



## Planning Advisory Committee Report

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**Report Number:** ENG2024-033  
**Meeting Date:** November 27, 2024  
**Title:** 2025 Update to Pre-Servicing of Subdivision Lands Policy No. CP2018-009  
**Description:** Pre-Servicing Policy and Agreement Template Update  
**Type of Report:** Regular Meeting  
**Author and Title:** Christina Sisson, Manager, Development Engineering

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### Recommendation(s):

**That** Report ENG2024-033, **2025 Pre-Servicing Agreement Template Update**, be received;

**That** the proposed updates to the current policy, substantially in the form attached as Appendix 'A', to Report ENG2024-033 be approved by Council and placed in the Policy Manual in the new City format;

**That** the proposed template of the Pre-Servicing Agreement, substantially in the form attached as Appendix 'B', to Report ENG2024-033 be approved by Council; and

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

**Department Head:** \_\_\_\_\_

**Legal/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

Further to the amendments to the Pre-Servicing Policy and Template Agreement last year, the City has additional items to be reflected in updates for clarity based on the experience of the last year. Specifically, the following updates are proposed:

- Accessibility and inclusivity (spacing, plural, etc.)
- Better communication and clarity
- Detailed design reference
- Correction to insurance amount (concurrence with subdivision agreement)
- Financial security requirements (concurrence with subdivision agreement)
- Correction to Ministry name (for archaeology)
- Communication preferences (removed facsimile reference)

## **Rationale:**

The Development Engineering Division annually reviews the templates and guidelines available on the City's website to provide current and clear documents to provide timely project management of development.

## **Other Alternatives Considered:**

Council could decide not to proceed with updates to the templates; however, this would not be in line with the project management and process efficiency mandated.

## **Alignment to Strategic Priorities:**

The annual updates to the pre-servicing policy and agreement template reflect the experiences through the previous year and support the City's 2024 to 2027 Strategic Plan, specifically supporting the Guiding Principles:

- To be Fiscally Responsible
- To be Open and Transparent
- To Partner and Collaborate
- To provide Service Excellence

## **Financial / Operation Impacts:**

The City benefits from timely development of subdivisions which is further facilitated with pre-servicing agreements. The infrastructure created facilitates the housing construction and commercial block development.

## **Servicing Comments:**

The Development Engineering Division supports the project management of the development of subdivisions which facilitates the status of servicing (what is designed, what is connected, what are the timelines, and so forth).

## **Consultations:**

Accessibility Process  
City Solicitor  
Development Community

## **Attachments:**

Appendix 'A' – Draft Policy with Tracked Changes



2025 Update to  
CP2018-009 Pre-Servi

Appendix 'B' – 2025 Pre-Servicing Agreement Template



2025  
Pre-Servicing-Agreem

**Department Head email:** [jrojas@kawarthalakes.ca](mailto:jrojas@kawarthalakes.ca)

**Department Head:** **Juan Rojas**