



Planning Advisory Committee Report

Report Number:	ENG2023-028
Meeting Date:	November 8, 2023
Title:	Pre-Servicing of Subdivision Lands Policy CP2018-009 Updates and Recommendations for 2024
Description:	Pre-Servicing Policy and Agreement Template Update
Type of Report:	Regular Meeting
Author and Title:	Christina Sisson, Manager, Development Engineering

Recommendation(s):

That Report ENG2023-028, **Pre-Servicing of Subdivision Lands Policy No. CP2018-009 Updates and Recommendations for 2024**, be received;

That the proposed updates to the current policy, substantially in the form attached as Appendix A, to Report ENG2023-028 be approved by Council and placed in the Policy Manual in the new City format; and

That the proposed template of the Pre-Servicing Agreement, substantially in the form attached as Appendix 'B' be approved by Council.

Department Head: _____

Legal/Other: _____

Chief Administrative Officer: _____

Background:

Further to the amendments to the Pre-Servicing Policy and Template Agreement earlier this year, the City has found an additional update for 2024. Specifically, the pre-servicing policy and agreement template must include a reference to the City's Municipal Drains.

Back in 2003, the City adopted a Corporate Policy for Pre-Servicing of Subdivision Lands to support the pre-servicing of vacant lands which have been granted draft plan approval within the City of Kawartha Lakes. The pre-servicing was requested prior to the execution of a subdivision agreement with the City. The pre-servicing occurs on the private property owned by the developer, primarily. The ultimate assumption by the City is expected for the future municipal services.

In order to protect the City's interests in the municipal drains, the drains themselves and the catchment areas for the drains, it is necessary to identify these through the pre-servicing agreements. Specifically, there is a need to confirm any expansion of drainage area/catchment area for municipal drains to provide for Section 65 updates to the Drain Report. In addition, the drains need to be protected from activity prior to approvals.

All of these activities must be in alignment with the any other excess soils legislation such as the Ministry of the Environment, Conservation and Parks Excess Soils.

To provide clarity and transparency in the implementation of the pre-servicing through the policy and the agreement, attached as Appendix 'A' and Appendix 'B' respectively, there are some amendments recommended through this report.

Rationale:

The pre-servicing process is part of the implementation of the subdivision development. Recent draft plan of subdivision approvals are located within the catchment areas of municipal drains. The proposed amendments in the pre-servicing policy and agreement template are recommended to ensure the municipal drains are captured in the development process.

The following proposed changes reflect those areas of the agreement which can affect the approvals and the timely implementation of the development and are included in the attached draft policy and pre-servicing agreement template, as Appendix 'A' and 'B':

- Adopted the pronouns, "they" and "their" for inclusion
- Included the definition for "municipal drain" from the Province of Ontario website and the City's website

- Referenced the Drainage Act and municipal drains for inclusion and accountability in new developments

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

Other Alternatives Considered:

Council could choose to continue with the status quo and the current template of the pre-servicing agreement and the current policy. This would not support the development process and would potentially contravene the Drainage Act.

Alignment to Strategic Priorities:

All development is intended to support the community and typically aligns with the City's Strategic Priorities:

- A Vibrant and Growing Economy – provide support for construction and new housing opportunities in a timely manner
- An Exceptional Quality of Life – provide support for assumed infrastructure in a timely manner, including accessibility and trail connectivity
- A Healthy Environment – provide support and oversight for sediment and erosion controls, water quality control, and drainage
- Good Government – provide clarity and transparency in registered agreements, consistent across the City, timely processing, and compliance with all regulations and legislation, including the Drainage Act

The municipality is encouraging the timely servicing of subdivision development lands in an effort to facilitate the opportunities for housing and further the timely assumption of municipal infrastructure and assets.

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. The municipal drain network requires protection in line with the Drainage Act for maintenance and financial support.

Servicing Comments:

Through the continuing process improvement with Master Planning – Growth Management Strategy, Municipal Comprehensive Review, Master Servicing Study, Transportation Master Plan, and so forth, the pre-servicing of draft plans of subdivision provides for more accurate and timely approved servicing capacities (i.e. what is built and what is connected). The municipal drains play a part in the drainage network of the City.

Consultations:

Engineering & Corporate Assets – Technical Services

Attachments:

Appendix 'A' – Draft Policy with Tracked Changes



Pre-servicing-of-Sub
division-Lands-Policy-

Appendix 'B' – Pre-Servicing Agreement Template (2024)



2024 Pre-Servicing
Agreement Template.

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Department File: