



Staff Report

Planning & Building Services – Development Engineering

Report To: COW - Operations, Planning and Building Services
Meeting Date: August 25, 2026
Report Number: PBS.26.046
Title: Assumption Report – Second Nature Phase 3
Prepared by: Ahmed Khalil, Development Engineering Reviewer

A. Recommendations

THAT Council receive Staff Report PDS.26.046, entitled Assumption Report – Second Nature Phase 3;

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-69;

AND THAT Council enact a By-law to assume the streets of Registered Plan 16M-69, for public use, namely Springside Crescent, Cattail Crescent, Stoneleigh Drive, Reed Way, and Stillwater Crescent

B. Overview

The Subdivision Agreement between Skyline Blue Mountain Developments Inc. and the Town for Second Nature Phase 3, dated September 23, 2019, provided for assumption of the subdivision, upon satisfaction of terms.

Upon review by Development Engineering staff, and by consultation with other Town departments, the agreement terms have been satisfied. The Certificate of Final Acceptance was issued on July 23, 2026

C. Background

Development Engineering staff have determined that all developer obligations have been met, as noted in the Certificate of Final Acceptance, under the Subdivision Agreement for Second Nature Phase 3 for Registered Plan 16M-69.

The Second Nature Subdivision received Draft Plan Approval in 1998 and has been developed in three phases. Phases 1 and 2 have previously been assumed by the Town in 2022.

D. Analysis

Per section 3.13 of the September 23, 2019, Subdivision Agreement for Second Nature Phase 3, 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 on July 23, 2026, 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 satisfactorily completed as set out on the attached Assumption / Acceptance checklist (Attachment 2); and
- that all homes in Phase 3 have been issued full occupancy.

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

- 1887.7 meters (m) of watermain and appurtenances, including nineteen (19) hydrants
- 1917.7 m of sanitary sewer, including thirty-five (35) maintenance holes
- 2504.5 m of storm sewer, including eighty (81) maintenance hole/catch basin/ditch inlet structures
- One (1) stormwater management pond
- 1989 m of urban road, including curb

- 1910.7 m of sidewalk and fifty-nine (59) streetlights
- 1652.9 m of public trails

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

A public walkway trail has been constructed through the Monterra Golf Course to provide a pedestrian connection between the Second Nature Phase 3 and Plateau East Developments. A walkway easement registered as Instrument No. GY180991 has been conveyed to the Town to permit the operation, maintenance, and public use of the trail.

The installation of all street trees and landscaping has been completed in general conformance with the accepted drawings. The maintenance period for the street trees has expired, except for 20 recently replaced boulevard trees, whose maintenance period will expire on July 15, 2028.

Subdivision agreement provided for a road guarantee which will expire on July 23, 2031. The road guarantee security will continue to be retained beyond Assumption until the road guarantee period expires, and the Town is satisfied, in accordance with the Subdivision Agreement and described below in the Financial Impacts section.

In accordance with the approved plans, the stormwater management pond has been cleaned out and verified by survey to its approved design elevations.

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-69; including the traffic control devices shown on the approved drawings; and trail within the lands subject to Walkway Easement Registration No. GY180991; are hereby accepted and assumed.
2. Springside Crescent, Cattail Crescent, Stoneleigh Drive, Reed Way, and Stillwater Crescent, as shown on Registered Plan 16M-69, are hereby assumed for public use.
3. That the Town Assumes all dedicated Blocks within Registered Plan 16M-69, Including Open Space and Trail Blocks 148 and 149, Walkway Blocks 145, 146, and 147, Stormwater Management Blocks 150 and 153, Landscape Buffer Blocks 143 and 144, and Access Blocks 151 and 152.

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

The road guarantee security will continue to be retained by the Town beyond Assumption, until its expiry date and to the Town satisfaction.

Subject to Council authorization and enactment of the requisite by-law, all other securities for this subdivision will be returned, as there are no other outstanding costs or deficiencies.

The Town will now become responsible for all operation, maintenance and ultimate replacement costs associated with the public works constructed and installed within Registered Plan of Subdivision Plan 16M-69. Development Maintenance of these assets will need to be considered in future Town budgets.

H. In Consultation With

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

Adam Smith, CAO, Acting Director of Operations

Ryan Gibbons, Director of Community Services

Tim Murawsky, Acting Director of Planning and Development Services

Amy Moore, Manager of Revenue, Acting Treasurer

Lauren Potter, PDS Communications Coordinator

I. Public Engagement

This subdivision received Draft Plan Approval on April 2, 1998, and underwent a Public Meeting prior to this approval.

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 July 15, 2026.

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,

Ahmed Khalil
Development Engineering Reviewer

Brian Worsley
Manager Development Engineering

For more information, please contact:
Brian Worsley, Manager Development Engineering
Bworsleyl@thebluemountains.ca
519-599-3131 extension 224

Report Approval Details

Document Title:	PDS.26.046 Assumption Report – Second Nature Phase 3.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 – Second Nature Phase 3.pdf
Final Approval Date:	Nov 20, 2024

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

Brian Worsley - Nov 6, 2024 - 11:04 AM

Adam Smith - Nov 20, 2024 - 4:44 PM

Report Approval Details

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Attachments:	- Attachment 1 - Location Figure.pdf - Attachment 2 - Assumption Acceptance Checklist.pdf - Attachment 3 - Notification of Assumption and FAQ.pdf - Attachment 4 - Draft Bylaw Second Nature Phase 3.pdf
Final Approval Date:	Aug 4, 2026

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

Brian Worsley - Aug 4, 2026 - 10:21 AM

Tim Murawsky - Aug 4, 2026 - 10:44 AM

Area to be assumed

 Second Nature Phase 3:16M-69



Snowbridge Way

Creekwood Crt

Cattail Cres

Stoneleigh Dr

Stoneleigh Dr

Simon Cres

Reed Way

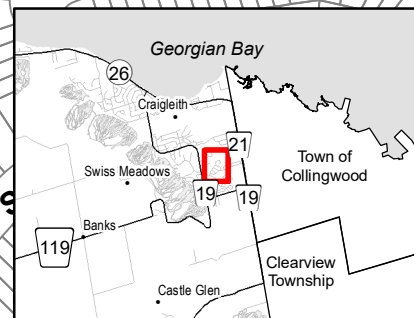
Springside Cres

Stillwater Cres

Crosswinds Blvd

Black Willow Cres

Chestnut St



Subdivision Internal Checks - Final Acceptance / Assumption

Development Name: Second Nature Phase 3

M Plan:16M-69

Developer: Skyline Blue Mountains Development Inc.

Date of Applicable Agreement(s): September 23, 2019

Development Engineering Reviewer: Ahmed Khalil

Final Acceptance		
	Description	Date
x	Sweeping of asphalt road/pathways and concrete curb/gutters, as applicable	June 5, 2026
x	Sanitary and storm sewers/facilities flushed/cleaned, prior to CCTV	November 4, 2025
x	Sanitary and storm sewers/facilities inspected with CCTV	November 4, 2025
x	Engineering Consultant review of CCTV, with any deficiencies identified and remedial works recommended to satisfaction of the Town	November 20, 2025
x	CCTV reviewed by Town and satisfied	March 15, 2026
x	Stormwater management facilities clean out, if warranted	February 18, 2026
☐	Any special testing required for LIDs, etc, to verify adequate performance	N/A
x	Sanitary and storm sewers/facilities deficiencies rectified	June 9, 2026
x	Town Inspection for Final Acceptance	June 9, 2026
x	Deficiency list compiled by the Engineering Consultant following the inspection with the Town, and sent to Town for acceptance	July 31, 2026
x	Confirmation all deficiency list items have been complete, with reinspection by Town where warranted	July 31, 2026
x	Certification from Consulting Engineer for all Works and Grading	May 5, 2026
x	Maintenance Periods, all expired? 1. Public Works Maintenance Period 2. Landscape Maintenance Period	1. Expires at Assumption 2. Expires 2028
x	Ontario Land Surveyor Certification confirming site reviewed and property bars found or replaced	October 31, 2025
x	Statutory declaration confirming all contractors and sub-contractors have been paid	May 5, 2026
x	Confirmation from Finance Department if any funds owing with regards to street light account	June 4, 2026
x	Confirmation from Finance Department if any funds owing with regards to any other accounts (snow plowing, emergency repairs, etc.)	June 4, 2026
x	Streetlights checked at night and in good working order	June 12, 2026
x	All driveway and entrances installed to correct width	June 2, 2026
x	Other conditions/requirements for Assumption per Development Agreement: 1. Lot Grading Certificates all received	August 29, 2025

☐	Special Provisions of the Agreement all satisfied, if applicable	NA
x	Record Drawings (saved on Corporate drive)	August 29, 2025
Assumption		
x	Form 1 for water system received	August 16, 2019
x	Environmental Compliance Approvals (ECA) for all applicable systems received: Sanitary & Storm Sewers: 1995-B8UQ4U	January 31, 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.	May 6, 2026
x	Operation & Maintenance Manual provided by Engineering Consultant for any stormwater management facilities, sewage pumping stations, etc, as applicable	July 10, 2026
☐	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).	N/A
x	Structural Report provided by Engineering Consultant for bridges spanning > 3 m etc, as applicable: Timber Bridge: OSIM Inspection provided Box Culvert: OSIM Inspection provided	July 31, 2026
x	Streetlight ESA certificate provided	May 31, 2026
x	All documents for ownership, operation and maintenance of infrastructure by Town once Assumed saved on Corporate drive (\\FS\Corporate\SCANNED IMAGES\ASSUMPTIONS)	July 7, 2026
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).	June 2, 2026
x	Confirmation easements in favor of the Town exist on title(s) Instrument number(s): GY180991 Reference Plan #: 16R-11314 Instrument number(s): GY153176 Reference Plan #: 16R-11303 Instrument number(s): GY153176 Reference Plan #: 16R-11304	July 10, 2026
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	July 10, 2026. Road Guarantee to expire in 2031
x	Staff report prepared for circulation to internal departments, COW, Council	July 31, 2026
x	By-law drafted for Council to enact for Assumption	July 31, 2026
Immediately Following Assumption		
☐	Transfer any ECAs to Town name	
☐	GIS to export subdivision infrastructure report from GIS and provide to Dev Eng	
☐	Review of infrastructure report of subdivision by Dev Eng	
☐	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

Second Nature Phase 3

The Town of The Blue Mountains would like to inform residents of Second Nature Phase 3 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 August 25, 2026. Following this meeting, a By-law will be brought forward to the September 8, 2026, 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 Second Nature Phase 3 webpage on the Town's website.

Within this letter, 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

Second Nature Phase 3

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

For assistance or information after Assumption, please contact:

Operations Department

(519) 599-3131 ext. 276

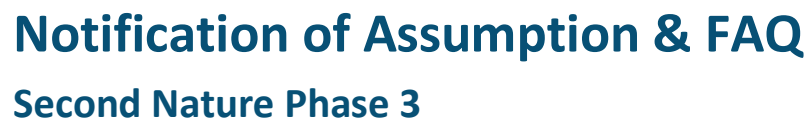
operationsinfo@thebluemountains.ca

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

Building Department

(519) 599-3131 ext. 239

build@thebluemountains.ca



The Corporation of the Town of The Blue Mountains

By-Law Number 2026 – _____

Being a By-law to accept and assume public works in Second Nature Phase 3, Registered Plan 16M-69.

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-69, 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 Second Nature Phase 3 subdivision agreement for Registered Plan 16M-69; including the traffic control devices shown on the approved engineering drawings; and trail within the lands subject to Walkway Easement Registration No. GY180991; are hereby accepted and assumed.
2. That Springside Crescent, Cattail Crescent, Stoneleigh Drive, Reed Way, and Stillwater Crescent, as shown on Registered Plan 16M-69 are hereby assumed for public use.
3. That the Town Assumes all Dedicated Blocks within Registered Plan 16M-69, Including Open Space and Trail Blocks 148 and 149, Walkway Blocks 145, 146, and 147, Stormwater Management Blocks 150 and 153, Landscape Buffer Blocks 143 and 144, and Access Blocks 151 and 152.

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

Enacted and passed this ____ day of _____, 2026

Andrea Matrosovs, Mayor

Corrina Giles, Clerk