

Phone: (519)255-6211

**CITY HALL
WINDSOR, ONTARIO
N9A 6S1**

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

**City Council
Decision
Monday, May 26, 2025**

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

Decision Number: CR213/2025 ETPS 1056

That the report of the Environment, Transportation & Public Safety Standing Committee of its meeting held April 30, 2025, entitled "Response to CQ 41-2024 - Lower Risk Encroachments - City Wide" **BE RECEIVED** for information; and,

That Administration **BE DIRECTED** to approve Minor Encroachments under a Permit Process as follows:

1. Applicable to residential (2-unit maximum) properties only;
2. Insurance and indemnification satisfactory to the Risk Management department is required;
3. Right-of-Way Permit fees applicable as per current User Fee Schedule:
 - a. \$283.00 – Permit Fee (2025);
 - b. \$1,000.00 – Indemnity Fee (returned upon final inspection); and,

That Administration **BE DIRECTED** to

1. Amend the Landscape Best Practice BP3.2.2 to define and include the treatment of pre-determined minor encroachments.
2. Amend the Encroachment Policy to define and include minor encroachments under a permit process.
3. Create a "blended" process required to address properties having both major and minor encroachments.
4. Initiate a process to address previously executed encroachments and paid fees:
 - a. Existing agreements will continue as per the timelines agreed upon in the agreement.
 - b. Administration recommends only fees paid in 2025 be reimbursed to residential property owners with less than two units. All fees paid prior to 2025 would remain in place.

Carried.



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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Report Number: S 49/2025 SCM 134/2025
Clerk's File: SW2025 8.4

Anna Ciacelli

Deputy City Clerk
June 5, 2025

Department Distribution

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