



Council Report

Report Number: ENG2025-028
Meeting Date: October 21, 2025
Title: Council Policy CP2018-009 Pre-Servicing Update
Description: CP2018-009 Pre-Servicing of Subdivision Lands Update
Author and Title: Kirk Timms, Manager of Development Engineering

Recommendation(s):

That Report ENG2025-028, **Council Policy CP2018-009 Pre-Servicing Update**, be received; and

That the Pre-Servicing of Subdivision Lands Policy, attached as Appendix A to Report ENG2025-028, be adopted and numbered for inclusion in the City's Policy Manual, replacing all predecessor versions.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

In 2003, the City adopted a Council Policy for Pre-Servicing of Subdivision Lands to establish the requirements for pre-servicing of vacant lands while providing a financial incentive to the owner of those lands.

Further to the amendments to the Pre-Servicing Policy last year through report ENG2024-033, the City has additional items to be reflected in updates for clarity and for greater incentives based on the experience of last year. Specifically, the following updates are proposed:

- Better communication and clarity
- Additional clarification on requirements and permitted works for pre-servicing
- Updated financial security requirements specifying predetermined percentages based on total cost of construction
- Included a deadline for the Owner to enter into a subsequent subdivision or development agreement following execution of the pre-servicing agreement

The amendments to the Pre-Servicing Policy if approved by Council are to be implemented for pre-servicing agreements that are not yet executed and do not apply to pre-servicing agreements that are currently in effect.

Rationale:

The Development Engineering Division annually reviews the templates and guidelines available on the City's website as well as applicable Council Policies to provide current and clear documents to support growth and development while understanding the current challenges within the development community.

Historically, greenfield subdivision developments were limited to a maximum of 100 lots per phase of development. As a result of the City specified limit of 100 lots per phase of development it was decided that security in the form of cash, letter of credit or certified cheque, in the amount of 50 percent of the total estimated cost of engineering design would be required to mitigate risk to the City to cover all expenses incurred to secure the site with any required fencing, vegetative cover or grading, if the Owner did not enter into a subsequent subdivision or development agreement.

Presently, the total number of lots and estimated cost of engineering design for each phase of greenfield subdivision development has increased substantially and the standard security amount of 50 percent of the total estimated cost of engineering design would exceed the expenses incurred to secure the site with any required fencing, vegetative cover or grading on the private lands, if the Owner did not enter

into a subsequent subdivision or development agreement for a majority of greenfield subdivision developments.

As a result of the larger scale greenfield subdivision development, it is suggested that the City modifies the standard security amount of 50 percent of the total estimated cost of engineering design to a tiered percentage based on total estimated cost of engineering design as outlined in Appendix 'A'. The tiered percentage will mitigate the risk to the City and provide sufficient security for the expenses incurred to secure the site with any required fencing, vegetative cover or grading on the private lands, if the Owner did not enter into a subsequent subdivision or development agreement.

Other Alternatives Considered:

Council could choose to continue with the status quo and the current policy, however this would not support growth and development with the current market and cash flow challenges.

Alignment to Strategic Priorities

This report for updating CP2018-009 Pre-Servicing of Subdivision Lands Council Policy aligns with the City's Strategic Priorities:

- An Exceptional Quality of Life by providing support for new development and various housing opportunities to align with the Municipal Housing Pledge
- A Vibrant and Growing Economy by encouraging sustainable growth and development
- Good Government by understanding the current challenges in development and recommending updates to mitigate those challenges

Financial/Operation Impacts:

This report has no immediate financial implications.

Consultations:

This report has no internal or external consultations.

Attachments:

Appendix A – Draft CP2018-009 Pre-Servicing of Subdivision Lands Policy



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Department Head: Juan Rojas, Director of Engineering and Corporate Assets