

4.4 Development Engineering Services

Service Description
The Development Engineering Division undertakes engineering review and approval of infrastructure provided through planning approvals/applications, completes the preparation and administration of Subdivision Agreements (and manages the construction phase of Site Plan Agreements). The division deals with intake, review and issuance of Site Alteration, Pool, and Entrance Permits.
Service Objectives / Outcomes
<ul style="list-style-type: none"> • Ensure Township development infrastructure design and construction compliance with Township Design Criteria and Standards and municipal by-laws. • Provide timely, collaborative, transparent and consistent communications with customers (developers) that enables them to move through the development process seamlessly and meet their defined timelines and expected outcomes. • Clearly communicate permit application requirements to ensure complete applications submitted. Process complete applications within defined service standards. • Assist property owners to achieve by-law compliant grading and drainage.

Funding Source	Divisional Sub-Services				Governing Legislation, By-laws, or Policies	
Tax Levy Development Charges User Fees	Offering	Type	Name	Level / Standard Source	<ul style="list-style-type: none"> • Environmental Protection Act, 1990 • Conservation Authorities Act, 1990 • Site Alteration By-law • Road Occupancy By-law • Fence By-law • Waste By-law • Township Design and Drawings Standards • Ontario Water Resources Act, 1990 • Safe Drinking Water Act, 2002 	<ul style="list-style-type: none"> ○ DWQMS Standards • Clean Water Act, 2006 • Drainage Act, 1990 • Sustainable Water and Sewage Systems Act, 2002 • Water and Wastewater Rates By-law • Sewer Use By-law • Water By-law • Waste Management Act, 1992 • Waste Diversion Act, 2002
	Discretionary	Ancillary	Design and Construction Management	Council-Approved		
	Discretionary	Ancillary	Permitting and Programs	Council Approved		
	Discretionary	Ancillary	Drainage Inspections	Administrative		
	Discretionary	Ancillary	Mosquito Control Program	Council Approved		

SUB-SERVICES			
Name and Description	Level of Service	Service Standards	Headline Performance Measures
Administrative and Construction Management Administration of land development agreements,	<ul style="list-style-type: none"> • Subdivision Agreements • Monitoring, oversight, and inspections on all development related construction projects 	<ul style="list-style-type: none"> • Pre-Construction meetings held minimum of (2) weeks in advance of construction commencement • (2) year Maintenance Period prior to municipal assumption 	How Much



<p>ensuring construction conforms to Township design standards, policies, and guidelines. Management of development related construction works including regular monitoring, site inspections, and regular reviews of unassumed subdivisions until the point of assumption by the Township.</p>	<ul style="list-style-type: none"> • Requests for final inspection for Maintenance Period from developer only (once as-built drawings submitted) • Deficiency identifications and notification to developer for rectification • Final inspection to Assumption completed upon receipt of revised As-Built drawings with rectified deficiencies • Letter of Credit reduction and release processing • Assumption of subdivision approval requests to Council and by-law registrations 	<ul style="list-style-type: none"> • LC reduction processed within (15) business days from approval to move into Maintenance Period • LC Release processed within (5) business days of assumption 	<ul style="list-style-type: none"> • (#) of permit applications received vs. (#) permits issued • (#) of permit inspections completed • (#) of drainage inspections completed • (#) of CRM cases triaged / type • (#) of developments in each stage at year end
<p>Permits and Programs Processing, issuance, and management of various development related permits in compliance with Township by-laws and provincial legislation.</p>	<ul style="list-style-type: none"> • Intake, processing, and management of the following: <ul style="list-style-type: none"> ○ Pool Permits ○ Site Alteration Permits (Minor and Major) ○ Entrance (Curb Cuts and Culverts) Permits ○ Half Load Permits • Coordination and scheduling of curb-cut and culvert installations associated with Entrance Permits + follow up inspections 	<ul style="list-style-type: none"> • Service level standards for permitting applicable to complete applications • Pool applications processed within (5) business days • Minor Site Alteration applications processed within (3) weeks • Major Site Alteration applications processed within (5) weeks • Entrance applications for curb-cuts & culverts processed within (1) week with an additional (4) weeks for construction completion <ul style="list-style-type: none"> ○ Construction season from May - October • Half Load permit applications issued within (10) business days 	<p>How Well / Better Off</p> <ul style="list-style-type: none"> • (%) of permit applications processed within time standards • (%) of drainage inspections requiring by-law involvement • (%) of development CRM cases acknowledged within service level standard (2 business days)
<p>Drainage Inspections Respond and investigate drainage complaints on public and private property.</p>	<ul style="list-style-type: none"> • Respond and investigate drainage complaints on public and private property to determine source of cause • Educate residents on drainage issues caused by infractions with municipal by-laws or as a result of new construction on their private property. 	<ul style="list-style-type: none"> • Upon request for inspection, a site investigation takes place within (3) weeks with follow up action and timelines determined based on context of investigation. 	
<p>Mosquito Control Program Management of the Township's mosquito control program</p>	<ul style="list-style-type: none"> • Planning, administration, and delivery of Mosquito control program in Pottageville only • Aerial spray of larvae over impact areas 	<ul style="list-style-type: none"> • Annual spraying delivered in Q2 • Notice of program implementation via newspaper and social media 	