

**MUNICIPAL ENGINEERS ASSOCIATION
DEVELOPMENT ENGINEERING COMMITTEE
(MEA-DEC)
MEETING
Minutes**

Date: Thursday March 11, 2021

Time: 10:00 a.m.

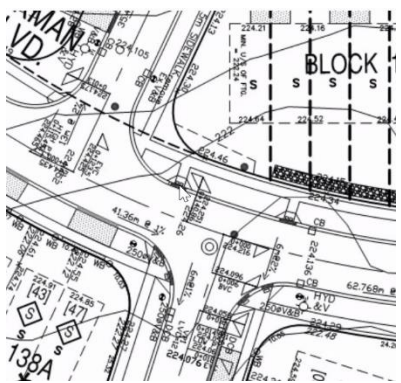
Location: Video Conference via Zoom

Attendees: (listed at bottom of Minutes)

Prepared by: Amanda Froese, Patti Kennedy, Mike Pincivero

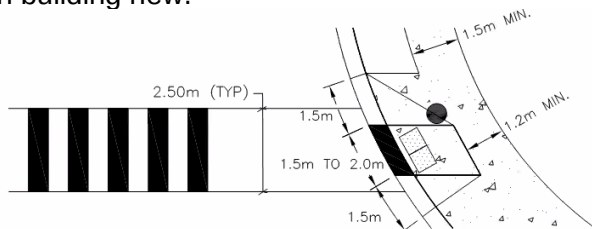
Item No.	Discussion Topics	
1	Opening Remarks: a) Welcome all! b) Zoom mtg format and function • Waiting room • Please mute when not speaking • Video up to individual, when speaking have it on of if you have a question • Questions: put in chat, or send reaction – “raise hand” • Lunch 12am-1pm c) Introductions • Skipping it due to size of group, and complications with facilitating this via videoconferences • Add municipality name after your name d) Municipalities with multiple DEC members: one response per municipality please (mtgs & emails) • Please have one point person responding e) Assistance with Minutes? (one volunteer per meeting please – just bullet notes)	Mike Pincivero Town of Wasaga Beach
2	Subdivision Bonds as construction securities (in lieu of Cash or LCs) • Webinar in November by Ontario Homebuilders Association and Intact insurance • Not like performance bond • Promotes growth, keeps cash in developer’s pocket. Hard to get financing at 200% upfront • WB’s Legal opinion – satisfied bringing to Council for inclusion in subdivision agreement • LC/Cash easier for municipality (?) – insurance company cannot argue, given # days to give money to municipality • Consider partial reduction of securities instead to accommodate cash flow/credit availability • Collingwood has been asked to accept these, but have not yet • Mike to share wording of bond with group • Default situation – can value be indexed? – Mike to ask Intact if the value has an upset limit, what if the cost of the works has increased by the time you need to draw on it. (compared to an LC that has a finite value) • Can help with new developers, those with not highest credit score, help with cost sharing situations? • LC is irrevocable, demand payment immediately, is Bond the same?	Mike Pincivero Town of Wasaga Beach

	• Toronto – LC 65% internal, 100% external • Does the bond expire? Mike believes not, it stays with the subdivision agreement (clause to ensure it remains) • Wasaga Beach will be the guinea pigs!	
3	a) What software programs others are using to track development applications? • Richmond Hill – DP to release of subdivision, then building permits and gis customized Energov (Vancouver too), US supplier – PRM (planning and regulatory management software) very expensive • Wasaga Beach – Cityview (forthcoming) – links building inspections, etc. to each property • Whitby – Cityworks and AMANDA –beast! Tracks DP to assumption • RMOW – customized GIS, siloed into engineering group, recommend integrated • York region – 3yrs old Yorktacks – developed in house, incredible, digital for submission reviews, not marketed yet. Won an award. Can reach out to Trevor for further information. b) Is there interest in standardizing engineering design manuals, or any of the maintenance/assumption processes • One said yes, • Wasaga just updated theirs • Different flavours, different focuses • Be challenging to go across the province; based on OPS standards • Question about taking to Council, why? Gives staff strength to stand behind standards and enforcing with developers. Can work against you when you want to deviate • Also may be on Road Authority Website • Province may be doing the same(?) • M. Pincivero discussed with MEA if all municipalities' standards could be shared through MEA site, but answer was no, as MEA are pushing OPS (provincial consistency) • Can circulate yours to group c) review fees and peer review fees • Will be answered as part of “b” when on website	Amanda Froese Town of Saugeen Shores
4	Clean Fill Requirements for Contaminated Lands • Does you municipality accept contaminated lands to be donated to them? Toronto has a policy and a program. • Standard has a requirement of 2m away from infrastructure, so the cap is intact, taking it other place is difficult, so now they are reconsidering taking these lands. Cap is going to become more common • Robert will forward Toronto information to group via Mike • Collingwood – cap and monitor, old shipyards material in a berm, risk assessment • Markham – 2017 has a policy, that can be shared via Mike	Robert Fazio City of Toronto
5	ADOA Tactile Plate Alignments and Unusual Situations	Peyman Samimian Town of Bradford West Gwillimbury



- How do you guide the visually impaired to the crossings?
- Could change the concrete pattern, removing the sharp “L” bends, canes can guide that way.
- Most visually impaired walkers will know the area.
- Don’t recommend putting other tactile plates in the sidewalk away from the crossing. Could you put directional guide lines scored into concrete like old

standard? Consider compliance with current standards when building new.



- York region shown above for aligning ramps and crossings at odd angles. Karen to Share
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Excess Fill O.Reg. 406/19 – what have municipalities done to date?

- Webinar by OACETT, moving earth onto and off sites.
- Planning process?
- Impacts both development and capital projects
- Registry to be created.
- Subdivision Agreements to reflect obligations of all parties?
- Who has started to implement?
- What have they done?
- MEA common approach?
- Obligation falls on “owner” to follow requirements of O.Reg
- Phased approach now pushed to Jan 2022
- Engineering Standards reference “Owner” back to O. Reg
- Brant County – site alteration by-law to reflect O. Reg; provide link.
- Keeping definitions similar to wording of O.Reg.
- Adjust capital tender docs. “in accordance with O.Reg...”
- Must be done prior to soil leaves a site.
- Webinars and seminars with lots of information on this item
- Registry not up and running yet.
- Vaughan – updated site alteration by-law to reflect; tracking of information; municipality’s involvement still not clear.
- The Province is leaving it for municipalities to sort out
- T of WB - now just documenting where soil is from and going to and referencing the regulation (written documentation and testing as required)
- As of Jan 2021, driver is to verbally identify where the soil has come from, but written documentation will be required in 2022

Erik Loorand
City of Richmond Hill

7

Which department coordinates and what’s the process when a developer changes lots/blocks on the m-plan from the approved draft plan of subdivision?

- Who takes carriage of change?
- Richmond Hill – DP signed off by Planner; OLS certificate “complies with the DP” left to Planners.

Augusto Nalli
City of Vaughan

	• MPlan complies with the DP – planning staff confirms. • BWG – review check list that engineering plans reflect the MPlan and notify the Planners if differ. • Kingston – planner responsible, but signoff without technical review is not acceptable. • AN-who decides what is “Minor”. • T of WB – re-zoning of a block, made the developer establish a new MPlan. • Toronto – hope that Planning is doing the necessary due diligence with other departments to confirm minor change. • Planning’s responsibility	
8	Prior to council approval, does your municipality charge additional fees for applications that have significant changes between the first submission to the second (or any submission thereafter)? If so, who determines whether a change is significant? • Has anyone experienced significant changes or deemed minor? • Fees in place to charge for these changes and how decide what is significant? • Markham – Fee By-law – beyond 3 submissions (4 to 5 typ) collect additional fees for additional submissions. Ability to collect on an hourly basis for minor changes. • BWG – review fee based on hourly fee. • T of WB – Engineering Review Fee Policy covers 3 submissions – collect additional fees for additional submissions in consultation with Planning Staff. MP to share Policy.	Augusto Nalli City of Vaughan
9	Which municipalities have a “Pre-approved Engineering Consultants” list? • Extra effort to deal with Consultants that are a “challenge” • Consultant list similar to Contractor list? How? Penalties? • Richmond Hill – development projects – no; capital projects –yes • Rating criteria would be helpful – quantitative, reasons. • Brant County – not for development projects • Vaughan – 1 fee for review • Whitby – have a clause within S.A. “consultant to Town’s satisfaction”, implement additional fees if more than 3 submissions to encourage consultants to do a good job. • Toronto – fees 5% for subdivisions; site plan 5% for external; 0 for internal. No pre-approval for consultants • T of WB – Q: do other municipalities stamp drawings “Accepted for Construction - <u>As noted</u>” to reduce number of submission? a few municipalities do.	Augusto Nalli City of Vaughan
10	What is the purpose of site plan securities within your Municipality? To encourage the work to be complete in a timely manner, or to ultimately provide money to finish the development (if necessary)? Does your municipality ever use the securities to fix deficiencies raised by homeowners such as drainage or grading? • Condo / private developments challenges. • Structures constructed by homeowner/developer doesn’t feel their responsibility to rectify – block drainage. • Brant – wrt homeowners – lot grading security amount per lot at building permit, no changes to take place until acceptance – through purchase and sales agreement. County will assist the builder with homeowner. • Lot grading security is taken on condo site plans as of 2021. • Vaughan – S.A. requirement for security from developer. Site Plan grading component as part of final security release. • Individual LG security for site plan/townhouses? Not many	Stuart West Town of Collingwood

	• Vaughan – SP grading is governed under Building Code – Building Department’s responsibility. Private lands. • Pickering – does require LG deposit for Common element condo • Toronto – take a security; need to be able to act on any complaint through Site Plan Agreement. • York Region – impacts ROW 70% of cost of works security. • Andrea Dale – road and external not often used, used security of a large development that the Developer went bankrupt site plan held SWM facility, need to ensure no impacts upstream. • Vaughan – no impact to adjacent properties, is the concern. • Toronto does not secure internal private works. • Oakville – not often but has used securities to re-instate a site. • WB has used security to reinstate a site.	
11	What do you typically secure – surface works & watermain, everything, or somewhere in-between? Do you incorporate a grading security in all cases? We find there is a big difference in grading scope between a 100 unit condo apartment building and a 100 unit residential condo with townhomes, so there is not a “one size fits all” approach. • Collingwood secures surface works, and watermain for a private development. • Tof WB – secures everything (above and below) 100% external, 25% internal. • Brant County – 50% internal up to \$250,000; 100% external • Vaughan - \$50,000/ha up to \$200,000 max/100 % external – never used it.	Stuart West Town of Collingwood
12	Round Table / Open Mic • Andrea thanked Mike for taking on roll of chair of committee • Tyler Lasko – Kingston – sub development in old quarry approx. 30 m height difference; 70-80 towns; 20m vertical shear rock face; in area of river. Looking for group input. • Erik L.- buffer? • Tyler – long term concern with rock face. • Developer stepping back rock face; physical feature that will require maintenance. • Robert suggests reaching out to Sudbury Staff or Hamilton? • Laurie – TOARC legacy pit restoration across the province may be able to help. • Augusto – engineering departments that implement S.A.’s, to allow post-postponements (title of lands). • Eric – Richmond Hill, 1st in line when the developer went bankrupt - town could cash LC to complete works balance to CRA. Legal matter. • Brandon – Newmarket does postponements on their site plans. He will send contact info to Augusto.	All attendees
13	Next Meeting – June 2021 (TBD) • Discussion with regard to day – Thursday • Start time? Stick with 10 am .	

AF Amanda Froese - Saugeen Shores (Me)

MP Mike Pincivero-WB (Host)

N Nm

A Alex Hilder - Halton Region

AW Alick Wong

AD Andrea Dale (Whitby)

AK Ari Khan

AN Augusto Nalli, City of Vaughan

A avoinescu

B Brandon Ewart - Whitby

BW Brian Worsley

CM Calvin Mollett (York Region)

C CatherwoodT

CG Cory Grant (Loyalist Township)

D dlyons

DC Duane Carson - York

EL Erik Loorand - Richmond Hill

 Frank Lombardi - York Region

IA Ismail Abushehada-London

IG Ivan Gonzalez - York Region

JP Jason P

JK Jerry Kulyk - Peel Region

JK John Kisneris - Halton Region

JV John Velick

JT Julie Tot

KS Karen Sutcliffe - York Region

KD Kevin Dolishny - Region of Waterloo

L Ifox

 Mansoor Ali

MA mary angelo

MM Matt Miedema, City of Thunder Bay

MD Matthew D'Hondt

M MUMTAZA

OJ Orest Jacyla

PK Patti Kennedy Town of Wasaga Beach

 Peter Louws (York Region)

PS Peyman Samimian BWG

RH Rafi Hamparian

RR Richard Renaud - Town of Oakville

SY Saad Yousaf (Vaughan)

S Sheldon

SC Smith Carl

TL Tyler Lasko

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RF robert fazio

 Rollie Orial

sar - City of Vaughan

est - Collingwood