



The Corporation of the Town of LaSalle

Date:	November 14, 2017	Report No:	DS-66-2017
Directed To:	Mayor and Members of Council	Attachments:	
Department:	Development & Strategic Initiatives		
Prepared By:	L. Silani, M.PI, MCIP, RPP Director of Development & Strategic Initiatives P. Marra, P. Eng. Director of Public Works	Policy References:	Council Adopted Strategic Plan
Subject:	Improving the Development Agreement Administrative Process		

RECOMMENDATION:

That Council authorize Town Staff to implement the recommended revisions as set out in this Staff Report.

REPORT:

One of the recommendations arising out of the Town's Service Delivery Report, identified a need for Town Staff to undertake a review of existing procedures and protocols related to how development agreements are prepared and administered on an on-going basis.

Staff from both departments met, had considerable discussion with respect to what is working and what needs updating, and have concluded that internal changes need to be made, in order to:

- a) reduce overlap and duplication, and clearly establish areas of responsibility for agreement compliance;
- b) better align and coordinate the timing for the required installation of sidewalks, driveway approaches and other required services within the Town-owned boulevards, to coincide with the various stages of construction activity;
- c) deploy available Staff resources in a more efficient and effective manner;

- d) clearly establish the on-going responsibilities and obligations that apply to “developers” versus the on-going responsibilities and obligations that apply to “builders”;
- e) ensure that proper securities are being taken (both at the servicing stage of development, and also at the building stage) --- and that effective protocols are put in place for Staff in both Public Works and in the Building Division of DSI to efficiently administer their respective securities.

Following extensive internal discussions, and examining best practices from communities throughout our region, we have identified the following key actions that should be implemented:

- I. DSI Building Division Staff will be assigned the development agreement administrative responsibilities with respect to making sure that builders comply with all OBC related requirements, and all lot grading/ rear yard drainage obligations on private lands;
- II. Public Works Staff will be assigned the development agreement administrative responsibilities with respect to all servicing matters (including individual service connections provided to lot lines), and including all servicing/construction activity pertaining to driveway approaches, sidewalks, signage, street trees, etc. located on Town-owned boulevard areas that are situated within the publicly owned road allowance;
- III. The existing \$750 security that is collected at the building permit stage will be eliminated and will be replaced with two (2) new separate securities --- the first being, a \$1,500 building security to be administered by the Town’s Chief Building Official, that is refundable once the CBO is satisfied that a “final inspection” has been passed for the subject building permit, and the required lot grading/rear yard drainage obligations have been passed ---- and the second being, a \$2,500 public works security to be administered by the Town’s Manager of Engineering Services, that is refundable (save an expect for a \$200 administrative fee to be retained by Public Works to off-set additional inspections to be carried out by Public Works Staff) once the builder has completed all construction activity on the affected lot, and Public Works Staff confirm that the required driveway approach, sidewalk, street trees, etc. have been installed properly and no damage has taken place to adjacent curbs and gutters;
- IV. Development Agreements will be revised to clearly articulate these revised building securities, and how they are being used to achieve voluntary compliance with respect to important development agreement obligations;
- V. Development Agreements will also be revised to make greater use of an expanded and updated “Development Standards Manual” --- so that it is easier to read and understand by homebuyers, builders and developers. It should be noted that Public Works Engineering Staff are currently working on this manual, and as soon as it becomes available, the necessary changes will be made to the Town’s Standard Development Agreement Template. This latter change should also allow for quicker turnaround times as it relates to agreement preparation, and will produce agreements that are more standardized, streamlined, and easier for homebuyers to read and understand, with an enhanced use of schedules.

If Council concurs with these administrative changes, Town Staff will begin implementing same on March 1, 2018. This will also sufficient time to give notice to our land development and home building community.

During the next 24 months, Town Staff will monitor and evaluate the effectiveness of these recommended administrative revisions, and we bring back a subsequent report to Council at that time.

We are available to answer any questions you may have with respect to the contents of this Staff Report.

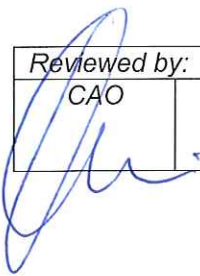
Respectfully,



L. Silani, M.Pl., MCIP, RPP
Director of Development &
Strategic Initiatives



P. Marra, P. Eng.
Director of Public Works

Reviewed by:						
	CAO	Finance	Council Services	Public Works	Development & Strategic Initiatives	Culture & Recreation
						Fire