Vehicle, it must be returned to the appropriate and safe location as approved by the Commissioner of the department.
- 5.13.2** City Vehicles left parked or unattended must be locked and keys are not to be left in the vehicle.

5.14 Take Home Privileges

- 5.14.1** Vehicles are not to be taken home without the permission of the Executive Director of the department. Permission shall only be granted for urgent circumstances or for employees on call.
- 5.14.2** After working hours, City Vehicles shall be used only to respond to situations within the scope of the employee's duties and for no other purpose.
- 5.14.3** City Vehicles are not to be used for personal matters. The personal driving of a City of Windsor vehicle for purposes not related to his or her employment is a taxable benefit for the employee. This includes personal use during an employee's vacation, driving to conduct personal activities and travel between home and work (even if the employee is directed to drive the vehicle home). Travel from home to a point of call (such as responding to a call after hours) is not considered personal driving. The taxable benefit

shall be calculated as outlined by the Canadian Revenue Agency (CRA) subject to amendment by CRA from time to time.

5.15 Car Allowance

5.15.1 For employees entitled to a car allowance (whether paid monthly, quarterly, annually, or on any other basis) this is a taxable benefit as per the Income Tax Act and included as remuneration.

5.16 Fuelling of City Vehicles and Equipment (Unleaded, Premium, Diesel, Coloured Diesel)

5.16.1 Employees who use a City Vehicle are responsible for ensuring that the vehicle has an adequate supply of fuel.

5.16.2 Employees are to fuel City Vehicles at one of the City's fuel sites operated by the Fleet Division except in extraordinary and/or emergency situations. In the event of an emergency, employees may contact their supervisor for

direction. Fuel may be purchased from one of the local service stations approved by the Fleet Division.

- 5.16.3** Employees are to follow the fuelling procedures posted at the fuel site.
- 5.16.4** Employees who use a City Vehicle must complete a one-time fuel training session administered by Corporate Health & Safety and a fuel refresher training session every 5 years.
- 5.16.5** Employees who have not completed the appropriate fuel training session will not have access to dispense fuel at a city fuel site.
- 5.16.6** Employees must provide the correct vehicle mileage or number of equipment hours at the time of fuelling. Entering incorrect or inaccurate meter readings may result in discipline up to and including dismissal.
- 5.16.7** Employee and vehicle HID cards (fuel fobs) are required for fuelling a City Vehicle at a city fuel site operated by the Fleet Division.
- 5.16.8** Vehicle HID cards must be kept on the vehicle key chain or secured by the department if multiple employees are utilizing the same vehicle.
- 5.16.9** Employees must notify their supervisor immediately if an HID employee/vehicle card is lost or stolen. New or replacement cards are subject to a fee.
- 5.16.10** Propane equipment must be refuelled externally at the department's expense.
- 5.16.11** Employees fuelling at an authorized external site must provide unit number, employee name (printed and signed), employee id and mileage on the fuel slip.
- 5.16.12** Coloured fuel is available for off road equipment only. The use of coloured fuel in a licensed motor vehicle is prohibited and the driver may be liable to penalties and fines under the Provincial Offences Act or the Fuel Tax Act.

6. RECORDS, FORMS AND ATTACHMENTS

- 6.1** Schedule A - City Vehicle Assignment Methods
- 6.2** Schedule B - Definitions
- 6.3** Schedule C - Break Even Point for Assignment of a City Vehicle
- 6.4** Schedule D – Defensive Driving Standards

City Vehicles are assigned in one of two (2) ways:

- 1) Dedicated Vehicle
- 2) Assignment of a Pool Vehicle (Infrequent Use)

1) Dedicated Vehicle

Dedicated vehicles are assigned to a department on an annual basis. They are assigned on a day-to-day basis by the immediate supervisor based upon job description and will be consistent with departmental workload and employee function.

2) Assignment of a Pool Vehicle

Pool vehicles are vehicles assigned for use on a request basis as needed. The Fleet Division maintains a pool of vehicles to supplement dedicated vehicles on a seasonal basis, for casual use when vehicles are in for service or on an as-needed basis.

Seasonal

- User departments provide their seasonal requirements in advance and in writing to the Fleet Division.
- Fleet Division will assign vehicles from the pool and charge a monthly rental rate to the user department.
- If there is not a seasonal unit available, the Fleet Division will make arrangements for an external rental. The monthly rental cost and all damage repair costs will be charged to the user department.

Casual Use

- User requests a Pool Vehicle prior to or when required from the Fleet Division.
- For the Fleet Division's pool vehicles, the user provides the Fleet Division with a chart field for billing of vehicle usage based on hours of use. The user will be charged the hourly rental rate associated with that class of vehicle until it is returned by the user.
- If available, loaner vehicles are provided free of charge to users who require replacements for vehicles brought in for service.

“Accident” –an incident whereby a City owned vehicle/equipment has come into contact with another vehicle/equipment, person or object regardless of damage or injury, or an incident with or without contact that results in injury to a person, property, vehicle or equipment.

“Actual Cost Billing” – a billing method whereby the user department is charged by the Fleet Division for the actual costs incurred to maintain non-dedicated equipment.

“City Vehicle” – any licensed or unlicensed automobiles, trucks, vans, or other self-propelled equipment owned, rented, or leased by the City of Windsor.

“Car Allowance” – payment that employees receive from an employer for using their own vehicle in connection with or in the course of their office or employment without having to account for its use. An allowance is a taxable benefit unless it is based on a reasonable per-kilometre rate.

“Commercial Motor Vehicle” – a commercial motor vehicle includes:

- Trucks that have a registered gross weight of over 4,500 kilograms
- Buses that can carry ten or more passengers
- Trailers that have a registered gross weight greater than 2,800 kilograms, when pulled by a truck that is less than 4,500 kilograms and the overall weight is greater than 4,500 kilograms.

A commercial motor vehicle does not include fire apparatus.

“Commercial Vehicle Operator Registration” – registration system for operators of commercial motor vehicles (trucks, trailers and buses) as per the Highway Traffic Act.

“Corporate Driver Management Program” – program maintained by Human Resources Health and Safety Division that outlines all driver related policies and training programs.

“Dedicated Vehicle” – a vehicle assigned to a department or division on an annual basis. Dedicated vehicles are included on the corporate fleet replacement plan.

“Distracted Driving” – Drivers in Ontario are prohibited from using hand-held cell phones and other hand-held electronic entertainment or communications devices while driving. The use of hands-free devices is permitted. Emergency calls, such as calls to 911, are not affected.

“Licensed motor vehicle” – any motor vehicle to which a number plate is attached as required under the Highway Traffic Act.

“Pool Vehicle” – a general purpose City Vehicle supplied by the City of Windsor which can be used on a request basis as needed. Pool vehicles are not included on the corporate fleet replacement plan.

“Preventable Collision” – a collision that could have been prevented, regardless of whether the employee is at fault in accordance with fault determination rules, and as determined by the immediate supervisor following an accident/incident or by the Collision Review Committee.

“Valid Driver’s License” – (a) appropriate to the vehicles being driven; or (b) specified by the department.

Schedule 'C'

Break Even Point for Assignment of a City Vehicle

Individual mileage claims will be reported on to the Chief Administration Officer on an annual basis by the Finance Department.

Once an individual's annual reimbursement exceeds the annual charge out rate for a rental vehicle (based on the Class of vehicle used), an assessment of whether or not a dedicated vehicle should be provided to the employee will take place.

Consideration will also be given to other individuals in the department to see if vehicles can be rationalized and shared amongst employees/positions.

The analysis will involve comparing annual mileage paid at the current Corporate Travel Policy rate (based on CRA guidelines) against the annual vehicle rental rate charged by the Fleet Division for the Class of vehicle being used on a 'cost per km' basis.

If the cost of providing a Dedicated Vehicle is lower than payment of individual mileage over the course of a year, the individual's Manager, will bring forward a Fleet Addition request through the Fleet Manager to the Fleet Review Committee for inclusion in the annual Fleet Additions and Upgrades capital budget. Furthermore, the individual's Manager will submit an operating budget request for the addition of a Dedicated Vehicle unit.

Schedule 'D' Defensive Driving Standards

Drive to avoid collisions in spite of the incorrect or unsafe actions of others including pedestrians and other drivers and adverse driving conditions.

Make allowances for the lack of skill or improper driving practices of the other driver.

Adjust driving to compensate for unusual weather, road and traffic conditions.

Be alert to collision inducing situations to recognize the need for preventable action in advance and take the necessary precaution to prevent a collision.

Know when it is necessary to slow down, stop or yield the right of way to avoid a collision.

Conduct circle checks thoroughly and notify supervisors if any anomalies occur while operating a motor vehicle.

Use a guide to help back out of a difficult area and survey your exit plan before entering the vehicle.

Avoid parking spaces near driveways or other areas that are susceptible to collisions.

Leave room to account for stopping distances between their vehicle and the one in front. Leave more space as visibility worsens or as the speed of the vehicle increases.

Be mindful of vehicles tailgating you and change lanes to let them pass where safe to do so.

Always give advanced warning of your driving intentions.

Remove distractions and always be mindful of surroundings and traffic.

Obey all traffic signs.

Enter traffic in a way that will avoid obstructing the flow of traffic.

Always be attentive and prepared to stop in the event a pedestrian/cyclist crosses your path.

Drive in a safe manner that would never endanger the safety of a passenger.

Use appropriate load securement procedures to secure cargo.

Do not utilize hand-held devices while driving as per the Corporate Cell Phone/Wireless Device Safe Use Policy.

Be aware of the safe use of your vehicle and/or related equipment.

Electric Vehicle Chargers

