

**Middlesex Centre Council Agenda  
Regular Meeting of Council**

**Wednesday, February 19, 2020, 5:45 pm  
Municipal Office, Coldstream Community Centre**

**Pages**

**1. CALL TO ORDER**

Mayor DeViet to call the meeting to order at 5:45 p.m. Council will then go into Closed Session. Council will resume to the Regular Council meeting starting at approximately 6:00 p.m.

Planning Applications will be heard at 7:00 p.m.

**2. ADDITIONS TO THE AGENDA**

None.

**3. DISCLOSURE OF PECUNIARY INTEREST**

The Municipal Conflict of Interest Act requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the Act.

**4. CLOSED SESSION**

**THAT** the Council for the Municipality of Middlesex Centre adjourn to closed session at \_\_\_\_\_ pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

Section 239 (2)(b) personal matters about an identifiable individual, including municipal or local board employees;

**4.1 Section 239 (2)(b) personal matters about an identifiable individual, including municipal or local board employees;**

**4.2 Rise Out of Closed Session**

**THAT** Council do now rise out of Closed Session at \_\_\_\_ p.m.

## **5. DELEGATIONS, PRESENTATIONS AND PETITIONS**

- 5.1 Intercity Transit Service - Demetri Makrakos, Economic Development Officer for Strathroy-Caradoc** 1 - 2

**THAT Council receive Report Intercity Transit Service as information;**

**AND THAT Council approve the Komoka Wellness and Recreation Centre as a stop for the Sarnia - Strathroy-Caradoc – London intercity transit service;**

**AND FURTHER THAT the Mayor and Clerk be authorized to enter into a Memorandum of Understanding with Strathroy-Caradoc for a bus location at the Komoka Wellness and Recreation Centre on the satisfaction of the municipal solicitor.**

## **6. ADOPTION OF THE MINUTES**

**THAT the Council of the Municipality of Middlesex Centre approve the minutes of the February 5, 2020 meeting of Council as printed.**

- 6.1 February 5, 2020 Council Meeting Minutes** 3 - 10

## **7. CONSENT AGENDA**

Items listed under the Consent Agenda are considered routine and may require discussion but no action on the part of Council. Consent items are received in one motion. Council members may request that one or more item be removed for further action.

**THAT the Council for the Municipality of Middlesex Centre receives and approves Consent Agenda items 7.1 through to 7.6 as recommended in the reports.**

- 7.1 CAO-08-2020 - Community Wellbeing Safety Plan** 11 - 15

**THAT Report re: Community Safety and Well-Being Plan be received for information.**

- 7.2 CAO-09-2020 - Economic Development Update: 2019 Recap and 2020 Intentions** 16 - 51

**THAT Report Economic Development Update: 2019 Recap and 2020 Intentions be received for information purposes**

- 7.3 CPS-03-2020 - YMCA Surplus 2019 and YMCA Strong Kids Donation Report** 52 - 53



**THAT** report CPS-03-2020 YMCA Surplus 2019 and YMCA Strong Kids Donation report be received as information.

**7.4 CPS-05-2020 - Capital Budget to Actual 2019 54 - 86**

**THAT** the capital budget to actual report be received for information.

**7.5 CPS-06-2020 - 2020 OPP Annual Billing Statement and Grant 87 - 103**

**THAT** the 2020 OPP Annual Billing Statement and Grant report be received;

**AND THAT** the \$9,875 from the Court Security and Prisoner Transportation grant be transferred to the Tax Rate Stabilization Reserve Fund.

**7.6 CPS-07-2020 - Budget to Actual January 2020 104 - 110**

**THAT** the Budget to Actual report for January 2020 be received.

**8. STAFF REPORTS**

**8.1 CPS-02-2020 - Ontario Community Infrastructure Fund 2020 111 - 115**

**THAT** the Ontario Community Infrastructure Fund 2020 report be received,

**AND THAT** the \$992,950 fund the Hot Mix Resurfacing Project in 2020;

**AND FURTHER THAT** the funds initially approved in the 2020 Budget for the Hot Mix Resurfacing Program be transferred back into the Roads Capital Reserve Fund.

**8.2 CAO-07-2020 - Updated Costing Agreement for Middlesex Centre Family Medicine Clinic 116 - 118**

**THAT** Report re: Updated Costing Agreement for Middlesex Centre Family Clinic be received;

**AND THAT** the new costing agreement presented in Report CAO-07-2020 be approved for a five-year term;

**AND FURTHER THAT** the Chief Administrative Officer be authorized to execute the documentation associated with the new five-year term.

**8.3 CAO-10-2020 - Audio Video Equipment Project for Meetings 119 - 122**

**THAT** Council for the Municipality of Middlesex Centre proceed with the implementation of audio/video for the Coldstream Community Centre;

**AND THAT** staff be directed to enter into agreement with Media Multi-Com Communications Inc. for audio/video services at a cost of \$26,596.00, plus HST.

**8.4 CMS-01-2020 - Fees & Charges By-Law Amendment – 20 Visit Public Skate Pass 123 - 124**

**THAT** the Fees & Charges By-Law, 2020 (2019-108) be amended to include the addition of a 20 Visit Public Skating Pass for General and 55+ Admissions.

**8.5 CMS-02-2020 - Intercity Transit Service 125 - 127**

**THAT** Staff Report CMS-02-2020 be received as information;

**AND THAT** Council approve the Komoka Wellness and Recreation Centre as a stop for the Sarnia – Strathroy-Caradoc – London intercity transit service;

**AND FURTHER THAT** the Mayor and Clerk be authorized to enter into a Memorandum of Understanding with Strathroy-Caradoc for a bus location at the Komoka Wellness and Recreation Centre on the satisfaction of the municipal solicitor.

**8.6 CMS-03-2020 - Denfield Operations Entry Gate – Single Source Request 128 - 129**

**THAT** Staff Report CMS-03-2020 entitled “Denfield Operations Entry Gate – Single Source Request” be received;

**AND THAT** Council authorize staff to sole source the repairs for the Denfield Operations Entry gate to London Automatic Door in the amount of \$23,550.

**9. COMMITTEE OF ADJUSTMENT - 7:00 P.M.**

None.

**10. PUBLIC MEETINGS**

**THAT** Council move into Public Meeting at 7:00 pm pursuant to the Planning Act, R.S.O. 1990, c. P13, as amended, to consider the following applications:

**10.1 B-02-2020; Sloan, 131 Ontario Ave - PLA-04-2020 130 - 137**

**THAT** Consent Applications B-02/20, filed by Derek & Kelly Sloan in order to sever a residential lot with a frontage of approximately 20.19 m (66.24 ft) on Springer Street with an area of approximately 461.6 m<sup>2</sup> (4,968.6 sq ft), and the retained is to have a frontage of approximately

22.82 m (74.86 ft) on Ontario Avenue with an area of 792.6 m<sup>2</sup> (8,531.4 sq ft) on a property legally described as Plan 109, Block I, Lot 12, Part Lot 11 (geographic Township of Lobo), Municipality of Middlesex Centre, known municipally as 131 Ontario Ave; be **GRANTED**.

**FURTHER THAT** Consent B-02/20 be subject to the following conditions:

1. That the Certificate of Consent under Section 53(42) of the *Planning Act* shall be given within one year of the date of the notice of the decision. The request for the Certificate of Consent shall be accompanied by a written submission that details how each of the conditions of severance has been fulfilled.
2. That the fee for the Certificate of Consent be paid in accordance with the Municipality's Fees and Charges By-law.
3. That a draft reference plan be prepared by an Ontario Land Surveyor for the purposes of facilitating the transaction of Consent B-02/20 and that this plan be approved by the Municipality prior to being deposited with the Land Registry Office.
4. That the Owners' solicitor provide a Transfer in Preparation to the Municipality, together with a deposited reference plan and a Schedule describing the land to be transferred, for the purposes of the issuance of a Certificate of Consent.
5. That the Owners' solicitor submit an undertaking in a form satisfactory to the Municipality to register an electronic transfer of title consistent with the Consent decision.
6. That any outstanding property taxes for the severed and retained lots of Consent B-02/20 be paid in full.
7. That the Owner enter into a Development Agreement with the Municipality, and that the Agreement be registered against the title of the subject land, to address among other matters: all financial, legal, planning and engineering matters including but not limited to payment of the Municipality's engineering, legal and planning review costs, entrance locations and construction, works within the road allowance, lot grading and drainage plans, and building envelopes, all to the satisfaction of the Municipality.
8. That the owner install separate water and sanitary service connections to the severed parcel prior to consent being granted to the satisfaction of the Municipality.
9. That if necessary, the owner relocate the existing water and sanitary services be wholly contained on the retained lands to the satisfaction of the municipality.

10. That the Owner provide a lot grading plan for the severed lands to the satisfaction of the Municipality.
11. The Owner be required to complete a Stormwater Management Report to the satisfaction of the Municipality.
12. The applicant be required to pay \$11,965.00 for future road upgrade costs.
13. That the Owners pay \$1,000 cash-in-lieu of parkland dedication for the proposed lot of Consent B-02/20.

**AND FURTHER THAT** the reasons for granting Consent application B-02/20 include:

- The proposal is consistent with the Provincial Policy Statement;
- The proposal conforms to the County of Middlesex Official Plan and the Middlesex Centre Official Plan; and
- The proposal complies with the Middlesex Centre Comprehensive Zoning By-law.

**10.2 B-06-2020 & ZBA-01-2020; Kelly, 13181 Ilderton Road - PLA-05-2020 138 - 145**

**THAT** consent application filed by Zelinka Priamo (c/o Casey Kulchycki) on behalf of James and Joanne Kelly to sever a vacant parcel of land for lot addition purposes having an area of approximately 81.5 square meters (0.02 ac) from a property legally described as Part 1 of Registered Plan 33R-4848, and Lot 26, Concession 10, (geographic Township of London) and municipally known as 13181 Ilderton Road, Municipality of Middlesex Centre to be merged in the same name and title as the adjacent commercial lands to the east, municipally known as 13187 Ilderton Road, Municipality of Middlesex Centre; be **GRANTED**.

**FURTHER THAT** Consent B-06/20 be subject to the following conditions:

1. That the Certificate of Consent under Section 53(42) of the *Planning Act* shall be given within one year of the date of the notice of the decision.
2. That the fee for the Certificate of Consent be paid in accordance with the Municipality's Fees and Charges By-law.
3. That a draft reference plan be prepared by an Ontario Land Surveyor for the purposes of facilitating the transaction of Consent B-06/20 and that this plan be approved by the Municipality prior to being deposited with the Land Registry

Office.

4. That the Owner's solicitor submits an undertaking in a form satisfactory to the Municipality to register an electronic transfer of title consistent with the Consent decision.
5. That the severed parcel of Consent B-06/20 be registered in the same name and title as the adjacent property to the south, known municipally as 13187 Ilderton Road and legally described as Part 1 of Registered Plan 33R-4848, and Lot 26, Concession 10, (geographic Township of London) and that Sections 50(3) and 50(5) of the *Planning Act* apply to any future conveyance of the said severed parcel.
6. That any outstanding property taxes for the severed and retained lots of Consents B-06/20 be paid in full.
7. That a Zoning By-law Amendment that recognizes the commercial use of the severed parcel be in full force and effect.

**FURTHER THAT** the reasons for granting Consent application B-06/20 include:

- The proposal is consistent with the Provincial Policy Statement;
- The proposal conforms to the County of Middlesex Official Plan and the Middlesex Centre Official Plan; and
- The proposal complies with the Middlesex Centre Comprehensive Zoning By-law.

**AND FURTHER THAT** the Zoning By-law Amendment application, filed by Zelinka Priamo (c/o Casey Kulchycki) on behalf of James and Joanne Kelly for the severed lands of Consent B-06/20 for lot addition purposes be **APPROVED**, and that the implementing By-law be forward to Municipal Council for consideration once a deposited reference plan has been provided to the satisfaction of the Municipality.

**10.3 OPA 48; Action Trailers/ Shane Thompson for David Pranger, 4766 Egremont Drive - PLA-06-2020**

146 - 155

**THAT** the Official Plan Amendment No. 48 for the land legally described as Part of Lot 1, Concession 10 (geographic Township of Lobo), Municipality of Middlesex Centre, be **ADOPTED** and forwarded to the County of Middlesex for consideration of approval.

**10.4 ZBA-04 2020; Pfister, 15548 Nine Mile Road - PLA-07-2020** 156 - 159

**THAT** Zoning By-law Amendment Application ZBA-04-20, filed by Karl Pfister, in order to permit two single-detached dwellings on one property for up to three years while a new residence is being constructed on the land, be **APPROVED**,

**AND THAT** the owners be required to enter into a Temporary Use Agreement with the Municipality and submit a deposit of \$10,000 to ensure that the removal of the existing residence.

10.5 Draft Plan of Subdivision 39T-MC0902; South Winds Development Co. Inc. (Edgewater Estates) - PLA-08-2020 160 - 187

**THAT** report PLA-08-2020 be received for information.

## 11. NOTICE OF MOTION

None.

## 12. CORRESPONDENCE

**THAT** the Correspondence items 12.1 through to 12.3 be received as information.

<b>12.1</b>	<b>Village of Merrickville-Wolford - Provincially Significant Wetlands Designation</b>	<b>188 - 190</b>
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12.2 Middlesex London Health Unit - Monthly Board Update 191 - 199

12.3	Lower Thames Conservation - Moonlight Winter Family Hike 2020 Media Release	200 - 201
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### 13. COUNTY COUNCIL UPDATE

## 14. OTHER BUSINESS

## 15. BY-LAWS

**THAT** By-Laws 2020-009 through to 2020-012 inclusive be approved, passed and adopted.

**15.1 By-Law 2020-009 - ZBA-01-2020, Kelly - 13181 Ilderton Road 202 - 203**

15.2	By-Law 2020-010 - OPA 48, Action Trailers/Shane Thompson - 4766 Egremont Drive	204 - 211
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|------|---|-----------|
| 15.3 | By-Law 2020-011 - ZBA-04-2020, Pfister - 15548 Nine Mile Road   | 212 - 213 |
| 15.4 | By-Law 2020-012- To adopt and confirm all actions and proceedings of the Council of the Municipality of Middlesex Centre at the Council meeting held on February 19, 2020 | 214       |

**16. ADJOURNMENT**

**THAT** the Council for the Municipality of Middlesex Centre adjourns the February 19, 2020 Regular Council meeting at \_\_\_\_ p.m.

# COUNCIL REPORT

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**Meeting Date:** February 19, 2020  
**Department:** Community Services  
**Prepared By:** Demetri Makrakos, Economic Development Officer for Strathroy-Caradoc  
**Reviewed By:** Scott Mairs, Director of Community Services  
**Submitted By:**  
**SUBJECT:** INTERCITY TRANSIT SERVICE

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## RECOMMENDATION:

- 1) That council receive this as information.
- 2) That council approve the Komoka Wellness and Recreation Centre as a stop for the Sarnia - Strathroy-Caradoc – London intercity transit service

## BACKGROUND

Strathroy-Caradoc received a grant for \$1,450,000 from the Ministry of Transportation Ontario (MTO) for an intercommunity public transportation project that will connect Sarnia, Strathroy, Mount Brydges and London. The service provider is Voyago and the service will run three round trips daily during weekdays and two round trips daily on weekends. The service is set to launch April 1, 2020.

A total of 7 stop locations along the route are proposed, with stop locations including: 2 in Sarnia, 1 in Strathroy, 1 in Mount Brydges, 1 in Komoka and 2 in London. **Appendix A** shows the route. Regarding stop locations, the bus will need the passenger pick-up and drop-off areas to allow the extendable ramp enough space to load and unload passengers. Based on the needs of the extendable ramp, as well as the geographical location and proximity to well-used community services, the Komoka Wellness and Recreation Centre (KWRC) has been identified as a prime location to have the stop in Komoka. **Appendix B** shows where the proposed KWRC stop would be.

The Economic Development Officer – Demetri Makrakos - for Strathroy-Caradoc has been in communication with the Director of Community Services - Scott Mairs – to confirm the municipalities' priorities for this service align. A memorandum of understanding has been drafted and signed by both parties to ensure expectations of both parties regarding the bus stop and this project are clear.

Strathroy-Caradoc believes a stop at the KWRC will be mutually beneficial for residents of both Strathroy-Caradoc and Middlesex Centre, and will help with the long-term sustainability of this route.

## FINANCIAL IMPLICATIONS

No funding will need to be contributed towards this bus stop or the operation and maintenance of any part of the intercity transit service by Middlesex Centre.



Map of the 402 bus route from Sarnia to London, Ontario. The route is shown as a blue line with orange circles indicating bus stops. The route starts at Sarnia, goes east through Plympton-Wyoming, Watford, Kerwood, Strathroy, Mt Brydges, and ends in London. Major roads like Highway 402 and Highway 24 are visible. A legend at the bottom shows a blue line for 'Bus Route' and an orange circle for 'Bus Stops'.



**Middlesex Centre Council Minutes  
Regular Meeting of Council  
February 5, 2020, 9:30 a.m.  
Municipal Office, Council Chambers**

**COUNCIL PRESENT:** Mayor DeViet, Deputy Mayor Brennan, Councillor Heffernan, Councillor Shipley, Councillor Aerts, Councillor Silva, Councillor Scott

**STAFF PRESENT:** Ann Wright - Clerk, Michael Di Lullo - Chief Administrative Officer, Arnie Marsman - Director of Building Services / Chief Building Official, Colin Toth - Director of Emergency Services / Fire Chief, Rob Cascaden - Director of Public Works and Engineering, Scott Mairs - Director of Community Services, Tiffany Farrell - Director of Corporate Services, Heather Kepran - Communication Specialist

**1. CALL TO ORDER**

Mayor DeViet called the meeting to order at 9:30 a.m.

**2. ADDITIONS TO THE AGENDA**

**Resolution #2020-023**

**Moved by:** Councillor Heffernan

**Seconded by:** Councillor Scott

**THAT** the Council for the municipality of Middlesex Centre approves the additions to the February 5, 2020 Closed Session Agenda.

**CARRIED**

**3. DISCLOSURE OF PECUNIARY INTEREST**

None

#### **4. CLOSED SESSION**

##### **Resolution # 2020-024**

**Moved by:** Councillor Shipley

**Seconded by:** Councillor Silva

**THAT** the Council for the Municipality of Middlesex Centre adjourn to closed session at 9:30 a.m. pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

1. Section 239 (2)(b) a personal matter about an identifiable individual, including municipal or local board employees; and
2. Section 239 (2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
3. Section 239 (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and
4. Section 239 (2)(b) a personal matter about an identifiable individual, including municipal or local board employees

**CARRIED**

#### **4.1 CALL TO ORDER**

#### **4.2 DISCLOSURE OF PECUNIARY INTEREST**

#### **4.3 CLOSED SESSION ITEMS**

- 4.3.1 Section 239 (2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- 4.3.2 Section 239 (2)(b) personal matters about an identifiable individual, including municipal or local board employee

##### **Resolution # 2020-025**

**Moved by:** Councillor Shipley

**Seconded by:** Deputy Mayor Brennan

**THAT** the Council of the Municipality of Middlesex Centre hereby appoints Michael Di Lullo as the Chief Administrative Officer on a permanent full-time basis having successfully completed his probationary period.

**CARRIED**

- 4.3.3 Section 239 (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

4.3.4 Section 239 (2)(b) personal matters about an identifiable individual, including municipal or local board employees

**4.4 ADOPTION OF MINUTES**

4.4.1 January 22, 2020 Closed Session Minutes

**4.5 ADJOURNMENT**

**Resolution # 2020-026**

**Moved by:** Councillor Silva

**Seconded by:** Councillor Scott

**THAT** Council Adjourn closed session at 10:18 a.m.

**CARRIED**

**5. DELEGATIONS, PRESENTATIONS AND PETITIONS**

**5.1 Council Orientation Review by Michael Di Lullo, Chief Administrative Officer**

**Resolution # 2020-027**

**Moved by:** Councillor Heffernan

**Seconded by:** Councillor Scott

**THAT** Council for the Municipality of Middlesex Center receives the Council Orientation Review presentation as information

**CARRIED**

**6. ADOPTION OF THE MINUTES**

**Resolution # 2020-028**

**Moved by:** Councillor Silva

**Seconded by:** Deputy Mayor Brennan

**THAT** the Council of the municipality of Middlesex Centre approve the minutes of the January 22, 2020 meeting of Council as printed.

**CARRIED**

**6.1 January 22, 2020 Regular Meeting of Council Minutes**

**7. CONSENT AGENDA**

**Resolution # 2020-029**

**Moved by:** Councillor Silva

**Seconded by:** Councillor Heffernan

**THAT** the Council for the Municipality Centre receives and approves the Consent Items 7.1 to 7.6 as recommended in the reports.

**CARRIED**

**7.1 BLD-03-2020 - December 2019 Building Report**

**THAT** the December 2019 Building Permit Report be received for information.

**7.2 BLD-04-2020 - 2019 Building Services - Year End Report**

**THAT** the 2019 Building Services – Year End Summary report be received for information.

**7.3 BLD-05-2020 - 2019 By-law Enforcement Year End Summary**

**THAT** the 2019 By-law Enforcement Year End Summary report be received as information.

**7.4 CAO-06-2020 - Draft Transportation Master Plan for Southwestern Ontario**

**THAT** Report re: Draft Transportation Master Plan for Southwestern Ontario be received for information.

**7.5 PWE-03-2020 - 2019 Annual Drinking Water System Performance and Summary Report**

**THAT** the 2019 Annual Drinking Water System Performance and Summary Report be received.

**7.6 PWE-04-2020 - 2019 Annual Wastewater System Performance Reports**

**THAT** the 2019 Annual Wastewater System Performance Reports be received.

**8. STAFF REPORTS**

**8.1 CA0-05-2020 - Request for Donation to Strathroy Middlesex General Hospital**

The Mayor requested a recorded vote.

**Resolution # 2020-030**

**Moved by:** Deputy Mayor Brennan

**Seconded by:** Councillor Shipley

**THAT** Report re: Request for Donation to Strathroy Middlesex General Hospital be received;

**AND THAT** Council provide direction to staff to not proceed with a donation to Strathroy Middlesex General Hospital;

**AND FURTHER THAT** Staff be directed to work with Strathroy Middlesex General Hospital on ways that funds may be raised within Middlesex Centre at the option of our residents.

<b>Recorded</b>	<b>For:</b>	<b>Against:</b>	<b>Absent</b>
Councillor Silva		X	
Mayor DeViet	X		
Councillor Heffernan	X		
Councillor Shipley	X		
Councillor Aerts	X		
Councillor Scott	X		
Deputy Mayor Brennan	X		
<b>Results</b>	<b>6</b>	<b>1</b>	<b>0</b>
			<b>CARRIED (6 to 1)</b>

## **8.2 CPS-01-2020 - Council Grants Program 2020**

### **Resolution # 2020-031**

**Moved by:** Councillor Heffernan

**Seconded by:** Councillor Scott

**THAT** the request from Del-Ko-Brydge Canada Day be approved in the amount of \$2,000 in accordance with the Council Grants Policy; and

**FURTHER THAT** the request from Komoka Railway Museum be approved in the amount of \$2,000 in accordance with the Council Grants Policy; and

**FURTHER THAT** the request from the London and Middlesex Heritage Museum – Fanshawe Pioneer Village be approved in the amount of \$2,500 in accordance with the Council Grants Policy; and

**FURTHER THAT** the request from the Middlesex Centre Archives be approved in the amount of \$2,250 in accordance with the Council Grants Policy; and

**FURTHER THAT** the request from the Middlesex Centre Pollinator Team be approved in the amount of \$1,000 in accordance with the Council Grants Policy; and

**FURTHER THAT** the request from Optimist Club of Bryanston-Birr be approved in the amount of \$1,500 in accordance with the Council Grants Policy; and

**FURTHER THAT** the request from Optimist Club of Ilderton be approved in the amount of \$480 in accordance with the Council Grants Policy; and

**FURTHER THAT** the request from Optimist Club of Kilworth-Komoka be approved in the amount of \$2,000 in accordance with the Council Grants Policy; and

**FURTHER THAT** the request from Poplar Hill Picnic be approved in the amount of \$1,200 in accordance with the Council Grants Policy; and

**FURTHER THAT** the request from The Business Help Centre of Middlesex County be approved for in-kind room rentals in the amount of \$1,420 in accordance with the Council Grants Policy; and

**FURTHER THAT** the request from Trees Middlesex be approved in the amount of \$1,000 in accordance with the Council Grants Policy; and

**FURTHER THAT** the request from the Tri-County Heritage Club be approved in the amount of \$1,500 in accordance with the Council Grants Policy; and

**FURTHER THAT** that staff be directed to prepare correspondence and issue payment to the above noted organizations.

**CARRIED**

**9. NOTICE OF MOTION**

None

**10. CORRESPONDENCE**

**Resolution # 2020-032**

**Moved by:** Councillor Silva

**Seconded by:** Councillor Heffernan

**THAT** the Council for the Municipality of Middlesex Centre receives the Correspondence item 10.1 to 10.12 as information.

**CARRIED**

- 10.1 Ausable Bayfield Conservation - Invitation to Nominations Conservationist of the Year
- 10.2 City of Sarnia - RE Ontario Power Generation's Deep Geologic Repository Project
- 10.3 Middlesex Centre Archived - 2020 Heritage Week Poster
- 10.4 Monte McNaughton, MPP - 2020 Ontario Budget Consultations
- 10.5 St. Clair Conservation - 2019 December Meeting Highlights
- 10.6 St. Clair Conservation - 2020 Budget

- 10.7 Strathroy-Caradoc - Approval of Resolution LTVC - Watershed Management Programs
- 10.8 Township of Central Frontenac - Conservation Authority Resolution of Support
- 10.9 Township of Madoc - Spring water joint and several liability
- 10.10 Township of Perth South RE Proposed 2020 UTRCA Budget
- 10.11 Township of South Frontenac - Safety on Family Farms support of Twp of Warwick Resolution
- 10.12 UTRCA Notice of Board of Directors Meeting January 28, 2020

## **11. COUNTY COUNCIL UPDATE**

Deputy Mayor Brennan gave an update on the County Council meeting held on January 28, 2020. For further information on this agenda please visit the County of Middlesex website: <https://www.middlesex.ca/local-government/meeting-dates-and-agendas>

## **12. OTHER BUSINESS**

None

## **13. BY-LAWS**

### **Resolution # 2020-033**

**Moved by:** Councillor Silva

**Seconded by:** Councillor Scott

**THAT** the By-Law 2020-007 through to By-Law 2020-008, inclusive, be approved, passed and adopted.

**CARRIED**

**13.1 By-Law 2020-007-** Severance and Development Agreement - Mistretta

**13.2 By-Law 2020-008 -** To adopt and confirm all actions and proceedings of the Council of the Municipality of Middlesex Centre at the Council meeting held on February 5, 2020

## **14. ADJOURNMENT**

### **Resolution # 2020-034**

**Moved by:** Councillor Silva

**Seconded by:** Councillor Heffernan

**THAT** the Council for the Municipality of Middlesex Centre adjourns the February 5, 2020 Regular Council meeting at 11:53 a.m.



**CARRIED**

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Aina DeViet, Mayor

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Ann Wright, Clerk



**Meeting Date:** February 19, 2020

**Submitted by:** Michael Di Lullo, CAO

**Report No:** CAO-08-2020

**Subject:** Community Wellbeing Safety Plan

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**Recommendation:**

THAT Report re: Community Safety and Well-Being Plan be received for information.

**Purpose:**

To advise Council of the municipality's partnership with the County and other lower-tier municipalities in Middlesex County to develop a Community Safety and Well-being Plan as required under the Police Services Act, 2019.

**Background:**

Municipalities in Ontario are legislatively required (Police Services Act, 2019) to develop and adopt community safety and well-being plans (CSWP), working in partnership with a multi-sectoral advisory committee comprised of representation from the police service board and other local service providers in health/mental health, education, community/social services, and children/youth services.

The Ministry of the Solicitor General has given municipalities until January 1, 2021 to prepare and adopt their CSWP. A report was provided to County Council on January 28, 2020 providing an overview of the strategy that will commence for a Community Safety and Well Being Plan.

As identified in the [Ministry's Community Safety and Well Being Planning Framework: A Shared Commitment in Ontario](#), a CSWP involves identifying risks and proactively developing and implementing evidence-based strategies and programs to address local priorities related to crime and complex social issues.

The goal of the CSWP is to support and promote sustainable communities where everyone feels safe, has a sense of belonging, access to services and where individuals and families are able to meet their education, health care, food, housing, income, social and cultural needs.

As per the Police Services Act, a community safety and well-being plan is required to:

Identify risk factors in the municipality or First Nation, including, without limitation, systemic discrimination and other social factors that contribute to crime, victimization, addiction, drug overdose and suicide and any other prescribed risk factors;

- identify which risk factors the municipality or First Nation will treat as a priority to reduce;
- identify strategies to reduce the prioritized risk factors, including providing new services, changing existing services, improving the integration of existing services or coordinating existing services in a different way;
- set out measurable outcomes that the strategies are intended to produce;
- address any other issues that may be prescribed; and
- contain any other information that may be prescribed.

In addition, there are a number of important and mandatory components of this planning process, including:

- A municipality that prepares a community safety and well-being plan shall establish an advisory committee (250 (1))
- ...a group of municipalities that are jointly preparing a community safety and well-being plan shall jointly establish and consult with a single advisory committee (250 (2))
- The advisory committee must, at a minimum, consist of the following members:
  - i. A local health integration network for a geographic area in which the municipality is located, as determined under the Local Health System Integration Act, 2006, or
  - ii. An entity that provides services to improve the physical or mental health of individuals in the community or communities.
  - iii. A person who represents an entity that provides educational services in the municipality.
  - iv. A person who represents an entity that provides community or social services in the municipality, if there is such an entity.
  - v. A person who represents an entity that provides community or social services to children or youth in the municipality, if there is such an entity.
  - vi. A person who represents an entity that provides custodial services to children or youth in the municipality, if there is such an entity.
  - vii. An employee of the municipality or a member of the municipal council.
  - viii. A person who represents the police service board or, if there is no police service board, the commander of the detachment of the Ontario Provincial Police that provides policing in the area or his or her delegate.
  - ix. A chief of police of a police service that provides policing in the area or his or her delegate.
  - x. Any other person prescribed by the Minister (250 (3)).
- In preparing a community safety and well-being plan, the municipality or municipalities shall,

- (a) consult with the advisory committee;
- (b) consult with members of the public, including youth, individuals who have received or are receiving mental health or addictions services, members of racialized groups and of First Nation, Inuit and Métis communities, in the municipality or municipalities and, in the case of a joint plan with a First Nation, in the First Nation reserve;
- (c) consult with community organizations, including First Nation, Inuit and Métis organizations and community organizations that represent youth or members of racialized groups, in the municipality or municipalities and, in the case of a joint plan with a First Nation, in the First Nation reserve; and
- (d) comply with any consultation requirements that may be prescribed by the Minister.
- (e) to identify local priority risks and implement evidence-based collaborative strategies to address these risks and increase protective factors that will make the community safer and healthier for all (250 (7)).

The Province provided a community safety and well-being planning framework to guide municipalities, First Nations communities, and their partners as they develop their local plans. Municipalities have the flexibility to engage in community safety and well-being planning individually, or in partnership with neighbouring communities to develop a joint plan. A report was approved at the County of Middlesex meeting of January 28, 2020 outlining the intent of moving forward with a Community Safety and Well-being Plan on a collaborative front.

### **Analysis:**

As noted in the background, the local municipalities within Middlesex County must prepare and adopt, by resolution, a Community Safety and Well-being Plan by January 1, 2021. There will be significant involvement from various stakeholders throughout this process, as well, the consultation efforts required will be significant. To effectively coordinate a project such as this requires dedicated resources from a firm or individual who is well-connected within the community, and who can engage with the various stakeholders while understanding the opportunities and challenges that each bring to the table.

The CAO has worked in partnership with the County and has been meeting regularly to discuss municipal modernization opportunities and challenges in an effort to collaborate and better align priorities to find capacity, reduce overall costs and to develop efficient and effective means to delivering municipal services. One of the initiatives identified through these discussions is the development of a County-wide Community Safety and Well-being Plan. The CSWP will include participation from the following local municipalities.

## Proposed Methodology

The plan that is developed will build on the levels of intervention for community safety and well-being that already exist. It will identify overall community priorities and will also reflect the uniqueness of each local municipality, building in sufficient flexibility to allow each municipality to comply in a manner that best reflects its community, resources, and existing working relationships with other stakeholders. The plan will also ensure that the planning guidelines and legislated requirements are met.

This collaborative planning process will:

- Identify risk factors in the community, such as systemic discrimination and other social factors that contribute to crime, victimization, addiction, drug overdose, suicide, etc.
- Identify risk factors the community will treat as a priority
- Identify strategies to reduce risk factors, including providing new services, changing existing services, improving integration and coordinating existing services in a different way
- Set out measurable outcomes, including the development of a logic model for each identified risk or problem that will be addressed, and a performance measurement framework

There are four proposed phases to the work program to develop the Community Safety and Well-Being Plan.

- Step 1 – Project Planning / Onboarding
- Step 2 – Research and Asset Mapping
- Step 3 – Community Engagement
- Step 4 – Plan Development

The methodology and timelines will be further refined with input from the Project Steering Committee and Advisory Committee.

The proposed methodology will be viewed as organic in nature, meaning it will be assessed regularly to ensure that the methods, tools, and techniques being used are fostering engagement throughout the project. The Advisory Committee and Project Steering Committee will assist in reflecting on response rates, methodology used, and suggesting proposed adjustments to the engagement approach.

Meetings with the Project Steering Committee will be held on a monthly basis. Monthly status reports about the project, including activities, identified risks/issues and potential solutions, schedule, budget, and the creation of a project GANTT chart will also be

provided. This regular reporting will ensure that the project remains on schedule and within budget.

The County will take the lead and coordinate the collaborative approach of the development of the CSWP.

#### Proposed Consultant

The County is taking the lead on this project and there is consensus from the working group to enter into an agreement with Jennifer Kirkham of Mischievous Cat Productions Inc. to complete the work required to coordinate, engage, and develop a Community Safety and Well-being Plan on behalf of the County and the local municipalities.

Jennifer Kirkham has vast expertise in municipal government which includes experience working through similar projects and roles. Jennifer also has direct experience working with Middlesex County on a number of projects such as the Child Care and Early Years Service System Plan, Library Board Strategic Planning, Community Transportation Grant Program and Middlesex Children's Services Network.

#### **Financial Implications:**

The project amount is \$34,500 (HST not included). The cost of this project will be divided equally among the local municipalities which agree to be included in the joint collaboration. There is room in the 2020 budget for this cost to participate.

#### **Strategic Plan:**

This matter aligns with following strategic priorities:

- 3b. Quality of Life: Harmonizing community services across the municipality.
- 4c. Community & Neighbourhood Preservation: Respecting the unique rural-urban traditions of Middlesex Centre.
- 5e. Operational Excellence: Forging partnerships with other levels of government.

#### **Attachments:**

N/A



**Meeting Date:** February 19, 2020

**Submitted by:** Michael Di Lullo, CAO and Scott Mairs, Director of Community Services

**Report No:** CAO-09-2020

**Subject:** Economic Development Update: 2019 Recap and 2020 Intentions

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**Recommendation:**

THAT Report Economic Development Update: 2019 Recap and 2020 Intentions be received for information purposes

**Purpose:**

To share information with Council regarding the past year accomplishments and the upcoming goals of the County Economic Development Department.

**Background:**

On January 30, 2020, the Director of Community Services and CAO participated in a round-table discussion with other area local municipalities to meet with the Director of Economic Development.

The purpose of the meeting was to review the programs, accomplishments over the past year and to highlight upcoming initiatives planned for 2020.

**Analysis:**

Attached as Appendix A to this Report is a presentation summarizing discussion points from 2019 and this upcoming year.

The quarterly meetings provide good value as it provides opportunity for the lower tier municipalities to come together, collaborate and share information related to economic development successes taking place in our County.

Some of the goals that translate to Middlesex Centre include taking advantage of tourism opportunities / events, reviewing the Community Improvement Plan and exploring Industrial Park investments.

**Financial Implications:**

N/A

**Strategic Plan:**

This matter aligns with following strategic priorities:

- 2b. Economic Development: Capitalizing on Middlesex Centre's location advantage.
- 2c. Economic Development: Promoting local commercial and retail growth and sustainability.
- 5e. Operational Excellence: Forging partnerships with other levels of government.

**Attachments:**

Appendix A – Presentation Economic Development Department Update



# **MIDDLESEX COUNTY**

## Economic Development Department Update 2019 Recap/ 2020 Intentions

Cara A. Finn, BBA, M.Ad.Ed.

Director of Economic Development

18 519-434-7321      cfinn@Middlesex.ca

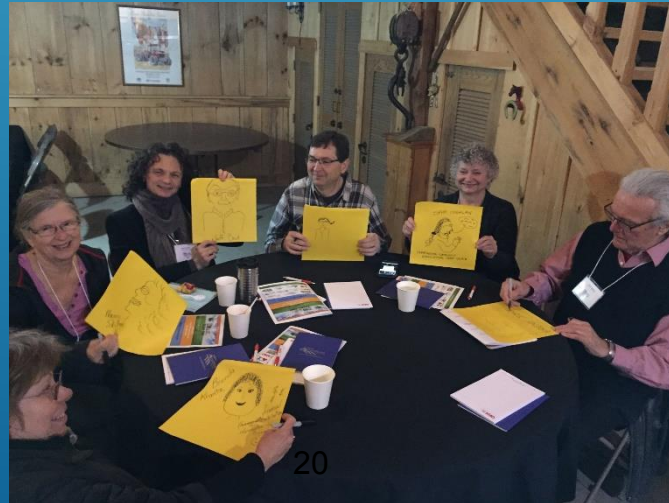
# ECONOMIC DEVELOPMENT MUNICIPAL ROUNDTABLE MEETINGS



- Quarterly Meetings for Economic Development Best Practice Sharing among local municipal staff
- Can feature a key presentation on a current economic development strategy/practice/issue in Middlesex County
- Q3 2019 meeting featured a presentation from local developers regarding considerations for investment in communities across Middlesex

# TEENY TINY SUMMIT

- ▶ Middlesex County's Department of Economic Development teamed up with OMAFRA to host the Teeny Tiny Summit on April 10<sup>th</sup> at Purple Hill Country Music Hall
- ▶ 120 people attended for a day full of best practice sharing and networking among small municipalities
- ▶ Presentations can be found at:  
[www.teenytinysummit.com/thorndale](http://www.teenytinysummit.com/thorndale)



Middlesex County's Department of Economic Development is pleased to host...



BIG IDEAS FOR SMALL PLACES

Ontario  
Invest in middlesex

## TEENY TINY SUMMIT



2019

Wednesday, April 10th, 2019 8:30 a.m. - 3:00 p.m. Purple Hill Country Music Hall Thorndale, ON

Engage with community development leaders from across Ontario		Take away valuable best practices and lessons learned from other teeny tiny communities
Get inspired by real projects happening in small places just like yours		Be entertained by exciting speakers from a variety of sectors along with local talent

[teenytinysummit.com](http://teenytinysummit.com)

Featuring Andrew Campbell of Fresh Air Media and keynote speaker and world-renowned Community Development Champion Peter Kenyon of Bank of Ideas

	Tickets are \$40.00 - Reserved Seating Only Breakfast & Lunch Included Registration is now open. Get your ticket no later than March 31st via <a href="http://Eventbrite.ca">Eventbrite.ca</a> Questions? <a href="mailto:info@investinmiddlesex.ca">info@investinmiddlesex.ca</a> or call 519-434-7321 Ext. 2251	
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[investinmiddlesex.ca](http://investinmiddlesex.ca)





# LOCAL FOOD POLICY COUNCIL

- London-Middlesex partnership including London Food Bank, City of London, Middlesex-London Health Unit, etc.
- Guided the Council through a focused strategic planning process in 2019
- The Council has formed a new partnership with **The Grove** at Western Fair. The group will be meeting there now and working on co-operative projects



# SPRING AGRI-BUSINESS TOUR

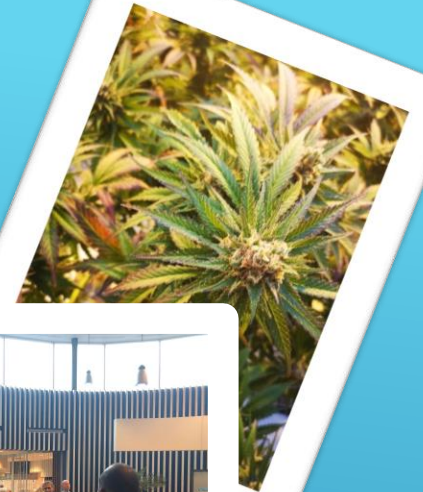
- The Agri-business tour took place on June 5, 2019 and included stops at:
  - ***Kustermans Berry Farm***
  - ***Weed MD***
  - ***Great Canadian Ginseng***
  - ***BJ's Country Market***
- Numerous funding partners and sponsors involved.
- Attendance and feedback have been overwhelmingly positive.





# FALL AGRI-BUSINESS TOUR

- We also aided the London Chamber of Commerce and Fanshawe College in hosting their Agri-business tour in October 2019.
- The focus of this tour was on Fanshawe's Agri-Management and co-operative education programs.
- Stops included:
  - **Weed MD**
  - **Cuddy Gardens**
  - **Fanshawe College – Main Campus**
- Despite the weather, the tour was very well received



# AWARDS

- Invest in Middlesex received a Marketing Canada award from the Economic Development Association of Canada for Fields to Forks
- This award was presented by the County to our partners.. Bell Media and agri-business stakeholders represented by the Middlesex and Ontario Federations of Agriculture at the October 8<sup>th</sup> meeting of County Council



# AGRI-NET



- Took place at RBC (London Convention Centre) February 2019
- 60+ exhibitors
- Several hundred attendees
- Focus on agri-food in the region



**Showcasing our Agri-Business Connection in YOUR Region**  
**Don't Miss Your Chance to Exhibit at this Premier Event!**

The London Chamber of Commerce is pleased to announce the return of Agri-Net, a one of a kind event designed to showcase the agribusiness connection in our region. As a business or organization that is a part of or serves the agribusiness community, we would like to invite you to participate as an exhibitor.

This event will draw representation from a wide array of exhibitors in the Agribusiness sector including but not limited to farm operators, food producers, equipment manufacturers and suppliers, farm insurers, transportation, local restaurants, beer and wine producers and those looking to network with the Agribusiness sector.

This is a mega networking event, complete with opportunities to meet new people and business prospects, along with tasty food samples, cash bar and a few exciting surprises.

**Wednesday February 13, 2019**  
**4:30 - 7:00 pm**  
**London Convention Centre**



# WORKFORCE STRATEGY

- The “Middlesex Matters” Youth Forum took place in February. 120 Grade 10 students from Middlesex County schools participated.
- Two Employer Roundtable sessions were hosted. One in the Spring and one in the Fall. A summary report on each session’s findings is available by contacting Cara.
- Attended both 2019 London and Area Job Fairs and Sewing the Seeds Job Fair to promote [www.workinmiddlesex.ca](http://www.workinmiddlesex.ca). Please continue to refer job seekers and employers to this valuable resource



# WORKFORCE STRATEGY

- Hosted a reverse job fair for guidance counselors, co-op and tech teachers from both school boards on Oct. 29<sup>th</sup>
- The Middlesex: The Place We Call Home Resident/Workforce Attraction project launched in Fall 2019. 6 interviews with County “Newcomers” were filmed and a compilation video and online flipbook publication have been produced and are available on the [investinmiddlesex.ca](http://investinmiddlesex.ca) and [workinmiddlesex.ca](http://workinmiddlesex.ca) websites. All municipalities will be invited to link to the project.



# COMMUNITY IMPROVEMENT PLANNING

- Partnered with the Municipality of Strathroy-Caradoc on the review of their CIP and Downtown Master Plan
- Produced a CIP Primer for all local municipalities to use to redevelop existing programs or to use to develop new CIPs in their own areas
- Released to municipalities December 2019





# SAMPLE OF 2019 EVENT ATTENDANCE

- EDCO - February 2019
- Queen's Park - February 2019
- SWOTC Conference - March 2019
- International Women's Day - March 2019
- Expo West - March 2019
- Baconfest - July 2019
- EDAC - September 2019
- London and Area Job Works - September 2019
- Newcomer Day - October 2019
- Private Label Manufacturing Show - November 2019
- Economic Outlook 29 November 2019



# COMMUNITY PROFILE AND DEMOGRAPHIC INFORMATION

## INCOME

CHARACTERISTIC	MIDDLESEX	MIDDLESEX & LONDON	ONTARIO
Population 15 years and over	61,384	405,848	12,028,035
With income	59,293	389,094	11,502,660
Without income	2,092	16,754	525,374
Average income \$	\$53,893	\$48,668	\$52,511
Median income \$	\$42,029	\$37,617	\$36,975
Total - Composition of total income in 2019			
Employment income %	75%	72%	74%
Government transfer payments %	12%	14%	13%
Average household income \$	\$111,250	\$91,863	\$106,649
Median household income \$	\$92,696	\$70,556	\$81,820
Manifold Data Mining Inc Superdemographics 2019			

- County specific demographic information has been updated on the website as of December 2019
- Printed copies of the newest Community Profile will be made available to all local municipalities by the end of March

# TARGETED INVESTMENT ATTRACTION

- Targeted digital FDI strategy has been running since Fall 2019
- Pilot is Central United States
- Cost effective as we are able to capitalize on photo, video and web content assets
- Response rates continue to come in at 4- 10X average





# ONTARIO FOOD CLUSTER

- Membership remains strong
- Export Canada funding secured for 2019 and attended:
  - Expo West - Anaheim
  - Summer Fancy Food – New York
  - ANUGA - Cologne
  - PLMA - Chicago

- met with over 100 companies in Germany and the US looking to enter or expand in the Ontario market
- Have secured space for local firms in Ontario Pavillion (i.e. Hollandia)



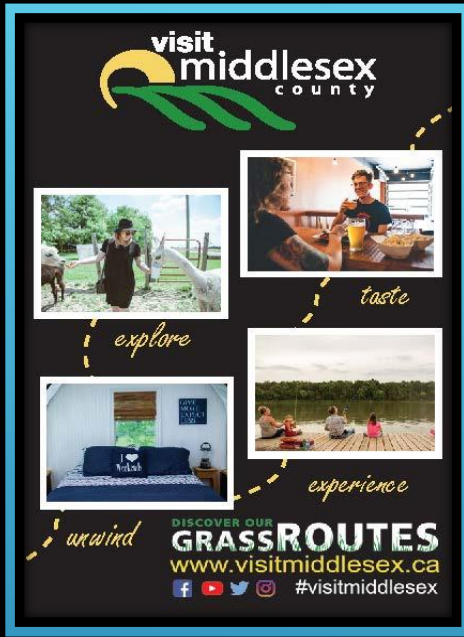
# 2019 ADVERTISING

## Visit Middlesex was featured in the following:

- ▶ Gemini Sportsplex
- ▶ Komoka Wellness Centre Ice Rink
- ▶ Villager Magazine
- ▶ Daytripping Magazine
- ▶ Ontario Summer Fun Guide
- ▶ Lucan Community Guide
- ▶ Cineplex Theatres
- ▶ Thames Talbot Land Trust Trail Guide
- ▶ Eat Drink Magazine
- ▶ Blogs including Travellinfoodie; TravellingMitch; Small Town Getaways
- ▶ Cruise the Coast
- ▶ Next Stop Taste

## Invest in Middlesex was featured in the following:

- ▶ Business London Magazine
- ▶ Perspective
- ▶ Business Facilities Magazine
- ▶ Business View Magazine
- ▶ Expansion Solutions Magazine





# SITE SELECTION AND INVESTMENT CONSULTATIONS

- Site selection services for brokers and investors
- Consultation with developers on existing lands and new project potential
- Consultation with land owners regarding investment attraction
- Meetings with municipal staff, Planning and Engineering to ensure proper “fit”



# BUSINESS PROFILE VIDEO SERIES

- Produced 8 business investor profile videos
- One business from each municipality covering all four key sectors:  
Small Business    Tourism    Manufacturing    Agriculture
- 50% partnership \$\$ from SWOTC for our Tourism videos
- Produced a new looping videos for Invest in Middlesex homepage
- Produced a new collective video showing snippets from each of the eight videos produced this year as well as a Workforce focused video from the past 5 years of videos
- Being showcased on our Invest in Middlesex County website and on Youtube
- Selecting one video every month to feature on a Facebook ad
- Each municipality and each business has received a copy to cross-promote



# WELCOME TO MIDDLESEX AND BUSINESS APPRECIATION PROGRAMS

- Our Welcome to Middlesex Program has been running through 2019 and been met with very positive responses from businesses.
- In December 2019, we also launched a business appreciation program to companies in Middlesex who deserve to be recognized for good work
- Packages include a detailed letter from the County, Invest in Middlesex promotional items, Community Profile booklet and more.
- Please continue to inform the County by way of a quick email to [info@investinmiddlesex.ca](mailto:info@investinmiddlesex.ca) when a new business moves into your community or one deserves to be recognized so that we can send them a package.



# UPDATED SUCCESS STORIES BROCHURE



- County staff has just updated the Success Stories Brochure which features businesses in 7 of the local municipalities
- The booklet will be available to be linked to off of the Invest in Middlesex website by February 15<sup>th</sup>
- Print copies are now available

# INDUSTRIAL PARKS

- Southwest Middlesex met all of the obligations of having their industrial site Certified Investment Ready by the Province in 2019
- The County has been working with the Township of Lucan Biddulph on meeting some of the requirements of making their Lucan based Industrial Park shovel-ready





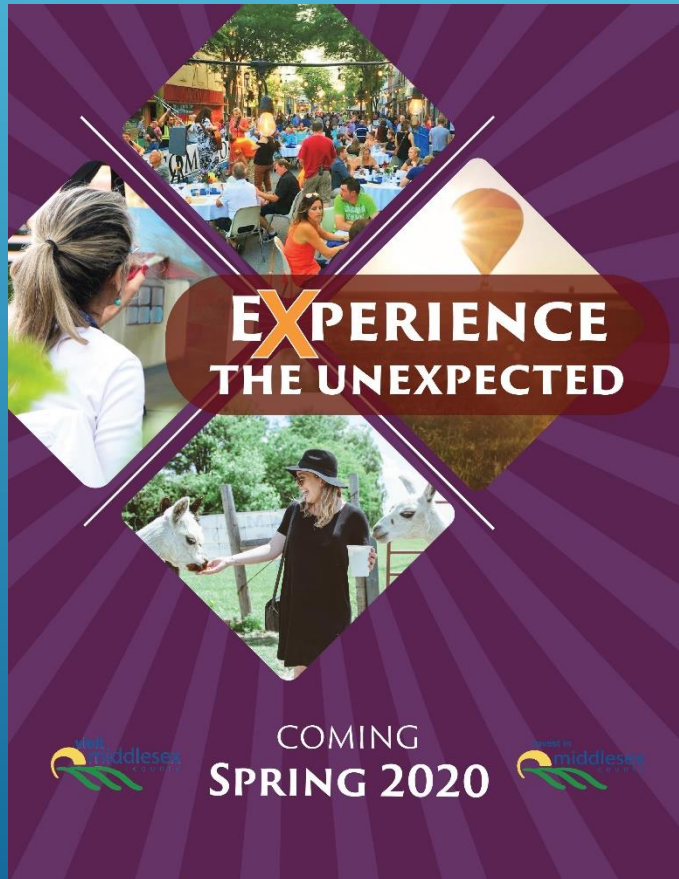
# COMMUNITY ENGAGED LEARNING

- A sector analysis was performed by Western University students in early 2019 on all registered businesses in Middlesex County
- A team of graduate students in Project Management is now reviewing the 2019 Youth Forum hosted by the MWDP and making recommendations for a format for 2020





# Experiential Tourism Training



- Funding has also been committed to us by FedDev Ontario to organize an experiential learning day for tourism providers in the region
- Featuring best practices for expanding the target markets, product offerings, and seasonality of local tourism operators
- A facilitated full day of hands on learning in the region



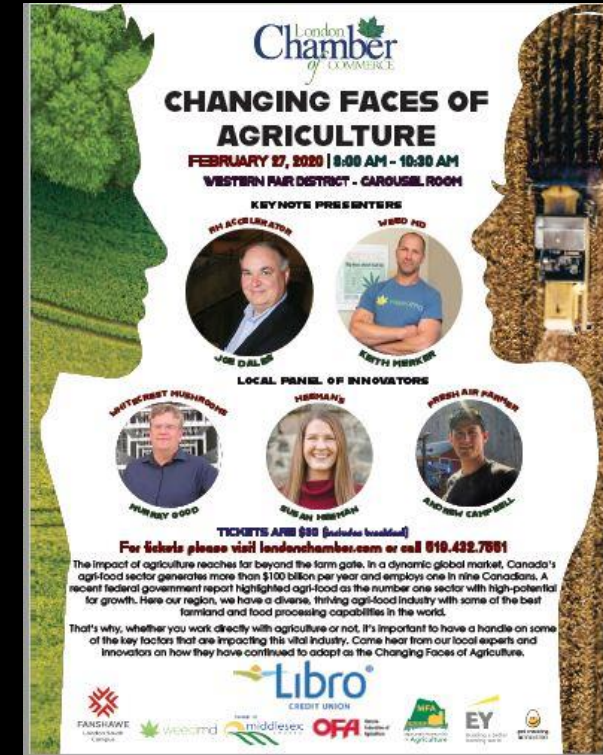
# NEW MIDDLESEX CULINARY GUIDE



- Funding has been committed to us by FedDev Ontario for the production of a new Middlesex Culinary Guide
- Featuring local fare restaurants, farm gate operations, markets, and agri-food venues across the County
- Invitations to sponsor and be featured have been prepared and the MLHU has already come on board. Any municipality interested in sponsoring can request a sponsorship package from County staff
- Launching Summer 2020

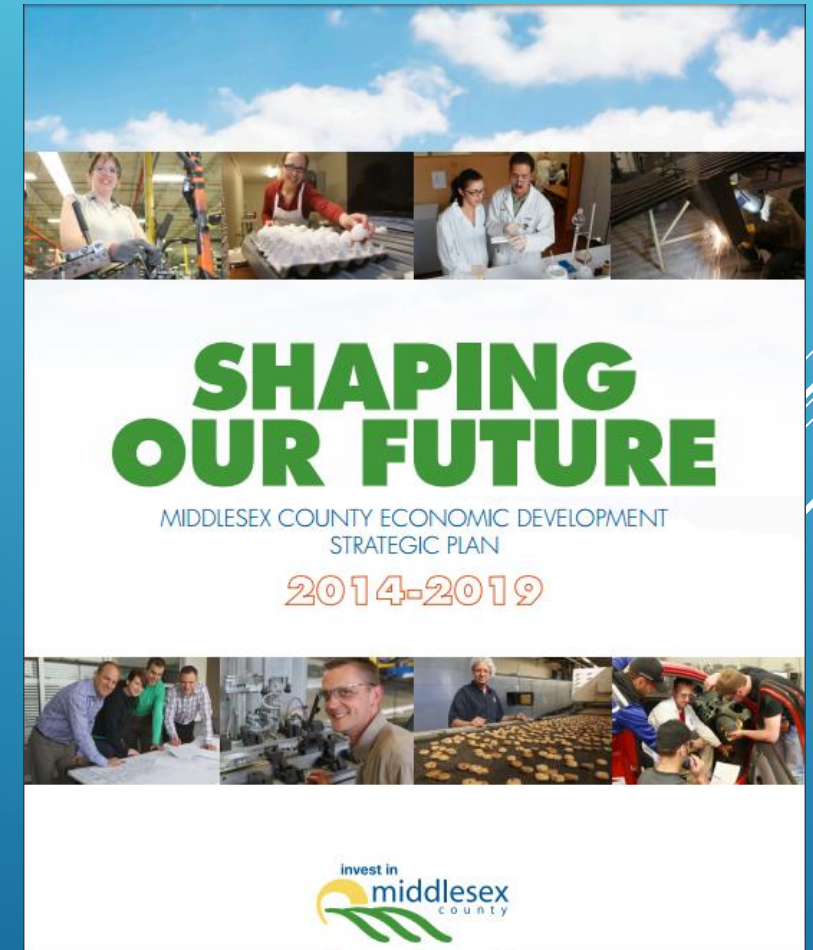
# AGRICULTURAL STRATEGY

- Changing Faces of Agriculture - February 27, 2020
- London Chamber of Commerce Ag Business Achievement Awards - March 2020
- Middlesex Agri-Business Tour - June 2020



# PROPOSED ECONOMIC DEVELOPMENT STRATEGIC PLAN

- Development of a 2020-2025 Economic Development Strategic Plan.
  - The previous plan included strategies to be implemented to 2019
  - No tourism strategy was included in the previous plan and the Ag Strategy was a separate document
  - A \$12,500 can be realized through CanExport should the plan integrate FDI strategy



# LOCAL CIP CONSULTATION

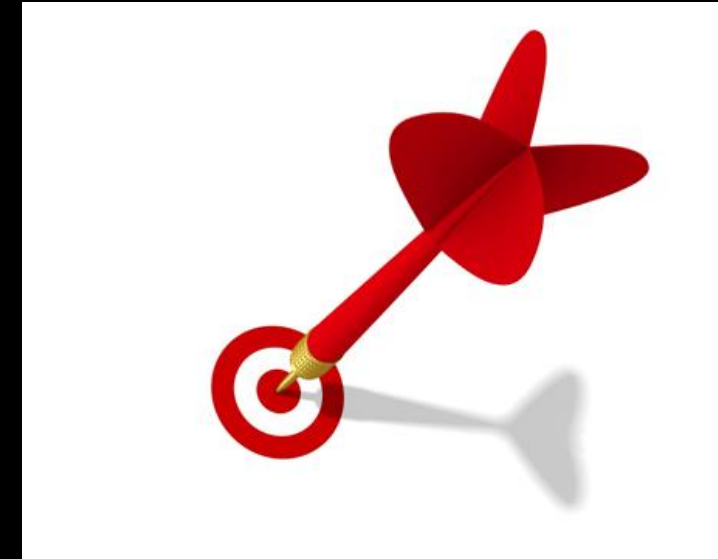
- ▶ Matching funds proposed for those local municipalities wishing to engage in public consultation to develop their own CIP or expand an existing program



**Community Improvement Plan  
Review & Update**

# TARGETED INDUSTRY SNAPSHOT

- Being finalized now as a next Phase to the Sector Analysis performed in 2019
- Highlighting existing industries worthy of attracting expansion or supporting businesses
- Added on will be “industry battle-cards” with best approaches to tailor sector specific outreach





# SOUTHERN ONTARIO MARKETING ALLIANCE

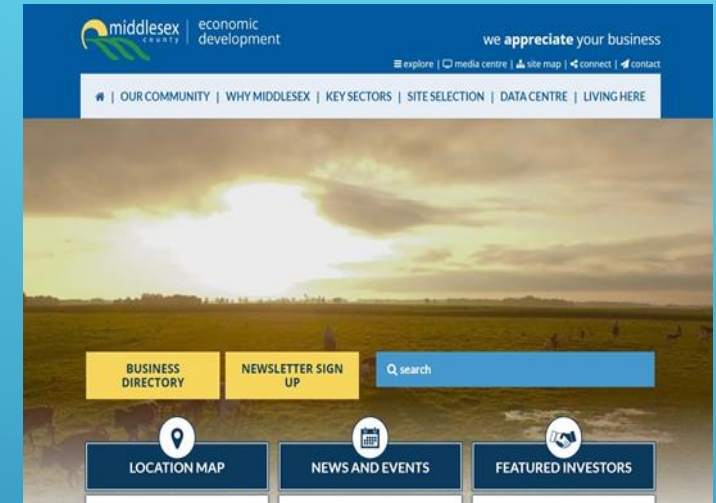
Considering SOMA membership to aid in Foreign Direct Investment attraction

- More power in the regional message when dealing with FDI
- North Middlesex has been an individual member
- More economical at the County level
- Would not replace OFC; simply broaden our scope



# Invest in Middlesex & Visit Middlesex Websites

- We continue to receive positive feedback on our sites and are constantly updating content
- As both sites are now five years old, we have requested budget for a refresh in 2020



# BUSINESS PARK PROMOTION

- ▶ Matching funds (25% with an additional 50% available through the province for those municipalities wishing to market their Certified Sites
- ▶ The development of consistent sell sheets and updated 360 videos is being considered for 2020





# WORKFORCE STRATEGY

- The Middlesex Workforce Development Partnership has developed a 2020 work plan
- We have received notice of preliminary approval under the Rural Economic Development program for matching funding for the work plan initiatives of the MWDP for 2020 in the amount of \$33,000
- Projects include a Youth Forum, Educator's Tour, International Women's Day Event, Small Business Workshops, Employer Roundtables, Work in Middlesex promotions, and regional workforce development projects
- For more information, contact Cara for a copy of the work plan. The Partnership meets every month at the County building.

## Middlesex Workforce Development Partnership 2018 - 2020 Strategic Plan



If you have a local Economic Development project you could use assistance with in 2020, please let us know...





**Meeting Date:** February 19, 2020  
**Submitted by:** Tiffany Farrell, Director of Corporate Services  
**Report No:** CPS-03-2020  
**Subject:** YMCA Surplus 2019 and YMCA Strong Kids Donation Report

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**Recommendation:**

THAT report CPS-03-2020 YMCA Surplus 2019 and YMCA Strong Kids Donation report be received as information.

**Purpose:**

To provide Council with information regarding financial operation of the partnership with the YMCA and the donation to the YMCA Strong Kids Program.

**Background:**

In 2016, the Municipality entered into a management agreement with the YMCA of Western Ontario by By-Law 2016-044. As part of this agreement, if there is an operational surplus for any such year, the YMCA shall repay to the Municipality this amount. Further, when there is an operational surplus for such a year, the Municipality will donate back 10% of that surplus to a maximum amount of \$20,000 to the YMCA in the form of a donation for the YMCA Strong Kids program.

**Financial Implications:**

YMCA Contributions Revenue: \$89,335.16

Donation to YMCA Strong Kids Program: \$8,933.52

The overall operating surplus is \$9,401.64 based on the YMCA Revenue, less the Strong Kids Program donation as the municipal budget set revenues at \$71,000.00

**Strategic Plan:**

This matter aligns with following strategic priorities:

- 5a. Operational Excellence: Maintaining positive staff-community relations.

- 4b. Community & Neighbourhood Preservation: Promoting a sense of community engagement, pride, and belonging.

**Attachments:**

N/A



**Meeting Date:** February 19, 2020

**Submitted by:** Tiffany Farrell, Director of Corporate Services

**Report No:** CPS-05-2020

**Subject:** Capital Budget to Actual 2019

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**Recommendation:**

THAT the capital budget to actual report be received for information.

**Purpose:**

To provide Council with a summary and status update for 2019 capital projects.

**Background:**

Please refer to the attached presentation report for detailed capital budget analysis.

This presentation is posted on the municipal website.

**Analysis:**

See Attachment

**Financial Implications:**

As noted in the presentation.

**Strategic Plan:**

This matter aligns with following strategic priorities:

5a. Operational Excellence: Maintaining positive staff-community relations.

**Attachments:**

A1 Capital Budget to Actual

# Capital Projects 2019

Tiffany Farrell, CPA, CA  
Director of Corporate Services



# Corporate Services

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
PHOTOCOPIER - CAPITAL LEASE	\$ 3,200.00	\$ 3,745.06	(\$545.06)	Fall 2019	The copier purchase included 2 printers which are included in the capital cost and capitalized, the main copier is a rental machine over 5 years (not a capital lease) at \$3,600/year included in the operating budget in 2020.
INDUSTRIAL LAND PURCHASE	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	N/A	The Municipality is still exploring this option and possible locations.





# Community Services - Parks

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
ARVA - PLAY FIELD IMPROVEMENTS - LARGE DIAMOND	\$ 10,000.00	\$ 7,201.49	\$ 2,798.51	Sept	Completed. New benches installed, improvements to infield and turf maintenance. Carrying over \$2,798 to 2020 to add additional chips and dust in bench area and infield.
DELAWARE MUNICIPAL PARK -CONSTRUCT LARGER BACKSTOP	\$ 60,000.00	\$ 28,730.15	\$ 31,269.85	May	Completed in June. Note: three additional projects approved by Council on Community Services Parks, 4 slide.
DELAWARE LIONS PARK - SKATE PARK LANDSCAPING	\$ 15,000.00	\$ 10,369.81	\$ 4,630.19	Sept	Completed in October.



# Community Services – Parks, 2

Name/Description	Budget		Spent		Remaining	Start Date	Completion Date & Notes
ILDERTON HERITAGE - CEMENT & BRICKWORK REPAIRS	\$	10,000.00	\$	10,182.26	(\$182.26)	Aug	Completed
KILWORTH OPTIMIST PARK - TRIDON PARK DEVELOPMENT	\$	375,000.00	\$	-	\$ 375,000.00	Spring 2020	Carried over to 2020
KOMOKA PARK - INFIELD IMPROVEMENTS	\$	75,000.00	\$	77,255.00	(\$2,255.00)	Sept	Completed.
KOMOKA PARK - RESURFACE TENNIS COURTS	\$	50,000.00	\$	49,899.77	\$100.23	May	Work is complete. Additional funds and staff time were needed to complete the works as the area was vandalized.



# Community Services – Parks, 3

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
POPLAR HILL - REPLACE PLAYGROUND EQUIPMENT	\$ 125,000.00	\$ 135,443.06	(\$ 10,443.06)	Sept	Completed. Additional Change Orders were needed throughout the completion of the project.
TRAILS - LITTLE FARM/CLEAR SKIES TRAIL	\$ 215,000.00	\$ -	\$ 215,000.00	Spring 2020	Project to be carried over to 2020
ARVA - REPLACE PLAYGROUND EQUIPMENT - PLAY EQUIP.	\$ 70,325.00	\$ 60,511.07	\$ 9,813.93	April	Completed in May
ARVA - REPLACE PLAYGROUND EQUIPMENT - SWING BAYS	\$ 10,000.00	\$ 4,480.39	\$ 5,519.61	April	Completed in May. Actual amount for swing bays included in playground equipment. Allocation to be completed.
DELAWARE MUNICIPAL PARK - REPLACE PLAY EQUIPMENT	\$ 79,954.00	\$ 69,075.01	\$ 10,878.99	April	Completed in May



# Community Services – Parks, 4

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
DELAWARE BALL DIAMOND-WALKWAY FENCE	\$ -	\$ 4,421.96	\$ -	Sept	Completed - Council Approved Project CMS- 04-2019
DELAWARE BALL DIAMOND-BACKSTOP EXTENSION	\$ -	\$ 4,007.69	\$ -	Sept	Completed - Council Approved Project CMS- 04-2019
DELAWARE LIONS DIAMOND-BACKSTOP EXTENSION	\$ -	\$ 7,144.29	\$ -	Sept	Completed - Council Approved Project CMS- 04-2019



# Community Services – Parks, 5

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
DENFIELD PARK - DRAINAGE PIPE IN PLAYFIELD	\$ 30,000.00	\$ 14,303.40	\$ 15,696.60	May	Works completed in May however additional work will be completed in 2020. Remaining funds to be carried over.
POPLAR HILL - ARCHITECH FEES FOR PAVILLION UPGRADE	\$ 10,000.00	\$ 596.43	\$ 9,403.57	April	Completed – Awaiting final invoicing



# Community Services – Parks, 6

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
DELAWARE LIONS PARK - IRRIGATION FOR SOCCER FIELDS	\$ 70,000.00	\$ 31,171.98	\$ 38,828.02	Fall	Completed.
ILDERTON HERITAGE - REPLACE PLAYGROUND EQUIPMENT	\$ 145,000.00	\$ 161,038.95	(\$16,038.95)	Sept	Completed over budget. Additional mulch needed for swing set area, rental of the fence was extended and additional Change Orders were needed during the project.







Arva Weldon Park Playground



Komoka Tennis Court Resurfacing



Delaware Municipal Park Playground

Parks Improvements, 2019 >>







Delaware Accessible Washroom



Grass and Clay Infield at Komoka Park

Parks and Facility Improvements, 2019 >>



# Community Services – Facilities

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
BRYANSTON CC/FIRE HALL - REPLACE ROOF	\$ 95,000.00	\$ 85,905.78	\$ 9,094.22	Sept	Completed
KOMOKA CC - PARKING LOT DRAIN REPAIR	\$ 20,000.00	\$ 16,650.00	\$ 3,350.00	April	Completed in April
ILDERTON CC - REPLACE INDUSTRIAL FRIDGE	\$ 7,500.00	\$ 6,651.00	\$ 849.00	Feb	Unit has been purchased
DELAWARE CC - ACCESSIBLE WASHROOM IMPROVEMENTS	\$ 138,000.00	\$ 89,643.28	\$ 48,356.72	Aug	Completed



# Community Services – Fleet

Name/Description	Budget		Spent		Remaining	Start Date	Completion Date & Notes
PRESSURE WASHER CARTS X2	\$	12,000.00	\$	11,858.00	\$ 142.00	Feb	Completed - Units have been purchased
NEW 13' WIDE SNOW WING BLADE ATTACHMENT	\$	18,000.00	\$	15,000.00	\$ 3,000.00	Feb	Completed - Attachment has been purchased
REPLACE 2009 KUBOTA LOADER	\$	40,000.00	\$	19,119.00	\$ 20,881.00	Mar	Completed - Unit has been purchased and is in service
REPLACE 2008 FRONT MOUNT MOWER	\$	25,000.00	\$	23,996.00	\$ 1,004.00	Mar	Completed - Unit has been purchased as part of PWE's sidewalk plow tender. Community Services portion was \$3,996 for the turf tires and \$20,000 for the attachment.







Replaced Loader, Community Services >>





# Fire Services

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
ILDERTON HALL - NEW BUNKER GEAR STORAGE RACKING	\$ 25,000.00	\$ 15,228.14	\$ 9,771.86	July 2019	October 2019
HOSES - ALL STATIONS	\$ 40,000.00	\$ 38,071.55	\$ 1,928.45	April 2019	August 2019
SPARE BUNKER including 10 Year Replacements	\$ 40,000.00	\$ 29,974.43	\$ 10,025.57	April 2019	November 2019
EXTRACTOR/DRYER/GEAR (Coveralls Replacements)	\$ 12,500.00	\$ 10,805.89	\$ 1,694.11	Sept 2019	December 2019
FANS FOR SMOKE EXTRICATION, PPV, REHAB	\$ 40,000.00	\$ 34,145.17	\$ 5,854.83	May 2019	June 2019
RESCUE AIR BAGS - EXTRICATION	\$ -	\$ 24,266.71	(\$ 24,266.71)	January 2019	May 2019 (Grant Secured)
COLDSTREAM HALL - REPLACE TANKER	\$ 450,000.00	\$ -	\$ 450,000.00	May 2019	October 2019 (Delivery in 2020)





# Fire Services, 2

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
Utility Terrain Vehicle	\$ -	\$ 30,281.22	N/A	Fall 2019	Fall 2019 - Approved by Council FS-07-2019-Completed





Rescue Air Bags



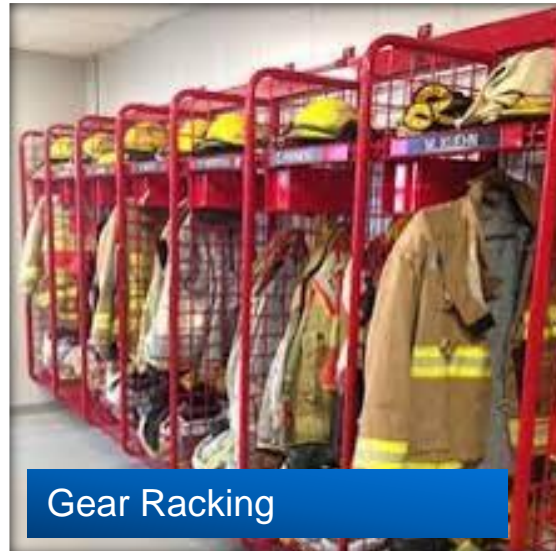
Fire Hoses



Bunker Gear



Fans



Gear Racking



Pumper-Tanker Truck

Fire Services Improvements, 2019 >>>



# Wastewater

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
KILWORTH WEST SANITARY SEWER CONNECTION (includes Southwinds oversizing costs)	\$ 2,100,000.00	\$ 1,507,026.98	\$ 592,973.02	Jan 2018	Spring 2020
KOMOKA - SERVICING OF TUNKS LANE	\$ 350,000.00	\$ -	\$ 350,000.00	TBD – DFH underground sewers	TBD, carried forward to 2020.
ILDERTON WWTF - NEW FACILITY	\$ 3,400,000.00	\$ 907,338.22	\$ 2,492,661.78	Apr 2018	Mar 2019
ARVA ENVIRONMENTAL ASSESSMENT	\$ 250,000.00	\$ -	\$ 250,000.00	N/A	Project will not commence until 2020
SCADA REPLACEMENT	\$ 125,000.00	\$ 14,632.00	\$ 110,368.00	Apr 2019	Apr 2020







Wastewater Head Work Building, Ilderton >>







Kilworth Pump Station (sanitary sewer) >>





# Water

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
DELAWARE STANDPIPE	\$ 1,800,000.00	\$ 797,399.78	\$ 1,002,600.22	May 2019	Aug 2019
DELAWARE WATER SUPPLY INTERCONNECTION	\$ 2,100,000.00	\$ 507,438.10	\$ 1,592,561.90	Aug 2018	Carried Forward. Summer or Fall of 2020
KILWORTH GLENDON DRIVE WATERMAIN EXTENSION	\$ 440,000.00	\$ -	\$ 440,000.00	Carried Forward 2021	Carried Forward 2021
KOMOKA SERVICING OF TUNKS LANE	\$ 150,000.00	\$ -	\$ 150,000.00	TBD – underground sewers	TBD, carried forward to 2020.
SCADA REPLACEMENT	\$ 125,000.00	\$ -	\$ 125,000.00	April 2019	Carried forward, expected completion April 2020

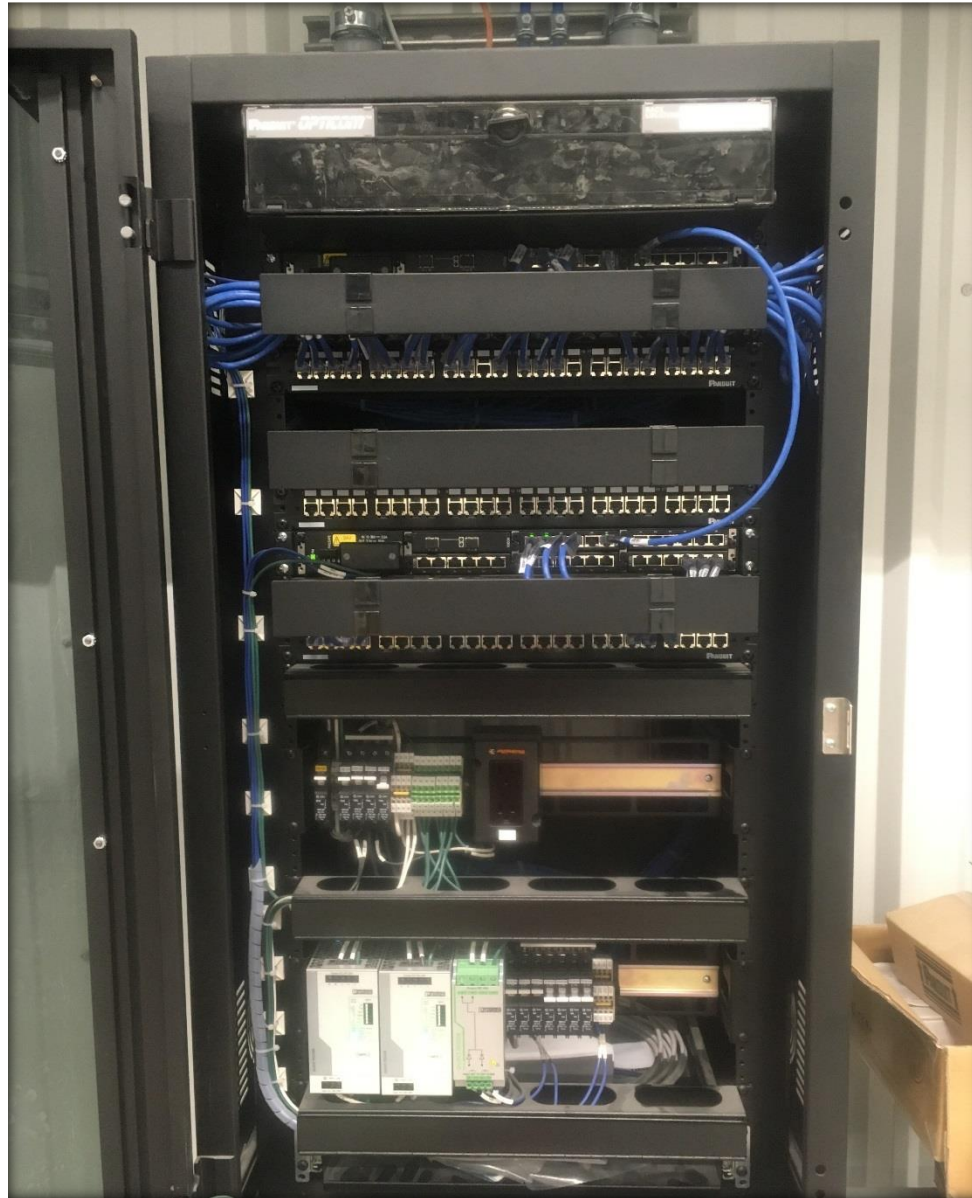






Delaware Water Tower >>





SCADA Replacement >>



# Stormwater

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
DELAWARE GARDEN AVE/JOHN ST STORM SEWER UPGRADE	\$ 830,000.00	\$ 26,049.99	\$ 803,950.01	Jun 2019	Carried forward to 2020
MEADOWCREEK STORM UPGRADE	\$ 130,000.00	\$ 101,266.76	\$ 28,733.24	Nov 2018	Aug 2019
MILLCREEK LANE (YORKDALE TO GIDEON) STORMWATER PORTION	\$ -	\$ 40,805.38	(\$ 40,805.38)	Aug 2018	Oct 2019 This project was budgeted as part of the Transportation portion of the project under the same name. Stormwater portion over budget
SETTLEMENT COMMUNITY STORMWATER MASTER PLAN	\$ 175,000.00	\$ 63,418.87	\$ 111,581.13	2018	March 2020



# Transportation, Roads

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
MEDWAY RD (HYDE PARK TO DENFIELD)	\$ 1,100,000.00	\$ 691,292.03	\$ 408,707.97	June 2019	October 2019
HOT MIX RESURFACING PROGRAM	\$ 1,100,000.00	\$ 682,680.79	\$ 417,319.21	Sept 2019	October 2019, waiting on final invoice
GARDEN AVE/WELLINGTON ST W STORM SEWER UPGRADE	\$ 640,000.00	\$ 17,362.12	\$ 622,637.88	June 2019	Carried over to 2020
POPLAR HILL RD (CHARLTON TO GREYSTEAD)	\$ 500,000.00	\$ 109,666.75	\$ 390,333.25	May 2019	October 2019
GRAVEL PIT ROADWAY	\$ 100,000.00	\$ 310.75	\$ 99,689.25	TBD (awaiting MNRF Approval)	Carried over to 2020



# Transportation, Roads, 2

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
DELAWARE ROAD RECONSTRUCTION - PRIOR YEAR	\$ -	\$ 82,483.56	(\$ 82,483.56)	2016	Aug 2017 – Late invoice from hydro one regarding 2017 works
CONCRETE REPLACEMENT PROGRAM	\$ 150,000.00	\$ 144,495.25	\$ 5,504.75	May 2019	June 2019
MILL CREEK LANE (YORKDALE TO GIDEON)	\$ 40,000.00	\$ -	\$ -	Aug 2018	Oct 2019
OLD RIVER ROAD (GLENDON TO PULHAM)	\$ 285,000.00	\$ 9,571.57	\$ 275,428.43	Aug 2019	Carry over all remaining funds to 2020
HYDE PARK ROAD RECONSTRUCTION(STON EFIELD TO 13 MI)	\$ 400,000.00	\$ 389,678.71	\$ 10,321.29	July 2019	Aug 2019





# Transportation, Roads, 3

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
MARTIN ROAD RECONSTRUCTION (WELLINGTON TO HARRIS)	\$ 1,290,000.00	\$ -	\$ 1,290,000.00	TBD 2020	Carry forward to 2020
HYDE PARK – CLEAR SKIES TURNING LANDS	\$ -	\$ 81,876.10	(\$ 81,876.10)	Jul 2018	Project was budgeted as part of the Hyde Park Road Reconstruction work. The project was broken out for tracking purposes.







Medway Road Reconstruction, 2019 >>



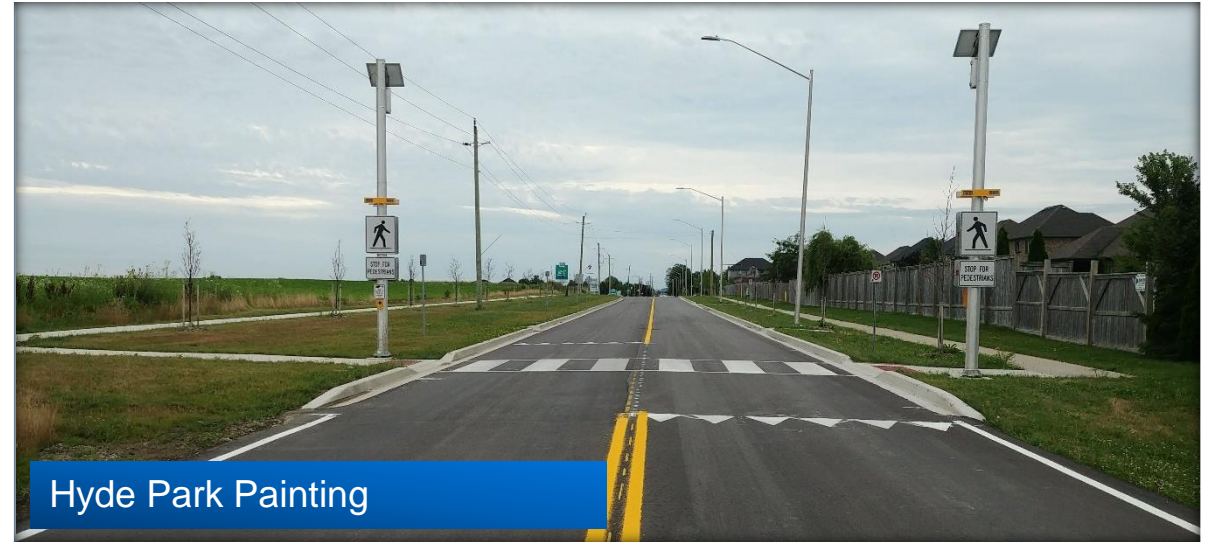




Brigham Tar and Chipping



Poplar Hill Road Reconstruction



Hyde Park Painting

Roads Improvements, 2019 >>





# Transportation, Culverts

Name/Description	Budget		Spent		Remaining		Start Date	Completion Date & Notes
REHABILITATE CULVERT C-313	\$	10,000.00	\$	-	\$	10,000.00	Jan 2018	Nov 2019, waiting on invoice
REHABILITATE CULVERT C-101	\$	10,000.00	\$	-	\$	10,000.00	Jan 2018	Nov 2019, waiting on invoice



# Transportation, Fleet

Name/Description	Budget	Spent	Remaining	Start Date	Completion Date & Notes
HALF TON PICKUP - REPLACE 2007 FORD RANGER 3227	\$ 50,000.00	\$ 43,584.44	\$ 6,415.56	Feb 2019	Aug 2019
TANDEM TRUCK - REPLACE 2008 INTERNATIONAL 3208	\$ 450,000.00	\$ 82.48	\$ 450,000.00	Feb 2019	Carry forward to 2020 for payment – will be accrued to 2019
BINS FOR ENVIRO DEPOT	\$ 50,000.00	\$ 45,637.59	\$ 4,362.41	Feb 2019	June 2019
NEW SIDEWALK PLOW	\$ 195,000.00	\$ 159,294.90	\$ 35,705.10	Feb 2019	July 2019





Transportation Fleet Additions, 2019 >>





# Stay in Touch!



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**Meeting Date: February 19, 2020**

**Submitted by: Tiffany Farrell, Director of Corporate Services**

**Report No: CPS-06-2020**

**Subject: 2020 OPP Annual Billing Statement and Grant**

---

**Recommendation:**

THAT the 2020 OPP Annual Billing Statement and Grant report be received;

AND THAT the \$9,875 from the Court Security and Prisoner Transportation grant be transferred to the Tax Rate Stabilization Reserve Fund.

**Purpose:**

To provide Council with a summary of the 2020 OPP annual billing statement and information with respect to the court security and prisoner transportation grant for 2020.

**Background:**

Each year the municipality receives the annual OPP billing statement from the Municipal policing bureau. This information is used for budgeting, in addition to understanding the service being provided and the service the residents of Middlesex Centre received.

The annual OPP billing for Middlesex Centre is broken down into two costs, municipal base service and calls for service costs. Additionally, the billing statement is adjusted for the year end adjustment two years prior (for 2020 billing statement, the adjustment is for 2018).

In addition to the cost of OPP services for Middlesex Centre, information has recently been provided from the Municipal policing bureau with respect to the court security and prisoner Transportation grant. This grant has been received by the municipality for many years, however for 2020 the province had yet to announce if Municipalities would be receiving it again.

**Analysis:**

See Attachment that breaks down the 2020 annual billing statement. Total cost for 2020 is \$2,326,735 which will be paid on a monthly basis at \$193,895 per month, which is an increase of 6.24% over 2019.

Additionally, the Ministry's public safety division approved the continuation of the court security and prisoner transportation grant for 2020. The estimated amount for Middlesex Centre is \$9,875. This amount was not budgeted as it was not announced to municipality's until February 3, 2020.

**Financial Implications:**

OPP costs of \$2,326,735 as budgeted for in 2020

Court Security and Prisoner Transportation grant of \$9,875 to be transferred to Tax Rate Stabilization Reserve Fund.

**Strategic Plan:**

This matter aligns with following strategic priorities:

5e. Operational Excellence: Forging partnerships with other levels of government.

**Attachments:**

A1 2020 OPP Annual Billing Statement

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



Municipal Policing Bureau  
Bureau des services policiers des municipalités

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Tél. : 705 329-6140  
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File Reference: 612-20

September 23, 2019

Dear CAO/Treasurer,

Please find attached the OPP municipal policing 2020 Annual Billing Statement package.

This year's billing package includes a statement for the 2018 year-end reconciliation. The final cost adjustment calculated as a result of the 2018 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2020 calendar year.

The final reconciliation of the 2020 annual costs will be included in the 2022 Annual Billing Statement.

For more detailed information on the 2020 Annual Billing Statement package please refer to resource material available on the internet, [www.opp.ca/billingmodel](http://www.opp.ca/billingmodel). Further, the Municipal Policing Bureau will be hosting a webinar information session in October. An e-mail invitation will be forwarded to the municipality advising of the session date.

If you have questions about the package please e-mail [OPP.MPB.Financial.Services.Unit@OPP.ca](mailto:OPP.MPB.Financial.Services.Unit@OPP.ca).

Yours truly,

M.M. (Marc) Bedard  
Superintendent  
Commander,  
Municipal Policing Bureau

## OPP 2020 Annual Billing Statement

### Middlesex Centre M

Estimated costs for the period January 1 to December 31, 2020

Please refer to [www.opp.ca](http://www.opp.ca) for 2020 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	6,512		
	Commercial and Industrial	281		
	Total Properties	6,793	183.23	1,244,690
Calls for Service	(see summaries)			
	Total all municipalities	162,805,510		
	Municipal portion	0.5323%	127.59	866,688
Overtime	(see notes)		13.38	90,895
Prisoner Transportation	(per property cost)		1.99	13,518
Accommodation/Cleaning Services	(per property cost)		4.78	32,471
Total 2020 Estimated Cost			330.97	2,248,261
2018 Year-End Adjustment	(see summary)			78,474
Grand Total Billing for 2020				2,326,735
2020 Monthly Billing Amount				193,895



## OPP 2020 Annual Billing Statement

### Middlesex Centre M

Estimated costs for the period January 1 to December 31, 2020

#### Notes to Annual Billing Statement

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2020 billing purposes the allocation of the municipal workload in detachments has been calculated to be 54.5 % Base Services and 45.5 % Calls for Service. The total 2020 Base Services and Calls for Service cost calculation is detailed on the *Base Services and Calls for Service Cost Summary* included in the municipal billing package.
  - 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$183.23 estimated for 2020. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on *Base Services and Calls for Service Cost Summary* included in the municipal billing package.
  - 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
  - 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2015, 2016, 2017 and 2018 has been analyzed and averaged to estimate the 2020 costs. The costs incorporate the 2020 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2020 hours and salary rates and included in the 2022 Annual Billing Statement.
  - 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. 2020 costs have been based on 2018 security activity. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. These costs will be reconciled to the actual cost of service required in 2020.  
  
There was no information available about the status of 2020 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 
- 6) **Year-end Adjustment** - The 2018 adjustment accounts for the difference between the amount billed based on the estimated cost in the *Annual Billing Statement* and the reconciled cost in the *Year-end Summary*. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

**OPP 2020 Estimated Base Services and Calls for Service Cost Summary**  
For the period January 1 to December 31, 2020

Salaries and Benefits	Positions	Base	Total Base Services and Calls for Service	Base Services	Calls for Service
	FTE	%	\$/FTE	\$	\$
<b>Uniform Members (Note 1)</b>					
Inspector .....	25.44	100.0	161,356	4,104,898	-
Staff Sergeant-Detachment Commander .....	11.13	100.0	144,775	1,611,343	-
Staff Sergeant .....	32.18	100.0	135,199	4,350,718	-
Sergeant .....	218.06	54.5	121,017	26,388,924	11,995,186
Constable .....	1,741.76	54.5	103,094	179,565,117	81,619,570
Part-Time Constable .....	5.48	54.5	82,108	449,952	204,449
<b>Total Uniform Salaries</b>	<b>2,034.05</b>			<b>216,470,953</b>	<b>93,819,205</b>
Statutory Holiday Payout .....			3,841	7,791,215	3,421,410
Shift Premiums .....			1,037	2,037,562	926,156
Uniform Benefits - Inspector .....			25.68%	1,054,138	-
Uniform Benefits - Full-Time Salaries .....			29.25%	61,985,460	27,382,316
Uniform Benefits - Part-Time Salaries .....			14.87%	66,908	30,402
<b>Total Uniform Salaries &amp; Benefits</b>				<b>289,406,236</b>	<b>163,826,746</b>
<b>Detachment Civilian Members (Note 1)</b>					
Detachment Administrative Clerk .....	172.24	54.5	65,281	11,244,026	5,110,861
Detachment Operations Clerk .....	2.04	54.5	63,058	128,639	58,644
Detachment Clerk - Typist .....	0.33	54.5	56,100	18,513	8,415
Court Officer .....	15.99	54.5	66,104	1,057,006	480,577
Crimestoppers Co-ordinator .....	0.79	54.5	60,603	47,876	21,817
<b>Total Detachment Civilian Salaries</b>	<b>191.39</b>			<b>12,496,060</b>	<b>5,680,315</b>
Civilian Benefits - Full-Time Salaries .....			27.08%	3,383,933	1,538,229
<b>Total Detachment Civilian Salaries &amp; Benefits</b>				<b>15,879,992</b>	<b>7,218,544</b>
<b>Support Costs - Salaries and Benefits (Note 2)</b>					
Communication Operators .....			6,635	13,495,922	5,927,112
Prisoner Guards .....			1,764	3,588,064	1,575,799
Operational Support .....			5,037	10,245,510	4,499,602
RHQ Municipal Support .....			2,488	5,060,716	2,222,555
Telephone Support .....			120	244,086	107,197
Office Automation Support .....			644	1,309,928	575,292
Mobile and Portable Radio Support .....			200	407,906	179,160
<b>Total Support Staff Salaries and Benefits Costs</b>				<b>34,352,132</b>	<b>15,086,717</b>
<b>Total Salaries &amp; Benefits</b>				<b>339,638,360</b>	<b>191,753,610</b>
<b>Other Direct Operating Expenses (Note 2)</b>					
Communication Centre .....			167	339,686	149,183
Operational Support .....			830	1,688,262	741,447
RHQ Municipal Support .....			249	506,478	222,434
Telephone .....			1,462	2,973,781	1,306,019
Mobile Radio Equipment Repairs & Maintenance .....			102	208,032	91,372
Office Automation - Uniform .....			2,390	4,861,380	2,135,011
Office Automation - Civilian .....			1,812	346,799	157,644
Vehicle Usage .....			8,805	17,909,810	7,865,595
Detachment Supplies & Equipment .....			534	1,086,183	477,028
Uniform & Equipment .....			1,974	4,026,032	1,768,309
Uniform & Equipment - Court Officer .....			924	14,775	6,717
<b>Total Other Direct Operating Expenses</b>				<b>33,961,218</b>	<b>19,040,459</b>
<b>Total 2020 Municipal Base Services and Calls for Service Cost</b>				<b>\$ 373,599,578</b>	<b>\$ 210,794,068</b>
<b>Total OPP-Policed Municipal Properties</b>					<b>1,150,426</b>
<b>Base Services Cost per Property</b>					<b>\$ 183.23</b>

## OPP 2020 Estimated Base Services and Calls for Service Cost Summary

For the period January 1 to December 31, 2020

### Notes:

- 1) Total Base Services and Call for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2015 through 2018. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 89.21 FTEs with a cost of \$14,864,601 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2020 salaries incorporate the January 1, 2020 general salary rate increases set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, (2.15% for uniform staff and 1.25% for civilian staff). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2019-20). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 54.5% Base Services : 45.5% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2019 Municipal Policing Cost-Recovery Formula.



**OPP 2020 Calls for Service Billing Summary**  
**Middlesex Centre M**  
**Estimated costs for the period January 1 to December 31, 2020**

Calls for Service Billing Workgroups	Calls for Service Count					2020 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2020 Estimated Calls for Service Cost
	2015	2016	2017	2018	Four Year Average				
					A	B	C = A * B		
					(Note 1)			(Note 2)	(Note 3)
Drug Possession	19	24	26	26	24	6.3	150	0.0092%	14,972
Drugs	2	4	5	8	5	39.2	186	0.0114%	18,632
Operational	642	693	807	916	765	3.6	2,752	0.1692%	275,402
Operational 2	406	363	299	390	365	1.3	474	0.0291%	47,416
Other Criminal Code Violation	18	43	40	43	36	7.8	281	0.0173%	28,099
Property Crime Violations	253	335	341	394	331	6.7	2,216	0.1362%	221,749
Statutes & Acts	143	106	83	100	108	3.4	367	0.0226%	36,744
Traffic	369	445	380	396	398	3.5	1,391	0.0855%	139,217
Violent Criminal Code	45	47	47	72	53	16.0	844	0.0519%	84,456
<b>Total</b>	<b>1,897</b>	<b>2,060</b>	<b>2,028</b>	<b>2,345</b>	<b>2,083</b>		<b>8,661</b>	<b>0.5323%</b>	<b>\$866,688</b>
Provincial Totals	(Note 4)	363,779	364,615	368,194	390,369	371,739	1,626,979	100.0%	\$162,805,510

**Notes to Calls for Service Billing Summary**

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Costs rounded to zero decimals
- 4) Provincial Totals exclude data for both municipal dissolutions and amalgamations



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**OPP 2020 Calls for Service Details**  
**Middlesex Centre M**  
For the calendar years 2015 to 2018

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2015	2016	2017	2018	
<b>Grand Total</b>	<b>1,897</b>	<b>2,060</b>	<b>2,028</b>	<b>2,345</b>	<b>2,082.50</b>
Drug Possession	19	24	26	26	23.75
Drug Related Occurrence	5	10	10	7	8.00
Possession - Cannabis	10	11	9	10	10.00
Possession - Cocaine	0	0	1	2	0.75
Possession - Methamphetamine (Crystal Meth)	0	0	3	2	1.25
Possession - Other Controlled Drugs and Substances Act	4	3	3	4	3.50
Possession û Opioid (other than heroin)	0	0	0	1	0.25
Drugs	2	4	5	8	4.75
Cultivate, propagate or harvest cannabis by adult	0	0	0	1	0.25
Drug Operation - Residential Grow Indoor	0	0	1	0	0.25
Drug Operation - Rural Grow	0	1	0	0	0.25
Production - Cannabis (Marihuana) (Cultivation)	0	0	2	2	1.00
Production - Other Controlled Drugs & Substances	2	1	0	0	0.75
Trafficking - Cannabis	0	0	1	1	0.50
Trafficking - Cocaine	0	0	0	1	0.25
Trafficking - Other Controlled Drugs and Substances Act	0	2	1	2	1.25
Trafficking û Opioid (other than heroin)	0	0	0	1	0.25
Operational	642	693	807	916	764.50
Accident - non-MVC - Commercial	0	0	2	0	0.50
Accident - non-MVC - Construction Site	1	0	0	3	1.00
Accident - non-MVC - Industrial	0	0	2	0	0.50
Accident - Non-MVC - Others	0	2	2	1	1.25
Alarm - Master Code	13	5	4	0	5.50
Alarm - Others	3	3	10	12	7.00
Amusement By-Law	0	1	0	0	0.25
Animal - Bear Complaint	0	1	0	1	0.50
Animal - Dog Owners Liability Act	1	4	5	5	3.75
Animal - Left in Vehicle	2	1	4	1	2.00
Animal - Master Code	2	1	8	1	3.00
Animal - Other	22	23	27	43	28.75
Animal Bite	1	2	3	2	2.00
Animal Injured	14	14	19	11	14.50
Animal Rabid	1	4	0	1	1.50
Animal Stray	7	9	6	8	7.50
Assist Fire Department	4	15	11	3	8.25
Assist Public	60	121	165	179	131.25
Bomb Threat	0	0	0	1	0.25
By-Law - Master Code	3	0	0	0	0.75
Compassionate Message	1	0	0	0	0.25
Distressed / Overdue Motorist	0	2	0	1	0.75
Domestic Disturbance	30	34	42	50	39.00
False Fire Alarm - Building	1	1	2	4	2.00
Family Dispute	39	21	25	37	30.50
Fire - Building	1	1	7	7	4.00

**OPP 2020 Calls for Service Details**  
**Middlesex Centre M**  
**For the calendar years 2015 to 2018**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2015	2016	2017	2018	
Fire - Master Code	0	0	0	1	0.25
Fire - Other	3	2	5	2	3.00
Fire - Vehicle	6	6	5	5	5.50
Fire Alarm - Master Code	0	0	1	0	0.25
Firearms (Discharge) By-Law	0	1	1	0	0.50
Found - Bicycles	0	2	4	2	2.00
Found - Computer, parts & accessories	0	0	0	1	0.25
Found - Household Property	0	1	0	5	1.50
Found - License Plate	1	1	0	1	0.75
Found - Machinery & Tools	2	0	0	1	0.75
Found - Office Machines & Equipment	0	1	0	0	0.25
Found - Others	2	3	7	14	6.50
Found - Personal Accessories	5	4	4	10	5.75
Found - Radio, TV, Sound-Reprod. Equip.	0	0	0	1	0.25
Found - Sporting Goods, Hobby Equip.	0	1	0	0	0.25
Found - Vehicle Accessories	0	1	1	1	0.75
Found Property - Master Code	4	8	5	4	5.25
Insecure Condition - Building	8	3	2	2	3.75
Insecure Condition - Master Code	1	0	0	0	0.25
Insecure Condition - Others	0	1	0	0	0.25
Lost - Accessible Parking Permit	1	1	0	0	0.50
Lost - Household Property	1	1	0	1	0.75
Lost - Jewellery	2	0	1	0	0.75
Lost - License Plate	11	4	8	6	7.25
Lost - Others	3	4	1	0	2.00
Lost - Personal Accessories	6	2	5	1	3.50
Lost Property - Master Code	8	5	1	3	4.25
Medical Assistance - Master Code	0	0	1	0	0.25
Medical Assistance - Other	2	1	0	3	1.50
Missing Person - Master Code	0	1	2	0	0.75
Missing Person 12 & older	13	4	4	14	8.75
Missing Person Located 12 & older	9	4	13	9	8.75
Missing Person Located Under 12	1	2	0	5	2.00
Missing Person under 12	1	0	0	2	0.75
Neighbour Dispute	30	19	25	26	25.00
Noise By-Law	1	2	3	2	2.00
Noise Complaint - Animal	6	1	4	20	7.75
Noise Complaint - Business	1	1	0	4	1.50
Noise Complaint - Master Code	4	3	7	1	3.75
Noise Complaint - Others	3	7	3	2	3.75
Noise Complaint - Residence	19	21	21	27	22.00
Noise Complaint - Vehicle	2	1	4	1	2.00
Other Municipal By-Laws	7	6	12	7	8.00
Phone - Master Code	10	4	1	10	6.25
Phone - Nuisance - No Charges Laid	17	9	3	5	8.50



**OPP 2020 Calls for Service Details**  
**Middlesex Centre M**  
For the calendar years 2015 to 2018

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2015	2016	2017	2018	
Phone - Obscene - No Charges Laid	2	1	1	0	1.00
Phone - Other - No Charges Laid	5	5	1	0	2.75
Phone - Text-related incident	0	0	0	3	0.75
Phone - Threatening - No Charges Laid	0	1	0	0	0.25
Sudden Death - Accidental	0	2	1	1	1.00
Sudden Death - Drowning	0	0	1	0	0.25
Sudden Death - Natural Causes	7	3	8	9	6.75
Sudden Death - Others	0	1	2	0	0.75
Suspicious Person	87	100	89	123	99.75
Suspicious vehicle	88	118	126	115	111.75
Traffic By-Law	2	0	0	0	0.50
Trouble with Youth	35	30	30	51	36.50
Unwanted Persons	4	9	11	6	7.50
Vehicle Recovered - All Terrain Vehicles	0	0	2	0	0.50
Vehicle Recovered - Automobile	6	10	17	20	13.25
Vehicle Recovered - Construction Vehicles	0	1	0	0	0.25
Vehicle Recovered - Motorcycles	0	0	1	1	0.50
Vehicle Recovered - Other	0	1	3	2	1.50
Vehicle Recovered - Trucks	10	8	16	15	12.25
Operational 2	406	363	299	390	364.50
911 call - Dropped Cell	11	5	14	17	11.75
911 call / 911 hang up	137	96	81	112	106.50
911 hang up - Pocket Dial	10	9	14	24	14.25
False Alarm - Accidental Trip	70	72	39	49	57.50
False Alarm - Cancelled	36	49	31	44	40.00
False Alarm - Malfunction	95	71	66	55	71.75
False Alarm - Others	31	33	36	57	39.25
False Holdup Alarm - Accidental Trip	1	1	1	3	1.50
False Holdup Alarm - Malfunction	0	3	2	0	1.25
Keep the Peace	15	24	15	29	20.75
Other Criminal Code Violations	18	43	40	43	36.00
Animals - Cruelty	1	0	2	0	0.75
Animals - Kill or injure	2	1	0	0	0.75
Animals - Others	1	0	1	0	0.50
Bail Violations - Fail To Comply	6	3	2	6	4.25
Bail Violations - Others	0	0	0	2	0.50
Bail Violations - Recognizance	0	0	0	1	0.25
Breach of Probation	2	0	2	4	2.00
Child Pornography - Other	0	0	1	0	0.25
Child Pornography - Possess child pornography	0	0	1	0	0.25
Common nuisance	0	1	0	1	0.50
Contraband Tobacco	0	25	16	12	13.25
Counterfeit Money - Master Code	1	0	1	0	0.50
Counterfeit Money - Others	0	1	4	0	1.25
Disturb the Peace	2	2	3	5	3.00



**OPP 2020 Calls for Service Details**  
**Middlesex Centre M**  
For the calendar years 2015 to 2018

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2015	2016	2017	2018	
Indecent acts - exposure to person under 14	0	1	0	0	0.25
Indecent acts - Master Code	1	0	0	0	0.25
Indecent acts - Other	1	1	0	0	0.50
Obstruct Public Peace Officer	0	2	1	2	1.25
Offensive Weapons - Explosives	0	0	0	1	0.25
Offensive Weapons - In Vehicle	0	0	0	2	0.50
Offensive Weapons - Other Weapons Offences	0	0	0	1	0.25
Offensive Weapons - Possession of Weapons	0	3	2	3	2.00
Offensive Weapons - Prohibited	0	0	1	0	0.25
Possession of Burglary Tools	0	1	0	0	0.25
Public Mischief - mislead peace officer	0	0	1	0	0.25
Trespass at Night	1	0	2	3	1.50
Uttering Counterfeit Money	0	2	0	0	0.50
Property Crime Violations	253	335	341	394	330.75
Altering/Destroying/Removing a vehicle identification number	0	0	1	0	0.25
Arson - Building	1	0	1	0	0.50
Break & Enter	36	73	103	71	70.75
Break & Enter - Firearms	1	0	2	0	0.75
Fraud - False Pretence Under \$5,000	1	3	0	2	1.50
Fraud - Forgery & Uttering	0	0	2	2	1.00
Fraud - Fraud through mails	4	1	0	0	1.25
Fraud - Master Code	7	3	1	1	3.00
Fraud - Money/property/security Over \$5,000	1	0	4	3	2.00
Fraud - Money/property/security Under \$5,000	7	5	5	15	8.00
Fraud - Other	5	14	13	16	12.00
Fraud - Steal/Forge/Poss./Use Credit Card	1	4	2	2	2.25
Identity Fraud	0	1	1	1	0.75
Mischief - Master Code	77	64	52	56	62.25
Mischief Graffiti - Non-Gang Related	0	2	0	1	0.75
Personation with Intent (fraud)	2	2	0	2	1.50
Possession of Stolen Goods over \$5,000	3	0	7	5	3.75
Possession of Stolen Goods under \$5,000	0	1	1	3	1.25
Property Damage	12	12	14	16	13.50
Theft from Motor Vehicles Over \$5,000	0	1	0	2	0.75
Theft from Motor Vehicles Under \$5,000	23	70	53	71	54.25
Theft of - All Terrain Vehicles	2	2	1	2	1.75
Theft of - Automobile	4	5	3	11	5.75
Theft of - Construction Vehicles	0	1	0	1	0.50
Theft of - Farm Vehicles	0	0	1	0	0.25
Theft of - Mopeds	0	0	0	1	0.25
Theft of - Motorcycles	0	1	1	0	0.50
Theft of - Other Motor Vehicles	0	0	1	1	0.50
Theft of - Snow Vehicles	0	0	0	1	0.25
Theft of - Trucks	4	10	7	17	9.50
Theft of Motor Vehicle	12	8	8	12	10.00

**OPP 2020 Calls for Service Details**  
**Middlesex Centre M**  
For the calendar years 2015 to 2018

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2015	2016	2017	2018	
Theft Over \$,5000 - Construction Site	0	0	1	1	0.50
Theft Over \$5,000 - Building	0	0	0	1	0.25
Theft Over \$5,000 - Farm Equipment	1	0	0	0	0.25
Theft Over \$5,000 - Mail	0	0	2	0	0.50
Theft Over \$5,000 - Master Code	2	3	1	0	1.50
Theft Over \$5,000 - Other Theft	2	3	2	1	2.00
Theft Over \$5,000 - Trailers	2	3	2	0	1.75
Theft Over \$5,000 - Truck Load	0	1	0	0	0.25
Theft Under \$5,000 - Bicycles	6	1	3	4	3.50
Theft Under \$5,000 - Boat (Vessel)	1	1	1	0	0.75
Theft Under \$5,000 - Boat Motor	0	0	1	1	0.50
Theft Under \$5,000 - Building	1	0	0	2	0.75
Theft Under \$5,000 - Construction Site	3	0	1	2	1.50
Theft Under \$5,000 - Farm Equipment	0	2	0	0	0.50
Theft Under \$5,000 - Gasoline Drive-off	7	6	13	27	13.25
Theft Under \$5,000 - Master Code	3	6	2	5	4.00
Theft Under \$5,000 - Other Theft	16	23	26	30	23.75
Theft Under \$5,000 - Persons	0	0	0	2	0.50
Theft Under \$5,000 - Trailers	3	2	0	2	1.75
Theft Under \$5,000 Shoplifting	3	0	1	1	1.25
Trafficking in Stolen Goods under \$5,000	0	0	1	0	0.25
Willful act / Omission likely to cause mischief	0	1	0	0	0.25
Statutes & Acts	143	106	83	100	108.00
Children's Law Reform Act - Custody order	0	1	0	0	0.25
Custody Dispute	3	0	0	0	0.75
Landlord / Tenant	12	13	9	6	10.00
Mental Health Act	32	24	16	20	23.00
Mental Health Act - Attempt Suicide	9	6	7	4	6.50
Mental Health Act - No contact with Police	30	2	0	5	9.25
Mental Health Act - Placed on Form	0	1	5	9	3.75
Mental Health Act - Threat of Suicide	12	8	10	18	12.00
Mental Health Act - Voluntary Transport	7	4	2	11	6.00
Trespass To Property Act	38	47	34	26	36.25
Youth Criminal Justice Act (YCJA)	0	0	0	1	0.25
Traffic	369	445	380	396	397.50
MVC - Fatal (Motor Vehicle Collision)	2	4	3	2	2.75
MVC - Others (Motor Vehicle Collision)	2	5	1	2	2.50
MVC - Pers. Inj. Failed to Remain (Motor Vehicle Collision)	4	0	0	1	1.25
MVC - Personal Injury (Motor Vehicle Collision)	27	38	27	18	27.50
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	4	9	10	8	7.75
MVC - Prop. Dam. Non Reportable	61	129	110	128	107.00
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	262	257	226	237	245.50
MVC (Motor Vehicle Collision) - Master Code	6	3	2	0	2.75
Road Rage	1	0	1	0	0.50
Violent Criminal Code	45	47	47	72	52.75

**OPP 2020 Calls for Service Details**  
**Middlesex Centre M**  
**For the calendar years 2015 to 2018**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2015	2016	2017	2018	
Assault - Level 1	25	23	22	36	26.50
Assault Peace Officer	2	1	0	0	0.75
Assault With Weapon or Causing Bodily Harm - Level 2	2	3	5	4	3.50
Attempted Murder	0	1	0	0	0.25
Criminal Harassment	3	3	0	3	2.25
Criminal Harassment - Offender Unknown	1	1	0	2	1.00
Discharge Firearm with Intent	0	0	1	0	0.25
Indecent / Harassing Communications	0	0	1	0	0.25
Invitation to Sexual Touching	0	0	3	1	1.00
Murder 1st Degree	0	0	0	1	0.25
Non-Consensual Distribution of Intimate Images	0	0	1	0	0.25
Robbery - Master Code	0	0	0	2	0.50
Robbery - Other	1	1	1	0	0.75
Robbery - With Threat of Violence	0	0	1	1	0.50
Sexual Assault	9	7	9	9	8.50
Sexual Assault With a Weapon	0	1	0	0	0.25
Sexual Interference	0	0	0	2	0.50
Using firearm (or imitation) in commission of offence	1	0	0	0	0.25
Utter Threats to Person	1	6	3	9	4.75
Voyeurism	0	0	0	2	0.50

**OPP 2018 Reconciled Year-End Summary****Middlesex Centre M**

Reconciled cost for the period January 1 to December 31, 2018

			<b>Cost per Property \$</b>	<b>Total Cost \$</b>
<b>Base Service</b>	<b>Property Counts</b>			
	Household	6,289		
	Commercial and Industrial	286		
	Total Properties	<u>6,575</u>	193.02	1,269,075
<b>Calls for Service</b>				
	Total all municipalities	151,961,589		
	Municipal portion	0.4806%	111.08	730,379
<b>Overtime</b>			19.06	125,334
<b>Prisoner Transportation</b>	(per property cost)		1.87	12,295
<b>Accommodation/Cleaning Services</b>	(per property cost)		<u>4.80</u>	<u>31,560</u>
<b>Total 2018 Reconciled Cost</b>			<u><b>329.83</b></u>	<u><b>2,168,643</b></u>
<b>Year Over Year Variance (reconciled cost for the year is not subject to phase-in adjustment)</b>				
<b>2017 Reconciled Cost per Property</b>			317.75	
<b>2018 Reconciled Cost per Property (see above)</b>			<u>329.83</u>	
<b>Cost per Property Variance</b>	(Increase)		12.08	
<b>2018 Billed Amount</b>				<u><b>(2,090,169)</b></u>
<b>2018 Year-End-Adjustment</b>				<u><b>78,474</b></u>

**Note**

The Year-End Adjustment above will be included as an adjustment on the 2020 Billing Statement.  
This amount will be incorporated into the monthly invoice amount for 2020.



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**Meeting Date:** February 19, 2020

**Submitted by:** Tiffany Farrell, Director of Corporate Services

**Report No:** CPS-07-2020

**Subject:** Budget to Actual January 2020

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**Recommendation:**

**THAT** the Budget to Actual report for January 2020 be received.

**Purpose:**

To present to Council the financial results for January 2020.

**Background:**

As presented to Council in Report CS016-001:

Where valuable insight into the operations of the Municipality can be obtained is through comparing our current year budgeted numbers with the actual results to gain an understanding on where we stand.

This monthly report will give Council valuable information that can affect future decisions. Council will gain an understanding monthly of how we are performing financially based on each department. Having this information will assist Council in understanding how each department is performing financially and where we are over or under in budget before the financial statements are presented at year end. In addition, this information will assist in determining whether or not the variance was a onetime occurrence or whether future budgets should be adjusted to reflect actual spending habits.

Overall, Council needs to be informed as to what is actually happening to make sure that the municipal operations match the budget. This is why I would like to provide Council with regular financial reports that compare actual results against the budget. Financial reports are a good source of information and budget control.

**Analysis:**

See Attachment

**Financial Implications:**

As noted in the presentation.

**Strategic Plan:**

This matter aligns with following strategic priorities:

5a. Operational Excellence: Maintaining positive staff-community relations.

**Attachments:**

A1 Budget to Actual January 2020

# Municipality of Middlesex Centre

## January 2020 Budget

### Introduction

At the beginning of every month the detailed budget to actual reports are reviewed by the Director of Corporate Services and are provided to each Department and Directors perform a detailed analysis on their accounts.

When looking at the % used column in this analysis, for a 12 month period a monthly average % used would equate to 8.33%, which means for January (1 months) this should be around 8.33%, however as the Municipality operates on a cash basis, the expenses will be lacking at this time of year due to timing. As one can see from this analysis, few expenses are tracking close to the monthly amount, this is due to many reasons, but mainly due to the timing of processing invoices and expenses.

The Municipality reports on a cash basis.



# Municipality of Middlesex Centre

## January 2020 Budget

Budget Item	Actual Revenue (\$)	Budget Revenue (\$)	% Used	Explanation
<b>General Government</b>				
Property Taxes	- 7,320	19,816,658	-0.04%	Interim property taxes issued February 2020. Final taxes processed August 2020. Minimal write offs processed to date. No issues noted
Administration	326,606	2,552,355	12.80%	No issues noted at this time.
Medical Centre	8,417	113,524	7.41%	No issues noted, doctors rent processed monthly, pharmacy rent processed June and December of each year.
Council	-	-	N/A	N/A
Economic Development	-	-	N/A	N/A
<b>Total General Government</b>	<b>327,703</b>	<b>22,482,537</b>		
<b>Protection to Persons &amp; Property</b>				
Fire Department	41,237	139,300	29.60%	No issues noted.
Policing	-	-	#DIV/0!	N/A
Conservation Authorities	-	-	N/A	N/A
Emergency Operations Centre	-	-	N/A	N/A
Building Inspection & By-Law Enforcement	58,023	700,912	8.28%	No issues noted. Activity is lower in winter months for Building.
Animal Control	5,300	-	#DIV/0!	No issues noted, the municipality no longer charges for the first dog tag a resident obtains. The revenue earned is from replacement tags and mailing of dog tags.
<b>Total Protection to Persons &amp; Property</b>	<b>104,560</b>	<b>840,212</b>		
<b>Public Works &amp; Engineering</b>				
Transportation	100	64,737	0.15%	no issues noted at this time, revenue is from development charge debt payment transfers, snow plowing sub contracted and any future roads upgrades collected.
Waste Management	85	916,264	0.01%	no issues noted at this time, waste bins are added to the final property tax bill issued in August 2020.
<b>Total Public Works &amp; Engineering</b>	<b>185</b>	<b>981,001</b>		
<b>Environment Services</b>				
Water Systems	7,123	3,241,003	0.22%	no issues noted at this time, January billing issued beginning of February.
Wastewater Systems	- 256	3,032,690	-0.01%	no issues noted at this time, January billing issued beginning of February.
Stormwater Systems	127	898,368	0.01%	no issues noted at this time, January billing issued beginning of February.
<b>Total Environmental Services</b>	<b>6,994</b>	<b>7,172,061</b>		
<b>Cemetery Services</b>	-	5,400	0.00%	No issues noted.

Budget Item	Actual Revenue (\$)	Budget Revenue (\$)	% Used	Explanation
<b>Total Cemetery Services</b>	-	<b>5,400</b>		
<b>Community Services</b>				
Parks & Open Space	-	143,662	0.00%	No issues noted, activity not posted in January.
Community Centres	-	154,150	0.00%	No issues noted, activity not posted in January.
Arenas	23,149	2,138,678	1.08%	No issues noted.
Libraries	-	53,144	0.00%	No issues noted, library rent is billed quarterly, beginning in March.
<b>Total Community Services</b>	<b>23,149</b>	<b>2,489,634</b>		
<b>Planning &amp; Development</b>				
Planning	6,450	386,804	1.67%	No issues noted, revenue from Development Charges for official plan in budgeted figure.
Drainage	-	53,131	0.00%	No issues noted.
Debenture Payments	-	33,849	0.00%	No issues noted.
<b>Total Planning &amp; Development</b>	<b>6,450</b>	<b>473,784</b>		
<b>Vehicles &amp; Equipment Maintenance</b>				
<b>Total Vehicles &amp; Equipment Maintenance</b>	-	-	<b>#DIV/0!</b>	Sale of vehicles and equipment processed to date.
<b>Total for Municipal Purposes</b>	<b>469,041</b>	<b>34,444,629</b>		

## Municipality of Middlesex Centre

### January 2020 Budget

Budget Item	Actual Expenditures (\$)	Budget Expenditures (\$)	% Used	Explanation
<b>General Government</b>				
Property Taxes	-	-	N/A	
Administration	93,641	8,585,713	1.09%	No issues noted. Reserve Fund transfers completed September and December of each year.
Medical Centre	3,187	113,524	2.81%	no issues noted, reserve fund transfer completed at year end.
Council	13,194	212,544	6.21%	no issues noted.
Economic Development	-	65,487	0.00%	no issues noted, allocation from general administration completed yearly and has not been completed to date.
<b>Total General Government</b>	<b>110,022</b>	<b>8,977,268</b>		
<b>Protection to Persons &amp; Property</b>				
Fire Department	32,176	1,669,795	1.93%	no issues noted, the majority of the firefighters paid annually in December.
Policing	-	2,326,740	0.00%	no issues noted, OPP costs are billed monthly. Refer to CPS-08-2020 for more details on OPP costs for 2020.
Conservation Authorities	7,962	295,456	2.69%	no issues noted, invoices paid once received
Emergency Operations Centre	-	3,700	0.00%	no issues noted.
Building Inspection & By-Law Enforcement	30,002	772,600	3.88%	No issues identified in expenses.
Animal Control	3,898	61,552	6.33%	no issues noted, invoices monthly, timing issue and staff allocation of costs.
<b>Total Protection to Persons &amp; Property</b>	<b>74,038</b>	<b>5,129,843</b>		
<b>Public Works &amp; Engineering</b>				
Transportation	235,663	5,838,566	4.04%	No issues noted at this time.
Waste Management	156,305	1,265,216	12.35%	Recycling Billed Quarterly and all paid to date. Garbage collection and disposal billed monthly and 1 month behind.
<b>Total Public Works &amp; Engineering</b>	<b>391,968</b>	<b>7,103,782</b>		
<b>Environment Services</b>				
Water Systems	34,467	3,227,952	1.07%	no issues noted, reserve transfers completed at year end
Wastewater Systems	26,503	3,019,639	0.88%	no issues noted, reserve transfers completed at year end
Stormwater Systems	1,825	898,368	0.20%	no issues noted, reserve transfers completed at year end
<b>Total Environmental Services</b>	<b>62,795</b>	<b>7,145,959</b>		
<b>Cemetery Services</b>	-	27,519	0.00%	No issues noted at this time.
<b>Total Cemetery Services</b>	-	<b>27,519</b>		
<b>Community Services</b>				
Parks & Open Space	22,024	1,304,868	1.69%	no issues noted. Parks and Open spaces holds the wages and benefits for community centres and libraries.
Community Centres	11,679	299,842	3.90%	no issues noted.
Arenas	120,920	2,586,970	4.67%	No issues noted at this time.
Libraries	1,116	46,730	2.39%	No issues noted at this time.
<b>Total Community Services</b>	<b>155,739</b>	<b>4,238,410</b>		
<b>Planning &amp; Development</b>				
Planning	-	511,033	0.00%	No issues noted at this time.

Budget Item	Actual Expenditures (\$)	Budget Expenditures (\$)	% Used	Explanation
Drainage	9,036	118,995	7.59%	no issues noted.
Debenture Payments	3,356	33,850	9.91%	Timing of Debenture payments is periodically throughout the year.
<b>Total Planning &amp; Development</b>	<b>12,392</b>	<b>663,878</b>		
<b>Vehicles &amp; Equipment Maintenance</b>				
<b>Total Vehicles &amp; Equipment Maintenance</b>	<b>29,404</b>	<b>1,157,971</b>	<b>2.54%</b>	No issues noted at this time.
<b>Total for Municipal Purposes</b>	<b>836,358</b>	<b>34,444,630</b>		





**Meeting Date:** February 19, 2020  
**Submitted by:** Tiffany Farrell, Director of Corporate Services  
**Report No:** CPS-02-2020  
**Subject:** Ontario Community Infrastructure Fund 2020

---

**Recommendation:**

**THAT** the Ontario Community Infrastructure Fund 2020 report be received,

**AND THAT** the \$992,950 fund the Hot Mix Resurfacing Project in 2020;

**AND FURTHER THAT** the funds initially approved in the 2020 Budget for the Hot Mix Resurfacing Program be transferred back into the Roads Capital Reserve Fund.

**Purpose:**

To provide Council with an update to the Ontario Community Infrastructure Fund.

**Background:**

The Ontario Community Infrastructure Fund (OCIF) provides a steady source of predictable, long-term funding and supports the repair and revitalization of roads, bridges and other critical infrastructure in small, rural and northern communities.

**Formula Based funding**

Grants are linked to core infrastructure (roads, bridges, water and wastewater) owned by municipalities and to their economic conditions.

The grant is designed to be responsive to local needs and economic conditions. In order to ensure that municipalities with more core infrastructure and more challenging economic conditions receive proportionally larger grants, the amount of funding per \$100,000 of total core infrastructure is calculated using an “infrastructure index”.

Municipalities with a higher infrastructure index will receive a proportionally larger grant per \$100,000 of core infrastructure.

The following steps are used to calculate a municipality’s grant.

**Step 1: Determine the amount of core infrastructure owned by the municipality**

A municipality's core infrastructure is valued at cost as reported in its Financial Information Return (Schedule 51: Schedule of Tangible Capital Assets).

**Step 2: Calculate the infrastructure index**

The infrastructure index compares a municipality's core infrastructure to its weighted property assessment and median household income.

**Step 3: Determine the funding per \$100,000 of core infrastructure to be received by the municipality**

The exact amount of formula-based funding for every \$100,000 of core infrastructure owned by the municipality depends on the municipality's infrastructure index and how it relates to the median infrastructure index of all eligible municipalities.

**Analysis:**

2020 Formula funding was put on hold in 2019, and therefore staff did not include this funding in the 2020 budget. The program has since been reviewed and renewed for 2020.

Formula based funding:

Middlesex Centre's formula-based allocation of funding (allocation) under the Ontario Community Infrastructure Fund is \$992,950 (2019: \$959,902).

This amount will be allocated to the Municipalities hot mix resurfacing roads program for 2020. The money identified from roads capital reserve fund for this project will remain in the reserve fund for 2020.

**Financial Implications:**

2020 formula allocation \$992,590 (2019: \$959,902)

The original funding source for the hot mix resurfacing project will remain in the Roads Capital Reserve Fund.

**Strategic Plan:**

This matter aligns with following strategic priorities:

- 5e. Operational Excellence: Forging partnerships with other levels of government.

**Attachments:**

CPS-02-2020 A1 Ontario Community Infrastructure Fund 2020

**Ministry of Infrastructure**

Infrastructure Policy Division

777 Bay Street, 4<sup>th</sup> Floor, Suite 425  
Toronto, Ontario M5G 2E5

**Ministry of Agriculture, Food and Rural  
Affairs**

Rural Programs Branch

1 Stone Road West, 4<sup>th</sup> Floor NW  
Guelph, Ontario N1G 4Y2



January 2020

File #: OCIF FC2-M-0235

Tiffany Farrell, Acting CAO/Director, Corporate Services / Treasurer  
The Corporation of the Municipality of Middlesex Centre  
10227 Ilderton Road, RR 2  
Ilderton, Ontario  
N0M 2A0

Dear Tiffany Farrell:

**Ontario Community Infrastructure Fund – Formula-Based Funding Allocation Notice**

We are pleased to confirm your eligibility in the 2020 Ontario Community Infrastructure Fund – Formula-based Component (OCIF-Formula). Per section F1.2 of the OCIF-Formula Contribution Agreement (CA), enclosed you will find your municipality's Revised Allocation Notice.

As recently communicated, this notice confirms the previously proposed 2020 allocation communicated to your community. Payments of confirmed allocations will be made in accordance with the schedule provided in the attached notice conditional upon having met all reporting requirements.

In March 2019, the Ministry of Infrastructure communicated plans to work with the Association of Municipalities Ontario and municipalities to review the design of the program. More details will be available soon.

Staff from the Ministry of Agriculture, Food and Rural Affairs will be contacting you in the near future to provide details on reporting required to close-out your 2019 Formula Funding.

Should you have any questions regarding the above, please do not hesitate to contact your Project Analyst, Mary Wyga, toll free at 1-877-424-1300 or directly at (519) 546-6374 or via email at [Mary.Wyga@ontario.ca](mailto:Mary.Wyga@ontario.ca).

Sincerely,

Julia Danos  
Director, Intergovernmental Policy Branch  
Infrastructure Policy Division  
Ministry of Infrastructure

Carolyn Hamilton  
Director, Rural Programs Branch  
Economic Development Division  
Ministry of Agriculture, Food and Rural Affairs



**Ontario Community Infrastructure Fund (OCIF)  
Formula-Based Component**

**Revised Allocation Notice**

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Ministry of Infrastructure  
Ministry of Agriculture, Food and Rural Affairs

**The Corporation of the Municipality of Middlesex Centre**

**January 2020**

*Disponible en français*



**Ontario Community Infrastructure Fund (OCIF)**  
**Formula-Based Component- Revised Allocation Notice**

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**The Corporation of the Municipality of Middlesex Centre**

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This Revised Allocation Notice is to inform you of your 2020 Ontario Community Infrastructure Fund formula allocation.

**Formula-Based Funding Allocation**

Your community's formula-based allocation of funding under the Ontario Community Infrastructure Fund for 2020 is as follows:

2020 formula allocation	\$992,950
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**Terms and Conditions**

*Receipt of formula allocations are conditional upon compliance with all of the terms and conditions of your existing OCIF formula-based funding agreement*

*The Province reserves the right to adjust or terminate any allocations contained in this notice, without consent or notice, to account for changes in a municipality's situation, the OCIF program guidelines, or other parameters or administrative procedures.*

**Payment Schedule**

*The Province proposes to make payments in accordance with the following schedule:*

- Allocations of \$150,000 or less will be provided in one payment*
- Allocations greater than \$150,000 but less than \$1 million will be provided through up to 6 payments*
- Allocations greater than \$1 million will be provided through up to 12 payments.*



**Meeting Date:** February 19, 2020

**Submitted by:** Michael Di Lullo, CAO

**Report No:** CAO-07-2020

**Subject:** Updated Costing Agreement for Middlesex Centre Family Medicine Clinic

---

**Recommendation:**

THAT Report re: Updated Costing Agreement for Middlesex Centre Family Clinic be received;

AND THAT the new costing agreement presented in Report CAO-07-2020 be approved for a five-year term;

AND FURTHER THAT the Chief Administrative Officer be authorized to execute the documentation associated with the new five-year term.

**Purpose:**

To provide Council with a new costing arrangement related to the Family Medicine Clinic located in Middlesex Centre.

**Background:**

In 2010, the municipality entered into a lease agreement with the Middlesex Centre Family Medicine Clinic. This clinic is located in the community of Ilderton and the municipality is the owner of the building acting as the landlord.

The term of the main lease is a twenty-two-year term. However, the municipality also has various subleases referred to as tenancy agreements for portions of the building that are rented to professional doctors and a pharmacy, determined by area square-footage.

Within the sublease arrangements, there is opportunity to review and ensure that the costing is accurate and up-to-date to cover costs to manage the building.

Staff reviewed the expenses for the building and updated the costs that reflect the proper and current operation of the facility. A board meeting was convened on Friday January 24, 2020 to review the updated expenses and was approved by the board.

### **Analysis:**

The opportunity to review the existing costs with the tenants (doctors/pharmacy) of the facility provides for good governance as the changes are accurate and reflective of the costs to manage the facility.

In undertaking the review, some of the updates include:

- Removal of the cleaning costs
- Inclusion of amortization costs as per asset management planning
- Reduction of hydro costs as a result of efficiencies made to the building
- Accounting of inflation as per Consumer Price Index (CPI)

No new agreements are required; correspondence will be issued to the tenants once there is council approval.

### **Financial Implications:**

The updated costing is for a five year forecast and broken into two streams – 87% for the doctors as the main tenants and 13% for the pharmacy. This breakdown is reflective of the square footage that each occupies.

Attached as Appendix 1 is the cost / rent breakdown for each.

### **Strategic Plan:**

This matter aligns with following strategic priorities:

- 3c. Quality of Life: Meeting the needs of both current and future citizens.
- 4b. Community & Neighbourhood Preservation: Promoting a sense of community engagement, pride, and belonging.
- 5f. Operational Excellence: Adapting to changing demands and expectations.

### **Attachments:**

Appendix 1 – Updated Rent Calculation for Medical Clinic

### Appendix 1 – Updated Rent Calculation for Medical Clinic

Description		Total Costs Estimate		Doc %	Pharmacy %
Percentage of Square Feet				86.91%	13.09%
Hydro		21,000		18,251	2,749
Heating		6,870		5,971	899
Water & Sewer		4,174		3,628	546
Legal Fees		1,600		1,391	209
Audit Fees		1,600		1,391	209
Equipment Repairs & Maintenance		2,780		2,416	364
Building Repairs & Maintenance		32,000		27,811	4,189
Grounds Maintenance		7,300		6,344	956
Insurance		1,600		1,391	209
Bulk Bin Collection		900		782	118
Amortization		64,984		56,478	8,506
Property taxes		40,010		34,773	5,237
Total Expenses (w/o property taxes)		144,808		(125,852)	(18,955)
2020	Sub-Total	HST	Property Taxes	Total Monthly Payment	
Doctor Monthly Rent	\$10,487.65	\$11,851.05	\$2,897.75	\$14,748.79	
Pharmacy Monthly Rent	\$1,579.60	\$1,784.95	\$436.45	\$2,221.40	

Note: the monthly payment costs will be adjusted on an annual basis according to the published Consumer Price Index, as of September.





**Meeting Date:** February 19, 2020

**Submitted by:** Michael Di Lullo, CAO and Ann Wright, Clerk

**Report No:** CAO-10-2020

**Subject:** Audio Video Equipment Project for Meetings

---

**Recommendation:**

THAT Council for the Municipality of Middlesex Centre proceed with the implementation of audio/video for the Coldstream Community Centre;

AND THAT staff be directed to enter into agreement with Media Multi-Com Communications Inc. for audio/video services at a cost of \$26,596.00, plus HST.

**Purpose:**

To receive Council approval for the purchase of Audio/Video equipment for council, committee and public meetings which are now in the Coldstream Community Centre.

**Background:**

In order to provide good public service, we are required to update our audio video equipment for the purposes of conducting council, committee and other public information meetings. We have now outgrown the small council chambers at the municipal office and are conducting regular and special council meetings in the Community Hall located at the Coldstream Community Centre. New equipment is required because there is no proper a/v system (in either room) and the municipality is currently renting the equipment which is not cost-efficient.

In accordance with the municipality's procurement policy – the municipality, working with County IT, received two quotes. The company, Media Multi-Com Communications Inc. provided the lowest quotation for audio/video services. A third company was approached and declined to provide a quotation for service.

This is the first of two phases for upgrades to the Coldstream Community Centre that will be converted into a chambers for council to conduct meetings and/or for larger public meeting sessions. Once the audio/video is functional, staff will work on the live-streaming objective so that our meetings will be recorded and a follow-up report will be provided to Council in this regard.

## **Analysis:**

Below is a breakdown of the scope of work and equipment recommended to complete the project:

- TOA conference system consisting of a central unit/ 1 chairman unit/13 delegate units/charging bays/14 rechargeable batteries.
- Supply and install ceiling mounted projector that will display image on manual pull down screen that will be installed on the wall of the room. An Atlona presentation unit will allow moderators and presenters to show content on the projectors using laptops, tablets, smart phones.
- Mustang 135" manual pull down screen
- Optoma EH-465 projector and mounts
- Atlona AT-HDVS-200-TX-WP wall plate switcher
- Atlona AT-HDVS-200-RX receiver
- Cabling, installation, setup and training

The advantage of this equipment is that it is portable should the municipality decide to have meetings at alternative locations.

## **Financial Implications:**

The total anticipated cost for the project is approximately \$26,596, plus HST. The funds have been approved in the 2020 Budget for the purchase of the a/v and live-streaming equipment.

## **Strategic Plan:**

This matter aligns with following strategic priorities:

- 3c. Quality of Life: Meeting the needs of both current and future citizens.
- 4b. Community & Neighbourhood Preservation: Promoting a sense of community engagement, pride, and belonging.
- 5a. Operational Excellence: Maintaining positive staff-community relations.

## **Attachments:**

Attachment 1 – Quote from Media Multi-Com Communications Inc.

December 10, 2019

**Re: Coldstream Middlesex Centre**

Media Multi-Com is pleased to have the opportunity to earn your business by providing the following proposal for your audio/video requirements. Media Multi-Com is celebrating over 25 years in the South-Western Ontario market servicing sectors such as Institutional/Government/Commercial/Public and Residential. Some of our clients include City of London, London Health Sciences Centre, London Public Library, Thames Valley District School Board. We are recognized in the industry for our ability to custom integrate Audio/Video/Control systems as well as security and access control systems. These are only a few of the many services we offer that make us the provider of choice for so many businesses and institutions.

**Scope of Work**

The following is a system design based on a site meeting and information provided by Middlesex County representatives.

TOA conference system consisting of a central unit/ 1 chairman unit/13 delegate units/charging bays/14 rechargeable batteries.

Supply and install ceiling mounted projector that will display image on manual pull down screen that will be installed on the wall of the room. An Atlona presentation unit will allow moderators and presenters to show content on the projectors using laptops, tablets, smart phones.

**Components**

TOA TS-801 chairman unit x 1

TOA TS-800 central amp x 1

TOA TS-802 delegate unit x 13

TOA TS-904 mics x 14

TOA TS-907 transceivers x 4

TOA BP-900 battery x 14

TOA BC-900 charger x 1

**Cabling**

**Installation/setup/training**

**\$21,232.00 + HST**

Electrical contractor to supply and install all conduit, raceway, cable hooks, pipe, core drilling, boring, electrical back boxes and other components required to create a complete and unobstructed wire path to all locations, including pull string through studs, wooden structures or other structural members. Fire stopping and /or smoke sealing is not included in the above quotation and is to be completed by others. Electrical contractor to install power supply provided by Media, and ensure adequate A/C power is available for all components. Electrical contractor to provide adequate secure storage for components on site, at no cost to Media. Electrical contractor to provide Media Multicom personnel access to man lifts (if required), at no cost to Media. Electrical contractor to incorporate information provided by Media into shop drawing, O&M manuals and as-built drawings, and complete all submissions as required and is responsible for any permits (if required).

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Mustang 135" manual pull down screen x1

Optoma EH-465 projector x 1

Projector mounts x 1

Atlona AT-HDVS-200-TX-WP wall plate switcher x 1

Atlona AT-HDVS-200-RX receiver x1

Cabling

Installation/set up/training

\$5,364.00 + HST

Electrical contractor to supply and install all conduit, raceway, cable hooks, pipe, core drilling, boring, electrical back boxes and other components required to create a complete and unobstructed wire path to all locations, including pull string through studs, wooden structures or other structural members. Fire stopping and /or smoke sealing is not included in the above quotation and is to be completed by others. Electrical contractor to install power supply provided by Media, and ensure adequate A/C power is available for all components. Electrical contractor to provide adequate secure storage for components on site, at no cost to Media. Electrical contractor to provide Media Multicom personnel access to man lifts (if required), at no cost to Media. Electrical contractor to incorporate information provided by Media into shop drawing, O&M manuals and as-built drawings, and complete all submissions as required and is responsible for any permits (if required).

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**Meeting Date:** February 19, 2020

**Submitted by:** Scott Mairs

**Report No:** CMS-01-2020

**Subject:** Fees & Charges By-Law Amendment – 20 Visit Public Skate Pass

---

**Recommendation:**

**THAT the Fees & Charges By-Law, 2020 (2019-108) be amended to include the addition of a 20 Visit Public Skating Pass for General and 55+ Admissions.**

**Purpose:**

To obtain Council approval to add a 20 Visit Public Skate Pass to the Fees & Charges By-Law 2020 (2019-108).

**Background:**

Staff have recently received requests to have a public skate pass/punch card available for skaters to make use of at our Public Skates similar to what the City of London offers.

**Analysis:**

The table below shows a breakdown of the pricing (taxes included):

	General Single Admission	55+ Single Admission	20 Visit Pass (General Admission – proposed rate)	20 Visit pass (55+ Admission – proposed rate)
City of London	\$4.25	\$3.50	\$69.21	\$54.24
Middlesex Centre	\$3.50	\$2.50	\$63.00	\$45.00



**Financial Implications:**

The City of London currently offers an 18% discount for General Admission and 22% for those 55+. In consultation with the Community Services Advisory Committee, a 10% discount was recommended to be applied to both the General and 55+ Admission Pass. Staff feels this will incentivize skaters to purchase the pass as they will receive two free skates per pass. Staff do not anticipate to see a reduction in anticipated Public Skate Revenues as a result.

**Strategic Plan:**

This matter aligns with following strategic priorities:

- 3a. Quality of Life: Building recreational opportunities.
- 3c. Quality of Life: Meeting the needs of both current and future citizens.
- Choose an item.

**Attachments:**

N/A



**Meeting Date:** February 19, 2020

**Submitted by:** Scott Mairs

**Report No:** CMS-02-2020

**Subject:** Intercity Transit Service

---

**Recommendation:**

THAT Staff Report CMS-02-2020 be received as information;

AND THAT Council approve the Komoka Wellness and Recreation Centre as a stop for the Sarnia – Strathroy-Caradoc – London intercity transit service;

AND FURTHER THAT the Mayor and Clerk be authorized to enter into a Memorandum of Understanding with Strathroy-Caradoc for a bus location at the Komoka Wellness and Recreation Centre on the satisfaction of the municipal solicitor.

**Purpose:**

To update Council on the Intercity Transit Service.

**Background:**

Strathroy-Caradoc received a grant for \$1,450,000 from the Ministry of Transportation Ontario (MTO) for an intercommunity public transportation project that will connect Sarnia, Strathroy, Mount Brydges and London. The service provider is Voyago and the service will run three round trips daily during weekdays and two round trips daily on weekends. The service is set to launch April 1, 2020.

A total of 7 stop locations along the route are proposed, with stop locations including: 2 in Sarnia, 1 in Strathroy, 1 in Mount Brydges, 1 in Komoka and 2 in London. **Appendix A** shows the route. Regarding stop locations, the bus will need the passenger pick-up and drop-off areas to allow the extendable ramp enough space to load and unload passengers. Based on the needs of the extendable ramp, as well as the geographical location and proximity to well-used community services, the Komoka Wellness and Recreation Centre (KWRC) has been identified as a prime location to have the stop in Komoka. **Appendix B** shows where the proposed KWRC stop would be.

**Analysis:**

Staff have been corresponding with Demetri Makrakos the Economic Development Officer for Strathroy-Caradoc to confirm the municipalities' priorities for this service align. A memorandum of understanding has been drafted and is currently being reviewed by our legal team along with our Cowan Insurance to ensure expectations of both parties regarding the bus stop and this project are clear.

**Financial Implications:**

No funding will need to be contributed towards this bus stop or the operation and maintenance of any part of the intercity transit service by Middlesex Centre.

**Strategic Plan:**

This matter aligns with following strategic priorities:

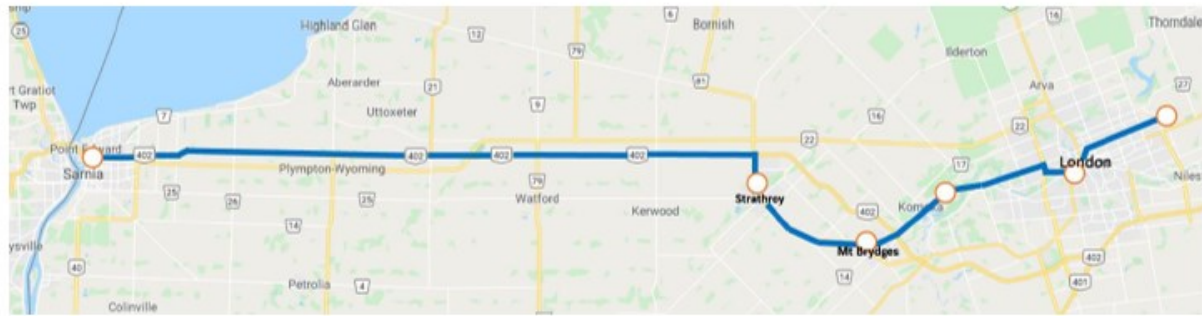
- 5f. Operational Excellence: Adapting to changing demands and expectations.
- 2b. Economic Development: Capitalizing on Middlesex Centre's location advantage.
- 3c. Quality of Life: Meeting the needs of both current and future citizens.

**Attachments:**

Appendix A – Intercity Transit Service Route

Appendix B – Komoka Wellness Centre Bus Stop

## APPENDIX A – INTERCITY TRANSIT SERVICE ROUTE



— Bus Route      ○ Bus Stops



## APPENDIX B – KOMOKA STOP





**Meeting Date:** February 19, 2020

**Submitted by:** Scott Mairs - Director Community Services

**Report No:** CMS-03-2020

**Subject:** Denfield Operations Entry Gate – Single Source Request

---

**Recommendation:**

THAT Staff Report CMS-03-2020 entitled “Denfield Operations Entry Gate – Single Source Request” be received;

AND THAT Council authorize staff to sole source the repairs for the Denfield Operations Entry gate to London Automatic Door in the amount of \$23,550.

**Purpose:**

This report requests authorization from Council to single source the repairs to the Denfield Operations Entry Gate to London Automatic Doors.

**Background:**

The existing entry gate at the Denfield Operations Depot has had a number of repairs made to the unit over the last year and continues to have issues. As this is the prime entry into the yard, the unit is heavily used and relied upon.

**Analysis:**

Facility Services currently use London Automatic Door as the main service provider for a number of door controls that are tied into the Atrium Security System due to their service levels and expertise with the Atrium system. To utilize another company to complete the works, would also see them having to utilize London Automatic Door to assist with programming. Staff feel it is more advantageous to continue working with London Automatic on this install so that it can be effectively tied into our security system.



**Financial Implications:**

The total cost of a new unit integrated into the Atrium Security System is \$23,550 plus HST. Funds to replace the unit have been allocated in Public Works 2020 Operating Budget.

**Strategic Plan:**

This matter aligns with following strategic priorities:

- 5f. Operational Excellence: Adapting to changing demands and expectations.
- Choose an item.
- Choose an item.

**Attachments:**

N/A



**Meeting Date: February 19, 2020**

**Submitted by: Stephanie Poirier, Planner**

**Report No: PLA-04-2020**

**Subject: Consent Application (B-02/20), filed by Derek & Kelly Sloan; 131 Ontario Ave, Komoka.**

---

**Recommendation:**

**THAT** Consent Applications B-02/20, filed by Derek & Kelly Sloan in order to sever a residential lot with a frontage of approximately 20.19 m (66.24 ft) on Springer Street with an area of approximately 461.6 m<sup>2</sup> (4,968.6 sq ft), and the retained is to have a frontage of approximately 22.82 m (74.86 ft) on Ontario Avenue with an area of 792.6 m<sup>2</sup> (8,531.4 sq ft) on a property legally described as Plan 109, Block I, Lot 12, Part Lot 11 (geographic Township of Lobo), Municipality of Middlesex Centre, known municipally as 131 Ontario Ave; be **GRANTED**.

**FURTHER THAT** Consent B-02/20 be subject to the following conditions:

1. That the Certificate of Consent under Section 53(42) of the *Planning Act* shall be given within one year of the date of the notice of the decision. The request for the Certificate of Consent shall be accompanied by a written submission that details how each of the conditions of severance has been fulfilled.
2. That the fee for the Certificate of Consent be paid in accordance with the Municipality's Fees and Charges By-law.
3. That a draft reference plan be prepared by an Ontario Land Surveyor for the purposes of facilitating the transaction of Consent B-02/20 and that this plan be approved by the Municipality prior to being deposited with the Land Registry Office.
4. That the Owners' solicitor provide a Transfer in Preparation to the Municipality, together with a deposited reference plan and a Schedule describing the land to be transferred, for the purposes of the issuance of a Certificate of Consent.

5. That the Owners' solicitor submit an undertaking in a form satisfactory to the Municipality to register an electronic transfer of title consistent with the Consent decision.
6. That any outstanding property taxes for the severed and retained lots of Consent B-02/20 be paid in full.
7. That the Owner enter into a Development Agreement with the Municipality, and that the Agreement be registered against the title of the subject land, to address among other matters: all financial, legal, planning and engineering matters including but not limited to payment of the Municipality's engineering, legal and planning review costs, entrance locations and construction, works within the road allowance, lot grading and drainage plans, and building envelopes, all to the satisfaction of the Municipality.
8. That the owner install separate water and sanitary service connections to the severed parcel prior to consent being granted to the satisfaction of the Municipality.
9. That if necessary, the owner relocate the existing water and sanitary services be wholly contained on the retained lands to the satisfaction of the municipality.
10. That the Owner provide a lot grading plan for the severed lands to the satisfaction of the Municipality.
11. The Owner be required to complete a Stormwater Management Report to the satisfaction of the Municipality.
12. The applicant be required to pay \$11,965.00 for future road upgrade costs.
13. That the Owners pay \$1,000 cash-in-lieu of parkland dedication for the proposed lot of Consent B-02/20.

**AND FURTHER THAT** the reasons for granting Consent application B-02/20 include:

- The proposal is consistent with the Provincial Policy Statement;
- The proposal conforms to the County of Middlesex Official Plan and the Middlesex Centre Official Plan; and

- The proposal complies with the Middlesex Centre Comprehensive Zoning By-law.

**Purpose:**

The purpose of this report is to provide Council with a recommendation regarding a proposal to create a new residential lot along Springer Street.

A location map is included as Attachment 1.

**Background:**

The purpose and effect of the consent application is to create a new residential lot for the purpose of constructing one single-detached dwelling. The lands to be severed are proposed to have a frontage of approximately 20.19 m (66.24 ft) on Springer Street with an area of approximately 461.6 m<sup>2</sup> (4,968.6 sq ft). The lands to be retained are proposed to have a frontage of approximately 22.82 m (74.86 ft) on Ontario Avenue with an area of 792.6 m<sup>2</sup> (8,531.4 sq ft).

An illustration of the proposal is included as Attachment 2.

The subject land currently contains a single detached dwelling and a detached garage and is on full municipal services. The lands are surrounded by residential development in the form of single detached dwellings.

**Policy Regulation:**

The subject property is located within a Settlement Area according to the County of Middlesex Official Plan and is designated Residential by the Middlesex Centre Official Plan. The land is zoned Urban Residential First Density Exception (UR1-4).

**Provincial Policy Statement (PPS):**

Section 3 of the Planning Act requires all decisions made under the Act “to be consistent with” the Provincial Policy Statement (PPS). The following PPS policies are relevant to the proposed development and need to be considered when evaluating the subject applications.

Section 1.1.3 of the PPS speaks to Settlement Areas, which identifies settlement areas as the focus of growth and development. Section 1.1.3.3 of the PPS states, ‘Planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Section 1.1.3.4 speaks to ‘appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.

Section 1.6 of the PPS speaks to servicing. The PPS has a hierarchy for services, where municipal services are the preferred form of servicing. Section 1.6.6.1a) states ‘Planning for sewage and water services shall direct and accommodate expected growth or development in a manner that promotes the efficient use and optimization of existing municipal sewage services and municipal water services’.

County of Middlesex Official Plan:

The County of Middlesex Official Plan speaks to settlement areas in section 2.3.8. This section states ‘urban areas and community areas shall be the focus for future growth including residential, commercial and industrial development’. The County Official Plan also has a similar servicing hierarchy as the PPS, and prefers full municipal services within urban areas.

Section 4.5.3.3 of the County Official Plan speaks to Settlement Areas and promotes infilling development in built-up areas, where the proposed lots are compatible with the lot area, frontage and density patterns of the surrounding area and the application represents orderly and efficient use of land, and its approval would not hinder future development of the retained lands.

Middlesex Centre Official Plan:

Middlesex Centre’s Official Plan designates the subject lands as ‘Residential’. Within this designation residential dwellings are permitted in a variety of forms, including single detached dwellings.

Section 9.3 of the Local Official Plan speaks to municipal infrastructure and servicing policies. These policies have a similar hierarchy as the PPS and the County Official Plan.

Section 10.3 of Middlesex Centre’s Official Plan speaks to lot creation and states,

- a) Severances shall only be granted if a plan of subdivision is not necessary for the proper and orderly development of the land. Plans of subdivision will not be required where three or fewer new lots are proposed to be created, or where circumstances exist where a plan of subdivision is not considered by the Municipality to be necessary. Where more than three new lots are proposed to be created, the Municipality may exercise flexibility in determining whether a plan of subdivision process is required for the orderly development of the land. Notwithstanding the above, in all cases where the creation or extension of



municipal streets and/or services is proposed, a plan of subdivision process will be required.

- b) Where individual wells and septic systems are proposed, lot areas must be of a size and configuration to accommodate an appropriate septic system, sewage envelope and contingency area. For a conventional septic system, a storage envelope consists of the area occupied by the tile bed and mantle. The size of the storage envelope will vary depending on the projected water use of the anticipated use and the soils and slope of the subject site. The contingency area will be equal in size to the tile bed and sewage mantel.
- c) All lots must front on and have access to an existing public road maintained on a year round basis and at a reasonable standard of construction. Direct access to and from County or Provincial roads will be limited in accordance with the policies and regulations established by the agencies having jurisdiction over these roads.
- d) An adequate and potable water supply must be available for any proposed lots created by consent. An exception to this policy may be made if it can be shown that the purpose for which the lot(s) in question is to be used does not require a water supply.
- e) All lots created by severance must be suitable or capable of being made suitable to support a sewage disposal system.
- f) Severances may be permitted for the purposes of making a lot boundary correction provided that such corrections are minor in nature.

### **Consultation:**

Notice of the applications has been circulated to agencies, as well as property owners in accordance to the requirements of the Planning Act.

### **Public Comments:**

At the time of writing the subject report, no comments or concerns had been received from the public regarding this proposal.

### **Agency Comments:**

The following comments were received at the time of writing this report;

Bell Canada has reviewed the subject application and has not comments and/or concerns as there are no services in this area.

Union Gas has reviewed the subject application and has not comments and/or concerns.

The Municipality's Department of Public Works and Engineering have reviewed the subject application and requires that if the subject applications are approved, a lot grading plan and a stormwater management plan be submitted as part of the conditions of consent. Additionally, that the owner install separate water and sanitary sewer services and ensure that the services are wholly contained on both the severed and retained lands. It is also required that the owner provide a payment of \$11,965.00 for future road upgrades.

### **Analysis:**

The Provincial Policy Statement, County Official Plan and the Municipality's Official Plan generally permit lot creation within Settlement Areas, subject to servicing and compatibility.

The Planning Policies have a servicing hierarchy in which the preferred option for new development within settlement areas is full municipal servicing. The proposed lot to be severed and the lot to be retained will be serviced by municipal water and sanitary services.

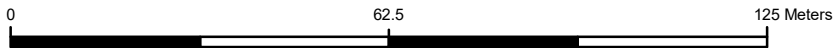
The subject property abuts a Municipal road, and therefore no road extension is required.

The proposed infill development is supported by the policies of the Provincial Policy Statement, the County of Middlesex Official Plan and the Middlesex Centre Official Plan. This type of development is the preferred form, because it promotes more efficient use of land and infrastructure and reduces the need for expansion of settlement area boundaries. The subject property is in an appropriate location for intensification as it would promote a more compact form and more appropriate development standards for residential lots in that area.

The lot proposed to be severed and the lot proposed to be retained are in conformity with the Urban Residential First Density Exception (UR1-4) Zone.

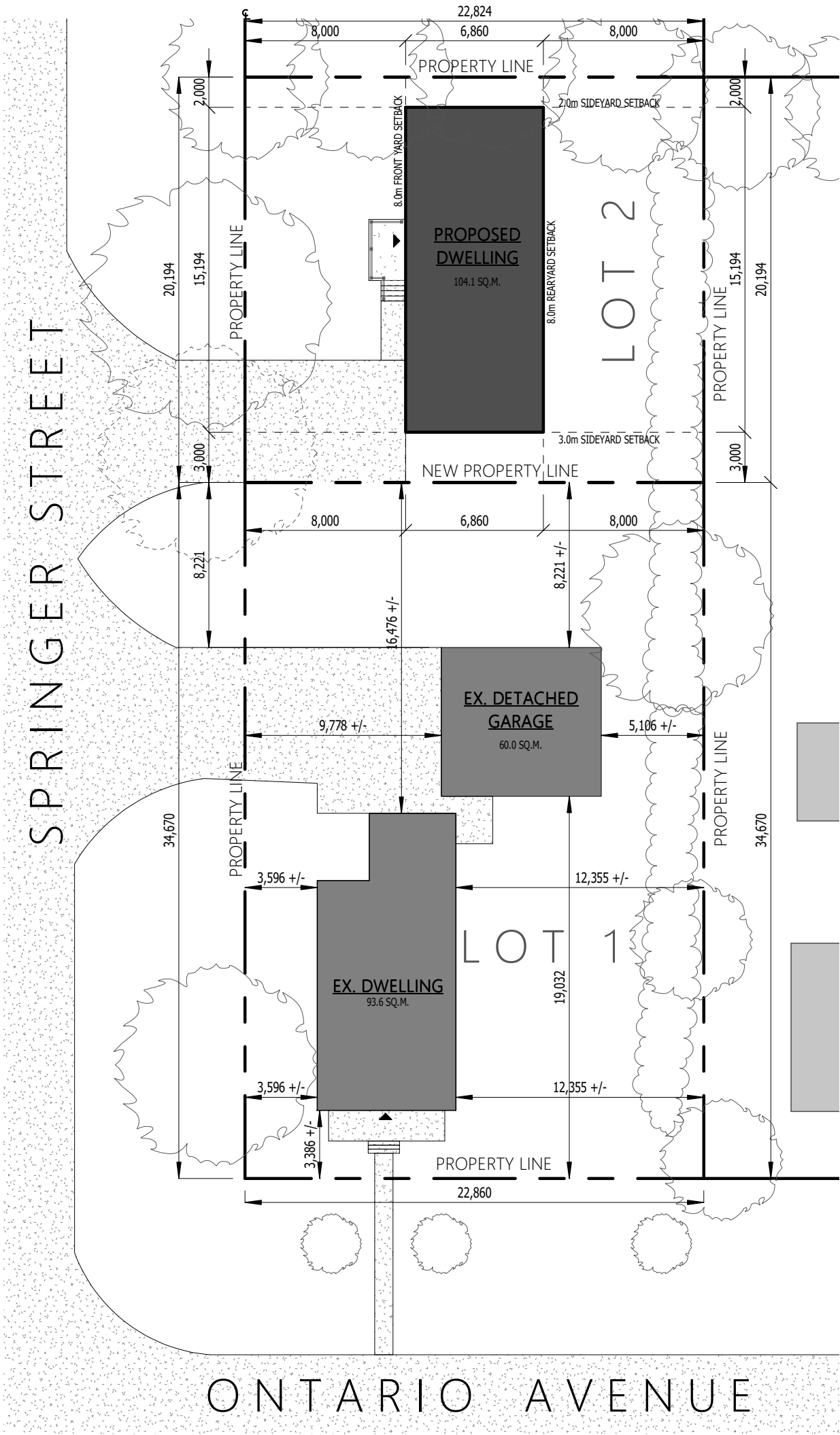
Given the above, planning staff are recommending that the subject applications be approved.

This opinion is provided prior to the public meeting and without the benefit of potentially receiving all comments from agencies or members of the public. Should new information arise regarding this proposal prior to or at the public meeting, the Council is advised to take such information into account when considering the application.



## Legend

-  Lot to be Retained
-  Lot to be Severed
-  Parcels



Site Plan

3/64" = 1'-0"

SITE DATA

LOT 1			LOT 2		
ZONE: UR1-4			ZONE: UR1-4		
	REQUIRED	PROPOSED		REQUIRED	PROPOSED
LOT AREA:	450.0 m <sup>2</sup>	792.6 m <sup>2</sup>	LOT AREA:	450.0 m <sup>2</sup>	461.6 m <sup>2</sup>
LOT FRONTAGE:	15.0 m	22.86 m	LOT FRONTAGE:	15.0 m	20.19 m
LOT COVERAGE:	35% MAX	19.4 %	LOT COVERAGE:	35% MAX	22.5%
BUILDING HEIGHT:	12.0m MAX	EXISTING	BUILDING HEIGHT:	12.0m MAX	< 12.0m
MINIMUM FLOOR AREA:	90.0 m <sup>2</sup>	EXISTING	MINIMUM FLOOR AREA:	90.0 m <sup>2</sup>	208.48m <sup>2</sup>
# OF UNITS PER LOT:	1 DWELLING	1	# OF UNITS PER LOT:	1 DWELLING	1



**Meeting Date: February 19, 2020**

**Submitted by: Tim Williams, Senior Planner**

**Report No: PLA 05-2020**

**Subject: Applications for Consent (B-06/20) and Zoning By-law Amendment (Z-01/20); filed by Zelinka Priamo (c/o Casey Kulchycki) on behalf of James and Joanne Kelly; 13181 Ilderton Road.**

---

**Recommendation:**

**THAT THAT** consent application filed by Zelinka Priamo (c/o Casey Kulchycki) on behalf of James and Joanne Kelly to sever a vacant parcel of land for lot addition purposes having an area of approximately 81.5 square meters (0.02 ac) from a property legally described as Part 1 of Registered Plan 33R-4848, and Lot 26, Concession 10, (geographic Township of London) and municipally known as 13181 Ilderton Road, Municipality of Middlesex Centre to be merged in the same name and title as the adjacent commercial lands to the east, municipally known as 13187 Ilderton Road, Municipality of Middlesex Centre; be **GRANTED**.

**FURTHER THAT** Consent B-06/20 be subject to the following conditions:

1. That the Certificate of Consent under Section 53(42) of the *Planning Act* shall be given within one year of the date of the notice of the decision.
2. That the fee for the Certificate of Consent be paid in accordance with the Municipality's Fees and Charges By-law.
3. That a draft reference plan be prepared by an Ontario Land Surveyor for the purposes of facilitating the transaction of Consent B-06/20 and that this plan be approved by the Municipality prior to being deposited with the Land Registry Office.
4. That the Owner's solicitor submits an undertaking in a form satisfactory to the Municipality to register an electronic transfer of title consistent with the Consent decision.
5. That the severed parcel of Consent B-06/20 be registered in the same name and title as the adjacent property to the south, known municipally as 13187



Ilderton Road and legally described as Part 1 of Registered Plan 33R-4848, and Lot 26, Concession 10, (geographic Township of London) and that Sections 50(3) and 50(5) of the *Planning Act* apply to any future conveyance of the said severed parcel.

6. That any outstanding property taxes for the severed and retained lots of Consents B-06/20 be paid in full.
7. That a Zoning By-law Amendment that recognizes the commercial use of the severed parcel be in full force and effect.

**FURTHER THAT** the reasons for granting Consent application B-06/20 include:

- The proposal is consistent with the Provincial Policy Statement;
- The proposal conforms to the County of Middlesex Official Plan and the Middlesex Centre Official Plan; and
- The proposal complies with the Middlesex Centre Comprehensive Zoning By-law.

**AND FURTHER THAT** the Zoning By-law Amendment application, filed by Zelinka Priamo (c/o Casey Kulchyski) on behalf of James and Joanne Kelly for the severed lands of Consent B-06/20 for lot addition purposes be **APPROVED**, and that the implementing By-law be forward to Municipal Council for consideration once a deposited reference plan has been provided to the satisfaction of the Municipality.

**Purpose:**

The purpose of this report is to provide Council with a recommendation in regards to an application for Consent for lot addition purposes and an accompanying Zoning By-law application for a property located on the south side of Ilderton Road between King Street and Timberwalk Trail in Ilderton.

**Background:**

The purpose and effect of the Consent Application is to sever a vacant parcel of land with an area of approximately 81.5 square meters (0.02 ac) to be merged with the adjacent commercial lands to the south and east, municipally known as 13187 Ilderton Road to facilitate the expansion of the parking lot currently being constructed. The lot proposed to be retained, containing an existing detached dwelling and horse barn, would have a frontage of 32.8 meters along Main Street and an area of 9200 square meters (2.27 ac). The purpose and effect of the Zoning By-law Amendment is to rezone the proposed severed portion of the subject lands from the Existing Use (EU) Zone to the site-specific Village Commercial (C1-7) Zone to permit the expansion of the parking area. A location map and an illustration of the proposal are included in Attachment 1.

The owners of the property to be enlarged previously applied for a Minor Variance (A19-19) that sought relief from the parking requirements for the site-specific Village Commercial (C1-7) zone. More specifically, they proposed to reduce the number of parking spaces required to 12 spaces and 5 cash in-lieu parking spaces, whereas 21 parking spaces are required based on the proposed permitted uses. The Committee of Adjustment denied the application for Minor Variance as the request did not maintain the general intent of the Middlesex Centre Official Plan or Zoning By-law, the request was not minor in nature and did not represent appropriate development on the subject lands.

## **Policy Regulation:**

### **Provincial Policy Statement (PPS)**

According to Section 3 of the Planning Act, as amended, decisions made by planning authorities “shall be consistent with” the PPS. The principal policies of the PPS that are applicable to the proposed development include:

Section 1.1.7 of the PPS speaks to long-term economic prosperity, stating that it should be supported by; promoting opportunities for economic development and community investment-readiness; maintaining and, where possible, enhancing the vitality and viability of downtowns and mainstreets; and promoting the redevelopment of brownfield sites.

Section 1.3.1 of the PPS directs municipalities to promote economic development and competitiveness by providing for an appropriate mix and range of employment uses to meet long-term needs and providing opportunities for a diversified economic base that includes maintaining a range and choice of suitable sites for a variety of employment uses that support a wide range of economic activities and ancillary uses and take into account the needs of existing and future businesses. Section 1.3.1 also provides policy direction that encourages compact, mixed-use development that incorporates compatible employment uses.

### **County of Middlesex Official Plan**

Section 2.3.4 of the County Official Plan states that economic development is an important component of the County’s Growth Management policy framework and that many long-term goals and objectives depend on economic activity and the opportunity for residents to live and work in Middlesex County. The County consequently encourages diversity in its economic base.

The County Official Plan provides a regional policy framework within which development proposals are to be evaluated. Section 3.2.1 of the County Official Plan dictates that growth within Middlesex is generally to be directed to the County’s Settlement Areas in order to protect Agricultural Areas, protect natural heritage and promote efficient use of water and sewage services. It is noted that the detailed land use policies, and particularly those that pertain to development within settlement areas, are provided in the official plans of the County’s member municipalities. Section 3.2.4.1 of the County

Official Plan provides for a variety of land uses, including commercial uses, to be located in the Urban Areas of Middlesex.

Section 4.5.3 of the County of Middlesex Official Plan provides policy direction with regards to consents and easements. This section provides criteria for consent applications and states that “easements, consents for lot additions/adjustments and severances for land assembly which facilitate subsequent development by plan of subdivision are not necessarily subject to the following policies and shall be evaluated based on site specific considerations established in local official plans provided such policies maintain the minimum standards set out in this Plan.”

### **Municipality of Middlesex Centre Official Plan**

Section 1.4 of the Official Plan states that “It is intended that land use designation boundaries shown in the schedules included in this Plan, be considered approximate, and absolute only where bounded by roads, railways, bodies of water or other similar geographic barriers. Amendments to this Plan will not be required to make minor adjustments to the approximate land use boundaries provided that the general intent of this Plan is maintained.”

According to the Middlesex Centre Official Plan, the lands proposed to be severed and retained fall along the line between the Residential and Village Centre Designations. The Residential designation permits residential uses in a variety of forms. The Official Plan policies with regards to the Village Centre designation encourage compact development in the form of infilling and permit a variety of uses including commercial, institutional and residential.

Additionally, Middlesex Centre’s Official Plan provides direction to develop a diverse economic base within the Municipality. Section 9.2.1 of the Official Plan encourages the Municipality to endeavor to increase its tax base and job opportunities in a manner that improves the quality of life of existing and future residents, and balances various economic sectors to ensure a sustainable economic base. The Official Plan also encourages the promotion of the viability and economic health of village centres.

### **Middlesex Centre’s Comprehensive Zoning By-law:**

As previously mentioned, the lands proposed to be severed and merged are zoned Existing Use (EU), which permits any use existing on the date of the passing of the By-law. The lands proposed to be enlarged are zoned site-specific Village Commercial (C1-7), with permitted uses including a single detached dwelling and all other uses permitted in the Village Commercial (C1) zone excluding a motor vehicle sales establishment and a motor vehicle service establishment.

### **Consultation:**

Notice of the applications has been circulated to agencies, as well as property owners in accordance to the requirements of the Planning Act.

### Public Comments:

At the time of writing the subject report, no comments or concerns had been received from the public regarding this proposal.

### Agency Comments:

The following comments were received at the time of writing this report;

St. Clair Region Conservation Authority: No concerns.

### **Analysis:**

The Provincial Policy Statement (PPS), County Official Plan and Municipality's Official Plan generally permit consents for purposes such as easements, corrections of deeds, quit claims and minor boundary adjustments which do not result in the creation of a new lot.

While the land use schedule for the area may depict the parcel proposed to be severed as being designated Residential or Village Centre, the aforementioned policies of the Municipal Official Plan (Section 1.4) can be reasonably applied given that the parcel proposed to be severed is vacant and does not contain any buildings or structures typically associated with residential uses. Furthermore, the proposed severed parcel is immediately adjacent to the commercial lands and as such planning staff is of the opinion that the proposed lot addition would maintain the general intent of the Official Plan.

The purpose of the rezoning of the lot to be merged from the Existing Use (EU) Zone to the site-specific Village Commercial (C1-7) Zone is to permit the expansion of the parking area.

Given the above, planning staff are recommending that the subject application be approved.

This opinion is provided prior to the public meeting and without the benefit of potentially receiving all comments from agencies or members of the public. Should new information arise regarding this proposal prior to or at the public meeting, Council is advised to take such information into account when considering the application.



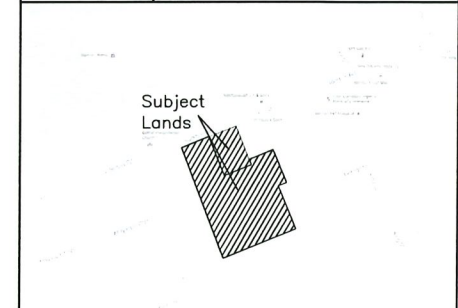
## Legend

- Lands to be conveyed, severed and rezoned Village Commercial (C1-7)
- Lands to be retained
- Lands to be merged with conveyed parcel
- Zone Boundary
- Parcels





KEY PLAN



CONSENT SKETCH

OF PART OF  
LOT 26, CON 10

MUNICIPALITY OF MIDDLESEX  
CENTRE  
COUNTY OF MIDDLESEX

SITE STATISTICS

Lands to be Severed (EU)			
	REQUIRED	PROPOSED	
Lot Area	Existing	0.008ha	
Lot Frontage	Existing	N/A	
Lands to be Retained (EU, UR1)			
	REQUIRED	PROPOSED	
Lot Area	Existing/450.0 sq.m	0.92ha	
Lot Frontage	15.0 m	32.80m	
Lands to be Consolidated (C1-7)			
	REQUIRED	PROPOSED	
Lot Area	1,500 sq.m	0.15ha	
Lot Frontage	20.0 m	32.64m	


NO.	REVISION	DATE	INITIAL
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Kevlar Rentals

13181 & 13187  
Ilderton Road

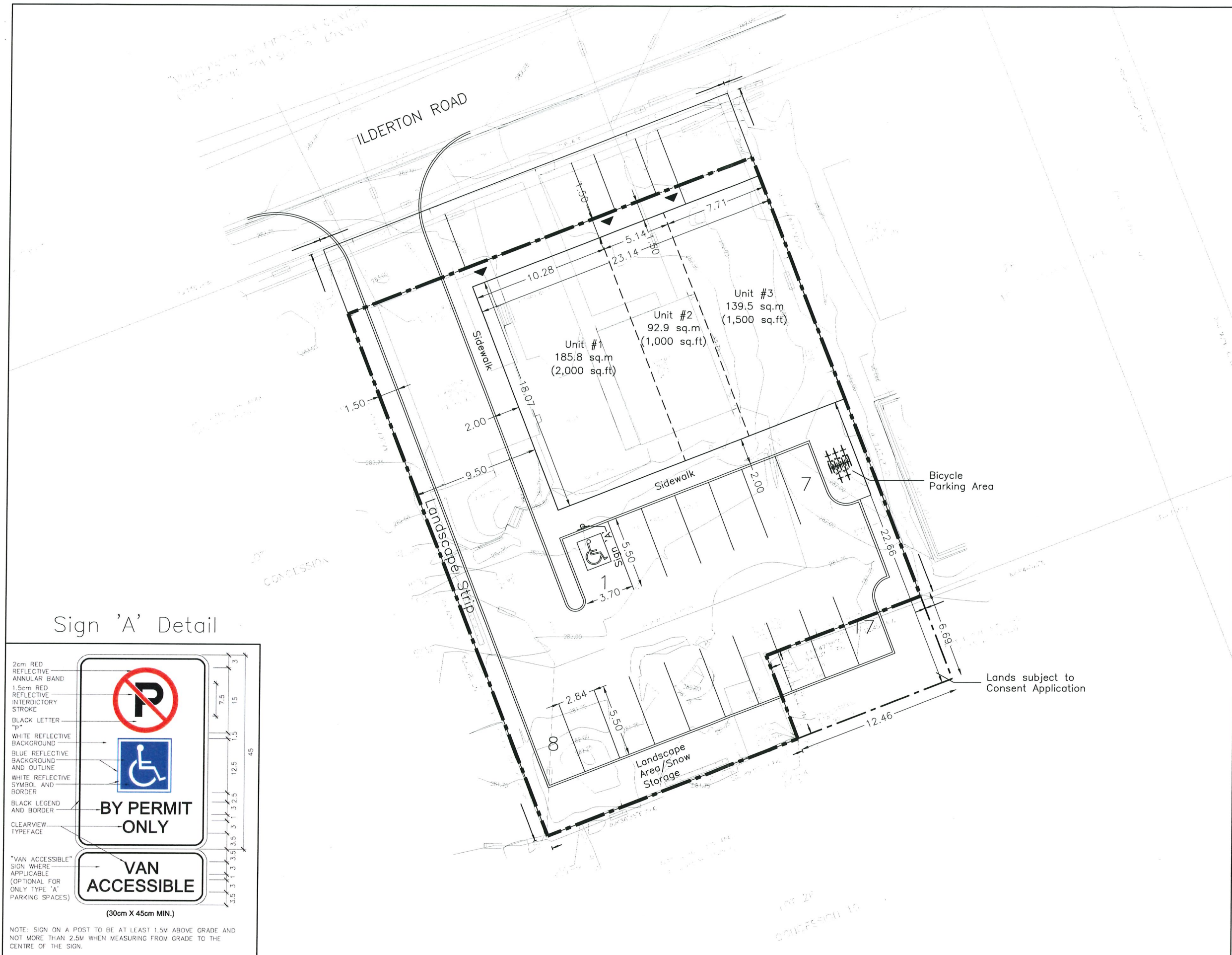
**ZELINKA PRIAMO LTD**  
A Professional Planning Practice

318 Wellington Road, London, Ontario N6C 4P4  
Tel: (519) 474-7137 Fax: (519) 474-2284 e-mail: zp@zplan.com

DRAWN BY KC	PROJECT NO. KVR/MXC/18-01
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DATE DECEMBER 2019	SCALE 1:125
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Sign 'A' Detail

2cm RED REFLECTIVE ANNULAR BAND  
1.5cm RED REFLECTIVE INTERDICTIONARY STROKE  
BLACK LETTER "P"  
WHITE REFLECTIVE BACKGROUND  
BLUE REFLECTIVE BACKGROUND AND OUTLINE  
WHITE REFLECTIVE SYMBOL AND BORDER  
BLACK LEGEND AND BORDER  
CLEARVIEW TYPEFACE

BY PERMIT ONLY

VAN ACCESSIBLE

(30cm X 45cm MIN.)

NOTE: SIGN ON A POST TO BE AT LEAST 1.5M ABOVE GRADE AND NOT MORE THAN 2.5M WHEN MEASURING FROM GRADE TO THE CENTRE OF THE SIGN.

KEY PLAN

**SITE PLAN**  
OF PART OF  
**LOT 26, CON 10**  
(Geopraghic Township of London)

MUNICIPALITY OF MIDDLESEX  
CENTRE  
COUNTY OF MIDDLESEX

SITE STATISTICS  
Existing Zone: C1-7

	REQUIRED	PROPOSED
Lot Area	1,500 sq.m	1,379.1 sq.m*
Lot Frontage	20.0 m	32.61 m
Front Yard Setback	1.5 m	1.5 m
Interior Side Yard (East)	0.0 m	0.0 m
Interior Side Yard (West)	6.0 m	9.5 m
Rear Yard Setback	10.0 m	22.7 m
Lot Coverage	40%	30.3%
Landscape Open Space	N/A	24.5%
Height	12.0 m	4-5 m
G.F.A. (Total)		418.1 sq.m
Parking (Total)	21 spaces	22 spaces
Clinic 1/25sq.m	7 spaces	
Office 1/40sq.m	4 spaces	
Restaurant 1/10sq.m	10 spaces	
Cash-In-Lieu Spaces		5 spaces

• Special Provision

3	New footprint & parking	Dec 6	CTK
2	Front Entrance Revised	Apr 19	CTK
1	Revised as per County Comments	Dec. 5	CTK

NO.	REVISION	DATE	INITIAL

Kevlar Rentals

13187 Ilderton Road

**ZELINKA PRIAMO LTD**  
A Professional Planning Practice  
318 Wellington Road, London, Ontario N6C 4P4  
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DRAWN BY CTK	PROJECT NO. DUO/MXC/16-01
DATE DECEMBER 2019	SCALE 1:125



**Meeting Date:** February 19, 2020

**Submitted by:** Tim Williams, Senior Planner

**Report No:** PLA 06-2020

**Subject:** Official Plan Amendment (OPA 48) Action Trailers/ Shane Thompson for David Pranger; 4766 Egremont Drive

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**Recommendation:**

**THAT** the Official Plan Amendment No. 48 for the land legally described as Part of Lot 1, Concession 10 (geographic Township of Lobo), Municipality of Middlesex Centre, be **ADOPTED** and forwarded to the County of Middlesex for consideration of approval.

**Purpose:**

The purpose of this report is to provide Council with a recommendation regarding a proposal to expand the adjacent trailer sales operations; specifically, the storage of trailers and no buildings or structures.

**Background:**

The purpose and effect of the Official Plan Amendment application is to re-designate a 0.8 ha (2 ac) portion of the subject property from the Agricultural designation to an Agricultural Special Policy Area designation to allow for outside storage and sales of trailers with no ancillary buildings. More specifically, the subject lands are located one property south of the corner of Wood Road and Egremont Drive. The property is located on the north side of Egremont Drive. The west are agricultural lands within Adelaide Metcalfe and to the south/southwest are lands within Strathroy-Caradoc. The lands subject to the application are comprised of 0.8 ha (2 ac) of the property municipally known as 4766 Egremont Drive. The land is legally described as Part of Lots 1, Concession 10, RP 33R5542 PART 1 (geographic Township of Lobo), Municipality of Middlesex Centre.

A location map is included as Attachment 1.

Action Trailers operates their business at 4736 Egremont Drive on a 1.05 ha (2.6 ac) property that is triangular in shape. They are proposing to re-designate the adjacent subject lands being 0.8 ha (2 ac) of additional land to expand their business.

Action Trailers main property spans over the municipal boundary of Adelaide Metcalfe and Middlesex Centre. The property contains open storage of trailers as well as four buildings, two of which are connected. The business is primarily related to the sale of utility trailer and accessories. The owner has advised that because of the demand and type of sales they are engaged in, there is a need to increase stock.

The lands subject to the redesignation are currently being used to store addition utility trailers. The lands have been covered with a protective “membrane” and then gravel laid on top. This installation reduces the amount of gravel that would enter the soil making it easier to revert back to croplands if necessary. The owner of land subject to the OPA (4766 Egremont Drive) leases the subject land to Action Trailers.

This amendment will facilitate an expansion of the use but would not permit building or structures on the expanded property.

An illustration of the business before and after the construction of the open storeage is included as Attachment 2 and 3.

The subject land currently contains the trailer sales and storage facility which was expanded without planning approvals starting in 2017 and extending into 2019. On November 21, 2019 By-law enforcement issued a notice of non-compliance. In response, planning staff spoke with the property owner as well as the tenant (Action Trailers) and an Official Plan Amendment application was submitted on December 20, 2019.

To allow the expansion of their operation, Action Trailers will require a number of planning approvals including an Official Plan Amendment, a Zoning By-law Amendment, and site plan approval.

### **Policy Regulation:**

The subject lands are designated as ‘Agricultural Area’ by the County of Middlesex Official Plan and ‘Agricultural’ by the Middlesex Centre Official Plan. The land is zoned ‘Agricultural (A1)’ by Middlesex Centre’s Comprehensive Zoning By-law.

The Action Trailer property (4736 Egremont Drive) is designated as ‘Agricultural Area’ by the County of Middlesex Official Plan, ‘Rural Commercial’ by the Middlesex Centre Official Plan and zoned ‘Highway Commercial (C2)’ by Middlesex Centre’s Comprehensive Zoning By-law.

## Provincial Policy Statement:

Section 3 of the Planning Act requires all decisions made under the Act “to be consistent with” the Provincial Policy Statement (PPS). The following PPS policies are most relevant to the proposed development and need to be considered when evaluating the subject application.

Section 1.1.4.1 of the PPS addresses healthy, integrated and viable rural areas should be supported by: f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;

Section 1.3.1 of the PPS directs Planning authorities to promote economic development and competitiveness by:

- a) providing for an appropriate mix and range of employment and institutional uses to meet long-term needs;
- b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
- c) encouraging compact, mixed-use development that incorporates compatible employment uses to support liveable and resilient communities; and
- d) ensuring the necessary *infrastructure* is provided to support current and projected needs.

Section 2.3 of the PPS addresses prime agricultural areas and the long-term protection of these areas for agricultural use. Permitted uses within prime agricultural areas include; agricultural uses, agricultural-related uses and on-farm diversified uses.

Policy 2.3.6 of the PPS addresses non-agricultural uses in prime agricultural areas. The PPS directs that limited non-residential uses may be permitted within a prime agricultural area subject to evaluation criteria which are as follows:

- b) limited non-residential uses, provided that all of the following are demonstrated:
  - 1. the land does not comprise a *specialty crop area*;
  - 2. the proposed use complies with the *minimum distance separation formulae*;
  - 3. there is an identified need within the planning horizon provided for in policy 1.1.2 for additional land to be designated to accommodate the proposed use; and
  - 4. alternative locations have been evaluated, and
    - i. there are no reasonable alternative locations which avoid *prime agricultural areas*; and
    - ii. there are no reasonable alternative locations in *prime agricultural areas* with lower priority agricultural lands.



### **Middlesex County's Official Plan:**

The County of Middlesex Official Plan (MCOP) designates the subject property as Agricultural Area. The County Plan recognizes agriculture as the predominant land use and an economic mainstay within the County. The Agricultural policies are intended to protect agricultural lands from the intrusion of land uses that are not compatible with agricultural operations.

Section 2.3.4 of the Middlesex County's Official Plan addressed the importance of economic development as an important component of the County's Growth Management policy framework. Many long-term goals and objectives depend on economic activity and the opportunity for residents to live and work in the County.

Section 4.3 of Middlesex County's Official Plan indicates that the County Official Plan is not intended to prevent the development of areas designated for non-agricultural development in local Official Plans. The County Plan does not specifically address a proposal such as this. Instead, the County Plan leaves atypical proposals to be addressed within local Official Plans and through the local Official Plan Amendment process.

Section 4.4 of the County's OP outlines that the Plan is not intended to prevent the continuation, expansion, or enlargement of uses which do not conform to the designations and provisions of this Plan. At their sole discretion, Councils of the local municipalities may zone to permit the continuation, expansion or enlargement of legally existing uses, or variations to similar uses, provided that such uses: a) have no adverse effect on present uses of surrounding lands or the implementation of the provisions of this Plan; b) have regard for the MDS Formula as amended from time to time, if applicable; and c) are subject to any conditions that may be contained in a local official plan.

### **Middlesex Centre's Official Plan:**

As previously mentioned the subject property is designated 'Agricultural' by Middlesex Centre's Official Plan. The designation of the subject lands permits primarily agricultural uses and residences surplus to a Farming Operation. The rear of the property (not the lands subject to the official plan amendment contain 'Significant Woodlands' as per Schedule B of the Middlesex Centre Official Plan.

Section 2.1 a) of the Middlesex Centre Official Plan directs that agriculture is the primary land use outside of settlement area within the Municipality.

Section 9.2.1 of the Middlesex Centre Official Plan addresses economic development, including the need for a wide economic base and the need to promote existing businesses and their expansion.

Section 9.3 of the Middlesex Centre Official Plan speaks to municipal infrastructure and servicing policies. These policies have a similar hierarchy as the PPS and the County Official Plan. As it relates to this proposal section 9.3.2.a) states, 'the principal means of

sewage disposal in agricultural areas of the Municipality is the septic tank and weeping tile system. It is anticipated that such systems will continue to be the principal means of sewage disposal outside of settlements in the foreseeable future, however the consideration of alternative and improved technologies is encouraged.'

Section 10.1 of the Official Plan addresses the possibility of amendment to the Plan provided all relevant issues relating to the public interest have been considered. It is further noted that the Municipality shall consider the following criteria:

- a) Does the proposed amendment relate, and conform to the vision for the Municipality of Middlesex Centre?
- b) Is there a demonstrated need or justification for the proposed change?
- c) Is the amendment in keeping with the Provincial and County policy?
- d) What are the effects of the proposed change on the demand for Municipal services, infrastructure and facilities?
- e) Can the land affected by the application be adequately serviced to accommodate the proposed development? Are improvements necessary to adequately service the lands in question?
- f) What impacts will the proposed development have on surrounding land uses, traffic systems, infrastructure and servicing, settlement or Municipal character, features or structures of cultural heritage importance, and natural environment features? Can negative impacts be mitigated or eliminated?

### **Consultation:**

Notice of the applications has been circulated to agencies, as well as property owners in accordance to the requirements of the Planning Act.

### **Public Comments:**

At the time of writing the subject report, no comments or concerns had been received from the public regarding this proposal.

### **Agency Comments:**

The following comments were received at the time of writing this report;

Building Services have reviewed the subject application and has not comments and/or concerns.

Public Works and Engineering has reviewed the subject application and has no comments and/or concerns.

St. Clair Region Conservation Authority has reviewed the subject application and has not comments and/or concerns.

**Analysis:**

The Planning Act requires all decisions made under the Act “be consistent with” the Provincial Policy Statement, 2014 (PPS).

Under the PPS, prime agricultural areas are defined as areas where prime agricultural lands predominate. Even though Action Trailer’s current operation is a non-farm use, it is situated in a prime agricultural area. In such area, permitted uses and activities according to the PPS include: agricultural uses, agriculture-related uses and on-farm diversified uses. Notwithstanding, the PPS provides policy direction to planning authorities to permit limited non-residential uses in prime agricultural areas subject to criteria.

The subject expansion satisfies such criteria as the lands are not within a specialty crop area and are not in close proximity to a livestock operation, thus alleviating the requirement for Minimum Distance Separation (MDS) compliance. The subject official plan amendment would permit the expansion of a growing business that has operated on the adjacent property 4736 Egremont Drive as a legal use in a prime agricultural area for almost 15 years, thereby satisfying that there is an identified need for additional lands to be designated and that expansion at alternative locations is not feasible. The owner of Action Trailers has advised that given how established the use is and to expand elsewhere would require “shuttling” stock to and from a second location which would be less desirable.

As noted above the County Official Plan designates the subject lands Agricultural Area. Permitted uses within this designation include agriculture as well as farm-related commercial and industrial uses. Notwithstanding, the County Plan is not intended to prevent the continuation, expansion or enlargement of non-farm uses which do not conform to the Agricultural Areas designation. The County Plan goes further to provide for local municipalities to rezone to allow the continuation, expansion or enlargement of legally existing uses provided such uses have met the criteria. These criteria have been addressed or are capable of being addressed through the site plan approval process.

The Middlesex Centre Official Plan addresses the possibility of amendment to the Plan provided all relevant issues relating to the public interest have been considered. The criteria noted have been addressed. More specifically the vision of the Municipality to have a diverse economic base, encouraging the expansion of existing business, as well as using resources wisely in terms of utilizing private services. There is a demonstrated need as the existing business has outgrown the space that they had and expanded twice, once in 2017 and again in 2018 to the current size 0.8 ha (2.0 ac). The expansion does not include any municipal or private services the official plan amendment would not permit any buildings or structures. The expansion is efficient use of the existing road infrastructure by having a consolidated location to operate from. The open storage area will include no additional road access points or infrastructure to be constructed. The open storage area is constructed with a membrane with gravel on top to protect the ground

from being impacted by the gravel. This will allow the use of the land to revert back to agricultural if the use ceases and it can be done with less cost and effort. The remaining portions of the property at 4766 Egremont Drive will continue to be farmed without impact.

Further to this, the subject proposal complies with the policies of the Middlesex Centre Official Plan in that it is consistent with the PPS and in conformity with the County Official Plan. In addition, the subject proposal is justifiable in that the re-designation would facilitate the expansion of a growing local business.

According to the Middlesex Centre Zoning By-law, the lands at 4766 Egremont Drive are zoned Agricultural (A1) and the lands at 4736 Egremont Drive are zoned site-specific Highway Commercial (C2). The applicants have advised that the lands within Special Policy Area are proposed to be re-zoned from Agriculture (A1) to Agriculture (A1-#) in order to permit the additional use of trailer sales and open storage and allow the expansion of Action Trailers as well as allow for continued Agricultural uses. The owner has indicated that they will be applying for the Zoning By-law amendment as well as site plan approval once the official plan amendment application is heard by County Council.

Based on the foregoing, the subject proposal is consistent with the Provincial Policy Statement and conforms to the Middlesex County Official Plan and constitutes sound land use planning. It is for this reason that planning staff are recommending that the subject applications be approved.

This opinion is provided prior to the public meeting and without the benefit of potentially receiving all comments from agencies or members of the public. Should new information arise regarding this proposal prior to or at the public meeting, the Council is advised to take such information into account when considering the application.

**Financial Implications:**

None.

**Attachments:**

Attachment 1 – Location Map

Attachment 2 – Photo of prior to expansion

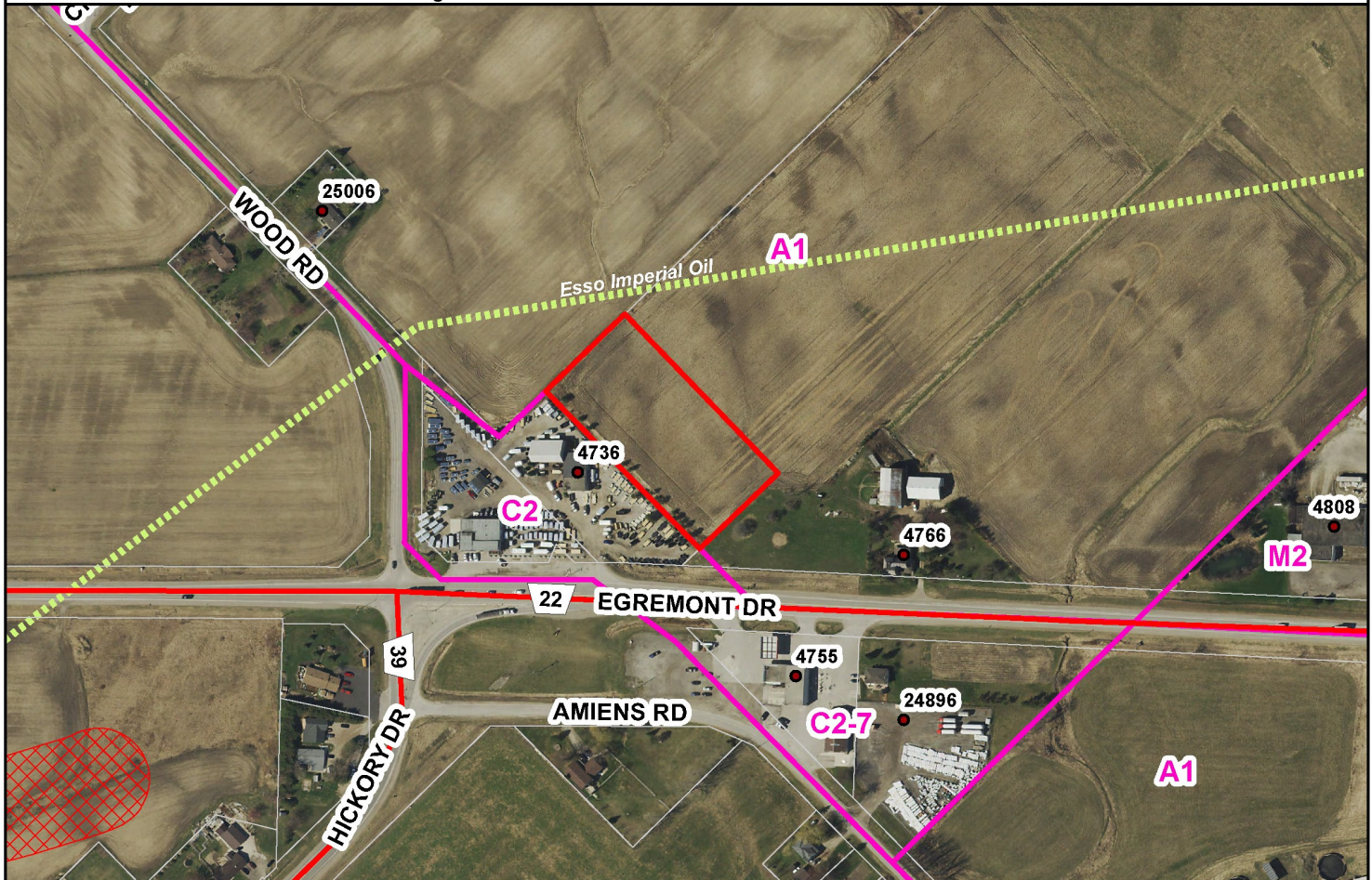
Attachment 3 – Photo of expansion











## Legend

- Lands proposed to be rezoned from Agricultural to Commercial
- Zone Boundary
- Parcels
- Esso Imperial Oil
- CA Regulated Area



**Meeting Date:** February 19, 2020

**Submitted by:** Stephanie Poirier, Planner

**Report No:** PLA 07-2020

**Subject:** Application for Zoning By-law Amendment (ZBA 04 2020), filed by Karl Pfister; 15548 Nine Mile Road

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**Recommendation:**

**THAT** Zoning By-law Amendment Application ZBA-04-20, filed by Karl Pfister, in order to permit two single-detached dwellings on one property for up to three years while a new residence is being constructed on the land, be **APPROVED, AND THAT** the owners be required to enter into a Temporary Use Agreement with the Municipality and submit a deposit of \$10,000 to ensure that the removal of the existing residence.

**Purpose:**

The purpose of this report is to provide Council with a recommendation regarding a proposal to temporarily re-zone a property located on the north side of Nine Mile Road and east of Highbury Ave North. The land is legally described as Concession 9, South Part Lot 6 (geographic Township of London), Municipality of Middlesex Centre and is known municipally as 15548 Nine Mile Road.

A location map is included as Attachment 1.

**Background:**

The owners of the subject lands have submitted a Temporary Zoning By-law Amendment in order to permit two single-detached dwellings on a rural residential property for a period not to exceed three years while a new residence is being constructed on the land. The existing residence would be removed from the land upon the expiration of the three year period or the occupancy of the new single-detached dwelling; whichever occurs first.

A sketch of the proposal is included as Attachment 2.

The subject property currently contains an existing single-detached dwelling, three agricultural buildings, and agricultural land in crop production. The subject property is serviced by private services and the surrounding uses are predominantly agricultural in nature.

The subject property is designated as 'Agriculture' by the Middlesex Centre Official Plan, and zoned 'Agricultural (A1)' by the Middlesex Centre Comprehensive Zoning By-law.

### **Consultation:**

Notice of the application has been circulated to agencies, as well as property owners in accordance to the requirements of the Planning Act.

### **Public Comments:**

At the time of writing the subject report, no comments or concerns had been received from the public regarding this proposal.

### **Agency Comments:**

The following comments were received at the time of writing this report;

The Municipality's Department of Public Works and Engineering has reviewed the subject application and has no concerns.

### **Analysis**

The Provincial Policy Statement, County and Middlesex Centre Official Plans, and the Middlesex Centre Zoning By-law all contain policies that permit agriculturally-related uses such as a primary farm residence. The Middlesex Centre Official Plan states that properties that are designated as 'Agricultural' are intended to be used predominantly for agriculture and agriculture related uses. This includes all forms of farming, including the principal farm dwelling, related buildings and structures, practices and uses of land. Additionally, the 'Agricultural (A1) Zone' permits the use of one single-detached dwelling per lot.

The *Planning Act*, County Official Plan, and Middlesex Centre Official Plan allows municipalities to authorize the temporary use of land, buildings or structures for any purpose that is otherwise prohibited by the Comprehensive Zoning By-law up to a maximum of three years.

The Middlesex Centre Official Plan authorizes Council to pass temporary use by-laws provided that the proposed use is compatible with the surrounding area; adequate services exist for the proposed use; access, traffic and parking are addressed; and that the use being proposed conforms to the Official Plan, among other items.

The effect of the application is the replacement of a single-detached dwelling with a new residence; which is a use that is permitted in this location by the Middlesex Centre Official

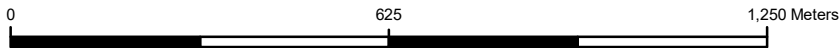
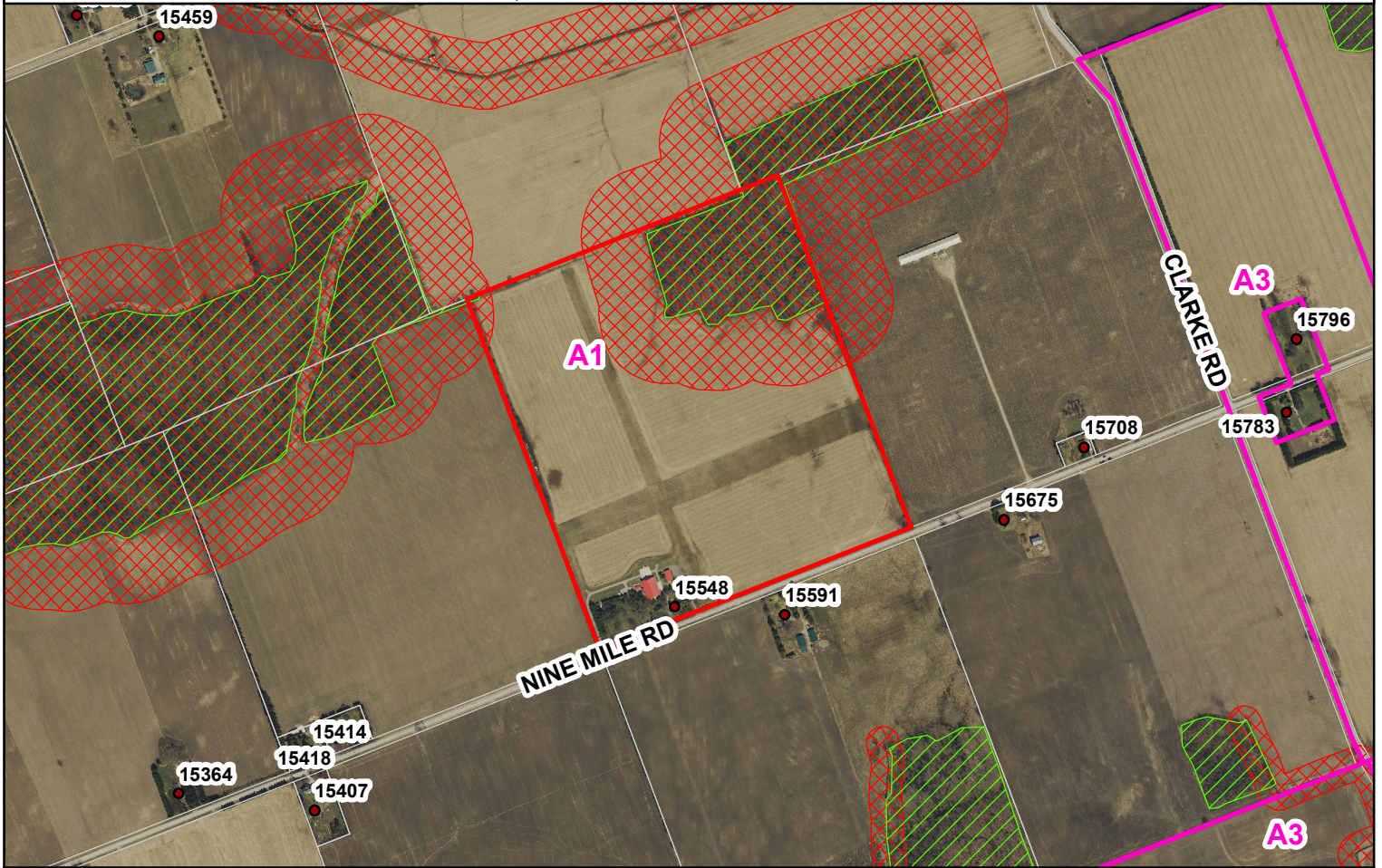
Plan and Zoning By-law. The new dwelling would continue to utilize private services, specifically a septic system and water well. There is no anticipated increase in traffic or parking requirements. Staff note that a security deposit in the order of \$10,000 is being requested by staff through a temporary use agreement between the applicant and the Municipality in order to ensure that the existing residence is removed upon completion of the new residence.

The new proposed dwelling appears to meet the requirements of the Agricultural (A1) Zone.

Staff are of the opinion that the proposed temporary rezoning is consistent with the Provincial Policy Statement, and is in conformity with the County and Middlesex Centre Official Plan, and Middlesex Centre's Comprehensive Zoning By-law. Therefore, planning staff are recommending that the subject application be approved.

This opinion is provided prior to the public meeting and without the benefit of potentially receiving all comments from agencies or members of the public. Should new information arise regarding this proposal prior to or at the public meeting, Council is advised to take such information into account when considering the application.





## Legend

- Lands subject of rezoning
- Zone Boundary
- Parcels
- Significant Woodland (MNHS 2014)
- CA Regulated Area



**Meeting Date:** February 19, 2020

**Submitted by:** Tim Williams, Senior Planner

**Report No:** PLA-08-2020

**Subject:** Applications for ZBA 26-2018 and 'Redline Revisions' to Draft Plan of Subdivision 39T-MC0902; South Winds Development Co. Inc. (Edgewater Estates)

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**Recommendation:**

**THAT** report PLA-08-2020 be received for information.

**Background:**

Location

The subject lands are located within the Komoka and Kilworth Settlement Area in the Municipality of Middlesex Centre and situated to the west of the existing residential community of Kilworth. The subject property is located south of Glendon Drive (County Road 14) and west of Westbrook Drive. The land is legally described as Part of Lots 7 and 8, Concession 1, Part of Lot 7, Broken Front Concession (geographic Township of Lobo). A location map is included as Attachment 1.

The property is surrounded by existing residential and proposed residential development, as well as the Komoka Provincial Park and Thames River. The lands are currently designated 'Residential' and 'Medium Density Residential' by Middlesex Centre's Official Plan with a portion of the subject property regulated by the Upper Thames River Conservation Authority (UTRCA) and adjacent to the Thames River. The property subject to the applications is irregular in shape and abuts a number of existing residential lots along the easterly property line. The southerly property line is adjacent to the first phase of the development and beyond this, the Thames River while the west property line is adjacent to lands largely owned by the Province of Ontario. To the north lies a large parcel of land that is currently draft approved for residential development by Tridon Group (Kilworth Heights West). There are several road connections to the exiting residential development to the east and to the proposed development to the north.

The property itself has been extensively disturbed by aggregate extraction. The sloped area adjacent to the Thames River is extensively wooded as is the low-lying areas adjacent to the river. The surrounding landscape consists of natural areas consisting of the existing Komoka Provincial Park on the opposite side of Thames River, which extends westerly to encompass the Komoka Park Reserve and Life Science ANSI to the south west along the north side of the Thames River.

The entire land holdings owned by South Winds Development comprise of approximately 58.7601 hectares, however the lands contained within the current Draft Plan of Subdivision total approximately 48.676 hectares. The additional lands owned by the applicant, outside of the Draft Plan, are situated adjacent to the Thames River and are intended to remain as private open space.

#### Application History

The property is subject to an approved draft plan of subdivision (39T-MC0902), which includes residential lots; seven residential development blocks, a local road network and blocks for open space, trails and storm water management facilities. The property is zoned Urban Residential First Density (UR1) and Urban Residential Second Density (UR2).

The subject property has a long history as a subdivision file with the Municipality and County. An application for Draft Plan of Subdivision and Zoning By-law Amendment was originally submitted in 2009 and given Draft Plan approval in 2012.

The Plan was changed in 2017 by way of a 'minor redline' amendment. The most recent redline amendment approved a minor modification to the configuration of the stormwater management block in accordance with the approved engineering design. It is noted that the current draft approved plan identified blocks for residential development, and did not include details of the proposed lotting of the blocks. Phase 1 of the subdivision received final approval in July 2018, and the plan was subsequently registered (33M-746), for 101 lots intended to be developed for single detached dwellings. Consequently, at the January 9<sup>th</sup> 2019 Council Meeting the Holding Symbol was removed from Phase 1 of the subdivision as a subdivision agreement had been entered into.

In regards to the current applications, a pre-application meeting was held on December 6, 2017 and a formal submission was made by the proponent, with the application deemed complete on November 28, 2018. Subsequently, staff circulated the proposed application to area residents, and various agencies.

A public meeting of Council was held on January 23, 2019 in accordance with Sections 34 and 51 of the Planning Act. The purpose of the meeting was to allow the applicant to present the proposal and solicit feedback from members of the public. Following the public meeting, the applicant has worked on addressing the outstanding issues raised and the revised concept plan for the property is included as Attachment 3. This plan includes the lotting for the townhouses for illustrative purposes. The final draft plan will be as shown in Attachment 3b. As part of the resolution, the applicant has made additional changes to the proposal (details to follow). Staff felt the changes were significant enough to warrant a second public meeting and presentation to Council by the applicant. Following this meeting a staff recommendation report regarding the proposal will be presented to Council in a subsequent Council meeting.

#### Application Proposed Changes

Since the public meeting the applicant has made a number of changes to the proposal. Below is a highlight of the changes to the plans compared to the existing draft approval. Generally the applicant is proposing to change the 3 development blocks to single detached dwellings (Block 142, 143 and part of 148) as well as make changes to the road network and various blocks. More specifically:

- Block 139, which has an area of 3.831 ha, has been reconfigured to include part of street four and part of Block 140 and renumbered Block 120, which has an area of 6.087 ha.
- Block 141, which has an area of 1.975 ha, and the remaining portion of Block 140 has been consolidated and revised from a multi-residential block to three multi-residential blocks (Blocks 79, 80 and 178) with a public road (Street Three). Block 79 has a lot area of 0.665 ha, Block 80 has a lot area of 0.665 ha and Block 178 2.281 ha.
- Block 142, which has an area of 3.88 ha, and 4 lots fronting Westbrook Drive have been revised from a multi-residential block to 54 single detached lots with a public road (Street Two).
- Block 143, which has an area of 2.14 ha, would be revised from a multi-residential block and 4 single detached lot to 23 single detached lots (Lots 55 to 77). These lands would be serviced by a new public road (Street One) which would connect with Westbrook Drive and Edgewater Boulevard;
- Block 148, which has an area of 4.418 ha, has been revised solely a stormwater management block to a stormwater management block with an area of 3.581 ha with eight new single detached lots along the western side of Edgewater Boulevard on lands previously forming part of the Storm Water Management Block. The boundary adjustment is necessary to accommodate the revised SWM design, as approved by the Upper Thames River Conservation Authority. The eight lots will be rezoned from Open Space (OS) to Urban Residential First Density with the Holding Symbol (UR1 H1);



The proposed Zoning By-law Amendment proposes to establish the 'Urban Residential First Density' (UR1) zone with Holding Symbol (H1) on a 0.859 hectares corridor of land fronting Edgewater Boulevard previously identified as Block 158. These lands would accommodate eight residential lots. The Zoning By-law Amendment further proposes to amend the boundaries of the current 'Urban Residential First Density' (UR1), Open Space (OS), and 'Urban Residential Second Density' (UR2) zone with Holding Symbol (H1) that were part of the previously approved redline revision. Lastly, adjust the zoning of the boundary for the entrance to Block 121 (previously Block 144). This is to reflect the removal of the public road and replace it with a private entrance to the multiple residential block. As such, the zoning is to be changed to 'Urban Residential First Density' (UR1) with Holding Symbol (H1) to align with the balance of the Block. Please see attachment 2, which includes the proposed Zoning map.

### **Policy Regulation:**

#### **Provincial Policy Statement (PPS)**

According to Section 3 of the Planning Act, as amended, decisions made by planning authorities "shall be consistent with" the PPS. The principal policies of the PPS that are applicable to the proposed development include:

Section 1.1.1 of the PPS speaks to 'Healthy Livable and safe communities' and how they can be sustained. Section 1.1.1b) states that 'accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs'.

1.1.3.1 Settlement Areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

1.1.3.2 Land use patterns within settlement areas shall be based on:

a) Densities and a mix of land uses which:

1. Efficiently use land and resources;
2. Are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion

Section 1.1.7 of the PPS speaks to long-term economic prosperity, stating that it should be supported by; promoting opportunities for economic development and community investment-readiness; maintaining and, where possible, enhancing the vitality and



viability of downtowns and mainstreets; and promoting the redevelopment of brownfield sites.

Section 1.3.1 of the PPS directs municipalities to promote economic development and competitiveness by providing for an appropriate mix and range of employment uses to meet long-term needs and providing opportunities for a diversified economic base that includes maintaining a range and choice of suitable sites for a variety of employment uses that support a wide range of economic activities and ancillary uses and take into account the needs of existing and future businesses. Section 1.3.1 also provides policy direction that encourages compact, mixed-use development that incorporates compatible employment uses.

Section 1.4 of the PPS speaks to 'Housing' and the requirement 'to provide for an appropriate range and mix of housing types and densities required to meet projected requirements of current and future residents'.

Section 1.6.6. of the PPS outlines the hierarchy for sewage and water services. Generally, the preferred method of servicing is full municipal services.

Section 1.6.7 of the PPS speaks to stormwater management and that planning for stormwater management shall:

- a) minimize, or, where possible, prevent increase in contaminant loads;
- b) minimizing changes in water balance and erosion,
- c) not increasing risks to human health and safety and property damage;
- d) maximize the extent and function of vegetative and previous surfaces; and
- e) promote stormwater management best practices, including stormwater attenuation and re-use, and low impact development.

#### County of Middlesex Official Plan

The principal policies of the County of Middlesex's Official Plan that are applicable to the proposed development include:

The subject property is designated Settlement Area by the County of Middlesex Official Plan. Section 3.2. of the Plan directs growth to settlement areas, and promotes a variety of housing types within Settlement Areas.

Section 2.3.4 of the County Official Plan states that economic development is an important component of the County's Growth Management policy framework and that many long-term goals and objectives depend on economic activity and the opportunity for residents to live and work in Middlesex County. The County consequently encourages diversity in its economic base.

Section 2.3.7 of the County of Middlesex Official Plan speaks to housing policies, and states that, 'it is the Policy of the County to encourage a wide variety of housing by type, size and tenure to meet projected demographic and market requirements of current and future residents of the County.'

The County of Middlesex's Official Plan in section 2.4.5 discusses the servicing hierarchy similar to those discussed in the PPS. Specifically, the County encourages new development to proceed on the basis of full municipal services.

The County Official Plan provides a regional policy framework within which development proposals are to be evaluated. Section 3.2.1 of the County Official Plan dictates that growth within Middlesex is generally to be directed to the County's Settlement Areas in order to protect Agricultural Areas, protect natural heritage and promote efficient use of water and sewage services. It is noted that the detailed land use policies, and particularly those that pertain to development within settlement areas, are provided in the official plans of the County's member municipalities. Section 3.2.4.1 of the County Official Plan provides for a variety of land uses, including commercial uses, to be located in the Urban Areas of Middlesex.

#### Municipality of Middlesex Centre Official Plan

The principal policies of Middlesex Centre's Official Plan that are applicable to the proposed development include:

As mentioned above, Middlesex Centre's Official Plan designates the subject property as 'Residential', 'Medium Density Residential' and indicates that the property is within the settlement area boundary.

Section 5.2.1 of Middlesex Centre's Official Plan speaks to General Residential Policies, section 5.2.1 a) states, 'The Municipality will provide and encourage a wide variety of housing types, sizes and tenures to meet demographic and market requirements for the Municipality's current and future residents. Section 5.2.1 e) states, 'The Municipality shall support opportunities to increase the supply of housing through intensification, while considering issues of municipal servicing capacity, transportation issues, and potential environmental considerations.'

Section 9.3 of the Local Official Plan speaks to municipal infrastructure and servicing policies. These policies have a similar hierarchy as the PPS and the County Official Plan.

The Komoka-Kilworth area has a Secondary Plan, which provides a statement of objectives and policies, and a land use plan intended to guide and direct the nature of land development within the community. One of the goals of the Komoka-Kilworth Secondary Plan is to provide for an appropriate range and mix of housing types and densities. As well as to minimize the consumption of prime agricultural areas.

Section 5.7.4 of the Secondary Plan speaks to the intended built form for the Komoka-Kilworth Residential Area Policies. Specifically section 5.7.4 states;

- 'a) The types of housing, density of development and targeted housing mix within the Residential and Medium Density Residential designations on Schedule A-2 are as follows:

Use	Housing Mix Targets	Net Density (units per ha)
Low density residential (e.g. singles, semis)	60%	less than 20
Medium density residential (e.g. townhouses)	40%	20 to 50

The net density refers to the land area to be used for housing as well as the abutting local streets, but does not include major streets and other residentially associated land uses. Notwithstanding the housing mix targets and net density provisions, multiple dwellings shall be permitted in the Residential designation in accordance with Section 5.2.3.

- b) Development proposals within areas shown as Medium Density Residential on Schedule A-2 shall:
- i) Provide for a diverse mix of multi-unit housing forms and choices to accommodate the needs and lifestyles of people at different stages throughout life.
- c) All residential development shall ensure appropriate orientation and massing of residential buildings to provide adequate private and public open spaces and to facilitate the penetration of sunlight into these spaces.
- d) Private garages for residential development shall not be located closer to the street than the habitable portion or porch on the main floor of the building and may be

subject to maximum width and other requirements within the Municipality's Zoning By-law to limit the visual and streetscape impacts of garages and encourage a positive street frontage oriented to pedestrians, and shall have regard for the Municipality's Site Plan Manual and Urban Design Guidelines.

- e) Entrance features to new residential neighbourhood development shall be encouraged, provided that the features are landscape-related and require minimal maintenance.'

#### Middlesex Centre's Comprehensive Zoning By-law

The majority of the lots are proposed to be developed for single detached dwellings in accordance with the parent Urban Residential First Density (UR1) zone. The following are the standard provisions:

Minimum Lot Area	450.0 m <sup>2</sup>
Minimum Lot Frontage	15.0 m
Minimum Front Yard Setback	6.0 m
Minimum Side Yard Setback for an interior lot	1.5 m on one side and 2.5 m on the other side
Minimum Side Yard Setback for an exterior side yard that is adjacent to a front yard of an abutting lot	6.0 m on the side abutting the street and 1.5 m on the other side
Minimum Side Yard Setback for a rear yard that is adjacent to a rear yard of an abutting lot	4.0 m on the side abutting a street and 1.5 m on the other side
Minimum Rear Yard Setback	8.0 m
Maximum Lot Coverage for main building	35%
Maximum Lot Coverage for all buildings including accessory buildings	38%

The remainder residential lots are proposed to be zoned site-specific Urban Residential Second Density (UR2-2). This zone permits street townhouse dwellings, townhouse dwellings, semi-detached dwellings and single detached dwellings.

The following zoning provisions apply to street townhouses and townhouses dwellings:

Minimum Lot Area	250.0 m <sup>2</sup>
Minimum Lot Frontage	6.0 m for each dwelling unit
Minimum Lot Depth	35.0 m
Minimum Front Yard Setback	6.0 m

Minimum Side Yard Setback	3.0 m on an interior lot, 6.0 m on the side abutting a street and 3.0 m on the interior side of a corner lot; no side yard shall be required along a common wall that divides individual dwelling units
Minimum Rear Yard Setback	8.0 m
Outdoor Amenity Area	45.0 m <sup>2</sup>
Maximum Lot Coverage for main building	35%
Maximum Lot Coverage for all buildings including accessory	38%

The following zoning provisions apply to semi-detached and single detached dwellings:

Minimum Lot Area	450 m <sup>2</sup>
Minimum Lot Frontage	15 m (single), 18 m (semi-detached)
Front Yard Setback	6.0 m
Side Yard Setback	1.5 m on an interior lot, and 6.0 m on the other side abutting a street and 1.5 m on the other side of a corner lot.
Minimum Rear Yard Setback	8.0 m
Outdoor Amenity Area	450.0 m <sup>2</sup>
Maximum Lot Coverage for main building	35%
Maximum Lot Coverage for all buildings including accessory	38%

### **Consultation:**

Notice of the applications has been circulated to agencies, as well as property owners in accordance to the requirements of the Planning Act for both the February 19, 2020 and the January 2019 public meeting.

### **Public Comments:**

The original proposal received comments from the public as well as agencies and departments. On May 23, 2019 the applicant submitted a revised plan and supporting materials (attached is their letters with the comments noted and how they were addressed as Attachment 4). Below are comments and received to date from the original circulation if still relevant.

At the time of writing the subject report, no comments or concerns had been received from the public regarding this revised proposal.



Agency Comments:

Union Gas has reviewed the subject applications and requests that if the applications are approved that as a condition of final approval that the developer provide Union Gas the necessary easements and/or agreements required by Union Gas for the provision of gas services for this project, in a form satisfactory to Union Gas.

Enbridge has reviewed the subject applications and have no concerns and/or requirements.

Bell Canada has reviewed the subject applications and requires that prior to commencing any work, the Developer must confirm that sufficient wire-line communication/telecommunication infrastructure is available. In the event that such infrastructure is unavailable, the Developer shall be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure.

Ministry of Natural Resources and Forestry (MNRF) Feb 12, 2019, have reviewed the red-line revisions to the Draft Plan of Subdivision for the Edgewater Estates development and it is MNRF's expectation that phase 2 of the Edgewater Estates development would include habitat compensation for species at risk habitat that was removed during previous site alteration work which was not registered under the *Endangered Species Act, 2007*. This was indicated to the proponent in the Letter of Advice (AYL-L-076-18) sent on June 15<sup>th</sup>, 2018, specifically, *"It is MNRF's expectation that additional discussion will take place between the Ministry and the proponent regarding future phases of the Edgewater Estates development and habitat compensation for SAR habitat (e.g. creation of a natural grassland area) to account for habitat removed during previous site alteration work that was not registered under the ESA"*. The draft plan of subdivision does not currently indicate any areas where habitat compensation will take place.

Ministry of Environment, Conservation and Parks (MECP) July 5, 2019 has reviewed the information provided regarding the redline revisions to Phase 2 of the Edgewater (Southwinds) subdivision in Municipality of Middlesex Centre, Middlesex County. MECP would like to provide the following comments. The letter from MHBC (dated May 23<sup>rd</sup>, 2019) forming part of the application discusses a multi-use pathway, including a walkway connection to the Thames River. This multi-use pathway was not included in documentation provided to MNRF regarding Phase 1 of the development and MNRF was not aware of a pathway to the Thames River. The Letter to Proponent issued in June 2018 stated that "fencing, of sufficient height with no gates or openings, will be installed along the rear lot lines of all lots that border natural features, in accordance with Condition 31(b) of the of the Draft Plan of Subdivision, to prevent encroachment into the naturalized buffers and riparian areas and the development of trails within these areas." A trail

connection to the naturalized area identified in the May 23rd lot layout is not supported by MECP, given the known occurrences for species at risk in the immediate area and that the riparian corridor of the Thames River is protected habitat under the Endangered Species Act, 2007. Development of trail access to the Thames River may result in significant indirect impacts to species at risk (e.g. increase human activity in that area, avoidance of area by SAR, disturbance from off-leash domestic animals, use of motorized vehicles, creation of informal trails, increase risk of SAR turtles being caught on fishing lines, increased risk of poaching and persecution).

The letter from Dillon Consulting (dated May 23rd, 2019) forming part of the application discusses MNRF's previous comments (sent February 12th, 2019) were related to Phase 2 of the development, particularly the expectation of habitat compensation for work that was completed previously on the property (e.g. vegetation removal and grading) without proper approval under the Endangered Species Act, 2007. MECP understands the primary purpose of the redline revisions is to provide greater detail on the road and lot layout for the Phase 2 lands. However, the letter from Dillon Consulting states that the draft plan of subdivision does not currently indicate areas where habitat compensation will take place, but buffer setbacks will be used. MECP cannot comment on whether the previous comment from MNRF regarding species at risk has been addressed as these areas are not indicated on the draft plan and based on lot layout dated May 23rd, 2019, it is not clear where there is sufficient area for setbacks, re-naturalization etc.

Ministry of Environment, Conservation and Parks (MECP) September, 2019 has reviewed the draft plan with the species at risk enhancement areas, totalling 9.2 acres, and is supportive of the proposal. However, it is recommended that mitigation measures (e.g. culvert suitable for reptile crossing, signage indicating reptile crossing, reduced speeds/speed bumps) are put in place where the enhancement area and Edgewater Boulevard meet in order to reduce potential reptile road mortality. The trail access off Edgewater Boulevard has been addressed with additional information provided by the application. MECP understands that any future trails in the Thames River corridor will require discussion between MECP and the municipality. Further MECP understands that the trail access is not being actively promoted.

Public Works and Engineering have reviewed the various redline revisions for the Edgewater Phase 2 and can confirm that their concerns about the ability for the stormwater management pond to support the increased density being proposed by South Winds have been addressed by a letter from the Developers Engineer, Dillon Consulting dated December 6, 2019. They are satisfied that the current stormwater management pond is sized appropriately to support the increased density. Further to this any other issues and concerns can be addressed through the inclusion of conditions of draft approval.

Planning Staff have reviewed the proposal and are looking further confirmation that; the urban design guidelines and policies about unit mix and design can be addressed; the trail will be maintained; and that there will be a method for road connection to lands to the west of the site in light of the red line revisions.

**Financial Implications:**

None.

**Attachments:**

Attachment 1 - Location Map

Attachment 2 - Zoning Amendment Map

Attachment 3 - Draft Plan of Subdivision with the townhouse lotting

Attachment 3b - Draft Plan of Subdivision without the townhouse lotting

Attachment 4 - May 23, 2019 Letters from MHBC and Dillion

May 23, 2019

Municipality of Middlesex Centre  
10227 Ilderton Road  
Ilderton, ON N0M 2A0  
Attn: Kelly Henderson, Planner

Dear Ms. Henderson:

**RE: South Winds Development Co. Inc. (Edgewater Estates Subdivision) Application for Redline Amendment to Draft Plan of Subdivision 39T-MC0902 and Zoning By-law Amendment ZBA 26  
OUR FILE 08237 A**

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This letter is being submitted on behalf of South Winds Development Co. Inc. ("South Winds") and in response to the post circulation comments that were circulated on February 19, 2019 and March 6, 2019 with respect to the above noted applications. The redline revisions and zoning amendment applications were submitted on October 29, 2018 and the Public Meeting was held on January 23, 2019.

As noted in the submission letters and at the Public Meeting, the primary purpose of the redline revisions is to provide greater detail on the road and lot layout for the Phase 2 lands (previous Phases 2 and 3) which encompass the balance of the property following the registration of the Phase 1 lands on July 9, 2018. In addition to the introduction of several new public roads and the corresponding lot fabric, the delineation of eight new lots along the south eastern section of Edgewater Boulevard is proposed.

The zoning amendments are minor in nature and apply to several blocks of lands that had been modified through earlier red line revisions, primarily to reflect the final approved layout for the stormwater management facility. The proposed zoning will reflect the intended use of these blocks based on these previously approved redline revisions.

The comments provided in this letter are augmented by separate correspondence from Dillon Consulting who are the consultants for South Winds with respect to environmental and engineering services.

Our responses are as follows:

**Comment #1 – Bell Canada**

*The Developer is hereby advised that prior to commencing any work, the Developer must confirm that sufficient wire-line communication/telecommunication infrastructure is available. In the event that such infrastructure is unavailable, the Developer shall be required to pay for the connection to and/or extension of the existing*

communication/telecommunication infrastructure. If the Developer elects not to pay for the above noted connection, then the Developer will be required to demonstrate to the satisfaction of the Municipality that sufficient alternative communication/telecommunication will be provided to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services.

#### **Response #1:**

The developer has confirmed that sufficient communication/telecommunication infrastructure has been installed within Phase 1 to allow for extension of services into Phase 2.

#### **Comment #2 - Tridon (Kilworth Heights West)**

*It is our hope that these redline revisions will complement our development to the North of this site. Our main concern is on the changes to the multi-use pathway, and ensuring that the function and intent of the trail is upheld. We recognize that the request is to change the road from a public to a private road, and this is the road that the multi-use trail ran along. We see the Multi-Use Trails as an attractive and important amenity for both sites and want to ensure that it is properly tying into the natural features of the area so that it remains a desirable amenity for the community. We are worried that if the trail merges with the road and runs along the streetscape it will be less desirable than if it ran along a naturalized area. We would like a further understanding and detail of how the trail will be planned and the intent of the multi-use trail will be upheld.*

#### **Response #2:**

The modifications proposed through these redline revisions result in minimal changes to the location and function of the multi-use trail. The attached plans show the previously approved route through the Edgewater Estates subdivision which follows along Edgewater Boulevard and Street 'B' up to Glendon Drive. A walkway connection to the Thames River is shown in the southern part of the plan opposite the walkway running through the SWM pond.

The current route is shown in the same general location. The main difference is that the Street "B" road connection to Glendon Drive has been replaced with a multi-use trail only. The layout of Edgewater Boulevard within the subdivision was revised to accommodate the removal of the road connection to Glendon Drive which was requested by Middlesex Centre and the County of Middlesex. The previous alignment of the road is shown in a dashed line. The walkway connection is in the same location as it enters the subdivision and will run alongside Edgewater Boulevard in a similar manner to the draft approved plan. The walkway connection to the Thames River is also in the same location as to what is shown on the draft approved plan.

In summary, the multi-use trail has always been shown adjacent to Street "B" and Edgewater Boulevard. As noted, the Approval Authority(s) required South Winds to remove the Street "B" road connection to Glendon Drive. As a result, that section of the multi-use trail that generally runs alongside the provincial woodlot will no longer be adjacent to Street "B". In our opinion, this is a net improvement to the design of the trail.

#### **Comment #3 – Union Gas**

*It is Union Gas Limited's (Union) request that as a condition of final approval that the owner/developer provide to Union the necessary easements and /or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Union.*



**Response #3:**

The existing conditions of draft approval state "That such easements as may be required for utility, servicing, or drainage purposes shall be granted to the appropriate authority." Accordingly, any easements that are required for Union Gas will be provided as set out in the existing conditions of draft approval.

**Comment # 4 – Middlesex Centre**

*In reviewing the proposed lot layout surrounding the storm water management facility, it appears that the changes from blocks to lots eliminates opportunities for passive oversight of the stormwater management block and creates a public space that may limited oversight from public roads or space.*

**Response #4:**

The introduction of public roads on Blocks 138 and 143 establishes a number of lots that are rear lotted along the SWM block. In previous discussions with Middlesex Centre, we indicated that having the rear yards facing the SWM block would still provide oversight from the surrounding lots as homeowners tend to spend more of their leisure time within their rear yards rather than in the front yards so there would still be opportunity for oversight. Further, a commitment was made to restrict solid fencing for those lots along the eastern limit of the SWM block where the multi-use trail is located. There are no other locations for pedestrian routes within the SWM block so pedestrian activity is limited to the eastern boundary.

It should be noted that the previous residential blocks would likely have been developed in a similar manner with residential units backing onto the SWM block. The key difference arising from these redline revisions is that the residential units are fronting onto public roads rather than private roads. This SWM block, while shown as an Open Space, is not intended as a public recreation space except for the easterly boundary where the multi-use trail is located. As noted above, those lots backing onto the multi-use trail will have open fencing rather than solid fencing.

**Comment # 5- Middlesex Centre**

*As you are aware, the secondary plan for the Komoka-Kilworth area (Section 5.7 of the Middlesex Centre Official Plan) sets out a policy context specific to Komoka- Kilworth including, but not limited to, a diversity of housing choices, an appropriate range and mix of housing types and densities, minimize the consumption of prime agricultural land, community design that fosters place-making, conserve significant environmental features etc. This includes residential policies specific to built-form including that private garages for residential development shall not be located closer to the street than the habitable portion or porch on the main floor of the building. Overall, it would helpful for it to be demonstrated how the proposed changes to the plan address the Komoka-Kilworth secondary plan and how the zoning by-law address these matters.*

**Response #5:**

As noted above, the extent of the zoning by-law amendments are quite scoped in nature and pertain primarily to lands surrounding the SWM block. The proposed zoning map (attached) shows these parcels in colour and illustrates the limited extent of zoning amendments.

There are several parcels of lands that were originally designed to accommodate the SWM block. These parcels were revised, with the agreement of Middlesex Centre, to reflect the final approved layout of the SWM block. As such, the zoning on these parcels needs to be amended to reflect their intended use.

The other aspect of the zoning amendment pertains to former Street "F" which provides access to Block 144 (Phase 3). It is now shown as part of the residential block as vehicular access is to be provided via a private road. Accordingly the zoning is to be amended to an UR1 (h-1) zone.

The balance of the subdivision zoning remains unchanged from what was originally shown and is currently approved. The eastern 'half' of the property is zoned UR1 (h-1) while the westerly half is zoned UR2-2 (h-1). The proposed redline revisions with this current application are in compliance with the current approved zoning. The current revisions propose the creation of single detached lots in compliance with both the UR-1 and UR2-2 zones.

The zoning regulations do not require a certain percentage of units to be allocated for single detached dwellings and/or multiple dwellings. The regulations are permissive; not prescriptive. The current zoning for the South Winds property was determined by a thorough planning process and in compliance with the requirements of Middlesex Centre and the County. The zoning also aligns with the request of many of the surrounding residents that the lot fabric reflects the existing character of the neighbourhood. As such, our client has provided a range of lot sizes that could accommodate a variety of single detached dwellings that are in keeping with the established nature of the area.

Consideration of this lot layout was based, in part, on the review of housing mix proposed on the lands to the north (Tridon /DBI property) which is to include a range of single detached lots, street fronting and cluster style townhouse units and potentially low rise apartments. The lot fabric within the Edgewater Estates subdivision was intended to compliment rather than compete with the Tridon plan. It is preferable to have higher densities located at the periphery of neighbourhoods so as to minimize undue traffic on local streets. Overall, there will be a range of housing types within Komoka- Kilworth, including the SouthWinds and Tridon properties.

As noted, the intent of these redline revisions is to provide clarity on the ultimate layout for the subdivision. It has been requested previously by staff that SouthWinds consider establishing a network of roads and lots for the balance of the property which is what is now shown on the draft plan of subdivision.

With respect to the policies pertaining to the placement of private garages, South Winds has implemented a set of urban design guidelines that align with the Municipality's Official Plan policies. The builders are required to submit building permit plans to MHBC Planning who reviews them for adherence to the urban design principles established by Middlesex Centre. A zoning review is also conducted for compliance with the applicable zone regulations.

#### **Comment # 6 – Middlesex Centre**

*The proposed change along the westerly edge of the property removes any potential for future public road access to the property to the west (Newbiggins) whereas the existing layout provided for a potential future public road access.*

**Response #6:**

The potential for a public road access to lands to the west (Newbiggins) was never formally required as part of the review process for the draft plan of subdivision. Notwithstanding, the location of Street 'B' in the current draft approved subdivision would have provided the opportunity for a public road access to the north of Block 139. As shown on the attached plans, this access would have been where Street 'B' is adjacent to the westerly property line on the South Winds property. Middlesex Centre requested South Winds to revise their draft plan of subdivision to remove Street 'B' and replace it with a multi-use trail thereby eliminating the opportunity to provide a public road access to the lands to the west. The replacement of Street 'B' with a multi-use trail and the orientation and location of this trail was negotiated and settled between South Winds and Middlesex Centre through legal agreements. As a result of this agreement, the positioning of the new multi-use trail and the revised public road layout were integral to the subdivision design reached. The former Block 139 was proposed as a multi-unit development that would not have accommodated access to the Newbiggins property – this block has now been replaced by single detached lots.

**Comment # 7 - MECP**

*The MECP provided comments noting that there is potential need to apply for and receive an amended Environmental Compliance Approval (ECA) for stormwater management. This is based on comments circulated with the current applications that suggest a boundary adjustment to a revised stormwater management design. This appears to be a technical comment at this point and does not appear to require changes to the condition of draft plan approval.*

**Response #7:**

The current redline revisions do not propose any changes to the approved and constructed stormwater management pond. The last set of redline revisions were approved in October 2017 and incorporated minor revisions to the stormwater management pond in order to align with the approved storm water management pond. The MOECC issued approval on November 24, 2016 as ECA Approval Number 8778–AFQLCR. As such, there are no changes being proposed to the design or layout of the stormwater management pond as part of these current redline revisions. The only change pertains to the zoning bylaw which is to align the zoning with these previous redline revisions. Lands that are not required for stormwater management and were previously removed through redline revisions are now to be zoned for residential purposes. In addition, several small slivers of lands that were previously zoned for residential uses are to be zoned as Open Space as they are within the approved stormwater management pond. Accordingly, it is our opinion that no changes are required to the approved ECA as the layout and design of the SWM pond is not changing.

**Comment # 8 – Middlesex Centre**

*The proposed changes to the plan remove all but one block and instead would have almost the entire plan developed as single unit dwellings. In reviewing earlier material for this file, it was noted at the time that the future development blocks would provide for a range and mix of housing types of both single detached and cluster style dwellings with a density of up to 400 units.*

**Response #8:**

As noted previously, the proposed lot layout introduced through these current redline revisions are in compliance with the current zoning for the property. The UR1 (h-1) zone applies to approximately 2/3 of the property and only permits single detached dwellings. The remaining portion of the property is zoned UR2-2 (h-1) which permits single detached dwellings along with street townhouse dwellings, townhouse dwellings and semi-detached dwellings. The three residential blocks within the UR2-2 zone have now been lotted with single detached lots as part of these redlines revisions.

These revisions have resulted in an overall reduction in the total number of potential residential units within the South Winds plan of subdivision however the layout still provides for the efficient use of land and public infrastructure. Further, it should be noted that under Provincial legislation, secondary units are permitted within single detached, semi-detached and townhouse dwellings. As such, there are opportunities for some additional intensification within the existing planning framework.

While the previous plan included residential blocks that could have provided opportunities for both single detached dwellings and cluster style dwellings, there was no guarantee that this would been realized. The concept plans that were previously prepared for the residential blocks were based on detached units fronting onto private roads. It was ultimately decided by South Winds to establish public roads rather than private roads in response to feedback from their builder partners.

We trust the above comments have been helpful in addressing the matters identified in the post – circulation comments. This letter should be read in conjunction with the letter prepared by Dillon Consulting Limited. Should you have any further questions, please do not hesitate to contact the undersigned.

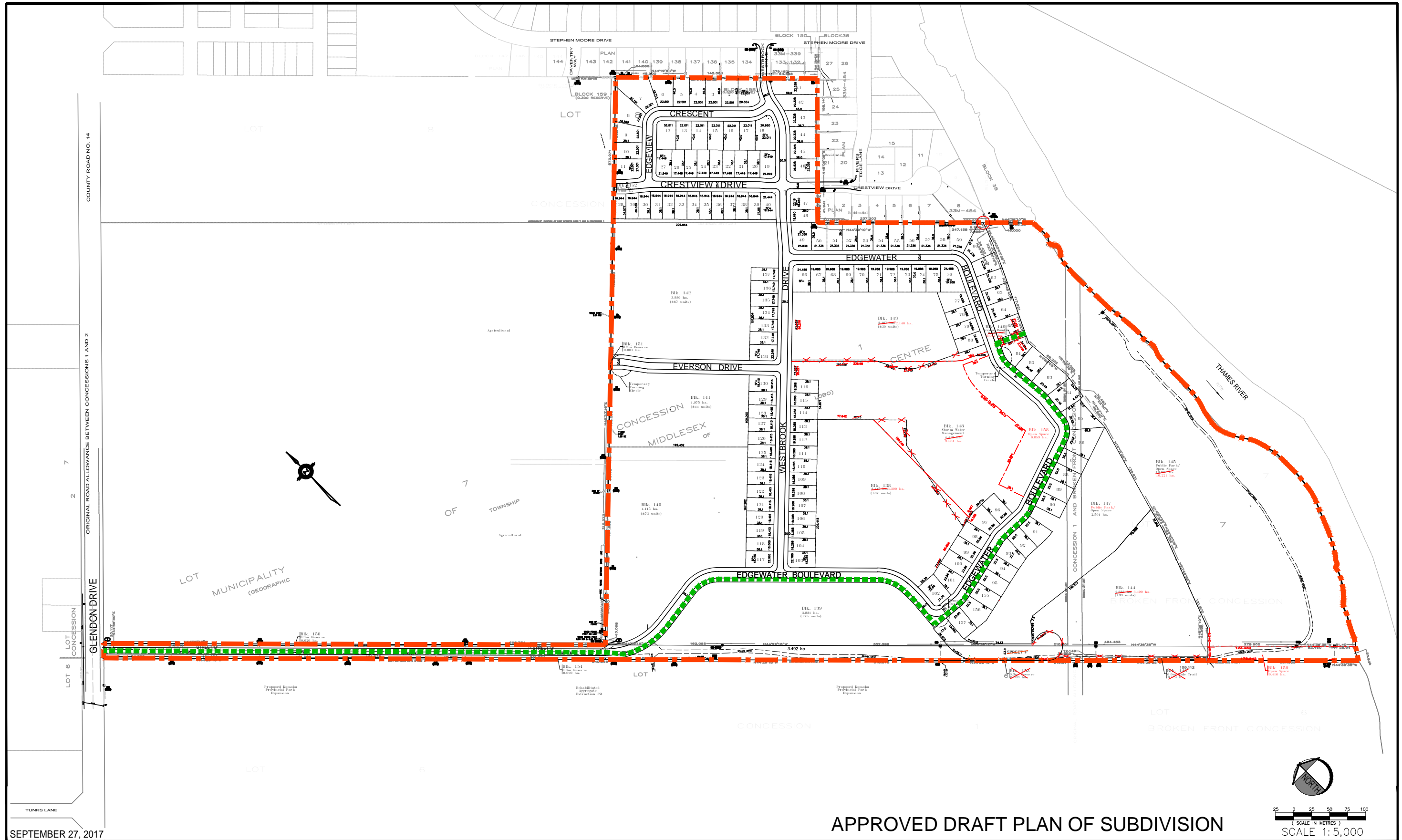
Yours truly,

**MHBC**

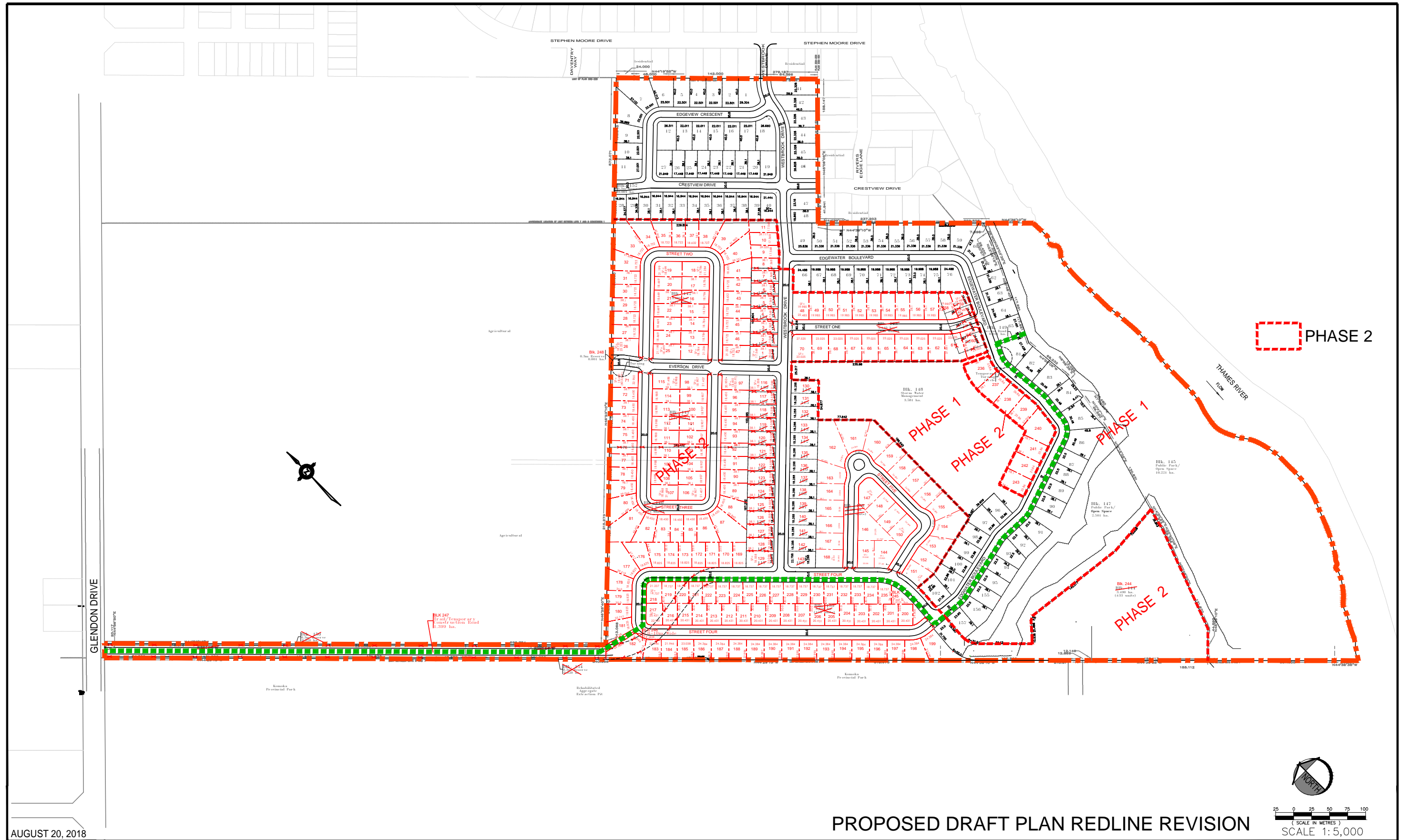


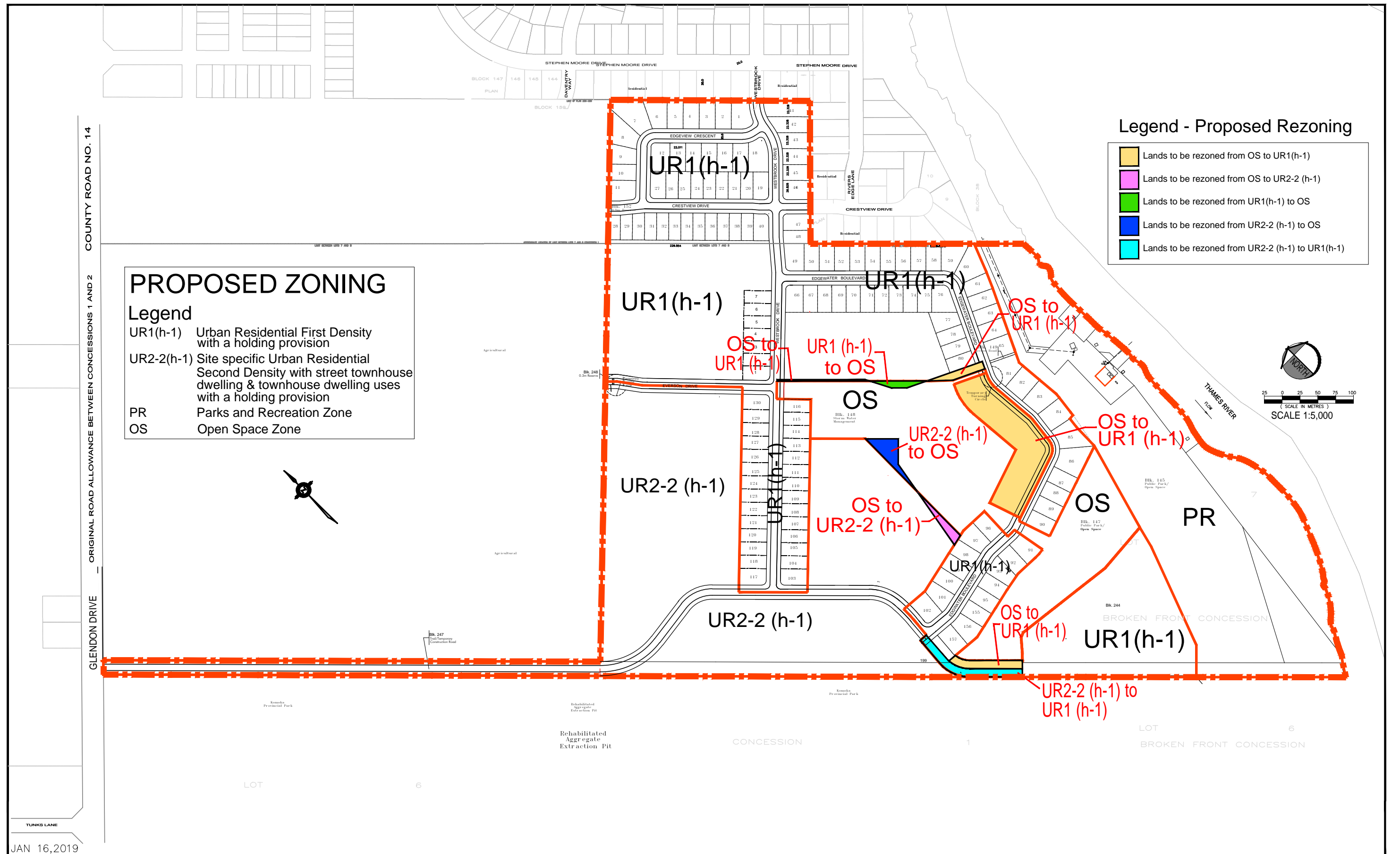
Carol Wiebe  
Partner

cc. *Bill Graham, Stacey Graham, Bob Stanley - South Winds Development*  
*Beth Cormier, Elizabeth Cormier Professional Corporation*  
*Daniel Bourassa, Rick Dykstra, Dillon Consulting Limited*









CURRENT AND PROPOSED ZONING



## ZONE LIMITS



May 23, 2019

Municipality of Middlesex Centre  
10227 Ilderton Road  
Ilderton, Ontario  
N0M 2A0

Attention: Kelly Henderson  
Planner

Response to Agency Comments on the Proposed Changes to Draft Plan of  
Subdivision 39T-MC0902 for the Edgewater Estates Development

Dear Ms. Henderson:

As you are aware, South Winds Development Co. Inc. (South Winds) proposed changes to Draft Plan of Subdivision (39T-MC0902) in the form of a red-line amendment.

The purpose of this letter is to address comments provided by the Ministry of Natural Resources and Forestry (MNRF), Ontario Parks and the Ministry of the Environment, Conservation and Parks (MECP).

Below, we've provide the aforementioned agency comments followed by our response.

Comment 1 - MNRF Parks: Komoka Provincial Park is situated to the west and south of this development. In order to buffer the provincial park lands from the development footprint, and to maintain a somewhat natural corridor to/from the Thames River valley, Ontario Parks supported the design concept of establishing Street B as walkway connecting the development to Glendon Drive. The proposal to create Street Four and develop residential lots 182-199 along the property line would impact the extent of this buffered corridor by removing any functional setback, and could contribute to increased impacts to the provincial park via unauthorized access, residential encroachment and dumping. Appropriate property limit fencing (e.g. six foot height with no gates or other openings) along the entire westerly boundary of the development area will be important to mitigate these risks. Having the residential lots directly about the park boundary in this area will also more negatively affect the movement of wildlife between the park woodland property that fronts Glendon Dr. and the larger park habitat areas to the south. As a result some additional and/or visual barrier fencing will need to be considered to reduce the impact of residential noise and activities on adjacent wildlife patterns.

1155 North Service  
Road West  
Unit 14  
Oakville, Ontario  
Canada  
L6M 3E3  
Telephone  
905.901.2912  
Fax  
905.901.2918

Dillon Consulting  
Limited



Response 1. Consistent with best management practices, South Winds is willing to implement chain link fencing with no gates along the western boundary of the development area as a mechanism to mitigate unauthorized access, residential encroachment and/or dumping on Komoka Provincial Park (Park) lands.

South Winds is interested in maintaining wildlife patterns between the Park lands to the west and the Park lands to the south (i.e. Blk 147) of the development. For this reason, as part of the development South Winds is willing to enhance (e.g. plantings, unobstructed passage, etc.) and maintain the existing wildlife corridor between the Park land to the west and Blk 147.

West of the development includes Park and agricultural lands with direct access to the larger Park habitat areas to the southwest of the development. As a result, the development is not anticipated to have a negative impact on wildlife patterns to and from the Park woodland that fronts Glendon Drive and the larger Park habitat areas to the south along the Thames River corridor.

Comment 2 - MNRF Parks: The wooded area immediately south of the development and north of the Thames River (identified as Blocks 145 and 147 on the draft plan) is identified as Public Park/Open Space on the draft plan. This designation is appropriate in that the majority of wooded area is designated as part of the Komoka Park Reserve Provincially Significant Life Science Area of Natural and Scientific Interest. Block 145 is also immediately adjacent to Komoka Provincial Park and provides a natural buffer to the Thames River. These areas are known to support species at risk and other significant species. Uncontrolled access to these areas has the potential to negatively impact these species and their habitats and will likely create management issues for Komoka Provincial Park resulting from unauthorized access to park and river.

Response 2. Condition 34.b of the February 15, 2016 Redlined Revision of Draft Plan of Subdivision states that "fencing will be required to limit access to the natural heritage features and to lands owned by the Province of Ontario to the satisfaction of the Municipality". South Winds remains committed to working with the Municipality to satisfy this condition which will provide mitigation against uncontrolled access to the Park lands and the Area of Natural and Scientific Interest (ANSI).

Comment 3 - MNRF: It is MNRF's expectation that phase 2 of the Edgewater Estates development would include habitat compensation for species at risk habitat that was removed during previous site alteration work which was not registered under the Endangered Species Act, 2007. This was indicated to the proponent in the Letter of Advice (AYL-L-076-18) sent on June 15h, 2018, specifically, "It is MNRF's expectation that additional discussion will take place between the Ministry and the





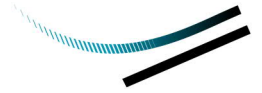
proponent regarding future phases of the Edgewater Estates development and habitat compensation for SAR habitat (e.g. creation of a natural grassland area) to account for habitat removed during previous site alteration work that was not registered under the ESA". The draft plan of subdivision does not currently indicate any areas where habitat compensation will take place.

Response 3. Although the draft plan of subdivision does not currently indicate areas where habitat compensation will take place, South Winds intends to utilize the buffer setbacks from the development and the natural features associated with Phase 1 (13,913 m<sup>2</sup> or 1.39 ha) and Phase 2 (8,439 m<sup>2</sup> or 0.84 ha) to create SAR habitat for a total of 2.23 ha of contiguous habitat. The intent is to revegetate these areas using native grass species to create edge grassland habitat for SAR snakes. In addition, South Winds is committed to implementing snake basking and thermoregulation features (e.g. rock and log piles) within the buffer areas to enhance the edge grassland habitat.

In addition to the above, the planting plan for the stormwater management (SWM) pond includes an area of 13,850 m<sup>2</sup> (or 1.39 ha) of contiguous/linear grassland based on a native seed mix. Similar to Phase 1 and Phase 2 buffers, South Winds is committed to implementing snake and turtle basking and thermoregulation features (e.g. rock and log piles) in association with the SWM pond. Holistically, the proposed habitat creation/enhancements promote wildlife usage/connectivity between the development and the existing natural features to the south and west of the development.

Comment 4 - MECP: I understand that the applicant has recently proposed changes to the plan in the form of a red-lined amendment. The MECP London District office was recently contacted by MMAH and requested to review the proposed changes to the plan and provide comment. We have completed a review of the information provided to us by MMAH. The only issue MECP would like to bring to the attention of the Municipality and the Developer pertains to stormwater management and the potential need to apply for and receive an amended Environmental Compliance Approval (ECA) for stormwater management from MECP. The attachment to this e-mail contains the current ECA issued by this ministry. The documentation provided to us speaks to a boundary adjustment to a revised stormwater management design. This being the case, it is conceivable that an amended ECA may need to be applied for and issued with respect to Stormwater Management. Please ensure that the Developer is aware of the requirements.

Response 4. Following the completion of detail design for Phase 2, South Winds together with their engineer will review the ECA to confirm whether Phase 2 meets the current approval.



However, as noted in the response letter from MacNaughton Hermesen Britton Clarkson Planning Limited (MHBC), there are no revisions proposed to the layout of the stormwater management block as part of these current redline revisions. The layout of the SWM ponds is in accordance with the engineering plans submitted and approved under the ECA.

We hope that this letter helps to address the comments received by MNRF, Ontario Parks and MECP on the proposed changes to draft plan of subdivision 39T-MC0902.

Sincerely,

DILLON CONSULTING LIMITED

Daniel Bourassa  
Project Manager

DJB:tlm

cc: Stacey Graham, Bob Stanley – South Winds; Carol Wiebe – MHBC; Rick Dykstra –  
Dillon Consulting Limited  
Our file: 18-7920



PART OF LOTS 7 & 8  
CONCESSION 1  
AND PART OF  
PART OF LOT 7  
BROKEN FRONT CONCESSION  
AND PART OF THE  
ORIGINAL ROAD ALLOWANCE  
BETWEEN CONCESSION 1 AND  
BROKEN FRONT CONCESSION  
(GEOGRAPHIC TOWNSHIP OF LOBO)

**OWNER'S CERTIFICATE**

I HEREBY AUTHORIZE MACNAUGHTON HERMSEN BRITTON CLARKSON  
PLANNING LIMITED TO SUBMIT THIS PLAN FOR APPROVAL.

*July 9, 2009*

*Stacy E. Graham*

I have the authority to bind the Corporation  
STACEY E. GRAHAM  
VICE PRESIDENT  
SOUTH WINDS DEVELOPMENT CO. INC.

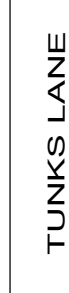
DATE:

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED ON THIS PLAN AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.

ADDITIONAL INFORMATION REQUIRED  
UNDER SECTION 51(17) OF THE  
PLANNING ACT R.S.O. 1990, c.P.13

DESCRIPTION	Units/Space	WHS	WHS	PAVING	PAVING
				area	width
RESIDENTIAL	100	100	100	1.56	12.00
MULTIPLE RESIDENTIAL	100	100	100	1.56	12.00
PUBLIC PARK OPEN SPACE	100	100	100	196.98	1.00
EMULSION TRAIL	100	100	100	10.00	1.00
OPEN SPACE	100	100	100	1.00	1.00
STORM WATER	100	100	100	1.00	1.00
ACCESS ROAD	100	100	100	1.00	1.00
ROADS	100	100	100	1.00	1.00
TOTAL AREA OF SUBDIVISION	100	100	100	1.00	1.00
TOTAL UNITS	100	100	100	1.00	1.00

NOTES	1. <b>REVIEW</b> OF THE <b>RECORDS</b> 2. <b>REVIEW</b> OF THE <b>RECORDS</b> 3. <b>REVIEW</b> OF THE <b>RECORDS</b>	
	4. <b>REVIEW</b> OF THE <b>RECORDS</b> 5. <b>REVIEW</b> OF THE <b>RECORDS</b> 6. <b>REVIEW</b> OF THE <b>RECORDS</b>	7. <b>REVIEW</b> OF THE <b>RECORDS</b> 8. <b>REVIEW</b> OF THE <b>RECORDS</b> 9. <b>REVIEW</b> OF THE <b>RECORDS</b>





PART OF LOTS 7 & 8  
CONCESSION 1  
AND PART OF  
PART OF LOT 7  
BROKEN FRONT CONCESSION  
AND PART OF THE  
ORIGINAL ROAD ALLOWANCE  
BETWEEN CONCESSION 1 AND  
BROKEN FRONT CONCESSION  
(GEOGRAPHIC TOWNSHIP OF LOBO)

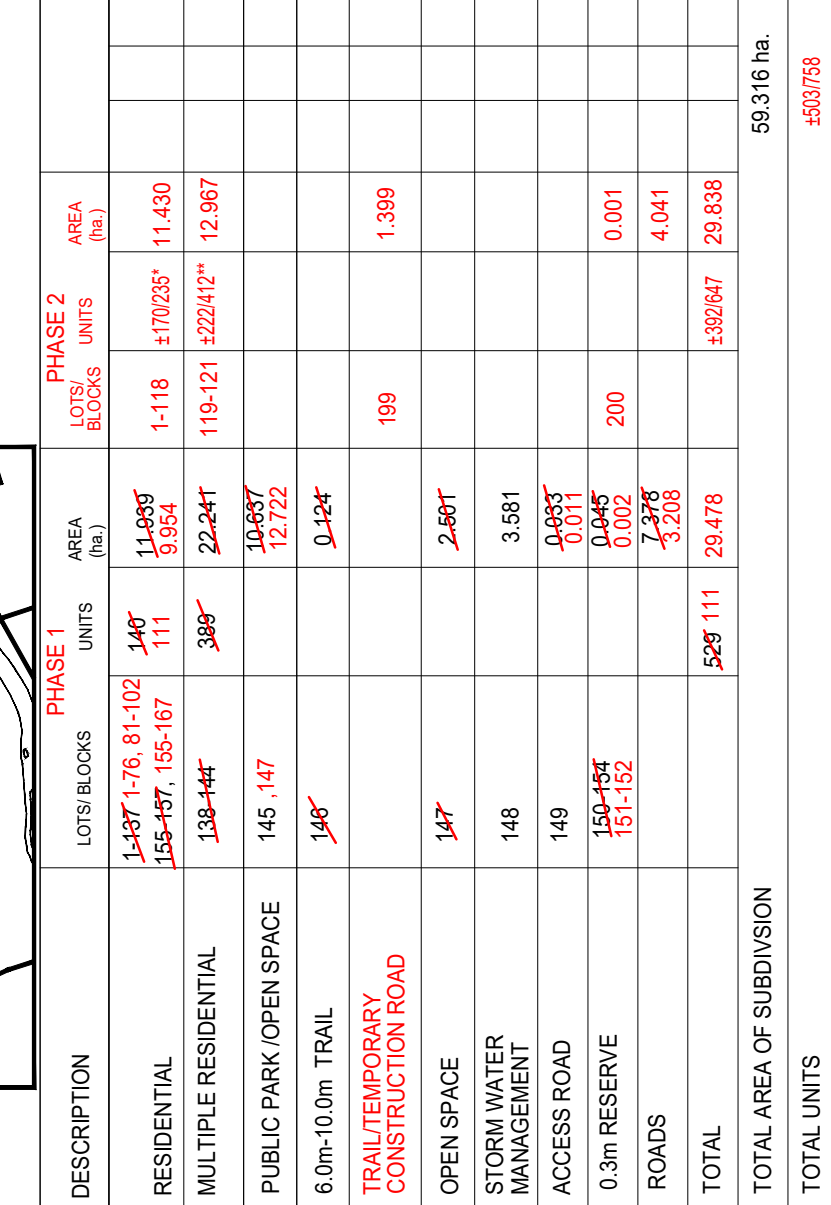
# OWNER'S CERTIFICATE

DATE: July 9, 2009 Stacy E. Graham  
I have the authority to bind the Corporation  
STACEY E. GRAHAM  
VICE PRESIDENT  
SOUTH WINDS DEVELOPMENT CO. INC.

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED ON THIS PLAN AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.

ADDITIONAL INFORMATION REQUIRED  
UNDER SECTION 51(17) OF THE  
PLANNING ACT R.S.O. 1990,c.P.13

## KEY PLAN



**SUBJECT LANDS**

DENSITY = 4.918 g/cm<sup>3</sup>  
6807217149

10 0 10 20 30 40 50 60 70  
( SCALE IN METRES )

Approval Stamp

**PLANNING  
URBAN DESIGN  
& LANDSCAPE  
ARCHITECTURE**

**MHBC**





Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

February 5, 2020

**The Honourable Doug Ford, Premier of Ontario**  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON, M7A 1A1

Dear Premier Ford:

**Re: Provincially Significant Wetlands Designation**

Please find attached the Council of the Corporation of the Village of Merrickville-Wolford's Resolution No. R-029-20, with respect to the Village's concerns surrounding the Ministry of Natural Resources and Forestry's practices and procedures while implementing designations of Provincially Significant Wetlands.

While the attached resolution is tailored to a Village-specific issue, it is Council's position that the concerns expressed therein are being experienced by municipalities Province-wide.

Thank you in advance for the consideration that you give this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Doug Robertson".

Doug Robertson  
CAO/Clerk/Director, Economic Development

c. Honourable John Yakabuski, Minister of Natural Resources and Forestry  
Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Andy Brown, CAO of the United Counties of Leeds and Grenville  
Association of Municipalities of Ontario  
Rural Ontario Municipal Association  
All Ontario municipalities



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## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - 029 - 20

Date: January 27, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

WHEREAS the Village of Merrickville-Wolford is endeavouring to adopt a new Official Plan as required per Section 17 of the *Planning Act* and the Village is required to incorporate the Provincial Policy Statements of the Act;

AND WHEREAS the Provincial Policy Statements require the Village to provide in its Official Plan the updated provisions of new and expanded Provincially Significant Wetlands designations;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that the expansion of these wetlands is detrimentally affecting certain landowners and the Village's assessment base;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that designations of Provincially Significant Wetlands have occurred throughout the Province of Ontario without the provision of supporting evidence;

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## VILLAGE OF MERRICKVILLE-WOLFORD

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned about the expansion of the Provincially Significant Wetlands in the Northeast quadrant of the Village;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that these wetlands designations have been expanded without the Ministry of Natural Resources and Forestry having provided to the Village supporting evidence to justify said expansion;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby respectfully request that the Ministry of Natural Resources and Forestry provide the Village with supporting evidence with respect to the expansion of these wetlands designations;

AND THAT the Ministry of Natural Resources and Forestry re-evaluate the subject properties without delay;

AND THAT a copy of this resolution be sent to the Honourable Premier Doug Ford, Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the United Counties of Leeds and Grenville, the Association of Municipalities of Ontario and the Rural Ontario Municipal Association and all Ontario municipalities.

Carried / Defeated

  
J. Douglas Struthers, Mayor

January 24, 2020

Ms. Cathy Burghardt-Jesson  
Warden, County of Middlesex  
399 Ridout Street North  
London, ON N6A 2P1

Dear Warden Burghardt-Jesson,

Re: Monthly Board of Health Update – January 2020

Please find the minutes of the December 12, 2019 Board of Health meeting and the draft motions from the January 23, 2020 meeting attached to this memo.

Further details about January's meeting can be accessed by downloading the [complete January 23, 2020 Agenda Package](#).

Please distribute this correspondence to all Middlesex County Municipalities.

Sincerely,



Maureen Cassidy  
Chair, Middlesex-London Board of Health

cc:

Kurtis Smith, Past Warden, Middlesex County  
Bill Rayburn, CAO, Middlesex County  
Kathy Bunting, Clerk, Middlesex County  
Middlesex County Municipalities c/o Kathy Bunting



**PUBLIC SESSION – MINUTES**  
**MIDDLESEX-LONDON BOARD OF HEALTH**

Thursday, December 12, 2019, 5:30 p.m.  
399 Ridout Street North, London, Ontario  
Side Entrance (recessed door)  
MLHU Boardroom

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**MEMBERS PRESENT:**

Ms. Trish Fulton (Chair)  
Ms. Maureen Cassidy (Vice-Chair)  
Mr. Ian Peer  
Mr. Matt Reid  
Mr. Michael Clarke  
Ms. Arielle Kayabaga  
Ms. Aina DeViet  
Ms. Tino Kasi  
Ms. Kelly Elliott

**REGRETS:**

Mr. John Brennan

**OTHERS PRESENT:**

Dr. Christopher Mackie, Secretary-Treasurer  
Ms. Elizabeth Milne, Executive Assistant to the Board of Health and Communications Coordinator (Recorder)  
Mr. Joe Belancic, Manager, Procurement and Operations  
Mr. Jeff Cameron, Manager, IT  
Ms. Laura Di Cesare, Director, Healthy Organization  
Mr. Brian Glasspoole, Manager, Finance  
Mr. Dan Flaherty, Communications Manager  
Ms. Heather Lokko, Director, Healthy Start  
Ms. Svetlana Mutlak, Executive Assistant  
Ms. Melissa McCann, Acting Manager, Program Planning and Evaluation  
Mr. David Pavletic, Manager, Food Safety and Healthy Environments  
Ms. Kendra Ramer, Manager, Strategic Projects  
Ms. Maureen Rowlands, Director, Healthy Living  
Dr. Alex Summers, Associate Medical Officer of Health  
Ms. Linda Stobo, Manager, Chronic Disease Prevention and Tobacco Control  
Mr. Stephen Turner, Director, Environment Health and Infectious Diseases  
Mr. Alex Tyml, Online Communications Coordinator  
Ms. Lana Rothfels, Medical Student, Western University  
Mr. John Cameron, Medical Student, Western University  
Ms. Amanda Harvey, Project Coordinator, Strategic Projects

Chair Fulton called the meeting to order at 5:35 p.m.

Dr. Mackie noted that this would be Chair Fulton's last Board meeting, and thanked her for her contributions to the Board of Health over the past seven years.

Vice-Chair Cassidy also offered her remarks, thanking Ms. Fulton for her time and commitment to the Board, the Middlesex-London Health Unit, and the community.

Mr. Peer provided an overview of some of the major public health milestones that Chair Fulton has supported and overseen during her time on the Board of Health. He noted, specifically, that Ms. Fulton served as chair of the Finance & Facilities Committee for five years – since the committee’s formation – and spent one year as vice-chair of the Board before agreeing to serve as Board of Health chair.

Chair Fulton thanked Board members for their thoughtful comments and their support over the years. She spoke of the educational value of volunteering and the experience she has gained through working with the Board of Health.

### **DISCLOSURE OF CONFLICT OF INTEREST**

Chair Fulton inquired if there were any disclosures of conflicts of interest. None were declared.

### **APPROVAL OF AGENDA**

It was moved by Ms. DeViet, seconded by Ms. Elliott, *that the **AGENDA** for the December 12, 2019 Board of Health meeting be approved, as amended.*

Carried

### **MINUTES**

It was moved by Mr. Peer, seconded by Mr. Reid, *that the **MINUTES** of the November 21, 2019 Board of Health meeting be approved.*

Carried

It was moved by Ms. Kayabaga, seconded by Mr. Clarke, *that the **MINUTES** of the December 5, 2019 Special Meeting of the Board of Health be approved.*

Carried

It was moved by Mr. Peer, seconded by Ms. Cassidy, *that the Board of Health receive the December 5, 2019 Relocation Advisory Committee **meeting minutes**.*

Carried

It was moved by Mr. Peer, seconded by Ms. Cassidy, *that the Board of Health receive the December 5, 2019 Finance & Facilities Committee **meeting minutes**.*

Carried

It was moved by Mr. Peer, seconded by Ms. Cassidy, *that the **MINUTES** of the November 21, 2019 Governance Committee meeting be received.*

Carried

### **DELEGATIONS AND REPORTS**

#### **December 5, 2019 – Finance & Facilities Committee Meeting Update (**Report No. 074-19**)**

Mr. Reid introduced and provided context for each of the reports that the Finance & Facilities Committee considered on December 5, 2019.

#### **Update – Transfer of Services to Thames Valley Children’s Centre (**Report No. 036-19FFC**)**

It was moved by Mr. Reid, seconded by Ms. DeViet, *that the Board of Health receive Report No. 036-19FFC re: “Update – Transfer of Services to Thames Valley Children’s Centre” for information.*

Carried



**Update – Great-West Life Benefits Renewal (Report No. 037-19FFC)**

It was moved by Mr. Reid, seconded by Ms. Cassidy, *that the Board of Health approve the extension of the current renewal period of the group insurance rates administered by Great-West Life as described in Report No. 037-18FFC re: “Great-West Life Benefits – Renewal Update.”*

Carried

**2020–23 Board of Health Budget Submission (Report No. 038-19FFC)**

It was moved by Mr. Reid, seconded by Ms. Cassidy, *that the Board of Health:*

- 1) Receive Report No. 038-19FFC re: “2020–23 Board of Health Budget Submission” for information; and*
- 2) Direct Health Unit staff to work with the City of London to determine appropriateness of applying for Assessment Growth Funding in future years.*

Carried

**December 5, 2019 – Relocation Advisory Committee Meeting Update (Verbal)**

Mr. Peer noted that the Relocation Advisory Committee approved its October 17, 2019 meeting minutes and the next meeting will be held in 2020.

**Public Health Services in Middlesex County – Update (Report No. 075-19)**

Chair Fulton introduced the report. She observed that some new board members may not have had an opportunity to review the “Public Health Services in Middlesex County” report, and opened the floor to comments and discussion, given that the report is new territory for most of the Board.

Discussion ensued on the following items:

- Where comments, suggestions, and feedback in regard to the report may be directed.
- The data which the comparators used in the report – specifically, how Middlesex County compares to the City of London versus the provincial data used in this report.
- If work is being done to disaggregate County data by municipality, as the municipalities are so diverse and as there are many different populations within the County.
- That comparing Middlesex County to provincial data was a strategic decision and a more objective comparator.
- That staff are currently considering and working toward developing health and community planning areas that will divide the County into geographic units more useful for purposes of data collection.
- How this work relates to the collection of data for the Community Health Status Resource.

Dr. Mackie noted that Health Unit staff would also accept an invitation to send a delegation to County Council to provide an update on the status of action items and this report.

It was moved by Ms. Elliott, seconded by Mr. Clarke, *that the Board of Health:*

- 1) Receive Report No. 075-19 re: “Public Health Services in Middlesex County – Update” for information; and*
- 2) Direct staff to forward the update to Middlesex County Council.*

Carried

**Public Health Modernization Update – Consultation and Response (Report No. 076-19)**

Dr. Mackie introduced the report. Dr. Summers then provided context, with an update on the consultation process, and outlined the steps that will be taken to conduct consultations with staff, Board, and community partners. Dr. Summers noted that the submission date for feedback is February 10, 2020.

Discussion ensued on the following items:

- How different ideas may be shared with the Board to ensure that all voices are heard/filtered/reviewed.
- What the consultation process might look like, how information and data from the discussion paper will be shared in order to generate discussion, and who will facilitate such discussions.

Mr. Clarke noted that he will respond to the consultation as an individual, not as a member of the Board – representing himself only – and encouraged others to do the same.

It was moved by Mr. Peer, seconded by Mr. Clarke, *that the Board of Health:*

- 1) *Receive Report No. 076-19 re: “Public Health Modernization Update – Consultation and Response” for information;*
- 2) *Direct staff to conduct consultations with internal and external stakeholders to develop a comprehensive and unified Middlesex-London Health Unit response;*
- 3) *Direct staff to arrange for a focused off-site retreat in January 2020 for Board of Health consultation; and*
- 4) *Direct staff to arrange for a special board meeting in early February 2020 for approval of the MLHU response in anticipation of the submission deadline on February 10, 2020.*

Carried

### **Summary Information Report for December 2019 (Report No. 077-19)**

Mr. Stephen Turner, Director, Environment Health and Infectious Diseases, introduced Mr. David Pavletic, Manager, Food Safety and Healthy Environments, who answered questions regarding:

- Changes in food premise regulations that may have the potential to increase risk levels in certain situations, and how might the Health Unit respond to these risks.
- That all Public Health Inspectors work on risk-based assessments.
- Risks associated with the changes to food premise amendments. Mr. Pavletic emphasized that the areas proposed are low-risk food areas where prepackaged foods are present, and that staff have addressed the level of risk based on feedback from this consultation.

It was moved by Ms. Kayabaga, seconded by Ms. DeViet, *that the Board of Health receive Report No. 077-19 re: “Summary Information Report for December 2019” for information.*

Carried

### **Medical Officer of Health/CEO Activity Report for December (Report No. 078-19)**

Dr. Mackie provided an update for the Board regarding the recent Land Planning and Appeals Tribunal (LPAT) decision, which was successful in allowing the Health Unit to move forward with establishing a Consumption and Treatment Centre at 446 York Street. Dr. Mackie noted that there have been two separate appeals to the decision, but staff are optimistic nonetheless that everything will proceed in a timely manner.

Mr. Belancic provided further context and an update regarding these appeals.

It was moved by Ms. Elliott, seconded by Ms. Cassidy, *that the Board of Health receive Report No. 077-19 re: “Medical Officer of Health/CEO Activity Report for December” for information.*

Carried

### **CORRESPONDENCE**

It was moved by Ms. Kayabaga, seconded by Ms. Elliott, *that the Board of Health receive correspondence items a) through l).*

Carried

## **OTHER BUSINESS**

Chair Fulton reviewed the revised 2020 Board of Health meeting schedule, noting the dates of the January and February meetings.

It was moved by Ms. DeViet, seconded by Mr. Reid, *that the Board of Health approve the revised 2020 Board of Health and standing committee meeting dates.*

Carried

- Next Finance & Facilities Committee meeting: February 6, 2020 @ 9:00 a.m.
- Next Governance Committee meeting: February 27, 2020 @ 6:00 p.m.
- Next Board of Health meeting: January 23, 2020 @ 7:00 p.m.

Chair Fulton also noted that there would be a Special Meeting of the Board of Health in early February to provide feedback on modernization consultations.

## **CONFIDENTIAL**

At 6:20 p.m., it was moved by Ms. Elliott, seconded by Mr. Peer, that the Board of Health *move in-camera to consider matters regarding a trade secret or scientific, technical, commercial, financial, or labour-relations information, supplied in confidence to the local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; a trade secret or scientific, technical, commercial, or financial information that belongs to the local board and has monetary value or potential monetary value.*

Carried

At 6:43 p.m., it was moved by Ms. Elliott, seconded by Mr. Clarke, *that the Board of Health rise and return to public session.*

Carried

At 6:43 p.m., the Board of Health returned to public session.

## **ADJOURNMENT**

At 6:44 p.m., it was moved by Ms. Cassidy, seconded by Ms. DeViet, *that the meeting be adjourned.*

Carried

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**TRISH FULTON**  
Chair

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**CHRISTOPHER MACKIE**  
Secretary-Treasurer

## MIDDLESEX-LONDON BOARD OF HEALTH

### MEETING MOTIONS

Thursday, January 23, 2020, 7:00 p.m.

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*Please Note: This document contains draft versions of motions only from this meeting. Significant discussion on many items is not captured here, and will be available in the approved minutes that will be published after the meeting of the following month.*

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#### **MEETING PROCEDURES**

##### **Election of 2020 Board of Health Executive and Other Procedures** (Report No. 001-20)

It was moved by Mr. Peer, seconded by Ms. Kayabaga, *that Ms. Maureen Cassidy be nominated for Chair of the Board of Health for 2020.*

Carried

Dr. Mackie invited nominations three more times. Hearing none, it was moved by Mr. Peer, seconded by Ms. Kayabaga, *that*

- 1) *Nominations for the position of Chair be closed; and*
- 2) *Ms. Maureen Cassidy be acclaimed as Chair of the Board of Health for 2020.*

Carried

#### **DISCLOSURE OF CONFLICT OF INTEREST**

Chair Cassidy inquired if there were any disclosures of conflicts of interest. None were declared.

#### **APPROVAL OF AGENDA**

It was moved by Ms. DeViet, seconded by Mr. Peer, *that the **AGENDA** for the January 23, 2020 Board of Health meeting be approved.*

Carried

It was moved by Mr. Brennan, seconded by Mr. Peer, *that Ms. Aina DeViet be nominated for Vice-Chair of the Board of Health for 2020.*

Carried

Chair Cassidy invited nominations three more times. Hearing none, it was moved by Mr. Brennan, seconded by Mr. Peer, *that*

- 1) *Nominations for the position of Vice-Chair be closed; and*
- 2) *Ms. DeViet be acclaimed as Vice-Chair of the Board of Health for 2020.*

Carried

It was moved by Mr. Reid, seconded by Ms. DeViet, *that Dr. Christopher Mackie be nominated for Secretary-Treasurer of the Board of Health for 2020.*

Carried

Chair Cassidy invited nominations three more times. Hearing no further discussion or nominations, it was moved by Mr. Reid, seconded by Ms. DeViet, *that Dr. Mackie be elected Secretary-Treasurer by acclaimed vote.*

Carried

**Establishment of 2020 Standing Committees**

It was moved by Mr. Reid, seconded by Ms. Elliott, *that the Board of Health establish the Finance & Facilities Committee and the Governance Committee, and recognize the Relocation Advisory Committee.*

Carried

It was moved by Ms. DeViet, seconded by Mr. Parker, *that the Board of Health:*

- 1) *Maintain the current composition of the Relocation Advisory Committee; and*
- 2) *Reappoint all previously appointed members for the duration of the committee.*

Carried

Thus, the membership of the Relocation Advisory Committee for 2020 consists as follows:

- 1) Ms. Maureen Cassidy (Board Chair and City Representative)
- 2) Mr. Ian Peer (RAC Chair and Provincial Representative)
- 3) Mr. Michael Clarke (Provincial Representative)
- 4) Mr. Matt Reid (City Representative)
- 5) Mr. John Brennan (County Representative)

Chair Cassidy invited nominations three more times. Hearing none, it was moved by Mr. Brennan, seconded by Ms. DeViet, *that nominations be closed, and that Mr. Peer, Ms. Kasi, and Ms. Elliott be appointed to the Finance & Facilities Committee for 2020.*

Carried

Thus, the membership of Finance & Facilities Committee for 2020 consists as follows:

- 1) Ms. Maureen Cassidy (Chair and City Representative)
- 2) Ms. Aina DeViet (Vice-Chair and County Representative)
- 3) Mr. Ian Peer (Provincial Representative)
- 4) Ms. Tino Kasi (Provincial Representative)
- 5) Ms. Kelly Elliott (County Representative)

Chair Cassidy invited nominations three more times. Hearing none, it was moved *that nominations be closed, and that Mr. Parker, Mr. Peer, and Ms. Kayabaga be appointed to the Governance Committee for 2020.*

Carried

Thus, the membership of the Governance Committee for 2020 consists as follows:

- 1) Ms. Maureen Cassidy (Chair and City Representative)
- 2) Ms. Aina DeViet (Vice-Chair and County Representative)
- 3) Mr. Bob Parker (Provincial Representative)
- 4) Mr. Ian Peer (Provincial Representative)
- 5) Ms. Arielle Kayabaga (City Representative)

It was moved by Ms. Elliott, seconded by Ms. DeViet, *that the Board of Health approve the Board of Health and standing committee meeting schedule for 2020.*

Carried

**APPROVAL OF MINUTES**

It was moved by Mr. Peer, seconded by Ms. Kayabaga, *that the **MINUTES** of the December 12, 2019 Board of Health meeting be approved.*

Carried

**REPORTS AND AGENDA ITEMS**



**FoodNet Canada Ontario Sentinel Site Update and Memorandum of Agreement (Report No. 002-20)**

It was moved by Ms. Elliott, seconded by Ms. Kayabaga, *that the Board of Health:*

- 1) *Receive Report No. 002-20 re: "FoodNet Canada Ontario Sentinel Site Update and Memorandum of Agreement"; and*
- 2) *Direct staff to renew the contract with FoodNet Canada for an additional one-year term.*

Carried

**Medical Officer of Health/Chief Executive Officer Activity Report for January (Report No. 003-20)**

It was moved by Mr. Peer, seconded by Ms. DeViet, *that the Board of Health receive Report No. 003-20 re: "Medical Officer of Health/Chief Executive Officer Activity Report for January" for information.*

Carried

**CORRESPONDENCE**

It was moved by Mr. Reid, seconded by Mr. Parker, *that the Board of Health receive items a) through l).*

Carried

**OTHER BUSINESS****Verbal Update – Coronavirus**

It was moved by Ms. Kayabaga, seconded by Ms. DeViet, *that the Board of Health receive the verbal update from Dr. Summers on coronavirus.*

Carried

**CONFIDENTIAL**

At 8:10 p.m., it was moved by Ms. Kayabaga, seconded by Mr. Brennan, *that the Board of Health move in-camera to consider matters regarding identifiable individuals and to approve confidential minutes of its December 12, 2019 meeting.*

Carried

At 8:43 p.m., it was moved by Ms. Kayabaga, seconded by Ms. Elliott, *that the Board of Health rise and return to public session.*

Carried

At 8:43 p.m., the Board of Health returned to public session.

**ADJOURNMENT**

At 8:43 p.m., it was moved by Ms. Kayabaga, seconded by Mr. Parker, *that the meeting be adjourned.*

Carried

Media Release  
For Immediate Release  
February 4, 2020

***Do You Give a Hoot?***  
**Longwoods' Moonlight Winter Family Hike**



Owls are the focus of the Moonlight Winter Family Hike event at Longwoods Road Conservation Area, Saturday, February 22. **Pre-registration is mandatory.** Admission is: adults \$12.00, youth 4-17 \$6.00, plus HST, and under 4 free.

**Outdoors** - Enjoy a half hour guided moonlit hike through the woods in search of owls. Hikes are at 6:15, 7:00, 7:45, and 8:30 p.m. **To pre-register call Agnes at 519-264-2420** Monday-Friday between 9 a.m.-4:30 p.m. A bonfire will be blazing for a warm-up, with hot dogs roasting for the kids. Dress for the weather! No dogs and/or cross-country skis please.

**Indoors** - Come before your hike or stay after to enjoy activities inside the Resource Centre: ●At 6:30, 7:30 and 8:30, Lynn Eves will present from Bluewater Centre for Raptor Rehabilitation ●Master Carver Wayne Kristoff will display wonderful creations and demonstrate wildlife woodcarving. ●Have a bowl of chili and a hot drink (Bring bowls, mugs, spoons). ●Take part in kids' owl crafts. ●Watch an owl dvd . ●View displays. ●Check-out an owl pellet.

The event is weather dependent. For last minute event updates check our LTVCA Facebook page or call our answering machine at 519-264-2420. Please check local weather conditions before you head out to the event. **Weather Watches** alert you about weather conditions that are favourable for a storm or severe weather, which could cause safety concerns and the event *may* be cancelled. A **Weather Warning** is an urgent message that severe weather is either occurring or will occur and the event *will be* cancelled.

Longwoods is located at 8348 Longwoods Road (Middlesex Rd. 2) - 6.5 km west of Delaware or 10 km east of Melbourne. Hosted by **Lower Thames Valley Conservation Foundation** in partnership with the **Lower Thames Valley Conservation Authority**.

**To Pre-register and for further information call:**

Agnes Vriendt – Clerk

Longwoods Road Conservation Area - **519-264-2420**

Lower Thames Valley Conservation Authority [info@ltvca.ca](mailto:info@ltvca.ca) [www.ltvca.ca](http://www.ltvca.ca)



To download a Guide to Conservation Areas in Ontario please visit <http://www.ontarioconservationareas.ca/>.

-30-

# Longwoods

## Moonlight Winter Family Hike



# Saturday February 22, 2020

**Longwoods Road Conservation Area** is having an evening of moonlight fun!

**Pre-register** for a guided hike to meet our **Eastern Screech Owls**.

**Lynn Eves** and her feathered friends from the **Bluewater Centre for Raptor Rehabilitation** will give scheduled special presentations throughout the evening. **Woodcarving** projects will display the skills of carver **Wayne Kristoff**. The **Turtle Trail Gift Shop** will be open featuring unique gift ideas. Kids can make an owl craft, dig into an owl pellet ... *and discover the world of nighttime creatures!*



**YOU MUST PRE-REGISTER FOR THIS EVENT**

**(maximum of 25 people per hike)**

**ADMISSION:**

**ADULTS: \$12.00 + HST**

**YOUTH 4-17: \$6.00 + HST**

**Under 4: FREE**



Don't forget to **bring a bowl and spoon** for some *homemade chili and fresh rolls* and **bring a mug** for a *hot beverage* in the Resource Centre.

Kids can enjoy a roasted hot dog by the bonfire!

**For more information or to register call  
519-264-2420**

Call the Longwoods Road Resource Centre to register for your hike time.

Hike times are 6:15 or 7:00 or 7:45 or 8:30. Pre-register early to ensure your choice.

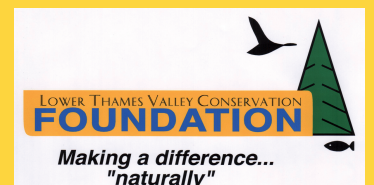
Longwoods Road Resource Centre will be open at 5:45 pm and gates close at 9:30 pm

Don't forget to dress warmly and wear comfortable, low heeled boots.

Dogs and cross-country skis are not permitted.



Longwoods Road Conservation Area  
8348 Longwoods Road  
RR#1 Mount Brydges, Ontario  
N0L 1W0  
[www.ltvca.ca](http://www.ltvca.ca)





**Municipality of Middlesex Centre  
By-Law 2020-009**

**Being a by-law to amend the Middlesex Centre Comprehensive Zoning By-Law 2005-005 with respect to Part 1 of Registered Plan 33R-4848, and Lot 26, Concession 10, (geographic Township of London), Municipality of Middlesex Centre. Roll number: 393903408020800.**

**WHEREAS** the Council of the Municipality of Middlesex Centre deems it advisable to amend the Middlesex Centre Comprehensive Zoning By-law 2005-005;

**AND WHEREAS** this By-law is in conformity with the Middlesex Centre Official Plan;

**THEREFORE** the Council of the Municipality of Middlesex Centre enacts as follows:

- 1) That Zoning Map Schedule 'U-7' to the Middlesex Centre Comprehensive Zoning By-law 2005-005, is hereby amended by changing from the Existing Use (EU) zone to a site-specific Village Commercial (C1-7) zone that land drawn in heavy solid lines and identified on Schedule 'A', attached hereto and described as being Part 1 of Registered Plan 33R-4848, and Lot 26, Concession 10, (geographic Township of London), Municipality of Middlesex Centre.
- 2) This by-law comes into force and takes effect upon the day of passing in accordance with the provisions of Section 34 of the Planning Act, R.S.O 1990, c. P.13.

Passed this 19th day of February, 2020.

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Aina DeViet, Mayor

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Ann Wright, Clerk



# MUNICIPALITY OF MIDDLESEX CENTRE

## SCHEDULE A

### ILDERTON

SEE MAP 35

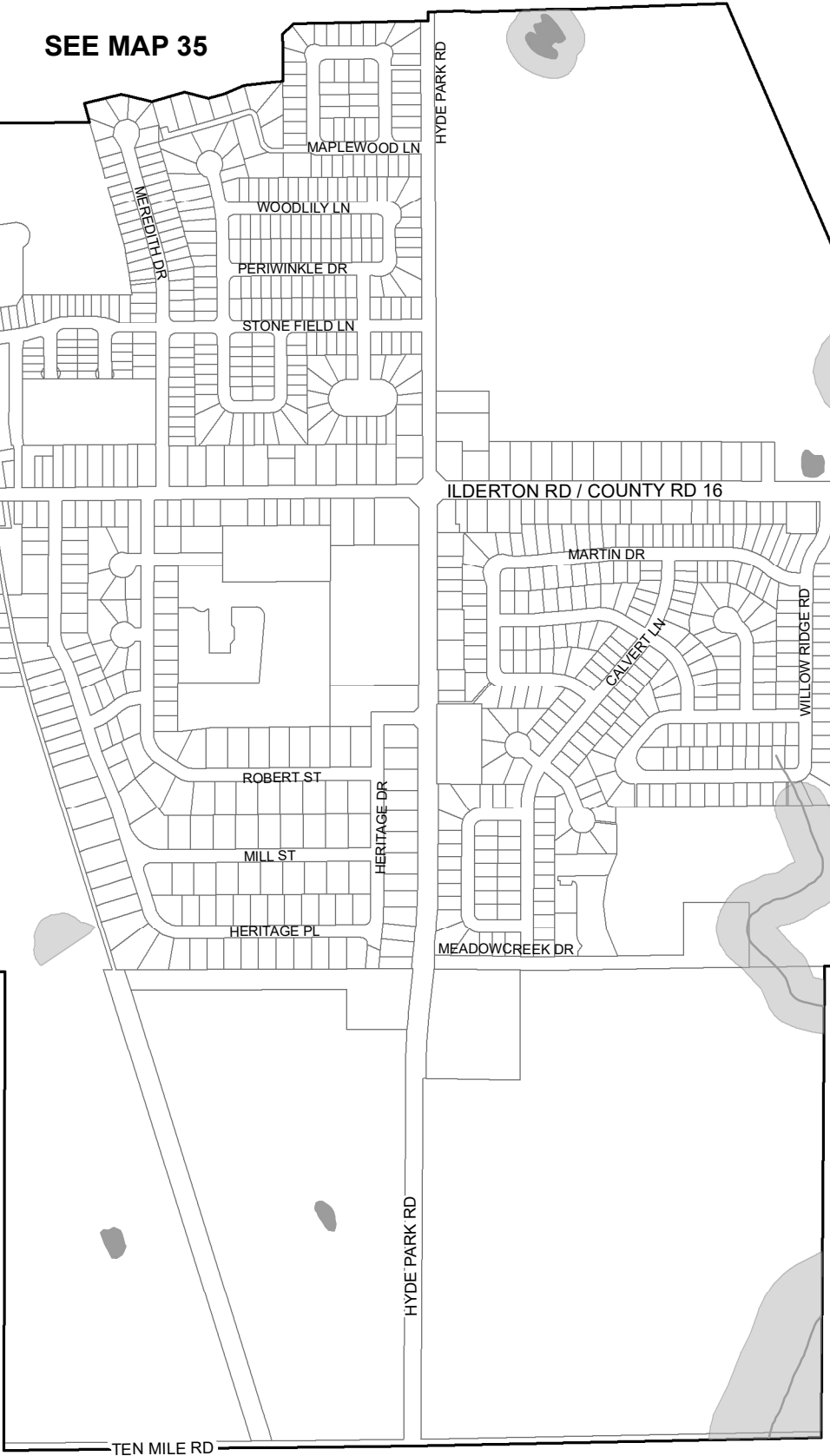
SEE MAP 35

SEE MAP 36

C1-7

SEE MAP 48

SEE MAP 49



SCHEDULE A  
KEY MAP: U-7

NOTE: Schedules should be read in conjunction with applicable provisions of the Zoning By-Law.

SCALE 1:10,000  
760

0 380 1,140 1,520 Meters







**Municipality of Middlesex Centre  
By-Law 2020-010**

**Being a By-Law to adopt Amendment No. 48 to the Official Plan of Middlesex Centre**

**WHEREAS** the Council of the Municipality of Middlesex Centre deems it advisable to amend the Middlesex Centre Official Plan;

**AND WHEREAS** this amendment is consistent with the Provincial Policy Statement, 2014 and is in conformity with the County of Middlesex Official Plan;

**THEREFORE** the Council of the Municipality of Middlesex Centre, in accordance with the provisions of Section 21 of the *Planning Act*, R.S.O. 1990, c. P. 13, hereby enacts as follows:

1. Amendment No. 48 to the Official Plan of the Municipality of Middlesex Centre consisting of the attached text and map schedule is hereby adopted.
2. The Clerk is hereby authorized to make application to the County of Middlesex for approval of the aforementioned Amendment No. 48 to the Official Plan of the Municipality of Middlesex Centre.
3. The By-Law shall come into force and take effect on the day of the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME, AND FINALLY PASSED** this 19<sup>th</sup> day of February 2020.

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Aina DeViet, Mayor

---

Ann Wright, Clerk

**AMENDMENT NO. 48**

**TO**

**THE OFFICIAL PLAN**

**OF THE**

**Municipality of Middlesex Centre**

**Location:** The subject property is located on the east side of Egremont Drive. The property is municipally known as 4766 Egremont Drive and legally described as The land is legally described as Part of Lots 1, Concession 10, RP 33R5542 PART 1 (geographic Township of Lobo), Municipality of Middlesex Centre.

**Date:** February 19, 2020

**Approval Authority:** County of Middlesex

AMENDMENT NO. 48

To the Official Plan of the Municipality of Middlesex Centre

The attached, constituting Amendment No. 48 to the Official Plan of the Municipality of Middlesex Centre, as authorized by the provisions of Section 22 of the Planning Act, R.S.O. 1990, c.P.13, was adopted by Council of the Municipality of Middlesex Centre by By-law 2020-\_\_\_\_\_ on the-\_\_\_\_\_ day of\_\_\_\_\_, 2020, in accordance with the Planning Act, R.S.O. 1990, c.P.13.

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Aina DeViet  
Mayor

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Ann Wright  
Clerk

AMENDMENT NO. 48

To the Official Plan of the Municipality of Middlesex Centre

PART A - THE PREAMBLE - does not constitute part of this Amendment.

PART B - THE AMENDMENT - consisting of the text which constitutes Amendment No. 48

PART C - THE APPENDICES - do not constitute part of this Amendment.

## AMENDMENT NO. 48

### To the Official Plan of the Municipality of Middlesex Centre

#### PART A - THE PREAMBLE

##### 1.0 PURPOSE AND EFFECT

The purpose and effect of the Official Plan Amendment application is to re-designate the subject property from the Agricultural designation to an Agricultural Special Policy Area designation to allow, in addition to the existing use permitted in an Agricultural designation, for outside storage of trailers and sales accessory to the permitted trailer sales establishment at 4736 Egremont Drive. The Amendment would re-designate a 0.8 ha (2.0 ac) portion of 4766 Egremont Drive. As enlarged, Action Trailers operation would include a land area of approximately 1.86 ha (4.6 ac). Action Trailers has outgrown the current location's 1.05 ha (2.6 ac) land area and has expanded their operation while remaining in the community. Action Trailers has a lease with the owner of the subject lands.

##### 2.0 LOCATION

The subject property is located on the east side of Egremont Drive. The property is municipally known as 4766 Egremont Drive and legally described as Part of Lots 1, Concession 10, RP 33R5542 PART 1 (geographic Township of Lobo), Municipality of Middlesex Centre.

The surrounding land uses are predominately agricultural in nature with some rural commercial uses along Egremont Drive.

##### 3.0 BASIS OF THE AMENDMENT

The Planning Act requires all decisions made under the Act "be consistent with" the Provincial Policy Statement, 2014 (PPS). Under the PPS, prime agricultural areas are defined as areas where prime agricultural lands predominate. Even though Action Trailer's operation is a non-farm use, it is situated in a prime agricultural area. In such area, permitted uses and activities according to the PPS include: agricultural uses, agriculture-related uses and on-farm diversified uses. Notwithstanding, the PPS provides policy direction to planning authorities to permit non-residential uses in prime agricultural areas subject to criteria.

The subject proposal satisfies such criteria as the lands were not previously used for a specialty crop area and area not in close proximity to a livestock operation, thus alleviating the requirement for Minimum Distance Separation (MDS) compliance. The subject proposal would permit the expansion of a growing business that has operated as a permitted use for over 15 years, satisfying that there is an identified need for additional lands to be designated and that expansion at alternative locations is not feasible.

According to the County Official Plan, the subject lands are within the Agricultural Area designation. Permitted uses within this designation include agricultural as well as farm-related commercial and industrial uses. Notwithstanding, the County Plan is not intended to prevent the continuation, expansion or enlargement of non-farm uses which do not conform to the Agricultural Areas designation. The County Plan goes further to allow local municipalities to rezone to allow the continuation, expansion or enlargement of legally existing uses provided such uses have no adverse effect on surrounding land uses including MDS compliance and subject to any conditions contained in a local official plan. The foregoing matters have been addressed or are capable of being addressed through the site plan approval process.



The Middlesex Centre Official Plan provides a framework for proposed amendments thereto. The subject proposal complies with the policies of the Middlesex Centre Official Plan in that it is consistent with the PPS and in conformity with the County Official Plan. In addition, the subject proposal is justifiable in that the re-designation would facilitate the expansion of a growing local business.

According to the Middlesex Centre Zoning By-law, the lands at 4766 Egremont Drive are zoned Agricultural (A1) and the lands at 4736 Egremont are zoned Highway Commercial (C2). The applicants have advised that the lands within the Special Policy Area will be the subject of a rezoning application and are proposed to be re-zoned from Agricultural (A1) to Agricultural (A1-#) in order to permit the expansion of the Action Trailers.

## PART B - THE AMENDMENT

### 4.0 DETAILS OF THE AMENDMENT

The document known as the Official Plan of the Municipality of Middlesex Centre is hereby amended:

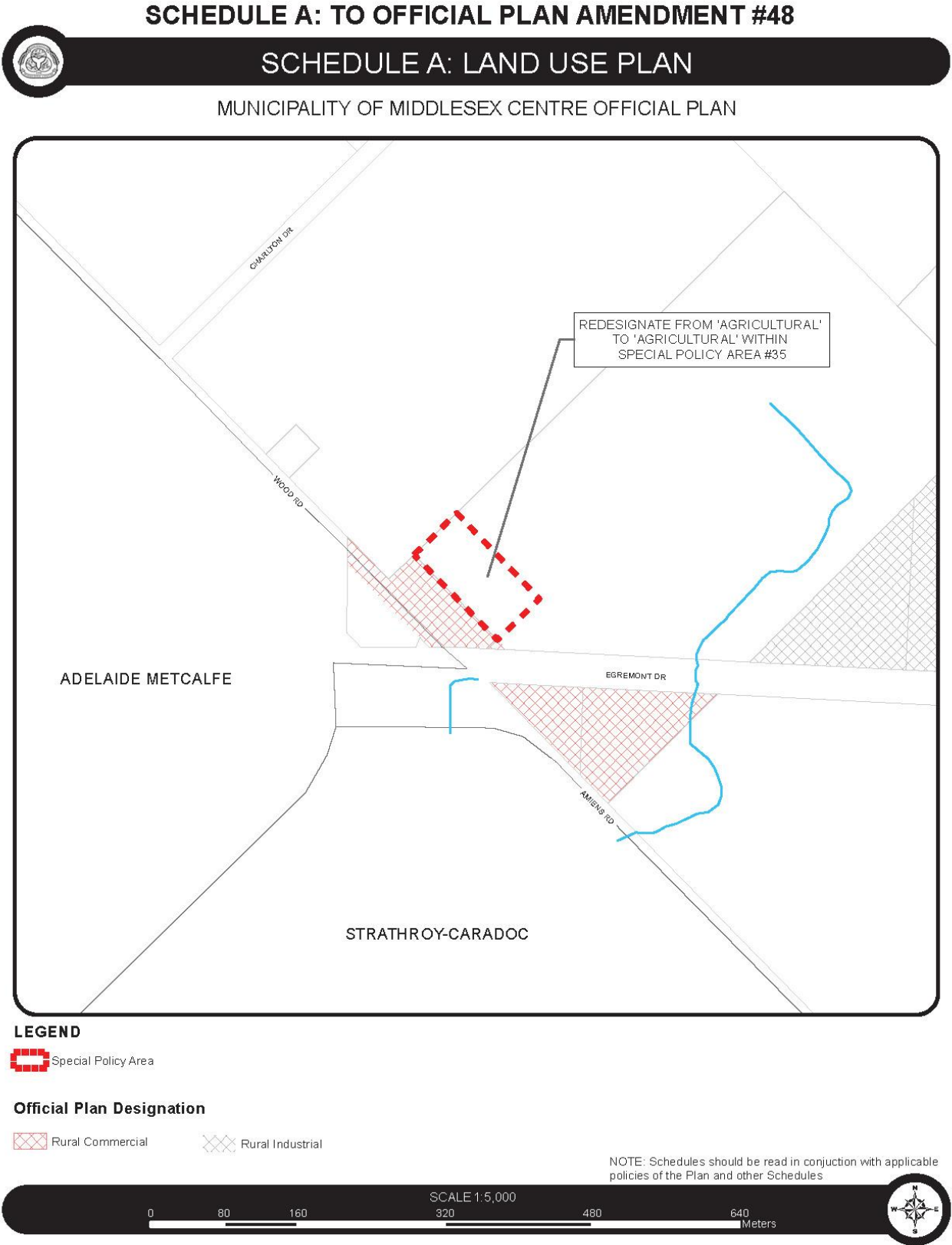
- i. By amending Section 11.0 of the Official Plan by inserting the following new subsection:

“SPA 35”

The land identified as Agricultural / Special Policy Area #35, as shown on Schedule ‘A’ to this Official Plan, shall be subject to the following policy:

Notwithstanding any other section of the Official Plan, trailer sales and outside storage may be permitted with no accessory buildings or structures in addition to the permitted uses within the Agricultural designation on the property municipally known as 4766 Egremont Drive and legally described as The land is legally described as Part of Lots 1, Concession 10, RP 33R5542 PART 1 (geographic Township of Lobo), Municipality of Middlesex Centre.”

- ii. By amending Schedule ‘A’ of the Official Plan by changing the designation of the land described as Part of Lots 1, Concession 10, RP 33R5542 PART 1 (Geographic Township of Lobo), Municipality of Middlesex Centre as shown and defined on Schedule ‘A’ attached to this amendment, from Agricultural to Agricultural/Special Policy Area #35.







**Municipality of Middlesex Centre  
By-Law 2020-011**

**Being a by-law to amend the Middlesex center comprehensive zoning by-law number 2005-005 with respect to Concession 9, South Part Lot 6 (geographic Township of London), Municipality of Middlesex Centre, roll number: 393903403005400**

**WHEREAS** the Council of the Municipality of Middlesex Centre deems it advisable to amend the Middlesex Centre Comprehensive Zoning By-law 2005-005;

**AND WHEREAS** this By-law is in conformity with the Middlesex Centre Official Plan;

**THEREFORE** the Council of the Municipality of Middlesex Centre enacts as follows:

- 1) That Zoning Map Schedule 'A', Key Map 53 to the Middlesex Centre Comprehensive Zoning By-law 2005-005 is hereby amended by changing from the Agricultural (A1) zone to an Agricultural A1 (t-1) zone that land drawn in heavy solid lines and identified on Schedule 'A', attached hereto and described as being Concession 9, South Part Lot 6, (geographic Township of London), Municipality of Middlesex Centre.

- 2) That Section 5.4 "Temporary Uses" be amended by adding the following new subsection:

"5.4.22

(a) DEFINED AREA

A1(t-1) as shown on Schedule "A", Key Map 53

(b) ADDITIONAL USE PERMITTED

The existing single-detached dwelling is to remain on the subject property for a temporary period, in addition to a new single-detached dwelling and other uses permitted in Section 5.1.1 of this By-law.

(c) EXPIRATION

The provisions of this zoning category will expire on February 19<sup>th</sup>, 2023."

- 3) This by-law comes into force and takes effect upon the day of passing in accordance with the provisions of Section 39 of the Planning Act, R.S.O 1990, c. P.13.

Passed this 19<sup>th</sup> day of February, 2020.

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Aina DeViet, Mayor

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Ann Wright, Clerk



# MUNICIPALITY OF MIDDLESEX CENTRE

## SCHEDULE 'A'

SEE MAP 40

SEE MAP 52



SEE MAP 54

SEE MAP 65

NOTE: Schedules should be read in conjunction with applicable provisions of the Zoning By-Law.







**Municipality of Middlesex Centre**  
**By-Law 2020-012**

**Being a by-law to adopt and confirm all actions and proceedings of the Council of the Municipality of Middlesex Centre at the Council meeting held on February 19, 2020**

**WHEREAS** Section 5 (3) of The Municipal Act, Chapter, S.O. 2001, c. M.25 as amended, states that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**NOW THEREFORE** the Council of the Municipality of Middlesex Centre enacts as follows:

- 1) **THAT** the actions of the Council of the Municipality of Middlesex Centre at its meeting held on February 19, 2020 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separation by-law.
- 2) **THAT** the Mayor and proper officers of the Municipality of Middlesex Centre are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the municipality to all such documents.
- 3) **AND FURTHER THAT** this by-law shall become effective and shall come into force at the time of passing.

Passed this 19th day of February, 2020.

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Aina DeViet, Mayor

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Ann Wright, Clerk