



Planning Advisory Committee Report

Report Number: ENG2024-030
Meeting Date: November 27, 2024
Title: 2025 Subdivision Agreement Template Update
Description: Recommendations to the Template by Engineering and Corporate Assets
Type of Report: Regular Meeting
Author and Title: Christina Sisson, Manager, Development Engineering

Recommendation(s):

That Report ENG2024-030, **2025 Subdivision Agreement Template Update**, be received;

That the City's subdivision agreement and cost estimate schedule templates be updated and amended, as outlined in Appendix A and B, respectively, to Report ENG2024-030; and

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

Department Head: _____

Legal/Other: _____

Chief Administrative Officer: _____

Background:

Further to updates recommended to the City's subdivision agreement template through Reports ENG2022-001 and ENG2024-031, we are recommending additional revisions to reflect the latest development reviews, accessibility requirements, and corporate updates from an engineering perspective.

These amendments are recommended for the 2025 Subdivision Agreement Template to provide clarity and transparency in the implementation of the subdivision process. Through the registration process, there are additional reviews of each agreement, specific to each subdivision that occur through external legal resources.

The engineering review and compliance with the subdivision agreement is routinely and regularly undertaken in an effort to provide project management support and clarity for the development implementation.

Rationale:

As part of the development process for the City, the Development Engineering Division provide templates on the City's website for the implementation of the subdivision development process. Therefore, we recommend the proposed amendments to the engineering components of the subdivision agreement template for clarity. In addition, the clarity facilitates reducing the number of submissions and iterations of the draft subdivision agreements.

The development community requires support, especially with the demand for housing, and the municipality requires streamlining to find efficiencies with time and resources. Including the 'who', 'what', and 'when' into the agreement template will provide advanced notice to developers and their teams.

Through these amendments, savings in both time and in communication transactions will facilitate the successful development and implementation. Therefore, the following revisions are recommended in the attached draft subdivision agreement, as Appendix 'A':

- Conversion of italic font to bold font for accessibility
- Conversion of singular parties to plural for inclusivity
- Confirmation of the insertions and parties to insert for guiding the development community (Owner, Engineer, and so forth)
- Clarification of the Ministry responsible for archaeology
- Removal of the reference to the deferral of Development Charges (as per CAO2023-004 – rescinding the Development Charges Assistance Policy)

- Removal of the reference to a limit of 100 homes per subdivision within Lindsay
- Confirmation of financial security requirements
- Confirmation of compliance wording for the Excess Soil Guidelines
- Confirmation of compliance wording for the Tree Management and Streetscape Plan
- Confirmation with compliance wording for the Archaeological requirements
- Confirmations and clarifications for the warnings and notices clauses for inclusion in the Purchase of Sale Agreements
- Confirmation of the Ministry language - The City is in receipt of both the sanitary and storm and stormwater Consolidated Linear Infrastructure Environmental Compliance Approvals (CLI ECA) from the Ministry of Environment, Conservation and Parks (MECP). The requisite references and numbers have been confirmed in the draft template, as updated.
- Additional confirmation of the obligation of the Developer's Engineer to complete a Construction Management Plan and to provide monthly updates to said plan
- In general, clarification of the language of the agreement has included references to required communication, scheduling, and updates on financials (to provide for better assurance that the development process is successfully active, is being well supported by the municipality, and that the community is appropriately informed)

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, growth, and meeting housing targets.

Alignment to Strategic Priorities:

The following guiding principles of the City's 2024 to 2027 Strategic Plan are supported through the project management of the implementation of the subdivision development and the creation of municipal infrastructure. Specifically, the proposed language in the subdivision agreement template facilitates us being:

- Fiscally Responsible
- Open and Transparent
- Able to Partner and Collaborate
- Able to provide Service Excellence

Financial / Operation Impacts:

Updates to the Development Application Approval Process fee are being contemplated through report ENG2024-031 at this meeting. This fee is included in the cost estimate template attached as Appendix 'B' and reflects the requirements of the municipality for engineering technical review, including the MECP CLI ECA.

Servicing Comments:

The subdivision development process requires realistic timeframes and appropriate contract language to facilitate and provide the development community and the municipality with more current approved servicing capacities (i.e. what is built, what is connected, what is approved, what is outstanding, etc.).

Consultations:

Accessibility Process
City Solicitor
Corporate Services
Development Community

Attachments:

Appendix 'A' – 2025 Subdivision Agreement Template



2025 DRAFT
Subdivision-Agreeme

Appendix 'B' – 2025 Draft Schedule "D" Cost Estimate Template



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division-Schedule-D-C

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