



DEVELOPMENT SERVICING AGREEMENTS, DEVELOPMENT SERVICES  
URBAN PLANNING & ECONOMY  
7<sup>th</sup> FLOOR, EDMONTON TOWER  
10111 – 104 AVENUE NW  
EDMONTON, AB T5J 0J4

December 13, 2021

Urban Development Institute – Edmonton Region  
324 Birks Building  
10113 – 104 Street  
Edmonton, AB  
T5J 1A1

**Attention: Kalen Anderson**

Dear Ms. Anderson:

**Reference: Changes Affecting Servicing Agreement in 2022**

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There are some changes affecting Servicing Agreements that will come into effect on January 4, 2022 as follows:

### **1.0 Use of DocuSign for Execution of Servicing Agreements**

In 2021, the City initiated the use of DocuSign for electronic execution of Servicing Agreements on a trial basis. The findings of this trial have resulted in significantly faster execution of servicing agreements, reducing timelines for developers and expediting the overall process. As a result of this positive outcome, starting in January 2022, DocuSign will be the primary mechanism used for the execution of Servicing Agreements, unless there are exceptional circumstances requiring paper copies.

A DocuSign account is only required for those who create a DocuSign envelope which contains a PDF copy of the document to be signed, therefore developers executing the agreement do not need a DocuSign account or any special software other than email and a web browser.

Those signing the document will either need to create a signature using a script and font in the DocuSign system or they can upload a scanned copy of their signature, along with a scanned copy of the corporate seal. The software is very intuitive and easy to use. If there are any issues, the Development Servicing Agreements team will be able to provide assistance.

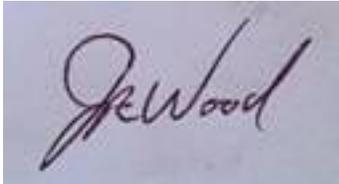
### **2.0 Boundary Assessments**

Boundary Assessments can be used as a mechanism for recovery of a portion of the costs of infrastructure installed and constructed within a public right-of-way which also benefits a different owner on the opposite side of the right-of-way. If both sides of the right-of-way develop at the same time, the owners can certainly collaborate and share the costs. However, we recognize that timing does not usually work out. Usually one owner will install the infrastructure and wants recoveries of half of the costs

from the owner on the other side of the right-of-way. The City is willing to administer the recoveries, even including for Category "A" to Category "A" developers. Developers wishing the City to administer boundary recoveries in Servicing Agreements will be charged a fee for this service. The fee for 2022 will be in the amount of \$1,127.00 + GST.

I also point out that when the City has included boundary recoveries in Servicing Agreements historically, there was a commitment to recover from future developers that develop or subdivide within a 10 year time frame. The City now agrees to administer boundary recoveries for up to 15 years. Given this change, the City is willing to amend previous Servicing Agreements (upon request) which had a 10 year time frame to extend it to 15 years from the date of execution of the Servicing Agreement, but will charge the applicable fee to administer the recovery.

If you have any questions or comments, please contact me at 780-446-3141 or by email at [Jim.Wood@edmonton.ca](mailto:Jim.Wood@edmonton.ca)

A rectangular image showing a handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and reads "Jim Wood".

Jim Wood, P.Eng.  
General Supervisor  
Development Servicing Agreements

JW/jw