



middlesex
centre

in the centre of it all

AGENDA

MIDDLESEX CENTRE COUNCIL AGENDA

The Municipal Council of the Municipality of Middlesex Centre will meet in Regular Session in the Council Chamber on June 17, 2014 at 4:00 pm.

COUNCIL PRESENT: Mayor Edmondson - Chair presiding, Deputy Mayor Bloomfield, Councillors Harvey, Brennan, McMillan, DeViet and Berze.

REGRETS:

STAFF PRESENT: Michelle Smibert – CAO, Stephanie Troyer-Boyd - Clerk, Greg Watterton – Director of Corporate Services, Arnie Marsman – Director of Planning and Development Services, Scott Mairs – Director of Community Services, Ken Sheridan – Director of Fire Services, Brian Lima – Director of Public Works and Engineering, Ben Puzanov – Planner.

ALSO PRESENT: Members of the public and press.

1.0 CALL TO ORDER

Mayor Edmondson calls the meeting to order at 4:00 pm.

2.0 ADOPTION OF THE ADDITIONS TO THE AGENDA

R2014-168 Motion by

THAT the Additions to the Regular Agenda of Council dated June 17, 2014 be added to the Agenda as printed.

3.0 BUSINESS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

3.1 None scheduled

4.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

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.

Name

Item

Nature

5.0 ADOPTION OF THE MINUTES

R2014- Motion by

THAT the minutes of the Regular meeting of Council dated June 4, 2014 be adopted as printed.

6.0 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.

R2014- Motion by

1. THAT the May 2014 Building Permit Report be received.
2. THAT the Community Services Advisory Committee dated May 5, 2014 be received.

7.0 DELEGATIONS

4:00 pm

- 7.1 Faith's Footsteps – Ken Hayward

8.0 STAFF REPORTS

- 8.1 Report #CS 2014-012 - Mount Brydges Bulldogs

R2014- Motion by

THAT staff begin discussions in negotiating a Memorandum of Understanding and eventual Lease Agreement between the Municipality and the Mount Brydges Bulldogs Junior Hockey Club.

- 8.2 Report #CS 2014-013 - 2014 Fee By-Law Amendment

R2014- Motion by

THAT the recommended revisions to the 2014 Fee By-Law be approved and that staff be directed to prepare an amendment to By-law 2013-106.

- 8.3 Report # C-2014-010 - Municipal Code of Conduct

R2014- Motion by

THAT staff research a code of conduct and report back to council with a draft document for consideration.

8.4 Report # CAO-2014/09 – Temporary Servicing Request – Black Lands

R2014- Motion by

THAT Don Black’s request for temporary servicing on his lands in Komoka-Kilworth be denied.

8.5 Report # CAO-2014/011 – AMCTO - Study Tour to Japan

R2014- Motion by

THAT

8.6 Report # CAO-2014/010 – Balanced Score Card

R2014- Motion by

THAT the balanced scorecard and the departmental information regarding the initiatives and measurable be received.

8.7 Report # Ben – Melchers Report

R2014- Motion by

THAT the County of Middlesex be advised that Middlesex Centre recommends draft plan approval for County File No. 39T-MC-CDM1401, as revised and outlined in Middlesex Centre report PDSD-P-26-14 , subject to the conditions of draft plan approval appended to Middlesex Centre report PDSD-P-26-14;

FURTHER THAT the zoning by-law amendment for the land subject to draft plan of condominium application 39T-MC-CDM1401, as revised and outlined in Middlesex Centre report PDSD-P-26-14, be presented for Council’s consideration following draft plan approval being issued by the County of Middlesex.

FURTHER THAT the zoning by-law amendment for the land subject to Consent Applications B-4/14 through B-7/14, as outlined in the Middlesex Centre staff report PDSD-P-26-14, be approved.

9.0 COMMITTEE OF ADJUSTMENT

5:30 pm
R2014-

Motion by

THAT the Council adjourn its regular meeting at p.m. in order to sit as Committee of Adjustment under Section 53 of The Planning Act R.S.O., 1990, as amended.

9.1 Disclosure of Pecuniary Interest and the General Nature Thereof

The Municipal Conflict of Interest Act requires any member of Committee of Adjustment declaring a pecuniary interest and the general nature thereof, where the interest of a member of Committee of Adjustment 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 Committee of Adjustment and otherwise comply with the Act.

<u>Name</u>	<u>Item</u>	<u>Nature</u>
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9.2 Consent Applications B-4/14 and B-7/14 Owner: Melchers Construction Limited Agent: Laverne Kirkness (Kirkness Consulting Inc.) Address: 10038 Oxbow Drive and 140 Parkview Drive

R2014- Motion by

THAT Consent Applications B-4/14 through B-7/14, as filed and revised by Kirkness Consulting Inc. on behalf of Melchers Construction Ltd. to create a total of four lots for single-detached dwellings, shown as Lots 1 to 4 on Attachment 2 of Report No. PDS-D-P-26-14; for land legally described as Part of Block A, Plan 981 (geographic Township of Lobo); be granted.

FURTHER THAT Consents B-4/14 through B-7/14 be subject to the following conditions:

1. That the Certificates of Consent under Section 53(42) of the Planning Act be given within one year of the date of the notice of the decision.
2. That the owner provide \$1,000 cash-in-lieu of parkland dedication be paid to the Municipality for each severed lot of Consents B-4/14 through B-7/14.
3. That the owner enter into a Severance Agreement with the Municipality, and that the Severance Agreement be registered on title to all of the four severed lots, and that the Severance Agreement 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 and upgrades within road allowances, lot grading and drainage, building envelopes, connections to the municipal water and sanitary sewer services, all to the satisfaction of the Municipality.
4. That upon Condition 3 of Consents B-4/14 through B-7/14 being satisfied, the owner shall install water and wastewater service connections to the severed parcels of Consents B-4/14 through B-7/14, and that these connections be installed to the satisfaction of the Municipality.
5. That the owner remove or relocate the existing single-detached dwelling known municipally as 140 Parkview Drive from the land subject to Consents B-4/14 through B-7/14.
6. That the zoning by-law amendment for the land subject to Consents B-4/14 through B-7/14 be in full force and effect.

AND FURTHER THAT the reasons for granting Consent Applications B-4/14 through B-7/14 include:

- Subject to fulfillment of the conditions, the applications would:
 - Be consistent with the Provincial Policy Statement;
 - Conform to the County of Middlesex Official Plan and the Middlesex Centre Official Plan; and
 - Comply with the Middlesex Centre Comprehensive Zoning By-law.

10.0 RECESS FOR DINNER

R2014- Motion by

THAT Committee of Adjustment recess for dinner at ____ pm and reconvene at 7:00 pm. in the Council Chamber.

11.0 COMMITTEE OF ADJUSTMENT

7:00 pm

11.1 Consent Application B-16/14 Owner: Ellen McConnell Agent: William Melchers Location: 3 Weldon Avenue Roll No.: 393903405010100

R2014- Motion by

THAT THAT Consent Application B-16/14, filed by William Melchers on behalf of Ellen McConnell to sever and convey a parcel of land with a lot frontage of approximately 2.162 metres along Richmond Street (Highway 4) and a lot area of approximately 76.101 square metres, as generally shown on Attachment 2 of Report No. PDSD-P-25-14; for a property legally described as Lot 4, Plan 859 (geographic Township of London) and known municipally as 3 Weldon Avenue; be granted.

FURTHER THAT Consent B-16/14 be subject to the following conditions:

1. That the Certificate of Consent under Section 53(42) of the Planning Act be given within one year of the date of the notice of the decision.
2. That the severed parcel of Consent B-16/14 be registered in the same name and title as the adjacent property to the south, legally described as Lot 1 and Part of Lot 2, Plan 673 and known municipally as 21536 Richmond Street; that the two holdings' PINs be consolidated; and that Sections 50(3) and 50(5) of the Planning Act apply to any future conveyance of the said severed parcel.

AND FURTHER THAT the reasons for granting Consent Application B-16/14 include:

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

11.2 Consent Applications B-11/14 to B-15/14 Owners: Robert and Jeanine Pattyn Agent: Emil Pattyn Roll No.: 393903402014500

R2014- Motion by

THAT Consent Applications B-11/14 through B-15/14, filed by Emil Pattyn on behalf of Robert and Jeanine Pattyn to sever five lots for single detached dwellings with lot frontages of approximately 37.6 metres each along Highbury Avenue (County Road 23), depths of approximately 89.9 metres and lot areas of approximately 3,380.24 square metres; together with four 3 metre by 3 metre easements that would provide for shared accesses to the road; as generally shown on Attachment 2 of Report No. PDSD-P-24-14; for land legally described as Part of Lot 8, Concession 11 (geographic Township of London); be granted.

FURTHER THAT Consents B-11/14 to B-15/14, including the five lots for single-detached dwellings and the associated easements, be subject to the following conditions:

1. That the Certificates of Consent under Section 53(42) of the Planning Act be given within one year of the date of the notice of the decision.
2. That the applicants provide a parkland dedication to the Municipality or alternatively that \$1,000 cash-in-lieu of parkland dedication be paid to the Municipality for each severed lot.
3. That the applicants enter into a Severance Agreement with the Municipality, and that the Severance Agreement be registered on title to all of the five severed lots, and that the Severance Agreement 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, building envelopes, septic systems and 100% related contingency areas and potable wells, all to the satisfaction of the Municipality.
4. That the applicants provide a road widening dedication to the County of Middlesex of up to 18 metres from the centerline of County Road 23 along the entire frontage of the severed lots of Consents B-11/14 through B-15/14.
5. That the applicants provide a 0.3 metre reserve to the County of Middlesex across the frontage of the severed lots of Consents B-11/14 through B-15/14, save and except for the areas that are proposed to accommodate the road entrances.

AND FURTHER THAT the reasons for granting Consent Applications B- 11/14 through B-15/14 include:

- The applications are consistent with the Provincial Policy Statement;
- The applications conform to the County of Middlesex Official Plan and the Middlesex Centre Official Plan; and
- The applications comply with the Middlesex Centre Comprehensive Zoning By-law.

12.0 NEW BUSINESS

13.0 BY-LAWS

13.1 By-Law 2014-056 – ZBA – Melchers

A community of diverse citizens, rooted in rural and urban traditions, united through involvement, cooperation, and mutual respect

- 13.2 By-Law 2014-059 – Removal of Holding Symbol – Poplar Woods Limited
- 13.3 By-Law 2014-060 – Confirming

R2014- Motion by

THAT By-Laws 2014-056, 2014-059 and 2014-060 be approved and this constitutes first, second and third reading and that By-Laws 2014-056, 2014-059, 2014-060 are hereby enacted.

14.0 ADJOURNMENT

R2014- Motion by

THAT the meeting be adjourned at

The next Council meeting is Tuesday, July 8, 2014 at 4:00 pm. in the Council Chamber.

INFORMATION ITEMS/COUNCIL CORRESPONDENCE

1. SCOR – BOD minutes – April 2014
2. SCOR – BOD minutes – May 2014
3. Union Gas – OEB Application



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MINUTES

MIDDLESEX CENTRE COUNCIL MINUTES

The Municipal Council of the Municipality of Middlesex Centre met in Regular Session in the Council Chamber on June 4, 2014 at 4:00 pm.

COUNCIL PRESENT: Mayor Edmondson (arrived at 4:45), Deputy Mayor Bloomfield – Chair presiding, Councillors Harvey, Brennan, McMillan, DeViet and Berze.

STAFF PRESENT: Michelle Smibert – CAO, Stephanie Troyer-Boyd - Clerk, Greg Watterton – Director of Corporate Services, Scott Mairs – Director of Community Services, Ken Sheridan – Director of Fire Services, Arnie Marsman – Director of Planning & Development Services, Ben Puzanov – Planner.

ALSO PRESENT: Members of the public and press.

1.0 CALL TO ORDER

Deputy Mayor Bloomfield called the meeting to order at 4:00 pm.

2.0 ADOPTION OF THE ADDITIONS TO THE AGENDA

R2014-155 Motion by Councillor DeViet and Councillor Brennan

THAT the Additions to the Regular Agenda of Council dated June 4, 2014 be added to the Agenda as printed.

Carried

9.3 By-Law 2014-054 – Poplar Woods Ltd. Severance Agreement

3.0 BUSINESS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

3.1 None scheduled

4.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

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.

Name

Item

Nature

None were declared on June 4, 2014.

5.0 ADOPTION OF THE MINUTES

R2014-156 Motion by Councillor Berze and Councillor Brennan

THAT the minutes of the meeting of Council dated May 21, 2014 be adopted as printed.

Carried

6.0 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.

R2014-157 Motion by Councillor Berze and Councillor Harvey

1. **THAT accounts as presented by the Treasurer in the amount of \$ 1,471,503.10 be approved for payment.**
2. **THAT the 2014 Supply of Emulsion Oil Quotation Results Report be received.**
3. **THAT the 2014 Hardtop Resurfacing – Tender Results Report be received.**

Carried

7.0 DELEGATIONS

4:00 pm

7.1 Andrew Grunda, Watson & Associates - Development Charges Workshop

Andrew Grunda of Watson & Associates presented Council with the draft findings in the 5 year development charge review. He presented two different options: maintaining the current structure with different DCs in different settlement areas or having a uniform structure consistent with the municipal-wide services development charges. Council heard that the benefit to a uniform rate is greater flexibility when using development charge funds and it removes any potential market distinctions as everyone will be paying the same rate. It was pointed out that there are consistent water and wastewater usage rates throughout the municipality.

Council was also asked whether or not they wanted to continue with the policy in Delaware not to include wastewater or to begin collecting wastewater development charges.

Councillor Berze asked if additional development charges would be collected if the municipality changed from area specific charges. Mr. Grunda explained that the same amount of development charges would be collected but at a quicker rate noting that growth is occurring quickly in Komoka-Kilworth and Ilderton.

Andrew Grunda stated that Watson and Associates recommendation is to have one uniform development charges by-law and include wastewater for Delaware. They also recommend that the municipality continues to collect DCs when building permits are issued.

Council agreed that they would like to proceed with a uniform development charge across the serviced areas of the municipality that includes wastewater in Delaware.

5:00 pm

7.2 Christene Scrimgeour, CPA – Presentation of 2013 Financial Statements

Christene Scrimgeour of Scrimgeour and Associates attended the meeting to present the Draft Financial Report dated December 31, 2013 noting that the audit was conducted independently. She stated that she has provided a clean audit opinion dated June 4, 2014 and that the financial statements are presently in draft form and that Council must approve them before they are finalized.

In reviewing the 2013 Financial Statements with Council, Ms. Scrimgeour indicated that the reserves are beginning to be replenished which was the goal in 2013.

R2014-158 Motion by Councillor Harvey and Councillor DeViet

THAT Council approve the 2013 Draft Financial Statements as prepared by the municipal auditor, Scrimgeour and Associates and;

FURTHER THAT Council accepts the declaration of independence by Christene Scrimgeour, CPA.

Carried

8.0 STAFF REPORTS**8.1 Report # C-2014-009 – Middlesex Centre Archives Requests**

R2014-159 Motion by Councillor Berze and Councillor DeViet

THAT the Municipality of Middlesex Centre lend its name to grant applications on behalf of the Middlesex Centre Archives, with the Committee providing all preparation and administration of the grants as required.

Carried

8.2 Report # PDS-D-BY-03-14 - Proposed Inspection By-Law

R2014-160 Motion by Councillor Harvey and Councillor McMillan

That By-Law 2014-053 - Inspection By-law be approved.

Carried

8.3 Report # F-2014-004 – Recommendation For Architectural Services (Design-bid-build) – Coldstream Fire Station

R2014-161 Motion by Mayor Edmondson and Councillor McMillan

THAT Council approves G. Douglas Vallee Limited for the architectural design and give staff direction to enter into agreement for the purposes of the design-bid-build of the proposed Coldstream Fire Station project.

Carried

8.4 Report # FS-2014-005 – Fire Prevention Considerations Update

Deputy Mayor Bloomfield indicated that there was some concern from Middlesex County about this report on fire prevention. Chief Sheridan indicated that it was an information report containing only facts about fire prevention.

Chief Sheridan noted that it is a municipal responsibility for fire prevention and it would be prudent to have an agreement in place with the County in order to understand what is being done on behalf of the municipality. He noted that assigning responsibility to the County for fire prevention should be in writing and that assignment does not negate the municipality's responsibility.

R2014-162 Motion by Mayor Edmondson and Councillor Harvey

THAT the report, Municipal Fire Prevention Strategy in 2014 be received for information.

Carried

8.5 Report # FS-2014-006 - Fire Prevention Officer Appointments

R2014-163 Motion by Councillor Harvey and Councillor Brennan

THAT the County of Middlesex Fire Prevention Officers be appointed as members of Middlesex Centre Fire Services for the purposes of being delegated as fire prevention officers under the Fire Protection and Prevention Act O.Reg to perform the duties as a fire prevention officer.

Carried

9.0 IN CLOSED SESSION

(If there are additional items authorized under Section 239 of the Municipal Act, 2001 that members of Council wish to consider during the in closed session, they must be included in the following resolution)

R2014-164 Motion by Councillor Harvey and Mayor Edmondson

THAT Council move in to closed session at 5:58 pm to discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Kilworth servicing options) in accordance with Section 239 (2)(f) of the Municipal Act, S.O. 2001, c.25 as amended.

Carried

R2014-165 Motion by Councillor Harvey and Deputy Mayor Edmondson

THAT Council reconvene in regular session 7:00 pm

Carried

9.0 BY-LAWS

9.1 By-Law 2014-052 – Debenture By-Law

9.2 By-Law 2014-053 – Inspection By-Law

9.3 By-Law 2014-054 – Poplar Woods Ltd. Severance Agreement

9.4 By-Law 2014-055 – Confirming

R2014-166 Motion by Councillor Brennan and Councillor DeViet

THAT By-Laws 2014-052 and 2014-055 inclusive be approved and this constitutes first, second and third reading and that By-Laws 2014-052, 2014-053, 2014-054 and 2014-055 are hereby enacted.

Carried

10.0 NEW BUSINESS

11.0 ADJOURNMENT

R2014-167 Motion by Councillor DeViet and Councillor McMillan

THAT the meeting be adjourned at 7:30 pm

Carried

The next Council meeting is Tuesday, June 17, 2014 at 4:00 pm in the Council Chamber.

INFORMATION ITEMS/COUNCIL CORRESPONDENCE

1. Canada Post – Arva PO Temporary Closure
2. Community Policing Minutes – May 2014
3. Crest Centre Invitation
4. Muscular Dystrophy – Fire Dept fundraising Thank You
5. UTRCA BOD Minutes – April 2014



CONSENT AGENDA

To: Council	For: June 17, 2014	Submitted by: Arnold D. Marsman, Director, Planning & Development Services / Chief Building Official Date: June 6, 2014	For: Information <input checked="" type="checkbox"/> Action <input type="checkbox"/> Other <input type="checkbox"/>	Number: PDSD-B-07-14 Page 1 of 4
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Subject: BUILDING PERMIT REPORT – May 2014
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<u>PERMIT</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>	<u>VALUE</u>
2014-050	35 Peregrine Ave Kilworth	Finish Basement	\$30,000.00
2014-051	4 St John's Drive Arva	Shed	\$5,000.00
2014-052	8 Towerline St Delaware	Septic System	\$10,000.00
2014-053	8 Towerline St Delaware	SFD	\$410,000.00
2014-054	7 Peregrine Ave Kilworth	SFD	\$300,000.00
2014-055	2436 Gideon Dr Delaware	Sign	\$2,000.00
2014-056	36 Woodland Drive Kilworth	SFD	\$500,000.00
2014-057	22790 Amiens Rd Con 2 N Pt Lot 1	Mobile Home	\$180,000.00
2014-058	303 Quaker Lane Con 9 Pt Lot 8	Demolition	\$0.00
2014-059	15210 Twelve Mile Rd Plan 12 S Pt Lot 9	Pool	\$8,000.00
2014-060	54 Earls court Terrace Kilworth	Deck	\$7,000.00
2014-061	22790 Amiens Rd Con 2 N Pt Lot 1	Mobile Home	\$170,000.00
2014-062	71 Mayapple Cres Ilderton	SFD	\$254,600.00
2014-063	60 Young St Delaware	Septic System	\$10,000.00
2014-064	60 Young St Delaware	SFD	\$600,000.00
2014-065	24538 New Ontario Rd Con 9 N Pt Lot 21	Porch	\$35,000.00
2014-066	27 Candlewood Lane Kilworth	SFD Alteration / Renovation	\$5,000.00

Report Number PDSD-B-07-14

2014-067	24840 Coldstream Rd Con 10 Pt Lot 9	Agricultural Storage Shed	\$150,000.00
2014-068	15 Maplewood Lane Ilderton	Swimming Pool	\$25,000.00
2014-069	13909 Twelve Mile Rd Con 11 N Pt Lot 20	Swimming Pool	\$25,000.00
2014-070	8043 Weldon Way Con Gore Pt Lot 24, 25	SFD Alteration / Renovation	\$7,000.00
2014-071	13339 Ilderton Rd Ilderton	Alteration / Daycare	\$30,000.00
2014-072	11353 Longwoods Rd Con D BF PT Lot 6	Swimming Pool	\$20,000.00
2014-073	11 Peregrine Ave Kilworth	SFD	\$298,000.00
2014-074	20735 Denfield Rd Con 3 Pt Lot 29	Shed	\$5,000.00
2014-075	47 Earls court Terrace Kilworth	SFD	\$380,000.00
2014-076	93 Fieldstone Cres N Komoka	Shed	\$2,000.00
2014-077	14331 Medway Rd Arva	Demolition	\$0.00
2014-078	32 Peregrine Ave Kilworth	Deck	\$5,000.00
2014-079	82 Harris Rd Delaware	SFD Renovation	\$20,000.00
2014-080	21497 Wonderland Rd N Con 6 N Pt Lot 21	Drive Shed	\$31,000.00
2014-081	220 Martin Dr Ilderton	SFD	\$260,000.00
2014-082	303 Quaker Lane Coldstream	Septic System	\$10,000.00
2014-083	303 Quaker Lane Coldstream	SFD	\$260,000.00
2014-084	260 Martin Dr Ilderton	SFD	\$280,000.00
2014-085	11219 Hedley Dr Con 9 Pt Lot 15	Agricultural Storage Shed	\$25,000.00

<u>BREAKDOWN OF PERMITS</u>	<u>NO. PERMITS MAY/14</u>	<u>VALUE</u>	<u>YTD NO. OF PERMITS TO MAY 31/14</u>	<u>YTD VALUE TO MAY 31/14</u>
New Single Family Residence	10	\$3,542,600.00	29	\$9,764,600.00
New Semi-Detached	0	\$0.00	0	\$0.00
New Condominium	0	\$0.00	0	\$0.00
New Apartment Building	0	\$0.00	0	\$0.00
Single Family Additions/Renovations	4	\$62,000.00	13	\$838,000.00
Mobile Home/Park Trailer	2	\$350,000.00	2	\$350,000.00
Garage/Sheds (Res)	3	\$12,000.00	5	\$67,000.00
Swimming Pools	4	\$78,000.00	5	\$108,000.00
Fireplace/Woodstoves	0	\$0.00	0	\$0.00
Porches/Decks	3	\$47,000.00	6	\$69,800.00
Commercial Building/Renovations	0	\$0.00	2	\$210,000.00
Institutional Building	1	\$30,000.00	3	\$3,802,100.00
Industrial Building	0	\$0.00	0	\$0.00
Agricultural Building	3	\$206,000.00	6	\$331,000.00
Demolition	2	\$0.00	5	\$0.00
Moving Building	0	\$0.00	0	\$0.00
Sign	1	\$2,000.00	2	\$3,500.00
Plumbing	0	\$0.00	0	\$0.00
Septic	3	\$30,000.00	6	\$69,000.00
Other	0	\$0.00	1	\$40,000.00
TOTAL	36	\$4,359,600.00	85	\$15,653,000.00

SUMMARY AND COMPARATIVE DATA

Current Month / Year	# Permits Issued	Permit Fees Collected	Development Charges Collected	Value
Permits issued May 2014	36	\$31,224.70	\$128,314.98	\$4,359,600.00
Permits issued YTD to end May 2014	85	\$114,816.43	\$386,815.04	\$15,653,000.00

Same Period Previous Year	# Permits Issued	Permit Fees Collected	Development Charges Collected	Value
Permits issued May 2013	43	\$44,993.33	\$125,853.04	\$5,857,000.00
Permits issued YTD to end May 2013	113	\$126,508.43	\$416,604.34	\$14,640,000.00

RECOMMENDATION

That the May 2014 Building Permit Report be received.

PREPARED BY:



Claudia Thar, Administrative Assistant

REVIEWED BY:



Arnie Marsman, CBCO
Director of Planning & Development Services/
Chief Building Official

REVIEWED BY:



Michelle Smibert, M.P.A., B.A., CMO
Chief Administrative Officer

Community Services Advisory Committee MINUTES

The Community Services Advisory Committee of The Municipality of Middlesex Centre met in Regular Session at the Wellness Centre on the above date and time.

MEMBERS PRESENT: Paul Wraith, Aina DeViet, Stephen Harvey, Marc Plimmer, Larry Goetz, Louise Shoebottom, Troy Goodhue, Heather Greig, Daryl Bycraft

REGRETS: Evan Donely, Troy Goodhue

GUESTS: None

STAFF PRESENT: Scott Mairs, Director of Community Services, Lise Massen, Customer Service Coordinator

1.0 CO-CHAIR LARRY GOETZ CALLS MEETING TO ORDER @ 7:05PM

2.0 ADOPTION OF THE ADDITIONS TO THE AGENDA

AINA DEVIET ADDED NEW ITEM; MEDWAY UPDATE

CSAC2014-011 Motion by Aina DeViet & Seconded by Marc Plimmer,

3.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

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.

<u>Name</u>	<u>Item</u>	<u>Nature</u>
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NONE WERE DISCLOSED ON MAY 5, 2014.

4.0 ADOPTION OF THE MINUTES

CSAC2014-012 Motion by Louise Shoebottom, seconded by Heather Greig

That the minutes of the Regular meeting of Community Services Advisory Committee dated April 7, 2014 be adopted as printed.

5.0 STAFF REPORTS

5.1 Fee Waiver & Reduction Request Policy – Scott is recommending: that the Fee Waiver & Reduction Request Policy be approved by Council. The policy will bring consistency to how fee waivers and discounts are applied.

CSAC2014-013 Motion by Heather Greig and Troy Goodhue

THAT the Community Services Advisory Committee adopts the Staff Reports as carried

6.0 DELEGATIONS AND PRESENTATIONS

None

7.0 REVIEW OF ACTION ITEMS ARISING FROM THE MINUTES

7.1 List was reviewed by the Committee and was updated.

8.0 NEW BUSINESS

8.1 Growing Communities Update – Daryl reported that there is a meeting scheduled for Monday May 12 7:30pm at the Wellness Centre. He also mentioned that they were working on promoting growing communities through social media and posters. The committee will try to contact someone from Ecofest to see if it would be possible to do some promotion on June 22, 2014

8.2 Deer Haven Basketball Court, Scott is working with the Ilderton Optimist on this project.

8.3 Skate Park Building Committee – Scott is looking for suggestions of community members which would like to be part of the build committee. Committee suggested that 2 local youth and a select group from the Lions make up the balance of the building committee.

8.4 Medway Turf Field Update: Scott updated the committee on the status of the project. Talks are continuing to happen between the Medway Creek Community Alliance and MHPM Consultants.

9.0 ADJOURNMENT

CSAC2014-014 Motion to adjourn by Marc Plimmer & seconded by Louise Shoebottom

Meeting adjourned at 9:00 pm.

Next Meeting June 2, 2014 at the Delaware Community Centre



DELEGATIONS



Dear Mayor,

We are writing to you on behalf of Faith's Footsteps. Faith is 10 years old and an eight year cancer survivor. As a survivor of childhood cancer Faith wants to give back to Childcan, a charity that helped her family get through the most difficult time in their lives. Childcan, the Childhood Cancer Research Association Inc., a community based charitable organization with a proud history of pioneering and support for children and families living with childhood cancer. Childcan raises funds to provide responsive and compassionate support services to families facing the journey through childhood cancer – from diagnosis, treatment, recovery, or bereavement.

On September 9, 2014, Faith and her dad Dave will walk from London to Sarnia along Highway 22 to bring awareness to childhood cancer and raise \$10,000 to donate to Childcan as a thank you to this worthwhile organization. Faith will leave Emily Carr Public School in London Ontario on September 9, 2014 and arrive at King George VI Public School in Sarnia Ontario on September 11, 2014. Faith hopes this walk will make people aware that **Kids Get Cancer TOO** and raise money for Childcan so other families will not feel alone!

We know that there are children in your community that have been directly impacted by Childhood Cancer and are going through treatment and receiving support for Childcan. Faith's three day walk will take her along Highway 22 and through your municipality and we would love to see support along the side of the road encouraging her and dad along this stretch of their journey. We will be able to provide more accurate times as to when they will be walking through your communities as we get closer to the event day and will keep you informed and up to date.

If you would like to have more information Faith's three day walk we would be happy to present during an upcoming council meeting and more information about Faith's Footsteps and her mission can be found at www.faithsfootsteps.com. You can contact me directly regarding at faithfootsteps2014@gmail.com or visit our website for more information. On the website you will find a link to the Childcan website www.childcan.com to learn more about this great charitable organization.

We look forward to having your community help Faith achieve her mission of bringing more awareness to Childhood Cancer and support for Childcan!

Sincerely,

Tracy Abbey
Faith's Footsteps Coordinator
Proud mom of Faith
www.faithsfootsteps.com



Tuesday, May 13, 2014

Attention: Michelle Smibert
Chief Executive Officer
Municipality of Middlesex Centre
1-519-666-0190 ext. 226

RE: "Faith's Footsteps"

My name is Ken Hayward and I am a retired sergeant of the Ontario Provincial Police. I worked out of the Petrolia OPP detachment for nine years during my career. I am assisting with organizing a walk to promote the awareness of childhood cancer. Cancer is a terrible disease that has affected many families. It has an even greater impact when it involves our children.

Faith is a generous 10 year old that battled liver cancer at an early age of 14 months. She is one of the fortunate children who were able to overcome this disease. Faith has decided to take part in a walk from London to Sarnia to increase the awareness of Childhood Cancer and to raise money in support of Childcan. Childcan is a London based organization that provides a support process for children challenged with cancer. It also provides support to the families, both emotionally and financially, to help them deal with the many challenges they face in the treatment of their children. Their region is from Kitchener to Windsor, from the north shores of Lake Erie to Port Elgin....and they have about 5 families from the Thunder Bay area as well.

Faith and her family have initiated a program called " Faith Footsteps". Faith has scheduled her walk to take place on September 9 - 11, 2014. This walk will commence in London and will travel along Highway 22 to Sarnia.

I am contacting the municipalities along the route to seek their endorsement and support of Faith's challenge. Our team is also contacting the various schools along the Highway 22 to encourage their involvement to support Faith and her family. Faith has set a goal to raise \$10,000 dollars in support of Childcan.

I have attached some information concerning this challenge. You can also learn more at <http://faithfootsteps.com> I would like to attend a council meeting to share further information with your council members and to address any questions they may have. Could you supply me with a date(s) that would be convenient for me to attend one of your council meetings.

Sincerely,

Ken Hayward
(519) 323-3872
kenhayward@rogers.com



Faith's Story & Mission

Faith is 10 years old and an eight year cancer survivor. As a survivor of childhood cancer Faith wants to give back to Childcan, a charity that helped her family get through the most difficult time in their lives. Childcan, the Childhood Cancer Research Association Inc., a community based charitable organization with a proud history of pioneering and support for children and families living with childhood cancer. Childcan raises funds to provide responsive and compassionate support services to families facing the journey through childhood cancer – from diagnosis, treatment, recovery, or bereavement.

On September 9, 2014, Faith and her dad Dave will walk from London to Sarnia to bring awareness to childhood cancer and raise \$10,000 to donate to **Childcan** as a thank you to this worthwhile organization. Faith will leave Emily Carr Public School in London Ontario on September 9, 2014 and arrive at King George VI Public School in Sarnia Ontario on September 11, 2014. Faith hopes this walk will make people aware that **Kids Get Cancer TOO** and raise money for Childcan so other families will not feel alone!

Faith was diagnosed with Hepatoblastoma at the age of 18 months and underwent numerous chemotherapy treatments and surgeries with one major surgery in 2005 resulting in the removal of 60% of her liver to remove any remaining cancer that chemotherapy had not destroyed followed by more rounds of chemotherapy. Even though Faith has now been cancer free for 8 years, her life will constantly be filled with doctors appointments, blood work every year, hearing tests to measure hearing loss due to all her treatments, and possible MRI's. People are usually not aware of the long term affects cancer fighting drugs and chemotherapy have on children who receive treatments at such a young age. Faith would like to change that.

Faith is growing up to be a vibrant young lady who is always looking for ways to help others, any way she can. She has volunteered with her family at Childcan events and thought it would be great to raise money for the organization that helped her and her family so much. While speaking with her mom, she said "not everyone understands that cancer can happen to anyone, not just adults. When you're young, your friends don't understand what you went through or what I will have to go through". Faith asked a few times if she could walk from London to Sarnia to Raise Awareness for Childhood Cancer and raise money for Childcan. Finally her parents agreed to allow her complete this walk with her Dad by her side.

This is just the start for Faith and her Faith's Footsteps Journey!

More information about Faith's Footsteps and her mission can be found at www.faithsfootsteps.com. You can contact me directly regarding sponsorship at faithfootsteps2014@gmail.com or visit our website for more information. Donations can be made on our website and there you will find a link to the Childcan website www.childcan.com to learn more about this great charitable organization. *(Please make cheques payable to Childcan with Faith's Footsteps on memo line).*

Sincerely,

Tracy Abbey
Faith's Footsteps Coordinator
www.faithsfootsteps.com



STA FF REPO RTS

To: Council	For: June 17, 2014	Submitted by: Scott Mairs – Director, Community Services Date: June 2, 2014	For: Information <input type="checkbox"/> Action <input checked="" type="checkbox"/> Other <input type="checkbox"/>	Number: CS 2014-012 Page 1
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Subject: **Mount Brydges Bulldogs**

PURPOSE: To seek Council approval for staff to begin discussions towards a Memorandum of Understanding (MOU) between the Municipality and the Mount Brydges Bulldogs Junior Hockey Club and their potential move to the Middlesex Centre Wellness & Recreation Complex.

BACKGROUND:

On May 27, 2014, staff received a Letter of Interest (Appendix A) from the Mount Brydges Junior Hockey Club, requesting to re-locate the club to the Middlesex Centre Wellness & Recreation Complex in Komoka for the start of the 2015/2016 season.

As council is aware, the Komoka Classics Senior A team have since folded and their ice time for games and practices has been vacated. The Bulldogs are looking to move into those time slots for the 2015/2016 season and beyond.

There are a number of items that still need to be addressed such as rates, access, use of space, advertising rights etc... and would therefore be addressed through negotiating with the club a Memorandum of Understanding and eventual long term Lease Agreement.

The Bulldogs have identified the need for a dedicated dressing room and coach's room and have suggested building additional space to accommodate. This will obviously be an important discussion piece in those negotiations. A Draft MOU will be brought forward to Council at a later date for Council Approval. These discussions by no means ensure that the club will move but rather allow staff to begin those talks.

RECOMMENDATION: THAT staff begin discussions in negotiating a Memorandum of Understanding and eventual Lease Agreement between the Municipality and the Mount Brydges Bulldogs Junior Hockey Club.

Respectfully Submitted,



Scott Mairs, Director of Community Services

Reviewed By:



Michelle Smibert, CAO

MOUNT BRYDGES BULLDOGS JUNIOR HOCKEY CLUB



May 27, 2014

Komoka Wellness and Recreation Centre
1 Tunks Lane
Komoka, ON N0L 1R0
Attention: Scott Mairs

Dear Scott,

It is with great pleasure that I submit this letter of interest on behalf of the Mount Brydges Bulldogs Junior Hockey Club.

The purpose of this letter is to submit to you in writing our sincere interest and to gain additional information in regards to the discussions that have been taking place with yourself and our Jon Swatuk over the past few months in regards to the Bulldogs playing out of the Komoka Wellness and Recreation Centre in the coming years.

We hope that this letter will allow us to gain all the necessary information for our group to make an informed decision based on the facts, costs, conditions and any community support related to this great opportunity.

I look forward to hearing back from you as to what our next steps might be.

Yours in Hockey,

Carl Candler

Carl Candler
Vice President

Home: 519-657-2275
Cell: 519-878-6390
Email: ccandler@simcona.ca

To: Council	For: June 17, 2014	Submitted by: Scott Mairs – Director, Community Services Date: June 9, 2014	For: Information <input type="checkbox"/> Action <input checked="" type="checkbox"/> Other <input type="checkbox"/>	Number: CS 2014-013 Page 1
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Subject:	2014 Fee By-Law Amendment
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PURPOSE: To outline the recommended fees for Community Services be amended to the 2014 Fees By-Law 2013-106.

BACKGROUND:

Municipalities are required to submit to Council for approval, any changes or additions to User Fees. Council approved on December 18, 2013 By-Law 2013-106. The following highlights minor changes to the rates specific to Recreational Skating Admissions and the daily ice rate at Ilderton Arena.

Recreational Skating:

Staff is proposing the following amendments to the Recreational Skating Admissions effective September 1, 2014:

Description	Current Rate	Suggested Rate
Public Skating	\$1.50	\$2.00
Adult & Pre-School	\$1.50	\$2.00
Adult & Pre-School Hockey	\$1.50	\$2.00
Adult Skate	\$1.50	\$2.00
55+	\$1.00	\$1.50
Adult Shinny	\$5.00	\$6.00
Women's Only Shinny	\$5.00	\$6.00
Ticket Ice (New)	N.A.	\$6.00

Recreational Skating rates have not seen an increase since the opening of the Wellness & Recreation Complex back in 2011. The increase will bring the rates more in line with other communities within Middlesex County.

Ticket Ice is a new program that will be offered in the fall that allows figure skaters to use ice similar to our Shinny program for hockey players. Staff is currently working with the

STAFF REPORT

Ilderton Skating Club to finalize the details of the program but suggest that the rate be in line with the existing Shiny program.

Ilderton Arena Discounted Ice:

The cost to the tax levy in operating the Ilderton Arena for 2013 was \$163,995. Unlike the Wellness & Recreation Complex in Komoka, Ilderton Arena does not have the various revenue streams to help offset its operating costs of the facility. Current daytime ice rentals are at a minimum (one per week).

Costs can either be reduced by both closing the facility during the day and re-deploying staff to other areas of the department or by reducing the daytime ice rental fee to encourage more bookings. Staff is recommending reducing the daytime ice rate from Monday to Friday 9 a.m. to 4 p.m. to encourage users from either within Middlesex Centre or other neighbouring municipalities such as London. Staff is further recommending that this be done as a pilot for the 2014/2015 ice season and be re-evaluated in April 2015 at the conclusion of the 2015 ice season for Ilderton Arena.

Rate to become effective on September 1, 2014.

Description	Current Rate	Suggested Rate
Ilderton Arena Discounted Ice Rate (Mon-Fri 9am to 4pm)	N.A.	\$60.00 (HST included)

RECOMMENDATION: THAT the recommended revisions to the 2014 Fee By-Law be approved and that staff be directed to prepare an amendment to By-law 2013-106.

Respectfully Submitted,



Scott Mairs, Director of Community Services

Reviewed By:



Michelle Smibert, CAO

STAFF REPORT

**MUNICIPALITY OF
MIDDLESEX CENTRE**

Corporate Services Department

To: Council	For: June 17/14	Submitted by: Stephanie Troyer-Boyd Date: May 27/14	For: <input type="checkbox"/> Information <input type="checkbox"/> Action <input checked="" type="checkbox"/> Other <input type="checkbox"/>	Number: C-2014-010
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Subject:

Municipal Code of Conduct

PURPOSE:

To make recommendation to develop a Municipal Code of Conduct.

DETAILS:

To help ensure integrity and accountability in public office, Part V.1 of the Municipal Act (Sections 223.1 to 223.24) provides that municipalities may pass a by-law to establish (among other things) a code of conduct for council and local board members. The purpose and intent of a Council Code of Conduct is to establish standards of conduct for Members of Council, Local Boards and Committee Members in the individual conduct of their official duties. These standards will help protect and maintain the municipality's reputation and integrity. The conduct code guides ethical behaviour, how a person behaves and interacts with others and is based on existing Municipal Act and other provincial statute guidelines.

Maintaining a high quality of public administration and governance can be achieved in part by encouraging high standards of conduct on the part of municipal officials. The public is entitled to expect the highest standards of conduct from members that are elected or appointed to serve their local government. A written Code of Conduct helps to ensure that the members of Council share a common basis of acceptable conduct. These standards are designed to supplement the legislative parameters within which the members must operate.

A Municipal Code of Conduct could regulate a wide range of conduct by elected and appointed officials including: improper receipt of gifts and benefits, misuse and improper securing of confidential information, inappropriate use of municipal property, services and other resources, including using municipal facilities for campaign purposes, allowing employment prospects to influence the way in which a Councillor performs her or his role, business relations, misbehaviour at Council meetings, mistreatment of staff, improper use of influence, discreditable behaviour towards other Councillors, staff and members of the public and failing to follow Council policies.

A Code of Conduct would be administered by an Integrity Commissioner. The Integrity Commissioner is an independent accountability officer given authority under the Ontario Municipal Act. The Integrity Commissioner would report to Council and performs in an independent manner. His or her role is to perform the functions assigned by Council with respect to the application of a code of conduct for members of council and local boards as well as the application of procedures, rules and policies governing the ethical behaviour of members

STAFF REPORT

of council and local boards. The Commissioner's functions may include conducting inquiries into complaints from council or a local board, a member of council or a board, or a member of the public.

The development of a Code of Conduct is not a requirement for municipalities. Section 270 of the Municipal Act, 2001 requires municipalities to have a policy on how they try to ensure accountability and transparency to the public. The municipality has a policy on accountability and transparency and staff believe that a Code of Conduct would further enhance elected official's public responsibility. Since 2014 marks the end of this term of Council, it is an opportune time to implement a policy for the end of this term but more importantly have in place for the incoming Council

RECOMMENDATION:

THAT staff research a code of conduct and report back to council with a draft document for consideration.

Submitted by:



Stephanie Troyer-Boyd
Clerk

Reviewed by:



Michelle Smibert
CAO

To: Council	For: June 17, 2014	Submitted by: Michelle Smibert Chief Administrative Officer Date: June 17, 2014	For: Information <input type="checkbox"/> Action <input checked="" type="checkbox"/> Other <input type="checkbox"/>	Number: CAO-2014/09 Page 1 of 1
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Subject: **Temporary Servicing Request – Black Lands**

PURPOSE: To confirm Council's position as it relates to the Black lands and the request for temporary servicing.

BACKGROUND: At the Council meeting on March 5th, 2014, Council dealt with a request for temporary servicing and the following resolution was adopted:

That no action be taken on Don Black's request for temporary servicing of his lands in Komoka-Kilworth.

While staff feels and Council feels that it was clear that the intent was not to grant the request, it seems that the representative of the developer thinks there is still an opportunity for the temporary servicing to be approved.

It is staff's position that Council approves the following recommendation which clearly indicates our stance on the temporary servicing request.

RECOMMENDATION: That Don Black's request for temporary servicing on his lands in Komoka-Kilworth be denied.

Respectfully Submitted,



Michelle Smibert
Chief Administrative Officer

To: Council	For: June 17, 2014	Submitted by: Michelle Smibert Chief Administrative Officer Date: June 17, 2014	For: Information <input type="checkbox"/> Action <input checked="" type="checkbox"/> Other <input type="checkbox"/>	Number: CAO-2014/011 Page 1 of 1
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Subject:	AMCTO - Study Tour to Japan
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PURPOSE: To consider a request for the CAO to attend a Study Tour to Japan as a representative of AMCTO for the period of October 19 to 29, 2014.

BACKGROUND: The CLAIR Fellowship Exchange Program is a program that has been affording senior state and local government officials an opportunity to experience Japanese government administration. Up to nine participants are selected and for the past number of years, AMCTO has been involved in this program. As the President for the 2014-2015 term, I have been asked to attend and the Board of Directors has approved the participation in the program again this year. All costs are born by the Program and AMCTO will be covering the airfare costs.

Normally this trip doesn't conflict with municipal events but because the municipal election has been moved to an earlier date of October 27th, there is conflict this year. I have talked to the Clerk about this and I am confident that she has everything well in hand for the election and will not require my assistance. I will offer to use my vacation days to cover off this period while I'm attending this event.

RECOMMENDATION: For the consideration of council.

Submitted by,



Michelle Smibert
Chief Administrative Officer

To: Council	For: June 17, 2014	Submitted by: Michelle Smibert Chief Administrative Officer Date: June 17, 2014	For: Information <input type="checkbox"/> Action <input checked="" type="checkbox"/> Other <input type="checkbox"/>	Number: CAO-2014/010 Page 1 of 1
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Subject: Balanced Score Card

PURPOSE: To receive information on staff's initiatives as they relate to the Council Strategic Plan.

BACKGROUND: Please see the attached material that outlines the Strategic Plan's priorities and how they are presented in terms of a balanced scorecard and also with the goals and achievements that have been identified by the departments to support Council's strategic vision.

It is the intent to provide all of this information once the format has been updated on the municipality's web page and staff will provide updates on the progress of the initiatives and the measurable. Staff will be available to provide a review of what their department is working on.

RECOMMENDATION: That the balanced scorecard and the departmental information regarding the initiatives and measurable be received.

Respectfully Submitted,



Michelle Smibert
Chief Administrative Officer

Vision
 "Middlesex Centre: A community of diverse citizens, rooted in rural and urban traditions, united through involvement, cooperation, and mutual respect

Mission
 To create a proactive community strategy for Middlesex Centre, which will foster a culture of diversification, excellence, and innovation, develop opportunities for future growth, and preserve the established community characteristics which make it a valued place to live.

Middlesex Centre Strategy

Council Strategic Priorities

- Planning and Positioning
- Quality of Life
- Operational Excellence
- Community and Neighbourhood preservation
- Economic Development



MIDDLESEX CENTRE OBJECTIVES

PERSPECTIVE

Customer →

Financial →

Process →

Learning and Growth →

Increase Customer Satisfaction

Promote Positive Image

Manage Costs

Maintain Financial Integrity

Manage Reserves

Generate Revenues

Optimize Partnerships

Streamline Key Processes

Enhance Customer Communications

Promote Focused Staff Development

Develop a Positive Culture

Improve Internal Communications

Our Core Values That Reflect Our Culture

Openness	Constant and respectful communication
Cooperation	Council and citizens must work together
Trust	Trust makes MC an inclusive community
Respect	Respect for each other achieves common ground
Tradition	Value existing traditions and forge new ones
Innovation	MC must be a community which embraces change



Processes

As members of Middlesex Centre staff, what must we do to meet the needs of our team, our residents and the community as a whole with maximum effectiveness and efficiency?

- Be proactive with our community partners
- Streamline key processes (planning, payroll, by-law enforcement)
- Enhance emergency preparedness and efficiency

Staff Learning

As an organization, what type of culture, skills and training are we going to develop to support our processes?

- Develop a culture of employee recognition
- Promote focused staff development
- Improve our internal communications

Customers

As residents of Middlesex Centre, what do we want, need and expect from our municipality?

- Promote a positive image (new signage, downtown revitalization)
- Enhance public access to information
- Increase customer satisfaction (increase recreational programs and trail infrastructure)

Finances

As managers of the finances of the municipality, how do we generate sufficient revenue to reinvest in our people and resources to provide a sustainably high level of service to our community?

- Control administration costs
- Expand e-government service offerings
- Generate revenues (increase day time use of the arenas, dog licences)



Our Mission

To create a proactive community strategy that will foster a culture of diversification, excellence and innovation, develop opportunities for future growth, and preserve the established community characteristics which make Middlesex Centre a valuable place to live.

Community Services Vision Statement: To be a community that embraces active & healthy living and that works together to support quality leisure opportunities that are accessible to all.

Community Services Mission Statement: The Community Services Department builds capacity, facilitates collaboration and maintains safe parks, facilities and trails that are accessible & responsive to local needs.



STRATEGIC THEMES & PERSPECTIVES

Planning & Positioning - Middlesex Centre is a rapidly growing community. Managing growth requires creative thinking, an anticipatory outlook and innovative performance to ensure that the community grows in a way that both reflects the values of Middlesex Centre, and strategically positions it to meet the challenges of the future.

Economic Development - A changing economy is occurring all around Middlesex Centre, and new opportunities are constantly emerging. Middlesex Centre must take action to diversify its local economy to provide its residents with opportunities to work and shop in their home communities.

Quality of Life - Middlesex Centre is a beautiful place to live. It is a community of choice, where residents can enjoy peaceful, well-kept neighbourhoods and efficiently delivered services. Middlesex Centre must continually look for and take advantage of opportunities to both maintain and to improve the quality of life for all residents.

Community & Neighbourhood Preservation - The neighbourhood's and settlements that make up Middlesex Centre are what make it such a unique community. Care must be taken to preserve and cherish the unique character of these settlements while accommodating growth and new opportunities.

Operational Excellence - Citizens depend on the services provided to them by municipal government. Maintaining excellence in these services requires a partnership between municipal council, staff, and citizens to continually improve the community's operations.



Where does Community Services Fit In?

Perspective	Objective	Initiative	KPI/Measure	FY14 Target	FY14 Actual	Status/Results
Customer	Promote Positive Image	Develop and implement a Zero Tolerance Policy designed to promote a positive, safe and supportive environment for all members of the public and staff.	# of incidents	0		Received permission from the Town of Oakville to adopt their 'RZone' Policy. September launch date.
Customer	Increase Customer Satisfaction	Complete an inventory of all leisure opportunities that are provided within the municipality. Includes a database of community groups and their contact information.	# of opportunities listed.	10+		
Customer	Increase Customer Satisfaction	Increase recreational program opportunities in partnering with the YMCA.	# of people participating in new recreational program opportunities.	133 people/ 8 week session		Application has been submitted to the Ontario Sport & Recreation Communities Fund in partnership with the YMCA.
Financial	Increase Revenues	Increase daytime ice usage at Ilderton Arena to help offset annual operational costs through the	# of additional hours of ice booked weekly.	Five hours/week from September to December		

		introduction of discounted rates.				
Financial	Manage Resources	Complete Building Condition Assessments at all Community Service Facilities which will identify the capital needs of our facilities and structures over the next 10 years.	% of Community Services facilities inspected.	100%		
Financial	Manage Resources	Inspect existing municipal trail network (Primary & Tertiary trail classifications) and document.	# of meters of municipal trails inspected.	5,975 Meters		
Process	Streamline Key Processes	Adopt the recommended trail hierarchy and incorporate the classification system in the Municipality's Official Plan during the next Five Year Review.	# of recommendations identified in the Trails Master Plan completed	6		
Learning & Growth	Promote Focused Staff Development	Develop training plan to ensure legislative compliance within each job description.	% of employees trained and certified	100%		Working with the Public Services Health & Safety Association (PSHSA) to review the required legislative requirements for staff.

Planning and Development Services – 2014 Measureables

Balanced Scorecard

	Objective	Initiative	Measure	FY13 Actual	FY14Target
Customer	Increase Customer Satisfaction	Provide a more timely response to complaints	Average # of business days from receipt of complaint to site inspection	n/a	5
			Average # of business days to send out compliance request (ie: Work Order) and update complainant after inspection	n/a	3
		Provide a more timely plans review of building permit applications	Average # of business days from application to building permit issuance	8	7
	Enhance Customer Communications	Increase Number of Communication pieces used with building community	Document number of communications made to building community	16 (12 Code Update Notices) 2 Builders Buzz newsletters, 2 meetings)	20
		Enhance public access to information	number of communication pieces posted on the dept. web page	16 (2 Builders Buzz newsletters 2 meeting presentations 12 building reports)	20
Financial	Generate Revenues	More proactive approach to Dog Licencing	Increase Licencing #'s	\$55,576	\$60,000
		Collate building permit fees from local municipalities to see where MMC is at locally	Completion of table of building permit fee comparisons		

Planning and Development Services – 2014 Measureables

Process	Streamline Key Processes	Maximize efficiency of staff time while conducting By-law Enforcement	Minimizing the number of steps and time in dealing with By-law Enforcement complaints	Developed By-law Enforcement Policy document	Create flow chart to append to policy document
			Increasing the number of form letters available for by-law enforcement situations	5	8
Learning and Growth	Promote focused staff development	Developing Staff Professional Development Plans	# of staff development plans in place	4	4
			Achievement of Staff Development Plans	4	4
		Provide professional development opportunities in terms of conferences, seminars and training courses	Days attended at conferences, seminars, OBOA Chapter meetings and training courses	20	25
	Develop Positive Culture	Ensure open communication within the Department	# of dept. meetings	9	9

Corporate Services – Balanced Scorecard

Perspective	Objective	Initiative	Measure	Status/Results
Customer	Increase Customer Satisfaction	Enhance public access to information	#website hits % “I feel informed about the Municipal Budget” or “I am satisfied with the tax amount I pay.” Number of budget communication pieces to be increased.	Web survey 10= strongly agree 1= strongly Disagree 3 for 2014 and then increasing by one in subsequent years.
Financial	Manage Costs	Control Costs – expanding e-government services	Electronic payments have increased to 46.7% from 41.4% in 2010	Endeavour to increase by 5% each year
	Maintain Financial Integrity	Financial Sustainability – Reserve Funds	Show reserve funds as a percentage of total expenditures	2014 budget is 35.8% of total expenditures
Process	Streamline key processes	Streamline payroll process	Enhance payroll/timesheet submission & recording	Endeavour to achieve electronic timesheets and pay stubs
	Improve Communication and Collaboration	Ensure to provide timely financial information	% of times monthly financial reports completed by 5th of the month	100%

Learning and Growth	Promote Focused Staff Development	Make a variety of training opportunities/options (in house-outside) available to employees, elected officials	% of staff completion	Endeavor to complete plan for professional development & succession planning
	Improve Internal Communications	Communications to the departmental staff	# of staff meetings	Target of 4 for 2014? Allow various staff to compile agenda topics

Administration – Balanced Scorecard

Perspective	Objective	Initiative	Measure		Status/Results
Customer	Increase Customer Satisfaction	Increase Information to the Community	# media releases # newsletters #news pieces		These should increase each year
		Enhance public access to information	#website hits % “I feel informed about the Municipality and it’s services” % “the website is easy to navigate”		Web survey 10= strongly agree 1= strongly disagree
	Promote Positive Image	Replacement of Existing Municipal Signs	# of signs to be replaced		This number should get higher each year
		Community Improvement Plan Funding to leverage investment in downtown	Amount of \$ municipality provides in relation to investment – total project costs		Investments should increase over each year
Financial	Manage Costs	Control Administration Costs	Show variances – administrative budget is over or under what % when compared to what our admin costs should be in the Long Term Financial Plan		
	Maintain Financial Integrity	Financial Sustainability	Show variances in budget operating and capital and long term financial plan		Variances should be minimal and should try to accommodate those “surprises”

		Consumer Confidence through surveys	"I feel that the municipality spends my tax dollar wisely."		10= strongly agree 1= strongly disagree
Process	Streamline key processes	Enhance emergency preparedness and efficiency	File/scan documents electronically # of documents in Laserfiche should increase		
	Improve Communication and Collaboration	Regularly update employees, encourage participation and suggestions through the frequent sharing of information. Be proactive in meeting with community partners.	"The Municipal Strategy Map and my dept's balanced scorecard has been shared with me" shown as a % # of newsletters, staff emails, meetings		% should increase over time # should increase over time
	Optimize partnerships	Be proactive in meeting with community partners	Track the number of meetings and community partners met with		This number should increase over time
Learning and Growth	Promote Focused Staff Development	Make a variety of training opportunities/options (in house-outside) available to employees, elected officials	Total # of persons attending		
		Maintain a dedicated, productive and diverse workforce	Turnover rate as a %, Sick leave hours used per FTE, # of staff promoted from within		
	Develop a Positive Culture	Employee Recognition Program	Survey to determine if staff is satisfied		

			(survey)		
	Improve Internal Communications	Communications to the staff – emails, weekly updates, staff meetings	# of communication pieces to increase		

**MUNICIPALITY OF
MIDDLESEX CENTRE**

**PLANNING AND DEVELOPMENT
SERVICES DEPARTMENT**

To: Council and Committee of Adjustment	For: June 17, 2014	Submitted by: Ben Puzanov Date: June 12, 2014	For: Information <input type="checkbox"/> Action <input checked="" type="checkbox"/> Other <input type="checkbox"/>	Number: PDSD-P-26-14
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Subject:	Applications for Draft Plan of Condominium (39T-MC-CDM1401), Zoning By-law Amendment and Consent (B-4/14 through B-7/14) Owner: Melchers Construction Limited Agent: Laverne Kirkness (Kirkness Consulting Inc.) Location: 10038 Oxbow Drive (Roll No. 393900002032600) 140 Parkview Drive (Roll No. 393900002021351) Komoka
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1.0 Background

The purpose of this report is to provide Council with a recommendation regarding revised draft plan of condominium, zoning by-law amendment and consent applications for properties at 10038 Oxbow Drive and 140 Parkview Drive in Komoka. A location map of the subject area is included in Attachment 1.

The first public meeting regarding the proposal was held on February 19, 2014 and was preceded by an open house that was hosted by the applicant on January 29. The original proposal submitted by the applicant included 36 attached units within a vacant land condominium form of development, which is a form of housing where individual plots of land are the condominium units. The proposal also included four freehold lots that were to be created via severances along Parkview Drive and Valleyview Drive and were to be immediately north of the proposed vacant land condominium.

While not exhaustive, the following list outlines various concerns that were provided to the Municipality via the circulation process of the initial proposal and the accompanying public meeting: increase in local traffic and the associated risks to public safety; proximity of the proposed development to the school; the ability of the public school to accommodate the increase in enrolment that would result from the development; the incompatibility of the proposal in relation to existing development in the area; negative effects on residents' quality of life; decreases in adjacent property values; loss of privacy; increases in noise, light and air pollution; concerns with the possibility of condominium units being rented to third parties; inadequacy of parking and green space within the proposed development; impact on municipal infrastructure, and specifically the water and sewer systems, garbage collection and fire protection. All of the public feedback regarding the initial proposal was previously circulated to Council.

Subsequent to the February 19 public meeting, the proponent formulated two new concept plans for the vacant land condominium portion of the proposal that formed the basis for discussions with area residents on April 8: 1) a plan with 18 single-storey attached condominium units and one single-storey detached unit; 2) a plan with 17 single-storey detached condominium units. Four freehold single-detached dwelling lots along Parkview Drive and Valleyview Drive formed part of both concepts.

As Council is aware, a group of residents presented an alternative proposal to the above concepts on April 8. The alternative option and the supporting letter were previously circulated to Council and illustrated a total of 16 units, including three lots for single-detached dwellings along Parkview Drive and Valleyview Drive and 13 detached units within the vacant land condominium. Much of the discussion at the April 8 meeting was focused on issues of density, compatibility with surrounding residential properties and vehicular traffic around Parkview Public School.

2.0 Revised Proposal of April 25, 2014

The applicant submitted a revised proposal on April 25, which included a plan to construct 17 single-detached dwellings in a vacant land condominium form of tenure, together with visitor parking areas and a private, common element road extending north from Oxbow Drive. The revised proposal before the Municipality also includes severance applications that would create four lots for single-detached dwellings with frontages along Parkview Drive and Valleyview Drive. Three of the proposed lots would have frontages of approximately 39.85 metres (130.74 ft), 22.72 metres (74.54 ft) and 22.72 metres (74.54 ft) along Parkview Drive. The fourth lot would have a frontage of approximately 17.346 metres (56.91 ft) along Parkview Drive and a frontage of approximately 18.114 metres (59.43 ft) along Valleyview Drive. The four proposed lots generally have a depth of 40 metres (131.23 ft), with Lots 1 and 4 having irregular depths. The updated proposal for a vacant land condominium and freehold lots is included in Attachment 2.

The current zoning of the land requires minimum lot frontages of 24 metres (78.7 ft) and minimum lot areas of 930 square metres (0.23 ac). The updated zoning by-law amendment request proposes to rezone the land from a site-specific Urban Residential First Density (UR1-3) to two site-specific Urban Residential First Density zones in order to facilitate the proposed severances and condominium development. The four lots proposed along Parkview Drive and Valleyview Drive would be re-zoned to site-specific Urban Residential First Density to permit the lot frontages and lot areas described in the preceding paragraph. All other aspects of the UR1-3 zone would remain unchanged for the proposed freehold lots. The condominium area is proposed to be re-zoned to site-specific Urban Residential First Density to permit one-storey single-detached dwellings that would be built in accordance with the zoning regulations shown on the table in Attachment 3.

3.0 Analysis

Council had an opportunity to hear feedback regarding the revised proposal on May 21, 2014. In addition to the public feedback provided at the meeting, a number of written submissions have also been provided to the Municipality. The written items have been compiled by staff and circulated for Council's information.

As was noted at the May 21 public meeting, staff is generally supportive of the proposal. At the time, there were a number of items of particular concern to staff including the interface between the proposed condominium and the lots to the east and along the west side of Valleyview Drive, the provision of a landscaping plan for the proposed condominium development and the sightlines associated with the private road as it relates to its intersection with Oxbow Drive.

As was presented by the applicant's team on May 21, an engineering firm evaluated the intersection of the proposed private road with Oxbow Drive on behalf of the proponent. The applicant's engineer has advised that the proposed access meets sightline distances and is offset an appropriate distance from the intersection of Valleyview Drive and Oxbow Drive. The engineer's report further indicates that by aligning the proposed private road with the centre line of Queen Street, any conflicts or safety concerns resulting from the offset intersections is addressed. The Municipality's consulting engineer has reviewed the transportation report and discussed it with staff, noting that it is acceptable and addresses the previous concerns outlined by the Municipality's Public Works and Engineering Department regarding the proposed private access.

There have been numerous concerns raised by area residents about the compatibility of the proposed condominium development with surrounding residential uses. Planning staff is of the opinion that the proposed density of 5.78 units per acre is acceptable and represents an appropriate standard for the subject site given the availability of municipal water and sanitary sewer services in the area. Further, the four freehold lots proposed along Parkview Drive and Valleyview Drive are of a size that is appropriate for the area given the availability of municipal infrastructure. Infill development has a number of benefits, including curbing sprawl and protecting agricultural land on the periphery of settlement areas for long term farm use by allowing the Municipality to grow and develop in a sustainable manner that concentrates development in built up communities. The proposal promotes more efficient use of land and infrastructure within the Municipality and also offers a choice in plot size and tenure for current and future residents of the community. As has been noted in a previous staff report regarding the proposal, the location of the site along Oxbow Drive and immediately east of Parkview Public School is ideal for promoting walkability among future school students that may reside in this area.

Staff's primary remaining concern is the interface between the proposed condominium portion of the development and the existing four residences on the west side of Valleyview Drive. Staff had a number of discussions with the residents of this specific area as well as the applicant. Subsequent to the May 21 public meeting, a further alternative was suggested by staff that would eliminate three units from the east side of the proposed condominium (Units 15-17), which are adjacent to the homes at 184 and 188 Valleyview Drive, and provide an attached form of housing on the west side of the property and closer to Parkview Public School; thus achieving an additional municipal objective of diversifying housing types within the community. However, the proposal did not materialize as residents expressed concerns about increasing the density on the site with the addition of attached houses.

In order to minimize the impact from the proposed condominium development on the adjacent residents to the east, the applicant has advised that Units 14-17 could be limited to 7.62 metres (25 ft) in height. The remaining units within the condominium are proposed to be 10.668 metres (35 ft) in height in order to accommodate space for lofts. The maximum dwelling height for single-detached dwellings that is typically permitted in the Municipality is 12 metres (39.37 ft).

In staff's opinion, the interface of the proposed condominium component of the development with the adjacent residences on the west side of Valleyview Drive is paramount. There is ample room on the east side of the proposed condominium land to ensure that this area is screened from existing residences. To this end, staff is recommending that the following condition be attached to any approval regarding the proposed vacant land condominium, should it be issued:

That the Owner consult with the adjacent residents of the single-detached dwellings on the west side of Valleyview Drive and submit a landscaping plan to the Municipality for approval that illustrates how the development is to be screened from these properties.

It is anticipated that the landscaping plan would be included in the condominium agreement for this development.

The comprehensive list of draft plan conditions being recommended by staff is appended to this report as Attachment 4.

4.0 Recommendation

It is recommended:

THAT the County of Middlesex be advised that Middlesex Centre recommends draft plan approval for County File No. 39T-MC-CDM1401, as revised and outlined in Middlesex Centre report PSD-P-26-14, subject to the conditions of draft plan approval appended to Middlesex Centre report PSD-P-26-14;

FURTHER THAT the zoning by-law amendment for the land subject to draft plan of condominium application 39T-MC-CDM1401, as revised and outlined in Middlesex Centre report PSDS-P-26-14, be presented for Council's consideration following draft plan approval being issued by the County of Middlesex.

FURTHER THAT the zoning by-law amendment for the land subject to Consent Applications B-4/14 through B-7/14, as outlined in the Middlesex Centre staff report PSDS-P-26-14, be approved.

FURTHER THAT Consent Applications B-4/14 through B-7/14, as filed and revised by Kirkness Consulting Inc. on behalf of Melchers Construction Ltd. to create a total of four lots for single-detached dwellings, shown as Lots 1 to 4 on Attachment 2 of Report No. PSDS-P-26-14; for land legally described as Part of Block A, Plan 981 (geographic Township of Lobo), Municipality of Middlesex Centre; be GRANTED.

FURTHER THAT Consents B-4/14 through B-7/14 be subject to the following conditions:

- 1. That the Certificates of Consent under Section 53(42) of the *Planning Act* be given within one year of the date of the notice of the decision.**
- 2. That the owner provide \$1,000 cash-in-lieu of parkland dedication be paid to the Municipality for each severed lot of Consents B-4/14 through B-7/14.**
- 3. That the owner enter into a Severance Agreement with the Municipality, and that the Severance Agreement be registered on title to all of the four severed lots, and that the Severance Agreement 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 and upgrades within road allowances, lot grading and drainage, building envelopes, connections to the municipal water and sanitary sewer services, all to the satisfaction of the Municipality.**
- 4. That upon Condition 3 of Consents B-4/14 through B-7/14 being satisfied, the owner shall install water and wastewater service connections to the severed parcels of Consents B-4/14 through B-7/14, and that these connections be installed to the satisfaction of the Municipality.**
- 5. That the owner remove or relocate the existing single-detached dwelling known municipally as 140 Parkview Drive from the land subject to Consents B-4/14 through B-7/14.**

6. That the zoning by-law amendment for the land subject to Consents B-4/14 through B-7/14 be in full force and effect.

AND FURTHER THAT the reasons for granting Consent Applications B-4/14 through B-7/14 include:

- **Subject to fulfillment of the conditions, the applications would:**
 - **Be consistent with the Provincial Policy Statement;**
 - **Conform to the County of Middlesex Official Plan and the Middlesex Centre Official Plan; and**
 - **Comply with the Middlesex Centre Comprehensive Zoning By-law.**

Respectfully submitted,

PREPARED BY:



Ben Puzanov, M.P.A., M.P.L., MCIP, RPP
Senior Planner

REVIEWED BY:



Michelle Smibert, M.P.A., B.A., CMO
Chief Administrative Officer

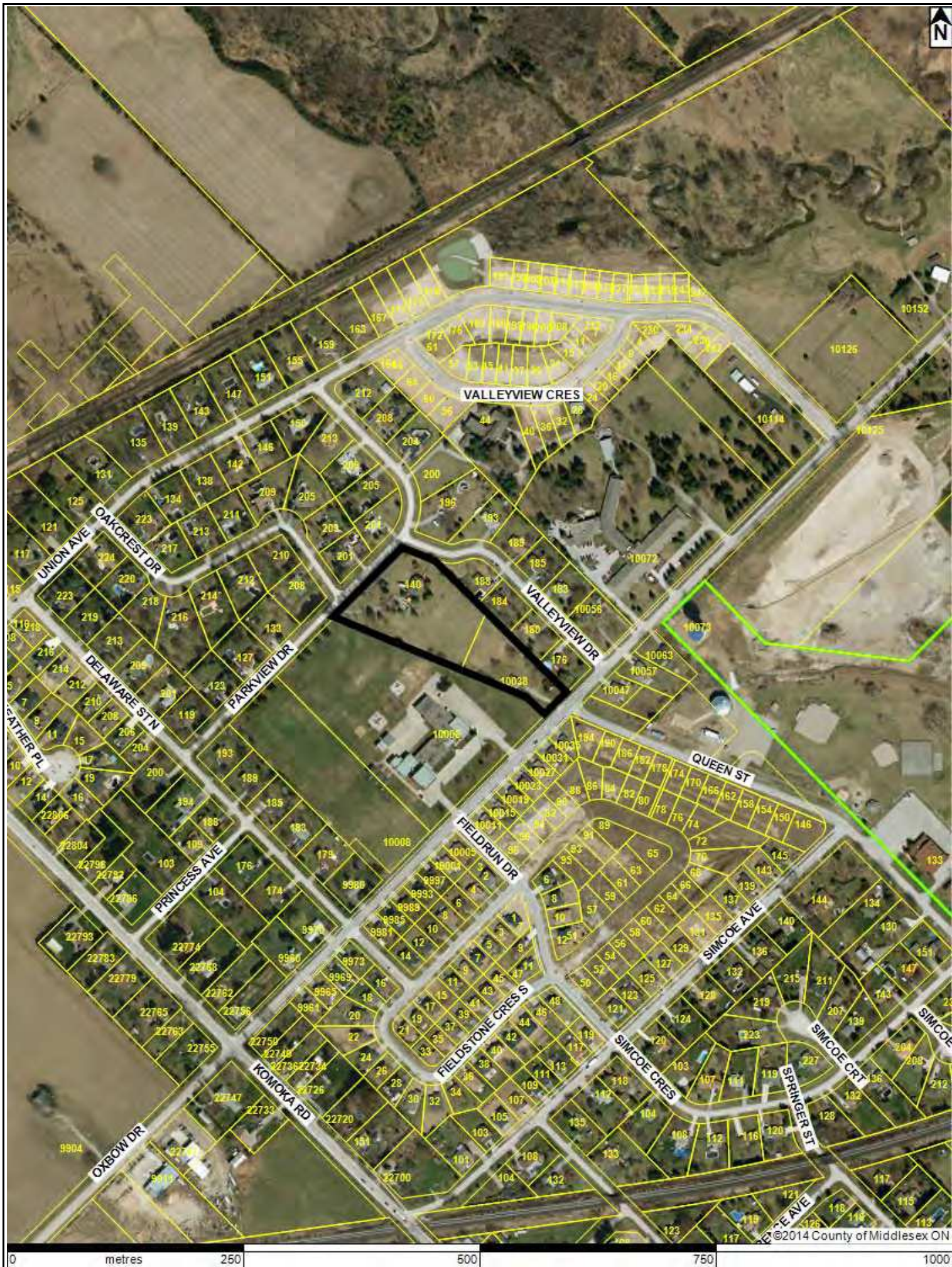
Attachments

Attachment 1: Location Map

Attachment 2: Revised development proposal submitted by the applicant (April 25, 2014)

Attachment 3: Revised zoning standards submitted by the applicant (April 25, 2014)

Attachment 4: Recommended Draft Plan Conditions for the Vacant Land Condominium



LOCATION MAP

Owner: **Melchers Construction Limited**
 Agent: **Kirkness Consulting Inc. (Laverne Kirkness)**






Applications: **Draft Plan of Condominium (39T-MC-CDM1401), Zoning By-law Amendment and Consents B-4/14 through B-7/14**

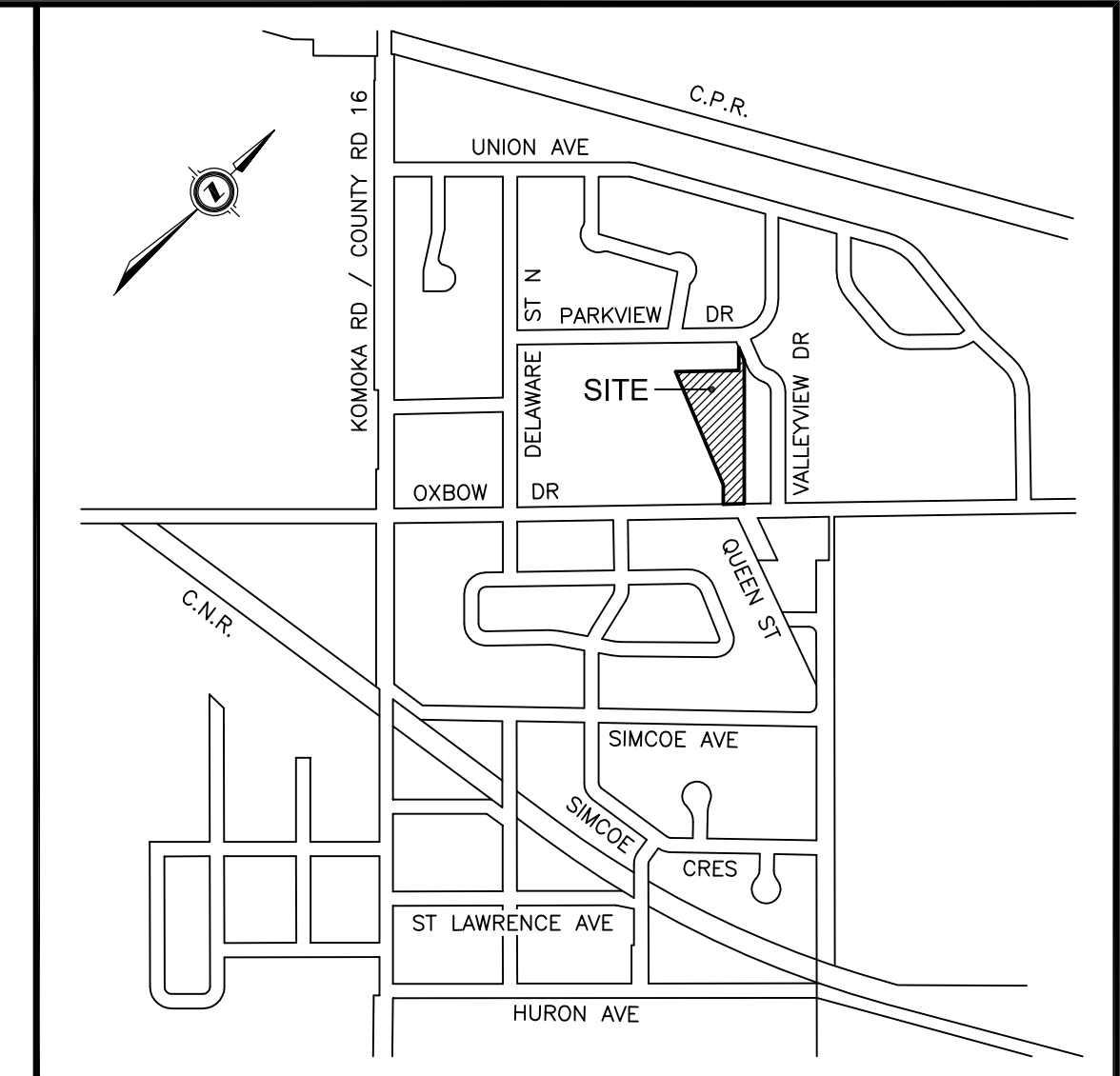
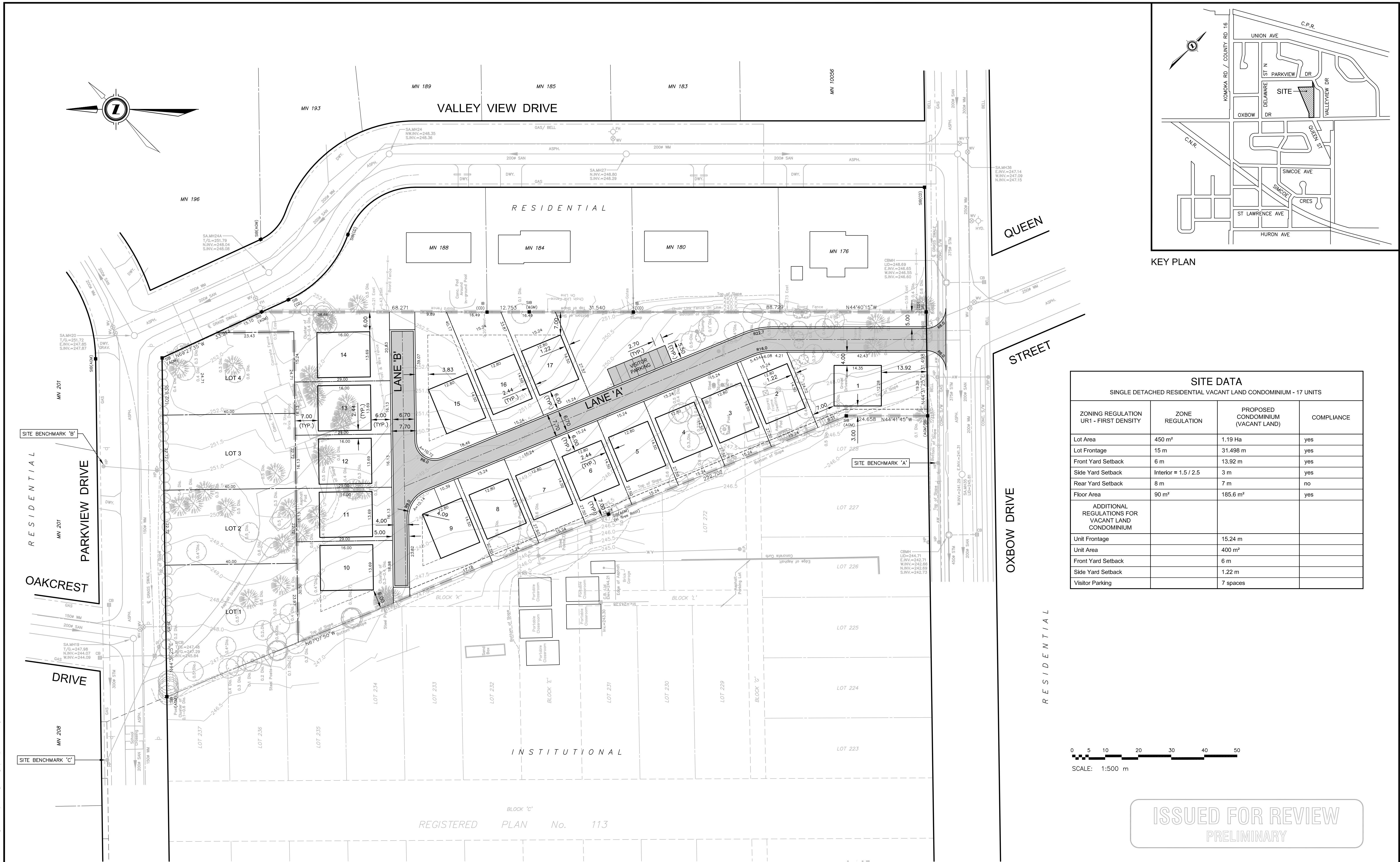
Location: **10038 Oxbow Drive (Roll No. 393900002032600) and 140 Parkview Drive (Roll No. 393900002021351), Komoka**

Scale: **1:5000**



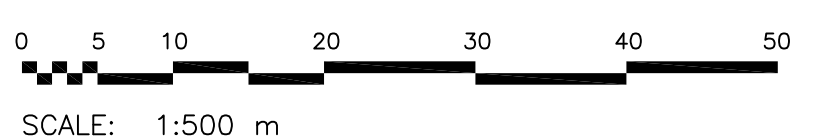
LEGEND

-  Address Numbers
-  Water Bodies
-  Open Space
-  Golf Courses
-  Assessment Parcels



KEY PLAN

SITE DATA			
SINGLE DETACHED RESIDENTIAL VACANT LAND CONDOMINIUM - 17 UNITS			
ZONING REGULATION	ZONE REGULATION	PROPOSED CONDOMINIUM (VACANT LAND)	COMPLIANCE
UR1 - FIRST DENSITY			
Lot Area	450 m ²	1.19 Ha	yes
Lot Frontage	15 m	31.498 m	yes
Front Yard Setback	6 m	13.92 m	yes
Side Yard Setback	Interior = 1.5 / 2.5	3 m	yes
Rear Yard Setback	8 m	7 m	no
Floor Area	90 m ²	185.6 m ²	yes
ADDITIONAL REGULATIONS FOR VACANT LAND CONDOMINIUM			
Unit Frontage		15.24 m	
Unit Area		400 m ²	
Front Yard Setback		6 m	
Side Yard Setback		1.22 m	
Visitor Parking		7 spaces	



ISSUED FOR REVIEW
PRELIMINARY

SITE BENCHMARK 'A'
- SPIKE SET IN WEST FACE OF HYDRO POLE ELEVATION = 246.37

SITE BENCHMARK 'B'
- SPIKE SET IN SOUTH FACE OF HYDRO POLE ELEVATION = 251.18

SITE BENCHMARK 'C'
- SPIKE SET IN SOUTH FACE OF HYDRO POLE ELEVATION = 246.87

No.	REVISIONS TO DRAWING	BY	Y/M/D	APP.
ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED				

CLIENT

REGISTERED PLAN No. 113

DESIGNED	ENGINEER'S STAMP	ENGINEER'S STAMP
RJP		
DRAWN		
RT		
CHECKED		
RJP		

Land Development
Municipal Engineering
Water and Wastewater Infrastructure

Alternative Energy
Environmental Assessment
Water Resources Engineering

321 DUFFERIN AVENUE, LONDON, ONTARIO, CANADA N6B 1Z3
Tel: (519) 434-0270 Fax: (519) 434-6820 e-mail: info@scoterra.com

KOMOKA RESIDENTIAL DEVELOPMENT
BLOCK 'A' RP No. 981 and PART LOTS 228, 271, 272, 273, 276, 277
and BLOCKS 'E', 'G' and 'AE' RP No. 113
MUNICIPALITY OF MIDDLESEX CENTRE, COUNTY OF MIDDLESEX

DATE: 25 APRIL 2014
SCALE: 1:500
PROJECT No. E-13495
DWG. No. 01

SITE PLAN

r:\rjgon Apr 25/14-1:49pm E13495 general plans grading planprofiles.dwg

Attachment 3: Revised zoning standards submitted by the applicant (April 25, 2014)

SITE DESIGN TABLE FOR THE SINGLE DETACHED RESIDENTIAL VACANT LAND CONOMINIUM – 17 UNITS

ZONING REGULATION UR1 – First Density <i>All minimums unless otherwise stated</i>	REGULATION FROM ZONE	PROPOSED BY Condominium (vacant land)	COMPLIANCE YES or NO
Lot area	450 m2	1.19 ha	YES
Lot Frontage	15 m2	31.498 m	YES
Front Yard	6 m	13.92 m	YES
Side Yard	Interior = 1.5 / 2.5	3 m	YES
Rear Yard	8 m	7 m	NO
Floor area	90.0 m2	185.6 m2	YES
Additional regulations for the vacant land condominium below:			
UNIT frontage		15 m	
UNIT area		400 m2	
Building separation side-yard setback from UNIT boundaries		1.2 m	
Building separation front-yard setback from UNIT boundaries		6 m	
Visitor parking		6 spaces	

Prepared by Kirkness Consulting Inc. Urban and Rural Planning

April 25, 2014

Attachment 4: Recommended Draft Plan Conditions for the Vacant Land Condominium

No.	Conditions
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1. That this approval applies to the draft plan of vacant land condominium prepared by FKS Land Surveyors and dated ____ to show a total of 17 residential units for single-detached dwellings (Units 1 to 17) and common elements.
2. That the development shall be addressed to the satisfaction of the Municipality and the County of Middlesex.
3. That such easements as may be required for utility, servicing, or drainage purposes shall be granted to the appropriate agency.
4. That the owner provide a cash-in-lieu of parkland dedication to the Municipality pursuant to Section 42 of the Planning Act, equal to 5% of the value of the subject land.
5. That prior to final approval, the Approval Authority is to be advised by the Municipality that appropriate zoning is in effect for this proposed development.
6. That the Owner and the Municipality enter into a Condominium Agreement pursuant to Section 51(26) of the Planning Act to be registered on title of the land to which it applies prior to the plan of condominium being registered. Further that the Condominium Agreement shall include provisions that it will also be registered against the land to which it applies once the plan of condominium has been registered.
7. That the Owner consult with the adjacent residents of the single-detached dwellings on the west side of Valleyview Drive and submit a landscaping plan to the Municipality for approval that illustrates how the development is to be screened from these properties.
8. That the Condominium Agreement between the Owner and the Municipality satisfy all requirements of the Municipality related to financial, legal, planning and engineering matters including but not limited to payment of the Municipality's engineering, legal and planning review costs; removal or relocation of the existing single-detached dwellings at 140 Parkview Drive and 10038 Oxbow Drive; the provision of roads, sidewalks and turning facilities capable of accommodating emergency services vehicles; upgrading of existing municipal right-of-ways; grading and drainage; planting of trees; fencing; street lighting and other amenities; the provision and installation of water and sanitary services as well as utilities generally outside of the paved portion of the private road; and other matters of the Municipality respecting the development of this land including the payment of development charges in accordance with the Municipality's Development Charges By-laws.
9. That the Condominium Agreement between the Owner and the Municipality shall ensure that persons who first purchase the land after the final approval of the plan of condominium are informed, at the time the land is transferred, of all the development charges related to the development pursuant to Section 59(4) of the Development Charges Act.

10. That arrangements shall be made to the satisfaction of the Municipality for the relocation of any utilities required for the development of the subject land, which shall be undertaken at the expense of the Owner.
11. The Owner shall enter into an agreement with the appropriate service providers for the installation of underground communication / telecommunication utility services for the land to enable, at a minimum, the effective delivery of communication / telecommunication services for 911 Emergency Services.
12. The Owner shall enter into an agreement with Canada Post Corporation for the installation of community mailboxes.
13. That prior to final approval, the Owner shall submit for the review and approval of the Upper Thames River Conservation Authority and the Municipality a final stormwater management plan and sediment and erosion control plan incorporating necessary measures to enhance the quality of stormwater discharges and to control erosion and sedimentation during and after construction. The final stormwater management plan and sediment and erosion control plan, and final detailed servicing and grading plans shall identify drainage and sediment and erosion control strategies.
14. That prior to final approval, the County of Middlesex is to be advised in writing by the Upper Thames River Conservation Authority how Condition 12 has been satisfied.
15. That prior to final approval, the County of Middlesex is to be advised in writing by the Municipality of Middlesex Centre how Conditions 1 through 12 have been satisfied.



**COMMITTEE OF
ADJUSTMENT**

To: Committee of Adjustment	For: June 17, 2014	Submitted by: Ben Puzanov Date: June 10, 2014	For: Information <input type="checkbox"/> Action <input checked="" type="checkbox"/> Other <input type="checkbox"/>	Number: PDSD-P-25-14
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Subject:	Consent Application B-16/14 Owner: Ellen McConnell Agent: William Melchers Location: 3 Weldon Avenue Roll No.: 393903405010100
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1.0 Background

The purpose of this report is to provide the Committee of Adjustment with a recommendation regarding a proposed severance on the east side of Richmond Street (Highway 4) and south of Medway Road (County Road 28). A location map is appended to this report as Attachment 1.

The purpose of the proposed consent is to sever and convey a parcel of land with a lot frontage of approximately 2.162 metres (7.09 ft) along Richmond Street (Highway 4) and a lot area of approximately 76.101 square metres (819.144 square ft). The effect of the proposal is to transfer the subject land to an adjacent property owner to the south at 21536 Richmond Street. A portion of the driveway that services 21536 Richmond Street is currently located on the parcel proposed to be severed and conveyed. An illustration of the proposed severance is included in Attachment 2.

2.0 Analysis

The proposed lot boundary adjustment is appropriate and would ensure that the driveway servicing the property at 21536 Richmond Street would be wholly contained on this lot. Both lots are zoned Urban Residential First Density (UR1) and there are no zoning deficiencies anticipated as a result of the proposed severance.

Planning staff is satisfied that the proposed severance is consistent with the Provincial Policy Statement, conforms to the County of Middlesex and Middlesex Centre official plans and complies with the Middlesex Centre Comprehensive Zoning By-law.

3.0 Recommendation

It is recommended:

THAT Consent Application B-16/14, filed by William Melchers on behalf of Ellen McConnell to sever and convey a parcel of land with a lot frontage of approximately 2.162 metres along Richmond Street (Highway 4) and a lot area of approximately 76.101 square metres, as generally shown on Attachment 2 of Report No. PDSD-P-25-14; for a property legally described as Lot 4, Plan 859 (geographic Township of London), Municipality of Middlesex Centre and known municipally as 3 Weldon Avenue; be GRANTED.

FURTHER THAT Consent B-16/14 be subject to the following conditions:

- 1. That the Certificate of Consent under Section 53(42) of the *Planning Act* be given within one year of the date of the notice of the decision.**
- 2. That the severed parcel of Consent B-16/14 be registered in the same name and title as the adjacent property to the south, legally described as Lot 1 and Part of Lot 2, Plan 673 and known municipally as 21536 Richmond Street; that the two holdings' PINs be consolidated; and that Sections 50(3) and 50(5) of the *Planning Act* apply to any future conveyance of the said severed parcel.**

AND FURTHER THAT the reasons for granting Consent Application B-16/14 include:

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

Respectfully submitted,

PREPARED BY:



Ben Puzanov, M.P.A., M.PL., MCIP, RPP
Senior Planner

REVIEWED BY:



Michelle Smibert, M.P.A., B.A., CMO
Chief Administrative Officer

Attachments

Attachment 1: Location Map
Attachment 2: Proposal








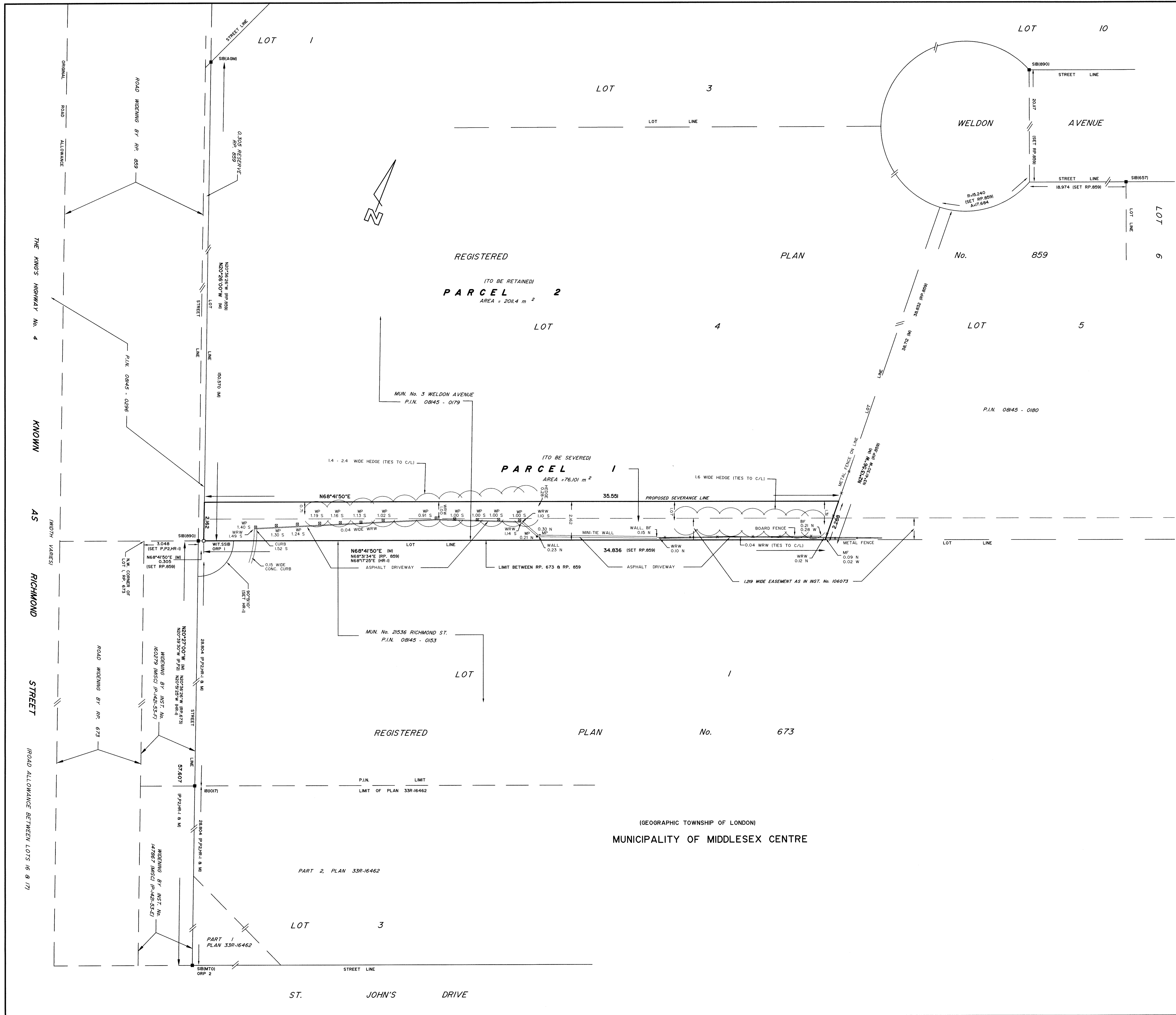
LOCATION MAP

Owner: **Ellen McConnell**
 Agent: **William Melchers**
 Application: **Consent B-16/14**
 Scale: **1:500**



LEGEND

-  Address Numbers
-  Water Bodies
-  Open Space
-  Golf Courses
-  Assessment Parcels



SEVERANCE SKETCH
of part of
LOT 4
REGISTERED PLAN No. 859
(GEOGRAPHIC TOWNSHIP OF LONDON)
in the
MUNICIPALITY OF MIDDLESEX CENTRE
COUNTY OF MIDDLESEX
Scale 1 : 100

2.5m 0 5 10m
METRES

DAVID BIANCHI
Ontario Land Surveyor

METRIC: DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

- NOTES**
- SIB DENOTES STANDARD IRON BAR.
 - SSIB - SHORT STANDARD IRON BAR.
 - IB - IRON BAR.
 - IB# - ROUND IRON BAR.
 - CC - CUT CROSS.
 - WIT - WITNESS.
 - ISU - SOURCE UNKNOWN.
 - HR - HOLSTEAD & REDMOND LIMITED, O.L.S.'s.
 - MF - MONUMENT FOUND.
 - - MONUMENT SET.
 - P - PLAN 33R-16462
 - RP - REGISTERED PLAN
 - M - MEASURE
 - P2 - INSTRUMENT NUMBER I60279 MISC (P-1421-53-F)
 - HR-1 - BUILDING LOCATION SURVEY BY HOLSTEAD & REDMOND, OLS DATED NOVEMBER 28, 1984, FILE: 84-0853
 - CONC - CONCRETE
 - WP - WOOD POST
 - MP - METAL POST
 - MF - METAL FENCE
 - BF - BOARD FENCE
 - WRW - WOOD RETAINING WALL
 - C/L - CENTERLINE

BEARINGS HEREON ARE UTM GRID AND ARE DERIVED FROM SPECIFIED CONTROL POINT N° 028942017 AND SPECIFIED CONTROL POINT N° 028943043, UTM ZONE 17, (NAD83) ORIGINAL

POINT ID	NORTHING	EASTING
SCP 028942017	4766770.654	484448.898
SCP 028943043	4750671.637	489296.522
ORP 1	4766300.142	476055.370
ORP 2	4766246.087	476075.200

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN

DISTANCES SHOWN ON THIS PLAN ARE ADJUSTED GROUND LEVEL DISTANCES AND CAN BE USED TO COMPUTE GRID CO-ORDINATES BY MULTIPLYING THE DISTANCES BY A COMBINED SCALE FACTOR OF 0.999569425

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
(I) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
(II) THE SURVEY WAS COMPLETED ON THE 13th DAY OF MAY, 2014.

MAY 21, 2014
LONDON, ONTARIO.

David Bianchi
DAVID BIANCHI
ONTARIO LAND SURVEYOR

(GEOGRAPHIC TOWNSHIP OF LONDON)
MUNICIPALITY OF MIDDLESEX CENTRE

SURVEYED BY DK	CHECKED BY DB	FILE N°
DRAWN BY GEC	DATE 14/05/21	84-0853A

Holstead & Redmond Limited
ONTARIO LAND SURVEYORS
649 COLBORNE STREET
London, Ontario
N6A 3Z2
phone 59-672-4551
toll free 1-800-265-4945

To: Committee of Adjustment	For: June 17, 2014	Submitted by: Ben Puzanov Date: June 11, 2014	For: Information <input type="checkbox"/> Action <input checked="" type="checkbox"/> Other <input type="checkbox"/>	Number: PDSD-P-24-14
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Subject:	Consent Applications B-11/14 to B-15/14 Owners: Robert and Jeanine Pattyn Agent: Emil Pattyn Roll No.: 393903402014500
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1.0 Background

The purpose of this report is to provide the Committee of Adjustment with a recommendation regarding proposed severances on the east side of Highbury Avenue (County Road 23) and south of Plover Mills Road (County Road 16) in the hamlet of Bryanston. A location map is appended to this report as Attachment 1.

The purpose and effect of the subject applications is to create five lots for single-detached dwellings with frontages of approximately 37.6 metres (123.36 ft) each along Highbury Avenue (County Road 23), depths of approximately 89.9 metres (294.948 ft) and areas of approximately 3,380.24 square metres (0.835 ac). The retained parcel would have a lot frontage of approximately 70 metres (229.659 ft) along Highbury Avenue (County Road 23) and a lot area of approximately 31.05 hectares (76.726 ac). The applications also seek to establish permanent easements for shared accesses to the County road. The proposed southerly lot would have a standalone access while the remaining four lots would utilize a single access for every two lots. An illustration of the proposal is included as Attachment 2.

The land was subject to the same proposal (Consents B-25/11 through B-29/11) that had received conditional approval via an order of the Ontario Municipal Board in 2012. The approval was subject to a number of conditions that were determined by a settlement, including the conveyance of a 4.57 metre (15 foot) strip of land to an adjacent property owner to the north and the construction of a municipal drain in order to provide stormwater outlet for the residential lots. The provisional severances have since lapsed as the conditions were not fulfilled by the proponents. Staff notes that the applicants have not proposed to convey the aforementioned 4.57 metre (15 foot) strip of land to the neighbour to the north through the current applications.

2.0 Analysis

The lots proposed to be severed are zoned Hamlet Residential First Density (HR1) with an (h-4) holding symbol. The parcel proposed to be retained is zoned site-specific Agricultural (A1), which recognizes the parcel's reduced lot frontage and lot area. The current zoning was implemented through an Ontario Municipal Board hearing that resulted from the initial submission of this development proposal.

Drainage has and continues to be of significant concern to area residents. The applicants have previously petitioned for a municipal drain in order to service the proposed lots and it is expected that this requirement will be incorporated into a development agreement between the proponents and Middlesex Centre should the Committee of Adjustment grant the current applications.

Planning staff is satisfied that the proposed severances for lot creation and the associated easements for shared driveway accesses to Highbury Avenue (County Road 23) are consistent with the Provincial Policy Statement, conform to the County of Middlesex and Middlesex Centre official plans and comply with the Middlesex Centre Comprehensive Zoning By-law.

3.0 Recommendation

It is recommended:

THAT Consent Applications B-11/14 through B-15/14, filed by Emil Pattyn on behalf of Robert and Jeanine Pattyn to sever five lots for single-detached dwellings with lot frontages of approximately 37.6 metres each along Highbury Avenue (County Road 23), depths of approximately 89.9 metres and lot areas of approximately 3,380.24 square metres; together with four 3 metre by 3 metre easements that would provide for shared accesses to the road; as generally shown on Attachment 2 of Report No. PDSD-P-24-14; for land legally described as Part of Lot 8, Concession 11 (geographic Township of London), Municipality of Middlesex Centre; be GRANTED.

FURTHER THAT Consents B-11/14 to B-15/14, including the five lots for single-detached dwellings and the associated easements, be subject to the following conditions:

- 1. That the Certificates of Consent under Section 53(42) of the *Planning Act* be given within one year of the date of the notice of the decision.**
- 2. That the applicants provide a parkland dedication to the Municipality or alternatively that \$1,000 cash-in-lieu of parkland dedication be paid to the Municipality for each severed lot.**
- 3. That the applicants enter into a Severance Agreement with the Municipality, and that the Severance Agreement be registered on title to all of the five severed lots, and that the Severance Agreement 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, building envelopes, septic systems and 100% related contingency areas and potable wells, all to the satisfaction of the Municipality.**

4. That the applicants provide a road widening dedication to the County of Middlesex of up to 18 metres from the centerline of County Road 23 along the entire frontage of the severed lots of Consents B-11/14 through B-15/14.
5. That the applicants provide a 0.3 metre reserve to the County of Middlesex across the frontage of the severed lots of Consents B-11/14 through B-15/14, save and except for the areas that are proposed to accommodate the road entrances.

AND FURTHER THAT the reasons for granting Consent Applications B-11/14 through B-15/14 include:

- The applications are consistent with the Provincial Policy Statement;
- The applications conform to the County of Middlesex Official Plan and the Middlesex Centre Official Plan; and
- The applications comply with the Middlesex Centre Comprehensive Zoning By-law.

Respectfully submitted,

PREPARED BY:



Ben Puzanov, M.P.A., M.PL., MCIP, RPP
Senior Planner

REVIEWED BY:



Michelle Smibert, M.P.A., B.A., CMO
Chief Administrative Officer

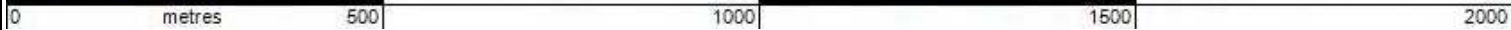
Attachments

Attachment 1: Location Map

Attachment 2: Proposal



©2014 County of Middlesex ON



LOCATION MAP






Owners: **Robert and Jeanine Pattyn**

Agent: **Emil Pattyn**

Applications: **Consents B-11/14 through B-15/14**

Scale: **1:10100**

LEGEND

-  Address Numbers
-  Water Bodies
-  Open Space
-  Golf Courses
-  Assessment Parcels



"MUNICIPALITY OF MIDDLESEX CENTRE"

KNOWN AS PLOVER MILLS ROAD
ROAD ALLOWANCE BETWEEN CONCESSIONS 11 AND 12
COUNTY ROAD No.16
(WITH WARPS)

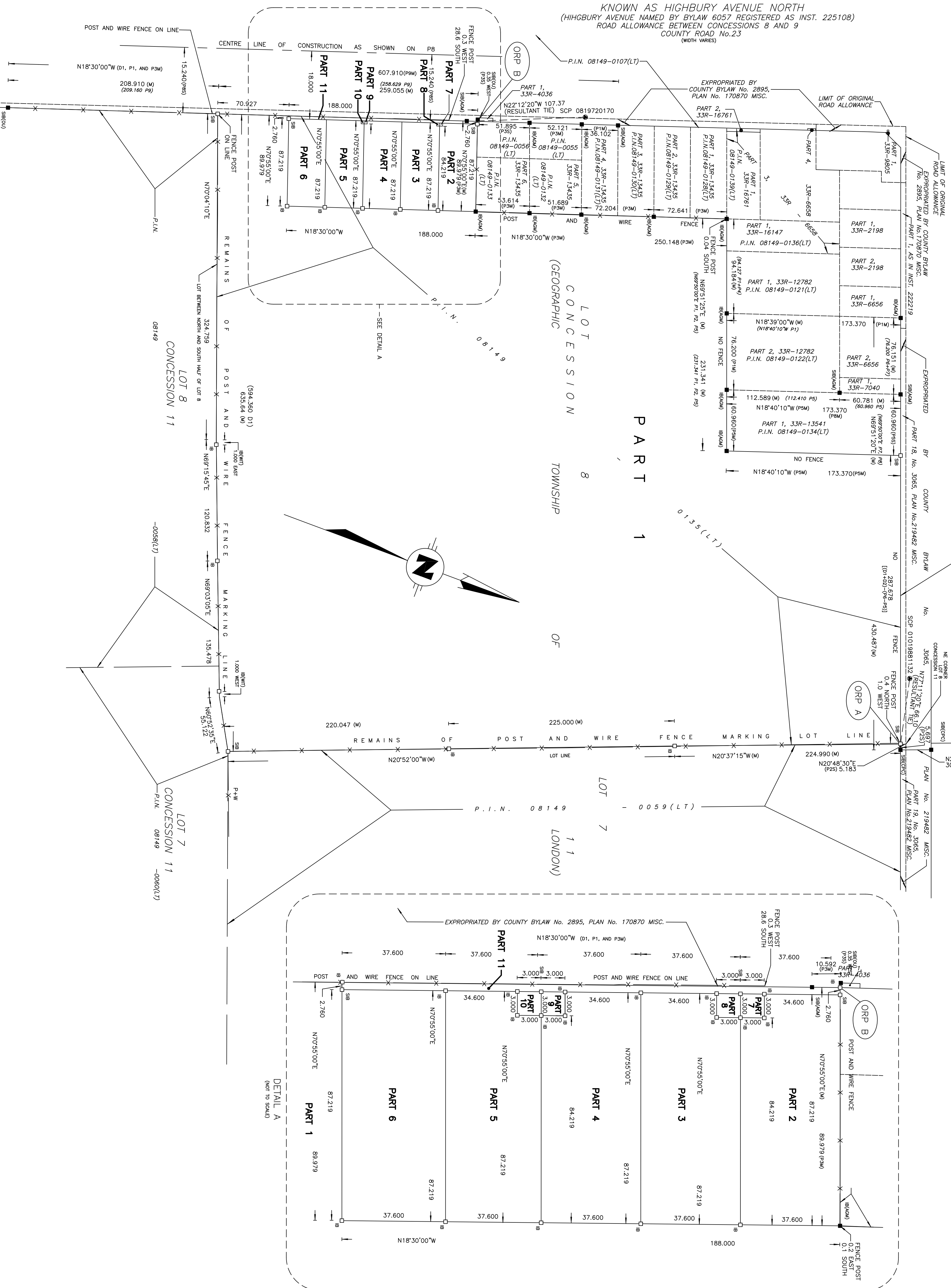
LOT 8
CONCESSION 11

LOT 7
CONCESSION 11

LOT 12
CONCESSION 11

LOT 8
CONCESSION 11

LOT 7
CONCESSION 11



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT		PLAN 33R-	
DATE		RECEIVED AND DEPOSITED	
DATE		DATE	
JEREMY C.E. MATTHEWS, O.L.S.		REPRESENTATIVE FOR LAND REGISTRY FOR THE LAND TITLES DIVISION OF MIDDLESEX (No. 33)	
PART	LOT	SCHEDULE	P.L.N.
1-11 (BOTH INCLUSIVE)	PART OF LOT 8	11	ALL OF 08149-0136(LT)

PLAN OF SURVEY
OF PART OF
LOT 8
CONCESSION 11
IN THE
(GEOGRAPHIC TOWNSHIP OF LONDON)
MUNICIPALITY OF MIDDLESEX CENTRE
COUNTY OF MIDDLESEX

SCALE 1 : 2000 (METRIC)

JEREMY C.E. MATTHEWS
ONTARIO LAND SURVEYOR

LEGEND:
BEARINGS ARE UTM, GRID DERIVED FROM SPECIFIED CONTROL POINTS 01019881132 AND 0081920170, UTM ZONE 17, NAD83 (ORIGINAL). DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99999550.

SPECIFIED CONTROL POINTS (SCP'S) AND OBSERVED REFERENCE POINTS (ORP'S):

POINT ID	NORTHING	EASTING
SCP 01019881132	4774681.92	4784648.19
SCP 0081920170	4774485.63	4782334.45
ORP A	4774955.53	478711.86
ORP B	4774366.58	478275.48

COORDINATES CANNOT BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

FOR COMPARISONS, A ROTATION OF N0719'00"E (CLOCKWISE) WAS APPLIED TO BEARINGS FROM DT. 02, P1 & P3.

□ DENOTES SURVEY MONUMENT SET
 ■ DENOTES SURVEY MONUMENT FOUND
 SSB DENOTES SHORT STANDARD IRON BAR
 IB DENOTES IRON BAR
 RB DENOTES IRON ROD
 CC DENOTES CUT CROSS
 OU DENOTES ORIGIN UNKNOWN
 WIT DENOTES WITNESS
 M DENOTES MEASURED
 K DENOTES KILN
 O DENOTES OIL STAKE
 A DENOTES ARCHIBALD GAY & MARY, O.L.S.'S
 CPM DENOTES C.P. CORRETT, O.L.S.'S
 P1 DENOTES PLAN 33R-12782
 P2 DENOTES EXPROPRIATION PLAN REGISTERED AS INSTRUMENT 219482
 P3 DENOTES PLAN 33R-16147
 P4 DENOTES PLAN 33R-13435
 P5 DENOTES PLAN 33R-13541
 P6 DENOTES PLAN 33R-6656
 P7 DENOTES PLAN 33R-13435
 P8 DENOTES PLAN 33R-13435
 P9 DENOTES EXPROPRIATION PLAN REGISTERED AS INSTRUMENT 170870
 P10 DENOTES INSTRUMENT 222219
 P11 DENOTES INSTRUMENT 222219
 P12 DENOTES POST & WIRE FENCE

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:
 (1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT AND THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 (2) THE SURVEY WAS COMPLETED ON THE 30th DAY OF MAY, 2012.

DATE _____

JEREMY C.E. MATTHEWS
ONTARIO LAND SURVEYOR

METRIC: DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

Callon & Dietz
INCORPORATED
ONTARIO LAND SURVEYORS
LONDON, ONTARIO
T: (519) 673-0220 F: (519) 673-5052
www.callondietz.com
SURVEY BR. CW DRAWN BY: TK FILE NO: 12-1834 PLAN NO: X-1609



INFORMATION ITEMS



SOUTH CENTRAL ONTARIO REGION ECONOMIC DEVELOPMENT CORPORATION

Meeting of the Board of Directors

DATE: April 24, 2014

LOCATION: 4 Elm Street, Tillsonburg

PRESENT: John Lessif, Jim Oliver, Chuck Hall, Dennis Travale, Ron Eddy, Robert Chambers, Don Doan, Ed Ketchabaw, Wayne Casier

REGRETS: Jim Maudsley, Vicki Luke,

STAFF: Art Lawson, Kimberly Earls

GUESTS:

ISSUE	ACTION	Assigned to:
1. Call to Order Chair's Comments	<p>J Lessif called meeting to order at 9:05 AM</p> <p>J Lessif thanks the SCOR EDC Board and remarks that he has enjoyed his time serving on the Board and is very encouraged by the direction the corporation is heading.</p> <p>J Lessif welcomes Ed Ketchabaw and Wayne Casier to the Board.</p> <p>J Lessif announces that Warden Don McKay will be the SCOR replacement for Oxford.</p>	
2. Declaration of Pecuniary Interests	None Declared	
3. Adoption of Agenda	<p>J Lessif calls for motion to adopt agenda as presented</p> <p><u>MOTION 2014-17</u></p> <p>Moved by D Doan and seconded by J Oliver:</p> <p>“RESOLVED THAT the agenda be adopted as submitted.”</p> <p>CARRIED</p>	
	<p>J Lessif calls for a motion to accept the appointment of Mr. Ed Ketchabaw as representative on the SCOR Board for the Municipality of Bayham and Mr. Wayne Casier as an alternate representative for the Municipality of Bayham.</p>	

SCOR BOARD OF DIRECTOR'S MEETING MINUTES

ISSUE	ACTION	Assigned to:
	<p><u>MOTION 2014-18</u></p> <p>Moved by R Chambers and seconded by C Hall:</p> <p>“RESOLVED THAT the appointment of Mr. Ed Ketchabaw as representative on the SCOR EDC Board of Directors for the Municipality of Bayham and Mr. Wayne Casier as an alternate representative for the Municipality of Bayham be approved.”</p> <p>CARRIED</p>	
<p>4. Approval of Previous Minutes</p>	<p>J Lessif calls for motion to approve the previous minutes as presented.</p> <p><u>MOTION 2014-19</u></p> <p>Moved by R Eddy and seconded by C Hall:</p> <p>“RESOLVED THAT minutes from February 27, 2014 Board meeting be approved as submitted.”</p> <p>CARRIED</p>	
<p>5. Financial Report</p>	<p>C Hall gives Treasurer's Report.</p> <p>J Lessif calls for a motion to receive Treasurer's report as submitted.</p> <p><u>MOTION 2014-20</u></p> <p>Moved by D Travale and seconded by R Eddy:</p> <p>“RESOLVED THAT the Treasurer's Report be approved as submitted.”</p> <p>CARRIED</p> <p>Christene Scrimgeour gives annual audit report as an independent auditor and indicates that it was a clean financial report.</p> <p>J Lessif calls for a motion to accept the auditor's report as presented.</p> <p><u>MOTION 2014-21</u></p> <p>Moved by J Oliver and seconded by D Travale:</p> <p>“RESOLVED THAT the Auditor's Report be approved as submitted.”</p> <p>CARRIED</p>	
<p>6.</p>	<p>A Lawson gives General Manager's Report.</p> <p>Discussion of short line rail issue meeting with Sondra Meiss ensues.</p> <p>MCI deferred visit to the region until after the release of the budget.</p> <p>Workforce Board collaborating with apprenticeship possibilities in the region.</p> <p>A Lawson spoke to program coordinators for GF2 in regards to further funding</p>	<p>A Lawson to contact Mr. Preston's office to speak about the rail issue</p>

SCOR BOARD OF DIRECTOR'S MEETING MINUTES

ISSUE	ACTION	Assigned to:
	<p>a copy.</p> <p>J Lessif comments that we will continue working with our CFDC partners, the relationship is important to both sides. The SCOR EDC Board would still like to have a voice regarding loans for the SPCDF program or at the very least regular reporting.</p> <p>J Lessif further comments that J Oliver is on NDBDC and J Lessif is on Oxford Board and Wes Hodgson is on Middlesex Board: we need to cultivate these relationships and reach out to those on the Elgin and Brant Boards.</p>	<p>share the application to date as we may be able to advocate</p>
<p>9. Correspondence</p>	<p>J Lessif calls for a motion to accept the correspondence as presented for information purposes.</p> <p><u>MOTION 2014-24</u></p> <p>Moved by and seconded by :</p> <p>“RESOLVED THAT the correspondence be accepted as presented.”</p> <p>CARRIED</p>	
<p>10. Old Business</p>	<p>C Hall mentions that it would be good if SCOR EDC could meet with Deb Stark again to update her on our projects.</p> <p>A Lawson to coordinate meetings with key people including: Diana Jedig, Gary Goodyear, Deb Stark, Eric Hoskins, Frank Rupcic, Joe Preston, Bonnie Winchester, Minister of Citizenship,</p>	<p>A Lawson to coordinate meetings with key people</p>
<p>11 New Business</p>	<p>J Oliver presents J Lessif with a certificate of appreciation on behalf of the SCOR EDC Board of Directors for his leadership and service to the region.</p> <p>J Oliver will be acting Chair in place of J Lessif until new election of executive members can occur</p>	
<p>12. Adjournment</p>	<p>J Lessif for motion to adjourn.</p> <p><u>MOTION 2014-25</u></p> <p>Moved by D Doan and seconded by Robert Chambers:</p> <p>“RESOLVED THAT the SCOR EDC April 24, 2014 Board meeting adjourn at 11:15 am.”</p> <p>CARRIED</p>	

Minutes approved by the Board of Directors



Chair

or

Secretary-Treasurer



SOUTH CENTRAL ONTARIO REGION ECONOMIC DEVELOPMENT CORPORATION

Meeting of the Board of Directors

DATE: May 29, 2014

LOCATION: 4 Elm Street, Tillsonburg

PRESENT: Chuck Hall, Robert Chambers, Ron Eddy, Wayne Casier, Jim Maudsley, Dennis Travale, Don Doan, Don McKay, Vicki Luck

REGRETS: Kimberly Earls, Jim Oliver

STAFF: Art Lawson, Bernia Wheaton

GUESTS: none

ISSUE	ACTION	Assigned to:
1. Call to Order Chair's Comments	C Hall calls the meeting to order at 9:00 am C Hall welcomes new member from Oxford County Warden Don McKay as the official replacement for John Lessif	
2. Declaration of Pecuniary Interests	None Declared	
3. Adoption of Agenda	C Hall calls for motion to adopt agenda as presented <u>MOTION 2014-26</u> Moved by J Maudsley and seconded by W Casier: "RESOLVED THAT the agenda be adopted as submitted." CARRIED	
4. Approval of Previous Minutes	C Hall calls for motion to approve the previous minutes as presented. <u>MOTION 2014-27</u> Moved by D Travale and seconded by R Chambers: "RESOLVED THAT minutes from April 24, 2014 Board meeting be approved as submitted." CARRIED	

SCOR BOARD OF DIRECTOR'S MEETING MINUTES

ISSUE	ACTION	Assigned to:
<p>5. Financial Report</p>	<p>C Hall gives Treasurer's Report.</p> <p>C Hall calls for a motion to receive Treasurer's report as submitted.</p> <p><u>MOTION 2014-29</u></p> <p>Moved by R Chambers and seconded by R Eddy:</p> <p>"RESOLVED THAT the Treasurer's Report be approved as submitted."</p> <p>CARRIED</p>	
<p>6.</p>	<p>A Lawson gives General Manager's Report.</p> <p>The GF2 application to support planning for the Food Hub project is in process with plans to submit under the August intake</p> <p>B Wheaton reported that the Food Hub project is on schedule and on budget with producers emerging to supply the hub by mid-July. Food safety certification is a significant barrier that SCOR will work to address through 2014 for producers not certified.</p> <p>George Morris Centre has requested SCOR's financial participation in a study to determine the demand for food processing with an ask of \$30,000</p> <p>Art has met the new GM of the Elgin CFDC</p> <p>Western CFDCs FedDev proposal that SCOR EDC has collaborated on from the start has morphed. The \$20 Million dollar "ask" may be divided into a loans package of \$15 Million and Capacity building portfolio of \$5 Million : these funds will likely be a 50/50 match if approved.</p> <p>RAG May 7th meeting. The group is more engaged and supportive. C Hall commented on his appreciation for the group and the collaboration between the counties as a valuable resource and support to SCOR EDC.</p> <p>CN Rail follow-up continues but there is nothing new to report Art has met with Claire Gartley at FedDev and he has indicated they are interested in finding ways to assist with financing of new investments.</p> <p>Ministers and Deputy Minister contact has been deferred until after the election</p> <p>C Hall calls for a motion to accept the General Managers report as received.</p> <p><u>MOTION 2014-30</u></p> <p>Moved by J Maudsley and seconded by D Doan:</p> <p>"RESOLVED THAT the General Managers report be accepted as submitted."</p> <p>CARRIED</p>	<p>A Lawson to send out the financial request to SCOR members for their budget consideration.</p>

SCOR BOARD OF DIRECTOR'S MEETING MINUTES

ISSUE	ACTION	Assigned to:
7. OMAF & RA Report	Vicki Luke reported that due to the pending election, there are no updates on existing programs.	
8. CFDC Report	Art reported on behalf of Cara Flynn that due to a delayed meeting schedule, they are running behind and a report is not available but Cara will be present at the next board meeting.	
9. Correspondence	<p>C Hall calls for a motion to accept the correspondence as presented for information purposes.</p> <p><u>MOTION 2014-31</u></p> <p>Moved by W Casier and seconded by R Chambers:</p> <p>“RESOLVED THAT the correspondence be accepted as presented.”</p> <p>CARRIED</p>	
10. Old Business	<p>J Maudsley inquired into the action taken to obtain an update from the Western Ontario Warden's Caucus. D Travale indicated that no one has kept him informed.</p> <p>C Hall commented that the GM should follow-up and revisit the topic to secure answers</p>	A Lawson to contact Chair Warden Case for an activity update

SCOR BOARD OF DIRECTOR'S MEETING MINUTES

ISSUE	ACTION	Assigned to:
<p>11. New Business</p>	<p>Election of Executive position of SCOR EDC Board Chair The resignation of J Lessif has triggered the need for a new Chair. A Lawson opened the floor to nominations.</p> <p>C Hall was nominated by J Maudsley and seconded by D Doan. C Hall agrees to let his name stand.</p> <p>J Oliver was nominated by R Eddy and seconded by D McKay.</p> <p>R Chambers calls for a motion to close nominations and seconded by R Eddy:</p> <p><u>MOTION 2014-32</u> "RESOLVED THAT the call for nominations for the position of SCOR EDC Board Chair be closed." CARRIED</p> <p>A Lawson distributed ballots to voting members to vote on the position of SCOR EDC Chair.</p> <p>By a vote of 6 – 2, C Hall has been voted in as SCOR EDC Chair</p> <p>The appointment of C Hall to the Chair position has triggered the need for a new Treasurer.</p> <p>R Chambers was nominated by J Maudsley and seconded by D Doan. R Chambers agrees to let his name stand.</p> <p>D Travale moved that nominates be closed. <u>MOTION 2014-33</u> "RESOLVED THAT the call for nominations for the position of SCOR EDC Board Treasurer be closed." CARRIED</p> <p>R Chambers is acclaimed to the position of Treasurer of the SCOR EDC Board</p> <p>J Maudsley made a motion to destroy the ballots.</p>	
<p>12. Adjournment</p>	<p>C Hall calls for motion to adjourn.</p> <p><u>MOTION 2014-33</u> Moved by W Casier and seconded by J Maudsley:</p> <p>"RESOLVED THAT the SCOR EDC May 29, 2014 Board meeting adjourn at 9:40 am." CARRIED</p>	

Minutes approved by the Board of Directors



Chair

or

Secretary-Treasurer

June 11, 2014

VIA COURIER

TO: *ALL Clerks of Municipalities*

Union Gas filed an application with the Ontario Energy Board ("the Board") on May 16, 2014 seeking approval of rates for a new interruptible natural gas liquefaction service. As proposed, the service will be provided at Union's Liquefied Natural Gas ("LNG") facility at Hagar, Ontario.

Enclosed is a copy of the application, as well as a copy of the Notice of Application in English and in French issued by the Board on June 6, 2014 under Docket No. EB-2014-0012.

Yours truly,



Karen Hockin
Manager, Regulatory Initiatives

Encl.

ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF UNION GAS LIMITED

**Union Gas Limited has applied for a new rate to provide interruptible natural gas liquefaction service for heavy duty vehicles
Learn more. Have your say.**

Union Gas Limited has applied to the Ontario Energy Board for approval of a new rate for an interruptible natural gas liquefaction service. This service will be provided at Union's Liquefied Natural Gas facility at Hagar, Ontario using liquefaction capacity that is surplus to Union's current requirements. The Hagar facility is located near Sudbury and serves as a natural gas storage facility for Union Gas' northern and eastern operations area. This application will not impact Union Gas' distribution rates within the incentive ratemaking term that ends in December 2018.

THE ONTARIO ENERGY BOARD WILL HOLD A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider Union Gas' request. We will question the company on its case for a new rate. We will also hear arguments from individuals and from groups that represent Union Gas customers. At the end of this hearing, the OEB will decide whether to accept or reject Union Gas' request for a new rate.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process. You can:

- review Union Gas Limited's application on the OEB's website now.
- file a letter with your comments, which will be considered during the hearing.
- become an active participant (called an intervenor). Apply by **June 27, 2014** or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- at the end of the process, review the OEB's decision and its reasons on our website.

LEARN MORE

Our file number for this case is EB-2014-0012. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case please go to the OEB website at: www.ontarioenergyboard.ca/notice and select this case (Union Gas Limited EB-2014-0012) from the list. You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. Union Gas has requested a written hearing. The OEB is considering this request. If you think an oral hearing is needed, you can write to the OEB to explain why.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and email address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

This rate hearing will be held under section 36 of the Ontario Energy Board Act, S.O. 1998 c.15 (Schedule B).



Ontario

Ontario Energy Board Commission de l'énergie de l'Ontario

ONTARIO ENERGY BOARD

IN THE MATTER OF the *Ontario Energy Board Act, 1998*, S.O. 1998, c.15 (Schedule B);

AND IN THE MATTER OF an Application by Union Gas Limited, pursuant to section 36(1) of the *Ontario Energy Board Act, 1998*, for an order or orders necessary to accommodate a new interruptible natural gas liquefaction service at its Hagar Liquefied Natural Gas facility.

APPLICATION

1. Union Gas Limited (“Union”) is a business corporation, incorporated under the laws of Ontario, with its head office in the Municipality of Chatham-Kent.
2. Union conducts an integrated natural gas utility business that combines the operations of selling, distributing, transmitting and storing gas within the meaning of the *Ontario Energy Board Act, 1998* (the “Act”).
3. Union hereby applies to the Ontario Energy Board (“Board”), pursuant to section 36(1) of the *Ontario Energy Board Act, 1998* (the “Act”) for an order or orders approving a new interruptible natural gas liquefaction service. The service will be provided at Union’s Liquefied Natural Gas (“LNG”) facility Hagar, Ontario using liquefaction capacity that is excess to utility requirements.
4. This service is in direct response to an increased interest in the use of natural gas, and LNG particularly, as an economical and environmentally preferable fuel for heavy duty vehicles.

5. The service will allow Union, with the new facilities that it will construct adjacent to Hagar, to dispense LNG to LNG wholesalers or customers primarily for vehicle transportation fuel. Union plans to offer this service beginning September 1, 2015.
6. The service will result in better utilization of Hagar. This better utilization will benefit Union's ratepayers over the Incentive Regulation Mechanism ("IRM") term (2014-2018) by contributing to regulated earnings subject to sharing. On rebasing, the revenue from these services will form part of regulated revenue for ratemaking.
7. Specifically, Union applies to the Board for:
 - (i) an order approving the proposed cost allocation methodology used to allocate 2013 Board-approved costs between liquefaction, storage and vapourization functions performed at Hagar;
 - (ii) an order approving the proposed cost allocation methodology that allocates 2013 Board-approved Union North distribution costs to the Rate L1 service;
 - (iii) an order approving a new Rate L1 rate schedule and a cost-based rate to accommodate an interruptible liquefaction service at Hagar;
 - (iv) an order approving a maximum interruptible liquefaction rate on short-term (i.e. one year or less) liquefaction service equal to approximately three times the cost-based interruptible liquefaction rate;
 - (v) an order approving modifications to the Union North Schedule "A" to accommodate Rate L1 gas supply charges expressed in dollars per gigajoules (\$/GJ);
 - (vi) for such interim order or orders approving interim rates or other charges and accounting orders as may from time to time appear appropriate or necessary; and
 - (vii) all necessary orders and directions concerning pre-hearing and hearing procedures for the determination of this application.
8. This application will be supported by written evidence. This evidence will be pre-filed and will be amended from time to time as required by the Board, or as circumstances may require.

9. The persons affected by this application are the customers resident or located in the Municipalities, Police Villages and First Nations served by Union, together with those to whom Union sells gas, or on whose behalf Union distributes, transmits or stores gas. It is impractical to set out in this application the names and addresses of such persons because they are too numerous.

10. The address of service for Union is:

Union Gas Limited
P.O. Box 2001
50 Keil Drive North
Chatham, ON N7M 5M1

Attention: Karen Hockin
Manager, Regulatory Initiatives

Telephone: (519) 436-5473
Fax: (519) 436-4641

- and -

Torys LLP
Suite 3000, TD South Tower
P.O. Box 270
Toronto-Dominion Centre
Toronto, ON M5K 1N2

Attention: Charles Keizer

Telephone: (416) 865-7512
Fax: (416) 865-7380
email: ckeizer@torys.com

DATED: May 16, 2014

UNION GAS LIMITED

[Original signed by]

Karen Hockin
Manager, Regulatory Initiatives



BY-LAWS

MUNICIPALITY OF MIDDLESEX CENTRE

BYLAW NUMBER 2014-056

**BEING A BY-LAW TO AMEND THE MIDDLESEX CENTRE
COMPREHENSIVE ZONING BY-LAW NUMBER 2005-005
WITH RESPECT TO PART OF BLOCK A, PLAN 981
(GEOGRAPHIC TOWNSHIP OF LOBO)
MUNICIPALITY OF MIDDLESEX CENTRE**

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;

NOW Therefore the Council of the Municipality of Middlesex Centre ENACTS as follows:

1. That Zoning Map Schedule "A", Key Map U-9 to the Middlesex Centre Comprehensive Zoning By-law 2005-005, is hereby amended by changing from the site-specific Residential First Density (UR1-3) zone to a site-specific Residential First Density (UR1-26) that land drawn in heavy solid lines and identified on Schedule "A", attached hereto and described as being Part of Block A, Plan 981 (geographic Township of Lobo) in the Municipality of Middlesex Centre.

2. That Section 7.3 "Exceptions" be amended by adding the following new subsection:

"7.3.26 (a) DEFINED AREA

UR1-26 as shown on Schedule "A", Key Map U-9, to this By-Law

(b) MINIMUM LOT FRONTAGE 17.346 m (57 ft)

(c) MINIMUM LOT AREA 860 m² (0.21 ac)

(d) MINIMUM FRONT YARD SETBACK 8.0 m (26 ft)

(e) MINIMUM SIDE YARD SETBACK

(i) interior lot 3.0 m (10 ft)

(ii) corner lot 8.0 m (26 ft) on the side abutting the road and 3.0 m (10 ft) on the other side"

3. 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.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED on this 17th day of June, 2014.

Al Edmondson
Mayor

Stephanie Troyer-Boyd
Clerk



MUNICIPALITY OF MIDDLESEX CENTRE

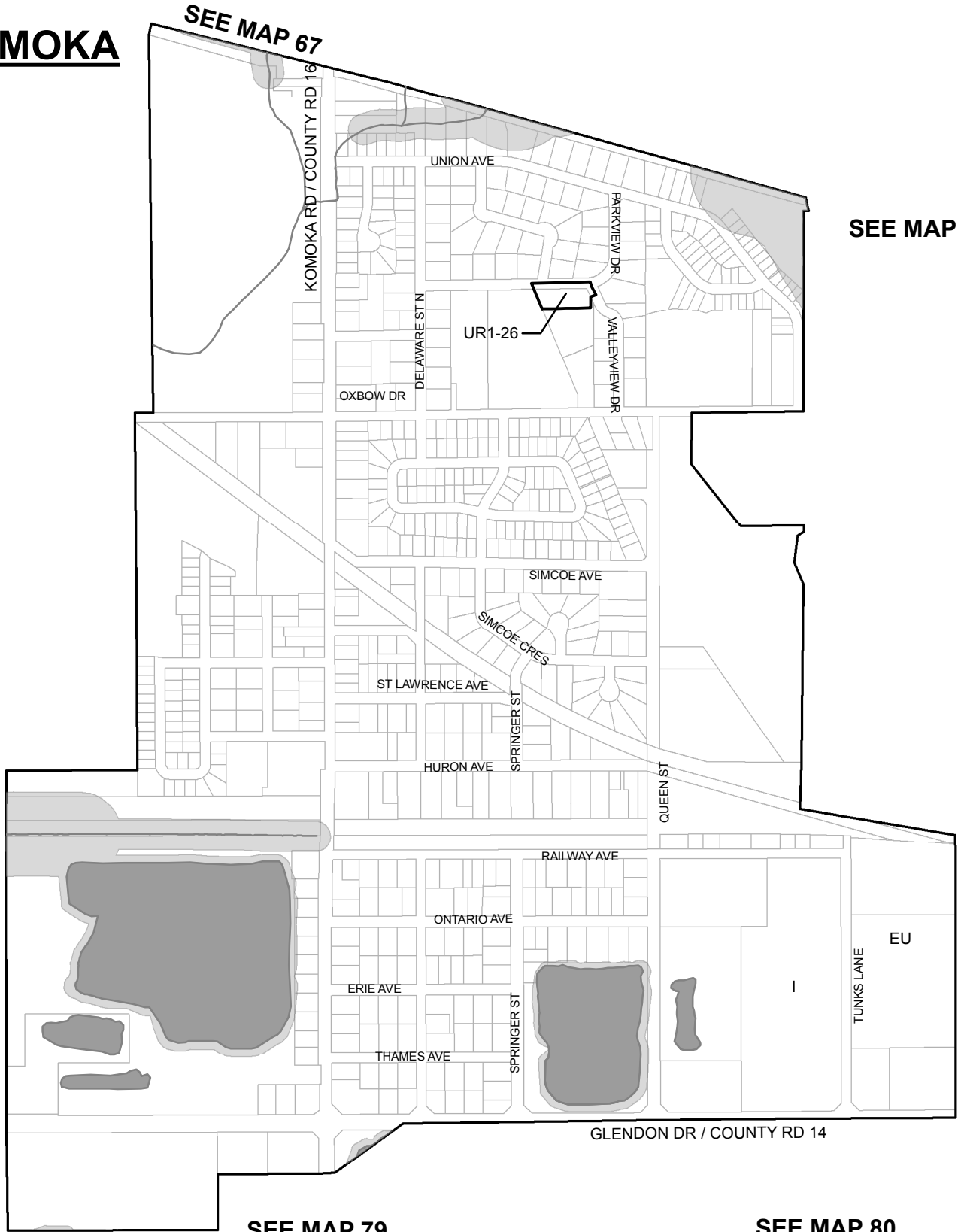
SCHEDULE "A"

KOMOKA

SEE MAP 67

SEE MAP 68

SEE MAP 67



SEE MAP U-8 KILWORTH

SEE MAP 79

SEE MAP 80

NOTE: Schedules should be read in conjunction with applicable provisions of the Zoning By-Law.

SCALE 1:11,000



MUNICIPALITY OF MIDDLESEX CENTRE

BY-LAW NUMBER 2014-059

**BEING A BY-LAW TO AMEND THE MIDDLESEX CENTRE
COMPREHENSIVE ZONING BY-LAW NUMBER 2005-005 WITH RESPECT TO
PART OF LOTS 5 AND 6, CONCESSION 8
(GEOGRAPHIC TOWNSHIP OF LOBO)
PART OF PARTS 1 THROUGH 10, INCLUSIVE, REFERENCE PLAN 33R-18785**

WHEREAS the Owner has applied to the Municipality of Middlesex Centre to remove an (h-4) holding symbol from the zoning of the subject land;

AND WHEREAS the prerequisite for the removal of the (h-4) holding symbol is that a development agreement is entered into between the Owner and the Municipality of Middlesex Centre and that it is registered against the title of the land to which it applies;

AND WHEREAS a development agreement between the Owner and the Municipality of Middlesex Centre was registered against the title of the subject land on June 6, 2014;

AND 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 Municipality of Middlesex Centre Official Plan;

NOW Therefore the Council of the Municipality of Middlesex Centre ENACTS as follows:

1. That Zoning Map Schedule A, Key Map U-12 to the Middlesex Centre Comprehensive Zoning By-law 2005-005 is hereby amended by removing the (h-4) holding symbol from the site-specific Hamlet Residential First Density (HR1-8) zone from that land drawn in heavy solid lines and identified on Schedule "A", attached hereto and described as Part of Lots 5 and 6, Concession 8 (geographic Township of Lobo), Part of Parts 1 through 10, inclusive, Reference Plan 33R-18785, 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 Sections 34 and 36 of the Planning Act, R.S.O 1990, c. P.13.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED on this 17th day of June, 2014.

Mayor
Al Edmondson

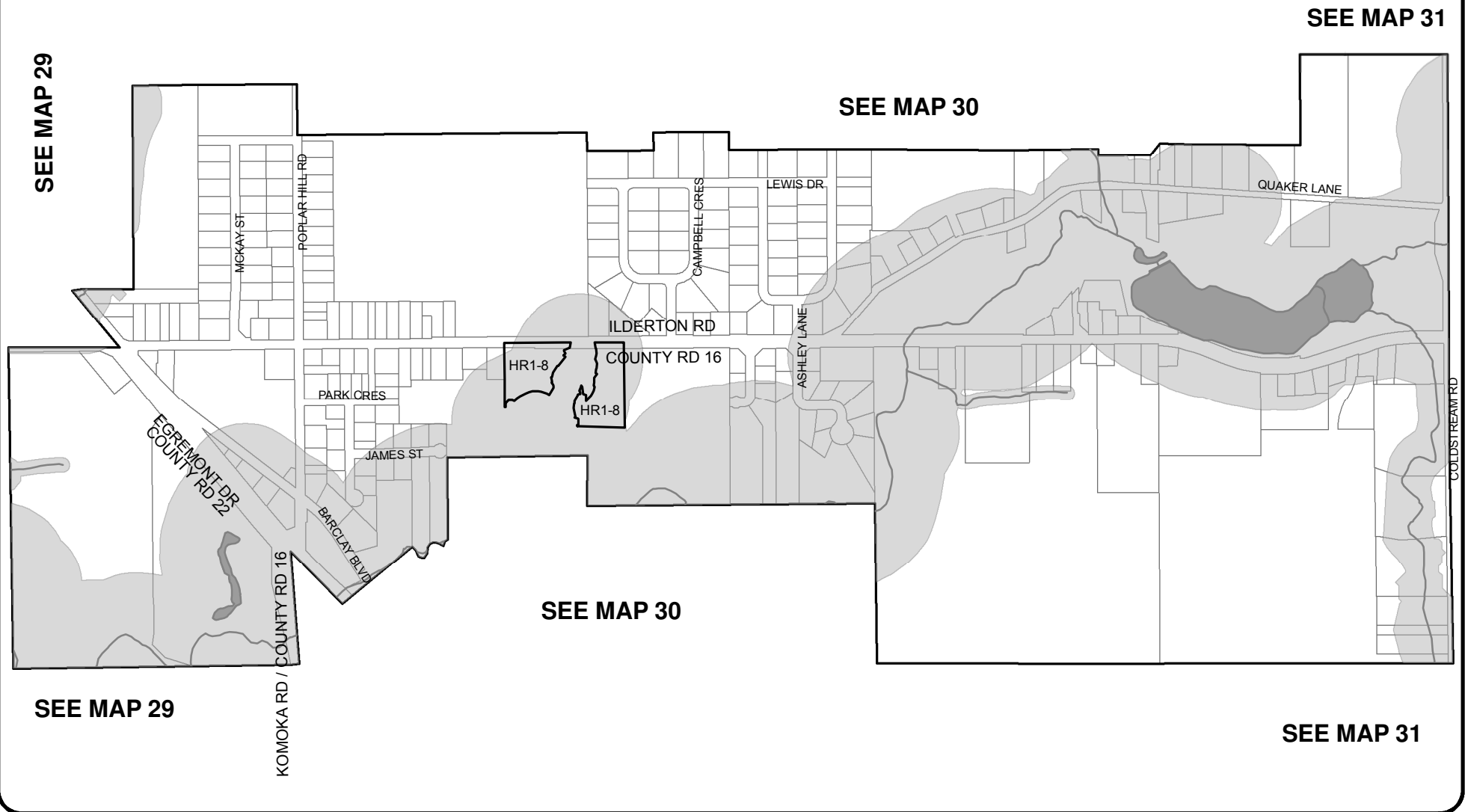
Clerk
Stephanie Troyer-Boyd



MUNICIPALITY OF MIDDLESEX CENTRE

SCHEDULE "A"

POPLAR HILL - COLDSTREAM



NOTE: Schedules should be read in conjunction with applicable provisions of the Zoning By-Law.

