



Our Aim:

- Provide bi-annual updates to community stakeholders
- Communicate information on upcoming policy and legislative changes
- Work together in developing the community
- Encourage new growth in Leamington

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Developers' Newsletter

December 5, 2014

New Organizational Structure

Our department might look a little different these days. Development Services is now called Community and Development Services.

In July of 2014 Council approved the implementation of a Corporate Organizational Review which looked at recommending changes that will improve efficiency, effectiveness and accountability for positive results.

Changes to Community and Development Services were to cluster all the functions that require significant interaction and engagement with citizens and community groups. This new department includes

recreations, events, arts, marketing, culture, GIS, heritage, committee of adjustment, planning, building and fire services.

Part of the implementation was to also designate the Manager of Building Services as the CBO.

The office of the CAO will continue to include Economic Development along with communication and public relations.

Legal and Legislative Services will be responsible for legislative and clerk related functions, legal advisory services, by-law enforcement and human

resources.

Finance and Business Services will be responsible for budgeting, accounting, tax administration, payroll, financial analysis and cash management. Information technology is also included in this functions.

Finally, Infrastructure Services will manage and maintain all the municipality's infrastructure assets including roads, parks, sewers, drainage, water, pollution control, waste management facilities and fleet.

More information can be found at: www.learmington.ca.

Welcome New Council Members and Senior Administration

The new term of Council has officially started. It commenced December 1st, 2014 and will end November 30th, 2018.

The governing of the Municipality follows the rules and regulations set by the Ontario Government in the Municipal Act.

From the top picture, top row (left to right): Councillor Rick Atkin, Mayor John Paterson, Councillor Tim Wilkinson, Councillor Larry Verbeke. Bottom row (left to right): Councillor John Hammond, Deputy Mayor Hilda MacDonald, Councillor John Jacobs.

Senior Administration is pictured below (left to right): Director of Legal & Legislative Services Brian Sweet, Director of Community & Development Services Tracey Pillon-Abbs, Chief Administrative Officer Peter Neufeld, Director of Finance & Business Services Ramona Nordemann, Director of Infrastructure Services Rob Sharon.

We are open for business!



Development Charges Update

Council has completed the process of reviewing the Development Charges (DC).

Municipalities may, through by-law impose DCs against land to pay for increased capital costs required because of increased need for services (ie new roads, sewers, water, special studies, recreational facilities, fire trucks, etc) arising from development (single/semi, apartments, commercial, etc). This is regulated under the *Development Charges Act* (DCA).

A DC by-law is valid for up to five years. Council for the Municipality of Leamington has reviewed the DC every five years since 1999 and enacted the current DC by-law on August 25, 2009 (bylaw # 925-09). The DC applies to the entire Municipality. The by-law provides for annual indexing on January 1st of each year. The former DC by-law expired on August 31, 2014.

As per council resolution, Watson and Associates Economist Ltd were hired to undertake a Background Study and prepare the corresponding By-law. The Consultant commenced work in December 2013 which included a review of population projections and capital forecasts. A kick off meeting with the Consultant and Administration was held in January 2014 to review the methodology of the DC.

Service standard and capital project summaries for each department were then provided by the Consultant and reviewed by Administration. A one-on-one meeting with the Consultant and each department was held in April 2014 to review the service and capital sheets.

Three workshops were held in May 2014 with the Consultant to review the preliminary findings of the information collected to date and provide

an opportunity for those interested to provide comments. Workshops included a session with council, one with development stakeholders with 14 attendees and one with greenhouse stakeholders with 8 attendees.

Discussions with Council at the workshop lead to a number of ideas, and Administration requested they be given an opportunity to revisit the work that was presented by Watson.

An update was provided to Council at its meeting held June 16, 2014 which provided information on 1) a rationale for the growth forecast, 2) a summary of each capital project included in the DC calculations and 3) options for consideration.

As a result, it was recommended that many of the DC related projects be pushed back outside the project timeframe.

Council then directed the consultants to prepare the DC Background Study in accordance with the methodology contained in staff reports.

Prior to approval, development within the Municipality of Leamington is assessed a DC of \$12,712 for a single detached dwelling unit in the urban area, \$1.13 per sq ft of gross floor area for non-residential (industrial, commercial, institutional) in the urban area and \$4,204 per acre for greenhouse development (discounted). It should be noted that \$20,338 would be the non-discounted rate per acre for greenhouse development.

A Background Study and draft By-Law, dated June 30, 2014, was prepared which recalculates the DC based on future identified needs on a municipal-wide basis for services because of growth.

The proposed recalculated DC for a single detached dwelling unit in the urban area was \$11,641, non-residential development (industrial,

commercial, institutional) in the urban area was \$0.63 per sq ft of gross floor area, and greenhouse development charge was \$7,882 per acre (non discounted).

The Background Study has been available for viewing at the front counter at the Municipal Building and on the website since June 30, 2014, as set out in the DCA.

A public meeting was held on July 14, 2014 as a requirement of the DCA. The purpose of the public meeting was to obtain comments from the public and key stakeholders on the Background Study which also included a draft By-law. A total of 4 people made submissions at the public meeting. No other written correspondence was received.

The Background Study and By-law included consideration of comments received prior to, at or immediately following the public meeting and presenting any amendments for Council consideration and approval.

Council decided to approve the by-law and discount the rate for residential and non-residential development at 100%. Greenhouse discounted rate is 47% all until August 11, 2017 (three years from the approval).

After this date, the DC rate will revert back to the indexed amounts set out in the by-law.

Council also discontinued the DC deferral program effective August 2014.

After the decision was made by Council, there was an appeal period at which time no appeals were received.

All documents are still available online at: www.learmington.ca.

For more information, contact Tracey Pillon-Abbs, Director of Community and Development Services at 519-326-5761 ext 1403.



Development Manual Update

In an effort to streamline the development process, the Municipality consolidated all development requirements, processes and policies into a Development Manual, 2001, as amended.

The manual is intended to be a dynamic document used by all professionals involved in developing, redeveloping and shaping the built environment of the Municipality.

As new standards and best practices emerge the manual should be updated as required.

Administration is currently in the process of reviewing the standards, processes and policies found within the Development Manual to ensure that they are up-to-date.

Opportunities for the development community to provide input on new standards which promote sustainable and efficient development practices will be offered through a series of workshops. It is anticipated that the Municipality will seek community input beginning in the new year.

Stakeholder participation in the review process will be very valuable.

Topics of review include the type, amount and timing for the collection and release of securities, the coordination of multiple approvals, the provision of trails and pathways within new and existing development.

For more information, contact Danielle Truax, Manager of Planning Services at 519-326-5761 ext 1405.

Ontario Building Code News

Building Code examinations will now be delivered by Humber College.

Under the qualifications and registration program, certain designers are required to carry insurance during their period of registration with MMAH.

The Building Code was recently amended to authorize a standard form when submitting evidence of insurance.

Also, effective January 1, 2015 will be amendments to the Ontario Building Code that will include provisions for residential ("Group C") and office buildings ("Group D") which can be constructed using wood-frame construction up to six storeys.

To ensure that these buildings meet high safety standards, additional safety provisions will be implemented and are to include enhanced automatic

sprinkling, additional compartmentalization, a higher seismic load than similar noncombustible buildings, etc.

Additional information can be found at www.ontario.ca/buildingcode.

For more information, contact Bechara Daher, CBO/Manager of Building Services at 519-326-5761 ext 1701.

Residential Sprinkler Demo Held

Leamington Fire Services held a residential sprinkler demonstration in the summer to show a live burn and how the damages compare between an area with sprinklers vs an area without sprinklers.

Chris and Dave Logan of Wallace-Kent Sprinkle Systems Inc. helped educate stakeholders on the benefits.

Residential sprinklers are not mandated in Ontario, however studies have indicated that they do reduce the average annual fire loss by more than 90 percent.



Community Improvement Plan (CIP) Spot Light — Gilligan's

In August of 2012, Council approved the Leamington Uptown Commercial District Community Improvement Plan (CIP).

Under the regulations of the *Planning Act*, a CIP provides a planning and financial tool which allows the Municipality to effectively use, reuse and restore lands, buildings and infrastructure.

The objective of a CIP is to continually improve communities through the realization of environmental, social, cultural and economic benefits achieved from more sustainable growth management and development practices.

There are two types of initiatives under the CIP. One initiative is a grant application program (see list below) that is offered to businesses and/or property owners within the defined CIP area to cover some of the cost of interior and exterior renovations.

The other initiative is a municipal revitalization program under which the municipality invests funds directly into capital infrastructure and operating costs to achieve the objectives of the CIP.

Projects for the revitalization program includes the development of four gateway features, parking lot landscaping, new gathering spaces, additional parking signage, walk your bike signage and bike parking signage.

One CIP grant recipient in 2014 was Gilligan's for a sidewalk café and municipal fee grant program. This also included the design cost and building permit fee.

All works were completed in accordance with the terms and provisions of the Sidewalk Patio Encroachment Approval.

The Municipality provided a onetime grant of 50% of the costs, up to a maximum of \$2,000 to assist the property owners with the professional fees related to the design of a sidewalk café approved under the Municipality's Sidewalk Patio By-law.

Additionally, the property owners is eligible to apply for the grant each year between 2013 and 2016 to assist with the cost of work relating to the construction and installation of a temporary sidewalk, raised patio, overhang, roof, railing, handrail and signage.

The Municipality provided a grant of 50% of the costs, up to a maximum of \$2,000 to assist the property owners to create a sidewalk café. An annual limit on all grants issued under this program will be set at \$12,000 subject to approval and periodic amendment by Council.

Administration is available to meet on-site with property and business owners to discuss the types of projects which qualify for funding under the grant programs and to assist with the application process.

Grant applications must be completed in full, including signatures of the registered owner of the property, detailed concept plans or project samples and 2 quotes for each type of work to be completed.

Grants are allocated to approved applications on a first come first serve basis.

Property or business owners who are interested in discussing if their project qualifies under a CIP program for a grant or to make an appointment to meet on-site are to contact Danielle Truax, Manager of Planning Services at 519-326-5761 ext 1405.

Applications and additional information can also be found at: www.leamington.ca.



Before



After

Investment in Affordable Housing Program for Ontario (IAH)

In August of 2014, Council confirmed to continue to support Affordable Housing through the participation of the IAH Program.

As background, the City of Windsor is the designated Service Manager responsible for the delivery of social housing programs in Windsor and Essex County. In 2005 a Housing Analysis and Recommended Strategies (HARS) Report was approved by the City and the County that confirmed the need for additional rental units for low income households across the region.

The HARS report stated that although there is a sufficient supply of rental units in Windsor/Essex, a specific identified segment of the population is unable to afford the area market rents. A number of households in the community are unable to access the rental market measured by Canada Mortgage and Housing Corporation (CMHC). There is a strong and specific need for lower than average CMHC market rent units.

Expressing an interest in participation in the Canada Ontario Affordable Housing Program (COAHP) was the first step to accessing program funds, based on the outcome of the HARS report. Council for the Municipality of Leamington expressed interest in

participating in the program in 2006. It was noted at that time that expression of interest did not obligate the municipality to engage in the program and that Council would be forwarded the necessary information as the program was rolled out.

A Housing Delivery Plan was then approved by the City and the County in 2006 which approved the delivery of and participation in the Capital Funding and Homeownership components of COAHP. The Plan is a statement of intention, which sets out the program timelines and has been approved by the Ministry of Municipal Affairs and Housing (MMAH).

The next step for the program delivery was the confirmation by the Municipality of Leamington regarding participation of the Capital Funding and components of COAHP. Confirmation to participate in the program was approved by Council (resolution C-474-06) to enable completion of the Request for Proposal document to be issued in 2007.

To date, Community Living Essex and Community Living Windsor have both received an allocation of funds for three locations each to provide 12 supportive congregate living units in Windsor-Essex County, one location being at 91 Talbot Street East (12 residential

dwelling units in an existing apartment) in the Municipality of Leamington.

Funding opportunities remained under COAHP until March 21, 2011 after which the Federal and Provincial governments partnered to fund the Investment in Affordable Housing (IAH) Program until March 31, 2015.

On August 11, 2014 MMAH announced a six year extension to the IAH Program entitled the IAH (2014 Extension). The City will be provided with annual funding allocations in two stages. The attached letter outlines the details of the stages and the five components that are offered.

The City requested that the Municipality of Leamington consider extending participation in the Rental Housing component.

MMAH encourages but does not require participating municipalities to provide exemptions from, or reductions of Development Charges and Planning Act and related permit fees.

Municipal share in taxation is also impacted as multi residential is reduced to the single residential rate. The County of Essex will also be required to consider participation which will also have an impact of the County share in taxation.

Meeting held with Windsor Essex Home Builders' Association

The Municipality of Leamington was the first municipality to step up to the plate to host a "Come Build Here" series of membership meetings on November 20, 2014 for the Windsor Essex Home Builder's Association.

The evening was welcomed by Leamington's Mayor, John Paterson, Director of Community and Development

Services, Tracey Pillon-Abbs outlined how Leamington has zero development charges, available residential, commercial and industrial lands, streamlined approval processes and a one-stop review opportunity to discuss development proposals.

It was a great opportunity to ask questions of administration and network with those in attendance and learn of all the family-

friendly facilities and inviting amenities that Leamington has to offer.

There was also some sample offerings from some of Leamington's local restaurants and of course, the many excellent nearby wineries.

Subdivision Showcase — Golf View Estates

Golfview Estates Subdivision is currently working on entering into a development agreement with the Municipality of Leamington.

Golfview Estates Subdivision was given draft approval by the County of Essex for the development of 217 single detached dwellings and 75 townhouse dwellings in 5 phases.

The subject property is a vacant 33.7 ha (83.27 ac) parcel located on the north side of Robson Road with additional frontage on Bevel Line Road (see inserted key map).

The development is located immediately west of Erie Shores

Golf and Country Club and is in an area serviced by full municipal services.

The conditions of draft approval for the plan of subdivision were issued by the County of Essex on January 11, 2006, which included the standard requirement to enter into a development agreement with the Municipality.

The draft approval has been extended twice to allow the developer an opportunity to complete necessary servicing plans and proceed with the development.

The most recent extension was granted in 2012 and is

applicable until September 2015.

Prior to receiving final approval, the Owner is required to satisfy all the conditions of draft approval and submit the necessary clearances from the Municipality, School Boards, Ministry of the Environment (MOE) and Essex Region Conservation Authority (ERCA) to the County of Essex.

The final approval and registration of the plan will create the lots and roadways shown within Phase 1 and 2 of the Plan of Subdivision. The same clearances must be obtained by the owner prior to final approval by the County of Essex for Phases 3-5.



Leamington Official Plan (OP) Update



Now that the County of Essex Official Plan (OP) has been adopted and the revised PPS will come into effect on April 30th, 2014, Leamington Council can now begin the five year review of the local OP.

In September 2007, Council adopted the OP for Leamington and on February 5, 2008, the County of Essex approved it.

The purpose of an OP is to provide direction for future land use throughout the Municipality.

The OP designates all lands for intended future use such as Agricultural, Residential, Industrial, Commercial, etc.

It is anticipated the project will build on the work completed for OPA 1, which included policies to deem applications complete, natural heritage and land division.

Public open houses and meetings will be conducted to obtain input from development stakeholders.

Notices will be sent and documents available online when they become available.

Stakeholder participation in the OP process is very valuable and consultation will be comprehensive.

The County of Essex is the approval authority for the Leamington OP. There will be an appeal period after approval is given.

A draft Terms of Reference has been prepared outlining the scope of the work to be undertaken as part of the review.

In general, the review will require the following be completed: assessment and update to 2008 background report prepared in consideration of OPA#1, incorporation of recent provincial initiatives including Provincial Policy Statement (2014) and Bill 51 (2006), incorporation of County of Essex OP policies, and finally assessment and implementation of housekeeping and technical matters and other matters of municipal interest.

It is proposed that the work plan for the 5 year review will begin in

January 2015 and conclude in November 2015 with the final approval of the OP by the County of Essex.

It is proposed that work be carried out in 4 main phases to follow a timeline.

The preliminary months will be used to assess and update the background report prepared as part of OPA #1 in 2008 by Jones Consulting Group.

The background report identifies those areas where changes to the document are necessary, as well as updates which will be required to incorporate the direction of the PPS 2014, the policies of the newly approved County OP and other changes as a result of amendments to legislation such as Bill 51, Green Energy Act, Ontario Clean Water Act etc.

It is not anticipated additional studies will be required as part of the 5 year review, however pre-consultation with the County of Essex and Ministry of Municipal Affairs may identify areas which require further supporting information be provided.

Council may choose to undertake additional studies or plans to provide additional direction to the policies within the OP. Additional studies could include Comprehensive Natural Heritage Study, Secondary Plan for development of employment areas; and the updating of Master Servicing Plans.

The participation of Council, staff and the public will be a very important aspect to the 5 year review, and will occur throughout phases 2 thru 4 of the review. The *Planning Act* requires the Municipality to pre-consult with the approval authority, host at least one public open house and one public meeting prior to the adoption of any changes to the plan.

A communication strategy will be prepared outlining various opportunities for public participation.

For more information, contact Danielle Truax, Manager of Planning Services at 519-326-5761 ext 1405.



Summary of Upcoming Events

Heritage Day – February 16th, 2015

Earth Day – April 22, 2015

If you have any comments or suggestions, please contact staff at:

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Leamington, ON N8H 2Z9

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Fax: 519-326-2481

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