



Staff Report

Planning & Building Services – Development Engineering

Report To: COW - Operations, Planning and Building Services
Meeting Date: October 28, 2025
Report Number: PBS.25.070
Title: Assumption Report – Clarksbury Phase 2
Prepared by: Evan Hancock, Engineering Reviewer

A. Recommendations

THAT Council receive Staff Report PBS.25.070, entitled Assumption Report – Clarksbury Phase 2;

AND THAT Council enact a By-law to approve full acceptance and assumption of the public works constructed and installed within Registered Plan of Subdivision 16M-87; Including Blocks 61.

AND THAT Council enact a By-law to assume the streets of Registered Plan 16M-87 for public use, namely Goldie Court.

B. Overview

The Development Agreement between the Bayside Development Group Inc. and the Town for Clarksbury Phase 2 dated March 11, 2022, provided for assumption of the subdivision, upon satisfaction of the terms.

C. Background

Phase 2 of Clarksbury was proposed to extend Goldie Court South (Clarksbury Phase 1), to the end of the cul-de-sac and provide 17 single family detached residential units. The proposed sanitary and storm sewer systems, roadways, and cul-de-sac within the site are intended to be public infrastructure. The water distribution system is also proposed to be public. The applicant did receive draft approval on June 14, 2018.

D. Analysis

Per section 3.10 of the March 11, 2022, Subdivision Agreement for Clarksbury Phase 2, after issuing a Certificate of Final Acceptance for the public works in the subdivision, a written report shall be submitted to Town Council to confirm:

- The Public Works have been installed in accordance with the requirements in the Subdivision Agreement; and
- that all accounts in connection therewith have been paid; and
- that all financial requirements have been met or will be met on the passing of an Assumption By-Law; and
- that Public Works are in the required condition to be assumed.

Once fulfilled, the Town is to pass an Assumption By-Law for the Public Works to transfer ownership and responsibility of maintenance and operation from the developer to the Town.

Development Engineering confirms:

- The Certificate of Final Acceptance was issued September 22, 2025, in consultation with Operations (Water, Wastewater, Roads and Drainage), Finance, Community Services (Trails) and Building Services;
- the Town has received all approvals and documentation required for the Town to take over responsibility and operation of this infrastructure.
- all requirements of section 3.10 of the Subdivision Agreement (listed above) are satisfied;
- all works have been acceptably completed as set out on the attached Assumption Acceptance checklist (Attachment 2); and
- 100% of homes have been issued full occupancy.

It is appropriate that the Town assumes the following Public Works, in the following approximate quantities:

- 135.2 meters (m) of watermain and appurtenances, including two (2) hydrants
- 112.1 m of sanitary sewer, including three (3) maintenance holes
- 103.6 m of storm sewer, including six (6) maintenance hole/catch basin/ditch inlet structures
- 102.56 m of urban road, including curb
- 117.64 m of sidewalk and 4 decorative-style streetlights
- 47.31 of trail

The Public Works are located within the Town-owned road right-of-way, blocks as described below and illustrated in Attachment 1.

A draft By-Law has been prepared to initiate the following and is provided as Attachment 4.

1. All the Public Works constructed and installed in accordance with the subdivision agreement for Registered Plan 16M-87; are hereby accepted and assumed.

2. Tekiah Road and Goldie Court, as shown on Registered Plan 16M-87, are hereby assumed for public use.
3. That the Town Assumes dedicated Block 18 within Registered Plan 16M-87.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

No adverse impacts are anticipated as a result of this report.

G. Financial Impacts

Upon assumption, The Town will become responsible for all operation, maintenance and ultimate replacement costs associated with public works within Registered Plan 16M-87. Future Town budgets will make allowance for these costs.

H. In Consultation With

Development Engineering has consulted with the following department heads or their staff regarding the assumption of this subdivision.

Alan Pacheco, Director of Operations

Ryan Gibbons, Director of Community Services

Tim Murawsky, Director of Planning and Development Services

Monica Quinlan, Director of Corporate and Financial Services / Treasurer

Lauren Potter, PDS Communications Coordinator

I. Public Engagement

The development was Draft Plan Approved on June 14, 2018 and underwent public consultation and engagement through the draft plan approval process.

In accordance with the Subdivision Agreement, the assumption of the Public Works within this subdivision is not subject to any further public process, save and except this report to Council and enactment of the Assumption By-Law (Attachment 4). However, in advance of this Staff Report being brought to the Committee of the Whole, Development Engineering has provided a Notice of Assumption to residents within the developments being assumed. This Notice of Assumption and FAQ document is included as Attachment 3 and was posted on the website on October 1, 2025.

Following the enactment of the Assumption By-Law, Town Staff will post the Notice of Assumption on the project page.

Any comments regarding this report should be submitted to Development Engineering at developmentengineering@thebluemountains.ca.

Attached

1. Attachment 1 – Location Figure
2. Attachment 2 – Assumption Acceptance Checklist
3. Attachment 3 – Notification of Assumption & FAQ
4. Attachment 4 – Draft By-law

Respectfully submitted,

Evan Hancock
Development Engineering Reviewer

Brian Worsley
Manager of Development Engineering

For more information, please contact:
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Report Approval Details

Document Title:	PBS.25.070 Assumption Report - Clarksbury Phase 2.docx
Attachments:	- Attachment 1 - Location Figure.pdf - Attachment 2 - Assumption Acceptance Checklist.pdf - Attachment 3 Notification of Assumption and FAQ.pdf - Attachment 4 - Draft Bylaw Clarksbury Phase 2.pdf
Final Approval Date:	Oct 16, 2025

This report and all of its attachments were approved and signed as outlined below:

Brian Worsley - Oct 6, 2025 - 1:53 PM

No Signature found

Tim Murawsky - Oct 6, 2025 - 2:27 PM

Adam Smith - Oct 16, 2025 - 9:12 AM