

The Corporation of the City of Kawartha Lakes

Planning Advisory Committee Report

Report Number ENG2019-017

Date: August 7th, 2019

Time: 1:00 p.m.

Place: Victoria Room

Ward Community Identifier: All

Title: Development Process and Subdivision Agreement Template Updates - Engineering and Corporate Assets

Author and Title: Christina Sisson, Supervisor, Development Engineering

Recommendations:

That Report ENG2019-017, **Development Process and Subdivision Agreement Template Updates – Engineering and Corporate Assets**, be received;

That Staff be directed to incorporate the proposed changes to the template of the subdivision agreement from an Engineering and Corporate Assets perspective; and

That Staff be directed to continue to monitor for any improvements to the language in the template of the subdivision agreement to ensure there are opportunities to refine the timelines and clarity of language with the development process.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

As a result of the development pressures coming for new development and the City's ongoing initiative to ensure the legacy projects are finalized to allow for residents to enjoy existence in assumed subdivisions, the Development Engineering division has reviewed the existing language of the template of the subdivision agreement to provide for some timeline descriptions and expectations to support timely development.

Rationale:

The Development Process has three key stages:

- Concept Proposed
- Approvals Sought
- Implementation

The attached flow chart demonstrates the more detailed outline of the development process, attached as Appendix 'A'. From an engineering perspective, the review of the infrastructure occurs at the time of the concept proposal, throughout the approvals process, and then is further reviewed and confirmed through the implementation. As a result, the engineering review and compliance with the subdivision agreement is routinely and regularly undertaken in an effort to provide project management support for the development.

Therefore, the following proposed changes reflect those areas of the agreement which can affect the approvals and the implementation of the development and are included in the attached draft subdivision agreement template, as Appendix 'B'.

- The projected length of time for completion of public services is to be provided by the Developer/Owner in coordination with the Engineer to ensure the timeline reflects the Owner's schedule. In addition, the timeline will reflect the nature of the engineering design and is anticipated to be a realistic representation in the agreement.
- The contract specific language of Substantial Completion has been introduced in conjunction with the agreement language of Acceptance to confirm the expectations and deliverables of this step in the development process.
- There have been two amendments to the security requirements. The first is to ensure that there are annual updates and confirmation that the security posted is still valid and current for the outstanding Public Services. In addition, by limiting the requests for reduction to the milestones of acceptance and substantial completion and at assumption, the expectation is that there will more emphasis put on reaching those

milestones. All security reductions are at the discretion of the City and do require engineering certification, as built and record information, and a statutory declaration. The intent is to keep the financial motive at the forefront of the development process.

- The Development Charge process has been outlined in the current template to align with the current practice and policies of the City. It is recognized that the provincial direction and the current task force review may necessitate revisions.
- In general, the agreement language has included references to sediment and erosion controls in conformance with the City's initiative to promote responsible construction practices and protection of our water quality.

Other Alternatives Considered:

Council could choose to continue with the status quo and the current template of the subdivision agreement. This would not represent current and continuous support for the growth and development forecasted for the City and the needs of our residents, existing and future. The City is committed to continuous process improvement.

Financial/Operation Impacts:

By ensuring the City receives annual reviews of the engineering securities, the City ensures there are sufficient securities to reflect the outstanding deficiencies. It is anticipated that this review will provide an impetus to support the progress of development.

Relationship of Recommendations to the 2016-2019 Strategic Plan:

All development is intended to support all three goals of the Council Adopted Strategic Plan – a Vibrant and Growing Economy, an Exceptional Quality of Life, and a Healthy Environment. Staying current and consistent with contract language and existing processes in the City provides for more consistent support of core objectives. Providing for more reasonable time frames for development and supportive project management will provide for more successful projects, more content customers, and less risk to the environment.

Review of Accessibility Implications of Any Development or Policy:

Accessibility is an integral component of the City's review of development. In addition, the justification of the current template has been readjusted to be more accessible.

Servicing Implications:

Realistic timeframes and appropriate contract language are being promoted to facilitate the development process and provide the municipality with more current approved servicing capacities (i.e. what is built, what is connected, what is approved, what is outstanding, etc.).

Consultations:

Informal consultations for process improvement have occurred with the CAO, Senior Management Team members, other staff, and the development community.

Attachments:

Appendix 'A' – Development Process



Development
Process Chart.pdf

Appendix 'B' – Draft Template of Subdivision Agreement



16T-xxxxx
Subdivision Agreement

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