



Meeting Date: August 6, 2025

Prepared by: Tiffany Farrell, Director of Corporate Services

Submitted by: Tiffany Farrell, Director of Corporate Services

Report No: CPS-41-2025

Subject: Elmhurst Street and Parkland Place Project Fee

Recommendation:

THAT Report CPS-41-2025 re: Elmhurst Street and Parkland Place Project Fee be received;

AND THAT Middlesex Centre Council approve the Fees and Charges Amendment By-law -Elmhurst Street and Parkland Place Project.

Purpose:

To present to Council information on imposing a fee on the benefiting landowners for the Elmhurst Street and Parkland Place project following the notification to the landowners impacted.

Background:

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

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

The urbanization and servicing will see the streets reconstructed with:

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

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

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

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

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

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

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

On June 4, 2025, Council received Report [CPS-25-2025 Elmhurst Street and Parkland Place Project Fee](#). This report outlined the final fee amount to be charged to the benefiting landowners. The draft By-law was included, and the notice of the fee was provided to the residents.

Analysis:

Following the council meeting on June 4, 2025, the draft fee by-law was posted on the project page of the municipal website for public review and comment. Staff then notified the benefiting landowners who will be charged the fee.

Since that time, staff have received a few comments and questions. These comments and questions mainly focused on how to pay the fee, the interest rate, and the options for putting it on taxes or paying it up front. No concerns were raised.

Attached to this report is the draft Elmhurst Street and Parkland Place debenture sign-back form for landowners. Staff will invoice the benefiting landowners following the fees and charges amendment by-law for the Elmhurst Street and Parkland Place Project being enacted. The invoice will be due on September 30, 2025. Landowners will have the option to pay the amount now or debenture it on their property taxes with interest. For landowners who want to debenture the costs on their property tax account, they must complete the Elmhurst Street and Parkland Place debenture sign-back form by September 30, 2025, and return the signed copy to the municipal office. Once complete the cost will be debentured on their property taxes over a five-year period. The five-year debenture option will be subject to the Infrastructure Ontario lending rate in effect when the fees and charges amendment by-law for the Elmhurst Street and Parkland Place Project is enacted. Currently the interest rate is 3.15%, however, a final rate will be obtained and if there are changes, the draft Elmhurst Street and Parkland Place debenture sign-back form will be updated before it is finalized.

Financial Implications:

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

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

Strategic Plan:

This matter aligns with following strategic priorities:

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

Attachments:

A1 Draft Elmhurst Street and Parkland Place - Debenture Sign-Back Form