



For general City of Windsor information, telephone 311

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Local Improvements

Building & Development Department

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Local Improvements

A work may be undertaken as a local improvement in a number of ways under Ontario Regulation 119/03 under the Municipal Act 2001:

- An initiative of City Council
- A petition by property owners
- A recommendation from the Minister of Health or Municipal Board of Health
- An approval from the Ontario Municipal Board

In each case, a notice of the intention to undertake the work is given to every affected property owner. Where the work is on the initiative of City Council, a majority of the owners may prevent the municipality from undertaking the work by filing a negative petition. Examples of local improvements are streetlights, roads, or sidewalks, curbs and gutters installed on your street.

There are also petitions for complete municipal services on vacant lands where the owner pays all costs.

Application

A property owner can request, in writing, certain works to be constructed, such as sanitary and storm sewers, streetlights, curbs and gutters, etc. These requests are addressed to the City Engineer.

Fees

The costs for local improvements are determined by the property's frontage measurement.

Application Processing

Once a request is received, it is evaluated by engineering staff and, if a petition is to be issued, an engineering report will be prepared noting all of the properties to benefit by the improvement. It will specify the owners' names, addresses, lots and registered plan numbers, as well as the latest assessments provided by the Municipal Property Assessment Cooperation and the frontage measurements of the properties.

In addition, the property owners' estimated total cost per metre frontage is provided. Property owners may pay the total costs of the work(s) in the year in which they are completed, or once per year for ten years.

The petition is prepared and sent to the Building & Development Department for processing. The calculation is according to Ontario Regulation 119/03. It says that, for the petition to be sufficiently signed, two thirds of all benefiting property owners representing 50 per cent of the total values of all benefiting properties must sign the petition.

Once the petition is prepared, it is sent to the requesting property owner with instructions for completion according to the Ontario regulation. A letter is also sent to the benefiting property owners advising them that a petition with enough support can result in local improvement charges for their properties.

After the petition is received, each signature is confirmed. The signatures and assessment are totaled and a certificate of sufficiency or insufficiency is signed by the Supervisor of Committees Team.

The results of the petition are forwarded to the City Engineer and General Manager of Public Works for consideration. Considerations include funding in the annual capital budget. All benefiting property owners are also notified of the outcome of the petition.

For the local improvement to be considered for the following year's Local Improvement Program - Capital Budget - the petition must be submitted before August 1st.

There is no fee for requesting the preparation of a Local Improvement Petition. Please allow eight months for processing.