

# **The Corporation of the City of Kawartha Lakes**

## **Planning Committee Report**

**Report Number ENG2017-007**

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**Date:** August 16, 2017  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier:**

**Subject: 2017 Municipal Infrastructure Guidelines**

**Author and Title: Christina Sisson, Supervisor**

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### **Recommendation(s):**

**RESOLVED THAT** Report ENG2017-007, respecting Municipal Infrastructure Design Guidelines specific to subdivision development be received; and

**THAT** the proposed Municipal Infrastructure Design Guidelines as outlined in Appendix B to E respectively to Report ENG2017-007 be approved by Council.

**Department Head:**

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**Legal/Other:**

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**Chief Administrative Officer:**

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## **Background:**

In 2007, the existing standards created by the consulting firm of Totten Sims Hubicki were presented to Council. Council did not formally endorse the standards.

### Council Resolution 2007-1174:

**RESOLVED THAT** Report PW2007-077, “Design Standards – Subdivision/Site Plan Development”, be received;

**THAT** staff arrange an information/education seminar to assist Council in fully understanding the Design Standards;

**THAT** notice be given that Council intends to adopt the Design Standards, noting the meeting date, and invite members of the public to make a delegation to Council or submit their comments/suggestions/thoughts from a developer perspective; and

**THAT** the Environmental Advisory Committee, as well as any other interested group, be notified of the proposed Design Standards and be provided with a copy of the report.

In 2013, an update was provided to Council through a presentation at a Special Council Meeting confirming that the standards would be presented through individual sections/chapters (i.e. water, sanitary, storm, etc.). The presentation was received (Council Resolution 2013-117).

At the Council meeting of January 24<sup>th</sup>, 2017, Director Chris Marshall and Councillor John Pollard presented the report from the Planning Approvals Task Force outlining the recommendations of the months of consultation with the public, developers, consultants, and the Planning Approvals Task Force committee members. The presentation was received (Council Resolution 2017-042), and one recommendation was to update the engineering design guidelines.

At the Planning Advisory Committee meeting of July 5<sup>th</sup>, 2017, Director Chris Marshall presented the six month review and update to the recommendations of the update to the Planning Approvals Task Force. As part of that update, there was a commitment to updating the engineering infrastructure guidelines as a component of the guide to subdivision development.

Currently, the City is actively promoting and updating the new website which has been designed to provide information directly to the public. This process has worked over the last few years with respect to guidelines posted on the City’s website for Lot Grading and Drainage through the Building Division’s website location. This format provided for direction to any inquiries and for additional review and input – internally, externally, by-law updates, etc.

Therefore, the attached draft guidelines are recommended to be received, and approved for upload to the website for use by professionals, review by professionals, and implementation by professionals.

## **Rationale:**

The attached guidelines represent necessary updates to the previously received 2007 standards as follows:

- regulatory updates
- industry standard updates
- review of comparable municipalities' standards
- operational input and updates
- accessibility updates
- internal consultation – design updates
- external consultation – design updates

Growth and development pressures are at an all time high in the City and even if the market cools, the City has been identified as affordable. In addition, the Province has identified the City of Kawartha Lakes in its planning documents as part of the Greater Golden Horseshoe.

In order to ensure timely review of complete design submissions, the subdivision development process needs to be confirmed for potential developers unaware of the provincial and municipal subdivision process.

The subdivision development process begins with formal or informal pre-consultation. The availability on line of the process requirements will provide potential developers and their professional representatives with the City's requirements from the outset for their due diligence. Appendix 'A' represents the subdivision process from the regulatory requirements and the City's process.

Having a confirmed and Council endorsed set of guidelines will promote a consistent and timely process, specifically:

- Define the limits of the City's design criteria
- Reinforce provincial guidelines and standards and established requirements
- Provide for communication framework and mechanism for better decisions when developers or consultants bring something new or improved forward (i.e. Senior Management Team, Council, etc.)
- Ensure that the future public infrastructure is installed within a reasonable time frame and to specification with appropriate supervision and inspection

Implementation of a Council Approved set of Municipal Infrastructure Guidelines will provide for a consistent approach to the design and implementation of all

growth and development. Variations in the design or implementation will be identified through presentation to Planning Advisory Committee and ultimately Council to ensure those variations meet the expectations of the Corporation.

The goal is to hasten the pace of review and lessen the number of submissions by presenting a consistent and clarified set of requirements from the outset and through the development process. To ensure any challenges to the design criteria are handled consistently, the City and specifically the Engineering & Corporate Asset Department will benefit from a Council endorsed set of guidelines, respectfully.

- Water - Fundamental Requirements – Appendix “B”
  - Ministry of the Environment Design Guidelines for Drinking Water Systems – 2008, Ontario Provincial Standards, Connection By-law
  - Design
  - capacity, size, layout, connection, flow, velocity, pressure, operation & maintenance
  - Construction & Commissioning
  - material, testing, sampling, inspection
  - Standard Details and specific drawings
- Sanitary - Fundamental Requirements – Appendix “C”
  - MOECC, Ontario Provincial Standards, Connection By-law
  - Design
  - capacity, size, layout, connection, flow, velocity, operation & maintenance
  - Construction
  - material, testing, inspection
  - Standard Details and specific drawings
- Storm - Fundamental Requirements – Appendix “D”
  - MOE Stormwater Management Planning and Design Manual, Building By-law, Ontario Provincial Standards, Provincial direction – Low Impact Development

- Design - quality & quantity, capacity, size, layout, connection, flow, velocity, operation and maintenance
- Construction - material, erosion and sediment controls, monitoring, inspection
- Standard Details and specific drawings
- Roads - Fundamental Cross-Sections – Appendix “E”

### **Other Alternatives Considered:**

Continuing with the draft 2007 standards that were received by Council puts additional risk and time into the review of potential growth and development as most of the standards, especially for municipal water systems are outdated and continuous updates have been coordinated with staff. The new website provides the prime opportunity for presenting the guidelines.

### **Financial/Operation Impacts:**

The City has invested time and resources into a coordinated review to engineering design, and this investment is best realized through a set of current guidelines endorsed by Council, respectfully.

### **Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:**

The City's Strategy Map outlines Council's Vision of a Vibrant and Growing Economy, an Exceptional Quality of Life, and a Healthy Environment. This application aligns with the Prosperity and Quality of Life priorities in that new residents will be attracted to the City.

### **Review of Accessibility Implications of Any Development or Policy:**

The attached draft guidelines will provide for the consistent implementation of the City's requirements for the design of future growth and development and the review of accessibility.

### **Servicing Comments:**

The attached draft guidelines will provide for the future servicing of growth and development and are necessary to confirm capacity reviews and consistent design requirements for capacity reviews.

## **Consultations:**

Building  
Planning  
Public Works – Roads, Water and Wastewater  
Community Services  
Kawartha Region Conservation Authority  
Engineering

## **Attachments:**

### Appendix 'A' – Subdivision Process



Subdivision  
Process.docx

### Appendix 'B' – Water Guidelines



20170809 Draft  
Water Guidelines.docx

### Appendix 'C' – Sanitary Guidelines



20170804 Draft  
Sanitary Guidelines.do

### Appendix 'D' – Storm and Stormwater Management Guidelines



20170804 Storm and  
Stormwater Managem

### Appendix 'E' – Road Cross-sections



20m-2-17x11-sidewalk on 1 side.pdf



20m-2-17x11-sidewalk on 2 sides.pdf



18.50 M.pdf



26m-17x11-PDF.pdf



rural23mROW-Model.pdf

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**Department Head: Juan Rojas**

**Department File:**