

The Corporation of the City of Kawartha Lakes

Planning Advisory Committee Report

Report Number ENG2017-006

Date: July 5, 2017
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: City of Kawartha Lakes

Subject: Pre-Servicing of Subdivision Lands – Agreement Template Updates

Author/Title: Christina Sisson, Supervisor, Development Engineering

Recommendation(s):

RESOLVED THAT Report ENG2017-006, respecting Pre-Servicing Agreement Template Updates be received;

THAT the proposed template of the Pre-Servicing Agreement, substantially in the form attached as Appendix 'B' to Report ENG2017-006 be approved; and

THAT the Mayor and Clerk be authorized to execute any documents and agreements required by the approval of this application.

Department Head: _____

Financial / Legal / Other: _____

Chief Administrative Officer: _____

Background:

In June 2016, the City adopted the revisions and updates to the Corporate Policy for Pre-Servicing of Subdivision Lands. The purpose of the policy was to establish the requirements for pre-servicing of vacant lands prior to the execution of a subdivision agreement throughout the City of Kawartha Lakes. The pre-servicing occurs on the private property owned by the developer.

The key updates to be considered based on activities throughout the last year include:

- Clearing and grubbing
- Tree removal
- Model homes and pre-registration homes

Rationale:

Over the last year, several Owners have approached the City for pre-servicing agreements to provide them with an approved method for earth works, clearing and grubbing, tree removal, and for installation of underground servicing infrastructure.

In addition, proponents have requested permission for model homes or pre-registration homes (i.e. houses built prior to the registration of the M-plan and subdivision agreement).

Therefore, the City has worked through the pre-servicing agreement template to accommodate these additional requests. These pre-servicing agreements have permitted the municipality to better control the placement of model homes, the clearing of trees, placement of fill, etc. through the submission of construction management plans, security for the proposed works to a total of 50%, and the clear submission of engineering design drawings related to the pre-servicing being requested.

The City does not have a tree-cutting by-law. The City does have a fill by-law. Overall, entering into the pre-servicing agreements provides for the insurance and documentation to reduce the City's liability.

The Owners/Developers have been successful in reducing the overall security required at the time of subdivision agreement registration by providing the required supporting documentation as per City practice and agreement wording:

- Statutory declaration – in the City's format as attached – confirming all works being requested for security reduction have been paid for in full
- As built drawings and supporting information – revised design sheets, camera work, etc. – for all works being considered for reduction
- Engineering certification – certification that all works have been installed in accordance with the design

- Satisfactory City inspection – camera work for underground infrastructure, manhole inspection, base inspection

Typically the City reduces down to 50% for stormwater works and for base asphalt. Both are impacted through the building out of the subdivision, and additional works and supporting information is required prior to top course asphalt placement and assumption (i.e. storm sewer flushing, stormwater management facility clean out, operations and maintenance manual, data confirmation of all monitoring required by the Ministry Compliance Approval, etc.).

Pre-servicing agreements provide the Owners and Developers with the documentation to proceed with developing subdivision lands. The City is provided with the appropriate documentation, insurance, and securities to ensure compliance with the overall design.

Other Alternatives Considered:

Not applicable

Financial/Operational Impacts:

There is no change recommended with the proposed updates to the pre-servicing agreement template. The City has been successful with having all developers comply with the security requirements established with the updates to the policy last year.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

The City's Strategy Map outlines Council's Vision of a Vibrant and Growing Economy, an Exceptional Quality of Life, and a Healthy Environment. This application aligns with the Prosperity and Quality of Life priorities through the attraction of new residents to the City with growth and development of subdivisions. In addition, the subdivision designs must meet the City's strategic enabling principles of efficient infrastructure and asset management with responsible fiscal resource management.

Review of Accessibility Implications of Any Development or Policy:

Pre-servicing agreements have regard for the design of the subdivision and any accessibility design criteria.

Servicing Comments:

Pre-servicing agreements are considered once the engineering and servicing design is acceptable to the City, including servicing capacity review.

Consultations:

- Kawartha Conservation
- Planning

- Building
- Public Works

Attachments:

Appendix 'A' – Draft Pre-Servicing Agreement Template



Pre Servicing
Agreement Template

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Department File: