

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

Date: **Thursday August 28, 2025**

Time: **9:00 a.m.**

Location: **Video Conference via Zoom**

Item No.	Discussion Topics	
1	Opening Remarks: a) Welcome b) Land Acknowledgement: The Town of Wasaga Beach acknowledges it is located upon the traditional territory of the Anishnaabe people of the Three Fires Confederacy and the Wyandot Nation. We respect the spiritual interconnection among these nations to the land and to the water, and acknowledge that waterways were the lifeblood of the Indigenous people by trade and hunting routes. We are dedicated to inclusivity of First Nations, Inuit and Metis people in our future stewardship of the land. In the spirit of reconciliation, we welcome the opportunity of learning to be sustainable caretakers of the land and waterways for all future generations c) Meeting structure d) Introductions e) Review of previous minutes (any comments / questions?) <i>There were no questions regarding the previous minutes.</i>	Mike Pincivero Wasaga Beach
2	Development Review “course synopsis” status? <i>Anita (Milton) was not at the meeting.</i> <i>Cost / itinerary / topics</i> <i>MJP to follow up with Anita.</i>	Mike Pincivero Wasaga Beach -Anita Sparre Milton
3	Public and Council want to be consulted on Development projects (where they have no such right). What are others doing to combat what could be viewed as NIMBYism preventing the construction of housing (in the middle of a housing crisis)? <i>Brian (ToTBM) was not at the meeting during this discussion.</i> <i>MJP to confirm if questioners will be attending the meeting prior to the meeting going forward.</i> <i>ToWB – Lots of neighbours have concerns about developments and Town staff have to speak to these public comments.</i> <i>Nhat-Anh (Toronto) – DE not involved with the Public. Community Planning / Head Planner deal with the Public. Recent legislation (Bill 23 – More Homes Built Faster Act, 2022) does not require Public meetings.</i>	Brian Worsley Blue Mountains

	Mike P. (ToWB) – Some types of applications are exempt ie; (Draft Plan of Subdivision). Annie Kwok (Richmond Hill) -Certain Municipalities, based on their Bylaws may choose to hold Public meetings regarding draft plan of Subdivisions. Lukasz (Toronto) - Council is satisfied that the deputations during Council meetings satisfy the Public through that process & are taken over by the Community Planning department. Tyler Lasko (Prince Edward County) – Site Plans do not require Public meetings. Inquiries follow themes and are addressed through policy/bylaws. Kingston had a ‘Primer’ for the Public which addressed the most common questions – https://www.cityofkingston.ca/media/hzknqk5m/bylaw_goodneighbourguide.pdf Cory Grant (Loyalist Township) – questions are likely misunderstandings, people are stuck in their ideas – NYMBYISM is hard when the file timelines are tight c/w reports and all documentation. Mike P. (ToWB) – With a recent proposed golf course development, neighbours created a corporation so that they would have a say at the OLT. Ary Rezvanifar (Vaughn) – Same golf course issue - approved by Council, golf course is a development in & of itself. Mike P. (ToWB) – The development must maintain ex. drainage features and the existing ponds are part of it.	
4	Is anyone aware of any requirements in OPS (407 and/or 410) that infiltration or exfiltration testing for sewer I&I can't be done in frozen ground ? Tyler Lasko (Prince Edward County) – refers to not setting structures on frozen ground.	Brian Worsley Blue Mountains
5	Subdivision agreement - the City of London is updating our subdivision agreement. One clause we'd like to change is who installs all signs as part of subdivision. This would include all regulatory and non regulatory signs. We're wondering if other municipalities have developers install these signs and if there's anything in the Highway Traffic Act we'd need to consider with having developers install. Peter – Not at the meeting. Mike P. (ToWB) - signage/markings installed by developer, installing school signs, etc. Drew Haines (Caledon) - Developers to install.	Peter Kavcic London

	Andrea Dale (Whitby)-used to be Town staff, then delegated back to developers, bylaws for signs Joe-(Mississauga) - manufacturers to work with, info in the department manual/drawings-developer to install – any type of development Public/Private Tyler Lasko (Prince Edward County) - Developers to be responsible. ToWB-retro-reflectivity testing done by Municipality prior to Assumption Spencer Pierce (Grimsby) - Municipality installs, then charge back the developer for costs & labour – through the cost estimate – review costs annually. Brian-Minimum Maintenance Standards require retro reflectivity to be done annually. ToWB does not install signs – rely on the Developer for installation. Spencer (Grimsby) – includes it during the Annual testing	
6	How do Municipalities handle the post draft plan process? Detailed design submissions, etc. Chris was not at the meeting during the discussion. Tom (Bradford) - DPA / Conditions are fulfilled and then they are reviewed during Detailed design. Drew Haines (Caledon) – Development Engineering take over after DP accepted & circulate submissions. Ary (Vaughn) -2 paths –rely on Consultant for adherence to Standards – may have a separate Parks Agreement – confer with other departments. Andrea (Whitby) -DPA detailed designs directly to Engineering not Planning - joint involvement of the process with Parks. Spencer (Grimsby) -Planning handles through Planners for circulations – they review the SPA. ToWB - Planning handles all circulations. Mansour (Markham) – DPA - Development Engineering becomes the lead, obtains other comments from other departments and review all Municipal comments – Agreement after AFC drawings are completed. Tom Wheeler (Bradford) – External commenting agencies for sign offs are handled by the Consultant. Joe (Mississauga) – Planning handles DPA, Development Engineering takes lead for AFC reviews.	Chris Lato Oshawa

	Spencer Pierce (Grimsby) - external agencies are not always commenting in time and Developers are complaining about the timeframes.	
7	Do Municipalities add clauses in their Municipal Access Agreements (MAA's) that allow them to charge a daily fee when as-built drawings have not been submitted and have passed the required deadline? Lea (Windsor) – any Utility work requires 'As Builts' within 90 days, not closing out permits. Are there other Municipalities who may be charging fees for late submissions. Tyler- Is it included in a Municipal policy re: penalties? Lea- Does anyone do this? Brian – Question – Are permits required for ex. Roads? Lea- Only for Assumed roads. TWB – We have the same challenges - get MC for ex. Roads, let us know when work complete – doesn't happen – we have a Utility Coordination mtg Pre & Post construction season – Does Enbridge require a new type of request process for 'As Builts'? Bryan Bishop – CRTC & FCM have guidelines/legislation - Hamilton has court cases related to this topic – Is it legal to impose fees? Lea- Are penalties being applied by other Utility companies? Stuart West – Hold a security deposit for MC's until the restoration is complete & 'As Builts' received. Mansoor – Ops Dept deal with that, ie Permit issuance, penalties – It is a legal issue & difficult to implement & requires an incentive. Stuart West (Cwood) – GIS records only Municipal infrastructure. Is there a purpose of the 'As Builts' over getting locates? Lea- Need to track restorations and have a record of when it was done, to track deficiencies ie; settlement issues, and need to see if there were any changes from the Approved plans. Spencer Pierce – Need to have records for future design jobs & not rely on locates at time of the new project. Brian – ESA has power & was shut down under legislation. Lea- We charge fees & deposits and still don't close out permits – what can we do? Penalties & Incentives? Need to discuss with Legal team. Alex Lam – Permit period? Lea – 6 months – Enbridge doing a good job - requires lots of bothering. Alex – Increase deposits and charge fees.	Lea Marshall Windsor

	Lea-TY like that suggestion.	
8	Auto-Flushers Does your municipality request temporary auto-flushers be installed at dead end watermain locations? How do you account for the water loss from auto-flushers or manual flushing in new development? Do you meter the auto-flusher/track water usage and invoice the Developer or is the water included in municipal wide water loss volumes? Lori- Comprehensive water loss calcs, Developments that require flushing – are they being invoiced for usage, noticed that metered ones have large volumes & invoice the water, reserve charges, no bulk rates – full residential costs – fees can be over \$10k / 2 mos. TWB – We have auto flushers & metered – are charges for it – labour re: maintenance – Devs to use a 3rd party – MECP says that it is to be Muni staff. Brian (TBM)- How is the maintenance period done - 2 yrs? Bills after the 2 yrs – warranty based on buildout. TWB - Assumption 2 years following Occupancy or 1 yr after top course – 80% build out Staged Assumption of infrastructure based on build out. Bryan (Woolwich) -2 yrs – Phase warranty period 2 yrs after SWM pond warranty after 95% build out. Monitoring program. Spencer (Grimsby) – Collection fee per unit, review the AF schedule – Construction rates – some are AF's permanent & just lost water \$300/unit – at the Agreement stage – user fee bylaw. TWB – Review the frequency Bryan (Woolwich) – Are there any sewer charges re: I&I? Spencer (Grimsby) – No sewer flow monitoring for I&I – considering it & confirmation of flows. Bryan Bishop (Woolwich)– Sewer monitors for I&I - SPA - will bill them. Lea- Show of hands that your Municipality charges for flushing.	Lori Fox Woolwich
9	How other municipalities are addressing the “more homes built faster” initiatives passed down by the Province from a design review perspective. Tom (BWG) – Detailed design reviews – Are Municipalities feeling pressure on timelines? – anticipate faster review timelines. Ary (Vaughan) – No pressures – market conditions – accept developments with not perfect conditions – lacking new dev applications more Capital Dev lead projects. TWB – Developers have an incentive program re: permit #'s & deferral of DC's – not as much permits therefore less \$. Ary (Vaughan)– DC's not being collected re: certain types – Affordable housing – Vaughn slashed DC's.	Tom Wheeler Bradford West Gwillimbury

	Joe (Mississauga) – Interim basis incentive – deferral of DC's from Bldg permit to Occupancy. TWB – Not sure if that legislation is in force. Tom (BWG)– Major DC update & requirements follow the document & Consultant to sign off – DC terms of reference to Dev's. Joe (Mississauga) – What authority do you have for charging certain things – have policies/bylaws? Brian Wosley (TBM) – Phase 3 objects to Phase 4 – challenging as Department funded by DC's. Drew (Caledon)– Lots of Applications – roster of Peer review Consultants – will send if not enough capacity (3rd party reviews of certain reports) TWB - Challenges re: reviewing peer reviewed comments Drew (Caledon) – No concerns and some overview from Town staff.	
10	Development Standards for Rear Lanes Drew (Caledon) – More rear lanes proposed – 300m long laneways, double driveways – max length? Utilities? Tyler Lasko (PE County) – DP process – 8.5m wide 6m asphalt – shorter / straighter the better – Ops involved in review – will send to Drew. Drew (Caledon)– Ops having issues with snow storage. Tyler (PE County)–no Ops comfort – Public roadway – Emergency – FH's TWB – No Public lane always Private. Mansoor (York)– 90m max length – greater need for snow storage area – allows Lane to end at Public road – Ops like no lanes – Urban design requirements. Joe- (Mississauga) – 7m width – no standards – Private & connect to a Public Road. Irina (Pickering) – Issues - maintenance & waste collection – capacity re: flow depths of storm water	Drew Haines Caledon
11	Permission for grading onto adjacent private lands (development and/or capital projects) TWB – Dev – require sign off from neighbours – Capital – legislation? Without signoff Spencer (Grimsby) – Devs – signoff – Capital - Niagara region – signoff from everyone (Permission to Enter) Cory (Loyalist) – Capital – driveways - have forms – Devs – sought out Legal – answer – gradient easements	Mike Pincivero Wasaga Beach

	TWB – permanent easements on Title? Cory (Loyalist) – may not happen anytime soon – triggers for the release of the easements TWB – some issues with permanent Cory (Loyalist) – will find the wording and share Bryan (Woolwich) – Capital – no signoff – Federal Lands – needed signoff for grading onto those lands. Devs – getting easement or Drainage Act – TWB – legislation – Municipal Act requires a Bylaw	
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13	Round Table / Open Mic Nhat (Toronto) – Reports that have Disclaimers are extended only to their Client & not the Municipality – is there pushback for asking it to be deleted. Does the seal trump the disclaimer? TWB – ask PEO. Tom (BWG) – I am exploring the same topic. Joe - All technical reports must be stamped. Disclaimer any formal Planning application – we are relying on that info. Applicant provides that info & is Public and Muni is allowed to rely on the info provided. Nhat (Toronto) – Craft a question to the PEO – always a Disclaimer. Irina (Pickering)– All docs require stamp & date. Kobican (Georgina)– Intent from others using the reports – ok for the Muni to rely on that report. Tom (BWG) – Pushback on preliminary reports – are unstamped reports deemed complete. TWB – will still review until the Final AFC – ‘Not for Construction’. Drew (Caledon) - Devs designed a Muni road Devs, have copyright over the dwgs. Needed an agreement with the Consultant. Irina (Pickering) – Sealed doc – will not start review until they are stamped. Tyler (PE County) – Will review if the Consultant is part of the PEO & certified. Brian (TBM) – Consultant will submit w/o stamp.	All attendees

	Tyler (PE County) – SWM Wetland vs Wet pond – proposed wetland as treatment area MECP allows – in Barrie & Woodstock Tom (BWG) – is this for quantity or quality or both? Tyler (PE County) – both – bedrock challenges Tom (BWG) – only quantity – downstream quality pond at discharge location Tyler (PE County) – MECP guidelines Tom (BWG) – Fluctuations in seasonal runoffs TWB- wetland – maintenance – cattails – PSA there is a wetland Irina (Pickering) – 1 wetland facility – lots of algae – shallow water / temperature Tracy (Orillia) – level of Inspection & Oversight Stephanie (Cwood) – Cost of school crossing guards as the muni pays and wants to be on the school board. TWB – no crossing guards – not economically feasible, difficult to maintain, hard to discontinue. Spencer (Grimsby) – the Municipality paid for the crossing guard – spares were muni staff (Bylaw staff). Tyler (PE County) – Municipality pays related to road ops & Muni lands – Muni does it but Boards pay. Joe (Mississauga) – cash contributions – frontage charge Dev to another Dev – policy rescinded – still looking at keeping the Contribution through a Capital Project. TWB - Does anyone have a policy? Joe (Mississauga) – Have a pedestrian policy – New Public road – Dev driven – two Owners first one in pays – not a DC road – frontage charge. TWB- Best efforts clause to recoup costs from Future developments Joe (Mississauga) – Cash contribution for future signals. Spencer (Grimsby) – Implement a 1 foot reserve & a cost in the Agreement – Best efforts	
14	Next Meeting – early 2026 (TBD)	

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