

## City Council Meeting Agenda

**Date:** Monday, December 9, 2024

**Time:** 10:00 o'clock a.m.

**Location:** Council Chambers, 1<sup>st</sup> Floor, Windsor City Hall

All members will have the option of participating in person in Council Chambers or electronically and will be counted towards quorum in accordance with Procedure Bylaw 98-2011 as amended, which allows for electronic meetings. The minutes will reflect this accordingly. Any delegations have the option to participate in person or electronically.

### **MEMBERS:**

Mayor Drew Dilkens

Ward 1 – Councillor Fred Francis

Ward 2 - Councillor Fabio Costante

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 5 - Councillor Ed Sleiman

Ward 6 - Councillor Jo-Anne Gignac

Ward 7 - Councillor Angelo Marignani

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison

## ORDER OF BUSINESS

**Item #      Item Description**  
**1.            ORDER OF BUSINESS**

**2.            CALL TO ORDER - Playing of the National Anthem**

**READING OF LAND ACKNOWLEDGEMENT**

We [] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land.

**3.            DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

**4.            ADOPTION OF THE MINUTES**

**5.            NOTICE OF PROCLAMATIONS**

**Flag Raising Ceremony**

“Victory Day Celebration – People’s Republic of Bangladesh” – December 16, 2024

**6.            COMMITTEE OF THE WHOLE**

**7.            COMMUNICATIONS INFORMATION PACKAGE (This includes both Correspondence and Communication Reports)**

7.1.        Correspondence 7.1.1. through 7.1.5. **(CMC 16/2024)**

7.2.        Maintaining Access and Infrastructure on the Ambassador Bridge Corridor – Ward 2 **(C 156/2024)**

## 8. **CONSENT AGENDA**

- 8.1. East End Transit Terminal - Transit and Rail Project Assessment Process - Ward 8 **(C 148/2024)**
- 8.2. 2025 Interim Tax Bills - City Wide **(C 154/2024)**
- 8.3. Approval of Temporary Borrowing By-Law for 2025 and 2026 **(C 150/2024)**
- 8.4. Financial Policy Updates - City Wide **(C 159/2024)**
- 8.5. Audited Consolidated Financial Statements for Windsor Business Improvement Areas for 2022 and 2023 - Wards 2, 3, 4, 5 & 6 **(C 157/2024)**

### CONSENT COMMITTEE REPORTS

- 8.6. Amendment to CR437/2023 for Closure of north/south alley located between Taylor Avenue and 1124-1224 Campbell Avenue, Ward 2, SAA-6848 **(SCM 312/2024)**  
**(S 119/2024)**
- 8.7. Tabling of the Sandwich South: Sustainable Neighbourhood Action Plan (SSSNAP) - City Wide **(SCM 351/2024)** **(CM 12/2024)**

## 9. **REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS**

## 10. **PRESENTATIONS AND DELEGATIONS**

- 10.1. "Sponsor Windsor" Recognition Awards

## 11. **REGULAR BUSINESS ITEMS (Non-Consent Items)**

- 11.1. Cabana Corridor Improvements Phase 4 - Mount Carmel Drive to Highway 3; Legal Agreements with Ontario Ministry of Transportation - Ward 1 **(C 153/2024)**
- 11.2. Local Improvement (City Initiated) - Proposed Storm Sewer and Curb on Jarvis Avenue from Riverside Drive East to Little River Boulevard - Ward 7 **(C 158/2024)**
- 11.3. RFP 71-24 Acquisition of Three Fire Trucks - City Wide **(C 146/2024)**
- 11.4. Declaration of a Vacant Parcel of Land Municipally Known as 0 Riverside Drive East Surplus and Authority to Offer for Sale – Ward 7 **(C 149/2024)**
- 11.5. Declaration of a Vacant Parcel of Land Municipally Known as 0 Russell Street Surplus and Authority to Offer for Sale – Ward 2 **(C 151/2024)**

## 12. CONSIDERATION OF COMMITTEE REPORTS

- 12.1. (i) Report of the Special In-Camera meeting or other Committee as may be held prior to Council (if scheduled)

## 13. BY-LAWS (First and Second Reading)

- 13.1 **By-law 174-2024** - A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS ZELDA COURT IN THE CITY OF WINDSOR, authorized by CR76/2011, dated February 28, 2011.
- 13.2 **By-law 175-2024** - A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.88 METRE NORTH/SOUTH ALLEY AND THE 4.88 METRE EAST/WEST ALLEY NORTH OF CLAIRVIEW AVENUE, EAST OF DIEPPE STREET, SOUTH OF RIVERSIDE DRIVE EAST AND WEST OF GENEVIEVE AVENUE, CITY OF WINDSOR, authorized by CR419/2023, dated October 16, 2023, and by CR463/2024, dated October 28, 2024.
- 13.3 **By-law 176-2024** - A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.88 METRE NORTH/SOUTH ALLEY AND THE 4.88 METRE EAST/WEST ALLEY NORTH OF CLAIRVIEW AVENUE, EAST OF DIEPPE STREET, SOUTH OF RIVERSIDE DRIVE EAST AND WEST OF GENEVIEVE AVENUE, CITY OF WINDSOR, authorized by CR419/2023, dated October 16, 2023, and by CR463/2024, dated October 28, 2024.
- 13.4 **By-law 177-2024** - A BY-LAW TO AMEND BY-LAW NUMBER 137-2007 BEING A BY-LAW RESPECTING THE LICENSING AND REGULATING OF PUBLIC VEHICLES, authorized by B27/2024, dated January 29, 2024, and by CR451/2024, dated October 28, 2024.
- 13.5 **By-law 178-2024** - A BY-LAW TO AUTHORIZE THE EXECUTION OF THE COST SHARING AGREEMENT FOR THE CABANA CORRIDOR IMPROVEMENTS PHASE 4 BETWEEN THE CORPORATION OF THE CITY OF WINDSOR (THE MUNICIPALITY) AND HIS MAJESTY THE KING IN RIGHT OF ONTARIO, REPRESENTED BY THE MINISTER OF TRANSPORTATION (THE MINISTRY), see Item No. 11.1.
- 13.6 **By-law 179-2024** - A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 9TH DAY OF DECEMBER, 2024.

## 14. MOVE BACK INTO FORMAL SESSION

**15. NOTICES OF MOTION**

Moved by: Councillor Mark McKenzie

Seconded by: Councillor \_\_\_\_\_

That council **SEND A LETTER** to the federal government to fix our bail system, and take immediate action by keeping repeat and violent offenders in jail while they wait for trial, so that repeat and violent offenders can't continue to harm our communities while out on bail.

**16. THIRD AND FINAL READING OF THE BY-LAWS**

By-laws 174-2024 through 179-2024 inclusive.

**17. PETITIONS**

**18. QUESTION PERIOD**

18.1. Summary of Outstanding Council Questions as of November 28, 2024 (**SCM 352/2024**)

18.2. Outstanding Council Directives as of October 28, 2024 (**SCM 350/2024**)

**19. STATEMENTS BY MEMBERS**

**20. UPCOMING MEETINGS**

Windsor Accessibility Advisory Committee

Tuesday, December 3, 2024

11:00 a.m., via Zoom Video Conference

Environment & Climate Change Advisory Committee

Wednesday, December 4, 2024

5:30 p.m., Room 140, 350 City Hall Square West

Windsor Licensing Commission

Thursday, December 5, 2024

9:30 a.m., Room 140, 350 City Hall Square West

International Relations Committee

Wednesday, December 11, 2024

3:30 p.m., Room 522a, 350 City Hall Square West

Committee of Management for Huron Lodge  
Thursday, December 12, 2024  
9:00 a.m., Room 140, 350 City Hall Square West

Development & Heritage Standing Committee  
Monday, January 6, 2025  
4:30 p.m., Council Chambers

City Council Meeting  
Monday, January 13, 2025  
10:00 a.m., Council Chambers

**21. ADJOURNMENT**



**Correspondence Report: CMC 16/2024**

**ATTACHMENTS**

**Subject: Correspondence for Monday, December 9, 2024 City Council Meeting**

No.	Sender	Subject
7.1.1	Ontario Ministry of the Environment, Conservation, and Parks	<p>Application by CTC Concrete Inc., 420 Sandwich Street, for Permit to Take Water for manufacturing purposes.</p> <p style="text-align: right;">Commissioner, Infrastructure Services &amp; City Engineer Manager, Environmental Quality EI2024 Note &amp; File</p>
7.1.2	Association of Municipalities of Ontario (AMO)	<p>AMO Policy Update regarding 2024 Housing Targets in Ontario.</p> <p style="text-align: right;">Commissioner, Economic Development Commissioner, Human &amp; Health Services Commissioner, Finance &amp; City Treasurer City Planner Chief Building Official GM/14845 Note &amp; File</p>
7.1.3	City Planner/ Executive Director	<p>Application for Zoning By-Law Amendment, Andi Shallvari, 0 Janette Avenue, to permit a new six-unit multiple residential dwelling as an additional permitted use.</p> <p style="text-align: right;">Z/14890 Note &amp; File</p>

7.1.4	City Planner/ Executive Director	<p>Application for Zoning By-Law Amendment, 1740945 Ontario Corp., (Mariusz Buchcic), 2275 Wellesley Avenue, to permit a new eight-unit townhome dwelling as a permitted use, where only commercial and institutional uses are permitted</p> <p style="text-align: right;">Z/14892 Note &amp; File</p>
7.1.5	City Planner/ Executive Director	<p>Application for Zoning By-Law Amendment, Andi Shallvari, 552 Florence Avenue, to permit a new semi-detached residential dwelling as an additional permitted use.</p> <p style="text-align: right;">Z/14891 Note &amp; File</p>



**Subject:** FW: Notification of Application for Permit to Take Water

**From:** Persaud, Ajay (MECP) <Ajay.Persaud@ontario.ca>  
**Sent:** November 25, 2024 11:19 AM  
**To:** clerks <clerks@citywindsor.ca>; clerks <clerks@citywindsor.ca>; TMartin@erca.org; admin@erca.org  
**Subject:** Notification of Application for Permit to Take Water

This E-mail message has been sent to you as a result of the requirements of Ontario's Water Taking and Transfer Regulation (O.Reg 387/04). The regulation requires that the Ministry of the Environment, Conservation and Parks notify municipalities and conservation authorities of applications for Permits to Take Water to withdraw water from locations within their jurisdiction.

**Notification of Application for Permit to Take Water**

**Ministry Reference Number:** 1000312764

**Applicant:** CTC CONCRETE INC.

**Location of Water Taking(s):**

Lot: 4020 SANDWICH Street, WINDSOR

**Permit Type:**

New

**Length of the Taking:**

10 years

**Description:**

This proposal is for a new Permit to Take Water for CTC Concrete Inc. for manufacturing purposes. Water will be taken from one watercourse, located in the City of Windsor, Ontario. Details of water taking are as follows:

**Source Name:** Detroit River

**Source Type:** Watercourse intake

Purpose: Manufacturing

maximum rate per minute (litres): 3,943

maximum number of hours of taking a day: 4

maximum volume per day (litres): 946,352

maximum number of days taking in a year: 250

period of taking: April to May for 10 years

There are 3 categories of a Permit to Take Water:

Category 1: water takings are anticipated to have a lower risk of causing an unacceptable environmental impact/interference

Category 2: water takings are anticipated to having a higher potential of causing unacceptable environmental impact or interference

Category 3: water takings are anticipated to have the highest potential of causing unacceptable environmental impact or interference

The proposed water taking qualifies as a Category 1 permit.

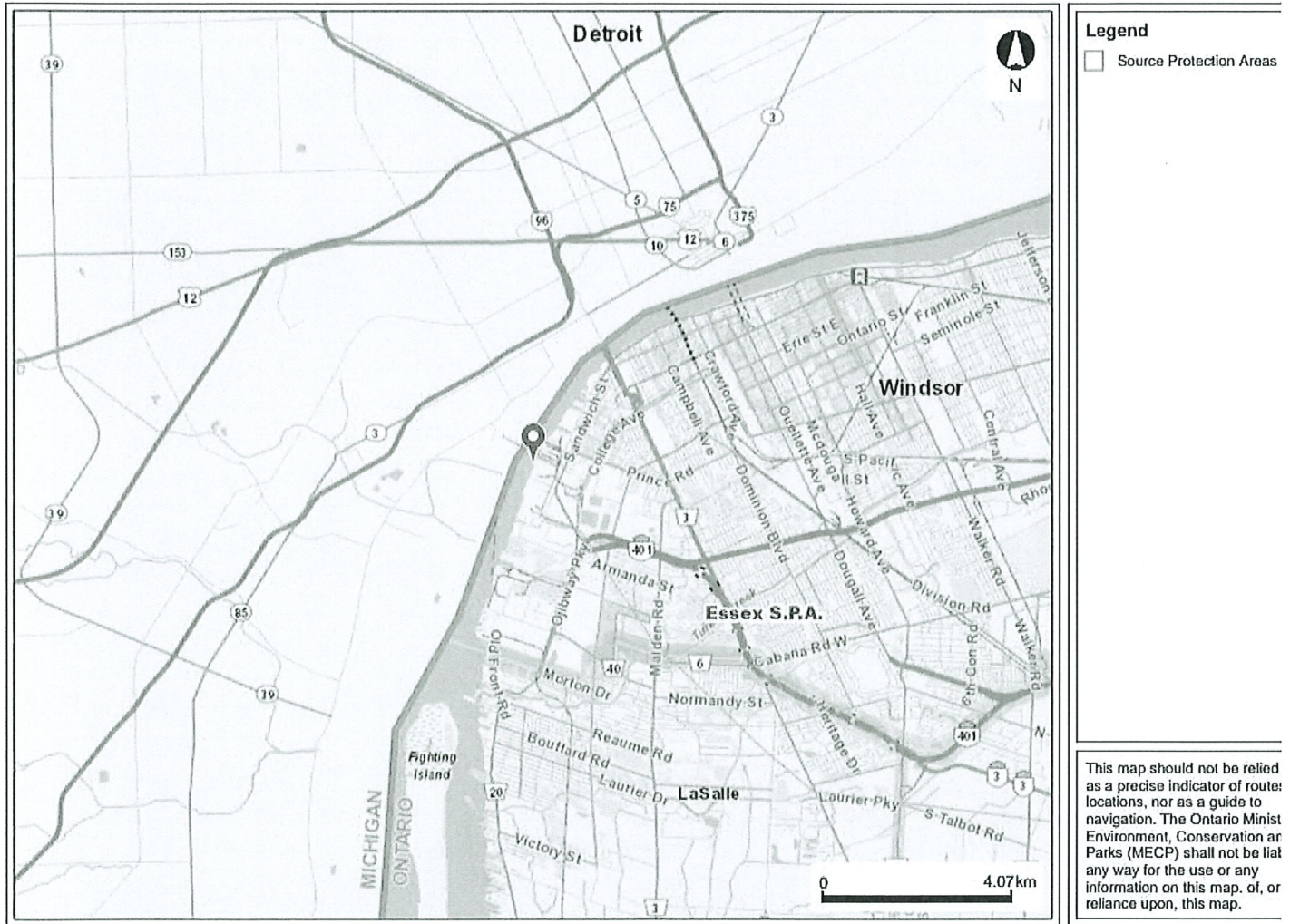
**Table A - Source information and Water Taking Amount Applied For:**

Applied Water Taking

Purpose Category	Specific Purpose	Activity	Max. rate per minute	Max hours per day	Max volume per day	Typical volume per day	Max. days in a year	Earliest month of taking	Lat tak	
4000 Sandwich St, Windsor ON N9C 1C4						4020 SANDWICH ST				
Detroit River (rivière Détroit)						17 / 327499 / 4683962				
Manufacturing	Other	Other	3943	4	946352	454200	250	04	05	
Calculated Total Maximum Daily Volume (litres)					946352	Total Number of Watercourse Intakes				1
Actual Total Maximum Daily Volume (litres)					946352	Total Number of Lake Intakes				0
						Total Number of Well Intakes				0
						Total Number of Pond Intakes				0

Map of Proposed Water Taking Location(s):

CTC CONCRETE INC.



**Legend**  
 Source Protection Areas

This map should not be relied as a precise indicator of route locations, nor as a guide to navigation. The Ontario Ministry of the Environment, Conservation and Parks (MECP) shall not be liable in any way for the use or any information on this map, or, reliance upon, this map.



© King's Printer for Ontario and its licensors, 2024

May Not be Reproduced without Permission.  
 THIS IS NOT A PLAN OF SURVEY.

Map Created: 11/25/2024  
 Map Center: 42.28875 N, -83.092

Comments should be directed to the following contact person:



Ajay Persaud, M.Sc.  
 Environmental Scientist  
 Permit to Take Water Unit, Environmental Permissions Branch  
 Ontario Ministry of the Environment, Conservation and Parks  
 135 St Clair Ave W, Toronto, ON, M4V 1P5

This E-mail message has been sent to you as a result of the requirements of Ontario Regulation 387/04. It is the responsibility of the municipality or Conservation Authority to determine the appropriate staff person to whom this notification should be forwarded. If you wish to have subsequent notification sent to a different person within your organization, please respond to this E-mail message with an alternate E-mail address and contact name. It is the responsibility of the municipality or conservation authority to ensure that any changes to the alternate E-mail address are reported to the ministry.

# 2024 Housing Targets in Ontario

Policy Update • November 22, 2024

---

Ontario is in a housing crisis and municipalities are doing everything in their power to increase housing supply and affordability, and work towards the province's ambitious target of building 1.5 million homes over 10 years. This year's housing starts are predicted to be lower than provincial government targets and many may blame municipalities. AMO knows this is not true and has defended against reports or associations that have blamed municipal approval timelines and development charges as key issues in explaining declining housing starts.

As 2024 numbers are finalized it will be important to remember that Ontario's housing market is complex and under pressure from unanticipated population growth, interest rates, labour shortages and inflation that has outstripped wages. AMO has produced a resource help lay out myth from reality to show that the solution to the housing affordability crisis will be found through collaboration between the province, municipalities and the development industry, and through industry innovation.

Share this article:

# AMO Response to BILD Report

- September 25, 2024
- 

A report released by Building Industry and Land Development Association (BILD) report today cited municipal approval timelines and development charges key issues in explaining declining housing starts.

AMO Executive Director Brian Rosborough responded with the following statement:

- Ontario's housing market is complex and under pressure from unanticipated population growth, interest rates, labour shortages and inflation that has outstripped wages.
- Legislative changes in 2022, introduced at the request of lobbyists for the development industry, reduced development charges which cover costs for infrastructure for new houses, destabilized the system and brought development to a standstill in many communities.
- To its credit, the province recognized the mistake and Minister Calandra has worked with municipalities and the industry to reverse the worst elements of the 2022 legislation and restore stability and predictability to the system.
- The province has made substantial investments in infrastructure to support additional housing starts. AMO and the Ministry have also been working together to help the Government of Canada to avoid similar, disastrous mistakes and to better understand the realities of Ontario's complex housing market.

- The solution to the housing affordability crisis will be found through collaboration between the province, municipalities and the development industry, and through industry innovation.
- Ontario has an extraordinarily capable and prosperous development industry. Pointing fingers at municipalities and lobbying the province for taxpayer subsidies is not the solution to the headwinds it is facing today.

Contact:

**Policy**

[policy@amo.on.ca](mailto:policy@amo.on.ca)

T 416.971.9856

# 2024 Housing Targets in Ontario

Municipalities are doing everything in their power to increase housing supply and affordability, and work towards the province's ambitious target of building 1.5 million homes over 10 years.

However, Ontario's population continues to grow faster than homes are being built, and home prices continue to increase much faster than incomes. Many Ontarians still cannot afford to enter the real estate market.

Despite years of headlines, provincial policy changes and funding announcements, housing starts for 2024 are significantly lower than 2023. Between April and September, housing starts in 2024 were 17% lower than in 2023.<sup>1</sup> As part of its Fall Economic Statement, the provincial government revised down its forecasts for 2024 housing starts to 81,000 – well below its stated target of 125,000.

Why is this happening?

## Market factors behind developers' decisions not to build

In Ontario, governments don't build housing – developers build housing as part of a market system. Taking into consideration factors like demand, supply and input costs, developers make business decisions about what and when to build and how to price homes in a way that maximizes profits.

2024 housing construction numbers are only now reflecting the impacts of the significant macro-economic factors that reached their peak in 2023, making it a bad time to build. These include:

**Rising construction costs.** The historic inflation that rocked Canadian consumers in 2023 pales in comparison to the construction sector. Canada's residential construction price index has soared 51% since 2020,<sup>2</sup> nearly four times more than Consumer Price Index for all goods and services. As well as eating into developer profits, inflation means municipalities are on the hook for much higher costs for infrastructure like water and sewer systems. This either translates into higher development charges or higher property taxes.

Growth in Canadian residential construction prices surges past CPI  
CPI (all items) and Residential Construction Price Index, indexed to 100 at Q1 2020



Source: Statistics Canada, RBC Economics

**A shortage of workers.** The lack of construction workers, particularly in the skilled trades, is driving up the labour costs for homebuilding. Wages in the sector grew 9% in 2022, nearly double the pace of other industries.<sup>3</sup>

**High interest rates.** Interest rates increased sharply by 4.75% in a sixteen-month period across 2022 and 2023. Rates didn't start to decline until June 2024.<sup>4</sup> Increased borrowing costs not only squeezed more homeowners out of the market, but made financing significantly more expensive for developers, as well as municipalities.

<sup>1</sup> Financial Accountability Office of Ontario. <https://www.fao-on.org/en/Blog/Publications/OEM-2024-Q3>

<sup>2</sup> RBC. <https://thoughtleadership.rbc.com/proof-point-soaring-construction-costs-will-hamper-canadas-homebuilding-ambitions/>

<sup>4</sup> Globe and Mail. <https://www.theglobeandmail.com/topics/bank-of-canada/>

# Myths vs Reality: Development Charges (DCs), Reserves and Municipal Housing Targets

Myth	Reality
If municipalities didn't collect DCs, home prices would go down.	Without DCs, there's no guarantee developers would pass along significant savings to homebuyers. Property taxes would have to cover the costs to extend services to new homes, impacting both homebuyers and existing residents.
We don't need DCs to pay for growth.	In 2022, property tax revenue would have had to increase about 20% to replace DC funds as a source of funding for all of the infrastructure – including sewers, water, roads, police stations – needed to support new housing.
Municipal DCs are a big part of government fees on a project.	Federal and provincial taxes make up 76% <sup>5</sup> of government fees on new homes. Unlike with DCs, none of these funds are required to be invested back into growth related costs.
Lengthy municipal planning approvals are also to blame for low new housing starts.	Municipalities have been taking steps to tighten up planning approval timelines, many shaving months off the process. Across Ontario, construction has not started on 330,000 housing units that already have municipal planning approvals in place. <sup>6</sup>
Municipalities have ample reserves to pay for growth.	Almost all reserve funds are committed to specific projects. <sup>7</sup> Reserve funds are heavily regulated by the province, which require municipalities to use these funds for specific purposes, including keeping assets in a state of good repair and investing in growth infrastructure.
Municipality-specific housing targets provide clear direction, accelerating housing development.	While municipality-specific housing targets can provide a useful framework for increasing housing supply, they don't always guarantee more housing starts. This is especially true as the annual targets Ontario assigned fifty municipalities are misaligned with reality. Targets were based on outdated growth projections and don't accurately reflect available development land, existing site servicing capacity, updated population growth projections, economic headwinds and developer decisions.

<sup>5</sup> The Canadian Centre for Economic Analysis. [CANCEA-TaxationOfOntarioHousing\\_2023.pdf](https://www.ccea.ca/~/media/Files/2023/09/CANCEA-TaxationOfOntarioHousing_2023.pdf)  
<sup>6</sup> KPEC for BILD. <https://www.bildgta.ca/wp-content/uploads/2024/02/FINAL-Use-It-Optimizing-Municipal-Development-Pipelines-February-2024.pdf>  
<sup>7</sup> Financial Accountability Office of Ontario. <https://www.fao-on.org/en/Blog/Publications/municipal-finances-2020>





November 19, 2024

Pillon Abbs Inc.  
c/o Tracey Pillon-Abbs  
23669 Prince Albert Rd.  
Chatham, ON N7M 5J7

Dear Agent,

**Re: ZONING BY-LAW AMENDMENT APPLICATION**

**APPLICANT: ANDI SHALLVARI**

**LOCATION: 0 JANETTE AVE.**

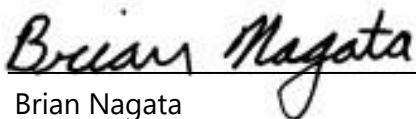
**FILE NO.: Z-037/24 [ZNG/7249]**

I acknowledge receipt of a Zoning By-law Amendment Application. Per the delegation authority in By-Law 139-2013, the required information and material submitted on October 16, 2024 was deemed COMPLETE on November 5, 2024. Processing has begun.

You will be advised prior to the Development & Heritage Standing Committee and Council meetings of the position of Planning & Development Services on the application and the dates of the public meetings.

Please email me at [bnagata@citywindsor.ca](mailto:bnagata@citywindsor.ca), if you have any questions.

Sincerely,



Brian Nagata  
Planner II – Development Review

BN/nm

## ZONING BY-LAW AMENDMENT APPLICATION

### INSTRUCTIONS

---

**Verify that you are using the most current application form.**

- Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.
- Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E.

Submit application form, supporting information, and application fee to Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)

### TYPE OF REZONING AMENDMENT

### DATE RECEIVED STAMP

The type of amendment is stated in the Stage 2 Consultation letter.

#### **Minor Zoning Amendment:**

- Site zoned commercial, institutional, or manufacturing
  - Addition to the list of permitted uses
- Site already zoned
  - Change to existing regulations or to zoning district boundary to match lot lines
- Site designated in the Official Plan for residential use
  - Rezoning to accommodate a maximum of six dwelling units
- Site designated in the Official Plan for the proposed use other than residential
  - Site-specific zoning for a site with a lot area of less than 1,000.0 m<sup>2</sup>

**Major Zoning Amendment:** Any other amendment not listed as minor.

# ZONING BY-LAW AMENDMENT APPLICATION

## ZONING BY-LAW AMENDMENT PROCESS

---

The application will be terminated without notice after 60 days of inactivity. The following is for your information only. Review the Planning Act and relevant regulations for statutory requirements. The processing of the application is subject to change. Direct all questions to the assigned Planner. The process is generally as follows:

1. The application is reviewed to ensure all prescribed and required information and the fee have been submitted. Within 30 days of the receipt of the application, you will be notified in writing that the application is deemed incomplete or complete.
2. If deemed incomplete, the application and fee will be returned. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. The DHSC meeting is the public meeting required by the Planning Act. Public notice of the DHSC meeting is advertised in the Windsor Star, a local newspaper, at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to property owners and/or tenants within 120 metres or more of the subject land.
6. 10 days prior to the DHSC meeting, the staff report is circulated to the applicant and DHSC members and made available to the public. All supporting documentation submitted by the applicant is available for review.
7. At the DHSC meeting, a staff planner may make a presentation. The applicant and other parties have an opportunity to provide verbal and/or written submissions. The DHSC may ask questions of staff, the applicant, agent, and other parties. The DHSC may decide to defer or recommend approval or denial of the application.
8. If deferred, the application along with any additional information or a new staff report will be considered at a future DHSC meeting. If recommended for approval or denial, the staff report, the minutes of the DHSC meeting, and the amending by-law are forwarded to City of Windsor Council for consideration at a future date. The applicant, agent and all interested parties will be notified by Council Services of the date, time, and location of the Council meeting. Call 311 or contact Council Services at 519-255-6211 or [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca).
9. The application may be placed on the Consent Agenda of the Council Meeting, a part of the meeting where Council approves several matters with a single motion. If the application is not on the Consent Agenda, the staff planner may introduce the application, review the staff recommendation and any additional information provided to Council, and advise Council of any differences between the staff and DHSC recommendations. The applicant and other interested parties have an opportunity to make verbal and/or written submissions. Council may decide to approve, deny, or defer the application. If Council approves the application, the amending by-law may be approved at the same Council meeting, otherwise it will be approved at a future Council meeting.
10. When the amending by-law is passed, Council Services will mail a notice of the passing of the amending by-law to property owners and various public agencies within 15 days. There is a 20-day appeal period commencing the day after this notice is given. The notice will include the last day to file an appeal. An appeal is made to the Ontario Land Tribunal (OLT) through Council Services. If no appeal is filed, the amending by-law is final and binding as of the date of Council's passing of the by-law. Contact Council Services at 519-255-6211 or [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca).
11. If the rezoning is subject to a holding symbol, it is the responsibility of the property owner to satisfy the conditions to remove the holding symbol, to apply, and to pay the fee to remove the holding symbol.

## CONTACT INFORMATION

---

Planning & Development Services  
Suite 210  
350 City Hall Square West  
Windsor ON N9A 6S1

Telephone: 519-255-6543  
Fax: 519-255-6544  
Email: [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)  
Web Site: [www.citywindsor.ca](http://www.citywindsor.ca)

# ZONING BY-LAW AMENDMENT APPLICATION

## 1. PLANNING CONSULTATION – Completion of Stage 2

Planning Consultation (Stage 2 Application) must be completed before this application can be submitted.

Has the Planning Consultation Stage 2 Application been completed? NO  YES  File Number: PC- \_\_\_\_\_

*Staff Use Only*

Signature of Staff Planner		Date of Consultation	
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Kevin Alexander	<input type="checkbox"/> Tracy Tang	<input type="checkbox"/> Frank Garardo
<input type="checkbox"/> Brian Nagata	<input type="checkbox"/> Justina Nwaesei	<input type="checkbox"/> Simona Simion	<input type="checkbox"/> Laura Strahl
<input type="checkbox"/> Adam Szymczak	<input type="checkbox"/> _____		

## 2. REQUIRED SUPPORTING INFORMATION as Identified in the Planning Consultation Stage 2 Process:

For each document, provide one paper copy, and where possible, one digital copy on a USB flash drive or by email. All drawings or plans shall be in letter size (8.5 x 11 inches) in JPG and PDF format. All other document shall be provided in Word and PDF format. **All PDF documents shall be flattened with no layers.**

The City of Windsor reserves the right to require additional supporting information during the processing of the application. All supporting information submitted is made available for public review.

If you are submitting a companion application submit only one set of documents.

*Staff Use Only*

<input checked="" type="checkbox"/> Deed or Offer to Purchase	<input type="checkbox"/> Corporation Profile Report	<input checked="" type="checkbox"/> Site Plan Conceptual <i>(see Section 8)</i>	<input checked="" type="checkbox"/> Sketch of Subject Land <i>(see Section 11)</i>
<input type="checkbox"/> Archaeological Assessment – Stage 1	<input type="checkbox"/> Built Heritage Impact Study	<input type="checkbox"/> Environmental Evaluation Report	<input type="checkbox"/> Environmental Site Assessment
<input type="checkbox"/> Floor Plan and Elevations	<input type="checkbox"/> Geotechnical Study	<input type="checkbox"/> Guideline Plan	<input type="checkbox"/> Lighting Study
<input type="checkbox"/> Market Impact Assessment	<input type="checkbox"/> Micro-Climate Study	<input type="checkbox"/> Noise Study	<input type="checkbox"/> Planning Rationale Report
<input type="checkbox"/> Record of Site Condition <i>(see Schedule E)</i>	<input type="checkbox"/> Sanitary Sewer Study	<input type="checkbox"/> Species at Risk Screening	<input type="checkbox"/> Storm Sewer Study
<input type="checkbox"/> Storm Water Retention Scheme	<input type="checkbox"/> Topographic Plan of Survey	<input type="checkbox"/> Transportation Impact Statement	<input type="checkbox"/> Transportation Impact Study
<input type="checkbox"/> Tree Preservation	<input type="checkbox"/> Tree Survey Study	<input type="checkbox"/> Urban Design Study	<input type="checkbox"/> Vibration Study
<input type="checkbox"/> Wetland Evaluation Study	Other Required Information: _____		

# ZONING BY-LAW AMENDMENT APPLICATION

## 3. 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, fax 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.

All communication is with the Agent authorized by the Owner to file the application. If there is no Agent, all communication is with the Applicant.

### Applicant

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Registered Owner Same as Applicant

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Agent Authorized by the Owner to File the Application (Also complete Section A1 in Schedule A)

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## 4. COMPANION APPLICATIONS

---

Are you submitting a companion Official Plan Amendment application? NO  YES

Are you submitting a companion Plan of Subdivision/Condominium application? NO  YES

Please note that if a development proposal requires site plan approval, that application can only be submitted after the zoning amendment has been considered by City Council and the appeal period has concluded.

# ZONING BY-LAW AMENDMENT APPLICATION

## 5. SUBJECT LAND INFORMATION

---

Municipal Address \_\_\_\_\_  
\_\_\_\_\_

Legal Description \_\_\_\_\_  
\_\_\_\_\_

Assessment Roll Number \_\_\_\_\_  
\_\_\_\_\_

If known, the date the subject land was acquired by the current owner: \_\_\_\_\_

Frontage (m) \_\_\_\_\_ Depth (m) \_\_\_\_\_ Area (sq m) \_\_\_\_\_

Official Plan Designation \_\_\_\_\_

Current Zoning \_\_\_\_\_  
\_\_\_\_\_

Existing Uses \_\_\_\_\_  
\_\_\_\_\_

If known, the lengths of time that the existing uses have continued: \_\_\_\_\_

Previous Uses \_\_\_\_\_  
\_\_\_\_\_

List the names and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the subject land:

\_\_\_\_\_  
\_\_\_\_\_

Are there any easements or restrictive covenants affecting the subject lands? NO  YES

If yes, describe the easement or restrictive covenant and its effect:

\_\_\_\_\_  
\_\_\_\_\_

If known, has the subject land ever been subject of: *(leave blank if unknown)*

An application for a Plan of Subdivision or Consent: NO  YES  File: \_\_\_\_\_

An application for an amendment to a Zoning By-law: NO  YES  File: \_\_\_\_\_

An application for approval of a Site Plan: NO  YES  SPC- \_\_\_\_\_

A Minister's Zoning Order (Ontario Regulation): NO  YES  OR#: \_\_\_\_\_

# ZONING BY-LAW AMENDMENT APPLICATION

## 6. DESCRIPTION OF AMENDMENT

---

Amendment to Zoning By-law from: \_\_\_\_\_

to: \_\_\_\_\_

Proposed uses of subject land: \_\_\_\_\_

Describe the nature and extent of the amendment(s) being requested:

---

---

---

---

Why is this amendment or these amendments being requested?

---

---

---

---

Explain how the amendment to the Zoning By-law is consistent with the Provincial Policy Statement:

See Planning Rationale Report \_\_\_\_\_

---

---

Explain how the application conforms to the City of Windsor Official Plan:

See Planning Rationale Report \_\_\_\_\_

---

---

---

If this application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with this matter:

See Planning Rationale Report                       See Official Plan Amendment

---

---

---



# ZONING BY-LAW AMENDMENT APPLICATION

## 7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

---

Are there any buildings or structures on the subject land?

- NO Continue to Section 8
- YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.
  - See attached Existing Plan or Sketch of Subject Land

---

---

---

---

---

---

---

---

---

---

## 8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

---

Do you propose to build any buildings or structures on the subject land?

- NO Continue to Section 9
- YES Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.
  - See attached concept plan

---

---

---

---

---

---

---

---

---

---

# ZONING BY-LAW AMENDMENT APPLICATION

## 9. ACCESS TO SUBJECT LAND

---

Indicate if access to subject land is by: *(check all that apply)*

- Municipal Road                       Provincial Highway                       Another public road or a right-of-way
- Water - If access to the subject land is by water only, describe the parking and docking facilities used or to be used and provide the approximate distance in metric of these facilities from the subject land and the nearest public road:

---

---

---

## 10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

---

**WATER** – Indicate whether water will be provided to the subject land by:

- Publicly owned & operated piped water system
- Privately owned & operated individual well
- Privately owned & operated communal well
- Other \_\_\_\_\_

**SANITARY** - Indicate whether sewage disposal will be provided to the subject land by:

- Publicly owned & operated sanitary sewage system
- Privately owned & operated individual septic system - See Note below
- Privately owned & operated communal septic system - See Note below
- Other \_\_\_\_\_

Note: If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, you must submit a Servicing Options Report and a Hydrogeological Report.

**STORM DRAINAGE** - Indicate whether storm drainage will be provided by:

- Sewers                       Ditches                       Swales                       Other \_\_\_\_\_

# ZONING BY-LAW AMENDMENT APPLICATION

## 11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

- a) the boundaries and dimensions of the subject land;
- b) the location, size, and type of all existing and proposed buildings and structures on the subject land, including their distance from the front lot line, rear lot line, and side lines;
- c) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;
- d) the current uses of all land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way;
- f) if access to the subject land will be water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land.

## 12. APPLICATION FEE & OTHER FEES

The amendment type and corresponding application fees are identified in the Planning Consultation Stage 2 process.

Fees may be subject to change and are not refundable once the application is deemed complete. Method of payment: Cash, Mastercard, Visa or Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor. If paying by Mastercard or Visa, contact the Senior Steno Clerk for further direction at [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca) or 519-255-6543.

### APPLICATION FEE

Amendment Type	Code	<input type="checkbox"/> Minor Rezoning	<input type="checkbox"/> Major Rezoning
Base Fee	53001	\$4,347.00	\$5,837.40
GIS Fee	63024	+ \$50.00	+ \$50.00
Essex Region Conservation Authority Fee	53023	+ \$200.00	+ \$300.00
<b>Total Application Fee</b>		<b>= \$4,597.00</b>	<b>= \$6,187.40</b>

The following fees are provided for information purposes. They are not due at this time but may be assessed depending on the type(s) of applications associated with the development proposal

### OTHER FEES

- Re-Notification/Deferral Fee** Code 53016 \$2,258.40  
Required when an applicant requests a deferral after notice of a public meeting has been given.
- Legal Fee - Servicing Agreement** Code 63002 \$597.64 plus \$50 per unit, lot, or block  
Required when the preparation of a servicing agreement is a condition of approval.
- Removal of the Holding Symbol Application** Code 53001 \$1,536.00  
It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.
- Ontario Land Tribunal (OLT) Appeal Fee** \$1,100.00  
An appeal is made through Council Services (519-255-6211 or [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)). Fees, forms, and processes are subject to change. Visit <https://olt.gov.on.ca> for additional information



# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements

---

### A1. 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 agent 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 an amendment to the City of Windsor Zoning By-law and I authorize

\_\_\_\_\_ to make this application on my behalf.  
*Name of Agent*

*A. Shallwari*

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

\_\_\_\_\_  
Date

If Corporation - I have authority to bind the corporation

### A2. Authorization to Enter Upon the Subject Lands and Premises

I, \_\_\_\_\_,  
*Name of Registered Owner*

hereby authorize the Development and Heritage Standing Committee or their successor, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 5 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 a condition of approval. This is their authority for doing so.

*A. Shallwari*

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

\_\_\_\_\_  
Date

If Corporation – I have authority to bind the corporation

**SCHEDULE A CONTINUES ON NEXT PAGE**

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements - *Continued*

### A3. Acknowledgements

#### Receipt, Fees, Additional Information, Termination, and Freedom of Information

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

I further acknowledge that after the application is deemed complete, fees are not refundable, additional information may be requested, and that after 60 days of inactivity the City of Windsor may terminate the application without notice.

I further acknowledge that pursuant to the provisions of the Planning 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.

#### Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

or by contacting MECP at [SAROntario@ontario.ca](mailto:SAROntario@ontario.ca)

#### Acknowledgement

I acknowledge that I have read and understand the above statements:

*A. Shallvari*

---

Signature of Applicant or Agent

Date

**END OF SCHEDULE A  
COMPLETE SCHEDULE E ON NEXT PAGE**

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E – Environmental Site Screening Questionnaire

---

### Previous Use of Property

- Residential       Industrial       Commercial       Institutional  
 Agricultural       Parkland       Vacant       Other \_\_\_\_\_

- a) If previous use of the property is Industrial or Commercial, specify use:  
\_\_\_\_\_
- b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?  
 Yes       No       Unknown
- c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?  
 Yes       No       Unknown
- d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?  
 Yes       No       Unknown
- e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?  
 Yes       No       Unknown
- f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?  
 Yes       No       Unknown
- g) Have the lands or adjacent lands ever been used as a weapons firing range?  
 Yes       No       Unknown
- h) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?  
 Yes       No       Unknown
- i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?  
 Yes       No       Unknown
- j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?\*

*\* Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*

- k) If current or previous use of the property is Industrial or Commercial, or if YES to any of a) to j) above, attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

**SCHEDULE E CONTINUES ON NEXT PAGE**

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E - CONTINUED

### Acknowledgement Clause

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations, guidelines and the City's Official Plan policies pertaining to potentially contaminated sites, and to use all reasonable effort to identify the potential for contamination on the subject property.

I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition by the Ministry of Environment.

I acknowledge that the City may require the qualified person signing the Record of Site Condition to submit to the City a Declaration acknowledging that the City of Windsor may rely on the statements in the Record of Site Condition.


I acknowledge that the City of Windsor is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in, through, or as a result of any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the City of Windsor, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

\_\_\_\_\_  
Name of Applicant (print)

*A. Shallwari*  
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Agent (print)

  
\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

**END OF SCHEDULE E**



# ZONING BY-LAW AMENDMENT APPLICATION

## DO NOT COMPLETE BELOW – STAFF USE ONLY

### Receipt and Assignment of Application

Date Received Stamp

This application has been assigned to:

- |   |   |
|---|---|
| <input type="checkbox"/> Adam Szymczak (AS)   | <input type="checkbox"/> Brian Nagata (BN)    |
| <input type="checkbox"/> Frank Garardo (FG)   | <input type="checkbox"/> Tracy Tang (TT)      |
| <input type="checkbox"/> Jim Abbs (JA)        | <input type="checkbox"/> Justina Nwaesei (JN) |
| <input type="checkbox"/> Kevin Alexander (KA) | <input type="checkbox"/> Laura Strahl (LS)    |
| <input type="checkbox"/> Simona Simion (SS)   | <input type="checkbox"/> _____                |

### Complete Application

This application is deemed complete on \_\_\_\_\_  
Date

\_\_\_\_\_  
*Signature of Delegated Authority*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Neil Robertson, MCIP, RPP<br>Manager of Urban Design | <input type="checkbox"/> Greg Atkinson, MCIP, RPP<br>Manager of Development | <input type="checkbox"/> Thom Hunt, MCIP, RPP<br>City Planner & Executive Director |
|---|---|--|

### Internal Information

Fee Paid: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Type:  Cash  Certified Cheque  Credit Card  Personal Cheque

NEW Zoning File No. ZNG/ \_\_\_\_\_ Z- \_\_\_\_\_

Previous Zoning File No. ZNG/ \_\_\_\_\_ Z- \_\_\_\_\_

Related OPA File No. OPA/ \_\_\_\_\_ OPA \_\_\_\_\_

Other File Numbers: \_\_\_\_\_

Notes: \_\_\_\_\_

**THIS IS THE LAST PAGE OF THE APPLICATION FORM**

**PLANNING AND DEVELOPMENT SERVICES**

**Memo**

**To:** City Clerk  
**From:** City Planner/Executive Director  
**Date:** November 25, 2024  
**Subject:** TRANSMITTAL OF NEW FILE  
**Our File Number: Z-026/24 [ZNG/7229]**  
**RE:** Application For: (X) Zoning Amendment ( ) Official Plan Amendment  
( ) Part Lot Control ( ) Draft Plan of Subdivision/Condominium

---

Applicant: 1740945 ONTARIO CORP.  
Location: 2275 WELLESLEY AVE.  
Description: Application to amend Zoning By-law 8600 to permit a new eight-unit townhome dwelling as a permitted use, where only commercial and institutional uses are permitted.

The ZONING BY-LAW AMENDMENT application submitted on AUGUST 17, 2024 by 1740945 ONTARIO CORP. for 2275 WELLESLEY AVE. has been deemed complete on NOVEMBER 5, 2024.

Enclosures:

- (X) 1 copy of Application Form
- ( ) 1 copy of Drawings
- ( ) 1 copy of Site Plan



Neil Robertson, MCIP, RPP  
City Planner/Executive Director

NR/nm

November 19, 2024

Lassaline Planning Consultants  
c/o Jackie Lassaline  
P.O. Box 52  
1632 County Rd. 31  
St. Joachim, ON N0R 1S0

Dear Agent,

**Re: ZONING BY-LAW AMENDMENT APPLICATION**

**APPLICANT: 1740945 ONTARIO CORP.**

**LOCATION: 2275 WELLESLEY AVE.**

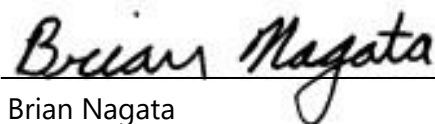
**FILE NO.: Z-026/24 [ZNG/7229]**

I acknowledge receipt of a Zoning By-law Amendment Application. Per the delegation authority in By-Law 139-2013, the required information and material submitted on August 17, 2024, was deemed COMPLETE on November 5, 2024. Processing has begun.

You will be advised prior to the Development & Heritage Standing Committee and Council meetings of the position of Planning & Development Services on the application and the dates of the public meetings.

Please email me at [bnagata@citywindsor.ca](mailto:bnagata@citywindsor.ca), if you have any questions.

Sincerely,



Brian Nagata  
Planner II – Development Review

BN/nm



## ZONING BY-LAW AMENDMENT APPLICATION

### INSTRUCTIONS

---

**Verify that you are using the most current application form.**

- Section 1: Pre-Submission consultation with a staff Planner is mandatory per By-law 199-2007. If you do not have a valid Pre-Submission Letter, you must meet with a staff Planner who must sign and date this section.
- Section 2: During Pre-Submission consultation a staff Planner will indicate what supporting information must be submitted with the application.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan. If this information is in a Planning Rationale Report, check the box beside "See Planning Rationale Report".
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Check the appropriate box based on a valid Pre-Submission Letter or pre-submission consultation.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E.

Submit application form, supporting information, and application fee to Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)

### TYPE OF REZONING AMENDMENT

### DATE RECEIVED STAMP

The type of amendment is determined by the City Planner or their designate.

#### Minor Zoning Amendment

- Site zoned commercial, institutional, or manufacturing
  - Addition to the list of permitted uses
- Site already zoned
  - Change to existing regulations or to zoning district boundary to match lot lines
- Site designated in the Official Plan for residential use
  - Rezoning to accommodate a maximum of six dwelling units
- Site designated in the Official Plan for the proposed use other than residential
  - Site-specific zoning for a site with a lot area of less than 1,000.0 m<sup>2</sup>

#### Major Zoning Amendment

- Any other amendment not listed as minor.

# ZONING BY-LAW AMENDMENT APPLICATION

## ZONING BY-LAW AMENDMENT PROCESS

---

The application will be terminated without notice after 60 days of inactivity. The following is for your information only. Review the Planning Act and relevant regulations for statutory requirements. The processing of the application is subject to change. Direct all questions to the assigned Planner. The process is generally as follows:

1. The application is reviewed to ensure all prescribed and required information and the fee have been submitted. Within 30 days of the receipt of the application, you will be notified in writing that the application is deemed incomplete or complete.
2. If deemed incomplete, the application and fee will be returned. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. The DHSC meeting is the public meeting required by the Planning Act. Public notice of the DHSC meeting is advertised in the Windsor Star, a local newspaper, at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to property owners and/or tenants within 120 metres or more of the subject land.
6. 10 days prior to the DHSC meeting, the staff report is circulated to the applicant and DHSC members and made available to the public. All supporting documentation submitted by the applicant is available for review.
7. At the DHSC meeting, a staff planner may make a presentation. The applicant and other parties have an opportunity to provide verbal and/or written submissions. The DHSC may ask questions of staff, the applicant, agent, and other parties. The DHSC may decide to defer or recommend approval or denial of the application.
8. If deferred, the application along with any additional information or a new staff report will be considered at a future DHSC meeting. If recommended for approval or denial, the staff report, the minutes of the DHSC meeting, and the amending by-law are forwarded to City of Windsor Council for consideration at a future date. The applicant, agent and all interested parties will be notified by Council Services of the date, time, and location of the Council meeting. Call 311 or contact Council Services at 519-255-6211 or [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca).
9. The application may be placed on the Consent Agenda of the Council Meeting, a part of the meeting where Council approves several matters with a single motion. If the application is not on the Consent Agenda, the staff planner may introduce the application, review the staff recommendation and any additional information provided to Council, and advise Council of any differences between the staff and DHSC recommendations. The applicant and other interested parties have an opportunity to make verbal and/or written submissions. Council may decide to approve, deny, or defer the application. If Council approves the application, the amending by-law may be approved at the same Council meeting, otherwise it will be approved at a future Council meeting.
10. When the amending by-law is passed, Council Services will mail a notice of the passing of the amending by-law to property owners and various public agencies within 15 days. There is a 20-day appeal period commencing the day after this notice is given. The notice will include the last day to file an appeal. An appeal is made to the Ontario Land Tribunal (OLT) through Council Services. If no appeal is filed, the amending by-law is final and binding as of the date of Council's passing of the by-law. Contact Council Services at 519-255-6211 or [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca).
11. If the rezoning is subject to a holding symbol, it is the responsibility of the property owner to satisfy the conditions to remove the holding symbol, to apply, and to pay the fee to remove the holding symbol.

## CONTACT INFORMATION

---

Planning & Development Services  
Suite 210  
350 City Hall Square West  
Windsor ON N9A 6S1

Telephone: 519-255-6543  
Fax: 519-255-6544  
Email: [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)  
Web Site: [www.citywindsor.ca](http://www.citywindsor.ca)

# ZONING BY-LAW AMENDMENT APPLICATION

## 1. PRE-SUBMISSION CONSULTATION

By-law 199-2007 requires pre-submission consultation with a staff Planner to determine what supporting information is required, to verify fee payable, and to review the process. This application is incomplete unless you have a valid Pre-Submission Letter or a staff Planner signs below.

Valid Pre-Submission Letter? NO  YES  File Number: PS- 052-21

*Staff Use Only*

Signature of Staff Planner	Date of Consultation
<input type="checkbox"/> Jim Abbs <input type="checkbox"/> Brian Nagata <input type="checkbox"/> Adam Szymczak	<input type="checkbox"/> Kevin Alexander <input type="checkbox"/> Justina Nwaesei <input type="checkbox"/> _____
<input type="checkbox"/> Greg Atkinson	<input type="checkbox"/> Frank Garardo <input type="checkbox"/> Simona Simion
<input type="checkbox"/> Frank Garardo	<input type="checkbox"/> Laura Strahl

## 2. REQUIRED SUPPORTING INFORMATION *(To be completed by a staff Planner)*

Unless you have a valid Pre-Submission Letter, a staff Planner will indicate below what supporting information must be submitted with the application during pre-submission consultation. The City of Windsor reserves the right to require additional supporting information during the processing of the application. All supporting information submitted is made available for public review.

For each document, provide one paper copy, and where possible, one digital copy on a CD or USB flash drive. All drawings or plans shall be in letter size (8.5 x 11 inches) in JPG and PDF format. All other document shall be provided in Word and PDF format. **All PDF documents shall be flattened with no layers.**

If you are submitting a companion application submit only one set of documents.

<input checked="" type="checkbox"/> Deed or Offer to Purchase	<input type="checkbox"/> Corporation Profile Report	<input checked="" type="checkbox"/> Site Plan Conceptual <i>(see Section 8)</i>	<input checked="" type="checkbox"/> Sketch of Subject Land <i>(see Section 11)</i>
<input type="checkbox"/> Archaeological Assessment – Stage 1	<input type="checkbox"/> Built Heritage Impact Study	<input type="checkbox"/> Environmental Evaluation Report	<input type="checkbox"/> Environmental Site Assessment
<input checked="" type="checkbox"/> Floor Plan and Elevations	<input type="checkbox"/> Geotechnical Study	<input type="checkbox"/> Guideline Plan	<input type="checkbox"/> Lighting Study
<input type="checkbox"/> Market Impact Assessment	<input type="checkbox"/> Micro-Climate Study	<input type="checkbox"/> Noise Study	<input checked="" type="checkbox"/> Planning Rationale Report
<input type="checkbox"/> Record of Site Condition <i>(see Schedule E)</i>	<input type="checkbox"/> Sanitary Sewer Study	<input type="checkbox"/> Species at Risk Screening	<input type="checkbox"/> Storm Sewer Study
<input type="checkbox"/> Storm Water Retention Scheme	<input type="checkbox"/> Topographic Plan of Survey	<input type="checkbox"/> Transportation Impact Statement	<input type="checkbox"/> Transportation Impact Study
<input type="checkbox"/> Tree Preservation	<input type="checkbox"/> Tree Survey Study	<input type="checkbox"/> Urban Design Study	<input type="checkbox"/> Vibration Study
<input type="checkbox"/> Wetland Evaluation Study	Other Required Information: _____		

# ZONING BY-LAW AMENDMENT APPLICATION

## 3. 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, fax 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.

All communication is with the Agent authorized by the Owner to file the application. If there is no Agent, all communication is with the Applicant.

### Applicant

Name: 1740945 Ontario Corporation Contact: Alta Nota - Mariusz Buchcic  
*Name of Contact Person*

Address: 888 Old Tecumseh Road, Belle River N0R 1A0

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: 519-818-1833 Fax: \_\_\_\_\_

Email: altanota@live.com

### Registered Owner Same as Applicant

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Agent Authorized by the Owner to File the Application (Also complete Section A1 in Schedule A)

Name: Lassaline Planning Consultants Contact: Jackie Lassaline  
*Name of Contact Person*

Address: P.O. Box 52, 1632 County Road 31, St. Joachim ON N0R 1S0

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: 519-563-8814 Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## 4. COMPANION APPLICATIONS

---

Are you submitting a companion Official Plan Amendment application? NO  YES

Are you submitting a companion Plan of Subdivision/Condominium application? NO  YES

Are you submitting a companion Site Plan Control application? NO  YES

# ZONING BY-LAW AMENDMENT APPLICATION

## 5. SUBJECT LAND INFORMATION

---

Municipal Address 2275 Wellesley at Vimy

Legal Description Part Block D, Plan 1119 Sandwich East as in R215679; Windsor

Assessment Roll Number 020-300-12800

If known, the date the subject land was acquired by the current owner: 2 years

Frontage (m) 30.5 (Vimy Ave) Depth (m) \_\_\_\_\_ Area (sq m) 2,876 m2

Official Plan Designation 'Residential'

Current Zoning 'Institutional District Exception (ID1.1 (257))'

Existing Uses The former St. Charles Separate School - closed elementary school.

If known, the lengths of time that the existing uses have continued: 50 yrs +

Previous Uses \_\_\_\_\_

List the names and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the subject land:

\_\_\_\_\_  
\_\_\_\_\_

Are there any easements or restrictive covenants affecting the subject lands? NO  YES

If yes, describe the easement or restrictive covenant and its effect:

'Residential District 2.5 Exception ## (RD2.5(##))'

If known, has the subject land ever been subject of: *(leave blank if unknown)*

An application for a Plan of Subdivision or Consent: NO  YES  File: \_\_\_\_\_

An application for an amendment to a Zoning By-law: NO  YES  File: \_\_\_\_\_

An application for approval of a Site Plan: NO  YES  SPC- \_\_\_\_\_

A Minister's Zoning Order (Ontario Regulation): NO  YES  OR#: \_\_\_\_\_



# ZONING BY-LAW AMENDMENT APPLICATION

## 6. DESCRIPTION OF AMENDMENT

---

Amendment to Zoning By-law from: 'Institutional District 1.1 Exception 257 (ID1.1 (257))'

to: 'Residential District 2.5 Exception ## (RD2.5 (##))'

Proposed uses of subject land: Conversion of the existing school to residential units

---

Describe the nature and extent of the amendment(s) being requested:

Proposed is the adaptive re-use of the former St Charles Separate School and grounds to a building that will provide 8 residential townhouse units. There will be 10 parking spaces (9 regular and 1 barrier free) with 1 space for each unit with 2 visitor parking spaces. There will be amenity areas identified in the rear yard of each unit and a large area to the east of the building.

---

Why is this amendment or these amendments being requested?

The present zoning of 'Institutional' provided a regulatory framework for the former school but does not provide a regulatory framework for the use of the lands for residential purposes. The ZBA purports to change the zoning to permit residential uses, permitting the adaptive re-use of the building.

---

Explain how the amendment to the Zoning By-law is consistent with the Provincial Policy Statement:

See Planning Rationale Report \_\_\_\_\_

---

Explain how the application conforms to the City of Windsor Official Plan:

See Planning Rationale Report \_\_\_\_\_

---

If this application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with this matter:

See Planning Rationale Report  See Official Plan Amendment

---

# ZONING BY-LAW AMENDMENT APPLICATION

## 7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

---

Are there any buildings or structures on the subject land?

- NO Continue to Section 8
- YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.
  - See attached Existing Plan or Sketch of Subject Land

---

---

---

---

---

---

---

---

---

---

## 8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

---

Do you propose to build any buildings or structures on the subject land?

- NO Continue to Section 9
- YES Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.
  - See attached Site Plan Conceptual

---

---

---

---

---

---

---

---

---

---

# ZONING BY-LAW AMENDMENT APPLICATION

## 9. ACCESS TO SUBJECT LAND

---

Indicate if access to subject land is by: *(check all that apply)*

- Municipal Road                       Provincial Highway                       Another public road or a right-of-way
- Water - If access to the subject land is by water only, describe the parking and docking facilities used or to be used and provide the approximate distance in metric of these facilities from the subject land and the nearest public road:

---

---

---

## 10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

---

**WATER** – Indicate whether water will be provided to the subject land by:

- Publicly owned & operated piped water system
- Privately owned & operated individual well
- Privately owned & operated communal well
- Other \_\_\_\_\_

**SANITARY** - Indicate whether sewage disposal will be provided to the subject land by:

- Publicly owned & operated sanitary sewage system
- Privately owned & operated individual septic system - See Note below
- Privately owned & operated communal septic system - See Note below
- Other \_\_\_\_\_

Note: If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, you must submit a Servicing Options Report and a Hydrogeological Report.

**STORM DRAINAGE** - Indicate whether storm drainage will be provided by:

- Sewers                       Ditches                       Swales                       Other \_\_\_\_\_

# ZONING BY-LAW AMENDMENT APPLICATION

## 11. SKETCH OF SUBJECT LAND

---

Provide a sketch showing, in metric units,

- a) the boundaries and dimensions of the subject land;
- b) the location, size, and type of all existing and proposed buildings and structures on the subject land, including their distance from the front lot line, rear lot line, and side lines;
- c) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;
- d) the current uses of all land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way;
- f) if access to the subject land will be water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land.

## 12. APPLICATION FEE & OTHER FEES

---

The amendment type is determined by the City Planner or their designate.

Verify fees before submitting the application. Fees are subject to change and are not refundable when the application is deemed complete. Method of payment: Cash, Mastercard, Visa or Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor. If paying by Mastercard or Visa, contact the Senior Steno Clerk for further direction at [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca) or 519-255-6543.

### APPLICATION FEE

Amendment Type	Code	<input type="checkbox"/> Minor Rezoning	<input checked="" type="checkbox"/> Major Rezoning
Base Fee	53001	\$4,347.00	\$5,837.40
GIS Fee	63024	+ \$50.00	+ \$50.00
Essex Region Conservation Authority Fee	53023	+ <u>\$200.00</u>	+ <u>\$300.00</u>
<b>Total Application Fee</b>		<b>= \$4,597.00</b>	<b>= \$6,187.40</b>

### OTHER FEES

- Re-Notification/Deferral Fee** Code 53016 \$2,258.40  
 Required when an applicant requests a deferral after notice of a public meeting has been given.
- Legal Fee - Servicing Agreement** Code 63002 \$597.64 plus \$50 per unit, lot, or block  
 Required when the preparation of a servicing agreement is a condition of approval.
- Removal of the Holding Symbol Application** Code 53001 \$1,536.00  
 It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.
- Ontario Land Tribunal (OLT) Appeal Fee** \$1,100.00  
 An appeal is made through Council Services (519-255-6211 or [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)). Fees, forms, and processes are subject to change. Visit <https://olt.gov.on.ca> for additional information

# ZONING BY-LAW AMENDMENT APPLICATION

## 13. PROPOSED PUBLIC CONSULTATION STRATEGY

Select or describe your proposed strategy for consulting with the public with respect to the application:

- Required Public Consultation (Public Notice & Public Meeting as required per the Planning Act)
- Open House     Website     Other \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 14. SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits. If the declaration is to be administered remotely, you must be able to see, hear and communicate with the Commissioner and show documentation that confirms your identity.

I, Jackie Lassaline, Lassaline Planning Consultants, solemnly declare that the information required under Schedule 1 to Ontario Regulation 545/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

JM Lassaline

Signature of Applicant

Sign in the presence of a Commissioner  
For Taking Affidavits

Municipality of Lakeshore

Location of Applicant at time of declaration

- This declaration was administered remotely in accordance with Ontario Regulation 431/20

Declared before me [Signature] at the Tilbury, Ontario

Signature of Commissioner

Location of Commissioner

this 15<sup>th</sup> day of December, 2023

day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW

**WILLIAM ANTHONY GOOD,**

a Commissioner, etc.,

Province of Ontario,

while a Barrister and Solicitor.

LSO #698230

**READ & COMPLETE SCHEDULES A & E IN FULL & SIGN**

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements

---

### A1. 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 agent is authorized to make the application must be included with this application form or the authorization below must be completed.

I, Mariusz Buchcic, 2312205 Ontario Ltd., am the registered owner of the land that is  
*Name of Registered Owner*

subject of this application for an amendment to the City of Windsor Zoning By-law and I authorize

Jackie Lassaline, Lassaline Planning Consultants to make this application on my behalf.  
*Name of Agent*

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

December 14, 2023  
\_\_\_\_\_  
Date

If Corporation - I have authority to bind the corporation

### A2. Authorization to Enter Upon the Subject Lands and Premises

I, Mariusz Buchcic, 2312205 Ontario Ltd.,  
*Name of Registered Owner*

hereby authorize the Development and Heritage Standing Committee or their successor, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 5 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 a condition of approval. This is their authority for doing so.

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

December 14, 2023  
\_\_\_\_\_  
Date

If Corporation – I have authority to bind the corporation

**SCHEDULE A CONTINUES ON NEXT PAGE**

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements - *Continued*

### A3. Acknowledgements

#### Receipt, Fees, Additional Information, Termination, and Freedom of Information

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

I further acknowledge that after the application is deemed complete, fees are not refundable, additional information may be requested, and that after 60 days of inactivity the City of Windsor may terminate the application without notice.

I further acknowledge that pursuant to the provisions of the Planning 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.

#### Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

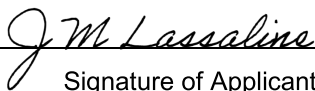
Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

or by contacting MECP at [SAROntario@ontario.ca](mailto:SAROntario@ontario.ca)

#### Acknowledgement

I acknowledge that I have read and understand the above statements:



Signature of Applicant or Agent

December 14, 2023

Date

**END OF SCHEDULE A  
COMPLETE SCHEDULE E ON NEXT PAGE**

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E – Environmental Site Screening Questionnaire

---

### Previous Use of Property

- Residential                      Industrial                       Commercial                       Institutional  
 Agricultural                       Parkland                       Vacant                       Other \_\_\_\_\_

- a) If previous use of the property is Industrial or Commercial, specify use:  
subject lands were location of parking lot/landscaped front yard
- b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?  
 Yes                       No                       Unknown
- c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?  
 Yes                       No                       Unknown
- d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?  
 Yes                       No                       Unknown
- e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?  
 Yes                       No                       Unknown
- f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?  
 Yes                       No                       Unknown
- g) Have the lands or adjacent lands ever been used as a weapons firing range?  
 Yes                       No                       Unknown
- h) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?  
 Yes                       No                       Unknown
- i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?  
 Yes                       No                       Unknown
- j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?\*
- Yes                       No                       Unknown                      Please refer to attached Wood Environmental Clearance
- \* Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*
- k) If current or previous use of the property is Industrial or Commercial, or if YES to any of a) to j) above, attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

**SCHEDULE E CONTINUES ON NEXT PAGE**



# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E - CONTINUED

### Acknowledgement Clause

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations, guidelines and the City's Official Plan policies pertaining to potentially contaminated sites, and to use all reasonable effort to identify the potential for contamination on the subject property.

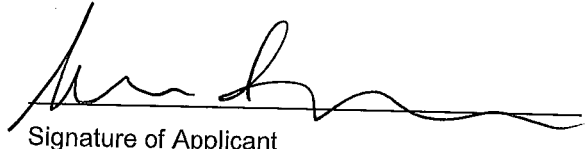
I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition by the Ministry of Environment.

I acknowledge that the City may require the qualified person signing the Record of Site Condition to submit to the City a Declaration acknowledging that the City of Windsor may rely on the statements in the Record of Site Condition.

I acknowledge that the City of Windsor is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in, through, or as a result of any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the City of Windsor, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

MARIUSZ BUCHCIC, 2312205 ONT. LTD.

Name of Applicant (print)


  
Signature of Applicant

December 14, 2023

Date

Jackie Lassaline, Lassaline Planning Consultants

Name of Agent (print)

  
Signature of Agent

December 14, 2023

Date

**END OF SCHEDULE E**

# ZONING BY-LAW AMENDMENT APPLICATION

**DO NOT COMPLETE BELOW – STAFF USE ONLY**

<b>Receipt and Assignment of Application</b>	Date Received Stamp
This application has been assigned to:	
<input type="checkbox"/> Adam Szymczak (AS)	<input type="checkbox"/> Brian Nagata (BN)
<input type="checkbox"/> Frank Garardo (FG)	<input type="checkbox"/> Greg Atkinson (GA)
<input type="checkbox"/> Jim Abbs (JA)	<input type="checkbox"/> Justina Nwaesei (JN)
<input type="checkbox"/> Kevin Alexander (KA)	<input type="checkbox"/> Laura Strahl (LS)
<input type="checkbox"/> Simona Simion (SS)	<input type="checkbox"/> _____

<b>Complete Application</b>		
This application is deemed complete on _____ <i>Date</i>		
_____		
<i>Signature of Delegated Authority</i>		
<input type="checkbox"/> Neil Robertson, MCIP, RPP Manager of Urban Design	<input type="checkbox"/> Michael Cooke, MCIP, RPP Manager of Planning Policy	<input type="checkbox"/> Thom Hunt, MCIP, RPP City Planner & Executive Director

<b>Internal Information</b>			
Fee Paid: \$ _____	Receipt No: _____	Date: _____	
Payment Type: <input type="checkbox"/> Cash	<input type="checkbox"/> Certified Cheque	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Personal Cheque
NEW Zoning File No. ZNG/ _____	Z- _____		
Previous Zoning File No. ZNG/ _____	Z- _____		
Related OPA File No. OPA/ _____	OPA _____		
Other File Numbers: _____			
Notes: _____			
_____			

**THIS IS THE LAST PAGE OF THE APPLICATION FORM**



November 19, 2024

Pillon Abbs Inc.  
c/o Tracey Pillon-Abbs  
23669 Prince Albert Rd.  
Chatham, ON N7M 5J7

Dear Agent,

**Re: ZONING BY-LAW AMENDMENT APPLICATION**

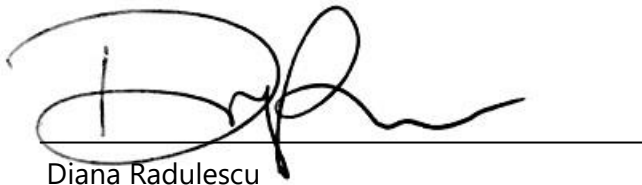
**APPLICANT: ANDI SHALLVARI**  
**LOCATION: 552 FLORENCE AVE.**  
**FILE NO.: Z-036/24 [ZNG/7248]**

This is to acknowledge receipt of the application for a rezoning amendment which has been assigned the above-referenced file number. Per the delegation authority in By-Law 139-2013, the required information and material submitted on October 15, 2024, was deemed COMPLETE on October 23, 2024. Processing has begun.

You will be advised prior to the Development & Heritage Standing Committee and Council meetings of the position of Planning & Development Services on the application and the dates of the public meetings.

Please email me at [dradulescu@citywindsor.ca](mailto:dradulescu@citywindsor.ca), if you have any questions.

Sincerely,



Diana Radulescu  
Planner II – Development Review

DR/nm

## ZONING BY-LAW AMENDMENT APPLICATION

### INSTRUCTIONS

---

**Verify that you are using the most current application form.**

- Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.
- Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E.

Submit application form, supporting information, and application fee to Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)

### TYPE OF REZONING AMENDMENT

### DATE RECEIVED STAMP

The type of amendment is stated in the Stage 2 Consultation letter.

#### **Minor Zoning Amendment:**

- Site zoned commercial, institutional, or manufacturing
  - Addition to the list of permitted uses
- Site already zoned
  - Change to existing regulations or to zoning district boundary to match lot lines
- Site designated in the Official Plan for residential use
  - Rezoning to accommodate a maximum of six dwelling units
- Site designated in the Official Plan for the proposed use other than residential
  - Site-specific zoning for a site with a lot area of less than 1,000.0 m<sup>2</sup>

**Major Zoning Amendment:** Any other amendment not listed as minor.

# ZONING BY-LAW AMENDMENT APPLICATION

## ZONING BY-LAW AMENDMENT PROCESS

---

The application will be terminated without notice after 60 days of inactivity. The following is for your information only. Review the Planning Act and relevant regulations for statutory requirements. The processing of the application is subject to change. Direct all questions to the assigned Planner. The process is generally as follows:

1. The application is reviewed to ensure all prescribed and required information and the fee have been submitted. Within 30 days of the receipt of the application, you will be notified in writing that the application is deemed incomplete or complete.
2. If deemed incomplete, the application and fee will be returned. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. The DHSC meeting is the public meeting required by the Planning Act. Public notice of the DHSC meeting is advertised in the Windsor Star, a local newspaper, at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to property owners and/or tenants within 120 metres or more of the subject land.
6. 10 days prior to the DHSC meeting, the staff report is circulated to the applicant and DHSC members and made available to the public. All supporting documentation submitted by the applicant is available for review.
7. At the DHSC meeting, a staff planner may make a presentation. The applicant and other parties have an opportunity to provide verbal and/or written submissions. The DHSC may ask questions of staff, the applicant, agent, and other parties. The DHSC may decide to defer or recommend approval or denial of the application.
8. If deferred, the application along with any additional information or a new staff report will be considered at a future DHSC meeting. If recommended for approval or denial, the staff report, the minutes of the DHSC meeting, and the amending by-law are forwarded to City of Windsor Council for consideration at a future date. The applicant, agent and all interested parties will be notified by Council Services of the date, time, and location of the Council meeting. Call 311 or contact Council Services at 519-255-6211 or [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca).
9. The application may be placed on the Consent Agenda of the Council Meeting, a part of the meeting where Council approves several matters with a single motion. If the application is not on the Consent Agenda, the staff planner may introduce the application, review the staff recommendation and any additional information provided to Council, and advise Council of any differences between the staff and DHSC recommendations. The applicant and other interested parties have an opportunity to make verbal and/or written submissions. Council may decide to approve, deny, or defer the application. If Council approves the application, the amending by-law may be approved at the same Council meeting, otherwise it will be approved at a future Council meeting.
10. When the amending by-law is passed, Council Services will mail a notice of the passing of the amending by-law to property owners and various public agencies within 15 days. There is a 20-day appeal period commencing the day after this notice is given. The notice will include the last day to file an appeal. An appeal is made to the Ontario Land Tribunal (OLT) through Council Services. If no appeal is filed, the amending by-law is final and binding as of the date of Council's passing of the by-law. Contact Council Services at 519-255-6211 or [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca).
11. If the rezoning is subject to a holding symbol, it is the responsibility of the property owner to satisfy the conditions to remove the holding symbol, to apply, and to pay the fee to remove the holding symbol.

## CONTACT INFORMATION

---

Planning & Development Services  
Suite 210  
350 City Hall Square West  
Windsor ON N9A 6S1

Telephone: 519-255-6543  
Fax: 519-255-6544  
Email: [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)  
Web Site: [www.citywindsor.ca](http://www.citywindsor.ca)

# ZONING BY-LAW AMENDMENT APPLICATION

## 1. PLANNING CONSULTATION – Completion of Stage 2

Planning Consultation (Stage 2 Application) must be completed before this application can be submitted.

Has the Planning Consultation Stage 2 Application been completed? NO  YES  File Number: PC-\_\_\_\_\_

*Staff Use Only*

Signature of Staff Planner	Date of Consultation
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Kevin Alexander
<input type="checkbox"/> Brian Nagata	<input type="checkbox"/> Justina Nwaesei
<input type="checkbox"/> Adam Szymczak	<input type="checkbox"/> _____
<input type="checkbox"/> Tracy Tang	<input type="checkbox"/> Frank Garardo
<input type="checkbox"/> Simona Simion	<input type="checkbox"/> Laura Strahl

## 2. REQUIRED SUPPORTING INFORMATION as Identified in the Planning Consultation Stage 2 Process:

For each document, provide one paper copy, and where possible, one digital copy on a USB flash drive or by email. All drawings or plans shall be in letter size (8.5 x 11 inches) in JPG and PDF format. All other document shall be provided in Word and PDF format. **All PDF documents shall be flattened with no layers.**

The City of Windsor reserves the right to require additional supporting information during the processing of the application. All supporting information submitted is made available for public review.

If you are submitting a companion application submit only one set of documents.

*Staff Use Only*

<input checked="" type="checkbox"/> Deed or Offer to Purchase	<input type="checkbox"/> Corporation Profile Report	<input checked="" type="checkbox"/> Site Plan Conceptual (see Section 8)	<input checked="" type="checkbox"/> Sketch of Subject Land (see Section 11)
<input type="checkbox"/> Archaeological Assessment – Stage 1	<input type="checkbox"/> Built Heritage Impact Study	<input type="checkbox"/> Environmental Evaluation Report	<input type="checkbox"/> Environmental Site Assessment
<input type="checkbox"/> Floor Plan and Elevations	<input type="checkbox"/> Geotechnical Study	<input type="checkbox"/> Guideline Plan	<input type="checkbox"/> Lighting Study
<input type="checkbox"/> Market Impact Assessment	<input type="checkbox"/> Micro-Climate Study	<input type="checkbox"/> Noise Study	<input type="checkbox"/> Planning Rationale Report
<input type="checkbox"/> Record of Site Condition (see Schedule E)	<input type="checkbox"/> Sanitary Sewer Study	<input type="checkbox"/> Species at Risk Screening	<input type="checkbox"/> Storm Sewer Study
<input type="checkbox"/> Storm Water Retention Scheme	<input type="checkbox"/> Topographic Plan of Survey	<input type="checkbox"/> Transportation Impact Statement	<input type="checkbox"/> Transportation Impact Study
<input type="checkbox"/> Tree Preservation	<input type="checkbox"/> Tree Survey Study	<input type="checkbox"/> Urban Design Study	<input type="checkbox"/> Vibration Study
<input type="checkbox"/> Wetland Evaluation Study	Other Required Information: _____		

# ZONING BY-LAW AMENDMENT APPLICATION

## 3. 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, fax 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.

All communication is with the Agent authorized by the Owner to file the application. If there is no Agent, all communication is with the Applicant.

### Applicant

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Registered Owner Same as Applicant

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Agent Authorized by the Owner to File the Application (Also complete Section A1 in Schedule A)

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## 4. COMPANION APPLICATIONS

---

Are you submitting a companion Official Plan Amendment application? NO  YES

Are you submitting a companion Plan of Subdivision/Condominium application? NO  YES

Please note that if a development proposal requires site plan approval, that application can only be submitted after the zoning amendment has been considered by City Council and the appeal period has concluded.



# ZONING BY-LAW AMENDMENT APPLICATION

## 5. SUBJECT LAND INFORMATION

---

Municipal Address \_\_\_\_\_  
\_\_\_\_\_

Legal Description \_\_\_\_\_  
\_\_\_\_\_

Assessment Roll Number \_\_\_\_\_  
\_\_\_\_\_

If known, the date the subject land was acquired by the current owner: \_\_\_\_\_

Frontage (m) \_\_\_\_\_ Depth (m) \_\_\_\_\_ Area (sq m) \_\_\_\_\_

Official Plan Designation \_\_\_\_\_

Current Zoning \_\_\_\_\_  
\_\_\_\_\_

Existing Uses \_\_\_\_\_  
\_\_\_\_\_

If known, the lengths of time that the existing uses have continued: \_\_\_\_\_

Previous Uses \_\_\_\_\_  
\_\_\_\_\_

List the names and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the subject land:

\_\_\_\_\_  
\_\_\_\_\_

Are there any easements or restrictive covenants affecting the subject lands? NO  YES

If yes, describe the easement or restrictive covenant and its effect:

\_\_\_\_\_  
\_\_\_\_\_

If known, has the subject land ever been subject of: *(leave blank if unknown)*

An application for a Plan of Subdivision or Consent: NO  YES  File: \_\_\_\_\_

An application for an amendment to a Zoning By-law: NO  YES  File: \_\_\_\_\_

An application for approval of a Site Plan: NO  YES  SPC- \_\_\_\_\_

A Minister's Zoning Order (Ontario Regulation): NO  YES  OR#: \_\_\_\_\_

# ZONING BY-LAW AMENDMENT APPLICATION

## 6. DESCRIPTION OF AMENDMENT

---

Amendment to Zoning By-law from: \_\_\_\_\_

to: \_\_\_\_\_

Proposed uses of subject land: \_\_\_\_\_

\_\_\_\_\_

Describe the nature and extent of the amendment(s) being requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why is this amendment or these amendments being requested?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain how the amendment to the Zoning By-law is consistent with the Provincial Policy Statement:

See Planning Rationale Report \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain how the application conforms to the City of Windsor Official Plan:

See Planning Rationale Report \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If this application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with this matter:

See Planning Rationale Report  See Official Plan Amendment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# ZONING BY-LAW AMENDMENT APPLICATION

## 7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

---

Are there any buildings or structures on the subject land?

- NO Continue to Section 8
- YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.
  - See attached Existing Plan or Sketch of Subject Land

---

---

---

---

---

---

---

---

---

---

## 8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

---

Do you propose to build any buildings or structures on the subject land?

- NO Continue to Section 9
- YES Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.
  - See attached concept plan

---

---

---

---

---

---

---

---

---

---

# ZONING BY-LAW AMENDMENT APPLICATION

## 9. ACCESS TO SUBJECT LAND

---

Indicate if access to subject land is by: *(check all that apply)*

- Municipal Road                       Provincial Highway                       Another public road or a right-of-way
- Water - If access to the subject land is by water only, describe the parking and docking facilities used or to be used and provide the approximate distance in metric of these facilities from the subject land and the nearest public road:

---

---

---

## 10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

---

**WATER** – Indicate whether water will be provided to the subject land by:

- Publicly owned & operated piped water system
- Privately owned & operated individual well
- Privately owned & operated communal well
- Other \_\_\_\_\_

**SANITARY** - Indicate whether sewage disposal will be provided to the subject land by:

- Publicly owned & operated sanitary sewage system
- Privately owned & operated individual septic system - See Note below
- Privately owned & operated communal septic system - See Note below
- Other \_\_\_\_\_

Note: If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, you must submit a Servicing Options Report and a Hydrogeological Report.

**STORM DRAINAGE** - Indicate whether storm drainage will be provided by:

- Sewers                       Ditches                       Swales                       Other \_\_\_\_\_

# ZONING BY-LAW AMENDMENT APPLICATION

## 11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

- a) the boundaries and dimensions of the subject land;
- b) the location, size, and type of all existing and proposed buildings and structures on the subject land, including their distance from the front lot line, rear lot line, and side lines;
- c) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;
- d) the current uses of all land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way;
- f) if access to the subject land will be water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land.

## 12. APPLICATION FEE & OTHER FEES

The amendment type and corresponding application fees are identified in the Planning Consultation Stage 2 process.

Fees may be subject to change and are not refundable once the application is deemed complete. Method of payment: Cash, Mastercard, Visa or Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor. If paying by Mastercard or Visa, contact the Senior Steno Clerk for further direction at [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca) or 519-255-6543.

### APPLICATION FEE

Amendment Type	Code	<input type="checkbox"/> Minor Rezoning	<input type="checkbox"/> Major Rezoning
Base Fee	53001	\$4,347.00	\$5,837.40
GIS Fee	63024	+ \$50.00	+ \$50.00
Essex Region Conservation Authority Fee	53023	+ <u>\$200.00</u>	+ <u>\$300.00</u>
<b>Total Application Fee</b>		<b>= \$4,597.00</b>	<b>= \$6,187.40</b>

The following fees are provided for information purposes. They are not due at this time but may be assessed depending on the type(s) of applications associated with the development proposal

### OTHER FEES

- Re-Notification/Deferral Fee** Code 53016 \$2,258.40  
 Required when an applicant requests a deferral after notice of a public meeting has been given.
- Legal Fee - Servicing Agreement** Code 63002 \$597.64 plus \$50 per unit, lot, or block  
 Required when the preparation of a servicing agreement is a condition of approval.
- Removal of the Holding Symbol Application** Code 53001 \$1,536.00  
 It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.
- Ontario Land Tribunal (OLT) Appeal Fee** \$1,100.00  
 An appeal is made through Council Services (519-255-6211 or [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)). Fees, forms, and processes are subject to change. Visit <https://olt.gov.on.ca> for additional information



# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements

---

### A1. 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 agent 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 an amendment to the City of Windsor Zoning By-law and I authorize

\_\_\_\_\_ to make this application on my behalf.  
*Name of Agent*

*A. Shallvari*

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

\_\_\_\_\_  
Date

If Corporation - I have authority to bind the corporation

### A2. Authorization to Enter Upon the Subject Lands and Premises

I, \_\_\_\_\_,  
*Name of Registered Owner*

hereby authorize the Development and Heritage Standing Committee or their successor, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 5 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 a condition of approval. This is their authority for doing so.

*A. Shallvari*

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

\_\_\_\_\_  
Date

If Corporation – I have authority to bind the corporation

**SCHEDULE A CONTINUES ON NEXT PAGE**

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements - *Continued*

### A3. Acknowledgements

#### Receipt, Fees, Additional Information, Termination, and Freedom of Information

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

I further acknowledge that after the application is deemed complete, fees are not refundable, additional information may be requested, and that after 60 days of inactivity the City of Windsor may terminate the application without notice.

I further acknowledge that pursuant to the provisions of the Planning 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.

#### Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

or by contacting MECP at [SAROntario@ontario.ca](mailto:SAROntario@ontario.ca)

#### Acknowledgement

I acknowledge that I have read and understand the above statements:

*A. Shallvuri*

---

Signature of Applicant or Agent

Date

**END OF SCHEDULE A  
COMPLETE SCHEDULE E ON NEXT PAGE**



# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E – Environmental Site Screening Questionnaire

---

### Previous Use of Property

- Residential       Industrial       Commercial       Institutional  
 Agricultural       Parkland       Vacant       Other \_\_\_\_\_

- a) If previous use of the property is Industrial or Commercial, specify use:  
\_\_\_\_\_
- b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?  
 Yes       No       Unknown
- c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?  
 Yes       No       Unknown
- d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?  
 Yes       No       Unknown
- e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?  
 Yes       No       Unknown
- f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?  
 Yes       No       Unknown
- g) Have the lands or adjacent lands ever been used as a weapons firing range?  
 Yes       No       Unknown
- h) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?  
 Yes       No       Unknown
- i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?  
 Yes       No       Unknown
- j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?\*

*\* Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*

- k) If current or previous use of the property is Industrial or Commercial, or if YES to any of a) to j) above, attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

### SCHEDULE E CONTINUES ON NEXT PAGE

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E - CONTINUED

### Acknowledgement Clause

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations, guidelines and the City's Official Plan policies pertaining to potentially contaminated sites, and to use all reasonable effort to identify the potential for contamination on the subject property.

I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition by the Ministry of Environment.

I acknowledge that the City may require the qualified person signing the Record of Site Condition to submit to the City a Declaration acknowledging that the City of Windsor may rely on the statements in the Record of Site Condition.


I acknowledge that the City of Windsor is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in, through, or as a result of any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the City of Windsor, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

\_\_\_\_\_  
Name of Applicant (print)

*A. Shallvuri*  
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Agent (print)

  
\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

**END OF SCHEDULE E**

# ZONING BY-LAW AMENDMENT APPLICATION

## DO NOT COMPLETE BELOW – STAFF USE ONLY

### Receipt and Assignment of Application

Date Received Stamp

This application has been assigned to:

- |   |   |
|---|---|
| <input type="checkbox"/> Adam Szymczak (AS)   | <input type="checkbox"/> Brian Nagata (BN)    |
| <input type="checkbox"/> Frank Garardo (FG)   | <input type="checkbox"/> Tracy Tang (TT)      |
| <input type="checkbox"/> Jim Abbs (JA)        | <input type="checkbox"/> Justina Nwaesei (JN) |
| <input type="checkbox"/> Kevin Alexander (KA) | <input type="checkbox"/> Laura Strahl (LS)    |
| <input type="checkbox"/> Simona Simion (SS)   | <input type="checkbox"/> _____                |

### Complete Application

This application is deemed complete on \_\_\_\_\_  
Date

\_\_\_\_\_  
*Signature of Delegated Authority*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Neil Robertson, MCIP, RPP<br>Manager of Urban Design | <input type="checkbox"/> Greg Atkinson, MCIP, RPP<br>Manager of Development | <input type="checkbox"/> Thom Hunt, MCIP, RPP<br>City Planner & Executive Director |
|---|---|--|

### Internal Information

Fee Paid: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Type:  Cash  Certified Cheque  Credit Card  Personal Cheque

NEW Zoning File No. ZNG/ \_\_\_\_\_ Z- \_\_\_\_\_

Previous Zoning File No. ZNG/ \_\_\_\_\_ Z- \_\_\_\_\_

Related OPA File No. OPA/ \_\_\_\_\_ OPA \_\_\_\_\_

Other File Numbers: \_\_\_\_\_

Notes: \_\_\_\_\_

**THIS IS THE LAST PAGE OF THE APPLICATION FORM**



**Subject: Maintaining Access and Infrastructure on the Ambassador Bridge Corridor – Ward 2**

**Reference:**

Date to Council: December 9, 2024  
Author: Phong Nguy  
(A) Executive Director of Operations  
(519)255-6247 ext. 6415  
pnguy@citywindsor.ca

Public Works - Operations  
Report Date: 11/21/2024  
Clerk's File #: MD/14403

To: Mayor and Members of City Council

**Recommendation:**

That report "S156/2024 – Maintaining Access and Infrastructure on the Ambassador Bridge Corridor" **BE RECEIVED** for information.

**Executive Summary:**

N/A

**Background:**

In February 2022, the blockade of the Ambassador Bridge caused a significant disruption to the flow of goods between Canada and the United States, which could have led to severe economic consequences. The Ambassador Bridge, one of North America's most critical border crossings, was a key target for protesters opposing COVID-19 mandates, halting traffic and impeding trade.

On February 7, 2022, protesters blocked access to the Ambassador Bridge. On February 11, 2022, the City of Windsor (CoW) successfully obtained a court injunction, and by February 13, 2022, the blockade was cleared with coordinated efforts from the Windsor Police Service (WPS), Ontario Provincial Police (OPP), and Royal Canadian Mounted Police (RCMP), restoring normal traffic flow. It is important to note that the provisions of the injunction include that it remains in force indefinitely, or until an application is made to end it.

Contrary to initial perceptions, WPS did not rely heavily on the court injunction during the blockade. The delay in action was not due to waiting for the injunction to be in place;

rather, it was because additional physical resources were required, mainly police officers, to effectively manage the situation.

This incident underscored the limitations of the existing legal framework in dealing with critical infrastructure blockades. Reliance on court injunctions proved to be a time-consuming process that delayed immediate action, leading to economic losses and public safety concerns. At its Monday, January 15<sup>th</sup>, 2024 Council Meeting, Council made the following decision:

*Decision Number: CR3/2024 That the letter of the Minister of Public Safety, Democratic Institutions and Intergovernmental Affairs dated December 22, 2023 regarding Response from Minister of Public Safety on reimbursement of extraordinary policing expenses incurred by the City of Windsor **BE RECEIVED** for information; and,*

*That administration **BE DIRECTED** to report back on what is available to the municipality in terms of that section of road where that critical infrastructure, the Ambassador Bridge, is located and has to be kept open and maintained.*

This report provides information to Council on what is available to the CoW with respect to keeping critical infrastructure leading to the Ambassador Bridge open and maintained.

### **Discussion:**

In response to these challenges, the Ontario government introduced and passed the *Keeping Ontario Open for Business Act, 2022* (Bill 100) in April 2022. The legislation was designed specifically to address the type of disruption seen at the Ambassador Bridge, giving law enforcement agencies additional tools to help prevent and swiftly respond to future blockades.

Bill 100 prohibits impeding access to, “protected transportation infrastructure” which is defined as any land or water border crossing point between Ontario and the United States (such as the Ambassador Bridge), airports with international flights, and other significant trade routes as outlined by regulations. To date no such regulations are available. The law is aimed at preventing actions that impede the use or access to these areas, particularly when such disruptions affect economic activity or interfere with safety, health or well being of the public. The law also extends to individuals who assist protesters, such as providing supplies or fuel, and applies whether the actions are direct or indirect.

This legislation further empowers law enforcement agencies to take immediate action against blockades of protected transportation infrastructure without the need for a court injunction. The legislation also introduces strong enforcement measures, allowing for the suspension of driver’s licenses and vehicle permits of individuals involved in illegal blockades. Additionally, significant fines can be imposed on those participating in or supporting such activities. This should create a deterrent against future disruptions, helping to ensure the Ambassador Bridge remains open and functional.

The WPS can rely on Bill 100 when considering legal authorities during demonstrations at protected transportation infrastructure, and this is communicated to the demonstrators.

Bill 100 also includes specific exceptions to the prohibition, such as for trivial or minor disruptions, or if the activity is lawfully authorized, mandated by legislation or a court order, or conducted by peace officers in the course of their duties. This strikes a balance so that the law does not unnecessarily restrict lawful activities while maintaining a strong stance against disruptive blockades.

The ability to act immediately, with additional powers beyond those provided in the Criminal Code or waiting for court authorization, marks a significant shift in the speed of response and enforceability, and keeping access to the Ambassador Bridge maintained without delays. It is important to note that although immediate response action can be taken, adequate resources are required to be available in order to avoid potential response delay.

Support for Public Demonstrations Plan:

Building on legal and legislative measures, such as the *Keeping Ontario Open for Business Act, 2022* (Bill 100) and the CofW's previous court injunction, the WPS will lead the development of a comprehensive action plan to address potential disruptions at protected transportation infrastructure, such as the Ambassador Bridge. This plan will support a swift, and effective response to any such future crises.

The WPS currently has a detailed operational plan that addresses responses to the Ambassador Bridge.

### **Risk Analysis:**

The introduction of the *Keeping Ontario Open for Business Act, 2022* (Bill 100) significantly enhances the ability of law enforcement agencies to minimize the risk and impact of future blockades like the one experienced at the Ambassador Bridge. By expressly prohibiting the obstruction of access to protected transportation infrastructure the legislation empowers law enforcement agencies to take immediate action without the delays associated with obtaining a court injunction, and any enforceability challenges posed by relying solely on the Criminal Code and other existing legislation.

Bill 100 introduces robust enforcement measures, such as the suspension of driver's licenses and vehicle permits for individuals involved in illegal blockades, and imposes substantial fines on participants and supporters, including those who indirectly assist protesters. These provisions should serve as strong deterrents against future disruptions at protected transportation infrastructure.

**Climate Change Mitigation:**

N/A

**Climate Change Adaptation:**

N/A

**Financial Matters:**

In the period following the February 7, 2022, blockade at the entrance to the Ambassador Bridge, significant costs totalling \$6,995,406 were incurred by the City of Windsor to manage the emergency. The Federal government reimbursed the City for \$6,094,491 of the costs, leaving a remaining balance of \$900,915 for the City to fund. Council is aware that the City has commenced a claim against the federal government for the payment of these outstanding amount.

It is important to note that while *Keeping Ontario Open for Business Act, 2022* (Bill 100) enhances the ability of law enforcement agencies to minimize the risk and impact of future blockades, it does not provide for any recovery of costs from the province.

**Consultations:**

Jason Crowley, Deputy Chief, Operations – WPS  
Cindy Becker, Financial Planning Administrator  
Joshua Meloche, Senior Legal Counsel  
Rob Slater, Executive Initiatives Coordinator

**Conclusion:**

The *Keeping Ontario Open for Business Act, 2022* (Bill 100), is a direct response to the economic and security challenges faced during events such as the Ambassador Bridge blockade of February 2022. It provides law enforcement agencies with strong legal tools to protect protected transportation infrastructure. By moving away from the reliance on court injunctions and empowering law enforcement with broader powers, they ensure that protected transportation infrastructure remains open and secure, safeguarding the region's economic and public interests.

**Planning Act Matters:**

N/A

**Approvals:**

Name	Title
Mark Spizzirri	Manager of Performance Measurement and Business Case Development
Phong Nguy	(Acting) Executive Director of Operations / Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services & City Engineer
Wira Vendrasco	City Solicitor
Dana Paladino	(Acting) Senior Executive Director of Corporate Services
Dana Paladino for Ray Mensour	Commissioner, Community & Corporate Services
Janice Guthrie	Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

**Notifications:**

Name	Address	Email

**Appendices:**





**Subject: East End Transit Terminal - Transit and Rail Project  
Assessment Process - Ward 8**

**Reference:**

Date to Council: December 9, 2024

Co-Author: Sonia Bajaj  
Project Administrator  
(519) 255-6100 ext. 6004  
[sbajaj@citywindsor.ca](mailto:sbajaj@citywindsor.ca)  
Corporate Projects – Engineering

And,

Co-Author: Tracy Beadow  
Project Administrator  
(519) 255-6100 ext. 1734  
[tbeadow@citywindsor.ca](mailto:tbeadow@citywindsor.ca)  
Corporate Projects – Engineering

Report Date: 11/21/2024  
Clerk's File #: MT/13478

To: Mayor and Members of City Council

**Recommendation:**

- I. **THAT** Council **ENDORSE** the Environmental Project Report (EPR) as part of the Transit and Rail Project Assessment Process (TRPAP) for East End Transit Terminal as prepared by Dillon Consulting Limited, Executive Summary dated November 2024 and attached as **Appendix A**; and further,
- II. **THAT** Administration **BE DIRECTED** to finalize the Environmental Project Report (EPR) for East End Transit Terminal and issue the Notice of Completion in accordance with the TRPAP through the Ministry of the Environment, Conservation and Parks (MECP); and further,
- III. **THAT** City Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the East End Transit Terminal project, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendment thereto, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and in technical content to the Commissioner of Economic Development and the City Engineer; and further,

- IV. **THAT** the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required related to the East End Transit Terminal project, subject to all specification being satisfactory in financial content to the City Treasurer, and in technical content to the Commissioner of Economic Development and the City Engineer; and further,
- V. **THAT** Administration **BE AUTHORIZED** to take any other steps as may be required to bring effect to these resolutions, and that the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any required documentation/agreement(s) for that purpose, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and technical content to the Commissioner of Economic Development and the City Engineer; and further,
- VI. **THAT** the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and technical content to the Commissioner of Economic Development and the City Engineer; and further,
- VII. **THAT** Administration **BE AUTHORIZED** to use available funds within the project budget for any amendment(s) or change requirement(s)/directive(s) and additional documents relating to executed agreement(s), pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer, and in technical content to the Commissioner of Economic Development and the City Engineer.

### **Executive Summary:**

N/A

### **Background:**

An updated Transit Windsor Master Plan was completed by Dillon Consulting Limited (Dillon) in 2019, entitled *Transit Windsor: More Than Transit 2019 Master Plan* (Master Plan), and was approved by Council on January 27, 2020. As described in the Master Plan, a comprehensive review of Transit Windsor's entire system was completed. This included Transit Windsor's network, ridership, policies, objectives, service standards, performance targets, system performance, route performance, operating and capital budgets, organization and staffing levels, fleet and facilities, and transit infrastructure.

On November 28, 2022, City Council approved the East End Transit Terminal as part of the Transit Support Projects to facilitate implementation of the Master Plan (CR501/2022, refer to **Appendix B**). In December 2022, the City submitted applications for the Master Plan Transit Support Projects, Investing in Canada Infrastructure Program (ICIP) 2023 – 2028. The East End Transit Terminal was included in the ICIP Application and was approved by Infrastructure Canada (IC) on November 2, 2023 and

by the Ministry of Transportation (MTO) on December 22, 2023.

Transit Windsor has operated the existing East End Terminal at the Tecumseh Mall since 2001. On April 3, 2023, Council approved an increase in transit service that required capacity for an additional three buses at the East End Terminal, resulting in the current Terminal being undersized for imminent and future service enhancements. Therefore, the current terminal is not ideal for continued long-term occupation by Transit Windsor.

Since 2021, Transit Windsor has completed an exhaustive review of locations within the area including numerous discussions with business owners regarding the potential to co-locate the terminal at an existing commercial/retail property. Unfortunately, these discussions were unsuccessful in identifying an existing location to accommodate the terminal. Discussions with property owners of vacant parcels identified 7310 Tecumseh Road East, located at the northwest corner of Tecumseh Road East and Lauzon Parkway, as a potential location for the new terminal. Administration completed preliminary evaluations to confirm the suitability of the property. This property was formerly an orchard with a single-family dwelling and is currently vacant. It is not identified as a natural heritage feature on the City of Windsor Official Plan, and no archaeological resources were identified during the Stage 1-2 archaeological assessment which was completed in May 2024. Environmental investigations did not identify any environmental concerns.

The City of Windsor subsequently purchased the property at 7310 Tecumseh Road East in December 2023 with plans to relocate the transit terminal from the Tecumseh Mall to this location. Major features of the newly constructed East End Transit Terminal, subject to final detailed design, would include: nine (9) bus bays, including two (2) 60-foot bus bays, a central waiting area with 3-4 bus shelters, a drivers' facility, signage, fare vending machine, bike locker stations, landscaping, decorative fencing, walkways, sidewalks, etc.

In discussions with the Ministry of the Environment, Conservation and Parks (MECP), it was determined that the Transit and Rail Project Assessment Process (TRPAP) as outlined in Ontario Regulation 231/08 under the *Environmental Assessment Act*, would apply to this project.

In late 2023 Request for Proposals (RFP 125-23) for planning and engineering services was issued and subsequently awarded to Dillon.

### **Discussion:**

Dillon's scope as it relates to the TRPAP, includes consultation activities, along with the completion of an Environmental Project Report (EPR). The EPR documents the planning and decision-making process towards the selection of the technically preferred solution, along with anticipated impacts and mitigation measures for the project.

A summary of the consultation activities undertaken is outlined below, followed by an update on the EPR process, and an outline of the anticipated next steps.

## Public, Agency and Indigenous Consultations

The Notice of Commencement and Public Open House event details were issued on June 13, 2024 through the City's Project Webpage, Windsor Star Ad, media release and on the City's Facebook and Twitter accounts. Letters were mailed to residents and businesses within approximately 100m of the property location and emailed to key stakeholders, government agencies and Indigenous Communities.

The Public Open House was held on June 27, 2024 to present drawings and information about the preferred design, anticipated environmental impacts, mitigation measures, next steps and to provide an opportunity for individuals to comment. Project team members from Transit Windsor, Dillon and Engineering - Corporate Projects were available to address questions. Further, individuals were invited to review the proposed project information on the City's Project Webpage and submit any comments by July 29, 2024, using the online comment form.

The Open House comments were largely focused on the transit user experience. There were 26 people in attendance with 24 comments received from individuals (via online Comment Form, email, 311 or phone). Some attendees expressed support for the project and highlighted the importance of the transit terminal. Others had questions regarding planned transit service improvements, which are outside the scope of this TRPAP but were responded to by Transit Windsor staff through a Project Update Letter posted on the City's Project Webpage on September 17, 2024.

The Public Open House Display Panels can be found on the City's Project Webpage [East End Transit Terminal - Transit and Rail Project Assessment Process](#)

Government Agency feedback was received during the comment period, including additional mitigation measures recommended by the MECP's Species at Risk (SAR) Branch. The MECP's Environmental Assessment Branch requested re-modeling of the meteorological data and asked that a summary table of proposed mitigation and monitoring activities be incorporated into the final EPR. The MNRF had a slight revision to text in the EPR and ERCA provided acknowledgement of the EPR and had no comments.

Consultation with Indigenous Communities is prescribed in O. Reg. 231/08 and was followed during the TRPAP process with written correspondence and consultation logs, provided as an Appendix in the EPR. Chippewas of the Thames First Nation (COTTFN) submitted comments on the EPR on November 18, 2024. The Project team is currently preparing a response to the COTTFN comments. The COTTFN comment letter, and the City's response, will be addressed in the final EPR which will be posted on the City's website.

## Environmental Project Report (EPR)

A copy of the Executive Summary of the EPR for the project is provided in **Appendix A**. The full version of the draft EPR (November 2024) for information only is posted on the City's Project Webpage [East End Transit Terminal - Transit and Rail Project Assessment Process](#)

## **Next Steps**

Pending Council endorsement of the draft EPR, and the MECP's approval, the Notice of Completion of the final EPR will be issued to advise of its availability for review and start the 30-calendar day public comment period. The Notice will be provided to the residents and business owners who have requested inclusion on the project contact list, to Indigenous Communities, government agencies and posted on the City's Project Webpage. The final EPR will be available for review on the Project Webpage during the 30-calendar day public review period.

Following the public review period, a 35-day review period will commence in which the MECP Minister will review the EPR following the public comment period. During this period, the Minister may issue a notice indicating either the project can proceed as outlined in the EPR, the project can proceed subject to conditions, or the City must conduct additional work. If the Minister does not issue any one of these notices within the prescribed period, the project can proceed as outlined in the EPR.

The final step of the TRPAP is the Statement of Completion which will be submitted to MECP and posted on the City's Project Webpage. A copy of the Statement of Completion will be provided to the Mayor and Members of City Council and included as a Communication Item at the next regularly scheduled meeting of Council following issuance.

Once the TRPAP process is completed, site clearing will take place, the project will be tendered, and construction will commence.

## **Risk Analysis:**

There are no significant or critical risks in accepting this EPR.

Vegetation removal at the site cannot commence until the TRPAP process is completed. There is risk that sufficient time may not be available to clear the trees before vegetation removal activities are restricted due to the breeding bird window, bat active season, and active snake period from mid-March to late November, as prescribed in the Migratory Birds Act and Endangered Species Act.

Geotechnical investigation required to support the structural design of paved and built features cannot be completed until the treed area is cleared to allow for drilling equipment to traverse the site. The TRPAP must be complete early enough to allow the safe removal of vegetation (January-mid March 2025), in order for the terminal construction to start in 2025, otherwise there is risk the terminal project could be delayed a full year (2026 start).

The current East End Transit Terminal, located at Tecumseh Mall, is over-capacity and cannot support Transit's long-term plan as outlined in the Master Plan, and therefore it is not ideal for continued long-term occupation by Transit Windsor. The new location will provide the additional bus capacity to execute additional services. Further, the new

location will also allow Transit Windsor to own and operate their own terminal without the need for lease agreements and fees.

### **Climate Change Risks:**

### **Climate Change Mitigation**

The EPR considers climate change as outlined in the MECP's guide Considering Climate Change in the Environmental Assessment Process. The impact of the project on Greenhouse Gas (GHG) emissions was assessed and states that overall, net emissions from the transit terminal were identified as "insignificant in relation to provincial totals".

The East End Transit Terminal will be electrically heated with no natural gas use on site, as such the GHG emissions will minimally impact the Corporate GHG inventory. In addition, an electric vehicle charging station will support the net-zero transition of 1-2 passenger vehicles.

### **Climate Change Adaptation**

The EPR also acknowledges the anticipated increase in more extreme weather events. The 1-in-100-year storm event was used for sizing of the stormwater storage on site as outlined in the Windsor/Essex Region Stormwater Manual (2024) to improve resiliency of the terminal.

### **Financial Matters:**

The cost of the East End Transit Terminal was included in the 2022 ICIP Support Projects Intake 3 (7231028 – ICIP East End Terminal) and the project has sufficient funds available to complete the TRPAP and EPR process.

### **Consultations:**

Stephan Habrun, Director of Operations and Planning, Transit Windsor  
Monika Grant, Director of Fleet & Facility Development, Transit Windsor  
Jason Scott, Manager of Transit Planning, Transit Windsor  
Sue Grimmett, Program Manager, Financial Planning  
Natasha Gabbana, Senior Manager Asset Planning  
Mark Nazarewich, Deputy City Solicitor  
Poorvangi Raval, Financial Planning Administrator (Transit Windsor)  
Josie Liburdi, Project Coordinator, Engineering

### **Conclusion:**

The Transit Windsor: More Than Transit 2019 Master Plan identified a recommendation

to improve transit service and included an increase in service. The city-owned East End Transit Terminal will serve as a hub for transit operations in the east end of Windsor. This dedicated space will provide greater control for Transit Windsor operations and a reliable transit service for residents.

Pending Council endorsement of the draft EPR, the Notice of Completion will be issued, and the review periods will be initiated.

**Planning Act Matters:**

N/A

**Approvals:**

Name	Title
Mark Spizzirri	Manager, Performance Management and Business Case Development
Dawn Lamontagne	Purchasing Manager
Colleen Middaugh	Manager, Corporate Projects
Stacey McGuire	Executive Director of Engineering / Deputy City Engineer
Tyson Cragg	Executive Director, Transit Windsor
David Simpson	Commissioner, Infrastructure Services and City Engineer
Wira Vendrasco	City Solicitor
Jelena Payne	Commissioner, Economic Development
Janice Guthrie	Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

**Notifications:**

Name	Email
N/A	

**Appendices:**

- 1 Appendix A - Executive Summary of the Environmental Project Report for East End Transit Terminal dated November 2024 (2 pages)
- 2 Appendix B - CR501/2022 on November 28, 2022 (4 pages)

## Executive Summary

---

The current space Transit Windsor uses as a terminal at the north end of the Tecumseh Mall property will not be available for continued long-term use by Transit Windsor. The City plans to relocate the transit terminal to a currently undeveloped City-owned property at the northwest corner of the intersection of Tecumseh Road East and Lauzon Parkway.

This project is important for the continued operation of the City's transit system. The new terminal location will provide Transit Windsor an improved City-owned site to serve as a hub for transit operations in the east end of Windsor. Relocating the terminal near the current location is beneficial to maintain continuity of transit operations, ridership, and transit service for the many commercial and other land uses in this mixed-use centre.

The project is subject to the requirements of the Transit and Rail Project Assessment Process (TRPAP) as outlined in Ontario Regulation 231/08 under the *Environmental Assessment Act*. This report documents the recommended design, consultation completed, anticipated impacts, recommended mitigation measures, and commitments for future work.

The East End Transit Terminal is planned to include the following major features, which are subject to change as the detailed design process proceeds:

- A central waiting area including 3 to 4 bus shelters;
- A 1-storey drivers' rest building measuring approximately 8.5 metres by 15 metres;
- Transit Windsor staff parking spaces (12), including 1 accessible parking space and 1 electric vehicle charging station;
- A bike locker station with 3 stalls;
- An acoustic fence to be constructed along a portion of the west boundary of the site; and,
- Landscaping, decorative fencing, walkways, and sidewalks.

External consultation for this study included pre-planning activities to prepare for the TRPAP, a combined Notice of Commencement & Public Meeting, a Public Open House,



and review of a draft version of this report. The Ministry of the Environment, Conservation and Parks (MECP) provided guidance on the need for a TRPAP, technical studies, and the consultation strategy. Further details on consultation activities, comments received, and project team responses are provided in the Consultation section of this report.

In general, the project is not anticipated to result in significant impacts with application of the mitigation recommended in this report, which include the following key measures:

- An acoustic fence is planned along a portion of the west boundary of the site to mitigate noise impacts to the residential dwelling west of the project location;
- Mitigation measures are recommended to address the low probability of Species at Risk occurring onsite, and continued consultation with MECP (as required) in this respect is recommended;
- Underground stormwater storage is planned to be provided for the 1-in-100-year storm event to address the impervious surface area that will be created onsite; and,
- Stormwater quality will be addressed by the installation of a standalone water quality chamber/unit prior to the site discharge to the Catherine Street storm sewer.

The project is proceeding through the City's Site Plan Control process, with further review and consultation with various City departments planned as detailed design proceeds. A building permit will also need to be obtained prior to construction.

This report is being issued for a 30 calendar day public comment period. Following the 30-day comment period, the MECP may issue a notice indicating either the project can proceed as outlined in this report, the project can proceed subject to conditions, or the proponent must conduct additional work. If the Minister does not issue one of these notices within 35 days of the end of the 30-day public comment period, the project can proceed as outlined in this report.

The final step of the TRPAP is for the proponent to issue a Statement of Completion, which is submitted to the MECP and posted on the proponent's website.

**Subject: 2025 Interim Tax Bills - City Wide**

**Reference:**

Date to Council: December 9, 2024  
Author: Angela Lonsbery  
Manager, Revenue and Collections  
(519) 255-6100 Ext 6557  
alonsbery@citywindsor.ca  
Taxation & Financial Projects  
Report Date: November 21, 2024  
Clerk's File #: AF2024

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

**Recommendation:**

THAT City Council **DIRECT** Administration to prepare 2025 interim property tax bills based upon 50% of the 2024 total levy inclusive of education tax; and,

THAT City Council **ESTABLISH** the collection of the 2025 interim property taxes over three instalment dates being February 19, March 19, and April 16, 2025; and,

THAT City Council **APPROVE** a rate of 1 ¼ % to be imposed as a penalty for non-payment of property taxes on the first day of default and a further rate of 1 ¼ % per month as interest on taxes due but unpaid; and,

THAT the City Solicitor **BE AUTHORIZED** to prepare the necessary by-law to enact the 2025 interim property tax bills.

**Executive Summary:**

N/A

**Background:**

Property taxes are a significant source of revenue for the City, providing the necessary funding for expenditures. The actual annual property tax levy (inclusive of amounts required to be collected on behalf of the Province for education tax) will not be known until the 2025 budget has been finalized. Section 317 of the Municipal Act, 2001 S.O. 2001, c.25, as amended (the Act), provides that City Council may pass a by-law that will levy interim property taxes before the adoption of the budget for the current year.

Historically Administration has recommended that interim property taxes be levied in order to generate sufficient working capital to fund operations until the 2025 budget is approved and 2025 tax rates are established.

The interim tax by-law also provides for the due dates/instalments upon which payment will be required and for the application of late payment charges should payment not be received on time.

**Discussion:**

**Amount of Interim Levy**

Pursuant to the Act, where interim property taxes will be levied, the amount of the levy must not exceed 50% of the total amount of tax raised in the previous year (inclusive of both municipal and education taxes). Historically, Administration has recommended that Council establish the interim levy amount to be exactly 50% of the prior year total. Based on 2024, the total estimated amount to be levied for the 2025 interim property tax bill is \$244,414,000:

Municipal	\$217,721,000
Education	<u>26,693,000</u>
Total	<u>\$244,414,000</u>

The amounts collected for education taxes are levied on behalf of the Province and are required to be paid to each of the four respective school boards on a quarterly basis. The first payment, due in March 2025, is calculated at one-quarter of the 2024 levy.

**Annual Assessment Value Update**

Under current legislation, the Municipal Property Assessment Corporation (MPAC) is required to undertake a reassessment related to the Current Value Assessment (CVA) of all property in Ontario. The most recent assessment cycle is based upon market values on or around January 1, 2016.

As a result of the pandemic, the Province placed a hold on the assessment update which was scheduled to begin in 2021 based upon market values on or around January 1, 2019. In a November 1, 2024 communication the Ministry of Finance advised the review of the property assessment and taxation system is ongoing, and, as such the province-wide property tax reassessment will continue to be deferred. That means that for purposes of 2025 property taxes, CVA values will once again be held at the same value as used for purposes of calculating 2020, 2021, 2022, 2023 and 2024 property taxes.

**Financial Impact on Property Owners**

Given that the 2025 interim property taxes will be based upon the same assessment value as used for the 2024 property taxes the majority of property owners will receive an interim property tax bill that will be equal to 50% of their 2024 final tax bill. For some property owners, most likely where there has been an in-year assessment value change or a property tax class change, there may be an adjustment required so that the interim tax bill will equate to 50% of their 2024 annualized final tax billing. This adjustment will be reflected on the bill as a "Tax Capping Adjustment". While this process has been consistently used for the billing process, this line item adjustment

can create some confusion to taxpayers resulting in enquiries to the department. Should property owners have questions about their 2025 interim tax bill they are encouraged to call 311. Property owners may also register for on-line access to their account information through the MyProperty Tax portal.

**Establishment of 2025 Tax Policy and Tax Rates**

Typically following the completion of the annual budget approval process, Administration will prepare and present a detailed and comprehensive tax policy report for City Council’s consideration. Following the completion of the 2025 Budget, Administration will begin this process and this analysis and discussion will form the basis for the establishment of the 2025 property tax rates. Once property tax rates are established, final property tax bills will be issued. This process typically concludes in June. Interim taxes levied by way of this report will be deducted from any balance owing for the remainder of the year.

**Billing Due Dates and Instalment Dates**

Section 342 of the Act provides that a municipality may pass a by-law prescribing one or more instalments on which taxes will be due. Historically, City Council has directed that property taxes be payable in six instalments (three interim due dates and three final due dates).

There are several acceptable methods for making payments including telephone or internet banking, over-the-counter at many financial institutions and via cheque. Cheques may be delivered through the mail or drop-off box located at City Hall.

Payments can also be made as part of one of the City’s three approved Pre-Authorized Payment (PAP) plans. These include the due date plan, mid-month plan and end-month plan. There is also a fourth plan, taxpayer defined plan, which is reserved for those individuals who have had trouble in paying their property taxes and are in arrears.

Following past practice, Administration is recommending the following due dates for purposes of the 2025 interim tax bills.

Pre-Authorized Payment Plan Due Dates			Regular Instalment Due Dates
Instalment Date	Mid of Month	End of Month	
19-Feb-25	18-Feb-25	28-Feb-25	19-Feb-25
19-Mar-25	17-Mar-25	31-Mar-25	19-Mar-25
16-Apr-25	15-Apr-25	30-Apr-25	16-Apr-25
	15-May-25	30-May-25	
	16-Jun-25	30-Jun-25	

## Late Payment Charges

As indicated above, municipal taxation is the fundamental revenue stream from which annual operating expenditures are funded. Without the necessary working capital, many of the services currently offered to residents of the City could not be provided. In order to help ensure that property taxes are remitted when due, municipalities are able to levy late payment charges pursuant to Section 345 of the Act.

There are **two** separate late payment charges: 1) penalty and 2) interest. Penalty is applied the day after a tax instalment is due and is based on the instalment amount. Interest is applied on the first day of the month and is based on the total amount of principal tax outstanding at the end of the previous month. There is no compounding of interest. That is, late payment charges, and in particular interest, are calculated on the outstanding tax balance only.

Historically, late payment charges are established as follows:

- 1 ¼% of the amount of tax due and unpaid as a penalty for non-payment on the first day of default and;
- 1 ¼% of the amount of tax due and unpaid as interest for non-payment on the first day of each month.

This is standard practice across the province and Administration recommends continuing with the existing late payment charges and rates where there is non-payment. While the penalty and interest percentages are significant, they are meant to provide an incentive to taxpayers to prioritize the payment of property taxes, which is critical if the municipality is to have the funds required to provide services to the community.

Taxpayers are encouraged to obtain lower cost financing from financial institutions or other sources if required in order to pay the tax levy on time. This option is being leveraged by property owners as a result of the increase in assessment values which has created additional equity in homes. Alternatively, Administration assists property owners providing payment plans of up to five years for taxpayers in arrears.

The municipality also offers both a relief and deferral program for qualifying individuals:

- Tax Relief Program (Extreme Poverty or Sickness): Relief from the payment of property taxes for up to two years is available to single-family residential property owners that meet the eligibility criteria.
- Tax Deferral Program (Low Income Seniors or Persons with Disabilities): Deferral of property tax year-over-year increase is available to single-family residential property owners that meet the eligibility criteria.

Application to the tax relief and/or deferral program must be made on or before the last day of February following the tax year (i.e. February 28, 2025 for relief or deferral of 2024 property taxes).

## **Risk Analysis:**

The administration of property taxes is regulated through legislation and regulations found within the Ontario Municipal Act, 2001. While there is some municipal discretion and decision making authority, there is little latitude as it relates to billing and payments.

There is low risk attributable to the issuance of interim property tax bills. Issuance of interim tax bills allows the municipality to raise the necessary funds to continue operations until such time as final budgets have been approved and actual taxes for the year can be determined. Any adjustments required as a result of the final budget requirement and final tax rates will be made later in the year with the final tax billings.

Failure to issue interim tax bills could result in a shortfall of the working capital required to provide municipal services necessitating the need for temporary borrowings.

Administration will work with the consulting firm of Municipal Tax Equity (MTE) Consultants Inc. as it relates to the Tax Capping Adjustment to ensure that each individual tax adjustment is reflective of the correct value. MTE has been assisting Administration in this and other tax policy matters since 2000 to mitigate any risk related to legislative compliance matters.

## **Climate Change Risks**

### **Climate Change Mitigation:**

N/A

### **Climate Change Adaptation:**

N/A

## **Financial Matters:**

The tax revenue generated from the 2025 interim tax levy will be approximately \$244,414,000 inclusive of the education component and will provide the necessary working capital to support operations until such time as the final tax rates have been set and final tax bills issued.

Preliminary work has already commenced with regards to the preparation of the 2025 interim tax bills so as to meet legislative timing for receipt of the bills by property owners prior to the first due date. Administration is anticipating that all bills will be mailed the week of January 20, 2025.

## **Consultations:**

Municipal Tax Equity (MTE) Consultants Inc.

## **Conclusion:**

The interim tax bills generate the required funds to run the municipal

corporation in the first part of the year. It is expected that bills will be mailed out in the latter part of January.

**Planning Act Matters:**

N/A

**Approvals:**

Name	Title
Lorie Gregg	Deputy Treasurer – Taxation, Treasury and Financial Projects
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

**Notifications:**

Name	Address	Email

**Appendices:**



**Subject: Approval of Temporary Borrowing By-Law for 2025 and 2026**

**Reference:**

Date to Council: December 9, 2024

Author: Lorie Gregg,

Deputy Treasurer, Taxation, Treasury and Financial Projects

519-255-6500 ext. 6522

lgregg@citywindsor.ca

Taxation & Financial Projects

Report Date: November 21, 2024

Clerk's File #: AF2024

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

**Recommendation:**

THAT City Council **DELEGATE TO** the City Treasurer in accordance with section 23.2 of the *Municipal Act, 2001* (the "Act"), the authority to exercise Council's powers under Section 407 of the Act, from January 1, 2025 up to and including November 14, 2026; and,

THAT City Council **AUTHORIZE** the City Treasurer to maintain the City's current line of credit with Scotiabank, if required acting under section 407 of the Act; and,

THAT City Council **AUTHORIZE** the CAO and City Clerk to **EXECUTE** the related banking agreements including any line of credit commitment letters as deemed necessary by the City Treasurer if required acting under section 407 of the Act, to be satisfactory as to form by the City Solicitor and as to technical and financial content by the City Treasurer; and,

THAT City Council **AUTHORIZE** the CAO and City Treasurer to **EXECUTE** any such related banking agreements related to the temporary borrowing by the City Treasurer, including but not limited the Overdraft Lending Agreement, to be satisfactory approved as to form by the City Solicitor and as to technical and financial content by the City Treasurer; and,

THAT City Council **AUTHORIZE** the CAO and City Treasurer to sign the "Security Agreement - Municipalities and School Boards" banking document, to be satisfactory as to form by the City Solicitor and as to technical and financial content by the City Treasurer; and,



THAT the City Solicitor **BE DIRECTED** to prepare the necessary by-law to enact the temporary borrowing.

**Executive Summary:**

N/A

**Background:**

Section 407 (1) of the Act, "Borrowing for expenses", states that municipalities may authorize borrowings until such time as taxes are collected or revenues are received of amounts which are considered necessary to meet the expenditures for the year whether they are expensed in the year. Section 407 (2) of the Act, "Limit", further outlines the following:

"Except with the approval of the Ontario Land Tribunal, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed,

- (a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and
- (b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year."

Administration is requesting that City Council delegate to the City Treasurer, authority to borrow such sums, as may be considered necessary, to meet the expenditures for the Corporation, for the year, until the taxes are collected, and other revenues are received. While such borrowing is not anticipated to be needed, such approval is considered good business practice and is viewed positively for purposes of the City's credit rating. The delegation for borrowing would be January 1, 2025 up to and including November 14, 2026, which aligns with the timeframe of the current term of City Council ending November 14, 2026.

**Discussion:**

The current operating line of credit, as provided by the Bank of Nova Scotia (Scotiabank), is set at \$100 million. In addition to the benefits of having this credit line readily available for use, it also helps to improve the City's financial liquidity, which has been a positive factor noted in previous Standard and Poor credit rating reports. The City of Windsor's current credit facilities do not incur any fees unless utilized.

It should be noted that despite having the credit facility available, throughout fiscal

year 2024, the City has maintained a substantial positive cash flow position and therefore has not required any funds from this line of credit. In fact, given the City's increasing reserve balances, the City has not borrowed against this credit facility in many years. However, should the need arise, Administration is recommending that the necessary steps to continue to make the credit facility available are taken. Any borrowings made against the credit facility would be reported to City Council at the appropriate time.

As part of the credit facility an updated "Security Agreement - Municipalities and School Boards" document is required. To be consistent with authorities as it relates to any borrowings from the line of credit, Administration has included this document in the recommendations.

### **Risk Analysis:**

Having a line of credit available as needed is good business practice should any unforeseen situation arise, that would require its use. Administration does monitor the City's cash position on a regular basis to ensure that sufficient funds are maintained and to mitigate any risk of needing to borrow funds unnecessarily.

### **Climate Change Risks**

#### **Climate Change Mitigation:**

N/A

#### **Climate Change Adaptation:**

N/A

### **Financial Matters:**

The current operating line of credit with Scotiabank is set at \$100 million. There is no cost to the City to maintain the line of credit on standby.

### **Consultations:**

Kate Tracey - Senior Legal Counsel

### **Conclusion:**

Administration is seeking approval for the City Treasurer, for the years 2025 to 2026, to be delegated authority from Council to exercise powers under Section 407 of the Act, including temporary borrowing, if needed. Administration recommends that the City maintain its line of credit with Scotiabank for the use of such temporary borrowing.

**Approvals:**

Name	Title
Lorie Gregg	Deputy Treasurer, Taxation, Treasury and Financial Projects
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance & City Treasurer
Joseph Mancina	Chief Administrative Officer

**Notifications:**

Name	Address	Email

**Appendices:**



**Subject: Financial Policy Updates - City Wide**

**Reference:**

Date to Council: December 9, 2024

Author: Faye Dunn

Financial Policy Coordinator

519-255-6100 ext. 6128

fdunn@citywindsor.ca

City Treasurer

Report Date: 11/22/2024

Clerk's File #: AF2024

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

**Recommendation:**

**THAT** City Council **APPROVE** the updated Capital Project Interim Financing Policy, attached as Appendix A to this report; and,

**THAT** City Council **APPROVE** the updated Lease Financing Policy, attached as Appendix B to this report; and,

**THAT** Administration **BE DIRECTED** to amend the related Procedures and Forms as necessary, to facilitate compliance with the amended policies.

**Executive Summary:**

N/A

**Background:**

The attached Finance policies are existing policies that have been previously adopted by City Council. As part of the continued effort to improve financial controls, enhance efficiencies and decrease risk, a review of each policy was undertaken. Administration has identified areas where practices can be streamlined, and language clarified to facilitate compliance.

**Discussion:**

**Capital Project Interim Financing Policy (Appendix A)**

The current Capital Project Interim Financing Policy was approved by City Council at the meeting on February 26, 2018 (CR99/2018).

Minor changes have been made to update titles and clarify the policy's purpose.

To reflect the changing needs and practices for borrowing to finance capital projects, the term lengths have been extended from 90 days to 1 year.

No other changes have been made to this policy.

### **Lease Financing Policy – City as Lessee (Appendix B)**

The current Lease Financing Policy was previously adopted by City Council at the meeting on February 26, 2018 (CR99/2018).

Administration's review of this policy concluded that no significant changes are required at this time.

While no changes have been made to the policy, roles and expectations for financial reviews are outlined in a proposed procedure entitled Lease Financial Review Procedure.

Administration has made minor changes to this policy to reflect title changes.

The proposed procedure will be live once council approves this policy review.

Each of the above noted policies are attached as appendices A and B. The proposed procedure linked to the Lease Financing Policy is attached as Appendix C.

### **Risk Analysis:**

All City of Windsor Finance policies are subject to periodic review and revision. The risk of having ineffective or obsolete policies is mitigated by regular evaluation and updates. In addition, regular review provides the Finance department with the opportunity to update best practices and implement efficiencies.

### **Climate Change Risks**

#### **Climate Change Mitigation:**

N/A

#### **Climate Change Adaptation:**

N/A

### **Financial Matters:**

The implementation of the above revised policies will continue to enhance financial controls and provide opportunity for operational efficiencies thereby improving the financial well-being of the corporation.

### **Consultations:**

Marco Aquino – Manager of Administration – Finance

Stephen Cipkar – Manager of Financial Accounting – Financial Accounting & Corp Controls

**Conclusion:**

That the attached amendments to the finance policies be approved, and that administration be directed to amend related procedures and forms as appropriate.

**Planning Act Matters:**

N/A

**Approvals:**

<b>Name</b>	<b>Title</b>
Faye Dunn	Financial Policy Coordinator
Tony Ardovini	Deputy Treasurer –Financial Planning
Lorie Gregg	Deputy Treasurer – Taxation, Treasury, Financial Projects
Lorie Gregg for Dan Seguin	Deputy Treasurer –Financial Accounting and Corporate Controls
Janice Guthrie	Commissioner, Finance & City Treasurer
Joseph Mancina	Chief Administrative Officer

**Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>

**Appendices:**

- 1 Appendix A Capital Project Interim Financing Policy
- 2 Appendix B Lease Financing Policy (City as Lessee)
- 3 Appendix C Lease Financial Review Procedure

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

Primary Owner:	<b>Finance</b>	Policy No.:	<b>TBD</b>
Secondary Owner:		Approval Date:	
		Approved By:	
Subject:	<b>CAPITAL PROJECT - INTERIM FINANCING POLICY</b>	Effective Date:	
		Procedure Ref.:	n/a
Review Date:		Pages: 2	Date:
Prepared By:	Faye A. Dunn		Replaces: Feb. 26, 2018 CR99/2018

**1. PURPOSE**

- 1.1. To define the specific circumstances under which financing charges, in the form of interest expense, will be applied to a capital project.
- 1.2. To standardize the method of determining applicable interest rates.
- 1.3. To ensure consistent, timely, and accurate recording and reporting of financing charges for capital projects.

**2. SCOPE**

- 2.1. This policy applies to all active City of Windsor capital projects.

**3. RESPONSIBILITY**

- 3.1. The **Commissioner, Finance/City Treasurer**, or designate, is responsible to:
  - 3.1.1. Provide communication, training and on-going support on the use of this Policy.
  - 3.1.2. Review this Policy every five years, or earlier if required, and recommend updates as necessary.
- 3.2. The **Deputy Treasurer-Taxation & Financial Projects**, or designate, is responsible to:
  - 3.2.1. Calculate and provide to the Manager of Capital Budgets & Reserves the internal borrowing rate to be charged to applicable capital projects on a regular basis.
- 3.3. The **Executive Directors**, or designates, are responsible to:
  - 3.3.1. In consultation with Finance, ensure any anticipated internal financing costs associated with a capital project is considered and included in the project budget.
- 3.4. The **Manager of Capital Budget and Reserves**, or designate, is responsible to:
  - 3.4.1. Identify capital projects that are in a deficit position and allocate interest charges using rates as provided by the Deputy Treasurer - Taxation & Financial Projects.

#### 4. **DEFINITIONS**

**Deficit Position** – the balance at a point in time where the cumulative expenditures exceed the cumulative revenues.

**Interim Financing** – refers to interest financing cost associated with a project in deficit position until such time as permanent financing becomes available.

**Financial Position** – the balance at a point in time of a capital project's cumulative expenditures as compared to the cumulative revenue.

**Internal Borrowing Rate** – the rate of interest to be charged when existing cash resources have been used to fund expenditures. The internal borrowing rate will be calculated as the mid-way point between the investment rate and borrowing rate, as received from the City's current financial institution on the prescribed measurement date and based upon the following parameters:

- The investment rate is based upon a \$1 million GIC invested for a 1-year term
- The borrowing rate is based upon a \$1 million, fixed rate loan, for a 1-year term

**Measurement Date** – the date upon which quotes will be obtained from the City's financial institution. For purposes of this policy, the measurement date will be the first business day of each calendar quarter unless otherwise determined by the Deputy Treasurer – Taxation, Treasury & Financial Projects based upon market conditions.

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

- 5.1. Capital projects will be subject to financing charges, in the form of an internal interest expense charge, when it is determined that the project is in a deficit position.
- 5.2. The City's normal policy is to provide interim financing for capital projects from internal cash flow sources, as this would normally be the most economical financing methodology.
- 5.3. The Deputy Treasurer - Taxation & Financial Projects or designate will, on the measurement date or other date as determined necessary, obtain the necessary quotes and calculate an internal borrowing rate and provide this to the Manager of Capital Budgets and Reserves or designate.
- 5.4. The internal borrowing rate will remain in effect until changed or confirmed on each measurement date or other date as determined necessary.
- 5.5. The Manager of Capital Budgets and Reserves will calculate the financial position of each capital project, at the end of each month, and apply the internal borrowing rate on any deficit position to arrive at interest expense to be charged.

#### 6. **REFERENCES AND RELATED DOCUMENTS**

- 6.1. Investment Policy CS.A1.09



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

Primary Owner:	<b>Finance</b>	Policy No.:	<b>TBD</b>
Secondary Owner:	<b>n/a</b>	Approval Date:	
		Approved By:	
Subject:	<b>LEASE FINANCING POLICY (City as “Lessee”)</b>	Effective Date:	
		Procedure Ref.:	
Review Date:	26/11/2024	<i>Pages: 4</i>	Date:
Prepared By:	Faye Dunn		Replaces: 26/02/2018 (CR99/2018)

**1. PURPOSE**

- 1.1.** To facilitate compliance with Ontario Regulations 653/05 and 403/02 under the *Municipal Act, 2001*, S.O. 2001, c 25 (“Regulations”).
- 1.2.** To outline standardized provisions for lease financing agreements.
- 1.3.** To standardize the review, analysis and approval of lease financing agreements.
- 1.4.** To outline a regular and consistent reporting mechanism of lease financing agreements.

**2. DEFINITION**

- 2.1.** “*Lease Financing Agreement*” – as described in the Ontario Regulation 653/05 means a financial agreement for the purpose of obtaining long-term financing of a capital undertaking of the municipality.

**3. SCOPE**

- 3.1.** This policy applies to proposed lease financing agreements to be undertaken by The Corporation of the City of Windsor (the “City”) departments, agencies, boards, commissions and committees (“ABCs”) funded by the City, in whole or in part, or whose governing body contains City representation and whose financial transactions are accounted for within the City’s financial systems.

**3.2. Exclusions:**

- 3.2.1.** Individual photocopier leases entered into, in accordance with the City’s Purchasing By-Law as approved by Council through CR218/2015.
- 3.2.2.** Office equipment rental and leases, including certain mailing equipment, postage meter rentals and fax machines entered into, in accordance with the City’s Purchasing By-Law as approved by Council through CR357/2016.
- 3.2.3.** Rental agreements with a term of less than six (6) months and/or a cancellation option with no penalty or financial impact to the City. This may include vehicles, equipment or furnishings used for seasonal or specific projects.
- 3.2.4.** Building or land lease with a term of two (2) years or less.

#### **4. RESPONSIBILITY**

**4.1. The City Council** is responsible to:

**4.1.1.** Approve all lease financing agreements prior to final signing.

**4.1.2.** Authorize the Chief Administrative Officer & City Clerk to sign all lease financing agreements subject to administrative review and approval.

**4.2. The Chief Administrative Officer (CAO)** is responsible to:

**4.2.1.** Sign all lease financing agreements as approved by Council.

**4.3. The Commissioner, Finance & City Treasurer,** or designate, is responsible to:

**4.3.1.** Review proposed lease financing agreements to ensure compliance with legislative requirements and this policy.

**4.3.2.** Prepare a report to Council, which evaluates the financial costs and other potential risks associated with proposed lease financing agreements.

**4.3.3.** Undertake a detailed financial analysis with respect to the proposed leases, where applicable. Obtain external independent financial advice, if the threshold of the proposed transaction so warrants.

**4.3.4.** Liaise with the City Solicitor, or designate, to obtain legal advice with respect to the proposed lease financing agreement and obtain external independent legal advice, if the threshold of the proposed transaction so warrants.

**4.3.5.** If the City enters into one or more lease financing agreements within a fiscal year, prepare and present to Council within the fiscal year, or more frequent upon Council request a detailed report containing the following information as per O. Reg. 653/05, s.11 (1), subsection (2):

- A description of the estimated proportion of the total financing arrangements of the municipality that is undertaken through lease financing agreements to the total long-term debt of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;
- A statement by the treasurer as to whether, in his or her opinion, all lease financing agreements were made in accordance with the statement of lease financing policies and goals adopted by the municipality; and
- Any other information that the Council may require or that, in the opinion of the treasurer, should be recorded.

**4.3.6.** Present all proposed lease agreements to Council for final approval.

**4.3.7.** Log and monitor lease agreements, where applicable.

**4.3.8.** Direct the review of this policy, at a minimum every five (5) years, and recommend updates as required.

**4.4. The City Solicitor,** or designate, is responsible to:

**4.4.1.** Provide legal advice with respect to proposed lease financing agreements, where applicable.

4.5. The **City Clerk**, or designate, is responsible to:

4.5.1. Sign all lease financing agreements as approved by Council.

4.5.2. Maintain lease financing agreement records accordingly.

4.6. The **Executive Directors (and ABC equivalents)** or designates are responsible to:

4.6.1. Submit, to the CFO/City Treasurer, all proposed lease financing agreements for review, to ensure compliance with the legislative requirements and this policy, and for reporting to Council.

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

5.1. The City of Windsor strategy, with respect to lease financing (Budget Resolution B41-2002), is to generally refrain from entering into material lease financing agreements, and that where any such lease financing agreements are deemed necessary, that such lease financing agreements be limited to specific circumstances.

5.2. The following evaluation and analysis process must be performed for proposed lease agreements, and as defined by Section 4.1.1, City Council must also approve all lease agreements that are subject to this policy.

5.2.1. The sum of all payments is \$100,000 or less:

5.2.1.1. Any proposed lease financing agreement where the sum of all payments is \$100,000 or less, there is no requirement to undertake a detailed financial or legal analysis.

5.2.2. The sum of all payments is between \$100,001 to \$999,999:

5.2.2.1. Any proposed lease financing agreement where the sum of all payments is expected to be between \$100,001 to \$999,999, an internal financial and legal review must be undertaken, including a buy versus lease analysis and consideration of risks associated with the proposed lease financing agreement.

5.2.2.2. The proposed lease agreement must include a schedule of all fixed amounts of payment, if any, required under the lease and that may be required under any possible extensions or renewals of the lease.

5.2.3. The sum of all payments is \$1,000,000 or greater:

5.2.3.1. Any proposed lease financing agreement where the sum of all payments is expected to be equal to or greater than \$1,000,000, in addition to the requirements in Section 5.2.2, the need for external independent financial and legal advice shall also be considered. As external financial and legal expertise will incur a cost, each lease financing agreement will be reviewed on a case by case basis considering complexity and risk.

5.3. **All resolutions of Council approving of leases are to contain a statement that:**

*“in the opinion of the CFO/ City Treasurer and the City Council the proposed lease financing agreement will not materially impact the debt and financial obligation limit of the City of Windsor, and its risks, in combination with all the other lease financing agreements of that category entered into or proposed to be entered into this year by The*

*Corporation of the City of Windsor, will not result in a material impact for the community”.*

- 5.4. As Council recognizes that there are inherent risks associated with lease financings, compliance with this policy will facilitate that the necessary due diligence is undertaken by administration in the review of all lease financing agreements and that Council is provided full disclosure on the impacts of these leases prior to entering into any agreement for the provision of lease financings.
- 5.5. Funding sources (Capital or Operating) for lease financing agreement must be identified prior to entering into a lease.
- 5.6. In cases where lease financing is deemed acceptable the following must be adhered to:
  - Ontario Regulations 653/05
  - Ontario Regulations 403/02
  - The Pay As You Go Lease Reserve Fund 170 Procedure - CS.B9.05
  - The Purchasing By-Law

## **6. REFERENCES AND RELATED DOCUMENTS**

- 6.1. Ontario Regulation 653/05 – Debt-Related Financial Instruments and Financial Agreements
- 6.2. Ontario Regulation 403/02 - Debt & Financial Obligation Limits
- 6.3. The Purchasing By-Law
- 6.4. Lease Financial Review Procedure

## THE CORPORATION OF THE CITY OF WINDSOR PROCEDURE

Service Area:	<b>Finance</b>	Procedure No.:	<b>TBD</b>
Department:	<b>Financial Planning</b>	Approval Date:	
Division:		Approved By:	
		Effective Date:	
Subject:	<b>Lease Financial Review</b>	Policy Ref.:	TBD
	<b>Procedure (City as lessee)</b>	Pages:	Replaces: NEW
Prepared By:	Faye Dunn		Date:

### 1. PURPOSE

1.1. To establish a standardized process for preparing, reviewing, and approving the financial analysis required for municipal leases, ensuring accuracy and accountability in financial assessments and compliance with the Lease Financing Policy.

### 2. SCOPE

2.1. Applies to leases entered into by the City of Windsor where the City is the lessee as defined in the Lease Financing Policy.

### 3. RESPONSIBILITY

3.1. **Commissioner, Finance/City Treasurer** or designate is responsible for final financial review and decision making in accordance with the Lease Financing Policy.

3.2. **Financial Planning Managers** are responsible to review and sign off on financial analysis prior to submission to the Commissioner, Finance/City Treasurer.

3.3. **Financial Planning Administrators (FPA)** are responsible to prepare financial analysis as defined in the Corporate Lease Policy. They are also responsible for records produced and any obtaining required authorizations or approvals.

### 4. PROCEDURE

4.1. **Initiate Financial Analysis:** FPA will gather relevant financial data, historical leasing costs, projected costs and any anticipated economic indicators to inform the analysis.

4.2. **Prepare the Analysis:** Develop a detailed financial analysis including all relevant metrics, assumptions and projections. Confirm the accuracy of calculations and data sources.

4.3. **Submit Analysis for Managerial Review:** The FPA will submit the completed financial analysis to the Financial Planning Manager responsible for oversight.

**4.4. Managerial Review and Sign-off:** The Financial Planning Manager will review the analysis for accuracy, completeness and compliance with policy guidelines. Feedback or change requests will be provided to the FPA if necessary. Indication of approval should be documented on the analysis.

**4.5. Provide Analysis to Commissioner, Finance/ City Treasurer:** The reviewed analysis and any relevant attachments are to be sent to the Commissioner by a member of the Financial Planning team.

**4.6. Recordkeeping:** the analysis should be stored as per departmental practice and in accordance with the City's record retention bylaw.

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

**5.1.** Lease Financing Policy.



**Council Report: C 157/2024**

**Subject: Audited Consolidated Financial Statements for Windsor Business Improvement Areas for 2022 and 2023 - Wards 2, 3, 4, 5 & 6**

**Reference:**

Date to Council: December 9, 2024  
Author: Cristina Stanis  
Senior Tax Analyst  
519-255 6100 Ext. 6929  
cstanis@citywindsor.ca  
Taxation & Financial Projects  
Report Date: 11/22/2024  
Clerk's File #: MI2024

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

**Recommendation:**

THAT City Council **RECEIVE** for information the 2022 and 2023 Audited Financial Statement for each of the nine (9) Business Improvement Area Boards being Downtown Windsor, Via Italia (Erie Street), Olde Riverside Town Centre, Olde Sandwich Towne, Walkerville District, Ottawa Street, Pillette Village, Wyandotte Town Centre and Ford City, as presented in Appendices A through R, in accordance with the Business Improvement Area Governance By-Law 49-2023; and,

THAT City Council **DIRECT** each of the BIA Boards to develop a plan for use of the reserves that will bring the balance in compliance with the requirements of By-Law 49-2023 and further that those plans be submitted to Administration and presented to City Council with the reporting of the 2024 Consolidated Financial Statements.

**Background:**

Presently, there are nine (9) Business Improvement Areas (BIA) within the City of Windsor. They include:

1. Downtown Windsor (DWBIA)
2. Via Italia – Erie Street (Via Italia)
3. Olde Riverside Town Centre (Riverside)
4. Olde Sandwich Towne (Sandwich)
5. Walkerville District (Walkerville)
6. Ottawa Street (Ottawa)
7. Pillette Village (Pillette)
8. Wyandotte Town Centre (Wyandotte)

## 9. Ford City (Ford)

Sections 204 to 215 of the *Ontario Municipal Act, 2001* (the Act), provide the regulatory framework for the establishment and operation of BIAs. Section 204(1) of the Act provides that local municipalities may designate an area as an improvement area and may establish a Board of Management:

- a) To oversee the improvement, beautification and maintenance of municipally owned land, buildings, and structures in the area beyond that provided at the expense of the municipality generally; and
- b) To promote the area as a business or shopping area

In 2023, the City of Windsor established the Governance By-Law 49-2023 (the By-Law) to create a uniform governance structure for all the BIA Boards of Management in the City of Windsor. In accordance with Schedule C, Section III, Annual Financial Statements, of the By-Law, the audited financial statements are required to be presented in conjunction with the annual report to Council.

### **Discussion:**

Schedule C, Section III, Annual Financial Statements of the By-Law, requires that the audited consolidated financial statements for the BIAs be presented to Council annually. The consolidated financial statements of the BIAs are comprised of:

- the consolidated statement of financial position;
- the consolidated statement of operations and accumulated surplus (deficit);
- the consolidated statement of changes in net financial assets;
- the consolidated statement of cash flows;
- and the notes to the financial statements, including a summary of significant accounting policies;

(hereinafter referred to as the consolidated financial statements).

This report includes the consolidated financial statements for the BIAs for the years ended December 31, 2022, and December 31, 2023 (Appendix A to R).

The audited consolidated financial statements of the BIAs for the years ended December 31, 2022, and December 31, 2023, were audited by KPMG LLP, who issued unmodified audit opinions on account of each of the consolidated financial statements of the BIAs.

The following discussion provides an analytical review of the consolidated financial statements of the BIAs for the year ended December 31, 2023, with comparisons to the



prior year, as it relates to the consolidated statement of financial position, and budget, as it relates to the consolidated statement of operations and surplus.

Furthermore, and in accordance with Schedule C, Part IV Reserve Funds of the By-Law, *“At no time shall the general operating reserve reach a level that exceeds the annual year’s levy. Should the general operating reserve reach a level that is in excess of this maximum amount, the Board is required to develop a plan that will expend the funds with said plan being presented as part of the annual budget submission for approval by Council.”* The following discussion will also identify whether the BIAs are in compliance with this provision of the By-Law.

## **Downtown Windsor Business Improvement Area (DWBIA) – Appendix A**

### Consolidated Statement of Financial Position

Total financial assets as at December 31, 2023, increased \$13,528 from 2022 (2023 - \$638,366; 2022 – \$624,838). Notable changes include:

- A decrease in Cash by \$176,735 (2023 - \$259,850; 2022- \$436,585). For further information, refer to the Consolidated Statement of Cash Flows.
- An increase in Accounts receivable by \$179,634 (2023 - \$345,036; 2022- \$165,402). The increase in the balance was mainly due to amounts related to recoverable HST for DWBIA and DWBRA that made up about \$170,000 of the total balance. This amount was collected in 2024.
- An increase in Due from the City of Windsor of \$10,629 from 2022 (2023 - \$33,480; 2022 - \$22,851). Year-end balances for the Due from the City of Windsor account reflect an amount equivalent to five percent (5%) of the BIA levy budget for the current year plus or minus any levy increases or decreases from reassessment transactions captured during the second part of the year through the Supplementary/ Omitted assessment process.

Total financial liabilities at December 31, 2023, decreased \$27,912 from 2022 (2023 - \$88,249; 2022 - \$116,161). In 2022, a payment of approximately \$25,000 remained outstanding on account of street pole banners.

Total non-financial assets as at December 31, 2023, decreased \$20,323 from 2022 (2023 - \$79,689; 2022 - \$100,012). Tangible capital assets represent the largest component of non-financial assets. The decrease in tangible capital assets of \$22,923 relates to the annual amortization expense.

### Consolidated Statement of Operations and Accumulated Surplus

Total revenue for 2023 amounted to \$1,157,560, an increase of \$331,910 as compared to the budget of \$825,650. Notable differences include:

- Total City of Windsor Levy Revenue for 2023 was \$717,608, an increase of \$50,058 as compared to the budget of \$667,550. The increase resulted from

additional assessment of properties in the DWBIA area identified during the supplementary/omitted billing assessment process.

- Total Grant revenue for 2023 was \$297,754 compared to the budget of \$50,000, an increase of \$247,754. The DWBIA received the following grants in 2023:
  - Canadian Urban Institute's My Mainstreets Grant \$125,000
  - Canada Communities Revitalization Fund Grant \$134,056
  - Celebrate Ontario Grant \$10,500.
- Total Miscellaneous revenue for 2023 was \$87,306 as compared to the budget of \$57,300. The increase of \$30,006, resulted from higher than anticipated revenue collected from vendor fees for events such as the Canada Day Arts Fair and the Night Markets; donations to the Art Alley Projects; and participant fees for the Beach Bash Volleyball Tournament.

Total expenses for 2023 amounted to \$1,136,443, an increase of \$277,511 as compared to the budget of \$858,932. Notable differences include:

- Total Marketing and events expenses for 2023 were \$322,877, an increase of \$64,395 as compared to the budget of \$258,482. The increase was related to events including Winter Fest, with the addition of the Santa Claus Parade, and the Beach Volleyball Tournament.
- Total Grants expenses for 2023 were \$292,373, an increase of \$292,373 from budget. These expenses were incurred on account of grant obligations for the Art Alley.
- Total Administrative expenses for 2023 were \$151,039, a \$51,359 increase as compared to the budget of \$99,950. The increase relates to professional fees incurred to fulfill grant obligations and to address compliance matters with the Canada Revenue Agency. Furthermore, amortization of tangible capital assets of \$22,923 was included in Administrative expenses, but is not budgeted for annually, as this is an adjustment required for accounting purposes to comply the Canadian public sector accounting standards.
- Total Development expenses for 2023 were \$22,029, a \$17,029 increase as compared to the budget of \$5,000. In 2023 costs were incurred on account of Security of \$8,336, Rent Subsidies of \$6,300 and the Good Green Food Reclamation Program of \$3,107.
- Total Infrastructure expenses for 2023 were \$20,408, a decrease of \$156,642 as compared to the budget of \$177,050. The decrease is primarily related to the deferral of the security cameras and safety measures projects included in the 2023 budget amounting to \$108,550 and the decorative lighting project included in the 2023 budget of \$57,000.

At December 31, 2023, the DWBIA has an accumulated surplus of \$629,806, and increase of \$21,117 from 2022 (2022 - \$608,689). The accumulated surplus is comprised of two components: Investment in Tangible Capital Assets and the Reserve for Future Development (Reserve). The Reserve was \$595,896 at December 31, 2023, an increase of \$44,040 from 2022 (2022 - \$551,856). The Reserve balance exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law.

## Via Italia – Erie Street BIA– Appendix B

### The Statement of Financial Position

Total financial assets as at December 31, 2023, were \$104,670 a decrease of \$6,044 from 2022 (2023 - \$104,670; 2022 - \$110,714). Notable changes include:

- An increase in Cash of \$38,276 (2023 - \$63,630; 2022- \$25,354). For further information, refer to the Consolidated Statement of Cash Flows.
- An increase in Commodity taxes receivable of \$11,161 (2023 - \$32,653; 2022- \$21,492).
- A decrease in the Due from City of Windsor balance by \$55,640 (2023 - \$6,250; 2022- \$61,890). In 2022, amounts remained outstanding from the City of Windsor on account of a delay in finalizing the 2021 audited financial statements. As a result, the final payment for 2021 and the interim payments for 2022 were withheld.

Financial liabilities at December 31, 2023, were nil, a \$13,079 decrease from 2022 (2022 - \$13,079). Financial liabilities are comprised of Accounts payable and accrued liabilities. The year-over-year variance is attributed to the timing of payments.

### Statement of Operations and Accumulated Surplus

Total revenue for 2023 amounted to \$190,344, an increase of \$65,344 as compared to the budget of \$125,000. Notable differences include:

- The City of Windsor levy of \$125,528 represents a \$528 increase as compared to the budget of \$125,000.
- Miscellaneous revenue of \$64,759 was earned in 2023. This is comprised of a grant from the Federal Economic Development Agency of \$62,370 to fund the beautification project for the area.

Total expenses for 2023 amounted to \$183,309, an increase of \$58,309 as compared to the budget of \$125,000. Notable differences include:

- Total Advertising and promotion costs were \$48,062, an increase of \$36,262 as compared to the budget of \$11,800. In 2023, the BIA incurred expenses to contract the services of an Events Coordinator to support various BIA initiatives for approximately \$39,000. For budget purposes, this expense was included as Wages. The final presentation on the audited financial statements better represents this expense as Advertising and promotion as the Events Coordinator is not an employee of the BIA.
- Total Office and administration costs were \$19,163, an increase of \$8,927 as compared to the budget of \$10,236. The BIA sponsored the Windsor

International Film Festival Event in 2023. Total sponsorship amounted to \$5,000. The sponsorship was not accounted for in the budget.

- Total Special events costs were \$92,130, an increase of \$48,130 as compared to the budget of \$44,000. The increase is attributed to an alley beautification project undertaken by the BIA in 2023. The project involved the installation of LED alley lights and signs throughout the BIA. This project was funded primarily with grants recognized as Miscellaneous revenue.
- Total Street improvement expenses were \$6,731, a decrease of \$16,269 as compared to the budget of \$23,000. In 2023 certain street improvement projects were postponed.
- Total Wages were \$7,851, a decrease of \$20,149 as compared to the budget of \$28,000. The BIA incurred expenses on account of an Events Coordinator that were categorized as Advertising and promotion but budgeted for as Wages. For further information refer to the Advertising and promotion discussion above.

At December 31, 2023, the Via Italia BIA has an accumulated surplus of \$104,670, an increase of \$7,035 from 2022 (2022 - \$97,635). The accumulated surplus exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law.

### **Olde Riverside Town Centre BIA – Appendix C**

#### Consolidated Financial Position December 31, 2023

Total financial assets as at December 31, 2023, increased \$6,431 from 2022 (2023 - \$35,871; 2022 - \$29,440). Notable changes include:

- An increase in Cash of \$ \$8,791 (2023 - \$28,931; 2022- \$20,140). For further information, refer to the Consolidated Statement of Cash Flows.
- A decrease in the Accounts receivable of \$2,460 (2023 - \$3,190; 2022- \$5,650).

Total financial liabilities as at December 31, 2023, decreased \$17,678 from 2022 (2023 - \$2,000; 2022 - \$19,678). Notable changes include:

- A decrease in the Accounts payable and accrued liabilities of \$10,178 (2023 - \$2,000; 2022- \$12,178).
- A decrease in Long-term debt of \$7,500. In 2023, the final payment was made on account of the Long-term debt related to the 2013 beautification project.

#### Consolidated Statement of Operations and Accumulated Surplus

Total revenue for the Riverside BIA was \$75,618, an increase of \$618 as compared to the budget of \$75,000. Revenue relates to the City of Windsor levy.

Total expenses for 2023 were \$51,509, a decrease of \$23,491 compared to the budget of \$75,000. In 2023, fewer expenses were incurred as there was a pause in various BIA

activities namely due to the temporary measures that were implemented early in 2023 over the governance and operations of the BIAs. Additionally, the coordinator position for the BIA remained vacant. Specific variances by financial statement caption include:

- Total Administration costs were \$6,687, a decrease of \$4,683, as compared to the budget of \$11,370.
- Total Advertising and promotion costs were \$5,315, a decrease of \$2,035, as compared to the budget of \$7,350.
- Total Donations were \$nil, a decrease of \$2,000, as compared to the budget of \$2,000.
- Total Special events costs were \$16,118, a decrease of \$4,882 as compared to the budget of \$21,000.
- Total Street beautification expenses were \$13,737, a decrease of \$11,663, as compared to the budget of \$25,400.

At December 31, 2023, the Riverside BIA has an accumulated surplus of \$33,871, an increase of \$24,109 from 2022 (2022 - \$9,762). The accumulated surplus exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law.

## **Olde Sandwich Towne BIA – Appendix D**

Consolidated Financial Position December 31, 2023

Total financial assets as at December 31, 2023, increased \$221,066 from 2022 (2023 - \$308,782; 2022 - \$95,456). Notable changes include:

- An increase in Cash of \$235,945 (2023 - \$294,905; 2022 - \$58,960). For further information, refer to the Consolidated Statement of Cash flows.
- An increase in HST receivable of \$4,467 (2023 - \$10,522; 2022- \$6,055).
- A decrease in the Due from the City of Windsor of \$29,346 (2023 - \$3,355; 2022- \$32,701). In 2022, amounts remained outstanding from the City of Windsor on account of a delay in finalizing the 2021 audited financial statements. As a result, the final payment for 2021 and the interim payments for 2022 were withheld.

Total financial liabilities as at December 31, 2023, were consistent with 2022 ((2023 - \$1,130; 2022- \$2,260). The balance is primarily comprised of Accounts payable and accrued liabilities.

Consolidated Statement of Operations and Accumulated Surplus

Total revenue for the Sandwich BIA was \$319,710, an increase of \$50,610 compared to the budget of \$269,100). Notable changes include:

- Grant revenue of \$250,000, an increase of \$50,000 as compared to the budget of \$200,000. This represents the grant from The Gordie How Bridge Community Benefits Plan.

Total expenses for 2023 of \$107,514, a decrease of \$208,726 as compared to the budget of \$316,240. In 2023, the Sandwich area was experiencing significant construction activity which led to delays for projects that were intended to occur in 2023. Notable differences from budget include:

- Total Advertising costs were \$10,535, a decrease in budget of \$64,315 compared to the budget of \$74,850. The Sandwich BIA had planned a marketing campaign once the construction in the area was completed. The marketing campaign was delayed due to the on-going construction in the area.
- Total Decorative costs were \$14,788, a decrease in the budget of \$110,712 compared to the budget of \$125,500. The Sandwich BIA postponed the related purchases until after the completion of the construction in the area.
- Total Special events costs were \$49,429, a decrease in the budget of \$32,071 compared to the budget of \$81,500. The events were scaled back for 2023 due to poor attendance and on-going construction.

At December 31, 2023, the Sandwich BIA has an accumulated surplus of \$307,652, an increase of \$212,196 from 2022 (2022 - \$95,456). The accumulated surplus exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law.

## **Walkerville District BIA– Appendix E**

### **Consolidated Statement of Financial Position December 31, 2023**

Total financial assets as at December 31, 2023, has increased \$4,908 as compared to 2022 (2023 - \$64,130; 2022 – \$59,222). Notable changes include:

- An increase in Cash of \$16,810 (2023 - \$56,845; 2022 - \$40,035). For further information, refer to the Consolidated Statement of Cash Flows.
- A decrease in the Due from the City of Windsor of \$5,160 (2023 - \$3,126; 2022 - \$8,286). The increased balance as at December 31, 2022, was the result of increased levy due to the reassessment captured during the Supplementary/Omitted assessment.
- A decrease in the HST receivable of \$6,742 (2023 - \$3,159; 2022 - \$9,901).

Total financial liabilities as at December 31, 2023, was \$3,638, a decrease of \$12,146, as compared to 2022 (2022 - \$15,784). The financial liabilities related primarily to Accounts payable and accrued liabilities.

Total non-financial assets as at December 31, 2023, of \$1,318 have remained consistent with 2022 (2022 - \$2,382). The non-financial assets represent prepaid expenses of the Walkerville BIA.

### **Consolidated Statement of Operations and Accumulated Surplus**

Total revenue for 2023 for the Walkerville BIA was \$68,846, an increase of \$7,846 compared to the budget of \$61,000. Notable changes include:

- Increase in City of Windsor levy of \$1,984 as compared to the budget of \$55,000.
- Increase in Sponsorships and other fundraising of \$5,855 as compared to budget of \$6,000.

Total expenses for 2023 were \$52,856 as compared to the budget of \$61,000. Notable changes include:

- Total Events and meetings costs were \$23,499, a decrease of \$5,018 as compared to the budget of \$28,517. In 2023, fewer costs were incurred on account of events.
- Total Security costs were \$2,337, a decrease of \$7,663 as compared to the budget of \$10,000. Security services were only contracted in the last part of 2023 due to a delay in the procurement process.
- Total Street up-keep expenses were \$8,185, an increase of \$2,185 as compared to the budget of \$6,000. In 2023, additional costs were incurred on account of holiday decorations and street cleaning.

At December 31, 2023, the Walkerville BIA has an accumulated surplus of \$61,810, an increase of \$15,990 from 2022 (2022 - \$45,820). The accumulated surplus exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law.

## **Ottawa Street BIA– Appendix F**

Consolidated Statement of Financial Position December 31, 2023

Total financial assets as at December 31, 2023, of \$64,867, a decrease of \$11,750 as compared to 2022 (2022 - \$76,617). Notable changes include:

- A decrease in Cash of \$28,664 from 2022 (2023 - \$32,685; 2022 - \$61,349). For further information, refer to the Consolidated Statement of Cash Flows.
- An increase in Commodity taxes receivable of \$11,272 from 2022 (2023 - \$22,802; 2022- \$11,530).
- An increase in Other receivables by \$5,730 (2023 - \$5,730; 2022- \$0).

Total non-financial assets as at December 31, 2023, of \$3,106, is consistent with 2022 (2022 - \$2,579). Non-financial assets represent prepaid expenses.

Consolidated Statement of Operations and Accumulated Surplus 2023

Total revenue for 2023 for the Ottawa BIA was \$120,025, an increase of \$48,060 as compared to the budget of \$71,965. The increase is primarily attributed to the receipt of

grant revenue of \$48,000 from the Federal Government to be used to support the BIA's alley lighting project.

Total expenses for 2023 were \$131,248, an increase of \$59,283, as compared to the budget of \$71,965. Notable changes include:

- Total Miscellaneous expenses were \$9,146, an increase of \$5,146 as compared to the budget of \$4,000. The increase in costs is associated with the painting of murals and alley cleaning.
- Total Promotions and advertising expenses were \$17,559, a decrease of \$1,961 as compared to the budget of \$19,520. The reduction is attributed to discounts obtained for advertising and promotional services.
- Total Street beautification expenses were \$73,156, an increase of \$56,656 as compared to the budget of \$16,500. Street beautification expenses were funded through the grant from the Federal Government rather than the operating budget.

At December 31, 2023, the Ottawa BIA has an accumulated surplus of \$67,973, a decrease of \$11,223 from 2022 (2022 - \$79,196). The accumulated surplus exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law.

## **Pilette Village BIA – Appendix G**

### Consolidated Statement of Financial Position December 31, 2023

Total financial assets as at December 31, 2023, were \$24,248, a \$47,922 decrease from 2022 (2022 - \$72,170). This is primarily attributed to the decrease in Cash of \$48,368 from 2022 (2022 - \$68,369). For additional information refer to the Consolidated Statement of Cash Flows.

Total financial liabilities as at December 31, 2023, were \$2,030, and are consistent with 2022 (2022 - \$2,656). Financial liabilities consist of Accounts payable and accrued liabilities.

### Consolidated Statement of Operations and Accumulated Surplus

For 2023, total revenue for the Pilette BIA was \$40,511, and is consistent with the budget of \$40,000. The City of Windsor levy represents the Pilette BIA's primary revenue stream.

Total expenses for 2023 were \$87,807, an increase of \$47,807 as compared to the budget of \$40,000. Notable changes include:

- Total Advertising and promotion expenses were \$7,244 an increase of \$1,844 as compared to the budget of \$5,400. The Pilette BIA incurred additional expenses to enhance the website and marketing for the business in the area.



- Total Beautification expenses were \$66,015, an increase of \$50,790 as compared to the budget of \$15,225. A downpayment of \$56,000 was put towards the BIA Streetscape Improvement Project. The Project includes improved street furnishing and image rebranding. It was approved by City Council in 2022 (CR87/2022). The BIA had funds set aside in the reserve to fund the downpayment.
- Total Events expense were nil, a decrease of \$5,000 as compared to the budget of \$5,000. The expenses incurred in 2023 relating to the Street Sale Event were budgeted for in this financial caption but recognized as expenses in the Advertising and promotion or Administration financial statement captions.

At December 31, 2023, the Pilette BIA has an accumulated surplus of \$22,218, a decrease of \$47,296 from 2022 (2022 - \$69,514). The accumulated surplus exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law.

## **Wyandotte Town Centre BIA – Appendix H**

### Consolidated Statement of Financial Position December 31, 2023

Total financial assets as at December 31, 2023, were \$216,784, a decrease of \$19,015 from 2022 (2022 - \$235,799). Notable changes include:

- A decrease in Cash of \$61,620 (2023 - \$169,479; 2022- \$231,099). For information on the change, refer to the Consolidated Statement of Cash Flows.
- An increase in the Due from the City of Windsor of \$42,605 (2023 - \$47,305; 2022- \$4,700). The increase is attributed to the holding back of funds for 2022 and 2023 due to the delay in receiving the audited consolidated financial statements of the Wyandotte BIA.

Total financial liabilities as at December 31, 2023, were \$1,700, a decrease of \$10,300 from 2022 (2022 - \$12,000). Financial liabilities consist primarily of Accounts payable and accrued liabilities. The variance is attributed to timing.

### Consolidated Statement of Operations and Accumulated Surplus

Total revenue for 2023 for the Wyandotte BIA was \$101,554, an increase of \$7,554 as compared to the budget of \$94,000. The increase is primarily attributed to interest income of \$7,042 earned on account of funds that were invested.

Total expenses for 2023 were \$110,269, an increase of \$16,269 compared to the budget of \$94,000. Notable changes include:

- Total Advertising and promotion expenses were \$24,669, an increase of \$15,949, as compared to the budget of \$8,750. Additional expenses were incurred by the BIA on social media campaigns to promote local businesses and other events organized by the BIA.

- Total Audit and legal expenses were \$1,700, a decrease of \$6,100 as compared to the budget of \$7,800. In 2023, the BIA did not acquire any legal services. Those services were included in the budget as a precautionary measure.
- Total Office expenses were \$9,574, a decrease of \$8,726 compared to the budget of \$18,300. This is due to the fact that the Wyandotte BIA postponed projects related to updating the office space.
- Total Security expenses were \$14,369. The budget for this was nothing. The Wyandotte BIA implemented a security program with Paladin Security.

At December 31, 2023, the Wyandotte BIA has an accumulated surplus of \$215,084, a decrease of \$8,715 from 2022. The accumulated surplus exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law.

## **Ford City BIA– Appendix I**

### Consolidated Statement of Financial Position December 31, 2023

Total financial assets as at December 31, 2023, were \$36,353, a \$7,031 decrease from 2022 (2022 - \$43,384). Notable changes include:

- A decrease in Cash of \$4,651 (2023 - \$32,055; 2022- \$36,706). For additional information, refer to the Consolidated Statement of Cash Flows.
- A decrease in the Due from the City of Windsor of \$1,600 (2023 - \$1,500; 2022- \$3,100). Year-end balances for the Due from the City of Windsor account reflect an amount equivalent to 5% of the BIA levy budget for the current year plus or minus any levy increases or decreases from reassessment transactions captured during the second part of the year through Supplementary/ Omitted assessment process.

Total financial liabilities as at December 31, 2023, were \$2,000, and have remained consistent with 2022 (2022 - \$1,622). Financial liabilities are comprised of Accounts payable and accrued liabilities.

### Consolidated Statement of Operations and Accumulated Surplus

Total revenue for 2023 for the Ford BIA was \$47,891, an increase of \$7,891 compared to the budget of \$40,000. Notable changes include:

- Increase in City of Windsor levy of \$2,000 as compared to the budget of \$30,000 resulting from higher than budgeted membership in the BIA area.
- Increase in Vendor fees and sponsorships of \$5,850 as compared to the budget of \$10,000. This increase resulted from a higher than anticipated revenue from donations and vendor fees relating to the Dropped on Drouillard event.

Total expenses for 2023 for the Ford BIA was \$55,300, an increase of \$15,300 compared to the budget of \$40,000. Notable changes include:

- Total Administration expenses are \$14,629, an increase of \$1,489, compared to budget of \$13,140. The increase is related to the payment of overtime on account of the Dropped on Drouillard event.
- Total Beautification and maintenance expenses are \$111,849, an increase of \$7,079 compared to the budget of \$4,770. The increase is primarily attributed to the purchase of two sheds. The sheds are used as shops to provide small businesses with an opportunity to have a storefront.
- Total Events expenses were \$22,810, an increase of \$5,810 compared to the budget of \$17,000. The increase resulted from higher than anticipated costs associated with such things as barricades and permits to support the Dropped on Drouillard event.

At December 31, 2023, the Ford BIA has an accumulated surplus of \$34,353, a decrease of \$7,409 from 2022. The accumulated surplus exceeds the limit imposed by the By-Law of 25% of the annual year's levy and is therefore not in compliance with the By-Law.

### **Risk Analysis:**

There is nominal risk associated with the consolidated financial statements of the BIAs. The audited consolidated financial statements of the BIAs for the years ended December 31, 2022, and December 31, 2023, were audited by KPMG LLP, who issued unmodified audit opinions on account of each of the consolidated financial statements of the BIAs.

### **Climate Change Risks**

#### **Climate Change Mitigation:**

N/A

#### **Climate Change Adaptation:**

N/A

### **Financial Matters:**

City of Windsor levy

On an annual basis, the BIAs are provided an interim payment on account of the City of Windsor levy of 50% of the prior year's approved levy upon receipt of a current year Board approved budget. A final payment in the amount of the current year's approved City of Windsor levy less any interim payment, is paid upon receipt of the prior year's audited financial statements. A hold back of 5% of the current year's levy will be

retained by the City and released at the end of each fiscal year upon conclusion of the Supplementary and Omitted assessment process.

### Annual Financial Statements

The By-Law, Schedule C, Financial Accountability Requirements, requires the following as it relates to the Annual Financial Statements:

- i) The Board is responsible to ensure that the financial information relating to each fiscal year end is provided to the auditors in a timely manner but no later than ninety days following the fiscal year end.*
- ii) Audited financial statements are required to be presented in conjunction with the annual report to Council.*

Administration confirms that the BIAs are currently in compliance with the requirements of this financial accountability requirement.

### Reserve Funds

The By-Law, Schedule C, Financial Accountability Requirements, requires the following as it relates to Reserve Funds:

- i) Any levy that is collected and not used in a current year shall be placed in a general operating reserve to be used in a subsequent year at the discretion of the Board. Expenditures from the reserve must be compliant with the Municipal Act and aligned with those that would typically be undertaken by the BIA. Where possible use of the reserve as a funding source is included in a budget submission the funding must be clearly identified as coming from the general operating reserve.*
- ii) At no time shall the general operating reserve reach a level that exceeds 25% of the annual year's levy. Should the general operating reserve reach a level that is more than this maximum amount, the Board is required to develop a plan that will expend the funds with said plan being presented as part of the annual budget submission for approval by Council. The excess funds shall be included as a revenue source in the annual operating budget for the year in which the funds will be spent in accordance with the plan.*
- iii) The Board may provide in its annual budget the establishment and maintenance of a specific purpose reserve fund to be used for special projects and or initiatives. Funds which are placed into these special purpose reserves must be used for the intended purpose. Reuse/redirection of funds previously set aside requires the approval of Council.*
- iv) A separate schedule of transactions made from either the general operating and specific purpose reserve from the preceding year shall be included a document in the annual financial statements.*

All BIAs being reported on within this report are outside of compliance with provision ii), namely, that the general operating reserve exceeds 25% of the levy. Administration will continue to work with the BIAs on the plans to utilize the funds to bring them into compliance with this financial accountability requirement with plans to be presented to City Council in conjunction with the reporting of the 2024 consolidated financial statements.

**Consultations:**

DWBIA

Ford City BIA

Via Italia BIA

Olde Riverside Town Centre BIA

Olde Sandwich Towne BIA

Walkerville District BIA

Ottawa Street BIA

Pillette Village BIA

Wyandotte Towne Centre BIA

**Conclusion:**

The information and appendices to this report are submitted to City Council to address the requirements of Schedule C, Financial Accountability Requirements, Section III, Annual Financial Statements, of the By-Law.

**Planning Act Matters:**

N/A

**Approvals:**

Name	Title
Lorie Gregg	Deputy Treasurer Taxation, Treasury & Financial Projects
Janice Guthrie	Commissioner Finance & City Treasurer
Joe Mancina	CAO

**Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>
DWBIA		
Via Italia BIA		
Ford City BIA		
Olde Riverside Town Centre BIA		
Olde Sandwich Towne BIA		
Ottawa Street BIA		
Pillette Village BIA		
Walkerville District BIA		
Wyandotte Town Centre BIA		

**Appendices:**

- 1 Appendix A – Downtown Windsor BIA 2023 Financial Statements
- 2 Appendix B - Via Italia BIA 2023 Financial Statements
- 3 Appendix C - Olde Riverside Town Centre BIA 2023 Financial Statements
- 4 Appendix D - Olde Sandwich Towne BIA 2023 Financial Statements
- 5 Appendix E - Walkerville District BIA 2023 Financial Statements
- 6 Appendix F - Ottawa Street BIA 2023 Financial Statements
- 7 Appendix G - Pillette Village BIA 2023 Financial Statements
- 8 Appendix H - Wyandotte Town Centre BIA 2023 Financial Statements
- 9 Appendix I - Ford City BIA 2023 Financial Statements
- 10 Appendix J – Downtown Windsor BIA 2022 Financial Statements
- 11 Appendix K - Via Italia BIA 2022 Financial Statements
- 12 Appendix L - Olde Riverside Town Centre BIA 2022 Financial Statements
- 13 Appendix M - Olde Sandwich Towne BIA 2022 Financial Statements
- 14 Appendix N - Walkerville District BIA 2022 Financial Statements
- 15 Appendix O - Ottawa Street BIA 2022 Financial Statements
- 16 Appendix P - Pillette Village BIA 2022 Financial Statements
- 17 Appendix Q - Wyandotte Town Centre BIA 2022 Financial Statements
- 18 Appendix R - Ford City BIA 2022 Financial Statements



Consolidated Financial Statements of

**DOWNTOWN WINDSOR  
BUSINESS IMPROVEMENT  
ASSOCIATION**

And Independent Auditor's Report thereon

Year ended December 31, 2023





**KPMG LLP**

618 Greenwood Centre  
3200 Deziel Drive  
Windsor, ON N8W 5K8  
Canada  
Telephone 519 251 3500  
Fax 519 251 3530

**INDEPENDENT AUDITOR'S REPORT**

To the Board Members, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

***Opinion***

We have audited the accompanying consolidated financial statements of Downtown Windsor Business Improvement Association (the Entity) which comprise of:

- the consolidated statement of financial position as at December 31, 2023
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes and schedule to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2023, and its consolidated results of operations and accumulated surplus and its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.



Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*KPMG LLP*

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

October 28, 2024

# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Consolidated Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
<b>Financial assets:</b>		
Cash and cash equivalents	\$ 259,850	\$ 436,585
Accounts receivable	345,036	165,402
Due from City of Windsor	33,480	22,851
	<u>638,366</u>	<u>624,838</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities	88,249	116,161
Net financial assets	550,117	508,677
<b>Non-financial assets:</b>		
Tangible capital assets (note 2)	69,654	92,577
Prepaid expenses	10,035	7,435
	<u>79,689</u>	<u>100,012</u>
Commitments (note 4)		
Accumulated surplus (note 3)	\$ 629,806	\$ 608,689

See accompanying notes to consolidated financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget	2023 Actual	2022 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 667,550	\$ 717,608	\$ 657,024
Grants	50,000	297,754	349,984
Miscellaneous	57,300	87,306	111,133
Winter Fest	-	-	23,500
Farmer's Market	50,800	53,984	77,284
Interest	-	908	904
	<u>825,650</u>	<u>1,157,560</u>	<u>1,219,829</u>
<b>Expenses:</b>			
Marketing and events	258,482	322,877	548,925
Grant expenses	-	292,373	-
Salaries and wages	187,500	192,220	206,663
Clean and safe	106,900	103,180	104,675
Administrative (schedule)	99,950	151,309	142,852
Development	5,000	22,029	25,397
Infrastructure	177,050	20,408	47,035
Communications	24,050	26,233	29,289
Other expenses		5,814	11,648
	<u>858,932</u>	<u>1,136,443</u>	<u>1,116,484</u>
Annual surplus (deficit)	(33,282)	21,117	103,345
Accumulated surplus, beginning of year	608,689	608,689	505,344
<b>Accumulated surplus, end of year</b>	<b>\$ 575,407</b>	<b>\$ 629,806</b>	<b>\$ 608,689</b>

See accompanying notes to consolidated financial statements.

# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Annual surplus	\$ 21,117	\$ 103,345
Acquisition of tangible capital assets	-	(30,976)
Amortization of tangible capital assets	22,923	25,069
Disposition of prepaid expenses	7,435	3,736
Acquisition of prepaid expenses	(10,035)	(5,498)
Change in net financial assets	41,440	95,676
Net financial assets, beginning of year	508,677	413,001
<b>Net financial assets, end of year</b>	<b>\$ 550,117</b>	<b>\$ 508,677</b>

See accompanying notes to consolidated financial statements.

# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Consolidated Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 21,117	\$ 103,345
Amortization of tangible capital assets	22,923	25,069
Decrease (increase) in accounts receivable	(179,634)	63,343
Decrease (increase) in due from City of Windsor	(10,629)	10,515
Increase in prepaid expenses	(2,600)	(1,762)
Increase (decrease) in accounts payable and accrued liabilities	(27,912)	62,617
	<u>(176,735)</u>	<u>263,127</u>
Investing:		
Acquisition of tangible capital assets	-	(30,976)
Increase (decrease) in cash	(176,735)	232,151
Cash and cash equivalents, beginning of year	436,585	204,434
Cash and cash equivalents, end of year	<u>\$ 259,850</u>	<u>\$ 436,585</u>

See accompanying notes to consolidated financial statements.

# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Notes to Consolidated Financial Statements

Year ended December 31, 2023

---

The Board of Management of the Downtown Windsor Business Improvement Association (the "Association") is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the area as well as designated by the Council of the Corporation of the City of Windsor and the promotion of this area for business and shopping. The Association is exempt from paying income tax under Section 149 of the Income Tax Act.

## 1. Significant accounting policies:

The consolidated financial statements are the representations of management and are prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

### (a) Basis of presentation:

These consolidated financial statements reflect the assets, liabilities, revenue and expenses of the revenue fund and the reserve. All interfund assets and liabilities and revenue and expenses have been eliminated. These consolidated financial statements include Downtown Windsor Business Revitalization Association, an entity under common control with the Association.

### (b) Basis of accounting:

The Association maintains its accounts on an accrual basis. Under this basis, revenue is accounted for in the period in which the transactions or events occur that give rise to the revenue. Expenses are accounted for in the period the goods and services are acquired.

### (c) Cash and cash equivalents:

Cash and cash equivalents include cash and short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.

### (d) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

#### Tangible capital assets:

Tangible capital assets are recorded at cost.

Amortization is calculated on a straight-line basis over an assets expected useful life. Residual values are assumed to be zero.

<u>Asset classification</u>	<u>Useful life (years)</u>
Computer hardware	3
Furniture and fixtures	5
Equipment	10
Leasehold improvements	term of lease



# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

## 1. Significant accounting policies (continued):

### (e) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure in contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Significant items subject to such estimates and assumptions include the valuation of accounts receivable and the carrying value of tangible capital assets. Actual results could differ from those estimates.

## 2. Tangible capital assets:

Cost	2022	Additions	Disposals	2023
Computer hardware	\$ 23,059	\$ -	\$ -	\$ 23,059
Furniture and fixtures	88,591	-	-	88,591
Equipment	9,569	-	-	9,569
Leasehold improvements	46,062	-	-	46,062
<b>Total</b>	<b>\$ 167,281</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 167,281</b>

Accumulated amortization	2022	Disposals	Amortization expense	2023
Computer hardware	\$ 21,674	\$ -	\$ 707	\$ 22,381
Furniture and fixtures	38,383	-	14,679	53,062
Equipment	1,880	-	957	2,837
Leasehold improvements	12,767	-	6,580	19,347
<b>- Total</b>	<b>\$ 74,704</b>	<b>\$ -</b>	<b>\$ 22,923</b>	<b>\$ 97,627</b>

Net book value	2022	2023
Computer hardware	\$ 1,385	\$ 678
Furniture and fixtures	50,208	35,529
Equipment	7,689	6,732
Leasehold improvements	33,295	26,715
<b>Total</b>	<b>\$ 92,577</b>	<b>\$ 69,654</b>

# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

### 3. Accumulated surplus:

Accumulated surplus consists of individual funds' surplus as follows:

	2023	2022
Surplus:		
Invested in tangible capital assets	\$ 33,910	\$ 56,833
Reserve for future development	595,896	551,856
<b>Total surplus</b>	<b>\$ 629,806</b>	<b>\$ 608,689</b>

### 4. Commitments:

- (i) On November 1, 2020, the Association entered into a lease agreement for premises located on 484 Pelissier Street for a fifteen-month period commencing November 1, 2020, at a monthly rate of \$1,800. The lease provides the Association with the option to extend the lease for 5 additional twelve-month terms at a rental rate of \$2,000 per month for the period commencing February 1, 2022 through January 31, 2023, and \$2,200 per month for the periods following.
- (ii) In May of 2012, the Association pledged \$50,000 to the St. Clair College MediaPlex Campus for façade improvements to be paid in annual contributions of \$5,000. At December 31, 2023, \$30,000 of the pledge remained unpaid.

# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

## Consolidated Schedule of Administrative Expenses

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget	2023 Actual	2022 Actual
Rent	\$ 37,500	\$ 32,049	\$ 27,357
Legal and audit	37,000	65,029	57,036
Amortization	-	22,923	25,069
Insurance	11,000	11,481	7,224
Office equipment	9,000	9,995	5,302
Utilities	-	5,303	6,192
Telephone	500	-	7,111
Office supplies	3,250	2,738	2,940
Bank charges	1,200	1,791	1,272
Bad debts	-	-	3,022
Postage	500	-	327
	<b>\$ 99,950</b>	<b>\$ 151,309</b>	<b>\$ 142,852</b>

Financial Statements of

**VIA ITALIA - ERIE STREET  
BUSINESS IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2023



**KPMG LLP**

618 Greenwood Centre  
3200 Deziel Drive  
Windsor, ON N8W 5K8  
Canada  
Telephone 519 251 3500  
Fax 519 251 3530

**INDEPENDENT AUDITOR’S REPORT**

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

***Opinion***

We have audited the financial statements of the VIA Italia – Erie Street Business Improvement Association (the “BIA”), which comprise:

- the statement of financial position as at December 31, 2023
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and the notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”)

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Via Italia – Erie Street Business Improvement Area as at December 31, 2023, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the “***Auditor’s Responsibilities for the Audit of the Financial Statements***” section of our auditor’s report.

We are independent of the BIA in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



### ***Responsibility of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the BIA's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the BIA or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the BIA's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the BIA's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



Page 3

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the BIA's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the BIA's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*KPMG LLP*

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

October 28, 2024

# VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
<b>Financial Assets</b>		
Cash	\$ 63,630	\$ 25,354
Commodity taxes receivable	32,653	21,492
Due from City of Windsor	6,250	61,890
Prepaid expenses	2,137	1,978
	<u>104,670</u>	<u>110,714</u>
<b>Financial Liabilities</b>		
<u>Accounts payable and accrued liabilities</u>	-	13,079
	-	13,079
Net financial assets	104,670	97,635
Accumulated surplus (note 3)	\$ 104,670	\$ 97,635

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director



# VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

Statement of Operations and Accumulated Surplus

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget	2023 Actual	2022 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 125,000	\$ 125,528	\$ 124,390
Grants	-	-	33,449
Investment income	-	57	-
Miscellaneous revenue	-	64,759	9,600
	125,000	190,344	167,439
<b>Expenses:</b>			
Advertising and promotion	11,800	48,062	35,347
Amortization	-	-	4,000
Audit and accounting	2,900	5,000	2,500
Donations	700	700	700
Insurance	4,364	3,672	4,342
Office and administration	10,236	19,163	35,736
Special events	44,000	92,130	20,000
Street improvements	23,000	6,731	23,791
Wages	28,000	7,851	19,052
	125,000	183,309	145,468
Annual surplus	-	7,035	21,971
Accumulated surplus, beginning of year	97,635	97,635	75,664
Accumulated surplus, end of year	\$ 97,635	\$ 104,670	\$ 97,635

See accompanying notes to financial statements.

# VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

## Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Annual surplus	\$ 7,035	\$ 21,971
Amortization of tangible capital assets	-	4,000
Change in net financial assets	7,035	25,971
Net financial assets, beginning of year	97,635	71,664
Net financial assets, end of year	\$ 104,670	\$ 97,635

See accompanying notes to financial statements.

# VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

## Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 7,035	\$ 21,971
Amortization of tangible capital assets	-	4,000
Decrease in due from City of Windsor	55,640	1,990
Increase in commodity taxes receivable	(11,161)	(14,454)
Increase in prepaid expense	(159)	-
Decrease in accounts payable and accrued liabilities	(13,079)	(11,233)
	38,276	2,274
Increase in cash	38,276	2,274
Cash, beginning of year	25,354	23,080
Cash, end of year	\$ 63,630	\$ 25,354

See accompanying notes to financial statements.

# VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

Notes to Financial Statements

Year ended December 31, 2023

---

## 1. Description of business:

The Board of Management of the Via Italia - Erie Street Business Improvement Area is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

## 2. Significant accounting policies:

The financial statements are the representations of management and have been prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

### (a) Basis of presentation:

These financial statements reflect the assets, liabilities, revenue and expenditures of the revenue fund and the reserve.

### (b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Via Italia - Erie Street Business Improvement Area follows the fund basis of accounting.

(ii) Within the framework of the fund basis of accounting, the Via Italia - Erie Street Business Improvement Area maintains its accounts on an accrual basis.

### (c) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

#### Tangible capital assets:

Tangible capital assets are recorded at cost.

Amortization is calculated on a straight-line basis over an assets expected useful life. Residual values are assumed to be zero.

Asset Classification	Useful Life (years)
Computer hardware	3
Furniture and fixtures	5
Equipment	10
Leasehold improvements	term of lease

---

# VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

Notes to Financial Statements

Year ended December 31, 2023

## 2. Significant accounting policies (continued):

(d) Use of estimates:

The preparation of the financial statements in conformity with accounting standards established by the Public Sector Accounting Board requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

## 3. Accumulated surplus:

Accumulated surplus consists of individual fund balances and reserves as follows:

	2023	2022
Reserve:		
Future development	\$ 104,670	\$ 110,714
Accounts payable and accrued liabilities	-	13,079
	<b>\$ 104,670</b>	<b>\$ 97,635</b>

## 4. Tangible capital assets:

Cost	Balance at December 31, 2022	Additions	Disposals	Balance at December 31, 2023
Vehicles	\$ 12,000	\$ -	\$ 12,000	\$ -

Accumulated amortization	Balance at December 31, 2022	Disposals	Amortization expense	Balance at December 31, 2023
Vehicles	\$ 12,000	\$ 12,000	\$ -	\$ -

Net book value	December 31, 2022	December 31, 2023
Vehicles	\$ -	\$ -

Consolidated Financial Statements of

**OLDE RIVERSIDE BUSINESS  
IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2023



## **KPMG LLP**

618 Greenwood Centre  
3200 Deziel Drive  
Windsor, ON N8W 5K8  
Canada  
Telephone 519 251 3500  
Fax 519 251 3530

## **INDEPENDENT AUDITOR'S REPORT**

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

### ***Opinion***

We have audited the consolidated financial statements of the Corporation of the Olde Riverside Business Improvement Area ("the Entity"), which comprise:

- the consolidated statement of financial position as at December 31, 2023
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2023, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Page 2

### ***Responsibility of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.





Page 3

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit

*KPMG LLP*

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada  
October 16, 2024

# OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
<b>Financial assets</b>		
Cash and cash equivalents	\$ 28,931	\$ 20,140
Due from City of Windsor	3,750	3,650
Accounts receivable	3,190	5,650
	<u>35,871</u>	<u>29,440</u>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	2,000	12,178
Long-term debt (note 3)	-	7,500
	<u>2,000</u>	<u>19,678</u>
Net assets	33,871	9,762
Accumulated surplus (note 4)	\$ 33,871	\$ 9,762

See accompanying notes to consolidated financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget	2023 Actual	2022 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 75,000	\$ 75,618	\$ 65,000
Chamber of Commerce grant	-	-	2,310
Interest and miscellaneous	-	-	3
	<u>75,000</u>	<u>75,618</u>	<u>67,313</u>
<b>Expenses:</b>			
Administration	11,370	6,687	17,350
Advertising and promotion	7,350	5,315	9,560
Audit costs	1,630	2,635	1,295
Donations	2,000	-	5,103
Events	21,000	16,118	20,412
Insurance	3,000	1,869	2,026
Office	2,950	4,017	2,498
Riverside Dollars promotion	-	240	2,876
Street beautification	25,400	13,737	22,305
Website	300	891	391
	<u>75,000</u>	<u>51,509</u>	<u>83,816</u>
Annual surplus (deficit)	-	24,109	(16,503)
Accumulated surplus, beginning of year	9,762	9,762	26,265
Accumulated surplus, end of year	<u>\$ 9,762</u>	<u>\$ 33,871</u>	<u>\$ 9,762</u>

See accompanying notes to consolidated financial statements.

# OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Changes in Net Assets

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Annual surplus (deficit)	\$ 24,109	\$ (16,503)
Net assets, beginning of year	9,762	26,265
Net assets, end of year	\$ 33,871	\$ 9,762

See accompanying notes to consolidated financial statements.

# OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	\$ 24,109	\$ (16,503)
Decrease (increase) in accounts receivable	2,360	(1,474)
Increase (decrease) in accounts payable and accrued liabilities	(10,178)	4,342
	<u>16,291</u>	<u>(13,635)</u>
Financing:		
Repayment of long-term debt	(7,500)	(7,500)
Increase (decrease) in cash and cash equivalents	8,791	(21,135)
Cash and cash equivalents, beginning of year	20,140	41,275
Cash and cash equivalents, end of year	<u>\$ 28,931</u>	<u>\$ 20,140</u>

See accompanying notes to consolidated financial statements.

# OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

Notes to Consolidated Financial Statements

Year ended December 31, 2023

---

## 1. Description of business:

The Board of Management of the Olde Riverside Business Improvement Area (“Improvement Area”) is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

## 2. Significant accounting policies:

The consolidated financial statements are the representations of management and are prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

### (a) Basis of presentation:

The consolidated financial statements reflect the assets, liabilities, revenue and expenses of the revenue fund.

### (b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Improvement Area follows the fund basis of accounting.

(ii) The Improvement Area maintains its accounts on an accrual basis. Under this basis, revenue is accounted for in the period in which the transactions or events occur that give rise to the revenue. Expenses are accounted for in the period the goods and services are acquired.

### (c) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

# OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

---

## 2. Significant accounting policies (continued):

### (d) Use of estimates:

The preparation of the consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure in contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

## 3. Long-term debt:

During 2013, a beautification project in the amount of \$150,000 was approved for the Olde Riverside Business Improvement Area by City Council. The Improvement Area committed to fund 50% of the costs of the project. The actual cost to the Improvement Area is \$75,000 with repayment commencing in 2014 consisting of 10 annual instalments of \$7,500 without interest. The amount was fully repaid in 2023.

## 4. Accumulated surplus:

	2023	2022
Deficit:		
Amounts to be recovered in future years	\$ -	\$ (7,500)
Reserve funds:		
Future development	33,871	17,262
	<u>\$ 33,871</u>	<u>\$ 9,762</u>

Consolidated Financial Statements of

**OLDE SANDWICH TOWNE  
BUSINESS ASSOCIATION  
IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2023





**KPMG LLP**  
618 Greenwood Centre  
3200 Deziel Drive  
Windsor, ON N8W 5K8  
Canada  
Telephone 519 251 3500  
Fax 519 251 3530

## **INDEPENDENT AUDITOR'S REPORT**

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

### ***Opinion***

We have audited the consolidated financial statements of the Olde Sandwich Towne Business Association Improvement Area (Improvement Area), which comprise:

- the consolidated statement of financial position as at December 31, 2023
- the consolidated statements of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”)

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Improvement Area as at December 31, 2023, and its consolidated results of operations, its consolidated changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the “***Auditor’s Responsibilities for the Audit of the Financial Statements***” section of our auditor’s report.

We are independent of the Improvement Area in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Page 2

### ***Responsibility of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Improvement Area's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Improvement Area or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Improvement Area's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Improvement Area's internal control.



Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Improvement Area's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Improvement Area's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slightly slanted style. Below the signature is a horizontal line that starts under the 'K' and ends under the 'P'.

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

November 7, 2024

# OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

Consolidated Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
<b>Financial assets</b>		
Cash	\$ 294,905	\$ 58,960
HST receivable	10,522	6,055
Due from the City of Windsor	3,355	32,701
	308,782	97,716
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	1,130	2,260
Net financial assets	307,652	95,456
Accumulated surplus (note 3)	\$ 307,652	\$ 95,456

See accompanying notes to consolidated financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget	2023 Actual	2022 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 67,100	\$ 67,511	\$ 66,251
Grants	200,000	250,000	-
Donations and other income	2,000	2,199	29,911
	269,100	319,710	96,162
<b>Expenses:</b>			
Administration	30,190	28,571	47,503
Advertising	74,850	10,535	4,055
Audit and accounting costs	2,300	2,325	1,000
Decorative costs	125,500	14,788	25,399
Events	81,500	49,429	28,323
Insurance	1,900	1,866	1,696
	316,240	107,514	107,976
Annual surplus (deficit)	(47,140)	212,196	(11,814)
Accumulated surplus, beginning of year	95,456	95,456	107,270
<b>Accumulated surplus, end of year</b>	<b>\$ 48,316</b>	<b>\$ 307,652</b>	<b>\$ 95,456</b>

See accompanying notes to consolidated financial statements.

# OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

## Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Annual surplus (deficit)	\$ 212,196	\$ (11,814)
Change in net financial assets	212,196	(11,814)
Net financial assets, beginning of year	95,456	107,270
Net financial assets, end of year	\$ 307,652	\$ 95,456

See accompanying notes to consolidated financial statements.

# OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

## Consolidated Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	\$ 212,196	\$ (11,814)
Decrease (increase) in due from City of Windsor	29,346	(29,346)
Increase in HST receivable	(4,467)	(1,557)
Increase (decrease) in accounts payable and accrued liabilities	(1,130)	1,130
Increase (decrease) in cash	235,945	(41,587)
Cash, beginning of year	58,960	100,547
Cash, end of year	\$ 294,905	\$ 58,960

See accompanying notes to consolidated financial statements.

# OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

Notes to Consolidated Financial Statements

Year ended December 31, 2023

---

## 1. Description of business:

The Board of Management of the Olde Sandwich Towne Business Association Improvement Area (the "Improvement Area") is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

## 2. Significant accounting policies:

The consolidated financial statements are the representations of management and have been prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

### (a) Basis of presentation:

The consolidated financial statements reflect the assets, liabilities, revenue and expenditures of the revenue fund and the reserve fund.

### (b) Basis of accounting:

- (i) In accordance with practices common to Ontario municipalities, the Improvement Area follows the fund basis of accounting.
- (ii) The Improvement Area maintains its accounts on an accrual basis. Under this basis, revenue is accounted for in the period in which the transactions or events occur that give rise to the revenue. Expenses are accounted for in the period the goods and services are acquired.

### (c) Use of estimates:

The preparation of the consolidated financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.



# OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

Notes to Consolidated Financial Statements

Year ended December 31, 2023

---

### 3. Accumulated surplus:

Accumulated surplus consists of individual fund balances and reserves as follows:

	2023	2022
Reserve:		
Future development	\$ 162,975	\$ 95,456
Bridging North America	174,677	—
	<hr/>	<hr/>
	\$ 307,652	\$ 95,456

Consolidated Financial Statements of

**WALKERVILLE BUSINESS  
IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2023



**KPMG LLP**  
618 Greenwood Centre  
3200 Deziel Drive  
Windsor, ON N8W 5K8  
Canada  
Telephone 519 251 3500  
Fax 519 251 3530

## **INDEPENDENT AUDITOR'S REPORT**

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

### ***Opinion***

We have audited the consolidated financial statements of the Walkerville Business Improvement Area (the BIA), which comprise:

- the consolidated statement of financial position as at December 31, 2023
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”)

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the BIA as at December 31, 2023, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the “***Auditor’s Responsibilities for the Audit of the Financial Statements***” section of our auditor’s report.

We are independent of the BIA in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



### ***Responsibility of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the BIA's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the BIA or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the BIA's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the BIA's internal control.



Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the BIA's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the BIA's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*KPMG LLP*

---

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

September 6, 2024

# WALKERVILLE BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
<b>Financial assets</b>		
Cash and cash equivalents	\$ 56,845	\$ 40,035
Due from City of Windsor	3,126	8,286
Accounts receivable	1,000	1,000
HST receivable	3,159	9,901
	64,130	59,222
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	3,638	15,784
Net financial assets	60,492	43,438
<b>Non-financial assets</b>		
Prepaid expenses	1,318	2,382
Accumulated surplus (note 3)	\$ 61,810	\$ 45,820

See accompanying notes to consolidated financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# WALKERVILLE BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2023, with comparative information for 2022

	2023		2023		2022
	Budget		Actual		Actual
<b>Revenue:</b>					
City of Windsor levy	\$ 55,000	\$	56,984	\$	51,036
Sponsorships and other fundraising	6,000		11,855		12,823
Interest and miscellaneous	-		7		8
	<u>61,000</u>		<u>68,846</u>		<u>63,867</u>
<b>Expenses:</b>					
Administration	12,000		13,070		9,197
Audit and accounting fees	1,000		1,331		1,000
Bank charges	33		33		33
Communication	2,000		2,963		2,475
Events and meetings	28,517		23,499		46,482
Insurance	1,450		1,438		1,381
Security	10,000		2,337		-
Street upkeep	6,000		8,185		27,302
	<u>61,000</u>		<u>52,856</u>		<u>87,870</u>
Annual surplus (deficit)	-		15,990		(24,003)
Accumulated surplus, beginning of year	45,820		45,820		69,823
Accumulated surplus, end of year	\$ 45,820	\$	61,810	\$	45,820

See accompanying notes to consolidated financial statements.

# WALKERVILLE BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Annual surplus (deficit)	\$ 15,990	\$ (24,003)
Disposition of prepaid expenses	2,382	1,382
Acquisition of prepaid expenses	(1,318)	(2,382)
Change in net financial assets	17,054	(25,003)
Net financial assets, beginning of year	43,438	68,441
Net financial assets, end of year	\$ 60,492	\$ 43,438

See accompanying notes to consolidated financial statements.



# WALKERVILLE BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	\$ 15,990	\$ (24,003)
Decrease (increase) in due from City of Windsor	5,160	(5,189)
Decrease (increase) in HST receivable	6,742	(5,686)
Decrease (increase) in prepaid expenses	1,064	(1,000)
Decrease in accounts payable and accrued liabilities	(12,146)	(1,181)
Increase (decrease) in cash and cash equivalents	16,810	(37,059)
Cash and cash equivalents, beginning of year	40,035	77,094
Cash and cash equivalents, end of year	\$ 56,845	\$ 40,035

See accompanying notes to consolidated financial statements.

# WALKERVILLE BUSINESS IMPROVEMENT AREA

Notes to Consolidated Financial Statements

Year ended December 31, 2023

---

## 1. Description of business:

The Board of Management of the Walkerville Business Improvement Area is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

## 2. Significant accounting policies:

The consolidated financial statements are the representations of management and have been prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

### (a) Basis of presentation:

The consolidated financial statements reflect the assets, liabilities, revenue and expenses of the revenue fund and reserve fund.

### (b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Walkerville Business Improvement Area follows the fund basis of accounting.

(ii) Within the framework of the fund basis of accounting, the Walkerville Business Improvement Area maintains its accounts on an accrual basis.

### (c) Use of estimates:

The preparation of the consolidated financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

## 3. Accumulated surplus:

Accumulated surplus consists of individual fund balances and reserves as follows:

	2023	2022
Reserve:		
Future development	\$ 61,810	\$ 45,820

---

Consolidated Financial Statements of

**OTTAWA STREET BUSINESS  
IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2023



## **KPMG LLP**

618 Greenwood Centre  
3200 Deziel Drive  
Windsor, ON N8W 5K8  
Canada  
Telephone 519 251 3500  
Fax 519 251 3530

## **INDEPENDENT AUDITOR'S REPORT**

To the Board Members, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

### ***Opinion***

We have audited the accompanying consolidated financial statements of Ottawa Street Business Improvement Association (the Entity) which comprise of:

- the consolidated statement of financial position as at December 31, 2023
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2023, and its consolidated results of operations and accumulated surplus and its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the ***"Auditor's Responsibilities for the Audit of the Financial Statements"*** section of our Auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



### ***Responsibilities of Management for the Financial Statements and Those Charged with Governance***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.



Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient audit evidence regarding the financial information of the entities or business activities within the Group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

*KPMG LLP*

---

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

September 11, 2024

# OTTAWA STREET BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
<b>Financial Assets</b>		
Current assets:		
Cash	\$ 32,685	\$ 61,349
Due from City of Windsor	3,650	3,738
Commodity taxes receivable	22,802	11,530
Other receivables	5,730	-
	<u>64,867</u>	<u>76,617</u>
Net financial assets	64,867	76,617
<b>Non-Financial Assets</b>		
Prepaid expenses	3,106	2,579
Accumulated surplus (note 4)	\$ 67,973	\$ 79,196

See accompanying notes to consolidated financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# OTTAWA STREET BUSINESS IMPROVEMENT AREA

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget	2023 Actual	2022 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 71,965	\$ 72,016	\$ 72,105
Other	-	48,009	20,772
	71,965	120,025	92,877
<b>Expenses:</b>			
Administration (note 3)	8,020	6,366	6,300
Audit costs	1,625	1,500	1,000
Bank charges	200	307	94
Insurance	3,500	3,955	3,703
Miscellaneous	4,000	9,146	6,364
Promotion and advertising	19,520	17,559	14,870
Special events	17,500	17,985	17,261
Street beautification	16,500	73,156	10,960
Utilities	1,100	1,274	1,023
	71,965	131,248	61,575
Annual surplus (deficit)	-	(11,223)	31,302
Accumulated surplus, beginning of year	79,196	79,196	47,894
Accumulated surplus, end of year	\$ 79,196	\$ 67,973	\$ 79,196

See accompanying notes to consolidated financial statements.



# OTTAWA STREET BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Annual surplus (deficit)	\$ (11,223)	\$ 31,302
Disposition of prepaid expenses	2,579	2,855
Acquisition of prepaid expenses	(3,106)	(2,579)
Change in net financial assets	(11,750)	31,578
Net financial assets, beginning of year	76,617	45,039
Net financial assets, end of year	\$ 64,867	\$ 76,617

See accompanying notes to consolidated financial statements.

# OTTAWA STREET BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	\$ (11,223)	\$ 31,302
Decrease (increase) in due from City of Windsor	88	(140)
Increase in commodity taxes receivable	(11,272)	(4,059)
Increase in other receivables	(5,730)	-
Decrease (increase) in prepaid expenses	(527)	276
	<u>(28,664)</u>	<u>27,379</u>
Increase (decrease) in cash	(28,664)	27,379
Cash, beginning of year	61,349	33,970
Cash, end of year	<u>\$ 32,685</u>	<u>\$ 61,349</u>

See accompanying notes to consolidated financial statements.

# OTTAWA STREET BUSINESS IMPROVEMENT AREA

Notes to Consolidated Financial Statements

Year ended December 31, 2023

---

**1. Description of business:**

The Board of Management of the Ottawa Street Business Improvement Area is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

**2. Significant accounting policies:**

The consolidated financial statements are the representations of management and have been prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

(a) Basis of presentation:

These consolidated financial statements reflect the assets, liabilities, revenue and expenditures of the revenue fund and the reserve fund.

(b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Ottawa Street Improvement Area follows the fund basis of accounting.

(ii) Within the framework of the fund basis of accounting, the Ottawa Street Business Improvement Area maintains its accounts on an accrual basis.

(c) Use of estimates:

The preparation of the consolidated financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

**3. Related party transactions:**

A total of \$6,000 (2022 - \$6,300) was paid to a member of the Board of Management for providing consulting services.

**4. Accumulated surplus:**

---

	2023	2022
Reserve funds:		
Future development	\$ 67,973	\$ 79,196

---

Consolidated Financial Statements of

**PILLETTE VILLAGE BUSINESS  
IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2023



**KPMG LLP**

618 Greenwood Centre  
3200 Deziel Drive  
Windsor, ON N8W 5K8  
Canada  
Telephone 519 251 3500  
Fax 519 251 3530

**INDEPENDENT AUDITOR’S REPORT**

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

***Opinion***

We have audited the consolidated financial statements of the Pillette Village Business Improvement Area (the Improvement Area), which comprise:

- the consolidated statement of financial position as at December 31, 2023
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”)

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Improvement Area as at December 31, 2023, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the “***Auditor’s Responsibilities for the Audit of the Financial Statements***” section of our auditor’s report.

We are independent of the Improvement Area in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



### ***Responsibility of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Improvement Area's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Improvement Area or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Improvement Area's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.



Page 3

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Improvement Area's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Improvement Area's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Improvement Area's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slightly slanted style. A horizontal line is drawn underneath the signature.

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

July 22, 2024

# PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
<b>Financial assets</b>		
Cash	\$ 20,001	\$ 68,369
HST receivable	1,736	1,801
Due from City of Windsor	2,511	2,000
	<u>24,248</u>	<u>72,170</u>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	2,030	2,656
Net financial assets	22,218	69,514
Accumulated surplus (note 3)	\$ 22,218	\$ 69,514

See accompanying notes to consolidated financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director



# PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget	2023 Actual	2022 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 40,000	\$ 40,511	\$ 40,000
Other revenue	-	-	1,379
	<u>40,000</u>	<u>40,511</u>	<u>41,379</u>
<b>Expenses:</b>			
Administration	10,175	9,800	10,696
Advertising and promotion	5,400	7,244	6,439
Audit and accounting fees	1,700	2,483	1,243
Beautification	15,225	66,015	2,203
Events	5,000	-	1,808
Insurance	1,900	1,960	1,892
Miscellaneous	600	305	1,566
	<u>40,000</u>	<u>87,807</u>	<u>25,847</u>
Annual surplus (deficit)	-	(47,296)	15,532
Accumulated surplus, beginning of year	69,514	69,514	53,982
Accumulated surplus, end of year	\$ 69,514	\$ 22,218	\$ 69,514

See accompanying notes to consolidated financial statements.

# PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	2023		2022	
Annual surplus (deficit)	\$	(47,296)	\$	15,532
Change in net financial assets		(47,296)		15,532
Net financial assets, beginning of year		69,514		53,982
Net financial assets, end of year	\$	22,218	\$	69,514

See accompanying notes to consolidated financial statements.

# PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	\$ (47,296)	\$ 15,532
Decrease in HST receivable	65	448
Increase in due from City of Windsor	(511)	-
Decrease in accounts payable and accruals	(626)	(3,559)
	<u>(48,368)</u>	<u>12,421</u>
Increase (decrease) in cash	(48,368)	12,421
Cash, beginning of year	68,369	55,948
Cash, end of year	<u>\$ 20,001</u>	<u>\$ 68,369</u>

See accompanying notes to consolidated financial statements.

# PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

## Notes to Consolidated Financial Statements

Year ended December 31, 2023

---

### 1. Description of business:

The Board of Management of the Pillette Village Business Improvement Area is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

### 2. Significant accounting policies:

The consolidated financial statements are the representations of management and have been prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

(a) Basis of presentation:

The consolidated financial statements reflect the assets, liabilities, revenue and expenditures of the revenue fund and the reserve fund.

(b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Pillette Village Improvement Area follows the fund basis of accounting.

(ii) Within the framework of the fund basis of accounting, the Pillette Village Business Improvement Area maintains its accounts on an accrual basis.

(c) Use of estimates:

The preparation of the consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

### 3. Accumulated surplus:

---

	2023	2022
Reserve funds:		
Future development	\$ 22,218	\$ 69,514

---

Consolidated Financial Statements of

**WYANDOTTE TOWNE CENTRE  
BUSINESS IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2023



**KPMG LLP**  
618 Greenwood Centre  
3200 Deziel Drive  
Windsor, ON N8W 5K8  
Canada  
Telephone 519 251 3500  
Fax 519 251 3530

## **INDEPENDENT AUDITOR'S REPORT**

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

### ***Opinion***

We have audited the consolidated financial statements of the Wyandotte Towne Centre Business Improvement Area (the "Entity") which comprise:

- the consolidated statement of financial position as at December 31, 2023
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2023, and its consolidated results of operations, its consolidated changes in its net financial assets, and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.



Page 2

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### ***Responsibility of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Entity's internal control.



Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient audit evidence regarding the financial information of the entities or business activities within the Group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slightly slanted style. Below the signature is a horizontal line that starts under the 'K' and ends under the 'P', with a small upward tick at the end.

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada  
November 7, 2024



# WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Financial Position

December 31, 2023 with comparative information for 2022

	2023	2022
<b>Financial Assets</b>		
Cash	\$ 169,479	\$ 231,099
Due from City of Windsor	47,305	4,700
	<u>216,784</u>	<u>235,799</u>
<b>Financial Liabilities</b>		
Accounts payable	1,700	12,000
Net financial assets	215,084	223,799
Accumulated surplus (note 3)	\$ 215,084	\$ 223,799

See accompanying notes to consolidated financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget	2023 Actual	2022 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 94,000	\$ 94,305	\$ 94,000
Interest	-	7,042	1,252
Other	-	207	135
	<u>94,000</u>	<u>101,554</u>	<u>95,387</u>
<b>Expenses:</b>			
Advertising and promotions	8,750	24,699	9,808
Audit and legal	7,800	1,700	1,130
Broken window repair fund	-	-	1,513
Donations	-	-	610
Events	34,500	37,788	12,000
Free parking program	-	-	2,853
Holiday program	-	-	16,501
Insurance	1,400	1,533	1,311
Office expenses	18,300	9,574	15,532
Other	-	-	457
Open Street	-	-	7,224
Rent	3,500	2,826	3,673
Repairs and maintenance	18,500	16,620	16,380
Security	-	14,369	-
Utilities	1,250	1,160	1,201
	<u>94,000</u>	<u>110,269</u>	<u>90,193</u>
Annual surplus (deficit)	-	(8,715)	5,194
Accumulated surplus, beginning of year	218,605	223,799	218,605
Accumulated surplus, end of year	\$ 218,605	\$ 215,084	\$ 223,799

See accompanying notes to consolidated financial statements.

# WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Annual surplus (deficit)	\$ (8,715)	\$ 5,194
Change in net financial assets	(8,715)	5,194
Net financial assets, beginning of year	223,799	218,605
Net financial assets, end of year	\$ 215,084	\$ 223,799

See accompanying notes to consolidated financial statements.

# WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	\$ (8,715)	\$ 5,194
Increase in commodity taxes receivable	-	8,356
Decrease (increase) in due from City of Windsor	(42,605)	7,769
Increase (decrease) in accounts payable	(10,300)	4,750
	<u>(61,620)</u>	<u>26,069</u>
Investing:		
Redemption of investments and marketable securities and marketable securities	-	100,000
Increase (decrease) in cash	(61,620)	126,069
Cash, beginning of year	231,099	105,030
Cash, end of year	<u>\$ 169,479</u>	<u>\$ 231,099</u>

See accompanying notes to consolidated financial statements.

# WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

---

## 1. Description of business:

The Board of Management of the Wyandotte Towne Centre Business Improvement Area (the "Improvement Area") is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

## 2. Significant accounting policies:

The consolidated financial statements are the representations of management and are prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

### (a) Basis of presentation:

These consolidated financial statements reflect the assets, liabilities, revenue and expenses of the revenue fund and the reserve fund.

### (b) Basis of accounting:

- (i) In accordance with practices common to Ontario municipalities, the Improvement Area follows the fund basis of accounting.
- (ii) The Improvement Area maintains its accounts on an accrual basis. Under this basis, revenue is accounted for in the period in which the transactions or events occur that give rise to the revenue. Expenses are accounted for in the period the goods and services are acquired.

### (c) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

### (d) Use of estimates:

The preparation of the consolidated financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure in contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

# WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

---

**3. Accumulated surplus:**

	2023	2022
Reserve funds:		
Future development	\$ 215,084	\$ 223,799

---

Consolidated Financial Statements of

**FORD CITY BUSINESS  
IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2023



**KPMG LLP**

618 Greenwood Centre  
3200 Deziel Drive  
Windsor, ON N8W 5K8  
Canada  
Telephone 519 251 3500  
Fax 519 251 3530

**INDEPENDENT AUDITOR'S REPORT**

To the Board Members, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

***Opinion***

We have audited the accompanying consolidated financial statements of Ford City Business Improvement Area (the Entity) which comprise of:

- the consolidated statement of financial position as at December 31, 2023
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2023, and its consolidated results of operations and accumulated surplus and its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.





Page 2

### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.



Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slightly slanted style. Below the signature is a horizontal line that starts under the 'K' and ends under the 'P'.

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

July 22, 2024

# FORD CITY BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
<b>Financial assets</b>		
Cash	\$ 32,055	\$ 36,706
Due from City of Windsor	1,500	3,100
HST receivable	2,798	3,578
	<u>36,353</u>	<u>43,384</u>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	2,000	1,622
Net financial assets	<u>34,353</u>	<u>41,762</u>
Accumulated surplus (note 3)	<u>\$ 34,353</u>	<u>\$ 41,762</u>

See accompanying notes to consolidated financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# FORD CITY BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget	2023 Actual	2022 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 30,000	\$ 32,000	\$ 31,600
Vendor fees and sponsorships	10,000	15,850	2,700
Interest	-	41	50
	<u>40,000</u>	<u>47,891</u>	<u>34,350</u>
<b>Expenses:</b>			
Administration	13,140	14,629	12,579
Advertising	1,360	1,401	3,759
Audit costs	1,530	2,533	1,274
Bank charges and interest	-	78	117
Beautification and maintenance	4,770	11,849	23,075
Donations	200	-	250
Events	17,000	22,810	5,185
Insurance	2,000	2,000	1,918
Office supplies	-	-	339
	<u>40,000</u>	<u>55,300</u>	<u>48,496</u>
Annual deficit	-	(7,409)	(14,146)
Accumulated surplus, beginning of year	41,762	41,762	55,908
<b>Accumulated surplus, end of year</b>	<b>\$ 41,762</b>	<b>\$ 34,353</b>	<b>\$ 41,762</b>

See accompanying notes to consolidated financial statements.

# FORD CITY BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Annual deficit	\$ (7,409)	\$ (14,146)
Net financial assets, beginning of year	41,762	55,908
Net financial assets, end of year	\$ 34,353	\$ 41,762

See accompanying notes to consolidated financial statements.

# FORD CITY BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operations:		
Annual deficit	\$ (7,409)	\$ (14,146)
Decrease in due from City of Windsor	1,600	-
Decrease (increase) in HST receivable	780	(2,355)
Increase (decrease) in accounts payable	378	(6,502)
Decrease in cash and cash equivalents	(4,651)	(23,003)
Cash, beginning of year	36,706	59,709
Cash, end of year	\$ 32,055	\$ 36,706

See accompanying notes to consolidated financial statements.

# FORD CITY BUSINESS IMPROVEMENT AREA

Notes to Consolidated Financial Statements

Year ended December 31, 2023

---

## 1. Description of business:

The Board of Management of the Ford City Business Improvement Area (“Improvement Area”) is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

## 2. Significant accounting policies:

The consolidated financial statements are the representations of management and are prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

### (a) Basis of presentation:

The consolidated financial statements reflect the assets, liabilities, revenue and expenses of the revenue fund.

### (b) Basis of accounting:

- (i) In accordance with practices common to Ontario municipalities, the Improvement Area follows the fund basis of accounting.
- (ii) The Improvement Area maintains its accounts on an accrual basis. Under this basis, revenue is accounted for in the period in which the transactions or events occur that give rise to the revenue. Expenses are accounted for in the period the goods and services are acquired.

### (c) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

### (d) Use of estimates:

The preparation of the consolidated financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure in contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

# FORD CITY BUSINESS IMPROVEMENT AREA

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

---

### 3. Accumulated surplus:

Accumulated surplus consists of individual funds' balances as follows:

	2023	2022
Surplus:		
Future development reserve	\$ 34,603	\$ 42,012
Other	(250)	(250)
<b>Total surplus</b>	<b>\$ 34,353</b>	<b>\$ 41,762</b>



Consolidated Financial Statements of

**DOWNTOWN WINDSOR  
BUSINESS IMPROVEMENT  
ASSOCIATION**

And Independent Auditor's Report thereon

Year ended December 31, 2022



**KPMG LLP**

618 Greenwood Centre  
3200 Deziel Drive  
Windsor, ON N8W 5K8  
Canada  
Telephone 519 251 3500  
Fax 519 251 3530

**INDEPENDENT AUDITOR'S REPORT**

To the Board Members, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

***Opinion***

We have audited the accompanying consolidated financial statements of Downtown Windsor Business Improvement Association (the Entity) which comprise of:

- the consolidated statement of financial position as at December 31, 2022
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes and schedule to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2022, and its consolidated results of operations and accumulated surplus and its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the **"Auditor's Responsibilities for the Audit of the Financial Statements"** section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.



Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*KPMG LLP*

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

November 13, 2023

# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Consolidated Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
<b>Financial assets:</b>		
Cash and cash equivalents	\$ 436,585	\$ 204,434
Accounts receivable	165,402	228,745
Due from City of Windsor	22,851	33,366
	<u>624,838</u>	<u>466,545</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities	116,161	53,544
Net financial assets	508,677	413,001
<b>Non-financial assets:</b>		
Tangible capital assets (note 2)	92,577	86,670
Prepaid expenses	7,435	5,673
	<u>100,012</u>	<u>92,343</u>
Commitments (note 4)		
Accumulated surplus (note 3)	\$ 608,689	\$ 505,344

See accompanying notes to consolidated financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget	2022 Actual	2021 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 667,550	\$ 657,024	\$ 661,558
Grants	187,000	349,984	185,909
Miscellaneous	70,500	111,133	76,540
Winter Fest	-	23,500	67,200
Farmer's Market	70,000	77,284	57,706
Interest	-	904	1,320
	<u>995,050</u>	<u>1,219,829</u>	<u>1,050,233</u>
<b>Expenses:</b>			
Marketing and events	375,250	548,925	364,026
Salaries and wages	187,500	206,663	194,540
Clean and safe	62,500	104,675	107,104
Administrative (schedule)	98,500	142,852	100,500
Development	35,500	25,397	51,150
Infrastructure	184,500	47,035	49,426
Communications	11,300	29,289	18,853
Other expenses	40,000	11,648	1,595
Crowdfunding	-	-	803
Support Downtown dollars	-	-	500
COVID-19 related expenditures	-	-	388
	<u>995,050</u>	<u>1,116,484</u>	<u>888,885</u>
Annual surplus	-	103,345	161,348
Accumulated surplus, beginning of year	505,344	505,344	343,996
<b>Accumulated surplus, end of year</b>	<b>\$ 505,344</b>	<b>\$ 608,689</b>	<b>\$ 505,344</b>

See accompanying notes to consolidated financial statements.

# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Annual surplus	\$ 103,345	\$ 161,348
Acquisition of tangible capital assets	(30,976)	(53,273)
Amortization of tangible capital assets	25,069	17,301
Disposition of prepaid expenses	3,736	7,539
Acquisition of prepaid expenses	(5,498)	(5,673)
Change in net financial assets	95,676	127,242
Net financial assets, beginning of year	413,001	285,759
Net financial assets, end of year	\$ 508,677	\$ 413,001

See accompanying notes to consolidated financial statements.

# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

## Consolidated Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 103,345	\$ 161,348
Amortization of tangible capital assets	25,069	17,301
Decrease (increase) in accounts receivable	63,343	(121,054)
Decrease in due from City of Windsor	10,515	10,501
Decrease (increase) in prepaid expenses	(1,762)	1,866
Increase (decrease) in accounts payable and accrued liabilities	62,617	(47,535)
	<u>263,127</u>	<u>22,427</u>
Investing:		
Acquisition of tangible capital assets	(30,976)	(53,273)
Increase (decrease) in cash	232,151	(30,846)
Cash and cash equivalents, beginning of year	204,434	235,280
Cash and cash equivalents, end of year	<u>\$ 436,585</u>	<u>\$ 204,434</u>

See accompanying notes to consolidated financial statements.



# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

The Board of Management of the Downtown Windsor Business Improvement Association (the "Association") is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the area as well as designated by the Council of the Corporation of the City of Windsor and the promotion of this area for business and shopping. The Association is exempt from paying income tax under Section 149 of the Income Tax Act.

## 1. Significant accounting policies:

The consolidated financial statements are the representations of management and are prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

### (a) Basis of presentation:

These consolidated financial statements reflect the assets, liabilities, revenue and expenses of the revenue fund, and the reserves. All interfund assets and liabilities and revenue and expenses have been eliminated. These consolidated financial statements include Downtown Windsor Business Revitalization Association, an entity under common control with the Association.

### (b) Basis of accounting:

The Association maintains its accounts on an accrual basis. Under this basis, revenue is accounted for in the period in which the transactions or events occur that give rise to the revenue. Expenses are accounted for in the period the goods and services are acquired.

### (c) Cash and cash equivalents:

Cash and cash equivalents include cash and short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.

### (d) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

#### Tangible capital assets:

Tangible capital assets are recorded at cost.

Amortization is calculated on a straight-line basis over an assets expected useful life. Residual values are assumed to be zero.

Asset classification	Useful life (years)
Computer hardware	3
Furniture and fixtures	5
Equipment	10
Leasehold improvements	term of lease

# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

## 1. Significant accounting policies (continued):

### (e) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure in contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Significant items subject to such estimates and assumptions include the valuation of accounts receivable and the carrying value of tangible capital assets. Actual results could differ from those estimates.

## 2. Tangible capital assets:

Cost	Balance at December 31, 2021	Additions	Disposals	Balance at December 31, 2022
Computer hardware	\$ 21,704	\$ 1,355	\$ -	\$ 23,059
Furniture and fixtures	64,711	23,880	-	88,591
Equipment	3,828	5,741	-	9,569
Leasehold improvements	46,062	-	-	46,062
<b>Total</b>	<b>\$ 136,305</b>	<b>\$ 30,976</b>	<b>\$ -</b>	<b>\$ 167,281</b>

Accumulated amortization	Balance at December 31, 2021	Disposals	Amortization expense	Balance at December 31, 2022
Computer hardware	\$ 19,225	\$ -	\$ 2,449	\$ 21,674
Furniture and fixtures	23,013	-	15,370	38,383
Equipment	1,210	-	670	1,880
Leasehold improvements	6,187	-	6,580	12,767
<b>- Total</b>	<b>\$ 49,635</b>	<b>\$ -</b>	<b>\$ 25,069</b>	<b>\$ 74,704</b>

Net book value	December 31, 2021	December 31, 2022
Computer hardware	\$ 2,479	\$ 1,385
Furniture and fixtures	41,698	50,208
Equipment	2,618	7,689
Leasehold improvements	39,875	33,295
<b>Total</b>	<b>\$ 86,670</b>	<b>\$ 92,577</b>

# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

### 3. Accumulated surplus:

Accumulated surplus consists of individual funds' surplus as follows:

	2022	2021
Surplus:		
Invested in tangible capital assets	\$ 56,833	\$ 62,740
Reserve for future development	551,856	442,604
<b>Total surplus</b>	<b>\$ 608,689</b>	<b>\$ 505,344</b>

### 4. Commitments:

- (i) On November 1, 2020, the Association entered into a lease agreement for premises located on 484 Pelissier Street for a fifteen-month period commencing November 1, 2020, at a monthly rate of \$1,800. The lease provides the Association with the option to extend the lease for 5 additional twelve-month terms at a rental rate of \$2,000 per month for the period commencing February 1, 2022 through January 31, 2023, and \$2,200 per month for the periods following.
- (ii) In May of 2012, the Association pledged \$50,000 to the St. Clair College MediaPlex Campus for façade improvements to be paid in annual contributions of \$5,000. At December 31, 2022, \$30,000 of the pledge remained unpaid.

# DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION

## Consolidated Schedule of Administrative Expenses

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget	2022 Actual	2021 Actual
Rent	\$ 40,000	\$ 27,357	\$ 28,463
Legal and audit	30,000	57,036	25,145
Amortization	-	25,069	17,301
Insurance	8,000	7,224	9,727
Office equipment	12,000	5,302	7,477
Utilities	-	6,192	3,416
Telephone	2,000	7,111	3,045
Office supplies	4,000	2,940	2,528
Bank charges	2,000	1,272	2,410
Bad debts	-	3,022	780
Postage	500	327	208
	<b>\$ 98,500</b>	<b>\$ 142,852</b>	<b>\$ 100,500</b>

Financial Statements of

**VIA ITALIA - ERIE STREET  
BUSINESS IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2022



**KPMG LLP**  
618 Greenwood Centre  
3200 Deziel Drive  
Windsor, ON N8W 5K8  
Canada  
Telephone 519 251 3500  
Fax 519 251 3530

## INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

### ***Opinion***

We have audited the financial statements of the VIA Italia – Erie Street Business Improvement Association (the “BIA”), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and the notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”)

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Via Italia – Erie Street Business Improvement Area as at December 31, 2022, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the “***Auditor’s Responsibilities for the Audit of the Financial Statements***” section of our auditor’s report.

We are independent of the BIA in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Page 2

### ***Responsibility of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the BIA's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the BIA or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the BIA's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the BIA's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



Page 3

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the BIA's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the BIA's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slightly slanted style. Below the signature is a horizontal line that starts under the 'K' and ends under the 'P', with a small upward tick at the end.

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

December 4, 2023



# VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
<b>Financial Assets</b>		
Cash	\$ 25,354	\$ 23,080
Commodity taxes receivable	21,492	7,038
Due from City of Windsor	61,890	63,880
Prepaid expenses	1,978	1,978
	110,714	95,976
<b>Financial Liabilities</b>		
<u>Accounts payable and accrued liabilities</u>	13,079	24,312
	13,079	24,312
Net financial assets	97,635	71,664
Tangible capital assets (note 4)	-	4,000
Accumulated surplus (note 3)	\$ 97,635	\$ 75,664

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

## Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget	2022 Actual	2021 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 125,000	\$ 124,390	\$ 126,380
Grants	-	33,449	-
Investment income	-	-	33
Miscellaneous Revenue	-	9,600	1,000
	125,000	167,439	127,413
<b>Expenses:</b>			
Advertising and promotion	11,000	35,347	17,140
Amortization	-	4,000	4,000
Audit and accounting	3,770	2,500	4,000
Donations	700	700	-
Insurance	4,300	4,342	3,979
Office and administration	12,230	35,736	26,673
Special events	44,000	20,000	11,662
Street improvements	29,000	23,791	43,049
Wages	20,000	19,052	64,232
	125,000	145,468	174,735
Annual surplus (deficit)	-	21,971	(47,322)
Accumulated surplus, beginning of year	75,664	75,664	122,986
Accumulated surplus, end of year	\$ 75,664	\$ 97,635	\$ 75,664

See accompanying notes to financial statements.

# VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

## Statement of Changes in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Annual surplus (deficit)	\$ 21,971	\$ (47,322)
Amortization of tangible capital assets	4,000	4,000
Change in net financial assets	25,971	(43,322)
Net financial assets, beginning of year	71,664	114,986
Net financial assets, end of year	\$ 97,635	\$ 71,664

See accompanying notes to financial statements.

# VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

## Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	\$ 21,971	\$ (47,322)
Amortization of tangible capital assets	4,000	4,000
Decrease in due from City of Windsor	1,990	18,620
Decrease (increase) in commodity taxes receivable	(14,454)	-
Increase in prepaid expense	-	(1,978)
Increase (decrease) in accounts payable and accrued liabilities	(11,233)	14,840
	<u>2,274</u>	<u>(11,840)</u>
Increase (decrease) in cash	2,274	(11,840)
Cash, beginning of year	23,080	34,920
Cash, end of year	<u>\$ 25,354</u>	<u>\$ 23,080</u>

See accompanying notes to financial statements.

# VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

Notes to Financial Statements

Year ended December 31, 2022

---

## 1. Description of business:

The Board of Management of the Via Italia - Erie Street Business Improvement Area is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

## 2. Significant accounting policies:

The financial statements are the representations of management and have been prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

### (a) Basis of presentation:

These financial statements reflect the assets, liabilities, revenue and expenditures of the revenue fund and the reserve.

### (b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Via Italia - Erie Street Business Improvement Area follows the fund basis of accounting.

(ii) Within the framework of the fund basis of accounting, the Via Italia - Erie Street Business Improvement Area maintains its accounts on an accrual basis.

### (c) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

#### Tangible capital assets:

Tangible capital assets are recorded at cost.

Amortization is calculated on a straight-line basis over an assets expected useful life. Residual values are assumed to be zero.

Asset Classification	Useful Life (years)
Computer hardware	3
Furniture and fixtures	5
Equipment	10
Leasehold improvements	term of lease

---

# VIA ITALIA - ERIE STREET BUSINESS IMPROVEMENT AREA

Notes to Financial Statements

Year ended December 31, 2022

## 2. Significant accounting policies (continued):

(d) Use of estimates:

The preparation of the financial statements in conformity with accounting standards established by the Public Sector Accounting Board requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

## 3. Accumulated surplus:

Accumulated surplus consists of individual fund balances and reserves as follows:

	2022	2021
Reserve:		
Future development	\$ 96,426	\$ 50,664
Street lighting	1,209	25,000
	<b>\$ 97,635</b>	<b>\$ 75,664</b>

## 4. Tangible capital assets:

Cost	Balance at December 31, 2021	Additions	Disposals	Balance at December 31, 2022
Vehicles	\$ 12,000	\$ -	\$ -	\$ 12,000

Accumulated amortization	Balance at December 31, 2021	Disposals	Amortization expense	Balance at December 31, 2022
Vehicles	\$ 8,000	\$ -	\$ 4,000	\$ 12,000

Net book value	December 31, 2021	December 31, 2022
Vehicles	\$ 4,000	\$ -

Financial Statements of

**OLDE RIVERSIDE BUSINESS  
IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2022



KPMG LLP  
618 Greenwood Centre  
3200 Deziel Drive  
Windsor ON N8W 5K8  
Canada  
Tel 519-251-3500  
Fax 519-251-3530

## INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

### ***Opinion***

We have audited the financial statements of the Corporation of the Olde Riverside Business Improvement Area ("the Entity"), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net assets for the year then ended
- the statement of cash flows for the year then ended
- and the notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2022, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.





### ***Responsibility of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.



Page 3

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit

*KPMG LLP*

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

September 26, 2023

# OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

## Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
<b>Financial assets</b>		
Cash and cash equivalents	\$ 20,140	\$ 41,275
Due from City of Windsor	3,650	3,250
Accounts receivable	5,650	4,576
	<u>29,440</u>	<u>49,101</u>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	12,178	7,836
Long-term debt (note 3)	7,500	15,000
	<u>19,678</u>	<u>22,836</u>
Net assets	9,762	26,265
Accumulated surplus (note 4)	\$ 9,762	\$ 26,265

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

## Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget	2022 Actual	2021 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 65,000	\$ 65,000	\$ 65,000
Chamber of Commerce grant	-	2,310	-
Interest and miscellaneous	-	3	8
	<u>65,000</u>	<u>67,313</u>	<u>65,008</u>
<b>Expenses:</b>			
Administration	15,750	17,350	8,226
Advertising and promotion	10,000	9,560	17,627
Audit costs	1,600	1,295	1,454
Events	5,000	20,412	3,114
Insurance	1,800	2,026	1,758
Office	3,550	2,498	907
Street Beautification	23,000	22,305	34,400
Website	800	391	598
Donations	2,000	5,103	3,700
Riverside Dollars Promo	1,500	2,876	-
	<u>65,000</u>	<u>83,816</u>	<u>71,784</u>
Annual deficit	-	(16,503)	(6,776)
Accumulated surplus, beginning of year	26,265	26,265	33,041
Accumulated surplus, end of year	\$ 26,265	\$ 9,762	\$ 26,265

See accompanying notes to financial statements.

# OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

## Statement of Changes in Net Assets

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Annual deficit	\$ (16,503)	\$ (6,776)
Utilization (acquisition) of prepaid expenses	-	3,535
Change in net assets	(16,503)	(3,241)
Net assets, beginning of year	26,265	29,506
Net assets, end of year	\$ 9,762	\$ 26,265

See accompanying notes to financial statements.

# OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

## Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Annual deficit	\$ (16,503)	\$ (6,776)
Increase in accounts receivable	(1,474)	(210)
Increase in accounts payable and accrued liabilities	4,342	6,386
Decrease in prepaid assets	-	3,535
	<u>(13,635)</u>	<u>2,935</u>
Financing:		
Repayment of long-term debt	(7,500)	(7,500)
Increase (decrease) in cash and cash equivalents	(21,135)	(4,565)
Cash and cash equivalents, beginning of year	41,275	45,840
Cash and cash equivalents, end of year	<u>\$ 20,140</u>	<u>\$ 41,275</u>

See accompanying notes to financial statements.

# OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

Notes to Financial Statements

Year ended December 31, 2022

---

## 1. Description of business:

The Board of Management of the Olde Riverside Business Improvement Area (“Improvement Area”) is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

## 2. Significant accounting policies:

The financial statements are the representations of management and are prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

### (a) Basis of presentation:

These financial statements reflect the assets, liabilities, revenue and expenses of the revenue fund.

### (b) Basis of accounting:

- (i) In accordance with practices common to Ontario municipalities, the Improvement Area follows the fund basis of accounting.
- (ii) The Improvement Area maintains its accounts on an accrual basis. Under this basis, revenue is accounted for in the period in which the transactions or events occur that give rise to the revenue. Expenses are accounted for in the period the goods and services are acquired.

### (c) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

# OLDE RIVERSIDE BUSINESS IMPROVEMENT AREA

Notes to Financial Statements, continued

Year ended December 31, 2022

---

## 2. Significant accounting policies (continued):

### (d) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure in contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

## 3. Long-term debt:

During 2013, a beautification project in the amount of \$150,000 was approved for the Olde Riverside Business Improvement Area by City Council. The Improvement Area committed to fund 50% of the costs of the project. The actual cost to the Improvement Area is \$75,000 with repayment commencing in 2014 consisting of 10 annual instalments of \$7,500 without interest.

## 4. Accumulated surplus:

	2022	2021
Deficit:		
Amounts to be recovered in future years	\$ (7,500)	\$ (15,000)
Reserve funds:		
Future development	17,262	41,265
	<u>\$ 9,762</u>	<u>\$ 26,265</u>



Financial Statements of

**OLDE SANDWICH TOWNE  
BUSINESS ASSOCIATION  
IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2022



KPMG LLP  
618 Greenwood Centre  
3200 Deziel Drive  
Windsor ON N8W 5K8  
Canada  
Tel 519-251-3500  
Fax 519-251-3530

## INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

### ***Opinion***

We have audited the financial statements of the Olde Sandwich Towne Business Association Improvement Area ("Improvement Area"), which comprise:

- the statement of financial position as at December 31, 2022
- the statements of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and the notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Improvement Area as at December 31, 2021, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Improvement Area in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.



### ***Responsibility of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Improvement Area's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Improvement Area or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Improvement Area's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Improvement Area's internal control.



Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Improvement Area's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Improvement Area's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*KPMG LLP*

---

Chartered Professional Accountants, Licensed Public Accountants  
Windsor, Canada  
October 27, 2023

# OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

## Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
<b>Financial assets</b>		
Cash	\$ 58,960	\$ 100,547
HST receivable	6,055	4,498
Due from the City of Windsor	32,701	3,355
	<u>97,716</u>	<u>108,400</u>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	2,260	1,130
Net financial assets	95,456	107,270
Accumulated surplus (note 3)	<u>\$ 95,456</u>	<u>\$ 107,270</u>

See accompanying notes to the financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

## Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget	2022 Actual	2021 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 67,100	\$ 66,251	\$ 67,910
Donations and other income	70,000	29,911	2,479
	<u>137,100</u>	<u>96,162</u>	<u>70,389</u>
<b>Expenses:</b>			
Events	57,000	28,323	47,941
Advertising	9,250	4,055	3,369
Insurance	1,600	1,696	1,291
Decorative costs (note 4)	35,400	25,399	758
Administration	32,350	47,503	43,017
Audit and accounting costs	1,500	1,000	1,130
	<u>137,100</u>	<u>107,976</u>	<u>97,506</u>
Annual deficit	-	(11,814)	(27,117)
Accumulated surplus, beginning of year	107,270	107,270	134,387
Accumulated surplus, end of year	<u>\$ 107,270</u>	<u>\$ 95,456</u>	<u>\$ 107,270</u>

See accompanying notes to the financial statements.

# OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

## Statement of Changes in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Annual deficit	\$ (11,814)	\$ (27,117)
Change in net financial assets	(11,814)	(27,117)
Net financial assets, beginning of year	107,270	134,387
Net financial assets, end of year	\$ 95,456	\$ 107,270

See accompanying notes to the consolidated financial statements.

# OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

## Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	\$ (11,814)	\$ (27,117)
Decrease (increase) in due from City of Windsor	(29,346)	22,280
Increase in HST receivable	(1,557)	-
Increase (decrease) in accounts payable and accrued liabilities	1,130	(1,993)
Decrease in cash	(41,587)	(6,830)
Cash, beginning of year	100,547	107,377
Cash, end of year	\$ 58,960	\$ 100,547

See accompanying notes to the financial statements.



# OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

Notes to Financial Statements

Year ended December 31, 2022

---

## 1. Description of business:

The Board of Management of the Olde Sandwich Towne Business Association Improvement Area (the "Improvement Area") is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

## 2. Significant accounting policies:

The financial statements are the representations of management and have been prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

### (a) Basis of presentation:

These financial statements reflect the assets, liabilities, revenue and expenditures of the revenue fund and the reserve fund.

### (b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Improvement Area follows the fund basis of accounting.

(ii) The Improvement Area maintains its accounts on an accrual basis. Under this basis, revenue is accounted for in the period in which the transactions or events occur that give rise to the revenue. Expenses are accounted for in the period the goods and services are acquired.

### (c) Use of estimates:

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

# OLDE SANDWICH TOWNE BUSINESS ASSOCIATION IMPROVEMENT AREA

Notes to Financial Statements

Year ended December 31, 2022

---

### 3. Accumulated surplus:

Accumulated surplus consists of individual fund balances and reserves as follows:

	2022	2021
Reserve:		
Future development	\$ 95,456	\$ 107,270

Financial Statements of

**WALKERVILLE BUSINESS  
IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2022



KPMG LLP  
618 Greenwood Centre  
3200 Deziel Drive  
Windsor ON N8W 5K8  
Canada  
Tel 519-251-3500  
Fax 519-251-3530

## INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

### ***Opinion***

We have audited the financial statements of the Walkerville Business Improvement Area (the "BIA"), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and the notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the BIA as at December 31, 2022, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the BIA in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



### ***Responsibility of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the BIA's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the BIA or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the BIA's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the BIA's internal control.



Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the BIA's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the BIA's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*KPMG LLP*

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

September 19, 2023

# WALKERVILLE BUSINESS IMPROVEMENT AREA

## Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
<b>Financial assets</b>		
Cash and cash equivalents	\$ 40,035	\$ 77,094
Due from City of Windsor	8,286	3,097
Accounts receivable	1,000	1,000
HST receivable	9,901	4,215
	<u>59,222</u>	<u>85,406</u>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	15,784	16,965
Net financial assets	<u>43,438</u>	<u>68,441</u>
<b>Non-financial assets</b>		
Prepaid expenses	2,382	1,382
Accumulated surplus (note 3)	<u>\$ 45,820</u>	<u>\$ 69,823</u>

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# WALKERVILLE BUSINESS IMPROVEMENT AREA

## Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget	2022 Actual	2021 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 45,000	\$ 51,036	\$ 45,847
Sponsorships and other fundraising	-	12,823	4,261
Interest and miscellaneous	-	8	3
	<u>45,000</u>	<u>63,867</u>	<u>50,111</u>
<b>Expenses:</b>			
Administration	10,560	9,197	12,225
Audit and accounting fees	1,000	1,000	1,000
Bank charges	40	33	33
Street upkeep	4,700	27,302	16,009
Events and meetings	28,700	46,482	6,029
Insurance	1,585	1,381	1,516
HST and other	-	-	1,405
Communication	2,000	2,475	1,112
	<u>48,585</u>	<u>87,870</u>	<u>39,329</u>
Annual surplus (deficit)	(3,585)	(24,003)	10,782
Accumulated surplus, beginning of year	69,823	69,823	59,041
Accumulated surplus, end of year	\$ 66,238	\$ 45,820	\$ 69,823

See accompanying notes to financial statements.



# WALKERVILLE BUSINESS IMPROVEMENT AREA

## Statement of Changes in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Annual surplus (deficit)	\$ (24,003)	\$ 10,782
Disposition of prepaid expenses	1,382	1,382
Acquisition of prepaid expenses	(2,382)	(1,382)
Change in net financial assets	(25,003)	10,782
Net financial assets, beginning of year	68,441	57,659
Net financial assets, end of year	\$ 43,438	\$ 68,441

See accompanying notes to financial statements.

# WALKERVILLE BUSINESS IMPROVEMENT AREA

## Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	\$ (24,003)	\$ 10,782
Decrease (increase) in due from City of Windsor	(5,189)	21,863
Decrease in accounts receivable	-	643
Decrease (increase) in HST receivable	(5,686)	507
Increase in prepaid expenses	(1,000)	-
Decrease in accounts payable and accrued liabilities	(1,181)	(5,933)
Increase(decrease) in cash and cash equivalents	(37,059)	27,862
Cash and cash equivalents, beginning of year	77,094	49,232
Cash and cash equivalents, end of year	\$ 40,035	\$ 77,094

See accompanying notes to financial statements.

# WALKERVILLE BUSINESS IMPROVEMENT AREA

Notes to Financial Statements

Year ended December 31, 2022

---

## 1. Description of business:

The Board of Management of the Walkerville Business Improvement Area is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

## 2. Significant accounting policies:

The financial statements are the representations of management and have been prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

### (a) Basis of presentation:

These financial statements reflect the assets, liabilities, revenue and expenses of the revenue fund and reserve fund.

### (b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Walkerville Business Improvement Area follows the fund basis of accounting.

(ii) Within the framework of the fund basis of accounting, the Walkerville Business Improvement Area maintains its accounts on an accrual basis.

### (c) Use of estimates:

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

# WALKERVILLE BUSINESS IMPROVEMENT AREA

Notes to Financial Statements (continued)

Year ended December 31, 2022

---

### 3. Accumulated surplus:

Accumulated surplus consists of individual fund balances and reserves as follows:

---

	2022	2021
Reserve:		
Future development	\$ 45,820	\$ 69,823

---

Consolidated Financial Statements of

# **OTTAWA STREET BUSINESS IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2022



## **KPMG LLP**

618 Greenwood Centre  
3200 Deziel Drive  
Windsor, ON N8W 5K8  
Canada  
Telephone 519 251 3500  
Fax 519 251 3530

## **INDEPENDENT AUDITOR'S REPORT**

To the Board Members, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

### ***Opinion***

We have audited the accompanying consolidated financial statements of Ottawa Street Business Improvement Association (the Entity) which comprise of:

- the consolidated statement of financial position as at December 31, 2022
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2022, and its consolidated results of operations and accumulated surplus and its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the **"Auditor's Responsibilities for the Audit of the Financial Statements"** section of our Auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Page 2

### ***Responsibilities of Management for the Financial Statements and Those Charged with Governance***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.



Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient audit evidence regarding the financial information of the entities or business activities within the Group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

*KPMG LLP*

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada  
October 30, 2023



# OTTAWA STREET BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
<b>Financial Assets</b>		
Current assets:		
Cash	\$ 61,349	\$ 33,970
Commodity taxes receivable	11,530	7,471
Due from City of Windsor	3,738	3,598
Prepaid expenses	2,579	2,855
	<u>79,196</u>	<u>47,894</u>
<b>Financial Liabilities</b>		
Liabilities:		
Accounts payable	-	-
Net financial assets	79,196	47,894
Accumulated surplus (note 4)	\$ 79,196	\$ 47,894

See accompanying notes to consolidated financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# OTTAWA STREET BUSINESS IMPROVEMENT AREA

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget	2022 Actual	2021 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 71,965	\$ 72,105	\$ 71,965
Other	-	20,772	-
	<u>71,965</u>	<u>92,877</u>	<u>71,965</u>
<b>Expenses:</b>			
Administration (note 3)	7,652	6,300	6,000
Audit costs	1,350	1,000	1,000
Bank charges	300	94	155
Insurance	3,500	3,703	3,800
Miscellaneous	8,663	6,364	3,368
Promotion and advertising	17,900	14,870	15,897
Special events	10,000	17,261	5,424
Street beautification	21,500	10,960	44,620
Utilities	1,100	1,023	1,016
	<u>71,965</u>	<u>61,575</u>	<u>81,280</u>
Annual surplus (deficit)	-	31,302	(9,315)
Accumulated surplus, beginning of year	47,894	47,894	57,209
<b>Accumulated surplus, end of year</b>	<b>\$ 47,894</b>	<b>\$ 79,196</b>	<b>\$ 47,894</b>

See accompanying notes to consolidated financial statements.

# OTTAWA STREET BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	2022		2021	
Annual surplus (deficit)	\$	31,302	\$	(9,315)
Change in net financial assets		31,302		(9,315)
Net financial assets, beginning of year		47,894		57,209
Net financial assets, end of year	\$	79,196	\$	47,894

See accompanying notes to consolidated financial statements.

# OTTAWA STREET BUSINESS IMPROVEMENT AREA

## Consolidated Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	\$ 31,302	\$ (9,315)
Decrease (increase) in commodity taxes receivable	(4,059)	2,550
Increase in due from City of Windsor	(140)	-
Decrease (increase) in prepaid expenses	276	(872)
	<u>27,379</u>	<u>(7,637)</u>
Increase (decrease) in cash	27,379	(7,637)
Cash, beginning of year	33,970	41,607
Cash, end of year	<u>\$ 61,349</u>	<u>\$ 33,970</u>

See accompanying notes to consolidated financial statements.

# OTTAWA STREET BUSINESS IMPROVEMENT AREA

Notes to Consolidated Financial Statements

Year ended December 31, 2022

---

**1. Description of business:**

The Board of Management of the Ottawa Street Business Improvement Area is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

**2. Significant accounting policies:**

The consolidated financial statements are the representations of management and have been prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

(a) Basis of presentation:

These consolidated financial statements reflect the assets, liabilities, revenue and expenditures of the revenue fund and the reserve fund.

(b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Ottawa Street Improvement Area follows the fund basis of accounting.

(ii) Within the framework of the fund basis of accounting, the Ottawa Street Business Improvement Area maintains its accounts on an accrual basis.

(c) Use of estimates:

The preparation of the consolidated financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

**3. Related party transactions:**

A total of \$6,300 (2021 - \$6,000) was paid to a member of the Board of Management for providing consulting services.

**4. Accumulated surplus:**

---

	2022	2021
Reserve funds:		
Future development	\$ 79,196	\$ 47,894

---

Financial Statements of

**PILLETTE VILLAGE BUSINESS  
IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2022



KPMG LLP  
618 Greenwood Centre  
3200 Deziel Drive  
Windsor ON N8W 5K8  
Canada  
Tel 519-251-3500  
Fax 519-251-3530

## INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

### ***Opinion***

We have audited the financial statements of the Pillette Village Business Improvement Area ("Improvement Area"), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and the notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Improvement Area as at December 31, 2022, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Improvement Area in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



### ***Responsibility of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Improvement Area's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Improvement Area or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Improvement Area's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Improvement Area's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Improvement Area's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Improvement Area's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*KPMG LLP*

---

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

September 8, 2023

# PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
<b>Financial assets</b>		
Cash	\$ 68,369	\$ 55,948
HST receivable	1,801	2,249
Due from City of Windsor	2,000	2,000
	72,170	60,197
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	2,656	6,215
Net financial assets	69,514	53,982
Accumulated surplus (note 3)	\$ 69,514	\$ 53,982

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	2022		2022		2021
	Budget		Actual		Actual
<b>Revenue:</b>					
City of Windsor levy	\$ 40,000		\$ 40,000		\$ 40,000
Other revenue	-		1,379		4
	40,000		41,379		40,004
<b>Expenses:</b>					
Beautification	20,600		2,203		10,698
Insurance	1,900		1,892		1,850
Administration	6,200		10,696		7,921
Events	2,500		1,808		1,922
Advertising and promotion	5,225		6,439		8,729
Audit and accounting fees	1,200		1,243		1,430
Miscellaneous	2,375		1,566		1,233
	40,000		25,847		33,783
Annual surplus	-		15,532		6,221
Accumulated surplus, beginning of year	53,982		53,982		47,761
<b>Accumulated surplus, end of year</b>	<b>\$ 53,982</b>		<b>\$ 69,514</b>		<b>\$ 53,982</b>

See accompanying notes to financial statements.

# PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

Statement of Changes in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

		2022		2021
Annual surplus	\$	15,532	\$	6,221
Change in net financial assets		15,532		6,221
Net financial assets, beginning of year		53,982		47,761
Net financial assets, end of year	\$	69,514	\$	53,982

See accompanying notes to financial statements.

# PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

## Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 15,532	\$ 6,221
Decrease in HST receivable	448	1,356
Decrease in due from City of Windsor	-	20,000
Decrease (increase) in accounts payable and accruals	(3,559)	2,521
Increase in cash	12,421	30,098
Cash, beginning of year	55,948	25,850
Cash, end of year	\$ 68,369	\$ 55,948

See accompanying notes to financial statements.

# PILLETTE VILLAGE BUSINESS IMPROVEMENT AREA

Notes to Financial Statements (continued)

Year ended December 31, 2022

---

**1. Description of business:**

The Board of Management of the Pillette Village Business Improvement Area is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

**2. Significant accounting policies:**

The financial statements are the representations of management and have been prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

(a) Basis of presentation:

These financial statements reflect the assets, liabilities, revenue and expenditures of the revenue fund and the reserve fund.

(b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Pillette Village Improvement Area follows the fund basis of accounting.

(ii) Within the framework of the fund basis of accounting, the Pillette Village Business Improvement Area maintains its accounts on an accrual basis.

(c) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

**3. Accumulated surplus:**

---

	2022	2021
Reserve funds:		
Future development	\$ 69,514	\$ 53,982

---

Consolidated Financial Statements of

**WYANDOTTE TOWNE  
CENTRE BUSINESS  
IMPROVEMENT AREA**

And Independent Auditors' Report thereon

Year ended December 31, 2022



**KPMG LLP**  
618 Greenwood Centre  
3200 Deziel Drive  
Windsor, ON N8W 5K8  
Canada  
Telephone 519 251 3500  
Fax 519 251 3530

## **INDEPENDENT AUDITORS' REPORT**

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

### ***Opinion***

We have audited the consolidated financial statements of the Wyandotte Towne Centre Business Improvement Area (the Entity) which comprise:

- the consolidated statement of financial position as at December 31, 2022
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”)

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2022, and its consolidated results of operations, its consolidated changes in its net financial assets, and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the “***Auditors’ Responsibilities for the Audit of the Financial Statements***” section of our auditors’ report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.





### ***Responsibility of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



Page 3

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient audit evidence regarding the financial information of the entities or business activities within the Group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slightly slanted style. Below the signature is a horizontal line that starts under the 'K' and ends under the 'P'.

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

November 7, 2024

# WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Financial Position

December 31, 2022 with comparative information for 2021

	2022	2021
<b>Financial Assets</b>		
Cash	\$ 231,099	\$ 105,030
Investments and marketable securities	-	100,000
Commodity taxes receivable	-	8,356
Due from City of Windsor	4,700	12,469
	<u>235,799</u>	<u>225,855</u>
<b>Financial Liabilities</b>		
Accounts payable	12,000	7,250
Net financial assets	223,799	218,605
Accumulated surplus (note 3)	\$ 223,799	\$ 218,605

See accompanying notes to consolidated financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget	2022 Actual	2021 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 94,000	\$ 94,000	\$ 94,028
Interest	-	1,252	1,172
Other	-	135	8,717
	94,000	95,387	103,917
<b>Expenses:</b>			
Advertising and promotions	6,750	9,808	-
Audit and legal	6,000	1,130	3,815
Bad debts	-	-	9,971
HST Recoverable Forgone	-	-	601
Broken window repair fund	3,000	1,513	1,463
Donations	-	610	-
Events	5,000	12,000	30,539
Free Parking Program	-	2,853	-
Holiday Program	15,000	16,501	-
Insurance	1,400	1,311	1,213
Office expenses	19,300	15,532	1,546
Other	-	457	600
Open Street	-	7,224	-
Rent	4,800	3,673	2,750
Repairs and maintenance	32,750	16,380	26,921
Sign Program	-	-	1,739
Utilities	-	1,201	1,273
	94,000	90,193	82,431
Annual surplus	-	5,194	21,486
Accumulated surplus, beginning of year	218,605	218,605	197,119
Accumulated surplus, end of year	\$ 218,605	\$ 223,799	\$ 218,605

See accompanying notes to consolidated financial statements.

# WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	2022		2021	
Annual surplus	\$	5,194	\$	21,486
Change in net financial assets		5,194		21,486
Net financial assets, beginning of year		218,605		197,119
Net financial assets, end of year	\$	223,799	\$	218,605

See accompanying notes to consolidated financial statements.

# WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Consolidated Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 5,194	\$ 21,486
Increase in investments and marketable securities	-	(18,486)
Decrease in commodity taxes receivable	8,356	6,184
Decrease in due from City of Windsor	7,769	42,035
Increase (decrease) in accounts payable	4,750	(264)
	26,069	50,955
Investing:		
Redemption of investments and marketable securities and marketable securities	100,000	-
Increase in cash	126,069	50,955
Cash, beginning of year	105,030	54,075
Cash, end of year	\$ 231,099	\$ 105,030

See accompanying notes to consolidated financial statements.

# WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Notes to the Consolidated Financial Statements

Year ended December 31, 2022

---

## 1. Description of business:

The Board of Management of the Wyandotte Towne Centre Business Improvement Area (the "Improvement Area") is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

## 2. Significant accounting policies:

The consolidated financial statements are the representations of management and are prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

### (a) Basis of presentation:

These consolidated financial statements reflect the assets, liabilities, revenue and expenses of the revenue fund and the reserve fund.

### (b) Basis of accounting:

- (i) In accordance with practices common to Ontario municipalities, the Improvement Area follows the fund basis of accounting.
- (ii) The Improvement Area maintains its accounts on an accrual basis. Under this basis, revenue is accounted for in the period in which the transactions or events occur that give rise to the revenue. Expenses are accounted for in the period the goods and services are acquired.

### (c) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

### (d) Use of estimates:

The preparation of the consolidated financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure in contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

# WYANDOTTE TOWNE CENTRE BUSINESS IMPROVEMENT AREA

Notes to the Consolidated Financial Statements (continued)

Year ended December 31, 2022

---

### 3. Accumulated surplus:

---

	2022	2021
Reserve funds:		
Future development	\$ 223,799	\$ 218,605

---



Financial Statements of

**FORD CITY BUSINESS  
IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2022



KPMG LLP  
618 Greenwood Centre  
3200 Deziel Drive  
Windsor ON N8W 5K8  
Canada  
Tel 519-251-3500  
Fax 519-251-3530

## INDEPENDENT AUDITOR'S REPORT

To the Board Members, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

### ***Opinion***

We have audited the accompanying financial statements of Ford City Business Improvement Area ("the Entity") which comprise of:

- the statement of financial position as at December 31, 2022
- the statements of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2022, and its results of operations and accumulated surplus and its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Page 2

### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.



Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*KPMG LLP*

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada  
October 2, 2023

# FORD CITY BUSINESS IMPROVEMENT AREA

## Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
<b>Financial assets</b>		
Cash	\$ 36,706	\$ 59,709
Due from City of Windsor	3,100	3,100
HST receivable	3,578	1,223
	<u>43,384</u>	<u>64,032</u>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	<u>1,622</u>	<u>8,124</u>
Net financial assets	41,762	55,908
Accumulated surplus (note 3)	<u>\$ 41,762</u>	<u>\$ 55,908</u>

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# FORD CITY BUSINESS IMPROVEMENT AREA

## Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget	2022 Actual	2021 Actual
<b>Revenue:</b>			
City of Windsor levy	\$ 30,000	\$ 31,600	\$ 32,800
Vendor Fees	-	2,700	-
Interest	-	50	54
	<u>30,000</u>	<u>34,350</u>	<u>32,854</u>
<b>Expenses:</b>			
Administration	11,700	12,579	6,579
Advertising	8,200	3,759	5,724
Audit costs	1,130	1,274	1,348
Bank charges and interest	-	117	17
Beautification and maintenance	10,100	23,075	9,030
Donations	200	250	407
Events	6,000	5,185	592
Insurance	2,500	1,918	2,198
Office supplies	50	339	1,112
	<u>39,880</u>	<u>48,496</u>	<u>27,007</u>
Annual surplus (deficit)	(9,880)	(14,146)	5,847
Accumulated surplus, beginning of year	55,908	55,908	50,061
Accumulated surplus, end of year	<u>\$ 46,028</u>	<u>\$ 41,762</u>	<u>\$ 55,908</u>

See accompanying notes to financial statements.

# FORD CITY BUSINESS IMPROVEMENT AREA

## Statement of Changes in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Annual surplus (deficit)	\$ (14,146)	\$ 5,847
Net financial assets, beginning of year	55,908	50,061
Net financial assets, end of year	\$ 41,762	\$ 55,908

See accompanying notes to financial statements.

# FORD CITY BUSINESS IMPROVEMENT AREA

## Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	\$ (14,146)	\$ 5,847
Decrease in due from City of Windsor	-	18,400
Decrease (increase) in HST receivable	(2,355)	1,544
Increase (decrease) in accounts payable	(6,502)	4,293
	<u>(23,003)</u>	<u>30,084</u>
Increase (decrease) in cash and cash equivalents	(23,003)	30,084
Cash, beginning of year	59,709	29,625
Cash, end of year	<u>\$ 36,706</u>	<u>\$ 59,709</u>

See accompanying notes to financial statements.



# FORD CITY BUSINESS IMPROVEMENT AREA

Notes to Financial Statements

Year ended December 31, 2022

---

## 1. Description of business:

The Board of Management of the Ford City Business Improvement Area ("Improvement Area") is entrusted with the improvement and beautification of municipally-owned lands, buildings and structures in the Improvement Area as designated by the Council of the Corporation of the City of Windsor and the promotion of this Area for business and shopping.

## 2. Significant accounting policies:

The financial statements are the representations of management and are prepared in accordance with accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

### (a) Basis of presentation:

These financial statements reflect the assets, liabilities, revenue and expenses of the revenue fund.

### (b) Basis of accounting:

(i) In accordance with practices common to Ontario municipalities, the Improvement Area follows the fund basis of accounting.

(ii) The Improvement Area maintains its accounts on an accrual basis. Under this basis, revenue is accounted for in the period in which the transactions or events occur that give rise to the revenue. Expenses are accounted for in the period the goods and services are acquired.

### (c) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

### (d) Use of estimates:

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure in contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

## 3. Accumulated surplus:

Accumulated surplus consists of individual funds' balances as follows:

	2022	2021
Surplus:		
Accumulated net surplus from operations	\$ 42,012	\$ 56,158
Future development reserve	(250)	(250)
<b>Total surplus</b>	<b>\$ 41,762</b>	<b>\$ 55,908</b>



**Committee Matters: SCM 312/2024**

**Subject: Amendment to CR437/2023 for Closure of north/south alley located between Taylor Avenue and 1124-1224 Campbell Avenue, Ward 2, SAA-6848**

Moved by: Councillor Mark McKenzie  
Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 664**

- I. THAT CR437/2023, adopted on October 30, 2023, **BE AMENDED** by **DELETING** subsection b) of Resolution II in its entirety.

Carried.

Report Number: S 119/2024  
Clerk's File: SAA2024

**Clerk's Note:**

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.5 from the Development & Heritage Standing Committee held on October 7, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20241008/-1/10511>

**Subject: Amendment to CR437/2023 for Closure of north/south alley located between Taylor Avenue and 1124-1224 Campbell Avenue, Ward 2, SAA-6848**

**Reference:**

Date to Council: October 7, 2024  
Author: Brian Nagata, MCIP, RPP  
Planner II - Development Review  
(519) 255-6543 ext. 6181

Planning & Building Services  
Report Date: September 10, 2024  
Clerk's File #: SAA2024

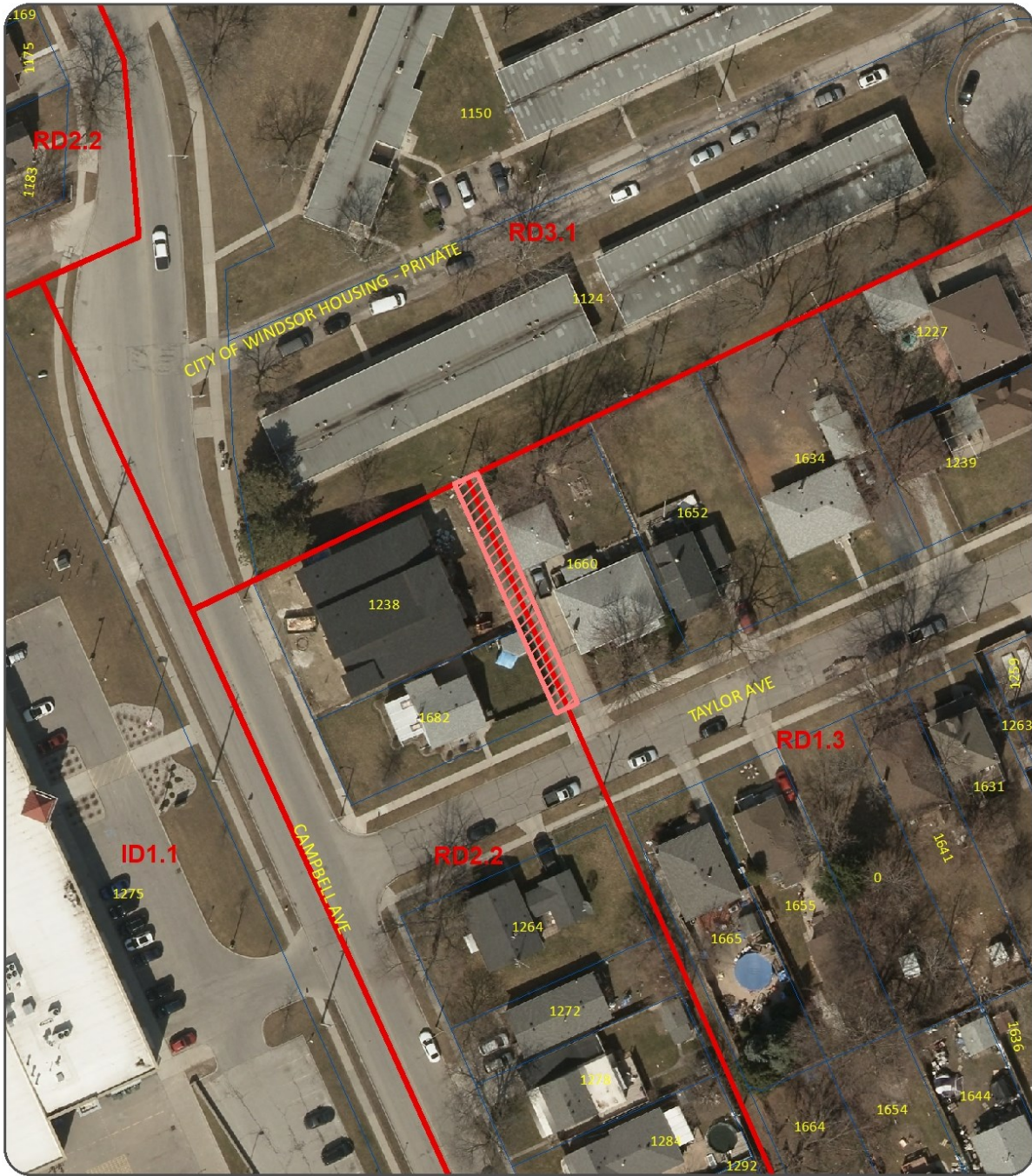
**To:** Mayor and Members of City Council

**Recommendation:**

- I. THAT CR437/2023, adopted on October 30, 2023, **BE AMENDED** by **DELETING** subsection b) of Resolution II in its entirety.

**Executive Summary:**

N/A



**STREET & ALLEY CLOSING (SAA/6848)**

1:750

APPLICANT : DAVID TRAN & KENG FU



 SUBJECT LANDS

PLANNING DEPARTMENT - PLANNING POLICY

DATE: JULY, 2023

**Background:**

CR437/2023 was adopted by Council on October 30, 2023, directing administration to undertake the necessary steps to assume, close and convey the following alley:

- 3.66-metre-wide north/south alley located between Taylor Avenue and 1124-1224 Campbell Avenue (the alley).

CR437/2023 included a condition requiring an easement to be granted in favour of 1660 Taylor Avenue for access to repair and maintain the west face of the existing detached garage bordering the alley.

Administration has since concluded that easements in favour of private property owners should not be included as a condition of closure and conveyance of an alley.

The City should not be concerned about private property within an alley unless there is an encroachment agreement in place. Further, the City should not be concerned about buildings or structures bordering an alley unless they meet one of the criteria under the City's *Classification of Alleys and Suitability for Closure* guideline document and were established legally by a Building Permit.

A property owner can submit a [Right-of-Entry Permit Application](#) to the Building Department to request access to an abutting property to maintain or repair a building or structure when denied such access by the adjoining property owner.

**Discussion:**

CR437/2023 must be amended to remove the said easement to allow for the closure and conveyance of the alley.

**Risk Analysis:**

The recommended amendment to CR437/2023 poses no known risk to the City.

**Climate Change Risks****Climate Change Mitigation:**

N/A

**Climate Change Adaptation:**

N/A

**Financial Matters:**

The recommended amendment to CR437/2023 does not impact the conveyance cost.

**Consultations:**

N/A

**Conclusion:**

The Planning Department recommends that CR437/2023 be amended to remove the said easement as in Recommendation I of this report.

**Planning Act Matters:**

I concur with the above comments and opinion of the Registered Professional Planner.

*Greg Atkinson, MCIP, RPP*  
*Manager of Development*

*Neil Robertson, MCIP, RPP*  
*City Planner*

I am not a registered Planner and have reviewed as a Corporate Team Leader

*JP JM*

**Approvals:**

Name	Title
Brian Nagata	Planner II - Development Review
Greg Atkinson	Manager of Development/Deputy City Planner
Neil Robertson	City Planner / Executive Director, Planning & Development Services
Kate Tracey	Senior Legal Counsel, Legal Services & Real Estate
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administration Officer

**Notifications:**

Name	Address	Email
Ward 2 Councillor Fabio Costante	350 City Hall Square West, Suite 220 Windsor, Ontario N9A 6S1	fcostante@citywindsor.ca
List of mailing labels for property owners abutting the alley issued to Clerks office		

**Appendices:**



**Committee Matters: SCM 351/2024**

**Subject: Tabling of the Sandwich South: Sustainable Neighbourhood Action Plan (SSSNAP) - City Wide**

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

Decision Number: **ETPS 1033**

- I. That the Sandwich South: Sustainable Neighbourhood Action Plan Summary Report (Appendix A), **BE RECEIVED FOR INFORMATION**; and,
- II. THAT the Sandwich South: Sustainable Neighbourhood Action Plan Summary Report (Appendix A) **BE PROVIDED** to the Environment and Climate Change Advisory Committee; and,
- III. That Administration **BE DIRECTED** to report back to Council with an implementation plan that considers the action items and the variety of factors that can affect the timeline of the implementation.

Carried.

Report Number: CM 12/2024  
Clerk's File Number: EI/10822

**Clerk's Note:**

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are **NOT** the same.
2. Please refer to Item 8.4 from the Environment, Transportation & Public Safety Standing Committee held on November 27, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20241128/-1/10524>

**Subject: Tabling of the Sandwich South: Sustainable Neighbourhood Action Plan (SSSNAP) - City Wide**

**Reference:**

Date to Council: November 27, 2024  
Author: Michelle Moxley-Peltier  
Community Energy Plan Administrator  
Environmental Sustainability and Climate Change  
519-255-6100 ext. 6109  
mmoxleypeltier@citywindsor.ca

Author: Matthew Johnson  
Executive Director, Economic Development &  
Environmental Sustainability and Climate Change  
519-255-6100 ext. 6495  
Report Date: 11/7/2024  
Clerk's File #: E/10822

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

**Recommendation:**

- I. That the Sandwich South: Sustainable Neighbourhood Action Plan Summary Report (Appendix A), **BE RECEIVED FOR INFORMATION**; and
- II. THAT the Sandwich South: Sustainable Neighbourhood Action Plan Summary Report (Appendix A) **BE PROVIDED** to the Environment and Climate Change Advisory Committee.

**Executive Summary:**

N/A

**Background:**

As acknowledged in the Community Energy Plan (CEP) (2017), many cities in Canada and around the world are taking the opportunity to proactively plan neighbourhood developments as Net-Zero energy or emissions areas. Greenfield lands and large redevelopment sites represent opportunities to plan and design Net-Zero neighbourhoods, as such CEP Enabling Strategy #4 was to research and develop potential options to guide a net zero neighbourhood as an opportunity for transformational change at a neighbourhood scale.



In September 2020, City Council endorsed the recommendations regarding CEP Strategy #4 from Administration including providing direction to submit a grant application for the development of a Sustainable Neighbourhood Action Plan to the Federation of Canadian Municipalities' (FCM) Green Municipal Fund (CR544/2020).

In May 2022, the City of Windsor signed a grant agreement with FCM to develop a Sandwich South: Sustainable Neighbourhood Action Plan (SSSNAP) document that would outline themes for consideration as well as potential actions that Administration could consider when developing this plan

### **Discussion:**

The SSSNAP was developed with community engagement through in-person workshops, online surveys, and virtual discussions. Internal engagement took place with City staff from Economic Development and Climate Change; Transportation Planning; Planning; Building; Engineering; Asset Planning; Housing; Parks and Natural Areas; and Transit Windsor as members of the Project Working Team. Members of Windsor City Council also provided input and feedback as part of the engagement process.

### **The SSSNAP Guiding Themes:**

The five Themes of the SSSNAP include:

1. Natural Environment and Green Infrastructure
2. Green Jobs and Economy
3. Climate Leadership and Green Energy
4. Sustainable Transportation and Mobility, and;
5. Community, Land Use and Design.

The plan outlined how Sandwich South could be a sustainable and climate-oriented neighbourhood in Windsor. Its planning and development will provide a replicable model of sustainable community-building for the City and surrounding region. The draft plan includes potential actions for Sandwich South that include:

- Connection to the broader City with sustainable travel options that are safe and inviting;
- Options for infrastructure and buildings that reduce carbon impacts; and
- Opportunities to leverage green spaces for biodiversity, community resilience, and climate mitigation and adaptation.

The Sandwich South community and Windsor's green economy may be mutually supportive, and could create meaningful connections between local innovators and industry employers, educational institutions, and the potential for sustainable housing.

The sustainability values on which Sandwich South is planned and developed could attract existing and new Windsor residents, offering a full range of mobility options and opportunities to live, work, and play, thereby instilling a lasting sense of pride and long-term commitment to the area.

## **What Success Looks Like:**

A goal of SSNAP is to work towards a harmonious balance among natural, economic, and community priorities. By adopting the suggested potential actions, the natural environment may flourish through habitat protection, biodiversity-friendly infrastructure, and stormwater management aligned with climate resilience. Green jobs and the local economy could see growth if development in the area integrates low-impact development (LID) strategies and collaborates with local institutions, positioning Windsor as a hub for sustainable innovation. Climate leadership could be encouraged to demonstrate low-carbon energy initiatives, continued cooperation with municipal, provincial and federal authorities and LID developments. As noted in the summary report sustainable transportation may include active mobility and transit options. In concert through the Planning Department land use and design could offer diverse, affordable housing in energy-efficient developments, fostering a community where residents could meet daily needs within a connected, people-centered environment.

The draft plan identifies 92 potential actions for consideration as guiding principles to achieve the overall vision, and the goals under the five themes. Some potential actions may be more likely to succeed than others, and not all can be feasibly completed at once, or even in the near term; however by taking a proactive approach and identifying opportunities and best practices, the City of Windsor and our community have already taken steps in a positive direction.

## **Risk Analysis:**

Timing risk: Under the City's funding agreement with FCM, the deadline for the completion of this project and the final report to FCM is the end of 2024.

Implementation risk: There is a risk that community expectations for this plan may be unachievable for various reasons, including the challenge of balancing differing levels of ambition from community members, limitations of municipal jurisdiction, authority defined by senior levels of government, and reliance on contributions from third parties. The draft plan tries to balance the expectations of all currently engaged by setting a framework that can be actioned and adjusted as dynamics and resources change.

## **Climate Change Risks**

### **Climate Change Mitigation:**

The SSSNAP envisions a sustainable and climate-oriented neighbourhood and aligns with Windsor's broader climate goals, emphasizing the long-term delivery of green infrastructure, renewable energy, sustainable transportation, environmentally focused urban design and enabling green economic activity.

### **Climate Change Adaptation:**

The SSSNAP integrates the City's climate change adaptation objectives, addressing the specific needs of the local community and incorporates actions to build climate resilience.

## **Financial Matters:**

The funding for the Sandwich South Sustainable Neighbourhood Action Plan was previously approved through CR544/2020. The FCM grant covers 50% of the costs up to \$146,000.

The budget for the Sustainable Action Plan was estimated at \$292,000. The City of Windsor was awarded an FCM GMF grant (GMF 17962 grant) equal to \$146,000 or 50% of the eligible costs which ever is less. Remaining project funding include \$22,500 of in-kind contribution from the City of Windsor (staff remuneration), and \$123,500 transferred from the Climate Change Reserve Fund (#223) to the Sustainable Action Plan (Project ID # 7224005) (CR187/2020, CR544/2020).

Grant disbursement for GMF 17962 grant will be provided to the City, within 30 days of confirming that the City has met all FCM's conditions, to FCM's satisfaction. The City has a deadline of Tuesday December 31, 2024 to submit a project completion report and workplan budget.

Grant disbursement, when received will be recorded as a revenue for Sustainable Action Plan (Project ID # 7224005).

Should any of the 92 items be actioned, a future report will be prepared for Council approval inclusive of any funding requirements.

## **Consultations:**

Community Energy Plan Administrator – Michelle Moxley-Peltier  
Active Transportation Coordinator – Kathleen Quenneville  
Manager Transit Planning – Jason Scott  
Plan Examiner – Mirella Allison  
Communications Officer – Jill Braido  
Environmental Sustainability Coordinator – Barbara Lamoure  
Asset Coordinator – Averil Parent  
Planner III – Development Review – Jim Abbs  
Executive Director, Engineering – Stacey McGuire  
Development Engineer – Robert Perissinotti  
Manager, Social and Affordable Housing – Diane Wilson  
Naturalist and Outreach Coordinator – Karen Alexander  
Biodiversity Coordinator – Chris Hart  
Deputy City Planner – Development – Greg Atkinson  
Financial Planning Administrator - Josie Gualtieri

## **Conclusion:**

The SSSNAP was developed as a guiding document to shape potential future development in the Sandwich South area. This plan enables the City to evaluate actions within its control to support sustainable growth. Initiated as part of the FCM grant, the SSSNAP fulfills the final requirements of this grant, with the submission of this report to Council marking the completion needed for the reimbursement of project costs associated with it.

Supporting innovative practices that emphasize climate resilience will reflect the City's commitment to fostering vibrant, sustainable communities for the future.

**Planning Act Matters:**

N/A

**Approvals:**

<b>Name</b>	<b>Title</b>
Emilie Dunnigan	Manager, Development Revenue & Financial Administration
Matthew Johnson	Executive Director, Economic Development and Climate Change
Neil Robertson	City Planner
Jelena Payne	Commissioner, Economic Development
Lorie Gregg	On behalf of Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

**Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>

**Appendices:**

Sandwich South: Sustainable Neighbourhood Action Plan Summary Report

Sandwich South

**SNAP**

Sustainable Neighbourhood Action Plan

# Sandwich South: Sustainable Neighbourhood Action Plan – Summary Report

Final

October 25, 2024

# 1. Overview

The Sandwich South Sustainable Neighbourhood Action Plan (SNAP) is an ambitious community-driven initiative aimed at fostering sustainable urban development in the Sandwich South neighbourhood of Windsor. In response to Windsor's declaration of a Climate Change Emergency, City Council approved an application to the FCM Green Municipal Fund in September 2020 to develop a sustainable neighbourhood strategy for Sandwich South. The SNAP project, initiated in late 2022, provides a sustainability vision and clear potential actions to achieve sustainable development in Sandwich South.

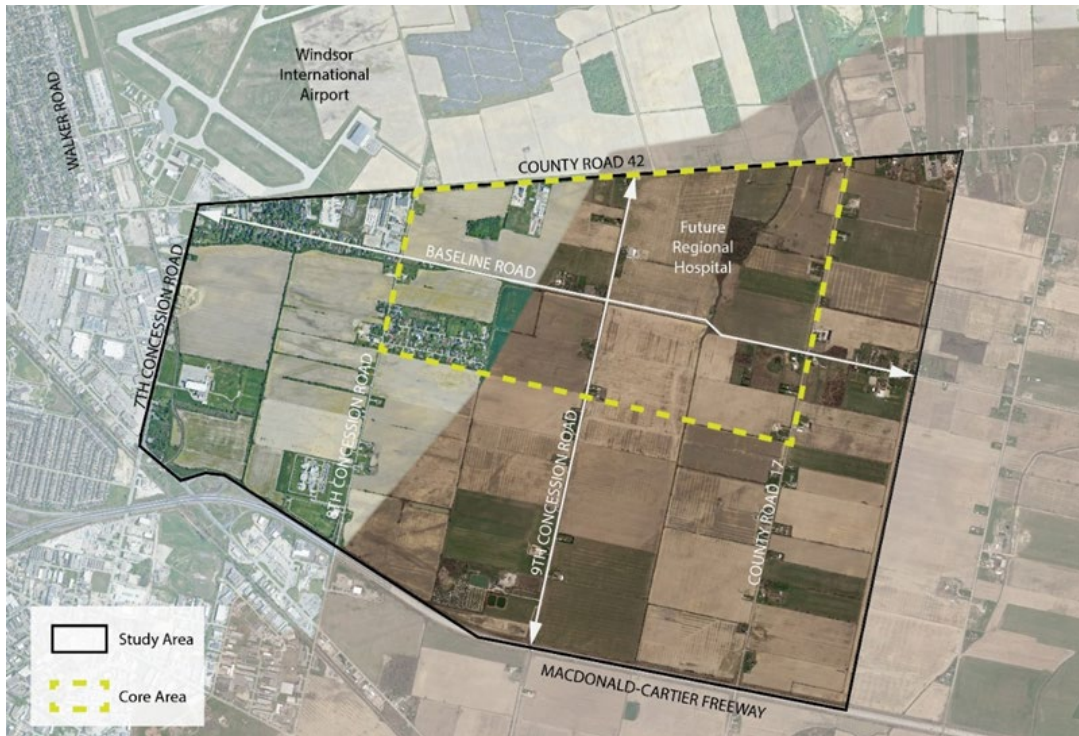
The SNAP envisions Sandwich South as a sustainable and climate-oriented neighbourhood, focusing on connecting to the broader city with sustainable travel options, reduced carbon impacts of infrastructure and buildings, green economic activity, and protected and enhanced green spaces for biodiversity, community benefit, and climate adaptation. This SNAP aligns with Windsor's broader climate goals, emphasizing the long-term delivery of green infrastructure, renewable energy, sustainable transportation, and environmentally focused urban design.

The SNAP is organized around five key themes, each with specific goals and potential actions to support the vision.

1. **Natural Environment and Green Infrastructure:** Preserving ecosystems, enhancing biodiversity, and implementing sustainable, resilient water management practices.
2. **Green Jobs and Economy:** Creating and promoting sustainable, equitable economic development.
3. **Climate Leadership and Green Energy:** Developing net-zero energy strategies, reducing greenhouse gas emissions, and enhancing climate resilience.
4. **Sustainable Transportation and Mobility:** Prioritizing active transportation, enhancing transit services, and supporting sustainable vehicle use.
5. **Community Land Use and Design:** Creating a complete, connected, sustainable community with diverse housing options and engaging public spaces.

The SNAP's development involved extensive community engagement through in-person workshops, an online survey, and virtual discussions, ensuring that the community's ideas and aspirations were reflected in the final action plan. The expertise and feedback from community groups and stakeholders, the public, and City of Windsor staff has been crucial in shaping the SNAP.

Moving forward, the implementation of the SNAP will rely on policies and standards, incentive programs, key partnerships, education, and engagement forums. These are to be determined and considered by City Staff and Council, as appropriate, through future processes. Each of these tools will support the successful realization of the SNAP vision to create a sustainable, resilient, and inclusive neighbourhood that serves as a model for future developments.



**Figure 1: SNAP Study Area and Core Area**

## 2. Process

The SNAP was developed through three distinct phases:

**Phase 1: Establishing a Shared Understanding and Vision:** This initial phase focused on creating a common vision and understanding among stakeholders. It involved focused community engagement to gather input and set the foundation for the neighbourhood’s sustainability goals.

**Phase 2: Developing the Strategies for Local Success:** During this phase, the project team worked closely with the community and City stakeholders to identify strategies to achieve the established vision. This included identifying specific opportunities and responsibilities to meet sustainability goals.

**Phase 3: Co-creating the Path Forward:** The final phase involved co-creating an action plan with community and stakeholder input, detailing the potential actions necessary to achieve the set goals. This phase also included finalizing the plan for approval by relevant authorities.

### 2.0 Engagement

The creation of the SNAP included a broad engagement process, providing many opportunities for community members and stakeholders to share their ideas and thoughts. Engagement events took place in all three phases of the SNAP’s creation and ranged from a City-wide virtual survey to in-person workshops and virtual discussions.

Throughout the duration of the SNAP process, there were a variety of engagement touchpoints including:

1. **Project Webpage and Survey:** The Sandwich South SNAP project webpage was published on the City's Let's Talk Windsor online engagement platform as a venue for sharing project details, timelines, background information, and opportunities to engage. An online Community Visioning Survey was posted on the project webpage, from July 2023 until July 2024, enabling Windsor residents to share their ideas and priorities for Sandwich South.
2. **Stakeholder Visioning Workshop:** An in-person workshop was facilitated by the project team on October 27, 2023. Over 35 subject matter experts participated in two interactive group exercises that captured feedback on the vision and goals for Sandwich South.
3. **Strategy Review Workshop:** Over 45 subject matter experts participated in a virtual workshop on April 16, 2024. The workshop included a presentation and break-out discussion groups to gain feedback on the draft goals and potential actions.

### 3. The Vision

The following sustainability Vision for Sandwich South was developed based on community and stakeholder input and is the basis for the SNAP Goals and Potential Actions:

*When developed, Sandwich South will be the most sustainable and climate-oriented neighbourhood in Windsor. Its planning and development will provide a replicable model of sustainable community-building for the City and surrounding region. Sandwich South will be planned from the outset to:*

- *Connect to the broader City with sustainable travel options that are safe and inviting;*
- *Have infrastructure and buildings that reduce carbon impacts and*
- *Leverage green spaces for biodiversity, community resilience, and climate mitigation and adaptation.*

*The Sandwich South community and Windsor's green economy will be mutually supportive, creating meaningful connections between local innovators and industry employers, educational institutions, and the need for sustainable housing.*

*The sustainability values on which Sandwich South is planned and developed will attract existing and new Windsor residents, offering a full range of mobility options and opportunities to live, work and play, thereby instilling a lasting sense of pride and long-term commitment to the area.*

Section 4 of the SNAP outlines what successfully achieving Sandwich South's vision for each of the five project Themes looks like.

### 4. Sustainable Neighbourhood Action Plan (SNAP)

The Sustainable Neighbourhood Action Plan (SNAP) organizes Goals and Potential Actions under the five key Themes, which were identified through a review of best practices and engagement with local stakeholders.



A Vision of what success looks like and the Challenges and Opportunities for getting there are identified for each Theme. These are followed by a series of Goals which set out the aspirational objectives for developing Sandwich South as a sustainable neighbourhood. A series of Potential Actions under each Goal describes the more detailed activities needed to achieve those aspirational objectives.

## 4.1 Theme #1 Natural Environment and Green Infrastructure

Enhancing and preserving the existing ecosystems and creating opportunities for the community to value and connect with nature are just some of the vital strategies to strengthen the overall natural environment in Sandwich South. Where possible, this Framework will address strategies to restore any loss of natural biodiversity or ecosystems.

Water is a significant factor when planning for a sustainable neighbourhood. Therefore, resilient landscaping and stormwater management are essential for planning for future climate changes, whether it be large amounts of rain or not enough rain. To further contribute towards a sustainable future in Sandwich South, this framework identifies strategies to not only reduce and divert waste from construction and demolition activities in the new buildings but also identifies strategies to track operational waste in existing facilities.

Theme #1 Goals	Number of Potential Actions
Goal 1.A. Preserve and protect the natural environment and biodiversity of Sandwich South.	4
Goal 1.B. Create a network of natural areas, open space and active trails that maintain, enhance, and protect the functionality of the natural environment and wildlife.	3
Goal 1.C. Create a community that promotes sustainable stormwater management.	3
Goal 1.D. Reduce overall water consumption.	2
Goal 1.E. Reduce operational waste and divert waste streams from disposal to recycling and reuse.	4
Goal 1.F. Prioritize waste diversion strategies for construction and demolition waste.	2

## 4.2 Theme #2 Green Jobs and Economy

Sustainable growth in Sandwich South will rely on the availability of sustainable products, market demand for sustainable practices and a talented workforce with training that aligns with sustainable best practices. Sandwich South’s growth may therefore support the expansion of the green technology sectors, sustainable and equitable job opportunities for workers, and links between industries and educational and training institutions if a demand is created within the market.

Theme #2 Goals	Number of Potential Actions
Goal 2.A. Leverage sustainable development in Sandwich South for broader community benefits and employment.	4
Goal 2.B. Encourage sustainable food sector activity to support local food access and food security.	3
Goal 2.C. Establish partnerships with the Regional Hospital and other local institutions to support innovation, talent development, attraction and retainment.	4
Goal 2.D. Establish a Green Technology Innovation Hub that supports and catalyzes the local green technology industry.	3
Goal 2.E. Promote the establishment and success of small-scale local businesses in Sandwich South.	2

### 4.3 Theme #3 Climate Leadership and Green Energy

Reducing greenhouse gas emissions, enhancing energy and climate resilience, and developing a net zero energy strategy are essential for creating a sustainable Sandwich South. The Climate Change and Green Energy Goals focus on key partnerships, performance targets, and strategic initiatives that establish a pathway to reducing emissions and strengthening the community's climate resilience. Through these efforts, Sandwich South will pave the way for a sustainable future, setting a benchmark for climate action and environmental responsibility in the region.

Theme #3 Goals	Number of Potential Actions
Goal 3.A. Develop a net zero ready community.	6
Goal 3.B. Reduce embodied carbon community-wide.	4
Goal 3.C. Integrate climate change adaptation and resilience measures into the development of buildings, infrastructure, and energy systems.	4

### 4.4 Theme #4 Sustainable Transportation and Mobility

Sustainable transportation and mobility will contribute significantly to a sustainable Sandwich South. The Sustainable Transportation and Mobility Goals and Potential Actions describe how people, departments and agencies involved with the design and delivery of roads, transit, walking/cycling networks, and new forms of mobility can help to support more sustainable modes of travel within and beyond Sandwich South.

Theme #4 Goals	Number of Potential Actions
Goal 4.A. Promote travel by more active modes.	4
Goal 4.B. Promote travel by more sustainable modes.	10
Goal 4.C. Encourage sustainable vehicle usage, where automobiles are appropriate.	4
Goal 2.D. Establish a Green Technology Innovation Hub that supports and catalyzes the local green technology industry.	3
Goal 2.E. Promote the establishment and success of small-scale local businesses in Sandwich South.	2

## 4.5 Theme #5 Community, Land Use, and Design

The Goals and Potential Actions under the Community, Land Use, and Design Theme address the broader aspects of complete community-building and sustainability that support everyday quality of life. The measures under this theme are focused on establishing the quality of urban design and mixed land uses and housing options for diversity at any stage of life.

Theme #5 Goals	Number of Potential Actions
Goal 5.A. Create a complete, connected community that attracts residents to Sandwich South and enables them to stay throughout the stages of their lives.	6
Goal 5.B. Engage communities in equitable and sustainable placemaking and place keeping.	5
Goal 5.C. Encourage private development to deliver a range of needed housing types, tenures, and affordability levels.	5
Goal 5.D. Develop financial tools and land strategies to enable public and non-profit delivery of affordable housing.	5
Goal 5.E. Design affordable housing to address energy poverty and avoid stigmatization.	6

## 5. Implementation

While the Vision for Sandwich South is ambitious, the SNAP seeks to provide clear and implementable Potential Actions that can be undertaken incrementally. The Potential Actions range from improved education and outreach to updating local policies to formalizing partnerships between the City, key industries, and institutions.

The SNAP identifies 92 Potential Actions to achieve the overall Vision, and the Goals under each of the 5 Project Themes. Some Potential Actions should have greater implementation focus than others, and not all tactics need to be undertaken all at once, or even in the near term. Of the 92 total SNAP Potential Actions, the SNAP identifies 47 Principle Actions which:

- Have the greatest potential impact on the related Goal; and
- Have the clearest path to implementation, in terms of responsibility, partnership opportunities, and enabling conditions; and/or,
- Were high priority items for people who participated in the project’s engagement process.

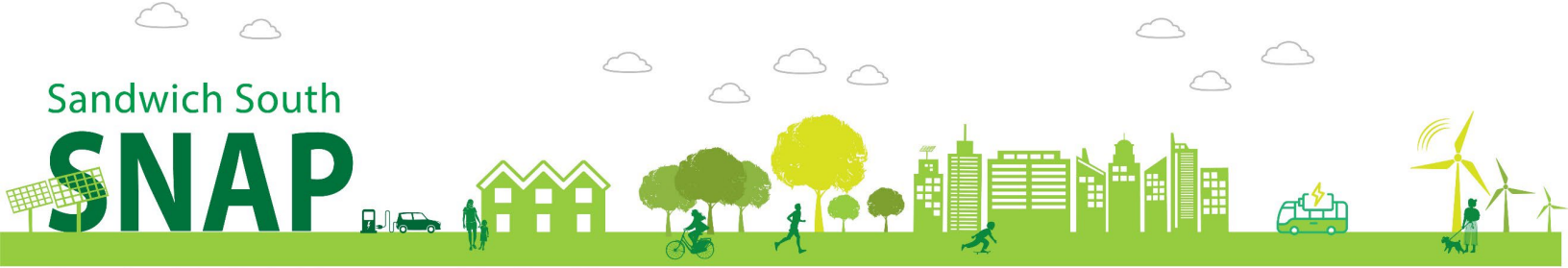
The detailed Sandwich South SNAP Framework provides tactics to consider for many of the SNAP Potential Actions. These considerations indicate that there are certain overarching implementation tools and strategies that will enable multiple Potential Actions across multiple SNAP Themes and Goals. These key implementation tools and strategies are:

- Making **policy adjustments**;
- Establishing **green development standards**;
- Providing **incentive programs**;
- Creating **partnerships**;
- Promoting **education**; and
- Establishing **engagement forums**.

Sandwich South

# SNAP

Sustainable Neighbourhood Action Plan





**Subject: Cabana Corridor Improvements Phase 4 - Mount Carmel Drive to Highway 3; Legal Agreement with Ontario Ministry of Transportation - Ward 1**

**Reference:**

Date to Council: December 9, 2024  
Author: Jane Z. He  
Engineer III (Construction Standards Lead)  
(519) 255-6100 Ext. 6358  
[jhe@citywindsor.ca](mailto:jhe@citywindsor.ca)  
Design – Engineering  
Report Date: 11/21/2024  
Clerk's File #: SW/14546

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

**Recommendation:**

- I. THAT Council **PASS** a by-law authorizing the execution of a cost sharing agreement with Ontario Ministry of Transportation (the "Ministry") for the road improvement work on the Ministry land as part of the Cabana Corridor Improvements Phase 4 tender #151-22, as follows:
  - a. The Ministry shall reimburse the Corporation of the City of Windsor (the City) a total amount up to and not to exceed the sum of \$1,859,744.08 including taxes (the "Ministry Contribution") for the Highway 3 Work inclusive of all costs, including construction, contract administration and one-year warranty in the construction of the Highway 3 Work and other works related thereto as part of the Cabana Corridor Improvements Phase 4 Project; and,
- II. THAT the Chief Administrative Officer, the City Engineer and the City Clerk **BE AUTHORIZED** to sign a Cost Sharing Agreement with the Ministry, as described in recommendation I, satisfactory in form to the City Solicitor, in technical content to the City Engineer, and in financial content to the City Treasurer.

## **Executive Summary:**

N/A

## **Background:**

City Council approved the multi-phased Cabana Corridor Improvements project in the 2016-2024 capital budgets to proceed with the corridor engineering and construction work. The first three construction phases are complete.

Request for tender (RFT) #151-22 Cabana Corridor Improvements Phase 4, from Highway 3 to Mount Carmel Drive, closed on February 2, 2023. The City subsequently entered into a contract with low bidder, Amico Infrastructures Inc., for the Phase 4 construction.

The Phase 4 construction work includes the east side of the intersection of Cabana Road West at Highway 3 (as shown in Appendices A1 and A2) which is located on approximately 230 linear meters of the Ministry of Transportation (the “Ministry”) owned lands.

## **Discussion:**

### **Cost Sharing with the Ministry**

City’s project team worked closely with the Ministry during the design and tendering process including verbal agreement on the terms of the cost sharing arrangement related to the works on the Ministry property. The Ministry has indicated that a by-law and an agreement will be required for them to complete the transfer of funding for their share of the cost.

The Ministry agreed in principle to pay for the design, construction, contract administration for the term of the construction plus the one-year warranty period for the portion of the work on the Ministry lands (the “Ministry Contribution”) with costs based on proposed tender items. Subsequently, the Ministry approved Ministry Contribution costs in the total amount of \$1,859,744.08 including HST in their 2022-2023 capital budget.

The Ministry will not process the payment until the City’s By-law & Agreement in place, and the work is substantially complete and has been signed off by the Ministry’s representative.

### **Consent to Enter**

A Consent to Enter on the Ministry lands for the construction work was received through City’s application for the Ministry’s encroachment permit.

**Risk Analysis:**

If the recommendations are not approved, the City will not be able to formalize an agreement on cost sharing and may not receive funding in a timely manner. The Cabana Road Improvements Project (Project ID 7152001) is currently in a deficit of approximately (\$1,500,000) pending receipt of pre-committed funding from future years and will incur financing charges until the deficit is eliminated. The collection of the Ministry's Contribution will result in a decrease in financing charges related to the project. The City is in agreement with the Ministry Contribution.

The Ministry's encroachment permit protects the City from risks associated with the potential of damaging existing conditions during project construction and warranty period. The Ministry is one of named insured in the City's Contractor's insurance for the construction work and maintenance period under Tender 151-22.

**Climate Change Risks:**

There are no climate change risks associated with entering into a cost sharing agreement with the Ministry.

**Financial Matters:**

One of the requirements from the Ministry is that City shall have sufficient funds to complete the tendered Cabana Corridor Improvements work. Through a combination of current and pre-committed funding, the project is now substantially complete. The cost sharing amount represents works on the Ministry land and the recovery is incorporated into the overall budget. As a result of receiving these funds, the current deficit in the project of (\$1,500,000) will be reduced as well as the incurred financing charges.

It should also be noted that the future funding remaining to be transferred to the Cabana project that is not required for Phase 4 will instead be allocated to Phase 5 of this project, from Provincial Road to Walker Road.

**Consultations:**

Sharon Strosberg – Senior Legal Counsel – Legal, Real Estate & Risk Management

Kathy Buis– Financial Planning Administrator

Michael Dennis – Financial Manager of Asset Planning

**Conclusion:**

Administration recommends the said by-law be passed and the Cost Sharing agreement with the Ministry be executed.

**Planning Act Matters:**

N/A

**Approvals:**

<b>Name</b>	<b>Title</b>
Mark Spizzirri	Manager, Performance Measurement & Business Case Development
Fahd Mikhael	Manager of Design
Stacey McGuire	Executive Director of Engineering / Deputy City Engineer
David Simpson	Commissioner of Infrastructure Services & City Engineer
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

**Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>

**Appendices:**

- 1 Appendix A.1 - Cabana Corridor Improvements Phase 4 Work Area on the Ministry Land - Aerial Map
- 2 Appendix A.2 - Cabana Corridor Improvements Phase 4 Construction Works on the Ministry Land





Cabana Corridor Improvements Phase 4 - Road widening, sidewalk & active transportation on the MTO Land including ATMS relocation, street lighting update and intersection traffic signals replacements on the east side of HWY 3 intersection.

Legend



MTO

MTO Assumed ROW



No Mow



Natural Heritage

Conservation Site



Planning

Heritage Sites



Heritage Areas

Victoria Avenue



Walkerville



Heritage Conservation Districts

Prado Place Heritage Conservation District



Sandwich Heritage Conservation District



Property

No Data Parcels (no roll number)



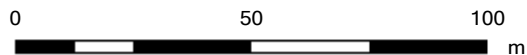
Pending Parcels



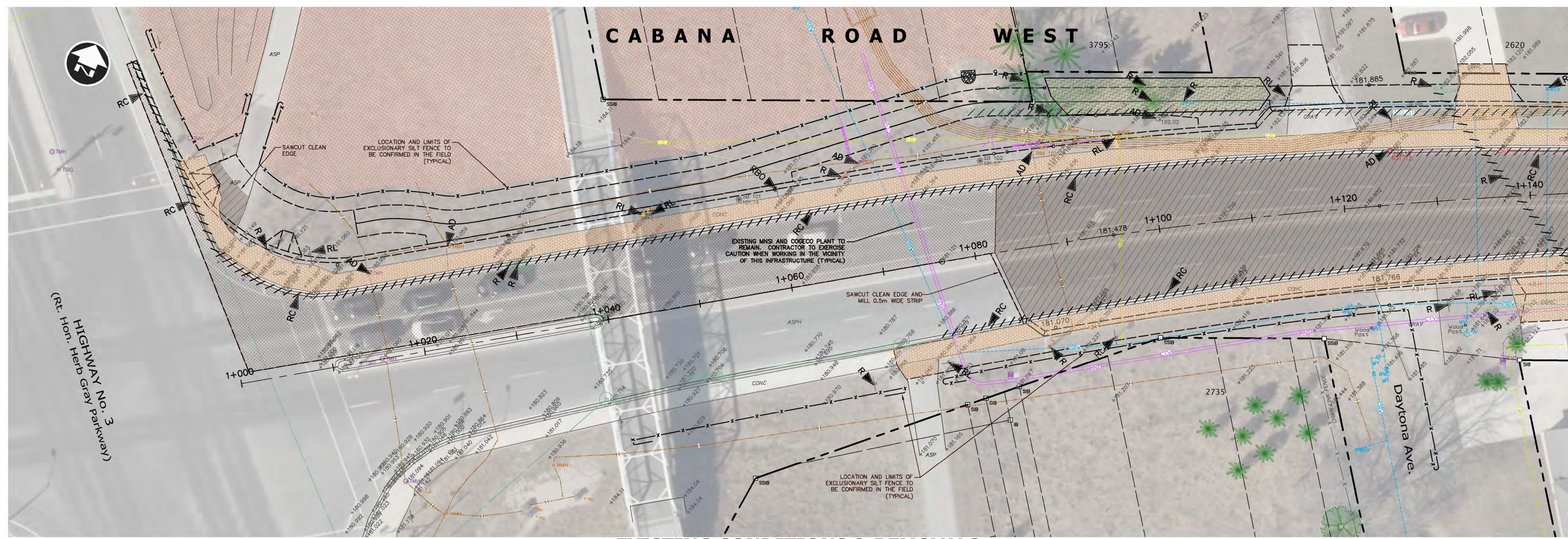
Parcels



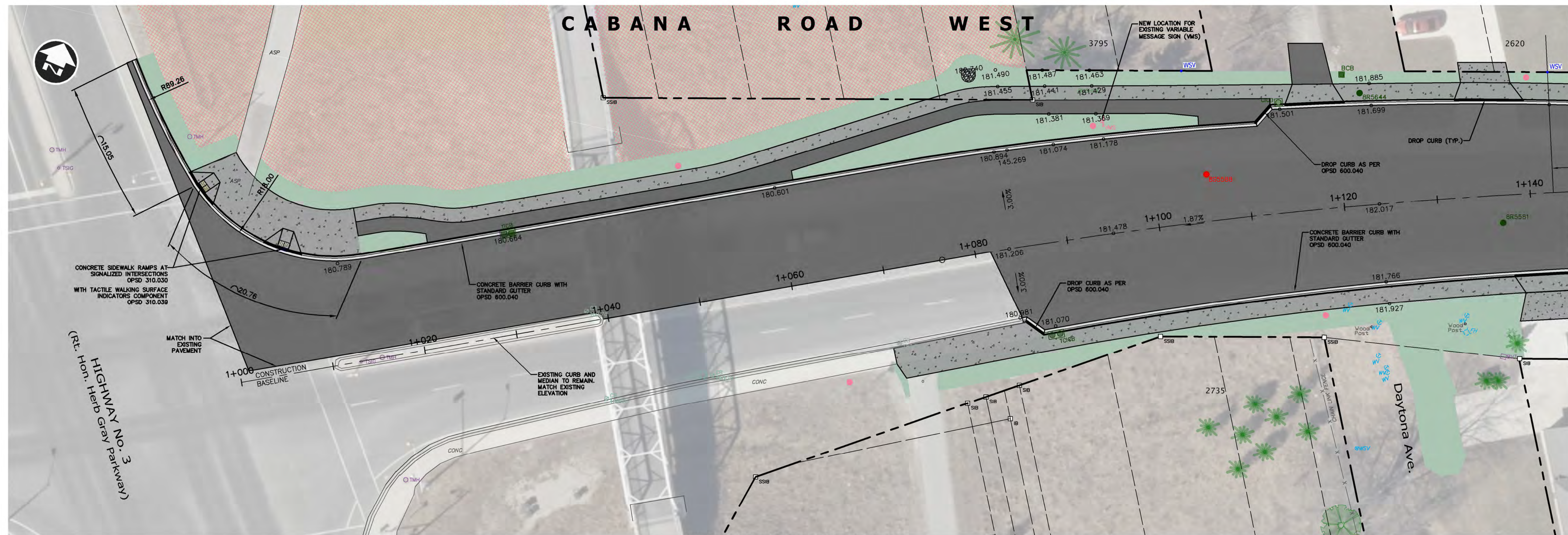
Right of Way



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



**EXISTING CONDITIONS & REMOVALS**



**NEW CONSTRUCTION**

**GENERAL NOTES:**

1. THE OWNER AND DILLON CONSULTING LIMITED DO NOT GUARANTEE THE ACCURACY OF THE UTILITIES SHOWN ON THE DRAWINGS. OTHER UTILITIES MAY BE PRESENT OR THE UTILITIES SHOWN MAY DIFFER IN SIZE OR LOCATION FROM THOSE SHOWN. THE CONTRACTOR SHALL NOTE THAT SERVICES FROM THE MAIN LINES ARE NOT SHOWN. THE CONTRACTOR ASSUMES FULL RESPONSIBILITY TO CONTACT THE VARIOUS UTILITY COMPANIES AND TO REPAIR ANY DAMAGE IT MAY CAUSE TO THESE UTILITIES OR TO OTHER THIRD PARTIES. THE CONTRACTOR AGREES TO INDEMNIFY THE OWNER AND DILLON CONSULTING LIMITED AGAINST ANY CLAIMS WHICH MAY ARISE FROM THE CONTRACTOR'S ACTIONS.
2. ALL WORKS TO BE CONSTRUCTED TO A TOLERANCE OF 5mm±.
3. ALL DIMENSIONS AND RADII ARE TO CONSTRUCTION BASELINE OR EDGE OF PAVEMENT.
4. CHAINAGES SHOWN REFER TO CONSTRUCTION BASELINE.
5. ALL VALVE BOXES, MANHOLES ETC. WITHIN THE PROPOSED WORK THAT ARE TO REMAIN SHALL BE ADJUSTED TO FINISHED GRADE.
6. CONTRACTOR TO IDENTIFY ALL EXISTING STORM LEADS AND RECONNECT ACTIVE LEADS TO THE NEW STORM SEWER.
7. CONCRETE DRIVEWAY RESTORATION BEYOND SIDEWALK TO MATCH EXISTING DRIVEWAY AND SHALL BE MINIMUM 1.2m WIDE.
8. ALL DRIVEWAY WORK ON PRIVATE PROPERTY IS SUBJECT TO APPROVAL FROM THE PROPERTY OWNER.
9. NEW CONCRETE SIDEWALKS TO RUN THROUGH DRIVEWAYS AS PER CITY OF WINDSOR STANDARD DETAILS.
10. ALL WHEEL CHAIR ACCESS RAMP WITHIN CITY LANDS TO BE LOCATED IN THE FIELD BY CITY OF WINDSOR TRAFFIC OPERATIONS.

ALL VEGETATED AREAS OUTSIDE THE IMMEDIATE CONSTRUCTION AREA ARE TO BE CONSIDERED ENVIRONMENTALLY SENSITIVE AREAS. ENTRANCE INTO THESE AREAS IS PROHIBITED

**REMOVALS LEGEND**

- R ► REMOVE
- AD ► ADJUST
- RL ► RELOCATE
- RC ► REMOVE CURB
- RLO ► RELOCATE BY OTHERS
- RBO ► REMOVE BY OTHERS

- ASPHALT COMPOSITE REMOVAL
- ASPHALT REMOVAL
- CONCRETE REMOVAL (INCLUDING ROADWAY, SIDEWALK, DRIVEWAY, MEDIAN AND ISLANDS)
- BRICK PAVEMENT REMOVAL
- MILL 40mm DEPTH
- STRIP AND FILL EXISTING DITCH
- TREE AND SHRUB REMOVAL
- CURB AND SEWER REMOVAL
- EXCLUSIONARY SILT FENCE AND TERMINATION. SEE DETAIL ON SHEET NO. R-15

**NEW CONSTRUCTION LEGEND**

- ASPHALT ROAD
- CONCRETE PAVEMENT ROAD
- CONCRETE DRIVEWAY & SIDEWALK
- ASPHALT DRIVEWAY
- BRICK PAVERS
- TOPSOIL 100mm THICK AND SOD OR SEED RESTORATION AS SPECIFIED
- CONCRETE MEDIAN
- WCR WHEELCHAIR RAMP AS PER CITY OF WINDSOR STANDARD DRAWINGS AS-402 AND AS-404

**Conditions of Use**  
Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.  
Do not scale dimensions from drawing.  
Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.

APPROVED AS TO FORM, IN RELIANCE UPON THE PROFESSIONAL SKILL AND ABILITY OF DILLON CONSULTING LIMITED AS TO DESIGN AND SPECIFICATION.  
  
TENDER SET SIGNED BY:  
CHRIS NEPSZY P.ENG., CITY ENGINEER  
THE CORPORATION OF THE CITY OF WINDSOR



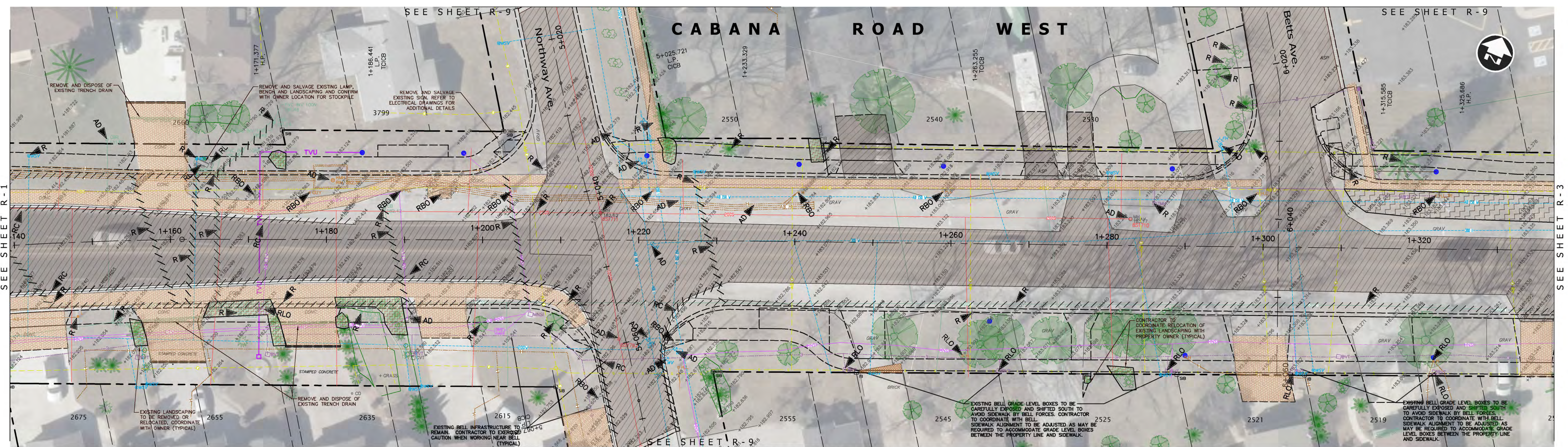
No.	ISSUED FOR	DATE	BY
5	EXECUTION / CONSTRUCTION	MAR 07/23	TMH/RBH
4	TENDER	DEC 16/22	TMH/RBH
3	TENDER REVIEW	NOV 07/22	TMH/RBH
2	OWNER'S REVIEW (60% COMPLETION)	SEP 07/21	TMH/RBH
1	MECP APPROVAL	NOV 27/20	TMH/RBH

**Cabana Corridor Improvements Phase 4**  
CITY OF WINDSOR

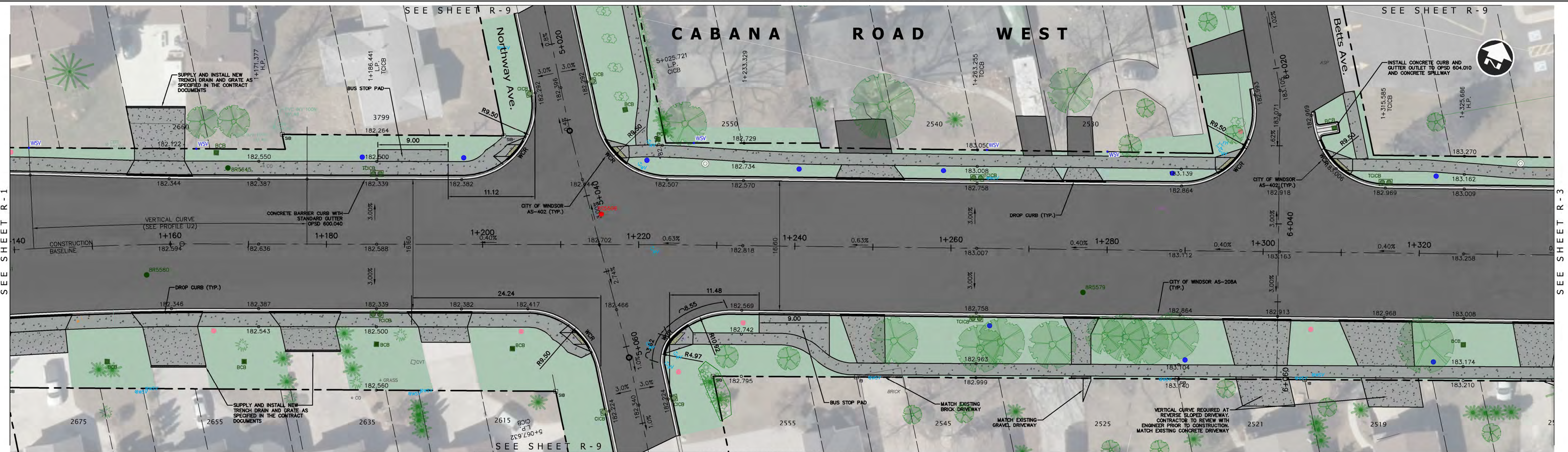
Existing Conditions, Removals & New Construction

**CABANA ROAD WEST**  
STA. 1+000 TO STA. 1+140

PROJECT NO. 19-9973-1000  
SHEET NO. R-1



**EXISTING CONDITIONS & REMOVALS**



**NEW CONSTRUCTION**

**Conditions of Use**  
 Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.  
 Do not scale dimensions from drawing.  
 Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.

APPROVED AS TO FORM, IN RELIANCE UPON THE PROFESSIONAL SKILL AND ABILITY OF DILLON CONSULTING LIMITED AS TO DESIGN AND SPECIFICATION.  
 TENDER SET SIGNED BY:  
 CHRIS NEPSZY P.ENG., CITY ENGINEER  
 THE CORPORATION OF THE CITY OF WINDSOR



No.	ISSUED FOR	DATE	BY
5	EXECUTION / CONSTRUCTION	MAR 07/23	TMH/RBH
4	TENDER	DEC 16/22	TMH/RBH
3	TENDER REVIEW	NOV 07/22	TMH/RBH
2	OWNER'S REVIEW (60% COMPLETION)	SEP 07/21	TMH/RBH
1	MECP APPROVAL	NOV 27/20	TMH/RBH

**Cabana Corridor Improvements Phase 4**  
 CITY OF WINDSOR  
 Existing Conditions, Removals & New Construction  
**CABANA ROAD WEST**  
 STA. 1+140 TO STA. 1+335

PROJECT NO.  
19-9973-1000  
 SHEET NO.  
**R-2**



**Subject: Local Improvement (City Initiated) - Proposed Storm Sewer and Curb on Jarvis Avenue from Riverside Drive East to Little River Boulevard - Ward 7**

**Reference:**

Date to Council: December 9, 2024  
Author: Adam Mourad  
Engineer III - Design Standards Lead  
(519) 255-6100 Ext. 6614  
[amourad@citywindsor.ca](mailto:amourad@citywindsor.ca)  
Design – Engineering  
Report Date: November 22, 2024  
Clerk's File #: SL2024

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

**Recommendation:**

- I. THAT Council **APPROVE** the construction of a storm sewer, sidewalk, and private drain connections on Jarvis Avenue from Castle Hill Road to Little River Boulevard, as shown on attached Drawing C-3836 as a local improvement under the provisions of O. Reg. 586/06 under the Municipal Act, with repayment terms not to exceed 20 years at an interest rate deemed appropriate by Administration, and that Notice of Intention to pass Local Improvement Charges By-Law **BE GIVEN** to the public and affected owners; and,
- II. THAT Council **APPROVE** the construction of gutters, and Boulevard Restoration on Jarvis Avenue from Riverside Drive East to Little River Boulevard, as shown on attached Drawing C-3836 as a local improvement under the provisions of O. Reg. 586/06 under the Municipal Act, with repayment term not to exceed 20 years at an interest rate deemed appropriate by Administration, and that Notice of Intention to pass Local Improvement Charges By-Law **BE GIVEN** to the public and affected owners; and,
- III. THAT 30 days after giving Notice of Intention to Pass a Local Improvement By-Law, Council **PASS** a By-Law or By-Laws for the construction of storm sewer, sidewalk and private drain connections, gutters, and boulevard restoration on Jarvis Avenue as noted in Items I

and II above, as a local improvement in accordance with Section 5 of O. Reg. 586/06, unless any affected owners file a sufficient petition against the local improvement with the Clerk to the work being undertaken as a local improvement; and,

- IV. THAT the net City costs of approximately \$5,323,958 **BE FUNDED** from Project # 7193000 – East Riverside Planning District, pending sufficient allocation of funding in future Capital Plans.

### **Executive Summary:**

N/A

### **Background:**

The Wyandotte Street East Extension and Jarvis Avenue Municipal Class Environmental Assessment Study (the “Class EA Study”) was endorsed by Council through CR12/2024. Subsequently the Notice of Study Completion was issued July 17, 2024. The Class EA Study identifies neighbourhood network, safety and infrastructure improvements for the study area which includes Jarvis Avenue from Riverside Drive to Little River.

Administration has been contacted by residents of Jarvis Avenue with concerns regarding the condition of the roadways and drainage. As a result, and considering the recommendations of the Class EA Study, the City intends to initiate a local improvement under O. Reg. 586/06 on Jarvis Avenue to provide infrastructure upgrades.

### **Discussion:**

#### **Existing Conditions on Jarvis Avenue**

Jarvis Avenue has been identified by Administration as being a priority for the local improvement program for the following reasons:

- The works identified in the Class EA Study include additional infrastructure upgrades to be installed within the Jarvis Avenue right-of-way.
- The existing road surface is rated as “Now Deficient”. The current roadway is subject to poor drainage and deteriorated conditions. There are no curbs and gutters on Jarvis Avenue.
- There are no existing storm sewers on Jarvis Avenue, south of Castle Hill Road.

- There are existing storm sewers on Jarvis north of Castle Hill Road; however, they are shallow, undersized and rated as very poor condition.
- The existing sanitary sewer, installed in the 1950s, is asbestos cement is reaching the end of its useful service life and is in poor asset condition.
- There are no existing sidewalks south of Castle Hill Road.

### **Local Improvement**

Ontario Regulation 586/06 is a tool used frequently by the City to bring underserved areas of the City up to City standards, including the installation of gutters, storm sewers and sidewalks where they don't currently exist (as is the case on Jarvis Avenue). The proportionate costs of these new services may be assessed to the benefitting properties as a local improvement with the remainder of the upgraded and rehabilitated existing infrastructure costs being borne by the City.

The Council endorsed Class EA study recommendations include the application of O. Reg. 586/06 as follows for Jarvis Avenue:

### **City Portion**

The City will be assessed the full cost of all new pavement on both Wyandotte Street East and Jarvis Avenue, existing sanitary sewer replacement between Wyandotte Street East and the Beverly Glen Street right-of-way, new (upsized) trunk storm sewer on Jarvis Avenue between Wyandotte Street East and the new outlet trunk storm sewer at Castle Hill Road, and all existing local storm sewer replacement and drainage works (where storm sewers currently exist).

### **Resident Portion**

Under the existing Local Improvement policy, residents will be assessed the cost of new concrete gutters along Jarvis Avenue for the length of the project limits. Where no local storm sewers or sidewalks currently exist, the abutting residents (Castle Hill Road to Little River Road) will be assessed a portion of the cost of new storm sewers and new private drain connections to this sewer and the new sidewalk. These improvements can be rejected by residents.

The proposed local improvement works are shown in Appendix 1 (C-3836).

The proposed new storm sewer on Jarvis Avenue will outlet to the existing 1050mm storm sewer on Castle Hill Rd. The portion of new storm sewer between the extension of Wyandotte Street East and Castle Hill will be sized to include additional capacity for road drainage for the extension of Wyandotte Street East from Banwell Road to Jarvis Avenue as per the Class EA Study. No further sewers need to be extended or upgraded outside the footprint of the subject area.

O. Reg. 586/06 allows a municipality to initiate a local improvement by issuing notice of its intention to pass a by-law for construction of the works. If within thirty (30) days of the notices a sufficient petition against the work being undertaken is not filed with the City Clerk, the municipality may proceed with the works once funding becomes available. The City is not recommending application to the Ontario Land Tribunal for these works.

Following completion of the work, property owners will have the option to remit the costs related to their portion of the work through either a single payment or an annual special local improvement charge which is collected over a period not to exceed twenty (20) years in accordance with CR 136/2020. Administration is recommending a period of ten (10) years be offered with the option to extend the period in an amount not to exceed twenty (20) years. The 10-year interest rate for the costs of the local improvement work is currently 6.14%. The actual interest rate at the time of assessment following completion of the works will apply.

A breakdown of estimated local improvement costs is included as Appendix 2 – Schedule 'A'.

### **Phasing and Timing**

The Class EA Study identifies that in order to provide a storm sewer connection for the Wyandotte Street East extension and provide for proper drainage for Jarvis Avenue north of Castle Hill Road, the trunk storm sewer on Castle Hill Road will need to be extended up to the Wyandotte Street East extension. In addition, a new sanitary sewer on Jarvis Avenue between Wyandotte Street East and the Beverly Glen Street right-of-way would also be reconstructed under this phase due to its poor condition. Therefore, the roadway section on Jarvis Avenue from the Beverly Glen Street right-of-way to the Wyandotte Street East extension would be the first phase of construction.

As such, the Class EA study identified the following two phases of construction for the recommended works:

**Phase 1** – Wyandotte Street East extension and Jarvis Avenue improvements from Wyandotte Street East to Beverly Glen

**Phase 2** – Jarvis Avenue improvements from Riverside Drive to Wyandotte Street East and from Beverly Glen to Little River

Timing of the phases identified above will be dependent on the inclusion of funding in future capital budgets.

## **Risk Analysis:**

Local improvement work is consistent with the requirements set forth by O. Reg. 586/06 under the Municipal Act. As such, associated risks to the Corporation are considered minimal.

Other associated risks to the Corporation resulting from undertaking a local improvement project include risks typical of a construction project, such as bodily injury, property damage, and matters arising from violations of the Occupational Health and Safety Act. These risks will be transferred to the successful proponent, through the contract that the City and the successful bidder enter into. As part of the contract with the successful bidder, there will be sufficient insurances in place to cover the Corporation for the potential damage and claims that may arise from their work during or after construction in the maintenance period.

As with any procurement, failure to follow the process prescribed in the Purchasing By-law could lead to liability for the Municipality. These risks are managed by ensuring the Purchasing By-law is followed and that the prescribed insurances are in place to cover the Corporation.

## **Climate Change Risks**

### **Climate Change Mitigation**

Construction will result in GHG emissions that are currently not accounted for within the annual Community GHG emissions inventory, as they are considered scope 3 emissions.

### **Climate Change Adaptation**

More frequent and intense rain events can increase the risk of flooding. The installation of gutters and the removal of the existing ditches should improve road drainage. With the installation of a storm sewer, each property will be provided an opportunity to connect to the storm sewer via a private drain connection. Residents are encouraged to utilize the Basement Flooding Subsidy Program including sump pump installation with overflow and downspout disconnection to reduce storm water entering the system.

## **Financial Matters:**

The City's Local Improvement Policy states, with regards to new sewer construction, that abutting property owners will be assessed at the approved rate per metre frontage, for the placement of a new storm sewer along the property frontage. The City will pay for the remainder of the cost for the installation of the storm sewer at intersections, in front of City owned property and alleys (if present), and for road drainage. The cost of all private drain connections, from the main sewer to the property line will be estimated and charged to the benefitting property in accordance with the provisions of the O. Reg 586/06 at a fixed rate.



Furthermore, the property owner will be assessed for 100% of the cost per metre of frontage of new gutters and sidewalks, plus boulevard restoration where that infrastructure doesn't currently exist. Exceptions may be issued in accordance with the City's Local Improvement Policy and O. Reg. 586/06 for irregularly shaped properties and flankage lots where applicable.

The estimated costs to the City and the abutting lots for the municipal **local improvement portion of the work on the public right of way only** (installation of storm sewer including private drain connections, sidewalk, gutters, and boulevard restoration) are outlined in attached Appendix 2 - Schedule 'A'.

The total estimated cost of the work on Jarvis Avenue is approximately \$5,800,000 plus non-recoverable taxes. An estimated \$562,560 will be recovered from the homeowners. Net cost to the City is \$5,323,958 as detailed in the table below.

Description	Amount
<b>EXPENSES</b>	
Construction (road reconstruction including, sanitary and storm sewers, sidewalk, private drain connections, gutters, and boulevard restoration)	\$4,915,255
Engineering / Project Administration (Incl. Survey, Inspection, Geotechnical, Geomatics & CCTV)	\$884,745
Non-Recoverable HST	\$86,518
<b>Total Expenses</b>	<b>\$5,886,518</b>
<b>REVENUES</b>	
Property Assessment – Local Improvement Roll	\$562,560
<b>Total Revenue</b>	<b>\$562,560</b>
<b>TOTAL CITY COST</b>	<b>\$5,323,958</b>

There is approximately \$600,000 remaining in project 7193000 – East Riverside Planning District; however, these funds are earmarked to fund engineering for Phase 1 of the project as identified above. The 2024 10-year capital plan identified \$2M in funding in the year 2029 to partially fund the construction of phase 1 of the Class EA Study works, including the Wyandotte Street extension and trunk storm sewer on Jarvis Avenue from Wyandotte Street to Castle Hill Road; however, this amount is not currently estimated to be sufficient for the Phase 1 works.

There is no further funding in the current 10-year capital plan for the remainder of the improvements recommended in the Class EA Study, including the Jarvis Avenue local improvement works.

Should Council approve the recommendations of this report, construction will be dependent on the timing of funding availability resulting from future year capital budget approvals.

**Consultations:**

Kathy Buis – Financial Planning Administrator

Michelle Moxleypeltier – CEP Project Administrator

Michael Dennis - Manager, Strategic Capital Budget Development & Control

**Conclusion:**

Administration recommends the initiation of the above referenced work as a local improvement under the provisions of O. Reg. 586/06.

The proposed local improvement on Jarvis Avenue is recommended as it supports the phased works recommended in the Wyandotte Street East Extension and Jarvis Avenue Municipal Class EA Study.

**Planning Act Matters:**

N/A

**Approvals:**

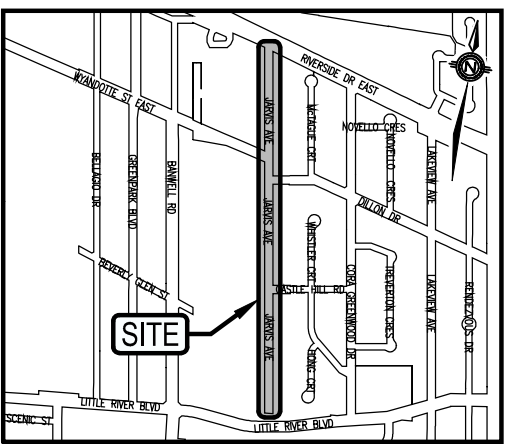
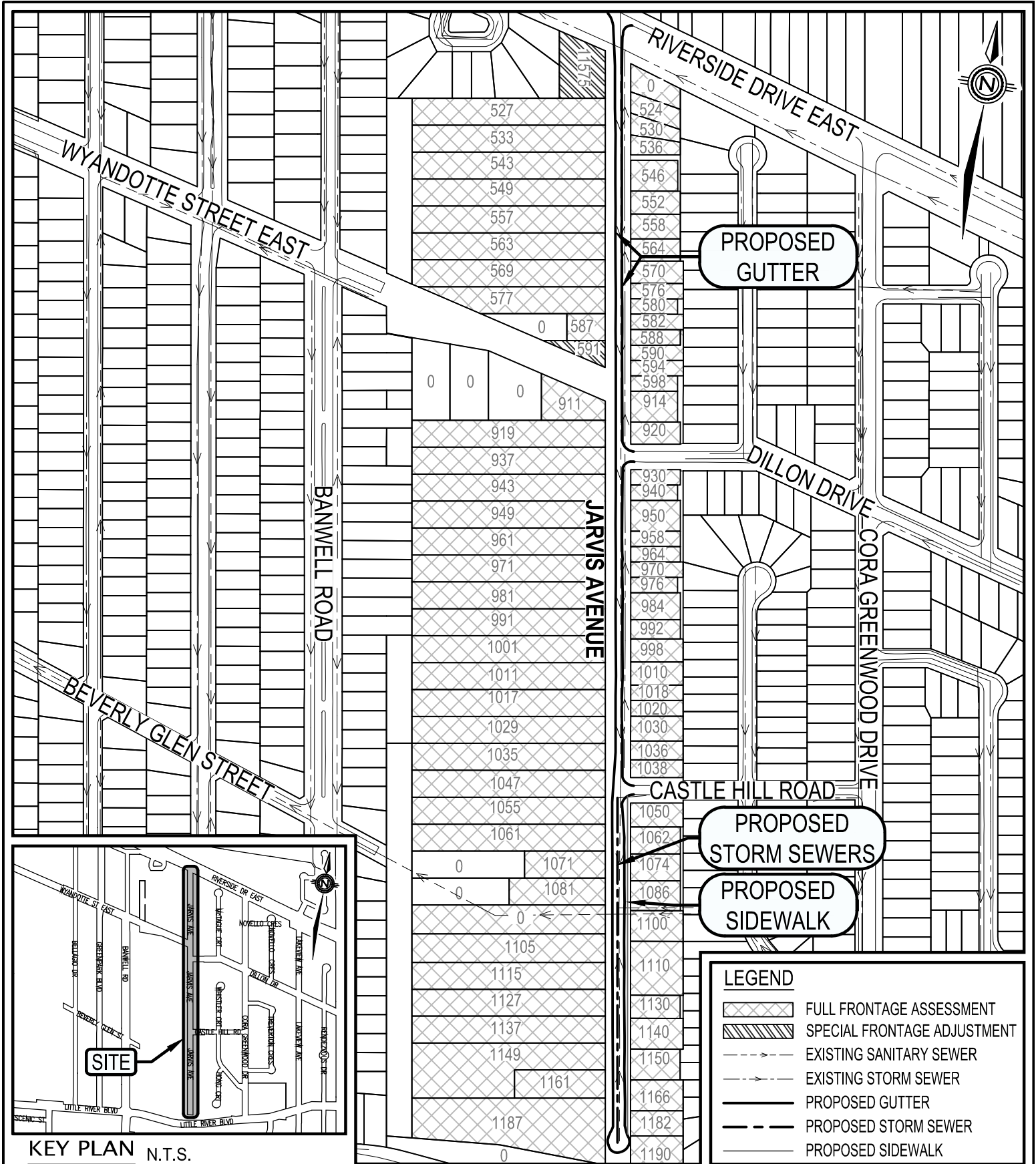
Name	Title
Mark Spizzirri	Manager, Performance Measurement & Business Case Development
Fahd Mikhael	Manager of Design
Stacey McGuire	Executive Director of Engineering / Deputy City Engineer
David Simpson	Commissioner of Infrastructure Services and City Engineer
Wira Vendrasco	City Solicitor
Jancie Guthrie	Commissioner of Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

**Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>

**Appendices:**

- 1 Drawing C-3836
- 2 Schedule A



THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT  
 City Initiated Local Improvement on Jarvis Avenue South of  
 Riverside Drive East - Proposed New Storm Sewers, Sidewalk and Gutter

## SCHEDULE "A"

### CONSTRUCTION OF Gutter, BOULIVARD RESTORATION, STORM SEWERS, PDCs, AND SIDEWALK ON:

#### JARVIS AVENUE FROM RIVERSIDE DRIVE EAST TO LITTLE RIVER BOULIVARD

#### Ontario Regulation 586/06 Local Improvement Special Charges – Cost Breakdown

DESCRIPTION	TOTAL ESTIMATED LOCAL IMPROVEMENT COST *	OWNER'S COST *	CITY'S COST *	COMMUTED COST PER METRE OF FRONTAGE	ANNUAL COST PER METRE FOR TEN YEARS **	COMMUTED COST PER PDC	ANNUAL COST PER PDC FOR TEN YEARS**
Gutter and Boulevard Restoration on Jarvis Ave. from Riverside Dr. E. to Little River Blvd.	\$252,430	\$217,930	\$34,200	\$145	\$19.83	N/A	N/A
Sidewalk, Storm Sewers, and PDCs on Jarvis Ave. from Castle Hill Rd. to Little River Blvd.	\$1,155,220	\$344,630	\$810,590	\$480	\$65.65	\$4,600	\$629.14

\*Local Improvement component only. Total estimated cost of the work is \$5,800,000, which includes the construction of storm and sanitary sewers, gutter, street lighting, road work, road drainage, and boulevard restoration. The cost above includes all construction costs (with contingency), engineering, field survey, inspection, geomatics, and CCTV.

The balance for the cost for the above noted reconstruction will be charged to Project ID # 7193000

\*\* 6.14% interest rate is applied over a ten (10) year annual payment period.

**Subject: RFP 71-24 Acquisition of Three Fire Trucks - City Wide****Reference:**

Date to Council: December 9, 2024  
Author: Jonathan Wilker  
Deputy Fire Chief, Support Services  
(519) 253-3016 ext. 3774  
Fire and Rescue Services  
Report Date: November 18, 2024  
Clerk's File #: SF/14893

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

**Recommendation:**

**THAT** City Council **APPROVE** the purchase of Two Fire Truck Engines and One Fire Truck Tanker at a cost of \$4,891,185 CAD plus HST (\$4,977,270 including non-recoverable HST). The equipment required on the vehicle will be an additional cost of \$240,000 CAD plus HST (\$244,224 including non-recoverable HST). The total expenditure will be \$5,221,494 including non-recoverable HST, to be funded from 2024 Fire Fleet Replacement project 7241001; and,

**THAT** City Council **APPROVE** a transfer of \$866,980 from the Fire Major Equipment Reserve (Fund 163) to the 2024 Fire Fleet Replacement Project 7241001 to provide additional funding required for this purchase; and,

**THAT** the Purchasing Manager **BE AUTHORIZED** to issue a purchase order to City View Specialty Vehicles (City View) in the amount of \$4,891,185 CAD plus HST, satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the Fire Chief.

**Executive Summary:**

N/A

**Background:**

Windsor Fire & Rescue Services (WFRS) maintains a 15-year replacement schedule for all front line fire apparatus in accordance with the Insurers Advisory Organization Inc., Fire Underwriters Survey regarding age/acceptance of firefighting apparatus, and the National Fire Protection Association (NFPA) standards and in keeping with the 15-year replacement policy established by the City Council (CR363/2010, R14903). Accordingly, each year WFRS brings forward to Council a summary of its current and future capital

requirements by way of a Capital budget review. During the 2024 budget submission process, City Council approved the replacement of Units #4025, 4026 and 4027, two (2) Fire Engines and one (1) Fire Tanker (B28/2024, Project FRS-001-07).

This RFP was prepared with specifications provided by WFRS. These specifications were developed in accordance with the technical and operational requirements of the service. An advertisement was placed in Biddingo, a national electronic bidding and advertising website, which is accessible to all potential bidders, both within and outside of Canada.

### **Discussion:**

The purchasing department received one (1) submission for RFP 71-24 acquisition of three Firefighting Trucks. The RFP submission was reviewed internally and in accordance with the RFP technical criteria. The proposal met the minimum technical requirement. The Fire Administration is recommending that the contract be awarded to City View as they displayed all the required technical requirements.

### ***Review of Specifications:***

The requirements of the RFP proposal were written in a manner that resulted in vehicle specifications similar to our existing fleet of rear mount pumpers. The specifications clearly and accurately represent the valid requirements of the Windsor Fire and Rescue services. The design, form and function of these units must be consistent with our existing vehicles to provide reliable training and consistent operational and maintenance procedures. New technologies were incorporated in the designs where available to improve safety, functionality and reliability of the vehicle. Hard lessons learned about corrosion were applied to the specification like hot dipped galvanized frames and corrosion resistant fuel tanks, both of which have been maintenance concerns. The National Fire Protection Agency (NFPA) standard 1901 2016 edition was used as the base criteria in the unit's design. Additionally, new vehicles must meet an array of other standards including the Canadian motor vehicle safety standards and applicable SAE standards. These chassis are built specifically for the fire service with those standards in mind. Improvements to occupant protection have seen the same advancements much like the ones a private vehicle provides.

### ***Consideration of market issues:***

There is no single standard design for fire fighting vehicles. Fleets are built over time, and as with any fleet, similarity – if not uniformity – is the goal to gain efficiency in training and servicing. Because of this, fire trucks are all custom-made vehicles composed of different elements. Vendors are aligned with certain suppliers, each of whom offers a different product.

The City has several different in-service vehicles representing different brands and manufacturers. There is no natural bias in the fleet overall, but within the different classes of vehicle (engines and aerials); more uniformity in type can be seen. This is a common trait in the development of any type of vehicle fleet and it is desirable because it reduces the learning curve on training and maintenance and allows for efficient stocking of materials (smaller parts inventory).

## **Risk Analysis:**

There are no significant or critical risks associated with the recommendation of this report. However, there is a moderate risk associated with not purchasing the vehicle according to the replacement schedule because an aged vehicle will be responding regularly as a front-line apparatus. As the vehicle continues to age, it will be more difficult to keep it in good running condition and the associated cost of repairs will continue to rise thus increasing the risk. Furthermore, advancements in firefighting vehicle design have resulted in new apparatus being equipped with safety systems, such as airbags and antilock brakes.

## **Climate Change Risks**

### **Climate Change Mitigation:**

No climate change mitigation risk.

### **Climate Change Adaptation:**

No climate change adaptation risk.

## **Financial Matters:**

City View's initial bid for the three Rosenbauer trucks was \$5,445,920 CAD including non-recoverable HST. The initial bid amount is higher than the approved 2024 Capital Budget of \$4,110,298. The Fire & Rescue department met with the proponent and reviewed options and/or customizations included in the quote. Cost savings were identified and accepted by City View resulting in the revised bid of \$4,977,270 CAD including non-recoverable HST.

As with all new Fire major equipment vehicles, additional equipment on the vehicle such as hoses, adapters, forcible entry tools, handheld auto-extrication, ventilation equipment, etc. are necessary to make the vehicle operational. This additional expenditure is normally \$80,000 CAD per truck, and with inflationary increases, WFRS will strive to keep within budget. This is possible due to the age of equipment currently on trucks, where additional equipment will be purchased only if further maintenance of existing equipment is not safe or cost effective. The total expenditure for additional equipment on three fire trucks is estimated at \$244,224 CAD including non-recoverable HST.

Therefore, the total replacement cost and upfit will be \$5,221,494 including non-recoverable HST. This expenditure will be funded from project 7241001 – 2024 Fire Truck Replacement, which has remaining funding of \$4,354,514. Administration is recommending that the \$866,980 balance be funded by a transfer from the Fire Major Equipment Reserve Fund 163 to project 7241001. This reserve currently has a balance of approximately \$5.4 million, net of encumbrances. Administration confirms the Fire Major Equipment Reserve can sustain an additional charge of \$866,980, but this charge will affect the long-term sustainability of the reserve. The reserve is monitored annually during the budget development process and includes a detailed analysis of required annual operating budget contributions to sustain the 15-year replacement plan.



Adjustments to the contribution amount required due to the additional cost for this purchase will be considered during the 2026 budget development process.

Summary of detailed expenses and funding sources is identified in the table below:

<b>ESTIMATED EXPENSES</b>	<b>YEAR</b>	
Rear-Mount pumper x2	2024	\$3,247,770
Rear-Mount tanker x1	2024	\$1,643,415
Upfit equipment x3 ( <i>as required</i> )	2024	\$240,000
Contingency	-	\$0
Non-Recoverable HST	2024	\$90,309
Interest Cost	-	\$0
<b>TOTAL ESTIMATED PROJECT COSTS</b>		<b>\$5,221,494</b>
<b>FUNDING SOURCES</b>	<b>YEAR</b>	
Capital Project 7241001	2024	\$4,354,514
Fire Major Equipment Reserve F163	2024	\$866,980
<b>TOTAL REVENUE</b>		<b>\$5,221,494</b>

Alternatively, WFRS has an option not to accept the currently negotiated price with City View and can re-issue a new RFP in the hope of obtaining additional bids. The risk with this option is the length of time the process normally takes which could result in even higher prices than those presented in this report. The current pricing was obtained in August 2024, while the new pricing will be established in 2025. Therefore, WFRS is expecting the cost to be higher than the one presented in this report, creating the need for a larger transfer of funds from the Fire Major Equipment reserve F163. Appendix A is attached confirming the potential for 2025 pricing increase.

**Consultations:**

Brent Paisley, Director of Emergency Apparatus & Equipment – Fire & Rescue

Monika Schneider, Financial Planning Administrator – Fire & Rescue

Cindy Becker, Financial Planning Administrator – PW Operations

Angela Marazita, Manager Fleet Operations – PW Operations

Chad Goebel, Coordinator – Fleet Services

Jennifer Musson, Senior Buyer – Purchasing

Michael Dennis – Manager, Strategic Capital Budget Development & Control

**Conclusion:**

In accordance with Council’s direction to maintain a 15-year replacement schedule, ensure greater safety features and meet all the current standards, WFRS is undertaking the process to replace its current aging Fire truck engines.

Furthermore, replacement will provide the operational and business continuity necessary for service delivery.

**Planning Act Matters:**

N/A

**Approvals:**

<b>Name</b>	<b>Title</b>
Stephen Laforet	Fire Chief
Emilie Dunnigan	Manager, Development Revenue & Financial Administration
Dawn Lamontagne	Purchasing Manager (A)
Wira Vendrasco	City Solicitor
Michael Chantler	Senior Executive Director, Community Services (A)
Ray Mensour	Commissioner, Community & Corporate Services
Janice Guthrie	Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

**Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>

**Appendices:**

- 1 Appendix A - 2024 RFP 71-24 City View Cost Proposal

## City View Specialty Vehicles

1213 Lorimar Dr. Mississauga, ON L5S 1M9  
416-249-4500 [www.cityviewvehicles.com](http://www.cityviewvehicles.com)



15 November, 2024

WINDSOR FIRE & RESCUE SERVICES  
2885 Kew Dr.  
Windsor, ON N8T 3B7

Mr. Brent Paisley,

Thank you for the opportunity to provide a revised formal quote to you for RFP #71-24 Firefighting Vehicles. We submitted our offer for three (3) vehicles manufactured by Rosenbauer America.

City View Specialty Vehicles is the Ontario dealer for Rosenbauer America fire trucks. City View is in Mississauga, Ontario, and has a staff of over 50 dedicated employees. We have an experienced sales, parts and service team and include a large staff of licensed mechanics and EVT's for both in-house and on-road repairs. We look forward to speaking with you about this project and other services that we offer.

As per your request, we have removed several items from the quoted offer to reduce the overall acquisition costs of the vehicles. These deductions are \$153,515.00Cdn, excl HST, per vehicle. All the budget amounts as indicated for additional/loose equipment in the original offer still remain.

**\$1,623,885.00\*** Cdn. revised price each, per rear-mount pumper, excluding taxes.

**\$1,643,415.00\*** Cdn. revised price each, per rear-mount tanker, excluding taxes.

**\$4,891,185.00\*** Cdn revised price for two (2) pumpers and one (1) tanker, excluding taxes.

*Estimated* delivery is in 24-26 months after order.

10% of contract amount due after a purchase order as per original RFP response; balance of payment due at time of delivery; ownership will be provided once fully paid.

**\*Note** – the quoted amount above is valid until 18 December. **No additional extensions are available beyond this date.** After this time there is a manufacturer increase.

If you require any additional information, please contact me for more information.

*Jamie Larner*

Jamie Larner, under approval of Joseph D'Urso Vice-President of Sales  
Sales Manager – Emergency Vehicles  
416-624-2826 [jamie.l@cityviewvehicles.com](mailto:jamie.l@cityviewvehicles.com)



**Subject: Declaration of a Vacant Parcel of Land Municipally Known as 0 Riverside Drive East Surplus and Authority to Offer for Sale – Ward 7**

**Reference:**

Date to Council: December 9, 2024  
Author: Stephanie Allen Santos  
Coordinator of Real Estate Services  
519-255-6100 ext 6420  
ssantos@citywindsor.ca  
Legal - Real Estate Services  
Report Date: November 21, 2024  
Clerk's File #: APM2024

To: Mayor and Members of City Council

**Recommendation:**

- I. That the following City of Windsor (the "City") vacant parcel of land **BE DECLARED** surplus:

Municipal address: 0 Riverside Drive East – vacant land situate on the south side of Riverside Drive within the parking lot at Riverside Sportsmen Club, 10835 Riverside Drive East, Windsor;

- Legal Description: Part Lot 141 Concession 1 Sandwich East as in R17355 except R14185, R1451160, R167650 and Plan 12R-11873, East of R167650; Windsor
- Approximate Lot size: 22.67 feet (6.91m) x irregular
- Approximate Lot area: 2,120 sq ft (196.95 m<sup>2</sup>) (herein the "Subject Parcel"); and,

- II. That the Manager of Real Estate Services **BE AUTHORIZED** to offer the Subject Parcel for sale to the abutting property owner at 10835 Riverside Drive East at a price to be determined by the Manager of Real Estate Services, commensurate with an independent appraisal, as appropriate.

**Executive Summary:**

N/A

**Background:**

The Riverside Sportsmen Club has been a part of the Windsor community since 1946 and is located at 10835 Riverside Drive East in the geographic area of Old Riverside.

The Subject Parcel was acquired by the City in 1933 through a tax vesting order. The Subject Parcel is approximately 22.67 feet x an irregular length and is situated within the entrance to the Riverside Sportsmen Club, including part of the driveway and entrance to the Club parking area as shown on the aerial diagram attached as Appendix A.

By-Law 52-2014 establishes a policy for the disposal of Land. Section 5.1.2 of Schedule "A" attached to By-Law 52-2014 requires that City-owned lands be declared surplus and that Administration seek authority to sell the lands:

5.1.2 Notification of the intention to declare Land surplus and the authority to offer the Surplus Land for sale will be printed in the "Civic Corner" of the Windsor Star.

### **Discussion:**

Administration was contacted by the Riverside Sportsmen Club (the "**Club**"), being the owner of the abutting property at 10835 Riverside Drive East, who inquired about the Subject Parcel and whether Administration would consider selling same to the Club.

The Subject Parcel was circulated to determine whether there is a municipal use for same. No municipal use for the Subject Parcel was identified and the only value is to the abutting property owner to consolidate their lands and improve the entrance to the property.

The City's Land Disposal Policy ("**LDP**") outlines the process for the sale of land which is not viable. Section 5.3.1.3 of the LDP states:

5.3.1.3 Land, which is not Viable Land and which cannot be rendered Viable Land by means of consent under the Planning Act may be sold directly to the abutting property owner(s) for lot consolidation purposes at the value established by City Real Estate Staff taking into consideration all relevant factors, but in any event for no less than on a cost-recovery basis. If more than one abutting property owner wishes to acquire the Land City Real Estate Staff will contact the abutting owners to determine whether a consensus can be arrived at in splitting the Land amongst interested abutting owners.

Should the Recommendations be approved, Real Estate staff will contact the Club to negotiate a purchase price. Should Administration successfully negotiate an acceptable price, a report will be brought to Council or under Delegation of Authority, as appropriate, seeking authority to sell the Subject Parcel.

### **Risk Analysis:**

There are potential liability issues should someone be injured on the Subject Parcel. Due to its location within the Club's lands, the Club has been using the Subject Parcel which poses potential liability as a third party utilizing City lands without an agreement in place or providing insurance. Selling the Subject Parcel will remove any associated liability issues for the City.

### **Climate Change Risks**

### **Climate Change Mitigation:**

Declaring this property surplus does not pose a climate change risk.

**Climate Change Adaptation:**

Redevelopment of property will include climate change considerations during re-zoning or site plan review.

**Financial Matters:**

There are no financial implications in listing the property for sale.

**Consultations:**

Building: Tea DeAngelis, Research & Policy Analyst  
Fire Department: Michael Coste, Chief Fire Prevention Officer  
Parks & Facilities: James Chacko, Executive Director, Parks & Facilities  
Operations: Elara Mehrilou, Transportation Planner I  
Operations: Kevin Webb, Manager Environmental Quality  
Operations: Jason Scott, Manager Transit Planning  
Operations: Juan Paramo, Development Engineer  
Windsor Police Services: Barry Horrobin, Director of Planning & Phys. Resources  
Legal: Kate Tracey, Senior Legal Counsel

**Conclusion:**

Declaring the Subject Parcel surplus and authorizing the Manager of Real Estate Services to offer the property for sale to the abutting property owner, will allow for the orderly sale of land that is not required for any municipal purpose.

**Planning Act Matters:**

N/A

**Approvals:**

Name	Title
Stephanie Allen Santos	Coordinator of Real Estate Services
Denise Wright	Manager of Real Estate Services
Wira Vendrasco	City Solicitor
Dana Paladino	Acting Senior Executive Director, Corporate Services
Michael Chantler	Acting Senior Executive Director, Community Services

Name	Title
Ray Mensour	Commissioner, Corporate & Community Services
Janice Guthrie	Commissioner Finance/City Treasurer
Joe Mancina	Chief Administrative Officer

**Notifications:**

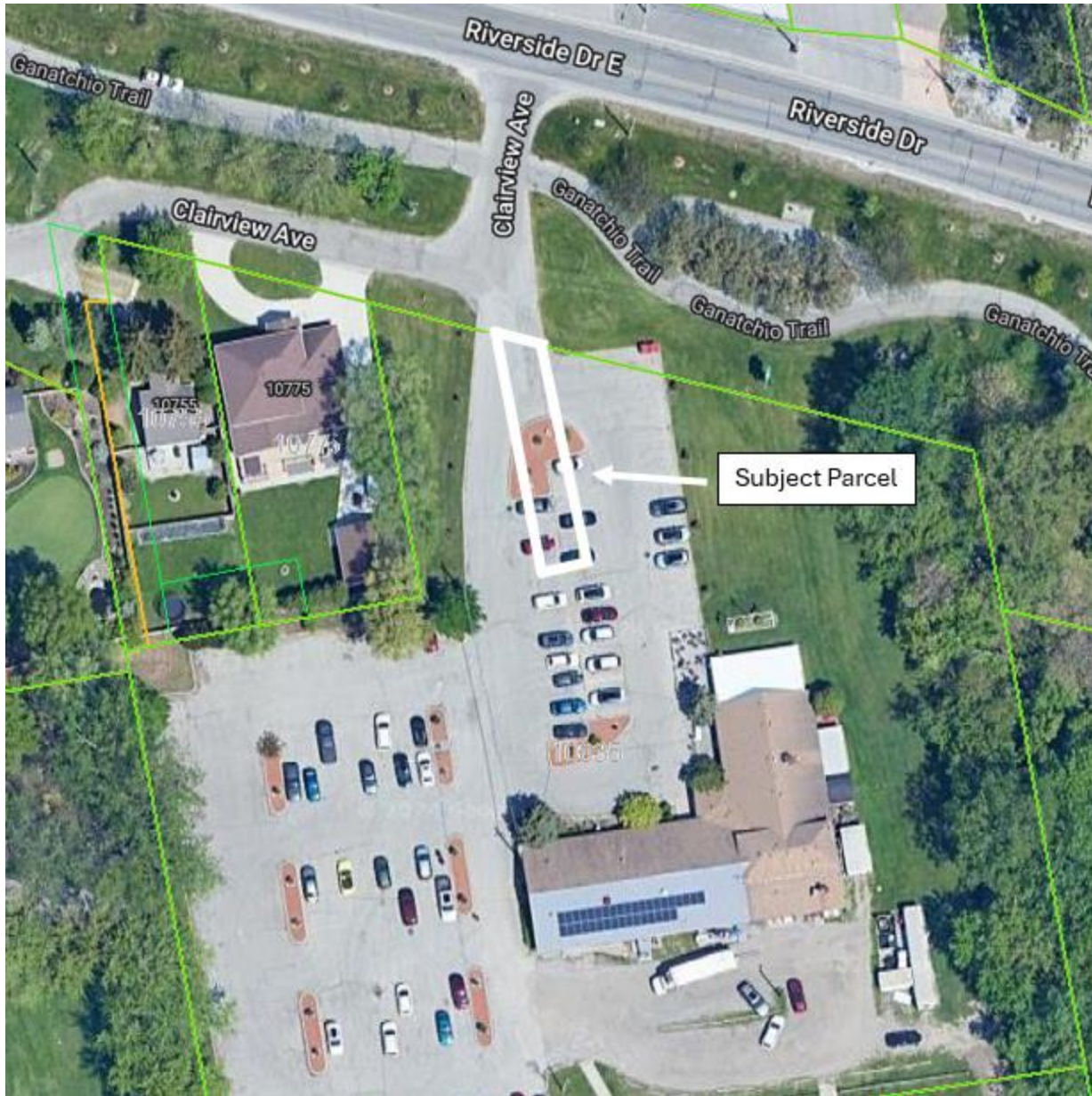
Name	Address	Email

**Appendices:**

- 1 Aerial Image of Subject Parcel

# Appendix A

Aerial Image of Subject Parcel







**Subject: Declaration of a Vacant Parcel of Land Municipally Known as 0 Russell Street Surplus and Authority to Offer for Sale – Ward 2**

**Reference:**

Date to Council: December 9, 2024  
Author: Stephanie Allen Santos  
Coordinator of Real Estate Services  
519-255-6100 ext 6420  
ssantos@citywindsor.ca  
Legal - Real Estate Services  
Report Date: November 21, 2024  
Clerk's File #: APM2024

To: Mayor and Members of City Council

**Recommendation:**

- I. That the following City of Windsor (the "City") vacant parcel of land **BE DECLARED** surplus:

Municipal address: 0 Russell Street – vacant land situate on the east side of Russell Street and the south side of Hill Avenue.

- Legal Description: Part Lot 25 E/S Russell Street on Registered Plan 40 Town of Sandwich as in R1001226; Windsor
- Approximate Lot size: 52.5 feet (16.0 m) x 209 feet (63.70 m)
- Approximate Lot area: 10,972.50 sq ft (1,019.4 m<sup>2</sup>) (herein the "Subject Parcel"); and,

- II. That the Manager of Real Estate Services **BE AUTHORIZED** to offer the Subject Parcel for sale in accordance with the Land Disposal Policy at a price to be determined by the Manager of Real Estate Services, commensurate with an independent appraisal, as appropriate.

**Executive Summary:**

N/A

**Background:**

The Subject Parcel was vested in the City for tax arrears in 1987. It is approximately 52.5 feet x 209 feet and is situated at the corner of Russell Street and Hill Avenue in Sandwich West in an area zoned as MD1.4, as shown on Appendix A.

By-Law 52-2014 establishes a policy for the disposal of Land. Section 5.1.2 of Schedule “A” attached to By-Law 52-2014 requires that City-owned lands be declared surplus and that Administration seek authority to sell the lands:

5.1.2 Notification of the intention to declare Land surplus and the authority to offer the Surplus Land for sale will be printed in the “Civic Corner” of the Windsor Star.

**Discussion:**

Administration was contacted by the abutting owner to the south of the Subject Parcel being the Vollmer Group (“Vollmer”) at 3789 Russell Street who inquired about the Subject Parcel and whether Administration would consider selling same to Vollmer.

The Subject Parcel was circulated to determine whether there is a municipal use for same. No municipal use for the Subject Parcel was identified. Although the Subject Parcel also abuts a residential property at 261 Hill Avenue, the area is zoned MD1.4.

The Zoning By-law 8600 Section 18.4.1 Manufacturing District outlines the permitted uses for the Subject Property:

**18.4 MANUFACTURING DISTRICT 1.4 (MD1.4)**

**18.4.1 PERMITTED USES**

<i>Ambulance Service</i>	<i>Manufacturing Facility</i>
<i>Bakery</i>	<i>Medical Appliance Facility</i>
<i>Business Office</i>	<i>Medical Office</i>
<i>Commercial School</i>	<i>Micro-Brewery</i>
<i>Food Catering Service</i>	<i>Professional Studio</i>
<i>Food Packaging Facility</i>	<i>Research and Development Facility</i>

Any of the following *Ancillary Uses*:

<i>Child Care Centre</i>	<i>Health Studio</i>
<i>Club</i>	<i>Personal Service Shop</i>
<i>Convenience Store</i>	<i>Restaurant</i>
<i>Food Convenience Store</i>	<i>Restaurant with Drive-through</i>
<i>Food Outlet - Drive-through</i>	<i>Veterinary Office</i>
<i>Food Outlet - Take-out</i>	<i>Warehouse</i>
<i>Gas Bar</i>	<i>Wholesale Store</i>

Any of the following *Existing Uses*:

*Motor Vehicle Dealership*  
*Sports Facility*  
*Transport Terminal*

Any use accessory to any of the above uses, including a *Retail Store*

Should the Recommendations be approved, Real Estate staff will determine how the Subject Parcel should be sold and the appropriate purchase price. Should Administration obtain an Offer to Purchase the Subject Parcel, a report will be brought to Council or under Delegation of Authority, as appropriate, seeking authority to sell the Subject Parcel.

**Risk Analysis:**

There are potential liability issues should someone be injured on the Subject Parcel. Selling the Subject Parcel will remove any associated liability issues for the City.

The Planning Department indicated the Subject Parcel is located within an Essex Regional Conservation Authority (“**ERCA**”) flood plain so consultation with ERCA may be required prior to any future development of the Subject Parcel.

**Climate Change Risks**

**Climate Change Mitigation:**

Declaring this property surplus does not pose a climate change risk.

**Climate Change Adaptation:**

Redevelopment of property will include climate change considerations during re-zoning or site plan review.

**Financial Matters:**

N/A

**Consultations:**

Building: Tea DeAngelis, Research & Policy Analyst  
Fire Department: Michael Coste, Chief Fire Prevention Officer  
Parks & Facilities: James Chacko, Executive Director, Parks & Facilities  
Operations: Elara Mehrilou, Transportation Planner I  
Operations: Kevin Webb, Manager Environmental Quality  
Operations: Jason Scott, Manager Transit Planning  
Operations: Juan Paramo, Development Engineer  
Windsor Police Services: Barry Horrobin, Director of Planning & Phys. Resources  
Legal: Kate Tracey, Senior Legal Counsel

**Conclusion:**

Declaring the Subject Parcel surplus and authorizing the Manager of Real Estate Services to offer the property for sale in accordance with the Land Disposal Policy, will allow for the orderly sale of land that is not required for any municipal purpose.

**Planning Act Matters:**

N/A

**Approvals:**

<b>Name</b>	<b>Title</b>
Stephanie Allen Santos	Coordinator of Real Estate Services
Denise Wright	Manager of Real Estate Services
Wira Vendrasco	City Solicitor
Dana Paladino	Acting Senior Executive Director, Corporate Services
Michael Chantler	Acting Senior Executive Director, Community Services
Ray Mensour	Commissioner, Corporate & Community Services
Joe Mancina	Chief Administrative Officer

**Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>

**Appendices:**

- 1 Aerial Image of Subject Parcel

# Appendix A

Aerial Image of Subject Parcel



BY-LAW NUMBER 174-2024

A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS  
ZELDA COURT IN THE CITY OF WINDSOR

Passed the 9<sup>th</sup> day of December, 2024.

**WHEREAS** the lands described in Schedule "A" annexed hereto and forming part of this by-law are vested in The Corporation of the City of Windsor.

**AND WHEREAS** it is deemed expedient to establish the said lands hereinafter described as a public highway.

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

1. That the lands described in said Schedule "A" annexed hereto are established as a public highway known as **ZELDA COURT**.
2. That this by-law shall come into force and take effect after the final passing thereof on the day on which it is electronically registered in the Land Registry Office of Essex (12).

DREW DILKENS, MAYOR

CITY CLERK

First Reading – December 9, 2024  
Second Reading – December 9, 2024  
Third Reading – December 9, 2024

SCHEDULE "A"  
TO BY-LAW 174-2024

BLOCK 23, PLAN 12M417; WINDSOR  
**Part of PIN 01360-0170 (LT)**  
**ZELDA COURT, Windsor**

BY-LAW NUMBER 175-2024

A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.88 METRE NORTH/SOUTH ALLEY AND THE 4.88 METRE EAST/WEST ALLEY NORTH OF CLAIRVIEW AVENUE, EAST OF DIEPPE STREET, SOUTH OF RIVERSIDE DRIVE EAST AND WEST OF GENEVIEVE AVENUE, CITY OF WINDSOR

Passed the 9<sup>th</sup> day of December, 2024.

**WHEREAS** the 4.88 metre portion of the north/south alley and the 4.88 metre portion of the east/west alley north of Clairview Avenue, east of Dieppe Street, south of Riverside Drive East and west of Genevieve Avenue, City of Windsor, more particularly described in Schedule "A" hereto annexed, is assumed for subsequent closure;

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

1. That the 4.88 metre portion of the north/south alley and the 4.88 metre portion of the east/west alley north of Clairview Avenue, east of Dieppe Street, south of Riverside Drive East and west of Genevieve Avenue, City of Windsor, more particularly described in Schedule "A" hereto annexed and forming part of this by-law, be and the same is hereby assumed for subsequent closure.
2. That this by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading – December 9, 2024  
Second Reading – December 9, 2024  
Third Reading – December 9, 2024



**SCHEDULE "A"**  
**TO BY-LAW 175-2024**

Alley Plan 1029, designated as Parts 1 to 10, Plan 12R29694; Windsor

Being all of PIN 01057-0304 (LT)

City of Windsor  
County of Essex

Alley Plan 1029, and Block A, Plan 1029, designated as Parts 11 to 32, Plan 12R29694; Windsor

Being all of PIN 01057-0305 (LT)

City of Windsor  
County of Essex

Part Block A, Plan 1029, Riverside, designated as Parts 33 and 34, Plan 12R29694; Windsor

Being part of PIN 01057-0314 (LT)

City of Windsor  
County of Essex

## BY-LAW NUMBER 176-2024

A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.88 METRE NORTH/SOUTH ALLEY AND THE 4.88 METRE EAST/WEST ALLEY NORTH OF CLAIRVIEW AVENUE, EAST OF DIEPPE STREET, SOUTH OF RIVERSIDE DRIVE EAST AND WEST OF GENEVIEVE AVENUE, CITY OF WINDSOR

Passed the 9<sup>th</sup> day of December, 2024.

**WHEREAS** it is deemed expedient to close, stop up and convey the 4.88 metre portion of the north/south alley and the 4.88 metre portion of the east/west alley north of Clairview Avenue, east of Dieppe Street, south of Riverside Drive East and west of Genevieve Avenue, City of Windsor, more particularly described in Schedule "A" attached hereto;

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

1. That the 4.88 metre portion of the north/south alley and the 4.88 metre portion of the east/west alley north of Clairview Avenue, east of Dieppe Street, south of Riverside Drive East and west of Genevieve Avenue, City of Windsor, more particularly described in Schedule "A" attached hereto and forming part of this by-law, be and the same is hereby closed and stopped up.
2. That any required easements pursuant to Council Resolution CR419/2023, as amended by CR463/2024, be registered prior to conveyance.
3. That the north/south alley be conveyed to the abutting owners.
4. That the lands described as Parts 5 to 10, Plan 12R29694, be conveyed to the owner of 8445 Riverside Drive East and that the conveyance cost be set in accordance with Council Resolution CR419/2023, as amended by CR463/2024.
5. That the lands described as Parts 1 to 4, Plan 12R29694, be conveyed to the owner of 244 Dieppe Street, and that the conveyance cost be set in accordance with Council Resolution CR419/2023, as amended by CE463/2024.
6. That the conveyance cost be set as follows:
  - a) For alley conveyed to abutting lands zoned RD1.1 or RD1.2, \$1.00 plus HST (if applicable), deed preparation fee and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.
7. That the Chief Administrative Officer and City Clerk be authorized and directed to execute on behalf of The Corporation of the City of Windsor and to seal with the seal thereof, any and all documents necessary to implement the foregoing; and that the transaction be completed electronically, for property where it is available, pursuant to By-law Number 366-2003, as amended from time to time.

8. This by-law shall come into force and take effect the day upon which it is registered in the Land Registry Office for the County of Essex (No. 12).

DREW DILKENS, MAYOR

CITY CLERK

First Reading – December 9, 2024  
Second Reading – December 9, 2024  
Third Reading – December 9, 2024

**SCHEDULE "A"**  
**TO BY-LAW 176-2024**

Alley Plan 1029, designated as Parts 1 to 10, Plan 12R29694; Windsor

Being all of PIN 01057-0304 (LT)

City of Windsor  
County of Essex

Alley Plan 1029, and Block A, Plan 1029, designated as Parts 11 to 32, Plan 12R29694; Windsor

Being all of PIN 01057-0305 (LT)

City of Windsor  
County of Essex

Part Block A, Plan 1029, Riverside, designated as Parts 33 and 34, Plan 12R29694; Windsor

Being part of PIN 01057-0314 (LT)

City of Windsor  
County of Essex

BY-LAW NUMBER 177-2024

A BY-LAW TO AMEND BY-LAW NUMBER 137-2007 BEING A BY-LAW RESPECTING THE LICENSING AND REGULATING OF PUBLIC VEHICLES

Passed the 9<sup>th</sup> day of December, 2024.

**WHEREAS** the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes a municipality to, among other things:

- (a) provide for a system of licences with respect to a business and impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- (b) pass by-laws respecting the health, safety and well-being of persons;
- (c) pass by-laws respecting the protection of persons including consumer protection; and
- (d) pass by-laws establishing rates to be charged by tow trucks and taxicabs.

**AND WHEREAS** the purposes of this By-law are:

- (a) to ensure public safety, quality of service and consumer protection for customers and service providers in the livery, taxicab and prearranged transportation industries;
- (b) to establish a system of licensing of Livery Vehicles, Livery Drivers, Livery Plate Holders, Taxicabs, Taxicab Drivers, Taxicab Plate Holders and Transportation Network Companies;
- (c) to establish a system for the inspection of Livery Vehicles, Taxicabs, and Transportation Network Company Vehicles;
- (d) to maintain sustainable livery, taxicab and prearranged transportation industries;

**AND WHEREAS** By-law Number 137-2007 was passed on the 16<sup>th</sup> day of July, 2007 and has been hereinbefore amended several times;

**AND WHEREAS** it is deemed expedient to further amend By-law Number 137-2007;

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

1. That By-law Number 137-2007 be amended by deleting the entire content of the By-law, including Schedules 1 to 6, inclusive, and substituting it with the following:

**TABLE OF CONTENTS**

PART I – DEFINITIONS ..... 3

PART II – APPLICATION ..... 7

PART III – APPLYING FOR A LICENCE OR RENEWAL ..... 7

PART IV – LICENCE FEES ..... 8

PART V – LICENCE ..... 10

PART VI – POWERS AND DUTIES OF LICENCE COMMISSIONER ..... 11

PART VII – POWERS AND DUTIES OF LICENSING COMMISSION ..... 11

PART VIII – ENFORCEMENT ..... 13

PART IX – OFFENCES ..... 13

PART X – GENERAL PROVISIONS ..... 13

SCHEDULE 1 – DEADLINES FOR OBTAINING LICENCES OR RENEWALS ..... 15

SCHEDULE 2 – PUBLIC VEHICLE LICENSING FEES ..... 16

SCHEDULE 3 – LIVERY VEHICLES ..... 17

SCHEDULE 4 – TAXICABS ..... 24

SCHEDULE 5 – TRANSPORTATION NETWORK COMPANIES ..... 46

## PART I - DEFINITIONS

1. In this By-law, where capitalized and bolded:

**“Ambulance”** means a motor vehicle for hire for the conveyance of sick or injured people;

**“Accessible Vehicle”** means a motor vehicle that is wheelchair-accessible, permitting the loading, transportation and off-loading of a person with a disability confined to a wheelchair or in reliance on a similar device, and is available for or providing conveyance service, but does not include a taxicab wheelchair accessible vehicle;

**“Applicant”** means any person either applying for a licence in the first instance, or renewing an existing licence;

**“Applicant Information”** means fulsome details of a person applying for or the renewal of a licence under this By-law and shall include their full name, date of birth, municipal address, telephone number, and if applicable, email address;

**“Articles of Incorporation”** means documents related to an incorporated business pursuant to the *Business Corporations Act*, R.S.O. 1990 c. B. 16, or the *Corporation Act*, 1990 c. C.38 or the *Canada Business Corporations Act*, RSC 1985, c C-44;

**“Business”** means any business wholly or partly carried on within a municipality even if the business is being carried on from a location outside the municipality;

**“Business address”** means the place from which the business operates including a street number, street name, municipality and postal code and does not mean a post office box;

**“Building Code Act, 1992”** means the Building Code Act, 1992, S.O. 1992, c. 23;

**“Camera Inspection Report”** means a document satisfactory to the Licence Commissioner that is submitted as proof of a fully operational camera system installed in a taxicab vehicle; **(Added by By-law 69-2014, dated April 22, 2014)**

**“Car-Pool Vehicle”** means a vehicle that is not used for hire and reward or for profit, to provide shared transportation between individuals. Car-pool vehicles exclude services booked via a Transportation Network Company, Taxicab Brokerage or Livery Company;

**“City”** or **“City of Windsor”** means The Corporation of the City of Windsor;

**“Company”** means a corporation with share capital;

**“Corporation”** means a body corporate incorporated pursuant to the *Business Corporations Act*, R.S.O. 1990 c. B. 16, or the *Corporation Act*, R.S.O. 1990, c. C.38 or the *Canada Business Corporations Act*, RSC 1985, c C-44;

**“Council”** means the Council for The Corporation of the City of Windsor;

**“carry on”** when used in relation to any trade, occupation, calling or business, shall include operating, promoting, advertising, soliciting for or offering goods and services in connection with such trade, occupation, calling or business;

**“Compulsory Automobile Insurance Act”** means the Compulsory Automobile Insurance Act, R.S.O. 1990, c. C.25;

**“Controlled Drugs and Substances Act”**, means the Controlled Drugs and Substances Act, S.C. 1996, c. 19;

**“Conveyance Service”** means the conveying of one or more passengers or of property in exchange for a fee or other consideration;

**“Criminal Code”** means the Criminal Code, R.S.C., 1985, c. C-46;

**“Drivers’ List”** means a list of applicants for taxicab and taxicab wheelchair accessible plate holder licences;

**“Drop Fee”** means the fee or commission paid to the owner or driver of a tow truck or to a tow truck broker in return for the towing or other conveyance of a vehicle to a location, which fee or commission shall be in addition to the amount the owner or driver of such tow truck is authorized to charge to the hirer in accordance with the provisions of this By-law and associated schedules;

**“Dispatch”** means any communication of an order or other information between a Taxicab Broker and a Taxicab Driver;

**“Dispatcher”** means a person who sends a Taxicab or a Taxicab Wheelchair Accessible Vehicle to a destination for the purpose of carrying on the business of operating a Taxicab;

**“Executive Vehicle”** means a full-sized, four-door sedan motor vehicle, of a manufacturer’s top-quality line, with a closed body and a maximum seating capacity of five (5) people including the driver, and an original unaltered wheelbase of not less than 114.5 inches (290.83 centimetres); or a four-door motor vehicle having the combined features of a sedan and a truck and identified as a sport-utility vehicle by the manufacturer, with a closed body and a maximum seating capacity of nine (9) people including the driver, and an original unaltered wheelbase of 116.0 inches (294.64 centimetres);

**“Fire Protection and Prevention Act”** means the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4;

**“Highway Traffic Act”** means the *Highway Traffic Act*, R.S.O. 1990, c. H.8;

**“Hirer”** means the owner of a towed vehicle, or in the absence of the owner,

(a) the agent of the owner of the towed vehicle, duly authorized by the owner to exercise control of the towed vehicle on the owner’s behalf; or,

(b) any person having lawful custody of a towed vehicle or the legal right to possession thereof ;

**“Horse-Drawn Carriage”** means vehicles commonly referred to as “carts” or “carriages” which shall not seat more than the manufacturer’s recommended seating specifications and are propelled by horses, donkeys or other draught animals;

**“Inspector Or Compliance Officer”** means police officer, enforcement officer, provincial offences officer, by-law enforcement officer, or any other person whose employment duties include enforcement of this By-law;

**“Licensing Commission”** means the Windsor Licensing Commission;

**“Licence Commissioner”** means the Licence Commissioner for the City of Windsor and shall mean and include any delegate or delegates of the Licence Commissioner for the City of Windsor as well as any successor position to the Licence Commissioner carrying out the responsibilities of the Licence Commissioner at the time of the passing of this By-law;

**“Licence”** means the certificate issued under this By-law as proof of licensing under this By-law;



**“Licensee”** means any person licensed under this By-law or a person required to be licensed under this By-law;

**“Limousine”** means a four-door sedan motor vehicle with a closed body and a minimum seating capacity of six (6) people and a maximum seating capacity of nine (9) people including the driver;

**“Livery Driver”** means any person who drives a Livery Vehicle and who has been licensed under this By-law to permit the driving of a Livery Vehicle;

**“Livery Vehicle”** means a vehicle, other than a Taxicab or a Transportation Network Company Vehicle, used for hire for the conveyance of passengers and available for hire by the general public;

**“Livery Plate”** means the numbered metal plate issued by the City to be affixed to a Livery Vehicle;

**“Livery Plate Holder”** means a person to whom the livery plate holder licence and accompanying livery plate have been issued pursuant to this By-law;

**“Livery Plate Holder Licence”** means a certificate issued by the City to a livery plate holder under this By-law;

**“Model Year”** means the model year shown for a vehicle on its registration issued under the *Highway Traffic Act*;

**“Municipal Freedom of Information and Protection of Privacy Act”** means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56;

**“Municipality”** means The Corporation of the City of Windsor;

**“Operate”** means driving a vehicle and making it available to the public for transportation services;

**“Order”** means a request from a person for a Taxicab, a Taxicab Wheelchair Accessible Vehicle, Transportation Network Company Vehicle or a Livery Vehicle to provide a Conveyance Service;

**“Parking”** means allowing a vehicle to remain stationary on a street, parking lot or elsewhere except in obedience of traffic regulations, signs or signals, or for a longer period of time than is actually required for taking on or discharging persons or for loading and unloading merchandise;

**“Partnership”** means an association of two (2) or more persons to carry on, as co-owners, a business or other activity;

**“Passenger”** means any individual, not including the driver, seated in a vehicle engaged to provide a conveyance service;

**“Pedicab”** means a vehicle driven exclusively by human power, either on foot or in conjunction with a pedal-driven mechanical device, which seats no more than the manufacturer’s recommended seating specifications;

**“Person”** means any individual, company, firm, organization, partnership, body corporate or politic, and the heirs, executors, administrators or other legal representatives of a person to whom the term may apply in law;

**“Provincial Offences Act”** means the Provincial Offences Act, R.S.O. 1990, c. P.33;

**“Public Vehicles Act”** means the Public Vehicles Act, R.S.O. 1990, c. P.54;

**“Records Check – Enhanced Screening”** means the printed result of a search of the Canadian Police Information Centre, carried out by authorized personnel and commonly known as a “police clearance”, “criminal records check” –or a “vulnerable sector police record check”;

**“Safety Standards Certificate”** means a safety standards certificate issued under the *Highway Traffic Act*;

**“Service Animal”** means an animal trained by a recognized school for service as a guide dog for the blind, visually-impaired, deaf or hearing impaired, or as a service or special-skills dog for other persons with a disability, and shall include an animal used for therapy which is registered with a recognized organization for that purpose;

**“Tariff Card”** means a card showing the current tariff issued by the Licence Commissioner for display in a taxicab or taxicab wheelchair accessible vehicle;

**“Taxicab”** means a motor vehicle, other than a Livery Vehicle, a car-pool or Transportation Network Company Vehicle, having a seating capacity of not more than six (6) people, not including the driver, hired for one specific trip for the transportation of one person or group of persons, with one fare or charge being collected or made for the trip;

**“Taxicab Brokerage”** means the business of a broker applied specifically to taxicab operations and shall be deemed to include the land and premises upon which the business is carried on;

**“Taxicab Driver”** means any person who drives a Taxicab or Taxicab Wheelchair Accessible Vehicle who is licenced by the Licensing Commission to drive a taxicab or taxicab wheelchair accessible vehicle;

**“Taxicab Fare”** means the amount displayed on the Taxicab Meter at the conclusion of the trip and does not include any additional charges permitted by this By-law;

**“Taxicab Meter”** means a measuring device approved by the Licence Commissioner and used in a taxicab or a taxicab wheelchair accessible vehicle to calculate, among other things, the rate payable for a trip;

**“Taxicab Plate”** means the numbered metal plate issued by the City under this By-law to be affixed to the taxicab;

**“Taxicab Plate Holder”** means a person to whom a Taxicab Plate Holder Licence and accompanying Taxicab Plate have been issued pursuant to this By-law;

**“Taxicab Plate Holder Licence”** means a certificate issued by the City to a Taxicab Plate Holder pursuant to this By-law;

**“Taxicab Stand”** means an area set aside and designated by the City to be used exclusively by a Taxicab or Taxicab Wheelchair Accessible Vehicle while it is waiting for or picking up goods and/or passengers;

**“Taxicab Vehicle Standards Inspection Checklist”** means a form provided by the Licence Commissioner outlining taxicab vehicle standards to be inspected; **(Added by By-law 69-2014, dated April 22, 2014)**

**“Taxicab Wheelchair Accessible Plate”** means the numbered metal plate issued by the City under this By-law to be affixed to the taxicab wheelchair accessible vehicle;

**“Taxicab Wheelchair Accessible Plate Holder”** means a person to whom a taxicab wheelchair accessible plate holder licence and accompanying taxicab wheelchair accessible plate have been issued pursuant to this By-law;

**“Taxicab Wheelchair Accessible Plate Holder Licence”** means a certificate issued by the City to a taxicab wheelchair accessible plate holder pursuant to this By-law;

**“Taxicab Wheelchair Accessible Vehicle”** means a taxicab that is wheelchair-accessible, permitting the loading, transportation and off-loading of a person with a disability confined to a wheelchair or in reliance on a similar device, and is available for or providing conveyance service;

**“Transfer”** in reference to any licence in this By-law or any schedule hereto means the conveyance or passing of the licence from one person, partnership or corporation to any other person, partnership or corporation, with or without consideration, and is deemed to include the disposition by any means of all or any part of the shares in the capital stock of a corporations holding a licence directly, through another corporation or corporation(s) or as a partner in a partnership, regardless of whether such a transfer results in a change in control of the corporation holding the licence directly, through another corporation or corporation(s), or as a partner in a partnership **(added by By-law 94-2008, May 20, 2008)**;

**“Transportation Network Company” or “TNC”** means any person who offers, operates, or facilitates prearranged transportation services using a Transportation Network Company Platform to connect passengers with Transportation Network Company Drivers;

**“Transportation Network Company Driver”** means any person who is authorized to use a Transportation Network Company Platform to transport passengers for compensation using a Transportation Network Company Vehicle;

**“Transportation Network Company Fare”** means the amount displayed on a Transportation Network Company’s platform prior to the engagement of transportation services and only payable by electronic means including credit card;

**“Transportation Network Company Identifier”** means a sign, decal, emblem, or symbol displaying the logo or name of the Transportation Network Company through which a Transportation Network Company Driver is providing transportation service to passengers;

**“Transportation Network Company Licence”** means a Licence issued by the City to a Transportation Network Company pursuant to this By-law;

**“Transportation Network Company Platform”** means any software or application or telecommunications platform to connect passengers with Transportation Network Drivers;

**“Transportation Network Company Vehicle”** means a motor vehicle, other than a Taxicab or Livery Vehicle, having a seating capacity of not more than (6) people, not including the driver, hired for one specific trip for the transportation of one person or group of persons and is limited to Vehicles operating under a Transportation Network Company licenced by the Licence Commission;

**“Trip”** means the distance and time travelled or the distance and time to be travelled, measured from the time and point at which a passenger(s) first enters a Vehicle to the time and point at which a passenger(s) finally leaves the Vehicle;

**“Trip Sheet”** means a record whether written or electronic of each trip made by a Vehicle licenced under this By-law or a Vehicle affiliated with a Transportation Network Company licenced under this By-law as provided herein;

**“Van”** means a Vehicle that is kept or used for hire on an hourly or flat-rate basis for the conveyance of passengers, with a minimum capacity of seven (7) persons and a maximum capacity of ten (10) persons including the driver, unless the Van is specifically designed for the transport of wheelchairs in which case there shall be no minimum capacity, and which is not equipped with a taxi meter, top light or roof sign of any kind;

**“Vehicle”** means a motor vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle, cart and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle or a street car;

**“Vehicle Standards Inspection Lane”** means an inspection period, the dates and times as established by the Licence Commissioner, during which inspectors or compliance officers examine vehicles to ensure compliance with this By-Law; **(Added by By-Law 79-2012, July 23, 2012)**

## **PART II - APPLICATION**

2. No person shall:

- (a) carry on business as livery vehicle owner or driver;
- (b) carry on business as a taxicab driver;
- (c) carry on business as a taxicab broker;
- (d) carry on business as a taxicab wheelchair accessible vehicle driver; or,
- (e) carry on business as a taxicab plate holder or taxicab wheelchair accessible plate holder **(Added by By-law 135-2010 dated August 23, 2010)**;
- (f) carry on business as a Transportation Network Company (TNC);

without first obtaining the requisite licence from the Licensing Commission. **(Amended by By-law 135-2010 dated August 23, 2010.)**

3. This By-law does not apply to the operation of:

- (a) a motor vehicle with a seating capacity of eleven (11) or more people including the driver;
- (b) an ambulance or funeral hearse;
- (c) a motor vehicle that is inspected as a bus pursuant to the *Highway Traffic Act*;
- (d) a school bus, as defined in the *Highway Traffic Act* and licenced under the *Public Vehicles Act* R.S.O. 1990 c. P.54;
- (e) any vehicle operated by Transit Windsor, including any vehicle operated by a person under agreement with Transit Windsor for the conveyance of senior citizens or persons with disabilities.

### **PART III - APPLYING FOR A LICENCE OR RENEWAL**

4. Applications for licences and renewals shall be made to the Licence Commissioner.
5. Applications shall be time and date-stamped upon receipt by the Licence Commissioner and shall be processed in the order in which they are received.
6. Priority will be given to renewal applications for a particular year provided the application for renewal is received by the Licence Commissioner prior to the expiration of the licence.
7. At the time of application, every applicant shall:
  - (a) complete the application form in full and supply all required information;
  - (b) submit the prescribed licence fee specified in Schedule 2; and,
  - (c) provide any other document or information as may be required by this By-law.
8. No person shall provide false or misleading information for the purposes of obtaining, maintaining or renewing a licence.
9. Every application will be subject to investigation and approval from such municipal or provincial departments or agencies as the Licence Commissioner deems necessary or as may be directed by the Licensing Commission, which may include, but not be limited to: Windsor Police Services, Windsor Essex County Health Unit; Windsor Fire and Rescue Services; the City's Planning and Building Department; the City's Pollution Control Department and the City's Policy, Gaming, Licensing and By-law Enforcement Department.
10. Upon receipt of a complete application in the prescribed form for a licence or a renewal, the Licence Commissioner shall make all investigations deemed necessary or required by law and
  - (a) if the Licence Commissioner's investigation discloses any reason to believe that the applicant is not of good character or that the carrying on of the licensed activity by the applicant will likely result in a breach of the law or be adverse to the public interest, the Licence Commissioner shall recommend to the Licensing Commission that it not issue or renew the licence, or that it impose conditions on the issuance of a licence, otherwise the Licence Commissioner shall recommend to the Licensing Commission that it issue or renew the licence; or,
  - (b) if the Licence Commissioner's investigation does not disclose any reason to believe that the applicant is not of good character or that the carrying on of the licensed activity by the applicant will likely result in a breach of the law or be adverse to the public interest, the Licence Commissioner shall recommend to the Licensing Commission that it issue or renew the licence.
11. Any application which has not received approvals from all municipal or provincial departments or agencies as the Licence Commissioner deems necessary within sixty (60) days from the date of filing the application, shall be deemed to have expired because of the applicant's inability to comply with the requirements to become licenced, unless the application is referred to the Licensing Commission for determination.
12. Where any determination is made that any applicant does not receive an approval under this By-law, the reason for denial of the approval shall be specified and the Licence Commissioner shall notify the applicant of the said reasons.

**PART IV - LICENCE FEES**

- 13. No person shall receive any nature of licence from the Licensing Commission without payment of the applicable fees as defined in Schedule 2 to this By-law.
- 14. Any licence bearing an expiry date listed in Column A may be obtained for one-half the applicable fee as established in Schedule 2 to this By-law if the licence is obtained on or after the adjacent date in Column B.

<b>COLUMN A</b>	<b>COLUMN B</b>
<b>Expiry Date of Licence</b>	<b>Half-Price Fee</b>
August 31 <sup>st</sup> (any year)	May 1 <sup>st</sup> (same year)
November 30 <sup>th</sup> (any year)	August 1 <sup>st</sup> (same year)

- 15. Every person applying for a renewal of a licence shall procure such licence from the Licensing Commission in accordance with the deadline schedule attached as Schedule 1 to this By-law, and shall, at the time of filing the application, pay the licence fee shown in Schedule 2 to this By-law, provided however that where a licence is renewed after a deadline, the applicant shall be liable to pay the licence fee established by this By-law together with the penalty of 50% over the base fee.
- 16. All licence fees are non-refundable if the application is refused for any reason, or is withdrawn by the applicant prior to the issuance of a licence.

**PART V - LICENCE**

- 17. The issuance or renewal of a licence does not constitute consent by the City for the licence holder to contravene any federal or provincial law, regulation or ordinance nor any municipal By-law.
- 18. No licence shall be issued in respect of any premises in which the carrying on or operation of any activity for which the application is being made is in contravention of any municipal By-law, federal or provincial legislation.
- 19. A licence issued under the provisions of this By-law shall be valid only for the period of time for which it was issued.
- 20. Every Licence is at all times the property of the City and shall be valid only in respect of the person and specific Vehicle named therein and for the nature of the service and class of Vehicle specified in the Licence.
- 21. No Licence may be sold, purchased, leased, mortgaged, charged, encumbered, assigned pledged, transferred, seized, distrained or otherwise alienated or dealt with except as provided herein.
- 22. Every metal plate shall remain the property of the City and shall be returned to the Licence Commissioner upon demand.
- 23. The Licence Commissioner shall sign all Licences on behalf of the Licensing Commission, and a printed or mechanically-reproduced signature shall be deemed to be an original.
- 24. All Licences issued under this By-law shall be maintained as follows:
  - (a) with respect to premises, displayed in a conspicuous place;
  - (b) with respect to Vehicles, displayed in a conspicuous place;

- (c) with respect to an individual, kept in the licensed Vehicle operated by the person while conducting the licenced activity and produced for inspection when required by any person authorized under this By-law.
25. All persons shall diligently keep any and all of the records required to be kept under the provisions of any section of any part of this By-law or Schedules.
  26. Where an original Licence has been lost or destroyed, the Licence Commissioner, upon receipt of a police report to that effect furnished by the original holder thereof or by some person having the authority to act on behalf of the Licensee, may issue a duplicate Licence to the Licensee upon payment of the fee set out in Schedule 2 to this By-law.
  27. Every Licence issued or renewed is subject to the following conditions for obtaining, holding and renewing a licence:
    - (a) the applicant or licensee shall be required to pay the applicable fee;
    - (b) the applicant or licensee shall allow the City to inspect the places and premises used for the business and the equipment, vehicles and other personal property used or kept for hire in the carrying on of the business;
    - (c) the applicant or licensee shall ensure that the places or premises used for the business are not constructed or equipped so as to hinder the enforcement of this By-law;
    - (d) the conduct of the licensee or applicant shall afford reasonable cause to believe that the applicant or licensee will carry on or engage in business in accordance with the law or with honesty and integrity;
    - (e) the applicant or licensee or member of a partnership that is the holder of a licence shall be a Canadian citizen, a person lawfully admitted to Canada for permanent residence who is ordinarily a resident in Canada, or a person permitted to work in Canada as determined by Citizenship and Immigration Canada;
    - (f) where the applicant or licensee is a corporation or a partnership of which a corporation is a member, the conduct of its officers or directors or of a shareholder who owns or controls ten percent or more of its issued and outstanding voting and non-voting share shall afford reasonable cause to believe that the applicant or licence holder will carry on or engage in the business in accordance with the law or with honesty and integrity;
    - (g) where the applicant or licensee is a corporation, it shall notify the Licence Commissioner in writing within fifteen days of a change in officer, director or controlling interest in the corporation;
    - (h) the premises in which the business is located shall at all times be in compliance with the *Building Code Act, 1992*, the *Fire Protection and Prevention Act (1997)*, and any amendments, regulations or successor legislation thereto, as well as any ordinances or requirements of the Windsor-Essex County Health Unit and any City By-law prescribing standards for maintenance and occupancy of property;
    - (i) the zoning of the premises is appropriate for the use by the business;
    - (j) the owner or operator shall have a contractual or proprietary interest in the lands and premises upon which the business is to be operated, enabling the owner or operator to carry on the business;
    - (k) the applicant or licensee shall pay any and all fines resulting from contravention of this By-law after it becomes due and payable under section 66 of the *Provincial Offences Act*, including any extension of time permitted under that section however nothing in this By-law abrogates any right of the applicant or licensee to pursue any appeals available in respect of such a fine;

- (l) the applicant or licensee must maintain a current, accurate photograph;
  - (m) the applicant or licensee must provide proof of residence address;
  - (n) the licensee shall maintain insurance in compliance with this By-law, which insurance shall remain in force by the licensee during the effective period of the licence and any renewals thereof. Upon receipt of a notice that a policy of insurance is to expire on a stated date, the Licence Commissioner shall notify the licensee that unless proof of adequate insurance is filed on or before the expiry of the existing policy, a recommendation shall be made to the Licence Commission to suspend or revoke the licence.
28. Every Licensee shall be responsible for the act or acts of any employee or other person associated with the Licensee in the carrying on of any trades, businesses or occupations authorized by the Licence in the same manner and to the same extent as if such act or acts were done by the Licensee.
  29. Every Licensee shall notify the Licence Commissioner within seven days:
    - (a) of any change of business or home address;
    - (b) of the sale, transfer or termination of the business;
    - (c) of retirement;
    - (d) in the situation where the Licensee obtained a Licence on the basis of the employee's certificate, the termination of the employee's employment;
    - (e) any change in the Ontario Licence Number of the licensed motor vehicle that is registered with the Ministry of Transportation and, if applicable, the appropriate insurance endorsement in respect of the motor vehicle.
  30. The Licence Commissioner may revoke a Licence that is voluntarily surrendered by the holder for revocation.
  31. When a licensee is seriously ill or has received serious injuries, the licensee may deliver his or her licence to the Licence Commissioner for safekeeping until the licensee has completely recovered by filing the following with the Licence Commissioner:
    - (a) the Licence;
    - (b) a medical certificate from a duly qualified medical practitioner certifying that the Licensee is, in the opinion of the practitioner, unfit and unable to carry on working at the licensed activity; and,
    - (c) a statutory declaration describing the nature of the incapacity indicated in the medical certificate and stating that the Licensee is no longer carrying on the licensed activity.

When the Licensee has recovered from the illness or serious injuries, before resuming the licensed activity, the licensee shall file with the Licence Commissioner a further medical certificate from a duly qualified medical practitioner certifying that the Licensee is, in the opinion of the medical practitioner, fit and able to carry on the licensed activity.
  32. Upon receipt of the medical certificate, the Licence Commissioner shall
    - (a) where the Licence has not expired, return it to the licensee;
    - (b) where the licence has expired, recommend the renewal thereof to the Licensing Commission in accordance with the terms of this By-law.
  33. Where the medical certificate is filed after the expiry of a licence, the applicant or licensee shall pay at the time of the issuance of the licence the fees set out in Schedule 2.



34. No person licensed under this By-law shall discriminate against any member of the public because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, marital status, family status, sexual orientation, handicap or any other prohibited ground of discrimination in the carrying on of the licensed activity.

## **PART VI - POWERS AND DUTIES OF LICENCE COMMISSIONER**

35. The Licence Commissioner has authority to:
- (a) inspect those parts of any house, place or premises which may be used for the carrying on the licensed activity;
  - (b) inspect goods, wares, merchandise, articles, books, records or other documents relating to the licensed activity;
  - (c) inspect every vehicle and other personal property used or kept for hire in carrying on the licensed activity;
  - (d) require that each vehicle and other personal property used or kept for hire in carrying on the licensed activity be submitted for inspection; and,
  - (e) ensure that each licensee produces the licensed vehicle for inspection at the time and place so designated.
36. No person shall hinder or obstruct, or attempt to hinder or obstruct, any person exercising a power or performing a duty authorized by this By-law.
37. Any application, comment, recommendation, information, document or thing in the possession of the Licence Commissioner pursuant to the provisions of this By-law shall be made available by the Licence Commissioner for inspection:
- (a) by any person responsible for the administration and/or enforcement of this By-law;
  - (b) by any other person upon the consent, satisfactory to the Licence Commissioner, of the person, civic department, board, commission, authority or other agency which produced or submitted the application, comment, recommendation, information, document or thing subject only to the limitations imposed by the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c.M.56 or any replacement or successor legislation.
38. Where, in the opinion of the Licence Commissioner, the carrying on of a licensed activity by a licensee will likely result in a breach of the law or be adverse to the public interest, the Licence Commissioner shall recommend to the Licensing Commission that it suspend, revoke or impose conditions on the licence.

## **PART VII – POWERS AND DUTIES OF LICENSING COMMISSION**

39. At any time before the Licence Commissioner shall issue or renew a licence, or recommend to the Licensing Commission that it refuse to issue or refuse to renew a licence, the Licence Commissioner may as he or she sees fit, or shall at the request of the applicant, refer the application for issuance or renewal of the licence to the Licensing Commission.

40. Where there is a referral to the Licensing Commission pursuant to this section, the Licensing Commission shall hold a hearing for the purpose of:
  - (a) issuing or renewing the licence;
  - (b) refusing to issue or renew the licence;
  - (c) suspending the licence;
  - (d) revoking the licence; or,
  - (e) issuing or renewing the licence with the imposition of conditions.
41. Where the Licence Commissioner intends to recommend to the Licensing Commission that it refuse to issue, refuse to renew, place conditions on, revoke or suspend a licence, the Licence Commissioner shall give notice of the intended recommendation and the reasons for the intended recommendation to the applicant or licensee as well as to such other persons, civic departments, boards, commissions, authorities and agencies having an interest in the recommendation. Under this section, notice to the applicant or licensee shall be written notice served personally or by registered mail to the address shown on the application or licence.
42. Where the applicant has been convicted of an offence under the *Criminal Code*, R.S.C. 1995 c. C-46, the *Controlled Drugs and Substances Act*, S.C. 1995 c. 19, or has been convicted of criminal negligence or impaired driving charges within four years of the application, the Licence Commissioner shall refer the application to the Licensing Commission for a decision based on criteria established by the Commission in consultation with the Chief of Police.
43. At the hearing, the Licensing Commission may suspend, revoke, and refuse to issue or impose conditions on any licence under this By-law:
  - (a) for any reason that would disentitle any licensee to a licence;
  - (b) where the licensee or applicant is in breach of a condition of the licence;
  - (c) where the licensee or applicant is in breach of any of the provisions of this By-law;
  - (d) if there are reasonable grounds to believe any of the statements made on the application for issuance or renewal are false;
  - (e) if, subsequent to the issuance of the licence, a report is filed by anybody which originally provided its approval that indicates that the licensee is no longer in compliance with this By-law;
  - (f) upon such grounds as are set out in this By-law;
  - (g) if the applicant has outstanding fees or fines owing to the City, or if the applicant has not paid the required application fee;
  - (h) if the conduct or character of the applicant or licensee affords reasonable cause to believe that the applicant or licensee will not carry on or engage in the business in accordance with the law or with honesty and integrity;
  - (i) if the geographic location of the business does not meet land use requirements;
  - (j) if in the case of a corporate applicant or licensee, the conduct of its officers, directors, employees or agents affords reasonable cause to believe that the business will not be carried on in accordance with the law or with honesty and integrity; or,
  - (k) if issuing the licence is not in the public interest.

44. If the Licensing Commission suspends or revokes a licence, the licensee shall within twenty-four (24) hours of service of the notice of such suspension or revocation by registered mail, or immediately in the case of personal service, return the licence to the Licence Commissioner along with any plates issued in respect of the suspended or revoked licence, and the Licence Commissioner shall have access to any premises, vehicle or other property of the licensee for the purpose of receiving or taking same. All plates not returned within twenty-four (24) hours of service of the notice will automatically be deemed invalid.
45. No person shall refuse to deliver to the Licence Commissioner the licence and any plates relative to a suspended or revoked licence or shall in any way prevent or hinder the Licence Commissioner from receiving or taking same.
46. Where a licence is revoked, the licensee is entitled to a refund of that part of the licence fee proportionate to the unexpired part of the term for which it was granted, such refund to be prorated on a monthly basis.
47. Where the Licensing Commission renders a decision granting the applicant the licence applied for, the licence shall be issued upon the applicant complying with the terms of this By-law and the conditions imposed on the licence, if any, and the applicant shall complete the application within fourteen (14) days of the decision of the Licensing Commission.

#### **PART VIII - ENFORCEMENT**

48. This By-law shall be enforced by the Windsor Police Services, the City's appointed By-law Enforcement Officers, and any Provincial Offences Officers appointed by City Council.
49. Any member of the Windsor Police Services or any person designated by City Council to enforce this By-law may, at all reasonable times and upon the production of proper identification, enter and inspect any premise or part thereof licensed under this By-law.
50. Any act or duty to be performed by the Chief of Police under this By-law may be performed by any police officer authorized by the Chief of Police to do so.

#### **PART IX - OFFENCES**

51. Every person who contravenes any of the provisions of this By-law and every director and officer of a corporation who concurs in the contravention by the corporation is guilty of an offence and on conviction is liable to a fine not exceeding \$25,000 or to imprisonment of a term not exceeding one year, or to both.
52. Where a corporation is convicted of an offence under subsection 51, the maximum penalty that may be imposed on a corporation shall be \$50,000

53. Pursuant to section 433 of the *Municipal Act, 2001* S.O. 2001 c.M.25, if any part of a fine for contravention of this By-law remains unpaid after the fine becomes due and payable under section 66 of the *Provincial Offences Act* R.S.O. 1990 c.P.33, or any successor provision thereto, including any extension of time for payment ordered under that section, the City's Treasurer and Chief Financial Officer or designate may give the person against whom the fine was imposed written notice specifying the amount of the fine payable and the final date on which it is payable, which is not less than 21 days after the date of the notice. This notice shall be sent by registered mail to be delivered to that person at that person's residence or place of business.
54. If the fine referred to in section 53 remains unpaid after the final date on which it is payable as specified in the notice, the fine shall be deemed to be unpaid taxes for the purposes of section 398 of the *Municipal Act, 2001* S.O. 2001 c.M.25, as amended, or any successor provision.

## **PART X - GENERAL PROVISIONS**

55. In this By-law, where the time for doing any act or taking any proceeding expires on a Saturday, Sunday or holiday the act or proceeding may be done or taken on the next day following the Saturday, Sunday or holiday upon which the City of Windsor administrative offices are open for business.
56. In the event that any provision of this By-law is declared invalid or unenforceable by a court of competent jurisdiction, that provision shall be severed and all other provisions of this By-law shall remain valid and enforceable.
57. All schedules and appendices to this By-law form part of this By-law.
58. Where the specific provision of any Schedule or Appendix herein conflicts with any general provision of this By-law the provision of the Schedule or Appendix shall prevail over the general provision of this By-law.
59. Reference in this By-law to any legislation shall be deemed to include any amendments to and re-enactments thereof, as well as any replacement or successor legislation.
60. By-law 396-2004 is hereby repealed.
61. This By-law shall come into force and take effect on the date of final passing hereof.
62. Any reference to a licence issued under this By-law or its Schedules shall be deemed to include any licenses issued under any predecessor by-laws governing public vehicle licensing, despite the fact that it may be repealed.
63. This By-law may be cited as the "Public Vehicles Licensing By-law".

**SCHEDULE 1 TO BY-LAW NO. 137-2007**

**Deadline Dates for Licence Categories**

<b>Deadline</b>	<b>Licence Category</b>
August 31 <sup>st</sup> *	Taxicab – Plateholder Taxicab – Driver Taxicab – Broker Transportation Network Company (TNC)
August 31 <sup>st</sup> *	Livery – Plateholder Livery – Driver

**SCHEDULE 2**

**Public Vehicle Licensing Fees**

<u>CATEGORY</u>	<u>FEE</u>
<b>Livery Vehicle</b>	
Plate Holder Licence (Motorized)	\$180.00
Plate Holder (Muscular)	\$70.00
Driver licence	\$110.00
Transfer from vehicle to vehicle	\$70.00
Photo I.D. card	\$15.00
Replacement Photo I.D. card	\$25.00
Vehicle Re-inspection	\$60.00
<b>Taxicab</b>	
Plate Holder Licence	\$400.00
Driver licence	\$110.00
Transfer from Plate Holder to Plate Holder	\$400.00
Transfer from vehicle to vehicle	\$70.00
Broker (per vehicle dispatched)	\$60.00
Photo I.D. card	\$15.00
Replacement Photo I.D. card	\$25.00
<b>(Deleted by By-law 69-2014, dated April 22, 2014)</b>	
Filing of leases	\$30.00
Drivers' List	\$30.00
Vehicle Re-inspection	\$60.00
<b>Transportation Network Company (TNC)</b>	
"TNCV" means Transportation Network Company Vehicles	
1 – 100 TNCV	\$5,000 plus 0.11¢ per Trip
101 – 250 TNCV	\$7,500 plus 0.11¢ per Trip
251 – 500 TNCV	\$15,000 plus 0.11¢ per Trip
501 – 750 TNCV	\$20,000 plus 0.11¢ per Trip
751 – 1000 TNCV	\$25,000 plus 0.11¢ per Trip
1001 plus TNCV	\$30,000 plus 0.11¢ per Trip

## SCHEDULE 3

### Livery Vehicles

#### 1. Application of this Schedule

1.1 This schedule governs the licensing of the following vehicles:

(a) **DELETED BY BY-LAW 130-2011, dated July 4, 2011**

(b) Class B - Limousine;

(c) Class C - Executive;

(d) Class D - Van;

(e) Class E - Pedicab; and,

(f) Class F - Horse Drawn Carriage.

1.2 The responsibilities and restrictions set out in this Schedule apply to the following licensees:

(a) Livery Drivers

(b) Livery Plate Holders

#### 2. Limitations on the Number of Livery Plates

2.1 The following limit on the number of licences shall be established and reviewed by the Licensing Commission from time to time:

(a) Class B - Limousine	25 units
-------------------------	----------

**(Amended by By-law 130-2011, dated July 4, 2011)**

(b) Class C - Executive	15 units
-------------------------	----------

(c) Class D - Van	30 units
-------------------	----------

(d) Class E - Pedicab	10 units
-----------------------	----------

(e) Class F – Horse Drawn Carriage	12 units
------------------------------------	----------

#### 3. General Terms

3.1 Livery vehicles shall only operate by pre-arranged contract or payment from a point within the City to a point either within or outside the City, at a predetermined rate in accordance with a rate schedule filed with the Licence Commissioner, and shall not include operation on a fare system similar to a taxicab either through a meter or zone system, and livery vehicle operators shall be prohibited from cruising for fares or "standing" for fares unless awaiting the completion of a pre-arranged engagement.

3.2 No person licensed under this By-law to carry on business as a livery vehicle owner or livery vehicle driver shall:

(a) operate or permit to be operated, a livery vehicle which does not have a current and valid livery plate affixed to it in a manner approved by the Licence Commissioner;

(b) accept or solicit passengers without a pre-arranged contract for hire, nor accept or solicit passengers by knowingly misleading or deceiving such persons as to the location or distance from any part of the City to any public place or private residence, or demand or receive rates and charges other than those authorized by this schedule;

(c) use a livery vehicle for the separate conveyance of parcels, letters, documents, goods, chattels, or groceries;

- (d) permit a livery vehicle to be operated as a taxicab as defined under this By-law; or,
- (e) engage in any class of livery vehicle operation for which a licence has not been granted.

#### 4. Application for Licence Governed by this Schedule

4.1 Applicants for livery plate holder licenses in the first instance shall provide to the Licence Commissioner for consideration by the Licensing Commission:

- (a) type and number of vehicles to be operated;
- (b) details of the nature of the operation;
- (c) market studies or other information to justify the need for the service within the current marketplace, including details of any specific contracts for the service;
- (d) an assessment of the impact of the proposed service on existing "for hire" transportation services in the municipality; and,
- (e) rate structure proposed for the service for comparison with existing, competing services.

4.2 In addition to the requirements in 4.1, as may be applicable, no livery vehicle plate and associated livery plate holder licence shall be issued under this By-law until the following requirements have been met:

- (a) If the Applicant;
  - (i) is an individual, the applicant shall attend at the office of the Licence Commissioner in person and complete a written application for such licence as prescribed by the Licence Commissioner and provide proof that the applicant is not less than eighteen (18) years of age;
  - (ii) if a corporation, the applicant shall file copies of the articles of incorporation as well as any articles of amendment or articles of amalgamation, together with an annual return which contains a list of all shareholders of the corporation; or,
  - (iii) if a partnership, the applicant shall provide the names and addresses of each member of the partnership as well as the name under which the partnership intends to carry on the business provided that if one or more of the partners is a corporation, the requirements of (ii), above, shall also be fulfilled in respect of the corporate partner or partners;
- (b) The applicant shall file with the Licence Commissioner evidence of ownership of such livery vehicle and proof that the livery vehicle to be licensed under this By-law has a valid vehicle permit issued under the *Highway Traffic Act* and is either registered in the name of the applicant or leased to the applicant;
- (c) the applicant shall file with the Licence Commissioner evidence of insurance coverage for the livery vehicle to be licensed under this By-law in the form and amount provided in this Schedule;
- (d) the applicant shall file with the Licence Commissioner the vehicle identification number of the vehicle for which the livery vehicle plate holder licence is applied and to which the applicant shall affix the livery plate;



- (e) the applicant shall file with the Licence Commissioner a safety standards certificate issued within 30 days of the date of the applicant's application; and,
  - (f) the applicant shall pay the fees prescribed by this By-law.
- 4.3 In addition to the requirements in 4.1 and 4.2, as may be applicable, applicants for a Class E – Pedicab vehicle plate and associated livery plate holder licence shall submit a document, completed by a mechanic duly licensed to practice in the Province of Ontario, showing mechanical fitness of the vehicle which is satisfactory to the Licence Commissioner. **(Added by By-law 164-2013, dated October 21, 2013)**
- 4.4 All applicants for a livery vehicle licence shall comply with the requirement in the *Sandwich, Windsor & Amherstburg Railway Act* that Council grant express written consent to allow them to provide transportation of passengers for hire in the City by obtaining such written consent from the Licensing Commission, to which Council has delegated its powers under the *Sandwich, Windsor & Amherstburg Railway Act*.
- 4.5 Every licence certificate issued to a livery vehicle owner shall clearly identify:
- (a) the specific vehicle in respect of which the licence was issued; and,
  - (b) the class of livery vehicle licence in respect of which the licence was issued.
- 4.6 Every applicant for a livery driver licence shall:
- (a) attend at the office of the Licence Commissioner and complete a written application for such licence;
  - (b) have a basic working knowledge of the English language;
  - (c) be at least 18 years of age;
  - (d) have a current valid Class G driver's licence issued by the Province of Ontario pursuant to the *Highway Traffic Act*;
  - (e) supply proof of:
    - (i) Canadian Citizenship;
    - (ii) Permanent Resident Status; or,
    - (iii) a Work Permit to work as a Driver issued by the Government of Canada;
  - (f) provide:
    - (i) a current passport-sized colour photograph of the applicant;
    - (ii) the original search results of a Vulnerable Sector Criminal Record Check, enhanced screening for those employed in positions working with vulnerable persons, from each jurisdiction in Canada in which the applicant has been resident during the prior 365 days that is satisfactory in form and content to the Licence Commissioner. In the case of a renewal, the criminal record check must be dated no more than one (1) year prior to the date of the application for a licence renewal. For new applications, the criminal record check must be dated no more than thirty (30) days prior to the application for a licence; **(Amended by By-law 127-2011, dated June 20, 2011)**
    - (iii) a Statement of Driving Record issued by the Ontario Ministry of Transportation Safety and Regulations division no more than thirty (30) days prior to the date of the application

and which is deemed acceptable by the Licence Commissioner; and,

(g) pay all fees required under this By-law.

4.7 Every person licensed as a livery driver under this By-law shall be required to obtain a new photo licence every two (2) years, or sooner if there is a significant change in appearance, as may be required by the Licence Commissioner.

## **5. Transfer of Licence**

5.1 No livery driver licence, livery plate holder licence or livery plate shall be transferable.

5.2 No livery plate holder licence shall be transferable from one class of livery vehicle to another.

5.3 The Licence Commissioner may, upon receiving satisfactory evidence of the death of a livery plate holder, transfer such licence(s) into the name of the estate of the deceased owner, and shall transfer such licence or licences where it is determined that the personal representative of the deceased owner is qualified under this schedule.

5.4 Where a licence(s) had been transferred to the estate of a deceased livery plate holder, the personal representative(s) of the deceased livery plate holder shall be deemed to be the owner(s) of the livery vehicle for the purposes of this schedule.

5.5 No licence governed by this Schedule shall be sold, rented, or leased.

## **6. Expiry of Licence**

6.1 Licenses issued under the provisions of this Schedule shall expire and revert to the City if not renewed by August 31st of each year, and the Licensing Commission shall be empowered to dispose of such licence in accordance with the provisions of this Schedule.

6.2 Where the Licence issued under the provisions of this Schedule has expired and been revoked, the Licence Commissioner shall forthwith notify, in writing by registered mail, the licensee of the revocation of the licence.

## **7. Responsibilities - Livery Plate Holder**

7.1 Every livery plate holder shall:

(a) ensure that any person operating the livery vehicle upon which the livery plate is affixed holds a current livery driver's licence;

(b) maintain a record of the names and livery driver licence numbers of all livery drivers operating the livery vehicle upon which the livery plate is affixed including the dates and times during which each livery driver provided livery service; and

(c) immediately produce the record maintained pursuant to 7.1(b) upon request by the Licence Commissioner.

## **8. Responsibilities - Livery Vehicle Drivers**

8.1 When operating a livery vehicle, every livery driver licensed under this By-law shall:

(a) carry his or her licence with him or her and maintain it;

(b) produce for inspection his or her licence when requested to do so by anyone charged with enforcement of this By-law;

(c) punctually keep all appointments and engagements;

- (d) take care of all property delivered or entrusted to and accepted by him or her;
  - (e) immediately before commencing and after ceasing to operate a Livery Vehicle, examine it for mechanical defects or interior or exterior damage and report any defects or damage to the livery plate holder;
  - (f) be civil and courteous, refrain from using profanity and offer to assist any passenger when it is evident that the passenger is a person with a disability, elderly or otherwise in need of assistance;
  - (g) report immediately to the Licence Commissioner when he or she is charged with or convicted of an offence under the *Criminal Code*, R.S.C. 1985, c. C-46, the *Controlled Drugs and Substances Act*, S.C. 1996 c.19, or the *Highway Traffic Act*;
  - (h) report immediately to the Licence Commissioner if his or her driver's licence issued under the *Highway Traffic Act* is cancelled, suspended or revoked, and immediately surrender his or livery vehicle driver licence to the Licence Commissioner; and
  - (i) immediately upon the termination of any hiring or engagement, carefully search his/her livery vehicle for any property lost or left therein, and all property or money left in his/her vehicle shall be forthwith delivered over to the person owning the same, or to the police if the owner cannot be readily discerned.
- 8.2 Every livery driver shall ensure that adequate trip records are kept and these records shall include the following:
- (a) client identification;
  - (b) driver identification;
  - (c) rate charged;
  - (d) date and time of service;
  - (e) type of service rendered; and,
  - (f) pickup points and destination points.
- 8.3 Trip records are to be prepared immediately upon the conclusion of every trip, and all trip records must be maintained by the licensed livery vehicle owner for a period of twelve (12) consecutive months.
- 8.4 No livery driver shall:
- (a) operate a livery vehicle without having a valid livery driver licence or without the livery plate issued for the vehicle affixed to the livery vehicle;
  - (b) carry or permit to be carried in any livery vehicle, more occupants than the manufacturer's stated seating capacity for such livery vehicle;
  - (c) solicit or permit the solicitation of any person to become a passenger in a livery vehicle;
  - (d) induce any person to order conveyance service by knowingly misleading or deceiving such person as to the location or distance from any part of the City to any other location, nor shall a livery driver allow any person to employ the livery vehicle by any false representation;
  - (e) be under the influence of any intoxicant or take, consume or have in his or her possession any intoxicant while operating a livery vehicle;
  - (f) contravene or permit the contravention of the City's Smoking By-law;
  - (g) operate a livery vehicle if the livery driver knows such livery vehicle would not comply with requirements of a safety standards certificate;
  - (h) operate a livery vehicle whose owner does not have a livery plate and associated livery plate holder licence; or,

- (i) operate a livery vehicle for which there is no current insurance under the *Compulsory Automobile Insurance Act*, R.S.O. 1990, and c. C. 25. or other applicable legislation.

## **9. Insurance**

9.1 Every applicant for a livery vehicle plate holder licence shall file with the Licence Commissioner either a copy of the insurance policy or a certificate of insurance in respect of the livery vehicle which insurance shall meet the following requirements:

- (a) issuance by an insurer duly authorized to issue insurance within the Province of Ontario;
- (b) for each livery vehicle, liability coverage is in the amount of not less than THREE MILLION DOLLARS (\$3,000,000.00) for personal injury or property damage arising out of any one accident or occurrence;
- (c) it shall not be cancelled by the insurer until after fifteen (15) days written notice of such cancellation is given to the Licence Commissioner; and,
- (d) the owner of the livery vehicle shall be named as the insured and all insured livery vehicles shall be listed and described.

9.2 Where notice of cancellation of the insurance policy or the certificate of liability insurance is given to the Licence Commissioner by the insurer, the livery plate holder licence shall be deemed to be revoked upon the same date the insurance policy or certificate of liability insurance is cancelled, unless the livery vehicle plate holder licensee presents the Licence Commissioner with new proof of insurance as required under this schedule.

## **10. Livery Vehicles**

10.1 No livery vehicle shall display advertising bearing the words "taxicab", "taxi", or "cab"; nor be equipped with a roof sign or fare meter, nor be dispatched by a two-way radio.

10.2 Every licensee under this schedule shall keep both the exterior and interior of the licensed vehicle clean, fit, proper and in good repair, and whenever the driver or owner of the licensed vehicle receives notice signed by the Licence Commissioner stating that such vehicle is not in a fit or proper condition for use and setting forth briefly the items complained of, such driver or owner shall, within the time set forth in such notice, put the same in a fit and proper condition.

10.3 Every livery plate holder shall submit the livery vehicle for examination by a certified mechanic duly licensed by the Province of Ontario and provide a safety standards certificate to the Licence Commissioner

- (a) upon renewal of the livery plate holder licence, which safety standards certificate shall be dated no more than thirty (30) days prior to the renewal date; and,

- (b) at any other time as the Licence Commissioner may require.

10.4 Every livery vehicle shall be inspected by the Licence Commissioner prior to being licenced, and thereafter from time to time as the Licence Commissioner may require, and no livery plate holder or livery driver shall refuse or neglect to submit such livery vehicle for inspection when required, or prevent or hinder the Licence Commissioner from inspecting and/or testing the livery vehicle or from entering any garage or other

building for such purpose.

- 10.5 During any inspection, every livery plate holder or livery driver shall, upon the request of the Licence Commissioner or any other person charged with the enforcement of this By-law, produce all relevant licenses, permits, invoices, vouchers, appointment books, trip records or like documents and any of these documents may be removed for photocopying provided that the livery plate holder or livery driver is given a receipt and the documents are returned within forty-eight (48) hours.
- 10.6 When the Licence Commissioner believes that a livery vehicle or its equipment is mechanically defective, the Licence Commissioner or designate shall personally serve written notice on the livery plate holder or livery driver requiring such livery plate holder or livery driver to submit the livery vehicle for examination by a certified mechanic duly licensed by the Province of Ontario and the owner shall have twenty-four (24) hours from the time of service of the notice to obtain the required inspection and to provide the Licence Commissioner with a valid certificate of mechanical fitness, and the vehicle may not be operated as a livery vehicle until such time.
- 10.7 Whenever any livery vehicle is involved in any accident which affects the safe operation of a livery vehicle, whether within or outside the limits of the City, the livery plate holder or livery driver of such vehicle shall immediately submit a written report of such accident to the Licence Commissioner.
- 10.8 All Class B, and C livery vehicles shall not exceed twelve (12) model years in age. **(Amended by By-law 130-2011, dated July 4, 2011)**
- 10.9 No Class D livery vehicle shall be more than ten (10) model years in age.
- 10.10 For the purpose of this By-law, the age of a Class D livery vehicle shall be determined from August 31st of the model year of said vehicle.
- 10.11 A livery vehicle plate holder may apply for a vehicle replacement upon filing the following with the Licence Commissioner:
  - (a) application for a vehicle replacement in the prescribed form;
  - (b) evidence of insurance coverage as required herein;
  - (c) safety standards certificate;
  - (d) copy of ownership of the proposed replacement vehicle; and,
  - (e) fees as prescribed in Schedule 2 of this by-law.
- 10.12 Where a vehicle replacement application is submitted to the Licensing Commission, the Licensing Commission may in its sole discretion approve or deny the vehicle replacement application.
- 10.13 Where the Licensing Commission does not approve the vehicle replacement, the applicant shall be permitted to withdraw the application.
- 10.14 Every livery plate holder shall be permitted to maintain a substitute vehicle at all times, provided that the substitute vehicle is of the same class as the vehicle for which it will be substituted, and provided that the reasons for the substitution shall be communicated to the Licensing and Enforcement Department by facsimile transmission or by electronic mail not later than the next business day following the substitution.
- 10.15 Every livery plate holder licensed under this By-law shall be required to notify the Licence Commissioner, in writing, of the particulars of any livery vehicle which has been taken out of service and the date thereof, within fourteen (14) days of such event.

10.16 In the event that the Licence Commissioner requires a sign, card or other notice be displayed in a livery vehicle, the Licence Commissioner shall send the sign, card or other notice by regular mail to the licensees under this Schedule at the addresses noted on file and the livery plate owner and the livery vehicle driver shall be responsible to ensure that same is displayed as required.

## **11. Rates and Charges**

11.1 Every livery vehicle excluding pedicabs shall charge at least \$50 per hour or parts thereof.

11.2 Every livery vehicle of a van type shall charge a 15% premium on livery fares that are based on destinations within the City and are not less than the fare for a ten (10) kilometre taxicab ride.

11.3 Every owner of a livery vehicle shall file with the Licence Commissioner a schedule of rates to be charged for the conveyance of passengers in the Windsor area for every livery vehicle owned by them.

11.4 A copy of the applicable schedule of rates filed in accordance with 11.3 shall at all times be kept by the livery vehicle plate owner and/or the livery vehicle driver in such vehicle to be shown to the hirer on demand, and no person licensed under this by-law shall use or publish any other schedule of rates or tariff than that described in 11.3.

11.5 A schedule of rates filed with the Licence Commissioner by an owner of a livery vehicle may only be amended:

(a) upon the provision of thirty (30) days' notice of the owner's intention to amend such rate schedule to the Licence Commissioner; or,

(b) on consent of the Licensing Commission.

11.6 No person licensed under this Schedule shall publish or use a tariff, or demand or receive rates or charges, other than those filed with the Licence Commissioner and such rates or charges shall be maintained in the vehicle and made available for inspection on request.

## **12. Pedicab Restrictions**

12.1 Pedicabs are prohibited from operating on the following streets in the Downtown Business Improvement Area:

(a) Wyandotte Street;

(b) University Avenue;

(c) Riverside Drive; and,

(d) Goyeau at the tunnel entrance.

## SCHEDULE 4

### **Taxicab Drivers, Brokers, Taxicab and Taxicab Wheelchair Accessible Vehicle Owners**

#### PART I – GENERAL

#### **1. Application of this Schedule**

1.1 This Schedule governs the following licenses:

- (a) Taxicab Drivers;
- (b) Brokers;
- (c) Taxicab Plate Holders;
- (d) Taxicab Wheelchair Accessible Plate Holders.

1.2 In this Schedule, unless otherwise specified, where notice is required to be sent by the Licence Commissioner, notice shall be sent by registered mail to the last address for the recipient contained in the records of the City's Licensing Office, such notice being deemed to be received on the 3<sup>rd</sup> day after mailing, regardless of whether the notice was actually received.

#### **2. Limitation on Number of Plates Issued**

2.1 The number of Taxicab Plates to be issued by the Licence Commissioner shall not exceed two hundred and eleven (211) Taxicab Vehicle Plates, and twenty one (21) Taxicab Wheelchair Accessible Vehicle Plates, in number.

2.2 At least every two (2) years, the Licence Commissioner shall determine the number of Taxicab Plates and Taxicab Wheelchair Accessible Plates to be in issuance and will consider such factors as changes in:

- (a) wait times and demand for service (regular and accessible);
- (b) level of customer satisfaction;
- (c) number of trips dispatched;
- (d) changes in population;
- (e) changes in tourism-related activity; and,
- (f) changes in public transit and handi-transit ridership.

#### **3. Term of Licence**

3.1 Licenses issued under the provisions of this Schedule shall expire and revert to the City if not renewed by August 31st of each year, and the Licensing Commission shall be empowered to dispose of the licence in accordance with the provisions of this Schedule.

3.2 Where the Licence issued under the provisions of this Schedule has expired and been revoked, the Licence Commissioner shall forthwith notify in writing the holder of the licence of the revocation of the licence.

3.3 All taxicab and taxicab wheelchair accessible plates and associated taxicab and taxicab wheelchair accessible plate holder licenses issued by the City shall be valid for a period not exceeding one (1) year.

## PART II – APPLICATIONS AND RENEWALS

### 4. Plate Holder Applications and Renewal

4.1 No taxicab plate or taxicab wheelchair accessible vehicle plate and associated taxicab or taxicab wheelchair accessible vehicle plate holder licence shall be issued under this By-law until the following requirements have been met:

- (a) If the Applicant;
  - (i) is an individual, the applicant shall attend the office of the Licence Commissioner in person and complete a written application for such licence as prescribed by the Licence Commissioner and provide proof that the applicant is not less than eighteen (18) years of age;
  - (ii) If a corporation, the applicant shall file copies of the articles of incorporation as well as any articles of amendment or articles of amalgamation, together with an annual return which contains a list of all shareholders of the corporation; or
  - (iii) is a partnership, the applicant shall provide the names and addresses of each member of the partnership as well as the name under which the partnership intends to carry on a business provided that if one or more of the partners is a corporation, the requirements of (ii), above, shall also be fulfilled in respect of the corporate partner or partners;
- (b) the applicant shall file with the Licence Commissioner evidence of ownership of such taxicab or taxicab wheelchair accessible vehicle and proof that the taxicab or taxicab wheelchair accessible vehicle to be licensed under this By-law has a valid vehicle permit issued under the *Highway Traffic Act* and is either registered in the name of the applicant or leased to the applicant;
- (c) the applicant shall file with the Licence Commissioner evidence of insurance coverage for the taxicab or taxicab wheelchair accessible vehicle to be licensed under this By-law in the form and amount provided in this Schedule;
- (d) the applicant shall file with the Licence Commissioner the vehicle identification number of the vehicle for which the taxicab or taxicab wheelchair accessible vehicle plate holder licence is applied and to which the applicant shall affix the taxicab or taxicab wheelchair accessible vehicle plate;
- (e) **DELETED BY BY-LAW 79-2012, dated July 23, 2012**
- (f) the applicant shall pay any fees prescribed by this By-law.
- (g) upon written notification to the Licence Commissioner at least 30 days prior to the renewal deadline, a plate holder may request a hearing before the Windsor Licensing Commission to request that the requirements of Sections 4.1 (b) (c) (d) and (e) of this schedule be waived at the time of application for plate holder licence renewal. **(Added by By-law 89-2012, dated July 9, 2012)**
- (h) a plate holder who receives approval from the Windsor Licensing Commission, granted under 4.1 (g) of this Schedule, will be allowed to make application for renewal of said plate holder licence in accordance with all conditions placed by the Commission and all other requirements of this schedule but will not be issued a licence or a validation sticker until the applicant provides all necessary documentation and the taxicab vehicle is inspected and approved



by the Licence Commissioner or his/her delegate. **(Added by By-law 89-2012, dated July 9, 2012)**

- 4.2 If the taxicab or taxicab wheelchair accessible plate holder licensee has not made application for renewal by the fifteenth (15<sup>th</sup>) day after expiration of the licence, the Licence Commissioner shall provide written notice to the licensee to the address shown on the licence.
- 4.3 The notice sent under 4.2 shall contain information regarding the last date for renewal and a statement advising that if the taxicab or taxicab wheelchair accessible plate holder fails to renew by the thirtieth (30<sup>th</sup>) day after expiration of the licence, the taxicab or taxicab wheelchair accessible plate holder licence will be forfeited.
- 4.4 In the event that a taxicab or taxicab wheelchair accessible plate holder does not renew the licence on or before its expiration, the plate holder may renew the licence by making application up to and including the thirtieth (30<sup>th</sup>) day after the expiration of the licence and shall pay at the time of the issuance of the taxicab or taxicab wheelchair accessible plate holder licence the licence fee as set out in Schedule 2.
- 4.5 In the event the taxicab or taxicab wheelchair accessible plate holder licence is not renewed on or before the thirtieth day after its expiration, the taxicab or taxicab wheelchair accessible plate licence shall be forfeited and the plate shall be returned immediately to the Licence Commissioner who may offer the plate to the persons on the Drivers' List in order of priority.
- 4.6 A separate taxicab and taxicab wheelchair accessible plate holder licence shall be obtained for each taxicab and taxicab wheelchair accessible vehicle.
- 4.7 Upon issuance of a licence under this Schedule, the Licence Commissioner shall furnish to the licensee the licence certificate, the taxicab or taxicab wheelchair accessible plate and the validation sticker bearing the current licensing year.
- 4.8 The taxicab or taxicab wheelchair accessible plate shall be firmly affixed to the back of the taxicab or taxicab wheelchair accessible vehicle by at least two (2) bolts inserted through the plate into the body of the vehicle in a position approved by the Licence Commissioner.

## **5. Taxicab Driver Licence and Renewal**

- 5.1 Subject to Section 22.2 of this By-law, every Applicant in the first instance for a Taxicab Driver Licence shall:
  - (a) attend at the office of the Licence Commissioner and complete a written application for such licence;
  - (b) be at least 18 years of age;
  - (c) have a current valid Class G driver's licence issued by the Province of Ontario pursuant to the *Highway Traffic Act*;
  - (d) provide a document satisfactory to the Licence Commissioner showing that the applicant has completed a taxicab training course approved by the Licence Commissioner. The applicant must have successfully completed the taxicab training course within 180 days immediately preceding the application for a Taxicab Driver Licence. **(Amended by By-Law 69-2014, dated April 22, 2014)**
  - (e) supply proof of:
    - i. Canadian Citizenship;
    - ii. Permanent Resident Status; or,

- iii. a Work Permit to work as a Driver issued by the Government of Canada;
  - (f) provide:
    - i. a current passport-sized colour photograph of the applicant;
    - ii. the original search results of a Vulnerable Sector Criminal Record Check, enhanced screening for those employed in positions working with vulnerable persons, from each jurisdiction in Canada in which the applicant has been resident during the prior 365 days that is satisfactory in form and content to the Licence Commissioner. In the case of a renewal, the criminal record check must be dated no more than one (1) year prior to the date of the application for a licence renewal. For new applications, the criminal record check must be dated no more than thirty (30) days prior to the application for a licence; **(Amended by By-law 127-2011, dated June 20, 2011)**
    - iii. a Statement of Driving Record issued by the Ontario Ministry of Transportation Safety and Regulations division no more than thirty (30) days prior to the date of the application and which is deemed acceptable by the Licence Commissioner;
  - (h) pay all fees required under this By-law.
- 5.2 No person shall drive a taxicab or taxicab wheelchair accessible vehicle without holding a current taxicab driver licence issued by the Licence Commissioner.
- 5.3 Subject to Section 22.2 of this By-law, upon renewal of a taxicab driver licence, the applicant must submit to the Licence Commissioner:
  - (a) an application for a taxicab driver licence completed and executed by the applicant in person;
  - (b) proof of a current valid Class G driver's licence issued to the applicant by the Province of Ontario pursuant to the *Highway Traffic Act*;
  - (c) the original search results of a Vulnerable Sector Criminal Record Check, enhanced screening for those employed in positions working with vulnerable persons, from each jurisdiction in Canada in which the applicant has been resident during the prior 365 days that is satisfactory in form and content to the Licence Commissioner. In the case of a renewal, the criminal record check must be dated no more than one (1) year prior to the date of the application for a licence renewal. For new applications, the criminal record check must be dated no more than thirty (30) days prior to the application for a licence; **(Amended by By-law 127-2011, dated June 20, 2011)**
  - (d) a Statement of Driving Record issued by the Ontario Ministry of Transportation Safety and Regulations division no more than thirty (30) days prior to the date of the application and which is deemed acceptable by the Licence Commissioner;
  - (e) payment of all fees required by this By-law; and

Upon submission of the aforementioned items and the other requirements of Section 5.3, a licence, conditional upon receiving complete results of the vulnerable sector criminal record check and satisfactory in form and content to the Licence Commissioner, will be issued **(Added by By-law 136-2010 dated August 23, 2010)**

- 5.4 In the event that a taxicab driver allows his or her licence to lapse, the taxicab driver shall be required to successfully complete a taxicab training course approved by the Licence Commissioner. **(Amended by By-law 69-2014, dated April 22, 2014).**
- 5.5 Every person licensed as a taxicab driver under this By-law shall be required to obtain a new photo licence every two (2) years, or sooner if there is a significant change in appearance, or as may be required by the Licence Commissioner.

### PART III – DRIVERS’ LIST

#### **6. Drivers’ List**

- 6.1 Licenses, which are in the possession of the Licensing Commission by reasons of revocation, or by an increase in the number of plates to be made available as approved by City Council, shall be distributed by the Licence Commissioner to those on the Drivers’ List.
- 6.2 The Licence Commissioner shall maintain a Drivers’ List of applicants for taxicab and taxicab wheelchair accessible plates in order of the date on which the applications are submitted and, subject to the provisions of this By-law, this Drivers’ List shall be used in determining the priority for issuing taxicab and taxicab wheelchair accessible vehicle plates.
- 6.3 The Drivers’ List shall be open and accessible to the public during normal business hours at the office of the Licence Commissioner.
- 6.4 When a complete application for a taxicab and taxicab wheelchair accessible plate is submitted to the Licence Commissioner and the applicant satisfies all the requirements of this Schedule, but a taxicab or taxicab wheelchair accessible plate cannot be issued due to the limitation on the number of such plates to be issued as declared in this By-law, the Licence Commissioner shall place the applicant’s name at the end of the Drivers’ List.
- 6.5 No person shall be named more than once on the Drivers’ List at any one time.
- 6.6 Once a person receives a taxicab or taxicab wheelchair accessible plate, either by the operation of the Drivers’ List or by a transfer permitted herein, that person is no longer eligible and shall be stricken from the Drivers’ List.
- 6.7 No person who has been issued a taxicab or taxicab wheelchair accessible plate by the operation of the Drivers’ List may re-enter his or her name on the Drivers’ List at any time.
- 6.8 When a taxicab or taxicab wheelchair accessible plate becomes available for issuance, the Licence Commissioner shall notify the applicant whose name is at the top of the Drivers’ List in writing requesting that the applicant attend at the office of the Licence Commissioner within fourteen (14) days of the date of the letter to pay the required fee and be issued the taxicab or taxicab wheelchair accessible plate and the associated taxicab or taxicab wheelchair accessible plate holder licence
- 6.9 When a taxicab or taxicab wheelchair accessible plate and associated taxicab or taxicab wheelchair accessible plate holder licence is issued to an applicant on the Drivers’ List, the name of that applicant shall be removed from the Drivers’ List by the Licence Commissioner and all other names below shall be moved forward one position.
- 6.10 Should the applicant on the Drivers’ List refuse the next available taxicab or taxicab wheelchair accessible plate and associated taxicab or taxicab wheelchair accessible plate holder licence, the applicant’s name shall be maintained in position on the Drivers’ List by the Licence Commissioner and will continue to be eligible for a taxicab or taxicab wheelchair

accessible plate and associated taxicab or taxicab wheelchair accessible plate holder licence.

- 6.11 No person issued a taxicab or taxicab wheelchair accessible plate and associated taxicab or taxicab wheelchair accessible plate holder licence from the Drivers' List after the date of enactment of this By-law shall:
- (a) lease, give up possession of, transfer, assign or convey any right, title or interest in the taxicab or taxicab wheelchair accessible plate holder licence; or,
  - (b) give up possession, custody or control of the taxicab or taxicab wheelchair accessible vehicle, except to drivers engaged by him or her to operate the taxicab or taxicab wheelchair accessible vehicle on a rotating shift basis.
- 6.12 Should any taxicab or taxicab wheelchair accessible plate holder fail to maintain the operation of any taxicab or taxicab wheelchair accessible vehicle owned by the taxicab or taxicab wheelchair accessible plate holder for a period of at least 120 successive days, the taxicab or taxicab wheelchair accessible plate holder licence shall be recommended for suspension or revocation by the Licence Commissioner.

## **7. Eligibility**

- 7.1 To be placed on the Drivers' List, the following criteria must be met:
- (a) the applicant is not at the time of application licensed as a taxicab or taxicab or taxicab wheelchair accessible vehicle plate holder and has not been so licensed for a period of at least one (1) year immediately preceding the application;
  - (b) the applicant is not, and has not been during the period of at least one (1) year immediately preceding the application, a shareholder or a partner in any company or firm having a direct or indirect interest in a taxicab or taxicab wheelchair accessible plate holder's licence;
  - (c) the applicant is and has been licensed as a taxicab driver continuously by the City of Windsor, without revocation, lapse or suspension for at least one (1) year immediately preceding the application, and has been continuously and is presently earning a living in the City of Windsor either as a taxicab driver or as a taxicab dispatcher or taxicab fleet manager for an owner during the whole of such one (1) year period (on a full-time basis and not on a part-time basis, where full-time is defined as working at least 35 hours a week for 40 weeks in the one (1) year prior to the date of the application);
  - (d) the applicant provides a signed declaration and an employer's letter confirming the full-time status in accordance with 7.1;
  - (e) the applicant's taxicab driver licence is in good standing, with no outstanding charges under this By-law; and,
  - (f) the applicant pays all fees prescribed by this By-law.
- 7.2 An applicant whose name has been placed on the Drivers' List shall be stricken from the Driver's List if at any time after being placed on the Drivers' List:
- (a) the applicant acquires, by any means, a taxicab or taxicab wheelchair accessible vehicle plate licence or an interest of any kind, whether direct or indirect, in a taxicab or taxicab wheelchair accessible plate holder licence, or becomes a shareholder in, or a partner in, or acquires some other interest in, a company or firm holding a taxicab or taxicab wheelchair accessible plate holder licence;

- (b) the applicant's taxicab driver licence lapses or is revoked;
  - (c) the applicant ceases to earn his or her living in the City of Windsor on a full-time basis as defined in 7.1(c), where an applicant whose taxicab driver's licence has been suspended under this By-law shall be deemed not to cease to earn his living on a full-time basis as a taxicab driver during the period of his suspension; or,
  - (d) the applicant fails to renew the application annually, including the signing of a statutory declaration as provided in 7.1(d) and the provision of the letter described in 7.1(d) and the payment of any required fees to maintain his or her status on the Drivers' List as required by the Licence Commissioner.
- 7.3 Any applicant on the Drivers' List who is determined by the Licence Commissioner not to comply with the requirements of this By-law, shall be notified in writing by the Licence Commissioner that his or her name is to be removed from the Drivers' List, and may appeal this removal by requesting a hearing before the Licensing Commission no more than fourteen (14) days following the date of issuance of the notice.
- 7.4 Where an applicant on the Drivers' List requests a hearing before the Licensing Commission under 7.3, the onus of proving compliance with the provisions of this Schedule shall rest with the applicant.
- 7.5 When a request for a hearing before the Licensing Commission has been made, the Licence Commissioner shall:
- (a) not remove the name of the applicant appealing from the Drivers' List until the Licensing Commission has heard the appeal and City Council has finally disposed of it;
  - (b) note beside the name on the Drivers' List that an appeal has been requested; and,
  - (c) not issue any taxicab or taxicab wheelchair accessible plate and associated taxicab or taxicab wheelchair accessible plate holder licence until such time as the Licensing Commission has disposed of all outstanding appeals, except in the case of permitted transfers of taxicab or taxicab wheelchair accessible plates and associated taxicab or taxicab wheelchair accessible plate holder licenses under this Schedule.
- 7.6 In the event that an applicant dies while named on the Driver's List, the Licence Commissioner shall immediately strike that applicant's name upon becoming aware of the death.
- 7.7 Notwithstanding section 7.2 of this Schedule, when an applicant has been unable to meet the requirements of that section on account of illness, injury or other medical disability, the applicant's name may remain on the Drivers' List if immediately upon the happening or onset of the illness, injury or disability, the applicant files with the Licence Commissioner a statutory declaration attesting to the condition, together with supporting documentation including a medical certificate from a physician certified to practise in Ontario detailing the nature of the illness, the date of the loss of ability to operate a taxicab or taxicab wheelchair accessible vehicle and the expected date of return to work, and any other such other evidence as the Licence Commissioner may require.
- 7.8 On every anniversary of the submission of a medical certificate pursuant to 7.7, where the applicant continues to be unable to drive a taxicab or taxicab wheelchair accessible vehicle as required under 7.1 of this Schedule, the applicant shall submit to the Licence Commissioner a report, completed by a physician certified to practise in Ontario, detailing the applicant's medical condition and continued inability to operate a taxicab or taxicab wheelchair accessible vehicle, and the expected date of return to work.

## **8. No Right Granted**

- 8.1 No person, by virtue of applying for a taxicab and taxicab wheelchair accessible plates and associated taxicab and taxicab wheelchair accessible plate holder licence, or by virtue of being placed on the Drivers' List, shall obtain a vested interest or any right whatsoever to a taxicab and taxicab wheelchair accessible plate and associated taxicab and taxicab wheelchair accessible plate holder licence or to remain on the Drivers' List.
- 8.2 City Council may at any time amend or repeal this By-law or enact a successor by-law or by-laws which may place further or additional requirements or restrictions on applicants for taxicab and taxicab wheelchair accessible plates and associated taxicab and taxicab wheelchair accessible plate holder licenses, or may purge or eliminate the Drivers' List in its entirety.
- 8.3 The Drivers' List shall not oblige the City to issue a licence to any applicant on the Drivers' List, regardless of whether the applicant is at the top of the list or is the earliest entry, nor does the Drivers' List give any such applicant a vested interest or any right whatsoever in a taxicab and taxicab wheelchair accessible plates and associated taxicab and taxicab wheelchair accessible plate holder licence and its use shall be solely for establishing the order of priority of applicants seeking to obtain taxicab and taxicab wheelchair accessible plates and associated taxicab and taxicab wheelchair accessible plate holder licenses.
- 8.4 Those applicants listed on the Drivers' List established under By-law No. 396-2004 shall be placed and maintained on the Drivers' List established under this By-law in the order in which they appeared on the Drivers' List under By-law No. 396-2004, provided that they meet all the requirements of this By-law and in priority to all subsequent applicants for a taxicab and taxicab wheelchair accessible plate and associated taxicab and taxicab wheelchair accessible plate holder licence under this By-law.

## **PART IV – OBLIGATIONS AND RESPONSIBILITIES**

### **9. Taxicab and Taxicab Wheelchair Accessible Plate Holder Responsibilities**

- 9.1 Every taxicab or taxicab wheelchair accessible vehicle plate holder shall:
  - (a) ensure that any person operating the taxicab or taxicab wheelchair accessible vehicle upon which the taxicab or taxicab wheelchair accessible vehicle plate is affixed holds a current taxicab driver's licence;
  - (b) maintain a record of the names and taxicab driver licence numbers of all taxicab drivers operating the taxicab or taxicab wheelchair accessible vehicle upon which the taxicab or taxicab wheelchair accessible vehicle plate is affixed including the dates and times during which each taxicab driver provided conveyance service; and,
  - (c) immediately produce the record maintained pursuant to 9.1 (b) upon request by the Licence Commissioner.
- 9.2 Every newly-licensed taxicab or taxicab wheelchair accessible plate holder shall place his or her vehicle in operation within 30 days from the date the taxicab or taxicab wheelchair accessible plate and associated taxicab or taxicab wheelchair accessible plate holder licence is granted, failing which the taxicab or taxicab wheelchair accessible plate and associated taxicab or taxicab wheelchair accessible plate holder licence shall be returned to the Licence Commissioner who may proceed to issue the taxicab or

taxicab wheelchair accessible plate and associated taxicab or taxicab wheelchair accessible plate holder licence to the next eligible applicant on the Drivers' List.

## 10. Taxicab Driver Responsibilities

10.1 When operating a taxicab or taxicab wheelchair accessible vehicle, every taxicab driver licensed under this By-law shall:

- (a) carry his or her taxicab driver licence on his or her person and make it visible at all times to the passenger(s) in his or her taxicab or taxicab wheelchair accessible vehicle;
- (b) produce for inspection his or her taxicab driver licence when requested to do so by anyone charged with enforcement of this By-law;
- (c) immediately before commencing and after ceasing to operate a taxicab or taxicab wheelchair accessible vehicle, examine it for mechanical defects or interior or exterior damage and report any defects or damage to the taxicab or taxicab wheelchair accessible vehicle plate holder;
- (d) punctually keep all appointments and engagements;
- (e) be civil and courteous, refrain from using profanity, and offer to assist any passenger when it is evident that the passenger is a person with a disability, elderly or otherwise in need of assistance;
- (f) be clean and well groomed at all times while on duty, where "clean" means a state of personal hygiene, body and hair cleanliness and absence of offensive body odour normally associated with infrequent laundering of clothes and infrequent or inadequate bathing;
- (g) wear clothing, which is neat, clean, free from soil, grease and dirt and not having any unrepaired rips or tears;
- (h) keep a current street guide or similar resource satisfactory to the Licence Commissioner for the City and surrounding area in the taxicab or taxicab wheelchair accessible vehicle;
- (i) drive the taxicab or taxicab wheelchair accessible vehicle using the most direct travelled route to the destination, unless otherwise directed by the passenger;
- (j) upon request by a passenger, furnish him or her with a receipt for charges made and paid, which shall include the mileage travelled and the name and licence number of the taxicab driver, the date and taxicab number. Upon request by a passenger, the taxicab driver shall allow the fare to be paid by credit card or debit card payment through the system authorized by the Licence Commissioner;
- (k) take care of all property delivered or entrusted to and accepted by him or her;
- (l) ensure that packages carried shall be of a size to be safely and wholly enclosed either in the vehicle or trunk/cargo area;
- (m) immediately upon the termination of any hiring or engagement, carefully search the taxicab or taxicab wheelchair accessible vehicle for any property lost or left therein, and all property or money left in the vehicle shall be forthwith delivered over to the person owning the same, or to the police if the owner cannot be readily discerned;
- (n) report immediately to the Licence Commissioner when he or she is charged with or convicted of an offence under the *Criminal Code*, R.S.C. 1985 c.C-46, the *Controlled Drugs and Substances Act*, S.C. 1996 c.19, or the *Highway Traffic Act*;

- (o) report immediately to the Licence Commissioner if his or her driver's licence is suspended or revoked and shall immediately surrender his or her taxicab vehicle driver licence to the Licence Commissioner; and
- (p) maintain a trip sheet during every shift, which is to be deposited at the end of each shift with the plate holder of the vehicle, or the broker, who shall maintain same for a period of one (1) year. The trip sheet shall be in a form approved by the Licence Commissioner and shall contain the following information:
  - (i) the name of the owner of taxicab or taxicab wheelchair accessible vehicle plate, and the name of the broker, if any;
  - (ii) taxicab number;
  - (iii) date;
  - (iv) start and end times of each driver's shift;
  - (v) the odometer reading showing on the meter at:
    - (1.) the commencement of each shift; and,
    - (2.) the conclusion of each shift;
  - (vi) the number of trips taken during the shift;
  - (vii) the time of each trip;
  - (viii) pick-up address of each trip;
  - (ix) the destination of each trip; and,
  - (x) the charge for each trip.

10.2 All taxicab drivers shall ensure that the following things are visible to any passenger inside the taxicab or taxicab wheelchair accessible vehicle:

- (a) the taxicab driver's photo licence;
- (b) the tariff card;
- (c) a small self-adhesive sign with the words:
 

"Please contact 311 if you have any complaints or compliments regarding service received. All calls confidential."
- (d) a minimum of two (2) City of Windsor By-law "No Smoking" stickers;
- (e) City of Windsor By-law "No Smoking" stickers with the words "Passengers may face charges for smoking in this taxicab";
- (f) a small self-adhesive sign with the words "If the meter is not on, the fare is free"; and
- (g) a City of Windsor Passenger Bill of Rights attached to this schedule as Appendix "B".

10.3 No taxi driver shall:

- (a) operate a taxicab or taxicab wheelchair accessible vehicle without having a valid taxicab driver licence or without the taxicab or taxicab wheelchair accessible vehicle plate issued for the vehicle affixed to the taxicab or taxicab wheelchair accessible vehicle;
- (b) carry or permit to be carried in any taxicab or taxicab wheelchair accessible vehicle more occupants than the manufacturer's stated seating capacity for such taxicab or taxicab wheelchair accessible vehicle;
- (c) solicit or permit the solicitation of any person to become a passenger in a taxicab or taxicab wheelchair accessible vehicle;



- (d) induce any person to order conveyance service by knowingly misleading or deceiving such person as to the location or distance from any part of the City to any other location, nor shall a taxicab driver induce any person to employ the taxicab or taxicab wheelchair accessible vehicle by any false representation;
  - (e) be under the influence of any intoxicant or take, consume or have in his or her possession any intoxicant while operating a taxicab or taxicab wheelchair accessible vehicle;
  - (f) contravene or permit the contravention of the City's Smoking By-law;
  - (g) operate a taxicab or taxicab wheelchair accessible vehicle if the taxicab driver knows such taxicab or taxicab wheelchair accessible vehicle would not comply with requirements of a safety standards certificate;
  - (h) operate a taxicab or taxicab wheelchair accessible vehicle whose owner does not have a taxicab or taxicab wheelchair accessible vehicle licence plate and associated taxicab or taxicab wheelchair accessible vehicle plate holder licence;
  - (i) operate a taxicab or taxicab wheelchair accessible vehicle for which there is no current insurance under the *Compulsory Automobile Insurance Act*, R.S.O. 1990, and c. C. 25. or other applicable legislation;
  - (j) provide a conveyance service to an individual when the taxicab driver's taxicab or taxicab wheelchair accessible vehicle is already occupied by another passenger, unless:
    - (i) the first passenger approves; or,
    - (ii) the situation is an emergency; or,
    - (iii) the trip is exclusively to take students to or from school;
  - (k) overcrowd a taxicab stand or displace any taxicab or taxicab wheelchair accessible vehicle already at a taxicab stand;
  - (l) interfere in any way with the normal use of a taxicab stand, a public place or with the flow of surrounding traffic;
  - (m) operate the taxicab or taxicab wheelchair accessible vehicle for the provision of taxicab service when the seal affixed to the taximeter is not intact;
  - (n) operate a taxicab or taxicab wheelchair accessible vehicle without side numbers and a properly functioning roof light;
  - (o) accept any engagement conflicting with a previous appointment; if the taxicab driver should neglect to fulfil his or her engagements in a punctual manner the taxicab driver may be subject the penalties under this By-law; provided, however, that the taxicab driver shall not be compelled to accept any order from a person who has outstanding charges in respect of a previous fare or service, unless and until such outstanding charges shall be paid;
  - (p) without reasonable excuse, refuse at any time to serve the first person requiring the service of his or her taxicab or taxicab wheelchair accessible vehicle at any place within the City; or
  - (q) transport or permit to be transported, goods exceeding a value of \$250.00 unless adequate insurance coverage is provided by the individual requesting the transfer of goods.
- 10.4 No taxicab driver shall refuse to transport a passenger accompanied by a service animal or by an animal in a portable kennel or cage.
- 10.5 Despite any other provision of this By-law, a taxicab driver shall be entitled to refuse to provide taxicab service to any person if:

- (a) the taxicab is already engaged in providing taxicab service;
- (b) such person has not paid the fare for a previous trip;
- (c) such person refuses to pay in a manner provided in this By-law;
- (d) such person refuses to disclose the final destination for the trip upon entering the taxicab;
- (e) such person asks the taxicab driver to drive him or her to a destination that the taxicab driver believes to be unsafe;
- (f) such person has an excessive number of packages or personal articles that will not fit safely in the taxicab;
- (g) such person seeks to be accompanied by a number of passengers which exceeds the number of seat belt assemblies available for passengers;
- (h) such person is, in the opinion of the taxicab driver, obnoxious or abusive;
- (i) in the opinion of the taxicab driver, such person poses a threat to the taxicab driver;
- (j) such person is accompanied by an animal that is neither a service animal nor in a cage or portable kennel.

10.6 Where a taxicab driver refuses to provide taxicab service to a person or persons pursuant to 10.5, the taxicab driver shall immediately record in writing the reasons for his or her refusal and shall retain the record for a period of thirty (30) days.

## PART V – TAXICABS, INSURANCE AND EQUIPMENT

### 11. Taxicab and Taxicab Wheelchair Accessible Vehicles

11.1 In addition to the taxicab or taxicab wheelchair accessible vehicle plate, every taxicab or taxicab wheelchair accessible vehicle plate holder for each taxicab and taxicab wheelchair accessible vehicle shall provide and maintain the following equipment and markings on the vehicle while it is operated as a taxicab or taxicab wheelchair accessible vehicle:

- (a) a number, assigned by the Licence Commissioner, shall be painted on the exterior sides of the taxicab or taxicab wheelchair accessible vehicle in a contrasting colour and in characters at least sixteen (16) centimetres (six inches) high, to the approval of the Licence Commissioner;
- (b) no number, other than the number referred to in 11.1(a) and other than a telephone number, shall be painted on any licensed taxicab or taxicab wheelchair accessible vehicle;
- (c) taxicab drivers, taxicab and taxicab wheelchair accessible vehicle plate holders shall maintain a Braille information sheet in the taxicab or taxicab wheelchair accessible vehicle, to be provided to any passenger on request.

11.2 A taxicab must:

- (a) be equipped with a taxi meter, toplight or roof sign; and,
- (b) have a minimum of three passenger doors excluding hatches and/or cargo doors.

11.3 Every taxicab or taxicab wheelchair accessible vehicle plate holder and taxicab driver shall maintain the interior and exterior of the taxicab and taxicab wheelchair accessible vehicle in a clean and tidy condition.

(a) Interior maintenance shall include but not be limited to:

- (i) keeping the interior surfaces free from all dust, dirt, grease, oil, adhesive residue and any other substance that can be transferred onto the person, clothing or possessions of a passenger;
- (ii) keeping the interior free of all waste paper, cans, garbage or any other item not necessary or commonly ancillary to the operation of the motor vehicle;
- (iii) keeping the interior free of noxious substances;
- (iv) keeping the interior free of excess wear, including tears and cigarette burns in the upholstery;
- (v) keeping the interior in a dry condition;
- (vi) keeping the interior in good general repair;
- (vii) ensuring all seat belt assemblies are in working order;
- (viii) ensuring all side windows open and close;
- (ix) ensuring all seats are securely mounted in position and are capable of being adjusted; and,
- (x) maintaining a working dome light.

(b) Exterior maintenance shall include but shall not be limited to:

- (i) keeping the exterior free from all dust, dirt, grease, oil, adhesive residue and any other item that can be transferred onto the person, clothing or possessions of a passenger, except water or snow;
- (ii) keeping the exterior in good general repair;
- (iii) maintaining the exterior free from body damage;
- (iv) maintaining all fenders, grilles or molding, with none removed or missing;
- (v) ensuring that the doors and trunk lid close and latch securely;
- (vi) ensuring all door handles and catches are in good repair;
- (vii) maintaining the paint or finish in good general condition; and
- (viii) ensuring the vehicle has four matching hubcaps.

11.4 In the event that the Licence Commissioner requires a sign, card or other notice be displayed in a taxicab or taxicab wheelchair accessible vehicle, the Licence Commissioner shall send the sign, card or other notice by regular mail to the licensees under this Schedule at the addresses noted on file and the taxicab, wheelchair accessible taxicab plate owner and the taxicab driver shall be responsible to ensure that same is displayed as required.

## **12. Taxicab Meters**

12.1 Every taxicab and taxicab wheelchair accessible vehicle shall have affixed to it a taxicab meter for registering distances travelled and computing fares to be paid.

- 12.2 Every taxicab and taxicab wheelchair accessible vehicle plate holder shall ensure that the taxicab meters required by this section be:
- (a) submitted to the Licence Commissioner for testing and inspection whenever required;
  - (b) if applicable, used only when the seal is intact;
  - (c) kept in good working condition at all times.
  - (d) illuminated between dusk and dawn;
  - (e) clearly visible to passengers;
  - (f) attached to the taxicab in the location and in a manner approved by the Licence Commissioner;
  - (g) adjusted in accordance with the tariff prescribed by this Schedule;
  - (h) tested at the expense of the taxicab or the taxicab wheelchair accessible plate holder by running the metered vehicle over a measured course or distance or by any mechanical system or device which is satisfactory to the Licence Commissioner;
  - (i) kept in good working condition at all times and not used when defective in any way;
  - (j) numbered as required by the Licence Commissioner; and,
  - (k) not put into use until inspected and tested by the Licence Commissioner.
- 12.3 Every taxicab or taxicab wheelchair accessible vehicle plate holder whose vehicle is equipped with an interior computer console shall ensure that the console is mounted securely and does not obstruct the taxicab driver's range of vision or impede the taxicab driver's ability in any way to operate the taxicab in a safe manner.
- 12.4 In the event that a taxicab meter has been changed, repaired, altered, tampered with or adjusted, or if the seal has been broken, the taxicab or taxicab wheelchair accessible vehicle plate holder shall submit the taxicab meter for testing, inspection and re-sealing prior to permitting the taxicab or taxicab wheelchair accessible vehicle to which the meter is attached to resume operation.
- 12.5 The Licence Commissioner shall, from time to time, cause to be made an inspection of all taxi meters in use on taxicabs and taxicab wheelchair accessible vehicles, and to have the same sealed or take such other precautions as deemed necessary to prevent interference or tampering with the said meters.

### **13. Advertising**

- 13.1 Taxicab and taxicab wheelchair accessible vehicle plate holders may display advertising in the rear window and place advertisement signs on taxicabs subject to the following conditions:
- (a) the name of the taxicab company and the taxicab number must always be visible;
  - (b) advertising must not obstruct the taxicab driver's view;
  - (c) taxicab or taxicab wheelchair accessible vehicles shall have only one advertisement on each vehicle;
  - (d) advertising may only be placed on the rear window, rocker panels and hubcaps of the taxicab or taxicab wheelchair accessible vehicle;
  - (e) if the taxicab or taxicab wheelchair accessible vehicle has advertising on the rocker panels and hubcaps, no other advertising

is permitted on any other part of the taxicab or taxicab wheelchair accessible;

- (f) advertising copy is to be of a nature similar to other billboard and outdoor advertising, and shall not be offensive, inflammatory, obscene, racist, sexist, discriminatory or distasteful in nature, and the Licensing Commission shall have the final determination as to the propriety of any advertising content; and,
- (g) no other forms of advertising are permitted on taxicabs without the express written approval of the Licensing Commission.

#### **14. Vehicular Standards**

- 14.1 Every taxicab and taxicab wheelchair accessible plate holder shall submit the taxicab or taxicab wheelchair accessible vehicle for examination by a certified mechanic duly licensed by the Province of Ontario and submit a Safety Standards Certificate and a completed Taxicab Vehicle Standards Inspection Checklist to the Licence Commissioner in accordance with the following timeline:
  - i) Taxicabs one (1) to ten (10) model years in age shall be between August 1 and August 31;
  - ii) Taxicabs six (6) to ten (10) model years in age shall be subject to a second submission between February 1 and February 28/29;
  - iii) Taxicab wheelchair accessible vehicles one (1) to twelve (12) model years in age shall be between August 1 and August 31;
  - iv) Taxicab wheelchair accessible vehicles six (6) to twelve (12) model years in age shall be subject to a second submission between February 1 and February 28/29;
  - v) At any other time as the Licence Commissioner may require.
- 14.2 **DELETED BY BY-LAW 79-2012, dated July 23, 2012**
- 14.3 During any inspection, every taxicab and taxicab wheelchair accessible plate holder or taxicab driver shall, upon the request of the Licence Commissioner or any other person granted enforcement or inspection powers of this By-law, produce all relevant licences, permits, invoices, vouchers, appointment books, trip records or like documents and any of these documents may be removed for photocopying provided that the taxicab and taxicab wheelchair accessible plate holder or taxicab driver is given a receipt and the documents are returned within forty-eight (48) hours.
- 14.4 When the Licence Commissioner believes that a taxicab or taxicab wheelchair accessible vehicle or its equipment is mechanically defective, the Licence Commissioner or designate shall personally serve written notice on the taxicab or taxicab wheelchair accessible plate holder or taxicab driver requiring such taxicab or taxicab wheelchair accessible plate holder or taxicab driver to submit the taxicab vehicle for examination by a certified mechanic duly licensed by the Province of Ontario and the owner shall have twenty-four (24) hours from the time of service of the notice to obtain the required inspection and to provide the Licence Commissioner with a valid certificate of mechanical fitness, and the vehicle may not be operated as a taxicab or taxicab wheelchair accessible vehicle until such time.
- 14.5 Every taxicab and taxicab wheelchair accessible vehicle shall be inspected by the Licence Commissioner before any licence is granted in respect of that vehicle, and thereafter from time to time as required by the Licence Commissioner, and no taxicab or taxicab wheelchair accessible vehicle plate holder or taxicab driver shall refuse or neglect to submit such

taxicab or taxicab wheelchair accessible vehicle for inspection when required, or prevent or hinder the Licence Commissioner from inspecting and/or testing the said taxicab or taxicab wheelchair accessible vehicle, or entering any garage or other building for such purpose.

- 14.6 Every taxicab or taxicab wheelchair accessible vehicle plate holder shall submit the taxicab or taxicab wheelchair accessible vehicle to random inspections at any time specified by the Licence Commissioner, which inspections will be undertaken by an inspector or compliance officer and may be conducted in conjunction with a Ministry of Transportation Inspector or their designate. **(Amended by By-law 69-2014, dated April 22, 2014)**
- 14.7 Whenever any taxicab or taxicab wheelchair accessible vehicle is involved in any accident which affects the safe operation of a taxicab or taxicab wheelchair accessible vehicle, whether within or outside the limits of the City, the taxicab or taxicab wheelchair accessible vehicle plate holder or taxicab driver of such vehicle shall immediately submit a written report of such accident to the Licence Commissioner.
- 14.8 No vehicle more than ten (10) years old shall be used as a taxicab in the City. By example, August 31, 2017 means the model year is 2017. By further example, a current taxicab vehicle that is more than ten (10) years old on August 31, 2017 i.e. 2007 or older taxicabs would have to be taken out of service.
- 14.9 No vehicle more than twelve (12) years old shall be used as a taxicab wheelchair accessible vehicle in the City. By example, August 31, 2017 means the model year is 2017. By further example, a current taxicab wheelchair accessible vehicle that is more than twelve (12) years old on August 31, 2017 i.e. 2005 or older taxicab wheelchair accessible vehicles would have to be taken out of service.
- 14.10 For the purpose of this By-law, the age of a vehicle shall be determined from August 31st of the model year of said vehicle. The current model year as at August 31st in any year is the calendar year as at August 31st in any year. **(Added By-law 152-2010 dated September 27, 2010)**

## **15. Security Camera**

- 15.1 Commencing on August 31st 2008, each taxicab or taxicab wheelchair accessible vehicle shall be equipped with a fully-operational security camera satisfactory to the Licence Commissioner.
- 15.2 The camera system referred to in 15.1 shall be approved by the Licence Commissioner, and shall be capable of recording images of persons in taxicabs and taxicab wheelchair accessible vehicles. Access to the information recorded by the camera system shall be limited to law enforcement personnel authorized by the Licence Commissioner to access the information for law enforcement purposes only.
- 15.3 Every taxicab and taxicab wheelchair accessible plate holder shall submit a Camera Inspection Report showing that the security camera installed in the taxicab or taxicab wheelchair accessible vehicle is fully-operational to the Licence Commissioner in accordance with the following timeline:
  - i) First submission shall be between February 1 and February 28/29 annually;
  - ii) The second submission shall be between August 1 and August 31 annually;
  - iii) At any other time as the Licence Commissioner may require.

## **16. Vehicle Replacement, Out of Service, and Substitution Requirements**

- 16.1 A taxicab or taxicab wheelchair accessible plate holder may apply for a vehicle replacement upon filing the following with the Licence Commissioner:
- (a) application for a vehicle replacement in the prescribed form;
  - (b) evidence of insurance coverage as required herein;
  - (c) safety standards certificate;
  - (d) copy of ownership of the proposed replacement vehicle; and,
  - (e) fees as prescribed in this By-law.
- 16.2 Where a vehicle replacement application is submitted to the Licensing Commission, the Licensing Commission may in its sole discretion approve or deny the vehicle replacement application.
- 16.3 Where the Licensing Commission does not approve the vehicle replacement, the applicant shall be permitted to withdraw the application.
- 16.4 A taxicab or taxicab wheelchair accessible vehicle shall not be taken out of service for more than sixty (60) consecutive days, nor an aggregate total time exceeding ninety (90) days in a calendar year without the prior written consent of the Licensing Commission, failing which, the taxicab or taxicab wheelchair accessible vehicle plate relating to that specific vehicle may be revoked, in the sole discretion of the Licensing Commission.
- 16.5 Every taxicab or taxicab wheelchair accessible vehicle plate holder shall be required to notify the Licence Commissioner, in writing, of the particulars of any taxicab or taxicab wheelchair accessible vehicle which has been taken out of service and the date thereof, within ten (10) days of such event.
- 16.6 Every taxicab or taxicab wheelchair accessible vehicle plate holder may apply for permission to maintain a substitute taxicab or taxicab wheelchair accessible vehicle to temporarily replace vehicles, which are seriously damaged or damaged beyond repair, during the period of repair or replacement and subject to the following conditions:
- (a) The substitute vehicle must meet all the requirements of this Schedule, and shall be required to be inspected in accordance with section 14.1 and 15.2;
  - (b) there shall be no fee for the temporary transfer of licences to substitute vehicles;
  - (c) the taxicab or taxicab wheelchair accessible vehicle plate holder shall be required to advise the Licence Commissioner in writing by letter or facsimile transmission that the substitute vehicle has been brought into service and the taxicab or taxicab wheelchair accessible vehicle plate has been affixed to the substitute vehicle, and shall advise when the originally-licensed vehicle has returned to service; and,
  - (d) no temporary transfer of a licence to a vehicle shall be permitted for a period exceeding six (6) months.

## **17. Insurance**

- 17.1 Every applicant for a taxicab or taxicab wheelchair accessible vehicle plate holder licence shall file with the Licence Commissioner either a copy of the insurance policy or a certificate of insurance in respect of the taxicab or taxicab wheelchair accessible vehicle which insurance shall meet the following requirements:

- (a) issuance by an insurer duly authorized to issue insurance within the Province of Ontario;
  - (b) for each taxicab or taxicab wheelchair accessible vehicle, automobile liability coverage in the amount of not less than TWO MILLION DOLLARS for personal injury or property damage arising out of any one accident or occurrence; **(Amended by By-law 79-2012, dated July 23, 2012)**
  - (c) it shall not be cancelled by the insurer until after fifteen (15) days written notice of such cancellation is given to the Licence Commissioner;
  - (d) the owner of the taxicab or taxicab wheelchair accessible vehicle shall be named as the insured and all insured taxicab or taxicab wheelchair accessible vehicles shall be listed and described by vehicle make, model, model year and vehicle identification number.
- 17.2 Where notice of cancellation of the insurance policy is given to the Licence Commissioner by the insurer, the taxicab or taxicab wheelchair accessible vehicle plate holder licence shall be deemed to be revoked upon the same date the insurance policy is cancelled, unless the taxicab or taxicab wheelchair accessible vehicle plate holder presents the Licence Commissioner with new proof of insurance as required under this Schedule.

## PART VI – TARIFFS

### 18. Tariffs

- 18.1 Subject to Section 18.2, every taxicab driver, broker, taxicab plate holder or taxicab wheelchair accessible vehicle plate holder shall charge exactly the rates or fares as shown in Appendix "A" to this Schedule, and no higher or lower amount than that contained in the said Appendix "A" shall be charged or payable for rates or fares either wholly within the City, or to any other point not more than five (5) kilometres beyond its limits.
- 18.2 In lieu of Section 18.1, a taxicab driver, broker, taxicab plate holder or taxicab wheelchair accessible vehicle plate holder may be permitted to surcharge or offer a discount at the end of any trip the fares and rates shown in Appendix "A" of this Schedule provided that:
- i) The associated taxicab brokerage has previously filed their tariffs and rates with the Licence Commissioner;
  - ii) The intention to surcharge or discount the fare be explicitly brought to the attention of the passenger(s) prior to the commencement of the trip.
  - iii) The rates are published and prominently displayed in view of the passengers inside the taxicab or taxicab wheelchair accessible vehicle.
- 18.3 No taxicab driver, broker, taxicab plate holder or taxicab wheelchair accessible vehicle plate holder shall be entitled to recover or receive any fare or charge from any passenger to whom the taxicab driver has refused to show his or her licence, or the tariff as provided in this Schedule and appendices.
- 18.4 No taxicab driver, broker, taxicab plate holder or taxicab wheelchair accessible vehicle plate holder shall publish or use a tariff unless authorized by this Schedule and appendices.
- 18.5 The calculation of tariff rates shall be from the time or place when or at which the passenger(s) first enter the taxicab or taxicab wheelchair accessible vehicle, to the time or place when or at which the passenger(s)



finally discharge the taxicab. This section shall not prevent a proper charge for waiting time as prescribed in Appendix "A" to this Schedule.

- 18.6 No taxicab driver, broker, taxicab plate holder or taxicab wheelchair accessible vehicle plate holder shall make any charge for time lost as a result of defects of the taxicab or taxicab wheelchair accessible vehicle or the incompetence of the taxicab driver, or for excess time resulting from the arrival of the taxicab or taxicab wheelchair accessible vehicle in advance of the time such taxicab or taxicab wheelchair accessible vehicle was requested.
- 18.7 Every taxicab driver operating a taxicab or taxicab wheelchair accessible vehicle may carry two (2) or more passengers from a common starting point to two (2) or more destinations, or from two (2) or more starting points to a common destination, but in such case, the fares to be charged for such trip shall be reckoned as if each stop made for the purpose to taking on or discharging one (1) or more such passengers were the end of one trip and the commencement of a new trip, and the taxicab meter shall be cleared and re-set after each such stop. Where two (2) or more passengers are discharged at the same place, only the fare authorized by this schedule shall be charged, and such passengers shall be jointly and severally liable for the payment of the fare, regardless of whether such passengers are strangers to one another.
- 18.8 A taxicab driver, broker, taxicab plate holder or taxicab wheelchair accessible vehicle plate holder may charge a "convenience fee" as approved by the Licensing Commission to process the payment of the fare using a debit card or credit card, and the "convenience fee" shall be clearly displayed on the keypad before the transaction is completed.
- 18.9 Every person employing any taxicab or taxicab wheelchair accessible vehicle shall pay the fare or charged authorized by this Schedule upon demand.
- 18.10 Any taxicab or taxicab wheelchair accessible vehicle crossing the border between Windsor and the United States of America shall charge a rate of exchange, which is commercially reasonable, and shall post a card in the taxicab or taxicab wheelchair accessible vehicle, which reflects this exchange rate.
- 18.11 Failure to abide by the tariff provisions of this Schedule may result in an automatic suspension of the municipal licence issued under this By-law for one (1) week for a first offence, and repeat offences shall be addressed on a case-by-case basis by the Licensing Commission.

## PART VII – TRANSFER AND LEASING OF LICENCES

### **19. Transfer of Licences**

- 19.1 No taxicab driver licence shall be transferred.
- 19.2 No taxicab broker licence shall be transferred.
- 19.3 No taxicab or taxicab wheelchair accessible plates and associated taxicab or taxicab wheelchair accessible plate holder licences shall be transferred.

### **20. Transfer of Licences Issued Prior to the Passing of this By-law (Plate #001 to 224 inclusive)**

- 20.1 Except as approved by the Licensing Commission, a taxicab plate holder may not transfer a taxicab plate and associated taxicab plate holder licence for a period of at least five (5) years from the date of issue of the licence.

- 20.2 No taxicab plate holder licence shall be transferred without the approval of the Licensing Commission.
- 20.3 No taxicab plate holder licence shall be transferred until the person to whom the transfer is to be made has first received approval from the Licence Commissioner as a licensee.
- 20.4 Subject to the restrictions herein, taxicab plates numbered 001 to 224 are transferable, provided that:
- (a) the transferee satisfies the eligibility criteria for inclusion on the Drivers' List;
  - (b) the transferee signs a form of statutory declaration prescribed by the Licence Commissioner;
  - (c) the transferor has completed a written application for the transfer in the prescribed form;
  - (d) the transferee satisfies the requirements of a taxicab plate holder under this By-law, including submitting for inspection the taxicab to which the plate will be affixed;
  - (e) the transferee pays all fees required under this By-law;
- and the transferee will receive a taxicab plate holder licence at the time of transfer of the taxicab plate.
- 20.5 Subject to the restrictions herein, taxicab plates numbered 001 to 224 inclusive may be transferred by an estate, provided that:
- (a) within 30 days following the death of an individual holding one or more taxicab plates and associated taxicab plate holder licences, the estate trustee shall file with the Licence Commissioner:
    - (i) proof of death of the individual in the form of an original Funeral Director's Statement of Death; and
    - (ii) a copy of the Certificate of Appointment of Estate Trustee.
- 20.6 On the death of an individual holding one or more taxicab plates and associated taxicab plate holder licenses:
- (a) the estate trustee may continue to hold any taxicab plates and associated taxicab plate holder licenses for up to two (2) years following the date of death, subject to the requirements of this By-law;
  - (b) during the two (2) year period following the date of death, the estate trustee may transfer the taxicab plate(s) and associated taxicab plate holder licence(s) to anyone meeting the eligibility requirements for inclusion on the Drivers' List, including the estate trustee in his or her personal capacity;
  - (c) after the expiry of two (2) years following the date of death, all taxicab plates and associated taxicab plate holder licenses that have not been transferred in accordance with subsections (a) or (b) shall be revoked and must be immediately returned to the Licence Commissioner by the estate trustee.
  - (d) Notwithstanding subsection (c), if the estate trustee has not transferred all taxicab plates and associated taxicab plate holder licenses in accordance with subsections (a) or (b), the estate trustee may request a hearing of the Licensing Commission to consider an extension of up to one (1) year before revocation.

## 21. Leasing

- 21.1 Except as provided in this Schedule, no taxicab plate holder, taxicab wheelchair accessible plate holder, taxicab driver or broker shall sell, rent or lease a taxicab or taxicab wheelchair accessible vehicle without the consent of the Licensing Commission, and a copy of the lease, satisfactory in form to the Licence Commissioner, shall be filed with the Licensing Commission.
- 21.2 For the purposes of this section, the term “lease” includes any arrangement or agreement whereby the owner gives to some other person the right to possession and control of the taxicab licence for a period of more than one (1) standard taxicab driver’s shift.
- 21.3 A taxicab or taxicab wheelchair accessible vehicle plate holder who has held a licence for a minimum of one (1) year may lease the taxicab or taxicab wheelchair accessible vehicle licence on a daily, weekly, monthly or yearly basis provided that:
- (a) the lessee is licensed by the City of Windsor as a taxicab driver;
  - (b) all weekly, monthly or yearly leases are filed with and approved by the Licence Commissioner and shall be subject to such terms and conditions the Licence Commissioner may require;
  - (c) the amount charged under the lease shall be a fair fee as approved by the Licence Commissioner and no additional charges shall be made against the lessee;
  - (d) the lease agreement shall include a statement that the leasing agreement is considered null and void in the event that the lessor or lessee, either by written or verbal agreement, sub-leases the taxicab or taxicab wheelchair accessible vehicle or transfers responsibility for the operation of the taxicab or taxicab wheelchair accessible vehicle to a third party;
  - (e) the lease agreement shall contain a clearly-stated right of the lessor and lessee to early termination of the lease;
  - (f) where the lessee is a corporation, the lessee shall, at the time at which the lease is filed with the Licence Commissioner in accordance with the provision of this section, file with the Licence Commissioner a form supplied by the Licence Commissioner and a copy of the lessee’s articles of incorporation, amendment or amalgamation; and,
  - (g) the lease term shall be a minimum of twelve (12) months and a maximum of sixty (60) months.
- 21.4 The Licence Commissioner may from time to time adopt an approved form of lease, and may also approve any lease, which satisfies the requirements of this by-law, whether or not it is on the approved form.
- 21.5 The Licensing Commission shall cause an investigation to be made where there is evidence that the lease should not be approved by the Licence Commissioner because the lessee or lessor will be unlikely or unable to comply with terms or because the fee is unreasonable.
- 21.6 The License Commissioner has the discretion to refuse to approve a proposed lease agreement.
- 21.7 Where the License Commissioner refuses to approve a proposed lease, written notice shall be given to the taxicab or taxicab wheelchair accessible vehicle plate holder by the Licence Commissioner.
- 21.8 Where the Licence Commissioner refuses to approve a proposed lease agreement, the taxicab or taxicab wheelchair accessible vehicle plate holder may appeal the decision to the Licensing Commission for consideration within fourteen (14) days of the date of the refusal in 21.6.

- 21.9 Any lessor who enters into, or purports to enter into, any lease or any other agreement in respect of a taxicab or taxicab wheelchair accessible vehicle plate holder licence other than in accordance with the terms of this schedule shall be required to attend before the Licensing Commission to show cause why the lessor's licence should not be revoked.
- 21.10 Through 21.9 applies notwithstanding that the lease, purported lease, other agreement or other purported agreement, was entered into before the date of the coming into force of this Schedule.
- 21.11 A lessor who enters into a lease under the provisions of this section shall terminate such lease within fourteen (14) days following receipt of a written demand from the Licence Commissioner to do so.

## PART VIII – BROKERS

### 22. Licensing

- 22.1 Every applicant for a broker licence shall:
- (a) If the Applicant:
    - (i) is an individual, the applicant shall attend at the office of the Licence Commissioner in person and complete a written Application for such Licence as prescribed by the Licence Commissioner and provides proof that the applicant is not less than eighteen (18) years of age;
    - (ii) is a corporation, the applicant shall file copies of the articles of incorporation as well as any articles of amendment or articles of amalgamation, together with an annual return which contains a list of all shareholders of the corporation; or
    - (iii) is a partnership, the applicant shall provide the names and addresses of each member of the partnership as well as the name under which the partnership intends to carry on business provided that if one or more of the partners is a corporation, the requirements of ii, above, shall also be fulfilled in respect of the corporate partner or partners.
  - (b) provide proof to the satisfaction of the Licence Commissioner that the premises from which the applicant intends to carry on business as a broker are within the geographical boundaries of the City and are appropriately zoned and will continue to be so located throughout the term of the licence;
  - (c) demonstrate that the applicant has a system for receiving orders and dispatching taxicabs and/or taxicab wheelchair accessible vehicle licensed under this By-law in his or her fleet and that the system will not interfere with any other broker; and,
  - (d) pay all the fees prescribed by this By-law.
- 22.2 In lieu of Section 5.1 and 5.3 of this Schedule, a broker may collect the necessary applicant information and issue a taxicab driver licence or taxicab driver renewal on behalf of the City to a person whom will be employed to provide taxi services for their taxicab brokerage provided that:
- (a) the broker notifies the Licence Commissioner in writing prior to January 1<sup>st</sup> annually, their intention to issue taxicab driver licences for their taxicab brokerage;
  - (b) licences are issued in accordance to the general provisions, fee structure and regulations under this By-law & Schedule;

- (c) an application is completed for each taxicab driver and that all requirements and documentation outlined under Section(s) 5.1 and 5.3 of this Schedule are provided to the Licence Commissioner for auditing and processing purposes prior to the driver being employed for taxi services in the first instance or by August 31<sup>st</sup> annually in the case of issuing a renewal;
- (d) applications are completed in full to the satisfaction of the Licence Commissioner and are signed by the applicant in original ink;
- (e) taxicab driver fees required under this by-law are collected by the broker from the applicant and submitted forthwith to the Licensing Department upon submission of the taxicab driver licence application;
- (f) unless approved by the Licence Commissioner or Windsor Licensing Commission, no taxicab driver licence be issued by a broker to a person when:
  - (i) one (1) or more criminal convictions is shown on a Vulnerable Sector Criminal Record Check;
  - (ii) any record of offence relevant to the nature of the services of a taxicab driver, or any record of offence that directly affects the taxicab driver's ability to competently and responsibly carry on the services of a taxicab driver, including but not limited to: an offence under the *Criminal Code*, the *Narcotics Control Act* or the *Food and Drug Act*; or,
  - (iii) nine (9) or more demerit points is shown on a Driver's Abstract issued by the Ministry of Transportation;
- (g) prior to conducting taxi services, a photo card approved by the Licence Commissioner is issued to each taxicab driver by the brokerage that shall be displayed in the taxicab and produced for inspection in accordance to Section(s) 10.1 (a) and (b) of this Schedule.

22.3 Taxicab driver applications submitted by a broker to the Licence Commissioner that are incomplete or not in accordance to any provision under this By-law or Schedule shall not be processed by the Licensing Department and be subject to penalty as outlined under this By-law.

22.4 The Licence Commissioner shall recommend to the Windsor Licensing Commission, a suspension or revocation of the taxicab brokerage licence if it is determined that a broker has issued a taxicab driver licence to a person that does not meet the requirements under this By-law and Schedule or when a licence was issued by a broker deliberately to a person that would likely breach any law or to a person that would be adverse to the public interest.

## **23. Broker Obligations and Responsibilities**

23.1 All brokers shall:

- (a) provide or ensure that taxicab dispatch service is provided twenty-four (24) hours per day, seven (7) days per week to persons requesting taxicab service;
- (b) inform any individual requesting taxicab service of any potential delay in providing such taxicab service prior to accepting a request for taxicab service;
- (c) take all reasonable steps to ensure that the broker's employees behave civilly and courteously in the performance of their duties; and

- (d) ensure that a request for taxicab wheelchair accessible service in respect of person with a disability shall be dispatched on a priority basis to the next available taxicab wheelchair accessible vehicle located nearest the location of the request for service.

23.2 Every broker shall keep a record:

- (a) of every car dispatched on a trip, the date and time of dispatch and the place of pick-up, and shall retain such record for a period of at least twelve (12) months and shall, at the request of the Licence Commissioner or anyone else charged with enforcement of this By-law produce such records for inspection;
- (b) of the name of every taxicab driver driving a taxicab or a taxicab wheelchair accessible vehicle in respect of which the broker has any arrangement or agreement for the accepting of calls for service, and shall on 24 hours notice, produce such records for inspection; and,
- (c) showing, in respect of the broker's brokerage, the following information:
  - (i) the number of calls for taxicab and taxicab wheelchair accessible service received;
  - (ii) the number of such calls received which are not serviced and the reason such calls were not serviced

and such record shall be open for inspection during the regular business hours of the City's Licensing and By-law Enforcement administrative offices.

23.3 No Broker shall:

- (a) with the intent to prevent the reception of incoming calls from the public for taxicab or taxicab wheelchair accessible vehicle service, remove or permit the removal of the receiver from the hook of any telephone normally used by him for the accepting of such calls, and no broker shall with such intent agree to arrange with any other person to prevent or interfere in any way with the reception of such calls;
- (b) dispatch or permit to be dispatched any taxicab or taxicab wheelchair accessible vehicle to pick up a fare in the City unless that taxicab or taxicab wheelchair accessible vehicle is licensed under this By-law;
- (c) subject to Section 18.2, dispatch or permit to be dispatched any taxicab or taxicab wheelchair accessible vehicle if the taxicab fare is less or more than that prescribed by this By-law; or,
- (d) dispatch any taxicab or taxicab wheelchair accessible vehicle if the order is for any service, which is illegal service under federal, provincial or municipal law.

23.4 Every Broker shall make or cause to be made an inspection of all taxicab or taxicab wheelchair accessible vehicles operated in association with the broker prior to each period of continuous operation or "shift", ensuring that the licensed vehicles are clean, properly equipped and identified.

23.5 Every broker shall:

- (a) select one colour scheme comprised of no more than two colours, where black and white shall be deemed to be colours, which colour scheme shall be satisfactory to the Licence Commissioner, for all taxicabs and taxicab wheelchair accessible vehicles dispatched by the broker; and **(added By-law 94-2008, May 20, 2008)**,

- (b) submit the proposed colour scheme(s) to the Licence Commissioner for approval before implementation.
- 23.6 The colour of the bumpers, trim, mirrors, roof racks and tires shall be acceptable if they are as originally supplied as black, grey or chrome, by the manufacturer of the taxicab or taxicab wheelchair accessible vehicles, or painted in one of the two body colours of the broker's colour scheme. **(added by By-Law 108-2012, dated August 7, 2012)**

#### **24. Brokerage Agreements – Insurance**

- 24.1 A taxicab or taxicab wheelchair accessible vehicle plate holder may, for purposes of obtaining insurance coverage, enter into an agreement each year with a broker. The agreement shall provide for the following:
- (a) transfer of the taxicab or taxicab wheelchair accessible vehicle plate holder licence to the broker for the period of the agreement;
  - (b) termination of the agreement on thirty (30) days' written notice by registered mail by either party with a copy of any such notice to be forwarded to the Licence Commissioner immediately; and,
  - (c) the statement that the sole principal purpose of the agreement is for the provision of insurance coverage for the taxicab or taxicab wheelchair accessible vehicle.
- 24.2 Upon receipt of the notice of termination referred to in 24.1, the broker shall, within forty-eight (48) hours, excluding Sundays and holidays, forward to the owner by registered mail the motor vehicle permit properly executed to permit transfer of ownership back to the owner, and shall forward to the Licence Commissioner by regular mail the taxicab or taxicab wheelchair accessible vehicle plate issued for such taxicab or taxicab wheelchair accessible vehicle.
- 24.3 In the event the broker fails to return the motor vehicle permit to the owner and the taxicab or taxicab wheelchair accessible vehicle plate to the Licence Commissioner within the time stipulated in 24.2, the taxicab or taxicab wheelchair accessible vehicle plate for the vehicle shall be deemed to be immediately suspended and the Licensing Commission shall consider a recommendation from the Licence Commissioner for revocation of the taxicab or taxicab wheelchair accessible vehicle plate.

**APPENDIX "A" TO SCHEDULE 4 OF BY-LAW NO. 137-2007**

**Tariff Charges**

**Taxicabs by Distance**

1. For the first one hundred & five (105) metres .  
**\$ 4.25**
2. For each additional one hundred & forty two (142) metres  
**\$0.25**  
and any portion thereof.
3. (a) For waiting time under engagement for each hour  
**\$30.00**  
**when the taxicab or taxicab wheelchair accessible vehicle is being used for passenger conveyance.**
- (b) Notwithstanding the provisions of the above, charges for waiting time when rendering service to boards of education, or making deliveries of parcels merchandise and providing services under contract awarded by tender, shall be **\$2.50**.

**CROSS BORDER TAXICAB FARES**

1. Taxicab Drivers shall charge the meter rate plus a \$12.00 Canadian or \$9.00 U.S. cross border fee plus tolls between Windsor and Detroit.

**(Appendix "A" deleted and replaced by By-Law 69-2023, dated June 12, 2023)**



## **APPENDIX “B” TO SCHEDULE 4 OF BY-LAW NO. 137-2007**



### **WINDSOR TAXICAB PASSENGER BILL OF RIGHTS**

If you have a compliment or complaint regarding this taxicab ride, call **311**.

#### **As a taxicab passenger, you have the right to:**

- A professional driver who:
  - Is licensed and knowledgeable
  - Knows the major routes and destinations in the City of Windsor
  - Speaks and understands English
  - Is courteous and provides assistance
  - Knows and obeys the by-laws and all laws
  - Offers a silent ride if desired
  - Provides a safe ride
- A quality taxicab which:
  - Is in good mechanical and physical condition
  - Has a clean passenger area and trunk
  - Is heated or air conditioned on demand
  - Is a smoke-free environment
  - Has easy access to seatbelts
  - Is equipped with a meter
- A FREE ride if the meter is not on
- An effective customer complaints process
- Direct the driver on the route to be taken

**Drivers are not permitted to recommend a hotel or restaurant unless the passenger requests this information.**

SCHEDULE 5 TO BY-LAW NO. 137-2007

**Transportation Network Company (TNC)**

PART I – GENERAL

**1. Application of this Schedule**

- 1.1 This Schedule governs the licensing of Transportation Network Companies (TNC).
- 1.2 A Transportation Network Company Driver does not require a licence issued under this By-law;
- 1.3 There are no limits on the number of Vehicles permitted to be operated with an affiliated Transportation Network Company;
- 1.4 In this Schedule, unless otherwise specified, where notice is required to be sent by the Licence Commissioner, notice shall be sent by registered mail to the last address for the recipient contained in the records of the City's Licensing Office, such notice being deemed to be received on the 3<sup>rd</sup> day after mailing, regardless of whether the notice was actually received.

**2. Term of Licence**

- 2.1 Licenses issued under the provisions of this By-law shall expire and revert to the City if not renewed by August 31<sup>st</sup> of each year, and the Licensing Commission shall be empowered to dispose of the licence in accordance with the provisions of this Schedule.
- 2.2 Where the Licence issued under the provisions of this By-law has expired and been revoked, the Licence Commissioner shall forthwith notify in writing the holder of the licence of the revocation of the licence.
- 2.3 All Transportation Network Company licenses issued by the City shall be valid for a period not exceeding one (1) year and shall be renewed annually by August 31<sup>st</sup> as prescribed under Schedule 1 of this By-law.
- 2.4 Prior to any new services being provided, all Transportation Network Companies are obliged to provide the City with formal notice when new service types are offered under the umbrella of the affiliated Transportation Network Company Platform;
- 2.5 A Transportation Network Company shall not provide false or misleading information in any application under this By-law nor shall it knowingly provide erroneous information in any application under this By-law. A Transportation Network Company that provides false or misleading information or knowingly provides erroneous information in any application under this By-law may be subject to fines, suspension or revocation of all licensing privileges under this By-law.

PART II – APPLICATIONS AND RENEWALS

**3. Transportation Network Company (TNC) Applications and Renewal**

- 3.1 A person wishing to carry on business of a Transportation Network Company shall provide the Licence Commissioner with the following:
  - (a) a completed application in the form required by the Licence Commissioner containing all required applicant information;

- (b) payment of the applicable licensing fee in accordance to Schedule 2 of this By-law;
- (c) if the applicant is not a corporation or a partnership, proof that the applicant is at least eighteen (18) years of age, if the applicant is an individual;
- (d) if the applicant is a corporation:
  - (i) proof that the corporation is legally entitled to conduct business in Ontario;
  - (ii) articles of incorporation or other incorporating documents, duly certified by the proper government official or department of the Province of Ontario or the Government of Canada; and,
  - (iii) a certified copy of an annual return which contains a list of all shareholders of the corporation,
- (e) if the applicant is a partnership, the names and addresses of each member of the partnership as well as the name under which the partnership intends to carry on business;
- (f) the address and contact information of the Transportation Network Company's registered business address in the Province of Ontario, which is not a post office box, to which the City may send during business hours any notice or documentation or communication that may be required under this By-law and at which the applicant or the applicant's agent will accept receipt of such notice, documentation or communication together with the name, telephone, and email contact information for the person authorized to receive and respond on behalf of the transportation network company to any and all communications from the City relating to the transportation network company's licence or the transportation network company's conduct of business;
- (g) a Transportation Network Company identifier to be displayed on a Transportation Network Company Vehicle, that may be in a removable format, for approval by the Licence Commissioner;
- (h) a list of all Transportation Network Company Drivers authorized to use the Transportation Network Company Platform, which list shall include the following information in a form satisfactory to the Licence Commissioner:
  - (i) confirmation that the Transportation Network Company Driver is authorized to use the Transportation Network Company Platform;
  - (ii) the full name, date of birth, address and phone number of the Transportation Network Company Driver; and
  - (iii) the year, make, model and Ontario licence plate number of the Vehicle to be operated by the Transportation Network Company Driver as a Transportation Network Company Vehicle;
- (j) A sworn declaration confirming that all Transportation Network Company Drivers have provided the following to the Transportation Network Company:
  - (i) proof of a current valid Class G driver's licence issued by the Province of Ontario pursuant to the *Highway Traffic Act*;
  - (ii) proof of being at least eighteen (18) years of age;
  - (iii) proof of Canadian Citizenship or Permanent Resident Status or a work permit to work as a Driver issued by the Government of Canada;

- (iv) the original search results of an annual Vulnerable Sector Criminal Record Check, enhanced screening for those employed in positions working with vulnerable persons, from each jurisdiction in Canada in which the applicant has been resident during the prior 365 days that is satisfactory in form and content to the Licence Commissioner. The Vulnerable Sector Check must be dated no more than one (1) year old for existing drivers providing service for a transportation network company and no more than thirty (30) days old upon presentation to a Transportation Network Company by drivers providing services for a transportation network company in the first instance, and that, unless approved by the Licence Commissioner or Windsor Licensing Commission, no transportation network company driver be permitted to provide service for a transportation network company where:
  - (i) (1) or more criminal convictions is shown on a Vulnerable Sector Criminal Record Check; or,
  - (ii) any record of offence relevant to the nature of the services of a transportation network company driver, or any record of offence that directly affects the transportation network company driver's ability to competently and responsibly carry on the services of a transportation network company driver, including but not limited to: an offence under the *Criminal Code*, the *Narcotics Control Act* or the *Food and Drug Act*;
- (v) an annual Statement of Driving Record issued by the Ontario Ministry of Transportation Safety and Regulations division. The record must be dated no more than thirty (30) days old prior to providing services for a Transportation Network Company and that, unless approved by the Licence Commissioner or Windsor Licensing Commission, no Transportation Network Company Driver be permitted to provide service for a Transportation Network Company where:
  - (i) nine (9) or more demerit points is shown on a Driver's Abstract issued by the Ministry of Transportation;
- (vi) proof that the Transportation Network Company Vehicle used by the Transportation Network Company Driver is no more than ten (10) years old;
- (vii) proof of a Safety Standards Certificate dated not more than thirty-six (36) days, issued by a certified mechanic duly licensed by the Province of Ontario for all vehicles associated with a transportation network company. Certificates shall be submitted in the following manner:
  - (i) prior to commencement of use as a Transportation Network Company Vehicle;
  - (ii) annually thereafter if the vehicle is five (5) years old or less;
  - (iii) biannually thereafter if the vehicle is more than 5 years old;
  - (iv) at any other time as the Licence Commissioner may require;

- (viii) proof of automobile liability insurance required by the *Compulsory Automobile Insurance Act* and an endorsement or an automobile liability insurance form approved by the Financial Services Commission of Ontario for use by a Transportation Network Company Driver.

### PART III – REGULATIONS

#### 4. Transportation Network Company (TNC) Regulations

##### 4.1 A Transportation Network Company shall:

- (a) ensure that every Transportation Network Company Driver authorized to use the Transportation Network Company Platform has submitted to the Transportation Network Company, all requirements listed under Section 3.1 (j) (i) to (viii) of this Schedule prior to commencement as a Transportation Network Company Driver and annually thereafter;
- (b) ensure all Transportation Network Company Vehicles, from the moment a ride is accepted up until the moment of passenger drop-off, are insured with Automobile Liability Insurance with limits of not less than \$2,000,000.00 inclusive per occurrence for bodily injury, death and damage to property. The Automobile Liability Insurance shall be provided through an endorsement or an automobile liability form approved by the Financial Services Commission of Ontario for use by a Transportation Network Company or Transportation Network Company Driver. Such coverage may be maintained by the Transportation Network Company Driver, the Transportation Network Company, or any combination of the two. The insurance coverage required herein shall be endorsed to the effect that the City of Windsor shall be given at least thirty (30) days' notice in writing of any cancellation or material variation to the policy;
- (c) maintain commercial general liability business insurance coverage of at least \$5,000,000.00 per occurrence, with The Corporation of the City of Windsor added as an additional insured, and must include a cross-liability provision and at least thirty (30) days notice of material change/cancellation provision;
- (d) an indemnity in favour of the City from and against claims, demands, losses, costs, damages, actions suits or proceedings that arise out of, or are attributable to, the Transportation Network Company's business and services, which shall be in a form satisfactory to the Licence Commissioner.
- (e) ensure that its Transportation Network Company Platform incorporates a global positioning system (GPS) in which all trips are recorded and be accessible for persons with disabilities;
- (f) ensure that a Transportation Network Company Driver has no access and is not authorized to use the Transportation Network Company Platform in any of the following circumstances:
  - (i) a Vulnerable Sector Criminal Record Check discloses one (1) or more criminal convictions or any record of offence relevant to the nature of the services of a Transportation Network Company Driver, or any record of offence that directly affects the Transportation Network Company Driver's ability to competently and responsibly carry on the services of a Transportation Network Company Driver, including but not limited to: an offence under the *Criminal Code*, the *Narcotics Control Act* or the *Food and Drug Act*;

- (ii) the Transportation Network Company Driver has had their driver's licence issued under the *Highway Traffic Act* cancelled, revoked or suspended for any reason;
  - (iii) the Ontario driver's record shows nine (9) or more demerit points for the Transportation Network Company Driver;
  - (iv) the Licence Commissioner has reasonable grounds to believe that the vehicle being operated by the Transportation Network Company Driver is unsafe;
  - (v) the Safety Standard Certificate relating to the transportation network company vehicle is not renewed annually for vehicles aged one (1) to ten (10) years of age and biannually for vehicles aged six (6) to ten (10) years of age;
  - (vi) the Transportation Network Company Driver does not maintain insurance as required by this By-law; or,
  - (vii) the Transportation Network Company Driver does not display the Transportation Network Company identifier when operating the Vehicle as a Transportation Network Company Vehicle;
- (g) notify the Licence Commissioner when a Transportation Network Company Driver is no longer authorized to access the Transportation Network Company Platform for any reason;
- (h) keep a current list of every Transportation Network Company Driver authorized to access the Transportation Network Company Platform and of every Transportation Network Company Vehicle in a readily accessible electronic format that includes:
- (i) the full name and address of every Transportation Network Company Driver;
  - (ii) the make, model and licence plate of every Transportation Network Company Vehicle; and,
  - (iii) operational data such as background and driving record checks, vehicle inspection records, trip sheets, and proof of insurance;
- (i) ensure that driver training is provided to all Transportation Network Company Drivers specific to the use of the Transportation Network Company's Platform, the handling of passengers, sensitivity towards diversity and accessibility and providing assistance to passengers in need;
- (j) prior to the collection of any personal information, a Transportation Network Company shall obtain a consent for such collection and potential disclosure to the Licence Commissioner from any Transportation Network Company Driver with whom it is affiliated in the City;
- (k) retain all records respecting transportation services offered, operated or facilitated by it in the City for a period of at least three (3) years and produce to the Licence Commissioner upon request any such records in electronic format within fourteen (14) days of the date of the request, including records required as part of random audits or investigations conducted by the Licence Commissioner to evaluate compliance with this By-law. Where any records referenced herein are required for law enforcement purposes, a Transportation Network Company shall make the requested records available to the requesting agency as soon as possible, and in any event within seven (7) days;

- (l) assist with the creation of passenger and driver accounts for use by the Licence Commissioner and shall not obstruct any accounts created for law enforcement purposes;
- (m) provide a name, telephone number, email address, and address for service within Ontario, to which the Licence Commissioner may send any communications, including any requests for information;
- (n) Disclose on its website and/or Transportation Network Company Platform used to communicate between passengers and Transportation Network Company Drivers, and make available for the public:
  - (i) fares to be charged, together with an explanation of the method used to calculate those fares;
  - (ii) the criteria applied by the Transportation Network Company to Transportation Network Company Drivers and Transportation Network Company Vehicles allowed to operate on or through the relevant Transportation Network Company Platform;
  - (iii) information on the types or categories of services available to passengers through the relevant Transportation Network Company Platform;
  - (iv) a clear explanation of insurance coverage of a Transportation Network Company and the Transportation Network Company Vehicle, including detailed information on how to submit a claim; and,
  - (v) advise that personal information collected by the Transportation Network Company may be disclosed to the City for the purposes of licensing enforcement when the passenger obtains transportation services within or from the City;
- (o) set fares based on market conditions to be charged to passengers transported by Transportation Network Company Drivers subject to the following conditions:
  - (i) the fare for a trip shall be communicated to a potential passenger clearly and transparently prior to the start of the trip;
  - (ii) the Transportation Network Company Driver shall not commence the trip until the passenger has provided electronic acceptance of the fare communicated in accordance with (i) above;
  - (iii) the Transportation Network Company Driver shall charge the passenger the communicated and accepted fare in accordance with (i) and (ii) above; and
  - (iv) a Transportation Network Company shall ensure that a record is maintained of the passenger's acceptance of the fare provided;
- (p) provide passengers with the following information prior to the start of a trip:
  - (i) the vehicle make and model;
  - (ii) the Transportation Network Company driver's first name;
  - (iii) the Ontario licence plate number of the Transportation Network Company Vehicle; and,
  - (iv) a photograph of the Transportation Network Company Driver;

- (q) at the conclusion of every trip, or require its Transportation Network Company Driver, provide the passenger an electronic receipt containing at least the following information:
  - (i) the fare charged;
  - (ii) the date and total time of the trip;
  - (iii) the start and end locations of the trip; and,
  - (iv) the Transportation Network Company Driver name and Ontario licence plate number of the Transportation Network Company Vehicle;
- (r) that all of Transportation Network Company Drivers affix securely to their Transportation Network Company Vehicle a Transportation Network Company identifier when operating as a Transportation Network Company Vehicle;
- (s) only permit passengers requesting transportation to submit a request for transportation through a Transportation Network Company Platform;
- (t) not permit, encourage, or condone the acceptance of hails or the solicitation of passengers by Transportation Network Company Drivers, whether on the street or at a taxicab stand or in any other manner or at any other location;
- (u) ensure that all Transportation Network Company Drivers authorized to use its Transportation Network Company Platform have an ongoing duty to disclose:
  - (i) any criminal charges relevant to the nature of the services of a Transportation Network Company Driver, or directly affects the Transportation Network Company Driver's ability to competently and responsibly carry on the services of a Transportation Network Company Driver, including but not limited to: a charge under the *Criminal Code*, the *Narcotics Control Act* or the *Food and Drug Act*;
  - (ii) any suspension of their Ontario driver's licence;
  - (iii) any change in insurance; and,
  - (iv) any accidents while operating as a Transportation Network Company Vehicle;
- (v) ensure there is a dispute resolution process for dealing with any complaints regarding fees, customer service, or any other issues arising from the Transportation Network Company operation and such complaint records be made available to the City or as requested by the Licence Commissioner;
- (w) issue to all affiliated Transportation Network Company Drivers, current information normally associated with an identification card in written or accessible electronic form bearing the following information:
  - (i) the first and last name and photograph of the Transportation Network Company Driver;
  - (ii) the make, model and Ontario licence plate number of the Transportation Network Company Vehicle used by the Transportation Network Company Driver; and,
  - (iii) the name and contact information of the Transportation Network Company with which the Transportation Network Company Driver is affiliated;
- (x) ensure that all Transportation Network Company Drivers authorized to use the Transportation Network Company Platform have the



identification card required under subsection (w) in the Transportation Network Company Vehicle at all times when transportation services are offered and provided, and, is produced immediately upon request of the Licence Commissioner or an inspector or compliance officer authorized to conduct the enforcement of this By-law; and,

- (y) ensure all Transportation Network Company Drivers authorized to use the Transportation Network Company Platform are operating Transportation Network Company Vehicles that are no more than ten (10) years old.

4.2 A Transportation Network Company Driver shall not:

- (a) transport a passenger who is a minor unless accompanied by an adult;
- (b) solicit or accept requests for transportation services that are not prearranged using the Transportation Network Company Platform the Transportation Network Company Driver is authorized to use, including street hails or picking up fares at taxi stands or in any other manner or at any other location;
- (c) accept payment by cash from a passenger;
- (d) fail to notify the Transportation Network Company in writing of any change in any of the information required by the Transportation Network Company prior to access to the Transportation Network Company Platform;
- (e) operate a vehicle as a Transportation Network Company Vehicle unless the vehicle:
  - (i) is not more than ten (10) years old;
  - (ii) displays the Transportation Network Company identifier when operating as a Transportation Network Company Vehicle;
  - (iii) has no meter, roof light or markings that have the effect of making it look like a taxicab or identify it as being available for hire;
- (f) provide transportation services without maintaining accurate trip records which are to be made available to the Licence Commissioner or inspector or compliance officer authorized to conduct the enforcement of this By-law.
- (g) deviate from the shortest possible route to the destination requested by a passenger as determined by GPS unless the passenger designates another route;
- (h) fail to produce their identification card required under subsection 1 (w), driver's licence, proof of insurance, or evidence that they are operating pursuant to a transportation network company platform immediately upon request of the Licence Commissioner or an inspector or compliance officer authorized to conduct the enforcement of this By-law; and,
- (i) leave any passenger at any location other than the destination requested by the passenger unless the driver is unable to take the passenger to the requested destination by reason of:
  - (i) the Transportation Network Company Vehicle is incapable of being operated safely;
  - (ii) the Transportation Network Company Driver being incapable of operating the Transportation Network Company Vehicle safely; or,

- (iii) the conduct of the passenger being such that the Transportation Network Company Driver can no longer operate the Transportation Network Company Vehicle safely and in such cases, the Transportation Network Company Driver has requested the attendance of the police.

2. That this By-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading – December 9, 2024  
Second Reading – December 9, 2024  
Third Reading – December 9, 2024

BY-LAW NUMBER 178-2024

A BY-LAW TO AUTHORIZE THE EXECUTION OF THE COST SHARING AGREEMENT FOR THE CABANA CORRIDOR IMPROVEMENTS PHASE 4 BETWEEN THE CORPORATION OF THE CITY OF WINDSOR (THE MUNICIPALITY) AND HIS MAJESTY THE KING IN RIGHT OF ONTARIO, REPRESENTED BY THE MINISTER OF TRANSPORTATION (THE MINISTRY)

Passed the 9<sup>th</sup> day of December 2024.

**WHEREAS:**

- A. the Municipality requested and the Ministry agreed to permit the Municipality to design and construct “Cabana Corridor Improvements Phase 4 - Highway 3 to Mount Carmel Drive” known as Cabana Road West (the “**Road**”) at the intersection of Highway 3 (Huron Church Road) and Cabana Road West;
- B. the Municipality requested and the Ministry agreed to permit the Municipality to design and construct the work including associated highway improvements (the “**Highway Work(s)**”) upon the terms and conditions of this Agreement;
- C. the Ministry has agreed to contribute in part to the costs of the Highway Work in accordance with the terms and conditions of this Agreement.
- D. Section 116 of the PTHIA allows the Minister to enter into agreements for the purposes of the PTHIA, including agreements related to the safety and mobility of people and goods.
- E. The parties now wish to set out in writing the terms and conditions of their respective contributions and responsibilities pursuant to the terms and conditions of this Agreement.

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

1. That the Mayor, the Chief Administrative Officer, City Clerk and the City Engineer of The Corporation of the City of Windsor be and are hereby authorized to execute any agreements, including Cost Sharing Agreements, and any amendments thereto, between His Majesty the King in right of Ontario, represented by the Minister of Transportation and The Corporation of the City of Windsor, relating to the Ministry contribution to the Cabana Corridor Improvements Phase 4 between Highway 3 (in the Ministry Land) and Mount Carmel Drive (in the City of Windsor land).

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

DREW DILKENS, MAYOR

CITY CLERK

First Reading – December 9, 2024  
Second Reading – December 9, 2024  
Third Reading – December 9, 2024

BY-LAW NUMBER 179-2024

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 9<sup>TH</sup> DAY OF DECEMBER, 2024

Passed the 9<sup>th</sup> day of December, 2024.

**WHEREAS** it is deemed expedient that the proceedings of the Council of The Corporation of the City of Windsor at this meeting be confirmed and adopted by by-law;

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

1. The action of the Council of The Corporation of the City of Windsor in respect to each recommendation contained in the Report/Reports of the Committees and the local Boards and Commissions and each motion and resolution passed and other action taken by the Council of The Corporation of The City of Windsor at this meeting is hereby adopted and confirmed as if all such proceedings were expressly in this by-law.
2. The Mayor and the proper officials of The Corporation of the City of Windsor are hereby authorized and directed to do all things necessary to give effect to the action of the Council of The Corporation of the City of Windsor referred to in the preceding section hereof.
3. The Mayor and the City Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of The Corporation of the City of Windsor.

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

DREW DILKENS, MAYOR

CITY CLERK

First Reading – December 9, 2024  
Second Reading – December 9, 2024  
Third Reading – December 9, 2024



**Council Questions: SCM 352/2024**

**Subject: Summary of Outstanding Council Questions as of November 28, 2024**

As of November 28, 2024

**OUTSTANDING COUNCIL QUESTIONS**

Just a reminder that this is quoted from the 2004 Council report:

**“overdue Council Questions (i.e., outstanding for 30 days or more) be responded to immediately.”**

**Outstanding:**

- 2020 – 3
- 2021 – 3
- 2022 – 1
- 2023 – 10
- 2024 – 36

**2020**

**Total Outstanding: 3**

<b>COUNCIL MEMBER</b>		<b>QUESTION – ISSUES RAISED</b>	
Kieran McKenzie	Comm. Human Health & Services and Comm. Economic Development	<b>CQ4-2020</b> That Administration prepare a comparative analysis of the Affordable Housing frameworks and incentives that are in place in comparable municipalities. To the extent that the data is available the analysis should consider all forms of affordable housing and the composition of the affordable housing marketplace in the communities analyzed.  SS2020 (February 3, 2020)	<b>Type of Response Required</b> -Written Report
Fabio Costante	Comm. Corporate Services  (Executive Director Human Resources)	<b>CQ17-2020</b> It is important that we recognize and acknowledge the historic and systemic nature of racism and discrimination in our country and our City. We understand that to move forward and promote equity and eliminate anti-racism requires reaching out to and hearing from the voices of those in our community and Corporation most impacted by discrimination and racism.  In this pursuit, it is also essential that we work towards having a Corporation that is representative of the people it serves and that everyone is treated with respect. As such, I am	<b>Type of Response Required</b> -Written Report

		<p>seeking the input and recommendations of Administration and our Diversity Advisory Committee on the viability of:</p> <ol style="list-style-type: none"> <li>1. Including community-led consultations on systemic racism, under Phase 2 of the City of Windsor Diversity and Inclusion Initiative.</li> <li>2. Seeking the input of those in our Corporation and related entities and our community most affected by racism and discrimination, regarding barriers to hiring and advancement in our Corporation and related entities as part of the Diversity and Inclusion Initiative.</li> <li>3. Including recommendations and input regarding providing historical information and educational materials for City owned statues, buildings and streets named with racist histories as part of the Diversity and Inclusion Initiative, and further developing a plan for inclusive street and property naming practices in the future.</li> </ol> <p>APM2020 (July 13, 2020)</p>	
McKenzie	Comm. Economic Development	<p><b>CQ32-2020</b></p> <p>That Administration review and report back to Council on tree protection and replacement policies as it relates to the City of Windsor’s land development bylaws. The review should include information pertaining to replacement ratios and the mechanisms by which trees are protected and required to be protected through the development process as well as the extent to which development is impacting the total tree count under our current framework along with options for Council to consider in terms of protecting trees and increasing tree cover through land development policy.</p> <p>SRT2020 (December 7, 2020)</p>	<p><b>Type of Response Required</b> -Written Report</p>



**Total Outstanding: 3**

<b>COUNCIL MEMBER</b>		<b>QUESTION – ISSUES RAISED</b>	
Jo-Anne Gignac	Comm. Corporate Services (Executive Director of Human Resources)	<p><b>CQ7-2021</b>                      Asking Administration to provide a report to Council outlining the policy that regulates procedures after an accident involving City vehicles and any amendments they might propose to update it.</p> <p>ACD2021 &amp; AL2021 18.2 (March 29, 2021)</p>	<p><b>Type of Response Required</b>                      -Written Report</p>
Kieran McKenzie	Comm. Corporate Services	<p><b>CQ17-2021</b>                      Asks that, to promote greater public safety for all people, that Administration work to develop a by-law for Council consideration to provide the City of Windsor with additional tools within the licensing framework for enforcement agencies to address unsafe and illicit activity in hotels and motels across the community that create dangerous and undesirable situations for motel guests, neighbours, and community members alike. The bylaw development process should include consultation process with industry stakeholders and social service providers, social agencies and health providers from both within and external to the City of Windsor as well as any other stakeholder group deemed appropriate by Administration.</p> <p>AB2021 &amp; MH2021 18.1 (July 26, 2021)</p>	<p><b>Type of Response Required</b>                      -Written Report</p>
Jo-Anne Gignac	Comm. Economic Development	<p><b>CQ26-2021</b>                      Asks that Administration research what municipal zoning bylaws may be in place in other municipalities in Ontario or across Canada that regulate Cannabis retail outlets/consumption areas.</p> <p>GP/13047 18.3 (November 1, 2021)</p>	<p><b>Type of Response Required</b>                      -Written Report</p>

**Total Outstanding: 1**

<b>COUNCIL MEMBER</b>		<b>QUESTION – ISSUES RAISED</b>	
Fabio Costante	Comm. Community Services	<b>CQ14-2022</b> Asks that, as part of the Urban Forest Management Plan, Administration should include information about the following: How a tree is determined to be either public or privately owned. Reason(s) for potential change in ownership status. The impacts of change in ownership status for the municipality and the private property owner with respect to liability, maintenance and replacement costs.  ACQ2022 & SRT2022 (August 8, 2022)	<b>Type of Response Required</b> -Written Report

**Total Outstanding: 10**

<b>COUNCIL MEMBER</b>		<b>QUESTION – ISSUES RAISED</b>	
Kieran McKenzie	Comm. Economic Development	<p><b>CQ1-2023</b>                      Asks that given Council's declaration of a Climate Change Emergency informing the need to address climate change through municipal policy frameworks;</p> <p>And further, given the energy capacity challenges and opportunities faced by our community over the short, medium and long term;</p> <p>That Administration report back to Council with proposals for Council consideration to create a Green Energy Community Energy Plan (CIP) with the goal of creating a favourable energy investment climate for sustainable energy proposals.</p> <p>ACOQ2023 (January 16, 2023)</p>	<p><b>Type of Response Required</b>                      -Written Report</p>
Kieran McKenzie	Comm. Economic Development (City Planner)	<p><b>CQ5-2023</b>                      Given the significant housing crisis challenging municipalities across Canada, including the City of Windsor</p> <p>And noting, the objective stated by the Government of Ontario to add 1.5 Million home across the province over the next 10 years, including 13,000 in our Community.</p> <p>And Whereas, the City of Windsor has already recognized the benefits of adding housing capacity through Additional Dwelling Units (ADUs) by enacting Planning Act amendments thereby eliminating some barriers to investment.</p> <p>That Administration report back with further options for Council to consider that would include a range of financial tools including (but not necessarily limited to) a targeted Community Improvement Plan or Grant program that would address industry challenges to help promote greater uptake of the opportunity to augment housing stock through investments in ADUs.</p> <p>SS2023 (February 13, 2023)</p>	<p><b>Type of Response Required</b>                      -Written Report</p>

Kieran McKenzie	Comm. Corporate Services (City Clerk)	<p><b>CQ6-2023</b></p> <p>That, given the City of Windsor’s stated objective in Council’s approved Diversity and Inclusion Initiative to: continually take steps to learn and grow as a community and to recognize that “diversity adds to our strength and creates an important opportunity for fostering understanding, acceptance and innovation”, and,</p> <p>The City’s publicly articulated commitment to an Agency, Board and Committee (ABC) appointments process that is transparent, fair and consistent;</p> <p>That Administration undertake a review of the city’s appointment policy, including a comparison to processes and policies adopted in peer municipalities such as (but not limited to) London, Kitchener and Cambridge and report back with options for Council consideration in terms of best practices or improvements that can be made in the context of Equity, Diversity, Inclusion, Transparency and Accountability.</p> <p>ACO2023 (February 13, 2023)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Angelo Marignani	Comm. Community Services	<p><b>CQ10-2023</b></p> <p>That Administration report back to City Council on a collaboration with Detroit City Council in creating a new International Freedom Festival. This world class civic event will promote international investment while improving the quality of life in our city. It will showcase our rich heritage and shared identity of our two cities. The focal point of this new annual festival will be the new Gordie Howe International Bridge, opening in 2024. There is more than a bridge that connects us and it is in our advantage to strengthen these connections.</p> <p>SR2023 (February 27, 2023)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Mark McKenzie	Comm. Community Services	<p><b>CQ12-2023</b></p> <p>Asks that Administration develop new policies and provide report back to tamp down on “frivolous, dangerous and unreasonable” behaviour at City Hall and other City owned facilities, similar to Essex County Council. Also, report back on feasibility of installing metal detectors at City Hall and WFCU Centre.</p> <p>ACO2023 (May 29, 2023)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p> <p>Referred to 2025 Budget</p>

Mark McKenzie	Comm. Infrastructure Services	<p><b>CQ13-2023</b> Asks Administration re-examine the Driveway Requirement Policy regarding 2.2.1 which deals with not allowing front parking, as well as the Official Plan to allow front driveways with report back to Council.</p> <p>SB2023 &amp; ACOQ2023 (May 29, 2023)</p>	<p><b>Type of Response Required</b> -Written Report Deferred to a future meeting of Council</p>
Mark McKenzie	Comm. Corporate Services	<p><b>CQ22-2023</b> Asks that Administration be directed to provide options on targeted and pro-active enforcement in paved alleys to address garbage, vandalism, encampments, and land maintenance concerns up to and including any possible collaborative efforts that can be initiated with other City departments and resources.</p> <p>ACOQ2023 &amp; ACO2023 (July 10, 2023)</p>	<p><b>Type of Response Required</b> -Written Report</p>
Renaldo Agostino	Comm. Infrastructure Services / Comm. Economic Development	<p><b>CQ26-2023</b> Certain cities across North America have introduced pre-approved housing and primary/secondary/ADU galleries/permits to streamline the process and lower construction costs for residential and accessory dwelling units in order to boost their city's housing supply without dramatically altering neighbourhoods.</p> <p>Raleigh, Stockton and Los Angeles to name a few.</p> <p>The City of Enderby, British Columbia hosted a competition for drawings. The winners' drawings are now for sale by the city to builders for \$1000 each. The drawings are pre-approved and in compliance.</p> <p>Asks that Administration look at these models which could help standardize rules, save time and money and speed up the building of more homes in our city.</p> <p>ACO2023 (September 18, 2023)</p>	<p><b>Type of Response Required</b> -Written Report</p>
Jo-Anne Gignac	Comm. Economic Development	<p><b>CQ33-2023</b> Asks that Administration report back with tools that we, as a municipality, have to protect areas of our city that we have designated or identified, such as historic districts, historic neighbourhoods or even roadways, such as the Riverside Vista, as developments and intensification occurs in order to ensure that these developments compliment these identified areas.</p> <p>ACO2023 (October 30, 2023)</p>	<p><b>Type of Response Required</b> -Written Report</p>

Renaldo Agostino	Comm. Infrastructure Services	<p><b>CQ35-2023</b></p> <p>Recently I've had reports from concerned citizens in regards to the operations from out of town buses. I myself was almost involved in a car accident in-front of the police station where a bus just randomly stopped to drop off passengers. I've also had reports concerning seniors being left out in the cold waiting hours for a bus to pick them up with no shelter. Asks that Administration report back regarding out of town buses not utilizing our bus station and what steps can be taken to motivate them to do so.</p> <p>ACO2023 (October 30, 2023)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
------------------	-------------------------------	--	--

**Total Outstanding: 36**

<b>COUNCIL MEMBER</b>		<b>QUESTION – ISSUES RAISED</b>	
Gary Kaschak	Chief Administrative Officer	<p><b>CQ1-2024</b>                      Asking that Administration provide a comprehensive report regarding all of the activities, situations, interactions &amp; ramifications involved that occur within our Municipality from having the two current Federal border crossings &amp; soon to be 3 located in our City. All financials, use of City employees &amp; monies involved with Windsor hosting these Federal border crossings are required to be outlined for City Council.</p> <p>ACO2024 &amp; GF2024 (January 15, 2024)</p>	<p><b>Type of Response Required</b>                      -Written Report</p>
Renaldo Agostino	Comm. Infrastructure Services	<p><b>CQ4-2024</b>                      Asks that Administration look into removing parking metres across the city and replacing them with modern technology. I would like to know the costs of upgrading our system and the savings we could realize or any additional revenue sources.</p> <p>ACO2024 (January 15, 2024)</p>	<p><b>Type of Response Required</b>                      -Written Report</p> <p>Deferred to a future meeting of Council</p>
Mark McKenzie	Comm. Community Services	<p><b>CQ5-2024</b>                      Asks that administration report back with a variety of operating models &amp; options for Lakeview park marina, including potential divestment options.</p> <p>ACO2024 &amp; SR2024 (January 15, 2024)</p>	<p><b>Type of Response Required</b>                      -Written Report</p>
Renaldo Agostino	Comm. Infrastructure Services	<p><b>CQ7-2024</b>                      Asks that Administration look into changing some one-way streets downtown back into two-way streets. This has the potential to make our roads safer and bring more business downtown on Pellissier and McDougall, for example.</p> <p>ACO2024 &amp; ST2024 (February 12, 2024)</p>	<p><b>Type of Response Required</b>                      -Written Report</p>
Mark McKenzie	Comm. Infrastructure Services	<p><b>CQ10-2024</b>                      Asks that Administration report back regarding a policy adjustment for approval, which would change the permit policy to require a property owner to sign off on any permit applications.</p> <p>ACO2024 &amp; SB2024 (February 12, 2024)</p>	<p><b>Type of Response Required</b>                      -Written Report</p>

Angelo Marignani	Comm. Community Services	<b>CQ12-2024</b> Asks that Administration consider instituting an annual citizen recognition award in Windsor to honour hard-working individuals who contribute to our community's well-being. This award would celebrate their effort, inspiring others and reinforce our city's values of compassion and dedication.  ACO2024 & APR2024 (February 26, 2024)	<b>Type of Response Required</b> -Written Report
Gary Kaschak	Comm. Community Services	<b>CQ13-2024</b> Asks that Administration prepare a report in regards to the potential of City installing a couple squash courts at a City owned facility for residents to rent & use moving forward. I understand there are no squash courts or facilities any longer in the City.  ACO2024 & SR2024 (February 26, 2024)	<b>Type of Response Required</b> -Written Report  Referred to 2025 Budget
Jo-Anne Gignac	Comm. Community Services	<b>CQ16-2024</b> Asks that Administration provide a report on the feasibility of adding indoor pickle ball courts to our facilities where space allows, utilizing the space as much as possible.  ACOQ2024 & SR2024 (March 18, 2024)	<b>Type of Response Required</b> -Written Report  Referred to 2025 Budget
Jo-Anne Gignac	Comm. Economic Development	<b>CQ17-2024</b> Asks that Administration prepare a report on feasibility of a residential "outdoor lighting by-law", similar to those in Muskoka, Tecumseh and Lakeshore.  ACOQ2024 & AB2024 (March 18, 2024)	<b>Type of Response Required</b> -Written Report
Fabio Costante	Comm. Corporate Services	<b>CQ21-2024</b> Asks that Administration report back on the Short-Term Rental License By-law, what is working and what is not, especially from an enforcement perspective. Further, report back on potential strategies, taking into account what other municipalities are doing, in addition to advocacy proposals to upper level government.  ACOQ2024 & ACL2024 (March 18, 2024)	<b>Type of Response Required</b> -Written Report
Kieran McKenzie	Comm. Infrastructure Services	<b>CQ23-2024</b> Asks that Administration report back to Council on the feasibility, financial and service level implications of adding snow removal services on residential roads for Transit Windsor School Bus Extra routes.  ACOQ2024 & SW2024 (March 18, 2024)	<b>Type of Response Required</b> -Written Report



Kieran McKenzie	Comm. Infrastructure Services	<p><b>CQ25-2024</b></p> <p>Asks that given the significant public safety and public nuisance concerns raised in our community related to illegal car rallies and excessive noise from motor vehicles;</p> <p>That Administration analyze and report back to Council on all available tools for Council consideration including strengthening bylaws as well as investments in new technologies including camera and sound detection devices and other hardware that can help to address these reckless driving behaviours;</p> <p>And Further that Administration conduct a review of what other municipalities have implemented to address this concern and undertake this analysis in collaboration with the Windsor Police Service and any other pertinent stakeholder. Carried.</p> <p>SP2024 &amp; ACOQ2024 (April 22, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Kieran McKenzie	Comm. Infrastructure Services	<p><b>CQ26-2024</b></p> <p>Asks that Administration Report back to Council with strategies for Council consideration to address transportation and transit services related challenges in the Twin Oaks Industrial Park.</p> <p>MT2024 &amp; ACOQ2024 (April 22, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Renaldo Agostino	Comm. Economic Development	<p><b>CQ28-2024</b></p> <p>Asks that Administration report back to examine the opportunities to eliminate or reduce parking requirements for new residential developments in the downtown core.</p> <p>ST2024 &amp; ACOQ2024 (May 13, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Angelo Marignani	Comm. Community Services	<p><b>CQ30-2024</b></p> <p>When responding to the CQ 16-2024 regarding indoor pickle ball courts asks that administration report back on limiting Pickleball bookings and making it more open to more users.</p> <p>SR2024 &amp; ACOQ2024 (May 27, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p> <p>Referred to 2025 Budget</p>

Kieran McKenzie	Comm. Infrastructure Services	<p><b>CQ31-2024</b> Asks that Administration bring forward a Capital Plan for Council consideration, to construct appropriate cycling facilities along Riverside Drive from Ford Ave. to Strabane Ave. along a concurrent timeline as the Riverside Vista Phase 2A and that the project be funded through the Bikeways Development Fund.</p> <p>SW/8513 &amp; ACOQ2024 (June 10, 2024)</p>	<p><b>Type of Response Required</b> -Written Report</p>
Kieran McKenzie	Comm. Economic Development	<p><b>CQ32-2024</b> Asks that Administration report back on options that will help address scenarios where tenants in rental accommodations in the City of Windsor may be at risk for heat exposure in their dwelling unit.</p> <p>ACO2024 &amp; ACOQ2024 (July 8, 2024)</p>	<p><b>Type of Response Required</b> -Written Report</p>
Renaldo Agostino	Comm. Economic Development	<p><b>CQ33-2024</b> Asks that given over the past month, our downtown has unfortunately seen some long-standing businesses leave their location due to landlord/tenant issues including earlier eviction then may be necessary. Acknowledging that administration is currently undergoing a review of all CIPs, I ask that when the final report comes back, it includes a review of potential CIP options that could help mitigate such situations in the downtown core.</p> <p>ACO2024 &amp; ACOQ2024 (July 8, 2024)</p>	<p><b>Type of Response Required</b> -Written Report</p>
Angelo Marignani	Comm. Community & Corporate Services	<p><b>CQ34-2024</b> Asks that Administration report back to Council on the potential of naming or dedicating one of the currently unnamed storm water ponds found within the Little River Corridor park in recognition of Teachers and Mentors.</p> <p>SR2024 &amp; ACOQ2024 (July 22, 2024)</p>	<p><b>Type of Response Required</b> -Written Report</p>
Mark McKenzie	Comm. Infrastructure Services	<p><b>CQ35-2024</b> Asks that Administration report back to Council on the potential of removing underused street parking meters including, but not limited to, Tecumseh Road East.</p> <p>ST2024 &amp; ACOQ2024 (July 22, 2024)</p>	<p><b>Type of Response Required</b> -Written Report</p>

Kieran McKenzie	Comm. Infrastructure Services	<p><b>CQ36-2024</b></p> <p>Asks that Administration report back on traffic volumes and public safety at the intersection of Lauzon Parkway and Twin Oaks Drive and propose any mitigation measures that could improve the intersection from both a functionality and public safety standpoint.</p> <p>ST2024 &amp; ACOQ2024 (September 9, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Gary Kaschak	Comm. Community & Corporate Services	<p><b>CQ37-2024</b></p> <p>Asks that Administration prepare a report for City Council outlining what it would entail from an Administrative &amp; Financial standpoint to potentially have the similar 'Supie Program' at one Park in all 10 Wards starting in the spring/summer of 2026.</p> <p>The Councillor along with Administration would determine the Ward Park location.</p> <p>SR2024 &amp; ACOQ2024 (September 9, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Renaldo Agostino	Comm. Community & Corporate Services	<p><b>CQ38-2024</b></p> <p>Asks that Administration examine the existing sign bylaw to include provisions for temporary graffiti, applied by paint or power washed to create a reverse graffiti look on municipal sidewalks. Additionally, request the administration allows WIFF to install temporary graffiti on the municipal sidewalks under a right-of-way permit from October 1st to November 4th, 2024, notwithstanding the current sign bylaw.</p> <p>ACO2024 &amp; ACOQ2024 (September 9, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Jo-Anne Gignac	Comm. Community & Corporate Services	<p><b>CQ39-2024</b></p> <p>Asks Administration for a report on funds that are available for waterfront property that could become parkland. There are two sites in Riverside being brought forward by residents: Shores Park and the former Abars site</p> <p>SR2024 &amp; ACOQ2024 (September 9, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Kieran McKenzie	Comm. Community & Corporate Services	<p><b>CQ40-2024</b></p> <p>Asks that Administration report back on the open data frameworks we have at the City of Windsor and report back on best practices observed in comparable communities across Ontario.</p> <p>ACOQ2024 &amp; ACO2024 (September 23, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>

Renaldo Agostino	Comm. Infrastructure Services	<b>CQ41-2024</b> Asks that Administration review the current encroachment policy, landscaping best practice, and if needed, by-law 25 to provide options to property owners with lower risk encroachments.  ACOQ2024 & ACO2024 (September 23, 2024)	<b>Type of Response Required</b> -Written Report
Fred Francis	Comm. Human & Health Services	<b>CQ42-2024</b> Asks that Administration report back to City Council with respect to options for homelessness, specifically the logistics and costs for creating tiny home villages, similar as to what has been done in other Ontario cities. This report should also include any pros and cons of doing so, based on best practices and testimonials from the other City's governments, if applicable.  SS2024 & ACOQ2024 (September 23, 2024)	<b>Type of Response Required</b> -Written Report
Fabio Costante	Comm. Community & Corporate Services	<b>CQ43-2024</b> Asks that Administration report back on the status of the Barron Bowl Project at the Ryan Barron Memorial Skate Park located in Atkinson Park. The project update to include the current funding, projected costs, design, and feasibility. Additionally, Administration to report back on alternative Ryan Barron Memorial Skate Park improvements determined through stakeholder engagement that could be completed within the current available funding and include options for a funding source to at least match the current available funds that have been raised by the Community.  SR2024 & ACOQ2024 (September 23, 2024)	<b>Type of Response Required</b> -Written Report
Renaldo Agostino	Comm. Infrastructure Services	<b>CQ44-2024</b> Asks that Administration report back on parking capacity and usage in the downtown lots and on the riverfront with potential opportunities to repurpose riverfront lots consistent with the spirit and content of the central riverfront implementation plan to generally and positively activate these parts of our riverfront. Examples would be a Ferris wheel / Christmas Market / Container Park.  SR2024 & ACOQ2024 (September 23, 2024)	<b>Type of Response Required</b> -Written Report

Fred Francis	Comm. Infrastructure Services	<p><b>CQ45-2024</b></p> <p>Asks that Administration provide a traffic flow status report for City Council's review. This report should identify if changes, reviews, or updates need to be made to the current Transportation Master Plan. Also, the report should identify any problematic trends or patterns that have been seen regarding traffic flow throughout the city.</p> <p>ACOQ2024 &amp; ST2024 (October 28, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Fred Francis	Comm. Community & Corporate Services	<p><b>CQ46-2024</b></p> <p>Asks that Administration provide a report pertaining to the use of Artificial Intelligence software within City business and operations. What is our plan to utilize AI within the City business and operations? How are other cities and different levels of government moving forward with the usage of AI?</p> <p>ACOQ2024 &amp; SI2024 (October 28, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Renaldo Agostino	Comm. Human & Health Services	<p><b>CQ47-2024</b></p> <p>Asks that Administration write a letter to the provincial government reiterating our support for the Ontario Big City Mayor's recent motion on chronic homelessness, mental health safety and the addictions crisis and the need for immediate and swift action and should this result in new or expanded mandatory treatment programs, that Windsor be consulted and considered for any pilot project or initiative.</p> <p>ACOQ2024 &amp; MH2024 (October 28, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Renaldo Agostino	Comm. Community & Corporate Services	<p><b>CQ48-2024</b></p> <p>Tenants have been displaced from the Westcourt building for 5 years since it suffered a fire. Asks that administration report back on the status of building occupancy and any litigation, and further, any efforts that the city can enforce through the use of the vacant home tax to discourage prolonged vacancy in these circumstances</p> <p>ACOQ2024 (November 25, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Fred Francis	Comm. Infrastructure Services	<p><b>CQ49-2024</b></p> <p>Asks that Administration please provide a report pertaining to the appropriate distance between signalized street light crossings in the city of Windsor, including the stretch of roadway on Dougall Avenue from the Walmart entrance to Cabana Road.</p> <p>ACOQ2024 &amp; ST2024 (November 25, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>

Angelo Marignani	Comm. Infrastructure Services	<p><b>CQ50-2024</b></p> <p>Asks that Administration look at pedestrian crosswalks that currently use the flashing yellow light system and switching them over to a regular traffic signal light that is only activated when the pedestrian presses the button. The two locations that I brought up were at the intersection of Rosebriar and Forest Glade Dr. I also looked at the report to come back with information about a similar setup of pedestrian activated crosswalks regular traffic signal light at the Banwell and Firgrove intersection.</p> <p>ACOQ2024 &amp; ST2024 (November 25, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Mark McKenzie	Comm. Infrastructure Services	<p><b>CQ51-2024</b></p> <p>Asks that Administration report back on replacing the pedestrian crossing (PXO) at Wyandotte and Chilver road with a lighted crossing that only activates when pedestrians push the button. (similar to Parent &amp; Ellis)</p> <p>ACOQ2024 &amp; ST2024 (November 25, 2024)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>

/sg  
as of November 28, 2024

**Item No. 18.2**



**Committee Matters: SCM 350/2024**

**Subject: Outstanding Council Directives as of October 28, 2024**

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
December 17, 2012	CR293/2012	16287	Corporate Services	That the report of the City Planner dated November 21, 2012 entitled "Exemption from Sandwich Demolition Control By-law 20-2007 — 508, 520, 540, 556, 570, 590, 604, 612, 615, 622, 623, 631, 639, 646, 663, 670, 673, 686, 704, 710, 718, 724, 730, 738, 744, 750, 753, 758-760, 759, 765, 764, 769, 772, 777, 778, 781, 784, and 790 Indian Road, 812 and 862 Mill Street, and 764, 770, 780 and 788 Rosedale Avenue" BE DEFERRED as requested by the Canadian Transit Company, to allow for further discussions with administration on this matter.	Report remains deferred as per City Solicitor.
August 24, 2015	CR159/2015	17893	Corporate Services	That City Council APPROVE the award of the Workforce Management Solution RFP 69-14 to the successful proponent, WorkForce Software; and...  That the final FTE staffing changes reductions and resultant project savings and completions, BE REPORTED to City Council as part of or prior to the 2018 budget process.	
May 16, 2016	CR334/2016	S 76/2016	Finance & City Treasurer	THAT City Council AUTHORIZE the CFO/City Treasurer (or delegate) to sign Minutes of Settlement as it relates to the Centralized Property Appeals.  THAT the CFO/City Treasurer (or delegate) BE REQUIRED to report the results of the Minutes of Settlement to City Council once all appeals have been finalized.	



## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 15, 2018	B32/2018	S 184/2017	Community Services	<p>THAT the report from the City Forester regarding an update on the progress of a City-wide Tree Inventory Project, a Preventative Tree Maintenance Program and a Urban Forest Management Plan BE RECEIVED; and further,</p> <p>...That Administration PROVIDE information on any available subsidized programs which may exist by investigating best practices used in other municipalities; and that this information BE PROVIDED during the 2019 Budget deliberation process.</p>	
March 26, 2018	CR155/2018	C 52/2018	Infrastructure Services	<p>THAT City Council APPROVE all required expenditures to complete the deliverables of the demolition and development of 6700 Raymond Avenue, as per CR366/2017, and...</p> <p>That once the tender results are known that a report be submitted to City Council relative to the award of the contract and identifying a funding source for any projected funding shortfalls that may arise.</p>	
May 07, 2018	CR275/2018	C 77/2018	Infrastructure Services	<p>That Council PROVIDE Riverwest with the City's copyright permission to use banners... and further,</p> <p>That Council APPROVE the requested \$5000 indemnity and that this BE CHARGED to the Budget Stabilization Reserve Fund (BSR) and that Administration BE DIRECTED to prepare a draft policy for Council's consideration regarding banners (how they can be requested, all costs associated, etc.) outlining what would be expected.</p>	

**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 17, 2018	CR503/2018	S 122/2018	Community Services	<p>That the report of the Manager Parks Development, dated July 20, 2018, responding to CQ27-2017 regarding first responders signage for parks, BE RECEIVED for information; and,...</p> <p>That Administration BE DIRECTED to develop a wayfinding standards policy based on the results of the Little River Corridor wayfinding signage and markers, as a pilot project, to be brought to City Council for approval.</p>	
October 01, 2018	CR550/2018	C 165/2018	Community Services	<p>That the report from Glos Associates Inc. titled "Proposed Relocation/Construction of Lanspeary Park Greenhouse Feasibility Study" and dated September 10, 2018 BE RECEIVED; and further,...</p> <p>That Administration BE DIRECTED to offer options for the expansion of the demonstration house on the site within the re-development plans for Lanspeary Park (options showcasing the low impact re-development); and further,</p> <p>That Administration BE DIRECTED to provide information on production numbers for having this in-house versus externally for this service (how much does the taxpayer benefit from having this in- house.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
February 04, 2019	CR35/2019		Finance & City Treasurer	<p>That City Council APPROVE, as per the requirements of the Leadership Asset Management Program (LAMP), the use of the tools and guidelines for Triple bottom line plus (TBL+), Whole life-cycle (WLC) and Business Case Evaluation (BCE) as developed through the LAMP grant and approved by the Asset Planning Steering Committee; and...</p> <p>That Administration BE DIRECTED to prepare a report for Council's consideration on methods that could be used to accelerate the process for implementation.</p>	
March 25, 2019	CR120/2019	C 43/2019	Corporate Services	<p>That the report of the City Treasurer regarding the Mayor, Councillors and Appointees 2018 Statement of Remuneration and Expenses BE RECEIVED for information; and further,...</p> <p>That Administration BE DIRECTED to prepare a report for Council's consideration on a process that would allow all members of Council to access conference materials and summary notes for information purposes, from those Councillors that attend conferences.</p>	
April 01, 2019	B8/2019	C 226/2018	Finance & City Treasurer	<p>That City Council RECEIVE the 2019 Capital Budget 7-Year Plan documents reflective of approx. \$845.104 M in total funding; and...</p> <p>That Administration BE DIRECTED to REPORT BACK to Council regarding the infrastructure deficit and a high-level plan to address it;</p>	

**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 08, 2019	CR322/2019	C 68/2019	Economic Development	<p>That a vacant building registry NOT BE IMPLEMENTED at this time and the vacant building initiative (VBD) BE EXTENDED to July 2020; and...</p> <p>That administration BE DIRECTED to report back in 2020 for a more fulsome breakdown of statistics including types of orders issued, which were successful, which were complied with, and that the report ALSO INCLUDE options for a vacant building registry that expressly includes the topic of access, cost recovery, identification, highest fees possible under the law and the shortest timelines.</p>	
December 02, 2019	CR608/2019	S 200/2019	Health & Human Services	<p>That Administration REPORT BACK to the Community Services and Parks Standing Committee once further analysis is completed regarding the causal data related increase in vulnerability as reported in the Early Development Instrument (EDI) and further analysis in terms of breakdowns of EarlyON programs and usage.</p>	
April 27, 2020	CR149/2020	C 76/2020	Finance & City Treasurer	<p>That administration BE DIRECTED to prepare a report for Council's consideration, as soon as possible, on options available for the City of Windsor to use the Municipal Accommodation Tax (MAT) to help the local hospitality industry as a result of the ongoing COVID-19 pandemic.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
November 09, 2020	CR553/2020	S 53/2020	Economic Development	That Administration BE REQUESTED to give notice of intention to designate the property located at 436 Askin Ave...and,  That Administration REPORT BACK to Council regarding initiation of a Heritage Conservation District Area Study for this area; and, that the report include suggestions related to potential boundaries, optional designation of a Heritage Conservation District Study Area Bylaw, timing of the study and funding considerations.	In queue; to be started once Walkerville HCDS is completed.
November 09, 2020	CR559/2020	S 111/2020	Infrastructure Services	That the report of the Transportation Planning Senior Engineer dated October 5, 2020 entitled "CQ7-2020 40 km/h Residential Speed Limits" BE REFERRED to Administration to allow for a report within 120 days on a comprehensive strategy, looking at speed limits as an alternative, in addition to speed bumps and any alternative traffic calming measure that makes sense, for Council's consideration in a fulsome manner; and that administration ALSO INCLUDE any outstanding CQ's on traffic calming at the same time for Council's consideration.	
November 23, 2020	CR585/2020	C 220/2020	Corporate Services	That the report of the Senior Manager – Facilities dated November 6, 2020 entitled "Corporate Security Plan and Risk Assessment" BE DEFERRED to allow for additional information from administration.	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
November 23, 2020	CR588/2020	C 221/2020	Infrastructure Services	<p>That Council ENDORSE the establishment of a Mandatory Downspout Disconnection Zone for the area bounded by Norfolk St. to the North, Dougall Ave/Howard Avenue to the East and the Herb Grey Parkway to the West and South; and,</p> <p>That a Mandatory Downspout Disconnection Pilot Project, the boundaries to be determined by the City Engineer, BE UNDERTAKEN within the Mandatory Downspout Disconnection Zone with an upset limit of \$250,000 funded by Project ID#7199004 – Sewer Master Plan Implementation Project; and,</p> <p>That the results of the Mandatory Downspout Disconnection Pilot Project BE COMMUNICATED to Council once sufficient data is available;</p>	
November 23, 2020	CR588/2020	C 221/2020	Infrastructure Services	<p>That the City Engineer BE DIRECTED to bring forward a dedicated inflow and infiltration funding program to address inflow and infiltration measures;</p>	
December 07, 2020	CR616/2020	C 54/2020	Finance & City Treasurer	<p>...That City Council INDICATES ITS INTENT that the future excess capacity identified in the Development Charges Background Study, dated November 5, 2020, prepared by Hemson Consulting Ltd., shall be paid for by development charges or other similar charges;</p> <p>...</p> <p>That administration BE DIRECTED to report back at a high level on the economic impact and any perceived impacts on development if Council were to revisit eliminating the industrial exemption.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
December 21, 2020	CR655/2020	S 164/2020	Community Services	That Administration BE REQUESTED to report back to Council outlining the costs associated with undertaking an invasive species management strategy citywide.	
January 18, 2021	CR40/2021	S 155/2020	Infrastructure Services	That the report of the Environment, Transportation and Public Safety Standing Committee of its meeting held December 16, 2020 regarding "Wyandotte Street East Corridor Review" BE REFERRED back to Administration to narrow the focus as soon as possible, and to satisfy the Active Transportation Master Plan by providing cycling infrastructure along Wyandotte Street East and further, that in-person public meetings BE HELD once permitted, as part of a consultation process that would include residents and businesses in the subject area.	
March 29, 2021	CR119/2021	C 220/2020 & C 32/2021	Chief Administrative Officer	That the update from the Senior Manager of Facilities on the Corporate Security Plan and Risk Assessment BE RECEIVED; and further, That City Council APPROVE the hiring of one Temporary Coordinator of Security Services at an estimated cost at \$122,314 to be charged to the Budget Stabilization Reserve, for the development of Corporate security policies, protocols, and a draft implementation plan with options for a centralized Security Division, with a report back to City Council at the 2022 Budget deliberations.	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 19, 2021	CR169/2021	S 13/2021	Infrastructure Services	That the Report of the Environment, Transportation and Public Safety Standing Committee regarding "Follow-up – CQ7-2020 40 km/h Residential Speed Limits" BE REFERRED to administration so that the matter can be considered in relation to the development of the Vision Zero Policy.	
May 03, 2021	CR179/2021		Corporate Services	That the report of the Senior Legal Counsel and Student-at-Law dated April 9, 2021 entitled "Response to CR591/2020 – Cannabis Odour" BE DEFERRED to allow for a further report once the enforceability of the Town of Leamington's Cannabis Regulation By-law is considered by the Superior Court of Justice and the Normal Farm Practices Protection Board, and that the report also include possible enforcement options that would be available for Council's consideration.	
May 17, 2021	CR213/2021	CMC 8/2021	Economic Development	That the correspondence from Paul Mullins on behalf of Assumption Parish dated April 23, 2021 requesting support from the City of Windsor to be recognized by Parks Canada as a Nationally Significant Historic Site, BE REFERRED to administration for review and a report back to Council for consideration, specifically as it would pertain to the ramifications designation would have on city property.	



**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 19, 2021	CR331/2021	S 80/2021	Community Services	<p>That the report from the Cultural Development Coordinator regarding the expansion of the City of Windsor's Poet Laureate program BE RECEIVED; and further,</p> <p>That the Poet Laureate program, established as an ongoing program, BE REBRANDED as the 'Poet Laureate and Storytellers' program; and further,</p> <p>...That the administrative report BE REFERRED to the Diversity Committee for review and comment; and,</p> <p>That additional consultations BE CONDUCTED as appropriate.</p>	
July 26, 2021	CR363/2021	S 71/2021	Economic Development	<p>That Report No. S 71/2021 updating City Council on the use and implementation of the Brownfield Redevelopment Community Improvement Plan (CIP) and tabling issues to be addressed as part of the CIP update BE RECEIVED for information; and,</p> <p>That the City Planner BE DIRECTED to consult with stakeholders regarding potential changes to the Brownfield Redevelopment CIP outlined in Report No. S 71/2021 and prepare any necessary CIP amendments for Council's consideration.</p>	

**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 27, 2021	CR387/2021	C 116/2021	Finance & City Treasurer	<p>... That City Council SUPPORT the following actions with regards to the development and implementation of an enhanced investment strategy:</p> <p>That Administration BE AUTHORIZED to prepare a Request for Proposal (RFP) for Investment Advisory services; and further,</p> <p>That Administration BE DIRECTED to explore alternative options to traditional financial instruments to maximize overall investment returns for the City; and further,</p> <p>That Administration BE AUTHORIZED to prepare an Expression of Interest (EOI) to seek interest in the development of an in-house solution for managing current and projected cash flows more efficiently through the use of technology; and further,</p> <p>That Administration BE DIRECTED to report back to City Council the results of the above noted actions.</p>	
October 04, 2021	CR429/2021	S 41/2020 & AI 7/2021 & AI 10/2021	Economic Development	<p>That the report of the Senior Planner – Policy and Special Studies dated February 27, 2021 entitled “Closure of Part of Dodsworth Street, Between Kay Street and Malden Road, Between 5168 and 5180 Malden Road - Applicant: T. Fasan - SAS/5917 - Ward 1” BE REFERRED back to administration to allow administration the opportunity to work with the Applicant to come to an amenable resolution for everyone involved.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
October 04, 2021	CR448/2021	S 110/2021	Infrastructure Services	That the addition of signage at pedestrian inter-block walkways in the wintertime BE APPROVED; and,  That administration BE DIRECTED to monitor the effectiveness for a period of 2 years;	
October 25, 2021	CR476/2021	C 129/2021	Community Services	That City Council APPROVE the design of the building and the terraces for the Legacy Beacon as the new home for Streetcar No. 351, located on the waterfront North of Riverside Drive at the foot of Caron Avenue in Legacy Park (Appendix A); and,...  That Administration REPORT BACK to Council with a business case for the concession/terrace area prior to the 2022 budget deliberation meetings or as soon as possible thereafter.	
November 01, 2021	CR496/2021	S 51/2021	Community Services	...That Administration REPORT BACK to Council with a six month interim report to provide a status update, and after one year with the results of the pilot program to request annual operating funds through the 2023 budget process.	
November 01, 2021	CR497/2021	S 132/2021	Community Services	That the report of the Cultural Development Coordinator and Manager of Culture & Events dated September 16, 2021 entitled "Update of Round 2 of the Arts, Culture and Heritage Fund 2021 – City Wide" BE RECEIVED for information; and,...  That Administration BE DIRECTED to investigate the possibility of private sector partnerships to augment the funding envelope that this program delivers to the community.	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
December 13, 2021	B34/2021	C 113/2021	Community Services	That the report of the Project Administrator dated August 27, 2021 entitled "Proposed Artificial Turf Sports Field - Ward 6 & 7" BE REFERRED back to Administration to continue to explore artificial turf options with stakeholders for Council's consideration.	
December 13, 2021	B38/2021	C 171/2021	Finance & City Treasurer	...That Administration BE DIRECTED to conduct further research in terms of designing and implementing a Vacant Residential Unit Tax program inclusive of community consultation and that a fully developed program be brought back to City Council for approval prior to implementation;	
December 20, 2021	CR555/2021	C 154/2021 & AI 19/2021	Finance & City Treasurer	That City Council APPROVE Administration proceeding with identified strategies for 2021/2022 including:Form an internal Sustainable Purchasing Team;Update current purchasing procedures/documents to ensure environmental sustainability and climate change is being considered;Update the City's Sustainable Purchasing Guide (2015) to reflect updates for climate change considerations; andJoin the Canadian Collaboration for Sustainable Procurement for 2021/2022; and,  That Administration REPORT BACK to City Council by the third quarter (Q3) 2022 with a report on achievements and possible next steps.	
February 14, 2022	CR57/2022	C 18/2022	Infrastructure Services	...That administration BE DIRECTED to report back at a future date on the data collected and potential strategies to target the issue of rodents in our community;	

**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
February 14, 2022	CR57/2022	C 18/2022	Infrastructure Services	That Administration BE DIRECTED to initiate an education and awareness campaign so residents are more aware of the existing Rodent Extermination Program.	
February 28, 2022	CR88/2022	C 142/2021	Community Services	<p>That the report of the Landscape Architect dated September 23, 2021 entitled "Response to CQ 32-2020: Tree Protection and Replacement Policies Related to Development – City Wide" BE REFERRED back to Administration; and further,</p> <p>That Administration REPORT BACK to Council to provide information related to options for a regulatory framework to ensure overall tree coverage across the community is not diminished due to the new development of private lands by requiring the replacement of trees removed on a caliper per caliper basis as deemed appropriate by the City Forester and City Planner.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
March 21, 2022	CR102/2022		Health & Human Services	<p>That the report of the Senior Legal Counsel dated September 18, 2020 entitled "Council Question CQ23-2019 - Payday Loan Establishments - City Wide" BE RECEIVED for information; and further,</p> <p>That Administration PROCEED with establishing a cross-sectoral committee with the appropriate partners and representatives to acquire local information and develop a strategy to distribute education materials regarding alternative financial options and supports; and,</p> <p>That Administration REPORT BACK to the Community Services Standing Committee after one year with a summary of work completed to date.</p>	
April 11, 2022	CR150/2022	S 29/2022	Infrastructure Services	<p>That Administration BE AUTHORIZED to initiate a Home Flood Protection Program on a pilot basis; and further,</p> <p>That Administration REPORT BACK to City Council on completion of the pilot program.</p>	
April 25, 2022	CR171/2022	C 54/2022	Corporate Services	<p>That the report of the (Acting) Licence Commissioner and the Executive Initiatives Coordinator dated March 25, 2022 entitled "Residential Rental Licensing By-law—Wards 1 &amp; 2" and draft by-law, "A By-law Respecting the Licensing of Residential Rental Housing Units," attached as Appendix A, BE RECEIVED for information; and, ...</p> <p>That Administration REPORT BACK TO COUNCIL on the results of the two-year pilot study within Wards 1 and 2.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 25, 2022	CR184/2022	S 39/2022	Community Services	<p>That the report of the Manager of Culture &amp; Events dated March 15, 2022 entitled "City of Windsor Lancaster Bomber FM 212 Progress Report 2019-2021 – Ward 3" BE RECEIVED for information; and further,</p> <p>That Administration BE DIRECTED to report to City Council regarding a fundraising strategy, a plan for assembly of the aircraft, and options to display the aircraft to the public once the assembly portion has been completed.</p>	
May 09, 2022	CR195/2022	C 1/2022	Infrastructure Services	<p>That the report of the Engineer II dated January 5, 2022 entitled "Response to CQ13-2021 – Basement Flood Risk Reduction Update – Ward 7" BE RECEIVED for information; and further,</p> <p>That administration BE DIRECTED to report back to Council on what effective monitoring program can be put in place to give early warning in order to mitigate future flooding events and make proper adjustments to the system as needed.</p>	
May 09, 2022	CR208/2022	S 14/2022	Infrastructure Services	<p>That the report of the Environment, Transportation &amp; Public Safety Standing Committee of its meeting held April 27, 2022 entitled "Ward 9 Ditch Survey and Inspection of Private Culverts and Private Catch Basins --- Ward 9" BE DEFERRED to a future meeting of Council to allow for affected residents to meet with Administration regarding their specific issues.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
May 09, 2022	CR209/2022	S 42/2022	Infrastructure Services	<p>...That City Council APPROVE IN PRINCIPLE Windsor's Science Based Targets of a 68% reduction in city-wide emissions (scope 1 and 2) and a 55% reduction in corporate-wide emissions (scope 1 and 2) below 2005 baseline by 2030; and,</p> <p>That City Council APPROVE IN PRINCIPLE a NET ZERO Target for 2050; and,</p> <p>That Administration BE DIRECTED to report back with an updated strategy to reach these targets by November 2023 that considers implementation timelines, resourcing and financial impacts of meeting science-based targets;</p>	
May 09, 2022	CR222/2022		Corporate Services	<p>That Administration BE DIRECTED to bring back a report before the next winter season, on possible ways that we can address the large gap between the demand for Snow Angels and the number of residents that are assisted. Options should include, but not be limited to improving our recruiting efforts of volunteers and/or providing the service with a set fee or no fee.</p>	



## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
May 30, 2022	CR228/2022	C 82/2022	Community Services	<p>That the report of the Executive Initiatives Coordinator dated May 4, 2022 entitled "CQ 7-2022 - Response to CQ 7-2022 - Expansion of Dog Parks within the City - City Wide" BE RECEIVED for information; and,</p> <p>That Administration BE DIRECTED to begin the process of adding two additional dog parks at Oakwood Park and Elizabeth Kishkon Park after the community has BEEN CONSULTED as outlined in the Dog Park Policy; and, ...</p> <p>That Administration REPORT BACK to Council with potential edits to the Dog Park Policy to allow smaller, urban parks to be used as dog parks as well.</p>	
June 13, 2022	CR272/2022	C 98/2022	Community Services	<p>That the results of the Consultant's report for a new outdoor ice rink at City Hall BE REFERRED to the 2023 budget for funding required; and further,</p> <p>That Administration BE DIRECTED to work with representatives from All Saints Church for alternatives/options for the next skating season.</p>	
June 13, 2022	CR273/2022	S 14/2022	Infrastructure Services	<p>That WSP Canada Inc. firm BE APPOINTED as the Drainage Engineer to make an examination of, and prepare a Drainage Report for the repair and improvement to, the Dawson Drain between Division Road and the O'Neil Drain and to the O'Neil Drain from south of Hallee Crescent to Division Road under section 78 of the Drainage Act; and further,</p> <p>That Administration BE DIRECTED to report back to Council once the Drainage report for the repair and improvement of the Dawson Drain is complete.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 11, 2022	CR284/2022	C 105/2022	Finance & City Treasurer	Whereas City Council previously approved the capital cost of land acquisitions being Point East Development ("Land Acquisitions") to be financed through long-term borrowing by issue of debentures to Ontario Infrastructure and Lands Corporation (OILC), City Council APPROVES the following with respect to the financing of the Land Acquisitions: ...  That the CFO/City Treasurer BE INSTRUCTED to report back to City Council the results of the long-term borrowing at the earliest opportunity following completion;	FYI
July 25, 2022	CR311/2022	C 118/2022	Finance & City Treasurer	That the 2021 Annual Investment Compliance Report for the year ending December 31, 2021 BE RECEIVED for information; and further,  That Administration REPORT BACK on ways to broaden the City of Windsor's portfolio and access other Joint Investment Boards (JIBs) that are endorsed by the Association of Municipalities of Ontario (AMO) and the Municipal Finance Officers' Association of Ontario (MFOA), including the benefits and drawbacks of investing in these other financial vehicles.	
July 25, 2022	CR327/2022	C 85/2022	Health & Human Services	That the report of the Coordinator of Housing Administration & Policy dated May 9, 2022 entitled "Rent Supplement Program Expiries and Mitigation Update - City Wide" BE RECEIVED for information; and,  ...That Administration REPORT BACK to Council with options on how to address those funding shortfalls.	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 25, 2022	CR334/2022	C 123/2022	Corporate Services	That the report of the Executive Director of Human Resources dated July 11, 2022 entitled "Salary Market Review 2019 - 2020 - Non-Union and CAO/CLT - City Wide" BE REFERRED back to administration to allow for the 2019/2020 and the 2021/2022 salary market review to be conducted by a new consultant.	
September 06, 2022	CR374/2022	S 76/2022	Infrastructure Services	That Administration BE REQUESTED to report back to a future meeting of Council to provide a review of the Speed Hump Policy and options to approve the same.	
September 06, 2022	CR390/2022	C 112/2022	Health & Human Services	That the Executive Director, Housing & Children's Services REPORT BACK on: <ul style="list-style-type: none"> <li>- potential sites for the Housing Hub</li> <li>- the findings of the preliminary work completed to support a recommendation to enter into negotiations to acquire and/or build and/or renovate a property</li> <li>- the outcome of applications made related to capital and/or operating funding</li> <li>- any capital funding required for the acquisition, renovation or construction of the proposed Hub, as well as for any ongoing operating funding required to maintain the asset and deliver the services;</li> </ul>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 06, 2022	CR393/2022	SCM 172/2022	Health & Human Services	<p>That the additional information memo of the Executive Director of Housing &amp; Children's Services dated August 3, 2022 regarding the motion from the Housing &amp; Homelessness Advisory Committee of their meeting held June 21, 2022 and Report No. 14 of the Housing &amp; Homelessness Advisory Committee entitled "Barriers faced by the 2SLGBTQIA+ community in finding appropriate housing and housing services" from their meeting held June 21, 2022 BE RECEIVED; and,</p> <p>That Administration BE DIRECTED to provide a report in 2023 outlining the next steps regarding the proposed training initiative;</p>	
September 06, 2022	CR399/2022	C 150/2022	Health & Human Services	<p>That the report of the Coordinator of Housing Administration and Development regarding the Social Services Relief Fund ("SSRF") Phase 5 Windsor Essex Community Housing Corporation Capital Project BE RECEIVED for information, and, ...</p> <p>That the Executive Director of Housing and Children's Services or their designate REPORT to City Council on the outcome of the capital developments;</p>	
September 26, 2022	CR424/2022	C 157/2022	Infrastructure Services	<p>That Administration REPORT BACK to Council on proposed options to collect costs from the benefiting properties related to servicing charges for municipal services (mainline sewers and private drain connections) that would offer options for payment terms similar to local improvement payments.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 26, 2022	CR430/2022		Corporate Services	That the motion presented by Councillor Holt and seconded by Councillor Bortolin at the September 26, 2022 City Council ...BE REFERRED back to Administration to provide a report to Council within this calendar year.	
September 26, 2022	CR431/2022		Health & Human Services	That the petition presented by Councillor Holt on behalf of the tenants of 680 Aylmer Avenue/Glengarry Non Profit Housing requesting assistance with security and staffing issues BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Commissioner, Human & Health Services for the purpose of an examination of the requested works or undertakings.	
November 28, 2022	CR501/2022	C 191/2022	Economic Development	<p>That City Council RECEIVE the Investing in Canada Infrastructure Plan (ICIP) Grant Application report dated November 17, 2022, along with the report from IBI Group titled "Transit Windsor Garage Feasibility Study" dated October 28, 2021 provided in Schedule A; and further, ...</p> <p>That given the dramatically higher cost estimate for the Transit Garage emanating from the detailed study recently completed by the IBI Group, City Council DIRECT Administration to re-evaluate the Transit Windsor Master Plan to determine how to best achieve the goals of the Master Plan and report back to Council as part of the Transit Master Plan Implementation Project update.</p>	
January 16, 2023	CR8/2023	C 222/2022	Economic Development	That Administration REPORT BACK with a supplemental report providing details on emerging technologies and strategies related to decarbonization of the electrical grid;	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 30, 2023	CR36/2023	C 10/2023	Corporate Services	... That administration BE DIRECTED to bring forward a by-law for Council's consideration to reduce aggressive, intimidating, and dangerous panhandling practices.	
January 30, 2023	CR38/2023		Corporate Services	Asks that Administration provide a report to Council as soon as possible on how best to move forward in acquiring the former Abars property.	Accepted
January 30, 2023	CR51/2023	C 204/2022	Infrastructure Services	That the report of the Technologist III dated November 23, 2022, entitled "Streamlining Right-of-Way Division Approvals to Enable Rapid Execution of Council's Vision and Incorporating Heritage Features into the Encroachment Policy - City Wide" BE REFERRED back to administration to provide further information on best practices from other municipalities.	
January 30, 2023	CR52/2023	C 205/2022	Infrastructure Services	That the report of the Technologist III dated November 23, 2022, entitled "Response to CQ 13-2022 – Process to allow Memorial Signs within the right-of-way and the feasibility of allowing the placement of mulch in the right-of-way without a permit - City Wide" BE REFERRED back to administration to provide further information on best practices from other municipalities.	
February 27, 2023	CR103/2023	C 225/2022	Economic Development	That the Planning Division PROVIDE Council with recommendations for Amendments to the Sign By-law related to Paper Copy Billboard and Electronic Change Copy Billboard Ground and Wall Signs, for a decision by Council prior to the expiry date of the moratorium.	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
February 27, 2023	CR103/2023	C 225/2022	Economic Development	... That Administration PROVIDE a status update of the review being undertaken at the August 23rd, 2023 meeting of the Development & Heritage Standing Committee meeting.	
February 27, 2023	CR106/2023	C 18/2023	Finance & City Treasurer	That City Council DIRECT Administration to monitor operations subsequent to the changes implemented as a result of Bill 109, and provide reports on any cross-departmental impacts with recommendations to address those impacts; ...  That Administration BE DIRECTED to track all variances and local costs that are required to put the legislation into effect, and that the information BE FORWARDED to a future meeting of Council.	
February 27, 2023	CR107/2023	C 19/2023	Finance & City Treasurer	That report C 19/2023 regarding the More Homes Built Faster Act – Bill 23 BE RECEIVED for information; and further, ...  That Administration BE DIRECTED to track all variances and local costs that are required to put the legislation into effect, and that the information BE FORWARDED to a future meeting of Council.	

**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 03, 2023	B18/2023	C 188/2023	Community Services	<p>That a priority wait list for City residents BE ESTABLISHED for Lakeview Marina; and,</p> <p>That Administration BE DIRECTED to report back to Council to provide information regarding charging different fees for non-City of Windsor residents using the Lakeview Marina facility; and,</p> <p>That Administration BE DIRECTED to provide information outlining options for establishing a priority wait list at other City owned facilities for Councils consideration.</p>	
April 03, 2023	B29/2023		Finance & City Treasurer	<p>That Administration BE DIRECTED to report back with regards to the University Avenue West Project # (ECP-14-07) road reconstruction, with information related to Potential Funding or other options that can be utilized to complete the entire road reconstruction, without affecting the current Capital Budget allocations;</p>	
April 03, 2023	B2/2023		Infrastructure Services	<p>...That Council DIRECT Administration to prepare a report for the Environment, Transportation &amp; Public Safety Committee outlining specific strategies and rationale for local road rehabilitation selection and prioritization.</p>	



## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 11, 2023	CR162/2023	C 49/2023	Chief Administrative Officer	<p>...That City Council DIRECT Administration to develop a process and fee structure to allow temporary patios on private property in the future to ensure compliance with legislation and regulations, and mitigate any risks to the Corporation of the City of Windsor; and further,</p> <p>That Administration SUBMIT a process to approve temporary patios on private property for City Council's consideration by the end of 2023.</p>	
April 24, 2023	CR172/2023		Infrastructure Services	<p>That Administration BE DIRECTED to continue discussions with Transport Canada, The Transportation Minister, the Member of Parliament and the Federal Government to continue to look into grant funding that is available to fund warning system upgrades at the affected crossings, and fund safety measures in and around these crossings; and,</p> <p>That the Essex Terminal Railway (ETR) BE REQUESTED to have an independent organization conduct a study on decibel levels in the subject area; and,</p> <p>That the information BE PROVIDED to Council at a future meeting for their consideration.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 24, 2023	CR176/2023	S 27/2023	Infrastructure Services	<p>That the report of the Transportation Planning Senior Engineer dated March 1, 2023 entitled "South National Street (Pilette to Jefferson) Traffic Calming," BE RECEIVED for information; and,</p> <p>That Administration BE DIRECTED to report back to Council with costs, and feasibility of adding traffic calming measures including physical separators with barriers along South National Street, enhancing the cyclist crossing at South National Street and Balfour Avenue and explore a pedestrian crossover at West Minster Avenue and South National Street into the Riverside area.</p>	
May 29, 2023	CR198/2023	CMC 7/2023	Health & Human Services	<p>That Administration BE REQUESTED to report back to Council with a status report, related to Human Services issues that the Windsor Police Services are currently experiencing, to identify gaps and to provide the Windsor Police Service with assistance that they may require from Community Partners, Ministry of Health or others, for Councils consideration.</p>	
May 29, 2023	CR231/2023		Infrastructure Services	<p>Asks that Administration provide Council with a report on potential changes to the encroachment policy that would permit memorial signs and historical features to be placed in the right-of-way. Also, report on potential options to the Engineering Landscape Best Practice BP3.2.2 that would allow mulch in right-of-way without a permit.</p>	Accepted

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
June 12, 2023	CR258/2023		Infrastructure Services	That the report of the Commissioner, Infrastructure Services dated May 4, 2023 entitled "Traffic Noise along the E.C. Row Corridor Close to Sensitive Land Uses without Sound Mitigation Measures – City Wide – CQ 17-2022" BE RECEIVED for information; and, That Administration BE REQUESTED to work with the Parks Department and City Forester to investigate opportunities to add trees along E.C. Row Expressway on the North and South sides between Walker Road and Howard Avenue.	
June 12, 2023	CR258/2023		Infrastructure Services	Asks that Administration report back to Council on traffic noise along the EC Row corridor where sound mitigation measures are not in place close to sensitive land uses.	Accepted
June 12, 2023	CR260/2023	C 77/2023	Infrastructure Services	That the report of the Engineer II dated May 29, 2023 entitled "Update Regarding Council Decision B14/2019 and Proposed Local Improvement Policy Amendment for Shoreline Structures – City Wide" BE DEFERRED to a future meeting of Council to allow for further information and consultation with the residents.	
July 10, 2023	CR273/2023	CMC 9/2023	Corporate Services	That administration BE REQUESTED to report back regarding a framework including communications, education, transparency and accountability options related to the usage of Strong Mayor Powers.	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 10, 2023	CR289/2023	C 88/2023	Economic Development	... That the results of the City's Housing Accelerator Fund application BE COMMUNICATED to City Council, and if successful, such report to include a Housing Accelerator Fund Implementation Plan that specifically includes how the awarded funds will be allocated in alignment with the requirements of the Housing Accelerator Fund Program.	
August 08, 2023	CR316/2023	C 107/2023	Community Services	That administration BE REQUESTED to report back with statistics related to open air burning.	
August 08, 2023	CR337/2023	C 116/2023	Community Services	... That administration BE DIRECTED to bring forward more information to a future meeting of City Council regarding the future location of curling, after further consultation with community groups has taken place for Councils consideration; and further,  That administration BE DIRECTED to investigate options related to a private enterprise that would be interested in offering curling in the City of Windsor.	
September 05, 2023	CR356/2023	C 120/2023	Infrastructure Services	That Council APPROVE bi-weekly garbage collection, weekly organic collection, and bi-weekly leaf and yard waste collection from April until November, and that this service level BE IMPLEMENTED with the next waste collection contract expected to begin in 2025; and,  That Administration BE DIRECTED to report back to Council the results of the collection tender(s) and any additional costs related to the new SSO program, once available;	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 05, 2023	CR356/2023	C 120/2023	Infrastructure Services	That administration REPORT BACK to Council regarding the implementation of a comprehensive communication plan and process which includes community partners including post secondary institutions and communication mediums for residents who may not speak English.	
September 05, 2023	CR359/2023	C 69/2023 & S 82/2023 & AI 12/2023	Infrastructure Services	That Administration BE DIRECTED to issue a Request for Proposal for curbside garbage collection and optional bidding for alley garbage collection in the alleys that garbage collection is being provided currently; and,  That Administration BE DIRECTED to report back to Council the results of the collection Request for Proposal and any additional costs related to the new SSO program, once available;	
September 05, 2023	CR359/2023	C 69/2023 & S 82/2023 & AI 12/2023	Infrastructure Services	That Administration BE DIRECTED to conduct a pilot project in the Pelissier/Victoria alley between Tecumseh Rd. W. and Jackson St, as well as the Dougall/Church alley between Tecumseh Rd. W. and Wahneta St. whereby garbage will be temporarily relocated from alley collection to curbside collection for a minimum of 8 weeks; and,  That Administration REPORT BACK on the information learned during the pilot project; and,	
September 05, 2023	CR359/2023	C 69/2023 & S 82/2023 & AI 12/2023	Infrastructure Services	That administration BE DIRECTED to provide a report during the 2024 budget deliberation process for a plan to increase funding for alley maintenance for paved alleys.	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 05, 2023	CR361/2023	C 106/2023	Infrastructure Services	<p>That the report of the Executive Direction, Operations, dated July 6, 2023 entitled Alley Maintenance Standards-City Wide BE RECEIVED; and,</p> <p>That Scenario 1: One-time funding from Reserves as outlined in the administrative report of the Executive Director, Operations BE APPROVED; and further,</p> <p>That Administration BE REQUESTED to report back to City Council with a specific proposed framework and work plan for the previously approved Alley Standards and Development Committee.</p>	
September 05, 2023	CR385/2023	S 92/2023	Infrastructure Services	<p>That Administration PREPARE for Council's consideration a plan to complete the engineering and design work for Howard Avenue between South Cameron and Cabana Road; and,</p> <p>That Administration CREATE an accelerated financing option to be considered during the 2024 Capital Budget Process.</p>	
October 16, 2023	CR421/2023	S 96/2023	Infrastructure Services	<p>That administration BE REQUESTED to conduct a traffic analysis of the immediate surrounding neighbourhood and to come forward with recommendations for Councils consideration to address parking concerns and general traffic issues.</p>	

# Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
October 16, 2023	CR428/2023		Infrastructure Services	That the petition presented by Councillor Gary Kaschak on behalf of Parents of St. Therese School children looking for crossing guard improvements, signage, road improvements and potentially a sidewalk in that area BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Commissioner, Infrastructure Services for the purpose of an examination of the requested works or undertakings.	
October 16, 2023	CR429/2023		Infrastructure Services	That the petition presented by Councillor Kieran McKenzie on behalf of residents of Windsor asking for an increase in buses during peak hours and a review of bus schedules BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Commissioner, Infrastructure Services and the Executive Director of Transit Windsor for the purpose of an examination of the requested works or undertakings, and that this be tabled as part of the public record.	
October 30, 2023	CR432/2023	S 107/2023	Community Services	<p>That the report from the Manger, Culture and Events, dated August 21, 2023, entitled "Response to Open Streets Petition" BE RECEIVED for information; and further, ...</p> <p>That in future years, the City CONTINUE to alternate between the newly proposed east-side route and the previously approved downtown/west-side route; and further,</p> <p>That administration BE REQUESTED to provide information related to options regarding holding Open Streets events twice a year including feasibility and costs, one in the downtown/west-side route and one in the new east-side route.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
October 30, 2023	CR433/2023	S 118/2023	Health & Human Services	<p>That the report of the Manager, Homelessness and Housing Support in response to CQ 20-2023 Feasibility of Expanding Outreach Services and 311 Operating Hours BE RECEIVED for information; and, ...</p> <p>That City Council DIRECT Administration to report back to Council with more data and information about the impact of recent improvements to the Homelessness Street Outreach team's schedule and after-hours homelessness response initiated through 311, before deciding if further expansion is needed;</p>	
October 30, 2023	CR433/2023	S 118/2023	Health & Human Services	That administration BE REQUESTED to report back to the Community Services Standing Committee, as to how the City will attempt to draw the various organizations together in an effort to collaborate and capitalize on the programs that they are prepared to offer.	
October 30, 2023	CR444/2023	C 77/2023 & C 149/2023	Infrastructure Services	That Administration BE REQUESTED to implement a private Local Improvement Policy (LIP) option through Ontario regulation 586/06 to allow for those property owners who own their portion of the East Riverside shorewall along Riverside Drive to access the LIP process.	



## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
October 30, 2023	CR447/2023		Economic Development	That the petition presented by Councillor Fred Francis on behalf of concerned citizens requesting a public consultation regarding Transit Windsor Proposed Route 330 BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Executive Director of Transit Windsor for the purpose of an examination of the requested works or undertakings.	
November 27, 2023	CR461/2023	C 168/2023	Economic Development	<p>That the report from the Senior Economic Development Officer requesting a Letter of Support for intercity passenger rail service BE RECEIVED FOR INFORMATION; and further,</p> <p>That City Council ENDORSE a Letter of Support from the Mayor to the Minister of Transport supporting the proposed Amtrak-VIA Rail Intercity Passenger Rail Connection; and further,</p> <p>That City Council AUTHORIZE Administration to represent the City of Windsor at future stakeholder meetings for this project; and further,</p> <p>That Administration BE DIRECTED to report status updates to City Council as soon as is practical.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
November 27, 2023	CR471/2023	S 31/2023	Infrastructure Services	<p>That the report of the Manager of Homelessness and Housing Support and the Deputy Licence Commissioner, dated July 24, 2023 entitled "Response to Council Decision ETPS 942 – Options for Addressing Panhandling - City Wide" submitted in response to direction provided through Council Decision ETPS 942 BE RECEIVED for information; and,</p> <p>That Administration REPORT BACK with infrastructure related strategies to discourage unsafe behaviours in the public roadway.</p>	
November 27, 2023	CR491/2023	C 141/2023	Finance & City Treasurer	<p>That City Council SUPPORT the Administrative recommendation to not provide Municipal Support Resolutions at this time for non-storage installations as part of the IESO LT1 RFP submission; and</p> <p>That Administration BE DIRECTED to report back to Council in the event that either of the two projects identified in this report receive an IESO contract award for further consideration for municipal support.</p>	
November 27, 2023	CR493/2023	C 94/2023	Finance & City Treasurer	<p>That administration BE REQUESTED to report back to council after one year of the vacant home tax program being in place to provide information related to the effectiveness and/or opportunities for improvement including the possibility of a repeat offender fee.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
December 11, 2023	CR506/2023	C 146/2023	Finance & City Treasurer	That the report of the Executive Initiatives Coordinator, Office of the CAO dated October 5, 2023 entitled "Temporary Patios on Private Property – Application and Approval Process – City Wide" BE DEFERRED to a future City Council meeting to allow for a further review regarding possible options for Council's consideration.	
January 15, 2024	CR3/2024	CMC 1/2024	Infrastructure Services	That administration BE DIRECTED to report back on what is available to the municipality in terms of that section of road where that critical infrastructure, the Ambassador Bridge, is located and has to be kept open and maintained.	
January 15, 2024	CR10/2024		Infrastructure Services	Asks that if Council decides to move forward with reducing the speed limit to 40 km/h on all city residential streets, that administration advise of the timelines and cost to implement this across the city.	Accepted
January 15, 2024	CR11/2024	S 150/2023	Infrastructure Services	That the report of the Environment, Transportation & Safety Standing Committee of its meeting held November 29, 2023 entitled "CQ 13-2023 - Front Yard Parking Best Practice 2.2.2" BE REFERRED back to administration to provide more options to amend the by-law regarding front yard parking related to residential districts near business districts.	

**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 15, 2024	CR31/2024	SCM 314/2023	Community Services	<p>That the correspondence of the President Les Amis Duff-Bâby dated August 29, 2023 and the memo of the Manager, Culture &amp; Events dated November 20, 2023 regarding the Les Amis Duff Baby Annual Report BE RECEIVED for information; and,</p> <p>That administration BE REQUESTED to provide a fulsome report regarding 2023 and 2024 attendance numbers and staffing possibilities to a future meeting of Council for their consideration.</p>	
January 15, 2024	CR38/2024	S 159/2023	Community Services	<p>That the report of the Community Services Standing Committee of its meeting held December 6, 2023 entitled "Response to CQ Regarding the Dog Park Policy – City Wide" BE REFERRED back to administration to provide a report which includes information regarding municipalities that have smaller dog parks in residential areas and how they have achieved the same.</p>	
January 22, 2024	B1/2024	C 9/2024	Economic Development	<p>That Administration BE DIRECTED to develop a Community Improvement Plan and associated financial incentives that will facilitate and support the construction of attainable and affordable residential units; and further,</p>	
January 22, 2024	B1/2024	C 9/2024	Corporate Services	<p>That Administration BE DIRECTED to adopt a single technology for providing a digital portal for development services (services provided by the Building, Planning and Right of Way departments) to improve business processes, streamline approvals, and improve customer access to services and information; and further,</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 22, 2024	B1/2024	C 9/2024	Corporate Services	That Administration BE DIRECTED to review the existing Disposal of Land policy and propose amendments that support the disposition of municipally owned properties to facilitate housing projects, including student housing; and further,	
January 22, 2024	B1/2024	C 9/2024	Corporate Services	That Administration BE DIRECTED to prepare a policy to advance the strategic acquisition of property that supports and facilitates the development of new attainable and affordable housing, including student housing; and further,	
January 22, 2024	B1/2024	C 9/2024	Economic Development	That Administration BE DIRECTED to begin the process to create a Green Development Standards Community Improvement Plan that will provide guidance and financial incentives for sustainable development projects.	
January 22, 2024	B1/2024	C 9/2024	Economic Development	That Administration BE DIRECTED to prepare Official Plan policies and criteria for reducing the minimum parking requirements for medium and high-density affordable purpose-built rental housing projects; and further,	

**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 22, 2024	B1/2024	C 9/2024	Economic Development	<p>That City Council REAFFIRM its support for increasing the supply of "missing middle" housing, and in order to achieve the targeted number of units directs Administration to:</p> <p>a. Prepare a report for Council's consideration identifying areas of the city currently zoned for single detached; semi-detached and townhouses where four units as-of right can be supported subject to lot sizes, the availability of supporting infrastructure, servicing capacity, and access to transit, and public engagement, and further;</p> <p>b. That City Council commit to a minimum of four units as-of right on serviced residential lots for all properties identified as "Mixed Use Corridor" and "Mixed Use Node" in the City's Official Plan; and further,</p>	

**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 22, 2024	B1/2024	C 9/2024	Economic Development	<p>That City Council REAFFIRM its support of targeted intensification by increasing the supply of medium to high density housing options, and in order to achieve the targeted number of units directs Administration to:</p> <p>a. prepare Official Plan and Zoning By-law Amendments permitting increased densities and building heights of 4 storeys or greater for all properties identified as "Mixed Use Corridor", "Mixed Use Node" and "Mixed Use Centre" in the City's Official Plan, including targeted height permissions of: Mixed Use Corridors, ranging from 4 to 8 storeys; Mixed Use Nodes, ranging from 4 to 8 storeys; and Mixed Use Centres, ranging from 6 to 10+ storeys.</p> <p>b. prepare Zoning By-law Amendments permitting medium residential development with building heights ranging from 4 to 6 storeys for specific areas of the city designated as "residential" in the City's Official Plan, subject to lot sizes, the availability of supporting infrastructure, servicing capacity, and access to transit;</p>	
January 22, 2024	B1/2024	C 9/2024	Economic Development	<p>c. work with the University of Windsor and St. Clair College to increase density and create opportunities for student housing on and in close proximity to their campuses; and</p> <p>d. work with the University of Windsor and St. Clair College to identify land to allow for the development of additional residential units; and further,</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 29, 2024	B8/2024	C 189/2023	Community Services	<p>That the report of the Executive Initiatives Coordinator, Community Services dated December 28, 2023 entitled "Jackson Park Bandshell Feasibility Study Update - Ward 3" BE REFERRED back to administration; and,</p> <p>That administration BE DIRECTED to undertake a formal procurement process related to a feasibility study whereby the scope of the study be limited to heritage and technical attributes of the facility at the current location and further that a city led community consultation be part of the scope of the study; and, ...</p> <p>That administration BE REQUESTED to report back to Council with the results of the procurement process.</p>	
January 29, 2024	B11/2024	C 188/2023	Infrastructure Services	<p>That administration BE DIRECTED to engage with St. Clair College administration and the administration at the University of Windsor to discuss possible ongoing partnerships related to funding for Transit Services in the City of Windsor.</p>	
January 29, 2024	B12/2024	C 188/2023	Infrastructure Services	<p>That administration BE REQUESTED to report back to Council related to the impact to transit revenues if the proposed transit fare increase being contemplated were not applied to individuals who qualified for the affordable pass program.</p>	
January 29, 2024	B14/2024	C 188/2023	Corporate Services	<p>That administration BE DIRECTED to report back to Council for the 2025 budget deliberations regarding an analysis related to Dog Licensing fees and the impact that a one-time voluntary registration fee may have on administrative resources.</p>	



**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 29, 2024	B15/2024	C 188/2023	Infrastructure Services	<p>That with regard to "Parking Fee Adjustments for Parking Lots and Meters" that the collection of fees from 6:00 o'clock p.m. to 9:00 o'clock p.m. BE NOT APPROVED; and,</p> <p>That administration BE DIRECTED to report back on other ways to improve technology and bring in parking revenue.</p>	
January 29, 2024	B17/2024	C 188/2023	Community Services	<p>That with regard to "Summer Drop-In Recreation Program in Parks" that the amount of up to \$20,000 BE APPROVED for another year of programming in Mitchell Park; and, ...</p> <p>That administration BE REQUESTED to report back on adding additional parks and explore potential funding from community partnerships for Council's consideration.</p>	
January 29, 2024	B18/2024	C 188/2023	Finance & City Treasurer	<p>That the following recommended motion by Councillor Francis from the January 29, 2024— Special Meeting of Council BE DEFERRED to a future meeting of Council:</p> <p>That administration BE DIRECTED to provide 10% efficiencies as opposed to 5% efficiencies as part of the 2025 Budget preparation process for Council's consideration.</p>	
January 29, 2024	B19/2024	C 188/2023	Economic Development	<p>That with regard to "New Service: Route 250 (Rhodes/Twin Oaks/NextStar Industrial)" that administration BE DIRECTED to report back on the participation or arrangement to assist with transit funding by other municipalities or corporations; and,</p> <p>That administration BE DIRECTED to explore opportunities across the community for sponsors to assist with transit funding.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 29, 2024	B25/2024	C 188/2023	Infrastructure Services	That administration BE DIRECTED to incorporate traffic calming measures on Wyandotte Street as opposed to the narrowing of the roadway option that was approved by Council previously; and,  That an amount of \$225,000 from the surplus \$246,240 in the Budget Stabilization Reserve Fund (BSR) for the Paul Martin Building BE APPROVED for this project.	
January 29, 2024	B7/2024	C 182/2023	Community Services	That the report of the Project Administrator dated December 20, 2023 entitled "Festival Plaza Improvement - Update - Ward 3" BE REFERRED back to administration; and,  That administration BE DIRECTED to provide another more cost effective option for Council's consideration.	
February 26, 2024	CR76/2024	C 19/2024	Infrastructure Services	That the report of the Senior Manager Traffic and Parking dated February 9, 2024 entitled "Red Light Camera Update – City Wide" BE REFERRED to a future Environment, Transportation and Public Safety Standing Committee Meeting for further review and consideration.	
February 26, 2024	CR81/2024	S 168/2023	Economic Development	That the report of the Community Energy Plan Administrator dated December 19, 2023 regarding the Energy and Poverty Pillar (EAPP) Report Requirement from the Global Covenant of Mayors for Climate and Energy BE RECEIVED for information; and, ...  That Administration BE DIRECTED to report back to Council with the finalized Energy Access and Poverty Assessment, Targets, and Plan.	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
February 26, 2024	CR85/2024	S 7/2024 & AI 3/2024	Infrastructure Services	<p>That the report of the Senior Manager, Traffic Operations &amp; Parking dated January 12, 2024 entitled "Traffic Signal at Tecumseh Road E and Robinet Road – Ward 7" BE REFERRED to a future Council meeting; and,</p> <p>That administration BE REQUESTED to provide information regarding adding signage related to no left turn onto Tecumseh Road from Robinet Road.</p>	
February 26, 2024	CR96/2024	S 11/2024	Community Services	<p>That the report of the Executive Initiatives Coordinator, Community Services dated January 21, 2024 entitled "Response to CQ 12-2022 &amp; 22-2022 – Solar Lights on City Trails – City Wide" BE RECEIVED for information; and,</p> <p>...</p> <p>That Administration BE DIRECTED to investigate more cost effective solar lighting options.</p>	
March 18, 2024	CR127/2024	C 33/2024	Finance & City Treasurer	<p>III. That subject to written confirmation from the grant provider that the City's application has been successful, Administration REPORT BACK to Council regarding the proposed financing strategy required to carry out this project and execute the Agreement.</p>	

**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 22, 2024	CR146/2024	CMC 6/2024	Infrastructure Services	<p>That the administrative memo from the from the Commissioner, Infrastructure Services &amp; City Engineer dated March 14, 2024 regarding City of Windsor Feedback Regarding ERO-019-7891 and the letter from the Executive Director, Municipal Engineers Association dated February 26, 2024 regarding the Ministry of the Environment, Conservation &amp; Parks (MCEP) Announcement of new Regulation to Replace Municipal Class EA BE RECEIVED; and,</p> <p>That administration BE REQUESTED to report back outlining the impact of the changes to the Conservation Authorities Act on the City of Windsor as it relates to the measures that are being contemplated in the legislation that the Province is bringing forward.</p>	
April 22, 2024	CR153/2024	S 31/2024	Health & Human Services	<p>That this updated report from the Coordinator, Housing Administration &amp; Policy and the Social Housing Analyst dated February 16, 2024 entitled "Rent Supplement Program Expiries and Mitigation Update - City Wide" BE RECEIVED; and further, .....</p> <p>That the Executive Director, Housing &amp; Children's Services REPORT BACK on the outcome of the expiring rent supplement and any other mitigation strategies post completion; and, ...</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 22, 2024	CR155/2024	S 30/2024	Health & Human Services	<p>That this report of the Acting Manager, Homelessness &amp; Housing Support dated February 16, 2024 entitled "Legislated Five Year Review of the 10-year Housing and Homelessness Master Plan, 2024" BE ACCEPTED; and further,...</p> <p>That the Executive Director of Housing and Children's Services or their designate ENSURES the updated Windsor Essex 10-year Housing and Homelessness Master Plan aligns with the direction set by the Ministry of Municipal Affairs and Housing, addresses local needs and, REPORT BACK to Council to present the updated plan; and further...</p>	
April 22, 2024	CR158/2024	SCM 75/2024	Economic Development	<p>That the verbal update to Municipal Heritage Register: Strategies in response to Provincial Bill 23 provided by the Heritage Planner BE RECEIVED; and,</p> <p>That the Heritage Planner BE DIRECTED to report back to a future Development &amp; Heritage Standing Committee meeting on the viability of a bylaw for Council consideration aimed at protecting existing Municipal Heritage assets beyond the Province's 2024 deadline; and that should a bylaw be determined viable, TO PROPOSE within the response appropriate language and to report back prior to the Provincial deadline elapsing.</p>	
April 22, 2024	CR165/2024	S 169/2023	Economic Development	<p>That the report of the Community Energy Plan Administrator dated February 19, 2024 entitled "Community and Corporate Greenhouse Gas Emissions and Energy Monitoring Report – 2022 – City Wide" BE FORWARDED to the Environment &amp; Climate Change Advisory Committee for their review and comment.</p>	

**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 22, 2024	CR166/2024	S 33/2024	Economic Development	That the report of the Environment Sustainability Coordinator dated March 7, 2024 entitled "Windsor's 2023 Report On the State of the Environment" BE FORWARDED to the Environment & Climate Change Advisory Committee for their review and comment.	
April 22, 2024	CR167/2024	S 35/2024	Infrastructure Services	<p>That the report of the Coordinator, Parking Services dated March 11, 2024 entitled "CQ 36-2023 – Repurposing Lot 16" BE RECEIVED for information; and, ....</p> <p>That administration BE DIRECTED to investigate different techniques and changes that can potentially assist the surrounding residents with issues related to this parking lot including but not limited to noise detection cameras, speed humps, and an increase to parking fees; and that the information BE BROUGHT forward to Council for their consideration.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 22, 2024	CR176/2024	S 133/2023 & AI 5/2024	Community Services	<p>That the report of the Executive Initiative Coordinator dated October 13, 2023, entitled, "Report CQ 2-2023 - Moving the Location of Bright Lights – Ward 3" BE RECEIVED for information; and,</p> <p>That administration BE REQUESTED report back to Council and continue to work on a plan to illuminate downtown Windsor with year round decorative lighting working in collaboration with the DWBIA, Council and Administration; and that the information INCLUDE infrastructure costs, security and integration with the City Hall Esplanade; as well as the possibility to allow local artists, through a permitting process, to be able to sell their goods during the summer months at the Riverfront.</p>	
April 22, 2024	CR182/2024		Corporate Services	<p>That the petition presented by Councillor Fred Francis on behalf of the residents of the Roseland neighbourhood and surrounding area in opposition of the City of Windsor's current housing proposal on the Roseland Golf and Curling Club Property BE RECEIVED by the Clerk for the purpose of an examination of the requested works or undertakings.</p>	
April 22, 2024	CR183/2024		Economic Development	<p>That the petition presented by Councillor Angelo Marignani on behalf of residents on the corner of Derek Street and Radcliff Avenue in opposition to the implementation of Bus Route 335 being added to Radcliff Avenue BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Executive Director, Transit Windsor for the purpose of an examination of the requested works or undertakings.</p>	

**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
May 13, 2024	CR198/2024		Community Services	Asks to have the city look into more auxiliary police being used on a regular schedule in our public parks and trails. A report back on costs and risks involved.	Accepted
May 13, 2024	CR198/2024	C 49/2024	Economic Development	<p>That Council ENDORSE the Strengthen the Core - Downtown Windsor Revitalization Plan; and further, to address the Immediate Action Strategy: ...</p> <p>That Council DIRECT Administration to monitor and report on additional action items which have been identified within this report but have no financial cost to the City; and further,</p> <p>That Council DIRECT Administration to report on the effectiveness of the efforts made by way of the Immediate Action Strategy; and further, ...</p> <p>That administration BE DIRECTED to report back to Council on data that would measure the success of the plan and this would also include data coming to Council from the community partners.</p>	



## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
May 27, 2024	CR207/2024	CMC 8/2024	Corporate Services	That the letter from Assisted Living Southwestern Ontario dated April 29, 2024, regarding Short-Term Rental Licensing for 11636 Riverside Drive East - Request for Exemption BE RECEIVED for information; and,  That administration BE DIRECTED to report back with information related to the possibility of a By-law amendment or exemptions regarding the Short-Term Rental License By-Law, and that this information include considerations for community services providers, not for profit (NFP) groups and other organizations that are looking to provide this service in addition to other services.	
May 27, 2024	CR227/2024	S 49/2024	Infrastructure Services	... That administration BE REQUESTED to provide options to mitigate traffic impacts in the area and in the neighbourhood, to address the concerns of traffic entering the neighbourhood as a result of this proposed development.	
May 27, 2024	CR235/2024	S 155/2023 & S 44/2024	Infrastructure Services	That the report of the Commissioner of Infrastructure Services dated November 10, 2023 entitled "Response to CQ 24-2023 Regarding Minimum Standards, Vendor Warranties, and Construction Policies for Road Repair, Sewer Infrastructure, and Road Rehab Projects - City Wide" BE REFERRED to the 2025 Budget Deliberation meeting to provide options to increase the quality control program; and,	

**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
May 27, 2024	CR235/2024	S 155/2023 & S 44/2024	Infrastructure Services	That administration BE REQUESTED to conduct a thorough review of the 2025/2026 projects to determine whether there may be an opportunity to adopt an expedited schedule, including working off hours and weekends, especially on the main thoroughfares.	
May 27, 2024	CR236/2024	S 45/2024	Infrastructure Services	<p>...That Council APPROVE the development of a new Ad Hoc Alley Standards Committee as outlined in the report with the deliverables to support Council's goal of developing and enforcing a set of alley standards as amended; and,</p> <p>That the Alley Standards Committee REVIEW and CONSIDER best practices to promote safety and security as an additional deliverable; and,</p> <p>That asset management plans BE INCLUDED in the analysis of activating those alley spaces; and,</p> <p>That administration BE DIRECTED to report back to Council on an annual basis.</p>	
June 10, 2024	CR246/2024	C 58/2024	Community Services	<p>That Council APPROVE the award of RFT 46-24, City Hall Square Ice Rink to the low bidder Oscar Construction Company Limited for the amount of \$11,742,255 (excluding HST); and further, ...</p> <p>That Administration BE REQUESTED to continue to review the potential to offset costs for this project by finding ways to secure revenue streams, including but not limited to, potential naming rights and other sponsorship opportunities.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
June 10, 2024	CR248/2024	C 64/2024	Economic Development	That Council SUPPORT the continuing development, implementation, and monitoring of the EMP to reduce the Corporation's energy consumption and greenhouse gas emissions; and,  That Administration REPORT BACK to Council on the development of a Corporate Energy Management Policy, once finalized.	
June 10, 2024	CR249/2024	C 66/2024	Community Services	That administration BE REQUESTED to report back to Council regarding the funding required for free skates for the 2025 season; and that the information BE BROUGHT forward to the 2025 Budget Meeting.	
June 10, 2024	CR256/2024	S 146/2023	Infrastructure Services	That administration BE DIRECTED to review the Drouillard Road underpass to ascertain whether it can be designated as a recreational trail to legally allow usage by cyclists.	
June 10, 2024	CR258/2024	S 46/2024	Infrastructure Services	That the report of the Environment, Transportation & Public Safety Standing Committee of its meeting held May 29, 2024 regarding "Response to CQ 4-2024 – Options for Modernizing Parking Operations – City Wide" BE REFERRED back to administration to allow for administration to respond to issues brought forward and provide payment options and details related to implementation location; to allow for consultation with the BIAs and that the information BE BROUGHT forward to a future Council Meeting (within 4 months) for Council's consideration.	

**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
June 10, 2024	CR263/2024	S 64/2024	Infrastructure Services	That based on the content and discussion of this Report, City Council DIRECT Administration to develop a “Policy for Municipal Electric Vehicle (EV) Charging Stations”; and,	
June 10, 2024	CR263/2024	S 64/2024	Infrastructure Services	That in an effort to support the expansion of EV charging station infrastructure throughout the municipality, that City Council DIRECT Administration continue to explore proposed projects facilitating third-party ownership of EV charging stations in municipally-owned parking lots and garages; and,	
June 10, 2024	CR263/2024	S 64/2024	Infrastructure Services	<p>That City Administration PROVIDE SUPPORTS for the installation of privately-owned EV Charging Infrastructure for residential, commercial, and municipally-owned properties through:</p> <ul style="list-style-type: none"> <li>a. The support and facilitation of third-party ownership of EV charging infrastructure in municipally-owned parking lots and garages on municipally-owned properties; and,</li> <li>b. Exploring amendments to the Zoning By-law for new residential development; and,</li> <li>c. Exploring amendments to Zoning By-law for new multi-residential and non-residential development; and,</li> </ul>	
June 10, 2024	CR263/2024	S 64/2024	Infrastructure Services	That administration BE REQUESTED to report back with information related to a fee model and enforcement options for not moving vehicles from the charging station after being fully charged.	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
June 10, 2024	CR264/2024	C 19/2024 & AI 10/2024	Finance & City Treasurer	... That Administration BE REQUESTED to report back prior to the end of 2024 related to the budget impacts as it relates to redirecting funds of the net profits from the City's red light camera program to specific speed calming and traffic calming initiatives.	
July 08, 2024	CR281/2024	CMC 10/2024	Health & Human Services	That the email of the Briefings and Correspondence Unit, Corporate Secretariat, Women and Gender Equality Canada dated May 31, 2024 regarding the acknowledgement regarding intimate partner violence BE RECEIVED for information; and,  That administration BE DIRECTED to report back on the availability of funding, what it is allocated towards, what the parameters are and what conditions have to be met to be able to secure the funding; and that the information INCLUDE a status report of accessed available funding.	
July 08, 2024	CR284/2024	C 72/2024	Finance & City Treasurer	That administration BE DIRECTED to request a clarification letter from AMO in terms of moving forward regarding the Built Canada Fund and what it is going to cover, and how sustainable it is for municipalities moving forward.	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 08, 2024	CR286/2024	SCM 181/2024	Economic Development	<p>That the letter from the Ministry of Citizenship &amp; Multiculturalism dated May 27, 2024 regarding the changes made to the Ontario Heritage Act (OHA) as part of Bill 23, More Homes Built Faster Act, 2022 BE RECEIVED; and,</p> <p>That administration BE REQUESTED to report back to the Development &amp; Heritage Standing Committee related to what the current resource capacities would yield, in terms of how far into the heritage list is practical to get through with the 2-year extension deadline.</p>	
July 08, 2024	CR294/2024	C 73/2024	Finance & City Treasurer	<p>That City Council APPROVE the proposed pilot project in partnership with a third-party owner-operator to assess the requirements of public-private partnerships and expanding electric vehicle charging station infrastructure; and,</p> <p>That the Chief Administrative Officer and City Clerk BE AUTHORIZED to enter into an agreement with the partnership herein described as FLO-TELUS for the installation of electric vehicle charging stations at the locations detailed in this report, ... and,</p> <p>That City Council DIRECT Administration to return with the preliminary results of the pilot project after one year of operation to describe the feasibility of the public-private partnership model for expanding electric vehicle infrastructure.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 08, 2024	CR302/2024	CMC 10/2024	Corporate Services	That the report of the Director, Technology Services, Windsor Police Services dated June 19, 2024 responding to Council Question CQ 31-2023 regarding installation of CCTV-enabled emergency police call boxes in public areas BE RECEIVED for information; and,  That Administration BE DIRECTED to report back to Council regarding developing a privacy impact study and the cost involved.	
July 22, 2024	CR319/2024	S 75/2024	Infrastructure Services	That the report of the Manager, Environmental Services dated June 10, 2024 entitled "Response to CQ 20-2024 Bulk Collection Program in BIAs" BE RECEIVED for information; and,  That Council APPROVE the inclusion of commercial businesses within BIAs in the existing Bulk Collection Program on a one-year pilot program beginning in the fall of 2024; and,  That Administration REPORT the results of the pilot project to Council in the fall of 2025; and,  That Administration BE DIRECTED to report back regarding the feasibility of expanding the bulk item pick up program into non BIA commercial districts during the final analysis or at any time within the pilot project timeline.	
July 22, 2024	CR325/2024	S 22/2024	Economic Development	That Volume 1: The Primary Plan of the City of Windsor Official Plan BE AMENDED ...; and,  That Administration continue to give consideration to matters which could further assist with streamlining the development approval process and REPORT BACK on any options or parameters regarding the delegation of authority to Administration.	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 22, 2024	CR327/2024	S 71/2024	Economic Development	That the report of the Development & Heritage Standing Committee Meeting dated May 31, 2024 entitled "Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9" BE DEFERRED to the September 9, 2024 City Council meeting to allow for the surrounding residents to be notified again and provide time for delegates to confer with their neighbours.	
July 22, 2024	CR333/2024	S 15/2024 & S 16/2024 & AI 13/2024	Economic Development	That Council DIRECT Administration to DEVELOP Corporate Procedures to implement the Windsor Archaeological Management Plan (WAMP); and further,  That Administration BE DIRECTED to undertake a search for an appropriate location to study, curate, store and display significant archaeological resources resulting from future archaeological investigations within the municipal limits of Windsor and report back to City Council on options which may be available should a future need arise; and further,...	
July 22, 2024	CR333/2024	S 15/2024 & S 16/2024 & AI 13/2024	Economic Development	That administration BE REQUESTED to report back with an update related to the implementation of the Windsor Archaeological Management Plan prior to the end of 2024;...	



## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 22, 2024	CR334/2024	S 46/2024 & AI 14/2024-0	Infrastructure Services	That the report of the Environment, Transportation & Public Safety Standing Committee dated April 25, 2024 entitled "Response to CQ 4-2024 – Options for Modernizing Parking Operations – City Wide" BE DEFERRED to a future City Council meeting to allow for administration to provide more information regarding app fees, and statistics related to the City of Windsor Parking app.	
July 22, 2024	CR341/2024	C 60/2024	Infrastructure Services	<p>That City Council RECEIVE FOR INFORMATION the International Charles Brooks Memorial Peace Fountain Replacement Project Update outlined in this report; and further,</p> <p>That City Council DIRECT Administration to proceed with Option 1 and Option 2 as identified herein, for the International Charles Brooks Memorial Peace Fountain Replacement Project; and further, ...</p> <p>That Administration BE DIRECTED to undertake consultation with relevant stakeholders including the local labour community and the Brooks family as the feasibility process moves forward.</p>	
September 09, 2024	CR356/2024	C 101/2024	Finance & City Treasurer	... That in the event the City receives written confirmation from Housing, Infrastructure and Communities Canada (HICC) that the Expression of Interest (EOI) submitted has been approved, Administration REPORT BACK to Council with all required information necessary to submit a Capital Plan Application (stage 2) to the Canada Public Transit Fund (CPTF) – Baseline Funding stream.	FYI

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 09, 2024	CR364/2024	S 94/2024	Infrastructure Services	...That administration BE DIRECTED to meet with the school boards through the City & School Board Liaison Committee regarding alternatives to the Kiss and Ride Program and their pilot project at Queen Victoria School currently being discussed; ...	
September 09, 2024	CR377/2024	S 46/2024 & AI 14/2024	Infrastructure Services	That the report of the Environment, Transportation and Public Safety Standing Committee dated April 25, 2024 entitled "Response to CQ 4-2024 – Options for Modernizing Parking Operations – City Wide" BE DEFERRED to a future City Council meeting for consideration.	
September 09, 2024	CR378/2024	S 71/2024	Economic Development	That the report of the Development and Heritage Standing Committee dated May 31, 2024 entitled "Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9" BE DEFERRED to a future meeting of City Council to allow for further investigation into the possibility of ingress and egress from the 6th Concession.	

**Outstanding Directives**

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 09, 2024	CR379/2024	S 93/2024	Infrastructure Services	<p>That the report of the Environment, Transportation and Public Safety Standing Committee dated July 12, 2024 entitled "Response to CQ 10-2024 - Property Owner sign-off on Permit Applications - City Wide" BE REFERRED back to administration to allow for further discussion regarding options that will satisfy the identified concerns; and,</p> <p>That the information BE FORWARDED to a future meeting of Council for their consideration.</p>	
September 23, 2024	CR389/2024	CMC 13/2024	Chief Administrative Officer	<p>That the letter from the Member of Parliament, Windsor West dated September 6, 2024 regarding the decision by the Michigan Department of Transportation (MDoT) to allow additional hazardous materials on the Ambassador Bridge BE RECEIVED for information; and,</p> <p>That Administration BE DIRECTED to send a letter of support to MP Masse and to the Minister of Transport expressing concerns, requesting reimbursement costs, and that the hazardous materials be identified prior to crossing; and,</p> <p>That comments from Windsor Police Service, Windsor Fire, the Windsor Essex County Health Unit, the Univeristy of Windsor, and the Candian Border Services Agency BE INCLUDED in the correspondence; and,</p> <p>That administration BE DIRECTED to report back to Council related to any options to address this concern.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 23, 2024	CR390/2024	CMC 13/2024	Infrastructure Services	<p>That the communication from the Town of Tecumseh dated September 4, 2024 regarding a "Notice of Public Meeting for Proposed Official Plan Amendment to incorporate the Tecumseh Hamlet Secondary Plan into the Tecumseh Official Plan" BE RECEIVED for information; and,</p> <p>That Administration BE DIRECTED to report back on the impact of the services that the city provides to neighbouring municipalities in terms of potable water and sewage, and whether or not we will be required to increase the numbers that we are currently providing to them.</p>	
September 23, 2024	CR391/2024	S 86/2024	Chief Administrative Officer	<p>THAT the report of the Director, Corporate Security, Executive Initiatives Coordinator Corporate Services, and Executive Initiatives Coordinator Community Services dated July 4, 2024 entitled "Response to CQ 12-2023: Public conduct policy and security screening options for City Hall and other municipal facilities," BE REFERRED to the 2025 Budget Meeting for Council's consideration.</p>	
September 23, 2024	CR413/2024	S 109/2024	Community Services	<p>That Council ENDORSE the Walker Homesite Park Master Plan as noted in Appendix A of this report which would require additional expenditures that are not currently included in the 10-year capital plan; and, That the City Treasurer BE DIRECTED to bring forward a capital budget issue in the amount estimated to be \$3,313,367 as part of the 2025 10-year capital plan for consideration.</p>	

# Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 23, 2024	CR414/2024	S 107/2024 & AI 19/2024	Community Services	<p>That the administrative report dated August 16, 2024 and the Additional Information Memo entitled "Response to CQ 3/2024 Geese Management - City Wide" BE RECEIVED for information; and,</p> <p>That the City Treasurer BE DIRECTED to bring forward a \$30,000 budget issue as part of the 2025 budget process for consideration; and,</p> <p>That subject to approval of this request in the 2025 budget, that Administration BE DIRECTED to work with a Goose Management Company on egg/nest removal at the seven (7) locations identified within this report; and further,</p> <p>That Administration BE DIRECTED to apply for any required permits with the Canadian Wildlife Service for the removal of eggs/nests; and further,</p> <p>That Administration BE DIRECTED to report the results to Council after a one-year trial is completed.</p>	
September 23, 2024	CR415/2024	S 108/2024-0	Community Services	<p>That the report of the Community Services Standing Committee at its meeting held September 4, 2024 entitled "Response to CQ 13-2024, CQ 16-2024 and CQ 30-2024-Pickleball &amp; Squash Courts within the City - City Wide" BE REFERRED to the next Council meeting to allow for further review.</p>	<p>Oct 28, 2024: S 108/2024 REFERRED to 2025 Budget for costing of the proposal. (CR472/2024)</p>
September 23, 2024	CR429/2024	S 66/2024	Infrastructure Services	<p>That Administration BE DIRECTED to bring forward a capital infrastructure investment plan identified in the Environmental Assessment along the 6th Concession and North Talbot corridor in the 2025 capital budget.</p>	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
October 28, 2024	CR456/2024	S 127/2024	Health & Human Services	That this report of the Manager – Homelessness & Housing Support dated September 12, 2024 entitled "Response to CQ 19-2024 – Reaching Home Funding & Warming Bus – City Wide" BE RECEIVED for information; and,  ...That Administration BE DIRECTED to approach local philanthropy groups to determine whether any potential funding partnerships can be explored.	
October 28, 2024	CR475/2024	S 35/2024 & AI 18/2024	Corporate Services	That administration BE DIRECTED to report back regarding changes to the administrative recommendation in the report of the Coordinator, Parking Services dated September 3, 2024, entitled, "Response to CQ 36-2024 - Repurposing of Lot 16" for council's consideration.	
October 28, 2024	CR476/2024	S 35/2024 & AI 18/2024	Corporate Services	That administration BE DIRECTED to report back regarding changes to the administrative recommendation in the report of the Coordinator, Parking Services dated September 3, 2024, entitled "Response to CQ 36-2023 – Repurposing of Lot 16" for council's consideration.	
October 28, 2024	CR477/2024		Infrastructure Services	That the petition presented by Councillor Ed Sleiman on behalf of Parkwood Manor regarding the safety concerns at the intersection of Central Avenue & Temple Drive BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Commissioner, Infrastructure Services & City Engineer for the purpose of an examination of the requested works or undertakings.	

## Outstanding Directives

as of November 14, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
October 28, 2024	CR478/2024		Infrastructure Services	That the petition presented by Councillor Ed Sleiman on behalf of the residents on Erskine Street regarding parking and traffic concerns BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Commissioner, Infrastructure Services & City Engineer for the purpose of an examination of the requested works or undertakings.	
October 28, 2024	CR481/2024		Economic Development	That administration BE DIRECTED to write a letter to the Provincial Government and Members of Provincial Parliament to encourage more consultation with municipalities on matters of planning & development before legislation is enacted; and,  ...That administration BE DIRECTED to report back for further consideration of initiatives or suggestions from council;	

**Clerk's Note: The listing of items prior to January 1, 2011 should not be considered complete at this point in time.**

**Clerk's Note: This summary chart is not intended to replace the actual minutes of all proceedings.**