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| CKL logo | **Engineering & Corporate Assets Department****P.O. Box 9000, 322 Kent Street West****Lindsay, ON K9V 5R8****Tel: (705) 324-9411 Ext. 1154****Fax: (705) 324-2982****e-mail: rperdue@kawarthalakes.ca**website: [www.kawarthalakes.ca](http://www.kawarthalakes.ca) |

**Agenda - Subdivision Agreement & Engineering Design Meeting**

**\*Owner Project Manager/Engineer shall provide an Agenda prior to each meeting and record minutes and circulate following meeting.**

**\*\*Owner Project Manager/Engineer shall have all engineering design drawings & CKL specifications, draft Plans, etc. available & “share screen” for discussion, as required.**

**Development Name: Date:**

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| **Owner:** | **CKL Planning:** |
| **Engineer:** | **CKL Engineering:** |
| **Planning Consultant:** | **Conservation Authority:** |
| **Legal Contact for Agreement:** | **Other Agency (MTO, Utilities, etc.):** |
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1. Introductions
2. Status of Agreements and submission to the City
	1. Subdivision Agreement & Schedules
	2. Pre-Servicing Agreement
3. Schedule of Planning Advisory Committee (PAC) Reporting and Council Reporting
4. Status of other Planning Applications (i.e. Zoning, Deeming, Part Lot Control, etc.)
5. Status of Draft M-Plan, Draft R-Plans, Easements
6. Status of Clearing all Draft Plan Conditions
7. Status of Engineering Design Drawing Submission & Review
	1. Servicing
	2. Composite Utility Plan
	3. Landscape/Streetscaping
	4. 3 Hard copies, PDF and AutoCAD versions required for Agreement
8. Status of Environmental Compliance Approvals (ECA)
9. Status of Financials (as applicable)
	1. Schedule D Cost Estimate
	2. Securities
	3. DAAP Fee Payment
	4. Parkland Cash in Lieu Payment
	5. Development Charges
	6. NWT Municipal Act Capital Charge
	7. Property Taxes
	8. Treasurer’s Clearance of Draft Plan Conditions.
10. Legal Review & Registration Coordination of Subdivision Agreements
11. Other Business
12. Next Meeting