



Subject: Assumption By-Law for Potters Gate Subdivision Phase One

Report Number: OPD 25-065

Department: Operations and Development Department

Submitted by: Leo Ferreira, Manager of Engineering

Meeting Type: Council Meeting

Meeting Date: Monday, December 8, 2025

RECOMMENDATION

- A. THAT report OPD 25-065 titled “Assumption By-Law for Potters Gate Subdivision Phase One” be received as information; and
- B. THAT Council assumes public services/right-of-way within the Registered Plan 41M-272, more particularly described in the Subdivision Agreement between The Corporation of the Town of Tillsonburg and York Hop Corporation dated December 21, 2011; and
- C. THAT a by-law to “assume municipal works and services in Registered Plan 41M-272” be presented to Council for consideration.

BACKGROUND

On December 11, 2011, the Town of Tillsonburg entered into a Subdivision Agreement with York Hop Corporation.

Staff have verified that all works are compliant with the Town of Tillsonburg and Oxford County engineering design guidelines, and that all previously identified deficiencies have been corrected, concluding Phase One and issuing a Certificate of Final Acceptance of Above-ground Works/Services on November 21, 2025.

DISCUSSION

The following requirements have been satisfied:

- All Environmental Compliance Approvals (ECA’s) and other applicable permits have been received
- The Town has received notification in writing from the Consulting Engineer stating that the works and services have been constructed in accordance with the approved design drawings and specifications
- The Town has received written confirmation from the Ontario Land Surveyor that all survey monuments and iron bars are in place
- All warranty periods have lapsed

- The Town is in receipt of a Statutory Declaration from the Developer stating all accounts for work have been paid and that there are no outstanding claims or unsatisfied liens
- The Town has received proof that the Plan of Subdivision and Subdivision Agreement have been registered upon the title of the Lands
- The Town has received the final “As-Constructed” drawings

Staff have determined that the Underground and Above-ground Works/Services are in the required condition to be assumed and that all other requirements of the Subdivision Agreement have been satisfied. Therefore, Staff recommends that Council approve and pass an Assumption By-Law to assume the municipal works and services within Phase One of the Potters Gate Subdivision.

CONSULTATION

Internal: Director of Operations and Development, Development Engineering Technologist & Drainage Superintendent

FINANCIAL IMPACT/FUNDING SOURCE

Acquired roads and services will be added to the Town’s asset inventory and related values will be incorporated into lifecycle planning. The Public Works department will conduct regular maintenance activities including winter snow removal funded through its annual Operating Budget.

CORPORATE GOALS

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal – Tillsonburg residents and businesses will be connected to each other, regional networks, and the world through effective traditional and digital infrastructure.

OPD 25-065

Strategic Direction – Develop a robust, long-term asset management plan to inform evidence-based decisions on the maintenance, rehabilitation and replacement of municipal infrastructure.

Priority Project – *Ongoing Projects* - Asset Management

ATTACHMENTS

Appendix A – Registered Plan – 41M-272

Appendix B – Certificate of Final Acceptance