



# Staff Report

---

## Planning & Building Services – Development Engineering

**Report To:** COW - Operations, Planning and Building Services  
**Meeting Date:** October 28, 2025  
**Report Number:** PBS.25.069  
**Title:** Assumption Report – Clarksbury Phase 1  
**Prepared by:** Evan Hancock, Development Engineering Reviewer

---

### A. Recommendations

---

THAT Council receive Staff Report PBS.25.069, entitled Assumption Report – Clarksbury Phase 1;

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-74; Including Blocks 37, 38, 39, 42 and 43

AND THAT Council enact a By-law to assume the streets of Registered Plan 16M-74 for public use, namely Tekiah Rd. and Goldie Court.

### B. Overview

---

The Subdivision agreement of July 21, 2020 between Clarksbury Lands Corporation and the Town, provided for assumption of the subdivision, upon satisfaction of the terms of the Development Agreement.

### C. Background

---

The development is referred to as the Clarksbury Development – formerly Georgian Glen. A previous draft plan of subdivision (Georgian Glen) was draft approved in 2005 for the subject lands however draft approval has expired. The new draft plan was approved June 14, 2018. The proposed development includes the existing Street 'A' identified on the proposed plan and the completion of Street 'B' which was partially constructed in 2008.

### D. Analysis

---

Per section 3.13 of the July 21, 2020, Subdivision Agreement for Clarksbury Phase 1, 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 30, 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 3.13 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:

- 715.64 meters (m) of watermain and appurtenances, including seven (7) hydrants
- 724.36 m of sanitary sewer, twenty (20) maintenance holes
- 687.11 m of storm sewer, including Thirty Two (32) maintenance hole/catch basin/ditch inlet structures
- One (1) Headwall
- 647.84 m of urban road, including curb
- 644.73 m of sidewalk and 19 decorative-style streetlights
- 94.58 m of Channel Maintenance Access Road
- 2 new stop signs at the Woodland Park and Goldie Court Intersection

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-74; are hereby accepted and assumed.
2. Tekiah Road and Goldie Court, as shown on Registered Plan 16M-74, are hereby assumed for public use.
3. That the Town Assumes dedicated Block 37 within Registered Plan 16M-74.

## **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 operations, maintenance and ultimate replacement costs associated with public works within Registered Plan 824.

Subject to Council authorization and enactment of the requisite by-law, all other securities for this subdivision will be returned, except the securities of \$33,531.88. for the road guarantee period.

## **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, Acting Director of Planning and Development Services

Monica Quinlan, Director of Corporate and Financial Services / Treasurer

Lauren Potter, PBS 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](mailto: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:

Brian Worsley, Manager Development Engineering  
[developmentengineering@thebluemountains.ca](mailto:developmentengineering@thebluemountains.ca)  
519-599-3131 extension 220

### Report Approval Details

Document Title:	PBS.25.069 Assumption Report - Clarksbury Phase 1.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 1.pdf
Final Approval Date:	Oct 16, 2025

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

**Brian Worsley - Oct 7, 2025 - 3:19 PM**

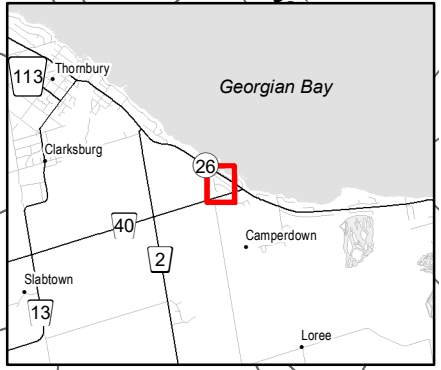
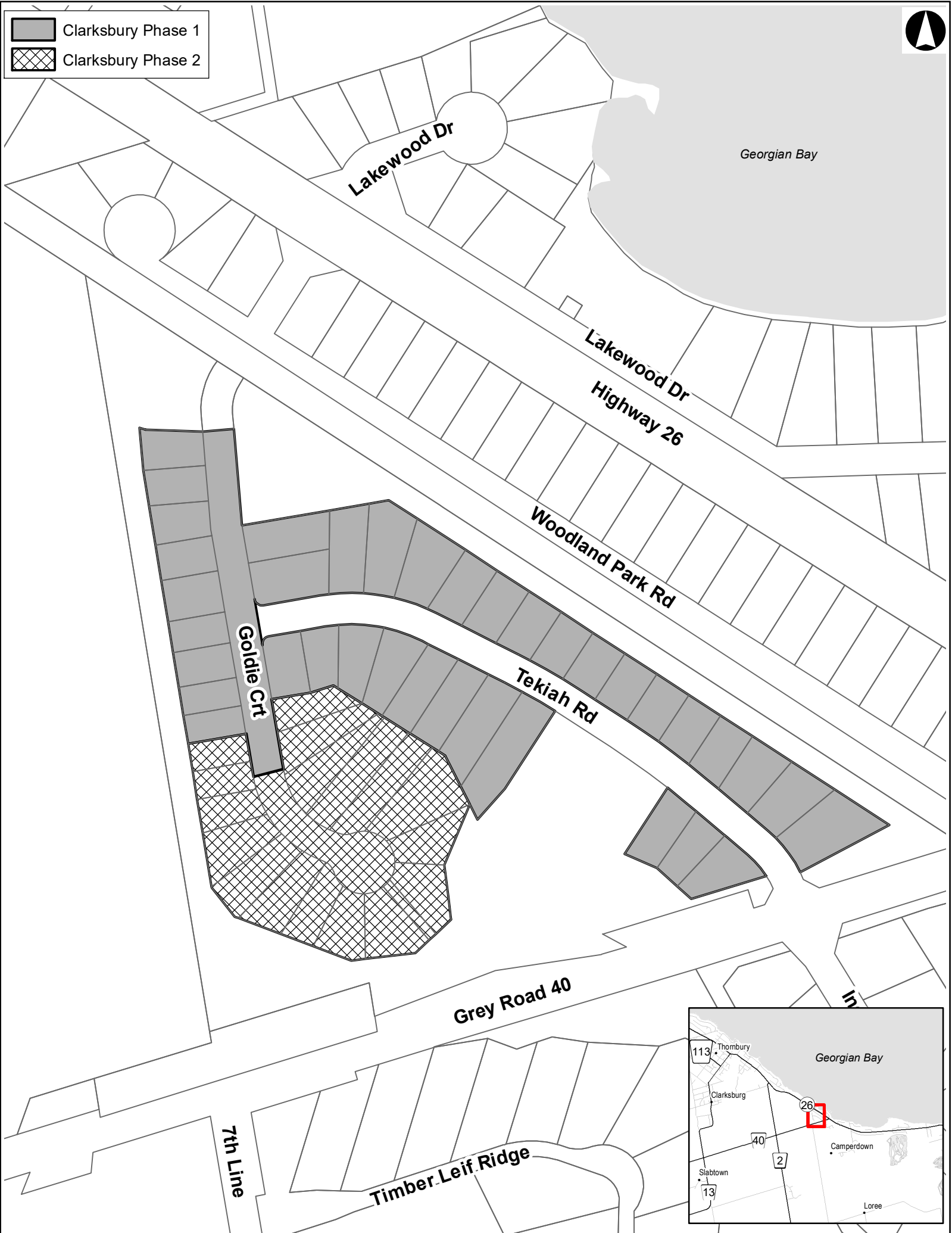
**No Signature found**

**Tim Murawsky - Oct 7, 2025 - 3:21 PM**

**Adam Smith - Oct 16, 2025 - 9:13 AM**



- Clarksbury Phase 1
- Clarksbury Phase 2



**Subdivision Internal Checks - Final Acceptance / Assumption**

Development Name: Clarksbury Phase 1

M Plan:16M-74

Developer: Clarksbury Lands Corporation

Date of Applicable Agreement(s): July 21, 2020

Development Engineering Reviewer: Evan Hancock

<b>Final Acceptance</b>		
	<b>Description</b>	<b>Date</b>
x	Sweeping of asphalt road/pathways and concrete curb/gutters, as applicable	Sept. 1, 2025
x	Sanitary and storm sewers/facilities flushed/cleaned, prior to CCTV	June 17, 2025
x	Sanitary and storm sewers/facilities inspected with CCTV	June 17, 2025
x	Engineering Consultant review of CCTV, with any deficiencies identified and remedial works recommended to satisfaction of the Town	Aug. 25, 2025
x	CCTV reviewed by Town and satisfied	Sept. 12, 2025
x	Stormwater management facilities clean out, if warranted	July 31, 2025
x	Any special testing required for LIDs, etc, to verify adequate performance	Not required
x	Sanitary and storm sewers/facilities deficiencies rectified	Aug. 25, 2025
x	Town Inspection for Final Acceptance	
x	Deficiency list compiled by the Engineering Consultant following the inspection with the Town, and sent to Town for acceptance	Sept. 4 2025
x	Confirmation all deficiency list items have been complete, with reinspection by Town where warranted	
x	Certification from Consulting Engineer for all Works and Grading	May. 5, 2025
x	Maintenance Periods, all expired? 1. Road Maintenance Period	5 year from final acceptance (Sept.2025)
x	Ontario Land Surveyor Certification confirming site reviewed and property bars found or replaced	Sept. 5 2025
x	Statutory declaration confirming all contractors and sub-contractors have been paid	Sept. 2025
x	Confirmation from Finance Department if any funds owing with regards to street light account	Sept. 2025
x	Confirmation from Finance Department if any funds owing with regards to any other accounts (snow plowing, emergency repairs, etc.)	Sept. 2025
x	Streetlights checked at night and in good working order	Aug. 20, 2025
x	All driveway and entrances installed to correct width	July 21, 2025
x	Other conditions/requirements for Assumption per Development Agreement:	May 5, 2025

	1. Lot Grading Certificates all received	
x	Special Provisions of the Agreement all satisfied, if applicable	EA expiry 2027
x	Record Drawings (saved on Corporate drive)	Jan.18 2021
<b>Assumption</b>		
x	Form 1 for water system received	
x	Environmental Compliance Approvals (ECA) for all applicable systems received: Sanitary & Storm Sewers: 9869-BSNQR4	March 16, 2019
x	If any MECP approvals are in Developer's name, Town requires an Authorization Letter from developer permitting the Town to transfer the approval into the Town's name, once the development is assumed.	Feb. 11, 2019
x	Operation & Maintenance Manual provided by Engineering Consultant for any stormwater management facilities, sewage pumping stations, etc, as applicable	Sept. 2025
x	Copies of MECP compliance/reporting documents, if required by ECA, for storm/sanitary systems while in the care of the developer (commencement of operation to Assumption).	Not required
x	Structural Report provided by Engineering Consultant for bridges spanning > 3 m etc, as applicable	Not required
x	Streetlight ESA certificate provided	Aug. 26 2008
x	All documents for ownership, operation and maintenance of infrastructure by Town once Assumed saved on Corporate drive (\\FS\Corporate\SCANNED IMAGES\ASSUMPTIONS)	
x	AutoCAD of infrastructure entered in Town GIS and reviewed by Development Engineering for completeness (and ready for exporting for Operations to assign benchmark costing and Finance to then use for Financial Statements).	October 2025
x	Confirmation easements in favor of the Town exist on title(s) Instrument number(s):   Reference Plan #: Instrument number(s):   Reference Plan #:	Not required
x	Road Guarantee calculation provided by the Consulting Engineer, if applicable per the Development Agreement: Yes applies, funds will be held from Security Reduction that follows Assumption	\$33,351.88
x	Staff report prepared for circulation to internal departments, COW, Council	October 2025
x	By-law drafted for Council to enact for Assumption	September 2025
<b>Immediately Following Assumption</b>		
<input type="checkbox"/>	Transfer any ECAs to Town name	
<input type="checkbox"/>	GIS to export subdivision infrastructure report from GIS and provide to Dev Eng	
<input type="checkbox"/>	Review of infrastructure report of subdivision by Dev Eng	
<input type="checkbox"/>	Dev Eng provide infrastructure report of subdivision to Operations for asset management/benchmark costing, such that it can be provided by Operations to Finance	



# Notification of Assumption & FAQ

## Clarksbury Phase 1 & Phase 2

The Town of The Blue Mountains would like to inform residents of Clarksbury Phase 1 and Phase 2 that the subdivision is scheduled for assumption by the Town.

Town Staff will bring the Assumption Report to the Committee of the Whole meeting on October 28, 2025. Following this meeting, a By-law will be brought forward to the November 10, 2025, Council Meeting to be signed by the Mayor, finalizing the assumption of the subdivision. To view the Staff Report, visit the Agendas, Minutes and Reports page or the Clarksbury Development webpage on the Town's website.

Within this notice, we have provided information and answered common questions related to assumption. Contact information for each department listed within this letter is included on the final page.

### **Q: WHAT DOES ASSUMPTION OF A NEW SUBDIVISION MEAN?**

**A:** Assumption of a new subdivision means the Town has assumed responsibility for the maintenance of all municipal services for the subdivision from the developer. A development is brought forward for Assumption once it has been inspected and certified by professional engineers to ensure all contractual obligations with the Town have been met according to the Subdivision Agreement.

### **Q: IF I HAVE FUTURE QUESTIONS, WHO DO I DIRECT THEM TO?**

**A:** Once the Town assumes a subdivision, questions and concerns can be directed to the Operations Department, which includes water and wastewater services, roads and drainage and waste collection.

### **Q: WHAT SERVICE LEVEL CAN I EXPECT FROM THE TOWN?**

**A:** The Town strives to achieve a high level of service. Residents can expect to see improvements in services and winter maintenance following Assumption. However, service levels may differ across the municipality, adherent to the service standards set by Council. Please contact the Town's Operations Department to learn more.

### **Q: WHO WILL BE RESPONSIBLE FOR SNOW CLEARING?**

**A:** Snow clearing services are provided by the Town's Operations Department once the subdivision is assumed. The Town is committed to keeping all roads and sidewalks safe for vehicles and pedestrians during the winter months. For more information, visit the Resident Services – Winter Maintenance page on the Town's website.

### **Q: THERE IS A DAMAGED OR DYING TREE ON TOWN LAND IN MY ASSUMED SUBDIVISION, WHO DO I CONTACT?**

**A:** Trees located on Town land in a new subdivision may be under a warranty period. Contact the Town's Operations Department to report a damaged or dying tree.

### **Q: WHO IS RESPONSIBLE FOR ENSURING PROPER PROPERTY DRAINAGE?**

**A:** A professional engineer has reviewed and approved drainage plans for every development. Drainage concerns on private property are a civil matter and outside the Town's authority. Please contact the Town's Operations Department to report a drainage concern on municipally owned land.



# Notification of Assumption & FAQ

## Clarksbury Phase 1 & Phase 2

**Q: THERE IS A LANDSCAPED POND IN MY SUBDIVISION, WHAT IS ITS PURPOSE?**

**A:** Many new subdivisions use a landscaped pond as a stormwater management facility. These are designed to collect, treat and control runoff after storms before being discharged into local waterways. The developer maintains these ponds until Assumption, at which point the Town takes responsibility.

**Q: WHO DO I CONTACT REGARDING CONSTRUCTION NUISANCES?**

**A:** Once a subdivision is assumed, there may still be ongoing residential construction activities. Please contact the Town's Building Department with any concerns.

**Q: WHO IS RESPONSIBLE FOR CLEANING AND MAINTAINING ROADS DURING CONSTRUCTION?**

**A:** The builder is responsible for maintaining clean and safe roads in the case of remaining residential construction after Assumption. If you have further questions, contact the Town's Development Engineering Department.

**Q: HOW WILL ASSUMPTION AFFECT MY WASTE COLLECTION?**

**A:** Typically, the Town has taken on waste collection prior to Assumption. Once the subdivision has been assumed, the Town will continue weekly waste and recycling collection. Please visit the Resident Services page on the Town's website for additional details.

**Q: WHO DO I CALL IF STREETLIGHTS ARE NOT WORKING?**

**A:** Please contact the Town's Operations Department for issues regarding streetlights.

**For assistance or information prior to Assumption, please contact:**

**Development Engineering Department**

(519) 599-3131 ext. 220

[developmentengineering@thebluemountains.ca](mailto:developmentengineering@thebluemountains.ca)

**For assistance or information after Assumption, please contact:**

**Operations Department**

(519) 599-3131 ext. 276

[operationsinfo@thebluemountains.ca](mailto:operationsinfo@thebluemountains.ca)

**For assistance or information related to building or construction activities, please contact:**

**Building Department**

(519) 599-3131 ext. 239

[build@thebluemountains.ca](mailto:build@thebluemountains.ca)



# Notification of Assumption & FAQ

## Clarksbury Phase 1 & Phase 2



## The Corporation of the Town of The Blue Mountains

### By-Law Number 2025 – \_\_\_\_\_

**Being a By-law to accept and assume public works in Clarksbury Phase 1, Registered Plan 16M-74.**

Whereas sections 11 and 31 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, enables the council of a municipality to pass by-laws to establish and assume highways for public use

And Whereas all of the public works in Registered Plan 16M-74, have been constructed and installed in accordance with the subdivision agreement for this Plan;

Now Therefore Council of The Corporation of the Town of The Blue Mountains hereby enacts as follows:

1. That the public works constructed and installed in accordance with the Phase 3 subdivision agreement for Registered Plan 16M-74, are hereby accepted and assumed.
2. That Tekiah Road and Goldie Court as shown on Registered Plan 16M-74 are hereby assumed for public use.
3. That the Town Assumes all Dedicated Blocks within Registered Plan 16M-74, Including Blocks 37, 38, 39, 42 and 43.
4. That the Town acknowledges and assumes the new stop sign on the North Side of the Woodland Park Road and Goldie Court intersection.

And Further that this By-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this \_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Andrea Matrosovs, Mayor

\_\_\_\_\_  
Corrina Giles, Clerk