

# **SUBDIVISION REQUIREMENTS**

## **SECTION 3 - ENGINEERING SUBMISSION REQUIREMENTS**

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**3.01 ENGINEERING FEES, SECURITIES AND DEVELOPMENT LEVIES****3.01.01 Engineering Fees**

## By-Law Number 0542-2004

A By-Law to establish and require payment of fees authorized under the Planning Act and similar charges and repeal By-law 0008-2004

WHEREAS the Council of The Corporation of the City of Mississauga (the “City”) may pass by-laws establishing and requiring the payment of fees and charges for information, services, activities and use of City property;

AND WHEREAS by-laws establishing a tariff of fees for the processing of applications made in respect of planning matters are authorized by section 69(1) of the *Planning Act*, R.S.O. 1990, c.P.13, as amended;

NOW THEREFORE the Council of The Corporation of the City of Mississauga ENACTS as follows:

1. In this by-law,
  - (a) “City means The Corporation of the City of Mississauga in the Regional Municipality of Peel;
  - (b) “Department” means a department of the City;
  - (c) “Division” means a division within a Department
2. Council hereby establishes the fees and charges as set out in Schedule “A” to this By-Law
3. This By-Law shall come into force and effect on January 1, 2005
4. No request by any person for any information, service, activity or use of City property described in Schedule “A” will be processed or provided by the City, unless and until the person requesting the information, service, activity or use of City property has paid the applicable fee in the prescribed amount as set out in Schedule “A” to this By-law.
5. The fees as listed in Schedule “A” to this By-Law will be subject to Provincial Sales Tax (P.S.T.) and Goods and Services Tax (G.S.T.) where applicable.
6. No discounts apply for early payment of any fee set out in Schedule “A” to this By-Law.
7. Payment of all fees is due at the time the expense is incurred, unless otherwise stated and may be made by Visa, MasterCard, American Express, Direct Debit (bank card), cash or certified cheque.
8. This By-law shall be known as the “Planning Act Fees and Charges By-law”.
9. By-law 0008-2004 is hereby repealed effective December 31, 2004.

**3.01.01.01 Calculation of Fees**

## TRANSPORTATION AND WORKS DEPARTMENT

## TRANSPORTATION AND ENGINEERING PLANNING DIVISION

201 City Centre Drive, Suite 800

TEAM	FEE
<b>Development Engineering Section</b>	
Servicing costs are: <ul style="list-style-type: none"> <li>- Less than 100,000</li> <li>- \$100,000 to \$250,000</li> <li>- \$250,000 to \$500,000</li> <li>- \$500,000 to \$750,000</li> <li>- \$750,000 to \$1.5 million</li> <li>- Greater than \$1.5 million</li> </ul>	Fees are calculated as a percentage of the servicing costs <ul style="list-style-type: none"> <li>10%</li> <li>8% with a minimum of \$10,000</li> <li>6% with a minimum of \$20,000</li> <li>5% with a minimum of \$30,000</li> <li>4.5% with a minimum of \$37,500</li> <li>3.5% with a minimum of \$67,500</li> </ul>
Interim Servicing Submission Review <ul style="list-style-type: none"> <li>- 0 to 20 hectares (0 to 50 acres)</li> <li>- 20 to 40 hectares (50 to 100 acres)</li> <li>- over 40 hectares (over 100 acres)</li> </ul>	<ul style="list-style-type: none"> <li>\$1,500.00 per submission</li> <li>\$2,000.00 per submission</li> <li>\$3,000.00 per submission</li> </ul>
Municipal Services Inspection Relating to Condominiums and Site Plans Phasing Developments after Initial Submissions have been Reviewed <ul style="list-style-type: none"> <li>- 0 to 20 hectares (0 to 50 acres)</li> <li>- 20 to 40 hectares (50 to 100 acres)</li> <li>- over 40 hectares (over 100 acres)</li> </ul>	\$500.00 per development <ul style="list-style-type: none"> <li>\$1,500.00 per submission for each phase</li> <li>\$2,000.00 per submission for each phase</li> <li>\$3,000.00 per submission For each phase</li> </ul>
Preservicing Submission Processing <ul style="list-style-type: none"> <li>- 0 to 20 hectares (0 to 50 acres)</li> <li>- 20 to 40 hectares (50 to 100 acres)</li> <li>- over 40 hectares (over 100 acres)</li> </ul>	<ul style="list-style-type: none"> <li>\$1,500.00 per submission</li> <li>\$2,000.00 per submission</li> <li>\$3,000.00 per submission</li> </ul>

**3.01.01.02 Payment Procedure**

- Prior to first engineering submission - \$500.00 per gross ha (\$200.00 per gross acre), payment to be made to the Transportation and Works Department.

- Prior to pre-servicing 100% of total engineering charges (less previous payment).

Smaller developments requiring Servicing Agreements as a result of Division of Land, Site Plan or Rezoning applications are subject to the above Engineering Fees except that there is a minimum charge of \$600.00.

#### **3.01.01.03 Cheques Submitted with Various Submissions**

All cheques submitted with submissions of the subdivision process must be CERTIFIED and made out to the City of Mississauga or to The Regional Municipality of Peel, depending on the concerned item.

**3.01.02 Securities Required upon Execution of Servicing Agreements****3.01.02.01 Industrial and Commercial Developments**

- A cash deposit or a Letter of Credit as approved by the City Treasurer in the amount of 100% of the estimated cost of the works to be installed as listed in Schedule D/D-1 of the Servicing Agreement.

**OPTIONAL**

- For Servicing Agreements up to \$250,000.00, 100% of the value of works in the form of a Letter of Credit.
- For Servicing Agreements between \$250,000.00 and \$2,500,000.00 - \$250,000.00 in the form of a Letter of Credit - remainder of the works secured by a Performance Bond.
- For Servicing Agreements over \$2,500,000.00 - 10% in the form of a Letter of Credit - remainder of the works secured by a Performance Bond.
- This policy will only apply to industrial and commercial servicing agreements valued to a maximum of \$5,000,000.00
- The Letter of Credit will not be reduced until the value of the works remaining to be done plus the applicable holdback for maintenance is less than the value of the Letter of Credit. If the City is required to draw on securities for any reason, the Letter of Credit will apply first. If the Letter of Credit is not sufficient to cover the works, then the Performance Bond will be called.

**3.01.02.02 Residential Developments**

- A cash deposit or a Letter of Credit as approved by the City Treasurer for 100% of the estimated cost of the works to be installed as listed in Schedule D/D-1.

**OPTIONAL:**

- A cash deposit or a Letter of Credit as approved by the City Treasurer in the amount of 30% of the estimated cost of the works as set out in Schedule D/D-1 and;
- A Performance Bond as approved by the City Treasurer securing the works to the value of at least 80% of the estimated cost of the said works, provided that the cash deposit or Letter of Credit shall be in a minimum amount of the greater of \$1,000,000 and 30% of the estimated cost.

**3.01.03 Development Charges**

Development Charges shall be paid to the City of Mississauga, Transportation and Works Department, in accordance with the City's current Fees and Charges By-law.

**3.02 FOR PLANS OF SUBDIVISION, REZONING, LAND DIVISION APPLICATIONS AND SITE PLANS WHICH REQUIRE A SERVICING AGREEMENT****3.02.01 Introduction**

The following requirements cover submissions to be made to the City Transportation and Works and the Community Services Departments. All submissions are to be coordinated by the Consulting Engineer. All comments and/or approvals from the Community Services Department will be returned to the Consulting Engineer through the Transportation and Works Department.

Detailed Community Services Department programs, planning and design guidelines and document requirements can be found in the Community Services Department Subdivision Requirements Manual, Revised Edition. This manual is available from the Community Services Department, Planning, Development and Business Services.

Separate submissions are to be made to the Regional Municipality of Peel in accordance with their requirements. Second and Final submissions are not to be made until the City's and Region's comments regarding the first and second submission, respectively, have been received and incorporated.

Prints of drawings for all submissions shall be folded accordion fashion into a 210 mm x 297 mm size and placed in numerical order, with title block out. Each print shall be stamped with the submission number (1,2, or 3) and date of submission.

**3.02.02 Submissions to Conservation Authorities  
Credit Valley Conservation (C.V.C.)  
Toronto and Region Conservation Authority (T.R.C.)  
Halton Region Conservation Authority (H.R.C.)**

In order to receive the conservation authority's preliminary approvals of any works that would fall within their jurisdiction, the Developer's Engineering Consultant shall deal directly with the Conservation Authority, until he has received his conditions of approval from the City for a Draft Plan of Subdivision, Rezoning or Land Severance Application. The works that will be of interest to the local conservation authority will be noted in their requirements.

When the conservation authority has sent preliminary approval, in writing, to the City, the Developer shall submit subsequent, more detailed submissions to the conservation authority through the City Transportation and Works Department.

**3.02.03 Erosion and Sediment Control Permit Application Submissions**

In accordance with the Erosion and Sediment Control By-law No.512-91 *as amended*, an Erosion and Sediment Control Permit must be obtained prior to any land disturbing activities being undertaken for development sites greater than one (1) hectare and for development sites, of any size, that are adjacent to a water body.

**Preliminary submissions** of the following materials will be accepted by the *Infrastructure & Environmental Planning* Section of the Transportation and Works Department for review:

- *Application Forms*
- Two (2) copies of the erosion and sediment control plan(s).
- One (1) copy of the cost estimate for the erosion and sediment control measures.

An Erosion and Sediment Control Permit application (***final submission***) is to be made directly to the *Infrastructure & Environmental Planning* Section of the Transportation and Works Department and shall consist of the following:

- Application forms
- *Four (4)* copies of the erosion and sediment control plan(s), certified by a Professional Engineer
- Application fee in accordance with the requirements of the By-law.
- A cash deposit or a Letter of Credit covering 100% of the total estimated value of erosion and sediment control measures, including engineering and contingencies, in accordance with the requirements of the By-law.

**3.02.04 Policy, Procedures and Workflow Process for Municipal Structures**

When a new roadway structure is required in a subdivision, the second engineering submission shall include two (2) copies of the following material for Ministry of Transportation review:

1. General Arrangement drawing(s). This drawing is to be prepared in accordance with the MTO Structural Manual. It includes the roadway structure plan, profile, elevation and cross sections
2. Design Report. The design report includes but is not limited to the description of the works, how the detail was arrived at, different options and cost analysis/least expensive alternate.
3. Design Criteria Sheet. Generally type/class of roadway, volume of traffic, geometric information and cost estimate.
4. Foundation Report.
5. Hydrology Report (when applicable).
6. Letter from the Engineer who certifies the design that OHBDC requirements are met.

MTO approval will only be required for General Arrangement drawings. The General Arrangement drawing will be reviewed together with Items 2 to 5 above to ensure that:

- OHBDC requirements are met.
- Ministry standards have been followed.

The structural design drawings and details included as part of the Servicing Agreement shall be stamped and signed by the professional engineer who designed the roadway structure and by the professional engineer who checked the structural design drawings.

Although the MTO will not be approving the final designs, they will be monitoring, on a selected basis, some final designs and hence will require submission of one complete set of final plans.

The final engineering submission shall include the consultants covering letter to the MTO confirming that the final drawings have been sent to the MTO.

**3.02.05 Servicing Agreement Schedules****SCHEDULE "A"**

The Developer describes the lands in this Agreement which are the lands for which application for approval of a Plan of Subdivision has been made. With respect to a Municipal Works Servicing Agreement, the lands described in Schedule 'A' and the agreement are title lands where the works will be performed.

**SCHEDULE "A-1"**

Schedule A-1 is to list only the survey plans, engineering and landscape plans that are applicable to the development. The following clause is to be added to the Schedule in lieu of listing the standard drawings:

"As of the date of this agreement all current City of Mississauga, Region of Peel and Ontario Provincial standard drawings and specifications including any amendments shall constitute part of this Agreement."

**SCHEDULE "A-2"**

Schedule A-2 is required only if the servicing agreement includes the development of a park block. The Landscape Works and the location of where each of the Landscape Works is to be constructed is shown on the plans and details which form Schedule "A-2" of this Agreement.

**SCHEDULE "B"**

Schedule B is to list conveyances of land and easements required by the servicing agreement.

**SCHEDULE "C"**

List of the developers obligations to be certified by the consulting engineer on the Lot/Block grading plan that the proposed construction satisfies certain criteria.

**SCHEDULE D OR D-1**

Schedule D or D-1 is to include a summary spread sheet of estimated costs for security purposes, cash contributions, and special notes as per the following example.

Schedule D or D-1 shall also include detailed estimates of the servicing works in an itemized format.

**SERVICING AGREEMENT  
SCHEDULE 'D' OR 'D-1'**

SUBDIVISION:  
DEVELOPER:  
CONSULTING ENGINEER:

**SUMMARY**

A. 1.	<u>Street Name</u>	<u>Road Works</u>	<u>Storm Sewer</u>	<u>Sanitary Sewer</u>	<u>Water Mains</u>	<u>Total</u>
	_____	_____	_____	_____	_____	
	_____	_____	_____	_____	_____	
	_____	_____	_____	_____	_____	
	Total	_____	_____	_____	_____	
2.	Miscellaneous					\$
3.	Streetscape					\$
4.	Subtotal of Storm Sewers, Roads, Miscellaneous, Streetscaping					\$
5.	Subtotal of Sanitary Sewers and Watermains					\$
	Total Amount To Be Secured (No. 4 plus No. 5)					\$

B. Cash Contributions to City of Mississauga:

- 1.
- 2.

C. Cash Contributions to Region of Peel

- 1.
- 2.

D. Notes:

1. Regarding City mud tracking clean-up, dust and indiscriminate dumping. Should the City be involved in these works, the following rates are to apply:
  - (a) Where the City forces are used - cost times two.
  - (b) Where the City retains independent contractors - cost plus forty percent.
  - (c) Minimum charge is one-half day.
2. An amount of \$        shall be held back on the Letter of Credit until final assumption, in order to secure that adequate lot grading and drainage is maintained to the satisfaction of the City of Mississauga.
3. An amount of \$        shall be held back on the Letter of Credit to cover the deductible amount of the insurance posted for ( file number). The holdback will remain in place for as long as the insurance is required by the Transportation and Works Department.

**SCHEDULE "D-2"**

Schedule D-2 is required only if the servicing agreement includes the development of a park block.

The listing of the Landscape Works and the individual amounts required for security purposes for each of the Landscape Works and amounts of cash contribution are shown in Schedule "D-2" of this Agreement.

**SCHEDULE "E"**

Details of the participation, if any, of the City and/or Region with respect to the financing of the Works, are shown in Schedule "E" of this Agreement.

**SCHEDULE "F" or "F-1"**

The Developer agrees to complete the Engineering Works as listed in Schedule "D/D-1", in accordance with the timing provisions as outlined in Schedule "F/F-1" of this Agreement. Any extension of these completion dates is to be approved by the City Commissioner of Transportation and Works and/or the Regional Commissioner of Public Works.

Schedule "F" or "F-1" dates need include only the following items:

Dates

1. Underground Services to be completed on or before
2. Curb base and base asphalt to be completed on or before
3. Sidewalks, top stage curb and boulevard sodding to be completed prior to occupancy or on or before
4. Streetlighting to be completed prior to occupancy or on or before
5. Top course asphalt to be completed on or before

**SCHEDULE "F-2"**

Schedule F-2 is required only if the servicing agreement includes the development of a park block.

The Developer agrees to complete the Landscape Works as listed in Schedule "D-2" in accordance with the timing provisions as outlined in Schedule "F-2" of this Agreement. Any extension of these completion dates is to be approved by the City Commissioner of Community Services.

**3.02.06 First Submission to the Transportation and Works Dept.**

Two complete sets of the following drawings are required:

- Proposed Plan for Registration
- Reference Plans
- Tree Survey Plan
- General above ground services plan
- General underground services plan
- Storm drainage plans
- Plan and profile drawings
- Miscellaneous and special detail drawings
- Grading plan
- Grading plans for park blocks
- Grading plan for school blocks

Two copies of the storm sewer design sheets

Two copies of the Arborist Report (if required)

Three copies of the Soils Report and Phase I E.S.A.

Two copies of Schedules A, A-I, B, C, D, E and F

Two copies of the proposed warning clauses:

The above material is to be assembled into two (2) bundles, each containing one (1) copy of all drawings, design sheets, soils, Phase I E.S.A. and arborist reports and schedules.

In addition to the above, the following is to be included:

- Two (2) copies of the following labeled Infrastructure & Environmental Planning Section:
  - Storm drainage plans
  - Storm sewer design sheets
  - Copies of detail drawings for outlets and watercourse improvements.
  - Plan/Profile Drawings
- One (1) copy of the Above Ground Services Plan and the Plan and Profile drawings labeled "Traffic";
- A Letter of Retention to the City from the Consulting Engineer stating that he has been engaged for the design and complete general construction supervision of all municipal services. (Refer to standard letter in Section 3.02.17.01).
- A letter from the Ontario Land Surveyor confirming that the Development and Design Division of the Planning and Building Department is in receipt of the draft final M-Plan(s). This letter is required prior to this department commencing review of the first submission.

- A Letter of Retention from the Geotechnical Consultant stating that he has been retained to supervise, in total, the installation of bedding and the backfilling of all trenches within road allowances and easements, and to certify to the owner and the City that he has supervised the backfilling operations, carried out sufficient tests to obtain a representative report as to the compaction of the backfill and that he finds the backfill installation to be in compliance with the City's specifications. (Refer to Standard Letter in Section 3.02.17.02).
- One (1) complete set of drawings including proposed M-Plan, schedules of the servicing agreement, warning clauses and detailed cost breakdowns labeled "Community Services"
- One (1) complete set of drawings, one (1) copy of the Proposed M-Plan and a copy of the Consulting Engineers' Letter of Retention labeled "Enersource Hydro Mississauga".
- Preliminary processing fee based on \$500.00 per gross hectare (\$200.00 per gross acre) (minimum fee \$600.00).

**3.02.07 First Submission for the Community Services Department for a Development Containing a Park Block and Schedule D-2**

- One Letter of RETENTION from the Consulting Landscape Architect stating that he has been engaged by the Developer for the design and complete general construction supervision of all landscape works.
- One covering letter from the Landscape Architect outlining the submission contents. This letter is to be copied to the Transportation and Works Department, Plan Processing Section.
- One covering letter from the Consulting Engineer stating that he advises that the landscape works are in conformity with the proposed grading and municipal services for this development, plus an outline of the items contained within that submission.
- Three (3) sets of the following drawings (where applicable)
  - Park Master Plan based on the approved concept plan
  - Streetscape/Buffer Planting
  - Street Tree Planting
  - Greenbelt Master Plan
  - Tree Preservation
- Three (3) copies of the proposed plan for registration for street tree planting and bicycle pedestrian route signage calculations (where applicable).
- One set Engineering Drawings.
- One (1) complete set of all schedules for the proposed Servicing Agreement (including detailed cost breakdown) and warning clauses;

**THIS MATERIAL IS TO BE SUBMITTED WITH THE TRANSPORTATION AND WORKS FIRST ENGINEERING SUBMISSION FOR CIRCULATION TO THE COMMUNITY SERVICES DEPARTMENT.**

As part of the park/greenbelt approval process, the Master Plan will be presented by the assisting landscape architect to the Parks Review Committee for comments and/or approval.

**3.02.08 First Submission for the Community Services Department for a Development Which Does Not Contain a Park Block**

- One covering letter from the Landscape Architect outlining the submission contents. This letter is to be copied to the Transportation and Works Department.
- Three (3) copies of the proposed plan for registration for street tree planting and bicycle pedestrian route signage calculations.
- One (1) set of engineering drawings.
- One (1) complete set of all schedules for the proposed Servicing Agreement (including detailed cost breakdowns) and warning clauses.
- Three (3) sets of the following drawings (where applicable):
  - Streetscape/buffer planting
  - Street tree planting
  - Greenbelt
  - Tree preservation

The Community Services Department will review and comment on the first submission. In the case where streetscape is involved, the drawings will be circulated to the Planning and Building Department's Design Section for comments as well as the Community Services Department. All comments will then be sent to the Plan Processing Section of the Transportation and Works Department who will in turn distribute the comments to the Consulting Engineer.

It is the responsibility of the Consulting Engineer to distribute the comments to the appropriate consultant (i.e. Landscape Architectural Consultant) after receiving them from the Transportation and Works Department.

As part of the park/greenbelt approval process, the Master Plan will be presented by the assisting Landscape Architect to the Parks Review Committee for comments and/or approval.

**THIS MATERIAL IS TO BE SUBMITTED WITH THE TRANSPORTATION AND WORKS FIRST ENGINEERING SUBMISSION FOR CIRCULATION TO THE COMMUNITY SERVICES DEPARTMENT.**

**3.02.09 Second Submission to the Transportation and Works Department.**

The following plans and documents are required for the second submission:

- First Submission Drawings, Schedules and warning clauses marked up by the Transportation and Works Department as part of the First Submission Review.
- Two (2) complete sets in two (2) bundles, of all reference plans, drawings, proposed M-Plans, schedules and warning clauses.
- Two (2) Originals plus one (1) copy of Ministry of Environment application forms, signed by the Developer and the Consulting Engineer.

**IN ADDITION TO STORM/SANITARY SEWERS AND WATERMANS, M.O.E. APPROVAL IS REQUIRED FOR PROPOSED ENGINEERED CHANNELS, STORM WATER DETENTION PONDS/STORM WATER MANAGEMENT FEATURES.**

- Two (2) copies of storm sewer design sheets and/or detailed design calculations (if applicable) and storm drainage plans.
- One (1) copy of the general underground services plan.
- One (1) copy of all plan and profile drawings.
- One (1) copy of the grading plans.

**NOTE:** Application will not be forwarded to the M.O.E. until the City is satisfied with the engineering design.

- Fifteen (15) prints of general plans and profiles of existing roads on which additional services are to be installed for P.U.C.C. approval. These are to be divided into individual bundles. A key plan is to be provided on these plans.
- Two (2) draft copies of the agreements, deeds and grants of easement with associated plan for Registration (M-Plan) and reference plans.
- One (1) set of the above ground plans, schedules of the Servicing Agreement, warning clauses, proposed plan for registration (M-Plan) and the detailed cost breakdowns labeled "Planning Division."
- A separate package containing two (2) sets of the aboveground plans, grading plans, landscaping plans, fencing plans and associated details labelled Urban Design is to be attached to the Planning Division package.
- A separate package containing one (1) set of draft legal documents, associated draft M-plan and reference plans and copies of schedules 'A' and 'B' of the servicing agreement labeled "Survey Section."
- A letter from the electrical consultant confirming that a submission has been made to Enersource Hydro Mississauga for street lighting approval.

- If grading and drainage approvals from other authorities are required, the following numbers of drawings are to be provided for forwarding to these authorities by the City:
  - C.V.C. - Two (2) sets, M-Plan, schedules and warning clauses
  - T.R.C. - Two (2) sets
  - H.R.C. - Two (2) sets
  - M.T.O. - Two (2) sets
  - N.E.B. - Seven (7) sets
  - M.N.R. - Two (2) sets
  - M.G.S. - Two (2) sets
  - Hydro One - Two (2) sets
  
- If a storm water management pond facility is included, provide two (2) copies of Stormwater Management Pond Planting Plans prepared and stamped by a Landscape Architect including detailed drawings, pond plant lists and a detailed cost schedule for the purposed landscaping works.
  
- If a school block is involved, two copies of the School Block storm drainage plan, grading plan, above ground plan and underground plan labeled "Board of Education" and/or "Separate School Board" is required.
  
- If a school block is not involved, two copies of the above ground plan and proposed M-plan labeled "Board of Education" and/or "Separate School Board" are required.
  
- Five (5) copies of the Acoustical Report (if required).
  
- Two (2) copies of the above ground plans labeled "Canada Post".
  
- Two (2) copies of the above ground plans labeled "Mississauga Transit" for the determination/approval of the bus stop platform locations.

**3.02.10 Second Submissions for the Community Services Department, for a Development Containing a Park Block and Schedule 'D-2'**

- One (1) covering letter from the Consulting Landscape Architect outlining the submission contents. This letter is required to be copied to the Transportation and Works Department, Plan Processing Section.
- Three (3) complete sets of Park Working Drawings based on approved Master Plan Drawings and schedules as per City comments.
- Three (3) sets revised landscape drawings as per City comments.
- One (1) set revised engineering drawings as per City comments.
- One (1) complete set of revised schedules for the proposed Servicing Agreement (including detailed cost breakdowns) and warning clauses.

The Community Services Department will review the revised drawings and documents. Comments will be issued to the Transportation and Works Department either approving the revised drawings and documents or requiring further revisions. Again, these comments will be passed on to the Consulting Engineer who in turn will distribute the comments to the appropriate consultant.

**THIS MATERIAL IS TO BE SUBMITTED WITH THE TRANSPORTATION AND WORKS SECOND ENGINEERING SUBMISSION FOR CIRCULATION TO THE COMMUNITY SERVICES DEPARTMENT.**

**3.02.11 Second Submission for the Community Services Department for a Development which does not contain a Park Block**

- One (1) covering letter from the Landscape Architect outlining the submission contents. This letter is to be copied to the Transportation and Works Department.
- One (1) set of revised drawings as per City comments.
- One (1) complete set of all revised schedules for the proposed schedules for the proposed Servicing Agreement (including cost breakdowns) and warning clauses as per City comments.

**THIS MATERIAL IS TO BE SUBMITTED WITH TRANSPORTATION AND WORKS  
SECOND ENGINEERING SUBMISSION FOR CIRCULATION TO THE COMMUNITY  
SERVICES DEPARTMENT.**

**3.02.12 Interim Submissions to both Transportation and Works and the Community Services Department**

Submit two sets of all drawings, M-Plans, reference plans, schedules, detailed cost breakdowns, warning clauses and return of the previous submission “mark ups”

The following interim submission fee applies:

Interim submission review	
0 to 20 hectares (0 to 50 acres)	\$1,500.00 per submission
20 to 40 hectares (50 to 100 acres)	\$2,000.00 per submission
Over 40 hectares (over 100 acres)	\$3,000.00 per submission

**3.02.13 Subdivision Underground Pre-Servicing (Optional)**

The Commissioner of Transportation and Works will consider pre-servicing of a subdivision when the following conditions have been met:

- Application has been made to the Commissioner of Transportation and Works for permission to proceed with pre-servicing. The Community Services Department is to be copied on the consulting engineer's pre-servicing request letter.
- Upon approval of the pre-servicing application, the Developer must execute and deposit with the Commissioner of Transportation and Works a Letter of Undertaking in a form approved by the City. (Refer to Section 3.02.17.05)
- Three (3) copies of the Servicing and Development Agreements executed by the developer, material for re-circulation to receive pre-servicing approval from outstanding departments and or agencies and five (5) sets of all drawings are to be provided.
- Ten (10) copies of above ground plans are to be provided.
- Submission is to be made to the Commissioner of Transportation and Works of copies of the deeds and easement documents for external services, with associated deposited reference plans. No permission to construct external services will be given prior to full registration unless the easements have been granted and/or lands transferred to the City and a Letter of Credit has been deposited with the City, for the total cost of the services. Connections to existing services will not be permitted until the plan is registered.
- All other necessary documents, 300mm reserves, easements, etc., must be approved as to form and description.
- The Engineering Fees for the City and the Region must be paid to the City prior to the commencement of any works.
- Additional pre-servicing processing fee to be paid
  - 0 to 20 hectares (0 to 50 acres) \$500.00
  - 20 to 40 hectares (50 to 100 acres) \$1000.00
  - Over 40 hectares (Over 100 acres) \$1500.00
- Required Insurance Certificate is to be submitted as per Article 17 or the Servicing Agreement.
- A cash deposit is to be submitted as required by the Transportation and Works Department (5% of Schedule "D", or a maximum of \$10,000.00). This cash deposit is to be returned at the time of registration of the subdivision.
- Any required re-zoning by-laws must be in effect.
- Prior to registration of the plan, all requirements and any specific requirements detailed in the Servicing and Development Agreements must be satisfied. However, if the underground pre-servicing has been completed prior to the registration of the plan of subdivision, the City will not require the full value of the Letter of Credit provided an appropriate reduction request has been submitted and approved by the Transportation and Works Department.

- Upon approval to proceed, one (1) copy of the Engineering Drawings must be sent to each of the utility companies such as Hydro, Telecommunications, Consumers' Gas etc., which will be installing services in the development.
- Existing buildings are to be demolished with all materials removed from within the limits of the plan.

NOTE: Above ground works will not be permitted to commence unless approved by the Commissioner of Transportation and Works.

**3.02.14 Final Submission to the Transportation and Works Department**

THE FOLLOWING PLANS AND DOCUMENTS ARE REQUIRED FOR THE FINAL SUBMISSION TO THE TRANSPORTATION AND WORKS DEPARTMENT:

- Thirteen (13) complete Servicing Agreements properly signed and executed by the owner(s).
- Two (2) copies of a letter from the Ontario Land Surveyor Certifying that the final M-Plan has not been changed since the Zoning By-Law came into effect.
- One (1) copy of Proposed M-Plan, signed and dated by owner, above ground plan and underground plan labeled "Building Division".
- Nine (9) complete sets of all drawings listed in Schedule "A-1" of the Servicing Agreement, including the proposed plan for registration and all related reference plans.
- Three (3) executed copies of the Development Agreement.
- Four (4) sets (full size) of all drawings listed in Schedule "A-1" of the Servicing Agreement with the exception of the proposed plan for registration and the tree survey plan.
- Ten (10) additional copies of the above ground services plan showing emergency routes, temporary accesses, construction roads and fire hydrants etc., (If subdivision was pre-serviced these above ground plans are not necessary).
- One (1) set of mylars of the original engineering and landscape drawings listed in Schedules A-1 and A-2 of the Servicing Agreement.
- Two (2) prints of the final storm drainage plan and the storm sewer design sheet & all associated drainage reports labeled Infrastructure and Environmental Planning Section.
- Six (6) additional copies of the proposed plan for registration; signed and dated by the owner.
- Three (3) additional copies of all related reference plans.
- One (1) copy of the consultants letter to the MTO confirming that the final set of drawings for a roadway structure have been sent for MTO's files (if applicable).
- One (1) copy of proposed M-Plan, signed & dated by owner & one (1) copy of all above ground plans labeled "Transportation & Works" for assignment of street numbers.

- Two (2) copies of the following legal documents are required:
  - Deeds conveying land to the City and/or Region, and grants of easements in favour of the City and/or Region, properly executed by the owner(s) and mortgagee(s) and two (2) copies of the reference plans and proposed plan for Registration (M-Plan).
  - In the event of mortgagees, partial discharges are required for all easements and land being conveyed to the City and/or Region.
  - If a combined easement is being granted to the City and the Region, documents and reference plans, in triplicate, are required.
- Copies of required approvals - i.e. M.O.E., C.V.C., etc.,
- Three (3) copies of the detailed cost breakdowns as per schedule 'D' or 'D-1' of the Agreement.
- Two (2) copies of Schedules C, D, E, and F of the Servicing Agreement.
- Three (3) copies of the detailed cost breakdown as a summary page of Schedule "D" of the Servicing Agreement.
- Two (2) copies of the Insurance Certificate as per Article 17 of the Servicing Agreement.
- Securities as per Article 18 of the Servicing Agreement, plus one (1) copy.
- Cash contribution as per Schedule "D" of the Servicing Agreement. (Cheques to be certified).
- Payment 100% of total engineering charges less processing fee previously paid. (Cheques to be certified).
- The Developer must submit evidence in writing to the Commissioner of Transportation and Works that he has made arrangements with the Telephone Company, Cable T.V., and Hydro providers for the installation of their cables in a common trench in the prescribed locations on road allowances within the plan of subdivision.
- The Developer must submit evidence, in writing, to the Commissioner of Transportation and Works that he has made satisfactory arrangement with Hydro Mississauga for the installation of streetlighting.

- WHERE THE SIGNATURE OF THE COMMISSIONER OF COMMUNITY SERVICES IS REQUIRED, THIRTEEN (13) EXECUTED AGREEMENTS ARE TO BE FORWARDED TO THE COMMUNITY SERVICES DEPARTMENT. SIMULTANEOUSLY WITH THE SUBMISSION TO THE COMMUNITY SERVICES DEPARTMENT, ONE COPY OF THE SERVICING AGREEMENT IS TO BE FORWARDED TO THE TRANSPORTATION AND WORKS DEPARTMENT.
  
- WHERE THE SIGNATURE OF THE COMMISSIONER OF COMMUNITY SERVICES (THE COMMUNITY SERVICES DEPARTMENT) IS NOT REQUIRED, ONE (1) COPY OF THE SERVICING AGREEMENT IS TO BE FORWARDED TO THE COMMUNITY SERVICES DEPARTMENT, ALONG WITH ONE (1) FULL SET OF DRAWINGS, PROPOSED M-PLAN AND DETAILED COST BREAKDOWNS SIMULTANEOUSLY WITH THE SUBMISSION, THIRTEEN (13) EXECUTED SERVICING AGREEMENTS ARE TO BE FORWARDED TO THE TRANSPORTATION AND WORKS DEPARTMENT.

**3.02.15 Final Submission for Development with Park Blocks and Schedule 'D-2' of the Servicing Agreement**

At the final submission stage, all Community Services requirements are required to be totally resolved.

- The signature of the Commissioner of Community Services is required. Therefore, thirteen (13) executed Agreements are to be forwarded to the Community Services Department. One agreement will be used as a working copy and twelve (12) signed copies will be sent to the Transportation and Works Department for their review. One copy of the Servicing Agreement is to be forwarded to the Transportation and Works Department simultaneously with the submission to the Community Services Department.

The following plans and documents are also to be submitted to Community Services Department with the Servicing Agreements:

- Nine (9) complete sets of landscape drawings listed in Schedule A-1 and A-2 of the Servicing Agreement, to form part of the Agreement. These nine (9) sets will be stamped "approved" and sent to the Transportation and Works Department.
- Five (5) complete sets of landscape drawings listed in Schedule A-1 and A-2 of the Servicing Agreement for internal distribution.
- One (1) set of the complete Engineering Drawings (including electrical) included in Schedule A-1.
- One (1) certified cheque as Parks processing fee as a percentage of works secured in Schedule D-2.
- One Letter of Credit in the amount required, as per Schedule D-2.
- Where applicable, Letter of Credit for future parkland conveyance.

**3.02.16 Final Submission for a Development which does not contain a Park Block**

- The signature of the Commissioner of Community Services is not required. Therefore one (1) copy of the Servicing Agreement is to be forwarded to the Community Services Department simultaneously with the submission. Thirteen (13) copies are to be sent directly to the Transportation and Works Department with the Final submission.
- The following material is to be submitted to the Community Services Department with the Servicing Agreement:
  - One (1) copy of the detailed cost breakdowns as per Schedule 'D' of the Servicing Agreement.
  - One (1) complete set of drawings as per Schedule 'A-1' including the proposed M-Plan.

**NOTE 1:**

Submissions are to include the items listed above and are to be submitted in their entirety by ONE agent of the Developer in ONE complete package. Any incomplete submissions, delivered to the City, shall be returned immediately.

**NOTE 2:**

The Agreement including the schedules shall be 210mm x 297mm in size firmly stapled together at the top left-hand corner. Plans shall be folded to 210mm x 297mm. Thirteen (13) complete Servicing Agreements and each set of Engineering Drawings shall be bound with a rubber band.

Copies of deeds and any other legal documents, complete with reference plans, and the six (6) additional copies of the plan proposed for registration, shall be bound in a set with a rubber band.

**NOTE 3**

Upon completion of the construction of the services, the Developer's Consultant shall obtain the "as-constructed" field information and revise the original drawings accordingly. With a minimum of 24 hours notice, the City will furnish as many prints as required to the Consulting Engineer or Developer, at cost price. Any changes in drawing originals by the Consulting Engineer are subject to approval by the Transportation and Works Department.

NOTE 4

Land deeds:

- Deeds to the City are to be contained in one document.
- Deeds to the Region are to be contained in one document.
- Deeds to the M.T.O. as required by the M.T.O.
- 300mm reserves adjacent to Regional roads are to be deeded to the Region.

NOTE 5

Grants of Easement:

- Easements to the City of Mississauga for storm sewers, etc., are to be in one document in the form of "Firstly", "Secondly", etc., in order of the lots affected.
- Easements to the Regional Municipality of Peel, Water and Sanitary Divisions, are to be in one document as above. Standard easement documents are to be used for both the City and Region of Peel as applicable.
- Descriptions, easements and deeds are to be based on lot and plan number after registration in the simplest form possible.

**3.02.17 Standard Forms and Letters**

**3.02.17.01 Consultants' Letter of Retention**

Instructions For Use

This letter is to be submitted to the Transportation and Works Department as part of the First Engineering submission.

Sample Letter

Date:

City of Mississauga  
Transportation and Works Department  
201 City Centre Drive, Suite 800  
Mississauga, Ontario  
L5B 2T4

Attention: Commissioner  
Transportation and Works Department

Gentlemen:

Re: (Name of Subdivision)  
T-.....

This is to state that our firm has been retained by the Developer for the purpose of carrying out those functions as outlined in Clause I of the proposed Servicing Agreement for T- , including the full-time supervision of all grading and drainage works.

Yours very truly,

(A Professional Engineer  
with signing authority for  
the consulting engineering firm)

**3.02.17.02 Geotechnical Engineers' Letter of Retention**

Instructions For Use

This letter is to be submitted to the Transportation and Works Department as part of the First Engineering Submission.

Sample Letter

Date:

City of Mississauga  
Transportation and Works Department  
201 City Centre Drive  
Mississauga, Ontario  
L5B 2T4

Attention: Commissioner  
Transportation and Works Department

Gentlemen:

RE: (Name of Subdivision)  
T-

This is to state that our firm has been retained by the Developer to supervise, in total, the installation of the bedding and backfilling of all trenches within the road allowances and easements within the above noted Subdivision.

We understand that we are to certify to the owner and the City that we have carried out sufficient testing to obtain a representative report as to the compaction of the backfill, and that we find the backfill to be in compliance with City Specifications and requirements.

We shall also confirm that final subgrade conditions are equal or better than those anticipated in the preparation of the pavement design.

Yours very truly,

(A Professional Engineer  
with signing authority for  
the Geotechnical Firm)

(Engineer's stamp)

**3.02.17.03 Letters of Credit****DRAFT ONLY – USE BANK LETTERHEAD**

Date: \_\_\_\_\_

No:

**IRREVOCABLE LETTER OF CREDIT**

To: **Corporation of the City of Mississauga** (*Beneficiary name and address must be written as here – no additional info.*)  
**300 City Centre Drive**  
**Mississauga, Ontario**  
**L5B 3C1**

We hereby authorize you to draw on **(Name of Bank, Address, Postal Code)** for account of **(Name of Applicant, Address, Postal Code)** up to an aggregate amount of **(Amount written out in full)** Canadian Dollars **(\$Amount)** available on demand as follows:

Pursuant to the request of our customer, the said **(Name of Applicant)**, we The **(Name of Bank)**, hereby establish and give to you an Irrevocable Letter of Credit in your favour in the total amount of **(\$Amount of Security)** which may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have a right as between yourself and our said customers to make such demand and without recognizing any claim of our said customers.

Provided, however, that you are to deliver to us at such time as written demand for payment is made upon us, a **letter** signed by you agreeing and/or confirming that monies drawn pursuant to the Letter of Credit are to be retained and used to meet obligations in connection with **(provide Legal description of project and/or File number as per instructions from Department requesting the Security)**.

The amount of this Letter of Credit shall be reduced from time to time as advised by notice in writing given to us from time to time by you.

This Letter of Credit will continue up to **(insert Expiry Date of one year)** and will expire on that date and you may call for payment of the full amount outstanding under this Letter of Credit at any time up to the close of business on that date. It is a condition of this Letter of Credit that it shall be deemed to be **automatically** extended for one year from the present or any future expiration date hereof, unless **thirty days (30)** prior to any such date, we shall notify you in writing by Registered Mail or Courier that we elect not to consider this Letter of Credit renewed for any such additional period. Upon receipt by you of such notice, you may draw by means of your demand accompanied by your above written **letter**.

Partial drawings permitted.

The drawings under this credit are to state that they are drawn under the **(Name of Bank, Address, Postal Code)**, Letter of Credit **(Number)**.

This Letter of Credit is issued subject to the Uniform Customs and Practice for Documentary Credits (2007 Revision), ICC Publication No. 600.

For **(Bank)**

Authorized Signature

Authorized Signature



Corporation of the City of Mississauga  
Letters of Credit Format

**NOTES**

Letters of Credit must be issued from Schedule 1 Banks or Schedule 2 Banks with Dominion Bond Rating Service rating of R-1.

Letters of Credit from other institutions, including Trust Companies and Credit Unions, will not be accepted.

Acceptable alternatives to a Letter of Credit are cash, certified cheque, bank draft or money order. Letters of Guarantee will not be accepted.

Beneficiary Address must appear as on this Format. No Department or Floor number may be added, or attention to any person.

Separate Letters of Credit are required for each City of Mississauga Department requesting same.

**For Transportation and Works:**

If the Letter of Credit is for more than one type of Security ie: Municipal Services Protection, and Lot Grading, etc, it must specify the \$ amount for each Security type.

**For Planning and Building Department, Development and Design Division:**

Paragraph Three (3) is to read as follows:

“Provided, however, that you are to deliver to us at such time as a written demand for payment is made upon us, a letter signed by you agreeing and/or confirming that monies drawn pursuant to this Letter of Credit are to be retained and used to meet obligations in connection with site works as approved under Site Plan Application (provide Site Plan Application file number) and municipal address (insert municipal address number and street name).”

Please deliver the completed Letter of Credit to the Department requesting same for processing.

**3.02.17.04 Certificate of Insurance**



**The Corporation of the City of Mississauga  
TRANSPORTATION AND WORKS DEPARTMENT**

3185 Mavis Road, Mississauga, ON L5C 1T7  
Attention: Development Construction, 2nd floor  
Phone: 905-615-3200, Ext. 5155 Fax: 905-615-3060

**CERTIFICATE OF INSURANCE (DEVELOPMENT CONSTRUCTION)**

**EVIDENCE OF INSURANCE COVERAGE WILL BE ACCEPTED ON THIS FORM ONLY.**

This is to certify that policies of insurance, subject to their terms conditions and exclusions, are at present in force for the Insured named below with the Insurer specified for a limit for any of no less than **\$5,000,000.00** for any one accident or occurrence.

<b>INSURED</b>	Name:	Phone:
	Address	Fax:

COMPREHENSIVE GENERAL LIABILITY	POLICY NO.	EFFECTIVE DATE (YYYY/MM/DD)	EXPIRATION DATE (YYYY/MM/DD)	LIMITS OF LIABILITY
<b>INSURER:</b>				Inclusive Limit \$  Bodily Injury & Property Damage Deductions \$

<p>The Corporation of the City of Mississauga and The Regional Municipality of Peel have been added as an Additional Insured to the Policies listed herein, but only with respect to the liability arising out of the operations of the named Insured.</p> <p><b>Description of Project:</b></p> <p><b>File #/s:</b></p>	Completed Operations Products Liability Contractor's Protective Contractual Liability Shoring & Underpinning Use of Explosives Environmental Pollution	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Inc.</th> <th style="width: 50%;">Excl.</th> </tr> </thead> <tbody> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table>	Inc.	Excl.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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AUTOMOBILE	POLICY NO.	EFFECTIVE DATE (YYYY/MM/DD)	EXPIRATION DATE (YYYY/MM/DD)	LIMITS OF LIABILITY
<b>INSURER:</b>				Limit: \$ Deductible: \$

OTHER INSURANCE	POLICY NO.	EFFECTIVE DATE (YYYY/MM/DD)	EXPIRATION DATE (YYYY/MM/DD)	LIMITS OF LIABILITY

<b>INSURER :</b>				Limit: \$
				Deductible: \$
				Aggregate: \$

It is understood and agreed that the policy/policies noted above shall contain amendments to reflect the following:

1. Any Deductible or Reimbursement Clause contained in the policy shall not apply to the Corporation of the City of Mississauga and shall be the sole responsibility of the Insured named above.
2. If this insurance is cancelled or changed in any manner, for any reason, during the period of coverage as stated herein so as to affect this certificate, thirty (30) days prior written notice by Registered Mail or Courier will be given by the Insurer(s) to the Corporation of the City of Mississauga, 3185 Mavis Road, Mississauga, Ontario L5C 1T7, attention: Development Construction, 2nd floor.

	Date:
Broker Name and Address:	
Telephone:	Authorized by (Signature):
Fax:	Name:

**3.02.17.05 Indemnification Letter (For Pre-Servicing Subdivisions)**Instructions For Use

This letter is to be submitted to the Transportation and Works Department prior to approval for pre-servicing.

Sample Letter

Date:

City of Mississauga  
Transportation and Works Department  
201 City Centre Drive, Suite 800  
Mississauga, Ontario  
L5B 2T4

Attention: Commissioner  
Transportation and Works Department

Gentlemen:

Re: (Name of Subdivision)

In consideration of the City of Mississauga allowing services to be installed in the proposed subdivision, prior to registration of the plan, [Name of Developer], we as Developers covenants and agrees as follows:

1. The Developers acknowledge that by proceeding with these services in advance of registration of a plan of subdivision, the Developers are doing so totally at their own risk.
2. To allow the City, its employees, servants and agents, to enter the lands at all reasonable times and for all reasonable purposes, including and without limiting the generality of the foregoing, for all necessary inspections, and to correct any drainage problems and to correct or eliminate any other nuisance, such as dust, garbage and debris, excavations, old buildings, etc. and the cost incurred by the City in so doing shall be charged to the Developers.
3. To submit a cash deposit as required by the Transportation and Works Department in the amount of 5% of the value of Schedule D to a maximum of \$10,000.00.

4. To indemnify the City and Region, its employees, servants and agents (and the Hydro-Commission) against all actions, causes of actions, suits, claims and demands whatsoever, which may arise either directly or indirectly by reason of the pre-servicing, and the owners undertaking the construction of the work within the proposed subdivision.
5. To proceed with the development in accordance with the attached schedule of performance, and should active development of the land come to a termination, to smooth, grade and seed the site to renew vegetation, and prevent erosion problems, and upon any failure in performing this obligation, to allow the City to enter the lands and carry out the work deemed necessary by the Transportation and Works Department, with the costs incurred by the City to be a charge to the Developers.
6. To allow the City to draw on the cash deposit under clause 3 above for the completion of any works considered necessary by the City Engineer including those indicated under clauses 2 and 5 and other works such as rectification of drainage problems and clean up of existing roads, upon verbal notification to the consulting engineer.
7. To limit the hours of work associated with the development from 7:00 a.m. to 7:00 p.m.
8. To require these undertakings and covenants to be assumed by any successor in title, to the effect that the obligations and covenants herein shall be binding upon the executor's administrators, successors and assigns.

Yours very truly,

(Signature of Developer)  
For: (Name of Development)

(Corporate Seal)

**3.02.17.10 Basic Form Schedules for Easements**

Note: Current schedules to be obtained from Legal Services.

**3.02.17.11 Ontario Land Surveyors Certification Re: Final M-Plan**Instructions for Use

This letter is to be submitted to the Transportation and Works Department as part of the Final Engineering Submission.

Sample Letter

Date:

City of Mississauga  
Transportation and Works Department  
201 City Centre Drive, suite 800  
Mississauga, ON L5B 2T4

Attention: Commissioner, Transportation and Works Department

Re: (Name of Subdivision)

21T-

I hereby certify that the Final M-Plan submitted as part of the Final Engineering Submission has not been changed since the Zoning By-Law came into effect.

Yours Truly,

(The Ontario Land Surveyor who signs the Surveyors Certificate on the M-Plan)

(The OLS Stamp)

NOTE: If the certificate cannot be provided because of changes to Draft M-Plan, then three (3) Draft M-Plans and three (3) sets of lots schedules are to be included with final submission for approval by the Zoning Section of the Building Division of the Planning and Building Department. A letter is to be included from the OLS outlining where the changes on the M-Plan have occurred.