

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

Date: Thursday May 16, 2024

Time: 9:00 a.m.

Location: Video Conference via Zoom

Item No.	Discussion Topics	
1	Opening Remarks: a) Welcome b) <u>Land Acknowledgement:</u> We begin our meeting by recognizing the First Nations, Metis, and Inuit peoples of Canada as traditional stewards and caretakers of the land. We acknowledge that the Town of Wasaga Beach is located within the boundaries of Treaty 18, the traditional lands of the Anishinaabeg, Haudenosaunee, Tionontati, Wendat, and is the home of many First Nations, Metis, and Inuit peoples as part of an intricate nationhood that reaches across Turtle Island. At this time of truth and reconciliation, we welcome the opportunity to work together towards new understandings and new relationships and ask for guidance in all we do. c) Meeting structure d) Introductions e) Review of previous minutes (too long to review – any comments / questions?)	Mike Pincivero Town of Wasaga Beach
2	Agreements for deferred land dedications through SPCAs (carryover from last meeting due to absence) Thunder Bay - Any clauses for land dedication or future land dedication? Long term plan to build future trail and developer wants to use it for the interim. Thunder Bay - City has vague wording in Site Plan Agreement to allow for future dedication. Wasaga Beach – Typically takes the land now, but, could allow the developer to use it. Thunder Bay – Allows licence of lease to use City Lands. Wasaga Beach – Has encroachment Agreement process. Whitby and Fort Erie – Agree to take lands now. City of Oshawa – Ask developer to design the site to ensure the future lands are free from structures, including stairs etc... Halton Region – On the drawing set, you identify the landscaping, site servicing etc... (i.e. the drawings show the future proposal for the land)? Halton Region – Recommends easement as interim solution.	Aaron Ward Thunder Bay

3	How is everyone handling the new CLI-ECA requirements? Oshawa recently received an approved CLI-ECA and are in the process of setting up internal processes to deal with the notification requirements among other items ○ Oshawa only deals with Storm systems, FDC systems and SWM ponds ○ Are you hiring a “compliance officer” position to handle these responsibilities? ○ Which internal groups are responsible for different CLI-ECA related “new” tasks ○ What fees are being charged? (carryover from last meeting due to absence) Oshawa - In the process of developing a fee for CLI-ECA, do you divide up a portion of the review to CLI-ECA? Do you have somebody specifically for this role? Wasaga Beach – Has a \$1,500 fee for their approval, over and above our Engineering Review Fees. The fee has been added to the Rates and Fees By-Law. Yes, they have a staff member specifically for CLI-ECA. Halton Region – No specific fee, fee is imbedded in the sliding-scale Engineering Review Fee. Forms that they use are Form 1, SS1 for wastewater, 100% internal review. Wasaga Beach – Engineering review fees are relatively low, sliding – scale is only 4-5% of construction cost for development Engineering Review Fee. City of Guelph – Charge \$2,000 Fee for sewer review (\$1,000 for storm and \$1,000 for sani), \$1,200 Fee for Form 1 approval. This is all on top of the 6% engineering review fee. Richmond Hill – Don’t have specific fees, but, have included as part of the DC study. In terms of hiring, they did hire 2 new staff members, but, share reviewing the storm models and CLI-ECA. Whitby – Implemented a fee for storm sewers and Stormwater management ponds consistent with previous MECP fees (which has been indexed / inflated with time). For storm sewers they charge \$1,538 and for storm ponds they charge \$3,075. Planning to hire SWM engineer to take over the review process. Caledon – Do have a staff member dedicated to CLI-ECA. Charge \$1,500 for storm sewers, SWM ponds. Take a deposit for storm monitoring, take \$125k – returned when done. Milton – Already had Transfer of review for Stormwater review. Received CLI-ECA about a year ago and tracked, fees range from \$2,800 to \$4,800. Also implemented a Stormwater by-law. Next couple of years, SWM team is setting up operations and maintenance items for transfer to the operations department. Holistic monitoring program (assesses impact of development in the watershed), individually they have local monitoring (monitoring of Stormwater management ponds). SWM by-law, allows the ability to issue permits to connect to the Stormwater system. MECP have not yet defined monitoring requirements. Fort Erie – Has not yet established any fees, and currently their included in the Engineering Review fees collected through the Planning Application. They have a QMS Compliance Manager/ Officer that manages the MOE Compliance	Chris Lato City of Oshawa
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	requirements, with records kept accordingly. Collingwood – Asked if anyone has had any luck with monitoring of the entire watershed (e.g. Conservation Authority services). WB – It appears that the CA will agree to do the monitoring for a fee. They are struggling to ensure they are compliant with the monitoring of the CLI requirement. Milton – Sent back substantial comments to the Ministry relating to the Town's responsibility for monitoring the watershed. Currently starting an MOU with the ministry and waiting on the province to establish the monitoring criteria before finalizing the details of the MOU. Town of Grimsby: Compliance Advisor takes care of water, CLI and road compliance. Currently do not have a dedicated fee for the CLI-ECA but are discussing this. Milton – CLI ECA – Storm Only • Development Engineering Department • Under Manager, Stormwater Process: • Implemented Stormwater Infrastructure By-Law. 095-2022 Stormwater Infrastructure Bylaw (milton.ca) • Fees: SchJ (pg63) (\$2859-4872) User Fee By-law 058-2023 (milton.ca) Implemented from a 5-yr timesheet time-tracking progress. • CLI-ECA - All stormwater infrastructure up to including regional ponds. • Technical Review (same process as previous ToR) • Reporting - coordinating and producing the MECP Reporting • Monitoring - through dev-eng processes Milton – Will submit a copy of their Local Monitoring Program (see attached document) Ajax - \$500 Toronto – Does not have CLI-ECA yet (still with transfer of review).	
4	Continuing Education a. Do you have recommendations as they relate specifically to Development Engineering? b. Where are people currently going for their continued education? c. Any recommendations around leadership courses? (carryover from last meeting due to absence) Milton – What type of courses are you looking for? Oshawa – Planning Act/ legislation, M-Plans, Reference Plans, basically the Planning Approvals and Development Engineering review processes. Anita Sparre (Milton) can provide the DEC Group with a synopsis for a potential course offering.	Chris Lato City of Oshawa
5	Landscaping warranty period? (on private lots, on Town owned blocks) Wasaga Beach – 2 years from date of LA certification of trees Fort Erie – 1-2 years	Mike Pincivero Town of Wasaga Beach

	BWG – Warranty period 2 years post assumption. For retaining walls it is 5 years post assumption. All trees are planted on boulevards, not on the private lots in the front yard. 20% securities retained for the warranty period. They have always done this without pushback from developers. Whitby – 1 year Milton – 2 years Waterloo – 2 years post start of maintenance/ landscape certification with reduced securities down to 15%. Have a street tree voucher program for homeowners too but trees from local nurseries (subdivision) for their private lots, these are checked through lot grading certification.	
6	At subdivision assumption, do you make developers replace dead sod on private lots that already certified. Milton – Dead sod has not been an issue. Mississauga – Developer may not be the builder, be sure to charge the appropriate persons responsible (i.e. builder or developer) for lot grading deposits. They may push to get boulevard sod replaced, but it depends on circumstances / location (i.e. if it is a long boulevard that no one regularly maintains, etc.). Markham – No longer take lot grading deposits for development lots, as the deposit provides an unnecessary burden on the municipality to repair issues on a private lot (which is a private matter). Oshawa – Does not collect lot grading deposits. BWG – Doesn't think they've made anyone replace sod on a lot after certification. Thunder Bay – would only make them repair if it was related to drainage or other deficiencies.	Mike Pincivero Town of Wasaga Beach
7	Storm drainage from Public Parks Over Private lands – is it being accommodated by the private internal storm system or is it allowed to drain directly to the public storm system or sheet drain to the public ROW? Collingwood – Who is actually responsible for maintenance of the park? Whitby – Town is responsible for the maintenance. Newmarket – Drainage should be captured and contained within the private site plan and then released to the ROW/ drainage system (no push back from developers).	Rollie Orial / Andrea Dale Town of Whitby
8	Non-voluntary road widening conveyances for infill developments not subject to any Planning Act applications Whitby – Not able to get road widening / dedications for developments of 10 lots or less. How are other municipalities handling these situations? Wasaga Beach – Not encountered this situation to date, however, if there are other planning applications, you would acquire the land through that planning	Rollie Orial / Andrea Dale Town of Whitby

	process (ex. ZBA). Thunder Bay – Without Planning Act authority, there appears to be no ability to acquire land. Newmarket – Currently have a situation where there are sewer and water upgrades required within the municipal right-of-way, but, no planning application is required. The property owner can go directly to building permit. What mechanism are other municipalities using in this scenario? Wasaga – Lean on the Road Occupation Permit (but that would not get a dedication for road widening). Whitby – Lean on the Infill by-law. Whitby indicated that they would share their recent Policy: https://pub-whitby.escrimemeetings.com/filestream.ashx?DocumentId=23673 Collingwood – Consider having an ZBA offset from centerline of road, rather than currently street line/ property line. More discussion with Planning Department required. Thunder Bay – Consider amendments to ZBA for	
9	Utility trench compaction Are other municipalities having issues with utilities completing ROW works and having compaction issues? Mississauga – In the instance of development our standards ROP required u-fill backfill, if they got for granular or native backfill they require geotechnical reporting compaction. All ROP's have a 24 month maintenance period. Wasaga – Similar requirements for cutting across a road, but, they are having issues along boulevards. Do you have anything similar for boulevards? Mississauga – Utilities have blanket securities, ROW staff are monitoring the works / roadways all the time and make repairs as required and draw from securities (notification is given to the utilities in advance of the work). Wasaga – Arrangements with utilities that they do not take deposits.	Dave Hatherley Town of Wasaga Beach
10	Do other municipalities make it a condition that all new severed (buildable) lots (whether for single family, or for ICI or multi-unit residential properties) be pre-serviced as part of the severance conditions? Thunder Bay – currently take a security (\$15K) and install services to severed lots at the owner's expense as a condition for severance to ensure they are serviced lots, but they are looking into moving away from this. BWG – Condition of severance is to create serviced lots, therefore, the lot must be serviced in order to finalize the severance. They take a security deposit and do the installation themselves at the owner's expense if it is not done on time by the owner. Thunder Bay – Always ensure lots are serviceable, but, seeing issues with unknown unit count for the property, and the installed service could be too small.	Aaron Ward Thunder Bay

	Typically see 50-70 severances per year. Their standard is 19mm dia. copper water services. Grimsby – No policy, but, position is that we don't service as part of the severance. Concerns with I&I and having a stubbed live water service. Newmarket – do not service the land as part of the severance application. Only ask the applicant to demonstrate that the lots they are creating are serviceable. The Town does not get into servicing the lot with our own resources. Niagara Falls – Condition for servicing plan as part of the process for review to confirm that the services do not cross each other or cross the new lot lines. Fort Erie – Exploding with development, very busy with infill development (specifically consent). Same policy and position as Grimsby. Require servicing and lot grading plan to better understand the drainage patterns and the future servicing arrangement(s). Wasaga – Requires lots to be serviced as part of consent (an approved contractor is to be coordinated by the owner). \$25k penalty for cutting up a new road. Municipality requires minimum 25mm water service. Grimsby – Minimum water service 25mm. Whitby – Before downloaded to the Town, Whitby would require a service connection to be installed to severed lots (where sewers exist and have capacity), Typically they paid the Region, and would go in and install all three services for the applicant.	
11	Have any other municipalities other than Vaughan has established a review procedure, technical and otherwise, for non-conventional stormwater management facilities on public lands (i.e., park lands and ROWs) See comments below:	Rollie Orial / Andrea Dale Town of Whitby
12	(Follow-up to above): if municipalities are collecting cash-in-lieu for future maintenance or replacement of the NCSWMF, what time horizon are they collecting it for? Vaughan – bringing the Policy to Council next month; can share with the group after that Vaughan believes that Markham is looking into this topic too. Vaughan - 50 Year time frame for offset fee. Richmond Hill – No formalized procedure, but they ask for same contribution for monitoring. They have tried to do same as Vaughan to take the difference in cost of traditional SWM facility maintenance vs. u/g, but have been challenged (very hard).	Rollie Orial / Andrea Dale Town of Whitby
13	Round table / other topics: Ajax – Recently completed an internal audit of the Certificates of Insurance for developments (where the Town is noted as additional insured). Do other municipalities have “tactics” they use when developers are no longer providing the insurance they are required to? It should be noted that some of the developments are decades old.	Stephen Ruddy Ajax

	Wasaga – Use securities to get the development fixed up and assumed rather than letting them become decades old. Richmond Hill – Send notices to the developers and if they don't response, then use securities. Vaughn – Use securities release to your advantage (i.e. do not reduce securities if they do not have renewed insurance, if the development hasn't already gone dormant). Grimsby – Recommend using securities to fix. Vaughn – May have to declare them in default and use whatever securities are left to complete the works. Collingwood – Have drawn securities once or twice in the past. Ajax - How do you hire a contractor to do the repairs, or do you do the work in-house? Wasaga – Use public tender process to secure the lowest bidder to complete the works. This will support your case if it is challenged afterwards. Vaughn – Have pre-approved materials list to pick a contractor (or tender for major works).	
	Next Meeting – Mid / late 2024 (TBD)	

Attendees:

1. Mike Pincivero - Town of Wasaga Beach
2. Jason Peters - Town of Wasaga Beach
3. David Hatherley - Town of Wasaga Beach
4. Scott MacKenzie - City of Markham
5. Taylor Boyle - Town of Grimsby
6. Thomas Watkins - Ajax
7. Tolga Aydin - City of Welland
8. Rollie Orial – Town of Whitby
9. Neil Miles – County of Brant
10. Micheal Stewart – City of Waterloo
11. Mary Angelo – City of Guelph
12. Marvin Ingebrigsten – Town of Grimsby
13. Julie Tot – County of Brant
14. Chris Lato - City of Oshawa
15. Annie Wok – Richmond Hill
16. Anita Sparre – Town of Milton
17. Alex Lee – City of Markham
18. Alex Donn – County of Brant
19. Aaron Ward – Thunder Bay
20. Jerry Kulyk – Region of Peel
21. John K – Halton Region
22. Stephen Ruddy – Ajax
23. Xenia Pasiecznik – Town of Grimsby
24. Grace Tessa – City of Toronto

25. Jeremy Wychreschuk – City of (???)
26. Alex V – County of Brant
27. Andrea Dale – Whitby
28. Carlos Reyes – City of Kitchener
29. Cynthia Tam – York Region
30. David Schulz – City of Port Colborne
31. Drew Haines – Town of Caledon
32. Gavin Watson – Bradford West Gwillimbury
33. Jessica Brownlee – City of Niagara Falls
34. John Stumm – County of Brant
35. Kofi Andoh – City of Waterloo
36. Kate Northcott – City of Richmond Hill
37. Manuela Kodra – City of Richmond Hill
38. Nasir M – York Region
39. Natalia Codoban – City of Richmond Hill
40. Sepideh Majdi – Newmarket
41. Stewart West – Collingwood
42. Tom Wheeler – Town of Bradford
43. Donna Waters – City of Mississauga
44. Doug Lyons – Brant
45. Frank Suppa - Vaughan