

- Halt or delay any site-specific approvals and/or work that is currently in process or being planned for that may be impacted by the proposed changes.
- Allow the City to reserve its right to review the new MSP re-submission in its entirety with new information available and make additional requirements above and beyond the Developer's proposed changes as part of the amendment, in which the Developer is required to fulfill.
- Require other amendments to be completed for related items including, but not limited to covenants, registers on title, stormwater management plans, transportation management plans, overall concept plans, bonding, cost share agreements, future infrastructure contributions (FICs), development cost charges (DCCs), servicing requirements, and/or any other items the City identifies in which the Developer is required to fulfill.

□ Step 2: Agreement of the MSP Amendment by Planning & Development

- Upon receiving and reviewing the Developer's request, both the City Planner and City Development Engineer must agree and support the need for an MSP amendment.
- This may also require and include agreement from other City staff and external parties determined to be stakeholders in the MSP amendment.

□ Step 3: Notification to Infrastructure Planning Manager for MSP Amendment Consideration

- Subsequently, the City Development Engineer shall provide in writing to the Infrastructure Planning Manager:
 - The original request by the Developer for an MSP amendment.
 - Agreement by the City Planner, City Development Engineer, and any other stakeholders that they support the Developer's request and recommend to proceed with the MSP amendment review.
 - Provide copy of this notification to the Developer, Engineering Consultant, and Assistant Director of Infrastructure & Development.
- The Infrastructure Planning Manager will review the request for consideration and if agreed upon, will initiate the MSP amendment review process.
- At this time, it is recommended that a meeting be held with the City Planner, City Development Engineer, and Infrastructure Planning Manager and with all interested parties to ensure that the proposed changes and expected deliverables are understood.

□ Step 4: MSP Amendment Submission and Review

- Upon receiving the newly updated MSP re-submission package by the Infrastructure Planning Manager, the process for review as described in the "Developer's Guide to Master Servicing Plan For Large Developments – Guidelines, Requirements, and Process" will proceed with the objective of obtaining an amended MSP acceptance.
- During this step, several iterations may occur as part of the review process. Therefore, it is encouraged that regular communication and coordination is made between the City, Developer, and Consultant(s).

□ Step 5: MSP Amendment Acceptance Memo

- Once the MSP re-submission package has addressed all outstanding requirements and comments by the City, the Infrastructure Planning Manager shall issue an acceptance memo to the Developer. All subsequent actions to be completed after this acceptance memo shall be the responsibility of the Developer to complete and fulfill.

The objectives, requirements, and process stipulated here may vary depending on the complexity and nature of the large development. This document is to be used for information purposes only and serves to only provide guidance to City staff, the Developer, and other interested parties on the MSP process. We encourage on-going coordination with all parties to ensure the process is completed successfully and in a timely manner.



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MP/mm

- cc. Assistant Director – Infrastructure & Development
Director Engineering
Director Planning & Building