

Environment, Transportation & Public Safety
Standing Committee Meeting Agenda

Date: Wednesday, January 29, 2025

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

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

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

MEMBERS:

Ward 2 – Councillor Fabio Costante (Chairperson)

Ward 3 – Councillor Renaldo Agostino

Ward 4 – Councillor Mark McKenzie

Ward 8 – Councillor Gary Kaschak

Ward 9 – Councillor Kieran McKenzie

ORDER OF BUSINESS

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

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

2.	DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
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3.	ADOPTION OF THE MINUTES OF THE ETPS STANDING COMMITTEE
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3.1.	Adoption of the Environment, Transportation, and Public Safety Standing Committee minutes of its meeting held November 27, 2024 (SCM 359/2024)
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4.	REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS
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5.	COMMUNICATIONS
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6.	PRESENTATIONS AND DELEGATIONS
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7.	COMMITTEE MATTERS
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7.1.	Minutes of the Active Transportation Expert Panel of its meeting held October 28, 2024 (SCM 390/2024)
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7.2.	2024 Annual Report of the Active Transportation Expert Panel (SCM 1/2025)
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7.3.	2024 Annual Report of the Environment & Climate Change Advisory Committee (SCM 2/2025)
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7.4.	2024 Annual Report of the Transit Windsor Working Group (SCM 6/2025)
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8. ADMINISTRATIVE ITEMS

- 8.1. Automated Speed Enforcement Program Implementation – City wide (**S 2/2025**)
- 8.2. Banner Policy Implementation- City Wide (**S 4/2025**)
- 8.3. Way Finding Signs for “Place of Worship” - City Wide (**S 178/2025**)

9. TRANSIT BOARD ITEMS

10. ADOPTION OF TRANSIT BOARD MINUTES

11. QUESTION PERIOD

12. ADJOURNMENT



Committee Matters: SCM 359/2024

**Subject: Adoption of the Environment, Transportation, and Public Safety
Standing Committee minutes of its meeting held November 27, 2024**

Environment, Transportation & Public Safety Standing Committee Meeting

Date: Wednesday, November 27, 2024

Time: 4:30 PM

Members Present:

Councillors

Ward 2 - Councillor Fabio Costante (Chairperson)

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie

PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM ADMINISTRATION:

Sandra Gebauer, Council Assistant

ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM ADMINISTRATION:

Jelena Payne, Commissioner, Economic Development

David Simpson, Commissioner, Infrastructure Services & City Engineer

Phong Nguy, Executive Director of Public Works Operations

Stacey McGuire, ED, Engineer/Deputy City Engineer

Matthew Johnson, Executive Director, Economic Development

Mark Spizzirri, Manager, Performance Measurement & Business Case Development.

Tyson Cragg, Executive Director, Transit Windsor

Chris Gerardi, Policy Analyst

Ray Sayyadi, Transportation Planning Senior Engineer

Clare Amicarelli, Transportation Planning Coordinator

Michelle Moxley-Peltier, Energy Plan Administrator

Anna Ciacelli, Deputy City Clerk

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1. CALL TO ORDER

The Chairperson calls the meeting of the Environment, Transportation & Public Safety Standing Committee to order at 4:31 o'clock p.m.

2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Councillor Mark Mckenzie discloses an interest and abstains from voting on Item 8.1 being "Response to CR227/2024 DHSC 609 Regarding 6 story building with 54 Multiple Dwelling units, located at 835 Tecumseh Rd. E, 2148 Marentette – Ward 4 (S 149/2024)," as he is a member of the Giovanni Caboto Club.

Councillor Renaldo Agostino discloses an interest and abstains from voting on Item 8.1 being "Response to CR227/2024 DHSC 609 Regarding 6 story building with 54 Multiple Dwelling units, located at 835 Tecumseh Rd. E, 2148 Marentette – Ward 4 (S 149/2024)," as he is a member of the Giovanni Caboto Club.

3. ADOPTION OF THE MINUTES OF THE ETPS STANDING COMMITTEE

3.1. Adoption of the Environment, Transportation, and Public Safety Standing Committee minutes of its meeting held October 30, 2024

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Mark McKenzie

THAT the minutes of the Environment, Transportation & Public Safety Standing Committee meeting held October 30, 2024 **BE ADOPTED** as presented

Report Number: SCM 327/2024

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None presented.

5. COMMUNICATIONS

None presented.

6. PRESENTATIONS AND DELEGATIONS

None presented.

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7. COMMITTEE MATTERS

7.1. Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held July 10, 2024

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Kieran McKenzie

Decision Number: ETPS 1034

That the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) meeting held July 10, 2024 **BE RECEIVED**.

Carried.

Report Number: SCM 330/2024

7.2. Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held September 11, 2024

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Gary Kaschak

Decision Number: ETPS 1035

That the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) meeting held September 11, 2024 **BE RECEIVED**.

Carried.

Report Number: SCM 331/2024

8. ADMINISTRATIVE ITEMS

8.1. Response to CR227/2024 DHSC 609 Regarding 6 story building with 54 Multiple Dwelling units, located at 835 Tecumseh Rd. E, 2148 Marentette – Ward 4

Councillor Kieran inquires if the City were to undertake the Traffic Calming Review regarding the development in that area, what municipal resources would be allocated to it, if any. David Simpson, Commissioner, Infrastructure Services & City Engineer appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report dated October 24, 2024, entitled “Response to CR227/2024 DHSC 609 Regarding 6 story building with 54 Multiple Dwelling units, located at 835 Tecumseh Rd. E, 2148 Marentette – Ward 4” and indicates that these types of traffic impact analyses are being funded by levy. They are, as part of the 2025 budget process, seeking cost appropriate cost recovery for staff hours spent on this type of review that are development triggered. The developer is not funding the analysis at this time.

Councillor Kieran McKenzie inquires whether the proposal was for ingress/egress to be from Tecumseh Road and the committee asked if there was an opportunity to add this component.

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Chris Gerardi, Policy Analyst appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report dated October 24, 2024, entitled "Response to CR227/2024 DHSC 609 Regarding 6 story building with 54 Multiple Dwelling units, located at 835 Tecumseh Rd. E, 2148 Marentette – Ward 4" and indicates that the original proposal was to have ingress/egress off Marentette. He adds, that through public input, this prompted the decision to offer ingress/egress from Tecumseh Road and the Caboto Club parking lot.

Councillor Kieran McKenzie inquires whether the developer was required to undertake a traffic impact study as part of the proposal. Mr. Gerardi responds that they were required to submit a Traffic Impact Study (TIS) as a term of the re-zoning. When they go to site plan control, they will need a TIS.

Councillor Kieran McKenzie inquires if the recommendation before the committee today is to receive, and the TIS will be received once the developer comes before the planning committee for rezoning. Mr. Gerardi indicates that as part of the Site Plan Control process they will receive the TIS.

Councillor Kieran McKenzie inquires if they are able to ask the developer to do that heightened level of analysis within their TIS. Mr. Gerardi responds that the heightened level of analysis would be the responsibility of existing resources.

Councillor Kieran McKenzie inquires about the timeline and person hours required. Mr. Gerardi responds that the person hours depends on the scope of work.

Councillor Kieran McKenzie inquires if the report is received today, it will proceed to planning. Mr. Gerardi adds that the residents have submitted traffic calming requests, so that process would play out either way.

Councillor Kieran McKenzie inquires that if it turns out that there is a requirement to undertake additional analysis, the planning committee could direct the developer to undertake that. Mr. Gerardi indicates that the SPC does not come through the planning committee. Mr. Gerardi explains that the application has already been through rezoning, and as a condition of rezoning, we have applied the TIS to be received to ensure that there would not be a disruption to the neighbourhood.

Councillor Kieran McKenzie inquires whether the TIS would come back to any committee of council, and whether they could direct administration to report back. Administration indicates that they could provide a summary of the report and present it to the committee.

Councillor Fabio Costante inquires about option 1 in the report and whether it is redundant as residents have already submitted traffic calming requests. Mr. Gerardi responds that option 1 was to require a full neighbourhood review to offer a network-wide solution.

Councillor Gary Kaschak inquires if the conclusion section of the report indicates that there is evidence that a significant problem does not exist, would they expect to see anything different from this elevated study, from when this was approved at Council. Mr. Gerardi responds that it is possible that traffic conditions have changed, but also possible that they haven't. Administration indicates that a TIS does not include traffic calming or safety evaluation, it only

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focuses on traffic generated by the development. It would have to be done in house or outsourced. Mr. Simpson adds that the half-day field work component would be required to analyze the data generated from the study. The whole neighbourhood review is a multi-week undertaking with the appropriate staff. The last TIS was completed in 2021 and there is a possibility that traffic conditions have changed.

Councillor Gary Kaschak inquires whether they are being premature in this study with respect to traffic calming before the development is approved. Mr. Simpson responds that they can do both and those recommendations could be presented to Council for consideration. The key would be ongoing monitoring once the development is up and running.

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

Decision Number: ETPS 1036

That the report of the policy analyst dated October 24, 2024, entitled "Response to CR227/2024 DHSC 609 regarding 6 story building with 54 Multiple Dwelling units, located at 835 Tecumseh Rd. E, 2148 Marentette" **BE RECEIVED** for information; and,

That Administration **BE DIRECTED** to undertake Option 1 - Traffic Calming Review and Design (internal staff) – no additional cost, as outlined in the administrative report.
Carried.

Councillors Renaldo Agostino and Mark McKenzie disclose an interest and abstain from voting on this matter.

Report Number: S 149/2024
Clerk's File: Z/14755 & Z/14754

8.2. Response to CQ 7-2024 - Converting Downtown One-Way Streets to Two-Way Streets – Ward 3

Councillor Gary Kaschak inquires whether they could focus on a few of the key streets to start as opposed to all nine to limit the scope. Mr. Simpson responds that minimizing the scope would decrease the budget required to undertake two of the nine streets.

Councillor Fabio Costante inquires whether the first phase would include all nine streets. Clare Amicarelli, Transportation Planning Coordinator appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report dated September 9, 2024, entitled "Response to CQ 7-2024 - Converting Downtown One-Way Streets to Two-Way Streets – Ward 3" and responds that it would include all nine one-way streets.

Councillor Fabio Costante asks administration if there would still need to be a study for the two streets proposed by Councillor Gary Kaschak. Ms. Amicarelli responds that is correct.

Councillor Renaldo Agostino recommends that there be community consultation with all affected residents before undertaking the study.

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Councillor Kieran McKenzie inquires whether this type of decision and process would be incorporated into the vision zero process or is it separate. Mr. Simpson responds that there is a related component to a degree.

Councillor Kieran McKenzie asks if there is a study that goes forward, the vision zero implications would be factored into the analysis. Mr. Simpson responds that is correct.

Councillor Gary Kaschak inquires as to how the conversion of Pitt Street from a one-way to two-way came about. Ms. Amicarelli responds that in the 1960s congestion was observed on some of those streets and it was moving traffic away from the downtown area. The conversion was to encourage traffic to go back into the downtown area.

Councillor Mark McKenzie asks administration if there are any concerns about phasing it in instead of all at once. Ms. Amicarelli responds that there is the possibility of duplicate costs. The reports, public outreach components will need to be done multiple times as each phase is completed.

Councillor Mark McKenzie asks administration if there are any concerns of changing traffic patterns causing overload on other streets. Ms. Amicarelli responds that the study would review that and it would analyse the existing traffic patterns and traffic patterns after the conversion using simulation models. Mr. Simpson adds that there would be an ongoing monitoring phase to validate what would be predicted from the study.

Councillor Fabio Costante inquires about the implications of adding other wards to this study. Mr. Simpson responds that there are economies to bundling.

Councillor Fabio Costante asks administration if there is a cost implication. Mr. Simpson responds that the cost is about \$20,000 per street.

Councillor Fabio Costante asks administration to clarify the proper order of process. Mr. Simpson responds that the study would come first, and the public outreach would conclude the process.

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

Decision Number: ETPS 1037

That the report of the Transportation Planning Coordinator dated September 9, 2024 entitled "Response to CQ 7-2024 – Converting Downtown One-Way Streets to Two-Way Streets – Ward 3" **BE RECEIVED**; and,

That administration **BE DIRECTED** to implement Phase 1 of One-Way to Two-Way Street Conversions and that the study include 11 streets including Lincoln and Gladstone in Ward 4 as opposed to the 9 indicated in the administrative report; and,

That administration **BE DIRECTED** to identify a funding source for the implementation of Phase 1 for Councils consideration.
Carried.

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Report Number: S 116/2024

Clerk's File: ST2024

8.3. Update on Effectiveness of Wintertime Signage for Pedestrian Walkways

Councillor Kieran McKenzie asks administration if the signs prohibit people from using the walkways in the winter. Phong Nguy, (Acting) Executive Director of Operations appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report dated October 29, 2024, entitled "Update on Effectiveness of Wintertime Signage for Pedestrian Walkways", and responds that the signs do not prohibit use of the walkways, they are there for liability purposes.

Councillor Kieran McKenzie asks administration if the cost for walkway maintenance has been evaluated. Mr. Nguy responds that they have not properly priced it out, but a rough estimate of \$5,000 to \$8,000 is per walkway.

Councillor Kieran McKenzie inquires as to how many walkways we have in the city. Mr. Nguy responds that there are thirty-one walkways.

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

Decision Number: ETPS 1038

That the report of the Coordinator Maintenance dated October 29, 2024 entitled "In response to CQ 5-2021 Update on Effectiveness of Wintertime Signage for Pedestrian Walkways" **BE RECEIVED** for information.

Carried.

Report Number: S 150/2024

Clerk's File: SW2024

8.4. Tabling of the Draft Sandwich South: Sustainable Neighbourhood Action Plan - City Wide

Councillor Kieran asks administration if the standing committee would need to provide direction to ensure that all of the work that is informing the recommendations before the standing committee today be included in the reference to the advisory committee to help them go through the process the committee will undertake. Jelena Payne Commissioner, Economic Development appears before the Environment, Transportation & Public Safety Standing Committee regarding the administrative report dated November 7, 2024, entitled "Tabling of the Draft Sandwich South: Sustainable Neighbourhood Action Plan - City Wide" and responds that most, if not all of the referred to documents are available on our website for public access.

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Councillor Kieran McKenzie inquires whether it is possible to consolidate those available reports into one package for the committee's agenda package. Ms. Payne responds yes, that is possible.

Councillor Kieran McKenzie inquires as to what the expected timeline for the advisory committee to come back with a recommendation and would it come back to Environment, Transportation & Public Safety Standing Committee or straight to Council.

Councillor Fabio Costante responds that it would come back to Environment, Transportation & Public Safety Standing Committee.

Councillor Kieran McKenzie indicates that there is an advisory committee meeting next week and is requesting that someone from administration be present to help lead the discussion at the advisory committee level and at the next meeting of Environment, Transportation & Public Safety Standing Committee that a recommendation would come forward at that point. Ms. Payne responds that that would not be possible. Ms. Payne provides information related to the City's grant, this report and a Council Resolution pertaining to it needs to be provided to our funder by December 31st. We have requested an extension beyond December 31st which has been denied.

Councillor Fabio Costante asks administration if the implementation plan requires direction from this committee and Council direction. Ms. Payne responds that they would need direction from the committee and the whole of Council. The purpose of this report was to come up with best practices and to educate. This was intended to be a working document for City administration, City departments, stakeholders, land acquisition, growth for our community, which would then be used as a tool as those opportunities presented. If there is a desire of Council for us to proactively create an implementation plan, we would need direction to do that.

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 #: EI/10822

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9. TRANSIT BOARD ITEMS

None presented.

10. ADOPTION OF TRANSIT BOARD MINUTES

None presented.

11. QUESTION PERIOD

None presented.

12. ADJOURNMENT

There being no further business, the Environment, Transportation & Public Safety Standing Committee is adjourned at 5:15 o'clock p.m. The next meeting of the Environment, Transportation & Public Safety Standing Committee will be held January 29th, 2025.
Carried.

Ward 2 – Councillor Fabio Costante
(Chairperson)

Deputy City Clerk / Supervisor of Council
Services



Committee Matters: SCM 390/2024

**Subject: Minutes of the Active Transportation Expert Panel of its meeting held
October 28, 2024**

Active Transportation Expert Panel

Meeting held October 28, 2024

A meeting of the Active Transportation Expert Panel is held this day commencing at 2:30 o'clock p.m. via Zoom video conference, there being present the following members:

Dr. Paul Henshaw
Teena Ireland
Kevin Morse
Jocelyn Nikita
James Sommerdyk

Guest in attendance:

Bob Cameron

Also present are the following resource personnel:

Gholamreza (Ray) Sayyadi, Transportation Planning Senior Engineer
Kathy Quenneville, Chair, and Active Transportation Coordinator
Ian Day, Senior Manager Traffic Operations/Parking
Karen Kadour, Committee Coordinator

1. Call to Order

Kathy Quenneville, Chair calls the meeting to order at 2:34 o'clock p.m. and the Expert Panel considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Dr. Paul Henshaw, seconded by Teena Ireland,
That the minutes of the Active Transportation Expert Panel of its meeting held May 30, 2024 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 2024 Operating Budget – Expenditure Planning and Possible Initiatives to Fund

Kathy Quenneville, Chair advises that the balance of the 2024 operating budget is \$6,100. Possible initiatives to fund includes the following:

- Safety Village cycling safety programs or in school programs for students
- Bike safety event (due to timing may be considered in 2025)
- Bike racks for schools
- Cycling related items for children, i.e. helmets, bike locks, lights
- Promotional ads, i.e. safety message geared at motorists regarding pedestrian and cyclist safety

The Chair asks if there is interest in forming a subcommittee to review the feasibility of the foregoing initiatives.

Kevin Morse advises that bike racks cost approximately \$1,000 (as some racks are dated) and adds that the Windsor Essex County Health Unit has a list of high priority schools if the Expert Panel wishes to target specific groups. As there are areas that are not safe, he suggests purchasing bike locks for the students. He proposes that bike racks be placed in city parks to encourage children to ride their bikes.

Jim Sommerdyk states upon reviewing the Mandate for the Active Transportation Expert Panel that, there does not appear to be advocacy, rather it is more about providing advice. The Chair responds that in the past the former committee did not invest in bike education for children, i.e. helmets, and bike equipment.

Dr. Paul Henshaw supports the Safety Village doing a school education training for Grades 3 and 4 and, for the children who undertake the training, to provide bike locks.

Teena Ireland requests the purchase of helmets and bike racks especially in the downtown core.

Jocelyn Nikita would like to see a general approach for the larger Windsor-Essex community and concurs with using the operating budget to focus on youth. She adds in the future, would like to see promotional ads that address pedestrian and cyclist safety.

The Chair advises that Barry Horrobin, Director of Planning and Physical Resources, City of Windsor would be willing to partner with the Active Transportation Expert Panel on safety videos.

Discussion ensues regarding how best to utilize the 2024 operating budget.

Jocelyn Nikita suggests doing a holiday giveaway, i.e. bike locks, helmets to provide public awareness of the Expert Panel.

Dr. Paul Henshaw refers to the promotional ads/public service announcement initiative and indicates that the announcement would state “sponsored by the Active Transportation Expert Panel” and would provide public awareness of the Expert Panel.

Moved by Jocelyn Nikita, seconded by Dr. Paul Henshaw,
That **APPROVAL BE GIVEN** to an upset amount of \$4,000 for four schools to attend the Safety Village school education program.

Carried.

Kevin Morse proposes that the remainder of the 2024 operating budget be dedicated to the purchase of bike locks, and helmets.

Gholamreza (Ray) Sayyadi, Transportation Planning Senior Engineer suggests a “competition” in schools or the Safety Village via social media and as a prize, the winner would receive a cash amount, i.e. \$50 voucher to purchase something from Canadian Tire. He further proposes free bike repairs (funding to be provided from the 2024 operating budget).

Dr. Paul Henshaw expresses concern that if there is an initiative that involves Canadian Tire, then another store may ask why not us.

Dr. Paul Henshaw suggests contacting the Safety Village and requests that the 2024 operating budget be utilized to train as many children as the budget will allow and if this includes high priority schools, helmets will be provided.

The Chair indicates there are some schools that may not otherwise go to the Safety Village if the Expert Panel did not donate, as they cannot afford the transportation and many of these high equity needs schools, cannot ask the children for money. She suggests approaching specific schools and offer the opportunity to students to attend the Safety Village training at no cost.

Moved by Dr. Paul Henshaw, seconded by Teena Ireland,
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$2,100 including taxes for the purchase of bike accessories.

Carried.

Jocelyn Nikita and Kevin Moore volunteer to assist the Chair in the pricing of bike locks and bells and lights. Kevin Moore will provide the list of priority schools.

4.2 Prioritization of future Projects

4.3 New Business

None.

5. Date of Next Meeting

The next meeting will be at the call of the Chair.

6. Adjournment

There being no further business, the meeting is adjourned at 3:40 o'clock p.m.



Committee Matters: SCM 1/2025

Subject: 2024 Annual Report of the Active Transportation Expert Panel

ACTIVE TRANSPORTATION EXPERT PANEL 2024 Annual Report

COMMITTEE BUSINESS

In 2024, the newly formed Active Transportation (AT) Expert Panel held its first meeting on March 14th, following orientation and governance training conducted earlier that day. During the meeting, the Expert Panel received a presentation that included:

- An overview of the Active Transportation Master Plan, highlighting implementation action items related to the five overarching themes of the plan.
- A review of cycling and pedestrian design guidance publications.
- Details about the AT Expert Panel Budget, planned and current bikeway projects, and the Bikeways Development Budget.

In subsequent meetings, the AT Expert Panel:

- Provided input and feedback on planned and future bikeways projects;
- Hosted guest speaker Melissa Lauzon from the Safety Village, who presented on their bike safety and injury prevention education program for school-aged children.
- Discussed active transportation initiatives to fund:
- Addressed budget items, passing motions to allocate funding support as follows:
 - **Bike to Work Day refreshments**, upset amount for light refreshments for participants: \$1,000
 - **Fireworks Bike Valet**, upset amount for fencing, bike rack rental and security: \$2,500
 - **Safety Village Bike Education for Grade 4 Students**: \$4,000
 - **Bike Locks**, for school-aged children: \$2,100

EVENTS & OUTREACH

The Active Transportation Expert Panel event and outreach activities for 2024 were as follows:

- **Bike to Work Event** – May 30th, 2024, to promote commuter cycling. Downtown and surrounding area employees were encouraged to ride their bikes to work and gather at Charles Clark Square for refreshments. Participants visited booths from:
 - Transportation Planning, where they could obtain bike maps and provide feedback on the City's Active Transportation Master Plan.
 - The City's Wellness Committee, for health-related resources.
 - Bird Canada, where attendees could test ride e-bikes and e-scooters.
- **Ford Fireworks Secure Bike Parking** – Held on June 24, 2024, the Expert Panel offered free, secure bike parking for attendees of the fireworks display.
- **Safety Village Bike Education** – The Expert Panel committed funds to provide bike safety and injury prevention education field trips for 500 Grade 4 students in Spring 2025. To ensure all students can participate, the Safety Village offers scooters for students unable to ride bikes.



Committee Matters: SCM 2/2025

Subject: 2024 Annual Report of the Environment & Climate Change Advisory Committee



Environment and Climate Change Orientation

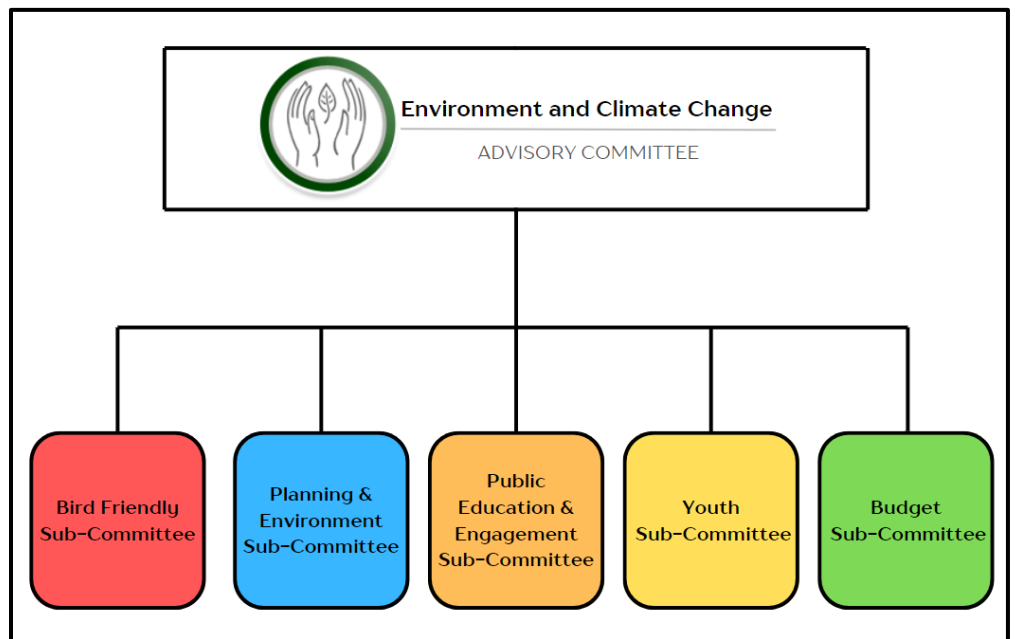
The Environment and Climate Change Advisory Committee (ECCAC) has completed its inaugural year in 2024 since its rebranding from the previous Windsor Essex County Environment Committee (WECEC). Orientation training took place March 19th, 2024 where the Occupational Health and Safety presentation was presented by Brett Bulmer and the finalized terms of reference were shared with the committee. Councillor Kieran McKenzie was additionally elected as the chair for the committee. This meeting involved understanding the members' greatest environmental concerns and the direction in which they would like to see this committee go.

Creation of Sub-committees and election of chairs

In the first official meeting held by ECCAC on May 19th, 2024, the committee supported and launched the creation of 5 sub-committees that would meet informally, all focused on key issues discussed in the orientation, to help support various environmental initiatives. The requirements were that these sub-committees were to meet at least 4 times a year and have at least one member from the ECCAC committee be on the sub-committee. Sub-committees were open to having as many members as they would like and could include members outside of ECCAC. These 5 sub-committees include:

1. Bird Team
2. Planning and Environment
3. Public Education and Engagement
4. Youth
5. Budget

Each sub-committee is chaired by a member of the ECCAC.



Subcommittee accomplishments and next steps

1. Bird Team

Accomplishments

The bird team was able to accomplish many things during the 2024 calendar year. It currently consists of 5 members representing various organizations such as the City of Windsor, Carolinian Canada, PIBO and the University of Windsor. Firstly, the committee, with support from City of Windsor staff, were able to submit the renewal application form for the City's Bird Friendly Status and were successful in the renewal application. This ensures the City will maintain its status and associated resources for at least another two years. In addition to this, the bird team has now successfully facilitated the addition of Chimney Swift Roosts sites into the EIS system at the City of Windsor for all City Staff to use.



An update to the City's Terms of Reference guide for building applications has also seen the ability for City staff on the committee to request sustainability briefings, which include considerations for bird friendly infrastructure.

Community engagement has also significantly increased this past year as numerous resources have been updated/uploaded to the City of Windsor's website. These include two new sections for residents to learn about bird friendly initiatives, a page dedicated to steps needed to take when encountering injured birds and new educational material for teachers surrounding climate change and bird friendly cities.

Links to the City website:

[Bird Friendly Community | City of Windsor](#)

[Resources for Teachers | City of Windsor](#)

[Understanding Human-related Causes of Bird Mortalities | City of Windsor](#)

[Bird Friendly City | City of Windsor](#)

Next Steps

The Bird Team will be looking to increase its efforts targeted at the impacts of wild/house cats on bird populations in the new year. Budget will be allocated to the

printing of educational pamphlets that will be distributed to veterinary clinics and the humane society for cat owners to learn more on the impacts that free range cats play on bird populations.

The team also completed a survey in fall 2024 during the world migratory week to track bird collisions against municipal buildings. The results from this survey will help prioritize which municipal buildings should be prioritized for future bird friendly window treatments.

2. Planning & Environment

Accomplishments

The goal of the planning and environment subcommittee is to bring forward recommendations for the official plan and policy documents. The integration of the new terms of reference guide for building applications has not only seen the integration of a sustainability brief, but now also mandates the integration of an energy strategy brief, flooding brief, shadow brief, heat island reduction brief or wind brief upon request. These are significant gains for the Environmental Sustainability and Climate Change Office to try and guide more sustainable development in the City.

Next Steps

The sub-committee will continue to revise official plan strategies to better protect natural areas in the City. With a new EV charging policy being drafted for council, this sub-committee could have a role to play in guiding this policy. There is also room for collaboration between the Planning & Environment sub-committee and the bird team to focus on some official plan or by-law amendments to support bird friendly infrastructure.

3. Public Education and Engagement

Accomplishments

The goal of this sub-committee is to develop and implement education and engagement strategies. Numerous ideas have been brainstormed for potential implementation in 2025. These include increasing educational opportunities with local schools and universities to increase awareness of the city's climate initiatives and planned actions. Collaboration with



environmental clubs in local high schools has been identified as a key area. The committee, in collaboration with City of Windsor staff, has been able to continue its promotional engagement. The City has recently launched a new climate change presentation geared towards grade school and high school students focused on climate change and the City's climate change plans.

Finally, ECCAC sponsored an environmental film that was shown during WIFF. The film was shown twice throughout the festival and accompanied by associated climate change discussions/panel with residents. The engagement strategy proved a huge success with the committee anticipating continuing this event for next year's festival.

Next Steps

The sub-committee will be looking to implement many of its ideas in the upcoming year. The idea of bringing back the "Pat on the Back Awards" has been suggested to increase engagement with local community organizations and schools.

4. Youth Sub-Committee

Accomplishments

The youth sub-committee is focused on ensuring continued youth engagement in City processes to ensure the concerns of everyone are being addressed. The youth sub-committee will focus on collaborating with high school students across the City to implement engagement opportunities for the City's youth. The committee has brainstormed some ideas for implementation in 2025. These ideas include creating a mock youth council to allow students from high schools across the City to create their own by-law amendments for environmental initiatives with the winners suggestions being brought forward to the standing committee. Additional ideas include running a makeshift conference for high school students to learn more about City initiatives and allow for the sharing of knowledge.

Next Steps

The committee will look to implement these changes in 2025 by engaging local schools to gather interest in this program. Once several schools have expressed interest, the sub-committee will look to acquire the necessary resources to launch this program.

5. Budget Sub-Committee

Accomplishments

The objective of the budget sub-committee is to address the financial implications associated not only with operational cost of the ECCAC, but also to identify areas where

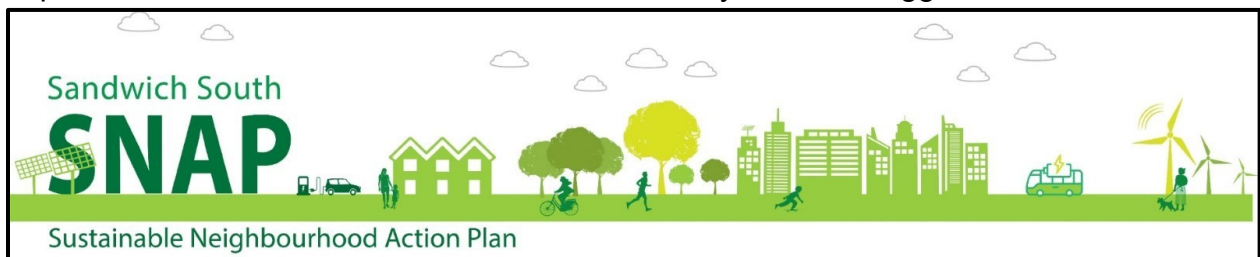
the municipality could cut cost associated to natural areas. The sub-committee has compiled a report that was highlighted in December's ECCAC meeting, with recommendations being prepared for ETPS in 2025.

Next Steps

The sub-committee will be bringing forward recommendations in the new year for cost-effective savings that benefit natural landscapes.

Next Steps for ECCAC

The ECCAC will be playing a pivotal role in the upcoming year in the implementation of the Sandwich South Sustainable Neighbourhood Action Plan (SNAP). In Q1 of 2025, the finalized report will be shared with ECCAC outlining the 92 potential actions. ECCAC will be asked to go through the report and help prioritize community led actions outlined in the plan to help guide council in decision-making surrounding the implementation and timelines associated with many of these suggested actions.



Conclusion

To conclude, the ECCAC committee has been quite active in its first year in action. Major administrative and planning brainstorming sessions have occurred with great anticipation for their full-scale launch in 2025. While the expenditures of this initial year have been minuscule, we anticipate seeing them fully be utilized in 2025 with the launch of many new programs. The upcoming year promises to be a very busy year for ECCAC.



Committee Matters: SCM 6/2025

Subject: 2024 Annual Report of the Transit Windsor Working Group



Transit Windsor Working Group 2024 Annual Report

Transit Windsor remains dedicated to enhancing transit services through the ongoing implementation of the Transit Master Plan while adapting to challenges in order to provide safe and reliable transportation for the community and surrounding municipalities. This report highlights the notable accomplishments achieved in 2024.

NEGOTIATION OF NEW COLLECTIVE AGREEMENT WITH ATU, LOCAL 616

The collective agreement between Transit Windsor and the Amalgamated Transit Union, Local 616 expired on September 30th, 2023. Collective bargaining began in 2023 and after several months of negotiations, Transit Windsor successfully negotiated a new 51-month collective agreement, that will expire on December 31st, 2027.

IMPLEMENTATION OF ROUTES 115 AND 305

Beginning September 1st, 2024, Routes 115 and 305 replaced the Dominion 5 route. These changes helped to streamline services to be more efficient for passengers providing two-way conventional transit service for the entire duration of the new Route 115 from the Windsor International Transit Terminal to St Clair College. Route 305 covers the local area around Vincent Massey Secondary School and provides new services to the Capri Pizzeria Recreation Complex. This route travels to and from the Terminal at Hotel-Dieu Grace Healthcare to St Clair College. These changes are part of the overall 2023 Service Plan as approved by City Council and part of the overall development of the Transit Master Plan. The remainder of the 2023 overall service plan changes will take place at the end of 2024 or the beginning of 2025.

CITY COUNCIL APPROVAL OF ROUTE 250

As part of the 2024 City Operating Budget, City Council approved the implementation of Route 250. This route will provide service to the Next Star Battery Plant and the Twin Oaks service area. The plan is to provide a two-way conventional transit service between Tecumseh Mall and Devonshire Mall. This route is proposed to be implemented in 2025.

RENEWAL OF THE U-PASS AGREEMENT

U-Pass riders constituted 25% of Transit Windsor's total ridership in 2024. With the expiry of the U-Pass Agreement on December 31st, 2024, Transit Administration successfully negotiated and renewed the U-Pass Agreement, with the UWSA, GSS, and OPUS for another five years.

INVESTING IN CANADA INFRASTRUCTURE PROGRAM (ICIP)

This multi-year funding initiative will enable Transit Windsor to increase the number of fully accessible bus stops through the installation of concrete pads. About 50 bus stops are planned for the installation of concrete pads.

Additionally, ICIP funding will facilitate the expansion of the West End Transit Terminal and the construction of a new East End Terminal, which will include new Operator facilities.

PUBLIC TRANSIT INFRASTRUCTURE STREAM (PTIS)

On July 11th, 2024, MP Irek Kusmierczyk, MPP Andrew Dowie, and MPP Anthony Leardi, were joined by Councillor and Transit Board Member Kieran McKenzie, Transit Windsor's Executive Director, and Acting City Engineer, at Transit Windsor, to hear the funding announcements for

Windsor Public Transit. Through PTIS, the federal government is investing \$45,527,116 to support 10 transit projects. Contributions of \$37,935,470 will come from the Government of Ontario, and \$34,315,651 from the City of Windsor.

LAUNCH OF BACK-TO-SCHOOL SOCIAL MEDIA CAMPAIGN

To prepare for back to school in 2024, we launched a series of informative and interactive posts through all social media platforms including Facebook, X (formerly Twitter), and Instagram. The series of informative videos provides students, and their families, with essential information to address common questions such as schedules, bus routes, and fare information. Highlights featured tips for navigating Transit Windsor's website for trip planning, accessing real-time information via the Transit Windsor apps, available discounts for students, and information on Windsor's investments to meet the growing service demands.

ORDERED 21 NEW BUSES

In 2023, 21 new buses were ordered, with buses 8070 and 8071 being the first two to arrive. Seven buses were delivered in December 2024, and the remaining buses are expected to arrive throughout 2025. Transit Windsor maintenance staff have been actively preparing these buses to be road-ready.

WARMING BUS PROJECT

In collaboration with Housing & Children Services, the Downtown Mission, and Transit Windsor, the Warming Bus project was successfully executed in 2024. Operating from February to April, the Warming Bus provided relief for individuals experiencing homelessness. Transit Windsor adjusted schedules to ensure an Operations Supervisor and Bus Operator were available to transport Human and Health Services personnel, alongside partners from either the Downtown Mission or the Windsor Youth Centre, to offer assistance and support to vulnerable individuals. This initiative was made possible by one-time funding from Infrastructure Canada.

SUCCESS OF THE SPECIAL EVENTS ONLINE RESERVATION PROCESS

In June of 2023, Transit Windsor launched an online reservation process for booking seats on the Special Events bus. This service provides direct transportation to concerts, sporting events, and venues at Comerica Park, Ford Field, and Little Caesars Arena. At the launch of this program, we transported 12,345 riders and in 2024, the ridership for this service increased to 22,796. This increase in service included the transportation of 3,500 customers for the NFL Draft event.

HOLIDAY BUS

Through Enwin Utilities' sponsorship, bus 607 was fully wrapped with a holiday theme. This bus was put into regular service and made appearances at the opening of Bright Lights and the Santa Claus parade. This was the first time that a Transit Windsor bus participated in the Santa Claus parade.

As detailed in this report, there have been many improvements and enhancements to Transit Windsor's service. There have been steady improvements in service levels and route additions that aim to serve the needs of our riders. We encourage committee members to review this report and consider any questions or recommendations for the next meeting. Your input is invaluable, and we thank you for your continued support.



Subject: Automated Speed Enforcement Program Implementation – City wide

Reference:

Date to Council: 1/29/2025
Author: Ian Day
Senior Manager Traffic and Parking (A)
519-255-6247 x 6053
iday@citywindsor.ca

Public Works - Operations
Report Date: 1/7/2025
Clerk's File #: ST/13765

To: Mayor and Members of City Council

Recommendation:

1. THAT Council **APPROVE** the implementation of the Automated Speed Enforcement (ASE) and Red Light Camera (RLC) Administrative Penalty (AP) Systems and **AUTHORIZE** Administration to undertake all required steps for this as set out in the following Recommendations; and,
2. THAT Council **DIRECT** Administration to negotiate an ASE Violation Processing Services Agreement with the City of Brampton for the operation and cost sharing of their municipal Joint Processing Centre (JPC) for processing AP speeding violation penalties and issuing penalty orders; and further,
3. THAT Council **DIRECT** Administration to negotiate with JENOPTIK Smart Mobility Solutions, our current approved RLC equipment provider for the provision of ASE camera equipment; and further,
4. THAT Council **AUTHORIZE** Administration to enter into an Authorized Requester agreement with the Ministry of Transportation Ontario for the access to licence plate registry; and further,
5. THAT Council **AUTHORIZE** the addition of 2 FTE's (Transportation Technologist 1, AP Screening Officer), funded from program revenues, to oversee the operational aspects of the ASE and RLC programs; and further,
6. THAT Administration **PROVIDE** a report back to Council after two years of ASE implementation to summarize program effectiveness, budget, etc.; and further,

7. THAT Council **DIRECT** Administration to update the existing RLC Violation Processing Services Agreement with the City of Toronto for the operation and cost sharing of their municipal JPC (which currently processing violations and issuing tickets using POA framework) to an AP system which will process violation penalties and issuing penalty orders; and further,
8. THAT City Council **AUTHORIZE** the City Clerk and CAO to execute any required agreements and documents as considered necessary for program implementation and maintenance, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer; and further,
9. THAT City Council **DIRECT** any resulting surplus in revenue, after all Administrative costs have been recovered, be transferred to the Traffic Calming Reserve (Fund TBD) to be used for purposes of traffic road and safety improvements; and further,
10. THAT Council **AUTHORIZE** Administration to prepare or amend any applicable by-laws, policies and undertake any processes or steps necessary to establish and implement an AP system for contraventions of ASE and RLC offences.

Executive Summary:

N/A

Background:

At the meeting of City Council on February 25, 2019, Councillor Costante asked CQ5-2019 as follows:

“Asks that administration report back on implementing red light cameras and photo radars, including what other municipalities have these installed, pros and cons of implementation and costs of implementation. ST: 2019 February 25, 2019.”

An initial report SCM 401/2019 S 165/2019 was presented at Council on November 18, 2019. At the meeting, Council directed administration to prepare additional information, CR574/2019 ETPS 720 (refer to Appendix A):

“That administration BE REQUESTED to provide a report related to reviewing the potential locations for the use of red light cameras, and automated speed enforcement including location and quantity recommendations and that this information, when it is available BE BROUGHT FORWARD for Council’s consideration.”

On May 25, 2020, Report S 45/2020 was presented to Council. At the meeting, Council directed administration under CR258/2020 (refer to Appendix B):

“That Administration BE REQUESTED to update the School Neighbourhood Policy to allow for School Zones to be posted without the requirement of the reduced speed limit; and,

That Administration BE REQUESTED to develop a Policy on how Community Safety Zones are selected and implemented; and,

That Administration BE REQUESTED to provide an additional report as part of the 2021 budget process highlighting the progress of the Automated Speed Enforcement program in other Municipalities, provide budget estimates for Windsor based on preferred locations to implement ASE; and request approval to enter into discussions with the Ministry of Transportation Ontario, the ASE program vendor and the City of Toronto if so directed; and,

That Administration BE REQUESTED to work with the Provincial Offences Division regarding potential necessary changes to the current Provincial Offences Agreement, and that this information BE PROVIDED to City Council as part of the additional report during the 2021 budget deliberations.”

Report S 9/2021 Community Safety Zone Policy was presented at Council on April 19, 2021, and adopted under CR161/2021 (refer to Appendix C).

On January 15, 2024, the City's Vision Zero Action Plan (and the Supplemental Vision Zero Implementation Plan) was adopted under CR10/2024 ETPS974 (refer to Appendix D). As one of 42 adopted initiatives identified within the Plan, the implementation of ASE was to be implemented within a timeframe of 0-5 years.

This report addresses implementation aspects relating to ASE and RLC programs.

Discussion:

Automated Speed Enforcement

The province enacted Ontario Regulation 398/19 - Automated Speed Enforcement (ASE) under *the Highway Traffic Act* (HTA) in 2019. ASE is an automated system that uses a camera and speed management device to enforce speed limits. The penalties in designated School Zones (SZs) and Community Safety Zones (CSZs) are statutorily higher than in areas not so designated. These enforcement devices capture an image of speeding vehicles for review by municipal joint processing centers, and if the violation is confirmed upon a review, a violation can be issued to the vehicle owner.

CSZ's are established by municipal council through a by-law and encompasses areas where there is a heightened risk to drivers, pedestrians, cyclists, and others sharing the road. In these zones, certain Highway Traffic Act fines are doubled, including those for speeding. Many such zones are located near schools. Vehicle owners face escalating fines based on how much they exceed the posted speed limit.

On April 19, 2021, CR161/201 approved the Community Safety Zone Policy (refer to Appendix C). Through application of these guidelines, 13 CSZ's were amended or added to the Traffic by-law between June 2021 and November 2022. The School Neighbourhood Policy CR645/2017, (refer to Appendix E) sets out the criteria and warrant process for the evaluation and classification of School areas and School zones. Transportation Planning continues to undertake warrant analysis for the 52 schools and

associated Traffic By-law amendments as required to update our SZ, CSZ map (refer to Appendix F).

ASE is designed to work alongside other speed control and safety strategies, including engineering measures, educational initiatives, and police enforcement. The primary goal of ASE is to modify driver behavior, reducing speeds and enhancing safety in these zones.

Provincial Offences Act Framework

The ASE program was originally envisioned to operate within the municipal application of Provincial Offences Act (POA) processes. Many municipalities who have proceeded with ASE implementation using the POA approach are experiencing significant backlogs within their Provincial Offences Courts. Further, some other municipalities are not participating at all in ASE initiatives because of their already over-burdened POA court system. The City would be facing similar pressures in attempting to manage the ASE program under the POA framework.

Administrative Penalty System Framework

In mid-2022, the province passed legislation under the HTA, 2019 (O. Reg. 355/22) which allowed automated enforcement charges to be processed as Administrative Penalties (AP). This approach allows municipalities to collect fines and manage ticket disputes through municipally administered screenings and hearings (separate from the POA system). The dispute rate for ASE charges is expected to be significantly lower than the typical dispute rates for regular speeding tickets (which exceed 40%), primarily because there are no demerit points associated with ASE convictions.

Accordingly, many municipalities are shifting from POA system towards the application of an AP system approach for ASE violations, to which their programs can be expanded to other areas, such as RLC offenses. Under the AP systems, municipal ASE Screening and Hearing Officers can affirm, modify or cancel penalties to registered owners who contravene camera-based speed enforcement offences.

The City currently has an AP system framework in place for the processing, screening and review of parking tickets. This system could be modified to accept ASE violations with the addition of new AP system case management software.

ASE Service Agreements

In order to establish and implement supporting architecture to the ASE program, the City will be required to enter into the following service agreements:

- **Authorized Requester Agreement:** Ministry of Transportation Ontario (MTO) – authorized access to license plate registry for processing speeding violations;
- **Violation Processing Services Agreement** – cost sharing of municipal JPC operations for AP processing speeding violations and issuing penalty orders;

- **Approved Equipment Vendor Agreement** – equipment vendor for the supply, installation, operation and maintenance of the ASE cameras; and
- **AP Hearing Officer** – Third party review (second stage appeal) of appellant administrative penalties after initial confirmation by City AP Screening Officer.

The City would be responsible for all other operational aspects of the ASE program, including onsite collection/monitoring of safety data, advisory signage installations, managing penalty payments, administering screenings and hearings, determining camera rotation schedules, communications, site studies etc.

Proposed ASE Program Operation

Administration has contacted the City of Toronto JPC and City of Ottawa JPC, but neither have capacity to take on additional external municipal clients at this time. The City of Brampton has recently opened their own JPC using the AP system framework and allowing other municipalities to utilize their JPC through service agreements to process speeding violation penalties and issuing penalty orders.

Administration suggests using the City of Brampton JPC since it is well established, has ample resource capacity, operates under the AP system framework and utilizes the same camera equipment vendor (JENOPTIK) which supplies the City's RLC program. Once a mutually agreeable proposal is reached between the City of Windsor and Gtechna for the provision of AP Case Management Software, and City of Windsor and Jenoptik for the provision of ASE camera services Public Works Operations will complete Sole Source forms for approval by the Purchasing Manager.

City Administration are proposing that five leased mobile ASE camera systems be initially deployed and rotated City-wide every few months throughout various SZs and CSZs identified in the respective Bylaw 9148 - Traffic By-law. It is recognized that these approved sites will need to be further screened and evaluated for ASE suitability based on specific vendor camera installation requirements. In this regard, it is possible that some approved sites may be deemed ineligible for ASE camera installations due to technical constraints (insufficient space for camera base, sightline/visual obstructions, steep road/boulevard slopes, proximity to intersections/stop signs/crosswalks/on street parking areas, etc.), which may interfere or constrain the reliability and consistent operation of the cameras.

Each location would be identified with appropriate warning signage advising motorists they are entering a speed enforced area; however, ASE equipment would only be in operation at any two of the locations at any given time. A 90-day advisory signage period must be implemented prior to activating ASE cameras at any location.

When any cameras are deployed with SZ (only) sites, they will be operated within the prescribed school periods where reduced speed limits are in effect. Time of day/week operation can be further modified to provide focused enforcement during daytime hours, weekends and peak traffic periods as deemed warranted. It is also expected there will be periods where the cameras are not in use due to mobilization/demobilization between sites, extreme weather events, holidays, times when school is not normally

held, and damage/repair. It is anticipated that cameras will be rotated approximately every two months based on the substantive process involved to change signage as well as decommission, relocate and recommission the cameras. Of note, City staff will monitor these locations by completing "before" and "after" speed study to measure the effect that the ASE has had on speed compliance.

ASE Program Staffing Requirements and Resources

The ASE program will require significant work effort to oversee program implementation, site selection/inspection, equipment deployment, data collection/reporting and ongoing performance monitoring. To support and administer this program, additional staff resourcing is required within Public Works Traffic Operations. These resources are proposed to be fully funded out of the ASE reserve surplus revenues expected.

A new FTE (Transportation Technologist 1) will be required to oversee the operational aspects of the ASE program as well as assume oversight of the current RLC Program and the Radar Feedback Sign incentive. This position would be responsible to identify suitable camera site locations, coordinate ASE equipment moves, assess field traffic/speed data and provide daily legislative reporting.

As well, a new FTE (AP Screening Officer) will be required to manage the associated increase in AP violations, liaise with external AP Hearing Officers (during second stage appeals), oversee AP cashiers, etc.

While the City already uses external AP Hearing Officers (under contract) for parking ticket appeals, additional AP Hearing Officer contracted resources will be needed to support RLC and ASE program ticket appeals.

Administration will also need to create a communication plan to announce the 2025 launch of the ASE program (media releases, social media, ASE web content, advertising), indicate where active cameras are operating (i.e. On Road Regulatory Signage - 90 days "Coming Soon" signage) and focus on public education to more fully inform motorists on how the program works in order to encourage overall compliance.

Red Light Camera transitioning from POA to AP System

The City's RLC program launched in early 2022 (10 cameras implemented) and plans for 10 additional cameras coming online in mid-2025. The City entered into an agreement with the City of Toronto in 2021 for the operation and cost sharing of their municipal JPC, which processes RLC violations and issues tickets on the City's behalf. Enforcement of RLC tickets is currently conducted through the City's Provincial Offences Act court system where the process of disputing a ticket requires a meeting with a municipal prosecutor and/or a trial before a Justice of the Peace.

As stated earlier, the City currently uses an AP system for the processing, screening and review of parking tickets. It is recommended that this approach be further leveraged to administer both ASE and RLC violations through a new AP system case management software (GTechna) and, thereby, transition the RLC program from a POA based system to an AP system. If this approach is supported, the City's existing RLC agreement with the City of Toronto would need to be updated in this regard with

provisions to utilize Gtechna AP Case Management Software that would be employed for ASE and parking ticket processes.

There are many advantages to moving the processing of RLC tickets from the POA process that is currently used to the AP system. These advantages include:

- Substantially shorter times for resolution of matters;
- Reduced reliance on scarce judicial resources provided by the Province; and
- Exclusion from revenue-sharing requirements of the Inter-Municipal Service Agreement, allowing the City to retain all RLC revenue.

The City's municipal partners have been given notice that Council would be considering moving RLCs to an AP system. Should Council approve this, it would be outside the scope of the agreements the City has with the province and municipal partners, so no further action would be necessary in this regard.

Should Council approve the recommendations herein, this transition will take place sometime in 2025, once all necessary agreements and resources are in place.

Risk Analysis:

The City of Windsor endorses the Vision Zero goal of zero traffic deaths or serious injuries on roadways under its jurisdiction and commits to collaborating with all stakeholders in working to realize this goal. ASE is listed as one of the 42 recommended initiatives in the Vision Zero Action Plan.

ASE is a proven tool to lower both vehicular collision rates and injury severity where many municipal jurisdictions have relied on ASE as a speed enforcement compliance tool with great success (i.e. Quebec, Saskatchewan, New York City, Toronto).

There are minimal risks with any of the other recommendations.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The annual operating costs of an ASE program are anticipated to include:

- Leasing mobile cameras
- Mobile camera rotation and setup
- Joint Processing Centre (JPC) violation processing fees
- Ministry of Transportation Ontario processing and administration fee
- Transportation Technologist 1 position (1 FTE)

- AP Screening Officer position (1 FTE)
- Community educational and awareness campaign.

As summarized in Table 1, the annual estimated cost of the ASE program is \$1.27 million comprised of infrastructure (mobile cameras, warning signage) costs, along with annual expenses associated with the processing and administration of the penalty orders issued.

Costs are based upon an ASE program, which operates with five mobile cameras that could result in the issuance of approximately 23,000 penalty orders per year. The anticipated number of infractions were based upon current radar feedback data collected at seven eligible CSZ and SZ ASE sites. These sites are a representative sample of conditions throughout the City. Data was collected over a 2–5-day period to include total daily volumes, driver speeds and volumes at 10-19 km/hr over limit, 20-29 km/hr over limit and 30+ km/hr over the posted limit.

In terms of operating revenues, penalty orders for speeding in Ontario are pro-rated for each kilometre over the posted speed limit, as prescribed in section 128(14) of the HTA. As such, the total penalty order revenue is subject to the number of infractions, as well as the degree to which speeding infractions are over the legal posted speed limit. In addition to penalty orders, a recovery charge for imaging, vehicle registry costs and administration overhead will be added to each infraction. Based on experience shared by municipalities that have deployed an AP program, staff anticipate the City will generate sufficient funds to fully offset the costs of running this program.

Administration is recommending that any annual surplus net revenue from the ASE program, after full recovery of costs associated with the program, be transferred to a Traffic Calming Reserve (Fund TBD) to be used to support traffic and road safety improvements.

Table 1: Annual Cost/Revenue Components of the Proposed ASE Program

Description	Estimated Costs
Mobile Cameras (5): ¹ <i>includes camera hardware, installation, and maintenance by contracted service provider (to be determined), including vandalism and/or theft (excluding HST)</i>	\$ 171,000
Mobile Camera Rotation/Setup (6 rotations/year/camera): ~ \$1,000 / camera / year (excluding HST)	5,000
JPC Violation Processing Fee ² (excluding HST)	462,719
Non-Recoverable HST Costs	11,242
Ministry of Transportation Processing and Administration Fee ³	193,185
Traffic Operations Warning Signage Deployment (internal staff)	87,500
1 FTE - Transportation Technologist 1	92,756
1 FTE – AP Screening Officer	86,063
Additional AP Hearing Officer contracted time	149,310
Annualized Vehicle Operation and Maintenance	13,625
Telecommunications – phone (1); laptop computers (2)	2,600
Total Program Expenses	\$ 1,275,000

Assumptions:

¹ Invoiced with a monthly leasing fee by the contracted service provider ~ \$2,850 per camera

² Current annual fee, based on \$20 per image (image processing, penalty order issuance), calculated on cost recovery basis, subject to change based on JPC’s operational costs

³ Current annual fees, \$8.25 per violation to access registered vehicle owner licence plate info

In addition to the annual operating expenses noted in Table 1, other one-time expenses are expected to be incurred with the start-up of the ASE program. These one-time costs include purchase of a new dedicated ASE vehicle (approximately \$35,000), computer laptops for 2 new FTE’s (approximately \$3,000) and a cell phone for 1 new FTE (approximately \$600). The total expected one-time costs are approximately \$38,600 and will be recovered from revenues generated in the first year of operation.

Should City Council approve the implementation of ASE as outline in this report, a 2025 budget adjustment will be processed. Future updates to program revenue and expenditures will be identified as part of the 2026 Operating budget development process.

Consultations:

Bill Kralovensky, Coordinator, Parking Services

Chris Carpenter, Manager, Provincial Offences POA

Cindy Becker, Financial Planning Administrator

Rosa Scalia, Financial Planning Administrator

Dawn Lamontagne - Purchasing Manager (A)

Conclusion:

The proposed ASE program may be expanded over time by increasing the number of camera systems. The City, like other municipalities employing an ASE program, can increase (or decrease) the quantity of cameras at any point in the contract (subject to equipment availability, municipal JPC capacity, etc.). In this way, the City can sustainably modify the ASE program as informed by annual monitoring of the overall effectiveness and financial viability of the program.

Approvals:

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

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A - CR574/2019 ETPS 720
- 2 Appendix B - CR258/2020
- 3 Appendix C - CR161/2021
- 4 Appendix D - CR10/2024 ETPS974
- 5 Appendix E - The School Neighbourhood Policy CR645-2016
- 6 Appendix F - E511 - Community Safety Zones in Windsor A



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**City Council
Decision
Monday, November 18, 2019**

Moved by: Councillor Costante
Seconded by: Councillor Francis

Decision Number: CR574/2019 ETPS 720

That the report of the Senior Manger of Traffic Operations & Parking dated August 28, 2019, entitled "CQ5-2019 Implementing Red Light Cameras and Photo Radar – City Wide" **BE RECEIVED** for information; and further,

That administration **BE REQUESTED** to provide a report related to reviewing the potential locations for the use of red light cameras, and automated speed enforcement including location and quantity recommendations and that this information, when it is available, **BE BROUGHT FORWARD** for Council's consideration.

Carried.

Report Number: SCM 401/2019 S 165/2019
Clerk's File: ST2019 8.34

Anna Ciacelli

Supervisor of Council Services
October 13, 2020

Department Distribution

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Cindy Becker	Financial Planning Administrator – Public Works Operations
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**City Council
Decision
Monday, May 25, 2020**

Moved by: Councillor Kaschak
Seconded by: Councillor McKenzie

Decision Number: CR258/2020

That Administration **BE REQUESTED** to update the School Neighbourhood Policy to allow for School Zones to be posted without the requirement of the reduced speed limit; and,

That Administration **BE REQUESTED** to develop a Policy on how Community Safety Zones are selected and implemented; and,

That Administration **BE REQUESTED** to provide an additional report as part of 2021 budget process highlighting the progress of the Automated Speed Enforcement program in other Municipalities, provide budget estimates for Windsor based on preferred locations to implement ASE; and request approval to enter into discussions with the Ministry of Transportation Ontario, the ASE program vendor and the City of Toronto if so directed; and,

That Administration **BE REQUESTED** to work with the Provincial Offences Division regarding potential necessary changes to the current Provincial Offences Agreement, and that this information **BE PROVIDED** to City Council as part of the additional report during the 2021 budget deliberations.

Carried.

Report Number: SCM 154/2020 & S 45/2020
Clerk's File: ST/13765 8.24

Steve Vlachodimos

Deputy City Clerk/Senior Manager of Council Services
June 8, 2020



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Vincenza Mihalo	Executive Director, Human Resources
Shelby Askin Hager	City Solicitor
Joe Mancina	Chief Financial Officer / City Treasurer
Tony Ardovini	Deputy Treasurer, Financial Planning
Melissa Osborne (Urban)	Senior Manager of Asset Planning
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**City Council
Decision
Monday, April 19, 2021**

Moved by: Councillor Costante
Seconded by: Councillor Francis

Decision Number: CR161/2021 ETPS 821

1. That the Community Safety Zone Policy, attached as Appendix 1 of this report, **BE ADOPTED**.
2. That Traffic By-law 9148 **BE AMENDED** as listed and attached in Appendix 2 of this report.
3. That the City Solicitor **BE DIRECTED** to prepare the necessary documents to amend the by-law.
4. That Administration **BE REQUESTED** to provide a report back on the cost of adding the nine Business Improvement Areas as Community Safety Zones.

Carried.

Report Number: SCM 108/2021 & S 9/2021
Clerk's File: ST/13765 8.29

Steve Vlachodimos

Deputy City Clerk/Senior Manager of Council Services
March 14, 2023

Department Distribution

Jeff Hagan	Transportation Planning Senior Engineer
Matthew Jay	Planning Policy Assistant
John Revell	Chief Building Official
Cindy Becker	Financial Planning Administrator
Mark Winterton	City Engineer
Shelby Askin Hager	City Solicitor
Joe Mancina	City Treasurer
Jason Reynar	Chief Administrative Officer

External Distribution



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**City Council
Decision
Monday, January 15, 2024**

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Fred Francis

Decision Number: CR10/2024 ETPS 974

1. That the Vision Zero Action Plan provided as Appendix A and the Supplemental Action Plan provided as Appendix B to report S 33/2023 "Vision Zero Action Plan Final Report" **BE ADOPTED**; and,
2. That City Council **APPROVE** a transfer of funding in the amount of \$40,000 from the Budget Stabilization Reserve, Fund 139, to a new capital project for salary and fringe costs for three Co-Op students for three school terms in 2024; and,
3. That City Council **APPROVE** a transfer of funding in the amount of \$15,000 from the Budget Stabilization Reserve, Fund 139, to a new capital project for salary and fringe costs for a Co-Op Student for the first school term of 2025; and,
4. That City Council **APPROVE** a transfer of funding in the amount of \$23,404.85 from the Budget Stabilization Reserve, Fund 139, to a new capital project to purchase and set up Traffic Engineering Software (TES) provided by True North Safety Group (TNS Group); and,
5. That the CFO/City Treasurer **BE DIRECTED** to include a new capital project in the 2024 10-year capital plan with funding as outlined above in order to action the Vision Zero Action Plan; and,
6. That Administration **BE DIRECTED** to bring forward initiatives in the Vision Zero Action Plan forward for funding consideration for future budgets in accordance with the Action Plan's implementation plan; and,
7. That Administration **BE DIRECTED** to report back to Council annually with details of progress toward the Vision Zero Action Plan's goals; and,
8. That Administration **BE DIRECTED** to carry out reviews of the Vision Zero Action Plan at the intervals specified in the Action Plan; and,



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9. That report S 13/2021 "Follow-up –CQ 7-2020, 40 km/h Residential Speed Limits-City Wide" **BE RECEIVED** for information; and,

10. That Council **APPROVE** the updated All-Way Stop Policy as listed in Appendix B of report S 70/2023.

Carried.

Councillor Gary Kaschak voting nay.

Report Number: SCM 326/2023 & S 33/2023 & SCM 212/2023 & S 70/2023 & SCM 109/2021 & S 13/2021 8.5

Clerk's File: ST/13714 & ST2021 & SW2023 & ACOQ2023

Anna Ciacelli

Deputy City Clerk
December 27, 2024

Department Distribution

Josie Gualtieri	Financial Planning Administrator
John Revell	Chief Building Official
Ian Day	Senior Manager, Traffic Operations & Parking
Chris Gerardi	Policy Analyst, Transportation Planning
Cindy Becker	Financial Planning Administrator
Shawna Boakes	Executive Director of Operations and Deputy City Engineer
Mark Winterton	Commissioner, Infrastructure Services & City Engineer (Interim)
Janice Guthrie	Commissioner of Corporate Services and Chief Financial Officer
Joe Mancina	Chief Administrative Officer
Sandra Gebauer	Council Assistant

Environment, Transportation & Public Safety Standing Committee Meeting Held Wednesday, September 21, 2016

School Neighbourhood Policy

Moved by: Councillor Francis

Seconded by: Councillor Holt

Decision Number: **ETPS 422**

1. That the School Neighbourhood Policy, attached as Appendix 1, **BE ADOPTED**,
 2. That Traffic By law 9148 **BE AMENDED** as listed and attached in Appendix 2 of this report,
 3. That the City Solicitor **BE DIRECTED** to prepare the necessary documents to amend the by law,
 4. That the implementation of the School Neighbourhood Policy **BE REFERRED** to the 2017 Capital/Operating Budget, and
 5. That the School Neighbourhood Policy **BE IMPLEMENTED** as funding allows.
- Carried.

Report No. S 46/2016
Clerk's File No. ST2016
(Administrative Report attached which was
previously distributed as part of the
Standing Committee Agenda)

MISSION STATEMENT

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

REPORT #: S 46/2016	Report Date: 7/5/2016
Author's Contact: Jeff Hagan Policy Analyst 519-255-6247 ext 6003 jhagan@citywindsor.ca	Date to Council: September 21, 2016
	Clerk's File #: ST2016

To: Mayor and Members of City Council

Subject: School Neighbourhood Policy - CITY-WIDE

RECOMMENDATION:

6. That the School Neighbourhood Policy, attached as Appendix 1, **BE ADOPTED**,
7. That Traffic By law 9148 **BE AMENDED** as listed and attached in Appendix 2 of this report,
8. That the City Solicitor **BE DIRECTED** to prepare the necessary documents to amend the by law,
9. That the implementation of the School Neighbourhood Policy **BE REFERRED** to the 2017 Capital/Operating Budget, and
10. That the School Neighbourhood Policy **BE IMPLEMENTED** as funding allows.

EXECUTIVE SUMMARY:

N/A

BACKGROUND:

At the May 8, 2012 Council Meeting, Council Resolution CR100/2012 authorized Administration to issue a request for proposals for a consultant to review and recommend revisions to the Traffic Calming Policy and to create a school area policy. The request for proposals was issued accordingly, and the awarding of the contract to Opus International Consultants was approved at the March 18, 2013 Council meeting by Council Resolution CR49/2013. The attached policy (Appendix 1) is the result of this consultant assignment.

The Traffic Calming Policy developed through this consultant assignment was approved by Council on September 21, 2015 by motion M394-2015.

DISCUSSION:

School Neighbourhood Policy Need and Objectives

While various aspects of school-related transportation concerns are addressed through certain City policies, procedures, by-laws, and official documents, they are not necessarily related to each other. Historically, transportation issues around schools have been handled on a case-by-case basis that has led to inconsistencies from school to school in how issues are addressed.

The need for a School Neighbourhood Policy was identified in order to:

- Provide the framework for a consistent approach to school transportation issues City-wide, while acknowledging variations in the character of schools and their surrounding neighbourhoods.
- Address gaps in the current policy regime regarding school transportation issues.

The objective of the School Neighbourhood Policy is to address transportation needs and improve safety in the vicinity of elementary and high schools, including:

- Measures to reduce school-related congestion;
- Recommendations to address existing on-street school bus loading zones and applications for future/additional on-street school bus loading zones;
- Recommendations to address both existing and applications for on-street “kiss and ride” programs;
- Recommended speed limits in the vicinity of schools;
- “No parking” and “no stopping” zones in the vicinity of schools and crosswalks;
- Active and Safe Routes to School; and,
- Guidelines for the holistic evaluation of individual school sites and recommended improvements for the surrounding public right-of-way.

School Neighbourhood Policy Summary

The proposed School Neighbourhood Policy is attached as Appendix 1. Specific details of the policy are summarized in Table 1 and Appendix 3.

Table 1: School Neighbourhood Policy Summary

Item	Approach
Education, Awareness & Enforcement	<p>Under the proposed policy:</p> <ul style="list-style-type: none"> • Neighbourhood-specific traffic safety mapping will be provided to schools • Administration will continue to support programs such as Active and Safe Routes to School • No changes are recommended to current enforcement practices
Infrastructure to Support Non-Auto Modes	<p>The proposed policy acknowledges measures or programs already in place:</p> <ul style="list-style-type: none"> • The <i>Pedestrian Generator Sidewalk Program</i> provides the opportunity to fill gaps in the sidewalk network around schools. • The <i>Bicycle Use Master Plan</i> encourages all streets to be designed as bike-friendly streets. • As part of the development application process, new and redeveloped schools are required to accommodate pedestrians and cyclists. <p>The proposed policy supports and encourages measures led by other organizations to encourage walking and cycling to school, including the Active and Safe Routes to School program.</p>

Item	Approach
Establishing School Areas and Zones	<p>The new policy follows <i>Transportation Association of Canada</i> guidelines by classifying streets adjacent to schools into one of three categories:</p> <ul style="list-style-type: none"> • School zone: school warning signs with 40 km/h reduced speed limits at pick-up and drop-off times • School area: school warning signs only. • Nothing: no school warning signs. <p>Classification is based on a scoring system that takes into account the following factors:</p> <ul style="list-style-type: none"> • Type of school: elementary or secondary. • Road classification: local, collector, arterial, expressway, etc. • Physical characteristics of the road and school grounds: fencing, separation from the roadway, number and type of accesses, presence of sidewalks.

Item	Approach
On-Street Traffic Safety and Operations	<p>School Bus Loading Zones</p> <p>The proposed policy formalizes Administration’s current practice of encouraging schools to accommodate school bus loading and unloading on-site when practical.</p> <p>In cases where on-street school bus loading zones are required, these are prioritized above pick-up and drop-off by parents.</p> <p>The proposed policy does not modify the current <i>Cost Sharing Construction of Bus Bays</i> policy.</p> <p>The proposed policy does not propose any restrictions to school bus routing beyond any restrictions that apply to all vehicles.</p> <p>Parent Pick-up & Drop-off</p> <ul style="list-style-type: none"> • No parking zones (where school bus loading zones are not provided) on the school side of school approach streets allow for momentary stopping for parent pick-up and drop-off. • No stopping zones on the opposite side of school approach streets discourage mid-block crossing for pick-up and drop-off. • Exceptions from normal parking regulations are allowed in cases where residents or businesses depend on on-street parking: <ul style="list-style-type: none"> ○ When affected residential properties have no off-street parking ○ When affected business properties are served by marked on-street spaces.
On-Site Traffic Safety and Operations	<p>The proposed policy formalizes Administration’s current practice of encouraging schools to accommodate school bus loading and unloading on-site when practical.</p>

Results of Preliminary Review

Within the City of Windsor, the four publicly-funded school boards currently operate 66 schools (54 elementary, 12 high schools). These 66 schools have a total of 149 school approach streets.

These 149 school approach streets were reviewed in accordance with the proposed School Neighbourhood Policy to determine appropriate sign and pavement marking treatments based on points scored. A summary of the review results is provided in Table 2. It should be noted that these results have not yet been confirmed with speed data; the proposed Policy states that in cases where a school zone (i.e. reduced speed zone) is identified based on scores but the operating speed at pick-up and drop-off times is already 40 km/h or lower, a school area (i.e. warning signs only) should be provided instead.

Table 2: School Area and School Zone Summary

Number of Streets	Area or Zone	Description	Examples
8	Nothing	No school warning signage or pavement markings required.	<ul style="list-style-type: none"> Huron Church Road at Assumption C.H.S. E. C. Row Expressway at École Secondaire E.J. Lajeunesse
32	School Area	Provide school warning signage only. No speed limit reduction.	<ul style="list-style-type: none"> Tecumseh Road at John Campbell P.S. Richmond Street at Walkerville C.I.
16	School Zone	Provide school zone “40 km/h when flashing” signs to reduce the speed limit at pick-up and drop-off times.	<ul style="list-style-type: none"> Labelle Street at Bellewood P.S. Norman Road at St. Jules C.E.S.
93	Area or Zone	Take any practical steps that would reduce the need for school zone signage (e.g. improved fencing or additional sidewalks), then select “area” or “zone” based on professional judgement.	<ul style="list-style-type: none"> Forest Glade Drive at Eastwood P.S. Ducharme Street at Talbot Trail P.S.

Implementation

The recommended implementation plan is summarized as follows:

- **New schools:** implement all aspects of the School Neighbourhood Policy immediately as the school is constructed.
- **Redeveloped schools:** implement the School Neighbourhood Policy at the time of redevelopment to the extent that it is practical to do so.
- **Existing schools:** implement the School Neighbourhood Policy City-wide in phases.

It is recommended that a Capital Budget allocation be considered in conjunction with the upcoming 2017 Capital Budget as relates to the School Neighbourhood Policy. Based on preliminary cost estimates, implementation costs for the optimal recommended solution are approximately \$1,800,000. It is recommended that the Area/Zone scoring system be used to prioritize implementation and that based on funding and available resources, the policy be phased in as funding allows.

Traffic By Law 9148

To implement the school zone provisions of the School Neighbourhood Policy, an amendment to Traffic By Law 9148 is required to allow school zone speed limits that vary by time of day. The proposed amendments to Traffic By-Law 9148 are attached as Appendix 2.

RISK ANALYSIS:

A risk analysis table is provided as Appendix 4.

FINANCIAL MATTERS:

The total estimated installation cost is approximately \$1,800,000 if implemented in full as recommended and would require approving additional capital budget funding or a reallocation of existing funding approved in principle as part of the current 5-year capital plan. To provide a conservative cost estimate, all locations identified as “Area or Zone” have been budgeted as school zones. The majority of those costs are related to the controllable flashing signs recommended as part of the optimal solution (estimated at approximately \$15,000 per street location). Costs could be significantly reduced by using more traditional signage. Those service vs. cost decisions will be part of the annual budget competition for the available budget funds.

This installation cost assumes implementation with existing resources; the process could be expedited through the use of contractors if council allocated the required funding and wished to expedite the process.

On-going Traffic Operations costs for the maintenance of the related signs and pavement markings are estimated at approximately \$130,000 per year and would put upward pressure on the property tax levy or reduce funding from other existing needs. It should be noted that since the Corporation does not currently have “40 km/h when flashing” school zone signs, the estimate of maintenance costs should be considered a preliminary estimate that will be refined over time based on actual maintenance costs as they arise.

Administration recommends that implementation of the School Neighbourhood Policy be referred to the 2017 Budget.

Installation of the parking regulation signs is not anticipated to increase maintenance costs beyond the budget already allocated, since the parking regulation signs installed under the *School Neighbourhood Policy* would generally be replacing existing signs.

CONSULTATIONS:

The project tech team consisted of the following members. The project tech team members participated in project meetings and provided comments on interim deliverables and the draft and final School Neighbourhood Policy:

Department/Organization	Member
Windsor Police Service	S/Sgt. Daniel Shannon
	Barry Horrobin
Planning	Michael Cooke
Traffic Operations	John Wolf
Maintenance/Contracts	Phong Nguy
Engineering	Wesley Hicks

The School Liaison Committee was briefed on the draft School Neighbourhood Policy at its February 11, 2016 meeting. Following this meeting, the draft Policy was circulated to Committee members for review and comment. Comments received are provided as Appendix 5 and Appendix 6.

CONCLUSION:

Administration recommends that the proposed School Neighbourhood Policy, attached as Appendix 1, be adopted.

PLANNING ACT MATTERS:

N/A

APPROVALS:

Name	Title
Josette Eugeni	Manager, Transportation Planning
Cindy Becker	Financial Planning Administrator
Dwayne Dawson	Executive Director of Operations & Deputy City Engineer
Mark Winterton	City Engineer
Joe Mancina	Chief Financial Officer & City Treasurer
Onorio Colucci	Chief Administrative Officer

NOTIFICATIONS:

Name	Address	Email
Erin Kelly Director of Education, Greater Essex County District School Board	451 Park St W PO Box 210 Windsor ON N9A 6K1	director@publicboard.ca
Cathy Lynd Superintendent of Business, Greater Essex County District School Board	451 Park St W PO Box 210 Windsor ON N9A 6K1	Cathy.lynd@publicboard.ca
Melissa LeBoeuf, Executive Assistant, Greater Essex County District School Board	451 Park St W PO Box 210 Windsor ON N9A 6K1	melissa.leboeuf@publicboard.ca
Connie Buckler Board Chairperson, Greater Essex County District School Board	451 Park St W PO Box 210 Windsor ON N9A 6K1	Connie.buckler@publicboard.ca
Ron LeClair Board Vice-Chairperson, Greater Essex County District School Board	451 Park St W PO Box 210 Windsor ON N9A 6K1	Ron.LeClair@publicboard.ca

Name	Address	Email
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Mario Iatonna, Executive Superintendent of Corporate Services Windsor Essex Catholic District School Board	1325 California Ave Windsor ON N9B 3Y6	suptcorporateservices@wecdsb.on.ca
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Barbara Holland Chairperson Board of Trustees, Windsor Essex Catholic District School Board	1325 California Ave Windsor ON N9B 3Y6	Barbara_holland@wecdsb.on.ca
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Louise LeBouef, Executive Assistant, Conseil Scolaire Catholique Providence	7515 Forest Glade Dr Windsor ON N8T 3P5	leboloui@Cscprovidence.ca
Gabrielle McMillan, Windsor Essex Student Transportation Services		gabrielle@buskids.ca
Stacy Manzerolle Manager – Healthy Schools Windsor Essex County Health Unit	1005 Ouellette Ave Windsor ON N9A 4J8	smanzerolle@wechu.org
<i>Project mailing list (provided to Clerks)</i>		

APPENDICES:

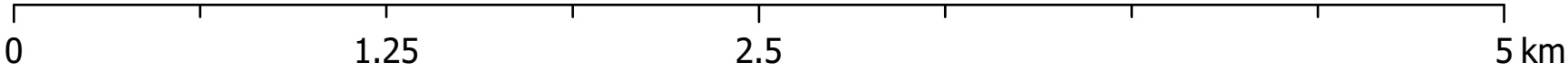
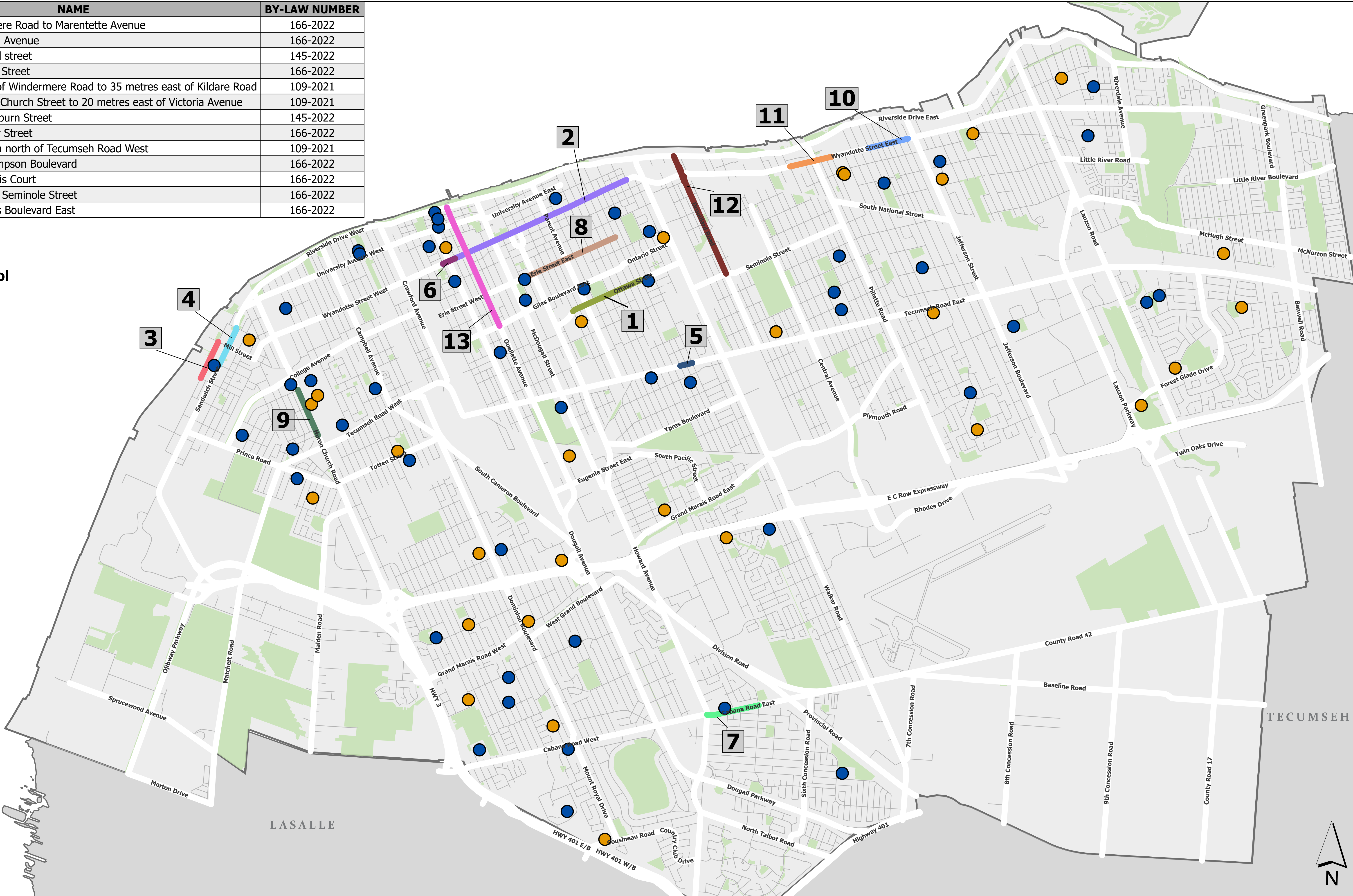
- 1 School Neighbourhood Policy (proposed)
- 2 By-Law Amendments
- 3 Policy Summary
- 4 Risk Table
- 5 Comments on Draft Policy - School Boards and WESTS
- 6 Comments on Draft Policy - Conseil Scholaire Viamonde

Clerk's Note: Administration submitting the attached memo dated August 8, 2016 as additional information.

Community Safety Zones in Windsor

SYMBOL	NAME	BY-LAW NUMBER
1	20m west of Windermere Road to Marentette Avenue	166-2022
2	Argyle Road to Dougall Avenue	166-2022
3	Chippawa Street to Mill street	145-2022
4	Detroit Street to Brock Street	166-2022
5	From 10 metres west of Windermere Road to 35 metres east of Kildare Road	109-2021
6	From 7 metres east of Church Street to 20 metres east of Victoria Avenue	109-2021
7	Howard Avenue to Holburn Street	145-2022
8	Lincoln Road to Mercer Street	166-2022
9	Millen Street and 180m north of Tecumseh Road West	109-2021
10	Orchard Grove to Thompson Boulevard	166-2022
11	Raymo Road to Francois Court	166-2022
12	Riverside Drive East to Seminole Street	166-2022
13	Riverside Drive to Giles Boulevard East	166-2022

- Catholic School
- Public School



Subject: Banner Policy Implementation - City Wide

Reference:

Date to Council: January 29, 2025
Author: Ian Day
Senior Manager of Traffic Operations
519-255-6247 x6106
iday@citywindsor.ca

Public Works - Operations
Report Date: January 7, 2025
Clerk's File #: APR2025

To: Mayor and Members of City Council

Recommendation:

THAT Council **APPROVE** the attached Banner Policy Implementation

Executive Summary:

N/A

Background:

From the May 7, 2018 Council Meeting in response to CR185-2018- Riverwest Citizens Initiative to install Community Banners in the Riverwest neighbourhood

Moved by: Councillor Elliott

Seconded by: Councillor Holt

Decision Number: CR275/2018

Council requested 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.

Discussion:

Banner installations are permitted for the promotion of civic, charitable or community-oriented events which are held to benefit the community at large, affiliated community

groups, registered charities or other not-for-profit groups. Banners may also be permitted for the identification of an area such as a Business Improvement Area (BIA) or other. The installation of banners creates a welcoming atmosphere, provides a sense of arrival to tourists/motorists and can be an effective means of promoting events or areas.

In 2018, the City had no policy in place to regulate or control the installation of banners on municipally or privately owned poles (i.e. street light poles, specialty banner poles) in the Right of Way. Administration was asked to develop a policy to define the purpose, scope responsibilities, rules and regulations for the installation of said banners in order to ensure public safety and compliance to City Standards.

The proposed policy is attached as Appendix 1.

Risk Analysis:

There is no risk in receiving this report for information.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The cost of banner installation is borne by the requestor. Currently, Traffic Operations would prepare an invoice to the requestor including full cost recovery of all costs plus the appropriate admin and management, material restocking, and corporate overheads.

If the banner has reached the end of life or has been damaged, it will be removed at the discretion of Traffic Operations. Should Council wish to amend this and have the City responsible, budget increases would be required.

Consultations:

Amy Olsen – Technologist III, Engineering

Cindy Becker – Financial Planning Administrator, Public Works

Rob Slater - Executive Initiatives Coordinator

Katherine Donaldson - Corporate Policy Coordinator, Council Services

Conclusion:

Administration recommends that the Banner Policy be accepted as attached.

Approvals:

Name	Title
Mark Spizzirri	Manager of Performance Measurement & Business Case Development
Adam Pillon	Manager of Right-of-Way Engineering
Stacey McGuire	Executive Director of Engineering / Deputy City Engineer
Phong Nguy	(A) Executive Director of Operations / Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services / City Engineer
Janice Guthrie	Commissioner of Finance / City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix 1 - BANNER POLICY January 6, 2025

**THE CORPORATION OF THE CITY OF WINDSOR
BANNER APPLICATION POLICY**

Service Area:	Infrastructure Services	Policy No.:	
Department:	Traffic Operations	Approval Date:	
Division:	Public Works Operations	Approved By:	
		Effective Date:	
Subject:	Banner Application Policy	Procedure Ref.:	
Review Date:		<i>Pages:</i>	Replaces:
Prepared By:	Ian Day, Senior Manager Traffic and Parking (A)		Date:

1. POLICY

1.1 The Banner Application Policy establishes guidelines for banners installed on municipally owned poles.

1.2 Banner installations are permitted for the promotion of civic, charitable or community-oriented events which are held to benefit the community at large, affiliated community groups, registered charities or other not-for-profit groups. Banners may also be permitted for the identification of an area such as a Business Improvement Area (BIA) or other. The installation of banners creates a welcoming atmosphere and provides a sense of arrival to tourists and other motorists. The City of Windsor (hereinafter referred to as “the City”) recognizes that banners can be an effective means of promoting events or areas.

2. PURPOSE

2.1 The purpose of this policy is to establish a process for the approval, design, fabrication, and installation of pole mounted banners to ensure public safety and compliance to City Standards.

3. SCOPE

3.1 This policy applies to the placement of all banners attached to City owned street light poles or specialty banner poles installed within the public right-of-way. Attachment requests for other utility owned poles must be submitted through the appropriate utility. A Right-of-Way permit may still be required.

3.2 This policy does not include cross-street banners.

4. **RESPONSIBILITY**

4.1 Applicants - All costs related to the supply, installation, maintenance, replacement, damage, removal and approval of banners shall be borne by the sponsoring organization in whose ownership and care the banners shall remain. If an organization requests the installation of banners in approved right-of ways that do not already have mounting hardware installed, the request shall be made at a minimum of two (2) months in advance. If approval is granted for said area, the applicant shall pay all costs associated with its installation.

4.2 The Recreation and Culture Department - shall administer banner permit requests and be responsible for the intake/distribution of Permit Applications and approval of banner content.

4.3 The Right-of-Way Division -shall be responsible for processing applications, obtaining payment and issuing permits.

4.4 The Traffic Operations Division - Traffic Operations shall be responsible for the installation, removal, and maintenance of banner mounting hardware or make the necessary arrangements, therefore. Traffic Operations may also be responsible for the installation and removal of all banners.

4.5 City Council - City Council approves the Banner Policy and any amendments to the Banner Policy.

5. **GOVERNING RULES AND REGULATIONS**

5.1 Banners shall be restricted to those advertising special community events or other matters which are held to benefit the community at large, including community festivals, events and activities as per the Sign By-law 250-2004. Banners identifying districts, such as Business Improvement Areas are also included in this Policy.

5.2 Banners which convey a religious or political message, promote a political party or election candidate, promote tobacco, present demeaning or derogatory portrayals of individuals or groups or contain anything which, in light of generally prevailing community standards is likely to cause deep or widespread offence, will not be permitted. Alcohol advertising will not be permitted in association with events geared to children or youth.

5.3 The content of the banner is to be reviewed and approved by the Manager Culture and Events. A copy of the final artwork shall be provided to Recreation and Culture when applying for the permit.

5.4 Banner content shall conform to the Sign By-law 250-2004.

- 5.5** Banners may be placed on poles located on arterial roadways. Collector road banner requests shall be reviewed on a per request basis. Banners are not permitted on Local roadways.
- 5.6** Banners shall be purchased, paid for and owned by the applicant.
- 5.7** Banner arms and mounting hardware shall only be installed and removed by Traffic Operations and are property of the City of Windsor.
- 5.8** The City Traffic Operations Department will install all banners on existing and new City-owned banner arms at the applicant's cost. Alternatively, if the applicant chooses to hire a third-party installer, they must notify the City as soon as the banners are installed. The City reserves the right to inspect all banners for compliance, with inspection costs to be covered by the applicant.
- 5.9** Banner hardware is NOT to be altered in any way. Any damage to hardware will be charged back to the most recent banner permit holder. Any deficiencies to hardware shall be brought to the attention of Traffic Operations immediately.
- 5.10** Completed applications shall be submitted to the Recreation and Culture Department a minimum of two (2) months prior to the desired banner display period.
- 5.11** Approvals for the display of banners shall be considered on a first come, first served basis. Where there is more than one such application made simultaneously for a single or overlapping display period, negotiations with the applicants will be held in an effort to reach a mutually agreeable arrangement for display. If a permit exists for banners currently the City reserves the right, without notification, to have top priority at any time.
- 5.12** The standard period of banner display permitted per applicant shall be twelve (12) months, longer term installations may be approved at the discretion of the City Engineer. If an applicant wishes to extend the display period, they will have to re-submit a permit five (5) business days in advance.
- 5.13** The applicant or sponsor shall deliver the banners to Traffic Operations as specified in the application at least two (2) weeks before the start of the approved display period. Traffic Operations will notify the applicant or sponsor when the banners are ready for pickup, which shall occur within two weeks after the display period ends.
- 5.14** If at any time a banner causes a safety hazard (significantly torn, damaged or detached from the pole) the banner shall be removed immediately by City staff without notice at the applicant's expense. To provide public safety, a work recoverable charge will be levied. The city will not reimburse any fees or charges in this eventuality.

5.15 The City reserves the right to not install or remove, without notice, any banners which are in a poor or unacceptable visual or physical condition or that create a hazard for a traveling public.

5.16 Regardless of pole ownership, a banner permit is required for placement of any banner and the associated hardware on poles located in the right-of-way.

6. RECORDS, FORMS AND ATTACHMENTS

6.1 Application Process:

6.1.1 Application Submission – Applications for the installation of banners on Municipal streetlight poles shall be made to the Manager of Culture and Events, within the Recreation and Culture Department. The applicant must include the following documentation in their application package:

- Completed Permit Application
- Certificate of Insurance, satisfactory to the Risk Management Division
- Photo or design of banner, complete with all dimensions
- New hardware and or bracket specifications
- List or map of banner locations, including pole numbers if available
- Inspection report, assessing all City owned poles and existing mounting hardware. Any that are not currently equipped with banner brackets will require a structural assessment. Any costs incurred as a result of installing new hardware are borne upon the permit holder.

6.1.2 Circulation - The application package (complete will all documentation listed above), will be distributed by the Recreation and Culture Department to the following Departments for review and approval:

- Right Of Way
- Traffic Operations
- CAO Office/ Communications
- Planning
- Risk Management

6.1.3 Permit Issuance – Provided there are no concerns as a result of the circulation process, a Right-of-Way Permit will be issued to complete the work, upon payment of the required fees (outlined on the current User Fee Schedule). An inspection must be scheduled by the applicant, upon banner installation or prior to subsequent permit issuance. The following documents may be required prior to permit issuance:

- Traffic Control Plan submitted to and reviewed by Traffic Operations

- Separate approval/agreement from pole owner authority (if not City owned)

6.2 Certificate of Insurance: the Applicant will provide a Certificate of Insurance in the Applicant's legal name confirming the Applicant has in force insurance coverage. The Certificate of Insurance must be satisfactory in form and content to the City's Risk Management Division.

6.3 Banner Size: Dimensions, attachment methods and mounting height shall conform to those contained in **Schedule A** attached to and forming part of these guidelines.

6.4 Fees: Any fees associated with the approval and installation of banners (and their associated mounting hardware), shall conform to the current User Fee Schedule.

DRAFT

SCHEDULE A

Pole Mounted Banners: Mounting height, banner dimensions and banner attachment methods to the mounting hardware, shall conform to the following standards.

Minimum Banner Mounting Height

1. When projecting over the street, the minimum height above the street as measured from the top of the curb must be a minimum height of 15 feet (4.5m).
2. When projecting over the sidewalk, the minimum height above the sidewalk must be a minimum of 12 feet (3.6m).
3. When located on a center median, the minimum height above the street as measured from the top of the adjacent curb must be a minimum of 15 feet (4.5m).

Banner Size and Mounting Requirements

Maximum Vertical Dimension: 84 inches (2.1m) top to bottom when laid flat

Maximum Horizontal Dimension: 30 inches (0.8m) wide

Top Rod Loop: 3.0 inches when laid flat, fabric shall be doubled stitched

Bottom Rod Loop: 3.0 inches when laid flat, fabric shall be doubled stitched

Rod Loop Closure: The outside ends of the banner loops shall be closed to prevent the banner from creeping to the center of the pole.

Seam Stitch Length: 1/8 inch minimum

Grommets: 3/8 inch inside dimension (i.d.) metal grommets shall be provided at the top and bottom of the banner on the pole side. The grommet must be attached at the loops

Banner Material: banners shall be a minimum of 18oz material (canvas or vinyl)

Subject: Way Finding Signs for “Place of Worship” - City Wide

Reference:

Date to Council: January 29, 2025

Author: Ian Day

Senior Manager of Traffic Operations

519-255-6247 x6106

iday@citywindsor.ca

Public Works - Operations

Report Date: December 19, 2024

Clerk's File #: SW2025

To: Mayor and Members of City Council

Recommendation:

THAT the report Way Finding Signs for Place of Worship an amendment to the Trailblazing and Identification Signs Policy **BE RECEIVED** by Council for information.

Executive Summary:

N/A

Background:

In 1988, City Council approved CR890/88 “The Guide Signing Policy for Major Tourist Attractions”. The Ouellette Avenue Mall was included in this designation. In 2000, City Council approved a new Trailblazing & Identification Sign Policy, CR366/2000, which amended CR890/88 to include the Via Italia Business Improvement Area and permit a maximum of 10 trailblazing or identification signs. The amendment also allowed the remaining BIAs to apply for trailblazing or identification signs according to the following criteria:

- Maximum of four (4) locations jointly agreed between the BIA and the Commissioner of Traffic;
- Design (colour and wording) to the satisfaction of BIA's on 300mm x 900mm” sign blank; and
- Cost of production and installation (including ongoing maintenance and replacement) recovered from requesting BIAs.

Discussion:

In 1988, the Guide for Signing Major Tourist Attractions was developed to avoid over signing highways by ensuring that only essential signs are erected. However; since major tourist attractions can generate significant volumes of traffic, it was considered desirable that Windsor establish a policy permitting exemptions to be made in the case of individual establishments, which are major tourism generators and by reason of their location, are difficult for out-of-town drivers to find. The objective of the policy was to establish guidelines and conditions for the erection and guide signing to major operators of a tourism nature. Applicants requesting the provision of special guide signing were required to meet certain criteria to have their request considered.

In late 2023 and early 2024, Traffic Operation began receiving request from several Places of Worship to install wayfinding signs, a survey of the city showed that some Places of Worship had already had wayfinding signs installed in the past. In order to maintain consistency with the policy, all Places of Worship should be extended the opportunity to install wayfinding signs. At the current time there are 155 Places of Worship shown on the city registry. If this request were to be permitted, there would be a maximum of 310 signs throughout the city.

Extending the benefits of the current tourist attraction designation to all Places of Worship through amendments to the Trail Blazing Policy would result in an increase in signs allowed in the City right of way. This would not have significant consequences.

Risk Analysis:

There is no risk in receiving this report for information.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Under the current policy, the cost of trailblazing signage is borne by the requestor. Currently, Traffic Operations would prepare an invoice to the requestor including full cost recovery of all costs plus the appropriate admin and management, material restocking, and corporate overheads.

The cost to manufacture, install, and maintain wayfinding signage for Places of Worship are not currently included in the City's annual operating or capital budgets as the current policy requires the requesting "Places of Worship" to bear that cost. If the sign has reached the end of life or has been damaged, it will be removed at the discretion of

Traffic Operation. Should Council wish to amend this and have the City responsible for the costs, budget increases would be required.

Consultations:

Jason Parent – Supervisor Signs & Markings
Cindy Becker – Financial Planning Administrator – Public Works

Conclusion:

The intent of the policy is still valid. Administration recommends that the Trailblazing and Identification Sign Policy be amended as attached to allow Places of Worship a maximum of 2 wayfinding signs per location.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager, Performance Reporting and Business Case Development
Ian Day	Senior Manager, Traffic Operations & Parking Services (A)
Phong Nguy	Executive Director of Operations / Deputy City Engineer (A)
David Simpson	Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix 1 - TRAILBLAZING AND IDENTIFICATION SIGN POLICY Revised November 14, 2024

**THE CORPORATION OF THE CITY OF WINDSOR
TRAILBLAZING AND IDENTIFICATION SIGN POLICY**

Service Area:	Office of the City Engineer	Policy No.:	
Department:	Public Works -Operations	Approval Date:	
Division:	Traffic Engineering & Parking	Approved By:	
		Effective Date:	
Subject:	Trailblazing and Identification Sign Policy Amendments	Procedure Ref.:	
Review Date:		Pages:	Replaces:
Prepared By:	Ian Day, Acting Senior Manager Traffic Operations and Parking		Date:

1. POLICY

1.1. To develop a standard for directional signing for tourist attractions, Business Improvement Areas (BIA) and Place of Worship in The City of Windsor.

2. PURPOSE

2.1. To establish guidelines and conditions for the erection of guide signing to major generators of a tourism nature, where in the opinion of Windsor, such action would be a significant benefit to the travelling public and to Windsor’s roads system.

3. SCOPE

3.1. Applicants requesting the provision of special guide signing must meet the following conditions:

- a) The establishment must be primarily a tourist attraction, or similar operation of a tourism nature. Retail-oriented developments such as shopping centres or hotels and motels will not be eligible.
- b) The establishment shall not be centrally located within an established urban area or recreational or tourist centre. However, specific attractions could be signed within the specific area.
- c) Any tourism establishment, which of necessity must maintain on its own property an exclusive parking area containing not less than 500 individual parking spaces, would automatically qualify.

3.2. Each applicant will be considered on its own merit. The City’s primary concern will be to ensure that the provision of such signing is necessary and desirable and would be of benefit to a significant number of the travelling public and to the Windsor road system.

In the case where a tourist facility is located in Essex County but could generate heavy traffic through Windsor, such a facility should be considered for guide signing from the Bridge and Tunnel exits to tie in with existing signs on county roads.

3.3 BIA's may apply for trailblazing or identification signs according to the following criteria:

- a) Maximum of ten (10) sign locations – jointly agreed between the BIA and the Manager of Traffic Operations.
- b) Design (color and wording) to satisfaction of BIA's on 300mm x 900mm sign blank.
- c) Cost of production and installation (including ongoing maintenance and replacement) recovered from requesting BIA's.

3.4 Place of Worship may apply for trailblazing or identification signs according to the following criteria:

- a) Maximum of one (2) sign locations – jointly agreed between the Place of Worship the Manager of Traffic Operations.
- b) Design (color and wording) to satisfaction of Place of Worship on 300mm x 900mm sign blank.
- c) Cost of production and installation (including ongoing maintenance and replacement) recovered from requesting Place of Worship.

4. RESPONSIBILITY

4.1. Traffic Operations – Traffic Operations shall be responsible, along with Recreation and Culture to review and approve all applications. All signs authorized under this policy shall be erected and maintained by the City of Windsor Traffic Operations. Signs will be manufactured in the City of Windsor's sign shop. The cost of manufacture and erection of the signs shall be borne by the applicant. Cost of product and installation of signs is estimated at \$190.00 per sign. Final costs will be provided upon completion of the work.

4.2. Recreation and Culture – Recreation and Culture shall be responsible, along with Traffic Operations to review and approve all new applications.

4.3. Applicants - Application of signs shall be in writing and shall state the conditions and circumstances given rise to application and the route(s) being requested. If required by The City of Windsor, the applicant shall provide additional data respecting attendance and parking usage and turnover to enable Windsor to assess the possible need for signing. In conjunction with the application for special guide signing, the applicant shall be required to make a

written undertaking to be financially responsible for the future replacement of all signs.

4.4. City Council – City Council approves the Trailblazing and Identification Sign Policy and any amendments.

5. GOVERNING RULES AND REGULATIONS

5.1. Signing of Routes

On approval of an application, Traffic Operations will review the location and access routes and will determine the nature and extent of the signing required on the basis of using the nearest suitable Windsor streets. Where considered advisable, such routes will by-pass heavily travelled streets or congested areas in order to make the best of the Windsor road system and to provide motorists with the best service possible. Final approval for the location of signs shall be at the discretion of the Road Authority.

Only one route will be signed from any given direction and where there is a choice between routes such as at an intersection, only one direction will be signed.

No more than three establishments will be signed on any one route or in any one location.

5.2. Types of Signing

Guide signs shall be manufactured and erected in accordance with the following:

- a) The signs shall consist solely of the name and/or symbol of the establishment, plus a separate directional arrow. No advertising of any kind whatsoever will be permitted.
- b) The appearance of the sign shall be generally consistent with standards used by road authorities. No more than two colours may be used. Signs shall be fabricated from standard gauge aluminum sign stock and shall preferably be reflectorized.
- c) Unless field conditions dictate otherwise, signs shall not exceed 45cm x 45cm in size. Arrow indications shall be 30cm x 45cm.
- d) Where there are already a number of other guide signs along the route in question or where more than one establishment requires special guide signing, Windsor may require that all or part of such signing be combined on a single sign. In such a case, the size and design of such sign shall be determined by Windsor and will normally consist of a white legend on a green reflectorized background.

5.3 Street Name Signs

Districts, Areas, or Neighbourhoods may apply for street names which may include a special colour scheme or identifying logo on a standard street name

sign blank, with a minimum 10 cm reflective lettering. Schedule B lists approved areas.

- 5.4 Future removal of signs – It shall be clearly understood by the applicant that if it shall subsequently be determined that the conditions originally warranting the erection of special guide signs no longer exist, or the number of establishments warranting special signing on any particular route exceeds three, that permission may be withdrawn and the signs removed.

Signs that have reached the end of life or have been damaged and require removal shall be done so at the discretion of Traffic Operations. The applicant shall be responsible for the cost of manufacturing and installation of a new sign, should they wish to replace the sign.

6. RECORDS, FORMS AND ATTACHMENTS

- 6.1. Approval Process:** Recreation and Culture, and Traffic Operations – Applications for Trailblazing and Identification Signs shall be submitted to Traffic Operations for approval. The applicant shall provide all necessary documentation which includes the sufficient technical specifications listed on the applicants form or policy. All applications shall be reviewed by the Senior Manager Traffic and Parking Operations and the General Manager of the Convention & Visitors Bureau.

6.2. Schedule “A”

Attractions Inside the City of Windsor

1. Jackson Park
2. Riverfront Parks (Windsor Sculpture Gardens, Dieppe Park, Peace Fountain)
3. City Centre
4. Art Gallery of Windsor
5. Casino Windsor
6. Downtown Windsor Business Improvement Area
7. Ford City Business Improvement Area
8. Walkerville Business Improvement Area
9. Olde Riverside Business Improvement Area
10. Olde Sandwich Business Improvement Area
11. Ottawa Street Business Improvement Area
12. Pillette Village Business Improvement Area
13. Erie Street Business Improvement Area
14. Wyandotte Town Centre Business Improvement Area
15. Places of Worship registered in the City of Windsor
 - a. Place of Worship is a space or a building where individuals or group of people come to perform act of devotion, veneration or religious study.

Sr No	Address	Building Name
1.	2614 Tecumseh Rd E	Grachanica Serbian Orthodox Church
2.	1825 Grand Marais Rd W	Glenwood United Church
3.	2690 Seminole St	St. Dimitrije Church
4.	1410 Drouillard Rd	Holy Trinity Russian Orthodox Church
5.	2115 Chilver Rd	St. Barnabas Church
6.	2895 Seminole St	Descent of the Holy Ghost Church
7.	891 St. Rose Ave	St. Rose Of Lima Church
8.	973 Pillette Rd	St. Paul's United Church
9.	1991 Norman Rd	St. Therese Church
10.	1320 Northwood St	Windsor Mosque
11.	1980 Meldrum Rd / Tecumseh Rd E	Grachanica Serbian Orthodox Church
12.	1728 Lincoln Rd	Emmanuel United Church / Ottawa United Ch.
13.	881 Glidden Ave	Riverside United Church
14.	840 Esdras Ave	Riverside Presbyterian Church
15.	1457 Drouillard Rd	Ukrainian Labour Federation Temple
16.	3065 Seminole St	Ss. Cyril & Methodius Catholic Church
17.	3200 Woodland Ave	Paulin Memorial Presbyterian Church
18.	5055 Wyandotte St E	Our Lady of Guadalupe Church
19.	2153 Parkwood Ave	St. Michael's Church
20.	1099 University Ave W	Clavary United Church/London Street Methodist
21.	1240 Pierre Ave	St. George Romanian Orthodox Church
22.	1493 Langlois Ave	Ss. Vladimir & Olga Ukrainian Catholic Church
23.	681 McEwan Ave	Holy Name of Mary Church
24.	1176 Victoria Ave / 160 Giles Blvd W	First Lutheran Church
25.	1334 Benjamin Ave / 1225 Ottawa St	Sacred Heart Rectory (Attached to Church)
26.	3305 Sandwich St	St. John's Anglican Church
27.	710 Mercer St	First Baptist Church
28.	1680 Dougall Ave	Westminster United Church
29.	1983 St. Mary's Gate	St. Mary's Church, Rectory, Cemetery, Lych Gate, Parish Hall
30.	1035 Ellis St E	Holy Trinity Church
31.	405 Victoria Ave	St. Andrew's Presbyterian Church
32.	1385 University Ave W	Church Of the Ascension
33.	3340 Sandwich St	Bedford United Church
34.	2879 Riverside Dr E	Our Lady of The Rosary Church
35.	85 Park St E	St. Alphonsus Church
36.	628 Ouellette Ave	Central United Church
37.	795 McDougall St	Mount Zion Church of God In Christ
38.	821 Wyandotte St E / 686 Marentette Ave	Immaculate Conception Church & Rectory

39.	708 Erie St E / 980 Louis Ave	Sant'angela Merici Church
40.	651-59 Lincoln Rd	Lincoln Road United Church & Hall
41.	114 Giles Blvd W	Christian Science Church
42.	115 Giles Blvd E	Synagogue Shaar Hashomayim
43.	1094 Drouillard Rd	St. John The Divine Russian Orthodox Church
44.	166 Tecumseh Rd W	St. Clare Church & Rectory/St. Peter's Maronite
45.	3652 Peter St	Sandwich First Baptist Church
46.	986 Ouellette Ave	Masonic Temple
47.	350 Huron Church Rd / University Ave W	Assumption Church
48.	664 Victoria Ave	Temple Baptist Church / Downtown Mission
49.	1396 Elsmere Ave / 868 Ellis St E	Free Magyar Reformed Church
50.	685 University Ave E	British Methodist Episcopal Church
51.	610 Giles Blvd E	Shaarey Zedek Synagogue
52.	795 Giles Blvd E	Giles Boulevard United Church
53.	1561 Ouellette Ave	St. Paulycös Anglican Church
54.	1215 Parent Ave.	Trinity Lutheran Church
55.	330 City Hall Square	All Saints' Church
56.	65 Ellis St. E.	Holy Cross Greek Orthodox Church
57.	580 Erie St W	Philadelphia Pentecostal Temple
58.	808 Marion Ave	Jeanne D'arc School/ St. Casimir Church
59.	993 Drouillard Road	Temple Hotel/Tavern
60.	1630 Partington Ave	Vietnamese Roman Catholic Church
61.	2401 Columbus Dr	The Gathering Church Windsor
62.	3739, 3759 Ypres Ave	St Jerome French Canadian; Roman Catholic Church
63.	8700 Jerome St	Saint Simeon Stylites Melkite Catholic Church
64.	2003, 2015 Balfour Blvd	St Vincent De Paul Church
65.	8300 Little River Rd	Riverside Baptist Church
66.	1995 Arthur Rd	Bethany Romanian Pentecostal Church of God
67.	3033 Rivard Ave	Ambassador Community Church; Reformation Presbyterian Church Windsor
68.	1543 Aubin Rd	First Filipino Baptist Church
69.	2425 Clemenceau Blvd	The Bible Way Church of God In Christ
70.	5350 Haig Ave	Windsor Seventh Day Adventist Church
71.	1709 George Ave	Windsor Mennonite Fellowship
72.	6870 Hawthorne Dr	Kingdon Hall Of Jehovah's Witness
73.	1970 Tourangeau Rd	Revival Harvest Church
74.	3199 Lauzon Rd	Windsor Vietnamese Alliance Church

75.	2940 Forest Glade Dr	Our Lady of The Atonement Parish Catholic Church
76.	3385 Forest Glade Dr	Middle Eastern Bible Fellowship Church
77.	3149 Forest Glade Dr	Forest Glade Presbyterian Church
78.	3550 Forest Glade Dr	The Church of Jesus Christ Of Latter Day Saints
79.	1985 Rossini Blvd	Peace Lutheran Church
80.	2320 Wyandotte St W	University Community Church
81.	318 McEwan Ave	Ministerio Cristiano Emanuel
82.	1821 Wyandotte St W	Campbell Baptist Church
83.	897 Windermere Rd	All Nations Full Gospel Church
84.	885 Randolph Ave	Place Of Worship with A Clergy Residence
85.	2095 Ottawa St	New Beginnings Christian Fellowship
86.	741 Lincoln Rd	Place Of Worship
87.	644 Partington Ave	Windsor Gospel Hall
88.	2000 Tecumseh Rd E	Ukrainian Orthodox Cathedral Of St Vladimir
89.	745, 747 Lincoln Rd	Noor E Islam Madressa & Cultural Center
90.	2100 Turner Rd	Turner Road Bible Chapel
91.	706 Goyeau St	Linh Son Temple - Chùa Linh Sơn Windsor
92.	1636 Tecumseh Rd W	Redeemed Christian Church Of God, Adullam (House Of Refuge)-Church
93.	2120 Byng Rd	St Michael's Byzantine Catholic Church
94.	1960 Tecumseh Rd E	St. George's Romanian Orthodox Church
95.	727, 733 McDougall St	Tanner-Price Methodist Episcopal Church
96.	397 Pierre Ave	Jesus Christ Tabernacle Church
97.	1701 Turner Rd	Croatian St Francis of Assisi Church
98.	810 Mercer St	New Life Fellowship Church
99.	1604 Dougall Ave	Rose City Community Church
100.	689 Aylmer Ave	Congregation Shaar Hashomaym Hashomayim Synagogue; Rachel Kaplan Hebrew Memorial Chapel
101.	3285 Manchester Rd	Ambassador Baptist Church
102.	7380 Wyandotte St E	United Pentecostal Church of Windsor
103.	711 McEwan Ave	Holy Name of Mary Rectory; Assumption Cares - Assumption Parish McEwan Campus
104.	1672 Victoria Ave	St Clare Of Assisi Church
105.	999 Drouillard Rd	New Song Church
106.	2595 Remington Ave	St James United Church
107.	2255 Totten St	West Side Church of Christ
108.	1566 Parent Ave	Cutting Edge International Church
109.	1396 Langlois Ave	Nativity Lutheran Church
110.	604 Charles St	Remington Park Tabernacle
111.	2525 Mark Ave	Congregation Beth El of Windsor
112.	2895 Parent Ave	Our Lady of Perpetual Help Church
113.	1175 Langlois Ave	Plymouth Brethren Windsor-Church

114.	2806 Lillian Ave	St Luke In The Fields; Anglican Church
115.	900 North Service Rd	Kingdom Hall Of Jehovah's Witnesses
116.	2001 Spring Garden Rd	Harvest Bible Church Windsor
117.	1201 Grand Marais Rd W	The Salvation Army South Windsor Citadel Church
118.	3325 Walker Rd	Open Arms Community Church
119.	3407 Woodward Blvd	Devonwood Community Church of The Nazarene
120.	4490 7th Con Rd	Windsor Christian Fellowship
121.	3401, 3411 Byng Rd	St David's and St. Mark's Anglican Church
122.	1808 Labelle St	St. Ignatius Of Antioch Orthodox Church
123.	7847, 7955 County Rd 42	Gurudwara Khalsa Prakash
124.	1600 Norfolk St	Saint Matthew's Anglican Church
125.	601 Lake Trail Dr	St. Vladimir & Olga Ukrainian Catholic Church
126.	4276 Roseland Dr E	St James Anglican Church
127.	4401 Mount Royal Dr	Our Lady of Mt Carmel Church
128.	1400 Cabana Rd W	St Gabriel Church; Corpus Christi Church
129.	1921 Cabana Rd W	Gethsemane Lutheran Church
130.	2510, 2514 Cabana Rd W	Oakwood Bible Chapel
131.	5920 Baseline Rd	Bethel Romanian Pentecostal Church
132.	2180 Howard Ave	Good Shepherd Pentecostal Ch; Freedom Church
133.	2585 Seminole St	International Movement Spanish Pentecostal Church of God
134.	385 Dieppe St	St. John Vianney Parish Catholic Church
135.	2400 Banwell Rd	Banwell Community Church
136.	1696 Cadillac St	First Romanian Baptist Church; Corner
137.	5145, 5155 Wyandotte St E	St Augustine Of Canterbury Anglican Church
138.	3150 Tecumseh Rd E	Grace Baptist Church
139.	4258 Seminole St	Roman Catholic Episcopal Corporation London Diocese
140.	5265 Wyandotte St E	New Apostolic Church
141.	130 Giles Blvd E	Dayspring Church Windsor
142.	2635 Rockwell Ave	Religious Congregation of The Grace & Truth Chapel
143.	2123 Parkwood Ave	Emmanuel Church Windsor
144.	903 Parent Ave	St Peter's Maronite Church
145.	605, 631 Giles Blvd E	Holy Apostolic Catholic Assyrian Church of The East St. Thomas Parish
146.	1767 Northway Ave	Baps Shri Swaminarayan Mandir
147.	579 Logan Ave	Ethiopian Orthodox Church
148.	506 Irvine Ave	Church Of Jesus Christ
149.	1219 Ottawa St	Jafri Islamic Centre of Canada (Shia Mosque)
150.	7007 Enterprise Way	Hindu Temple and Cultural Center Of Windsor

151.	1947 Meldrum Rd	North Central Windsor Catholic Family of Parishes
152.	3919 Howard Ave	Roseland Trinity United Church; Windsor Full Gospel Mission Church
153.	3714 King St; 3707 Queen St	Islamic Academy Windsor
154.	1650 Howard Ave	Living Faith Seventh-Day Adventist Church; Vineyard Christian Fellowship
155.	525 Elinor St	Calvary Baptist Church

Attractions Outside the City of Windsor

- 1. Point Pelee National Park
- 2. Jack Miners Bird Sanctuary

6.2.1. Schedule “B”

Areas For Street Name Signs

- 1. Casino District
- 2. Southwood Lakes
- 3. City Centre
- 4. University of Windsor