



Meeting Date: June 4, 2025

Prepared By: Tiffany Farrell, Director of Corporate Services

Submitted by: Tiffany Farrell, Director of Corporate Services

Report No: CPS-25-2025

Subject: Elmhurst Street and Parkland Place Project Fee

Recommendation:

THAT Report CPS-25-2025 re: Elmhurst Street and Parkland Place Project Fee be received;

AND THAT staff be directed to bring the Draft Fees and Charges Amendment By-law - Elmhurst Street and Parkland Place Project, attached to this report, back to Council at the August 4, 2025, meeting for consideration once the public has had time to review and provide comments.

Purpose:

To present to Council the information on imposing a fee on the benefiting landowners for the Elmhurst Street and Parkland Place project and to present the proposed draft by-law.

Background:

On May 1, 2024 Council received for information Report [PWE 20-2024 Elmhurst Street and Parkland Place Servicing and Reconstruction](#). As part of this report, Council was presented with several options on how to proceed with servicing a redevelopment that is planned for 6,10, and 14 Elmhurst Street, with Council directing staff to proceed with full urbanization and servicing of Parkland Place and Elmhurst Street.

On September 18, 2024, Council received for information Report [PWE-45-2024 Elmhurst and Parkland Place Consultation Award](#). As part of this report, Council approved retaining an engineering consultant to undertake the detailed design, contract preparation, and construction administration of Elmhurst Steet and Parkland Place urbanization and servicing.

The urbanization and servicing will see the streets reconstructed with:

- Storm Sewers (and/or low impact development features)
- Municipal Water
- Sanitary Sewers
- Sidewalks
- Streetlights
- Curb and Gutter
- New asphalt road surface
- Street Trees

Through the design process, staff have created a [webpage](#) for the project to ensure the public is updated. In addition, there has been public consultation by way of a public information session which was held at the Komoka Wellness Centre on January 16, 2025. This meeting was held to engage with residents, inform them of the project, and allow them to discuss and provide feedback on the design. Attached to this report is the information provided at the PIC. In the attached document, on pages 7 and 8, the estimated costs were outlined to ensure the public was informed and had an opportunity to ask questions.

At this time, the public has been provided the following information and estimates:

- Work will see a private water service, sanitary sewer service and storm sewer service brought to the property line of each residential property (typically the front property line, but in some cases the side property line).
- Property owners are responsible for paying for the stubs from each main to the property line.
 - This is expected to cost approximately \$2,500 per stub, for a total cost of \$7,500 (pending outcome of the tender process).
- Running the stubs to the property line prior to road reconstruction avoids the additional expense and interruption of tearing up the road multiple times to connect homes in the future.
- Property owners are encouraged to connect their homes to the water and sewer mains. This is optional, and all costs are paid by the owners.

- The municipality will contact property owners with more details on water, sanitary and storm connections, including placement of the “stubs” and final costs.

On April 9, 2025, Council received Report [CPS-15-2025 Imposing a fee under the Municipal Act, 2001 for the Elmhurst and Parkland Place Project](#). As part of this report Council was presented with three options on imposing a fee on the benefiting landowners of Elmhurst Street and Parkland Place. The direction from Council was to proceed with including a fee in the Municipal Fee By-law in accordance with the requirements of Section 391 of the Municipal Act, 2001. Staff were directed to report back to Council on the final fee being imposed, include the draft fee by-law for the public to see, and to notify all residents.

On May 21, 2025, Council received Report [PWE-32-2025 Tender Award for Elmhurst Street and Parkland Place](#). This report awarded the contract which enabled staff to calculate the final costs for the benefiting landowners.

Analysis:

Staff have reviewed the tender pricing for the project and have determined the costs to the benefiting landowners as outlined below and attached to this report in A1 DRAFT Fees and Charges Amendment By-law – Elmhurst Street and Parkland Place Project:

Item	Description of Charge	Fee Amount (2025)
	ELMHURST STEET AND PARKLAND PLACE	
6.1	Water Curb Stop Charge	\$2,362
6.2	Wastewater Curb Stop Charge	\$2,645
6.3	Stormwater Curb Stop Charge	\$2,757

Staff are of the opinion that an equal fee should be imposed on each of the existing residential lots involved, therefore only one fee per type of curb stop is being charged, which is a combination of the three fee amounts noted in the chart above.

Following the Council meeting on June 4, 2025, the draft fee by-law will be posted on the project page of the municipal website for public review and comment. Staff will then notify residents (by mail or an alternative method) who will be charged for the fee. The notification will include:

- Details about the project
- Information on the associated curb stop fees
- A link to the draft by-law on the municipal website
- An overview of the invoicing process

- Payment options, including the ability to finance the amount over five years through their property tax account
- Contact information for questions or concerns

The five-year debenture option will be subject to the Infrastructure Ontario lending rates in effect when the fee by-law is enacted.

Financial Implications:

All properties require the three stubs (water, wastewater and stormwater) so the total amount is \$7,764 per property.

Strategic Plan:

This matter aligns with following strategic priorities:

- Responsive Government - Objective 5.3 – Foster a culture of innovation, continuous improvement, and cost-effective service delivery
 - By sharing information and gathering input, continuing our timely and effective communication to the public.
- Sustainable Infrastructure and Services - Objective 4.3 – Continue with our asset management plan and apply a financial sustainability lens to all municipal assets and infrastructure
 - By communicating our approach to capital projects and communicating clearly with the public on capital spending priorities in terms of costs, benefits, funding sources and timing.
- Sustainable Infrastructure and Services - Objective 4.2 – Expand existing services in accordance with the pace of new development, and apply a financial sustainability lens to all municipal services and programs
 - By analyzing cost impacts of development.

Attachments:

A1 DRAFT Fees and Charges Amendment By-law – Elmhurst Street and Parkland Place Project



**Municipality of Middlesex Centre
DRAFT By-law 2025-XXX**

**Being an amendment to By-law 2024-094 to establish various fees and charges
for services provided by the Municipality of Middlesex Centre (Fee By-law)**

WHEREAS subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the “*Municipal Act, 2001*”), provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 10(1) of the *Municipal Act, 2001*, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS section 10(2) of the *Municipal Act, 2001*, provides that a municipality may pass by-laws respecting: in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1);

AND WHEREAS pursuant to By-law 2010-080 public notice has been provided with respect to the intent to pass new fees and charges;

AND WHEREAS section 391(1) of the *Municipal Act, 2001*, provides that a municipality may impose fees or charges on persons:

- (a) for services and activities provided or done by or on behalf of it;
- (b) for costs payable by it for services and activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

AND WHEREAS Council adopted By-law 2024-094 on November 20, 2024, and it is has been deemed expedient to revise this by-law;

AND WHEREAS section 398(2) of the *Municipal Act, 2001* authorizes the Treasurer to add fees and charges imposed by Middlesex Centre to the tax roll and collect them in a like manner as municipal taxes;

AND WHEREAS Parkland Place and Elmhurst Street do not meet the Municipality’s current design standards and the Municipality requires that municipal service connections be available to all lots that front the new water and sewer installations;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Middlesex Centre enacts as follows:

1. That Schedule D – Public Works & Eng, be amended by the addition of the following:

Item	Description of Charge	Fee Amount (2025)
	ELMHURST STREET AND PARKLAND PLACE	
6.1	Water Curb Stop Charge	\$2,362
6.2	Wastewater Curb Stop Charge	\$2,645
6.3	Stormwater Curb Stop Charge	\$2,757

- 2. The fees and charges established by this By-law shall be due and payable in full without discount by cheque or cash when invoiced.
- 3. Fees or charges imposed by this by-law that are, or remain, unpaid as required by this By- law are subject to a penalty charge calculated at 1.25% per month or any part thereof.
- 4. Fees and charges listed in this By-law and imposed on a person or party constitute a debt of the person or the party to The Municipality of Middlesex Centre. Where there is statutory authority to do so, the Treasurer may add fees and charges imposed by this by-law to the tax roll for the property in the same manner as municipal taxes.
- 5. Fees and charges listed in this by-law are subject to all applicable taxes, where applicable.
- 6. This By-law shall come in force and take effect on September 1, 2025.

PASSED AND ENACTED this 6 day of August 2025.

Aina DeViet, Mayor

Brianna Hammer-Keidel, Municipal Clerk