



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

May 25, 2015

Leamington Welcomes Habitat for Humanity

Leamington is pleased to announce that Habitat for Humanity Windsor-Essex (HFHWE) in partnership with Access County Community Support Services will open a part time office in Leamington.

The new office will expand HFHWE's presence in Essex County by servicing both the Municipality of Leamington and the Town of Kingsville.

Over the next year, HFHWE will work with Leamington's Economic Development Office to secure and launch a Habitat for Humanity ReStore as well as a new home build scheduled for the fall of 2016.

"This is a key organization for our community" said Mayor John Paterson. "This expansion will allow us to continue to support the needs of those in the area, while providing a valuable option for residents and organizations who are passionate about using and recycling

materials. This initiative and HFHWE's growth plan fits nicely with our intention to make this an affordable and sustainable community" added Paterson.

"Community support is key to the expansion said HFHWE's Executive Director Mike Van de Vliet. "Habitat for Humanity is employing a slow build to create this support. The announcement has occurred, the office opening is planned, and the slow build has begun. Now we begin the asking, the seeking, and the locating, of people, land, buildings and resources.

This is where we need your help" added Van de Vliet. "Leamington's Economic Development Office will ensure this initiative, along with the organization stays well supported locally" stated Leamington's Economic Development Officer Jeanine Lassaline-Berglund.

Simple, decent quality affordable

homes through a no-interest, no-profit mortgage with payments set at less than 30 percent of gross income.

This solution not only helps to provide available housing for families in need, it enables low-income families to build assets, reduce their dependence on other forms of social assistance and break the cycle of poverty.

Habitat for Humanity Windsor-Essex also operates a ReStore in Windsor. They sell both new and used quality surplus materials, appliances, furniture, home and garden items all at a fraction of retail prices. People wishing to donate from the Leamington area to the ReStore now may drop off materials to 3064 Devon Drive in Windsor, or call for pickup, 519 969 3762 extension 221.

They are always looking for volunteers. Please see their website for more information at www.habitatwindsor.org.

AMCTO Zone Meeting Hosted

The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) is a leading organization in fostering and sustaining municipal excellence.

AMCTO provides leadership and service to the municipal profession through continuous learning opportunities, member support and recognition and legislative advocacy.

On May 13, 2015 the Municipality of Leamington was the host of the Great

Southwest – Zone 1 Spring Zone Meeting.

Over 50 members attended coming from the Counties of Elgin, Essex, Lambton and Middlesex and the Municipality of Chatham-Kent.

Members heard presentations from the Executive on the new accrediting municipal

management & leadership program, the Ministry of Municipal Affairs and Housing on municipal legislative updates, Caldwell First Nations on their progress of acquiring land in the Leamington area and the public spaces accessibility standards for buildings and public areas.

For more information about AMCTO, please refer to their website at www.amcto.com.

The Development Charges Freeze Provides A Boost

Development is really picking up in Leamington and we are seeing a boost in development applications for residential, commercial, industrial and institutional uses.

The Municipality is currently reviewing many development applications. The Development Review Committee (DRC) meets every Monday mornings to review the status of all proposals to ensure that we keep the approvals in motion.

Council approved the by-law and discounted the rate for residential and non-residential development at 100%. Greenhouse discounted rate is 47%. The discount is until August 11, 2017 (three years from the original 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.

Additional information is 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.

New LED Requirements for Street Lights

Street lights are an important service that helps keep the local community safe.

The Municipality of Leamington has approximately 2250 streetlights in operation including urban and rural areas.

Primarily, existing streetlights consist of High Pressure Sodium (HPS) technology with wattage ranging from 100w to 1000w. Combined, these streetlights consume approximately 1.5 million kWh of electricity each year.

The municipality is currently undertaking a detailed mapping of street light infrastructure in preparation of an LED streetlight conversion procurement initiative.

A pilot project for the LED install has already been completed at the Erie Street South and Oak Street intersection and has been performing well.

The streetlight conversion initiative is currently in the 5 year capital plan to occur in 2015, recognizing this is subject to annual capital budget approval.

The streetlight conversion is expected to have a total project cost of \$1,300,000, energy savings of \$150,000 per year, and a return on investment of 5-6 years.

The conversion will impact the development of new subdivisions as a requirement of the developers will be to install LED street lights as part of their proposals.

For more information, contact Allan Botham, Manager of Engineering Services at 519-326-5791 ext 1302.



Leamington Clean-up Challenge in June

The Municipality of Leamington is pleased to announce the annual Leamington Clean-up Challenge to be held in the month of June 2015.

Leamington businesses, schools, service clubs or other community organizations are encouraged to recruit a Clean-up Champion and select a park, trail or neighbourhood street to clean up anytime during the month of June.

WFS Ltd. has generously donated garbage bags and cotton-style gloves for volunteers to use.

Each registered group will receive a Clean-up Challenge kit, which includes up to 10 garbage bags and pairs of gloves.

This is a great opportunity for stakeholders to be involved in their community. Organizations must register their date and time, and location of the clean up by calling the Recreation, Tourism

and Culture Office at 519-322-2337.

There are numerous locations throughout Leamington and groups can register for any date or time that is convenient for them.

To register for the Leamington Clean-Up Challenge, please contact the Recreation, Tourism and Culture Office, Monday to Friday between 8:30AM and 4:00PM at 519-322-2337.

Development Manual Update

In an effort to streamline the development process, the Municipality has consolidated development requirements in a Development Manual.

The Development Manual is a detailed guideline that can be used to ensure all development proceeds in a consistent and high quality manner.

It is the intent that ratepayers, developers, contractors, lawyers and consultants will find this a

useful document. The document should help many of the questions that are commonly asked, such as the planning act process for site plan control.

The current document is available online at www.leamington.ca. This manual will be updated as required. The dates of the revisions are noted at the bottom of each page and in the revision section of the manual. You should always confirm with the Community and Development

Services office that you have the most up-to-date revision prior to making use of the contents of this manual.

The next update to the manual is planned for this year. It is anticipated that a new draft will be prepared and available for stakeholder comments prior to being approved by Council in the fall.

Administration will notify stakeholders when the information will be available for

Council Passes 2015 Budget with 0% Tax Increase

On Wednesday, February 4, 2015 Mayor and Council unanimously passed the 2015 budget which will result in a 0% tax increase to the residents of Leamington.

Leamington Council has again set the benchmark for the local government sector by passing a budget that maintains services to the community and future financial sustainability.

"This is great news for residents

and businesses in Leamington" said Mayor John Paterson. "Leamington is a great place to live and a great place to do business.

We are confident that our 100% discounting of the development charge coupled with holding the line on taxes will help foster growth and encourage new development in Leamington" added Paterson.

"We are committed to

implementing an operating budget that our Mayor and Council fully support, and a capital budget that is responsible and forward thinking" said Peter Neufeld, Chief Administrative Officer.

"I commend administration for bringing the budget forward in a timely manner allowing administration to begin an early implementation of the plan for 2015 as determined by Council" added Neufeld.

Endangered Species Act - Provincial Guidelines

In addition to municipal by-laws, developers are responsible to ensure compliance with provincial legislation prior and during the development process.

Many provincial acts and regulations are supported by guidelines that are available on-line which provide clarification and direction with respect to technical details.

One such act is the Endangered Species Act, 2007 which provides for the identification, protection, promotion and recovery of species and their habitat in Ontario.

The Ministry of Natural Resources and Forestry has provided a Technical Memo: "Species at Risk Screening Process" to provide developers and property owners with an overview of the process, information requirements and contact information necessary to being the screening process prior to initiating a *Planning Act* application.

There are more than 200 species and plants and animals at risk of disappearing in Ontario.

Developers are required to register an activity, get a permit or other authorizations to conduct an activity that could impact an endangered or

threatened plant or animal or its habitat.

There are also specific timelines that need to be followed for producing strategies and plans to recover at-risk species.

For further information or to initiate an information request contact the Ministry of Natural Resources and Forestry Aylmer District 615 John Street North, Aylmer ON N5H 2S8 Telephone 519-773-4757.

More information is also available online at www.ontario.ca.

Community Improvement Plan (CIP) Update

Leamington has developed a five year CIP program for its Uptown Commercial District.

The process started in the Spring of 2011 and the finalized plan was completed and approved by Council in July 2012.

The Municipality is into the fourth year of the CIP grant programs and approval process. The programs will end in 2016.

The Uptown CIP aims to revitalize the Uptown Commercial District through the initiation of financial

incentive grant programs that focus on maintenance, rehabilitation, development or redevelopment, addition of residential units, remuneration of municipal fees and attracting new investments and businesses to the area.

New gateways and parking signs have now been installed.

A copy of the final Uptown Community Improvement Plan is available for purchase for \$50.00 per copy or it can be found online at www.leamington.ca.

Also online is a CIP promotion flyer which provides a quick overview of what the CIP can

offer. In addition, a CIP Boundary Map shows the properties that are eligible for the CIP Grants. General information regarding the requirements for eligibility for any of the CIP grants is included in the CIP Grant Application.

Council has further passed a by-law to permit the construction of sidewalk patios in the uptown area. An Application for Sidewalk Patio and Sidewalk Patio Guidelines form part of this by-law.

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

County Wide Active Transportation Study (CWATS)

The County of Essex has finished a study to create a County Wide Active Transportation System (CWATS).

Active transportation in the County of Essex means non-motorized modes of travel such as; Hiking, Cycling, Walking, etc.

CWATS is a proposed network of on-road and off-road trails, bike lanes, paved shoulders at the edges of the

road, and signed routes to create connections between; existing built up areas, tourist sites, City of Windsor, Chatham-Kent, Point Pelee National Park, etc.

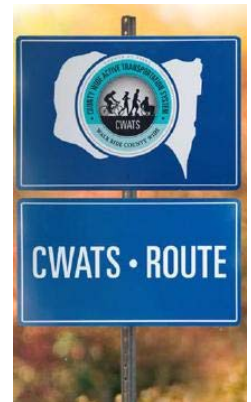
The CWATS system is to be built over a 25 year period and is a partnership between the County of Essex, local Municipalities, and the Essex Region Conservation Authority.

When completed, CWATS will provide paved shoulders, cycle

paths, off-road paths like multi-purpose trails, and shared roadways.

Connecting people to active transportation facilities and places of interest around the towns of Essex County, leading to more active lifestyles, enabling us to "Walk, Ride, County Wide."

View additional information on CWATS online at the County of Essex [Website](#).



Municipal Property Assessment Corporation (MPAC)

The Municipal Property Assessment Corporation (MPAC) recently made a presentation to Leamington Council to review their roles and responsibilities.

MPAC is an independent, not-for-profit corporation funded by all Ontario municipalities.

Their role is to accurately value and classify all properties in Ontario according to the [Assessment Act](#) and regu-

lations established by the Ontario Government.

MPAC's province-wide Assessment Updates of property values have exceeded international standards of accuracy and our property assessors are trained experts in the field of property valuation.

With more than 1,700 employees, in offices across Ontario, we are committed to delivering property assessment excel-

lence, providing outstanding service and earning the trust of property taxpayers as well as municipal and provincial stakeholders.

MPAC is accountable to the Province, municipalities and property taxpayers through its 15-member Board of Directors. All Board members are appointed by the Minister of Finance.

For more information, please refer to the MPAC website at www.mpac.ca.

Investment in Affordable Housing Program for Ontario

In March of 2015, Council confirmed participation in the Investment in Affordable Housing Program for Ontario Extensions (IAH-E).

This program has been available since 2011 as a result of studies completed for the region which identified the demands and types of housing required.

To date, there are 12 supportive congregate living units built in Windsor-Essex County, one being located in Leamington.

The IAH-E is an Ontario Housing Strategy to support investment to improve access to adequate, suitable and affordable housing, so that the people of Ontario have a solid foundation on which to secure employment, raise families and build strong communities

The City of Windsor is the designated Service Manager responsible for the delivery of social housing programs in Windsor and Essex County.

There are also other different programs available by the City of Windsor including the Ontario Renovates Program, Community Housing, Home Ownership Program and Rent & Utilities Related Assistance.

If you have any further questions, please contact the Program Development Officer, Housing Services, Windsor/Essex at 519-255-5200 ext. 5470 Monday through Friday, 8:30 am to 4:30 pm.

Minor Variance Applications — What you need to know

Minor Variance applications seek permission to differ from the requirements of the Zoning By-law.

This process also will allow enlargements and extensions of non-conforming uses.

Common variances include the reduction of a required setback from a property line, a reduction to the required lot area or frontage or an increase to the maximum permitted height of a building.

Each application must be shown to meet all of the following four tests:

- ◆ Whether the application is in keeping with the policy direction of the Official Plan;
- ◆ Whether the application is in keeping with the direction of the Zoning By-law;
- ◆ Whether the relief being sought will result in appropriate development for the area;
- ◆ Whether the relief being sought is minor in nature.

The first step to the process is pre-application consultation. An appointment should be made with Planning Services Staff to review what is being proposed.

The application for Minor Variance should then be completed by answering all required questions as well as preparing an explicit sketch detailing the application in accordance with the instructions provided by the Application form. Please note that all measurements must be in metric.

The application must be submitted along with the necessary fees. All registered owners must sign.

A Notice of the Hearing will be mailed by prepaid First Class Mail to the applicant and to every owner of land within 60 metres of the subject site not less than ten days prior to the date the application is to be heard.

A sign will also be sent to the applicant not less than ten days prior to the date the application is heard.

The sign is to be placed on the land subject to the application at least ten days prior to the hearing date and is to remain in

place until the hearing has been held.

The sign is to be placed at the center of the subject parcel, facing the public road and as close as possible to the property line.

The applicant or an agent should attend the hearing at the designated time and location and speak on behalf of the application answering any questions, which the members of the Committee of Adjustments may have.

A written decision will be forwarded to the applicant within ten days of the Hearing Decision. Any conditions imposed by the Committee form part of the Decision.

Within ten days of the date of decision, any person may appeal the decision to the Ontario Municipal Board by filing the Notice of Appeal and the necessary fee with the Secretary-Treasurer for the Committee of Adjustment.

Applications are available online at www.leamington.ca.

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

Leamington Municipal Heritage Advisory Committee

Council was provided with an annual report on activities in January of 2015.

The Leamington Municipal Heritage Advisory Committee (LMHAC) is a committee of Leamington Council.

The Committee mandates to; establish criteria for the evaluation of properties of cultural heritage value or interest; prepare, evaluate and maintain a list of properties and areas worthy of conservation; advise Council on means of conserving heritage properties and available funding sources; advise Council on current heritage conservation legislation and assist Council in preparation of municipal legislation to conserve heritage properties and areas; implement programs and activities to increase public awareness and knowledge of heritage conservation issues; advise and assist Council on all matters relating to the Ontario Heritage Act; and advise and assist Council on any other matters relating to properties and areas of cultural heritage value or interest.

The Committee is comprised of five members of the public and one Council member.

In 2014 activities included many accomplishments. Building on the success of the public open house hosted in 2013 to consider properties for the heritage register, the LMHAC began the detailed research for selected homes within the community towards designation. Research methods include attendance at the land registry office, site visits, photo documentation of the property, review of printed history at library and within local newspapers and chronicling of verbal histories.

Presentation to Council regarding cultural and architectural significance of Gregory Building.

Established relationship with Communities in Bloom, Leamington Mersea Historical

Society and members of surrounding municipal heritage communities.

Participated in webinars and presentations regarding the use of social media and electronic mapping to promote heritage attributes of community.

Staff attended Western University Archives to research the Fire Insurance Mapping available for Leamington.

And further, Architectural Science Research Student verified the architectural styles and features of all homes on municipal register, as well as other structures with heritage potential with the municipality.

The student created property information templates for the municipal register and evaluation of properties with heritage potential. The student also assisted with the architectural review and design of buildings within the CIP area.

Activities set for 2015 are planned. Participation in National Heritage Day on February 16, 2015 celebrating the theme of "Main Street at the Heart of the Community".

Completion of two designations for properties on Seacliff Drive in co-operation with owners.

Continue to assist Council with providing direction on the Gregory Property and possible parkette.

The Committee has begun discussions with the Heritage Resource Centre from the University of Waterloo to host a workshop on the research and designation of properties.

And further, consideration of Rural Properties for Leamington's Municipal Register of Heritage Properties through a public open house.

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



Talbot Street, Leamington, Ontario, Canada. -7



Leamington Official Plan (OP) Review



We are a step closer to moving the Leamington Official Plan (OP) Review forward.

Now that the County of Essex Official Plan (OP) has been adopted and the revised Provincial Policy Statements (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 to stakeholders and documents available online when they become available.

Stakeholder participation in the OP process is very valuable and consultation will be comprehensive. As many opportunities will be made to keep everyone informed and involved.

The County of Essex is the approval authority for the Leamington OP.

There will be an appeal period after approval is given. A Planning Consultant has

been retained (Jones Consulting Group) to undertake 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 PPS (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.

Work has commenced this Spring and will conclude by the end of the year 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, 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 should also be noted that there are some additional changes to the Planning Act and the County of Essex regarding specialty crops and farm lands that the Municipality will be monitoring to see how it will impact this

OP review.

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 or go online to www.leamington.ca.

**MUNICIPALITY
OF LEAMINGTON**



**Our Mission
Statement**

The Municipality of Leamington strives to provide quality services in a sustainable environment. Accessible, accountable, and dedicated to the people we serve; we build on the past as we prepare for future prosperity

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

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