



TOWN OF MINTO

MEETING DATE: June 18th, 2024
REPORT TO: Mayor and Council
SERVICE AREA: Building & Planning Department
SUBJECT: PLN 2024-023 - Site Servicing Agreement – 69 Allan Street West

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives Report No. PLN 2024-023 Site Servicing Agreement – 69 Allan Street West, prepared by the Director of Building and Planning Services, for information purposes;

AND FURTHER THAT the Council of the Town of Minto considers passing a By-law in regular session authorizing the Mayor and Clerk to sign the Site Servicing Agreement.

BACKGROUND:

Council may recall supporting a rezoning application, a Site Servicing Agreement and several consent applications on the subject property to facilitate the property being split into 5 separate parcels and the development of 2 semi-detached dwellings and a 3-unit street townhouse in addition to the existing single-family dwelling, resulting in 8 dwelling units in total.

The subject property is serviced with Municipal Water, however there is no Municipal Sanitary service within the Road Allowance in front of the parcel. The owner has entered into a Site Servicing Agreement with the Town for the servicing of the existing Single Family Detached Dwelling but is needing this Site Serving Agreement executed as well as the awarding of the Tender for the Sanitary Extension to clear the servicing conditions for the vacant parcels consent applications.

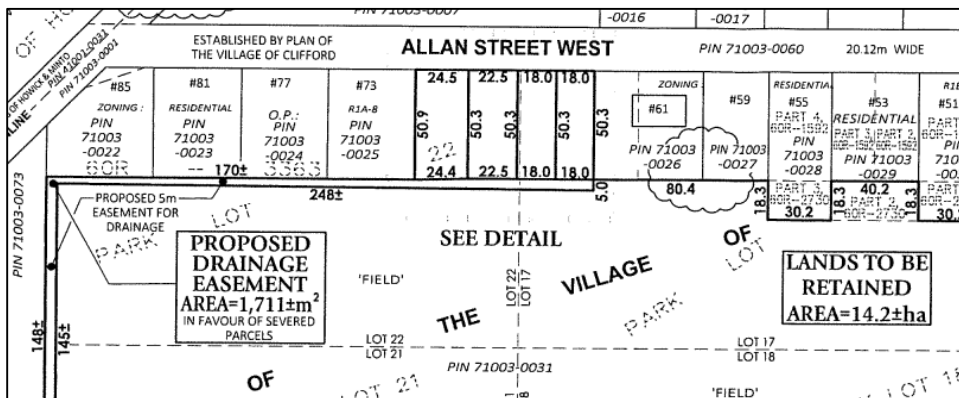
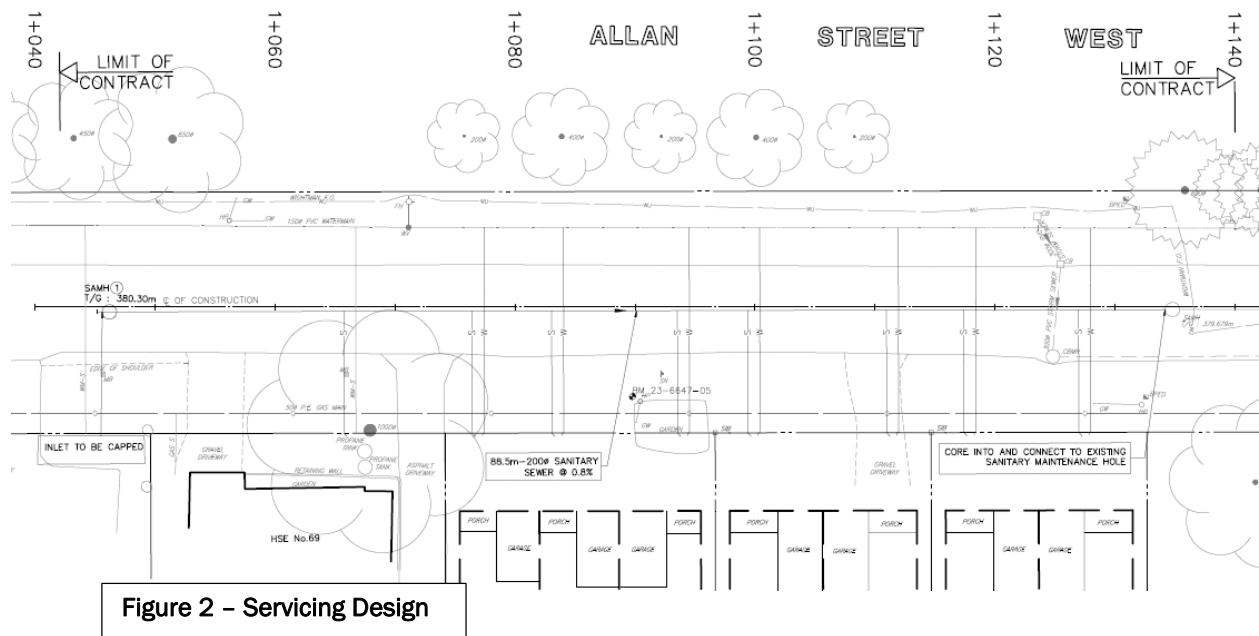


Figure 1 – Severance Sketch
 Source: Van Harten Surveying (2023)

The owner has entered into an Agreement with the Town to facilitate the design of the sanitary main extension within Allan St as well as for the servicing laterals required to service the units.

The owner has submitted a Site Servicing deposit in the amount of \$15,000 to ensure the existing Single-Family Dwelling is serviced by Municipal services when available as well as a design deposit in the amount of \$25,000 to cover the cost of the servicing design works.



Source: Triton Engineering (2024)

COMMENTS:

The Town's consulting engineering firm, Triton Engineering, has completed the design for the extension of the sanitary main across the frontage of the parcels and has tendered the project as per the Town's Procurement By-law (By-Law 2017-63). The results of the tender have been received and will be presented later in this meeting. Town staff, with its consulting engineer, have reviewed the tender submissions and are recommending to Council to accept the lowest tender submission. With engineering and contingency costs, the total amount will be \$242,717.00.

A Site Servicing Agreement has been drafted and circulated to all parties for review and comments. The attached Site Servicing Agreement includes provisions that:

- Requires the owner to submit cash to the Town of Minto in the amount of \$242,717.00 to cover the tendered amount of the project work required;

- Covers the provisions of the previous Site Servicing Agreement in addition to the Sanitary Main extension and laterals, and upon the execution of this Agreement, the previous Site Servicing Agreement will be discharged;
- Refunds the previous deposits to the owner; and,
- Contains provisions to refund additional monies held by the Town in the event that the project, including engineering and contingencies, is completed under budget.

The attached Agreement also contains provisions to ensure that the works are completed and that the Town's interests are protected. As with other development driven projects within the Town, the cost of the works to service these parcels are the sole cost of the Developer.

FINANCIAL CONSIDERATIONS:

There are no financial considerations/ impacts for the Town of Minto. The Site Servicing Agreement outlines that the Developer agrees to post cash to the Town of Minto in the amount of \$242,717.00 for the cost of the sanitary main extension and lateral installations.

STRATEGIC PLAN:

Goal 1: Manage Our Infrastructure Maintain, renew, and expand our municipally owned infrastructure to enhance healthy growth and our environment.

PREPARED BY: Terry Kuipers, Director of Building and Planning Services
RECOMMENDED BY: Gregg Furtney, Chief Administrative Officer