

**The Corporation of the City of Kawartha Lakes
Planning Advisory Committee Report**

Report Number ENG2020-014

Meeting Date: December 2nd, 2020

Regular Meeting

Title: Municipal Infrastructure Design Guidelines – Annual Update

Ward Number: All

Author and Title: Christina Sisson, Supervisor, Development Engineering

Recommendations:

That Report ENG2020-014, **Municipal Infrastructure Design Guidelines – Annual Update**, be received;

That Staff be directed to continue to update and to add to the information available on the City’s website, including templates and details, to facilitate engineering design submissions for development; and

That Staff be directed to continue to monitor for any communication improvements and for any current legislative or regulatory enhancements requiring updates to the existing guidelines on the City’s website.

Department Head: _____

Legal/Other: _____

Chief Administrative Officer: _____

Background:

Further to report ENG2017-007 - Municipal Infrastructure Guidelines 2017, and subsequent annual updates, ENG2018-016 and ENG2019-016, staff are providing this annual update from the Development Engineering division for potential updates.

Rationale:

As a result of our review of the Ontario Provincial Standards (OPSS and OPSD), we note that there have been various updates to the dates of the OPSS and OPSD. These do not necessitate any changes to the City's guidelines or details. We will continue to confirm that all engineering designs submitted to the City incorporate the latest provincial standards.

There are no regulatory or legislative changes that have occurred in the last year to be reflected in the existing guidelines. We have noted that there may be a need to update for changes to the City's logo. We will update our templates and details as appropriate.

Through contact with Communications, we have confirmed we have had 19,835 total page views to the City's Planning and Development website location through this year, January 1, 2020 to November 1, 2020. Further to the extenuating circumstances this year with the pandemic, we have had great interest in our content on the website. Communications has indicated that we have had 4,747 new visits to the site and a total of 15,088 returning visits. Through our own team communications, we continue to provide linkage to our City website in our communications and the specific guidelines for use by proponents and consultants in various professional fields supporting development.

Through our own use of the guidelines and review with new employees, we have identified some typographical errors (i.e. 1500 versus 150 water testing pressure, MOE versus MOECC, etc.) and have made the amendments to reflect those corrections for 2021. In addition, we are confirming the City's requirements to include:

- Federal testing evaluation for any proposed oil and grit separator
- Final lift or top course road surface shall be comprehensive – no patching

Therefore, through our research, use of the guidelines, and in field implementation, we are confirming the efficacy, veracity, and relevance to support the development community.

Other Alternatives Considered:

Council could choose to continue with the status quo and maintain the existing guidelines without any additional review. This would not represent current and continuous support for the growth and development forecasted for the City. The City is committed to continuous process improvement and facilitation. In addition, this year's challenging times have resulted in an increased need to provide support our community.

Financial/Operation Impacts:

By having the City take an active role in reviewing infrastructure guidelines across the province and reviewing Ontario Provincial Standards and regulatory updates, the City maintains current and applicable guidelines and reduces the number of re-submissions required to ensure the engineering designs submitted meet the current standards (i.e. better customer service). Specifically, this year has been a prime example of how important it is to have the information available to customers through the virtual world.

Relationship of Recommendations to the 2020-2023 Strategic Plan:

Municipal infrastructure is renewed or constructed as part of development or the capital projects program. In addition, the shared working knowledge of the engineering review of both the development applications and the capital program provides for consistent standard work and customer service. Through the City's project management of the implementation of the municipal infrastructure, the City supports the Guiding Principles:

- Fiscally Responsible
- Open and Transparent
- Partner and Collaborate
- Service Excellence

Review of Accessibility Implications of Any Development or Policy:

Accessibility is an integral component of the City's infrastructure design guidelines.

Servicing Implications:

The development community benefits from the City providing clear and concise and current requirements for complete submissions of engineering designs. The City's servicing implications are better reviewed through complete submissions provided. Continued review and encouragement of sustainable infrastructure will

benefit the designers coming into our community with guidance, will reduce the amount of infrastructure being proposed and installed, and will better the environment (phosphorus reduction, water balance, safety measures, etc.).

Consultations:

Communications

Ministry of Transportation Library - Ontario Provincial Standards (OPSS and OPSD)

Ministry of Environment, Conservation and Parks

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Department Head: Juan Rojas