



THE CORPORATION OF THE MUNICIPALITY OF LEAMINGTON

MEETING OF MUNICIPAL COUNCIL

**MONDAY, MAY 9, 2011
COMMENCING AT 7:00 P.M.
IN LEAMINGTON COUNCIL CHAMBERS**

****SPECIAL COUNCIL MEETING AT 6:30P.M.*
In the Ante Room
to consider a confidential report re: Teamsters
Collective Agreement***

(A) **CALL TO ORDER:**

(B) **PRAYER:**

(C) **DISCLOSURES OF PECUNIARY INTEREST:**

(D) **ADOPTION OF COUNCIL MINUTES:**

1. Minutes of the Council Meeting (including Public Meetings for 5th Concession Road Drain Outlet Highway 77 Branch; Settrington Lane Drain for Lot 1 & 2, Concession 3; Court of Revision for Enns Drain Highway 77 Branch and Court of Revision for Relocation of 4th Concession Road Drain) held May 2, 2011.
Pages 4-21
2. Minutes of the Special Meeting of Council held May 2, 2011.
Pages 22-23

(E) **BUSINESS ARISING OUT OF THE MINUTES:**

(F) **PUBLIC MEETINGS/COURT OF REVISION:** None

(G) **REPORTS OF STAFF & DELEGATIONS:**

1. Report CAO 07/11 dated May 2, 2011 re: Strategic Plan 2011
Pages 24-55
 - Carolyn Kearns, Randolph Group, Management Consultants Incorporated
2. Report REC 13/11 dated April 30, 2011 re: Leamington Triathlon Weekend Report
Pages 56-63
 - Dave Campbell, Organizer

3. Report PLA 17/11 dated April 19, 2011 re: Application for Site Plan Approval - Proposed Mutli-Unit Residential Development - Nehmetallah - 70 Elliott Street
Pages 64-66
4. Report PLA 23/11 dated April 29, 2011 re: Application for Site Plan Control Approval - Proposed Parking Lot - Baker Investments - 265 Erie Street South, Leamington
Pages 67-70

Note: The following five (5) Planning Reports (Agenda items 5 through 9) are all related and will be presented together by the Municipal Planner

5. Report PLA 18/11 dated April 28, 2011 re: Zoning By-law Amendment Request - Proposed Agricultural Zoning - ZBA 36 - 507 Talbot Road East (Klassen)
Pages 71-74
6. Report PLA 19/11 dated April 28, 2011 re: Zoning By-law Amendment Request - Proposed Agricultural Zoning - ZBA 37 - 1407 Mersea Road 5 East (Keller Bros Greenhouses Inc).
Pages 75-78
7. Report PLA 20/11 dated April 28 2011 re: Proposed Agricultural Zoning - ZBA 38 - 1421 Mersea Road 5 East (Triple K Farms Ltd)
Pages 79-82
8. Report PLA 21/11 dated April 28, 2011 re: Zoning By-law Amendment Request - Proposed Agricultural Zoning - ZBA 39 - 1427 Mersea Road 5 East (Triple K Farms Ltd)
Pages 83-86
9. Report PLA 22/11 dated April 28, 2011 re: Zoning By-law Amendment Request - Proposed Agricultural Zoning - ZBA 40 - 1223 Mersea Road 5 East (Thomas Keller)
Pages 87-90
10. Report CL/16/11 dated April 29, 2011 re: Noise By-law Exemption Request - 241 Mersea Road 15
Pages 91-92
11. Report CL 15/11 dated April 29, 2011 re: Leamington's Accessibility Advisory Committee Citizen Appointment
Pages 93-94
12. Report CL 17/11 dated April 29, 2011 re: Application for Variance to the Municipality's Sign By-law - 39 Oak Street West - Leamington Pool Service
Pages 95-97

(H) **MATTERS FOR APPROVAL:**

1. Minutes of the Leamington Communication Committee Meeting held April 26, 2011
Pages 98-99

(I) **OTHER MATTERS FOR CONSIDERATION:**

1. Minutes of the Leamington Police Service Board Meeting held March 23, 2011
Pages100-102
2. Notice of Motion by Deputy Mayor Wright from the May 2, 2011 Council Meeting:
 - To leave the Director of Community Services position and the Director of Development Services position vacant after the present directors retire.
3. Notice of Motion by Deputy Mayor Wright from the May 2, 2011 Council Meeting:
 - That the Municipality establish a Leamington Residency requirement as a condition of employment for any new employees hired by the Municipality.

(J) **CONSIDERATION OF BY-LAWS:**

By-law 130-11, being a by-law to confirm the proceedings of the Council of the Municipality of Leamington at its meeting held May 9, 2011

(K) **NOTICES OF MOTION:**

(L) **OPEN SESSION - Council - Administration**

(M) **NEW BUSINESS:**

(N) **ANNOUNCEMENT OF UPCOMING MEETINGS/EVENTS:**

MONDAY, MAY 16, 2011

Leamington Council Meeting - 7:00 p.m. - Leamington Council Chambers

(O) **STATEMENT OF MEMBERS:** non-debatable

(P) **ADJOURNMENT:**

THE CORPORATION OF THE MUNICIPALITY OF LEAMINGTON

MINUTES - COUNCIL MEETING

**HELD MONDAY, MAY 2, 2011 - COMMENCING AT 7:00 P.M.
IN LEAMINGTON COUNCIL CHAMBERS**

MEMBERS PRESENT: Mayor Paterson
Deputy Mayor Wright
Councillors: Atkin, Chopchik, Jacobs, MacDonald, Verbeke,

STAFF PRESENT: Bill Marck, Chief Administrative Officer
Brian Sweet, Director of Corporate Services
John Tofflemire, Director of Community Services
Doug Morrish, Director of Development Services
Cheryl Horrobin, Director of Finance & Business Services
Allan Botham, Manager of Engineering Services
Tracey Pillon-Abbs, Manager of Planning Services
Lu-Ann Barreto, Drainage Superintendent
Denise McGregor, Planning Technician
Mary Ann Manley, Corporate Assistant

DISCLOSURES OF PECUNIARY INTEREST:

Councillor Verbeke disclosed a pecuniary interest in Report PLA 15/11 regarding Zoning By-law Amendment # 32 proposed commercial use at 154 Erie Street North (Quad T. Development Inc.) and in Confirmation By-law 129-11. Councillor Verbeke did not participate in the discussion or vote on this matter.

Mayor Paterson gave a brief preamble to the new municipal building and welcomed all in attendance. He noted the building was paid for with 2/3 Federal and Provincial grants and 1/3 by the municipality. Mayor Paterson read a letter from the Contractor listing the local businesses that participated in the construction of this building as well as listing the contractors who utilized employees from the area. Mayor Paterson advised the audience an open house will be held in the near future and all will be invited to attend.

ADOPTION OF COUNCIL MINUTES:

No. C-154-11

Moved by: Councillor Chopchik **Seconded by:** Councillor MacDonald

That the Minutes of the Council Meeting (including Public Meetings for a Zoning By-law Amendment # 32 for Proposed Commercial Use at 154 Erie Street North for Quad T Developments and an Engineer's Report for the relocation of 4th Concession Drain for D. Mastronardi) held April 11, 2011, be approved.

"CARRIED"

No. C-155-11

Moved by: Councillor Jacobs

Seconded by: Councillor Chopchik

That the Minutes of the Special Meeting of Council (Budget) held Tuesday, April 19, 2011 and Wednesday, April 20, 2011, be approved.

“CARRIED”

Mayor Paterson introduced Mr. Tom Bain, Mayor of Lakeshore and Warden of Essex County who was present in the audience. Mr. Bain congratulated the municipality on a beautiful building.

BUSINESS ARISING OUT OF THE MINUTES: None

PUBLIC MEETINGS/COURT OF REVISION:

Public Meeting - 5th Concession Road Drain Outlet - Highway 77 Branch

A Public Meeting regarding the 5th Concession road drain outlet - Highway 77 Branch was held. A copy of the minutes is attached.

No. C-156-11

Moved by: Councillor Verbeke

Seconded by: Councillor Jacobs

That the Engineer’s Report dated April 6th, 2011, as prepared by N.J. Peralta Engineering, re: 5th Concession Road Drain - Hwy 77 Branches, be adopted;

And That By-law 125-11, authorizing the work be presented to Council for 1st and 2nd reading. And that the Clerk send by prepaid mail a copy of the By-law and Notice of the Court of Revision to each of the affected parties;

And That a Court of Revision be held on the 6th day of June, 2011, and that Tony Peralta, P.Eng., Allan Botham, P.Eng., Manager of Engineering Services and Lu-Ann Barreto, Drainage Superintendent, be appointed as Commissioners to let and superintend the said drainage works (DR 19-11).

“CARRIED”

Public Meeting for the Settingon Lane Drain - Lots 1 & 2, Concession 3

A Public Meeting regarding the Settingon Lane drain was held. A copy of the minutes is attached.

No. C-157-11

Moved by: Councillor MacDonald **Seconded by:** Councillor Jacobs

That Leamington Council receive the Preliminary Report dated March 7, 2011. And that Alternative #1 be considered for the Final Report as noted in the report for lands in Lot 1&2, Concession 3, pursuant to Section 4, of the provisions of the Drainage Act R.S.O. 1990;

And that N.J. Peralta Engineering be advised to prepare the Final Report based on Alternative #1; and that the Final Report be forwarded to Council for consideration. (DR 21-11).

“CARRIED”

Drainage Act Court of Revision - Enns Drain-Highway 77 Branch

A Court of Revision to establish a new municipal drain - Enns Drain - Highway 77 Branch was held. A copy of the minutes is attached.

No. C-158-11

Moved by: Councillor Atkin **Seconded by:** Councillor MacDonald

That the Court of Revision, Enns Drain - Highway 77 Branch in accordance with By-law 117-11, in the Municipality of Leamington, in the County of Essex, be confirmed.

“CARRIED”

Drainage Act Court of Revision - 4th Concession Road Drain - Relocation of Drain

A Court of Revision to establish for the relocation of a portion of the 4th Concession Road Drain was held. A copy of minutes is attached.

No. C-159-11

Moved by: Councillor MacDonald **Seconded by:** Councillor Verbeke

That the Court of Revision, 4TH Concession Road Drain in accordance with By-law 122-11, in the Municipality of Leamington, in the County of Essex, be confirmed.

“CARRIED”

REPORTS OF STAFF & DELEGATIONS:

Permit Parking for the new Uptown Parking Lot - Mill Lot # 11

Brian Sweet, Director of Corporate Services introduced Mr. and Mrs. Liovas and gave a brief description of the new parking lot on Mill Street. Susan Liovas addressed Council with a request to have permit parking in the new Mill Street parking lot. When Mrs. Liovas parks in the Mill

Street lot she is required to move her car every two (2) hours as per the by-law. This is very inconvenient especially when she is with a client. Mrs. Liovas has purchased a parking permit for the Princess Lot; however when she has attempted to park in this lot there are no permit parking spaces available.

No. C-160-11

Moved by: Councillor MacDonald **Seconded by:** Councillor Jacobs

That administration prepare a report to council in regards to permit parking for the Mill Street lot # 11 and consideration to increase the permit parking spaces at the Princess Street lot.

“CARRIED”

Council suggested the said report be circulated to the Uptown businesses for consideration of administration’s recommendations.

CORPORATE SERVICES - Report CL/08/11 dated February 25, 2011 re: Application for Variance to the Municipality’s Sign By-law -182 Talbot Street East (previously considered at Council Meeting held March 14, 2011 deferred to Council Meeting of May 2, 2011).

Brian Sweet, Director of Corporate Services gave a brief history of the report and introduced Mr. Hobson to address Council.

Correspondence received from Mr. Gordon Hobson dated March 29, 2011

Gordon Hobson, 16 Elizabeth Crescent addressed council regarding Mr. Semaan’s request to sell advertising on his fence. Mr. Hobson’s correspondence included a petition of eighty-three (83) signatures requesting Council to deny the owner of 182 Talbot Street East permission to post signs on his fence for the purpose of advertising. Mr. Hobson does not feel commercial signage in this area is compatible with the neighbouring residential area and is in contravention of the sign by-law.

Mr. Joe Semaan spoke to council regarding the petition against his request for permission to advertise on his fence.

No. C-161-11

Moved by: Councillor Atkin **Seconded by:** Councillor Jacobs

To deny the application for a variance to the sign by-law for 182 Talbot Street East (Mr. Joe Semaan) to place advertising on the fence surrounding this property (CL/08/11).

“CARRIED”

PLANNING SERVICES - Report PLA 12/11 dated April 2, 2011 re: Recreational Vehicles - Review of Regulations

Tracey Pillon-Abbs, Manager of Planning Services presented her report to provide information on a complaint received regarding the regulations for the parking and storage of recreational vehicles under the Leamington Zoning By-law #890-09.

Mr. Michael Gallagher, 41 Carter Avenue informed Council the draft zoning by-law addressed the issue of parking/storage of recreational vehicles as it stated fourteen (14) day parking limit. However, the definitions of parking and storage were changed and as long as the vehicle is not winterized it is not considered storage but is considered parking. However, the recreational vehicle in question is very large and has been in the driveway for seven (7) months. Mr. Gallagher felt the current by-law has too many holes and needs to be reviewed. He submitted a petition to Council which contained thirty-one (31) names requesting the municipality amend the by-law to prohibit the parking of recreational vehicles in the front yard of residential property in the urban area for more than seventy-two (72) hours and fourteen (14) days.

Jim May and Candy Westlake of 39 Carter Avenue spoke to Council in regard to a recreational vehicle parked in their driveway. Prior to purchasing their trailer, the Mays researched to ensure their compliance with municipal by-laws. Mr. May did not agree with several of the comments made by Mr. Gallagher and noted his recreational vehicle has not been parked in his driveway for seven (7) months. Mr. May also requested his private information included in the Council agenda be removed from the website.

No. C-162-11

Moved by: Councillor MacDonald **Seconded by:** Deputy Mayor Wright

That Council receive information pertaining to parking and storage of recreational vehicles under the Leamington's Zoning By-law #890-09, as outlined in Report PLA 12/11,

And that Administration commence a comprehensive review of parking and storage of recreational vehicles under Leamington's Zoning By-law # 890-09 in 2011.

"CARRIED"

PLANNING SERVICES - Report PLA 16/11 dated April 19, 2011 re: Application for Site Plan Control Approval, Proposed Commercial Building, Rock Development Inc., 318 Erie Street South, Leamington

Denise McGregor, Planning Technician reviewed her report regarding an application for site plan control for a proposed commercial building located at 318 Erie Street South. The new building will be the Windsor Family Credit Union. Mr. Vijay Vasantgadkar, Architect for the project was in attendance to answer questions from Council.

In response to a question from Council, Ms. McGregor reported there will be no fencing between properties and the parking will not be shared. The current property does not impact on the driveway to the abutting church. Mr. Vasantgadkar advised Council a retaining wall will be constructed between the properties to address the difference in elevation.

No. C-163-11

Moved by: Deputy Mayor Wright **Seconded by:** Councillor Verbeke

That the site plan be approved for the commercial building located at 318 Erie Street South (Rock Developments Inc. - Windsor Family Credit Union) as outlined in Report PLA 16/11;

And further, that the Mayor and Clerk be authorized to execute the site plan agreement.

“CARRIED”

DRAINAGE - Report DR 20/11 dated April 7, 2011 re: 4th Concession Road Drain - Subsequent Connection - 353 Highway 77 Part Lot 6 Concession 4

Lu-Ann Barreto, Drainage Superintendent presented her report to appoint N. J. Peralta Engineering to prepare the subsequent connection report for Domenic Mastronardi on the 4th Concession Road Drain. Mr. Mastronardi is expanding his greenhouses and the report is necessary to review the capacity of the municipal drain.

No. C-164-11

Moved by: Councillor Verbeke **Seconded by:** Councillor Chopchik

That Leamington Council, receive the Notice of Subsequent Connection for the 4th Concession Road Drain - Subsequent Connection - Domenic Mastroanrdi pursuant to the provisions of the Drainage Act, R.S.O., 1990, Section 65(3), and that such Notice of Subsequent Connection be referred to the attention of N.J. Peralta Engineering Inc. to undertake the said drainage works;

And that a new Assessment Schedule be created for the 4th Concession Road Drain if recommended by the Engineer;

And that all cost associated with this project be charged to account - 4th Concession Road Drain - Sub Con - Mastronardi #2-680-8225-7630.

And that the Essex Region Conservation Authority be advised of the subsequent connection to the drainage works as outlined in Report DR 20-11.

“CARRIED”

DRAINAGE - DR 24/11 dated April 28, 2011 re: 4th Concession Road Drain - D. Mastronardi Drain Relocation Tender Award

Lu-Ann Barreto, Drainage Superintendent reviewed her report to recommend awarding the tender for the relocation of a portion of the 4th Concession Road Drain. A security deposit has been received from the owner in the amount of \$51,000. There will no cost to the municipality.

No. C-165-11

Moved by: Councillor MacDonald **Seconded by:** Councillor Verbeke

That, Council authorize the project for the relocation of the 4th Concession Road Drain (D. Mastronardi) be awarded to Rivard Excavating in the amount of \$45,639.50 (plus applicable taxes);

And that Mayor and Clerk be authorized to award the tender and enter into necessary agreements (DR 24-10).

“CARRIED”

DRAINAGE - Report DR 23/11 dated April 20, 2011 re: Two Creeks Drain - Chatham-Kent Initiated Project - Leamington Ratepayers Affected

Lu-Ann Barreto, Drainage Superintendent presented her information report regarding the Two Creek drain repairs and improvements projects initiated by the Municipality of Chatham-Kent. Several municipal residents are affected by this project and Leamington will collect the fees these municipal ratepayers. The Municipality of Chatham-Kent will invoice the municipality.

No. C-166-11

Moved by: Deputy Mayor Wright **Seconded by:** Councillor Atkin

That Leamington Council receive Report DR-23-11 for information purposes;

And that a bylaw be forwarded to Council to collect the fees from the affected Leamington ratepayers.

“CARRIED”

PLANNING SERVICES - Report PLA 13/11 dated April 5, 2011 re: Zoning By-law Amendment No. 33 - Proposed Industrial Use - 32 Seneca Drive (Ontario Greenhouse Vegetable Growers)

Tracey Pillon-Abbs, Manager of Planning Services reviewed her report of the public meeting held on April 4, 2011 to consider a proposed zoning by-law amendment for the property located at 32 Seneca Drive.

No. C-167-11

Moved by: Councillor Verbeke **Seconded by:** Councillor Jacobs

That the zoning by-law amendment No. 33 be approved from Medium and Heavy Industrial Zone (M2) to Medium and Heavy Industrial Defined Zone (M2-4) to permit an office as a main use in addition to the uses in the M2 Zone for property located at 32 Seneca Drive, as outlined in Report PLA 13/11 (Ontario Greenhouse Vegetable Growers);

And further, that the Clerk be directed to forward the amending by-law for the zoning by-law amendment approval to Council for consideration.

“CARRIED”

PLANNING SERVICES - Report PLA 15/11 dated April 19, 2011 re: Zoning By-law Amendment No. 32 - Proposed Commercial Use, 154 Erie Street North (Quad T Developments Inc.)

Tracey Pillon-Abbs, Manager of Planning Services reviewed her report of the public meeting held to consider a proposed zoning by-law amendment for property located at 154 Erie Street North. A concern was raised at the public meeting of April 11, 2011 by the Agricultural Society regarding dog runs. Ms. Pillon-Abbs confirmed this is not a permitted use.

No. C-168-11

Moved by: Councillor Chopchik **Seconded by:** Deputy Mayor Wright

That the zoning by-law application No. 32 be approved from Commercial General Zone (C6) to Commercial General Zone (C6-13) to permit an animal hospital, a limited amount of C6 uses and reduce the minimum parking requirements from 128 to 16 for property located at 154 Erie Street North, as outlined in Report PLA 15/11 (Quad T. Developments Inc.);

And that the Clerk be directed to forward the amending by-law to Council for its consideration.

“CARRIED”

CULTURE AND RECREATION SERVICES - Report REC 12/11 dated April 26, 2011 re: Leamington Patio and Trellis Tender Award

Mr. John Tofflemire, Director of Community Services presented the report on the tender award for the Leamington Marina patio and trellis reconstruction project.

No. C-169-11

Moved by: Councillor Jacobs **Seconded by:** Councillor Chopchik

That Council award the tender for the Leamington Marina Patio & Trellis project to Bear Construction for \$174,955 excluding HST and to be charged to account numbers, 2-580-8960-7630 (Patio) and 2-580-8962-7630 (Trellis);

And further, the Mayor and Director of Corporate Services be authorized to sign said agreement on behalf of the Municipality as reported in REC 12/11.

“CARRIED”

CORPORATE SERVICES - Report CL 13/11 dated April 21, 2011 re: Leamington’s Municipal Heritage Advisory Committee

Brian Sweet, Director of Corporate Services presented names for consideration for appointments to Leamington’s Municipal Heritage Advisory Committee.

No. C-170-11

Moved by: Deputy Mayor Wright **Seconded by:** Councillor Verbeke

That the following be appointed to the Leamington Municipal Heritage Advisory committee:

That Deputy Mayor Wright be appointed as the Council representative;

That Judy Lear-Zylstra, LeeAnn Setterington and Tony Duncan be appointed as members from the general public;

And that all appointments be for the term of Council, November 30, 2014.

“CARRIED”

FINANCE - Report FIN 11-04-03 dated April 28, 2011 re: Final Adoption 2011 Operating and Capital Budgets

Cheryl Horrobin, Director of Finance and Business Services presented her report on the Final 2011 Operating and Capital Budgets to Council.

No. C-171-11

Moved by: Deputy Mayor Wright **Seconded by:** Councillor Chopchik

That Carol Bell, Chairman of the Migrant Workers Community Program be permitted to address council.

“MOTION DEFEATED”

In response to a question from Council, Ms. Horrobin clarified throughout the year, Council will have to make decisions on issues which come up and administration will be required to report to Council and seek direction on requested items. Council will vote on items as they arise. The budget, if approved, will allow administration to levy the final tax amount and forward tax notices.

In response to a Council inquiry, Mr. Sweet clarified a motion to reconsider will need to be brought to Council regarding the Council honourarium. A member of Council who voted to defeat the motion at the Special Meeting of Council (Budget) on April 20, 2011 will need to move the reconsideration of the issue.

No. C-172-11

Moved by: Councillor Jacobs **Seconded by:** Councillor Chopchik

That the Final 2011 Operating Budget and 2011 Capital Budget be adopted as detailed in Report FIN 11-04-03 dated April 28, 2011.

“CARRIED”

MATTERS FOR APPROVAL: None.

OTHER MATTERS FOR CONSIDERATION: None.

Councillor Atkin directed a question to Engineering staff in regard to a pond on Mr. Grossi's property. He has received concerns of possible flooding from the abutting property owners.

Councillor Jacobs received a comment from a greenhouse owner regarding the two (2) pond system where one pond is for waste and one is for water. Apparently, Kingsville is issuing permits without Ministry of Environment approval. Councillor Jacobs asked if Leamington has researched what Kingsville is doing. Mr. Morrish has contacted Kingsville regarding this issue and is awaiting a response. Mr. Morrish will report back to council by next meeting.

Deputy Mayor asked for clarification on definitions for “other matters for consideration” and “open session” as listed on the Council agenda. Mr. Sweet explained that “other matters for consideration” was generally correspondence received by Council to be considered and “open session” was for questions to administration from Council.

Mayor Paterson requested direction on correspondence from American Profiles (an American production company). This company would like to do a five (5) minute segment on Leamington citing the area as a hidden gem of Canada. Mayor Paterson advised the price for the segment

would be \$24,800.00 and the municipality would own the rights of the final product. Discussion was held on the pros, cons and benefits to Leamington in terms of tourism and development. Mr. Marck commented the municipality needs more time to investigate the benefit from this venture.

CONSIDERATION OF BY-LAWS:

No. C-173-11

Brian Sweet, Director of Corporate Services introduced the following by-laws:

Moved by: Councillor Verbeke **Seconded by:** Councillor Chopchik

That the following by-law be read a third and final time:

By-law 108-11, being a by-law to Being a by-law to provide for a new maintenance schedule for the Highway No. 3 Drain and Branches and the Sidney Leslie Drain and South Branch

“CARRIED”

No. C-174-11

Moved by: Councillor Atkin **Seconded by:** Deputy Mayor Wright

That the following by-law be read a first and second time:

By-law 125-11, being a by-law to establish a new drain, namely the 5th Concession Road Drain Outlet - Highway 77 Branch

“CARRIED”

No. C-175-11

Moved by: Deputy Mayor Wright **Seconded by:** Councillor MacDonald

That the following by-law be read a first, second and third time and finally enacted:

By-law 126-11, being a by-law to amend the Comprehensive Zoning By-law No. 890-09 for The Municipality of Leamington, which pertains to the subject lands ZBA 32 - 154 Erie Street North

By-law 127-11, being a by-law to amend the Comprehensive Zoning By-law No. 890-09 for The Municipality of Leamington, which pertains to the subject lands ZBA 33 - 32 Seneca Drive

By-law 128-11, being a by-law to adopt Budget Estimates and Levy Taxes for the year 2011

“CARRIED”

No. C-176-11

Councillor Verbeke disclosed an interest and did not participate in the vote of by-law 129-11.

Moved by: Councillor Chopchik **Seconded by:** Deputy Mayor Wright

By-law 129-11, being a by-law to confirm the proceedings of the Council of the Municipality of Leamington at its meeting held May 2, 2011

“CARRIED”

NOTICES OF MOTION:

Deputy Mayor Wright introduced a notice of motion to leave the Director of Community Services position and the Director of Development Services position vacant after the present directors retire.

Deputy Mayor Wright also introduced a notice of motion that the Municipality establish a Leamington residency requirement as a condition of employment for any new employees hired by the municipality.

The two notices of motion will be listed on the next Council agenda.

NEW BUSINESS: None.

OPEN SESSION: Council - Administration

Councillor MacDonald advised staff she was in receipt of complaints regarding the trail behind Ellison Street on how uneven the gravel is for walking and bike riding.

Councillor MacDonald commented she attended the recent Library Tour and despite the Leamington Library being substandard it was the busiest Library on the tour. She questioned administration if money had been bequeathed to the Library. Mr. Marck responded Council has been bequeathed some money for the Library and Culture and Arts.

Councillor MacDonald reported on a Ministry of Agriculture, Food and Rural Affairs drainage conference she had attended. She had discussion with Sid Vander Ven, Drainage Coordinator for OMAFRA on the Southeast Leamington issue. Councillor MacDonald requested administration prepare a report on the pros, cons and legal aspects on the possibilities of abandoning the drain.

Councillor MacDonald questioned administration on the status of the granite slabs listing “giants of the community.” Staff responded due to the poor response from the community it was decided to list significant dates in Leamington’s history.

Deputy Mayor Wright reported that he also attended the recent Library tour and noted the poor condition of the Leamington Library i.e. asbestos tiles, leaking roof, small handicap washroom. The Deputy Mayor felt the Library required a facelift and renovations to accommodate the increased usage.

Councillor Verbeke questioned staff on the fabric storage units. Mr. Morrish responded the Ontario Building Code does not recognize these units as a structure so a permit is not required to erect them; however they must adhere to zoning by-law regulations.

Councillor Verbeke spent some time at the intersection of the East Arterial Road and Oak Street and asked about the timing of the traffic lights. The Councillor was advised a traffic study with a car count would be undertaken this summer.

Councillor MacDonald noted she observed a young person riding a bike on the East Arterial Road and questioned if it was permitted. Mr. Tofflemire replied the pavement was designed with bike use in mind. He advised users need to abide by the safety rules of the roadway.

Deputy Mayor Wright commented upon the number of municipal vehicles parked near the back door of the municipal building and wondered if staff could be asked to park away from the entrance. Mr. Marck agreed with Council and advised staff was assisting with moving items from the former municipal building and with the rain were parking near the doors in order to prevent these items from getting wet.

Mayor Paterson reported on a recent meeting he attended with the Leamington Fairboard. The Fairboard is interested in improving the relationship with the municipality. The Fairboard will be celebrating their 165th Anniversary this year. Mayor Paterson encouraged Council to participate in upcoming fair events.

STATEMENT OF MEMBERS: non-debatable.

ADJOURNMENT:

No. C-177-11

Moved by: Councillor MacDonald **Seconded by:** Councillor Jacobs

That the meeting adjourn at 10:46 p.m.

“CARRIED”

John Paterson, Mayor

Brian Sweet, Clerk

THE CORPORATION OF THE MUNICIPALITY OF LEAMINGTON

MINUTES - PUBLIC MEETING

ENGINEER'S REPORT 5th CONCESSION DRAIN OUTLET - HWY 77 BRANCH

**HELD MONDAY, MAY 2, 2011 AT 7:09 P.M.
IN THE COUNCIL CHAMBERS**

MEMBERS PRESENT: Mayor Paterson
Deputy Mayor Wright
Councillors: Atkin, Chopchik, Jacobs, MacDonald, Verbeke

STAFF PRESENT: Bill Marck, Chief Administrative Officer
Brian Sweet, Director of Corporate Services
Cheryl Horrobin, Director of Finance & Business Services
John Tofflemire, Director of Community Services
Doug Morrish, Director of Development Services
Allan Botham, Manager of Engineering Services
Tracey Pillon-Abbs, Manager of Planning Services
Denise McGregor, Planning Technician
Lu-Ann Barreto, Drainage Superintendent
Mary Ann Manley, Corporate Assistant

ALSO IN ATTENDANCE: Tony Peralta, P.Eng., N.J. Peralta Engineering

Lu-Ann Barreto, Drainage Superintendent reviewed with Council the engineer's report regarding the 5th Concession Road drain outlet - Hwy 77 Branch. Ms. Barreto informed Council there would be no cost to the municipality as the Ministry of Transportation (MTO) was paying 100% of costs. The purpose of the meeting was to adopt the Engineer's Report.

Mayor Paterson confirmed there were no residents in attendance regarding the Public Meeting for relocation of the 5th Concession Road drain outlet - Hwy 77 Branch.

Moved by: Councillor Verbeke **Seconded by:** Councillor Jacobs

That the Engineer's Report dated April 6th, 2011, as prepared by N.J. Peralta Engineering, re: 5th Concession Road Drain - Hwy 77 Branches, be adopted;

And That By-law 125-11, authorizing the work be presented to Council for 1st and 2nd reading. And that the Clerk send by prepaid mail a copy of the By-law and Notice of the Court of Revision to each of the affected parties;

And That a Court of Revision be held on the 6th day of June, 2011, and that Tony Peralta, P.Eng., Allan Botham, P.Eng., Manager of Engineering Services and Lu-Ann Barreto, Drainage Superintendent, be appointed as Commissioners to let and superintend the said drainage works (DR 19-11).

"CARRIED"

The meeting adjourned at 7:11 p.m.

THE CORPORATION OF THE MUNICIPALITY OF LEAMINGTON

MINUTES - PUBLIC MEETING

ENGINEER'S PRELIMINARY REPORT SETTINGINGTON LANE DRAIN

**HELD MONDAY, MAY 2, 2011 AT 7:12 P.M.
IN THE COUNCIL CHAMBERS**

MEMBERS PRESENT: Mayor Paterson
Deputy Mayor Wright
Councillors: Atkin, Chopchik, Jacobs, MacDonald, Verbeke

STAFF PRESENT: Bill Marck, Chief Administrative Officer
Brian Sweet, Director of Corporate Services
Cheryl Horrobin, Director of Finance & Business Services
John Tofflemire, Director of Community Services
Doug Morrish, Director of Development Services
Allan Botham, Manager of Engineering Services
Tracey Pillon-Abbs, Manager of Planning Services
Lu-Ann Barreto, Drainage Superintendent
Denise McGregor, Planning Technician
Mary Ann Manley, Corporate Assistant

ALSO IN ATTENDANCE: Adam Sullo, Dillon Consulting

Lu-Ann Barreto, Drainage Superintendent reviewed with Council the engineer's report regarding the preliminary report on the Settingington Lane Drain. The subject property is currently used as a disposal site for greenhouse waste material. Abutting landowners are concerned with water runoff coming from the subject property onto their properties after heavy rainfall events and have submitted a petition requesting drainage pursuant to Section 4 of the Drainage Act.

Chris DelGreco, 131 Mersea Road 3 (Owner of Brunato Farms) addressed Council on the subject of flood issues from water coming from the Sabelli property. Mr. DelGreco distributed pictures of the flooding on his property and in his greenhouses to members of council.

Frank Sabelli, 123 Mersea Road 3 addressed council concerning water coming from Brunato Farms and from other neighbouring properties that drain onto his property. Mr. Sabelli questioned Mr. Sullo of Dillon Consulting if a new site plan would be undertaken on his property prior to any work being completed. Mr. Sullo confirmed Dillon Consulting would review the site for any changes prior to any work being undertaken. Mr. Sabelli was advised by legal counsel not to perform any work until this petition drain was completed.

Mr. Sabelli submitted to Council an engineering report from Bruce Crozier Engineering to share with Dillon Consulting and Lu-Ann Barreto.

Mr. Sabelli requested clarification on the placement of catchbasins on his lands as per the preliminary report. Mr. Sullo responded the purpose of the catchbasins is for change of direction and access for cleaning. Mr. Sullo noted it is difficult to compare drains constructed prior to the new standards with current drain construction because of different regulations.

Ms. Barreto clarified that at this point Mr. Sabelli does not want the drain installed until his land is graded. Ms. Barreto confirmed that Mr. Sabelli could meet with the representative from Dillon Consulting and herself to discuss outstanding issues.

Public Meeting - Engineer's Report Enns Drain

Mayor Paterson advised Sabelli to ask all his questions and then administration could respond. Mr. Sabelli posed the following questions; is the final cost of Alternative 1 known; can a second estimate of the cost be determined; and is it possible to utilize the current tile to reduce costs.

Ms. Barreto replied to Council the cost of a second report will be charged to the landowners. She also noted a final report would answer many of Mr. Sabelli's inquiries. Mr. Sullo stated the current infrastructure on Mr. Sabelli's property is undersized for the present need.

Moved by: Councillor MacDonald **Seconded by:** Councillor Jacobs

That Leamington Council receive the Preliminary Report dated March 7, 2011. And that Alternative #1 be considered for the Final Report as noted in the report for lands located at Lot 1 & 2, Concession 3, pursuant to Section 4, of the provisions of the Drainage Act R.S.O. 1990;

And that Dillon Consulting be directed to prepare the Final Report based on Alternative #1;

And that the Final Report be forwarded to Council for consideration (DR 21-11).

"CARRIED"

The meeting adjourned at 7:40.m.

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THE CORPORATION OF THE MUNICIPALITY OF LEAMINGTON

MINUTES - DRAINAGE COURT OF REVISION

ENNS DRAIN - HIGHWAY 77 BRANCH

**HELD MONDAY, MAY 2, 2011 COMMENCING AT 7:41P.M.
IN THE COUNCIL CHAMBERS**

MEMBERS PRESENT: Deputy Mayor Wright, Chair
Councillors Atkin, Chopchik, MacDonald, Verbeke

ALSO PRESENT: Mayor Paterson, Councillor Jacobs

STAFF PRESENT: Bill Marck, Chief Administrative Officer
Brian Sweet, Director of Corporate Services
Doug Morrish, Director of Development Services
John Tofflemire, Director of Community Services
Cheryl Horrobin, Director of Finance & Business Services
Allan Botham, Manager of Engineering Services
Tracey Pillon-Abbs, Manager of Planning Services
Lu-Ann Barreto, Drainage Superintendent
Denise McGregor, Planning Technician
Mary Ann Manley, Corporate Assistant

DISCLOSURES OF PECUNIARY INTEREST: None.

Moved by: Councillor Verbeke **Seconded by:** Councillor Atkin

That the Court of Revision, Enns Drain - Highway 77 Branch in accordance with By-law 117-11, in the Municipality of Leamington, in the County of Essex, be opened.

“CARRIED”

Deputy Mayor Wright confirmed there were no residents in attendance regarding the Court of Revision for the Enns Drain - Highway 77 Branch.

Moved by: Councillor Atkin **Seconded by:** Councillor MacDonald

That the Court of Revision, Enns Drain - Highway 77 Branch in accordance with By-law 117-11, in the Municipality of Leamington, in the County of Essex, be confirmed.

“CARRIED”

Moved by: Councillor Chopchik **Seconded by:** Councillor MacDonald

That the Court of Revision, Enns Drain - Highway 77 Branch in accordance with By-law 117-11, in the Municipality of Leamington, in the County of Essex, be closed.

“CARRIED”

Meeting adjourned at 7:42 p.m.

THE CORPORATION OF THE MUNICIPALITY OF LEAMINGTON

MINUTES - DRAINAGE COURT OF REVISION

4TH CONCESSION ROAD DRAIN -RELOCATION OF DRAIN

**HELD MONDAY, MAY 2, 2011 COMMENCING AT 7:43 P.M.
IN THE COUNCIL CHAMBERS**

MEMBERS PRESENT: Deputy Mayor Wright, Chair
Councillors Atkin, Chopchik, MacDonald, Verbeke

ALSO PRESENT: Mayor Paterson, Councillor Jacobs

STAFF PRESENT: Bill Marck, Chief Administrative Officer
Brian Sweet, Director of Corporate Services
Doug Morrish, Director of Development Services
John Tofflemire, Director of Community Services
Cheryl Horrobin, Director of Finance & Business Services
Allan Both, Manager of Engineering Services
Tracey Pillon-Abbs, Manager of Planning Services
Lu-Ann Barreto, Drainage Superintendent
Denise McGregor, Planning Technician
Mary Ann Manley, Corporate Assistant

DISCLOSURES OF PECUNIARY INTEREST: None.

Moved by: Councillor Atkin **Seconded by:** Councillor Chopchik

That the Court of Revision, 4TH Concession Road Drain in accordance with By-law 122-11, in the Municipality of Leamington, in the County of Essex, be opened.

“CARRIED”

Deputy Mayor Wright confirmed there were no residents in attendance regarding the Court of Revision for the 4th Concession Road Drain.

Moved by: Councillor MacDonald **Seconded by:** Councillor Verbeke

That the Court of Revision, 4TH Concession Road Drain in accordance with By-law 122-11, in the Municipality of Leamington, in the County of Essex, be confirmed.

“CARRIED”

Moved by: Councillor Atkin **Seconded by:** Councillor Chopchik

That the Court of Revision, 4TH Concession Road Drain in accordance with By-law 122-11, in the Municipality of Leamington, in the County of Essex, be closed.

“CARRIED”

Meeting adjourned at 7:44 p.m.

THE CORPORATION OF THE MUNICIPALITY OF LEAMINGTON

CONFIDENTIAL MINUTES - SPECIAL COUNCIL MEETING

**HELD MONDAY, MAY 2, 2011 - COMMENCING AT 6:30 P.M.
IN THE ANTE ROOM**

MEMBERS PRESENT: Mayor Paterson
Deputy Mayor Wright
Councillors: Atkin, Chopchik, Jacobs, MacDonald, Verbeke

STAFF PRESENT: Bill Marck, Chief Administrative Officer
Brian Sweet, Director of Corporate Services
Cheryl Horrobin, Director of Finance & Business Services

DISCLOSURES OF PECUNIARY INTEREST: None.

No. S-23-11

Moved by: Councillor Verbeke **Seconded by:** Councillor Chopchik

That Council move into closed session to consider the following matters:

Confidential Report CL 14/11 dated April 21, 2011 re: Personnel Matters - Leamington Police Transition Issues pursuant to Subsection 239(2)(d) of the Municipal Act, 2001.

Confidential Memo dated April 21, 2011 re: Leamington Heritage Committee pursuant to Subsection 239(2)(b) of the Municipal Act, 2001.

Issues related to potential litigation and labour relations pursuant to Subsection 239(2)(c)(d)(e) of the Municipal Act, 2001.

“CARRIED”

CORPORATE SERVICES - Confidential Report CL 14/11 dated April 21, 2011 re: Personnel Matters - Leamington Police Transition Issues

Brian Sweet, Director of Corporate Services reviewed the report with Council and discussion ensued.

No. S-24-11

Moved by: Councillor Jacobs **Seconded by:** Councillor Chopchik

That administration be directed to proceed as concluded in Report CL/14/11 dated April 21, 2011.

“CARRIED”

CORPORATE SERVICES - Confidential Memo dated April 21, 2011 re: Leamington Heritage Committee

Brian Sweet, Director of Corporate Services reviewed the confidential memo containing the applications for the committee. As a result of discussion administration was directed to present names for appointment to the committee at the public session of Council for consideration.

CORPORATE SERVICES - Issues related to potential litigation and labour relations

Brian Sweet, Director of Corporate Services reviewed the issues. As a result of the discussion there were no directions for proposed recommendations to Council.

No. S-25-11

Moved by: Councillor MacDonald **Seconded by:** Deputy Mayor Wright

That the Committee move into public session at 6:58 p.m.

“CARRIED”

No. S-26-11

Moved by: Councillor Verbeke **Seconded by:** Deputy Mayor Wright

That the meeting adjourn at 6:58 p.m.

“CARRIED”

John Paterson, Mayor

Brian Sweet, Clerk

BRS

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REPORT

TO: MAYOR AND MEMBERS OF COUNCIL
FROM: WILLIAM J. MARCK
CHIEF ADMINISTRATIVE OFFICER
DATE: MAY 2, 2011
RE: STRATEGIC PLAN 2011 - THE CORPORATION OF THE MUNICIPALITY OF
LEAMINGTON

AIM:

To request Council adopt the revised mission statement, objectives and strategic actions developed as a result of the 2011 strategic planning sessions.

BACKGROUND:

The Corporation's strategies form the frame work for municipal policies, direction, work plans and allocation of resources, both human and financial.

The strategic planning exercise was held March 9, 2011 to March 11, 2011. The facilitator for the event was Carolyn Kearns of the Randolph Group, Management Consultants Incorporated.

Prior to the strategic planning session, Ms. Kearns attended Leamington and interviewed members of Council and senior administration. The purpose of the interview process was to meet with individuals prior to the event to provide an opportunity to discuss expectations for the sessions. Individuals interviewed were requested to comment on Leamington's strengths, weaknesses, opportunities and threats and to specifically address what they perceive as issues and the future direction the Corporation should be taking in the next four to five years.

In previous strategic planning sessions, Council achieved a number of its objectives i.e. completed the public service accounting process; reviewed development programs through an environmental lens; targeted marketing materials to a broader audience; continued to support doctor recruitment, provisions of medical services and facilities just to name a few.

Attached hereto, are the summary notes and strategic planning document for Council's consideration. In the said summary notes, is an outline of previous year's goals and objectives, and what was and wasn't achieved.

COMMENTS:

The 2011 session provided an opportunity to develop key strategic issues of which the top 10 issues were:

- 1) Improving our communications
- 2) Promoting development/increasing development and investment opportunities
- 3) Ensuring Municipality is financially viable for the long-term/fiscal management model
- 4) Protecting our environment/environmental quality/viewing all decisions through an environmental lens

- 5) Embracing technology
- 6) Improving Leamington liveability/promoting accessibility
- 7) Raising Leamington's profile
- 8) Proactive Planning
- 9) Attracting visitors and promoting tourism
- 10) Enhancing cultural diversity

The key objectives were broken into strategic actions and staff and Council went through an exercise in regard to implication of those actions. All strategic actions identified at the retreat are important and will be incorporated into the overall work plan of the Corporation. However, Council and senior administration recommended the following seven priorities for action be recommended in the short term:

- 1) Complete the financial plan
- 2) Actively pursue senior government ongoing flexible funding programs with partners
- 3) Continue with our program of sewer replacement
- 4) Implement the Community Improvement Plan (C.I.P.) program for the Uptown Core
- 5) Develop a succession plan to attract and retain quality employees
- 6) Lobby senior governments for shoreline stabilization assistance
- 7) Identify mechanisms to raise the profile of Leamington

As a result of establishing the top priority actions noted above, the group developed a series of work plans and timeframes in regard to implementation.

Mission Statement

The Corporation's mission statement describes the organization's purpose and a sense of purpose leads to high performance.

At the session, the group reviewed the Municipality's mission statement and made some minor changes. The Municipality's current mission statement reads as follows:

The Municipality of Leamington exists 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.

There was a strong agreement that the current mission statement is relevant for this term of council; however, it was decided to make one minor change replacing the verb "exists" with "strives".

The new mission statement will now read as follows:

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.

FINANCIAL IMPACT:

There is no direct financial impact as a result of the overall study; however, a number of the priorities, actions and objectives outlined in the study will be incorporated into future year's work plans and the budget process and will be addressed individually through various reports to Council.

CONCLUSION:

Those in attendance agreed the strategic planning exercise was extremely beneficial and provided council and senior administration with a forum for an open and frank discussion in regard to the future direction of the Corporation.

The strategic planning document will be used as a tool to guide the Corporation over the next four to five years. One of the key features outlined in this document is that council and senior staff will annually review the strategic plan in order to measure its progress and to ensure that the document and programs outlined and objectives are being addressed. The review will be broadly communicated to the public that we serve.

RECOMMENDATION:

That Leamington Council adopt the mission statement, objectives and strategic direction as outlined in the 2011 strategic planning document as described in the summary report submitted by Randolph Group and outlined in Report CAO 07/11 dated May 2, 2011;

And that the Chief Administrative Officer be directed to incorporate strategies, objectives and action plans into the municipal work plans of the Corporation;

And further that administration schedule an annual review of the work plan and submit various reports, policies and assign resources to achieve the strategic objectives outlined in the aforementioned document.

Respectfully submitted,

William J. Marck
Chief Administrative Officer

WJM/ka

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**MUNICIPALITY OF LEAMINGTON
STRATEGIC PLANNING SESSION**

**THE BAYFIELD LITTLE INN CONFERENCE CENTRE
BAYFIELD, ONTARIO
MARCH 9 - 11, 2011**

SUMMARY NOTES

From March 9th - 11th, members of Council and the Municipality’s senior management team met to develop a high level strategy for the Municipality, and to identify key priorities to be undertaken during the term of Council. The session built on an earlier successful initiative held in the spring of 2008. Individuals attending the session are listed below.

Municipality of Leamington Strategic Planning Session: March 9-11, 2011 Participants	
Council	Senior Management
Rick Atkin, Councillor	Cheryl Horrobin, Director of Finance and Business Services
Chris Chopchik, Councillor	Bill Marck, Chief Administrative Officer
John Jacobs, Councillor	Doug Morrish, Director of Development Services
Hilda MacDonald, Councillor	Brian Sweet, Director of Corporate Services
John Paterson, Mayor	John Tofflemire, Director of Community Services
Larry Verbeke, Councillor	
Charlie Wright, Deputy Mayor	

Carolyn Kearns of The Randolph Group facilitated the session. These notes summarize the key discussion points.

SETTING THE CONTEXT

Mayor John Paterson welcomed everyone and thanked individuals for making time to discuss strategic planning for the Municipality. He said that the previous session, held in 2008 during the second year of the term of Council, had been positive and helped the Municipality to set priorities. It was hoped that having this session at the beginning of the term of Council would provide an opportunity to be proactive and forward thinking about the work of the Municipality.

The Mayor encouraged everyone to be creative and to share their thoughts openly and comfortably. He said that the role of the facilitator was to guide the group and bring together common thoughts and visions to make Leamington the best place to live in Essex County.

Carolyn reviewed the objectives and agenda for the session, outlined some general guidelines and invited individuals to comment on their expectations for the session. In addition, members of Council and senior management discussed their reasons for seeking office or joining the Municipality and what they hoped to achieve during the four-year term.

Objectives

The strategic planning session was designed to achieve both direct and indirect objectives.

Municipality of Leamington Strategic Planning Session: March 9-11, 2011	
Direct Objectives	Indirect Objectives
1. To review the municipality's current situation and to identify key challenges and issues 2. To confirm the mission, objectives and strategic actions 3. To agree on priorities for the term of Council	1. To build upon the good work of previous strategy sessions 2. To meet in an informal, relaxed setting away from regular pressures 3. To enjoy ourselves and build relationships

The agenda was designed to achieve these objectives. The session was to result in agreement on the current environment and key issues facing the Municipality of Leamington, a framework for the Municipality's strategic planning and priorities for the next 1 to 4 years.

Guidelines

The group reviewed some general guidelines for the session and agreed to respect the following principles:

- Be honest, i.e., tell us what you really think because there is no right answer
- Respect each other's views and opinions regardless of whether you are new or longer term, staff or elected officials
- Encourage everyone to participate because the success of the session depends on maximum input from all participants
- Work to achieve consensus, to the extent that we can reach general agreement on key points
- Put all the "dead moose" on the table, and don't keep anything from the group

Expectations for the Session

Before continuing, individuals were asked to provide their expectations in terms of what the session needed to achieve to be successful from their perspective. The discussion included comments made during the pre-meetings in February.

Municipality of Leamington Strategic Planning Session: March 9-11, 2011 Participant Expectations
<ul style="list-style-type: none">• Build on the successes of the last strategic planning session and outcomes• Provide a clear understanding of the current commitments/workloads of the Municipality• Develop agreed upon Council priorities both for the short term and longer term• Develop a plan and priorities that are reviewed and reported on annually• Agree on how the results of the strategic planning session will be communicated to staff and the community• Focus on ways to improve customer service and being open and transparent in the work of the Municipality• Strengthen Council-staff relations• Clarify and agree on the roles of Council and staff• Discuss "true" concerns outside of the political process• Use the results of the session to help inform the budget discussions in April

It was agreed to review these expectations at the end of the session to see if they had been realized.

Achievements for Term of Council

Members of Council were asked to describe their reasons for running for office. Comments related to factors including wanting to give back to the community, being upset by a particular issue and wanting to get involved, and being encouraged by family members, friends and colleagues. The senior management team was also asked why they were attracted to a job with the Municipality.

Municipality of Leamington Strategic Planning Session: March 9-11, 2011	
Members of Council	Senior Management
<p><i>I ran for Council because...</i></p> <ul style="list-style-type: none"> • Wanted to for a long time and hope to shape future direction of the municipality - bring new blood • Believe that you can effect change in your community - job still not done - first term was rewarding • Served the community through various organizations and wanted to extend my public service - unhappy with the Town perspective and wanted change • Love the community and sad about the state of the Uptown and decline in tourism • Last Council set a vision that was good but it is not completed - want new challenges • On my “bucket list” and wanted to see a change in Council - represent the rural voice • Like to help people and saw a lack of leadership - want to represent the majority and not just the special interests 	<p><i>I joined the Municipality and stay because...</i></p> <ul style="list-style-type: none"> • Grew up in Leamington and was able to move back - friends with staff and wanted new challenges - wanted to practice my profession and Leamington had a good municipal reputation • Enjoy the challenge and feels like we are accomplishing things so it is rewarding - good Councils and staff for the most part • Not local but personally and professionally looking for opportunities - good reputation as a municipality and knew some of the staff - have found Leamington to be a tremendous community (e.g. response to the tornado) • Moved for the weather! Excellent management teams and Councils - like the directions of the municipality to make it better • Progressive Councils that make decisions - community has progressed during the past 25 years (e.g. complex, marina, transportation) whereas others have not

Members of Council and senior management were also asked to describe what they want to achieve during the four-year term. Council and senior management shared a number of similar views. They are listed following and are not in any priority.

Municipality of Leamington
Strategic Planning Session: March 9-11, 2011

My time will be successful if after four years, there is ...

- New financial system in place and fully functioning - having a good fiscal management model to allow for informed decisions
- More competitive from a tax perspective - able to explain what has occurred
- More sewer separations
- Leader in implementing technology in the workplace to improve efficiencies and service delivery (e.g. on line tax payments and ice rentals, etc.)
- Expanded tax base
- Improved quality of life
- Increase in amount of serviced industrial and commercial lands and policies supportive of development
- More development - residential, industrial and commercial
- Turn around the Uptown to make it a vibrant and visible asset to the community
- See a return to the “old” Leamington with active tourism, a revitalized downtown and waterfront
- Address migrant workforce issues by giving them something to do
- Recreation centre for migrant workers
- Succession planning to address staff eligible to retire within the next five years - need to hire good people and provide staff training
- Strengthened communications with all stakeholders and a special focus on engaging young people
- More economic development
- Happy satisfied Council working together as a team
- Raise Leamington’s reputation within the County and across the Province
- All Town roads tarred and chipped
- Known for putting environmental quality front and centre - being green

**MUNICIPALITY OF LEAMINGTON
 STRATEGIC PLANNING (2008 - 2010)**

Bill Marck provided an overview of the strategic objectives and actions developed in 2008. The presentation was followed by a general discussion.

**Municipality of Leamington
 Strategic Plan 2008-2010: Progress Update**

Objective	Ensuring the Municipality is financially sustainable
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Action	Status
<ul style="list-style-type: none"> Complete the Public Service Accounting Board (PSAB) and asset management plan 	PSAB complete, and not all municipalities have been able to achieve this requirement.
<ul style="list-style-type: none"> Develop a financial management plan 	Meetings have been on going with Watson and Associates - projected completion in mid 2011.
<ul style="list-style-type: none"> Examine alternative governance models for agencies, i.e. Union Water and Essex Power 	The process of governance models for Union Water commenced a few years ago and will be one of the tasks for the new Manager of Union Water. Council reviewed the feasibility of selling its shares of Essex Power when there was a tax contribution holiday (33%). Council did not sell its shares in Essex Power, but did suggest that the matter be considered further if there was another tax holiday.
<ul style="list-style-type: none"> Development of policy and guidelines for financial management 	Part of the review process with Watson and Associates - to be completed mid 2011.

Objective	Encouraging and facilitating balanced growth and supporting economic development opportunities
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Action	Status
<ul style="list-style-type: none"> Identify the uptown core as being of strategic importance 	<p>Council supported the development of a new parking facility in the south east quadrant. Further, Council has adopted the development of a Community Improvement Plan (CIP) for the uptown, sold the BMO to performing arts and increased police presence in the core.</p>
<ul style="list-style-type: none"> Review all development programs through an environmental lens 	<p>Agreed to upgrade the Pollution Control Plant. Construction of the East Side Arterial Road as an alternate route of transportation. Developed trails and encouraged County to review trails/bicycle lanes and how they treat their road systems..</p>
<ul style="list-style-type: none"> Take a leadership position in attracting industrial and commercial ventures 	<p>Closer relationship with Windsor Essex Economic Development Corporation to make mutual presentations particularly in the food processing and alternative energy sectors.</p>
<ul style="list-style-type: none"> Develop a strong relationship with the greenhouse sector to encourage adaptation of technology, etc. 	<p>Provide new and up-to-date information on the website to foster entrepreneurship; educate businesses on the benefits of industry associations; promote use of government resources such as community futures, funding programs, grants, etc.; serve as first point of contact in many cases and liaison between municipal departments.</p>
<ul style="list-style-type: none"> Target our marketing materials to a broader audience 	<p>Produce quarterly newsletter featuring a diverse range of topics of interest to broad sectors. Focus marketing efforts to “lifestyle” publications which appeal to potential new residents and tourists at the same time. Press releases deliver a positive message of local opportunities. Produced video which targets diverse audiences.</p>
<ul style="list-style-type: none"> Continue to support doctor recruitment and provision of medical services/facilities 	<p>Council adopted the business plan proposed by the Hospital, Foundation and Community for Doctors Committee which resulted in a yearly contribution to the Committee and funds used to attract new physicians to the area, ER doctors and the overseeing of the Medquest Medical camp for area high school students.</p>

Action	Status
<ul style="list-style-type: none"> Revisit and encourage waterfront growth/development, and develop Leamington as a “destination point” - tourism, agri-business and birding festivals 	<p>Worked with Tourism Windsor-Essex and other key partners to produce targeted market materials particularly in birding, ecotourism and agritourism. Support local initiatives such a wine route signage, buy-local map, Associated Growers Bounty of the County image and new campaign, Bed & Breakfast Association. Redeveloped Seacliff park and marina facility.</p>
<ul style="list-style-type: none"> Improve the skill training/education opportunities of our community, i.e. greenhouse/ business excellence, etc. 	<p>Continuing to work with St. Clair College to provide sector based training and to establish a greenhouse training centre. Met with private sector trainers to promote training needs. Consulted with Workforce Windsor-Essex to enable them to understand the unique challenges we face.</p>

Objective	Optimizing the provision of municipal services
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Action	Status
<ul style="list-style-type: none"> Ensure we have adequate structures and facilities to provide municipal services 	<p>New municipal building, Seacliff Park, Soccer pitches, trails developed or in progress. Commenced review of space required to expand the library. Reviewed all facilities to ensure they comply with accessibility legislation.</p>
<ul style="list-style-type: none"> Review the provision of police services 	<p>Council reviewed various governance models and entered into a 5 year agreement for police services with the Ontario Provincial Police.</p>
<ul style="list-style-type: none"> Develop a succession plan to attract and retain quality employees 	<p>Employees have been identified for position advancement into senior management positions. The next step in the process will be to meet with each employee to:</p> <ol style="list-style-type: none"> review interest identify areas of training develop a schedule for training and arrange/budget accordingly continue to offer in house training programs and partner with area municipalities to encourage career advancement.

Objective	Effectively communicating and engaging individuals and organizations in the work of the Municipality
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Action	Status
<ul style="list-style-type: none"> Regularly meet with provincial and federal officials to discuss areas of interest to Leamington 	Usually the Mayor and CAO meet quarterly with our MP and MPP to discuss challenges, program support, etc.
<ul style="list-style-type: none"> Develop materials that are targeted to meet the needs of specific groups in the community 	Redeveloped the municipal web site, established “In the Know” feature in the Post and News. Agreed to fund CFTV34 that then provided televised Council meetings. Held numerous open houses in order to receive feedback/input with respect to specific projects.
<ul style="list-style-type: none"> Develop a corporate communications strategy 	Just commenced the process - Committee is in place and its expected it will take the better part of 2011 to develop a short and long range strategy.

It was agreed that significant progress has been made with the majority of actions either completed or underway.

LEAMINGTON: AN OVERVIEW

As input to the strategic planning discussion, Bill Marck presented information on the challenges facing the Municipality during the next four years. A summary follows.

- Develop a long term financial plan.** This work is being undertaken with assistance from the consulting firm, Watson and Associates. It includes the following elements:
 - Life cycle cost/replacement value for capital assets and infrastructure
 - Identify new capital assets/infrastructure required as a result of growth, changes in technology or legislation and estimate cost related to same.
 - Identify funding sources including development charges, property tax, user rate, special levies
 - Develop balanced funding model to support the Municipality becoming self sustaining

Once completed, it will help the Municipality to make decisions based on the costs of projects and sources of funds. Concern was expressed about the urgency of completing this work and it is anticipated to be finished in mid 2011.

- **Environmental issues.** There are a number of environmental issues to be addressed including the following:
 - Dykes need to be repaired and roads rebuilt
 - The sewage/collection system has been examined and the upgrades required are beyond the affordability of the property owners or the Municipality
 - Water quality, including the water courses and the lake poses a huge challenge. The systems were not built to today's standards and there will be considerable costs involved in correcting the situation.
 - Need to examine the shifting costs of sewers (storm and sanitary) to the sewer surcharge or develop a special environmental surcharge
 - The policies for local improvements need to be finalized as the current method is unfair to property owners in the urban area

It will be impossible to undertake the necessary improvements without considerable financial assistance from the senior orders of government. The Municipality needs to develop a funding approach that is supported by Ontario municipalities that has senior orders of government introducing dependable cost sharing programs particularly for sewer separation.

- **Communications plan.** It will be important to develop a comprehensive communications plan so all residents and businesses in Leamington are aware of the Municipality's actions and policies, and understand the decisions of Council. The communications plan should also address how legislation at the province or federal levels impacts the local municipal decision-makers.

In summary, Bill suggested that it is time for Council and the Municipality's senior management team to take a breath, step back and regroup. Leamington has been very successful obtaining outside funding, completing projects on time and on budget. The events and projects listed following have all occurred within the past two years and this level of activity has been exceptional.

Municipality of Leamington Events and Projects (2008 - 2010)	
<ul style="list-style-type: none"> • Southeast Leamington • MCR Train Station • Seacliff Park development • Soccer park development • Trails from Robson Road to Heinz • Trails from Ellison to Talbot W. • Erie/Seacliff Intersection improvements • New Municipal Building • Purchased Heinz portion of PCC and basically rebuilding the entire plant 	<ul style="list-style-type: none"> • Rebuilt Erie/Wilkinson intersection and Erie North from Wilkinson to Bypass • Transitioned from municipal to OPP Police • Rebuild of the Marina and park • Construction of the Eastside Arterial Road • Tornado • PSAB completion • Development Charges Review

The group generally agreed that the next few years should focus on planning and the development of policies as they relate to finance, local improvements and lobbying for the establishment of sewer separation programs.

ASSESSMENT OF THE CURRENT SITUATION

The group reviewed the three main elements of a good strategic planning process.

Strategic Planning Framework



Strategic planning begins with an environmental scan, which includes the identification of strengths and weaknesses, and of opportunities and threats. Once this work is completed, it can be used to develop the key strategic issues to be addressed.

Strengths and Weaknesses

Strengths and weaknesses are those factors that are within the direct control of the Municipality. The strengths reflect positive conditions and initiatives, and weaknesses are those areas where the Municipality could be doing a better job. The group discussion led to the identification of a number of strengths and weaknesses. They are listed following and do not reflect any priority or consensus. Again, these comments build on the information obtained from the pre-work in February.

**Municipality of Leamington
 Strategic Planning Session: March 9-11, 2011**

Strengths <i>What we value about Leamington...</i>	Weaknesses <i>Our concerns and problems with Leamington...</i>
<ul style="list-style-type: none"> • Waterfront community (e.g. beaches, marina, promenade, etc.) • Diverse economic base (e.g. agriculture, greenhouses, manufacturing, automotive, etc.) • Stimulus funding that provided capital monies to improve infrastructure to support the Municipality’s residents and businesses (e.g. upgrading the road network, pollution control plant, trails, parking lot, etc.) • Recreation and sports facilities (e.g. indoor track, pool, fitness facilities, gym, walking trails racquet sports, baseball, soccer, etc.) • Shopping and retail services • Cultural and ethnic diversity • Festivals (e.g. Tomato festival) • Good community facilities infrastructure (e.g. two high schools, hospital) • Strong volunteer base 	<ul style="list-style-type: none"> • Difficulty attracting development (e.g. high development charges, lengthy development approvals process, lack of serviced industrial land) • The Municipality is not effectively communicating with residents and “getting its message out” • Aging infrastructure and cost of replacement (e.g. water and sewers) • Experienced, knowledgeable long term staff eligible to retire with the next five years • Core business area (“uptown”) in decline • Migrant workers loitering and congregating in the core area • Underdeveloped accessible transit system (e.g. buses, bike routes, etc.) • Underdeveloped tourism infrastructure (e.g. lack of awareness of Leamington as a place to visit, lack of fine dining, etc.)

<p style="text-align: center;">Strengths <i>What we value about Leamington...</i></p>	<p style="text-align: center;">Weaknesses <i>Our concerns and problems with Leamington...</i></p>
<ul style="list-style-type: none"> • Leamington is a safe community with a relatively low crime rate • Excellent emergency services (e.g. fire, ambulance) • National Park - Pt. Pelee • Strong leadership - administration, Council, community, service clubs • Good media - T.V., radio, newspapers • Road network - bypass and Hwy. 77 • Strong history and sense of community • Entrepreneurship - especially our agricultural industries, water, etc. • Affordable land and housing 	<ul style="list-style-type: none"> • Lack of long term financial vision, policy and fiscal management model to understand our financial situation and plan appropriately • Focus on stimulus funding projects (e.g. sewers) at the expense of tangible actions that residents can see (e.g. traffic control) • Low education levels (% of population having completed high school) • Low assessment and income relative to other County municipalities • Beaches eroding and water not always safe for swimming • Workforce composition - e.g. recently unable to attract a call centre

Opportunities and Threats

Opportunities and threats are different than strengths and weaknesses. They reflect trends and external factors that are beyond the control of the Municipality. However, they could have a positive or negative impact on the community and must be considered as part of a strategic planning discussion. The group identified a number of opportunities and threats. They are listed following and again, do not necessarily reflect consensus and are not in any priority.

Municipality of Leamington
Strategic Planning Session: March 9-11, 2011

Opportunities <i>What are the trends suggesting as future opportunities for Leamington?</i>	Threats <i>What are the trends suggesting in terms of potential negative impacts for Leamington?</i>
<ul style="list-style-type: none"> • Location (e.g. proximity to airports, highways and the U.S. border) • Favourable climate for year round activities (e.g. agriculture, attractive to retirees) • Potential for more stimulus funding/grants from other orders of government • Technology that could support workplace efficiencies and improve communications and consultation with the public (e.g. GPS systems, social media) • Partnerships are becoming more popular and could be attractive to Leamington in the areas of education, economic development and tourism • Working with the federal government to capitalize on Pt. Pelee • Shipwrecks in the lake and developing a marine heritage park • Building on the success of the First Nations (Caldwell) • Location provides opportunity to become a regional centre • High gas prices may mean people buy local and stay home • Aging population - retirees with high incomes and time to volunteer 	<ul style="list-style-type: none"> • Potential additional downloading of services from other orders of government that could increase municipal costs • Economic downturn and impact on employment and development • Value of Canadian dollar and impact on local exporters and American visitors • Rising interest rates and impact on debt to finance the Municipality's 2010-2011 capital program • Competition for development and employment from neighbouring municipalities • Attracting and retaining good staff given the demographics • Provincial policies and legislation that could negatively impact Leamington (e.g. energy) • Unpredictable weather patterns and natural disasters (e.g. tornados) • Aging population -expensive to support • High gas prices - may affect the marina and tourism • Location geographically makes it difficult to be a regional centre • Governance - lower tier municipality in a 2 tier system • Governance - electoral positioning provincially and federally • Regionalization of services (e.g. Essex Power, social services) • Aging demographics and loss of young people • Potential decline in volunteer base given aging population and social attitudes • Senior governments with conflicting and complex legislation/policies (e.g. source water protection and assessment offices)

Key Strategic Issues

An environmental scan also includes the identification of key strategic issues. The Municipality deals with a number of issues ranging from operational concerns through to high level concerns involving advocating for change by other levels of government. Strategic issues are defined as those areas of greatest importance to the future success of the Municipality and ones where it has a high capacity to influence the changes required.

The large group was divided into three smaller groups for a more detailed discussion of the key strategic issues facing the Municipality. Each group reflected a mix of members of Council and staff. Leaders from each group reported back on the results of the small group discussions. Based on the presentation and subsequent discussion, ten major issues were identified. They are listed following.

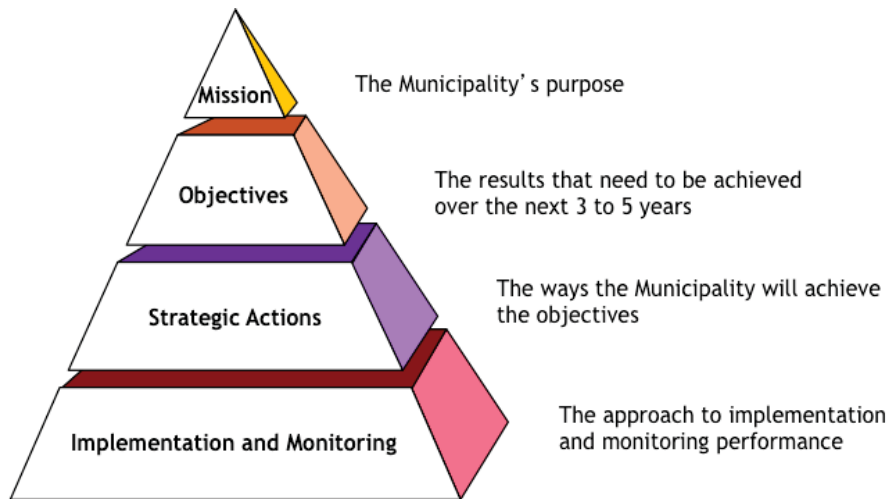
Municipality of Leamington Strategic Planning Session: March 9-11, 2011 Key Strategic Issues	
1.	Improving our communications
2.	Promoting development/increasing development and investment opportunities
3.	Ensuring Municipality is financially viable for the long-term/fiscal management model
4.	Protecting our environment/environmental quality/viewing all decisions through an environmental lens
5.	Embracing technology
6.	Improving Leamington's livability/promoting accessibility
7.	Raising Leamington's profile
8.	Proactive planning
9.	Attracting visitors and promoting tourism
10.	Enhancing cultural diversity

The comments and notes for each of the small groups are included in the attachment.

MISSION AND SUPPORTING OBJECTIVES

A good strategic plan is comprised of a number of elements as shown below:

Strategic Plan Elements: The Randolph Group



The group reviewed the definitions for a mission statement and supporting objectives. A mission describes the unique purpose or role of the Municipality. It should be a clear, forward moving statement that is inspiring and strong. The mission statement should be short and relatively easy to understand without being a slogan. It should be sustainable for the next five to ten years.

Objectives describe the results the Municipality wants to achieve in its key areas of responsibility. Objectives further define the mission and keep it focused. They provide the link between the mission and the strategic actions. Objectives answer the question of what the mission will achieve.

Based on these definitions and descriptions, the group reviewed the mission statement developed in 2008. There was strong agreement that the current mission statement continues to be relevant for the term of this Council. While wording changes were discussed with the intent to improve the clarity of the mission, it was decided that replacing the verb “exists” with “strives” was the only change required.

The group then continued the discussion with descriptions of supporting objectives based on the key strategic issues and other suggestions. The resulting draft mission and supporting objectives for the Municipality of Leamington are shown following.

Municipality of Leamington Strategic Planning Session: March 9-11, 2011 Draft Mission and Supporting Objectives
MISSION 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.
OBJECTIVES The Municipality's mission will be achieved through the following objectives: <ol style="list-style-type: none">1. Ensuring the long term financial viability of the municipality2. Promoting environmental stewardship3. Encouraging and facilitating balanced growth4. Creating economic development opportunities5. Optimizing the provision of municipal services6. Effectively communicating and engaging individuals and organizations in the work of the Municipality

STRATEGIC ACTIONS

Strategic actions refer to high level, key initiatives that support the objectives that define the mission. Each objective should be supported by a limited number of actions. They address strategic as opposed to routine, day-to-day items, and represent new or high priority work to be undertaken. Strategic actions answer the question of how the objectives will be realized.

As for the discussion of key strategic issues, the larger group was divided into three smaller groups for more detailed discussion of the actions. Each group was assigned two objectives. The groups were different than for the previous discussion and different group leaders reported back on the results of the small group discussion. The draft strategic actions for each objective are shown following and are not listed in any priority.

**Municipality of Leamington
 Strategic Planning Session: March 9-11, 2011
 Objectives and Strategic Actions**

Objective	1. Ensure the long term viability of the Municipality
Strategic Actions	
<ol style="list-style-type: none"> 1. Complete our financial plan 2. Develop and adopt a fiscal policy i.e. what gets funded and by whom and where 3. Develop a plan to retain and increase our commercial and industrial assessment value 4. Actively pursue senior government ongoing flexible funding programs with partners 	

Objective	2. Promoting environmental stewardship
Strategic Actions	
<ol style="list-style-type: none"> 1. Finalize Pollution Control Centre (P.C.C.) initiatives 2. Continue with our program for sewer replacement 3. Initiate a greening master plan for Leamington 4. Lobby senior governments for shoreline stabilization assistance 5. Strengthen environmental partnerships with community partners 6. Look for ways/means to create enhanced environmental initiatives and policies with the agricultural and industrial sectors 	

Objective	3. Encouraging and facilitating balanced growth
Strategic Actions	
<ol style="list-style-type: none"> 1. Increase the supply of serviced land for industrial, commercial and residential uses 2. Explore flexible development incentives 3. Streamline the development approvals process (“one stop shopping”) 4. Host regular information sessions with representatives of the development community to understand their needs and communicate municipal plans, processes and policies 	

Objective	4. Creating economic development opportunities
Strategic Actions	
<ol style="list-style-type: none"> 1. Aggressively promote the municipality as an attractive business location, retirement community and place to visit 2. Implement the Community Improvement Plan (C.I.P.) for the Uptown Core 3. Identify industry needs and partner with educational institutions to provide needed skills questions 4. Lobby other orders of government for funding and special projects 5. Develop a branding strategy/slogan (e.g. “We grow our own...” “Come grow with us”) 6. Investigate public/private partnerships for infrastructure 	

Objective	5. Optimizing the provision of municipal services
Strategic Actions	
<ol style="list-style-type: none"> 1. Develop a succession plan to attract and retain quality employees 2. Review areas to consider for contracting out services 3. Review Municipality’s levels of service 4. Ensure adequate structures and facilities to provide municipal services 5. Undertake “rightsizing “ reviews of each Municipal department 6. Ensure that the Municipality has appropriate technology 	

Objective	6. Effectively communicating and engaging individuals and organizations in the work of the Municipality
Strategic Actions	
<ol style="list-style-type: none"> 1. Regularly meet with upper tier and senior governments 2. Continue the work of the Communications Committee to develop a communications strategy 3. Actively promote the accomplishments of the Municipality 4. Identify mechanisms to raise the profile of Leamington 5. The Mayor to actively communicate with Council and senior administration 	

DETERMINING PRIORITY ACTIONS

Following the development of strategic actions, individuals were asked to review them and to select those actions they felt were most important to begin as soon as possible. Each person made their individual choices (limited to four each) and then the results were tabulated and discussed by the group.

Seven actions were selected as priorities by three or more individuals. They are shown below.

Municipality of Leamington Strategic Planning Session: March 9-11, 2011 Priority Actions	
1.	Complete the financial plan
2.	Actively pursue senior government ongoing flexible funding programs with partners
3.	Continue with our program of sewer replacement
4.	Implement the Community Improvement Program (C.I.P.) program for the Uptown Core
5.	Develop a succession plan to attract and retain quality employees
6.	Lobby senior governments for shoreline stabilization assistance
7.	Identify mechanisms to raise the profile of Leamington

IMPLEMENTATION WORK PLANS

There was a final set of small group discussions to develop activities to support the priority strategic actions. Activities were identified for three of the seven priorities. The three were selected as those requiring considerable new thinking as opposed to ones where the work is well in hand or planned. The implementation plans including activities, responsibilities, resource requirements, timeframes and where possible performance measures are shown following.


Municipality of Leamington
 Strategic Priorities Implementation Workplan
 (March 9-11, 21011)

DRAFT

Strategic Priority Action	Responsibility		Performance Measures: January - December 2011 (What will be the quantifiable results of the activities being completed?)
	Primary	Support	
Actively pursue senior level ongoing flexible funding with partners.	Mayor CAO	Staff	<ul style="list-style-type: none"> Receive support at local and County level Program developed by provincial and/or federal governments Implementation

Activities	Responsibility		Financial Resources Req'd		Timing to Start		
	Primary	Support	Existing	New	2011	2012	2013-14
1. Research past programs (how they were applied)	CAO	Staff	<input type="checkbox"/>		<input type="checkbox"/>		
2. Review with Council	CAO	Council	<input type="checkbox"/>		<input type="checkbox"/>		
3. Mayor reviews with his counterparts in other County municipalities, consults with MPPs	Mayor	Other Mayors	<input type="checkbox"/>		<input type="checkbox"/>		
4. Bring matter up at County Council	Mayor	County Council	<input type="checkbox"/>		<input type="checkbox"/>		
5. Ask for support from other County and Regional governments, and AMO	Warden	Other municipalities	<input type="checkbox"/>		.	<input type="checkbox"/>	
6. Start lobbying provincial and federal groups	Mayors' Group	Staff	<input type="checkbox"/>		.	<input type="checkbox"/>	
7. Municipality to input information and begin to implement the program	CAO	Staff	<input type="checkbox"/>		.	.	<input type="checkbox"/>

Strategic Priority Action	Responsibility		Performance Measures: January - December 2011 (What will be the quantifiable results of the activities being completed?)
	Primary	Support	
Lobby senior governments for shoreline stabilization assistance.	Director of Community Services	<ul style="list-style-type: none"> ERCA Province Federal government 	<ul style="list-style-type: none"> Review C.S.S. Beach Nourishment Study Pilot project scoped Partnership in place for sewer outfall project Hillman Dyke/road C studies completed

Activities	Responsibility		Financial Resources Req'd		Timing to Start		
	Primary	Support	Existing	New	2011	2012	2013-14
	1. Colchester - Point Pelee Beach nourishment	Director of Community Services	<ul style="list-style-type: none"> ERCA and Working Group MTO Point Pelee Kingsville/Essex Department of Fisheries and Oceans 		<input type="checkbox"/>		<input type="checkbox"/> 
2. East Beach/S.E. Leamington - E. Marsh Dyke - Road C - M'tte/Point Pelee - Shoreline (Rocks Berm)	Director of Community Services	<ul style="list-style-type: none"> ERCA Point Pelee Health and Safety Provincial ministries Dr. Schemes 	.	\$35 million for status quo	<input type="checkbox"/> \$125,000 \$100,000 \$100,000	\$2-\$4 million	

Strategic Priority Action	Responsibility		Performance Measures: January - December 2011 (What will be the quantifiable results of the activities being completed?)				
	Primary	Support					
Identify mechanisms to raise the profile of Leamington.	Mayor and CAO	Council and EDO	<ul style="list-style-type: none"> • Brand and slogan • 1 new festival/concert held • Bi-weekly radio/TV spots • Increased web hits 				
Activities	Responsibility		Financial Resources Req'd		Timing to Start		
	Primary	Support	Existing	New	2011	2012	2013-14
1. Identify target market and messaging	EDO	ED Committee	<input type="checkbox"/>		<input type="checkbox"/>		
2. Develop branding and slogan	EDO	ED Committee	.	<input type="checkbox"/>	.		
3. Inventory strengths of community and municipality	EDO	ED Committee	<input type="checkbox"/>	.	.		
4. Promote and market using materials illustrating strengths and strategies and radio/TV spots for Mayor and Council	EDO	Communications Committee	.	<input type="checkbox"/>	.	<input type="checkbox"/>	
5. Foster culture of informal communications based on pride of place through residents/staff/business leaders and participate in Associations	CAO	Management Committee Council and Senior Management	<input type="checkbox"/>	.	<input type="checkbox"/>		
6. Work with community partners to develop and promote festivals (e.g. Canada Day, Seacliff Concert Series, etc.)	EDO	Culture/Recreation	.	<input type="checkbox"/>		<input type="checkbox"/>	

It was agreed that the senior management team will finalize these three implementation work plans and complete the remaining four for review and discussion with Council.

SUMMARY COMMENTS AND NEXT STEPS

Before adjourning, the group reviewed the expectations described at the beginning of the session and agreed that the majority were met. General feedback on the session was positive. It was felt that the agenda and focus of the session was appropriate, and that individuals were able to have frank and open discussions while at the same time being respectful of each other and differing opinions. The use of an outside facilitator kept the discussion focused and moved the agenda forward. The off-site location meant that the group was able to focus without distractions. The mixed small groups allowed for individuals to get to know each other better and share opinions and ideas, and the session provided an opportunity for Council and senior management to work together to shape the direction of the Municipality for the next four years.

The session resulted in a refreshed vision, six strategic objectives and supporting strategic actions. The group identified seven strategic priorities to begin in 2011 and developed implementation work plans including timeframes and resource requirements for three of them.

Before adjourning, the group agreed to the following next steps:

- Facilitator to produce notes summarizing the strategic planning session
- A draft strategic plan to be presented by the facilitator for approval at a Council meeting likely in late April or May, 2011
- Senior management to continue to develop the implementation plans for the priorities identified to begin in 2011
- Council and senior management to conduct an annual review of the strategic plan implementation including reporting on completed strategic actions and identifying priorities for the coming year as input into the budget process
- Results of the annual review of the strategic plan to be broadly communicated

The Mayor thanked everyone for their participation, commented on the high quality of the participation and the comments, and adjourned the session.

**ATTACHMENT:
MUNICIPALITY OF LEAMINGTON
STRATEGIC PLANNING SESSION:
MARCH 9-11, 2011**

Strategic Issues: Small Group Discussions

**ATTACHMENT:
MUNICIPALITY OF LEAMINGTON
STRATEGIC PLANNING SESSION: MARCH 9-11, 2011
STRATEGIC ISSUES: SMALL GROUP DISCUSSIONS**

Strategic Issues - Group A

- Creating economic development opportunities
- Encouraging and facilitating balanced growth
- Available serviced land, industrial, residential, commercial
- Encouraging mix use development, single and multiple residential units
- Flexible development charges and incentives
- Aggressive promotion to bring in new clients
- Customer service - help with development, municipal processes, blueprints, plans, ERCA, MOE, Essex County, etc.
- Seek upper levels of government support, money and lobby them
- Being open for business

Strategic Issues - Group B

- Promote Development
 - Leamington needs to take the lead in completing secondary plans and installing services to create development opportunities in the commercial, industrial and residential sectors in accordance with the approved official plans.
 - Example: Cervini lands
- Fiscal Management Model
 - We need to understand (define) the net value of assets and our debt loads, life cycle replacement cost and cash flow (revenue) and expenditures. Having this information will give us a better understanding of our capacity to finance future growth projects
- Environmental Quality
 - Initiate an overall green community commitment to make Leamington a leader in environmental initiatives (i.e. shoreline, agricultural, water quality, sewer separation, industrial, tourism)
 - Example:
 1. Enhanced inspections of septic tanks
 2. Shoreline: Colchester/S.E. Leamington erosion (management)
 3. Need to find a way to partner with industry/agriculture to promote environmental quality as a community partner
 4. Partner level involvement, senior levels of government
- Promote Accessibility
 - To create a plan which promotes Leamington as an accessible community
 - Example: Audible intersection lights
- Communication Strategy
(ran out of time to complete)

Strategic Issues - Group C

- Ensuring Municipality is financially viable for the long-term
- Need to increase development and investment opportunities
- Attracting visitors and promoting tourism
- Viewing all decisions through an environmental lens
- Enhancing cultural diversity
- Developing a communication plan

REPORT

TO: MAYOR AND MEMBERS OF COUNCIL

**FROM: AMANDA SMITH,
MANAGER OF CULTURE & RECREATION SERVICES**

DATE: April 30, 2011

RE: LEAMINGTON TRIATHLON WEEKEND

AIM:

To report to Council relative to the staging of the annual Leamington Triathlon Weekend on June 18 - 19, 2011.

BACKGROUND:

The Municipality has received a letter from the race directors of the Leamington Triathlon (Mr. Ben Balkwill and Mr. Chad Jeffery) requesting permission to stage the annual Leamington Triathlon Weekend on June 18 and 19, 2011. Typically some 350 - 400 athletes participate.

Some of the highlights are as follows:

Saturday June 18, 2011, 9:00 a.m. at the LKRC:

- Kids of Steel Triathlon (ages 3-15)
- Adult Try-a-Tri (adult beginners triathlon)
- Adult Do-a-Du (adult beginners duathlon)

Sunday June 19, 2011, at the Waterfront Promenade / Municipal Marina:

- Tomatoman Sprint Triathlon (over 16 competition)
- Tomatoman Sprint Duathlon (over 16 competition)

The Race Directors have requested the usual considerations respecting the use of the Municipal Parking Lot at the Erie St Promenade Plaza, street closures and OPP assistance for the various races, and in-kind contributions by way of waiver of fees for the use of the pool and barricades all of which are as per past years.

The Race Directors expect to be able to facilitate a donation of approximately \$4000 to the municipality from the proceeds of this event, which will continue to be applied to the purchase of equipment for the new MCR trail extension.

COMMENTS:

1. Administration has no objection to the request for the use of the Municipal Parking Lot, the Promenade / Marina, and the Leamington Kinsmen Recreation Complex facilities for staging this event.

2. OPP have requested that Council pass a resolution approving the following street closures:

a) Children's/Beginner's Triathlon - Leamington Kinsmen Recreation Complex - Saturday, June 18th, 2011:

The cyclists will leave the Kinsmen Complex parking lot and proceed west onto Ellison Street, turning right (north) onto Nicholas Street to the corner of Oak Street. They will then turn right (east) onto Oak Street. They will proceed to Sherk Street where they will turn right (south). This course will be repeated several times to achieve required distance.

Therefore the following closures are required:

- i. Eastbound lane closure of Oak Street West from Nicholas Street to Sherk Street;
- ii. Partial closure of Nicholas Street - Southbound traffic only;
Ellison Avenue - Eastbound traffic only;
Southbound Sherk Street (Eastside) from Oak to Ellison - can remove this as they use the bike lanes.

The cycling component of the race should start at 9:00 a.m. and be complete by 12:00 p.m.

For information purposes this route has been utilized for past events and has not created inconvenience to residents or police services. The total cost for policing for the Saturday, June 18th, 2011 will be the responsibility of the Organizing Committee.

b) Leamington Tomatoman Sprint Duathlon/Triathlon - Promenade Plaza - Sunday, June 19th, 2011:

The cyclists will leave the Transition Area at foot of Erie Street and proceed north on Erie Street to turn right on Seacliff Drive. They will continue east on Seacliff Drive and proceed east past the Bevel Line on Seacliff Drive past Road 12. They will turn south on Mersea Rd. 19 to 700m beyond Mersea Road B where they will turn around. They will retrace the route completely finish at the Transition Area at the foot of Erie Street.

Therefore the Race Directors are requesting OPP assistance with traffic control at the following locations:

- i. Robson Road and Erie Street;
- ii. Erie Street and Seacliff Drive;
- iii. Robson Road and Cherry Lane;
- iv. Cherry Lane and Seacliff Drive;
- v. Seacliff Drive and Bevel Line Road;
- vi. Seacliff Drive and Road 12.

Leamington O.P.P., through their meetings with the Organizing Committee, recommend traffic on Robson Road (from Erie Street South to Cherry Lane) be closed to allow the runners to cross Robson Road as they run onto the trail to Seacliff Drive, turnaround and return for their out and back route at 8:00 a.m. and to be completed by 10:00 a.m. on Sunday, June 19th, 2011.

c) Leamington Tomato Sprint Duathlon/Triathlon - Promenade Plaza - Sunday, June 19th, 2011:

The runners will leave the Transition Area at foot of Erie Street and proceed east along the Marina Promenade inside the Marina parking lot entrance, turning west on Robson Road, then turning north onto the trail to Seacliff Drive. The runners will then turn around and retrace their route back onto Robson Road, to the Marina parking lot entrance and back along the Marina Promenade. The runners will repeat this route to have finished two (2) full laps equalling the required 5K distance.

It should be noted that it will be the responsibility of the Organizing Committee to notify those business entities which may be impacted by the proposed running/biking routes and events schedules.

The total cost for policing for the Sunday, June 19th, 2011 event will be the responsibility of the Organizing Committee.

3. 2011 Triathlon In-Kind Requests:

As in the past, since the proceeds from the above event are to be reinvested into the municipal Trails system, Administration is recommending the following in-kind items:

- Kinsmen Recreation Complex Pool Rental \$300.00
- Use of the Municipal Parking Lot (Erie Street Promenade Plaza)
- Use of steel special event fencing \$350.00

4. The organizing committee to provide the Municipal Clerk with certificate of insurance in the amount of \$2,000,000 for the staging of this event with the Municipality of Leamington named as additional insured.

FINANCIAL IMPACT:

There is a positive financial impact from the event since the proceeds anticipated at approximately \$4,000 will go towards the purchase of equipment for the MCR Trail.

The coordinators of the Leamington Triathlon Weekend pay for all policing costs associated with the event.

RECOMMENDATION:

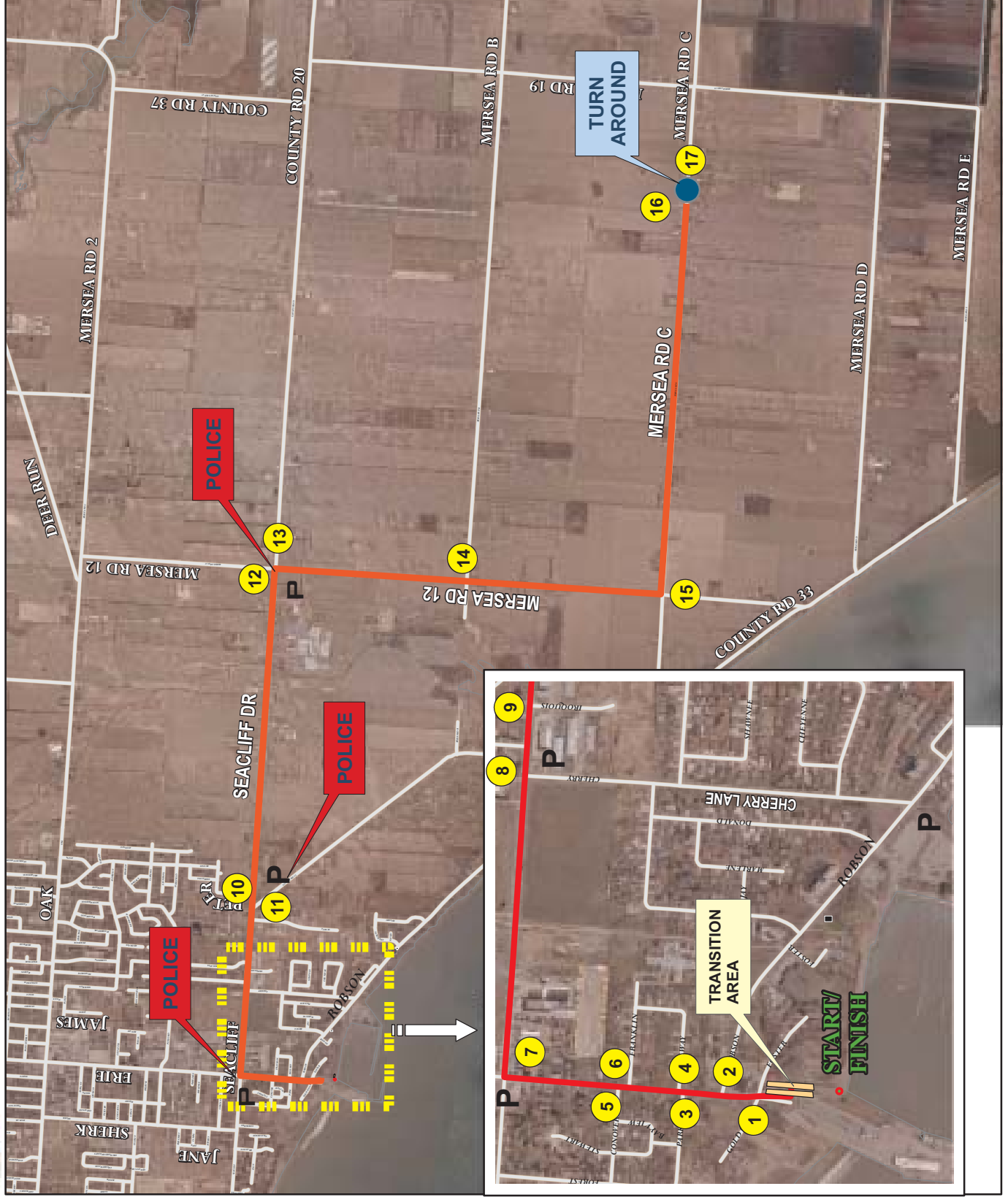
THAT the request of the “Leamington Triathlon Weekend” planning committee to utilize the municipal facilities and close the streets as outlined in Report REC 13/11, be approved, subject to the parties staging the events in a manner satisfactory to municipal officials;

AND FURTHER, subject to the planning committee providing the Municipal Clerk with a satisfactory certificate of insurance and with the Municipality named as additional insured.

Signed: _____
Amanda Smith
Manager of Culture & Recreation Services

Signed: _____
John Tofflemire
Director of Community Services

TRIATHLON/DUATHLON - BIKE COURSE



Volunteers

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____

P - POLICE **# VOLUNTEER**



K.O.S / ADULT TRY-A-TRI - RUN COURSE

KIDS of STEEL

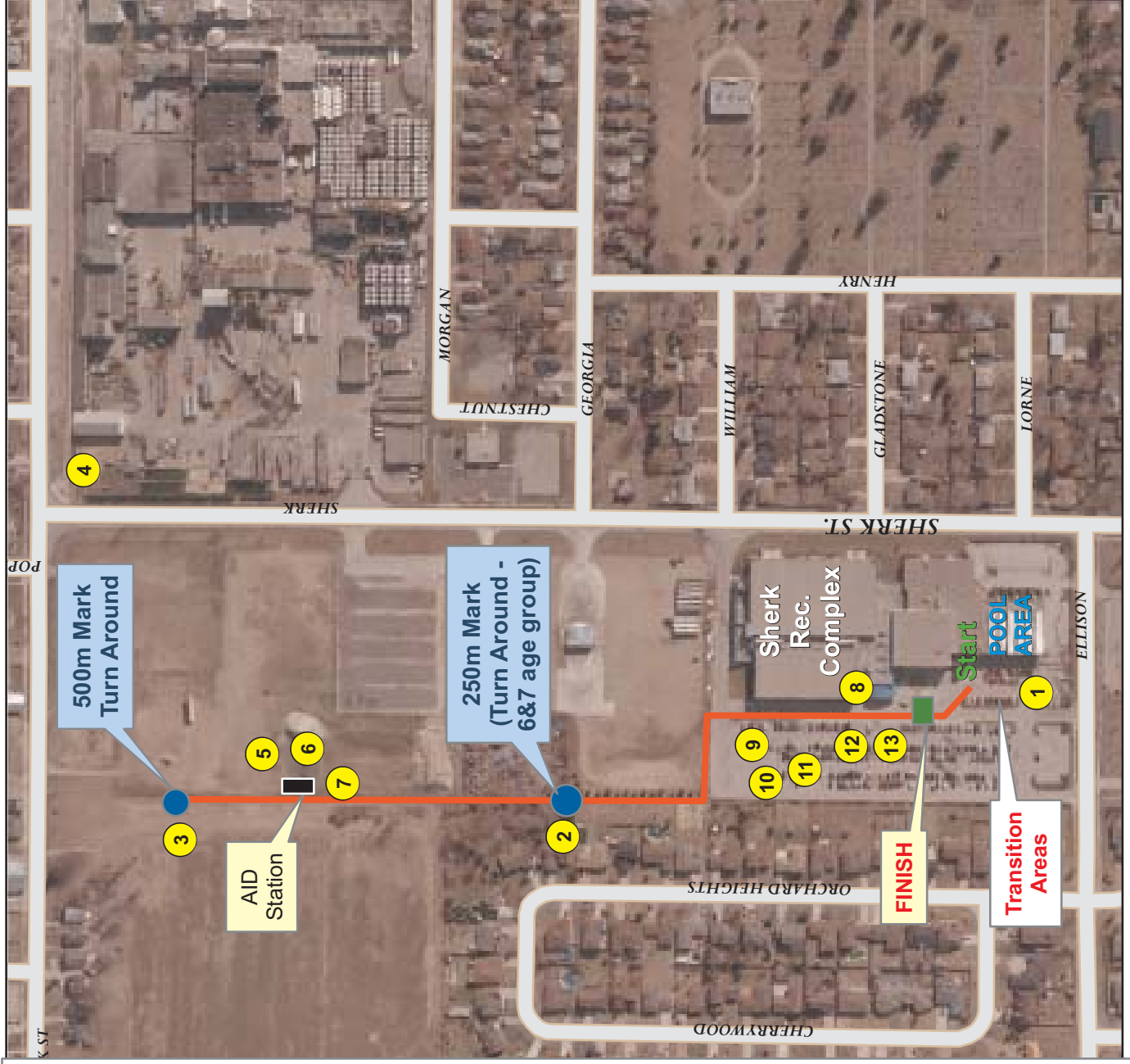


VOLUNTEERS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

RUN TURN # LAPS

- 12. = Caller (Race #'s)
- 13. = Clipboard



POOL LAP COUNTERS

- P1. _____
- P2. _____
- P3. _____
- P4. _____
- P5. _____
- P6. _____

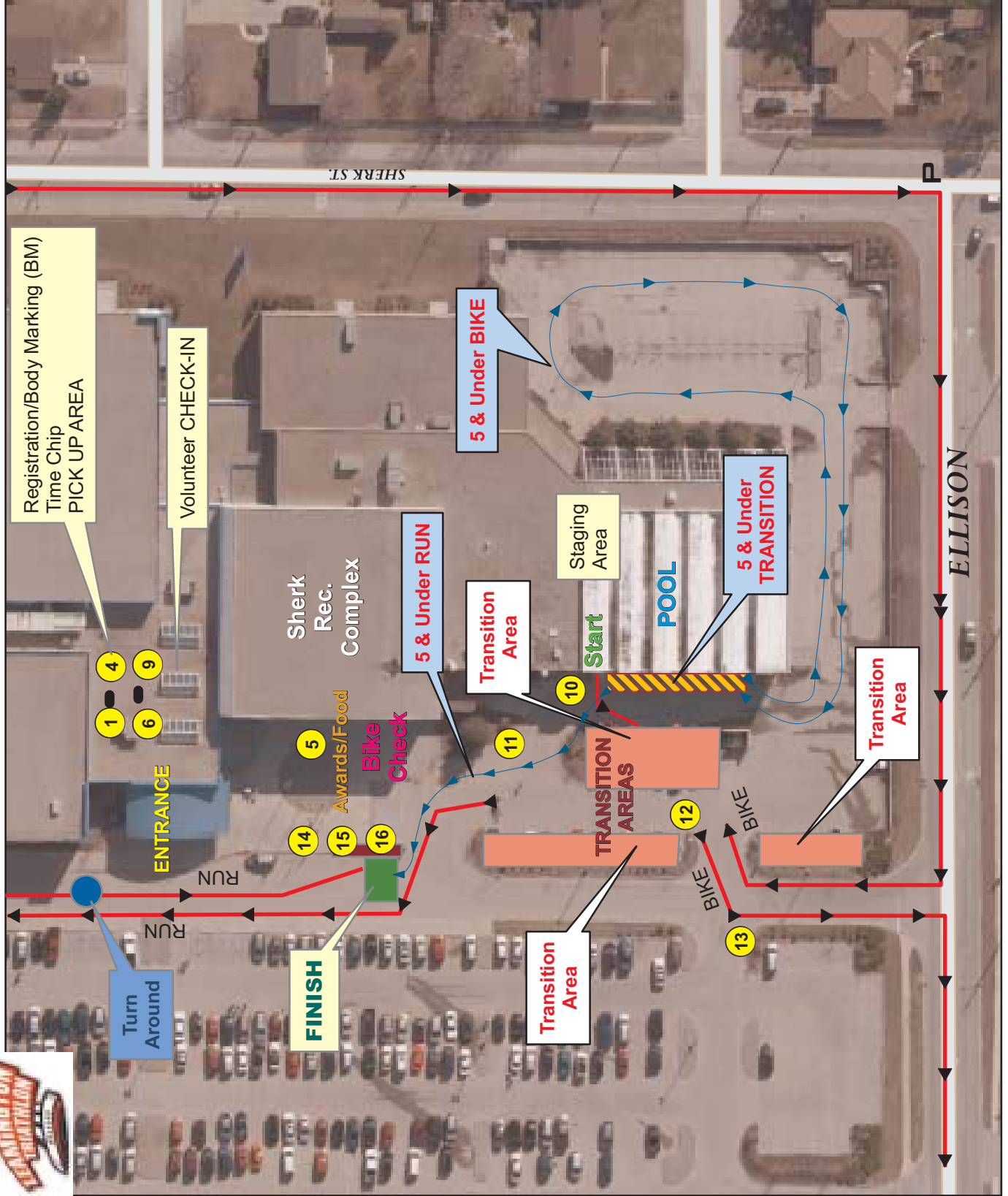
- WATER STATION
- # VOLUNTEER
- RUN ROUTE

61 of 102



K.O.S / ADULT TRY-A-TRI + 5 & UNDER COURSE

SWIM, TRANSITION, REGISTRATION, TRANSITION & FINISH AREA



Volunteers

Reg1. _____

Reg2. _____

Reg3. _____

Reg4. _____

Food5. _____

BM6. _____

BM7. _____

BM8. _____

BM9. _____

10. _____

11. _____

12. _____

13. _____

Chip14. _____
Collection

Freezies15. _____

Medals16. _____

P - POLICE

VOLUNTEER

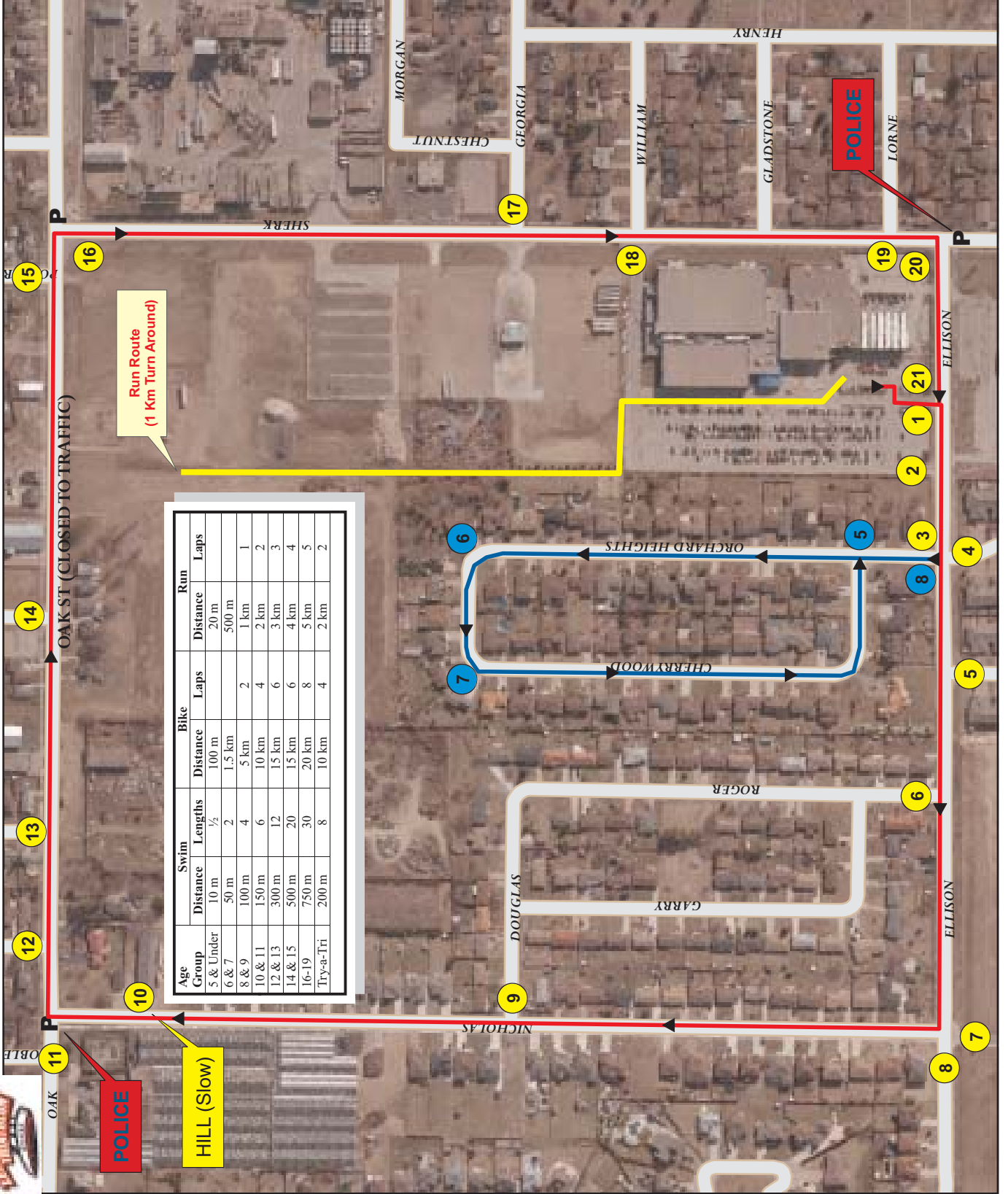
— RUN/BIKE ROUTES

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K.O.S / ADULT TRY-A-TRI - BIKE COURSE

Kids of Steel



Run Route
(1 Km Turn Around)

Age Group	Swim		Bike		Run	
	Distance	Lengths	Distance	Laps	Distance	Laps
5 & Under	10 m	1/2	100 m		20 m	
6 & 7	50 m	2	1.5 km		500 m	
8 & 9	100 m	4	5 km	2	1 km	1
10 & 11	150 m	6	10 km	4	2 km	2
12 & 13	300 m	12	15 km	6	3 km	3
14 & 15	500 m	20	15 km	6	4 km	4
16-19	750 m	30	20 km	8	5 km	5
Try-a-Tri	200 m	8	10 km	4	2 km	2

Volunteers

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

P - POLICE

VOLUNTEER RUN ROUTE

BIKE ROUTE

6 & 7 AGE GROUP BIKE ROUTE

63 of 102

REPORT

TO: MAYOR AND COUNCIL

FROM: DENISE MCGREGOR, PLANNING TECHNICIAN

DATE: APRIL 19, 2011

SUBJECT: APPLICATION FOR SITE PLAN CONTROL APPROVAL
PROPOSED MULTI-UNIT RESIDENTIAL DEVELOPMENT
SAM NEHMETALLAH
70 ELLIOTT STREET, LEAMINGTON

AIM:

To report upon an application for site plan control for a proposed multi-unit residential development located at 70 Elliott Street.

BACKGROUND:

Staff received an application from the owner of the subject property to construct an additional two unit dwelling at 70 Elliott Street. The property consists of a two unit dwelling that was constructed in August 2009. The owner is proposing an additional two unit dwelling to be constructed on this site.

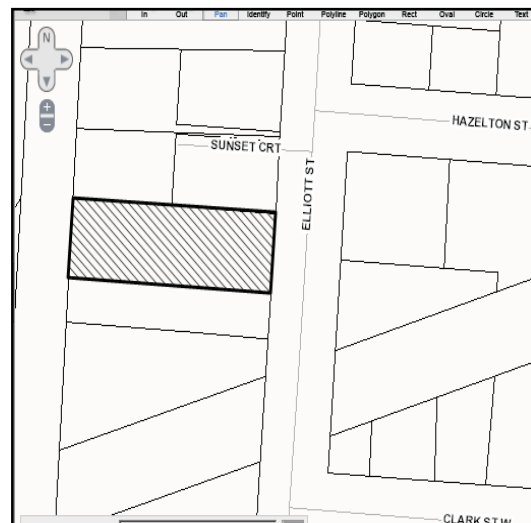
Property Description:

The subject property is described as Part Lot 24, Plan 197 and Part 3 on Plan 12R-22530, locally known as 70 Elliott Street, in the Municipality of Leamington. See key map attached.

The subject property is 12,991 sq. ft. The property fronts on Elliott Street. There are residential uses to the north, south and east of the subject property. The municipal trail is located to the west.

Proposal:

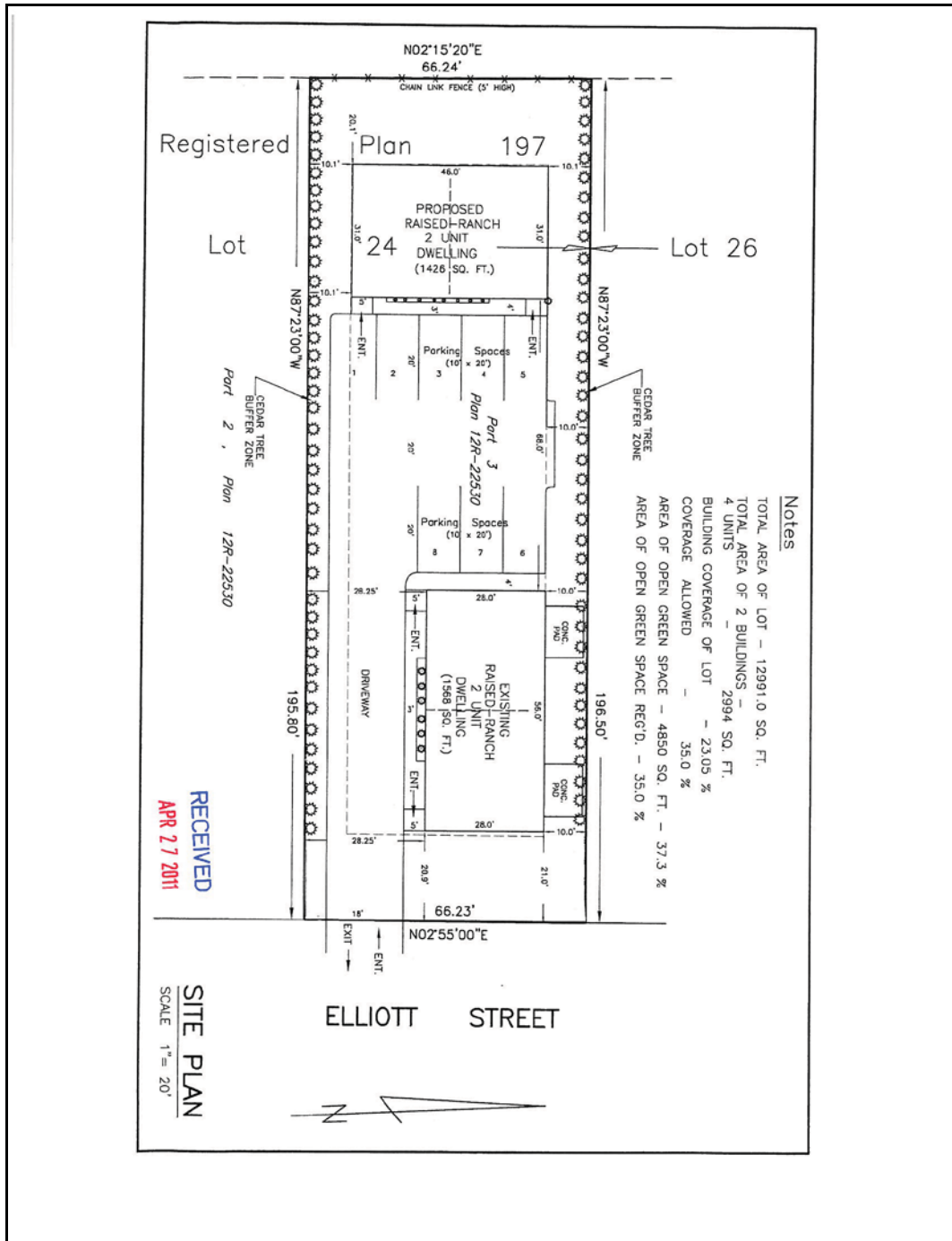
The owner proposes to construct a 1,426 square foot two unit dwelling. This will be in addition to a 1,568 square foot, two unit dwelling that was constructed in 2009. The owner is providing 8 parking spaces which complies with the provisions of the zoning by-law. The owner is also providing buffering along the north and south property lines. A 5' chain link fence is proposed to buffer this property from the proposed municipal trail along the west property line.



Site Plan Details:

The subject property is zoned R4 (Residential Zone) on Map 35 of the Municipality of Leamington Zoning By-law No. 890-09. The property is designated Residential on Schedule A6-B in the Official Plan approved February 5, 2008. The proposed development complies with the provisions set out in Official Plan and the Zoning By-law.

The site plan received April 27, 2011, was prepared by the owner and is being recommended by Municipal staff.



Other Provisions:

The proposed site plan agreement contains standard provisions that provide for matters such as securities, cash-in-lieu of parkland, payment of development charges, and issuance of building permits all in accordance with the development policies approved by the Municipal Council.

CONSULTATION AND CONCLUSION:

Administration has completed their review of the proposed site plan as part of the pre-consultation process.

The Municipality of Leamington may exercise the site plan powers assigned to it under Section 41 of the Planning Act, 1990. Its objectives in using these powers are:

- (a) To ensure property standards of site design for new development;
- (b) To ensure safety and efficiency of vehicular and pedestrian access;
- (c) To minimize incompatibilities between new and existing development;
- (d) To control the location of driveways, parking, loading and garbage collection facilities;
- (e) To ensure easements or grading and alteration necessary to provide for public utilities and site drainage;
- (f) To ensure that the development proposed is built and maintained as approved by Council.

It is administration's opinion that the proposed development is in compliance with the objectives of the Planning Act and the Municipality's policies.

RECOMMENDATION:

THAT the site plan be approved for the multi-unit residential development located at 70 Elliott Street (Sam Nehmetallah) as outlined in Report PLA 17/11;

AND FURTHER, that the Mayor and Clerk be authorized to execute the site plan agreement.

Respectfully submitted,

Denise McGregor,
Planning Technician

Tracey Pillon-Abbs,
Manager of Planning Services

Douglas E. Morrish,
Director of Development Services

REPORT

TO: MAYOR AND COUNCIL
FROM: DENISE MCGREGOR, PLANNING TECHNICIAN
DATE: APRIL 29, 2011
SUBJECT: APPLICATION FOR SITE PLAN CONTROL APPROVAL
 PROPOSED PARKING LOT
 BAKER INVESTMENTS
 265 ERIE STREET SOUTH, LEAMINGTON

AIM:

To report upon an application for site plan control for a proposed parking lot development located at 265 Erie Street South.

BACKGROUND:

Staff received an application from the owner of the subject property to construct a parking lot to be located on 265 Erie Street South. The owner has demolished a commercial building (Dairy Queen) to construct a parking area to provide additional parking for the “Shopper’s Drug Mart” plaza.

Property Description:

The subject property is described as Part Lot 6, Concession 1, Part 1 on Plan EXR 14 and Part 2 on Plan 12R-6864, locally known as 265 Erie Street South, in the Municipality of Leamington. See key map attached.

The subject property is 12,621 sq. ft. The property fronts Erie Street South. There are commercial and residential uses to the north, commercial uses to the south and east of the subject property and a retirement home to the west of the property.



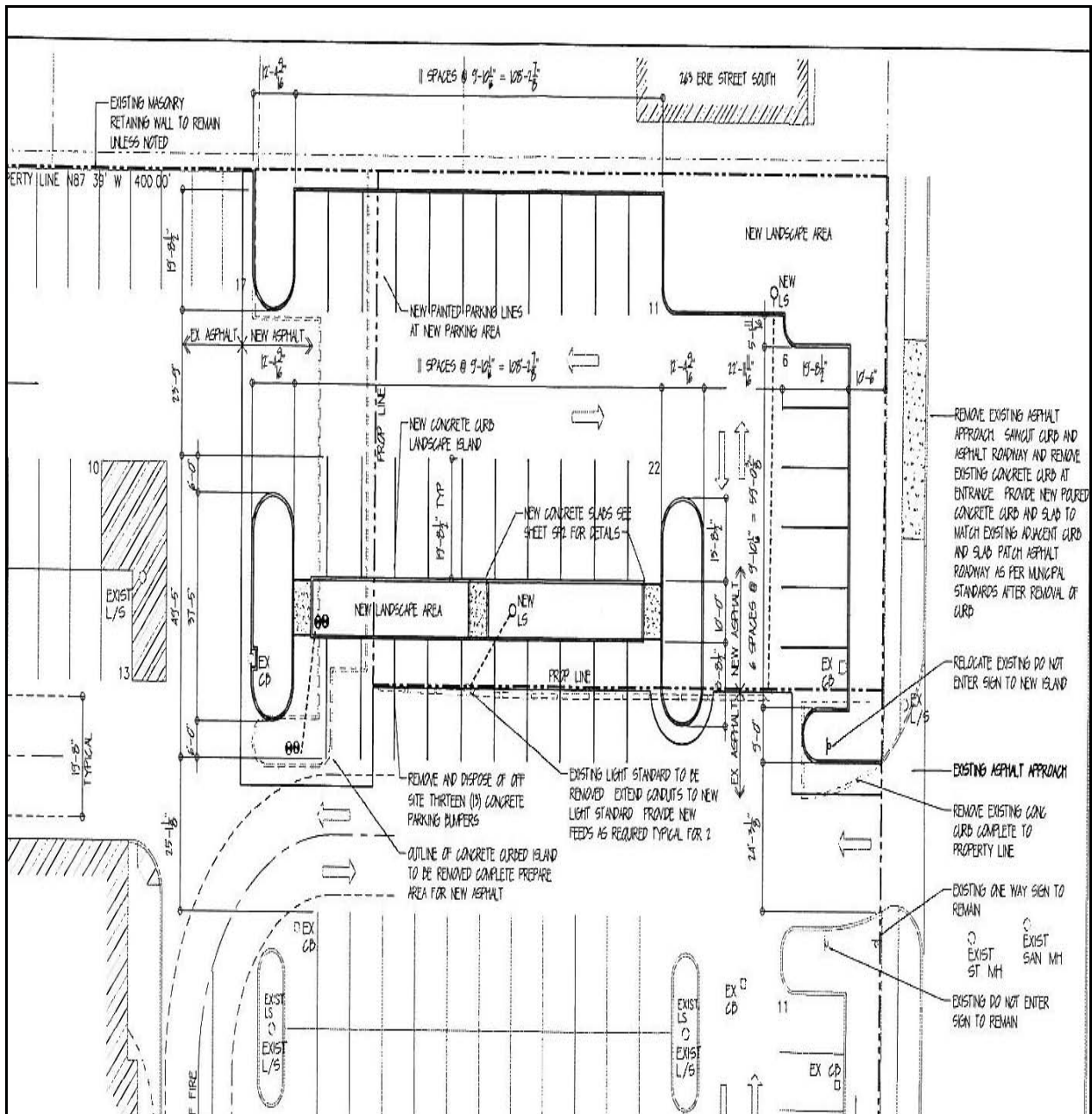
Proposal:

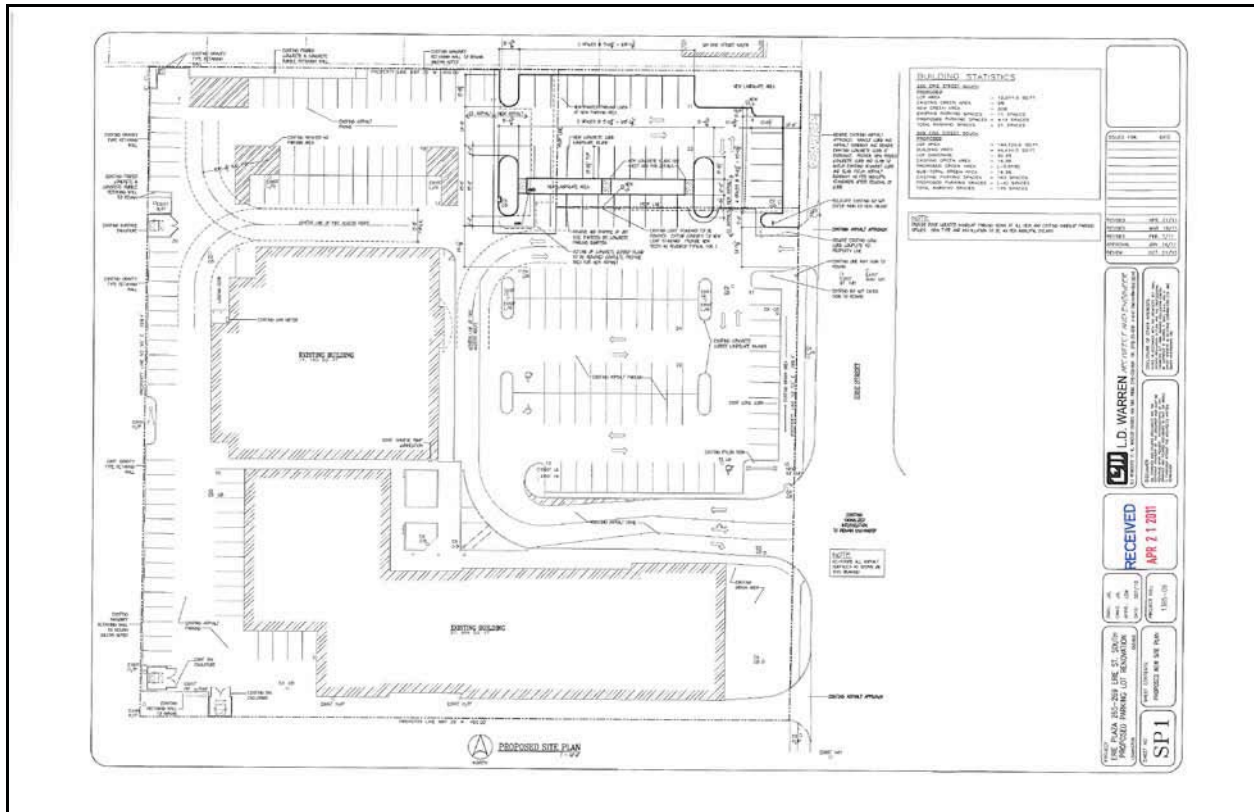
The owner proposes to construct a parking lot and reconfigure the site to provide 37 parking spaces to be used in addition to the parking located at 269 Erie Street South known as the Shopper’s Drug Mart plaza. A westerly portion of the subject property is currently being used as a parking area for the existing plaza. The retaining wall separating the subject property from the residential properties is to remain. The existing approach will be removed and the access will be from the adjacent property. There will be additional light standards installed on the traffic island and on the northeast portion of the new parking lot near the new landscaped area.

Site Plan Details:

The subject property is zoned C6 (Commercial General Zone) and C3-4 (Commercial Shopping Centre Zone) on Map 47 of the Municipality of Leamington Zoning By-law No. 890-09. The property is designated Erie St. S. Commercial District on Schedule A6-C in the Official Plan approved February 5, 2008. The proposed development complies with the provisions set out in Official Plan and the Zoning By-law.

The site plan received April 21, 2011, was prepared by L. D. Warren Architect and Engineer and is being recommended by Municipal staff.





Other Provisions:

The proposed site plan agreement contains standard provisions that provide for matters such as securities, cash-in-lieu of parkland, payment of development charges, and issuance of building permits all in accordance with the development policies approved by the Municipal Council.

CONSULTATION AND CONCLUSION:

Administration has completed their review of the proposed site plan as part of the pre-consultation process.

The Municipality of Leamington may exercise the site plan powers assigned to it under Section 41 of the Planning Act, 1990. Its objectives in using these powers are:

- (a) To ensure property standards of site design for new development;
- (b) To ensure safety and efficiency of vehicular and pedestrian access;
- (c) To minimize incompatibilities between new and existing development;
- (d) To control the location of driveways, parking, loading and garbage collection facilities;

- (e) To ensure easements or grading and alteration necessary to provide for public utilities and site drainage;
- (f) To ensure that the development proposed is built and maintained as approved by Council.

It is administration's opinion that the proposed development is in compliance with the objectives of the Planning Act and the Municipality's policies.

RECOMMENDATION:

THAT the site plan be approved for the proposed commercial parking lot located at 265 Erie Street South (Baker Investments Limited) as outlined in Report PLA 23/11;

AND FURTHER, that the Mayor and Clerk be authorized to execute the site plan agreement.

Respectfully submitted,

Denise McGregor,
Planning Technician

Tracey Pillon-Abbs,
Manager of Planning Services

Douglas E. Morrish,
Director of Development Services

/dm

T:\Development\Reports\2011 Reports\Planning\Planning - Word document\PLA-23-11 265 Erie St S - Parking Lot.docx

REPORT

TO: MAYOR AND MEMBERS OF COUNCIL
FROM: TRACEY PILLON-ABBS, MANAGER OF PLANNING SERVICES
DATE: APRIL 28, 2011
SUBJECT: ZONING BY-LAW AMENDMENT REQUEST
PROPOSED AGRICULTURAL ZONING
ZBA 36 - 570 TALBOT ROAD EAST (KLASSEN)

AIM:

To report upon a request to schedule the required public meeting to consider a proposed zoning by-law amendment for property located on 570 Talbot Road East.

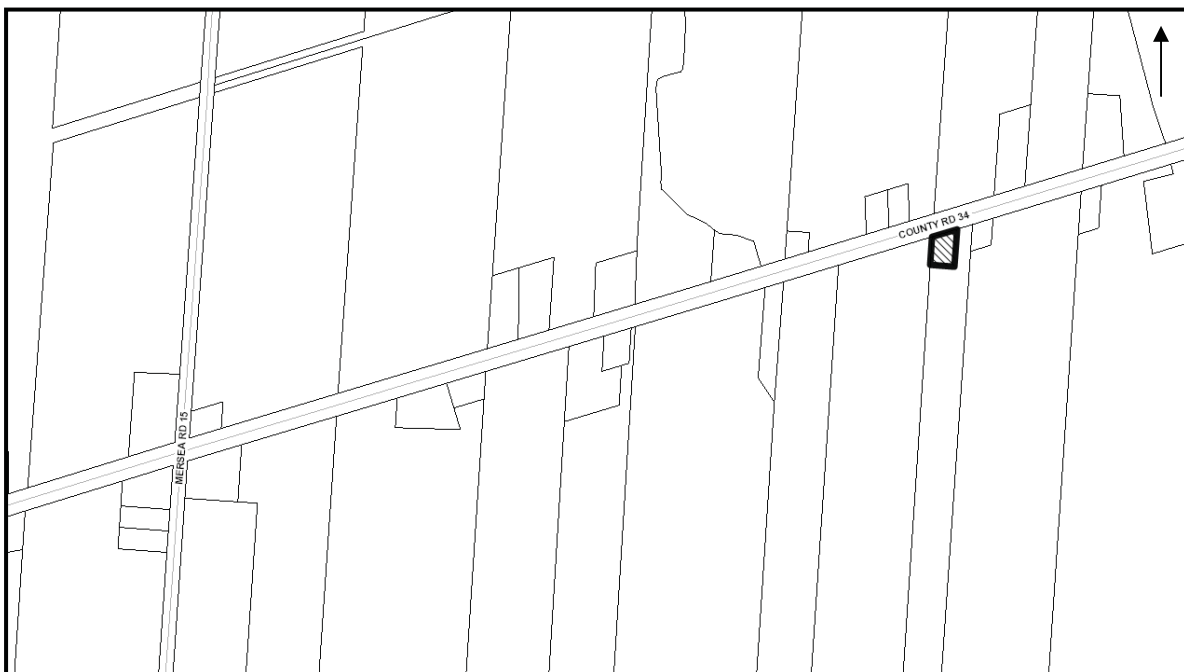
BACKGROUND:

Purpose of Application:

Staff has received an application for re-zoning by the owners of the property, to amend the agricultural zoning for the subject lands as part of a condition of approval for consent application (B/33/10) on the subject lands.

Property Description:

The subject property is described as Concession STR, East Part Lot 230 locally known as 570 Talbot Road East in the former Township of Mersea, now a portion of the Municipality of Leamington (see key map).



Currently, the subject property has a residential dwelling along with accessory structures. The lot will maintain frontage on Talbot Road East. There are agricultural uses abutting the subject lands.

COMMENTS AND ANALYSIS:

Provincial Policy Statement (PPS):

According to section 2.3.3.1 of the PPS, in prime agricultural areas, permitted uses and activities include agricultural uses, secondary uses and agriculture-related uses.

County of Essex Official Plan 2005 (OP):

The subject land is designated within the County of Essex Agricultural Area on Schedule "A" in the County OP. The goal is to protect prime agricultural areas for agricultural purposes to ensure the continued long term availability of this resource;

Leamington Official Plan, 2008 (OP):

The subject property is designated Agricultural on Schedule "A-4" the Leamington OP. The goal is to preserve prime agricultural land for agricultural purposes and to restrict the type and amount of non-farm development.

Leamington Zoning:

The subject property is currently zoned Agricultural General Zone (A1) on Map 51 in Zoning By-law #890-09.

The property owner requested that the Committee of Adjustment, at their meeting of August 31, 2010, consider to sever a 120' x 170' surplus dwelling lot and retain a 26 acre farm parcel.

Consent may be granted to sever an existing residential dwelling from a farm that is considered surplus to the needs of the farm operation as a result of a farm consolidation on condition that a successful application for zoning by-law amendment is obtained to change the zone of the severed lands from Agricultural General (A1) to Agricultural Residential (A5).

CONSULTATION:

Administration has completed their review of the proposed application as part of the pre-consultation process.

As set out in the Planning Act, a complete application includes any 'prescribed information' identified in the regulations of the Planning Act and any 'additional information' required by the municipality, as identified in its official plan.

Due to the nature of the proposed zoning change it is Administration's position that additional information is not required.

CONCLUSION:

As part of the new Bill 51 regulations of the Planning Act, pre-consultation was used to review all the 'prescribed information' and any 'additional information' required in order to consider the application complete. Prior to deeming the application complete, Section 34 (10.3) of the Act sets out that Council must receive all the information or material it needs to make a decision.

Administration suggests that this matter should now proceed to a public meeting. The date for the required public meeting is requested to be scheduled for **Monday, June 6, 2011 at 7:00 pm.**

Notice of public meeting will be circulated to all commenting agencies, municipal departments and abutting landowners within 120 m (400 ft) of the subject property. Notice will also be posted on site. As part of the new Bill 51, all information will be made available to the public and commenting agencies.

A report by Administration will not be presented to Council after the public meeting, unless there are concerns raised at the public meeting. It is requested that Council consider the amending by-law for the zoning by-law amendment approval the same night as the public meeting.

Therefore, it is administration's opinion that;

- i) The application is consistent with the policy statements issued under subsection 3 (1) of the Planning Act.
- ii) The application conforms to or does not conflict with any applicable provincial plan or plans.
- iii) The development proposed is in keeping with the overall goals and policies of the Official Plan.
- iv) The proposed amendment does meet the criteria used when considering applications to amend the zoning by-law.

Once a decision for Zoning By-Law amendment has been made and notices sent out, there would be an appeal period in the case that there are any objections to the Ontario Municipal Board (OMB).

As set out under Bill 51 of the Planning Act, the OMB is required not only to have regard to Council's decision, but the basis on which the decision is made. In order to ensure that the OMB has regard to Council's decision, Council should be able to demonstrate that its decision was fully supported by relevant information and that the information was considered by Council.

RECOMMENDATION:

THAT Council declare that the application was reviewed and deemed to be complete pursuant to the requirements of the *Planning Act* to consider a zoning by-law amendment for property located at Concession STR, East Part Lot 230 locally known as 570 Talbot Road East as part of a condition for B/33/10 to change the zone from Agricultural General Zone (A1) to Agricultural Residential Zone (A5), as outlined in Report PLA 18/11;

AND THAT Administration be directed to schedule the required public meeting for Monday, June 6, 2011 at 7:00 pm.

AND THAT if no concerns are raised at the public meeting the Clerk be directed to forward the amending by-law to Council for its consideration.

Respectfully submitted,

Tracey Pillon-Abbs,
Manager of Planning Services

Douglas E. Morrish,
Director of Development Services

/tpa

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REPORT

TO: MAYOR AND MEMBERS OF COUNCIL
FROM: TRACEY PILLON-ABBS, MANAGER OF PLANNING SERVICES
DATE: APRIL 28, 2011
SUBJECT: ZONING BY-LAW AMENDMENT REQUEST
PROPOSED AGRICULTURAL ZONING
ZBA 37 - 1407 MERSEA ROAD 5 EAST (KELLER BROS GREENHOUSES INC)

AIM:

To report upon a request to schedule the required public meeting to consider a proposed zoning by-law amendment for property located on 1407 Mersea Road 5 East.

BACKGROUND:

Purpose of Application:

Staff has received an application for re-zoning by the owners of the property, to amend the agricultural zoning for the subject lands as part of a condition of approval for consent application (B/24/10) on the subject lands.

Property Description:

The subject property is described as Concession 5, South Part Lot 14 locally known as 1407 Mersea Road 5 East in the former Township of Mersea, now a portion of the Municipality of Leamington (see key map).



Currently, the subject property has a residential dwelling along with accessory structures. The lot will maintain frontage on Mersea Road 5 East. There are agricultural uses abutting the subject lands.

COMMENTS AND ANALYSIS:

Provincial Policy Statement (PPS):

According to section 2.3.3.1 of the PPS, in prime agricultural areas, permitted uses and activities include agricultural uses, secondary uses and agriculture-related uses.

County of Essex Official Plan 2005 (OP):

The subject land is designated within the County of Essex Agricultural Area on Schedule "A" in the County OP. The goal is to protect prime agricultural areas for agricultural purposes to ensure the continued long term availability of this resource;

Leamington Official Plan, 2008 (OP):

The subject property is designated Agricultural on Schedule "A-4" the Leamington OP. The goal is to preserve prime agricultural land for agricultural purposes and to restrict the type and amount of non-farm development.

Leamington Zoning:

The subject property is currently zoned Agricultural General Zone (A1) on Map 26 in Zoning By-law #890-09.

The property owner requested that the Committee of Adjustment, at their meeting of August 31, 2010, consider to sever a 45.7m x 61m surplus dwelling lot and retain a 10.76 ha farm parcel.

Consent may be granted to sever an existing residential dwelling from a farm that is considered surplus to the needs of the farm operation as a result of a farm consolidation on condition that a successful application for zoning by-law amendment is obtained to change the zone of the severed lands from Agricultural General (A1) to Agricultural Residential (A5).

CONSULTATION:

Administration has completed their review of the proposed application as part of the pre-consultation process.

As set out in the Planning Act, a complete application includes any 'prescribed information' identified in the regulations of the Planning Act and any 'additional information' required by the municipality, as identified in its official plan.

Due to the nature of the proposed zoning change it is Administration's position that additional information is not required.

CONCLUSION:

As part of the new Bill 51 regulations of the Planning Act, pre-consultation was used to review all the 'prescribed information' and any 'additional information' required in order to consider the application complete. Prior to deeming the application complete, Section 34 (10.3) of the Act sets out that Council must receive all the information or material it needs to make a decision.

Administration suggests that this matter should now proceed to a public meeting. The date for the required public meeting is requested to be scheduled for **Monday, June 6, 2011 at 7:00 pm.**

Notice of public meeting will be circulated to all commenting agencies, municipal departments and abutting landowners within 120 m (400 ft) of the subject property. Notice will also be posted on site. As part of the new Bill 51, all information will be made available to the public and commenting agencies.

A report by Administration will not be presented to Council after the public meeting, unless there are concerns raised at the public meeting. It is requested that Council consider the amending by-law for the zoning by-law amendment approval the same night as the public meeting.

Therefore, it is administration's opinion that;

- i) The application is consistent with the policy statements issued under subsection 3 (1) of the Planning Act.
- ii) The application conforms to or does not conflict with any applicable provincial plan or plans.
- iii) The development proposed is in keeping with the overall goals and policies of the Official Plan.
- iv) The proposed amendment does meet the criteria used when considering applications to amend the zoning by-law.

Once a decision for Zoning By-Law amendment has been made and notices sent out, there would be an appeal period in the case that there are any objections to the Ontario Municipal Board (OMB).

As set out under Bill 51 of the Planning Act, the OMB is required not only to have regard to Council's decision, but the basis on which the decision is made. In order to ensure that the OMB has regard to Council's decision, Council should be able to demonstrate that its decision was fully supported by relevant information and that the information was considered by Council.

RECOMMENDATION:

THAT Council declare that the application was reviewed and deemed to be complete pursuant to the requirements of the *Planning Act* to consider a zoning by-law amendment for property located at Concession 5, South Part Lot 14 locally known as 1407 Mersea Road 5 East as part of a condition for B/24/10 to change the zone from Agricultural General Zone (A1) to Agricultural Residential Zone (A5), as outlined in Report PLA 19/11;

AND THAT Administration be directed to schedule the required public meeting for Monday, June 6, 2011 at 7:00 pm.

AND THAT if no concerns are raised at the public meeting the Clerk be directed to forward the amending by-law to Council for its consideration.

Respectfully submitted,

Tracey Pillon-Abbs,
Manager of Planning Services

Douglas E. Morrish,
Director of Development Services

/tpa

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REPORT

TO: MAYOR AND MEMBERS OF COUNCIL

FROM: TRACEY PILLON-ABBS, MANAGER OF PLANNING SERVICES

DATE: APRIL 28, 2011

SUBJECT: ZONING BY-LAW AMENDMENT REQUEST
 PROPOSED AGRICULTURAL ZONING
 ZBA 38 - 1421 MERSEA ROAD 5 EAST (TRIPLE K FARMS LTD)

AIM:

To report upon a request to schedule the required public meeting to consider a proposed zoning by-law amendment for property located on 1421 Mersea Road 5 East.

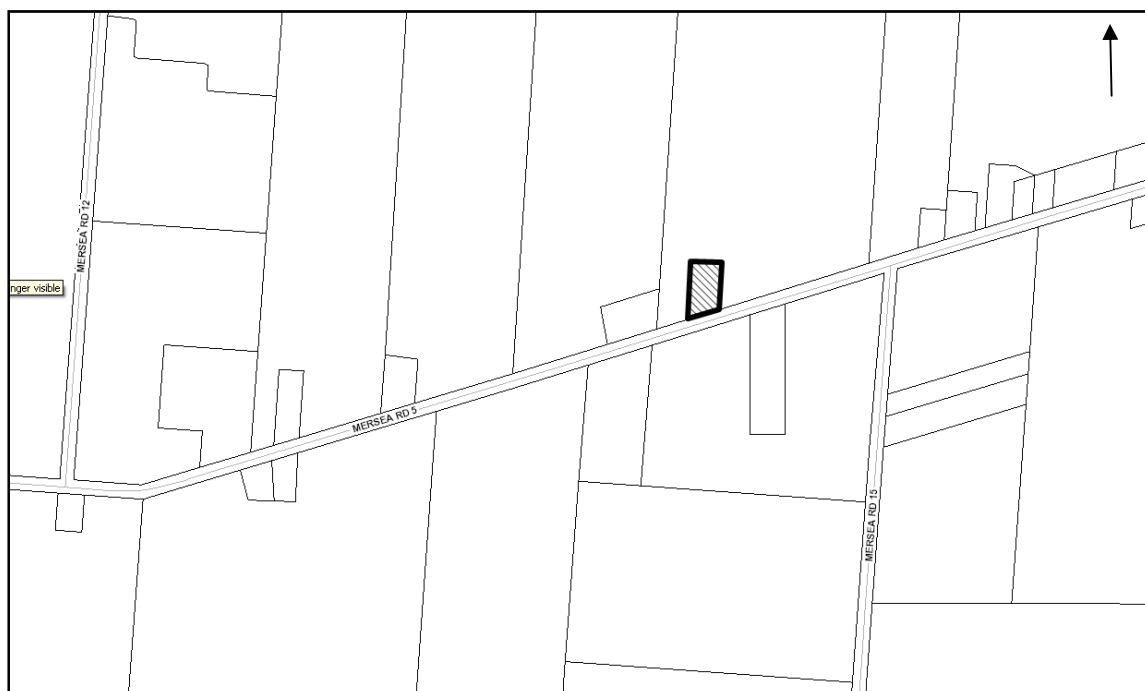
BACKGROUND:

Purpose of Application:

Staff has received an application for re-zoning by the owners of the property, to amend the agricultural zoning for the subject lands as part of a condition of approval for consent application (B/25/10) on the subject lands.

Property Description:

The subject property is described as Concession 5, South Part Lot 14 locally known as 1421 Mersea Road 5 East in the former Township of Mersea, now a portion of the Municipality of Leamington (see key map).



Currently, the subject property has a residential dwelling along with accessory structures. The lot will maintain frontage on Mersea Road 5 East. There are agricultural uses abutting the subject lands.

COMMENTS AND ANALYSIS:

Provincial Policy Statement (PPS):

According to section 2.3.3.1 of the PPS, in prime agricultural areas, permitted uses and activities include agricultural uses, secondary uses and agriculture-related uses.

County of Essex Official Plan 2005 (OP):

The subject land is designated within the County of Essex Agricultural Area on Schedule "A" in the County OP. The goal is to protect prime agricultural areas for agricultural purposes to ensure the continued long term availability of this resource;

Leamington Official Plan, 2008 (OP):

The subject property is designated Agricultural on Schedule "A-4" the Leamington OP. The goal is to preserve prime agricultural land for agricultural purposes and to restrict the type and amount of non-farm development.

Leamington Zoning:

The subject property is currently zoned Agricultural General Zone (A1) on Map 26 in Zoning By-law #890-09.

The property owner requested that the Committee of Adjustment, at their meeting of August 31, 2010, consider to sever a 40m x 80m surplus dwelling lot and retain a 10.7 ha farm parcel.

Consent may be granted to sever an existing residential dwelling from a farm that is considered surplus to the needs of the farm operation as a result of a farm consolidation on condition that a successful application for zoning by-law amendment is obtained to change the zone of the severed lands from Agricultural General (A1) to Agricultural Residential (A5).

CONSULTATION:

Administration has completed their review of the proposed application as part of the pre-consultation process.

As set out in the Planning Act, a complete application includes any 'prescribed information' identified in the regulations of the Planning Act and any 'additional information' required by the municipality, as identified in its official plan.

Due to the nature of the proposed zoning change it is Administration's position that additional information is not required.

CONCLUSION:

As part of the new Bill 51 regulations of the Planning Act, pre-consultation was used to review all the 'prescribed information' and any 'additional information' required in order to consider the application complete. Prior to deeming the application complete, Section 34 (10.3) of the Act sets out that Council must receive all the information or material it needs to make a decision.

Administration suggests that this matter should now proceed to a public meeting. The date for the required public meeting is requested to be scheduled for **Monday, June 6, 2011 at 7:00 pm.**

Notice of public meeting will be circulated to all commenting agencies, municipal departments and abutting landowners within 120 m (400 ft) of the subject property. Notice will also be posted on site. As part of the new Bill 51, all information will be made available to the public and commenting agencies.

A report by Administration will not be presented to Council after the public meeting, unless there are concerns raised at the public meeting. It is requested that Council consider the amending by-law for the zoning by-law amendment approval the same night as the public meeting.

Therefore, it is administration's opinion that;

- i) The application is consistent with the policy statements issued under subsection 3 (1) of the Planning Act.
- ii) The application conforms to or does not conflict with any applicable provincial plan or plans.
- iii) The development proposed is in keeping with the overall goals and policies of the Official Plan.
- iv) The proposed amendment does meet the criteria used when considering applications to amend the zoning by-law.

Once a decision for Zoning By-Law amendment has been made and notices sent out, there would be an appeal period in the case that there are any objections to the Ontario Municipal Board (OMB).

As set out under Bill 51 of the Planning Act, the OMB is required not only to have regard to Council's decision, but the basis on which the decision is made. In order to ensure that the OMB has regard to Council's decision, Council should be able to demonstrate that its decision was fully supported by relevant information and that the information was considered by Council.

RECOMMENDATION:

THAT Council declare that the application was reviewed and deemed to be complete pursuant to the requirements of the *Planning Act* to consider a zoning by-law amendment for property located at Concession 5, South Part Lot 14 locally known as 1421 Mersea Road 5 East as part of a condition for B/25/10 to change the zone from Agricultural General Zone (A1) to Agricultural Residential Zone (A5), as outlined in Report PLA 20/11;

AND THAT Administration be directed to schedule the required public meeting for Monday, June 6, 2011 at 7:00 pm.

AND THAT if no concerns are raised at the public meeting the Clerk be directed to forward the amending by-law to Council for its consideration.

Respectfully submitted,

Tracey Pillon-Abbs,
Manager of Planning Services

Douglas E. Morrish,
Director of Development Services

/tpa

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REPORT

TO: MAYOR AND MEMBERS OF COUNCIL
FROM: TRACEY PILLON-ABBS, MANAGER OF PLANNING SERVICES
DATE: APRIL 28, 2011
SUBJECT: ZONING BY-LAW AMENDMENT REQUEST
PROPOSED AGRICULTURAL ZONING
ZBA 39 - 1427 MERSEA ROAD 5 EAST (TRIPLE K FARMS LTD)

AIM:

To report upon a request to schedule the required public meeting to consider a proposed zoning by-law amendment for property located on 1427 Mersea Road 5 East.

BACKGROUND:

Purpose of Application:

Staff has received an application for re-zoning by the owners of the property, to amend the agricultural zoning for the subject lands as part of a condition of approval for consent application (B/26/10) on the subject lands.

Property Description:

The subject property is described as Concession 5, South Part Lot 14 locally known as 1427 Mersea Road 5 East in the former Township of Mersea, now a portion of the Municipality of Leamington (see key map).



Currently, the subject property has a residential dwelling along with accessory structures. The lot will maintain frontage on Mersea Road 5 East. There are agricultural uses abutting the subject lands.

COMMENTS AND ANALYSIS:

Provincial Policy Statement (PPS):

According to section 2.3.3.1 of the PPS, in prime agricultural areas, permitted uses and activities include agricultural uses, secondary uses and agriculture-related uses.

County of Essex Official Plan 2005 (OP):

The subject land is designated within the County of Essex Agricultural Area on Schedule "A" in the County OP. The goal is to protect prime agricultural areas for agricultural purposes to ensure the continued long term availability of this resource;

Leamington Official Plan, 2008 (OP):

The subject property is designated Agricultural on Schedule "A-4" the Leamington OP. The goal is to preserve prime agricultural land for agricultural purposes and to restrict the type and amount of non-farm development.

Leamington Zoning:

The subject property is currently zoned Agricultural General Zone (A1) on Map 26 in Zoning By-law #890-09.

The property owner requested that the Committee of Adjustment, at their meeting of August 31, 2010, consider to sever a 45m x 114m surplus dwelling lot and retain a 10.5 ha farm parcel.

Consent may be granted to sever an existing residential dwelling from a farm that is considered surplus to the needs of the farm operation as a result of a farm consolidation on condition that a successful application for zoning by-law amendment is obtained to change the zone of the severed lands from Agricultural General (A1) to Agricultural Residential (A5).

CONSULTATION:

Administration has completed their review of the proposed application as part of the pre-consultation process.

As set out in the Planning Act, a complete application includes any 'prescribed information' identified in the regulations of the Planning Act and any 'additional information' required by the municipality, as identified in its official plan.

Due to the nature of the proposed zoning change it is Administration's position that additional information is not required.

CONCLUSION:

As part of the new Bill 51 regulations of the Planning Act, pre-consultation was used to review all the 'prescribed information' and any 'additional information' required in order to consider the application complete. Prior to deeming the application complete, Section 34 (10.3) of the Act sets out that Council must receive all the information or material it needs to make a decision.

Administration suggests that this matter should now proceed to a public meeting. The date for the required public meeting is requested to be scheduled for **Monday, June 6, 2011 at 7:00 pm.**

Notice of public meeting will be circulated to all commenting agencies, municipal departments and abutting landowners within 120 m (400 ft) of the subject property. Notice will also be posted on site. As part of the new Bill 51, all information will be made available to the public and commenting agencies.

A report by Administration will not be presented to Council after the public meeting, unless there are concerns raised at the public meeting. It is requested that Council consider the amending by-law for the zoning by-law amendment approval the same night as the public meeting.

Therefore, it is administration's opinion that;

- i) The application is consistent with the policy statements issued under subsection 3 (1) of the Planning Act.
- ii) The application conforms to or does not conflict with any applicable provincial plan or plans.
- iii) The development proposed is in keeping with the overall goals and policies of the Official Plan.
- iv) The proposed amendment does meet the criteria used when considering applications to amend the zoning by-law.

Once a decision for Zoning By-Law amendment has been made and notices sent out, there would be an appeal period in the case that there are any objections to the Ontario Municipal Board (OMB).

As set out under Bill 51 of the Planning Act, the OMB is required not only to have regard to Council's decision, but the basis on which the decision is made. In order to ensure that the OMB has regard to Council's decision, Council should be able to demonstrate that its decision was fully supported by relevant information and that the information was considered by Council.

RECOMMENDATION:

THAT Council declare that the application was reviewed and deemed to be complete pursuant to the requirements of the *Planning Act* to consider a zoning by-law amendment for property located at Concession 5, South Part Lot 14 locally known as 1427 Mersea Road 5 East as part of a condition for B/26/10 to change the zone from Agricultural General Zone (A1) to Agricultural Residential Zone (A5), as outlined in Report PLA 21/11;

AND THAT Administration be directed to schedule the required public meeting for Monday, June 6, 2011 at 7:00 pm.

AND THAT if no concerns are raised at the public meeting the Clerk be directed to forward the amending by-law to Council for its consideration.

Respectfully submitted,

Tracey Pillon-Abbs,
Manager of Planning Services

Douglas E. Morrish,
Director of Development Services

/tpa

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REPORT

TO: MAYOR AND MEMBERS OF COUNCIL
FROM: TRACEY PILLON-ABBS, MANAGER OF PLANNING SERVICES
DATE: APRIL 28, 2011
SUBJECT: ZONING BY-LAW AMENDMENT REQUEST
PROPOSED AGRICULTURAL ZONING
ZBA 40 - 1223 MERSEA ROAD 5 EAST (THOMAS KELLER)

AIM:

To report upon a request to schedule the required public meeting to consider a proposed zoning by-law amendment for property located on 1223 Mersea Road 5 East.

BACKGROUND:

Purpose of Application:

Staff has received an application for re-zoning by the owners of the property, to amend the agricultural zoning for the subject lands as part of a condition of approval for consent application (B/27/10) on the subject lands.

Property Description:

The subject property is described as Concession 5, East Part Lot 12 locally known as 1223 Mersea Road 5 East in the former Township of Mersea, now a portion of the Municipality of Leamington (see key map).



Currently, the subject property has a residential dwelling along with accessory structures. The lot will maintain frontage on Mersea Road 5 East. There are agricultural uses abutting the subject lands.

COMMENTS AND ANALYSIS:

Provincial Policy Statement (PPS):

According to section 2.3.3.1 of the PPS, in prime agricultural areas, permitted uses and activities include agricultural uses, secondary uses and agriculture-related uses.

County of Essex Official Plan 2005 (OP):

The subject land is designated within the County of Essex Agricultural Area on Schedule "A" in the County OP. The goal is to protect prime agricultural areas for agricultural purposes to ensure the continued long term availability of this resource;

Leamington Official Plan, 2008 (OP):

The subject property is designated Agricultural on Schedule "A-3" the Leamington OP. The goal is to preserve prime agricultural land for agricultural purposes and to restrict the type and amount of non-farm development.

Leamington Zoning:

The subject property is currently zoned Agricultural General Zone (A1) on Map 25 in Zoning By-law #890-09.

The property owner requested that the Committee of Adjustment, at their meeting of August 31, 2010, consider to sever a 46m x 91m surplus dwelling lot and retain a 15.1 ha farm parcel.

Consent may be granted to sever an existing residential dwelling from a farm that is considered surplus to the needs of the farm operation as a result of a farm consolidation on condition that a successful application for zoning by-law amendment is obtained to change the zone of the severed lands from Agricultural General (A1) to Agricultural Residential (A5).

CONSULTATION:

Administration has completed their review of the proposed application as part of the pre-consultation process.

As set out in the Planning Act, a complete application includes any 'prescribed information' identified in the regulations of the Planning Act and any 'additional information' required by the municipality, as identified in its official plan.

Due to the nature of the proposed zoning change it is Administration's position that additional information is not required.

CONCLUSION:

As part of the new Bill 51 regulations of the Planning Act, pre-consultation was used to review all the 'prescribed information' and any 'additional information' required in order to consider the application complete. Prior to deeming the application complete, Section 34 (10.3) of the Act sets out that Council must receive all the information or material it needs to make a decision.

Administration suggests that this matter should now proceed to a public meeting. The date for the required public meeting is requested to be scheduled for **Monday, June 6, 2011 at 7:00 pm.**

Notice of public meeting will be circulated to all commenting agencies, municipal departments and abutting landowners within 120 m (400 ft) of the subject property. Notice will also be posted on site. As part of the new Bill 51, all information will be made available to the public and commenting agencies.

A report by Administration will not be presented to Council after the public meeting, unless there are concerns raised at the public meeting. It is requested that Council consider the amending by-law for the zoning by-law amendment approval the same night as the public meeting.

Therefore, it is administration's opinion that;

- i) The application is consistent with the policy statements issued under subsection 3 (1) of the Planning Act.
- ii) The application conforms to or does not conflict with any applicable provincial plan or plans.
- iii) The development proposed is in keeping with the overall goals and policies of the Official Plan.
- iv) The proposed amendment does meet the criteria used when considering applications to amend the zoning by-law.

Once a decision for Zoning By-Law amendment has been made and notices sent out, there would be an appeal period in the case that there are any objections to the Ontario Municipal Board (OMB).

As set out under Bill 51 of the Planning Act, the OMB is required not only to have regard to Council's decision, but the basis on which the decision is made. In order to ensure that the OMB has regard to Council's decision, Council should be able to demonstrate that its decision was fully supported by relevant information and that the information was considered by Council.

RECOMMENDATION:

THAT Council declare that the application was reviewed and deemed to be complete pursuant to the requirements of the *Planning Act* to consider a zoning by-law amendment for property located at Concession 5, East Part Lot 12 locally known as 1223 Mersea Road 5 East as part of a condition for B/27/10 to change the zone from Agricultural General Zone (A1) to Agricultural Residential Zone (A5), as outlined in Report PLA 22/11;

AND THAT Administration be directed to schedule the required public meeting for Monday, June 6, 2011 at 7:00 pm.

AND THAT if no concerns are raised at the public meeting the Clerk be directed to forward the amending by-law to Council for its consideration.

Respectfully submitted,

Tracey Pillon-Abbs,
Manager of Planning Services

Douglas E. Morrish,
Director of Development Services

/tpa

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REPORT

TO: MAYOR AND MEMBERS OF COUNCIL
FROM: KIM SIDDALL, MANAGER OF CORPORATE SERVICES
DATE: APRIL 29, 2010
RE: NOISE BY-LAW EXEMPTION REQUEST - 241 Mersea Road 15

AIM:

To report upon a request for an exemption from the Municipality of Leamington's Noise By-Law #431-03 at 241 Mersea Road 15.

BACKGROUND:

Council received a request from Lorraine Poole and Trever Smith, for an exemption from Leamington's By-Law 431-03, being a by-law to regulate noise within the Municipality.

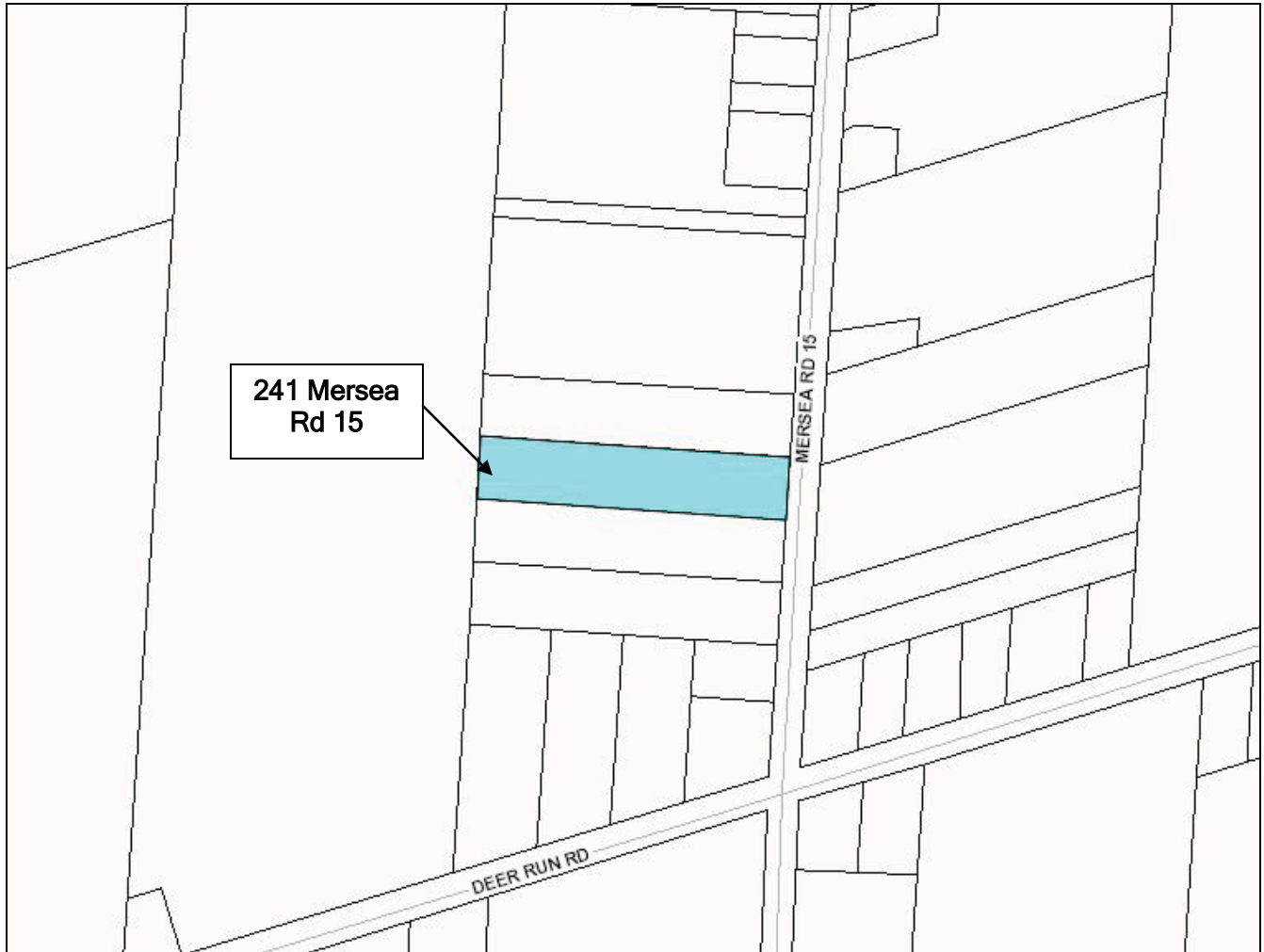
The noise exemption request is for a garden wedding ceremony and tented reception at 241 Mersea Road 15 in Leamington.

Section 2(1) of the Noise By-law states "No person shall create unnecessary noise." According to Section 5 of the Noise By-Law an application to Council for an exemption from provisions of this by-law may be applied for, and if an exemption is granted, it is to specify the time period and conditions required by Council.

COMMENTS:

1. This event has been reviewed by Leamington OPP Police and Leamington Fire Services
2. The organizers advised they contacted immediate neighbours and provided them with the full details of the event.
3. Administration recommends an exemption from the Noise By-law for the hours of 5:00 p.m. until 12:00 a.m., Saturday, May 21, 2011.

Key Map:



RECOMMENDATION:

That Council grant an exemption from Leamington’s Noise By-Law #431-03, Section 2(1) for a garden wedding ceremony and tented reception at 241 Mersea Road 15 in Leamington from 5:00 p.m. until 12:00 a.m., Saturday, May 21, 2011. (Report CL/16/11).

Respectfully submitted,

Kim Siddall,
Manager of Corporate Services

Brian Sweet,
Director of Corporate Services

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REPORT

TO: MAYOR AND MEMBERS OF COUNCIL

FROM: KIM SIDDALL, MANAGER OF CORPORATE SERVICES

DATE: APRIL 29, 2011

**RE: LEAMINGTON'S ACCESSIBILITY ADVISORY COMMITTEE
CITIZEN APPOINTMENT**

AIM:

Request for Council's direction regarding a citizen appointment to Leamington's Accessibility Advisory Committee (LAAC).

BACKGROUND:

The Ontarians with Disabilities Act provides that municipalities must establish an Accessibility Advisory Committee. The mandate of the Committee is to develop an Accessibility Plan each year to identify barriers in the municipality to people with disabilities and review the municipality's plan for the removal of these barriers.

COMPOSITION OF THE COMMITTEE:

Leamington's Accessibility Advisory Committee is to consist of at least five (5) members:

- One (1) Councillor; and
- Four (4) members of the public being:
 - One (1) professional from the community; and
 - Three (3) residents with disabilities.

Leamington Council members are appointed to the LAAC committee for a term of one (1) year as follows:

- Deputy Mayor Charlie Wright - December 1, 2010 until November 30, 2011;
- Councillor Chris Chopchik - December 1, 2011 until November 30, 2012;
- Councillor Larry Verbeke - December 1, 2012 until November 30, 2013; and
- Councillor John Jacobs - December 1 2013 until November 30 2014.

The members of the public Council appointed to the committee are Ann Marie Fantin (as a professional from the community) and Elsa Koop, Ted Wigfield and Robert Bohry. These appointments are until November 30, 2014.

Administration has received another interested resident's application to be a member of the LAAC committee. The application contains personal information and is being provided to council in a confidential memo under separate cover.

RECOMMENDATION:

That Leamington's Accessibility Advisory Committee Report CL/15/11 be received;

And that _____ be appointed as a member of the Leamington Accessibility Advisory committee for the term of Council until November 30, 2014.

Kim Siddall,
Manager of Corporate Services

Brian R. Sweet,
Director of Corporate Services

ks

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REPORT

TO: MAYOR AND MEMBERS OF COUNCIL

FROM: BRIAN SWEET, DIRECTOR OF CORPORATE SERVICES

DATE: APRIL 29, 2011

RE: APPLICATION FOR VARIANCE TO THE MUNICIPALITY'S SIGN BY-LAW -
39 OAK STREET WEST - LEAMINGTON POOL SERVICE

AIM:

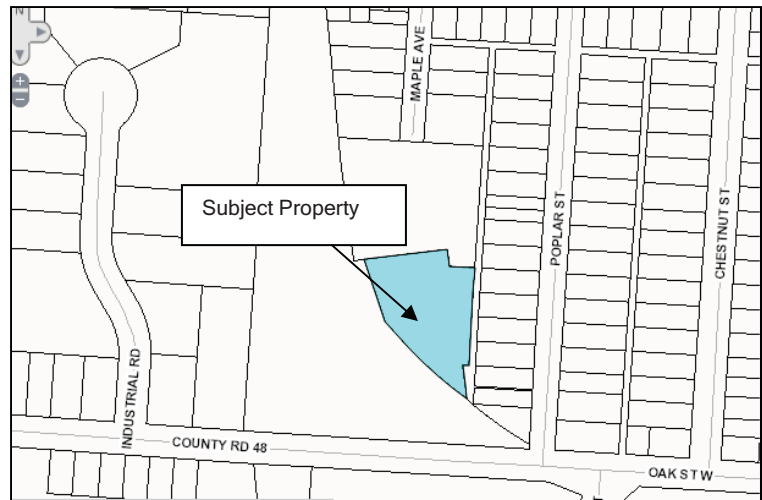
To report upon an application from the owner of 39 Oak Street West for a variance to the Municipality's sign by-law.

BACKGROUND:

The owner of Leamington Pool Service, which is located at 39 Oak Street West, has applied for a variance to the municipality's sign by-law. The property upon which the business is located is designated Light Industrial in the Official Plan and designated Light Industrial Zone One (M1) in the municipal zoning by-law. The lot is irregularly shaped and does not have lot frontage on any open street. The access to the property is provided by a gravel driveway located upon a thirty-two foot wide right of way over the former railway lands now owned by the municipality.

OWNER'S PROPOSAL:

The Owner proposes to erect a portable sign in front of his property close to Oak Street. However, the municipality owns the land between the front of the property and Oak Street and section 5.2 of the sign by-law prohibits signs from being located on municipal property.



COMMENTS:

Section 9 of the by-law permits a person to make application to Municipal Council for a sign variance. When reviewing any sign variance application, Council should consider section 2 of the sign by-law which establishes the intent of the by-law:

2. INTENT

The purpose of this By-law is to regulate signs in the Municipality of Leamington with the intent of authorizing signs that:

- (a) *are appropriate in size, number, and location to the type of activity or use to which they pertain;*

Report CL/17/11- Application for Variance to Sign By-law - 39 Oak St. W.

- (b) provide reasonable and appropriate means for the public to locate and identify facilities, businesses, and services without difficulty or confusion;*
- (c) are compatible with their surroundings;*
- (d) protect and enhance the aesthetic qualities and visual character of the Municipality of Leamington;*
- (e) are consistent with the planning, urban design, and heritage objectives of the Municipality of Leamington;*
- (f) do not create a distraction or safety hazard for pedestrians or motorists;*
- (g) are regulated in a manner that balances the public's right to expression with the purpose of the By-law.*

COMMENTS

This is an unusual situation because the subject land has no frontage on an open road. The access to the property is over municipal property pursuant to a right of way agreement. If the sign is kept within the right of way and at an appropriate distance from Oak Street then there would be no sight visibility or other safety concerns.

CONDITIONS OF APPROVAL

Section 9 of the sign by-law provides that if Council approves a sign variance application, Council may attach to the approval any conditions Council deems appropriate. If approved, it is recommended that the approval be subject to the conditions contained in the recommendation.

RECOMMENDATION:

That the sign variance application for 39 Oak Street West to permit a portable sign on land owned by municipality subject to the following conditions:

- 1) That the portable sign be located within the right of way as shown on the sketch attached to this report at a location satisfactory to the municipality;
- 2) That the Applicant indemnify the Municipality and provide proof of liability insurance in the minimum amount of 2 million dollars to the satisfaction of the Director of Corporate Services. The Municipality will be included as a named insured on the policy, and
- 3) That all other provisions of the Leamington Sign by-law continue to apply.
(Report CL/16/11)

Respectfully submitted,

BRS/lj
Encs.

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Report CL/17/11- Application for Variance to Sign By-law - 39 Oak St. W.



MINUTES

LEAMINGTON COMMUNICATIONS COMMITTEE

HELD TUESDAY, APRIL 26, 2011 AT 8:00 A.M.

IN THE MEETING ROOM

MEMBERS PRESENT: Keith Klassen, Chair Dan Santos
Councillor Chris Chopchik Jugo Iloski

STAFF PRESENT: Anne Miskovsky, Economic Development Officer
Shelly Quick, Corporate Assistant

REGRETS: Kerri O'Neil

CALL TO ORDER:

1. The meeting was called to order at 8:16 a.m.

Moved by: Jugo Iloski **Seconded by:** Chris Chopchik

That the Minutes of the Leamington Communications Committee meeting held Tuesday, March 8, 2011 be approved.

“CARRIED”

2. There were no questions arising from the minutes.
3. The committee made recommendations to forward a six (6) month plan of short term recommendations to council with budget implications. Short term recommendations include:
 - a. The committee supports the CFTV application to the CRTC for community funding;
 - b. Advertising in the Southpoint Sun, Leamington Post and The Shopper with the “In the Know” column to be published every other week. The Leamington Post has advised the Economic Development Officer, Anne Miskovsky they will place the “In the Know” ads in The Shopper at no additional cost;
 - c. Consider submitting a “Council Corner” column in the Southpoint Sun, Leamington Post and The Shopper. This would follow a Question and Answer format to provide updated council information for the community such as “how does a delegation get processed”;
 - d. The committee would like to adopt a communications template to be used by all departments when providing information to the media on important municipal events/activities;
 - e. The committee has suggested that departments provided correct and updated information to front line staff for better customer service to the community;
 - f. The committee suggested to have the phone greeting for the new town hall start off with information stating that each employee has a new four digit extension and to listen carefully to the instructions, and to create an internal extension list of the contact person over major projects to front line staff, and place a pdf phone extension list on the front page of the Leamington website for residents;

- g. The committee suggested having a feedback/comment section on the website for residents to ask questions of the councillors, deputy mayor, or mayor for response. The questions would be emailed to them for response and then answered accordingly;
 - h. The committee suggested creating a social media policy for the Municipality of Leamington within the next six (6) months which would outline the terms of use for Facebook, Twitter, and Youtube pages;
 - i. The Economic Development Officer Anne Miskovsky and a representative from the Communications Committee approached the principals of the local high schools to address the students on the development of the communications plan and to ask them for their input and requested the students review the municipality's website and provide their suggestions on improvements. The committee is hopeful the highschools will start the project in May 2011;
 - j. The committee recommended to have a consultant look at revamping the website regarding accessibility issues and made suggestions to see adapted on the Municipality of Leamington's website "Browse Aloud" and icons for "font changes" for people with accessibility needs;
 - k. The committee suggested to have future plans to make the website mobile accessible website; and
 - l. The committee suggested council establishes a budget for the communication committee as to date the communication strategy can only offer practical suggestions. The EDO will draft a budget plan for review for the committee and then to be forward to council.
4. The next committee meeting will be determined and Chair Keith Klassen stated he will send emails to the committee members with a suggested meeting date.

Moved by: Chris Chopchik

Seconded by: Dan Santos

That the meeting of the Leamington Communications Committee adjourn at 8:49 a.m.

"CARRIED"

DATE OF NEXT MEETING:

COMMUNICATION MEETING
To Be Determined

- If you cannot attend please notify Anne or Shelly at (519) 326-5761.

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MINUTES - LEAMINGTON POLICE SERVICES BOARD MEETING

**HELD WEDNESDAY, MARCH 23, 2011 - COMMENCING AT 8:30 A.M.
IN THE DOWNSTAIRS COMMITTEE ROOM**

MEMBERS PRESENT: Joan McSweeney
John Jacobs
Judy Butler
Lorraine Hodgson

MEMBERS ABSENT: John Paterson

ALSO ABSENT Inspector Rick Derus

ALSO PRESENT: Staff Sergeant Tim Nyhoff
Sergeant Darin Rickeard
Brian Sweet, Secretary
Lucy Jackson, Administrative Assistant

DISCLOSURES OF PECUNIARY INTEREST: None.

No. 14-03-11

Moved by: Joan McSweeney **Seconded by:** Judy Butler

That John Jacobs be appointed Chair of the meeting.

“CARRIED “

Adoption of Minutes:

No. 15-03-11

Moved by: Lorraine Hodgson **Seconded by:** Joan McSweeney

That the minutes of the Leamington Police Services Board Meeting held February 23, 2011, be approved.

“CARRIED “

The Board reviewed correspondence received from the Municipality of Brighton to Police Services Boards in Ontario in regard to the cost of OPP Policing in Ontario. Brian Sweet advised that the correspondence requests that the Province pay all increased costs associated with the recent OPP contract.

No. 16-03-11**Moved by:** Joan McSweeney**Seconded by:** Lorraine Hodgson

That correspondence from the Municipality of Brighton dated March 4, 2011 re: Resolution - Cost of OPP Policing in Ontario, be received;

And that the Leamington Police Services Board forward correspondence to the Premier of Ontario, the Minister of Community Safety and Correctional Services, the Minister of Finance, and the local Member of Provincial Parliament Supporting Brighton's resolution about the cost of OPP Policing in Ontario.

"CARRIED "Detachment Commander's Report for the Month of February, 2011

Tim Nyhoff provided an overview of the February report, noting there was a decrease in both violent crimes and property crimes from January.

Mr. Nyhoff advised that 10 new drug charges were laid in the month of February and the majority of motor vehicle collisions reported in February were related to the February 22, 2011 snow storm.

He also reviewed the Community Policing Committee report for the month of February noting that the community events held raised a total of \$20,000 for charity.

No. 17-03-11**Moved by:** Judy Butler**Seconded by:** Joan McSweeney

That the Detachment Commander's Report for the month of February 2011, be received.

"CARRIED "No. 18-03-11**Moved by:** Lorraine Hodgson**Seconded by:** Judy Butler

That the Windsor & Essex County Crime Stoppers Statistical report for the month of February 2011, be received.

"CARRIED "**NEW BUSINESS:**

Brian Sweet advised that correspondence has been received from the Ontario Realty Corporation who lease the police station from the Municipality, asking that the lights at the station be reduced between 8:30 pm and 9:30 pm on Saturday, March 26, 2011 to commemorate the fifth annual earth hour initiative.

Darin Rickeard indicated that an effort will be made to do this, but it will depend on how busy the police station is during that time. Tim Nyhoff advised that he will remind staff to turn off some of the lights during this hour if possible.

Brian Sweet advised that the Town of Lakeshore would like to co-ordinate a meeting between the various local police services boards to discuss common issues. He advised that a Thursday night meeting between the dates of April 25th and May 20th is being suggested by Lakeshore. After a brief discussion, a date of Thursday, April 28th, 2011 was agreed upon. Lucy Jackson will respond to Lakeshore accordingly.

Tim Nyoff advised that this joint meeting is scheduled annually and its purpose is to discuss fees to ensure some consistency in the area as well as provide an opportunity for a meet and greet.

Darin Rickard advised that the OPP have been monitoring Elliott Street in response to complaints about heavy trucks travelling on this street.

No. 19-03-11

Moved by: Judy Butler

Seconded by: Joan McSweeney

That the Board move into confidential session to receive an update on negotiations with the Leamington Police Association and an ongoing personnel matter.

“CARRIED “

As a result of the confidential session, there were no recommendations to present to the Board.

No. 20-03-11

Moved by: Lorraine Hodgson

Seconded by: Joan McSweeney

That the Board move into public session.

“CARRIED “

ADJOURNMENT:

No. 21-03-11

Moved by: Lorraine Hodgson

Seconded by: Joan McSweeney

That the meeting be adjourned at 9:20 a.m.

“CARRIED”

NEXT MEETING: Wednesday, April 27, 2011 at 8:30 a.m.

/lj