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**Date:** September 13, 2019  
**To:** Mayor and Council  
**Author:** G.A. Plancke / Director of Municipal Services  
**RE:** Royal Oak at the Creek Phase 4 & 6 Final Acceptance  
**Report No.:** MS 2019 - 38

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## **AIM**

To recommend "Final Acceptance" of the Royal Oak at the Creek (ROATC) Phases 4 & 6 subdivision (parts of Woodycrest, Sandybrook, and all of Primrose).

## **BACKGROUND**

During our annual Tangible Capital Assets review, it was discovered that Phases 4 & 6 of the ROATC subdivision have not received "Final Acceptance" by Council Resolution. In order to capitalize and assume as "Town" assets, "Final Acceptance" by Council Resolution is required.

As per the Town's current Development Standards Manual, The Developer/Consultant is to formally request "Final Acceptance" from the Director of Municipal Services in order for the Town to accept the subdivision as complete. Provided the Director endorses the request, a Resolution of Council officially accepting the subdivision is to be passed in order to transfer responsibility of the roadway and infrastructure to the Municipality. Once the Resolution has been passed, the Developer is no longer obligated to maintain or repair the infrastructure in the subdivision.

## **DISCUSSION**

Phase 4 was initially accepted by Council in October of 2008. Phase 6 was initially accepted by Council in October of 2010. In total these phases represent 50 semi-detached, and 52 single family residences. Both phases are completely built out with no remaining lots available.

All infrastructure has been satisfactorily constructed and installed, and all outstanding infrastructure deficiencies for this subdivision including surface asphalt as well as any Development Agreement requirements for this Development have been satisfied.

In practice Municipal Services has assumed the ownership with respect to maintenance and repair of these phases for more than a few years, and all securities for these phases have previously been released.

Final Acceptance by Council Resolution is considered a housekeeping matter to close the files and add the infrastructure into the Tangible Capital Assets database.

## **LINK TO STRATEGIC PLAN**

Manage residential growth through sustainable planning.

## **FINANCIAL CONSIDERATIONS**

None at the time.

## **CONSULTATIONS**

Financial Services  
Development and Planning Services  
Stantec Consulting Inc.  
Amico Properties.  
Municipal Services

## **RECOMMENDATION**

That Council grant “Final Acceptance” of the roadway and infrastructure for the Royal Oak at the Creek Phase 4 & 6 subdivision,

and further that the Clerk provide formal confirmation of the Final Acceptance designation to the Developer, Amico Properties.

*G.A. Plancke*

G.A. Plancke  
Director of Municipal Services

*Peggy Van Mierlo-West*

Peggy Van Mierlo-West, C.E.T.  
Chief Administrative Officer