



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

2024 07 22

**From:** Matt Carlini

**Re: Windsor Canada Utilities Ltd. March 2024 Quarterly Financial Statements**

---

**BACKGROUND AND BASIS OF REPORTING**

Enclosed are the financial reports for Windsor Canada Utilities Ltd. (“WCU”) as at March 31, 2024.

WCU’s financial statements are presented in accordance with International Financial Reporting Standards (“IFRS”) which is a requirement, as WCU is a publicly accountable entity. WCU is not eligible to use Public Sector Accounting Standards, which is what the Corporation of the City of Windsor uses for external reporting. Within the Windsor Canada Utilities Ltd., consolidated operations are the operations of the local distribution company (ENWIN Utilities Ltd.) and ENWIN Energy Ltd.. The Ontario Energy Board (“OEB”) regulates ENWIN Utilities Ltd. (“EWU”), and the regulator requires certain regulatory balances to be recognized and tracked for rate-setting purposes. These rate-setting accounts are considered for regulatory purposes as either regulatory assets or liabilities; however, those accounts are not recognized under IFRS.

In January 2021, the International Accounting Standards Board (“IASB”) published the Exposure Draft *Regulatory Assets and Regulatory Liabilities*, which sets out proposals that aim to give investors better information about the financial performance of companies that are subject to rate regulation. The Exposure Draft is still in the consultation and review stages. It is anticipated that EWU will have the ability to recognize regulated assets and liabilities within the IFRS financial statements once this standard is published. The final standard is expected to be issued in 2025 with an effective date of January 1, 2028, however, early adoption may be an option for EWU. Until such time when this new standard is adopted, EWU will maintain

two sets of records to report regulated activities and to fulfil external financial reporting requirements.

## **DISCUSSION**

The objective of this report is to provide quarterly consolidated financial performance updates to the Mayor and members of City Council. Further financial analysis and explanations can be found under the 'Financial Matters' section.

## **RISK ANALYSIS**

The results reported to the City Council are for internal reporting purposes and are intended to provide an update of the company's financial performance relative to budget and prior year. The figures are not audited and do not contain all the note disclosure that would be present in a full audited financial statement.

## **FINANCIAL MATTERS**

### **Financial Highlights**

Overall, the performance of the group was better than budget in the first quarter of the year and is projected to outperform budget. Net Income however is highly sensitive to changes in electricity pricing as well as other regulatory rate adjustments and those are currently increasing reported earnings on an IFRS basis.

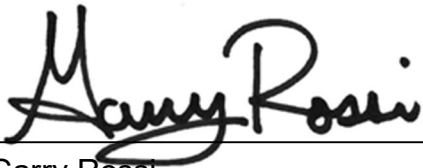
As of the quarter-ended March 31, 2024, WCU is reporting Total Revenue of \$14.0 million, Operating Income of \$6.1 million, and Net Income of \$4.6 million under IFRS. The 2024 forecast shows revenue consistent with budget and operating expenses slightly greater than budget. Finance income and previously anticipated regulatory adjustments are expected to increase overall net income. These regulatory adjustments are often impacted by market conditions, but management will continue to monitor financial performance and liquidity throughout the year.

### **Liquidity and Financial Strength**

As at March 31, 2024, WCU is in a positive cash flow position despite having to settle some regulatory balances. Cash is expected to slowly decrease throughout 2024 because over \$5 million is anticipated to be settled through rate riders, however WCU continues to experience a strong balance sheet and consistent credit profile.

A handwritten signature in blue ink, appearing to read "Matt Carlini", positioned above a horizontal line.

Matt Carlini  
Chief Financial Officer

A handwritten signature in black ink, appearing to read "Garry Rossi", positioned above a horizontal line.

Garry Rossi  
President and CEO

encls      Appendix A – WCU Q1 2024 Consolidated Financial Review Statements

# Appendix A

## Windsor Canada Utilities Ltd.

Board Financial Review Statements

March 31, 2024

Unaudited

	<b>Page Reference</b>
Consolidated Balance Sheet.....	i
Consolidated Income Statement.....	ii
Consolidated Statement of Cash Flows.....	iii

## Windsor Canada Utilities Ltd.

Consolidated Balance Sheet  
(In thousands of Canadian dollars)

March 31, 2024, with comparative information for 2023

	March 2024	March 2023	December 2023
<b>Assets</b>			
<b>Current assets:</b>			
Cash and cash equivalents	\$ 21,909	\$ 17,017	\$ 22,234
Investment	3,584	14,664	3,532
Accounts receivable	49,779	40,441	48,906
Due from related parties	4,141	3,726	5,008
Inventory	8,758	7,046	8,828
Other assets	2,547	3,348	1,787
	<b>90,718</b>	<b>86,242</b>	<b>90,295</b>
<b>Non-current assets:</b>			
Property, plant and equipment	262,437	253,294	261,513
Intangible assets	1,115	1,170	1,228
Investment, sinking fund	17,441	14,365	16,601
Investment in joint venture	180	147	217
Due from related parties - debentures and post-retirement	52,000	52,000	52,000
Deferred income taxes	2,687	2,841	2,677
	<b>335,860</b>	<b>323,817</b>	<b>334,236</b>
<b>Total assets</b>	<b>\$ 426,578</b>	<b>\$ 410,059</b>	<b>\$ 424,531</b>
<b>Liabilities</b>			
<b>Current liabilities:</b>			
Accounts payable and accruals	\$ 25,431	\$ 22,736	\$ 30,123
Payments in lieu of income taxes payable	2,074	1,918	1,080
Due to related parties	10,341	8,834	9,391
Current portion of customer deposits	1,350	1,247	1,107
Deferred revenue	4,117	4,088	4,118
	<b>43,313</b>	<b>38,823</b>	<b>45,819</b>
<b>Non-current liabilities:</b>			
Customer deposits	7,055	6,007	6,170
Deferred revenue - customer contributions	19,266	19,332	19,375
Long-term debt	102,546	102,530	102,542
Employee future benefits	48,500	43,944	48,299
	<b>177,367</b>	<b>171,813</b>	<b>176,386</b>
<b>Total liabilities</b>	<b>220,680</b>	<b>210,636</b>	<b>222,205</b>
<b>Equity</b>			
Common shares	81,842	81,842	81,842
Contributed surplus	516	516	516
Retained earnings	123,543	117,066	119,969
	<b>205,901</b>	<b>199,424</b>	<b>202,327</b>
<b>Total liabilities and equity</b>	<b>\$ 426,578</b>	<b>\$ 410,059</b>	<b>\$ 424,531</b>

## Windsor Canada Utilities Ltd.

Consolidated Statement of Income  
(In thousands of Canadian dollars)

March 31, 2024, with comparative information for 2023

	YTD - March 31, 2024			YTD - March 31, 2023		2024 Annual		2024
	Actuals	Budget	Variance	Actuals	Variance	Budget	Forecast	
<b>Distribution revenue:</b>								
Residential	\$ 7,342	\$ 7,349	\$ (7)	\$ 6,984	\$ 358	\$ 29,396	\$ 29,389	
General service - small	4,814	4,788	26	4,404	410	19,530	19,556	
General service - large	1,022	1,061	(39)	962	60	4,450	4,367	
Street lighting	449	446	3	426	23	1,784	1,787	
	<b>13,627</b>	<b>13,644</b>	<b>(17)</b>	<b>12,776</b>	<b>851</b>	<b>55,160</b>	<b>55,099</b>	
<b>Net service revenue</b>								
Services provided to WUC	5,151	5,358	(207)	4,991	160	21,434	21,329	
Services provided to City	642	686	(44)	620	22	2,743	2,724	
	5,793	6,044	(251)	5,611	182	24,177	24,053	
Cost of services - MSA	(5,467)	(5,696)	229	(5,282)	(185)	(22,775)	(22,659)	
Cost of services - depreciation - MSA	(200)	(202)	2	(192)	(8)	(809)	(829)	
	<b>126</b>	<b>146</b>	<b>(20)</b>	<b>137</b>	<b>(11)</b>	<b>593</b>	<b>565</b>	
Other income	239	235	4	409	(170)	970	1,081	
<b>Total revenue</b>	<b>13,992</b>	<b>14,025</b>	<b>(33)</b>	<b>13,322</b>	<b>670</b>	<b>56,723</b>	<b>56,745</b>	
<b>Operating expenses:</b>								
Distribution operation and maintenance	3,143	3,188	45	3,693	550	13,266	13,110	
Billing and collection	888	848	(40)	843	(45)	3,441	3,470	
Community relations	59	71	12	58	(1)	307	331	
Administration and general	823	1,078	255	835	12	4,468	4,400	
Property and tools and maintenance	541	509	(32)	550	9	1,977	2,041	
Salaries and benefits	1,902	1,975	73	1,711	(191)	7,331	7,750	
Regulatory	123	142	19	110	(13)	570	551	
Employee future benefits	449	459	10	451	2	1,834	1,826	
	<b>7,928</b>	<b>8,270</b>	<b>342</b>	<b>8,251</b>	<b>323</b>	<b>33,194</b>	<b>33,479</b>	
<b>Operating income / EBITDA</b>	<b>6,064</b>	<b>5,755</b>	<b>309</b>	<b>5,071</b>	<b>993</b>	<b>23,529</b>	<b>23,266</b>	
<b>Other income/expenses:</b>								
Share of joint venture's net loss (gain)	37	2	(35)	11	(26)	9	13	
Depreciation and amortization	1,812	1,901	89	1,942	130	7,605	7,360	
Net finance expense	(885)	243	1,128	(678)	207	978	(270)	
Loss (gain) on sale of PP&E	72	-	(72)	1	(71)	-	72	
	<b>1,036</b>	<b>2,146</b>	<b>1,110</b>	<b>1,276</b>	<b>240</b>	<b>8,592</b>	<b>7,175</b>	
<b>Income before tax</b>	<b>5,028</b>	<b>3,609</b>	<b>1,419</b>	<b>3,795</b>	<b>1,233</b>	<b>14,937</b>	<b>16,091</b>	
Provision for PILs of corporate taxes	1,613	1,024	(589)	1,239	(374)	4,229	4,659	
Deferred income taxes	(10)	-	10	-	10	18	(4)	
	<b>1,603</b>	<b>1,024</b>	<b>(579)</b>	<b>1,239</b>	<b>(364)</b>	<b>4,247</b>	<b>4,655</b>	
<b>Net income - MIFRS</b>	<b>3,425</b>	<b>2,585</b>	<b>840</b>	<b>2,556</b>	<b>869</b>	<b>10,690</b>	<b>11,436</b>	
Regulatory adjustment (IFRS)	1,150	801	349	(3,005)	4,155	3,202	3,551	
<b>Net income (loss) - IFRS</b>	<b>4,575</b>	<b>3,386</b>	<b>1,189</b>	<b>(449)</b>	<b>5,024</b>	<b>13,892</b>	<b>14,987</b>	

## Windsor Canada Utilities Ltd.

Consolidated Statement of Cash Flows  
(In thousands of Canadian dollars)

March 31, 2024, with comparative information for 2023

	March 2024	March 2023	December 2023	Forecast 2024
<b>Cash flows from operating activities:</b>				
Total IFRS net income (loss) for the year	\$ 4,575	\$ (449)	\$ 5,454	\$ 14,988
Adjustments for:				
Depreciation and amortization	3,080	2,949	11,971	12,578
Amortization of deferred revenue customer contribution	(140)	(136)	(549)	(575)
Remeasurement of employee future benefits	-	-	3,651	-
Loss (gain) on investment	(892)	(867)	(2,431)	(958)
Loss (gain) on sale of property, plant and equipment	72	1	1,507	(142)
Amortization of debt issuance costs	4	4	16	16
Share in joint venture's net loss	37	11	41	13
Net finance expense	(876)	(614)	(1,026)	(171)
Income tax expense	1,613	1,239	1,721	5,939
	7,473	2,138	20,355	31,688
Changes in:				
Accounts receivable	(869)	5,541	(2,924)	(967)
Due from related parties	866	(76)	(1,358)	941
Inventory	69	(607)	(2,389)	69
Other assets	(762)	(1,094)	462	(777)
Deferred income taxes	(10)	-	164	(4)
Accounts payable and accruals	(4,693)	(5,231)	2,157	(4,918)
PIL of income taxes	(301)	-	(588)	(6,365)
Due to related parties	950	983	1,540	(1,769)
Deferred revenue	-	-	29	(4,118)
Customer deposits	1,128	704	727	1,128
Employee future benefits	201	215	920	1,126
	(3,421)	435	(1,260)	(15,654)
Interest paid	(1,116)	(1,111)	(4,721)	(5,071)
Interest received	1,992	1,725	5,747	5,243
Income taxes paid	(319)	(534)	(1,266)	(1,300)
	4,609	2,653	18,855	14,906
<b>Cash flows from investing activities:</b>				
Acquisition of PP&E and intangible assets	(4,091)	(3,277)	(22,937)	(24,339)
Acquisition of investments	-	-	(1,200)	(1,200)
Investment in joint venture	-	-	(100)	-
Deferred revenue - customer contributions	30	181	690	3,109
Proceeds from investments	-	-	11,661	-
Proceeds on sale of PP&E	127	62	867	127
	(3,934)	(3,034)	(11,019)	(22,303)
<b>Cash flows from financing activities:</b>				
Decrease in due from related parties	-	-	-	(937)
Dividends paid	(1,000)	(1,000)	(4,000)	(4,000)
	(1,000)	(1,000)	(4,000)	(4,937)
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>(325)</b>	<b>(1,381)</b>	<b>3,836</b>	<b>(12,334)</b>
Cash and cash equivalents, beginning of period	22,234	18,398	18,398	22,234
<b>Cash and cash equivalents, end of period</b>	<b>\$ 21,909</b>	<b>\$ 17,017</b>	<b>\$ 22,234</b>	<b>\$ 9,900</b>

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

Service Area:	<b>Office of the Commissioner of Infrastructure Services</b>	Policy No.:	
Department:	<b>Public Works Operations</b>	Approval Date:	
Division:	Transportation Planning	Approved By:	
		Effective Date:	<b>On Approval</b>
Subject:	<b>Bicycle Parking Policy</b>	Procedure Ref.:	
<b>Review Date:</b>		<i>Pages:</i>	Replaces:
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date:

**1. POLICY**

1.1. This policy governs the implementation of bicycle parking for the Corporation of the City of Windsor.

**2. PURPOSE**

2.1. The purpose of this policy is to provide Administration and the general public with a framework on how bicycle parking will be implemented in order to support active transportation throughout the City of Windsor.

**3. SCOPE**

3.1. This policy covers:

- 3.1.1. bicycle space requirements and standards;
- 3.1.2. bicycle parking at City facilities and buildings;
- 3.1.3. bicycle parking in the right-of-way;
- 3.1.4. temporary bicycle parking for events; and,
- 3.1.5. bicycle parking to support transit facilities.

3.2. This policy should be utilized in coordination with the City’s Active Transportation Master Plan and the Bicycle Parking on Public Property Policy.

**4. RESPONSIBILITY**

4.1. Council has authority to approve implementation of bicycle parking under this policy and is responsible for approving amendments to this policy.

4.2. Administration is responsible for carrying out this policy as follows:

4.2.1. The City Engineer and the Commissioner of Economic Development and Innovation are corporate leads for all transportation and associated public safety programs and are responsible for initiating amendments to the Bicycle Parking Policy.

4.2.2. The Transportation Planning Senior Engineer is responsible for:

4.2.2.1. Overseeing implementation of this policy,



- 4.2.2.2. Bringing forward bicycle parking plans before Council for approval,
- 4.2.2.3. Recommending operating and capital budget expenditures related to bicycle parking, and
- 4.2.2.4. Recommending amendments to this policy to Council.

## **5. GOVERNING RULES AND REGULATIONS**

- 5.1. This policy will be implemented in accordance with the following bicycle parking guidelines and procedures:
  - 5.1.1. Bicycle Parking Standards and Guidelines
  - 5.1.2. Bicycle Parking at City Facilities and Buildings
  - 5.1.3. Bicycle Parking in the Public Right-of-Way
  - 5.1.4. Temporary Bicycle Parking for Events
- 5.2. Where there are existing bicycle parking deficiencies as it relates to this policy, Council may put forward locations to be prioritized and brought to compliance in steps over a period of time.

## **6. RECORDS, FORMS AND ATTACHMENTS**

- 6.1. Records for this policy shall be prepared and retained in accordance with Records Retention By-Law 21-2013, as amended.
- 6.2. Attachments:
  - 6.2.1. Attachment 1: Bicycle Parking Standards and Guidelines
  - 6.2.2. Attachment 2: Procedure – Bicycle Parking at City Facilities and Buildings
  - 6.2.3. Attachment 3: Procedure – Bicycle Parking in the Public Right-of-Way
  - 6.2.4. Attachment 4: Procedure – Temporary Bicycle Parking for Events

# Bicycle Parking Standards and Guidelines

## 1.0 Introduction

The Bicycle Parking Policy Guidelines provides information on the expected standards of short-term and long-term bicycle parking spaces. These guidelines are intended to serve developers and City Administration in selecting the appropriate bicycle parking racks for bicycle parking on private property and in the public right-of-way.

### 1.1 Bicycle Parking Guidelines Goals and Objectives

- Provide increased community connectivity by facilitating bicycle storage for cyclists throughout the city;
- Promoting active transportation by increasing secure bicycle parking;
- Increasing convenience for cyclists as new developments are built;
- Creating a culture shift through increased and secured bicycle parking.

## 2.0 Definitions

The following definitions are applicable to this policy, and are included in zoning by-law 8600:

**Bicycle parking space** means an area used for the parking of an operable *bicycle*.

**Short-term bicycle parking space** means a *bicycle parking space* for the use by visitors of a *building*. These spaces are located within 15 m of, and is visible from, the main entrance of the *building* the *bicycle parking space* is intended to serve.

**Long-term bicycle parking space** means a *bicycle parking space* for the use by occupants or tenants of a *building*. These are located within a *building* or sheltered *structure* with a secure means of access.

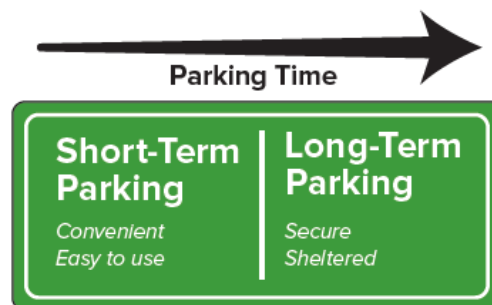


Figure 1 - Short-Term to Long-Term Bicycle Parking  
Source: Association of Pedestrian and Bicycle Professionals

A summary of components for short-term and long-term bicycle parking is shown in **Table 1**. Further details are provided in the next sections of the Policy

**Table 1 – Summary of Short-Term and Long-Term Bicycle Parking**

Component	Short-Term Bicycle Parking	Long-Term Bicycle Parking
<b>Typical length of time</b>	Between a few minutes and a few hours	Several hours, overnight
<b>Typical Locations, Uses</b>	Commercial/Retail, Libraries, Parks, Community Centres, etc.	Residential, Employment & Transit Stations
<b>Typical Users</b>	Visitors	Residents, Employees, Bicycle & Ride Commuters
<b>Accessibility/Availability &amp; Security</b>	<p>Easy access, available to the public.</p> <p>Should be located close to a building entrance for the sake of convenience.</p> <p>Reliant on public exposure and natural surveillance.</p>	<p>Secured access, requires registration and the use of a key device.</p> <p>Actively monitored by CCTV and/or by security staff.</p>
<b>Types of infrastructure</b>	<p>Bicycle Racks (on-street, and on private or public property)</p> <p>Post and Ring Bicycle Racks</p> <p>On-street Bicycle Corrals (sets of bicycle racks installed within a parking lane at an intersection)</p>	<p>Bicycle Lockers – Individual lockers that can store 1 bicycle.</p> <p>Bicycle Cages – Caged &amp; sheltered enclosures, typically attached to offices and/or multi-unit dwellings.</p> <p>Bicycle Rooms – Rooms within buildings specifically for bicycle parking.</p> <p>Secured Parking Areas – A separate building or an extension dedicated to bicycle parking.</p>
<b>Weather Protection</b>	Optional: Can be provided in the form of bicycle shelters or awnings.	Required.

Sources: the Association of Pedestrian and Bicycle Professionals (APBP), City of Toronto, Seattle Department of Transportation (SDOT)

## 3.0 Short-Term Bicycle Parking

Short-term bicycle parking is primarily meant to be used by the visitors of a building.

### 3.1 Accessibility

The following accessibility criteria should be used when providing short-term parking spaces:

- Placement on the ground floor of the building location; free of stairs or obstacles to access
- In close proximity to the building entrance; within 15 meters
- Way-finding signage should be provided to help guide cyclists to the space

### 3.2 Design

The following should be provided as part of the design for a bicycle rack used for short-term bicycle parking:

- Supports the bicycle upright without putting stress on the wheels
- Allows locking of the bicycle frame along with one or two wheels through the use of a U-lock
- Is securely anchored to the ground
- Resists, cutting, bending and deformation

#### 3.2.1 Size

A bicycle parking space parked horizontally should have minimum dimensions of 1.8 meters in length, 0.6 meters of width and 1.9 meters of vertical clearance from the ground. For bicycles parked in a vertical position the required space is 0.6 metres by 1.2 metres with a vertical dimension of 1.9 metres.

#### 3.2.2 Materials

Materials for bicycle racks should be long lasting and strong. The following criteria should apply to the materials used for the bicycle racks:

- Industrial grade materials or galvanized steel should be used
- Wood, materials with the potential to rust should be avoided
- Malleable or materials which are easily bent should be avoided
- The outer surface should be smooth in order to prevent any damages or scratches to the bicycle
- Avoid materials that weaken when welded to prevent broken racks and theft

### 3.2.3 Installation

Bicycle racks should be secured and installed properly using the options and as detailed in Table 2 below:

*Note: It is highly recommend that all racks be on concrete pads.*

**Table 2 – Anchoring Surfaces and Methods**

Surface	Rack Base	Anchoring Methods	Notes
<b>Concrete (sidewalk, pad, poured footing, or non-post-tensioned floor)</b>	Embedded leg	Embed (dig post hole, support rack temporarily, fill hole with concrete, allow to set, remove temporary support)	Suitable for new sidewalk construction. Permanent. Difficult to replace when damaged.
	Surface flange, flat-bar base, or base frame.	Wedge anchor bolt Tamper-proof spike Industrial adhesive	Suitable for new or existing sidewalk. Easy to replace when damaged. Should not be installed over most vaulted sidewalks. Stainless steel flanges recommended to prevent rust stains on concrete.
<b>Concrete post-tensioned floor</b>	Flat-bar base	Industrial adhesive	Post-tensioned concrete floors should not be drilled.
<b>Asphalt</b>	Embedded leg Surface flange	Provide a concrete footing, proceed as above	Do not anchor directly into asphalt.
	Base rail or frame	Landscape nails (6" to 12" long spikes, typically 1/4" to 3/8" in diameter)	Drill pilot hole through asphalt using hammer drill and masonry bit. Drive nails with sledgehammer.
<b>Unpaved</b>	Embedded leg Surface flange	Provide a concrete footing, proceed as above	Do not anchor directly into ground.
	Base rail or frame	Landscape nails	Drive nails with sledgehammer.

Adapted from APBP Bicycle Parking Guidelines

### 3.2.4 Spacing

When bicycle racks are installed they require adequate space to manoeuvre. **Table 3**, adapted from *City of Toronto Guidelines for Design and Management of Bicycle Parking Facilities* and *City of Mississauga Bicycle Parking Zoning By-Law Directions*, outlines the requirements for spacing when selecting the location and design of bicycle parking. Furthermore, **Figures 2 to 5** is shown below on these requirements.

**Table 3 – Bicycle Parking Spacing Requirements**

Situation	Requirements
<b>Distance between rack and wall/obstacle</b>	<ul style="list-style-type: none"> <li>- Minimum <b>0.45 m</b> if bicycles parked parallel to obstacle;</li> <li>- Minimum <b>2.5 m</b> if bicycles parked perpendicular to obstacle and rack has double-sided access;</li> <li>- Minimum <b>0.6 m</b> if bicycles parked perpendicular to obstacle and rack has single-sided access (side facing wall would not accommodate bicycles).</li> </ul>
<b>Aisle width</b>	<ul style="list-style-type: none"> <li>- Preferred spacing: <b>1.8 m</b> for typical bicycle racks this leaves approximately 4.2 m between racks, however this spacing will differ depending on the design of the rack.</li> </ul>
<b>Space between rack ends (linear series of racks placed end to end)</b>	<ul style="list-style-type: none"> <li>- <b>0.9m</b> for maximum parking capacity.</li> </ul>
<b>Distance between rack and wall, curb or other obstacle</b>	<ul style="list-style-type: none"> <li>- Minimum <b>1.5 m</b> for racks perpendicular to wall or other obstacle</li> <li>- Minimum <b>0.7m</b> for racks parallel to wall, or other obstacle</li> </ul>
<b>Distance between individual racks</b>	<ul style="list-style-type: none"> <li>- Minimum <b>2.5 m</b> for racks parallel to wall, or other obstacle or racks (3.5 m preferred in areas with high bicycle parking turnover).</li> <li>- Minimum <b>1.0 m</b> for racks perpendicular to wall or other obstacle.</li> </ul>
<b>Vertical bicycle racks and clearances</b>	<ul style="list-style-type: none"> <li>- Horizontal bicycle parking: <b>1.9 m</b> minimum clearance</li> <li>- Stacked bicycle parking: minimum <b>1.2 m</b> vertical clearance required</li> <li>- Vertically bicycle parking: <b>1.9 m</b> minimum height and <b>1.2 m</b> minimum length</li> </ul>
<b>Special Considerations</b>	<ul style="list-style-type: none"> <li>- In locations where trailers, cargo bikes and long bikes frequent (ex. grocery stores, parks, schools) the portions of the bicycles racks on the ground should have an additional <b>0.9m</b> of in-line clearance.</li> </ul>

Adapted from City of Toronto Guidelines for Design and Management of Bicycle Parking Facilities and Mississauga Bicycle Parking Zoning By-Law Directions

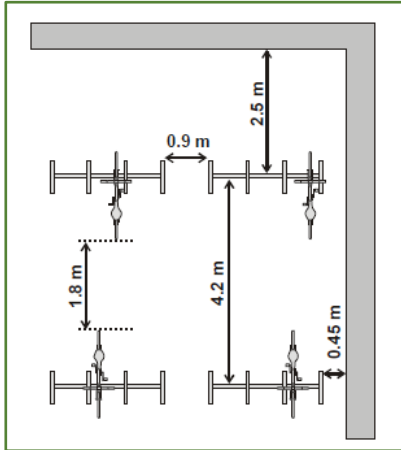


Figure 2 - Spacing for Multi-Bicycle Racks

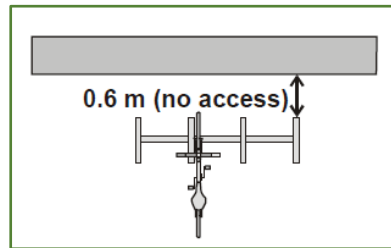


Figure 4 - Spacing for racks with single sided access

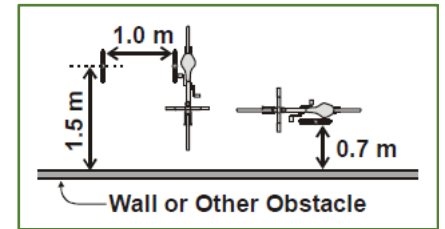


Figure 3 - Spacing required for different orientations

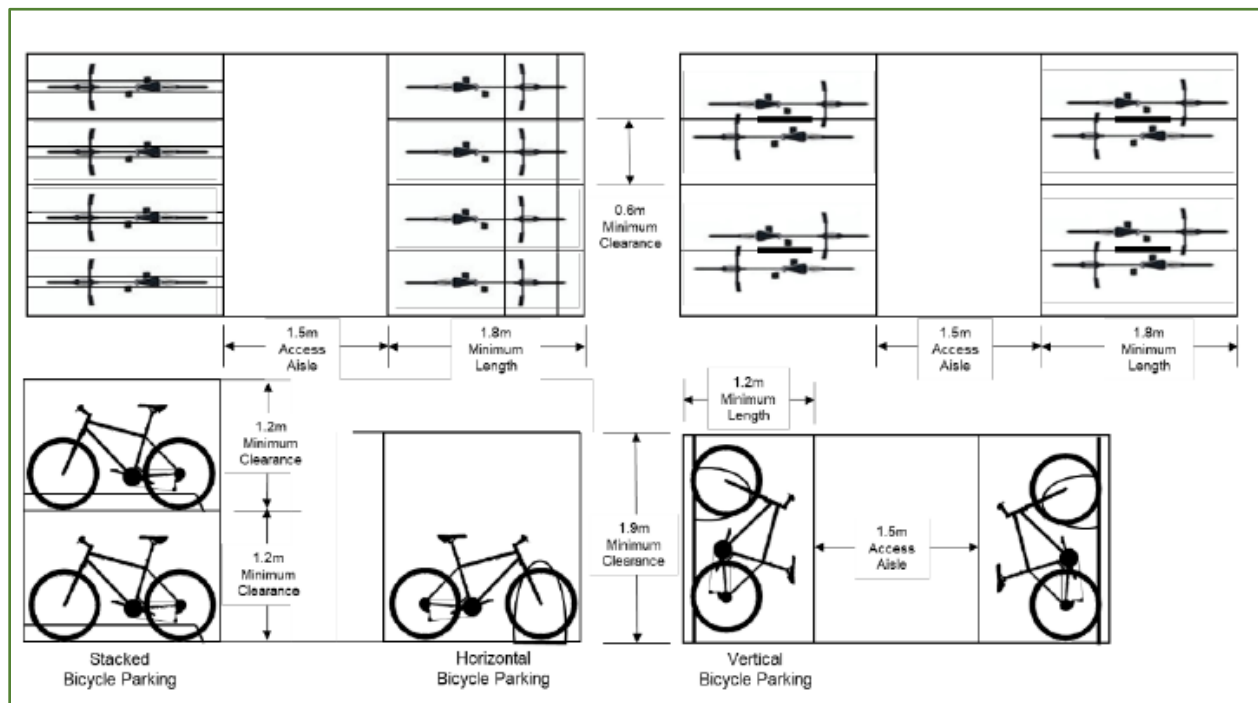


Figure 5 - Vertical clearances for varying bicycle spaces

### 3.3 Security

Security is required in order to prevent theft, with the following requirements:

- Areas where spaces are placed should be well lit and visible
- Spaces should be anchored and installed as per section 3.2.3 to ensure that they can not be easily damaged or moved
- Locking mechanisms do not need to be provided with or on the rack however the rack should allow for locking of the bicycle frame along with one or two wheels through the use of a U-lock

### 3.4 Additional Considerations

The following are additional considerations when providing short-term bicycle parking and racks in the city:

- Placing the space in a sheltered area for weather protection
- Long-term bicycle parking measures can apply for short-term use if increased shelter and security is preferred (section 4.0)

3.4.1 The following bicycle racks are preferred based on meeting important performance criteria:

- *Post and Ring*: this is a common style of bicycle rack which is less prone to unintended perpendicular parking.
- *Inverted U*: also called staple or loop bicycle rack, this rack has two points of ground contact and can be installed in series to create a larger parking area.
- *Wheelwell-secure*: this cradles one wheel and contains bicycles wells, however it doesn't not accommodate as many bicycle types as the inverted U and post and ring style racks.

## 4.0 Long-Term Bicycle Parking

Long-term bicycle parking is primarily meant to be used by the occupants or tenants of a building. This includes building residents and routine users within a workplace. Long-term bicycle parking may also be used by visitors. This parking provides a more secured and sheltered space for cyclists to park their bicycles in comparison to short-term bicycle parking.

Some common examples of long-term bicycle parking include:

- Room within a residential building or workplace;
- Secure enclosures within a parking garage or lot;
- Bicycle lockers in front of a workplace; and,
- Bicycle lockers at a transit center.

### 4.1 Accessibility

The following accessibility criteria should be used when providing long-term parking spaces:

- Free of any major obstacles to access; ground floor preferred
- Way-finding signage should be provided to help guide cyclists to the space as they may not always be in obvious locations based on limited space availability at the site
- The space should be in good condition and simple to operate
- Should be placed in areas which do not create a blind spot for motor vehicles on the site

### 4.2 Design

#### 4.2.2 Bicycle Lockers

The following are considerations for bicycle lockers:

	Description
<b>Locking Mechanism</b>	Control Access Systems: - Keys - Electronic Keypad



	<ul style="list-style-type: none"> <li>- Swipe Cards</li> <li>- Bluetooth Technologies</li> <li>- Coin Operated</li> <li>- Personal Locks</li> </ul>
<b>Models</b>	<ul style="list-style-type: none"> <li>- Secure durable lockers are made of materials which are long lasting and durable. These should withstand regular use and intense weather conditions. Models which are specifically designed for long-term bicycle parking should be used.</li> <li>- Transparent panels can be placed on the lockers if surveillance of locker contents is desired.</li> <li>- Models may be stackable if desired based on available space and demand.</li> </ul>
<b>Installation</b>	<ul style="list-style-type: none"> <li>- Bicycle Lockers should be installed on a level surface.</li> <li>- Sufficient clearance is required for locker doors.</li> <li>- Concrete surfaces are ideal, however surfaces should be selected and matched to the model requirements. Anchor bolts should be used to fix lockers into place.</li> <li>- Bicycle Lockers are best placed away from sidewalks and areas with high pedestrian traffic.</li> </ul>

#### 4.2.3 Bicycle Cages

The following are considerations for bicycle cages:

	<b>Description</b>
<b>Locking Mechanism</b>	Control Access Systems: <ul style="list-style-type: none"> <li>- Key</li> <li>- Swipe Cards or Pass</li> </ul>
<b>Models</b>	<ul style="list-style-type: none"> <li>- Racks are installed within the cage and bicycles are further locked to these racks</li> <li>- Smaller cages are preferred to limit the number of people with access to one cage</li> <li>- Made of tight and strong mesh or perforated metal sheets, with access through a solid door</li> </ul>
<b>Installation</b>	<ul style="list-style-type: none"> <li>- Can be installed in or outside of a building/parking garage</li> <li>- Bicycle racks must be firmly secured to the ground or vertical structures</li> <li>- A single cage of 5.6 m x 5.4 m can accommodate approximately 20 bicycles. A cage of this size occupies the same area as two car parking spaces.</li> </ul>

#### 4.2.4 Indoor Bicycle Storage

The following are considerations for indoor bicycle storage spaces through a parking garage or bicycle rooms:

	<b>Description</b>
<b>Locking Mechanism</b>	Controlled Access Systems: <ul style="list-style-type: none"> <li>- Keys</li> <li>- Swipe Cards</li> <li>- Electronic Keypad</li> <li>- Bluetooth Technologies</li> </ul>
<b>Models</b>	<ul style="list-style-type: none"> <li>- Indoor storage can be provided in a parking garage; typically on the ground floor level to facilitate access for cyclists and to minimize interactions with vehicles in the parking garage. Bicycle cages or lockers can be provided within the garage.</li> </ul>

	<ul style="list-style-type: none"> <li>- A room within a building can be used to provide secure parking spaces; typically on the ground floor or near an elevator to facilitate access. Multiple rooms can be provided.</li> </ul>
<b>Installation</b>	<ul style="list-style-type: none"> <li>- Bicycle racks must be firmly secured within the area</li> <li>- Reserving an area in the bicycle room for self-serve bicycle repair and maintenance will add an additional level of service to the facility; features can include a bicycle stand, basic tools and/or an air pump.</li> </ul>

### 4.3 Security

The following methods may be applied in order to provide secure and controlled access to long-term bicycle parking for users:

- Keyed, smartcard or Bluetooth access to the parking space
- Attendant overseeing the spaces and allowing people to access
- Leased space based on agreement with the property owners or managers
- Coin operated spaces

In addition, long-term bicycle parking spaces are not always placed in high traffic or visibility areas and it is advised that security cameras be placed in order to monitor the spaces.

**THE CORPORATION OF THE CITY OF WINDSOR  
PROCEDURE**

Service Area:	<b>Office of the Commissioner of Infrastructure Services</b>	Procedure No.:	
Department:	<b>Public Works Operations</b>	Approval Date:	
Division:	Transportation Planning	Approved By:	
		Effective Date:	<b>On Approval</b>
Subject:	<b>Bicycle Parking at City Facilities and Buildings</b>	Policy Ref.:	Bicycle Parking Policy
		Pages:	Replaces:
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date:

**1. PURPOSE**

1.1. This procedure is intended to provide details for implementation of the Bicycle Parking Policy when providing bicycle parking at City facilities and buildings.

**2. SCOPE**

2.1. This procedure provides details and outlines requirements for providing bicycle parking at City of Windsor facilities and buildings.

**3. RESPONSIBILITY**

3.1. Responsibility for implementing this procedure is outlined in the Bicycle Parking Policy.

**4. PROCEDURE**

- 4.1. Bicycle parking should be provided at all City facilities and buildings including;
- 4.1.1. Parks and splash pads;
  - 4.1.2. Libraries and art galleries;
  - 4.1.3. Pools (outdoor and indoor);
  - 4.1.4. City Hall and administrative offices;
  - 4.1.5. Community centers;
  - 4.1.6. Arenas and skating rinks;
  - 4.1.7. Transit terminals; and,
  - 4.1.8. Municipal parking lots and garages.

#### 4.2. Short-Term and Long-Term Bicycle Parking

Bicycle parking may be provided for short-term and long-term use based on the facility type. All facilities, other than parks, splash pads and pools, should accommodate long-term bicycle parking. **Table 1** outlines the recommended requirements for short-term and long-term bicycle parking based on the City Facility.

**Table 1 – Recommended Bicycle Parking Requirements for City Facilities**

City Facility	Short-Term	Long-Term
Parks and Splash Pads	X	
Libraries and Art Galleries	X	X
Pools (Outdoor and Indoor)	X	X
City Hall and Administrative Offices	X	X
Community Centers	X	X
Arenas and Skating Rinks	X	X
Transit Terminals and Stops	X	X
Municipal City Parking Lots and Garages		X

Bicycle parking needs will be assessed according to the intensity and type of use to be serviced. At minimum, bicycle parking spaces should be provided in quantities as outlined in Zoning By-Law 8600. The capacity of the rack or spaces should be consistent with the bike parking needs in the area.

Multiple unit bike racks will be used if required to meet the bike parking needs of the area, subject to the approval of the manager of Urban Design & Community Development, in BIAs, and areas designed Civic Image, Schedule G; of the City's Official Plan only.

Per section 4.0 of the Bicycle Parking Standards and Guidelines, "Long-term bicycle parking is primarily meant to be used by the occupants or tenants of a building. This includes building residents and routine users within a workplace. Long-term bicycle parking may also be used by visitors."

Long term parking space users at these facilities will primarily be targeted to City employees.

Short-term bicycle parking should be provided near active areas such as playgrounds, splash pads, washrooms, organized sports fields or courts. It is also ideal to include temporary bike parking near public event spaces, picnic areas and scenic overlook points.

#### 4.3. End-of-Trip Facilities

End-of-trip facilities are provided in order to provide increased convenience and reinforces the importance of bicycle parking. **Table 2** Outlines the ancillary

facilities which may be implemented at City facilities and buildings and the appropriate locations where they may be provided.

**Table 2 – End-of-Trip Facilities for City Facilities and Buildings**

End-of-trip Facility	Location
Water Fountains/Access to Drinking Water	- Parks and splash pads - Libraries and art galleries - Pools (outdoor and indoor) - City Hall and administrative offices - Community centers - Arenas and skating rinks
Shower and Change Stations	- Pools (outdoor and indoor) - City Hall and administrative offices - Community centers - Arenas and skating rinks
Washrooms	- Parks and splash pads - Libraries and art galleries - Pools (outdoor and indoor) - City Hall and administrative offices - Community centers - Arenas and skating rinks
Bicycle Repair Stations	- Parks and splash pads - Libraries and art galleries - Pools (outdoor and indoor) - City Hall and administrative offices - Community centers - Arenas and skating rinks
Electric Charging Station	- For consideration on a case-by-case basis.

**4.4. Transit Terminals and Stops**

**4.4.1.** Bicycle parking should be provided to support transit facilities. Long-term bicycle parking should be provided at transit terminals including the following locations:

- 4.4.1.1.** Tecumseh Mall Bus Terminal
- 4.4.1.2.** Downtown Bus Terminal
- 4.4.1.3.** The Windsor Aquatic Center

**4.5.** Parking spaces (short-term and long-term) are to be provided in accordance with the Bicycle Parking Standards and Guidelines.

**THE CORPORATION OF THE CITY OF WINDSOR  
PROCEDURE**

Service Area:	<b>Office of the Commissioner of Infrastructure Services</b>	Procedure No.:	
Department:	<b>Public Works Operations</b>	Approval Date:	
Division:	Transportation Planning	Approved By:	
		Effective Date:	<b>On Approval</b>
Subject:	<b>Bicycle Parking in the Public Right-of-Way</b>	Policy Ref.:	Bicycle Parking Policy
		Pages:	Replaces:
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date:

## 1. PURPOSE

1.1. This procedure is intended to provide details for implementation of the Bicycle Parking Policy when providing bicycle parking in the public right-of-way.

## 2. SCOPE

2.1. This procedure provides details and outlines requirements for providing bicycle parking in the public right-of-way. Furthermore, this procedure outlines the process for the implementation of bicycle corrals in the public right-of-way.

## 3. RESPONSIBILITY

3.1. Responsibility for implementing this procedure is outlined in the Bicycle Parking Policy; and furthermore,

3.2. The Manager of Urban Design and Community Development is responsible for ensuring that the post and ring program is coordinated with the appropriate parties, such as BIAs, and increasing bicycle parking within the right-of-way where streetscaping is implemented.

## 4. PROCEDURE

4.1. Bicycle parking may be provided within the right-of-way through the general post-ring program or using bike corrals. Increased bicycle parking is encouraged in high pedestrian traffic areas such as in the Business Improvement Areas or near bus stops.

4.2. Bicycle parking may be provided using the Bicycle Corral Program in this procedure. This should be implemented to increase the availability of bicycle parking in the right-of-way where there is limited space in the boulevard and there is sufficient space available on-street.

#### **4.3. Post and Ring Program**

Post & ring style bike racks and multiple unit bike racks will be the City Standard on public-right-of-ways and on public property throughout the City of Windsor and will be powder coated steel with raised lettering that reads "City of Windsor". Raised lettering may not be available for multiple unit bike racks, however, consideration should be given to customizing these units in some way. The rack selection should follow the principles outlined in the Bicycle Parking Standards and Guidelines.

- 4.3.1.** The bike rack must be durable and low maintenance. Factors such as metal gauge, welding type and finish are key indicators of durability. The bike rack should be rust resistant, vandalism resistant, and resistant to noticeable wear from normal use. The preferred finish is powder coated steel.
- 4.3.2.** The bike rack must be competitively priced while meeting the security, capacity, appearance and maintenance requirements expressed in the bike parking policy. The cost should be compared on a per bike capacity.
- 4.3.3.** A BIA or other privately funded group may choose to exceed the price limit, if they agree to fund the difference between the city standard and any proposed modifications to the bike rack. Proposed modifications can include changes to lettering, and cap only. As indicated above, a galvanized finish may be considered. The BIA or other privately funded group will be expected to fully fund the additional expenses specific to the BIA such as BIA name, logo and powder coating finish. Any proposed modifications are subject to the approval of the Manager of Urban Design & Community Development and the Executive Director of Operations.
- 4.3.4.** Bicycle parking spaces should be placed following the principles outlined in the Bicycle Parking Standards and Guidelines.
- 4.3.5.** A minimum 6ft pedestrian clearance will need to be maintained.

#### **4.4. Post and Ring Program Warrant Process**

In BIAs, the need for Bike Parking is determined by the BIAs themselves. As long as their requests are compliant with City Standards, their requests should be accommodated.

Outside of BIA's the Guidelines to install Bike Parking is as follows.

- 4.4.1.** Parties will be required to apply for encroachment agreements.
- 4.4.2.** Parties will be responsible for purchase, installation and maintenance of the bike rack.
- 4.4.3.** Not to be installed were bike parking on private property could be provided.
- 4.4.4.** Limited to areas were vehicle parking is typically provided by on-street parking.
- 4.4.5.** The program is not meant to provide parking for private residences, residential areas are excluded.
- 4.4.6.** If existing City provided bike parking in the immediate area is unable to accommodate Bike Parking demands.

#### **4.5. Bike Corral Program**

Bike Corrals are used as a method to provide bicycle parking in greater quantities in the traditional auto on-street parking lane, along the curb. Corrals can be installed seasonally within an existing automobile parking spot or intersection corner if it does not pose any sight line or transit concerns.

The rack selection should follow the principles outlined in the Bicycle Parking Policy.

- 4.5.1.** The bicycle corral should be located as close as possible to the entrances of high demand locations.
- 4.5.2.** Bicycle corrals may be placed on street corners provided they do not create any safety or operational issues, as street corners provide a number of benefits. Placing corrals on corners will provide greater visibility benefits for pedestrians and improve access for cyclists.
- 4.5.3.** Bicycle corrals should be placed on main streets as opposed to side streets in order to increase visibility and convenience for cyclists to reach their destination.
- 4.5.4.** Bicycle corrals should not be located in areas which will obstruct:
  - Bus stops
  - Access to fire hydrants
  - Turning bus movements
  - Locations of manholes and sewer valves
  - Parking meters
- 4.5.5.** Bicycle racks should be securely bolted to the ground to avoid theft or vandalism. Principles outlined in the Bicycle Parking Standards and Guidelines should be used to select the appropriate rack types and installation methods.
- 4.5.6.** Racks should be placed in a method which provides a sufficient buffer for the bicycle from the vehicular travel lane. A minimum 5 foot maneuvering zone should be provided on either end of the bicycle in order to provide cyclists with space to orient themselves. Racks can be angled to increase the available space at the ends of the bicycles.
- 4.5.7.** A physical barrier may be placed between the corral and vehicle travel lane.

#### **4.6. Bike Corral Program Warrant Process**

Bike Corrals should be considered after it has been determined that private side bike parking and the Post & Ring Program is unable to meet the need for Bike Parking in the area. Due to the need to remove on-street parking, and added cost associated with maintenance and removal, Bike Corrals should be limited to BIAs. Only post & ring style bike racks should be considered outside of BIAs.



**THE CORPORATION OF THE CITY OF WINDSOR  
PROCEDURE**

Service Area:	<b>Office of the Commissioner of Infrastructure Services</b>	Procedure No.:	
Department:	<b>Public Works Operations</b>	Approval Date:	
Division:	Transportation Planning	Approved By:	
		Effective Date:	<b>On Approval</b>
Subject:	<b>Temporary Bicycle Parking for Events</b>	Policy Ref.:	Bicycle Parking Policy
		Pages:	Replaces:
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date:

**1. PURPOSE**

1.1. This procedure is intended to provide details for implementation of the Bicycle Parking Policy when providing temporary bicycle parking for public events.

**2. SCOPE**

2.1. This procedure provides details and outlines requirements for providing temporary bicycle parking at special events within Windsor for event organizers to access.

**3. RESPONSIBILITY**

3.1. Responsibility for implementing this procedure is outlined in the Bicycle Parking Policy.

**4. PROCEDURE**

4.1. Temporary event bicycle parking may be provided by event organizers for their special events in Windsor. Temporary bicycle racks which are portable and modular are required for event attendees to park their bicycles. A bike parking sign to place in a visible area indicating available bike parking.

4.2. Private event coordinators will be responsible to provide their own staff and/or volunteers to monitor and provide a valet service for event attendees who wish to use the temporary bicycle parking.

4.3. Temporary event bike parking racks shall be placed in a location which does not obstruct any entrances or walkways for pedestrians.

4.4. Temporary event bike parking should be placed in areas of high visibility to promote active transportation, such as near event entrances or admissions tents.

4.5. Bikes shall be kept secure and be monitored by administering staff or volunteers.



Planning Department  
Suite 320-350 City Hall Sq W  
Windsor ON N9A 6S1

# HERITAGE PERMIT APPLICATION

Revised 11/2023

## APPLICATION TYPE

- Minor Heritage Permit**  
(Delegated Authority Approval)
- Major Heritage Permit**  
(City Council Approval)
- Demolition**

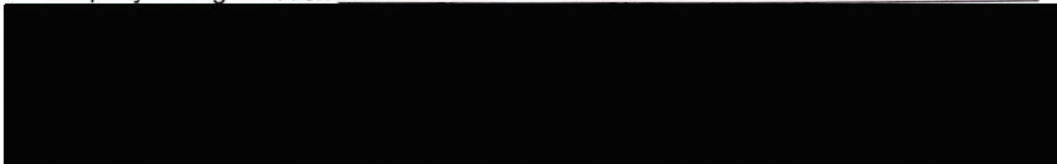
### 1. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

Provide in full the name of the applicant, registered owner and agent, the name of the contact person, and address, postal code, phone number, and email address. If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

#### APPLICANT

Contact Name(s) Xiaoliang Duan

Company or Organization \_\_\_\_\_



#### REGISTERED OWNER IF NOT APPLICANT

Contact Name(s) Hao Cui



#### AGENT AUTHORIZED BY REGISTERED OWNER TO FILE THE APPLICATION

Contact Name(s) \_\_\_\_\_

Company or Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Phone(s) \_\_\_\_\_

#### Who is the primary contact?

- Applicant
- Registered Owner
- Agent



Planning Department  
Suite 320-350 City Hall Sq W  
Windsor ON N9A 6S1

# HERITAGE PERMIT APPLICATION

Revised 11/2023

## 2. SUBJECT PROPERTY

Municipal Address: 567 Church St Windsor ON N9A4T3

Legal Description (if known): \_\_\_\_\_

Building/Structure Type:

- Residential
- Commercial
- Industrial
- Institutional

Heritage Designation:

- Part IV (Individual)
- Part V (Heritage Conservation District)

By-law #: 12085 District: \_\_\_\_\_

Is the property subject to a Heritage Easement or Agreement?

- Yes
- No

## 3. TYPE OF APPLICATION

Check all that apply:

- Demolition/Removal of heritage attributes
- Addition
- Erection
- Alteration\*
- Demolition/Removal of building or structure
- Signage
- Lighting

\*The Ontario Heritage Act's definition of "alter" means to change in any manner and includes to restore, renovate, repair or disturb.

## 4. HERITAGE DESCRIPTION OF BUILDING

Describe the existing design or appearance of buildings, structures, and heritage attributes where work is requested. Include site layout, history, architectural description, number of storeys, style, features, etc..

The original wood roof is old and some parts have broken, We will replace a new roof with asphalt material

---



---



---



---



---



---



---



---

## 5. PROPOSED WORK

Provide a detailed written description of work to be done, including any conservation methods you plan to use. Provide details, drawings, and written specifications such as building materials, measurements, window sizes and configurations, decorative details, etc.. Attach site plans, elevations, product spec sheets, etc. to illustrate, if necessary.

we will replace the new asphalt roof for the property. NO shape and slope will be changed. for the sides of the roof, the original ones are the wood materil and not broken so we will paint it with the same colour and do not need to change to the asphalt matrial for the sides of the roof

---

---

---

---

## 6. HERITAGE PERMIT RATIONALE

Explain the reasons for undertaking the proposed work and why it is necessary.

The original roof is old and broken will cause leaking during the summer season. It needs to replaeced as soon as possible

---

Describe the potential impacts to the heritage attributes of the property.

The property will look nice after replacing roof ,and will more strong

---

---

## 7. CHECKLIST OF MATERIALS SUBMITTED

 Check all that apply:

Required:

- Photographs (showing the current condition and context of existing buildings, structures, and heritage attributes that are affected by the application)
- Site plan/ Sketch (showing buildings on the property and location of proposed work(s))
- Architectural drawings of proposed work(s) (e.g. existing and proposed elevations, floor plans, roof plans, etc., as determined by Heritage Planning staff)
- Specifications of proposed work(s) (e.g. construction specification details)



Planning Department  
Suite 320-350 City Hall Sq W  
Windsor ON N9A 6S1

# HERITAGE PERMIT APPLICATION

Revised 11/2023

Potentially required (to be determined by Heritage Planning staff):

- Registered survey
- Material samples, brochures, product data sheets etc.
- Cultural Heritage Evaluation Report
- Heritage Impact Assessment (HIA)
- Heritage Conservation Plan
- Building Condition Assessment

## 8. NOTES FOR DECLARATION

*The applicant hereby declares that the statements made herein and information provided are, to the best of their belief and knowledge, a true and complete representation of the purpose and intent of this application.*

*The applicant agrees that the proposed work shall be done in accordance with this application, including attachments, and understands that the issuance of the Heritage Alteration Permit under the Ontario Heritage Act shall not be a waiver of any of the provisions of any By-Law of the Corporation of the City of Windsor, or the requirements of the Building Code Act, RSO 1980, c51.*

*The applicant acknowledges that in the event a permit is issued, any departure from the conditions imposed by the Council of the Corporation of the City of Windsor, or plans and specifications approved is prohibited and could result in the permit being revoked. The applicant further agrees that if the Heritage Alteration Permit is revoked for any cause of irregularity, in the relation to non-conformance with the said agreements, By-Laws, acts or regulations that, in consideration of the issuance of the permit, all claims against the City for any resultant loss or damage are hereby expressly waived.*

05-13-2024

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date



Planning Department  
Suite 320-350 City Hall Sq W  
Windsor ON N9A 6S1

# HERITAGE PERMIT APPLICATION

Revised 11/2023

## SCHEDULE A

### A. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the applicant is authorized to make the application must be included with this application form or the authorization below must be completed.

I, \_\_\_\_\_, am the registered owner of the land that is  
name of registered owner

subject of this application for a Heritage Alteration Permit and I authorize

\_\_\_\_\_ to make this application on my behalf.  
name of agent

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

If Corporation – I have authority to bind the corporation.

### B. Consent to Enter Upon the Subject Lands and Premises

I, \_\_\_\_\_, hereby authorize the members of the Windsor Heritage Committee and City Council and staff of the Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 3 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as condition of approval. This is their authority for doing so.

\_\_\_\_\_  
Signature of Registered Owner

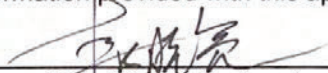
\_\_\_\_\_  
Date

If Corporation – I have authority to bind the corporation.

### C. Acknowledgement of Applicant

I understand that receipt of this application by the City of Windsor Planning Department does not guarantee it to be a complete application. Further review of the application will occur and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further understand that pursuant to the provisions of the *Ontario Heritage Act* and the *Municipal Freedom of Information and Protection of Privacy Act*, this application and all material and information provided with this application are made available to the public.

  
\_\_\_\_\_  
Signature of Applicant

05-13-2024  
\_\_\_\_\_  
Date



# North America's #1-selling shingle just got better — again

Now featuring a 25-Year Limited Warranty against  
blue-green algae discoloration\*



Now with GAF Time-Release Algae-Fighting Technology and LayerLock™ Technology, Timberline HDZ<sup>®</sup> offers everything you can expect from an architectural shingle roof, and more.\*

\*See reverse for details

We protect what matters most™

**GAF**

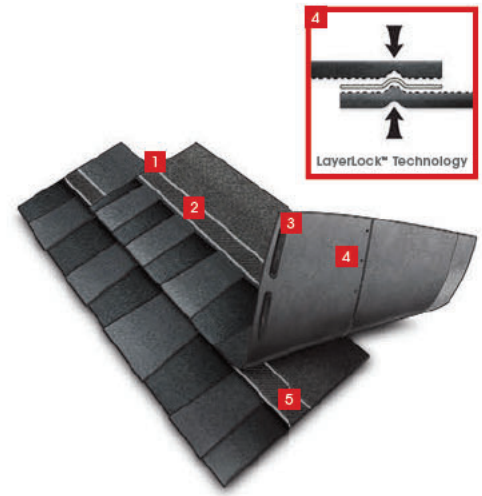


# Timberline HDZ® Shingles

## Benefits:

- **LayerLock™ Technology** mechanically fuses the common bond between overlapping shingle layers.
- The added strength at the common bond powers the **StrikeZone™** — The industry's widest nailing area.
- **Up to 99.9% nailing accuracy** — The StrikeZone™ nailing area is so easy to hit that a roofer placed 999 out of 1,000 nails correctly in our test.<sup>3</sup>
- **Up to 30% faster nail fastening** thanks to the industry's largest nail zone.<sup>3</sup>
- **Dura Grip™** sealant pairs with the smooth microgranule surface of the StrikeZone™ nailing area for fast tack. Then, an asphalt-to-asphalt monolithic bond cures for durability, strength, and exceptional wind uplift performance.
- **WindProven™ Limited Wind Warranty<sup>2</sup>** — When installed with the required combination of GAF Accessories, Timberline HDZ® Shingles are eligible for an industry first: a wind warranty with no maximum wind speed limitation.
- **25-year StainGuard Plus™ Algae Protection Limited Warranty** against blue-green algae discoloration.<sup>1</sup> Proprietary GAF Time-Release Algae-Fighting Technology helps protect shingles from unsightly stains.

## Installation:



### The StrikeZone™ Nailing Area

The industry's largest nailing area for up to 99.9% nail placement accuracy.<sup>3</sup>

### LayerLock™ Technology

Proprietary technology mechanically fuses the common bond between overlapping shingle layers.

1. Alignment guide
2. StrikeZone™ Nailing Area
3. Dura Grip™ Adhesive
4. LayerLock™ Technology
5. Smooth microgranule surface



Visit [gaf.ca/TimberlineHDZ](http://gaf.ca/TimberlineHDZ)

<sup>1</sup> 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration is available only on products sold in packages bearing the StainGuard Plus™ logo. See *GAF Shingle & Accessory Limited Warranty* for complete coverage and restrictions.

<sup>2</sup> 15-year WindProven™ limited wind warranty on Timberline HDZ® Shingles requires the use of GAF starter strips, roof deck protection, ridge cap shingles, and leak barrier or attic ventilation. See *GAF Roofing System Limited Warranty* for complete coverage and restrictions. Visit [gaf.com/LRS](http://gaf.com/LRS) for qualifying GAF products.

<sup>3</sup> Results based on study conducted by Home Innovation Research Labs, an independent research lab, comparing installation of Timberline HDZ® Shingles to Timberline HDZ® Shingles on a 16-square roof deck using standard 4-nail nailing pattern under controlled laboratory conditions. Actual results may vary.

We protect what matters most™







# Timberline HDZ<sup>®</sup>

High Definition<sup>®</sup> Lifetime<sup>†</sup> Shingles



As featured on *This Old House*, the Timberline HDZ<sup>®</sup> Shingles installed here are Oyster Gray.

Millions of families have found shelter and peace of mind under a Timberline<sup>®</sup> roof.

And now, a good thing just got even better again.



We protect what matters most<sup>™</sup>



# It's never just a roof. It's a promise, kept.

Providing a home means making a promise — of shelter, security, and stability. It says to the people who count on you, “You’re going to be safe, dry, and warm under this roof.”

Choosing a Timberline HDZ® roof is a great way to help keep that promise.

It's our first shingle ever to come with patented LayerLock™ Technology. That means it's engineered for the best possible installation.

# It's a shingle that helps your roofer do their best work.

LayerLock™ Technology strengthens the bond between layers of your Timberline HDZ® Shingles. To help your roofer give you the best possible installation. And to help you rest easy when the wind is howling outside.

## Here's how it works:

The strength added by LayerLock™ Technology allowed GAF to create the StrikeZone™ nailing area — the industry's widest nail zone — which offered 99.9% nailing accuracy in our test.<sup>1</sup>

LayerLock™ Technology also powers the industry's first wind warranty with no maximum wind speed limitation. Timberline HDZ® Shingles are eligible for the WindProven™ limited wind warranty when installed with the required combination of four qualifying GAF Accessories.<sup>2</sup>



<sup>1</sup> Results based on study conducted by Home Innovation Research Labs, an independent research lab, comparing installation of Timberline HD® Shingles to Timberline HDZ® Shingles on a 16-square roof deck using standard 4-nail nailing pattern under controlled laboratory conditions. Actual results may vary.

<sup>2</sup> 15-year WindProven™ limited wind warranty on GAF Shingles with LayerLock™ Technology requires the use of GAF Starter Strips, Roof Deck Protection, Ridge Cap Shingles, and Leak Barrier or Attic Ventilation. See *GAF Roofing System Limited Warranty* for complete coverage and restrictions. Visit [gaf.com/LRS](http://gaf.com/LRS) for qualifying GAF products. For installations not eligible for the *GAF Roofing System Limited Warranty*, see the *GAF Shingle & Accessory Limited Warranty*.

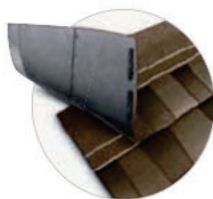
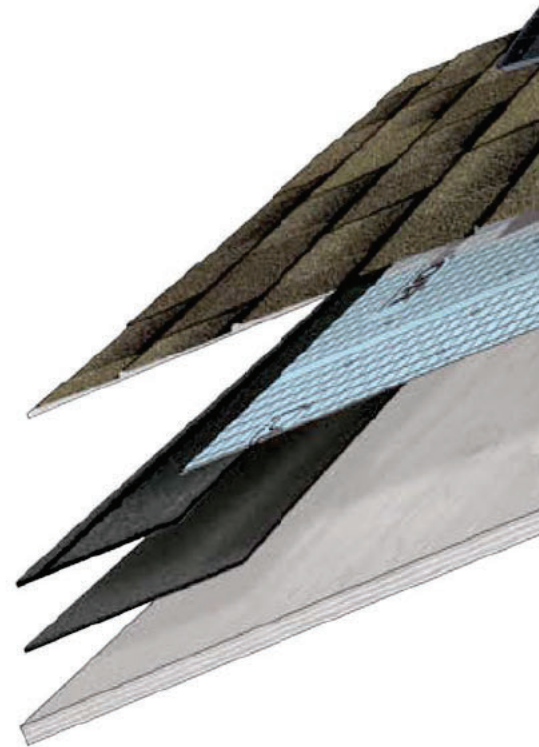


# It's a system, built to protect

A Timberline HDZ® roof is so much more than shingles. It's layers of protection, working together to help keep your home safe from rain, snow, sun, and wind.

In fact, installing 4 qualifying GAF Accessories — GAF starter strips, roof deck protection, ridge cap shingles, and either leak barrier or attic ventilation — in one roof system makes Timberline HDZ® Shingles eligible for the WindProven™ limited wind warranty.<sup>1</sup>

Timberline HDZ® Shingles also feature GAF Time-Release Algae-Fighting Technology, for long-lasting algae-fighting power, and come with a 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration.<sup>2</sup>

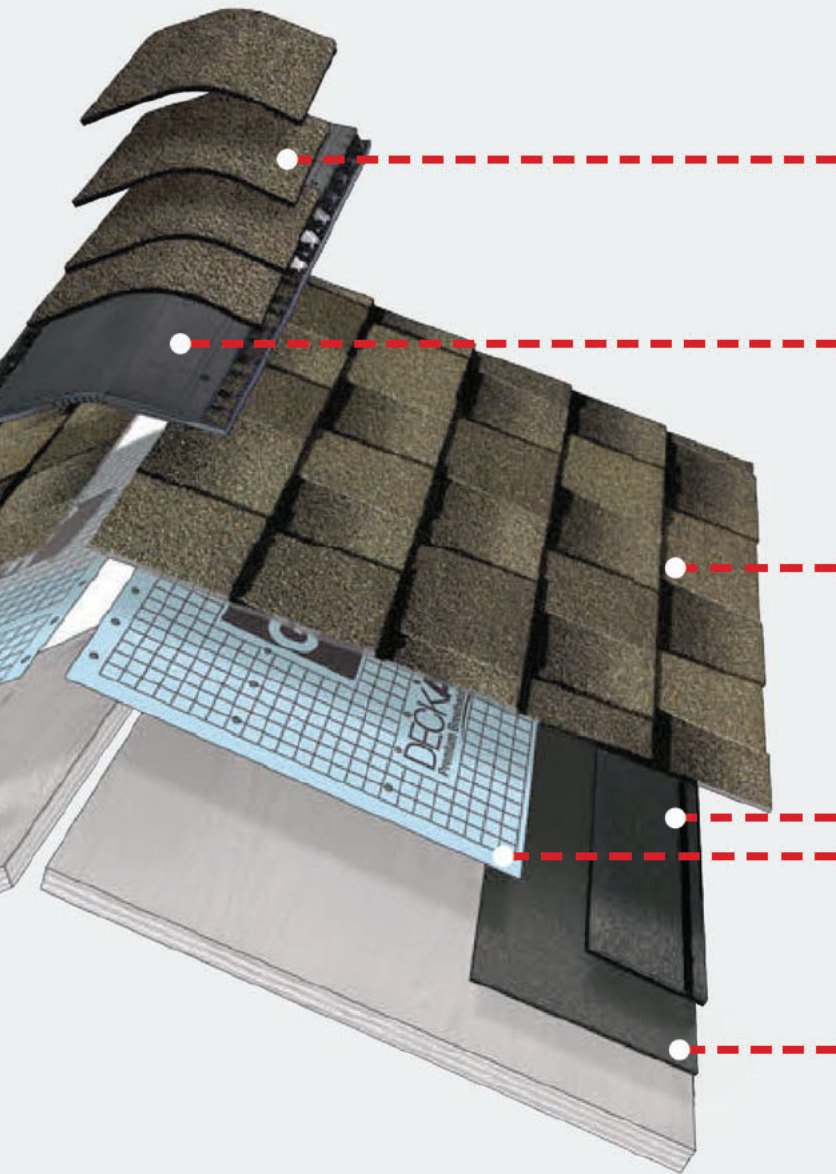


LayerLock™ Technology mechanically fuses the common bond between overlapping shingle layers. The added strength at the common bond powers the StrikeZone™ — the industry's widest nailing area.

<sup>1</sup> 15-year WindProven™ limited wind warranty on GAF Shingles with LayerLock™ Technology requires the use of GAF Starter Strips, Roof Deck Protection, Ridge Cap Shingles, and Leak Barrier or Attic Ventilation. See *GAF Roofing System Limited Warranty* for complete coverage and restrictions. Visit [gaf.com/LRS](http://gaf.com/LRS) for qualifying GAF products. For installations not eligible for the *GAF Roofing System Limited Warranty*, see the *GAF Shingle & Accessory Limited Warranty*.

<sup>2</sup> 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration is available only on products sold in packages bearing the StainGuard Plus™ logo. See *GAF Shingle & Accessory Limited Warranty* for complete coverage and restrictions and qualifying products.

## The GAF Lifetime<sup>†</sup> Roofing System



### Ridge Cap Shingles

The finishing touch that helps defend against leaks at the hips and ridges



### Cobra<sup>®</sup> Attic Ventilation

Helps reduce attic moisture and heat



### Lifetime<sup>†</sup> Shingles

Beautify and protect for years to come



### Starter Strip Shingles

Helps guard against shingle blow-offs



### Roof Deck Protection

Helps shield the roof deck from moisture infiltration



### Leak Barrier

Helps prevent leaks caused by wind-driven rain and ice dams

Install any GAF Lifetime<sup>†</sup> Shingle and at least 3 qualifying GAF Accessories and get a Lifetime<sup>†</sup> limited warranty on your qualifying GAF products plus

non-prorated coverage for the first 10 years. For even stronger coverage, ask your GAF factory-certified contractor<sup>†</sup> about enhanced GAF warranties.



<sup>†</sup> Lifetime refers to the length of warranty coverage provided and means as long as the original individual owner(s) of a single-family detached residence [or eligible second owner(s)] owns the property where the qualifying GAF products are installed. For other owners/structures, Lifetime coverage is not applicable. Lifetime coverage on shingles requires the use of GAF Lifetime Shingles only. See the *GAF Shingle & Accessory Limited Warranty* for complete coverage and restrictions. Visit [gaf.com/LRS](http://gaf.com/LRS) for qualifying GAF products. Lifetime coverage on shingles and accessories requires the use of any GAF Lifetime Shingle and at least 3 qualifying GAF Accessories. See the *GAF Roofing System Limited Warranty* for complete coverage and restrictions. For installations not eligible for the *GAF Roofing System Limited Warranty*, see the *GAF Shingle & Accessory Limited Warranty*. Visit [gaf.com/LRS](http://gaf.com/LRS) for qualifying GAF products.

<sup>†</sup> Contractors enrolled in GAF certification programs are not employees or agents of GAF, and GAF does not control or otherwise supervise these independent businesses. Contractors may receive benefits, such as loyalty rewards points and discounts on marketing tools from GAF for participating in the program and offering GAF enhanced warranties, which require the use of a minimum amount of GAF products.



## Barkwood

The neutral brown Barkwood emulates wood and coordinates well with warm colors like beige, taupe, cream, gold, and yellow.

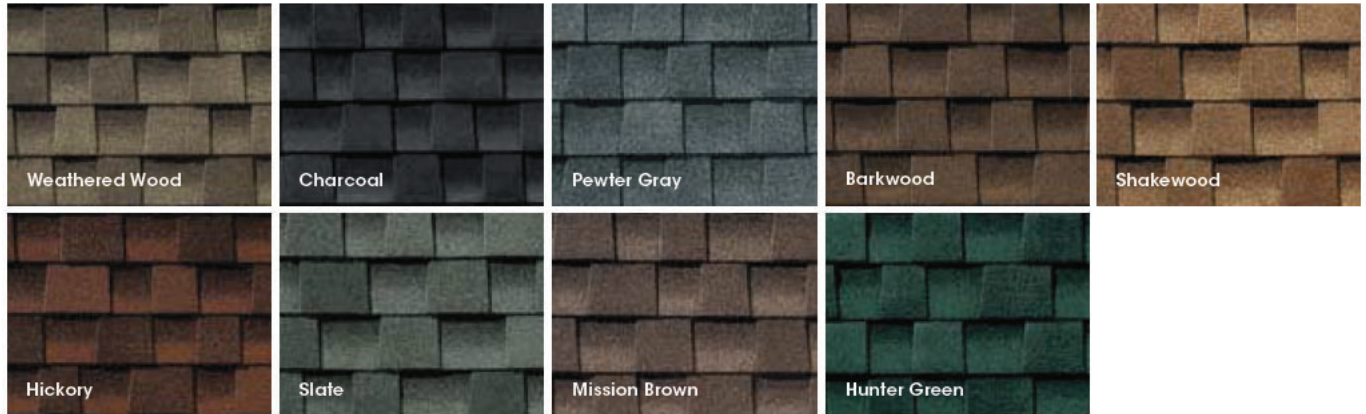
Note: It is difficult to reproduce the color clarity and actual color blends of these products. Before selecting your color, please ask to see several full-size shingles.



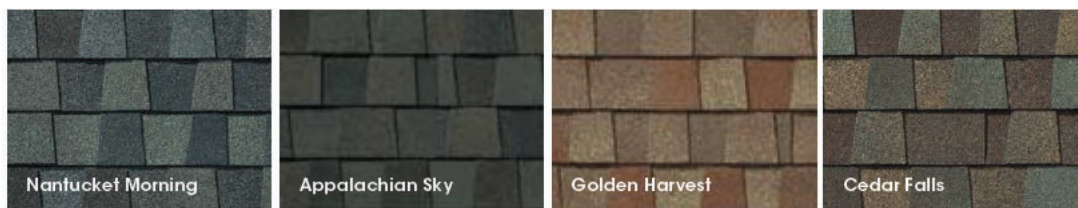
# Color Availability



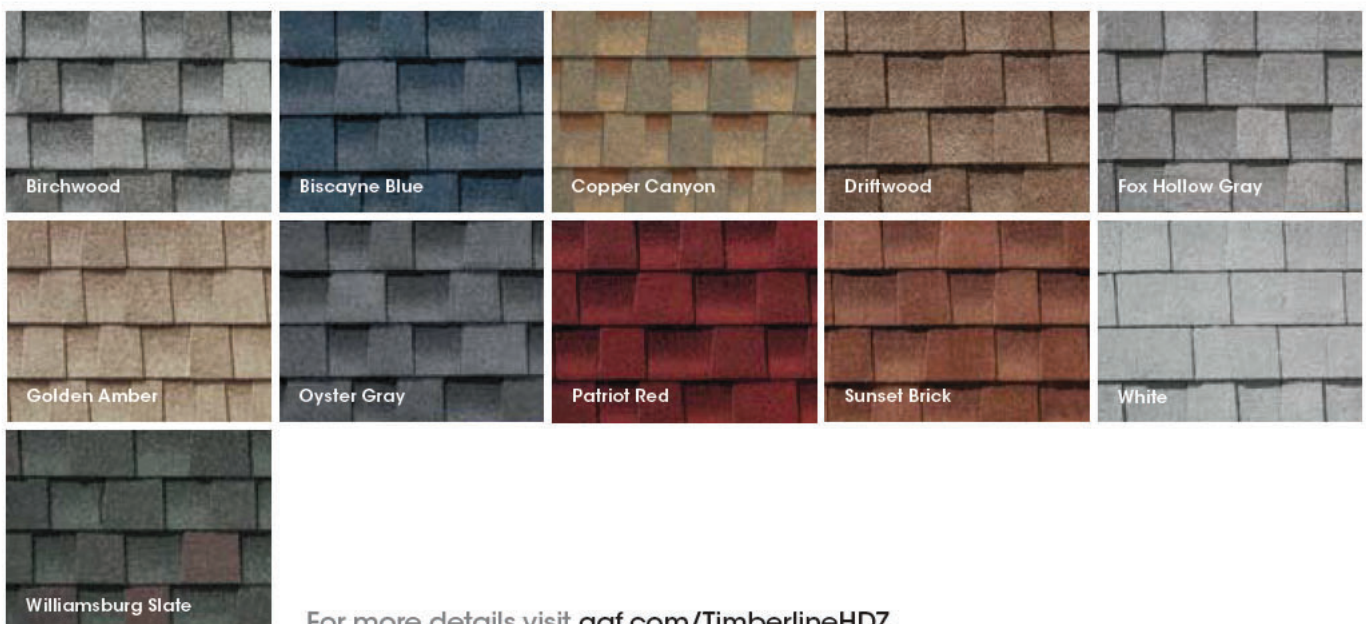
## Nationally Available Colors



## Harvest Blend Colors



## Regionally Available Colors (See next page for details.)

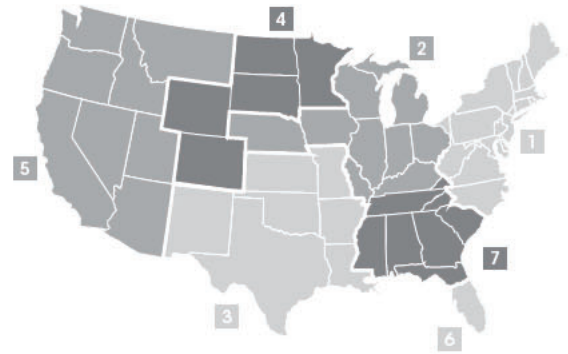


For more details visit [gaf.com/TimberlineHDZ](http://gaf.com/TimberlineHDZ)

Note: It is difficult to reproduce the color clarity and actual color blends of these products. Before selecting your color, please ask to see several full-size shingles.

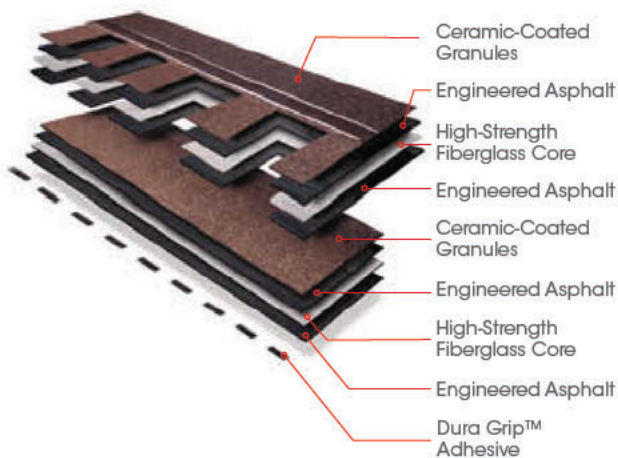
# Timberline HDZ® Availability

Color Availability Chart	1	2	3	4	5	6	7
<b>Most Popular Colors:</b>							
Barkwood	•	•	•	•	•	•	•
Charcoal	•	•	•	•	•	•	•
Hickory	•	•	•	•	•	•	•
Hunter Green	•	•	•	•	•	•	•
Mission Brown	•	•	•	•	•	•	•
Pewter Gray	•	•	•	•	•	•	•
Shakewood	•	•	•	•	•	•	•
Slate	•	•	•	•	•	•	•
Weathered Wood	•	•	•	•	•	•	•
<b>Harvest Blend Colors:</b>							
Nantucket Morning	•	•	•	•	•	•	•
Appalachian Sky	•	•	•	•	•	•	•
Golden Harvest	•	•	•	•	•	•	•
Cedar Falls	•	•	•	•	•	•	•
<b>Regional Colors:</b>							
Birchwood	•	•	•	•	•	•	•
Biscayne Blue	•	•	•	•	•	•	•
Copper Canyon <sup>1</sup>	•	•	•	•	•	•	•
Driftwood	•	•	•	•	•	•	•
Fox Hollow Gray	•	•	•	•	•	•	•
Golden Amber <sup>1</sup>	•	•	•	•	•	•	•
Oyster Gray	•	•	•	•	•	•	•
Patriot Red	•	•	•	•	•	•	•
Sunset Brick	•	•	•	•	•	•	•
White <sup>1</sup>	•	•	•	•	•	•	•
Williamsburg Slate	•	•	•	•	•	•	•



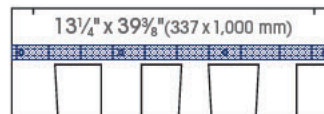
<sup>1</sup> Rated by the Cool Roof Rating Council (CRRC); can be used to comply with 2019 Title 24 Part 6 Cool Roof Requirements of the California Code of Regulations.

## The protective layers of a Timberline HDZ® Shingle



### Product/System Specifics

- Fiberglass asphalt construction
- Dimensions (approx.): 13 1/4" x 39 3/8" (337 mm x 1,000 mm)
- Exposure: 5 5/8" (143 mm)
- Bundles/Square: 3
- Pieces/Square: 64
- StainGuard Plus™ Algae Protection Limited Warranty<sup>1</sup>
- Hip/Ridge: TimberTex<sup>®3</sup>; TimberCrest<sup>®</sup>; Seal-A-Ridge<sup>®3</sup>; Z<sup>®</sup>Ridge; Ridglass<sup>®</sup>
- Starter: Pro-Start<sup>®</sup>; QuickStart<sup>®</sup>; WeatherBlocker™



### Applicable Standards & Protocols:

- UL Listed to ANSI/UL 790 Class A
- State of Florida approved
- Classified by UL in accordance with ICC-ES AC438
- Meets ASTM D7158, Class H
- Meets ASTM D3161, Class F
- Meets ASTM D3018, Type 1
- Meets ASTM D3462<sup>2</sup>
- Miami-Dade County Product Control approved
- ICC-ES Evaluation Reports ESR-1475 and ESR-3267
- Meets Texas Department of Insurance Requirements
- Rated by the CRRC; Can be used to comply with 2019 Title 24 Part 6 Cool Roof Requirements of the California Code of Regulations.

<sup>1</sup> 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration is available only on products sold in packages bearing the StainGuard Plus™ logo. See *GAF Shingle & Accessory Limited Warranty* for complete coverage and restrictions and qualifying products.

<sup>2</sup> Periodically tested by independent and internal labs to ensure compliance with ASTM D3462 at time of manufacture.

<sup>3</sup> Harvest Blend colors are only available on TimberTex<sup>®</sup> and Seal-A-Ridge<sup>®</sup>.

# TimberTex® and TimberCrest® Premium Ridge Cap Shingles



Hip & Ridge Cap Shingles accentuate the natural beauty of your architectural shingle roof. They're the perfect finishing touch that helps defend against leaks at the hips and ridges. [gaf.com/ridgecaps](http://gaf.com/ridgecaps)



TimberTex® Premium Ridge Cap Shingles

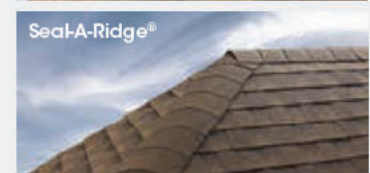
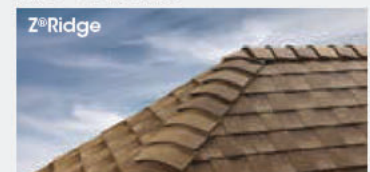


TimberCrest® Premium SBS-Modified Ridge Cap Shingles

TimberTex® and TimberCrest® Premium Ridge Cap Shingles are designed to complement the color of your Timberline® Shingles. To ensure the closest color consistency for your roof, ask your contractor to use genuine TimberTex® or TimberCrest® Premium Ridge Cap Shingles.<sup>1</sup>

- Accentuate the beauty of your newly installed shingle roof
- Protect against leaks and blow-offs at the hip and ridge areas of your roof
- Complement the color of your GAF Shingles with hip and ridge cap shingles manufactured by GAF
- 25-year StainGuard Plus™ Algae Protection Limited Warranty<sup>2</sup> against blue-green algae discoloration uses GAF Time-Release Algae-Fighting Technology to help protect your ridge cap shingles from unsightly stains.

## Also available<sup>1</sup>



<sup>1</sup> These products are not available in all areas. See [gaf.com/ridgecapavailability](http://gaf.com/ridgecapavailability) for details.

<sup>2</sup> 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration is available only on products sold in packages bearing the StainGuard Plus™ logo. See *GAF Shingle & Accessory Limited Warranty* for complete coverage and restrictions and qualifying products.

# America's #1-selling shingle just got better — *again.*

**GAF** Timberline HDZ<sup>®</sup>  
High Definition® Lifetime® Shingles



It seems like yesterday. In 2020, GAF introduced Timberline HDZ<sup>®</sup> Shingles with LayerLock™ Technology, which are eligible for the WindProven Limited Wind Warranty with no maximum wind speed limitation when installed with the required combination of GAF accessories.<sup>1</sup>

Now we're making our most popular shingle even better, with the addition of a 25-year StainGuard Plus™ Algae Protection Limited Warranty<sup>2</sup> against blue-green algae discoloration. Add GAF Hip and Ridge Cap Shingles and starter strips with the StainGuard Plus™ Algae Protection Limited Warranty<sup>2</sup> for protection from eave to ridge.

Offer your customers Timberline HDZ<sup>®</sup> — the shingle that just keeps getting better. Only from GAF.

Find out more at [gaf.com/StainGuardPlus](https://gaf.com/StainGuardPlus)

A **standard** INDUSTRIES COMPANY

We protect what matters most™

**GAF**

<sup>1</sup> 15-year WindProven™ limited wind warranty on Timberline HDZ Shingles requires the use of GAF starter strips, roof deck protection, ridge cap shingles, and leak barrier or attic ventilation. See *GAF Roofing System Limited Warranty* for complete coverage and restrictions. Visit [gaf.com/LRS](https://gaf.com/LRS) for qualifying GAF products. For installations not eligible for the WindProven limited wind warranty, see *GAF Shingle & Accessory Limited Warranty* for complete coverage and restrictions.

<sup>2</sup> 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration is available only on products sold in packages bearing the StainGuard Plus™ logo. See *GAF Shingle & Accessory Limited Warranty* for complete coverage restrictions and qualifying products.

# BEHR ULTRA 946mL Exterior Satin Enamel Paint & Primer in Ultra Pure White

Model # 985004C|Store SKU # 1000468929



## Overview

A revolutionary paint and primer in one, BEHR PREMIUM PLUS ULTRA is made with the finest raw materials and was developed using NANOGUARD technology for a dense, hard, durable paint film. BEHR PREMIUM PLUS ULTRA is liquid protection for your home.

Paint & Primer in One; Stain-Blocking formula

Pearl-like appearance; Ideal for siding, doors and trim

Extra-protective shell guards against damage from sunlight, moisture, stains and dirt

Enhanced mildew resistant finish

Can be applied in extreme temperatures, between 2 C -32 C

Low VOC, 100% Acrylic  
Manual

## Specifications

### Dimensions

Assembled Depth (in inches)	4.25
Assembled Height (in inches)	5
Assembled Weight (in lbs)	2.7
Assembled Width (in inches)	4.25
Packaged Depth (in inches)	4.33
Packaged Height (in inches)	4.83
Packaged Weight (In lbs)	2.64
Packaged Width (in inches)	4.33

### Details

#### Base Material

Water-Based Certified

Container Size (L) 0.94

Country of Origin US-United States

Coverage Area (Sq. Ft.) 100

Eco Options Clean Air

Low VOC Yes

Mildew Resistant Yes

Primer Required No

Sheen Satin

Weatherproof Yes

I will choose color N460-3 for the siding and N480-7 for the wood  
shingles



N460-3



N480-7

**APPENDIX D – CONSULTATION**

**BELL CANADA – JUAN CORVALAN**

**Thank you for your email on:** LIAISON: Z-016/24 [ZNG-7206] - Olivia Construction Homes | 1920 Grove Ave.

The information that municipalities provide to Bell Canada is instrumental to the provisioning of telecommunications infrastructure and we appreciate the opportunity to be proactively engaged in development applications and infrastructure and policy initiatives.

Bell Canada will provide a response should any comments / input be required on the information included in the circulation received. Bell Canada kindly requests that even if a specific comment is not provided at this time that you continue to circulate us at [circulations@wsp.com](mailto:circulations@wsp.com) on any future materials related to this development project or infrastructure / policy initiative so that we can continue to monitor its progress and are informed of future opportunities for engagement.

**1) Bell Canada Responses to Pre-Consultation & Complete Development Application Circulations:**

**Pre-consultation Circulations**

Please note that Bell Canada does NOT generally comment on pre-consultation circulations unless the information provided identifies that a future draft plan of subdivision, draft plan of condominium and/or site plan control application will be required to advance the development proposal.

**Complete Application Circulations & Recirculations**

Please note that Bell Canada does NOT generally comment on the following development applications - official plan and zoning by-law amendments, part lot control, temporary use and interim control by-laws. However, Bell Canada does generally comment on site plan approval, draft plans of subdivision and draft plan of condominium applications.

Bell Canada will generally comment on recirculations where the change modifies the proposed residential dwelling unit count and/or non-residential gross floor area in a draft plan of subdivision, draft plan of condominium and/or site plan control application.

**2) Bell Canada Responses to Infrastructure and Policy Initiative Circulations:**

If required, a follow-up email will be provided by Bell Canada to outline any input to be considered on the infrastructure / policy initiative circulation received at this time.

**Concluding Remarks:**

If you have any other specific questions, please contact [planninganddevelopment@bell.ca](mailto:planninganddevelopment@bell.ca) directly.

We note that WSP operates Bell Canada's development tracking system, which includes the intake and processing of municipal circulations. **However, all responses to circulations and requests for information, such as requests for clearance, will come directly from Bell Canada, and not from WSP.** WSP is not responsible for the provision of comments or other responses.

### **ENBRIDGE – JOSE DELLOSA**

After reviewing the provided drawing at 1920 Grove Ave and consulting our mapping system, please note that Enbridge Gas has no active infrastructure in the proposed area. A PDF drawing has been attached for reference.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live
- If during the course of any job, any pipe is found that is not on the locate sheet and is in conflict with your work, please call our emergency number (1-877-969-0999), and one of our Union Gas representatives will respond to determine if that plant is in fact live or dead

Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly

### **CANADA POST – BRUNO DESANDO**

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

#### **Service type and location**

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

#### **Municipal requirements**

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

#### **Developer timeline and installation**

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

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

### **Appendix A**

#### **Additional Developer Requirements:**



- The developer will consult with Canada Post to determine suitable permanent locations for the Community Mail Boxes. The developer will then indicate these locations on the appropriate servicing plans.
- The developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.
- The developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mail Box. The developer also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mail Box.
- The developer will provide a suitable and safe temporary site for a Community Mail Box until curbs, sidewalks and final grading are completed at the permanent Community Mail Box locations. Canada Post will provide mail delivery to new residents as soon as the homes are occupied.
- The developer agrees to provide the following for each Community Mail Box site and to include these requirements on the appropriate servicing plans:
  - Any required walkway across the boulevard, per municipal standards
  - Any required curb depressions for wheelchair access, with an opening of at least two metres (consult Canada Post for detailed specifications)
  - A Community Mailbox concrete base pad per Canada Post specifications.

#### **TRANSIT WINDSOR – JASON SCOTT**

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Dominion 5. This route will soon be eliminated and replaced with Route 115 effective September 1<sup>st</sup>, 2024. The closest existing bus stop to this property is located on Campbell at Grove Southwest Corner. This bus stop is approximately 200 metres from this property falling within Transit Windsor's 400 metre walking distance guidelines to a bus stop. This will be maintained with Transit Windsor's City Council approved Transit Master Plan.

#### **ENVIRONMENTAL SERVICES – ANNE-MARIE ALBIDONE**

No concerns from Environmental Services

#### **ERCA – ALICIA GOOD**

The City of Windsor has received Application for Zoning By-Law Amendment Z-016-24 for the above noted subject lands, which proposes to change the zoning on the subject site from the HRD2.1 to RD2.5 to permit the proposed construction of 2-storey townhome/multiple dwellings on the land. The concept plan shows a total of 43 dwelling units being proposed with 56 parking spaces, and a new internal private roadway. Access is proposed from Grove Avenue.

The applicant also proposes to add a site-specific zoning provision that would permit a reduction in the required rear yard setback, zero (0) loading space on the property, and exempt the development from the building material requirement in section 11.5.5.50. The subject land is designated RESIDENTIAL [Schedule D: Land Use, OP Vol. 1], and zoned Residential District 2.1 with a holding prefix (HRD2.1), by-law 8600.

The following is provided as a result of our review of Zoning By-Law Amendment Z-016-24.

## **NATURAL HAZARDS AND REGULATORY RESPONSIBILITIES UNDER THE CONSERVATION**

### **AUTHORITIES ACT, O. REG 686/21, PPS**

The following comments reflect ERCA's role in protecting people and property from the threats of natural hazards and regulating development hazards lands under Section 28 of the *Conservation Authorities Act*.

We have reviewed our floodline mapping for this area and it has been determined this site is not located within a regulated area that is under the jurisdiction of the ERCA (Ontario Regulation 41/24 under the *Conservation Authorities Act*). As a result, a permit is not required from ERCA for issues related to Section 28 of the *Conservation Authorities Act*.

ERCA has concerns with the potential impact to the quantity and quality of runoff in the downstream watercourse due to the proposed development on this site. ERCA recommends that both the quantity and quality of excess runoff be adequately controlled to avoid any adverse impacts to the downstream watercourse. We further recommend that this analysis be completed to the satisfaction of the Municipality. We do not require further consultation on this file with respect to excess runoff from the proposed development.

### **FINAL RECOMMENDATION**

Our office has **no objection** to Z-016-24.

### **ASSET MANAGMENT – JOSE MEJALLI**

No objection to this development and zoning amendments as per attached.

### **ENVIRONMENTAL SUSTAINABILITY – BARBARA LAMOURE**

In response to the Zoning By-law amendment there are no objections. This proposal promotes the efficient use of land and resources because it is an infill development. Please also note the following comments for consideration:

#### Energy Conservation, Air Quality and Climate Change:

Please note PPS 2020 energy conservation and efficiency policies as they relate to long-term economic prosperity (1.7.1 (j)), as well as improved air quality and reduced greenhouse gas emissions (1.8.1). In addition, the City of Windsor Community Energy Plan (approved July 17 2017) aims to improve energy efficiency; modifying land use planning; reducing energy consumption and greenhouse gas emissions; and fostering green energy solutions throughout Windsor, while supporting local economic development.

As per these policies the developer should consider **energy efficiency** in the building design. This may include but not be limited to increased insulation, energy efficient appliances and fixtures, high efficiency windows/doors and **renewable energy sources**.

The developer is encouraged to contact both Enbridge and Enwave to determine opportunities for improved energy efficiency and available incentives.

#### EV Charging

The installation of **EV chargers** is highly encouraged, as electric vehicles continue to penetrate the personal car and truck market and supported by federal targets for EV production. Access to home charging will continue to be the preferred charge point.

### Active Transportation

To promote the use of active transportation, **bike racks** should be considered. The developer has proposed 8 bike spaces. In addition, the plans include walkways that provide connectivity to on- and off- sidewalks and pathway systems.

### Climate Change Resiliency

Opportunities to increase resiliency such as providing strategic **flood risk measures** are suggested as this property is located in an area with a 1:5 year basement flooding risk as per the [City's Sewer and Coastal Flooding Master Plan](#).

Low Impact Design should be considered during Site Plan Review to address quantity and quality of stormwater leaving the site. The addition of Green Infrastructure here would be beneficial. Please see <https://greeninfrastructureontario.org> for examples.

### Landscaping

Consideration for **shade trees** are recommended to minimize the urban heat island impacts. Consideration of native, drought resistant plants is encouraged to limit watering requirements. The proposed exterior amenity area and the green zones between the parking area and the building could enhance the urban forest.

## **SITE PLAN CONTROL**

The development proposal is subject to Site Plan Control pursuant to the Planning Act and City of Windsor By-law 1-2004. A Site Plan application currently exists for this development – SPC-2022-18 <https://ca.cloudpermit.com/gov/workspace/CA-3537039-P-2022-57/application>

A submission of the approved zoning changes are to be provided to Site Plan in order to continue with completion of the Site Plan application. Please direct any questions to Brian Velocci, the Planner currently assigned to this application.

## **TRANSPORTATION PLANNING – ELARA MEHRILOU**

- Grove is classified as a local road with a required width of 20 meters. The existing right-of-way width is sufficient and therefore no conveyance is required.
- Parking must comply with zoning by-law 8600.
  - Deficient 1 loading space
- All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.
- A pavement markings and signage plan is required.
- All exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

## **ZONING – STEFAN PAVLICA**

- **Current Zoning Designation:** HRD2.1
- **Proposed Zoning Designation:** RD2.5 with a site-specific provision to permit a reduction in the required rear yard setback, zero (0) loading space on the property, and

exempt from the development from the building material requirement in section 11.5.5.50.

- **Existing Use [as per historical Building Permit(s) / Planning Act Application(s)]:**
  - o Vacant lot
- **Proposed Use:**
  - o Townhome dwellings
  - o Multiple Dwelling with 5 or more dwelling units
- **Section 5 – General Provisions:**
  - o Comply
- **Section 11.5.5.6 – Multiple Dwelling with 5 or more dwelling units**
  - o **Minimum Lot Width (11.5.5.6.1):**
    - 20.0m (Required)
    - 79.71m (Provided)
  - o **Minimum Lot Area – per dwelling unit (11.5.5.6.2):**
    - 7,138.0m<sup>2</sup> (Required)
    - 12,746.9m<sup>2</sup> (Provided)
  - o **Maximum Lot Coverage (11.5.5.6.3):**
    - 50.0% (Required)
    - 26.4% (Provided)
  - o **Minimum Main Building Height (11.5.5.6.4):**
    - 7.0m (Required)
    - 10.4m (Provided)
  - o **Maximum Main Building Height (11.5.5.6.4):**
    - 18.0m (Required)
    - 10.0m (Provided)
  - o **Minimum Front Yard Depth (11.5.5.6.5):**
    - 6.0m (Required)
    - 18.2m (Provided)
  - o **Maximum Front Yard Depth (11.5.5.6.5):**
    - 7.0m (Required)
    - 18.2m (Provided)
  - o **Minimum Rear Yard Depth (11.5.5.6.6):**
    - 7.50m (Required)
    - 5.73m (Provided)
  - o **Minimum Side Yard Depth (11.5.5.6.7):**
    - 2.50m (Required)
    - 16.41m (Provided)
  - o For all dwellings, except a Multiple Dwelling with 5 or more dwelling units, the exterior walls shall be entirely finished in brick (11.5.5.50):
    - Comply
- **Section 11.5.5.7 – Townhome Dwelling**
  - o **Minimum Lot Width (11.5.5.7.1):**
    - 20.0m (Required)
    - 79.71m (Provided)
  - o **Minimum Lot Area – per dwelling unit (11.5.5.7.2):**

- 8,170.0m<sup>2</sup> (Required)
      - 12,746.9m<sup>2</sup> (Provided)
    - **Maximum Lot Coverage** (11.5.5.7.3):
      - 50.0% (Required)
      - 26.4% (Provided)
    - **Maximum Main Building Height** (11.5.5.7.4):
      - 14.0m (Required)
      - 10.4m (Provided)
    - **Minimum Front Yard Depth** (11.5.5.7.5):
      - 6.0m (Required)
      - 18.2m (Provided)
    - **Maximum Front Yard Depth** (11.5.5.7.5):
      - 7.0m (Required)
      - **18.2m (Provided)**
    - **Minimum Rear Yard Depth** (11.5.5.7.6):
      - 7.50m (Required)
      - **5.73m (Provided)**
    - **Minimum Side Yard Depth** (11.5.5.7.7):
      - 2.50m (Required)
      - 16.41m (Provided)
  - Notwithstanding Section 24, for a townhome dwelling unit that fronts a street, the required number of parking spaces shall be one parking space for each dwelling unit (11.5.5.7.50):
    - Not applicable
  - For all dwellings, except a Multiple Dwelling with 5 or more dwelling units, the exterior walls shall be entirely finished in brick (11.5.5.50):
    - **Does not comply**
- **Section 20 – Site Specific Zoning Exceptions:**
  - Not applicable
- **Section 24 – Parking, Loading, and Stacking Provisions – Multiple Dwelling with 5 or more dwelling units:**
  - Required Number of Loading Spaces (24.40.1.5):
    - 1 (Required)
    - **0 (Provided)**
      - **The total calculated GFA is 6,350.5m<sup>2</sup>**
- **Section 24 – Parking, Loading, and Stacking Provisions – Townhome Dwelling:**
  - Comply
- **Section 25 – Parking Area Regulations:**
  - Construction and Maintenance of Parking Area:
    - (25.5.10.3) **A curb shall bound the perimeter of a parking area** and shall separate a landscaped open space yard, landscaped open space island or parking area separation from the parking area

## HERITAGE PLANNING – KRISTINA TANG

There is no apparent built heritage concern with this property and it is located on an area of low archaeological potential in the current 2005 Official Plan Schedule C-1.

However, the updated archaeological potential model indicates the subject property to be an Area of Archaeological Potential. Should the 2024 Windsor Archaeological Management Plan and associated Official Plan policies be adopted (potentially July 22, 2024) before a formal Planning Act application is submitted (such as future Site Plan Control application), please note that archaeological assessment(s) will be required. In that case, a Stage 1 archaeological assessment and any further recommended assessments are required to be entered into the Ontario Public Register of Archaeological Reports to the satisfaction of the City of Windsor and the Ontario Ministry of Citizenship and Multiculturalism, prior to any additional land disturbances. A final copy of these relevant archaeological reports and GIS study area must be submitted to the City of Windsor.

## **ENGINEERING – DAN LOPEZ**

**Sewers** The site may be serviced by a 375mm VP combined sewer located within Bridge Avenue right-of-way, and a 600mm RCP storm sewer located within the Partington Avenue right-of-way. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

A Sanitary Sewer Study, dated June 2023 by Haddad Morgan & Associates LTD, has been received and reviewed. The applicant's consultant has confirmed that the existing 375mm VP sanitary sewer on Bridge Avenue will effectively accommodate the site's sewer servicing needs. The study demonstrates that the municipal sanitary sewers have adequate capacity, and no adverse impacts are expected on the surrounding areas as a result of the proposed development.

The Sanitary Sewer Study has been deemed acceptable, and the proposed sanitary servicing strategy is supported by the Engineering Development department.

The applicant will be required to submit, prior to the issuance of permits, a stormwater management plan in accordance with Windsor Essex Region Stormwater Management Standards Manual, restricting stormwater runoff to pre development levels. This will include, at a minimum:

- Submission of stormwater management review fee,
- Stormwater management report stamped by a professional engineer
- Site servicing drawings stamped by a professional engineer
- Stormwater management check list (see link below)

For more information of SWM requirements, visit: link

<https://essexregionconservation.ca/wp-content/uploads/2018/12/WE-Region-SWM-Standards-Manual.pdf>.

<https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Checklist-Rational-Method.pdf>

## **Right of-Way**

- Grove is classified as a local road with a required width of 20 meters. The existing right-of-way width is sufficient and therefore no conveyance is required.
- There are existing sidewalks on the north side of Grove Avenue and on either side of Bridge Avenue, the owner will be responsible for replacing/reconstructing any sections of sidewalk and pavement which are in conflict and/or damaged as the result of the proposed

servicing. Redundant driveway approaches, curb cuts, and leadwalks on Grove Avenue are required to be abandoned in a manner satisfactory to the City Engineer.

- There are existing alleyways along the east, west and north sides of the property which do not appear to serve any municipal purpose, and are required to be closed by the applicant. An easement in favour of hydro may be required. Existing fencing which was erected by the School Board should be removed by the owner as part of the site servicing.

In summary we have no objection to the proposed development, subject to the following requirements:

**Servicing Agreement (Enhanced Permit)** – The owner shall obtain, prior to the issuance of a building permit, an Enhanced Permit from the Development Division of the Engineering Department to supply, construct and install necessary infrastructure to connect to the storm sewers on Partington Avenue at its entire expense, in accordance with the manner, location and design to be approved by the City Engineer. The Enhanced Permit shall include all of the applicable Servicing General Provisions, as updated from time to time. Prior to a Building Department permit application, the following will be required

- a. A detailed cost estimate for the Offsite Improvements, supported by preliminary design drawings prepared by an Engineer licensed in the Province of Ontario
- b. Approval by the Manager of Risk Management of all necessary securities and insurance
- c. Engineering Development Review fee in accordance with the current City of Windsor User Fee Schedule

**Redundant Driveway Approaches** – The applicant(s) shall agree to close and remove all redundant driveway approaches and restore the boulevard, all to the satisfaction of the City Engineer.

**Video Inspection (mainline)** - The owner further agrees, to undertake a video inspection, of the existing 375mm vitrified clay sewer on Grove Avenue to ensure the suitability of the sewer for re-use as part of the site redevelopment.

**Alley Closing** – Prior to the issuance of a Building Permit, the applicant shall apply to the Street and Alley Closing Committee to close the existing alleys adjacent to the subject property.

The alleys to the east and west of the subject site shall be closed. The alleys to the north of the subject site may remain open under the recommendations and satisfaction of Transportation Planning.

If you have any further questions or concerns, please contact Daniel Lopez, of this department at [dlopez@citywindsor.ca](mailto:dlopez@citywindsor.ca)

**ENWIN**

**HYDRO ENGINEERING: Zachary Mancini**

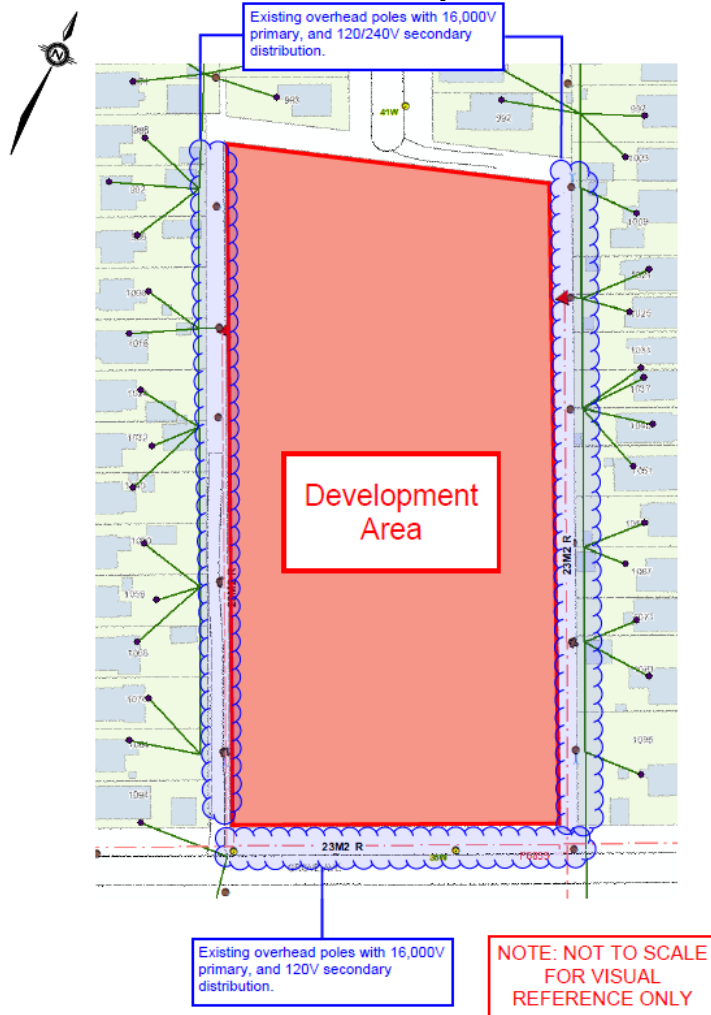
No Objection, provided adequate clearances are achieved and maintained.

ENWIN has existing overhead pole lines with 16,000 volt single phase primary, and 120/240 volt single phase secondary hydro distribution along the West and East sides of the development property. ENWIN also has existing overhead pole lines with 16,000 volt single phase primary, and 120 volt single phase secondary hydro distribution along the South side of the development property.

Prior to working in these areas, we would suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction.

Also, we suggest referring to the Ontario Building Code for permanent required clearances for New Building Construction.

Sketch attached for reference only:



**WATER ENGINEERING: Bruce Ogg**

ENWIN Water has no objections to the rezoning. There is an easement on the property for an existing 300mm watermain that runs through the property.